



ACDP Annual Reporting - Simple/Standard Permits

Version 1.1

December 2024



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Translation or other formats

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Error! Reference source not found.

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.

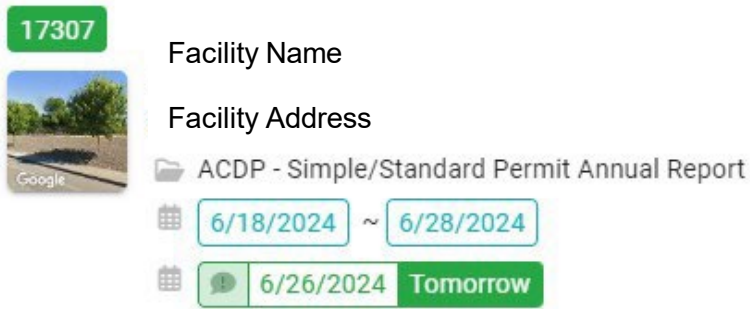
An annual report typically consists of various records that are required to be retained by the permit. The records must be prepared in the form of a report and submitted to DEQ, typically on an annual basis. Annual report submittals must be filed by the date(s) listed in the permit, typically February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

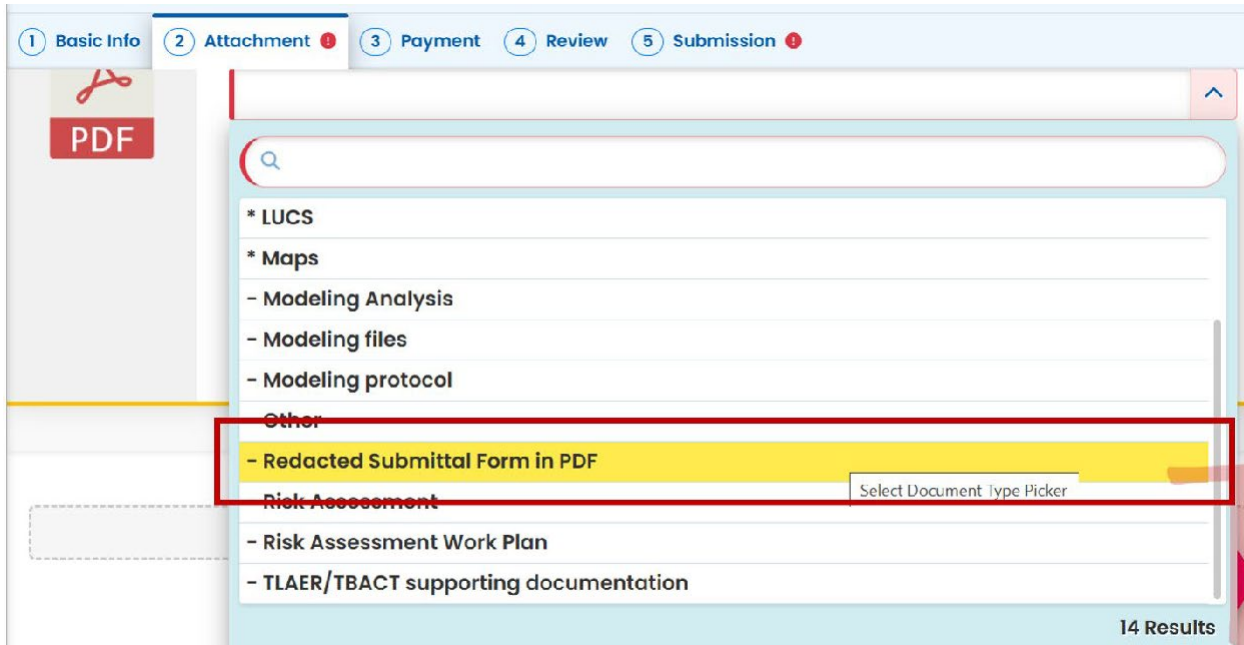
Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

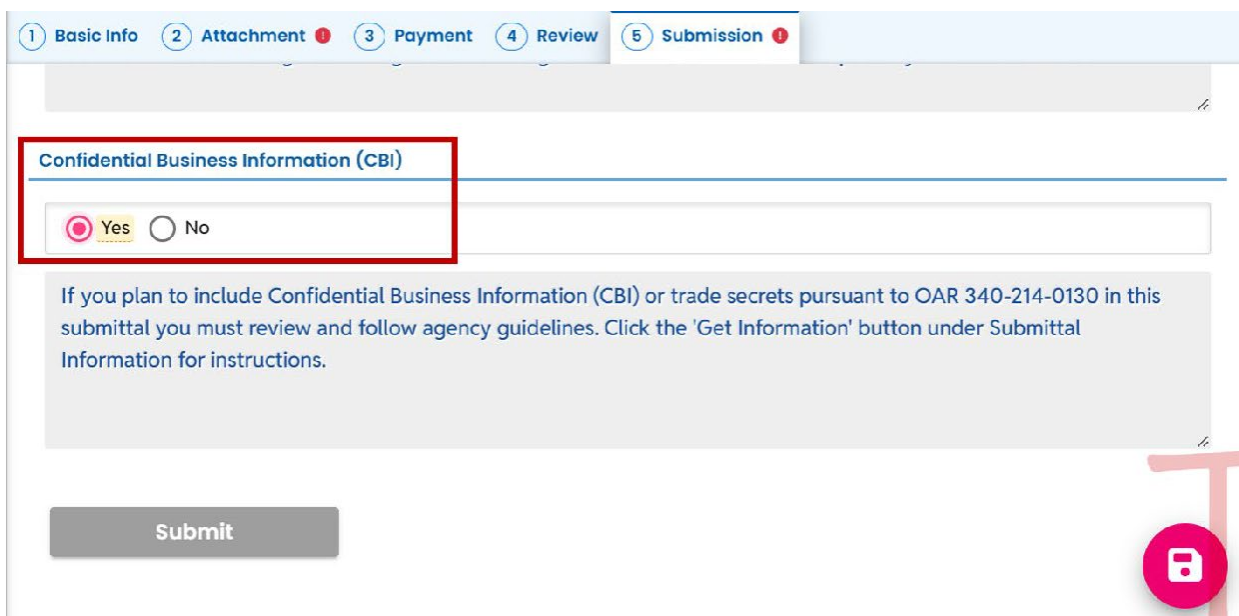
Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form.

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.

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.

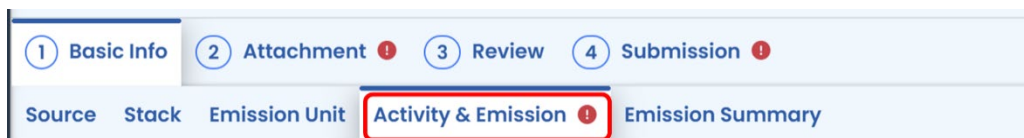
5.3. Emission Unit

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. Reporting Annual Emissions

The Activity & Emission tab is for reporting annual activity and calculating annual emissions. This tab will not show 12-month rolling averages or maximums. Permits that require these or additional emission calculations will need to attach the required additional information to the submittal using the Attachment tab.

When the Annual Report submittal is opened, the Activity & Emission tab has a warning reminding you to calculate annual activity and the emissions for each Emission Unit.



There are two ways to enter Activity into YDO. You can open each Emission Unit and enter the data one Emission Unit at a time. This works well for sites with 30 or fewer Emission Units. Alternatively, you can use

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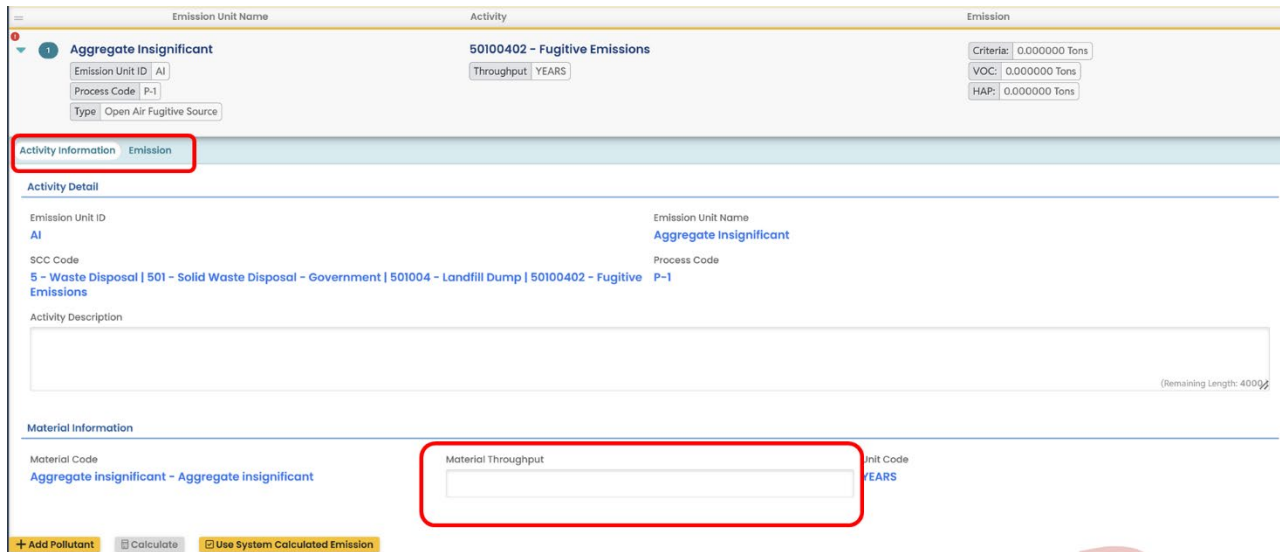
Bulk Upload to download a site-specific Emission Unit Data table, fill in your site's annual activities for each Emission Unit, and then copy & paste the data into YDO. Both methods work and will have the same results. Here are examples of each method. Remember, ONLY enter Activity data using ONE of these methods.

Option 1: Entering Activity For Emission Units Individually

Open Emission Unit by clicking on the triangle in the top right corner.



Once expanded, each Emission Unit's information has two sub-tabs, Activity Information and Emissions. On the Activity Information sub-tab, the only data you need to enter is the Material Throughput.



Each Emission Unit lists the "type" of material throughput and units of measure. Here is an example of a Hogged Fuel boiler with units of measure of 1000 pounds of steam. Activity data entered must be in the same units of measure, in this case, pounds of steam.

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1 Basic Info 2 Attachment 3 Review 4 Submission

Source Stack Emission Unit Activity & Emission Emission Summary

BOILERS ESP 30701424 – Secondary Tube Dryer: All Indirect-fired Units

Criteria: 0.000000 Tons
 VOC: 0.000000 Tons
 HAP: 0.000000 Tons

Emission Unit ID: [] Throughput: 654 1000 POUNDS
 Process Code: P-1
 Type: Other process equipment

Activity Information Emission

Activity Detail

Emission Unit ID: [] Emission Unit Name: BOILERS ESP
 SCC Code: 3 – Industrial Processes | 307 – Pulp and Paper and Wood Products | 307014 – Hardboard (HB) Manufacture | P-1
 30701424 – Secondary Tube Dryer: All Indirect-fired Units
 Process Code: P-1
 Activity Description: [] (Remaining Length: 4000)

Material Information

Material Code: STEAM – STEAM Material Throughput: 654 Unit Code: 1000 POUNDS

+ Add Pollutant Calculate Use System Calculated Emission

After entering the Activity data, click on to the Emission sub-tab. The emissions will be blank when you open the sub-tab, but site-specific Emission Factors will be filled in. YDO can calculate emissions based on the Activity entered and the Emission Factors. Alternatively, you can type annual emissions directly into the form instead of using YDO’s calculated values. To have YDO calculate emissions, click the Calculate icon.

1 Basic Info 2 Attachment 3 Review 4 Submission

Source Stack Emission Unit Activity & Emission Emission Summary

Aggregate Insignificant 30700799 – Other Not Classified

Criteria: 0.000000
 VOC: 0.000000
 HAP: 0.000000

Emission Unit ID: AI Throughput: 1 YEARS
 Process Code: P-1
 Type: Open Air Fugitive Source

Activity Information **Emission**

Pollutant	Annual Emission (tons)	Emission Basis	Emission Factor	Exponent	Reference
(Criteria) Carbon monoxide	[]	Facility EF	2000		(Remaining)
(Criteria) Nitrogen oxides	[]	Facility EF	2000		(Remaining)
(Criteria) Particulate matter	[]	Facility EF	2000		(Remaining)
(Criteria) Particulate matter less than or equal to 10 micrometers	[]	Facility EF	2000		(Remaining)
(Criteria) Particulate matter less than or	[]	Facility EF	2000		(Remaining)

+ Add Pollutant Calculate Use System Calculated Emission

When YDO calculates emission, it will populate the “System Calculated Values” column at the far right, but this action does not yet populate the Annual Emissions column.

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The screenshot shows the 'Emission Summary' tab for 'Aggregate Insignificant' activity. The table lists pollutants and their emission factors. The 'Annual Emission (Tons)' column is highlighted with a red box. The 'Use System Calculated Emission' icon is also highlighted with a red box.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)
(Criteria) Carbon monoxide		Facility EF	2000			Pounds / YEARS	1
(Criteria) Nitrogen oxides		Facility EF	2000			Pounds / YEARS	1
(Criteria) Particulate matter		Facility EF	2000			Pounds / YEARS	1
(Criteria) Sulfur dioxide		Facility EF	2000			Pounds / YEARS	1
(Criteria) Volatile organic compounds		Facility EF	2000			Pounds / YEARS	1

The Annual Emission column can be populated for all pollutants with YDO's calculated values by selecting the "Use System Calculated Emissions" icon at the bottom. Alternatively, if only need to report a selection of pollutants using YDO's calculated values, select those pollutants' checkboxes in the far-right column, "Use System Calculated Value".

The screenshot shows the 'Emission Summary' tab for 'Aggregate Insignificant' activity. The 'Use System Calculated Emission' icon is highlighted with a red box. The 'Use System Calculated Value' checkboxes are also highlighted with a red box.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Volatile organic compounds		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

By selecting "Use System Calculated Emission" with either method, YDO will populate the Annual Emission column, and you are agreeing that YDO calculated your emissions correctly.

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The screenshot shows the 'Emission Summary' page for an 'Aggregate Insignificant' activity. The activity name is '30700799 - Other Not Classified' with a throughput of 1 YEAR. The criteria are: Criteria: 7000000 Tons, VOC: 1000000 Tons, HAP: 0.000000 Tons. The table below lists pollutants with their respective emission factors and bases. A red box highlights the 'Annual Emission (Tons)' column, which contains the value '1' for all listed pollutants.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	Syst Calcul Val (Tons)
(Criteria) Carbon monoxide	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Nitrogen oxides	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Particulate matter	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Sulfur dioxide	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Volatile organic compounds	1	Facility EF	2000			Pounds / YEARS	1

If YDO's calculated emissions are not to be reported, do not select "Use System Calculated Emission". Instead, manually type emissions into the Annual Emission column.

The screenshot shows the 'Emission Summary' page for an 'Aggregate Insignificant' activity. The activity name is '30700799 - Other Not Classified' with a throughput of 1 YEAR. The criteria are: Criteria: 13.200000 Tons, VOC: 1.900000 Tons, HAP: 0.000000 Tons. The table below lists pollutants with their respective emission factors and bases. A red box highlights the 'Annual Emission (Tons)' column, which contains manually entered values: 3.2 for Carbon monoxide, 4.1 for Nitrogen oxides, 1.25 for Particulate matter, and 0.75 for Sulfur dioxide. The 'System Calculated Value' column is empty for all pollutants.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide	3.2	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides	4.1	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter	1.25	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide	0.75	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

Some annual emissions are not calculated by Activity multiplied by Emission Factors. Examples are material balance, CEMs, TANKS database, etc. These can be identified as those pollutants whose Emission Basis is not "Facility EF". For these annual emissions, the calculate button will not populate the Annual Emission column and the only option is to manually type in the amount of emissions in units of tons. Below is an example of calculated VOC emissions. Note that there is no listed Emission Factor and that the Annual Emission box is required.

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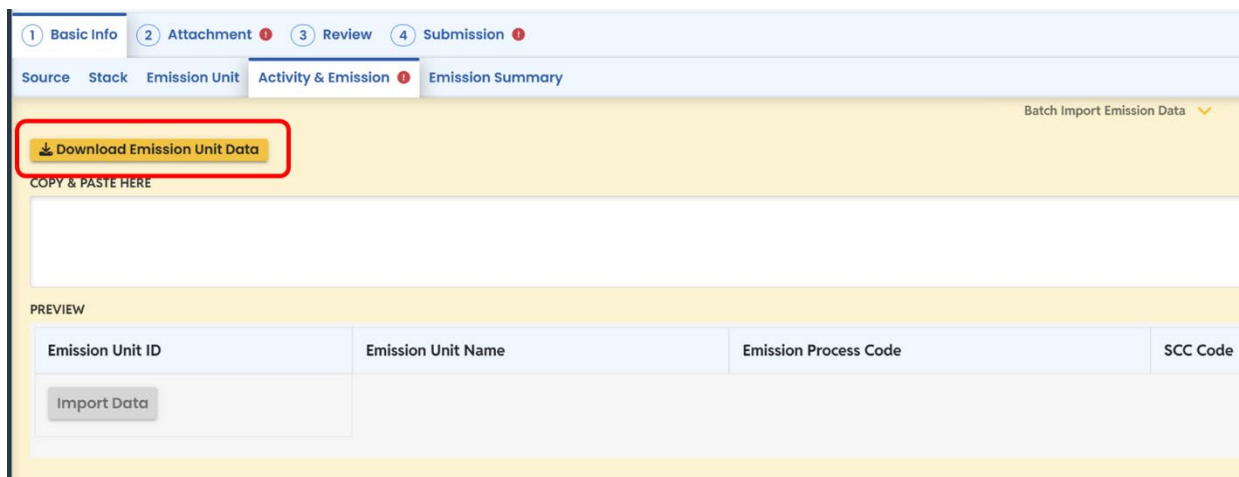
Pollutant	Annual Emission (tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (tons)	Use System Calculated Value
(Criteria) Particulate matter less than or equal to 2.5 micrometers	0.014388	Facility EF	0.044			Pounds / Hours	0.014388	<input checked="" type="checkbox"/>
(Criteria) Particulate matter less than or equal to 10 micrometers	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>
(Criteria) Volatile organic compounds		Other				Pounds / Hours		<input type="checkbox"/>
(Criteria) Particulate matter	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>

Option 2: Entering Activity Using the Bulk Upload Option

Sites with many Emission Units may want to use the bulk upload option for entering Activity data. On the Activity & Emission tab there is a small banner with a carrot for the “Batch Import Emission Data”. Only enter activity data one way, if you manually entered Activity (Option 1 in the previous section) don’t also bulk import them! Click on the arrow to open the Bulk Upload utility.



Click on the Download Emission Unit Data button. This will download a site-specific table. Open the .csv file from downloaded files.



Complete Column F, “Annual Activity,” with site’s Activity data.

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	A	B	C	D	E	F	G	H
1	Emission U	Emission Unit Description	Process Cc	SCC	Activity Description	Annual Activity	Activity Unit	
2	SPF	Storage Pile Fugitives	P-1	30704002			YEARS	
3	H-DRY	Fuel Dryer	P-1	30701424	Fuel Dryer 54		Hours	
4	H-BGH	Hardboard Plant	P-4	30700778	Hardboard Plant		Hours	
5	H-ESP	BOILERS ESP	P-1	30701424			1000 POUNDS	
6	S-BGH	Stud planer baghouse	P-1	30700778			Hours	
7	LBR-DK	Kilns	P-1	30701431	Lumber Kilns, Hemlock		1000 BOARD FEET	
8	AI	Aggregate Insignificant	P-1	30700799			YEARS	
9	H-PVUV	Hardboard press and unloader vents	P-1	30701441			1000 SQUARE FEET	
10	H-HMS	humidifiers, mix chest and steam cyclone	P-1	30700799	Humidifiers, mix chest and steam cyclone		Hours	
11	H-BGH	Hardboard Plant	P-3	30700778	Hardboard Plant		Hours	
12	H-RF12	Refiners	P-1	30701467			Hours	
13	S-CYC	Cyclones	P-1	30700808	Cyclones 16-24		1000 SQUARE FEET	
14	M-VOC	Misc. VOCs	P-1	30700799	Lumber Surface Treatment		Tons	
15	LBR-DK	Kilns	P-3	30701431	Lumber Kilns, True Fir		1000 BOARD FEET	
16	RD-FUG	Paved and Unpaved Road Fugitives	P-1	30788801	Paved		1000 BOARD FEET	
17	H-BGH	Hardboard Plant	P-1	30700778	Hardboard Plant		Hours	
18	S-CYC	Cyclones	P-4	30700808	Cyclones 18-22		1000 SQUARE FEET	
19	RD-FUG	Paved and Unpaved Road Fugitives	P-2	30788801	Unpaved		1000 BOARD FEET	
20	BGEN	Generators	P-1	20100102			Hours	
21	LBR-DK	Kilns	P-2	30701431	Lumber Kilns, Doug Fir		1000 BOARD FEET	
22								
23								

Highlight the table of data (not row 1 with the column titles) and copy. (Right-click and copy or Ctrl+c.)

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	A	B	C	D	E	F	G
	Emission U	Emission Unit Description	Process Cc	SCC	Activity Description	Annual Activity	Activity Unit
2	SPF	Storage Pile Fugitives	P-1	30704002			YEARS
3	H-DRY	Fuel Dryer	P-1	30701424	Fuel Dryer 54		Hours
4	H-BGH	Hardboard Plant	P-4	30700778	Hardboard PlantBaghouses,H-53		Hours
5	H-ESP	BOILERS ESP	P-1	30701424			1000 POUNDS
6	S-BGH	Stud planer baghouse	P-1	30700778			Hours
7	LBR-DK	Kilns	P-1	30701431	Lumber Kilns, Hemlock		1000 BOARD FEET
8	AI	Aggregate Insignificant	P-1	30700799			YEARS
9	H-PVUV	Hardboard press and unloader vents	P-1	30701441			1000 SQUARE FEET
10	H-HMS	humidifiers, mix chest and steam cyclone	P-1	30700799	Humidifiers, mix chest and steam cyclone		Hours
11	H-BGH	Hardboard Plant	P-3	30700778	Hardboard PlantBaghouses,H-25		Hours
12	H-RF12	Refiners	P-1	30701467			Hours
13	S-CYC	Cyclones	P-1	30700808	Cyclones 16-24		1000 SQUARE FEET
14	M-VOC	Misc. VOCs	P-1	30700799	Lumber Surface Treatment		Tons
15	LBR-DK	Kilns	P-3	30701431	Lumber Kilns, True Fir		1000 BOARD FEET
16	RD-FUG	Paved and Unpaved Road Fugitives	P-1	30788801	Paved		1000 BOARD FEET
17	H-BGH	Hardboard Plant	P-1	30700778	Hardboard PlantBaghouses, DB Dust Box		Hours
18	S-CYC	Cyclones	P-4	30700808	Cyclones 18-22		1000 SQUARE FEET
19	RD-FUG	Paved and Unpaved Road Fugitives	P-2	30788801	Unpaved		1000 BOARD FEET
20	BGEN	Generators	P-1	20100102			Hours
21	LBR-DK	Kilns	P-2	30701431	Lumber Kilns, Doug Fir		1000 BOARD FEET

Then paste into the box on the YDO submittal. (Right-click and paste or Ctrl+v.)

Download Emission Unit Data

COPY & PASTE HERE

Emission Unit ID	Emission Unit Name	Emission Process Code	SCC Code	Activity Desc	Annual Activity	Activity Unit
Import Data						

When the data is pasted into the box, YDO will automatically fill the Preview table.

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Source Stack Emission Unit Activity & Emission Emission Summary

H-BGH Hardboard Plant P-3 30700778 Hardboard Plant(Baghouses,H-202 3245 Hours
 H-RF12 Refiners 1 and 2 P-1 30701467 3222 Hours
 S-CYC Cyclones P-1 30700808 Cyclones 164 654 1000 SQUARE FEET
 M-VOC Misc. VOCs P-1 30700799 Lumber Surface Treatment 3258 Tons
 S-BGH S-62: Stud planer baghouse P-3 30700778 old 2546 Hours
 LBR-DK Kilns P-3 30701431 Lumber Kilns, True Fir 654 1000 BOARD FEET
 RD-FUG Paved and Unpaved Road Fugitives P-1 30788801 Paved 654 1000 BOARD FEET
 H-BGH Hardboard Plant P-2 30700778 old 6548 Hours
 H-BGH Hardboard Plant P-1 30700778 Hardboard Plant(Baghouses, DB Dust Box 456 Hours
 S-CYC Cyclones P-4 30700808 Cyclones 182 654 1000 SQUARE FEET
 RD-FUG Paved and Unpaved Road Fugitives P-2 30788801 Unpaved 654 1000 BOARD FEET
 BGEN Generators P-1 20100102 8566 Hours
 LBR-DK Kilns P-2 30701431 Lumber Kilns, Doug Fir 654 1000 BOARD FEET
 S-BGH S-62: Stud planer baghouse P-2 30700778 old 2584 Hours

Paste Here

Emission Unit ID	Emission Unit Name	Emission Process Code	SCC Code	Activity Desc	Annual Activity	Activity Unit
SFF	Storage Pile Fugitives	P-1	30701002		1	YEARS
H-DRY	Fuel Dryer	P-1	30700799	Fuel Dryer H-140	4123	Hours
H-BGH	Hardboard Plant	P-4	30700778	Hardboard Plant(Baghouses,H-203	1532	Hours
H-ESP	BOILERS ESP	P-1	30701424		1521	1000 POUNDS
S-BGH	S-62: Stud planer baghouse	P-2	30700778		2521	Hours

Scroll through the data in the Preview window, if the Preview looks good, use the Import Data button to populate the Activity data into the submittal form for each Emission Unit.

Source Stack Emission Unit Activity & Emission Emission Summary

H-BGH Hardboard Plant P-3 30700778 Hardboard Plant(Baghouses,H-202 3245 Hours
 H-RF12 Refiners 1 and 2 P-1 30701467 3222 Hours
 S-CYC Cyclones P-1 30700808 Cyclones 164 654 1000 SQUARE FEET
 M-VOC Misc. VOCs P-1 30700799 Lumber Surface Treatment 3258 Tons
 S-BGH S-62: Stud planer baghouse P-3 30700778 old 2546 Hours
 LBR-DK Kilns P-3 30701431 Lumber Kilns, True Fir 654 1000 BOARD FEET
 RD-FUG Paved and Unpaved Road Fugitives P-1 30788801 Paved 654 1000 BOARD FEET
 H-BGH Hardboard Plant P-2 30700778 old 6548 Hours
 H-BGH Hardboard Plant P-1 30700778 Hardboard Plant(Baghouses, DB Dust Box 456 Hours
 S-CYC Cyclones P-4 30700808 Cyclones 182 654 1000 SQUARE FEET
 RD-FUG Paved and Unpaved Road Fugitives P-2 30788801 Unpaved 654 1000 BOARD FEET
 BGEN Generators P-1 20100102 8566 Hours
 LBR-DK Kilns P-2 30701431 Lumber Kilns, Doug Fir 654 1000 BOARD FEET
 S-BGH S-62: Stud planer baghouse P-2 30700778 old 2584 Hours

Emission Unit ID	Emission Unit Name	Emission Process Code	SCC Code	Activity Desc	Annual Activity	Activity Unit
S-CYC	Cyclones	P-4	30700808	Cyclones 182	654	1000 SQUARE FEET
RD-FUG	Paved and Unpaved Road Fugitives	P-2	30788801	Unpaved	654	1000 BOARD FEET
BGEN	Generators	P-1	20100102		8566	Hours
LBR-DK	Kilns	P-2	30701431	Lumber Kilns, Doug Fir	654	1000 BOARD FEET
S-BGH	S-62: Stud planer baghouse	P-2	30700778	old	2584	Hours

Import Data

Scroll to bottom of Preview window

This action populates the Activity sub-tab for each Emission Unit. Emissions will still need to be calculated for each Emission Unit. To calculate emissions for all the Emission Units at once use the Calculate icon at the bottom of the screen or do it individually one Emission Unit at a time.

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Source Stack Emission Unit Activity & Emission Emission Summary

2.5 micrometers				
(Criteria) Particulate matter		Facility EF		0.096
(Criteria) Particulate matter less than or equal to 10 micrometers		Facility EF		0.027

+ Add Pollutant **Calculate** Use System Calculated Emission

S-62: Stud planer baghouse 30700778 – Combined Process Unit Type Dust Collection: Mixed

Emission Unit ID: S-BGH Throughput: 654 Hours
 Process Code: P-3
 Type: Other process equipment

1 2 25 Results

Calculate

The Calculate function will populate the System Calculated Values column.

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Source Stack Emission Unit Activity & Emission Emission Summary

Aggregate Insignificant 30700799 - Other Not Classified

Emission Unit ID: AI Throughput: 1 YEARS
 Process Code: P-1
 Type: Open Air Fugitive Source

Criteria: 0.000000 Tons
 VOC: 0.000000 Tons
 HAP: 0.000000 Tons

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Unit	System Calculated Value (Tons)
(Criteria) Carbon monoxide		Facility EF	2000			Pounds / YEARS	1
(Criteria) Nitrogen oxides		Facility EF	2000		(Remaining Length: 409)	Pounds / YEARS	1
(Criteria) Particulate matter		Facility EF	2000		(Remaining Length: 409)	Pounds / YEARS	1
(Criteria) Sulfur dioxide		Facility EF	2000		(Remaining Length: 409)	Pounds / YEARS	1
(Criteria) Volatile organic compounds		Facility EF	2000		(Remaining Length: 409)	Pounds / YEARS	1

+ Add Pollutant **Calculate** Use System Calculated Emission

The Annual Emission column can be populated for all pollutants with YDO’s calculated values by selecting the “Use System Calculated Emissions” icon at the bottom. Alternatively, if you only need to report a selection of pollutants using YDO’s calculated values, select those pollutants’ checkboxes in the far-right column under “Use System Calculated Value”.

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Activity: 30700799 - Other Not Classified

Criteria: 0.000000 Tons
VOC: 0.000000 Tons
HAP: 0.000000 Tons

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Volatile organic compounds		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

Buttons: + Add Pollutant, Calculate, Use System Calculated Emission

By selecting “Use System Calculated Emission” with either method, YDO will populate the Annual Emission column, and you are agreeing that YDO calculated your emissions correctly.

Activity: 30700799 - Other Not Classified

Criteria: 2000000 Tons
VOC: 1.000000 Tons
HAP: 0.000000 Tons

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Nitrogen oxides	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Particulate matter	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Sulfur dioxide	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Volatile organic compounds	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>

If YDO’s calculated emissions are not to be reported, do not select “Use System Calculated Emission”. Instead, manually type the emissions values into the Annual Emission column.

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Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide	3.2	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides	4.1	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter	1.25	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide	0.75	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

Some annual emissions are not calculated from Activity x Emission Factors. Examples are material balance, CEMs, TANKS database, etc. These can be identified as those pollutants whose Emission Basis is not “Facility EF”. For these annual emissions, the calculate button will not populate the Annual Emission column and the only option is to manually type in the amount of emissions in units of tons. Below is an example of calculated VOC emissions. Note that there is no listed Emission Factor and that the Annual Emission box is required.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Particulate matter less than or equal to 2.5 micrometers	0.014388	Facility EF	0.044			Pounds / Hours	0.014388	<input checked="" type="checkbox"/>
(Criteria) Particulate matter less than or equal to 10 micrometers	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>
(Criteria) Volatile organic compounds		Other				Pounds / Hours		<input type="checkbox"/>
(Criteria) Particulate matter	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>


Checking Reported Emissions with the Emission Summary Tab

When all of the Activity and Annual Emissions are entered and saved, the Emission Summary tab will populate and show Facility-Wide Annual Emissions.

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Pollutant	Total Emission(Tons)
1 (Criteria) Carbon monoxide	0.1
2 (Criteria) Nitrogen oxides	0.1
3 (Criteria) Particulate matter	0
4 (Criteria) Particulate matter less than or equal to 10 micrometers	0
5 (Criteria) Particulate matter less than or equal to 2.5 micrometers	0
6 (Criteria) Sulfur dioxide	0
7 (Criteria) Volatile organic compounds	3

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.

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction

1 Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.


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.


 Click to Upload or Drag Files Over Here

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-

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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
1.1	12/26/2024	Added sections 5.2-5.5 per D.Broderick	Amanda Hallmark