my DEQ
Arizona Department of Environmental Quality

Submitting a Hazardous Waste Episodic Event

JULY 2020

USER GUIDE

WHAT IS myDEQ?

myDEQ is Arizona Department of Environmental Quality's (ADEQ's) new online web portal, designed to assist customers in meeting their environmental priorities and responsibilities. Upon creating an account, customers will be able to view their permits online and submit compliance reports as well as obtain new permits.

How do I get a myDEQ account?

Step 1: Register your Responsible Corporate Officer (RCO) online
Step 2: Sign, notarize and return the Subscriber Agreement/Signature Agreement (emailed by ADEQ upon completion of registration form)
Step 3: Set up your new myDEQ account (link emailed after ADEQ receives agreement from Step 2)

Register for an account today! | Go to myDEQ Registration Form >

HELPFUL TOOLS

myDEQ Tool Tips: Not sure what something means? Click on this icon " ⑦ " and learn more about the terminology on that screen.

Need Help? The NEED HELP ? button found in the top right is an easy way to access myDEQ support if any errors occur while you are trying to finish the application.

⚠️ **Time Out Warning**: myDEQ does not have a "SAVE" option at this time (coming soon). After more than 20 mins of non-activity on a screen, the portal will time out and you will have to start over.

Web Browsers myDEQ works best in Firefox and Google Chrome. Internet Explorer is not recommended due to compatibility issues.

Key Items to Have Ready:

- Emergency contact information
- Hazardous waste codes
- Start and end dates of episodic generation

Acronyms:

EPA   U.S. Environmental Protection Agency
SQG   Small quantity generator
VSQG   Very small quantity generator
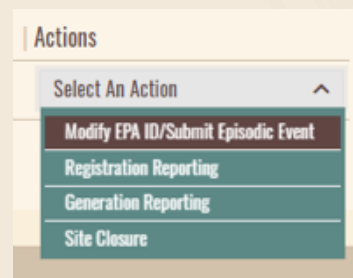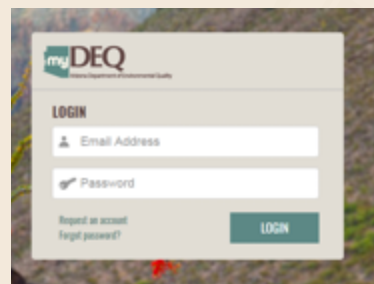
HOW DO I SUBMIT A HAZARDOUS WASTE EPISODIC EVENT?

If you don't have a myDEQ account, see "How do I get a myDEQ account?" on Page 2.

Step 1: Log into myDEQ

- Go to login page | **Go Now**

Step 2: Select An Action

- On your dashboard, locate your EPA ID listed under Permit/Registration.

- Click Select An Action in the Actions column and select **Modify EPA ID/Submit Episodic Event**

Step 3: Answer the Questions

- To continue on to submit your episodic event, you must answer "No" to the question: "Are you updating/changing your operator?" Click CONTINUE

- Continue through each page, answering the questions

- On the page shown below, select "Yes" to get started entering the event information

MODIFY EPA ID FOR HAZARDOUS WASTE

Are you an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category?

Please verify information, edit if needed and click SAVE & CONTINUE.

◉ Yes

Is the episodic event planned or unplanned? *   Select one ⌄

Select the event type: *   Select one ⌄

Start Date:*   📅 mm/dd/yyyy   End Date:*   📅 mm/dd/yyyy

Step 4: Enter Episodic Event Information

- Select to identify the episodic event as planned or unplanned

- If you select Planned, you can choose the event type from the following list:

> Excess chemical inventory removal
>
> Tank cleanouts
>
> Short-term construction or demolition
>
> Equipment maintenance during plant shutdowns

- If you select Unplanned, the following list will display to choose from:

> Accidental spills
>
> Production process upsets
>
> Product recalls
>
> "Acts of nature" (Tornado, hurricane, flood, etc.)

- If you select Other, you can enter an event type that doesn't fall into the options provided. Selecting Other will still allow you to designate the event as either Planned or Uplanned.

Step 5: Select the Start and End Dates

- Make sure to select dates that are no more than 60 days apart. The following error will display if the chosen dates are too far apart:

> **INVALID END DATE: End date cannot be more than 60 days after start date**

Step 6: Add Emergency Contact Information

- Enter the most current emergency contact information for the facility. Required fields are:
  - First Name
  - Last Name
  - Phone

- Click SAVE & CONTINUE

> SAVE & CONTINUE ❯

Step 7: Continue Adding Episodic Event Information

- Type in a description of the waste generated from the episodic event (for example, the description used on the manifest) and the estimated quantity. Only one planned and one unplanned episodic event are allowed within one year, so the quantity entered should be enough to move you up into a higher generator category.

- Note that the estimated quantity must be entered in pounds: | Estimated Quantity:* | 300 | lb.

- Add applicable waste codes for the episodic event. Commonly-used codes will load under the search area when you begin typing.

- When searching for a specific waste code, highlight and click on the desired result so that it fills the search bar before clicking ADD WASTE CODE.

- When all waste codes are added, click SAVE. If any information needs changing, click EDIT on the right side of the page.

Step 7: Review, Certify and Submit

- You will be shown a summary page where you can review, certify and submit the information for your episodic event