

Compiling a Fellow Petition

The American Society of Safety Engineers

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FELLOW PETITION SUBMISSION CHECKLIST

Use this checklist to ensure the petition package contains all required documents and is assembled correctly.

This document does not need to be submitted.

A complete petition includes:

- The nominee's **resume or biographical statement**, including name, address, phone number, and email address.
- A **current photo** of the nominee for publicity purposes.
- A **Fellow Petition Coordinator Nomination Form**, signed by the petition coordinator and nominee.
- Signed **Fellow Sponsor Reference Forms** from the petition's six sponsors.
- Labeled tabs** for each of the nine criteria, **including** criteria for which answers are not submitted.
- Responses to:
 - Criteria 1 and 2 (required)
 - **At least three** of Criteria 3-9
- Criteria responses that are assembled according to the format provided by the proceeding sections of this document.
- 8 copies of the petition.

The petition must be at least 10 pages in length, but not thicker than a 2-inch 3-ring binder.

Fully compiled petitions should be submitted by November 1 to:

Director of Professional Affairs
ASSE
1800 E. Oakton St
Des Plaines, IL 60018-2187

NOMINEE REQUIREMENTS

In order to qualify for the Fellow honor, the nominee must:

- Be a Professional Member or Emeritus Professional Member in good standing.
- Have made significant contributions to the American Society of Safety Engineers over a minimum period of twenty years. A “significant contribution” could be described by identifying the number of ASSE positions held by the nominee, the length of the nominee’s service within various positions, and the level of service (chapter, region, Society).
- Over a twenty year period, have dedicated 100% of his or her time working in safety positions in these specific fields: systems safety, industrial hygiene, ergonomics, fire protection, environmental practice, and hazardous materials management. At least fifty percent of the time should have been devoted to safety engineering or management, and the remaining fifty percent in other sub-disciplines of the broad practice of safety.
- Have been employed in the safety profession or one of its specialties, performing at least two of the following functions as a safety professional:
 - a) Anticipating, identifying, and evaluating hazardous conditions and practices;
 - b) Developing hazard control designs, methods, procedures, and programs;
 - c) Implementing, administering, and advising others on hazard controls and hazard control programs;
 - d) Measuring, auditing, and evaluating the effectiveness of hazard controls and hazard control programs.
- Have consistently adhered to the Society’s professional code of conduct.

THE PETITION COORDINATOR

If you are a Professional Member of ASSE and you are familiar with the nominee as a coworker, supervisor, subordinate, or ASSE associate, you are qualified to act as a Petition Coordinator.

A petition coordinator is an integral component of the application process, as he or she is responsible for nominating, compiling, and submitting all Fellow honor materials on behalf of a nominee. The process requires gathering, organizing, and presenting information that describes a nominee’s lifetime activities and achievements in the safety profession.

FIRST STEPS IN PETITION DEVELOPMENT

To begin the nomination process, the Petition Coordinator should:

1. Have an initial meeting or conference call with the nominee to develop a plan-of-action for the petition process. **The Fellow petition process takes approximately one year** to plan, execute, and submit, so it is important to develop a plan to use that time effectively.
2. Work with the nominee to identify at least six individuals to act as **Petition Sponsors**. These individuals will be responsible for completing a Fellow Sponsor Reference Form and providing evidence of the nominee's achievements in each criterion for which materials are submitted. They should also help organize various components of the petition. The individual must have either first-hand or confirmed knowledge of the nominee's specific achievements, results, and contributions to the safety profession.

The six **petition sponsors** must be professional members of ASSE in good standing.

Although it is recommended that the petition coordinator identify one sponsor to submit a Fellow Sponsor Reference Form for each applicable criterion, you may also submit reference forms from non-members and other ASSE members without professional member status.

3. You and the nominee should set up a time table to complete each section of the petition to help ensure an orderly and low-stress petition process.

4. If for any reason you feel that your Petition Sponsors will need additional assistance organizing and compiling the necessary materials, feel free to solicit help from other ASSE members or individuals who may belong to the candidate's chapter, region, or practice specialty.

5. Ensure that everyone who is involved with the Fellow petition process reviews the requirements for the various sections of the Fellow Petition Guidance.

6. Instruct your Petition Sponsors to sign and complete a Fellow Sponsor Reference Form.

- Remind your petition sponsors that the Technical and Professional Recognition Committee (TPRC) is impressed by facts, specific details, samples, and an objective style. Furthermore, any specific facts or statistics that demonstrate your nominee's achievements must be directly related to the work of your nominee. Do not cite any information that was accomplished by other members of the nominee's team or department.

- Remind your petition sponsors that a professional activity does not necessarily result in an achievement. As honestly and objectively as they can, they must measure the achievements against the Fellow standards.

7. Solicit letters of support from supportive chapter, practice specialty, branch, region, or individual member, including the name, address and phone number of a contact person.
8. Obtain a resume or biographical statement from the Fellow nominee, including name, address, phone number, and email address.

Non-ASSE references should be included only if they provide support directly related to one or more criteria addressed in the nominee's petition. It may hurt your nominee's petition if you include additional reference forms unnecessarily.

MANAGING THE PROCESS

SUPPORTING DOCUMENTATION

Once you have identified the Petition Sponsors, they will need to know what supporting documentation they will need in their section of the Fellow petition and how they can get it. As the Petition Coordinator, you can provide them with the following information:

Activity/Achievement	Supporting Documentation
Articles	Comprehensive list of relevant articles. While it is suggested that the candidate provide one or two examples, it is not necessary to include the full article in the petition. You may provide the cover page of the journal and/or the first page of the article.
Books	Table of contents and copyright page, with the number of copies distributed or sold, reviews, news releases.
Speeches	One or two transcripts, in whole or in part.
Safety program development	Description of the program and results obtained.
Work-related activities that reduce hazards and/or related costs	Letters or statements from superiors or outside sources attesting to the results (one well-written statement will usually suffice).
Teaching or seminars	State the nature and frequency of the activity, copies of presentations in whole or in part, independent statement attesting to its value.
Membership development for a Chapter, Practice Specialty, or other organization	One or two statements attesting to the activity's value.
Curriculum development at a college/university	Copy of the program description and one or two statements attesting to its value.
Chapter, Region, or Practice Specialty	Description of the nominee's specific contribution and its relationship to the results.
Society activities	List what took place, at what level, with statements attesting to the details of one or two of the best or most visible activities.

SOURCES OF DOCUMENTATION

Records to help document activities and achievements can be found in the following places:

- Job-related accomplishments can usually be described best by the nominee. The nominee may have even maintained records of his/her accomplishments throughout the years. However, if the nominee does not have adequate documentation of his or her professional activities, you can find records at the nominee's firm – if necessary, asking a supervisor,

administrative assistant, coworker, or subordinate for assistance in finding the necessary documentation.

- ASSE-related activities are on record with the Chapter, Region, or Practice Specialty. Other information can be verified from :
 - Chapter and Practice Specialty past and present officers, Society staff, Regional Vice Presidents, etc.
 - College and university activity records from professors, department heads or deans, secretaries, or students.
 - Government offices, which usually have records and information on members' involvement in government commissions, agencies, special task forces, etc.
 - The U.S. Patent Office, which can provide verification on patents received. The Library of Congress can provide information on copyrights.
 - Publishers and magazine editors, which can provide information on books, articles, and other publications.

Encourage your Petition Sponsors to communicate with each other to ensure that each professional accomplishment is addressed under a different section of the petition. The nominee will only receive credit for a professional accomplishment once. As the Petition Coordinator, you are ultimately responsible for reviewing the final petition and organizing it so that each professional accomplishment is only documented once and under one criterion only.

COMPILING THE PETITION

- 1) Once you have confirmed that the Petition Sponsors have completed their Fellow Sponsor Reference Forms, as the Petition Coordinator you must complete the Fellow Petition Coordinator Nomination Form. You must include all the information it requests, including reference forms and letters from the six Petition Sponsors, as well as a one-page résumé or biographical data sheet.
- 2) Several months before the **November 1** due date, compile and organize each section of the petition, which will have been delegated to Petition Sponsors and any other ASSE members who are assisting you with the petition process.
- 3) There is **a required system** for organizing petition materials:
 - The first section (untabbed) should contain:
 - Transmittal letters
 - Fellow Petition Coordinator Nomination Form
 - Fellow Sponsor Reference Forms
 - Resume/summaries
 - After this section, you must next address the criteria, using tabs for each – even those for which you do not provide a response. Materials must be incorporated into the appropriate tabbed section. It must be indicated when no material has been submitted under a tab.
 - Within the tabbed section for each criterion, please organize the materials as follows:
 - Description of how the candidate meets the criterion
 - Specific support documents (which cannot appear under multiple criteria)
 - Reference pages from supporting ASSE members for this specific criteria

Before you submit the petition, be sure to examine the petition from the viewpoint of a petition evaluator. Does it respond to the requirements of each criterion? Are the SH&E achievements well-documented?

Petitions must be at least 10 pages long (i.e., big enough for a report on a nominee's achievements), but not bigger than a 2-inch thick binder (to provide for significant documentation of the nominee's career). A petition does not have to be long to address the criteria effectively.

All petition materials must be bound in a loose-leaf binder, report cover, or other means of binding.

- 4) Once the initial petition organization is complete, you should review the content of the petition to ensure completeness and accuracy. You should give yourself approximately five months to complete the review.
- 5) Go through the Fellow Petition Submission Checklist and the Fellow Guidance to make sure you have included all required materials.

GENERAL PETITION GUIDANCE

- Throughout the petition, focus on the nominee's professional experience and contributions. Do not cite projects/activities done by the nominee's department or organization that he or she did not have a substantial role in.
- Use metrics to validate the success of specific projects and activities.
- Obtain first-hand or confirmed knowledge of the nominee's professional activities.
- Avoid using conclusive phrases with no support such as, "The petitioner successfully integrated safety and health human factors and associated costs into numerous proposals." Instead, explain what problems or conditions existed before the nominee took action, what steps the nominee took to improve existing conditions and the results obtained.
- The Petition Coordinator must submit materials for criterion one and two, and the Petition Coordinator and nominee should submit materials for at least three additional criteria.
- In many instances, nominees submit information for more criteria than they are qualified for. In the event that information is sent that has been previously utilized in another criterion or it is not relevant, the information given will not improve the nominee's score. Each professional accomplishment may only be documented ONCE throughout the entire Fellow petition.
- Criterion Nine¹ is intended to house any accomplishments that were not addressed in another section of the petition. Do not submit information for Criterion Nine unless you have additional information to include.
- Allow at least 9-12 months to compile and organize the petition materials.
- If you or anyone assisting with the Fellow petition has questions about the process, utilize the guidance documents or ask for help.

¹ "Other important qualifying achievements that are not covered by the criteria above but had a beneficial impact upon the safety profession."

CRITERIA

REQUIRED: CRITERIA 1 AND 2

CRITERION ONE: THE NOMINEE HAS PROFESSIONAL ACHIEVEMENTS THAT HAVE HAD A SIGNIFICANT IMPACT UPON THE SAFETY PROFESSION AS A WHOLE.

Order of Criterion One

1. Résumé that includes the nominee's name, current address, phone number, and email.
2. A document that describes the nominee's achievements in each relevant position. With each position, include which years the nominee held that position, the company name, job title, and a brief description of each relevant position held. In addition to the job description, include a list of the nominee's most significant achievements in that position. Identify specific safety accomplishments by defining the problem addressed, the actions taken, and the success obtained (with measurements).
3. Supporting documentation of the nominee's achievements as they relate to section one. This can include letters from employers, co-workers, colleagues, clients, or persons who have first-hand or reliably verified knowledge of the nominee's work to validate the contributions cited.

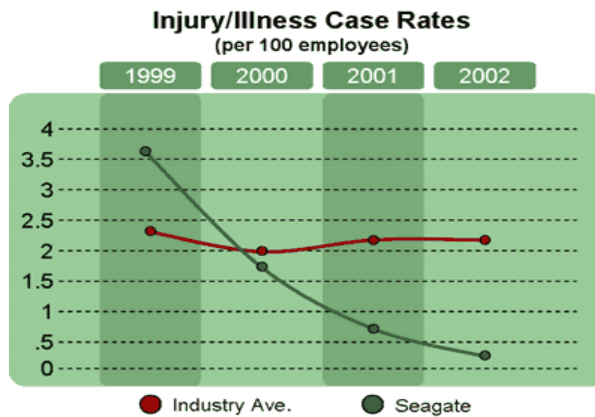
Notes:

1. This criterion is not intended to be an extended version of your resume. Instead of focusing on the number of professional responsibilities the nominee has had over the years, emphasize specific achievements that had a significant impact on the safety profession as a whole, the nominee's career, and the safety and health processes of the candidate's organizations.
2. As you document the achievements of the nominee, you may want to provide an overview statement summarizing the nominee's work and a list of key achievements with a description.
3. As you list key achievements, include information such as: industry awards, employee awards, pertinent certifications and licenses, statistics that demonstrate the success of a program developed and/or implemented by the nominee, teaching and formal mentoring activities, team management, and tools and/or products.
4. Feel free to use charts and graphs to illustrate metrics that demonstrate the effectiveness of the development and implementation of a program. "Metrics" can include the following kinds of statistics: incident rates, workers compensation costs, productivity rates, and severity rates.

Tip: Highlight achievements that have broadly affected the safety profession.

Mr. X developed drug prevention programs for company members and instituted drug testing programs for over three hundred employees on one major jobsite; 38% tested positive for drug usage. After several months of extensive drug and accident prevention efforts, pre-employment and random drug testing revealed that positive tests indicating drug use were reduced to less than 5%.

Tip: The use of mandatory OSHA accident/illness statistical data for overall company or individual business units can be used to illustrate successful SH&E program efforts. These statistics can be verified from official company records. Other specific company SH&E data may also be used.



Tip: Document any professional certifications or licenses that demonstrate your nominee's competence in the safety profession.

CSP Examination – Passed

Tip: Whenever reasonable, provide an overview statement summarizing the nominee's work and a list of key achievements with a description.

Capt. X was responsible for the base-wide safety program, which included safety, industrial, traffic, explosive, missile, and nuclear accident prevention efforts. Capt. X coordinated Bergstrom AFB safety efforts with the Texas Department of Public Safety, Austin Police Department, Capitol Area Safety Society (the predecessor of the Central Texas Chapter – ASSE) and other civic groups of interest to safety.

Major Accomplishments:

1. Capt. X earned the title of Strategic Air Command (SAC) "Safety Officer of the Month" for administration of an outstanding accident prevention program for Bergstrom Air Force Base.
2. Capt. X recommended a number of safety recommendations during the special TAC/OSSTRICOM exercise "Silver Hand," which were implemented by the "Silver Hand" commander.
3. Capt. X was also assigned duties as Assistant Protocol Officer for Presidential (President John Kennedy) and Vice Presidential (Vice President Lyndon Johnson) visits to Austin, TX. Later, he had duties for coordination of safety services to the LBJ ranch for President Lyndon Johnson. He maintained a Presidential, Top Secret security clearance.

Tip: Describe key projects that resulted in an overhaul of existing procedures or safety-related operations.

The petitioner led in the design and development of Bell's first web site devoted to environmental, health, and safety topics. Searchable, cross-referenced material safety data sheets were placed on the website, allowing the employees access through on-site computers or kiosks located within business units. This system has just been enhanced to allow online access to all material safety data sheets from any PC worldwide.

CRITERION TWO: THE NOMINEE HAS PROVIDED LONG AND DISTINGUISHED SERVICE TO ASSE.

Order of Criteria Two

1. Comprehensive list of all ASSE positions, committees, and task forces the nominee has served on, with dates of service.
2. In addition to the comprehensive list, for each position held, provide a summary of the nominee's service and highlight the nominee's key accomplishments within each position.
3. Include letters from committee chairs under whom the nominee served, or from ASSE members who have first-hand or reliably-verified knowledge of the nominee's work.

Notes:

1. There are many positions and responsibilities on the chapter, regional, and Society levels that are worth highlighting in the Fellow petition. These can be any of the following:

Society-wide Service

- Board member.
- Council vice president.
- Practice Specialty administrator.
- Practice Specialty chair or committee member.
- National committee chair or member.
- National task force chair or member.
- Foundation Trustee.

Regional Service

- Regional vice president (this is also a Board position).
- Area director.
- Assistant regional vice president for a specific area.
- Regional committee chair or member.
- Regional task force chair or member.

Chapter Service

- Chapter officer.
- Chapter committee chair or member.
- Chapter task force chair or member.

Please also include any relevant accomplishments outside the United States,

2. When documenting your nominee's contributions to ASSE, be sure to provide a brief summary of each position held and highlight key contributions. Focus on activities that your nominee had a substantial role in executing or leading - particularly if he or she identified problems and existing conditions, provided a solution to those problems, and benefitted ASSE as a result.
3. In addition to the traditional venues of ASSE service, your nominee may have had other significant responsibilities at the chapter, region, or Society level that were outside of these formal parameters. If the nominee was instrumental on an ASSE project but was not on a formal task force or committee, you can still document his or her efforts in this section of the Fellow petition.
4. Be sure to mention any honors received from ASSE for outstanding service, listing the details of the honor and the contribution made. The honors one can receive from ASSE for outstanding service include the following awards:

Charles V. Culbertson Outstanding Volunteer Service Award
Thomas F. Bresnahan Standards Medal Winners
Practice Specialty SPY Awards
Edgar Monsanto Queeny Safety Professional of the Year Award
Chapter/Region SPY Awards

Examples:

Tip: Provide a brief summary of each position held and highlight key contributions. Focus on activities that your nominee had a substantial role in executing or leading - particularly if he or she identified problems and existing conditions, provided a solution to those problems, and benefitted ASSE as a result.

1994 – Present: Chairman, ASSE Region III Governmental Affairs Committee

Mr. X is currently progressing with an active project to introduce, promote, and pass legislation for Title Protection for the Safety and Health Professional in the State of Texas.

Major Accomplishments:

1. The ASSE Region III, Governmental Affairs Committee is working in conjunction with the American Industrial Hygiene Association (AIHA) Governmental Affairs Committee to provide a coordinated effort of safety and industrial hygiene professionals throughout Texas. Currently, thirty thousand dollars (\$30,000) has been pledged by ASSE and AIHA members towards this effort in Texas.
2. At the August 1996 Region III Operating Committee Meeting, Mr. X made a presentation on the need for "Title Protection for the Safety and Health Professionals in the state of Texas." The ROC members all voted to actively support this effort in Texas and pledged the financial support. The ROC approved \$5,000 of Region III funding and the Gulf Coast Chapter pledged \$5,000. Other chapters pledged support in various amounts.

Tip: A volunteer contribution does not necessarily have to be through a traditional ASSE venue of service. You can also highlight activities that the nominee engaged in that were not executed under a formal position.

January 2002 – February 2002: Safety Day Event at State Capitol

Mr. X was instrumental the Cascade Chapter's efforts to create a successful Safety Day event at his state capitol. Mr. X assisted his chapter's Government Affairs Chair by helping obtain speakers such as the state OSHA administrator, the Health and Safety Manager of Intel's health and safety program, and two state legislators. Mr. X also worked with legislative staffers from key offices to construct the schedule for the event.

Tip: Describe any awards received for outstanding volunteer service to ASSE. These awards include the Culbertson Award, the Thomas F. Bresnahan Standards Medal, and the Practice Specialty SPY Awards.

2001-2002: Recipient of the Charles V. Culbertson Outstanding Volunteer Service Award

Mr. X provided significant personal service to the Society during the past 12 months that led to measurable, positive and recognizable accomplishments. His service began at the top as a member of the Board of Directors and continued with his service as a Council on Member and Region Affairs member, Region II Vice President and chair of the Regional Operating Committee, Finance Committee member, Strategic Planning Committee member and Future Safety Leaders Conference Task Force Chair. He has also served as Vice Chair of the Council on Member and Region Affairs and is the current chair of the Council's strategic planning subcommittee.

OPTIONAL: CRITERIA 3-9

You must respond to at least three of Criteria 3-9

CRITERION THREE: THE NOMINEE HAS CONCEIVED OF NEW (OR SIGNIFICANTLY EXPANDED ON EXISTING) METHODOLOGY OR PHILOSOPHY AFFECTING THE SAFETY PROFESSION.

Order of Criterion Three

- 1) A list of any new concepts or methods of safety practice that affected the safety performance of the nominee's organization or the safety profession. With each new philosophy or methodology, the writer must identify:
 - When the idea, concept, method or philosophy was developed, and the company or client involved.
 - If changes were made to an existing concept, method, or philosophy, and what those changes were.
 - The plan for implementing the concept, method, or philosophy.
 - The conditions before, during, and after the nominee's project or program implementation (using metrics if possible).
- 2) Supporting documentation of the nominee's achievements as they relate to Criterion 3.
- 3) Letters of support from any Fellow references, ASSE members, or relevant non-ASSE members that can attest to the nominee's success in creating or expanding a new methodology or philosophy.

Notes:

The achievements listed below are not meant to be an exhaustive list of possible activities. They are intended to show you what kinds of accomplishments might be the most relevant in Criterion 3.

- Developed new ways to measure injury/illness incidence rates.
- Developed and implemented a safety management system.
- Improved a significant process or component of an existing safety management system.
- Developed and implemented a process safety management system.
- Improved a significant process or component of an existing process management.
- Developed and implemented a training program.
- Created new software to improve the ability to record and quantify workplace injuries and illnesses.
- Developed a new website to increase transparency of company injury/illness information.

Tip: Identify the new method or philosophy developed, conditions before and after implementation, and results obtained using metrics.

The nominee developed an online system to measure safety activity compliance in real time at a multi-site corporation. Before the nominee developed the real time system, the department had to audit safety activities at the end of the quarter. As a result, many key tasks were often not executed by the time of the audit. By creating an online system that could produce a real time update, the company saw a 23% increase in completion of key safety activities and the facility incidence rate was decreased by 19%.

CRITERION FOUR: THE NOMINEE HAS DIRECTLY CONTRIBUTED TO THE DEVELOPMENT AND DIRECTION OF BENEFICIAL RESEARCH.

Order of Criteria Four

1. Identify the company, university, or organization for which the research was performed. Additionally, if the nominee's research was sponsored by an organization, association, or a government entity, identify that organization in the petition.
2. Identify the nominee's role (Principal Investigator, Research Assistant, Co-Investigator, etc.), the dates involved in the research, and where the research took place.
3. Provide an overview of the research project, summarizing the objectives and/or hypothesis of the research.
4. Describe the methodology of the research project.
5. Summarize the nominee's contributions to the research.
6. Provide supporting documentation of the nominee's achievements as they relate to section 4. If the research was never published, you may provide letters from appropriate individuals that can validate the nominee's contributions to the research project. These individuals may include a co-investigator, fellow research assistant, or any other individual that worked with or supervised the nominee on the research project.
7. If the research has been published, include a photocopy of the manuscript title page and/or table of contents. Do not include the entire manuscript.
8. Include the distribution and utilization of the research results within the SH&E profession.
9. Include the impact of the research results on the SH&E profession, i.e., tangible and measurable results by statistical metrics or other documentation.

CRITERION FIVE: THROUGH WIDE DISSEMINATION TO THE SAFETY PROFESSION, THE NOMINEE HAS PROMOTED SH&E DATA OR INFORMATION (OTHER THAN RESEARCH).

Order of Criteria 5

1. Provide the title of the publication, presentation, or training material and when the piece was initially presented or delivered.
2. Explain the purpose of developing the information and/or data.
3. Explain how the data or information was beneficial to the safety profession.
4. Explain how the information was disseminated to safety professionals. Methods of information distribution could include venues such as: online, conference/presentation, books and/or chapters in books, newsletter, question writing for SH&E certification exams, and technical publications. If you can, estimate the number of safety professionals who were exposed to the data or information.
5. To illustrate the content of the nominee's data or information, you can:
 - Provide formal citations of the nominee's work with a brief description of the publication or presentation
 - Provide a narrative overview of the nominee's work by highlighting the most widely disseminated or influential publications or presentations
6. Supporting documentation of the nominee's achievements as they relate to section five. This can include: copies of book reviews, reviews of speeches given to professional or other organizations, awards given for published articles from a society, organization or publisher, or a citation of the nominee's work in publications of other authors.
7. Letters of support from any Fellow references, ASSE members, or relevant non-ASSE members.

Notes:

1. Use your best judgment to decide if the beneficial information/data was "widely disseminated." When evaluating the nominee's petition, the Technical and Professional Recognition committee will determine whether the information qualifies as "widely disseminated" in the context of the Fellow petition.
2. A minimum of two different dissemination media should be cited.
3. If the information developed and distributed is copyrighted by the nominee, these accomplishments may be cited in answer to Criterion 3. However, material can be credited in only one criterion area.

Examples:

Tip: The author of this excerpt identified the type of information distribution venue, the title of the publication, who published the information, and when the information was distributed. The author also made note of how widely the book was distributed by including the number of copies sold.

Publications: Chapters in Books
Chapter 10: The Safety Profession – Year 2000
The American Society of Safety Engineers
March 1996

As an ASSE past president and a member with knowledge of the governmental impact on the safety and health profession, Mr. X's contribution to the book, The Safety Profession – Year 2000, will serve as informational guidelines to safety professionals of the future. His contribution has provided valuable insight by ASSE members to the perception of the importance of ASSE member involvement in the legislative process. The book was available for sale through ASSE and has sold 530 copies to date.

Tip: The author provided a brief narrative summary of the publication and noted the number of safety professionals that were exposed to the publication.

Publications: Technical
Jones, J.D., Out of the Box: Skills for Developing Your Own Career Path (April 2002)

Written from a safety perspective, this book provides an overview of many issues that arise in the safety profession and attempts to guide safety professionals through career issues such as negotiating salaries, surviving layoffs, running effective meetings, playing company politics, disciplining and/or firing employees, and choosing the right company. Additional topics include leadership skills, presentation skills, managing, and budgeting. To date, 2,000 copies have been sold.

CRITERION SIX: THE NOMINEE HAS CREATED INVENTIONS OR COPYRIGHTED MATERIALS THAT HAVE ADVANCED THE EFFECTIVENESS OF THE SAFETY PROFESSION AND/OR SAFETY PROFESSIONALS.

Order of Criteria 6

1. Provide the title of the patented/copyrighted material. Patented/copyrighted material can include: machine designs, guarding designs, hazard control devices, software, training simulations, personal protective equipment, environmental treatment processes, pressure systems designs, fire suppression system designs, books, or a safety performance measurement process.
2. Provide the date (month/year) of patent/copyright.
3. Identify whether the nominee was the primary or sole patent holder/copyrighter.
4. Identify whether there was a patent issued or if a patent is pending. If there was a patent issued, list the patent number and date of issue.
5. Describe the content of the copyrighted material and explain how the information advanced the effectiveness of the safety profession or safety professionals.
6. Provide any supporting materials that showcase the nominee's copyrighted material. This support could include materials such as: reader/book/speech/product reviews, awards, and/or published work that cites the nominee's copyrighted product as a reference.
7. Provide any support letters from Fellow Sponsor references, ASSE members, or non-members that attest to the nominee's achievements in this section.

Notes:

1. Any patented/copyrighted works documented under section 6 should be tangible materials that have helped to advance the effectiveness of the safety profession.
2. DO NOT include books, chapters in books, or articles that have been addressed in criteria five.

Examples:

Tip: The training courses are tangible written copyrighted documents.

Milwaukee Safety Training Consortium
March 1993
Primary copyright
Patent issued

The **copyrighted** Milwaukee Safety Training Consortium safety and health training courses ensure that contractor employees entering host company facilities are trained to the standards required by the copyrighted course, course materials and successfully complete a copyrighted examination.

Since administering this copyrighted training program, approximately 20,000 units of General Industry and Construction Safety and Health Awareness training (4 hour course) was administered to contract employees for the general industry and contractor corporations to the member companies of the Milwaukee Safety Training Consortium.

Tip: Provide an overview of the copyrighted material explaining how it benefited the safety profession or safety professionals.

Gammel, G.W. and Jones, J.D., Uniforms 101: How to Choose a Uniform Vendor Without Getting Burned, Professional Safety, The Journal of the American Society of Safety Engineers, Volume 44, Number 10, pp. 20-25, October 1999.

This article shows that significant differences exist between uniform vendors. The article also outlines the steps one company took in the selection process and sought to help readers avoid mistakes that could hinder program implementation. The purpose of the article was to educate safety professionals about the nuances of maintaining flame-retardant uniform programs so that they could make educated decisions about the process.

CRITERION SEVEN: THE NOMINEE HAS PERFORMED SAFETY AND HEALTH PUBLIC SERVICE ON AT LEAST TWO OF THE FOLLOWING LEVELS: LOCAL, STATE, OR SOCIETY. THE SERVICE MUST BE INTERDISCIPLINARY, EDUCATIONAL, OR TECHNICAL.

Order of Criterion 7

1. Identify what level the public service was performed on (local, state, national, or international).
2. Identify whether the service was interdisciplinary, educational, or technical.
3. Include the dates in which the nominee was engaged in performing the public service.
4. Provide a narrative summary of the nominee's specific involvement describing how the service was unique and significant and include any results of the service performed.
5. Include any relevant supporting documents that highlight the nominee's achievement in this area. This could include: training materials developed for the specific public service activity, reports, position statements, awards, commendations, or recommendations developed as a result of participating on a committee, task force, or group.
6. Include letters from Fellow references, other ASSE members and non-ASSE members that attest to the nominee's public service.

Notes

1. The kinds of activities that qualify for this section could include: sitting on a government or academic task force/committee (i.e., for community service organizations, elementary school districts, colleges and universities, scouting, and law enforcement, etc.).
2. Activities documented under this section do not have to be a traditional "volunteer" service in that the nominee does not necessarily have to perform the service as a private citizen. The nominee may have performed the service on behalf of his or her company.
3. The specific service must not be the same as that noted in other criterion.

Examples

Tip: The writer clearly identified that the nominee was appointed to a safety-related task force to serve his state government. The writer also demonstrated that the task force itself was interdisciplinary and was specific about the kinds of activities the nominee engaged in.

Texas Governor's Task Force on Work-Related Accidents

Mr. X was appointed as a member of the Texas Governor's Task Force on Work-Related Accidents on March 15, 1982. The task force was composed of individuals from professions such as engineering, ergonomics, industrial hygiene, and occupational nursing. The Task Force conducted regular meetings and the final report was provided to the Governor in 1982. This high level Task Force provided significant recommendations to the Governor and the Texas Legislature for safety and health improvements in Texas. See attached Texas Governor Clements Resolution of Commendation.

Tip: The writer identified the level at which the service was performed (Society).

National Service

The petitioner has fostered and developed activities for North American Occupational Safety and Health Week. Such activities include a personal protective equipment fashion show, safety trivia contest, safety crossword puzzles, safety skits, and a day with the CEO. A typical day with the CEO starts with a breakfast with employees to discuss safety. He then boards a helicopter and travels to various plants and speaks with groups of employees at each facility. During each of these days he has personally spoken to over 3,000 employees presenting his thoughts and motivating them to perform safely.

CRITERION EIGHT: THE NOMINEE ACTIVELY PARTICIPATES IN, CONTRIBUTES TO, OR DIRECTLY INFLUENCES THE FORMULATION OF SAFETY AND HEALTH STANDARDS, REGULATIONS, OR LEGISLATION AT THE LOCAL, STATE, OR NATIONAL LEVEL.

Order of Criterion 8

1. Identify the standards development body, governmental affairs activity, or agency with which the nominee was involved with.
2. Identify the dates the nominee was involved with a specific activity.
3. Provide a narrative summary of the contribution made and the results of the nominee's work.
4. Include any relevant support documents that showcase the nominee's contribution.
5. Provide letters of support from Fellow references, ASSE members, and non-members that have first-hand or reliably verified knowledge of the nominee's contribution.

Notes

1. To qualify for this petition section with work in standards development, the nominee may have been involved in standards development bodies such as: ANSI, NFPA, ASME, ASTM, ISO, or others.
2. To qualify for this petition section with work in governmental affairs activities, the nominee may have been involved with governmental affairs advisory groups such as NACOSH or ACCSH. Working with these groups, the nominee may have submitted reports or position papers, provided expert testimony, or submitted recommended regulation or legislative language.
3. If the nominee has been involved with governmental agencies or groups such as NIOSH, NORA, the National Academy of Sciences, or OSHA their work with these groups may be documented in this section.

Example

Texas Workers Compensation Act – Senate Bill #1

Mr. X's involvement in the late 1980's and 1990 provided significant impact on the development, public debate and ultimate passage of Texas Senate Bill #1 during the Texas legislative Session.

He acted as the coordinating safety and health professional to develop and coordinate significant safety and health provisions of this revolutionary Texas safety and health legislation. Texas Senate Bill One (1) completely rewrote the Texas Worker's Compensation Commission. This commission directed by six Governors appointed commissioners equally representing Texas employers and workers commenced operation in 1990 and has grown to a professional staff of approximately 1,200. The Safety and Health Division has provided significant safety and health services to the employers, the safety and health practitioners and the workers of Texas.

CRITERION NINE: THE NOMINEE HAS OTHER IMPORTANT QUALIFYING ACHIEVEMENTS (NOT COVERED BY THE CRITERIA ABOVE) THAT HAVE HAD A BENEFICIAL IMPACT UPON THE SAFETY PROFESSION.

Order of Criterion 9

1. Identify the position, activity, award, project, etc. that the nominee was involved with and document relevant dates.
2. Provide a narrative summary of the contribution made and the results of the nominee's work.
3. Include any relevant support documents that showcase the nominee's contribution.
4. Provide letters of support from Fellow references, ASSE members, and non-members that have first-hand or reliably verified knowledge of the nominee's contribution.

Notes

1. DO NOT include any materials under this criterion UNLESS you have additional achievements that have not been documented under any other section.

Examples

Tip: Use this section to document service that is safety-related but has not been addressed in any other section of the petition.

1988 – 1990 Chairman of the Board, Texas Safety Association: Austin Texas

Mr. X was elected to the Texas Safety Association Board of Directors in the mid 1970's and held numerous committee positions and chairmanships. He was Chairman Elect in 1987 – 1988 and assisted the TSA Chairman with TSA activities. He progressed to Chairman of the Board in 1988 – 1990. He directed TSA activities as senior elected volunteer official. He established long range goals for TSA and provided volunteer leadership for the association throughout the United States.