



**2002
EXCELLENCE IN
POLLUTION PREVENTION
AWARDS & RECOGNITION**

Application Instructions and Requirements



Oklahoma Department of Environmental Quality

Customer Service Division

Pollution Prevention Program

P. O. Box 1677

Oklahoma City, OK 73101-1677

(405) 702-9100 or (800) 869-1400

APPLICATION INSTRUCTIONS & REQUIREMENTS

2002 Excellence in Pollution Prevention Awards

Application deadline for the Department of Environmental Quality 2002 Excellence in Pollution Prevention Awards is July 31, 2002.

Winners will be notified in August 2002. The 2002 Excellence in Pollution Prevention Awards will be presented during National Pollution Prevention Week, September 15-21, 2002.

Awards may be presented in the following categories:

- **Manufacturing**
Large and small¹
- **Oil and Gas**
Large and small
- **Agriculture**
Large and small
- **Public Entities**
Large and small
Includes governments, nonprofit organizations, municipalities, military establishments, youth organizations, and civic organizations.

1. Indicate the category that best describes your organization by checking the appropriate box on the front of your application. The Department of Environmental Quality (DEQ) Pollution Prevention Program will make the final decision on the appropriate category for your project. Applications will be scored in only one category.
2. If you want to submit several projects for consideration, the application form may be copied. Your project will be scored according to the information provided on the application. Please complete your application in detail and show your project's results.

PLEASE CONSIDER THE FOLLOWING REQUIREMENTS WHEN FILLING OUT YOUR APPLICATION. APPLICATIONS THAT DO NOT ADHERE TO THESE REQUIREMENTS **WILL NOT BE CONSIDERED.**

- Complete one application per project using only the space provided on the application.
- Send the original and one additional copy.
- Your application must be postmarked by *July 31, 2002* for consideration for the 2002 Excellence in Pollution Prevention Awards.
- Type size should be no smaller than 10-point.
- Projects must show measurable results to be considered. Projects must either be complete or demonstrating measurable results as an ongoing effort.
- Support materials (videos, brochures, press clips, photos, manuals, etc.) will not be accepted except for the media category. However, you may be asked to submit additional materials at a later date.
- Projects must be located in the state of Oklahoma.
- For more information, contact Dianne Wilkins at 405-702-1000 or 800-869-1400.

¹ Large — greater than 100 employees Small — less than 100 employees

The DEQ Excellence in Pollution Prevention Awards Selection Committee will make recommendations for winners. Final selection will be made by the DEQ. Selection of the winning projects will be based on the following criteria:

- INNOVATIVE** Does the project contribute new information on how to improve the environment? Is it a new concept or process?
- BENEFICIAL** Does it make a significant contribution to improving the environment? Does it reduce health risk? Does it reduce a large volume or significant percent of hazardous/toxic or solid waste? Does it work? Are people participating? Does it tackle a difficult task? Is it effective?
- MEASURABLE** Describe your project's results. Can we measure its contribution to environmental quality? Is the measure specific?
- EDUCATIONAL** Does the project promote public awareness or education? Does it include employee training or technology transfer? Does it include "how-to" guidelines/brochures/videos? Does it encourage other environmental efforts? Are employees involved in development and implementation? Does it serve as a model for other efforts?
- COOPERATION** Does this project involve a cooperative effort between multiple entities or organizations (city/state government, industries, civic groups, schools, citizens, and associations)?
- TECHNICAL** What type of waste is being reduced? Is the waste reduction a significant fraction of the current waste? How is the reduction accomplished (source reduction, on-site or off-site recycling, treatment or volume reduction)?
- EXCEPTIONAL** Is the project self-sustaining or ongoing? Does it go significantly beyond legal requirements? Does it address other social needs, such as environmental equity? Does it solve a serious environmental problem or result in a significant positive impact on the environment? Does your project take place in a critical region, such as the Tri-State area?

Application
2002 Excellence in Pollution Prevention Awards

Application must be postmarked by July 31, 2002.

Please complete the following information, as applicable, when submitting your environmental project for consideration for the 2002 Excellence in Pollution Prevention Awards. Use only the space provided on this application. (Type size smaller than 10 point will not be accepted.) If you want to submit several projects in different categories, the application form may be photocopied. Please submit only one application per project. Do not send additional support materials. You may be asked to submit additional materials later. See application Instructions and Requirements for guidelines on filling out the application.

GENERAL INFORMATION

Date: _____

Name _____ (company, _____ organization, school) _____

Type _____ of _____ business _____ or organization _____

Business _____ subsidiary _____ of _____

Number _____ of _____ employees _____ or members _____

Contact _____ person _____ and title _____

Mailing address _____

City _____ State _____ Zip _____

Physical Address (if different from mailing address) _____

City _____ State _____ Zip _____

Daytime phone () _____ Fax () _____

Total number of projects submitted _____

Category: Please select the type of organization sponsoring this project. The Pollution Prevention Program will make final determination.

- Large Business
- Small Business
- Large Oil and Gas
- Small Oil and Gas
- Large Agricultural Effort
- Small Agricultural Effort
- Large Public Entity
- Small Public Entity

Project type:

- | | |
|--|---|
| <input type="checkbox"/> Waste Reduction | <input type="checkbox"/> Nonpoint Source Pollution Prevention |
| <input type="checkbox"/> Waste Minimization | <input type="checkbox"/> Technical |
| <input type="checkbox"/> Recycling | <input type="checkbox"/> Community Outreach |
| <input type="checkbox"/> Air Quality | <input type="checkbox"/> Composting |
| <input type="checkbox"/> Water Quality | <input type="checkbox"/> Conservation /Beautification |
| <input type="checkbox"/> General Environment | |

NAME OF PROJECT _____

(1) Summarize the project in one paragraph (100 words or less). Include project dates, persons involved, activity and location, and why the project was initiated.

(2) Describe the project in detail, including the date of event(s), site(s), number of people participating, purpose, goals, history, description of the problem, accomplishments to date, etc. What type of waste is being reduced and how is the reduction accomplished? Describe in 600 words or less.

(3) Is this project innovative or creative in its use or application of technology or personnel? If so, please explain in 100 words or less.

(4) Describe how the project is benefiting the environment (for example, how it reduces solid waste or pollution, serves as a model for other environmental projects, or how it is effective). Describe in 100 words or less.

(5) How do you specifically measure the success of the project? (If applicable, include hard numbers: pounds or tons of diverted waste, cost savings, year-to-year comparison, etc.) What percentage of current waste is being reduced? Describe in 100 words or less.

(6) Describe any educational, training, or outreach components to your program (brochure, video, manual, classes, seminars, etc.). Have you worked with another school, city, or other organization to help them establish a similar program? Describe in 100 words or less.

(7) Does this project involve the cooperation of different types of public, private, community, business, or citizen groups? If so, please explain the cooperative effort and list all participating entities and their respective roles. Describe in 100 words or less.

(8) Estimate cost of the project. Give specifics, if applicable, in 100 words or less.

- (9) Describe anything exceptional about your project. For example, is it financially self-sustaining? Does it go above and beyond legal requirements? Does your project address issues of environmental equity? Does it result in a significant positive impact to the environment? Does your project take place in a critical region, such as the Tri-State mining area?
- (10) Briefly describe the schedule or timetable for completion of the project, including start date and dates of any major milestones. Will this be an ongoing project? What additional resources and/or activities would allow you to improve this project? Describe in 100 words or less.

**Please mail the application, *postmarked by July 31, 2002*, to:
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