



USER GUIDE

Apply for a Fleet Station Permit | myDEQ

To apply for a Fleet Station Permit, login at azdeq.gov/mydeq. If you need to request a myDEQ account, learn how at azdeq.gov/myDEQ/register.

Welcome to myDEQ

Revised on: March 12, 2019 - 1:59pm

What is myDEQ?

myDEQ is ADEQ's e-Permitting/e-Compliance Online Portal. myDEQ offers the Regulated Community a digital solution to better assist them in meeting their



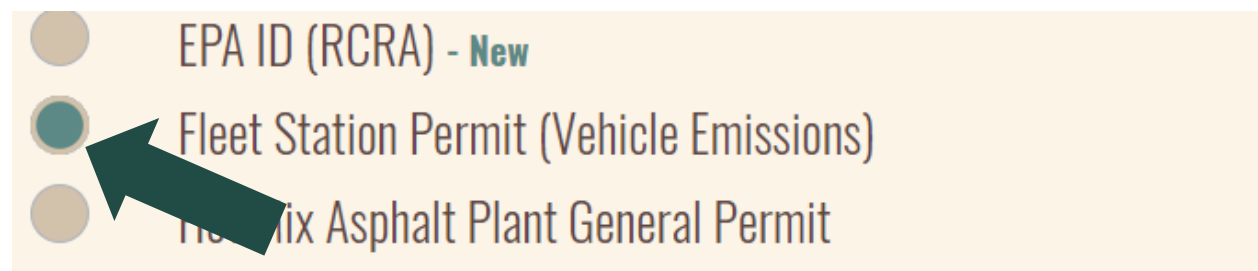
Once you are logged in, click myAPPLICATIONS at the top of your dashboard.

Then, since you're applying for a new Fleet Station Permit, click GET NEW >

Get new and existing permits/registrations to myDEQ:



Select "Fleet Station Permit (Vehicle Emissions)" and click CONTINUE.



Select the company in need of the permit. If the company is not listed, you may add a company here.



TEST UAT FLEET

Add a Company/Agency

Answer each question presented, clicking CONTINUE to navigate forward. These questions walk you through the mandatory requirements to receive a Fleet Station Permit.

Next, you'll be asked to designate the location of facility.

	PLACE NAME	LOCATION	CITY	ZIP CODE
<input type="radio"/>	TEST UAT FOR RELEASE	5809 W NORTHERN AVE	GLENDALE	85301
<input type="radio"/>	UAT TEST	1625 E CAMELBACK RD	PHOENIX	85016
<input checked="" type="radio"/>	I need to add a place that is not listed above.			

Either choose one of the pre-populated place names, or follow the directions to add a place. After you add the place, it will display the location on the map. Click "Yes" if this is the correct location and then click CONTINUE.

After establishing and selecting the place, add licensed staff to your permit by entering a staff member's license number into the search bar and clicking SEARCH.



Who are your Fleet Agent(s) and Certified Emissions Inspector(s)?*

Enter agent/inspector license No. and click SEARCH.

* You must employ at least one inspector and one agent or an inspector that acts as both inspector and agent.

LOOK-UP LICENSE NO. CFD12627 SEARCH >

myDEQ will then display license information for the inspector or agent matching the number you entered. Click + ADD TO LIST to add them to your permit.

CFD12627

Name: TODD STEINKE

Phone #: 623-326-8054

Expiration Date: 08/03/2019

License No. Status: ACTIVE



Next, select the staff member's role at the facility. You'll need to have at least one licensed inspector and agent in order to receive a fleet emissions testing permit (one person can act as both).

Agent and Inspector List

Repeat the steps above for each license No., once you have added all your inspectors and agents, then select a role for each inspector you added and click SAVE PAGE & CONTINUE.

Lic #	First Name	Last Name	Role at the Fleet	Delete
CFD12627	TODD	STEINKE	ACTS AS BOTH THE INSPECTOR & AGENT	

Next, select the type of testing needed at your facility. Remember that each type of testing has its own unique equipment and licensing requirements. To review these requirements, please refer to the fleet emissions testing handbook listed here: <http://static.azdeg.gov/vecs/Fleet-Station-Handbook.pdf>

Non-Diesel Vehicles

- Idle, Tampering and Gas Cap
- Idle, Loaded, Tampering and Gas Cap
- Idle, 2500 RPM Unloaded, Tampering & Gas Cap

Diesel Vehicles

- Loaded Diesel and Tampering
- Snap-Acceleration and Tampering

After you request your testing type, myDEQ will ask to confirm if you have additional required items like calibration gas or opacity filter heads. Answer these questions in the pop-up modals and click CONTINUE.

You have indicated that your facility provides non-diesel testing. Do you have Calibration Gas equipment for emissions testing at your facility?

- Yes
- No



CONTINUE >

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Enter the make, model, and serial number (if required) of the equipment you plan to use to conduct your emissions tests. Once again, the required equipment for each type of testing can be found in the fleet emissions testing handbook: <http://static.azdeq.gov/vecs/Fleet-Station-Handbook.pdf>

What are the pieces of equipment you will be using for emissions testing?

Please enter equipment details for each piece of equipment used to conduct Emissions Test(s), and click CONTINUE.

Equipment Type	Make	Model	Serial No.	Delete
ANALYZER	Example	Example	Example	
SCANNER	Example	Example	Example	
GAS CAP TESTER	Example	Example	Example	
Choose Equipment	Enter Make	Enter Model	Enter Serial Number	

ADEQ will reach out to schedule an audit to verify that your facility meets the requirements to have a fleet permit.

Whom may ADEQ contact at your facility to schedule your required Initial Fleet Station Audit?[?]

Enter requested information and click SAVE PAGE & CONTINUE.

First Name:	Johnny	Last Name:	McExample
Title:	Parts Director	Phone #:	(602)867-5209
Email:	fleettestingexample@yourfacility.com		

Finally, you'll be asked to confirm the information you've entered and certify the application with your digital signature. After you have submitted the application, ADEQ will contact you to schedule an audit.