**Office of Administration Division of Purchasing & Materials Management**

**FY15 Annual Recycling Award Overview**

The Missouri State Recycling Program annually recognizes state agencies and employees for excellence in recycling. The purpose of this award is to recognize those who have made outstanding contributions in the areas of waste reduction and recycling. Please be aware that nominations emphasizing the benefits to state government will be given more favorable consideration.

**Eligibility**

You may nominate yourself, a fellow state employee or your state agency for this award. All individual employee nominations must be signed by the employee’s immediate supervisor. All agency / team nominations must be signed by the agency / team manager.

**Award Categories**

The categories for the award are outlined below. Multiple nominations may be submitted; however, each nomination form may only have one “award category” box checked (either “individual” or “agency”).

**Individual Award –** This award will be given to a state employee whose actions have significantly furthered waste reduction and recycling within state government. This individual has gone above and beyond the normal recycling duties of their respective position.

**Agency Award** – This award is given to a team of state employees or a state agency for outstanding contributions in the areas of waste reduction and recycling. The agency / team have gone above and beyond the normal recycling duties of their respective positions.

**Nominations**

Award nominations must include each of the following three components:

1. Completed nomination form – including required signatures.
2. A description of how the nominee impacted recycling within their state agency, not to exceed one page.

1. Supporting documentation (no more than 5 pages): This should include measurable results such as cost savings, reduced waste, increased purchases of recycled products, amount of material recycled, etc.

**ADDITIONAL INFORMATION ON PAGE 2**

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**Judging – Scoring/Evaluating**

The Missouri Interagency Recycling Committee (MIRC) members will judge each nomination using a point system. Each of the following four categories will be scored on a scale of 1 to 5, with 5 being the highest. The nomination(s) with the highest average point total wins.

1. Leadership – Has this person or team gone beyond the “traditional” or “normal” recycling efforts? Do their efforts show leadership and innovation in recycling? How does this benefit the state agency?
2. Measurable Outcomes – What are the reductions in time, resources, and cost that can be shown from these efforts? What can be shown as measurable outcomes from this program? How does this benefit the state agency?
3. Education and Outreach – What efforts were made to educate and reach other state agencies or employees? Is this a program that can be utilized by others and how easily can they be trained or educated in the program? Is this a program that can be adopted by other state agencies? How does this benefit the state agency?
4. Exceeding Standards – How has the nominee exceeded standard state employee/agency recycling efforts? What areas did they go above and beyond the norm? How does this benefit the state agency?

**Submission**

All documents must be submitted by **August 4, 2015** via regular mail, interagency mail, e-mail, or fax to the following address:

Office of Administration

Rob Didriksen, State Recycling Coordinator

Harry S Truman Building, Room 630

301 W. High Street

Jefferson City, MO 65102

Phone: (573) 751-3384

Fax: (573) 526-9815

E-mail: Robert.didriksen@oa.mo.gov

**NOMINATION FORM ON PAGE 3**

**Office of Administration Division of Purchasing & Materials Management**

**FY15 Annual Recycling Award Nomination Form**

The Missouri State Recycling Program annually recognizes state agencies and employees for excellence in recycling. The purpose of this award is to recognize those who have made outstanding contributions in the areas of waste reduction and recycling. Please be aware that nominations emphasizing the benefits to state government will be given more favorable consideration.

**Nomination Requirements**

1. Completed nomination form – including approval from the immediate supervisor for individual nominations or a manager for agency / team nominations.
2. A description of how the nominee impacted recycling within their state agency, not to exceed one page.
3. Supporting documentation (no more than 5 pages): This should include measurable results such as cost savings, reduced waste, increased purchases of recycled products, amount of material recycled, etc.

Please select one nomination category (this is a fillable form):

[ ]  Individual Nominee

[ ]  State Agency or Team Nominee

**Nominee Information**

Name Title Telephone

State Agency Name Division Section

**Nominator Information**

Name Title State Agency Name

Telephone E-Mail Address

**Nominee Approval**

Supervisor Printed Name Telephone

Supervisor Signature Date

Please submit the completed nomination form along with the narrative and supporting documentation by **August 4, 2015**, to: Office of Administration, Rob Didriksen, State Recycling Coordinator, Harry S Truman Building, Room 630, 301 W. High Street, Jefferson City, MO 65102, or by e-mail to Robert.didriksen@oa.mo.gov or by fax (573) 526-9815. If you have any questions please call (573)751-3384.