



Green Tier Application Instructions



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We're pleased you're interested in applying for Green Tier!

These instructions will help guide you, section by section, through the [Green Tier Application \(Form 4800-022\)](#). The form is available online at: <https://greentier.wi.gov/>. Please download the pdf, then complete the form and all appropriate attachments. Email the documents following the instructions given below. Incomplete applications will delay processing. A Copy of the Green Tier Law is available at: <https://www.legis.state.wi.us/statutes/Stat0299.pdf>.

- Check the box at the top of the form to indicate whether the application is for Tier 1 or Tier 2.

I. Applicant Information

In this section you should enter the name and contact information for the person most familiar with the application. This is the person with whom the department will maintain contact. Successful Green Tier participation requires upper management engagement. In Section VIII of the application we require a signature and contact information for upper management that will be involved.

II. Facility Information

If your application covers all activities at a single facility, please complete Section II.

If your application into Green Tier is for more than one facility or your scope of participation does not encompass all activities at the listed facility, please leave Section II of the application form blank and provide information for each facility and activity to be covered in **Attachment A**.

“Facility” refers to buildings, equipment and structures located on a single parcel or on adjacent parcels that are owned, operated or controlled by the applicant.

III. Scope of Green Tier Participation

Please check the box that most closely describes the scope of your application.

If you check the second or third box, please ensure that **Attachment A** provides all information necessary to clarify what facilities and activities are covered by the application. Provide the rationale behind choosing this scope.

“Activity” refers to an element of an organization’s operations, products or services that interacts or can interact with the environment. Activities may occur at a facility but are not limited to facilities. All activities covered under Green Tier must also be addressed in the applicant’s environmental management system. Keep in mind that use of contractors or any outsourced functions to complete activities would be included in the scope of your EMS and participation in Green Tier.

For help defining your scope of participation, please contact [Green Tier](#).



IV. Environmental Performance

In **Attachment B** you will provide a description and evidence of your past and present environmental performance. You will also describe how you will improve your facilities and activities in the future to enhance the environment and continue to strive for superior environmental performance. Graphs, tables or other information may be included as additional attachments when you submit your application.

At the end of the attachment, please insert a *baseline date*. A baseline date can be the date your EMS is implemented, the date you began collecting environmental and stakeholder data, the date of your application, or any other date from which you can track present and future environmental progress.

Please use the following definitions to complete **Attachment B**:

Environmental Performance means the effects, whether regulated under chs. 29 to 31, 160, and 280 to 299, Wis. Stats., or unregulated, of a facility or activity on air, water, land, natural resources, and human health.

Superior Environmental Performance means environmental performance that results in measurable or discernible improvement in the quality of the air, water, land, or natural resources, or in the protection of the environment, beyond that which is achieved under environmental requirements and that *may* be achieved in ways that include the following:

1. Limiting the discharges or emissions of pollutants from, or in some other way minimizing the negative effects on air, water, land, natural resources, or human health, of a facility that is owned or operated by an entity or an activity that is performed by the entity to an extent that is greater than is required by applicable environmental requirements
2. Minimizing the negative effects on air, water, land, natural resources, or human health of the raw materials used by an entity or of the products or services produced or provided by the entity to an extent that is greater than is required by applicable environmental requirements
3. Voluntarily engaging in restoring or preserving natural resources
4. Helping other entities comply with environmental requirements or accomplish the results described in items 1. or 2.
5. Organizing uncoordinated entities that produce environmental harm into a program that reduces that harm
6. Reducing waste or the use or production of hazardous substances in the design, production, delivery, use, or reuse of goods or services
7. Conserving energy or nonrenewable natural resources
8. Reducing the use of renewable natural resources through increased efficiency
9. Adopting methods that reduce depletion of, or long-term damage to, renewable natural resources

V. Environmental Management System (EMS)

An environmental management system is an organized set of procedures and supporting records, implemented by an organization to evaluate the environmental performance of a facility and to achieve measurable or noticeable improvements in that environmental performance through planning and changes in the facility's operations. The scope of the applicant's environmental management system should be *at least* as broad as the scope of Green Tier participation (see *Section III above*).

If you select **"Yes"** on question **V.a.**, please attach the following as **Attachment C**:

- Proof of your ISO 14001 certificate of registration
- Environmental policy statement and scope statement
- Documented objectives for the covered facilities/activities



A functionally equivalent environmental management system is an environmental management system that is appropriate to the nature, scale, and environmental impacts of an entity's activities, products, and services and that includes all 15 elements outlined in the Green Tier statute. For more information on functionally equivalent environmental management systems, refer to [Publication CO-503, "EMS & Functional Equivalency."](#)

If you select "Yes" on question V.b., please attach the following as **Attachment C**.

- Proof of functional equivalence including a declaration from senior management
- Environmental policy statement and scope statement
- Documented objectives for the covered facilities/activities

VI. Public Involvement/Stakeholder Identification

Please complete **Attachment D**. If you are applying for **Tier 2**, you must provide additional information about the involvement of interested persons in your **Letter of Intent** (see Section IX below).

An important part of Green Tier is transparency – being open to the public with your Green Tier efforts. DNR helps accomplish this by putting applications, annual reports and other information on the Green Tier website. As part of this effort, each applicant provides a list of interested persons that would likely be interested in your application to Green Tier. During the application process, DNR will notify these people about the public comment period related to your application. You should use this list to look for input from externals as you create and adjust EMS objectives.

Who to put on the list? Consider people that would be interested to know about your environmental endeavors, those that are impacted by decisions you make, and those that believe your decisions impact them. Think holistically about your supply chain and scope of aspects and impacts. Examples include: customers, neighbors, local government, regulators, non-governmental organizations, suppliers, investors and employees. It is also helpful to identify the expectations of these stakeholders.

Note: For this purpose, we consider interested parties, interested persons and stakeholders to mean the same thing. If you need assistance identifying interested parties, please contact [Green Tier](#).

VII. Enforcement Record

Answer the following questions to determine if your company meets enforcement record eligibility requirements. To request a waiver, attach a detailed request labeled Attachment E. Note that waivers will be granted *only under exceptional circumstances*.

Has the applicant, managing operators of the applicant, or any person with 25% or more ownership interest in the applicant:

Yes No

- Had a judgment of conviction entered against them for a criminal violation of an environmental regulation involving a covered facility or activity? If yes, please provide the date(s) of conviction and the nature of the violation(s).

Applicants convicted of a criminal violation within 60 months before the date of application for Tier 1 and 120 months for Tier 2 that resulted in substantial harm to public health or the environment or that presented an imminent threat to public health or the environment are ineligible for the program.

- Had a civil judgment entered against them for a violation of an environmental regulation involving covered facility or activity? If yes, please provide the date(s) of the judgment and the nature of the violation(s).

Applicants with a civil judgment entered against them within 36 months before the date of application for Tier 1 and 60 months for Tier 2 that resulted in substantial harm to public health or the environment are ineligible for the program.

- Been referred to the Department of Justice for enforcement of an environmental regulation involving a covered facility or activity? If yes, please provide the date(s) of referral and the nature of the violation(s).

Applicants referred to the Department of Justice within 24 months before the date of application for Tier 1 and Tier 2 are ineligible for the program.

- Been issued an environmental citation by the Department of Natural Resources involving a covered facility or activity? If yes, please provide the date(s) of the citation and the nature of the violation(s).

Applicants issued an environmental citation within 24 months before the date of application for Tier 1 and Tier 2 are ineligible for the program.



VIII. Applicant Statement of Commitments

This section relates to the box that you checked at the top of the application form where you chose Tier 1 or Tier 2. The statement of commitments differs between Tier 1 and Tier 2 applicants. The person signing the form should be a senior manager who is authorized to make the statement of commitments on behalf of the applicant. If the person signing the form is not the same as the contact person listed in Section 1 of the form, please note the name, title, phone number and email address of the signer.

IX. Tier 2 Letter of Intent

Applicants for **Tier 2** must also submit a **Letter of Intent** with:

- Description of the involvement of interested persons in developing the proposal for maintaining and improving the applicant's superior environmental performance
- Names and contact information of the interested persons or the groups represented (**Attachment D**)
- Description of the interests that those persons have in the applicant's participation in Green Tier
- An outline of the provisions that the applicant proposes to include in the participation contract
- Explanation of how these proposed provisions are proportional to the incentives that the applicant proposes to receive under the participation contract.

➤ To submit your application materials:

- ✓ Ensure you have completed the application form and relevant attachments
 - ✓ Read and acknowledge the statement of commitments for the Tier associated with your application
 - ✓ Type your name and enter the date on the Electronic Submittal Line
 - ✓ Click "Submit by Email" to generate a draft email in your preferred email client
 - ✓ Ensure that the application form and attachments are attached to the generated email
 - ✓ Attach any attachments or documents not included in the form (**Attachment C**) (**Letter of Intent**)
 - ✓ Ensure that the "To" field has been populated with the correct email: GreenTier@Wisconsin.gov
 - ✓ Personalize your message and press send
- Submit all application materials to: GreenTier@Wisconsin.gov
- Please contact [Green Tier](#) if you need a printable version of the application

For more information please contact Green Tier

[Laurel Sukup](#)
608-267-6817
GreenTier@Wisconsin.gov

