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**Environmental Policy Statement:** Create a policy signed by top management that includes a commitment to compliance, pollution prevention, training, communication, and continuous improvement. [Sample Statements](#)

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**Evaluation of Aspects and Impacts:** The evaluation includes developing a comprehensive list of aspects & impacts, a method for determining significance, and a process outlined for aspect review and reevaluation.

*What's an Aspect?* An aspect is part of your company's activities that can interact with the environment. Aspects with the greatest impact on the environment are identified as *significant aspects*.

*What's an Environmental Impact?* An impact is any change to the environment resulting from an aspect of your organization's operation. Impacts can be related to air, water, waste, land use, etc. See examples below.

Activity	Aspect	Impacts
Use of electronic Equipment	Energy Use	Greenhouse gas emissions, air pollution
Generation of waste	Waste Disposal	Landfill disposal, air pollution from landfill gases or incineration, greenhouse gas emissions, potential soil and groundwater contamination

1. Review your organization's activities to determine which aspects of your operation can impact the environment. A facility walkthrough can be a good way to identify aspects.
2. Come up with a system to rank aspects to determine which have the highest risk to the environment and your organization. When ranking aspects consider the severity of the environmental impacts, the frequency of occurrence, legal requirements, and public interest.
3. Identify significant aspects. This can be done through your ranking system. A simple process would identify the 3 aspects with the highest ranking to be significant.

Examples: [Chesterfield County Wastewater Collection](#) | [Albemarle County Public Schools](#)

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**Objectives and Targets:** Objectives and targets are developed to address significant aspects with tasks planned to reduce the environmental impact of operations and track environmental results.

*What's an Objective?* An objective is a high-level environmental goal, like reducing water usage.

*What are Targets?* A target is the broader plan for reaching your objective or a quantitative target, for example, decrease water usage by 15% by 2020, or implement a water conservation training program.

*Why include Tasks?* Tasks are organization-specific activities that help you reach a target. For example, train operators in water conservation methods or install aerators on all hoses.

Examples: [DEQ's Template](#) | [Albemarle County Public Schools](#)

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**Pollution Prevention Plan:** Develop a dedicated plan listing projects and accomplishments with reduction numbers and cost savings if appropriate. Information associated with objectives and targets can be included, but the plan should address additional pollution prevention efforts as well.

Examples: [Chesterfield County Wastewater Collection](#) | [Hopewell Cogeneration](#)

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If you have questions about VEEP or developing an EMS, please contact us at [VEEP@deq.virginia.gov](mailto:VEEP@deq.virginia.gov). We would be happy to assist you with your EMS and review documents as you are in the development phase.