



Hazardous Waste Registration Reporting

USER GUIDE

myDEQ - REGISTRATION REPORTING

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

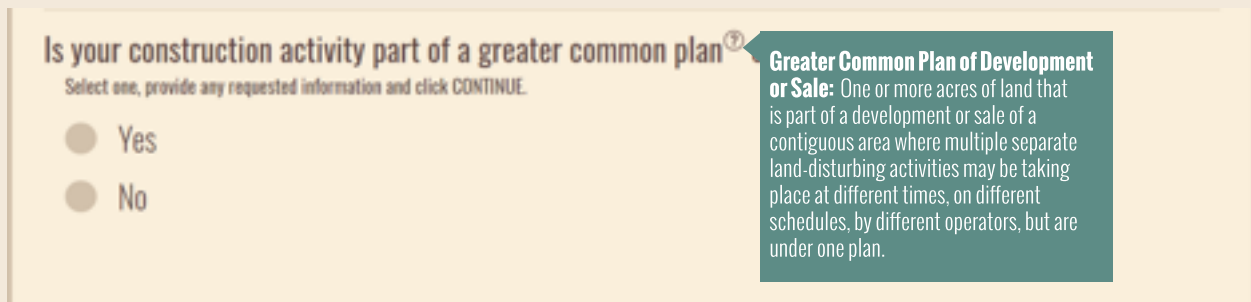
Step 2: Sign, notarize and return the Subscriber Agreement/Signature Agreement (emailed by ADEQ upon completion of registration form)

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?". Below the question are two radio buttons labeled "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

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ACRONYMS

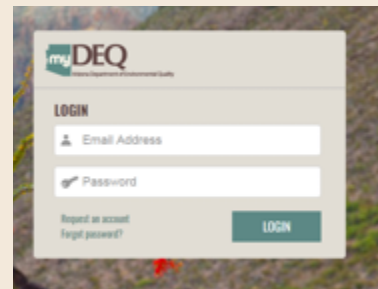
ARS	Arizona Revised Statute
LQG	Large Quantity Generator
NOH	Non-handler
RRF	Resource Recovery Facility
SQG	Small Quantity Generator
TSDF	Treatment, Storage and Disposal Facilities
VSQG	Very Small Quantity Generators

HOW DO I REPORT HAZARDOUS WASTE REGISTRATION IN myDEQ?

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

Step 1: Log in to 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 **Registration Reporting**

Permit/Registration ▼	Exp Date ▼	Status ▼	Actions
EPA ID	NA	ACTIVE	Select An Action ^ Modify EPA ID/Submit Episodic Event Registration Reporting Generation Reporting Site Closure

Step 3: Prepare Materials and Start Registration

- 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 CONTINUE on the bottom right of the page.

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Step 4: Answer Site Status Questions

- Read the questions and select the option that applies to your facility. Example:

What was your site's status for the 2019 year?

Select all that apply and click CONTINUE.

* report your highest status for the year (does not include episodic events)

- ☐ NOH (Non-handler, did not generate or handle hazardous waste)
- ☐ VSQG (Conditionally exempt small quantity generator)
- ☐ SQG (Small quantity generator)
- ☒ LQG (Large quantity generator)

* If you select NOH, continue to Step 7

- If you're not sure which status to choose, you can learn more about generator categories on our website at azdeq.gov/HazWast

- Check all options that apply. If none apply, continue to the next step.

☐ Treat, store or dispose of hazardous waste (TSDF)

☐ Resource recovery facility (RRF)

☐ Transporter

☐ Did transport ⓘ

☐ Did not transport ⓘ

- If your site is a TSDF, a valid permit Licensing Time Fram (LTF) number is required.

Enter your LTF permit number:

You must have a valid LTF number to report you are a TSDF. Otherwise uncheck the TSDF selection.

LTF*

- Review your responses and click SAVE & CONTINUE.

Step 5: Verify Status Information

- Review the status information you entered.

Verify your status information for the 2020 year:

Please review the following information.

2020 Year:

LQG (Large quantity generator)

- If the information is correct, select "Yes, the information is correct." Then click SAVE & CONTINUE on the bottom right.

Is the site's status for the 2020 year correct?

Select one and click SAVE & CONTINUE.



Yes, the information is correct.



No, the sites status needs to be updated.

- If the information is not correct, select "No, the site status need to be updated." Then click SAVE & CONTINUE on the bottom right. The following alert will appear:

ALERT: CURRENT STATUS CANNOT BE MODIFIED ON THIS PATH

You have indicated that your current year status is incorrect. To change your status, click MODIFY NOTIFICATION to go to your notification. Once modified, select "Registration Reporting" from the same drop-down menu to continue registration.

< CANCEL

MODIFY NOTIFICATION >

- Click MODIFY NOTIFICATION to go to the "Modify EPA ID/Submit Episodic Event" process, so that you can change your status accordingly. Once completed, enter the registration reporting again and confirm that the status is now correct.

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Step 6: Review Fees

- Review the registration fee(s) presented for the specified year.

2019 Registration Fees:

Registration Fees	Total
LQG	\$300.00
Total Amount:	\$300.00

- Click SAVE & CONTINUE

Step 7: Review Summary and Certify

- The summary page displays your facility's information, answers to each question asked throughout the application and registration fees. If any of the information is incorrect, click EDIT for the applicable section:

Site Status - 2019

What was your sites status for the 2019 year?

LQG (Large quantity generator)

EDIT

Current Site Status - 2020

Verify your status information for the 2020 year:

LQG (Large quantity generator)

EDIT

Is the site's status for the year correct?

Yes

- Review the certification page and certify the submission by checking the box under "Certify your submission" and answering the presented security question. Click continue when completed.

Certify your submission.



By checking this box I certify
or supervision of personnel ap

Step 8: Choose Payment Option

- Two payment options are presented for the registration 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.



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

