



Environmental Recognition Awards Program Application

PART 1: Contact Information

Please note that Awards will be printed based on the information below. We recommend that you confirm the exact listing of your company's name with your corporate office to ensure that your award is correct. Once the award has been printed we are unable to issue replacements.

Facility Name: _____

Company: _____

Mailing Address: _____

Name of Person completing this form: _____

Title: _____ Phone: _____

Fax: _____ Email Address: _____

Award Information

Please print exactly how you want your facility/company's name and/or division to appear on the Award.

The AMI Environmental Recognition Awards run on a calendar year and your application, including the following items, must be received by January 18, 2013 (completed with information for the previous calendar year). Incomplete or late applications will not be processed and will be returned.

- ___ 1. Completed Application (Parts 1-3)
___ 2. Signed Application and Participation Statement
___ 3. Application Fee (\$85.00 for AMI Members & \$135 for non-members)

For Credit Card Payments please fill out the following:

Table with columns: Type of Credit Card, Visa, MasterCard, American Express. Rows: Name on Card, Credit Card Number, Expiration Date, Billing Address.

Send Completed Applications to: Environmental Recognition Award, AMI Education Department, 1150 Connecticut Ave, NW, 12th Floor, Washington, DC 20036. Contact info: Ph: 202-587-4200, Fax: 202-587-4300, jmosley@meatami.com

PART 2: Tell us about your company and facility

Please note that this portion of the application does not have bearing on receiving an award, but is for informational purposes only.

1. **How many manufacturing facilities does your company have?**
2. **How many full time (equivalent) corporate-based environmental staff support the above facilities?**
 - Fewer than 10
 - 10 – 19
 - 20 – 50
 - 50 – 100
 - More than 100
3. **Is the corporate staff primarily responsible for completing government reports, such as Tier and Form R, or do plant personnel do it?**
4. **Is there a standardized compliance management system implemented across all plants, including written programs?**
5. **Are environmental audits of plants conducted at each plant?**
6. **How often are audits conducted at each plant?**
7. **Is there a formal training program for plant-based environmental coordinators/managers?**
8. **Are the environmental and safety functions combined in one organization/department in the company?**
9. **What do you do or make at your facility?**
10. **How many employees currently work at your facility?**
 - Fewer than 50
 - 50 – 99
 - 100 – 499
 - 500 – 1,000
 - More than 1,000

11. Of the employees that work at your facility, how many are responsible for environmental programs and support?

- Fewer than 10
- 10 – 19
- 20 – 50
- 50 – 100
- More than 100

12. Optional: Is there anything else that you would like to tell us about your facility? Do you participate in other voluntary programs at the local, tribal, State or Federal level? (If you need additional space please use the opposite side of this form)

PART 3: Tell us about your Environmental Management System (EMS)

TIER 1 REQUIREMENTS

100	1. Has the facility been free of any significant compliance issues resulting in monetary penalties or enforcement action by a local, state or federal agency during the past calendar year?	Yes	No
10	2. Are all environmental documents organized and readily available?	Yes	No
20	3. Is there a written environmental policy statement supported and approved by upper management?	Yes	No
10	4. Does the environmental policy include a commitment to compliance with local, state and federal laws?	Yes	No
10	5. Does the environmental policy include a commitment to continual improvement and pollution prevention?	Yes	No
10	6. Has a core EMS team been identified?	Yes	No
10	7. Are employees aware of the facility's environmental policy and what it means?	Yes	No
10	8. Is the environmental policy posted in the facility and is it communicated to all employees?	Yes	No
20	9. Has a pollution prevention plan been developed and implemented?	Yes	No
20	10. Has an emergency response plan been developed and implemented?	Yes	No
20	11. Has a preventive maintenance plan been developed and implemented for environmental systems?	Yes	No
20	12. Has an internal communication plan been developed and implemented?	Yes	No
10	13. Has the facility monitored and recorded water/utility use, wastewater discharge, air emissions, and hazardous/solid waste generation rates?	Yes	No

Note: You do not have to answer yes to each question in order to receive an award. The questions are weighted and will be scored accordingly. In order to receive the Tier 1 award you must get at least 240 points out of the 270 that are possible.

270 Points Possible for Tier I Total Points Received for Tier I _____

TIER 2 REQUIREMENTS

	Have Tier 1 requirements been met? If Yes, continue through questionnaire. If No, ineligible for Tier 2 award.	Yes	No
10	14. Is the employee make-up of the EMS team representative of all the departments within the facility and appropriate to recognize and address environmental issues?	Yes	No
10	15. Does the EMS team have an appointed leader?	Yes	No
10	16. Are the roles and responsibilities of the EMS team leader clearly defined?	Yes	No
10	17. Does the EMS team leader or another member of the team report directly to the facility's general manager?	Yes	No
10	18. Does the EMS team meet regularly?	Yes	No
10	19. Has a gap analysis been conducted?	Yes	No
10	20. Are adequate resources provided for implementation and maintenance of the EMS?	Yes	No
20	21. Has an external communication plan been developed and implemented?	Yes	No
10	22. Is the environmental policy available to the public?	Yes	No
10	23. Has a point of contact for external parties been established?	Yes	No
50 Max	24. Has the facility adopted at least 5 environmental practices from the AMI Environmental Practices list (check items from the list below)?		
	• Water Conservation	Yes	No
	• Energy Conservation	Yes	No
	• Wastewater Reductions	Yes	No
	• Air Emissions Reductions	Yes	No
	• Odor Reductions	Yes	No
	• Hazardous Waste Generation Reductions	Yes	No
	• Solid Waste Generation Reductions	Yes	No
	• Toxic Materials Reductions	Yes	No
	• Other reductions (e.g., noise, land use, transportation, dust)	Yes	No
30	25. Is there documentation available that describes the facility's environmental management system?	Yes	No
30	26. Is there a procedure whereby the EMS team identifies the environmental aspects of the operation over which the facility has control or influence?	Yes	No

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| 10 | 27. Are the identified environmental aspects and impacts prioritized on the basis of importance? | Yes | No |
| 10 | 28. Is there a procedure to identify and have access to legal requirements applicable to the environmental aspects of the facility? | Yes | No |
| 10 | 29. Are there established and documented procedures for the periodic evaluation of compliance with relevant environmental legislation and regulations? | Yes | No |

Note: You do not have to answer yes to each question in order to receive an award. The questions are weighted and will be scored accordingly. In order to receive the Tier 2 award you must get at least 490 points out of the 520 that are possible. You must have qualified for a Tier 1 Award.

520	Points possible for Tier 2 plus Tier 1	Total Points Received for Tier 2	_____
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TIER 3 REQUIREMENTS

Have Tier 2 requirements been met? If Yes, continue through questionnaire. If No, ineligible for Tier 3 award.		Yes	No
10	30. Have environmental objectives and targets been established and documented by the EMS team?	Yes	No
10	31. Do these objectives and targets match the facility's business plan and identified environmental aspects?	Yes	No
10	32. Are the objectives and targets measurable?	Yes	No
10	33. Are there documented programs to achieve the objectives and targets within a specified time frame?	Yes	No
10	34. Are all employees aware of the objectives and targets that directly affect their work?	Yes	No
10	35. Is the status of these objectives and targets documented and posted regularly?	Yes	No
10	36. Are all projects, facility wide, reviewed for environmental impacts?	Yes	No
10	37. Does the EMS team leader approve these reviews?	Yes	No
10	38. Does the organization have procedures for periodic EMS assessments?	Yes	No
10	39. Has top facility management reviewed the EMS periodically?	Yes	No
10	40. Have all the training needs been identified?	Yes	No
10	41. Have environmental training programs been developed for all personnel? (e.g., maintenance, sanitation, utilities, production, truck operators, etc.)	Yes	No
10	42. Have the training programs been implemented?	Yes	No
10	43. Has the EMS team leader received appropriate EMS training?	Yes	No
10	44. Have personnel performing tasks, which can cause significant environmental impacts, been appropriately trained?	Yes	No
10	45. Is there documentation of training?	Yes	No
10	46. Has the EMS team conducted an annual assessment of adherence to its plan?	Yes	No
10	47. Have procedures been established for taking corrective and preventive action?	Yes	No

10	48. Are such procedures periodically tested and reviewed/revised after tests or after actual incidents with the EMS team?	Yes	No
10	49. Are plans updated after an incident or drill?	Yes	No
10	50. Are the environmental programs and management systems assessed regularly by facility personnel?	Yes	No
10	51. Are appropriate corrective and preventative actions taken when necessary?	Yes	No
10	52. Does the facility have appropriate documentation control?	Yes	No
10	53. Has the facility educated at least one additional facility about the EMS program (formerly known as MAPS)?	Yes	No

Note: You do not have to answer yes to each question in order to receive an award. The questions are weighted and will be scored accordingly. In order to receive the Tier 3 award you must get at least 700 points out of the 760 that are possible. You must have qualified for a Tier 2 Award.

760	Total Points Available for Tier 3 plus Tiers 1 & 2	Total Points Received for Tier 3	_____
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TIER 4 REQUIREMENTS

Have Tier 3 requirements been met? If Yes, continue through questionnaire. If No, ineligible for Tier 4 award.	Yes	No
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240	54. Provided a copy of the ISO 14001 certificate. Note: In order to receive a Tier 4 award, you must get at least 940 points out of the 1000 that are possible. You must have qualified for a Tier 3 Award.	Yes	No
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1000	Total Points Available for Tier 4 plus Tier's 1,2, & 3	Total Points Received for Tier 4	_____
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PART 4: Application and Participation Statement

On behalf of _____
(My Facility)

I hereby certify that I have read and agree to the terms and conditions for Application and Participation in the AMI Environmental Recognition Award Program.

- **I have thoroughly reviewed and understand the information in the program packet.**
- **The Information I have provided in my application is accurate and true.**
- **I am duly qualified and fully authorized to execute this statement on behalf of the corporation or other legal entity whose facility is applying to this program.**

False or misleading answers to this application will result in a denial and/or removal of an Environmental Recognition Award.

(Signature)

(Date)

(Printed Name)

(Title)