



ACDP Other Reports & Notifications

Version 1.0

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Translation or other formats

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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 facilities who have an Air Contaminant Discharge Permit (ACDP) for submitting an ACDP Miscellaneous Report in [Your DEQ Online](#).


The owner or operator's air permit may require different reporting requirements. For reporting obligations that DEQ has not specifically established as stand-alone submittals within Your DEQ Online, the submittal 'ACDP – Miscellaneous Reports' should be used. Owners or operators are highly encouraged to pay close attention to the reporting requirements of their air permit and use the appropriate submittal in YDO to remain in compliance with those requirements.

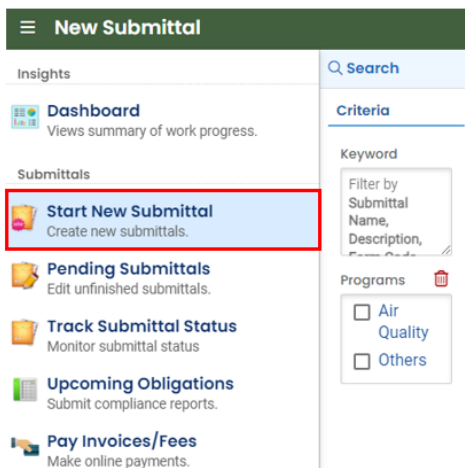
Miscellaneous report options include Construction Completion Notice, Excess Emission Report, Emergency Engine Operation Notification, NESHAP Notification of Compliance Status, NESHAP Initial Notification, NSPS Report, NESHAP 6H Exemption Request, Temporary Closure Request, Return from Temporary Closure to Normal Operation, and Other. The information in this document is grouped by tabs:

- i. Accessing the ACDP Miscellaneous Reports submittal
- ii. Basic Info
- iii. Attachments
- iv. Review
- v. Submission

2. ACDP Miscellaneous 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 – Miscellaneous Reports' by clicking on the plus icon



ACDP – Miscellaneous Reports



Air Quality f0104042



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.

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.

55501 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

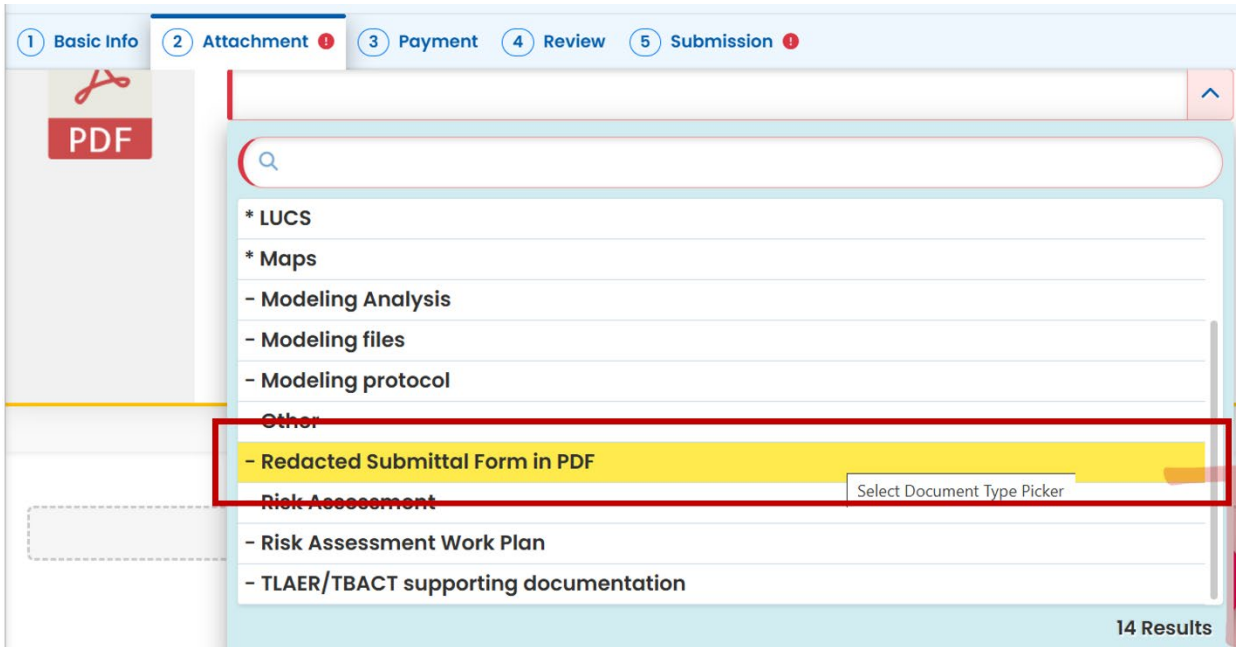
Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form.

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

1 Basic Info 2 Attachment 3 Review 4 Submission

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.

Basic Information

Select your facility (project site)

Required.

Permit Number

Required.

Report Type

Required.

Report Completed by

Salutation

First Name

Required.

M.I.

Last Name

Required.

Company

Title

Email

Required.

Phone

Required.

Mobile

Fax

Select your facility from the drop-down menu. Enter your facility's permit number. Select the report type that you are submitting in the 'Report Type' drop down menu.

4.1. Construction Completion Notice

Notices of Construction Completion are covered in [OAR 340-210-0240\(5\)](#). DEQ requires the owner or operator of a source to provide notice when a construction or modification has been completed. Unless otherwise specified, the notice is due 30 days after completing the construction or modification.

1 Basic Info 2 Attachment 3 Review 4 Submission

Location of the constructed facility/equipment

Country
 United States Canada

Address Unit, Suite, or Floor #

Required.

City State Zip Code

Required. *Required.*

Make, model, and identification name or number of the constructed facility/equipment

Required

Exhaust parameters (e.g., stack height, diameter, temperature, flowrate, volume or area source dimensions)

Required

Date Construction Approved Date Construction Commenced

Required. *Required.*

Date Construction Completed Date Equipment Placed in Operation

Required. *Required.*

Was the construction/installation built in accordance with the approved plans and specifications? ?

Yes No

Required

Fill out all required fields.

Note that the last question, if no, requires additional information to be included in the submittal.

4.2. Excess Emissions Report

Excess Emission Reports are defined in [OAR 340-214-0330](#). Excess emission reporting requirements vary by source size. Sources defined as “large sources” by OAR [340-214-0010](#) must immediately notify DEQ of the first onset per calendar day of any excess emission event, unless otherwise specified by permit condition. Source defined as “small sources” by OAR [340-214-0010](#) do not need to immediately notify DEQ of excess emissions events unless otherwise required by permit condition or if the excess emission is of a nature that could endanger public health.

This report type is intended to be used to notify DEQ in accordance with these Division 214 requirements.

1 Basic Info 2 Attachment 3 Review 4 Submission

Excess Emissions Report

Operators on duty during excess emissions

Required.

Describe excess emissions

(Remaining Length: 4000)

Required.

Type of excess emissions

Required.

Date and time when excess emissions began

mm/dd/yyyy --:--

Required.

Date and time when DEQ notified

mm/dd/yyyy --:--

Required.

Name of DEQ person contacted

Required.

Equipment involved

Required.



Complete all required fields. If appropriate or necessary, you can upload additional documentation to the 'attachment' tab.


4.3. Emergency Engine Operation Notification



This report type is provided to notify the operation of backup power generation equipment during an emergency. Your permit may require you to submit the notification to Oregon DEQ within a specified time after you begin operating the power generation equipment. Complete one submittal for each emergency operation event.

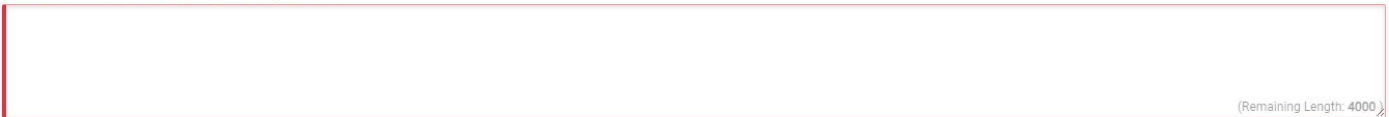

1 Basic Info 2 Attachment 3 Review 4 Submission



Emergency Engine Operation Notification

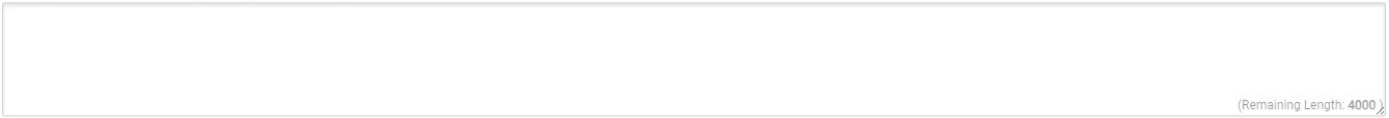
Date & time Emergency Engine Operation began
mm/dd/yyyy --:-- --   Required.

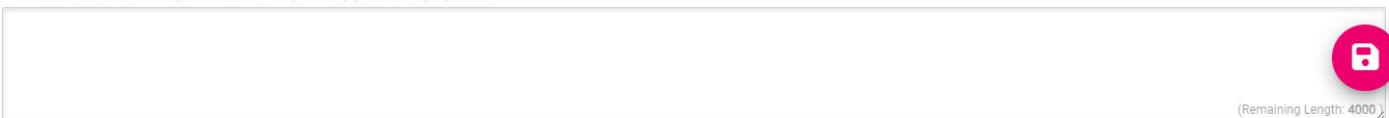

Date & time Emergency Engine Operation ended
mm/dd/yyyy --:-- -- 

Operator(s) on duty
  Required.

Describe reason for emergency engine operation
 (Remaining Length: 4000)  Required.

Engine(s) involved (EU ID)
  Required.

Calculated Emissions: (if required by your facility's permit)
 (Remaining Length: 4000)

Additional Notification Requirements: (if required by your facility's permit)
 (Remaining Length: 4000) 

Fill out all required fields. If appropriate or necessary, you can upload additional documentation to the 'attachment' tab.

4.4. NESHAP Notification of Compliance Status

National Emission Standards for Hazardous Air Pollutants (NESHAP) are stationary source standards which regulate the emission of hazardous air pollutants. Owners and operators of facilities subject to these regulations are required to notify DEQ, and sometimes EPA, that they are subject to the standard and to confirm they are in compliance with the requirements. In some instances, an owner/operator may submit a notification of compliance status and initial notification at the same time (one submittal).

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.

Basic Information

Select your facility (project site)

Required.

Permit Number

Required.

Report Type

Required.

Report Completed by

Salutation

First Name

Required.

M.I.

Last Name

Required.

Company

Title

Email

Required.

Phone

Required.

Mobile

Fax



Select the federal standard for which you are reporting in the drop-down menu. Fill out all required fields. Review the applicable notification requirement (from your permit condition or the federal regulation, if necessary) and use the Attachment tab to upload any additional required data or documentation before submitting.

4.5. NESHAP Initial Notification

Owners or operators of a new or existing source that is subject to a NESHAP must submit an initial notification to DEQ according to the applicable federal regulation. Owners and operators are encouraged to review the relevant regulation, determine the specific compliance date and ensure the appropriate notification is made to DEQ on time. If a permit has been issued to you, it may contain more specific information related to the due date of this reporting requirement.

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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.

Basic Information

Select your facility (project site)

Required.

Permit Number

Required.

Report Type

NESHAP Initial Notification

Report Completed by

Salutation

First Name

Required.

M.I.

Last Name

Required.

Company

Title

Email

Required.

Phone

Required.

Mobile

Fax

For which federal standard are you reporting?

Required



Select the federal standard for which you are reporting in the drop-down menu. Fill out all required fields. Review the applicable notification requirement (from your permit condition or the federal regulation, if necessary) and use the Attachment tab to upload any additional required data or documentation before submitting.

4.6. NSPS Report

New Source Performance Standards ([NSPS](#)) implement Clean Air Act ([CAA](#)) section 111(b) and are issued for categories of sources which EPA has listed because they cause, or contribute significantly to, air pollution which may reasonably be anticipated to endanger public health or welfare.

If you own or operate a facility that has equipment, processes, or devices that are subject to an NSPS regulation, you may be required to submit a report or notification one time, annually, or more frequently. This report type is will be used for any notification or reporting requirement specifically required by an NSPS regulation.

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.

Basic Information

Select your facility (project site)
 Required.

Permit Number Report Type Required.

Report Completed by

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

For which federal standard are you reporting?
 Required

Select the federal standard for which you are reporting in the drop-down menu. Fill out all required fields. Review the applicable notification requirement (from your permit condition or the federal regulation, if necessary) and use the 'attachment' tab to upload any additional required data or documentation before submitting.

4.7. NESHAP 6H Exemption Request

This report type is intended to be used by owners and operators who are subject to 40 CFR part 63 [subpart HHHHHH](#), for paint stripping and surface coating operations. More specifically, owners and operators who spray apply coatings to motor vehicles and mobile equipment. The owner/operator may request an exemption from NESHAP 6H standards if they can demonstrate that the spray-applied coatings used at the facility do not contain target hazardous air pollutants (HAP) and that methylene chloride (MeCl) is not used for coating removal.

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1 Basic Info 2 Attachment 3 Review 4 Submission

NESHAP 6H Exemption Request

Type of Operation
 Surface Coater Autobody
Required.

Start-up Date for Spray Coating Operations
mm/dd/yyyy
Required.

Location where compliance records are maintained

Country
 United States Canada

Address Unit, Suite, or Floor #
Required.

City State Zip Code
Required. OR (Oregon) **Required.** 00000-0000

Description of Surface Coating Operation and Qualification for Exemption

Do you perform paint-stripping activities using Methylene Chloride?
 Yes No
Required.

Do you spray or apply coatings with any of the target HAPs? (Chromium, Lead, Manganese, Nickel, Cadmium)
 Yes No
Required.

Fill out all required fields before proceeding. Note the requirement at the bottom to provide information related to the spray-applied coatings.

Description of Spray-Applied Coatings

To grant an exemption from this rule, DEQ must receive the Manufacture, product line, and color and part number of all the spray-applied coatings used at this facility for verification. DEQ must also confirm that chemical strippers used at the facility meet exemption requirements. Use the table below, or attach any supplemental information to this form for all coatings and chemical strippers on site.

All applicable MSDSs must be kept on-site at the shop and available for review in the event of a DEQ inspection.

Product Manufacturer	Product Name/Color	Product Number
+ New		

4.8. Temporary Closure Request

Temporary closures are defined in OAR [340-216-0094](#). Temporary closure means your operations are suspending activities that require an air contaminant discharge permit and results in a fee reduction. The closure period must **exceed** six months and unrelated to regular maintenance or seasonal limitations.

You are required to notify DEQ at least 30 days before startup and/or return to normal operations.

Temporary Closure Request

Temporary closure means your operations are suspending activities which require an air permit and results in a fee reduction. The period of closure must exceed 6 months and not be due to regular maintenance or seasonal limitations.

You are required to notify DEQ at least 30 days before startup and/or return to normal operations (using this form). Do you understand these requirements?

Yes No

Must select 'Yes' to satisfy the submittal.

Reason for requesting temporary closure status

(Remaining Length: 4000)

Required.

Approximate or anticipated return to normal operations (if known)

(Remaining Length: 4000)



Fill out all required fields.

4.9. Return from Temporary Closure Request

Temporary closures are defined in OAR [340-216-0094](#). If your permit is currently in temporary closure status and you intend to return to normal operations, this report type should be submitted to DEQ at least 30 days before.

Temporary closure means your operations are suspending activities that require an air contaminant discharge permit and result in a fee reduction. The closure period must **exceed** 6 months and not be due to regular maintenance or seasonal limitations. You are required to notify DEQ at least 30 days before startup and/or return to normal operations.

Return from Temporary Closure to Normal Operation

Date of return to normal operations

mm/dd/yyyy



Required.

Other information about closure or return to normal operations

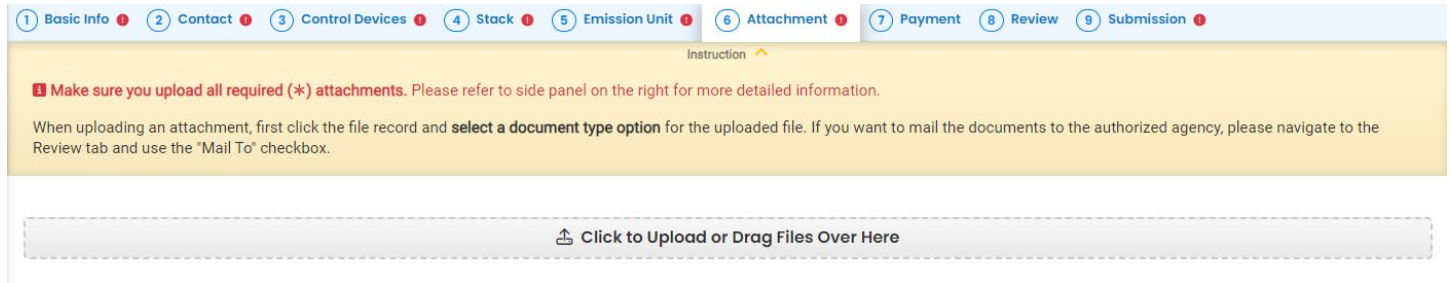
(Remaining Length: 4000)



Fill out all required fields.

5. Attachment

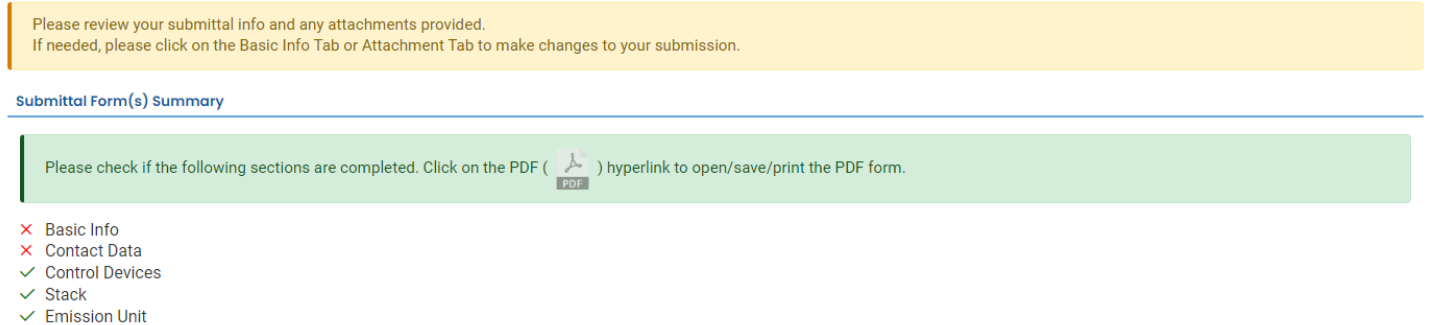
Depending on the report type, you may need or want to upload additional documentation. Use the 'attachment' tab at the top of the screen. Follow the prompts and information on the screen to upload all required or relevant attachments for your report type.



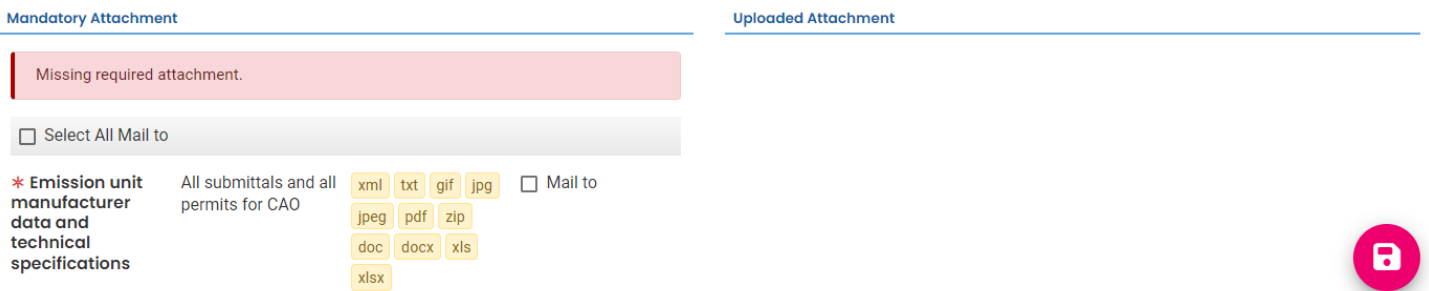
Required attachments will vary based on report type.

6. Review

Review your submittal information.



If you are missing submittal information it will be marked with a red X.



Check the attachment notice. If a required attachment is missing the form will notify you. Upload any missing attachments before continuing.

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 inputting your PIN. Click the Submit button at the bottom of the Submission tab to complete your facility's ACDP Notice of Construction and Modification Application.

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.

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. 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](#).

10. Revision History

Revision	Date	Changes	Editor
1.0	5/21/24	Initial draft	JC
	11/21/24	Language updates and clarifications	Dan DeFehr
	11/22/2024	Copy edits	Jennifer Flynt