



# ACDP Asphalt Plant Burner Tuning Report

Version 1.0

November 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

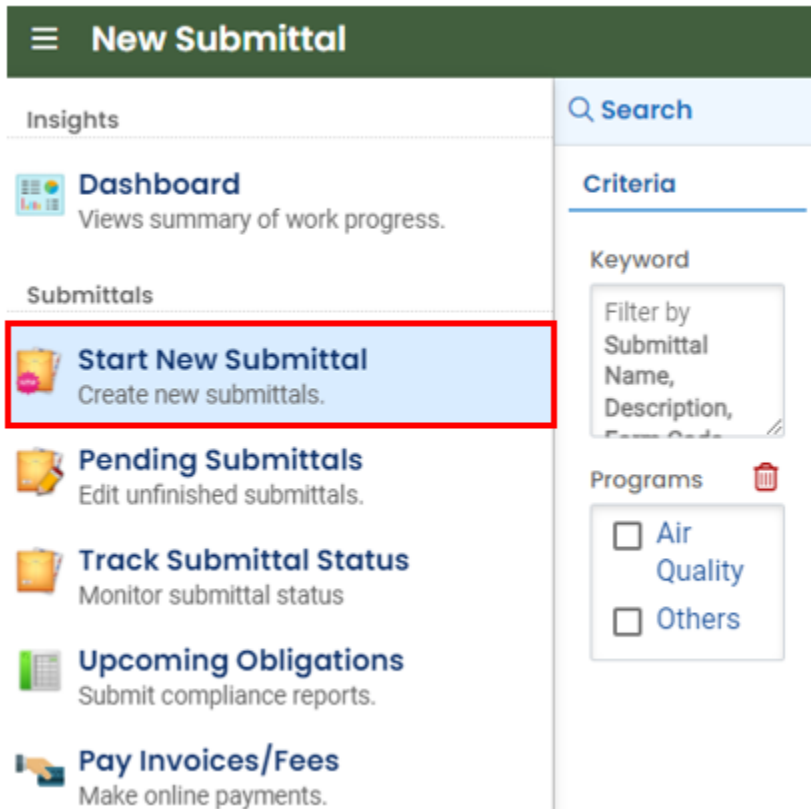
This document provides information to the owner/operator of an Asphalt Plant (General Permit no. AQGP-007) facility in [Your DEQ Online](#). The information is grouped by:


- i. Accessing the Burner Tuning Report (Form no. AQGP-T07)
- ii. Basic Info
- iii. Attachments
- iv. Payment
- v. Review
- vi. Submission

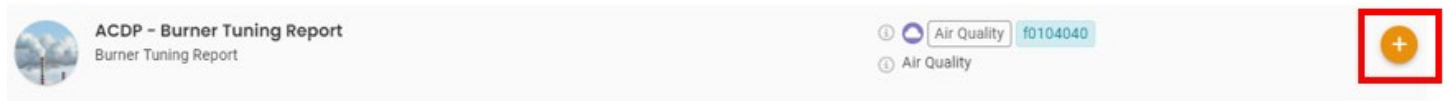
Burner Tuning Forms (Form AQGP-T07) must be completed externally to perform the submittal process outlined in this document. [Form AQGP-T07](#) is located on Oregon DEQ's Air Quality Permits website under [Applications and other forms](#), accessible from the Asphalt plants (GP-07) dropdown.

# 2. Burner Tuning Reports for Asphalt Plants

Login to your account on the [Your DEQ Online Public Portal](#). In the top left-hand corner, select the 'Start New Submittal' icon  to create a new submittal.

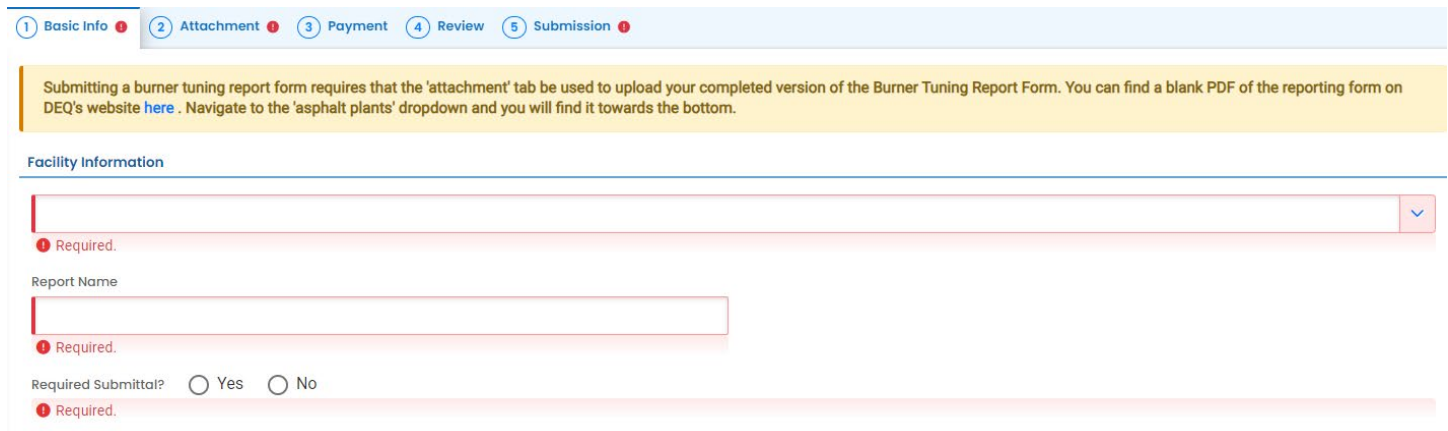


Select ACDP – Burner Tuning Report by clicking on the plus icon  to create a new submittal.



### 3. Basic Info

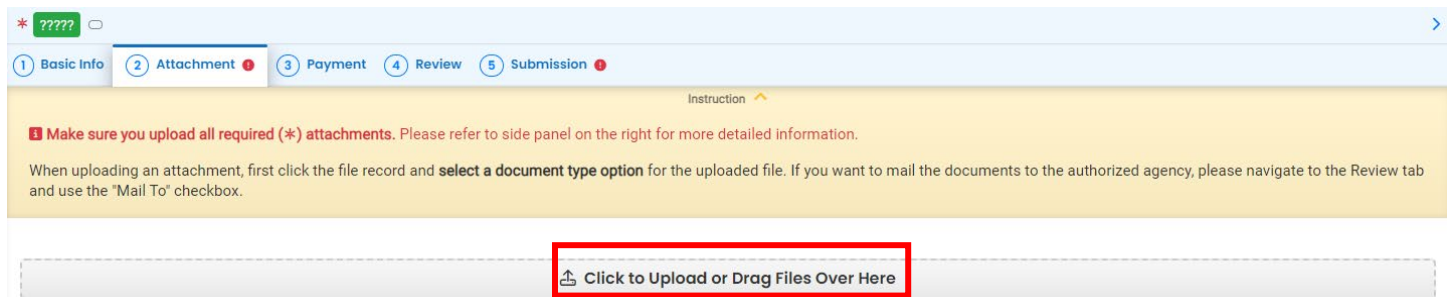
In the *Facility Information* section, use the dropdown menu to select your facility by using the search field or by scrolling through the list. Type in the Report Name that is being submitted for your facility and select a response for Required Submittal. A burner tuning report form will be uploaded on the *Attachment tab* (see Section 4).




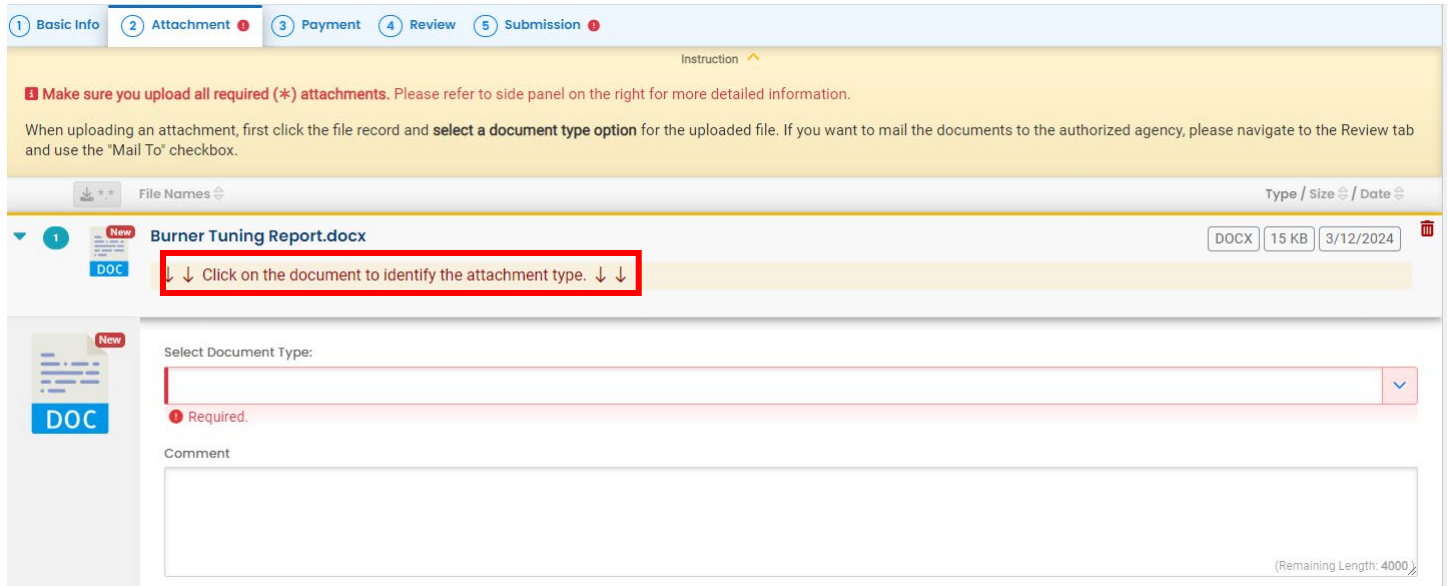
### 4. Attachments

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* (see Section 6) and use the 'Mail To' checkbox.

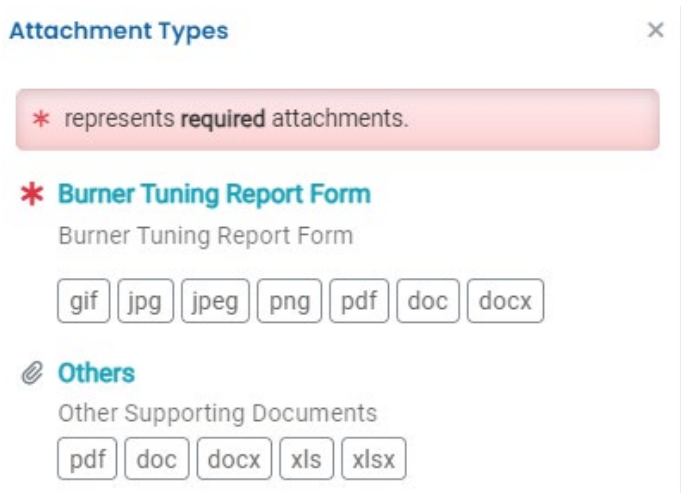
To upload an attachment, use the 'Click to Upload or Drag Files Over Here' icon accordingly.



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. If necessary, you can remove the document by selecting the red trash can .



Make sure to upload all required attachments, as indicated by a red asterisk \* under Attachment Types, as seen on the right hand side of the Attachment tab.



## 5. Payment

There are no fees required for submitting burner tuning reports at this time.

## 6. Review


Please review your submittal info 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 or Attachment Tab to make changes to your submission. The review tab will identify if the mandatory attachment was not uploaded. If you want to mail the document(s) to the authorized agency, please select box titled 'Select All Mail to' in the Mandatory Attachment section of the Review tab.

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.

× Basic Info

### Fees/Payments

Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00

### Mandatory Attachment

Missing required attachment.

Select All Mail to

\* Burner Tuning Report Form    Burner Tuning Report Form    gif jpg jpeg png pdf doc docx     Mail to

### Uploaded Attachment

## 7. 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). Click the Submit button at the bottom of the Submission tab to complete your facility's burner tuning report.



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1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please check the required fields on the form.

**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 the name of your home town newspaper? \*

Required.

Show Question Answer

**PIN Number**

PIN: \*

Required.

When you have completed the review and are ready to submit the relocation notice, 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 to successfully complete. 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'.

## 8. Air Quality Permitting Staff Contacts

Information about air quality permits and DEQ's regulations may be obtained from the DEQ web page at <http://www.oregon.gov/deq/>. 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:

<b>Counties</b>	<b>Office Address and Telephone</b>
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

## 9. 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](#).

## 10. Revision History

<b>Revision</b>	<b>Date</b>	<b>Changes</b>	<b>Editor</b>
<b>1.0</b>	<b>03/12/2024</b>	<b>Initial draft</b>	<b>Chris Moore</b>