

This checklist is designed to guide you through the Amendment (AM)

[Page 1: Preparing to submit your AM and initial information.](#)

[Page 2: Adding or editing a process for the facility.](#)

[Page 3: Adding goals for a process.](#)

Getting Ready for your AM

- Have you reviewed your facility's previous submissions?
- Have you reviewed your facility's processes and metrics for potential upgrades/focus areas?
- Do you know the applicable IDs for your facility (i.e., EPA and/or TRI ID)?
- Have you documented your facility's processes and their associated inputs/outputs?
- Have you surveyed staff to see if they have ideas for P2 opportunities?
- Have you [researched](#) your industry and similar processes to find new P2 opportunities?
- Have you developed P2 goals for the new AM cycle?
- Did you consider how you plan to measure and implement those goals?
- Did you prepare a year by year plan to complete the goal?
- Have you collected information pertaining to that goal (i.e., baseline year and amount used/generated)?
- Have you gathered the P2 training documents for your facility (you will need to include a copy in the training section of the AM)?

Submitting Your AM—Facility Information

- Are all your facilities included on the P2 Plan?
- Do you know which P2 thresholds your facility meets?*
- Is your P2 contact someone who knows the ins and outs of your facility and plan?***
- Have you attached P2 training documentation to your myDEQ P2 Plan?***

*Thresholds and exemptions for the P2 Program can be found [here](#). If you do not meet any of the P2 thresholds, you may submit a voluntary P2 Plan!

**The primary contact listed will be the person ADEQ staff calls for clarification or revisions. This person should be comfortable with the facility's operations and be knowledgeable about P2 actions being taken.

***If you do not see a document (PowerPoint or PDF) attached to the training section of the AM, select "yes" for having updates to training and upload your training documents.

Submitting your AM—Adding/Editing a Process

- Does each facility in your plan have an associated process?
- Do the processes included in your plan capture key business activities along with other actions performed?*
- Is the name of your process identifiable and related to the activity being done?
“Chromium Plating” is a better process title than “Hazardous Waste 1”
- Is each step of your process detailed in the description?
Concise descriptions of the following should be included:
 - Equipment Used
 - Frequency of Use
 - Constraints
 - Heating and Cooling
 - Staff Involvement
 - Other Process Properties
- Did you identify all [toxic substances](#) used by the process?***
- Did you identify each hazardous waste code generated by the process?***
- Are all other process inputs/outputs identified (e.g. water, air particulates, solid waste, energy, greenhouse gases, etc.)?***
- Does your root cause analysis provide enough information to explain the feasibility of certain P2 opportunities?
- Have you identified each P2 opportunity already being implemented for the process?
- Have you identified each potential P2 opportunity for the process?****
- Do you have documentation that would clarify or explain your process (i.e., process flow or photographs)?

*P2 processes include any action that may result in a waste stream. It is required that processes include principal business activities and should capture any other waste generating processes. Each waste code generated or toxic substance used should have a specific process (or processes) associated with it.

**Only inputs/outputs identified in a process can be connected to P2 goals.

***The drop down list provides common inputs or outputs for facilities. You can type in your own specific items if you do not find your input/output on the dropdown list provided.

****If you are unsure on whether a P2 opportunity may be available for your process, check the box anyways for future feasibility studies.

Submitting your AM—Adding a Goal

- Does your goal input/output category properly relate to the reduction goal?*
- Does your description of the input/output you are aiming to reduce appropriately explain why the input/output exists and how it would be beneficial to reduce it?***

Measurable Goals:

- Do you have a reduction percentage in mind?
- Is your baseline year recent (within three years)?
- Do you know the amount of your input/output used or generated from that baseline year?
- Have you described the actions you are going to take to achieve the goal reduction adequately enough for ADEQ staff to understand your path forward?***

Non-Measurable Goals:

- Does your goal description include why the goal can't be measured?
- Have you included the actions you will take to achieve this goal?
- Have you described the intended results from meeting this goal?****

Submitting Your AM—Finishing Up

- Review your AM summary to ensure accuracy.
- Submit the AM to ADEQ for review.

*If your goal is to reduce a certain input/output provided in a process select “related to hazardous substance” or “related to toxic substance”. If it is a general input/output like electricity” or water for the entire facility and not just a specific process, select the “None” goal type.

**Identifying the reason for reducing an input/output is good for recordkeeping and allows ADEQ staff to understand the reasoning behind your goal.

***It is important for your goals to be actionable. Having a path forward shows ADEQ staff that you have a plan in place to succeed in your P2 opportunity.

****Even if a goal is not measurable (increase training, design a spill prevention plan, etc.), there should still be ways to see the impact of that goal. Describing your intended impacts gives more support to your goal's feasibility.