

## All Hazards Waste Management Planning Tool – Quick Start

### Notes to Tool Users

Thank you for trying out our “Quickstart” Waste Management Planning (WMP) Tool. Below are instructions for accessing the Tool, some notes on the various sections of the Tool, and some known issues.

#### Comment request:

As this is a beta release, we welcome your comments on this Tool, particularly on the contents, suggested “boilerplate” language, any bugs or potential improvements to existing functionality or usability, and suggestions for additional features to include in future updates of the Quickstart, or of a fully featured Tool, which is still under development.

We are also interested in any data you may have or know of which would allow us to calculate estimated volumes for the waste streams that currently have no available data in the Tool.

Please send comments or other input to [Tschursin.anna@epa.gov](mailto:Tschursin.anna@epa.gov) (please include “WMP Tool Comments” in the subject line).

#### How to access the tool:

The tool can be accessed at <https://wasteplan.epa.gov>.

The initial screen will have an introduction, a link to a video (not live yet), a “forgot password” link, a “log in” button, and a “create account” button.

If you have an account on the EPA network, you may click on “log in.”

If you do not have an EPA email address, please register for an account using the link on this page. You will then be notified once your request is approved.

#### Start a New Plan

To start a new plan, click the ‘Start’ button under the Quickstart menu heading on the Home Screen and click ‘Start a New Plan’ on the following screen.

By default, the most recently modified plan you are associated with will be available if you choose not to start a new plan. This can be accessed by clicking any link on the left margin.

#### General

Information entered on all pages will not be saved until either the ‘Save and Continue’ or ‘Save and Back’ buttons are selected. These will be available at the bottom of every page.

Criteria in the general text fields (e.g., Federal Regulatory Requirements, Sampling, Minimization, Collection) that is pre-populated will not be saved until users click the Save button on each screen.

## Materials and Waste Streams Screen

A listing of all waste streams is available on this screen for selection. Hovering your mouse cursor over each category will give you a description of that category; however, no descriptions have been developed for the categories yet so the pop-up boxes are blank.

## Waste Quantities Screen

This screen will be auto-populated with values for the waste streams selected on the Materials and Waste Streams screen. Values in the Quantity Range fields will be calculated based on the Quickstart Wastes and Quantities spreadsheet. Each waste stream has its own unique set of calculations based on each scenario type.

Several waste streams under the 'Common Wastes' category have no estimates and are marked with asterisks; you may enter estimates developed outside of the Tool.

## Word Document

The Word document is set up to mimic what is on all screens in the WMP system. You can access the Word document by either clicking the 'Download Checklist' button on the 'Save and Print' screen or clicking the 'Word' button for the applicable WMP record on the 'Manage WMPs' screen.

## Manage WMP

Users can open and view all WMPs they have either created or have been given access to by clicking the Manage WMP page at the top of the screen.

Clicking the 'Manage Users' button next to any WMP record enables a user to grant access of their WMPs to other system users.

## Library

Library provides links or downloads of guidance and resources related to the development of WMPs. We welcome submission of any publicly available links or documents that you may know of which are not yet included. Submit suggestions to [Tschursin.anna@epa.gov](mailto:Tschursin.anna@epa.gov).