



**Environmental  
Protection Agency**

**John R. Kasich, Governor**  
**Mary Taylor, Lt. Governor**  
**Scott J. Nally, Director**

**Encouraging Environmental Excellence Program (E3)**

**BRONZE LEVEL**

The bronze level is designed to recognize any entity completing environmentally beneficial activities. Any business, non-profit, government entity or other organization in Ohio may apply. Bronze-level participants must have demonstrated significant progress in one of the following:

- Impact to the Environment (Toxics and/or Waste Reduction) and/or
- Resource Conservation

Bronze level participants must also demonstrate some level of progress in at least six of the additional criteria below and submit a general statement regarding their compliance standing:

- Environmental Management Systems
- Improvement in Environmental Performance
- Voluntary or non-Mandatory Initiative
- Economic Benefits
- Employee Involvement
- Management Commitment
- Promotion and Dissemination
- Continuous Improvement
- Environmentally Preferable Purchasing
- Life Cycle Analysis
- Environmental Management Accounting
- Innovation

**Bronze Level Key Dates**

<u>Initial Applications Received</u>	March 5, 2012
<u>Application Cycle</u>	<i>Continual (applications can be received continually throughout the year)</i>
<u>Duration of Recognition</u>	<i>One-time (applicants can reapply annually if they complete new projects)</i>

Applications will be accepted on a continual basis and recognition will be provided through the mail. Exceptional bronze-level participants may be asked to apply for silver-level recognition.

**Bronze Level Benefits**

- a certificate of recognition signed by the director of Ohio EPA;
- a listing on the Ohio EPA website;
- program highlights published in the Agency's Compliance Assistance and Pollution Prevention newsletter; and
- a decal with the E3 logo to display at the applicant's location.

## How to Submit a Bronze Level Application

Applicants should submit a brief summary that describes how the applicant meets one of the two main criteria and how they have made some level of progress in at least six of the additional criteria. The application must clearly state which criteria are being addressed for both the main and additional criteria. A general statement indicating the applicant is in compliance with Ohio EPA regulations must be included with this summary. A format for this summary (including the compliance statement) is not specified in order to provide the applicant with the flexibility to describe their activities in the manner most appropriate for their situation. Recognition is only provided for organizations and will not be provided for individuals.

Applicants are required to submit an application in either hard copy or electronic formats. Additional copies of these application instructions are available at [http://www.NEED NEW WEB ADDRESS HERE.aspx](http://www.NEED_NEW_WEB_ADDRESS_HERE.aspx). Copies of these application instructions can also be requested using the contact information below.

Hard copy applications should be submitted to:

Sean Tolentino  
Office of Compliance Assistance and Pollution Prevention  
Ohio EPA  
P.O. Box 1049  
Columbus, OH 43216-1049

Electronic format applications should be submitted to: [sean.tolentino@epa.state.oh.us](mailto:sean.tolentino@epa.state.oh.us)

Applicants should provide the name and address of the entity applying for recognition and the name, title and phone number of a contact person who can answer questions regarding the organization applying for recognition. In the case of second-party applications, also include the name, title, organization, address and phone number of the person submitting the application. Include a general description of the organization including the number of employees.

All information will be accessible by the public. Do not include any trade secret information. Organizations are encouraged to submit applications that focus on the efforts of one particular facility or location. It is more likely that compliance issues will be identified if numerous facilities or locations are included in the application.

Questions regarding the Bronze Level should be directed to Sean Tolentino at:

Phone (Direct): (614) 728-3041  
Phone (General): (614) 644-3469  
Phone (Toll-Free): (800) 329-7518  
Fax: (614) 644-2807

## Bronze Level Criteria

### Main Criteria

- 1. Impact to the environment:** Describe and provide measures of the extent the use, generation, and/or release of toxic materials or environmental wastes are reduced or eliminated. Describe and provide measures of how any other types of environmental

impacts are reduced or eliminated. Provide actual amounts of reductions achieved wherever possible.

- 2. Resource conservation:** Describe and quantify the use of renewable, recovered or recycled materials in your environmental activities. Specify how alternative materials are used to minimize waste by this practice. Renewable materials typically are preferred over recovered/reused materials, which typically are preferred over recycled materials. Provide actual amounts of reductions achieved, materials recycled and amounts of renewable, recovered or recycled materials used.

### **Additional Criteria**

- 1. Environmental management system:** An environmental management system is a continual cycle of planning, implementing, reviewing and improving the actions that an organization takes to meet its environmental obligations. Most environmental management systems are based on the ISO 14001 standard. Describe your use of environmental management systems to improve environmental quality/performance and please quantify results.
- 2. Improvement in environmental performance:** The organization should show environmental achievement and commitment to continued improvement in their environmental performance. For example, an applicant may use the U.S. EPA's Lean and Environment Toolkit methodology to measure its progress toward environmental performance goals and show quantitative improvement. Refer to U.S. EPA web site: <http://epa.gov/lean/toolkit/app-b.htm> for more information. The above referenced methodology is for illustration purposes and an applicant is not limited to using only this measurement approach.
- 3. Voluntary or non-mandatory initiative:** Describe whether the activity is voluntary and in advance of regulatory requirements, is a creative response to regulatory programs, or is required by current or pending regulation.
- 4. Economic benefits:** Describe how the organization achieves short term and long term cost savings related to their environmental activities. Quantify the investment required, cost avoided, efficiency achieved, and future potential payback.
- 5. Employee involvement:** Describe efforts to involve employees in the development and implementation of your environmental activities. This may include training programs, recognition and awards, educating employees through company publications, involving employees in re-designing products or processes, or otherwise using employee ideas to reduce waste.
- 6. Management commitment:** Describe management's commitment to environmental stewardship. Examples of management commitment may include: having a written company goal; promoting environmental stewardship through company policy; rewarding employees who promote environmental stewardship; and continuously improving environmental practices throughout the company.
- 7. Promotion and dissemination:** Describe how information regarding your environmental activities are made available and shared with others and/or used to promote similar practices outside your organization.

- 8. 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.
- 9. Environmentally preferable purchasing:** Describe and quantify your use and/or production of materials and services that are environmentally preferable. Environmentally preferable products or services have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose. This comparison may consider raw materials acquisition, production, manufacturing, packaging, distribution, reuse, operation, maintenance or disposal of the product or service.
- 10. Life cycle analysis:** Life cycle analysis (LCA) is the systematic approach of looking at a product's complete life cycle, from raw materials to final disposal of the product. It offers a "cradle to grave" look at a product or process, considering environmental aspects and potential impacts. Life cycle analysis examines the environmental impacts of a product by considering the major stages of a product's life, which are:
- Raw material acquisition, which includes material harvesting and transportation to manufacturing sites;
  - Processing, which involves materials processing and transportation to production sites;
  - Manufacturing, which includes product manufacture and assembly, packaging, and transportation to final distribution;
  - Product life, which includes energy and emissions during normal product life, required maintenance, and product reuse (refurbishing, material reuse); and
  - Waste management/end of life, which includes recycling, landfills, liquid waste, gas emissions, etc.

Describe how your organization uses life cycle analysis to improve environmental performance. Please quantify results. Specify the life cycle stage(s) (raw material acquisition through waste management/end-of-life) in which reductions are accomplished.

- 11. Environmental management accounting:** Environmental management accounting is defined as the identification, collection, estimation, analysis, internal reporting, and use of materials and energy flow information, environmental cost information, and other cost information for both conventional and environmental decision-making within an organization. Environmental management accounting assists in the implementation of environmental projects by accurately identifying cost saving potential. Describe your environmental management accounting practices to improve environmental performance. Please quantify results.
- 12. Innovation:** Explain if your environmental activities are innovative and compare it to standard practices being used in your business and/or organizational sector. Describe innovative research and development that the organization uses to support these activities.