

**RETAP  
ASSESSMENT APPLICATION & AGREEMENT**

**Instructions:**

- (1) Carefully review the Applicant Eligibility requirements on page 4.
- (2) Print this document and enter the requested information on pages 1-2.
- (3) Enter the company's name in the space provided on the top of page 3.
- (4) Sign and date on the Applicant Signature line given on page 5.
- (5) Email a scanned copy to David Herb, RETAP Manager, at [herbd@michigan.gov](mailto:herbd@michigan.gov)
- (6) For assistance, contact David Herb, RETAP Manager, at 517-284-6863 or [herbd@michigan.gov](mailto:herbd@michigan.gov)

**Date:** \_\_\_\_\_

**Requester's Name & Title:** \_\_\_\_\_

**Company / Applicant:** \_\_\_\_\_

**Facility Street Address:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** Michigan **Zip Code:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Cell Phone:** \_\_\_\_\_ **Company Website:** \_\_\_\_\_

**Product(s) Manufactured Onsite:** \_\_\_\_\_

**Company Owns Facility (Y/N):** \_\_\_\_\_ **Selling Next Three Years (Y/N):** \_\_\_\_\_

**Total Employees @ Facility:** \_\_\_\_\_ **Total Employees Company Wide:** \_\_\_\_\_

**Facility Square Footage:** \_\_\_\_\_ **Hours of Operation per Week:** \_\_\_\_\_

**Annual Energy Cost: \$** \_\_\_\_\_ **Annual Waste Disposal Cost: \$** \_\_\_\_\_

**Annual Water Cost: \$** \_\_\_\_\_ **Annual Wastewater Cost: \$** \_\_\_\_\_

**Discuss company's goals for reducing waste generation and the use of toxic chemicals, water and energy:**

\_\_\_\_\_  
\_\_\_\_\_

*Describe desired assistance for each of the following (use additional sheets as needed):*

**Toxic Chemicals Use:** \_\_\_\_\_

\_\_\_\_\_

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**Hazardous Wastes:** \_\_\_\_\_

\_\_\_\_\_

**Liquid Industrial Wastes:** \_\_\_\_\_

\_\_\_\_\_

**Other Wastes:** \_\_\_\_\_

\_\_\_\_\_

**SRP Assistance:** \_\_\_\_\_

\_\_\_\_\_

**Water Use:** \_\_\_\_\_

\_\_\_\_\_

**Wastewater Generation:** \_\_\_\_\_

\_\_\_\_\_

**Energy Use:** \_\_\_\_\_

\_\_\_\_\_

**Lean Assistance:** \_\_\_\_\_

\_\_\_\_\_

**Other:** \_\_\_\_\_

\_\_\_\_\_

**What is your likely timeframe for developing and completing meaningful energy efficiency, water conservation, waste reduction, toxics use reduction, or other pollution prevention project?**

\_\_\_\_\_

**Facility Contact Person & Title:** \_\_\_\_\_

**Office Phone:** \_\_\_\_\_ **Cell Phone:** \_\_\_\_\_

**Email:** \_\_\_\_\_ **FAX:** \_\_\_\_\_

## **RETAP ASSESSMENT APPLICATION & AGREEMENT**

This Agreement between \_\_\_\_\_ (Company / Applicant) and the Michigan Agency for Energy (MAE) outlines each organization's responsibilities for participating in a Retired Engineer Technical Assistance Program (RETAP) pollution prevention assessment. The RETAP provides onsite pollution prevention technical assistance to small manufacturers to encourage source/waste reduction, water conservation, and energy efficiency improvements at their facilities. Assistance includes an onsite assessment and non-regulatory source reduction planning assistance to identify (and plan for) cost saving opportunities to eliminate waste generation, reduce hazardous/toxic material usage, and increase efficiency in the use of energy, water, and materials within the company's manufacturing processes and ancillary systems. This technical assistance will be delivered by the retired engineers and scientists participating in the RETAP through the Retired Engineer Technical Assistance Foundation (RETAF), the assigned RETAP contractor by the State of Michigan. RETAP assistance is provided at no cost to small manufacturers. The cost to MAE ranges from about \$5,000 to over \$10,000 per assisted small manufacturer.

### **The MAE – RETAP agrees to:**

- Conduct a comprehensive, onsite pollution prevention and energy conservation assessment.
- Analyze 12-months of energy and water usage, waste and wastewater generation, and associated costs.
- Provide infrared thermal imaging and ultrasonic leak detection services (as appropriate).
- Provide non-regulatory source reduction planning (SRP) assistance to eliminate or reduce toxic material usage and hazardous waste generation (as appropriate).
- Provide a written report containing specific recommendations to save money, reduce toxic material usage, minimize waste generation, and increase efficiency in the use of energy, water, and materials. The report will include resource and cost savings estimates of the significant recommendations identified during the assessment.
- Establish an EnergyStar Portfolio Manager® account to track energy and water usage (as appropriate).
- Provide information on grant, low cost loan, and other incentive programs of the State of Michigan.
- Provide non-regulatory follow-up implementation, Lean Six Sigma, and SRP technical assistance (as appropriate).
- Assist Applicant in evaluating first and second year costs and benefits of implemented recommendations.
- Draft a brief case study for Applicant's approval on meaningful or innovative improvements made to the assessed facility minus any proprietary or confidential information.

### **The Applicant agrees to:**

- Designate a company representative to serve as the principal contact with RETAP and RETAF.
- Provide energy, water, wastewater, and waste bills for the past 13 months.
- If possible, provide copies of basic process diagrams and floor plans (as appropriate).
- Complete a lighting survey and pre-assessment checklist. This may include a brief pre-assessment meeting to assist in the collection of essential information and completing the survey and checklist.
- Make appropriate staff available to answer the RETAP engineers' questions during the onsite assessment.
- Present the recommendation report to the appropriate individuals responsible for approving improvement projects.
- Consider no-cost, non-regulatory, follow-up implementation, Lean Six Sigma, and SRP technical assistance from the RETAP.
- The following actions are critical to continued funding of the RETAP:
  - Completing an Eight-week, 12-month, and 24-month follow-up effectiveness survey.
  - Participating in an independent, third party, RETAP impact survey. Typically once in four years.
  - Listing the company name on the RETAP website as assisted by the program.
  - Allowing RETAP to develop a brief case study on meaningful or innovative improvements.
  - Providing a written testimonial of your RETAP experience.
  - Allowing the RETAP Manager to conduct a brief quality assurance survey, securing updated contact information, and providing periodic information on grants, low cost loans, and student interns.

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**If Applicant decides to implement a recommendation for improvement project, the Applicant agrees to:**

- Provide RETAP with non-confidential descriptions and costs of installed improvement measures, along with associated resource and cost savings, and allow the RETAP to develop a brief case study on meaningful or innovative improvements minus any proprietary or confidential information. Publication and distribution of the case study is dependent upon Applicant's approval.

**Indemnification:**

In consideration of the assessment being conducted and services provided to Applicant at no cost, it is agreed as follows:

1. The Applicant and the RETAF hereby release and discharge all members of the RETAP and the State and their respective agents and employees from and against any claims, actions, causes of action, demands, costs, expenses, losses, liability, compensation, judgments, attorney fees, court costs, damages, interest and other amounts which arise, directly or indirectly, from the services which RETAF performs for the Applicant under this Agreement and any verbal or written statements made during or resulting from the assessment and final report.

It is further understood and agreed that the RETAP and the State, and their respective directors, officers, agents and employees shall have no liability to the Applicant, its officers, directors, agents, employees, or to any third party for any loss of or injury to earnings, profits, savings, goodwill or reputation, or for any incidental, consequential or special damages, damages to property (both real and personal), and personal injuries, including death, directly or indirectly arising out of or in connection with the services provided under this Agreement, even if RETAF has been advised of the possibility of such damages occurring before it began its work.

2. The Applicant and the RETAF agree to jointly and severally indemnify and hold harmless the RETAP and the State and their respective officers, directors, agents and employees from any and all claims, suits, actions, liability, costs, demands, injuries, losses, expenses, damages, judgments, attorney fees, court costs, interest and other amounts paid or suffered by any of them which, directly or indirectly, in whole or in part, arise out of or are in any way connected with the services provided by the RETAF under this approval or from the use of or reliance upon the assessment or the report produced by the RETAF .

**Applicant Eligibility:**

Applicant certifies their business is:

- Organized for profit
- Independently owned and operated
- Employees 500 or fewer employees company-wide, including facilities located outside of Michigan
- Is not dominate in its field of operation
- Primarily engaged in manufacturing activities

And, the Applicant certifies the facility to be assessed:

- Is owned and operated by the business named above
- Is located in Michigan
- Incurs significant daily use four (4) or more days per week
- Is not scheduled to be closed or sold within the next 36 months
- Encompasses over 15,000 square feet of floor space
- Has combined waste, water/wastewater, and energy expenditures totaling \$25,000 or more per year
- Is a manufacturing operation based on its primary onsite activity

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**Signatures:**

Please sign below on behalf of the Applicant in the space provided and email a scanned copy of the complete RETAP Assessment Application & Agreement to David Herb, RETAP Manager, at [herbd@michigan.gov](mailto:herbd@michigan.gov). This Agreement will not be effective and the assessment may not commence until the RETAP has received signed copies via email from both the Applicant and the RETAF, and RETAP and MAE representatives have signed below. The RETAP will retain the electronic copies of the Agreement executed by all parties. The original is for your files.

Applicant representative certifies they are an employee of the business named above with the authority to enter into this Agreement.

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Applicant Signature	Date	Title/Position
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RETAf Signature	Date	Title/Position
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RETAP Signature	Date	Title/Position
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MAE Signature	Date	Title/Position
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**Revised February 01, 2016**