



ACDP Simple Permit

Version 1.0

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Translation or other formats

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Table of contents

System Overview	4
1. Introduction	5
2. Simple Permit Application for a New Facility	5
3. Confidential Business Information (CBI)	6
3.1. Submit Confidential Business Information using file attachment	6
3.2. Submit Confidential Business Information using a YDO form	7
4. Basic info	9
4.1. New Facility Information	9
4.2. Contacts	10
5. Categorically Insignificant Activities	11
6. Control Devices	11
7. Stack	12
8. Emission Unit	13
9. Attachments	14
10. Payment	15
11. Review	16
12. Submission	16
13. Air Quality Permitting Staff Contacts	18
14. Help Desk and Resources	18
15. Revision History	19

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 new Simple Air Contaminant Discharge Permit in [Your DEQ Online](#). For help finding out if this is the correct permit for your operations, visit DEQ's webpage '[Help Finding the Right Permit](#)'.

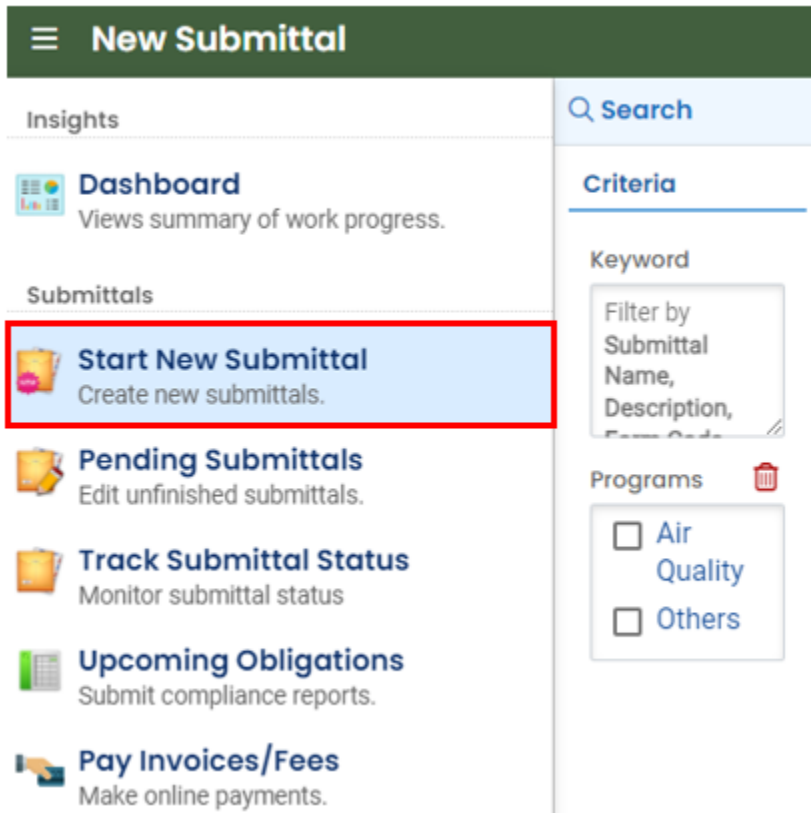
The information in this document is grouped by:

- i. Accessing the ACDP – Simple Permit Application
- ii. Basic Information
- iii. Categorically Insignificant Activities
- iv. Control Devices
- v. Stack Information
- vi. Emission Units
- vii. Attachments
- viii. Payments
- ix. Review of the Application
- x. Submission of the Application

2. Simple Permit Application for a New Facility

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 – Simple Permit Application' by clicking on the plus icon  to create a new submittal.



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

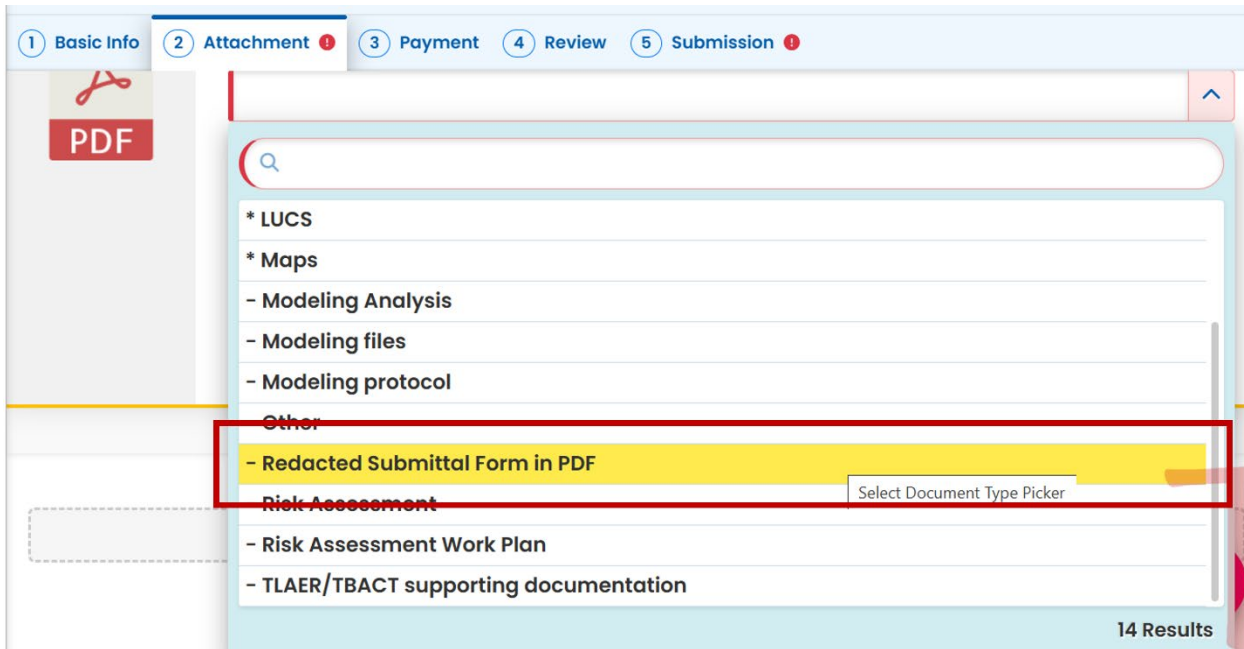
1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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

Information related to a field may be present and accessible by selecting the click for help icon .

4.1. New Facility Information

Complete each field in the New Facility Information, Mailing Address, and Physical Location sections. Complete the physical location section by entering 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 here.

Physical Location

Country
 United States Canada


Address Unit, Suite, or Floor #
Required.


City State Zip Code
Required. **Required.**


Latitude Longitude

Google Map data ©2024

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, which will close the map tool and populate the


Physical Location section. Select the red check mark  to exit out of the map tool.

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.

SIC Codes (0) + NAICS Codes (0) +

Do you have other air permits at this location or for this equipment?
 Yes No

Required

Description of facility and processes 


(Remaining Length: 4000)

Have you submitted a 'CAO - New/Reconstructed Source Risk Assessment Application'?
 Yes, and the application has been approved Yes, but the Application has not yet been approved No

Required

Select a response to the remaining questions in the section and provide a description of facility and processes in the text box. The response should provide a high-level description of what your business does or proposes to do, including information about how equipment and activities that emit air pollutants are used.

4.2. Contacts

Complete the following fields for the Responsible Official (RO), Facility Contact, and Invoice Contact at your facility. Select the click for help icon  for a description of each contact type.

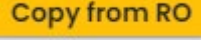
Complete each contact by providing, at a minimum, the first name, last name, email address, and phone number as well as the mailing address for each specific contact.


Responsible Official 

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/> <small>Required.</small>	<input type="text"/>	<input type="text"/> <small>Required.</small>
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/> <small>Required.</small>	
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x0000"/> <small>Required.</small>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	

Mailing Address

Country		
<input checked="" type="radio"/> United States <input type="radio"/> Canada		
Address	Unit, Suite, or Floor #	
<input type="text" value="700 NE Multnomah"/>	<input type="text"/>	
City	State	Zip Code
<input type="text"/> <small>Required.</small>	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/> <small>Required.</small>

If the Facility or Invoice Contact are the same as the RO, select the  icon to copy the information over as needed.

Select the Save icon  to ensure application input materials are saved at any time and prior to moving to a separate tab.

5. Categorically Insignificant Activities

“Categorically insignificant activity” means any of the listed regulated pollutant emitting activities principally supporting the source or the major industrial group as defined by Oregon Administrative Rule (OAR) [340-200-0020](#)(24). Categorically insignificant activities must comply with all applicable requirements.


DEQ has listed a number of activities as “categorically insignificant,” meaning DEQ will typically not regulate them because their emissions are likely to be ‘insignificant.’ If these activities are present at the facility, the owner/operator does not need to estimate emissions from them, except as required by Cleaner Air Oregon.

Select a response to all fields within this tab to provide DEQ with a comprehensive list of pollutant emitting activities that are considered categorically insignificant.

6. Control Devices

This section of the submittal is intended for you to provide DEQ a complete list of all pollution control devices present, or proposed, at your facility. Subsequent parts of the submittal will refer back to this information, so it is recommended that you complete the control devices tab before the ‘Emissions Unit’ tab.

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

To add a control device, select the new icon . Then select from the 'type' dropdown; select 'Other Pollution Control Device' if the device type you are looking for is not on the list. Complete all required fields for each control device added.

Control Device

Name/ID Number	Type	Date Installed	Manufacturer	Model Number
Basic Information				
<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>
<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>	<input type="text"/> <small>Must between 0 ~ 100</small>	<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>

Once you select the type of control device, additional fields will be generated requesting additional information related to the specific control device. The following is an example window when selecting 'baghouse' as a control device type:

Baghouse

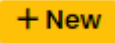
<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>	<input type="text"/>
<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>	<input type="text"/> <small>Required</small>

Continue adding control devices as needed by following the instructions above.

If there is supplemental information about your control device that you wish to include, you can add it in the 'description' field or upload an attachment by using the 'Attachment' tab at the top of the screen (see section 8.vii).


7. Stack

DEQ will need to know about each stack at your site that emits air pollutants. You will use this tab to include information about each of these points at your facility. After each stack has been added, you will link the emission units to the stack to inform DEQ which unit's emissions go through that stack.

To add a stack, select the new icon . Complete all fields in the Stack Identification and Physical Location sections for each stack added.

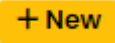
Stack Identification

Stack Name <input type="text"/> Required.	Identifier <input type="text"/> Required.	Stack Type <input type="text"/> Required.
Actual Stack Height Above Ground (feet) <input type="text"/> Required.	Inside Stack Diameter (feet) <input type="text"/> Required.	Stack Orientation <input type="text"/> Required.
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"/>



Use the Google map tool, as described in Section 3.1, or write in the specific information to complete the Physical Location section. It is recommended that you use the google map tool and the Hybrid view, accessed by selecting the Map Type icon , to identify the location of the stack at the facility.

8. Emission Unit

The emission unit tab is used to list each process, device, or activity at your facility that emits air pollutants.

To add an emission unit, select the new icon . Complete all fields in the Basic Information section for each emission unit added. Control devices and stacks can then be linked to each specific emission unit by selecting the device or stack using the appropriate drop down menu.

Emission Units

Name	Identifier	Date Installed	Type
<p>Basic Information</p> <p>Emission Unit Name <input type="text"/> Required</p> <p>Identifier <input type="text"/> Required</p> <p>Type <input type="text"/> Required</p> <p>Date Installation/Construction Commenced  <input type="text" value="mm/dd/yyyy"/> Required</p> <p>Date installed  <input type="text" value="mm/dd/yyyy"/> Required.</p> <p>Control Device ID(s) <input type="text"/></p> <p>Stack(s) <input type="text"/></p>			

Once you select the type of emission unit, an additional window will be generated, requesting additional information related to the specific emission unit. The following is an example window when selecting 'Surface Coating' as an emission unit type:

Surface Coating Equipment

Materials being coated

! Required

Type of paint guns

+ New

Paint booths

+ New

Describe any other coating processes or equipment used !

(Remaining Length: 4000)

Specific Emission Units may generate additional windows that must be completed. Review and address each section to ensure a complete response for each emission unit.

Continue adding emission units as needed by following the instructions above.

9. Attachments

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 side of the Attachment tab and in the example below.

Attachment Types ×

* represents **required** attachments.

* **Emission unit manufacturer data and technical specifications**

Emission unit manufacturer data and technical specifications

pdf doc docx xls xlsx

* **Flow Diagram/flowchart**

Flow Diagram/flowchart

pdf doc docx xls xlsx

Application requirements are described in [OAR 340-216-0040](#). While some of the required information will be collected throughout the fields in the submittal, some information will need to be uploaded and attached as

separate documents. You can also use the attachment tab to upload additional information or documentation that you believe is relevant or explains something that DEQ should know when processing your application.


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 (Section 10) and use the "Mail To" checkbox.

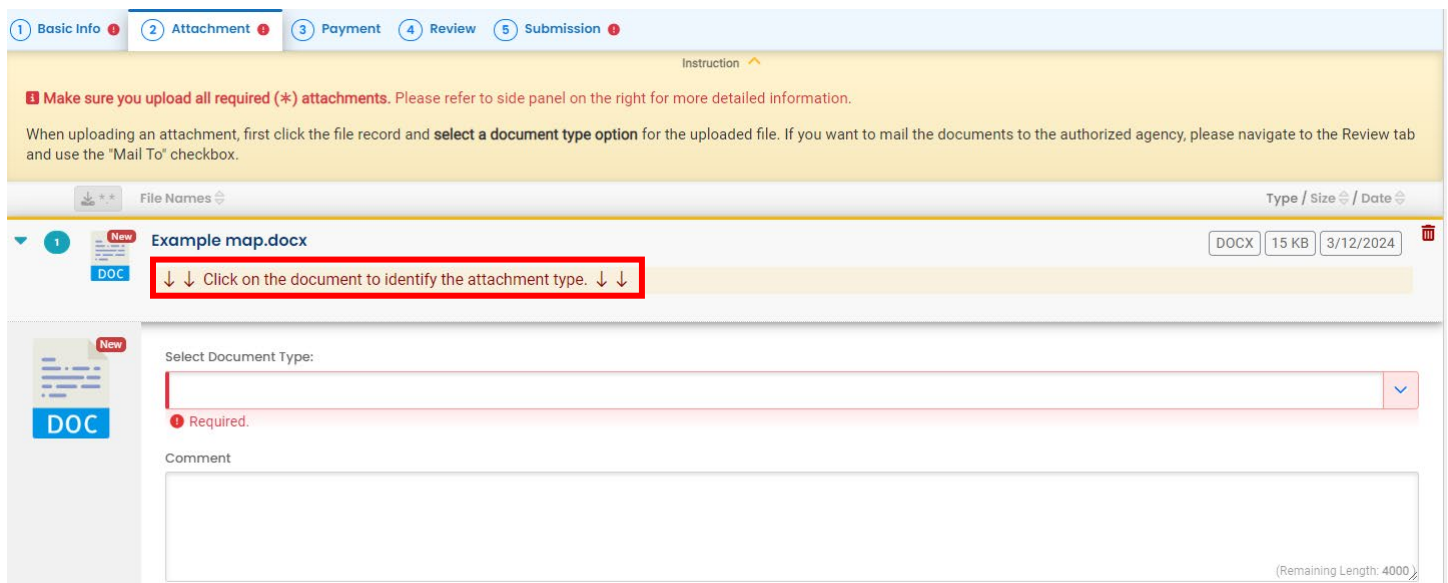
To upload an attachment, such as technical specifications, maps, or a land use compatibility statement, use the 'Click to Upload or Drag Files Over Here' icon accordingly.

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.

 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' and add any comments. If necessary, you can remove the document by selecting the red trash can .



The screenshot shows the 'Attachment' tab in the application. At the top, there are navigation tabs: 1 Basic Info, 2 Attachment (active), 3 Payment, 4 Review, and 5 Submission. Below the tabs is an 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 this is a table of file records. The first record is "Example map.docx" with a "DOCX" type, "15 KB" size, and "3/12/2024" date. Below the file name, there is a red-bordered box containing the text "Click on the document to identify the attachment type." with arrows pointing down. To the right of the file name, there is a red trash can icon. Below the file record, there is a form with a "Select Document Type:" dropdown menu, a "Required." error message, and a "Comment" text area. The text area has a "(Remaining Length: 4000)" indicator.

10. Payment

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

Sources referred to in Table 1 of Oregon Administrative Rule (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 and based on the submittal type.


11. Review

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

If necessary, please click on the Basic Info Tab, Attachment Tab, or Payment Tab to make changes to your submission. 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, please select the "Mail To" checkbox. The addresses for each regional administrative office will be presented.

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
- Categorically Insignificant Emissions
- Control Devices
- Stack
- Emission Unit

Fees/Payments

Fee **Paid** **Due**
\$ 9,000.00 - \$ 0.00 = \$ 9,000.00

Mandatory Attachment

Missing required attachment.

Uploaded Attachment

Select All Mail to

* Emission unit manufacturer data and technical specifications

Emission unit manufacturer data and technical specifications

pdf doc docx
xls xlsx

Mail to

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 required fields in the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 13). Select a response to the Confidential Business Information (CBI) prompt.

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 first and last name of your oldest sibling? *

 Required.

Show Question Answer

PIN Number

PIN: *

 Required.

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

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website 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 to successfully complete. The 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.

13. Air Quality Permitting Staff Contacts

Information about air quality permits and DEQ's regulations may be obtained from the DEQ web page at <http://www.oregon.gov/deq/>. 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. Help Desk 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	4/17/2024	Initial draft	Chris Moore
	11/21/2024	Updates to language and clarifications.	Dan DeFehr