

Since 1993

Virginia Department of Environmental Quality



How to Meet VEEP's Third-Party Verification Requirement



"Say what you do, do what you say.
If it moves, train it.
If it doesn't move, calibrate it.
No matter what you do,
document it."
- Cam Metcalf



VEEP E4 Requirements

- “A facility with a fully implemented environmental management system that has been verified by a third party.”
- In addition, facilities applying for VEEP E4 must document that they have committed to measures for continuous and sustainable environmental progress and community involvement.
- E4 members are environmental leaders.



What is a “fully implemented” EMS?

- Policy Statement
- Environmental Impacts & Aspects
- Objectives and Targets
- P2 Program
- Environmental Legal Requirements
- Reporting and Record Keeping
- Roles, Responsibilities & Authorities
- Training
- Emergency response procedures
- Corrective Actions
- Voluntary Self-Assessments
- Communication



Auditor Qualifications

- Lead Auditor:
 - 40 hour RABQSA Accredited ISO 14001 EMS Lead Auditor course or IPC EMS Lead Auditor Course. (Must receive a passing grade on course examination).
 - 5 years experience in env. management, env. science and technology, or related field.
- Audit Team Members:
 - Same training requirements
 - 3 years work experience in environmental field.



Recent Changes To The Requirement

- DEQ made the changes in order to encourage more facilities to attain E4.
- Relaxed VEEP auditor requirements:
 - Removed auditor education requirements
 - Removed auditor experience requirements (no minimum number of audit days or hours)



ISO 14001 Certification

- Audited to ISO 14001 Standards/Elements
- More popular among international companies
- Certification may help certain companies expand business opportunities
- Enhance your company image



Chris Dott - Micron

- ISO-14001 Third Party Certification



Non-Certification Audits

- Audited to your facility's EMS/VEEP
- Following your own procedures
- Audit requirements may be less stringent
- Cost may be lower
- Will apply for VEEP E4 membership but does not constitute a "certification"



Jennifer Boeder & Bernie Osilka Prince William County

- **County**
 - Population of 420,000
 - Growth rate: 43%
- **Solid Waste**
 - Landfill – 1,000 acre
 - Composting facility
 - 56 employees





EMS Background

Roanoke
Conference
2002

LF E3
Certified
2007

Governor's
Excellence
Award
2013

2003
BOCS
Adopted
EMS

2010
VEEP E4
1st Audit

2014
2nd Audit





Constraints



- 2010: Sole-sourced
- 2014: Schedules, preparation, paperwork



- 3-quote process
- General costs



- Exclusion of current consultant
- Locating vendors
- Scope of work



Employee Preparation

- **Culture of safety & environmental stewardship**
 - Monthly training
 - Interactive EMS planning
 - Instilling pride, confidence
- **Helping nervous employees**
 - Reviews close to audit
 - Wallet cards





Program Preparation

- **Standard Program Maintenance**
 - Annual review of EMS procedures, policies
 - EMS Council meetings -6 times per year
- **Preparation for audit**
 - 2-3 months ahead
 - Reviewing all paperwork, not creating
 - Extending into training documents, SOPs, etc.





Site Preparation

- **Ensure site looks its best**
 - Everyone is aware
 - Source of employee pride
- **Prepare room for auditor**
 - Make them comfortable
 - Private room for interviews
- **Don't waste time**
 - All documentation available within reach
 - People available for interviews





Lessons Learned

- We needed document control
- Group reviews improve everyone's program
 - Council reviews policies annually
 - Internal audits more thorough
- We weren't over-prepared





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What All Audits Should Include

- EMS Document Review
- Audit Scheduling
- Site Visit
 - Opening and Closing Meetings
 - Facility Inspection
 - Review of Aspects, Impacts, Operational Controls, etc.
 - Employee Interviews
- Final Report with Opportunities for Improvement



What To Expect From An Audit

- Audit should be tailored to your facility.
- Time needed to conduct an audit will vary by site, but make sure they have enough.
- Auditor certification
- Experience in the field of EMS.
- Nonbiased and display due diligence
- Excellent communication skills
- Not a compliance audit
- Actual conditions vs. expected conditions



Why have an audit team?

- EMS auditors should be familiar with management systems, regulatory and legal requirements, processes and operations involved, and environmental science issues related to the auditee.
- May reduce the time needed to complete an audit.
- Depends on the size and scope of your EMS.



Where To Find An Auditor

- DEQ is compiling a list of VEEP members that have the appropriate training to conduct non-certification audits.
- Consulting companies
- Recommendations from other similar facilities.



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Questions?