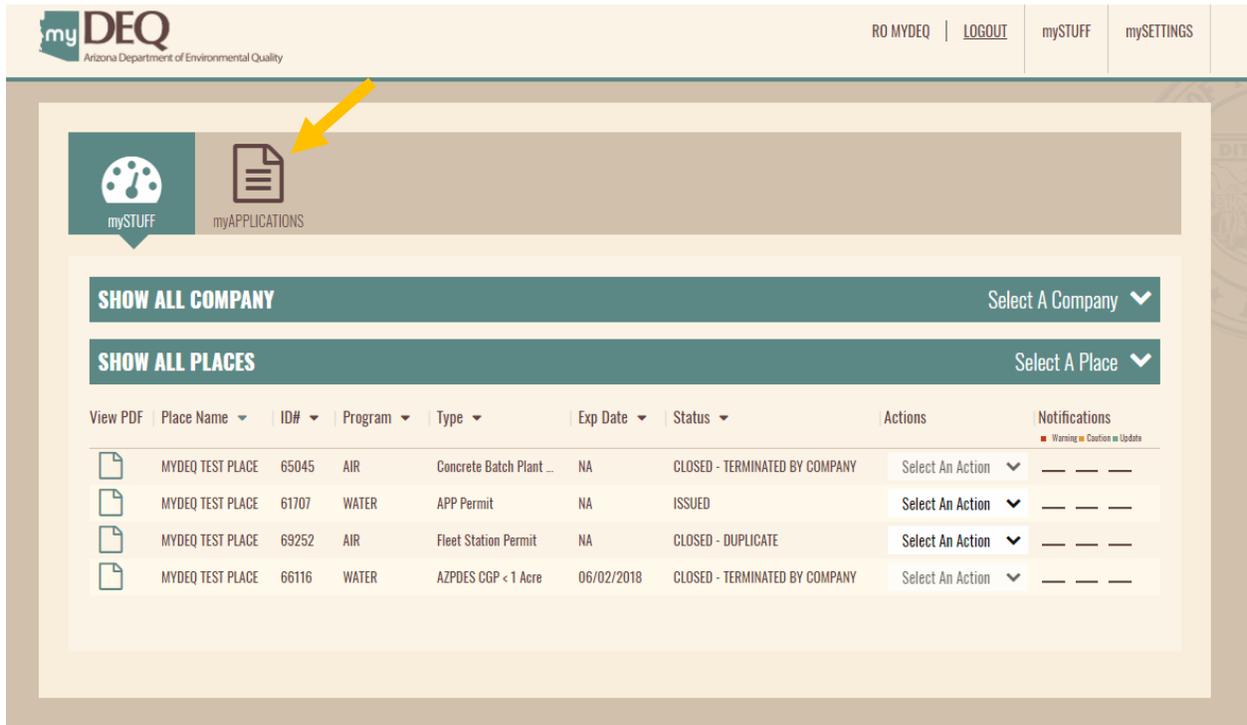




# USER GUIDE

## Register a New Drywell | myDEQ

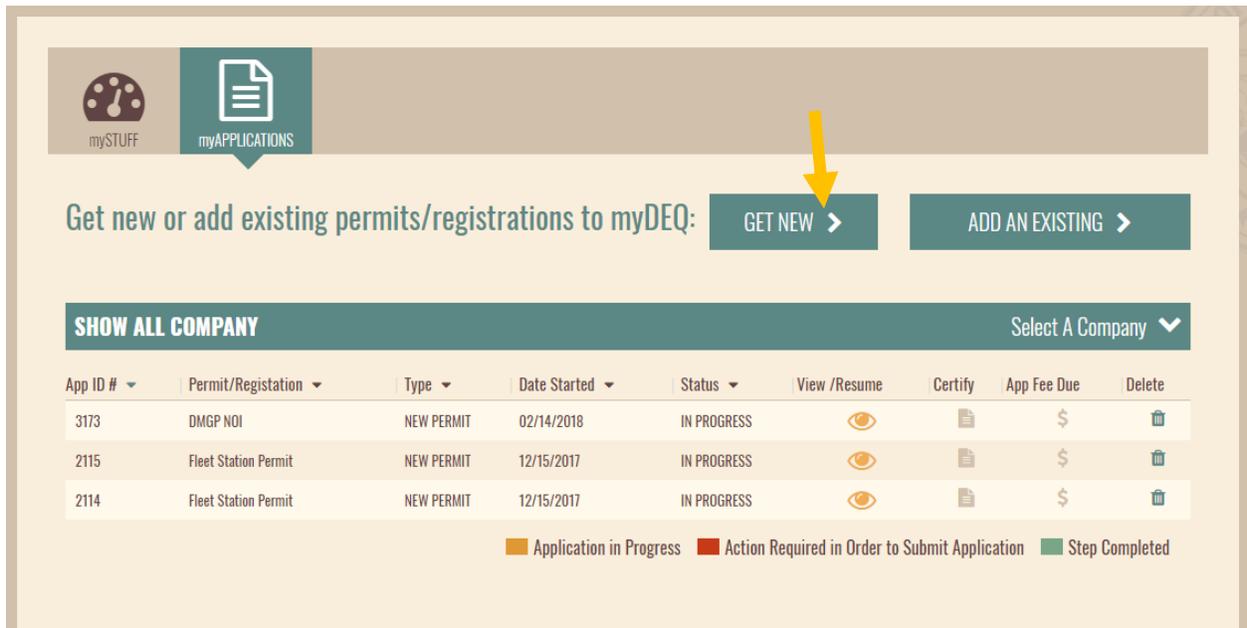
1. Upon login, click on the myAPPLICATIONS tab.



The screenshot shows the myDEQ user interface. At the top left is the myDEQ logo with the text "Arizona Department of Environmental Quality". To the right are links for "RO MYDEQ", "LOGOUT", "mySTUFF", and "mySETTINGS". Below the header is a navigation bar with "mySTUFF" and "myAPPLICATIONS" tabs. A yellow arrow points to the "myAPPLICATIONS" tab. Below the navigation bar are two buttons: "SHOW ALL COMPANY" with a dropdown menu "Select A Company" and "SHOW ALL PLACES" with a dropdown menu "Select A Place". Below these buttons is a table with columns: "View PDF", "Place Name", "ID#", "Program", "Type", "Exp Date", "Status", "Actions", and "Notifications". The table contains four rows of application data.

View PDF	Place Name	ID#	Program	Type	Exp Date	Status	Actions	Notifications
	MYDEQ TEST PLACE	65045	AIR	Concrete Batch Plant ...	NA	CLOSED - TERMINATED BY COMPANY	Select An Action	Warning Caution Update
	MYDEQ TEST PLACE	61707	WATER	APP Permit	NA	ISSUED	Select An Action	Warning Caution Update
	MYDEQ TEST PLACE	69252	AIR	Fleet Station Permit	NA	CLOSED - DUPLICATE	Select An Action	Warning Caution Update
	MYDEQ TEST PLACE	66116	WATER	AZPDES CGP < 1 Acre	06/02/2018	CLOSED - TERMINATED BY COMPANY	Select An Action	Warning Caution Update

2. Click on GET NEW to register a new Drywell.



The screenshot shows the myDEQ user interface. At the top left is the myDEQ logo with the text "Arizona Department of Environmental Quality". To the right are links for "RO MYDEQ", "LOGOUT", "mySTUFF", and "mySETTINGS". Below the header is a navigation bar with "mySTUFF" and "myAPPLICATIONS" tabs. A yellow arrow points to the "myAPPLICATIONS" tab. Below the navigation bar is a section titled "Get new or add existing permits/registrations to myDEQ:" with two buttons: "GET NEW >" and "ADD AN EXISTING >". Below this section are two buttons: "SHOW ALL COMPANY" with a dropdown menu "Select A Company" and "SHOW ALL PLACES" with a dropdown menu "Select A Place". Below these buttons is a table with columns: "App ID #", "Permit/Registration", "Type", "Date Started", "Status", "View /Resume", "Certify", "App Fee Due", and "Delete". The table contains three rows of application data. Below the table is a legend with three items: "Application in Progress" (yellow square), "Action Required in Order to Submit Application" (red square), and "Step Completed" (green square).

App ID #	Permit/Registration	Type	Date Started	Status	View /Resume	Certify	App Fee Due	Delete
3173	DMGP NOI	NEW PERMIT	02/14/2018	IN PROGRESS			\$	
2115	Fleet Station Permit	NEW PERMIT	12/15/2017	IN PROGRESS			\$	
2114	Fleet Station Permit	NEW PERMIT	12/15/2017	IN PROGRESS			\$	

3. Select Drywell Registration and click on CONTINUE

my DEQ  
Arizona Department of Environmental Quality

LOGOUT mySTUFF mySETTINGS

## PERMIT/REGISTRATION

Which type of permit or registration do you need?  
Select one and click CONTINUE.

- AZPDES Stormwater Construction General Permit (CGP) NOI
- AZPDES Stormwater Multi-sector General Permit (MSGP) | Industrial NOI
- AZPDES De Minimis General Permit (DMGP) NOI
- Concrete Batch Plant General Permit
- Crushing & Screening General Permit
- Drywell Registration
- EPA ID (RCRA)
- Fleet Station Permit (Vehicle Emissions)
- Hot Mix Asphalt Plant General Permit

< BACK CONTINUE >

4. Select (or add) the company to which this registration will be issued and click on CONTINUE

## REGISTER DRYWELL(S)

Which company/agency is this permit for?  
Select one and click CONTINUE.

- MYDEQ TEST CUSTOMER
- Add a Company/Agency

< BACK CONTINUE >

5. This screen lists all the information required to continue with the registration application. Click on the START REGISTRATION

**REGISTER DRYWELL(S)**

You will need the following items to complete this registration:  
Please have this information ready and then click CONTINUE.

- 1 Facility Address
- 2 Lat/Long for Each Drywell
- 3 Technical Contact Information
- 4 Drywell Drainage Area
- 5 Facility Site Plan
- 6 \$100 Per Registered Dry well

Warning: Your session will time out in 20 minutes of non-activity on a single screen. You may save your application, once started, by clicking on this icon located at the top right of every page.

[← BACK](#) [START REGISTRATION >](#)

6. If the drywell is located in a single-family home, you do not need to obtain a registration. Select No and click Continue

**REGISTER DRYWELL(S)** [SAVE APPLICATION & EXIT >](#)

Is the dry well located on the property of a single-family home<sup>?</sup> ?  
Select one and click CONTINUE.

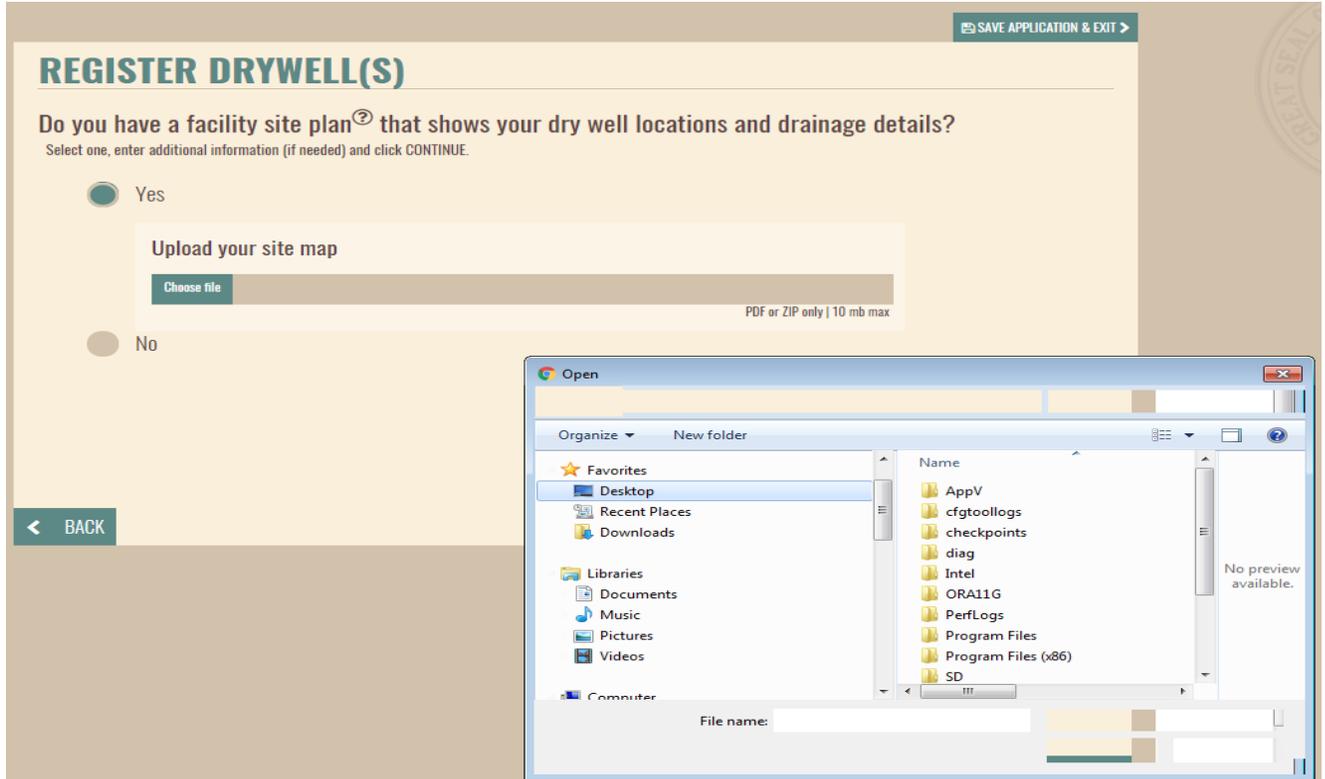
Yes

No

[← BACK](#) [CONTINUE >](#)

7. The registration requires you to upload a copy of the site plan that shows all the drywell locations and drainage details. Select Yes and then click on Choose File. You should upload only PDF or ZIP file not exceeding 10 MB.

NOTE: You can save your application from this point and resume when needed.



8. Select (or add) the facility location where the drywell will be located. Click Continue.



9. You can choose to add the address or select from a map

SAVE APPLICATION & EXIT >

## REGISTER DRY WELL(S)

**Request to add a place.** ?

Please enter the following information and then click continue.  
\* Indicates required field.

Name of Place:\*

---

**Where is this place located?**

Choose one of the following and enter the information.  
\* Indicates required field.

I have an address (preferred)

Address Line 1: \*  No P.O. boxes

Address Line 2:  No P.O. boxes

City: \*

Zip Code: \*

Choose from map locator

< BACK
CONTINUE >

10. Verify the location entered by selecting on Yes. If not, choose the correct location on the map.

SAVE APPLICATION & EXIT >

## REGISTER DRY WELL(S)



**Address:** 1110 W Washington St  
Ste 100  
Phoenix, AZ, 85007

**County:** MARICOPA

**Latitude:** 33.448189

**Longitude:** -112.087092

**Quadrant:** A

**Township:** 1

**Range:** 3

**Section:** 7

**Is this the correct location**

Yes

No

---

**Parcel number (optional)** ?

Parcel number 1:  ex. 123-11-123A\*

Parcel number 2:

Parcel number 3:

Parcel number 4:

11. Select the nature of the business from the drop-down list and Click on SAVE PAGE & CONTINUE

myDEQ Arizona Department of Environmental Quality

LOGOUT mySTUFF mySETTINGS

MYDEQ TEST PLACE 1110 W WASHINGTON ST PHOENIX AZ 85007

SAVE APPLICATION & EXIT

### REGISTER DRYWELL(S)

For your facility/project located at:  
1110 W WASHINGTON ST  
PHOENIX, AZ 85007  
Lat: 33.448844 / Long: -112.086517

What is the nature of business conducted on the property?

Type of business conducted: **Offices & Retail Only**

BACK SAVE PAGE & CONTINUE

10. Select all the locations of the drywell on the map and then click on Close Map.

MYDEQ TEST PLACE 2 1110 W Washington St Ste 100 Phoenix AZ 85007

SAVE APPLICATION & EXIT

### REGISTER DRYWELL(S)

Drywell Information  
Please enter the following details for each drywell and click CONTINUE.

Dry well Name/Number	Lat	Long	Status	Verify on Map
	33.448364	-112.087602		Look-up on Map

BACK

myDEQ - Google Chrome  
Secure | https://gisweb.azdeq.gov/mydeq/map/dev/?topic=waterbody&zoom=17&points=-8&latitude=33.448189&longitude=-112.086958

Clicked location 33.448668 / -112.086958  
Close Map Another Location

Arizona Department of Environmental Quality

Arizona Corporation Commission

Carregie Library Park

Carregie Public Library

City of Phoenix, Bureau of Land Management, Esri, HERE, Garmin, INCREMENT P, NGA, USGS

11. Add the Drywell name/number and the status of each well from the drop down list.

**REGISTER DRYWELL(S)**

**Drywell Information**  
Please enter the following details for each drywell and click CONTINUE.

Dry well Name/Number	Lat	Long	Status	Verify on Map
1	33.448341	-112.087543	PROPOSED	Look-up on Map
2	33.448663	-112.087156	PROPOSED	Look-up on Map
3	33.448449	-112.087028	PROPOSED	Look-up on Map
4	33.448538	-112.087349	PROPOSED	Look-up on Map
5	33.448574	-112.087564	PROPOSED	Look-up on Map

SELECT ONE  
ACTIVE  
PROPOSED  
CLOSED/DECOMMISSIONED

+ Add Row

BACK SAVE PAGE & CONTINUE

12. Select the drainage area for each drywell from the list provided.

**MYDEQ TEST PLACE 2** 1110 W Washington St Ste 100 Phoenix AZ 85007

**REGISTER DRYWELL(S)**

What is the drainage area for each drywell?

Dry well Name: 1

- Driveways or parking lots
- Rooftops
- Streets or landscaped areas
- Loading docks (no hazardous materials handled)
- Loading docks (hazardous materials handled)
- Contained Chemical storage areas
- Chemical storage or treatment areas
- Livestock/agricultural activities
- Other

Dry well Name: 2

Dry well Name: 3

Dry well Name: 4

Dry well Name: 5

BACK SAVE PAGE & CONTINUE

13. Select if any of the drywells are located where hazardous substances are used, stored, loaded or treated. On the following page, select if any drywell receives fluids other than stormwater.

**MYDEQ TEST PLACE 2** 1110 W Washington St Ste 100 Phoenix AZ 85007

SAVE APPLICATION & EXIT >

### REGISTER DRYWELL(S)

Which of your drywells drain where hazardous substances (such as gasoline, oil, solvents or pesticides) are used, stored, loaded or treated?  
Please check all that apply and click CONTINUE.

1

2

3

4

5

None

< BACK SAVE PAGE & CONTINUE >

**MYDEQ TEST PLACE 2** 1110 W Washington St Ste 100 Phoenix AZ 85007

SAVE APPLICATION & EXIT >

### REGISTER DRYWELL(S)

Which of your drywells receive fluids other than stormwater?  
Please check all that apply and click CONTINUE.

1

2

3

4

5

None

< BACK SAVE PAGE & CONTINUE >

14. Enter the technical contact person's information.

MYDEQ TEST PLACE 2
1110 W Washington St Ste 100 Phoenix AZ 85007

[SAVE APPLICATION & EXIT >](#)

## REGISTER DRYWELL(S)

**Who is your Technical Contact Person?** ?

Enter the following information and click CONTINUE.

First Name:\*

Last Name:\*

Address Line 1:\*

Apt/Suite/Unit #:  City:\*

State:\*  Zip:\*

Email:\*

Phone:\*  Ext:

< BACK
SAVE PAGE & CONTINUE >

16. A summary of all the information entered is displayed. You may edit any portion of the information by clicking on the EDIT icon. If everything is correct, click on the CONTINUE button.

MYDEQ TEST PLACE 2
1110 W Washington St Ste 100 Phoenix AZ 85007

[SAVE APPLICATION & EXIT >](#)

## REGISTER DRYWELL(S)

### Summary

Please review and click EDIT to modify. Then click CONTINUE.

**Company Info:** MYDEQ TEST CUSTOMER

Is the drywell located on the property of a single-family home? NO EDIT

Do you have a facility site plan that shows your drywell locations and drainage details? Help\_phase1\_revised.pdf EDIT

**Place Info:** 1110 W Washington St Ste 100 Phoenix AZ 85007

**Facility Name:** MYDEQ TEST PLACE 2

What is the nature of business conducted on the property? Offices & Retail Only EDIT

Dry well Information <span style="float: right; font-size: x-small;">EDIT</span>			
Dry well Name/Number	Lat	Long	Status
1	33.448341	-112.087543	PROPOSED
2	33.448663	-112.087156	PROPOSED
3	33.448449	-112.087028	PROPOSED
4	33.448538	-112.087349	PROPOSED
5	33.448574	-112.087564	PROPOSED

Which of your drywells drain where hazardous substances (such as gasoline, oil, solvents or pesticides) are used, stored, loaded or unloaded? EDIT

1  
2

17. If you are the RCO/DRO, you can continue to certify the data or reject the information so the data entry person can revise the data and resubmit for your approval.

The screenshot shows a web interface for 'MYDEQ TEST PLACE 2' with the address '1110 W Washington St Ste 100 Phoenix AZ 85007'. A modal window titled 'ALERT: APPLICATION REVIEW CONFIRMATION' is displayed, asking 'Have you reviewed this information and are you ready to certify?'. It provides two radio button options: 'Yes - I have reviewed and am ready to certify the information entered on my behalf.' and 'No - I need to reject the information, so that one of my authorized myDEQ users can make revisions.' Below the modal, a question is visible: 'What is the name of the place your wedding reception was held?' with an empty answer field. Navigation buttons for 'BACK' and 'CONTINUE' are present.

17. If you are the RCO/DRO, you will certify the submission by answering one of the security questions you had selected during the account setup. If you do not recall this, you can close this application and go to mySetting portion of your account to reset your security questions.

The screenshot shows a web interface for 'MYDEQ TEST PLACE 2' with the address '1110 W Washington St Ste 100 Phoenix AZ 85007'. The main heading is 'REGISTER DRYWELL(S)'. It includes a section for 'Certify your submission' with a checkbox and a legal disclaimer. Below that, it says 'Please verify your identity by answering the following security question.' followed by the same question: 'What is the name of the place your wedding reception was held?' with an empty answer field. Navigation buttons for 'BACK' and 'CONTINUE' are at the bottom.

18. You can choose to make the payment or have another user complete the payment.

**MYDEQ TEST PLACE 2**
1110 W Washington St Ste 100 Phoenix AZ 85007

SAVE APPLICATION & EXIT >

## REGISTER DRYWELL(S)

You have successfully certified the information in your application. In order to submit your application, an application fee is required for this permit/registration.

**Are you ready to continue with payment?**

Yes, I'm ready to make payment.

No, I'd like to save this certified application so that any user in my myDEQ account can make a payment and submit the certified application to ADEQ on my behalf.\*

\* Your certified application cannot be submitted to ADEQ until payment has been received and processed.

< BACK
CONTINUE >

19. The fee amount is based on the number of dry wells registered. The amount is \$100 per dry well.

**MYDEQ TEST PLACE 2**
1110 W Washington St Ste 100 Phoenix AZ 85007

## REGISTER DRYWELL(S)

The registration fee(s) for your request is/are as follows:

Fee Type	Company Name	Quantity*	Fee Amount
DRY	MYDEQ TEST CUSTOMER	5	\$500.00

**Total Amount Due: \$500.00**

\* Any changes to your application/permit coverage may be subject to additional fees or changes to the terms of coverage.

CONTINUE >

20. The payment screen will appear on a new government website. Remember to click on the CONTINUE button after completing your payment so you can be redirected to ADEQ site and receive your registration documents.



For any comments or suggestions, please contact the myDEQ Support at:

**CONTACT INFO:**

myDEQ information: (844) 827-4768

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