



AMERICAN SOCIETY OF  
**SAFETY PROFESSIONALS**

## Compiling a Fellow Petition

Please note: Use this guidance for 2018-19 awards due Nov. 1.  
New criteria are expected for 2019-20 awards season.

# CONTENTS

---

<b>COMPILING A FELLOW PETITION .....</b>	<b>1</b>
<b>FELLOW PETITION SUBMISSION CHECKLIST .....</b>	<b>3</b>
<b>NOMINEE REQUIREMENTS .....</b>	<b>3</b>
<b>THE PETITION COORDINATOR .....</b>	<b>4</b>
<b>FIRST STEPS IN PETITION DEVELOPMENT .....</b>	<b>5</b>
<b>MANAGING THE PROCESS.....</b>	<b>6</b>
SUPPORTING DOCUMENTATION.....	6
<i>Sources of Documentation.....</i>	<i>7</i>
<b>COMPILING THE PETITION.....</b>	<b>8</b>
<b>GENERAL PETITION GUIDANCE.....</b>	<b>9</b>
<b>INSTRUCTIONS FOR ADDRESSING CRITERIA .....</b>	<b>10</b>
REQUIRED: CRITERIA 1 AND 2.....	10
<b>CRITERION ONE: THE NOMINEE HAS PROFESSIONAL ACHIEVEMENTS THAT HAVE HAD A SIGNIFICANT IMPACT UPON THE OSH PROFESSION AS A WHOLE. ....</b>	<b>10</b>
<i>Order of Criterion One .....</i>	<i>10</i>
<b>CRITERION TWO: THE NOMINEE HAS PROVIDED LONG AND DISTINGUISHED SERVICE TO ASSP.....</b>	<b>11</b>
<i>Order of Criteria Two.....</i>	<i>11</i>
<b>OPTIONAL: CRITERIA 3-9 .....</b>	<b>13</b>
<b>CRITERION THREE: THE NOMINEE HAS CONCEIVED OF NEW (OR SIGNIFICANTLY EXPANDED ON EXISTING) METHODOLOGY OR PHILOSOPHY AFFECTING THE SAFETY PROFESSION. ....</b>	<b>13</b>
<i>Order of Criterion Three .....</i>	<i>13</i>
<b>CRITERION FOUR: THE NOMINEE HAS DIRECTLY CONTRIBUTED TO THE DEVELOPMENT AND DIRECTION OF BENEFICIAL RESEARCH.....</b>	<b>14</b>
<i>Order of Criteria Four.....</i>	<i>14</i>
<b>CRITERION FIVE: THE NOMINEE HAS PROMOTED OSH DATA OR INFORMATION (OTHER THAN RESEARCH) TO THE OSH PROFESSION.....</b>	<b>14</b>
<i>Order of Criteria 5.....</i>	<i>14</i>
<b>CRITERION SIX: THE NOMINEE HAS CREATED INVENTIONS OR COPYRIGHTED MATERIALS THAT HAVE ADVANCED THE EFFECTIVENESS OF THE SAFETY PROFESSION AND/OR SAFETY PROFESSIONALS.....</b>	<b>15</b>
<i>Order of Criteria 6.....</i>	<i>15</i>
<b>CRITERION SEVEN: THE NOMINEE HAS PERFORMED OCCUPATIONAL SAFETY AND HEALTH PUBLIC SERVICE ON AT LEAST TWO OF THE FOLLOWING LEVELS: LOCAL, STATE, NATIONAL OR GLOBAL. ....</b>	<b>16</b>
<i>Order of Criterion 7.....</i>	<i>16</i>
<b>CRITERION EIGHT: THE NOMINEE ACTIVELY PARTICIPATES IN, CONTRIBUTES TO, OR DIRECTLY INFLUENCES THE FORMULATION OF OCCUPATIONAL SAFETY AND HEALTH STANDARDS, REGULATIONS, OR LEGISLATION AT THE LOCAL, STATE, NATIONAL OR GLOBAL LEVEL.....</b>	<b>17</b>
<i>Order of Criterion 8.....</i>	<i>17</i>

<b>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.....</b>	<b>18</b>
<i>Order of Criterion 9.....</i>	<i>18</i>

## 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 **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. If submitted electronically, labeled tabs are unnecessary.
- Assembled according to the format provided in this document:
- Criteria 1 and 2 (required)
- **At least three** of Criteria 3-9
- 8 copies of the petition (if submitted by hard copy)
- *Supporting documentation must not exceed 50 pages.*

**Fully compiled petitions should be submitted by Nov. 1 as a PDF file to**

[copa@ASSP.org](mailto:copa@ASSP.org). If the file is too large, you may submit a separate PDF for the required documents and each criterion.

## Nominee Requirements

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 ASSP over a minimum period of twenty years. A "significant contribution" could be described by identifying the number of ASSP 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 20-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 subdisciplines of the broad practice of safety.
- Have consistently adhered to the Society's professional code of conduct.

## **The Petition Coordinator**

The petition coordinator should be a professional member of ASSP familiar with the nominee as a coworker, supervisor, subordinate or ASSP associate.

A petition coordinator 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 OSH 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 OSH profession. 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 ASSP 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 ASSP members or individuals who may belong to the candidate's chapter, region, practice specialty, or common interest group.
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.
7. 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.
8. 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.
9. Solicit letters of support from supportive chapter, practice specialty, common interest group, branch, region, or individual member, including the name, address and phone number of a contact person.
10. Obtain a resume or biographical statement from the Fellow nominee, including name, address, phone number, and email address.

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

**Non-ASSP 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:

<b>Activity/Achievement</b>	<b>Supporting Documentation</b>
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.
OSH 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, common interest group 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, practice specialty, or common interest group	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.
- ASSP-related activities are on record with the chapter, region, practice specialty or common interest group. Other information can be verified from:
  - Chapter/Practice Specialty/Common Interest Group 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 resume or biographical data sheet.
2. Compile and organize each section of the petition, which will have been delegated to Petition Sponsors and any other ASSP members who are assisting you with the petition process.
3. For paper-based submissions, 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 ASSP members for these 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 OSH achievements well-

Supporting documentation must not exceed 50 pages. A petition does not have to be long to address the criteria effectively.

**All petition materials sent via hard copy 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.
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 OSH 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 Nine 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 plenty of time 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.

## Instructions for Addressing Criteria

REQUIRED: Criteria 1 and 2

**Criterion One:** The nominee has professional achievements that have had a significant impact upon the OSH 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 OSH 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

- 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 OSH profession as a whole, the nominee's career, and the OSH processes of the candidate's organizations.
- 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.
- 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.
- 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.

### Tips

- Highlight achievements that have broadly affected the OSH profession.  
"\_\_\_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%.”

- Mandatory OSHA accident/illness statistical data for overall company or individual business units can be used to illustrate successful OSH program efforts. These statistics can be verified from official company records. Other specific company OSH data may also be used.
- It is not necessary to document publicly verifiable information.
- Whenever reasonable, provide an overview statement summarizing the nominee’s work and a list of key achievements with a description.
- Describe key projects that resulted in an overhaul of existing procedures or OSH-related operations. **Example 1:** Since 2003, Mr. X has served on the Board of Certified Safety Professionals setting the standard for competence in the profession, a testimony to his competence.

## **Criterion Two:** The nominee has provided long and distinguished service to ASSP.

### *Order of Criteria Two*

1. Comprehensive list of all ASSP 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 ASSP 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:
  - a. Society-wide service, including board member; council VP; Practice Specialty or Common Interest Group administrator, chair or committee member; Society-level council VP or member; Society-level committee chair or member; Society task force chair or member; or Foundation trustee.
  - b. Regional service, including regional vice president, area director, assistant regional vice president for a specific area, regional committee chair or member, regional task force chair or member.
  - c. Chapter service, including officer, committee chair or member, task force chair or member.

Please also include any relevant accomplishments outside the United States.

2. When documenting your nominee's contributions to ASSP, 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 ASSP as a result.
3. In addition to the traditional venues of ASSP 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 ASSP 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 ASSP for outstanding service, listing the details of the honor and the contribution made. The honors one can receive from ASSP for outstanding service include the following awards:
  - a. Charles V. Culbertson Outstanding Volunteer Service Award
  - b. Thomas F. Bresnahan Standards Medal Winners
  - c. Practice Specialty or Common Interest Group SPY Awards
  - d. Edgar Monsanto Queeny Safety Professional of the Year Award
  - e. Chapter/Region SPY Awards

### **Tips**

- 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 ASSP as a result.
- A volunteer contribution does not necessarily have to be through a traditional ASSP venue of service. You can also highlight activities that the nominee engaged in that were not executed under a formal position.
- Describe any awards received for outstanding volunteer service to ASSP. These awards include the Culbertson Award, the Thomas F. Bresnahan Standards Medal, and the Practice Specialty/Common Interest Group SPY Awards.

## 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, ASSP members, or relevant non-ASSP 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. **Example:** 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 OSH profession.
9. Include the impact of the research results on the OSH profession, i.e., tangible and measurable results by statistical metrics or other documentation.

## **Criterion Five:** the nominee has promoted OSH data or information (other than research) to the OSH Profession

### *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 OSH 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:
  - a. Provide formal citations of the nominee's work with a brief description of the publication or presentation
  - b. 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, ASSP members, or relevant non-ASSP members.

### Notes

- 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.
- A minimum of two different dissemination media should be cited.
- 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.

### Tips

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

**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, ASSP members, or non-members that attest to the nominee's achievements in this section.

### Notes

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

### Tips

- Provide evidence of copywritten materials.
- Provide an overview of the copyrighted material explaining how it benefited the safety profession or safety professionals.

**Criterion Seven:** The nominee has performed Occupational safety and health public service on at least two of the following levels: local, state, national or global.

### *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 ASSP members and non-ASSP members that attest to the nominee's public service.

### Notes



- 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.).
- 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.
- The specific service must not be the same as that noted in another criterion.

### **Tips**

- Identify which task forces and whether state or federal. Demonstrate nature of task force (i.e., composition) and identify specific activities of the nominee.
- Identify the level at which service was performed (e.g., Society, chapter, etc.)

**Criterion Eight:** The nominee actively participates in, contributes to, or directly influences the formulation of occupational safety and health standards, regulations, or legislation at the local, state, national or global 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, ASSP members, and non-members that have first-hand or reliably verified knowledge of the nominee’s contribution.

### **Notes**

- 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.
- 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.
- 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.

**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, ASSP members, and non-members that have first-hand or reliably verified knowledge of the nominee's contribution.

**Notes**

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

**Tip**

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