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Virginia Environmental Excellence Program

EMS Track Application (E2, E3 & E4)

 Email completed application to veep@deq.virginia.gov.

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| Section 1: General Facility/Organization Information |
| **Facility Name**:  |       |
| **Street Address**:  |            |
| **Mailing Address**:  |            |
| **Facility Type** (please check one):

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| [ ]  Authority | [ ]  Government, County | [ ]  Government, State |
| [ ]  Commercial | [ ]  Government, Federal | [ ]  Government, Tribal |
| [ ]  Government, City | [ ]  Government, Local/District/Municipality | [ ]  Private Owned |

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| **Does this application cover more than 1 physical location?**[ ]  No [ ]  YesIf yes, please include the name and street address of the additional locations below:      |
| **VEEP Application Level** [ ]  E2 [ ]  E3 [ ]  E4Requirements for each level are detailed in Section 2 of the application.  | **VEEP Application Type**[ ]  New [ ]  RenewalIf available, please include VEEP ID:       |
| **Contact Information**Contact Name:      Phone:      Email:       | **Environmental Permit/ID Numbers**Hazardous Waste:      Solid Waste:      Water Discharge:      Air:      Groundwater Withdrawal:      Wetlands:      Toxics Release Inventory:      Facility Registration System:      **Municipal Separate Stormwater Sewer Systems (MS4):**      Other:       |
| **Previous Facility Names**(within past 5 years):      Facility Names Appearing on Current DEQ Permits, if different from those above:       |
| **Water Source** (e.g., public water supply, groundwater, etc.):       |
| **Locality** (City or County):      **Latitude and Longitude** (if known):Latitude:       Longitude:       |
| **Brief Description of Facility’s Primary Function and Activities**      |
| **Criminal Compliance Review**To assist us in reviewing the compliance history of the facility(ies) included in this application, please answer the following question: Has any judgement been entered against any of the facilities included in this application or conviction against any key personnel of the facility or any person with an ownership interest in the facility for a criminal violation of the environmental protection laws of the United States, the Commonwealth or any state in the previous five years?[ ]  No [ ]  YesIf yes, please provide details:      |
| **Certification Statement** I certify that:* This facility commits to the evolution of its environmental management system as defined by applicable VEEP requirements for the duration of its participation in the program.
* This facility is aware of its environmental compliance requirements and any noncompliance/ nonconformance instances were promptly addressed and documented.

By submitting this application the undersigned acknowledges that participation in this program is entirely voluntary. The undersigned accepts and hereby waives any right to appeal any decision made by DEQ with respect to this application regarding participation in or termination from this program.Furthermore, the undersigned acknowledges that the program requires an annual report filed online by April 1 each year. At three year intervals from the date of acceptance into the program, a renewal application must be submitted to remain in the program.  Failure to meet these requirements may result in termination from the program. |
| Name of Certifying Official:      | Title:      |
| Email Address:      |
| Signature: | Date:      |

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| Section 2: Environmental Management System |
| The development and implementation of effective environmental management systems (EMS) is the primary goal of VEEP. DEQ does not prescribe the model or type of EMS or the structure of a facility’s environmental programs. However, DEQ is responsible for verifying that each facility accepted into VEEP meets the program criteria. Therefore, each applicant is required to address several key points related to its EMS. Please provide documentation (***preferably sent electronically to*** **veep@deq.virginia.gov**) that shows that the following components are in place at your facility. |
| *E2, E3 & E4 Applicants include documentation for the following:* |
| **Policy Statement.** Attach the facility’s Policy Statement outlining its commitment to the environment. When reviewing each application, DEQ staff will look for an environmental policy statement that: * Includes/stresses compliance, pollution prevention, training, communication & continuous improvement
* Addresses elements that are supported by EMS activities outlining the facility's commitment to the environment
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| **Identification of Environmental Impacts.** Describe the facility’s process for identifying and evaluating its environmental impacts. At a minimum, include a list of the facility’s most significant environmental impacts. When reviewing each application, DEQ staff will look for:* Comprehensive list of impacts/aspects
* Method for determining significant impacts/aspects (e.g., a matrix)
* Impact/aspect review process outlined
* Scheduled review and reevaluation of impacts/aspects
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| **Setting Objectives and Targets.** Please include a list of the facility’s goals (objectives) for reducing environmental impacts. Ideally, objectives will include numerical goals with projects designed to achieve these goals. The objectives should include targets or a schedule for completing tasks and/or achieving the stated objectives. When reviewing each application, DEQ staff will look for:* Goals (or objectives) which should address your significant impacts/aspects
* Tasks or projects planned for addressing each goal/objective with a targeted schedule for implementation
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| Pollution Prevention. In a typical EMS structure, objectives and targets may only address the impacts identified as the most “significant*.*” For the pollution prevention section, please list any other environmental projects that are ongoing or planned. If possible, please include quantified reductions realized or expected and any cost savings. When reviewing each application, DEQ staff will look for:* A dedicated pollution prevention section listing projects and accomplishments
* Quantified results and cost savings
* Pollution prevention activities outside of significant impacts/aspects
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| E2 Applicants continue to Section 3.*E3 & E4 Applicants include documentation for the following:* |
| **Legal Requirements.** Each facility should have a mechanism for tracking changes in environmental compliance requirements. Provide a description of this function. |
| **Roles, Responsibilities and Authorities.** Each facility should have a system for defining, documenting and maintaining roles, responsibilities and authorities for its environmental management system. When reviewing each application, DEQ staff will look for:* Assignments for projects, tasks or reporting responsibilities
* Upper management involvement or review
 |
| **Reporting & Record Keeping.** Each facility should have an effective system of documenting the status of environmental management system operations and activities*.*  |
| **Training.** Each facility should have procedures for ensuring that *all* employees have the necessary training relative to their roles in the facility’s EMS.  |
| **Emergency Response Procedures**. Each facility should have effective procedures in place for responding to, reporting, mitigating and reviewing incidents. When reviewing each application, DEQ staff will look for:* Evidence that resources are coordinated and directed to respond to an emergency and bring the event under control.
* If an event were to take place, does the EMS have procedures in place to mitigate and reduce the likelihood of future events?
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| **Monitoring, Investigation, and Corrective Actions for Noncompliance with EMS.** The EMS should include provisions which address such events. When reviewing each application, DEQ staff will look for evidence that all such events are effectively addressed within the framework of the EMS and that the likelihood of “repeat offenses” has been significantly reduced or eliminated. |
| **Voluntary Self-Assessments.** Each facility should have a system that provides for either external or internal EMS auditing. DEQ reviewers will be looking for an indication of each auditing system and any certifications that might result. |
| Communicating With and Informing External and Internal Audiences. Each facility’s EMS activities should be accessible to all employees and the general public. When reviewing applications, DEQ staff will be looking for: * Easily accessible (e.g., web-based) EMS materials & communication
* Meetings with the public and staff regarding EMS/environmental efforts
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| E3 Applicants continue to Section 3.*E4 Applicants include documentation for the following:* |
| Third Party EMS Audit Documentation. E4 facilities are required to submit documentation showing that they have completed at least one full cycle of their EMS and that it has been reviewed and verified by an unrelated third party. DEQ defines “unrelated third party” as being financially independent from the facility, employed by a separate company and not involved in the development of the EMS. |
| Commitment to Continuous and Sustainable Environmental Progress & Community Involvement. E4 facilities are required to document that they have committed to continuous and sustainable environmental progress and community involvement. Attach a description of the facility’s relevant activities and initiatives that are either planned for implementation or have taken place during the last year. Because each facility’s situation in terms of purpose, location and impacts may prove unique from other facilities, DEQ can provide examples of sustainable environmental progress and community involvement measures for prospective E4 facilities to consider when preparing an application. |

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| Section 3: Environmental Results Commitment |
| VEEP members are required to commit to report on environmental measures in their annual reports, which are due by April 1st each year for the previous calendar year. Facilities can report on a specific project that falls within one of the categories below (i.e., switching to a non-hazardous parts washer to reduce hazardous waste generation) or facility-wide projects (i.e., energy management program for the entire facility). The ability to measure and report progress is critical to the administration and overall tracking of VEEP. Ideally, each participating facility will establish baselines, track progress and report on all of the environmental measures that are being addressed through their EMS. The number of environmental measures a VEEP member must report on is based on their membership level:

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| VEEP Level | Environmental Measures |
| E2 | 1+ |
| E3 | 2+ |
| E4 | 3+ |

VEEP members are encouraged to report on additional measures. For more information visit the VEEP Reporting website to review the VEEP reporting instructions: [Click here to visit VEEP Annual Reporting site](http://www.deq.virginia.gov/Programs/PollutionPrevention/VirginiaEnvironmentalExcellenceProgram/AnnualReporting.aspx). |
| [ ]  Air Emissions |
| [ ]  Greenhouse gases [ ]  Nitrous oxide[ ]  Particulate matter[ ]  Sulfur dioxide | [ ]  Toxics [ ]  Volatile organic compounds[ ]  Other air emissions |
| [ ]  Energy Use  |
| [ ]  Energy Generated[ ]  On-site energy (i.e., natural gas, fuel oil)[ ]  Purchased electricity  | [ ]  Renewable Energy Use[ ]  Total energy use [ ]  Other energy use |
| [ ]  Water Discharges |
| [ ]  Biological oxygen demand [ ]  Chemical oxygen demand [ ]  Nutrients [ ]  Sediments | [ ]  Suspended solids [ ]  Toxics[ ]  Other water discharges |
| [ ]  Water Use |
| [ ]  Virgin water use [ ]  Reclaimed/recycled water use | [ ]  Total water use[ ]  Other water use |
| [ ]  Waste |
| [ ]  Hazardous waste disposal[ ]  Hazardous waste recycled[ ]  Non-hazardous waste disposed | [ ]  Non-hazardous waste recycled[ ]  Waste to Energy[ ]  Other waste |
| [ ]  Materials Use |
| [ ]  Hazardous material use[ ]  Non-hazardous material use | [ ]  Recycled material use[ ]  Other material use  |
| [ ]  Land Use |
| [ ]  Land preserved[ ]  Other land use | [ ]  Land restored |
| [ ]  Product Performance  |
| [ ]  Projected product lifetime energy use[ ]  Projected product lifetime water use | [ ]  Projected product end-of-life waste[ ]  Packaging waste |
| Section 4: Environmental Compliance Requirements |
| As defined by Section 10.1-1187.1 of the Code of Virginia, record of sustained compliance means that "the person or facility (i) has no judgment or conviction entered against it, or against any key personnel of the person or facility or any person with an ownership interest in the facility for a criminal violation of the environmental protection laws of the United States, the Commonwealth, or any state in the previous five years; (ii) has been neither the cause of, nor liable for, more than two significant environmental violations in the previous three years; (iii) has no unresolved notices of violations or potential violations of environmental requirements with Department or one of the Boards; (iv) is in compliance with the terms of any order or decree, executive compliance agreement, or related enforcement measure issued by the Department, one of the Boards, or the U.S. Environmental Protection Agency; and (v) has not demonstrated in any other way an unwillingness or inability to comply with environmental protection requirements.”DEQ will conduct a review of each applying facility’s compliance record, including a review of EPA records as appropriate. **Attach a description and explanation of any instances of non-compliance with environmental requirements during the past three years. Describe how the compliance issues were dealt with in the context of the facility’s EMS.** |