

environmental
ENPRO
ALLIANCE



Indoor Environmental Professional
Application Kit



ENPRO Alliance

Indoor Environmental Professional (IEP) Application Kit

ENPRO Environmental is a nationally recognized indoor air quality and environmental due diligence consulting firm. Responsiveness and accuracy are of the utmost importance to ENPRO and our clients. To achieve these objectives, we have established a formal network of Indoor Environmental Professionals (IEPs) throughout North America (and internationally) and we invite qualified individuals and/or businesses to participate.

This start-up kit includes a description of the minimum requirements to become an Alliance member, a list of the required documentation, Frequently Asked Questions, an Alliance Application, IEP Profile and an Independent Contractor Agreement.

If your company meets the minimum requirements, and you want to take advantage of this opportunity to increase your mold investigation business, complete the forms included in this application kit (you can also download this kit from our Web site at www.enproenvironmental.com). Submit your application to ENPRO Environmental, along with the required documentation.



ENPRO Alliance Minimum Requirements

1. Must have a business identity.
2. Must have one or more employees with at least one year of experience in performing indoor air quality investigations with an emphasis on micro-biological contamination, including 30+ projects within the last 12 months.
3. The employee(s) in Item 2 must have completed a formal training program specific to indoor air quality investigations with at least 24 hours dedicated to mold and mold investigation.
4. Must be registered to conduct business in the state(s) in which you are located.
5. Must meet the following minimum insurance requirements:
 - General Liability \$ 1,000,000 per occurrence
 - Errors & Omissions (Professional Liability)* \$ 1,000,000 per occurrence
 - * *Must specifically include coverage for mold investigation services*
 - Automobile Insurance \$ 1,000,000 per occurrence
 - Workman's Compensation As required by statutory regulations
 - Other insurance As required to operate in your region
6. As is standard with many companies utilizing vendors and service subcontractors, you must provide the following Insurance endorsement requirements (Certificates of Insurance):
 - ENPRO Environmental and its entity, MoldPro International LLC, shall be named as additional insured under all insurance applicable to the service provided.
 - Each policy shall be endorsed to state that the insurance afforded ENPRO Environmental and MoldPro International LLC as additional insures shall apply as primary insurance and that any other insurance carried by ENPRO Environmental and MoldPro International LLC shall be excess only and shall not contribute with this insurance
 - Certificates of Insurance shall contain a provision that there shall be no cancellation, expiration or reduction of coverage without thirty (30) days prior written notice to ENPRO Environmental and MoldPro International LLC.
 - Certificates of Insurance for each policy must state that the "issuing company shall mail thirty (30) days' written notice of cancellation or modification to the certificate holder."
7. Must sign and submit ENPRO Environmental's Independent Contractor's Agreement along with the required supporting documentation.

Required Supporting Documentation

1. Completed W-9 form – Request for Taxpayer Identification Number and Certification.
<http://www.irs.ustreas.gov/pub/irs-pdf/fw9.pdf>
2. A signed statement certifying the applicant's training and experience, including the duration of experience as well as the number of relevant investigations performed within the last twelve months (see Alliance Application and IEP Profile Form).
3. Copies of training certificates.
4. Copy of valid business license.
5. Certificate(s) of insurance (as described in Minimum Requirements section above).
6. Signed ENPRO Environmental Independent Contractor's Agreement.





ENPRO Alliance Frequently Asked Questions

I. General Questions About the ENPRO Alliance

1. What is the ENPRO Alliance?

The ENPRO Alliance was established to allow worldwide coverage for our growing client base. It is a business-to-business alliance partnership whereby ENPRO Environmental brings business opportunities (i.e., projects) to pre-qualified sub-consultants. The Alliance includes qualified companies that are paid a fee to collect site data and appropriate samples so that our Technology and Research Center (TRC) can evaluate and provide an opinion regarding the presence, absence, extent, and cause of indoor mold contamination.

Each Alliance member is a business entity that has one or more individuals that qualify as Indoor Environmental Professionals (IEPs). Alliance members may operate as sole proprietorships with a single employee (i.e., the sole proprietor). In this case, the business is the Alliance member, and the sole proprietor is the IEP.

The ENPRO Alliance allows ENPRO, along with our Alliance members, to bring the following competitive advantages to the market place:

- Broad geographic coverage
- Rapid response
- Cost effectiveness

It is important to remember:

- The Alliance member is a business entity (i.e., a COMPANY)
- The IEP is the INDIVIDUAL, with technical, educational, and field experience qualifications, who physically performs the investigation projects provided by ENPRO Environmental.

2. How does it work?

Upon acceptance into the Alliance, ENPRO Environmental issues a IEP certificate and enters the IEP information into our Alliance database.

As ENPRO Environmental receives requests for mold investigations, indoor air quality investigations or other relevant projects in a particular area, we contact the Alliance member for that area and notify them of the project opportunity. The Alliance member either accepts or rejects the opportunity. If accepted, ENPRO Environmental transmits project details and forms via e-mail.

ENPRO Environmental schedules the project, in coordination with the Alliance member/IEP, and provides contact information. The IEP:

- Arrives at the project site at the designated time
- Collects the relevant project information and samples
- Submits the project documentation to ENPRO Environmental via e-mail
- Delivers the samples to the designated laboratory for analysis



ENPRO Environmental receives the project documentation from the IEP and the analytical results from the laboratory, prepares the technical report and delivers the report to our client.

3. Why should my company participate in the ENPRO Alliance?

- Alliance members receive free opportunities to perform field investigations regarding indoor air quality and mold contamination issues.
- These opportunities translate into revenue generating projects with no marketing, sales, or proposal efforts on your part.
- There are no encumbrances to your current operations, other than avoiding conflict of interest relative to your project assignments from ENPRO Environmental.
- In addition to project opportunities, Alliance members have access to ENPRO Environmental's Technology and Research Center for technical guidance on assigned projects.
- Your affiliation with the industry leader in this field will enhance your professional image and contribute to your technical and professional development.
- No risk involved! We are seeking Alliance partners to assist us in handling the workload we are receiving. Provided your company has the requisite training, equipment and insurance there is no investment required.

4. How does my company sign up to become an Alliance member?

Complete the enclosed Alliance Application and IEP Profile Form, compile the required documentation and send it to:

ENPRO Environmental
Alliance Manager
629 Kailua Road, Suite 204
Kailua, Hawaii 96734

5. Can I perform work for other clients and still participate in the Alliance?

Yes. Alliance is a business-to-business relationship and we expect that you will continue to serve your own clients.

6. What if my company can't perform a particular project, or if I have identified a potential conflict of interest?

ENPRO Environmental respects the fact that Alliance members may not be able to respond to every opportunity provided. Occasional rejection of a project will not adversely affect your relationship with ENPRO Environmental.

Because responsiveness is of utmost importance to ENPRO Environmental and our clients, we need to hear immediately if you are unable to perform a particular assignment so we can identify alternative resources. We also request that Alliance members inform us as soon as possible of anticipated periods of unavailability so we can plan and allocate our resources accordingly.

7. How does ENPRO Environmental determine how many IEPs to place in a particular region?

We keep a detailed database of all of our Alliance members and IEPs. The database includes the territory each Alliance member covers. The database also includes information on the anticipated capacity an Alliance member is willing to commit to ENPRO Environmental's projects (as noted, most Alliance members have other clients and/or provide services within their existing, on-going business activities).



We carefully compare our database information to our workload to determine the optimal number of Alliance members for a given region. Our objective is to make the relationship as rewarding as the Alliance member wants it to be. We make a conscious effort not to saturate markets with Alliance members, yet it is imperative that we have sufficient resources in all regions to maintain our responsive service to all of our clients.

8. If my company qualifies as an Alliance member, can I include this designation on my marketing literature and business cards? Can qualified IEPs use this designation on their business cards?

Yes. Acceptance as an Alliance member and qualification as a IEP are marketable designations that will enhance your company's image and the image of those individuals qualifying as IEPs.

II . Requirements for Participation in the ENPRO Alliance

1. What equipment is required?

To operate as an ENPRO Alliance IEP, your company will need the following equipment:

Air sample pump (capable of drawing 15 to 30 liters per minute)

Sample tripod

Flashlight

Digital camera

Computer with e-mail access

Moisture meter

Fax machine or digital scanner

Reliable transportation

Ladder

Projects will also require adequate supplies, including:

Spore traps

Swabs

Tape

Gloves

Resealable plastic bags

Project notebook (or equivalent)

Alliance members maintain all of the required equipment and supplies.

2. What if my company doesn't have the required equipment?

ENPRO Environmental can offer resources for equipment and supplies needed to perform indoor air quality and mold investigations.

3. Why do I have to be a "business entity" to participate in the Alliance program?

The ENPRO Alliance is a business-to-business relationship. Alliance members invoice ENPRO Environmental for their services. Our accounting system only accepts invoices from business entities. ENPRO Environmental submits all relevant tax forms and tax information to the required parties and these forms require specific identification of the businesses involved in our transactions. Acceptable business structures include partnerships, corporations, sole proprietorships, limited liability companies, limited liability corporations, limited liability partnerships, etc.



4. To meet the experience requirement, what qualifies as an "indoor air quality investigation with an emphasis on microbiological contamination"?

Qualified projects include visual inspection, field measurements and sample collection of indoor environments to evaluate the presence, absence, extent and/or cause of indoor mold amplification. Projects typically include, but are not limited to, insurance-related investigations of residential property, due diligence investigations prior to real estate transactions, investigations of commercial buildings due to occupant complaints, investigations of schools, hotels, hospitals, etc. and post remediation evaluations to assess the efficiency of mold remediation.

5. To meet the training requirement, what qualifies for "formal training programs"?

Training must be specific to indoor air quality investigation with at least twenty-four hours dedicated to mold and mold investigation. Preference will be given to training with substantially greater emphasis on mold investigation issues. Training must be provided by a credible organization, as determined by ENPRO Environmental. Organizations that are currently recognized include:

- American Indoor Air Quality Council
- Indoor Air Quality Association
- ENPRO Environmental
- Environmental Microbiology Laboratory
- Indoor Environmental Standards Organization
- Video-Aire Enviro-Mold IAQ Services, Inc.

We will consider other training courses and organizations. To submit an organization or course for review, provide ENPRO Environmental with:

- Name of course
- Name of instructor or point of contact
- Training materials/course description(s) as available.
- Email address
- Postal address
- Telephone number

6. Can ENPRO Environmental assist me with any of the requirements?

Yes. This is one of the benefits of the Alliance program. Because ENPRO Environmental has established a leading reputation in the indoor air quality and mold investigation field, we have contacts nationwide that include insurance providers, training providers and trade organizations that can assist you in meeting the minimum requirements. Our Technology and Research Center is designed to provide technical support for Alliance members.

III . Income Opportunities for Alliance Members

1. What types of projects can my company expect to work on as an Alliance member?

If you meet the minimum requirements to participate in the Alliance program you are eligible to perform mold investigations for ENPRO Environmental. These typically involve initial evaluation or post-remediation evaluation relative to potential mold amplification within residential or small commercial spaces.

2. When does my company get paid and how is the amount determined?

Alliance members submit invoices for their services along with the project documentation package. Alliance members are paid "Net-30" following receipt of all project documentation, including a valid invoice. The compensation for basic projects is as follows (larger commercial projects will still be negotiated on a per project basis):

Base	\$200
Samples	\$25/sample
Mileage	\$0.50/mile



3. How does ENPRO Environmental get their work?

ENPRO Environmental has established strong relationships with a number of nationwide clients. In addition, based on our leading reputation for performing superior work, we consistently attract additional regional and national opportunities.

4. With the insurance companies pulling their money out of mold investigation and remediation, are there still opportunities in the mold investigation field?

ENPRO Environmental has performed a considerable amount of work for the insurance industry. We have observed a steep drop off in this segment of the market. However, because of our other affiliations, our overall workload is increasing. There are still growing concerns regarding indoor air quality in the work place, particularly related to health issues and occupancy suitability. Corporate America is rapidly becoming more proactive, throughout all market sectors. Although the insurance companies have taken large steps away from indoor mold contamination, the issue remains and there are numerous parties filling the void.

5. I've been working for another company for over a year and would like to go out on my own. Will ENPRO Environmental recognize my experience as an employee, even if my existing company is brand new?

Yes.

6. I am currently the owner/operator of a company that performs mold inspections as an adjunct to our core services (home inspection, pest inspection, remodeling, etc.). Can my company still qualify to become an Alliance member?

Yes. Provided that the company and the proposed IEP meet the minimum requirements. Many Alliance members include businesses that provide other services in addition to mold inspections.

7. Will I get paid for referring work to ENPRO Environmental?

Yes. We provide commission-based incentives to Alliance members who bring additional clients to ENPRO Environmental. This is another excellent benefit of your relationship with ENPRO.

Many Alliance partners are not able to take advantage of all of the opportunities they may encounter. It may be that an Alliance member identifies a project involving a large commercial building, or they may identify a regional/nationwide client that they cannot serve within their current structure. ENPRO Environmental can successfully complete projects of all sizes, and provide services for clients with national and international needs.

Alliance members receive commission income for client referrals for the life of that client's relationship with ENPRO Environmental, provided the Alliance member also maintains their contractual relationship with ENPRO Environmental.

8. How is the number of samples per project determined?

The number of samples to be collected for a particular project is determined in a number of ways. For all projects, ENPRO Environmental provides a description of the scope of work. This description may include a pre-determined number of samples. In other cases, the IEP may recognize conditions in the project area that indicate additional samples are warranted. Any additional samples are discussed with ENPRO Environmental, and approved, prior to collection.



9. How is project payment handled?

The client pays ENPRO Environmental directly for our services via credit card, or the client may be invoiced for our services. **IEPs are not to collect any form of payment for our services.** In the event that additional samples are authorized (and the project is not to be invoiced), the client representative will need to authorize additional payment to ENPRO Environmental via credit card.

IV. About ENPRO Environmental and Related Service Providers

1. What are ENPRO Environmental's qualifications to perform this work?

ENPRO Environmental was founded by certified environmental professionals with a long history of air monitoring, contaminant investigation and microbiology and environmental laboratory development.

ENPRO Environmental's founders and technical staff have written numerous articles, are frequently invited to participate in professional seminars, provide corporate training programs, and present informational sessions to a variety of audiences.

2. Who writes the reports? Can I review them before they are delivered?

ENPRO Environmental prepares all of its final project documentation from our Technical Services division in Kailua, Hawaii. The TSD is staffed with certified, experienced professionals. Because of our commitment to responsiveness, there is not sufficient time in the review process for the IEP to review a draft of the report before it goes to the client. If there are questions regarding project details, the TSD contacts the IEP to ensure the accuracy of our reports.

3. Who analyzes the samples for ENPRO Environmental projects?

Samples are analyzed by ENPRO Environmental's in-house laboratory or sent to a laboratory designated by ENPRO Environmental. ENPRO is very particular about the laboratories that are authorized to perform analytical work for our projects.

V. Liability and Insurance

1. What about my liability? Aren't there a lot of lawsuits involving mold investigations?

As with any professional service, there is a potential that someone will question the accuracy of our service. ENPRO Environmental has established a structured investigation protocol that has been culled from our long history of air monitoring and environmental experience. We require appropriate training and experience of all of our investigators and provide strict technical review of all project documentation. We minimize your risk and ours via our procedures, training, technical review and project documentation.

2. How does my company obtain the required insurance? Can ENPRO Environmental help me?

The required insurance is obtainable and affordable for active, qualified businesses. If you are having trouble locating insurance, call our Technical Services Division and we will provide you with references for additional sources. Be aware that insurance companies have their own requirements regarding business documentation, experience, etc.





Alliance Member Application

Company Profile

Company Name : _____

Company Type : ___ Corporation ___ Partnership ___ LLC
 ___ Sole proprietorship ___ Other

Company Address : _____

Company Telephone : _____

Company Facsimile : _____

Company Email : _____

Company Web site : _____

Primary Operations: _____

Principal Information

Company Owner: _____

Primary Contact: _____

Relationship to Firm: _____

I certify that the above information is true and accurate. I recognize that this application and the attached profile form(s), including the claims of qualification, education, training, and experience, are part of my Independent Contractor's Agreement with ENPRO Environmental for the purposes of participating in the ENPRO Alliance.

Signature

Printed Name/Title

Date





ENPRO Alliance

INDEPENDENT CONTRACTOR AGREEMENT

WHEREAS, ENPRO Environmental ("ENPRO") is in the business of providing professional environmental services; and

WHEREAS, _____ ("Contractor") is an experienced professional, and has the ability to provide services as an independent contractor; and,

WHEREAS, ENPRO wishes to contract with Contractor as an independent contractor; and,

WHEREAS, Contractor desires to contract with ENPRO to provide professional services.

NOW, THEREFORE, in consideration of the promises and agreements set forth below, ENPRO and Contractor do hereby mutually agree as follows:

1. **Term**
The term of this Agreement shall commence on _____, 200_, and continue indefinitely unless terminated as provided below.
2. **Scope of Independent Services**
During the term of this Agreement, Contractor shall perform the following services for ENPRO, including:
 - a. Provide timely services identified by ENPRO;
 - b. Provide prompt and courteous service to ENPRO clients;
 - c. Perform services to enable ENPRO to professionally service and maintain its clients;
 - d. Comply with all laws, statutes and regulations, including all necessary licenses required to conduct such business. The Contractor's conduct shall be in accordance with industry ethical and professional standards.
3. **Compensation and Method of Payment.** In full consideration for performance by Contractor under this agreement, ENPRO agrees to pay to Contractor a commission as mutually agreed. No other benefits of ENPRO are intended to be conferred upon Contractor.
4. **Independent Contractor Status and Responsibilities.** It is expressly intended, understood and agreed that this Agreement shall not establish a relationship of employer and employee, general and subcontractor, partnership or joint venture as between ENPRO and Contractor but rather that Contractor shall occupy the status of independent contractor with respect to ENPRO.

Contractor shall furnish their own supplies and materials and may hire such employees or agents as Contractor chooses; provided, however, all persons hired or used by Contractor shall be Contractor's employees and agents alone, and Contractor shall ensure that such persons are qualified to engage in

the activity and services in which they participate. Contractor shall be responsible for the payment for, accuracy, completeness, and adequacy of any and all work and services performed by Contractor's employees and agents.

5. **Subcontractors and Assignments.** Contractor shall not subcontract nor assign any part or all of the services to be performed under this Agreement.
6. **Indemnification by Contractor.** Contractor shall indemnify and save harmless ENPRO, its partners, shareholders, directors, officers, employees, and agents from and against any and all actions, claims, suits, damages, and costs arising out of or resulting from the acts or omissions of Contractor or Contractor's officers, employees, agents or subcontractors occurring during or in connection with the performance of Contractor's services and obligations under this Agreement. Contractor shall defend ENPRO, its shareholders, directors, officers, employees, and agents against any such actions or claims unless the action or claim involves an act or omission solely of ENPRO, its shareholders, directors, officers, employees, or agents.
7. **Indemnification by ENPRO.** ENPRO shall indemnify and save harmless Contractor, its partners, shareholders, directors, officers, employees, and agents from and against any and all actions, claims, suits, damages, and costs arising out of or resulting from the acts or omissions of ENPRO or ENPRO's officers, employees, agents or subcontractors occurring during or in connection with the performance of ENPRO's services and obligations under this Agreement. ENPRO shall defend Contractor, its shareholders, directors, officers, employees, and agents against any such actions or claims unless the action or claim involves an act or omission solely of Contractor, its shareholders, directors, officers, employees, or agents.
8. **Insurance Coverage of Contractor.** In order to protect itself as well as ENPRO and its owners, directors, officers, employees, and agents under the indemnification agreement set forth above, Contractor is required to obtain and maintain and keep in force throughout the time of performance of services under this Agreement comprehensive liability insurance issued by an insurance company authorized to do business in the applicable state of business in an amount of at least ONE MILLION AND NO/100 dollars (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence, and of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for errors and omissions liability arising out of each occurrence. Contractor shall obtain and maintain and keep in force throughout the time of performance of services under this Agreement automobile liability insurance and workers compensation insurance issued by an insurance company authorized to do business in the state of activity under this Agreement in an amount as required by applicable State law.
9. **Insurance Coverage of ENPRO.** In order to protect itself as well as Contractor and its owners, directors, officers, employees, and agents under the indemnification agreement set forth above, ENPRO shall obtain and maintain and keep in force throughout the time of performance of services under this Agreement comprehensive liability insurance issued by an insurance company authorized to do business in the applicable state of business in an amount of at least ONE MILLION AND NO/100 dollars (\$1,000,000.00) for bodily injury and property damage liability arising out of each occurrence, and of at least ONE MILLION AND NO/100 DOLLARS (\$1,000,000.00) for errors and omissions liability arising out of each occurrence.

10. **Secrecy.** Any client or potential client information, sample, data, report, record, summary, table, map, or study given to or prepared or assembled by Contractor, or furnished to Contractor by ENPRO under this Agreement, shall not be made available to any individual or organization by Contractor without the prior written approval of ENPRO, and shall be treated as confidential.
11. **Disputes.** Any dispute concerning a matter arising under this Agreement, which is not disposed of by mutual agreement within thirty (30) calendar days, shall be decided by an impartial arbitrator in the same manner as provided for by the applicable rules of American Arbitration Association Rules for Commercial Arbitration. The decision of such arbitrator shall be final and conclusive. Pending final decision of such a dispute, Contractor shall comply with and proceed diligently with the performance of professional services under this Agreement. Such arbitration shall be conducted in Hawaii, and shall be enforceable in any court of competent jurisdiction as permitted by the Hawaii Arbitration Act and the Federal Arbitration Act, as amended from time to time.
12. **Termination of Agreement.** This Agreement may be terminated by Contractor or by ENPRO with or without cause, by giving thirty (30) days written notice to the other.
13. **Benefits and Compensation Upon Termination of Agreement.**
 Compensation upon termination of this Agreement shall be as follows:
 - a. Upon termination of this Agreement by either party, with or without cause, the payment of any compensation due up to thirty (30) calendar days after termination.
14. **Miscellaneous.** This Agreement constitutes the entire agreement of the parties there being no express or implied representations or warranties except those expressly stated herein, if any. Any notices, consents or approvals required or permitted under this Agreement shall be addressed as follows:

CONTRACTOR:

IT IS AGREED AND UNDERSTOOD:

ENPRO Environmental

BY: _____
 James R. Herold

DATE: _____

CONTRACTOR:

BY: _____
 Its:

DATED: _____





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