



MID-ATLANTIC CHAPTER

Solid Wastes Association of North America

TRAINING COURSES AT HOST FACILITIES POLICY (Approved at January 20, 1999, Board of Directors' Meeting)

Goal

To increase interaction among employees (whether professional or non-professional) of member organizations (whether public or private) with the use of Chapter-owned training and educational material.

Policy

If a regular or sustaining member of the Mid-Atlantic Chapter elects to present one of the Chapter-owned training courses (e.g., Waste Screening at Municipal Solid Waste Management Facilities, Health & Safety at Landfills, Solid Waste Collection and Operations, Training Sanitary Landfill Operators) or a video series (e.g., Geosynthetics in Landfills) for his/her employees, then that member will agree to the following:

1. Complete the attached form describing the proposed course at least two (2) weeks prior to the presentation.
2. If at all feasible, in consideration of room location, room size, internal organization policy, etc., the presentation will be open to other Chapter members or employees in other organizations in which there are Mid-Atlantic Chapter members.
3. The member will endeavor to inform other Chapter members of the pending presentation, such as via the Chapter newsletter, or notifying "neighboring" organizations via mail, fax, or telephone, with as much notice as possible, preferably at least fourteen (14) days.
4. The organization borrowing the materials may keep them no more than sixty (60) days, unless there is no one else on the waiting list to borrow the materials.
5. After borrowing the materials, the organization shall transmit the materials at its cost to the next organization wishing to borrow the materials, plus notifying the Mid-Atlantic Chapter's "librarian" of the transmittal; or if no one is on the waiting list, then it shall be transmitted it back to the "librarian."

**MID-ATLANTIC CHAPTER SWANA
TRAINING COURSE**

1. Training Course Title: _____
2. Date and Time: _____
3. Location: _____
4. Host Agency/Company: _____
5. Contact Person: _____ Phone: _____ Fax: _____
6. Training Faculty and Background*:
Name(s): _____
Title(s): _____
Experience: _____
7. Describe Contact With Other Members in Regard to Attending:(if applicable): _____

8. Registration/Fee for other attendees (if applicable): _____
9. Student Handbooks:¹
_____ will be available (as part of registration/fee)
_____ will be available at a cost of \$ _____
_____ will not be available

Fax form to: Charles Simms
Maryland Environmental Service
SWANA Mid - Atlantic Chapter Librarian
Fax: (410) 974-7236
Phone: (410) 974-729

If training will be open to other SWANA members, please fax this form to SWANA Mid-Atlantic Chapter Newsletter Chair at NMWDA (410) 333-2721 and, at a minimum, to adjacent neighboring Counties and/or organizations.

*Preferably a SWANA member

¹ Student handbooks can be purchased directly from SWANA Headquarters; call (301) 585-2898. They are copyrighted and are not to be reproduced.



MID-ATLANTIC CHAPTER

Solid Wastes Association of North America

TRAVEL REIMBURSEMENT POLICY

(Approved at January 20, 1999, Board of Directors' Meeting)

Background

1. Historically, the Chapter reimbursed all of the reasonable expenses incurred by the Chapter Director to attend the mid-year International Board (IB) meeting and the IB meeting held prior to Wastecon, as well as the reasonable costs to attend Wastecon.
2. Wastecon was originally in August; as a result, the Chapter reimbursed all of the reasonable costs for the Vice President to attend Wastecon as the Chapter's official representative (as he/she would become President in late September). [Note - The President was not supported as he/she would be President for only one more month after Wastecon.]

Policy

1. The Chapter would continue to support the Chapter Director (CD) by reimbursing him/her for all of the reasonable expenses (e.g., transportation, lodging, meals, etc.) to attend both the mid-year IB meeting and the IB meeting held prior to Wastecon, as well as all of the reasonable expenses to attend Wastecon [e.g., Package 2 (i.e., full) registration, lodging, meals, etc.]. It is expected that the CD would attend all of the various IB meetings at both events, write a summary report to the Chapter President after each event, and report to the Board at the next ensuing Chapter Board of Directors' meeting. At Wastecon, the CD would represent the Chapter, typically attend those meetings scheduled for chapter representatives (e.g., Chapter Workshops, Chapter Legislative Liaisons, etc.), and participate as required in other activities (e.g., flag bearing).
2. Because Wastecon is now in the beginning of our fiscal year, i.e., in October, the Chapter would support the President (who would have just recently assumed office) and reimburse him/her for all reasonable expenses to attend Wastecon [e.g., transportation, lodging, meals, Package 2 (i.e., full) registration, etc.]. The President would be the Chapter's prime representative and would be expected to attend all of those meetings scheduled for Chapter representatives (e.g., Chapter Workshops, Chapter Legislative Liaisons, etc.) and participate as required in other activities (e.g., flag bearing).
3. For other Board members and Committee Chairs, who in the previous fiscal year had been an active, participating officer or director or chair (as agreed upon by the Board), the Chapter would support them to attend Wastecon by reimbursing them for the Package 1 registration (or the equivalent dollar amount of Package 1 [Note: Package 1 is a

AWARD CRITERIA
SOLID WASTE OPERATOR/MANAGER OF THE YEAR

This annual award is sponsored by the Mid-Atlantic Chapter of the Solid Waste Association of North America. The recipient is to be selected by the Chapter Awards Committee from nominations submitted to the Chapter in response to notification published in the Mid-Atlantic Chapter Newsletter and/or in other notifications distributed to the active membership at large. Nominations may be made by regular (public) members and sustaining (private) members of the Chapter, in good standing at the time of closing of the awards nomination period. The nomination period shall be open for a minimum of sixty (60) days, and shall be closed not later than thirty (30) days prior to the Chapter Annual Business Meeting.

The "Operator/Manager of the Year Award" may be given annually to the operator or manager of a solid waste acceptance, processing, recycling, and/or disposal facility located and operating within the geographic boundary of the Mid-Atlantic Chapter. The selection of the individual shall be based on outstanding performance by the nominee based on the following evaluation criteria:

1. Commitment to and achievement of regulatory compliance at the nominee's facility;
2. Recognized excellence in operation and maintenance of the nominee's facility;
3. Commitment to staff training and encouragement of staff professionalism;
4. Participation in SWANA and other technical organizations;
5. Education of and interaction with the public and citizen organizations regarding solid waste management;
6. Projection of a positive image and responsiveness of solid waste management professionals; and
7. Indications of civic and educational achievements which enhance the image of solid waste management professionals.

Name of the Award:

Solid Waste Operator/Manager of the Year

Nature of the Award:

A suitably engraved plaque designating the name of the award, the individual's name and title, name of the facility or facilities operated or managed, and the date of award.

Minimum Qualifications:

The individual must be an operator or manager of a solid waste management facility or facilities operating within the geographic boundary of the Mid-Atlantic Chapter. The facility (ies) must hold valid permits from Federal, State, and local jurisdictions, as applicable, as an acceptance, processing, recycling, and/or disposal facility for solid waste. The individual shall have at least three years experience at any level of responsible charge of solid waste management facility, or portion thereof. The individual shall be a current member in good standing of the Mid-Atlantic Chapter of SWANA.

Nominations:

All nominations shall be in writing and shall be directed to the attention of the Chapter Awards Committee. The nominating letter shall indicate the candidate's qualifications in the solid waste management field and may include other civic and educational achievements which enhance the image of solid waste professionals. Nominations must be made by a member in good standing of the Mid-Atlantic Chapter. The nomination submittal may include co-sponsors and/or endorsers. Letters of recommendation from public officials, citizen organizations, and solid waste supervisors may be included as part of the nomination package. Non-recipients of the award may be nominated in consecutive years. Recipients shall not receive the award two years in a row.

Award Committee:

The Award Committee shall consist of at least five (5) members in good standing of the Mid-Atlantic Chapter, with not more than one (1) member of the Chapter Board of Directors and at least four (4) members appointed at large. All Committee members shall be appointed by the Chapter President in accordance with Section 3.3 of the Chapter Bylaws, with a vote of concurrence by the Chapter Board of Directors.

Selection Procedure:

The Board of Directors shall establish a nominations and selection schedule at the time of appointing the Award Committee. The Award Committee will develop an application form to be used for nominating applicants. The Committee will review all properly submitted nominations within the time frame established for that year. The Committee will establish a selection procedure to select the individual that meets minimum qualifications and demonstrates the most outstanding performance of the evaluation criteria. Only one award will be made annually and then only if an outstanding individual is nominated.

Presentation:

The Award shall be presented by the Chapter President during the Mid-Atlantic Chapter Annual Business meeting.

Mailing Address
P.O. Box 7219
Silver Spring, MD 20910
Telephone Numbers
301-585-2898/2899



Association Offices
8401 Dixon Avenue
Suite 4
Silver Spring
Maryland 20910

January 24, 1985

MID-ATLANTIC
Mr. Stephen G. Lippy
Baltimore County
Bureau of Sanitation
Room 223, County Office Bldg. Towson, MD 21204

Dear Mr. Stephen G. Lippy

I am happy to inform you that your Chapter Constitutions and By-Laws are consistent with the terms of the Affiliation Agreement. I am looking forward to working with you on the enhancement of GRCDA.

If you have any questions or concerns just call me at (813) 877-6031.

Sincerely

A handwritten signature in cursive script, appearing to read 'Pamela K. Day'. The signature is written in dark ink and is positioned above the typed name.

Pamela K. Day
International Secretary

Ec International Headquarters

MD04327.DOC

GRCDA

INTERNATIONAL ASSOCIATION OF WASTE MANAGEMENT PROFESSIONALS