



ACDP Notice of Construction and Modification Application

Version 2.0

November 2024



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Translation or other formats

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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/operator of an air contamination source how to submit a Notice Construction (NC) in [Your DEQ Online](#). The NC is used to notify DEQ of projects that, among other things, fit the following criteria:

- Do not require a modification to your permit (if you have one)
- Cause an increase in emissions
- Replace a device or activity that has emissions
- Construct, modify, or replace an air pollution control device

This document details the submittal process for Type 1 and Type 2 NCs. Type 1 and 2 NC definitions, inclusions, and exemptions are detailed in OAR [340-210-0225](#).


- i. Accessing the ACDP Notice of Construction and Modification Application
- ii. Basic Info
- iii. Contacts
- iv. Control Devices
- v. Stack
- vi. Emission Unit
- vii. Attachment
- viii. Payment
- ix. Review
- x. Submission

2. ACDP Notice of Construction and Modification Application

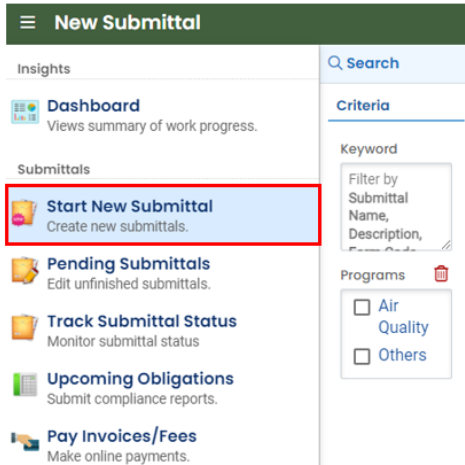
Note: Access to this submittal depends on whether you have an Air Contamination Discharge Permit (ACDP) issued from DEQ.

If you do NOT have an issued air permit associated with the location of the project, access the submittal as follows:

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.

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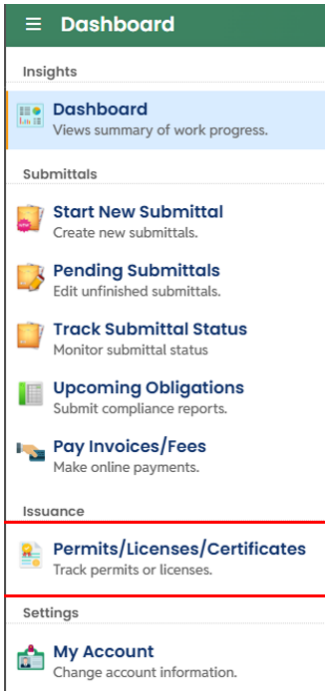


Select 'ACDP – Notice of Construction and Modification Application' by clicking on the plus icon .

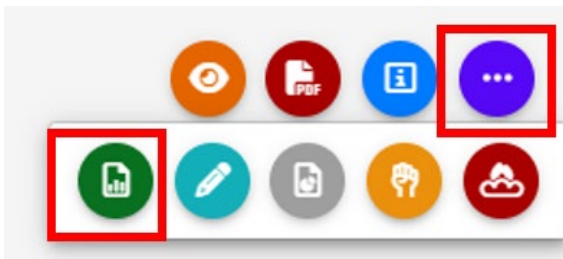


If you DO HAVE an issued air permit associated with the location of the project, access the submittal as follows:

Navigate to the 'Permit/License/Certificate' module.



Locate the permit that is associated with the location of the project. Click on the purple permit action button, then the green 'graph' icon for 'amend'.



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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Confidential Business Information (CBI)

Yes No

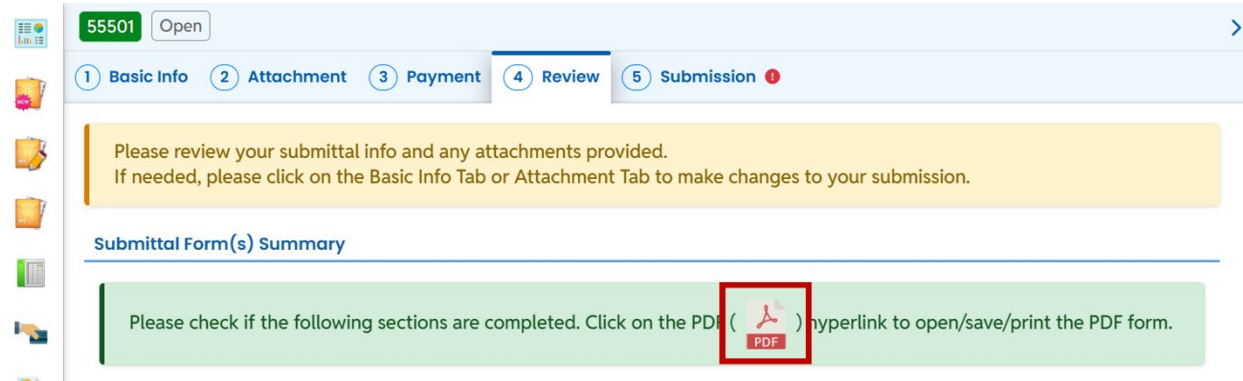
If you plan to include Confidential Business Information (CBI) or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines. Click the 'Get Information' button under Submittal Information for instructions.

Submit

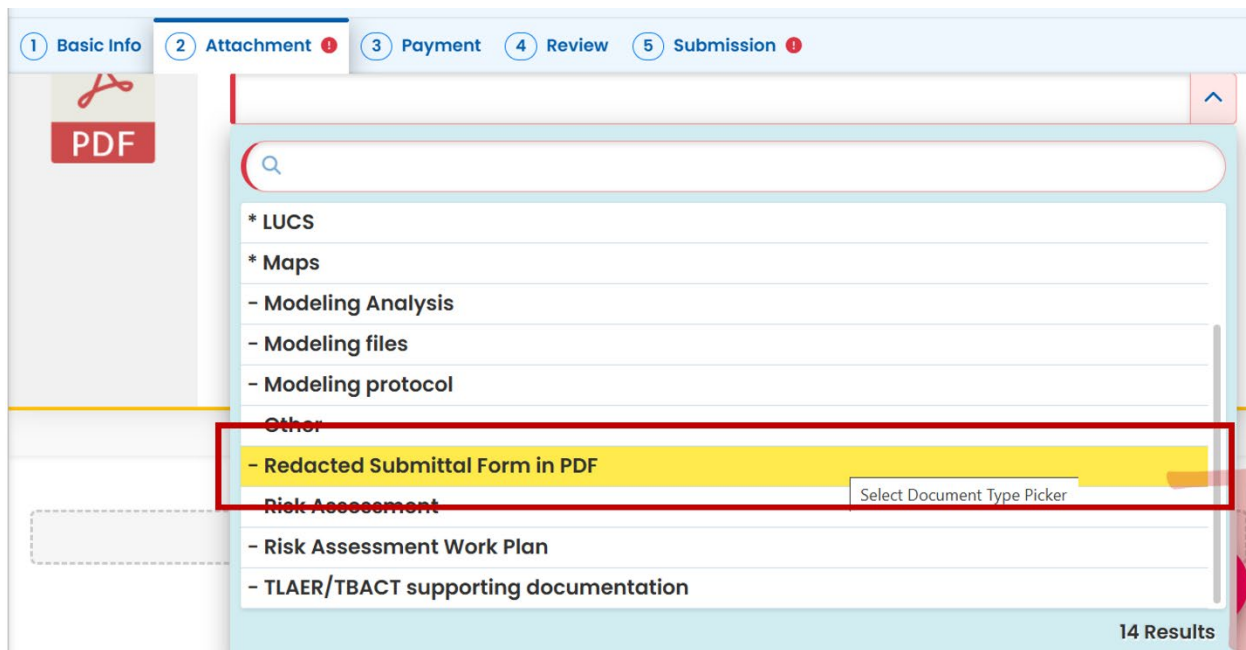
3.2. Submit Confidential Business Information using a YDO form

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. Notice of Intent to Construct Section

If you have a physical location already in Your DEQ Online, choose ‘select your facility’. If you are submitting this project for a new location that has not had any air quality permits of previous Notices of Construction, select ‘create new facility’. If you are submitting an NC for an existing facility, select it from the drop-down menu.


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.

Select your facility Create new facility


Select your facility (project site)

Required.

Select the construction type for your submittal. NC Type 1 and 2 are described in OAR [340-210-0225](#). For additional details and other applicable requirements of each construction/modification type click the  icon.

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Please select the type of permit modification that most closely aligns with the permit changes for which you are applying. 

Type of Construction/Change


Notice of Construction Type 1 Notice of Construction Type 2

Adding Equipment: In many cases, a permitted facility can submit a Notice of Construction instead of a permit modification for adding a device (emissions unit or pollution control device) if the issued permit already includes all (or most) conditions that will be required to appropriately regulate the device. If DEQ staff will need to draft/create appropriate conditions for the device, a permit modification will most likely be required. For example, if your permit includes recordkeeping, monitoring, and reporting for a baghouse or fabric filter, you can likely submit a Notice of Construction to add another baghouse or fabric filter. Alternatively, if your permit does not have any conditions for internal combustion engines and you are proposing to add an emergency back-up engine for emergency power purposes, you will most likely need to submit a permit modification application.

Read the clarifying information in the yellow banner. If your construction type does not meet the qualifications for a Type 1 or Type 2 NC, you may need to apply for a permit modification.

NC application requirements are explained in OAR [340-210-0230](#).

4.2. Construction Information

Complete all the required fields. Fields marked with a  icon contain additional information including definitions, additional requirements and references.

Construction Information

Will the construction establish a new emissions unit or point at the facility or location? 

Yes No

 Required.

Will the construction allow for an increase in production of the facility?

Yes No

 Required.

Will the construction allow for an increase in capacity of the facility?

Yes No


 Required.

Will the construction increase any regulated pollutant emissions? 

Yes No

Click the Save icon  to ensure the application is saved before moving to a new tab.

4.3. Timing of Construction

Complete all the required fields. Fields marked with a  icon contain additional information including definitions, additional requirements and references.

Note that DEQ requires a Notice of Intent to Construct Completion submittal within 30 days of completing the construction, unless otherwise required by your air permit or Notice of Construction approval order.

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Timing of Construction

Date on which contracts are signed, equipment is ordered, or the facility/entity has or will otherwise 'commit' to initiating construction activities

mm/dd/yyyy

Required.

Anticipated date of the beginning of physical construction (i.e. breaking ground)


mm/dd/yyyy

Required.

Anticipated date of construction completion

mm/dd/yyyy

Required.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved.

4.4. Equipment Specific Forms and Other Information

Complete all the required fields.

Equipment specific forms and other information to attach

Pollution Prevention and Control Devices: Does the proposed construction include any pollution control equipment or control devices that can be adjusted or varied from the highest reasonable efficiency and effectiveness?

Yes No

Required.

Is there any information on pollution prevention measures or cross-media impacts you want DEQ to consider in determining applicable control requirements and evaluating compliance methods?

Yes No

Required.

Has DEQ issued an air permit for the location, plant site, or facility where construction is occurring?

Yes No

Required.

Click the Save icon  to ensure application is saved before moving to a new tab.

5. Contacts

Complete all required fields for a contact person at the site and the individual responsible for the NC submittal. The individual responsible for the NC submittal would be the contact that can best answer questions about the NC application and the proposed project/change.

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Contact Details

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Required.</small>		<small>Required.</small>
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
		<small>Required.</small>	
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>000-000-0000x00000</small>	<small>000-000-0000</small>	<small>000-000-0000</small>	
<small>Required.</small>			

Mailing Address

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



Click the Save icon  to ensure application is saved before moving to a new tab.

6. Control Devices


If your NC includes the addition of, or a change to a control device, enter the required information here by

clicking the  icon. If your project does not, leave this section blank.

Please click Save after you update the Emission Unit/ Control Device. Please check the updated Emission Unit/ Control Device list on other forms.

Control Device


Name/ID Number	Type	Date Installed	Manufacturer	Model Number
/				
Basic Information				
Name	ID Number or Label	Type	Date installed	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>Required</small>	<small>Required</small>	<small>Required</small>	<small>Required</small>	
Manufacturer	Model Number	Rated Efficiency (%)	Design Inlet Gas Flow Rate (acfm)	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	
<small>Required</small>	<small>Required</small>	<small>Must between 0 ~ 100</small>	<small>Required</small>	

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

If the change is to an existing control device, use the same 'name', 'ID Number or Label' as is currently used in your air permit. Otherwise, clarify the project's relation to existing equipment in the 'description' field.

7. Stack


If your NC includes a new, change, or modification to an exhaust stack fill, out the required information here by


clicking the  icon. If this does not apply to your NC, leave this section blank.

Stack Identification

Stack Name <input type="text"/> <small>Required.</small>	Identifier <input type="text"/> <small>Required.</small>	Stack Type <input type="text"/> <small>Required.</small>
Actual Stack Height Above Ground (feet) <input type="text"/> <small>Required.</small>	Inside Stack Diameter (feet) <input type="text"/> <small>Required.</small>	Stack Orientation <input type="text"/> <small>Required.</small>
Exit Gas Temperature (Fahrenheit) <input type="text"/>	Actual Exit Gas Flow Rate (cubic foot per second) <input type="text"/>	Exit Velocity of Gas (foot per second) <input type="text"/>


Physical Location

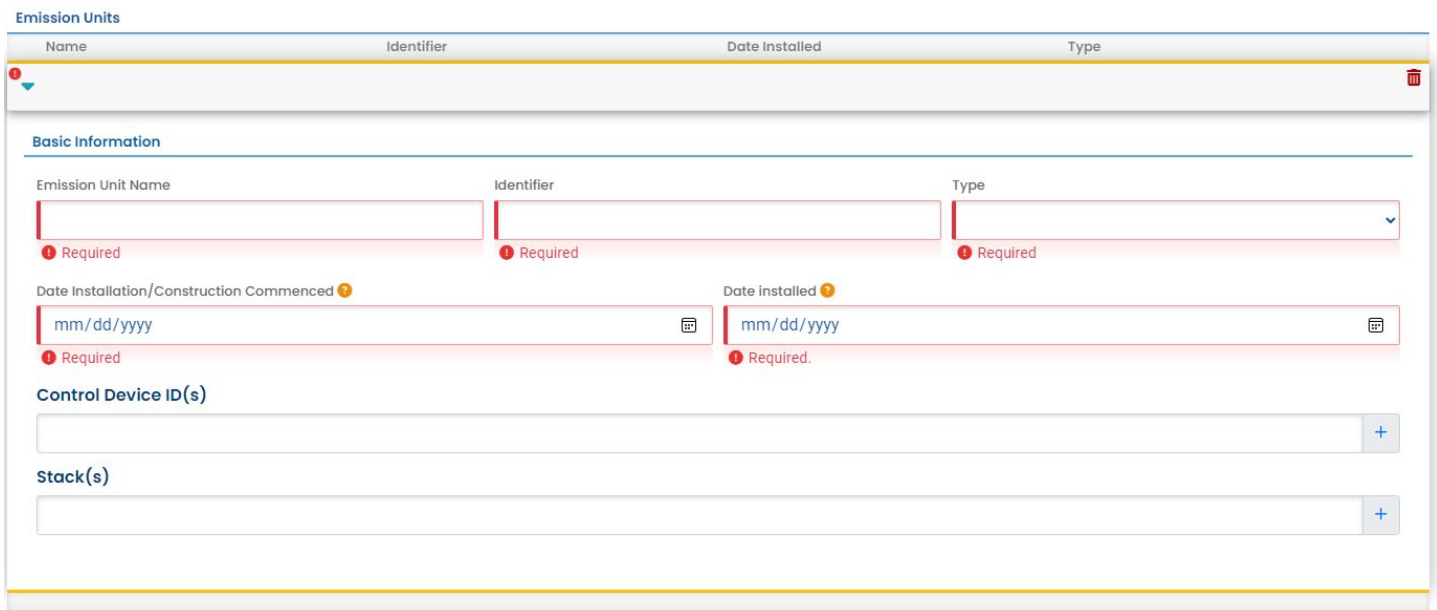
Country <input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address <input type="text"/> <small>Required.</small>	Unit, Suite, or Floor # <input type="text"/>		
City <input type="text"/> <small>Required.</small>	State OR (Oregon)	Zip Code <input type="text"/> <small>Required.</small>	
Google Map data ©2024			

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab. If there is additional information about the new or changed stack that should be shared with DEQ in processing your application, upload the documentation to the 'attachment' tab.

8. Emission Unit


If your NC includes the addition of, or change to an existing emission unit, enter the required information here

by clicking the  icon. If this does not apply to your NC, leave this section blank.



The screenshot shows a web form titled "Emission Units" with a table header containing "Name", "Identifier", "Date Installed", and "Type". Below the header is a "Basic Information" section with several input fields:

- Emission Unit Name:** A text input field with a red border and a "Required" error message below it.
- Identifier:** A text input field with a red border and a "Required" error message below it.
- Type:** A dropdown menu with a red border and a "Required" error message below it.
- Date Installation/Construction Commenced:** A date input field with a calendar icon, a red border, and a "Required" error message below it.
- Date installed:** A date input field with a calendar icon, a red border, and a "Required" error message below it.
- Control Device ID(s):** A text input field with a blue "+" button on the right.
- Stack(s):** A text input field with a blue "+" button on the right.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

If the change is to an existing emission unit, device, or process, use the same 'Emission Unit Name' and 'Identifier' as is currently used in your air permit. Otherwise, clarify the project's relation to existing equipment in the subsequent fields or by uploading documentation to the 'attachment' tab.

9. Attachment

Attach any additional information that is relevant to this project by using the 'attachment' tab. DEQ may require additional information as described in the NC rules at OAR [340-210-0230](#).

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The screenshot shows a navigation bar with nine tabs: 1 Basic Info, 2 Contact, 3 Control Devices, 4 Stack, 5 Emission Unit, 6 Attachment, 7 Payment, 8 Review, and 9 Submission. Below the navigation bar is a yellow instruction box with the text: "Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. 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." Below the instruction box is a dashed box with the text: "Click to Upload or Drag Files Over Here".

Click the Save icon  to ensure the application is saved before moving to a new tab.


10. Payment

No payment is due at the time of submission. DEQ will review your submittal to ensure that the proposed change meets the qualifications of a Type 1 or 2 NC. Once DEQ staff have reviewed the information, they will apply a fee to the submittal, as applicable. DEQ will send the application back to your YDO account. You can then submit payment and resubmit the application. The fees structure for Type 1 and 2 NC is detailed in OAR [340-216-8020](#), Table 2.

NC Type 1: There are no fees associated with a Type 1 NC.

NC Type 2: \$720. The fee is not assessed to owners or operators of a facility with an issued Basic or General ACDP.

The screenshot shows the Payment section of the application. The navigation bar has tabs 1 through 9, with '7 Payment' selected. Below the navigation bar is a pink instruction box: "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." Below the instruction box is a light blue box: "There is no payment due at this time." Below that is a white box with a fee calculation: "Fee \$ 0.00 - Paid \$ 0.00 = Balance \$ 0.00". Below the fee calculation are two sections: "Fees" with the text "Fee is not required at this time." and "Payment Transactions" with the text "No payment transaction records."


Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

11. Review

Review your information to ensure all required fields have been answered. A red 'x' next to a submittal section indicates that information is missing from a required field. A green check mark indicates that the section of the submittal is complete.

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
- ✗ Contact Data
- ✓ Control Devices
- ✓ Stack
- ✓ Emission Unit

Click the Save icon  to ensure the application is saved before moving to a new tab.

12. 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 12).

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 last name of your favorite teacher? *


Required.

Show Question Answer

PIN Number

PIN: *

Required.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before submitting.

13. 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

14. 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](#).

15. Revision history

Revision	Date	Changes	Editor
1.0		Initial draft	JC
2.0	10/29/24	Second draft	JC
	11/21/2024	Copy Edits and Style Guide Compliance	C. Varley
	11/21/2024	Language updates and clarifications	Dan DeFehr