



Maricopa County Air Quality Department

Phone: 602-506-6010

Email: AQPermits@maricopa.gov

Maricopa.gov/AQ

Submitting a Permit Renewal Application

How to submit a renewal application for your facility

Maricopa County Air Quality Department

September 2020

Step 1

Log in to your Shared CROMERR Services account (<https://encromerr.epa.gov>) and find the **Org** (company name) for which you will be submitting the renewal. Click **Visit**.

The screenshot shows the EPA SCS Dashboard. At the top, it says "EPA United States Environmental Protection Agency" and "Logged in as [user] (Log out)". Below the navigation bar, there's a "Program Services" section with a table. The table has columns for Partner, Program Service, Role, Org, and Action. One row is visible with Partner "MARICOPA", Program Service "IMPACT", Role "Admin", and Org "AQ Production Validation". The "Action" column for this row contains a "Visit" button, which is highlighted with a red box. To the right of the table, there's a "Notifications" section that says "No notifications".

Partner	Program Service	Role	Org	Action
MARICOPA	IMPACT	Admin	AQ Production Validation	Visit

Step 2

On the **Facility Selector** screen, select the **Facility ID** of the facility you wish to renew.

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 navigation bar, there's an "Account Information" section with details like "Name: Stephanie.Whitney", "Company Name: Maricopa County Air Quality Department", "CROMERR Company Id: 144430", and "Access: Certifier". Below that, there's a "Choose Facility" section with a table of facilities. The "Facility ID" column of this table is highlighted with a red box. Below the table, there are buttons for "Printable view" and "Export to excel". At the bottom, there's a "Facility Creation Requests" section with 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
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

From the **IMPACT Home** page, select **Create a NTV/ATO Permit Application**.

Major sources can apply for a permit by selecting **Create a Title V Permit Application**. If you are unsure which application to select, contact MCAQD's Business Assistance Office at 602-506-5102.

Version 11.0 | Build ID: 24.8.0
Welcome Stephanie Whitney

IMPACT Home | Task - Facility Contact Change | Task - Facility Inventory Change | Facility Selector | SCS Dashboard

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="radio"/> Facility Contact Change	Facility Contact Change	N/A	11/4/2019	Stephanie Whitney
<input type="radio"/> Facility Detail Change	Facility Inventory Change	Facility Contact Change	10/31/2019	Stephanie Whitney

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

<p>Facility Management</p> <p><input type="button" value="Make a change to the Facility Inventory"/></p> <p><input type="button" value="Make a change to the Facility Inventory - clone another facility"/></p> <p><input type="button" value="Make a change to the Facility Contact(s)"/></p>	<p>Permitting</p> <p><input type="button" value="Create a NTV / ATO Permit Application"/></p> <p><input type="button" value="Create a Title V Permit Application"/></p>
<p>Emissions Reporting</p> <p><input type="button" value="Create an Emissions Inventory"/></p>	<p>Compliance Reporting</p> <p><input type="button" value="Create a Compliance Report"/></p>

IMPACT Home | Task - Facility Contact Change | Task - Facility Inventory Change | Facility Selector | SCS Dashboard

A pop-up will appear, outlining MCAQD's rights and responsibilities regarding permit issuance. Review the information and select **Continue**.

Notice of Regulatory Reform

In accordance with A.R.S. §11-1604:

A. A county shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule, ordinance or delegation agreement. A general grant of authority does not constitute a basis for imposing a licensing requirement or condition unless the authority specifically authorizes the requirement or condition.

B. Unless specifically authorized, a county shall avoid duplication of other laws that do not enhance regulatory clarity and shall avoid dual permitting to the maximum extent practicable.

C. This section does not prohibit county flexibility to issue licenses or adopt ordinances or codes.

D. A county shall not request or initiate discussions with a person about waiving that person's rights.

E. This section may be enforced in a private civil action and relief may be awarded against a county. The court may award reasonable attorney fees, damages and all fees associated with the license application to a party that prevails in an action against a county for a violation of this section.

F. A county employee may not intentionally or knowingly violate this section. A violation of this section is cause for disciplinary action or dismissal pursuant to the county's adopted personnel policy.

G. This section does not abrogate the immunity provided by section 12-820.01 or 12-820.02.

Step 4

A second pop-up box will appear. If this application is for a general permit, also known as an Authority to Operate (ATO), mark the box labeled **Is this an Authority To Operate/General Permit Application**, then click **Create**. If it is for a non-title V (NTV) permit, leave the box unmarked, click **Create**, and proceed to Step 5. In this example, we will create a renewal application for an ATO. However, the steps are the same for either type.

Facility ID : F006336
Request type : NTV Application

Is this an Authority To Operate/General Permit Application :

Create Cancel

If you selected an ATO permit, a screen will appear that shows exactly what equipment and activities are allowed under that ATO. Review the information to make sure you are still eligible for the permit and click **Create**. For more information about general permits, visit maricopa.gov/2430.

Facility ID : F006340
Request type : NTV Application

Is this an Authority To Operate/General Permit Application :

General Permit Type : Gas Dispensing

What requirements must the facility meet to qualify for this General Permit?

This general permit covers gasoline dispensing facilities that meet all of the following criteria:

- There are no activities at the site requiring an air quality permit other than gasoline dispensing, cold batch-loading solvent cleaners and fuel burning equipment;
- Emissions from solvent cleaning operations do not exceed 400 pounds of volatile organic compounds (VOC) per twelve consecutive-month period;
- Fuel burning units such as boilers and heaters only burn only natural gas, propane or butane, and the combined rating of all units does not exceed 10.0 million Btu/hr;
- The facility-wide annual gasoline throughput does not exceed the following, as applicable:

Gasoline Tank Type, Controls	Rolling Twelve Month Limits
Uncontrolled (Non-Resale)	120,000 gallons
Above Ground Tank(s), Vapor Balance	10,600,000 gallons
Underground Tank(s), Vapor Balance	13,700,000 gallons

The rolling twelve month limit includes every period of twelve consecutive calendar months.

This general permit does not cover the following operations:

- Your facility does not qualify for the General Permit for Gasoline Dispensing Operations if you have any other equipment or operations requiring an air quality permit other than listed above.

Create Cancel

Step 5

The system will create an application and automatically direct you to the **Application Detail** page. Select **Edit**.

Application Detail

Task - NTV Application (A0000063) >

Application Detail

Facility ID: F006340 NTV Application Number: A0000063 Submitted: No
 Facility Name: Facility 4 Request type: NTV Application

NTV Application

NTV Application
 TINK001

Purpose of Application
 Please summarize the reason this permit is being applied for.

Type of Application :
 Authority To Operate/General Permit Type : Gas Dispensing

Are routine dust-generating operations performed at this facility that disturb a surface area of 0.10 acre (4,356 sq. ft.) or greater? :

Trade Secret Information
 Yes No- One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
 Newly created contacts and application contact changes will be saved when the application is saved.

First Name : State : Email :
 Last Name : Zip Code : Secondary Email :
 Address : International Number : Company Title :
 City/Township : Phone Number : Contact's Company Name :

Modeling Section
 Is a modeling analysis part of this application? :

Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
			Add	Printable view Export to excel

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

[Edit](#) [Select EUs](#) [Validate](#)

[Download/Print](#) [Download/Print Trade Secret Version](#)

Step 6

Under **Purpose of Application**, enter a short description, such as “Permit Renewal”. For **Type of Application**, select **Permit Renewal**. The application fee should be \$0, as annual fees are invoiced separately from permit renewals. Answer the question about dust-generating operations and then select **Load Contact From Facility Contacts**.

Application Detail

Facility ID: F006340 NTV Application Number: A0000063 Submitted: No
 Facility Name: Facility 4 Request type: NTV Application

NTV Application

NTV Application
 TINK001

Purpose of Application
 Please summarize the reason this permit is being applied for.
 Permit Renewal

Type of Application : Permit renewal
 Authority To Operate/General Permit Type : Gas Dispensing
 Application Fee : \$0.00 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

Are routine dust-generating operations performed at this facility that disturb a surface area of 0.10 acre (4,356 sq. ft.) or greater? : No

Trade Secret Information
 Yes No- One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
 Newly created contacts and application contact changes will be saved when the application is saved.

First Name : State : Email :
 Last Name : Zip Code : Secondary Email :
 Address : International Number : Company Title :
 City/Township : Phone Number : Contact's Company Name :

[Load Contact From Facility Contacts](#) [Reset Contact](#)

Modeling Section

Step 7

In the new pop-up window, you will see a list of the people currently associated with this facility. Click the circle next to the name of the person who is to be the point of contact for this permit application. Then click **Use Selected Contact**. If you do not see the name/contact info of the person you wish to select, or if you see other changes that need to be made to your facility contact list, click **New Facility Contact** and follow the directions from the Facility Contact Updates training document: maricopa.gov/DocumentCenter/View/56271.

Select Facility Contact

Select	Contact Type	Contact Person	Contact's Company Name	Phone Number	Email	Start Date	End Date
<input type="radio"/>	Billing Contact	Whitney, Stephanie	Maricopa County Air Quality Department	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/20/2019	
<input type="radio"/>	Permitting Contact	Whitney, Stephanie	Maricopa County Air Quality Department	(602)506-6014	Stephanie.Whitney@maricopa.gov	9/15/2014	

Can't find the contact you were looking for? Click **New Facility Contact** below to create a new contact associated with this facility.

Step 8

Under **Modeling Section**, select **No** for the question “Is a modeling analysis part of this application?” Modeling is not typically required for permit renewals.

Application Detail

Task - NTV Application (A0000063) >

Application Detail

Facility ID: F006340 NTV Application Number: A0000063 Submitted: No
 Facility Name: Facility 4 Request type: NTV Application

NTV Application

Purpose of Application
 Please summarize the reason this permit is being applied for.
 Permit renewal

* Type of Application : Permit renewal
 Authority To Operate/General Permit Type : Gas Dispensing
 Application Fee : \$0.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/25/2019)

* Are routine dust-generating operations performed at this facility that disturb a surface area of 0.10 acre (4,356 sq. ft.) or greater? : No

Trade Secret Information
 Yes No - One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
 Newly created contacts and application contact changes will be saved when the application is saved.

ID : CNT1008881 State : Arizona Secondary Email :
 First Name : Stephanie Zip Code : 85012 Company Title :
 Last Name : Whitney International Number : Contact's Company Name : Maricopa County Air Quality Department
 Address : 3800 N Central Ave Phone Number : (602)506-6014
 City/Township : Phoenix Email : Stephanie.Whitney@maricopa.gov

Modeling Section
 * Is a modeling analysis part of this application? :

Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
			<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.
 Attachment type explanation

IMPACT Home | Task - Facility Contact Change | Task - Facility Inventory Change | Task - NTV Application (A0000063) | Facility Selector | SCS Dashboard

Step 9

If there are any documents you wish to include in your permit renewal, attach them by clicking **Add** under the **Attachments** section and following the directions on the pop-up window. Permit renewals typically do not require attachments.

Version: 11.9 | Build ID: 24.13.9
Welcome Stephanie.Whitney

IMPACT Home | Task - Facility Contact Change | Task - Facility Inventory Change | Task - NTV Application (A0000062)

Application Detail
Task - NTV Application (A0000062) >

Application Detail

Facility ID: F006340 NTV Application Number: A0000062 Submitted: No
Facility Name: Facility 4 Request type: NTV Application

NTV Application

Purpose of Application
Please summarize the reason this permit is being applied for.
Permit Renewal

* Type of Application: Permit renewal
Authority To Operate/General Permit Type: Gas Dispensing
Application Fee: \$0.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

* Are routine dust-generating operations performed at this facility that disturb a surface area of 0.10 acre (4,356 sq. ft.) or greater?: No

Trade Secret Information
 Yes No - One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.

ID: CNT008881 State: Arizona Secondary Email:
First Name: Stephanie Zip Code: 85012 Company Title:
Last Name: Whitney International Number: Contact's Company Name: Maricopa County Air Quality Department
Address: 3800 N Central Ave Phone Number: (602)506-6014
City/Township: Phoenix Email: Stephanie.Whitney@maricopa.gov

Load Contact From Facility Contacts Reset Contact

Modeling Section
* Is a modeling analysis part of this application?: No

Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
<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.
Attachment type explanation

Save Cancel

Click **Save** at the bottom of the page.

Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.

ID: CNT008881 State: Arizona Secondary Email:
First Name: Stephanie Zip Code: 85012 Company Title:
Last Name: Whitney International Number: Contact's Company Name: Maricopa County Air Quality Department
Address: 3800 N Central Ave Phone Number: (602)506-6014
City/Township: Phoenix Email: Stephanie.Whitney@maricopa.gov

Load Contact From Facility Contacts Reset Contact

Modeling Section
* Is a modeling analysis part of this application?: No

Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
<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.
Attachment type explanation

Save Cancel

Step 10

Click the button at the bottom of the screen to **Select EUs**. On the next screen, use the arrows to move all EUs to the **Excluded EU** list. Click **Save** when you are finished. Navigate back to the application by clicking **NTV Application** on the left.

Step 11

Click **Validate** at the bottom of the page.

A pop-up window will appear with a warning stating that at least one EU must be included in the application. This warning can be disregarded.

If other errors are found, the pop-up window will also specify those issues. Clicking on the underlined error message will take you to the page where the issue can be resolved.

Severity	EU ID	Message
ERROR		The <u>reason for which a permit is being applied is missing</u>
WARNING		<u>At least one EU must be included in the application</u>

Once all errors are resolved, or if no errors are found, proceed to Step 12.

If you have questions about any errors encountered, please contact the department at 602-506-7833.

Step 12

Once you have resolved all errors, click **Validate** again. The top of the screen will state that the validation was successful. A submit button will also appear at the bottom of the screen. If you are ready to submit the application, click **Submit**.

Application Detail

Task - NTV Application (A0000063) >

i Information

Validation Successful

Application Detail

Facility ID: F006340
Facility Name: Facility 4

NTV Application Number: A0000063
Request type: NTV Application

Submitted: No

✔ **NTV Application**
INK001

NTV Application

Purpose of Application
Please summarize the reason this permit is being applied for.

Permit renewal

Type of Application : Permit renewal
Authority To Operate/General Permit Type : Gas Dispensing
Application Fee : \$0.00
Based on the 2019 - Rev1 Fee Schedule (Effective Date: 10/26/2019)

Are routine dust-generating operations performed at this facility that disturb a surface area of 0.10 acre (4,356 sq. ft.) or greater? : No

Trade Secret Information
 Yes No: One or more Emissions Units in this application contains trade secret information. This is a system generated indicator.

Permit Application Contact
Newly created contacts and application contact changes will be saved when the application is saved.

ID : CNT006881	State : Arizona	Secondary Email :
First Name : Stephanie	Zip Code : 85012	Company Title :
Last Name : Whitney	International Number: <input type="checkbox"/>	Contact's Company Name : Maricopa County Air Quality Department
Address : 3800 N Central Ave	Phone Number : (602)506-6014	
City/Township : Phoenix	Email : Stephanie.Whitney@maricopa.gov	

Modeling Section
Is a modeling analysis part of this application? : No

Attachments

Status ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
Add Printable view Export to excel				

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

Edit Select EUs Validate Submit

Download/Print Download/Print Trade Secret Version

[IMPACT Home](#) | [Task - Facility Contact Change](#) | [Task - Facility Inventory Change](#) | [Task - NTV Application \(A0000063\)](#) | [Facility Selector](#) | [SCS Dashboard](#)

Step 13

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. Click **Submit** to proceed.

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?

I state that I have knowledge of the facts herein set forth and that the same are true and correct to the best of my knowledge and belief.

I further certify that the emission rates listed on this application reflect the anticipated emissions due to the operation of this facility.

The facility will operate in compliance with all Maricopa County Air Quality Standards and Regulations.

I also acknowledge that per Maricopa County Pollution Control Regulations Rule 280, Section 302.1, fees will be assessed on an hourly basis for the time incurred in processing the application and failure to pay fees could result in Maricopa County refusing to permit my project under air quality regulations.

I also acknowledge that fees will begin accruing immediately after submittal.

Renewal of an existing permit does not incur a fee.

Confirmation box 3

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

Username: Stephanie.Whitney

* Password:

Security Question: What

* Answer:

Step 14

After submitting, you will be returned to the **IMPACT Home** page. To view your applications, click **Applications** at the top of the page.

Version: 11.0 | Build ID: 24.13.0
Welcome Stephanie.Whitney

Facility Selector | SCS Dashboard

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: F006340 Facility Name: Facility 4 County: Maricopa
 Facility Type: Polystyrene Expansion And Molding Company Name: Maricopa County Air Quality Department
 Physical Address: 2020 N Central City: Maricopa County
 Lat/Long: 33.47057/-112.07384 PLSS: S13-T1S-R4E

In Progress Tasks

Select Task Type	Task Description	Dependent on Task	Created Date	User Name
Delete selected task(s) Printable view Export to excel				

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

Facility Management Permitting

[Make a change to the Facility Inventory](#) [Create a NTV/ATO Permit Application](#)
[Make a change to the Facility Inventory - clone another facility](#) [Create a Title V Permit Application](#)
[Make a change to the Facility Contact\(s\)](#)

Emissions Reporting Compliance Reporting

[Create an Emissions Inventory](#) [Create a Compliance Report](#)

IMPACT Home | Facility Selector | SCS Dashboard

<https://enrimpactstage.maricopa.gov/home.php>

You will be taken to a page that will show your application submittal history.

Version: 11.0 | Build ID: 24.13.0
Welcome Stephanie.Whitney

Facility Selector | SCS Dashboard

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

IMPACT Home >
Applications

Facility ID: F006340 Facility Name: Facility 4 County: Maricopa Version Start Date: 12/31/2019
 Facility Type: Polystyrene Expansion And Molding Company Name: Maricopa County Air Quality Department Version End Date: Current

Request Number	Request Type / ATO Type	Received Date	Previous Application Number	Permit Number(s)
60000063	NTV Application/Gas Dispensing	12/31/2019	N/A	P0006197

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

IMPACT Home | Facility Selector | SCS Dashboard

If additional information is needed, MCAQD staff will contact the person who was listed as the application contact. Once processed, the renewed permit will be emailed to the facility's Permitting Contact.