Submitting a Performance Test Compliance Report

How to submit a performance test compliance report through the AQD Online Portal

Maricopa County Air Quality Department
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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 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.
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.
Step 2

On the Program Services Dashboard, choose the Org (company name) for which you will be submitting the Performance Test Compliance Report and select Visit.

Step 3

On the Facility Selector screen, select the Facility ID of the facility for which you would like to submit a Performance Test Compliance Report.
Step 4

From the IMPACT Home page, select **Create a Compliance Report**.

A pop-up screen will appear. Select **Create Report**.
Scroll down to the bottom of the page and select **Edit**.

**Step 5**

In the Description box, enter all emissions units associated with your test report. For “Is this a Performance Test Result?”, Select **Yes**. For “Associated performance test protocol”, select the appropriate submitted test protocol.
Step 6

Under Attachments, select **Add**. Ensure you are only uploading attachments that apply to the associated performance test protocol selected above. Please note, ZIP files cannot be uploaded.

The following attachments are required: Performance Test Raw Data, Performance Test Report, and Performance Test Report Submittal Form. Under Attachment Type, select Performance Test Raw Data. Under Description, enter Performance Test Raw Data. Lastly, choose your file. Do not attach any facility claimed confidential information.

If the Performance Test Report Submittal Form is a separate document from the Performance Test Report, please upload by selecting Performance Test Other from the Attachment Type. Under Description, enter Performance Test Report Submittal Form.

Note, you can only upload one attachment at a time. Once completed, select **Apply**.
Step 7

Once your attachments are uploaded, select **Save**.

Select **Validate**.
Select **Submit.**

A pop-up screen will appear. Select **Yes.**
Another pop-up screen will appear. Select **Yes**.

Next, enter your SCS account password and answer your security question. Select **Submit**.
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Once the task is completed successfully, select **Close** on the pop-up window.

From the IMPACT Home Page, you can select **Compliance Reports** from the top menu. From this screen, you can view all compliance reports submitted for the facility.

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