



## 2021 TRANSCAER Awards Program Protocol

Nominations can be submitted online beginning December 6, 2021 until March 11, 2022 for recognition of TRANSCAER efforts in 2021.

### 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 TRANSCAER initiatives.

### Award Descriptions & Criteria (listed in order of seniority)

#### 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.

Nomination packets must include a 1000-word (maximum) essay describing the nominee's accomplishments during his/her tenure with TRANSCAER.

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.

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

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.

The recipient of the Distinguished Service Award will be recognized at the venue of choice with an award presentation.

## **2. Chairman's Award**

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

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

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

## **3. 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 initiatives extending beyond the geographic boundaries of any one region.

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. Activities helped foster better local and/or regional cooperation and/or coordination so that potential future emergencies will likely go smoother because of the training. There must be positive impact to the community, emergency responders, industry, and/or TRANSCAER;
4. The nominee's actions must be consistent with the principles of TRANSCAER;
5. 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.

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

Only one form along with two attachments may be submitted for the National Achievement award. Do not submit individual sign-in sheets or emails as proof of meeting award criteria. The TRANSCAER Awards Committee will not review these.

## **4. 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 initiatives.

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 within a region OR the efforts resulted in recruitment of new TRANSCAER membership/participation in multiple geographic locations within a region;
3. Activities helped foster better local and/or regional cooperation and/or coordination so that potential future emergencies will likely go smoother because of the training. There must be positive impact to the community, emergency responders, industry, and/or TRANSCAER;
4. The nominee's 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.

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

Only one form along with two attachments may be submitted for the Regional Achievement award. Do not submit individual sign-in sheets or emails as proof of meeting award criteria. The TRANSCAER Awards Committee will not review these.

## **5. Torch Award**

To be given to a TRANSCAER Team Member 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. Nomination packets must include a 500-word (maximum) essay describing the nominee's accomplishments during his/her tenure with TRANSCAER.

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

## **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. 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.

On the nomination form (online) please describe how this achievement went above and beyond standard job duties by how it impacted a community, emergency responders, industry and/or the TRANSCAER Program.

***An individual nomination form must be received for each nominee. Do NOT attached a list of names with your national or regional award submission.***

Nominations for any individual, team, company, or other organization for an Individual Recognition Award may be made by the TRANSCAER Executive Committee, TRANSCAER Sponsor or Partner, any State or Regional Coordinator, or by the Chairman of the National TRANSCAER Task Group.

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

## **7. Appreciation Award**

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

The Appreciation Award for any individual, team, company, or other organization may be made recognized by a Regional or State Coordinator. Each Regional Coordinator is provided with 30 Appreciation Awards to distribute within their region each year. Appreciation Awards are given at the sole discretion of the Regional Coordinator(s).

Self-nominations are not accepted for the TRANSCAER Appreciation Award and nominations are not submitted online. The nomination must include name, agency, date of recognition, and a brief explanation of why the individual(s) is/are being nominated. Additionally, the nominator must provide a mailing address. The award may be presented in-person by the nominator, or the award may be mailed directly to the recipient by TRANSCAER. Please contact your Regional Coordinator directly if you would like to nominate someone for an Appreciation Award.

Appreciation Awards are not listed on the TRANSCAER website. Each Regional Coordinator is required to provide to the TRANSCAER Director a list of any individuals, teams, companies, or other organizations that receive an Appreciation Award at the end of each calendar year.

## **AWARDS REVIEW PROCESS**

### ***Awards Committee***

The TRANSCAER Awards Committee will be comprised of three Sponsor representatives, two NTTG members and one regional coordinator. TRANSCAER will seek volunteers at the December meeting each year. The final awards list will be sent to all Sponsors upon approval of the Awards Committee.

No individual in consideration for an award may serve on the TRANSCAER Awards Committee during that Awards Committee session. Awards Committee members must mark abstain on their ballot for any award category in which his/her company or an individual from their company is nominated.

### ***Timetable for Implementation***

| <b><i>Action</i></b>                          | <b><i>Timeframe</i></b>             |
|---|-------------------------------------|
| Disseminate Award Forms/Packages              | Forms Are ONLINE – December 6, 2021 |
| Closing/Deadline for Award Nominations        | By COB on March 11, 2022            |
| Distribute to Awards Committee for Review     | Week of March 21-25, 2022           |
| Awards Committee Review & Recipients Selected | Week of April 4-8, 2022             |
| Notify Recipients                             | By April 22, 2022                   |
| Coordinate Award Presentations                | At the Recipients Discretion        |
| Announce Recipients                           | Following final award presentation  |

### ***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 Director. Only those award nominations that are, in the judgment of the National TRANSCAER Director, complete and meet the administrative requirements for the award will be forwarded to the TRANSCAER Awards Committee. The Director 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 Distinguished Service Award, Chairman's Award, Torch Award or Appreciation Award.

All award nominations (*except for the Chairman's Award and Appreciation Awards*) must be submitted online.

Additional supporting materials are encouraged, and must be attached with the online nomination form, and must be in a format that can be easily copied and distributed to the TRANSCAER Awards Committee. ***Copies of emails will not be accepted as supporting materials.***

### ***Notifications and Announcements***

In April of each year, the TRANSCAER Director will formally notify all award recipients and non-recipients in writing.

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

### ***Award Presentations***

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

**Regional Achievement Awards** will be presented, if possible, by the Regional Coordinator of the region for which the recognition is given or by a member of the Executive Committee at a National TRANSCAER Task Group Meeting.

**Individual Recognition Awards** will be mailed directly to the recipients. All certificates to accompany the individual recognition challenge coin will be printed and mailed by the nominator. TRANSCAER will provide a yearly certificate template for this award only. If more than 5 people are nominated from the same organization one package of challenge coins will be mailed for the organization to distribute the certificates/coins.

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

**Appreciation Awards** will be made in-person, if possible, by the Regional Coordinator or nominator.

*TRANSCAER awards given to groups of individuals will consist of one formal award given to the entire group.*

### **Additional Questions**

If you have additional questions regarding the TRANSCAER Awards Protocol please email [transcaer@chemtrec.com](mailto:transcaer@chemtrec.com) or call 703-741-5524.