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**Collections Operator of the Year Award**

**Transmittal Cover Sheet. *Nominations* are to be sent to the Regional Directors. Do not send your nomination directly to PNCWA. REGIONS SEND YOUR FINAL REGIONAL WINNER TO PNCWA.**

Year: \_\_\_\_\_ Region: \_\_\_\_\_ Section: \_\_\_\_\_

Regional operator winner recommendations for each category are due from each Region or State to PNCWA Aug 15, 2014.

Each Region may have its own process for nominating and recommending winners to PNCWA. Regions may expand on the criteria that PNCWA recommends as long as the spirit and intent of the award criteria are met. The PNCWA recommended criteria and format of the nomination packet are on Page 2 of this form.

Candidate's Name and Title		
Agency/Organization		
Address, City, State, Zip Code		
Phone	Fax	E-mail Address

  

Nominator's Name and Title		
Agency/Organization		
Address, City, State, Zip Code		
Phone	Fax	E-mail Address

Sections in Idaho, Oregon and Washington may nominate to their Region and/or State, outstanding Treatment Plant Operators to be recognized by PNCWA.

The Regional Director coordinates the process for each Region, and the process varies slightly for each Region. Contact your Regional Director or have your Section President do so.

Page 1 of this form should be used as a cover sheet, and should accompany the recommended award recipient's nomination packets when forwarded to PNCWA.

## **Criteria**

- A.** Any certified operator is eligible for nomination. PNCWA membership is not required, although Section membership is required.
- B.** The award represents outstanding job performance of regular duties, and individual or collective accomplishments of an experimental, developmental or innovative nature.
- C.** A nominee must have demonstrated an outstanding contribution to the wastewater profession in at least one of these areas:
  - 1. Section activities
  - 2. Safety
  - 3. Certification
  - 4. Training
  - 5. Performance
  - 6. Public relations

## **Nomination Packet**

**The nomination packet for each candidate shall include:**

- 1.** Title Page: date, name and title of applicant, name and title of supervisor assisting in preparing materials, name and address of utility or agency, and nominating Section.
- 2.** System Description maintained by collections systems personnel:
  - a. Collection system (miles of pipe, range of pipe sizes, number of customers, residential / commercial / industrial mix),
  - b. Pump stations (number and size range), and
  - c. Other ancillary facilities (type: e.g., odor control, corrosion control, generators, etc.).
- 3.** Operations: operation program, testing, personnel, budget, records, etc.
- 4.** Applicant Information: photo, supplemental information limited to six pages including pictures, letters of recommendation, special awards, how the application has demonstrated ingenuity and proficiency, major contributions to improve operations, innovations, etc.
- 5.** Applicant Activities: PNCWA volunteerism, certification, education and training, public relations (news clipping, tours, public meetings, etc.).

**6. Other information:** Any other information that would demonstrate contributions listed in Item B under Criteria, above.