



Maricopa County Air Quality Department

Phone: (602) 506-7833

Email: [AQDImpact@maricopa.gov](mailto:AQDImpact@maricopa.gov)

[Maricopa.gov/AQ](http://Maricopa.gov/AQ)

# Submitting Compliance Reports

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**Periodic Reports**

**MACT Notifications**

**Excess Emissions Reports**

**Operations and Maintenance Plans**

**Dust Control Plans**

**Other Compliance Reports**

**Maricopa County Air Quality Department**

**January 2021**

# 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 'Dashboard' section with 'Program Services' and 'Notifications'. The 'Program Services' table lists three entries for MARICOPA, all with the role of 'Certifier'. The 'Action' column for each entry has a 'Visit' link. The 'Notifications' section shows 'No notifications' with a '(More)' link.

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Impact test	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Maricopa County Air Quality Department	<a href="#">Visit</a>
MARICOPA	IMPACT-MARICOPA-STAGING	Certifier	Test Organization 1	<a href="#">Visit</a>

## 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. It displays account information for Stephanie Whitney at Maricopa County Air Quality Department. Below this, there's a 'Choose Facility' section with a table of authorized facilities. The facility 'F006338' is highlighted with a red box. At the bottom, there are buttons for 'Request creation of a new facility' and 'Show Offset Tracking Information'.

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
<b>F006338</b>	<b>Test Facility 3</b>	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

### 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:	<a href="#">33.47020/-112.07374</a>	PLSS:	S32-T2N-R3E		

#### In Progress Tasks

Select Task Type	Task Description	Dependent on Task	Created Date	User Name
<a href="#">Delete selected task(s)</a> <a href="#">Printable view</a> <a href="#">Export to excel</a>				

#### New Tasks

Select from the lists below to create a new task

<b>Facility Management</b> <ul style="list-style-type: none"><li><a href="#">Make a change to the Facility Inventory</a></li><li><a href="#">Make a change to the Facility Inventory - clone another facility</a></li><li><a href="#">Make a change to the Facility Contact(s)</a></li></ul>	<b>Permitting</b> <ul style="list-style-type: none"><li><a href="#">Create an NTV Permit Application</a></li><li><a href="#">Create a Title V Permit Application</a></li></ul>
<b>Emissions Reporting</b> <ul style="list-style-type: none"><li><a href="#">Create an Emissions Inventory</a></li></ul>	<b>Compliance Reporting</b> <ul style="list-style-type: none"><li><a href="#">Create a Compliance Report</a></li></ul>

### 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: TSP

[Create Report](#) [Cancel](#)

### Step 5

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

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

**Information**  
 Successfully created new 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 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.

**Attachments**

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>						

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 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 **Add** to upload your attachment.

**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.

**Attachments**

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>						

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 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.

▼ 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 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:

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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:

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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:

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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
<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**      **Permitting**

       
     

**Emissions Reporting**      **Compliance 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](mailto:AQCompliance@maricopa.gov) for further instructions.