All-Hazards Waste Management Planning Tool (AHWMPT) User's Guide
Step-by-Step Instructions

Home Page

- After logging into the tool, you will see three selections on the home page – Start a Plan, My Plans, and Resources.
  - Under **Start a Plan**, you may create a new waste/debris management plan.
  - Under **My Plans**, you may view your existing plans and plans shared with you.
  - Under **Resources**, you can find additional waste management planning resources.
- If you do not yet have access to the tool, click the "Request" button for instructions on how to request access. Please allow a couple of days for EPA staff to manually approve the request, as the process is not automatic.

Start a Plan

- On the home page, click the "Start" button to start creating a waste/debris managment plan.

Chapter 1: Plan Overview

- The Plan Overview page is the first page seen after clicking "Start" under "Start a Plan." This page can also be accessed by clicking the "Start a Plan" tab available at the top of any page except the home page.
- This page is where you will begin creating your waste/debris management plan.
- When you start a new plan, a callout bubble will appear at the top of the screen. By clicking "Next", you can follow along with a guided tour of the website describing how to enter data or you can exit the tour by selecting "Skip tour".
- Features of the Tool seen on this page:
  - On the left-hand side of the page, there is a navigation menu where you can navigate to other sections or "chapters" of the plan. **You cannot navigate to another chapter until you enter a Plan Title and click save at the bottom of the screen.** Once you enter a Plan Title and save, you may work on any chapter in any order.
  - Next to some fields, there is a question mark icon. Click this icon to view information about the field. These question mark icons are found throughout the tool to provide guidance on what kind of information you may want to enter.
  - Some fields are pre-populated with italicized language to provide a template or starting point for your waste/debris management plan. Once you edit these fields, the content will become non-italicized. The italicized text is intended as a starting point; you are encouraged to customize the content to your community.
  - All text fields throughout the tool can be resized by dragging the bottom right corner of the field.
  - For each chapter of the plan, you may also upload file attachments. Select the box and choose a file to upload. A popup will appear confirming that the selected file does not contain any Personally Identifiable Information or Confidential Business Information. If

you upload an attachment, you must also provide a brief description of the file. This brief description is used to reference the file throughout the tool.
    - You may have as many files as you would like in each chapter of the plan.
    - The application only allows certain file types, and if you upload a file type that is not allowed, an error message will display.
  - For all tables throughout this application, you may add new rows by selecting the "Add Row" button. You can delete table rows by selecting the trashcan icon under the Delete column. Some additional fields for each table record are available by clicking the plus icon. Click the minus icon to hide these fields again.
- Navigate to the next chapter by clicking "Save and Continue" at the bottom of the page.
- You may work on any chapter in any order by clicking the chapter name in the navigation menu on the left-hand side of the page. If the information on the current page was not saved, a popup will appear prompting you to save or discard the changes.

Chapter 2: Material and Waste Streams

- The Material and Waste Streams page provides two methods to estimate debris quantities. Regardless of which method is selected, you may manually add and remove material and waste streams and edit their quantity estimates after selecting the method. This list is not meant to describe everything that may be generated by an incident.
  - First Method: EPA's Waste Materials Estimator (WME) Tool will generate estimates for material and waste streams identified by the tool based on user-selected structure types and outdoor space.
  - Second Method: The user-defined method allows you to manually select possible material and waste streams.
- To use the Waste Materials Estimator:
  - Answer the two questions about whether the plan should include material/waste from open spaces and debris from marine vessels. If "Yes" is selected, enter a value in miles for that area.
  - Then you can select structure types in the table by clicking the dropdown or typing to filter the dropdown. Enter a quantity.
  - Click "Generate Estimates" to view the estimates for all the structures. Please note that these estimates are not exhaustive and only provide a finite collection of material and waste streams.
  - Click the material/waste category name to view information about each type of material/waste stream.
  - Select the checkboxes on the side of each category to include the material/waste stream in your waste/debris management plan or select "Include All" at the top. Click "Add Waste Streams to My Plan."
- For both methods, you can modify the details for each material/waste stream, such as the forecasted (i.e., estimated) quantity, by expanding each category. To expand a category, click the plus sign to the right of the material/waste stream name. (The plus sign is aligned with the right side of the screen.) Once the category is expanded, you may also enter additional information about the material/waste stream, such as the regulatory status, for each individual material/waste stream.

Chapter 3: Characteristics, Sampling, and Analysis

- The Characteristics, Sampling and Analysis page provides a space to describe the types of analyses that may be needed to characterize the material/waste streams.
- It is important to sample and determine whether the waste is hazardous under the Resource Conservation and Recovery Act and if the waste meets the acceptance criteria for the management facility.
- You can select the analytes you expect to sample for. Multiple analytes can be selected. For each analyte you select, you can provide some additional information related to sampling.
- You can also identify specific labs for sampling and analysis in the table.

Chapter 4: Management Strategies and Sites

- On the Management Strategies and Sites page, you can enter information about how materials and wastes will be collected and how they will be managed prior to their final destinations.
- Under "Material/Waste Staging and Storage," you can enter information about temporary staging locations. Select the question mark icon to view some considerations when selecting a staging site. In the table, you can identify specific staging and storage locations.
- The same can be done for "Equipment Staging and Storage," "Decontamination and Treatment Stations," and "Waste Origins Not Elsewhere Classified."

Chapter 5: Management Facilities

- On the Management Facilities page, you can search for and provide information about specific waste management facilities in your area.
- It is important to look for and communicate with facilities prior to an incident to confirm that the facility can and will accept the material/waste. We recommend establishing relationships with multiple facilities for handling materials and wastes. You may also want to consider selecting some facilities outside your region in case the disaster impacted nearby facilities. This information can be used by the decision maker during an incident to make selections.
- Zip code information is requested and, if entered, will be used to calculate straight line distance from the incident to the facility, where this information is available.
- You can search for multiple types of facilities by clicking on the dropdown and selecting multiple options. A table of facilities matching your search criteria will appear under "Select Facilities."
- Use the checkboxes to select facilities and then click "Add Facilities to My Plan" to add the selected facilities to the waste/debris management plan.
- You can click the blue plus icon next to each facility name to view and add additional information about that facility, such as whether you have a pre-negotiated contract with them, their waste acceptance criteria, financial status, and other facility information. These fields are provided in order to help you with identifying information that you may need for your waste/debris management plan.
- If you would like to remove a facility from the table, select the trashcan icon at the end of the table row. A popup will appear confirming that you would like to remove the facility.

Chapter 6: Transportation

- The Transportation page can be used to enter any details related to logistical considerations, routes, and specific haulers that you may be interested in using. You can click the question mark

icon to view additional guidance about the type of information you may want to enter in each text field.
- In the table, you can enter the names of specific haulers that you would like to use in your waste/debris management plan. If you know the type of material/waste that each hauler is permitted to haul, you can select the type of material/waste under "Wastes Permitted to Handle." You can add multiple types of materials/wastes for each hauler.

Chapter 7: Tracking and Reporting

- The Tracking and Reporting page uses information entered in other chapters, such as the Management Strategies and Sites, Management Facilities, and Transportation pages, to show how materials and wastes are transferred from site to site and managed from cradle to grave.
- While we encourage you to use this function of the tool, you may already have a different system for tracking materials/wastes. The page provides text fields for you to provide a link to or a description of that system, as well as other tracking and reporting information.

Chapter 8: Community Outreach

- The Community Outreach page is a space for you to record your community outreach strategy and activities, such as special training and public safety information for facility personnel, people who choose not to evacuate their homes, responders, and volunteers.
- In the table, you can add contact information for community groups and organizations.

Chapter 9: Resource Summary

- On the Resource Summary page, you can enter an inventory of resources and resource needs. The page is broken out into several sections: equipment, staff, packaging materials, PPE, mutual aid agreements, pre-negotiated contracts, specialized experts and technical assistance, and other resources.
- Each section contains three text fields where information can be entered on what you have to respond to the event, what you need to respond to the event, and how you can meet any additional needs.

Attachments

- On The Attachments page, you can upload attachments to each chapter of the plan.

My Plans

- On the home page, click the "Manage" button to access your saved plans and plans that have been shared with you. The My Plans page can also be accessed by clicking the tab available at the top of any page except the home page.
- Instructions and information on how to manage your plan are available at the top of the page. From this page, you can share your plan with others, copy, edit, and delete a plan, and download a plan as a Microsoft Word file.
- For example, by clicking the blue lock icon, you can manage access to the plan by clicking "Add User for this Plan" and entering the email address of the person with whom you would like to share the plan. To designate the type of access you want that user to have, select a role from the dropdown menu. Selecting "Editor" in the dropdown menu will allow that user to edit, copy,

download, and share the plan with others, while selecting “Read-Only” will allow that user to only copy and download the plan. Click “Save Changes” to share the plan with the user.
- If the email address you entered to share the plan is not associated with an existing account in the tool, then the tool will not allow you to save and an error message will display. You can update the email address to one associated with an existing user and save again, or you can contact the person separately to request that they become a registered user. The tool will not generate such a notification.
- Note that plans are living documents and should be reviewed and updated on a regular basis. When you download a plan, the plan will be exported to Microsoft Word. Once downloaded, you may make changes to the Word document; however, we recommend making all changes within the tool itself for continuity and version control.

Resources

- On the home page, click the “Go” button under “Resources” to learn about additional waste management planning resources. The Resources page can also be accessed by clicking the tab available at the top of any page except the home page.
- The Resources page provides links to additional EPA tools and guidance that may be helpful when creating a waste/debris management plan. More resources will be added over time.

Contact Us

- If you have any questions about waste/debris management or the All-Hazards Waste Management Planning Tool, click “Contact Us” on the top right of each page.

.