



SWANA[®]

SOLID WASTE ASSOCIATION
of North America



Planning & Management
Division

INTEGRATED SOLID WASTE MANAGEMENT SYSTEMS EXCELLENCE AWARD

2012 Nomination Packet
Nominations Due: April 13, 2012



*Don't Miss This Opportunity to Give Your Program
the Recognition It Deserves!*

MEDIA PARTNER:

MSW
Management
The Journal for Municipal Solid Waste Professionals

**2012 INTEGRATED SOLID WASTE MANAGEMENT SYSTEMS
EXCELLENCE AWARD
CHECKLIST AND RELEASE**

2012 Applications must be submitted to SWANA no later than Friday, April 13, 2012

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

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

- Completed release statement (this page), to be scanned and included in digital submission
- Check (made payable to SWANA) or credit card payment for nomination fee (in U.S. dollars) via [Excellence Award Nominations](#)
- At least 2 pictures of your operation (may be included in nomination text)
- One copy of your award submittal uploaded using your purchased *2012 SWANA Excellence Awards Application Uploading Instructions*
- If you would like to mail your submission, please contact Jesse Maxwell, *Program Coordinator*, at jmaxwell@swana.org or (240) 494-2237.

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: _____

2012 INTEGRATED SOLID WASTE MANAGEMENT SYSTEMS EXCELLENCE AWARD SCORING CRITERIA

The **Integrated Solid Waste Management Systems 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?

Due to different scoring and evaluation procedures in each Technical Division, the possibility exists that there may NOT be an award presented in each level (Gold, Silver and Bronze).

2012 INTEGRATED SOLID WASTE MANAGEMENT SYSTEMS EXCELLENCE AWARD *ENTRY AND 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 website per purchased [2012 SWANA Excellence Awards Application Uploading Instructions](#). 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, contact Jesse Maxwell, Program Coordinator, at jmaxwell@swana.org or (240) 494-2237.
- The total number of pages in the original digital application **SHOULD NOT EXCEED 25!** Entries over 25 pages will be disqualified. Suggested 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 2012 Awards Banquet 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 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.
- 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 (2010, 2011)
- For facilities/programs submitting more than one application (under different categories) the following pricing scale applies:
 - **\$200** total if submitting two
 - **\$225** total 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, 2012). Ineligible applications may be resubmitted with the full nomination fee prior to the April 13, 2012 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 structure these two sections, while still addressing all of the pertinent topics.

2012 INTEGRATED SOLID WASTE MANAGEMENT SYSTEMS EXCELLENCE AWARD *FAQ AND 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 banquet, SWANA issues a press release to over 100 media outlets throughout the country announcing award winners. MSW Management Magazine also highlights award winners in an issue. SWANA will also be including winning applications in various conference proceedings, eSessions, and even on our revised website. In summary, the word will get out!

← 2012 Important Dates →

- February 8-9, 2012:** *The Road to Zero Waste Conference – Austin, TX*
- March 19-22, 2012:** *35th Annual Landfill Gas Symposium – Orlando, FL*
- April 13, 2012:** **Excellence Award Submissions Due**
- April 23-25, 2012:** *20th Annual North American Waste-to-Energy Conference – Portland, ME*
- June 2012:** **2012 Excellence Award Winners Announced**
- August 14-16, 2012:** WASTECON 2012 – Washington, DC
- August 14, 2012:** **Excellence Awards Banquet** (In conjunction with WASTECON)