



Summer of 2008 P² Intern Project Proposal

IOWA DEPARTMENT OF NATURAL RESOURCES, POLLUTION PREVENTION SERVICES
 POLLUTION PREVENTION INTERN PROGRAM

Use this form to outline your proposed pollution prevention intern project.
 The project selection criteria is provided at the end of each section for your reference.
 IDNR Pollution Prevention Services' staff is available to assist **by phone or on-site** in developing a project that fits your company's requirements.

For assistance please call Danielle Dilks at 515/281-8063 or Jeff Fiagle at 515/281-5353 or email Danielle.Dilks@dnr.iowa.gov or Jeff.Fiagle@dnr.iowa.gov.

APPLICATION DEADLINE: December 31, 2007

COMPANY INFORMATION

Company Name:	Primary Intern Supervisor:
Address:	Title:
City/Zip Code:	Phone Number:
Number of Employees (at project location):	Fax Number:
Facility Products/Services (SIC or NAICS code):	E-mail Address:
Application prepared by:	Date of application:

PROJECT DESCRIPTION

Describe in detail the current **business process or opportunity** the **focus** project is intended to address and how the project relates to company improvement initiatives.

Scoring criteria: (Maximum 20 points)

- Process oriented
- Identifies company motivator
- Highlights data available to support project development
- Project's relationship to Pollution Prevention/Energy Efficiency Hierarchy (Source Reduction/Energy Efficiency, Reuse, Recycling, Energy Recovery)

CHANGE / MODIFICATION

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

Scoring criteria: (Maximum 20 points)

- Project provides hands-on research and analysis by the intern
- Objectives are well developed and measurable
- Tasks are appropriate for project duration and intern potential
- Deliverables promote continuous improvement

BENEFITS / RESULTS

Explain how the company will benefit from the focus project and describe the impacts expected from implementation of the recommendations.

Scoring criteria: (Maximum 20 points)

- Results are tangible and measurable
- Economic benefits
- Environmental improvements
- Risk reduction potential

SUPERVISORY DETAILS

Company involvement and supervision is critical to the success of the project. Please describe the **role and responsibilities** of the primary on-site supervisor and the relationship to this project. Also describe the project roles and responsibilities of additional company staff that will be working with or will be a resource to the intern.

Scoring criteria: (Maximum 20 points)

- **Supervisor's** role and responsibilities are well defined
- Highlights **continuous supervision available** over the summer
- Notes experience working with interns
- Provisional supervision listed

CONTINGENCY PLANS

Please indicate any planned shut-downs between May 27, 2008 and August 8, 2008 that would prevent the intern from reporting to work or continuing on-site work on the project.

Scoring criteria: (5 points for completion)

Please **list and prioritize** alternative tasks or supplemental projects that the intern may be assigned in the case of delay or early completion of this project.

Scoring criteria: (Maximum 15 points)

- Prioritized secondary projects planned
- Project relationship to Pollution Prevention/Energy Efficiency Hierarchy
- Projects and activities are well developed with specific objectives and measurable outcomes

COMPANY HISTORY

Please describe any past pollution prevention projects **implemented** at your company. Indicate if this project will be an extension of a previous implemented project.

INTERN BACKGROUND

Please indicate preferred major(s):

- Engineering** Specify Discipline(s) or Major: _____
- Environmental Science
- Physical Science

Are there any specific **skills or abilities** you believe the intern should possess to make this project a success?

List additional qualifications or requirements required of an intern in this position:

- Drug screen
- Background check
- Special safety equipment
- Other _____

Has your company previously participated in the Pollution Prevention Intern Program? Yes No

If so, are you willing to contribute \$4000 toward the student's salary? Yes No

The host company *responsibilities* of this program include:

- 1) Providing a computer and work area for the intern to perform their job duties
- 2) Providing safety equipment for the intern
- 3) Sending a company representative to attend the company recognition event during the week of intern training
- 4) If the project requires that the intern travel from the designated work site, the host company is responsible for transportation or reimbursement of intern expenses.

Upon successful completion of the project would your company be willing to share project outcomes with other Iowa businesses through:

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

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

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Mail to:

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We are dedicated to empowering organizations to protect the environment for all generations through voluntary and innovative practices.