

WM/P2: Individual Recognition Requirements

Department: Environmental Protection

Program: Waste Minimization and Pollution Prevention

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Authority: ES&H Manual, Chapter 22, Waste Minimization and Pollution Prevention

A suggested list of employee accomplishments and their descriptions are provided to recognize employees for accomplishments in waste minimization and pollution prevention (WM/P2). Under the Resource Conservation and Recovery Act and US Department of Energy (DOE) Order 5400.1, SLAC is required to prepare a P2 Awareness program plan. SLAC has prepared a plan based on DOE and US Environmental Protection Agency (EPA) guidance (Federal Register, May 28, 1993, pp. 31114-31120). One element of the plan is recognizing employees in individual and collective accomplishments that feasibly implement P2.

Award Process

1. Encourage employees to discuss their ideas with the waste minimization/P2 program manager and submit an application on their own (nominate themselves) or through their supervisor (supervisor nomination).
2. Evaluate the applications with a team consisting of three to five members of the Environmental Safety Citizen Committee. The evaluation will be based on the information in the award qualification. Potential award-winning accomplishments will be submitted to the chief operating officer (COO).
3. Awards will be presented by the Environment, Safety and Health Division associate director or COO in the form of a certificate of recognition and will be publicized in SLAC Today.
4. If they qualify, award applications will also be entered into the DOE Best in Class or P2 Star award program and the EPA Closing the Circle award program to gain recognition.

Award Categories

Table 1 lists the P2 award categories, descriptions, qualifying information/application criteria, and judgment criteria. This list is similar to one developed by DOE.

Qualifying Information/Application Criteria

To provide recognition to employees a P2 activity, a nomination must be completed and should include at least two of the following criteria:

- Complies with the EPA P2 hierarchy: source reduction, waste or pollution prevention, material reuse, or material reclamation (by reducing or preventing the generation or disposal of a non-hazardous [for example, paper, water, energy] waste, hazardous waste, or radiological waste before sending the waste or portions of the waste off-site for treatment or disposal) (see Table 2 for examples)

WM/P2: Individual Recognition Requirements

- Demonstrates cost-effectiveness, reduced environmental or safety hazards (or risks of hazards), or increased productivity
- Is implemented or demonstrates active use of P2 measures
- Demonstrates team work or coordination in developing P2 measures or publicizes/educates staff in implementation of P2 measures

Judgment Criteria

All nominations will be judged on their merit and ability to meet two or more of the above criteria. Award applications should include documentation and recordkeeping that supports the success of the P2 activity.

Table 1 Pollution Prevention (P2) Awards

Award	Description*	Application Information/Criteria	Judgment Criteria
Integrated Planning and Design/Environmental Management System	<ul style="list-style-type: none"> ▪ Best example of integrated planning in an activity, project or technology ▪ Can include broad subject such as project planning or focused subjects such as technical design of a product, process, system, or technology 	<ul style="list-style-type: none"> ▪ Include summary of all related WMPP-related planning - e.g., National Environmental Policy Act, state/local permitting, design engineering, multi-media considerations ▪ Include inter-departmental/ divisional cooperation ▪ Quantify or project environmental and financial impacts 	<ul style="list-style-type: none"> ▪ Evidence of planning that significant avoidance or near zero generation of waste
Solid (Sanitary) Waste Reduction and Recycling	<ul style="list-style-type: none"> ▪ Best solid waste reduction and recycling operation on site 	<ul style="list-style-type: none"> ▪ Include description and summary of accomplishments of reduction and recycling activities ▪ Include descriptions and supporting data 	<ul style="list-style-type: none"> ▪ Demonstrate effective changes that achieve quantifiable results ▪ Demonstrate publicity and education efforts
Hazardous/ Radioactive Waste Reduction and Recycling	<ul style="list-style-type: none"> ▪ Best hazardous/radioactive waste reduction or recycling operation on site 	<ul style="list-style-type: none"> ▪ Include description and summary of reduction and recycling activities ▪ Include descriptions and supporting data ▪ Includes TSCA waste 	<ul style="list-style-type: none"> ▪ Demonstrate effective changes that achieve quantifiable results ▪ Demonstrate publicity and education efforts
Affirmative Procurement	<ul style="list-style-type: none"> ▪ Best operation or activity to change purchasing practices and effectively use products or materials with recycled content 	<ul style="list-style-type: none"> ▪ Include description and summary of activities and accomplishments in the procurement of materials with recycled content ▪ Include special measures to improve control and tracking of materials 	<ul style="list-style-type: none"> ▪ Demonstrate effective changes that achieve quantifiable results ▪ Demonstrate publicity and educational efforts
Biggest Bang for the Buck	<ul style="list-style-type: none"> ▪ Best programmatic improvement that achieved significant monetary saving or achieved a high benefit to the facility 	<ul style="list-style-type: none"> ▪ Include description and summary of activities and accomplishments that led to this programmatic improvement 	<ul style="list-style-type: none"> ▪ Demonstrate effective changes that achieve quantifiable results ▪ Demonstrate publicity and educational efforts

WM/P2: Individual Recognition Requirements

Award	Description*	Application Information/Criteria	Judgment Criteria
Commitment/ Participation	<ul style="list-style-type: none"> Outstanding participation and commitment by management and employees 	<ul style="list-style-type: none"> Include description and supporting data 	<ul style="list-style-type: none"> Demonstrate active participation and management support
Zero Waste Generation	<ul style="list-style-type: none"> Cessation of an activity that to eliminate generation sanitary, hazardous, or radioactive wastes 	<ul style="list-style-type: none"> Include description, supporting information and evaluation process to show benefits 	<ul style="list-style-type: none"> Demonstrate that zero generation was selected among alternatives rather than an inevitable event that happened to eliminate wastes Demonstrate that reduction is not by media transfer, off-site transfer, or change in facility status
Source Reduction	<ul style="list-style-type: none"> Best example of waste reduction or avoidance of sanitary, hazardous or radioactive wastes 	<ul style="list-style-type: none"> Include description, supporting information and evaluation process to show benefits 	<ul style="list-style-type: none"> Demonstrate that zero generation was selected among alternatives rather than an inevitable event that happened to eliminate wastes Demonstrate that reduction is not by media transfer, off-site transfer, or change in facility status

Table 2 Example P2 Measures

Type of Measure	Examples
1. Reducing a source of waste or preventing pollution to achieve a net reduction in the generation of waste or pollution using measures such as operational improvements, input changes, process changes, less hazardous materials, storm water protection, secondary containment, or air pollution control	Elimination of extra cold cleaning solvent tanks, reduced water usage, use of secondary containment combined with stormwater protection, improvements in air pollution control equipment (not solely driven by compliance)
2. Reducing waste by reusing hazardous or non-hazardous materials (includes radiological materials) on-site or off-site	Sending empty containers back to the manufacturer for reuse, reusing solvents for other cleaning operations, sending chemicals to another DOE facility, reusing low-level radioactive or non-radioactive materials for construction of shielding
3. On-site reclamation or recycling of materials in closed-loop processing systems	Solvent recycling for component fabrication operations and wash water recycling for heavy-duty equipment