

Table of Contents

Commitment outline

Acceptance letter

Application

Attachment 2

Green Tier Commitment Outline for Perfect Environmental Performance, LLC

Approval Date – March 16, 2009

Commitment Outline Updated: 02/06/2020

The updates since participation started are:

- Change of project coordinator
- Change of annual report due date
- 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/C0503.pdf>

You have agreed to implement your EMS on or before **September 15, 2009**. Within 30 days please email your EMS implementation date to: GreenTier@Wisconsin.gov and your Project Coordinator, JenniferA.Birkholz@Wisconsin.gov

To maintain good standing with Green Tier EMS requirements:

- A. On or before, **September 15, 2009** 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, **September 15, 2012** 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 **March 15th** and annually thereafter. (Please feel free to discuss alternative reporting dates with your Project Coordinator, 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. In your application you identified the following environmental commitments:
 - Continue to work with HFH to accomplish two or more Energy Home style homes for needy families
 - Increase Red Cross blood donations by 5%
 - Provide up to a 1% equivalent of gross income in the form of in-kind and monetary resources to recognized charitable institutions like those mentioned in the application letter of intent

- Set a baseline and target a 15% energy reduction in our office energy consumption (calculated based upon published data not on power measurements) for our equipment and leased office space
 - Track carpooling for a baseline and set new commute objectives in 2010 for our business.
- 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 both of these email addresses:
GreenTier@Wisconsin.gov and to your Project Coordinator,
JenniferA.Birkholz@Wisconsin.gov.

III. Work toward Superior Environmental Performance

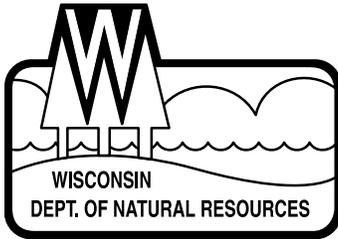
Implement environmental improvements that aim to achieve Superior Environmental Performance as defined in Green Tier law. This means environmental performance that results in measurable or discernible improvement in the quality of the air, water, land, or natural resources, or in the protection of the 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. PEP has elected to forgo the Green Tier incentive of a DNR assigned single point of contact. You should also feel free to call Project Coordinator Jenni Birkholz, 608-266-8226, JenniferA.Birkholz@Wisconsin.gov for any additional information that you might need.
- 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

- 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



State of Wisconsin \ DEPARTMENT OF NATURAL RESOURCES

Jim Doyle, Governor
Matthew J. Frank, Secretary

101 S. Webster St.
Box 7921
Madison, Wisconsin 53707-7921
Telephone 608-266-2621
FAX 608-267-3579
TTY Access via relay - 711

March 16, 2009

Timothy J. Anderson
General Manager
Perfect Environmental Performance, LLC
133 S. Butler St. Suite 20
Madison WI 53703

Subject: Acceptance Letter for Tier 1 of Green Tier

Dear Mr. Anderson:

Congratulations! The Wisconsin Department of Natural Resources (DNR) is pleased to approve your application and accept you into Green Tier. This letter of acceptance recognizes the value of Perfect Environmental Performance, LLC's (PEP) accomplishments to date. You have proposed future projects and goals in your application (see attached) which continue to demonstrate your commitment to superior environmental performance.

By entering the Green Tier program and through your commitment to an Environmental Management System (EMS), you will systematically identify opportunities for environmental improvement. Goals that PEP has committed to besides implementation of the EMS are work on energy efficient Habitat for Humanity homes, 15% targeted reduction in office energy consumption, and setting new carpooling and commuting objectives for 2010. By *September 15, 2009*, your EMS should either be certified to the ISO 14001 standard or documented as functionally equivalent (see attached guidance). You have also committed to perform an annual audit of your EMS, with every third audit performed by an outside environmental auditor approved by the department. Should circumstances arise that delay the fulfillment of these commitments, please notify us.

As a part of your commitments, you have agreed to submit to DNR an annual report regarding your participation in the program. These reports should document your current objectives and targets, as well as discuss any measured progress made toward those goals stated in your EMS or in your application. You should also present the results of your annual EMS audit, describing any non-conformances discovered and identifying actions taken or proposed to correct them. Your first report should be submitted by *March 15, 2010* and annually thereafter. Please refer to the attached Annual Report Guidelines for specifics on generating your annual report.

Our experiences have shown that organizations realize significant benefits from working regularly with an external group of interested stakeholders. As your participation in Green Tier matures, we would encourage you to collaborate with stakeholders in the development of your objectives and targets. We also ask that you describe this and other communications with interested persons in your annual report.

This letter authorizes your company to use the Green Tier logo on written materials related to your business. Please see the guidelines provided for further information regarding the use of the logo. The department has committed to annually celebrate your participation in the program through a press release, and will publicize PEP as a Green Tier participant on the DNR website.

PEP has elected to forgo the Green Tier incentive of a DNR assigned single point of contact. Instead PEP will work with single points of contacts assigned to Green Tier participants that choose to contract the services of PEP. If at some point in the future PEP should choose to have a single point of contact assigned, please notify us.

I want to welcome you as a Tier 1 participant in Green Tier and encourage you to work toward Tier 2 status in the future.

Sincerely,

/s/ Matthew Frank

Matthew J. Frank, Secretary
Wisconsin Department of Natural Resources

Attachments: Tier 1 Application
EMS Functional Equivalency Guidance
Annual Report Guidelines
Green Tier Logo Files and Guidance CD

Green Tier Application

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	Title		
Timothy J. Anderson	General Manager		
Street Address	City	State	ZIP Code
133 S. Butler St. Suite 20	Madison	WI	53703
Telephone Number	Fax Number	E-mail Address	
(608) 256-9770	608 256 9771	tanderson@pep-services.com	

II. Facility Information

Facility Name	County		
Same as above	Dane		
Street Address	City	State	ZIP Code
Mailing Address	City	State	ZIP Code

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

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:

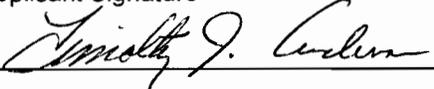
- All enforcement record requirements relevant to this application are satisfied.
- All enforcement record requirements relevant to this application are **not** currently satisfied. A waiver of the enforcement record requirements is requested.

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 3rd 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 9-15-2008
--	--------------------------

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



State of Wisconsin
Department of Natural Resources
P.O. Box 7921
Madison, WI 53707-7921

September 15, 2008

RE: Green Tier I Application Cover and Section IV and VI Supplemental Information.

Office of Cooperative Assistance:

About Us

Perfect Environmental Performance, LLC (PEP) is a small environmental consulting business registered as a Women Business Enterprise (WBE). PEP was founded on May 1, 2007 by three member/owners. Two members provide direct environmental and energy efficiency related services to a variety of business sectors. They have over 30 years combined experience in designing, facilitating implementation and auditing of Environmental Management Systems (EMS) in addition to experience in sustainable development.

PEP's mission is to protect and improve the environment through the way that we conduct our business and in the way we provide services to our customers and community. PEP provides general environmental operational services relating to obtaining permits, managing wastes, and controlling air emissions. Although these are general compliance services, they are provided to the customer in a fashion that establishes a foundation for an environmental management system. When the customers are ready, they can insert that aspect of their business operations directly into a developing EMS structure. This strategy provides improved work products that work now and in the future, thereby saving customer's resources and expense.

PEP continually improves EMS and sustainability products in a way that seeks to work more seamlessly with a customer's existing business processes. Our customized delivery focuses on leveraging the customer's business strength to develop a solid business tool which is vital to their strategic planning processes.

PEP also provides residential and light commercial energy evaluations. These evaluations help existing homes become more energy efficient and guide new homes to meet or exceed Energy Star and Green Built criteria by their design and construction.

PEP's members believe that we are in business to provide excellent services at a fair price. We also believe our communities provide the foundation to sustain our business. For that privilege we feel that part of our ongoing role is to be of voluntary service to our communities. PEP does this by providing our professional services, labor and assistance, donations of various kinds and financial support to specific local, regional, and international organizations.

September 15, 2008

Page 2

Section IV.

Service to our community has been provided in several ways since PEP's beginning on May 1, 2007:

1. Participation on the Board of Habitat for Humanity (HFH)-Sauk/Columbia County
2. Professional services to establish the first HFH Energy Star build for Sauk/Columbia
3. Participate to develop guidance for and promote Green Built homes, and to speak about energy saving techniques to a variety of audiences
4. Provide team leadership, donate Energy Star evaluations, in addition to providing general labor to build one HFH home
5. Professional Energy Star and environmental services to build one Extreme Home Make Over house in July 2008
6. Established a commitment to Red Cross blood donations-a renewable environmental and socially responsible resource
7. Energy Star service donation to support WI Public Television educational programming
8. Financial support to Second Harvest Food Pantry
9. Financial support to the MS Society

PEP operates its business in a collaborative and ecologically focused manner, promoting resource use efficiency and recycling efforts for electronics, office paper, plastics and metal materials. We source energy efficient equipment for our operations that range from copiers to thermal coffee storage. We work to minimize our GHG footprint by carpooling, scheduling logistical projects together and by strategically utilizing conferencing and other non-travel communication techniques.

So while PEP is not directly impacted by environmental regulations in its operations, we plan work products that build in compliance assurance potential within the regulatory products we deliver to our customers. For those who want a systematic approach or the "triple bottom line" approach, we work to design a customized product that is synergistic with their strongest business practices in order to instill the continuous improvement method into their existing business systems. PEP purposefully focuses on small businesses where resources of people and money are often limited. We feel this segment has a profound impact on the environment and opportunities for improvement. Our products and services are priced in a manner that is fair to these businesses.

Future Plans and Measures

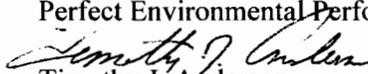
Over the next 12 months, PEP will:

1. Continue to work with HFH to accomplish two or more Energy Star style homes for needy families.
2. Increase Red Cross blood donations by 50%
3. Provide up to a 1% equivalent of gross income in the form of in-kind and monetary resources to recognized charitable institutions like those mentioned above
4. Set a baseline and target a 15% energy reduction in our office energy consumption (calculated based upon published data not on power measurements) for our equipment and leased office space
5. Track carpooling for a baseline and set new commute objectives in 2010 for our business

Section VI.

PEP operates closely with regulators, Non-Governmental Organizations and the environmental community in Charters, projects, committees and in voluntary efforts. PEP is not aware of stakeholders who may have a strong interest in our Green Tier application. We are aware that this application is one of the first for an environmental consulting firm and therefore may solicit questions as to how a service provider can produce superior environmental performance. We believe our previous information identifies behavior that can produce superior environmental and sustainable results. We do not feel there should be strong negative or positive stakeholder comment about this Green Tier application or the base for our performance.

Sincerely,
Perfect Environmental Performance, LLC.

		
Timothy J. Anderson	Laura Paprocki	Irene Anderson
General Manager-Member	Technical Manager	Financial Manager