

Michigan Retired Engineer Technical Assistance Program (RETAP)



Fact Sheet

WHAT IS RETAP?



The RETAP is the Michigan Retired Engineer Technical Assistance Program. It provides confidential, non-regulatory, free pollution prevention (P2) assistance to Michigan businesses and institutions.

WHAT IS POLLUTION PREVENTION?

Pollution prevention means reducing or eliminating waste at the source and can include environmentally sound recycling.

WHAT IS THE PURPOSE OF RETAP?

The RETAP has three main goals, including:

- Reducing the amount and toxicity of waste generated by Michigan businesses and institutions;
- Assisting businesses and institutions in Michigan that seek on-site P2 assessments; and
- Providing information on resources to facilitate implementation of P2 recommendations.


WHO ARE THE RETAP ASSESSORS?

RETAP assessors are retired engineers, scientists and other professionals who have been employed in Michigan industry and have 30 to 40 years of experience. Their varied education and experience offer a wide range of knowledge about processes for the diverse industries in this state. Any professional with a serious interest in P2 and a background in processes may apply to be a RETAP assessor.



WHAT DOES RETAP OFFER?

The program offers:

1. *Technical Services* – Confidential, on-site P2 assessments to small businesses and institutions provided by the RETAP technical assistance contractor.
2. *Publications* – Case studies, fact sheets, and other information about P2 technologies and successes. 
3. *Education* – Training on how to conduct waste assessments and reduce waste.
4. *Marketing* – Promotional activities for: (a) businesses that would benefit from the assessments, and (b) organizations that regularly communicate to facilities that would benefit; for example, wastewater treatment plants, chambers of commerce, trade associations, business associations, and local government agencies.
5. *Outreach* – Presentations by RETAP representatives about the program and specific P2 practices.

MICHIGAN DEPARTMENT OF
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WHAT FACILITIES ARE ELIGIBLE FOR RETAP ASSESSMENTS?

All types of Michigan businesses with 500 employees or fewer in the state are eligible for RETAP assessments. Institutions of any size in Michigan, such as schools, hospitals and local governments are eligible.

HOW DO RETAP ASSESSMENTS WORK?

There are five steps to a RETAP assessment.

1. **Request:** *A business or institution submits a request for assistance to the RETAP technical assistance contractor.*
2. **Pre-Assessment:** *A RETAP assessor meets on site with facility representatives to gather information about waste streams and provide information about the service. This visit lasts about two to three hours and includes a quick walk-through.*
3. **Assessment:** *A team of RETAP assessors conducts a thorough walk-through of the facility to look for P2 opportunities. Upon completion, the assessors meet with facility representatives and discuss their initial observations. The assessment lasts between a half-day to a few days, depending on facility size.*
4. **RETAP Report:** *The RETAP assessors and technical assistance contractor prepare a report with P2 and cost-saving recommendations. Reports are sent to the company within 60 days after the assessment is completed. Reports are confidential. Only two copies exist; one is sent to the facility, and the technical assistance contractor keeps the other copy. The Michigan Department of Environmental Quality does not get a copy or see the report.*

5. **Follow-up:** *The RETAP assessors contact the facility at regular intervals after the report is sent to evaluate the assistance provided, seek opportunities for case studies, and provide additional information if requested.*

WHO ADMINISTERS RETAP?

The Environmental Science & Services Division (ESSD) of the Michigan Department of Environmental Quality (MDEQ) administers the program. The ESSD provides non-regulatory assistance to Michigan businesses, institutions and the general public in all environmental areas. RETAP technical services are provided through a contract with the Retired Engineer Technical Assistance Foundation (Foundation). This assures the assessments are kept confidential.

DOES RETAP PROVIDE REGULATORY ASSISTANCE?

No. The RETAP assessments are completely non-regulatory. The program does not provide assistance with environmental compliance. The purpose of the RETAP is to identify P2 opportunities; it is not intended to resolve regulatory problems.

NEED MORE INFORMATION?

-  *Call the Foundation at 888-749-7886.*
-  *Send an e-mail request to the Foundation at retafmi@retaf.org*
-  *Call 800-662-9278 or RETAP Manager at 517-241-8176 or e-mail at deq-ead-env-assist@michigan.gov.*
-  *Visit the web site at www.michigan.gov/deqretap.*
-  *Fill out the form in the RETAP brochure at www.michigan.gov/deqretap and click on "RETAP Brochure" under Publications.*

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