

RETAP
SRP / LEAN ASSISTANCE 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
- (6) For assistance, contact David Herb, RETAP Manager, at 517-284-6863 or 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: \$** _____

Detail the Source Reduction Planning (SRP) assistance requested for the facility (use additional sheets as needed). Please include your company's goals for reducing toxic chemicals usage and hazardous waste / pollutant generation.

Source Reduction Planning (SRP) Assistance: _____

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*Detail the Lean Six Sigma assistance requested for the facility (use additional sheets as needed).
Please include any company goals related to this assistance request.*

What is your likely timeframe for developing and completing a meaningful a Source Reduction Planning or Lean Six Sigma project?

If the facility contact is different than the requestor information given above, then please provide:

Facility Contact Person & Title: _____

Office Phone: _____ **Cell Phone:** _____

Email: _____ **Other:** _____

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This Agreement between _____ (Company / Applicant) and the Michigan Agency for Energy (MAE) outlines each organization's responsibilities for receiving source reduction planning (SRP) assistance and/or lean six sigma assistance from the Retired Engineer Technical Assistance Program (RETAP). The RETAP provides SRP assistance to small manufacturers to further the company's efforts in achieving the many benefits associated with reducing the use and generation of toxic/hazardous materials. SRP is a highly effective approach to reducing the numerous regulatory burdens, high treatment and disposal costs, and significant environmental, health and safety risks associated with toxic chemical use and hazardous waste generation. The RETAP provides lean six sigma assistance to small manufacturers to facilitate company personnel in evaluating a process to identify significant waste reductions in material, time and energy for the purpose of improving quality, productivity, and profitability. 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 \$2,000 to over \$5,000 per assisted small manufacturer.

The MAE – RETAP agrees to (circle A or B or both):

- A. Provide non-regulatory SRP assistance to further Applicant's efforts in reducing the use and generation of hazardous materials. A RETAP engineer will evaluate an operation, process, or system to assist in outlining or further developing the facility's plans for reducing toxic chemical use and hazardous waste generation.
- B. Provide non-regulatory lean six sigma assistance to facilitate Applicant personnel in evaluating a process to identify significant waste reductions in material, time and energy for the purpose of improving quality, productivity, and profitability.
 - Analyze process data and diagrams as needed to provide the above requested technical assistance, including identifying and evaluating potential opportunities for improvement.
 - Provide written guidance or recommendations in line with the above requested technical assistance, including estimated resource and cost savings associated with implementation.
 - Provide information on grant, low cost loan, and other incentive programs of the State of Michigan.
 - Provide non-regulatory follow-up implementation 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 facility's operations minus any proprietary or confidential information.

The Applicant agrees to:

- Designate a company representative to serve as the principal contact with RETAP and RETAF.
- Participate in a brief technical assistance scoping meeting.
- Provide copies of basic process diagrams and plans (as appropriate).
- Provide material, water, waste, energy, and other required process data (as appropriate) for delivering the above requested technical assistance.
- Make appropriate staff available to answer the RETAP engineer's questions.
- Present the final technical assistance result to the appropriate individuals responsible for approving improvement projects.
- Consider no-cost, non-regulatory, follow-up implementation 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 above technical assistance 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 assistance and final report or other deliverable.

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 technical assistance 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 assisted:

- 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 SRP / Lean Application & Agreement to David Herb, RETAP Manager, at herbd@michigan.gov. This Agreement will not be effective and the assistance 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.

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 05, 2016