

NATIONAL CLEANER PRODUCTION AWARDS 2008

APPLICATION FOR PARTICIPATION IN THE CLEANER PRODUCTION

AWARDS FOR LARGE, MEDIUM AND SMALL ENTERPRISES IN

UGANDA

12 DECEMBER 2008



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A) COVER NOTE

The details of the duly filled, signed and returned assessment tool will be subjected to verification by a technical team and/or panel of judges appointed by UCPC. This will involve some ground truthing mission by the CP award team to your enterprise. Any false statements therein will lead to automatic disqualification from the award process.

I certify that the information contained in this assessment tool is true to the best of my knowledge and is a fair representation of the environmental performance of my company, and that the data contained herein may be used for the purposes of promoting an accelerated uptake of Cleaner Production Practices in the county (please clearly state any confidential information that may have been presented as part of the data submitted).

Name of the Company:

Name of the Chief Executive:

Signature of the Chief Executive:

Date:

Company Stamp:

Contact Person for the Assessment Tool:

Designation:

Signature:

Date:

Tel:

Fax:

E-mail Address:

Website:

B) FORWARD

Dear Participant,

The Cleaner Production Award has been organised by Uganda Cleaner Production Centre (UCPC) with sponsorship from the United Nations Industrial Development Organisation (UNIDO) and Government of Uganda. UCPC and UNIDO are pleased to note that your enterprise is participating in this year's national Cleaner Production (CP) award of 2008. This we believe is in recognition of your realisation that embracing Cleaner Production (CP) makes good business sense.

With the advent of globalization, Ugandan businesses are increasingly being subjected to increased competition and more choice, a development that is pushing them into looking for innovative ways of cutting down on their operational costs so that they can remain competitive. This scenario is compounded further by increasing costs of water; raw materials; energy; waste and/or effluent treatment or disposal; and more stringent environmental regulations being enforced by the National Environment Management Authority (NEMA). The CP approach that advocates for waste minimization at source and resource efficiency presents a cost effective and preventive approach to business management. It is based on the premise that "waste is money down the drain" and if it is not well managed, it eventually becomes a business's liability through environmental pollution and inefficient resource consumption. The best solution therefore is one where the production of waste is avoided altogether, and resource consumption optimised. Successful adoption of CP will result in environmental improvements, cost savings, reduced risks, competitive advantage and improved communication among employees since the bedrock of CP is teamwork.

The purpose of this CP award is to recognise businesses that have fully embraced CP and are now enjoying demonstrable environmental and economic benefits through a more efficient use of raw materials and utilities (especially water and energy) and also a sustained promotion of better environmental performance through waste minimisation. As a participant, you are contributing to the culture of continuous improvement through CP adoption and application.

This tool is intended to address your businesses' entire environmental performance for purposes of the award and it is our sincere hope that it will also help to guide the development of your future environmental programs that will be embracing continuous improvement through CP.

With Best Wishes!

Executive Director
UCPC

C) INTRODUCTION

Participation in this CP Award is open to all types of businesses that are currently operational in the country ranging from micro to small, medium, and large-scale enterprises that are involved in both manufacturing and service delivery. It is not a condition that the enterprise should have worked previously with UCPC in order to participate in this award competition. Participating enterprises have to demonstrate continuous environmental sustainability through the adoption of CP. Enterprises have to demonstrate a commitment to improved environmental stewardship through policy formulation; planning; implementation of the plans; measurements and record keeping; team work; verification and documentation of the realized achievements.

The three (3) Award categories to be vied for are as listed below:

- ❑ Large Enterprises Award
- ❑ Medium Enterprises Award
- ❑ Small Enterprises Award

D) THE UGANDA CLEANER PRODUCTION CENTER (UCPC)

The Uganda Cleaner Production Centre (UCPC) was established in October 2001 as a joint project of the Government of Uganda through the Ministry of Tourism, Trade and Industry; and the United Nations Industrial Development Organisation (UNIDO). Uganda Cleaner Production Centre (UCPC) has become a centre of excellence for promotion of Cleaner Production in Uganda. The Centre has worked with stakeholders and enterprises to improve productivity and competitiveness through improved use of materials, utilities and motivated workforce. Among the programmes carried out by UCPC, the 10-month Eco-Benefits Programme has proved greatly beneficial to enterprises that have participated in the programme.

UCPC is hosted by the Uganda Industrial Organisation (UIRI) in Kampala. The mandate is to accelerate the adoption of Cleaner Production (CP) practices by Ugandan businesses through awareness raising, training, setting up of demonstration projects, information dissemination and policy dialogue. It promotes the dissemination of best environmental practices that are based on minimising the generation of waste at source as well as enhancing resource efficiency. UCPC is part of a global National Cleaner Production Centres (NCPCs) program that is being supported by the UN family (mainly UNIDO and UNEP) in developing countries and those with transition economies.

E) AWARD CRITERIA AND HOW APPLICATIONS WILL BE JUDGED

The Award criteria are based on the size of the participating enterprises and the company's performance during the assessment. The award categories are:

- ❑ Large Enterprises Award
- ❑ Medium Enterprises Award
- ❑ Small Enterprises Award

F) STRUCTURE OF THE AWARD

The following groups have been established to guide this CP Award Process:

The Award Committee: The Committee representing different sectors of government, business associations and industry has the role of endorsing the purpose and objective of the Award program, providing policy direction as well as to review and provide comment on the basic program components. This team will conduct the evaluation and scoring of applicants. It includes technical expertise from the industry and experts in Cleaner Production.

The Technical Team: This Team is responsible for developing the award criteria and making technical reports of the applications. The team is drawn from the private and public sector, as well as expertise into the methodology of Cleaner Production.

Each of the 120 CP issues in the tables will be scored separately and marks tallied to obtain the overall performance of each participating enterprise.

CP Issue	Marks Obtained
Environmental laws	
Organisation	
Purchasing	
Material management	
Energy	
Waste management	
Hazardous materials	
Occupational health and safety	
Products	
Environmental Management Systems	
Total marks	

G) FILLING OF THE AWARD APPLICATION

For companies and/or businesses that wish to be considered for the Cleaner Production (CP) Award, it is strongly recommended that they fill all the 120 questions that are listed in the respective ten different categories.

You are requested to respond to the questions in a clear and concise manner. Should you require additional space, please use a clearly labelled separate sheet and state that you have done so in the appropriate section of the application.

A team of experienced experts will review your responses based on the follow up verification exercise and award you scores with zero (0) being the lowest and three (3) being the highest. The total possible score is 360 marks.

All responses alluding to some good environmental practice should be backed up with evidence. Should you require any further assistance, please call UCPC using the contacts listed below. Where a question is not applicable, please state this as N/A and include a reason if possible. Please ensure that the cover sheet accompanying this application is also completed and signed by the company's Chief Executive.

H) WINNERS OF CP AWARDS

The winners of the Cleaner Production Award will be those who will have registered the highest cumulative score in each category.

I) SUBMISSION OF APPLICATION

Please submit one bound copy of the application together with relevant supporting documents (where they have been requested for) to:

The Executive Director
Uganda Cleaner Production Centre
Plot M217 Jinja Road,
P.O. Box 7184, Kampala
Tel. +256 41 4287938/58; +256 39 2782057
Fax: +256 41 4287940
E-mail: ucpc@ucpc.co.ug

E-mailed responses should be in PDF (portable document format) and accompanied by scanned copies of supporting documents.

The deadline for Submissions is: 21 November 2008 by 5.00 p.m.

J) GENERAL COMPANY INFORMATION

Industrial Sector:

Brief Description of the Activities of the Company:

Number of Years in Operation:

Number of Employees:

Number of Shifts per Day Operated:

Operating Hours per Shift:

Which Shift is Associated with More Waste Generation and Why?

Total Operating Hours per Year:

K) ASSESSMENT AREAS

<i>Environmental Laws and Regulations</i>		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	Environmental Laws	Yes	No	Justify your answer (with evidence especially if ‘yes’)
1.	Have you compiled an overview of relevant waste streams (emissions, waste water, solid waste, noise, waste heat,...)?			
2.	Have you compiled a list of authorities involved in regulating environmental activities in your company?			
3.	Do you have copies of all relevant environmental laws (laws, regulation, permits and standards?)			
4.	Do you update this collection of environmental laws?			
5.	Do you achieve all limits which derive from your permits or are given in environmental standards?			
6.	Do you monitor qualities and quantities of your wastes?			
7.	Do you keep records of your wastes and by-products?			
8.	Do you carry out regular environmental inspections and audits?			
9.	Do you regularly check the requirements of your permits and approved certificates?			

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10.	Do you carry out regular self-checks / audits / inspections of your plant?			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

Organisation		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	Organisation	Yes	<i>No</i>	Justify your answer (with evidence especially if 'yes')
1.	Do you have a designated environmental coordinator with sufficient competence and power to give instructions?			
2.	Are the employees informed about the company environmental policy and guidelines?			
3.	Is the public informed about the company environmental policy and guidelines?			
4.	Does the company have a CP programme with measurable targets?			
5.	Does the company use environmental performance indicators as management tool (environmental controlling)?			
6.	Is there a system for recording / evaluating environmental costs and savings in the company?			
7.	Are the responsibilities for environmental issues in your company clearly defined?			
8.	Is the Cleaner Production Team functional?			
9.	Is the management involved and/ or informed about the CP Programme?			

Organisation		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
		Yes	No	Justify your answer (with evidence especially if ‘yes’)
10.	Are the employees regularly informed about the ongoing environmental projects and have the possibility to participate in these projects / CP programme?			
11.	Is the awareness of Cleaner Production used to increase motivation within the company? (e.g. idea competition)			
12.	Does the company carry out regular training and education in CP, environmental and occupational health and safety issues?			
13.	Is there a procedure for handling complaints on environmental issues from neighbours?			
14.	Has the company received any CP-award?			
15.	Are environmental issues integrated in your corporate social responsibility programs?			
16.	Have you ever had any program with UCPC?			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

<i>Purchasing</i>		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	Purchasing	Yes	No	Justify your answer (with evidence especially if ‘yes’)
1.	Do you consider environmental criteria in procuring your materials?			
2.	Do you have agreements with your suppliers regarding packaging?			
3.	Is there a regular exchange of experience with other companies regarding environmentally friendly materials typical for the sector?			
4.	During purchasing, do you ask for material, health and safety data sheets?			
5.	Do you integrate Cleaner Production while planning investments and procuring equipment?			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

Materials management		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	Materials management	Yes	No	Justify your answer (with evidence especially if ‘yes’)
1.	Has the company one central record of its quantity, cost and use of raw and auxiliary materials?			
2.	Has the company one record of its most important wastes (solid, liquid and gaseous)?			
3.	Is there a regular updated register about the avoidance and reduction measures of wastes?			
4.	Does the company use material balances to monitor raw and auxiliary materials?			
5.	Does the company monitor its water consumption and waste water generation?			
6.	Has the company installed water meters to monitor water consumption in different process areas?			
7.	Has the company implemented water saving measures?			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

Energy		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	Energy	Yes	No	Justify your answer (with evidence especially if 'yes')
1.	Is there a person responsible for energy issues?			
2.	Is there an intention to increase the use of renewable energies?			
3.	Is there a central record about the energy consumption per year from the different energy sources?			
4.	Are there energy indicators and are they used as in company controlling instrument?			
5.	Are there records about weekly or daily load measurements? Are these used for analysis?			
6.	Is there a record about the energy data of the single consumer (e.g. machine list)?			
7.	Is your energy distribution regularly analysed on possible energy saving possibilities?			
8.	Is there a load management for electricity? Is it regularly maintained?			
9.	Is there a multiple use of heat installed? (cascading)			
10.	Are your cooling machines analysed regarding the consumption of energy and cooling agent?			

<i>Energy</i>		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
		Yes	No	Justify your answer (with evidence especially if ‘yes’)
11.	Are there any energy saving measures implemented?			
12.	Is there a resource saving, emission reducing optimisation of the company car pool and the logistics of transport elaborated?			
13.	Have you ever carried out an energy audit?			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

Waste management		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	Waste management	Yes	No	Justify your answer (with evidence especially if ‘yes’)
1.	Do you segregate or sort your wastes?			
2.	Do you keep records on the quantity and the categories of your wastes?			
3.	Do you mark the different kinds of hazardous and non-hazardous wastes?			
4.	Do you keep records of used oil?			
5.	Do you have a mechanism for hazardous waste handling and disposal?			
6.	Do you have a permit / license to transport / store wastes?			
7.	Are there any waste minimization programmes in the company?			
8.	Is there any waste treatment facility?			
9.	Is there a nominated senior officer responsible for quality within the existing company structure?			
10.	Is a preventive maintenance program in place?			

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11.	Are there work instructions for machinery and other critical operational activities?			
12.	Is the company in possession of details of its effluent composition from an accredited laboratory?			
13.	Has the company characterized its air emissions based on analysis from an accredited laboratory? (show evidence)			
14.	Are the company's combustion activities routinely maintained and optimized for the sake of environmental conservation?			
15.	Are the company's boilers and other combustion units routinely inspected and certified for efficient operation by recognized inspectors? (there should be evidence)			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

<i>Hazardous materials</i>				
Contact person in the company:				
n.	Hazardous materials	Yes	No	Justify your answer (with evidence especially if 'yes')
1.	Is there a person responsible for handling of hazardous materials?			
2.	Is there an inventory of hazardous materials in the company?			
3.	Are there material health and safety data sheets available for all hazardous materials?			
4.	Do you inform and train your staff regularly on how to handle hazardous materials?			
5.	Do you have written instructions on how to handle hazardous materials in addition to material health and safety data sheets?			
6.	Do you evaluate risks of hazardous materials at regular intervals?			
7.	Are there set measures to reduce the amount of hazardous materials or to make the work with these materials safer?			
8.	Are hazardous materials stored in an appropriate way (especially toxic materials and fire hazard materials)?			
9.	Are the hazardous materials transported in an appropriate way?			
10.	Is there any license for storing / transporting hazardous materials?			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

Product		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective			
Contact person in the company:					
n.	Product	Yes	No	Justify your answer (with evidence especially if 'yes')	
1.	Are the customers informed about environmental effects of your products/services?				
2.	Are the customers informed about recycling possibilities of the product at the end of the lifecycle (i.e. after use)?				
3.	Are there any toxic substances used during production?				
4.	Do you specify the contents of your product on the packaging?				
5.	Do you use multi-way packaging for the transport of the products?				
6.	Is there an increasing use of renewable raw materials for the product or for the packaging?				
7.	Are recycled materials used for the production or for the packaging?				
Total fulfilment in this section:					
Signature of Assessor:		Date:		Official Stamp of the company:	

Occupational Health and Safety		Score 0 – Not known or implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	OHS	Yes	No	Justify your answer (with evidence especially if 'yes')
1.	Is there a functional occupational health and safety policy in the company?			
2.	Does the company provide appropriate protective equipment and are renewed at regular intervals?			
3.	Is there a person responsible for health and safety in the company?			
4.	Are there health and safety committees?			
5.	Are the safety and precaution measures at the machines sufficient and displayed?			
6.	Are people who handle hazardous materials and wastes specifically, protected?			
7.	Are people working in noise and dust areas specifically protected?			
8.	Are people exposed to thermal stress/pollution specifically protected?			
9.	Is there a medical monitoring plan?			
10.	Does the company provide medical care / insurance?			
11.	Is there a register available regarding all sources of noise and vibrations?			

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12.	Is there regular monitoring of OHS issues in the company?			
13.	Are there mitigative measures to reduce noise and vibrations in place?			
14.	Do you comply with limits of noise levels?			
15.	Are all fire equipment numbered, well positioned and regularly serviced?			
16.	Is the training in the use of fire equipment done on a regular basis?			
17.	Are fire assembly points clearly marked and fire safety signs well displayed?			
18.	Are there documented and suitable fire control procedures?			
19.	Is the First Aid box appropriately positioned and stocked with required ingredients?			
20.	Are all work place injuries and accidents properly recorded and their root causes investigated and determined to prevent recurrence?			
Total fulfilment in this section:				
Signature of Assessor:		Date:		Official Stamp of the company:

<i>Environmental Management Systems</i>		Score 0 – Not known or Implemented 1 – Awareness but little evidence. Not Well Implemented 2 – Implemented successfully but some elements missing 3 – Meets requirements, efficient and effective		
Contact person in the company:				
n.	EMS	Yes	No	Justify your answer
1	Do you have a functional environmental policy?			
2	Has the organization established programs for meeting its environmental objectives and targets?			
3	Has the organization defined the roles, responsibilities, and authorities of its employees with respect to the environmental management system?			
4	Have the above been documented and communicated?			
5	Have the necessary and adequate resources been provided to implement and maintain the System?			
6	Does the organization require and provide training for those positions that could have a significant impact on the environment based upon education and experience?			
7	Does the organization have an internal/external communication process for the environmental management system?			
8	Has the organization documented information that describes the foundation elements of the environmental management system and how they interact?			
9	Has the organization established procedures for controlling all of the documents required by the standard?			

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10	Has the organization identified its operations that are associated with its Significant Environmental Aspects?			
11	Does the organization communicate relevant portions of its environmental management system to suppliers and contractors who have the potential to Interact with its Significant Environmental Aspects?			
12	Has the organization evaluated its operations with respect to potential emergency situations and accidents and developed procedures to respond to them?			
13	Does the organization have proper calibration procedures to ensure that measurements are accurate and reproducible?			
14	Does the organization have an established procedure for defining responsibility and authority for a functional EMS?			
15	Has the organization established a program and procedure for an EMS audit?			
16	Does the organization's top management routinely review the EMS for effectiveness?			
17	Does the management review focus on potential modifications to the Environmental Policy statement and the Environmental Objectives?			
Total for this section:				
Signature of CP team leader:		Date;		Official Stamp of the company:

L) APPLICATION FORM

I would like to participate in the National Cleaner Production Award 2008

Company Name:

Name of Company CEO:.....

Name & Title of CP Award Contact Person.....

Contact Address.....

E-mail:.....

Fax:.....

Tel. (Landline & Mobile).....

Company sector and products

Sector:.....

Major products or services.....

Declaration

I declare that the information given about my company is a true representation:

Name..... Date.....

Designation..... Signature.....

This form should be returned by fax or e-mail to the CP Award Secretariat so as to reach it not later than 21 November 2008. Thank you for choosing to participate in the National CP Award.