

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
101 S. Webster Street
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Madison WI 53707-7921

Scott Walker, Governor
Cathy Stepp, Secretary
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January 15, 2014

Rebecca Vanderbeck, P.E.
Burns & McDonnell
5007 S. Howell Ave, Suite 210
Milwaukee, WI 53207

Subject: Welcome to Green Tier – Tier 1

Dear Rebecca & David:

Congratulations! We are glad to welcome you into Tier 1 of Green Tier. You join a group of companies who are not only committed to superior environmental performance but also to superior economic performance.

In recognizing your past accomplishments and future commitments we promise to work towards promoting and recognizing your facility for taking the lead in environmental protection while assuring economic stability and growth. We are committed to publicizing Burns & McDonnell as a Green Tier participant on the DNR website. Undoubtedly, there will be other opportunities to bring attention to your accomplishments, and we hope to assist you in doing so as a Green Tier partner.

UPDATE: David Hanson is Burns and McDonnell's SPOC.
Phone: 414-263-8680 Email: David.Hanson@wisconsin.gov

~~Christine Lilek~~ has been assigned as your single point of contact. ~~She can be reached at (920) 387-7898 or Christine.Lilek@Wisconsin.gov.~~ Please contact ~~Christine~~ with any questions concerning communications, required approvals, or technical assistance you may need. For your convenience the attached Commitment Outline points out your benefits and important dates that affect your participation.

On behalf of the Wisconsin Department of Natural Resources, I am proud to extend this welcome to you. We are committed to working with you to build a customized relationship under the Green Tier program. I am excited to embark on our new relationship and my staff is ready to assist as your business grows.

Sincerely,

/a/ Cathy Stepp

Cathy Stepp
Secretary

Cc: J. David Langford, P.E.-Vice President, Burns & McDonnell Engineering Company, Inc.
9400 Ward Parkway, Kansas City, MO 64141

Attachments: Green Tier Commitment Outline
Green Tier Logo Files and Guidance CD

Green Tier Commitment Outline for Burns & McDonnell

I. Approval Date – January 22, 2014

II. Green Tier - Tier 1

- **Deferred Civil Action:** You are entitled to Deferred Civil Enforcement as described in statutes (299.83(6m)(d)). In brief, if you discover a violation of an existing environmental requirement, provide us notice of your discovery and a corrective action plan and documentation of your EMS changes that ensure the violation will not happen again, you are entitled to protection from any civil penalties that the DNR might otherwise impose.
- **Green Tier Logo:** You can use the Green Tier logo on materials related to your facility. The CD provided in your packet provides additional guidelines and information.
- **Single Point of Contact (SPOC):** UPDATE: David Hanson is Burns and McDonnell's SPOC. Christine.Lilek@wisconsin.gov Phone: 414-263-8680 Email: David.Hanson@wisconsin.gov
- **Minimum Inspection Frequency** – After you have implemented an EMS you are entitled to inspections at the lowest frequency permitted by the programs under law. We will work with you to determine how this will work for you.
- **Recognition** – Along with the numbered certificate of recognition, the department will host a participant web page for easy reference.

III. Environmental Management Systems (EMS)

- You have agreed to have your EMS in place on or before January 22, 2015. For guidance on how to demonstrate the functional equivalency of your EMS, please see: <http://dnr.wi.gov/files/PDF/pubs/co/CO503.pdf> At least one time prior to January 22, 2015 and every year after that, perform an environmental management system audit. Every third year this audit must be done by an outside environmental auditor approved by the Department or certified by RABQSA. Your first external audit should be completed on or before January 22, 2017. For a list of auditors see: <http://dnr.wi.gov/topic/GreenTier/Auditors.html>

IV. Annual Reporting

- **Reporting on Environmental Performance Commitments:** Your first annual report should provide data on your progress toward meeting your environmental performance commitments laid out in your Green Tier application. You identified the following:
 1. Increase the use of electronic field notes documentation (rather than paper forms)
 2. Encourage employee participation in green/sustainable community projects
 3. Encourage carpooling to company events and training and/or utilizing Live Meeting/conference calls
- **First Annual Report Due Date** - By mutual agreement we have agreed to January 22, 2015 and annually thereafter. (Please feel free to discuss alternative reporting dates with Roberta Walls, 608-785-9272, Roberta.Walls@wisconsin.gov should your needs change.)
- Annually you will need to report progress on the commitments that you have made. You will need to report your progress on the specific commitments and information which will give us context for those commitments. If you have a goal to reduce energy consumption then the context would be total energy consumed. We will work with you to find the context reporting that will work best for you. For more details about annual reports and a metrics reporting spreadsheet see: <http://dnr.wi.gov/files/PDF/pubs/co/CO521.pdf>
<http://dnr.wi.gov/topic/GreenTier/documents/SustainabilityMetricsSpreadsheet.xlsx>
- Please provide annual Green Tier Reports to both this email address: GreenTier@Wisconsin.gov and to your SPOC, David.Hanson@wisconsin.gov. Electronic submission is preferable.