



ACDP and Title V Response to Enforcement Submittal

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.

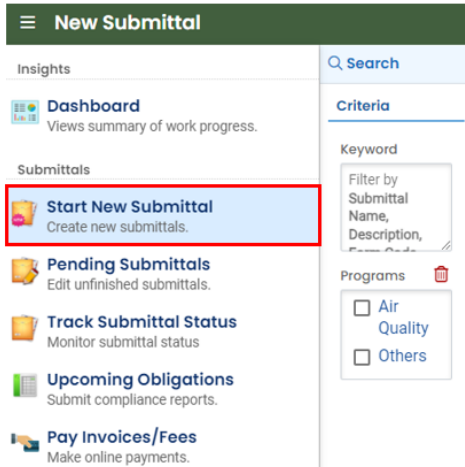
1. Introduction


This document provides information to individuals for submitting a response to an enforcement action issued by DEQ in [Your DEQ Online](#). The Oregon Department of Environmental Quality enforces the law and focuses compliance resources on serious environmental violations to ensure that people in Oregon enjoy a healthy environment. DEQ achieves compliance through a number of tools including, technical assistance, inspections, complaint investigations, and orders to pay fines and perform corrective actions. DEQ enforcement procedures are detailed in [OAR 340-012-0026](#). The information is grouped by tabs:

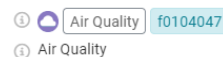
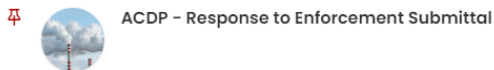
- i. Accessing the ACDP or Title V Response to Enforcement Submittal form
- ii. Basic Info
- iii. Attachment
- iv. Review
- v. Submission

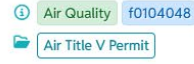
2. ACDP and Title V Response to Enforcement Submittal

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 either ACDP – Response to Enforcement Submittal or TV- Response to Enforcement Submittal by clicking on the plus icon  on the right side of the form that applies.





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

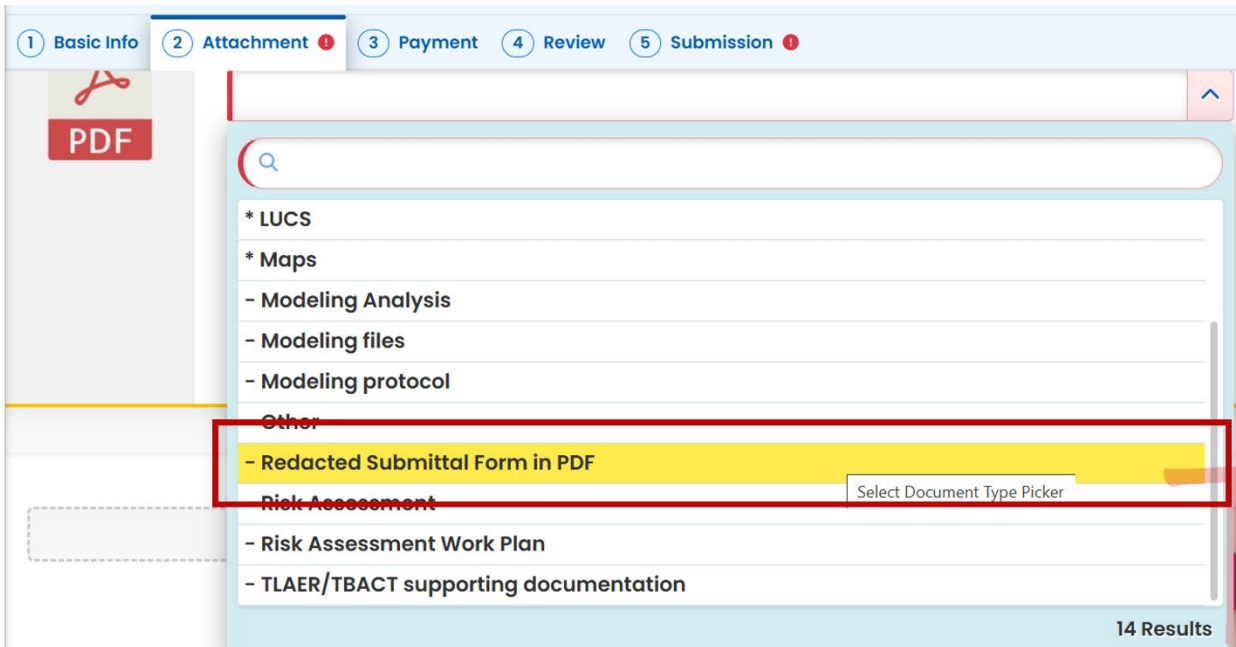
Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () 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. Response to Enforcement Submittal

Select your facility from the drop-down menu. Select whether your response will be included as an attachment or will be provided within the 'Information Requested' text box.

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 Information

Permit

Information Requested

Please provide the info requested


(Remaining Length: 4000)

Response to the Information Requested

Provide the info requested via attachment

Yes No

Required.



5. Attachment

?????

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction

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.

Click to Upload or Drag Files Over Here


If your response includes attachments, they can be uploaded on the Attachment tab. Use the drag-and-drop feature or click the grey box to upload attachments.

6. Review

1 Basic Info 2 Attachment 3 Review 4 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.

Review any attachments that you may have included in your response. There are no fees associated with response attachments.

7. Submission

1 Basic info 2 Attachment 3 Review 4 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 first and last name of your oldest sibling? *

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

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 number.

Select a button for the Confidential Business Information (CBI) question. 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, select the 'Submit' button at the bottom of the Submission tab.

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. 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](#).

10. Revision History

Revision	Date	Changes	Editor
1.0	6/5/24	Initial draft	Joe Contreras
	11/20/2024	Copy edits and Style Guide compliance	Chris Varley
	11/22/2024	Formatting and copy edits. Added TV.	Amanda Hallmark

