
ENCOURAGING ENVIRONMENTAL EXCELLENCE ACHIEVEMENT AWARD REQUIREMENTS

May 21, 2015

The Encouraging Environmental Excellence (E3) Achievement Award recognizes any applicants completing environmentally beneficial activities. The E3 Achievement Award is open to any business, industry, trade association, professional organization or local government of Ohio. Applications are evaluated using environmental stewardship criteria developed by Ohio EPA. Applications will be accepted on a continual basis throughout the year. Applicants must be in compliance with environmental laws and regulations.

The goal of environmental stewardship is to reduce the impact of business or organizational activities on the environment beyond measures required by any permit or rule, producing a better environment, conserving natural resources and resulting in long-term economic benefits. Indicators of environmental stewardship include: a commitment to go above and beyond compliance; integration of an environmental management system into the core business functions; aggressive environmental performance goals; and a process for communicating with the local community about program activities and progress toward performance goals.

E3 Achievement Level participants must have demonstrated significant progress in one of the following main criteria:

- Impact to the Environment (toxics and/or waste reduction); and/or
- Resource Conservation (recycling, reuse and/or use of renewable materials).

Some level of progress must also be demonstrated in at least six additional environmental stewardship criteria (listed below). Applicants must be in compliance with environmental laws and regulations. Recognition will be provided through the mail.

BENEFITS

- a certificate of recognition signed by the Director;
- a listing on the Ohio EPA website;
- program highlights included in Ohio EPA publications; and
- a decal with the E3 logo to display at the applicant's location.

HOW TO PREPARE AN APPLICATION

Applicants should submit a brief summary describing:

- Your contact information,
 - Description of the operations of your business or organization including the number of employees;
 - the activities completed in one of the two main criteria;
 - how the applicant has made some level of progress in at least six of the additional environmental stewardship criteria showing clear, concise, measureable amounts and information on activities that result in environmental improvements; and
 - a general statement indicating the applicant is in compliance with environmental laws and regulations.
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In the case of second party applications, also include the name, title, organizational name, address and telephone number of the person submitting the applications. Use your discretion in determining whether to include trade secret or confidential business information in your application since information submitted will be used by Ohio EPA to publicize your participation in the E3 Achievement Level. **Questions regarding the E3 Achievement Level should be directed to Mike Kelley at (614) 644-2930 or our hotline at (800) 329-7518.**

There is no application form, prescribed format or suggested wording for this summary.

MAIN CRITERIA

1. Impact to the environment: Describe and quantify how the use, generation, and/or release of environmental wastes are reduced or eliminated. Describe measures of how any other environmental impacts are reduced or eliminated.
2. Resource conservation: Quantify the use of renewable, recovered or recycled materials. Describe how these materials are used to reduce environmental impacts. Indicate whether quantified recycling information has been reported to your solid waste management district or other organizations.

ADDITIONAL ENVIRONMENTAL STEWARDSHIP CRITERIA

1. Management commitment: Describe management's commitment to environmental stewardship. Examples of management commitment may include: having a written goal; promoting environmental stewardship through your policy; rewarding individuals who promote environmental stewardship; and continuously improving environmental practices throughout the organization.
2. Employee involvement: Describe efforts to involve employees in the development and implementation of environmental stewardship activities. This may include training programs, recognition and awards, educating employees through the organization's publications, involving employees in re-designing products or processes, or otherwise using individual's ideas to reduce waste.
3. Continuous improvement: Describe how you use continuous improvement practices to achieve environmental stewardship. Please quantify results. This may include either incremental (progressive small steps) or breakthrough (giant step) actions.
4. Environmental management system: Some organizations use an environmental management system to measure, track, plan and implement activities that impact the environment. An organization may use an EMS to continually improve their environmental program. However it may not be applicable to all organizations. Describe how you use environmental management systems or similar approach to improve environmental quality and performance.

5. Promotion and dissemination: Describe how information on your environmental stewardship activities is made available and shared with others. Explain how this information is used to promote similar practices to other organizations.
6. Innovation: Describe how the applicant's environmental stewardship activities are innovative and compare it to standard practices being used elsewhere. Provide information on innovative research and development the organization uses to support this activity. Include a description of practices that exemplify outstanding creativity, introduce new approaches or advance emerging technologies.
7. Impact to the environment: Describe and quantify how the use, generation, and/or release of environmental wastes are reduced or eliminated. Describe measures of how any other environmental impacts are reduced or eliminated. *(This can be one of your six additional criteria if your main criterion is resource conservation.)*
8. Life cycle analysis: Describe any analysis completed to quantify the environmental impacts of a product or service throughout its entire life cycle. Some organizations use this tool to help them modify their processes and products to realize cost savings and reduce environmental impacts. Describe how your organization uses life cycle analysis to identify opportunities to improve environmental performance and inform decision-makers in your organization. Please quantify environmental improvements from these efforts.
9. Pollution prevention: Pollution prevention is source reduction and recycling. Describe your efforts to complete pollution prevention activities. Please quantify results.
10. Energy efficiency: Quantify efforts to conserve energy and fuel use, use more energy efficient products and/or modify operations to improve energy efficiency. This description should include any costs or savings resulting from these efforts.
11. Renewable energy: Quantify the use of renewable energy and fuels including environmental benefits derived from its use. Describe renewable energy projects at the applicant's location and quantify the environmental benefits. This description should include any costs or savings resulting from these efforts.
12. Green building: Quantify any environmental benefits derived from green building infrastructure, designs and materials. Describe how these activities have been used to reduce environmental impacts. This description should include any costs or savings resulting from these efforts.
13. Stormwater best management practices: Describe efforts to minimize stormwater runoff and how the use of best management practices reduces environmental impacts at the applicant's location.
14. Environmentally preferable purchasing: Describe your efforts to buy products or services that have a reduced environmental impact when compared with competing products or services. The use of recycled, renewable and/or reusable products is a key component of environmentally preferable purchasing. This description should include any costs or savings resulting from these efforts.

15. Recycling programs: Quantify your recycling activities and describe how recycling programs are used to reduce environmental impacts. This description should include onsite efforts, use of external recycling programs and any costs or savings resulting from these efforts. Indicate whether quantified recycling information has been reported to your solid waste management district or other organizations.
16. Organics diversion: Quantify your efforts to divert organics from the solid waste stream. Describe how your organics diversion program including composting and anaerobic digesters reduces environmental impacts. This description should include onsite efforts, use of external facilities and any costs or savings resulting from these efforts.
17. Economic benefits: Describe short and long term cost savings. Quantify the investment required, cost avoided, efficiency achieved, and future potential payback.
18. Environmental management accounting: Describe how your organization accounts for environmental impacts and costs when making decisions on internal operations. Please quantify results.
19. Voluntary or non-mandatory initiative: Describe whether the activity is voluntary and in advance of regulatory requirements, is a creative response to regulatory programs, or is required by current or pending regulation.
20. Federal program participation: U.S. EPA and other federal agencies have a number of voluntary programs that encourage waste reduction, recycling, energy efficiency and water conservation. Indicate whether your organization participates in one or more these federal programs and briefly describe efforts your organization has made to participate in these programs.
21. Source water protection program participation: Indicate whether your organization participates in a Source Water Protection Program. Briefly describe the actions your organization has completed to participate in this program.

HOW TO SUBMIT AN E3 ACHIEVEMENT LEVEL APPLICATION

E3 Achievement Level applications can be submitted at any time in either hard copy or electronic format to:

Mike Kelley
Office of Compliance Assistance and Pollution Prevention
Division of Environmental and Financial Assistance
Ohio EPA
P.O. Box 1049
Columbus, OH 43216-1049
michael.kelley@epa.ohio.gov
Phone (Direct): 614-644-2930

Application materials are available at <http://www.epa.ohio.gov/ocapp/ohioe3.aspx> or by calling (800) 329-7518. **Applicants are encouraged to call Mike Kelley at (614) 644-2930 or our hotline at (800) 329-7518 with questions anytime during the application process.**