



PARTNERS IN POLLUTION PREVENTION (P3) Project Development Worksheet

Please complete and submit this Worksheet **by mid-May** to more specifically detail the tasks involved in your P3 Intern's project and the deliverables you expect as a result of the work performed. If you need assistance completing this form, P3 program staff are available to work with you. Call Program Director Bruce Dvorak, at (402) 472-3431; or email at bdvorak1@unl.edu.

1. CONTACT INFORMATION:

Business/Company Name: _____

Name of Project Supervisor: _____ Title: _____

E-mail: _____ Phone: _____ Fax: _____

2. SCOPE OF WORK:

Project Title/General Description: _____

Specific Tasks: At least three fourths of the intern's time should be spent on these tasks. Other duties, as necessary, may also be assigned (use additional pages as necessary).

1. _____
2. _____
3. _____
4. _____
5. Perform complete economic analysis of most viable recommendations to determine potential savings and payback period.
6. Document in a management report recommended course of action including costs, benefits, and potential vendors, if applicable.
7. Assist in the implementation of recommendations as appropriate.
8. As time allows, participate in other waste reduction/pollution prevention activities or energy use reduction efforts.
9. Perform other duties as assigned, including P2 concepts in all work products.

Deliverables: (List any **specific** results you need, if there are any in addition to the final project report that will be given to you.) _____

3. PROJECT SUPPORT MATERIALS:

Please prepare and submit **by mid-May** a packet of background information about this project and/or your organization (maps, site diagrams, organizational charts, first day instructions, background research papers on issues related to the project, etc.). The intern will be required to review this material during the preliminary training sessions in May.

A partnership of:



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US Environmental Protection
Agency Region 7



Nebraska Department of
Environmental Quality