

INDIANA GOVERNOR'S AWARDS FOR ENVIRONMENTAL EXCELLENCE

Instructions for a Successful Nomination

Each nominee must submit the Nomination Cover Page for Governor's Award for Environmental Excellence (State Form 51656), available on the [IDEM Forms](#) page, and a narrative using this guide. Because nominations are evaluated by a wide variety of reviewers, nominees should write in plain language and avoid the use of technical jargon. Nominations MUST provide clear, measurable, and documented metrics and adhere to the format requirements in part V (Measurable Environmental, Economic, and Social Benefits) when communicating these metrics.

Use the below suggestions when developing the narrative, and address all that are applicable.

NARRATIVE GUIDE

Award Categories

Energy Efficiency/Renewable Resources

- This category is for projects or programs that prevent pollution by either reducing energy use or by producing energy using zero- or very-low-emission technologies. It includes efforts to significantly increase the energy efficiency of buildings or equipment, the use of environmentally-benign energy production technologies, and/or the use of innovative technologies that will reduce dependence upon energy sources that generate high emissions.

Environmental Education and Outreach

- This category recognizes excellence in education or outreach programs that promote environmental stewardship or result in enhanced environmental protection. Example programs include creative school presentations and assemblies, hands-on group activities, green marketing techniques, or business outreach and media campaigns. One-day events are not eligible. Collaborative efforts are encouraged and will be given additional consideration.

Greening the Government

- This category recognizes individuals, facilities, or agencies within local, county, or state government who pursue improvements in the environmental performance within their own operations. Nominees can include specific programs such as an environmental education program for government employees; an internal recycling collection program; a program for purchasing recycled-content and environmentally preferable products; the implementation of pollution prevention and energy efficiency strategies; or the development of programs to reduce impacts of employee transportation to and from the workplace. In order to be eligible in this category, the narrative must demonstrate how the specific environmental program fits into a broader comprehensive Greening the Government effort, which includes at least three in-house, environmentally-focused program areas. Additional consideration will be given to programs/projects that involve the collaboration of several agencies/entities.

Land Use/Conservation

- This category recognizes projects that incorporate innovative and effective methods or practices to preserve or improve land use. Example projects include the revitalization of underutilized or contaminated land; the preservation of green space; sustainable farming practices; invasive species elimination; habitat protection/creation; timber stand improvement; or the reduction of urban sprawl. Specific examples include redevelopment of brownfields; increasing density/decreasing lot size; building public green spaces; turning abandoned landfills into parks, preserves, or other productive uses; implementing innovative smart growth policies or comprehensive plans; and transitioning marginal agricultural lands into wildlife habitat. Special consideration will be given to projects that prevent pollution or include extensive public participation. Additional consideration will be given to programs/projects that involve the collaboration of several agencies/entities.

Pollution Prevention

- This category is for entities that have implemented one or more pollution prevention projects finalized in the past 2 years. Eligible projects must meet the definition of pollution prevention or source reduction (i.e., reducing 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; and reducing the hazards to public health and the environment associated with the release of such substances, pollutants, or contaminants). Example projects include equipment or technology modifications; process or procedure modifications; product reformulation or redesign; substitution of raw materials; improvements in housekeeping and/or maintenance; training; and 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; practices not necessary for production; practices that create new risks to human health or the environment; or general environmental management practices (rather than a specific pollution prevention project that resulted from an environmental management system). For assistance in determining if a project meets the definition of pollution prevention, please contact the Pollution Prevention and Compliance Assistance Section in IDEM's Office of Program Support at (800) 988-7901.

Recycling/Reuse

- This category recognizes outstanding reuse or recycling programs that use innovative methods to reduce the amount of waste sent for final disposal. Projects can address residential, commercial, or industrial waste streams or "buy recycled" purchasing initiatives. The nominated project should demonstrate reuse, recycling, and/or buying recycled components. Example projects include commercial business operations that have fully integrated waste reduction operations; programs that have created extensive "buy recycled" purchasing policies and practices; and schools that have implemented comprehensive recycling/waste reduction programs. Additional consideration will be given to programs/projects that involve the collaboration of several agencies/entities. Programs/projects that do not address reuse, buying recycled, and/or recycling issues throughout the entire operation of the organization will receive a lower ranking.

Five Years of Continuous Improvement

- This category applies to any business or industry that has achieved proven environmental results through a comprehensive environmental management system, such as ISO 14001. Nominees may not have an individual project that meets the high standards for another Governor's Award category, but rather the compilation of several projects resulting from an environmental management system which have led to significant environmental benefits. Nominees must verify that the environmental management system has been in place at

the facility for at least five (5) years. Only those nominations demonstrating exceptional continued environmental excellence through proven results will be considered for an award.

I. General Project Description (maximum 3 pages):

- Provide a comprehensive description of the project, including location where the project was implemented (i.e. location within company, property or community).
- The project must be fully implemented/finalized in the two years prior to the nomination deadline or for long term projects must be completed by the year prior to the nomination deadline to qualify for this year’s awards.
- Include a description of how the project protects the environment or increases the sustainable use of Indiana’s natural resources.
- Identify what motivated the facility or organization to undertake the project.
- If in the Pollution Prevention category, make sure it meets the definition of Pollution Prevention.

II. Innovation, Environmental Stewardship, and Partnerships (maximum 1 page):

Depending on the nature of the project, address all of the following that are applicable by describing:

- What makes the project innovative and/or sustainable, or how have creative or unique partnerships been developed?
- How have the partnerships resulted in constructive solutions to environmental challenges?
- How has the project increased the organization’s capacity to advance environmental stewardship?
- Describe any new process, equipment, or procedures developed specifically for this project.
- Discuss any operational, product, or maintenance improvements as a result of the project.

| ENVIRONMENTAL EXCELLENCE DEFINITIONS | | |
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| <p>Innovation – Those practices that exemplify outstanding creativity, introduce new approaches, or advance emerging technologies.</p> <p>Environmentally sound and economically feasible projects that demonstrate successful application of new practices and tools that result in measurable environmental benefit and economic viability. Practices serve as a model for others.</p> | <p>Environmental Stewardship – Those practices that demonstrate a shared responsibility for environmental quality by all whose actions affect the environment. Organizations putting systems in place that will enable them to:</p> <ul style="list-style-type: none"> • Use resources efficiently. • Reduce waste and minimize the negative impacts on the environment. • Translate reduced consumption and waste into financial savings. • Provide a healthy, more efficient and effective working environment. | <p>Partnership – Those practices that demonstrate a unique or creative relationship between two or more parties that allow them to:</p> <ul style="list-style-type: none"> • Work together to make better use of natural resources; • Develop innovative solutions; or • Advance sustainable actions that achieve measurable environmental and economic benefits. |

III. Superior Practices (maximum 1 page):

- Describe how the project incorporated practices that achieved an environmental benefit beyond what could be achieved using standard techniques.
- If applicable, describe how the project achieved an environmental benefit by exceeding the applicant's regulatory requirements.
- Explain how the project, approach, or technology is superior to similar projects being implemented by others.

IV. Measurable Environmental, Economic, and Social Benefits (maximum of 1½ pages):

In order to be considered, nominations MUST include documented metrics as described below.

- Describe the significant environmental, economic, and social benefits achieved as a result of the project or program. The list of metrics below has been provided as a starting point. This list is not meant to be all inclusive. Each metric category may not apply to every project or program and there may be relevant metrics that are not listed. It is important to note that presenting all relevant metrics in the manner suggested will add credibility to the nomination.
- For long-term projects, metrics must focus on measurable benefits achieved in the past three years.
- To the extent that data is available, present metrics in absolute terms and include both a baseline value (with associated date) and an achieved value (with associated date). Providing a percent reduction is optional. However, including absolute data will make for a more competitive nomination. Example: *The project resulted in a reduction of total non-transportation energy use from 225,000 KWh in 2018 to 190,000 KWh in 2019, a reduction of more than 15%.*

Supply Chains and Procurement of Materials:

- Recycled content required (in pounds, tons, or percentage).
- Hazardous or toxic materials used (in pounds or tons).
- Information about the suppliers' environmental performance, such as if suppliers have any environmental certifications or Environmental Management System (EMS).

Materials Reductions:

- Hazardous materials replaced with non-hazardous materials (in pounds or tons).
- Ozone depleting substances replaced with non-ozone depleting materials (in pounds or tons).
- Non-renewable resources reduced (as appropriate).
- Total packaging used or reduced (in pounds or tons).
- Total water used and water use reductions (gallons).
- Total non-transportation energy saved (kWh, MWh, or Btu/MMBtu).
- Transportation energy reductions (kWh/MWh, gallons, cubic feet).

Air Emissions:

- Volatile Organic Compounds reduced (in pounds or tons).
- NO_x, SO_x, PM_{2.5}, PM₁₀, air toxics reduced (in pounds or tons).
- Total greenhouse gases reduced.

Water Discharges:

- Chemical Oxygen Demand or Biological Oxygen Demand reductions (in pounds or tons).
- Toxics reduction (in pounds or tons).
- Total suspended solids reduced (TSS) (in pounds or tons).
- Nutrient reductions (in pounds, tons, or total nitrogen or phosphorus).
- Sediment reduction (in pounds or tons).

Waste Reduction:

- Hazardous or non-hazardous waste reductions (in pounds or tons) and management method used.
- Materials being reused, recycled, or composted (in pounds or tons).

Land and Habitat Conservation and Protection:

- Habitat saved, protected, and/or created (in acres).

- Open space protection or creation (in acres).
- Sensitive species protected or reintroduced (by name and quantity).
- Improvements to natural resource stewardship (describe).
- Soil health best management practices.
- Implementing soil-based conservation systems within row crop production operations.
- Transitioning marginal agricultural lands into wetlands that improve water quality and wildlife habitat (in acres).
- Establishing environmental stewardship land use initiatives within corporations that source agricultural products from private farms.

Social Benefits:

- Improvements to working conditions such as reduced exposures, employee training in sustainable living, implementing sustainability programs for employees, etc. (Identify and provide absolute numbers to the degree possible, such as the number of staff trained.)
- Benefits to employees for taking sustainable actions, such as taking alternative or public transportation, carpooling, driving a hybrid or electric car, etc. (Identify actions and provide the number of employees taking the actions and benefits received.)
- Level of employee engagement in “greening” operations or workplace practices. (Provide specific descriptions and level of engagement.)

Outreach, Education or Training Events:

- Workshops, meetings, conferences, training sessions. (Describe purpose and number of attendees.)
- Behavior changes. (Describe specifically using absolute numbers if possible.)
- Increased awareness or understanding of sustainable practices and actions. (Describe specifically using absolute numbers if possible.)

Economic Benefits:

- Financial savings derived, including materials, labor, energy, machinery, transportation, administrative, waste, management, or other process costs, etc. (in dollars)
- Ecosystem services such as energy savings, CO₂ capture value, air quality improvement value, storm water mitigation value, climate change mitigation value, and aesthetic and property values. (Quantify benefits in terms of dollars saved or value generated.)

V. Commitment and Leadership in Pursuit of Environmental Excellence (maximum 2 pages):

- Describe how the project demonstrates the nominee's commitment to sustainability and leadership to achieve and maintain innovative solutions to environmental and economic challenges.
- Describe written policies or management practices that demonstrate continued commitment and leadership in protecting the environment.
- Describe employee engagement, education, or training aspects of the program/project.
- Describe any technical assistance provided or received and its effect on the project.
- Is the project self-sustaining and ongoing?

VI. Transferability to Other Users (maximum 1/2 page):

- Indicate whether the program/project lends itself to replication by other organizations or individuals.
- Indicate whether any project activities or results are currently being shared with others.
- Explain how the project serves as a model for other successful projects.

VII. Funding Sources (maximum 1/2 page):

- Describe and provide a breakdown of the organization's financial commitment, including the financial commitment of the parent company or organization to the project beyond any grant or outside sources.
- Provide information about any creative financing techniques or examples of how additional funds were leveraged (i.e., grants, loans, donations, etc.)
- Discuss the cost and economic benefits of your program; please be as specific as possible.

VIII. Supporting Information/Other Details (if applicable):

- Include links, photos, illustrations, and/or an easily understandable schematic that will assist reviewers in understanding the technical elements of the project.
- Provide other supporting information: an example of curriculum, presentation, pamphlets, energy logs, emission reports, forestry reports etc. As appropriate, provide links to additional photos, maps, diagrams, videos, press clips, letters, etc., only if these materials clearly support the nomination.