



Canadian Council
of Ministers
of the Environment Le Conseil canadien
des ministres
de l'environnement

2008 CCME POLLUTION PREVENTION AWARDS

APPLICATION PACKAGE

(Applicants should also consult the FAQs for answers to frequently asked questions)

APPLICATION DEADLINE

November 30, 2007

APPLICATION PACKAGE

A complete application package shall include the following items and be no more than **10** pages in length (not including the two supporting letters):

- Cover Page
- Executive Summary
- Description of Company/Organization
- Project Description
- Supporting Letters (2)

Please see the attached sample submission for examples.

PLEASE NOTE:

- *Only applications submitted in the format specified in this application package will be considered.*
- *Potential winners will be subject to a regulatory compliance check in all Canadian jurisdictions, dating back one year.*
- *Only those projects that meet the definition of pollution prevention as defined in the FAQs will be considered.*

COVER PAGE

Include a one page cover page with the following general information:

Company/Organization:

- | | |
|-----------------------------|-------------------|
| • Company/Organization Name | • Phone |
| • Project Title | • E-mail |
| • Primary Project Contact | • Fax |
| • Position | • Mailing Address |

Category Applying For:

- Overall Pollution Prevention Efforts - Micro Business (1 to 9 employees)
- Overall Pollution Prevention Efforts - Small Business (10 to 49 employees)
- Overall Pollution Prevention Efforts - Medium Business (50 to 500 employees)
- Overall Pollution Prevention Efforts - Large Business (more than 500 employees)
- Overall Pollution Prevention Efforts - Institution, Organization, or Group
- Innovation
- Greenhouse Gases Reduction

(All applications that provide information on greenhouse gas reductions will be considered for the Greenhouse Gases Reduction Award)

EXECUTIVE SUMMARY

Include a one page executive summary that briefly describes the company/organization, the project, and the results. The executive summary should summarize how the project demonstrates pollution prevention, as defined in the FAQ.

DESCRIPTION OF COMPANY/ORGANIZATION

Describe the company/organization, including the number of employees, whether it is an independent business or organization or part of a larger organization, the type of business/service engaged in, and the location.

PROJECT DESCRIPTION

Describe the project in detail, including information on:

1. Project Objectives

Indicate what the objectives were and how they were achieved. Objectives may be quantitative (ex. reduce solid waste, frequency of spills) OR qualitative (improve community relations, enhance worker satisfaction, satisfy, customer environmental policy)

Key Attributes: - *states reasons for pursuing project*
- *describes how project will contribute to business performance*
- *includes goals touching on all three aspects of sustainability – (environmental, economic and social sustainability)*

2. Project Characteristics

Describe the changes made to prevent pollution at source and outline the reason the company/organization pursued the project (e.g. regulatory action, cost savings, competitive advantage).

Key Attributes: - *describes types of P2 practices used (e.g. recycling on-site, reuse, elimination of toxics, change to processes, reduced energy use, etc.)*
- *includes the scope of the project(s) and level of effort involved in implementation*

3. Project Date

Indicate when the project(s) was initiated, when implementation was completed, and when maximum benefits and/or reductions were achieved.

4. Results Achieved

Provide data on the project's quantitative and qualitative results focusing on the following aspects:

- Environmental benefits (quantity of pollutants/waste reduced or eliminated at source)
 - toxics (e.g. mercury, dioxins, PCBs, etc.)
 - smog-forming compounds (e.g., O₃, NO_x, VOC, Particulate matter)
 - greenhouse gases (e.g. CO₂, CH₄, NO_x, O₃)
 - solid waste
 - liquid waste
 - hazardous waste
- Energy consumption
- Water consumption
- Worker health and safety benefits
- Economic benefits
 - cost savings (operating and/or capital costs)
 - reduced liability
 - net present value
 - cost/benefit ratio
 - comparative costs to alternatives
 - competitive advantage
- Social benefits
 - change in behaviour towards protecting the environment (employees, clients, customers, suppliers, and/or visitors)

Results should be measurable and compare conditions before and after project implementation.

Key Attributes: - *includes quantifiable data using credible measurement techniques*
- *identifies 'baseline' conditions prior to initiation of the project*
- *contains graphs, charts, tables, etc. that complement the text*
- *includes baseline/change measurement methods recognized beyond industry norms*
- *includes economic data well documented and clearly related to project(s) results*

5. Commitment to Pollution Prevention

Describe how the company/organization integrated pollution prevention into its overall activities/core functions:

- Planning
- Training/education of staff
- Informing/demonstrating achievements to staff, community, peers

Key Attributes: - *achieves certification (e.g. ISO14001, industry standard) or EMS policy statements and extends beyond compliance in many areas*
- *improves working environment for staff*
- *engages all levels of employees and employers*
- *demonstrates leadership within industry/field*
- *significantly changes business' approach and credibility with consumers and/or stakeholders*

6. Transferability

Describe how the project can be used at other company/organization locations, other facilities in the same sector, and/or other types of companies/organizations.

Key Attributes: - *includes implemented and documented cases of project used elsewhere (in the organization) and of project shared with others*

7. Innovation

Describe the project's innovative policy and/or technological aspects.

Key Attributes: - *describes old or consistent problems dealt with by new solutions*
- *highlights activities that demonstrate leadership in the field*
- *includes potential for new application or new technology*
- *demonstrates potential to change environmental problems (and solutions) of different industries*
- *provides examples of adoption or usage by a third party*

If applying in the Innovation category, also describe:

- the extent to which the innovation allows third parties to reduce or eliminate the creation of pollutants
- real world implementation and, testing and/or pilot programs
- how the innovation compares to other technologies, processes, products
- how the results were verified
- the unique nature of the innovation
- the transferability of the innovation

8. Greenhouse Gases Reduction

All applications that provide information on greenhouse gas reductions will be considered for the Greenhouse Gas Reduction award. Describe the commitment and success of the company/organization in reducing greenhouse gases (GHG) and addressing climate change.

Key attributes: - *eliminates significant GHG in multiple areas of business operations*
- *reduces risk for the surrounding community and facility*
- *catalyzes change among other organizations/stakeholders*

Include information on the following:

- Reductions of greenhouse gases through pollution prevention
- Trade-offs made to reduce greenhouse gases (e.g. increases in other pollutants or wastes)
- Energy use
 - type of energy used
 - changes to alternative energy sources
 - energy conservation initiatives
- Company transportation practices
 - fuel conservation initiatives
 - changes to zero/low emission vehicles
 - maintenance policies and procedures
 - reduce reliance on or more efficient vehicle use
- Employee programs
 - alternative transportation programs
 - education programs

- Policy or other initiatives
 - participation in climate change/greenhouse gas reduction initiatives
 - government-industry dialogue on climate change
 - pilot programs
 - company policies

SUPPORTING LETTERS

Two supporting letters from independent sources should provide verification of the project and the results.

Key Attributes: - *third party authors indicate their interest in the project(s)*
- *uses clear and concise language that links project to industry concerns*

INQUIRIES

For inquiries on the awards program, contact Chris Wolnik at chris@c2p2online.com or (416) 979-3534.

SUBMITTING AN APPLICATION

Submissions that are clear, concise, easy to read and understand, complete, and relevant tend to earn high scores. Ensure that submissions contain all required elements, have been edited and proof-read, and contain plain language. ***Only submissions in the format specified in this application package will be considered.***

Applications can be submitted:

- Electronically to: info@c2p2online.com
- Or by mail to: Canadian Centre for Pollution Prevention
215 Spadina Avenue, Ste. 134
Toronto, Ontario M5T 2C7

Electronic submissions are strongly encouraged!

The following charts are intended to assist prospective CCME Pollution Prevention Awards applicants with their submission. The charts identify attributes that evaluators rank favourably. Evaluators grade each element on a scale from one to four, and each element is given an associated percentage weight. For the full scoring rubric please contact Sue McKinlay at sue@c2p2online.com or (800) 667-9790.

**Micro, Small, Medium or Large Business OR
Organization, Institutional or Group Category**

Element ↓	Relative Weighting	Top Score
Objectives	5 %	Project goals are extremely ambitious, yet realistic; goals touch on all three aspects of sustainability - environmental, economic and social sustainability
Characteristics	20 %	Project(s) accomplishes the elimination of significant waste or pollution in multiple areas of business operations, in a comprehensive, systematic manner thereby achieving risk reduction for the facility and surrounding community. The project has catalyzed change among other stakeholders (i.e. supply chain, sister facilities, industry sector.)
Results	35 %	Project(s) results meet and exceed objectives; baseline/change measurement methods recognized beyond industry norms; economic data well documented and clearly related to project(s) results; demonstrated social benefits
Commitment	10 %	Project(s) indicate leadership within industry/field; goes beyond compliance in many areas; has significantly change business' approach and credibility with consumers and/or stakeholders; certification (e.g. ISO14001, industry standard) achieved
Transferability	10 %	Project(s) has been successfully implemented (and documented) in other facilities; project(s) concepts have been successfully used (and documented) by others
Innovation	10 %	Project(s) develops, uses or implements new technology; has potential for new application or new technology; has the potential to change the environmental problems (and therefore solutions) of different industries
Letters	(2 x 5) = 10%	Letters clearly support the project(s) for its contribution to the industry; authors are non-partisan (not involved in project development); indicate organization's true commitment to P2

Greenhouse Gases Reduction Category

Element ↓	Relative Weighting	Top Score
Objectives	5%	Project goals are extremely ambitious, yet realistic; goals touch on all three aspects of sustainability - environmental, economic and social sustainability
Characteristics	20%	Project(s) accomplishes the elimination of significant GHG in multiple areas of business operations, in a comprehensive, systematic manner thereby achieving risk reduction for the facility and surrounding community. The project has catalyzed change among other stakeholders ie) supply chain, sister facilities, industry sector.
Results	35%	Project(s) results meet and exceed objectives; baseline/change measurement methods recognized beyond industry norms; economic data well documented and clearly related to project(s) results; demonstrated social benefits
Commitment	10%	Project(s) indicate leadership within industry/field; goes beyond compliance in many areas; has significantly change business' approach and credibility with consumers and/or stakeholders; certification (e.g. ISO) declared
Transferability	10%	Project(s) has been successfully implemented (and documented) in other facilities; project(s) concepts have been successfully used (and documented) by others
Innovation	10%	Project(s) develops, uses or implements new technology; has potential for new application or new technology; has the potential to change the environmental problems (and therefore solutions) of different industries
Letters	(2 x 5) = 10 %	Letters clearly support the project(s) for its contribution to the industry; authors are non-partisan (not involved in project development); indicate organization's true commitment to P2

Innovations Category

Element ↓	Relative Weighting	Top Score
Objectives	5%	Project goals are extremely ambitious, yet realistic; goals touch on all three aspects of sustainability - environmental, economic and social sustainability
Characteristics	20%	Project(s) accomplishes the elimination of significant waste or pollution in multiple areas of business operations, in a comprehensive, systematic manner thereby achieving risk reduction for the facility and surrounding community. The project has catalyzed change among other stakeholders (i.e. supply chain, sister facilities, industry sector.)
Results	10%	Project(s) results meet and exceed objectives; baseline/change measurement methods recognized beyond industry norms; economic data well documented and clearly related to project(s) results; demonstrated social benefits
Commitment	10%	Project(s) indicate leadership within industry / field; goes beyond compliance in many areas; has significantly change business' approach and credibility with consumers and/or stakeholders; certification (e.g. ISO) declared
Transferability	20%	Project(s) has been successfully implemented (and documented) in other facilities; large uptake of ideas by industry members
Innovation	25%	Project(s) develops, uses or implements new technology; has potential for new application or new technology; has the potential to change the environmental problems (and therefore solutions) of different industries
Letters	(2 x 5) = 10 %	Letters clearly support the project(s) for its contribution to the industry; authors are non-partisan (not involved in project development); indicate organization's true commitment to P2