

Application Procedure:

Print the form below or copy it into a word processing program. Then fill it out and mail it to:

EcoStar Award Application
Newtown Township EAC
100 Municipal Drive
Newtown PA 18940

Or send electronically to: eac@twp.newtown.pa.us

Be specific, but **don't worry if some sections do not seem to apply to your business**. Some of the questions are geared towards manufacturing while others apply more to a service business. Applications are judged individually according to your specific level of commitment to pollution prevention and environmental concern.

Contact the Newtown Environmental Advisory Council for assistance in completing this application. These prestigious awards are presented annually to those businesses that excel in waste reduction and resource conservation. Multiple awards will be given and each application will be considered individually rather than in competition with any other business.

The deadline for receipt of applications is February 17, 2010, awards presented at a June 2010 Board of Supervisors meeting.

EcoStar 2010 Awards Program Application Form

Business/Organization Name (*type or print as it should appear on an award*)

Business/Organization Type / Number of Employees/Participants

Contact Name / Title

Address PA

Phone / Fax / E-mail

PART 1: Waste Reduction Goal

Set a waste reduction goal. Take a moment to think of at least one step you would like to take in the coming year to reduce waste in your business. Include a general time frame for action. Be realistic. And stick to it.

Example: Goal - *Replace chlorinated solvents with alternative products that WORK. Steps - Discuss goal with employees (Feb). Search for at least two less hazardous alternatives and test in process (Jun). Choose; revise all purchasing contracts (Oct).*

PART 2: Operations and Processes

Have you taken steps to reduce energy consumption? **Yes** **No**

N/A

Consider lighting, heating, and cooling aspects of your operation, as well as machines and equipment. If yes, briefly describe.

Do you take steps to reduce water consumption in your business? **Yes** **No**

N/A

If yes, briefly describe.

Describe efforts to use safer, less hazardous products and/or solvents.

If applicable, identify specific substitutes:

Now use _____ instead of _____

Now use _____ instead of _____

Describe efforts to reduce waste in your cleaning operations. Consider surface and floor cleaning, parts washing, equipment cleaning, degreasing operations, and other types of cleaning you or employees commonly perform. **Examples:** *upgraded or installed more efficient cleaning equipment; trained employees to use the least amount of cleaner and still clean effectively; reduced the need to clean with strong solvents; extended the life of solvents through filtration, or two-stage cleaning; established standard cleaning procedures*

PART 3: Purchasing and Procurement

Do you consider the source and the method of production of the **Yes** **No**

N/A

materials you buy when making purchasing or procurement decisions?

If yes, describe how: **Examples:** *buy materials made from recycled products; buy chlorine-free paper; buy materials made from renewable resources [such as agri-based inks, and non-petroleum solvents and cleaners]; buy organic produce*

Do you take steps to reduce packaging waste from the materials **Yes** **No**

N/A

you purchase, or the products you sell? If yes, briefly describe. **Examples:** *buy cleaners in bulk instead of aerosol cans; work with vendors to reuse pallets; redesign products to eliminate need for packaging.*

To control inventory, do you...

a. use materials on a first-in, first-out basis to avoid spoilage? **Yes** **No** **N/A**

b. test out-of-date materials for usefulness before disposing of them?

Yes No N/A

c. work with suppliers who take back unused portions to reuse or reprocess?

Yes No N/A

d. accept free samples with discretion to avoid generating unnecessary waste?

Yes No N/A

e. fully inspect material drums and containers for damage before accepting?

Yes No N/A

f. use a computerized inventory management system?

Yes No N/A

Describe other efforts: *Examples: monitor employee product usage; limit access to storage areas; utilize a material exchange to find uses for unneeded materials*

PART 4: Spill Prevention and Good Housekeeping

Describe steps you take to prevent leaks and spills:

Examples: use funnels when transferring liquids; use spill containment trays and dikes under and around storage containers and equipment to contain a spill; store materials in closed, labeled cabinets

Do you perform preventive maintenance on equipment to check for leaks and/or operating efficiency? If yes, briefly describe your efforts: **Yes No N/A**

a. Is maintenance documented? **Yes No N/A**

b. Are employees trained to respond to equipment malfunctions? **Yes No**

N/A

Describe efforts you take to prevent spoilage or damage when storing products.

Examples: control the temperature and humidity of storage area; keep wastes segregated to ensure recyclability; store containers off the ground and in covered area; close and secure containers when not in use to reduce evaporation and risk of contamination.

PART 5: Education, Training, and Awareness

How does your company/organization learn about changes in regulations, technology, and waste management issues that affect your industry? *Examples: stay involved with*

my trade association; regularly read pertinent journals and newsletters.

Indicate the subject and approximate date of trainings or workshops you have attended in the past four years related to environmental management or waste reduction.

Have you ever had an on-site assessment of your facility for environmental compliance or waste reduction purposes? **Yes** **No** **N/A**

If yes, what was it and when?

Do you train or encourage employees to reduce waste? If yes, how often, and over what topics? **Example trainings:** *material and waste handling, spill prevention, how to read MSDSs, emergency planning, waste reduction; and how to enhance worker productivity?*

PART 6: Reuse and Recycling

Describe how your company reuses materials or products. **Examples:** *distill and reuse solvent; used oil for space heater fuel; reuse envelopes, boxes, packaging material; re-circulate/reuse water; dirty cleaner used as initial wash for heavily soiled jobs; filter solvents.*

Describe your company's recycling efforts. If possible, estimate the approximate quantity of materials you recycle each month. **Examples:** *separate paper, aluminum, glass, etc. for collection and recycling; compost food waste; send used oil to a collection facility; recycle used antifreeze; participate in a car battery collection program*

Please estimate how much you have reduced waste by implementing pollution prevention measures. This estimate can be in pounds of waste reduced, gallons of materials not needed, dollars saved, or any other quantifiable unit.

PART 7: Miscellaneous

List any other pertinent activity not included elsewhere that enhances the environmental quality of Newtown.

CERTIFY THAT, TO THE BEST OF MY KNOWLEDGE, I AM CURRENTLY IN COMPLIANCE WITH APPLICABLE ENVIRONMENTAL REGULATIONS AND THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT. THE BESTOWING OF ANY AWARD IS CONTINGENT ON AN ON-SITE VERIFICATION OF THE INFORMATION PROVIDED IN THE APPLICATION.

Contact Name / Title

Signature / Date

Return this form by mail to:

EcoStar 2010 Award Application
Newtown Township
100 Municipal Drive
Newtown, PA 18940

Or electronically to eac@twp.newtown.pa.us