2027 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 onsite visits to assist with developing a project or completing this form. For assistance contact P2Services@dnr.iowa.gov.

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 2027 projects will take place from January - March of 2027 or until all projects are assigned, whichever comes first.

Alternative services and/or resources may be available for projects that do not receive an intern assignment.

Company Information

Company Name: _____ Number of employees at this location: _____

Address: _____

City, ST, Zip: _____

Products/Services: _____ NAICS Code: _____

Project Development

Contact Person: _____ Title: _____

Office Phone: _____ Cell Phone: _____

Address, City, St, Zip: _____

E-mail: _____

Primary Coordinator of Intern's Daily Activities

Contact Person: _____ Title: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____ Daily Work Hours: _____

Daily Involvement with Focus Project: ☐ hands-on ☐ knowledge of ☐ supervisory ☐ none

Additional Supervisor/Mentor of Intern's Daily Site Activities

Contact Person: _____ Title: _____

Office Phone: _____ Cell Phone: _____

E-mail: _____

Daily Involvement with Focus Project: ☐ hands-on ☐ knowledge of ☐ supervisory ☐ none

FOCUS PROJECT DESCRIPTION and OBJECTIVE (30 points)

- Describe in detail the current process or system and the desired change to be addressed by the focus project.
- Note any data currently collected that will be available to an intern to support focus-project analysis.
- What will this project accomplish for the company?
- How will the project address your company's environmental priorities?
- What is the company initiative or motivator for implementation?

ECONOMIC / ENVIRONMENTAL IMPACT (20 points)

In the table below, provide current data/metrics and projected goal(s) for the focus project. Use the text field above the table to provide additional information (ex: narrative description of data provided; data that is currently missing/don't track; explanation of how the metrics were calculated, etc.)

FOCUS PROJECT	CURRENT (ANNUAL) ENVIRONMENTAL IMPACT (gallons, tons, kwh, therms)	CURRENT ANNUAL EXPENSE ($)	REDUCTION GOAL(S)	PROJECTED ANNUAL SAVINGS (in $ or %)

INTERNSHIP TIMELINE

This Request is for a: ☐ 12-Week Project (May 17 - Aug 6, 2027) ☐ 28-Week Project (May 17 - Nov 26, 2027)

Internships will begin with a week of training with DNR from May 17 - May 21, 2027. Interns will arrive onsite May 24, 2027, and will work full-time for 11 weeks, until August 6, 2027, or 27 weeks until November 26, 2027. Indicate below any planned shutdowns or other anticipated events during the selected internship timeline that could prevent the intern from reporting to work or otherwise interrupt the intern's work schedule.

- ☐ Memorial Day
- ☐ 4th of July
- ☐ Labor Day (co-op only)
- ☐ Other scheduled holiday (list holiday and date): _____
- ☐ Scheduled Shutdown (list dates): _____
- ☐ Other (list event and date): _____

SUPERVISORY DETAILS (20 points)

Host company involvement and supervision is critical to the success of the project.

- Describe the daily job responsibilities of the primary onsite coordinator.
- What is their role in relation to the process or system of the focus project?
- What role has the primary coordinator had in the development of the requested 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?
- What resources will they provide to the intern?

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. Project shall provide direct, hands-on experience and be appropriate for the time frame of the internship.

INTERN BACKGROUND

Indicate **Preferred** Engineering Major or Discipline(s): _____

List specific **competencies or skills** 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.
- What will this project accomplish for the company?
- How will the project address your company's environmental initiatives?
- What is the company initiative or motivator for implementation?

ECONOMIC / ENVIRONMENTAL IMPACT OF SECONDARY PROJECT (10 points)

In the table below, provide current data/metrics and projected goal(s) for the secondary project. Use the area below to provide additional information (ex: narrative description of data provided; data that is currently missing/don't track; explanation of how the metrics were calculated, etc.)

SECONDARY PROJECT	CURRENT ENVIRONMENTAL IMPACT (gallons, tons, kwh, therms)	CURRENT ANNUAL EXPENSE ($)	REDUCTION GOAL(S)	PROJECTED ANNUAL SAVINGS (in $ or %)

COMPANY HISTORY

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 and savings of past projects must be updated with P2 Technical Advisor before project acceptance.

HOST COMPANY NOTIFICATIONS

COST SHARE

Interns are placed in companies for 12-week or 28-week intervals. Companies agree to contribute $6,000 cost share to the program for each 12-week intern project. Companies agree to contribute $12,000 cost share, payable in two installments, for each 28-week intern project. The cost share will be waived for one 12-week session the first year of participation for new companies and for companies that have not participated in the program for over 10 years.

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)

********Confidential information is not disclosed********

PARTICIPATION AGREEMENT

Company participants are required to enter into an Intern Program Company Participation Agreement no later than **February 12, 2027**. 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 pay, worker's compensation coverage, a housing stipend, 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 intern supervision or 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 24, 2027**. 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 site visits at six-month intervals with a Pollution Prevention Services Technical Advisor and provide status updates to recommended and implemented projects, as requested. 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, undersigned does hereby acknowledge the notifications set forth above and requests consideration of the company and the project described herein for participation in the 2027 DNR Pollution Prevention Intern Program.

Signature: _____ Title: _____

Name: _____ Date: _____

PROJECT REQUESTS WILL BE ACCEPTED THROUGH: JANUARY 15, 2027

E-Mail Project Requests to: P2Services@dnr.iowa.gov