ACDP Annual Reporting - General Permits

Version 1.0

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State of Oregon
Department of Environmental Quality

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State of Oregon
DEQ Department of Environmental Quality

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System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

Your DEQ Online is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

1. Introduction

This document provides information to the owner/operator of a facility submitting an annual report in Your DEQ Online. The information is grouped by:

i. Overview of Annual Reports
ii. Response to an Annual Reporting Obligation
iii. Basic Information
iv. Attachments
v. Review of the submittal
vi. Submission of the Annual Report

2. Overview of Annual Reports for General ACDPs

Owners and operators assigned to General ACDPs must submit an annual report(s) as required by the permit. Stationary source reporting requirements are outlined in Oregon Administrative Rule (OAR) Chapter 340, Division 214.

An annual report typically consists of various records that are required to be retained by the permit. The records must be prepared in the form of a report and submitted to DEQ, typically on an annual basis. The annual report form that permittees use in Your DEQ Online is called a submittal. Annual report submittals must be provided to DEQ by the date(s) listed in the permit, typically in February each year.

Unless otherwise required by rule or permit, semi-annual periods are Jan. 1 to June 30, and July 1 to Dec. 31. A more frequent basis for reporting may be required due to noncompliance or if necessary to protect human health or the environment. [OAR 340-214-0114(2)]

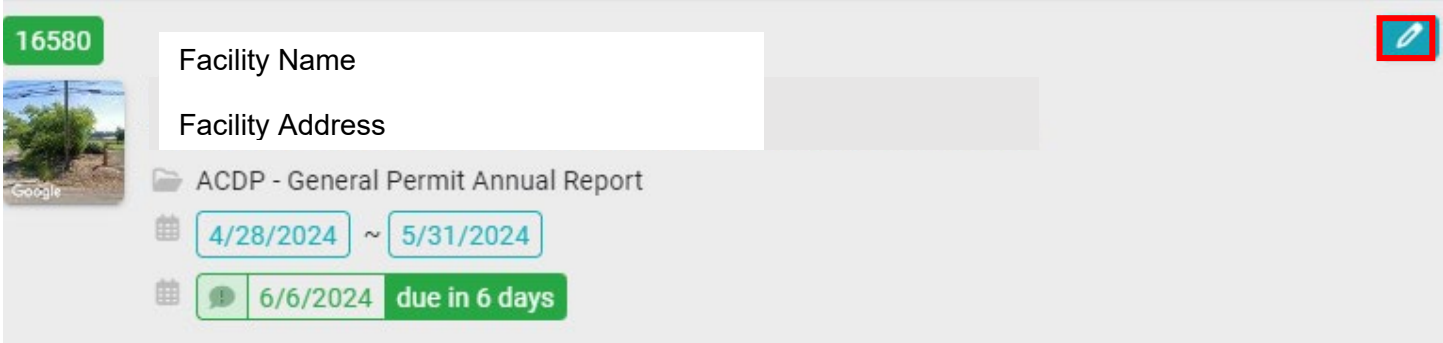
Annual reports must be submitted within 30 days after the end of the reporting period, unless otherwise authorized by the permit. [OAR 340-214-0114(3)]

3. Response to an Annual Reporting Obligation

Login to your account on the Your DEQ Online Public Portal. In the top right-hand corner on your Dashboard, select 'Upcoming Obligations and Unpaid Submittals'. This will show you all New Obligations. You may also scroll down on the Dashboard page to locate New Obligations.

Note: If you have started filling out an annual report, saved it, and are now going to continue filling it out, you will find it by clicking the three lines at the top left of the screen, then selecting 'Pending Submittals'.

Select the 'edit' icon to open the outstanding New Obligations.



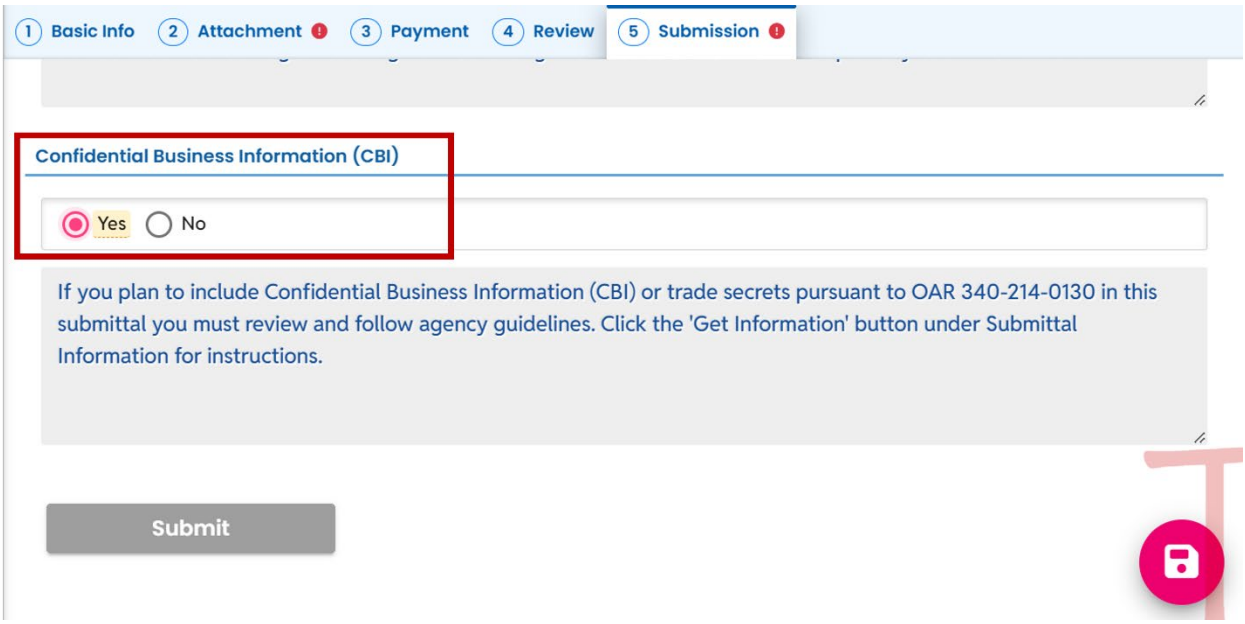
4. Confidential Business Information

All information submitted to DEQ is subject to inspection by any member of the public upon request, unless the information is determined to be exempt from disclosure under the Oregon Public Records law. If you are submitting materials that you believe to contain confidential business information or information containing trade secrets, carefully review the requirements in OAR 340-214-0130, including the criteria for trade secret information in section 3 of the rule. Note that emissions data is ***not*** exempt from disclosure.

4.1. Submit Confidential Business Information using file attachment

If you are submitting information using the file attachment tool that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please follow these steps:

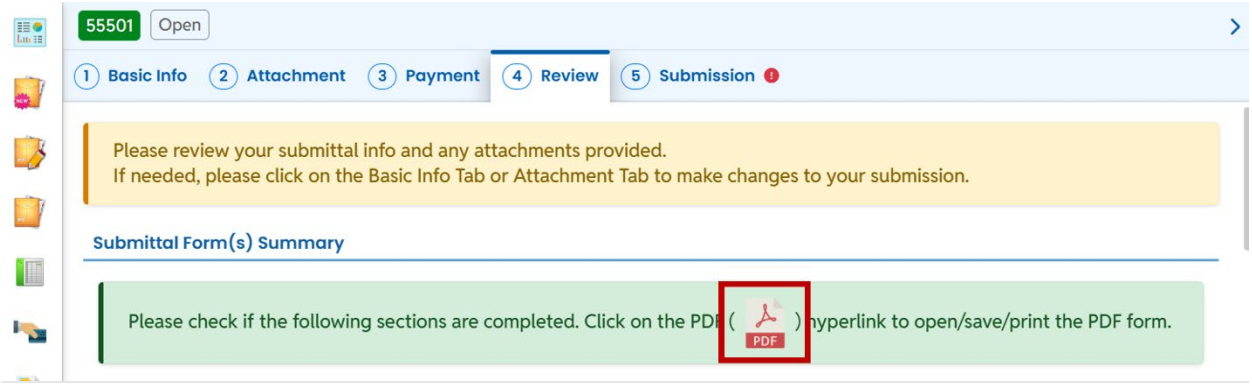
1. State the specific statutory provision under which you claim exemption and explain why the information in your submittal meets the requirements of that provision.
2. Include the word “CONFIDENTIAL” in the filename.
3. Ensure that the claimed exempt material is clearly distinguishable from non-exempt material by clearly marking the relevant file names and relevant pages of your submittal with annotation such as “CONTAINS CONFIDENTIAL BUSINESS INFORMATION”.
4. For each confidential information attachment uploaded, the equivalent redacted (all CBI removed) attachment must also be uploaded. Ensure that the word ‘REDACTED’ is included in the file name to distinguish it from the CBI containing equivalent.
5. When you are ready to complete the submittal on the ‘Submission’ tab, make sure to select ‘YES’ on the confidential business information question at the bottom of the form prior to submitting.



4.2. Submit Confidential Business Information using a YDO form

If you are filling out a submittal using a YDO form that contains information you believe to be confidential, trade secret, or otherwise exempt from disclosure, you will be given an opportunity to redact your application during the Review phase. Please follow these steps to learn how to redact CBI from YDO forms:

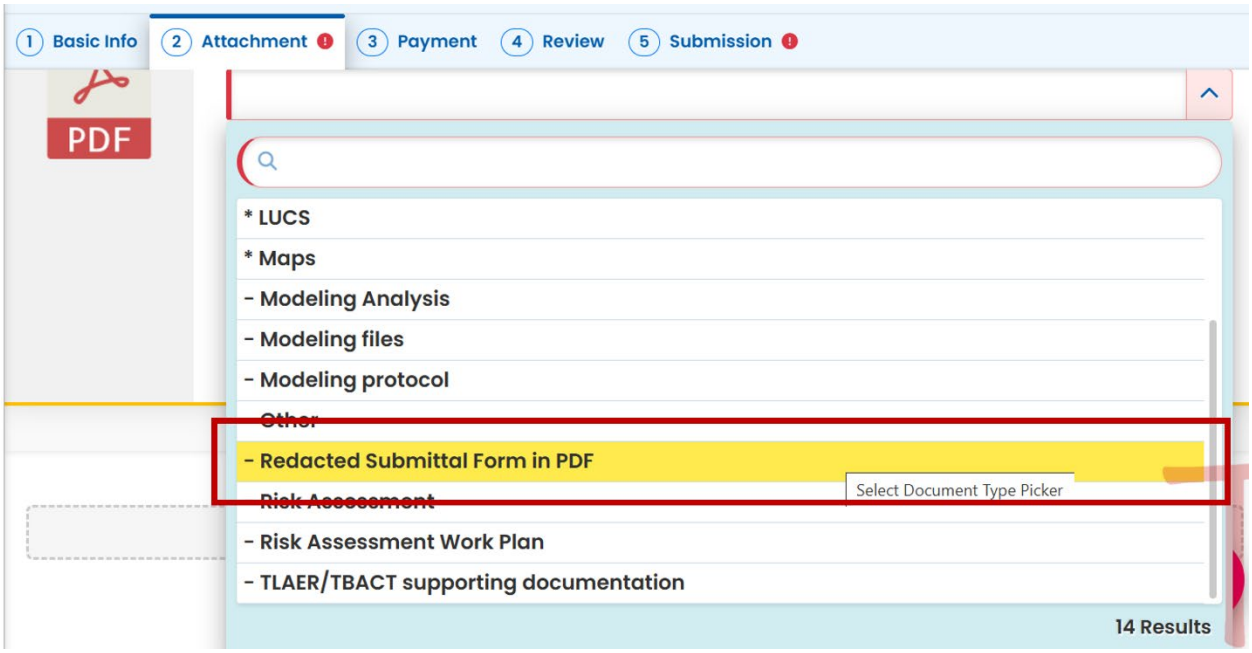
1. Complete the application beginning on the 'Basic Info' tab, including the confidential information that is relevant to the required and optional fields.
2. Proceed through the Payment tab and pay any required fees.
3. Proceed to the 'Review' tab and click the PDF icon. A new window will open with a PDF summary of your application.



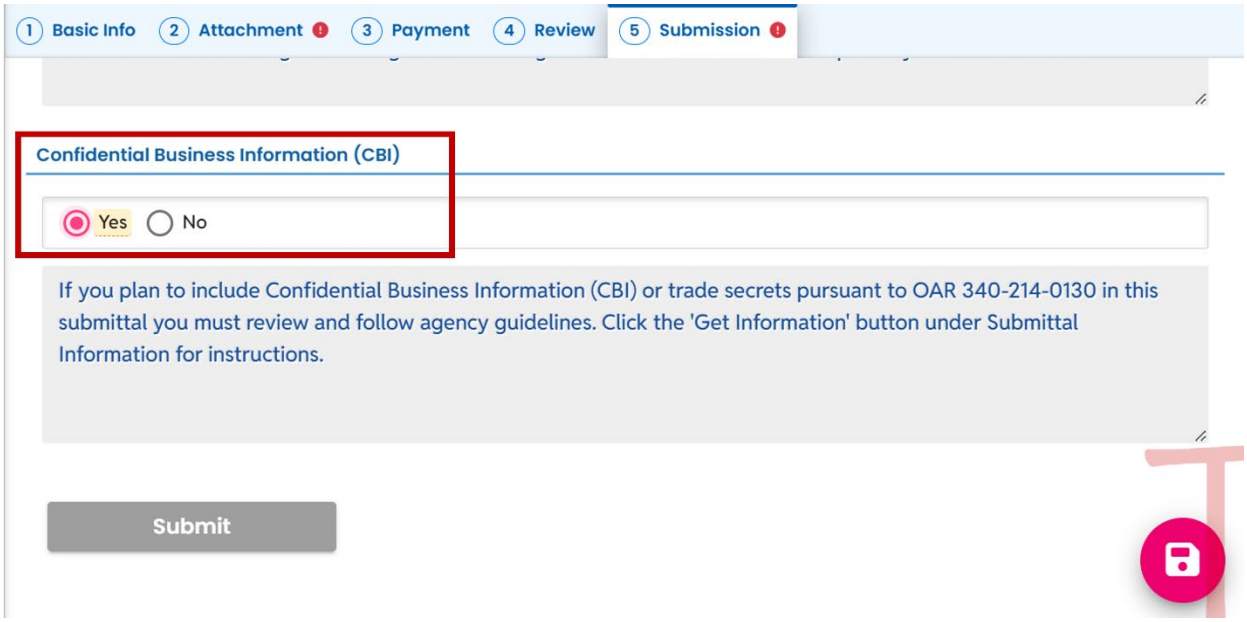
4. Download the file and use software of your choice (Adobe or otherwise) to redact your application. When submitting information that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please ensure that you:
    a. State the specific statutory provision under which you claim exemption; and

b. Ensure that the claimed exempt material is clearly distinguishable from non-exempt material by clearly marking the relevant file names and relevant pages of your submittal with annotation such as “CONTAINS CONFIDENTIAL BUSINESS INFORMATION”.

5. Navigate back to the Attachment tab, upload the redacted PDF and choose ‘Redacted Submittal Form in PDF’ as the file type.



6. Proceed to the ‘Submission’ tab, fill out all required information and click ‘submit’. **Make sure to select ‘YES’ on the confidential business information question at the bottom of the form** prior to submitting.

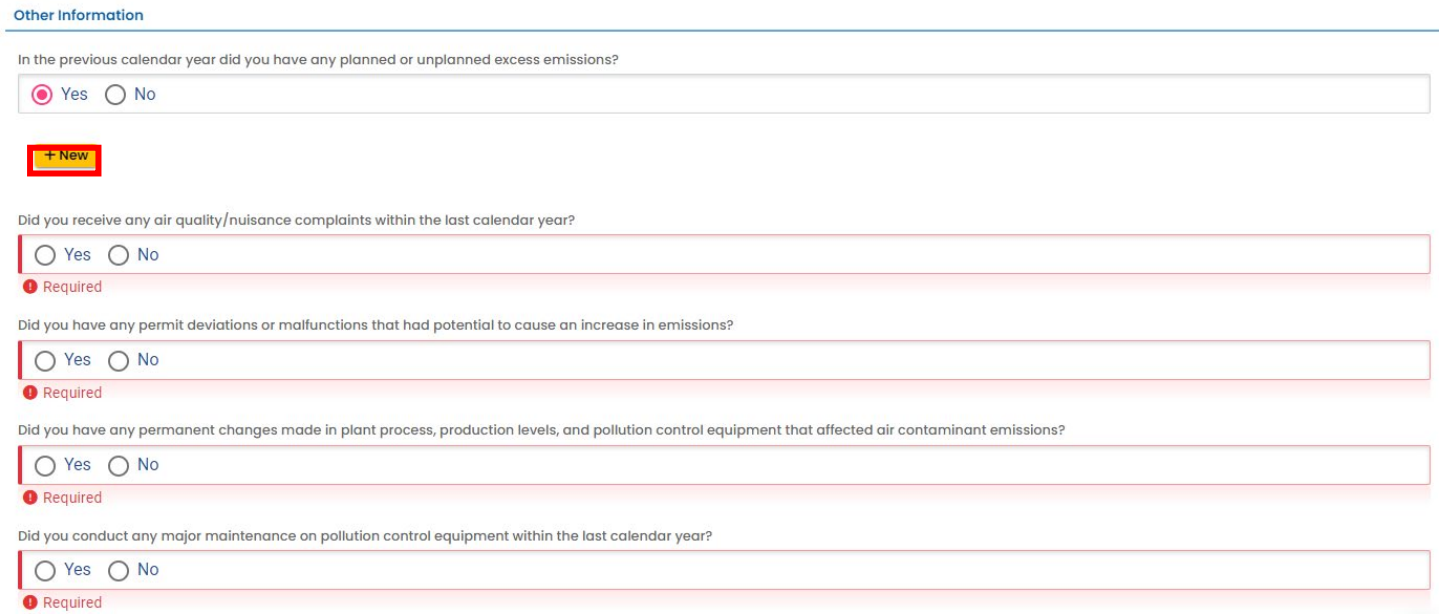


DEQ will segregate marked information in its files, and if such information is requested by a member of the public, then DEQ will determine if the information qualifies as exempt from disclosure under Oregon's Public Records law (see Oregon Revised Statutes Chapter 192) and will either disclose it or not, as appropriate.

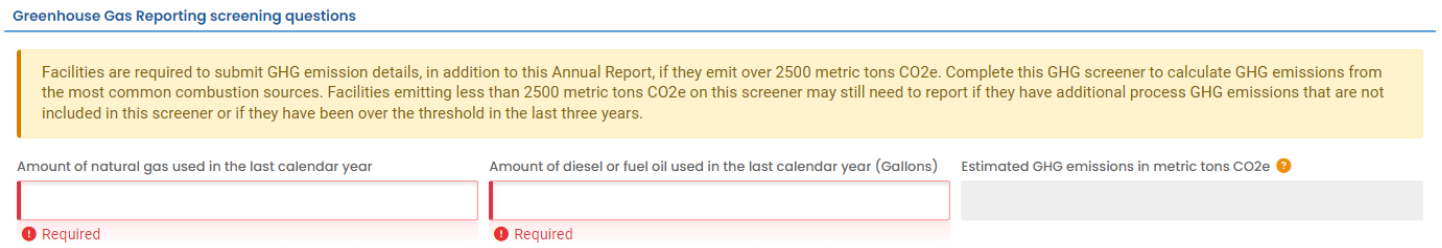
5. Basic Info

Complete the required fields in the Basic Info tab. The required fields will reflect the annual reporting requirements from the General ACDP.

If you select the 'yes' button for any question in the 'Other Information' section on the Basic Info tab, you will be prompted with the + New '+New' icon. Additional information is required for any of these questions you answer with a 'yes'. Click on the '+New' button and add the necessary information.



The annual report submittal may have specific additional data required before you can submit to DEQ. For example, an annual report for a permittee operating on a General ACDP for boilers will require fuel usage for greenhouse gas reporting. This screening is used to determine if the permittee needs to report to the GHG program.



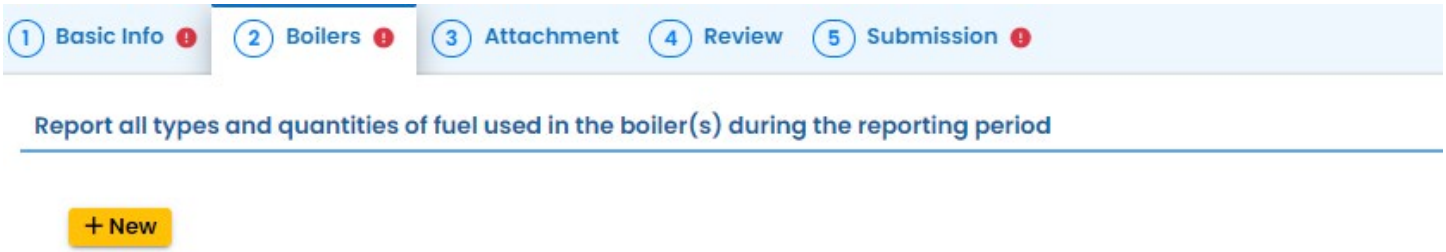
Select the Save icon to ensure the application is saved at any time and prior to moving to a separate tab.

6. Specific General ACDP Examples

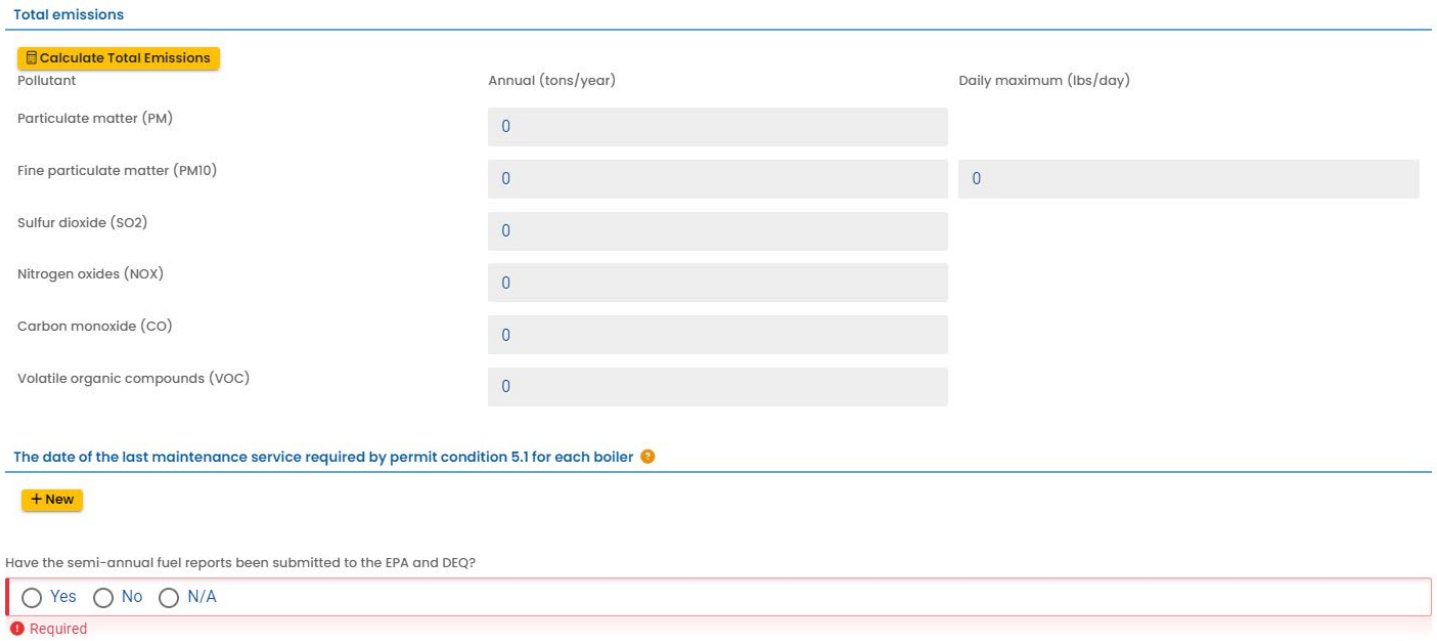
6.1. Boilers

Select the '+New' icon and report all types of fuel used in the boiler(s) during the reporting period. The fuel type drop-down menu allows you to select the fuel type and any controls for natural gas boilers. Input maximum daily amounts and annual usage.

NOTE: Maximum daily amount is only required for boilers located in the Medford-Ashland AQMA.

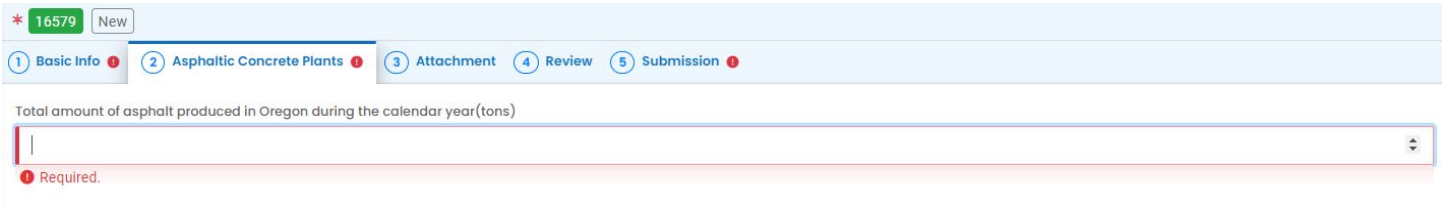


Once you have added all types and quantities, select the Calculate Total Emissions icon to calculate annual and daily maximum emissions. For each boiler, include the date of the last maintenance service records required by the General ACDP. Select the appropriate button to respond to the semi-annual reporting requirement to complete the Basic Info tab.



6.2. Asphalt Concrete Plants

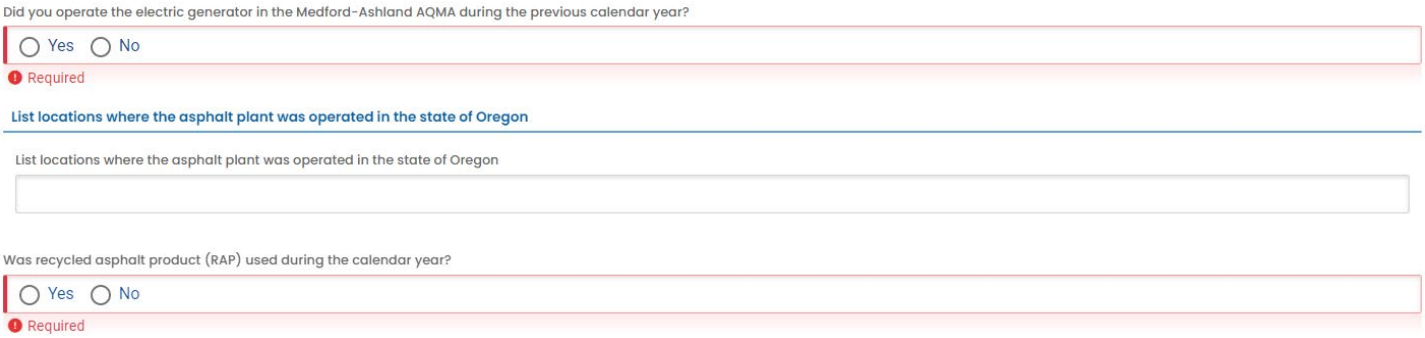
Input the total amount of asphalt produced, in tons, in Oregon during the calendar year.



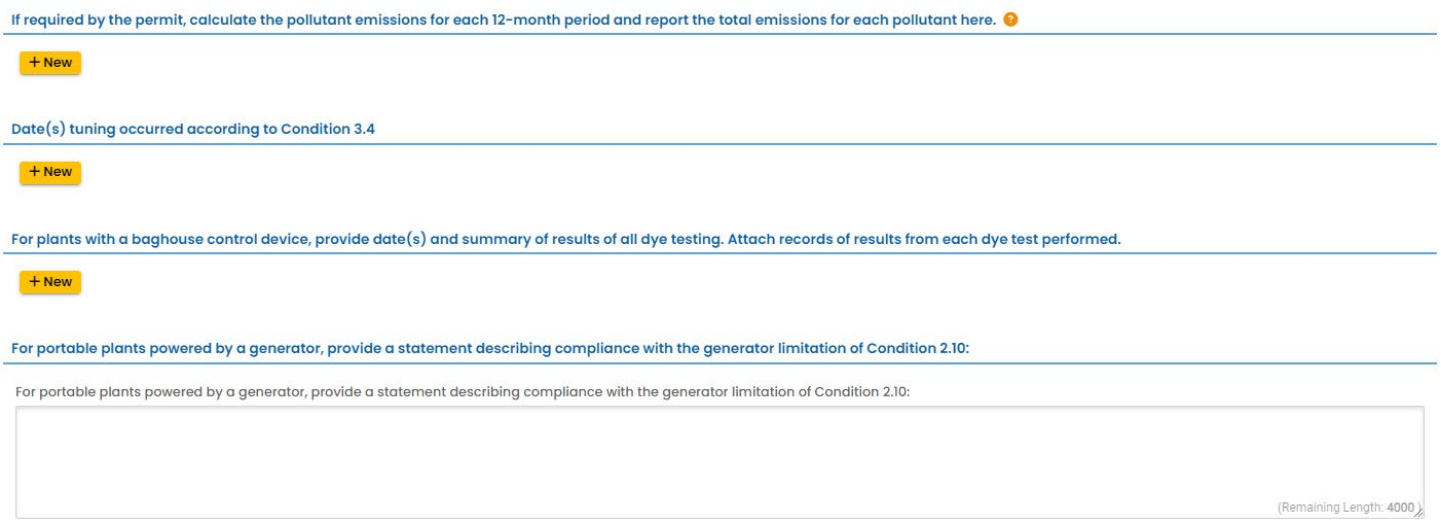
Select the '+New' icon + New under 'Asphalt plant production and operation information' to enter asphalt production (in tons) and hours of operation for each calendar month.

Select the '+New' icon + New under 'Fuel Usage Information' and 'Fuel used in the electric generator' to enter fuel type, amount, and units for the calendar year. 'Fuel used in the electric generator' is only required if, at any point during the reporting period, the plant operated on power produced by an electric generator on site.

For the next two questions, if you select the 'Yes' button, provide a response as required for each question.



Continue to the last set of questions and select the '+New' icon + New to provide the required pollutant emissions info, date(s) of tuning according to your permit, and summary of results of all dye testing for baghouses. For baghouse control devices, the records of results from each dye test performed must be attached (see section 5).

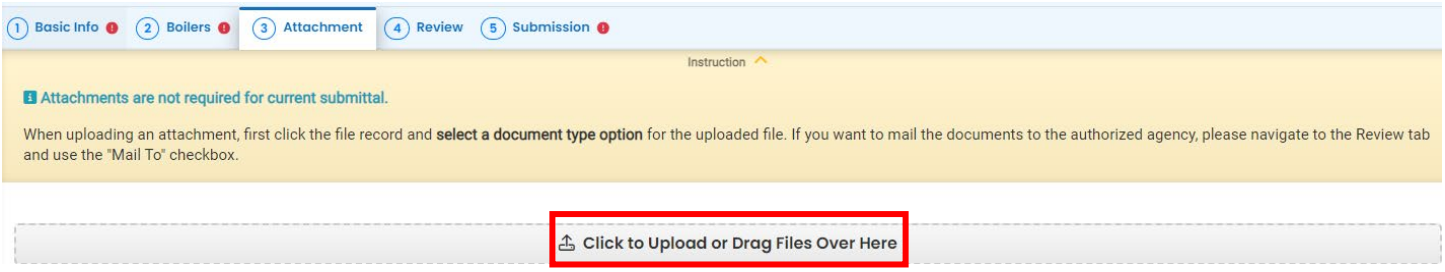


7. Attachments

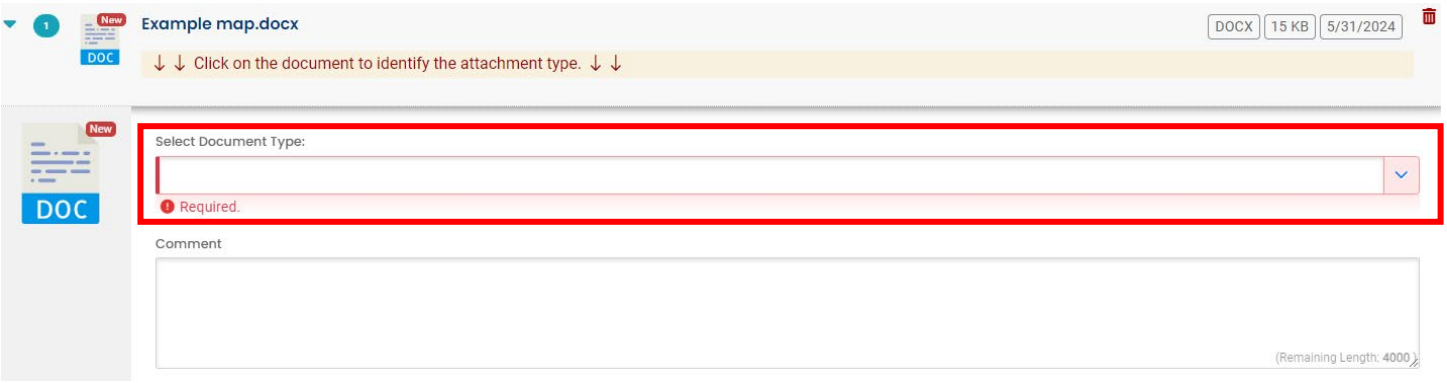
Depending on the type of General ACDP, an attachment may be required.

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

To upload the attachment(s), use the ‘Click to Upload or Drag Files Over Here’ icon accordingly.



Once you have uploaded a file, select ‘Click on the document to identify the attachment type’, use the dropdown menu to ‘Select the Document Type’ and add any comments. The document type options are ‘MeCl minimization plan’, ‘Other’, ‘Redacted Submittal Form in PDF’, ‘Site-specific welding emissions management plan’, or ‘VOC emissions calculations’. If necessary, you can remove the document by selecting the red trash can icon.



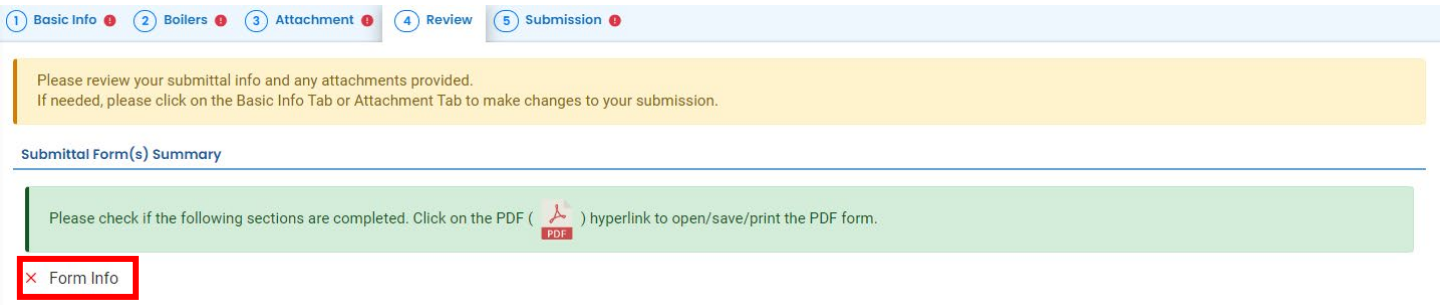
Click the Save icon in the bottom right corner.

8. Review

Please review your submittal information and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data.

If needed, please click on the Basic Info tab, specific General ACDP tab, or Attachment tab to make changes to your submission. All required fields must be addressed before you are able to complete the submission.

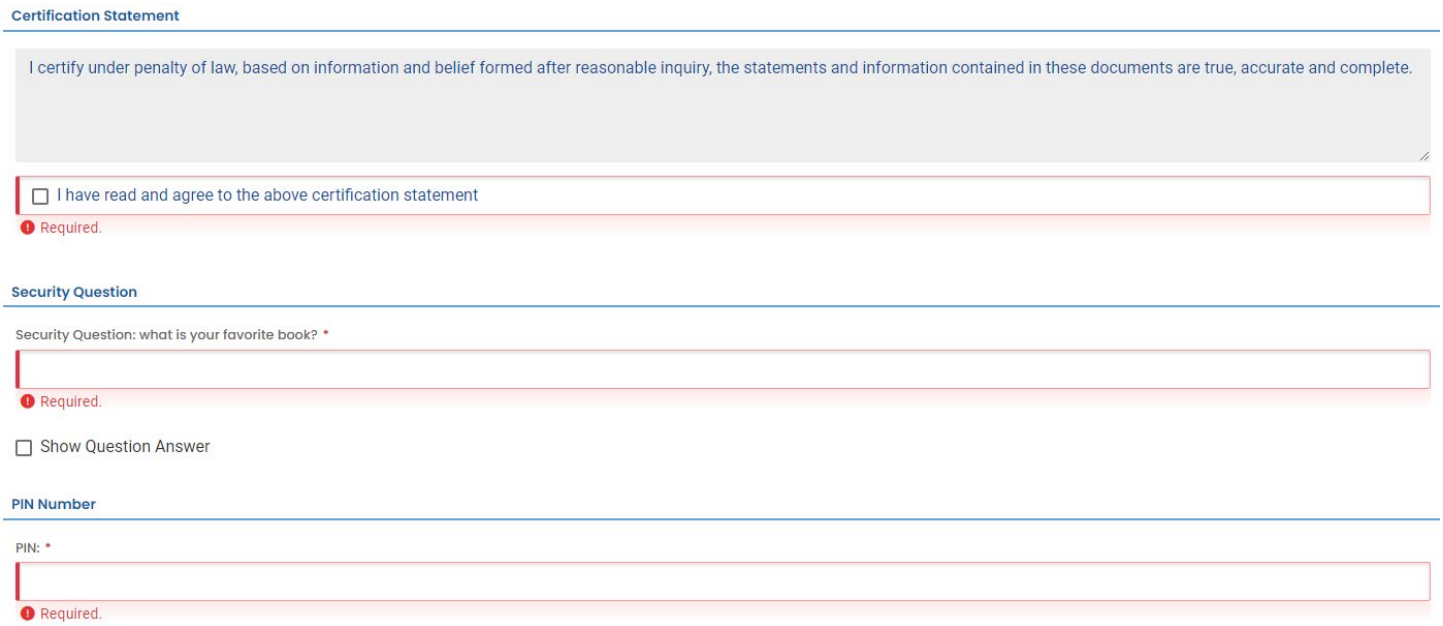
Click the Save icon in the bottom right corner.



9. Submission

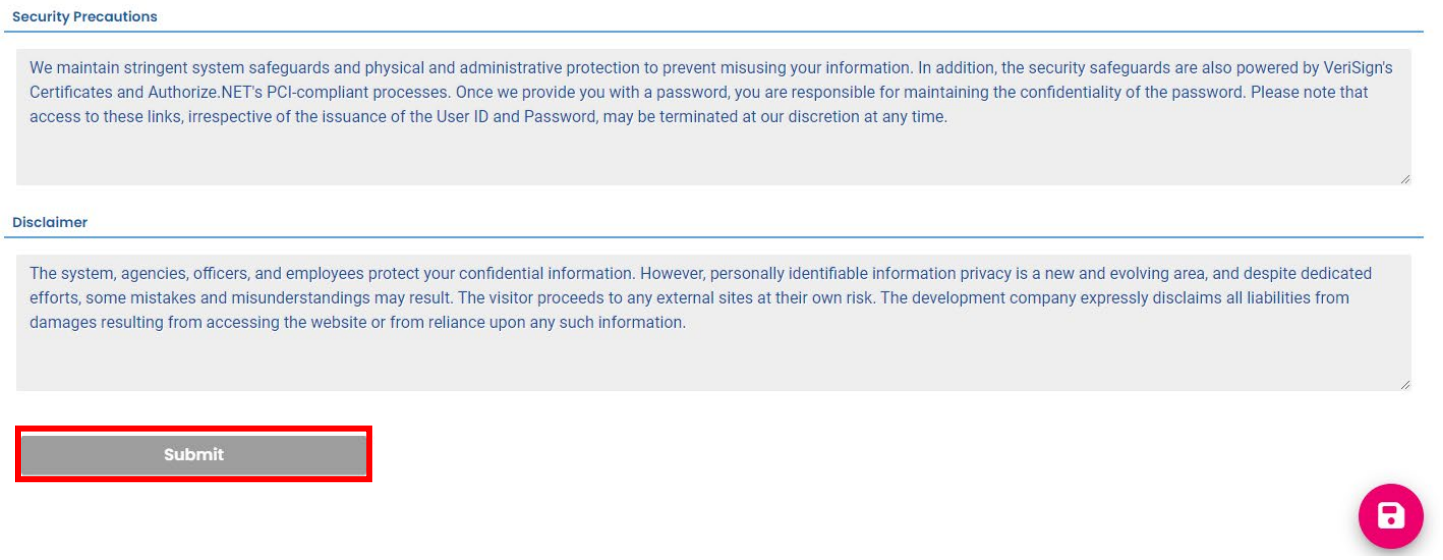
Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement.

Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Paragraph 9).



Select a button for Confidential Business Information (CBI) question. If you plan to include CBI or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines.

When you have completed the review and are ready to submit the Reporting Obligation, select the Submit button at the bottom of the Submission tab.



If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.

10. Air Quality Permitting Staff Contacts

Information about air quality permits and DEQ's regulations may be obtained from the DEQ web page. All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ's regional offices are as follows:

Counties	Office Address and Telephone
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, and Washington	Department of Environmental Quality Northwest Region 700 NE Multnomah Street, Suite 600 Portland, OR 97232 Telephone: (503) 229-5696
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240
Coos, Curry, and Western Douglas	Department of Environmental Quality Coos Bay Office 465 Elrod Ave., Suite 202 Coos Bay, OR 97420 Telephone: (541) 269-2721
Eastern Douglas, Jackson, and Josephine	Department of Environmental Quality Medford Office 221 Stewart Ave, Suite 201 Medford, OR 97501 Telephone: (541) 776-6010
Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler	Department of Environmental Quality Bend Office 475 NE Bellevue, Suite 110 Bend, OR 97701 Telephone: (541) 388-6146
Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, and Wallowa	Department of Environmental Quality Pendleton Office 800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 Telephone: (541) 276-4063

11. Help Desk and Resources

For more information, training and resources, go to the Your DEQ Online Help page. For technical assistance, contact the Your DEQ Online Helpdesk.

12. Revision History

Revision	Date	Changes	Editor
1.0	6/3/2024	Initial draft	Chris Moore
	11/20/2024	Updates to language; clarifications	Dan DeFehr
	11/22/2024	Copy edits and style guide compliance	C. Varley