

ANNUAL H.P. ENVIRONMENT LEADERSHIP AWARD

Application Form

1. Name of Applicant: _____
(Name that will appear in the Certificate, Plaque and all Communication Materials)

2. Organization: _____

3. Address: _____

4. Website: _____

5. Name of Contact Person _____ Designation _____

6. Telephone (Office) _____ (Mobile) _____
E-mail _____
Contact Address (*if different from above*) _____

7. Name of the Highest Ranking Official of the Organization _____

Designation _____
Telephone (Office) _____ (Mobile) _____
E-mail _____
Contact Address (*if different from above*) _____

8. Location of Principal Sites _____

9. Total number of employees _____

10. Domain/ Category applied for (refer to Notification) _____

11. Type of Organization (Tick here)

Large

Manufacturing

Medium & Small

Service

12. Declaration

On behalf of my organization, I do hereby declare that we shall fully abide by the Rules/ Regulations of the Department of Environment, Science & Technology, Govt. of Himachal Pradesh, and understand and accept that the decisions of the screening/ selection committee and competent authority are final.

I also declare that the organization has faced no Penal action for corporate and other statutory compliance failure, from any regulatory authority in the last two years.

I confirm that my organization is eligible to take part in this competition, and that all information and accompanying application documents, are correct in this behalf.

Date: _____

Signature: _____

Place: _____

Name:

Designation:

Contact No:

Email:

Organizational Overview

(All Organizational Overview questions in Annexure- 2 are to be answered sequentially and point-wise)

Organizational Overview is an outline of the applicant's profession, business, addressing what is most important to the profession, business, key influences on professional, business operations, and where the business is headed. The brief Organizational Overview is intended to help committee members understand the applicant's thrust as to what is relevant and important to the applicant's business.

Organizational Overview is of critical importance to assess the applicant, because:

- a) It is a snapshot of your organization, the key influences on how you operate, and the key challenges you face;
- b) It is the most appropriate starting point for writing and reviewing the application, helping to ensure focus on key business issues, and consistency in response, especially in reporting business results; and
- c) It is used by the committee members in all stages of application review, including the site visit, if any.

1. Organizational Description

Provide brief answers to the following:

a. Organizational Environment:

1. Organization's size, location and ownership.
2. Main features of your organizational culture? Give stated Purpose, Vision, Mission and Values of the organization.
3. What are your organization's main products and services?
4. What are the delivery mechanisms for reaching your Customers?
5. What are your major facilities, technologies and equipments?
6. What are the applicable relevant industry standards: OH&S, environmental, financial and product regulations; accreditation, certification or registrations required to be complied with.

If the applicant is an independent self - accounting sub - unit of a larger company, a brief description should be given of the organizational relationship to the 'parent' and percent of employees the sub - unit represents. Briefly describe how the applicant's products and services relate to those of the parent and/or other units of the parent company. If the parent company provides key support services, that should also be described briefly.

b) Organizational Relationship:

1. What is your organizational structure and Governance system, including links with the parent organization, as applicable?
2. Details of your Key Customers and Stakeholder groups and market Segments?

2. Organizational Challenges

a) Competitive Environment:

- i) What is your competitive position, relative size, and growth in the industry / markets you serve?
- ii) What are the principal factors that lead to your success, relative to your competitors?
- iii) What are the main available sources of comparative and competitive data for your business/industry?

b) Strategic Context:

What are your Key Strategic Challenges: business, operational, and human resource, and advantages, associated with organizational Sustainability?

c) Performance Improvement System:

What are the Key elements of your Performance improvement system, including your evaluation and Learning Processes?

3. Indicate if the applicant is certified to ISO 9001 / ISO 14001 / OHSAS 18001/ SA 8000 / others. Attach a copy of the certificate(s). Describe their implementation in the applicant organization.
4. Whether the entities conferred ever with any National/ International level such award.

Self – Appraisal Report

(All Self - Appraisal questions in Annexure- 3 are to be answered sequentially and point-wise)

Section A – Environmental Governance

1. Status of the Annual Environmental Statement: [Please indicate date of submission of the last report.] (Attach copy) including audited, certified expenditure statements.
2. How does the Company’s ‘Environment Policy’ reflect its relevance of sustainability and climate change to the organization?
3. Are you conducting environmental audit as per ISO 14001, if yes, since when?
4. Are the environmental features of the organization reflected in the Annual Report? If yes, from which year? (Attach latest copy)
5. Is the organization concerned with and adopted the GHG Protocol Standard?
6. Responsibility towards society:
 - a) How organizational leaders demonstrate their concern for the environment?
 - b) How the environment is protected through practices that prevent products, services, facilities and operations impacting the surroundings?
 - c) How key environmental areas for community support by the organization identified?
 - d) What has been your contribution to ‘Swachh Bharat’ Mission?

Section B – Legal Compliance

1. Compliance and applicable Laws/Acts and validity of the required NOCs, Clearances, consents for operation (Attach Proof):
 - a) Air Act.
 - b) Water Act.
 - c) Storage / handling / disposal of hazardous chemicals / waste (including bio-medical waste).
 - d) Compliance with the prescribed approvals / standards for – Effluents/Emissions/Hazardous/Bio-medical /solid waste.

- e) Details of rebate availed on water cess, if any. Explain reasons if compliance in any case is not updated.
- 2. Give magnitude and nature of penalties, if any, for non-compliance with all applicable national, regional and local regulations associated with environmental issues (e.g., air quality, water quality).
- 3. Give details of public complaint / litigation / legal action by the competent authorities including pollution control authorities, if any, in respect of the management of environmental issues / concerns of the industry, pending or faced by the industry.

Section C – Training

- 1. Details of Training of top management on environment appreciation as well as training of entire staff on environmental awareness.
- 2. Details of awareness and training programmes conducted for employees and their families, local community, customers and suppliers.
- 3. What is the number of trained manpower for operation and maintenance of the treatment / disposal facilities for:
 - a) Effluents, b) Emissions, and c) Hazardous / bio-medical / solid waste

Section D – Monitoring of Environmental Performance

1. Energy

- a) Total energy use per year.
- b) Energy consumed for production.
- c) Change from last year (Certified copies of bills).
- d) Measures undertaken to move towards renewable energy sources and energy efficiency.

2. Water (Litres / Cubic metres)

- a) Total water usage per year and percentage of fresh water used per year.
- b) Water sources significantly affected by the organization's use of water.
- c) Resource conservation measures introduced.

3. Materials(Tonnes / Kilograms)

- a) Total materials use (other than fuel and water) per tonne of produce.
- b) Use of Recycled materials.
- c) Use of Packaging materials.
- d) Hazardous chemicals / materials used.
- e) Objectives, programmes and targets for materials replacement (e.g., substituting hazardous chemicals with less hazardous alternatives).

4. Emissions, Effluents, and Waste (Tonnes / Kilograms)

- a) Greenhouse gas emissions in tonnes of CO₂ equivalent (global warming potential).
- b) Ozone depleting substance emissions in tonnes of CFC-11 equivalent (ozone depleting potential).
- c) Total waste (for disposal). Provide definition, destination, and estimation method.
- d) Employees participation in waste minimization - Quantity of waste returned to process or market (e.g., through recycling, reuse, or remanufacture) by type.

5. Waste to Land

- a) Quantity of waste dumped underground, by material type.
- b) On and off-site management type (e.g., incineration, landfilling).

6. Emissions to Air (Quantity also in Tonnes/Kilograms)

- a) Emissions to air, by type (e.g., NH₃, HCl, HF, NO₂, SO₂ and sulphuric acid mists, VOCs and NO_x, metals, and persistent organic chemicals) and nature.

7. Effluents to Water (Quantity also in Tonnes/Kilograms) in case of water polluting units.

- a) Discharges to water, by type (e.g., oils/greases, TSS, COD, BOD, metals and persistent organic chemicals) and nature.
- b) Profile of water bodies into which flow is discharged (e.g., ground water, river, lake, wetland, ocean).

8. Land-Use/ Biodiversity

- a) Amount of land owned, leased, managed, or otherwise affected by the organization. Type of ecosystem habitat affected and its status (e.g., degraded, pristine). Amount of impermeable surface as a percentage of land owned.
- b) Habitat changes due to operations. Amount of habitat protected or restored.
- c) Objectives, programmes, and targets for protecting and restoring native ecosystems and species.
- d) Impacts on protected areas (e.g., national parks, sanctuaries, biological reserves, world heritage sites).

9. State of Environmental Quality Monitoring

Please indicate the instruments used, consistency of monitoring and deployment of trained manpower for the purpose.

10. Environmental safety management system available for:

- a) On-site hazards
- b) Off-site hazards
- c) Please indicate position of on-site accidents & off-site emergency plans and crisis-management set-up.

11. Measures for treatment / disposal of:

- a) Effluents.
- b) Emissions.
- c) Solid Waste.

12. Position regarding generation, handling and disposal of hazardous waste:

Does the Entities, organizations, industry produce / generate / handle any hazardous waste? If yes, please indicate whether such waste is treated and made non-hazardous before disposal / stored at an approved site / dumped at a non-

approved site / recycled or reused with or without treatment / sold to others for reuse etc.

Section E – Clean Technologies

Steps taken and results obtained in respect of the following during the past one year.

(Please indicate results in quantitative and physical terms, to the extent possible.)

- a) Use / Development of clean technologies.
- b) Reduction in the consumption of - Water, Power (electricity/coal etc.), Raw Material.
- c) Reduction in the generation of:
 - i. Effluents.
 - ii. Emissions.
 - iii. Hazardous / solid waste.
- d) Steps for reuse / recycle of waste.
- e) Plantation undertaken in and around the industry locations / sites.
- f) Improvement in house-keeping to make it environment-friendly.
- g) Use of environment-friendly inputs / products in the manufacturing / packing / distribution processes etc.
- h) Development / production / consumption / distribution of eco-friendly / label products made by industry.
- i) Introduction of end-of-the pipe clean up technologies.
- j) Introduction of cleaner production / manufacturing / processing technologies.
- k) Use of organic composting techniques for bio-degradable wastes, waste minimization and waste exchange practices.

Section F – General

1. What are the special features of the organization, which make a strong case for the applicant for the Award?
2. Details of sharing of innovative technologies and management practices for environment protection with suppliers; clients and industry in general.
3. Carbon Risk coverage and development of CDM projects, if any.

