

<b>MAQIP Key Components Checklist – Short Version*</b>
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1. **Goals.** Does the plan set clear, quantitative goals and timelines, and commit to meeting them?
  - a. Does the plan define clear quantitative goals (emissions, risk, dates)?
  - b. Is there a clear commitment to meet the goals?
2. **Strategies.** Does the plan clearly define how the goals will be met?
  - a. Does the plan clearly define what specific measures\*\* will be implemented to meet the goals?
  - b. Does the plan clearly define strategies / measures for each sector of Port activity, and for new projects?
  - c. Does the plan define the process in which additional measures will be considered and incorporated in the future? (What will trigger consideration of additional measures; what criteria will be used; who will decide?)
  - d. Does the plan include a technical demonstration that the strategies will attain the goals, including a projection of emissions reductions that come about as a result of implementing the measures adopted in the plan?
3. **Implementation**
  - a. Does the plan clearly describe how each strategy will be implemented)?
4. **Tracking, monitoring and reporting.**
  - a. Measures: Does the plan define how implementation of each measure will be tracked, including:
    - ✓ What recordkeeping will be required?
    - ✓ What indicators of compliance and progress will be required?
    - ✓ Who will do this, and what are the key compliance dates?
  - b. Tracking: Does the plan clearly define how progress towards, and attainment of, the goals will be tracked? (What indicators are tracked, reported to whom, when?)
  - c. Plan revision / adaptive management: Does the plan describe adaptive management measures and what corrective actions will be taken should there be a shortfall in progress? (How will the plan be revised, by whom, on what timeline? What are the consequences for failure to meet the goals, or failure to correct the plan?)
  - d. Plan budget: Does the plan include estimates of adopting plan strategies and measures, and lay out strategies for generating sufficient income / revenue to fund the plan?
5. **Enforcement.**

Does the plan clearly spell out, for each measure, the enforcement responsibilities and mechanisms? (Who will oversee and determine whether each measure is being complied with? Who has enforcement and penalty authority?)

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\* The reader/reviewer of the plan should be able to say where in the plan each of the questions are answered. If the answers are located in other documents, how are those documents referenced/incorporated in the plan?

\*\* The terms “strategies” as used here is interchangeable with “measures”, and are applicable to specific sources, source categories, or new projects.