



**for Municipalities**

## **MDEQ's Environmental Stewardship Initiative**

### **Instructions for Membership Application**

Applications are accepted annually from July 1 - November 30

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## I. Application Form

### Section 1. General Information

General applicant information - Please complete all fields.

1. Applicant - Enter the name of the municipality that is applying for membership.
2. Physical Address - Enter the street address of the municipality applying for membership.
3. Mailing Address - Enter the mailing address if different than the physical address.
4. Contact - Enter the name of the person responsible for the membership application process, along with correspondence information.

### Section 2. Environmental Stewardship Policy

Each applicant is required to have a formal statement addressing environmental commitment. This policy should be endorsed by the city governing body, posted in a prominent location, communicated to all employees and available to the general public. When drafting the pledge consider such items as: commitment to voluntary and required environmental activities, pollution prevention at the source, continuous improvement, and communication methods.

### Section 3. Environmental Permits & ID Numbers

Where applicable, the applicant should have a master list of all permit and identification numbers related to environmental activities. State permit information from the Office of Pollution Control is available from the Mississippi Department of Environmental Quality website: <http://www.mdeq.ms.gov>. Current facility permit information for air, water, storm water, solid waste, and hazardous waste can be referenced on this site from enSearch. Additional information on contacts in DEQ offices includes:

|                                     |  |
|-------------------------------------|--|
| Office of Pollution Control (Main): | 601-961-5171                                     |
| Geology:                            | 601-961-5515                                     |
| Office of Land and Water:           | 601-961-5642, 601-961-5202                       |
| Wetlands:                           | 601-961-5171, Water Quality Certification Branch |
| Federal TRI:                        | 601-961-5171                                     |

## **Section 4. Type of Membership Requested**

Determine the level of membership being applied for based on the following requirements:

- Associate Requirements:
- 1) Has signed policy
  - 2) Has reviewed and completed the Environmental Management Practices Template
  - 3) Demonstrates History of Meeting All Regulatory Obligations as defined in Section 7.1
  - 4) Has one active or completed voluntary project with environmental enhancement results
  - 5) Agrees to share project information for MDEQ website, newsletter articles, or other venues
  - 6) Submits annual report
- Steward Requirements:
- 1) Meets Associate Requirements
  - 2) Has one additional active or completed voluntary project with environmental enhancement results (total of two)
- Leader Requirements:
- 1) Meets Steward Requirements
  - 2) Demonstrates a History of Meeting All Regulatory Obligations and a Record of Sustained Environmental Compliance as defined in Section 7.1
  - 3) Has one community outreach project or serves as a Stewardship Program mentor
  - 4) Has implemented at least one BMP in each category of the template

## **Section 5. Environmental Management**

### **1. Environmental Team**

Use a team approach with a team leader or “champion” that directs the environmental management process. The size of the team should be reflective of the size of the municipality and should include representatives from appropriate departments. Team members should have specific responsibilities.

### **2. Best Practices Template**

Each applicant is required to complete the Environmental Management Practices Review Template. The applicant should indicate whether each

activity has been implemented (Y/N). If implemented, a brief description of activities should be included. If the activity has not been implemented, indicate reason(s) why (has not been evaluated, not economically feasible, etc.) or future potential plans to implement the activity.

If a comparable activity has been implemented for a category, the applicant may add this activity. The proposed activity must be approved by MDEQ.

The purpose of this template is to provide an annual review of activities that can help minimize environmental impacts from operations.

## **Section 6. Environmental Project Achievements**

Complete one project proposal form for each project submitted. The Associate level requires one active or completed voluntary environmental enhancement project. The Steward level requires two active or completed voluntary environmental enhancement projects. The Leader level requires two active or completed voluntary environmental enhancement projects and one community service project. Agreeing to serve as a Stewardship program mentor may be substituted for the community service project.

A proposed project must result in an environmental benefit. This may be reduced use of materials or natural resources, reduced waste generation, or similar results. Benefits should be quantified where possible.

Further information is provided under the Environmental Project Form section.

## **Section 7. Certifications**

### **1. Regulatory Compliance Certification**

The applicant should certify their current regulatory compliance status. For the purposes of this application, those applying for the Associate and Steward level must demonstrate a History of Meeting All Regulatory Obligations to environmental compliance.

“History of Meeting All Regulatory Obligations” is defined as exhibiting the ability to meet all regulatory obligations and make all good faith efforts to address questions, instruction and concerns made by MDEQ personnel. The applicant must have no previous judgment or conviction for a criminal violation. The applicant must have no unresolved Notice of Violation's (NOV's) and be in compliance with any agreed order. The applicant must be in compliance with all environmental regulations at the time of application.

For the Leader level, the applicant must have a History of Meeting All Regulatory Obligations (above) and a Record of Sustained Environmental Compliance.

"Record of Sustained Environmental Compliance" is defined as having no previous judgment or conviction for a criminal violation. The applicant must have no more than one NOV in the past three years. The applicant may not have been levied a fine from the MS Department of Environmental Quality or EPA in the past three years.

In addition, MDEQ reserves the right to review current reporting data and certify compliance based on internal records. MDEQ reserves the right to initiate compliance and enforcement investigations resulting from the enHance site inspection.

## 2. Certification Statement

Check the box to indicate that all information provided is correct to the best of the applicant's knowledge.

The application should be signed by a responsible official of the municipality applying for membership. A responsible official is defined as follows:

for a municipality, state, federal, or other public agency: either a principal executive officer or ranking elected official

## II. Environmental Project Form

A voluntary project that results in benefits to the environment can be submitted on this form. The form requires specific project information including:

1. Applicant Name and Contact Info
2. Project Title
3. A brief description of the activities and environmental benefits associated with the proposed enhancement project and the project implementation dates
4. Documentation of measures or projected results. Typical benefits include waste reduction (hazardous waste, air emissions, water pollutant discharges, and solid waste) or decreased resource consumption (energy usage reduction, water usage reduction.) Other examples of potential projects include protecting, preserving, or restoring land and reduced material consumption. Any project that can be demonstrated to contribute to the enhancement of the environment is eligible. If the project is complete, actual results should be reported. If the project is

a currently active, then the proposed reduction target amount and year should be reported.

### **III. Community Service Project or Mentor Form**

Applicants for the Leader Membership Level must submit this form. Applicants can choose one of two options: implementing a community service project or agreeing to serve as a program mentor for enHance.

Sample community service projects are included on the form; additional types of community service projects will be considered. A community service project should demonstrate a significant community contribution and involve direct participation from the organization. Adequate documentation of activities should be provided. Project eligibility is determined by MDEQ.

A Leader applicant can alternatively choose to serve as a program mentor. Serving as a program mentor may include providing guidance to other applicants on environmental improvement projects, sponsoring educational events or similar activities. The mentor program will be coordinated through MDEQ.

### **IV. Submission & Contact Information**

Please submit the complete application package to MDEQ. The application packet should contain the following:

- 1) Application Form
- 2) Project Forms
- 3) Environmental Management Practices Template

The package can be submitted by e-mail, fax, or mail:

#### **1. E-mail (preferred)**

E-mail the completed package to [enhance@mdeq.ms.gov](mailto:enhance@mdeq.ms.gov) and mail the signature page to the address below:

Or

## 2. Mail

Mail the complete application package to:

enHance Membership Application  
Attention: Khairy Abu-Salah  
Mississippi DEQ  
P. O. Box 2261  
Jackson, MS 39225

For additional information contact Khairy Abu-Salah at: 601-961-5284 or [kabusalah@mdeq.ms.gov](mailto:kabusalah@mdeq.ms.gov).

## **V. General Program Information**

Membership in enHance is valid for three years. During each year of the membership period, an annual report documenting results from projects is required. This report is due July 31 of each year.

### **NOTICE:**

Information submitted to MDEQ is available for public review. Any exceptions to this must be requested in writing at the time of the submission. The request must describe the information to be treated as confidential and why the information qualifies for confidential treatment. The request must allow disclosure of the confidential information to authorized department employees and/or the United State EPA.

Reference: Mississippi Code Ann. §§ 17-17-27 and 49-17-39.

Further information on public records is available on the MDEQ website under "Freedom of Information Act" or by contacting the FOI Administrator at [freedomofinformationcontact@deq.state.ms.us](mailto:freedomofinformationcontact@deq.state.ms.us).