



## PLANNING AND MANAGEMENT TECHNICAL DIVISION AWARD

Beginning in 2020, SWANA's Planning and Management (PM) Technical Division plans to give a single award to an organization that is advancing the integration of solid waste management principles into an effective and sustainable organization.

### IMPORTANT NOTES:

- No entry fee is required.
- Applicant's organization must have at least one employee that is a current SWANA member that subscribes to the PM Technical Division.
- The deadline to submit an entry is January 15, 2021 – call for entries **will close at midnight Eastern time. NO extensions will be made.**
- The award will be presented during SOAR.
- The winner, if any, will receive a free one-day registration to SOAR on the day of the award ceremony to collect the award and an appropriate physical trophy or plaque with the organization's engraved name.

### How to Submit Your Entry

- 1) Include a cover page with the name/professional title/organization of the person submitting the entry, along with an email address and phone number. This does not count against the page limit.
- 2) Maximum number of pages is 16 if printed single spaced on an 8 ½ x 11 page.
- 3) Send your entry as a PDF to [dwalter@swana.org](mailto:dwalter@swana.org) with the subject line "PM Technical Division Award Entry".

### Background

The integration of solid waste principles is the cornerstone of the management of solid waste organization. Managing Municipal Solid Waste (MSW) facilities in accordance with the principles of SWANA's integrated waste can result in a sustainable system. Solid waste management facilities may include but are not limited to the following:

- MSW collection
- Recycling collection
- Recycling material recovery
- Composting facilities
- Hazardous waste facilities
- MSW transfer facilities
- MSW landfills
- Waste-to-energy facilities.

These facilities may be owned or contracted by the municipal entity. It is how, each or a combination of these elements, serve to advance the integrated MSW principles. The P&M Technical Division award emphasizes integrating these elements into an effective and efficient MSW program operated under the highest standard.

## **Focus of the Award**

The Division is focusing on approaches and methods to manage MSW collection, recycling, reuse and disposal in accordance with the principles of integrated solid waste management.

The PM Award entries will be reviewed based on:

1. The complimentary action to reduce the quantities of solid waste generated and managed in an economically and environmentally sound manner.
2. The initiatives and steps of local government units (LGUs) to develop comprehensive solid waste management plans for the MSW generated within or imported into the LGU.
3. Financial and funding initiatives to provide operating and capital funding necessary to develop, operate and maintain the integrated system.
4. Management of system operations which demonstrate synergies between the various elements of the system.
5. Demonstrating environmental compliance with federal, state and local regulations.
6. Public education, outreach and participation in the planning, development and operation of the system.

Examples of elements to be included in an application for the Planning and Management Award are:

- The Integrated System – how elements of the system relate to the region. For example, describe how recycling and waste disposal relate to one another and support the integrated system.
- The Plan – how the system relates to the solid waste management plan or other local or state requirements.
- Outreach – how outreach is undertaken and integrated into the operations of the system.
- Financial – how the system maximizes efficiencies in delivering services.

## **Application Review and Evaluation**

Award applications will be reviewed by a team of PM Division members. The Division has established the following items by which applications will be evaluated. Organize your application according to the main scoring sections. The final section is used by the judges to evaluate the quality of the application as a whole.

The statements and questions under each section are guidelines for what judges would like to see in each category. You may include other pertinent information. When including documents, you may reduce them in size to fit multiple documents on a page, if they are readable, or include a link to a website that contains the requested document.

**IMPORTANT:** Read all directions carefully. **Applications that are unreadable, exceed the page limit or do not provide required information will be disqualified.**

**1.) Executive Summary**

**5 Points written/5 points video**

Please provide a written executive summary of no more than 150 words describing your MSW management system and explaining why the organization you are nominating deserves to win an award.

OPTIONAL: In addition to a written executive summary of no more than 150 words, you may include a link to a video of no more than 120 seconds that tells the story of your MSW management system and its results.

**2.) System Overview**

**20 points**

Describe the facilities and programs in the integrated system and how they are interrelated. Include information on the population served, how they are served by the system and ownership of the elements. If elements are owned by others, how does the ownership relationship contribute to integrated system?

**3.) System performance and integration**

**20 points**

How are operations efficiencies measured, and benchmarks to determine how performance goals are met. What are the short- and long-term plans for facilities and programs? How does the performance impact the environment and greenhouse gas emissions? How are system elements procured and how are they managed?

**4.) Financial, Human Resource and Business Management**

**25 points**

What are your financial plans in terms of rate setting, market share or other elements? How are employees are managed, recognized and trained to support the organization? Describe the safety program and the injury rates within the system. How has the program changed over the last three years? How does the safety record compare to national rates? How did you overcome them? What do you consider to be your greatest success?

**5.) Community Relations**

**20 points**

Describe your community outreach program. How has it been developed to meet the needs of the population served? How do you evaluate the effectiveness of the outreach program? How has it changed over the last three years and in response to what stimulus? Has there been and any change in user behavior in response to the program?

**6.) Application Quality**

**5 points** *(this is a judges category only, not to be addressed in your application)*

Your application will be judged on its organization and presentation, and on editorial and technical quality.

**Maximum 100 points**