

MICHIGAN CLEAN CORPORATE CITIZEN PROGRAM

APPLICATION



CLEAN CORPORATE CITIZEN PROGRAM

**A voluntary program designed to recognize Michigan Clean Corporate Citizens for
environmental performance and stewardship**

environmental management pollution prevention environmental compliance



Governor Rick Snyder ♦ Director Dan Wyant

MICHIGAN'S CLEAN CORPORATE CITIZEN PROGRAM



The C3 program is built on the concept that existing Michigan establishments that have consistently demonstrated a strong environmental ethic and stewardship can be relied upon to carry out their environmental protection responsibilities without rigorous oversight. These facilities should enjoy greater regulatory flexibility than those that have not demonstrated that level of environmental awareness.

The C3 program requires environmental performance in three areas: **environmental management systems (EMS), pollution prevention (P2), and environmental compliance.** The regulatory benefits for a C3 are provided in the air quality, surface water quality, underground storage tank, and waste management programs.

HOW TO APPLY

Participation in the C3 program is voluntary. An establishment in Michigan seeks C3 designation through an application process. The applicant publishes a public notice that their complete C3 application and all supporting materials are available for review for 30 days at a public location. The documentation includes a summary of the establishment's EMS and P2 programs. Following public review, the application and supporting documentation are submitted to the Michigan Department of Environmental Quality (MDEQ) for review and subsequent approval or denial of C3 designation. A C3 designation is renewable once every five years, and designation can be lost if the MDEQ Director determines the criteria are not being met.

STEP 1 Pre-Meeting with MDEQ C3 program staff. (Optional, but strongly encouraged)

STEP 2 Establishment reviews C3 rules and decides to apply for the program and prepares an application.

STEP 3 Send MDEQ an Intent to Submit letter. Include start/end dates of public notice, and a copy of the completed C3 application form (this form). Make sure Page 4, Item 2- your list of environmental permits – is complete. MDEQ begins compliance review.

STEP 4 Place public notice in newspaper. Put application package at public location for a minimum of 30 days.

STEP 5 Retrieve application package and respond to comments. Complete "Public Review" Page 5 of C3 application. Send entire application package to the MDEQ.

STEP 6 MDEQ 14-day Completeness Review.
If complete, application moves to Step 7. If incomplete, MDEQ notifies applicant.

STEP 7 MDEQ 90-day detailed Technical Review.
If criteria are met, establishment receives Clean Corporate Citizen designation and certificate.

Application pre-meetings are available upon request. For specific eligibility, application, and program criteria refer to Part 14, Clean Corporate Citizens, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). All forms and guidance can be found at www.michigan.gov/deqc3. Questions can be directed to 517-335-5540 or the MDEQ Environmental Assistance Center at 1-800-662-9278.

Intent to Submit letters, correspondence, and C3 applications should be sent to: Clean Corporate Citizen Program, Office of Environmental Assistance, Michigan Department of Environmental Quality, PO Box 30457, Lansing MI 48909-7957

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ENVIRONMENTAL MANAGEMENT SYSTEM (EMS)

An environmental management system is that part of an overall management system which addresses environmental concerns through the allocation of resources; assignment of responsibilities; and ongoing evaluation of practices, procedures, and processes to achieve sound environmental performance.

ESTABLISHMENT NAME	
IS YOUR EMS REGISTERED TO THE ISO 14001:2004 STANDARD OR CERTIFIED UNDER AN EMS STANDARD APPROVED BY THE DIRECTOR? <input type="checkbox"/> YES NAME OF STANDARD: _____ [PLEASE ATTACH COPY OF CURRENT REGISTRATION]	
ATTACH DETAILED SUMMARY OF EMS TO DEMONSTRATE ACHIEVEMENT OF ALL SECTION 1409 CRITERIA LISTED BELOW.	
EMS Elements.	Standard
a. General Requirements	ISO 14001:2004, 4.1
b. Environmental Policy	ISO 14001:2004, 4.2
c. Planning – Environmental Aspects	ISO 14001:2004, 4.3.1
d. Planning – Legal and Other Requirements	ISO 14001:2004, 4.3.2
e. Planning – Objectives, Targets and Program(s)	ISO 14001:2004, 4.3.3
f. Implementation and Operation – Resources, Roles, Responsibility and Authority	ISO 14001:2004, 4.4.1
g. Implementation and Operation – Competence, Training and Awareness	ISO 14001:2004, 4.4.2
h. Implementation and Operation – Communication	ISO 14001:2004, 4.4.3
i. Implementation and Operation – Documentation	ISO 14001:2004, 4.4.4
j. Implementation and Operation – Control of Documents	ISO 14001:2004, 4.4.5
k. Implementation and Operation – Operational Control	ISO 14001:2004, 4.4.6
l. Implementation and Operation – Emergency Preparedness and Response	ISO 14001:2004, 4.4.7
m. Checking – Monitoring and Measurement	ISO 14001:2004, 4.5.1
n. Checking – Evaluation of Compliance	ISO 14001:2004, 4.5.2
o. Checking – Nonconformity, Corrective Action and Preventive Action	ISO 14001:2004, 4.5.3
p. Checking – Control of Records	ISO 14001:2004, 4.5.4
q. Checking – Internal Audit	ISO 14001:2004, 4.5.5
r. Management Review	ISO 14001:2004, 4.6

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POLLUTION PREVENTION (P2)

Pollution prevention is defined in the C3 legislation as “eliminating or minimizing the initial generation of waste at the source, reuse of waste or utilizing environmentally sound on-site or off-site recycling.”

ESTABLISHMENT NAME

ARE YOU A MEMBER IN GOOD STANDING IN A RECOGNIZED MDEQ P2 PROGRAM?

YES **NAME OF P2 PARTNERSHIP:** _____

Provide name and supporting documentation including copy of current award letter or certificate, signed and dated P2 policy, and last set of P2 goals/objectives submitted to the MDEQ.

NO

Provide supporting information on P2 program to demonstrate achievement of all criteria requirements listed below:

a. POLLUTION PREVENTION POLICY. The signed policy should promote elimination or reduction in waste at the source, reuse of waste, and on-site and off-site recycling.

	SECTION	YES	NO
b. Is your signed P2 Policy adopted and posted?	Section 1411(1)(b)(i)	<input type="checkbox"/>	<input type="checkbox"/>
c. Does your P2 program call for periodic assessments?	Section 1411(1)(b)(ii)	<input type="checkbox"/>	<input type="checkbox"/>
d. Does your P2 program identify goals, implementation activities, and time frames?	Section 1411(1)(b)(iii)	<input type="checkbox"/>	<input type="checkbox"/>
e. Are reports and records demonstrating P2 implementation progress maintained?	Section 1411(1)(b)(iv)	<input type="checkbox"/>	<input type="checkbox"/>
Facilities are encouraged to do all of the following, please indicate whether your facility participates in any of these activities and provide a written description.	Section 1411(2)	<input type="checkbox"/>	<input type="checkbox"/>
f. Community based activities and partnering?	Section 1411(2)(a)	<input type="checkbox"/>	<input type="checkbox"/>
g. Provide exchange of information regarding P2 through workshops/events?	Section 1411(2)(b)(i)	<input type="checkbox"/>	<input type="checkbox"/>
h. Developing and disseminating case studies and other publications?	Section 1411(2)(b)(ii)	<input type="checkbox"/>	<input type="checkbox"/>
i. Establishing pollution prevention supplier networks?	Section 1411(2)(b)(iii)	<input type="checkbox"/>	<input type="checkbox"/>
j. Provide the department with access to electronic copies of the facility's emergency response plan, pollution incident plan, stormwater pollution prevention plan, and other plans as appropriate?	Section 1411(2)(b)(i)	<input type="checkbox"/>	<input type="checkbox"/>

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ENVIRONMENTAL COMPLIANCE

ESTABLISHMENT NAME:

LIST ALL ENVIRONMENTAL PERMITS, LICENSES, AND BINDING AGREEMENTS ISSUED TO THE ESTABLISHMENT.
Attach a separate sheet if more space is needed.

If facility discharges to a publicly-owned treatment works, please identify:
Name: _____

APPLICABLE FEDERAL ENVIRONMENTAL REQUIREMENTS – Please provide a listing of any criminal convictions or any civil fines, penalties, or damages assessed relative to applicable federal environmental requirements within a 3-year period before filing the initial clean corporate citizen application.

COMPLETE AND SIGN COMPLIANCE STATEMENT BELOW:

I have reviewed the environmental compliance record for _____ and to the best of my knowledge the establishment is in compliance with **all applicable state environmental requirements and applicable federal environmental requirements** and has no outstanding unresolved violations past or current that have not been corrected or resolved.

NAME/TITLE OF RESPONSIBLE OFFICIAL (printed or typed)	TITLE
SIGNATURE	DATE

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PUBLIC REVIEW

ESTABLISHMENT NAME

Section 1413(3) requires that the following information be made available for public review for a minimum of 30 days.

- a. A detailed summary for each element of the environmental management system that demonstrates achievement of the C3 criteria.
- b. A copy of the pollution prevention policy and supporting information on the pollution prevention program that demonstrates achievement of the C3 criteria.
- c. A copy of the signed statement of environmental compliance.

DATE MDEQ NOTIFIED OF INTENT TO SUBMIT C3 APPLICATION		
PUBLIC REVIEW PERIOD		
START:	END:	
LIBRARY/PUBLIC BUILDING USED FOR APPLICATION VIEWING		
VIEWING ADDRESS (number and street)		
CITY	STATE	ZIP CODE
NEWSPAPER(S) NOTICING PUBLIC REVIEW AND APPLICATION AVAILABILITY		
INCLUDE NEWSPAPER(S) TEAR SHEET OR OTHER PROOF OF PUBLICATION	NEWSPAPER MAILING ADDRESS:	

SUMMARY OF PUBLIC COMMENTS RECEIVED AND ESTABLISHMENT RESPONSE TO COMMENTS (attach additional sheets if necessary).
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