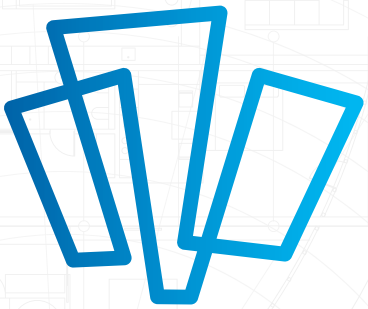

FOYA 2020

Facility of the Year Awards

Program Guide and Submission Instructions

ISPE®

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ISPE.org/FOYA

Awards Program Information

About the Facility of the Year Awards Program

Has your company recently designed, built or renovated a state-of-the-art pharmaceutical or biotechnology facility that is best in its class? Submit an entry into the 2020 ISPE Facility of the Year Awards (FOYA) Program, and your facility may win the coveted Facility of the Year Award.

ISPE's Facility of the Year Awards Program is the premier global awards program recognizing innovation and creativity in the pharmaceutical and biotechnology manufacturing industries. The FOYA program showcases accomplishments in facility design, construction, and operation. It celebrates the shared commitment and dedication of individuals working for different companies worldwide to enhance patient health and safety through innovation and advancements in pharmaceutical manufacturing technology.

Projects selected for these prestigious awards set the standard for pharmaceutical facilities by demonstrating excellence in the categories of:

- Project Execution
- Facility Integration
- Equipment Innovation
- Process Innovation
- Operational Excellence
- Facility of the Future
- Social Impact ***NEW***

All required entry forms are to be downloaded, completed, and emailed to ISPE. The full submission should be prepared in accordance with the guidelines provided in these instructions and submitted electronically. See pages 7–9 for detailed submission instructions and recommendations for electronic submission. Submissions must be received by the stated deadline and each submission must include all required information, signatures, and payment in order to be complete.

Payment for the entry fee in the amount of US$495 must accompany each submission.

FOYA Eligibility Building Types—Existing and New

GMP Manufacturing-Based Projects

- GMP manufacturing-based projects consisting of buildings, equipment, systems, and manufacturing methodologies deployed to manufacture regulated pharmaceutical drug substances, drug products, medical devices, combination products, and other commercial entities under the purview of the US FDA, and other global regulatory bodies.
- In addition, non-regulated facilities that meet the criteria listed above may also be eligible if demonstration is provided to indicate they are operated within similar GMP guidelines.

GMP and non-GMP Process Development Projects

- Project examples may include laboratories, pilot plants, medical device production, fill/finish, packaging facilities, and other similar process development facilities that may or may not be regulated. Submittals will be primarily judged on the merits of the applied innovation as it pertains to the development of pharmaceutical and biotechnology products.

Facility Requirements

- Any project that resulted in an interior renovation of an existing facility, facility addition, newly constructed, free-standing facility, or substantial improvement to production efficiency may be submitted.
- Facilities must have completed construction and major systems validation between 1 November 2017 and 30 November 2019. As an example, the facility should be occupied and in full operation; or capable of producing product in accordance with an approved product license or under similar operational guidelines.
- For GMP regulated facilities, the facility should have been granted an operating license by an appropriate health authority, or be awaiting such approval based on an application that has already been made by 30 November 2019.

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Awards Program Information

Submission Requirements

- Previous FOYA Winning Projects are not eligible.
- Entries must be approved and signed by the owner/manufacturer, or may be submitted by another company on behalf of the owner/manufacturer; however, the owner must sign the Program Entry and Applicant Release Forms from the Submission Forms packet.

Judging

- Judges are interested in learning the reasons why a project is exceptional. They are looking for concise submissions that highlight relevant information and distinguishes the innovative features of a project.
- Judging of submissions is based solely on the relevance and quality of the content provided and not the quantity or length of the submission.
- An independent panel of judges will be convened to evaluate all submissions, select Category Winners, and determine the Overall Winner of the 2020 Facility of the Year Awards Program.
- Judging will be undertaken in accordance with the schedule provided within this document.
- ISPE does not endorse any participating companies or submissions and reserves the right to make the final determination as to which entries meet eligibility requirements.
- At the discretion of judging team, submissions not selected as one of the Category Winners may be selected for special recognition. This determination is made solely by the 2020 Facility of the Year Awards Judges Team.
- Judges will be selected by ISPE, and may include experts and industry leaders from manufacturers, equipment suppliers, regulators, design consultants, construction managers, commissioning and validation consultants, universities, and others as ISPE may deem appropriate.

Characteristics of Winning Projects

Winning projects are an inspiring landmark for future pharmaceutical facilities. Winning projects must relate to sites where the occupants work in a safe and productive manufacturing environment, where the facility applies new or innovative technological solutions, and where the facility enhances the client's ability to recruit top talent. Examples of exemplary features of previous Facility of the Year Awards Category Winners include:

- Fast-track project delivery through the innovative use of modular design
- Effective use of innovative technology combined with practical functionality
- Extraordinary planning, flexibility, and adaptability to ensure existing features meet future needs of facility
- Novel project delivery methods
- Use of key innovations throughout the project to meet and exceed business needs
- Unique solution to complicated problem with no environmental impact
- Effective use of multiple technologies on one piece of equipment
- Innovative approach to industrial facility design where core functions drive manufacturing and material handling
- Combining use of established industry best practices that optimize manufacturing with team-oriented project delivery methods that drive collaboration and overall speed to market
- Implementation of continuous manufacturing, real-time release testing, continuous quality verification (PAT), automation, robotics, or emerging designs/technologies

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Awards Program Information

Award Category Definitions

Award Category	Definition
Process Innovation	Application of novel process manufacturing techniques on existing and new facilities, including fundamental scientific processing approaches and related applied science-based solutions to existing and new challenges.
Project Execution	Application of novel tools and approaches to delivering projects that improved efficiencies, overcame unusual challenges, promoted effectiveness, and organized stakeholders and project team participants in ways that led to successful outcomes.
Equipment Innovation	Novel application of commercially available and custom developed process manufacturing and facility management tools, which yielded superior results, advanced processing understanding, improved competitive position, and imaginative collaboration with vendors/suppliers/manufacturers.
Facility Integration	Application of good design practices and superior conceptual planning, which led to excellent integration of facility and process, yielding efficient, clean, pleasant environments promoting business advantages for staff and enterprise, encouraging excellent processing outcomes, and enhanced capabilities. Synergistic merging of process and building to create environment of form and functional excellence.
Social Impact	Application of novel approaches, standards and practices which result in efficient processing, resourceful utilities and business advantage by: • Increasing patient access & preventing drug shortages through in-country-for-country manufacturing; outbreak, epidemic, or emerging health crisis response via rapid deployment & fast-track drug production; and designs which overcome specific geographical challenges. • Implementing cost-effective strategies to reduce cost of drug products for consumers through implementation of new tools or techniques in manufacturing environments. • Accelerating a shift to sustainable facility design, intended to ensure the effective use of energy, minimize waste, reduce carbon footprint, incorporate green manufacturing techniques, reduce environmental impact.
Operational Excellence	Application of principles, systems, and tools of continuous improvement aimed at improving operational efficiency, delivery, quality, product yield, consistency, a culture of continuous improvement behaviors, and cost of goods. Additionally, these principles, systems and tools ensure business continuity through stable supply environment, health and safety, and customer satisfaction from existing or new facilities, processes, and manufacturing operations. Use of a scorecard or other reports are encouraged to identify key performance metrics of operational excellence and demonstrate improvement.
Facility of the Future	Application and/or implementation of innovative design concepts, new technologies and unique solutions that exemplify the next generation of agile, flexible, efficient and effective new and existing Life Sciences facilities. *(Examples: continuous manufacturing, real-time release testing, continuous quality verification (PAT), automation, robotics and other elements that set the direction for new and emerging designs/ technologies for a Facility of the Future.)*

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Awards Program Information

2020 FOYA Program Schedule

24 April 2019–22 November 2019	Submission packages accepted
22 November 2019	**Submission deadline**
February 2020	Judging panel meets to select Category Winners and Facility of the Year Awards Overall Winner
31 March 2020	Category Winners are announced at the ISPE Europe Annual Conference
April–October 2020	Category Winners develop collateral materials for display at ISPE Events
1 November 2020	Category Award Winners are recognized at FOYA Banquet during the ISPE Annual Meeting & Expo
1–4 November 2020	Category Winners attend ISPE Annual Meeting & Expo where winning facilities are recognized and the 2020 Facility of the Year Awards Overall Winner is announced

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Instructions for Submission

Prepare all required project submission documents and entry forms in English and submit all materials as indicated below.

How to Prepare and Submit a Project Submission

A complete FOYA project submission has two parts, which should be submitted separately as indicated:

1. **The Project Submission Document:** The Project Submission Document shall be limited in length to the number of pages and the items described in the **Project Submission Document Format** section below.
   a. Prepare as a Microsoft Word or Adobe PDF attachment to an email, or
   b. Send via a file-sharing service, such as DropBox, and send the link and access information via email.
2. **The Required Entry Forms:** Complete and sign the five required entry forms and send them as a PDF email attachment.

   Please do not submit video or other content not specifically requested in these instructions. Hard copies of submissions will not be accepted. Submission packet and project information should be provided as a PDF or Word document. All required entry materials must be submitted by email or through a file-sharing service. In the event of a discrepancy between multiple versions of the submission, the last version received prior to the deadline will be used for judging purposes. All submissions must be properly completed and received by the deadline of 22 November 2019.

Please Send Submissions to

Barbara Peck, Manager, Community and Industry Recognition, at bpeck@ispe.org

None of the materials received as part of a submission will be returned. All materials submitted will become the property of the ISPE Facility of the Year Awards Program and will be used to evaluate the submission. All materials submitted, including photographs, may be used, at the discretion of ISPE, *Pharmaceutical Engineering*® magazine, other industry periodicals and publications free of charge. 2020 FOYA Category Winners will be notified during the week of 25 March 2020 and award recipients will be notified before publicity is sent to the media.

Project Submission Document Format

Project submissions are limited to the number of pages specified and should include all required information contained below. ***All required information should be provided in the same order. When sending multiple emails, please send at the same time and number the emails*** *(ie., 1 of 3, 2 of 3, 3 of 3).*

1. **Cover Page** *(one page)* – The cover page of the submission should include company name, project name, project completion date, and categories for consideration.
2. **Table of Contents** *(one page)*
3. **Executive Summary** *(two pages)* – Narrative executive summary that includes:
   - General information about the company
   - Key technological engineering and innovative features of the facility
   - What products are manufactured
   - What makes the facility unique or makes your project stand out
   - Results achieved
   - Site selection, including the number of buildings and the opportunities for expansion
   - Societal impact on patient population *(if applicable)*

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Instructions for Submission *(continued)*

4. **Significant Contributions** *(this section is limited to a maximum of 10 pages in total)*—Please provide the following information about the significant contributions your facility has made to the industry. Remember, judges are looking for relevant information that distinguishes or differentiates the outstanding features of your project. Please tell us what you accomplished and how you accomplished it using any of the following areas as a guide.

Significant contributions to the **pharmaceutical manufacturing industry** in any of the following areas:

- Applications of new technology or new applications of existing technology
- Advances in manufacturing technology
- Advances in facility design technology
- Advances in equipment design technology
- Advances in commissioning/validation technology

Significant contributions to the **project uniqueness and innovation** in any of the following areas:

- Originality
- Systems integration
- Innovative approaches/developments
- Systems/facility innovations
- Flexibility/adaptability
- Facility/process integration/process innovation

Significant contributions to **future facilities** in any of the following areas:

- Continuous manufacturing
- Real-time release testing
- Continuous quality verification *(PAT)*
- Automation
- Robotics
- Emerging design
- Emerging technologies

Significant contributions to the **quality** in any of the following areas:

- Quality standards
- Response to environmental challenges
- Response to safety challenges
- Innovative approaches to cGMPs
- Lean/Six Sigma
- Proactive or predictive quality systems

Significant contributions to the **operational excellence** in any of the following areas:

- Reduced down time
- Faster product change over
- Increased efficiency
- Reduced cost of goods
- Reduced labor
- Reduced working capital
- Reduced cycle time
- Ensuring business continuity through reliability of supply

Significant contributions to the **project execution** in any of the following areas:

- Project management
- Budget control
- Organization
- Innovative project delivery
- Response to business plan
- Change control
- Resource management
- Schedule control/expediting
- Novel strategy

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Instructions for Submission *(continued)*

Significant contributions to **social impact** in any of the following areas:

- Applications of green chemistry
- Reduced carbon and/or total greenhouse gas emissions (metric tonnes CO2 equivalent), and downward trend in annual figures
- Process intensification, reduced waste, and improved yield
- Waste minimization *(e.g., reduced water usage)*, reduced total waste, and trend in annual figures
- Reduction in solvent, usage *(tonnes)*, VOC emissions (tonnes), and downward trend in annual figures
- Reduction in waste water COD *(mg/l)* and energy reduction in *(GJ)* with a downward trend in annual figures
- Certification of general purpose areas *(labs, admin)? (e.g., USA LEED® level, UK L2A)*
- Implemented policies and standards which aim to reduce the cost of drugs to consumers
- Advances in the prevention of drug shortages
- Designed to supply the capacity requirements for in-county-for-country manufacturing
- Rapid deployment and fast-track drug deployment to quickly respond to a health crisis
- Overcame barriers to address geographic challenges

5. **Reasons for Winning** *(one page)*—Please state the top five reasons why this facility should win the 2020 Facility of the Year Award.

6. **Photographs** *(minimum nine photos requested)*—Please include the following high-resolution images within the submission *(300 dpi or more is required)* or as an Appendix within the submission document. Each photograph must be numbered and clearly labelled with a short description of what the image depicts. **Individual image files will not be accepted.**

   A. Two exterior images of your facility

   B. Four interior images of your facility

   C. At least three high-resolution images related to the category to which you are applying, as well as the innovative technological or other pertinent features of the project.

   Note: Photographs taken from mobile phones are not acceptable as they do not meet high-resolution requirements.

   Note: Projects chosen as category winners will be required to provide high-resolution .jpg files of the photos referenced above. (minimum 5" x 7" @ 300 dpi is required)

Required Program Entry Forms

7. **General Project Information—**Please provide general project information using the General Project Information Forms as the last section of your submission package. The glossary page is for informational purposes and should not be included in your submission.

8. **Program Entry Forms—**All required entry forms must be signed and be provided separately from the submission by email. Please do not include the required entry forms as part of the actual submission package.

   A. Program Entry Form

   B. Submission Information Form *(see enclosed spreadsheet)*

   C. Applicant Release Form

   D. Photography Release Form

   E. Payment Form

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General Project Information

General Project Information Sheets

Please only provide required information and do not include glossary page.

Project Name	
Location	
Project Mission	
Site Information *(e.g., square footage of site and facility, construction type, and materials used)*	
Innovation category or categories most applicable: *(Please choose at least one category. See Award Category Definitions in Program Guide page 5 for more information about each category.)*	☐ Process Innovation ☐ Project Execution ☐ Equipment Innovation ☐ Facility Integration ☐ Social Impact ☐ Operational Excellence ☐ Facility of the Future
Applicable regulatory authority *(e.g., FDA, EMEA, MHLW, etc.)*	
Status of regulatory approval—please specify date applied and date of approval	

Key Project Participants

Provide the names of those companies/organizations that participated on the project.

Manufacturer/Owner Name Mailing Address Telephone Number Email Address	
Engineer/Architect (A&E) Mailing Address Telephone Number Email Address	

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General Project Information *(continued)*

Key Project Participants *(continued)*

Engineer/Architect (A&E) *(Please list each company, if there was more than one.)* Mailing Address Telephone Number Email Address	
Construction Manager Mailing Address Telephone Number Email Address	
Main/General Contractor Mailing Address Telephone Number Email Address	
Piping Subcontractor Mailing Address Telephone Number Email Address	
HVAC Subcontractor Mailing Address Telephone Number Email Address	
Automation and Control Supplier Mailing Address Telephone Number Email Address	
Major Equipment Supplier(s)/Contractor(s) Mailing Address Telephone Number Email Address	
Major Equipment Supplier(s)/Contractor(s) Mailing Address Telephone Number Email Address	

* Please list any additional suppliers, along with their contact information, on a separate sheet and attach it to the back of this form.

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General Project Information *(continued)*

Please download a Project Information spreadsheet to submit information requested on this form. (www.ispe.org/facility-year-awards/submit)

Project Size and Type—Provide the following information about the size and type of the project scope only *(in square feet)*:

Production area	sf
Production support areas only including storage/staging *(if applicable)*	sf
Laboratory area *(if applicable)*	sf
Laboratory support areas only *(if applicable)*	sf
Total *(gross)* project floor area	sf
Production Area Classifications *(identify all that apply – see page 14)*	
Delivery type *(see page 14)*	

Production Size—Provide the following information about the production size of the project:

Production capacity per year *(e.g. capsules/yr, dosage form/yr, units/yr) (if applicable)*	
Reactor/bioreactor total volume *(m3) (if applicable)*	
Other particular equipment sizing of interest	

Project Costs—Provide the following information about the cost of the project in US Dollars *(costs must be included for submission to be complete)*:

Budgeted Total Project Cost *(TPC)*	US$
Total Direct Cost *(TDC)*	US$
Total Installed Cost *(TIC)*	US$
Total Project Cost *(TPC)*	US$

Engineering Costs—Provide the following information about the engineering cost of the project in US Dollars *(costs must be included for submission to be complete)*:

In-house design/engineering services costs	US$
Consultant design/engineering services costs	US$
Construction Management costs	US$
Commissioning costs	US$
Qualification/validation costs *(including IQ/OQ, but not PQ/PV)*	US$

Project Timing—Provide the following information about the timing of the project:

Start date of Feasibility/Concept Study	
Total Feasibility/Concept Study duration *(in months)*	
Start date of Basis of Design Concept Design	
Total Basis of Design Concept Design duration *(in months)*	
Start date of Detailed Design	
Total Detailed Design duration *(in months)*	
Start date of Construction	
Total Construction duration *(in months)*	
Major Systems Validation completion date	
Start date of Commissioning and IQ/OQ	
Total Commissioning and IQ/OQ duration *(in months)*	
Start date of PQ/PV *(performance lots)*	
Total PQ/PV *(performance lots)* duration *(in months)*	
Date product first produced *(if applicable or projected)*	
Date license granted to allow manufacture *(if applicable or projected)*	

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General Project Information *(continued)*

Project Provisions—Provide the following information about the special provisions made for the project: *(Use an additional sheet if necessary and submit with this form. However, please limit each response to a 250-word maximum.)*
Please complete ALL sections.

Personnel safety: This is of particular importance to the judges in evaluating submissions and data provided, and must take into account all contractors and support people. All injuries or loss of life must be disclosed. If there is loss of life, the entry will be rendered ineligible.	
Construction safety statistics, for example LTIR, RIR, DARTIR, TRIR *(See the Glossary on page 14 for more information.)*	
Total direct construction hours	
Hazard control	
Environmental impact	
Sustainability	
Access for people with disabilities, if appropriate	

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Glossary

This page is for reference only. Do not include in submission.

DART	Ref. Construction Industry Institute—Days away, restricted, or transferred
Delivery Type	Design/Bid/Build, Design/Build, Guaranteed Maximum Price, EPCM, and Other
Hazard Control	Any novel measures included in the project for containment purposes to protect the safety of the employees and/or product being manufactured. Typical containment measures include; air locks for personnel and/or equipment, material pass throughs, RABs system, glove boxes, air pressurization, HEPA filtration, dedicated HVAC zones, etc.
L2A	UK Building Regulations Approved Document L2A: Conservation of fuel and power *(new buildings other than dwellings)*
LEED®	U.S. Green Building Council— Leadership in Energy and Environmental Design, green building rating system
Major System Validation	Defined as the confirmation, through the provision of objective evidence, that the requirements for the specific intended use or application have been fulfilled for all systems critical to supporting the intended process. *(Mechanical, WFI, Compressed Air, etc.)* Validation of the manufacturing process is not included in this requirement.
Production Area Classifications	Grade A/Class 5/ISO 100, Class 1000, Grade C/Class 7/ISO 10,000, Grade D/Class 8/ISO 100,000, and Controlled/Unclassified
Production Facility Floor Area	Total floor area of production facility *(not footprint)* including all production associated storage, in–process laboratories, and distribution areas but excluding general warehousing, laboratories, and administration areas
Site Safety: LTIR *(During Construction)*	Lost Time Incident Record *(OSHA definition)* Lost Time Incident *(ECIA definition)* Rate = No. of incidents x 200,000/number of hours worked
Site Safety: RIR *(During Construction)*	Reportable Incident Record
Sustainability	The Brundtland Commission defined sustainable development as development that "meets the needs of the present without compromising the ability of future generations to meet their own needs." This includes, for example, energy efficiency and environmental impact.
Total Direct Cost *(TDC)*	Direct cost *(i.e., as TIC but excluding project services costs, owners' costs)*
Total Installed Cost *(TIC)*	Cost of all buildings, equipment, utilities, and services, including engineering project services and an estimate of manufacturer's services but excluding land cost, off-site infrastructure, taxes, chemicals and start-up costs.
Total Project Cost *(TPC)*	As TIC but also including land cost, off-site infrastructure, taxes, chemicals, start-up, soft costs, and owners' costs
TRIR	Total recordable injury rate *(ref. Construction Industry Institute)*

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A. Program Entry Form

I, _____ as a representative of *(company name)* _____ affirm acceptance of all policies and guidelines for the 2020 Facility of the Year Awards Program and officially submit the enclosed materials to be considered a candidate submission for the Awards. In addition, I verify the following to be true of the facility and companies specified in the submission as of the date of signature:

- The facility submitted has completed construction between 1 November 2017 and 30 November 2019. Major systems have been validated and the facility is in operation. Specifically, this means that the facility should be in operation or is capable of producing product in accordance with an approved product license, if applicable. The facility has been granted an operating license, if applicable, by an appropriate health authority, or is awaiting such approval based on an application that has already been made.
- There is no information I am aware of that could potentially prevent the facility from being licensed or used for the purposes stipulated in the submission.
- I agree to notify ISPE immediately of any changes in the submission status including, but not limited to:
  - Feedback from regulatory authorities that suggest the ability to obtain a license to operate the facility is in question or subject to substantial delay
  - Unexpected problems in startup or actual manufacturing that suggest the plant will not begin operation as scheduled or will not operate within the cost parameters originally anticipated when the project was initiated and/or submitted for the 2020 Facility of the Year Awards program review process
  - A change in business plans that would prevent this facility from proceeding into commercial manufacturing as planned for whatever reason
  - Failure to perform, or significant under-performance, of any new technology, or new approaches to regulatory considerations, of any significant elements of the project submitted. Of particular importance would be notification of the failure of any elements of the submission that were highlighted for consideration by the judges for the various category awards.
- The facility has not received a regulatory review or citation indicating that it may not be approved.
- The facility is in full compliance with appropriate local, national, and international laws required for operation and production.
- There is no additional information known about the organizations involved, or the facility submitted, that by not being disclosed could disparage or damage the integrity of the 2020 Facility of the Year Awards Program and/or ISPE.
- ISPE reserves the right, in its sole discretion, to rescind an award, at any time, should a winning company or facility be the subject of any legal or regulatory non-compliance action, or any other action that could disparage or damage the integrity of the 2020 Facility of the Year Awards Program.
- Upon notification of the rescission of an award, the company and facility shall immediately cease using the FOYA winner logo and cease any representation it is a FOYA award winner, for all purposes, including but not limited to, any marketing, advertising, or other publicity purposes.

Signature: _____ Date: _____

This form must be completed and signed by an authorized representative of the owner/manufacturer.

ISPE's regional Affiliates are important to the successful promotion of the Facility of the Year Awards Program. Regional offices assist in promoting Facility of the Year Award winners and their projects around the world, as well as help disseminate important lessons-learned from each of the winning projects to benefit the pharmaceutical industry. Although not a requirement of the program, ISPE hopes that award winners will consider allowing site visits by industry professionals involved with ISPE regional Affiliates.

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B. Submission Information Form

Official company name _____

(Make sure to include the EXACT company name which will be used for all publicity and publication purposes.)

Owner's name/organization _____

Authorized representative's name _____ Title _____

Street Address _____

City _____ State/Province _____ Postal Code _____

Country _____

Telephone _____ Fax _____

Email _____ Website URL _____

Primary point of contact _____ Title _____

Company name/organization _____

Telephone _____ Email _____

Submitting firm name (if different from owner) _____

Contact name _____ Title _____

Telephone _____ Fax _____

Email _____ Website URL _____

Public relations representative _____ Title _____

Company name/organization _____

Telephone _____ Email _____

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Submission Information Form B

ISPE.org/FOYA

C. Applicant Release Form

I, _____, with *(company name)* _____, affirm acknowledgement and acceptance that ISPE may use any and all information contained in the submission for publicity purposes, regardless of whether the submission is selected as a Category Winner or Facility of the Year Awards Overall Winner. I thereby grant ISPE authorization to publicize, publish, and exhibit the enclosed Facility of the Year Awards Program submission information free of charge and without restrictions.

It is understood written authorization must be provided by each photographer or photography studio authorizing use of all photography for promotional purposes before an entry will be considered complete. In the event the submitting company owns the photography, the submitting company will provide said authorization at no charge to the FOYA Program and ISPE.

Subject to my review, I agree to allow ISPE authorization to publicize and publish quotes from me and my company representatives free of charge and without restrictions.	◯ Yes	◯ No

Signature: _____ Date:_____

This form must be completed and signed by an authorized representative of the owner/manufacturer.

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Applicant Release Form C

ISPE.org/FOYA

D. Photography Release Form

This photography release form must be completed by each photographer or photography studio for all photography included in your submission.

I, _____, am the original owner of all photography and retain appropriate copyrights. I grant authorization for all materials (i.e., slides or prints) submitted for the 2020 Facility of the Year Awards Program application to be used on the Facility of the Year Awards Program website, in the magazine Pharmaceutical Engineering®, in press releases, or any other legitimate industry periodical free-of-charge for any or all of the following:

- Editorial coverage
- Advertising
- Promotional material
- Any other purpose deemed necessary by ISPE.

Signature: _____ Date: _____

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E. Payment Form

Payment by check or credit card billing information, and authorization in the amount of US$495 must accompany submission. Please contact Barbara Peck at **bpeck@ispe.org** for additional information and check payments.

☐ Check #_____ enclosed (payable to ISPE in the amount of US$495 and drawn on a US bank)

☐ Visa ☐ MasterCard ☐ Eurocard ☐ American Express

Card Number: _____ Expiration Date:_____

Cardholder Name *(as it appears on card)*: _____

Cardholder Email Address: _____

Cardholder Signature: _____ Date:_____

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Payment Form E

ISPE.org/FOYA