

# ACDP General Permit

November 2024





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#### Translation or other formats

<u>Español</u> | <u>한국어</u> | <u>繁體中文</u> | <u>Pyccкий</u> | <u>Tiếng Việt</u> | <u>Iter.</u> 800-452-4011 | TTY: 711 | <u>deqinfo@deq.oregon.gov</u>

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#### ACDP General Permit 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 or operator of a facility applying for a General Air Contaminant Discharge Permit in <u>Your DEQ Online</u>. DEQ has issued General air permits for several common industry and activity types. You can find information about General ACDPs and find out if this is the correct permit for your operations by visiting DEQ's webpage '<u>Basic and General ACDPs'</u> and '<u>Help Finding the Right</u> <u>Permit</u>'.

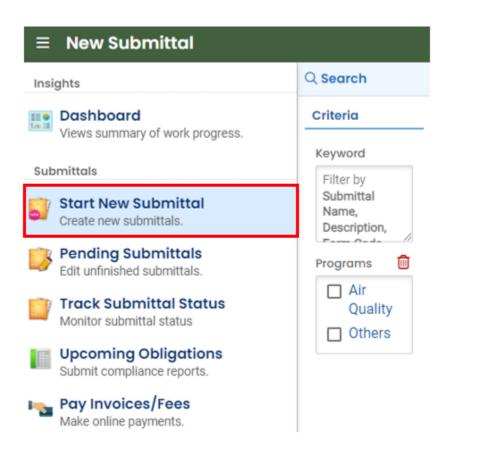
This document provides information to an owner or operator for submitting an application for a new General ACDP. The form or application that is submitted to DEQ is called a 'submittal'. The submittal type for this purpose is 'ACDP - General Permit Application' in <u>Your DEQ Online</u>. The information in this document is grouped by:

- i. Accessing the 'ACDP General Permit Application'
- ii. Basic Info
- iii. Attachment
- iv. Payment
- v. Review
- vi. Submission

### 2. Applying for a New General Air Permit

Login to your account on the Your DEQ Online Public Portal. In the top left-hand corner, select the 'Start New

Submittal' icon by to create a new submittal.



Select 'ACDP – General Permit Application' by clicking on the plus icon 🙂 to create a new submittal.



ACDP - General Permit Application





### 3. 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 <u>OAR 340-214-0130</u>, 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.

1 Basic Info 2 Attachment (9 3) Pay	ment (4) Review	5 Submission	P	
Confidential Business Information (CBI)				
If you plan to include Confidential Bus submittal you must review and follow Information for instructions.				
Submit				B

#### **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.

iii 🗢	55501 Open	>
	1) Basic Info 2) Attachment 3) Payment 4 Review 5) Submission 9	
3	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.	
in the		

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.

1) Basic Info	Attachment () (3) Payment (4) Review (5) Submission (9)	
PDF	* LUCS       * Maps       - Modeling Analysis	
	- Modeling files - Modeling protocol	
	Other	
	- Redacted Submittal Form in PDF	
	Risk Assessment	Select Document Type Picker
	- Risk Assessment Work Plan	
	- TLAER/TBACT supporting documentation	
		14 Results

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 9 3 Paymen	nent (4) Review (5) Submission (1)	li
Confidential Business Information (CBI)	7	
	ess Information (CBI) or trade secrets pursuant to OAR 340-214-0130 in this gency guidelines. Click the 'Get Information' button under Submittal	1
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 <u>Oregon Revised Statutes Chapter 192</u>) and will either disclose it or not, as appropriate.

### 4. Basic Info

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

Click the help icon <sup>9</sup> for more information.

#### 4.1 Facility information

#### Existing facilities

If this submission is for an existing facility, choose 'Select your facility'. Use the dropdown menu to select your facility by using the search field or scrolling through the list.

Are you applying for an attachment...? General permit attachments can be issued to owners and operators that already have one General permit but that have another activity/operation which requires coverage under a permit. The attachment option allows an owner or operator to obtain more than one general permit instead of obtaining a new facility-specific air permit. Not all General permit types are eligible for all attachment types. If your facility needs an attachment to a current permit, select 'Yes' and use the drop-down menus to choose the appropriate responses.

I. Facility Information

Select your facility Create new facility Select your facility (project site)	<ul> <li>Please note the following for Creating a New Facility:</li> <li>Facility Name: Enter the legal name of the person or entity that is applying for this permit. Company/entity names must be registered with the Oregon Secretary of State Corporations Division.</li> <li>Abbreviation: Enter your plant site name if it differs from your legal entity name. If this does not apply, leave the field blank.</li> <li>Physical Location: If this is a stationary source, enter the address of the facility. If this is a portable facility, enter the first anticipated operating address.</li> <li>Comments: Include here, at a minimum, a description of the nature of the business (i.e., a high-level description of what your business does or proposes to do).</li> </ul>	
×	Select your facility     Create new facility	
	Select your facility (project site)	
Required		~
- Required.	Required.	
Are you applying for an attachment to a currently issued permit? 🥹	Are you applying for an attachment to a currently issued permit? 🥹	
○ Yes ○ No	○ Yes ○ No	
Required	Required	
Are you applying for an attachment to a currently issued permit? 😜	Are you applying for an attachment to a currently issued permit? 😏	

iource category/type of currently issued general permit	
	~
Vhat type of attachment are you applying for? 😔	
	~
Required	

Once you select the type of attachment that you are applying for, you will be prompted to complete additional information. The following is an example for a source with a General ACDP for a boiler applying for an Electric Power Generator attachment:

Are you applying for an attachment to a currently issued permit? 🧕	
● Yes ○ No	
Source category/type of currently issued general permit	
Boilers: Oil-fired $\geq$ 10 MMBtu/hr and NG-fired $\geq$ 30 MMBtu/hr heat input	~
What type of attachment are you applying for? 🧿	
Electric Power Generators	~
Briefly describe the nature of the business, operations, and activities. 🥹	
	(Remaining Length: 4000)
Required	

After an attachment is selected, information about that activity and attachment will be presented. Carefully review the text within the yellow box. Complete all required fields. This includes, but is not limited to:

- other activities at your facility identified in OAR <u>340-216-8010</u> Table 1
- activities at your facility not identified in OAR 340-216-8010 Table 1
- identification of applicable activities subject to various federal regulations (e.g., NSPS, NESHAP)
- compliance methods and management practices implemented on-site
- device and control device specifications.

#### New facilities

If this submission is for a new facility, choose 'Create new facility'. Complete each field in the *New Facility Information* and *Mailing Address* sections. If the physical location of the facility is the same as the mailing address, click the 'Copy from Mailing Address' button at the top of the section. If the physical location is different from the mailing address, complete the physical location by entering the location or by selecting the location using the map tool. If you use the map tool to select your facility location and the address field does not populate, write it in the address field.

Physical Location				
Use the map to auto-populate latitude	and longitude.			
Copy from Mailing Address				
Country				
🖲 United States 🔵 Canada				
Address		Unit, Suite, or Floor #		
Enter a location				s
Required.				Y
City	State	Zip Code		
	OR (Oregon)	✓ 00000-0000	1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 - 1 -	
Required.		<ol> <li>Required.</li> </ol>	Google	Map data ©2024
Latitude	Longitude			
Required.	Require	d.		

To use the Google map tool, select the map icon in the *Physical Location* section of the *Basic Info* tab. This will generate a pop-up map allowing you to select an exact location for the new site. 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. This will close the map tool and populate the *Physical Location* section.

Click on the plus icons to select your facility's Standard Industrial Classification (SIC) and North American Industry Classification System (NAICS) code by using the search field or by scrolling through the list. If applicable, multiple SIC and NAICS codes may be selected.

Since this section is addressing applying for a new General air permit, select 'no' to the question about 'attachment to a currently issued permit'. Answer the following question about other air permits. The 'General Permit Assignment' is asking what specific General air permit you are applying for, use the dropdown menu and make the appropriate selection.

SiC Codes (0)	NAICS	Codes (0)	
	+		+
Are you applying for an attachment to a currently issued permit? 🥹			
O Yes 💿 No			
Do you have other air permits at this location or for this equipment?			
🔿 Yes 💿 No			
General Permit Assignment			
			~
Required			

When you select a 'General Permit Assignment', you will be prompted to describe the nature of the business, operations, and activities. The following is an example for a source applying for a General Permit Assignment for Boilers:

General Permit Assignment	
Boilers	v
Briefly describe the nature of the business, operations, and activities. $\Theta$	
Required	(Remaining Length: 4000 )

Once the General Permit Assignment is selected, a source category description will be presented with important information related to the General permit type you have selected. Complete all required fields. This includes, but is not limited to:

- projected throughputs, production, and pollutant emissions
- compliance methods and management practices implemented on-site
- device, materials, and control device specifications depending on the attachment selected.

Additional information, such as other activities at your facility identified in OAR <u>340-216-8010</u> Table 1, other activities at your facility not identified in Table 1 that emit air pollutants, and identification of applicable activities subject to federal regulations (e.g., NSPS and NESHAP) may also be required.

All new sources will need to include a Land Use Compatibility Statement (LUCS) that has been completed by the local (city or county) zoning or land use planning authority with the application. This is a required attachment (see Section 0).

#### 4.2 Contact

Complete the following for the Responsible Official, Facility Contact, and Invoice Contact at your facility. Click

on the help icon <sup>9</sup> for a description of each contact type.

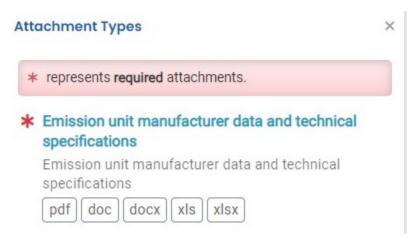
Complete each contact by providing, at a minimum, the first name, last name, email address, and phone number as well as the mailing address for each specific contact.

Responsible Official 😣					
Salutation	First Name		M.I. Last No	ame	
	Required.		Re	quired.	
Company		Title		Email	
				Required.	
Phone		Mobile		Fax	
000-000-0000x00000		000-000-0000		000-000-0000	
Required.					
Aailing Address					
	da				
Country  United States Cana	da		Unit, Suite, or F	oor #	
Country  Ounited States Cana	da		Unit, Suite, or F	oor #	
Country  United States Cana Address Enter a location	da		Unit, Suite, or Fi	oor #	
Country  United States Cana Address Enter a location Required.	da	State	Unit, Suite, or Fl		
Address	da	State OR (Oregon)	Unit, Suite, or Fl	oor # zip Code	

### 5. Attachment

According to DEQ's rules, various attachments are required for new and existing facilities to complete a

submittal. Required attachments will be identified with a red asterisk \* under Attachment Types, as seen on the right-hand side of the *Attachment* tab and in the example below.



To upload an attachment, such as technical specifications, maps, or a land use compatibility statement, use the 'Click to Upload or Drag Files Over Here' icon, and select the document to upload.

If you want to mail the documents to the authorized agency, navigate to the *Review tab* (Section 6) and use the "Mail To" checkbox. The application will not be considered complete until the required documents have been received by DEQ.

1) Basic Info 0 2) Attachment 3) Payment 4) Review 5) Submission 0)			
Instruction A			
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.			
	合 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 dropdown menu to 'Select the Document Type.' You can add any comments or remove the document by

selecting the red trash can <a>[</a>, if necessary.

		Instruction 🔨	
Make sure you	upload all required (*) attachments. Please refer to a	side panel on the right for more detailed information.	
	an attachment, first click the file record and <b>select a d</b> I To" checkbox.	ocument type option for the uploaded file. If you want to mail	the documents to the authorized agency, please navigate to the Review ta
<u>↓</u> *.*	File Names 🖨		Type / Size ⇔ / Date ⇔
	Example map.docx		DOCX 3/12/2024
DOC	$\downarrow \downarrow$ Click on the document to identify the attact	chment type. \downarrow 🗼	
New	Select Document Type:		
	Select Document Type:		×
			×
	<ul> <li>Required.</li> </ul>		

### 6. Payment

Ensure all required data is entered on the submittal form and required attachments are included before you proceed to 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 Your DEQ Online.

Sources referred to in Table 1 of OAR <u>340-216-8010</u> are subject to air contaminant discharge permit fees in Table 2, per OAR <u>340-216-8020(1)</u>. Any fees due to Oregon DEQ will be identified based on the information provided in the preceding tabs.

### 7. Review

Please review your submittal information and any attachments you provided. Under the *Submittal Form(s) Summary* section, any sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data.

All required fields must be addressed on each tab before you are able to complete the submission. You can navigate back to any tab to make the appropriate changes.

Ensure all mandatory attachments are uploaded. If you prefer to mail attachments to the authorized agency, select the "Mail To" checkbox. The addresses for each regional administrative office will populate on your screen.

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	× Basic Info			
Fees/Payments				
Fee Paid Due s 1,800.00 - s 0.00 = s 1,80				
Mandatory Attachment		Uploaded Attachment		
Missing required attachment.		Example map.docx		
Select All Mail to	DOCX 15 KB			
* Emission unit Emission unit manufacturer data and technical specifications specifications	doc docx Mail to			
* Flow Flow Diagram/flowchart Diagram/flowchart xls x	doc docx Mail to			

### 8. Submission

Review the Certification Statement, then acknowledge that you have read and agree to it by checking the box.

If you have a co-signer, select the icon to Add Co-signer and complete the required fields. Click Save to save your work.

Complete the required fields in the *Submission* tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 9). Select a response to the Confidential Business Information (CBI) prompt.

**Certification Statement** 

I certify under penalty of law, based on inf	ormation and belief formed after reasonable inquiry, the sta	atements and information contained in these o	locuments are true, a	accurate and complete.
<ul> <li>I have read and agree to the above cert</li> <li>Required.</li> </ul>	tification statement			
Co-signers				
ATTENTION: Please enter a valid em	ail (to receive the validation code needed to access	s the submittal).		
Co-Signers	Co-signer's Role		۲	ß
+ Add Co-signer				
Security Question				
Security Question: What is the first and last nam	ne of your oldest sibling? *			
Required.				
Show Question Answer				
PIN Number				
PIN: *				
Required.				

When you have completed the review and are ready to submit the application, select the 'Submit' button at the bottom of the *Submission* tab.

Certificates and Authorize.NET's PCI-compliant	physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that ice of the User ID and Password, may be terminated at our discretion at any time.
isclaimer	
	protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated s may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from 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 where a required field needs to be completed. Complete the required fields and return to this *Submission* tab to select 'Submit'.

### 9. Air Quality Permitting Staff Contacts

Information about air quality permits and DEQ's regulations may be obtained from the <u>DEQ web page</u>. 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,	Department of Environmental Quality
Tillamook, and Washington	Northwest Region
	700 NE Multnomah Street, Suite 600
	Portland, OR 97232
	Telephone: (503) 229-5696
Benton, Lincoln, Linn, Marion, Polk, and	Department of Environmental Quality
Yamhill	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,	Department of Environmental Quality
Jefferson, Klamath, Lake, Sherman, Wasco,	Bend Office
and Wheeler	475 NE Bellevue, Suite 110
	Bend, OR 97701
	Telephone: (541) 388-6146
Baker, Gilliam, Grant, Malheur, Morrow,	Department of Environmental Quality
Umatilla, Union, and Wallowa	Pendleton Office
	800 SE Emigrant Avenue, Suite 330
	Pendleton, OR 97801
	Telephone: (541) 276-4063

### **10. Helpdesk and Resources**

For more information, training and resources, go to the <u>Your DEQ Online Help page</u>. For technical assistance, contact the <u>Your DEQ Online Helpdesk</u>.

### 11. Revision History

Revision	Date	Changes	Editor
1.0	3/20/2024	Initial draft	Chris Moore
	11/15/2024	Copy edits and Style Guide compliance	Chris Varley
	11/19/2024	Language edits and clarifications	Dan DeFehr