



# Title V Annual Report and Semi-Annual Compliance Certification (SACC) for Second Half of Year

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 that is submitting an Annual Report and Semiannual Compliance Certification (SACC) for the 2nd Half of Year for their facility's Title V Air Permit in [Your DEQ Online](#).

## 1.1. Note on TV Report Types


If you are submitting a required Annual Report or Semiannual Report for your Title V facility, the link to begin preparing this submittal will be in the Upcoming Obligations section within your YDO dashboard. Other, separate Miscellaneous Reports, which do not include Annual or Semiannual Reports, can be initiated in the New Submittal section.

More information on these submittals can be found in the Title V – Miscellaneous Reports user guide.

If you do not see a link to submit your Annual or Semiannual which is due in the Upcoming Obligations section within your YDO dashboard, please contact the YDO helpdesk at [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov).

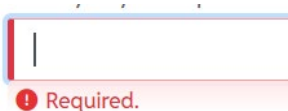
# 2. Starting a Title V - Annual Report and SACC for Second Half of Year

Login to your account on the [Your DEQ Online Public Portal](#). At the bottom of the Dashboard you should find the 'Upcoming Obligations & Unpaid Submittals'. After the period of time the report covers has passed, but before the report due date as listed in your permit, you should find an entry in the section. The entry should have the label "Title V - Annual Report and Semi-Annual Compliance Certification (SACC) For Second Half of Year" below the name and address of the facility and above the corresponding reporting period and due date.

Select the blue pencil icon  in the upper corner of the entry to begin preparation of the submittal.

# 3. Required fields in YDO submittal forms

If a field is required and not yet filled in, it will have a red border like this:



If a tab contains one or more required fields that are not yet filled out, then the tab will have a red icon with an exclamation point, like this:



The exclamation point should disappear when you complete all required fields on that tab.

## 4. Confidential Business Information

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 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 pages of your submittal with annotations 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 before 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

## 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 allowed 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 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.

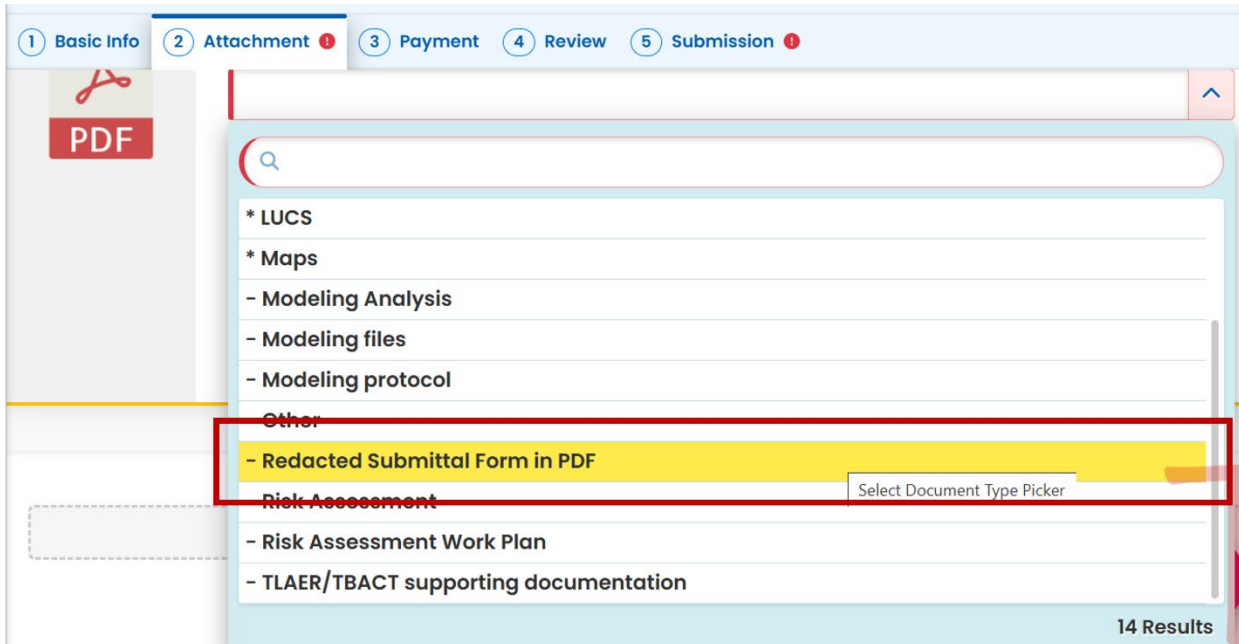
**Submittal Form(s) Summary**

Please check if the following sections are completed. Click on the PDF ( PDF ) hyperlink to open/save/print the PDF form.

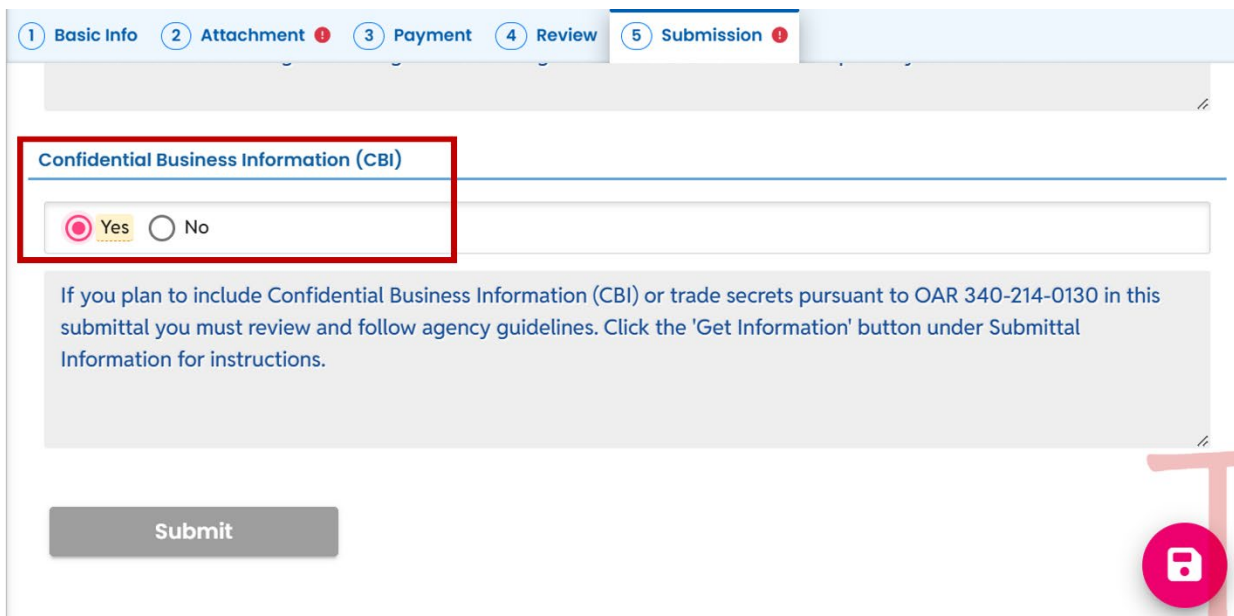
4. Download the file and use the software of your choice (Adobe or otherwise) to redact your application. When submitting information that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please ensure that you:
  - a. State the specific statutory provision under which you claim exemption; and



- b. Ensure that the claimed exempt material is distinguishable from non-exempt material by marking the relevant file names and pages of your submittal with annotations 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

### 5.1. Source

#### 5.1.1 Facility Information

Operating schedule

Seasonal  Year-round

**Required**

Annual days of operation

Annual hours of operation

**Required.** **Required.**

Above the Operating Schedule selection box, the facility's name, location, permit number, and reporting year will be auto-filled and not changeable by the user.

Select your facility's operation schedule. Enter the annual days of operation and annual hours of operation. Facilities that operate on a seasonal schedule will additionally need to enter the months of operation.

#### 5.1.2 Semiannual Compliance Certification- 2nd half year

Risk Management Plan development/revision triggered

Yes  No

**Required**

If a Risk Management Plan has been developed, certification that it is being properly implemented

Yes  No  N/A

**Required**

Deviations from Permit Conditions?

Yes  No

**Required**

Select an answer for each of the questions listed in this section.

#### 5.1.3 Greenhouse Gas Reporting Screening Questions

Amount of natural gas used in the last calendar year

Amount of diesel or fuel oil used in the last calendar year (Gallons)

Estimated GHG emissions in metric tons CO<sub>2</sub>e **?**

**Required** **Required**

Enter the amount of natural gas and diesel/fuel oil used in the last calendar year. The facility's annual Greenhouse Gas emissions will be calculated from this information. The corresponding box will auto-populate and will not be directly changeable by the user.

### 5.1.4 Assessable Emissions

For facilities paying fees based on actual emissions, the user may input information for each pollutant subject to fees emitted by each emissions unit that may emit one or more of these pollutants directly into YDO. The user may attach an electronic copy of the Assessable Emissions Summary (F1102).

For facilities paying fees based on permitted emissions and opting to input assessable emissions information directly into YDO, the corresponding PSEL for each pollutant subject to fees for which the facility has a permitted emissions limit should be input into the "Emissions" box. The user may input 'Facility-wide' to the Emissions Unit box. Similarly, the user may attach an electronic copy of the Assessable Emissions Summary (F1102). This can be done through the Attachment tab which will be addressed in Section 5.

### 5.1.5 Assessable Emissions Summary

Particulate emissions (tons/year) <input type="text"/> <b>Required.</b>	Particulate type reported <input type="text"/> <b>Required</b>
SO2 (tons/year) <input type="text"/> <b>Required.</b>	NOX (as NO2) (tons/year) <input type="text"/> <b>Required.</b>
VOC (tons/year) <input type="text"/> <b>Required.</b>	Total emissions (in tons) of pollutants subject to fees for the reporting year <input type="text"/>

Regardless of how the user inputs their facility's Assessable Emissions information, this summary section will need to be completed. The value displayed in the "Total emissions (in tons) of pollutants subject to fees for the reporting year" will be calculated and auto-populated by the YDO system and is not changeable by the user.

## 5.2. Stack

The Title V Annual Report and Semi-Annual Compliance Certification (SACC) For Second Half of Year submission contains this subsection and subsections below. Currently this document only lists the names of many of these, but we will add additional information as we receive questions or have additional tips to share.

### 5.3. Emission Unit

### 5.4. Activity & Emission

### 5.5. Emission Summary

## 6. Attachment

This report requires a Compliance Certification (R1102), Summary of Excess Emissions, and Summary of Permit Deviations (R1003). If the user opts to report their Assessable Emissions, from Section 4.1.4, through an attachment, the Assessable Emissions Summary (F1102) should be uploaded here. If you have any additional documents you want to upload as part of this report, you can drag and drop them here to include them in your submittal.

## 7. Review

This tab helps you figure out if there are required fields you have not yet filled out.

← Miscellaneous Report

\* (N/A)

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

❌ Basic Info

Mandatory Attachment

Uploaded Attachment

Attachments are not required for this Submittal.

No record.

If you are missing submittal information on a tab, the name of that tab will be marked with a red X. In the example above, there is required info missing on the Basic Info tab that needs to be filled in before the report can be submitted.

## 8. 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. Click the Submit button at the bottom of the Submission tab.

## 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:

<b>Counties</b>	<b>Office Address and Telephone</b>
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

## 10. 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](#).

## 11. Revision History

<b>Revision</b>	<b>Date</b>	<b>Changes</b>	<b>Editor</b>
<b>1.0</b>	<b>10/29/2024</b>	<b>Initial draft</b>	<b>Brian Hall</b>
	<b>11/24/2024</b>		<b>Jennifer Flynt</b>