



OK[★]Star

Incentive Program

APPLICATION,
INSTRUCTIONS,
CRITERIA AND
ANNUAL REPORT FORM





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The Oklahoma Star Incentive Program (OKStar) recognizes an organization's exceptional achievements in environmental stewardship. Any business, industry, trade association, professional organization or local government of Oklahoma can be recognized for its commitment to environmental excellence. Applications are evaluated using environmental stewardship and related criteria developed by Oklahoma Department of Environmental Quality (DEQ).

The goal of environmental stewardship is to reduce the impact of business or organizational activities on the environment. These reductions go beyond measures required by any permit or rule. Environmental stewardship improves the environment, conserves natural resources, and results in long-term economic benefits.

OKStar is administered by the Pollution Prevention and Small Business Assistance Program (P2SBAP). This non-regulatory section is housed within the Office of External Affairs (OEA). P2SBAP helps Oklahoma businesses and organizations comply with environmental regulations, prevent pollution, reduce waste, and develop and achieve sustainability goals. P2SBAP staff works to provide assistance to DEQ customers — both regulated and non-regulated — with emphasis on small businesses. P2SBAP provides free and confidential assistance to help Oklahoma businesses and organizations comply with state and federal environmental requirements.

Applicants must be in compliance with applicable environmental laws and regulations. OKStar Silver, Gold, and Platinum applications include both written and onsite evaluations. There is no onsite evaluation for the Achievement Level.

OKStar designations are valid for **3** years. Participants must submit an **Annual Report Form** not later than September 30 of each year to retain a designation. The Annual Report shall summarize activities undertaken over the past year to:

- Identify and implement pollution prevention activities
- Set, revise, and implement goals, objectives, targets, and the strategy the participant employs to resolve any unmet goals, objectives, and targets
- Achievement Level applications are accepted at any time. Silver, Gold, and Platinum applications are requested by October 14 of the current year.

Achievement Benefits

- A certificate of recognition signed by the Executive Director
- A listing on the DEQ website
- Program highlights included in DEQ publications
- Decals with the OKStar logo to display at the applicant's location

Silver Benefits

- A certificate of recognition signed by the Executive Director
- A listing on the DEQ website and program highlights in DEQ publications
- DEQ news release sharing the recipient's environmental accomplishments
- An invitation to an awards ceremony and possibly a site visit by DEQ executive management
- A case study to publicize the recipient's proactive approach to environmental stewardship

Gold Benefits

- All OKStar Silver benefits
- The opportunity to work with DEQ on a host of benefits that include enhanced environmental assistance, Environmental Quality Board and Advisory Council meetings, reduced time to obtain permit modifications, frequent updates on environmental stewardship information, marketing opportunities to highlight environmental accomplishments and other options.
- An OKStar flag for Environmental Excellence

Platinum Benefits

- All OKStar Gold benefits
- An individualized specially-engraved Platinum Level Award
- An award ceremony at the recipient's location

Achievement Level – Applicants need to submit the following items to apply for the Achievement Level:

- Your contact information
- Description of the operations of your business or organization including the number of employees
- Description of the activities completed in one of the following environmental stewardship criteria:
 - Impact to the environment
 - Pollution prevention
 - Energy efficiency
 - Renewable energy
 - Renewable, recovered or recycled materials
 - Green building (LEED - Leadership in Energy and Environmental Design - certification or LEED specifications)
 - Recycling programs or Organics diversion
- How the applicant has made some level of progress in at least six additional environmental stewardship criteria from the nineteen listed below; and
- A general statement indicating the applicant is in compliance with environmental laws and regulations

Silver and Gold Levels – Applicants need to submit the following items to apply for the Silver and Gold Levels:

- Your contact information,
- Description of the operations of your business or organization, and
- A narrative describing the activities that are part of an overall environmental stewardship program that: provides clear, concise, measureable results; details activities that result in environmental improvements; and addresses as many of the nineteen environmental stewardship criteria listed below as appropriate.

Platinum Level – Applicants need to submit the following items to apply for the Platinum Level:

- All items required for the Silver and Gold Levels
- Additional information describing how the organization's environmental stewardship efforts improve the social wellbeing of the local community, region and/or a larger geographic area, and how these efforts result in long term societal benefits

IMPORTANT: It is important to address as many of the 19 environmental stewardship criteria as possible in your narrative (see list below). The Silver, Gold and Platinum Levels are evaluated using the 19 environmental stewardship criteria that are scored on a 5-point scale.

Silver recipients must score 3 or higher on 9 of the environmental stewardship criteria.

Gold recipients must score 3 or higher on 14 of the environmental stewardship criteria.

Platinum recipients must score 3 or higher on 14 of the environmental stewardship criteria and address the 7 social sustainability criteria.

Contact Information: Applicants need to provide the name and address of the entity applying for recognition and the name, title and telephone number of a contact person who can answer questions regarding the organization applying for recognition.

Description of the Operations of your Business or Organization: Applicants need to provide a summary of the organization's business activities and/or functions including the number of employees.



Narrative of the Environmental Stewardship Program:

- **Achievement Level applicants** can provide a summary of their efforts focusing on one of the environmental stewardship criteria and briefly describing progress in 6 additional criteria.
- **Silver and Gold applicants** need to submit a narrative describing the activities that are part of an overall environmental stewardship program. This narrative should address each of the applicable environmental stewardship criteria listed below.

Expanded Narrative of Social Sustainability Information for Platinum Level: Platinum Level applicants need to submit a narrative describing the activities that are part of an overall environmental stewardship program. This narrative should address each of the applicable environmental stewardship criteria listed below. They also need to provide additional information describing how their overall environmental stewardship program addresses the 7 social sustainability criteria listed in Appendix A or indicate why one or more of the criteria are not applicable.

Applying for Additional Recognition: Organizations that receive program recognition can reapply for the same or different levels of recognition in subsequent years. Applicants need to demonstrate significant improvement if applying for a higher level (e.g., Silver to Gold) or complete different or unique activities in their new application (e.g., reapplying for Gold in a following year). Applicants interested in receiving additional recognition may only need to submit updated or partial information.

Application Format and Additional Information: There is no application form or prescribed format for application narratives. Optional supporting documents, including charts, photographs, news clippings, news releases, publications or other materials may be included. Information submitted will be used by DEQ to publicize your participation in the OKStar program. Use your discretion in determining whether to include trade secret or confidential business information in your application.

Contact (405) 702-8179 or (800) 869-1400 if you have any questions.



SITE VISIT

Achievement Level applicants do not receive a site visit as part of the review process. Applicants for the Silver, Gold and Platinum Levels may be asked to host a site visit. The purpose of this site visit is to provide reviewers with a better understanding of the application, to view the activities described in the application in operation, and to clarify information provided in the application. A team of two or more reviewers will conduct the site visit. Information collected during the site visit will be used to determine who receives recognition. Evaluation criteria for the site visit will be the same as that used for the application. Photographs of the applicant's operations may be taken during the site visit to help promote the OKStar Program and the applicant's activities.

COMPLIANCE INFORMATION

Achievement Level applicants must be in compliance with environmental laws and regulations at the time they submit applications.

Silver, Gold and Platinum Level applicants must be in compliance for a year prior to submittal of their application and during the application review process. DEQ will perform a compliance evaluation.

For additional information on compliance evaluation contact (405) 702-8179 or (800) 869-1400.

ENVIRONMENTAL STEWARDSHIP CRITERIA

DEQ evaluates OKStar applications using the 19 environmental stewardship criteria listed in Appendix A. It is recognized that not all criteria may apply and some descriptions may apply to multiply criteria.

- OKStar Silver, Gold or Platinum Level recognition is intended for a specific location of a business or organization in Oklahoma.
- All information provided needs to describe activities occurring at the specific location.
- Provide as complete information as possible.
- Provide numerical data where noted and describe the methods used to measure progress.

Applications should include information on how the organization or business is a leader in environmental stewardship. The narrative should address the following criteria and systems that the applicant uses to continuously improve upon its environmental performance.

- 1. Management Commitment:** Describe management's commitment to environmental stewardship. Examples of management commitment may include: having a written goal; promoting environmental stewardship through your policy; rewarding individuals who promote environmental stewardship; and continuously improving environmental practices throughout the organization.
- 2. Employee Involvement:** Describe efforts to involve employees in the development and implementation of environmental stewardship activities. This may include training programs, recognition and awards, educating employees through the organization's publications, involving employees in re-designing products or processes, or otherwise using individual's ideas to reduce waste.
- 3. 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.
- 4. Environmental Management System:** Some organizations use an environmental management system to measure, track, plan, and implement activities that impact the environment. An organization may use an EMS to continually improve their environmental program. However, it may not be applicable to all organizations. Describe how you use environmental management systems or similar approach to improve environmental quality and performance.
- 5. Promotion and Dissemination:** Describe how information on your environmental stewardship activities is made available and shared with others. Explain how this information is used to promote similar practices to other organizations.
- 6. Innovation:** Describe how the applicant's environmental stewardship activities are innovative and compare it to standard practices being used elsewhere. Provide information on innovative research and development the organization uses to support this activity. Include a description of practices that exemplify outstanding creativity, introduce new approaches or advance emerging technologies.

The applicant's narrative should explain how environmental impacts are reduced using the following criteria.

- 7. Impact to the Environment:** Describe and quantify how the use, generation, and/or release of environmental wastes are reduced or eliminated. Describe and quantify how any other environmental impacts are reduced or eliminated.
- 8. Life Cycle Analysis:** Describe any analysis completed to quantify the environmental impacts of a product or service throughout its entire life cycle. Some organizations use this tool to help them modify their processes and products to realize cost savings and reduce environmental impacts. Describe how your organization uses life cycle analysis to identify opportunities to improve environmental performance and inform decision-makers in your organization. Please quantify environmental improvements from these efforts.
- 9. Pollution Prevention:** Pollution prevention is source reduction and recycling. Describe your efforts to complete pollution prevention activities. Please quantify results.
- 10. Energy Efficiency:** Quantify efforts to conserve energy and fuel use, use more energy efficient products and/or modify operations to improve energy efficiency. This description should include any costs or savings resulting from these efforts.



- 11. Renewable Energy:** Quantify the use of renewable energy and fuels including environmental benefits derived from its use. Describe renewable energy projects at the applicant's location and quantify the environmental benefits. This description should include any costs or savings resulting from these efforts.
 - 12. Renewable, Recovered or Recycled Materials:** Quantify the use of renewable, recovered or recycled materials. Describe how these materials are used to reduce environmental impacts.
 - 13. Green Building:** Quantify any environmental benefits derived from green building infrastructure, designs and materials. Describe how these activities have been used to reduce environmental impacts. This description should include any costs or savings resulting from these efforts.
 - 14. Stormwater Best Management Practices:** Describe efforts to minimize stormwater runoff and how the use of best management practices reduces environmental impacts at the applicant's location.
 - 15. Environmentally Preferable Purchasing:** Describe your efforts to buy products or services that have a reduced environmental impact when compared with competing products or services. The use of recycled, renewable and/or reusable products is a key component of environmentally preferable purchasing. This description should include any costs or savings resulting from these efforts.
 - 16. Recycling Programs:** Quantify your recycling activities and describe how recycling programs are used to reduce environmental impacts. This description should include onsite efforts, use of external recycling programs and any costs or savings resulting from these efforts. Indicate whether quantified recycling information has been reported to your solid waste management district or other organizations.
 - 17. Organics Diversion:** Quantify your efforts to divert organics from the solid waste stream. Describe how your organics diversion program including composting and anaerobic digesters reduces environmental impacts. This description should include onsite efforts, use of external facilities and any costs or savings resulting from these efforts.
- The narrative should use the following criteria to help describe the economic factors used when implementing environmental stewardship projects.
- 18. Economic Benefits:** Describe short and long term cost savings. Quantify the investment required, cost avoided, efficiency achieved, and future potential payback.
 - 19. Environmental Management Accounting:** Describe how your organization accounts for environmental impacts and costs when making decisions on internal operations. Please quantify results.

Sustainability is an important aspect of environmental stewardship and includes economic, environmental, and social components. OKStar Platinum Level applications are evaluated using the 19 environmental stewardship criteria previously listed and the 7 social sustainability criteria below. It is important for Platinum Level applicants to describe how the overall environmental stewardship program addresses each of the 7 social sustainability criteria listed below or indicate why one or more of the criteria are not applicable.

1. **Product or Service Design:** Describe how environmental considerations are used to modify your products, processes or services to improve the health, safety and vitality of consumers and the community.
2. **Community Education:** Describe how the organization's environmental stewardship efforts are used to educate and build networks with the local community and/or regional area to improve the overall quality of life.
3. **Improving the Supply and Delivery Chain:** Describe the organization's efforts to use their environmental stewardship efforts to work with employees, suppliers and other organizations to improve sustainability at various points in their supply and product/service delivery chain.
4. **Sharing Information about Environmental Impacts:** Describe how your organization shares information about its environmental impacts and improvements in a transparent manner with the local community and/or regional area.
5. **Local Environmental Priorities:** Describe how you address local community and/or regional priorities through your environmental stewardship program.
6. **Maintaining Ecosystems:** Describe how your environmental stewardship activities protect natural habitat and biodiversity of the local community and/or regional area.
7. **Community Support:** Describe philanthropic efforts and other ways your organization supports local community and charitable groups that promote environmental stewardship.





COMPLIANCE EVALUATION FORM

The Oklahoma Star Incentive Program (OKStar) recognizes an organization's exceptional achievements in environmental stewardship. Any business, industry, trade association, professional organization or local government of Oklahoma can be recognized for their commitment to environmental excellence.

Applications are evaluated using environmental stewardship and related criteria developed by DEQ. The goal of environmental stewardship is to reduce the impact of business or organizational activities 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. Applicants must be in compliance with environmental laws and regulations. OKStar Silver, Gold and Platinum applications include both written and onsite evaluations while there is no onsite evaluation for the Achievement Level.

- Achievement Level applicants must be in compliance with environmental laws and regulations at the time of application.
- Silver, Gold and Platinum Level applicants must be in compliance for a year prior to application and during the application review process.

DEQ will perform a compliance evaluation that includes a review of environmental compliance information from USEPA, DEQ, the Oklahoma Attorney's General Office, and other local environmental regulatory agencies. Reviews from other state regulatory agencies may be included if relevant to core operations. DEQ's evaluation will include the following information:

Part One – Regulatory Applicability, Permitting and Reports:

Identify the wastes generated, permits held and reports required to be submitted by the facility.

Air:

1. Does the facility have air permits that are current and consistent with the facility's operations?

Yes ☐ No ☐

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

3. Contact information (name, phone, email) for the state or local inspector(s) who review air related issues at the facility if known.

Water:

1. Does the facility have water permits that are current and consistent with the facility's operations?

Yes ☐ No ☐

2. Does the facility have an OPDES permit?

Yes ☐ No ☐

3. Does the facility have a Stormwater permit?

Yes ☐ No ☐

4. Does the facility have a Pretreatment permit (discharge to POTWs)?

Yes ☐ No ☐

5. Does the facility have other water related permits?

Yes ☐ No ☐

6. List the type of permit(s) if known: _____

7. Contact information (name, phone, email) for the state or local inspector(s) who review water related issues at the facility if known. _____

Medical Waste/Infectious Waste:

1. Does the facility generate medical waste/infectious waste? Yes ☐ No ☐
2. Does the facility have medical waste/infectious waste permits? Yes ☐ No ☐
3. List the type of medical waste/infectious permit (if known) or other related information.

4. Contact information (name, phone, email) for the state or local inspector(s) who review medical waste/infectious waste related issues at the facility if known.

Solid Waste:

1. Does the facility receive and/or process solid, or recycled, waste? Yes ☐ No ☐
2. And, if so, what type of solid, or recycled, wastes does the facility receive and/or process?

3. What category is your waste process classification?
☐ Landfill or Monofill
☐ Incinerator
☐ Recycling Facility
☐ Waste Tire Facility
☐ Beneficial Reuse
☐ Land Application
4. Does the facility have solid waste permits or beneficial reuse approval? Yes ☐ No ☐
5. List the solid waste permits (if known) or other related information to waste collection.

6. Contact information (name, phone, address) for the state or local inspector(s) who review solid waste related issues at the facility, if known.

Hazardous Waste:

1. Does the facility generate hazardous waste? Yes ☐ No ☐
2. And if so, what is the facility's hazardous waste generator status?
☐ Large Quantity Generator
☐ Small Quantity Generator
☐ Conditionally Exempt Small Quantity Generator
3. Does the facility have hazardous waste permits? Yes ☐ No ☐
4. List the type of hazardous waste permits (if known) or other related information.

5. Contact information (name, phone, address) for the state or local inspector(s) who review hazardous waste related issues at the facility if known.

SPCC (Spill Prevention Control & Countermeasure Plan):

- Does the facility have a SPCC plan? Yes ☐ No ☐

Part Two – Inspections:

Identify whether the facility has been inspected in the past year by any of the following environmental programs:

- | | | |
|---------------------|------------------------------|-----------------------------|
| 1. Air: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Water: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Solid Waste: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Hazardous Waste: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 5. Other: | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Identify type of inspection: _____

Part Three – Enforcement & Compliance:

Identify whether the following activities have occurred at the facility in the past year:

- | | | |
|---|------------------------------|-----------------------------|
| 1. Has the facility had any Consent Orders that have not resulted in a return to compliance? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 2. Have there been any spills at the facility that resulted in a release to the environment? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 3. Have any Notice of Violations been issued to the facility that have not been addressed? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |
| 4. Are there any potential environmental-related issues at the facility that may result in some type of enforcement action in the future? | Yes <input type="checkbox"/> | No <input type="checkbox"/> |

Please explain: _____



Applications may be mailed or emailed to:

Cheryl Dirck
Office of External Affairs
Oklahoma Department of Environmental Quality
P.O. Box 1677
Oklahoma City, OK 73101-1677
Cheryl.Dirck@deq.ok.gov

Applicants are encouraged to call (405) 702-8179 or (800) 869-1400 with questions anytime during the application process.



ANNUAL REPORT FORM

OKStar designations are valid for 3 years. To retain designation OKStar participants must submit an Annual Report not later than September 30 of each year. The Annual Report shall summarize activities undertaken over the past year to:

1. Identify and implement pollution prevention activities
2. Set, revise, and implement goals, objectives, targets, and the strategy the participant employs to resolve any unmet goals, objectives, and targets

The Annual Report request shall also include a statement by the responsible official that the participant is in compliance with all applicable state and federal environmental requirements and has no outstanding, unresolved violations, or is in compliance with a schedule acceptable to the department to correct any outstanding violations

Annual Reports should be submitted to:

Cheryl Dirck
Office of External Affairs
Oklahoma Department of Environmental Quality
P.O. Box 1677
Oklahoma City, OK 73101-1677

Questions can be directed to the Pollution Prevention Program at (405) 702-8179 or (800) 869-1400.

PARTICIPANT NAME			
OTHER IDENTIFYING NAME (if applicable)			
ADDRESS (number and street)			
CITY	STATE	ZIP CODE	COUNTY
NAME/TITLE OF CONTACT PERSON	E-MAIL	TELEPHONE NUMBER (include area code)	
LOCAL NEWSPAPER OR MEDIA OUTLET	NUMBER OF EMPLOYEES		

Environmental Compliance

COMPLETE AND SIGN COMPLIANCE STATEMENT BELOW:

I have reviewed the environmental compliance record for _____ and to the best of my knowledge the facility is in compliance with all applicable state environmental requirements and applicable federal environmental requirements and has no outstanding unresolved violations past or current that have not been corrected or resolved	
NAME/TITLE OF RESPONSIBLE OFFICIAL (printed or typed)	TITLE
SIGNATURE	DATE
E-MAIL	TELEPHONE NUMBER (include area code)



ENVIRONMENTAL PERFORMANCE

In order to quantify the successes of OKStar facilities and measure the effectiveness of their efforts, each facility must report on their environmental goals, objectives, and targets. This information not only highlights the achievements of individual facilities, but will also serve as a valuable measure of the overall effectiveness of the OKStar program. Please review each of the following categories below that apply to your operations and summarize the results and new goals for your respective reporting period. Please indicate an N/A for those areas that are not applicable to your operations. (Attach additional sheets as necessary).

Reporting Period: From _____ To _____

Performance Indicator	Goal/Objective/Target (EMS/P2)	Results this renewal period	Estimated cost benefit
Air Emissions	(Example: 10% VOC reduction)	(1,200 lbs. VOC reduced)	N/A - No cost figures available
Energy Use	(Example: 5% energy use reduction)	(250,000 kwh reduced)	(\$50,000)
Hazardous Waste	(Example: 15% reduction in hazardous waste generation)	(1,350 pounds reduced)	(\$125,000)
Materials Use	(Example: 50% reduction in the use of corrugated cardboard)	(1.5 tons of cardboard reduced)	(\$38,000)
Solid Waste	(Example: 25% reduction in solid waste sent to landfill)	(3,000 pounds of cardboard, paper and wood recycled)	(\$18,000)

Wastewater Discharges	(Example: Reduce copper in wastewater discharge by 25%)	(450 lbs of copper eliminated from wastewater discharge)	N/A - No cost figures available
Water Use	(Example: 10% reduction in water consumption)	(140,000 gallons reduction in water consumption)	(\$7,000)
Habitat Preservation and/or Restoration (attach additional documentation as necessary)			
Community Outreach and Collaborative Efforts (attach additional documentation as necessary)			



