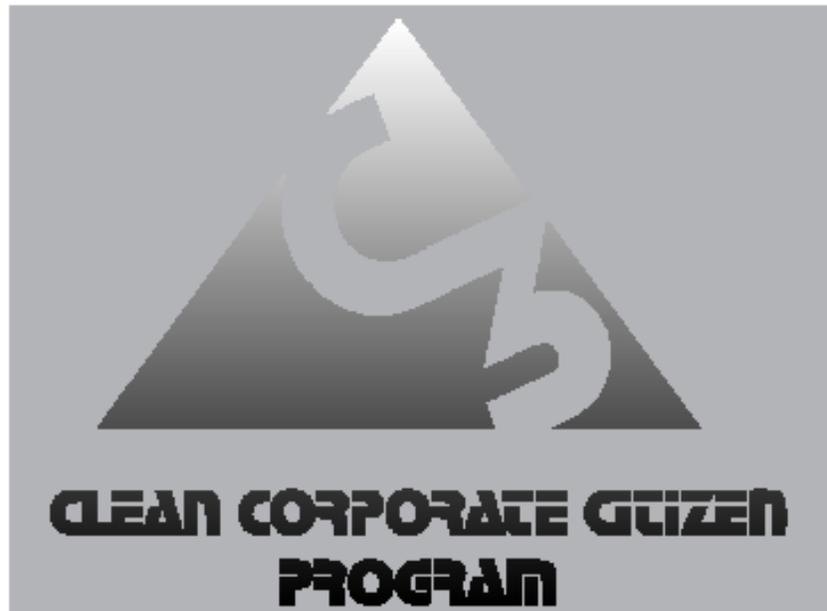


MICHIGAN CLEAN CORPORATE CITIZEN PROGRAM

REQUEST FOR RENEWAL



**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

CLEAN CORPORATE CITIZEN PROGRAM

REQUEST FOR RENEWAL

Authority: Part 14, Clean Corporate Citizens, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA). Completion is mandatory to participate in the Clean Corporate Citizen Program and to be eligible for Clean Corporate Citizen Regulatory Benefits as provided under Sec. 1421.



C3 Renewal Process

C3 designations are valid for 5 years. To retain a C3 designation, a Clean Corporate Citizen shall submit a request for renewal at least 30 days before the anniversary date of the current C3 designation. The renewal request shall include supporting information and certification that the Clean Corporate Citizen is currently achieving the environmental management, pollution prevention, and environmental compliance criteria. The supporting information shall also describe the activities the Clean Corporate Citizen has taken to:

Set; revise; and implement goals, objectives, targets, and the strategy the Clean Corporate Citizen is employing to resolve any unmet goals, objectives, and targets in its environmental management system and pollution prevention program. (See Pages 4 and 5 - Environmental Performance)

The renewal request shall also include a statement by the responsible official that the Clean Corporate Citizen is in compliance with all applicable state and federal environmental requirements and has no outstanding, unresolved violations, or is in compliance with a schedule acceptable to the department to correct any outstanding violations. The C3 designation can be terminated if the Director of the Michigan Department of Environmental Quality determines any of the above criteria are not being met.

Renewal requests should be submitted to the Clean Corporate Citizen Program, Office of Environmental Assistance, Michigan Department of Environmental Quality, PO Box 30457, Lansing, MI 48909-7957. Questions can be directed to Jeff Spencer in the Pollution Prevention and Stewardship Unit at 517-284-6879 or the Environmental Assistance Center (EAC) at 1-800-662-9278.

ESTABLISHMENT NAME			
OTHER IDENTIFYING NAME (if applicable)			
ESTABLISHMENT ADDRESS (number and street)			
CITY	STATE	ZIP CODE	COUNTY
NAME/TITLE OF CONTACT PERSON	E-MAIL		TELEPHONE NUMBER (include area code)
LOCAL NEWSPAPER OR MEDIA OUTLET		NUMBER OF EMPLOYEES	

I certify that the _____ meets the criteria of Clean Corporate Citizen Requirements of Section 1413 (applicability), Section 1409 (environmental management system), Section 1411 (pollution prevention), and Section 1407 (environmental compliance).	
NAME/TITLE OF RESPONSIBLE OFFICIAL (printed or typed)	TITLE
SIGNATURE	DATE
E-MAIL	TELEPHONE NUMBER (include area code)

CLEAN CORPORATE CITIZEN REQUEST FOR RENEWAL



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.

1. IS YOUR EMS REGISTERED TO THE ISO 14001:2004 STANDARD OR CERTIFIED UNDER AN EMS STANDARD APPROVED BY THE DIRECTOR?

YES NAME OF STANDARD: _____ [PLEASE ATTACH COPY OF CURRENT REGISTRATION]

2. FOR EACH EMS ELEMENT IDENTIFIED BELOW DESCRIBE ITS STATUS AND SUMMARIZE THE ACTIVITIES UNDERTAKEN TO ASSURE THAT THE EMS IS BEING MAINTAINED AND IMPLEMENTED CONSISTENT WITH SEC. 1409. ATTACH ADDITIONAL SHEETS AS NECESSARY. (Attach additional sheets as necessary)

- 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 Controls (ISO 14001:2004, 4.4.6)
- l. Implementation and Operation – Emergency Preparedness (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)

CLEAN CORPORATE CITIZEN REQUEST FOR RENEWAL



POLLUTION PREVENTION (P2)

For renewal of your Clean Corporate Citizen (C3) designation and continuation of C3 regulatory benefits

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

ESTABLISHMENT NAME

Provide supporting information on P2 program to demonstrate achievement of all criteria requirements listed below:			
<p>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.</p>			
	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"/>

ENVIRONMENTAL COMPLIANCE

<p>LIST ALL CURRENT ENVIRONMENTAL PERMITS, LICENSES, AND BINDING AGREEMENTS ISSUED TO THE ESTABLISHMENT. (Attach additional sheets as necessary).</p>
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COMPLETE AND SIGN COMPLIANCE STATEMENT

<p>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.</p>	
<p>NAME/TITLE OF RESPONSIBLE OFFICIAL (printed or typed)</p>	<p>TITLE</p>
<p>SIGNATURE</p>	<p>DATE</p>

CLEAN CORPORATE CITIZEN REQUEST FOR RENEWAL



ENVIRONMENTAL PERFORMANCE

In order to quantify the successes of C3 facilities and measure the effectiveness of their EMS and P2 Programs, Sec. 1411(1)(b)(iii) requires each establishment to report on their environmental goals, objectives, and targets. This information not only highlights the achievements of individual establishments, but will also serve as a valuable measure of the overall effectiveness of the C3 program. Please review each of the following categories below that apply to your operations and summarize the results and new goals for your respective reporting period. Please indicate an N/A for those areas that are not applicable to your operations. (Attach additional sheets as necessary).

Reporting Period: From _____ To _____

<i>Performance Indicator</i>	<i>Goal/Objective/Target (EMS/P2)</i>	<i>Results this renewal period</i>	<i>Estimated cost benefit</i>
<i>Air Emissions</i>	(Example: 10% VOC reduction)	(1,200 lbs. VOC reduced)	N/A - No cost figures available
<i>Energy Use</i>	(Example: 5% energy use reduction)	(250,000 kwh reduced)	(\$50,000)
<i>Hazardous Waste</i>	(Example: 15% reduction in hazardous waste generation)	(1,350 pounds reduced)	(\$125,000)
<i>Materials Use</i>	(Example: 50% reduction in the use of corrugated cardboard)	(1.1 tons of cardboard reduced)	(\$37,500)

Solid Waste	(Example: 25% reduction in solid waste sent to landfill)	(2,600 pounds of cardboard, paper and wood recycled)	(\$17,800)
Wastewater Discharges	(Example: Reduce copper in wastewater discharge by 25%)	(435 lbs of copper eliminated from wastewater discharge)	N/A - No cost figures available
Water Use	(Example: 10% reduction in water consumption)	(140,00 gallons reduction in water consumption)	(\$6,800)
Habitat Preservation and/or Restoration (attach additional documentation as necessary)			
Community Outreach and Collaborative Efforts (attach additional documentation as necessary)			