



ACDP Gasoline Dispensing Facility Test 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 a Gasoline Dispensing Facility (GDF) for submitting performance test reports in [Your DEQ Online](#). The information is grouped by:


- i. Accessing the ACDP-GDF Test Report Submittal
- ii. Basic Info
- iii. Attachments
- iv. Payment
- v. Review
- vi. Submission

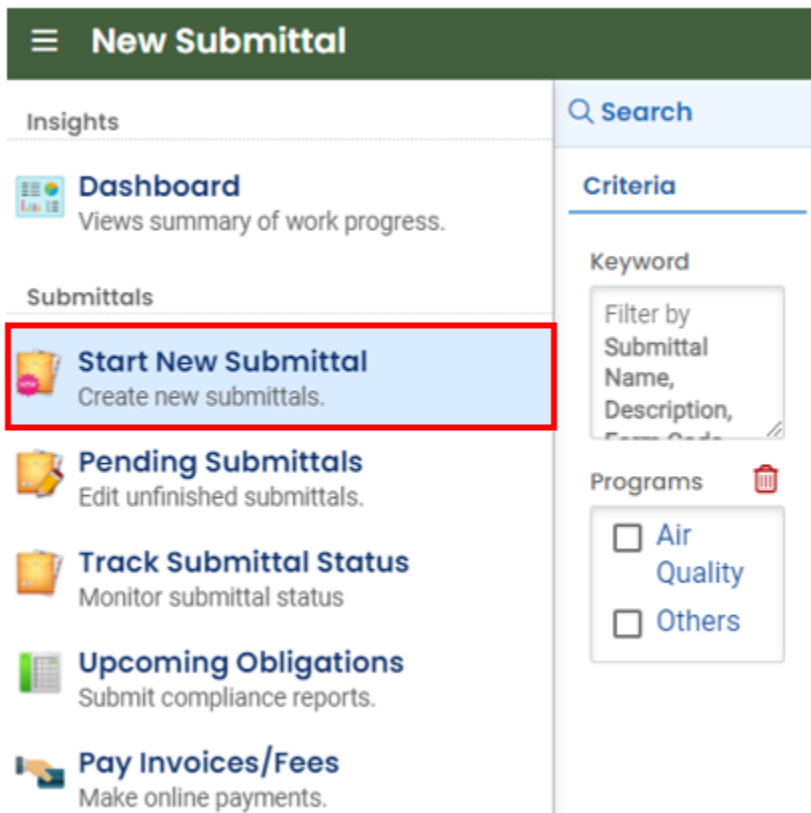
2. ACDP-GDF Test Report


DEQ may have sent you a reporting obligation in Your DEQ Online based on a past test or known future testing date. It remains the responsibility, however, of the permittee to begin and send in a submittal with test reports to remain in compliance with your permit.

Initiating a new submittal for your GDF test report:

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.

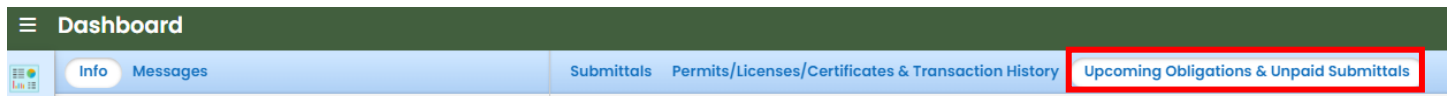



Select ACDP-GDF Test Report by clicking on the plus icon .



Submitting a GDF test report scheduled by DEQ:

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.



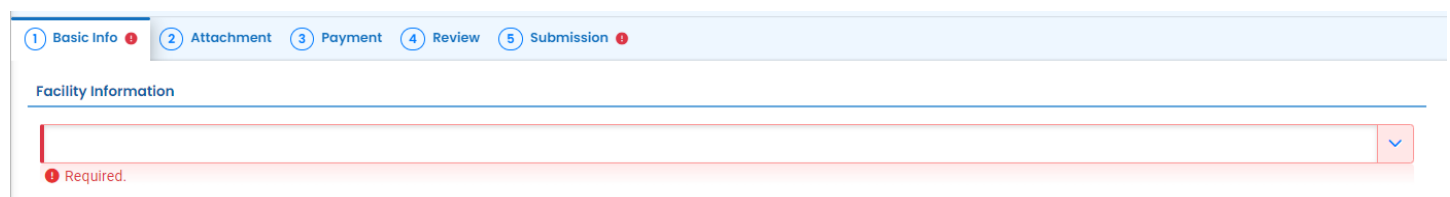
Select the 'edit' icon  to open the outstanding New Obligations.



3. Basic Info

3.1. Facility Information

If necessary, select the facility for which you are submitting a GDF test report for by using the drop-down menu or search bar.



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Designate whether you are submitting a notification of a planned GDF test or are submitting a copy of a completed test. Permittees assigned to the GDF General permits (General Permit 22 and General Permit 23) are required to submit to a notification of intent to perform testing 60 days before the test is performed.

Are you submitting this to notify DEQ of your planned test or submitting this to provide DEQ a copy of your completed tests?

Notification of Planned Test Completed Test Reporting

Required.

If you are reporting a notification of planned testing, the dates below will be the dates you plan to have the testing completed. If this is to notify DEQ of completed tests, the dates below will be the dates the testing was completed.

Select which test reports are being planned or submitted. Multiple test reports can be selected and submitted. Actual test reports will be attached, see the next section.

Types of test(s) planned or completed

- [PD] Pressure Decay testing - Procedure 201.3
- [PD Equivalent] Static Pressure testing - Procedure ST-30
- [PV] Pressure Vacuum Vent Valve testing - Procedure 201.1E
- [A/L] Air to Liquid Ratio testing - Procedure 201.5
- [A/L Equivalent] Healy Line Tightness
- Leak Rate of Drop Tube testing - Procedure 201.1C or 201.1D
- Static Torque testing - Procedure 201.1B
- Other

Required.

4. Attachments

Upload copies of your facility's test reports here.

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

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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](#)

5. Payment

There is no payment required for submitting GDF test reports to DEQ.

6. Review


Please review your information and any attachments provided. Sections that are incomplete will be identified with a red x under the *Submittal Form(s) Summary* section 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.

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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.

X Basic Info

Fees/Payments

Fee	-	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment | **Uploaded Attachment**

Attachments are not required for this Submittal.

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 entering 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 Test Report Guide.

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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.


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'.

8. 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

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

Revision	Date	Changes	Editor
1.0	3/15/24	Initial draft	JC
	11/18/2024	Copy edits and style guide compliance	Chris Varley
	11/21/2024	Language edits and clarifications	Dan DeFehr