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A Pollution Prevention Collaboration between Hamilton County, Butler County and  
Montgomery County Solid Waste Districts

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## ***Business Project Proposal Hamilton County Business Application Instructions***

Use this form to describe your proposed pollution prevention projects for the summer Southwest Ohio Pollution Prevention (P2) Internship Program. The project selection criteria are provided to guide the District in evaluating your projects. Hamilton County Recycling & Solid Waste District can assist your business in developing projects with suitable P2 outcomes and that fit your company's requirements.

**IMPORTANT:** Prior to completing this application, please determine if your company is willing to share project outcomes with the District in the form a written case study. Confidential and proprietary information will not be disclosed.

Participating P2 partner companies must provide a work area, computer and safety equipment for the intern and send a representative to attend a company recognition event during the week of intern training (late May). For more information, please contact Mary Sticklen at (513) 946-7732 or email [mary.cropenbaker@hamilton-co.org](mailto:mary.cropenbaker@hamilton-co.org)

**Proposal applications due:  
January 31, 2021**

**Applications should be submitted by email to:**  
Mary Copenbaker at [mary.cropenbaker@hamilton-co.org](mailto:mary.cropenbaker@hamilton-co.org)

Hamilton County Recycling & Solid Waste District  
250 William Howard Taft,  
Cincinnati, OH, 45219

**Call (513) 946-7732 with any questions.**

*Definition of Pollution Prevention: Reducing or eliminating waste at the source by modifying production processes, promoting the use of non-toxic, or less toxic substances, implementing conservation techniques, and reusing materials rather than putting them into the waste stream.*



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## COMPANY PROFILE

Company Name: \_\_\_\_\_

Facility Address: \_\_\_\_\_

City: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone Number: Work: \_\_\_\_\_ Fax : \_\_\_\_\_

Website address: \_\_\_\_\_

Number of Employees (at project location): \_\_\_\_\_

Facility Products/Services (incl. SIC or NAICS code) \_\_\_\_\_

## SUPERVISOR CONTACT

Intern Supervisor Name: \_\_\_\_\_

Title & Department: \_\_\_\_\_

Phone Numbers: Work: \_\_\_\_\_ Cell: \_\_\_\_\_

E-mail Address: \_\_\_\_\_



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**Instructions:** Provide information about your company's proposed intern projects and expected outcomes. Evaluation criteria are listed with each item. Please give sufficient detail to address these criteria.

## COMPANY OPERATIONS

Describe your company's current operations:

List any past pollution prevention strategies that have been implemented at your company. Indicate if this project will be an extension of a previously implemented project.

## PROJECT DESCRIPTION

Describe in detail the business process opportunity the project is intended to address and the expected outcomes for satisfactory completion of this project. Indicate the company supervisor's role as it relates to this project and what your company's long-term commitment to sustaining recommended results from the intern program.

Scoring Criteria: (Maximum 20 points)



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## NATURE OF WORK/DELIVERABLES

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



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## 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 and August that would prevent the intern from reporting to work or continuing on-site work on the project.

Scoring Criteria: (5 points)

Describe any alternative strategies, additional activities or supplemental projects that the intern may be assigned if unforeseen events result in project delays or suspensions.

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.



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## INTERN BACKGROUND

Please indicate preferred major(s):

- Engineering      Specify discipline(s) or major: \_\_\_\_\_  
 Environmental Science  
 Physical Science  
 Other: \_\_\_\_\_

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

Please indicate additional qualifications or requirements for an intern in this position:

- Drug screen  
 Background check  
 Special safety equipment - For example : \_\_\_\_\_  
 Other: \_\_\_\_\_