



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM

A cooperative program to enhance environmental quality in Louisiana



Environmental Leadership Awards *Business & Industry Awards Guidance*

Purpose

The Louisiana Environmental Leadership Program (ELP) is a voluntary partnership with businesses, municipalities, non-governmental organizations, federal entities, schools and universities, community organizations and individuals designed to promote a cleaner and better environment for Louisiana. ELP members recognize and promote pollution prevention, waste reduction, community outreach and other efforts that go above and beyond regulatory requirements. ELP enrollment signifies a commitment to support the ELP core principles, which include: a) the adoption of policies and procedures to minimize adverse impacts on human health and the environment, which are reflected in regulatory and business decisions; b) the adoption of internal management systems that facilitate continuous improvement in environmental performance; c) the use of waste management hierarchy, (source reduction, recycling, treatment, and disposal) as guidance for managing environmental issues and to set goals to improve the state's air, water, and land; and d) proactive communication with stakeholders regarding environmental matters and concerns. The ELP Awards Program recognizes outstanding activities and projects undertaken by the membership that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

Awards Categories

Awards are presented for contributions from Small, Medium, and Large Businesses in three categories:

- Pollution Prevention (P2) (Project and Program)
- Community Environmental Outreach (CEO)
- Environmental Management Systems

In the Pollution Prevention and Community Environmental Outreach categories, businesses may submit project entries or program entries. A project is an undertaking at one location and programs are broader efforts, usually a combination of several projects that are coordinated and focused on achievement of a particular goal. Project and program entries are judged separately.

In addition to the categories mentioned above, special recognition awards are chosen by the LDEQ Secretary and presented for significant contributions to environmental and conservation initiatives.

General Eligibility Requirements

Any business or industry member of the Louisiana Environmental Leadership Program fulfilling all membership requirements, including updating annual pollution prevention progress reports, is eligible to enter. Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry.

All projects must have been completed during the **2015** calendar year or have benefits realized in **2015**.

Certain projects are **not** eligible:

- Projects that have been submitted for a previous Environmental Leadership Program Award*
- Supplemental Environmental Projects (SEP's) designated under federal regulations.
- Beneficial Environmental Projects (BEP's) designated under state regulations.
- Projects mandated by enforcement action, usually a court order (*e.g., settlement agreement, consent decree, some compliance orders, etc...*).

**A project may be closely related to a previous entry and still be eligible provided that the current entry demonstrates fully that the project's scope and performance claims are clearly above and beyond the initial entry.*

Your projects including the award entry form should be submitted by **December 18, 2015** to:

Linda M. Hardy, Environmental Scientist Senior
Business & Community Outreach Division
Louisiana Department of Environmental Quality
P.O. Box 4301

Baton Rouge, LA 70821-4301

Phone: 225.219.3954 • FAX: 225.219.3971 • Email: Linda.Hardy@la.gov

Pollution Prevention Category

Pollution prevention achievement awards recognize projects that have led to measurable reductions in air pollution, water pollution, solid and hazardous waste, or have contributed to significant energy and resource conservation. Projects that achieve reduction of pollution at any level in the **waste management hierarchy** may be eligible for an award, but the entry must demonstrate the relevance of the hierarchy to the project.

Examples of Pollution Prevention Projects:

- Process improvements that result in reduced emissions, discharges or generation of wastes
- Achievement of zero discharge for selected waste or emission streams
- Projects that reduce the environmental risks of a facility
- Innovative approaches through product redesign to reduce the lifecycle impact of manufacturing and use of a product
- Projects to reduce reliance on incinerators and deep wells as disposal options
- Beneficial reuse of waste materials
- Emergency releases reduction
- Working with suppliers, customers, and smaller companies to promote pollution prevention

Community Environmental Outreach Category

The Community Environmental Outreach Award recognizes innovative projects that contribute to enhancing the quality of the environment for the local community.

Examples of Projects in this Category:

- A community project that enhances environmental quality
- An activity to improve the interaction and involvement of the facility with the community in dealing with environmental concerns
- An innovative environmental education project
- A mentoring project with suppliers or smaller companies to prevent pollution or reduce risk
- Facility specific environmental reports and/or communication tools
- Voluntary participation in a project to evaluate ambient air and water quality in the community
- An inter-company or multi-company environmental project
- A wildlife enhancement or natural heritage preservation project

An entry must be for a single environmental related project; however an overall environment outreach program may be submitted if designated as such on the entry form.

In preparing your entry take care to address each requirement listed on the entry form.

Environmental Management System (EMS) Category

This award category recognizes exceptional improvements in facility environmental performance resulting from innovative implementation or enhancement to a model environmental management system (ISO 14001, or third-party certified). The award recognizes both the management system improvement and the results achieved. The EMS improvement and results achieved must have occurred between **January 1, 2015** and **November 30, 2015** to be considered for the **2016 Environmental Leadership Program Awards**.

The environmental management system must include the following five elements:

- Environmental policy
- Environmental planning (identifying significant environmental impacts, legal requirements, and setting quantifiable objectives)
- Environmental management implementation programs and procedures, including environmental training
- Environmental audits and corrective action
- Management review of the EMS

Successful entries will demonstrate the value of EMS by the improvement achieved in the facility's environmental performance. Award entries must document 1) The implementation of, or change in the facility's EMS and 2) The achieved performance improvement attributable to it and supported by the comparative data. This involves the use of quantifiable objectives for achieving tangible environmental benefits. Less tangible benefits are not discounted, but must be convincingly described.

Improved performance can be measured through:

- Improved level of regulatory compliance
- Reduction in energy, water, and materials use
- Reduction in waste generation
- Reduction of pollutant discharges to water
- Reduction of emissions to air
- Reduction of accidental releases to the environment
- Reduction of annual total reportable releases (TRI)
- Reduction of inherent process risk
- Reduction of risk posed by ancillary operations
- Application of green chemistry and engineering in process and product development
- Reduction of costs of environmental compliance and operations (eco-efficiency)
- Improved community acceptance of the facility's environmental performance

Examples of eligible EMS changes include:

- Significant improvements to an existing EMS
- Innovative and successful approaches to meeting one or more EMS elements
- Innovative methods of implementing a new EMS or changes to an existing EMS
- Effective means for assuring integration of environmental aspects and impact determination with facility objectives

Facility Eligibility

To enter, the facility must be a member of ELP including submission of the annual pollution prevention progress report. The facility must have an EMS certified to the ISO 14001 standard or have third-party certified EMS. The third party certification can be from the corporate office if the audit was made by people not associated with the facility's staff.

Facility Manager's Statement

The Environmental Management System category requires a statement signed by the senior facility manager attesting to the implementation and maintenance of a model environmental management system that complies with the requirements of the ELP. The facility manager's assessment of the facility's current regulatory compliance status is also required.

The Selection Process

The selection panel for the EMS Category will be composed of experts in EMS assessment, specifically ISO 14001 as well as those experienced in implementing and maintaining environment systems at the facility level.

The panel reviews the documentation of the facility manager's statement, a copy of the current ISO 14001 certification and/or documentation of the third-party certification.

The selection panel assesses the merit of each entry following the numbered instruction items of the EMS category entry form. Panelists should receive copies of entries for their individual review and assessment well in advance of the panel session.

Enforcement screen guidelines apply to the EMS Category in the same way as for other categories in Pollution Prevention and Community Environmental Outreach. Be aware that serious violations will disqualify the applicant. As with the other award categories, the LDEQ Secretary makes the final selection of award recipients based on selection panel recommendations and consideration of facility compliance records.

The selection panel, at their discretion, may request a ½ day on-site visit to verify the EMS. The on-site visit may include the following:

1. A review of documentation, including examination of the facility's environmental records.
2. A short interview of senior level management, operating supervisors, and/or operations personnel. A list of questions will be provided to the facility in advance.

It is noteworthy to mention that on-site assessments, at this time, must be conducted at the office level. In the future, it may be possible to promulgate a Memorandum of Understanding that would allow the panel the opportunity to conduct an assessment inside the battery limits.

Additional Guidance

Successful entries will include all required components presented in an orderly fashion, the focus indicated by the italicized statements, and in compliance with numbered instructions of the entry form. Experience has shown that some superior entries have failed due to an incomplete or inept description.

Since this is a competition, we cannot share results about individual entries until after selection of the finalists by the LDEQ Secretary.

Judging Protocol

Judges are instructed to maintain confidentiality regarding all applications. Judges will not participate if they have a conflict of interest (major customer / competitor, previous employer, prior consulting).

Scoring of Applications

The following is an example of some of the criteria that will apply during judging of the different categories:

1. Scope
2. EMS improvements (if applicable)
3. Performance or eco-efficiency improvements
4. Exceeds regulatory requirements (if applicable)
5. Reduced risks (if applicable)
6. Innovative project/shared with other organizations

Note: If items 2, 4 and/or 5 are not applicable, a judge can provide general thoughts about the application and/or on-site visit. Comments help to explain why a judge scored the application a certain way.

Pollution Prevention Award Entry Form

Title of Project/Program _____

Name of Business _____

Senior Management Official/Plant Manager _____

Contact Name, Title _____

Address _____

Phone () _____ Fax () _____

E-mail Address _____

Business Size: ☐ Small (<100 employees) ☐ Medium (100-250 employees) ☐ Large (>250 employees)

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes:

☐ Pollution Prevention Project ☐ Pollution Prevention Program

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all five elements described below:**

1. **Project Description:** Describe the project clearly and concisely. Consider a simplified drawing to save words. Each entry must be for a single project or specifically designated as a program.
2. **Environmental Improvements:** Describe the environmental improvement resulting from the project. The use of standardized measures of emissions such as TRI data and hazardous waste generation biennial report information is encouraged. This should include a description of any reductions in environmental risk resulting from the project.
3. **Regulatory Exceedances:** Note the degree to which the results of the project contributed to exceeding regulatory compliance requirements. Were they accomplished earlier than required? How does the project exemplify environmental leadership? Discuss cost considerations if significant (capital investment and/or cost savings).
4. **Project Innovations:** Highlight the innovative aspects of the project that represent a departure from "business as usual." How does the project exceed the average pollution prevention project for your industry?
5. **Waste Management Hierarchy:** Describe how the waste management hierarchy (source reduction, recycling, and disposal) was utilized in planning and implementing the project. If this project is "end of the pipe" treatment, emphasize how the hierarchy applies.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Organization
Large/Medium/Small Business
Name of Facility
Location



Pollution Prevention Project / Program Summary

Year Submitted:

Process:

Industry:

Wastes Reduced:

Equipment:

Location:

No. of employees:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Reductions:

Duplicate this page for each additional pollutant.

Community Environmental Outreach Award Entry Form

Title of Project/Program _____
Name of Business _____
Senior Management Official/Plant Manager _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Business Size: ☐ Small (<100 employees) ☐ Medium (100-250 employees) ☐ Large (>250 employees)

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes: ☐ CEO Project ☐ CEO Program

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all six elements described below:**

1. **Project Description:** Describe the project or program in sufficient detail. Describe how the project or program contributed to community environmental quality improvement. Describe the community served including demographics, number of people served, project duration, community participation in project and planning and why you chose this particular community to implement your project or program.

In detailing the scope of the project consider covering; number of employees involved, company hours spent, volunteered free time, and the time period involved (short and long term).
2. **Project Innovations:** How is it innovative? How does it rise above the typical outreach activity? Does it exceed regulatory requirements?
3. **Project sustainability:** Also answer; is the activity sustainable and what were the costs involved?
4. **Environmental Indicators:** Please describe what indicators were used to measure the effectiveness of the project?
5. **Transferability:** Suggest how your success with this project is transferable to other facilities? In measuring success; identify target audience, state the objectives, indicate the number of people reached, and/or other project achievements
6. **Support letters:** Provide support letters from at least *two community individuals* outside the company attesting to the success of the project.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Facility
Large/Medium/Small Business
Name of Facility
Location



Community Environmental Outreach Project / Program Summary

Year Submitted:

Outreach Activity:

Community Members Served:

Location:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Activity:

Environmental Management System Award Entry Form

Title of Project/Program _____
Name of Business _____
Senior Management Official/Plant Manager _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Business Size: ☐ Small (<100 employees) ☐ Medium (100-250 employees) ☐ Large (>250 employees)

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please check appropriate boxes and provide documentation of certification:

- ☐ Facility EMS is registered to ISO 14001 Standard
☐ Facility has had a third-party certification audit

Provide written confirmation from top management that the environmental management system has **all of the six elements** delineated in the EMS category description. Please limit your entry to no more than seven (7) pages in response to the following items:

1. **EMS Description:** Concisely describe the scope of the EMS (which facility or facilities, units, etc...).
2. **EMS Improvements:** Describe the EMS improvement(s) clearly. Consider graphics and tables to save words. Entries should be for innovation in implementation of, or significant improvements to an EMS since January 1, 2014.
3. **Environmental Performance Improvements:** Demonstrate the environmental performance improvement(s) resulting from the project or change to the EMS. The improvement should be measurable and include summarized data substantiating the improvement. What environmental benefits followed, such as improve eco-efficiency? Were there any benefits to the public?
4. **Regulatory Exceedances:** Note the degree to which the improvement(s) contributed to exceeding regulatory compliance requirements (if applicants).
 - a. Were they accomplished earlier than required?
 - b. Why is the change significant?
5. **Environmental Risk Reductions:** Describe any reductions in environmental risk resulting from the change to the EMS (if applicable).
6. **Transferability:** Are the EMS improvements transferable to other facilities? If so, have they been shared with others?

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Facility
Large/Medium/Small Business
Name of Facility
Location



Environmental Management System Summary

Year Submitted:

Process:

Industry:

Wastes Reduced:

Location:

No. of employees:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Improved Performance:

Duplicate this page for each additional pollutant.

Environmental Management System Statement

On behalf of (name of nominee) _____

My Facility _____

I certify that:

I have personally examined and I am familiar with the information contained in this award entry. The information contained in this entry is, to the best of my knowledge and based on reasonable inquiry; true, accurate, and complete. I have no reason to believe the facility would not meet all program requirements.

My facility has an environmental management system (EMS), as defined in the Louisiana Environmental Leadership Program's Pollution Prevention Award guidance, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature _____

Date _____

Printed Name [Mr.] [Mrs.] [Ms.] [Dr.] _____

Title _____

Phone () _____

Email Address _____

Facility Name _____

Facility Street _____

City/State/Zip Code _____

Additional Information

Waste Management Hierarchy

The ELP subscribes to the Waste Management Hierarchy that follows:

- Wastes should be prevented or reduced at the source whenever feasible.
- Wastes that cannot be prevented should be recycled in an environmentally safe manner whenever feasible, or be reused in a beneficial way.
- Wastes that cannot be prevented, recycled or beneficially reused should be treated in an environmentally safe manner.
- Disposal or other release into the environment should be employed only as a last resort and should be conducted in an environmentally safe manner.

Source Reduction:

“Source Reduction” means any practice which:

- Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, reuse, treatment or disposal
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants

The term “Source Reduction” includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.

Recycling:

- Recycling, some energy recovery, treatment, and disposal are not included within the strict definition of pollution prevention. However, recycling that is conducted in an environmentally sound manner may share some of the advantages of pollution prevention. This is due to conservation of resources and reducing the need for treatment or disposal of wastes.
- Project entries that involve recycling, reuse, treatment or disposal should clearly indicate how the waste management hierarchy was utilized in developing the project.
- Design and practices commonly described in the chemical process industry as “end process recycling” usually qualify as pollution prevention.



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM

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Environmental Leadership Awards

Federal Entities Awards Guidance

Purpose

The Louisiana Environmental Leadership Program (ELP) is a voluntary partnership with businesses, municipalities, non-governmental organizations, federal entities, schools and universities, community organizations and individuals designed to promote a cleaner and better environment for Louisiana. ELP members recognize and promote pollution prevention, waste reduction, community outreach and other efforts that go above and beyond regulatory requirements. ELP enrollment signifies a commitment to support the ELP core principles, which include: a) the adoption of policies and procedures to minimize adverse impacts on human health and the environment, which are reflected in regulatory and business decisions; b) the adoption of internal management systems that facilitate continuous improvement in environmental performance; c) the use of waste management hierarchy, (source reduction, recycling, treatment, and disposal) as guidance for managing environmental issues and to set goals to improve the state's air, water, and land; and d) proactive communication with stakeholders regarding environmental matters and concerns. The ELP Awards Program recognizes outstanding activities and projects undertaken by the membership that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

Awards Categories

Awards are presented for contributions from Federal Entities in three categories:

- Pollution Prevention (P2) (Project and Program)
- Community Environmental Outreach (CEO)
- Environmental Management Systems

In the Pollution Prevention and Community Environmental Outreach categories, entities may submit project entries or program entries. A project is an undertaking at one location and programs are broader efforts, usually a combination of several projects that are coordinated and focused on achievement of a particular goal. Project and program entries are judged separately.

In addition to the categories mentioned above, special recognition awards are chosen by the LDEQ Secretary and presented for significant contributions to environmental and conservation initiatives.

General Eligibility Requirements

Any federal entity that is a member of the Louisiana Environmental Leadership Program fulfilling all membership requirements, including updating annual pollution prevention progress reports, is eligible to enter. Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry.

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Examples of Projects in this Category:

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- Reduction of costs of environmental compliance and operations (eco-efficiency)
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1. A review of documentation, including examination of the facility's environmental records
2. A short interview of senior level management, operating supervisors, and/or operations personnel. A list of questions will be provided to the facility in advance.

It is noteworthy to mention that on-site assessments, at this time, must be conducted at the office level. In the future, it may be possible to promulgate a Memorandum of Understanding that would allow the panel the opportunity to conduct an assessment inside the battery limits.

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2. EMS improvements (if applicable)
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4. Exceeds regulatory requirements (if applicable)
5. Reduced risks (if applicable)
6. Innovative project/shared with other organizations

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Pollution Prevention Award Entry Form

Title of Project/Program _____
Name of Federal Entity _____
Senior Management Official/Plant Manager _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Please check appropriate boxes:

☐ Pollution Prevention Project ☐ Pollution Prevention Program

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all five elements described below:**

1. **Project Description:** Describe the project clearly and concisely. Consider a simplified drawing to save words. Each entry must be for a single project or specifically designated as a program.
2. **Environmental Improvements:** Describe the environmental improvement resulting from the project. The use of standardized measures of emissions such as TRI data and hazardous waste generation biennial report information is encouraged. This should include a description of any reductions in environmental risk resulting from the project.
3. **Regulatory Exceedances:** Note the degree to which the results of the project contributed to exceeding regulatory compliance requirements. Were they accomplished earlier than required? How does the project exemplify environmental leadership? Discuss cost considerations if significant (capital investment and/or cost savings).
4. **Project Innovations:** Highlight the innovative aspects of the project that represent a departure from "business as usual." How does the project exceed the average pollution prevention project for your industry?
5. **Waste Management Hierarchy:** Describe how the waste management hierarchy (source reduction, recycling, and disposal) was utilized in planning and implementing the project. If this project is "end of the pipe" treatment, emphasize how the hierarchy applies.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Organization
Federal Facility
Name of Facility
Location



Pollution Prevention Project / Program Summary

Year Submitted:

Process:

Industry:

Wastes Reduced:

Equipment:

Location:

No. of employees:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Reductions:

Duplicate this page for each additional pollutant.

Community Environmental Outreach Award Entry Form

Title of Project/Program _____

Name of Federal Entity _____

Senior Management Official/Plant Manager _____

Contact Name, Title _____

Address _____

Phone () _____ Fax () _____

E-mail Address _____

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes: ☐ CEO Project ☐ CEO Program

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all six elements described below:**

1. **Project Description:** Describe the project or program in sufficient detail. Describe how the project or program contributed to community environmental quality improvement. Describe the community served including demographics, number of people served, project duration, community participation in project and planning and why you chose this particular community to implement your project or program.

In detailing the scope of the project consider covering; number of employees involved, company hours spent, volunteered free time, and the time period involved (short and long term).

2. **Project Innovations:** How is it innovative? How does it rise above the typical outreach activity? Does it exceed regulatory requirements?
3. **Project sustainability:** Also answer; is the activity sustainable and what were the costs involved?
4. **Environmental Indicators:** Please describe what indicators were used to measure the effectiveness of the project?
5. **Transferability:** Suggest how your success with this project is transferable to other facilities? In measuring success; identify target audience, state the objectives, indicate the number of people reached, and/or other project achievements
6. **Support letters:** Provide support letters from at least *two community individuals* outside the company attesting to the success of the project.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Facility
Federal Facility
Name of Facility
Location



Community Environmental Outreach Project / Program Summary

Year Submitted:

Outreach Activity:

Community Members Served:

Location:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Activity:

Environmental Management System Award Entry Form

Title of Project/Program _____
Name of Federal Entity _____
Senior Management Official/Plant Manager _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Please check appropriate boxes and provide documentation of certification:

- ☐ Facility EMS is registered to ISO 14001 Standard
☐ Facility has had a third-party certification audit

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Provide written confirmation from top management that the environmental management system has **all of the six elements** delineated in the EMS category description. Please limit your entry to no more than seven (7) pages in response to the following items:

1. **EMS Description:** Concisely describe the scope of the EMS (which facility or facilities, units, etc...).
2. **EMS Improvements:** Describe the EMS improvement(s) clearly. Consider graphics and tables to save words. Entries should be for innovation in implementation of, or significant improvements to an EMS since January 1, 2014.
3. **Environmental Performance Improvements:** Demonstrate the environmental performance improvement(s) resulting from the project or change to the EMS. The improvement should be measurable and include summarized data substantiating the improvement. What environmental benefits followed, such as improve eco-efficiency? Were there any benefits to the public?
4. **Regulatory Exceedances:** Note the degree to which the improvement(s) contributed to exceeding regulatory compliance requirements (if applicants).
 - a. Were they accomplished earlier than required?
 - b. Why is the change significant?
5. **Environmental Risk Reductions:** Describe any reductions in environmental risk resulting from the change to the EMS (if applicable).
6. **Transferability:** Are the EMS improvements transferable to other facilities? If so, have they been shared with others?

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Facility
Federal Facility
Name of Federal Facility
Location



Environmental Management System Summary

Year Submitted:

Process:

Industry:

Wastes Reduced:

Location:

No. of employees:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Improved Performance:

Duplicate this page for each additional pollutant.

Environmental Management System Statement

On behalf of (name of nominee) _____

My Facility _____

I certify that:

I have personally examined and I am familiar with the information contained in this award entry. The information contained in this entry is, to the best of my knowledge and based on reasonable inquiry; true, accurate, and complete. I have no reason to believe the facility would not meet all program requirements.

My facility has an environmental management system (EMS), as defined in the Louisiana Environmental Leadership Program's Pollution Prevention Award guidance, including systems to maintain compliance with all applicable federal, state, tribal, and local environmental requirements in place at the facility.

I am the senior facility manager and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.

Signature _____

Date _____

Printed Name [Mr.] [Mrs.] [Ms.] [Dr.] _____

Title _____

Phone () _____

Email Address _____

Facility Name _____

Facility Street _____

City/State/Zip Code _____

Additional Information

Waste Management Hierarchy

The ELP subscribes to the Waste Management Hierarchy that follows:

- Wastes should be prevented or reduced at the source whenever feasible.
- Wastes that cannot be prevented should be recycled in an environmentally safe manner whenever feasible, or be reused in a beneficial way.
- Wastes that cannot be prevented, recycled or beneficially reused should be treated in an environmentally safe manner.
- Disposal or other release into the environment should be employed only as a last resort and should be conducted in an environmentally safe manner.

Source Reduction:

“Source Reduction” means any practice which:

- Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, reuse, treatment or disposal
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants

The term “Source Reduction” includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.

Recycling:

- Recycling, some energy recovery, treatment, and disposal are not included within the strict definition of pollution prevention. However, recycling that is conducted in an environmentally sound manner may share some of the advantages of pollution prevention. This is due to conservation of resources and reducing the need for treatment or disposal of wastes.
- Project entries that involve recycling, reuse, treatment or disposal should clearly indicate how the waste management hierarchy was utilized in developing the project.
- Design and practices commonly described in the chemical process industry as “end process recycling” usually qualify as pollution prevention.



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM

A cooperative program to enhance environmental quality in Louisiana



Environmental Leadership Awards

Municipalities & Local Governments Awards Guidance

Purpose

The Louisiana Environmental Leadership Program (ELP) is a voluntary partnership with businesses, municipalities, non-governmental organizations, federal entities, schools and universities, community organizations and individuals designed to promote a cleaner and better environment for Louisiana. ELP members recognize and promote pollution prevention, waste reduction, community outreach and other efforts that go above and beyond regulatory requirements. ELP enrollment signifies a commitment to support the ELP core principles, which include: a) the adoption of policies and procedures to minimize adverse impacts on human health and the environment, which are reflected in regulatory and business decisions; b) the adoption of internal management systems that facilitate continuous improvement in environmental performance; c) the use of waste management hierarchy, (source reduction, recycling, treatment, and disposal) as guidance for managing environmental issues and to set goals to improve the state's air, water, and land; and d) proactive communication with stakeholders regarding environmental matters and concerns. The ELP Awards Program recognizes outstanding activities and projects undertaken by the membership that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

Awards Categories

Awards are presented for contributions from parishes, cities, towns, villages and other municipal bodies in three categories:

- Pollution Prevention (P2) (Project and Program)
- Community Environmental Outreach (CEO)
- Environmental Ordinance Enforcement & Development

Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry. In the Pollution Prevention and Community Environmental Outreach categories, participants may submit project entries or program entries. A project is an undertaking at one location and programs are broader efforts, usually a combination of several projects that are coordinated and focused on achievement of a particular goal. Project and program entries are judged separately.

In addition to the categories mentioned above, special recognition awards are chosen by the LDEQ Secretary and presented for significant contributions to environmental and conservation initiatives.

General Eligibility Requirements

Any municipality/municipal body or local government member of the Louisiana Environmental Leadership Program fulfilling all membership requirements, including updating annual pollution prevention progress reports, is eligible to enter. Applicants must demonstrate a record of sustained compliance and a commitment to continuous environmental improvement above regulatory requirements. All projects must have been completed during the **2015** calendar year or have benefits realized in **2015**.

Certain projects are **not** eligible:

- Projects that have been submitted for a previous Environmental Leadership Program Award*
- Supplemental Environmental Projects (SEP's) designated under federal regulations.
- Beneficial Environmental Projects (BEP's) designated under state regulations.
- Projects mandated by enforcement action, usually a court order (e.g., *settlement agreement, consent decree, some compliance orders, etc...*).

**A project may be closely related to a previous entry and still be eligible provided that the current entry demonstrates fully that the project's scope and performance claims are clearly above and beyond the initial entry.*

Your projects including the award entry form should be submitted by **December 18, 2015** to:

**Linda M. Hardy, Environmental Scientist Senior
Business & Community Outreach Division
Louisiana Department of Environmental Quality
P.O. Box 4301**

Baton Rouge, LA 70821-4301

Phone: 225.219.3954 • FAX: 225.219.3971 • Email: Linda.Hardy@la.gov

Pollution Prevention Category

Pollution prevention achievement awards recognize projects that have led to measurable reductions in air pollution, water pollution, solid and hazardous waste, or have contributed to significant energy and resource conservation. Projects that achieve reduction of pollution at any level in the **waste management hierarchy** may be eligible for an award, but the entry must demonstrate the relevance of the hierarchy to the project.

Examples of Pollution Prevention Projects:

- Process improvements that result in reduced emissions, discharges or generation of wastes
- Achievement of zero discharge for selected waste or emission streams
- Projects that reduce the environmental risks of a facility
- Innovative approaches through product redesign to reduce the lifecycle impact of manufacturing and use of a product
- Projects to reduce reliance on incinerators and deep wells as disposal options
- Beneficial reuse of waste materials
- Emergency releases reduction
- Working with suppliers, customers, and smaller companies to promote pollution prevention

Community Environmental Outreach Category

The Community Environmental Outreach Award recognizes innovative projects that contribute to enhancing the quality of the environment for the local community.

Examples of Projects in this Category:

- A community project that enhances environmental quality
- An activity to improve the interaction and involvement of the facility with the community in dealing with environmental concerns
- An innovative environmental education project
- A mentoring project with suppliers or smaller companies to prevent pollution or reduce risk
- Facility specific environmental reports and/or communication tools
- Voluntary participation in a project to evaluate ambient air and water quality in the community
- An inter-company or multi-company environmental project
- A wildlife enhancement or natural heritage preservation project

An entry must be for a single environmental related project; however an overall environment outreach program may be submitted if designated as such on the entry form. *In preparing your entry take care to address each requirement listed on the entry form.*

Outstanding Environmental Ordinance & Enforcement Development

Must demonstrate development of strong environmental ordinances with enforcement built in including but not limited to:

- Record of addressing illegal dumping
- Noise, litter, or odor reduction efforts
- Enforcement program
- Recycling programs
- Environmental court

Outstanding Ordinance and Enforcement Development must take place in the calendar year preceding the award ceremony.

Pollution Prevention Award Entry Form

Title of Project/Program _____
Name of Government Agency _____
Senior Management Official/Mayor _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Municipality/Government Size: ☐ Parish ☐ City ☐ Town ☐ Village

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes:

☐ Pollution Prevention Project ☐ Pollution Prevention Program

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all five elements described below:**

1. **Project Description:** Describe the project clearly and concisely. Consider a simplified drawing to save words. Each entry must be for a single project or specifically designated as a program.
2. **Environmental Improvements:** Describe the environmental improvement resulting from the project. The use of standardized measures of emissions such as TRI data and hazardous waste generation biennial report information is encouraged. This should include a description of any reductions in environmental risk resulting from the project.
3. **Regulatory Exceedances:** Note the degree to which the results of the project contributed to exceeding regulatory compliance requirements. Were they accomplished earlier than required? How does the project exemplify environmental leadership? Discuss cost considerations if significant (capital investment and/or cost savings).
4. **Project Innovations:** Highlight the innovative aspects of the project that represent a departure from "business as usual." How does the project exceed the average pollution prevention project for your industry?
5. **Waste Management Hierarchy:** Describe how the waste management hierarchy (source reduction, recycling, and disposal) was utilized in planning and implementing the project. If this project is "end of the pipe" treatment, emphasize how the hierarchy applies.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Organization
Municipality
Name of Municipality
Department



Pollution Prevention Project / Program Summary

Year Submitted:

Process:

Industry:

Wastes Reduced:

Equipment:

Location:

No. of employees:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Reductions:

Duplicate this page for each additional pollutant.

Community Environmental Outreach Award Entry Form

Title of Project/Program _____
Name of Government Agency _____
Senior Management Official/Mayor _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Municipality/Government Size: ☐ Parish ☐ City ☐ Town ☐ Village

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes: ☐ CEO Project ☐ CEO Program

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all six elements described below:**

1. **Project Description:** Describe the project or program in sufficient detail. Describe how the project or program contributed to community environmental quality improvement. Describe the community served including demographics, number of people served, project duration, community participation in project and planning and why you chose this particular community to implement your project or program.

In detailing the scope of the project consider covering; number of employees involved, company hours spent, volunteered free time, and the time period involved (short and long term).
2. **Project Innovations:** How is it innovative? How does it rise above the typical outreach activity? Does it exceed regulatory requirements?
3. **Project sustainability:** Also answer; is the activity sustainable and what were the costs involved?
4. **Environmental Indicators:** Please describe what indicators were used to measure the effectiveness of the project?
5. **Transferability:** Suggest how your success with this project is transferable to other facilities? In measuring success; identify target audience, state the objectives, indicate the number of people reached, and/or other project achievements
6. **Support letters:** Provide support letters from at least two community individuals outside the company attesting to the success of the project.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Facility
Municipality
Name of Municipality
Department



Community Environmental Outreach Project / Program Summary

Year Submitted:

Outreach Activity:

Community Members Served:

Location:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Activity:

Environmental Ordinance Award Entry Form

Title of Project/Program _____
Name of Government Agency _____
Senior Management Official/Mayor _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____
Municipality/Government Size: ☐ Parish ☐ City ☐ Town ☐ Village

Each entry must be for a single project or specifically designated as a program.

Please check appropriate boxes: ☐ Ordinance Enforcement ☐ Ordinance Creation/Enhancement

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Provide written description of your ordinance creation/enforcement. Please limit your entry to no more than five (5) pages in response to the following six items:

1. Concisely describe the scope of the ordinances (which environmental conditions are covered with the ordinances? Litter, Light Pollution, Noise Pollution, Abandoned Cars, Illegal Dumping, etc...). State the objectives of your project/program.
2. Describe the ordinance/enforcement improvement(s) clearly. Consider graphics, pictures, and tables to save words. Indicate the number of people reached, and/or other project achievements.
3. Demonstrate the environmental improvement(s) resulting from the project or change to the ordinances. The improvement should be discussed and include summarized data substantiating the improvement. Were there any benefits to the public? What indicators were used to measure the effectiveness of the project?
4. Note the degree to which the improvement(s) contributed to exceeding your expectations (if applicants).
 - a. Was this accomplished with help from others?
 - b. Why is the change significant?
5. Describe any reductions in environmental risk resulting from the creation/change/enforcement to the ordinances (if applicable).
6. Are the improvements transferable to other municipalities? If so, have they been shared with others?

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Facility
Environmental Ordinance
Name of Municipality
Department



Environmental Ordinance / Program Summary

Year Submitted:

Ordinance:

Number of Community Members/Population Served:

Number of Ordinances Created:

Names of Ordinances:

List Enforcement Components for each Ordinance:

Contact:

Phone:

Description:

Environmental Benefits:

Details of Ordinance:

Duplicate this page for each additional ordinance.

Additional Information

Waste Management Hierarchy

The ELP subscribes to the Waste Management Hierarchy that follows:

- Wastes should be prevented or reduced at the source whenever feasible.
- Wastes that cannot be prevented should be recycled in an environmentally safe manner whenever feasible, or be reused in a beneficial way.
- Wastes that cannot be prevented, recycled or beneficially reused should be treated in an environmentally safe manner.
- Disposal or other release into the environment should be employed only as a last resort and should be conducted in an environmentally safe manner.

Source Reduction:

“Source Reduction” means any practice which:

- Reduces the amount of any hazardous substance, pollutant, or contaminant entering any waste stream or otherwise released into the environment (including fugitive emissions) prior to recycling, reuse, treatment or disposal
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants or contaminants

The term “Source Reduction” includes equipment or technology modifications, process or procedure modifications, reformulation or redesign of products, substitution of raw materials, and improvements in housekeeping, maintenance, training or inventory control.

Recycling:

- Recycling, some energy recovery, treatment, and disposal are not included within the strict definition of pollution prevention. However, recycling that is conducted in an environmentally sound manner may share some of the advantages of pollution prevention. This is due to conservation of resources and reducing the need for treatment or disposal of wastes.
- Project entries that involve recycling, reuse, treatment or disposal should clearly indicate how the waste management hierarchy was utilized in developing the project.
- Design and practices commonly described in the chemical process industry as “end process recycling” usually qualify as pollution prevention.



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM

A cooperative program to enhance environmental quality in Louisiana



Environmental Leadership Awards

Non-Governmental Organizations Awards Guidance

Purpose

The Louisiana Environmental Leadership Program (ELP) is a voluntary partnership with businesses, municipalities, non-governmental organizations, federal entities, schools and universities, community organizations and individuals designed to promote a cleaner and better environment for Louisiana. ELP members recognize and promote pollution prevention, waste reduction, community outreach and other efforts that go above and beyond regulatory requirements. ELP enrollment signifies a commitment to support the ELP core principles, which include: a) the adoption of policies and procedures to minimize adverse impacts on human health and the environment, which are reflected in regulatory and business decisions; b) the adoption of internal management systems that facilitate continuous improvement in environmental performance; c) the use of waste management hierarchy, (source reduction, recycling, treatment, and disposal) as guidance for managing environmental issues and to set goals to improve the state's air, water, and land; and d) proactive communication with stakeholders regarding environmental matters and concerns. The ELP Awards Program recognizes outstanding activities and projects undertaken by the membership that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

Awards Categories

Awards are presented for contributions from NGO's in three categories:

- Pollution Prevention (P2)
- Community Environmental Outreach (CEO)

Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry. In the Pollution Prevention and Community Environmental Outreach categories, organizations may submit project entries or program entries. A project is an undertaking at one location and programs are broader efforts, usually a combination of several projects that are coordinated and focused on achievement of a particular goal. Project and program entries are judged separately.

In addition to the categories mentioned above, special recognition awards are chosen by the LDEQ Secretary and presented for significant contributions to environmental and conservation initiatives.

General Eligibility Requirements

Any non-governmental organization that is a member of the Louisiana Environmental Leadership Program fulfilling all membership requirements is eligible to enter. Applicants must have past demonstrated successes in environmental reform; demonstrated past participation in regulatory process and three letters of support from individuals outside of your organization. All projects must have been completed during the **2015** calendar year or have benefits realized in **2015**.

Your projects including the award entry form should be submitted by **December 18, 2015** to:

Linda M. Hardy, Environmental Scientist Senior
Business & Community Outreach Division
Louisiana Department of Environmental Quality
P.O. Box 4301
Baton Rouge, LA 70821-4301
Phone: 225.219.3954 • FAX: 225.219.3971 • Email: Linda.Hardy@la.gov

NON-GOVERNMENTAL ORGANIZATIONS (NGO'S)

The LDEQ Environmental Leadership Program Awards for Non-Governmental Organizations are designed to recognize organizations, clubs, and groups that have implemented outstanding Pollution Prevention, Community Environmental Outreach and Environmental Education programs in their communities. This includes; workshops and training, outreach and advocacy, waste reduction, litter prevention and “going-green” initiatives in communities. Any Non-Governmental organization including (but not limited to) Nonprofit, Grassroots and Community Organizations, Universities, Schools, and Youth Groups are eligible to submit entries to the ELP Awards Program. Achievement and recognition will be awarded for the categories described below:

Pollution Prevention

Pollution prevention achievement awards recognize projects that have led to measurable reductions in air pollution, water pollution, solid and hazardous waste, or have contributed to significant energy and resource conservation. Projects that achieve reduction of pollution at any level in the **waste management hierarchy** may be eligible for an award, but the entry must demonstrate the relevance of the hierarchy to the project.

The awards also recognize efforts to minimize the impact of waste and promote responsible waste handling in communities. Recyclables Collection programs (e.g.: phone books/trees/e-waste) or Litter-free Events.

Projects can include Area-wide Environmental Improvements. These projects recognize efforts to improve, beautify, and preserve the visual aspects of your community. Recycling Programs, Litter Prevention Programs, Waste Reduction Programs, Graffiti Abatement, Gateway Beautification, Illegal Sign Removal, or Cleanups.

Community Environmental Outreach

Community Environmental Outreach Awards recognize efforts to change attitudes and behaviors in your community. This may include but is not limited to: partnership development with other organizations to achieve environmental improvements including waste reduction/pollution prevention projects; development of community-industry panels; obtaining grants for community projects; Adopt-A-Spot/Block/Street/etc...; Campus and Receptacle Drives, Litter Report Cards.

These awards can also recognize efforts to educate the public and individuals about environmental issues. This may include but is not limited to: organizing and presenting environmental presentations/workshops/seminars in schools and the community; development of environmental education materials including fact sheets, info portals and other resources.

Your organization may enter different programs under different categories, but your organization may not enter the same program under more than one category (i.e., a litter education program could be entered under Environmental Education or Pollution Prevention—but not both categories).

Pollution Prevention Award Entry Form

Title of Project _____
Name of Organization _____
President/Director _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Organization type:

☐ Non-Profit Organization ☐ Grassroots Organization ☐ Civic Group ☐ Other _____

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all four elements described below:**

1. **Project Description:** Describe the project clearly and concisely. Include your motivation for your project/program. Consider a simplified drawing to save words. Show projects that resulted in measurable reductions in air pollution, water pollution, solid and hazardous waste, energy and resource conservation.
2. **Environmental Improvements:** Describe the environmental improvement resulting from the project. The use of standardized measures to describe the volume of waste reduced is encouraged. This should also include a description of any reductions in environmental risk resulting from the project. How does the project exemplify environmental leadership?
3. **Project Innovations:** Highlight the innovative aspects of the project that represent a departure from "business as usual." How does the project exceed the average pollution prevention project? How is it an innovative solution for the needs in your community?
4. **Waste Management Hierarchy:** Describe how the waste management hierarchy (source reduction, recycling, and disposal) was utilized in planning and implementing the project

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Organization
Non-Governmental Organization
Name of NGO
Location



Pollution Prevention Project / Program Summary

Year Submitted:

Process:

Industry:

Wastes Reduced:

Equipment:

Location:

No. of employees:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Reductions:

Duplicate this page for each additional pollutant.

Community Environmental Outreach Award Entry Form

Title of Project _____
Name of Organization _____
President/Director _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Organization type:

☐ Non-Profit Organization ☐ Grassroots Organization ☐ Civic Group ☐ Other _____

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all seven elements described below:**

1. **Project Description:** Describe the project or program in sufficient detail. State the objectives of your project/program. Describe how the project or program contributed to the community and will result in environmental quality improvement. If workshops or trainings were given please consider providing titles of sessions with speakers, number of participants, and number of sessions. If outreach materials were produced (newsletters, fact sheets, etc...) please provide examples.

In detailing the scope of the project consider covering; partnerships formed with other organizations to achieve environmental improvements (ex. Working with a neighboring facilities with compliance issue or development of community-industry panels), number of participants involved, number of hours spent, volunteered free time, and the time period involved (short and long term). Projects must demonstrate involvement of local community in the project.

2. **Target Audience:** Describe the community served including target audience, demographics, number of people served, project duration, community participation in project and planning, and why you chose this particular community to implement your project or program.
3. **Project Innovations:** How is it innovative? How does it rise above the typical outreach activity?
4. **Project sustainability:** Describe how the activity is sustainable and what were the costs involved?
5. **Environmental Indicators:** Please describe what indicators were used to measure the effectiveness of the project? What did you used to determine benefit to the community?
6. **Transferability:** Suggest how your success with this project is transferable to other organizations.
7. **Support letters:** Provide support letters from at least two community individuals outside of your organization attesting to the success of the project.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Facility
Non-governmental Organization
Name of NGO



Location

Community Environmental Outreach Project / Program Summary

Year Submitted:

Outreach Activity:

Community Members Served:

Location:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Activity:



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM



A cooperative program to enhance environmental quality in Louisiana

Environmental Leadership Awards ***Schools & Universities Awards Guidance***

Purpose

The Louisiana Environmental Leadership Program (ELP) is a voluntary partnership with businesses, municipalities, non-governmental organizations, federal entities, schools and universities, community organizations and individuals designed to promote a cleaner and better environment for Louisiana. ELP members recognize and promote pollution prevention, waste reduction, community outreach and other efforts that go above and beyond regulatory requirements. ELP enrollment signifies a commitment to support the ELP core principles, which include: a) the adoption of policies and procedures to minimize adverse impacts on human health and the environment, which are reflected in regulatory and business decisions; b) the adoption of internal management systems that facilitate continuous improvement in environmental performance; c) the use of waste management hierarchy, (source reduction, recycling, treatment, and disposal) as guidance for managing environmental issues and to set goals to improve the state's air, water, and land; and d) proactive communication with stakeholders regarding environmental matters and concerns. The ELP Awards Program recognizes outstanding activities and projects undertaken by the membership that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

Awards Categories

Awards are presented for contributions from Schools & Universities in two categories:

- Pollution Prevention (P2)
- Community Environmental Outreach (CEO)

Eligible participants are encouraged to submit multiple entries and may win multiple awards based on the merit of each entry. In the Pollution Prevention and Community Environmental Outreach categories, organizations may submit project entries or program entries. A project is an undertaking at one location and programs are broader efforts, usually a combination of several projects that are coordinated and focused on achievement of a particular goal. Project and program entries are judged separately.

In addition to the categories mentioned above, special recognition awards are chosen by the LDEQ Secretary and presented for significant contributions to environmental and conservation initiatives.

General Eligibility Requirements

Any school or university that is a member of the Louisiana Environmental Leadership Program fulfilling all membership requirements is eligible to enter. Applicants must have past demonstrated successes in environmental reform; demonstrated past participation in regulatory process and three letters of support from individuals outside of your organization. All projects must have been completed during the **2015** calendar year or have benefits realized in **2015**.

Your projects including the award entry form should be submitted by **December 18, 2015** to:

Linda M. Hardy, Environmental Scientist Senior
Business & Community Outreach Division
Louisiana Department of Environmental Quality
P.O. Box 4301
Baton Rouge, LA 70821-4301
Phone: 225.219.3954 • FAX: 225.219.3971 • Email: Linda.Hardy@la.gov

SCHOOLS & UNIVERSITIES

The LDEQ Environmental Leadership Program Awards for Schools & Universities are designed to recognize primary, secondary, colleges, and universities that have implemented outstanding Pollution Prevention, Community Environmental Outreach and Environmental Education programs. This includes; workshops and training, outreach and advocacy, waste reduction, litter prevention and “going-green” initiatives. Any school or university is eligible to submit entries to the ELP Awards Program.

Pollution Prevention

Pollution prevention achievement awards recognize projects that have led to measurable reductions in air pollution, water pollution, solid and hazardous waste, or have contributed to significant energy and resource conservation. Projects that achieve reduction of pollution at any level in the **waste management hierarchy** may be eligible for an award, but the entry must demonstrate the relevance of the hierarchy to the project.

The awards also recognize efforts to minimize the impact of waste and promote responsible waste handling in communities. Recyclables Collection programs (e.g.: phone books/trees/e-waste) or Litter-free Events.

Projects can include Area-wide Environmental Improvements. These projects recognize efforts to improve, beautify, and preserve the visual aspects of your community. Recycling Programs, Litter Prevention Programs, Waste Reduction Programs, Graffiti Abatement, Gateway Beautification, Illegal Sign Removal, or Cleanups.

Community Environmental Outreach

Community Environmental Outreach Awards recognize efforts to change attitudes and behaviors in your community. This may include but is not limited to: partnership development with other organizations to achieve environmental improvements including waste reduction/pollution prevention projects; development of community-industry panels; obtaining grants for community projects; Adopt-A-Spot/Block/Street/etc...; Campus and Receptacle Drives, Litter Report Cards.

These awards can also recognize efforts to educate the public and individuals about environmental issues. This may include but is not limited to: organizing and presenting environmental presentations/workshops/seminars in schools and the community; development of environmental education materials including fact sheets, info portals and other resources.

Your organization may enter different programs under different categories, but your organization may not enter the same program under more than one category (i.e., a litter education program could be entered under Environmental Education or Pollution Prevention—but not both categories).

Pollution Prevention Award Entry Form

Title of Project _____
Name of Organization _____
President/Director _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Organization type: ☐ Primary School ☐ Secondary School ☐ Trade School ☐ College ☐ University

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all four elements described below:**

1. **Project Description:** Describe the project clearly and concisely. Include your motivation for your project/program. Consider a simplified drawing to save words. Show projects that resulted in measurable reductions in air pollution, water pollution, solid and hazardous waste, energy and resource conservation.
2. **Environmental Improvements:** Describe the environmental improvement resulting from the project. The use of standardized measures to describe the volume of waste reduced is encouraged. This should also include a description of any reductions in environmental risk resulting from the project. How does the project exemplify environmental leadership?
3. **Project Innovations:** Highlight the innovative aspects of the project that represent a departure from “business as usual.” How does the project exceed the average pollution prevention project? How is it an innovative solution for the needs in your community?
4. **Waste Management Hierarchy:** Describe how the waste management hierarchy (source reduction, recycling, and disposal) was utilized in planning and implementing the project

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



Environmental Leader Organization Academic



Name of School/College/University

Pollution Prevention Project / Program Summary

Year Submitted:

Process:

School:

Wastes Reduced:

Equipment:

Location:

No. of Students Involved in Project/Program:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Reductions:

Duplicate this page for each additional pollutant.

Community Environmental Outreach Award Entry Form

Title of Project _____
Name of Organization _____
President/Director _____
Contact Name, Title _____
Address _____
Phone () _____ Fax () _____
E-mail Address _____

Organization type: ☐ Primary School ☐ Secondary School ☐ Trade School ☐ College ☐ University

Please provide a summary of your project. (See attached sheet.) Please attach the summary to the front of your project submittal.

Please limit your entry to no more than five (5) pages and **include all seven elements described below:**

1. **Project Description:** Describe the project or program in sufficient detail. State the objectives of your project/program. Describe how the project or program contributed to the community and will result in environmental quality improvement. If workshops or trainings were given please consider providing titles of sessions with speakers, number of participants, and number of sessions. If outreach materials were produced (newsletters, fact sheets, etc...) please provide examples.

In detailing the scope of the project consider covering; partnerships formed with other organizations to achieve environmental improvements (ex. Working with a neighboring facilities with compliance issue or development of community-industry panels), number of participants involved, number of hours spent, volunteered free time, and the time period involved (short and long term). Projects must demonstrate involvement of local community in the project.

2. **Target Audience:** Describe the community served including target audience, demographics, number of people served, project duration, community participation in project and planning, and why you chose this particular community to implement your project or program.
3. **Project Innovations:** How is it innovative? How does it rise above the typical outreach activity?
4. **Project sustainability:** Describe how the activity is sustainable and what were the costs involved?
5. **Environmental Indicators:** Please describe what indicators were used to measure the effectiveness of the project? What did you used to determine benefit to the community?
6. **Transferability:** Suggest how your success with this project is transferable to other organizations.
7. **Support letters:** Provide support letters from at least two community individuals outside of your organization attesting to the success of the project.

*Please attach this form to the front of your entry. Please be descriptive and include pictures and data to supplement the information presented and to assist judges in determining the merit of your project.



**Environmental Leader Organization
Academic
Name of School/College/University**



Community Environmental Outreach Project / Program Summary

Year Submitted:

Outreach Activity:

Community Members Served:

Location:

No. of Students Involved in Project/Program:

Contact:

Phone:

Description:

P2 Application:

Environmental Benefits:

Details of Activity:



LOUISIANA ENVIRONMENTAL LEADERSHIP PROGRAM

A cooperative program to enhance environmental quality in Louisiana



Environmental Leadership Awards

Individual Award Nomination Guidance

Purpose

The Louisiana Environmental Leadership Program (ELP) is a voluntary partnership with businesses, municipalities, non-governmental organizations, federal entities, schools and universities, community organizations and individuals designed to promote a cleaner and better environment for Louisiana. ELP members recognize and promote pollution prevention, waste reduction, community outreach and other efforts that go above and beyond regulatory requirements. ELP enrollment signifies a commitment to support the ELP core principles, which include: a) the adoption of policies and procedures to minimize adverse impacts on human health and the environment, which are reflected in regulatory and business decisions; b) the adoption of internal management systems that facilitate continuous improvement in environmental performance; c) the use of waste management hierarchy, (source reduction, recycling, treatment, and disposal) as guidance for managing environmental issues and to set goals to improve the state's air, water, and land; and d) proactive communication with stakeholders regarding environmental matters and concerns. The ELP Awards Program recognizes outstanding activities and projects undertaken by the membership that demonstrate environmental leadership and the pursuit of a cleaner, safer environment.

The Environmental Leader Award

This award is given to an outstanding Louisiana citizen for exceptional leadership and advocacy in raising public awareness about environmental and human health issues through environmental education, advocacy, environmental research and program development, and pollution prevention and waste reduction efforts. The environmental leader should also have a demonstrated history of being involved in the regulatory process and/or encouraging other citizen to get involved in environmental activities that lead to the preservation of Louisiana's environment.

Minimum Requirements

Nominees must be Louisiana citizens in that have demonstrated leadership in the achievement of measurable successes in environmental protection, conservation, and at least two of the following:

- Leadership and commitment to continuous environmental improvement including demonstrated successes in environmental reform and contributions to environmental regulation development
- Initiated and facilitated environmental awareness and education programs in the community
- Demonstrated development of community partnerships and facilitation of community-industry-government relations
- Development of pollution prevention or waste reduction project or program
- Must include three letters of support with at least one from a direct beneficiary of services

Nomination

If you know of someone in your community who is an advocate for the environment and always goes the extra mile to provide outstanding environmental leadership, nominate them for the Environmental Leader Award.

Your nominations should be submitted by **December 19, 2014** to:

**Linda M. Hardy, Environmental Scientist Senior
Business & Community Outreach Division
Louisiana Department of Environmental Quality
P.O. Box 4301**

Baton Rouge, LA 70821-4301

Phone: 225.219.3954 • FAX: 225.219.3971 • Email: Linda.Hardy@la.gov

Individual Award Nomination Form

Name of Nominee _____

Address _____

Phone () _____ Fax () _____

E-mail Address _____

Name of Person Nominating _____

Address _____

Phone () _____ Fax () _____

E-mail Address _____

In your nomination please include **all three** elements listed below. Please keep nominations to no more than **two** pages:

1. **Background:** Provide a brief history of your nominee including how he or she first became involved in community or environmental projects. Include the nominee's background, qualifications, number of years involved with environmental issues, and other accomplishments.
2. **Leadership:** Describe your nominee's leadership qualities. Include how civic groups, the business community, individuals, or others were involved in project led by your nominee. Indicate participation in seminars or training related to environmental work your nominee has participated in including ENVIROSCHOOL training sessions.
3. **Community and Environmental Action:** Describe in detail activities undertaken by your nominee including: pollution prevention and waste reduction initiatives, beautification and community improvement programs, educational programs or meetings the nominee has participated in and/or spearheaded, and/or securing grant funding for community projects, forming partnerships with other organizations and businesses to carry out selected goals and objectives.

*Please attach this form to the front of your entry. Please be descriptive and include any additional attachments or photographs to supplement the information presented.