



Arizona Department of Environmental Quality

# Adding Pollution Prevention (P2) Processes & Goals

JULY 2020

USER GUIDE

## WHAT IS myDEQ?

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myDEQ is Arizona Department of Environmental Quality's (ADEQ's) new 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 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

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**myDEQ Tool Tips:** Not sure what something means? Click on this icon “?” and learn more about the terminology on that screen.

**Need Help?** The  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.

 **Time Out Warning:** myDEQ does not have a “SAVE” option at this time (coming soon). After more than 20 mins of non-activity on a screen, the portal will time out and you will have to start over.

**Web Browsers** myDEQ works best in Firefox and Google Chrome. Internet Explorer is not recommended due to compatibility issues.

### Key Items to Have Ready:

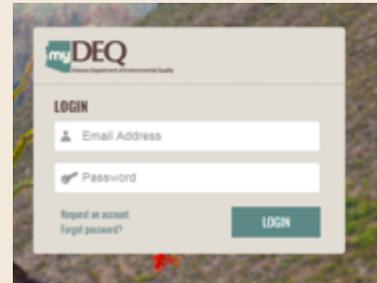
- Facility name(s)
- Toxic substances used
- Hazardous wastes generated
- Additional input and output materials
- Root cause analysis information
- List of P2 activities already in place (if applicable)
- List of P2 opportunities applicable to the process
- Supporting documentation

## HOW DO I CREATE A NEW P2 PROCESS?

If you don't have a myDEQ account, see "How do I get a myDEQ account?" on Page 2.

### Step 1: Log into myDEQ

- Go to login page | [Go Now](#)



### Step 2: Start an Amendment

- On your dashboard, locate your P2 Plan listing.
- Select the Actions drop-down to the right, and click Amendment.
- Begin the Amendment and answer the questions until you are asked "What is/are your process(es)?"

NOTE: Amendment action cannot be accessed when an Annual Progress Report is open and incomplete, or under ADEQ review.

### Step 3: Add a New Process

- To add a new P2 process, click + ADD PROCESS.



### Step 4: Enter P2 Process Information

- Select all the facilities to which your new process will apply. All facilities must have at least one process. Click CONTINUE.

**CREATE PROCESS**

What is your process?®  
Select one, provide any additional information and click CONTINUE.

SELECT ALL APPLICABLE FACILITY

147905 | MYDEQ TEST PLACE

DONE

Process Name: \_\_\_\_\_

Description: \_\_\_\_\_

[CLOSE](#) [CONTINUE](#)

# myDEQ - ADDING P2 PROCESSES & GOALS

- Name the process something unique (duplicate names cannot exist) and easily recognizable, and provide a brief description. Click CONTINUE.



**CREATE PROCESS**

**What is your process?®**  
Select one, provide any additional information and click CONTINUE.

SELECT ALL APPLICABLE FACILITY

147905 | MYDEQ TEST PLACE

Process Name: Test Process

Description:  
Briefly describe the process.

< CLOSE CONTINUE >

## Step 5: List Toxic Substances

- Indicate whether your process used toxic substances by selecting Yes or No. You can view EPA's list of toxic substances at [epa.gov/toxics-release-inventory-tri-program/tri-listed-chemicals](https://www.epa.gov/toxics-release-inventory-tri-program/tri-listed-chemicals). If your facility files a TRI, list the reported toxic substances on the appropriate process within your P2 Plan, to provide details for your facility for future goals.
- Begin typing the desired substance in the search field (either by name or CAS No.). When the correct substance appears underneath, click to add it to the text bar, then click +ADD.



**CREATE PROCESS**

**Do you have any toxic substances as defined by Arizona Revised Statute for your facility?®**  
Select one, provide any additional information and click CONTINUE.

Yes

Start typing the Toxic substances, then select from list

NITRIC ACID

No

< BACK CONTINUE >

- Once you add a substance, you can click the trash icon to delete it. However, if you delete a substance being used in a goal, that goal will also be deleted.

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## Step 6: List Hazardous Waste Codes

- If your process generated hazardous waste, select Yes. If not, select No and click CONTINUE.
- Begin typing the hazardous waste in the search field (either the code or by name). When the correct hazardous waste appears underneath, click to add it to the text bar, then click ADD WASTE CODE >

**CREATE PROCESS**

Do you have any hazardous waste codes that were generated or shipped by your facility for the preceding calendar year?<sup>?</sup>

Select one, provide any additional information and click CONTINUE.

Yes

Search: Lead ADD WASTE CODE >

- D008 - LEAD
- K046 - WASTEWATER TREATMENT SLUDGES FROM THE MANUFACTURING, FORMULATION, AND LOADING OF LEAD-BASED INITIATI...
- K052 - TANK BOTTOMS (LEADED) FROM THE PETROLEUM REFINING INDUSTRY.
- K069 - EMISSION CONTROL DUST/SLUDGE FROM SECONDARY LEAD SMELTING.

- Learn about hazardous waste codes from EPA at [epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes](https://www.epa.gov/hw/defining-hazardous-waste-listed-characteristic-and-mixed-radiological-wastes). You can also use hazardous waste manifests to help discern the codes for the process.
- If your facility files a TRI, list the hazardous wastes generated at your facility on the appropriate process within your P2 Plan, to provide details for your facility for future goals.

**CREATE PROCESS**

Do you have any hazardous waste codes that were generated or shipped by your facility for the preceding calendar year?<sup>?</sup>

Select one, provide any additional information and click CONTINUE.

Yes

Search: Start typing the waste code, then select from list ADD WASTE CODE >

**Most commonly used codes:**

- D001 - IGNITABLE WASTE + ADD

**Added waste codes:**

- D008 - LEAD ✕

- Once you add a waste code, you can click the trash icon to delete it. However, if you delete a hazardous waste being used in a goal, that goal will also be deleted.

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## Step 7: Enter Additional Input Materials

- If you have additional input material\* to enter, select Yes. If not, select No and click CONTINUE.

\*Additional input material encompasses anything used in the process other than toxic substances, such as water, electricity, raw materials, etc.

- Remember: Input materials entered here can be used in goals; for example: listing "Electricity" to include a goal about installing solar panels.
- Begin typing the additional input material in the search field, and common materials will appear as you type. If your desired input material is shown underneath, click to add it to the text bar. However, your entry here does not need to exactly match a suggested result.

**CREATE PROCESS** ×

**Do you have any additional input material to enter?** <sup>?</sup>

Provide the following information and click CONTINUE.

Yes

1.
2.
3.
4.
5.

- You can add rows by clicking +ADD MORE. When you are finished adding materials, click CONTINUE to save your entries.

**CREATE PROCESS** ×

**Do you have any additional input material to enter?** <sup>?</sup>

Provide the following information and click CONTINUE.

Yes

1.
2.
3.
4.

[+ ADD MORE](#)

No

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

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## Step 8: Enter Additional Output Materials

- If you have additional output material\* to enter, select Yes. If not, select No and click CONTINUE.

\*Additional input material encompasses anything used in the process other than hazardous waste, such as solid waste, waste water, greenhouse gases, etc.

- Remember: Output materials entered here can be used in goals; for example: listing "Electricity" to include a goal about installing solar panels.
- Begin typing the additional output material in the search field, and common materials will appear as you type. If your desired input material is shown underneath, click to add it to the text bar. However, your entry here does not need to exactly match a suggested result.

**CREATE PROCESS** ×

**Do you have any additional output material to enter?**<sup>?</sup>

Provide the following information and click CONTINUE.

Yes

1.

2.  Air Pollution - Gasoline

3.  Solid Waste - Fly Ash

4.  Air Pollution - Lead

Air Pollution - Nitrogen Dioxide

Air Pollution - Other

Air Pollution - Oxides of Nitrogen (NOx)

Air Pollution - Particulate Matter

- You can add rows by clicking +ADD MORE. When you are finished adding materials, click CONTINUE to save your entries.

**CREATE PROCESS** ×

**Do you have any additional output material to enter?**<sup>?</sup>

Provide the following information and click CONTINUE.

Yes

1.  Solid Waste - Scrap Metal

2.  Enter Additional Output

3.  Enter Additional Output

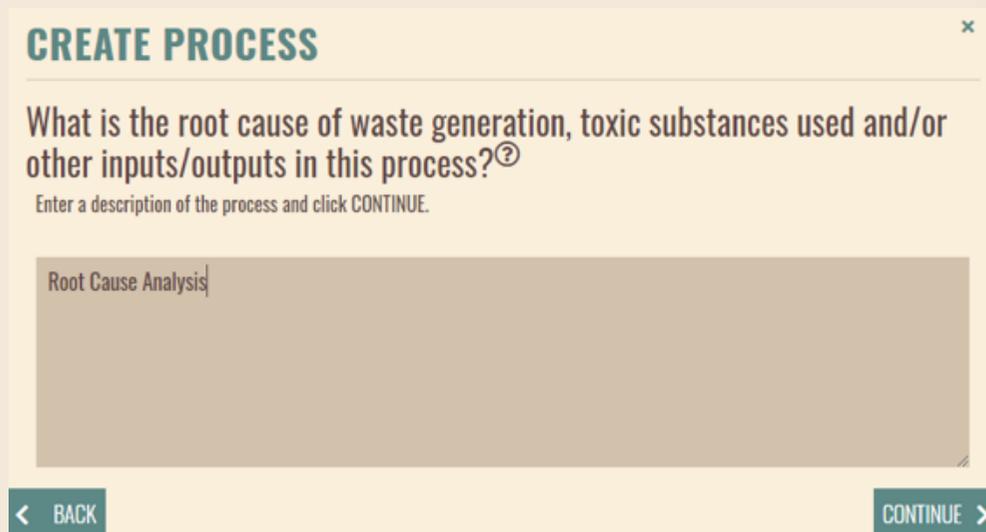
4.  Enter Additional Output

No

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## Step 9: Root Cause Analysis

- Root cause analysis should identify the primary cause of waste generation, toxic substance use, and input/outputs of the process.



**CREATE PROCESS** ✕

What is the root cause of waste generation, toxic substances used and/or other inputs/outputs in this process?<sup>?</sup>

Enter a description of the process and click CONTINUE.

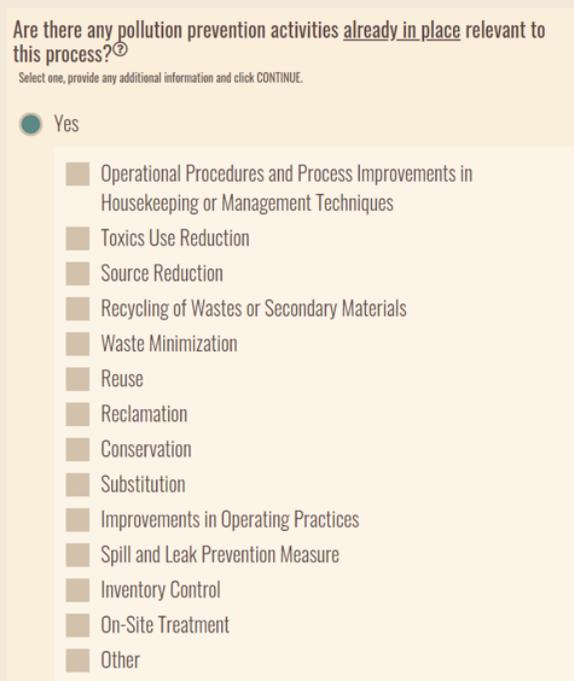
Root Cause Analysis

< BACK CONTINUE >

- Tools are available for free from various sources to help identify root causes of processes. Use an internet search engine to find tools such as 5-Whys, Ishikawa Diagram and Pareto Charts.

## Step 10: P2 Activities Already in Place

- If you there are P2 activities already in place relevant to your new process, select Yes. If not, select No and click CONTINUE.
- Select all options that apply by checking the box next to the item. Additional detail on what has been done to the process can be provided in the final question of this application.



Are there any pollution prevention activities already in place relevant to this process?<sup>?</sup>

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

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## Step 11: P2 Activities Applicable to the Process

- If there are P2 opportunities that may be implemented, relevant to your new process, select all options that apply by checking the box next to the item. Additional detail on what has been done to the process can be provided in the final question of this application.

### CREATE PROCESS ✕

Which pollution prevention activities could also be applicable to the process?<sup>?</sup>

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

- If you there are no options available for your process, select NONE. Provide an explanation as to why there are no possible activities for this process.

NONE

Enter a description desribing why there are no possible activities for this process

## Step 12: Supporting Documents

- If you have documentation that helps provide additional information on this process, click Yes. If not, select No and click CONTINUE.
- Supporting documents could include:
  - Details on why P2 opportunities may not be feasible
  - Specifics on P2 activities that have been implemented in the process already
  - Process flow diagrams

### CREATE PROCESS ×

Do you want to attach any supporting documents to help describe the process?<sup>?</sup>

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

Yes

No

[← BACK](#) [CONTINUE →](#)

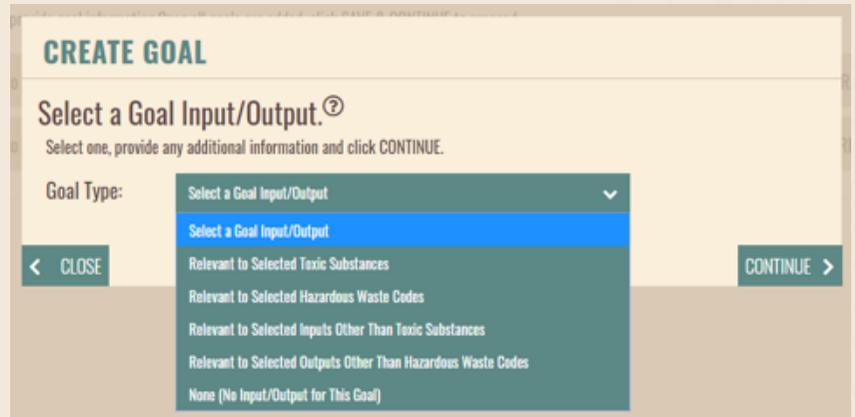
## Step 13: Create a New Goal

- Continue to the next user guide page to learn how to create a goal for your new process.

## HOW DO I CREATE A NEW P2 GOAL?

### Step 1: Provide Goal Information

- Click the drop-down menu to view a list of goal types. Goal types must be based upon a substance detailed in an added process. For example, if you created a process with a D001 characteristic waste, you can create a goal to reduce that waste by selecting "Relevant to Selected Hazardous Waste Codes" here.
- Select a goal type and click CONTINUE
- "None" goal types are reserved for goals without specific inputs/outputs, such as developing an environmental management system.
- Depending on your selected goal type, you may be prompted to describe the associated inputs/outputs. This description is optional.
- Click SELECT ALL APPLICABLE VALUES to see the associated values that were outlined in one of your processes. Select all that apply and click DONE.



**CREATE GOAL**

Select a Goal Input/Output. <sup>?</sup>  
Select one, provide any additional information and click CONTINUE.

Goal Type:

- Select a Goal Input/Output
- 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
- None (No Input/Output for This Goal)



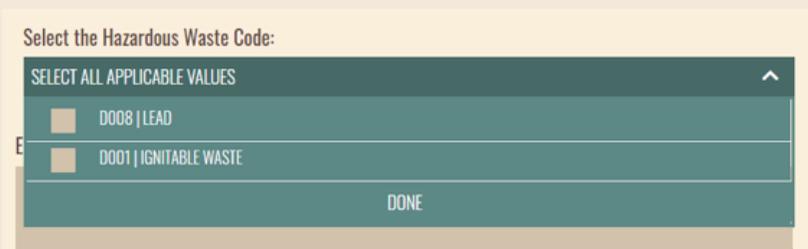
**CREATE GOAL**

**Provide Goal Information**  
Provide any additional information and click CONTINUE.

Goal Type: Relevant to Selected Hazardous Waste Codes

Select the Hazardous Waste Code:

Enter a Detailed Description of Your Hazardous Waste Codes:

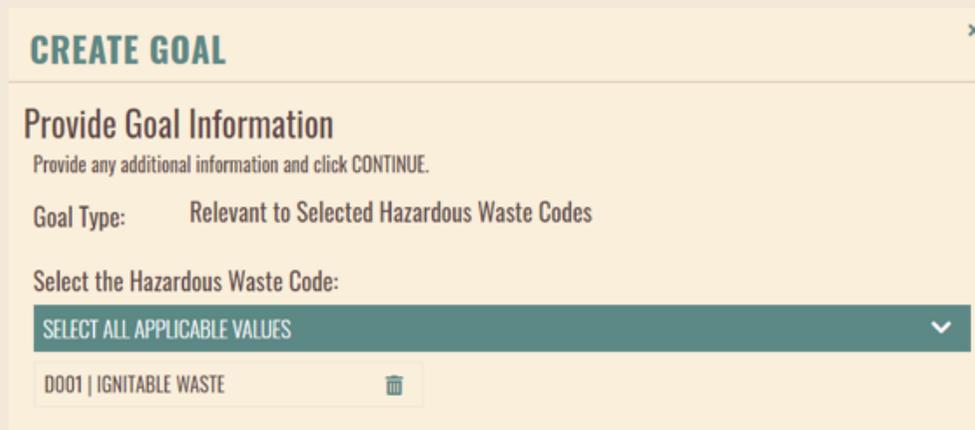


Select the Hazardous Waste Code:

- D008 | LEAD
- D001 | IGNITABLE WASTE

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- After values are chosen they will appear listed below the drop-down bar. You can delete an added goal type by clicking the trash icon. Click CONTINUE.



**CREATE GOAL** [Close]

**Provide Goal Information**  
Provide any additional information and click CONTINUE.

Goal Type: Relevant to Selected Hazardous Waste Codes

Select the Hazardous Waste Code:

SELECT ALL APPLICABLE VALUES [Dropdown Arrow]

D001 | IGNITABLE WASTE [Trash Icon]

- Check the box to the left of the facility's name to select the proper facility. If facilities or processes appear to be missing, click BACK to review the previous page and edit your process to include the missing information.



**CREATE GOAL** [Close]

**Select all applicable facilities and process** [Help Icon]

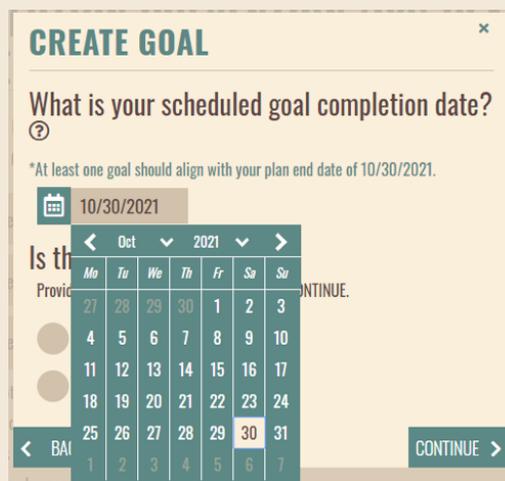
Provide the following information and click CONTINUE.

FACILITY NAME	PROCESS NAME
<input type="checkbox"/> ADEQ BUILDING	TEST PROCESS

[BACK] [CONTINUE]

## Step 2: Assign Goal Completion Date and Measurability

- Your goal completion date defaults to your P2 Plan end date. At least one goal must coincide with this end date. If desired, click the calendar icon to select a different goal completion date. In order to extend the date, you must return to your dashboard and amend your P2 Plan end date further into the future.



**CREATE GOAL** [Close]

**What is your scheduled goal completion date?** [Help Icon]

\*At least one goal should align with your plan end date of 10/30/2021.

10/30/2021 [Calendar Icon]

Is th [Help Icon]

Provid [Help Icon]

NTINUE.

Mo	Tu	We	Th	Fr	Sa	Su
27	28	29	30	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31
1	2	3	4	5	6	7

[BACK] [CONTINUE]

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- Click Yes or No to answer whether your goal is measurable. Keep in mind, inputs and outputs for your facility (such as hazardous waste, electricity, water, solid waste, etc.) may already be tracked through manifests, monthly bills, or other fees.

**CREATE GOAL**

What is your scheduled goal completion date?<sup>?</sup>  
\*At least one goal should align with your plan end date of 10/30/2021.

Is this goal measurable?<sup>?</sup>  
Provide the following information and click CONTINUE.

Yes  
 No

- If you select Yes, enter your goal reduction percentage, or your target for how much you would like to reduce the selected input or output. For example, entering "10" next to Percent Amount indicates that the goal is to reduce the input or output by 10%.
- Having a goal reduction percentage is not required. If you do not have one associated with your goal, select No and click CONTINUE.
- Baseline Year and Quantity are used to calculate reductions. Any usage or generation is compared against the Baseline Year and Quantity to calculate how much was reduced.

Is this goal measurable?<sup>?</sup>  
Provide the following information and click CONTINUE.

Yes

Do you have a goal reduction percentage for this hazardous waste code?  
 Yes

Percent Amount:

Baseline Year:<sup>?</sup>

Baseline Quantity:

Describe the actions you will take to achieve this goal.<sup>?</sup>  
\*Describe necessary plan actions for each year.

No

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- Describe the actions you will take to achieve the goal, outlining what will be accomplished each year. Longer goals with time frames of 3 or more years will be rejected if they do not include year-by-year details.
- You may find it beneficial to also include what will be reported on for this goal in your Annual Progress Report (APR) due by July 1.

**Do you have a goal reduction percentage for this hazardous waste code?**

Yes

No

Baseline Year:

Baseline Quantity:

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

2020: Implement process improvements  
2021: Track process improvements and make any necessary adjustments  
Updates on progress will be given on Annual Progress Report

- Click CONTINUE to finish and view your goal on the goal page.
- If your goal is not measurable you must provide an explanation using as much helpful information as possible to illustrate the situation. This may apply for goals that have a single deliverable, like implementing an environmental management system at the facility, or creating a Green Team.

**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