



Instruction Manual

Submit completed application and attachments by e-mailing EnvHelp@ky.gov.

Membership must be renewed annually by December 31.

Section 1. Applicant Information

Section 1.1 General Information

Name: Enter the name of the business, organization or individual applying for membership. If the applicant is an individual, provide the individual's first and last name. NOTE: Membership is location specific (i.e. one membership per location, physical address, facility, etc.).

Street Address: List the street address (i.e. physical location) of the business, organization or individual applying for membership.

NAICS Code: Insert the NAICS Code of the business, organization or individual applying for membership. For assistance, click the NACIS Search icon provided on the right.

Purpose of Application: Using the dropdown, indicate whether the application is for a new membership, membership renewal, membership information update or a change of membership type.



- If submitting a membership information update, only complete Section 1. Applicant Information.
- If submitting a new membership application, a membership renewal or a change of membership type, complete all three sections of the application.

Type of Membership Applying for: There are three types of KY EXCEL membership (Bronze, Silver, Gold); each with different membership criteria. Use the drop down to select the type of membership the applicant is applying for. For details, click the Membership Criteria Help Icon provided on the right.

Section 1.2 Point of Contact (POC) Information

POC Name: Enter the first and last name of the person to whom inquires regarding this application or KY EXCEL membership should be directed.

POC Mailing Address: If different than the applicant's street address, list the mailing address of the applicant's point of contact.

POC Phone: Enter the phone number (i.e. 000-000-0000) of the applicant's point of contact.

POC E-mail: Provide the e-mail address of the applicant's point of contact.

Section 1.3 Networking Contacts Information (Optional)

Networking Contacts: One of the benefits of KY EXCEL membership is networking opportunities. If the applicant is approved for KY EXCEL membership, networking contacts will be notified of upcoming networking opportunities. Provide up to 3 networking contact's by inserting each individual's first and last name, phone number and e-mail address.

Member Microsoft Teams Channel: If the applicant is approved for KY EXCEL membership, indicate if the applicant would like to be added to KY EXCEL Member Microsoft Teams Channel.

Section 2. Application Requirements

Section 2.1 Annual Goals

State the number of Goal Proposal and Report Forms that will be provided as attachments when the completed application is submitted to EnvHelp@ky.gov. Links to each of these forms are provided within the application. New membership applications and changes of membership type may submit only goal proposals for the upcoming year. Membership renewal applications must include both goal proposals for the upcoming year and reports on goals approved the previous year. The number of required goals will vary depending upon the type of membership the applicant is applying for (Bronze = at least 1, Silver = at least 3 and Gold = at least 5).

Section 2. Application Requirements Cont.

Section 2.2 Annual Environmental Leadership Self-Assessment

Indicate if an environmental leadership self-assessment has been completed by the location within the past year (365 days) by selecting yes or no. The applicant must use the KY EXCEL Environmental Leadership Self-Assessment Workbook. If yes, provide the date the last assessment was completed and the score of that completed assessment (see the last page of the workbook). Next, upload a copy of the last page of the completed assessment to the application. Last page only please.

Section 2.3 Environmental Management Plan (EMP)

Complete each question pertaining to the development and implementation of the location's environmental management plan. If the applicant has an ISO 14000 family certification, indicate this by answering yes to the first question. Then select the type of ISO 14000 certification the location has achieved, upload a copy of the location's ISO 14000 family certification and proceed to Section 2.4 Compliance History. If the applicant does not have an ISO 1400 certification, proceed to the next question. If the applicant has an EMP (that is not ISO certified), upload a copy of the plan's Table of Contents to the application. Only provide the Table of Contents.

Section 2.4 Compliance History

If the location is striving for Gold membership, a compliance history check completed by the Kentucky Department for Environmental Protection is required. This compliance check will look at the past three years. By selecting yes, the applicant consents to the required compliance history check being completed at this time.

Section 2.5 Mentoring Pledge

By selecting yes or no, indicate if the applicant pledges to assist educating others, upon request and availability.

Section 3. Certification Statement

All KY EXCEL applicants must sign the certification statement before being accepted into the program. If the applicant is an organization or business, a responsible official authorized to speak on behalf of the organization or business must sign the certification. Applications that do not have the certification statement will not be accepted.

Help and Submission



For help...

While completing the application, click on the  icon as it appears for more details. When the  icon appears, click it to access KY EXCEL forms and workbooks. KY EXCEL staff can also help; e-mail EnvHelp@ky.gov or call 502-782-6189.



Before submitting...

Review the application.

- Is the application completely filled out?
- Has each uploaded item successfully uploaded to the application?
- Has the most recent version of the application has been properly saved?
- Are all required Goal Proposal and/or Goal Report Forms complete and ready to submit as attachments with the application?



To submit...

E-mail the completed application and all of its attachments to EnvHelp@ky.gov.