

ENVIRONMENTAL HEALTH AWARD

EHC Education Sub-Committee will annually review all eligible nominations received and make a recommendation to the Environmental Health Committee for its consideration prior to the ASHRAE Winter Meeting based on the following procedures

PROCEDURES FOR THE DONALD BAHNFLETH ENVIRONMENTAL HEALTH AWARD

- 1. Purpose.** The purpose of the award is to recognize excellence in volunteer service focused on environmental health issues. It will serve to heighten general membership awareness of, and interest in, environmental health activities.
- 2. Award Presentation.** Each year the Society recognizes the outstanding efforts of a single volunteer in the area of environmental health activities. Nominations are solicited during the first half of the Society year. The Environmental Health Committee will select the recipient and notify the Honors and Awards Committee of its selection at the ASHRAE Winter Meeting.
A typical award application will include a letter of nomination outlining eligibility and a nomination form.
- 3. Eligibility Requirements.** The award is open to ASHRAE members and non-members who have demonstrated outstanding achievement in the ASHRAE environmental health activities. The recipient will be selected from all nominations that meet a 10 point minimum requirement as outlined under Section 7 Criteria for Selecting Recipients. Environmental Health Committee Members are ineligible for receipt of the Environmental Health Award during the terms they serve on the respective committees.
- 4. Judging.** Environmental Health Education Sub-Committee will review all eligible nominations received and make a recommendation to the Environmental Health Committee for its consideration at the ASHRAE Winter Meeting following process below. The award may be omitted if a suitable candidate is not identified.

1. Nominations are submitted to ASHRAE staff
2. ASHRAE staff confirms that the nominees meet the award qualifications
3. Qualified candidates are submitted to the Education subcommittee
4. Educational subcommittee vote to select the top two candidates
 - a. The subcommittee assigns a mark 0 to 5 for each candidate.
 - b. The two candidates with the highest scores will be sent to full committee.
 - c. In case of a tie, the candidate with the most Bahnfleth Award points wins.
5. Education subcommittee forward the names of the two candidates to the Chair of EHC
6. The Chair of EHC shares the names of the two candidates with the full committee.
 - a. The full committee votes on a winner
 - b. In case of a tie, the candidate with the most Bahnfleth Award points wins

5. Presentation. The Environmental Health Award is presented during the Honors and Awards portion of the Plenary Session at the ASHRAE Annual Meeting. A certificate is presented to the recipient by the ASHRAE President.

6. Application. A nomination for the Environmental Health Award should include a cover letter outlining the nominee's environmental health activities in ASHRAE. This summary should contain an explanation, approximately 100 words, of the nominee's qualifications.

7. Criteria for Selecting Recipients. Following is an outline of how points are awarded.

A. ASHRAE activities

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| 1. Chair of an ASHRAE sponsored environmental health program | 2 points / program |
| 2. Presenting at an ASHRAE sponsored environmental health program | 1 point / program |
| 3. Chair of a Position Document (PD) Committee | 2 points / PD |
| 4. Member of a Position Document (PD) Committee | 1 point / PD |
| 5. Lead Reviewer of a handbook chapter related to health | 1 point / chapter |
| 6. Member of a Standard or Guideline PC related to health (see list below) | 1 point / PC ¹ |
| 7. Chair of a Standard or Guideline PC related to health (see list below) | 1 additional point / PC ² |

B. IAQ-Conference experience

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|-----------------------------------|-----------------------|
| Chair of an IAQ conference | 2 points / conference |
| Member of an organizing committee | 1 point / conference |
| Presentation at a conference | 1 point / conference |

C. Environmental Health Committee Experience

1. Member

a. Sub-Committee Chair

b. Chair of the Environmental Health Committee

1 point / tour³

1 additional point / tour³

2 additional points / tour³

¹ For standing committees "Project Committee" refers to a 4-year term

² For standing committees "Project Committee" refers to a 2-year term

³ "Tour" refers to a 3-year term