



# Pollution Prevention (P2) Plan

**For faster processing, it is preferred that you email your completed plan.**

Send the completed plan to your assigned reviewer listed below. If you do not know your assigned reviewer, or you do not know your P2 ID number, send an email to either of the staff members and one of them will respond with that information.

**Jeanine Inman**  
[ji1@azdeq.gov](mailto:ji1@azdeq.gov)

or

**Linneth Lopez**  
[lal@azdeq.gov](mailto:lal@azdeq.gov)

**Before you begin to complete this plan, first determine the type of plan required.** Please use the information below to determine the type of plan you are submitting and check that box. One plan may be submitted to cover more than one facility. Please note that multiple goals in any category require you to fill out multiple Section 4s, and may also require a new Section 3. If you are reviewing a new process (Section 3) and additional goals are developed, then attach a Goal Sheet (Section 4) for each goal. If you need help determining what option to select, please contact P2 staff.

## How many facilities will be covered by this plan?

**Single Facility, Single Goal** (One location, one goal) – Fill out P2 Plan Sections 1, 2, 3, 4, 5 and 6.

**Single Facility, Multiple Goals** (One location, more than one goal) – Fill out P2 Plan Sections 1, 2, 3, 4, 5 and 6.” Include Section 3s for additional process areas and a Section 4 for each new goal.

**Multiple Facilities, Non-Umbrella** (Different locations and different sets of goals) – Fill out Sections 1, 5 and 6 once. Fill out Sections 2, 3 and 4 for EACH location. Include Section 3s for additional process areas and a Section 4 for each new goal.

**Umbrella Plan with Multiple Facilities, Same Goals** (Different locations, all locations have same goals) – Fill out Sections 1, 5 and 6 once, and Section 2 for EACH location. Include Section 3s for additional process areas and a Section 4 for each new goal.

**Umbrella Plan with Multiple Facilities, Different Goals** (Different locations, all with different goals) – Fill out Sections 1, 5 and 6 once, and Section 2 for EACH location. Include Section 3s for additional process areas and a Section 4 for each new goal.

## Below are the links for the various templates:

“P2 Plan Cover Page and Instructions and Sections 1, 2, 3, 4, 5, and 6” (complete set with instructions)

“P2 Plan Section 1 Only”

“P2 Plan Section 2 Only”

“P2 Plan Section 3 Only”

“P2 Plan Section 4 Only”

“P2 Plan Section 5 Only”

“P2 Plan Section 6 Only”

## After completing all of the pieces of your plan for each location:

Email all of the Sections in the proper sequence for each plan that you are submitting (only include one copy of the cover/instruction page). Ensure Section 1 is hand signed by the Senior Management Official. Alternatively, you may mail the plan documents to the address shown below.

**ADEQ Permits Section**  
**Sustainability Programs Unit, Attn: *(Insert Name of Reviewer)***  
**1110 W. Washington St.**  
**Phoenix, AZ 85007**