

# Walk Through of VEEP Online System

- **Registering as a 'New User'**
- **Logging On and Reporting**

# Welcome Screen – New Users (Register)

   
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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 April 1st 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.

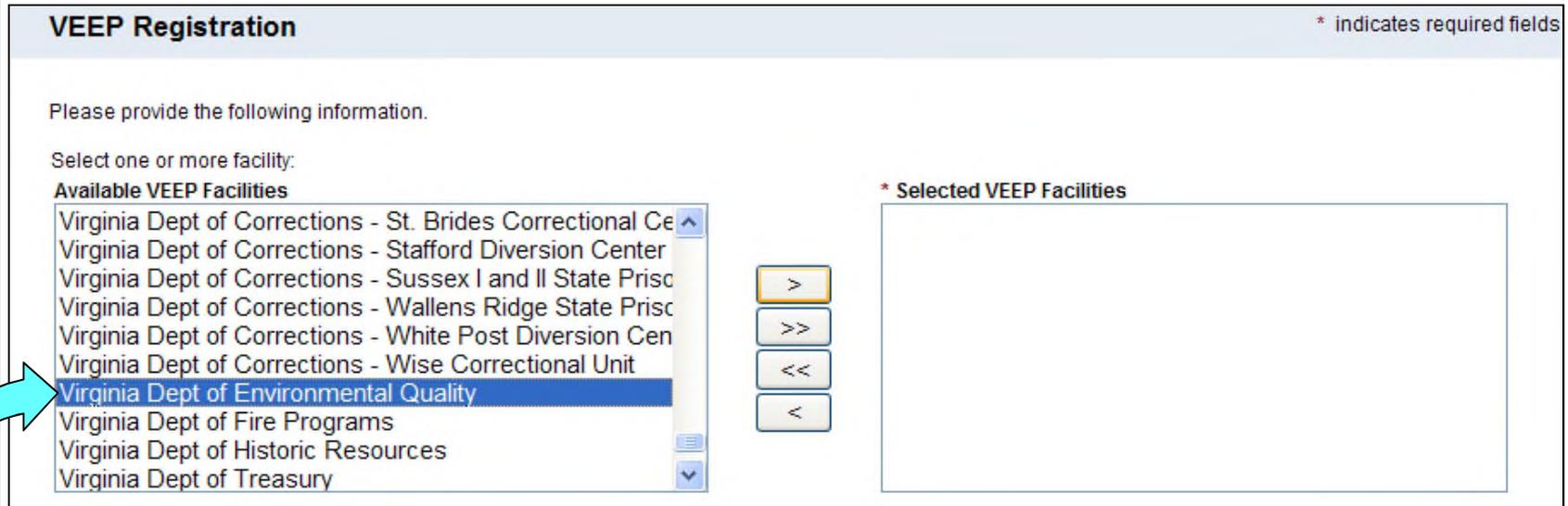
Select one or more facility:

**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', then hit 'Submit'.

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)

# Registration Questions

- Will I need to register every year?
  - No, once you register with your email address and choose a password in the 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.

# Registration 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

# Welcome Screen – Login

## WWW.VEEPonline.org

Advanced Search

[My DEQ](#) | [Permits](#) | [Laws & Regulations](#) | [Programs](#) | [Locations](#) | [About Us](#) | [Connect With DEQ](#)

Welcome to the VEEP Online Reporting System

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### 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 April 1st 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.

Login using your User ID (email address)  
and password

# To begin a new 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 15.

Click 'New' to start reporting

\* [Request](#) access to other reports.

### Current Reporting Year (2010)

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

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

### 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

Page: 1 of 1 Go Page size: 4 Change Item 1 to 4 of 4

# 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:  

ONLY the "Next" button saves changes to page

Permit

Permit Number

No records to display.

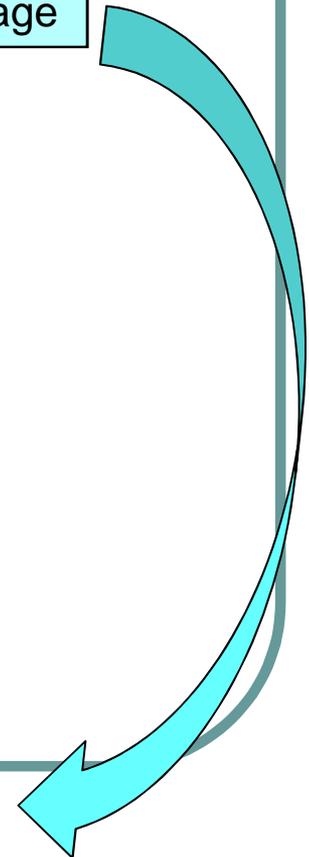
Navigation icons: Home, Previous, 1, Next, End

Page: 1 of 1 Go Page size: 10 Change

Item 0 to 0 of

Back

Next



# 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 Go Page size: 1 Change Item 1 to 1 of 1

# Choosing New Impact Reports

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

Indicator	Basis
Total Energy Use	Square footage of facility

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

Page: 1 of 1 Go Page size: 1 Change Item 1 to 1 of 1

Back Next

# 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: 1 of 1       Page size: 1       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.

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

Back   Next

**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 – Step 1

## Environmental Impact Reporting

• Rectangular Snip

\* indicates required fields

**Category: Energy**

**Indicator: Purchased Electricity**

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

DEQ is currently housed in leased space throughout the Commonwealth. The electricity usage represents the following DEQ Offices and sites: NRO, PRO, SWRO, TRO, BRRO, CO, and Air Monitoring. Efforts like training, signage and newsletter reminders about energy use in the Agency have been implemented to raise awareness and reduce energy consumption.

Answer question in space provided.

Note: If this is a new report added this year, the box will be empty. Since this is not the first year reporting on this impact, information from the previous year is automatically available. Update information as necessary.

# Impact Report – Step 2

\* **Step 2:** Normalizing Basis: Square footage of facility

Normalizing Basis Notes:

Square footage of facilities = 148,264

Provide any notes necessary in the space provided.

Note: If this is a new report the box will be empty.

If this is not the first year reporting on this impact, normalizing basis notes from the previous year are automatically available. Update information as necessary.

# Impact Report – Step 3

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

NOTE: To change a previous years "Actual Quantity" or "Normalizing Quantity" or if you need further assistance, 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)

	2015	2016	2017	2018
Actual Quantity	<input type="text" value="11,903.00"/>	<input type="text" value="11,603.02"/>		
Normalizing Quantity	<input type="text" value="148,264.00"/>	<input type="text" value="148,264.00"/>		
Normalizing Factor	1	1		
Normalized Quantity	11903	11603.02		
Unit	<input type="text" value="MMBtu"/>	<input type="button" value="Calculate"/>		

Once entered and 'Calculated', the 'Baseline Normalizing Quantity' cannot be changed.

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

NOTE: To change a previous years "Actual Quantity" or "Normalizing Quantity" or if you need further assistance, 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)

	2015	2016	2017	2018
Actual Quantity	<input type="text" value="11,903.00"/>	<input type="text" value="11,603.02"/>		
Normalizing Quantity	<input type="text" value="148,264.00"/>	<input type="text" value="138,264.00"/>		
Normalizing Factor	1	0.9326		
Normalized Quantity	11903	12442.2131		
Unit	<input type="text" value="MMBtu"/>	<input type="button" value="Calculate"/>		

Reporting Year Normalizing Quantity (138264) divided by Baseline Year Normalizing Quantity (148264) = Normalizing factor of (0.9326)

Reporting year Quantity (11,603.02 MMBTU) divided by the normalizing factor (0.9326) = Normalized Quantity (12,442.2131 MMBTU)

# Impact Report – Step 4

\* **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:**

Electricity costs for the identified facilities in 2015 was \$271,512 in 2015 and in 2016 the cost was \$253,534.

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.

# 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.

Back

Next

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.

\* **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

Back

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

Back

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

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

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

Navigation: Page: 1 of 1 Go Page size: 4 Change Item 1 to 4 of 4

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

# Approved Report

## Overview

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

to create a new annual report or, if a facility is listed below, you can click on the facility name to view the report. For more information on VEEP, go to the program's [official website](#).

- [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

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

### 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

Navigation: Page: 1 of 1 Go Page size: 4 Change Item 1 to 4 of 4

# After Report Submission

- **After a report is 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).

# Things to Remember

- Always use the 'Next' and 'Back' buttons when moving through the report.
- You cannot be advanced to the next page of the report until all mandatory fields have been filled.
- There can be access to the same report by multiple users.
- DEQ does not allow unauthorized access to VEEP reports.

# Things to Remember

- All reporting commitments (Category, Indicator, Normalizing Basis) must be different from one another.
- Anything that you can't edit, we can, just contact us.
- The site will time out if you spend too much time on a page.

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)