

ROBERT W. _____
CAMPBELL

AWARD®

SUBMITTAL CHECKLIST

This checklist is provided for guidance purposes only. Please refer to the current Robert W. Campbell Award Information Packet at campbellaward.org for complete eligibility and submission requirements.

ITEM	DESCRIPTION
<input type="checkbox"/> Eligibility requirements	Organizations or “stand-alone” subunits that employ a management system in which EHS is well integrated and recognized as a key business value. The submission must: <ul style="list-style-type: none"> ▪ Demonstrate that a well-integrated EHS management system leads to proven success in EHS practices and enhances the business’ productivity ▪ Show consistent improvement or sustained leading performance in EHS for a minimum of five years ▪ Show sustained, sound financial management, including at least five consecutive years of profitability or outstanding financial performance within relevant industries at the time of Award application
<input type="checkbox"/> Letter of Intent	Please complete the Letter of Intent (LOI) submittal form at campbellaward.org/letter-of-intent ; only online LOIs will be accepted. An LOI is not required for participation; however it does allow notifications to be sent concerning additional information.
<input type="checkbox"/> Separate cover sheet	Includes: title, main author/contact name, affiliation, and complete mailing address, phone, and e-mail address
<input type="checkbox"/> Narrative submittal	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.
<input type="checkbox"/> Organization and content of narrative submittal	Submission is in narrative form in English, with associated data, figures, and charts. Organization of material and related discussions should follow the sections below. <ul style="list-style-type: none"> ▪ Executive Summary ▪ Business Profile ▪ Leadership ▪ Integrated EHS Management System ▪ Performance Measurements and Information Management ▪ Linkage Between EHS and Business Performance ▪ Lessons Learned ▪ EHS Challenge ▪ Data Snapshot <div style="float: right; margin-left: 20px;"> <p style="font-size: 2em;">}</p> <p><i>These sections count toward 35-page maximum (Business Profile through EHS Challenge)</i></p> </div>
<input type="checkbox"/> Supporting appendices	Submittals should include documented performance metrics, including associated data, figures, and charts. Such information may follow narrative portion, and may be contained in separate electronic files; appendices. 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 should be clearly made in the narrative.
<input type="checkbox"/> Formatting	Submittals must be typed using 11- or 12-point type (Times Roman or similar font) formatted to 8.5" x 11" paper.
<input type="checkbox"/> Page limit	Narrative text portion of submittal (excluding Executive Summary and Data Snapshot) is limited to 35 pages. The appendices are limited to 50 pages. Please include page numbers!

ITEM	DESCRIPTION
<input type="checkbox"/> Terminology	Define all abbreviations and industry-specific terms. A supplemental glossary is encouraged.
<input type="checkbox"/> A copy of submittal	Keep a copy of the submittal for reference. Submittal Packets will not be returned.
COMPLETE SUBMITTAL PACKET	
<input type="checkbox"/> One hard copy of the submittal	Include separate cover sheet with required information, narrative text, and supporting documentation. Also include signed application form, located in the PDF Information Packet.
<input type="checkbox"/> Electronic copy of the submittal	<p>Content of electronic copy shall be identical to hard copy.</p> <p>Unsecured .PDF files are preferred.</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.pdf" "XYZ Exec Summary.pdf" "XYZ Narrative.pdf" "XYZ Appendix 1-4.pdf"</p> <p>Video appendices must be in standard video format, such as .mov, .wmv, .avi and .mpeg; the files must NOT be formatted as a playable DVD. Each application is limited to two (2) video files and must not exceed 2GB per file.</p> <p>The electronic copy of submittal may be sent with the posted Submittal Packet.</p> <p>Electronic files may also be submitted online at campbelaward.org. Please create a login and upload your submission in the "File Share" area. File sharing will become enabled 2 weeks prior to the application deadline. Each file is limited to 2GB. Applicants are still required to mail a hard copy of the submittal and a signed Submittal Application Form.</p> <p>Please send submittals with adequate time for delivery. The Campbell Award 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 organization.
<input type="checkbox"/> Submission fee payment	<p>Payment based on size category as follows: Category I (more than 1000 workers): \$2000 US Category II (up to 1000 workers): \$1000 US</p> <p>Payment shall be by corporate check, bank check, cashier's check or money order, payable to "NSC – Campbell Award", or credit card. Invoices can be sent upon request.</p> <p>Payments must be received 2 weeks post final application deadline.</p>
<input type="checkbox"/> Postmark	<p>Postal Address: Robert W. Campbell Award National Safety Council 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.