

WASI – Host Business Responsibilities

The Host Business, represented by their Site Coordinator, is responsible for overseeing the intern's daily work and providing assistance to enable the Intern to accomplish tasks. This work will be accomplished through the Host Business's Site Coordinator.

Before the Internship:

- Communicate with the Intern prior to the project start date.
 - Conduct any Host Business pre-employment requirements, such as a background check, drug screen, physical or other screening. Any such requirements are the sole responsibility of the Host Business.
 - The WASI Team will not conduct, require, or participate in any such pre-employment screenings with the sole exception that the WASI Team will assist in providing information to intern participants of the existence of such pre-employment requirements for scheduling purposes.
- Provide the Intern tools to work on-site or remotely before their start date, for example:
 - a desk or work table
 - designated computer with internet capabilities
 - internet access
 - e-mail account
 - access to a telephone
- Inform management and other employees about the Intern and the project's goals and objectives.

Intern Supervision:

- Develop a project work plan/timeline for the project in conjunction with the Intern.
- Assign an internal Site Coordinator who shall provide on-site support and coordination of the Intern's activities.
- Assign an internal mentor who shall provide supervision, training, professional development guidance and general support for the intern and help them successfully integrate into the workplace. This can be the same as the site coordinator.
- Fully integrate Intern into staff networks and culture; ensure they are invited, as applicable, to participate in various professional association activities, staff meetings & lunches.
- Facilitate employee cooperation with the Intern to ensure that the Intern receives the assistance and information needed to accomplish the project.
- Provide travel expenses or reimbursement for travel required of the Intern on behalf of the Host Business, such as reporting to a worksite other than that designated in the original proposal or travel completed for the convenience of, or at the request of, the Host Business.
- Provide Intern with any Host Business policies, procedures, or regulations with which the Intern shall be expected to comply while working at the Host Business.
- Track hours by the host business for intern supervision and support.

On-site safety

- Ensure the Intern works in a safe environment and provide reasonable accommodation, as required.

- Make certain the Intern understands the hazards of chemicals and/or equipment they work with and understands the company's personal protection program and requirements.
- Provide the Intern with necessary safety equipment including safety glasses or goggles, hearing protection, hard hat and reimbursement for steel-toed footwear when use of such equipment is required by company policy or the law. The Host Business will not be required to provide or reimburse the Intern for prescription eyewear.
- Take necessary actions to provide a workplace that is free of discrimination, threats, intimidation, harassment or acts of violence; provide a reporting mechanism to the Intern to report any alleged acts of discrimination, intimidation, harassment, or violence, or threats of such; and immediately report any such alleged acts to WASI Program Coordinator (Deborah Purce - sgfellow@uw.edu).

Coordination with WASI Team:

- Sign any WASI documentation needed from Washington Sea Grant.
- Notify WASI Program Administrators (Jenny Yoo - jenny.yoo@ecy.wa.gov) immediately of any change to the scope or objective of the focus project prior to or during the intern's tenure.
- Review project progress on a regular basis with the Intern. Periodically consult with your Team regarding project development and status and satisfaction with the intern's work.
- Review the Intern's final project report, case study and presentation for accuracy and authorize the Intern to submit the reviewed, final documents to the WASI Team.
 - Provide environmental and economic savings results to WASI Team achieved as a result of the WASI Intern project in the Case Study that will be released to the public.
 - WASI Team shall maintain the confidentiality of the report consistent with the WASI Program rules, except for the approved case summary the Host Business has authorized for release.
- Review the Intern's case summary and company confidentiality standard and approve for public distribution.
 - The WASI Team shall provide one week (7 calendar days) for review, after which time it shall be deemed approved absent any other action on the part of the Host Business.
 - If the Host Business objects to any or part of the intern case summary or company confidentiality standard, the Host Business shall work with the WASI Team to address the basis of the objection with the goal of providing a meaningful and publicly available case summary within the designated time frame stated above.

Follow-up with WASI:

- Implement cost-effective waste reduction measures identified by the student, where feasible.
- Submit a final evaluation of the WASI Intern Program to WASI Program Coordinator (Deborah Purce - sgfellow@uw.edu) within 1 month of the end of the internship.
- Provide environmental and economic savings results to WASI Team achieved as a result of the WASI Intern Program before the end of the calendar year.
- Engage in follow-up site visits at six-month intervals with the WASI Team Technical Advisor and provide status updates to the recommended and implemented projects.