



ACDP and Title V Relocation Notice

Version 1.0

March 2024



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Translation or other formats

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Table of contents

System Overview.....4

1. Introduction5

2. ACDP Relocation Notice Form.....5

3. Basic Info6

3.1. Relocation Notice.....6

3.2. New Site Location6

3.3. Contact information of local planning or zoning jurisdiction (or DLCD).....7

3.4. Contact person at the site7

4. Attachments8

5. Payment8

6. Review.....9

7. Submissions.....9

8. Air Quality Permitting Staff Contacts11

9. Help Desk and Resources11

10. Revision History.....12

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.

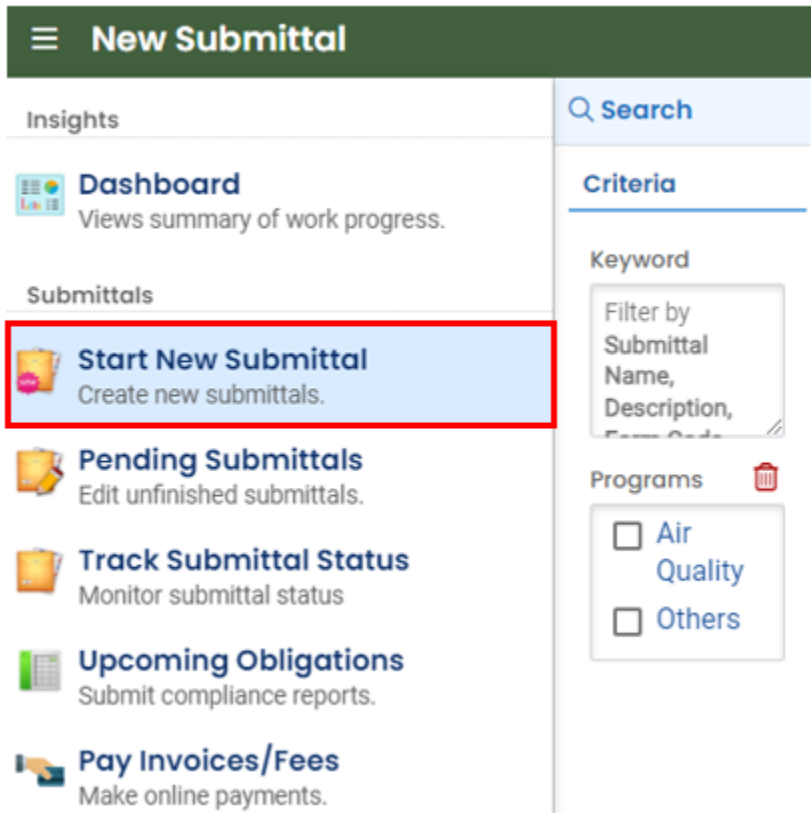
1. Introduction

This document provides information to the owner/operator of a portable facility (e.g., rock crusher, asphalt plant, etc.) for submitting an ACDP Relocation Notices Form in [Your DEQ Online](#). The owner/operator must not install or operate the plant or any portion of the facility at any new site without first submitting the ACDP Relocation Notice Form. The information is grouped by tabs:

- i. Accessing the ACDP Relocation Notice Form
- ii. Basic Info
- iii. Attachments
- iv. Payment
- v. Review
- vi. Submission

2. ACDP Relocation Notice Form

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 – Relocation Notice Form by clicking on the plus icon



ACDP – Relocation Notice Form
ACDP Relocation Notice Form

Air Quality f0104027
Air Quality



3. Basic Info

3.1. Relocation Notice

Select your facility using the drop-down menu or the search field. Type in the permit number, select the anticipated date of relocation, and select the anticipated end date at new location. Select the device or equipment that is relocating using the drop-down menu. Use the toggle at the end of the relocation notice section to confirm you have documentation that the activities and operations are allowed by the local planning or zoning jurisdiction (or Department of Land Conservation and Development (DLCD) for operation at the location.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Relocation Notice

Select your facility

Required.

Permit Number Anticipated date of relocation

Required. mm/dd/yyyy Required.

Anticipated end date at new location Identify the device or equipment that is relocating

Required. mm/dd/yyyy Required.

Is there any additional information that DEQ should know about this site or location?

Required. (Remaining Length: 4000)

I have documentation that my activities and operations are allowed by the local planning or zoning jurisdiction (or Department of Land Conservation and Development (DLCD) for operation at the location above.

3.2. New Site Location

Enter the new site location or select 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. If it is a remote location without a street address, write in "Remote".

ACDP and Title V Relocation Notice Version 1.0

New Site Location

If you use the map tool to select your facility location and the address field does not populate, write it in here. If it is a remote location without a street address, write in "Remote".

Country
 United States Canada

Address Unit, Suite, or Floor #

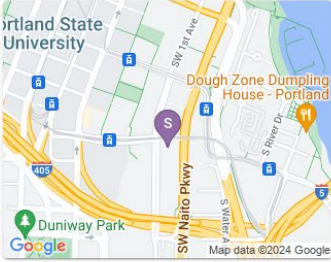
Required.



City State Zip Code

Required. **Required.**

Latitude Longitude

Required. **Required.**



To use the Google map tool, select the map icon in the New Site 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 New Site Location section. Select the red X icon  to exit out of the map tool.

3.3. Contact information of local planning or zoning jurisdiction (or DLCD)

Complete this section by providing the first name, last name, and phone number of the contact person at the local planning or zoning jurisdiction.

Contact information of local planning or zoning jurisdiction (or DLCD)

Salutation First Name M.I. Last Name

Required. **Required.**

Company Title Email

Phone Mobile Fax

Required.

3.4. Contact person at the site

Complete this section by providing the first name, last name, and phone number of the contact person at the site.

Contact person at the site

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"/>	
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x00000"/>	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
<small>Required.</small>			

4. Attachments


Attachments are not required for an ACDP Relocation Notice Form. If you have attachments, such as a map or a land use compatibility statement, use the 'Click to Upload or Drag Files Over Here' icon accordingly.

When uploading an attachment, first click the file 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.

The screenshot shows the top navigation tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. Below the tabs is a yellow instruction box with the text: "Attachments are not required for current submittal. 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 border containing a button with an upload icon and the text "Click to Upload or Drag Files Over Here".

5. Payment

Please 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' button to confirm the fee amount before you continue.

There are no fees required for an ACDP Relocation Notice Form submittal.

ACDP and Title V Relocation Notice
Version 1.0

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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.

There is no payment due at this time.

Fee	-	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

Fees: Fee is not required at this time.

Payment Transactions: No payment transaction records.

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 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.

X Basic Info

Fee	-	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment: Attachments are not required for this Submittal.

Uploaded Attachment

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 entering your PIN. Click the 'Submit' button at the bottom of the *Submission tab* to complete your facility's ACDP Relocation Notice Form.

ACDP and Title V Relocation Notice
Version 1.0

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.


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](http://www.oregon.gov/deq/) <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

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		Initial draft	JC