



Maricopa County Air Quality Department

Phone: (602) 506-7833

Email: AQDImpact@maricopa.gov

Maricopa.gov/AQ

Submitting a Permit Cancellation Request

How to cancel your **General/ATO, Non-Title V, and Title V Permit** through the **AQD Online Portal**

Maricopa County Air Quality Department

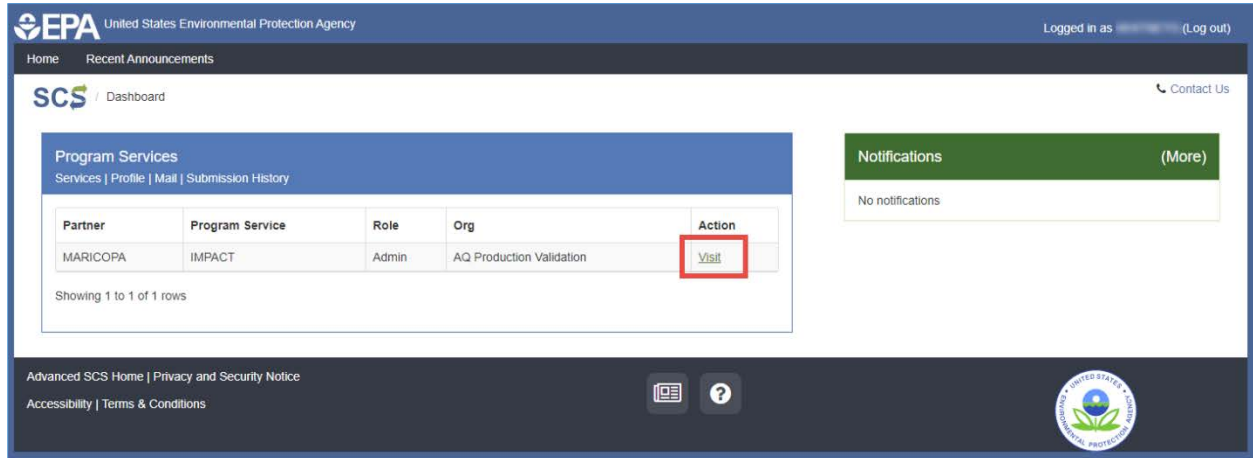
July 2021

Step 1

Download and electronically fill out the PDF form [Permit Cancellation Request](#). Save the completed form to your computer, you will need to upload it into the AQD Online Portal.

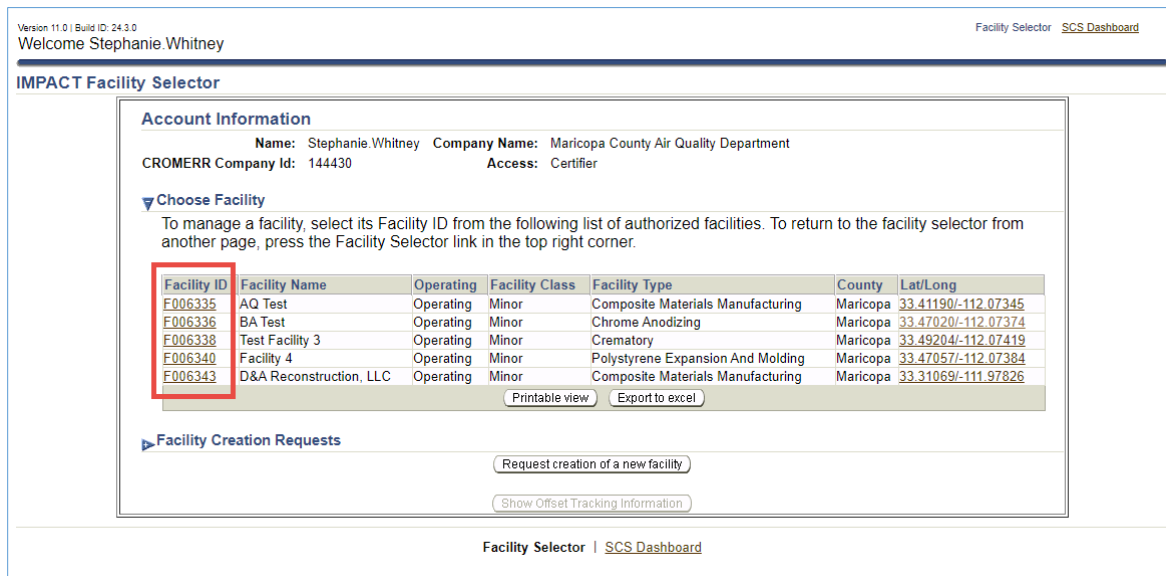
Step 2

Using Google Chrome, log in to your [Shared CROMERR Services](#) account and find the **Org** (company name) for which you will be submitting the permit cancellation request for and select **Visit**.



Step 3

From the Facility Selector screen, find the facility for which you would like to create the permit cancellation request for. Select the **Facility ID**



Step 4

Under Compliance Reporting, select **Create a Compliance Report**.

The screenshot shows the IMPACT system interface. At the top, there is a navigation bar with links: Applications | Emissions Inventories | Permits | Compliance Reports | Inspection Reports | Performance Test Protocols | External References | Spatial Data | Invoices. Below this is a 'Facility Information' section with the following details:

- Facility ID: F006332
- Facility Name: AQ Production Validation
- County: Maricopa
- Facility Type: Other (Unknown)
- Company Name: AQ Production Validation
- Physical Address: 300 E Indian School Rd
- City: Phoenix
- Lat/Long: 33.49862/-112.07034
- PLSS: S20-T2N-R3E

Below this is a section for 'In Progress Tasks' with a table and buttons for 'Delete selected task(s)', 'Printable view', and 'Export to excel'. The 'New Tasks' section prompts the user to 'Select from the lists below to create a new task'. It is divided into four categories:

- Facility Management:** Make a change to the Facility Inventory, Make a change to the Facility Inventory - clone another facility, Make a change to the Facility Contact(s).
- Permitting:** Use the below buttons to create an initial, modification, or a renewal permit application. Create a NTV / General Permit Application, Create a Title V Permit Application.
- Emissions Reporting:** Create an Emissions Inventory.
- Compliance Reporting:** Create a Compliance Report (highlighted with a red arrow), Create a Performance Test Protocol.

At the bottom, there are navigation links: IMPACT Home | Facility Selector | Asbestos Notification | SCS Dashboard.

Step 5

A pop-up will appear, select **Create Report**.

The screenshot shows the IMPACT system interface with a 'Submit New Report' pop-up window. The background shows the 'Facility Information' section from the previous step. The pop-up window has the following details:

- Report Type: Compliance Report (dropdown menu)
- * Category: TBD (dropdown menu)
- Buttons: Create Report, Cancel

A red arrow points to the 'Create Report' button. The background interface shows the 'New Tasks' section with the same categories as in Step 4.

Step 6

A new screen will appear, on the bottom of the page select **Edit**.

Version 13.01 (Build 0) 25.13.0
Welcome COURTNEYKOVACS6

Compliance Report Detail

Task - Compliance Report (2882) >

Information
Successfully created new Compliance Report.

Compliance Report Detail

Facility ID: F006332	Facility Type: Other (Unknown)	Report Status: Draft
Facility Name: AQ Production Validation	Report ID: CRPT002882	
Facility Class: Minor	Report Type: Compliance Report	

Report Category
Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)
Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.

Is this a Performance Test Result?: No

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
			Add	Printable view	Export to excel	

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Edit Validate

Download/Print Download/Print Trade Secret Version

IMPACT Home | Task - Compliance Report (2882) | Facility Selector | Asbestos Notification | SCS Dashboard

Step 7

Under Description, Reporting Period and/or Date(s), type in "Permit Cancellation Request". Next, select **Add** under Attachments and upload your completed Permit Cancellation Request PDF form.

Welcome COURTNEYKOVACS6

IMPACT Home Task - Compliance Report (2883)

Compliance Report Detail

Task - Compliance Report (2883) >

Compliance Report Detail

Facility ID: F006332	Facility Type: Other (Unknown)	Report Status: Draft
Facility Name: AQ Production Validation	Report ID: CRPT002883	
Facility Class: Minor	Report Type: Compliance Report	

Report Category
Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)
Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.

Permit Cancellation Request

Is this a Performance Test Result?: Yes No

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
			Add	Printable view	Export to excel	

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Save Cancel

Step 8

A pop-up will appear, for Attachment Type select Permit Cancellation Request, and under Description type in “Permit Cancellation Request”. Choose your file to upload then select **Apply**

Step 9

An information bubble will appear at the top of the screen indicating that the attachment has been added to the compliance report. Select **Save** at the bottom of the screen.

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
140548	Permit Cancellation Request	Permit Cancellation Request	None Provided	N/A	User, Portal	6/23/2021

Step 10

Next, select **Validate**.

Version: 13.0 | Build ID: 20.15.9
 Welcome COURTNEYKOVACS6
 Facility Selector | Asbestos Notification | SCS Dashboard
 IMPACT Home | Task - Compliance Report (2883)

Task - Compliance Report (2883) >
Compliance Report Detail

Facility ID: F006332 Facility Type: Other (Unknown) Report Status: Draft
 Facility Name: AQ Production Validation Report ID: CRPT002883
 Facility Class: Minor Report Type: Compliance Report

Report Category
 Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)
 Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.
 Permit Cancellation Request.

Is this a Performance Test Result?: No

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
140548	Permit Cancellation Request	Permit Cancellation Request	None Provided	N/A	User, Portal	6/23/2021

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Buttons: Edit, **Validate** (highlighted with red arrow), Download/Print, Download/Print Trade Secret Version

Step 11

If the validation was successful you will see an information bubble indicating that. Finally, select **Submit**.

Task - Compliance Report (2883) >

Information (highlighted with red arrow)
 1. Validation Successful
 2. Report is valid and ready to submit.

Compliance Report Detail

Facility ID: F006332 Facility Type: Other (Unknown) Report Status: Draft
 Facility Name: AQ Production Validation Report ID: CRPT002883
 Facility Class: Minor Report Type: Compliance Report

Report Category
 Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)
 Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the compliance report below.
 Permit Cancellation Request.

Is this a Performance Test Result?: No

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
140548	Permit Cancellation Request	Permit Cancellation Request	None Provided	N/A	User, Portal	6/23/2021

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Buttons: Edit, Validate, **Submit** (highlighted with red arrow), Download/Print, Download/Print Trade Secret Version

Step 12

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.

Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)
Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, and any notable issues. Attach the complete report below.
Permit Cancellation Request.

Is this a Performance Test Result?: No

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
140548	Permit Cancellation Request	Permit Cancellation Request	None Provided	N/A	User, Portal	6/23/2021

[Add](#) [Printable view](#) [Export to excel](#)

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

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.

Category: TBD
Category will be determined by AQD after the report is submitted.

Description, Reporting Period and/or Date(s)
Enter the reporting period and due date if applicable. Also summarize the contents of the attached compliance report, including the test date, notification date, report below.
Permit Cancellation Request.

Is this a Performance Test Result?: No

Confirmation box 3:

Submission may take several minutes depending on the amount of data being processed.

Username: COURTNEYKOVACS6

• Password:

Security Question: Where did you graduate from high school?

• Answer:

Permit Cancellation Request

Is this a Performance Test Result?: No

Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
140548	Permit Cancellation Request	Permit Cancellation Request	None Provided	N/A	User, Portal	6/23/2021

To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Confirmation box 4:

Submit task completed successfully.

Permit Cancellation Request

Is this a Performance Test Result?: No

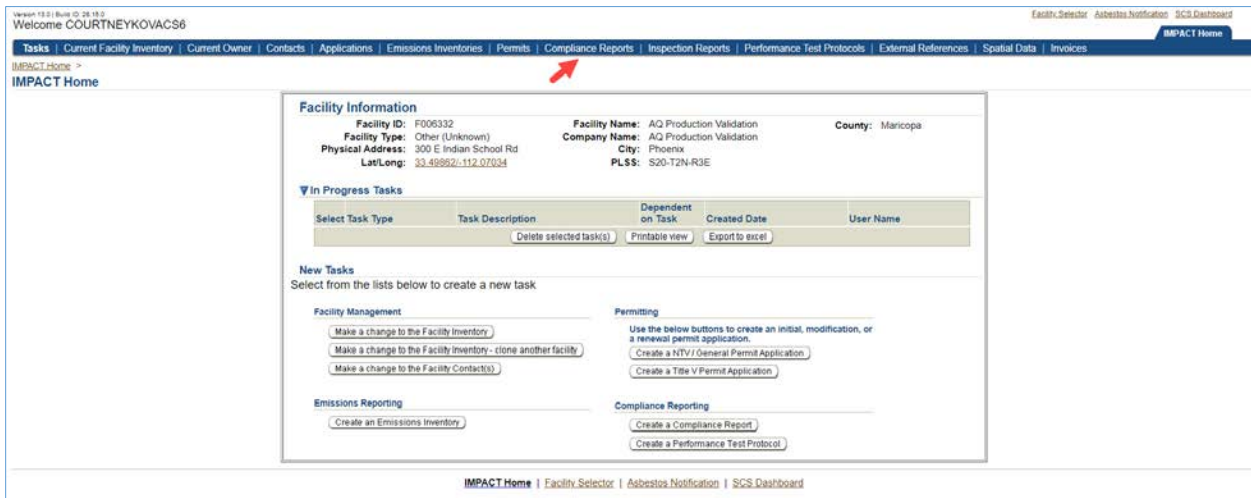
Attachments

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
140548	Permit Cancellation Request	Permit Cancellation Request	None Provided	N/A	User, Portal	6/23/2021

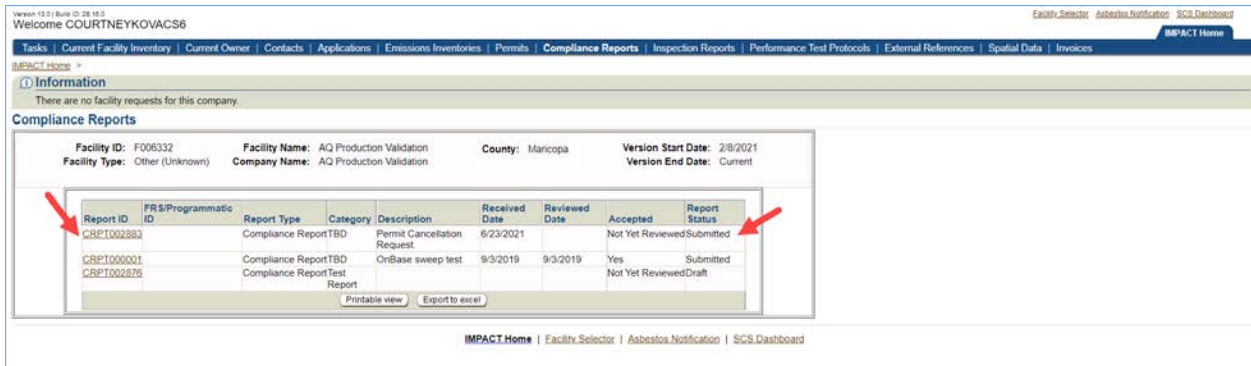
To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.

Step 13

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



On the Compliance Reports page, you can view reports submitted and their status. Select the **Report ID** for more information.



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 AQPermits@maricopa.gov for further instructions.