Management
Engineering
Services

A08-0006

AUG 23 2001

March 16, 2001

Ms. Mary A. Byrne, M.B.A.
Environmental Business Liaison
U.S. Environmental Protection Agency, Region VIII
999 18th Street
Denver, Colorado 80202-2466

Subject: Application for National Environmental Achievement Track.

Dear Ms. Byrne:

Management and Engineering Services, L.L.C. ("MES"), would like to apply for participation in the U.S. Environmental Protection Agency (EPA) National Environmental Achievement Track. We were at the U.S. Department of the Interior 2001 Conference on the Environment during the week of March 13th, and heard you share with the participants, the EPA National Environmental Achievement Track. Based on our subsequent conversations, I believe it would be of value to MES as we try to be a leader in progressive environmental management ethics and management systems. As our application shows, we are one of the very few small businesses that have a third-party certified ISO 14001-compliant Environmental Management System.

As you know, we work closely with the National Park Service, especially within the Intermountain Region. Through that association, we come in contact with the 80-some national parks in eight states, promoting pollution prevention, assessing environmental compliance, and developing a regional/national Environmental Management System. As a result, we have elected to, as our two "aspect" projects, to "mentor" at least one national park (probably Grand Canyon National Park) and one park concessioner, in the development of an internal Environmental Management System (EMS) that is responsive to the NPS EMS model and protocol, and which is based on ISO 14001.

Again from our application, you will see that we do not manufacturer products or provide services that have any environmental compliance obligations; I hope that your program is open to companies in this category.

If you find that we meet the requirements for participation in the EPA National Environmental Achievement Track, it would be of great value to the National Park Services, the 80-some national parks in Arizona, Colorado, Montana, New Mexico, Oklahoma, Texas, Utah, and Wyoming, and the several hundred concessioners at these parks, as a clear demonstration that they too, can achieve recognized EMS status.

Management and Engineering Services, L.L.C.
2919 West 17th Avenue • Suite 208 • Longmont, Colorado 80503
(303) 684-0215 (voice) • (720) 936-0701 (facsimile)

ISO14001

GSA
FSS Contractor

Please do not hesitate to contact the undersigned at (303) 684-0215 if you have any questions or if we can provide any additional information. We hope you will look favorably on our application and await your decision. Thank you.

Very truly yours,

J. Craig Erickson

J. Craig Erickson

Attachment

Completed and Signed National Environmental Achievement Track (12 pages).

A08-0006
MAR 27 2001

National Environmental Achievement Track
U.S. Environmental Protection Agency

Application Form

Management and Engineering Services, L.L.C.
Name of facility

Name of parent company (if any)

2919 West 17th Street, Suite 208
Street address

Street address (cont.)

Longmont, Colorado 80503
City/State/Zip code

Give us information about your contact person for the National Environmental Achievement Track Program.

Name J. Craig Erickson

Title President

Phone (303) 684-0215

Fax (303) 485-8308

E-mail craig@meslic.net

Why do we need this information?

EPA needs background information on your facility to evaluate your application.

What do you need to do?

- Provide background information on your facility.
- Identify your environmental requirements.

1 What do you do or make at your facility?

Management and Engineering Services (MES) is an environmental consulting company working with many Federal agencies. MES specializes in Enviornmental Management Systems, pollution prevention, and enviornmental compliance.

2 List the Standard Industrial Classification (SIC) codes or North American Industrial Classification System (NAICS) codes that you use to classify business at your facility.

SIC
7375, 7389, 8711, 8733, 8741, 8743, 8748

NAICS

3 Does your company meet the Small Business Administration definition of a small business for your sector?

X Yes No

4 How many employees (full-time equivalents) currently work at your facility?

X Fewer than 50

50-99

100-499

500-1,000

More than 1,000

5 Does your facility have an EPA ID number(s) ?

Yes X No

If yes, list in the right-hand column.

6 Identify the environmental requirements that apply to your facility. Use the Environmental Requirements Checklist, at the back of the instructions, as a reference. List your requirements to the right or enclose a completed Checklist with your application.

MES operates out of a commercial office in Longmont, Colorado. None of the enviornmental requirements listed in the Environmental Requirements Checklist apply to our organization.

7 Check the appropriate box in the right-hand column.

X I've listed the requirements above.

I've enclosed the Checklist with my application.

8 Optional: Is there anything else you would like to tell us about your facility?

There is nothing additional to tell.

Why do we need this information?

Facilities need to have an operating Environmental Management System (EMS) that meets certain requirements.

What do you need to do?

- Confirm that your EMS meets the Achievement Track requirements.
- Tell us if you have completed a self-assessment or have had a third-party assessment of your EMS.

1 Check yes if your EMS meets the requirements for each element below as defined in the instructions.

a. Environmental policy ———— X Yes

b. Planning ———— X Yes

c. Implementation and operation ———— X Yes

d. Checking and corrective action ———— X Yes

e. Management review ———— X Yes

2 Have you completed at least one EMS cycle (plan-do-check-act)? X Yes

3 Did this cycle include both an EMS and a compliance audit? X Yes

4 Have you completed an objective self-assessment or third-party assessment of your EMS? X Yes

If yes, what method of EMS assessment did you use?

Management and Engineering Services has had an independant third-party assessment of its ISO 14001 by National Quality Assurance (NQA) USA - Certificate No. EN100012, dated January 9, 2001, valid until February 10, 2004 (attached).

Self-assessment

GEMI Other

CEMP ————

X Third-party assessment

X ISO 14001 Certification

Other ————

Why do we need this information?

Facilities need to show that they are committed to improving their environmental performance. This means that you can describe past achievements and will make future commitments.

What do you need to do?

Refer to the Environmental Performance Table in the instructions to answer questions 1 and 2.

1 Describe your past achievements for at least two environmental aspects. If you need more space than is provided, attach copies of this page.

Note to small facilities: If you qualify as a small facility as defined in the instructions, you need to report past achievement for at least one environmental aspect.

MES chose as its primary aspect, the use of consumables: 90% recycling of all waste paper; 90% recycling of all printer and copier cartridges; and 90% use of recycled-content printerr and copier cartridges (where available); and 100% purchase of EnergyStar electronic equipment if they are available.

First aspect you've selected

What aspect have you selected?	What was the previous level (2 years ago)? 1999		What is the current level? 2001	
	Quantity	Units	Quantity	Units
Consumable office paper	150	lbs.	600	lbs
Recycle office paper	38	lbs.	510	lbs

i. How is the current level an improvement over the previous level?

The recycled amount has increased from 25% to 85%.

ii. How did you achieve this improvement?

Though the office paper amount has increased, due to an increase in business, the office now uses recycled paper.

Second aspect you've selected

What aspect have you selected?	What was the previous level (2 years ago)? 1999		What is the current level? 2001	
	Quantity	Units	Quantity	Units
Cartridges	1	each	0	each
Copy				
Computer	1	each	0	each

i. How is the current level an improvement over the previous level?

Usage has decreased.

ii. How did you achieve this improvement?

A new computer was purchased that has a built-in "sleep" mode which reduces energy consumption with a built-in screen.

2 Select at least four environmental aspects (no more than two from any one category) from the Environmental Performance Table in the instructions and then tell us about your future commitments. If you need more space than is provided, attach copies of this page.

Note to small facilities: If you are a small facility, you need to make commitments for at least two environmental aspects in two different categories.

MES is suggesting that it offer to assist and mentor at least two National Park Service units and/or NPS park concessioners, in developing an EMS. This is suggested in lieu of internal MES aspects/impacts as these are minimial as MES is a consulting company.

First aspect you've selected

a. What is the aspect? Energy consumption

b. Is this aspect identified as significant in your EMS? (Yes) No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Option A: Absolute value 60 KwH (Quantity/Units)

Option B: In terms of units of production or output _____ (Quantity/Units)

d. What is the level you are committing to achieve over the next three years? You may choose to state this as an absolute level or in terms of units of production or output.

Option A: Absolute value 30 KwH (Quantity/Units)

Option B: In terms of units of production or output

e. How will you achieve this improvement? Installation of low-mercury and energy efficient fluorescent lamps

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Second aspect you've selected

a. What is the aspect? Electronic equipment

b. Is this aspect identified as significant in your EMS? (Yes) No

Second aspect continues on the next page.

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Option A: Absolute value — 1 COMPUTER (Quantity/Units)

Option B: In terms of units of production or output — Purchase 1 COMPUTER (Quantity/Units)

d. What is the level you are committing to achieve over the next three years? You may choose to state this as an absolute level or in terms of units of production or output.

Option A: Absolute value — _____ (Quantity/Units)

Option B: In terms of units of production or output

e. How will you achieve this improvement?

Purchase Energy Star equipment.

Third aspect you've selected

a. What is the aspect? _____

b. Is this aspect identified as significant in your EMS? Yes No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Option A: Absolute value — _____ (Quantity/Units)

Option B: In terms of units of production or output — _____ (Quantity/Units)

d. What is the level you are committing to achieve over the next three years? You may choose to state this as an absolute level or in terms of units of production or output.

Option A: Absolute value — _____ (Quantity/Units)

Option B: In terms of units of production or output

e. How will you achieve this improvement? _____

Fourth aspect you've selected

a. What is the aspect? _____

b. Is this aspect identified as significant in your EMS? Yes No

c. What is the current level? You may choose to state this as an absolute value or in terms of units of production or output.

Option A: Absolute value _____ (Quantity/Units)

Option B: In terms of units of production or output _____ (Quantity/Units)

d. What is the level you are committing to achieve over the next three years? You may choose to state this as an absolute level or in terms of units of production or output.

Option A: Absolute value _____ (Quantity/Units)

Option B: In terms of units of production or output

e. How will you achieve this improvement?

_____

_____

_____

Why do we need this information?

Facilities need to demonstrate their commitment to public outreach and performance reporting. You should have appropriate mechanisms in place to identify community concerns, to communicate with the public, and to provide information on your environmental performance.

What do you need to do?

- Describe your approach to public outreach.
- List three references who are familiar with your facility.

1 How do you identify and respond to community concerns?

MES has no practices that generate community concerns. However, as a part of the approved MES EMS, we have a procedure to accept public questions and provide appropriate information.

2 How do you inform community members of important matters that affect them?

MES has had no, and projects to have no, operational activities of any environmental consequence or that would otherwise necessitate sharing with the local community.

3 How will you make the Achievement Track Annual Performance Report available to the public?

MES has a series of project summaries within which the results of the mentoring of a NPS park unit and concessioner will be described. These are abvailable to anyone that would request one, and will be made available to the NPS Regional Office for dissimination.

Website www

Newspaper

Open Houses

Other

4 Are there any ongoing citizen suits against your facility? Yes X No

If yes, describe briefly in the right-hand column.

5 List references below.

	Organization	Name	Phone number
Representative of a Community/ Citizen Group			
State/Local regulator			
Other community/local reference			

Since MES does considerable work with Federal agencies, perhaps they would be the best reference on our enviornmental ethic, performance, and regulatory awareness. These would be: Dr. Michael Schene, National Park Service, Intermountain Region, Denver, Colorado, (303) 969-2877; and Ms. Marie Zanowick, U.S. Environmental Protection Agency (EPA), Region VIII, Denver, Colorado, (303) 969-2512 or (303) 312-6403.

On behalf of Management and Engineering Services, L.L.C.
[my facility],

I certify that

I have read and agree to the terms and conditions, as specified in the *National Environmental Achievement Track Program Description* and in the *Application Instructions*;

- I have personally examined and am familiar with the information contained in this Application, (including, if attached, the Environmental Requirements Checklist). The information contained in this Application is, to the best of my knowledge and based on reasonable inquiry, true, accurate, and complete, and I have no reason to believe the facility would not meet all program requirements;

- My facility has an environmental management system (EMS), as defined in the Achievement Track EMS requirements, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements, in place at the facility, and the EMS will be maintained for the duration of the facility's participation in the program;

- My facility has conducted an objective assessment of its compliance with all federal, state, tribal, and local environmental requirements, and the facility has corrected all identified instances of potential or actual noncompliance;

- Based on the foregoing compliance assessment and subsequent corrective actions (if any were necessary), my facility is, to the best of my knowledge and based on reasonable inquiry, currently in compliance with applicable federal, state, tribal, and local environmental requirements.

I agree that EPA's decision whether to accept participants into or remove them from the National Environmental Achievement Track is wholly discretionary, and I waive any right that may exist under any law to challenge EPA's acceptance or removal decision.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature/Date	J. Craig Erickson 16 May '01
Printed Name/Title	J. Craig Erickson, President
Facility Name	Management & Engineering Services, L.L.C.
Facility Street Address	2919 W. 17th Street, Suite 208 Longmont, Colorado 80503
Facility ID Numbers	NOVG

NATIONAL QUALITY ASSURANCE, USA

CERTIFICATE OF REGISTRATION

This is to certify that the Environmental Management System of:

MANAGEMENT AND ENGINEERING SERVICES
2919 WEST 17TH STREET, SUITE 208
LONGMONT, CO 80503

has been assessed and approved by National Quality Assurance, U.S.A., against the following environmental management system standard:

ISO 14001: 1996

The Environmental Management System is applicable to

ENGINEERING AND ENVIRONMENTAL SERVICES

The approval is subject to the company maintaining its system to the required standards, which will be monitored by NQA, U.S.A.

Certificate No: EN100012

Date: January 9, 2001
Valid Until: February 10, 2004

For and on behalf of NQA, U.S.A.

ANSI-RAB EMS QMS ACCREDITED