



Maricopa County Air Quality Department

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Maricopa.gov/AQ

Submitting Compliance Reports

Periodic Reports

MACT Notifications

Excess Emissions Reports

Operations and Maintenance Plans

Dust Control Plans

Other Compliance Reports

Maricopa County Air Quality Department

August 2022

Submitting a Compliance Report

Step 1

Log in to your [Shared CROMERR Services](#) (SCS) account and select the organization you are submitting a report for. Select **Visit**.

The screenshot shows the EPA SCS Dashboard. At the top, it says "EPA United States Environmental Protection Agency" and "Logged in as STEPHANIE WHITNEY (Log out)". Below the navigation bar, there's a "Program Services" section with a table:

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Impact test	Visit
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Maricopa County Air Quality Department	Visit
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Test Organization 1	Visit

Below the table, it says "Showing 1 to 3 of 3 rows". To the right, there's a "Notifications" section with a "(More)" link and the text "No notifications".

Step 2

On the Facility Selector screen, select the **Facility ID** of the organization you are submitting a report for.

The screenshot shows the "IMPACT Facility Selector" screen. At the top, it says "Version 11.0 | Build ID: 24.3.0" and "Welcome Stephanie.Whitney". Below that, there's "Account Information" with the following details:

- Name: Stephanie.Whitney
- Company Name: Maricopa County Air Quality Department
- CROMERR Company Id: 144430
- Access: Certifier

Below that, there's a "Choose Facility" section with instructions: "To manage a facility, select its Facility ID from the following list of authorized facilities. To return to the facility selector from another page, press the Facility Selector link in the top right corner." Below the instructions is a table of facilities:

Facility ID	Facility Name	Operating	Facility Class	Facility Type	County	Lat/Long
F006335	AQ Test	Operating	Minor	Composite Materials Manufacturing	Maricopa	33.41190/-112.07345
F006336	BA Test	Operating	Minor	Chrome Anodizing	Maricopa	33.47020/-112.07374
F006338	Test Facility 3	Operating	Minor	Crematory	Maricopa	33.49204/-112.07419
F006340	Facility 4	Operating	Minor	Polystyrene Expansion And Molding	Maricopa	33.47057/-112.07384
F006343	D&A Reconstruction, LLC	Operating	Minor	Composite Materials Manufacturing	Maricopa	33.31069/-111.97826

Below the table, there are buttons for "Printable view" and "Export to excel". Below that, there's a "Facility Creation Requests" section with buttons for "Request creation of a new facility" and "Show Offset Tracking Information".

Step 3

Under New Tasks, select **Create a Compliance Report**.

Facility Information

Facility ID: F006336	Facility Name: BA Test	County: Maricopa
Facility Type: Chrome Anodizing	Company Name: Maricopa County Air Quality Department	
Physical Address: 2025 N Central Ave	City: Phoenix	
Lat/Long: 33.47020/-112.07374	PLSS: S32-T2N-R3E	

In Progress Tasks

Select	Task Type	Task Description	Dependent on Task	Created Date	User Name
<input type="button" value="Delete selected task(s)"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>					

New Tasks
Select from the lists below to create a new task

Facility Management

-
-
-

Emissions Reporting

-

Permitting

-
-

Compliance Reporting

-

Step 4

A dialogue box will appear. Select **Create Report**.

Submit New Report - Google Chrome

airimpact.stage.maricopa.gov/_ADFv_...jsf?_afPfm=1&t=fred&_vir=/compliance/newC...

Report Type: Compliance Report ▼

* **Category:** TDD ▼

Step 5

On the new page, select **Edit**.

Facility ID: F042829	Facility Type: Chrome Plating	Report Status: Draft
Facility Name: Test facility 1	Report ID: CRPT003994	
Facility Class: Minor	Report Type: Compliance Report	

Report Category

Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)

Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.

Is this a Performance Test Result? :

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
<div style="display: flex; justify-content: center; gap: 10px;"> Add Printable view Export to excel </div>						

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Edit
Validate

Download/Print
Download/Print Trade Secret Version

Step 6

The next screen will look identical, but you will be able to enter information/text under “Description, Reporting Period and/or Date(s)”. Next, select **Is this a Performance Test Result** dropdown and select **No**. Then select **Add** to upload your attachment(s).

Facility ID: F042829	Facility Type: Chrome Plating	Report Status: Draft
Facility Name: Test facility 1	Report ID: CRPT003994	
Facility Class: Minor	Report Type: Compliance Report	

Report Category

Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)

Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.

Is this a Performance Test Result? : No

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
<div style="display: flex; justify-content: center; gap: 10px;"> Add Printable view Export to excel </div>						

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Save
Cancel

Step 7

Enter a short Description (for example, “Jan-Jun 2019 Semi-Annual Report”) and select **Choose File** to attach and upload your document, then select **Apply**. Most file types are accepted, including but not limited to .doc, .docx, .pdf, .xls, .xlsx, .jpg, and .png. Please do not upload zipped folders (.zip).

Do not attach any facility claimed confidential attachments

* Attachment Type :

* Description :

* Public File to Upload : No file chosen

Step 8

Once back on the Compliance Report Detail page, verify the information that you have entered and select **Save**.

Version 11.0 | Build ID: 24.3.0
 Welcome Stephanie Whitney [Facility Selector](#) [SCS Dashboard](#)

[IMPACT Home](#) [Task - Compliance Report \(28\)](#)

Compliance Report Detail

[Task - Compliance Report \(28\)](#) >

Information
 The attachment has been added to the compliance report.

Compliance Report Detail

Facility ID: F006336	Facility Type: Chrome Anodizing	Report Status: Draft
Facility Name: BA Test	Report ID: CRPT000028	
Facility Class: Minor	Report Type: Compliance Report	

Report Category
 Category: TBD
Category will be determined by AOD after the report is submitted.

Description, Reporting Period and/or Date(s)
 Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.
 Semi-annual report for January-June 2019.

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
1395	Other	report	None Provided	N/A	User, Portal	10/18/2019

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

[IMPACT Home](#) | [Task - Compliance Report \(28\)](#) | [Facility Selector](#) | [SCS Dashboard](#)

Step 9
Select **Validate**.

Compliance Report Detail

Task - Compliance Report (28) >

Compliance Report Detail

Facility ID: F006336 Facility Type: Chrome Anodizing Report Status: Draft
 Facility Name: BA Test Report ID: CRPT000028
 Facility Class: Minor Report Type: Compliance Report

▼ Report Category
 Category: TBD
Category will be determined by AQD after the report is submitted.

▼ Description, Reporting Period and/or Date(s)
 Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.
 Semi-annual report for January-June 2019.

▼ Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
1395	Other	report	None Provided	N/A	User, Portal	10/18/2019

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

[IMPACT Home](#) | [Task - Compliance Report \(28\)](#) | [Facility Selector](#) | [SCS Dashboard](#)

Step 10

If the Description, Reporting Period and/or Date(s) box is empty or there are no Attachments uploaded, a pop-up window will appear describing the missing information. If no issues are found, the screen will state that the validation was successful. Select **Submit**. Preparers can upload reports but cannot submit them. Certifiers can upload and/or submit reports.

Compliance Report Detail

Task - Compliance Report (28) >

Information

1. Validation Successful
2. Report is valid and ready to submit.

Compliance Report Detail

Facility ID: F006336 Facility Type: Chrome Anodizing Report Status: Draft
 Facility Name: BA Test Report ID: CRPT000028
 Facility Class: Minor Report Type: Compliance Report

▼ Report Category
 Category: TBD
Category will be determined by AQD after the report is submitted.

▼ Description, Reporting Period and/or Date(s)
 Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.
 Semi-annual report for January-June 2019.

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[IMPACT Home](#) | [Task - Compliance Report \(28\)](#) | [Facility Selector](#) | [SCS Dashboard](#)

Step 11

A series of pop-up windows will appear to confirm your submission and ask you to re-enter your password and answer one security question.

Confirmation box 1:

I am authorized by law to electronically sign and attest to the accuracy of this submission.

Confirmation box 2:

Are you sure you want to Submit the changes?

In accordance with {ADEQ} {Chapter xxx, Section xxx}, any application form, report, or compliance certification submitted pursuant to the {ADEQ} shall require certification by a responsible official of truth, accuracy, and completeness. By submitting this information, the responsible official is certifying the following:

I certify under penalty of law that, based on information and belief formed after reasonable inquiry, the statements and information in this submission are true, accurate, and complete.

Confirmation box 3:

Submission may take several minutes depending on the amount of data being processed.

Username: Stephanie.Whitney

* **Password:**

Security Question: What year and model (yyyy-name) was your first car?

* **Answer:**

Confirmation box 4:

Submit task completed successfully.

Step 12

If you wish to view your submission you can select **Compliance Reports** on the top menu.

Version 11.0.1 Build ID: 243.0
Welcome Stephanie Whitney

Facility Selector | SCS Dashboard

IMPACT Home

Tasks | Current Facility Inventory | Current Owner | Contacts | Applications | Emissions Inventories | Permits | Stack Tests | **Compliance Reports** | Inspection Reports | External References | Spatial Data | Invoices

IMPACT Home >

IMPACT Home

Facility Information

Facility ID: F006336 Facility Name: BA Test County: Maricopa
 Facility Type: Chrome Anodizing Company Name: Maricopa County Air Quality Department
 Physical Address: 2025 N Central Ave City: Phoenix
 Lat/Long: 33.47020/-112.07374 PLSS: S32-T2N-R3E

In Progress Tasks

Select Task Type	Task Description	Dependent on Task	Created Date	User Name
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New Tasks
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Facility Management

-
-
-

Permitting

-
-

Compliance Reporting

-

Emissions Reporting

-

IMPACT Home | Facility Selector | SCS Dashboard

On the Compliance Reports page, you can view the document you attached by clicking on the **Report ID** as well as check whether MCAQD has reviewed your report.

Version 11.0.1 Build ID: 243.0
Welcome Stephanie Whitney

Facility Selector | SCS Dashboard

IMPACT Home

Tasks | Current Facility Inventory | Current Owner | Contacts | Applications | Emissions Inventories | Permits | Stack Tests | **Compliance Reports** | Inspection Reports | External References | Spatial Data | Invoices

IMPACT Home >

Compliance Reports

Facility ID: F006336 Facility Name: BA Test County: Maricopa Version Start Date: 10/2/2019
 Facility Type: Chrome Anodizing Company Name: Maricopa County Air Quality Department Version End Date: Current

Report ID	AFS ID	Report Type	Category	Description	Received Date	Reviewed Date	Accepted	Report Status
CRPT000028		Compliance Report	TBD	Semi-annual report for January-June 2019.	10/18/2019		Not Yet Reviewed	Submitted

IMPACT Home | Facility Selector | SCS Dashboard

Please note: You cannot make a change to any information that has been submitted. If you need to correct a report that you have submitted, please contact AQCompliance@maricopa.gov for further instructions.