

Partner Responsibilities

This document outlines the responsibilities of being a Partner in EPA's Combined Heat and Power (CHP) Partnership. The CHP Partnership seeks to reduce the environmental impact of electric power generation by promoting the use of CHP.

Please contact us at chp@epa.gov or (703) 373-8108 if you have questions.

Maintaining Partnership Status

Partners have three responsibilities to maintain Partnership status:

- **Designate and Maintain a CHP Liaison**
The CHP Liaison is the primary point of contact between EPA and a Partner organization. The CHP Liaison receives Partnership-related announcements and the annual data collection request. The CHP Liaison can also contact the CHP Partnership at any time with questions or concerns. A Partner organization designates its CHP Liaison on the Letter of Intent that the Partner signs when joining the CHP Partnership, and can update its liaison at anytime on the Update My Info form (<http://www.epa.gov/chp/aboutus/updatemyinfo.html>) on the CHP Partnership website.

- **Annual Reporting Requirement**
Each year, the Partner provides data to EPA using an Annual Reporting Form (<http://www.epa.gov/chp/aboutus/reporting.html>) on existing CHP projects, new project development, and other CHP-related activities.

To maintain the value of Partner status for all our Partners, membership is limited to only those Partners who fulfill their annual reporting responsibilities.

- **Regulatory Compliance**
All Partners are expected to comply with applicable federal and state environmental laws.

CHP Partnership Logo Guidelines

Partners are encouraged to use EPA's CHP Partnership logo, in accordance with the guidelines described below. Partners may include the CHPP logo in sales, marketing, and advertising materials. The CHPP logo can help highlight the environmental aspects of your business. The logo is available in a variety of electronic formats (i.e., .jpg, .eps, and .gif).



Logo Usage Guidelines

CHP Partners may use the CHPP logo only on materials that promote the CHP Partnership or CHP technologies. Such materials include advertisements, brochures, product literature, Web sites, annual reports, and newsletters. Partners must always use the entire, unedited CHP Partnership logo.

The CHPP logo may not be used in any manner that implies EPA endorsement of any CHP Partner products, services, or systems.

Materials containing the CHP Partnership logo must conform to the following guidelines:

- The CHP Partnership logo must never be applied directly (as a decal, label, or in any other form) to a product, service, or system or on any materials used in the packaging of a product, service, or system.
- When using the CHP Partnership logo in advertisements or any other promotional materials:
 - The logo must not be placed in the body of the text or next to or below a photograph or another depiction of the product, service, or system being promoted.
 - The logo must follow the company name or appear in the bottom left-hand or right-hand corner of the advertisement block, separated from text and photographs of the product, service, or system being promoted.
- Text mentioning the CHP Partnership must conform to the following guidelines:
 - All statements in the text must be factual.
 - References to the CHP Partnership must be made in accordance with the descriptions presented in current Partnership information distributed by EPA.
 - Text describing the relationship between the Partner and the CHP Partnership must not claim or imply that the Partner's association with the CHP Partnership goes beyond the terms set forth in the Letter of Intent.

For any Partner who does not meet the requirements for maintaining Partnership status listed above, EPA reserves the right to prohibit or stop the Partner from using the CHPP logo until all program requirements are met.

EPA's CHP Partnership Logo Review Policy

CHP Partners agree to deliver to EPA any materials developed by the Partner that use the CHP Partnership logo or otherwise mention the CHP Partnership before printing copies so that EPA can review such materials for conformance to CHP Partnership standards. EPA will ensure a response to the submission within three business days of its receipt. All submissions using the CHP Partnership logo will be evaluated and approved on a case-specific basis. Before printing, send all submissions via e-mail to chp@epa.gov.