



ACDP Annual Reporting - Simple/Standard Permits

Version 1.0

November 2024



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Version 1.0
Last updated: November 21, 2024



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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. Confidential Business Information
- IV. Basic Information
- V. Attachments
- VI. Review of the submittal
- VII. Submission of the Annual Report

2. Overview of Annual Reports for Simple and Standard ACDPs


Sources issued Simple and Standard ACPDs must submit an annual report as required by the permit. Stationary source reporting requirements are outlined in Oregon Administrative Rule (OAR) Chapter 340, [Division 214](#), but the issued permit will specifically identify the information that must be included in the annual report.

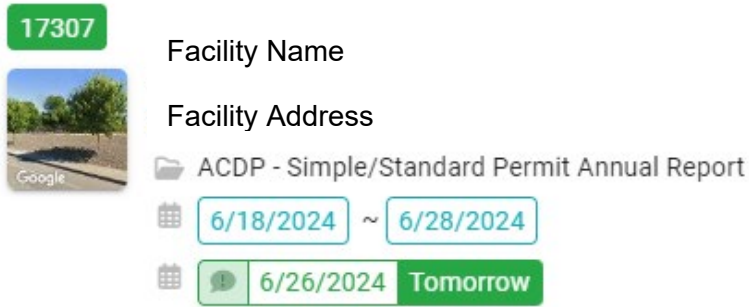
An annual report typically consists of various records that are required to be retained by the permit. The records must be prepared in the form of a report and submitted to DEQ, typically on an annual basis. Annual report submittals must be filed by the date(s) listed in the permit, typically February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

3. Accessing Your Annual Report Submittal

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' to navigate to New Obligations. You may also scroll down on the Dashboard page to locate New Obligations.



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



17307

Facility Name

Facility Address

ACDP - Simple/Standard Permit Annual Report

6/18/2024 ~ 6/28/2024

6/26/2024 Tomorrow

4. Confidential Business Information (CBI)

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Confidential Business Information (CBI)

Yes No

If you plan to include Confidential Business Information (CBI) or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines. Click the 'Get Information' button under Submittal Information for instructions.

Submit

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.

55501 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

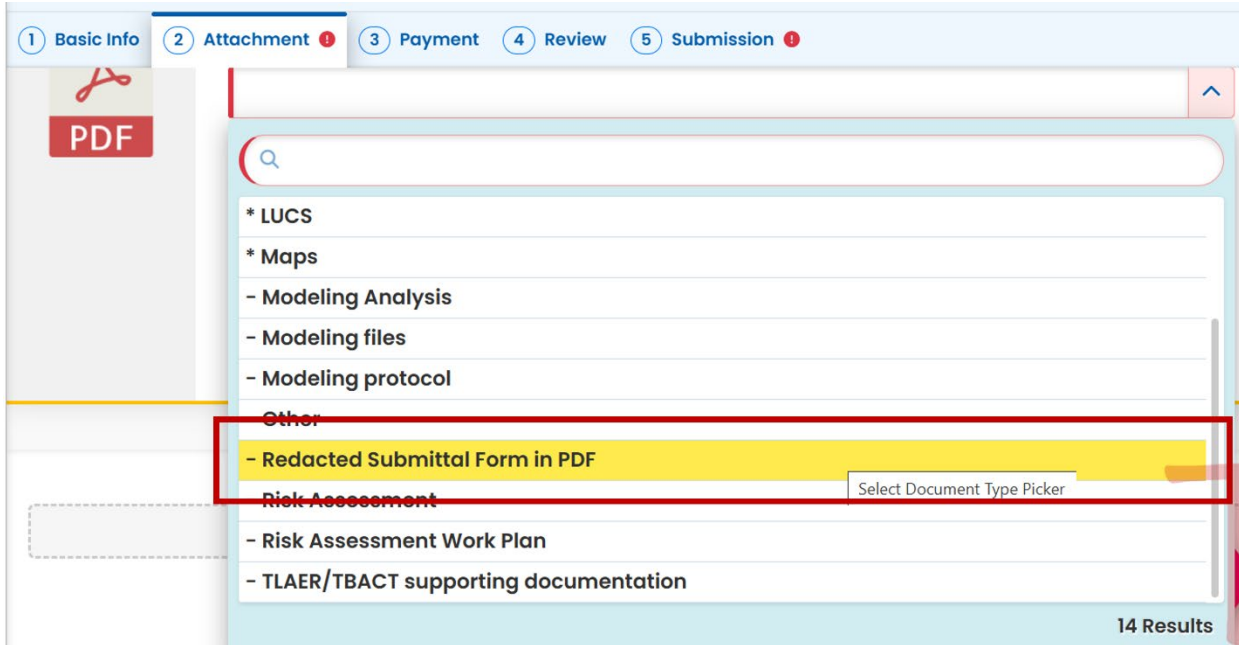
Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

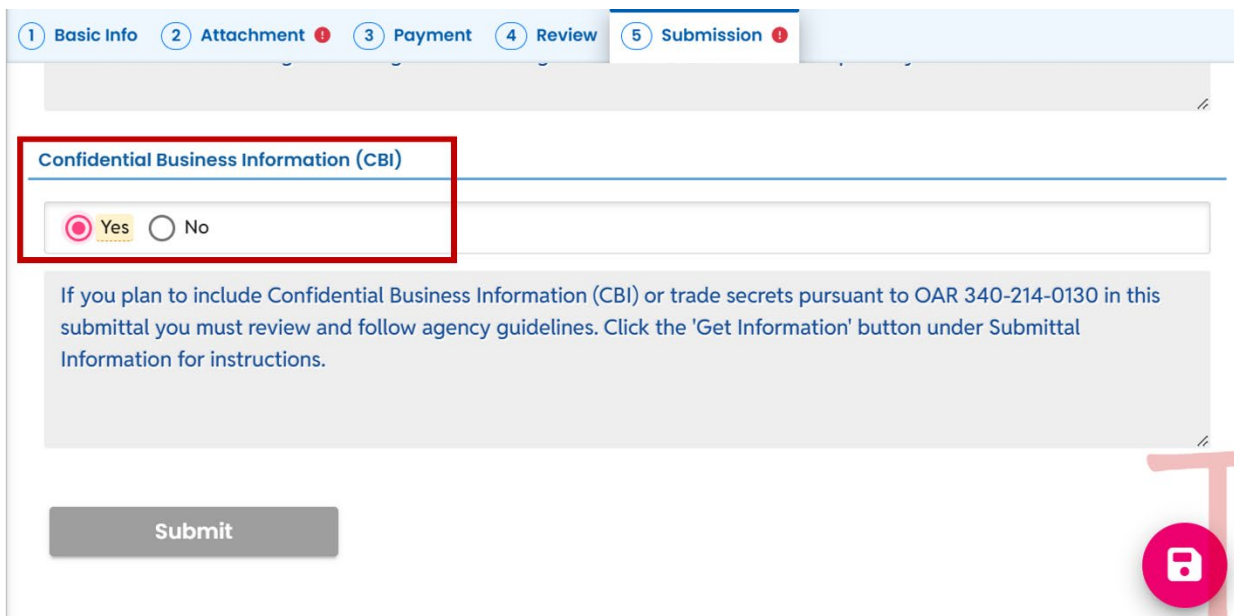
Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

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.**

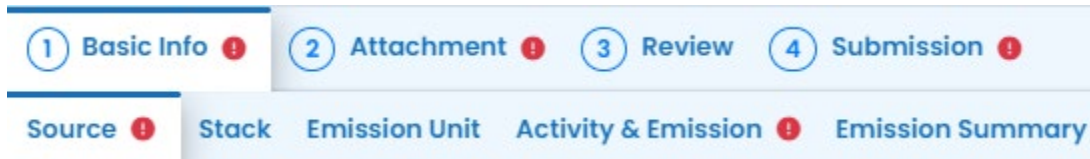


DEQ will segregate marked information in its files, and if such information is requested by a member of the public, then DEQ will determine if the information qualifies as exempt from disclosure under Oregon’s Public Records law (see [Oregon Revised Statutes Chapter 192](#)) and will either disclose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

5. Basic Info



Complete the required fields, as denoted by the red exclamation point  **Required**, in the Basic Info tab. The Basic Info tab includes several subtabs, to reflect the annual reporting requirements from your facility’s Simple or Standard ACDP.

Navigate through the tabs for Source, Stack, Emission Unit, Activity & Emission, and Emission Summary to add production, throughput, or other appropriate parameter and ensure the information is accurate.



5.1. Source

Provide fuel usage for the reporting year to complete the greenhouse gas (GHG) reporting screening question. Estimated GHG emissions of over 2500 metric tons requires reporting to the GHG Program in addition to your annual report.

For the following questions, if you select the ‘yes’ button, you will be prompted to provide additional information. Selecting the  +New button will provide additional prompts to complete the response. You may delete a record by selecting the  red trash can icon.

Annual Reporting Obligations – Simple & Standard ACDPs

Version 1.0

Complaints

Did you/your facility receive any air quality complaints during the reporting period?

Yes No

 Required.

Excess Emissions

Did your facility have any excess emissions during the reporting period?

Yes No

 Required.

Major Maintenance Performed on Pollution Control Equipment

Did your facility conduct any major maintenance on pollution control equipment during the reporting period?

Yes No

 Required.

Permanent Changes Made

Did you make any permanent changes to the facility during the reporting period?

Yes No

 Required.



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

5.2. Stack

Review the stacks, if applicable, associated with your permitted facility. Stack parameters and other information associated with stacks cannot be edited or updated in the annual report submittal.

5.3. Emission Unit

Review the emission units listed in this tab that are associated with your permitted facility. Information associated with emission units cannot be edited or updated in the annual report submittal.

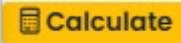
5.4. Activity and Emission

Identify existing emission units on this subtab. For each emission unit, click anywhere on the row that shows the emission unit to see more information and add production or throughput.


 3	EMERGENCY GENERATOR	20100102 - Reciprocating	Criteria: 0.000000 Tons
Emission Unit ID	EG	Throughput	1000 GALLONS
Process Code	P-1		VOC: 0.000000 Tons
Type	Reciprocating IC Engine		HAP: 0.000000 Tons

Once you have selected the unit, provide the input material throughput corresponding to the unit code presented. As an example, for an emergency generator, the input would be the diesel fuel usage measured in 1,000 gallons.



Once you are done adding throughput or production to all of your emission units, click the 'calculate' button at the bottom. 

5.5. Emission Summary

Select the  red Save Icon in the bottom right corner before you get the updated Emission Summary information.

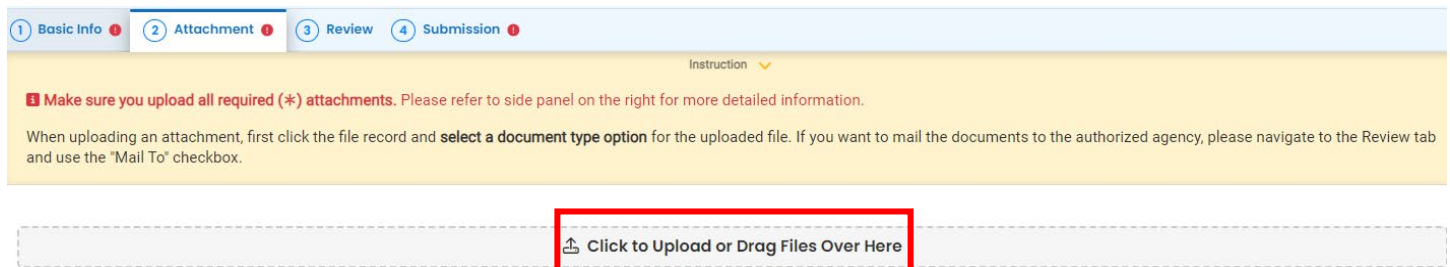
The final subtab provides the facility total emissions, in tons, for each pollutant.


6. Attachment


Most Simple and Standard permits list various elements that must be included in the annual report. Refer to your permit for specific information. Use the 'attachment' tab to upload documents that fulfill the remainder of your reporting requirements.

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 drop-down menu to 'Select the Document Type' and add any comments. The document type options are 'Facility-specific portions of their annual report', 'Other', or 'Redacted Submittal Form in PDF'. If necessary, you can remove the document by selecting the  red trash can icon.

Select the  red Save Icon in the bottom right corner.

7. Review

Please review your information and any attachments provided. Sections that are incomplete will be identified with a red x in the Submittal Form(s) Summary section. Required attachments that were not appropriately attached or given an attachment type will be identified here as well.

If needed, please click on the indicated tab to make the required changes to your submission. All required fields must be addressed before you are able to complete the submission.

Select the  red save Icon in the bottom right corner.

8. 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).

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

I have read and agree to the above certification statement

 Required.

Security Question

Security Question: what is your favorite book? *

 Required.

Show Question Answer

PIN Number

PIN: *

 Required.

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 in section 3. Select the button for Confidential Business Information (CBI).

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.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit



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.

9. 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

10. 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](#).

11. Revision History

Revision	Date	Changes	Editor
1.0	6/25/2024	Initial draft	Chris Moore
	11/21/2024	Copy edits and style guide compliance	C. Varley
	11/21/2024	Language edits and clarifications	Dan DeFehr