

The Earth Award 2003-2004 * Entry Requirements

ELIGIBILITY

1. The building must win at the local level to advance to the regional level and must win at the regional level to advance to International. (Members-At-Large should submit entries to the regional vice president for regional judging.)
2. The building must be a member, or managed by an entity that is a member, in good standing with both the local BOMA association and BOMA International, if that entry is to progress to the regional and/or International judging.
3. At least 50% of a building's space must be used as office space to be considered.
4. A \$275 entry fee must accompany each submission to enter the regional competition.

SUBMISSIONS

The following materials **must** be submitted in the standard entry notebook provided by BOMA International to be considered for both the regional and International competitions. The tabs provided with the notebooks **must** be used as well. Strict adherence to the portfolio specifications listed below is **required**.

A cover sheet stating the following:

Name of Building, City and State, Owner, Management Company, Building Manager and Architect, as well as the Name, Phone Number and Address of the person who will receive all correspondence. A table of contents may also be included. (Insert before first tab.)

Note: This information will be utilized in all program materials and with the media.

PORTFOLIO SPECIFICATIONS

**Note: All additions or changes to the entry requirements are indicated by italics.*

All entrant-created textual and summary pages of the portfolio are to be printed/copied on "**plain-paper**" pages free of watermarks, logos, photographs, graphics, computer-scanned images, artwork and designs. White or colored paper is acceptable. The divided sections of the portfolio should contain the following information:

I. General Compliance Statement

Statement that the project's (building's, office park's, etc.) management/ownership team has put forth all reasonable efforts to comply with applicable environmental codes, regulations and laws in effect as of the date of this submission.

- *Five 35 mm slides* of the building's exterior, a variety of shots preferred, to be used in the awards presentation.
- *One 11" by 14" color photo* of the building's exterior to be used for display at convention. (This should be sent with the portfolio and labeled clearly on the back. This photo will not be returned.)

II. Sections:

A. Hazard Communication Standard (United States) Programs (10 points)

Workplace Hazardous Materials Information System (Canada)

Describe how you satisfy your obligations regarding HCS/WHMIS and what enhancements you have made to the basic program to make it work better in your organization. This should include consideration of the following:

- Receiving and shipping of hazardous materials
- HCS/WHMIS or equipment certificate plus annual follow-up
- Chemical labeling and placarding or color-coding of piping systems
- Availability, completeness and updating of material data safety sheets and location(s) (dates must be within three years)
- Staff training
- Record keeping

B. Management of Environmental Risks/Hazardous Waste Management

B.1 (10 points)

Describe how you manage your environmental risks, such as:

- Asbestos
- PCBs
- CFCs and Halon
- Underground Storage Tanks and Above Ground Tanks
- Hazardous Chemicals
- Contractors, etc.

B.2 (10 points)

Describe how you plan to reduce the above risks and provide a copy of your latest risk management (insurance) report. This should include consideration of the following:

- Inspection program
- CFC containment
- Disposal of storage containers
- Spill containment
- Relevant consultants reports
- Regulatory compliance
- Hazardous waste contractor selection
- Formal risk assessments
- PCB ballast handling
- Chemical storage and handling facilities and procedures
- Housekeeping
- Test results of underground storage tank integrity
- Warning signs and educational posters
- Disposal options used
- Waste minimization
- Medical wastes

C. Emergency Response Plans/Preparedness (10 points)

Discuss what contingencies your emergency response plans address and how they provide for environmental protection. This should include consideration of the following:

- Staff competency testing
- Third party assessments
- Chemical spill procedures and preparedness
- Accidental Freon™ release procedures
- Asbestos release procedures
- Fire protection and detection for chemical storage areas
- Tenant information packages and drills
- Notification protocol
- Communications with response agencies
- Other (natural disasters, bomb threats)

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D. Solid Non-Hazardous Waste Management and the 4-R Programs (Reduce, Re-use, Recycle and Recover) (10 points)

Describe the program which you have implemented, how it has involved tenants, and what successes you have had. This should include consideration of the following:

- Bulk buying
- Construction materials
- Office equipment and supplies
- Waste volume reduction/recycling statistics
- Cost benefit analysis
- Tenant participation and awareness

E. Water and Energy Conservation (10 points)

Describe how you reduced your building's water, fuel and electricity consumption. This should include consideration of the following:

- Peak power load shedding
- Quantifiable results against previous years and within the industry
- Tenant incentive programs (e.g. PowerSmart)
- Tenant awareness, incentives and participation
- Investigation of alternative energy sources
- Innovative systems (e.g. gray water recycling, heat pumps)

F. Indoor Air Quality (10 points)

Describe your HVAC system and how it contributes to good air quality. Describe efforts to reduce sources of indoor pollutants. This should include consideration of the following:

- ASHRAE fresh air guidelines/20 CFM per person
- Underground vehicle exhaust management systems
- HVAC system design, operating schedule and settings
- Air quality monitoring data
- Localized exhaust systems
- Controls on contractor activities (e.g. painting)
- Purchasing policy for carpets, building materials, etc.
- Tenant complaint response
- Tenant education
- Carpet cleaning
- Housekeeping (HEPA vacuums and/or filters)

G. Green Purchasing Policy (5 points)

Describe any policies or programs you have established for purchasing "green" products - those that have reduced impact on the environment. This should include consideration of the following:

- Procurement policy outlining preferential buying of "green products"
- Product selection criteria
- Use of recycled products

H. Tenant Communications (10 points)

Describe how you have encouraged your tenants to support your overall efforts to protect and improve the indoor and possibly the outdoor environments. This should include consideration of the following:

- Meetings, newsletters, posters
- Tenant complaint procedures
- E-mail
- Internet Web sites

I. Employee Health and Safety (15 points)

Describe how you manage worker health and safety and minimize corporate liability. This should include consideration of the following elements:

The Occupational Health and Safety (Canada) or Occupational Safety and Health Administration (United States) assessment tools are divided into eight evaluation elements as follows:

- Company Policy and Management Commitment
- Hazard Identification
- Hazard Control
- Ongoing Inspection
- Worker Competency
- Emergency Response
- Incident Investigation
- Program Administration

J. Optional Section (10 points)

This section addresses creative environmental health and safety initiatives, as well as indoor/outdoor environmental enrichments that are not addressed appropriately or sufficiently in the above categories (i.e. solar power, wetlands, etc.) **This section is optional.** If an entrant decides not to address an additional issue in this category because the ten core criteria adequately cover the building's efforts, the entrant will not be penalized, because their total score will be tallied by adding their points and dividing by ten. Those who choose to address an eleventh issue will be scored by adding their total points and dividing by eleven.

JUDGING

1. Judging will occur at the local, regional and international levels.
2. Building inspections must take place at the local level of competition.
3. Each local BOMA association may submit one building in the Earth Award category to the regional panel of judges.
4. Each region may submit one building in the Earth Award category to the international panel of judges.

Judging at the International level will occur in Washington, D.C. in May 2002.

Competition results and awards for the international winners will be presented at BOMA International's Annual Convention in Chicago, Ill., June 23-25, 2002.

DEADLINES

1. Contact your local BOMA association for the local deadline.
2. Regional judging will take place at each of the regional conferences or other regional meeting. Contact the regional vice president or director for exact dates.
3. Regional winners must be submitted to BOMA International in the standard entry notebook by April 30, 2002 to:

BOMA International

1201 New York Avenue, NW
Suite 300
Washington, DC 20005

BOMA International cannot be held responsible for any lost, stolen or damaged entry portfolios or photographs.