

## SUBMITTER'S CHECKLIST

This checklist is provided for guidance purposes only. Please refer to the current Robert W. Campbell Award Information Packet at [www.CampbellAward.org](http://www.CampbellAward.org) for complete eligibility and submission requirements.

ITEM	DESCRIPTION
<input type="checkbox"/> Eligibility requirements	<p>Business operations with self-contained, independently auditable EHS and business performance measurements may apply. The submission must:</p> <ul style="list-style-type: none"> <li>▪ Demonstrate a well-integrated EHS management system with proven success in EHS practices and business productivity.</li> <li>▪ Use recognized metrics to show consistent improvement or sustained leading performance in EHS for a <u>minimum of five years</u>.</li> <li>▪ Show sustained, sound financial management, including <u>at least five consecutive years</u> of profitability and an investment grade rating, as applicable.</li> </ul>
<input type="checkbox"/> Letter of Intent	<p>Letters of Intent can be sent via <a href="http://www.CampbellAward.org">www.CampbellAward.org</a> at any time. The optional LOI is solely for our internal planning purposes. You may submit an application without an LOI. Updates and alerts will be e-mailed to those who submit an LOI.</p>
<input type="checkbox"/> Separate cover sheet	<p>Includes: title, primary contact name, affiliation, and complete mailing address, phone, fax, and e-mail address.</p>
<input type="checkbox"/> Narrative submittal	<p>The business operating systems must demonstrate that EHS is part of a comprehensive management system. These narratives are evidence-based success stories in which an organization conveys how its well-integrated EHS management system led to success in EHS and enhanced business performance. Therefore the submittals will address an encompassing systemic corporate function, rather than intervention-based efforts. These successes must be demonstrated through measurable EHS performance, productivity, and financial robustness. They are not technical research papers, but rather practical narratives written for EHS and business professionals which include supporting documentation.</p>
<input type="checkbox"/> Organization and content of narrative submittal	<p>The principal discussions of the submittal are to be made in the narrative text with supporting documentation provided within text or appendices.</p> <p>Submission is in narrative form in English, with associated data, figures, and charts. Organization of material and related discussions should follow the sections below.</p> <ul style="list-style-type: none"> <li>▪ Executive Summary (1000 words or less; separate pages preceding the narrative text)</li> <li>▪ Business Profile</li> <li>▪ Leadership</li> <li>▪ Integrated EHS Management System</li> <li>▪ Performance Measurements and Information Management</li> <li>▪ EHS Results</li> <li>▪ Linkage Between EHS and Business Performance</li> <li>▪ Other Factors</li> <li>▪ Conclusions and Path Forward</li> <li>▪ Data Snapshot and Disclosure</li> </ul> <div style="text-align: right; margin-top: 20px;"> <p><i>These sections count toward 25-page maximum (Business Profile through Conclusions &amp; Path Forward)</i></p> </div>
<input type="checkbox"/> Supporting evidence	<p>Submittals must include documented performance metrics, including associated data, figures, and charts. Such information may follow narrative portion, and may be contained in a separate electronic file. Information shall include only those data and documentation which most meaningfully provide supporting evidence for statements made in the narrative text. References to supporting evidence shall be clearly made in the narrative text.</p>

ITEM	DESCRIPTION
<input type="checkbox"/> Formatting	Typed double-spaced, using 11- or 12-point type (Times Roman or similar font) formatted to <u>8.5" x 11" paper</u> , single-sided.
<input type="checkbox"/> Page limit	Narrative text portion of submittal (excluding Executive Summary) is <u>limited to 25 pages</u> , single-sided. Include page numbers.
<input type="checkbox"/> Terminology	Define all abbreviations and industry-specific terms.
<input type="checkbox"/> In-house copy of submittal	Keep a copy of the submittal for reference. Submittal Packets will not be returned.
<b>COMPLETE SUBMITTAL PACKET</b>	
<input type="checkbox"/> One (1) hard copy of the submittal	Include separate cover sheet with required information, narrative text, and supporting documentation. Also include signed application form and fee payment.
<input type="checkbox"/> Electronic copy of the submittal	<p>Content of electronic copy shall be identical to hard copy.</p> <p>Electronic copy <u>shall not exceed a total of 20MB, with a maximum of 4MB per file</u>. Files shall not be formatted for DVD drives.</p> <p>Electronic files must be named to clearly indicate their content. Appendix file names shall begin with the appendix number. Examples for XYZ Company: "XYZ Cover Sheet.doc" "XYZ Exec Summary.doc" "XYZ Narrative.doc" "XYZ Appendix 1-4.doc"</p> <p>Video appendices shall be in standard video format, such as .mov, .wmv, .avi, and .mpeg. No file shall exceed 4MB.</p> <p>The electronic copy of submittal may be sent via post on a PC-compatible CD-ROM together with the posted Submittal Packet, postmarked <b>30 June 2009</b> (preferred method).</p> <p>Files may be sent via e-mail as e-mail attachments to CampbellAward@nsc.org. E-mailed files must be <u>received</u> by the Campbell Award by <b>30 June 2009</b>. Enter "Award Submission" in the subject field.</p> <p>Campbell Award Program is not responsible for any delays in delivery, either postal or electronic, which may disqualify a submittal.</p>
<input type="checkbox"/> Signed application form	The completed form must be signed by an executive-level officer of the company.
<input type="checkbox"/> Submission fee payment	<p>Payment based on size category as follows:            Category I (more than 1000 employees): \$1500 US            Category II (up to 1000 employees): \$750 US</p> <p>Payment shall be by corporate check, bank check, cashier's check or money order, payable to "NSC – Campbell Award."</p>
<input type="checkbox"/> Postmarked by <b><u>30 June 2009</u></b>	<p>Postal Address:            Campbell Award Director            National Safety Council            Research &amp; Statistical Services            1121 Spring Lake Drive            Itasca, IL 60143-3201 USA</p> <p><i>The Award Program does not bear the responsibility for non-receipt/late receipt of any material sent.</i></p>
<input type="checkbox"/> Acknowledgement receipt	We will send an e-mail acknowledgment that we received the Submittal Packet.

