

## Table of Contents

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Acceptance letter

Commitment outline

Application

Attachment 2

Attachment 3

**State of Wisconsin**  
**DEPARTMENT OF NATURAL RESOURCES**  
101 S. Webster Street  
Box 7921  
Madison WI 53707-7921

Scott Walker, Governor  
Cathy Stepp, Secretary  
Telephone 608-266-2621  
FAX 608-267-3579  
TTY Access via relay - 711



November 16, 2012

Dolores Corcoran  
Lauterbach Group  
W222 N5710 Miller Way  
Sussex, WI 53090

Subject: Welcome to Green Tier

Dear Ms. Corcoran:

Congratulations! We are glad to welcome you into 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 rewarding your facility for taking the lead in environmental performance while assuring strong economic performance. We are committed to publicizing the Lauterbach Group 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.

Mark McDermid has been assigned as your single point of contact. He can be reached at 608-267-3125 or at [mark.mcdermid@wisconsin.gov](mailto:mark.mcdermid@wisconsin.gov). Please contact with any questions concerning communications, required approvals, or technical assistance you may need. For your convenience the attached guidance outlines 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 Lauterbach Group, Inc. – Sussex, WI

Approval Date – November 16, 2012

Commitment Outline Updated: 02-20-2020

The updates since participation started are:

- Functionally Equivalent EMS established
- Change of project coordinator
- Change of SPOC
- Updated general content, format and links

## I. Environmental Management Systems (EMS) & Audit Requirements

Your EMS must either be ISO-certified, or you must demonstrate that it is functionally equivalent. For information on how to demonstrate the functional equivalency of your EMS, please see: <https://dnr.wi.gov/files/PDF/pubs/co/CO503.pdf>

You have agreed to implement your EMS on or before **November 16, 2013**. Within 30 days please email your EMS implementation date to: [GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov) and your Project Coordinator, [JenniferA.Birkholz@Wisconsin.gov](mailto:JenniferA.Birkholz@Wisconsin.gov).

To maintain good standing with Green Tier EMS requirements:

- A. On or before, **November 16, 2013** and every year after that, perform an environmental management system audit. The department recommends that your first audit be completed by a DNR-approved outside EMS auditor. The list of approved auditors can be found at: <https://dnr.wi.gov/topic/GreenTier/Auditors.html>
- B. On or before, **November 16, 2015** and every third year, this audit **must** be completed by a DNR-approved outside EMS auditor.

## II. Provide an Annual Report

- A. **Annual Report Due Date** - We have mutually agreed that the deadline for your Green Tier annual report is **June 30, 2014** and annually thereafter. (Please feel free to discuss alternative reporting dates with your Project Coordinator, [JenniferA.Birkholz@Wisconsin.gov](mailto:JenniferA.Birkholz@Wisconsin.gov) should your needs change.)
- B. **Reporting on Environmental Performance Commitments:** Your first report should follow the annual report instructions provided below and should provide data on your progress toward meeting your environmental performance commitments laid out in your Green Tier application or your previous year's Green Tier annual report.
- C. **Annually**, you will need to report progress on the commitments that you have made. For more details about annual reports and metrics, see the annual report instructions provided on the website; <https://dnr.wi.gov/topic/GreenTier/ReportInstructions.html>
- D. Please submit Green Tier Annual Reports to: [GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov) and your Single Point of Contact (SPOC), [Christopher.Durgin@Wisconsin.gov](mailto:Christopher.Durgin@Wisconsin.gov).

## III. Work toward Superior Environmental Performance

Implement environmental improvements that aim to achieve Superior Environmental Performance as defined in Green Tier law. This 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. More information on Superior Environmental Performance can be found here:

<https://dnr.wi.gov/topic/GreenTier/SuperiorEnvironmentalPerformance.html>

#### IV. Green Tier - Tier 1 – DNR Commitments

- A. **Single Point of Contact (SPOC):** Your single point of contact or SPOC is your liaison to the department, answering your questions or making connections within DNR or with other experts. Your SPOC is: Christopher Durgin - DNR, Phone 414-263-8748, Cell 414-389-7356, [Christopher.Durgin@Wisconsin.gov](mailto:Christopher.Durgin@Wisconsin.gov)
- B. **Green Tier Logo:** Green Tier participants may use the Green Tier logo on stationery, promotional and educational materials related to your facility. Logo files as well as the Green Tier Style Guide with additional guidelines and information are available online at: <https://wi-dnr.widencollective.com/portals/nkc57xuv/GreenTierBranding>. Your Project Coordinator can provide you with the current access code.
- C. **Recognition:** Along with the certificate of recognition, the department will host a [participant web page](#) for easy reference. Participants should provide information and pictures on their environmental efforts to populate the webpage. We will also promote your successes throughout your tenure in Green Tier using a variety of DNR communication channels.
- D. **Project Coordinators:** You should also feel free to contact your Project Coordinator for Green Tier specific information. Project Coordinators provide support to SPOCs and participants providing reminders on Green Tier requirement dates and by promoting a participant's successes. Your project coordinator is: Jenni Birkholz, Phone 608-266-8226, Cell 608-514-2182, [JenniferA.Birkholz@Wisconsin.gov](mailto:JenniferA.Birkholz@Wisconsin.gov)
- E. **Minimum Inspection Frequency:** When you have implemented an EMS, you are entitled to inspections at the lowest frequency permitted by the programs under law. The department will work with you to determine how this will work for you.
- F. **Deferred Civil Action:** You are entitled to Deferred Civil Enforcement as described in statutes (299.83(6m)(d)). If you discover a violation of an existing environmental requirement, you are entitled to protection from any civil penalties that the department might otherwise impose if you:
  - 1. Notify the department
  - 2. Provide a corrective action plan and documentation of your Environmental Management System (EMS) adjustments that ensure the violation will not happen again, and
  - 3. Correct the violations within 90 days

**Notice:** Collection of this information is authorized under s. 299.83 Wis. Stat. Participation in Green Tier and completion of this form are voluntary. Personal information collected on this form, including such data as your name, address, phone number, etc., will be used in the implementation of Green Tier and will be made broadly available under the Green Tier program. Information will also be made accessible to requesters under Wisconsin's Public Records Law (ss. 19.32 – 19.39, Wis. Stats.). If you need to request confidential treatment of any information in order to protect a trade secret, please contact a DNR representative *prior* to submitting this form. Applications must be considered complete by the DNR in order to be processed. For complete application instructions, see "Green Tier Application Instructions," publication number CO-501.

This application is for... (check one):  Tier 1  Tier 2 (attach Letter of Intent to this form)

## I. Applicant Information

Contact Name <b>Dolores Corcoran</b>	Title <b>Productivity System Manager</b>		
Street Address <b>W222 N5710 Miller Way</b>	City <b>Sussex</b>	State <b>WI</b>	ZIP Code <b>53090</b>
Telephone Number <b>262-820-8175</b>	Fax Number <b>262-820-1806</b>	E-mail Address <b>dcorcoran@LauterbachGroup.com</b>	

## II. Facility Information

Facility Name <b>Lauterbach Group Inc</b>	County <b>United States (US)</b>		
Street Address <b>W222 N5710 Miller Way</b>	City <b>Sussex</b>	State <b>WI</b>	ZIP Code <b>53090</b>
Mailing Address <b>W222 N5710 Miller Way</b>	City <b>Sussex</b>	State <b>WI</b>	ZIP Code <b>53090</b>

Please provide all DNR Facility Identification numbers (FID #) that apply to the covered facility or activity.  
**268610540**

## III. Scope of Green Tier Participation (check one)

- This application covers all activities at the facility listed in Section II.
- This application covers all activities at more than one facility. For each facility to be covered under this application provide the information from Section II on a separate page labeled **Attachment 1**.
- This application **does not** cover all activities at every covered facility. Please describe the exact scope of activities and facilities to be covered in the program on a separate page labeled **Attachment 1**.

## IV. Environmental Performance

Please provide the following information on a separate page labeled **Attachment 2**. Refer to the *Application Instructions* for definitions of environmental performance and superior environmental performance.

### Tier 1 Applicants:

- Describe your past and current environmental performance with respect to each covered facility or activity included in this application. Within this attachment establish a baseline date against which future progress can be measured.
- Describe your future plans for enhancing the environment with respect to the same facilities/activities.

### Tier 2 Applicants:

- Provide information demonstrating your record of superior environmental performance. Within this attachment establish a baseline date against which future progress can be measured.
- Describe the measures you propose to take to maintain and improve your superior environmental performance.

## V. Environmental Management System (EMS)

- a. Have you implemented an EMS that is certified to the ISO 14001 standard? Yes  No  (circle one)
- b. Have you implemented an EMS that is functionally equivalent to ISO 14001? Yes  No  (circle one)

If you circled "No" for both questions, you are not eligible for Tier 2. Please proceed to Section VI only if you are applying for Tier 1.

If you circled "Yes" for either question, please provide a copy of the following documents labeled as **Attachment 3**:

- Proof of ISO 14001 certification OR functional equivalence (refer to *Application Instructions* for details)
- Environmental policy statement and scope statement
- Documented objectives and targets for the covered facilities/activities

## VI. Public Notice/Stakeholder Identification

Please provide in a separate document labeled **Attachment 4** a list of stakeholders whom you know or expect will have a strong interest in your Green Tier application, as well as contact information for those stakeholders. This information will help DNR expedite the processing of your application. Tier 2 applicants must provide additional information about stakeholder involvement in a Letter of Intent. Refer to *Application Instructions* for details.

## VII. Enforcement Record

Please review the Enforcement Record requirements described in the *Application Instructions* very carefully, and then check the appropriate box:

- All enforcement record requirements relevant to this application are satisfied.
- All enforcement record requirements relevant to this application are **not** currently satisfied. A waiver of the enforcement record requirements is requested.

If a waiver is requested, please provide information describing any requirements not met and a justification for the waiver request on a separate page labeled **Attachment 5**. Note that waivers will be granted only in exceptional circumstances.

## VIII. Tier 1 Applicant Statement of Commitments

**I commit with my signature to the following statements and certify that all information provided in this application is true and correct under penalty of law:**

- Implement, within one year of the date of this application, an EMS for each covered facility or activity that is certified to the ISO 14001 standard or is functionally equivalent to ISO 14001 as determined by DNR.
- Conduct annual EMS audits, with every 3<sup>rd</sup> EMS audit performed by a DNR-approved outside environmental auditor.
- Submit to DNR an annual report on each EMS audit that is in compliance with s. 299.83(6m)(a), Wis. Stats.
- Submit to DNR an annual report on progress towards meeting objectives related to improved environmental performance for aspects regulated under chs. 29 to 31, 160, or 280 to 299, Wis. Stats., unregulated environmental aspects, or voluntary actions to restore, enhance, or preserve natural resources.

Applicant Signature	Date Signed
<i>Dolores Concoran</i>	05-10-2012

## IX. Tier 2 Applicant Statement of Commitments

**I commit with my signature to the following statements and certify that all information provided in this application is true and correct under penalty of law:**

- Conduct annual EMS audits performed by a DNR-approved outside environmental auditor.
- Conduct or have another person conduct an annual audit of compliance with environmental requirements that are applicable to the facilities and activities covered under Green Tier.
- Submit to DNR an annual report on each EMS audit that is in compliance with s. 299.83(6m)(a), Wis. Stats.
- Submit to DNR an annual report on each compliance audit that is in compliance with s. 299.83(6m)(a), Wis. Stats.

Applicant Signature	Date Signed

## X. For Department Use Only

Date Received	Initials of Reviewer	Status	Date Returned to Applicant for Additional Information	Date Denied	Date Approved

## **Attachment 2 (See: IV. Environmental Performance)**

Lauterbach Group is a privately owned, midsize, award-winning flexographic printer located in Sussex, Wisconsin. After years of rapid growth expansion, we built a LEED™ (Leadership in Energy and Environmental Design) corporate headquarters and printing facility. In March of 2010, Green Building Certification Institute (GBCI) recognized our corporate headquarters and printing facility as LEED™ Silver Certified in adherence with US Green Building Council (USGBC) rating system. We are committed to being a business leading environmental stewardship.

The Group is dedicated to reducing waste, actively recycling, reducing energy consumption, and utilizing new “clean” technologies. We never accept the status quo. Our members strive to understand and be responsive to our client’s opportunities and needs. We collaborate with our suppliers and clients to bring innovation to our businesses’ through open discussions and feedback on product, service, and quality indicatives. We believe in earning respect and goodwill by marketing products and services, which allows our clients, suppliers and the Group to be successful. The Lauterbach Group is driven to be the preferred provider of solution based printing, packaging and converting products, through delivering total value to our clients and suppliers.

Our continuous improvement mindset steers the change process for the Lauterbach Productivity System, which is based on a Plan, Do, Check, Act (PDCA) system, where environmental, energy, and sustainable policies are in place. Environmental, energy efficient, and green principles drive standardization and process improvement controls shaped by Group members. Members are encouraged and empowered to implement and suggest sustainable changes that will streamline and align processes improvements to reduce, reuse, and recycle waste; the 3R principles. Energy, waste reductions, and improvements are guided by system knowledge, which provides the atmosphere of continual monitoring, education and training for members guided by those improvement changes. Sustainable practices yield sustainable results. It is all about getting better, improving productivity and education to perpetuate growth for profitability, aligning with environmentally friendly sustainable products and processes to support members, suppliers, clients, our community, and the world now and for our future.

The Lauterbach Productivity System embraces the LEED™ building infrastructure and systems to include the supply chain, client services, members and our environment.

The facility construction, our occupancy, and the recognition as a Silver Certified LEED™ building was a huge accomplishment in reducing our impact and carbon footprint on the environment. The entire facility and site selection was built on the 3R principles. The actual site location was derived and selected based on our clients, suppliers, and transportations logistics (relations). The building itself features sustainable state-of-the-art Heating, Ventilation and Air Conditioning (HVAC) systems, water management systems, security systems and the most efficient power and lighting systems. We have incorporated concepts of porous pavements, natural vegetation and the building position to make use of the sites natural landscape, natural lighting, and natural plant life cycles to reduce facility maintenance and operational costs. The building contents incorporate state of the art recycled products creating an eco-friendly environment of simplicity and beauty. Offices have no doors leading to a highly professional atmosphere that lends itself to reducing energy costs for heating and air. Our building construction and sustainable building system efficiencies are just a reflection of our environmental dedication and stewards to reduce, reuse, and recycle.

Quality products and on time delivery are bare minimal requirements for supplier selection. We believe in selecting our key suppliers based on quality product performance, on time delivery, sustainable efforts to reduce, reuse, and recycle; additionally, supplier's selection is based on their ability to provide product expertise, clean technologies and transportation while streamlining communications. Current key supplier sustainable efforts aid with clean product initiatives, product traceability, reclaiming packaging and materials, while aiding in the design and development of sustainable supplied product initiatives and providing software integration systems to accommodate purchase order requisitions, invoicing, and payment acquisition's. We hold and participate in biennial supplier summits where we review key business actions for key supplier improvement actions.

We inspire sustainability to our clients by offering traceability of natural resources to insure that they are buying paper products from a responsible source, backed by third party certification auditing. We recommend and provide alternate material usage or design ideas based on our client needs; aiding in a clean material selection for downstream product sustainability, minimizing the impact our products, production processes and the facilities have on the environment. Our Group reclaims packaging materials for reuse from our clients.

We have created a client web-based system to improve efficiency, streamline, and simplify communications, while providing flexibility for clients to manage all facets of an order: from order conception, to artwork management, through product inventory control and release of product. The web-based communication system reduces air pollutants and conserves raw energy associated with standard or specialized shipping practices for artwork submissions, artwork approvals, order management and requisitions. Additionally, client's benefit thru time management, ease of doing business, while reducing communication challenges with direct access twenty-four hours a day. The Group encourages, promotes and supports client access to information thru our direct web-based communication system for an exceptional client experience from order to inventory management and the ease of invoice review.

The group uses lean concepts and teams with defined policies and process controls to aid with change initiatives throughout our business processes. The members are committed to and follow our environmental initiatives to include:

- waste and raw material reduction; through the practices of reducing, reusing and recycling
- scrap management; through the reusing, recycling and exchanging of components, material and equipment
- energy management; through energy efficient lighting, power management and facility design and layout
- continued education; through the change management system and encouragement of group members to practice environmental stewardship at work and at home
- verification and validation; through periodic reviews and audits to ensure that our Group remains environmentally focused on continuous improvement

Environmental stewardship is not talked about, it is lived. Along with our Silver Certified LEED™ building we have received an environmental leadership award, Green Master Program, from Wisconsin Sustainable Business Council for our sustainable and environmental efforts. We are certified as a Fiber Sourcing and Transfer Systems from Sustainable Forestry Initiative® (SFI®), and Forest Stewardship Council® (FSC®) respectively. We have submitted for our LIFE Certification (Label Initiative For the Environment) our EMS equivalence certification and are currently under a "Provisional status while awaiting the audit to be conducted.

Future environmental objectives and goals are to divert 85% of our waste stream from the landfill, focus on energy reduction within our production operational areas, i.e., equipment, process controls, etc. and reduce spoilage to 9% across product types. To insure that the Lauterbach Group meets or exceeds all the environmental legislation as related to business practices and activities.

## **Attachment 3 (See V. Environmental Management System (EMS))**

Reference CO-503, Providing EMS Functional Equivalency

- Proof of EMS functional equivalence (LIFE Application)  
We have submitted for our LIFE Certification (Label Initiative For the Environment) our EMS equivalence certification and are currently under a “Provisional status while awaiting the audit to be conducted.
- Environmental policy statement and scope statement:  
Lauterbach Group recognizes the importance of environmental stewardship and our responsibility to continuous use of environmental practices.

Our Group is dedicated to providing solution based printing, packaging and converting products, while minimizing the impact our products, production processes and facilities have on the environment.

Our Group is committed to reducing, reusing and recycling our natural resources including:

- Energy
- Water
- Raw Materials

Our Group is committed to compliance with relevant environmental legislation, regulations and other requirements to meet the needs of our:

- Community
- Group Members
- Clients

Our Group is committed to the following environmental initiatives

1. Waste and Raw Material Reduction: through the practices of reducing, reusing and recycling
  2. Scrap Management: through the reusing, recycling and exchanging of components, material and equipment.
  3. Energy Management: through energy efficient lighting, power management and facility design and layout.
  4. Education: through encouragement of group members to practice environmental stewardship at work and at home.
  5. Evaluation: through periodic reviews and audits to ensure that our Group remains environmentally focused on continuous improvement
- Documented objectives and targets for the covered facilities/activities

Objective and Targets for 2012 are:

- increase diversion of waste to landfill to 85% from our current 65%
- focus on energy reduction within our production operational areas, i.e., equipment, process controls, etc. this is an anticipated overall reduction of 2%
- reduce spoilage from 16% to 9% across product types
- meet or exceed all the environmental legislation as related to business practices and activities