Governor's Environmental Excellence Awards
Environmental Project & Environmental Program Categories 2008 Instructions

The Governor's Environmental Excellence Awards are supported by Virginia's Governor, the Secretary of Natural Resources, the Department of Environmental Quality, the Department of Conservation and Recreation, and other partner organizations. There are three categories of awards: Environmental Project, Environmental Program, and Land Conservation. Instructions for the Land Conservation category are provided in a separate document, available on-line. Awards are given to business and industrial facilities, government agencies, and individuals. Additional information about the Governor's Environmental Excellence Awards can be found at www.deq.virginia.gov/info/geeaward.html.

Applications Due: January 11, 2008, 5 p.m. Applications should be submitted in hard copy (double-sided preferred) to:
Marcia M. Loschiavo, PO Box 412, Richmond, VA 23218-0412
or via e-mail to: mmloschiavo@comcast.net

Awards Ceremony: April 2, 2008 at the Environment Virginia Conference in Lexington, VA
(Finalist will be notified several weeks prior to the ceremony.)

Purpose
The Governor's Environmental Excellence Awards are intended to recognize the Commonwealth's environmental and conservation leaders.

Awards
There are three levels of awards in each category, based upon points awarded: gold, silver, and bronze. Applications that receive the highest point total at the gold level in each category will be awarded the Governor's Environmental Excellence Award flag.

Judging
1. The Secretary of Natural Resources will appoint an independent panel of judges representing:
   - Department of Environmental Quality
   - Department of Conservation & Recreation
   - Citizen/Environmental Groups
   - Academia
   - Public/Governmental Groups
   - Business or Industry
2. Judges reserve the right to omit an award based on the number and quality of entries.

Eligibility
1. Only applications from facilities and organizations located in Virginia will be considered. Only Environmental Project and Program initiatives completed or developed in Virginia are eligible for this award.

2. In the year in which the award entry is submitted, the Environmental Project or Program must be operational and have been completed for at least one full year, or otherwise must have demonstrated a proven track record of success.
3. Judges may not evaluate an application for an entity or individual with which they are associated.
4. Each applicant must have a record of sustained compliance, meaning that the facility (i) has no judgment or conviction entered against it or against any key personnel of the facility or any person with an ownership interest in the facility for a criminal violation of environmental protection laws of the United States, the Commonwealth, or any other state in the previous five years; (ii) has been neither the cause of, nor liable for, more than two significant environmental violations in the previous three years; (iii) has no unresolved notices of violation or potential violations of environmental requirements of the Department or one of the Boards; (iv) is in compliance with the terms of any order or decree, executive compliance agreement, or related enforcement measure issued by the Department, one of the Boards, or the U.S. Environmental Protection Agency; and (v) has not demonstrated in any other way an unwillingness or inability to comply with environmental protection requirements.

Publicity

Every effort is made to promote these events in order to encourage attendance and media coverage, as well as the prestige associated with the awards themselves. The awards will be presented jointly by the Governor and the Secretary of Natural Resources at the 2008 Environment Virginia Conference in Lexington in April (www.environmentva.org), which is typically attended by more than 600 participants.

Environmental Project and Environmental Program Categories: Application Instructions

Environmental Project: This category generally involves one activity or process (e.g., a new paint application process which reduces air emissions) or several activities that are directed at one goal (e.g., various activities that encourage and implement the facility's recycling goal).

- The project must have commenced within the past five years.
- Activities described in this category would have defined start and end dates.
- Applications submitted in the last two years must demonstrate specific changes and new, significant, quantifiable accomplishments to be eligible.
- You must include 6-12 months of data from a new project in order to quantify your results on the application.

Environmental Program: This category involves a variety of activities, processes, or goals.

- May incorporate the facility's overall management of environmental issues.
- May extend over a long period of time (i.e., not limited to the past five years).
- May include a number of environmental projects (example: a facility reduces its air emissions by 50 tons per year through a program – possibly an Environmental Management System – which includes a recycling project, a change to less toxic raw materials, and design and implementation of a new technology).
- Public outreach activities can include outreach to stakeholders in the community, environmental education, and implementation of Environmental Management Systems.

Criteria for Environmental Project and Environmental Program
Applicants should address each of the following criteria. Judges will award points as follows:

ENVIRONMENTAL PROJECT

A. Environmental Impact/Social Significance	50 points
B. Technical Value and Transferability	25 points
C. Originality and Innovativeness	15 points
D. Efficiency and Cost Effectiveness	10 points

ENVIRONMENTAL PROGRAM

A. Program Scope (water, air, waste, energy)	40 points
B. Environmental Impact (quantitative)	40 points
C. Employee Involvement	10 points
D. Public Outreach Activities	10 points

Application Instructions
Address all of the questions in Section 2 of the application form. The electronic Word form will expand if you need additional space; however, *applications are limited to a total of three pages with no smaller than a 10-point font*. Note: Previous award winners typically have devoted one or two paragraphs to each criterion. Questions should be directed to mmloschiavo@comcast.net.

When completing Section 2, please note:

- Applications more than three pages of text in length may be disqualified.
- Applicants can include up to three graphs or photographs (preferably embedded in the application text rather than sent as separate attachments).
- Make sure that your description is organized, clear, and understandable.
- Quantify your results. For example, note how many additional tons of material have been recycled; how many kilowatt hours have been saved; how much hazardous waste has been reduced; etc.
- Focus on achieved success, not anticipated results.
- Executive summaries of winning applications from prior years are available for your reference at www.vmaoutreach.com/awards.
- Emphasize and identify any areas where you have gone above and beyond regulatory requirements. Whether the initiative was required or was voluntary, the judges are also interested in whether you found innovative ways to accomplish your goal.
- Businesses must indicate the size of their facility and their parent company (if applicable) by checking one of the boxes on the application form. Applications will be divided into two size categories, Smaller business or industry and Larger business or industry, as follows:

  A **"Smaller business or industry**" has 500 or fewer employees at the facility which is submitting the award application. Exception: if a facility with fewer than 500 employees is part of a larger company, it will be deemed a "Larger Business or Industry" (see definition of "Larger Business or Industry). Therefore, to be a small

facility, it must belong to a company with less than 5000 employees AND the facility must have fewer than 500 employees.

A **"Larger business or industry**" is a facility:

1. with over 500 employees at the facility which is submitting the award application. OR:

2. with fewer than 500 employees and is owned by, partners with, or otherwise closely affiliated with a company which has more than 5,000 employees.
   Example: Pee Wee Company, with 250 employees, is a wholly-owned subsidiary of Mega Business, Inc., with 10,000 employees. Pee Wee will state on line 8 that there are 250 employees at its facility but on line 9 will also check "over 5,000" employees in the total company. Pee Wee will be considered a "Larger Business or Industry" (because it can probably call upon the resources of its parent company).

Company Size Rationale: It seems fair for large companies to compete with large companies, and small companies to compete with small companies, since large companies usually have more resources to call upon in managing their environmental operations. For purposes of these awards, the basic dividing point between larger and smaller business and industry is 500 employees. However, some smaller facilities are part of much larger companies and can probably call upon the expertise, finances, or other resource s of the larger parent corporation, partner, or other type of affiliated company. Therefore, such smaller facilities will compete in the "Larger Business or Industry" category for these awards.