AWARDS COMMITTEE GUIDANCE MANUAL

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**PURPOSE**

The purpose of this manual is to provide the Awards Committee (hereinafter AC) of the Pennsylvania Water Environment Association (PWEA) with a reference manual for the conducting of committee business. This reference manual is intended to be a living document, requiring annual review by the AC and the PWEA Board of Directors (Board). In this manner, the Guidance Manual will be the framework for the consistent and effective implementation of the goals and objectives of the PWEA membership.

The approved version of the manual shall be supplied to each member of the AC as well as the awards committee for each of the local Sections and the Board.

This Manual is to be reviewed annually by the committee and revised as needed. Changes to this manual require the approval of the Board. Changes should be made, approved and available for distribution to the AC members and local Section Award Committees prior the start of the awards cycle (July 1). Changes made after this deadline should be made effective the next awards cycle.

**INTRODUCTION**

The Awards Committee of the Pennsylvania Water Environment Association is a management committee as stated in Section 14 of the PWEA Constitution & Bylaws.

**FUNCTION & RESPONSIBILITIES**

The committee operates under the guidance of the Constitution & Bylaws as well as the Policies, Procedures & Processes Handbook. The following is taken from those documents.

**EXCERPTS FROM THE PWEA CONSTITUTION & BYLAWS**

“14.0 COMMITTEES

14.1 General

14.11 Unless otherwise necessary, all committee designated functions, names and elected procedures shall parallel that of the Water Environment Federation.

14.2 Committees shall be designated as Management or Technical by the Board.

14.3 The President shall appoint the Chair and Vice Chair (if required) of each Committee within thirty (30) days after the Annual Business Meeting. The Chair of each committee shall be an Active, PWO, Corporate, State Only Life Member, or State Only Member of the Association in good standing. No Chair shall serve more than five consecutive years. The Chair shall have the right to attend meetings of the Board with full privilege of discussion on matters involving the work of their Committee.

14.4 The Chair of each Committee shall designate the active members of the Committee with the concurrence and approval of the President. The Chair shall have the right to establish informal subcommittees essential to the accomplishment of the Committee’s purpose.

14.5 All reports and recommendations of a Committee shall be submitted to the Board for further consideration and further action when required.

14.6 Management Committees, their duties and membership composition shall be:

14.62 Awards Committee – Consist of one (1) Past President and one (1) past award recipient from each of the Local Sections. At least one (1) Member shall also be a Member of the Board of Directors. It shall be the duty of the Committee to select nominees for awards which shall include all Association and Federation awards, Life Memberships, Honorary Memberships and Quarter Century Club nominees.”

**EXCERPTS FROM THE POLICIES, PROCEDURES, PROCESSES HANDBOOK**

“VII. Committee Meetings

Committee shall meet as required to conduct business with a minimum of one meeting each calendar year. The Committee Chair shall schedule and coordinate committee meetings through the PWEA Meeting Manager. Committee members will be notified of meeting dates by email or fax by the Administrative Office. Committee members should be notified of the meeting as far in advance as possible.

Committee meeting dates will be posted on the PWEA website calendar of events, the KWQM calendar of events, and in the PWEA email newsletter. Committee meetings may periodically be held by teleconference, coordinated by the PWEA Meeting Manager.

VIII. Committee Correspondence

All committees must document committee activities and actions in meeting minutes or by completing a PWEA Committee Meeting Report (included as Appendix C). A completed report (or meeting minutes) should be sent to the Executive Director who will distribute the report to all committee members, including committee member who did not attend the meeting. The committee chair shall forward the minutes to their committee members and copy the Executive Director. The Chair should appoint a secretary who shall assist in the administrative functions of the committee. The report/minutes will also be included in the information package for the next scheduled Board meeting.

All committee chairs are encouraged to attend Board meetings and to provide a report on the activities of their committee and communicate any concerns, needs, or suggestions to the Board. If the committee chair cannot attend a Board meeting, a written report must be provided to the Executive Director no later than one week prior to the board meeting. Committee chairs that are not Board members shall have no voting privileges.

All committee chairs shall prepare a written summary of the activities, actions, and achievements during the past year and recommendations for the coming year for inclusion in the Annual Business Meeting report.

All committee chairs shall prepare an outline of projected activities the committee has planned for the year for presentation at the Board’s October meeting.

All committee chairs must prepare and present a committee budget for the following year by the Board at the December meeting. The budget should include all committee expenses as well as a proposed budget for any special event or activity. The Committee’s budget is to be submitted by October 1 for review by the Finance Committee.

No committee chair, vice-chair, or member is authorized to make official statements on behalf of the PWEA unless otherwise directed by the Board.

IX. Committee Responsibilities

B. Awards Committee

Consists of one (1) Past President, one (1) past awards recipient from each of the Sections, and at least one Board member.

1. Develops, administers, and coordinates a program to recognize the outstanding achievements of PWEA members and affiliates through presentation of the Federation and PWEA awards.
2. Works with the appropriate committee to solicit nominations and select members of the Association for each Federation and PWEA award through PWEA committees, local Section committees, and the KWQM.
3. Establishes a mechanism for selection of award recipients.
4. Forwards recommendations to the Board for each award at the April Board Meeting.
5. Prepares and periodically reviews “PWEA Guidelines for Selection of Award Recipients”.
6. Recommends additions or deletions of PWEA awards to the Board.
7. Solicits sponsors for all PWEA awards.
8. Prepares award description and awards criteria (included as Appendix D)
9. Ensures award plaques are obtained
10. Ensures that all committees charged with selection of an award recipient proceed on schedule.
11. Responsible for adding names of High Hat award recipient on High Hat.
12. Prepares and submits annual plan and budget for all committee expenses and activities to the Executive Director by October 1 each year.”

**ORGANIZATION**

The AC shall have the following officers:

CHAIR Appointed annually by the PWEA President (may not serve more than five consecutive years)

Vice Chair Appointed annually by the PWEA President

Secretary Appointed annually by the AC Chair

**AWARDS COMMITTEE MISSION STATEMENT**

The mission of the PWEA AC is as follows:

Solicit, accept, and review nominees for the PWEA and WEF awards.

Select the most qualified recipient nominated using the guidelines for each award.

Review awards annually for revisions and improvements as may be necessary for the maintenance of the highest respect and prestige for each award.

**AWARD PROCEDURES**

This section outlines the procedures and protocols to be used for various awards under the AC responsibilities. Note that all meetings and conference calls are scheduled through the PWEA Meeting Manager.

Reorganization meeting - Shortly after the Annual Business Meeting, the AC will meet. At this meeting, the committee will set the schedule for the awards selection process. The Chair will also go over the committee membership to insure the appropriate members are appointed. Finally, the chair will insure that all award descriptions and nomination forms are current and readily available.

Conference Call – Shortly after the reorganization meeting, the Chair will hold a conference call with the local Sections and PWEA committee chairs[[1]](#footnote-1).

Prior to the conference call, the AC Chair will distribute the web link to the PWEA and WEF Award pages so each group will know the awards and their criteria. A copy of this manual could also be emailed to each.

During this call, the AC Chair will discuss the awards schedule for the year. In addition, the Chair will remind the participants that their nominations must include a short description of how the individual qualifies for the award and that the nominees must be a member of PWEA.

Nominations – The PWEA membership as well as the Sections may provide nominations for all of the awards. A deadline (normally December 31) will be set by the Awards Committee. The PWEA Office will receive the nominations. The nominations will be distributed to the appropriate Review Committees. A copy of all of the nominations will be sent to the Awards Committee.

Email Reminders – 1) In October, the committee will send an email reminder to the local section. The email will remind them of the deadline to nominate individuals for PWEA, WEF-MA, and WEF awards. 2) In addition, an announcement will be included in the October eNewsletter reminding the membership that “at-large” nominations are due no later than the date set by the AC.

Review Committees – The Review Committees will evaluate the nominations they have received. If no nominations are received, then the Review Committee is encouraged to seek out qualified individuals. The committee will then make a recommendation for each award assigned to them. Their recommendations must be sent to the Awards Committee for final selection.

The Awards Committee will act as the Review Committee when the Association’s “Policy, Procedure and Processes Handbook” does not specify one for an award.

For the Ted Moses High Hat Award, each of the local Sections will act as the review committee by recommending one of their members to the Awards Committee. In addition, the local Sections may nominate a second name for the “at-large” award. The Awards Committee will act as the Review Committee for the “at-large” High Hat award.

Membership Verification Process – Immediately after receiving nominations, the PWEA Office will verify the membership of each nominee.

Awards Committee Meeting – The AC will meet for the purpose of finalizing the selection of the award recipients. If a nominee is present at the meeting, the vote must be taken by written ballot while the member is out of the room. During this meeting, the AC will also review the awards to determine if any should be changed, added or deleted. Recommendations for any changes will go to the Board for approval.

Biography & Photos - Once all of the recipients have been selected, the responsibility for obtaining pictures and a biographical sketch will be assigned. The PWEA Meeting Manager will identify the deadline for obtaining this information. This will normally be determined by the printer’s deadline for the Awards Banquet Program. In addition, WEF requires an eight (8) week advance for ordering Member Association Awards.

Review of Recipients by the Board of Directors – The AC will provide the Board of Directors with the list of recipients for all of the Awards. The Board will review and approve the selections at their April Board meeting.

**Committee Calendar**

|  |  |
| --- | --- |
| June | Reorganization Meeting or Conference Call |
| July | Conference Call with Review Committees and local Sections |
| October | Email reminder for the Review Committees and local Sections  eNewsletter reminder for the Association membership |
| Dec 31 | Nominations Due (at-large & Sections) |
| January | Member Verification process |
| Technical Committees finalize nominations and send them to the AC |
| February | Selection Meeting / Prepare recommendations |
| March | Pictures & Biographical Sketches due |
| April | Recipient names to the Board for approval |
| WEF award nominations & order for WEF’s MA Awards (8 wks prior to PennTec) |
| June | Award Presentations @ PennTec |

**REVIEW COMMITTEES**

The following committees are charged with reviewing the nominations for their specific award. They will then make a recommendation to the Awards Committee regarding the most qualified recipient.

|  |  |
| --- | --- |
| **AWARD** | **REVIEW COMMITTEES** |
| Beneficial Use of Biosolids Award | Biosolids Committee |
| David A. Long Memorial Educational Service | Training Committee |
| Safety Award – Class 1,  Safety Award - Class 2, &  Safety Award - Collections  George W. Burke, Jr. Safety Award (WEF) | Safety Committee |
| Golden Manhole Society Award | Collections Committee |
| Industrial Waste Excellence Award  Roy F. Weston Award | Industrial Waste / Pretreatment Committee |
| Operator Research Award  Professional Research Award  Student Research Award | Research Committee |
| Mark B. Hannum Award (proposal for change)[[2]](#footnote-2)  Ted Haseltine Award  PWO Director’s Service Award (at end of 3 yr term)  William D. Hatfield Award (WEF) | PWO |
| Laboratory Analyst Excellence Award (WEF) | Laboratory Practice Committee |
| Ted Moses High Hat Award | Local Sections each select one recipient and may nominate for the “at-large” recipient. |
| Ted Moses High Hat Award (at-large & visiting WEF rep)  Walter A. Lyon Purity of Water Award  Yenchko Meritorious Service Award  Arthur Sydney Bedell Award (WEF)  Delegate Service Award (WEF)  Lifetime Membership Award (WEF)  Quarter Century Operator’s Club (WEF) (Aug 1)  Golden Plunger Award  Membership Recruitment Award | Awards Committee |

**PWEA AWARDS**

PWEA has established 18 Association awards. See the list above. Descriptions of these awards can be found in Appendix D of the “Policy, Procedures and Processes Handbook” and at the end of this document. Information is also posted at [www.pwea.org/awards/](http://www.pwea.org/awards/) .

**WEF AWARDS & RECOGNITIONS**

WEF provides three different types of awards and recognitions: Member Association Awards, WEF Awards and WEF Recognitions. Information on each award, nomination deadlines and who can nominate may be found on the WEF website at <http://wef.org/awards/>

**Member Association Awards** are WEF Awards whose recipients are selected by each Member Associations and presented by the MA. There are four Member Association Awards: the Burke, Bedell, Hatfield, and Lab Analyst. They are listed in the table above and have the (WEF) designation. The AC must submit the names of the recipients to WEF at least eight (8) weeks prior to the Awards Banquet. The nomination form is available at <http://www.wef.org/Members/page.aspx?id=276>.

**WEF Awards** are nominated by various sources such as the Member Associations. Recipients are selected and awarded by the Federation. There are twenty four (24) awards in four (4) categories.

***The AC needs to identify a process to receive and nominate our members for these awards.***

**Individual Service and Contribution Awards (9)**

Camp Applied Research

Emerson Distinguished Service

Engelbrecht International Achievement

Honorary Membership

Outstanding Contributions to the Water Environment for Non-members

Outstanding Young Water Environment Professional

Public Officials

Industrial Water Quality Lifetime Achievement

Ralph Fuhrman Medal for Outstanding Water Quality Academic-Practice Collaboration

**Education Awards (4)**

WEF Canham Graduate Studies Scholarship

Fair Distinguished Engineering Educator

Public Education

Schlenz Public Education

**Organization and Association Recognition Awards (3)**

Citation of Excellence in Advertising

Member Association Excellence

Member Association Safety

**Operational and Design Excellence Awards (8)**

Collection Systems

Industrial and Hazardous Waste Management

Industrial Water Quality Achievement

Innovative Technology

Morgan Operational Solutions

Schroepfer Innovative Facility Design

WEF Safety

**WEF Recognitions** are awarded to individuals that have achieved certain milestones. There are four recognitions awarded by WEF:

**WEF Fellows**

**Quarter Century Operator Club[[3]](#footnote-3)**

**Delegate Service Award (for retiring Delegates)[[4]](#footnote-4)**

**Select Society of Sanitary Sludge Shovelers (5S’s) [[5]](#footnote-5)**

Finally, there is a separate WEF membership classification for those over 65 and have been a WEF and Member Association member for 35 years. This is selected by WEF and presented by PWEA.

**(WEF) Life Membership[[6]](#footnote-6)**

**PWEA AWARDS[[7]](#footnote-7)**

**Beneficial Use of BIOSOLIDS AWARD**

**Description:** The Biosolids Award was established by the PWEA Biosolids Committee to acknowledge extraordinary facilities in the area of biosolids management and compliance with PA DEP regulations.

**Award Criteria:** There will be 2 categories for the Biosolids Awards each year: < 5.0 MGD & > 5.0 MGD influent. Nominee must have demonstrated exemplary management practices related to biosolids treatment and recycling.

**Eligibility:** The individual recipient must be a PA DEP permitted facility (PAG-07 or PAG-08) and a PWEA member in good standing.

## DAVID A. LONG MEMORIAL EDUCATIONAL SERVICE AWARD

**Description:** This award was established in honor of Dr. David A. Long in recognition of his lifelong service and dedication toward the education and training of wastewater and water treatment plant operators and environmental professionals.

**Award Criteria:** This award is presented to individuals who distinguish themselves through their efforts and contributions to the education of water quality professionals.

**Eligibility:** The individual recipient must be a current member in good standing of the PWEA and demonstrate current or past status as an instructor in a bona fide and PA DEP recognized training program in the field of water pollution control.

**SAFETY AWARDS – CLASS I FACILITIES, CLASS II FACILITIES, COLLECTION SYSTEMS**

**Description:** The purpose of the Safety Awards is to recognize specific wastewater plants and collection systems which have developed and are maintaining a comprehensive safety program.

**Award Criteria:** The PWEA Safety Committee presents these awards to the facilities and collection systems that have the highest point scores based on information obtained from the safety questionnaires. The three awards are given to Class I Facilities (eight or less employees), Class II Facilities \*nine or more employees), and Collection Systems. Honorable mentions are given in each class if the score is within one point of the winning score. No facility or collection system can win a specific safety award more than once in a three-year period.

**Eligibility:** Facility or Collection System must have at least one staff member who is a current member in good standing of the PWEA. Safety questionnaires must be submitted to and scored by one of the Safety Committees of the three PA Sections.

## GOLDEN MANHOLE SOCIETY AWARD

**Description:** The PWEA Golden Manhole Society Award was established by the PWEA Collection System Committee to acknowledge extraordinary personal service to the Association while working to promote wastewater collection system understanding, operation and maintenance, training and continuing education. The award will be presented to an individual for contributions to the advancement of the state of the art of wastewater collection. The annual honoree(s) will be presented with the coveted PWEA Golden Manhole Society lapel pin at the PWEA Annual Awards Banquet.

**Award Criteria:** Recipient should be a current member in good standing who has distinguished themselves through their efforts, contributions, and promotion of the Association and its programs, relative to wastewater collection systems. Individual should also have outstanding efforts in the area of wastewater collection system evaluation and rehabilitation.

**Eligibility:** The individual recipient must be a current member in good standing of PWEA.

**GOLDEN PLUNGER AWARD**

**Description:** This award, established in 2005, is to recognize the Pennsylvania Section that has most actively promoted membership in the PWEA. The award is accompanied by a $250 contribution to the Section’s Scholarship Program.

**Award Criteria:** The Sectionwinner is calculated on total membership applications received in a calendar year falling within a Section’s boundary.

## INDUSTRIAL WASTE EXCELLENCE AWARD

**Description:** This award is to recognize outstanding performance by industry in the area of industrial waste management in Pennsylvania. This award is given in consideration of wastewater or hazardous/solid waste facility design, research and/or operations as they relate to protection of surface and groundwater within Pennsylvania.

**Award Criteria:** Nominee must demonstrate compliance with all applicable federal, state and local environmental regulations and provide a description of environmental achievements and potential costs savings through implementation of acceptable measures of compliance.

**Eligibility:** Industrial facility must be located in Pennsylvania.

## MEMBERSHIP RECRUITMENT AWARD

**Description:** This award was established in 1991 and is presented for excellence in new member recruitment. Award is $250. In event of a tie, the award is split equally among the winners.

**Award Criteria:** Nominee must have demonstrated superiority in membership recruiting by recruiting a minimum of five (5) new PWEA members for a one-year period.

**Eligibility:** Individual must be a current member in good standing of the PWEA.

## OPERATOR RESEARCH AWARD

**Description:** This award recognizeswork being done by operators in Pennsylvania that is creative, innovative, or that simply makes the job easier. If you know of such work, be it a unique pump repair, evaluation of chemical dosing, analytical/process testing techniques, cost-saving treatment improvements, or other item that enhances the field of wastewater treatment operations, please share that experience and expertise with the PWEA membership so that we may all benefit. This award is presented by the PWEA Research Committee.

**Award Criteria:** The award winner will be selected based on the innovation of the described work, the clarity of the nomination in describing the work, and the perceived impact to the field of the innovation.

**Eligibility:** The recipient should be an operator who conducted research beneficial to wastewater treatment in Pennsylvania. There is no requirement that the recipient be a PWEA member, however preference will be given to individuals who are members of PWEA. Nomination of large groups or teams is discouraged.

## MARK B. HANNUM AWARD (formerly known as Plant Operations and Maintenance Excellence Award)[[8]](#footnote-8)

**Description:** This award is to recognize those Pennsylvania wastewater treatment facilities that have outstanding operations & maintenance performance. There are two divisions for the PWEA awards; < 2.0 MGD and > 2.0 MGD design capacity. The award winners in each division will be submitted to the U.S. EPA for Regional and National competition. Additional facilities may be submitted to EPA at the discretion of the Awards Committee provided they do not compete in the same EPA categories as the PWEA – selected winning facilities. (There are six EPA divisions) Facilities shall be publicly owned treatment works (POTW's) that have demonstrated outstanding performance in permit compliance, process control, maintenance management, financial management, innovated practices, laboratory management, personnel training programs, pretreatment and industrial waste management, solids handling and disposal, safety, and public relations.

**Award Criteria:** Qualifying facilities shall have at least one staff person as a current member in good standing in the PWEA. Facilities that cannot meet this requirement may submit an application directly to EPA using the same application. An application must be submitted by the facility. A member of the Awards Committee will visit the site. A score sheet will be used to generate a uniform numerical score. The results are presented to the Awards Committee for final selection. Winners of the PWEA Plant O&M Excellence Awards are eligible to compete in the EPA Region 3 program. Facilities receiving this award must wait five years before reapplying, even if they change categories.

**Eligibility:** The facility must have at least one staff person as a current member in good standing of the PWEA.

**Nomination Process:** ~~Applications may be submitted in written form or electronically. They must be received no later than~~ **~~October 1st~~**~~. Written forms for the PWEA awards must be sent to:~~

~~Jim Kern  
Operator Outreach Program   
US EPA (3WP50)  
1650 Arch Street  
Philadelphia, PA 19103-2029~~

[**~~kern.jim @epamail.epa.gov~~**](mailto:kern.jim@epamail.epa.gov)

~~You may direct all questions concerning this award to Jim at 215-814-5788 or via e-mail.~~

## PROFESSIONAL RESEARCH AWARD

**Description:** This award recognizeswork being done by professionals in Pennsylvania that contributes to further understanding of wastewater treatment phenomena; enhanced system effects; guidance for process applications and treatment technology; improved facilities management; and other research areas that expand our wastewater treatment industry’s knowledge. This award is presented by the PWEA Research Committee.

**Award Criteria:** The award winner will be selected based on the impact of the research conducted in the field of wastewater treatment and/or surface water quality.

**Eligibility:** The individual recipient should be a member of PWEA and a professional working in the field of wastewater treatment. Preference will be given to long-time continuous members.

## ROY F. WESTON AWARD

**Description:** The Roy F. Weston Award was established in 1985 by the PWEA to acknowledge significant individual contributions to the field of industrial waste management. From a broadly based perspective, it recognizes the professional achievements of Awardees whose activities may have been conducted in the public or private sectors, in government service, or in academia.

**Award Criteria:** Significant individual contributions to the field of industrial wastes, demonstrated as follows.

* Importance of the individual's contribution to the field of industrial waste management
* Significance of the individual's contribution to the industrial waste management industry as a whole
* Length and continuity of the individual's service
* Individual's contribution to the professional development of others
* Other miscellaneous relevant factors

**Eligibility:** Individual must be a current member in good standing of PWEA

## STUDENT RESEARCH AWARD

**Description:** This award is presented by the PWEA Research Committee.

**Award Criteria:** The award winner will be selected based on the innovation of the described research, the clarity of the abstract submitted and the perceived impact to the field of the research.

**Eligibility:** The individual recipient should be a student-member of the PWEA. The recipient should be attending a college or university in Pennsylvania and be pursuing a degree in a field related to wastewater treatment or surface water quality. The student need not be a U.S. Citizen, but the student must be legally residing and studying in the U.S.

**Nomination Process:** The Research Committee is responsible for submitting the nominations for the Student Research Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient.

## TED HASELTINE AWARD

**Description:** Theodore R. Haseltine (1901-1968), civil engineer, was a civil engineering graduate of Stanford University in 1925. Ted completed graduate studies in 1927 at the University of Illinois. He operated wastewater treatment facilities in the following cities: Topeka, Kansas; Grove City, Pennsylvania; and Butler, Pennsylvania. Following his operational experiences, he joined the consulting firm of Chester Engineers and became a Partner in the firm. Ted's specialty was to put theory into practical operation. He truly was a pioneer in the design of the activated sludge wastewater treatment facilities and step aeration process. Ted was Past President of the Pennsylvania Water Environment Association (153-1954), a Past President of the California Water Pollution Control Association, and a highly respected wastewater facilities designer. The Pennsylvania Water Environment Association is very proud to present the following award in honor of this exceptional person.

**Award Criteria:** The PWEA Ted Haseltine Award is presented to a current PWEA member in good standing who has made significant contributions to the advancement of knowledge in Pennsylvania's water quality management field through design or operational work with the wastewater treatment processes.

**Eligibility:** Recipient must be a current member in good standing of the PWEA.

## TED MOSES HIGH HAT AWARD

**Description:** The High Hat Award is given by the PWEA in honor of Ted Moses, the first Secretary of the Association. This is a service award given to members who have distinguished themselves while working to promote the Association and its programs. The original High Hat, purchased in a Philadelphia pawnshop in 1935, is the Association's most prized and priceless possession. The names of past recipients are lettered upon the hat, and the annual ceremony accompanying the presentation of this award has become a tradition at the PWEA Annual Awards Banquet. Because the original high hat had no additional space for award recipient's names, Ned and Marti Sams purchased another high hat. The Sams' have graciously donated this second hat to the Association so that the names of future award recipients will also appear on a High Hat.

**Award Criteria:** Recipients should be a current PWEA member in good standing who have distinguished themselves through the promotion of the Association and its programs. Typically, 4 (four) High Hats are awarded. One from each of the three Sections and one At-Large. A WEF Representative attending the Awards Banquet should generally also be awarded as the Awards Committee deems appropriate.

**Eligibility:** Section nominees must be members of one of the three Sections. The Awards Committee will make final selection of other individuals who may not be Section or PWEA members.

**Nomination Process:** The Section Awards Committees are responsible for submitting two nominations to the PWEA Awards Committee; one for the Section Award and one for the At-Large Award.

**WALTER A. LYON PURITY OF WATER AWARD**

**Description:** The PWEA Walter A. Lyon Purity of Water Award was established by the PWEA ­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­­Awards Committee in 2006 to acknowledge extraordinary personal service and commitment to the Association and protection of waters of this Commonwealth. The award will be presented to an individual for their contributions to the advancement of PWEA and water quality protection. The annual honoree(s) will be presented with the coveted PWEA Walter A. Lyon Purity of Water lapel pin and at the PWEA Annual Awards Banquet.

**Award Criteria:** Recipients should be active or retired members of PWEA who have distinguished themselves through their efforts, contributions, and promotion of the Association and its programs and have demonstrated outstanding efforts and service to the protection of water resources in the Commonwealth of Pennsylvania.

**Eligibility:** The individual recipient must be a current member in good standing of the PWEA.

## YENCHKO MERITORIOUS SERVICE AWARD

**Description:** In 1995, the PWEA Meritorious Award was renamed the Yenchko Meritorious Service Award and is presented by the PWEA in honor of John and Sue Yenchko and their decades of tireless service.

**Award Criteria:** This Award is presented to an individual (or couple) who has given tireless contributions of their time in any type of service to the Association.

**Eligibility:** Individual recipient (if single awardee) or at least one recipient (if awarded to a couple) must be a current member in good standing of the PWEA.

**WEF’S MEMBER ASSOCIATION AWARDS**

## ARTHUR SYDNEY BEDELL AWARD

**Description:** The Bedell Award was established to acknowledge extraordinary personal service to a WEF Member Association. The award is named for **Arthur Sidney Bedell**, WEF's second president for his long devotion and service to the New York Sewage and Industrial Wastes Association, now the New York Water Environment Association. He was Chief of the Bureau of Sewage and Waste Disposal of the New York State Department of Health. The award is presented by a WEF representative at the WEF Member Association Annual Meeting.

**Award Criteria:** Nominee must have demonstrated organizational leadership, administrative service, membership activity, and stimulation of technical functions or similar participation. The size of the membership dictates the frequency with which Member Associations are eligible to make nominations for the award. Traditionally, this is given as a PWEA past president award.

**Eligibility:** Individual must be a member of the WEF.

**Nomination Process:** Final selection is submitted to WEF by the PWEA Awards Committee.

## GEORGE W. BURKE, JR., SAFETY AWARD

**Description:** This award recognizes active and effective safety programs in municipal and industrial wastewater facilities.  This award was established in 1982 in honor of **George W. Burke, Jr.,** for his many years of service to both the water environment field and WEF as staff manager of technical services. Mr. Burke was instrumental in developing WEF's annual safety survey and assisting in the production of several safety training aids and promotional packets. The purpose of this award is to encourage an active and effective safety program in municipal and industrial wastewater facilities. Award presented by a WEF representative at the WEF Member Association Annual Meeting.

**Award Criteria:** The documented and illustrated safety program and safety record of the facility for the preceding calendar year are the primary criteria for the award. Nominated facilities and collection systems must demonstrate and illustrate an active and effective safety program and an outstanding safety record for the preceding calendar year. The award is presented to the facility or collection system that receives the highest questionnaire score from all three PWEA safety award classes. Additionally, the PWEA is allowed full freedom to establish its own criteria. The size of the membership dictates the frequency with which PWEA is eligible to make nominations.

**Eligibility:** Facility of Collection System must have a least one active member of the WEF.

**Nomination Process:** The Safety Committee submits a nomination for the recipient of the George W. Burke, Jr. Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient. Final selection is submitted to WEF by the PWEA Awards Committee.

## WILLIAM D. HATFIELD AWARD

**Description:** The Hatfield Award is presented to operators of wastewater treatment plants for outstanding performance and professionalism. The award was established in honor of **Dr. William D. Hatfield**, Superintendent of the Decatur, Illinois Sanitary District, who was President of the Central States Sewage Works Association in 1944-45 and served as President of the Federation in 1958-59. The award consists of a plaque suitably inscribed with the recipient's name and is presented by a Federation representative at **the Member Association annual meeting**.

**Award Criteria:** Documentation of a successful system of reports from the operator to his or her superiors that fulfill the information requirements and provide the operator with a forum for suggestions for improvements. Use of a good public relations program. The nominee should have contributed to the dissemination of information concerning advancements in the field. The size of the membership dictates the frequency with which PWEA is eligible to make nominations for the award.

**Eligibility:** The recipient must be a member of the WEF.

## LABORATORY ANALYST EXCELLENCE AWARD

**Description:** The Laboratory Analyst Excellence Award is presented by the Water Environment Federation to recognize individuals for outstanding performance, professionalism and contributions to the water quality analysis profession. The award is presented by a WEF representative at the WEF Member Association annual meeting.

**Award Criteria:** Candidate must be employed at an educational facility laboratory, industrial, commercial, or municipal laboratory which performs wastewater-related analysis, and must have direct analytical responsibilities. Candidates are eligible for this award only once. Qualifying criteria may include:

* 1. Membership and involvement in professional associations. Examples: Water Environment Federation Committees, Standard Methods Joint Task Groups, MA committees and conferences and conference activities.
  2. Outstanding efforts in the area of wastewater and environmental aquatic analyses, including such items as innovative sampling techniques or solutions to a treatment, analytical or environmental problem.
  3. Involvement in community activities or public relations.
  4. Presentations at professional conferences, meetings, etc. relevant to water quality analysis.
  5. Professional certifications.
  6. Continuing education.
  7. Contributions that have been beneficial to the nominee’s facility.
  8. Unusual initiative or performance "beyond the call of duty".

**Eligibility:** Individual must be a member of WEF and employed at an educational facility laboratory, commercial, or municipal laboratory, which performs wastewater, related analyses and must have direct analytical responsibilities.

**Nomination Process:** The Laboratory Practices Committee submits a nomination for the Laboratory Analyst Award to the Awards Committee; the Awards Committee is responsible for making final selection of award recipient. Final selection is submitted to WEF by the PWEA Awards Committee.

**WEF RECOGNITIONS**

## LIFETIME MEMBERSHIP AWARD

**Eligibility:** Individuals who have been a member of WEF and one or more WEF Member Association for 35 or more consecutive years, and are at age 65 or older, are eligible to apply for WEF Life Membership. For more details, see <http://www.wef.org/Members/page_joinwef.aspx?id=8102>

**Nomination Process:** Transfer to Life Membership may be requested in the form of a written or telephone application to the Water Environment Federations Member Services Center. The applicant must provide both the Member Association membership dates and date of birth. Applications made directly to the Member Association Secretary will only be accepted in writing. In order to be considered for transfer to Life Membership, the following qualifications must be met:

1. Shall be a person who has been an Active or PWO member, or representative of a Corporate or Associate member in one or more WEF Member Associations for a total of at least 35 years.
2. Shall have all the rights and privileges of an Active or Professional Wastewater Operations member.
3. Shall pay no Federation dues.

Shall receive, without cost, those publications of the Federation that the Board designates for the member class to which the member belonged at the time of transferring to Life Member, Federation Life Members shall not, however, by virtue of such membership, be relieved of paying dues to Member Associations to which they may belong unless such dues are waived by such Member Associations. The granting of Federation Life Membership to a representative of a Corporate Member or Associate Member shall not relieve the Corporate or Associate Member from paying dues. Life Membership in the Federation may not relieve members of paying dues to the Member Association. If you have further questions, please call 1-800-666-0206 or 703-684-2452 or email csc@wef.org.

## QUARTER CENTURY OPERATOR'S CLUB

**Description:** The Quarter Century Operators' Club Award is presented to an individual who has been a member of the Water Environment Federation and who has been a significant, full time participant in the water environment industry for a period of 25 years (as of July 1 of the year applying). 10 years of which must include active involvement in the day-to-day collections, maintenance, operations, laboratory, or management of a wastewater transportation or treatment facility.

**Award Criteria:** Nominee must have been a significant, full time participant in the water environment industry for a period of 25 years, 10 years of which must have been actively involved in the day-to-day collections, maintenance, operations, laboratory, or management of a wastewater transportation or treatment facility.

**Eligibility:** Individual must be a member of Water Environment Federation for a minimum of five years.

**Nomination Process:** An application must be submitted to WEF **by August 1** and be accompanied by a complete and detailed resume of experience.

**DELEGATE SERVICE AWARD**

In recognition of the outstanding work by Member Association Delegates in the House of Delegates, the Federation provides a Service Award plaque for each retiring Delegate. The Service Award is presented to the Delegate by a representative of the Federation at the Member Association Annual Meeting after the WEFTEC of his or her retirement. Please email [awards@wef.org](mailto:awards@wef.org) if you require a Delegate Service Award.

**5S Society Award**

This recognition is identical to PWEA’s High Hat award. Consequently, PWEA normally does not provide this recognition. For more details on this award, see <http://www.wef.org/Members/page.aspx?id=278>.

1. Only those committee chairs responsible for providing an award nominee will be called. [↑](#footnote-ref-1)
2. Proposal to change this award from a Facility award to an Operator award, similar to existing Section awards. [↑](#footnote-ref-2)
3. The Quarter Century Operator Club is presented by PWEA [↑](#footnote-ref-3)
4. The Delegate Service Award is presented by PWEA to our retiring Federation Delegates. [↑](#footnote-ref-4)
5. PWEA’s High Hat award was initiated in 1938 and is the inspiration for this WEF award. [↑](#footnote-ref-5)
6. For qualifications please see <http://www.wef.org/Members/page_joinwef.aspx?id=8102> [↑](#footnote-ref-6)
7. This contains excerpts from Appendix D of the Policy, Procedure and Processes Handbook as it is written. All of the nominations procedures have been removed since many were incomplete or missing. All award nominations go through the same process as indicated earlier in this guidance manual. ***This information needs to be reviewed, and verified****.*  [↑](#footnote-ref-7)
8. Preparing a proposal to change this from a plant award to an operator award. [↑](#footnote-ref-8)