



Maricopa County Air Quality Department

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# Completing a Tanker Truck Certification (Vapor Decal) through the Dust and Miscellaneous Portal

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How to Submit a Test Notification and Decal Application

Maricopa County Air Quality Department

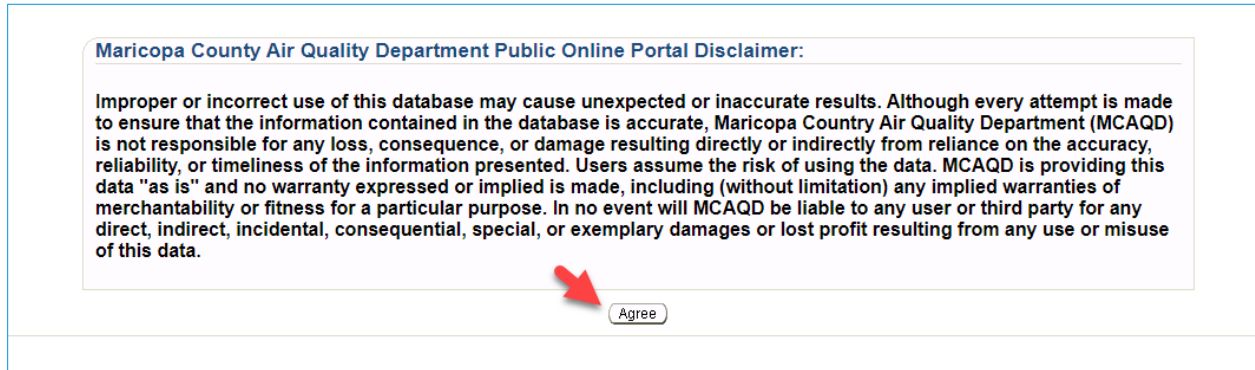
April 2021

## Table of Contents

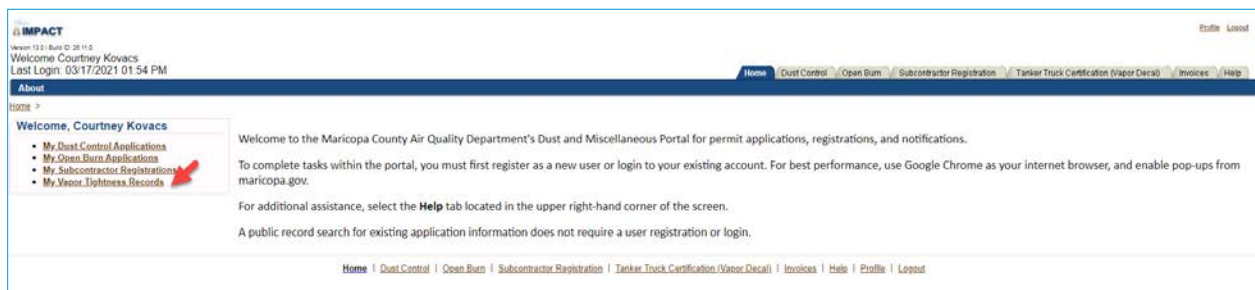
Navigating to the Tanker Truck Certification (Vapor Decal) Screen .....	2
Test Notification .....	3
Decal Application.....	6
Decal Application Payment.....	9

## Navigating to the Tanker Truck Certification (Vapor Decal) Screen

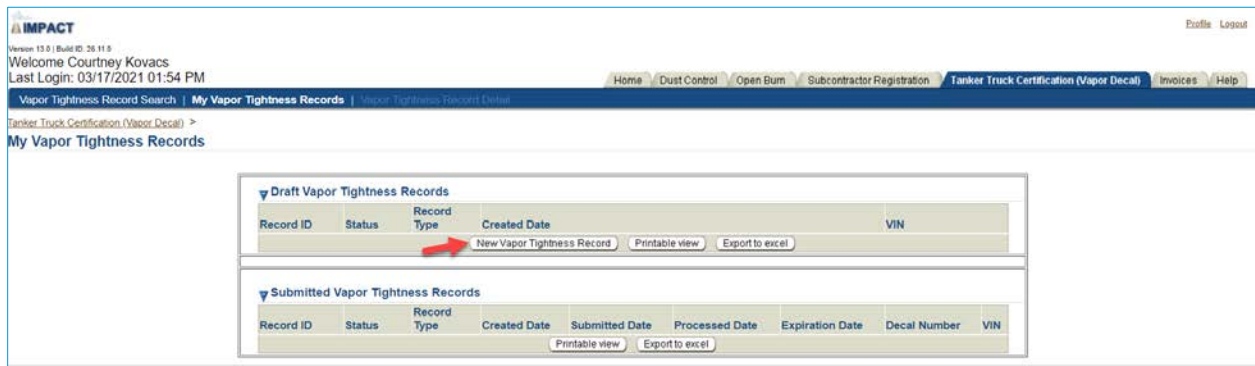
Begin by accessing the [Dust and Miscellaneous Portal](#). After reviewing the disclaimer, select **Agree**.



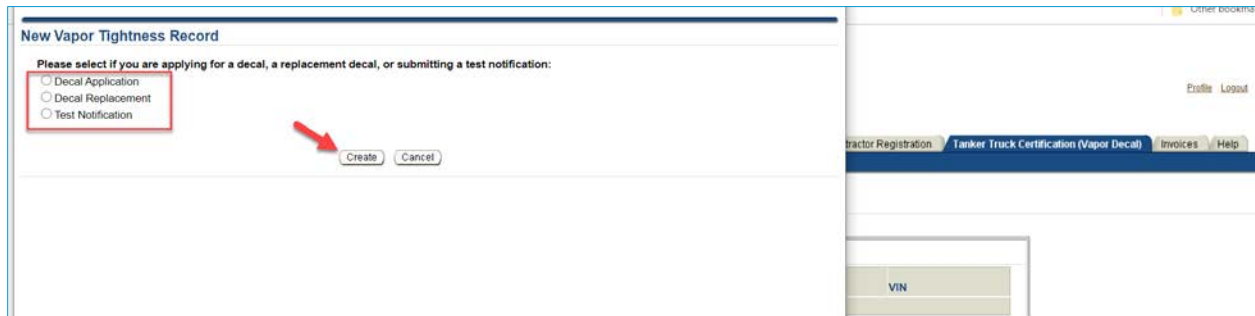
After logging in to your account, select **My Vapor Tightness Records**.



Next, select **New Vapor Tightness Record** from under the Draft Vapor Tightness Records.



A pop-up will appear, select the option you wish to complete and click **Create**.

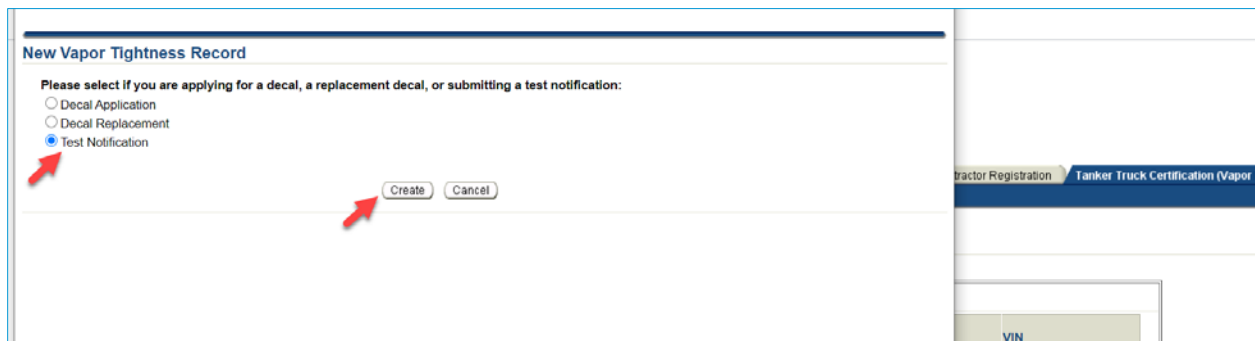


Proceed to steps below for a Test Notification.

[Proceed to page 6 for steps to complete a Decal Application.](#)

## Test Notification

Select the third option **Test Notification**, then select **Create**.



Complete all required fields in the Vapor Recovery Test Notification section. There are no required attachments for Test Notifications. When completed, select **Save**.

\* Tank Capacity: 54  
Gallons

\* Tank Type:  Tank Trailer  
 Tank Truck

\* Vehicle Identification Number (VIN): 3421414142

\* Unit Number: 12412141241

\* Testing Date and Time: 04/08/2021 10:37 AM

April 2021

Sun	Mon	Tue	Wed	Thu	Fri	Sat
28	29	30	31	1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	1

Test date can be no more than 3 days in the future.

▼ Attachments

Attachment ID	Attachment Type	Description
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>		
<input type="button" value="Save"/> <input type="button" value="Cancel"/>		

You will receive a confirmation message at the top of the screen stating the Test Notification was saved successfully. Review your Test Notification for accuracy, scroll to the bottom and select **Validate**.

Home | Dust Control | Open Burn | Subcontractor Registration | Tanker Truck Certification (Vapor Decal) | Invoices | Help

Vapor Tightness Record Search | My Vapor Tightness Records | Vapor Tightness Record Detail

Information

Save was successful. If you are ready to submit, please first validate by clicking on the Validate button.

Vapor Tightness Record Detail

Record Number: VAPOR000843      Status: Created      Submitted Date: 4/8/2021  
Record Type: Test Notification      Created Date: 4/8/2021      Expiration Date:

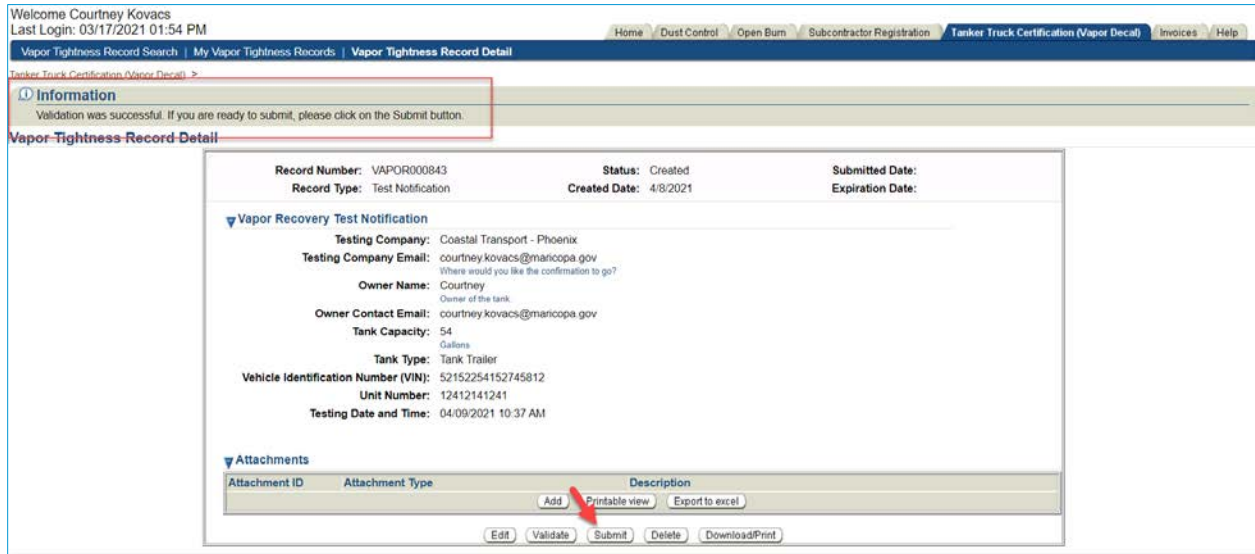
▼ Vapor Recovery Test Notification

Testing Company: Coastal Transport - Phoenix  
Testing Company Email: courtney.kovacs@maricopa.gov  
Where would you like the confirmation to go?  
Owner Name: Courtney  
Owner of the tank.  
Owner Contact Email: courtney.kovacs@maricopa.gov  
Tank Capacity: 54  
Gallons  
Tank Type: Tank Trailer  
Vehicle Identification Number (VIN): 52152254152745812  
Unit Number: 12412141241  
Testing Date and Time: 04/09/2021 10:37 AM

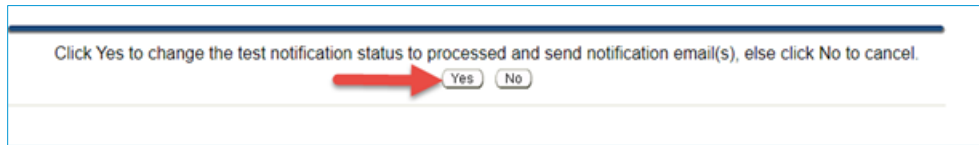
▼ Attachments

Attachment ID	Attachment Type	Description
<input type="button" value="Add"/> <input type="button" value="Printable view"/> <input type="button" value="Export to excel"/>		
<input type="button" value="Edit"/> <input type="button" value="Validate"/> <input type="button" value="Delete"/> <input type="button" value="Download/Print"/>		

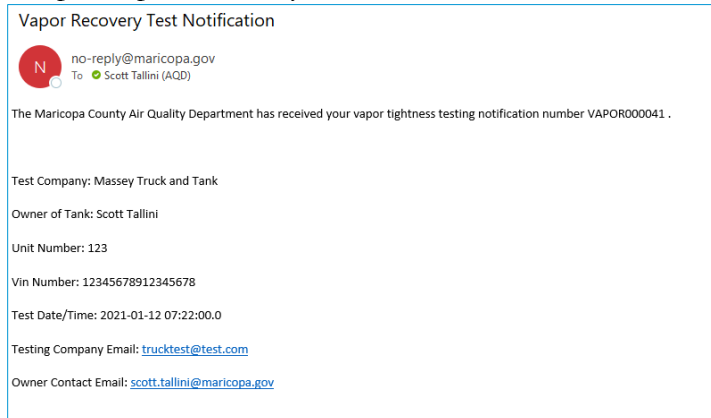
You will receive a confirmation message stating that the validation was successful. Scroll to the bottom of the screen and select **Submit**.



Select **Yes** to finalize your Test Notification. A confirmation email will be sent to the email address provided in your application.

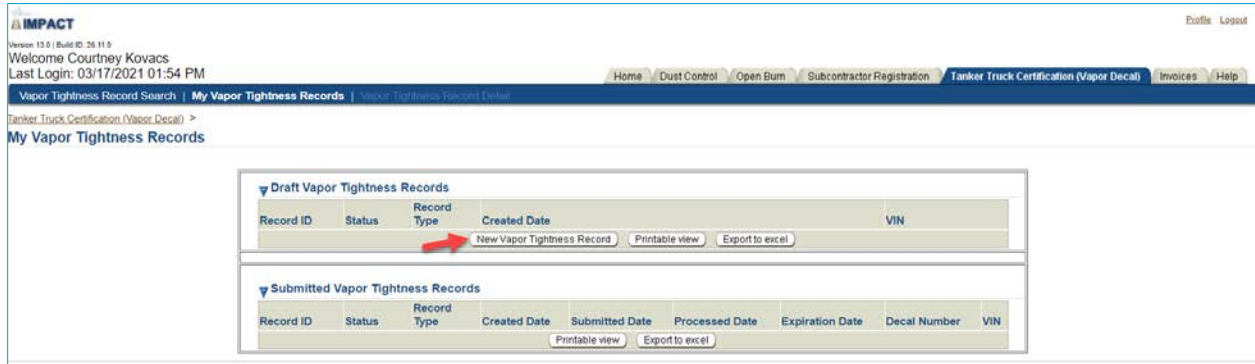


### Sample Vapor Recovery Confirmation Email

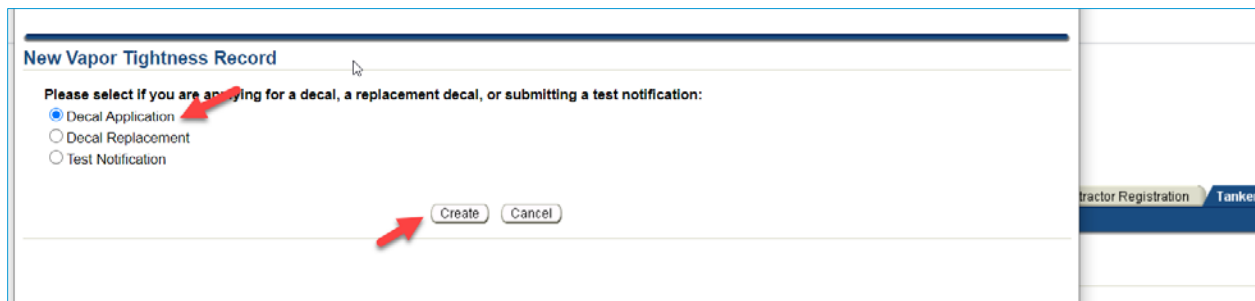


## Decal Application

To submit a Decal Application, select **New Vapor Tightness Record** under the Draft Vapor Tightness Record section.



A pop-up screen will appear. Select **Decal Application** and then **Create**.



Complete all required fields in the Vapor Recovery Test Notification section. A Vapor Tightness Checklist is a required attachment in order to submit the Decal Application, which may be submitted at the bottom of the screen under Attachments. Select **Add** to upload the appropriate file.

Scheduled Test #:

\* Was the testing done in Maricopa county?:  Yes  No

\* Testing Company:

\* Address 1:

Address 2:

Optional

\* City:

\* State:

\* Zip Code:

\* Email:

Pressure test @ 18 inches. Pressure change in 5 minutes: (not to exceed 1 inch)

\* Run 1:

\* Run 2:

Vapor Valve Loss Test @ 18 inches pressure change in 5 minutes: (not to exceed 5 inches)

\* Run 1:

Vacuum Test @ 6 inches. Vacuum change in 5 minutes: (not to exceed 1 inch)

\* Run 1:

\* Run 2:

▼ Attachments

Required Attachment: Vapor tightness certification checklist

Attachment ID	Attachment Type	Description

Add Printable view Export to excel

Save Cancel

Under Attachment Type, select **Vapor Tightness Certification Checklist**. Under Description, enter “Checklist” and upload the document. Select **Apply** to continue.

New Attachment - Google Chrome

dm.maricopa.gov/\_ADFv\_...jsf?\_afPfm=17&t=fred&\_vir=/doc\_attachments/editDocAttachm...

**Do not attach any facility claimed confidential attachments**

\* Attachment Type : Vapor tightness certification checklist

\* Description : Checklist

\* File to Upload : Choose File No file chosen

Apply Cancel

Welcome Courtney Kovacs  
Last Login: 03/17/2021 01:54 PM

Vapor Tightness Record Search | My Vapor Tightness Records | Vapor Tightness Record Detail

The attachment has now been added under Attachments; select **Save**.

▼ Attachments

Required Attachment: Vapor tightness certification checklist

Attachment ID	Attachment Type	Description
146541	Vapor tightness certification checklist	Checklist

Add Printable view Export to excel

Save Cancel



You will receive a confirmation message at the top of the screen indicating the application was saved successfully.

**IMPACT**  
 Version: 13.0 | Build ID: 26.11.9  
 Welcome Courtney Kovacs  
 Last Login: 03/17/2021 01:54 PM

Vapor Tightness Record Search | My Vapor Tightness Records | **Vapor Tightness Record Detail** | Home | Dust Control | Open Burn | Subcontractor Registration | Tanker Truck Certification (Vapor Decal) | Invoices | Help

Tanker Truck Certification (Vapor Decal) >

**Information**  
 Save was successful. If you are ready to submit, please first validate by clicking on the Validate button.

**Vapor Tightness Record Detail**

Record Number: VAPOR000846      Status: Created      Submitted Date:  
 Record Type: Decal Application      Created Date: 4/8/2021      Expiration Date:

**▼ Certification Type and Fee**  
 Type: Maricopa County Vapor Tightness Certification: Annual Decal  
 Fee: \$280.00  
The application fee is based on current date and the fee activity type: Fee schedule used: 2021 Fee Schedule (Effective Date: 01/01/2021)

**▼ Applicant Information**  
 Owner Name: courtney  
 Address 1: 3800 central  
 Address 2: Optional  
 City: phoenix

Review your application for accuracy, scroll to the bottom of the screen, and select **Validate**.

**Attachments**  
 Required Attachment: Vapor tightness certification checklist

Attachment ID	Attachment Type	Description
148541	Vapor tightness certification checklist	Checklist

Buttons: Add, Printable view, Export to excel, Edit, **Validate**, Delete, Download/Print

You will receive confirmation message at the top of the screen indicating the validation was successful.

**IMPACT**  
 Version: 13.0 | Build ID: 26.11.9  
 Welcome Courtney Kovacs  
 Last Login: 03/17/2021 01:54 PM

Vapor Tightness Record Search | My Vapor Tightness Records | **Vapor Tightness Record Detail** | Home | Dust Control | Open Burn | Subcontractor Registration | Tanker Truck Certification (Vapor Decal) | Invoices | Help

Tanker Truck Certification (Vapor Decal) >

**Information**  
 Validation was successful. If you are ready to submit, please click on the Submit button.

**Vapor Tightness Record Detail**

Record Number: VAPOR000846      Status: Created      Submitted Date:  
 Record Type: Decal Application      Created Date: 4/8/2021      Expiration Date:

**▼ Certification Type and Fee**  
 Type: Maricopa County Vapor Tightness Certification: Annual Decal  
 Fee: \$280.00  
The application fee is based on current date and the fee activity type: Fee schedule used: 2021 Fee Schedule (Effective Date: 01/01/2021)

**▼ Applicant Information**  
 Owner Name: courtney  
 Address 1: 3800 central  
 Address 2: Optional  
 City: phoenix  
 State: Arizona  
 Zip Code: 85012  
 Phone No.: (555) 212-5412  
 Email: courtney.kovacs@maricopa.gov

Finally, to submit the application, scroll to the bottom of the screen and select **Submit**.

Attachment ID	Attachment Type	Description
68162	Vapor tightness certification checklist	Checklist

Buttons: Add, Printable view, Export to excel

Buttons: Edit, Validate, Submit, Delete, Download/Print

Navigation: Home | Dust Control | Open Burn | Subcontractor Registration | Vapor Tightness | Invoices | Profile | Logout

## Decal Application Payment

A pop-up screen will appear describing the payment process. Applications submitted but not paid for within 30 days will be deleted. Select **Yes** to proceed to the payment portal.

**Caution:** the application fee is nonrefundable. Click Yes to submit application VAPOR000044 or No to cancel. You will be redirected to <https://paydirect.ca.link2gov.com/MCAQPaymentPortal> for paying the application fee. Credit Cards and Electronic Checks are accepted forms of payment on the portal. If you do not make the payment, MCAQD will not process this application until the application fee is paid in full. Applications that have been submitted but not paid will be deleted from the system after 30 days.

Buttons: Yes, No

Enter your payment information and select **Continue** to proceed.

Air Quality Department

Payment Entry

Payment Method: Credit or Debit Card

**Card Information**

Card Number: [text box]

Expiration Date: Month [dropdown] Year [dropdown]

Card Identification Code: [text box]

Logos: American Express, DISCOVER, Mastercard, VISA

**Billing Information**

Name: [text box]

Address: [text box]

City: [text box]

State: Arizona [dropdown]

Zip: [text box]

Phone: [text box]

Email: [text box]

Re-enter Email: [text box]

Buttons: Cancel, Continue

Review the information entered and select **Process Payment**.

MARICOPA COUNTY AZ FIS Biller Solutions

Air Quality Department

Payment Review

Invoice ID : IV011870  
Facility Name :  
Company Name :

Charge Type	Charge Description	Payment Amount
SCRFF	Subcontractor registration application fee	\$50.00
Payment Amount:		\$50.00

Card Information

Card Number \*5454  
Expiration Date 12/20  
Payment Type

Billing Information

Name Will  
Country US  
Address 3800 N Central Ave  
City Phoenix  
State AZ  
Zip 85012  
Phone (602) 506-8010  
Email william.adrian@maricopa.gov

Go Back/Edit Cancel Process Payment

A confirmation email will be sent to the email address provided on the payment screen. Once the payment is processed, you will be redirected to the disclaimer screen. Select **Agree**.

To view submitted Vapor Tightness Records, select **My Vapor Tightness Records** from the Home tab.

IMPACT Home | Dust Control | Open Burn | Subcontractor Registration | Tanker Truck Certification (Vapor Decal) | Invoices | Help

Welcome Courtney Kovacs  
Last Login: 03/17/2021 01:54 PM

Home >

Welcome, Courtney Kovacs

- My Dust Control Applications
- My Open Burn Applications
- My Subcontractor Registrations
- My Vapor Tightness Records

Welcome to the Maricopa County Air Quality Department's Dust and Miscellaneous Portal for permit applications, registrations, and notifications. To complete tasks within the portal, you must first register as a new user or login to your existing account. For best performance, use Google Chrome as your internet browser, and enable pop-ups from maricopa.gov.

For additional assistance, select the **Help** tab located in the upper right-hand corner of the screen.

A public record search for existing application information does not require a user registration or login.

Home | Dust Control | Open Burn | Subcontractor Registration | Tanker Truck Certification (Vapor Decal) | Invoices | Help | Profile | Logout

If you have any questions, please contact the department at 602-506-6010 or [AQPermits@maricopa.gov](mailto:AQPermits@maricopa.gov).