

State of Wisconsin
DEPARTMENT OF NATURAL RESOURCES
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Scott Walker, Governor
Cathy Stepp, Secretary
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September 3, 2014

Katie Monson
Service Litho-Print, Inc.
50 W. Fernau Ave.
Oshkosh, WI 54901

Subject: Welcome to Green Tier – Tier 1

Dear Ms. Monson:

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 Service Litho-Print 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.

Jennifer Easterly has been assigned as your single point of contact. She can be reached at (920) 303-5431 or at jennifer.easterly@wisconsin.gov. Please contact Jennifer 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,

/s/ Cathy Stepp

Cathy Stepp
Secretary

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

Green Tier Commitment Outline for Service Litho-Print, Inc.

I. Approval Date – September 3, 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):** Jennifer Easterly - WDNR, (920) 303-5431, jennifer.easterly@wisconsin.gov
You should also feel free to call Jessica Lawent, (414) 263-8653, jessica.lawent@wisconsin.gov for any additional information that you might need.
- **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 September 3, 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 September 3, 2015 and every year thereafter, 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 September 3, 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. Reduce the use of natural resources by reducing energy consumed
 2. Reduce overall waste generation, specifically make-ready and run waste
 3. Reduce carbon footprint by increasing use of SmartWay[®] Transport carriers and developing metrics to measure total carbon emissions
- **First Annual Report Due Date** - By mutual agreement we have agreed to September 3, 2015 and annually thereafter. (Please feel free to discuss alternative reporting dates with Jessica Lawent - WDNR, (414) 263-8653, jessica.lawent@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 waste generated then the context would be total amount (weight, etc.) of waste generated. 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, jennifer.easterly@wisconsin.gov. Electronic submission is preferable.