



POLLUTION PREVENTION AMENDMENT & NEW PLAN

May 2022

USER GUIDE

What is myDEQ?

myDEQ is Arizona Department of Environmental Quality's (ADEQ's) online web portal, designed to assist customers in meeting their environmental priorities and responsibilities. Upon creating an account, customers will be able to view their permits online and submit compliance reports as well as obtain new permits.

How do I get a myDEQ account?

Step 1: Register your Responsible Corporate Officer (RCO) online

Step 2: Sign, notarize, and return the Subscriber Agreement/Signature Agreement (emailed by ADEQ upon completion of the registration form)

Step 3: Set up your new myDEQ account (link emailed after ADEQ receives agreement from Step 2)

Register for an account today! [Go to myDEQ Registration Form](#)

Helpful Tools

myDEQ Tool Tips: Not sure what something means? Click on the “(?)” and learn more about the terminology or requirements on that screen.

Need Help? The “Need Help” button found in the top right is an easy way to access myDEQ support if any errors occur while you are trying to finish the application.

Good to Know

- myDEQ works best in Firefox and Google Chrome. Avoid using Internet Explorer because of compatibility issues.
- An RCO or Delegated Responsible Officer (DRO) must certify the submission, but a submitter or data entry user can prepare the document.
- Write down your process notes and goal notes in a separate document! myDEQ will time out after 20 minutes and there is not currently a “Save” option for some modules within the application.
- If you have questions or need help with the report, please reach out to P2@azdeq.gov.
- An [Amendment Checklist](#) is available to help you collect information prior to reporting.

Key Items to Have Ready

- Facility name, address, and contact information
- Facility information like EPA ID, TRI ID, NAICS code
- Training documents
- Process Information
 - Toxic substances used
 - Hazardous wastes generated
 - Additional input/output materials
 - Root cause analysis
 - List of P2 activities in place
 - List of P2 opportunities applicable to the process
 - Supporting documentation like process flow diagrams, photographs, data, etc.
- Baseline data for goals you want to develop

Contact Us!

P2 staff is always available to help you with reporting or technical questions. Send an email to P2@azdeq.gov or call 602-771-8083 for assistance in filling out the report or in developing P2 goals!

For myDEQ technical assistance (i.e. not related to the P2 Plan itself), reach out to myDEQ's Help Desk at myDEQ.support@azdeq.gov.

Directory:

[Adding a Facility](#)

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Step 1: Number of Facilities on the Plan

Pick the number of facilities that will be on your P2 Plan. If you own/operate multiple facilities, you can put all of them on the same P2 plan to reduce the number of applications you have to complete.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

Is this P2 Plan for a single facility or multiple facilities?
Select one and click SAVE & CONTINUE.

☒ Single Facility
☐ Multiple Facilities

If you own or operate more than one facility that needs a P2 Plan, you may use a single plan for those facilities.

Step 2: Picking Facilities for your Plan

The next page shows the facilities already associated with your P2 plan up top, and other facilities associated with your entire myDEQ account at the bottom.

Double check that your selected facilities are accurate and have the correct addresses. If you wish to add additional facilities from your myDEQ account, you can do so by clicking an “Add” button next to the other locations. If the facility you want to add to your Amendment is not listed, proceed to **Step 3**. If all your facilities are inputted, proceed to **Step 4**.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

Confirm → **Selected Facilities**

PLACE NAME	LOCATION	CITY	ZIP CODE

Other facilities on myDEQ account →

Add applicable facilities for this permit or registration.
Add places from the list below or choose to add a place not on the list and click CONTINUE.

PLACE NAME	LOCATION	CITY	ZIP CODE
No facility are associated with selected company.			

Do you want to add a place that is not listed above?

☒ Yes
☐ No

< BACK CONTINUE >

Step 3: Adding a Facility Not Listed

Search for the facility you want to add via address or latitude/longitude. Clicking search will bring the facility up under “Searched Facilities.” If your facility does not come up, that means we do not have the facility in our system. Contact myDEQ support for assistance at myDEQ.Support@azdeq.gov or 844 - 827- 4768. Please note that truncating the address can help to find your facility (e.g. using W instead of West, or only searching the street number/name).

Step 4: Selecting an End Date

Your end date should correspond with how long it will take to complete your anticipated P2 goals. At minimum, your plan must be 2 years long, but you can select a date up to 6 years away. End dates can't be in June or July due to the Annual Progress Report.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

What is your plan start and end date?[?]
Provide the following information and click SAVE & CONTINUE.

Start Date: 10/01/1998

End Date: 12/31/2021

Applicable date range 2 - 6 years.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

What is your plan start and end date?[?]
Provide the following information and click SAVE & CONTINUE.

Start Date: 10/01/1998

End Date: 12/31/2021

Your P2 Plan end date must be at least two and no more than six years from today. End dates that are more than three years from the current date will require that each goal outlines clear year-by-year steps for achieving that goal.

End Date: 12/31/2021

Applicable date range 2 - 6 years.

BACK SAVE & CONTINUE

NOTE: If your plan is 3 years or longer, each goal should have a clear, year-by-year outline. See [goal steps](#) for more details.

Step 5: Check your Identification Numbers

You will be shown the EPA number and TRI number we have on file for each of your facilities.

NOTE: If these IDs are wrong or one is missing, you need to contact us at P2@azdeq.gov so we can correct the issue.

Step 6: Threshold Start Page

The P2 Threshold questions determine whether you are filing a mandatory or voluntary P2 Plan. The individual questions are described in [Steps 7-9](#).

For more information on thresholds, please use our threshold screening tools found [here](#). If you have already filled out the threshold questions, double check your answers to make sure nothing has changed since the initial input, and move on to [Step 10](#).

Step 7: Hazardous Waste Threshold

The first threshold involves hazardous waste generation and shipments. If your facility has an EPA ID associated with it, the answer to Question 1 is likely yes. If you answer yes, the specific P2 threshold will pop-up.

NOTE: These amounts are for the entire calendar year, not just a singular month. This most closely aligns with being a large quantity generator for the majority of the year. Double check your manifests from the previous year to ensure you know the annual total of hazardous waste generated or shipped off-site from your facility.

QUESTION 01

Does your facility generate or ship off-site hazardous waste?^②

Select one, provide any additional information and click CONTINUE

☒ Yes

During the preceding calendar year, did your facility generate or ship off-site 26,400 lbs or more of hazardous waste or 26.4 lbs or more of acute hazardous waste for purposes other than recycling?^②

☒ Yes

☐ No

☐ No

< CANCEL CONTINUE >

Step 8: Toxic Release Inventory Participation

Question 2 involves the [Toxic Release Inventory \(TRI\)](#) program. If you file a Form A or Form R with the EPA for TRI listed chemicals, select yes. If you do not participate in the TRI program, select no.

You may be exempt from this threshold if the TRI forms were submitted for chemicals relating to mining or metallurgical operations. Mining operations are defined in a substantive policy found [here](#). Metallurgical operations are defined in a substantive policy found [here](#).

QUESTION 02

Did your facility file a Toxics Release Inventory (TRI) form for the preceding calendar year?[?] [View Policy](#)

Select one, provide any additional information and click CONTINUE.

☒ Yes

Were the TRI forms filed only for toxic substances used or produced in connection with a mining or metallurgical operation?[?]

☐ Yes

☒ No

☐ No

[< CANCEL](#)

[CONTINUE >](#)

NOTE: This exemption is only for chemicals used directly in mining or metallurgical processes. If you're filing a TRI form for a chemical used in adjacent processes (laboratories, cleaning, maintenance, etc.) you will still need to file a P2 Plan.

Step 9: Use over 10,000 Pounds

The final question involves activities using a toxic substance in excess of 10,000 lbs. ADEQ defines “use” in a substantive policy found [here](#). Toxic substances for this threshold are understood to be the same as those in the EPA’s TRI program, listed [here](#).

You may meet an exemption for this threshold if you use the chemical for mining or metallurgical processes, or if the chemical was used in the manufacturing of a lead acid battery.

QUESTION 03

Did your facility use a toxic substance in excess of 10,000 lbs?[?] [View Policy](#)

Select one, provide any additional information and click CONTINUE

☒ Yes

Were any of the toxic substances used or produced in connection with a mining or metallurgical operation?[?]

☐ Yes

☒ No

Were any of the toxic substances used sulfuric acid and lead as part of a lead acid battery?[?]

☐ Yes

☐ No

☐ No

[< CANCEL](#) [CONTINUE >](#)

NOTE: The exemptions found within the “use” substantive policy only apply to this threshold. If you qualify for one of those exemptions, you are only exempt from the “use” threshold, not the P2 program. Please reach out to P2@azdeq.gov if you have questions regarding this threshold or any potential exemptions!

Step 10: NAICS Code

Enter the NAICS codes for your facility. As you type, a list of available NAICS codes and the connected industry will appear. You should, at a minimum, include the primary NAICS code for your facility. Secondary NAICS codes can be added as applicable.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

What are the North American Industrial Classification System (NAICS)[®] codes for the following facility?
Provide the following information and click SAVE & CONTINUE.

Facility Name:

Facility Address:

Example : 12345 or 123456

1.

2.

3.

4.

445210 - MEAT MARKETS

44522 - FISH AND SEAFOOD MARKETS

445220 - FISH AND SEAFOOD MARKETS

445230 - FRUIT AND VEGETABLE MARKETS

44529 - OTHER SPECIALTY FOOD STORES

< BACK

SAVE & CONTINUE >

Your primary NAICS code will be used by us to provide specific suggestions and guidance.

Step 11: Facility's P2 Contact

Enter the facility's primary P2 contact. The contact put here will be the one to receive all communications for the P2 plan including reminders, clarification questions, and guidance documents. Make sure the email and phone number are valid. Communications from myDEQ will include the RCO, DROs, Submitters and P2 Contact.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

Who will be the contact for your Pollution Prevention Plan for the following facility?[®]
Provide the following information and click SAVE & CONTINUE.

Facility Name:

Facility Address:

First Name: MI:

Last Name:

Email:

Confirm Email:

Phone:

area code + phone number extension

< BACK

SAVE & CONTINUE >

Step 12: P2 Training

P2 awareness training is required. If you don't see training documents attached to myDEQ when you reach this step (or the documents are out of date), attach your training material. The sample document provided in the description, is an outline of what should be included in the training.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

The following information was provided for P2 training. Do you have any updates?[?]

Select one, provide the requested information and click SAVE & CONTINUE. [Sample Document](#)

Facility Name:
Facility Address:

☒ Yes

Upload ALL Training Document(s):

CHOOSE FILE >

PDF, DOC, DOCX, JPEG, PPTX, PPT & Zip files only | 20mb max

+

 UPLOAD MORE FILE(S)

☐ No

P2 training is a requirement of the program. The number of employees trained should be reported yearly. If this is your facility's first year of training, provide a date when training documents will be completed. You will be able to upload the completed documents as part of an amendment.

Step 13: P2 Policy

Next you can attach your facility's P2 policy. If you do not have a facility specific P2 policy/commitment, you will commit to ADEQ's P2 policy.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

The following information was provided for P2 Policy. Do you have any updates?[?]

Select one, provide any additional information and click SAVE & CONTINUE.

Facility Name:
Facility Address:

P2 Policy:
I certify that, to the best of our ability, management will ensure that the P2 Plan is incorporated into management practices and procedures, and we are committed to implementing this plan to achieve plan goals.

☒ Yes

☐ No

Select yes to bring up the file upload option.

This is the policy you commit to if you do not upload your own.

< BACK

SAVE & CONTINUE >

Step 14: Process Start Page

The screenshot shows a web form titled "POLLUTION PREVENTION (P2) PLAN AMENDMENT". Below the title is the question "What is/are your process(es)?^②" followed by a sub-instruction: "Click ADD PROCESS to provide process information. Once all processes are added, click SAVE & CONTINUE." The form contains a list of five horizontal bars, each with a small plus icon on the left. An annotation "Click here to view existing processes." points to the first plus icon. To the right of the list is a button labeled "ADD PROCESS" with a plus icon. An annotation "Click here to add new processes" points to this button. At the bottom left of the form is a "BACK" button, and at the bottom right is a "SAVE & CONTINUE" button. Below the form is a section with a header "Description:" and a sub-header "Facilities". To the right of this section is a box containing "EDIT" and a trash icon. An annotation points from this box to the "Facilities" sub-header.

Now it's time to enter in your facility's processes! All the processes you've listed and filled out for your facility will be on the main process page. Clicking the plus sign next to an existing process will open the process and allow you to edit/delete. Click "Add Process" to enter a new process.

Principal business activities must be included on the P2 Plan. Having your principal business activities linked to the P2 Plan will increase the ability of the P2 Program to provide technical assistance. While goals need to be linked to a process, not every process needs to be linked to a goal. Being thorough in this section and accurately capturing your all of your facility's processes can help in identifying P2 opportunities. Do not limit yourself in this section to just the processes you plan to attach to a goal!

NOTE: We recommend having your process information typed out in a separate word document. The system will time out after 20 minutes and there is not a way to save a partially entered process in myDEQ.

Step 15: Process Facility, Name, and Description

Select the facility that the process occurs at and name the process appropriately. The name should be identifiable and indicative of the process (i.e. "Chromium Plating" is more identifiable than "Hazardous Waste 1").

The description of your process should include concise descriptions of what the process does, the equipment used, heating/cooling involved, frequency of use, staff involvement, constraints (quality metrics, client dictated, etc.), and other important process properties that generate waste or require inputs. This description should focus on the actual process actions themselves (i.e. dipping metal pieces in a series of plating baths, preparing metal for finishing via abrasive blast).

CREATE PROCESS

What is your process?[?]

Select one, provide any additional information and click CONTINUE

SELECT ALL APPLICABLE FACILITY

Process Name: Identifying Name

Description:

What is the process, equipment involved, frequency of occurrence, constraints to changing (quality, clients, etc.), parts that generate waste/require toxics

< CLOSECONTINUE >

NOTE: Each facility on your P2 Plan should have processes linked to it. If there are not any processes associated with a facility on your plan, that is cause for rejection.

Step 16: Toxic Substance Inputs

After describing the process, you'll input the toxic substances associated with it. You should only enter toxic substances used in this particular process. If other toxics are used at the facility in other processes, you should continue to add processes until all the chemicals are accounted for.

To add the substances, begin typing in the search box. Select the correct chemical input and click the add button to start your list of toxic substances. Continue adding substances until all the toxics for the process are accounted for.

The image displays two sequential screenshots of a web form titled "CREATE PROCESS".

Top Screenshot: The form asks, "Do you have any toxic substances as defined by Arizona Revised Statute for your facility?". Below the question are two radio buttons: "Yes" (selected) and "No". A text box contains the word "nitric", and an "ADD" button is to its right. A dropdown menu is open, showing the selected item: "7697-37-2 | Nitric acid". A callout box points to the "toxic substances" text in the question, stating: "Toxic substances refer to TRI chemicals." Navigation buttons "BACK" and "CONTINUE" are at the bottom.

Bottom Screenshot: The form is in the same state, but the dropdown menu is now closed. Below the search box, a new list box appears containing the text "Nitric acid" and a trash icon. A callout box points to this list box, stating: "Chemicals added to your process will be listed here". Navigation buttons "BACK" and "CONTINUE" are at the bottom.

NOTE: If you have a process that has many toxic substances linked to it, we ask that you at least include the top 10 or as many as feasible. All toxics reported for the TRI must be included.

Step 17: Hazardous Waste Outputs

Next, you'll indicate what hazardous waste is generated by your process. You should only add the hazardous waste codes directly associated with this process.

The most commonly used codes in the P2 program are provided for your convenience. Those can be added by clicking the add button next to the code. For other codes not listed, type the code or the chemical into the search box, select the code, and click add.

CREATE PROCESS

Do you have any hazardous waste codes that were generated or shipped by your facility for the preceding calendar year?^②

Select one, provide any additional information and click CONTINUE.

☒ Yes

Most commonly used codes:

D001 - IGNITABLE WASTE	<input type="button" value="+ ADD"/>
D002 - CORROSIVE WASTE	<input type="button" value="+ ADD"/>
D004 - ARSENIC	<input type="button" value="+ ADD"/>
D006 - CADMIUM	<input type="button" value="+ ADD"/>
D007 - CHROMIUM	<input type="button" value="+ ADD"/>
D008 - LEAD	<input type="button" value="+ ADD"/>
D009 - MERCURY	<input type="button" value="+ ADD"/>
D011 - SILVER	<input type="button" value="+ ADD"/>
D018 - BENZENE	<input type="button" value="+ ADD"/>
D035 - METHYL ETHYL KETONE	<input type="button" value="+ ADD"/>
D039 - TETRACHLOROETHYLENE	<input type="button" value="+ ADD"/>

Added waste codes:

Most commonly used codes:

D001 - IGNITABLE WASTE	<input type="button" value="+ ADD"/>
D002 - CORROSIVE WASTE	<input type="button" value="+ ADD"/>
D004 - ARSENIC	<input type="button" value="+ ADD"/>
D006 - CADMIUM	<input type="button" value="+ ADD"/>
D007 - CHROMIUM	<input type="button" value="+ ADD"/>
D008 - LEAD	<input type="button" value="+ ADD"/>

Added waste codes:

D001 - IGNITABLE WASTE	<input type="button" value="X"/>
D006 - CADMIUM	<input type="button" value="X"/>

Step 18: Non-Toxic Inputs

P2 Plans can encompass reductions in other sectors besides hazardous waste or toxic substances. Any input to your process can be added. Suggestions will appear as you type that correlate to the most popular inputs in the P2 Program. However, you can type whatever input you want to into the box.

If your process uses energy, water, particulates, or anything else, please include them on your process to build P2 goals from. If you need more than four inputs, click the “add more” button.

CREATE PROCESS

Do you have any additional input material to enter?[?]

Provide the following information and click CONTINUE.

☒ Yes

1. W

2. Conservation - Water

3. Non-Toxic Raw Material(s)

4. Enter Additional Input

+ ADD MORE

☐ No

BACK CONTINUE

Suggestions for common inputs will appear here.

Type any input for your process into these boxes.

NOTE: When you create a goal, you'll only be able to select from the toxic substances, hazardous waste codes, inputs, and outputs that you have entered into your processes. The more accurate your inputs and outputs are, the easier it will be to create P2 goals.

Step 19: Outputs other than Hazardous Waste

Similar to the inputs, you can type any output relevant to this process here. Suggestions will pop up, but the output can be anything that makes sense for your process. Outputs can include solid waste, wastewater, rinse water, heat, air pollution, etc.

The screenshot shows a web form titled "CREATE PROCESS" with a close button (X) in the top right corner. The main heading is "Do you have any additional output material to enter? ②". Below this is a sub-instruction: "Provide the following information and click CONTINUE". There are two radio button options: "Yes" (selected) and "No". Under the "Yes" option, there is a list of four items, each with a magnifying glass icon and a search bar. The list items are: "Solid Waste - Electronic Waste", "Solid Waste - Empty Drums", "Solid Waste - Fiberglass", "Solid Waste - Food", "Solid Waste - Glass", "Solid Waste - Grease", "Solid Waste - Ink Cartridges", and "Solid Waste - Other". A dropdown menu is open, showing these items. An arrow points to the search bar with the text "Type any applicable output here". Another arrow points to the "Solid Waste - Other" option with the text "Common outputs provided here". At the bottom right of the list is a button labeled "+ ADD MORE". At the bottom left is a "BACK" button with a left arrow, and at the bottom right is a "CONTINUE" button with a right arrow.

Step 20: Root Cause

Identify the root cause for waste generation in this process. Knowing the reason certain inputs/outputs are used/generated can make it easier to identify feasible P2 goals for the process. Examples can range from "Toxic substances are required to achieve the proper level of quality desired by clients" or "Clients request this adhesive or paint coating." The reason should be specific to the process.

The screenshot shows a web form titled "CREATE PROCESS" with a close button (X) in the top right corner. The main heading is "What is the root cause of waste generation, toxic substances used and/or other inputs/outputs in this process? ②". Below this is a sub-instruction: "Enter a description of the process and click CONTINUE". There is a large text input area with the word "Test" entered. At the bottom left is a "BACK" button with a left arrow, and at the bottom right is a "CONTINUE" button with a right arrow.

CREATE PROCESS

Are there any pollution prevention activities already in place relevant to this process?²

Select one, provide any additional information and click CONTINUE.

☒ Yes

- ☐ Operational Procedures and Process Improvements in Housekeeping or Management Techniques
- ☐ Toxics Use Reduction
- ☒ Source Reduction
- ☐ Recycling of Wastes or Secondary Materials
- ☐ Waste Minimization
- ☐ Reuse
- ☒ Reclamation
- ☐ Conservation
- ☐ Substitution
- ☐ Improvements in Operating Practices
- ☒ Spill and Leak Prevention Measure
- ☐ Inventory Control
- ☐ On-Site Treatment
- ☒ Other

Enter brief description here

☐ No

Step 22: Potential P2 Opportunities

Now, you'll select what P2 opportunities may be applicable for the process. Any category that you think may be feasible for the process should be checked off.

You don't need to have ideas for the ones you check off yet, but you should take the time to think about which P2 categories could be implemented for the process (either now or in the future). Selecting "other" will allow you to add details or potential ideas you may have for this process.

NOTE: You have to identify at least one potential opportunity. Marking that there are no opportunities, without explanation, can be cause for rejection.

Step 21: Current P2 Practices

Next, you'll check off what P2 practices already apply to your process.

For example, if you have a spill and leak prevention plan in place, you can check that box off. If you recycle your wastewater or perform pH neutralization and reuse the wastewater, those can be considered improvements in operating practices. "Other" should be used to describe P2 measures that you aren't sure fit into a certain category, or if you'd like to expand on what activities are already in place.

NOTE: Checking off a current P2 practice, does not mean that there is not more that could be done in that category.

CREATE PROCESS

Which pollution prevention activities could also be applicable to the process?²

Select all that apply, enter a description of each activity and click CONTINUE.

- ☒ Operational Procedures and Process Improvements in Housekeeping or Management Techniques
- ☒ Toxics Use Reduction
- ☐ Source Reduction
- ☒ Recycling of Wastes or Secondary Materials
- ☐ Waste Minimization
- ☒ Reuse
- ☐ Reclamation
- ☒ Conservation
- ☒ Substitution
- ☐ Improvements in Operating Practices
- ☒ Spill and Leak Prevention Measure
- ☐ Inventory Control
- ☐ On-Site Treatment
- ☒ Other

Enter brief description here

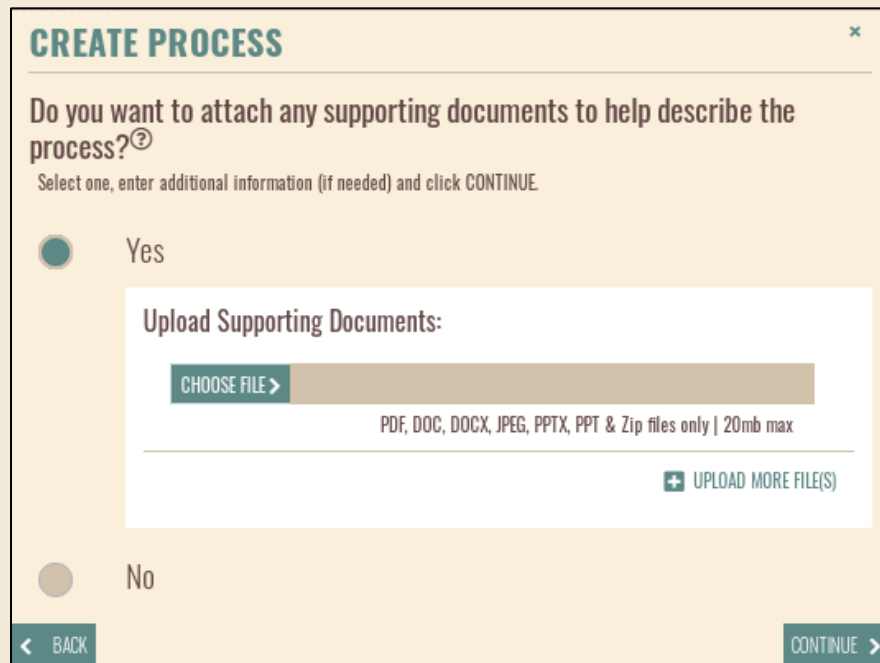
☐ NONE

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Step 23: Supporting Documentation

The final part of the process module is the opportunity to attach supporting documentation. We recommend attaching a process flow diagram indicating the inputs/outputs for your process. You can also include pictures or any information relevant to the process that will improve understanding. If you've assessed the inputs/outputs for the process (via a facility assessment, internal audit, etc.), please attach that as well!



CREATE PROCESS ×

Do you want to attach any supporting documents to help describe the process? [?]

Select one, enter additional information (if needed) and click CONTINUE.

☒ Yes

Upload Supporting Documents:

CHOOSE FILE ➤

PDF, DOC, DOCX, JPEG, PPTX, PPT & Zip files only | 20mb max

+ UPLOAD MORE FILE(S)

☐ No

< BACK **CONTINUE >**

NOTE: The more well documented your process, the more P2 staff will be able to assist you in identifying and developing new P2 opportunities.

Step 24: Starting Page for Goals




After you have entered all your processes, you will click continue to move onto the goal input section of your P2 Plan. Existing goals can be edited by clicking the plus sign adjacent to them, and new goals can be added by clicking “Add Goal.”


The purpose of the Amendment is to add new P2 goals to your plan upon completing your existing ones. If your goals are not completed, but are still on track (i.e. will be designated as complete on the next annual progress report), simply leave them and add in the new goals that correspond with your new plan end date.

POLLUTION PREVENTION (P2) PLAN AMENDMENT

List of Goal input/output that applies for process[?]

Click ADD GOAL to provide goal information. Once all goals are added, click SAVE & CONTINUE to proceed.

 None (No Input/Output for This Goal)	REFERENCE # 263
 Relevant to Selected Hazardous Waste Codes	REFERENCE # 558
 Relevant to Selected Hazardous Waste Codes	REFERENCE # 572

 ADD GOAL

Edit existing goals by clicking this

Add new goals by clicking here

[< BACK](#)[SAVE & CONTINUE >](#)

NOTE: If you want to continue a previous goal into the new plan and extend the end date, you'll need to update your baseline values. This means, you'll want to copy the information from the existing goal into a separate document, delete the goal in myDEQ, and add a new goal with the same information, but with a baseline value that is within the last 3 years. This is not necessary for goals that you plan to close out on a subsequent annual progress report.

This directory indicates the different parts of the goal input:

Goal Type	Goal Focus	Attaching a Process
Measurable Goals with Goal Percentage	Measurable Goals without Goal Percentage	Non-Measurable Goals

Step 25: Goal Type

After you click “add goal” you’ll be prompted to choose your goal type.

- “Relevant to Selected Toxic Substances” will allow you to choose toxic substances that you have linked to a process.
- “Relevant to Selected Hazardous Waste Codes” will allow you to choose hazardous waste codes that you have linked to a process.
- “Relevant to Selected Inputs Other than Toxic Substances” will allow you to choose inputs linked to your processes (i.e. water, air, energy).
- “Relevant to Selected Outputs Other than Hazardous Waste Codes” will allow you to choose outputs linked to your processes (i.e. water, solid waste, air pollution).
- “None (No Input/Output for This Goal)” should only be chosen for goals related to the facility as a whole (not a particular process), or goals that don’t have an input such as implementing an EMS or improving P2 training.



The screenshot shows a web form titled "CREATE GOAL". Below the title is a section labeled "Select a Goal Input/Output.?" with a help icon. Underneath, it says "Select one, provide any additional information and click CONTINUE". The "Goal Type:" label is followed by a dropdown menu. The dropdown is open, showing a list of options: "Select a Goal Input/Output" (highlighted in blue), "Relevant to Selected Toxic Substances", "Relevant to Selected Hazardous Waste Codes", "Relevant to Selected Inputs Other Than Toxic Substances", "Relevant to Selected Outputs Other Than Hazardous Waste Codes", and "None (No Input/Output for This Goal)". To the left of the dropdown is a "CLOSE" button with a left arrow, and to the right is a "CONTINUE" button with a right arrow.

NOTE: You need to attach your inputs/outputs to the processes for you to then build a goal off of them. You will not be able to edit the goal type, process attached, and baseline values after you have saved the goal, so try to have the information you’d like to input on a separate document in case you need to delete and re-add a goal.

Step 26: Goal Focus

After selecting your goal type, you'll be able to choose the focus of your goal. For every selection except the "None" goal types, you will only be given chemicals, waste codes, inputs, and outputs that have been entered into your plan via a process.

You will then enter in a description of the goal target. You can include information regarding why the chemical is used, potential hurdles in reducing the targeted emission, and why it would be beneficial to reduce this emission.

CREATE GOAL

Provide Goal Information
Provide any additional information and click CONTINUE.

Goal Type: Relevant to Selected Hazardous Waste Codes

Drop down list relevant to goal type.

Select the Hazardous Waste Code:

SELECT ALL APPLICABLE VALUES

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Enter a Detailed Description of Your Hazardous Waste Codes:

< BACK CONTINUE >

CREATE GOAL

Provide Goal Information
Provide any additional information and click CONTINUE.

Goal Type: None (No Input/Output for This Goal)

Which one? SELECT ONE

Enter a Short Description

Airborne Particulates
Green House Gases
Environmental Management System
Green Building (LEED)
Purchased Green Energy
Green Team
Other
P2 Training
Energy Conservation
Water Conservation

< BACK CONTINUE >

For "None" goal types, you will have a list of approved items to choose from under this goal type.

These goals tend to be unmeasurable, unless they are facility wide goals like changing lightbulbs or fixtures.

Your short description should include why you want to target this aspect.

Step 27: Connect a Process and a Facility

You will then be prompted to select a facility and process that the goal is targeting.

CREATE GOAL

Select all applicable facilities and process[?]

Provide the following information and click CONTINUE

	FACILITY NAME	PROCESS NAME
<input checked="" type="checkbox"/>		
<input type="checkbox"/>		

BACK

CONTINUE

NOTE: All goals should have a process linked to them. All facilities should have at least one goal linked to it. The only exception to linking a process to the goal is “None” goal types. If your “None” goal type is for the entire facility, it does not need to be linked to a specific process.

Step 28: Measurable Goals with a Reduction Percentage

Now it's time to build your goal. This step will go through what selecting "Yes" to being measurable and "Yes" to having a goal percentage looks like.

The screenshot shows a mobile app interface for creating a goal. The title is 'CREATE GOAL'. The first question is 'What is your scheduled goal completion date?' with a calendar icon and the date '12/31/2021' entered. A note below says '*At least one goal should align with your plan end date of 12/31/2021.' The second question is 'Is this goal measurable?' with a 'Yes' radio button selected. Below this is a section for 'Do you have a goal reduction percentage?' with a 'Yes' radio button selected. This section contains three fields: 'Percent Amount' (empty), 'Baseline Year' (dropdown menu showing 'Select One'), and 'Baseline Quantity' (empty) with a 'UNIT' dropdown menu. Below these is a text area for 'Describe the actions you will take to achieve this goal.' with a note '*Describe necessary plan actions for each year.' and a placeholder 'Enter brief description here'. At the bottom are 'BACK' and 'CONTINUE' buttons. Arrows point from the explanatory text on the right to the date field, the 'Percent Amount' field, the 'Describe the actions...' text area, and the 'CONTINUE' button.

We highly encourage creating goals with measurable data and setting a goal reduction percentage. This gives you something to strive for and benchmarks to ensure progress is being made.

Your goal end date can be anywhere before the P2 Plan's end date. At least one goal needs to extend to the end of your plan.

Enter in the whole number for the percent reduction you want to strive for (i.e. enter 50 for 50%).

Your baseline year should be within the last three years. Add context to your baseline value in the description (i.e. clarifying that the baseline is lbs recycled or lbs sent to landfill).

Describe the actions you will take to achieve the goal. Don't just say "Reduce wastewater." How will you reduce wastewater? Are you recirculating a stream, using less potable water, recovering/catching waste prior to becoming wastewater, etc.?

NOTE: If your goal's end date is greater than 3 years away from the date you are submitting the Amendment, please provide year by year actions to complete the goal (i.e. 2021: Conduct feasibility study for wastewater recovery. 2022: run pilot study on new wastewater system. 2023: implement new system on large scale. 2024: monitor data). This is required, and goals will be rejected if they are longer than 3 years without a year by year plan.

Step 29: Measurable Goals without a Percent Reduction

If you don't have a goal percent reduction, you will select "No" to that question. Your goal end date can be anywhere within the P2 Plan's end date. At least one goal needs to extend to the end of your P2 Plan.

Without a goal percentage, you will include your baseline and planned actions like you would in **Step 28**. If you have a general goal in mind that isn't a percentage, please include that in your description. For example, some facilities aim to reduce the amount of waste per part created.

CREATE GOAL

What is your scheduled goal completion date?[?]
*At least one goal should align with your plan end date of 12/31/2021.

12/31/2021

Is this goal measurable?[?]
Provide the following information and click CONTINUE

☒ Yes

Do you have a goal reduction percentage?

☐ Yes

☒ No

Baseline Year:[?] Select One

Baseline Quantity: UNIT

Describe the actions you will take to achieve this goal.[?]
*Describe necessary plan actions for each year.

Enter brief description here

☐ No

< BACK CONTINUE >

NOTE: If your goal's end date is greater than 3 years away from the date you are submitting the Amendment, please provide year by year actions to complete the goal (i.e. 2021: Conduct feasibility study for wastewater recovery. 2022: run pilot study on new wastewater system. 2023: implement new system on large scale. 2024: monitor data). This is required, and goals will be rejected if they are longer than 3 years without a year by year plan.

Step 30: Non-Measurable Goals

Non-measurable goals are equally important in the P2 world. It is not always feasible to have data for certain goals.


Selecting that your goal is not measurable will require you to explain why. Typically, a goal is not measurable because it is related to training or implementing a new system, etc. In your explanation, include how you plan to measure progress if it is not numeric (i.e. anticipate to see a reduction in spills or accidents, increased employee engagement with sustainability).

In the actions taken to achieve the goal, be specific and write out what will be done. If the goal is to create and implement a new training program, indicate how you'll do that. If you're looking to do a facility wide assessment, indicate how you plan to go about that.

CREATE GOAL

What is your scheduled goal completion date?[?]

*At least one goal should align with your plan end date of 12/31/2021.

 12/31/2021

Is this goal measurable?[?]

Provide the following information and click CONTINUE.

☐ Yes

☒ No

Explain why this goal is not measurable.

Enter brief description here

Describe the actions you will take to achieve this goal.

*Describe necessary plan actions for each year.

Enter brief description here

[< BACK](#) [CONTINUE >](#)

Step 31: Submitting Your P2 Plan

After you've entered all of your goals into the Amendment, click continue to go to your review page. Submit the Amendment and ADEQ will review and let you know if revisions are necessary.

NOTE: After the review page, be sure to click yes to certifying the Amendment and then submit. Your Amendment is not submitted until you receive a confirmation email from myDEQ indicating that the system has received the submission!