



2023 TRANSCAER Awards Program Protocol

Nominations can be submitted online beginning December 5, 2023, until March 10, 2024* for recognition of TRANSCAER efforts in 2023.

**Note: Nominations for the Individual Recognition are open all of 2023 until March 10, 2024. This allows for you to recognize individuals throughout the year. The Awards Committee does not meet to review applications until late March of 2024 so if the nomination is approved the recipient does not receive their award until 2024.*

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 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 throughout at least one geographical region of the United States.

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 locations within a geographic region;
3. Activities helped foster better cooperation and/or coordination with one geographical region 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 at the State, Regional (geographical regions) 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 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. Coordinator of the Year Award

The Coordinator of the Year Award recognizes the special effort of a TRANSCAER State Coordinator who has advanced the principles of TRANSCAER. The efforts for which the recipient is nominated needs to be activities that are billed as TRANSCAER activities, but the nomination may also include other supporting activities that are consistent with the principles and objectives of TRANSCAER.

Each nominee will be judged on the following criteria:

1. Nominee has made a major contribution or has achieved significant accomplishments in their state, a geographical region, and/or at the national level.
2. Nominee has been engaged in planning, organizing, and supporting TRANSCAER events within the past year.
3. Nominee has demonstrated superior dedication to the TRANSCAER mission.
4. The selection of the *Coordinator of the Year Award* recipient will be determined by the coordinators who have been nominated through the previous year's quarterly newsletter spotlights and voted by National TRANSCAER Task Group Members (not by Coordinators).
5. To be featured in quarterly spotlight, State Coordinator can submit their own success story, and/or a member of the NTTG can submit a Coordinator success story within our quarterly newsletter directly to the TRANSCAER Specialist. These Coordinator success stories should highlight examples of how the State Coordinator has made a major contribution to TRANSCAER and their state.

Self-nominations are accepted for this award.

TRANSCAER will feature multiple coordinator stories each quarter, there are no limitation to the number of nominations. Only one award will be presented for Coordinator of the Year each year.

AWARDS REVIEW PROCESS

Awards Committee

The TRANSCAER Awards Committee will be comprised of three Sponsor representatives and three NTTG members. 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.

Awards Committee members must mark abstain on their ballot for any award category in which they are nominated, or their company, or an individual from their company is nominated.

Timetable for Implementation

Action	Timeframe
Disseminate Award Forms/Packages	Forms Are ONLINE – December 1, 2023
Closing/Deadline for Award Nominations	By COB on March 15, 2024
Distribute to Awards Committee for review Distribute survey for <i>Coordinator of the Year Award</i> to NTTG for vote.	Week of March 25-29, 2024
Deadline for voting for <i>Coordinator of the Year Award</i> by NTTG members.	April 5, 2024
Awards Committee Review & Recipients Selected	Week of April 15-19, 2024
Notify Recipients	By April 30, 2024
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 online except for the Chairman’s Award. Only those award nominations that are, in the judgement 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, or Torch Award.

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 with event coordination details will not be accepted as supporting materials.**

The selection of award recipients is within the sole discretion of the Award’s Committee and is not subject to outside review.

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 a member of the Executive Committee at a National TRANSCAER Task Group Meeting.

Individual Recognition Awards will be mailed directly to the recipients.* The individual recognition challenge coin will be mailed by TRANSCAER.

**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 coins.*

TRANSCAER does not issue printed certificates for the Individual Recognition Awards.

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.

Coordinator of the Year Award will be mailed directly to the recipient.

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.