

## Table of Contents

---

Commitment outline

Acceptance letter

Letter of Intent

# Green Tier Commitment Outline for Midwest Paper Group

## Tier 1 Transition Effective – November 30, 2019

Commitment Outline Updated: (02/07/2020)

The updates since participation started are:

- Updated general content, format and links
- Updated Annual Report Date
- Updated EMS Audit Dates
- Transition from Tier 2 to Tier 1
- Participant Name Change

### 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 30, 2020**. Within 30 days please email your EMS implementation date to: [GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov), your Project Coordinator and your Single Point of Contact (SPOC).

To maintain good standing with Green Tier EMS requirements:

- A. On or before, **November 30, 2020** and every year after that, perform an environmental management system audit.
- B. By mutual agreement your first audit **must** 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>
- C. On or before, **November 30, 2023** 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 **December 31, 2020** and annually thereafter. (Please feel free to discuss alternative reporting dates with your Project Coordinator 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 provide annual Green Tier Reports to: [GreenTier@Wisconsin.gov](mailto:GreenTier@Wisconsin.gov) and your Single Point of Contact.

### 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: Sabina Dhungana, Phone 608–220–4531, [Sabina.Dhungana@Wisconsin.gov](mailto:Sabina.Dhungana@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: Weston Wegener, Phone: 608–264–9753, Cell: 608–284–0908, [Weston.Wegener@Wisconsin.gov](mailto:Weston.Wegener@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



December 2, 2019

John Corrigan  
Midwest Paper Group  
540 Prospect Street.  
Combined Locks WI 54113

Subject: Green Tier Transition from Tier 2 into Tier 1

Dear Mr. Corrigan:

This letter is to confirm that we have received Midwest Paper's letter of intent to transition from Tier 2 into Tier 1 of the Green Tier program. We are very pleased that your company has reaffirmed its' commitment to maintain an environmental management system focused on continual improvement and achieving superior environmental performance.

The transition to become a Tier 1 participant will be effective immediately. Any agreements made in the Tier 2 participation contract with Appleton Coated are no longer relevant and the contract is void. Midwest Paper is now considered a Tier 1 participant.

We understand that your organization will transition from a formerly ISO 14001 certified environmental management system (EMS) to a Functionally Equivalent EMS within your first year of participation under Green Tier. We have agreed to a period of 1-year for your organization to develop and implement a Functionally Equivalent EMS as a Tier 1 participant, provided that an approved outside environmental auditor conducts an audit of the management system and determines that it meets the criteria for functional equivalency. This audit must be conducted by November 30, 2020.

As a part of the transition, we have also agreed to adjust annual reporting and auditing deadlines. You are exempted from annual EMS audit and reporting requirements for 2019. Please review the attached commitment outline for Midwest Paper's specific Green Tier requirements going forward.

If you have any questions, please contact me at 608-284-0908 or [Weston.Wegener@Wisconsin.gov](mailto:Weston.Wegener@Wisconsin.gov).

Best Regards,

Weston Wegener  
Business Support Coordinator  
Wisconsin Department of Natural Resources

CC: File  
Katie Byrum, Midwest Paper  
Sabina Dhungana, DNR  
Laurel Sukup, DNR  
Jean Rombach-Bartels, DNR



November 12, 2019

Mr. Weston Wegener  
Green Tier Project Coordinator  
Wisconsin DNR  
PO Box 7921  
Madison, WI 53707

Dear Mr. Wegener,

Thank you for your time to review the options for Midwest Paper Group to remain in the Green Tier program. During the transition from Appleton Coated to Midwest Paper, our ISO certification has lapsed and we are not maintaining all of the elements as it is not part of our current customers' expectations. Due to this we need to review the requirements and develop a functionally equivalent system that works with our business model.

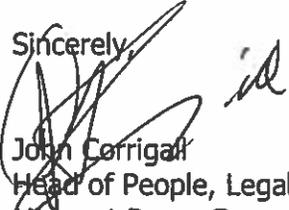
Our intention is to remain in the program, but at the Tier I level, by having a functionally equivalent EMS system in place by November 1, 2020, targeting a November 2020 EMS Audit by an approved auditor. At that point, we can review the gaps to re-achieve Tier II participation.

The following milestones are expected as part of the process:

- End of January 2020 – allocate resources to the project.
- End of April 2020 – complete the review of previous Appleton Coated ISO program documentation and comparison with ISO equivalent requirements. Create a framework for new ISO equivalent program.
- End of July 2020 – address gaps between new program and current state.
- End of October 2020 – system in place and documentation complete.
- November 2020 – audit conducted by third party approved auditor.

Thank you for your time and please check in with Katie Byrum, Environmental Manager, quarterly to check on the progress of our program.

Sincerely,

  
John Corrigan  
Head of People, Legal, and Environmental Affairs  
Midwest Paper Group  
Combined Locks, WI