

UNITED STATES DEPARTMENT OF THE INTERIOR
BUREAU OF LAND MANAGEMENT
WASHINGTON, D.C. 20240

May 12, 2004

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EMS TRANSMISSION 05/24/2004
Information Bulletin No. **2004-105**

To: All Washington Office and Field Officials
From: Group Manager, Protection and Response
Subject: 2004 Department of the Interior Environmental Achievement Award
DD: 06/01/2004

Purpose:

This information bulletin calls for nominations for the 2004 Department of the Interior Environmental Achievement Award. The Office of the Federal Environmental Executive has revamped the White House Closing the Circle Award. Since the two award programs recognize similar areas, Interior is modifying its award categories to more closely reflect those of the Closing the Circle Award. Interior will nominate recipients of the 2004 Environmental Achievement Awards to the Federal Environmental Executive for the 2005 White House Closing the Circle Awards. (Two exceptions are Interior awardees in the Environmental Stewardship and Contractor/Cooperator categories, which are beyond the scope of the White House award.) Certain Interior award nominations that deemed exceptional, but do not win the Interior award, may be considered for nomination by the Department for the White House Award.

The Department of the Interior is requesting nomination for the eighth annual Environmental Achievement Award. The subject areas for recognition are:

- Waste/Pollution Prevention
- Recycling
- Environmental Management Systems
- Environmental Stewardship
- Green Purchasing
- Sustainable Design/Green Building

A panel composed of Bureau or office representatives will be convened by the Office of Environmental Policy and Compliance (OPEC) to review and recommend Award recipients using the following four criteria:

- Need & Implementation
- Innovation
- Partnering and the 4Cs
- Scope of Project Impact

Environmental Compliance is a requirement for receiving this Award. Also, to ensure each facility associated with this Award is in compliance with applicable environmental laws and regulations, a final screening will be implemented. After the award evaluation panel has recommended recipients for the award, Bureaus or offices will be asked to provide a copy of the latest environmental audit performed at the facility(s) associated with each nomination and for evidence that all compliance-related audit findings have been addressed.

You may nominate a public land user in the contractor category. For example, in 1997 Bureau of Land Management (BLM) nominated a California mining company which completed an innovative and cost effective reclamation of a steep, rocky area that had been mined since the 1700's.

Any BLM employee may nominate one or more candidates for any or all of the award categories and subject areas. The nomination must be approved by the State Director, Center Director, or Assistant Director of the office initiating the nomination. The nomination form and instructions are attached.

Please submit nominations for 2004. With adequate nominations BLM could be very competitive this year.

Action:

To initiate a nomination, please assemble a nomination package that includes:

- Nomination Form;
- Abstract of Achievement (up to 250 words) describing the environmental achievement(s) of the project and benefits to the Department/Bureau /Office
- Detailed Narrative Description - of no more than two pages duplex printed - printed (double-sided = maximum 4 pages) describe the accomplishments or actions of the individual, team, or contractor. Explain how these accomplishments or actions have improved or protected the environment. Include relevant information such as policies or agreements that were created and quantitative data (e.g. weight or percentage of waste reduction). Explain how and why the activities could be replicated elsewhere. Explain how the action incorporated, where applicable, the views of other federal/state/local/governments, communities, and private sector. Also, include a brief summary of the nominee's job title and assigned duties;
- Supporting Documentation - such as news clippings, press releases, publications, photographs, etc. Since the judges may not visit sites, applicants are encouraged to submit a reasonable amount of supporting materials. Please do not submit videos. Neither the nomination form nor any of the supporting materials will be returned.
- Memorandum of nominated signed by the State Director, Center Director, or Assistant Director. [ESSENTIAL FOR DIRECTOR'S CONCURRENCE].

The nomination procedures require the concurrence of the BLM Director. The Protection and Response Group (WO360) will prepare a transmittal memorandum for the Director's concurrence and signature, and forward the nominations to the Department.

All nomination packages must be duplex printed (doubled-sided) on recycled paper containing at least 30% post-consumer material, and preferably, manufactured process-chlorine free.

Timeframe:

The due date to submit nomination on-line is June 1, 2004.

Contact:

Please submit your award nomination package on-line by June 1, 2004. Submit your nomination by visiting the following website: www.doi.gov/greening/awards. Nomination instructions and additional information is also available at this website. Electronic submissions will be accepted on compact disk from organizations without access to the Internet. Include hardcopy of nomination form. To deliver electronic submissions on compact disk, use overnight delivery to:

Georgette A. Fogle
Bureau of Land Management
1620 L Street, NW Suite 850
Washington, DC 20036

If you have questions about the 2004 Department of the Interior Environmental Achievement Award or the nomination process, please call Ms. Georgette A. Fogle at (202) 557-3569.

Signed by:
Bernie Hyde
Group Manager
Protection and Response

Authenticated by:
Barbara J. Brown
Policy & Records Group, WO-560

1 Attachment
1 – Nomination Form (7 pp)

Directives forwarded to State Director, CA-930, CA-940, CA-945

5/24/04

U.S. DEPARTMENT OF THE INTERIOR 2004 ENVIRONMENTAL ACHIEVEMENT AWARDS

These Awards recognize Interior employees and teams as well as Interior cooperators (contractors or outside partners) who have attained exceptional environmental achievements under the following policies and Executive Orders (EOs):

- Departmental Manual policy - Compliance with Waste Management Requirements (518 DM 2)
- Strategic Plan for Greening the Department of the Interior Through Waste Prevention, Recycling and Federal Acquisition
- EO 13101 - Greening the Government Through Waste Prevention, Recycling, and Federal Acquisition
- EO 13123 - Greening the Government Through Efficient Energy Management
- EO 13148 - Greening the Government Through Leadership in Environmental Management

In addition, within the Environmental Stewardship category, Interior seeks to recognize efforts that have a broader scope, including land and ecosystem protection.

AWARD PROCESS OVERVIEW:

Step 1: **SUBMIT NOMINATIONS ON-LINE at www.doi.gov/greening/awards.** Your Bureau or office may have attached specific guidelines for the submission of nominations within your organization, please follow these directions and deadlines. [Electronic submissions will be accepted on compact disk from organizations without access to the Internet. Include hardcopy of nomination form.]

Step 2: **BUREAU or OFFICE SCREENING.** Bureau or office awards program coordinators and environmental management contacts will be given access to on-line submissions for the purpose of screening their nominations for completeness, appropriateness for this awards program and for merit. Due to the increased competitiveness of this award, Bureaus or offices are asked to forward only their six best nominations, preferably one in each of the six categories.

Step 3: **BY JUNE 15, HEAD OF BUREAU or OFFICE NOMINATION MEMORANDUM.** After your Bureau or office has completed your screening step, prepare a memorandum forwarding your nominations to Willie R. Taylor,

Director, Office of Environmental Policy and Compliance (OEPC), at the address below. Please use non-U.S. Postal Service overnight delivery for electronic media. Note: If the on-line nomination database includes a Bureau or office nomination that is not included on the Head of Bureau or office nomination memorandum, it will not be included in the evaluation process.

Step 4: EVALUATION OF NOMINATIONS BY AWARDS PANEL. OEPC will convene a panel of representatives from Bureaus or offices to help judge the nominations using the evaluation criteria listed below. The panel will recommend recipients for the award.

Step 5: COMPLIANCE SCREENING. Determination to be made that facility(s) associated with recommended nominations are in compliance with applicable environmental laws and regulations.

Step 6: SELECTIONS FINALIZED, ANNOUNCEMENT MEMORANDUM. Agency Environmental Executive P. Lynn Scarlett will forward recommended award recipients to Deputy Secretary J. Steven Griles, who will sign a memorandum announcing award recipients distributed.

Step 7: RECOGNITION CEREMONY. The awards ceremony and luncheon are tentatively planned for October 2004 and to be held in Washington, D.C. Recognition includes a plaque, and description/depiction of the effort being recognized in Interior Museum display for one year. Award recipients are published in the Department's newspaper, *People, Land and Water*. Bureaus/offices are responsible for travel costs for their award recipients.

AWARD TYPES

- **Individual** (Interior employee)
- **Team** (may include combination of Interior employees and non-Interior personnel)
- **Cooperator** (an Interior partner organization, which may be a contractor, another Federal/State agency, Tribal nation or organization, or non-profit entity)

AWARD CATEGORIES

- **Environmental Stewardship**

This category recognizes efforts that lay a foundation for and support far-reaching environmental improvements and initiatives throughout Interior and our Nation's ecosystems. Examples of such improvements or initiatives would be in areas such as bureau operations, land management practices, technology enhancement/transfer, environmental education/training, policy making, program infrastructure development, and research.

- **Waste/Pollution Prevention**

This category recognizes source reduction practices related to the generation of non-hazardous solid wastes or hazardous wastes or pollution from a site, facility, or operation through any change in the design, manufacturing, or use/reuse of materials or products; and/or the amount of toxicity in waste materials before recycling, reuse, treatment or disposal. Preference will be given to nominations that include outreach programs/projects or educational efforts designed to promote the pollution prevention and waste prevention goals and objectives of E.O. 13101 and/or E.O. 13148.

- **Recycling**

This category recognizes outstanding activities - including collection, separation, and processing - by which products or other materials are recovered from the waste stream for use in the manufacture of new products (other than use as fuel for producing heat or power by combustion) at a Federal site, facility, or operation. Preference will be given for recycling programs that have an internal education component and/or a public outreach component designed to promote recycling at the site, facility, or operation or to promote partnerships with the surrounding community to promote recycling.

- **Green Purchasing**

This category recognizes the most effective and innovative programs implemented for the purchase and use of recycled content, environmentally preferable, or biobased products at a Federal site, facility, or operation. Preference will be given to nominations that include both purchasing of recycled content products and purchasing of either environmentally preferable or biobased products. For recycled content products, this award category focuses on, but is not limited to, those products designated in the Environmental Protection Agency's Comprehensive Procurement Guidelines (CPG). For environmentally preferable products, this award category recognizes the best examples of acquiring, using, or validating products or services that have a reduced impact on human health and the environment when compared with competing products or services that serve the same purpose; an outstanding improvement to a process that resulted in significant monetary savings and benefit to the environment; or product testing that led to the approval and use of environmentally preferable products or services. Preference also will be given for outreach programs/projects or educational efforts designed to promote the green purchasing objectives of E.O. 13101.

- **Sustainable Design/Green Building**

This category recognizes the most innovative Federal government sustainable design and green building projects. Nominations are limited to projects which have been completed, are under construction, or have completed the planning process and has been awarded to a successful bidder (preference will be given to completed projects). Nominations should address all facets of a structure/project's life cycle (i.e. encompass project design, energy efficiency, materials usage, and building operations). Each nomination should highlight the cost effective use of innovative techniques and solutions that utilize sustainable design principles in the planning, construction, and operation of Federal facilities. Preference also will be given for outreach programs/projects or educational efforts designed to promote sustainable buildings.

- **Environmental Management Systems**

This category recognizes the most effective and innovative programs to implement environmental management systems at Federal facilities in accordance with E.O. 13148. Implementation of facility-level environmental management systems shall include measurable environmental goals, objectives, and targets that are reviewed and updated as appropriate. The systems should include also a compliance component. This category also recognizes the use of quantitative or qualitative consideration of the full range (cradle to grave) of environmental costs and impacts of certain activities or procurement. The effort should include environmental consideration in either descriptive or accounting format of raw material derivations, use and disposal of final products services; material and energy usage and waste; environmental, health and safety management costs; or the use of environmental accounting and life cycle assessment in multiple types of decision making. Preference also will be given for outreach programs/projects or educational efforts to promote EMS internally or externally.

EVALUATION CRITERIA

A panel composed of Bureau or office representatives will be convened by the Office of Environmental Policy and Compliance (OEPC) to review and recommend Award recipients using the following four criteria:

▪ Need & Implementation

A clear, compelling statement of environmental need for the project is addressed in the nomination summary. Challenges that the nominee overcame to complete the project or action are described. Project or action supports Federal/Departmental/Bureau initiatives, including but not limited to environmental initiatives, streamlined procedures, sound life-cycle cost accounting, and performance measures. Departmental audits and third-party audits were used by the nominee to improve project performance. Applicable Federal, State, and local laws, Executive Orders, Tribal codes and ordinances, and Departmental and Bureau policies were followed. Achievement of a recognized benchmark of environmental performance may have been demonstrated by third party certification. To name a few, the following organizations have standards that are potentially relevant to this award: the International Standards Organization (ISO 14000 series); National Environmental Performance Track; Green Seal product and service standards; and the U.S. Green Building Council Leadership in Energy and Environmental Design (LEED) rating systems. Projects with some form of certification, or using products or services that are certified, may be given preference in selecting award recipients.

▪ Innovation

The project developed or made use of innovative techniques and/or technologies. Project work pioneered solutions to a common problem.

▪ Partnering and the 4Cs

Project is exemplary in applying of Secretary Norton's 4C's (communication, consultation, and cooperation all in the service of conservation). For example, project leaders succeeded in bringing together parties with differing resources and perspectives to share cooperatively in the work of the project and/or created sustaining relationships with your Bureau or office that will further the parties involvement in stewardship of public lands. Critical project information, including rationale and results, were communicated in a variety of ways to multiple communities potentially affected by or interested in the action or project, such as tribes,

citizen organizations, townships, etc. (e.g. informative publications may have been translated into other languages for use by the public).

▪ **Scope of Project Impact**

Completed project contributed significantly to the improvement and protection of the environment. Other Interior sites or Federal entities could potentially replicate the strategies and techniques proven successful by this project. The project provides continuing and accruing benefits to your Bureau or office. Accomplishments are presented quantitatively against prior years (e.g. pounds of waste reduction, type and amount of green purchasing, stages of completion of a construction project, units of energy saved, etc.). The project is completed and/or shows many years of data/results. Current nomination demonstrates significant improvements over previous nominations for same project. Nominations submitted for contractors must demonstrate they have exceeded their contract's requirements for environmental achievement.

FINAL SCREENING OF RECOMMENDED RECIPIENTS

Environmental compliance is a requirement for receiving this Award. To ensure each facility associated with this Award is in compliance with applicable environmental laws and regulations, a final screening will be implemented. After the award evaluation panel has recommended recipients for the award, Bureaus or offices will be asked to provide a copy of the latest environmental audit performed at the facility(s) associated with each nomination and for evidence that all compliance-related audit findings have been addressed.

Tips for writing a good nomination:

1. If your project falls in more than one award category, write only one nomination that demonstrates the full scope of your program, and select the closest award category.
2. If your project was truly a team effort, don't nominate a single individual. In the past, judges have looked askance at nominations that seem to single out one individual, but describe the work of many, without clarifying why the single individual made a much more significant contribution than everyone else.
3. If your project encompasses more than one entity, Bureau or office, write one team nomination that demonstrates the full scope of the program, and select a lead Bureau to submit the nomination.
4. Use headings and bullets to separate important components of your narrative.
5. Use quantitative data whenever possible (e.g. square feet, pounds and percentage increased).
6. Submit a succinct, informative abstract of achievement to remind reviewers of your program's key components.
7. Closely read the evaluation criteria that will be used by judges to score your nomination.
8. For nominations involving contractors:
 - a. Show the company's relationship to Interior as a whole;
 - b. Explain the company's role in the nominated project; and
 - c. Demonstrate how the company exceeded its contract requirements for environmental achievement.

If you have any questions that cannot be answered by your Bureau's or office's award program coordinator, please contact Catherine Cesnik, Office of Environmental Policy and Compliance, at (650) 329-5185 or Catherine.Cesnik@ios.doi.gov.



To deliver electronic submissions on compact disk, use overnight delivery to:

Willie R. Taylor
Office of Environmental Policy and Compliance
ATTN: Environmental Achievement Awards
U.S. DOI, 1849 C St., NW (MS 2342 MIB)
Washington, DC 20240
(202) 208-7877

NOMINATION FORM

2004 DEPARTMENT OF THE INTERIOR ENVIRONMENTAL ACHIEVEMENT AWARDS

The DOI Environmental Achievement Awards program serves to recognize exceptional achievements at every organizational level. For more information, visit www.doi.gov/greening/awards.

Award Type: (circle one): **Individual** **Team** **Cooperator/Contractor**

Nominated Person/Team Name: _____

Person/Organization Title: _____ **Bureau:** _____

Project Title: _____

Project Location: _____

Address: _____

Phone: _____ **Fax:** _____ **Email:** _____

Award Category (choose one):

- Environmental Stewardship**
- Waste/Pollution Prevention**
- Recycling**
- Green Purchasing**
- Sustainable Design/Green**

- Building**
- Environmental Management System**

Submitted by: _____

Submitter's Title/Organization: _____

Address: _____

Phone: _____ **Fax:** _____ **E-mail:** _____

Use this form only if your organization does not have access to the Internet. Submit this form in hard copy with a CD ROM containing an electronic version of your nomination package.

[If you have access to the Internet, submit nomination online at www.doi.gov/greening/awards.]

Your nomination package should include: 1) a 250-word Abstract; 2) a Nomination Narrative (max. 4 pages); and Supporting Documents (photographs, reports, etc.).

Follow your bureau/office directions and deadlines for sending in your nomination.