

# Walk Through of VEEP Online System

Updated December 2014

- **Registering as a 'New User'**
- **Logging in and reporting**

# Welcome Screen – New Users (register)

Virginia.gov Online Services | Commonwealth Sites | Help | Governor

 VIRGINIA DEPARTMENT OF ENVIRONMENTAL QUALITY  VIRGINIA ENVIRONMENTAL EXCELLENCE PROGRAM

Virginia DEQ :: VEEP ::

## Main Menu

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- Regional Offices
- Programs
- Laws & Regulations
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- Reports & Data
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Virginia Department of Environmental Quality  
629 East Main Street  
P.O. Box 1105

## Welcome to the VEEP Online Reporting System

\* indicates required fields

### Existing Users Login

\* User ID:

\* Password:

[Forgot Password?](#) [Register](#) for access.

Facilities in the Virginia Excellence Program are required to report on their program commitments annually by May 20th for the previous calendar year.

For more information on the VEEP Program, including an overview of the reporting system, example of completed report and FAQ's, please visit the [official program website](#).

New Contacts for Facilities Previously Reporting: Please [register](#) for access.

New users need to register for access to reports.  
Click register to begin.



# VEEP Registration – New Users

- Select a VEEP Facility
- Complete personal information
- Choose password
- Security Question
  - This will allow you to access your account if you forget your password
- Email address is your User ID

## VEEP Registration

Please provide the following information.

Select one or more facility:

Available VEEP Facilities

99th RRC - Abingdon Memorial USARC (multiple facility report)  
Airlie Foundation & Conference Center  
Albemarle County - General Services Department  
Albemarle County Public Schools  
Albemarle County - Parks and Recreation Department  
Alcan Packaging Food & Tobacco Inc.  
Altria Client Services Headquarters  
Atlantic Waste Disposal  
Augusta County Government Center  
Augusta County High Schools - Buffalo Gap (multiple facility report)

\* First Name:

\* Last Name:

\* Email Address:

\* Confirm Email:

\* Street:

\* City/County:

\* State: VA

\* Zip Code:  ####-####

\* Phone:  (###)###-####

Ext.:

\* Password:

\* Confirm Password:

\* Security Question:

\* Security Answer:

Note: Your email address will serve as your User ID.

# Select VEEP Facility – New Users

**VEEP Registration** \* indicates required fields

Please provide the following information.

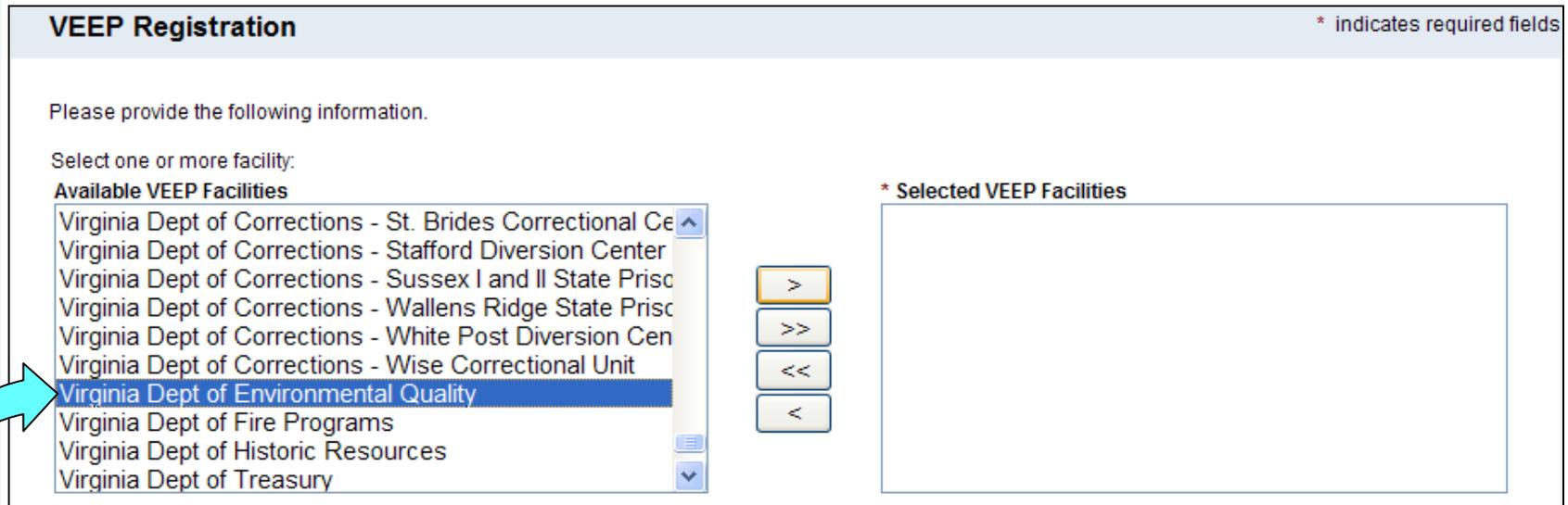
Select one or more facility:

**Available VEEP Facilities**

- Virginia Dept of Corrections - St. Brides Correctional Ce
- Virginia Dept of Corrections - Stafford Diversion Center
- Virginia Dept of Corrections - Sussex I and II State Prisc
- Virginia Dept of Corrections - Wallens Ridge State Prisc
- Virginia Dept of Corrections - White Post Diversion Cen
- Virginia Dept of Corrections - Wise Correctional Unit
- Virginia Dept of Environmental Quality**
- Virginia Dept of Fire Programs
- Virginia Dept of Historic Resources
- Virginia Dept of Treasury

**\* Selected VEEP Facilities**

>  
>>  
<<  
<



1. Find facility or facilities you report for in the list of 'Available VEEP Facilities'.

If your facility is not listed, please contact Keith Boisvert at (840) 698-4225 or [keith.boisvert@deq.virginia.gov](mailto:keith.boisvert@deq.virginia.gov) or Morgan Goodman at (804) 698-4122 or [morgan.goodman@deq.virginia.gov](mailto:morgan.goodman@deq.virginia.gov)

# Complete personal information – New Users

\* First Name:

\* Last Name:

\* Email Address:

\* Confirm Email:

\* Street:

\* City/County:

\* State:

\* Zip Code:  ##### ####

\* Phone:  (###)###-####

Ext.:

\* Password:

\* Confirm Password:

\* Security Question:

\* Security Answer:

Email address will become your User ID

Security Question will allow you to access your account if you forget your password

Note: Your email address will serve as your User ID.

Cancel

Submit

# Submit Request – New Users

\* First Name:

\* Last Name:

\* Email Address:

\* Confirm Email:

\* Street:

\* City/County:

\* State:

\* Zip Code:  ##### -####

\* Phone:  (###)### -####

Ext.:

\* Password:

\* Confirm Password:

\* Security Question:

\* Security Answer:

Note: Your email address will serve as your User ID.

Once the personal information is complete, **SUBMIT** the request for access.

Your request should be granted within 2 hours.

Cancel



# Questions

- Will I need to register every year?
  - No, once you establish a user ID and password in the new system you can use it in following years.
- What if I forget my password?
  - Use the Forgot Password? link on the login page.
- Can multiple users have access to my facility?
  - Yes, multiple users can have access to a facility.

# Questions

- What if my facility is not on the 'Available VEEP Facilities' list?
  - Contact Keith Boisvert at (804) 698-4225 or [keith.boisvert@deq.virginia.gov](mailto:keith.boisvert@deq.virginia.gov) or Morgan Goodman at (804) 698-4122 or [morgan.goodman@deq.virginia.gov](mailto:morgan.goodman@deq.virginia.gov).
- What if I submit a request for access but I am not able to login after 2 hours?
  - Contact Keith Boisvert or Morgan Goodman

# Logging In

**[www.veeponline.org](http://www.veeponline.org) will bring you to the welcome screen where you can:**

- Request access
- Login
- Reset a forgotten password

# Welcome Screen – Login

The screenshot shows the Virginia DEQ VEEP Online Reporting System login page. At the top, there is a navigation bar with 'Virginia.gov', 'Online Services | Commonwealth Sites | Help | Governor', and a search box for 'Virginia.gov'. Below this is the DEQ logo and the 'VIRGINIA ENVIRONMENTAL EXCELLENCE PROGRAM' logo. A secondary search box for 'DEQ' is also present.

The main content area is titled 'Welcome to the VEEP Online Reporting System' and includes a note: '\* indicates required fields'. It features an 'Existing Users Login' form with the following fields:

- \* User ID:
- \* Password:

A 'Login' button is located below the password field. Below the form, there are links for '[Forgot Password?](#) [Register](#) for access.'

To the right of the form, there is explanatory text: 'Facilities in the Virginia Excellence Program are required to report on their program commitments annually by May 20th for the previous calendar year. For more information on the VEEP Program, including an overview of the reporting system, example of completed report and FAQ's, please visit the [official program website](#). New Contacts for Facilities Previously Reporting: Please [register](#) for access.'

A large cyan arrow points from the 'Existing Users Login' form to a callout box that reads: 'Login using your User ID (email address) and password'.

The left sidebar contains a 'Main Menu' with the following items: About Us, Regional Offices, Programs, Laws & Regulations, Permitting, Enforcement, Reports & Data, Forms, Newsroom, Citizen Boards, and Contact Us. At the bottom of the sidebar is the contact information for the Virginia Department of Environmental Quality: 629 East Main Street, P.O. Box 1105.

# Overview

## Overview

Thank you for using the VEEP online reporting system. From this page, you can start a new annual report or, if a facility is listed below, you can access existing documents.

For assistance in using the system, please read our [help manual](#). For additional information on VEEP, go to the program's [official website](#).

Reports are due by May 20th for the previous calendar year.

- [Request](#) access to other reports.

### Current Reporting Year (2010)

	Facility Name	Reporting Year	Status
<a href="#">New</a>	Virginia Dept of Environmental Quality	2010	

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All facilities that you have access to are listed here

### Previous Reporting Years

	Facility Name	Reporting Year	Status
<a href="#">View</a>	Virginia Dept of Environmental Quality	2009	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2008	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2007	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2006	Approved

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You can view previous reports here

# To begin report for a facility...

## Overview

Thank you for using the VEEP online reporting system. From this page, you can start a new annual report or, if a facility is listed below, you can access existing documents.

For assistance in using the system, please read our [help manual](#). For additional information on VEEP, go to the program's [official website](#).

Reports are due by May 20th for the previous calendar year.

- [Request](#) access to other reports.

Click 'New' to start reporting

### Current Reporting Year (2010)

	Facility Name	Reporting Year	Status
<a href="#">New</a>	Virginia Dept of Environmental Quality	2010	

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### Previous Reporting Years

	Facility Name	Reporting Year	Status
<a href="#">View</a>	Virginia Dept of Environmental Quality	2009	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2008	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2007	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2006	Approved

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# General Information

Reporting Year: 2010

VEEP ID: 136

\* Facility Name: Virginia Dept of Environmental Quality

Prior Facility Name: N/A

Membership Level: E2

## Facility Contact

\* Name: Steve Coe

\* Phone: (804) 698-4029 (###)###-####

Ext.:

\* Email: steve.coe@deq.va.gov

## Facility Address

\* Street: 629 East Main Street

\* City/County: Richmond

\* State: VA

\* Zip Code: 23219 #####-####

## Facility EMS Information

\* Approximate Acreage:  

\* Square Footage of Facilities:  

\* Number of Employees Covered:  

## Facility Permit Numbers

Permit	Permit Number
No records to display.	

Navigation:   1  

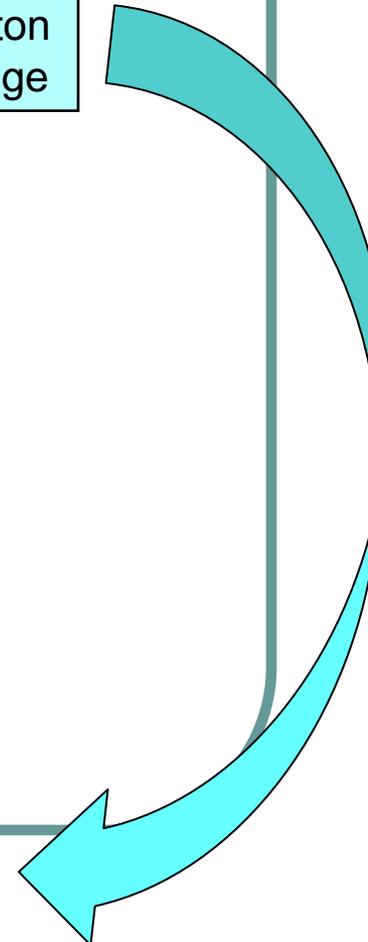
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Item 0 to 0 of

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ONLY the "Next" button saves changes to page



# Impact Reports

## Impact Reports

\* indicates required field

- **To the extent possible**, on the following pages, quantify the results of the facility's environmental management system and/or pollution prevention program.
- **Commitments:** starting in 2005, VEEP facilities are required to make commitments and to track impact reductions. These commitments are typically for at least the term of membership (3 years). Commitments differ for the various levels of VEEP participation:
  - E2 - must commit to and track reductions for at least 1 impact.
  - E3 - must commit to and track reductions for at least 2 impacts
  - E4 - must commit to track reductions for at least 3 impacts and report on commitments to sustainable environmental progress and community involvement. (This information should be entered in the "Outreach to the Public" section in the EMS update section)

Select a category, indicator, and normalizing basis to report on, then press the "Add" button.

Note that members should not select a combination of indicators that would lead to double counting of environmental impacts. See the instructions for double counting examples.

\* Category  \* Indicator  \* Normalizing Basis

	Category	Indicator	Basis
<a href="#">Remove</a>	Energy Use	Total Energy Use	Square footage of facility

All environmental commitments that were reported on last year are listed here

Page: 1 of 1  Page size: 1  Item 1 to 1 of 1

# Impact Reports – New

If it is the first year of reporting for an environmental commitment, a new impact report will need to be added.

To add new reporting commitments use the 'Category', 'Indicator', and 'Normalizing Basis' drop down menus and hit add.

First choose a category.

\* Category      \* Indicator      \* Normalizing Basis      Add

Materials Use

- Air Emissions
- Energy Use
- Land Use
- Materials Use
- Product Performance
- Waste
- Water Discharges
- Water Use

Indicator	Basis
Total Energy Use	Square footage of facility

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# Impact Reports – New

Second, chose an Indicator.

'Indicator' options are based on the 'Category'. See Attachment 1 at the end of the VEEP Annual Report Instructions for all options.

Note: Units will be chosen later.

\* Category:

\* Indicator:

Category	Basis
<a href="#">Remove</a> Energy Use	Square footage of facility

\* Normalizing Basis:

Navigation:      Page:  of   Page size:   Item 1 to 1 of 1

# Impact Reports – New

Third, chose the “Normalizing Basis”.

Dollar Value of products sold  
Number of Employees  
Number of products sold  
Square Footage of facility

Employee hours worked  
Number of production hours  
Units of products produced

Then, click “Add” to create the new report

\* Category:       \* Indicator:       \* Normalizing Basis:      

	Category	Indicator	Basis
<a href="#">Remove</a>	Energy Use	Total Energy Use	Square footage of facility

Page:  of        Page size:        Item 1 to 1 of 1

# Impact Reports

\* Category: Materials Use      \* Indicator: Recycled Material Use      \* Normalizing Basis: Number of employees      Add

	Category	Indicator	Basis
<a href="#">Remove</a>	Energy Use	Total Energy Use	Square footage of facility
<a href="#">Remove</a>	Materials Use	Recycled Material Use	Number of employees

Once "Add" is clicked the Impact Report will be added to the list.

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**NOTE: Each reporting commitment must have a unique category/indicator/normalizing basis combination.**

**For example these combinations are valid because they have a different normalizing basis.**

- *waste / hazardous waste recycled / square footage of facility*
- *waste / hazardous waste recycled / employee hours worked*

**However, the program will not allow identical combinations.**

- *waste / hazardous waste recycled / square footage of facility*
- *waste / hazardous waste recycled / square footage of facility*

# Impact Report – Example

\* Category:  \* Indicator:  \* Normalizing Basis:

	Category	Indicator	Basis
<a href="#">Remove</a>	Energy Use	Total Energy Use	Square footage of facility
<a href="#">Remove</a>	Materials Use	Recycled Material Use	Number of employees

Page:  of   Page size:   Item 1 to 2 of 2

Now that all the environmental impact reports are listed, let's complete an example report. To begin click "Next."

If necessary, impact reports can be added or removed later.

# Impact Report – Step 1

## Environmental Impact Reporting

\* indicates required field

**Category: Materials Use**

**Indicator: Recycled Material Use**

\* **Step 1:** Additional Information on Environmental Results (e.g., how did you achieve the reductions? If there were increases, what was the reason?):

Answer question in space provided.

Note: If this is a new report added this year, the box will be empty like the one above. If this is not the first year reporting on this impact, additional information from the impact report for this environmental impact from the previous year *should* automatically fill in. Update information as necessary.

# Impact Report – Step 2

\* **Step 2:** Normalizing Basis: Number of employees

Normalizing Basis Notes:

Provide any notes necessary in the space provided.

Note: If this is a new report added this year, the box will be empty like the one above. If this is not the first year reporting on this impact, normalizing basis notes from the previous year *should* automatically fill in. Update information as necessary.

# Impact Report – Step 3 for existing reports

For existing impacts reports, you will be requested to enter the Baseline Normalizing Quantity, Reporting Year Actual quantity and Normalizing quantity, and given the chance to change the units.

"avoided".

	2008	2009	2010	2011
Actual Quantity	1194.2	994.3	0.0000	
Normalizing Quantity	0.0000	0	0.0000	
Normalizing Factor	1	N/A	N/A	
Normalized Quantity	1194.2	N/A	N/A	
Unit	MWh			

Calculate

The Normalizing Factor (ratio) will be calculated for you

The Normalizing Quantity is what you are using to normalize. For example if you chose square footage of facility as the normalizing basis enter the actual square footage of the facility for that year into the box.

**Note: Once you enter the normalizing quantity for the baseline year and hit calculate, information for years between the baseline and the current reporting year will be set and you will NOT be able to change it on existing reports.**  
**Do not hit calculate until you are sure of the baseline normalizing quantity.**

# Impact Report – Step 3 for new reports

For new impacts reports, you will be requested to enter the Baseline and Reporting Year data actual quantities for the environmental impact and your Normalizing Quantity and to chose your units from the drop down menu.

\* **Step 3:** Provide **actual** quantities in the row specified; do not report the change from one year to the next, or the quantity "avoided".

	2009	2010	2011	2012
Actual Quantity	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>		
Normalizing Quantity	<input type="text" value="0.0000"/>	<input type="text" value="0.0000"/>		
Normalizing Factor	1	N/A		
Normalized Quantity	0	N/A		
Unit	<input type="text"/>		<input type="button" value="Calculate"/>	

The Normalizing Quantity is what you are using to normalize. For example if you chose number of products sold as the normalizing basis enter the actual number of products sold for that year into the box.

The Normalizing Factor (ratio) will be calculated for you when you hit "calculate."

# Impact Report — Step 3 Units

Enter the Actual Quantity data in units that you chose with the drop down box. Hit Calculate to calculate your Normalizing Factor (ratio) and normalize data.

\* **Step 3:** Provide **actual** quantities in the row specified; do not report the change from one year to the next, or the quantity "avoided".

	2008	2009	2010	2011
Actual Quantity	1194.2	994.3	0.0000	
Normalizing Quantity	0.0000	0	0.0000	
Normalizing Factor	1	N/A	N/A	
Normalized Quantity	1194.2	N/A	N/A	
Unit	MWh <input type="button" value="Calculate"/>			

**You do not need to report in the same units each year.** Data from previous years will be shown in the unit that was used to report in the previous year (the unit will be shown in the Unit menu). If you choose to report in a different unit, enter the reporting year data (in that unit) and set the unit menu to match the new unit. When you hit calculate, previous years will be converted to the new unit to match the reporting year.

# Impact Report — Step 4

Enter cost saving amount and any additional information.

If you do not have any information to include, enter 0 for the cost savings and NA for additional information.

\* **Step 4:** Cost Savings Last Year (do not include savings that resulted from reduced utility rates, etc. Only use those that resulted from pollution prevention efforts):

\$

\* **Additional Cost Savings Information:**

[Back](#)

[Next](#)

Click Next to save information from Steps 1 – 4.

If any required information is left blank an error message will appear. Fill in the necessary information to continue.

# Impact Reports

The 'Next' button will take you through all your impact reports. You can also use the menu bar on the left to jump between impact reports, but this will not save your information

Facility	<b>Environmental Impact Reporting</b>
General Information	
Impact Reports	(2010) Energy Use, Purchased Electricity, Number of production hours (2010) Water Use, Virgin Water Use, Number of production hours
EMS Update	
Additional Information	
Certify Information	
User Account Menu	
Manage Account	

# EMS Update

Enter new information or update information from previous year.

\* **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.).

\* **Comments Related to Compliance Issues:** List all environmental compliance issues (including Notice of Violations, warning letters and more serious violations) affecting the facility during the previous calendar year. Include facility actions taken to reduce the likelihood of future reoccurrence.

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Click Next to continue and save.

# Additional Information

\* **Facility Objectives:** Use this space to describe your facility's objectives.

\* **Awards and Recognition:** Use this space to report any awards or recognition that your facility received for its environmental initiatives.

E4 facilities should enter sustainability update here.

\* **Outreach to the Public:** Use this space to report on community outreach activities, including fair exhibits and presentations and E4 sustainability updates.

# Additional Information – con't

\* **Best Practices:** Use this space to share best practices that your facility has implemented to address environmental impacts.

**Additional Information (optional):** Use this space to provide any additional relevant information on the facility (e.g. planned expansions, environmental awards, pending sale, telecommuting policies or commuting programs, etc.).

# Additional Information – Attachments

**Attachments (optional):** Please attach any additional documentation (e.g., Electronic files containing relevant press releases, annual corporate reports, pictures, spreadsheets etc.) that you would like to share. Files must be less than 2MB and must have one of the following extensions: .jpg, .jpeg, .gif, .png, .doc, .docx, .xls, .xlsx, .ppt, .pptx, .pdf, .txt

Select

Clear

Select

Clear

Select

Clear

Click select to add a file to be uploaded.

Overwrite existing files:

Upload

Click upload to upload the file(s)

Uploaded files will appear here.

Delete

File Name

No records to display.

Delete

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Next

# Certify Report

## Certify Report

\* indicates required f

When you have completed your facility's report, initial and date below and then press "Submit." This will send your report to VEEP staff at DEQ for review. You will not be able to edit the report during DEQ's review.

Prior to submitting your report, please review the [printable version](#) to ensure that all information is accurate and complete.

In lieu of a signature, enter your initials in the box below to indicate that the information contained in this report is true and correct to the best of your knowledge.

\* **Initials:**

\* **Date Submitted:** Tuesday, May 31, 2011

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Submit

View what your submitted report will look like by viewing the 'printable version'

To submit report, enter initials and click submit.  
Once you certify/submit the report you will no longer be able to make changes.

# Certify Report - Overview

## Overview

Thank you for using the VEEP online reporting system. From this page, you can start a new annual report or, if a facility is listed below, you can access existing documents.

For assistance in using the system, please read our [help manual](#). For additional information on VEEP, go to the program's [official website](#).

Reports are due by May 20th for the previous calendar year.

- [Request](#) access to other reports.

### Current Reporting Year (2010)

	Facility Name	Reporting Year	Status
<a href="#">View</a>	Virginia Dept of Environmental Quality	2010	Certified

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The report will come up as Certified once it has been submitted.

### Previous Reporting Years

	Facility Name	Reporting Year	Status
<a href="#">View</a>	Virginia Dept of Environmental Quality	2009	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2008	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2007	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2006	Approved

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Use view to see a copy of the submitted report with the certifiers name and initials and the date it was certified.

# Approved Report

## Overview

Thank you for using the VEEP online reporting system. From this page, you can start a new annual report or, if a facility is listed below, you can access existing documents.

For assistance in using the system, please read our [help manual](#). For additional information

Reports are due by May 20th for the previous calendar year.

- [Request](#) access to other reports.

### Current Reporting Year (2010)

	Facility Name	Reporting Year	Status
<a href="#">View</a>	Virginia Dept of Environmental Quality	2010	Approved

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The report will come up as Approved once it has been reviewed and approved by DEQ staff.

### Previous Reporting Years

	Facility Name	Reporting Year	Status
<a href="#">View</a>	Virginia Dept of Environmental Quality	2009	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2008	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2007	Approved
<a href="#">View</a>	Virginia Dept of Environmental Quality	2006	Approved

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# After Report Submission

- **After reports are submitted, DEQ staff will review the report.**
  - Facilities may be contacted if the reviewers identify areas of the report in need of revision or further clarification.
  - If not contacted, facilities can expect that their report is final and will be made publicly available and/or used for VEEP program evaluation and outreach purposes.
- **Can reports be revised after submittal?**
  - During the review period, facilities cannot access the report directly. For revisions, contact Keith Boisvert at (804) 698-4225 or [keith.boisvert@deq.virginia.gov](mailto:keith.boisvert@deq.virginia.gov) or Morgan Goodman at (804) 698-4122 or [morgan.goodman@deq.virginia.gov](mailto:morgan.goodman@deq.virginia.gov).

Please contact DEQ with any questions.

Keith Boisvert, 804-698-4225  
[keith.Boisvert@deq.virginia.gov](mailto:keith.Boisvert@deq.virginia.gov)

Morgan Goodman, 804-698-4122  
[Morgan.Goodman@deq.virginia.gov](mailto:Morgan.Goodman@deq.virginia.gov)