



# ACDP and Title V Source Test Report

Version 1.0

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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 or a Source Test Company submitting a Source Test Report required by an Air Contaminant Discharge Permit in [Your DEQ Online](#). The information is grouped by:

- i. Overview of Source Testing
- ii. Accessing the ACDP – Source Test Report new submittal
- iii. Basic Information
- iv. Attachments
- v. Review of the submittal
- vi. Submission of the Source Test Report

## 2. Overview of Source Test Reports

A source test, also referred to as a stack test or performance test, measures the amount of target pollutants emitted from point source emission units. Requirements for stationary source testing and monitoring are defined in Oregon Administrative Rule (OAR) Chapter 340, Division 212.

DEQ's Source Sampling Manual (<https://www.oregon.gov/deq/FilterDocs/SSMI.pdf>, Revised Nov. 2018) provides the procedures and test methods for conducting source sampling (i.e., stack testing) at facilities regulated by DEQ. The manual includes procedures for notifying DEQ of testing projects; preparing and obtaining approval of source test reports before conducting the testing; and preparing source test reports after the testing is completed. The manual identifies established sampling methods approved for source sampling projects and procedures for obtaining approval for modifications or alternatives to the methods. Most of the sampling methods are federal methods that have been incorporated by reference. However, several test methods are unique to DEQ. The Source Sampling Manual was first written in 1976 with revisions in 1979, 1981, 1992, 2015 and 2018. The Source Sampling Manual is included in Oregon's State Implementation Plan.


Section 2.11 of the Source Sampling Manual outlines the reporting and recordkeeping requirements for the source test report. At a minimum, the content of the source sampling report must be consistent with the requirements outlined in Table A-2 in Appendix A.

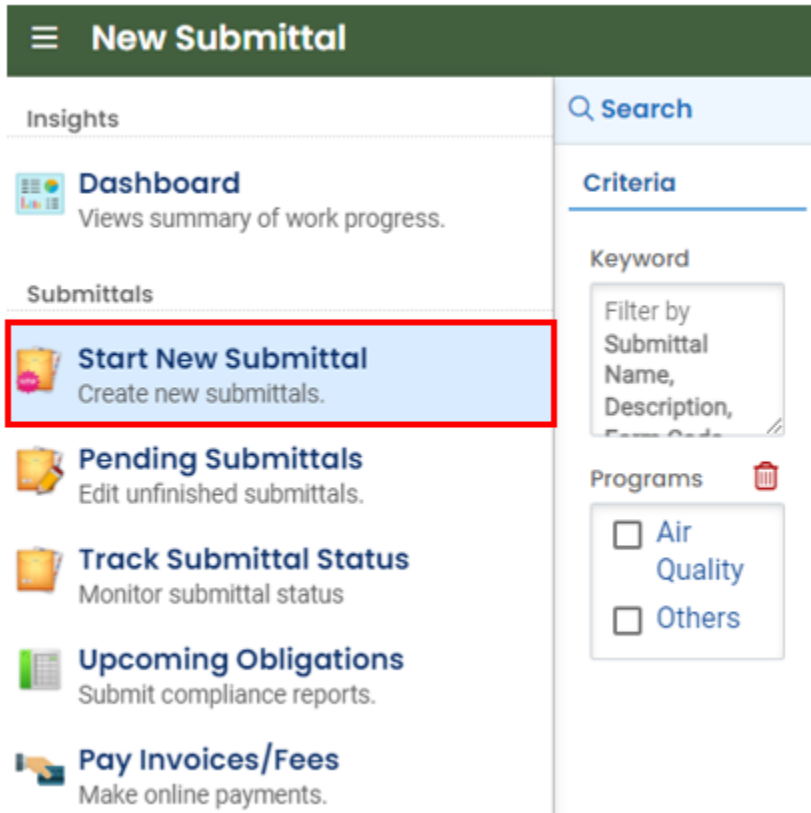
Documentation of any deviations must be incorporated in the source test report including an evaluation of the impact of the deviation on the test data.

Unless otherwise specified by rule or permit, one (1) bound copy of the source test report must be submitted to the regional Source Test Coordinator within 30 days following the field work. Requests for extensions will be evaluated by DEQ on a case-by-case basis. An electronic version of the report must also be submitted in addition to the bound copy.


For questions related to a source test report, contact your Regional Source Test Coordinator.

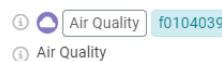
### 3. Source Test Report New Submittals

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 “source test” in the Keyword search box.

Select ACDP – Source Test Report 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.

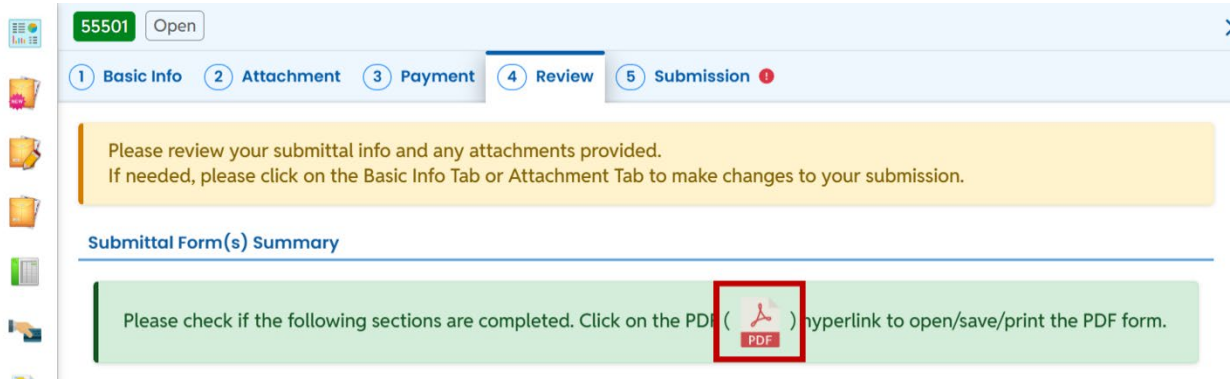
The screenshot shows a web form with a navigation bar at the top containing five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. The 'Submission' tab is active. Below the navigation bar, there is a section titled 'Confidential Business Information (CBI)' which is highlighted with a red rectangular box. This section contains two radio buttons: 'Yes' (which is selected) and 'No'. Below the radio buttons is a text box containing the following text: '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.' At the bottom left of the form is a grey 'Submit' button. At the bottom right, there is a red circular icon with a white document symbol, likely representing a 'Save' or 'Next' action.

#### 4.2. Submit Confidential Business Information using a YDO form

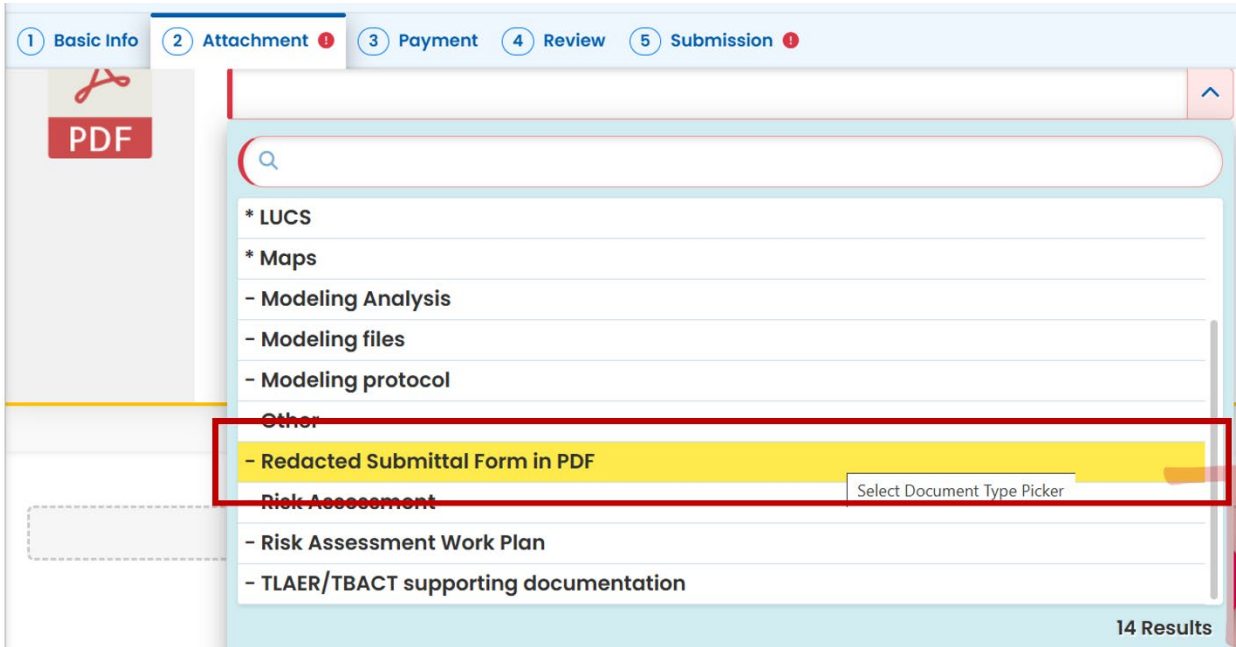
If you are filling out a submittal using a YDO form that contains information you believe to be confidential, trade secret, or otherwise exempt from disclosure, you will be given an opportunity to redact your application during the Review phase. Please follow these steps to learn how to redact CBI from YDO forms:



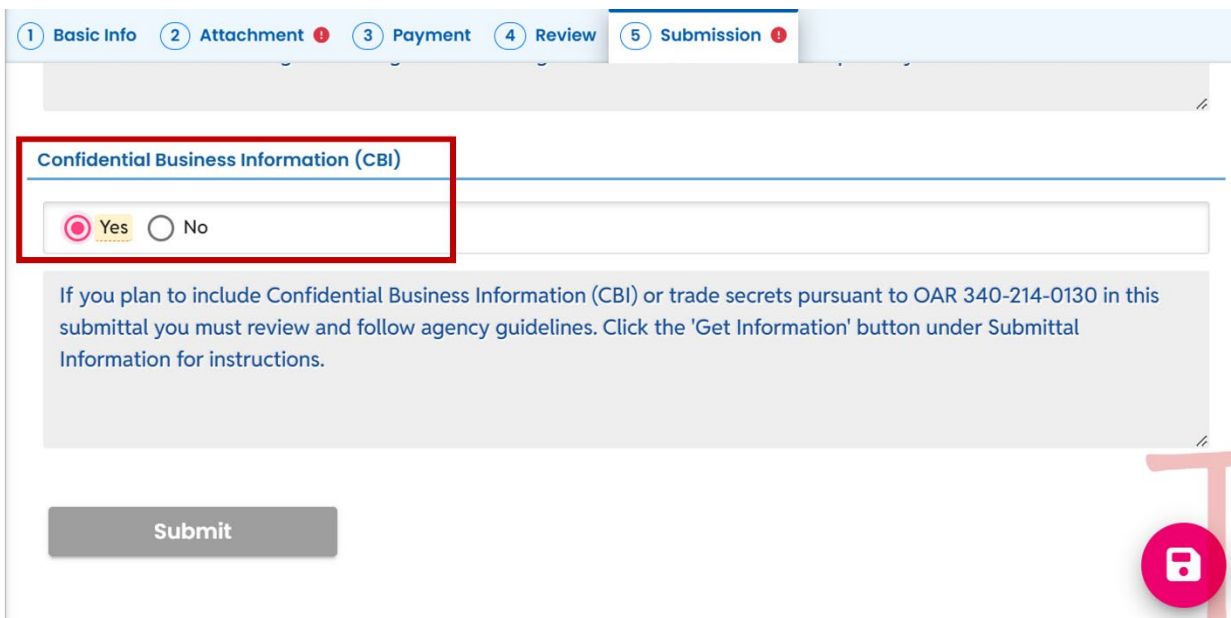
1. Complete the application beginning on the 'Basic Info' tab, including the confidential information that is relevant to the required and optional fields.
2. Proceed through the Payment tab and pay any required fees.
3. Proceed to the 'Review' tab and click the PDF icon. A new window will open with 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.



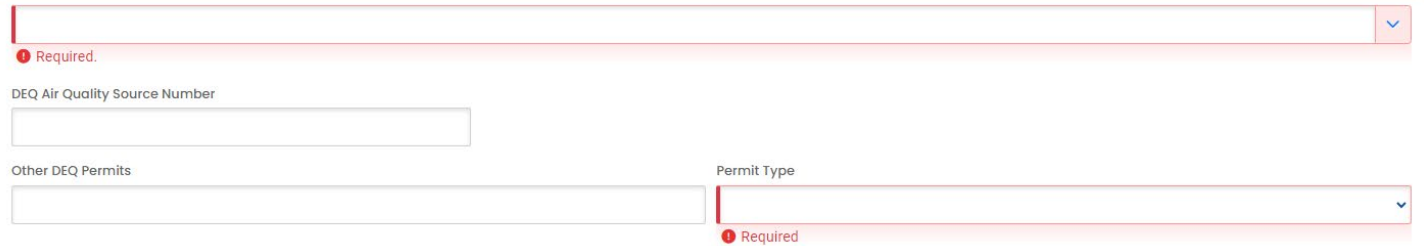
DEQ will segregate marked information in its files, and if such information is requested by a member of the public, then DEQ will determine if the information qualifies as exempt from disclosure under Oregon's Public Records law (see [Oregon Revised Statutes Chapter 192](#)) and will either disclose it or not, as appropriate.

## 5. Basic Info Tab

### 5.1. Facility Information section

Complete each field in the Facility Information section. Use the drop-down menus to select the facility and the permit type. Type in your DEQ air quality source number and indicate any other permits issued or required by DEQ as necessary.

#### Facility Information



Required.

DEQ Air Quality Source Number

Other DEQ Permits

Permit Type

Required

### 5.2. Source Test Company Contact Information section

Complete each field in the Source Test Company Contact Information section by manually typing in each field.

### 5.3. Source Testing Details

Please do not submit any confidential business information in Your DEQ Online. Contact your DEQ source test coordinator directly if confidential business information needs to be submitted.

To complete the source testing details section, the facility information section must be completed first. Once the facility has been identified, Click on the Blue Plus Sign to see the list of Emission Units on your permit, the applicable emissions unit(s) may be selected using the drop-down menu.

Complete the test start date and the test end date by typing in the date or using the calendar icon.

Please select the applicable response to the Cleaner Air Oregon Risk Assessment question.

Hit the Red Save Icon in the bottom right corner.

Source Testing Details

Please do not submit any confidential business information in Your DEQ Online. Contact your DEQ source test coordinator directly if confidential business information needs to be submitted.

Emission Unit(s)  +

**Required**

Proposed Test Start Date

Anticipated Test End Date

**Required.**

Is this source test for Cleaner Air Oregon Risk Assessment purposes?  Yes  No

**Required.**

## 6. Attachment Tab

Attachments are required for facilities submitting Source Test Reports. Required attachments will be identified with a red asterisk \* under Attachment Types, as seen on the right-hand side of the Attachment tab and in the example below.

**Attachment Types** [x]

\* represents **required** attachments.

\* **Source Test Report**

Source Test Report

When uploading test reports and relevant attachments, 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.


To upload the Source Test Report, use the 'Click to Upload or Drag Files Over Here' icon accordingly.

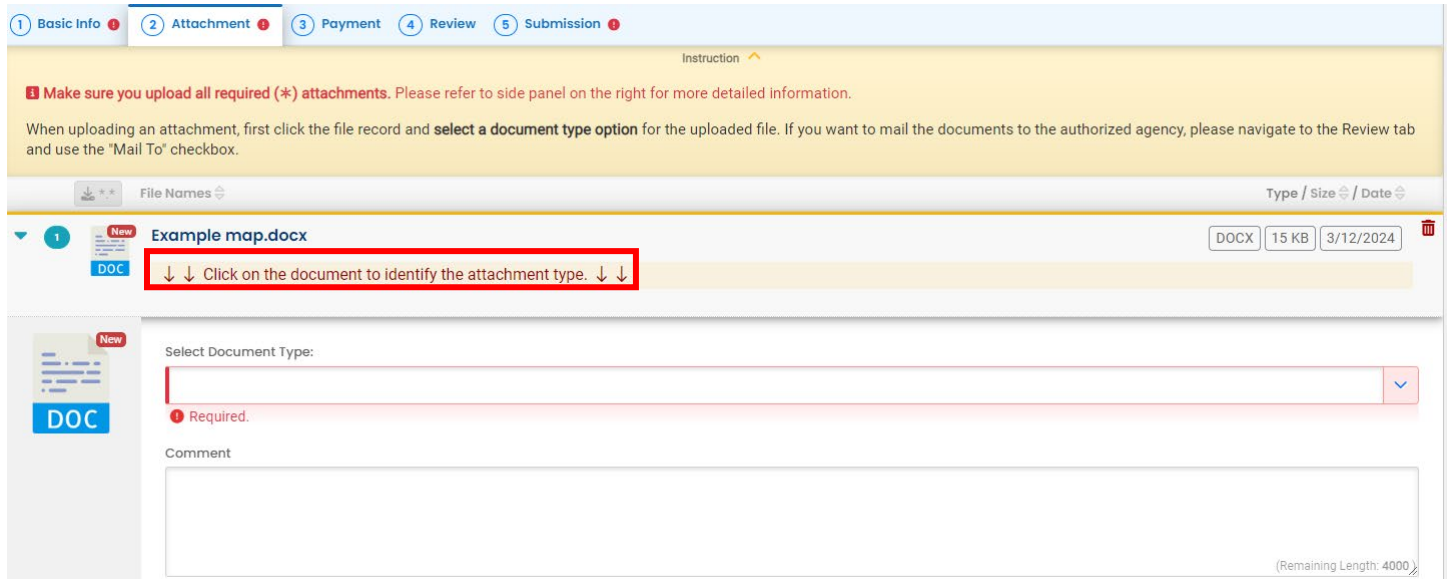
1 Basic Info 2 Attachment **3** Review 4 Submission **1**

Instruction ^

**1** 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.

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. The document type is Source Test Report. If necessary, you can remove the document by selecting the red trash can .



Hit the Red Save Icon in the bottom right corner.

The source test report submitted must include all required elements outlined in the Source Testing section of the ACDP and comply with the requirements of the Oregon DEQ Source Sampling Manual.

## 7. Review Tab

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 or Attachment Tab to make changes to your submission. All required fields must be addressed before you can 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" checkbox. The addresses for each regional administrative office will be presented.

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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**

Missing required attachment.


Select All Mail to

\* Source Test Plan Source Test Plan  Mail to

pdf doc docx xls xlsx

**Uploaded Attachment**

Please specify the attachment type for all attachments.

 Example map.docx Missing the attachment type.

DOCX 15 KB

Hit the Red Save Icon in the bottom right corner.

## 8. Submission Tab

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 (for assistance, refer to Paragraph 9).

Hit the Red Save Icon in the bottom right corner.

ACDP and Title V Source Test Report  
Version 1.0

1 Basic Info 2 Attachment 3 Review 4 Submission **1**

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**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.**

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**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 Source Test Report, select the Submit button at the bottom of the Submission tab.

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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.

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**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.

You can print or save a copy of your Submittal Receipt, showing the date and time of the submittal.

## 9. 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	Source Test Coordinator
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	Josh Muswieck
Benton, Lincoln, Linn, Marion, Polk, and Yamhill	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240	Suzanne Blackburn
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	Mark Ludwiczak
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	
Statewide – Cleaner Air Oregon		Thomas Rhodes

## 10. 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](#).



## 11. Revision History

<b>Revision</b>	<b>Date</b>	<b>Changes</b>	<b>Editor</b>
<b>1.0</b>	<b>05/01/2024</b>	<b>Initial draft</b>	<b>Chris Moore</b>
	<b>11/22/2024</b>		<b>Jennifer Flynt</b>