

## **2017 TRANSCAER® Awards Program**

### **AWARDS SUMMARY**

#### **Purpose**

The TRANSCAER® awards program is designed to:

- Recognize the achievements of individuals, companies, and organizations that have gone beyond the normal call of duty to advocate, demonstrate, and implement the principles of TRANSCAER;
- Enhance the public recognition of TRANSCAER; and
- Increase participation in the initiative.

TRANSCAER Awards, in order of award seniority, are:

- TRANSCAER Distinguished Service Award
- National Achievement Award
- Regional Achievement Award
- TRANSCAER Chairman's Award (at the discretion of the Chairman)
- TRANSCAER Torch Award
- Individual Recognition Award
- TRANSCAER Certificate of Appreciation

#### **Award Descriptions**

##### **1. TRANSCAER Distinguished Service Award**

The TRANSCAER Distinguished Service Award is given in recognition of exceptionally meritorious service to the public in a TRANSCAER capacity. The performance must be such as to merit recognition for service that is clearly exceptional. Please recognize that exceptional performance of normal TRANSCAER activities will not alone justify this award.

##### **2. National Achievement Award**

The National Achievement Award is given in recognition of extraordinary achievement by an individual person, individual company, individual organization, or a team (of individuals, companies, or organizations) in support of the TRANSCAER initiative extending beyond the geographic boundaries of any one region.

##### **3. Regional Approach Award**

The Regional Achievement Award is given in recognition of extraordinary achievement by an individual person, individual company, individual organization, or a team (of individuals, companies, or organizations) in support of the TRANSCAER initiative.

#### **4. Chairman's Award**

The TRANSCAER Chairman's Award is given by - and at the discretion of - the National TRANSCAER Task Group based on any criteria deemed appropriate by the Chairman.

#### **5. Torch Award**

To be given to a TRANSCAER® Team Members who has actively dedicated a portion of their professional career to the TRANSCAER® mission, but are either retiring, leaving for a new job/industry, or are leaving the program due to another unforeseen situation.

#### **6. Individual Recognition Award**

The Individual Recognition Award recognizes the special effort of any individual, team, company, or other organization in advancing the principles of TRANSCAER.

#### **7. TRANSCAER Certificate of Appreciation**

A TRANSCAER Certificate of Appreciation may be given to any individual, team, company, or other organization assisting in a TRANSCAER event. A TRANSCAER Certificate of Appreciation may be given by - and at the discretion of - any State or Regional Coordinator, or by the Chairman of the National TRANSCAER Task Group.

**PROCESS**

**Awards Committee**

The TRANSCAER Awards Committee will be comprised of Members of the TRANSCAER Executive Committee (Chairman, Vice Chairman, Immediate Past Chairman, TRANSCAER Staff Executive, At-Large Executive Committee member) and the NTTG representative for each of the National TRANSCAER Sponsors not already serving on the TRANSCAER Executive Committee.

No individual in consideration for an award may serve on the TRANSCAER Awards Committee during that Awards Committee session. No company representative may sit on the Awards Committee during that session if his/her company is being considered for an award, nor may any association representative of an association under consideration serve on the Committee during that session.

**Timetable for Implementation**

<b>Action</b>	<b>Timeframe</b>
Disseminate Award Forms/Packages	Forms Are ONLINE – Accessible Anytime
Closing/Deadline for Award Nominations	February 23, 2018
Distribute to Awards Committee for Review	Week of February 26-March 2, 2018
Awards Committee Review. Recipients Selected	Week of March 5-9, 2018
Notify Recipients. Announce Recipients	April 23, 2018
Coordinate Award Presentations	At the Recipients Discretion

**Award Nomination, Review and Selection Process**

- Eligibility and nomination criteria for TRANSCAER awards vary depending on the level of award as detailed in the section titled “Awards Descriptions and Criteria.” However, all award nominations must be submitted to, and recorded by, the National TRANSCAER Staff Executive. Only those award nominations that are, in the judgment of the National TRANSCAER Staff Executive, complete and meet the administrative requirements for the award will be forwarded to the TRANSCAER Awards Committee. The Staff Executive will make no determination as to the merit of the award nomination during this administrative review for completeness.
- Self-nominations will not be accepted for the TRANSCAER Distinguished Service Award, TRANSCAER Chairman's Award or the Torch Award.
- Nominations must be submitted on the official TRANSCAER Awards Nomination Form. Forms are attached, available on the TRANSCAER website, and/or can be requested from the National TRANSCAER Staff Executive.
- Additional supporting materials are encouraged, may be appended to the form, and must be in a format that can be easily copied and distributed to the TRANSCAER Awards Committee.

Completed Nomination Forms should be mailed to:

Donna Lepik  
American Chemistry Council  
TRANSCAER Staff Executive  
700 Second Street NE  
Washington, DC 20002

## **Notifications and Announcements**

In March/April of each year, the TRANSCAER Staff Executive will formally notify all award recipients in writing. Persons submitting unsuccessful nominations will also be notified in writing.

Award winners will be announced through the TRANSCAER newsletter, website, trade press, and other media. A press release will be issued by American Chemistry Council on behalf of the TRANSCAER program.

## **Presentations**

**TRANSCAER Distinguished Service Awards, National Achievement Awards and the Torch Award** will be presented by a member of the Executive Committee at a place chosen by the recipient.

**Regional Achievement Awards** will be presented at an annual TRANSCAER workshop or other event selected by the Regional Coordinator of the region for which the recognition is given. The Regional Coordinator or member of the Executive Committee will present regional Achievement Awards.

**Individual Achievement Awards** may be presented by a member of the Executive Committee, Regional Coordinator, or State Coordinator at an appropriate event mutually agreed to by the recipient and the presenter.

**TRANSCAER Chairman's Awards** will be made in-person, if possible, by the National TRANSCAER Task Group Chairman at a venue mutually agreed to by the award recipient and the Chairman.

*TRANSCAER awards given to groups of individuals will consist of one formal award given to the group with each member of the group receiving certificates bearing the award level and award citation.*

## **AWARD DESCRIPTIONS AND CRITERIA**

### **TRANSCAER Distinguished Service Award**

The TRANSCAER Distinguished Service Award is given in recognition of exceptionally meritorious service to the public in a TRANSCAER capacity. The performance must be such as to merit recognition for service, which is clearly exceptional. Please be reminded that exceptional performance of normal TRANSCAER activities will not alone justify this award.

There is no limitation as to the number of awards that may be given in any one year, however, it is expected that this award will be for such exceptional service that its issuance will be infrequent.

Any subsequent TRANSCAER Distinguished Service Award to the same individual, company, or organization must be justified with service that significantly surpasses the service rendered for the previous award.

Self-nominations are not accepted for the TRANSCAER Distinguished Service Award.

### **National Achievement Award**

The National Achievement Award is given in recognition of extraordinary achievement by an individual person, individual company, individual organization, or a team (of individuals, companies, or organizations) in support of the TRANSCAER initiative extending beyond the geographic boundaries of any one region.

There is no limitation on the number of awards given in any year.

The minimum eligibility criteria for the award are as follows:

1. Activities must have been billed or co-billed as TRANSCAER activities;
2. Nominations must show documented evidence that the efforts for which the nomination is made resulted in the delivery of TRANSCAER tools to **new** audiences in **multiple** regions OR the efforts resulted in recruitment of new TRANSCAER membership/participation in more than one region;
3. The efforts resulted in positive media coverage/recognition in multiple geographic areas extending beyond a single TRANSCAER region;
4. *Efforts that resulted in positive **national-level, mainstream** media coverage (ex: CBS, NBC, ABC, CNN, Washington Post, New York Times, Wall Street Journal, etc.), even though the activities may have been limited to a single region, would qualify as multi-regional activities for purposes of this award;*
5. The nominee's reputation and actions must be consistent with the principles of TRANSCAER;
6. Selection of a recipient for the National TRANSCAER Achievement Award shall be supported by no less than 75% of the members of the TRANSCAER Award Committee eligible to vote.

### **Regional Achievement Award**

The Regional Achievement Award is given in recognition of extraordinary achievement by an individual person, individual company, individual organization, or a team (of individuals, companies, or organizations) in support of the TRANSCAER initiative.

There is no limitation on the number of awards given in any year.

The minimum eligibility criteria for the award are as follows:

1. Activities must have been billed or co-billed as TRANSCAER activities;
2. Nominations must show documented evidence that the efforts for which the nomination is made resulted in the delivery of TRANSCAER tools to **new** audiences in **multiple** geographic locations OR the efforts resulted in recruitment of new TRANSCAER membership/participation in multiple geographic locations;
3. The efforts resulted in positive mainstream media coverage (including state, local, or regional papers, television, or radio coverage);
4. The nominee's reputation and actions must be consistent with the principles of TRANSCAER;
5. Selection of a recipient for the TRANSCAER Regional Achievement Award shall be supported by no less than 75% of the members of the TRANSCAER Award Committee eligible to vote.

#### **Chairman's Award**

The TRANSCAER Chairman's Award is given by and at the discretion of the National TRANSCAER Task Group based on any criteria deemed appropriate by the Chairman.

There is no limitation on the number of awards given in any year.

Self-nominations are not accepted for the TRANSCAER Chairman's Award.

#### **Torch Award**

The Torch Award is given to a TRANSCAER® Team Members who has actively dedicated a portion of their professional career to the TRANSCAER® mission, but are either retiring, leaving for a new job/industry, or are leaving the program due to another unforeseen situation.

Each nominee will be judged on the following criteria:

1. Nominee has made a major contribution or has achieved significant accomplishments in TRANSCAER® on a State, Regional and National level.
2. Nominee has been engaged in planning, organizing and supporting TRANSCAER® events.
3. Nominee has demonstrated superior dedication to the TRANSCAER® mission and has served as a volunteer for at least 10 years.
4. Nominee has been active in promoting safe transportation of hazardous materials for 10 years.
5. Nominee has demonstrated community impact through the fire service or other volunteer activities.
6. The selection of the TRANSCAER® Torch Award recipient will be determined through a nationwide nomination process.

7. The recipient of the TRANSCAER® Torch Award will be recognized at the venue of choice with an award presentation.
8. Nominations can be received throughout the year.
9. Nomination packets must include a 500-word (maximum) essay describing the nominee's accomplishments during his/her tenure with TRANSCAER®.

**Individual Recognition Award**

The Individual Recognition Award recognizes the special effort of any individual, team, company, or other organization in advancing the principles of TRANSCAER.

The efforts for which the recipient(s) is (are) nominated need not be billed as TRANSCAER activities, but must be consistent with the principles and objectives of TRANSCAER.

There is no limitation on the number of awards given in any year.

Selection of a recipient for the Individual Recognition Award may be made by the TRANSCAER Awards Committee, TRANSCAER Executive Committee, Regional Coordinator, or State Coordinator.

**TRANSCAER Certificate of Appreciation**

A TRANSCAER Certificate of Appreciation may be given to any individual, team, company, or other organization assisting in a TRANSCAER event. A TRANSCAER Certificate of Appreciation may be given by - and at the discretion of - any State or Regional Coordinator, or by the Chairman of the National TRANSCAER Task Group.

## TRANSCAER® AWARD NOMINATION FORMS

### Section 1: General

A separate nomination form must be used for each nomination. Nominations must be complete, legible, and **submitted by February 24, 2017**. Forms can be completed online, or you may submit a hard copy using these forms below. Once you have completed your submission, you can submit online, or mail the signed hard copy to:

Donna Lepik  
TRANSCAER Staff Executive  
American Chemistry Council  
700 Second Street NE  
Washington DC 20002  
Phone: 202-249-6723

### Section 2: Nominee and Nominator Information

Indicate Award Category (select one per nomination):

- TRANSCAER® Distinguished Service Award  
 National Achievement Award  
 Regional Achievement Award  
 Individual Achievement Award  
 TRANSCAER® Certificate of Appreciation

#### **Nominee Information**

Name and/or Company	
Address	
City, State Zip	
Telephone Number	
Email Address	

#### **Nominator Information**

Name and/or Company	
Address	
City, State Zip	
Telephone Number	
Email Address	

### **Section 3: Award Justifications**

#### **TRANSCAER® Distinguished Service Award**

1. In addition to the nomination form, include a summary describing how the nominee provided "**exceptionally meritorious** service to the public in a TRANSCAER capacity" and why the nominee should receive this award. The description should be typewritten, no more than one-page in length (1 ½ line spacing), and should include examples of how the nominee's actions promoted the following principles of TRANSCAER:

- Encourage partnerships between citizens and industry to develop mutual understanding about the transportation of hazardous materials moving through their communities
- Help community emergency planning groups identify hazardous materials moving through their communities
- Provide guidance for local officials to develop/evaluate their community's emergency response program; and
- Assist with training and testing for emergency preparedness

2. Attach to this form any pertinent documentation including additional descriptive information supporting the nomination; copies of letters, articles, and/or listing of other relevant awards received by the nominee (including copies of citations if available); or other information that supports the nominator's belief that the individual has provided exceptionally meritorious service to the public in a TRANSCAER capacity.

Signature of nominator: \_\_\_\_\_ Date: \_\_\_\_\_

**TRANSCAER® National and Regional Achievement Awards**

Nominations must show documented evidence that the efforts resulted in the delivery of TRANSCAER tools to **new** audiences in **multiple** regions OR resulted in recruitment of new TRANSCAER membership/participation in more than one region.

**Activities**

List the TRANSCAER related activities billed or co-billed as TRANSCAER events conducted during the current year that significantly support and directly relate to the TRANSCAER mission. Include information about the involvement of other organizations and individuals that also participated in TRANSCAER and the results of this effort. These activities should be listed in chronological order and include date, event name, location, participants, a brief description of event, and some measurement of effectiveness.

Date	Event Name	Location	Participants	Description of event

**TRANSCAER® Individual Recognition Award and Certificate of Appreciation**

Shipping information (to whom the Award or Certificate should be sent):

Name:	
Company	
Address	
City, State, Zip	
Arrival date	

Please briefly describe the actions/activities being recognized. [*The description provided will be used to formulate a letter that accompanies the award.*]