



WHAT IS THE OKLAHOMA STAR INCENTIVE PROGRAM (OKSTAR)?

The Oklahoma Star Incentive Program (OKStar) is a voluntary program. OKStar ranks participants among peers and

awards Silver, Gold or Platinum stars. Each star is earned by meeting specific performance criteria. The program also:

- Recognizes facilities that achieve and maintain compliance and go beyond the regulations to protect the environment and promote employee safety
- Recognizes businesses and organizations that voluntarily meet and exceed the program's high standards of environmental responsibility. By meeting the standards, these organizations demonstrate to the public that they have gone well beyond compliance with environmental law, and have voluntarily implemented a thorough waste prevention and pollution prevention plan.
- Is both pro-business and pro-environment. Organizations that are more environmentally responsible also have a stronger bottom line. Examining an organization's waste streams and making internal changes to reduce them may realize significant financial and environmental savings.

Silver Star

1. Identify waste streams
2. Establish a system to properly manage waste
3. Set a waste reduction goal
4. Receive:
 - A Certificate of Recognition
 - A window decal showing your OK Star rating
 - The OK Star camera-ready logo to use in marketing efforts



Gold Star

Show that the facility has taken comprehensive action to reduce waste in all aspects of business by changing practices, processes, or products, and that the facility recycles solid waste and receive **all of the above**, plus:

- Be highlighted in advertisements in local print media
- Be highlighted in local radio advertisements



Platinum Star

Show that the facility is a leader in preventing waste (by becoming a mentor and spokesperson for the program) and receive **all of the above**, plus:

- Special recognition in local media advertisements
- Profiled in a success story distributed to the public
- Be automatically nominated for the P2 Program's Environmental Achievement Awards
- Be featured in special promotions and displays



What are the Benefits?

- Lower energy and waste removal costs
- Reduced environmental liabilities
- Publicity for your business
- Recognition as an OKStar member
- Training/Workshops
- Sense of pride for environmental responsibility
- Better health for employees



NOTES

1. Nonregulated sites—such as retail establishments, schools, farms, or ranches—may join either on a site-by-site or group basis.
2. Organizations must also meet applicable compliance standards. Your organization may not participate if its compliance screen indicates any of the following:
 - A “poor” compliance history
 - A criminal conviction for violation of environmental laws within the past three years.



In addition, DEQ will also consider whether there are significant problems or patterns of noncompliance in your organization’s overall compliance history.

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GUIDANCE

The following guidance has been developed to help you complete your application for OKStar. If you have any

questions, feel free to contact Dianne Wilkins in the Pollution Prevention Program at (405) 702-9128.

SECTION I: TELL US ABOUT YOURSELF

In this section, you will provide us with information about your organization and how to contact you.



1. NAME OF ORGANIZATION

Provide the full name of your organization.

2. STREET ADDRESS

List the street address of your organization.

3. MAILING ADDRESS

List the mailing address of your organization if it is different from your street address.



4. ORGANIZATION WEB SITE

List the organization web site.

5. CONTACT NAME

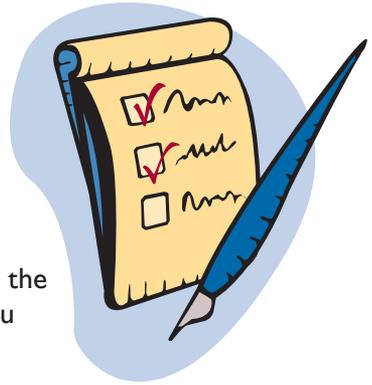
Provide the contact name, title, phone number, fax, and email of the individual who may be contacted for additional information about your application.

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 activities you conduct.



8. List YOUR CODES

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?

Provide us with the total number of full-time equivalent (FTE) employees who work at your organization.

10. WHAT OTHER PROGRAMS ARE YOU A MEMBER OF?

Please indicate which programs (if any) that you participate in.

11. HOW WERE YOU RECRUITED INTO OKStar?

Tell us who recruited you into OKStar.



SECTION II: IDENTIFY YOUR WASTE STREAMS

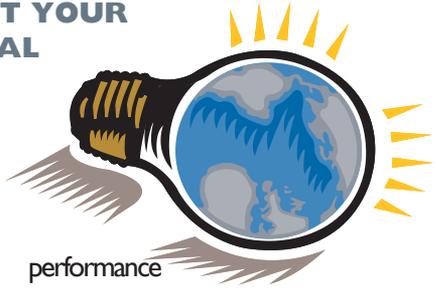
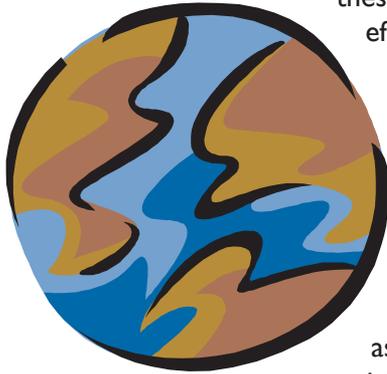
In this section, tell us about the your waste streams (current amounts generated, management). Also indicate reduction goals and how they will be achieved.



SECTION III: TELL US ABOUT YOUR INTERNAL ENVIRONMENTAL PROGRAMS

Organizations need to demonstrate that they are engaging their employees (staff, students, and contractors) and management in environmental issues.

Programs should promote environmental awareness and education while providing employees opportunities to reduce their environmental impact within their jobs. You may also consider offering incentive programs, such as incorporating environmental issues into employee annual



performance reviews, offering incentives for efforts that reduce pollution, or implementing an employee environmental suggestion program. Overall, these programs should be effective in making your employees aware of how their activities affect the environment, and in ensuring that they are competent to address environmental issues associated with these activities.

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

Organizations must demonstrate that they are working within the community to improve the environment. This is your organization's way of giving back to the community.

Service projects provide an excellent opportunity to develop partnerships and to work with local chapters of the Sierra Club, Nature Conservancy, Audubon Society, Wildlife Conservation



Commission, Keep Oklahoma Beautiful, Oklahoma Master Naturalists, and other local environmental groups. You may also partner with other businesses, your local city departments, your area Council of Governments, as well as with other OKStar participants in your community.

When choosing your outreach projects, you should consider the

environmental issues of your community and your expertise. For example, if your organization has implemented numerous water conservation projects and water shortage is of concern in your community, you might consider working with your city's water supplier to conduct a water conservation service project.

SUBMITTING YOUR APPLICATION

1. HOW DO I SUBMIT MY APPLICATION?

Send the completed application to:

OKStar Application

Pollution Prevention Program

Oklahoma Department of Environmental Quality

Oklahoma City, OK 73101-1677

2. WHAT HAPPENS AFTER I SUBMIT MY APPLICATION?

Once the application is received, it will be reviewed for completeness. You will be contacted if additional information is required. The completed application will be distributed to a team of reviewers who will determine the level of participation (Silver, Gold or Platinum) to be awarded. The review may also include an on-site visit.

3. HOW LONG WILL IT TAKE TO REVIEW MY APPLICATION?

Reviews shall be completed within 90 days of receipt of a complete application.

4. QUESTIONS?

Contact Dianne Wilkins at (405) 702-9128 or (800) 869-1400, or at dianne.wilkins@deq.state.ok.us.





O K L A H O M A
DEPARTMENT OF ENVIRONMENTAL QUALITY

...for a clean, attractive, prosperous Oklahoma