



SWANA[®]

SOLID WASTE ASSOCIATION
of North America



Recycling &
Special Waste

RECYCLING SYSTEMS EXCELLENCE AWARD

2010 Nomination Packet

Nominations Due: April 16, 2010



*Don't Miss this Opportunity to Give Your Program
the Recognition it Deserves!*

MEDIA PARTNER:

MSW
Management
The Journal for Municipal Solid Waste Professionals

2010 RECYCLING SYSTEM EXCELLENCE AWARD

NOMINATION FORM



Program/Facility Nominated:

Contact Person Name & Title: _____

Address: _____

City, State, Zip/ Province, Postal Code: _____

Phone #: _____ Fax #: _____ Email: _____

Nomination submitted by (if different than information listed above):

Name: _____ Phone #: _____ Email: _____

If selected for an award, how would you like the name of the organization to read on the award (limit of 50 characters)?

2010 Applications must be submitted to SWANA no later than Friday, April 16, 2010

***** PLEASE NOTE THAT ENTRY REQUIREMENTS HAVE RECENTLY CHANGED *****

See the attached Entry & Eligibility Requirements sheet for further information

Application Checklist (Please make sure the following items are included in your submittal packet):

- Completed nomination form with signed release statement (this page), to be scanned and included in digital submission
- 1 copy of your award submittal on a CD-ROM OR via the SWANANET FTP site.
- Executive Summary of your nomination (NO more than 200 words)
- At least 2 pictures of your operation (may be included in nomination text)
- Check or credit card payment (made payable to SWANA) for nomination fee (in U.S. dollars)

Please mail all application packages to:

SWANA
ATTN: Technical Programs Department
1100 Wayne Avenue, Suite 700
Silver Spring, MD 20910

Release Statement: *I certify that the information provided in this application is accurate and correct to the best of my knowledge. SWANA reserves the right to publish the enclosed information. Nominations become the property of SWANA. My signature gives SWANA the right to reprint or make available for purchase any portion of this submittal.*

Signature: _____ Date: _____

2010 RECYCLING EXCELLENCE AWARD - SCORING CRITERIA

SWANA's Recycling & Special Waste Technical Division has established the following categories by which Recycling programs should be evaluated for excellence. **Please organize your application according to the main categories**, addressing each of the sub-categories as you see fit for your specific operation. The sub-categories were designed to be a general guide for your application, but feel free to address any other pertinent topics that exhibit excellence in your program. Please be attentive to each category's pre-assigned point value, as judges will be scoring each category based on these numbers.

- 1.) Design of System:** **25 points**
 - Discuss the design of the recycling system, Photographs/schematics included as necessary
 - Merits of the system
 - Environmental protection, demonstrating that it is "state of the art" recycling system
 - Overall impact of the program on human health, environmental quality and resource conservation.
 - Compatibility with the environment
 - Are there innovative or unique aspects of the recycling system
 - How is this recycling system different from the rest

- 2.) Regulatory Compliance** **10 points**
 - Is the site in environmental compliance for operating a recycling system
 - Have they submitted any awards, letters or facility inspection data
 - Is the system integrated and complimentary to other local solid waste management systems
 - Have they received a citation and/or corrected a problem
 - If there were problems how were they corrected
 - How good are their waste screening procedures

- 3.) Planning** **10 points**
 - Description of the design & effectiveness of the facility's planning process
 - Discuss system downtime if any

- 4.) Performance, Economics & Cost-Effectiveness** **25 points**
 - Describe the efficiency of the operation
 - How does the facility measure their success
 - Does its operational performance equal or exceed the goals and expectations set forth for this facility, and found with other similar systems elsewhere
 - How does the organization foster customer service
 - Does the system operate within its budget, and are the costs appropriate
 - Are the economics typical of those found in the industry
 - Was the system constructed and operated as budgeted and expected

- 5.) Utilization of Equipment/Systems and Technologies** **10 points**
 - Types of equipment being utilized
 - Detail efficiency and effectiveness of equipment

- 6.) Worker Health & Safety** **10 points**
 - Describe employee training frequency and safety procedures
 - Include injury rates if possible

- 7.) Public Acceptance, Appearance and Aesthetics** **5 points**
 - Discuss overall appearance of the vehicles, maintenance facility and yard
 - Does the system work well
 - Are facility and vehicles properly maintained for cleanliness
 - Does the facility provide public relations measures and public education information
 - Is the facility a good neighbor

- 8.) Application Quality** *(this category does not need to be verbally addressed within your application)* **5 points**
 - Overall quality and appearance of the application, editorial, technical quality
 - Is it easy to read, neat and well organized? Has all information been included?

JUDGING AND SCORING DETAILS

Each of SWANA's Technical Divisions has implemented its own specialized scoring and evaluation procedure, reflective of the diversity in the solid waste field. As a result, the possibility exists that there may NOT be an award presented in each level (Gold, Silver and Bronze).

2010 ENTRY & ELIGIBILITY REQUIREMENTS

Entries must comply with the following requirements to be considered for evaluation¹. All materials become the property of SWANA. Please keep a copy of your entry for your own records.

APPLICATION REQUIREMENTS

- Entries shall consist of **ONE** electronic copy of your application. The electronic application may be submitted via SWANA's FTP site or may be mailed on a CD-ROM. The electronic materials submitted will be used to distribute your application materials to SWANA judges for evaluative purposes, so please make sure that your submittal is fully and accurately represented. Additional materials (pamphlets, videos, etc.), may be included and should be digitized and included in the digital submission if possible. In cases where it is impossible to digitize these materials please send **FOUR** copies of each supplemental material you would like evaluated for distribution to judges. These supplemental materials should be referenced accordingly within your application, and instructions for how judges should handle supplemental materials must be clearly articulated within the application.
- The total number of pages in the original digital application **SHOULD NOT EXCEED 25!** Entries over 25 pages will be disqualified. Recommended length: 15-20 pages.
- Please begin your nomination with a brief **EXECUTIVE SUMMARY** of no more than 200 words. This will be used to highlight your program in SWANA publications, including the WASTECON 2010 Awards Luncheon Program, so please ensure that you provide a clearly articulated summary of your project and why it is worthy of recognition.
- Electronic applications should be submitted as Microsoft Word (.doc) or Adobe Portable Document Format (.pdf) files. All pictures and graphics should be included in the document, either embedded in the appropriate section or in a referenced appendix. Please **MINIMIZE** the number of files included in your electronic nomination! Do not create a separate file for each portion of the submittal.
- If you are mailing a CD, please clearly label the CD with the facility/program and applicant's name.
- Entries shall consist of the following materials:
 - 1.) **Nomination Release Form** - (*does not count towards page limit*)
 - 2.) **Descriptive Sections** (20 pages maximum² – arranged by scoring criteria) - mixed with pictures, graphics, etc. to highlight items
 - 3.) **Supplemental Materials** (10 pages maximum²) – i.e. press releases, news articles, support letters, design plans, etc.

APPLICATION FEES (IN U.S. DOLLARS)

- **\$125** per application for single, first-time applicants
- **\$100** per application for facilities who have submitted an application within the last two years (2008, 2009)
- For facilities/programs submitting more than one application (under different categories) the following pricing scale applies:
 - **\$100** per application if submitting two
 - **\$75** per application if submitting three (**Maximum of 3 applications per entrant**)

¹ Entries not meeting minimum criteria will be ineligible and returned with a refund of \$75 (if received no later than January 29, 2010). Ineligible applications may be resubmitted with the full nomination fee prior to the April 16, 2010 deadline. If, for reasons beyond your control, you are unable to meet the following requirements, please contact SWANA for further submittal options.

² Please note that the combined total of descriptive and supplemental pages shall **still not exceed 25**. It is up to the applicant to determine the most effective way to structure these two sections, while still addressing all of the pertinent topics.

EXCELLENCE AWARDS FAQ AND 2010 TIMELINE

- Q: How many Excellence Award categories are there? A: There are 14 different categories within SWANA's seven Technical Divisions. You may visit www.SWANA.org/Awards for a full listing of categories and corresponding downloadable nomination forms.
- Q: Are smaller facilities or programs at a disadvantage? A: No. Applications are judged upon the *quality* of the facility or program they depict, not budget size or operational extensiveness.
- Q: Does a longer application work to my benefit? A: Not necessarily. As long as the scoring topics are discussed sufficiently enough to convey adequate insight into your operations, it really does not matter how long your application is. Supplementary inserts like brochures, maps, pictures, etc. can often replace the need for long textual descriptions.
- Q: What are the benefits of being an Award Winner? A: Aside from being publicly recognized during the annual WASTECON awards luncheon, SWANA issues a press release to media outlets throughout the country announcing award winners. MSW Management Magazine also highlights award winners in their September/October issue. This year, SWANA will also be including winning applications in various conference proceedings and even on our revised website. In summary, the word will get out!
- Q: What is the SWANA Innovation Award? A: SWANA's Innovation Award is given to facilities that demonstrate unrivaled creative and innovative qualities. All applicants are considered for this award and you do not need to apply separately.

2010 Important Dates

- **January 21-23, 2010:** Senior Executive Seminar– San Diego, CA
- **February 8-13, 2010:** Thinking Outside the Blue Box Conference – Charlotte, NC
- **March 8-11, 2010:** Landfill Gas Symposium – San Diego, CA
- **April 16, 2010:** ****ALL 2010 AWARD SUBMITTALS DUE TO SWANA****
- **April 12-17, 2010:** Landfill Symposium/Planning & Management Conference/Spring Training Center – Reno, NV
- **May 11-13, 2010:** North American Waste-to-Energy Conference – Orlando, FL
- **June 2010:** **2010 EXCELLENCE AWARD WINNERS ANNOUNCED!**
- **August 15-17, 2010:** WASTECON 2010 – Boston, MA
- **August 15, 2010:** **AWARDS CEREMONY** (in conjunction with WASTECON 2010)