

OHIO AWARDS FOR OUTSTANDING ACHIEVEMENT IN ENVIRONMENTAL STEWARDSHIP

NOMINATION INSTRUCTIONS

April 27, 2009

Since 1986, Ohio EPA has coordinated the **Annual Governor's Awards for Outstanding Achievement in Pollution Prevention** to recognize companies and organizations that have made outstanding achievements in reducing pollution through source reduction or the recycling of waste. Ultimately, these efforts help protect Ohio's environment and public health. In 2008, the Awards were renamed the **Ohio Awards for Outstanding Achievement in Environmental Stewardship** to broaden the program's scope.

Ohio EPA is seeking applicants who show a commitment to environmental stewardship. The goal of environmental stewardship is to reduce the impact of businesses on the environment beyond measures required by any permit or rule, producing a better environment, conserving natural resources and resulting in long-term economic benefits. Indicators of environmental stewardship include: a commitment to go above and beyond compliance; a mature Environmental Management System (EMS) and integration of the EMS into the core business functions; aggressive environmental performance goals; and a process for communicating with the local community about program activities and progress toward performance goals. **Nominations are requested by June 19, 2009.**

Eligibility

The awards program is open to any business, industry, trade association, professional organization or local government of Ohio. Applicants may nominate their own organizations. Nominations by second parties are also welcome.

Site Visit

Nominees receiving the highest scores based on the evaluation of nominations will be asked to host a site visit. The purpose of this site visit is to provide reviewers with a better understanding of the nomination, to view the nominated activities in operation and to clarify information provided in the nomination. A team of two (2) or more reviewers will conduct the site visit. Information collected during the site visit will be used to determine who receives awards. Evaluation criteria for the site visit will be the same as used for the nomination. Photographs of the applicant's operations may be taken during the site visit to help promote the awards program and the applicant's nominated activities.

Benefits and Recognition

Organizations receiving an Ohio Award for Outstanding Achievement in Environmental Stewardship receive a number of benefits including:

- Recognition as a leader in promoting sound environmental practices through environmental stewardship;
- Promotion as one of the State of Ohio's top environmental performers;
- Development of a case study to promote the organizations environmental stewardship practices;
- Achievements and success stories will be posted on the Ohio EPA Web site; and
- Display your award plaques to customers, suppliers, employees, and stockholders.

How To Submit A Nomination

Applicants are required to submit a completed nomination in either hard copy or electronic formats. Additional copies of these nomination instructions are available at www.epa.state.oh.us/ocapp/stewardship.html. Copies of these nomination instructions can also be requested by e-mail at p2mail@epa.state.oh.us, by fax at 614-644-2807, or by phone at 614-644-3469.

Hard copy nominations should be submitted to:

Office of Compliance Assistance and Pollution Prevention
Ohio EPA
P.O. Box 1049
Columbus, OH 43216-1049

Electronic format nominations should be submitted to:

Howard.Dong@epa.state.oh.us

Applicants need to provide the name and address of the entity being nominated and the name, title and telephone number of a contact person who can answer questions regarding the project being nominated. In the case of second party nominations, also include the name, title, organization, address and telephone number of the person submitting the nomination. A general description of the organization being nominated including the number of employees must be submitted.

Applicants also need to submit a one to two page narrative description of the activity being nominated. Optional supporting documents, including charts, photographs, news clippings, news releases, publications or other materials may be included if it will provide greater understanding of the activity being nominated. Be aware that all information will be accessible by the public. Do not include any trade secret information. Companies are encouraged to submit nominations that focus on the efforts of one particular facility or location. It is more likely that compliance issues will be

identified if numerous facilities or locations are included in the nomination due to the comprehensiveness of the compliance check process.

Small Business Considerations

In order to encourage small businesses (companies with 100 employees or less) to apply for the awards program and complete environmental stewardship activities, 10 percent will be added to the score for each of the following five criteria: management commitment, promotion and dissemination, environmental management system, life cycle assessment and innovation. These five criteria were selected based on the likelihood that small businesses have a more difficult time completing these types of activities with the resources available to a smaller company.

Evaluation Criteria

Each nomination will be evaluated using 15 criteria. Each criterion will be evaluated using a six point scale based on the five parameters listed below unless another evaluation method is described within the criterion. Points will be awarded to each criterion based on whether the information meets the requirements of each parameter. The following terms define the parameters used to evaluate the criteria where applicable.

Adequate Detail - Provides a level of detail that allows the reviewer to gain a complete understanding of how the nomination meets this criterion.

Indicative of Environmental Stewardship - Clearly explains how the information provided to meet this criterion describes an activity that is indicative of the nominee's environmental stewardship.

Quantifiable - The information provided to meet this criterion clearly describes the amount of materials reduced, pollution prevented and/or other numerical data. Nominations that provide actual amounts of reductions achieved (*e.g., pounds of pollution reduced per year, quantities of inputs no longer purchased, amount of energy reduced, gallons of water conserved, etc.*) and numerical cost savings data (*e.g., \$5,000 cost savings in energy purchased, \$12,000 savings for no longer needing to treat and dispose of hazardous waste, \$10,000 saved in chemicals no longer needing to be purchased, etc.*) will receive higher scores than nominations that do not include this data.

Comprehensive - The information provided to meet this criterion describes an activity that has been applied in a comprehensive manner across the organization.

Innovative - The information provided to meet this criterion describes an activity which is deemed to be new or rarely used by other similar organizations based upon the knowledge and experience of the reviewer.

Point totals will be determined using the following methodology.

Score	Adequate Detail	Indicative of Environmental Stewardship	Quantifiable	Comprehensive	Innovative
0	Not mentioned, mentioned in the negative or mentioned and not implemented				
1	No	No			
2	Yes	Yes	No		
3	Yes	Yes	Yes		
4	Yes	Yes	Yes	Yes	No
4	Yes	Yes	Yes	No	Yes
5	Yes	Yes	Yes	Yes	Yes

- 0 - Not mentioned, mentioned in the negative or mentioned and not implemented for any parameter
- 1 - Mentioned but does not meet definition of any parameter
- 2 - Meets definition of **Adequate detail** and **Indicative of Environmental Stewardship** parameters
- 3 - Meets definition of **Adequate detail**, **Indicative of Environmental Stewardship** and **Quantifiable** parameters
- 4 - Meets definition of **Adequate detail**, **Indicative of Environmental Stewardship**, **Quantifiable** and either **Comprehensive** or **Innovative** parameters
- 5 - Meets definition of all parameters

Applicants need to address each of the criteria below individually and in order. Provide as complete information as possible. Your nomination will compete against others. Provide numerical data where noted and describe the methods used to measure progress. The nomination will not qualify for an award if either of the first two criteria is not met.

1. **Does the nominated activity show improvement in environmental performance?** The nominee should show environmental achievement and commitment to continued improvement in their environmental performance. For example, a nominee may use the U.S. EPA's standardized methodology to measure its progress toward environmental performance goals and show quantitative improvement in the following specific areas: accidental release prevention and preparedness; air emissions; discharges to water; energy management; land use; material procurement; materials use; noise; preservation, restoration, and site cleanup; product performance; transportation management; vibration; waste management; and water use. Refer to U.S. EPA web site: <http://www.epa.gov/performancetrack/tools/envimp.htm> for more information on each of these categories. The above referenced methodology is for illustration purpose and a nominee is not limited to using only this measurement approach. As previously mentioned, Nominations that provide actual amounts of reductions achieved and numerical cost savings data will receive higher scores than nominations that do not include this data.

Yes No

2. **Does the nominee have a good comprehensive environmental compliance record?** Environmental enforcement actions with Ohio EPA, U.S. EPA, the Ohio Attorney's General's Office or local environmental regulatory agencies for the two years prior to the nomination deadline and the period from the nomination deadline to the award presentation will be used as the primary factor for making this evaluation. This evaluation will be coordinated by Ohio EPA's Director's Office and based on a review of environmental enforcement information from U.S. EPA, Ohio EPA the Ohio Attorney's General Office and local environmental regulatory agencies.

Yes No

Ohio EPA is requesting the following information to assist in the completion of the compliance review process. Please note this information can be provided in separate documentation and does not need to be completed in the space provided below.

Section One - Permitting and Reports: Identify the types of permits held by the facility or reports that need to be submitted by the facility.

Air: Does the facility have air permits? Yes ____ No ____

List the type of air permit if known (example: Title V, point source ,etc.).

Provide contact information (name, phone, address) for the state or local inspector(s) who review air related issues at the facility in the nomination.

Water: Does the facility have water permits? Yes ___ No ___

Does the facility have a NPDES permit? Yes ___ No ___

Does the facility have a Stormwater permit? Yes ___ No ___

Does the facility have a Pretreatment permit (discharge to POTWs)?
Yes ___ No ___

Does the facility have other water related permits? Yes ___ No ___
List the type of permit(s) if known:

Provide contact information (name, phone, address) for the state or local inspector(s) who review water related issues at the facility in the nomination.

Medical Waste/Infectious Waste: Does the facility have medical waste/infectious waste permits? Yes ___ No ___

List the type of medical waste/infectious permit (if known) or other related information.

Provide contact information (name, phone, address) for the state or local inspector(s) who review medical waste/infectious waste related issues at the facility in the nomination.

Hazardous Waste: Does the facility have hazardous waste permits?
Yes ___ No ___

List the type of hazardous waste permits (if known) or other related information.

Provide contact information (name, phone, address) for the state or local inspector(s) who review hazardous waste related issues at the facility in the nomination.

SPCC (Spill Prevention Control & Countermeasure Plan): Does the facility have a SPCC plan? Yes ___ No ___

Provide contact information (name, phone, address) for the state or local inspector(s) who review SPCC plan information at the facility in the nomination.

Section Two - Inspections: Identify whether the facility in the nomination have been inspected in the two years prior to the nomination deadline for the following environmental programs:

Air: Yes ___ No ___

Water: Yes ___ No ___

Solid Waste: Yes ___ No ___

Hazardous Waste: Yes ___ No ___

Other: Yes ___ No ___ Identify type of inspection:

Section Three - Enforcement & Compliance: Identify whether the following activities have occurred at the facility in the two years prior to the nomination deadline:

Has the facility had any Findings & Orders that have not resulted in a RTC (return to compliance)?

Have there been any spills at the facility that resulted in a release to the environment?

Have any NOV's (Notice of Violations) been issued to the facility that have not been addressed?

Has/Have the facility in the nomination applied for immunity under Ohio's Audit Privilege and Immunity Law?

Are there any potential enforcement related issues at the facility that may result in some type of enforcement action in the future?

Section Four - Public Concerns: Identify whether the following activities have occurred at the facility in the two years prior to the nomination deadline:

Have there been any complaints about dust, noise, odor or other types of "public nuisances" from citizens, citizen groups or others in regard to the facility?

Have there been any environmental concerns expressed by citizens, citizen groups or others in regard to the facility?

- 3. Voluntary or non-mandatory initiative:** Describe whether the nominated activity is voluntary and in advance of regulatory requirements, is a creative

response to regulatory programs, or is required by current or pending regulation. It is recognized that the nominated activity may be a combination of these items. In these situations, the evaluation of this criterion will use the most appropriate ranking based on the knowledge and experience of the reviewer.

This criterion will be evaluated using the following scores:

0 - Not mentioned

1 - Developed as part of a environmental supplemental enforcement project

2 - Developed in response to a current regulatory requirement

3 - Developed as a creative response to a regulatory requirement

4 - Developed in advance of a regulatory requirement

5 - Developed voluntarily

4. **Economic benefits:** Describe how the nominee achieves short term and long term cost savings related to the nominated activity. Quantify the investment required, cost avoided, efficiency achieved, and future potential payback. Nominations that provide numerical cost savings will receive higher scores than nominations that do not include this data.

0 1 2 3 4 5

5. **Impact to the environment:** Describe and provide measures of the extent the use, generation, and/or release of toxic materials or environmental wastes are reduced or eliminated through the nominated activity. Describe and provide measures of any other types impacts are reduced or eliminated through the nominated activity. Nominations that provide actual amounts of reductions achieved will receive higher scores than nominations that do not include this data.

0 1 2 3 4 5

6. **Resource conservation:** Describe and quantify the use of renewable, recovered or recycled materials in your nominated activity. Specify how alternative materials are used to minimize waste by this practice. Renewable materials typically are preferred over recovered/reused materials, which typically are preferred over recycled materials. Nominations that provide actual amounts of reductions achieved, materials recycled and amounts of renewable, recovered or recycled materials used will receive higher scores than nominations that do not include this data.

0 1 2 3 4 5

7. **Employee involvement:** Describe efforts to involve employees in the development and implementation of the nominated activity. This may include training programs, recognition and awards, educating employees through company publications, involving employees in re-designing products or processes, or otherwise using employee ideas to reduce waste.

0 1 2 3 4 5

8. **Management commitment:** Describe management's commitment to environmental stewardship. Examples of management commitment may include: having a written company goal; promoting environmental stewardship through company policy; rewarding employees who promote environmental stewardship; and continuously improving environmental practices throughout the company.

0 1 2 3 4 5

9. **Promotion and dissemination:** Describe how information regarding the nominated activity is made available and shared with others and/or used to promote similar practices outside the nominee organization.

0 1 2 3 4 5

10. **Continuous improvement:** Describe how you use continuous improvement practices to achieve environmental stewardship. Please quantify results. This may include either incremental (progressive small steps) or breakthrough (giant step) actions.

0 1 2 3 4 5

11. **Environmental management system:** An environmental management system is a continual cycle of planning, implementing, reviewing and improving the actions that an organization takes to meet its environmental obligations. Most environmental management systems are based on the ISO 14001 standard. Describe your use of environmental management systems to improve environmental quality/performance. Please quantify results.

0 1 2 3 4 5

12. **Environmentally preferable purchasing:** Describe and quantify your use and/or production of materials and services that are environmentally preferable. Environmentally preferable products or services have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw

materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.

0 1 2 3 4 5

- 13. Life cycle assessment:** Life cycle assessment is the compilation and evaluation of the inputs, outputs and the potential environmental impacts of a product system throughout its life cycle. Life cycle assessment may be used as a means of moving beyond compliance to improve environmental performance. Describe how your organization uses life cycle assessment to improve environmental performance. Please quantify results. Specify the life cycle stage(s) (raw material extraction through product/service end-of-life) in which reductions are accomplished.

0 1 2 3 4 5

- 14. Environmental management accounting:** Environmental management accounting is defined as the identification, collection, estimation, analysis, internal reporting, and use of materials and energy flow information, environmental cost information, and other cost information for both conventional and environmental decision-making within an organization. Environmental management accounting assists in the implementation of environmental projects by accurately identifying cost saving potential. Describe your environmental management accounting practices to improve environmental performance. Please quantify results.

0 1 2 3 4 5

- 15. Innovation:** Explain if the nominated activity is innovative and compare it to standard practices being used. Describe innovative research and development that the organization uses to support this activity. The evaluation of this criterion will be determined on whether the nominated activity is deemed to be new or rarely used by other similar organizations based upon the knowledge and experience of the reviewer. This criterion will be scored using a six point scale where a score of zero (0) is not innovative and a score of five (5) is highly innovative.