



# **Tier II Reporting User Guide**

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# 1.0 REPORTING OVERVIEW/INSTRUCTIONS

## myDEQ Roles:

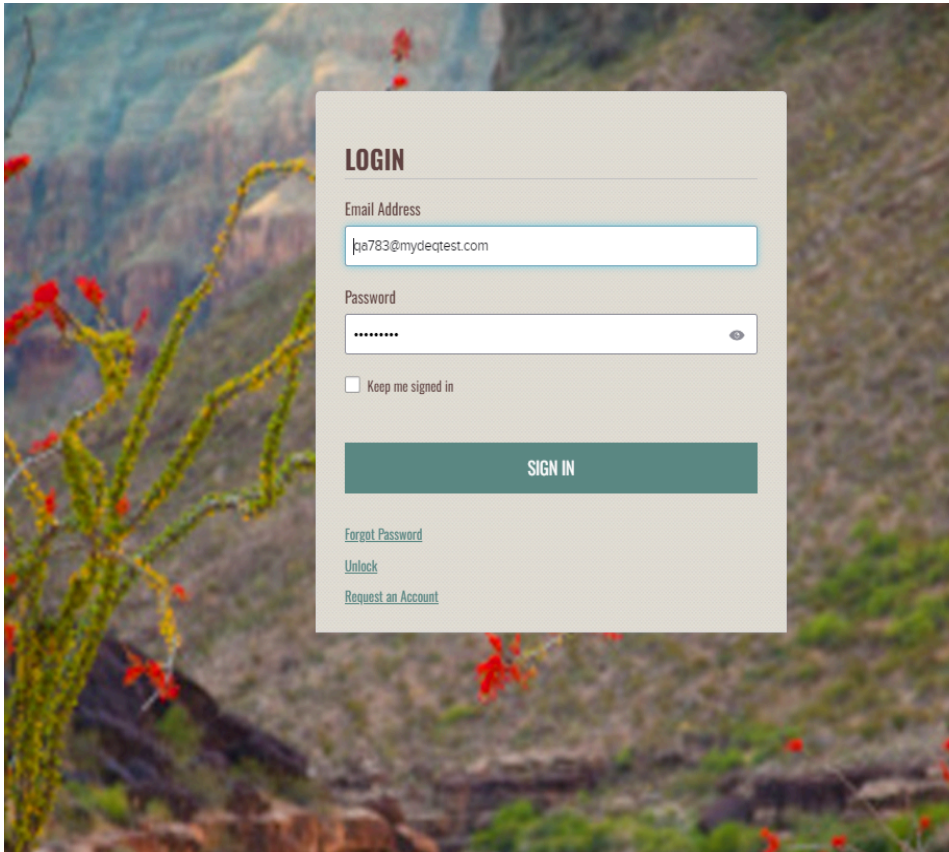
**RCO – Responsible Corporate Officer** — The account holder. Can delegate the certification authority to DROs.  
Can add new companies to manage under the same account.

**DRO – Delegated Responsible Officer** — Any employee of the company who can CERTIFY on behalf of the RCO.  
Has authority to add other users in the role of Data Entry/Submitters.

**Data Entry/Submitters** — Both have the same role who can prepare the report for the RCO/DRO to certify.

1. **Need to understand myDEQ portal? See [Section 2.0 myDEQ Account Overview](#).**
2. **Already use myDEQ portal for other permits? See [Section 3.0 TIER II Reporting Overview](#).**
3. **Data Migration:** If you reported in 2022, ADEQ has migrated the facility and contact information. Chemical details should be entered for Reporting Year 2023.
  - a. **Submitted a TIER II report in 2022?** Your facility(ies) will be listed on the dashboard.
  - b. **Facility not listed on your dashboard?** – Contact AZSERC Support Team at [azserc@azdeq.gov](mailto:azserc@azdeq.gov), if you reported in 2022. For new reporting, you can request to add your FACILITY **from the myAPPLICATIONS tab**.
4. **Email Alerts:** Once your account is set up in the system and your facility listed, you will receive an email alert on January 1 of each year when the reporting season begins. Reminder email alerts are sent on February 1 and 15 of each year if the report has not been submitted yet. A past due email alert will be sent on March 2.
5. **Mass Certify:** RCO/DRO will have the ability to certify reports for all facilities in one step.
6. **Payment:** Report submission is complete only after payment is submitted, if you are not exempt from fees. Users with **ANY USER ROLE** can complete payment to submit the **REPORT**. Payment for all facilities can be completed in one step.

## 2.0 myDEQ ACCOUNT OVERVIEW



The screenshot shows a login form titled "LOGIN" with the following elements:

- Email Address:** A text input field containing "ja783@mydeqtest.com".
- Password:** A password input field with a masked password "\*\*\*\*\*" and a toggle icon.
- Keep me signed in**
- SIGN IN:** A dark green button.
- [Forgot Password](#)
- [Unlock](#)
- [Request an Account](#)

### Login:

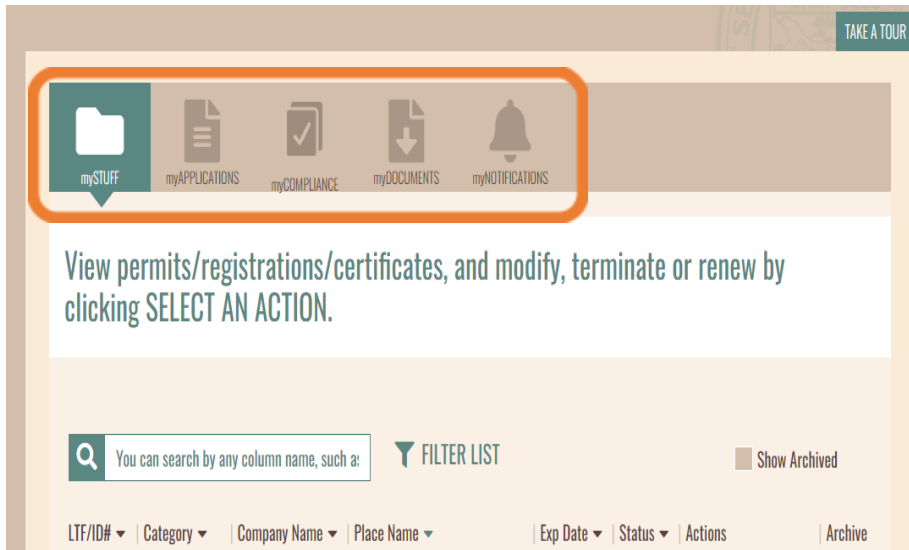
Enter the Email Address and Password you used to create the account.

### Forgot Password:

You can click on the Forgot Password link, answer security questions and receive a link to reset your password.

### Lockout:

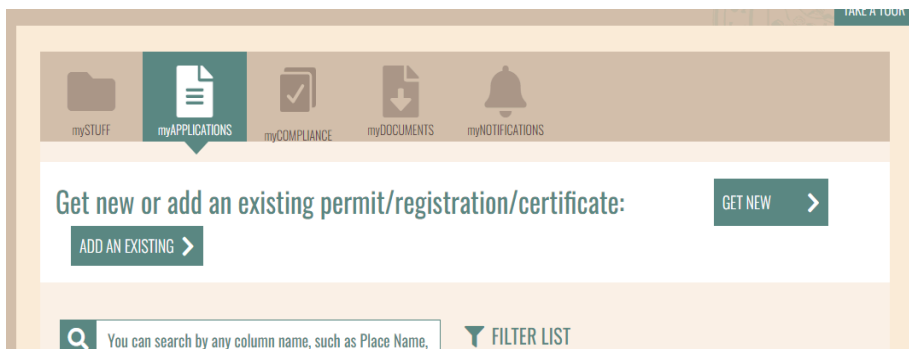
The system will lock you out, if you attempt to log in with an incorrect password more than five times. You can unlock by following prompts on the screen to enter your email address and receive a link to reset your password.



## 2.1 mySTUFF (DASHBOARD)

Upon login, you will land on the account dashboard that lists the following tabs — **mySTUFF**, **myAPPLICATIONS**, **myCOMPLIANCE**, **myDOCUMENTS**, **myNOTIFICATIONS**

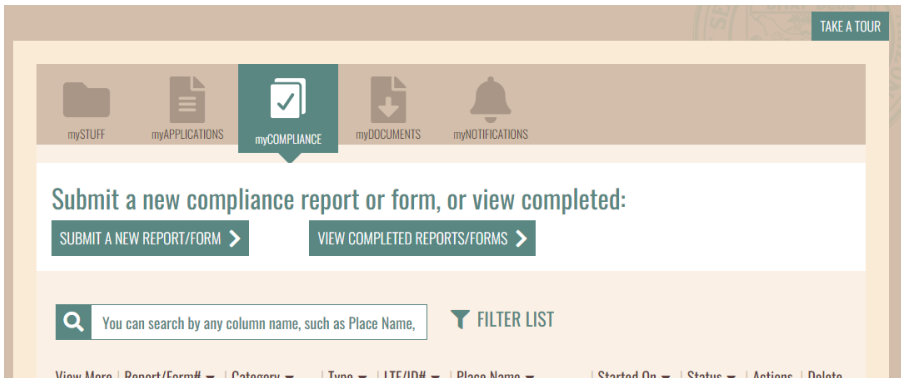
**mySTUFF** — If you submitted your TIER II report in 2022, your facility(ies) will be listed here.



## 2.2 myAPPLICATIONS

If you need to add a new facility to your account, you will start here by clicking **GET NEW**.

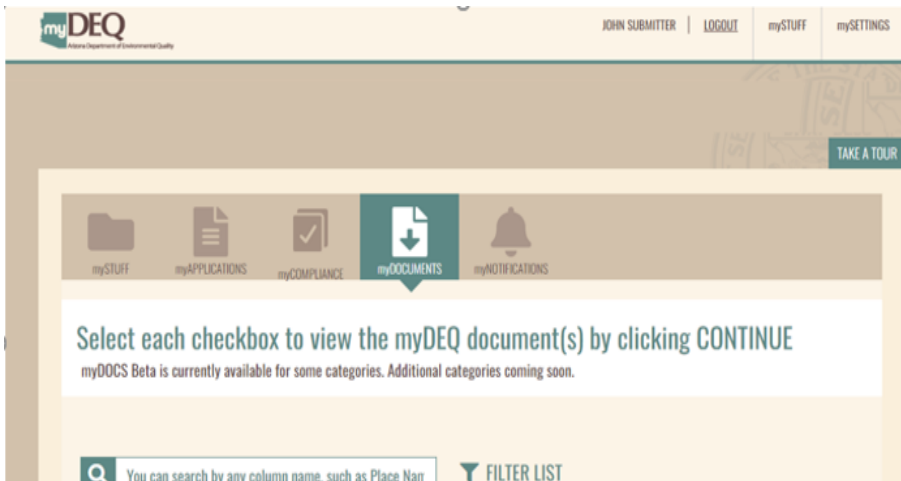
All draft applications or those required to be certified will be listed on this tab.



## 2.3 myCOMPLIANCE

You can start your TIER II report from this tab or from the dashboard under the **SELECT AN ACTION** menu.

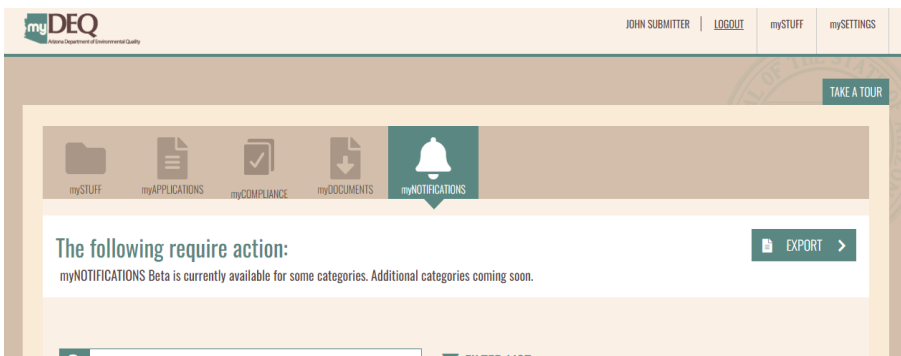
Once a report is started, you can see the status of the report under this tab.



## 2.4 myDOCUMENTS

This tab stores a copy of all reports submitted and documents uploaded in myDEQ that you can download at any time.

***NOTE: Only the account holder (RCO) and users in the role of DRO can access these. Data Entry/Submitters cannot access these documents.***



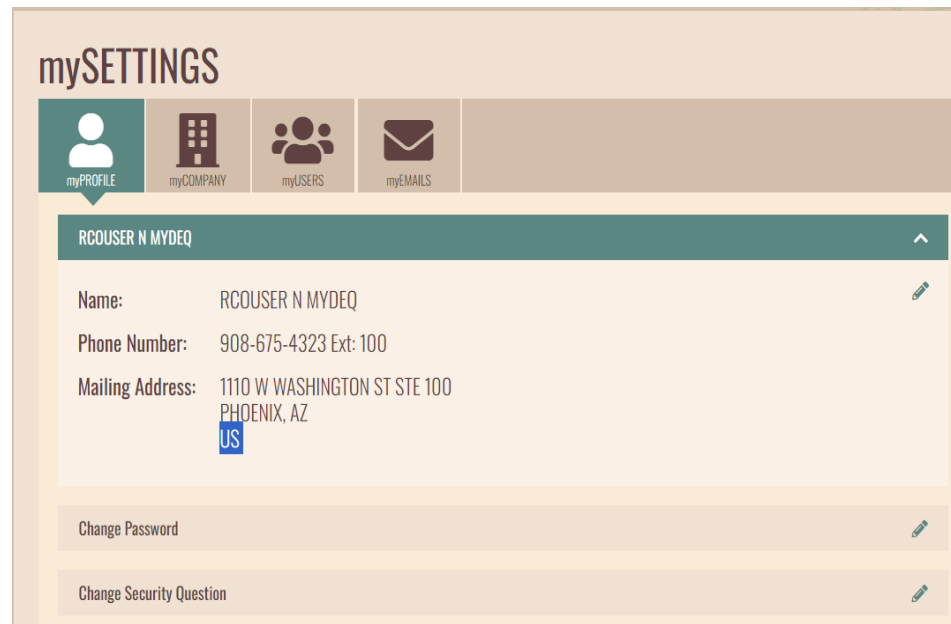
## 2.5 myNOTIFICATIONS

Email alerts sent when reporting season starts and reminder emails will be listed as action items.



## 2.6 mySETTINGS

Under mySETTINGS, you can manage your profile, company, users and emails.



### 2.6.1 myPROFILE

#### RCO User Role

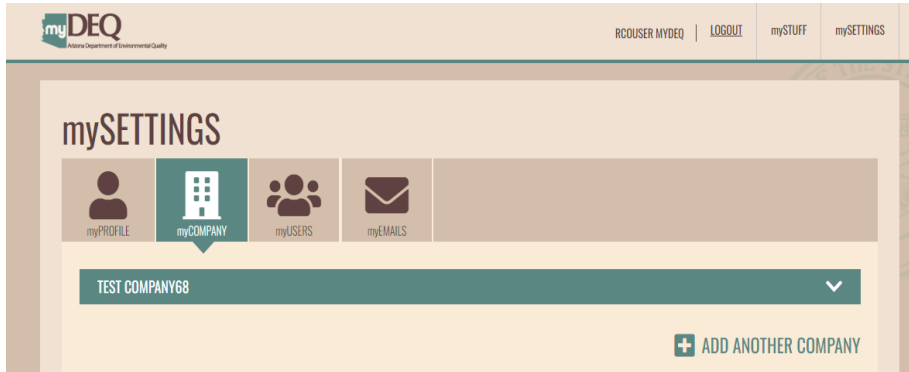
RCOs can edit your **mailing address** and **change the password** or **security questions and answers**. Click the Pencil Icon to edit the section.

#### DRO User Role

DROs can edit the RCO's **mailing address** and **change the password** or **security questions and answers**. Click the Pencil Icon to edit the section.

#### Submitter/Data Entry User Role

This user can **change the password** or **security questions and answers**.

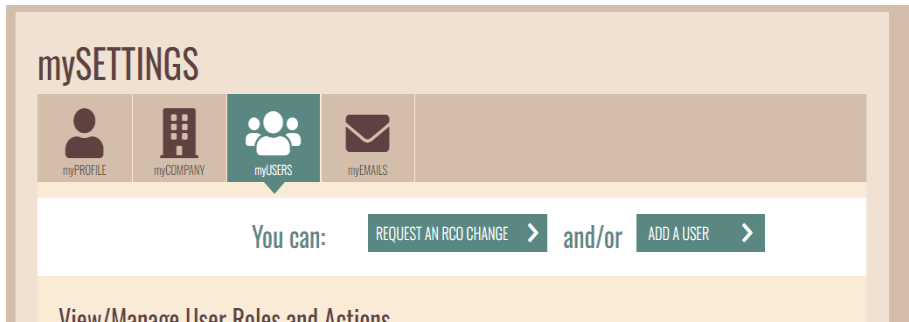


## 2.6.2 myCOMPANY

**Only RCO and DRO user roles will see this tab.**

**RCO User Role** — Can update company mailing address and request to add a new company to manage under this account by clicking + ADD ANOTHER COMPANY.

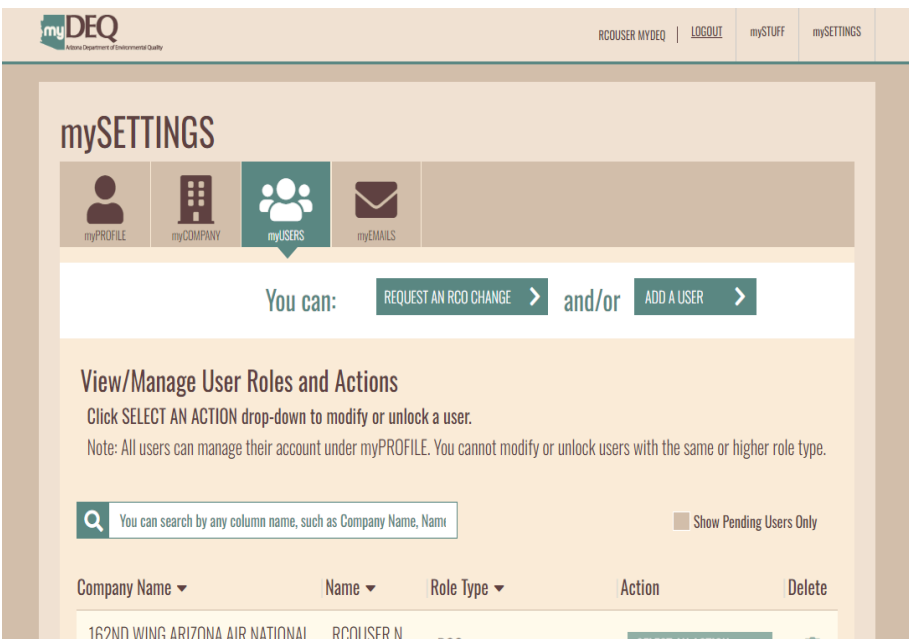
**DRO User Role** — Can **only** update company mailing address.



## 2.6.3 myUSERS

There is **no limit** to the number of users that can be added.

- Enter the name and email address and select the user role.
- Users will receive an email with a link to complete an online identification or submit a Signed Notarized Signature Agreement before setting up their account.
- **Show Pending USERS Only** — Checking this box will display users who have yet to set up their accounts. You can resend them the email link by clicking an action under **SELECT AN ACTION**.



**RCOs** — Can add these users by clicking **ADD A USER**:

1. **DRO** — This user can CERTIFY on your behalf. **ADEQ requires this user to be an employee of the company/government entity.** They should not be a consultant.
2. **Data Entry/Submitter**



myDEQ  
Arizona Department of Environmental Quality

RCOUSER MYDEQ | LOGOUT | mySTUFF | mySETTINGS

## mySETTINGS

myPROFILE | myCOMPANY | **myUSERS** | myEMAILS

You can: [REQUEST AN RCO CHANGE](#) and/or [ADD A USER](#)

### View/Manage User Roles and Actions

Click SELECT AN ACTION drop-down to modify or unlock a user.  
Note: All users can manage their account under myPROFILE. You cannot modify or unlock users with the same or higher role type.

You can search by any column name, such as Company Name, Name  Show Pending Users Only

Company Name	Name	Role Type	Action	Delete
162ND WING ARIZONA AIR NATIONAL GUARD	<a href="#">RCOUSER N MYDEQ</a>	RCO	<a href="#">SELECT AN ACTION</a>	
162ND WING ARIZONA AIR NATIONAL GUARD	<a href="#">DATA ENTRY JOHNSON</a>	Submitter and/or Data Entry	<a href="#">SELECT AN ACTION</a>	

**DROs** – Can add Data Entry/Submitter users.

**Changing an RCO** – When an RCO change is required, any user on the account can request the change by clicking **REQUEST AN RCO CHANGE**. ADEQ will review and email a link to the new RCO to set up their login.

myDEQ  
Arizona Department of Environmental Quality

JOHN SUBMITTER | LOGOUT | mySTUFF | mySETTINGS

## mySETTINGS

myPROFILE | myUSERS | **myEMAILS**

### Use this tab to opt in and/or opt out of email messages.

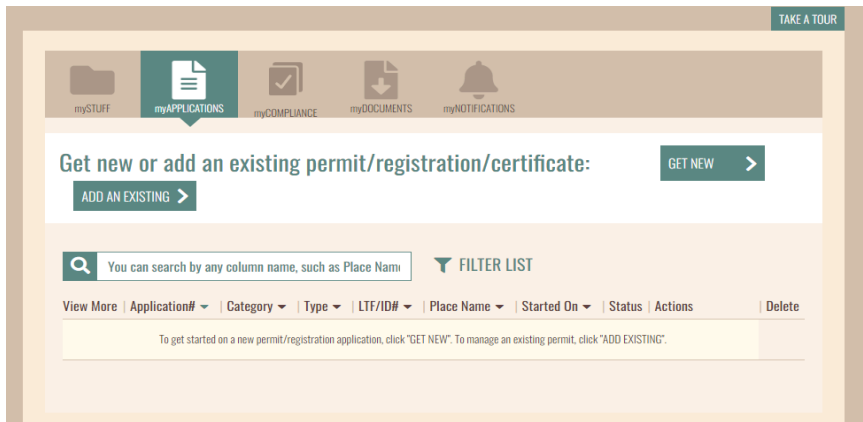
Below is a list of services you have opted-out of receiving email notifications. To manage opting out, click **ADD MORE**, or click **OPT IN** for emails you wish to receive.

NOTE: RCOs/DROs cannot opt out of emails.

## 2.6.4 myEMAILS

**ONLY** Data Entry/Submitters can choose to opt-out of receiving email alerts for certain permit types.

### 3.0 TIER II REPORTING OVERVIEW



### 3.1 SUBMIT REQUEST TO CREATE A NEW FACILITY

**All new facilities added to an account will be reviewed by ADEQ before TIER II reporting can be completed.**

If your facility is not listed on the mySTUFF page, start by requesting to add your facility.

Click **GET NEW**.

Scroll to WASTE PROGRAMS.

Select **AZSERC Tier II Create New Facility** and click **CONTINUE** to proceed to the next screen.

**CREATE AZSERC TIER II FACILITY**

NEED HELP ? SAVE & EXIT

Which company/agency is this for?  
Select one and click CONTINUE.

TEST COMPANY35

Add a company/agency

BACK CONTINUE >

Select the company/agency, under which the facility is operated and click CONTINUE.

**CREATE AZSERC TIER II FACILITY**

NEED HELP ? SAVE & EXIT

Where will the permit/registration/certificate activity be conducted?  
Please select a place from the list or add a new place and click CONTINUE.

PLACE NAME	LOCATION	CITY	ZIP CODE
<input type="radio"/> BUDGET RENT-A-CAR	3085 E VALENCIA RD	TUCSON	85706

I need to add a place that is not listed here.

BACK CONTINUE >

If the facility location is not listed, click **“I need to add a place that is not listed here.”** and then click CONTINUE.

**CREATE AZSERC TIER II FACILITY**

NEED HELP ? SAVE & EXIT

What is the name of the place<sup>®</sup> that you need to add?  
Provide the requested information and click CONTINUE.

Place Name:

Where is this place located?

I have an address (preferred).

Address Line 1:

No P.O. Boxes Allowed

Address Line 2:

No P.O. Boxes Allowed

City:

**ADDRESS MATCH**

Postal records provided one or more addresses that may be a better match for your location.  
Select a suggested postal address and click CONTINUE or click CANCEL to edit address entered.

You Entered:	Select Correct Postal Address:
Address Line 1: 1110 W Washington St	<input checked="" type="radio"/> 1110 W Washington St, Ste 100
Address Line 2: Ste 100	100
City: Phoenix	Phoenix, AZ, 85007
State: AZ	
Zip: 85007	

CANCEL CONTINUE >

Enter the “Place Name” (facility name).

***NOTE: The name should be the same as the name displayed on the building. This will help Fire Departments easily identify the facility.***

If an address is added, the system will compare to the U.S. Postal System records to ensure the address is entered accurately. Select the address and click CONTINUE.

## CREATE AZSERC TIER II FACILITY

What is the name of the place<sup>?</sup> that you need to add?

Provide the requested information and click CONTINUE.

Place Name:

Where is this place located?

- I have an address (preferred).
  - I want to select a place from the map locator.
- I have the latitude & longitude.
  - I want to be able to zoom in on the map by ZIP Code.
  - Not sure. Open the map locator.

### Select Location

Click on the map to select a location and click OK within the green pop-up to verify. Then click CONTINUE.



County: \_\_\_\_\_ Latitude: \_\_\_\_\_ Quadrant: \_\_\_\_\_ Range: \_\_\_\_\_  
Longitude: \_\_\_\_\_ Township: \_\_\_\_\_ Section: \_\_\_\_\_

### Select Location

Click on the map to select a location and click OK within the green pop-up to verify. Then click CONTINUE.



County: MARICOPA Latitude: 33.573253 Quadrant: A Range: 1  
Longitude: -112.28028 Township: 3 Section: 29

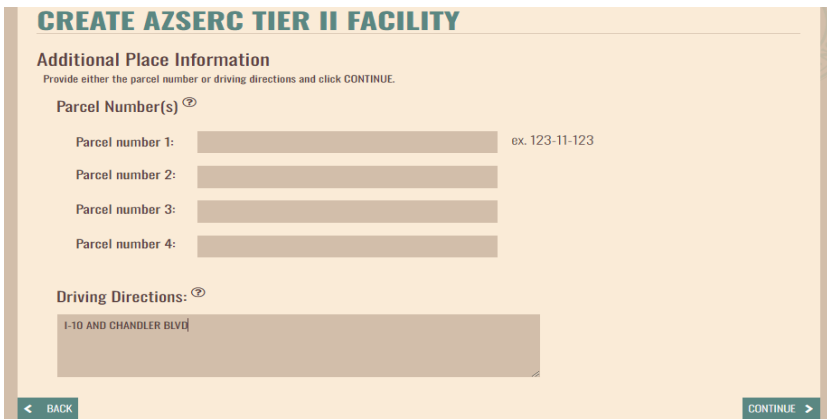
If the address is unknown, you can use the map locator and select one of the three options.

Selecting the map locator will open a map. Zoom in by either using your mouse or clicking the + sign in the upper left corner of the map to find your facility location.

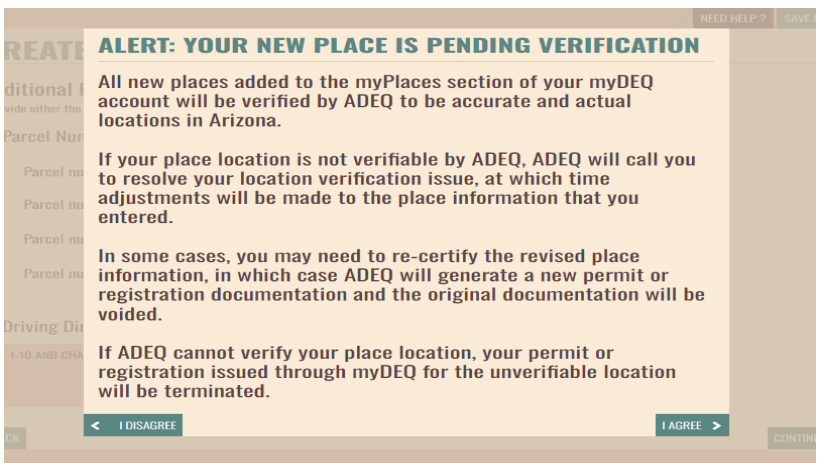
Click a point at your facility's location and the system will display the Latitude and Longitude. Click OK and CONTINUE to proceed to the next screen.



After adding the place, the system will display a zoomed-in location. Verify and continue.



If you selected the location using the map option, you will be required to enter the Parcel Number or Driving Directions so that the location can be confirmed. Then click CONTINUE.



All Places will need to be verified by ADEQ. Click I AGREE to proceed.

ABC MANUFACTURING Lat: 33.287755 / Long: -111.968057

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

Complete the following to submit this report.  
Complete the following to create a Tier II facility.

Section#/Name	Status	Edit
1 Facility Information	Not Started	
2 Owner/Operator Information	Not Started	
3 Regulatory Point of Contact	Not Started	
4 Emergency Contact Information	Not Started	

**COMPLETE SUBMISSION**  
To submit this application, complete all the required sections.

CONTINUE TO CERTIFY >

myDEQ JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS

ABC MANUFACTURING Lat: 33.287755 / Long: -111.968057

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

### Facility Information

Provide the requested information and click SAVE & CONTINUE.

Facility Name: ABC MANUFACTURING

Facility Location: Latitude: 33.287755, Longitude: -111.968057 [LOOK UP MAP >](#)

CHANDLER, 85226

Facility Opened Date:

Phone#:  Ext:

SIC Code:

NAICS Code:

Unique Entity ID#:

TRI #:  N/A

RMP Facility ID#:  N/A

Fire Department:

Tribal Land:

Is your facility manned?  
Select one and provide the requested information.

Yes

No

Facility resides on State Leased Land

< BACK SAVE & CONTINUE >

### 3.1.1 Entering Facility Details

The required data for facility submission is entered in four sections. Complete each section by selecting the **Pencil Icon to Edit** the section. Once each section is complete, you will return to this screen to start the next. Once all sections are complete, **CONTINUE TO CERTIFY** will be enabled.

At any time, you can click **SAVE & EXIT** (upper-right corner of the screen) on any page and return to this application at a later time to resume.

### Section 1 | Facility Information

*TOOL TIP: Hover your mouse over “?” icons to learn more about the data requested.*

**Facility Opened Date:** This is an OPTIONAL field.

**Phone #:** Enter the facility phone number.

**SIC Code:** Enter the SIC code for the facility.

**NAICS Code:** Use the drop-down list to select a code.

**Unique Entity ID:** Enter the DUN & BRADSTREET number.

**TRI # -** Enter the number if available, or select N/A.

**RMP Facility ID:** Enter the number, or select N/A.

**Fire Department:** Select from the drop-down.

**Tribal Land:** Select if the facility is located on Tribal land.

**Facility Manned:** Select if the facility is manned.

**Facility on State Leased Land:** Check the box if the facility resides on State Leased Land.

ABC MANUFACTURING Lat: 33.287755 / Long: -111.969057

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

Complete the following to submit this report.  
Complete the following to create a Tier II facility.

Section#/Name	Status	Edit
1 Facility Information	Complete	
2 Owner/Operator Information	Not Started	
3 Regulatory Point of Contact	Not Started	
4 Emergency Contact Information	Not Started	

**COMPLETE SUBMISSION**  
To submit this application, complete all the required sections.

CONTINUE TO CERTIFY >

Once each section is complete, the status for that section is updated.

mj DEQ

JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS

ABC MANUFACTURING Lat: 33.573253 / Long: -112.280285

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

Are you the owner and/or operator of this facility?  
Select one, provide the requested information and click SAVE & CONTINUE.

Owner and Operator  
 Owner  
 Operator

< BACK SAVE & CONTINUE >

## Section 2 | Owner/Operator Information

If you are the owner and operator, select the “Owner and Operator” option and click SAVE & CONTINUE. No further information is required for this section.

ABC MANUFACTURING Lat: 33.287755 / Long: -111.969057

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

Are you the owner and/or operator of this facility?  
Select one, provide the requested information and click SAVE & CONTINUE.

Owner and Operator  
 Owner

Who is the operator for this facility?

Company Name: TEST COMPANY92

First Name: \_\_\_\_\_ MI (optional)

Last Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone#: \_\_\_\_\_ Ext: \_\_\_\_\_

Mailing Address  
Line 1: \_\_\_\_\_

Apt/Suite/Unit#: \_\_\_\_\_

State/Province: **Select One**

City: \_\_\_\_\_

ZIP/Postal Code: \_\_\_\_\_

Operator

< BACK SAVE & CONTINUE >

If **Owner** is selected, you are required to enter the **Operator** information and vice versa.

ABC MANUFACTURING Lat: 33.287755 / Long: -111.968057

[NEED HELP ?](#) [SAVE & EXIT](#)

### CREATE AZSERC TIER II FACILITY

**Who is the regulatory point of contact for this facility?**  
Provide the requested information. Then click SAVE & CONTINUE.

Company Name:

First Name:  MI-(optional)

Last Name:

Title:

Email Address:

Phone#:  Ext:

Mailing Address Line 1:

Apt/Suite/Unit#:

State/Province:

City:

ZIP/Postal Code:

[← BACK](#) [SAVE & CONTINUE →](#)

## Section 3 | Regulatory Point of Contact

Enter the regulatory point of contact details.

ABC MANUFACTURING Lat: 33.287755 / Long: -111.968057

[NEED HELP ?](#) [SAVE & EXIT](#)

### CREATE AZSERC TIER II FACILITY

**Emergency Contact Information**  
Provide the requested information. Then click SAVE & CONTINUE.

**First Emergency Contact**

Company Name:

First Name:  MI-(optional)

Last Name:

Title:

Email Address:

Phone#:  Ext:

24-Hour Phone#:  Ext:

---

**Second Emergency Contact**

Company Name:

First Name:  MI-(optional)

Last Name:

Title:

Email Address:

Phone#:  Ext:

24-Hour Phone#:  Ext:

[← BACK](#) [SAVE & CONTINUE →](#)

## Section 4 | Emergency Contact Information

Enter the emergency contact details.



ABC MANUFACTURING Lat: 33.287755 / Long: -111.568057

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

Complete the following to submit this report.  
Complete the following to create a Tier II facility.

Section#/Name	Status	Edit
1 Facility Information	Complete	
2 Owner/Operator Information	Complete	
3 Regulatory Point of Contact	Complete	
4 Emergency Contact Information	Complete	

**COMPLETE SUBMISSION**  
To submit this application, complete all the required sections.

CONTINUE TO CERTIFY >

DEQ JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS

ABC MANUFACTURING Lat: 33.573253 / Long: -112.280285

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

### Summary

Please review, click the pencil icon to edit, and click SAVE & CONTINUE. [DOWNLOAD SUMMARY](#)

<b>Company Information:</b>	<b>Company Name:</b> TEST COMPANY68
	<b>Address:</b> 1110 W Washington St Ste 100 Phoenix, AZ 85007, US
<b>Facility Information</b>	<b>Facility Name:</b> ABC MANUFACTURING
	<b>Facility Location:</b> Latitude: 33.573253 Longitude: -112.280285
	<b>Facility Opened Date:</b> 12/16/2023
	<b>Phone#:</b> 602-771-2365 <b>Ext.:</b>
	<b>SIC Code:</b> 1234
	<b>NAICS Code:</b> 541910- MARKETING RESEARCH AND PUBLIC OPINION POLLING 541870- ADVERTISING MATERIAL DISTRIBUTION SERVICES
	<b>Unique Entity ID#:</b> 1110
	<b>TRI #:</b> N/A
	<b>RMP Facility ID#:</b> N/A
	<b>Fire Department:</b> ND AGENCY

Emergency Contact Information First Emergency Contact

**ALERT: REPORT HAS BEEN SAVED**

Are you ready to have this report certified by an authorized user?

Yes – Report is completed and ready to send to an authorized user for certification

No – Save report and edit later

OK >

Company Name: Arizona Department Of Environmental  
 First Name: Latha (M (optional))  
 Last Name: Tregal  
 Title: Compliance  
 Email Address: lathat@azdeq.gov

Once all sections are completed, the CONTINUE TO CERTIFY button is enabled.

### 3.1.2 Summary Page

A summary of all data entered is displayed.

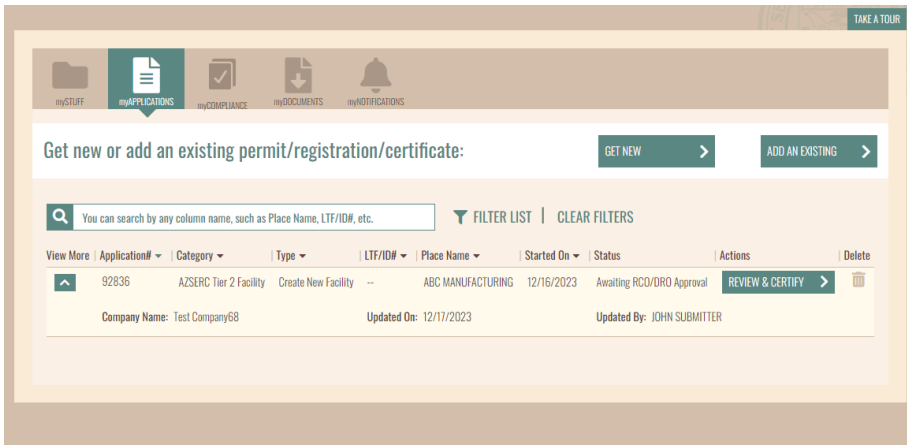
**You can download a draft copy of the Summary for review.**

Click the **Pencil Icon** to navigate to a section to edit.

Once you review all the information, click **SAVE & CONTINUE** at the bottom of the screen.

**Data Entry/Submitter User Roles:** Once you prepare the report, you will be able to submit it to the RCO/DRO to review and certify.

The RCO/DRO will receive an email notification, and the data entry/submitter will also receive an email confirmation. You can check the status of the application in the myAPPLICATION tab.



### 3.1.3 Certification by RCO/DRO

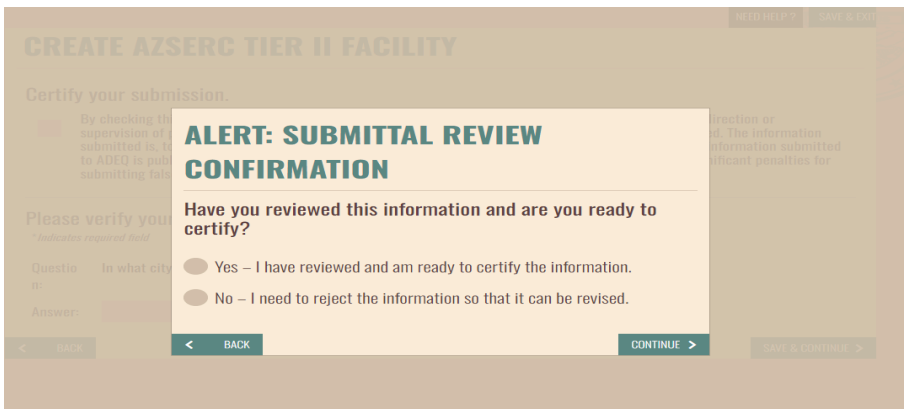
RCO/DRO logs in and navigates to the myAPPLICATIONS screen. The application status should indicate **AWAITING RCO/DRO APPROVAL**.

To view the facility details, click the arrow to the left of the Application ID#.

Click **REVIEW & CERTIFY**.



You can review all the data entered and click **SAVE & CONTINUE**.



If the data is accurate, select the **“Yes”** option to certify.

Select the **“No”** option to reject the request so that the user who prepared the submittal can edit the data.

NEED HELP? SAVE & EXIT

## CREATE AZSERC TIER II FACILITY

Certify your submission.

By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Please verify your identity by answering the following security question.

*\* Indicates required field*

Question: In what city or town was your first job?  
 Answer:

BACK

SAVE & CONTINUE

Check the box and answer the security question.

If you do not recall the answer, **SAVE & EXIT** and go to mySETTINGS to update the answers and you can return to certify.

## CONFIRMATION

Thank you for submitting your Tier II Facility request. ADEQ will review this request in 2-3 business days.

Please download your **Copy of Record** for this submission and retain for your records.

**ID#: 92836**  
**Date Submitted: 12/17/2023**

*\* This and any additional documents have been emailed to you and are also available in your myDOCUMENTS tab.*

EXIT

### 3.1.4 Confirmation

Upon submission, ADEQ will review and email a notification about the facility creation.

View permits/registrations/certificates, and modify, terminate or renew by clicking SELECT AN ACTION.

You can search by any column name, such as Place Name, LTF/ID#, etc. FILTER LIST Show Archived

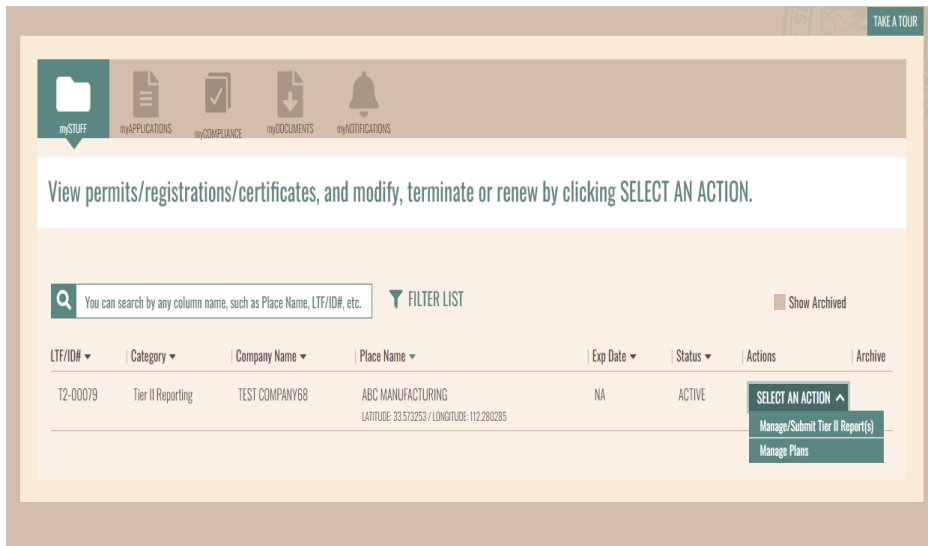
LTF/ID#	Category	Company Name	Place Name	Exp Date	Status	Actions	Archive
T2-00079	Tier II Reporting	TEST COMPANY68	ABC MANUFACTURING LATITUDE: 33.572953 / LONGITUDE: 112.280285	NA	ACTIVE	SELECT AN ACTION Manage/Submit Tier II Report(s) Manage Plans	

### 3.1.5 Agency Approval

An email notification will also be sent upon approval by the agency.

The facility will be listed on your dashboard where you can start your TIER II reporting.

## 3.2 SUBMIT TIER II REPORT



## 3.2 START A TIER II REPORT

Start your TIER II reporting from the dashboard by clicking the SELECT AN ACTION drop-down menu row for any facility. **Select Manage/Submit TIER II Report(s).**



You will be directed to the inventory page.

To start a new report, click **SUBMIT NEW AZSERC TIER II REPORT.**

myDEQ  
JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS  
NEED HELP? EXIT

### AZSERC TIER II FACILITY COMPLIANCE REPORTING

Which facility and reporting year is this for?  
Select one and click CONTINUE.

ABC MANUFACTURING

I need to add a facility that is not listed here.

BACK SAVE & CONTINUE

Select the facility for which you will be preparing the reporting.

If you do not see your facility, click on "I need to add a facility that is not listed here" and you will be directed to the "Create a facility" screen.

myDEQ  
JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS  
NEED HELP? EXIT

### AZSERC TIER II FACILITY COMPLIANCE REPORTING

Which facility and reporting year is this for?  
Select one and click CONTINUE.

ABC MANUFACTURING

Reporting Year: 2023

I need to add a facility that is not listed here.

BACK SAVE & CONTINUE

Select the reporting year and click on SAVE & CONTINUE.

### ALERT: EXISTING DRAFT

You have an existing draft for this report. Click Resume Draft to resume a Tier II report.

CLOSE RESUME DRAFT

INVALID SELECTION: Please select reporting year from drop-down list

Once you start a report, the draft report will be saved.

If you start a NEW report for the same facility and reporting year, you will get an alert to resume the existing draft.

myDEQ JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS

NEED HELP? EXIT

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

You will need the following information to complete this process:

- 1 Facility Information
- 2 Owner/Operator Information
- 3 Regulatory Point of Contact
- 4 Emergency Contact Information
- 5 Chemical Details
- 6 Safety Data Sheets (SDS)
- 7 Facility Plans
- 8 Fee Exemption Questions
- 9 Payment Information:  
American Express, Visa, MasterCard, Discover or Check (ACH Debit)

The next page lists all items required to complete the report.

myDEQ JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS

NEED HELP? SAVE & EXIT

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

Complete the following to submit this report.  
To complete a section, click the EDIT icon. Once finished modifying that section, repeat as needed until all sections are updated and click CONTINUE TO CERTIFY.

Section#/Name	Status	Edit
1 Facility Information	Not Started	
2 Owner/Operator Information	Not Started	
3 Regulatory Point of Contact	Not Started	
4 Emergency Contact Information	Not Started	
5 Chemical Details	Not Started	
6 Safety Data Sheets (SDS)	Not Started	
7 Facility Plans and Other Documents	Not Started	
8 Fee Exemption Questions	Not Started	

**CERTIFY AND PAY**  
To certify and pay, complete all the required sections.

CONTINUE TO CERTIFY >

The required data for the Tier II reporting submission is entered in eight sections. **Sections 1 through 4 will be pre-populated. Click the Pencil Icon to view the data and update the information as needed.** Once each section is complete, you will return to this screen to click the Pencil Icon to start the next. You can enter the data in any order. Once all sections are complete, **CONTINUE TO CERTIFY** will be enabled.

At any time, you can click SAVE & EXIT (upper-right corner of the screen) on any page and return to this application at a later time to resume.

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

Company Name: TEST COMPANY68

Reporting Year: 2023

Type: AZSERC Tier II Report

### Chemical Details

If you do not meet the Threshold Planning Quantity (TPQ) for submitting the Tier II report, did the SERC, LEPC, or the fire department having jurisdiction over your facility or ADEQ request you to submit the Tier II report?

Select one.

Yes

No

### Inventory

Use the search bar to look for chemicals in the list. To add a new chemical, click ADD MORE. Click the pencil icon to edit or trash icon to delete as necessary.

 NOTE: Chemical details are incomplete. Please fill all necessary details to proceed.

Total Chemicals: 0

Chemical/Mixture Name	Purity	Is EHS	Maximum Amount	Unit	EDIT	DELETE
-----------------------	--------	--------	----------------	------	------	--------

There are no chemicals/mixtures recorded.

## Section 5 | Chemical Details

After you answer the TPQ question, click ADD MORE.

**ADD CHEMICAL/MIXTURE**

Chemical Information  
Provide the requested information and click CONTINUE.

Purity: **Pure**

Chemical Name/CAS#: From 113 76-13-1

I want to enter Chemical Name/CAS# manually

This chemical is an Extremely Hazardous Substance (EHS)

Maximum Amount: 25 Unit: lbs

Average Daily Amount: 5 Unit: lbs

Date chemical was introduced in the facility: 12/1/2023

BACK CONTINUE

Select the **Purity**

Enter if the **Chemical** is **Pure** or **Mix**.

If **Pure** is selected, enter additional details about the chemical.

**ADD CHEMICAL/MIXTURE**

Chemical Information  
Provide the requested information and click CONTINUE.

Purity: **Mix**

**ADD CHEMICAL/MIXTURE**

Chemical Information  
Provide the requested information and click CONTINUE.

Purity: **Mix**

Chemical Name/CAS#: Select

This mixture is Extremely Hazardous Substance (EHS)

CAS# (if applicable):

Mixture Name:

Maximum Amount: 25 Unit: lbs

Average Daily Amount: 5 Unit: lbs

Date chemical was introduced in the facility: 12/1/2023

BACK CONTINUE

If **Mix** is selected, enter additional details about the chemical.



myDEQ JOHN SUBMITTER LOGOUT mySTUFF mySETTINGS

NEED HELP? SAVE & EXIT

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

Company Name: TEST COMPANY68 Reporting Year: 2023  
 Type: AZSERC Tier II Report

### Chemical Information

Provide the requested information and click SAVE & CONTINUE.

Chemical/Mixture Name	CAS#	Purity	Maximum Amount	Unit	EHS
Freon 113	76-13-1	Pure	25	lbs	No

### Physical Form

Select all that apply.

Solid  
 Liquid  
 Gas

### What are the physical hazards?

Select all that apply.

Hazard: Select All That Apply

Enter Physical Form, hazards, Days On Site.

### What are the health hazards?

Select all that apply.

Hazard: Select All That Apply

### Chemicals No Longer At Facility

This Chemical Was Removed From Inventory During This Reporting Year

Date Removed From Inventory:

### Inventory

Trade Secret

### Days On Site for this Reporting Year

No. of days on site:

### Storage Containers

Container	Pressure	Temperature	Location	EDIT	DELETE
There are no records to display. Click ADD MORE to add a Storage Container.					

+ ADD MORE

#### ADD STORAGE CONTAINER

Storage Container Information

Provide the requested information and click CONTINUE.

Container: Select One

Pressure: Select One

Temperature: Select One

Location:

< BACK CONTINUE >

< BACK SAVE & CONTINUE >

Storage Container information is required.

Click **ADD MORE** to provide details.

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

Company Name: TEST COMPANY68      Reporting Year: 2023

Type: AZSERC Tier II Report

### Chemical Details

If you do not meet the Threshold Planning Quantity (TPQ) for submitting the Tier II report, did the SERC, LEPC, or the fire department having jurisdiction over your facility or ADEQ request you to submit the Tier II report?

Select one.

Yes

No

### Inventory

Use the search bar to look for chemicals in the list. To add a new chemical, click ADD MORE. Click the pencil icon to edit or trash icon to delete as necessary.

**NOTE:** Chemical details are incomplete. Please fill all necessary details to proceed.

Total Chemicals: 1

Chemical/Mixture Name	Purity	Is EHS	Maximum Amount	Unit	EDIT	DELETE
Freon 113	Pure	No	25	lbs		

Click **ADD MORE** to enter **all chemicals**.

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

**Complete the following to submit this report.**  
To complete a section, click the EDIT icon. Once finished modifying that section, repeat as needed until all sections are updated and click CONTINUE TO CERTIFY.

Section#/Name	Status	Edit
1 Facility Information	Complete	
2 Owner/Operator Information	Complete	
3 Regulatory Point of Contact	Complete	
4 Emergency Contact Information	Complete	
5 Chemical Details	Complete	
6 Safety Data Sheets (SDS)	Not Started	
7 Facility Plans and Other Documents	Not Started	
8 Fee Exemption Questions	Not Started	

**CERTIFY AND PAY**  
To certify and pay, complete all the required sections.

### Section 6 | Safety Data Sheets

Click the **Pencil Icon** to upload the Safety Data Sheets.

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

Company Name: TEST COMPANY68      Reporting Year: 2023

Type: AZSERC Tier II Report

### Safety Data Sheets

Use the search bar to look for chemicals in the list. Provide the requested information and click SAVE & CONTINUE.

Chemical Name	CAS#	Purity	File Name	Last Uploaded	Action
Freon 113	76-13-1	Pure	Not uploaded	-	UPLOAD

Click **UPLOAD** to add the Safety Data Sheets.

### SAFETY DATA SHEET (SDS)

Chemical Name/CAS#: Freon 113 76-13-1

#### Upload Safety Data Sheet.

Click SELECT FILE to choose a file from your computer, then click UPLOAD.

PDF, DOC, or DOCX files only | 40MB max per file.

Click SELECT FILE, navigate to the file on your computer and select the file.

### SAFETY DATA SHEET (SDS)

Chemical Name/CAS#: Freon 113 76-13-1

#### Upload Safety Data Sheet.

Click SELECT FILE to choose a file from your computer, then click UPLOAD.

PDF, DOC, or DOCX files only | 40MB max per file.

File Name	Delete
1. test.pdf	

Once uploaded, the file name is displayed. To change the file, click the Trash Can Icon to delete the file and reupload a new file.

## Section 7 | Facility Plans and Other Documents

**AZSERC TIER II FACILITY COMPLIANCE REPORTING**

Complete the following to submit this report.  
To complete a section, click the EDIT icon. Once finished modifying that section, repeat as needed until all sections are updated and click CONTINUE TO CERTIFY.

Section#/Name	Status	Edit
1 Facility Information	Complete	
2 Owner/Operator Information	Complete	
3 Regulatory Point of Contact	Complete	
4 Emergency Contact Information	Complete	
5 Chemical Details	Complete	
6 Safety Data Sheets (SDS)	Not Started	
<b>7 Facility Plans and Other Documents</b>	Not Started	
8 Fee Exemption Questions	Not Started	

**CERTIFY AND PAY**  
To certify and pay, complete all the required sections.

[CONTINUE TO CERTIFY >](#)

Company: TEST COMPANY68      Reporting Year: 2023  
Name:  
Type: AZSERC Tier II Report

**Facility Plans and Other Documents**

OPTIONAL | Upload Hazardous Chemicals Inventory List

NOTE: For chemicals meeting the threshold planning quantity (TPQ), you need to report them individually in the Chemical Details section.  
Click SELECT FILE to choose a file from your computer, then click UPLOAD.  
PDF, DOC, DOCX, XLS, or XLSX files only | 40MB max per file.      [SELECT FILE >](#)

**Upload Site Map**

Click SELECT FILE to choose a file from your computer, then click UPLOAD.  
PNG, JPG, PDF, DOC, or DOCX files only | 40MB max per file.      [SELECT FILE >](#)

**Upload Facility Emergency Response Plan**

Click SELECT FILE to choose a file from your computer, then click UPLOAD.  
PDF, DOC, or DOCX files only | 40MB max per file.      [SELECT FILE >](#)

OPTIONAL | Upload Other Document(s)

Click SELECT FILE to choose a file from your computer, then click UPLOAD.  
PDF, DOC, DOCX, XLS, or XLSX files only | 40MB max per file.      [SELECT FILE >](#)

Upload the following by clicking **SELECT FILE** and choosing a file from your computer:

1. Site Map
2. Facility Emergency Response Plan

The following are OPTIONAL:

1. Hazardous Chemicals Inventory List
2. Any other Relevant Document

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

Complete the following to submit this report.  
To complete a section, click the EDIT icon. Once finished modifying that section, repeat as needed until all sections are updated and click CONTINUE TO CERTIFY.

Section#/Name	Status	Edit
1 Facility Information	Complete	
2 Owner/Operator Information	Complete	
3 Regulatory Point of Contact	Complete	
4 Emergency Contact Information	Complete	
5 Chemical Details	Complete	
6 Safety Data Sheets (SDS)	Not Started	
7 Facility Plans and Other Documents	Not Started	
8 Fee Exemption Questions	Not Started	

**CERTIFY AND PAY**  
To certify and pay, complete all the required sections.
CONTINUE TO CERTIFY >

## Section 8 | Fee Exemption Questions

These questions will determine if the facility is exempt from fees. If exempt, you will see an alert message and can proceed to certify the report.

If not **exempt**, continue to certify and complete the payment.

Do you have a hazardous chemical that is defined as Extremely Hazardous Substance (EHS) present at your facility at any one time in an amount equal to or greater than 500 pounds (227 kg —approximately 55 gallons) or the Threshold Planning Quantity (TPQ), whichever is lower? [EHSs and their TPQs are listed in Appendices A and B of 40 CFR part 355.] ?

Select One

Yes

No

Do you have any hazardous chemical not identified on the EPA's Consolidated List present at your facility at any one time that is over 10,000 pounds (or 4,540 kg)?

Select One

Yes

No

Do you store gasoline at a retail gas station (facility engaged in selling gasoline and/or diesel fuel principally to the public, for motor vehicle use on land.) over 75,000 gallons (approximately 283,900 liters) (all grades combined). This threshold is only applicable for gasoline that was in tank(s) entirely underground and was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST)?

Select One

Yes

No

Do you only store diesel fuel at a retail gas station (facility engaged in selling gasoline and/or diesel fuel principally to the public, for motor vehicle use on land.), the threshold level is 100,000 gallons (approximately 378,500 liters) (all grades combined). This threshold is only applicable for diesel fuel that was in tank(s) entirely underground and was in compliance at all times during the preceding calendar year with all applicable Underground Storage Tank (UST) requirements?

Select One

Yes

No

Are you filing a Tier II report to claim only lead acid batteries?

Select One

Yes

No

[← BACK](#)

[SAVE & CONTINUE >](#)

### ALERT

Based on the answers you provided, this facility is exempt from fees.


If you need to update your selection(s), click **BACK** to return to the previous screen.

← BACK
CONTINUE >

my DEQ JOHN SUBMITTER [LOGOUT](#) mySTUFF mySETTINGS

[NEED HELP?](#) [SAVE & EXIT](#)


## AZSERC TIER II FACILITY COMPLIANCE REPORTING

**Summary**  
Please review, click the pencil icon to edit, and click SAVE & CONTINUE. [DOWNLOAD SUMMARY](#) 

**Company Information:**

Company Name: TEST COMPANY68

Address: 1110 W Washington St Ste 100  
Phoenix, AZ 85007, US

**Facility Information** 

Facility Name: ABC MANUFACTURING

Facility Location: Latitude: 33.573253  
Longitude: -112.280285

Facility Opened Date: 12/16/2023

Phone#: 602-771-2365      Ext:

SIC Code: 1234

NAICS Code: 541870- ADVERTISING MATERIAL DISTRIBUTION SERVICES  
541910- MARKETING RESEARCH AND PUBLIC OPINION POLLING

Unique Entity ID#: 1110

TRI #: N/A

RMP Facility ID#: N/A

Fire Department: NO AGENCY

Tribal Land: Not On Tribal Land

Is your facility manned? No

Facility resides on State Leased Land: Yes

### 3.2.1 Summary Page

This page lists all data entered for your review. You can download a copy to review offline as well.

If any edits are required, click the Pencil Icon to navigate to that screen and update the information.

***NOTE: Company and Facility location information cannot be edited. For changes, contact the AZSERC Support Team at [azserc@azdeq.gov](mailto:azserc@azdeq.gov).***

## ALERT: REPORT HAS BEEN SAVED

Are you ready to have this report certified by an authorized user?

- Yes – Report is completed and ready to send to an authorized user for certification
- No – Save report and edit later
- Add to the list of reports marked ready to be sent to an authorized user for certification

OK >

## ALERT: REPORT REVIEW CONFIRMATION

Have you reviewed this information and are you ready to certify?

- Yes – I have reviewed and am ready to certify the information.
- No – I need to reject the information so that it can be revised.
- No – I need to save this report and certify at a later time.

< BACK

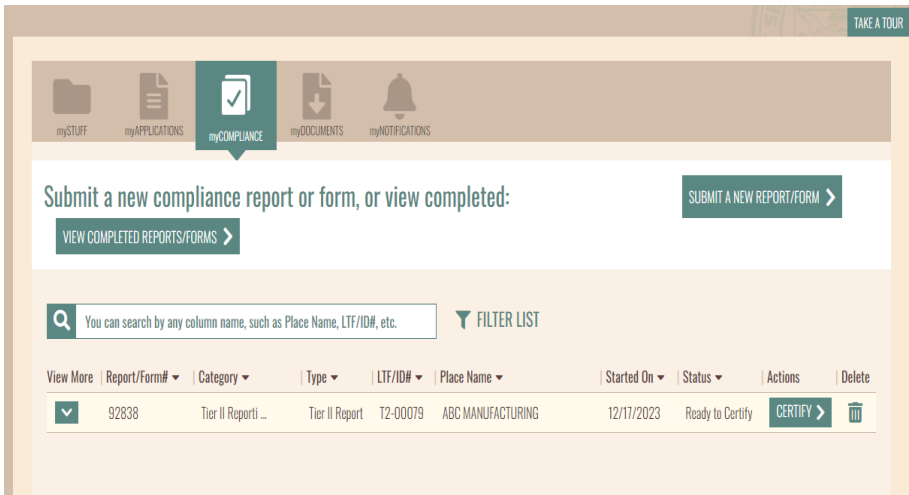
CONTINUE >

### 3.2.2 Report Certification

**Data Entry/Submitter** — When the report is ready for certification, click “Yes” to submit to the RCO/DRO.

RCO and DRO will receive an email notification to complete the certification.

**RCO/DRO** — You will be able to continue to certify the report or reject it so that the user who prepared the report can edit the data.



RCO/DRO can navigate to the myCOMPLIANCE tab and click on **CERTIFY**.



**NOTE:** You can also **MASS CERTIFY** all facilities in one step.

On the **Inventory Page**, select the report(s) and click on **CONTINUE TO CERTIFY** to certify the report(s).



Check the box to certify the submission and answer the security question.

You will have five attempts to answer correctly.

If you are unable to recall, **SAVE & EXIT** and go to mySETTINGS to update the answers.

You can then return to **CERTIFY**.



# CONFIRMATION

One or more requests are payment pending. To proceed with payment, click **CONTINUE TO PAYMENT**.

Application ID#: 92838

Date Submitted: 12/17/2023

\* This and any additional documents have been emailed to you and are also available in your myDOCUMENTS tab.

[CONTINUE TO PAYMENT >](#)

## 3.2.3 Payment

Once the report has been certified, you can proceed to click on the **CONTINUE TO PAYMENT** to complete the payment.

You can also **EXIT** and any user on the account can complete the payment.

Payments can be made after reports for all facilities are entered and certified.

Select the facilities for which you want to complete payment.

[SUBMIT NEW AZSERC TIER II REPORT >](#)

OVERVIEW | FACILITY REPORTS | REPORTS IN PROGRESS | REPORTS READY TO CERTIFY | **PAYMENT PENDING**

Select the report(s) you intend to pay and click **CONTINUE TO PAYMENT**.

REPORTING YEAR: 2023

Select All | Unselect All

Application ID#	Facility ID#	Facility Name	Status
92838	T2-00079	ABC MANUFACTURING	PAYMENT PENDING

**AZSERC Tier II Reporting Fee Limit: \$500**  
Tier II Report is subject to a \$75 filing fee for the first required facility report and an additional \$20 fee for each additional required facility report, up to a maximum limit of \$500 per annual reporting period (Arizona Administrative Code A.A.C. R18-18-107 B.1.)

[CONTINUE TO PAYMENT >](#)

If any other user needs to complete the payment, they can navigate to the myCOMPLIANCE tab and click **PAYMENT PENDING**.

mySTUFF | myAPPLICATIONS | **myCOMPLIANCE** | myDOCUMENTS | myNOTIFICATIONS

Submit a new compliance report or form, or view completed: [SUBMIT A NEW REPORT/FORM >](#)

[VIEW COMPLETED REPORTS/FORMS >](#)


You can search by any column name, such as Place Name, LTF/ID#, etc. [FILTER LIST](#)

View More	Report/Form#	Category	Type	LTF/ID#	Place Name	Started On	Status	Actions	Delete
▼	92838	Tier II Reporti ...	Tier II Report	T2-00079	ABC MANUFACTURING	12/17/2023	Payment Pending	<a href="#">PAYMENT PENDING &gt;</a>	🗑️

NEED HELP? [SAVE & EXIT](#)

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

The following fee(s) apply:  
Review and click CONTINUE to pay fee(s).

[DOWNLOAD INVOICE](#) 

Company Name	Facility Name	Reporting Year	Fee Amount
Test Company68	ABC MANUFACTURING	2023	\$75.00

**Total Amount Due: \$75.00**

**AZSERC Tier II Reporting Fee Limit: \$500**

Tier II Report is subject to a \$75 filing fee for the first required facility report and an additional \$20 fee for each additional required facility report, up to a maximum limit of \$500 per annual reporting period (Arizona Administrative Code A.A.C. R18-18-107 B.1.)

[CONTINUE >](#)

You will see the amount based on the number of facilities selected.

### ALERT: ACTION REQUIRED TO COMPLETE PROCESS

You are about to be redirected to Arizona State Payment Portal Checkout Utility. You must click **CONTINUE** on the final payment confirmation page. Then you will be redirected to myDEQ where you can download and print your copy of record.

[OK >](#)

You will be directed to the State of Arizona Payment Portal. Upon paying on the payment portal, click **CONTINUE** to return to myDEQ.

PAYMENT INFORMATION

Enter payment details.

CHECKOUT - PAYMENT INFORMATION

**NOTICE:** Before submitting your payment information, please ensure that your address on file with your bank or credit card company is up to date with the address you are entering here. If your address does not match, your payment might be rejected.


\* First Name  \* Last Name   
First Name is required. Last Name is required.


\* Billing Address  Billing Address 2   
Billing Address is required.

\* City  \* State  \* Zip   
City is required. State is required. Zip code is required.

\* Email  \* Phone Number   
Email is required. Phone Number is required.

Credit Card  
 Electronic Check

 Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

\* Credit Card Number    
Credit Card Number is required.

\* Expiration Mo...  \* Expiration Year  \* CVV/CSV   
Month is required. Year is required. CVV is required.

Review payment details and click **Authorize**.

VISA  
4\*\*\*\*\*\$882

ORDER INFO

Order No	Product ID	Item Description	Amount	Quantity	Total Amount
170658	EV000TIE	Tier II Chemical Reporting	\$75.00	1	\$75.00
<b>Total</b>					\$75.00

**Note :**  
Application ID/Form#: Tier II Report(s) Payment Request for Company Name: TEST COMPANY68

I understand that the following amount will be billed to my credit card. My credit card statement will show the following merchant name(s) and amount(s) for this transaction.

Merchant	Amount
Arizona Department of Environmental Quality	\$75.00

The total amount to be billed to your credit card is \$75.00.



### Receipt

Thank you for your payment. Your payment was successful.

**Do not close this window. Click the "Continue" button to return to the Agency application.**

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.  
Your authorization number is 558034  
Please reference this number in any correspondence regarding your transaction. [Get the Adobe Acrobat Reader](#)

[Download Receipt](#) [Continue](#)

BILLING INFORMATION

**Name**  
TEST 1

**Address**  
1110 W Washington St, Ste 100 , Ste 100, Phoenix AZ 85007

**Email**

Click **CONTINUE** to return to myDEQ.

## CONFIRMATION

**One or more requests are successfully submitted.**

**Application ID#: 92838**

**Date Submitted: 12/17/2023**

\* This and any additional documents have been emailed to you and are also available in your myDOCUMENTS tab.

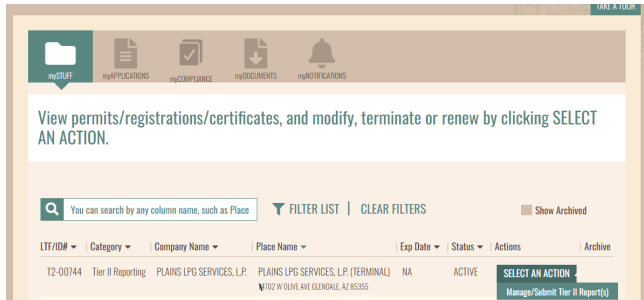
[RETURN TO INVENTORY >](#)

You will see a confirmation page upon returning to myDEQ.

Confirmation documents are emailed and also available in the myDOCUMENTS tab.

### 3.3 AMEND A REPORT

You can amend a previously submitted report to update any errors.



From the **mySTUFF** page, click the **SELECT AN ACTION** dropdown menu to select **Manage/Submit Tier II Report(s)**



On the next screen, select **SUBMIT NEW AZSERC TIER II REPORT** as if you were going to submit a new report.



Select the facility and the reporting year.  
**SAVE & CONTINUE.**

**ALERT: TIER II REPORT HAS ALREADY BEEN SUBMITTED**

The Tier II report has already been submitted/amended for this facility.

Company	Facility ID#	Facility	Submitted Date
Plains Lpg Services, L.P.	T2-00744	PLAINS LPG SERVICES, L.P. (TERMINAL)	01/31/2024

Would you like to amend this report?  
Select one and click CONTINUE.

Yes

No

[← CANCEL](#) [CONTINUE →](#)

A pop-up screen will notify you that a report has already been submitted. If you would like to amend the previously submitted report, select **Yes** and click **CONTINUE**.

**AMEND AZSERC TIER II REPORT**

You will need the following information to complete this process:

- 1 Facility Information
- 2 Owner/Operator Information
- 3 Regulatory Point of Contact
- 4 Emergency Contact Information
- 5 Chemical Details
- 6 Safety Data Sheets (SDS)
- 7 Facility Plans
- 8 Fee Exemption Questions
- 9 Payment Information:  
American Express, Visa, MasterCard, Discover or Check (ACH Debit)

 Warning: Your session will time out after 20 minutes of non-activity on a single screen.

Next, you will see a list of report items that you can amend. Continue to the next screen.

**AMEND AZSERC TIER II REPORT** NEED HELP? SAVE & EXIT

Complete the following to submit this report.  
To complete a section, click the EDIT icon. Once finished modifying that section, repeat as needed until all sections are updated and click CONTINUE TO CERTIFY.

Section#/Name	Status	Edit
1 Facility Information	Complete	
2 Owner/Operator Information	Complete	
3 Regulatory Point of Contact	Complete	
4 Emergency Contact Information	Complete	
5 Chemical Details	Complete	
6 Safety Data Sheets (SDS)	Complete	
7 Facility Plans and Other Documents	Complete	
8 Fee Exemption Questions	Complete	

**CERTIFY AND PAY**  
To certify and pay, complete all the required sections. CONTINUE TO CERTIFY >

The 8 completed sections will be displayed. Under **Edit**, click the pencil icon for the section you would like to amend.

Once you have completed your amendments, click **CONTINUE TO CERTIFY**.

**AMEND AZSERC TIER II REPORT** NEED HELP? SAVE & EXIT

**Summary**  
Please review, click the pencil icon to edit, and click SAVE & CONTINUE. DOWNLOAD SUMMARY ↓

Company Information: Company Name: PLUMBING SERVICES, L.P.

On the Summary page, you can click on **DOWNLOAD SUMMARY** to see a draft copy of the updates made.

Click **SAVE & CONTINUE** at the bottom of the screen to certify the report.

**ALERT: REPORT REVIEW CONFIRMATION**

Have you reviewed this information and are you ready to certify?

Yes – I have reviewed and am ready to certify the information.

No – I need to reject the information so that it can be revised.

No – I need to save this report and certify at a later time.

< BACK CONTINUE >

RCOs and DROs can then proceed to certify or reject it for the preparer to update any info.

**AMEND AZSERC TIER II REPORT**

NEED HELP? SAVE & EXIT

**Certify your submission.**

By checking this box I certify under penalty of law that this submittal was prepared by me, or under my direction or supervision of personnel appropriately qualified to properly gather and evaluate the information submitted. The information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I understand that all information submitted to ADEQ is public record unless otherwise identified by law as confidential. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

**Please verify your identity by answering the following security question.**

\* Indicates required field

Question: In what city or town was your first job?

Answer:

BACK SAVE & CONTINUE >

Check the box to certify and click **SAVE & CONTINUE**

**CONFIRMATION**

**One or more requests are payment pending. To proceed with payment, click CONTINUE TO PAYMENT.**

Application ID#: 100391  
Date Submitted: 1/31/2024

\* This and any additional documents have been emailed to you and are also available in your myDOCUMENTS tab.

CONTINUE TO PAYMENT >

If you updated Fee Exemption Questions that now require you to pay fees, you can proceed to complete the payment.

**AZSERC TIER II FACILITY COMPLIANCE REPORTING**

NEED HELP? SAVE & EXIT

SUBMIT NEW AZSERC TIER II REPORT >

REPORTS IN PROGRESS REPORTS READY TO CERTIFY PAYMENT PENDING

Select the report(s) you intend to pay and click CONTINUE TO PAYMENT.

REPORTING YEAR: 2023

Select All Unselect All

Application ID#	Facility ID#	Facility Name	Report Type	Status
100391	T2-00744	PLAINS LPG SERVICES, L.P. (TERMINAL)	Tier II Amend Report	PAYMENT PENDING

**AZSERC Tier II Reporting Fee Limit: \$500**

Tier II Report is subject to a \$75 filing fee for the first required facility report and an additional \$20 fee for each additional required facility report, up to a maximum limit of \$500 per annual reporting period (Arizona Administrative Code A.A.C. R18-18-107 B.1.)

CONTINUE TO PAYMENT >

Or, to pay fees on more than one facility at a time, you can:

1. Complete reporting/amending for all your facilities
2. Select the facilities on the TIER II REPORTING starting screen (see image in left column)
3. Click **CONTINUE TO PAYMENT** at the bottom of the screen



NEED HELP? SAVE & EXIT

## AZSERC TIER II FACILITY COMPLIANCE REPORTING

The following fee(s) apply:  
Review and click CONTINUE to pay fee(s).

DOWNLOAD INVOICE 

Facility Id	Facility Name	Reporting Year	Fee Amount
T2-00744	PLAINS LPG SERVICES, L.P. (TERMINAL)	2023	\$75.00

Total Amount Due: \$75.00

**AZSERC Tier II Reporting Fee Limit: \$500**

Tier II Report is subject to a \$75 filing fee for the first required facility report and an additional \$20 fee for each additional required facility report, up to a maximum limit of \$500 per annual reporting period (Arizona Administrative Code A.A.C. R18-18-107 B.1.)

CONTINUE >

Here you can download a copy of the invoice.  
Click **CONTINUE** to proceed to the payment screen.

### ALERT: ACTION REQUIRED TO COMPLETE PROCESS

You are about to be redirected to Arizona State Payment Portal Checkout Utility. You must click CONTINUE on the final payment confirmation page. Then you will be redirected to myDEQ where you can download and print your copy of record.

OK >

A popup box will remind you to click the **CONTINUE** button on the final payment screen to return to myDEQ to complete the amendment process.

PAYMENT INFORMATION

CHECKOUT - PAYMENT INFORMATION

NOTICE: Before submitting your payment information, please ensure that your address on file with your bank or credit card company is up to date with the address you are entering here. If your address does not match, your payment might be rejected.

\* First Name      \* Last Name

\* Billing Address      Billing Address 2

\* City      \* State      \* Zip

\* Email      \* Phone Number  
Phone Number is required

Credit Card  
 Electronic Check

Credit Cards issued by a foreign bank or entity are not an acceptable form of payment due to the system's inability to confirm security measures. As an alternative, please use a secured or prepaid Credit Card issued by a US entity or bank.

\* Credit Card Number

\* Expiration Month      \* Expiration Year      \* CVV/CSV

Enter card details. Ensure the card name and address match the cardholder.

Review payment details and click **AUTHORIZE**. A copy of the receipt will be emailed to the address provided.

Receipt

Thank you for your payment. Your payment was successful.

Do not close this window. Click the "Continue" button to return to the Agency application.

YOUR PAYMENT IS COMPLETE

Payment is complete. Print this receipt for your records.  
Your authorization number is 560757.  
Please reference this number in any correspondence regarding your transaction. Get the Adobe Acrobat Reader

[Download Receipt](#)      [Continue](#)

BILLING INFORMATION

Name

TEXT 1

After payment is complete, Click the **CONTINUE** button to return to myDEQ.

NEED HELP ?

## CONFIRMATION

One or more requests are successfully submitted.

Application ID#: 100391  
Date Submitted: 1/31/2024

\* This and any additional documents have been emailed to you and are also available in your myDOCUMENTS tab.

RETURN TO INVENTORY >

Next you will see the confirmation screen. Your amendment is complete.

You will receive a copy of the report by email or you can download it from the **myDOCUMENTS** section in myDEQ.

## Coming Soon to myDEQ

- 311 REPORTING
- LEPC / FD