

# MONTANA POLLUTION PREVENTION PROGRAM

*MTP2: "Empowering businesses to be part of the solution, not the pollution."*

## MTP2 INTERN BUSINESS AGREEMENT

This agreement describes the obligations of the Business involved in the 2025 MTP2 Internship Program.

Week 1 (June 2-6) is a training week at the Montana Manufacturing Extension Center (MMEC) at MSU. Weeks 2-9 (June 9 – July 31) are onsite at the Business with final presentation at MMEC on Friday, August 1<sup>st</sup>, 2025.

### I. INTRODUCTION

This Intern Business Contract is entered into by and between \_\_\_\_\_ ("Business" hereinafter) and the **Montana Pollution Prevention program (MTP2)** to regulate the terms and conditions of the internship agreement.

### II. TERM OF THE CONTRACT

The effective date of this contract is \_\_\_\_\_. It expires on August 1, 2025.

### III. REQUIREMENTS AND OBLIGATIONS OF THE BUSINESS

Upon signing of this agreement, Business, agrees to:

- A. Host an MTP2 Intern for 9 weeks between June-August 2025.
- B. Assign an internal project supervisor who will provide ongoing daily supervision of the intern.
- C. Meet with Intern/MTP2 in wk 1 to develop a work plan/timeline for the project.
- D. Identify sensitive, proprietary, or confidential information. Share with Intern.
- E. Inform other employees about the Intern and of the project goals. Facilitate

employee cooperation with the Intern to ensure they receive the assistance and information needed for the project.

F. Track and report time the Business spends with the intern (i.e. meetings with intern, training, application, reporting, survey etc.).

G. Provide appropriate safety training, supervision, and tools to work (desk, telephone, computer etc.) to the Intern.

H. Pay any costs associated with approved student work, including any approved tests, equipment or supplies needed to develop project objectives. \* Business is not responsible for Intern's salary or travel expenses.

I. Periodically consult with MTP2 and MMEC advisors regarding project status and satisfaction with the Intern's work.

J. Review and evaluate the student's findings, conclusions and proposals for accuracy, feasibility, and relation to company needs and objectives.

K. At the Business' sole discretion, implement cost-effective pollution prevention measures identified by the student.

L. Review the final draft of the project report for completeness and clarity as a proposed implementation plan for the Business.

M. Participate in Intern's final presentation (in Bozeman or virtually).

N. Evaluate the Intern's performance and the intern program in general at the conclusion of the project.

O. Post-internship, provide non-confidential figures to MTP2 on energy, water and waste reduced as well as non-confidential cost savings as a result of the intern program.

By signing below, I certify that I have read, understand, and agreed to this document.

---

Date

---

Business Name

---

Business Representative Signature