

THOMAS YATABE - STATE EMERGENCY RESPONSE COMMISSION AWARDS PROGRAM PROCEDURES

The State Emergency Response Commission (SERC) has established the following procedures to guide the recommendation and review of nominations for the State of Florida Emergency Planning and Community Right-To-Know Act Awards Program.

1. **Four categories of eligibility** are established for the awards program.
 - a. Recognition of an outstanding achievement, accomplishment or superior participation in the hazardous materials planning program by a **member of the SERC**.
 - b. Recognition of an outstanding achievement, accomplishment or superior participation in the hazardous materials planning program by a **member or alternate of a Local Emergency Planning Committee (LEPC)**.
 - c. Recognition of an outstanding achievement, accomplishment or superior participation in the hazardous materials planning program by a **an individual, agency or organization**.
 - d. Recognition of an outstanding achievement, accomplishment or superior participation in the hazardous materials planning program by a **industry or business**.

These categories may be expanded to address unique circumstances at the discretion of the SERC.

2. Each LEPC chairperson shall submit the name of a **single nominee**, chosen from one of the four categories of eligibility, who has made an outstanding contribution to the hazardous materials planning program **as the LEPC's nomination for a Thomas Yatabe - SERC Award**. Multiple nominees may be recommended for Certificates of Appreciation for their contributions to the program.
3. The single Thomas Yatabe - SERC Award and/or Certificate of Appreciation nominations(s) from each district shall be reviewed by the SERC's Membership Committee. The Committee shall forward its recommendations to the SERC.
4. Recommendations for awards will be acted upon by the SERC on an annual basis at its fall meeting (October).
5. Nominations for awards in each category may be offered by members of any category. All nominations must be received by the SERC by August 15 to be considered for that year's award. Nominations for recognition for outstanding contributions and certificates of appreciation, must be made in writing by the respective LEPC chairperson, must be directed to the Chairman of the SERC and must be accompanied by an Awards Nomination Form.
6. The SERC may elect to suspend or amend the time limitation of these procedures for good cause.