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CLEAN
TEXAS
Leader for Regional
and Local Governments,
Institutions, and
Military Bases

Application



What Is Clean Texas?

CLEAN TEXAS is a voluntary, incentive and recognition program for Texas organizations. The CLEAN TEXAS LEADER level rewards organizations of all types and sizes that make significant commitments to the highest levels of environmental performance. Members at this level are encouraged to make environmental stewardship a part of their management strategy by setting and meeting six flexible, leadership commitments to protect the air, water, and land of our state and conserve resources.

CLEAN TEXAS is a partnership between industries, businesses, communities, and the Texas Natural Resource Conservation Commission (TNRCC). Communities are an integral part of this program and should be involved from the start. The partnership begins with this application but continues long after the applicant is accepted into the program. Members will receive updates whenever additional incentives, programs, and opportunities are available. TNRCC appreciates feedback from members. Feedback will be used to improve the process and value of this program.

This application is appropriate for regional governments such as cities, counties, and councils of governments. It is also appropriate for universities, military bases, and other entities with jurisdictional boundaries. Separate applications are available for businesses, industries, and small businesses. The application has two parts:

1. A cover sheet identifying the applicant
2. A checklist with instructions for several narrative attachments

Additional information to help you complete the application is available in the *CLEAN TEXAS LEADER Program Guide*. Information can be found at www.cleantexas.org. If you have any questions, contact a CLEAN TEXAS Coordinator at TNRCC.

Benefits

As a CLEAN TEXAS LEADER, you will receive benefits that will help you and your community reach your environmental goals and be recognized for your environmental leadership activities.

You will receive all of the benefits offered to the PARTNER level members including:

- ▼ *CLEAN TEXAS Update*, a bimonthly newsletter for members
- ▼ Recognition at annual meetings and in the *CLEAN TEXAS Update*
- ▼ Technical assistance from the TNRCC to achieve CLEAN TEXAS commitment goals
- ▼ Networking opportunities with businesses, industries, local governments, and institutions locally and across the state
- ▼ Use of the CLEAN TEXAS logo
- ▼ CLEAN TEXAS Web site with program ideas, regional issues, and the latest from TNRCC
- ▼ Regional partnership meetings
- ▼ Discounted registration fees for the annual CLEAN TEXAS conference
- ▼ Product and service discounts offered by other CLEAN TEXAS members

In addition, CLEAN TEXAS LEADERS will be eligible to receive incentives focusing on regulatory innovation flexibilities, technical and program assistance, and organization-specific public recognition. These incentives will be offered to successful CLEAN TEXAS LEADER applicants on a case-by-case basis based on the needs of the individual member. A complete list of incentives is available from the CLEAN TEXAS LEADER coordinator and will be updated periodically as new incentives become available.

Who Is Eligible to Become a CLEAN TEXAS LEADER?

1. Any size entity—including industries, businesses, military institutions, schools, universities, cities, counties, or organizations—may join at the LEADER level if it has:

- a. a facility from where it operates* (plant or office space), or
- b. territorial limits (city, county, township, military base, university, or neighborhood).

*Entities with multiple facilities or branches with similar environmental impacts may join as a group under one application. *Please contact a CLEAN TEXAS coordinator for assistance on how to apply for multiple facilities.* Group application is intended for multiple facilities with similar operations, such as commercial entities, service entities, or school districts.

To apply as a group, the information below must also be attached:

- ▼ A listing of the location (city and address) of each facility or branch.
 - ▼ The method of communicating CLEAN TEXAS commitments to management and employees at each facility or branch, and the communication methods each facility or branch will use to report progress toward commitments.
 - ▼ The implementation method used at each facility to meet the commitments.
2. An entity must meet applicable compliance standards—it must not have been the subject of a TNRCC Findings Order or a State or Federal District Court Judgment for three years prior to membership. An entity with a criminal conviction for violation of environmental laws will be ineligible to participate.
 3. Any entity that fulfills the program commitments.

How Can I Join?

To become a member, submit a completed application. Feel free to attach additional information, documents, or articles to describe your commitments. Some of this information may be published in case studies, press releases, and recognition events. A CLEAN TEXAS coordinator will contact you once the TNRCC receives your application. CLEAN TEXAS staff can provide potential members with application forms, as well as assistance and feedback throughout the application process.

Period of Enrollment

Membership in the CLEAN TEXAS program is for three years and is renewable.

Annual Reporting

Each year, you must submit a brief, annual update to report your progress. Annual updates should be submitted to a CLEAN TEXAS coordinator at the address below.

Any Questions?

Contact a CLEAN TEXAS coordinator at:

Texas Natural Resource Conservation Commission
Small Business & Environmental Assistance Division MC 112
PO Box 13087
Austin, TX 78711-3087
Phone: 512/239-3100 Fax: 512/239-3165
E-mail: cleantx@tnrcc.state.tx.us

Applications and guidance are also available at: www.cleantexas.org

Texas Natural Resource Conservation Commission

CLEAN TEXAS LEADER Membership Application

Applicant Information

Date submitted: _____

Name of Organization (City, county, COG, etc): _____

Main Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Type of organization: _____

Contact Name: _____

Title: _____

Mailing Address: _____

City: _____ State: _____ Zip Code: _____ County: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____

Responsible Official Name: _____

Phone: (____) _____ Fax: (____) _____ E-Mail: _____

4-Digit SIC _____ Number of Employees _____

We were recruited by: _____

Please include all applicable identification numbers for this facility:

EPA ID: _____ Solid Waste ID: _____

TRI ID: _____ Water Quality ID: _____

TPDES Permit No: _____ Air Account No: _____

RCRA Permit No: _____

Signature of Responsible Official _____

Title _____ Date _____

Please return completed application to:

CLEAN TEXAS Coordinator
Small Business and Environmental Assistance Division MC 112
Texas Natural Resource Conservation Commission
PO Box 13087
Austin, TX 78711-3087

Program Eligibility

If your facility is a CLEAN TEXAS STAR, CLEAN CITIES 2000 or CLEAN TEXAS PARTNER member, check one of the following:

- This facility is a CLEAN TEXAS STAR or CLEAN CITIES 2000 member, and has already met the waste reduction or environmental improvement goal set as part of that program.
- This facility has successfully participated as a CLEAN TEXAS PARTNER for at least 3 years.

If your facility is not a CLEAN TEXAS STAR member, CLEAN CITIES 2000 member or CLEAN TEXAS PARTNER, check any of the following that apply. This information will be used in determining eligibility.

- This organization has adopted policies to implement state-of-the-art pollution prevention technology or sustainability design (**attach description**).
- This organization has met an equivalent goal as a member of EPA's 33/50 program, Climate Wise, National Environmental Performance Track, Green Communities program, or other program that demonstrates environmental leadership. **Attach a summary** of results.
- Other (**attach description**).

CLEAN TEXAS Commitments

Commitment I—Environmental Improvement Goal

Commitment I is to commit to one or more environmental improvement goals that focus on environmental issues important to the community. Develop each goal with input from community representatives. Commit to a measurable, continuous-improvement plan of at least three years' duration for each goal.

A. Select your goals. From the list below, select one or more environmental improvement goals that your facility or organization will focus on over the three-year period. Goals may include environmental improvement activities within your organization, within your community, or both. Environmental improvement goals are expected to exceed compliance levels required under existing regulations.

- Waste reduction Recycling program¹ Composting Improved product efficiency Use of recycled feedstock
- Hazardous waste reduction Reduced hazardous constituents in products Toxics Release Inventory (TRI) reduction
- Emissions reductions/air quality Energy conservation Water conservation Water quality improvements
- Habitat protection Ecopark or Brownfield development Other _____

¹ Maintaining recycling efforts is an acceptable goal.

B. Attach a schedule for each environmental improvement goal (see example). Include information for the first year and for a measurable, three-year plan for continuous environmental improvement. A goal cannot include reductions committed to and achieved as a CLEAN TEXAS STAR, CLEAN CITIES 2000, or CLEAN TEXAS PARTNER facility. If you choose TRI, hazardous waste, or solid waste reductions as a goal, the reductions must go beyond what your facility committed to under a previous program commitment. Include the **base year**, which is the year this application is submitted.

Example of an Environmental Improvement Goal Schedule

Environmental Improvement Goal	Base Year	Base Year Amount	Year 1 (2001)	Year 2 (2002)	Year 3 (2003)
Increased purchase of recycled or sustainable products. (% of total products purchased/\$)	2000	\$800,000	15% (\$120,000)	20% (\$200,000)	25% (\$250,000)
Water Conserved (gallons per year)	2000	1,500,000	1,000,000	800,000	400,000
Increased purchase of green energy (% of total energy purchased)	2000	40,000	35,000	25,000	10,000

C. Attach a description of the community participation you achieved in setting each environmental improvement goal. Include the following:

- ▼ List of community participants and selection method
- ▼ Method used to notify and seek input from the community on each goal and commitment

D. Attach documentation of community support for these goals, such as a letter from community representatives.

Commitment II—Environmental Continuous Improvement Plan

Commitment II is to implement an environmental continuous improvement plan that measures community environmental improvement and compliance. This plan may be an environmental management system, strategic plan, business plan, or budget plan that commits to environmental improvement.

- A. Attach a description (maximum two pages) of the continuous improvement plan. The plan should address compliance assurance and continuous improvement. Your description should include the following:
- ▼ Policy or statement of commitment from responsible official(s)
 - ▼ Written plan to achieve the policy goals
 - ▼ Description of plan implementation
 - ▼ Description of review process
 - ▼ Description of verification and reporting progress
- B. Verification. Verify the continuous environmental improvement plan every three years by a professionally recognized authority that is independent of the organization. Qualifying groups could include internal audit teams, council appointed environmental committees, or certified independent auditors of recognized environmental management system programs. Verification should focus on the system features listed above.
- Provide information identifying the recognized authority (oversight or audit teams, city council environmental committees, or certified independent auditors of recognized environmental management system programs) that is independent of the facility.

Commitment III—Employee Programs

Commitment III is to develop environmental awareness training and education or incentive programs that focus on environmental improvement and excellence at your city, regional authority, base or other entity.

- A. Select your program. Check the internal environmental programs you will be implementing and offering to employees, staff, and students over the three-year period.
- Employee incentive program for the environment Trip reduction Transportation efficiency Alternative fuels
 EPA Energy Star program EPA Green Lights program Pollution prevention Employee recycling
 Buy recycled program "Don't Bag It" program On-site composting EPA Waste Wise program
 Other _____

- B. Attach a description of your environmental awareness training, education, or incentive program. Include the following:
- ▼ Method of communicating each environmental improvement goal and environmental policy to employees
 - ▼ Description of each employee program (for example, training, awareness, incentives, or environmental teams)

Commitment IV—Community Communication Program

Commitment IV is to develop a community communication program using environmental awareness, training and education, or incentive methods that focus on environmental improvement and excellence in the community.

- A. Attach a description of your community communication program. Include information on the following aspects:
- ▼ Assurance of open participation and attendance
 - ▼ Description of periodic communications or meetings (at least four times per year)
 - ▼ Mechanisms for two-way communication
 - ▼ Prenotification to the community
 - ▼ List of community partners
 - ▼ Goals

Commitment V—Community Environmental Outreach

Commitment V is to establish, support, or sponsor local environmental programs or projects that meet local needs.

Note: Your facility may already be participating in a community environmental outreach program if you are currently a CLEAN TEXAS STAR member, a CLEAN CITIES 2000 facility, or a CLEAN TEXAS PARTNER.

A. Select your program. Check the community environmental outreach programs or Projects that you will be implementing and continuing over the three-year period.

- Environmental education activities for the public
- Environmental education for schools
- Habitat protection
- Water conservation
- Energy conservation
- Green building
- Conservation loans or rebates
- Community recycling
- Master composter program
- YardWise program
- Clean-up program
- Household hazardous waste
- Texas Recycles Day events
- Public transit education
- Surface Water Protection
- Storm Water Program
- Other _____

B. Attach a description of the community environmental outreach program including the following information:

- ▼ Description of the program
- ▼ Plan for meeting a local environmental need
- ▼ List of community partners
- ▼ Goals and/or outcomes

Commitment VI—Commitment to sustainable products or services with a written policy and implementation plan.

Commitment VI is to establish a program to review and measure the environmental impact of products, services and/or processes, and establish a system of continuous improvement.

A. Attach a description of your organization's commitment to sustainability or product stewardship program to take into consideration the environmental impacts of your processes and/or products. The following points may be included:

- ▼ Copy of your sustainability or product stewardship policy
- ▼ Plan for implementation
- ▼ Method to review products and processes and implement changes consistent with sustainability or product stewardship policy
- ▼ Plan for communicating and reviewing the policy with the community, employees, customers, suppliers, contractors, packaging, and transportation partners
- ▼ List of training and awareness activities

Recognition at the National Level: The National Environmental Performance Track

As a CLEAN TEXAS LEADER, you may be eligible for recognition and benefits at the national level through the National Environmental Performance Track. The National Environmental Performance Track is administered by the U.S. EPA.

Call a CLEAN TEXAS coordinator at 512/239-3100 to learn more about how your participation in CLEAN TEXAS can be leveraged to meet the National Performance Track requirements, and how you can receive benefits that are available at the National level.

Additional information is available at the National Environmental Performance Track website: www.epa.gov/performancetrack.

The TNRCC is an equal opportunity/affirmative action employer. The agency does not allow discrimination on the basis of race, color, religion, national origin, sex, disability, age, sexual orientation or veteran status. In compliance with the Americans with Disabilities Act, this document may be requested in alternate formats by contacting the TNRCC at (512)239-0028, Fax 239-4488 or 1-800-RELAY-TX (TDD), or by writing P.O. Box 13087, Austin, TX 78711-3087.

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