



# 2017 Pollution Prevention Intern Project Request

IOWA DEPARTMENT OF NATURAL RESOURCES (DNR), POLLUTION PREVENTION SERVICES, INTERN PROGRAM

*Pollution Prevention is the reduction or elimination of pollution at the source (source reduction) instead of at the end-of-the-pipe or stack. Pollution prevention occurs when raw materials, water, energy and other resources are utilized more efficiently, when less harmful substances are substituted for hazardous ones, and when toxic substances are eliminated from the production process.*

**DNR Pollution Prevention Services' staff is available** by phone, e-mail or on-site visits to assist with developing a project or completing this form.

For assistance please call Danielle Dilks at 515-725-8363 or Jeff Fiagle at 515-725-8353 or email [Danielle.Dilks@dnr.iowa.gov](mailto:Danielle.Dilks@dnr.iowa.gov) or [Jeff.Fiagle@dnr.iowa.gov](mailto:Jeff.Fiagle@dnr.iowa.gov).

## **PROJECT REQUESTS ARE NOW BEING ACCEPTED FOR 2017 POLLUTION PREVENTION INTERNS**

Project requests will be reviewed as they are received and companies will be notified within two weeks for additional project development. Final determination of acceptance will be made within 30 days after the request is completed. Intern assignments for 2017 projects will begin in November of 2016 and continue until March 1, 2017 or until accepted projects are assigned, whichever comes first.

Company Name:		Main contact person for Project Development:
Address:		Title:
City, ST, Zip:		Office Phone:
Products/Services:	NAICS Code:	Cell Phone:
Number of employees at this location:		E-mail:

Primary Intern Supervisor:		Facilities Maintenance Manager:	
Title:		Title:	
Office Phone:		Office Phone:	
Cell Phone:		Cell Phone:	
E-mail:		E-mail:	
Relationship to Focus Project:		Involvement in Focus Project: <input type="checkbox"/> hands-on <input type="checkbox"/> knowledge of <input type="checkbox"/> none <input type="checkbox"/> supervisory	

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**FOCUS PROJECT DESCRIPTION and OBJECTIVE (20 points)**

Describe in detail the process or system to be addressed by the focus project. What will this project accomplish? How will its completion address your company environmental initiatives? What is the company driver for implementation?

- Describe the current process or system and the desired change to be addressed by the focus project. (0-5 points)
- Data available to support project development (0-5 points)
- Project’s relationship to Pollution Prevention/Energy Efficiency Hierarchy (0-5 points) (Source Reduction, Prevention & Efficiency/Recovery & Reuse/Recycling/Treatment)
- Identifies company motivator and initiative for implementation (0-5 points)

**INTERNSHIP TIMELINE**

This Request is for a:  12-Week Project (May – August)  24-Week Project (May – November)

Please indicate any planned shut-downs or other events during the selected internship schedule that would prevent the intern from reporting to work or continuing on-site work on the project.

**ECONOMIC / ENVIRONMENTAL IMPACT (20 points)**

In the table below, provide current data/metrics and projected goal(s) for the focus project.

- Economic benefits are measurable (0-10 points)
- Environmental benefits are measurable (0-10 points)

FOCUS PROJECT	CURRENT (ANNUAL) ENVIRONMENTAL IMPACT	REDUCTION GOAL	CURRENT ANNUAL EXPENSE	PROJECTED ANNUAL SAVINGS

Describe data currently collected that will be available to an intern to support focus project analysis.

**SUPERVISORY DETAILS (15 points)**

Host company involvement and supervision is critical to the success of the project. Please describe the daily job responsibilities of the primary on-site supervisor. What is their role in relation to the process or system of the focus project? List other staff members that will be working regularly with or will be a resource to the intern. What is their daily role in relation to the process or system of the focus project?

- On-site coordinator’s daily responsibilities are well defined (0-5 points)
- Indicates understanding of the on-site coordinator role in relation to the project and intern responsibility. (0-5 points)
- Affirms continuous supervision and support with focus project understanding available for the duration of the internship (0-5 points)

**INTERN’S PROJECT RESPONSIBILITIES (10 points)**

Outline the nature of the work to be performed by the intern and deliverables that will determine satisfactory performance.

- Focus project provides hands-on research and analysis by the intern (0-5 points)
- Tasks are appropriate for focus project duration and intern potential (0-5 points)

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**INTERN BACKGROUND**

Please indicate preferred major(s):

- Engineering      Specify Preferred Discipline: \_\_\_\_\_
- Other                Specify Preferred Discipline: \_\_\_\_\_

Please list specific **skills or abilities** you believe the intern should possess to make this project a success:

**SECONDARY PROJECT (20 points)**

Outline **one** secondary project that the intern may develop in the case of delay or early completion of the focus project.

- Describe the current process or system and the desired change to be addressed by the secondary project. **(0-10 points)**
- Secondary project’s relationship to Pollution Prevention/Energy Efficiency Hierarchy. **(0-5 points)**  
(Pollution Prevention or Source Reduction/Recovery or Reuse/Recycle/Treatment/Disposal)
- Technical aptitudes for secondary project are consistent with engineering discipline specified for focus project. **(0-5 points)**

**ECONOMIC / ENVIRONMENTAL IMPACT OF SECONDARY PROJECT (10 points)**

In the table below, provide current data/metrics and projected goal(s) for the secondary project.

- Economic benefits are measurable **(0-5 points)**
- Environmental benefits are measurable **(0-5 points)**

SECONDARY PROJECT	CURRENT ENVIRONMENTAL IMPACT	REDUCTION GOAL(S)	CURRENT ANNUAL EXPENSE	TARGETED ANNUAL SAVINGS

**COMPANY HISTORY**

Please describe any past projects implemented at your company as a result of an assessment or intern project with Pollution Prevention Services. Indicate if the focus project will be an extension of a previous implemented project. The implementation status of past projects must be updated before application acceptance.

**HOST COMPANY NOTIFICATIONS**

**COST SHARE**

Interns are placed in companies for 12-week intervals. Companies agree to contribute \$6,000 cost share to the program for each 12-week session of participation. Companies may receive a waiver of 50 percent of this fee for one 12-week session their first year of participation.

Host Company is willing to share project outcomes with other Iowa businesses through the following media:

- Case study is mandatory
- Departmental newsletter
- Facility tours for related business
- Articles in association newsletter
- Presentations at workshops or association meetings

Project requests will be reviewed as they are received and companies will be notified within two weeks for additional project development. Final determination of acceptance will be made within 30 days after the request is completed. Alternative services and/or resources maybe available for projects that do not receive an intern assignment.

**\*\*\*\*\*Confidential information is not disclosed.\*\*\*\*\***

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**PARTICIPATION AGREEMENT**

Company participants are required to enter into an Intern Program Company Participation Agreement no later than **February 15, 2016**. The Participation Agreement is standardized for all approved projects and may only be amended or revised in writing at the sole discretion of DNR. Amendments or revisions to the Participation Agreement will only be made to accommodate extraordinary circumstances. The Company Participation Agreement establishes the services to be provided by the host company, DNR, and the Pollution Prevention Intern.

**INTERN COMPENSATION**

Interns with the Iowa Pollution Prevention Intern Program are employees of the State of Iowa. Interns are selected and assigned to projects based on academic performance and past experience relevant to the assigned project. The State of Iowa provides hourly compensation, worker’s compensation coverage, travel expense reimbursement for training and DNR required travel, and legally-required health care benefits.

**\*\*\*\*\*DNR is an EEO / AA Employer.\*\*\*\*\***

**HOST COMPANY RESPONSIBILITIES**

**Any change in the focus or scope of a project after selection may result in the host company being denied participation in the intern program, at the sole discretion of DNR. In the event that a host company determines, after submittal of project request, that the focus or scope of a project has changed, the host company should immediately contact DNR to discuss such revisions.**

Any pre-employment requirements, such as a background check, drug screen, physical or other screening are sole responsibility of the host company. DNR will not conduct, require or participate in any such pre-employment screenings with the sole exception that DNR will assist in providing information to intern participants of the existence of such pre-employment requirements.

Host companies are required to provide a computer with internet access, an e-mail account and a work area with phone access **prior** to the intern arriving on-site on **May 30, 2017**. The host company will be responsible to provide the intern with copies of any policies, regulations or other requirements with which the intern must comply during his or her work at the host company, and the host company must provide the intern an opportunity to ask questions about any such requirements. The host company is required to provide personal safety equipment, as needed for the intern to meet company safety requirements and policies in place. This includes safety glasses or goggles, hearing protection, hard hat and reimbursement for safety footwear. Companies will **not** be required to provide or reimburse interns for prescription eyewear. If the intern is required to travel from the designated work site, the host company shall provide company transportation or reimbursement of the intern’s travel expenses at the company’s standard travel rate.

Following completion of the intern project, host companies must cooperate with and engage in follow-up sit visits at six-month intervals with a Pollution Prevention Services Technical Advisor and provide status updates to recommended and implemented projects, as required. Host companies agree to provide environmental and economic savings results to Pollution Prevention Services, achieved as a result of the Pollution Prevention Intern Program.

**CERTIFICATION**

On behalf of the Company applicant, the undersigned does hereby acknowledge the notifications set forth above and requests consideration of the Host Company and the project described herein for participation in the 2017 DNR Pollution Prevention Intern Program.

Signature: \_\_\_\_\_ Title: \_\_\_\_\_  
Name: \_\_\_\_\_ Date: \_\_\_\_\_

**PROJECT REQUESTS WILL BE ACCEPTED THROUGH: DECEMBER 1, 2016**

**E-Mail to:** [Danielle.Dilks@dnr.iowa.gov](mailto:Danielle.Dilks@dnr.iowa.gov)

**OR**

**Mail to:** Danielle Dilks, Iowa Department of Natural Resources, 502 E 9<sup>th</sup> St, Des Moines IA 50319-0034

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