

US EPA ARCHIVE DOCUMENT

Recommendation Summary Final Report

Recommendation	Status and Action Items
Program Design and Management	
More clearly define program mission and link with the DEQ Strategic Plan	Completed: Review and update Recruitment Plan annually
Define VEEP's program objectives: What is program success?	Completed: Review and update Recruitment Plan annually
Communicate objectives clearly to internal and external stakeholders	Continue to integrate into internal trainings and briefings and external stakeholder engagements
Develop a strategic plan for meeting objectives	Completed: Review and update Recruitment Plan annually
Identify program performance measures	Completed: Review and update Recruitment Plan annually
Develop and report member criteria and outcomes: Track by facility	Continue to work with facilities in setting appropriate commitments and meeting those commitments
Operations and Processes	
Program Eligibility	
Increase the number of manufacturers and other industrial members (e.g., develop an annual recruiting plan, engage RO staff for leads, etc.)	Completed: Implement Recruitment Plan
Allow for multi-facility acceptance	Review the benefits and risks with this approach. If a decision is made to allow multi-facility acceptance, define the criteria and process clearly.
Program Framework	
Recognize small businesses in VEEP through modified requirements	Review whether there really is a barrier to small businesses as part of recruitment strategy and consider only if appropriate.
Consider moving to a 2-tier program and clearly brand the higher and	Consider whether this requires a change to the

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lower tiers	legislation or could be accomplished by branding E3 with either the E2 or E4 level. Revise promotional materials, website, etc. to reflect this.
Limit the amount of time you can remain at E2 level without documenting performance progress	As facilities renew at the E2 level require that they demonstrate significant performance improvements. If not, consider probationary period and required mentoring by E4 facility or at last resort, termination from the program.
Develop a clear progression guide for VEEP participants to move from E2 to higher levels	This is tied to the continued branding of the tiers differentiating the top performers. Revise promotional materials, website, etc. to reflect this as necessary.
Require that members set and work to achieve their goals; shift the focus from the tool (EMS) to the outcomes.	Continue to work with facilities in setting appropriate commitments and meeting those commitments. See metrics in Recruitment Plan for tracking progress by facility.
Application Process	
Increase RO participation in application process	Continue to communicate with the regions on the program and its benefits to maintain their knowledge and participation in the program.
Member Benefits	
Provide a “tool kit” or template to develop a scaled-down EMS for smaller organizations that want to move to E3 or E4	Consider as part of small business track should the decision be made to have one.
Additional Considerations	
Promote expectation that E4 facilities assist E2 facilities as part of the mentoring program	Combine this with the expectation that E2 facilities that can not demonstrated performance improvements enter into a mentoring relationship
Improve robustness of data input, tracking, and reporting	As possible, and understanding the overall difficulties of data management and IT support, continue to work towards a more effective system
Internal Stakeholders	

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Align employee performance awards and recognition to encourage promotion of VEEP and innovation	Work with management as possible to determine possibility of this approach
Develop a how-to guide for innovation and negotiation for innovative approaches	Consider working with other innovations groups within DEQ to identify the need and potential use
Find ways to “tell the story” through the website and outreach materials	Reach out to E4 facilities for success stories
Develop and integrate training components into the currently available DEQ staff trainings	Work with Training to identify potential trainings in which to integrate VEEP presentation
External Stakeholders	
Continue periodic focused stakeholder dialogs	Reach out to the Community Involvement Task Force to identify whether there are common goals which could be leveraged
Facilitate relationships among VEEP members and external stakeholders through projects which focus on common goals	See above as well as the regional offices on potential projects related to regional objectives