



Maricopa County Air Quality Department

Phone: (602) 506-7833

Email: AQDImpact@maricopa.gov

Maricopa.gov/AQ

Submitting a Virtual Inspection

How to submit a virtual inspection through the
AQD Online Portal

Maricopa County Air Quality Department

February 2021

Submitting a Virtual Inspection

Step 1

Once you have completed your applicable Virtual Inspection Records and Equipment Inventory form(s), log in to your [Shared CROMERR Services](#) (SCS) account and select the organization for which you are submitting a report. Select **Visit**.

The screenshot shows the SCS Dashboard interface. 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 a 'Program Services' table. The table has columns for Partner, Program Service, Role, Org, and Action. Three rows are visible, all with 'Visit' buttons highlighted in a blue box. To the right, there's a 'Notifications' section with '(More)' and 'No notifications'.

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

Step 2

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

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 the header, there's an 'Account Information' section with fields for Name, Company Name, CROMERR Company Id, and Access. Below that is a 'Choose Facility' section with a table of facilities. The facility 'F006338 Test Facility 3' is highlighted with a red box. At the bottom, there's a 'Facility Creation Requests' section with a button to 'Request creation of a new facility'.

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

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

-
-
-

Permitting

-
-

Emissions Reporting

-

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:

* Category:

Step 5

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

The screenshot shows the 'Compliance Report Detail' page. At the top, there is a navigation bar with 'Task - Compliance Report (28) >'. Below this is an 'Information' section with a message: 'Successfully created new Compliance Report.' The main content area is titled 'Compliance Report Detail' and contains several sections: 1. Metadata: Facility ID: F006336, Facility Name: BA Test, Facility Class: Minor, Facility Type: Chrome Anodizing, Report ID: CRPT000028, Report Type: Compliance Report, Report Status: Draft. 2. Report Category: Category: TBD. 3. Description, Reporting Period and/or Date(s): A text input field. 4. Attachments: A table with columns for Attachment ID, Attachment Type, Description, Trade Secret Document, Trade Secret Justification, Uploaded By, and Upload Date. Below the table are buttons for 'Add', 'Printable view', and 'Export to excel'. At the bottom of the attachments section, there are 'Edit' and 'Validate' buttons, with the 'Edit' button highlighted by a red box. At the very bottom of the page, there are 'Download/Print' and 'Download/Print Trade Secret Version' buttons. The footer contains navigation links: 'IMPACT Home | Task - Compliance Report (28) | Facility Selector | SCS Dashboard'.

Step 6

The next screen will look identical, but you will be able to fill information/text under Description, Reporting Period and/or Date(s). In this box, type “Virtual Inspection Record for Facility FXXXXXX” (insert your facility number).

This screenshot is identical to the one in Step 5, but the 'Description, Reporting Period and/or Date(s)' text input field is highlighted with a red box. The 'Edit' button is no longer highlighted. The 'Save' and 'Cancel' buttons are now visible at the bottom of the attachments section. The footer navigation links remain the same: 'IMPACT Home | Task - Compliance Report (28) | Facility Selector | SCS Dashboard'.

Step 7

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
<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 column.

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

Enter a short description and select **Choose File** to attach and upload your document, then select **Apply**. Descriptions of attachments can include “Fuel Burning Equipment Photos, Internal Combustion Engines Photos, Internal Combustion Engines Monthly Logs, 12 Month Rolling Records, Sulfur Content, SDS, etc.

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

After your document is uploaded, verify the information that you have entered on the Compliance Report Detail page 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 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 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 identifying the missing information. If no issues are found, the screen will state that the validation was successful. Select **Submit**. Note: 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

[Add](#) [Printable view](#) [Export to excel](#)

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

Edit Validate
Submit
Download/Print Download/Print Trade Secret Version

[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: 24.3.0
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 under the **Reviewed Date**.

Version 11.0.1 Build ID: 24.3.0
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.