



Self-Monitoring Reporting Form (SMRF) USER GUIDE

SMRF-V1-042015

myDEQ Help Line | (844) – 827-4768

SELF-MONITORING REPORTING FORM (SMRF) MODULE

1) OVERVIEW

The Arizona Department of Environmental Quality's myDEQ is a web-portal designed to assist facilities in submitting SMRF reports to the department. Submitting online will eliminate handwritten paper form. The system is faster, more efficient, and requires less processing for both regulated facilities and the department. The portal offers all the necessary legal, security and electronic signature functionality to replace the paper forms.

2) ADVANTAGES TO USING myDEQ TO SUBMIT SMRF

- i) The ability to use a facility-specific Microsoft Excel spreadsheet to submit information in lieu of a handwritten paper form.
- ii) An express path for those facilities that did not discharge during the reporting period or have not been constructed to submit their SMRF.
- iii) Reduced data entry error and potential violations. Many of the fields on the Data Entry Spreadsheet are pre-populated to ensure that correct information is reported. Additionally, the completed Data Entry Spreadsheet when uploaded is checked for common reporting errors so that appropriate corrections can be made prior to submitting the SMRF.
- iv) Feedback from ADEQ within 24 hours to notify you whether your response met your permit's requirements.
- v) Environmentally friendly – paperless.

3) REPORTS SUBMITTED THROUGH myDEQ

- Monthly
- Quarterly
- Semi-Annual
- Annual
- Biennial

4) LOGIN ROLES

Prior to submitting any report, the facility should obtain an account on myDEQ (Refer to the Account Creation User Guide). The myDEQ account allows for two personnel to access the system.

- 1. Responsible Officer -** Any principal officer, partner, or proprietor responsible for a key business function or any other person who performs similar decision-making duties and is authorized to contractually bind the organization.
- 2. Account Manager -** This is an optional role for an account that would be able to login separately and complete all data entry requirements only.

Following table lists the various account privileges allowed for the above two roles:

myDEQ Account Privileges	Responsible Officer	Account Manager
Create corporate account	Yes	No
Designate Account Manager	Yes	No
Modify facility information	Yes	Yes
Enter compliance data	Yes	Yes
Submit compliance data	Yes	No
Receive notices	Yes	Yes

5) *How does the electronic process work?*

The steps involved are as follows:

- a) Obtain a myDEQ account. This is a one-time process.
- b) Download the Data Entry Spreadsheet that is tailored to include your facility’s specific reporting requirements.
- c) Enter the monitored results in the spreadsheet corresponding to the pollutants monitored.
- d) Upload the completed excel file in myDEQ.
- e) Check error report for possible reporting errors and make appropriate corrections and re-upload the document.
- f) Certify and submit the file.

6) *What is a Data Entry Spreadsheet?*

A Data Entry Spreadsheet is a tailor-made Microsoft Excel Spreadsheet that is specific to your facility’s reporting requirements as listed in your Aquifer Protection Permit.

The system will present a set of questions and based upon your answers the customized spreadsheet will be generated.

NOTE:

*****COMPLETE THE PROCESS OF DOWNLOAD AND UPLOAD ONE SPREADSHEET AT A TIME.**

*****DOWNLOADING OF MUTLIPLE SPREADSHEETS COULD CAUSE ERRORS*****

7) *CONTACT INFO*

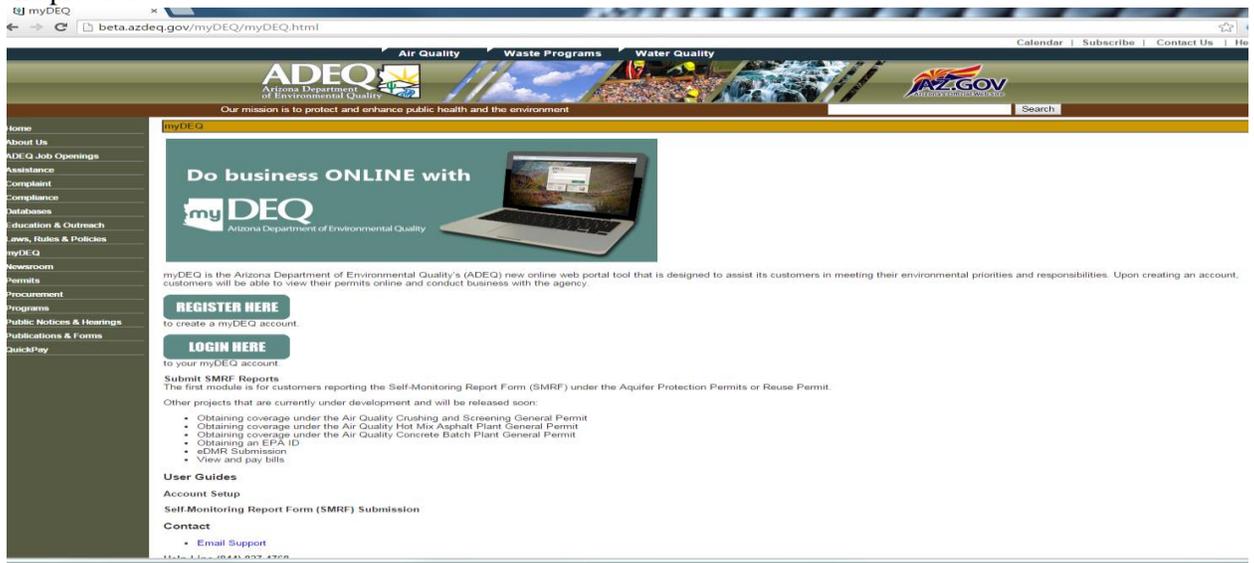
If you have any questions regarding the spreadsheet or need help with the SMRF reporting, please contact the ADEQ at (602) 771-4681.

STEP-BY-STEP GUIDE:

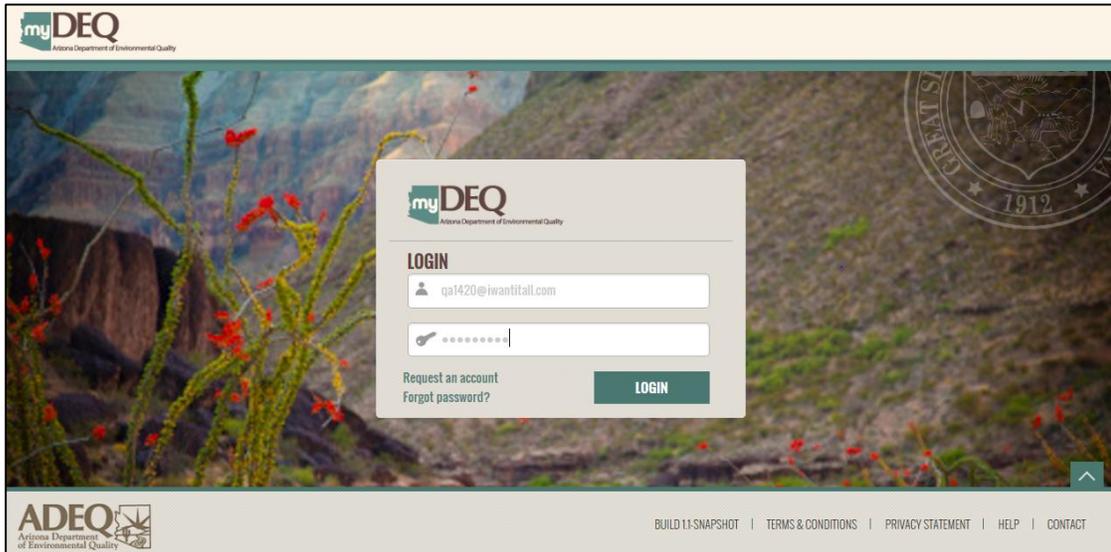
1. Obtain an account on myDEQ. You can refer to the Account Creation User Guide if you have not done so.
2. Open the ADEQ's website at www.beta.azdeq.gov and Click on the myDEQ logo.



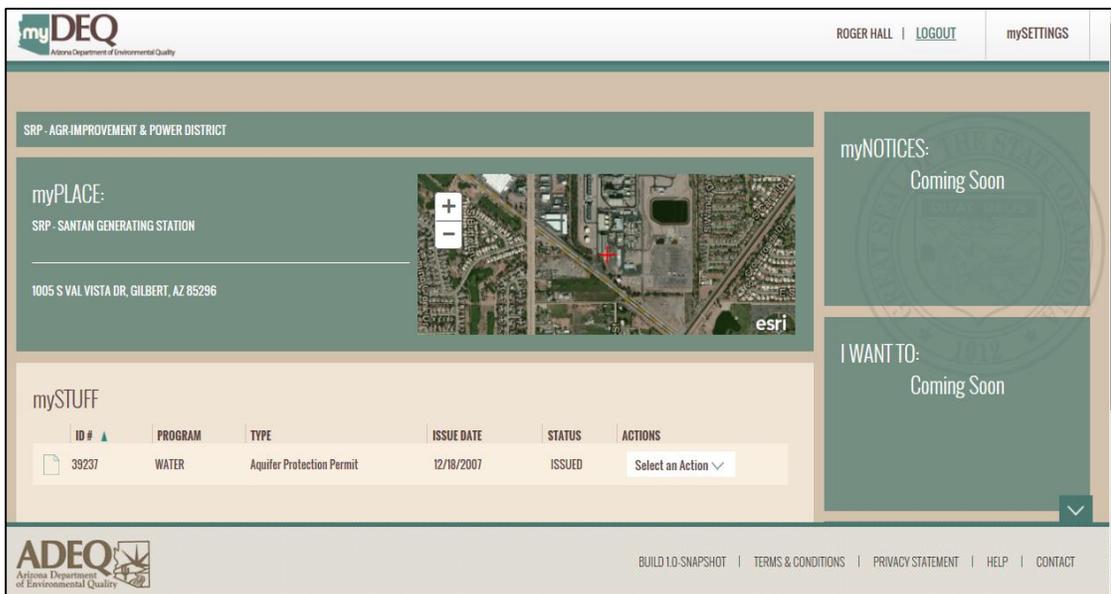
3. You will be directed to the myDEQ webpage, click on the **LOG IN HERE** icon if you have already completed the registration process. If you have not, click on the **REGISTER HERE** icon to start the process.



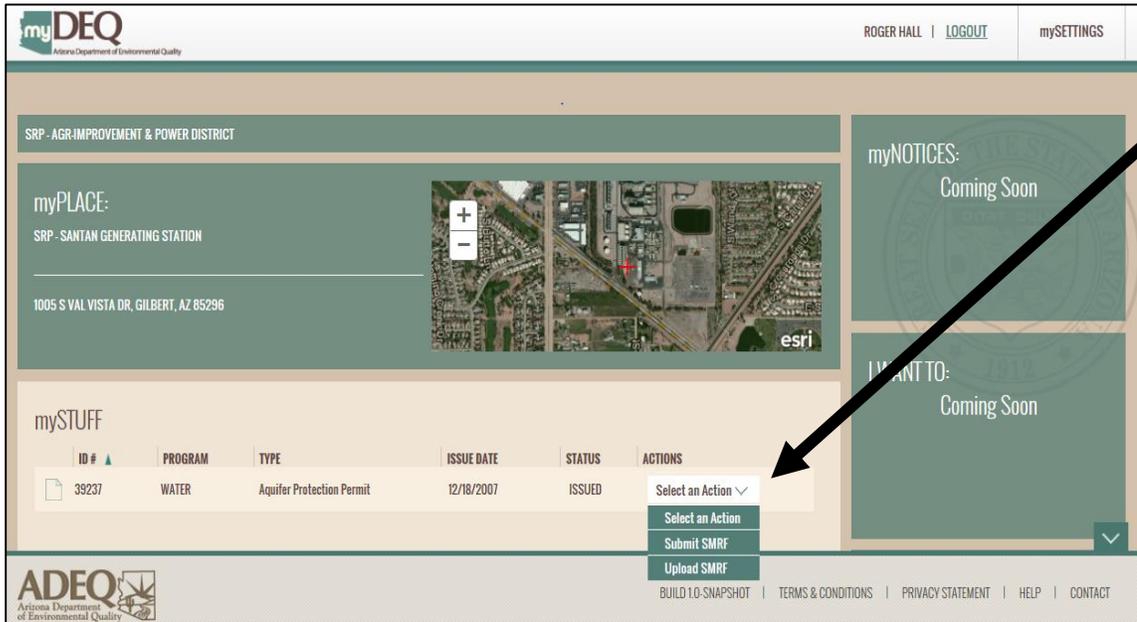
- In the login screen, enter your email address that was used to obtain the myDEQ account and your password.



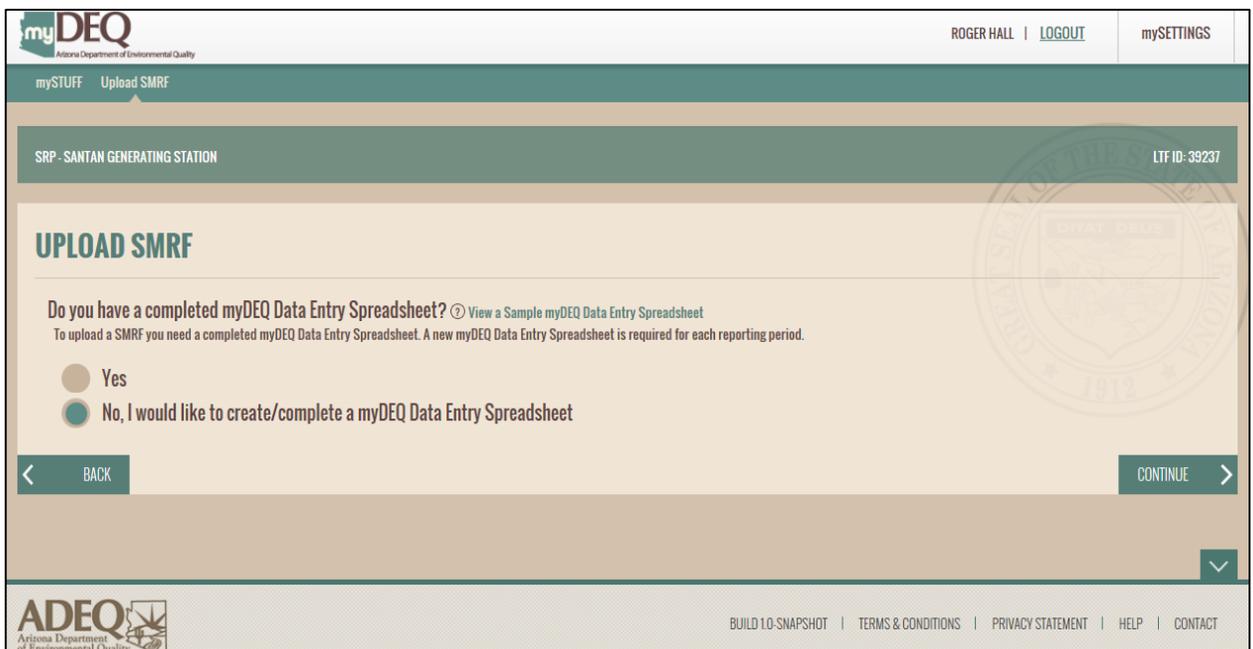
- Upon login you will be directed to the landing page of myDEQ where you should see your facility information. If you do not see your facility information, contact myDEQ Administrator at (844) 806-9337.



6. In the row that lists your permit, click on drop down arrow next to “Select an Action” and choose “Upload SMRF”.



7. You will be directed to the “UPLOAD SMRF” screen as shown below. Select the radio button “No, I would like to create/complete a myDEQ Data Entry Spreadsheet” and click on the “CONTINUE” button.



8. You should now see all the available reporting periods that you can submit your data for. Select the correct reporting period by click on the circle to the left of the period. Then Click on the “CONTINUE” button. NOTE: You can report only one period at a time.

The screenshot shows the 'myDEQ' interface for 'SRP - SANTAN GENERATING STATION' (LTF ID: 39237). The main heading is 'UPLOAD SMRF'. Below it, the instruction reads: 'Select a reporting period For which period would you like to create/complete a myDEQ Data Entry Spreadsheet?'. A table lists several reporting periods, all with a status of 'Not Started' and 0% progress.

REPORTING PERIOD	STATUS	PROGRESS
<input type="radio"/> 1st Quarter 2015	Not Started	0%
<input type="radio"/> Annual Report 2015	Not Started	0%
<input type="radio"/> 3rd Quarter 2014	Not Started	0%
<input type="radio"/> 4th Quarter 2014	Not Started	0%
<input type="radio"/> Annual Report 2014	Not Started	0%
<input type="radio"/> Annual Report 2013	Not Started	0%

9. If you have **data to report**, select “Yes” and click on “CONTINUE”.

The screenshot shows the 'myDEQ' interface for 'SRP - SANTAN GENERATING STATION' (LTF ID: 39237). The main heading is 'UPLOAD SMRF'. Below it, the question reads: 'Do you have any data to report?'. There are two radio button options: 'Yes' (selected) and 'No'. At the bottom, there are 'BACK' and 'CONTINUE' buttons.

10. If you do not have any data to report for any reporting period, you can select “No”. You will now be provided with two options that you can select to indicate the reason. Select the appropriate reason and Click on “CONTINUE”.

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mySTUFF Upload SMRF

SRP - SANTAN GENERATING STATION LTF ID: 39237

UPLOAD SMRF

Do you have any data to report?

Yes

No

Tell us why there is no data to report.
You must choose a reason and enter comments.

Monitoring not required for this period

Facility not constructed

ADEQ
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11. If you selected that you had data to report, the next screen asks if you have data for all or only select monitoring points. Select “Yes” if you have data for all monitoring points and then click on “CONTINUE”.

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SRP - SANTAN GENERATING STATION LTF ID: 39237

UPLOAD SMRF

Do you have any data to report for the reporting period January 01, 2015 - March 31, 2015 for all or only select monitoring points?

Yes, I have data for all monitoring points.

No, I only have data for select monitoring points.

BACK CONTINUE

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12. If you have **data for only a select monitoring points**, select “No”. You will now be provided with more options to select which points had no data and the option to provide the reason. Upon selecting all the appropriate options click on “CONTINUE” button.

UPLOAD SMRF

Do you have any data to report for the reporting period January 01, 2015 - March 31, 2015 for all or only select monitoring points?

Yes, I have data for all monitoring points.

No, I only have data for select monitoring points.

Which monitoring points have no data? Select as many as apply.

IMPOUNDMENT 3A
Tell us why there is no data to report. You must select a reason and enter comments.

Monitoring not required for this period Facility not constructed

IMPOUNDMENT 3B
Tell us why there is no data to report. You must select a reason and enter comments.

Monitoring not required for this period Facility not constructed

13. If you **have data to report**, the next screen provides an option to select the monitoring point for which the data is reported. In most cases, you would check “Select All” and then click on “CONTINUE” button.

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SRP - SANTAN GENERATING STATION LTF ID: 39237

UPLOAD SMRF

Select monitoring points
For which monitoring points would you like to report data?

Select All

IMPOUNDMENT 3A 0%

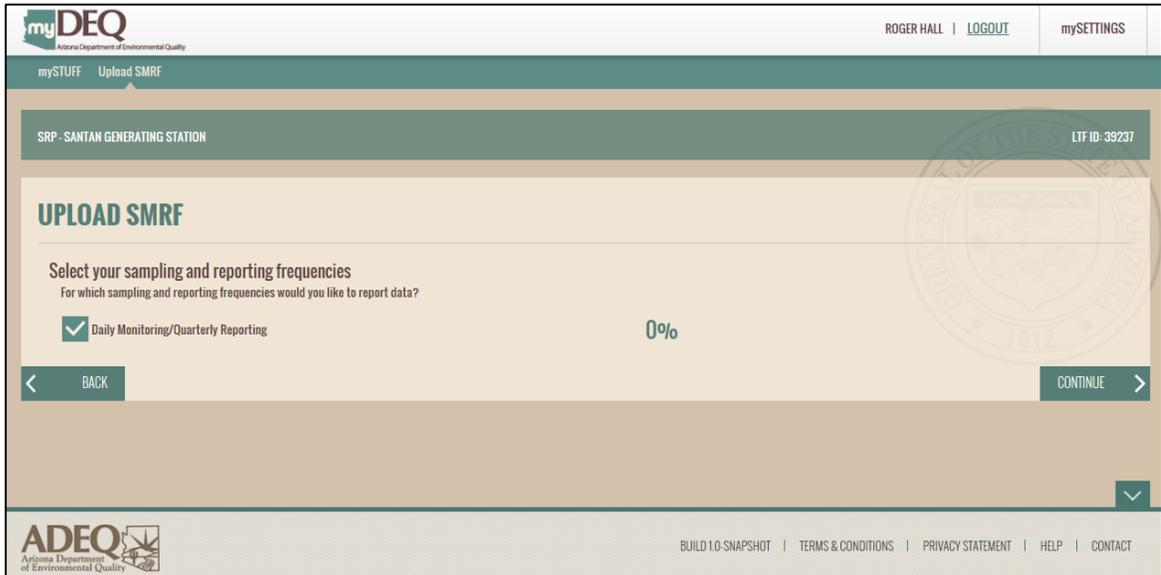
IMPOUNDMENT 3B 0%

[BACK](#) [CONTINUE](#)

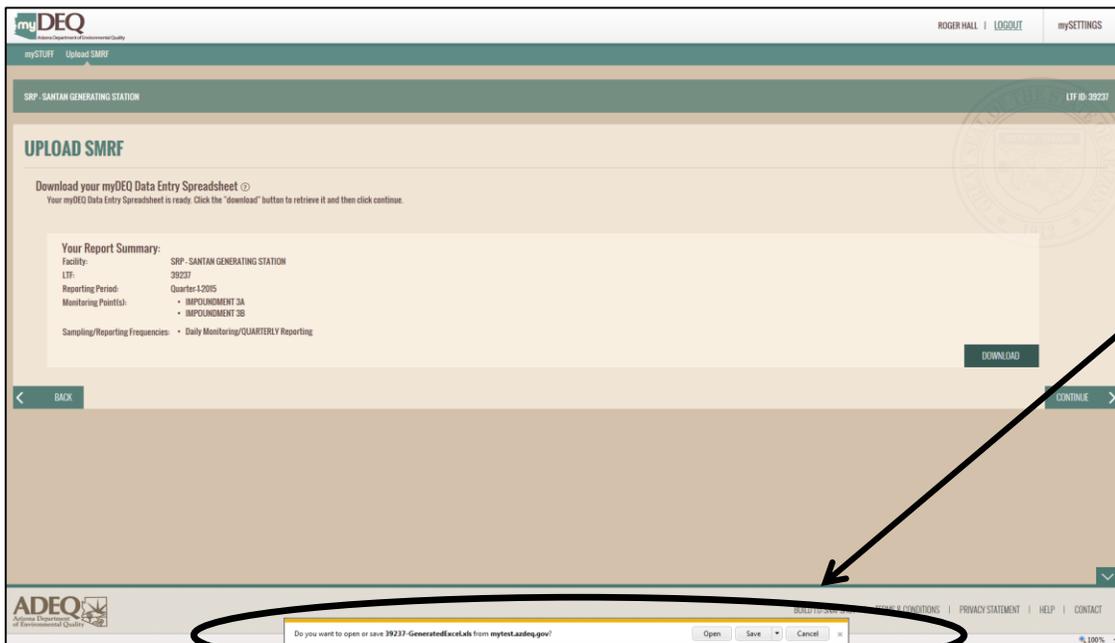
ADEQ Arizona Department of Environmental Quality

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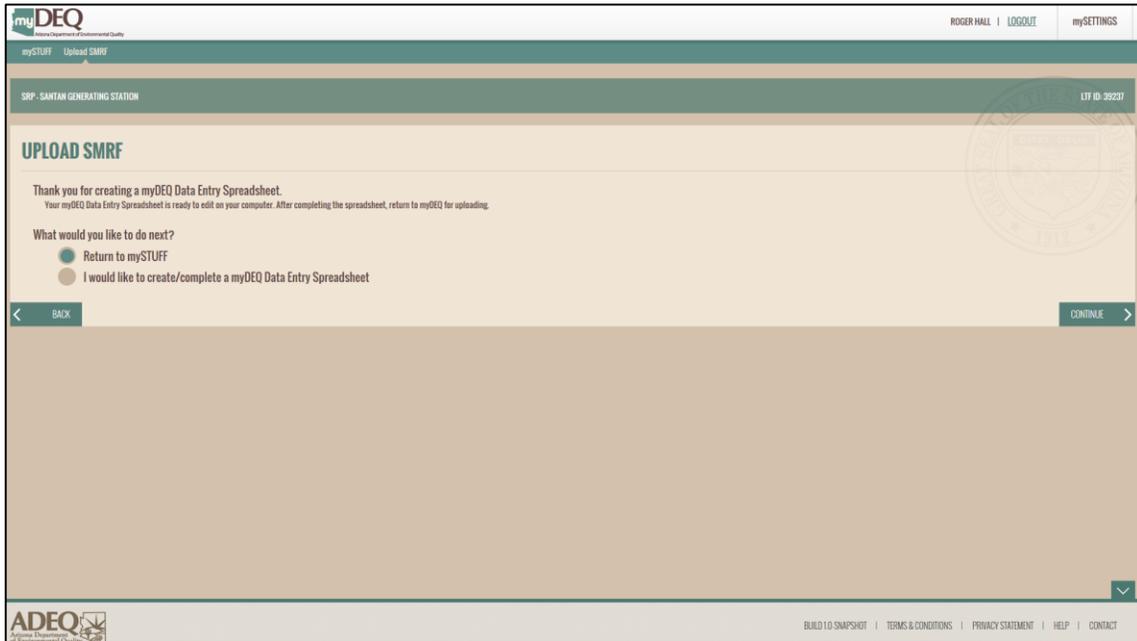
14. Next you will select the sampling and reporting frequency and then click on “CONTINUE” button.



15. Based on the criteria you entered until this step, the excel spreadsheet is generated and you will be provided an option to download it by clicking on the “DOWNLOAD” button. Upon clicking the “DOWNLOAD” button, you will be provided an option to open or save the file. It is recommended that you save the file to your computer.



16. Upon clicking the “CONTINUE” button, you should select “Return to mySTUFF” and logoff the system.



17. Open the excel file that you was downloaded and saved on your computer. The spreadsheet contains two tabs. The first tab describes the data fields. The second tab lists the monitoring points and the data entry columns.

NOTE:

- Only the data entry columns C, D, E, and G are editable in the spreadsheet.
- List the results in Column E and any comments in Column G.

1. Results must be reported as numeric.
2. Inspections must be reported as T or F, Please note that F = Compliance
3. Four of Seven Rule must be reported as Y or N. Y = compliance
4. If you are reporting a reason for no data it must be reported in the format listed below. Please be sure to include in the comments the reason that you do not have data to report.
 - NODI= 8 - Other reason (e.g. Enteric Virus Results not returned from Lab yet)
 - NODI= 9 - Conditional monitoring not required for this period
 - NODI= 01 - Lab Contamination
 - NODI= 02 - Matrix Error/Lab
 - NODI= 03 - Sampling Problem
 - NODI= 05 - No flow
 - NODI= 06 - Down for repairs

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30227-GeneratedExcel [Protected View] - Microsoft Excel

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D13

Please follow these guidelines when filling out the data entry spreadsheet on the next tab:
 1. Remember to save this file on your computer and close it before you return to the myDEQ website to submit the data.
 2. The file must be saved as Excel 97-2003 format, i.e. with an .xls suffix.

Column ID	Column Name	Field Type	Description	Example
A	Monitoring Point Name	Read Only	This is a read only field. This is the name of the monitoring point. It is pre-populated based upon your answers in the tutorial.	GW - POC - MW -13
B	Chemical Parameter	Read Only	This is a read only field. This is the name of the parameter being measured. It is pre-populated based upon your answers in the tutorial.	DISSOLVED ALUMINUM
C	Sample Date	Editable	The date the sample was collected. Use MM/DD/YYYY format. It will be pre-populated for daily sampling, but you will need to provide a date for all other reporting frequencies.	12/10/2014
D	Qualifier	Editable	Please use the symbol < (less than) or = (equal to) to qualify your result. If you leave this field blank, it will revert to = (equal to).	=
E	Result	Editable	This is where you report your result. All results must be numeric with the exception of True or False results. True or False results should be reported using T or F. For Four of Seven Rule self-inspection data inputs, Y = compliance and N = Noncompliance. For all other self-inspections, P=Compliance and T=Noncompliance. If you have no data for this record, you must enter the reason for no data. The approved No Data Codes are: NOD=8: Other reason (e.g. Enteric Virus Results not returned from Lab yet) NOD=9: Conditional monitoring not required for this period NOD=11: Lab Contamination NOD=12: Matrix Error/Lab NOD=13: Sampling Problem NOD=15: No flow NOD=16: Down for repairs	0.00546 NOD=9
F	Units	Read Only	This is a read only field. This is the units of measurement specified by your permit. Please do not change these entries and be sure to report in the required units.	MG/L
G	Comments	Editable	This field is where you can provide comments regarding your data. This field is required if you have entered a NOD=8, 9, or C value in the results column. If you enter one of the other codes, the appropriate reason will be automatically populated in your submission upon upload.	Enteric Virus results not returned from Lab yet.
H	SamplingFrequencyName	Read Only	This is a read only field. This specifies how often this parameter is sampled as required by the permit. This field is pre-populated based upon your answers in the tutorial.	Once Every 2 Years Monitoring
I	ReportingFrequencyName	Read Only	This is a read only field. This specifies how often this parameter is reported as required by the permit. This field is pre-populated based upon your answers in the tutorial.	ONCE EVERY 2 YEARS
J	ReportBeginDate	Read Only	This field is read only. This is the date of the beginning of the reporting period and will be pre-populated based upon your answers in the tutorial.	01/01/2013
K	ReportEndDate	Read Only	This field is read only. This is the date of the end of the reporting period and will be pre-populated based upon your answers in the tutorial.	12/31/2014

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A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
MonitoringPointName	ChemicalParameter	SampleDate	Qualifier	Result	Units	Comments	SamplingFrequencyName	ReportingFrequencyName	ReportBeginDate	ReportEndDate	AlertLevel	DischargeLimit	ADL	pHMin	pHMax	Permitted	Placed/Plu	
1	FREEBOARD IMPOUNDMENT	01-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
2	FREEBOARD IMPOUNDMENT	02-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
3	FREEBOARD IMPOUNDMENT	03-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
4	FREEBOARD IMPOUNDMENT	04-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
5	FREEBOARD IMPOUNDMENT	05-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
6	FREEBOARD IMPOUNDMENT	06-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
7	FREEBOARD IMPOUNDMENT	07-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
8	FREEBOARD IMPOUNDMENT	08-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
9	FREEBOARD IMPOUNDMENT	09-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
10	FREEBOARD IMPOUNDMENT	10-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
11	FREEBOARD IMPOUNDMENT	11-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
12	FREEBOARD IMPOUNDMENT	12-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
13	FREEBOARD IMPOUNDMENT	13-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
14	FREEBOARD IMPOUNDMENT	14-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
15	FREEBOARD IMPOUNDMENT	15-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
16	FREEBOARD IMPOUNDMENT	16-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
17	FREEBOARD IMPOUNDMENT	17-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
18	FREEBOARD IMPOUNDMENT	18-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
19	FREEBOARD IMPOUNDMENT	19-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
20	FREEBOARD IMPOUNDMENT	20-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
21	FREEBOARD IMPOUNDMENT	21-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
22	FREEBOARD IMPOUNDMENT	22-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
23	FREEBOARD IMPOUNDMENT	23-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
24	FREEBOARD IMPOUNDMENT	24-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
25	FREEBOARD IMPOUNDMENT	25-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
26	FREEBOARD IMPOUNDMENT	26-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
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29	FREEBOARD IMPOUNDMENT	29-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
30	FREEBOARD IMPOUNDMENT	30-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
31	FREEBOARD IMPOUNDMENT	31-JAN-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
32	FREEBOARD IMPOUNDMENT	01-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
33	FREEBOARD IMPOUNDMENT	02-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
34	FREEBOARD IMPOUNDMENT	03-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
35	FREEBOARD IMPOUNDMENT	04-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
36	FREEBOARD IMPOUNDMENT	05-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
37	FREEBOARD IMPOUNDMENT	06-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
38	FREEBOARD IMPOUNDMENT	07-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
39	FREEBOARD IMPOUNDMENT	08-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
40	FREEBOARD IMPOUNDMENT	09-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF
41	FREEBOARD IMPOUNDMENT	10-FEB-2015	=	INSP			Daily Monitoring	QUARTERLY	01-JAN-2015	31-MAR-2015						39237	978	SRF

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18. Enter the values in the spreadsheet and remember to save the file. You are now ready to upload and submit the data to the Department.

UPLOADING SMRF

19. Login to your myDEQ account. From the landing page, under “Select an Action”, select “Upload SMRF” again.

The screenshot shows the myDEQ user interface. At the top, the user is logged in as ROGER HALL. The main content area is divided into several sections: 'myPLACE' showing a map of SRP - SANTAN GENERATING STATION, 'mySTUFF' with a table of permits, and 'myNOTICES' and 'I WANT TO:' sections both indicating 'Coming Soon'. The 'mySTUFF' table has the following data:

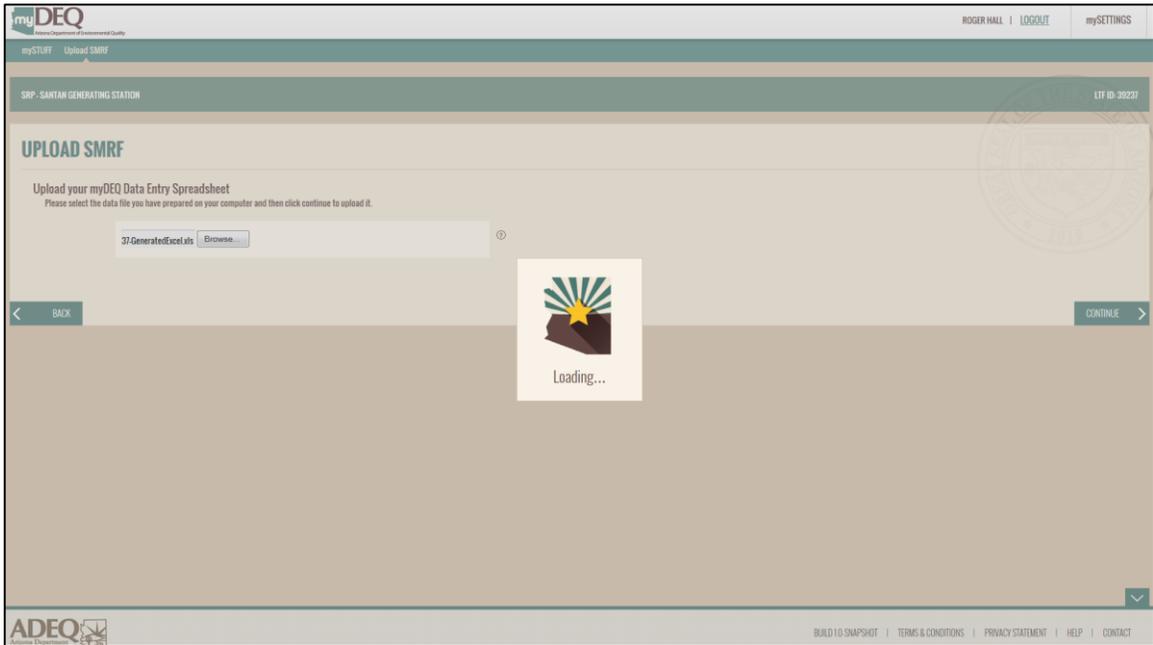
ID #	PROGRAM	TYPE	ISSUE DATE	STATUS	ACTIONS
39237	WATER	Aquifer Protection Permit	12/18/2007	ISSUED	Select an Action Submit SMRF Upload SMRF

At the bottom of the page, there is a footer with the ADEQ logo and navigation links: BUILD 1.0-SNAPSHOT | TERMS & CONDITIONS | PRIVACY STATEMENT | HELP | CONTACT.

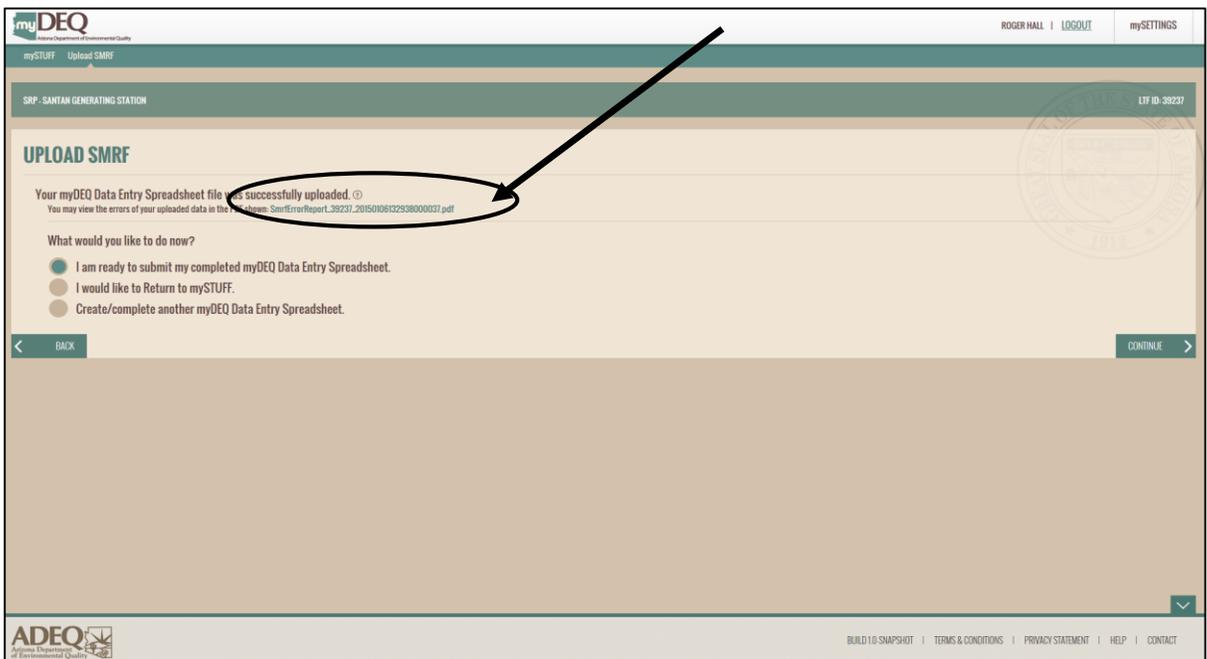
20. You will be directed to the “UPLOAD SMRF” screen as shown below. Now that you have a completed spreadsheet, select the radio button “Yes” and click on the “CONTINUE” button.

The screenshot shows the 'UPLOAD SMRF' screen. The user is logged in as ROGER HALL. The page title is 'mySTUFF Upload SMRF'. The main content area asks: 'Do you have a completed myDEQ Data Entry Spreadsheet?' with a link to 'View a Sample myDEQ Data Entry Spreadsheet'. Below the question are two radio buttons: 'Yes' (selected) and 'No, I would like to create/complete a myDEQ Data Entry Spreadsheet'. At the bottom of the main content area, there are 'BACK' and 'CONTINUE' buttons. The footer contains the ADEQ logo and navigation links: BUILD 1.0-SNAPSHOT | TERMS & CONDITIONS | PRIVACY STATEMENT | HELP | CONTACT.

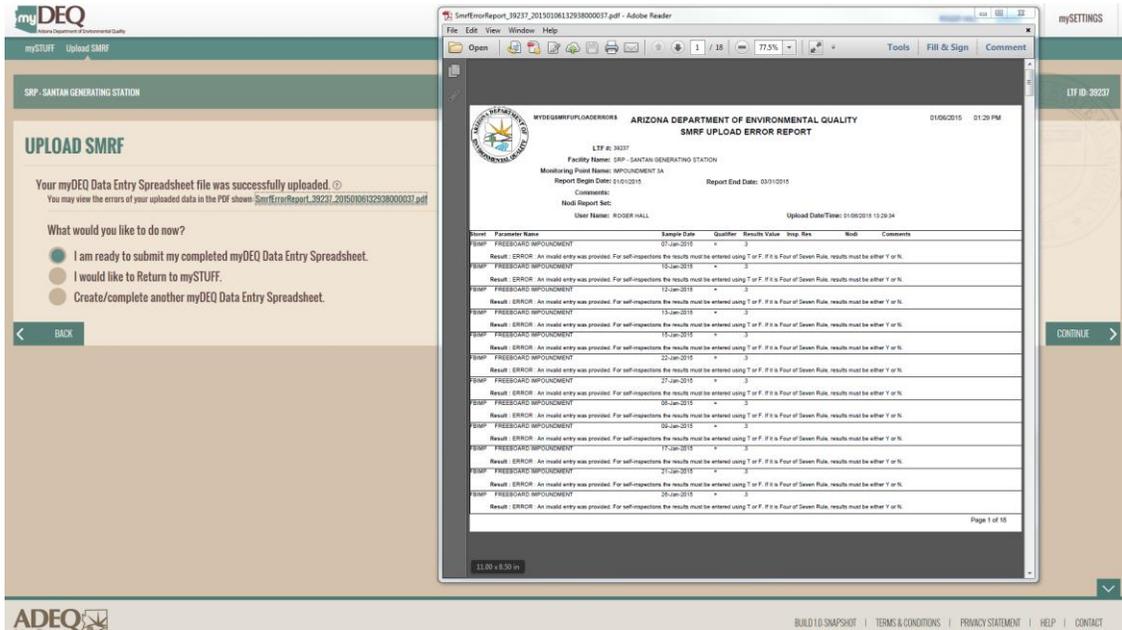
21. Click on the “Browse” button and select the completed spreadsheet file from your computer and click on the “CONTINUE” button. This will start the upload process.



22. Once the file has been uploaded, the system will run a validation check and outputs a report. The report is shown in the second line as shown in the figure below.

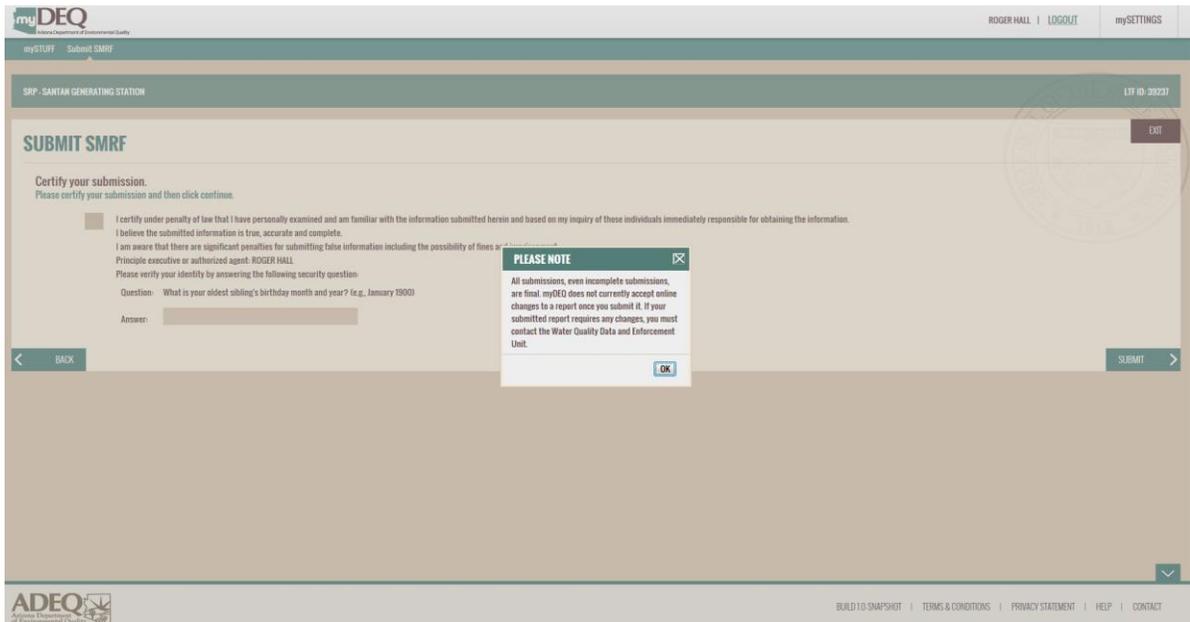


23. You can view the validated report by clicking on the link to view the file. If errors are shown on the report, correct these errors and then upload the file again.

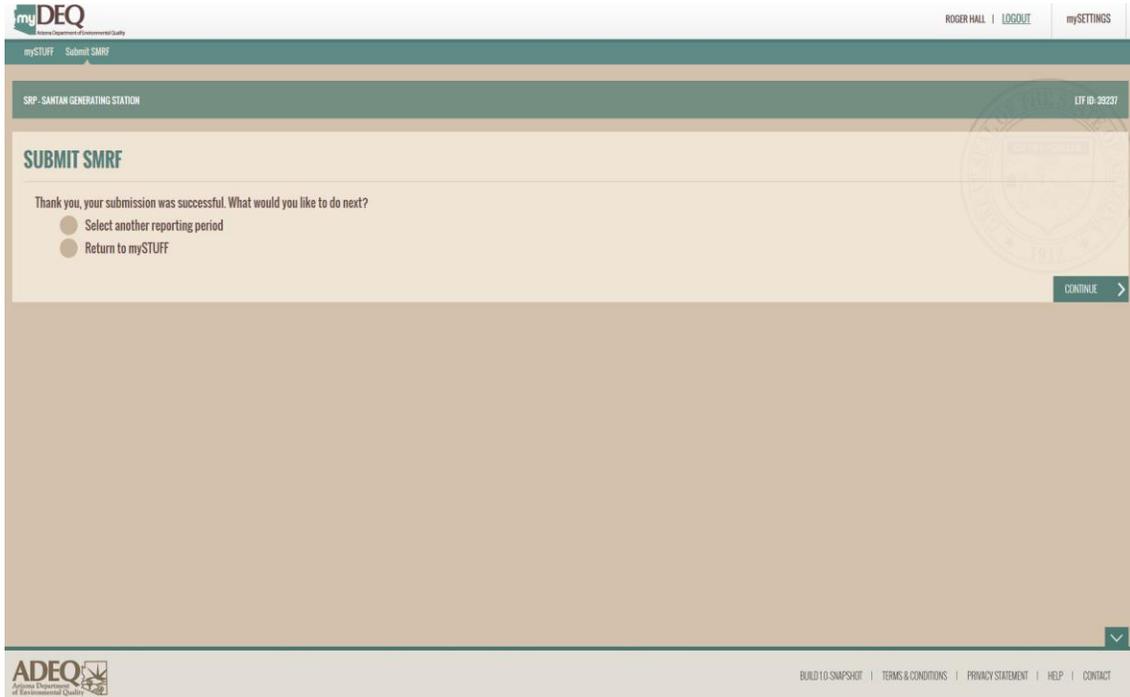


24. If no errors are shown, select the option “I am ready to submit my complete myDEQ Data Entry Spreadsheet” and click on the “CONTINUE” button.

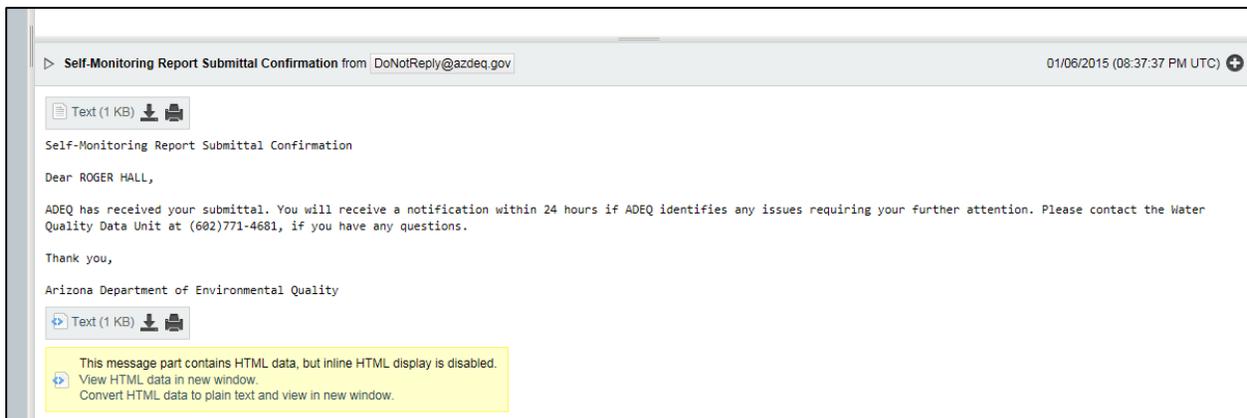
25. **NOTE: Only the primary Responsible Officer (RO) can submit the data.** Upon submitting the data, the RO will be required to certify and answer one challenge question that was selected during initial account setup.



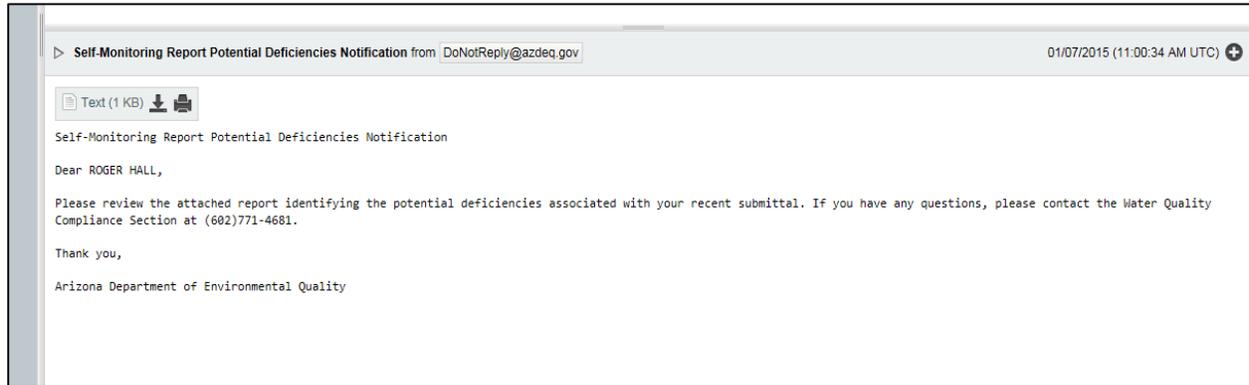
26. Upon completing the data submissions, you will be directed to the screen below. Select “Return to mySTUFF” and click on “CONTINUE” to return to the home screen. Remember to logoff your account.



27. You should receive an email as shown below acknowledging receipt of the data.



28. If there are potential deficiencies, you will receive an email with a report identifying the deficiencies.
If the report is submitted with the errors, you will be required to contact the Water Quality Compliance Section to correct these deficiencies.



For comments or suggestions, please contact the myDEQ Administrator at the number below.

CONTACT INFO:

Permit Information: (602) 771-4681

myDEQ information: (844) 827-4768

EMAIL: mydeq.support@azdeq.gov