

SECTION I: TELL US ABOUT YOURSELF

1. Name of Organization: _____
2. Street Address: _____
City: _____ State: _____ Zip Code: _____ County: _____
3. Mailing Address (if different): _____
City: _____ State: _____ Zip Code: _____ County: _____
4. Organization Website: _____
5. Contact Name: _____ (Mr. /Mrs./Ms./Dr.)
Title: _____
Phone: (____) _____ Fax: (____) _____ E-Mail: _____
6. EPA ID Number: _____
7. What do you do or make at your organization? Briefly describe the primary products you manufacture, prepare, or assemble at your facility. For nonmanufacturing facilities, describe the services you provide or the activities you conduct.

8. List the North American Industrial Classification System (NAICS) or Standard Industrial Classification (SIC) codes that you use to classify business at your facility.
9. How many employees (full-time equivalents) currently work at your organization? _____
10. How were you recruited into OKStar?
 Marketing mailer Through a trade association Market phone call or email
 Internally within your company News media / professional journal From a peer in your sector
 Environmental Consultant Other _____

SECTION II: IDENTIFY YOUR WASTE STREAMS

Fill out the table(s) below for each waste stream identified. Tables are provided for three waste streams. Attach additional tables as necessary.

Waste Stream	Spent solvent cleaner (toluene, xylene)
Units	Pounds
What is the current annual quantity of this waste stream?	4,000
How is this waste stream managed?	Disposal contract
What is your reduction goal?	50% reduction (2000 lb.)
What activities or process changes do you plan to undertake at your organization to accomplish your goal?	<ul style="list-style-type: none"> • Evaluate alternatives where feasible • Purchase a solvent distillation unit and recycle spent solvent

turn over →

Waste Stream	
Units	
What is the current annual quantity of this waste stream?	
How is this waste stream managed?	
What is your reduction goal?	
What activities or process changes do you plan to undertake at your organization to accomplish your goal?	

Waste Stream	
Units	
What is the current annual quantity of this waste stream?	
How is this waste stream managed?	
What is your reduction goal?	
What activities or process changes do you plan to undertake at your organization to accomplish your goal?	

Waste Stream	
Units	
What is the current annual quantity of this waste stream?	
How is this waste stream managed?	
What is your reduction goal?	
What activities or process changes do you plan to undertake at your organization to accomplish your goal?	

SECTION III: TELL US ABOUT YOUR INTERNAL ENVIRONMENTAL PROGRAMS

- A. Select the internal environmental programs that your organization currently uses or plans to implement. Your internal environmental programs should focus on helping your employees (staff, students, and contractors) to understand how their activities affect the environment, giving them opportunities to reduce their impact on the environment, and empowering them to take action.
- Employee pollution prevention training and awareness program
 - Employee environmental incentives. Examples include offering monetary rewards or recognition for environmental performance and innovation
 - Environmental Preferable Purchasing (EPP) Program, which involves integrating environmental factors into procurement policies and procedures. Examples include buying products that reduce waste, have recycled content, use less energy, are less toxic, and are more durable
 - Employee waste reduction program. Examples include recycling or reusing office products like toner cartridges, binders, and paper; accepting household recyclable items from employees; or donating unneeded material to local charities
 - A program to reduce employee commute trips to the workplace. Examples include offering telecommuting, compressed work week, vanpooling and carpooling, or alerts on days with high ozone levels
 - Water conservation and efficiency education program

- Other internal training and awareness programs:
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B. Attach a description (200 to 300 words) of your existing internal environmental programs. You may include items such as areas of training and awareness; how you identify training and awareness needs for employees; how you increase awareness; how you ensure competence of employees; and how you offer and identify specific incentives for environmental performance among employees.

SECTION IV: TELL US ABOUT YOUR EXTERNAL COMMUNITY ENVIRONMENTAL SERVICE PROJECTS

A. Select the community environmental service projects in which organization currently participates or plans to implement.

- Reducing waste in your community through activities such as:
 - Supporting a community recycling program
 - Participating in the Great American Cleanup™ , www.keepoklahomabeautiful.org
 - Hosting a household hazardous waste collection event
 - Adopting a highway section, www.okladot.state.ok.us/beauty/aahindex.htm
 - Promoting sustainable lawn care
- Promoting water conservation through activities such as:
 - Hosting a water efficiency or xeriscaping workshop
 - Distributing low-flow plumbing fixtures and leak detecting devices
 - Promoting rainwater collection
- Improving local water quality through activities such as:
 - Sponsoring a public education campaign on nonpoint source pollution
 - Encouraging employees to participate in Oklahoma Water Watch and Oklahoma Lake Sweep www.owrb.state.ok.us/quality/monitoring/watch/wwatch.php
- Improving local air quality through activities such as:
 - Hosting an Alternative Transportation Day
 - Educating your community about ozone action days
- Promoting energy conservation through activities such as:
 - Funding the distribution of compact fluorescent bulbs
 - Promoting Energy Star™ or the use of renewable energy
 - Educating your community about residential energy conservation
- Protecting habitat through activities such as:
 - Supporting school, work, or community wildlife habitat projects, www.nwf.org
 - Working with local groups to acquire and preserve habitat
 - Designing, building, and distributing bird houses or butterfly houses
- Promoting environmental education through activities such as:
 - Sponsoring or hosting continuing environmental education opportunities for area teachers
 - Sponsoring a lecture series on environmental issues

- Supporting environmental education projects and programs in area schools
- Sponsoring environmental events such as:
 - Hosting Pollution Prevention Week activities (in September), www.p2.org
 - Sponsoring Earth Day activities (in April), www.earthday.net
- Other community environmental service projects:

B. Attach a description (200 to 300 words) of your external community environmental service projects. You may include items such as the schedule for the event, the purpose of the event, the audience, partners involved, and marketing tools.

SECTION V: SENIOR MANAGEMENT COMMITMENT

PARTICIPATION STATEMENT

I, (name) _____, (title) _____ of (organization name) _____, certify that I have personally examined all information provided in this application, including the attachments, and all information provided is true, accurate, and complete, to the best of my knowledge.

I am a senior organization leader and have been duly authorized to execute this statement on behalf of the organization applying for the OKStar Incentive program.

Signature of senior management:

Phone number: (_____) _____

Title: _____ Date: _____



Please return this form to:

Environmental Performance & Recognition Program
 Oklahoma Department of Environmental Quality
 Pollution Prevention Program
 P.O. Box 1677
 Oklahoma City, OK 73101-1677
 Or fax to Dianne Wilkins at (405) 702-9101,
 or e-mail to dianne.wilkins@deq.state.ok.us