AMERICAN SOCIETY FOR MICROBIOLOGY (ASM)
MILESTONES IN MICROBIOLOGY PROGRAM (MiMP)
GUIDELINES

PREPARED BY:
The Milestones in Microbiology Committee (MiMC), a Sub-committee of the Center for the History of Microbiology/ASM Archives (CHOMA) and ASM Communications Committees

INTRODUCTION / PROGRAM OBJECTIVES:
Microbiology has influenced the development of the country in diverse spheres – medicine, agriculture, the environment, and the food and pharmaceutical industries. However, even though the public can identify sites for the location of hospitals and perhaps medical schools, few know of significant and/or seminal microbiological advances made in their communities. There is a need for greater outreach to the general public to raise awareness of microbiology.

To promote greater awareness and appreciation of microbiology, the American Society for Microbiology (ASM) has established the Milestones in Microbiology Program (MiMP), which recognizes sites where major developments occurred and/or where outstanding microbiologists made seminal discoveries.

The objectives of the Milestones in Microbiology Program (MiMP) are to foster interest in the nation’s microbiological heritage and to remind citizens, educators and “visitors” of the importance of microbiology.

MILESTONES IN MICROBIOLOGY COMMITTEE:
The role of the Milestones in Microbiology Committee (MiMC) is to publicize the program and to evaluate nominations and make final decisions on the acceptability and designation of potential Milestones Sites. In addition, the MiMC offers aid and guidance to those preparing proposals for recognition of potential Milestones Sites.

CONTACT:
To request additional information, contact
Milestones in Microbiology Committee
c/o Center for the History of Microbiology/ASM Archives
American Society for Microbiology
1752 N Street, NW
Washington, DC 20036
jkarr@asmusa.org or archives@asmusa.org
Phone Number: 410-455-3601
OUTLINE:
The following broad overview addresses the nomination process, considerations after approval of a site, international considerations, nomination format guidelines and supplementary resources.

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      2. Local or state historical societies
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I. NOMINATION OF A MILESTONES SITE

A. Site Criteria:
The overall objectives of the Milestones in Microbiology Program embody commemoration of sites of the nation’s singular microbiological heritage through continuing public display of descriptive, symbolic, commemorative plaques. Recognition is made of sites and noteworthy artifact collections that are linked to significant and/or seminal achievements in microbiology. In addition, the roles of individual microbiologists may be recognized. Each site is documented and the records preserved in the CHOMA Archives. The presentation of the award is at a public ceremony. This program facilitates public awareness of key North American microbiological achievements at the national and international levels. It can aid in the preservation of historical artifacts.

B. Nomination of a Prospective Milestone Site:
The nomination of a prospective Milestone Site is made by ASM members, Branches, Student Chapters, or Divisions. Proposals must be submitted electronically to the MiMC. Please See Section IV-B below for instructions on submitting a proposal and a list of specific information that should be included in the proposal.

Guidance may be requested from MiMC prior to submitting an official nomination for the program by contacting the MiMC and/or submitting a DRAFT proposal form with request for comment.

The preparation of the nomination is best achieved through a small local committee coordinating with representatives of the MiMC.

C. Evaluation Criteria:
The evaluation criteria used by the Milestones in Microbiology Committee (MiMC) to assess a nomination will be principally based on the significant microbiological achievements at the proposed site:

- Milestones Sites must be unique (e.g., first-ever, oldest extant, one-of-a-kind, or last surviving example), or important in some singular manner. The site must be important in terms of time and the effects on North American welfare and society in general.
- Unique achievements should have impacted society at large.

To emphasize the long term educational nature of the program, support of the nomination should include evidence of the following:

- Suitability of the public location; general visibility and long-term nature of the plaque are integral considerations
• Specific outreach to microbiologists, especially at local educational institutions, colleges, universities, and medical, scientific and industrial research centers
• Efforts to make the historical record available to educators, students, the civic communities and historians (e.g., a site brochure/flyer, citations for pertinent websites)
• General condition of the site noting any prior alterations

Support of a site’s nomination is demonstrated through documents, photographs, etc.

D. **MiMC Evaluation of Proposed Site Nominations – Logistics:**
The MiMC will assess applications via e-mail, teleconference and/or discussion at the annual ASM General Meeting.

Three responses to the nominations are possible:
1. Approval
2. Deferral – Additional supporting materials may be requested (to be provided in a timely manner – 4 weeks). The nominators can be requested to work with other local groups. The MiMC may consider obtaining additional materials from alternate sources.
3. Rejection – If a nomination is rejected, the Chair writes to the nominator to describe the MiMC’s rationales. The nomination can be re-submitted with supplementary materials that address the defects, after two years.

All decisions of the MiMC are final.

**ANNUAL DEADLINE for Site Nominations:** January 31st

II. **ACTION FOLLOWING APPROVAL OF SITES – PRACTICAL CONSIDERATIONS**

Once a site has been selected for designation, preparation for the official site designation is achieved through a small local committee coordinating with representatives of the MiMC.

A. **Milestones Plaque:**
ASM Milestones plaques are designed to identify the Milestones Sites while explaining the microbiological achievements they represent. The design and material may vary depending on the site and location (within a building or outside), but all plaques will include the ASM Logo.

The preparation of the commemorative Milestones Plaque is through the MiMC– via discussion between the ASM Archivist, the MiMC and the nominators. Fabrication of the plaque is addressed through the MiMC.
NOTE: IF AN ASM MILESTONE SITE IS DESTROYED OR UNDERGOES RELEVANT ALTERATION, THE COMMEMORATIVE PLAQUE MUST BE RETURNED TO ASM. SPECIAL MEASURES MAY BE TAKEN TO CONTINUE TO INDICATE THE MILESTONE AT THIS GENERAL LOCATION. ASM MAY GIVE PERMISSION FOR THE PLAQUE TO BE RETAINED AND MOVED TO A SUITABLE LOCATION.

B. Ceremony:
The Milestones ceremony may be a relatively short event but with fanfare and outreach to disseminate and highlight the attributes of the Milestone Site. It should include a welcome and introductions, presentation of the commemorative plaque, acceptance of the plaque, and a short talk setting in perspective the historical significance of the Milestone Site.

The Milestone Site plaque presentation ceremony is best integrated into an already-scheduled program, though this is not an absolute requirement. Linkage of the Milestones Site ceremony to the ASM Annual Meeting site is not considered a useful approach as the ASM program is very full, and also, linking the two would limit the sites available for commemoration.

C. Overall Operation and Costs:
The costs of the attending ASM officials and also the fabrication of the plaque are assumed by ASM. In cases where a site requests a plaque that is more costly than the standard plaque provided by ASM, the site will pay for any cost differential.

The local committee or organizing group will assume the costs of a small reception. Additional support is always welcomed; e.g., support through industry and foundations or via interfacing with local Branches or Divisions.

III. INTERNATIONAL MILESTONE SITE CONSIDERATIONS

The Milestones in Microbiology Program (MiMP) was initially designed to commemorate microbiological Milestones Sites in the USA. The MiMP may consider historic sites in other countries if the proposed Milestones Sites have distinct, well-documented, and easily-understood links to people or events in the history of North American microbiology. International societies may have programs similar to the MiMP. ASM is eager to cooperate with such programs and will consider co-sponsorship of Milestones designations in those countries. To facilitate international nominations, there should be agreement/co-sponsorship between ASM and societies or microbiological groups based in other countries.

Note that only ASM members, Branches, Student Chapters, or Divisions may submit international nominations to the MiM Committee.
IV. APPENDICES: SUPPLEMENTARY RESOURCES & NOMINATION FORMAT GUIDES

A. Historical Resources:

1. Center for the History of Microbiology/ASM Archives (CHOMA) (www.asm.org/choma)
2. Local or state historical societies
3. University and college libraries/archives
4. Online services
5. Historical resources, associations and societies suggested through the Historical Committee, American Chemical Society:
   b. History of Science Society (History of Science Society Executive Office, University of Washington, Johnson Hall, Room 226, PO Box 351330, Seattle, WA 98195-1330; telephone: 206-543-9366; fax: 206-685-9544; E-mail: hssexec@u.washington.edu)
   c. Society for the History of Technology (SHOT) (c/o University of Chicago Press, Journals Division, PO. Box 37005, 5801 Ellis Ave., Chicago, IL 60637; telephone: 773-753-8027)
   d. Society for Industrial Archeology (SIA), SIA publishes a quarterly newsletter and a semiannual journal (Patrick Martin, Department of Social Sciences, Michigan Technological University, Houghton, MI 49931-1295; telephone: 906-487-2113; fax: 906-487-2468; E-mail: pem-194@mtu.edu)

B. Proposal Nomination Forms – Guide:

See below for the Site Nomination Form template
MILESTONES IN MICROBIOLOGY PROGRAM (MiMP)
SITE NOMINATION FORM

Electronic Submission Required

ANNUAL DEADLINE for Site Nominations: January 31st

Please include the following information in your nomination:

DATE:

TO: Milestones in Microbiology Committee (MiMC)
c/o Center for the History of Microbiology/ASM Archives
American Society for Microbiology
1752 N Street, NW
Washington, DC  20036
jkarr@asmusa.org  or  archives@asmusa.org
Phone Number: 410-455-3601

FROM: Nominator Individual(s), Local Branch, Division or Institute:
Mailing address:
Telephone:
Fax:
E-mail:

RE: This nomination is submitted to the MiM Committee for evaluation as a potential Milestone in Microbiology Site.

DESCRIPTION:
1. Site
2. Location:
   a. Address, City or County, State
   b. Proposed Plaque Location
3. Nominators (address and contacts)
4. Significance
5. Unique features
6. National (and international) aspects
7. Supporting evidence (documents, photos, etc.)
8. Present condition, past restorations, and availability to the public
9. Current owner
10. Tentative plans for a commemoration ceremony
11. Other pertinent information

Updated April 23, 2013