ACDP Short Term Activity Permit

Version 1.0

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State of Oregon
Department of Environmental Quality

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State of Oregon
DEQ Department of Environmental Quality

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 a facility submitting a Shor Term Activity Permit Application in Your DEQ Online. The information is grouped by:

i. Overview of Short T Term Activities
ii. Accessing the ACDP – Short TTerm Activity Permit Application new submittal
iii. Basic Information
iv. Attachments
v. Payment
vi. Review of the submittal
vii. Submission of the Source Test Plan

2. Overview of Short Term Activity ACDPs

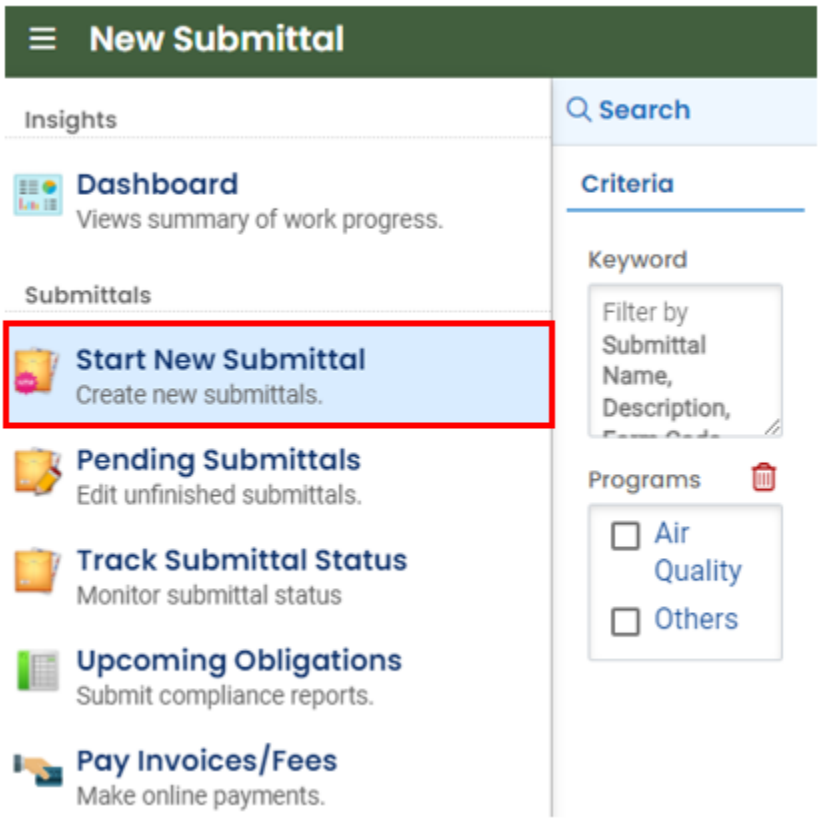
Short Term Activity ACDPs are defined in OAR 340-216-0054. A Short Term Activity ACDP is a letter permit that authorizes the activity and includes any conditions placed upon the method or methods of operation of the activity. A Short Term Activity ACDP automatically terminates 60 days from the date of issuance and may be renewed for an additional 60 days onceupon request. DEQ may issue a Short Term Activity ACDP for:

- Activities that do not require a Title V permit under OAR chapter 340, division 218
- Unexpected or emergency activities
- Operation of a pilot or an exploratory emissions unit.

Fees are required for Short Term Activity ACDPs in accordance with OAR 340-216-8020, Table 2, Part 1.

3. Short Term Activity Permit Application Submittals

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.



Type the words “Short Term” in the Keyword search box.

Select ACDP – Short Term Activity Permit Application by clicking on the plus icon to create a new submittal.

4. Confidential Business Information (CBI)

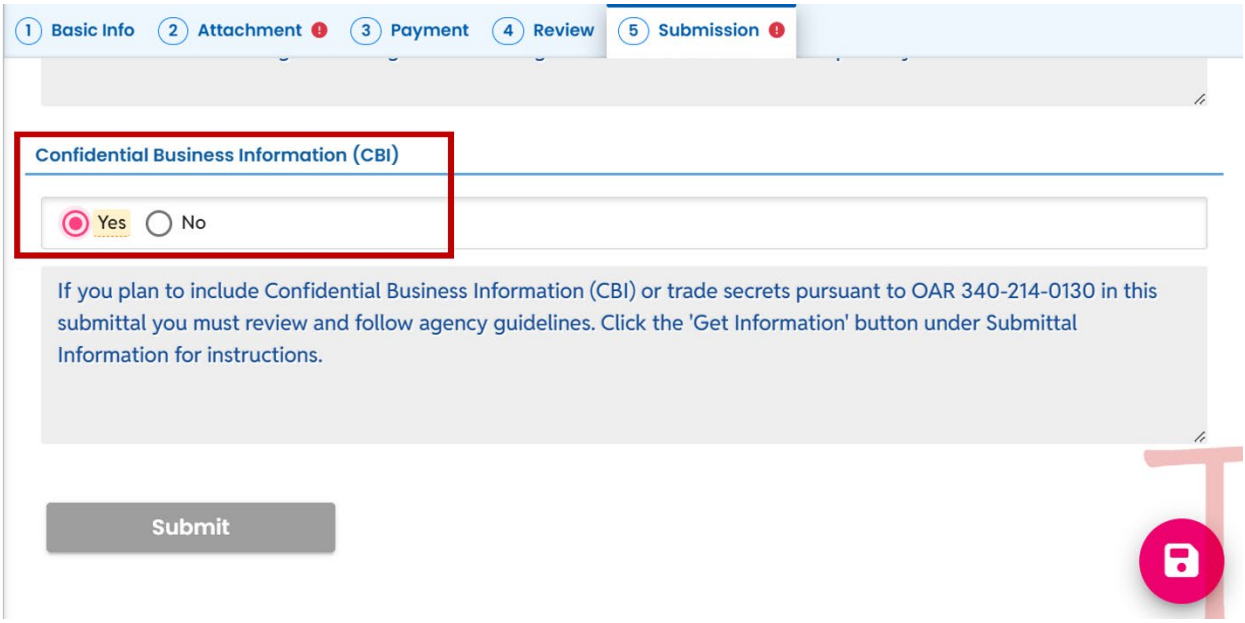
All information submitted to DEQ is subject to inspection by any member of the public upon request, unless the information is determined to be exempt from disclosure under the Oregon Public Records law. If you are submitting materials that you believe to contain confidential business information or information 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.

4.1. 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.

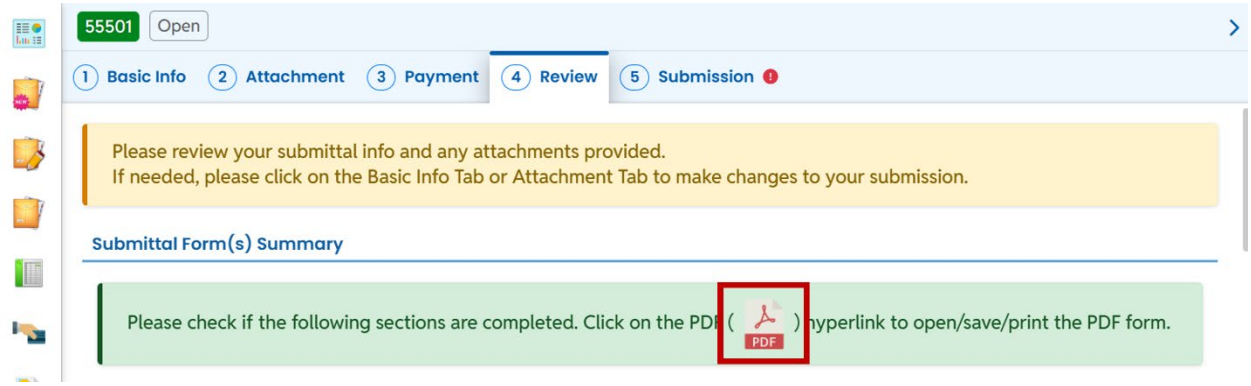
2. Include the word “CONFIDENTIAL” in the filename.
3. Ensure that the claimed exempt material is clearly distinguishable from non-exempt material by clearly marking the relevant file names and relevant pages of your submittal with annotation such as “CONTAINS CONFIDENTIAL BUSINESS INFORMATION”.
4. For 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.



4.2. 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.

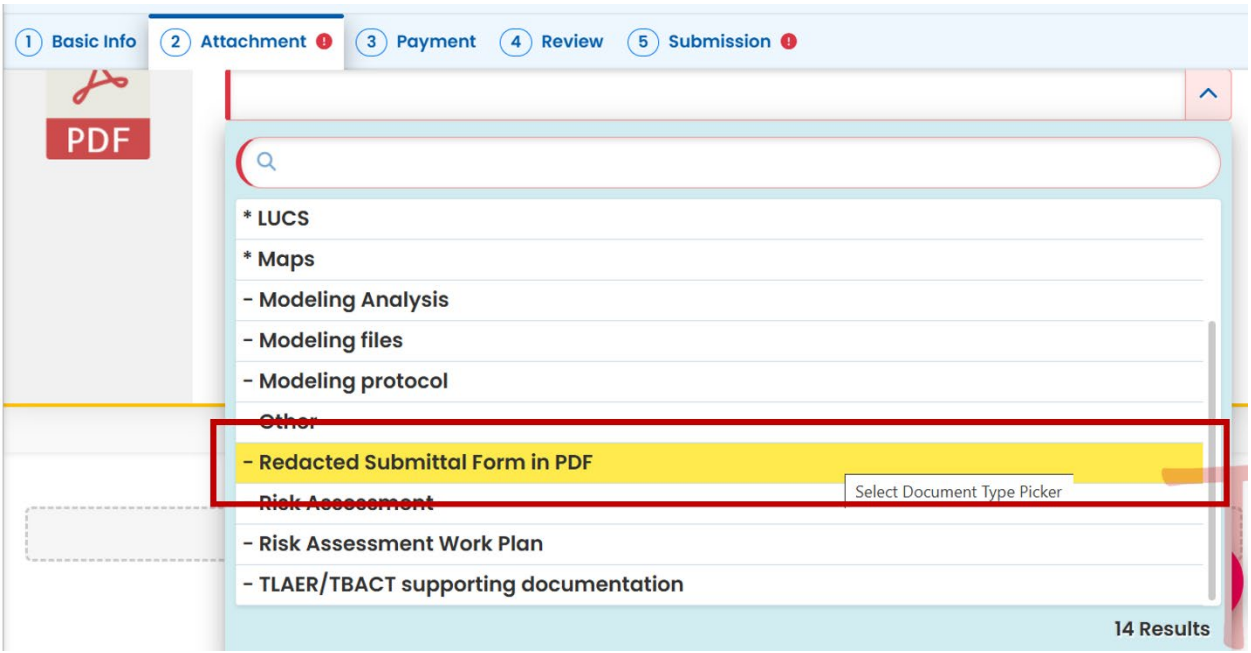


4. Download the file and use software of your choice (Adobe or otherwise) to redact your application. When submitting information that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please ensure that you:

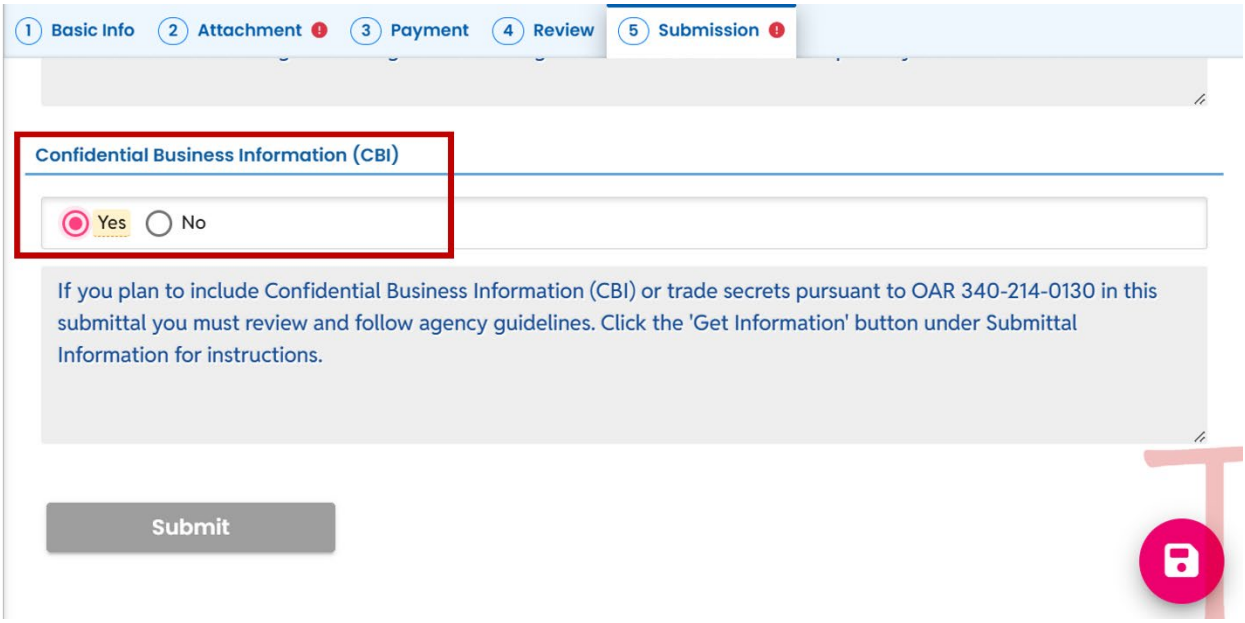
   a. State the specific statutory provision under which you claim exemption; and

   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.

5. Basic Info

5.1. Basic – Short Term Activity Permit Application

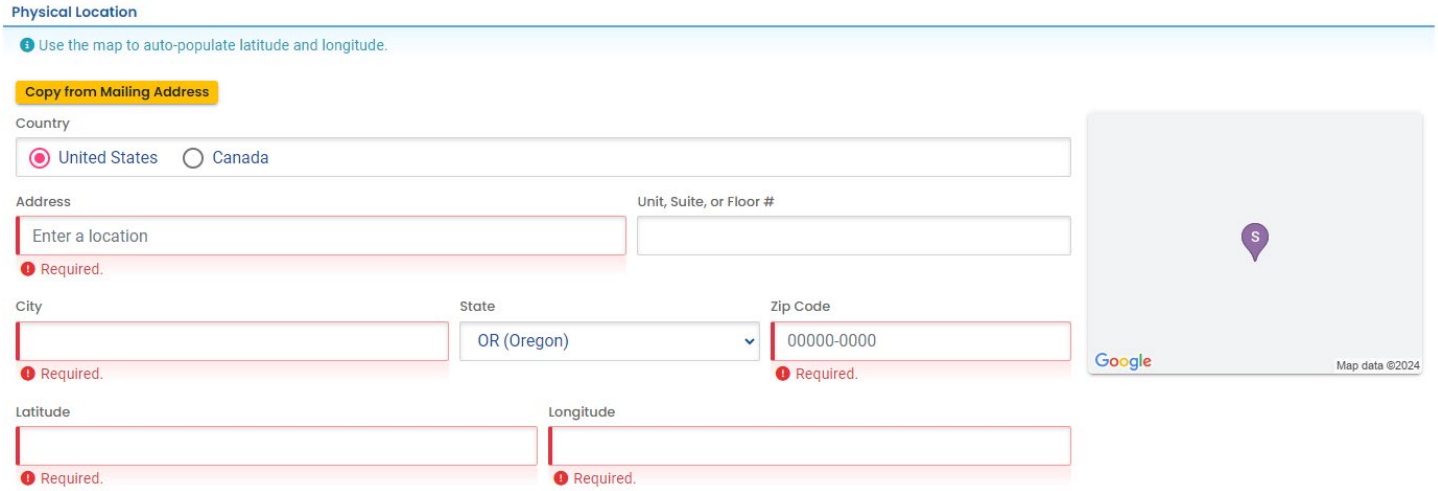
DEQ may require that this application include an air quality analysis in accordance with the procedures in OAR chapter 340, division 225, demonstrating that the emissions will not cause or contribute to a new exceedance of a National Ambient Air Quality Standard.

Existing Facilities

If this submission is for an existing facility, choose 'Select your facility,' anduse the drop-down menu select your facility by using the search field or scrolling through the list.

New Facilities

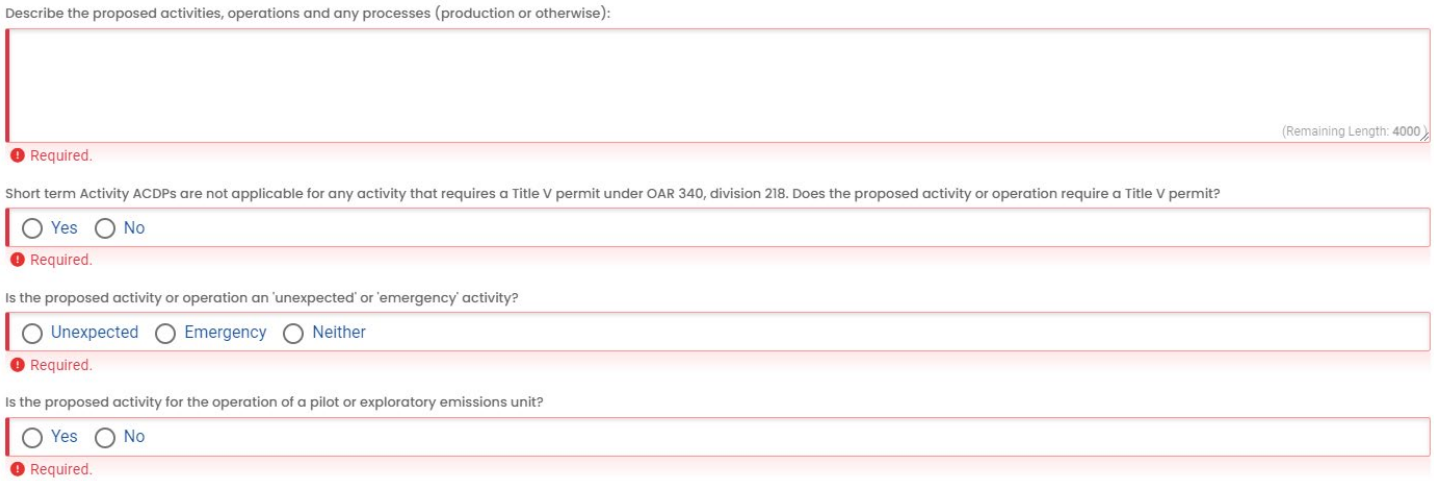
If this submission is for a new facility, choose 'Create new facility,' and complete the required fields.If the physical location of the facility is the same as the mailing address, select 'Copy from Mailing Address'. Otherwise, enteri the location or by selecting the location using the Google map tool. If you use the map tool to select your facility location and the address field does not populate, write it in the address field.



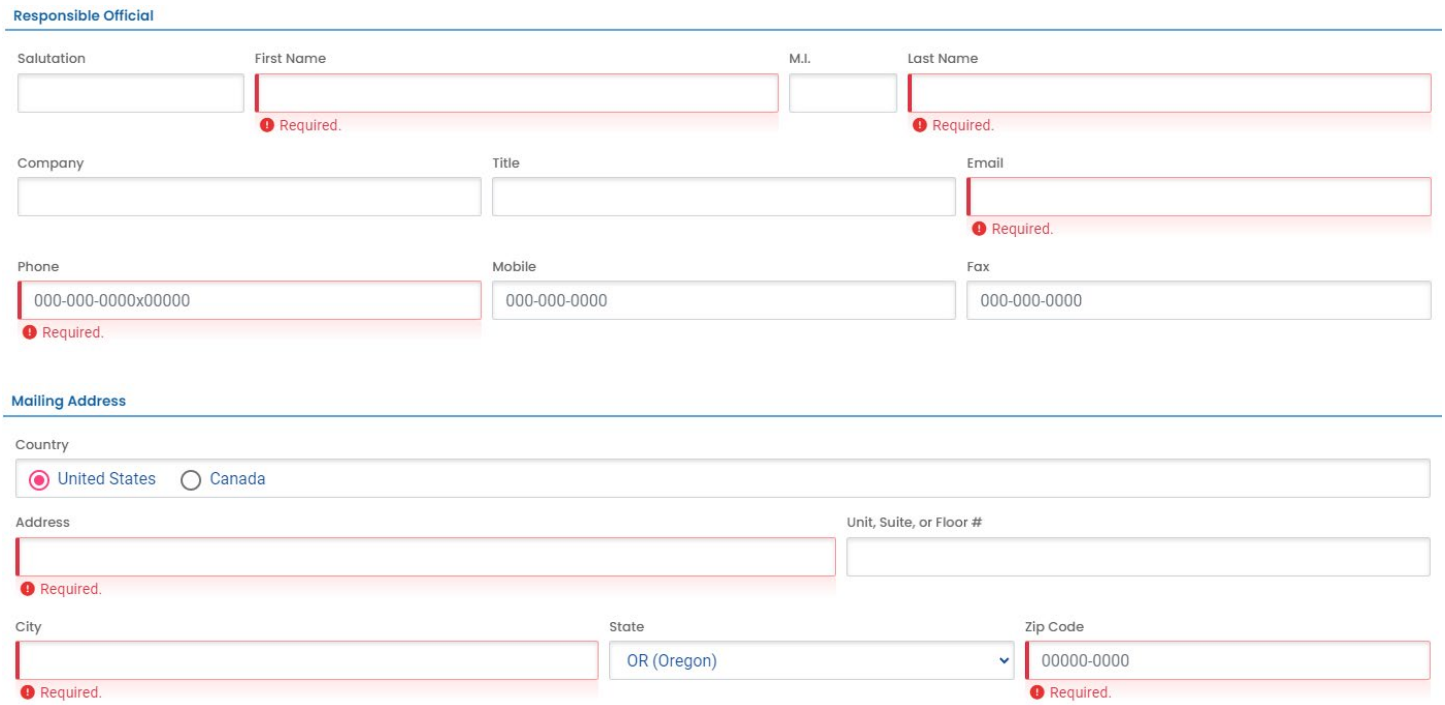
To use the Google map tool, select the map icon in the Physical Location section of the Basic Info tab. This will generate a pop-up map allowing you to select an exact new site location. Use the '+' and '-' icons to zoom in as needed. Once you are ready to select a location, use the mouse to single click 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. Select the red check mark to exit out of the map tool.

The following instructions apply to both existing and new facilities

Provide responses to remaining questions related to the proposed activities, operations and any processes.

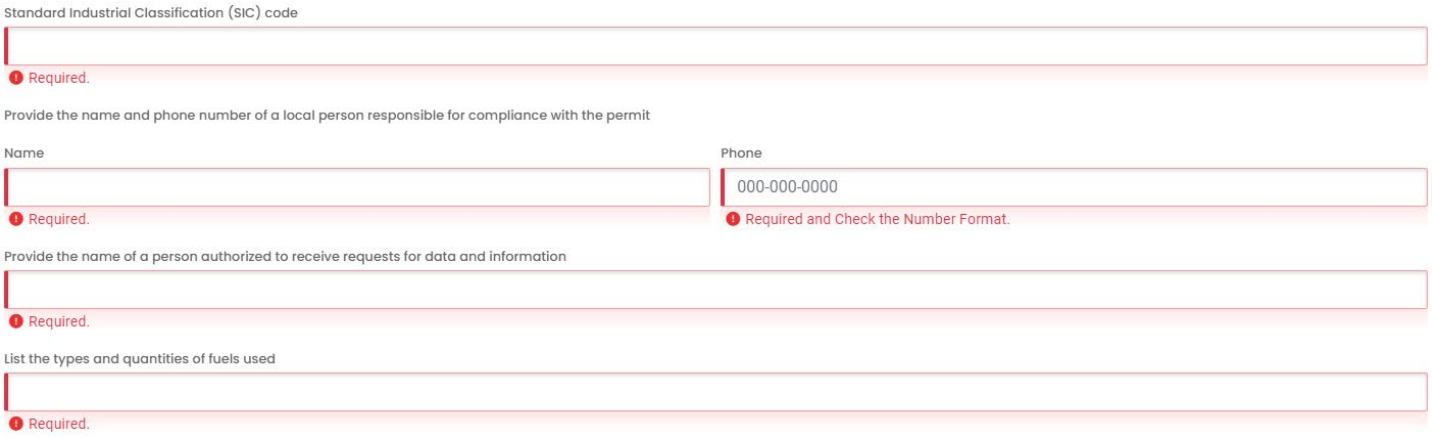


Provide the required contact information for the Responsible Official..



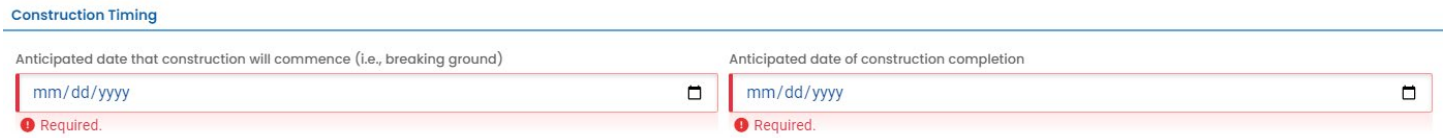
Complete the Facility Address section. Provide the:

- Standard Industrial Classification (SIC) code
- local contact information
- the types and quantities of fuels



Select the + New button to include information for each emission unit, device, activity, and air pollution control device. Include the model, make, and an identification name or number information.

To complete the section, provide the Construction Timing responses.

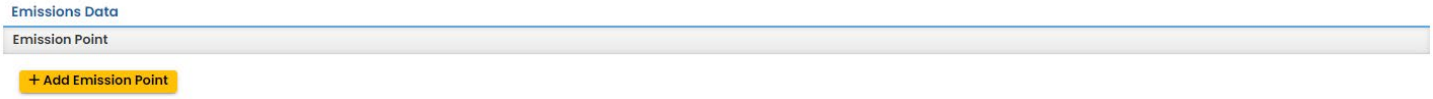


Click the Save icon to ensure application is saved at any time and prior to moving to a separate tab.

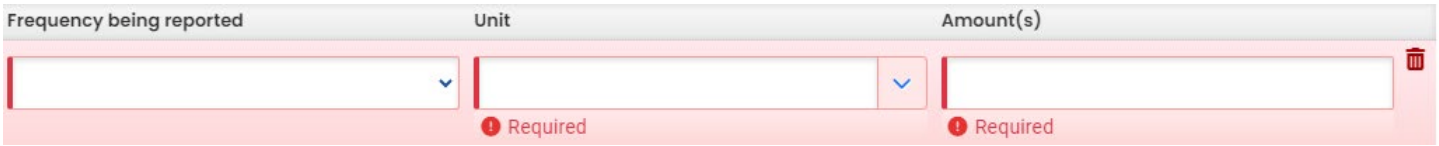
5.2. Emission Data

This application must include an estimate of the amount and type of each air contaminant emitted by the source in terms of hourly, daily, or monthly rates.

Select the yellow tab to add emission point(s) and pollutants.



Select the drop-down menu or search tool to select specific pollutants. Once a pollutant is selected, provided the required input information for each pollutant.

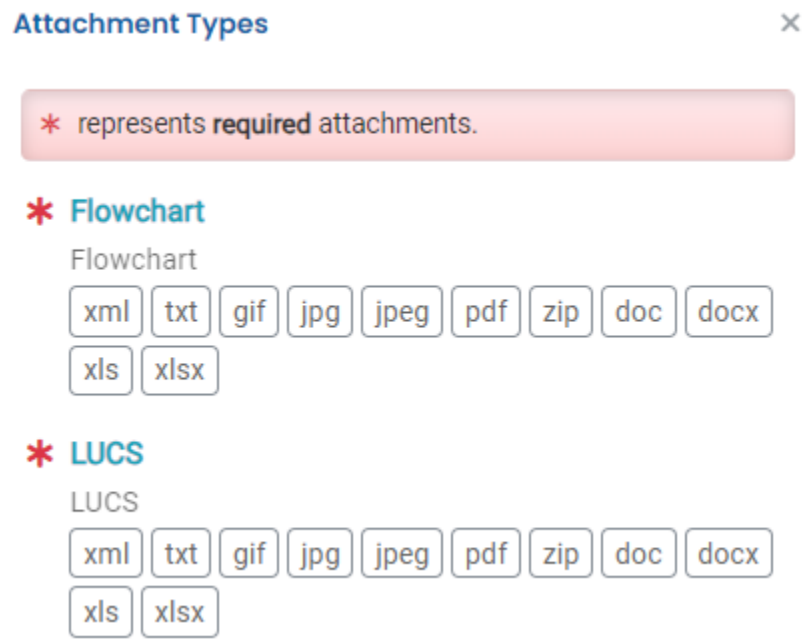


Include a description, explanation, or copy of all calculation procedures for these pollutants. Describe all calculation procedures below. If calculation procedures are included with this application as an attachment via the 'attachment' tab, above, you may write in 'attached'.

As necessary, continue adding additional emission point data by following the directions above for each emission point.

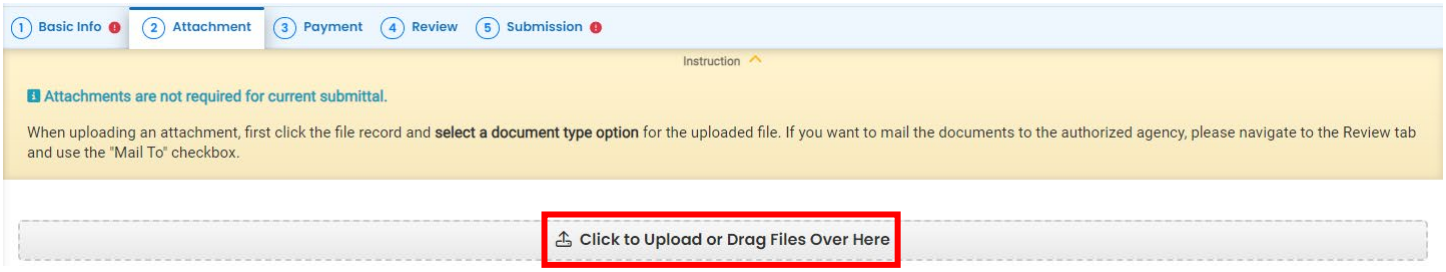
6. Attachments

Attachments are required for facilities submitting Source Test Plans. Required attachments will have a a red asterisk under Attachment Types, as seen on the right hand side of the Attachment tab and in the example below.

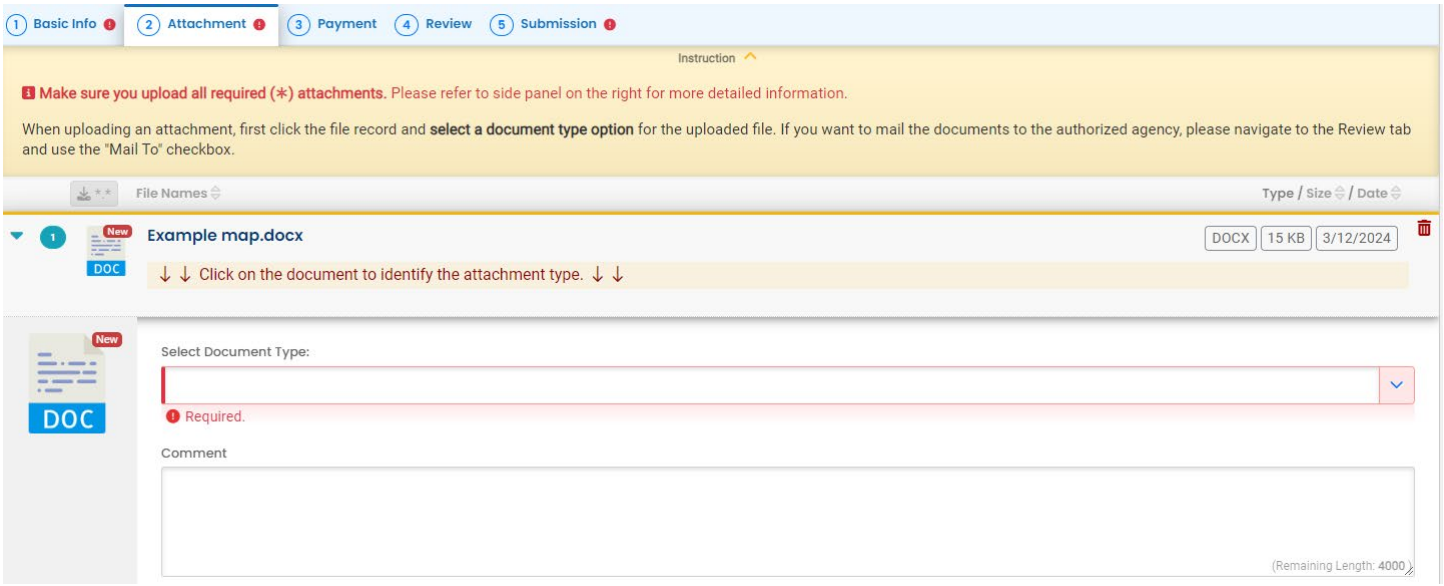


When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, navigate to the Review tab and check the "Mail To" box.

To upload the attachment(s), use the ‘Click to Upload or Drag Files Over Here’ icon.



Once you have uploaded a file, select ‘Click on the document to identify the attachment type’. Use the drop-down menu to ‘Select the Document Type.’ The document type is Source Test Plan. Remove any unnecessary documents by selecting the red trash can.



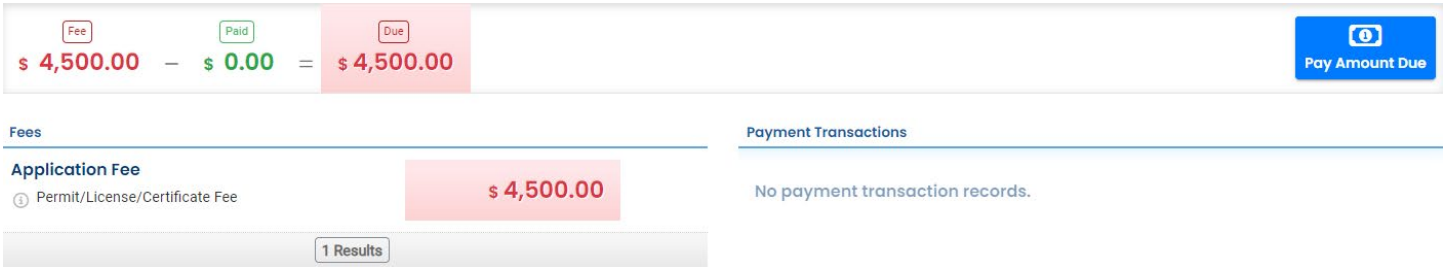
Click the Save Icon in the bottom right corner.

7. Payment

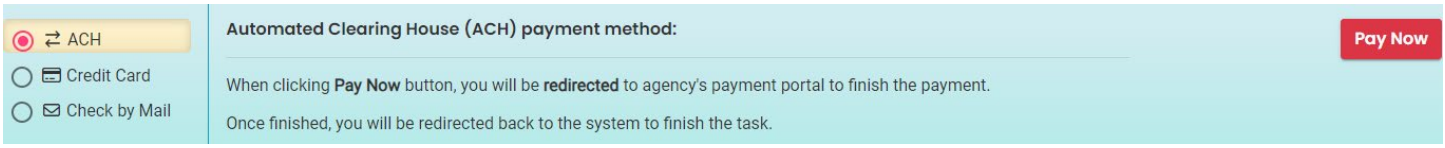
Ensure all required data is entered on the submittal form and required attachments are provided before you pursue payment.

For a new submittal, please click on the Save icon to confirm the fee amount before you continue.

DEQ adds a 4% technology fee to every fee payment processed through YDO.



Select the Pay Amount Due icon to proceed with payment by Automated Clearing House (ACH), credit card, or check by mail.

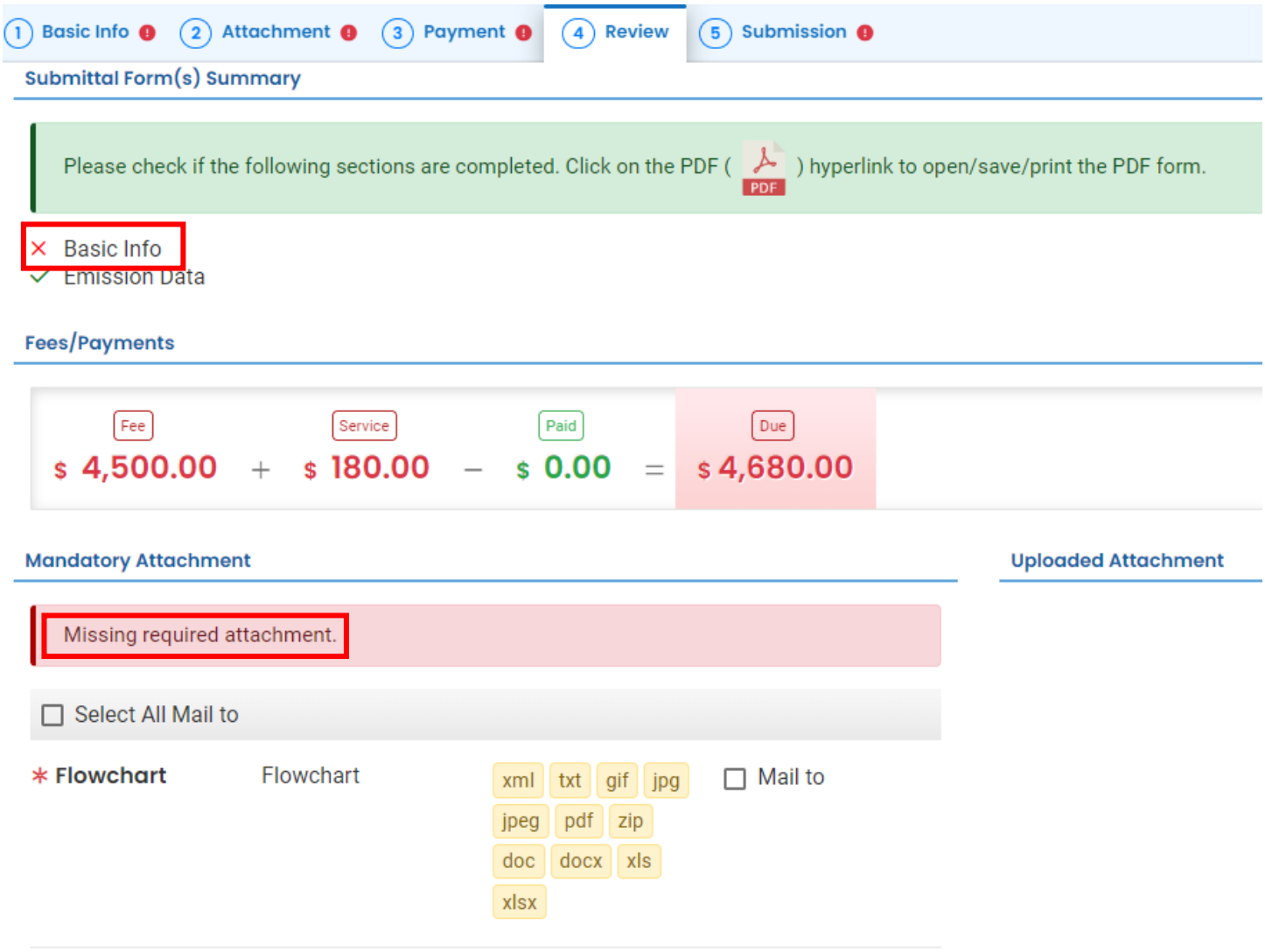


8. Review

Review your submittal info and any attachments provided. Sections that are incomplete will be identified with a red x under the Submittal Form(s) Summary. The summary will indicate the tab with incomplete data.

All required fields must be addressed before you are able to complete the submission.

Ensure all mandatory attachments are uploaded. If you prefer to mail attachments to the authorized agency, check the “Select All Mail To" box. The addresses for each regional administrative office will populate on the screen.

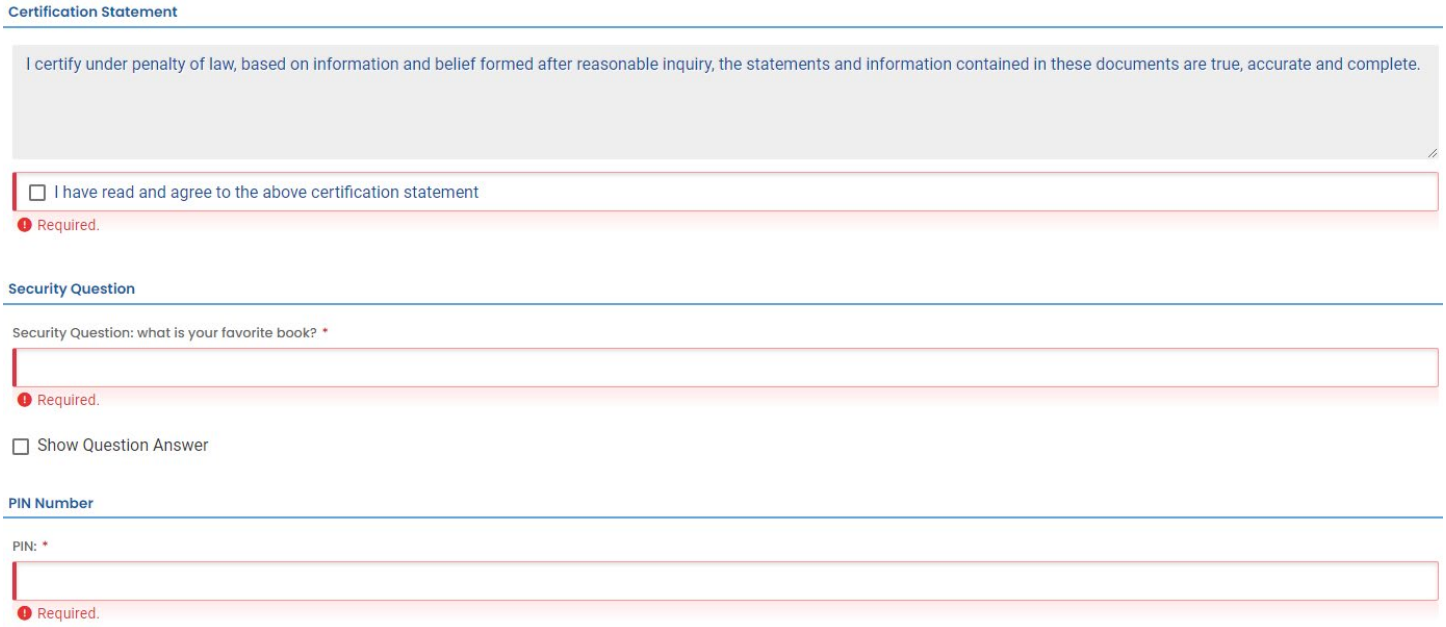


Click the Save icon in the bottom right corner.

9. Submission

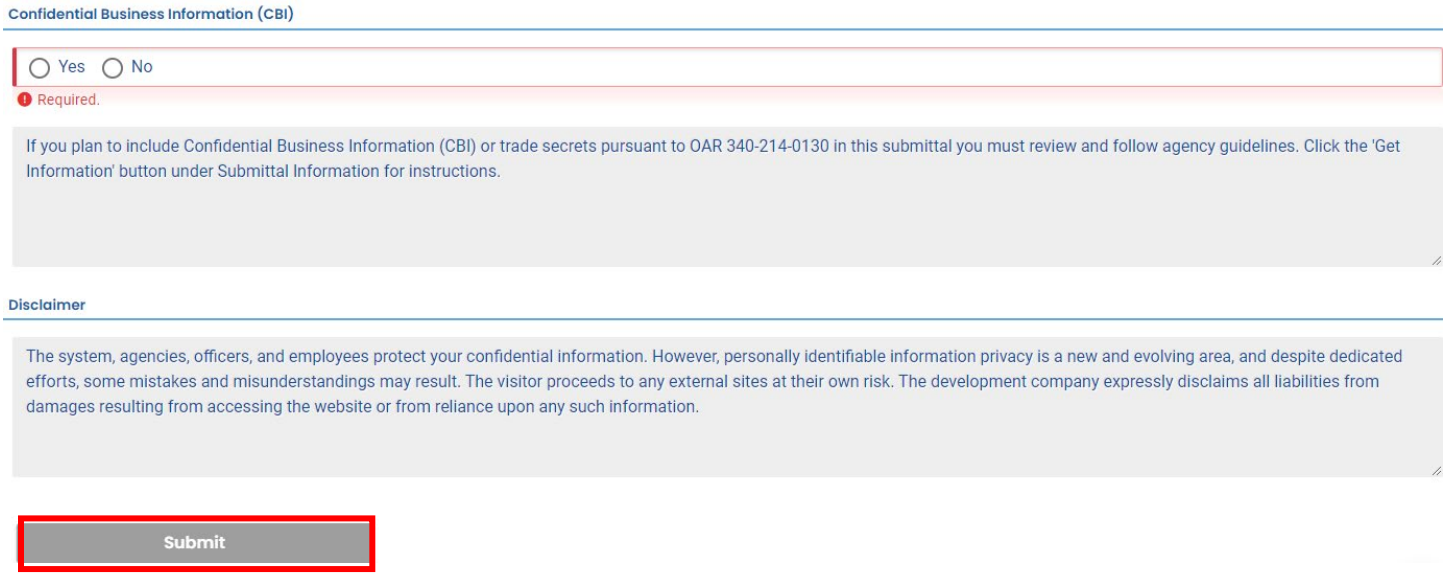
Review the Certification Statement and select the box to acknowledge that you have read and agree.

Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Paragraph 10).



If you plan to include CBI or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines.

When you have completed the review and are ready to submit the Short Term Activity Permit 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 submissionThe tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.

10. 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

11. 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.

12. Revision history

Revision	Date	Changes	Editor
1.0	**5/15/2024**	**Initial draft**	**Chris Moore**
	11/15/2024	**Copy edits and style guide compliance**	**Chris Varley**

Revision	Date	Changes	Editor
1.0	5/15/2024	Initial draft	Chris Moore