





# VEEP 101

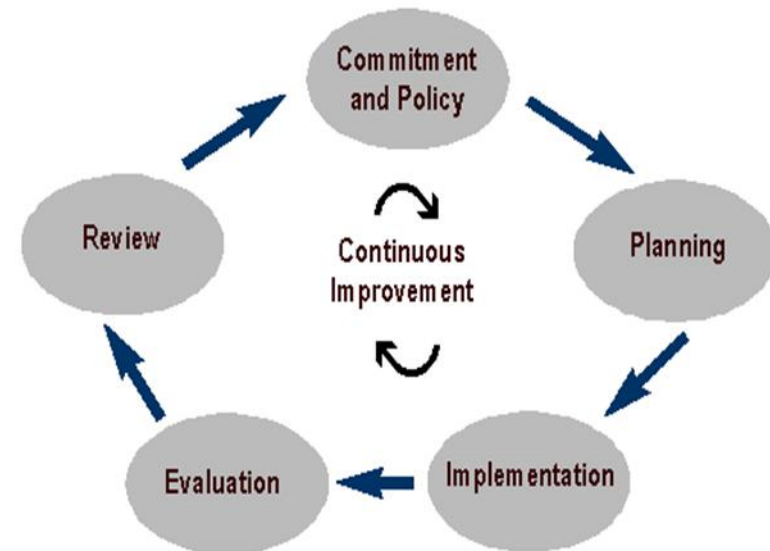
## EMS and Reporting Basics

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# What is an EMS?

- An EMS is a management approach for addressing environmental aspects of internal operations and activities.
- EMS implementation is based on the “Plan, Do, Check, Act” model using standard processes in order to:
  - Identify current activities and risks
  - Establish goals
  - Implement plans to meet goals
  - Evaluate progress
  - Continuous improvement



# The Benefits of an EMS

- Mitigate Risks Early
- Enhance Efficiency
- Improve Business Competitiveness
- Public Relations
  - Lead by example
  - Going above and beyond
  - Community impact

## Cement plant makes concrete improvements to the environment

■ Roanoke Cement has cultivated cleaner air and water in neighboring farmland.



# What is VEEP?

- Voluntary program recognizing Virginia facilities that go above and beyond environmental compliance.
- Two types of participation:
  - Facility-Based Track
  - Sustainability Partners (SP) Track
- VEEP members are committed to continuous improvement and pollution prevention



## VEEP EMS Track Structure

- **E2** – Facilities interested in beginning an EMS or in the early stages of implementing an EMS and pollution prevention program.
- **E3** – Facilities with a fully-implemented EMS and pollution prevention program with documented results.
- **E4** – Facilities with a fully-implemented EMS, that has been verified by an independent 3<sup>rd</sup> party, and that have committed to measures for sustainable environmental progress and community involvement.
- All facilities must have a record of sustained compliance.

## Taking the First Step – E2 Basics

- **Environmental Policy Statement** - Includes a commitment to compliance, pollution prevention, training, communication, and continuous improvement.
- **Evaluation of Aspects and Impacts** - A comprehensive list of aspects and impacts, a method for determining significance, and a process outlined for aspect review and reevaluation.
- **Objectives and Targets** – Goals addressing significant aspects with tasks planned for implementation and tracking results.
- **Pollution Prevention Plan** – A listing of projects and accomplishments including reduction number and cost savings.

# Taking it to the Next Level

- **Additional E3 Requirements**

- Legal & Other Requirements
- EMS Roles & Responsibilities
- EMS Reporting & Recordkeeping
- EMS Training
- Voluntary EMS Self-Assessments
- Emergency Management & Response Plans
- EMS Communication – Internal and External

- **Additional E4 Requirements**

- 3<sup>rd</sup> Party Verification & Commitment to Community Involvement





# What It Takes to Be A Success Story

- **Underlying factors for a successful environmental program:**
  - Management support
  - Dedicated Green Team
  - Training
  - Integration into daily activities
  - Continuous improvement



# The Benefits of VEEP

- Recognition
- Networking
- Guidance on best practices
- Mentoring opportunities
- Permit fee discounts
- Improved relationship with regulators





# The Virginia Environmental Excellence Program - Reporting System

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Office of Pollution Prevention


VEEP EMS Track Annual Reporting


Virginia Department of Environmental Quality

# Registering for Access myDEQ Portal

The image shows a web interface for the myDEQ Portal. At the top left, the word "Login" is displayed in a large, bold, dark blue font. Below this, there are two input fields: "Username" with a person icon and "Password" with a lock icon. At the bottom of the form, there are four buttons: "Login" (blue), "Cancel" (gray), "Forgot password" (teal), and "Register" (dark gray). The "Register" button is circled in red. Two callout boxes provide additional information: the top one explains the need to register for annual reports and provides a link to the portal; the bottom one details the registration steps and a 30-minute validation period.

**Login**

 Username

 Password

Login Cancel Forgot password **Register**

"In order to submit your annual report you must first register for access to DEQ's reporting portal <https://portal.deq.virginia.gov/> If you have previously registered for access you do not need to register again.

On the registration page you will need to submit some preliminary information and then submit the form. An automated email will be sent to you so that you can validate your email address. **You only have 30 minutes to validate.**

# Portal Dashboard

The image shows a screenshot of the DEQ Portal Dashboard. At the top, under the heading "I want to:", there are four colored buttons: "View" (dark grey), "Submit" (green), "Learn" (teal), and "Report Pollution" (yellow). Below these, on the left, is a section titled "Items Due and In Progress". On the right is a "Quick Links" section with several blue links. Three light blue callout boxes with black borders provide instructions: the first points to the "Submit" button, the second points to the "Request Access" link, and the third is a general instruction about VEEP Membership.

I want to:

- View**  
Facility details, permits, and documents
- Submit**  
Create, edit or manage a report, application, registration or other submittal to DEQ
- Learn**  
Access training and transcripts
- Report Pollution**

Items Due and In Progress

After logging in you will see the DEQ Portal Dashboard.

'Request Access' to the VEEP Membership report you wish to edit and submit.

Quick Links:

- [My Account](#)
- [Request Access](#)
- [Find a Form](#)
- [View My Submission History](#)
- [Search Incident Reports](#)
- [Find Help](#)

The correct VEEP Membership # will generate your VEEP Membership name. If the resulting name is accurate, hit 'Select and Continue'

# Portal Dashboard w/ VEEP Report Access

**DEQ Portal Dashboard**

**I want to:**

- View**  
Facility details, permits, and documents
- Create, edit or manage a report, application, registration or other submittal to DEQ**
- Access training and transcripts**
- Report Pollution**

**You will get an email when access to your report has been approved. Log back in to <https://portal.deq.virginia.gov/> and you will see your VEEP report or reports.**

**Click on the 'Create Report' button, to start filling out the report.**

**Items Due and In Progress:**

**VEEP Annual Report**  
Company XYZ, E3-123  
Due Thursday, April 1, 2021

**+ Create Report for 2020**

**Quick Links:**

- [My Account](#)
- [Request Access](#)
- [View My VEEP Memberships](#)
- [Search Incident Reports](#)
- [Find Help](#)


# Creating a Report - General Information 1

VEEP / My Memberships / 2019 Report - Virginia Dept of Environme...

## 2019 Annual Report

Virginia Dept of Environmental Quality (9 offices), E4-72

Draft

 Submit Report

General Information

Environmental Commitments

Additional Information

Review the general information associated with your Membership. If updates are necessary, contact DEQ to discuss.

▶ Membership Information

▶ Membership Contacts

▶ Main Facility

▶ Linked Facilities

▶ CEDS Permits

▶ Non-CEDS Permits

Voluntary Programs And Awards

'General Information' items can be opened and reviewed, but not edited. If changes need to be made or you have questions contact Keith Boisvert, [Keith.Boisvert@DEQ.Virginia.gov](mailto:Keith.Boisvert@DEQ.Virginia.gov) or Morgan Goodman [Morgan.Goodman@DEQ.Virginia.gov](mailto:Morgan.Goodman@DEQ.Virginia.gov)

# Creating a Report – General Information

▶ Linked Facilities

▶ CEDS Permits

▶ Non-CEDS Permits

▶ Voluntary Programs And Awards

Add any environmental voluntary programs and/ or awards pertinent to the membership.

Facility EMS Information [Edit Facility EMS Info](#)

Approximate acreage	Square footage of facilities	Number of employees covered
0.00	0.00	0

This is the only information that can be updated on the 'General Information' tab. This information is available in the previous year's report.

[Cancel](#) [Next >](#)

Up



# Environmental Commitment Reporting

General Information

Environmental Commitments

Additional Information


**To the extent possible on this page, quantify the results of the Member's environmental management system and/or pollution prevention program.**


VEEP Members are required to make commitments and track impact reductions. The commitments typically last for the term of the membership (3 years).



E2 members must track at least 1 commitment.

E3 members must track at least 2 commitments.


E4 members must track at least 3 commitments and report on commitments to sustainable environmental programs and community involvement (in the Additional Information section).

Click  to update data for each commitment within the current year report.

Click  if you wish to continue reporting on a commitment that completed the 3 year cycle last year.

Click  to remove the commitment from the current year report. Note that clicking  in the first year of a commitment will permanently delete the commitment from the data system.

During only the first year of reporting on a commitment you may:


Click  to edit the title, category, subcategory, or normalizing basis.


Add Commitment



The '+' is used when a commitment has run its three year cycle and you wish to continue to report on that commitment for another three year cycle.

Up


# Environmental Commitment Reporting – Add a New Commitment

Click  to update data for each commitment within the current year report.

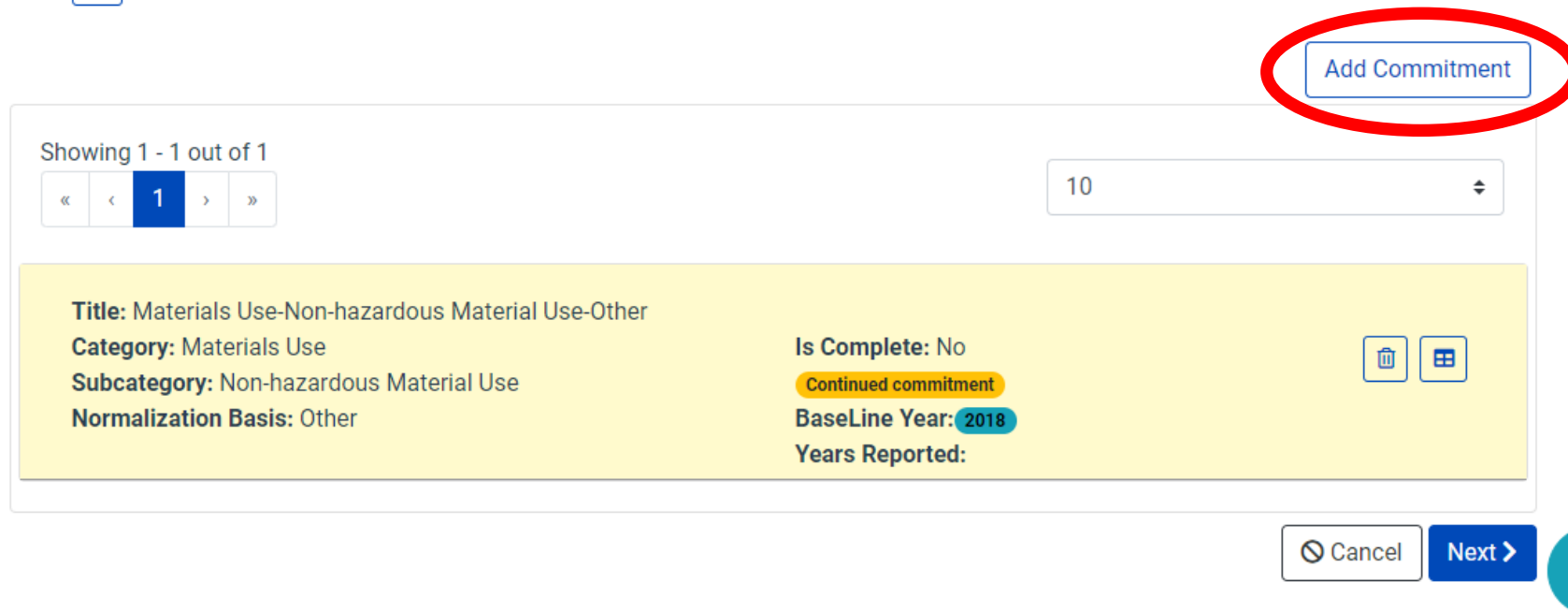
Click  if you wish to continue reporting on a commitment that completed the 3 year cycle last year.

Click  to remove the commitment from the current year report. Note that clicking  in the first year of a commitment will permanently delete the commitment from the data system.

During only the first year of reporting on a commitment you may:

Click  to edit the title, category, subcategory, or normalizing basis.

If you wish to add a new reporting commitment.





Showing 1 - 1 out of 1

« < 1 > »

10

**Title:** Materials Use-Non-hazardous Material Use-Other  
**Category:** Materials Use  
**Subcategory:** Non-hazardous Material Use  
**Normalization Basis:** Other

**Is Complete:** No  
**Continued commitment**  
**BaseLine Year:** 2018  
**Years Reported:**

Cancel Next > Up

# Environmental Commitment Reporting – Add a New Commitment

**Add Environmental Commitment**

Name your new 'Environmental Commitment'.

Choose the 'Category', 'Sub Category' and 'Normalizing Basis' from the drop down lists and hit 'Save'.

**Title: \***

Test

**Category \***

Air Emissions

**Sub Category \***

Greenhouse Gases (GHGs)


Greenhouse Gases (GHGs)  
Nitrogen Oxides (NOx)  
Particulate Matter (PM)  
Sulphur Oxides (SOx)  
Toxics  
Volatile Organic Compounds (VOCs)  
Other Air Emissions


**Norm Basis \***



Norm Basis is required

Cancel Save

# Environmental Commitment Reporting – Add a New Commitment

Click  to update data for each commitment within the current year report.

Click  if you wish to continue reporting on a commitment that completed the 3 year cycle last year.

Click  to remove the commitment from the current year report. Note that clicking  in the first year of a commitment will permanently delete the commitment from the data system.

During only the first year of a commitment.

Click  to edit

A Reporting Commitment' lasts for a 3-year cycle and may be renewed/continued after the initial three years.

Add Commitment

Showing 1 - 2 out of 2

« < 1 > »

10

**Title:** Materials Use-Non-hazardous Material Use-Other  
**Category:** Materials Use  
**Subcategory:** Non-hazardous Material Use  
**Normalization Basis:** Other

**Is Complete:** No  
**Continued commitment**  
**BaseLine Year:** 2018  
**Years Reported:**

The new reporting commitment appears with the other reporting commitments.

**Title:** Test  
**Category:** Air Emissions  
**Subcategory:** Greenhouse Gases (GHGs)  
**Normalization Basis:** Number of production hours

**Is Complete:** No  
**BaseLine Year:** 2018  
**Years Reported:**



Cancel

Next >

Up

# Environmental Commitment Reporting Update

## Edit Environmental Commitment Additional Info

2019 Report - Virginia Dept of Environmental Quality (2 offices), ES-100

Additional information on Environmental Results. (e.g., how did you achieve the reductions? if there were impact increases, what was the reason?)

Recycling efforts are being expanded at DEQ with new materials being added to the recycling stream along with efforts to raise awareness about recycling. Increased recycling in 2017 may be attributed to the Central Office moving to a new building. The surge in 2017 recycling at the Central Office was followed by a massive drop off in 2018, after the move to the BOA Building.

The agency efforts to reduce paper use may also contribute to a drop in the recycling rate.

A brief description of the environmental commitment is required.

The previous year's answer will populate unless you are reporting on the first year of new 3 year cycle.

As you complete a question hit 'Save' and move on.

Cancel

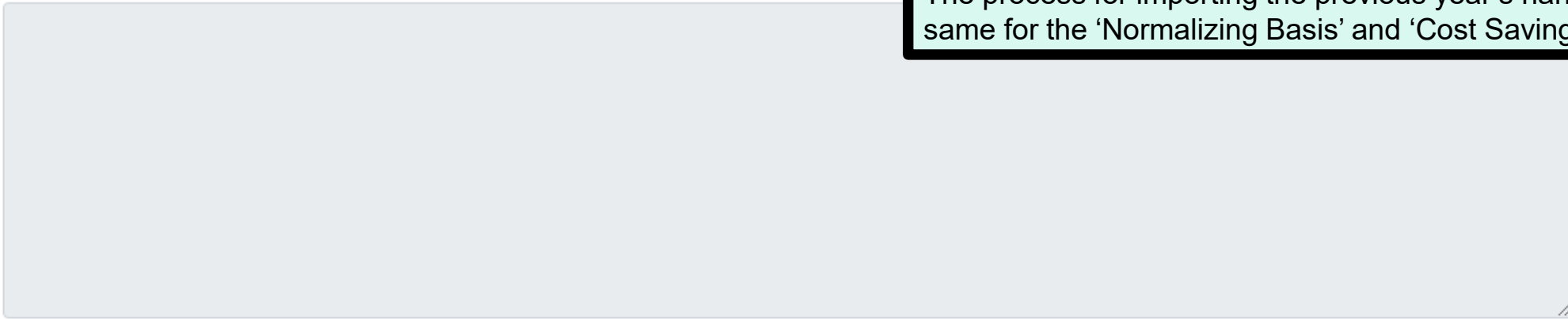
Save

# Environmental Commitment Reporting Update

## Step 2: Normalizing Basis Notes

 Edit Normalizing Basis Notes

### Normalizing Basis Notes:



The process for importing the previous year's narrative is the same for the 'Normalizing Basis' and 'Cost Savings Information'.

Up

# Environmental Commitment Reporting Update

## Step 3: Numeric Data

[Unit Selection](#)[Edit Numeric Data](#)

Provide actual quantities in the row specified; do not report the change from one year to the next, or the quantity "avoided".

Chosen Units: tons

	2017	2018	2019	2020
Actual Quantity	132.86	36.31		
Normalizing Quantity	7.00	7.00		
Normalizing Factors	1.00	1.00		
Normalized Quantity	132.86	36.31		

## COST SAVINGS

Up

# Additional Information


'Additional Information' is a series of narrative questions that need to be answered. All questions in the report need to be answered to submit the report. The only exception is the narrative reporting question available to E4 Members

VEEP / My Memberships / 2019 Report - Virginia Dept of Environme...

## 2019 Annual Report

Virginia Dept of Environmental Quality (9 offices), E4-72

Draft

 Submit Report

General Information

Environmental Commitments

Additional Information

### ▼ EMS Update

#### EMS Development Progress:

List or describe the changes your facility has implemented that demonstrated continuous improvement in its EMS (e.g., changes in significant aspects, targets or objectives; pollution prevention activities; EMS implementation activities such as staff training, audits, etc.).

 Edit Answer

Unlike in the 'Environmental Commitments' section, the questions in the 'Additional Information' section won't populate with the previous year's answer.



# Submit Report


VEEP / My Memberships / 2019 Report - Virginia Dept of Environme...

When your report is complete you can click on 'Submit Report'

## 2019 Annual Report

Virginia Dept of Environmental Quality (9 offices), E4-72

Draft

 Submit Report

General Information

Environmental Commitments

Additional Information

Review the general information associated with your Membership. If updates are necessary, contact DEQ to discuss.

### Membership Information

Name: Virginia Dept of Environmental Quality (9 offices)

Veep Number: E4-72

Program Renewal Date: 4/1/2023

Start Date: 1/14/2020

End Date:

DEQ Reviewer: Boisvert, Keith

If your report is incomplete, you will get an error message telling you what you need to fix. Fix the problems and try the 'Submit Report' button again.

### Membership Contacts

Submission failed for Report 850. Facility Acreage in General Information Tab is a required field and should have value greater than 0.

### Linked Facilities

Once your report is complete and submitted you will get an email confirmation.

# Report Review

- DEQ staff will review submitted reports.
- If a completed report needs to be updated, you will be contacted and asked to make updates or provide more information.
- Once a report has been reviewed and approved by DEQ staff you will be notified via email.

## Report Review cont.

- Approximately 200 reports submitted
- Almost 400 reporting commitments reviewed
- Usually, \$50 million dollars in savings reported

<p><b>RECYCLED WATER USE INCREASED BY 224,135,883 GALLONS</b></p> <p>This is enough water for approximately 2,050 families for one year.**</p>	<p><b><i>GREENHOUSE GAS EMISSIONS REDUCED BY 6,225 TONS</i></b></p> <p>The equivalent of removing over 1,200 cars from the road for one year.***</p>	<p><b><i>AMOUNT OF WASTE RECYCLED INCREASED BY 5,258 TONS</i></b></p> <p>Equivalent to 170 times the weight of the Statue of Liberty.****</p>
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# Questions?

Keith Boisvert

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Or

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