



# SWANA<sup>®</sup>

SOLID WASTE ASSOCIATION  
of North America



Planning & Management  
Division

## INTEGRATED SOLID WASTE MANAGEMENT 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 SOLID WASTE MANAGEMENT EXCELLENCE AWARD

## NOMINATION FORM



Program/Facility Nominated:

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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)?

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**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 INTEGRATED SOLID WASTE MANAGEMENT EXCELLENCE AWARD – SCORING CRITERIA

The **Integrated Solid Waste Management System Excellence Award** recognizes excellence in the management and operations of integrated solid waste management systems. An integrated solid waste management system has been defined as a system that uses complimentary facilities and programs to manage specific components of the municipal solid waste stream. Solid waste management facilities and programs may include, but not be limited to waste minimization, source reduction, recycling, composting, energy recovery and landfilling. The collection and transfer of solid waste and recyclable materials associated with these components are also considered important elements of an integrated solid waste management system. To be eligible for this award program, an integrated solid waste management system need not, by itself, encompass all of these components of a solid waste management program. Certain program components may be carried out by other government agencies and/or private companies, either by contractual arrangement or by local customary practice.

SWANA's Planning & Management Technical Division has established the following categories by which a Solid Waste Management System 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 on this basis.

## 1.) Overview of System and System Performance:

40 points

- Describe the different elements of the system and how they are interrelated
- Discuss any pertinent design strategies that are employed
- What population and service area is the system in charge of
- Discuss the technological effectiveness of the system and how it is measured
- Describe the long term system availability
- Discuss your customer service approach and how it is measured
- Address environmental protection and regulatory compliance issues

## 2.) Financial and Business Management:

40 points

- What are the financial and operational goals of the system and community
- Are these goals met
- Describe the cost effectiveness of the system, and how it compares with other systems in your state or region
- Describe your planning and forecasting methods and how they are applied
- Discuss your employee relations program and how it is measured
- Discuss your change management processes and the results

## 3.) Community Relations:

15 points

- Describe the community outreach and feedback efforts
- Does the system foster public education
- What are the host community considerations

## 4.) Application Quality *(this category is based on the overall quality of 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 evaluation<sup>1</sup>. All materials become the property of SWANA. Please keep a copy of your entry for your own records.

## APPLICATION REQUIREMENTS

- The total number of pages in the original digital application **SHOULD NOT EXCEED 20!** Entries over 20 pages, excluding Supplemental Materials will be disqualified.
- 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 a single Adobe Portable Document Format (.pdf) file. All pictures and graphics should be included in the document, either embedded in the appropriate section or in a referenced appendix.
- 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 maximum<sup>2</sup> – arranged by scoring criteria) - mixed with pictures, graphics, etc. to highlight items
  - 3.) **Supplemental Materials** (10 pages maximum<sup>2</sup>) – 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**)

## 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](http://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.

<sup>1</sup> 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.

<sup>2</sup> Please note that the combined total of descriptive and supplemental pages shall **still not exceed 30**. 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.

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 16-18, 2010:** WASTECON 2010 – Boston, MA
- **August 18, 2010:** **AWARDS CEREMONY** (in conjunction with WASTECON 2010)