



# Hazardous Waste Generation Reporting

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 “?” and learn more about the terminology on that screen.



The screenshot shows a registration question: "Is your construction activity part of a greater common plan?" with a question mark icon. Below the question are two radio button options: "Yes" and "No". A tooltip box on the right explains the term "Greater Common Plan of Development or Sale".

**Is your construction activity part of a greater common plan?**  
Select one, provide any requested information and click CONTINUE.

Yes

No

**Greater Common Plan of Development or Sale:** One or more acres of land that is part of a development or sale of a contiguous area where multiple separate land-disturbing activities may be taking place at different times, on different schedules, by different operators, but are under one plan.

**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:

- Site status for previous and current year
- Amount of RCRA hazardous waste generated and shipped off-site
- Visa, MasterCard, American Express or Electronic Check for payment

## ACRONYMS

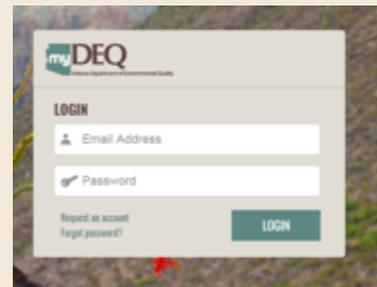
- ARS** Arizona Revised Statute
- LQG** Large Quantity Generator
- NOH** Non-handler
- RCO** Responsible Corporate Officer
- SQG** Small Quantity Generator
- TSDF** Treatment, Storage and Disposal Facilities
- VSQG** Very Small Quantity Generators

## HOW DO I REPORT HAZARDOUS WASTE GENERATION IN myDEQ?

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 for Your EPA ID

- Under mySTUFF, you will see a list of permits/registrations associated with your account.
- Locate "EPA ID" in the list and the Actions dropdown column on the right

Permit/Registration ▾	Exp Date ▾	Status ▾	Actions
EPA ID	NA	ACTIVE	Select An Action ▾

- Click "Select An Action" to open the dropdown menu and select **Generation Reporting**

Permit/Registration ▾	Exp Date ▾	Status ▾	Actions
EPA ID	NA	ACTIVE	Select An Action ▲ Modify EPA ID/Submit Episodic Event Registration Reporting <b>Generation Reporting</b> Site Closure

### Step 3: Prepare Materials and Start Application

- The opening screen lists the items you will need to complete the report, information on payment, and session time limits. Gather the necessary information before beginning.
- Click **START APPLICATION** on the bottom right of the page.

# myDEQ - GENERATION REPORTING

## Step 4: View Open Reporting Periods and Enter Generation

- On this page, open reporting periods are listed. These are reporting periods where generation amounts have not been submitted to ADEQ. There are two ways in which the open reporting periods will be displayed:
  - Mailed Form - If you see the following image you must contact 602-771-4123 or HazWasteData@azdeq.gov to receive necessary forms and finish the generation reporting process.

### 2017 Quarter 2

MAILED FORM



#### ADEQ HAS MAILED YOU A FORM

A generation letter has been mailed to you for this quarter. Please complete the generation letter and mail back to ADEQ.

If you have any questions please contact the ADEQ Hazardous Waste Unit at 602-771-4123 or email HazWasteData@azdeq.gov.

- Online Reporting - For reporting periods that appear as follows, online reporting is available. You will need to enter information for each reporting period labeled PENDING. If you are an LQG, the open reporting period will be separated into quarters. To expand a section, click on the teal bar.

2019 Quarter 2

PENDING

- Select the option(s) that correspond to your facility and enter the amounts generated. Select the proper units when completing this section.

2019 Annual Generation PENDING

### Annual Generation

Dispose on-site (or site under control of the same operator)

Shipped off-site for disposal (most common answer)

Enter the quantity of RCRA waste shipped off site for this reporting period: \*

Select Unit tons

Did not dispose on site nor ship off site during this reporting period

< CANCEL SAVE >

- Click SAVE in the bottom right corner of the section to complete it and remove the pending label.

Did not dispose on site nor ship off site during this reporting period

< CANCEL SAVE >

# myDEQ - GENERATION REPORTING

- You can change the amounts after saving by clicking EDIT in the top right of a generation period's section:

2019 Quarter 2

Quarter 2 (April - June) EDIT

Dispose on-site (or site under control of the same operator)

Shipped off-site for disposal (most common answer)

Enter the quantity of RCRA hazardous waste shipped off site for this reporting period : \*

TONS 2.0000 tons

Did not dispose on site nor ship off site during this reporting period

- Click SAVE & CONTINUE at the bottom of the screen when you have entered the necessary information. If the button is not clickable, check to see that there are no more open reporting period labelled PENDING or NOT SAVED

## Step 5: Review Fees

- Review the generation fees presented. For each reporting period, check the total quantity and resulting total amount due. If there are discrepancies, you can click BACK to return to and edit the open reporting period page.

2019 Generation Fees:			
Generation Fees	Total Quantity	Calculations	Total
2019 Annual Generation			
Dispose on site	0 tons	(\$27.00 per ton)	
Shipped off site for disposal	0.25 tons	(\$67.50 per ton)	\$16.88
Total Amount:			\$16.88
<b>Total Amount Due:</b>			<b>\$16.88</b>

- "State limit accumulated to date" is a total of the generation fees paid during the year. For more information on this limit, see ARS § 49-931.

State limit accumulated to date: \$0.00

Under A.R.S. § 49-931. A person who generates hazardous waste that is shipped offsite shall pay \$67.50 per ton but not more than \$200,000 per generator site per year of hazardous waste generated

- Click SAVE & CONTINUE when you are finished reviewing fees.

# myDEQ - GENERATION REPORTING

## Step 6: Review Summary and Certify

- Review the summary page containing all the information entered on the report. If changes are needed, click EDIT on the right side of the page to return to the reporting periods screen.

Reporting Period - 2019		
Generation Type	Total Quantity	Total
2019 Annual Generation		
Shipped off site for disposal	0.2500 tons	\$16.88
Total Amount Due:		<b>\$16.88</b>



- Click SAVE & CONTINUE when you are finished reviewing the summary page.
- Review the certification page and check the box under “Certify your submission.” Answer the presented security question. Click CONTINUE when completed. The RCO of your account must certify your submission.

### Certify your submission.

By checking this box I certify or supervision of personnel ap

## Step 7: Choose Payment Option

- Two payment options are presented for the generation fee. You can either pay now or request an invoice to be mailed on the first of the following month.
  - “Yes, I’m ready to make payment” will bring you to a payment summary page. Review the information and click PAY NOW. An alert will display to warn that you must click CONTINUE on the final payment confirmation screen in order to complete your reporting. Read the alert click OK to proceed to payment.



- “No, I’d like to continue and receive an invoice later” will bring you to a confirmation page where you can download a copy of record by clicking the PDF symbol. This is the final page of the application.

### CONFIRMATION PAGE

You have successfully submitted your hazardous waste registration

EPA ID #: [REDACTED]  
Date Submitted: [REDACTED]

 PDF  
COPY OF RECORD\*

\* Document sent via email and saved to your myDASHBOARD

[RETURN TO mySTUFF >](#)

- To access a PDF of your generation report in the future, go to mySTUFF and click the PDF icon next to the generation report.

View PDF

