



Arizona Department of Environmental Quality

# Discharge Monitoring Report (DMR)

USER GUIDE

# Discharge Monitoring Report

## Online Reporting

### 1) *OVERVIEW*

The Arizona Department of Environmental Quality's new online tool, **myDEQ**, is designed to assist facilities in submitting DMR data to meet the requirements of their Arizona Pollution Discharge Elimination System (AZPDES) Permit. 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 DMR*

- 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 DMR.
- 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 currently allows two roles who will access the system. Below are the definitions of the roles:

- |                                 |   |
|---------------------------------|---|
| <b>1. Responsible Officer -</b> | 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. |
| <b>2. Account Manager -</b>     | 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?*

Upon obtaining an account, you will be required to download a customized spreadsheet that lists your permit limits. Once you update the results data, you will upload the same spreadsheet. During upload, the system will run validation checks to ensure all required data are input in the spreadsheet. If errors are found, an error report identifying either as critical or as an alert is generated. Until all critical errors are fixed, you will not be able to submit the report. Only an RO can complete the submit process. An AM will be able to download and upload the spreadsheet. Details of the process are listed later in this document.

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*

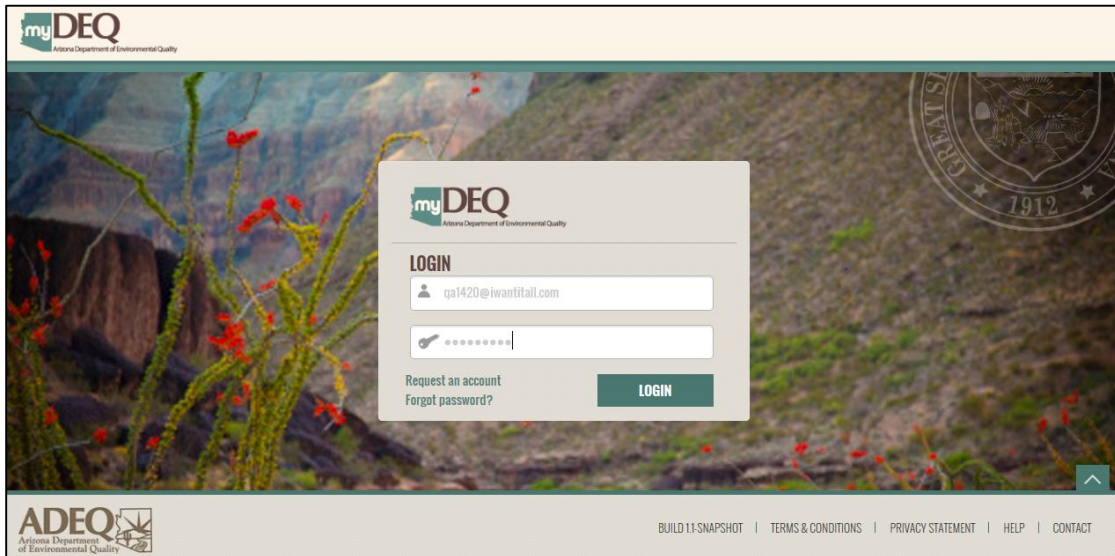
If you have questions regarding the spreadsheet or need help with the DMR reporting, please contact the ADEQ at (602) 771-4681.

For technical support or questions regarding myDEQ account, please contact (844) 806-9337

## 1. DMR DATA REPORTING

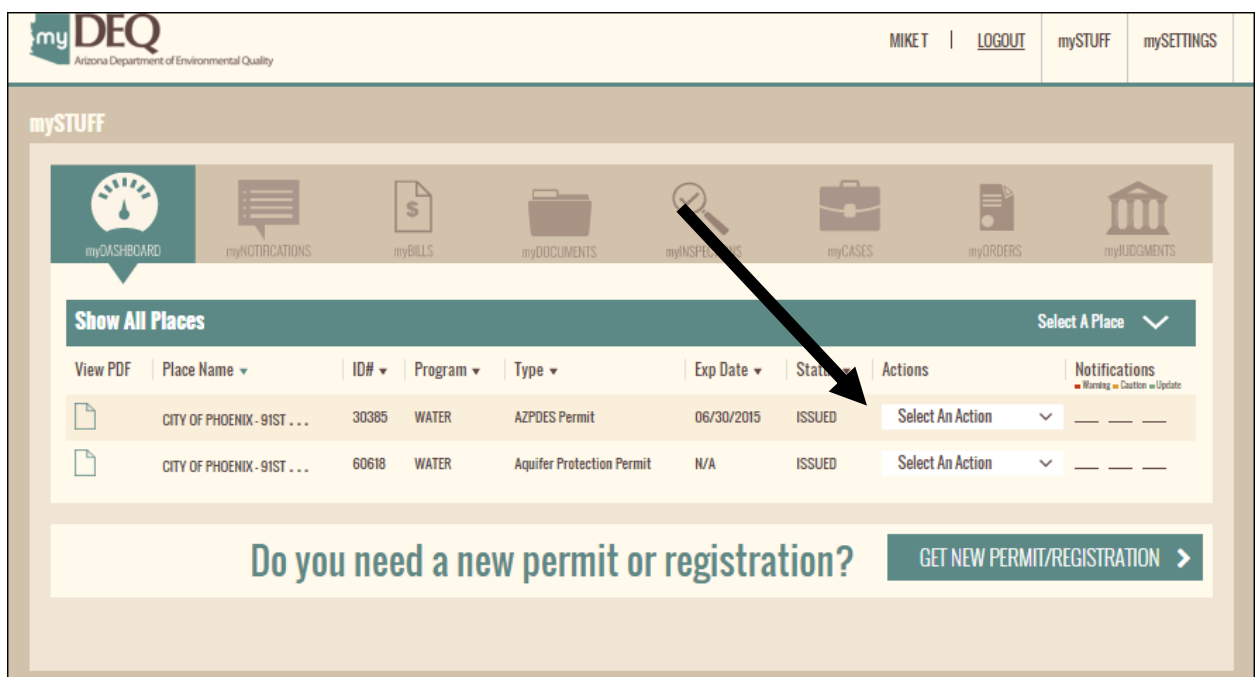
Below are step-by-step instructions for submitting your DMR report

1. Once you have completed your account setup, you can login to start the DMR submission process.



The image shows the myDEQ login page. At the top left is the myDEQ logo with the text "Arizona Department of Environmental Quality". The background is a scenic view of a desert landscape with red flowers. In the center is a login form with the myDEQ logo and "Arizona Department of Environmental Quality" text. Below the logo is the word "LOGIN". There are two input fields: one for email (containing "qa1420@iwantitall.com") and one for password (containing "\*\*\*\*\*"). Below the password field are links for "Request an account" and "Forgot password?". A green "LOGIN" button is to the right of the password field. At the bottom left is the ADEQ logo. At the bottom right are links for "BUILD 11-SNAPSHOT", "TERMS & CONDITIONS", "PRIVACY STATEMENT", "HELP", and "CONTACT".

2. After login you will be directed to the dashboard page where you should see your facility information.  
NOTE: If you do not see your facility, contact [myDEQ Administrator](#) at (844) 806-9337 to add the facility.



The image shows the myDEQ mySTUFF dashboard. At the top is the myDEQ logo and "Arizona Department of Environmental Quality". To the right are links for "MIKET", "LOGOUT", "mySTUFF", and "mySETTINGS". Below the header is a row of icons for "myDASHBOARD", "myNOTIFICATIONS", "myBILLS", "myDOCUMENTS", "myINSPLEASIS", "myCASES", "myORDERS", and "myJUDGMENTS". Below this is a "Show All Places" section with a "Select A Place" dropdown. Below the dropdown is a table with columns: "View PDF", "Place Name", "ID#", "Program", "Type", "Exp Date", "Status", "Actions", and "Notifications". The table has two rows of data. The first row is for "CITY OF PHOENIX - 91ST ...", ID# 30385, WATER, AZPDES Permit, Exp Date 06/30/2015, Status ISSUED, Actions Select An Action, and Notifications Warning, Caution, Update. The second row is for "CITY OF PHOENIX - 91ST ...", ID# 60618, WATER, Aquifer Protection Permit, Exp Date N/A, Status ISSUED, Actions Select An Action, and Notifications Warning, Caution, Update. Below the table is a banner that says "Do you need a new permit or registration?" with a "GET NEW PERMIT/REGISTRATION" button.

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	CITY OF PHOENIX - 91ST ...	30385	WATER	AZPDES Permit	06/30/2015	ISSUED	Select An Action	Warning Caution Update
	CITY OF PHOENIX - 91ST ...	60618	WATER	Aquifer Protection Permit	N/A	ISSUED	Select An Action	Warning Caution Update

- In the row that lists your permit, click on drop down arrow next to “Select an Action” and choose “Step 1: Download DMR”.

The screenshot shows the myDEQ mySTUFF dashboard. At the top, there's a navigation bar with the myDEQ logo, user name MIKE T, a LOGOUT link, and links to mySTUFF and mySETTINGS. Below this is a mySTUFF section with icons for myDASHBOARD, myNOTIFICATIONS, myBILLS, myDOCUMENTS, myINSPECTIONS, myCASES, myORDERS, and myJUDGMENTS. A 'Show All Places' button and a 'Select A Place' dropdown are visible. Below these is a table with columns: View PDF, Place Name, ID#, Program, Type, Exp Date, Status, Actions, and Notifications. Two rows of permits are shown. The first row has a dropdown menu open under the 'Actions' column, showing options: 'Step 1 - Download DMR', 'Step 2 - Upload DMR', 'Step 3 - Submit DMR', and 'No Data DMR'. Below the table, there's a banner asking 'Do you need a new permit or registration?' with a 'GET NEW PERMIT/REGISTRATION' button.

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	CITY OF PHOENIX - 91ST ...	30385	WATER	AZPDES Permit	06/30/2015	ISSUED	Select An Action	Warning - Click to Update
	CITY OF PHOENIX - 91ST ...	60618	WATER	Aquifer Protection Permit	N/A	ISSUED		

- You will be directed to the “DOWNLOAD DMR” screen as shown below. The screen displays the information needed to download the spreadsheet. Click on the CONTINUE button

The screenshot shows the myDEQ DOWNLOAD DMR screen. At the top, there's a navigation bar with the myDEQ logo, user name MIKE T, a LOGOUT link, and links to mySTUFF and mySETTINGS. Below this is a large heading 'DOWNLOAD DMR'. Underneath, it says 'You will need the following items to download your myDEQ Data Entry Spreadsheet: Please have this information ready and then click continue.' followed by a numbered list: 1 Reporting period, 2 If NODI, know the appropriate reason for no data. Below the list is a warning icon and text: 'Your session will timeout after 20 minutes of no activity on a single screen.' At the bottom, there are two buttons: 'BACK' and 'CONTINUE'.

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.

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The page is titled 'DOWNLOAD DMR' and has a progress bar with four steps: Reporting Period (active), Data Selection, Summary, and Download. Below the progress bar, the instruction reads: 'Select a reporting period. Please choose a reporting period and then click continue.' A table lists seven reporting periods with their due dates, progress percentages, and status.

Reporting Period	Due Date	Progress	Status
<input checked="" type="radio"/> 4th Quarter Report 2015	01/30/2016	25%	DOWNLOADED 01/08/2016
<input type="radio"/> Semi Annual Report - 2nd Half 2015	01/30/2016	0%	
<input type="radio"/> Annual Report 2015	01/30/2016	0%	
<input type="radio"/> Monthly Report - January 2016	03/01/2016	0%	
<input type="radio"/> 1st Quarter Report 2016	04/30/2016	0%	
<input type="radio"/> Semi Annual Report - 1st Half 2016	07/30/2016	0%	
<input type="radio"/> Annual Report 2016	01/30/2017	0%	

At the bottom of the page are 'BACK' and 'CONTINUE' buttons.

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

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The page is titled 'DOWNLOAD DMR' and has a progress bar with four steps: Reporting Period, Data Selection (active), Summary, and Download. Below the progress bar, the instruction reads: 'Do you have all or only some of the data required for the monitoring points covered in this reporting period? Please select one of the following and then click continue.' The selected reporting period is '4th Quarter | 10/01/2015 - 12/31/2015'. Two radio button options are presented.

Reporting Period: 4th Quarter | 10/01/2015 - 12/31/2015

- ☒ I have data to report for all monitoring points
- ☐ I have data to report for only some monitoring points

At the bottom of the page are 'BACK' and 'CONTINUE' buttons.

7. If you do not have data for a few monitoring points, then select the option “I have data to report for only some monitoring points” and click on the CONTINUE button. The next screen will display all the monitoring points for your facility. Select the one that you have no data for. When you select the correct code, a comments box will be displayed to add comments. Then click on the CONTINUE button

CITY OF PHOENIX - 91ST AVENUE WWTP

LTF ID: 30385

DOWNLOAD DMR

Reporting Period

Data Selection

Summary

Download

Which monitoring point(s) had no data to report?

Please select all that apply, enter required comments and then click continue.

☒

005

Why is there no data to report?

You must choose a reason and enter comments.

☐ Sampling Equipment Failure

☐ Insufficient Flow For Sampling

☐ Lost Sample/Data Not Available

☒ No Discharge

Enter required comments here

☐ Below Detection Limit/No Detection

☐ Operation Shutdown

☐ Other (Comment Required)

8. Next you will see a summary of all the information you had selected. If you need to change, you can select the BACK button or click on the EDIT button to change the data selection. If not, click on “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The user is logged in as MIKE T. The page title is 'DOWNLOAD DMR'. A progress bar shows four steps: Reporting Period, Data Selection, Summary (current), and Download. The 'Summary' section contains two rows of data with 'EDIT' buttons:

Summary:		
Reporting Period	4th Quarter   10/01/2015 - 12/31/2015	EDIT
Do you have all or only some of the data?	I have data for ALL monitoring points	EDIT

At the bottom, there are 'BACK' and 'CONTINUE' buttons.

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

The screenshot shows the 'myDEQ' 'CONFIRMATION' page. It features a message: 'Thank you for creating a myDEQ Data Entry Spreadsheet. Your spreadsheet is now ready to download by clicking on the icon.' Below this is an icon of a document with 'XL' on it, labeled 'DMR SPREADSHEET'. Another message says: 'After completing the spreadsheet, return to myDEQ for Step 2: Upload Spreadsheet.' At the bottom is a 'RETURN TO mySTUFF' button with a right arrow.



10. Open the spreadsheet that was downloaded. The greyed-out cells are non-editable. Data should be entered in the white cells.
- Tab 2 lists the NODI codes as defined by EPA.

FileHomeInsertPage LayoutFormulasDataReviewViewAdd-Ins

Protected ViewBe careful—files from the Internet can contain viruses. Unless you need to edit, it's safer to stay in Protected View.

Enable Editing

A1

<

11. **UPLOAD SPREADSHEET:** Select the row that lists your permit. Click on drop down arrow next to “Select an Action” and choose “Step 2: Upload DMR”.

The screenshot shows the myDEQ mySTUFF dashboard. At the top, there's a header with the myDEQ logo, user name MIKE T, a LOGOUT link, and mySTUFF/mySETTINGS tabs. Below the header is a mySTUFF section with icons for myDASHBOARD, myNOTIFICATIONS, myBILLS, myDOCUMENTS, myINSPECTIONS, myCASES, myORDERS, and myJUDGMENTS. A 'Show All Places' button and a 'Select A Place' dropdown are visible. Below this is a table with columns: View PDF, Place Name, ID#, Program, Type, Exp Date, Status, Actions, and Notifications. Two rows are shown, both for 'CITY OF PHOENIX - 91ST ...'. The first row has ID# 30385, WATER program, AZPDES Permit, Exp Date 06/30/2015, and ISSUED status. The second row has ID# 60618, WATER program, Aquifer Protection Permit, Exp Date N/A, and ISSUED status. The 'Actions' column for the first row has a dropdown menu open with options: Step 1 - Download DMR, Step 2 - Upload DMR, Step 3 - Submit DMR, No Data DMR, and a GET NEW PERMIT/REGISTRATION button. A banner at the bottom asks 'Do you need a new permit or registration?'.

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	CITY OF PHOENIX - 91ST ...	30385	WATER	AZPDES Permit	06/30/2015	ISSUED	Select An Action Step 1 - Download DMR Step 2 - Upload DMR Step 3 - Submit DMR No Data DMR GET NEW PERMIT/REGISTRATION	Warning Caution Update
	CITY OF PHOENIX - 91ST ...	60618	WATER	Aquifer Protection Permit	N/A	ISSUED		

12. You will be directed to the “UPLOAD DMR” screen as shown below. The screen displays the information needed to upload the spreadsheet. Click on the CONTINUE button

The screenshot shows the myDEQ UPLOAD DMR screen. At the top, there's a header with the myDEQ logo, user name MIKE T, a LOGOUT link, and mySTUFF/mySETTINGS tabs. Below the header is a section titled 'UPLOAD DMR'. The main content area says: 'You will need the following items to upload your myDEQ Data Entry Spreadsheet: Please have this information ready and then click continue.' followed by a list of three items: 1 Reporting Period, 2 Completed DMR myDEQ Data Entry Spreadsheet, and 3 Lab Reports\* (Zip your files, if you have multiple files for each type of report.). A footnote states: '\*A DMR per your permits requires lab reports, please refer to your permit to know what types of reports you will need.' Below this is a warning icon and text: 'Your session will timeout after 20 minutes of no activity on a single screen.' At the bottom, there are two buttons: BACK and CONTINUE.

**UPLOAD DMR**

You will need the following items to upload your myDEQ Data Entry Spreadsheet:  
Please have this information ready and then click continue.

- 1 Reporting Period
- 2 Completed DMR myDEQ Data Entry Spreadsheet
- 3 Lab Reports\* (Zip your files, if you have multiple files for each type of report.)

\*A DMR per your permits requires lab reports, please refer to your permit to know what types of reports you will need.

⚠ Your session will timeout after 20 minutes of no activity on a single screen.

BACK CONTINUE

13. 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.

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The page is titled 'UPLOAD DMR' and has three tabs: 'Reporting Period' (selected), 'Upload Reports', and 'Confirm'. The instruction reads: 'Select a reporting period. Please choose a reporting period and then click continue.' Below this is a table with columns: Reporting Period, Due Date, Progress, and Status.

Reporting Period	Due Date ▼	Progress ▼	Status
<input checked="" type="radio"/> 4th Quarter Report 2015	01/30/2016	25%	DOWNLOADED 01/11/2016
<input type="radio"/> Semi Annual Report - 2nd Half 2015	01/30/2016	0%	
<input type="radio"/> Annual Report 2015	01/30/2016	0%	
<input type="radio"/> Monthly Report - January 2016	03/01/2016	0%	
<input type="radio"/> 1st Quarter Report 2016	04/30/2016	0%	
<input type="radio"/> Semi Annual Report - 1st Half 2016	07/30/2016	0%	
<input type="radio"/> Annual Report 2016	01/30/2017	0%	

At the bottom, there are 'BACK' and 'CONTINUE' buttons.

14. Click on the Choose File to select the saved file from your computer and then click on the “CONTINUE” button.

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The page is titled 'UPLOAD DMR' and has three tabs: 'Reporting Period', 'Upload Reports' (selected), and 'Confirm'. The instruction reads: 'Upload your completed myDEQ Data Entry Spreadsheet. Please select the data file you have completed on your computer and then click continue.' Below this is a file selection area with a 'Choose File' button and a text box showing 'No file chosen'. A note below the text box says 'XLS, XLSX files only'. At the bottom, there are 'BACK' and 'CONTINUE' buttons.

15. 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 includes **CRITICAL ERRORS** and **MINOR ERRORS**. 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. You can chose to come back at a later time by selecting Step 2: Upload spreadsheet action from the dashboard.

CITY OF PHOENIX - 91ST AVENUE WWTP

LTF ID: 30385

UPLOAD DMR

Reporting PeriodUpload ReportsConfirm

Error Report

Please reveiw the Error Report below and make appropriate changes if critical errors are identified. Critical errors will cause this report to be rejected. You may fix your errors and re-upload or click CONTINUE if no critical errors where found.

PDF

ERROR REPORT



☐ Re-upload my spreadsheet

☐ Return to mySTUFF

BACK

CONTINUE

A sample copy of the error report is shown below:




**ARIZONA DEPARTMENT  
OF ENVIRONMENTAL QUALITY**  
1110 West Washington Street Phoenix, Arizona 85007  
602-771-2300 [www.azdeq.gov](http://www.azdeq.gov)

**Upload DMR Error Report**  
01/11/2016 10:54 AM Download Record Number#54f5390d-9086-4421-97d2-8b2175a4a0c1

**Critical Errors Found**  
**WARNING:** We have identified the following critical errors. You will need to fix these errors and re-upload your DMR Spreadsheet. Critical errors will cause this report to be rejected.  
  
1.) Row 75, Column M - Field Left Blank: Please enter in a numeric value.  
  
2.) Row 126, Column M - Field Left Blank: Please enter in a numeric value.

**Minor Errors Found**  
**Caution:** Minor errors have been found in your DMR Spreadsheet. You may continue the upload process with minor errors however, we encourage you to review these errors, make any necessary adjustments and re-upload your DMR Spreadsheet.  
  
1.) Row 84, Column I - Value entered is 500% over the parameter limits: Please verify your data for accuracy.  
Column M - Value entered is 500% over the parameter limits: Please verify your data for accuracy.  
  
2.) Row 87, Column I - Value entered is 500% over the parameter limits: Please verify your data for accuracy.  
Column M - Value entered is 500% over the parameter limits: Please verify your data for accuracy.  
  
3.) Row 90, Column I - Value entered is 500% over the parameter limits: Please verify your data for accuracy.  
Column M - Value entered is 500% over the parameter limits: Please verify your data for accuracy.

16. When no critical errors are found, you can continue to upload lab reports if required by your permit. If you have lab reports, select the radio button “I have lab reports to upload”. Select the lab report you want to submit and choose the file to upload. Click on the CONTINUE button



Arizona Department of Environmental Quality

MIKE T | [LOGOUT](#)

mySTUFF

mySETTINGS

CITY OF PHOENIX - 91ST AVENUE WWTP

LTF ID: 30385

## UPLOAD DMR

Reporting Period > Upload Reports > Confirm

### Select lab report type

Please select all lab report types that apply to your permit, upload your file(s) and then click continue.

☒ I have lab reports to upload

☒ Discharge Flow Records

Choose File

No file chosen

10 MB File Max

PDF or ZIP only

☐ Ammonia Data Logs

☐ Analytical Lab Reports

☐ Bench Sheet

☐ WET Reports

☐ I don't have any lab reports to upload

< BACK

CONTINUE >

17. If you are the RO, you will be taken to the next step of Submit process. You can choose to submit now or later. If you choose now, select “Yes, I want to certify this DMR and complete the submission process.”

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 30385. The 'UPLOAD DMR' section has three steps: 'Reporting Period', 'Upload Reports', and 'Confirm'. The 'Confirm' step is active, asking 'Would you like to complete the submission of this DMR?'. It provides instructions to select an option and click 'continue'. Two radio button options are listed: 'Yes, I want to certify this DMR and complete the submission process.' and 'No, I want to certify this DMR at a later date. Return me to mySTUFF.'. A 'CONTINUE' button with a right arrow is at the bottom right.

18. You will be alerted that all submissions are final. Any changes to the data submitted should be mailed to the Water Quality Data and Enforcement Unit.

The screenshot shows the 'myDEQ' interface for the 'CITY OF PHOENIX - 91ST AVENUE WWTP' with LTF ID: 60618. The 'SUBMIT SMRF' section is visible, with steps 'Reporting Period', 'Certify', and 'Submit'. The 'Certify' step is active, showing a 'By e-signature' option. An 'ALERT' modal is displayed in the center, stating: 'All submissions are final. myDEQ does not currently accept online changes to a report once you submit it. If your submitted report requires any changes, you must contact: Attn: Water Quality Data and Enforcement Unit, 1110 W Washington St, PHOENIX, AZ 85007'. The modal has an 'OK' button with a right arrow. Below the modal, a 'Please' section with an asterisk indicates a question: 'What is your oldest sibling's middle name?' with an 'Answer:' field. At the bottom, there are 'BACK' and 'CONTINUE' buttons with arrows.

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

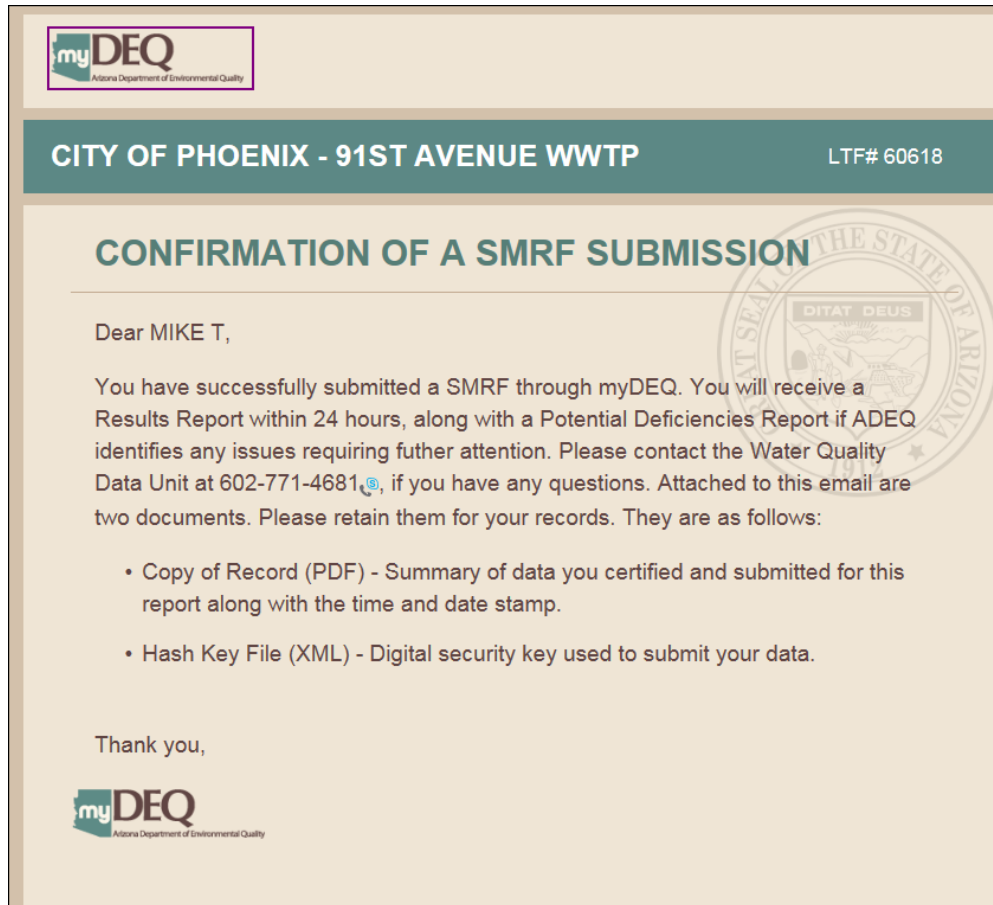
The screenshot shows the 'myDEQ' website interface. At the top, the logo 'myDEQ Arizona Department of Environmental Quality' is on the left, and user links 'MIKE T | LOGOUT mySTUFF mySETTINGS' are on the right. A teal header bar contains 'CITY OF PHOENIX - 91ST AVENUE WWTP' and 'LTF ID: 30385'. The main content area is titled 'SUBMIT DMR' with a progress bar showing 'Reporting Period', 'Certify' (active), and 'Confirm'. Below this, the text 'Certify your submission.' is followed by a certification statement: 'By checking this box I certify under penalty law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.' Below the statement is a security question section: 'Please verify your identity by answering the following security question. \* Indicates required field.' The question is 'What is your oldest sibling's middle name?' and the answer field is empty. At the bottom are 'BACK' and 'CONTINUE' buttons.

20. 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.

The screenshot shows the 'myDEQ' website interface with a confirmation page. The header is the same as the previous screenshot. The main content area has a background image of a sunset and a white box with the title 'CONFIRMATION'. Inside the box, the following information is displayed: 'Place: CITY OF PHOENIX - 91ST AVENUE WWTP', 'LTF ID: 60618', 'Date Submitted: 01/10/2016', and 'Reporting Period: 4TH QUARTER REPORT 2015'. To the right of this text is an icon of a spreadsheet with 'XL' on it, labeled 'SUBMITTED SMRF SPREADSHEET'. Below the information, it says 'You will be emailed a copy of your report within 24 hours.' At the bottom right of the white box is a 'RETURN TO mySTUFF' button with a right arrow.



21. Below is a sample copy of the email received upon submission.



22. Within 24 hours, you will also receive an email indicating the compliance status of the report. If there were no violations, a results report indicating that the data meets the permit will be emailed. If not, a Potential Deficiencies Report will be emailed.
23. ALERT EMAILS

Three days from the due date, the RO and AM will receive an email alerting that the report is due.

If reports were not submitted within five days past the due date, an RO and AM will receive an email that the report is past due.

Thank you for using the electronic system.

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](mailto:mydeq.support@azdeq.gov)