



## REQUEST FOR ON-SITE TECHNICAL ASSISTANCE

One of the benefits of membership in the Partnership for a Sustainable Georgia is access to free, confidential, on-site technical assistance from the Georgia Environmental Partnership (GEP). GEP is a coalition of the Engineering Outreach Service (EOS) of the University of Georgia, the Economic Development Institute (EDI) of the Georgia Institute of Technology, and P<sup>2</sup>AD. The following types of assistance are available for Partners:

### Gap Assessment

A gap assessment is offered to Bronze and Silver Level Partners. This helps a facility compare its current environmental management practices, procedures and systems with Partnership requirements and with an environmental management system (EMS) based on the voluntary international standard ISO 14001:2004. By making this comparison, a company can identify ways to develop or enhance its existing EMS.

### Baseline Assessment

A baseline assessment is offered to Bronze Level Partners. A baseline is a documented snapshot of a facility's current resource use, waste streams and emissions over a specified time period (usually the previous calendar year). Baseline data provide numbers against which Partners measure their progress. Baseline data must be included in annual performance reports for Bronze Level Partners and in the application for Silver Level.

### Natural Resource Conservation and Waste Reduction Assessment

Natural resource conservation and waste reduction assessments are offered to Bronze, Silver and Gold Level Partners. The scope of the assessment may be tailored to the needs of the Partner and GEP resources and can cover one or more of the following areas:

Energy use	Supply chain management/environmentally preferable purchasing
Water use and wastewater generation	Life cycle analysis
Materials use	Product stewardship
Air emissions	Environmental cost accounting
Solid waste	Green building
Hazardous waste	
Discharges to water	

The assessment can cover one specific activity or process, or it can review the entire facility. GEP staff use a variety of methods to evaluate options for improving environmental performance. Using a systems approach, GEP staff act as facilitators, drawing on the expertise of a cross-functional employee team. Using a traditional assessment approach, they collect information from the facility and prepare a report that offers options for addressing environmental challenges.

The attached questionnaire must be completed before on-site technical assistance can be provided. Scheduling of assessments is based on the order and number of responses received as well as GEP's availability. Please fax the completed form to Suzanne Burnes at 404-651-5130. If you have any questions about these services, please contact Suzanne at 404-657-5686 or [Suzanne.burnes@p2ad.org](mailto:Suzanne.burnes@p2ad.org).



**Request for On-site Technical Assistance**

**General Information**

Company Name:		Date:	
Website:			
Facility Physical Address:		County:	
City, State:		Zip:	
Mailing Address: (if different from above)			
City, State:		Zip:	
Primary Contact Name:		Title:	
Email:		Phone:	
Other Contact Name:		Title:	
Email:		Phone:	
Directions to Facility (from Atlanta):			
Major Products/Services		SIC Code	NAICS Code
When were you accepted into the Partnership for a Sustainable Georgia?			
What is the current Partnership Level of this facility?	<input type="checkbox"/> Champion <input type="checkbox"/> Bronze <input type="checkbox"/> Silver <input type="checkbox"/> Gold		
What type of on-site technical assistance are you requesting?  <i>Note: If you are requesting a baseline assessment, you must attach 12 months of water &amp; sewer, natural gas, electricity, and solid waste bills.</i>	<input type="checkbox"/> Gap Assessment <input type="checkbox"/> Baseline Assessment <input type="checkbox"/> Natural Resource Conservation and Waste Reduction Assessment		
If you are requesting a natural resource conservation and waste reduction assessment, in which of the following areas would you like assistance?  <i>Note: You may check a maximum of two areas per request. If the option notes "include bills," you must attach 12 months of bills to this questionnaire.</i>	<input type="checkbox"/> Energy Use <i>include bills</i> <input type="checkbox"/> Water Use and Wastewater Generation <i>include bills</i> <input type="checkbox"/> Material Use <input type="checkbox"/> Air Emissions <input type="checkbox"/> Solid Waste <i>include bills</i> <input type="checkbox"/> Hazardous Waste <input type="checkbox"/> Discharges to Water <input type="checkbox"/> Product stewardship <input type="checkbox"/> Supply chain management/environmentally preferable purchasing <input type="checkbox"/> Life cycle analysis <input type="checkbox"/> Environmental cost accounting <input type="checkbox"/> Green building <input type="checkbox"/> Other: _____		
Person completing this form:	Name:	Position:	Phone:

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**Facility Information**

Total Number of Employees	Number of Shifts	Number of Buildings	Total Square Footage of Building(s)	Total Site Acreage

Please provide contact information for the top officers and/or managers at this facility (e.g., CEO, Business Owner, General Manager, Plant Manager, CFO/Controller, VPs/Managers of Production, Purchasing, EHS/Regulatory Compliance, Human Resources, Maintenance, Customer Service, Design/Engineering, Sales, etc.):

Officer/Manager Name	Position Title	Telephone Number

What is the current environmental regulatory status of this facility? (Check all that apply)	<input type="checkbox"/> Universal wastes only <input type="checkbox"/> CESQG-Conditionally Exempt Small Quantity Generator <input type="checkbox"/> SQG-Small Quantity Generator <input type="checkbox"/> LQG-Large Quantity Generator  <input type="checkbox"/> Title V Major Source <input type="checkbox"/> Title V Minor Source <input type="checkbox"/> Title V Synthetic Minor
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List any regulatory permits that apply to this facility/site:

Identify any safety precautions that must be observed at the facility, including any required personal protective equipment (check all that apply):	<input type="checkbox"/> none <input type="checkbox"/> safety glasses <input type="checkbox"/> ear plugs <input type="checkbox"/> hardhats <input type="checkbox"/> steel-toed shoes <input type="checkbox"/> safety vests <input type="checkbox"/> other (identify):
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Has this facility implemented other management systems (check all that apply)? <input type="checkbox"/> No <input type="checkbox"/> Yes	If yes, check all that apply: <input type="checkbox"/> ISO 14001 <input type="checkbox"/> ISO 9001 <input type="checkbox"/> QS-9000 <input type="checkbox"/> TS 16949 <input type="checkbox"/> TL-9000 <input type="checkbox"/> AS-9100  <input type="checkbox"/> OHSAS 18001 <input type="checkbox"/> SA-8000 <input type="checkbox"/> FDA QSR  <input type="checkbox"/> Other (identify):
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