



**Environmental
Protection Agency**

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

Encouraging Environmental Excellence Program (E3)

SILVER LEVEL

The silver level recognizes businesses and others that have a good environmental compliance record and have completed environmental stewardship activities. Any business or other type of organization in Ohio may be nominated. Nominations are evaluated using 15 environmental stewardship criteria developed by Ohio EPA. Nominations will be accepted annually and will include both written and onsite evaluations. The number of nominations receiving silver level recognition will vary based on the number meeting the evaluation criteria.

The goal of environmental stewardship is to reduce the impact of business activities on the environment beyond measures required by any permit or rule, producing a better environment, conserving natural resources and resulting in long-term economic benefits. Indicators of environmental stewardship include: a commitment to go above and beyond compliance; a mature Environmental Management System (EMS) and integration of the EMS into the core business functions; aggressive environmental performance goals; and a process for communicating with the local community about program activities and progress toward performance goals.

Silver Level Benefits

- an E3 flag to hang at the recipient's facility;
- Ohio EPA news release touting the entity's environmental accomplishments;
- invitation to an awards ceremony and possibly a site visit by the Ohio EPA director; and
- a case study to publicize the recipient's proactive approach to environmental stewardship.

Silver Level Eligibility

The silver level is open to any business, industry, trade association, professional organization or local government of Ohio. Nominees may nominate their own organizations. Nominations by second parties are also welcome.

Silver Level Key Dates

<u>Nominations Requested By</u>	April 27, 2012
<u>Recognition Provided</u>	November 2012
<u>Nomination Cycle</u>	Annual (<i>nominations received once each year</i>)
<u>Duration of Recognition</u>	One year (<i>recognition will be provided once each year</i>)

Silver Level Site Visit

Nominees receiving the highest scores based on the evaluation of nominations may be asked to host a site visit. The purpose of this site visit is to provide reviewers with a better understanding of the nomination, to view the nominated activities in operation and to clarify information provided in the nomination. A team of two or more reviewers will conduct the site visit. Information collected during the site visit will be used to determine who receives awards. Evaluation criteria for the site visit will be the same as that used for the nomination. Photographs of the nominee's operations may be taken during the site visit to help promote the Encouraging Environmental Excellence Program and the nominated activities.

How to Submit a Silver Level Nomination

A completed nomination must be submitted in either hard copy or electronic formats. Additional copies of these nomination instructions are available at [http://www.NEED NEW WEB ADDRESS HERE.aspx](http://www.NEED_NEW_WEB_ADDRESS_HERE.aspx). Copies of these nomination instructions can also be requested using the contact information below.

Hard copy nominations should be submitted to:

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

Electronic format nominations should be submitted to: howard.dong@epa.state.oh.us

Nominees should provide the name and address of the entity being nominated and the name, title and phone number of a contact person who can answer questions regarding the organization being nominated. In the case of second party nominations, also include the name, title, organization, address and phone number of the person submitting the nomination. Please include a general description of the organization including the number of employees.

Nominees also need to submit a one- to two-page narrative description of the activity being nominated. Optional supporting documents--including charts, photographs, news clippings, news releases, publications or other materials--may be included if it will provide greater understanding of the activity being nominated. All information will be accessible by the public; do not include any trade secret information. Companies are encouraged to submit nominations 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 nomination due to the comprehensiveness of the compliance check process.

Questions regarding the Silver Level should be directed to Howard Dong at:

Phone (Direct): (614) 644-2130
Phone (General): (614) 644-3469
Phone (Toll-Free): (800) 329-7518
Fax: (614) 644-2807

Silver Level Evaluation Criteria

Each nomination will be evaluated using 15 criteria. Each criterion will be evaluated using a six-point scale based on the five parameters listed below unless another evaluation method is described within the criterion. Points will be awarded to each criterion based on whether the information meets the requirements of each parameter. The following terms define the parameters used to evaluate the criteria where applicable.

Adequate Detail - Provides a level of detail that allows the reviewer to gain a complete understanding of how the nomination meets this criterion.

Indicative of Environmental Stewardship - Clearly explains how the information provided to meet this criterion describes an activity that is indicative of the nominee's environmental stewardship.

Quantifiable - The information provided to meet this criterion clearly describes the amount of materials reduced, pollution prevented and/or other numerical data. Nominations that provide actual amounts of reductions achieved (*e.g., pounds of pollution reduced per year, quantities of inputs no longer purchased, amount of energy reduced, gallons of water conserved, etc.*) and numerical cost savings data (*e.g., \$5,000 cost savings in energy purchased, \$12,000 savings for no longer needing to treat and dispose of hazardous waste, \$10,000 saved in chemicals no longer needing to be purchased, etc.*) will score higher than nominations without this data.

Comprehensive - The information provided to meet this criterion describes an activity that has been applied in a comprehensive manner across the organization.

Innovative - The information provided to meet this criterion describes an activity which is deemed to be new or rarely used by other similar organizations based upon the knowledge and experience of the reviewer.

Point totals will be determined using the following methodology.

Score	Adequate Detail	Indicative of Environmental Stewardship	Quantifiable	Comp-rehensive	Innovative
0	Not mentioned, mentioned in the negative or mentioned and not implemented				
1	No	No			
2	Yes	Yes	No		
3	Yes	Yes	Yes		
4	Yes	Yes	Yes	Yes	No
4	Yes	Yes	Yes	No	Yes
5	Yes	Yes	Yes	Yes	Yes

- 0 - Not mentioned, mentioned in the negative or mentioned and not implemented for any parameter
- 1 - Mentioned but does not meet definition of any parameter
- 2 - Meets definition of **Adequate detail** and **Indicative of Environmental Stewardship** parameters
- 3 - Meets definition of **Adequate detail**, **Indicative of Environmental Stewardship** and **Quantifiable** parameters
- 4 - Meets definition of **Adequate detail**, **Indicative of Environmental Stewardship**, **Quantifiable** and either **Comprehensive** or **Innovative** parameters
- 5 - Meets definition of all parameters

Nominees need to address each of the criteria below individually and in order. Provide as complete information as possible. Your nomination will compete against others. Provide numerical data where noted and describe the methods used to measure progress. The nomination will not qualify for an award if either of the first two criteria are not met.

1. **Improvement in environmental performance:** The nominee should show environmental achievement and commitment to continued improvement in their environmental performance. For example, a nominee may use the U.S. EPA's Lean and Environment Toolkit methodology to measure its progress toward environmental performance goals and show quantitative improvement. Appendix B: Basic Environmental Measures for Lean Enterprises provides examples of improvement measures for environmental performance. 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 a nominee is not limited to using only this measurement approach. As previously mentioned, nominations that provide actual amounts of reductions achieved and numerical cost savings data will receive higher scores than nominations that do not include this data.
2. **Good comprehensive environmental compliance record:** Environmental enforcement actions with Ohio EPA, U.S. EPA, the Ohio Attorney's General's Office or local environmental regulatory agencies for one year prior to the nomination deadline and the period from the nomination deadline to the award presentation will be used as the primary factor for making this evaluation. This evaluation will be coordinated by Ohio EPA's Director's Office and based on a review of environmental enforcement information from U.S. EPA, Ohio EPA, the Ohio Attorney's General Office and local environmental regulatory agencies.

Ohio EPA is requesting the following information to assist in the completion of the compliance review process. Please note this information can be provided in separate documentation and does not need to be completed in the space provided below.

Section One – Regulatory Applicability, Permitting and Reports: Identify the wastes generated, permits held and reports required to be submitted by the facility.

Air: Does the facility have air permits? Yes ___ No ___

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

Provide contact information (name, phone, address) for the state or local inspector(s) who review air related issues at the facility in the nomination if known.

Water: Does the facility have water permits? Yes ___ No ___

Does the facility have a NPDES permit? Yes ___ No ___

Does the facility have a Stormwater permit? Yes ___ No ___

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

Yes ___ No ___

Does the facility have other water related permits? Yes ___ No ___

List the type of permit(s) if known:

Provide contact information (name, phone, address) for the state or local inspector(s) who review water related issues at the facility in the nomination if known.

Medical Waste/Infectious Waste: Does the facility generate medical waste/infectious waste? Yes ___ No ___

Does the facility have medical waste/infectious waste permits?

Yes ___ No ___

List the type of medical waste/infectious permit (if known) or other related information.

Provide contact information (name, phone, address) for the state or local inspector(s) who review medical waste/infectious waste related issues at the facility in the nomination if known.

Hazardous Waste: Does the facility generate hazardous waste?

Yes ___ No ___

And if so, what is the facility's hazardous waste generator status?

Large Quantity Generator ___

Small Quantity Generator ___

Conditionally Exempt Small Quantity Generator ___

Does the facility have hazardous waste permits?

Yes ___ No ___

List the type of hazardous waste permits (if known) or other related information.

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

SPCC (Spill Prevention Control & Countermeasure Plan): Does the facility have a SPCC plan? Yes ___ No ___

Section Two - Inspections: Identify the whether the facility in the nomination has been inspected in the year prior to the nomination deadline for the following environmental programs:

Air: Yes ___ No ___

Water: Yes ___ No ___

Solid Waste: Yes ___ No ___

Hazardous Waste: Yes ___ No ___

Other: Yes ___ No ___ Identify type of inspection:

Section Three - Enforcement & Compliance: Identify whether the following activities have occurred at the facility in the year prior to the nomination deadline:

Has the facility had any Findings & Orders that have not resulted in a RTC (return to compliance)?

Have there been any spills at the facility that resulted in a release to the environment?

Have any NOV's (Notice of Violations) been issued to the facility that have not been addressed?

Has/Have the facility in the nomination applied for immunity under Ohio's Audit Privilege and Immunity Law?

Are there any potential enforcement related issues at the facility that may result in some type of enforcement action in the future?

- 3. Voluntary or non-mandatory initiative:** Describe whether the nominated activity is voluntary and in advance of regulatory requirements, is a creative response to regulatory programs, or is required by current or pending regulation. It is recognized that the nominated activity may be a combination of these items. In these situations, the evaluation of this criterion will use the most appropriate ranking based on the knowledge and experience of the reviewer.

This criterion will be evaluated using the following scores:

- 0 - Not mentioned
- 1 - Developed as part of an environmental supplemental enforcement project
- 2 - Developed in response to a current regulatory requirement
- 3 - Developed as a creative response to a regulatory requirement
- 4 - Developed in advance of a regulatory requirement
- 5 - Developed voluntarily

4. **Economic benefits:** Describe how the nominee achieves short term and long term cost savings related to the nominated activity. Quantify the investment required, cost avoided, efficiency achieved, and future potential payback. Nominations that provide numerical cost savings will receive higher scores than nominations that do not include this data.
5. **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 through the nominated activity. Describe and provide measures of any other types impacts are reduced or eliminated through the nominated activity. Nominations that provide actual amounts of reductions achieved will receive higher scores than nominations that do not include this data.
6. **Resource conservation:** Describe and quantify the use of renewable, recovered or recycled materials in your nominated activity. 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. Nominations that provide actual amounts of reductions achieved, materials recycled and amounts of renewable, recovered or recycled materials used will receive higher scores than nominations that do not include this data.
7. **Employee involvement:** Describe efforts to involve employees in the development and implementation of the nominated activity. 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.
8. **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.
9. **Promotion and dissemination:** Describe how information regarding the nominated activity is made available and shared with others and/or used to promote similar practices outside the nominee's organization.
10. **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.
11. **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. Please quantify results.

- 12. 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.
- 13. 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.

How LCA Works - 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.

- 14. 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.
- 15. Innovation:** Explain if the nominated activity is innovative and compare it to standard practices being used. Describe innovative research and development that the organization uses to support this activity. The evaluation of this criterion will be determined on whether the nominated activity is deemed to be new or rarely used by other similar organizations based upon the knowledge and experience of the reviewer. This criterion will be scored using a six point scale where a score of zero (0) is not innovative and a score of five (5) is highly innovative.