



# Type 3 Recycled Water General Permit for a Reclaimed Water Agent

AUGUST 2020      USER GUIDE

# myDEQ - Type 3 Recycled Water GP for a Reclaimed Water Agent

## 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.

## ACRONYMS

**RCO** Responsible Corporate Officer

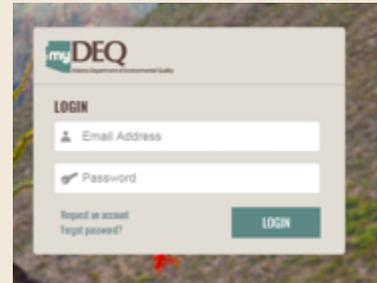
**GP** General Permit

## HOW DO I GET A NEW TYPE 3 RECYCLED WATER GP FOR A RECLAIMED WATER AGENT?

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

### Step 1: Log into myDEQ

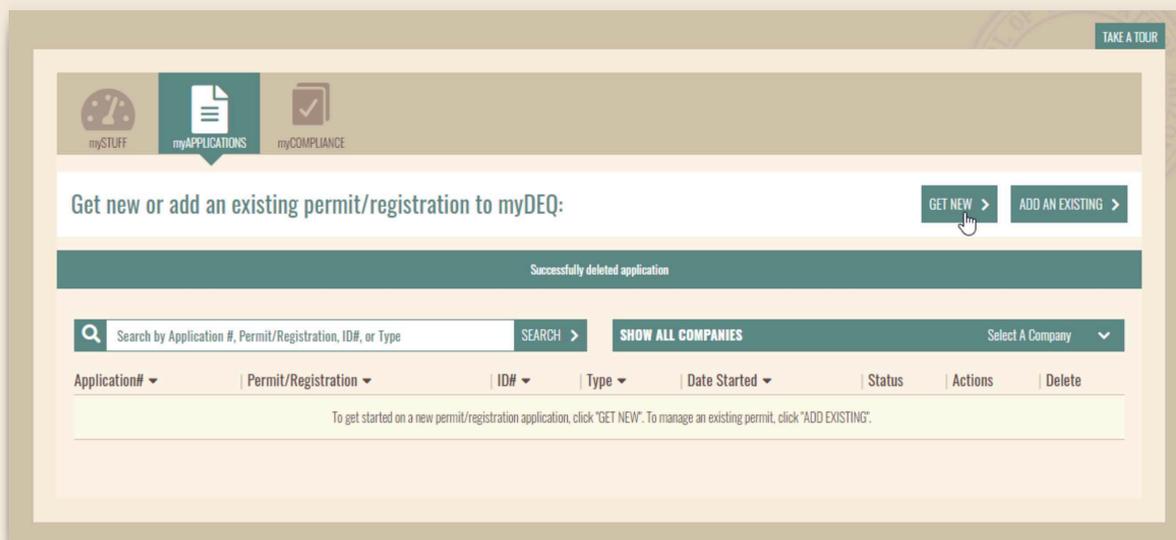
- Go to login page | [Go Now](#)



### Step 2: Go to myAPPLICATIONS

- After you log in, you will be taken to your dashboard, mySTUFF
- Click the myAPPLICATIONS tab at the top of the page

### Step 3: Select GET NEW to Start the Application Process



### Step 4: Answer the Questions to Complete the Application

- You will need the following items to complete this application:
  - Reclaimed water source name and location
  - End user location and contact; direct reuse activities and estimated volume, if using Class A, B or C reclaimed water
  - Estimated total volume delivered
  - Contractual arrangement
  - Contact information
  - Method of payment (American Express, Visa, MasterCard or electronic check) for \$1,500 review fee

# myDEQ - Type 3 Recycled Water GP for a Reclaimed Water Agent

## Step 5: Review the Summary

- Once you have answered all questions, you will be shown a summary of your answers. You may click EDIT to change any information before proceeding.

## Step 6: Certify and Submit Your Application

## Step 7: Make Payment

- Payment can be made using American Express, Visa, MasterCard or electronic check.

## Step 8: Save a Copy of Your Permit

- After payment is confirmed, you will have instant coverage under your Type 3 Recycled Water GP for a Reclaimed Water Agent.
- A PDF of your permit will be emailed to you automatically
- Download/print a copy of your permit by clicking the PDF icon on the confirmation screen.



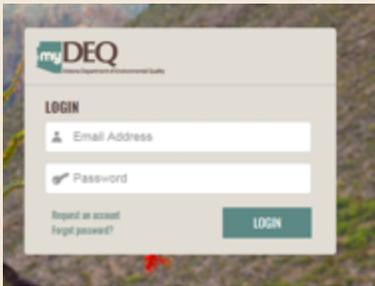
- Return to mySTUFF to modify, terminate or submit an annual report for your Type 3 Recycled Water GP for a Reclaimed Water Agent.

## HOW DO I MIGRATE AN EXISTING TYPE 3 RECYCLED WATER GP FOR A RECLAIMED WATER AGENT?

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

### Step 1: t . . . 8A±

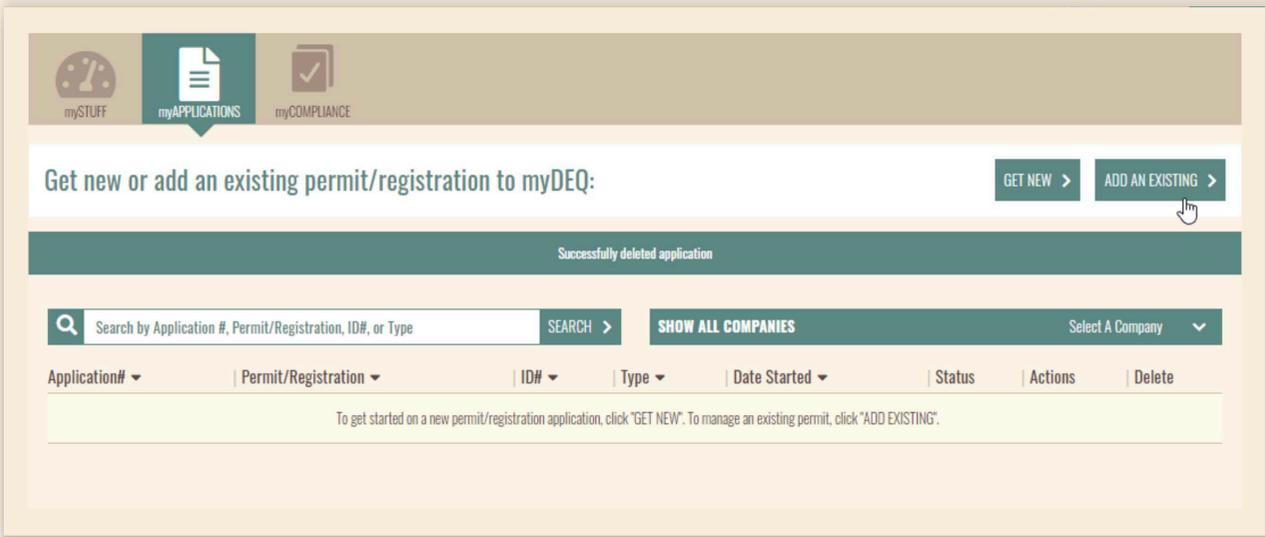
- Go to login page | [Go Now](#)



### Step 2: Go to myAPPLICATIONS

- After you log in, you will be taken to your dashboard, mySTUFF
- Click the myAPPLICATIONS tab at the top of the page

### Step 3: Select ADD AN EXISTING to Start the Migration Process



### Step 4: Identify Your Existing Permit

- Enter your permit Licensing Time Frame (LTF) number to identify your permit

### MIGRATE TYPE 3 RECYCLED WATER GP FOR A RECLAIMED WATER AGENT

What is the Licensing Time Frame (LTF) number?<sup>Ⓢ</sup>  
Provide the following information and click CONTINUE.

LTF#:

# myDEQ - Type 3 Recycled Water GP for a Reclaimed Water Agent

- Select which migrating option you would like to use. While migrating your permit records, you may also renew or terminate your permit coverage.

**MIGRATE TYPE 3 RECYCLED WATER GP FOR A RECLAIMED WATER AGENT**

What would you like to do with this permit/registration/certificate?  
Select one and click CONTINUE.

- Migrate to myDEQ (without renewing)
- Renew
- Terminate

## Step 5: Answer the Questions to Complete the Application

- **For migration without renewal**, you will need the following items to complete this application:
  - Reclaimed water source name and location
  - End user location and contact; direct reuse activities and estimated volume, if using Class A, B or C reclaimed water
  - Estimated total volume delivered
  - Contractual arrangement
  - Contact information
- **For migration with renewal**, you will need the following items to complete this application:
  - Reclaimed water source name and location
  - End user location and contact; direct reuse activities and estimated volume, if using Class A, B or C reclaimed water
  - Estimated total volume delivered
  - Contractual arrangement
  - Contact information
  - Method of payment (American Express, Visa, MasterCard or electronic check) for \$1,250 review fee

## Step 6: Review the Summary

- Once you have answered all questions, you will be shown a summary of your answers. You may click EDIT to change any information before proceeding.

## Step 7: Certify and Submit Your Application

# myDEQ - Type 3 Recycled Water GP for a Reclaimed Water Agent

## Step 8: Make Payment (if renewing)

- Payment can be made using American Express, Visa, MasterCard or electronic check.
- For migrations without renewal, no payment is needed.

## Step 9: Save a Copy of Your Permit

- After you reach the confirmation screen, you will have instant access to managing your permit in myDEQ.
- A PDF of your permit will be emailed to you automatically
- Download/print a copy of your permit by clicking the PDF icon on the confirmation screen.



- Return to mySTUFF to renew, modify, terminate or submit an annual report for your Type 3 Recycled Water GP for a Reclaimed Water Agent.