

## **Submitting Compliance Reports**

Periodic Reports

MACT Notifications

Excess Emissions Reports

Operations and Maintenance Plans

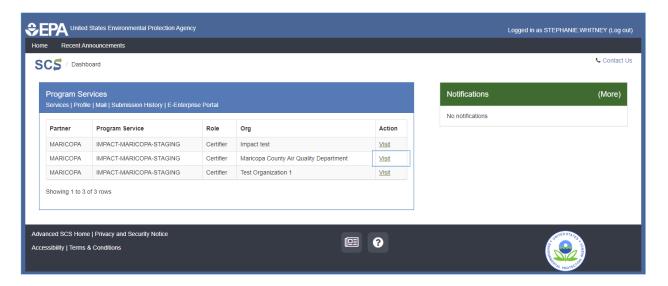
Dust Control Plans

Other Compliance Reports

Maricopa County Air Quality Department
January 2021

# **Submitting a Compliance Report** Step 1

Log in to your <u>Shared CROMERR Services</u> (SCS) account and select the organization you are submitting a report for. Select **Visit**.

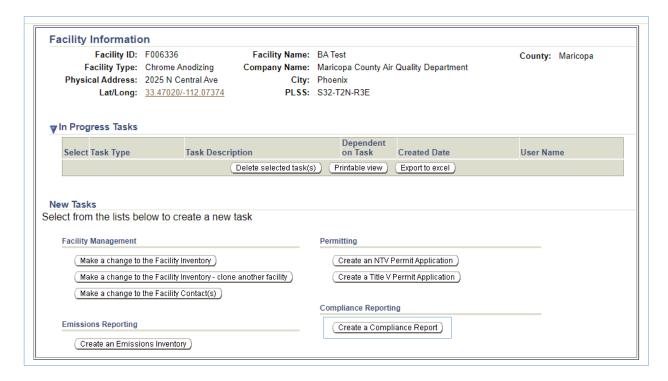


#### Step 2

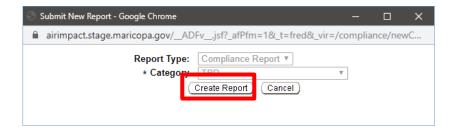
On the Facility Selector screen, select the **Facility ID** of the organization you are submitting a report for.



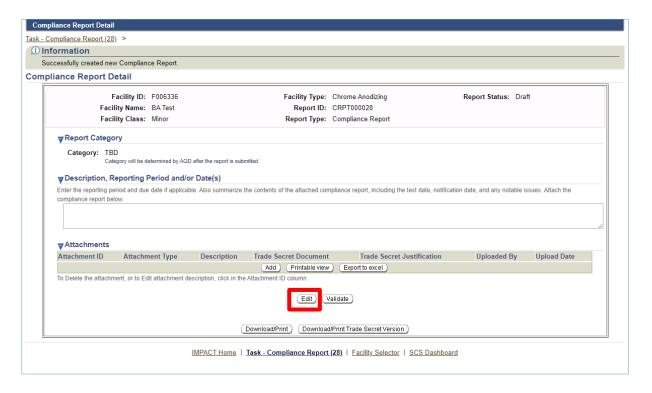
Step 3Under New Tasks, select Create a Compliance Report.



A dialogue box will appear. Select **Create Report**.

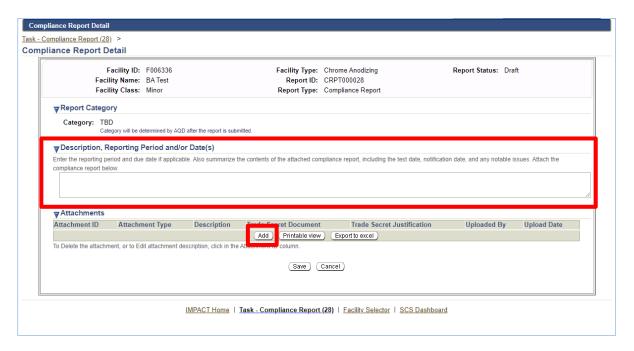


## Step 5 On the new page, select **Edit**.

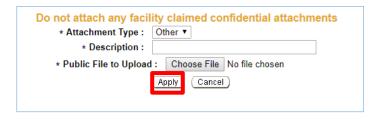


### Step 6

The next screen will look identical, but you will be able to enter information/text under Description, Reporting Period and/or Date(s). Next, select **Add** to upload your attachment.

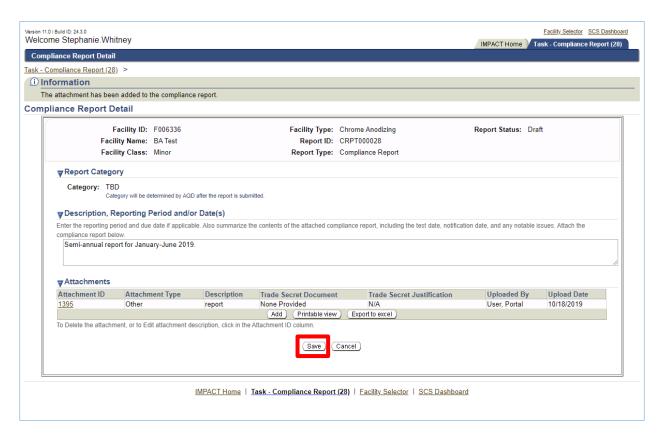


Enter a short Description (for example, "Jan-Jun 2019 Semi-Annual Report") and select **Choose File** to attach and upload your document, then seelet **Apply**. Most file types are accepted, including but not limited to .doc, .docx, .pdf, .xls, .xlsx, .jpg, and .png. Please do not upload zipped folders (.zip).

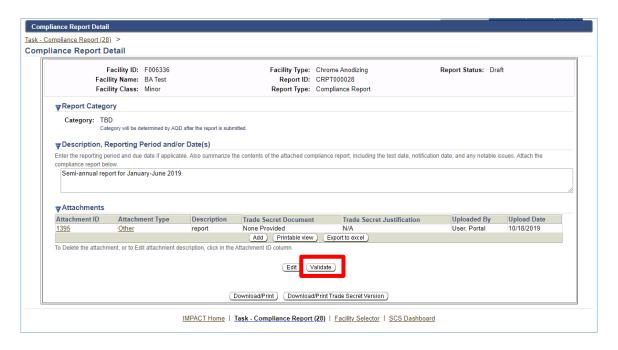


#### Step 8

Once back on the Compliance Report Detail page, verify the information that you have entered and select **Save**.

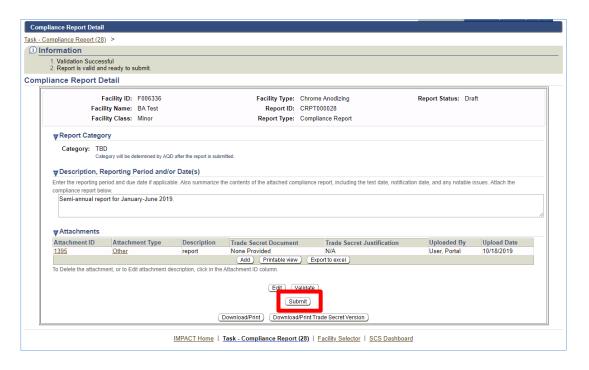


Select Validate.



#### Step 10

If the Description, Reporting Period and/or Date(s) box is empty or there are no Attachments uploaded, a pop-up window will appear describing the missing information. If no issues are found, the screen will state that the validation was successful. Select **Submit**. Preparers can upload reports but cannot submit them. Certifiers can upload and/or submit reports.



A series of pop-up windows will appear to confirm your submission and ask you to re-enter your password and answer one security question.

#### Confirmation box 1:

I am authorized by law to electronically sign and attest to the accuracy of this submission.

#### Confirmation box 2:

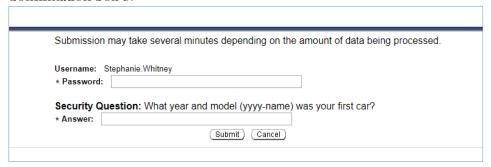
Are you sure you want to Submit the changes?

In accordance with {ADEQ} {Chapter xxx, Section xxx}, any application form, report, or compliance certification submitted pursuant to the {ADEQ} shall require certification by a responsible official of truth, accuracy, and completeness. By submitting this information, the responsible official is certifying the following:

I certify under penalty of law that, based on information and belief formed after reasonable inquiry, the statements and information in this submission are true, accurate, and complete.

Yes No View What You are About to Submit

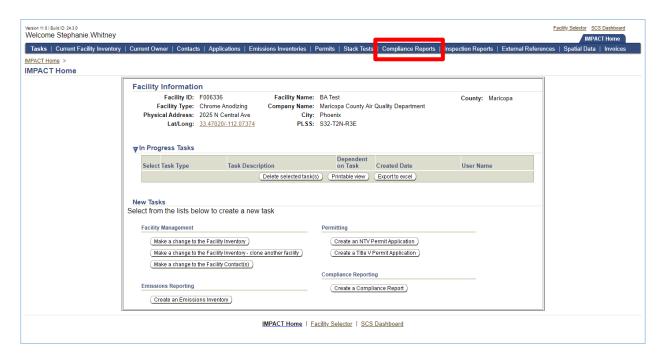
#### Confirmation box 3:



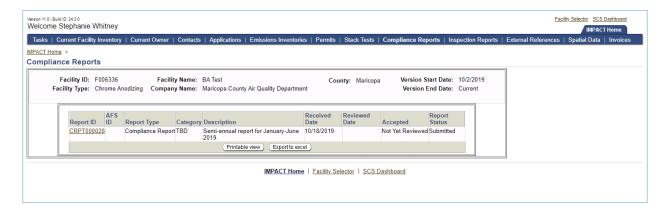
#### Confirmation box 4:

Submit task completed successfully.

## Step 12 If you wish to view your submission you can select **Compliance Reports** on the top menu.



On the Compliance Reports page, you can view the document you attached by clicking on the **Report ID** as well as check whether MCAQD has reviewed your report.



Please note: You cannot make a change to any information that has been submitted. If you need to correct a report that you have submitted, please contact <a href="mailto:AQCompliance@maricopa.gov">AQCompliance@maricopa.gov</a> for further instructions.