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Submitting a Performance Test Compliance Report

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

Maricopa County Air Quality Department

February 2021

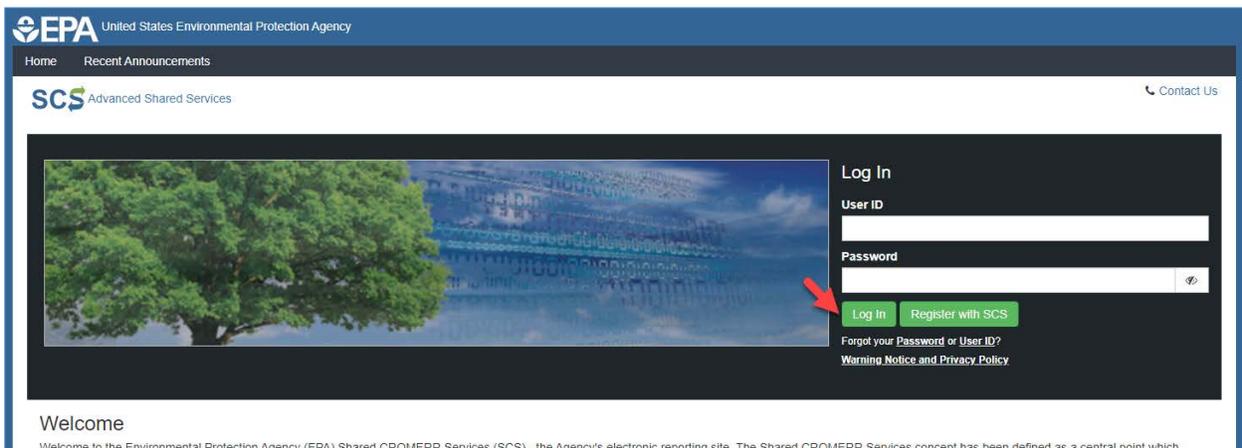
Step 1

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**.
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. The header includes the EPA logo and "United States Environmental Protection Agency". Below the header, there are navigation links for "Home" and "Recent Announcements", and a "Contact Us" link. The main content area features a large image of a tree and a "Log In" form. The form has two input fields: "User ID" and "Password". Below the fields are two buttons: "Log In" and "Register with SCS". A red arrow points to the "Log In" button. Below the buttons, there are links for "Forgot your Password or User ID?" and "Warning Notice and Privacy Policy".

Log In

User ID

Password

Log In Register with SCS

Forgot your Password or User ID?

Warning Notice and Privacy Policy

Welcome

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 Compliance Report 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. 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 'Visit' button in the Action column is highlighted with a red box. To the right, there's a 'Notifications' section with '(More)' and 'No notifications'.

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

The screenshot shows the 'IMPACT Facility Selector' screen. It displays account information for 'United Dairymen Of Arizona' with company name 'United Dairymen Of Arizona' and access 'Certifier'. Below this is a 'Choose Facility' section with instructions. A table lists authorized facilities with columns for Facility ID, Facility Name, Department, Operating Class, Facility Type, Address 1, City, County, and Lat/Long. The 'Facility ID' column is highlighted with a red box. 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'.

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

Step 4

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

The screenshot shows the IMPACT Home page for facility F00128. The page is divided into several sections:

- Facility Information:**
 - Facility ID: F00128
 - Facility Name: United Dairymen Of Arizona
 - County: Maricopa
 - Facility Type: Food Processing and Storage
 - Company Name: United Dairymen Of Arizona
 - Physical Address: 2008 S Hardy Dr
 - City: Tempe
 - Lat/Long: 33.40570/-111.95274
 - PLSS: S28-T1N-R4E
- In Progress Tasks:** (Empty)
- New Tasks:** Select from the lists below to create a new task.
 - 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 (highlighted with a red arrow)
 - Create a Performance Test Protocol

A pop-up screen will appear. Select **Create Report**.

The screenshot shows a 'Submit New Report' pop-up window overlaid on the IMPACT Home page. The pop-up contains the following fields and buttons:

- Report Type:** Compliance Report (dropdown menu)
- Category:** TBD (dropdown menu)
- Buttons:** Create Report (highlighted with a red arrow) and Cancel

The background page shows the same facility information as the previous screenshot, with the 'Create a Compliance Report' button also highlighted by a red arrow.

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

The screenshot shows the 'Compliance Report Detail' page for report ID 1586. The report is in 'Draft' status. Key information includes Facility ID: F000128, Facility Name: United Dairymen Of Arizona, Facility Class: Synthetic Minor, Facility Type: Food Processing and Storage, Report ID: CRPT001586, and Report Type: Compliance Report. The 'Report Category' is TBD. The 'Description, Reporting Period and/or Date(s)' section is empty. The 'Attachments' table is currently empty, and a red arrow points to the 'Edit' button below it.

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.

The screenshot shows the 'Compliance Report Detail' page for report ID 1587. The report is in 'Draft' status. Key information includes Facility ID: F000128, Facility Name: United Dairymen Of Arizona, Facility Class: Synthetic Minor, Facility Type: Food Processing and Storage, Report ID: CRPT001587, and Report Type: Compliance Report. The 'Report Category' is TBD. The 'Description, Reporting Period and/or Date(s)' section contains the text 'Unit 2, Unit 3'. The 'Is this a Performance Test Result?' field is set to 'Yes'. The 'Associated performance test protocol' dropdown menu is open, showing 'P1PROT000044 - Submitted' selected. A red arrow points to the 'Save' button below the dropdown. The 'Attachments' table is empty.

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.

Welcome courtneykovacs6

IMPACT Home Task - Compliance Report (1587)

Compliance Report Detail

Task - Compliance Report (1587) >

Compliance Report Detail

Facility ID: F000128 Facility Name: United Dairymen Of Arizona Facility Class: Synthetic Minor Facility Type: Food Processing and Storage Report ID: CRPT001587 Report Type: Compliance Report Report Status: Draft

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.

Unit 2, Unit 3

Is this a Performance Test Result?: Yes No

Associated performance test protocol: PTPROT000044 - Submitted

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
			Add	Printable view	Export to excel	

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

Save Cancel

IMPACT Home | Task - Compliance Report (1587) | Facility Selector | Asbestos Notification | SCS Dashboard

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**.

New Attachment - Google Chrome

alrimpact.stage.maricopa.gov/_...ADFv...js?_afPfm=d&t=fred&vir=/doc_attachments/editDocAttachment.jsp&loc=en...

Do not attach any facility claimed confidential attachments

Attachment Type: Performance Test Raw Data

Description: Performance Test Raw Data

Public File to Upload: Choose File No file chosen

Apply Cancel

IMPACT Home Task - Compliance Report (1587)

Facility Selector Asbestos Notification SCS Dashboard

Food Processing and Storage Report ID: CRPT001587 Report Type: Compliance Report Report Status: Draft

Is this a Performance Test Result?: Yes No

Associated performance test protocol: PTPROT000044 - Submitted

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
			Add	Printable view	Export to excel	

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

Save Cancel

Step 7

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

Compliance Report Detail
 Task - Compliance Report (1587) >
Information
 The attachment has been added to the compliance report.

Compliance Report Detail

Facility ID: F000128 **Facility Type:** Food Processing and Storage **Report Status:** Draft
Facility Name: United Dairymen Of Arizona **Report ID:** CRPT001587
Facility Class: Synthetic Minor **Report Type:** Compliance Report

Report Category
Category: TBD
Category will be determined by AGD 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.
 Unit 2, Unit 3

Is this a Performance Test Result?: Yes No
Associated performance test protocol: PTPROT000044 - Submitted

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
58264	Performance Test Raw Data	Performance Test Raw Data	None Provided	N/A	User Portal	9/25/2020
58265	Performance Test Report	Performance Test Report	None Provided	N/A	User Portal	9/25/2020

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

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

Save **Cancel**

Select **Validate**.

Compliance Report Detail
 Task - Compliance Report (1587) >
Compliance Report Detail

Facility ID: F000128 **Facility Type:** Food Processing and Storage **Report Status:** Draft
Facility Name: United Dairymen Of Arizona **Report ID:** CRPT001587
Facility Class: Synthetic Minor **Report Type:** Compliance Report

Report Category
Category: TBD
Category will be determined by AOD 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.
 Unit 2, Unit 3

Is this a Performance Test Result?: Yes
Associated performance test protocol: PTPROT000044 - Submitted

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
58264	Performance Test Raw Data	Performance Test Raw Data	None Provided	N/A	User Portal	9/25/2020
58265	Performance Test Report	Performance Test Report	None Provided	N/A	User Portal	9/25/2020

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

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

Edit **Validate**

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

Select **Submit**.

Information

1. Validation Successful
2. Report is valid and ready to submit.

Compliance Report Detail

Facility ID: F000128 **Facility Type:** Food Processing and Storage **Report Status:** Draft
Facility Name: United Dairymen Of Arizona **Report ID:** CRPT001587
Facility Class: Synthetic 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.

Unit 2, Unit 3

Is this a Performance Test Result?: Yes
Associated performance test protocol: PTPROT000044 - Submitted

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
58264	Performance Test Raw Data	Performance Test Raw Data	None Provided	N/A	User, Portal	9/25/2020
58265	Performance Test Report	Performance Test Report	None Provided	N/A	User, Portal	9/25/2020

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

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

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

Submit Compliance Report - Google Chrome

airimpact.stage.maricopa.gov/_ADfv...jsf?_afPfm=11&t=fred&vir=/util/confirmRCSStatus.jsp&loc=en&miniWidth=80...

I am authorized by law to electronically sign and attest to the accuracy of this submission.

Facility Type: Food Processing and Storage **Report Status:** Draft
Report ID: CRPT001587
Report Type: Compliance Report

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.

Unit 2, Unit 3

Is this a Performance Test Result?: Yes
Associated performance test protocol: PTPROT000044 - Submitted

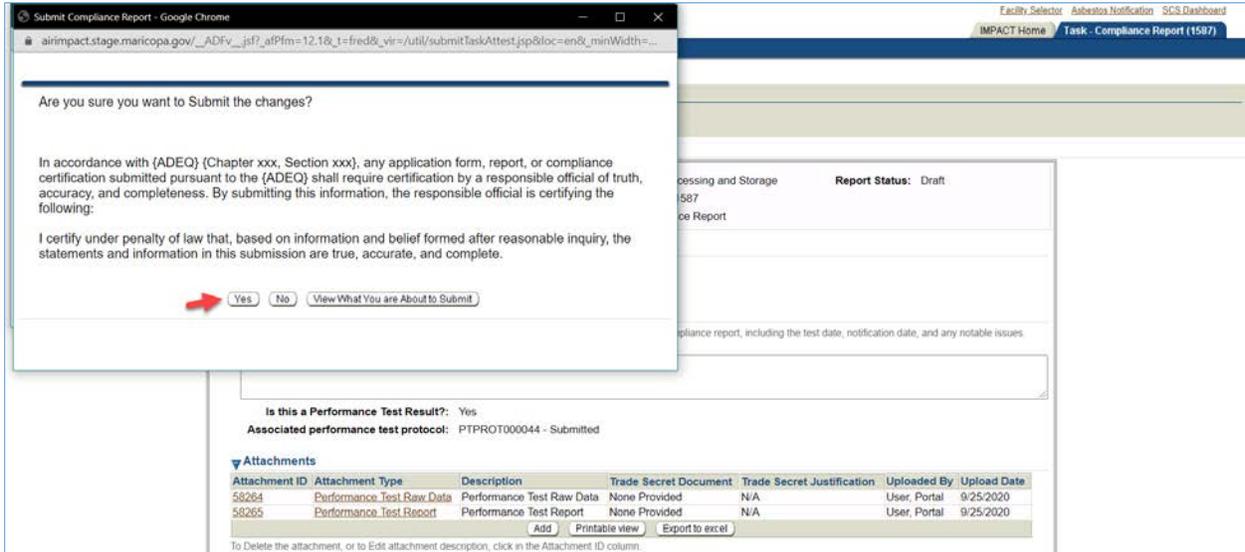
Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
58264	Performance Test Raw Data	Performance Test Raw Data	None Provided	N/A	User, Portal	9/25/2020
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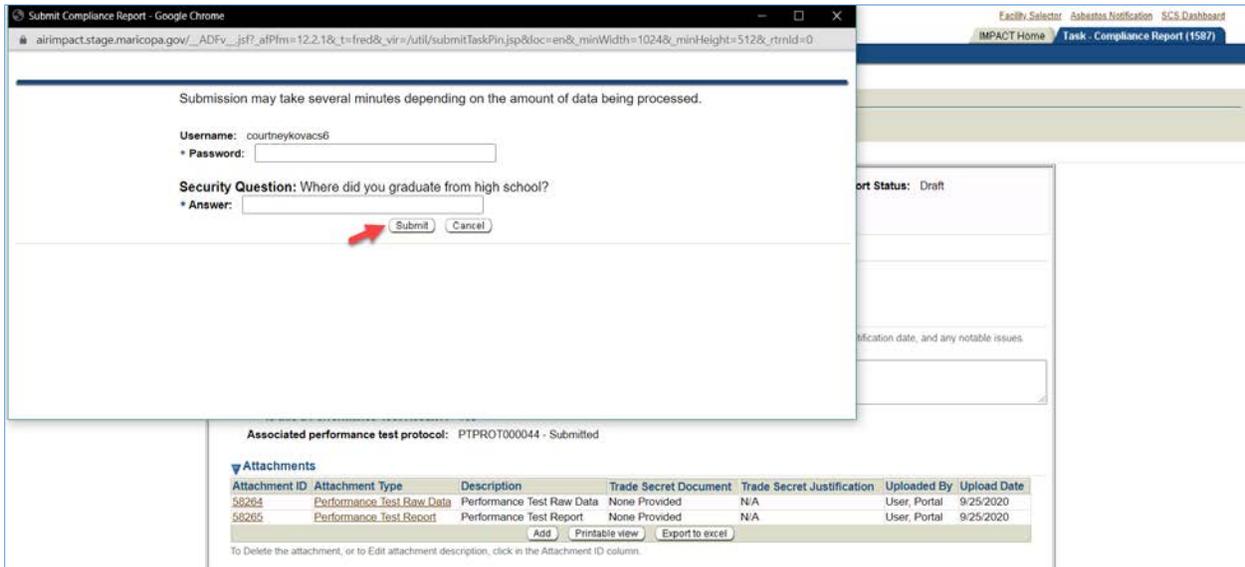
[Add](#) [Printable view](#) [Export to excel](#)

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

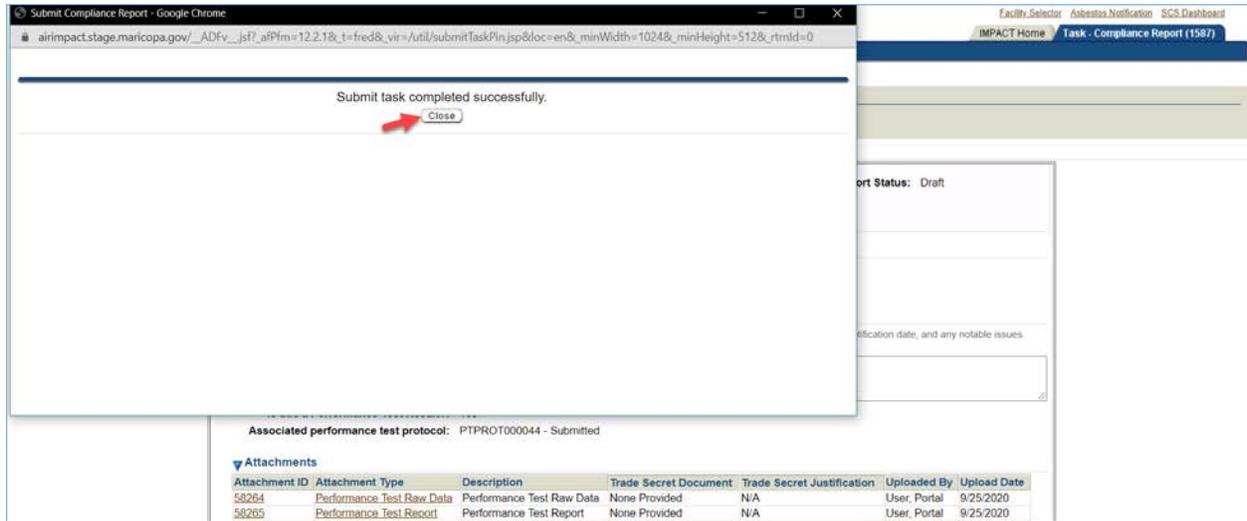
Another pop-up screen will appear. Select **Yes**.



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 **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.