



Submitting Your Small MS4 Annual Report

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

Need Help? The  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:

- Assessment of Best Management Practices for each Minimum Control Measure
- Monitoring Data
- Inventory of Outfall and Receiving Waters
- Number of Inspections, Including Results and Followup Actions
- Proposed Changes for Next Year
- Number of Training Events
- Number of Unpermitted Discharges

ACRONYMS

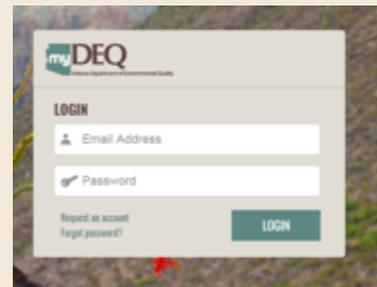
ARS	Arizona Revised Statute
AZPDES	Arizona Pollutant Discharge Elimination System Best
BMP	Management Practice
IDDE	Illicit Discharge Detection and Elimination
MCM	Minimum Control Measures
MS4	Municipal Separate Storm Sewer System
PPGH	Pollution Prevention and Good Housekeeping
RCO	Responsible Corporate Officer

HOW DO I SUBMIT MY SMALL MS4'S ANNUAL REPORT?

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 Annual Report Action

- Under mySTUFF, you will see a list of permits/registrations associated with your account.
- Locate your MS4 NOI 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 **Annual Report**

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 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.

Step 4: Answer the Questions

- On this page, indicate if the municipality has annexed land during the permit year, and if any new BMPs have been implemented on the annexed lands. Click SAVE & CONTINUE.

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In this reporting period, was additional land annexed into the regulated MS4 area?
Select one and click SAVE & CONTINUE.

Yes

Total area annexed into the MS4 since the last annual report: acres

Were Best Management Practices (BMPs) fully implemented in the annexed area?
 Yes No

Provide a description of the implemented BMPs in the annexed areas.

No

[< BACK](#) [SAVE PAGE & CONTINUE >](#)

- Indicate whether your Outfall Mapping is complete by selecting "Yes" or "No." If you select "No," the percentages after "Estimated planned dates for 100 percent completion" will become editable and you can adjust them accordingly. Then, describe your mapping progress in the text field. Click SAVE PAGE & CONTINUE.

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Your previous reported status of Outfall Mapping is:

Number of outfalls mapped: 24

Percent Completed 24

Estimated planned dates for 100 percent completion: 25% 50% 75% 100%
10/31/2018 07/01/2019 10/31/2019 06/30/2020

Is outfall mapping 100 percent complete?
Select one, provide any additional requested information and click SAVE PAGE & CONTINUE.

Yes

No

Provide a narrative description of your mapping progress:

[< BACK](#) [SAVE PAGE & CONTINUE >](#)

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Step 6: Complete Each MCM Section

- At the end of each MCM section, there is a text field for you to describe an overall evaluation of how your municipality met the requirements of each MCM.

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Minimum Control Measure 1: Public Education and Outreach

Did the program implement any additional BMPs during this reporting period?
Select one, provide any additional information and click SAVE & CONTINUE.

Yes
 No

As part of the program self-evaluation, provide a summary of compliance with the terms and conditions for Minimum Control Measure 1.*

< BACK SAVE PAGE & CONTINUE >

- For MCMs related to IDDE, Construction and PPGH, enter data on staff trainings:

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Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program

Were staff trained in IDDE Awareness and Response?
Please provide all requested details and then click SAVE PAGE & CONTINUE.

Yes

Date of Training event: Training subject: ^

Date of training event:*

Training subject:*

Number of employees trained:*

Frequency of Training:*

SAVE

+ ADD MORE

No

< BACK SAVE PAGE & CONTINUE >

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- If there were any unpermitted discharges to your MS4, you can report them on the following page. Please identify the businesses or sites that do not have an AZPDES permit (CGP, MSGP).

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Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program

Were there any unpermitted discharges to the MS4?

Please provide all requested details and then click SAVE PAGE & CONTINUE.

Yes

List the facilities that may have had an unpermitted discharge to the MS4.

Facility Name:	Date of Discovery:
Facility Name:*	
Type of activity:*	
SIC Code:	SELECT ONE
AZPDES Permit #:	
Date of Discovery:*	mm/dd/yyyy
Method of Discovery:*	
Estimated duration:*	Unit
Estimated Volume:* (Gallons)	
Description of Discharge:*	
Date of Elimination:*	mm/dd/yyyy
<input type="checkbox"/> On-going discharge not eliminated:	

SAVE

+ ADD MORE

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- For Construction and Post Construction MCMs and IDDE, there are tables to enter escalations that occur from inspections or discharges. You must enter a number into each box, so if there were no escalations, you must enter "0".

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Minimum Control Measure 3: Illicit Discharge Detection and Elimination Program

Provide the following information for IDDE incidents

Please complete the information below and then click SAVE & CONTINUE.

Number of IDDE incidents reported in this reporting period: *

Number of IDDE incidents responded to in this reporting period: *

Row#	Enforcement Actions	Enforcements Issued	Enforcements Resolved	Enforcements Unresolved
1	NOV	<input type="text"/>	<input type="text"/>	<input type="text"/>
2	NOC	<input type="text"/>	<input type="text"/>	<input type="text"/>
3	Stop Work	<input type="text"/>	<input type="text"/>	<input type="text"/>
4	Admin Order	<input type="text"/>	<input type="text"/>	<input type="text"/>
5	Admin Fines	<input type="text"/>	<input type="text"/>	<input type="text"/>
6	Civil Penalties	<input type="text"/>	<input type="text"/>	<input type="text"/>
7	Criminal Action	<input type="text"/>	<input type="text"/>	<input type="text"/>
Total:		0	0	0

[← BACK](#) [SAVE PAGE & CONTINUE →](#)

Step 7: Review and Certify Your Submission

- When finished, you will be asked to review and certify that your answers are correct before submitting. Once submitted, ADEQ will review the report and you will be notified of our response, if applicable, or notified with confirmation that your report submission was accepted.