



SWANA[®]

SOLID WASTE ASSOCIATION
of North America



RECYCLING 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 RECYCLING 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 RECYCLING SYSTEMS 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?

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 RECYCLING 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 RECYCLING 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)