



Maricopa County Air Quality Department
Phone: 602-506-5102
Email: AQBusinessAssistance@maricopa.gov
Maricopa.gov/AQ

Submitting a Performance Test Protocol

How to submit a performance test protocol through the
AQD Online Portal

Maricopa County Air Quality Department

October 2020

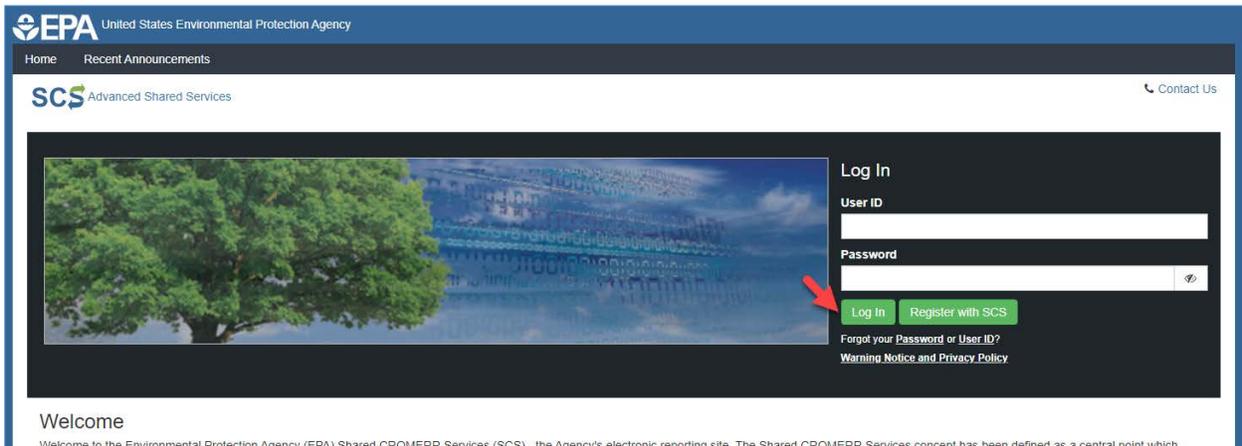
Step 1

Using Google Chrome as your internet browser, go to the EPA's SCS electronic reporting site, Encromerr.epa.gov. Please note other internet browsers will not support the SCS/AQD Online Portal (IMPACT) system. You must also enable pop-ups on your internet browser.

To enable pop-ups on Google Chrome:

1. On your computer, open Chrome.
2. At the top right, select the three dots  then select **Settings**.
3. At the bottom, select **Advanced**.
4. Under "Privacy and Security," select **Site Settings**.
5. Select **Pop-ups and Redirects**.
6. At the top, turn the setting to **Allowed** to disable the pop-up blocker altogether.

Once you have accessed the EPA's SCS electronic reporting site, enter your log in information and select **Log In**.



The screenshot shows the EPA SCS login page. At the top left is the EPA logo and "United States Environmental Protection Agency". Below it are links for "Home" and "Recent Announcements". The main header features the "SCS Advanced Shared Services" logo and a "Contact Us" link. The central content area has a large image of a tree on the left and a "Log In" form on the right. The form includes fields for "User ID" and "Password", a "Log In" button, and a "Register with SCS" button. Below the buttons are links for "Forgot your Password or User ID?" and "Warning Notice and Privacy Policy". A red arrow points to the "Log In" button. At the bottom left, there is a "Welcome" message and a small line of text: "Welcome to the Environmental Protection Agency (EPA) Shared CROMERR Services (SCS), the Agency's electronic reporting site. The Shared CROMERR Services concept has been defined as a central point which..."

Step 2

On the Program Services Dashboard, choose the Org (company name) for which you will be submitting the Performance Test Protocol and select **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:

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

Below the table, it says 'Showing 1 to 1 of 1 rows'. To the right, there's a 'Notifications' box with '(More)' and 'No notifications'. At the bottom, there are links for 'Advanced SCS Home', 'Privacy and Security Notice', 'Accessibility', and 'Terms & Conditions', along with a help icon and the EPA logo.

Step 3

On the Facility Selector screen, select the **Facility ID** of the facility for which you would like to submit a Performance Test Protocol for.

The screenshot shows the 'IMPACT Facility Selector' screen. It has a header 'IMPACT Facility Selector'. Below that, there's 'Account Information' with fields for 'Name: courtneykovacs6', 'Company Name: United Dairymen Of Arizona', 'CROMERR Company Id: 168211', and 'Access: Certifier'. Underneath is 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 this is a table of facilities:

Facility ID	Facility Name	Department	Operating Class	Facility Type	Address 1	City	County	Lat/Long
F000128	United Dairymen Of Arizona		Operating Synthetic Minor	Food Processing and Storage	2008 S Hardy Dr	Tempe	Maricopa	33.40570/-111.95274
F000129	Arizona Dairy Ingredients		Operating Minor	Egg Farms and Dairies	1326 W Fairmont Dr	Tempe	Maricopa	33.39698/-111.96011
F038067			Operating Asbestos	Not Applicable	2252 street	phoenix	Maricopa	1.00000/-1.00000
F038068			Operating Asbestos	Not Applicable	123 street	phoenix	Maricopa	11.00000/-1.00000

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

Step 4

From the IMPACT Home page, select **Create a Performance Test Protocol**.

The screenshot shows the IMPACT Home page with a navigation menu at the top. The main content area is titled 'IMPACT Home' and contains several sections:

- Facility Information:** Displays details for Facility ID: F000128, Facility Name: United Dairymen Of Arizona, and Physical Address: 2008 S Hardy Dr.
- In Progress Tasks:** A table with columns for Select Task Type, Task Description, Dependent on Task, Created Date, and User Name.
- New Tasks:** A section titled 'Select from the lists below to create a new task' containing several buttons:
 - Facility Management: Make a change to the Facility Inventory, Make a change to the Facility Inventory - clone another facility, Make a change to the Facility Contact(s)
 - Permitting: Create a NTV / ATO Permit Application, Create a Title V Permit Application
 - Emissions Reporting: Create an Emissions Inventory
 - Compliance Reporting: Create a Compliance Report, **Create a Performance Test Protocol** (highlighted with a red arrow)

Step 5

From the Performance Test Protocol Detail screen, select **Edit** to complete required fields.

The screenshot shows the Performance Test Protocol Detail screen for Protocol ID: PTPROT000039. The main content area includes:

- Protocol Information:** Fields for Associated Schedule ID, Proposed Start Date TBD, Proposed Start Date, Test Category, and Test Company Name. A text area for 'Please describe which emissions units will be tested:' is also present.
- Attachments:** A table with columns for Status, Attachment ID, Attachment Type, Description, Trade Secret Document, and Trade Secret Justification.

Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
⚠ Upload		Test Protocol		None Provided	N/A
⚠ Upload		Test Protocol Submittal Form		None Provided	N/A

At the bottom of the Attachments section, the **Edit** button is highlighted with a red arrow.

Step 6

Under Protocol Information, select an **Associated Schedule ID** from the drop-down list only if one schedule exists. If more than one exists, do not select an Associated Schedule ID.

Task - Performance Test Protocol (44) >
Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairymen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

Protocol Information

Associated Schedule ID: PTSCH000028 
Proposed Start Date TBD: Yes No
Proposed Start Date:
Test Category:
Test Company Name:
Please describe which emissions units will be tested:

Attachments

Status	Attachment ID	Attachment Type	Trade Secret Document	Trade Secret Justification
	<input type="button" value="Upload"/>	Test Observation Notes	None Provided	N/A
	<input type="button" value="Upload"/>	Test Protocol	None Provided	N/A

If the performance test date is known, select **No** under Proposed Start Date TBD. Under Proposed Start Date, select the date. If the performance test date is unknown, select **Yes** under Proposed Start Date TBD.

Pick a Date - Google Chrome

September 2020

Sun	Mon	Tue	Wed	Thu	Fri	Sat
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	2	3

Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairymen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

Protocol Information

Associated Schedule ID:
Proposed Start Date TBD: Yes No 
Proposed Start Date: 
Test Category:
Test Company Name:
Please describe which emissions units will be tested:

Attachments

Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
	<input type="button" value="Upload"/>	Test Observation Notes		None Provided	N/A
	<input type="button" value="Upload"/>	Test Protocol		None Provided	N/A
	<input type="button" value="Upload"/>	Test Protocol Submittal Form		None Provided	N/A

Next, select the performance test frequency from the drop-down list under Test Category.

Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairymen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

▼ Protocol Information

Associated Schedule ID:
Proposed Start Date TBD: Yes No
Proposed Start Date: 9/30/2020
Test Category: 
Test Company Name:
Please describe which emissions units will be tested:

▼ Attachments

Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
	<input type="button" value="Upload"/>	Test Observation Notes		None Provided	N/A
	<input type="button" value="Upload"/>	Test Protocol		None Provided	N/A
	<input type="button" value="Upload"/>	Test Protocol Submittal Form		None Provided	N/A

Enter the Test Company Name and complete the box listing which emissions unit(s)/control device(s) will be tested under this protocol. Please note, all emission units listed must have an identical test plan. Separate protocol submittals are required for different test plans.

Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairymen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

▼ Protocol Information

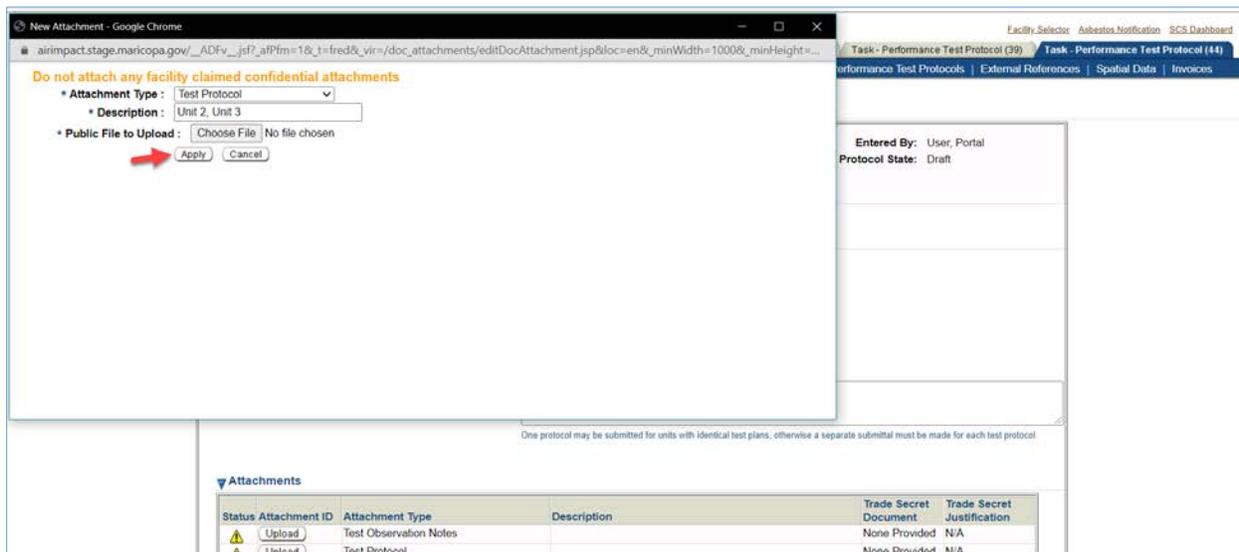
Associated Schedule ID:
Proposed Start Date TBD: Yes No
Proposed Start Date: 9/30/2020 
Test Category: 5 Year 
Test Company Name: Company 
Please describe which emissions units will be tested: Unit 2, Unit 3

▼ Attachments

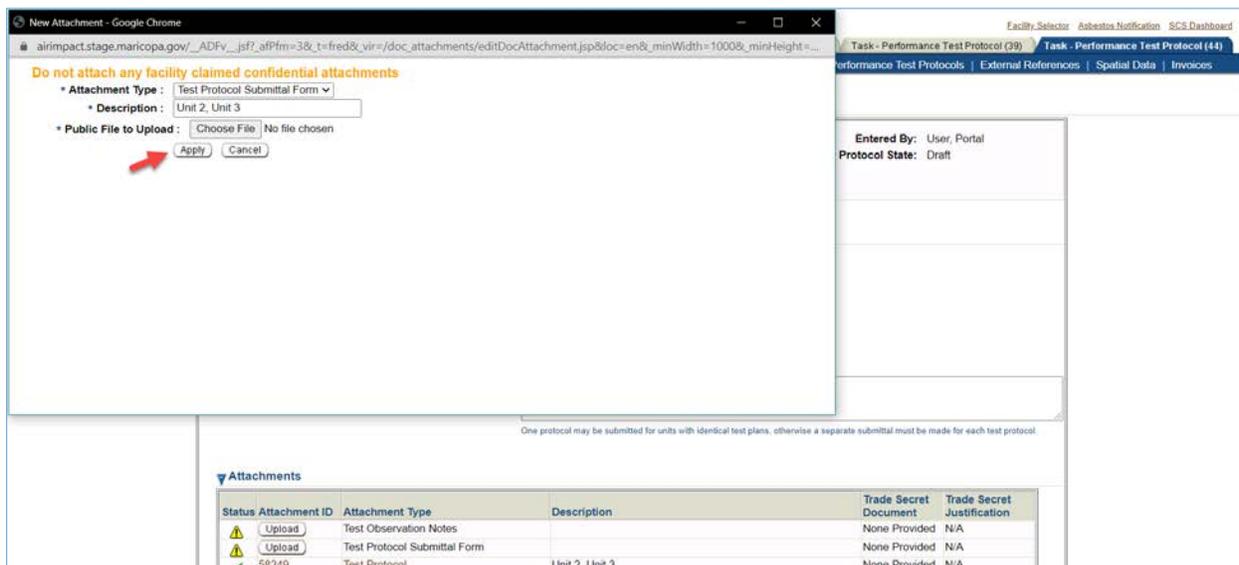
Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
	<input type="button" value="Upload"/>	Test Observation Notes		None Provided	N/A
	<input type="button" value="Upload"/>	Test Protocol		None Provided	N/A
	<input type="button" value="Upload"/>	Test Protocol Submittal Form		None Provided	N/A

Step 7

Next, upload the Test Protocol by selecting **Upload** under the Attachment ID. A pop-up window will appear. For Attachment Type, select Test Protocol. Under Description, list the emission units that will be tested. Lastly, choose your file. Do not attach any facility-claimed confidential information. Please note, ZIP files cannot be uploaded. Once completed, select **Apply**.



Repeat the steps above to upload the Test Protocol Submittal Form. Once completed, select **Apply**.



Step 8

A green check in the Status column indicates that your attachments have successfully uploaded. Select **Save**.

Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairymen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

Protocol Information

Associated Schedule ID:
Proposed Start Date TBD: Yes No
Proposed Start Date: 9/30/2020
Test Category: 5 Year
Test Company Name: Company
Please describe which emissions units will be tested: Unit 2, Unit 3
One protocol may be submitted for units with identical test plans, otherwise a separate submittal must be made for each test protocol.

Attachments

Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
	Upload	Test Observation Notes		None Provided	N/A
	58249	Test Protocol	Unit 2, Unit 3	None Provided	N/A
	58250	Test Protocol Submittal Form	Unit 2, Unit 3	None Provided	N/A

If successful, you will receive an information bubble at the top of the screen indicating “Protocol Updated Successfully.”

Version 12.0 | Build ID: 25.17.0 Welcome courtneykovacs6 Facility Selector Asbestos Notification SCS Data

IMPACT Home Task - Performance Test Protocol (39) Task - Performance Test Protocol

Tasks | Current Facility Inventory | Current Owner | Contacts | Applications | Emissions Inventories | Permits | Compliance Reports | Inspection Reports | Performance Test Protocols | External References | Spatial Data | Invoice

Task - Performance Test Protocol (44) >

Information
Protocol updated successfully.

Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairymen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

Protocol Information

Associated Schedule ID:
Proposed Start Date TBD: No
Proposed Start Date: 9/30/2020
Test Category: 5 Year
Test Company Name: Company
Please describe which emissions units will be tested: Unit 2, Unit 3
One protocol may be submitted for units with identical test plans, otherwise a separate submittal must be made for each test protocol.

Attachments

Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
	Upload	Test Observation Notes		None Provided	N/A
	58249	Test Protocol	Unit 2, Unit 3	None Provided	N/A

Scroll down to the bottom of the page and select **Validate**.

Protocol updated successfully

Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairyemen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

Protocol Information

Associated Schedule ID:
Proposed Start Date TBD: No
Proposed Start Date: 9/30/2020
Test Category: 5 Year
Test Company Name: Company
Please describe which emissions units will be tested: Unit 2, Unit 3
One protocol may be submitted for units with identical test plans, otherwise a separate submittal must be made for each test protocol.

Attachments

Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
		Test Observation Notes		None Provided	N/A
	58249	Test Protocol	Unit 2, Unit 3	None Provided	N/A
	58250	Test Protocol Submittal Form	Unit 2, Unit 3	None Provided	N/A

You will receive two warnings at the top of the screen:

1. "Performance test protocol PTPROTXXXXXX validated successfully"
2. "WARNING: Attribute: Associated Schedule ID is not set"

These warnings can be bypassed by scrolling down to the bottom of the page and selecting **Submit**.
 NOTE: If you receive any other warning or error, you will need to correct the issue before selecting submit.

Welcome courtneykovaacs

IMPACT Home | Task - Compliance Report (1585) | Task - Performance Test Protocol (44) | Task - Performance Test Protocol (38) | Task - Compliance Report (1586)

Tasks | Current Facility Inventory | Current Owner | Contacts | Applications | Emissions Inventories | Permits | Compliance Reports | Inspection Reports | Performance Test Protocols | External References | Spatial Data | Invoices

Task - Performance Test Protocol (44) >

Warning

1 - Performance test protocol PTPROT000044 validated successfully.
 2 - WARNING: Attribute: Associated Schedule ID is not set.

Performance Test Protocol Detail

Facility ID: F000128 **Protocol ID:** PTPROT000044 **Entered By:** User, Portal
Facility Name: United Dairyemen Of Arizona **Schedule ID:** N/A **Protocol State:** Draft
Facility Class: Synthetic Minor **Created Date:** 9/25/2020
Facility Type: Food Processing and Storage **Submitted Date:**

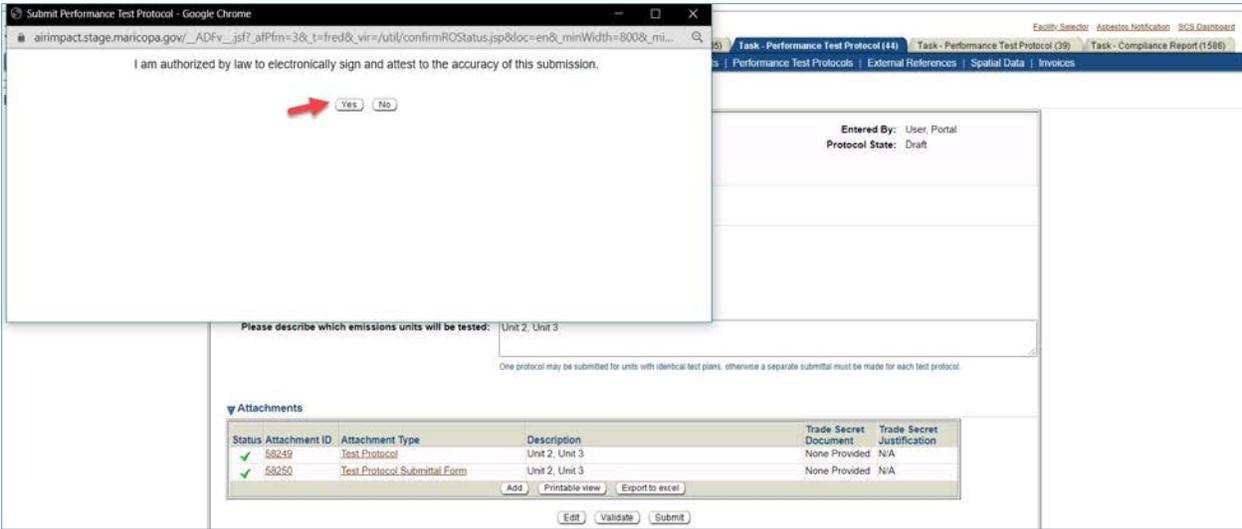
Protocol Information

Associated Schedule ID:
Proposed Start Date TBD: No
Proposed Start Date: 9/30/2020
Test Category: 5 Year
Test Company Name: Company
Please describe which emissions units will be tested: Unit 2, Unit 3
One protocol may be submitted for units with identical test plans, otherwise a separate submittal must be made for each test protocol.

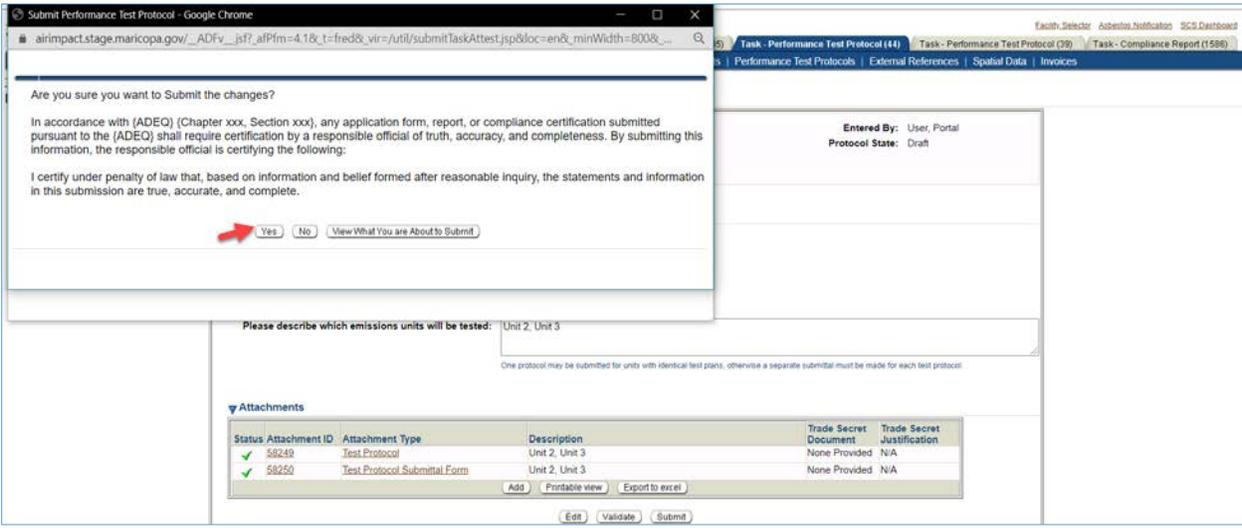
Attachments

Status	Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification
	58249	Test Protocol	Unit 2, Unit 3	None Provided	N/A
	58250	Test Protocol Submittal Form	Unit 2, Unit 3	None Provided	N/A

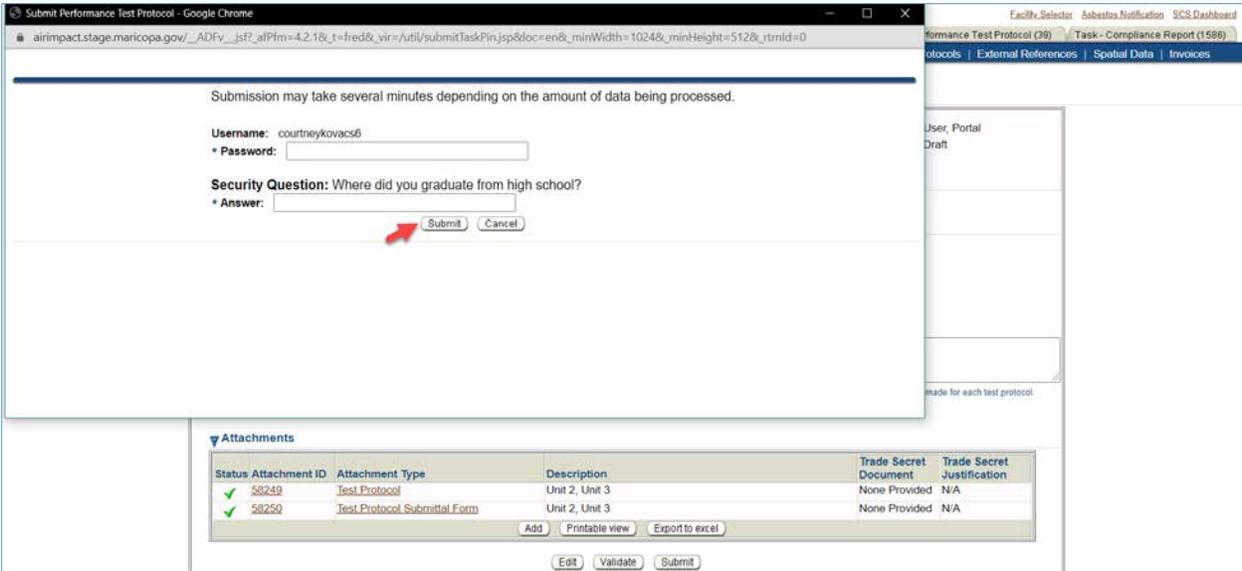
A pop-up screen will appear. Review and select **Yes**.



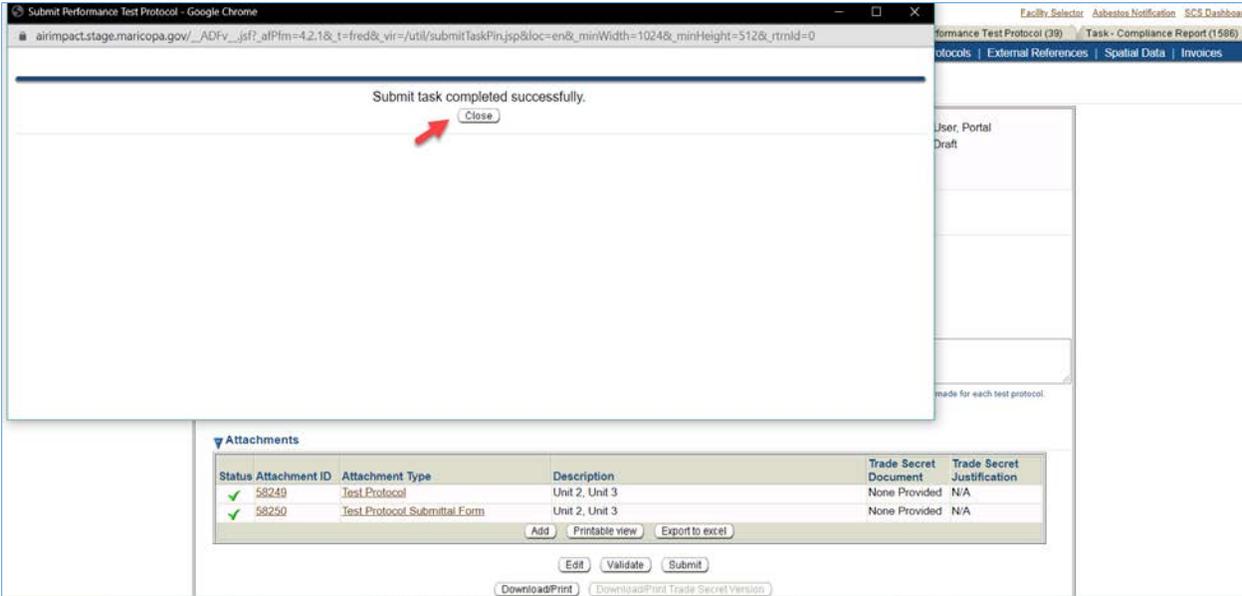
Another pop-up screen will appear. Review and select **Yes**.



Next, enter your SCS account password and answer your security question. Select **Submit**.



Once the task is completed successfully, select **Close** on the pop-up window.



From the IMPACT Home Page, you can select **Performance Test Protocols** from the top menu. From this screen, you can view all performance test protocols submitted for the facility.

IMPACT Home >

Performance Test Protocols

Facility ID: F000128 Facility Name: United Dairymen Of Arizona County: Maricopa Version Start Date: 6/16/2020
Facility Type: Food Processing and Storage Company Name: United Dairymen Of Arizona Version End Date: Current

Performance Test Protocol ID	Performance Test Schedule ID	Company ID	Company Name	State	Test Name	Test Category	Submitted Date	Test Completed	Date Report Review	Emailed to Source	Change and Test Plans?	New Required Emissions Factors Available?
P1PROT000044		CMP003428	United Dairymen Of Arizona	Submitted	Company	5 Year	9/25/2020				No	No

Printable view Export to excel

IMPACT Home | Facility Selector | Asbestos Notification | SCS Dashboard

You have now successfully submitted a performance test protocol. If you need further assistance, contact the department at 602-372-1341 or email Scott.Treece@maricopa.gov.