



ACDP Basic Permit

Version 1.0

November 2024



This document was prepared by
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232
Contact: YourDEQOnline@deq.oregon.gov

Version 1.0
Last updated: November 25, 2024



Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

Table of contents

System Overview	4
1. Introduction	5
2. ACDP-Basic Permit Application	6
3. Confidential Business Information	6
3.1. Submit Confidential Business Information using file attachment	7
3.2. Submit Confidential Business Information using a YDO form.....	7
4. Basic Info	9
4.1. New Facility Information section	9
4.2. Mailing Address section	10
4.3. Physical Location section.....	10
4.4. Emission Unit Information section.....	11
4.5. Contact section	11
5. Attachment	12
6. Payment	13
7. Review	13
8. Submission	14
9. Air Quality Permitting Staff Contacts	15
10. Help Desk and Resources	16
11. Revision History	16

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 or operator of facilities that are eligible for a Basic Air Contaminant Discharge Permit. Generally, a Basic ACDP is appropriate for a specific subset of the following operations: autobody repair or painting shops, boilers, crematories, prepared feed operations, ready-mix/concrete manufacturing plants, rock crushers, surface coaters, and other sources requesting enforceable limits.

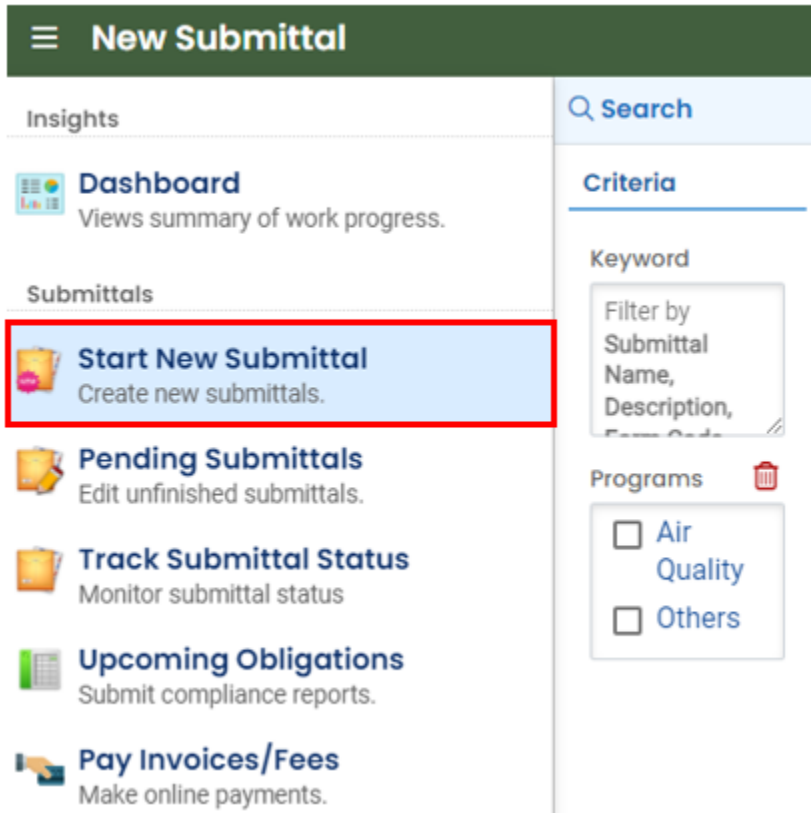
For more information about Basic ACDPs and whether this permit type is right for your operation, review DEQ's webpage '[Help Finding the Right Permit](#)' and '[Basic and General ACDPs](#)'.


This document provides information to an owner or operator for submitting an application for a new Basic ACDP. The form or application that is submitted to DEQ is called a 'submittal'. The submittal type for this purpose is 'ACDP - Basic Permit Application' in [Your DEQ Online](#). The information in this document is grouped by:

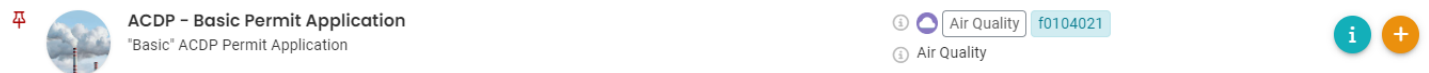
- i. Accessing the ACDP-Basic Permit Application
- ii. Confidential Business Information
- iii. Basic Info
- iv. Attachment
- v. Payment
- vi. Review
- vii. Submission

2. ACDP-Basic Permit Application

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 'ACPD-Basic Permit Application' by clicking the plus icon .



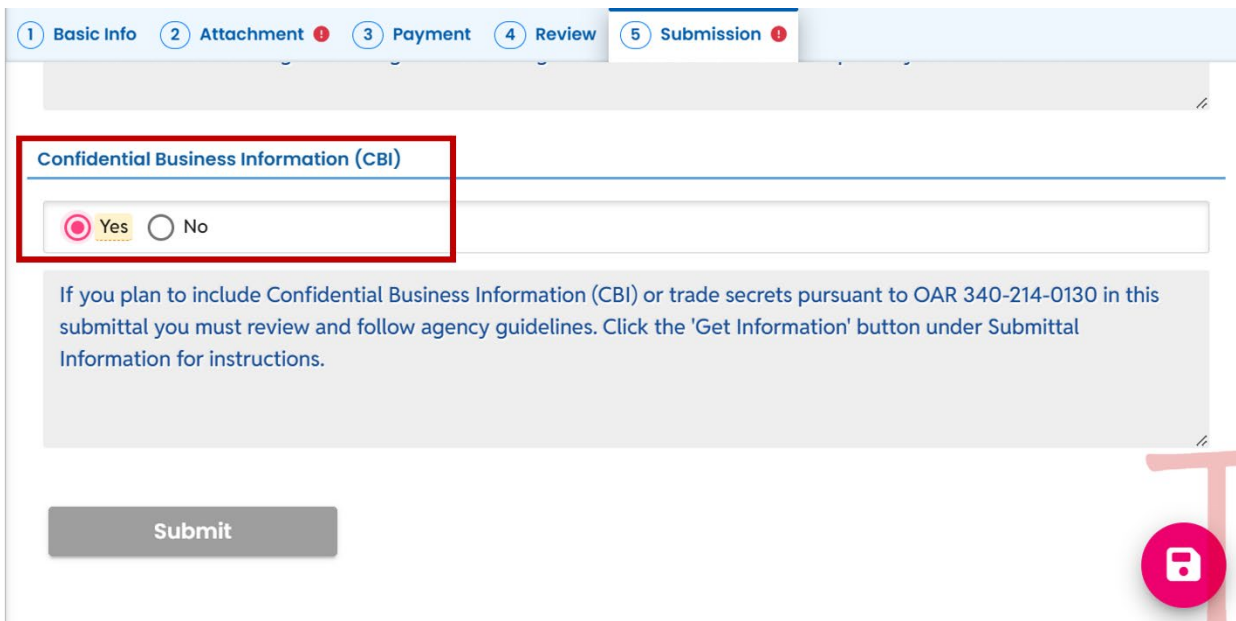
3. Confidential Business Information

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.

3.1. 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.

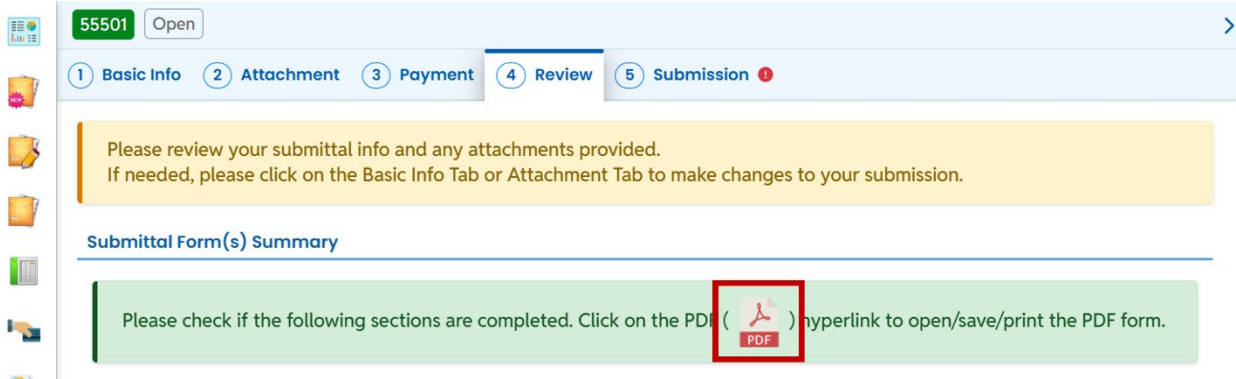


The screenshot shows a web form with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Submission' tab is active. A red box highlights the 'Confidential Business Information (CBI)' section, which contains a radio button labeled 'Yes' (selected) and a radio button labeled 'No'. Below this is a text box with instructions: '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.' At the bottom left is a 'Submit' button, and at the bottom right is a red circular icon with a white document symbol.

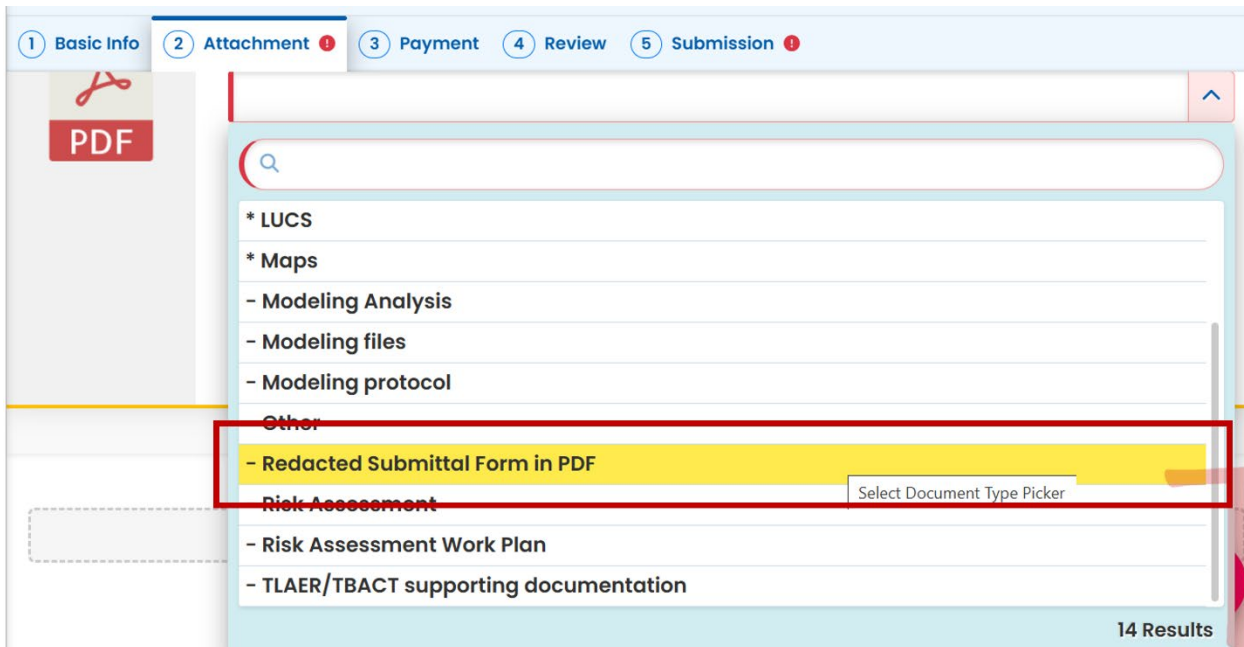
3.2. Submit Confidential Business Information using a YDO form

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.

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

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.

4. Basic Info

4.1. New Facility Information section

Enter your facility's legal name as it appears on the Oregon Secretary of State's Business Registry. Provide a business email and phone number.

All DEQ permits must be issued to a 'person' as defined by Oregon statute ([ORS 468.005](#)). In most cases, this means the legal entity name that is listed on your submittal must be listed and current with the [Oregon Secretary of State Corporations Division](#) to conduct business in the State of Oregon. However, DEQ can also issue permits to an individual person without registering with the Oregon Secretary of State.

New Facility Information

Facility Name

Required.

Abbreviation Is the facility located on Native American Lands?

Email Phone Fax Number of Employees
Required and Check the Email Format. **Required and Check the Phone Number Format.**

Comments:
 (Remaining Length: 4000)

4.2. Mailing Address section

Enter a valid mailing address where DEQ can send permitting documents and other pertinent materials.

Mailing Address

Country
 United States Canada

Address Unit, Suite, or Floor #

Required.

City State Zip Code
Required. **Required.**

4.3. Physical Location section

Enter the physical address of the facility or use the Google map tool to select the physical location.

Physical Location

Country
 United States Canada

Address
Required.


City State Zip Code
Required. **Required.**

Latitude Longitude


SIC Codes (0) NAICS Codes (0)


DEQ Air Quality Source Number

Do you have other air permits at this location or for this equipment?
 Yes No
Required

Basic Permit Category 
Required

To use the Google map tool, select the map icon in the New Site Location section of the Basic Info tab. This will generate a pop-up map allowing you to select an exact new site location. Use the '+' and '-' icons to zoom in as needed. Once you are ready to select a location, use the mouse to single click a location. Select the

green check mark  if you are satisfied with pinned location, which will close the map tool and populate the

New Site Location section. Select the red check mark  to exit out of the map tool.

Identify any other air quality permits at your facility.

Use the drop-down menu to select the appropriate Basic Permit Category based on your facilities activities.

4.4. Emission Unit Information section

This section will vary based on the selected Permit Category type you selected. Fill out all required fields.

4.5. Contact section

The submitter is the person who will be able to answer questions about the submittal, including the existing or proposed operations that will be covered by the air permit.

Enter the name and contact information of the Responsible Official. In most cases this is the individual applying for the Basic Permit.

Enter the name and contact information of the facility contact. This is an individual that works onsite. If the facility contact is the same as the Responsible Official you can select the Copy from RO icon

Copy from RO

Enter the name and contact information of the Invoice Contact. This is the individual that DEQ will contact regarding annual fees and payment. If the invoice contact is the same as the Responsible Official you can

select the Copy from RO icon

Copy from RO

IV. Contact

Responsible Official

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/> <small>Required.</small>	<input type="text"/>	<input type="text"/> <small>Required.</small>
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Required.</small>	
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x0000"/> <small>Required.</small>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	

Mailing Address

Country		
<input checked="" type="radio"/> United States <input type="radio"/> Canada		
Address	Unit, Suite, or Floor #	
<input type="text" value="Enter a location"/> <small>Required.</small>	<input type="text"/>	
City	State	Zip Code
<input type="text"/> <small>Required.</small>	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/> <small>Required.</small>



5. Attachment

If you have attachments, such as a map or a land use compatibility statement, use the 'Click to Upload or Drag Files Over Here' icon accordingly.

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction


Attachments are not required for current submittal.

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

6. Payment

Please ensure all required data is entered on the submittal form and required attachments are uploaded before you pursue payment.

For a new submittal, please click on the  Save icon to confirm the fee amount before you continue.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE button** to confirm the fee amount before you continue.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	-	Paid	=	Due
\$ 180.00		\$ 0.00		\$ 180.00

Fees	Payment Transactions
ACDP Application Fee ① Permit/License/Certificate Fee \$ 180.00	No payment transaction records.

1 Results

7. 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 or Attachment tab to make changes to your submission.

ACDP Basic Permit
Version 1.0

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 **Uploaded Attachment**

Attachments are not required for this Submittal.

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). Click the Submit button at the bottom of the Submission tab to complete your facility's relocation notice for ACIs.

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 Basic Permit application, 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

Counties	Office Address and Telephone
	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	3/15/24	Initial draft	JC
	11/20/2024	Updates to language; clarifications	Dan DeFehr
	11/22/2024	Copy edits and Style Guide Compliance	C. Varley