

# **2004 NEAA ELIGIBILITY AND CRITERIA INFORMATION**

## **INDIVIDUAL ACHIEVEMENT AWARDS**

### ***Public Service Awards (Four Categories — Local (2)\*, State and Federal)***

**Eligibility:** Former or current elected or appointed public officials at the local\*, state and federal level of government. Award(s) may be given at each level of government.

**Criteria:** Outstanding public service exhibiting a particular and continuing awareness of the challenges faced by municipal wastewater treatment agencies.

*\*Local Public Service Award — two award categories — (1) award(s) may be given to a former or current elected or appointed official representing a service area population greater than 250,000; and (2) a second award category allows an additional award(s) to be given to a current elected or appointed official serving an area less than 250,000 people.*

### ***Distinguished Performance Award***

**Eligibility:** Individual(s) formerly representing AMSA member agencies who maintained an active role in the Association during their tenure.

**Criteria:** Efforts and dedication in the field of water pollution control while representing their agency.

### ***Environment Award***

**Eligibility:** Unrestricted.

**Criteria:** Outstanding environmental service.

## **2004 MEMBER AGENCY ACHIEVEMENT AWARDS**

***Please feel free to submit multiple nominations; however, each project/accomplishment can only be nominated in one category.***

### ***Research & Technology Award***

**Eligibility:** Development of a technological innovation related to wastewater treatment or biosolids/sludge use and disposal.

**Criteria:** Research project or technological innovation must directly relate to the processes of collection, treatment or reuse of wastewater or use or disposal of biosolids/sludge. Project must have been conducted in-house, or by consultant under direction of the agency. Project results must have practical application.

## *Operations Award*

**Eligibility:** Outstanding project, system or method relating to wastewater treatment operations.

**Criteria:** Innovative and effective project, system or method relating to wastewater treatment plant or collection system operations developed and successfully implemented by an AMSA member in a cost-effective manner while achieving environmental compliance objectives.

## *Public Service Award*

**Eligibility:** Significant contribution during the past year in local, state or national public service related to wastewater treatment, public utility operation or environmental protection.

**Criteria:** Involvement must be by agency staff or commissioners (directors, chairs) with no added payment for public services rendered. Public service must be voluntary (not required by regulation or law).

## *Public Information & Education Awards (Four Categories – Video, Printed Publication, Educational Program and E-Media)*

### *Video, Printed Publication & Educational Program*

**Eligibility:** Outstanding and innovative video, printed publication and/or educational program related to wastewater treatment or pollution prevention and control.

**Criteria:** Program, publication or video must have been produced by the agency staff or by an outside vendor at the express direction of the agency. Program, publication or video must cover some aspect of the agency's operations, and must have been produced for general use or distribution.

### *E-Media*

**Eligibility:** Outstanding member agency web site or downloadable, web-based program that relates to wastewater treatment or pollution prevention and control.

**Criteria:** Web site or downloadable, web-based program content must have been developed and produced by agency staff or by an outside vendor at the express direction of the agency. Web site or program must, at a minimum, cover some aspect of the agency's operations and must have been developed for general use.

# 2004 NEAA NOMINATION GUIDELINES AND CHECKLIST

*All applicants must follow the guidelines described below.*

- Supporting information, such as documents, reports and videotapes, will be accepted; ***however, due to the limited time available for the Awards Committee to review such materials, the Association strongly recommends that the attributes of all nominees be highlighted as concisely as possible in the summary overview.***
  - Please note that all applications and summary overviews are photocopied for each member of AMSA Awards Committee. ***Nominators are encouraged to submit unbound, clear originals.***
  - It is expected that applicants for the *Public Information & Education Awards* in video, printed publications, educational programs and e-media will submit the appropriate supplemental material in addition to the summary overview.
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*Please provide the following for each Nomination:*

## *Individual Achievement Awards*

- Completed nomination application (***with endorsing signature of AMSA representative***)
- Summary overview detailing how the work and activities of the nominee specifically meet the criteria for the selected award category. Please identify the name of the nominee and award category at the top of the summary overview, which should not exceed 2 pages of double-spaced, 12-point type.

## *Agency Achievement Awards*

***Please feel free to submit multiple nominations; however, any project/accomplishment may be nominated in one category only.***

- Completed nomination application (***with endorsing signature of AMSA representative***)
- Summary overview that lists and answers the following 10 points:
  - 1) What is the activity?
  - 2) Time frame of the activity.
  - 3) Goals and objectives of the activity.
  - 4) Results of the activity.
  - 5) Level of participation in the activity - who, how many employees, organizational structure?
  - 6) Is the activity replicable by others?
  - 7) Did the activity have environmental education benefits? If so, to whom?
  - 8) Was there a demonstrated need for the activity?
  - 9) In what way was the activity innovative?
  - 10) Additional information?

Please be sure to identify the agency name, award category and project/program name at the top of the summary overview, which should not exceed 4 pages of double-spaced, 12-point type.

- Supporting material (if necessary)

***Submit one completed application per entry by December 19, 2003 to:***

***AMSA ♦ Attention: Shawnita Dickens***

***1816 Jefferson Place, NW ♦ Washington, DC 20036-2505 ♦ Fax - 202/833-4657***