



**POLLUTION PREVENTION
ANNUAL PROGRESS REPORT**
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 the 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.
- Collect your goal data and training information into a separate document. myDEQ will time out after 20 minutes of in-activity and there is not currently a "Save" option for some pieces of the application.
- If you have questions about the report, please reach out to P2@azdeq.gov.
- An [Annual Progress Report Checklist](#) is available to help you collect information prior to reporting.

Key Items to Have Ready

- Status of Each Goal
 - Production/Activity Ratio (if applicable)
 - Amount of goal substance used/generated
 - Activities done to further the goal along
 - Internal reduction calculation to check against myDEQ's calculation for accuracy.
- Training Information
 - Number of people trained
 - Optional training sign-in sheets
- Supporting documentation you would like to provide for clarity.

Contact Us!

Pollution Prevention (P2) staff are always available to assist you before, during, and after reporting! Reach out to us at P2@azdeq.gov if you need assistance (with reporting or other technical questions related to P2).

For myDEQ technical assistance, reach out to our service desk at myDEQ.support@adeq.gov.

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Step 1: Reporting Year Selection

Select the reporting year that you are submitting an Annual Progress Report (APR) for. There should only be one available option, unless you did not file a report in the previous years.

POLLUTION PREVENTION (P2) ANNUAL PROGRESS REPORT

You currently have the following open reporting period(s):
Select all that apply and click SAVE & CONTINUE.

2020 (required)

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

Step 2: Layout of the Report

The APR has five different sections. After selecting the year of your report, you'll be able to click the "Edit" button next to each section to enter in your information. Make sure that the information you enter is related to the year you're reporting on and do not include information from multiple years.

POLLUTION PREVENTION (P2) ANNUAL PROGRESS REPORT

Reporting Period(s) Overview

Click EDIT to complete each section. Once all sections are complete, you will be able to click SAVE & CONTINUE to proceed.

YEAR 2020	1. Do you have an Environmental Management System (EMS) in place for the following facility in 2020?	INCOMPLETE	EDIT
	2. Do you have a pollution prevention team for the following facility in 2020?	INCOMPLETE	EDIT
	3. During the previous calendar year, how many employees fulfilled the required P2 training in 2020?	INCOMPLETE	EDIT
	4. Goal Information for 2020?	INCOMPLETE	EDIT
	5. Do you have any additional supporting documents to upload at this time for 2020?	INCOMPLETE	EDIT

Complete all sections to SAVE & CONTINUE.

[SAVE & CONTINUE >](#)

Step 3: Environmental Management Systems

The first question of the APR will ask about whether your facility has an environmental management system (EMS) in place. This can be a nationally recognized EMS certification, or an in-house one. Select the appropriate response.

Do you have an Environmental Management System (EMS) in place for the following facility in 2020? [?]

Select one and click SAVE & CONTINUE.

Facility Name:
Facility Address:

- Yes
 No

Step 4: Pollution Prevention Teams

The second question will ask about whether your facility has a P2 team. A P2 team is a group of individuals (typically inter-disciplinary) that takes on the task of identifying P2 opportunities, creating P2 goals, and tracking progress. It is recommended to implement P2 teams to have more successful P2 plans. Answer appropriately for your facility.

Do you have a pollution prevention team for the following facility in 2020? [?]

Select one and click SAVE & CONTINUE.

Facility Name:
Facility Address:

- Yes
 No

Step 5: Staff Training

You'll be asked to report the number of employees that received P2 training in the reporting year. Attaching the sign-in sheets or proof of training is recommended for recordkeeping.

During the previous calendar year, how many employees fulfilled the required P2 training in 2020? [?]

Provide the requested information and click SAVE & CONTINUE.

Enter Number of Trained Employees:

Upload Training Sign-In Sheets (If Available):

CHOOSE FILE >

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

 UPLOAD MORE FILE(S)

NOTE: If your facility did not train any employees during the reporting year (i.e. you report 0 employees trained), you will need to reach out to P2 Staff (P2@azdeq.gov or 602-771-8083) to discuss your options for this section. P2 awareness training is required per ARS 49-963(J)(10) and this section will be rejected if 0 employees were trained and there is no explanation attached.

Step 6: Goal Introduction

The goal section of the APR allows you to input the reporting year's data for each individual goal. You'll click the (+) sign next to the goal, and enter in your information (Steps 7 through 11 will walk you through the different options).

Goal Information for 2020?

Provide the following information for each goal and click SAVE & CONTINUE.

<input checked="" type="checkbox"/> GOAL 1: None (No Input/Output for This Goal)	PENDING
<input type="checkbox"/> GOAL 2: Relevant to Selected Hazardous Waste Codes	PENDING
<input type="checkbox"/> GOAL 3: Relevant to Selected Hazardous Waste Codes	PENDING

GOAL 1: None (No Input/Output for This Goal) PENDING

Facility:

Process:

Baseline Year:

Baseline QTY:

Scheduled
Goal Completion Date:

Is this goal measurable?

Goal Statement:

Goal Description:

NOTE: The upper portion of the goal will display your goal description and baseline as well as the scheduled goal completion date. You can't edit this information via the APR, it is for reference. If you wish to make changes to your goals beyond the scope of an APR, you will need to submit an Amendment.

Use this directory to jump to the step applicable for your facility:

Step 7: [On-Schedule, No Production Ratio](#)

Step 9: [Not Adjusted, Production Ratio](#)

Step 11: [Dropped Goals](#)

Step 8: [Delayed, Adjusted for Production](#)

Step 10: [No Reductions or Non Measurable](#)

Step 7: On-Schedule Goals with Reductions and no Production Ratio

If your goal is on-schedule to finish by the goal's end date, you'll describe what actions you took in the previous year to achieve this goal, any hurdles you've encountered, and any successes you've seen from implementing this goal in the "Description of Goal Status" box.

Goal Status: [?] ON-SCHEDULE

Description of Goal Status:

Enter Text Here

Do you have any reductions to report? [?] YES

Relative to your baseline year, is the amount used/generated adjusted for production? [?] NO

Do you have a production ratio? [?] NO

Relative to your goal, how much of your substance was used or generated? [?] LBS

Do you have any cost savings? [?] YES

Cost Savings: \$

Reduction:

0 - 0 = 0 LBS

Baseline QTY Amount Used/Generated Reduced/Eliminated Amount

Selecting "yes" to having reductions, will bring up the rest of the goal reporting options. This step showcases what it looks like for a goal without a production ratio and for data that has not been adjusted for production.

You'll enter the amount generated or used in the reporting year. This is the amount of waste generated or the amount of input used by your process. myDEQ will take how much you used or produced and subtract it from your baseline. This calculates your reductions for you. We recommend calculating your reductions independently to validate myDEQ's result.

If you have any cost savings from this reduction, select "yes" and enter them into the provided box. Please include any cost savings seen related to the goal, even if they may seem small! Remember that cost savings can also include reduced cost in managing the waste generated or materials used.

Step 8: Delayed Goals with Reductions, Amount Generated Adjusted for Production

If your goal is delayed you'll need to provide a reason for the delay. This is typically due to funding or staffing issues, but please describe why you don't believe the goal will be achieved by the current end date.

Goal Status: [?] DELAYED

Why is this goal delayed?

Enter Text Here

Do you have a new goal end date? [?] Select One

Do you have any reductions to report? [?] YES

Relative to your baseline year, is the amount used/generated adjusted for production? [?] YES

Production Ratio [?]

Relative to your goal, how much of your substance was used or generated? [?] LBS

Do you have any cost savings? [?] Select One

Reduction:

=

Baseline QTY Amount Used/Generated Reduced/Eliminated Amount

You must select a new goal end date. You can only delay the goal to the end of your P2 plan. If you have a tentative date in mind that's beyond your P2 Plan's end date, enter that into the description. P2 staff will check your next Amendment to see if you extended the delayed goal into the next plan.

The same input options are provided for delayed and on-schedule goals. Selecting that you have reductions, and then "Yes" to having adjusted your amount used for production is showcased in this step. This means that you have divided your amount used/generated by the production ratio. If you are unsure, select "No."

You'll be prompted to report your facility's production ratio. Since you've already adjusted your amount generated, myDEQ will not adjust your baseline for the production ratio. However, we ask that you include it, so that the P2 staff can validate the data appropriately. Double check that the reduction calculated by myDEQ matches your anticipated reduction.

Step 9: Delayed or On-Schedule Goals with Reductions and Production Ratios

For delayed or on-schedule goals, with reductions, you will have the option to input a production ratio. If you have a production ratio, but did not already adjust your data accordingly, myDEQ will adjust the amount used/generated for you.

Do you have any reductions to report? [?] YES

Relative to your baseline year, is the amount used/generated adjusted for production? [?] NO

Do you have a production ratio? [?] YES

Production Ratio [?]

Relative to your goal, how much of your substance was used or generated? [?] LBS

Do you have any cost savings? [?] Select One

Adjusted Reduction:

0	×	0	=	0
Baseline QTY		Production Ratio		Adjusted Baseline
0	-	0	=	0 LBS
Adjusted Baseline		Amount Used/Generated		Adjusted Reduction

SAVE >

Step 10: On-Schedule or Delayed Goals without Reductions

If you don't have any reductions from the previous year, you'll be prompted to provide additional comments. We encourage you to explain why no reductions were seen, or potentially why your amount generated/used has increased.

Do you have any reductions to report? [?] NO

Additional Comments:

Enter Text Here

SAVE >

NOTE: If you have a non-measurable goal, the reporting for it looks similar to having no reductions for a measurable goal. You'll need to explain what actions you conducted for that goal and any outcomes seen.

Step 11: Dropped Goals

If you have to drop a goal from your P2 plan, you will be asked to explain why. Describe your reasoning in sufficient detail for P2 Staff to understand. While you can drop goals as you need to, you must have at least one active goal on your plan with an end date corresponding to the P2 plan's end date. Otherwise, you'll need to submit an amendment to maintain compliance with the P2 Program.

Goal Status:  DROPPED 

Why was this goal dropped?

Enter Text Here

SAVE >

Step 12: Supporting Documents

Attaching supporting documentation is optional, but always recommended. This could be your internal calculations for the reductions to help validate the data or it could be pictures of the opportunities you've implemented. If you have reports or data that you wish to attach, you'll choose and upload your file here.

Do you have any additional supporting documents to upload at this time for 2020?

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

Yes

CHOOSE FILE >

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

+ UPLOAD MORE FILE(S)

No

NOTE: After filling out the APR, double check that everything is correct and submit the report. You will be asked to certify the report, so be sure to click yes to certifying and then click the submit button. You will not be able to edit the APR after certification unless it is rejected by P2 Staff. You will receive a confirmation email from myDEQ upon submittal of the report.