U.S. ENVIRONMENTAL PROTECTION AGENCY

National Notable Achievement Awards

2018 Instructions, Descriptions and Criteria

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2018 INSTRUCTIONS

Below are instructions for completing a nomination for an OLEM National Notable Achievement Award (NNAA).

Nomination Form
Complete one nomination form for each award you are submitting for consideration. Describe, in a narrative format, the service or achievement that merits an NNAA. Address the specific criteria listed for the selected award as described in the *National Notable Achievement Award Description and Criteria* document.

- Completed narrative writeups must have 1" left and right margins, be typed in 12-point Times New Roman font and not exceed two pages.

- Please submit each award nomination separately in Microsoft Word format. Any nomination form with a narrative that does not follow these format requirements and/or exceeds two pages will be rejected in its entirety and will not be considered for an NNAA.

- Only the actual narrative that describes how the nominee merits an NNAA and meets the award criteria will be counted in the two-page limit. If an award requests attachments and other supporting documents, the additional items will not be counted as part of the two-page limit.

- Please refer to the *National Notable Achievement Award 2018 Award Descriptions and Criteria* document for detailed award descriptions, nomination criteria and evaluation information.

Submission Deadline
Completed nomination forms are **due no later than Friday, May 11, 2018**. Please **email** your region's nominations with a cover transmittal memorandum to **David Alvaranga at** 2018NNAA@epa.gov . This booklet contains a sample transmittal memorandum.

Period of Performance
Accomplishments, service, or performance being considered for a 2018 NNAA must have occurred between October 1, 2016, and September 30, 2017.

Monetary Awards
As a result of Agency policy changes, monetary awards will not be given.

Plaques
As a result of Agency policy changes, plaques will not be given. However, each winner will receive a personalized award certificate and letter.

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Changes from Last Year

The follow offices have made changes to their awards:

- The Office of Communications, Partnerships and Analysis (OCPA) revised their "Community Engagement Award," by changing nomination measures. OCPA also moved the "Citizen Excellence in Community Involvement Award" to the Office of Superfund Remediation and Technology Innovation (OSRTI).

- OSRTI revised the "Citizen Excellence in Community Involvement Award" by changing evaluation criteria.

- The Office of Underground Storage Tanks made slight edits to their award guideline criteria.

- The Office of Resource Conservation and Recovery created a new award, "Outstanding Support of the Development, Implementation, and/or Oversight of EPA's RCRA [Resource Conservation and Recovery Act] Base Programs."

Frequency on Receiving an Award
A nominee can be reconsidered for the same award category three years after being recognized. The time is counted from the year in which the award was last received. For example, if an awardee received a Brownfields award in 2015, he/she can be nominated for another Brownfields award in 2018. To help you determine a nominee's eligibility, a list of winners for the past three years is attached to the call for nominations email.

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Number of Nominations that can be Submitted

Each region may submit multiple nominations for awards according to these guidelines:

Brownfields	Up to two nominations per award
Communications, Partnerships and Analysis	No limit
Emergency Management	Up to two nominations each for Homeland Security and Oil awards. One nomination for the OSC award.
Environmental Justice	Up to two nominations
Federal Facilities Response	Up to two nominations per award. If two nominations are submitted for an award, then one nomination must be from a peer and the other must be from management.
RCRA and TSCA Permits and Cleanup	No limit
RCRA Sustainable Materials Management Challenge	No limit
RCRA Waste Management	Two individual and one team nomination for Solid and Hazardous Waste Management; one individual and one team for EPA Methods Development.
Regional Science	Up to two for the individual award and one for the team. A total of three nominations can be submitted per region.
Superfund	Up to five individual nominations and three team nominations. If three team nominations are submitted for an award, then one nomination must be from a peer. A total of eight nominations can be submitted by a region.
Superfund Site Remediation Enforcement	One for each individual award and two for the team awards. A maximum of six nominations per region. An individual cannot be nominated for more than one award.
Underground Storage Tanks	For both Outstanding Compliance and Outstanding Clean up awards, one for each individual award and two for the team awards. A maximum of six nominations per region.

Compliance with Performance Appraisal and Recognition System
Please remember to comply with your regional PARS process for developing and submitting your nominations. For more information on your regional process, consult your region's human resources specialists.

Eligibility
State employees and private business representatives can be nominated as part of an EPA-led team award but not for individual awards. Senior Environmental Employment Program/National Older Workers Career Center employees are not eligible to receive awards.

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For More Information

For more information about the general NNAA process and deadlines, please contact **David Alvaranga** at (703) 603-8843.

For more information about specific award descriptions or evaluation criteria, please contact one of the following:

Brownfields ---------- Wendy Thomi, 202-566-1462
Emergency Management---------- Nick Nichols, 202-564-1970
Communications, Partnerships and Analysis ---------- Ellen Manges, 202-566-0195
Federal Facilities Response---------- Monica McEaddy, 202-564-0795
RCRA and PCB Permits and Cleanups ---------- Judy Taylor, 703-308-7277
RCRA Sustainable Materials Management Program --------- Kristina Torres, 703-308-8488
---------- Shawna Bergman, 703-308-8577
RCRA Waste Management ---------- Ross Elliott, 703-308-8748
---------- Kim Kirkland, 703-308-0490
Regional Science ---------- Kathleen Raffaele, 202-566-0301
Superfund ---------- David Alvaranga, 703-603-8843
Superfund Site Remediation Enforcement ---------- Caroline Previ, 202-564-7777
Underground Storage Tanks---------- Rachel Deitz, 202-564-0671

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SAMPLE TRANSMITTAL MEMORANDUM

MEMORANDUM

SUBJECT: Transmittal of 2018 National Notable Achievement Award Nominations

FROM: **[Insert Name]**_____
Deputy Regional Administrator, Region **[Insert Region Number]**_

TO: David Alvaranga, Office of Superfund Remediation and Technology Innovation, Office of Land and Emergency Management

This package transmits **ALL** nominations for Region **[Insert Region Number]** for the National Notable Achievement Awards for accomplishments performed from 10/1/16 through 9/30/17. Our nominations are listed below:

Award **Nominee**

Brownfields
- Brownfields Team Excellence Award
- Land Revitalization Team Award

Communications, Partnerships and Analysis
- Outstanding Re-Powering Individual or Team Effort
- OLEM Community Engagement Award
- Award for Excellence in Using Data or Evidence to Improve our Understanding of OLEM Program Effectiveness or Impact
- Outstanding Environmental Justice Achievement Award

Emergency Management
- Chemical Emergency Preparedness and Planning (Leadership and State Partnership)
- Oil
- Homeland Security
- On-Scene Coordinator

Federal Facilities Response
- Federal Facilities Response Outstanding Achievement Award (Individual)
- Federal Facilities Response Outstanding Achievement Award (Team)

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RCRA and TSCA PCB Permits and Cleanup

- Outstanding Support of the Development, Implementation, and/or Oversight of EPA's RCRA Base Programs
- Outstanding Use of Innovative Approaches to Achieve RCRA Permitting or Corrective Action Program Goals
- Outstanding Use of Redevelopment Potentials or Leveraging of External Resources to Accelerate Cleanups
- Outstanding Regional Efforts to Support State or Tribal RCRA Programs
- Outstanding Use of Innovative Approaches to Advance the PCB Disposal and Cleanup Program

RCRA Sustainable Materials Management Program

- Individual or Team

RCRA Waste Management

- Solid and Hazardous Waste Management
- EPA Methods Development

Regional Science

- Individual or Team

Superfund

- Remedial Project Manager of the Year (Individual)
- Site Assessment Manager of the Year (Individual)
- Community Involvement Coordinator of the Year (Individual)
- Superfund Individual of the Year
- Superfund Team of the Year
- Superfund Advancing Innovation and Sustainability in Cleanup Practice (Individual or Team)
- Citizen Excellence in Community Involvement Award

Superfund Site Remediation Enforcement

- Enforcement Team
- Financial Management
- Legal Enforcer
- Technical Enforcer

Underground Storage Tanks

- Outstanding Prevention Award
- Outstanding Cleanup/Revitalization Award

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AWARDS DESCRIPTIONS AND CRITERIA

BROWNFIELDS

Brownfields Team Excellence Award

Award Description

Implementation of EPA's Brownfields program depends on the hard work and dedication of its regional Brownfields teams. This award recognizes the outstanding contributions of one EPA regional team that most clearly demonstrates how it worked collaboratively on a specific project or effort to remove barriers to Brownfields property reuse in FY2016. Up to two nominations per region will be considered.

Eligibility

Regional EPA staff, including Brownfields team members and staff from other regional offices (Grants, Regional Counsel), who have played a significant role in the nominated effort or project.

Nomination and Award Process

Follow the application process outlined in the general NNAA announcement.
Nominations will be reviewed by a Headquarters panel including staff from organizations outside of the Office of Brownfields Cleanup and Redevelopment.

Evaluation Criteria

1. Effective internal teamwork
2. Creative use of outreach or partnerships
3. Techniques used are a model for other regional EPA Brownfields teams
4. Results or accomplishments of the team effort or project

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Land Revitalization Team Award

Award Description

This award recognizes the cross-program team effort of individuals working to revitalize a contaminated site or cluster of sites. Revitalization emphasizes that cleanup and revitalization are mutually supportive goals, and that revitalization should be an integral part of the way EPA does business. This particular award recognizes that contamination problems are often subject to multiple programs and that team efforts across programs (e.g., Superfund, RCRA Corrective Action, Brownfields, Solid Waste, Underground Storage Tanks, Federal Facilities, Water Protection Programs, TSCA, FIFRA, State Cleanup Programs, etc.) are needed to effectively and efficiently achieve both cleanup and revitalization objectives. The evaluation criteria for this award emphasize: cross-program coordination/collaboration, revitalization results, and community involvement and satisfaction.

Eligibility

Please provide detailed written justification based on the identified evaluation criteria for the particular award category.

Evaluation Criteria:

Nominations narrative must address **ALL CRITERIA.**

The award will be selected by a panel of EPA HQ staff working in the Land Revitalization program, along with regional EPA representatives involved with land revitalization efforts. The award selection will be based on the team nomination with the highest numerical score. Up to two nominations per region will be considered.

- Nominations for this team award can include staff from the states and other agencies, etc., but at least two of the members must be EPA employees.

- Nominations should clearly state the role of the team in accomplishing the outstanding work that is the basis for the award. The nominations should tell how or what the team did and why it is considered outstanding. In other words, don't just say what happened, but clearly indicate what the specific team did to make it happen.

- Nominations are easier to evaluate if they specifically and clearly address each relevant award criteria in a separate paragraph. If an overall summary of the project is necessary to give a full understanding of the work or accomplishment, then it should be included in addition to the criteria-specific paragraphs. Keep in mind the total page restriction on nominations.

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Team Members with Affiliations

For the Cross-Program award, the team must have members from at least two different EPA programs. Projects that involve more diverse participation will receive higher scores.

Evaluation Criteria

1. The nomination should explain how coordination and collaboration among programs was an essential element in making progress toward revitalization objectives at a particular site or cluster of sites.

   Revitalization results - Cross program team effort has resulted in significant advancements in revitalizing a contaminated site or geographic cluster of sites. Revitalization in this context could include actual reuse and/or plans for reuse that have been accepted by interested stakeholders. Be sure to include the extent to which the team efforts have helped leverage resources in support of the revitalization project. Results can be administrative, environmental, economic, social, etc. Description should clarify whether the results are: (1) planned for future, (2) completed to date, or (3) completed during the period of performance. Preference for this award will be given to revitalization projects that have either been completed or are underway (i.e., being constructed).

2. Community involvement and satisfaction - Team ensured the interested and affected community(ies) was involved with discussions and supportive of decisions pertaining to cleanup, land use and revitalization.

OFFICE OF COMMUNICATIONS, PARTNERSHIPS AND ANALYSIS

Outstanding Re-Powering Individual or Team Effort Award

This award will focus on activities related to renewable energy development on contaminated land. Across the country, OLEM employees are promoting the concept of siting renewable energy sources on contaminated lands and working to get projects built.

The 2017 Outstanding RE-Powering Individual or Team Effort Award recognizes the individual or team effort that has or will result in the promotion or siting of renewable energy sources on contaminated land as part of their work. Specifically, the award recognizes an outstanding effort that has created/implemented/promoted tool(s), approach(es), or solutions that have helped in the development of renewable energy sources at contaminated sites.

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Evaluation Criteria

1. Tools, approaches or solutions - Nomination should describe the specific tool(s), approach(es) or solution(s) the individual or team created/implemented/promoted to promote renewable energy. (Note that this criterion can recognize efforts associated with implementing and promoting tools, approaches or solutions that other individuals or teams may have created.)

2. Demonstrated results - Nomination should identify specific renewable energy generation results that are attributable to the individual or team's efforts. (Note: quantitative measurements or estimates are preferred; methodology(ies) for developing these measurements or estimates should be included.)

3. Broader application - Nomination should describe what the individual or team has done to promote application of the tool(s), approach(es) or solution(s) on a broader scale (e.g., numerous sites, other programs, other states, other EPA regions, outreach and education efforts, workshops, conferences, etc.)

Community Engagement Award

The Office of Land and Emergency Management programs help communities meaningfully participate in activities related to contaminated site cleanup and redevelopment, emergency preparedness and response, and the management of hazardous substances. Proactive and meaningful community engagement builds trust, strengthens EPA decisions and helps communities leverage resources. OLEM programs and regional staff continually strive to:

- Develop transparent and accessible decision-making processes;
- Provide communities with access to training, capacity building and technical assistance necessary to meaningfully engage in EPA's decision-making processes; and
- Produce outcomes that are responsive to stakeholder concerns and aligned with community goals.

The Community Engagement Award recognizes an individual or team in the regions that has:

1. Worked to proactively and creatively engage communities and stakeholders in OLEM program actions and decision-making, and/or

2. Made outstanding efforts to strategically leverage EPA and other federal and state resources to enhance the capacity of communities to address their challenges.

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Evaluation Criteria

Applicants will be evaluated on the following:

1. Tools, approaches, or strategies - Nominations should describe specific tools, approaches, or strategies that were created/implemented/promoted to achieve the effort

2. Demonstrated results – Nomination should describe specific results/deliverables that were achieved from the effort.

3. Broader application to OLEM goals and programs – Nomination should describe how the effort relates to and informs national policies and processes that help OLEM programs and regional personnel do better community engagement.

Outstanding Environmental Justice Achievement Award

Purpose

This award will be given to recognize individuals, or teams working on waste-related initiatives, projects, or activities that have made a significant contribution to achieving environmental justice through innovation, leadership, community engagement and personal environmental commitment.

Eligibility

An individual or team from EPA regional waste programs.

Award Criteria

1) *Promotion of Sound Environmental Justice Principles*
   A. An individual or group who has demonstrated leadership, commitment, compassion and dedication when working with EPA and outside entities, such as the state, local government and the community in ensuring that the cleanup, redevelopment, permitting or other related activity promoted sound EJ principles
   B. An individual or group who has met both EPA's and the community's needs

2) *Identified the needs and concerns of low income and/or minority communities and sought ways to meet those concerns*
   A. Seeks proactive public involvement
   B. Builds multi-stakeholder partnerships
   C. Promotes community cohesion
   D. Effectively utilizes community assets
   E. Uses an innovative approach

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3) *Demonstrates effective assessment of community impacts, issues and potential solution*
   A. Demonstrated sound knowledge of environmental justice concerns
   B. Developed strategy to identify low-income and/or minority communities
   C. Developed a process or processes considered environmental justice and provided an opportunity for the affected community to play a meaningful role in the environmental decision-making process
   D. Designed practical solutions to address socioeconomic issues in sustainable ways

History/Background of the Nominee/Project

Give a brief description of the nominee's experience in the environmental justice program and/or a brief description of the project/effort addressed by the nomination. Also, describe the role and contribution of each team member for a team nomination.

Evaluation Criteria

1) *Promotion of Sound Environmental Justice Principles:* **(10 Points max.)**
   A. An individual or group who has demonstrated leadership, commitment, compassion, and dedication when working with EPA and outside entities, such as a state, local government and the community in ensuring that the cleanup, redevelopment, permitting or other related activity promoted sound EJ principles **(up to 5 Pts)**
   B. An individual, or group who has met both EPA's and the community's needs **(up to 5 Pts)**

2) *Identifies the needs and concerns of low income and/or minority communities and sought ways to meet those concerns*: **(10 Points max.)**
   A. Seeks proactive public involvement **(up to 2 Pts)**
   B. Builds multi-stakeholder partnerships **(up to 2 Pts)**
   C. Promotes community cohesion **(up to 2 Pts)**
   D. Effectively utilizes community assets **(up to 2 Pts)**
   E. Uses an innovative approach **(up to 2 Pts)**

3) *Demonstrates effective assessment of community impacts, issues and potential solutions:* **(10 Points max.)**
   A. Demonstrates sound knowledge of environmental justice concerns **(up to 2 Pts)**
   B. Develops strategy to identify low-income and/or minority communities **(up to 3 Pts)**
   C. Develops a process or processes considered environmental justice and provided an opportunity for the affected community to play a meaningful role in the environmental decision-making process **(up to 3 Pts)**
   D. Designs practical solutions to address socioeconomic issues in sustainable ways **(up to 2 Pts)**

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Award for Excellence in Using Data or Evidence to Improve our Understanding of OLEM Program Effectiveness or Impact

Award Description

This award recognizes regional staff who have conducted analyses, studies or evaluations that contribute to an improved understanding of the effectiveness of programs and/or the impact they are having on communities, human health and the environment, and the US economy. This award not only recognizes the ability to use data and evidence but also how that information was used to improve program outcomes and advance environmental progress.

Regional EPA staff (an individual or team) who have played a significant role in the nominated effort or project.

Nomination and Award Process

Follow the application process outlined in the general NNAA announcement.
Nominations will be reviewed by a Headquarters panel including staff from the OLEM Office of Communications, Partnerships, and Analysis and OLEM program offices.

Evaluation Criteria

The written nomination should include the data or evidence information produced as well as information on why it was developed and how it is being used.

- Extent to which the information produced fell into one of the following three levels of data and evidence listed below:

Level 1 – Descriptive Data: Data that describes: (1) the scope of the problem being addressed; (2) the risk posed to human health and the environment; (3) the people, communities, and ecosystems affected; and (4) what the program does.

Level 2 – Evidence of a Relationship between Program Activities and Outcomes: Evidence that the program implementation is working or that it can be improved to achieve key outcomes. Need not employ quasi-experimental methodologies.

Level 3 – Evidence of Causal Link between Program and Human Health/Environmental Outcomes: Evidence that establishes the impact of the program on society. More quantitative.

- Provided a more thorough understanding of environmental conditions or societal impact of OLEM related activities.
- Extent to which this information has been utilized by the region or HQ program.

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EMERGENCY MANAGEMENT

Award Categories

- Chemical Emergency Preparedness and Planning Award (Leadership and State Partnership)
- Oil Program Award
- Homeland Security Award
- On-Scene Coordinator (OSC) Award

Number of Nominations

- Up to two nominations each for Homeland Security and Oil awards
- One nomination for the OSC award
- An employee is eligible to receive an award every 3 years

Eligibility

Regional employees must be permanently assigned to projects related to:
- Homeland Security
- Oil spill prevention and preparedness
- Emergency and Time Critical OSC response activity (Superfund and Oil)

Award Description

These awards recognize exceptional ability in leadership on national issues, not considering the individual's job title or which OEM program the individual works on. The individual shows innovation in their approach to implementation of programs. Colleagues and others are inspired by the individual's enthusiasm and vision for the program. Nominee is recognized as a leader in their program and serves as a model for others through their behavior and dedication. They are known for fostering collaboration on difficult crosscutting issues by promoting cooperative goals and building trust.

Chemical Emergency Preparedness and Planning Award (Leadership and State Partnership)

Evaluation Criteria

Preparedness
The candidate possesses substantive knowledge and work experience and uses that to prepare EPA personnel, local response teams, community governments, industry, regional, and/or national level response agencies to plan and respond to incidents. The candidate actively promotes, develops and participates in all aspects of emergency planning, training and exercises that enhance the response

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capability of the Agency.

Leadership
Candidate exemplifies EPA core values of displaying a keen sense of ethical conduct, personal integrity, and professional motivation. Goes out of his/her way to instruct/lead co-workers in work assignments and activities. Takes the initiative in handling difficult assignments or situations. Serves as a model employee in adhering to EPA policies and guidance and being dedicated to working as efficiently and effectively as possible.

Innovation
Candidate initiates and promotes efforts that lead to creative and innovative work products and services that enhance EPA's CEPP program. These new innovative programs result in adding value to EPA's CEPP program by providing a more efficient and effective solution, such as a new process and procedure. Innovation initiatives include coordination and cooperation by other Federal, State and local response agencies and industry.

Community Involvement/Outreach
Candidate consistently communicates and interacts with the other Federal agencies, State and local government and industry. The candidate represents agency views and facilitates constructive dialogue.

CRITERIA: Please provide a detailed justification based on the evaluation criteria below. The nomination narrative must address all criteria.

- Preparedness
- Leadership
- Innovation
- Community Involvement/Outreach

Oil Program Award

Evaluation Criteria:
Please provide a detailed justification based on the evaluation criteria below. Address only 4 criteria in the nomination narrative:

Prevention
The candidate works in partnership with other industry and federal, state and local stakeholders in identifying potential actions and procedures, which, if implemented, could help prevent oil spill incidents from occurring. Is innovative in the approach to prevention techniques and development of best practices. Promotes and works closely with other EPA response personnel in implementing new and innovative prevention solutions.

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Preparedness
Candidate has developed substantive knowledge and work experience in operations that results in improvements to prevention efforts of the Oil program (Facility Response Plans [FRPs], Area Planning and exercises). Promotes the concept of prevention with many groups.

Leadership
Candidate exemplifies EPA core values of displaying a keen sense of ethical conduct, personal integrity, and professional motivation. Goes out of his/her way to instruct/lead co-workers in work assignments and activities. Takes the initiative in handling difficult assignments or situations. Serves as a model employee in adhering to EPA policies and guidance and being dedicated to working as efficiently and effectively as possible.

Innovation
Candidate initiates and promotes efforts that lead to creative and innovative work products and services that enhance EPA's oil program. These new innovative programs result in adding value to EPA's oil program by providing a more efficient and effective solution, such as a new process, procedure, or response activity.

Project Management Planning
Candidate exhibits exceptional organizational, planning and scheduling skills that bring complex oil related projects to timely and satisfactory conclusions, and shares those skills with others. The candidate anticipates problems, identifies and communicates successes, handles daily crises effectively, and strategically manages a number multiple complex projects.

Community Involvement/Outreach
Candidate consistently communicates and interacts with the other federal agencies, state and local government and industry. The candidate represents agency views and facilitates constructive dialogue. The candidate ensures all groups, agencies and individuals involved with oil spill programs understand the important role they play during a response.

Homeland Security Award

Evaluation Criteria: Please provide a detailed justification based on the evaluation criteria below. Address only four criteria in the nomination narrative:

Preparedness, Response and Recovery
The candidate possesses substantive knowledge and work experience, which he/she uses to prepare EPA personnel, local response teams, community governments, industry, regional, and/or national level response agencies to respond to and recover from a response. The candidate actively promotes, develops and participates in all facets of emergency preparedness, response and recovery.

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Leadership
Candidate exemplifies EPA core values of displaying a keen sense of ethical conduct, personal integrity, and professional motivation. Goes out of his/her way to instruct/lead co-workers in homeland security work assignments and activities. Takes the initiative in handling difficult assignments or situations. Serves as a model employee in adhering to EPA policies and guidance.

Project Management Planning
Candidate exhibits exceptional organizational, planning and scheduling skills that bring complex homeland security projects to a timely and satisfactory conclusion, and shares those skills with others. The candidate is able to anticipate problems, identify and communicate successes, handle daily crises effectively, and strategically manage a number of complex projects.

Community Involvement/Outreach
Candidate consistently communicates and interacts with the other federal agencies, state and local government and industry. The candidate represents agency views and facilitates constructive dialogue. The candidate ensures all groups, agencies and individuals involved with homeland security programs understand the important role they play during a response.

Critical Infrastructure Protection
Candidate demonstrates knowledge and experience in the Agency's Critical Infrastructure Protection program to assess and reduce vulnerabilities and to strengthen detection and response capabilities. The candidate interacts and coordinates with other federal agencies in similar efforts, including the improvement of compliance monitoring and surveillance of imports of dangerous chemicals and waste materials across the country.

Communications and Information
Candidate is able to provide comprehensive, accurate, well-organized and timely information related to homeland security incidents and issues so that sound decisions are made. The candidate effectively manages and shares this information within the Agency and with EPA partners and industry.

On-Scene Coordinator Award

Award Description

OSCs are recognized for excellence in their demanding role in emergency responses and site cleanup under removal authorities utilizing Superfund or Oil funding.

Evaluation Criteria

Leadership
Candidate exemplifies EPA core values of displaying a keen sense of ethical conduct, personal integrity, and professional motivation. Goes out of his/her way to instruct/lead co-workers in work assignments and activities. Takes the initiative in handling difficult assignments or situations.

Project Management Planning, Coordination and Negotiation
Candidate exhibits exceptional organizational, planning and scheduling skills that bring complex projects to a timely and satisfactory conclusion, and shares those skills with others. The candidate is able to anticipate problems, identify and communicate successes, handle daily crises effectively, and strategically manage a number of complex projects. The candidate demonstrates the ability to coordinate multiple groups or activities. The candidate successfully manages complex negotiations, and/or multiple or complex contracts.

Initiative in Using Innovative Technologies, Techniques, or Processes
The candidate promotes efforts that lead to the application of an innovative technology or innovative application of a conventional technology at a site/response action. Is innovative in the approach to problem-solving, develops new/ innovative information tracking systems, and/or demonstrates innovative uses of contract vehicles.

National Benefit
The candidate plays a significant role in the development of a process or procedure that represents a new method for carrying out EPA's responsibilities during clean up. The new process or procedure results in improved efficiency and effectiveness of EPA practices that can be (or has been) reproduced at other sites within their Region or other Regions. The candidate develops and utilizes stream-lined processes that conserve resources and expedites projects. The candidate saves time and money when accomplishing special projects.

Community Involvement/Outreach
The candidate consistently communicated and interacted with other federal agencies, state and local government, industry, community-based organizations, and citizens. He/she supported a community involvement process that identified the concerns of the community and sought ways to address those concerns. He/she effectively communicated site plans and technical issues and actively participated in community meetings.

Reuse/Revitalization
The candidate has made reuse principles a central part of his/her job and has taken creative approaches to encourage reuse in property cleanup. The candidate has worked in partnership with key stakeholders (e.g., states, tribes, communities, industry) to capitalize on the redevelopment potential of Superfund sites in order to expedite cleanups which foster productive reuse of the land.

CRITERIA: Please provide a detailed justification based on the evaluation criteria below. Address only four criteria in the nomination narrative:

- Leadership
- Project Management Planning, Coordination and Negotiation
- Initiative in Using Innovative Technologies, Techniques, or Processes
- National Benefit

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- Community Involvement Outreach
- Exceptional Team Efforts
- Reuse Revitalization

FEDERAL FACILITIES RESPONSE

Federal Facilities Response Outstanding Achievement Award (Individual and Team)

Purpose

The purpose of the Superfund Federal Facilities Response program award is to recognize regional personnel (individual and/or team members) for demonstrating outstanding accomplishments in the relevant timeframe, which have contributed to the overall success of the program.

Background of the Nominee/Project

Provide a brief description (1/3 of page max) of the nominee's experience in the Federal Facilities program and/or a brief description of the project/effort addressed by the nomination.

Evaluation Criteria – Same criteria applied for both awards. Nomination narrative *must* address all 5 criteria:

1. Leadership Approaches to Environmental Management

The nomination demonstrates the candidate's ability to design and implement strategies that inspire change and empower others to achieve greater heights, to improve themselves and to improve organizational processes and/or effectiveness.

2. Innovative Approaches to Environmental Management

The nomination describes the candidate's work to develop new streamlined approaches for dealing with problems at federal facilities. He/she creates a work environment that encourages creative thinking. He/she encourages agencies, organizations, or community groups to use innovative processes to improve or facilitate cost effective environmental restoration. He/she promotes the use of alternative technologies or cleanup approaches.

This criterion considers progress made to address unusual contaminants/waste streams, reduce amount of time required to achieve goals, and/or reduce the need for institutional controls. This criterion also considers demonstrated cost savings.

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3. Progress Toward the Cleanup or Beneficial Reuse/Redevelopment of a Site (e.g., significant risk reduction and environmental improvement)

The candidate's nomination presents the number, complexity and cost of remedies selected and/or implemented. This criterion considers information on: 1) the volume of material treated, contained, stabilized, etc.; 2) the number of remedial actions successfully completed; and/or, 3) the number of acres made available for reuse/redevelopment. This criterion also considers information on jobs created, open/green space created, etc.

4. Community Involvement/Outreach

The candidate fosters open dialogue for environmental solutions. He/she promotes partnerships among citizens, environmental groups, government agencies (e.g., tribal, state, local), labor organizations and community groups in the cleanup process through dialogue that respects the unique needs of each community. He/she develops and enhances alliances with external groups, strengthens stakeholder involvement networks, and/or provides focus for discussion and resolution of environmental justice issues.

5. Partnership with State and Other Federal Agencies

The candidate consistently and comprehensively interacts with other federal agencies (e.g., DOD, DOE) and other state entities to facilitate faster, more effective, and less costly cleanups. He/she helps develop creative and cost-effective solutions to their environmental problems. He/she establishes and maintains effective working relationships with external organizational units.

RCRA AND TSCA PCB PERMITS AND CLEANUPS

Outstanding Support of the Development, Implementation, and/or Oversight of EPA's RCRA Base Programs

Two awards to be given under this category to EPA regional teams or individuals. Recipient(s) recognized for outstanding efforts to develop, implement and/or provide oversight of EPA's RCRA base programs.

In recognition of notable achievement by regional staff supporting the development, implementation, and/or oversight of EPA's RCRA base programs, including (but not limited to) the following areas:

- Grants management
- State authorization
- Data and information management (e.g., RCRA Info, Biennial Reporting system)
- e-Manifest

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Eligibility:

Individuals or teams from EPA regional office(s) are eligible, and could include state and/or Headquarters representatives in addition to regional staff.

Evaluation Criteria:

1. Outstanding use of an innovative, novel, or creative approach as part of the overall effort to reach the desired outcome.
2. Outstanding use of collaborative problem-solving within EPA or with states to reach practical and timely solutions.
3. Outstanding application of Lean principles or tools in order to increase program efficiency and reduce costs while retaining or enhancing environmental benefits.
4. More efficient implementation achieved by focusing on results over process, encouraging frequent, informal communication among stakeholders, encouraging training, and/or promoting methods of information exchange.
5. Outstanding technical support, policy support and/or outreach to program implementers and/or the regulated community.

Outstanding Use of Innovative Approaches to Achieve RCRA Permitting or Corrective Action Program Goals Awards

Two awards are to be given under this category to EPA regional teams or individuals, and two awards are to be given to state or tribal teams or individuals. Recipient(s) are recognized for outstanding efforts in achieving the goals of the RCRA Program for RCRA Permitting and Corrective Action Programs.

The award recognizes innovative approaches and/or efforts seeking a change in culture by focusing on results over process and resulting in improvements to the overall efficiency associated with implementing the goals of the RCRA Permitting or Corrective Action programs. Examples include: innovative use of enforcement tools; successful use of performance-based permits or orders; innovative approaches to meaningfully engage communities; innovative approaches to streamline the permit application and permit renewal processes (e.g., promote use of electronic submissions and information exchange); successful use of voluntary mechanisms; communication tools that streamline corrective action; successful coordination of multiple jurisdictions; effective use of alternate state authorities; effective use of institutional controls; innovative site characterization; human health and/or ecologic receptors evaluation; innovative remedial technology implementation; targeted training in partnership with program implementers and stakeholders; using web-based or other communication tools to share successes and lessons learned and to promote innovative approaches; etc.

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Evaluation Criteria

a. Outstanding efforts that seek to accelerate changes in the culture in which the RCRA Permitting or Corrective Action program is implemented by encouraging frequent, informal communication among stakeholders and promoting methods of information exchange.

b. Outstanding efforts to meaningfully engage communities by developing transparent and accessible decision-making processes that enable stakeholders to meaningfully participate, presenting information in ways that enable community stakeholders to better understand the environmental issues, and producing results that are responsive to stakeholder concerns and help meet community needs and long-term goals to the extent practicable.

c. Outstanding efforts that seek to accelerate changes in the culture in which the RCRA Permitting or Corrective Action program is implemented by encouraging partnerships in training.

d. Responsible for an innovative technical approach that provided a more thorough understanding of site environmental conditions than would have been achieved using conventional means.

e. Responsible for an innovative technical approach that resulted in achieving GPRA permitting results much sooner than would have been achieved using conventional means (i.e., technique that accelerated Subpart X permitting process).

f. Responsible for an innovative approach that resulted in achieving actual environmental results much sooner than would have been achieved using conventional means (i.e., stabilization or final remedy is in place that benefited from innovative approach).

g. Outstanding efforts in working with the state to creatively use appropriate federal/state authorities and resources to implement the RCRA Permitting or Corrective Action programs.

h. Responsible for promoting the use of EIs at the regional and state level to the extent that the indicators are being used by other regional and state program implementers.

i. Responsible for taking action to move one or more facilities toward achieving technically defensible Current Human Exposures Under Control Environmental Indicator goals at one or more facility.

j. Responsible for taking action to move one or more facility toward achieving technically defensible Migration of Contaminated Groundwater Under Control Environmental Indicator goals.

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k. Outstanding efforts in using new approaches to help meet long-term cleanup goals at one or more baseline facility (i.e., effort resulted in the selection of final remedy or completion of remedy construction sooner than would have been achieved by conventional means).

l. Outstanding efforts in using new approaches to help meet GPRA Permitting goals at one or more facilities.

m. Outstanding use of the corrective action Lean-derived tools within regional or state cleanup programs to increase cleanup progress and reduce costs while retaining or enhancing environmental benefits.

n. Outstanding technical and policy support to program implementers.

Outstanding Use of Redevelopment Potential or Leveraging of External Resources to Accelerate Cleanups Award

Two awards to be given under this category to EPA regional teams or individuals, and two awards are to be given to state or tribal teams or individuals. Recipient(s) recognized for outstanding efforts to capitalize on the redevelopment potential of RCRA facilities in order to expedite cleanups and foster productive reuse of the land. The award recognizes innovative approaches resulting in RCRA Brownfields redevelopment, in creating a culture of reuse within the RCRA Corrective Action program, as well as in meaningfully engaging communities in redevelopment decisions. These approaches can also include improvements to the overall efficiency associated with the implementation of the Corrective Action program, which can be shown to reduce the likelihood of RCRA facilities becoming Brownfields in the future.

Evaluation Criteria

a. Innovative, efficient approach resulted in leveraging significant external resources for cleanup or redevelopment.

b. Approach resulted in revitalization of local community while being protective of human health and the environment.

c. More efficient implementation achieved by providing training to program implementers.

d. Outstanding technical and policy support to program implementers.

e. Outstanding efforts in fostering reuse of property subject to Corrective Action.

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f. Works to create partnerships amongst stakeholders to facilitate property reuse.

g. Outstanding efforts to meaningfully engage communities in redevelopment decisions, resulting in more effective decision-making and more broadly accepted outcomes.

h. Creative use of enforcement tools or other mechanisms, such as "comfort/status" letters, "available for reuse certificates," etc., to encourage property reuse.

i. Successful use of voluntary mechanisms or alternate state authorities to achieve a protective cleanup, thus making one or more property available for reuse.

j. Outstanding efforts in working with facilities to conduct cleanups in order to avoid the "mothballing" of properties.

Outstanding Regional Efforts to Support State or Tribal RCRA Programs Award

One award to be given under this category to a regional team or individual. This award is to recognize regional efforts that lead to an effective post-authorization working relationship with the state(s), or provide technical assistance to the state(s) or tribe(s). The award recognizes outstanding efforts resulting in improvements to the overall efficiency associated with the implementation of corrective action. Nominations can be based on either technical or administrative performance. Examples include: providing technical or educational assistance to states or tribes; assisting with public outreach efforts; and fostering information exchange.

Evaluation Criteria

a. Outstanding efforts in working to creatively use appropriate federal/state authorities and resources to implement the Corrective Action program.

b. Outstanding efforts by providing technical assistance to the state(s) or tribe(s) in support of the RCRA program.

c. Outstanding efforts by providing educational assistance to the state(s) or tribe(s) in support of the RCRA program.

d, Foster maximum use of program flexibility and practical approaches through training and outreach.

e. Outstanding efforts to provide assistance to the state(s) or tribe(s) with community involvement efforts in dealing with their facilities.

f. Enhance public access to cleanup information and improve opportunity for public involvement in the cleanup process.

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g. Outstanding efforts to provide or support public meetings/educational sessions to help the tribes understand environmental concerns.

h. Support efforts to use innovative, results-oriented and protective approaches to speed achievement of Environmental Indicator goals and final cleanup.

i. Accelerate changes in the culture by focusing on results over process, encouraging frequent, informal communication among stakeholders, encouraging partnerships in training, and promoting methods of information exchange.

Outstanding Use of Innovative Approaches to Advance the PCB Disposal and Cleanup Program Award

Two awards to be given under this category to EPA regional teams or individuals. Recipient(s) recognized for outstanding efforts in achieving the goals of the PCB Disposal and Cleanup programs.

The award recognizes innovative approaches and/or efforts seeking a change in culture by focusing on results over process and resulting in improvements to the overall efficiency associated with implementing the PCB Disposal and Cleanup programs. Examples include: innovative use of enforcement tools; innovative approaches to streamline the approval application and approval renewal processes (e.g., promote use of electronic submissions and information exchange); communication tools that streamline cleanups; innovative approaches to meaningfully engage communities; successful coordination of multiple jurisdictions; innovative site characterization; innovative remedial technology implementation; targeted training in partnership with program implementers and stakeholders; using web-based or other communication tools to share successes and lessons learned and to promote innovative approaches; etc.

Evaluation Criteria

a. Outstanding efforts that seek to accelerate changes in the culture in which the PCB Disposal and Cleanup programs are implemented by encouraging frequent informal communication among stakeholders and promoting methods of information exchange.

b. Outstanding efforts that seek to accelerate changes in the culture in which PCB Disposal and Cleanup programs are implemented by encouraging partnerships in training.

c. Responsible for an innovative technical approach that provided a more thorough understanding of site environmental conditions than would have been achieved using conventional means.

d. Responsible for an innovative approach that resulted in achieving actual environmental results much sooner than would have been achieved using conventional means (e.g., an innovative sampling plan that is reasonable to implement, protective of human health and the environment, and does not violate the anti-dilution provision).

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e. Outstanding efforts in working with EPA programs outside of the PCB Disposal and Cleanup programs (e.g., Superfund, RCRA, Federal Facilities, Brownfields Revitalization) to facilitate and speed up cleanup of PCB-contaminated sites, especially multi-contaminant sites.

f. Outstanding efforts in working with members of the regulated community to minimize human and environmental exposure to and promptly dispose of PCB-contaminated bulk product waste.

g. Outstanding efforts to meaningfully engage communities by developing transparent and accessible decision-making processes that enable stakeholders to meaningfully participate, presenting information in ways that enable community stakeholders to better understand the environmental issues, and producing results that are responsive to stakeholder concerns and help meet community needs and long-term goals to the extent practicable.

h. Responsible for an innovative approach to sampling protocols for PCBs in ships as preparation for potential export.

i. Responsible for an innovative approach to streamline the PCB disposal approval application and renewal processes.

j. Responsible for an innovative approach to streamline the PCB 761.61(a) approval process.

k. Responsible for an innovative approach to streamline the PCB 761.61(c) approval process.

l. Responsible for taking action to move one or more facilities toward completing 761.61(c) cleanups.

m. Outstanding technical and policy support to fellow program implementers and the regulated community.

RCRA SUSTAINABLE MATERIALS MANAGEMENT PROGRAM

Individual or Team Award

Eligibility

An individual or team in an EPA regional office working for/or supporting the Sustainable Materials Management (SMM) program. The award is for the individual or team that has made outstanding contributions achieving the goals of SMM:

- Knowing and reducing the lifecycle impacts across the supply chain;
- Using fewer material inputs (reduce, reuse, recycle);
- Using less toxic and more renewable materials; and
- Considering whether services can be substituted for products.

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A state program, within a region, that supports the SMM program that has made outstanding contributions achieving the goals of SMM:

- Knowing and reducing the lifecycle impacts across the supply chain;
- Using fewer material inputs (reduce, reuse, recycle);
- Using less toxic and more renewable materials; and
- Considering whether services can be substituted for products.

Evaluation Criteria: Nomination must address all 4 criteria:

1. **Makes an outstanding contribution implementing life-cycle thinking in policies or programs.** Example: Effort directly addresses one or more of the SMM goals and can demonstrate achievement of the goal or concrete steps towards its completion. The SMM goals are:

    - Knowing and reducing the lifecycle impacts across the supply chain;
    - Using fewer material inputs (reduce, reuse, recycle);
    - Using less toxic and more renewable materials; and
    - Considering whether services can be substituted for products.

2. **Effectively uses partnerships with key stakeholders.** Example: The EPA individual or team or state program worked creatively to identify and partner with relevant and key stakeholders. The EPA individual or team or state program worked through this partnership to identify and achieve project goals.

3. **Focuses on one of the SMM Challenges or Programs.** Example: Addresses one of the three SMM Challenges by promoting efforts to manage materials and products on a life-cycle basis, building our capacity to manage materials in the future or accelerating the public dialogue necessary to start a generation-long shift towards sustainable materials management.

4. **Is national in scope.** Example: The proposal is of national significance, even if the project is focused on the local, state, or regional level. The project must be capable of being scaled-up to the national level.

History/Background of the Nominee/Project: Short description–no more than 1/3 page–of the nominee's background and/or the project history.

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RCRA WASTE MANAGEMENT

Solid and Hazardous Waste Management

Award Description:

In recognition of notable achievement from regional staff supporting the development, implementation, and/or oversight of EPA's solid and hazardous waste management programs, including (but limited to) the following areas:

- RCRA hazardous secondary material recycling
- Hazardous waste identification
- Hazardous waste generator program
- Defining solid waste for purposes of the Clean Air Act (NHSM)
- Hazardous waste imports and exports
- Municipal solid waste landfill program
- Coal combustion residuals (CCR) program
- Planning for waste management from natural and man-made disasters
- Land disposal restrictions program

Eligibility:

Individual or team from EPA regional office(s).

History/Background of the Nominee/Project:

Provide a short description–no more than 1/3 page–of the nominee's background and the project history.

Evaluation Criteria:

Nomination must address all five criteria:

6. Notable achievement – specifically, how was the technical and/or policy support to program implementers notable and outstanding
7. Outcome – how the contribution provided for the protection of human health and the environment
8. Program integrity – how the contribution helped ensure the continuing integrity of the core national RCRA solid and hazardous waste regulatory program
9. Innovation or flexibility – how the contribution used an innovative, novel, or otherwise creative approach as part of the overall effort to reach the desired outcome
10. Working with states – how the contribution reflected a cooperative approach with EPA's co-regulators in the states

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EPA Methods Development

Award Description

In recognition of notable achievement from regional staff in support of EPA's test methods development program, who has/have made innovative and outstanding contributions to the development of analytical methods in support of the RCRA program. The contribution can be in the area of improved toxicity assessment, sampling, analysis, data assessment, problem solving, and/or shared expertise and expert opinions in response to complex public inquiries. This award would include (but is not limited to) scientists in such disciplines as analytical chemistry, engineering, environmental science, statistics, biochemistry, and risk assessment.

Eligibility

Individual or team from EPA regional office(s), including EPA laboratories and NEIC, who have worked with Headquarters on the development and review process for incorporating new and revised methods for inclusion in the EPA's official compendium of analytical and sampling methods (SW-846).

History/Background of the Nominee/Project

Provide a short description–no more than 1/3 page–of the nominee's background and the project history.

Evaluation Criteria:

Nomination must address all four criteria:

1. **Innovative and creative contribution to the development or revision of an analytical method**. The nominee(s) demonstrated innovation and creativity to overcome a scientific, analytical, or process challenges as part of developing or revising an analytical method.
2. **Contribution has national significance.** The resultant work product, or significant contribution towards the overall work product, of the nominee(s) has national significance either through broad applicability, addressing a long-standing need, or by addressing an emerging issue (e.g., method for emerging contaminant).
3. **Collaboration to maximize scientific integrity**. The nominee(s) utilized collaboration, for example, a data validation study encompassing multiple EPA laboratories, in a manner that leverages limited resources to maximize the scientific integrity of the method.
4. **Commitment to program integrity**. Nominee(s) engages in activities that demonstrate a dedication to the quality and integrity of the methods development program, such as active participation in the EPA Laboratory Technical Information Group, strong interest in responding to inquiries of other scientists, and participation on SW-846 method revision workgroups.

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REGIONAL SCIENCE

Individual or Team Award

Eligibility

EPA (individual or team) working for or supporting the EPA hazardous waste program in a regional office who has made innovative and outstanding contributions to the science of the risk assessment process for hazardous waste sites and hazardous waste streams. The contribution can be in the area of improved toxicity assessment; improved exposure analysis including environmental or biological monitoring, sampling, analysis, transport and fate modeling; or for improved synthesis of toxicity and exposure data into risk characterization. This award could include (but is not limited to) scientists in such disciplines as human health and environmental toxicology, biomonitoring, analytical chemistry, hydrogeology, environmental modeling, biostatistics, and risk assessment

Evaluation Criteria: Nomination must address all four criteria:

- Innovative and creative contribution to the science of the risk assessment process
- Generalizable to other sites or types of risk assessment
- Sharing in formal manner with other regional scientists
- Sharing with wider scientific community through publications, symposium presentations, or professional society meetings and/or with impacted communities, especially for environmental justice and at-risk communities.

History/Background of the Nominee/Project: Short description–no more than 1/3 page–of the nominee's background and/or the project history.

SUPERFUND

Award Categories

The Office of Superfund Remediation and Technology Innovation is seeking award nominations for the six categories listed below. Each regional office is asked to submit one nomination per award category.

- Remedial Project Manager of the Year (Individual)
- Site Assessment Manager of the Year (Individual)
- Community Involvement Coordinator of the Year (Individual)
- Superfund Individual of the Year (Individual)
- Superfund Team of the Year (Team)
- Superfund Advancing Innovation and Sustainability in Cleanup Practice (Individual or Team)

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- Citizen Excellence in Community Involvement Award Recognizing Citizen Participation
  (Please note, the Citizen Excellence in Community Involvement Award Recognizing Citizen Participation award will have its own eligibility, nomination and criteria process that is stated in the write -up.)

For each award category, describe how your nominee or team meets the evaluation criteria. Please do not include testimonial letters of support.

Award Descriptions

Selection Procedures

Individual or group awards are judged under the same six criteria (minimum of four criteria). They will be scored based on a rating of 1 – 10, with 10 being the highest score and 1 being the lowest. The highest four scores will be subtotaled and averaged by a panel made up of representatives from Headquarters and the regions. Candidates nominated for more than four criteria will receive one point for each additional criterion not falling under the "four highest." The nominee with the highest score will receive the award. Certificates will be presented to each recipient. In addition, a letter recognizing the recipient will be sent to the community's congressional representatives, local paper, mayor, etc. announcing the award with a copy to the recipient.

Note: This award is designed to recognize community members and/or groups who have effectively engaged in the Superfund process. Therefore, EPA will recognize and present an award certificate to each person who served on a winning community group.

Remedial Project Manager of the Year (Individual)

An RPM will be recognized for excellence in overseeing site cleanup under remedial authorities, which involve many aspects of the cleanup plan from remedy selection to final cleanup. This is an individual award and there will be one award recipient selected for this award category.

Site Assessment Manager of the Year (Individual)

This award recognizes excellence in performing all aspects of pre-NPL site assessment including preparing the package for listing a site on the NPL, cross-program/cross authority integration, effective use of dynamic field planning, and use of innovative field screening technologies, state and local government coordination and coordination with members of a potentially affected community. This is an individual award and there will be one award recipient selected for this award category.

Community Involvement Coordinator of the Year (Individual)

The CIC award recognizes excellence in the vital role of the CIC as a liaison between the public and EPA and in educating communities about the Superfund cleanup process. This is an individual award

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and there will be one award recipient selected for this award category.

Superfund Individual of the Year

This is a general award, which recognizes outstanding performance and leadership in the areas of technical support, grant/contract management, administrative support and mentoring. This is an individual award and there will be one award recipient selected for this award category.

Superfund Team of the Year

This award reflects the Superfund program's growing emphasis on teamwork and recognizes recognize team excellence. This is a team award and there will be one team award recipient selected for this award category. To be eligible, teams must perform some element of community involvement/outreach and reuse/revitalization, consistent with the Agency's mission to return sites to beneficial uses.

Superfund Advancing Innovation and Sustainability in Cleanup Practice (Individual or Team)

The purpose of the Superfund Advancing Innovation and Sustainability in Cleanup Practice Award is to recognize the efforts of project managers or project teams that apply innovative practices, develop innovative solutions that help to advance the state of the practice or the state of the science for the Superfund clean-up programs, or apply approaches to advance principles for greener cleanups at Superfund projects.

Evaluation Criteria

Project Management Planning
The candidate possesses exceptional planning and scheduling skills that enhance the progress of the project. He or she is able to anticipate problems, handle day-to-day crises effectively, and strategically manage complex projects or other "trouble" projects.

Community Involvement Outreach
The candidate or team supported a community involvement process that identified the concerns of the community, and sought ways to meet those concerns. The candidate or team effectively communicated site plans and technical issues and actively participated in community meetings. The candidate or team consistently and comprehensively interacted with the public. The candidate or team ensured that all groups, agencies, and individuals involved with site cleanup understood the important role they play in the Superfund process. This should include working with communities to understand the future use of sites or engaging in activities that ensure reuse remains protective.

Complex Coordination and Negotiation
The candidate demonstrates the ability to coordinate multiple groups or activities. She/he successfully manages complex negotiations, and/or multiple or complex contracts

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Initiative in Using Innovative Technologies, Techniques, or Processes
The candidate promotes efforts that lead to the application of an innovative technology, innovative application of a conventional technology, or advances Superfund "green remediation" objectives at a site/response action. The candidate is innovative in the approach to problem-solving, develops new/ innovative information tracking systems, and/or demonstrates innovative uses of contract vehicles.

National Benefit
The candidate plays a significant role in the development of a process or procedure that represents a new method for carrying out EPA's responsibilities during clean up. The new process or procedure results in improved efficiency and effectiveness of EPA practices that can be (or has been) reproduced at other sites within his/her region or other regions.

Productivity/Efficiency
The candidate develops and utilizes streamlined processes that conserve resources and expedites projects. He or she saves time and money when accomplishing special projects.

Exceptional Team Efforts
The candidate promotes effective teamwork that leads to the successful completion of an assigned task. He or she recognizes the work of others.

Reuse/Revitalization
The candidate has made reuse principles a central part of his/her job and has taken creative approaches to encourage reuse in property cleanup. Activities may include: innovative use or creation of a new tool/approach that can serve as a model to other regions or sites; created or reinforced partnerships inside and outside of the agency; exemplified how reuse can support cleanup and long-term protectiveness; identified a new or specific barrier and took innovative steps to develop or adapt a tool to address that barrier; furthered the goals and mission of EPA to provide information to communities that enable them to return sites to beneficial uses.

Innovation and Greening Cleanups
The candidate demonstrates the transferability or applicability of the technology or process to other sites across the program, and includes active outreach and educational activities to share their experiences and lessons learned.

Any site(s) receiving support from the individual or team does not need to be in reuse to be considered for the award.

Evaluation Criteria

For *Remedial Project Manager of the Year*, please address the following evaluation criteria:
- Project Management Planning
- Community Involvement/Outreach, and
- **At least two** additional criteria from the list of evaluation criteria above.

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For the ***Site Assessment Manager of the Year***, ***Community Involvement Coordinator of the Year***, and ***Superfund Individual of the Year***, please address the following evaluation criteria:

- **At least four** criteria from the list of evaluation criteria above.

For the ***Superfund Team of the Year***, please address the following evaluation criteria:

- Reuse/Revitalization
- Community Involvement/Outreach, and
- **At least three** additional criteria from the list of Evaluation Criteria above.

For the ***Superfund Advancing Innovation and Sustainability in Cleanup Practice,*** please address the following evaluation criteria:

- Initiative in Using Innovative Technologies, Techniques, or Processes
- Innovation and Greening Cleanups and
- **At least 2** additional criteria from the list of evaluation criteria above.

Citizen Excellence in Community Involvement Award Recognizing Citizen Participation

Purpose

The EPA gives the Citizen Excellence in Community Involvement Award annually to recognize individuals and/or a community group working with one of the OLEM waste programs for outstanding achievements in the field of environmental protection. These waste programs include: Superfund (removal and remedial), Superfund Enforcement, Brownfields, RCRA, Underground Storage Tanks, and Federal Facilities.

Background

It is very important to convey warranted recognition to individuals and/or communities and acknowledge the important role they play within the hazardous waste cleanup process. Presenting a national award to an individual or group is a good opportunity to congratulate and recognize the active participation and accomplishments they have demonstrated in the cleanup of the site.

Eligibility

To be eligible for this award, individuals and/or communities must have made outstanding contributions that clearly distinguish their achievements from those of other highly qualified or competent community members or community groups. For the 2018 award, these actions should have occurred during the October 1, 2016 – September 30, 2017, time frame. Nominations are encouraged for individuals and/or communities who have shown the following:

- Constructive participation in the community involvement process, identification of community concerns, compassion, dedication and interaction with EPA to find grounds for site cleanup results;

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- Leadership skills, a risk taker, results-driven, creative and/or innovative skills in devising and implementing ways to accomplish the community's mission of a safer, cleaner environment.

Nomination Process

Regional community involvement coordinators (CICs) nominate candidates with assistance from the site team. A total of two nominations will be accepted per region, with the region deciding whether it is a group or individual nomination. To avoid multiple submissions from a region, a transmittal memo signed by the community involvement manager must accompany each nomination. To nominate a candidate please complete the attached nomination form. Complete only one nomination per individual/group nominated. When submitting nominations to the NNAA committee, the nomination write-up must be formatted to fit within the attached form and must not exceed two pages. Do not include testimonial letters of support. The nomination should cover accomplishments during the performance period of 10/1/16 - 9/30/17.

Evaluation Criteria

You must select a minimum of four criteria, but you may select more. In your two-page narrative, explain how your candidate fulfills the four criteria.

1. Showed leadership and commitment in working with the Superfund site team to help their community understand and participate in the cleanup process.

2. Served as a liaison between the EPA and their community to help distribute information and answer questions from local officials and community members about the Superfund site work.

3. Showed willingness to advocate the needs of the community to the EPA and foster a climate of open dialogue.

4. Actively participated in community meetings, disseminated information, and identified ways the EPA site team could work effectively with the community.

5. Showed leadership in advocating for future land use.

6. Effectively used EPA resources and programs (e.g., technical assistance, community advisory groups, volunteers and grants) so the community could effectively participate in the site cleanup process

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Selection Procedures

Individual or group awards are judged under the same six criteria (minimum of four criteria). They will be scored based on a rating of 1 – 10, with 10 being the highest score and 1 being the lowest. The highest four scores will be subtotaled and averaged by a panel made up of representatives from Headquarters and the regions. Candidates nominated for more than four criteria will receive one point for each additional criterion not falling under the "four highest." The nominee with the highest score will receive the award. Certificates will be presented to each recipient. In addition, a letter recognizing the recipient will be sent to the community's congressional representatives, local paper, mayor, etc. announcing the award with a copy to the recipient.

Note: This award is designed to recognize community members and/or groups who have effectively engaged in the Superfund process. Therefore, EPA will recognize and present an award certificate to each person who served on a winning community group.

SUPERFUND SITE REMEDIATION ENFORCEMENT

Enforcement Team Award

This award recognizes a group of staff who achieved a significant accomplishment for the Superfund Enforcement Program this past year.

Evaluation Criteria (any one or more below)

- **a.** Successful resolution of very complicated or precedent setting settlement or enforcement action
- **b.** Use of innovative approach to achieve settlement
- **c.** Achieve a significant multi-regional/multi-site recovery. Examples include a settlement setting up a significant bankruptcy trust, a Superfund cost recovery or a penalty recovery
- **d.** Use of enhanced community engagement activities (to help communities better understand the enforcement process)
- **e.** Successful pursuit of coverage claims under insurance policies to recover funds for cleanup, and protection of human health and the environment
- **f.** Successful collaboration on enforcement activities with additional EPA media offices, other federal agencies, states and tribes. Examples include collaboration on mining sites, collaboration between the Water and Superfund programs on contaminated sediment sites and/or federal PRP participation in private site settlements
- **g.** Efficiently meet the challenge of a burdensome and resource intensive discovery and/or FOIA request

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h. Address threatened releases before they happen by using CERCLA enforcement and other tools while the entity is currently functioning and financially viable. Examples include activities related to financial assurance and to obtaining early assessment work at mining sites

i. Ensure parties are in compliance with financial assurance requirements, in administrative orders and/or settlements to ensure adequate financial resources to cleanup of hazardous waste

Financial Management Award

This award recognizes a team for demonstrating outstanding effort in ensuring accurate site-specific charging and fiscal responsibility.

Evaluation Criteria (any one or more below)

a. Demonstrate improvements (e.g., reduce accounts receivable balances and delinquent/aging debts) in one of the following areas of financial management: timely and accurate site charging, timely accounts receivable recordation, effective debt management, timely oversight billing/bill dispute resolution
b. Develop innovative tools (e.g., fact sheets, web pages, automated tracking reports, Adobe Connect trainings, virtual meetings/conferences, use of SharePoint) to improve financial management
c. Identify and disseminate "best practices" for improved financial management which have broad multi-regional applicability
d. Develop new and innovative approaches to reporting, tracking, and analyzing financial data

Legal Enforcer Award

An attorney is recognized for excellence in preparing, negotiating and/or completing a complex settlement or resolving difficult litigation issues.

Evaluation Criteria (any one or more below)

j. Successful resolution of very complicated or precedent settlement

k. Use of innovative approach to achieve settlement

l. Achieve a significant multi-regional/multi-site recovery. Examples include a settlement setting up a significant bankruptcy trust, a Superfund cost recovery or a penalty recovery

m. Use of enhanced community engagement activities (to help communities better understand the enforcement process)

n. Successful pursuit of coverage claims under insurance policies to recover funds for cleanup, and protection of human health and the environment

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o. Successful collaboration on enforcement activities with additional EPA media offices, other federal agencies, states and tribes. Examples include collaboration on mining sites, collaboration between the Water and Superfund programs on contaminated sediment sites and/or federal PRPs participation in private site settlements
p. Efficiently meet the challenge of a burdensome and resource intensive discovery and/or FOIA request
q. Address threatened releases before they happen by using CERCLA enforcement and other tools while the entity is currently functioning and financially viable. Examples include activities related to financial assurance and to obtaining early assessment work at mining sites
r. Ensure parties are in compliance with financial assurance requirements, in administrative orders and/or settlements to ensure adequate financial resources to cleanup of hazardous waste.

Technical Enforcer Award

This award recognizes enforcement staff whose activities support the RPM or ORC.

Evaluation Criteria: (any one or more below)

a. Supporting very complicated or precedent setting settlements or litigation. Examples include document management, expert development, etc.
b. Coordinating or conducting PRP search work resulting in an enforcement first action and/or significant cost recovery
c. Effective stewardship of special accounts
d. Effective administration of oversight costs and billing
e. Effective litigation support for recovery of costs, including collections
f. Actions to Promote Fairness and Reduce Transaction Costs
g. Productivity/Efficiency (e.g., managing several difficult cases at the same time)

UNDERGROUND STORAGE TANKS

Outstanding Prevention Award

Outstanding Cleanup/Revitalization Award

Award Description

Two awards will be given to individuals or teams that demonstrate outstanding accomplishments that contribute to the success of the underground storage tank program between October 1, 2016 and

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September 30, 2017. The accomplishment should be of regional or national significance: Outstanding Prevention and Outstanding Cleanup/Revitalization.

Eligibility

All regional employees and teams are eligible to be nominated for these awards. Teams should be limited to a maximum of 20 people and should consist of regional employees, including employees from other offices in your region that played a significant role in the nominated team. Multi-regional efforts are also eligible for nominations. While the main purpose of this award is to recognize regional employees, if appropriate, Headquarters employees or non-EPA partners, such as states, tribes, and others, may be included in the nomination. However, the total maximum number of people being recognized must be 20 or fewer.

Please note:

- Testimonials and letters of support will not be considered.

Evaluation Criteria

1. **Results**

   - What did the individual/team accomplish?
   - How did the accomplishment contribute to the success of the underground storage tank program?
   - Discuss why the accomplishment is of national or regional significance, and/or how the outcome can be applied across the country.

2. **Addresses Program Priorities**

   - How did the individual's or team's work advance UST/LUST program priorities?

   - What specific actions/roles did the individual or each team member perform that contributed to this success?

   - Prevention priorities include:
     - Implementing the Energy Policy Act requirements
     - Implementing the 2015 federal UST regulations, including supporting state regulation development and state program approval
     - Addressing issues related to corrosion or compatibility
     - Preventing releases in Indian Country

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- Cleanup priorities include:
    - Addressing the LUST backlog, through efforts such as
    - Ensuring available and adequate financial responsibility, including state fund soundness
    - Building partnerships that help get backlog sites cleaned, such as with the Brownfields program
    - Pursuing solutions to technical challenges such as complex sites, remedy optimization, use of advanced site assessment and cleanup technologies, etc.
    - Addressing cleanups in Indian Country

3. <u>Challenges</u>

What obstacles did the individual/team have to overcome? For example, did the individual/team develop new tools, solutions, or approaches to address a problem?

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