



## Safer Choice Partner of the Year Awards 2017

### Instructions for Application Form

*EPA developed The Partner of the Year Awards to recognize Safer Choice stakeholders who have furthered the safer chemistry goals of the Safer Choice Program through their active and exemplary participation in and promotion of the program, which furthers outstanding and innovative source reduction. Making the Safer Choice Program's mission known to the widest possible audience, through its safer product label and in other forms of communication, is critical to fully realizing the program's goals of protecting human health and the environment, promoting a sustainable economy, and creating green jobs. The Safer Choice Program anticipates that selecting the Partner of the Year will be a challenging task. Applicants with outstanding submissions that do not win the Partner award may receive an honorable mention.*

*The 2017 Partner of the Year Awards will be the third annual event, with recognition for Safer Choice stakeholder organizations from five broad categories: (1) Formulators/Product Manufacturers of both Consumer and Institutional/Industrial (I/I) products, (2) Purchasers and Distributors, (3) Retailers, (4) Supporters (e.g., non-governmental organizations, including environmental and health advocates, trade associations, academia, sports teams, and others), and (5) Innovators (e.g., chemical manufacturers, technology developers, and others). Within these categories, Safer Choice may elect to give an additional award in the subcategories of "small business" and "sustained excellence." Organizations that wish to apply in more than one award category must complete individual application packages.*

To be eligible for recognition, candidates should complete this application and have it signed by an appropriate company or organization official (e.g., CEO, vice president for governmental affairs, division head, or other authorized signatory). Candidates should be in good standing with the Safer Choice Program (no outstanding compliance issues) and will be screened for civil/criminal enforcement history.

EPA reserves the right to request at any time additional documentation to confirm that candidates have achieved the criteria for recognition. If documentation is requested but not received within a reasonable time, EPA may deny or withdraw recognition.

**Application Process:** The application is available online and may be filled out, scanned and emailed (preferred), or submitted in hard copy by mail or fax. Online applications must be electronically signed and sent to [SaferChoice\\_Support@abtassoc.com](mailto:SaferChoice_Support@abtassoc.com).

If you choose to send a hard copy, the application may be mailed to the following address maintained by our contractor (EPA Contract No. EP-W-08-010):

Safer Choice Partner of the Year Awards  
c/o Abt Associates Inc.  
Attn: Klara Zimmerman  
4550 Montgomery Avenue, Suite 800 North  
Bethesda, MD 20814-5341  
P: 301-634-1722  
F: 617-386-8882

Supplemental documents such as photos, pamphlets, copies of advertisements, videos, audio files, etc. may be sent with your application as PDF files (each file must be less than 12MB and total submission should not exceed 15 pages). If necessary, you can mail hard copies of supplemental material to the contractor address specified above.

All applications received will be considered public information, and no materials submitted will be returned. **All application materials must be received by December 16, 2016.**

**Confirmation of Receipt:** You will receive an email within one week confirming any materials you submit. It will be sent to the contact provided in the award application. If you do not receive confirmation within one week, please contact the Safer Choice Partner Awards lead, Chen Wen, at [wen.chen@epa.gov](mailto:wen.chen@epa.gov) or 202-564-8849.

**Notification:** You may be notified as soon as **March 2017** of the status of your application.

**Questions:** Questions about eligibility, nomination procedures, or the Safer Choice Program should be directed to Chen Wen at [wen.chen@epa.gov](mailto:wen.chen@epa.gov) or 202-564-8849.

**Paperwork Burden Estimate**

The public reporting and recordkeeping burden for this collection of information is estimated to average 15 hours per response, including the time for reviewing instructions, gathering information, and reviewing and completing the application. An agency may not conduct or sponsor, and a person is not required to respond to, a collection of information unless it displays a currently valid OMB control number. The OMB control number for this collection is 2070-0184. Approval expires on 03/31/2019.

Send comments on the Agency's need for this information, the accuracy of the provided burden estimates, and any suggested methods for minimizing respondent burden, including through the use of automated collection techniques to the Director, Collection Strategies Division, U.S. Environmental Protection Agency (2822T), 1200 Pennsylvania Ave., NW, Washington, D.C. 20460. Include the OMB control number in any correspondence. **Do not send the completed application to this address.**