



COMPLIANCE CERTIFICATION REPORTING | USER GUIDE

COMPLIANCE CERTIFICATION REPORTING

INTRODUCTION

myDEQ is Arizona Department of Environmental Quality's (ADEQ's) e-Permitting/e-Compliance Online Portal. myDEQ offers the Regulated Community a digital solution to better assist them in meeting their environmental priorities and responsibilities with an easy online tool, available 24/7 to meet business needs.

The Air Quality Compliance Certification module allows electronic reporting for Class I and Class II compliance certifications. The system provides a list of questions for the permittee to answer in order to certify compliance with air quality permit requirements, in a user-friendly step-by-step format.

Overview

To certify compliance using myDEQ:

1. Ensure the Responsible Corporate Officer (responsible official) adds data entry roles. | [Learn More >](#)
2. Gather all needed documents.
3. Provide compliance certification information online, as necessary, during the reporting period.
(Note: Multiple users can access the module at the same time.)
4. Once certification is submitted, ADEQ reviews and communicates with permittee about any additional needed information.
5. myDEQ sends a report review form to permittee.

Getting Started

You will need:

1. The Permit(s)¹
2. The Technical Support Document
3. Compliance Documents (as applicable) for the following:
 - Continuous Emissions Monitoring System (CEMS)
 - Continuous Opacity Monitoring System (COMS)
 - Opacity Observations
 - Operation & Maintenance Plans
 - Parametric Monitoring
 - Performance/Source Testing
 - Other Plans

¹ If the permit was renewed during the compliance period, you will need both the original parent permit and the renewal permit.

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How do I find my compliance certification?

You will see the compliance certification in myDEQ upon login. To access, select the appropriate permit and compliance period from the **mySTUFF** menu. In the **myAPPLICATIONS** menu, you can see compliance certifications that have been submitted or that need additional information (post-review by ADEQ).

How does compliance certification work in myDEQ?

If the permittee indicates that they did not operate during the entirety of the compliance period, the system skips all compliance certification questions and presents a summary and certification page. Otherwise, the system provides questions and prompts based on the permit requirements.

What types of information will the system ask for?

Generally, there are three types of information the system will require in order for the permittee to submit the compliance certification: contingency question response, the contingency/file question response and regular.²

CONTINGENCY QUESTION

This asks the permittee if a specific operation or process has the potential to occur or apply to a facility and/or is not continuously required by the permit.

- If answered “Yes,” the system provides follow-up questions to certify compliance.
- If answered “No,” the system asks the permittee to certify that the question did not apply (meaning the operation did not or has not occurred) during the compliance period. If a facility decided not to operate a piece of equipment or a process where a permit condition requires operation of the equipment or process, they should NOT answer “No” to the question.

FOR EXAMPLE

Question asks “Did the permittee operate...?”

If Company A has a permit for a mine that did not operate a specific conveyor during the compliance period due to complications, the answer to the contingency question should be “Yes” because the permit states that the equipment should be operating. If the equipment was not operated in accordance to the permit, the answer to the contingency question should be “No.”

If Company B has a permit for a landfill with gas collection and control system (GCCS) requirements that will not apply until the company exceeds the appropriate threshold, the answer to this contingency question should be “No.” If the permittee is not subject to the GCCS requirements yet, they will not be required to certify compliance for permit conditions that do not apply during the compliance period.

²Statement of Fact conditions, including definitions, applicability statements and permit shield statements, are not requested for compliance certification because they are not actionable, not because the permittee is not subject to the conditions. The permittee will be asked to acknowledge this in their compliance certification submittal.

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CONTINGENCY/FILE QUESTION

This is asked when the permittee has to comply with a reporting requirement during the compliance period. This type of question also allows the permittee to submit a report that is required to be submitted during the compliance period but not necessarily as part of the compliance certification.

FOR EXAMPLE

Question asks, “Did the permittee perform any monitoring activities during the compliance period that would require the submittal of a summary report?”

In this scenario, the permittee must evaluate whether the permitted action or activity occurred during the compliance period. If it did, the permittee would answer “Yes,” and submit the required report.

Question asks, “Was there any period where the sulfur content of the fuel being fired in the stationary rotating machinery exceeded 0.8% by weight?”

The permittee is required to submit a report if the sulfur content of the fuel exceeded a certain threshold. If the permittee answers Yes, they will be required to upload a file.

REGULAR

This includes prompts for the permittee to provide information directly related to the permit and cannot be answered with “Yes” or “No.” This information is required to submit the compliance certification.³

FOR EXAMPLE

The following are examples of prompts included on the compliance certification screen (see screenshots on following pages):

- **Compliance Status** - Users select whether compliance status for the condition in the certification was “Continuous” or “Intermittent.” If “Intermittent” selected, users are prompted to provide an explanation.
- **Method** - Users select a method/means of certifying compliance from a drop-down. If the response is not listed, the user can select “Other” and describe the method/means.

³ Arizona Administrative Code (AAC) R18-2-309

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Once you've answered the contingency question, you will arrive on a screen requesting more information. Browse the following sample screens and steps to help you prepare for submitting your compliance certification.

Step 1-

Select the compliance status. Selecting "Intermittent" will prompt you to provide additional detail

[RETURN TO QUESTION LIST](#)

SUBMIT AIR COMPLIANCE CERTIFICATION

Company Name: XXXXXXXXXXXXXXXXXXXX Permit #: 123456789

Reporting Period: 07/01/2017 - 12/31/2017

Because you answered YES to:
Were there any permit deviations resulting from upset conditions, which are defined as malfunctions or breakdowns of pollution control equipment, continuous emissions monitoring systems (CEMS), or continuous opacity monitoring systems (COMS)?

ATTACHMENT A, XILB, EXCESS EMISSIONS, PERMIT DEVIATIONS, AND EMERGENCY REPORTING
Were the permit deviation reports submitted within 2 working days?

Select one of the following, provide any requested information and click SAVE & CONTINUE or RETURN TO QUESTION LIST.

Compliance Status:

Continuous

Intermittent

Explain Why:

Method:

- SELECT ONE
- Continuous Emissions Monitoring System (CEMS)
- Continuous Opacity Monitoring System (COMS)
- Parametric Monitoring
- Method 9 Opacity Observations
- Alternative Method (ALT-082)
- No Visible Emissions
- Operation & Maintenance Plans
- Record Keeping
- Performance/Source Testing
- Reporting
- Other
- Select One

Step 2-

Click drop-down to select a method of compliance. When applicable, check boxes will allow you to select multiple methods.

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Step 3 (optional) -

Provide any desired comments in the "Additional Remarks" text box.

Step 4 -

Indicate whether you have requested documents to upload. For support, click the question mark icon to provide the requested document description and download any provided Sample Files.

Step 5 -

Click CHOOSE FILE to select the requested supporting documents from your computer.

Step 6 -

Answer any additional questions. A "Yes" answer for these questions will allow you to provide additional files. The dates for these should be within the compliance period.

Additional Remarks (Optional):

List of all permit deviations that were reported during the compliance period and/or attach any deviation reports that were not reported.

Upload the following supporting documents: Permit Deviation(s)
Sample File: PD-09122017.pdf

I have the supporting documents for upload

CHOOSE FILE >

PDF or DOC file only (10MB max)

Upload To upload another file delete current file

1 XXXXXXXXXXXX.xls

I don't have the required documents

SAVE PAGE & CONTINUE >

SUBMIT AIR COMPLIANCE CERTIFICATION

Company NAME: XXXXXXXXXXXXXXXXXXXX

Permit #: 123456789

Reporting Period: 01/01/2017 - 12/31/2017

ATTACHMENT A, XII.B. EXCESS EMISSIONS, PERMIT DEVIATIONS, AND EMERGENCY REPORTING

Are there any other permit deviations (aside from excess emission events and upset condition deviations) during the compliance period?

Select one of the following and click SAVE & CONTINUE.

Yes

List of all permit deviations that were reported during the compliance period and attach any deviation reports that were not reported.

Upload the following supporting documents: Permit Deviation(s)

Sample File: PD-09122017.pdf PDF or DOC file only (10MB max)



CHOOSE FILE >

UPLOAD >

Uploaded Files

1	dd/mm/yyyy	XXXXXXXXXX.xls	
2	dd/mm/yyyy	XXXXXXXXXX.PDF	
3	dd/mm/yyyy	XXXXXXXXXX.DOC	

No

SAVE PAGE & CONTINUE >

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QUESTIONS?

Visit our resource page at azdeq.gov/myDEQ/AQComplianceCertifications

Find answers on our frequently asked questions page at azdeq.gov/AQComplianceCertificationFAQs

For permit questions, contact the Air Permits Unit email airpermits@azdeq.gov

For myDEQ technical questions or system issues, contact the myDEQ Help Center at 884-827-4768 or by email at myDEQ.support@azdeq.gov