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# Submitting a Performance Test Compliance Report

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How to submit a performance test compliance report  
through the AQD Online Portal


Maricopa County Air Quality Department

October 2020

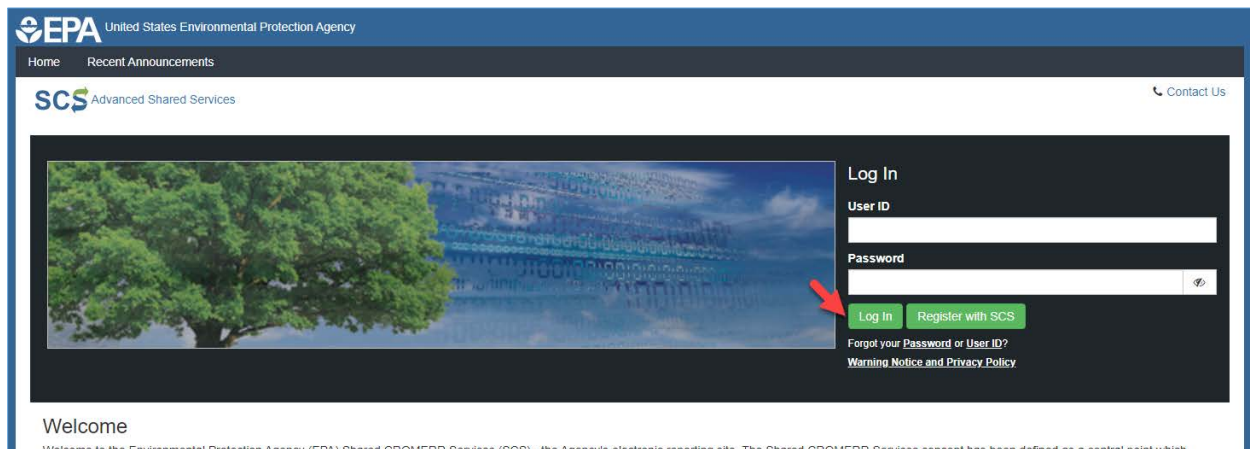
## Step 1

Using Google Chrome as your internet browser, go to the EPA's SCS electronic reporting site, [Encromerr.epa.gov](http://Encromerr.epa.gov). Please note other internet browsers will not support the SCS/AQD Online Portal (IMPACT) system. You must also enable pop-ups on your internet browser.

To enable pop-ups on Google Chrome:

1. On your computer, open Chrome.
2. At the top right, select the three dots  then select **Settings**.
3. At the bottom, select **Advanced**.
4. Under "Privacy and Security," select **Site Settings**.
5. Select **Pop-ups and Redirects**.
6. At the top, turn the setting to **Allowed** to disable the pop-up blocker altogether.

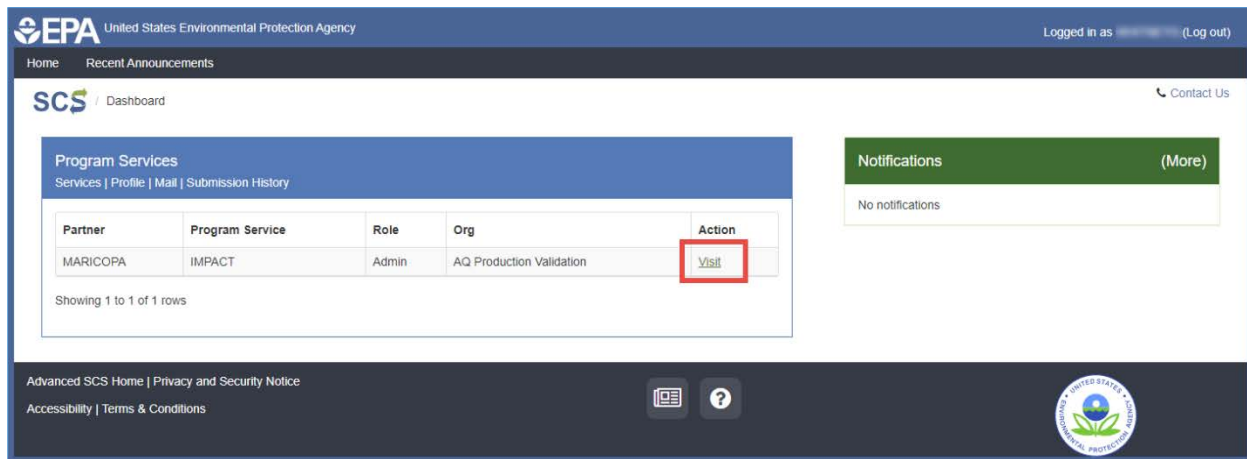
Once you have accessed the EPA's SCS electronic reporting site, enter your log in information and select **Log In**.



The screenshot shows the EPA SCS login page. At the top left is the EPA logo and "United States Environmental Protection Agency". Below it are links for "Home" and "Recent Announcements". The main header features the "SCS Advanced Shared Services" logo and a "Contact Us" link. The central area contains a large image of a tree and a login form. The login form has fields for "User ID" and "Password", a "Log In" button, and a "Register with SCS" button. Below the buttons are links for "Forgot your Password or User ID?" and "Warning Notice and Privacy Policy". A red arrow points to the "Log In" button. At the bottom left, there is a "Welcome" message and a partially visible footer line.

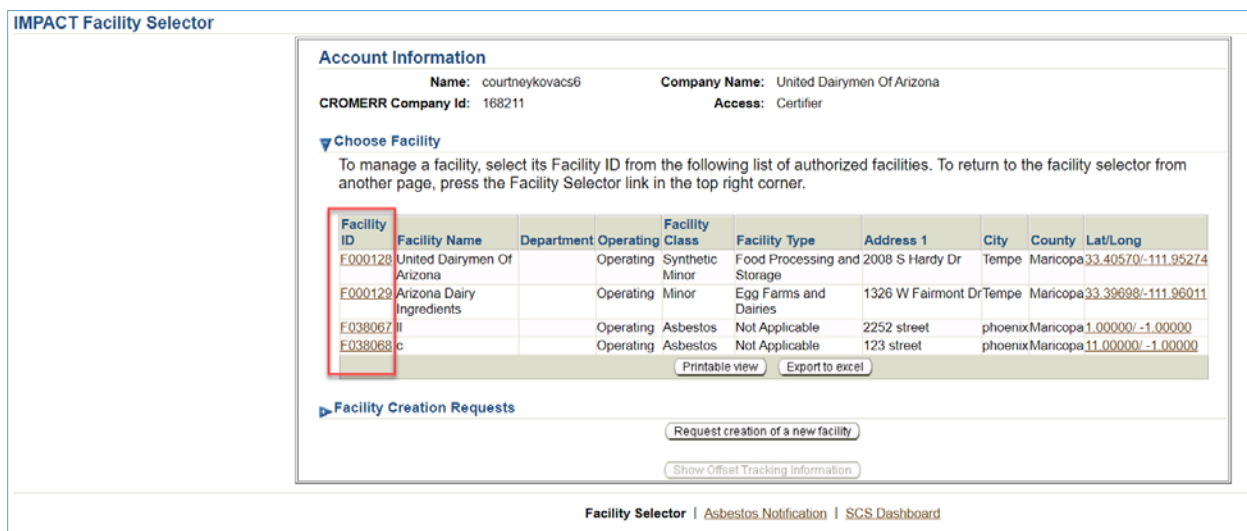
## Step 2

On the Program Services Dashboard, choose the Org (company name) for which you will be submitting the Performance Test Compliance Report and select **Visit**.



## Step 3

On the Facility Selector screen, select the **Facility ID** of the facility for which you would like to submit a Performance Test Compliance Report.



## Step 4

From the IMPACT Home page, select **Create a Compliance Report**.

The screenshot shows the IMPACT Home page for facility F000128. The facility information includes: Facility Name: United Dairymen Of Arizona, Company Name: United Dairymen Of Arizona, City: Tempe, County: Maricopa, Physical Address: 2008 S Hardy Dr, and PLSS: S28-T1N-R4E. Under the 'In Progress Tasks' section, there are 'New Tasks' listed. A red arrow points to the 'Create a Compliance Report' button in the 'Compliance Reporting' section.

IMPACT Home | Task - Performance Test Protocol (39) | Task - Performance Test Protocol (44) | Facility Selector | Asbestos Notification | SCS Dashboard

A pop-up screen will appear. Select **Create Report**.

The screenshot shows a 'Submit New Report' pop-up window. The 'Report Type' is set to 'Compliance Report' and the 'Category' is 'TBD'. A red arrow points to the 'Create Report' button. The background shows the same facility information as the previous screenshot.

IMPACT Home | Task - Performance Test Protocol (39) | Task - Performance Test Protocol (44) | Facility Selector | Asbestos Notification | SCS Dashboard

Scroll down to the bottom of the page and select **Edit**.

Task - Compliance Report (1586) >

**Information**  
Successfully created new Compliance Report.

**Compliance Report Detail**

Facility ID: F000128      Facility Type: Food Processing and Storage      Report Status: Draft  
 Facility Name: United Dairymen Of Arizona      Report ID: CRPT001586  
 Facility Class: Synthetic 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

## Step 5

In the Description box, enter all emissions units associated with your test report. For “Is this a Performance Test Result?”, Select **Yes**. For “Associated performance test protocol”, select the appropriate submitted test protocol.

Welcome courtneykovacs6      IMPACT Home      Task - Compliance Report (1587)

**Compliance Report Detail**

Task - Compliance Report (1587) >

**Compliance Report Detail**

Facility ID: F000128      Facility Type: Food Processing and Storage      Report Status: Draft  
 Facility Name: United Dairymen Of Arizona      Report ID: CRPT001587  
 Facility Class: Synthetic 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.

Unit 2, Unit 3

Is this a Performance Test Result?:  Yes  No

Associated performance test protocol: Please select

PTPROT000044 - Submitted

**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**

IMPACT Home | Task - Compliance Report (1587) | Facility Selector | Asbestos Notification | SCS Dashboard

## Step 6

Under Attachments, select **Add**. Ensure you are only uploading attachments that apply to the associated performance test protocol selected above. Please note, ZIP files cannot be uploaded.

Welcome courtneykovacs6

Compliance Report Detail

Task - Compliance Report (1587) >

Compliance Report Detail

Facility ID: F000128      Facility Type: Food Processing and Storage      Report Status: Draft  
 Facility Name: United Dairymen Of Arizona      Report ID: CRPT001587  
 Facility Class: Synthetic 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  
 Unit 2, Unit 3

Is this a Performance Test Result?:  Yes  No  
 Associated performance test protocol: PTPROT000044 - Submitted

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

IMPACT Home | Task - Compliance Report (1587) | Facility Selector | Asbestos Notification | SCS Dashboard

The following attachments are required; Performance Test Raw Data, Performance Test Report, and Performance Test Report Submittal Form. Under Attachment Type, select Performance Test Raw Data. Under Description, enter Performance Test Raw Data. Lastly, choose your file. Do not attach any facility claimed confidential information.

If the Performance Test Report Submittal Form is a separate document from the Performance Test Report, please upload by selecting Performance Test Other from the Attachment Type. Under Description, enter Performance Test Report Submittal Form.

Note, you can only upload one attachment at a time. Once completed, select **Apply**.

New Attachment - Google Chrome

alirimpact.stage.maricopa.gov/\_ADfv\_...\_alPfm=d&t=fred&vir=/doc\_attachments/editDocAttachment.jsp&doc=en...

Do not attach any facility claimed confidential attachments

- Attachment Type: Performance Test Raw Data
- Description: Performance Test Raw Data
- Public File to Upload: Choose File No file chosen

Apply Cancel

Facility Selector Asbestos Notification SCS Dashboard

IMPACT Home Task - Compliance Report (1587)

Food Processing and Storage      Report Status: Draft  
 587  
 ce Report

pliance report, including the test date, notification date, and any notable issues.

Is this a Performance Test Result?:  Yes  No  
 Associated performance test protocol: PTPROT000044 - Submitted

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 7

Once your attachments are uploaded, select **Save**.

**Compliance Report Detail**  
 Task - Compliance Report (1587) >

**Information**  
 The attachment has been added to the compliance report.

**Compliance Report Detail**

**Facility ID:** F000128      **Facility Type:** Food Processing and Storage      **Report Status:** Draft  
**Facility Name:** United Dairymen Of Arizona      **Report ID:** CRPT001587  
**Facility Class:** Synthetic Minor      **Report Type:** Compliance Report

**Report Category**  
**Category:** TBD  
Category will be determined by AGD 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.  
 Unit 2, Unit 3

**Is this a Performance Test Result?:**  Yes  No  
**Associated performance test protocol:** PTPROT000044 - Submitted

**Attachments**

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
58264	Performance Test Raw Data	Performance Test Raw Data	None Provided	N/A	User, Portal	9/25/2020
58265	Performance Test Report	Performance Test Report	None Provided	N/A	User, Portal	9/25/2020

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

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

Select **Validate**.

**Compliance Report Detail**  
 Task - Compliance Report (1587) >

**Compliance Report Detail**

**Facility ID:** F000128      **Facility Type:** Food Processing and Storage      **Report Status:** Draft  
**Facility Name:** United Dairymen Of Arizona      **Report ID:** CRPT001587  
**Facility Class:** Synthetic Minor      **Report Type:** Compliance Report

**Report Category**  
**Category:** TBD  
Category will be determined by AGD 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.  
 Unit 2, Unit 3

**Is this a Performance Test Result?:** Yes  
**Associated performance test protocol:** PTPROT000044 - Submitted

**Attachments**

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
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58265	Performance Test Report	Performance Test Report	None Provided	N/A	User, Portal	9/25/2020

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

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

Select **Submit**.

**Information**

1. Validation Successful
2. Report is valid and ready to submit.

**Compliance Report Detail**

**Facility ID:** F000128      **Facility Type:** Food Processing and Storage      **Report Status:** Draft  
**Facility Name:** United Dairymen Of Arizona      **Report ID:** CRPT001587  
**Facility Class:** Synthetic Minor      **Report Type:** Compliance Report

**Report Category**

**Category:** TBD  
Category will be determined by AOD 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.

Unit 2, Unit 3

**Is this a Performance Test Result?:** Yes  
**Associated performance test protocol:** PTPROT000044 - Submitted

**Attachments**

Attachment ID	Attachment Type	Description	Trade Secret Document	Trade Secret Justification	Uploaded By	Upload Date
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58265	Performance Test Report	Performance Test Report	None Provided	N/A	User, Portal	9/25/2020

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

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

A pop-up screen will appear. Select **Yes**.

Submit Compliance Report - Google Chrome

airimpact.stage.maricopa.gov/\_ADfv...jsf?\_afPfm=11&t=fred&vir=/util/confirmRCStatus.jsp&loc=en&nwinWidth=80...

IMPACT Home Task - Compliance Report (1587)

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

**Facility ID:** F000128      **Facility Type:** Food Processing and Storage      **Report Status:** Draft  
**Facility Name:** United Dairymen Of Arizona      **Report ID:** CRPT001587  
**Facility Class:** Synthetic Minor      **Report Type:** Compliance Report

**Report Category**

**Category:** TBD  
Category will be determined by AOD 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.

Unit 2, Unit 3

**Is this a Performance Test Result?:** Yes  
**Associated performance test protocol:** PTPROT000044 - Submitted

**Attachments**

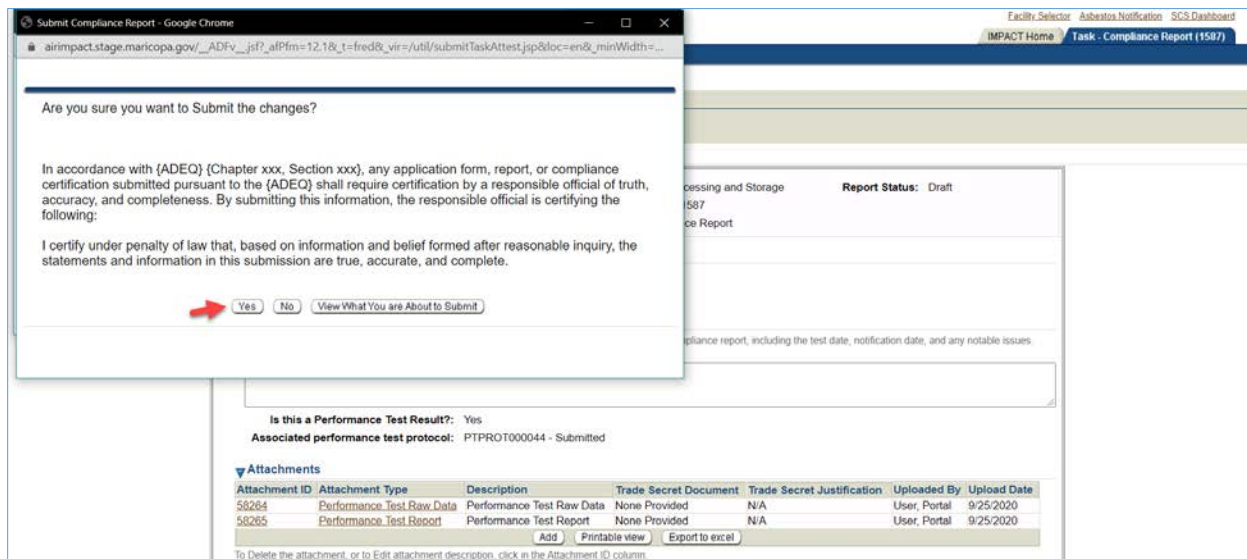
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58264	Performance Test Raw Data	Performance Test Raw Data	None Provided	N/A	User, Portal	9/25/2020
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[Add](#) [Printable view](#) [Export to excel](#)

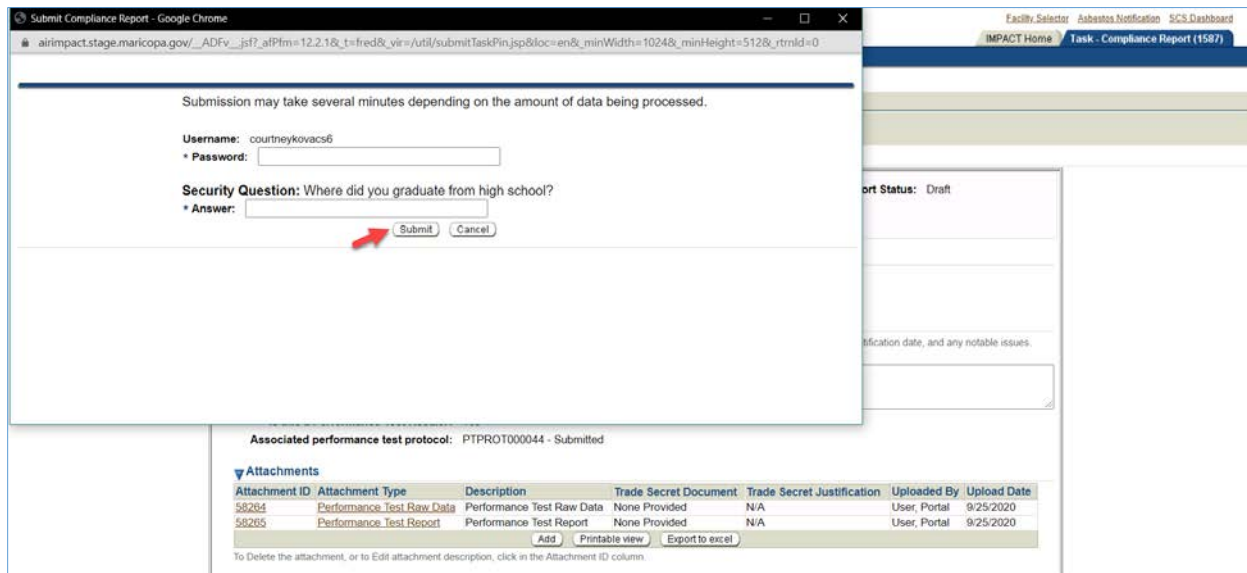
To Delete the attachment, or to Edit attachment description, click in the Attachment ID column.



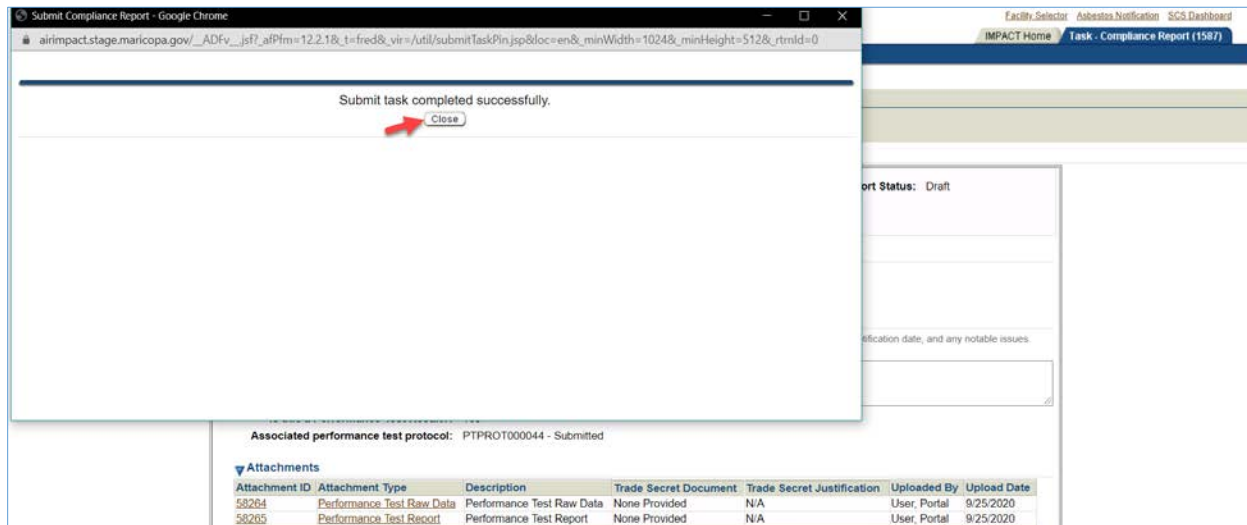
Another pop-up screen will appear. Select **Yes**.



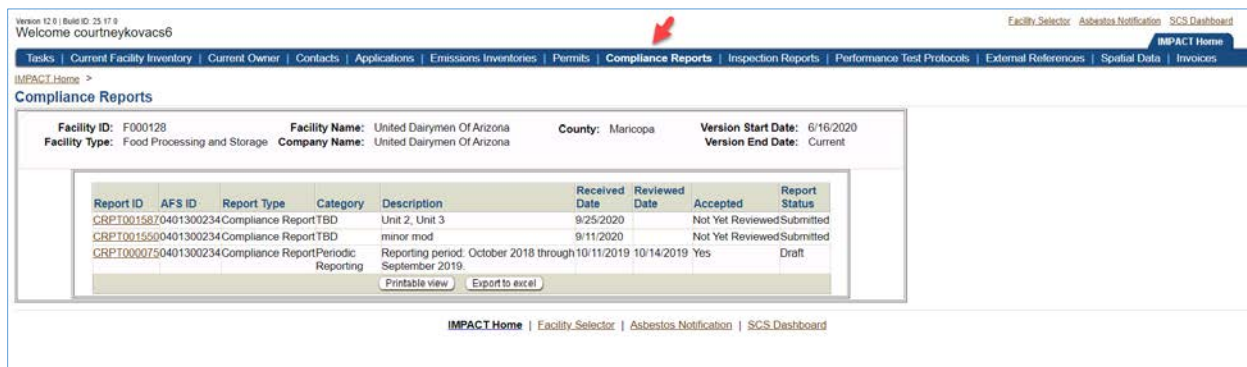
Next, enter your SCS account password and answer your security question. Select **Submit**.



Once the task is completed successfully, select **Close** on the pop-up window.



From the IMPACT Home Page, you can select **Compliance Reports** from the top menu. From this screen, you can view all compliance reports submitted for the facility.



You have now successfully submitted a performance test compliance report. If you need further assistance, contact the department at 602-372-1341 or email [Scott.Treece@maricopa.gov](mailto:Scott.Treece@maricopa.gov).