



October 9, 2013

R.A. Smith National, Inc.  
Steve A. Roncke  
16745 West Bluemound Road  
Suite 200  
Brookfield, WI 53005-5938

Subject: Welcome to Green Tier – Tier 1

Dear Mr Roncke:

Congratulations! We are glad to welcome you into Tier 1 of Green Tier. You join a group of companies who are not only committed to superior environmental performance but also to superior economic performance.

In recognizing your past accomplishments and future commitments we promise to work towards promoting and recognizing your facility for taking the lead in environmental protection while assuring economic stability and growth. We are committed to publicizing R.A. Smith National, Inc. as a Green Tier participant on the DNR website. Undoubtedly, there will be other opportunities to bring attention to your accomplishments, and we hope to assist you in doing so as a Green Tier partner. UPDATE: Brad Wolbert is RA Smith's SPOC.

Phone: 608-264-6286 Email: Brad.Wolbert@wisconsin.gov

~~Christine Lilek~~ has been assigned as your single point of contact. ~~She can be reached at (920) 38-7898 or Christine.Lilek@Wisconsin.gov.~~ Please contact ~~Christine~~ with any questions concerning communications, required approvals, or technical assistance you may need. For your convenience the attached Commitment Outline points out your benefits and important dates that affect your participation.

On behalf of the Wisconsin Department of Natural Resources, I am proud to extend this welcome to you. We are committed to working with you to build a customized relationship under the Green Tier program. I am excited to embark on our new relationship and my staff is ready to assist as your business grows.

Sincerely,

/s/ Cathy Stepp

Cathy Stepp  
Secretary

Attachments: Green Tier Commitment Outline  
Green Tier Logo Files and Guidance CD

## Green Tier Commitment Outline for R.A. Smith National, Inc.

### I. Approval Date – October 9, 2013

### II. Green Tier - Tier 1

- **Deferred Civil Action:** You are entitled to Deferred Civil Enforcement as described in statutes (299.83(6m)(d)). In brief, if you discover a violation of an existing environmental requirement, provide us notice of your discovery and a corrective action plan and documentation of your EMS changes that ensure the violation will not happen again, you are entitled to protection from any civil penalties that the DNR might otherwise impose.
- **Green Tier Logo:** You can use the Green Tier logo on materials related to your facility. The CD provided in your packet provides additional guidelines and information.
- **Single Point of Contact (SPOC):** Brad Wolbert, 608-264-6286  
Brad.Wolbert@wisconsin.gov
- You should also feel free to call Roberta Walls, 608-785-9272,  
Roberta.Walls@wisconsin.gov for any additional information that you might need.
- **Minimum Inspection Frequency** – After you have implemented an EMS you are entitled to inspections at the lowest frequency permitted by the programs under law. We will work with you to determine how this will work for you.
- **Recognition** – Along with the numbered certificate of recognition, the department will host a participant web page for easy reference.

### III. Environmental Management Systems (EMS)

- You have agreed to have your EMS in place on or before September 30, 2014 For guidance on how to demonstrate the functional equivalency of your EMS, please see: <http://dnr.wi.gov/files/PDF/pubs/co/CO503.pdf> At least one time prior to September 30, 2014 and every year after that, perform an environmental management system audit. Every third year this audit must be done by an outside environmental auditor approved by the Department or certified by RABQSA. Your first external audit should be completed on or before September 30, 2016. For a list of auditors see: <http://dnr.wi.gov/topic/GreenTier/Auditors.html>

### IV. Annual Reporting

- **Reporting on Environmental Performance Commitments:** Your first annual report should provide data on your progress toward meeting your environmental performance commitments laid out in your Green Tier application. You identified the following: decrease total electricity and natural gas used, decrease the total gallons of water used, organize a sustainability team within your organization and get your building Energy Star rated. UPDATE: The date for annual reports is now **September 15th** of every year.
- **First Annual Report Due Date** - By mutual agreement we have agreed to ~~June 30, 2014 and annually thereafter.~~ (Please feel free to discuss alternative reporting dates with Roberta Walls, 608-785-9272, Roberta.Walls@wisconsin.gov should your needs change.)
- Annually you will need to report progress on the commitments that you have made. You will need to report your progress on the specific commitments and information which will

give us context for those commitments. If you have a goal to reduce energy consumption then the context would be total energy consumed. We will work with you to find the context reporting that will work best for you. For more details about annual reports and a metrics reporting spreadsheet see:

<http://dnr.wi.gov/files/PDF/pubs/co/CO521.pdf>

<http://dnr.wi.gov/topic/GreenTier/documents/SustainabilityMetricsSpreadsheet.xlsx>

- Please provide annual Green Tier Reports to both [GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov) and to Brad Wolbert, 608-264-6286, Brad.Wolbert@wisconsin.gov Electronic submission is preferable.