



ACDP and Title V Criteria Pollutant NAAQS Analysis

Version 1.0

November 2024



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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.

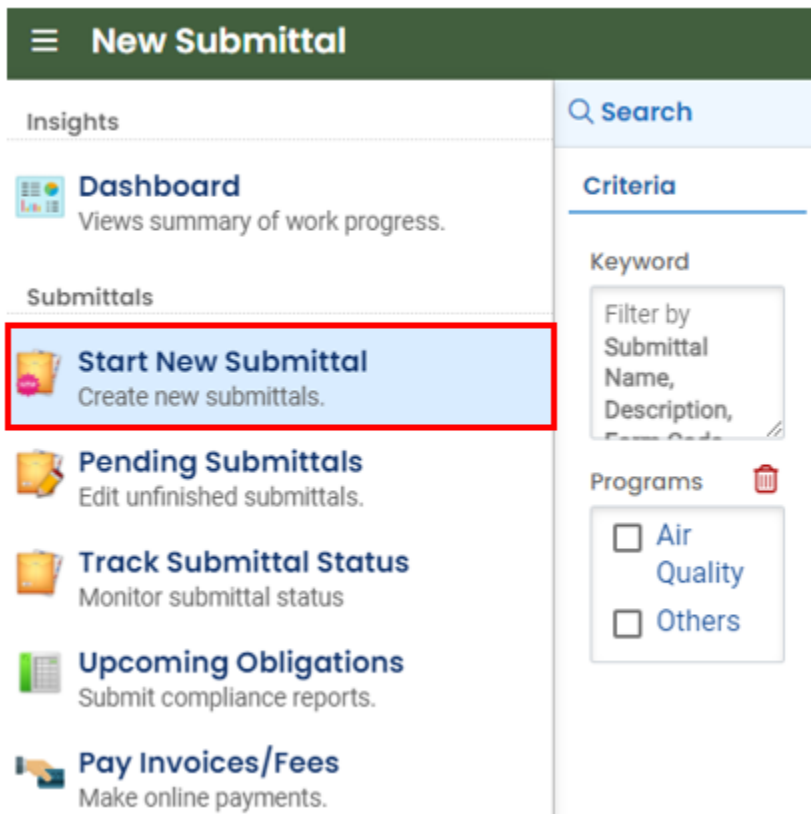
1. Introduction

This document provides information to the owner/operator of a facility that is required to submit a National Ambient Air Quality Standards (NAAQS) analysis in [Your DEQ Online](#). Further details of Criteria Pollutant NAAQS Analysis and applicability requirements can be found [here](#). The information is grouped by tabs:

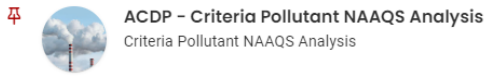
- i. Accessing the ACDP Criteria Pollutant NAAQS Analysis
- ii. Basic Info
- iii. Attachment
- iv. Review
- v. Submission

2. ACDP Criteria Pollutant NAAQS Analysis

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-Criteria Pollutant NAAQS Analysis by clicking on the plus icon  .



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

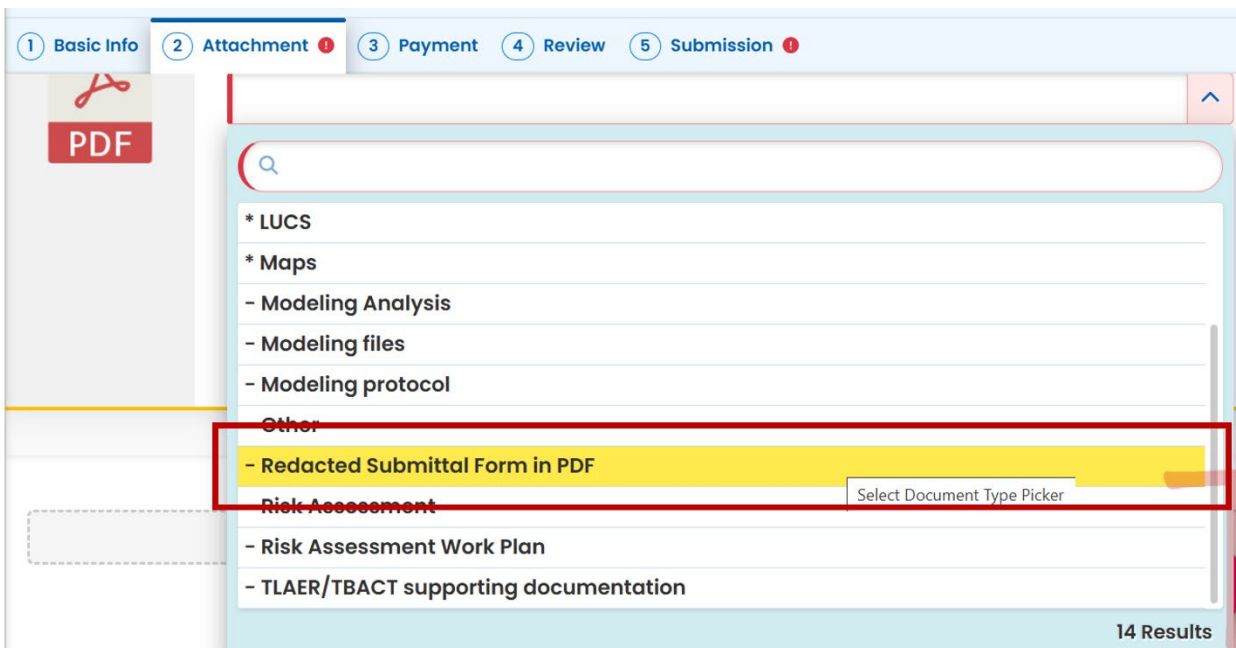
1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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

4.1. Facility Information

Select the reason that you are submitting your Criteria Pollutant NAAQD Analysis.

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.

Facility Information

I'm submitting this application because:

- I'm a New Facility
- I'm an existing facility submitting a qualifying modification
- I'm an unpermitted facility required to submit an analysis for Notice of Intent to Construct
- DEQ called my facility into the program and is requiring an analysis
- Other

Required

If you're not sure that you need to fill out this submittal, please contact your DEQ permit writer first.

Select your facility using the drop-down menu or the search field.

Select your facility

Required.

4.2. Contact

Complete all required fields for contact information.

1 Basic Info 2 Attachment 3 Review 4 Submission

II. Contact

Please enter the contact information for the individual preparing this submittal

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

4.3. NAAQS Standards being reviewed

Select the criteria pollutant standard for which you are submitting a NAAQS analysis (multiple selections can be made).

III. NAAQS Standards being reviewed

I'm submitting an analysis for this NAAQS standard:

- | | | | |
|--|---|--|--|
| <input type="checkbox"/> Carbon Monoxide (8-hour) | <input type="checkbox"/> Carbon Monoxide (1-hour) | <input type="checkbox"/> Lead (3-month) | <input type="checkbox"/> Nitrogen Dioxide (1-hour) |
| <input type="checkbox"/> Nitrogen Dioxide (annual) | <input type="checkbox"/> Ozone (8-hour) | <input type="checkbox"/> PM 2.5 (annual) | <input type="checkbox"/> PM 2.5 (24-hour) |
| <input type="checkbox"/> PM 10 (24-hour) | <input type="checkbox"/> Sulfur Dioxide (1-hour) | <input type="checkbox"/> Sulfur Dioxide (3-hour) | <input type="checkbox"/> Visibility (Air Quality Related Values) |
| <input type="checkbox"/> Other | | | |

Required.

Please use the attachment tab above to attach [emissions inventory](#) information. DEQ will request a modeling protocol and/or modeling results in a later step if necessary.

Click on the blue [emissions inventory](#) link to open Form AQ402 Emissions Detail Sheet. Be sure to complete the emission details sheet and include it in the attachments section.



Form AQ402- Version 1
09/01/22

Emissions Detail Sheet

Applicability

All new or modified sources applying for Simple and Standard ACDPs will need to complete and submit this form. All existing sources that are required to conduct a short-term NAAQS Analysis are also required to complete this form.

Form Worksheets

| Worksheet Name | Purpose |
|---------------------------|---|
| 1. Facility Information | Record facility contact information. |
| 2. Emissions Detail Sheet | Record information needed to calculate emission rates for criteria pollutants for long and short term time periods. |

5. Attachments

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.

Form AQ402 Emission Details Sheet is a required attachment for this submission type. If you have any other emission inventories for your facility they can be uploaded here.

The screenshot shows a navigation bar with five tabs: 1 Basic Info, 2 Attachment (selected), 3 Payment, 4 Review, and 5 Submission. Below the tabs is an instruction box with a yellow background. The instruction reads: "Attachments are not required for current submittal." Below this, it says: "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." At the bottom of the instruction box is a dashed border containing a button that says "Click to Upload or Drag Files Over Here".

6. Review


Please review your information and any attachments provided. Sections that are incomplete will be identified with a red x under the Submittal Form(s) Summary section, and will indicate the tab with incomplete data.

If needed, please click on the Basic Info tab or Attachment T\ tab to make changes to your submission.

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 () hyperlink to open/save/print the PDF form.

Basic Info

Fees/Payments

| | | |
|---------|---------|---------|
| Fee | Paid | Balance |
| \$ 0.00 | \$ 0.00 | \$ 0.00 |

Mandatory Attachment **Uploaded Attachment**

Attachments are not required for this Submittal.

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.

When you have completed the review and are ready to submit,, select the Submit button at the bottom of the Submission tab to complete your facility's ACDP Criteria Pollutant NAAQS Analysis.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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 name of your home town newspaper? *

Required.

Show Question Answer

PIN Number

PIN: *

Required.

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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. 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.

8. Air Quality Permitting Staff Contacts

Information about air quality permits and DEQ's regulations may be obtained from the [DEQ web page](#) at. 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 | 4/29/24 | Initial draft | JC |
| | 11/18/2024 | Copy edits and style guide compliance | Chris Varley |
| | | | |
| | | | |