



## VEEP Sustainability Partners Application Instructions

### Overview of Sustainability Partners:

DEQ considers environmental sustainability as meeting the needs of the present without compromising the environmental resource needs of future generations. Virginia Environmental Excellence Program (VEEP) Sustainability Partners (SP) is a separate but complementary track to the existing Environmental Management System (EMS) Track of E2, E3 and E4. Key differences include VEEP SP not requiring an EMS and being organization-based. The VEEP EMS track provides recognition at the facility level; whereas, VEEP SP recognizes the entire organization. VEEP SP encourages continual, measurable and verifiable environmental improvements and members receive positive recognition for their efforts. There are no regulatory incentives or annual permit fee discounts associated with VEEP SP.

These are the three basic characteristics of a VEEP SP, which are to be documented in the application:

- Culture of environmental sustainability, including the organization's environmental policy, awards won and goals
- Recent accomplishments, including collaborative partnerships, community/stakeholder involvement and reductions to the organization's environmental footprint
- Commitments to future projects

In addition, VEEP SP organizations are expected to have records of sustained environmental compliance. Participation in VEEP SP is on an annual basis; in order to remain in the program, minimum application requirements must be submitted annually.

### Program Mission Statement:

VEEP SP is designed to encourage organizations across Virginia to make environmental sustainability part of their culture through leadership, innovation and continual improvement. Organizations will demonstrate this commitment through continual, measurable and verifiable conservation efforts leading to direct and indirect improvements in energy usage, water usage, waste generation and other environmental benefits.

### Organizational Recognition:

As mentioned above, VEEP SP recognizes organizations. SP membership is at the organization level and applies only to Virginia facilities identified by the organization. A facility is considered to be all operations within a physical property under common ownership or management. Multiple facilities can be included under an organization's application. An organization is based on ownership or governance rather than physical location or corporate relationship (e.g., franchise owners are considered separate organizations). Organizations are only permitted to submit one application. For example, a municipality could not submit two separate applications for different departments. Instead, the municipality should combine the results of multiple departments under one application. Some organizations, such as local governments, companies with both manufacturing and administrative units and universities, may find it worthwhile to have individual facilities continue to participate in VEEP as E2, E3 or E4 members, and join VEEP SP for the overall organization.



## Part One: General Information

This section of the application collects general information about the organization, including a list of the facilities the organization is including as part of this application. Organizations are encouraged, but not required, to include all Virginia facilities. Only facilities physically located in Virginia are eligible.

### Organizational Information

**Organization Name:** Enter the name of the parent organization under which all included facilities fall. An organization is based on ownership rather than physical location or corporate relationship.

**Organization Type:** Select the option that best describes the organization: local, state, or federal government, college/university, private sector or other.

**Street Address:** Provide the physical location of the organization's headquarters if applicable. Organizations with multiple facilities may choose a location to serve as their primary location.

**Contact Information:** Identify the **Name**, **Phone** and **Email** address of the organization contact. This is the person who will be contacted with questions regarding the application.

**Contact Mailing Address:** Provide the mailing address for the organization's contact person listed above. This is the address that will be used for all official letters.

**Describe your organization's primary activity or function:** Include information on what the organization as a whole is responsible for.

**Number of participating Virginia facilities:** Identify the number of Virginia facilities that participate in the organization's sustainable activities featured in this application. Include the facility listed as the organization's primary location. A facility is considered to be all operations within a physical property under common ownership or management.

**Number of employees:** Identify the total number of employees at all the facilities participating in SP.

**List all participating Virginia facilities:** Provide an identifying name and street address for each facility included in the application. Use the buttons to add and remove columns from the table if needed.

**Are any of the included facilities VEEP EMS Track (E2/E3/E4) members?** Indicate if any of the participating facilities are active members in the VEEP EMS Track by choosing yes or no.

**If so, will individual facility's VEEP EMS Track memberships be maintained in addition to VEEP SP?** If any participating facilities are active members in the VEEP EMS Track, indicate if their membership in the EMS Track will be maintained in addition to the organizations participation in SP by choosing yes or no.

**Are all Virginia facilities included?** Select yes if all Virginia facilities owned and operated by the organization are included in this application. Otherwise, select no. Not including all the organization's Virginia facilities in an application does not hinder acceptance.



**How many are not included:** If not all Virginia facilities are included, identify the number of facilities owned and operated by the organization that are not included as part of this application.

**Why are all facilities not included?** If not all Virginia facilities are included in this application, please give details as to why that is the case.

**Does the organization have a parent company?** Identify if the organization is part of a larger organization by choosing yes or no.

**If the organization has a parent company, please explain if the parent company is included in this application and why or why not:** If applicable name the parent company and describe if and how the parent company is involved in the sustainability programs.

**VEEP Compliance Requirement:** Environmental compliance is a foundation of an effective sustainability program. Please provide any relevant information on the organization's environmental compliance, including any unresolved notices of violation or any criminal violations.

**Social Media:** If information included in the application can be shared on social media, please provide the name your organization uses on social media sites.



## Part Two: Documenting a Culture of Sustainability

**Environmental Sustainability Program Description:** This section is included to provide an explanation as to why the organization considers itself a leader in environmental sustainability. Use the space below to provide brief details about the organization and submit any additional supporting information by email.

**Policy (REQUIRED):** A policy formally endorsed by upper management showing a culture of sustainability explains an organization's overall intentions. A copy of the policy can be included as an attachment.

**Awards:** Provide information on recent sustainability or environmental awards.

**Other:** If there is information that would strengthen the application, please provide it.

## Part Three: Recent Accomplishments

### A. Collaborative Partnerships and Community/Stakeholder Involvement

Sustainability Partners actively go beyond their fence line to assist the community and peers with efforts to improve environmental quality. Provide documentation showing the organization has committed to continuous and sustainable environmental progress and community involvement.

Examples include, but are not limited to:

- Participating/supporting an environmental conference
- Mentoring a local business, assisting peers with environmental issues
- Hosting/supporting an event that raises environmental awareness
- Partnering with a local group for a river, street or park cleanup
- Participating/promoting environmental awareness at town or business meetings
- Participating in regional environmental groups

**Title/Description:** Identify the organization's recent accomplishment with a title and describe ways that organization staff and/or community members are informed of or take part in efforts to engage stakeholders and/or the community. If applicable, include collaborative partners and the number of individuals reached.

**Add Item:** Use this button to add as many boxes as needed.

### B. Current Goals

A primary objective of an effective sustainability program should be continual improvement, which requires setting new goals and implementing new projects to achieve results. Include the organization's current goals for reducing environmental impacts and advancing sustainability. Ideally, goals will be numerical and measurable, and be accompanied by specific projects designed to achieve these goals (see Part Three). However, goals are not required to be numerical. Goals may include implementing a program or attempting to reduce the usage of something without fully realizing the magnitude of reductions until after the project has been undertaken. Goals may include sustainability projects that



are planned but have not yet begun. Organizations will report on the progress toward achieving these goals in the annual application and are expected to set new goals on a regular basis. Examples of goals include:

- Reduce energy consumption in the organization’s building(s) by 10%
- Increase reuse and recycling and reduce waste generation by diverting 50% of the organization’s solid waste from the landfill
- Improve the quality and reduce the quantity of stormwater runoff from the organization’s property

**Goal Number:** Number the goals (1, 2, 3...) in order to reference them in the Environmental Footprint Reporting section of the application.

**Goal:** List your organization’s environmental sustainability goals. Use the buttons to add and delete rows from the table as needed.

### C. Environmental Projects

VEEP Sustainability Partners must report how they have reduced their environmental footprint over the past year using the specific measures below. Data must be included for at least one metric. Part of being able to sustainably manage the organization’s environmental impacts is understanding what those impacts are. Including numerical data to support projects is highly encouraged. Below are suggested categories for numerical data:

Air Emissions:

- Greenhouse gases (tons)
- NOx (tons)
- Sox (tons)
- VOCs (tons)
- Other (tons)

Energy Use:

- Conventional energy use (MMBtu)
- On-site renewable energy generation (MMBtu)
- Renewable energy use (MMBtu)
- Transportation-related energy use (MMBtu)

Land and Habitat:

- Preservation (square feet)
- Restoration (square feet)

Materials Use/Waste

Reduction:

- Hazardous materials use (tons)
- Hazardous waste generation (tons)
- Non-hazardous materials use (tons)
- Recycled material use (tons)
- Solid waste recycling (tons)

Point Source Water Discharge:

- Biological oxygen demand (lbs)
- Chemical oxygen demand (lbs)

Nutrients (lbs)

- Sediments (lbs)
- Toxics (lbs)
- Other (lbs)

Water Use:

- Reclaimed/recycled water (gals)
- Virgin water use (gals)

Water Discharge:

- BOD (lbs)
- COD (lbs)
- Nutrients (lbs)
- Sediments (lbs)
- TSS (lbs)
- Toxics (lbs)
- Other (lbs)



## Environmental Footprint Reporting

Quantifiable improvements year over year are encouraged, but not required. Sustainability Partners are required to report on at least one of the environmental measures listed above in their annual applications. Projects must be related to one of the sustainability goals listed in Part Three B. Organizations can report on a specific project that falls within one of the categories (i.e., switching to a non-hazardous parts washer to reduce hazardous waste generation) or their results for reducing the entire waste stream (i.e., energy use for the entire organization). The ability to measure and report progress is critical to the administration and overall tracking of the sustainability program. Ideally, each participating organization will establish baselines, track progress and report on all the environmental measures that are being addressed through their sustainability programs. Organizations can report on multiple projects related to a single goal.

One initiative or project can only be reported in ONE of the improvement categories. For example, a project for reducing vehicle idling could ONLY be reported under energy usage reductions OR under air emission reductions – NOT both. However, if a project has multiple types of environmental benefits, applicants can report those by using the “Additional Environmental Benefits” button on the form.

**Project Title:** Identify the project with a title.

**This project supports Goal Number:** Insert the Goal Number from the Goals section which corresponds to the goal this project supports.

**Work completed on project:** Describe what has been done to prompt the change being reported. Include new equipment, process changes, training, etc.

**Is this project being tracked using numerical data?:** Indicate if the project is being tracked using quantifiable data by choosing yes or no.

**Reporting category:** Options for reporting are listed in the dropdown boxes. Options include all of the measures listed above organized by relevant categories. Please choose the applicable category, noting the required units. Please report in those units.

**Baseline Data:** Enter data for the year prior to the reporting year to be used as a baseline.

**Units:** Indicate the units of the data reported.

**Reporting Year Data:** Enter data for the reporting year, which is the previous calendar year. For example, the reporting year for applications due in March of 2020 is 2019. Applicants are encouraged to report actual data rather than quantities avoided. For example, when reporting on energy efficiency include the energy consumed.

**Units:** Indicate the units of the data reported.

**Change:** The change between the 2 years reported is automatically calculated and appears on the form.



**Percent Change:** The percent changes between the 2 years reported is automatically calculated and appears on the form.

**Data was normalized:** Check this box if the data was normalized. Organizations are not required to normalize their data, but can if they choose to.

**This information overlaps data supplied by an E2, E3, or E4 facility:** Check this box if the data was included in the annual report of a VEEP EMS Track member.

**Please describe what is being tracked:** Give a brief description of the data included.

**Additional Environmental Benefits:** If there are additional environmental benefits from this project click this button to add another reporting category.

**Cost savings:** Enter any cost saving over the past year (reporting year) associated with the project described.

**Cost saving description:** Describe where cost saving were incurred.

**Future planned activities for project:** Use this section to describe any additional work that will be done as part of this project.

**Report on Additional Project:** Use this button to add another Environmental Footprint Reporting box to report on another project. If more boxes are added than are needed, submit with empty boxes.

## Part Four: Future Commitments

**Environmental Sustainability Projects:** VEEP Sustainability Partners are encouraged to commit to a minimum of two environmental projects (quantified to the extent possible). Sustainability Partners know sustainability does not end when a project is completed. Use this section to tell us about projects you are planning or investigating.