ACDP General Permit

Version 1.0

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State of Oregon
DEQ Department of Environmental Quality

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

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State of Oregon
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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 or operator of a facility applying for a General Air Contaminant Discharge Permit in Your DEQ Online. 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 'Basic and General ACDPs' and 'Help Finding the Right Permit'.

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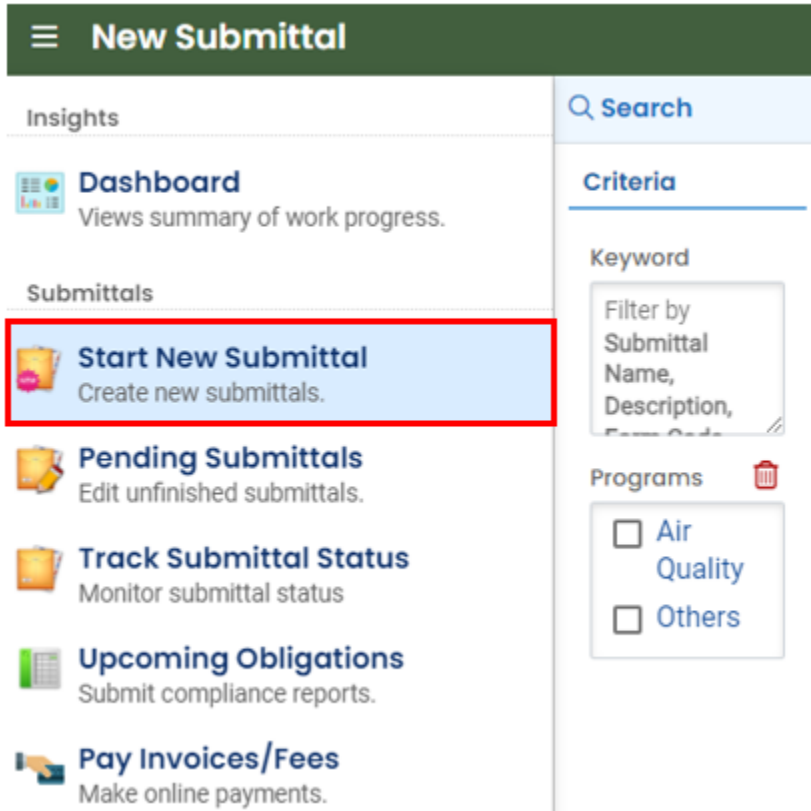
Select 'ACDP – General Permit Application' by clicking on the plus icon to create a new submittal.

ACDP - General Permit Application
"General" ACDP Permit Application

Air Quality   f0104022
Air Quality

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 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.

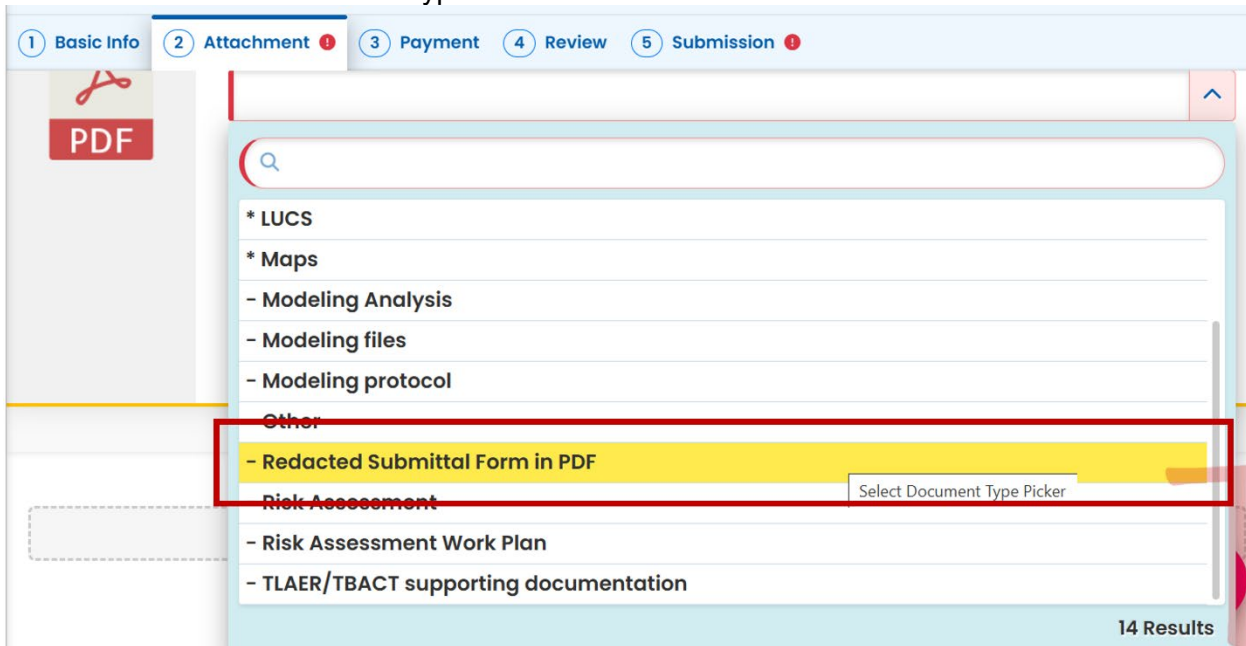## 3.2.   Submit Confidential Business Information using a YDO form

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.
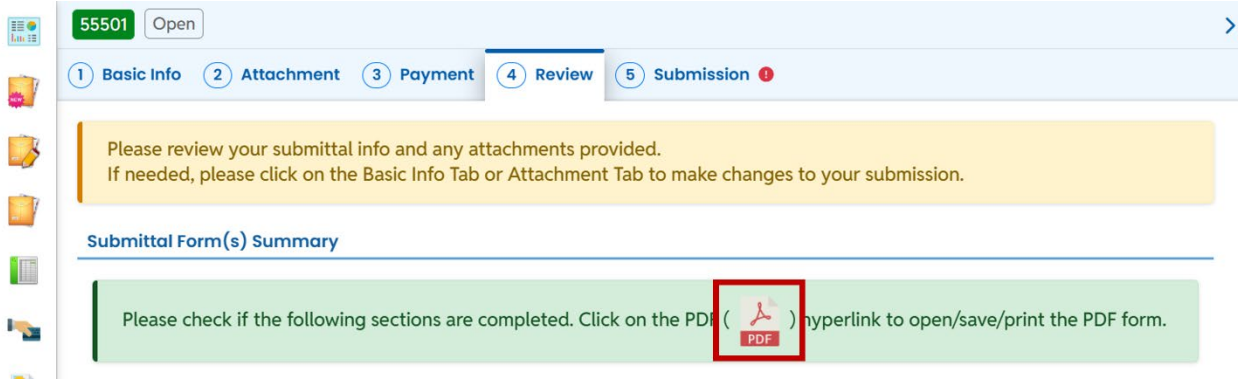
4. Download the file and use software of your choice (Adobe or otherwise) to redact your application. When submitting information that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please ensure that you:
   a. State the specific statutory provision under which you 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.

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

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.

Click the help icon 🟠 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

Please note the following for Creating a New Facility:
- 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.
- Abbreviation: Enter your plant site name if it differs from your legal entity name. If this does not apply, leave the field blank.
- 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.
- 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).

◉ Select your facility   ◯ Create new facility

Select your facility (project site)

🛇 Required.

Are you applying for an attachment to a currently issued permit? ❓

◯ Yes   ◯ No

🛇 Required

Are you applying for an attachment to a currently issued permit? ❓

◉ Yes   ◯ No

Source category/type of currently issued general permit

What 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 ≥ 10 MMBtu/hr and NG-fired ≥ 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 340-216-8010 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.

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? ?

○ 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   ⌄]

Briefly describe the nature of the business, operations, and activities. ?

[   ]
[   ]
[(Remaining Length: 4000)]

❗ Required

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 340-216-8010 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 ? 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.

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.
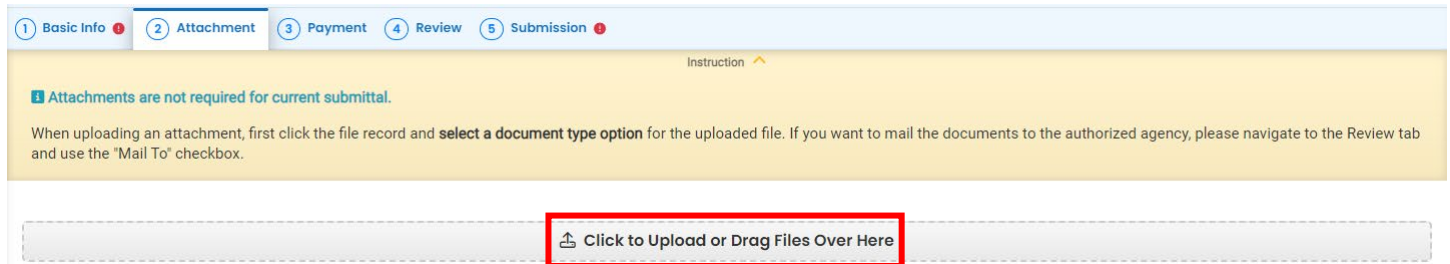
Once you have uploaded a file, select 'Click on the document to identify the attachment type', use the dropdown menu to 'Select the Document Type.' You can add any comments or remove the document by selecting the red trash can 🗑, if necessary.
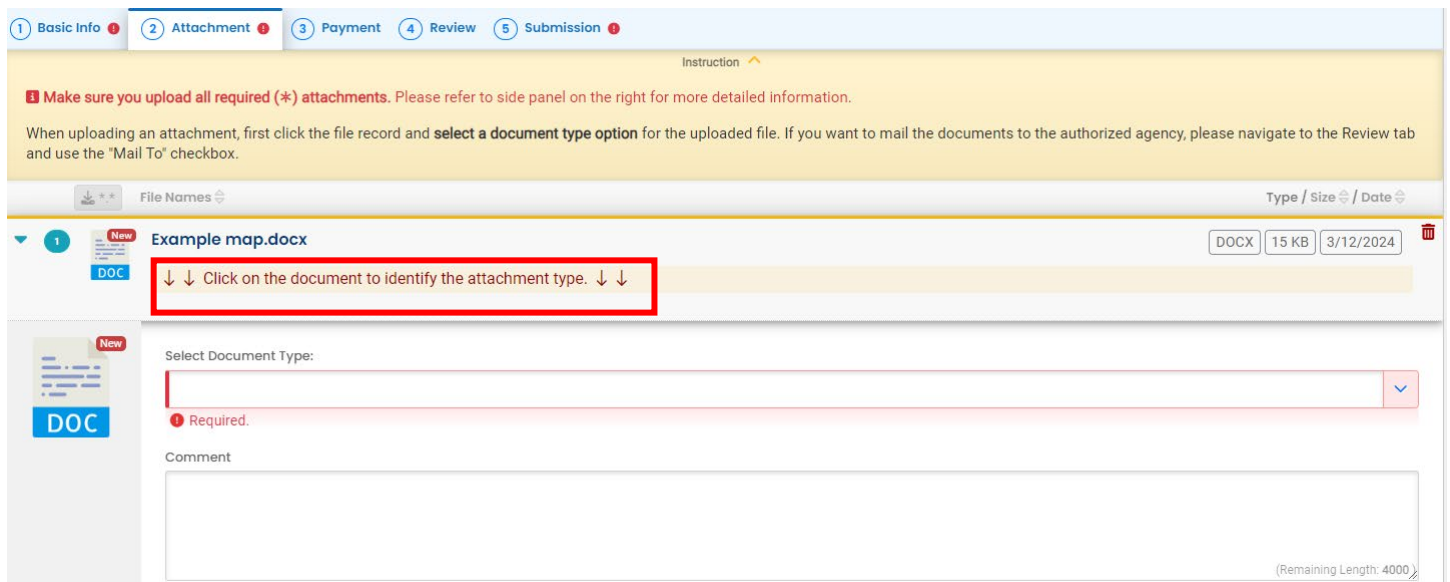
6.   Payment

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 340-216-8010 are subject to air contaminant discharge permit fees in Table 2, per OAR 340-216-8020(1). 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.

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.

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

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 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. Helpdesk 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	3/20/2024	Initial draft	Chris Moore
	11/15/2024	Copy edits and Style Guide compliance	Chris Varley
	11/19/2024	Language edits and clarifications	Dan DeFehr