



We Protect Hoosiers and Our Environment

Pollution Prevention



The 2012 Governor's Awards for Environmental Excellence

**Completing the Nomination Cover Page
and
Providing Supporting Information**



A Brief History of Awards

- 1987 IDEM solicits requests for nominations for the **First Annual Governor's Award for Outstanding Achievement in Waste Minimization** - Governor Orr
- 1988 Governor's Award for Outstanding Waste Minimization Practices
- 1991 Governor's Awards for Excellence in Recycling Governor Bayh
- 1996 Governor's Awards for Pollution Prevention Governor Bayh
- 1998 Governor's Awards for Excellence in Recycling Governor O'Bannon
- 2002 Governor's Awards for Environmental Excellence Governor O'Bannon

Focused on seven areas: Energy, Five years Continuous Improvement, Recycling and Reuse, Pollution Prevention, Land use, Education and Outreach, Greening the Government

Through the years, total of 369 projects have been recipients of a Governor's Award for Environmental Excellence



The **Indiana Department of Environmental Management (IDEM)**, in cooperation with the Lieutenant Governor's Office of Energy and Defense Development, the Indiana Department of Administration, and the Indiana Department of Natural Resources, is seeking nominations for the **2012 Governor's Awards for Environmental Excellence.**





We Protect Hoosiers and Our Environment

Pollution Prevention



2012 Indiana Governor's Awards for Environmental Excellence

The Office of Pollution Prevention and Technical Assistance is accepting nominations in the following categories:

- *Five Years Continuous Improvement*
- *Energy/Renewable Resources*
- *Greening the Government*
- *Outreach or Education*
- *Pollution Prevention*
- *Recycling/Reuse*
- *Land Use*

Nominations must be received by IDEM by **5 p.m. EDT on Friday, April 20, 2012**

To learn more - visit <http://www.in.gov/idem/5147.htm>



The Governor's Awards for Environmental Excellence recognize only **exemplary projects**.

All projects must demonstrate **significant and measurable results**.

Projects must be **innovative, comprehensive and thoroughly documented**.



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2012 Governor's Awards Website



<http://www.in.gov/idem/5147.htm>

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Nomination Cover Page Link

The screenshot shows the IDEM 2012 Governor's Awards for Environmental Excellence website. The browser is Windows Internet Explorer. The address bar shows the URL: <http://www.idem.in.gov/ides/5147.htm>. The page has a green header with the IDEM logo and the text "We Protect Hoosiers and Our Environment". The main content area is titled "Find Out Where to Recycle" and "Selection Criteria". The "Selection Criteria" section lists the evaluation criteria for the awards. A red circle highlights the "Nomination Cover Page" link in the "Find Out More" section. The "Public Notices" section on the right lists various notices. The "Top FAQs" section on the right lists common questions. The "I Want To..." section on the right lists various links. The "Find Out More" section on the left lists various links, including "Nomination Cover Page".

Find Out Where to Recycle

Selection Criteria

Entries will be evaluated by a review committee selected by the Office of Pollution Prevention and Technical Assistance (OPPTA). The review committee will include representatives from industry, environmental organizations, education, and government. The review committee will evaluate the following information:

- A full description of the project, along with a brief project summary
- An explanation of how the project serves to advance environmental excellence
- The project's economic benefits and savings, in detail
- How the project has improved the community or workplace
- How the project reflects leadership commitment to these improvements
- How the project can be transferred to other organizations
- The features that make the project outstanding
- The project's overall environmental impact

Note: Applicants and nominees are encouraged to strengthen their project's nomination by using the additional selection criteria, as listed under the [narrative guide](#), if additional criteria allow the applicant/nominator to better convey the essentials of the project to the Review Committee. **Failure to fill out this form completely and accurately or omitting questions may disqualify the project from the selection process.**

• [Find information on award recipients from 1994 through 2011](#)

Select one of the following to learn about the application process:

- [Eligibility Requirements](#)
- [How to Complete and Submit a Nomination](#)
- [Nomination Cover Page](#)
- [Nomination Submission Information](#)
- [Selection and Notification of Award Recipients](#)
- [A-Z Timeline](#)

Eligibility Requirements

Nominated Projects/Facilities Must:

- Be located in Indiana.
- Focus on significant environmental protection activity in 2010 or 2011 in one of the award categories, and be limited to project-specific accomplishments.
- Demonstrate at least one year of **quantifiable** results (unless applying under the "Five Years' Continuous Improvement" category) in a clear manner.
- Show innovation (i.e., new technology/process/program, or not widely used/implemented).

Public Notices

Be aware of what's going on in your community.

Top FAQs

I Want To...

1. Where can I recycle?
2. What should I do with my old computers and electronics?
3. How do I get rid of electronic waste?
4. How do I fix an OBD computer?
5. What are "Pay-as-You-Throw" programs?
6. What is "household hazardous waste"?

[More FAQs](#)



Nomination Cover Page



NOMINATION COVER PAGE FOR GOVERNOR'S AWARDS FOR ENVIRONMENTAL EXCELLENCE

Issue Form 5-199 (10/12/10)
Indiana Department of Environment Management

Office of Pollution Prevention and Technical Assistance
100 North Senate Avenue
Indianapolis, IN 46204-3200
Telephone: (317) 225-7800
Fax: (317) 225-8207

With this form, the nominator is submitting a nomination form designed to satisfy environmental excellence requirements and Nominee Certification. Nominatee should consult IDEM's website to see instructions on all forms and to increase chances of winning contest. Read Instructions Completely and Submit nomination at <http://www.idem.state.in.us/4747.htm>. Fill in the information requested below. Failure to provide all the requested information may disqualify your nomination. If you have questions about the award program or need assistance with completing a nomination, call the Indiana Department of Environment Management's Office of Pollution Prevention and Technical Assistance (OPPTA) at (317) 225-7800 or (317) 225-8102. All nominations must be received by OPPTA by the date specified on the program guidelines at the above web address. Late nominations will not be accepted. Please type.

PROJECT INFORMATION	
Award Category	Current Date (month/day/year)
Project's Name	
Name that would appear on award	
Project Start Date (month/day/year)	Project End Date (month/day/year)
Organization's Full Name	Federal ID Number
Address (number and street)	
City	ZIP Code
County	Number of Employees
Type of organization being nominated (Check the appropriate box)	
<input type="checkbox"/> Government <input type="checkbox"/> School <input type="checkbox"/> Utility/Utility <input type="checkbox"/> Hospital <input type="checkbox"/> Non-profit <input type="checkbox"/> Agriculture <input type="checkbox"/> Industry <input type="checkbox"/> Individual	

NOMINEE CONTACT INFORMATION	
Contact person (Check the appropriate box) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.	
First name	Work/Email
Last name	
Telephone Number	Cellular Telephone Number
E-Mail Address	

PERSON SUBMITTING NOMINATION CONTACT INFORMATION	
Contact person (Check the appropriate box) <input type="checkbox"/> Mr. <input type="checkbox"/> Ms. <input type="checkbox"/> Mrs. <input type="checkbox"/> Dr.	
First name	Work/Email
Last name	
Telephone Number (include area code)	Cellular Telephone Number
Email Address	

If the nomination form was not submitted by the nominee, is the nominee aware they've been nominated? ☐ Yes ☐ No

INSTRUCTIONS: The Clearance and Background Check Search is designed to help environmental excellence requirements and check up the level of project by providing the permit number and project location. Nominators should consult OPPTA's Technical Assistance Branch at (317) 225-7800 or (317) 225-8102 to review all online questions. PLEASE NOTE: This section may not be applicable to all projects nominated.

CLEARANCE AND BACKGROUND CHECK INFORMATION			
Air Permit Number	Type	Date (month/day/year)	
Wastewater/PDES Permit Number	<input type="checkbox"/> IDEM <input type="checkbox"/> Municipality	Date (month/day/year)	
Drinking Water PWSID Permit Number	Type	Date (month/day/year)	
Storm Water Permit Number	<input type="checkbox"/> Rule 5 <input type="checkbox"/> Rule 8	Date (month/day/year)	
Drinking Water PWSID Permit Number	Type	Date (month/day/year)	
Hazardous Waste EPA ID Number	Generator Status	Date (month/day/year)	
Any spills in the last five (5) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	Date (month/day/year)	
If yes, please describe the spill and corrective action taken:			



**NOMINATION COVER PAGE FOR
GOVERNOR'S AWARDS FOR
ENVIRONMENTAL EXCELLENCE**

State Form 51656 (R3 / 12-10)
Indiana Department of Environmental Management

Office of Pollution Prevention and Technical Assistance
100 North Senate Avenue
Indianapolis, IN 46204-2251
Telephone: (800) 988-7901
Fax: (317) 233-5627

INSTRUCTIONS: The Governor's Award Nomination Form is designed to satisfy environmental clearance requirements and Nominee clarification. Nominator should consult IDEM's website to see instructions on all forms and to increase chances of improving scores. Read "How to Complete and Submit a Nomination" at <http://www.IN.gov/idem/5147.htm>. Fill in the information requested below. Failure to provide all the requested information may disqualify your nomination. If you have questions about the awards program or need assistance with completing a nomination, call the Indiana Department of Environmental Management's Office of Pollution Prevention and Technical Assistance (OPPTA) at (800) 988-7901 or (317) 232-8172. All nominations must be received by OPPTA by the date and time set forth in the program guidelines at the above Web address. Late nominations will not be accepted. Please type.

PROJECT INFORMATION

Award Category:

Current Date:

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PROJECT INFORMATION			
Award Category:		Current Date (month, day, year):	
Project's Name:			
Name that would appear on award:			
Project Start Date (month, day, year):		Project End Date (month, day, year):	
Organization's Full Name:		Federal ID Number:	
Address (number and street):			
City:		ZIP Code:	
County:		Number of Employees:	
Type of organization being nominated: (Check the appropriate box.)			
<input type="checkbox"/> Government	<input type="checkbox"/> School	<input type="checkbox"/> University	<input type="checkbox"/> Hospital
<input type="checkbox"/> Non-profit	<input type="checkbox"/> Business	<input type="checkbox"/> Industry	<input type="checkbox"/> Individual

Five Years Continuous Improvement
Energy/Renewable Resources
Greening the Government
Outreach or Education
Pollution Prevention
Recycling/Reuse
Land Use

A complete description of each category is located on the IDEM
 web site at <http://www.in.gov/idem/5155.htm>



P2 vs. Recycling and Reuse

Please note that projects submitted under the Pollution Prevention (P2) category must meet the definition of P2. This category is most often confused with Reuse and Recycling.

What constitutes **Pollution Prevention** for purposes of this application process?



Pollution Prevention

1. Source Reduction

- 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, treatment, or disposal**
- Reduces the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants.



Pollution Prevention

2. Reducing or Eliminating the *Creation* of Pollutants through:

- Increased efficiency in the use of raw materials, energy, water, or other resources, or
- Protection of natural resources by conservation.



Pollution Prevention

3. Modifications or Improvements

- Equipment or technology modifications; process or procedure modifications; product reformulation or redesign; substitution of raw materials; or improvements in housekeeping, maintenance, training or inventory control.



Pollution Prevention does **NOT** include:

- energy recovery;
- treatment of a waste stream;
- disposal;
- recycling;
- any practice that alters a hazardous substance, pollutant or contaminant once it is generated;
- a practice that is not necessary for production or practices that create new risks to human health or the environment.



Common Ineligible Projects Submitted in the P2 Category

The most common **ineligible** projects include those involving treatment of waste or releases after waste is generated, or the recycling of waste materials.



PROJECT INFORMATION			
Award Category:		Current Date (month, day, year):	
Project's Name:			
Name that would appear on award:			
Project Start Date (month, day, year):		Project End Date (month, day, year):	
Organization's Full Name:		Federal ID Number:	
Address (number and street):			
City:		ZIP Code:	
County:		Number of Employees:	
Type of organization being nominated: (Check the appropriate box.)			
<input type="checkbox"/> Government	<input type="checkbox"/> School	<input type="checkbox"/> University	<input type="checkbox"/> Hospital
<input type="checkbox"/> Non-profit	<input type="checkbox"/> Business	<input type="checkbox"/> Industry	<input type="checkbox"/> Individual



NOMINEE CONTACT INFORMATION

Contact person: <i>(Check the appropriate box.)</i>				<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Dr.
First name:	<input type="text"/>	Middle Initial:	<input type="text"/>				
Last name:	<input type="text"/>						
Telephone Number:	<input type="text"/>	Cellular Telephone Number:	<input type="text"/>				
E-Mail Address:	<input type="text"/>						


PERSON SUBMITTING NOMINATION CONTACT INFORMATION

Contact person: <i>(Check the appropriate box.)</i>				<input type="checkbox"/> Mr.	<input type="checkbox"/> Ms.	<input type="checkbox"/> Mrs.	<input type="checkbox"/> Dr.
First name:	<input type="text"/>	Middle Initial:	<input type="text"/>				
Last name:	<input type="text"/>						
Telephone Number <i>(include area code):</i>	<input type="text"/>	Cellular Telephone Number:	<input type="text"/>				
E-mail Address:	<input type="text"/>						
If the nomination form was not submitted by the nominee, is the nominee aware they've been nominated? <input type="checkbox"/> Yes <input type="checkbox"/> No							

Pollution Prevention



CLEARANCE AND BACKGROUND CHECK INFORMATION

Air Permit Number:	<input type="text"/>	Type: <input type="text"/>	Date (month, day, year): <input type="text"/>
Wastewater NPDES Permit Number:	<input type="text"/>	<input type="checkbox"/> IDEM <input type="checkbox"/> Municipality	Date (month, day, year): <input type="text"/>
Drinking Water PWSID Permit Number:	<input type="text"/>	Type: <input type="text"/>	Date (month, day, year): <input type="text"/>
Storm Water Permit Number:	<input type="text"/>	<input type="checkbox"/> Rule 5 <input type="checkbox"/> Rule 6	Date (month, day, year): <input type="text"/>
Drinking Water PWSID Permit Number:	<input type="text"/>	Type: <input type="text"/>	Date (month, day, year): <input type="text"/>
Hazardous Waste EPA ID Number:	<input type="text"/>	Generator Status: <input type="text"/>	Date (month, day, year): <input type="text"/>
Any spills in the last five (5) years?	<input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="text"/>	Date (month, day, year): <input type="text"/>
If yes, please describe the spill and corrective action taken. <input type="text"/>			

Nominator should consult OPPTA's Technical Assistance Branch at (800) 988-7901 to review any of these questions.

Unresolved compliance issues or enforcement actions involving the facility and/or its parent company may eliminate a project from consideration for an award.

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INSTRUCTIONS: In the box below, provide a brief summary of the project or individual being nominated. For guidance on writing the project summary, read the instructions at <http://www.in.gov/Idem/5147.htm> or call OPPTA at (800) 988-7901 or (317) 232-8172.

PROJECT SUMMARY

Pollution Prevention



INSTRUCTIONS: Please use this section for guidance on writing the project deliverables to convey the essentials of the project to the Review Committee. Applicants and nominees are encouraged to strengthen their project's nomination by using the additional selection criteria under their category, as listed under the Narrative Guide Section, at <http://www.IN.gov/idem/5147.htm> or call OPPTA at (800) 988-7901 or (317) 232-8172.

PROJECT SELECTION CRITERIA

1) A full description of the project, along with a brief project summary	<input type="checkbox"/> Yes	<input type="checkbox"/> No
2) An explanation of how the project serves to advance environmental excellence	<input type="checkbox"/> Yes	<input type="checkbox"/> No
3) The project's economic benefits and savings, in detail	<input type="checkbox"/> Yes	<input type="checkbox"/> No
4) How the project has improved the community or workplace	<input type="checkbox"/> Yes	<input type="checkbox"/> No
5) How the project reflects leadership commitment to these improvements	<input type="checkbox"/> Yes	<input type="checkbox"/> No
6) How the project can be transferred to other organizations	<input type="checkbox"/> Yes	<input type="checkbox"/> No
7) The features that make the project outstanding	<input type="checkbox"/> Yes	<input type="checkbox"/> No
8) The project's overall environmental impact	<input type="checkbox"/> Yes	<input type="checkbox"/> No

Use the Narrative Guide located on the IDEM Web site at <http://www.in.gov/idem/5153.htm> to strengthen the project nomination.

Call the OPPTA office if you need help (800) 988-7901.



Please limit the answer portion to three double-sided pages in hard-copy format.

**ADDITIONAL ATTACHMENTS****Attached**

Nomination must provide the following attachments to assist in the project review and grading:

Pictures of project being implemented or event ☐ Yes ☐ No

List of environmental benefits with quantitative results ☐ Yes ☐ No

Applicant understands that this information will be shared with other entities ☐ Yes ☐ No

Parent corporation's name:

Any former names used by company?

Previous years applied and categories?

Photos (saved in a.jpg or .jpeg format)

Please provide a brief description beneath each image, if possible.

We prefer to receive the entire nomination package as a complete .PDF file, labeled with your company name.



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ADDITIONAL ATTACHMENTS	Attached
Nomination must provide the following attachments to assist in the project review and grading:	
Pictures of project being implemented or event	<input type="checkbox"/> Yes <input type="checkbox"/> No
List of environmental benefits with quantitative results	<input type="checkbox"/> Yes <input type="checkbox"/> No
Applicant understands that this information will be shared with other entities	<input type="checkbox"/> Yes <input type="checkbox"/> No
Parent corporation's name: <input type="text"/>	
Any former names used by company? <input type="text"/>	
Previous years applied and categories? <input type="text"/>	

Provide a list of **environmental benefits with quantitative results**. Often presented in an excel spreadsheet format.

IDEM may use the winning project nomination materials for publicity, the IDEM Web site and for the awards ceremony.

Please make sure your company/organization/person **approves** of this use before you submit your information, photos, etc. Once submitted, it becomes a public document.



The review committee will evaluate the following information:

- A full description of the project, along with a brief project summary
- An explanation of how the project serves to advance environmental excellence
- The project's economic benefits and savings, in detail
- How the project has improved the community or workplace
- How the project reflects leadership commitment to these improvements
- How the project can be transferred to other organizations
- The features that make the project outstanding
- The project's overall environmental impact

Please Note:

Applicants and nominees are encouraged to strengthen their project's nomination by using the Narrative Guide on the IDEM Web site at <http://www.in.gov/idem/5153.htm>

**Mailing Address:**

Indiana Department of Environmental Management
Office of Pollution Prevention and Technical Assistance
ATTN: Governor's Awards
Mail Code 60-04, W041
100 N. Senate Avenue
Indianapolis, IN 46204-2251

Physical Address (for hand delivery):

Indiana Department of Environmental Management
Office of Pollution Prevention and Technical Assistance
402 W. Washington St., Room W-041 (Basement level of building)
Indianapolis, Indiana

Fax (please write on cover sheet "ATTN: Governor's Awards"):
(317) 233-5627

E-mail (for electronic submission): ctap@idem.in.gov
Put the words: **Governor's Awards** in the subject line.



Recap

Review the nomination process on the IDEM Web site:

<http://www.in.gov/idem/5147.htm>

- [Eligibility Requirements](#)
- [How to Complete and Submit a Nomination](#)
- [Nomination Cover Page](#) – PDF or Word format available for downloading
- [Nomination Submission Information](#)
- [Selection and Notification of Award Recipients](#)
- [2012 Timeline](#)



Common Themes of Winning Proposals

- Clear and concise narratives, specific to narrative guide questions for your award category
- Photos that illustrate project goals, well labeled
- Clear presentation of quantitative results
- **Completed** Nomination Cover Page – be sure to fill it out completely – Save into a single .PDF file, labeled with your company name and email it.
- **Complete submittal at the IDEM OPPTA office no later than 5pm (EDT) on Friday, April 20th, 2012!**



Questions?

