

## Getting Ready for your Annual Progress Report (APR)

- Have you identified the activities performed during the previous year relating to your goal(s)?
- Do you have the amount of materials used or waste generated as related to your measurable goals?
- Have you determined the impacts of your goal, if not measurable?
- Did you determine the [production ratio](#) or activity ratio for the process attached to your goal or the entire facility (production ratio should be based on baseline year)?
- Have you calculated your reductions for comparison to myDEQ’s output? (baseline amount x production ratio—previous year’s amount = reduction)
- Have you gathered your training information (i.e., number of employees trained and available sign-in sheets)?
- Have you gathered supporting documentation (i.e., photos or calculation sheets) to assist in re-reporting?
- Do you have your administrative information on hand to check against myDEQ?
- Have you submitted your [TRI forms](#) to the EPA (for facilities participating in the TRI program)?

## Filling Out and Submitting your APR

- Did you confirm your facility’s information is correct?

### For each goal:

- Did you explain why your goal status is dropped, delayed, or completed with sufficient detail for ADEQ to understand what barriers or successes you’ve encountered?
- If your goal is on-schedule, did you explain the activities related to your goal in sufficient detail to allow ADEQ to understand the progress made?
- Have you adjusted your previous year’s usage to account for your production ratio? If not (most common), respond no to “Relative to your baseline year, is the amount used/generated adjusted for production” to allow myDEQ to calculate your reductions for you.
- Is your production/activity ratio related to the process connected to your goal?\*
- Did you have any cost savings?\*
- Have you checked that the myDEQ calculated reductions matches your expectations?
- Do you have any documents that may improve ADEQ’s understanding of your goal’s progress (i.e., calculations, pictures, diagrams, etc.)?
- Repeat above process for each goal and submit for review.

\*Production ratios are not required if not applicable or can be for the entire facility rather than a specific process.

\*\*Any cost savings related to the goal should be reported even if you believe they are minor.