myDEQ
Arizona Department of Environmental Quality

Self-Monitoring Reporting Form (SMRF)
USER GUIDE

SMRF-V3-01112016

myDEQ Help Line | (844) – 827-4768

SELF-MONITORING REPORTING FORM (SMRF)
Online Reporting

1) OVERVIEW

The Arizona Department of Environmental Quality's myDEQ is an online tool designed to assist facilities in submitting SMRF data to meet the requirements of their Aquifer Protection Permit (APP). Online submission will eliminate paper forms and provides a faster, more efficient means to submitting the data. The tool offers all the necessary legal, security and electronic signature functionality to replace the paper forms.

2) ADVANTAGES TO USING myDEQ TO SUBMIT SMRF

i) The ability to use a facility-specific Microsoft Excel spreadsheet to submit information in lieu of a paper forms.

ii) An express path for those facilities that did not discharge during the reporting period or yet to be constructed facility to submit their SMRF.

iii) Reduced data entry error resulting in potential violations. Many of the fields on the Data Entry Spreadsheet are pre-populated to ensure correct information is reported. Additionally, system validations built reduces errors in reporting.

iv) Response from ADEQ within 24 hours on the compliance status of the reported data.

3) TYPES OF REPORTS SUBMITTED THROUGH myDEQ

- Monthly
- Quarterly
- Semi-Annual
- Annual
- Biennial

4) LOGIN ROLES

Prior to submitting any report, the facility should obtain an account on myDEQ (Refer to the Account Setup User Guide). The myDEQ account allows for two personnel to access the system.

1. **Responsible Officer -**   Any principal officer, partner, or proprietor responsible for a key business function or any other person who performs similar decision-making duties and is authorized to contractually bind the organization.

2. Account Manager -   This is an optional role for an account that would be able to login separately and complete all data entry requirements only.

5) *How does the electronic process work?*

a) Login to your myDEQ account.
b) Download the Data Entry Spreadsheet that lists your facility's specific reporting requirements.
c) Populate the results in the spreadsheet corresponding to the monitoring point.
d) Upload the completed excel file to myDEQ.
e) Check error report, if displayed, and make appropriate corrections.
f) Re-upload the document if corrections were required.
g) If RO is logged in, Certify and submit the file.
h) If AM uploads the file, RO will receive an email notifying to complete the submit process, who will then login and complete the Submit action.

6) *What is a Data Entry Spreadsheet?*

A Data Entry Spreadsheet is an Excel Spreadsheet that lists your facility's monitoring points and permit limits. You will be required to enter the results in that spreadsheet and upload the same in the myDEQ application.

7) *CONTACT INFO*

If you have questions regarding the spreadsheet or need help with the SMRF reporting, please contact the ADEQ at (602) 771-4681.

1. SMRF DATA REPORTING

1.   Once you have completed your account setup, you can login to start the SMRF submission process.
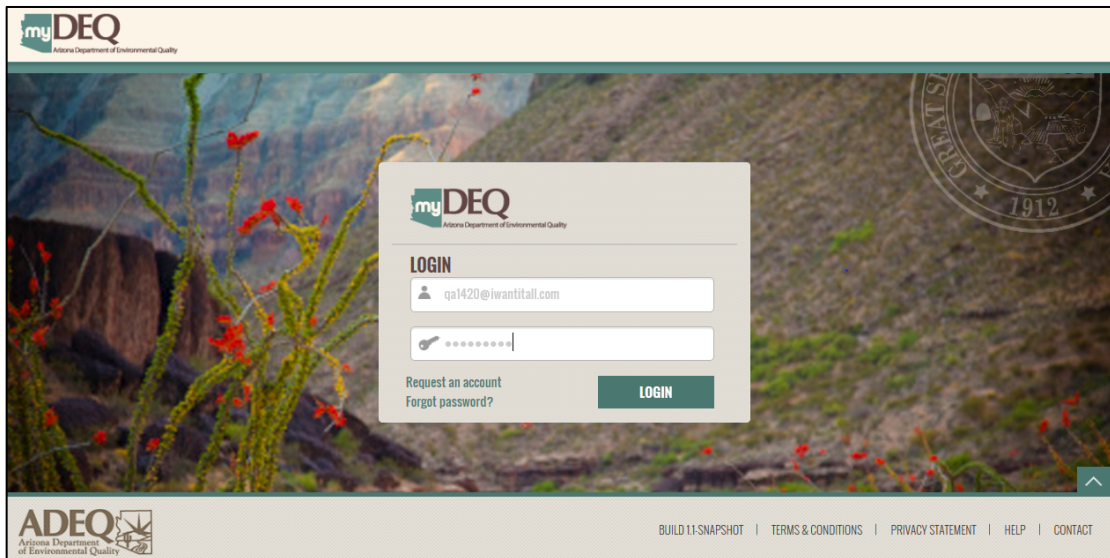
2.   After login you will be directed to the dashboard page where you should see your facility information. If you do not see your facility information, contact myDEQ Administrator at (844) 806-9337.
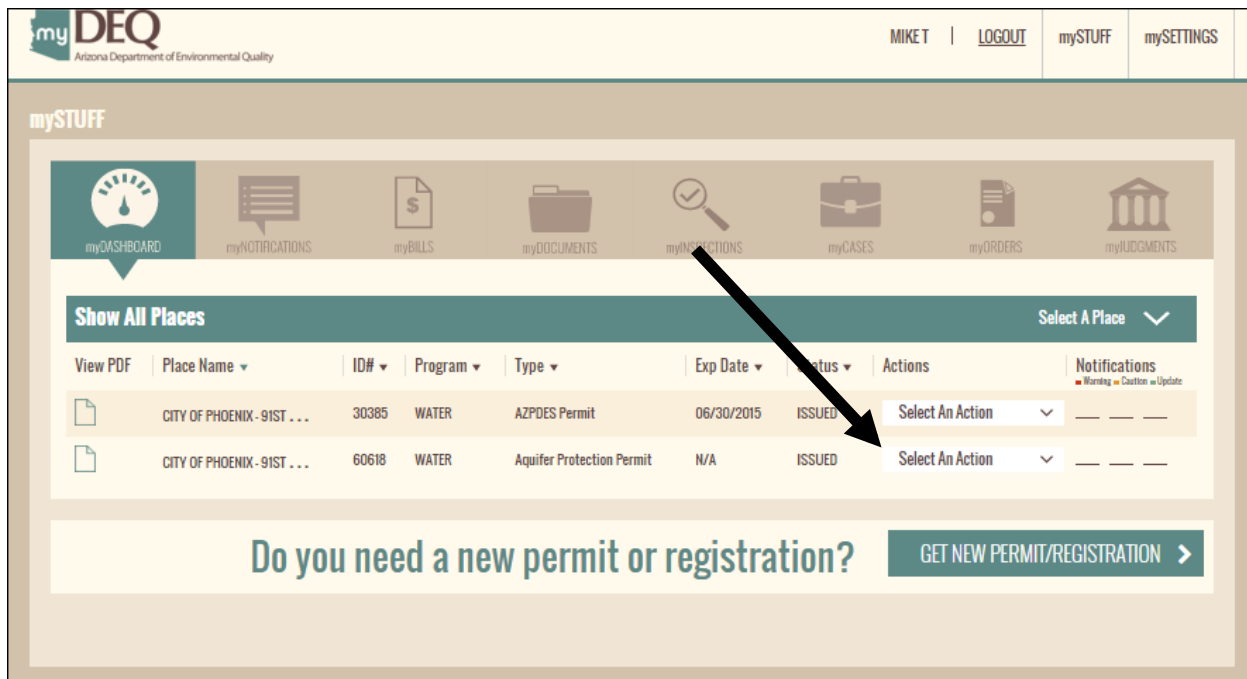
3.   In the row that lists your permit, click on drop down arrow next to "Select an Action" and choose "Step 1: Download SMRF".

4.   You will be directed to the "DOWNLOAD SMRF" screen as shown below. The screen displays the information needed to download the spreadsheet. Click on the CONTINUE button

5.   You should now see all the available reporting periods that you can download the spreadsheet for. Select the reporting period for which you want to download the spreadsheet for and click on the "CONTINUE" button.

6.   Next select if you have data for all monitoring points or only a few and then Click on the "CONTINUE" button.

7.	Next you will see a summary of all the information you had selected. If you disagree, you can select the BACK button or click on the EDIT button to change the data selection. If you agree, click on "CONTINUE" button.

8.	Your spreadsheet is ready to be downloaded. Click on the XL document logo and save the file to your computer. You can LOGOUT of the system now.

9. Open the spreadsheet. Before you start entering the data, click on the Enable Editing button.

Enter the data as follows and save the file.

Sample Date - Column F   ***Ensure the dates are within the reporting period selected***
Results -   Column G
SMRF Code-   Column I   ***Do not add a SMRF Code if you have a sample result added
Comments -   Column. J

10. UPLOAD SPREADSHEET: Select the row that lists your permit. Click on drop down arrow next to "Select an Action" and choose "Step 2: Upload SMRF".

11. You will be directed to the "UPLOAD SMRF" screen as shown below. The screen displays the information needed to upload the spreadsheet. Click on the CONTINUE button

12. The progress status of the reporting period for which the spreadsheet was downloaded should show at 25% complete. Select the reporting period for which the data will be uploaded then click on "CONTINUE" button.

13. Click on the Choose File to select the saved file from your computer and then click on the "CONTINUE" button.

14.   The application validates the data in the spreadsheet. If there are errors, an error report is generated. Click on the PDF icon to download the error report. The error report has CRITICAL ERRORS and WARNINGS. Critical Errors are required to be corrected for the system to accept the data. Only then would you be able to complete the SUBMIT action.

After correcting your spreadsheet, you can re-upload the spreadsheet by selecting the radio button. If you chose to come back at a later time, you can select Step 2: Upload spreadsheet action from your dashboard.

The error report is shown below:

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY

1110 West Washington Street Phoenix, Arizona 85007
602-771-2300 www.azdeq.gov

Upload SMRF Error Report

01/10/2016   08:42 PM   Download Record Number#d82bde41-754c-42c1-b6ad-b025981d99b3

Critical Errors Found

WARNING: We have identified the following critical errors. You will need to fix these errors and re-upload your SMRF Spreadsheet. Critical errors will cause this report to be rejected.

1.) **Row 143, Column F -** date and end date.   Invalid Date : Please enter date in between reporting cycle start

2.) **Row 144, Column F -** date and end date.   Invalid Date : Please enter date in between reporting cycle start

3.) **Row 237, Column F -** date and end date.   Invalid Date : Please enter date in between reporting cycle start

4.) **Row 238, Column F -** date and end date.   Invalid Date : Please enter date in between reporting cycle start

5.) **Row 239, Column F -** date and end date.   Invalid Date : Please enter date in between reporting cycle start

6.) **Row 240, Column F -** date and end date.   Invalid Date : Please enter date in between reporting cycle start

7.) **Row 241, Column F -** date and end date.   Invalid Date : Please enter date in between reporting cycle start

15. When no errors are found, you can select to certify the submission now or can complete it later.

16. If you select that you want to complete the submissions process, you will be directed to the Certification Page. Before you certify, you will be alerted that the submission is final. Click on OK.

17.   CERTIFICATION. Check the Certification statement and answer one security question you had selected when you setup your account.

18.   You will see a confirmation page that the submission process is complete. You will also receive an email with a copy of the results submitted, a Copy of Record and a Hash Tag file.

19.   Below is a copy of the email received upon submission.
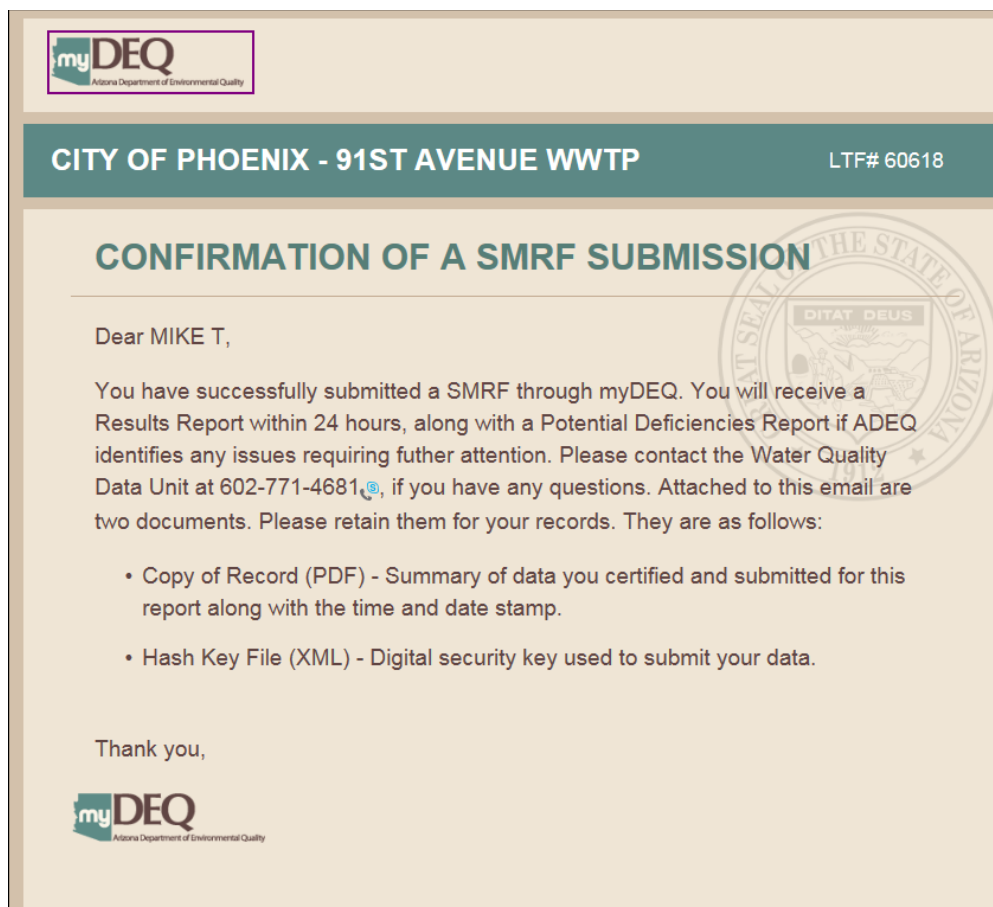
20.   Within 24 hours, you will also receive an email indicating the compliance status of the report. If there were no error, a results report indicating that the data meets the permit will be sent. If not, a Potential Deficiencies Report will be emailed.

For comments or suggestions, please contact the ADEQ:

CONTACT INFO:

Permit Information: (602) 771-4681

myDEQ information: (844) 827-4768

EMAIL: mydeq.support@azdeq.gov