



ENVIRONMENTAL MANAGEMENT SYSTEM PEER MENTORING WORK GROUPS

MATCHING GRANTS HOST FACILITY APPLICATION GUIDELINES FISCAL YEAR 2008

This year the Toxics Use Reduction Institute (TURI) will convene an EMS Work Group to explore the opportunities and challenges of an EMS within the context of the recently enacted Toxics Use Reduction Act (TURA) amendments. Meetings will provide an opportunity for participants to discuss:

- Changes they are implementing to allow use of their EMS as an alternative toxics use reduction planning tool,
- Challenges and drawbacks associated with the modifications, and
- How to capitalize on benefits to their operations associated with modifying their existing EMS to incorporate TUR planning.

An important element of this year's work group process will be **focused peer mentoring** where participants have the opportunity to share specific methods for fine-tuning their EMS to be an alternative to the company's toxics use reduction plan. These peer-to-peer discussions will be facilitated by the host facility. Meetings will also include presentation by TURI of portions of the TURA EMS professional certification curriculum, focusing on TURA EMS elements of particular importance to the work group participants.

We are particularly interested in identifying a host who is seriously considering modifying their existing EMS to satisfy the TURA EMS requirements.

The work group will consist of 5 to 8 participating companies, with multiple members from each participating company welcome to attend. TURA reporting/planning companies with an existing EMS, as well as TURA reporting/planning companies who do not currently have an EMS but are interested in exploring the benefits of creating a TURA EMS are welcomed to participate in this work group.

The work group meetings will be 3 to 4 hours in duration and will be held at the host facility. Meetings will include a short presentation on the specific EMS topics, a discussion of the participants' experiences, networking opportunities for participants, and an open discussion. As appropriate, the work group will receive a tour of relevant areas of the facility.

HOST FACILITY RESPONSIBILITIES

- Provide appropriate accommodations for approximately six monthly work group meetings beginning in January 2008 and ending in June 2008¹, and lasting approximately three to four hours each. These accommodations should include comfortable meeting space for up to 15 participants with audio/visual capacity, and light refreshments²;
- Work with TURI to recruit work group participants;
- Collaborate with TURI and work group participants to establish the agenda for each meeting;
- Present information on their progress in the TURA EMS implementation process to the group during the monthly meetings;
- Work with TURI to facilitate open dialogue among the participants relative to the EMS challenges being discussed;
- Prepare materials for distribution to the work group and the general public about its experiences as necessary; and
- Provide a tour of the facility as it relates to the EMS topics discussed, as appropriate.

TURI'S RESPONSIBILITIES

- Advise on work group meeting agenda;
- Be a resource to the work group as it discuss the details of the TURA amendments as they relate to the use of EMS in lieu of TUR planning; and
- Provide training to the group focused on TURA EMS elements of interest to the group, using curriculum TURI has developed.

NOTE: Applications to host the 2008 EMS Peer Mentoring Work Group are due no later than **December 7, 2007**

REQUIRED APPLICATION CONTENTS

TURI is looking for brief (no more than 2-3 pages) proposals from companies considering hosting the work group meetings. Proposals shall include the following information:

1. **Cover Sheet:** Complete the attached "Application Cover Sheet".
2. **Senior Management Commitment:** Letter from senior management official describing commitment to hosting the work group, and to implementing a TURA EMS.

¹ In past years host companies and participants have chosen to extend meetings beyond the June cut off date in order to maximize networking and peer mentoring opportunities.

² 4-hour meetings typically require that a light lunch be provided for the participants

3. Project Description Summary:

- Brief description of the company's philosophy towards the value of implementing a TURA EMS;
- Discussion of why the company is uniquely qualified to host the EMS peer mentoring meetings, indicating the time and staff resources that will be provided for this project; and
- Indication of the company's commitment to and reasons for implementing a TURA EMS.

4. **Description of Meeting Space:** Description of accommodations for work group meetings, including A/V availability, capacity for comfortable work group seating, and availability of refreshments on site.

APPLICATION SUBMITTAL

You may submit your application for receiving an EMS Peer Mentoring Work Group Matching Grant by conventional mail, email, or hand-delivery.

Mailing Address: Pam Civie
Toxics Use Reduction Institute
One University Avenue
University of Massachusetts Lowell
Lowell, Massachusetts 01854-2881

Electronic Mail: pcivie@turi.org

Hand Delivery: Toxics Use Reduction Institute, Room 303, Pinanski Building,
North Campus, University of Massachusetts Lowell,
Between 9 am and 4 pm, Monday through Friday.

*(for directions to TURI's office, please visit:
www.turi.org/home/about_turi/turi_facts/contact_or_visit)*

*If you are interested in **participating** in the 2008 EMS Peer Mentoring Work Group, but cannot host the meetings, please contact Pam Civie or Janet Clark at 978-934-3275 to be put on our list.*

See next page for FY08 Matching Grant Application Cover Sheet



**TOXICS USE REDUCTION INSTITUTE
ENVIRONMENTAL MANAGEMENT SYSTEM
PEER MENTORING WORK GROUPS**

FY08 MATCHING GRANT APPLICATION COVER SHEET

Applicant Information	Company Name:	
	Facility Address:	
	City, State, Zip Code:	
	Industry/SIC Code(s):	
Program Responsibility	Project Manager/EMS Champion:	
	Title:	
	Address (if different from above):	
	Phone:	
	Fax:	
Contractual Responsibility	Contact Person:	EMS Implementation Team Members (names and titles):
	Title:	1.
	Phone:	2.
	Fax:	3.
Company Legal Name and Address	Company Legal Name:	
	Address:	
	City, State, Country, Zip Code	