

ACQUISITION, RECYCLING, AND WASTE PREVENTION AWARDS PROGRAM

1. REASON FOR ISSUE. This handbook establishes procedures for the Department of Veterans Affairs (VA) Acquisition, Recycling, and Waste Prevention Awards Program.

2. SUMMARY OF CONTENTS. This handbook contains specific procedures and responsibilities for implementing the VA Acquisition, Recycling, and Waste Prevention Awards Program. This handbook contains:

- a. Eligibility Criteria
- b. Nomination Criteria
- c. Evaluation Criteria and Process
- d. Recognition Mechanism
- e. Listing of Awards

3. RESPONSIBLE OFFICE. The VA Environmental Executive, Deputy Assistant Secretary for Acquisition and Materiel Management (90).

4. RELATED DIRECTIVE. VA Directive 0053, Acquisition, Recycling, and Waste Prevention Awards Program.

5. Rescission. None.

CERTIFIED BY:

**BY DIRECTION OF THE SECRETARY
OF VETERANS AFFAIRS**

Nada D. Harris
Deputy Assistant Secretary for
Information Resources Management

D. Mark Catlett
Assistant Secretary for
Management

Distribution: RPC 7006
FD

ACQUISITION, RECYCLING, AND WASTE PREVENTION AWARDS PROGRAM

CONTENTS

PARAGRAPH.....	PAGE
1. PURPOSE.....	5
2. ELIGIBILITY.....	5
3. NOMINATION CRITERIA.....	5
4. EVALUATION CRITERIA AND PROCESS.....	6
5. RECOGNITION MECHANISM.....	7
APPENDIX A	
AWARDS NOMINATION AND EVALUATION CRITERIA.....	A-1

ACQUISITION, RECYCLING, AND WASTE PREVENTION AWARDS PROGRAM

1. PURPOSE. This handbook establishes mandatory procedures and assigns responsibilities for the Department of Veterans Affairs (VA) Acquisition, Recycling, and Waste Prevention Awards Program as required by Executive Order 12873, Federal Acquisition, Recycling, and Waste Prevention, and VA Directive and Handbook 0052, Affirmative Procurement Program (APP) for Products Containing Recovered Materials.

This handbook is to be used with VA Directive 0053.

2. ELIGIBILITY

a. All VA personnel employed at the time of nomination, except those under Senior Executive Service, will be eligible to be nominated for an award under this program.

b. Nominations may be for either individuals or any size group or facility.

c. These awards will not be used as performance incentive awards for sustained superior achievement unless the accomplishments were part of the employee's performance standards.

d. Nominations for awards will be submitted not later than January 15 of the current year and will cover the period January 1 to December 31 of the previous calendar year. Accomplishments spanning more than 1 calendar year will be submitted in the year of completion indicating the period covered.

e. A maximum of three nominations in each category will be selected from facility nominations for consideration as the VA nominees for the White House Awards Program.

3. NOMINATION CRITERIA

a. General. **Nominations must be transmitted on double sided recycled paper containing at least 20 percent postconsumer material (a total of 4 pages-2 sheets of paper).** Submit five copies of the nomination document by mail to: Department of Veterans Affairs, Environmental Executive (90), 810 Vermont Avenue, Northwest, Washington, DC 20420.

b. Nomination Format

(1) The first page of the nomination should include:

(a) Category: In what category are you making the nomination? (Choose only one, i.e., waste prevention, recycling, affirmative procurement, model facility demonstration, and environmental innovation.)

(b) Title of Nomination (e.g., aluminum recycling at XYZ facility).

(c) Contact Name: Indicate a single person to be contacted for this nomination. Also include name, title, employer, address, and telephone and telefax numbers.

(d) Nominee: List the name, title, employer, address, and telephone and telefax numbers of the performer(s) of the work. You may include up to a total of five names.

(e) Location: Identify the VA facility location at which the nominated work was performed.

(2) The top of the second page will contain a paragraph abstract of the nomination (no more than 100 words).

c. Nomination Process

(1) Nominations should include accomplishments in one or more of the following activities related to Executive Order 12873, Federal Acquisition, Recycling, and Waste Prevention, as outlined in Appendix A.

(a) Waste Prevention

(b) Recycling

(c) Affirmative Procurement

(d) Model Facility Demonstration

(e) Environmental Innovation

(2) Anyone may submit a nomination for him/herself, a peer, a supervisor, or any size organization. Nominations will be submitted to the facility director for evaluation.

(3) Nominations should include consolidated achievements of a particular individual or organization. Achievements accomplished by a group should be nominated as a group and not individually for the same accomplishments.

4. EVALUATION CRITERIA AND PROCESS

a. Evaluation Criteria

(1) The criteria specified below will be used as a guide to evaluate each nomination.

(a) Success in meeting affirmative procurement goals (purchase of EPA designated items).

(b) Use of innovative approaches, techniques, and/or technologies.

- (c) Soundness of approach, rationale, scientific design, and cost effectiveness.
 - (d) Duration of the project and effectiveness in fostering long-term action.
 - (e) Ability of program/project to serve as a model for other efforts (clarity and effectiveness of application).
 - (f) Effective use of available resources in accomplishing the act.
 - (g) Estimated tangible versus intangible benefits of the difference between normal and actual accomplishment (dollar savings).
 - (h) Is the act nonrecurring?
 - (i) Is the act outside of the established mission?
- (2) Appendix A delineates specific evaluation criteria for each nomination category.

b. Evaluation Process

- (1) Administrations Heads, Assistant Secretaries, and other key officials may develop and implement a mechanism for evaluation of facility and individual environmental nominations for submission to the Agency Environmental Executive. In the absence of other mechanisms, nominations shall be submitted by the facility director to the Agency Environmental Executive.
- (2) The Environmental Council will meet to evaluate, select, and award submitted nominations when requested by the Environmental Executive.

5. RECOGNITION MECHANISM. Award winners will be recognized and awards will be presented as appropriate on an annual basis by the VA Environmental Executive. In addition to the recognition and awards, all offices are encouraged to promote this program and recognize the achievements of those nominated for the various recognition categories through the regular mechanism (awards ceremony, newsletter, special notices, etc.).

Appendix A

AWARDS NOMINATION AND EVALUATION CRITERIA**Award: Waste Prevention**

Description: Awarded for the outstanding example of significant reduction in the generation of nonhazardous solid wastes from a VA facility through any change in the design, manufacturing, or use of materials or products to reduce their amount or toxicity before becoming municipal solid waste.

Nomination Criteria: Describe changes made. Provide supporting documentation showing specific waste generation data before and after changes were made. Data must be based on measurements and not on projections.

Award: Recycling

Description: Awarded for the best overall solid waste recycling program at a VA facility or operation.

Nomination Criteria: Must describe activities, including collection, separation, and processing, by which products or other materials are recovered from the solid waste stream for use in the manufacture of new products other than fuel for producing heat or power by combustion. Should depict cooperation with the local community.

Award: Affirmative Procurement

Description: Honors the most effective program of purchasing and using products with recycled content at a VA facility or operation. The award focuses on those products designated by the Environmental Protection Agency.

Nomination Criteria: Will be judged according to affirmative procurement data accompanying the nomination for the past 2 fiscal years. Nominations may include information on supporting contracts, tracking and reporting procedures, revising specifications, and employee education programs.

Award: Model Facility Demonstration

Description: Honors the facility that has made an outstanding contribution to waste prevention, recycling, and affirmative procurement through its leadership, investment in resources, and change in culture.

Nomination Criteria: Must include supporting evidence or examples and should illustrate how the activity applied best management practices to achieve visionary organizational and institutional changes that have led to cost-effective improvements in operation of its solid waste prevention and recycling and affirmative procurements programs.

Award: Environmental Innovation

Description: Honors the following: The best example of acquiring, using, or validating products or services that have a lesser or reduced effect on human health and the environment when compared with competing products or services that serve the same purpose; the best example of an outstanding improvement to a process that resulted in significant monetary savings and benefits to the environment; and the best example of product testing that led to the approval and use of environmentally sound products and services

Nomination Criteria: Must include short program and/or project description and supporting data, particularly evidence of innovative application of design, acquisition, or utilization of new procedures, products, or services.

