

# Environmental Leadership Program Awards Application Guidance



The ELP Award application must be completed in the online form. When completing your application, please respond without exceeding the word limits for each section. We recommend typing in Microsoft Word or similar program to make sure you stay within these limits. Please complete all sections pertaining to your project. If a section does not pertain to your project, please explain why instead of leaving blank. Complete all general organizational information and detail your project information in the sections that follow.

## **Project Information**

### **Project Title**

State the name of the project.

### **Project Category**

Select from one of four options: Pollution Prevention, Community Environmental Outreach, Environmental Management Systems (EMS), and Environmental Ordinances. Separate award applications should be submitted for different project categories.

### **Project Summary (250 words or less)**

Provide a one paragraph summary of your project which includes project metrics/outcomes/successes. This will be used in the ceremony program if your project is selected for award.

### **Project Description (500 words or less)**

State your objectives, purpose and goals for your project. Describe the project or program clearly and concisely in sufficient detail. Describe how the project or program contributed to environmental quality improvement and exemplifies environmental leadership.

For pollution prevention activities show projects that resulted in measurable reductions in air and water pollution, solid and hazardous waste, and energy and resource conservation. Clearly list the amount of these reductions for each pollutant.

For community outreach activities, describe how the project contributed to the community and will result in environmental quality improvement. Also include the motivation for implementing this project/program and why you chose this particular community. Describe the community served, number of people served, project duration, community involvement/partnerships. Projects must demonstrate involvement of local community. If applicable, also include the number of employees involved, company hours spent, volunteered free time, and the time period involved (short and long term).

For EMS, please indicate and provide documentation of certification for whether the facility EMS is registered to ISO 14001 Standard and/or if the facility has had a third-party certification audit. Concisely describe the scope of the EMS (which facility or facilities, units, etc...).

For environmental ordinance projects, concisely describe the scope of the ordinances. Include details of 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. Consider graphics, pictures, and tables to save words. Indicate the number of people reached, and/or other project achievements.

### **Environmental Improvements/Risk Reduction (500 words or less)**

Describe the environmental improvement and or risk reduction resulting from the project; and if applicable, describe the change to the Environmental Management System (EMS), or creation/change/enforcement to the ordinances. The use of standardized measures of emissions to describe the volume of waste reduced is encouraged such as TRI data and hazardous waste generation biennial report information. This should include a description of any reductions in environmental risk resulting from the project.

For community outreach projects, include the indicators used to measure the effectiveness of the project. Note the degree to which the improvement(s) contributed to exceeding your expectations (if applicable). If this project was accomplished with help from others, please describe. Also describe why this change is significant and how this benefits the public.

For EMS entries, describe the EMS improvement(s) clearly. Entries should be for innovative in implementation of, or significant improvements to an EMS. 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. Describe the environmental benefits, such as improving eco-efficiency. Detail any benefits to the public.

### **Regulatory Exceedances (200 words or less)**

Describe how the results of the project contributed to exceeding established regulatory compliance requirements (if applicable). Explain if this was accomplished earlier than required and why the change was significant. Discuss cost considerations if significant (capital investment and/or cost savings).

**Project Innovations & Sustainability** *(200 words or less)*

Describe the innovative aspects of the project that represent a departure from “business as usual.” Describe how the activity is sustainable and what were the costs involved. Describe how the project exceeds the average pollution prevention project for your business sector or organization. Describe how this is an innovative solution to the needs in your community and/or solves a serious environmental challenge. Demonstrate how your project rises above typical activities for your organizational sector.

**Transferability** *(200 words or less)*

Explain how your success with this project or EMS improvements are transferable to other facilities/municipalities/organizations. If your project activities have already been transferred, please describe how your project has been implemented elsewhere.

**Waste Management Hierarchy** *(200 words or less)*

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.

**Photos**

Provide at least two (2) photos of your project/program/organization that will be used in the ceremony program if selected for award. This should be submitted using the “attach file” button.

**Support Letters** *(Applicable to community environmental outreach only)*

Provide support letters from at least two (2) community individuals outside of your organization attesting to the success of the project. This should be submitted using the “attach file” button.

**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. This should be submitted using the “attach file” button.