



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

Version 1.1

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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 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).

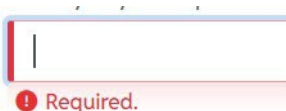
# 2. Starting a Title V - Annual Report and SACC for Second Half of Year

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

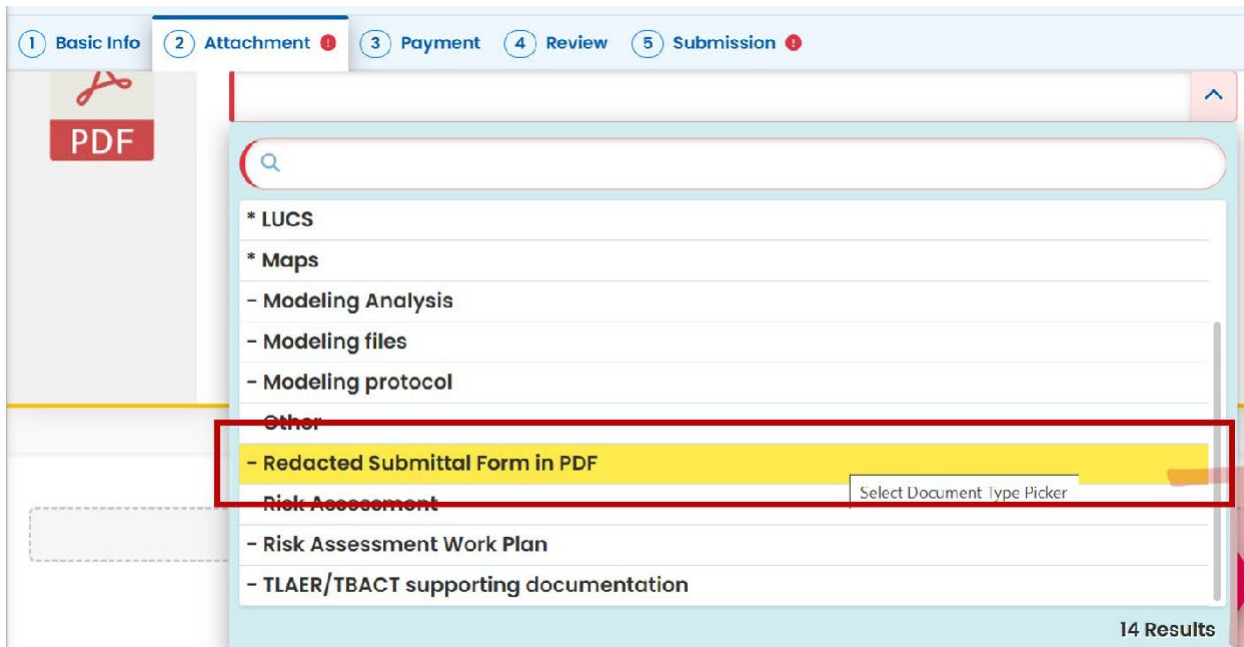
Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

**Submittal Form(s) Summary**

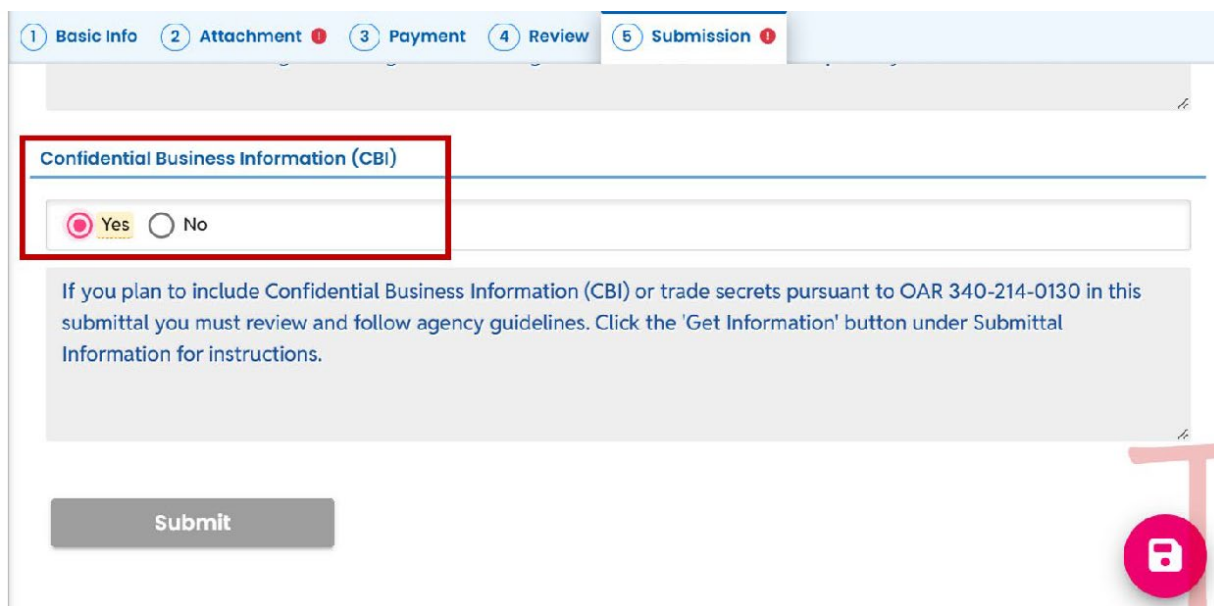
Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

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

Review the stacks, if applicable, associated with your permitted facility. Stack parameters and other information associated with stacks cannot be edited or updated in the annual report submittal.

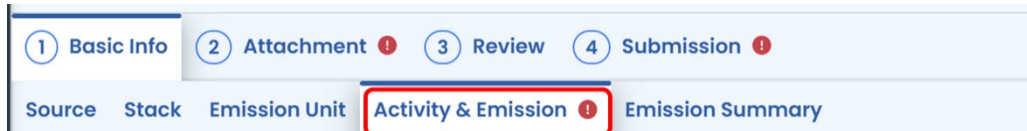
## 5.3. Emission Unit

Review the emission units listed in this tab that are associated with your permitted facility. Information associated with emission units cannot be edited or updated in the annual report submittal.

## 5.4. Reporting Annual Emissions

The Activity & Emission tab is for reporting annual activity and calculating annual emissions. This tab will not show 12-month rolling averages or maximums. Permits that require these or additional emission calculations will need to attach the required additional information to the submittal using the Attachment tab.

When the Annual Report submittal is opened, the Activity & Emission tab has a warning reminding you to calculate annual activity and the emissions for each Emission Unit.



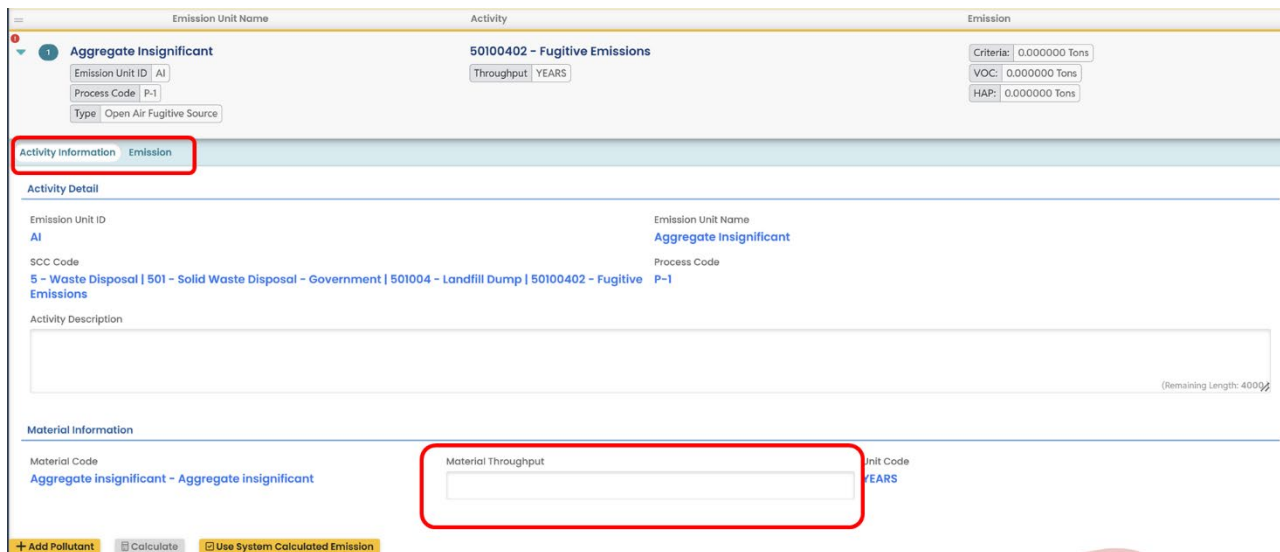
There are two ways to enter Activity into YDO. You can open each Emission Unit and enter the data one Emission Unit at a time. This works well for sites with 30 or fewer Emission Units. Alternatively, you can use Bulk Upload to download a site-specific Emission Unit Data table, fill in your site's annual activities for each Emission Unit, and then copy & paste the data into YDO. Both methods work and will have the same results. Here are examples of each method. Remember, ONLY enter Activity data using ONE of these methods.

### Option 1: Entering Activity For Emission Units Individually

Open Emission Unit by clicking on the triangle in the top right corner.



Once expanded, each Emission Unit's information has two sub-tabs, Activity Information and Emissions. On the Activity Information sub-tab, the only data you need to enter is the Material Throughput.



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Each Emission Unit lists the “type” of material throughput and units of measure. Here is an example of a Hogged Fuel boiler with units of measure of 1000 pounds of steam. Activity data entered must be in the same units of measure, in this case, pounds of steam.

The screenshot shows the 'Activity & Emission' tab for an emission unit named 'BOILERS ESP'. The unit is identified as '30701424 - Secondary Tube Dryer: All Indirect-fired Units'. The throughput is listed as '654 1000 POUNDS'. The material code is 'STEAM - STEAM' and the unit code is '1000 POUNDS'. The activity description field is empty. At the bottom, there are buttons for '+ Add Pollutant', 'Calculate', and 'Use System Calculated Emission'.

After entering the Activity data, click on to the Emission sub-tab. The emissions will be blank when you open the sub-tab, but site-specific Emission Factors will be filled in. YDO can calculate emissions based on the Activity entered and the Emission Factors. Alternatively, you can type annual emissions directly into the form instead of using YDO’s calculated values. To have YDO calculate emissions, click the Calculate icon.

The screenshot shows the 'Emission' sub-tab for the same emission unit. The table below lists pollutants and their emission factors. The 'Calculate' button is highlighted with a red box.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference
(Criteria) Carbon monoxide		Facility EF	2000		(Remaining)
(Criteria) Nitrogen oxides		Facility EF	2000		(Remaining)
(Criteria) Particulate matter		Facility EF	2000		(Remaining)
(Criteria) Particulate matter less than or equal to 10 micrometers		Facility EF	2000		(Remaining)
(Criteria) Particulate matter less than or		Facility EF	2000		(Remaining)

When YDO calculates emission, it will populate the “System Calculated Values” column at the far right, but this action does not yet populate the Annual Emissions column.

The screenshot shows the 'Emission Summary' tab for activity '30700799 - Other Not Classified'. The table below shows pollutant data:

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)
(Criteria) Carbon monoxide		Facility EF	2000			Pounds / YEARS	1
(Criteria) Nitrogen oxides		Facility EF	2000			Pounds / YEARS	1
(Criteria) Particulate matter		Facility EF	2000			Pounds / YEARS	1
(Criteria) Sulfur dioxide		Facility EF	2000			Pounds / YEARS	1
(Criteria) Volatile organic compounds		Facility EF	2000			Pounds / YEARS	1

The Annual Emission column can be populated for all pollutants with YDO’s calculated values by selecting the “Use System Calculated Emissions” icon at the bottom. Alternatively, if only need to report a selection of pollutants using YDO’s calculated values, select those pollutants’ checkboxes in the far-right column, “Use System Calculated Value”.

The screenshot shows the same table as above, but with a new column 'Use System Calculated Value' containing checkboxes. The 'Use System Calculated Emission' button at the bottom is also highlighted.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Volatile organic compounds		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

By selecting “Use System Calculated Emission” with either method, YDO will populate the Annual Emission column, and you are agreeing that YDO calculated your emissions correctly.

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The screenshot shows the 'Emission' tab of the SACC software. The activity is '30700799 - Other Not Classified'. The table below lists pollutants with their respective emission factors and bases. A red box highlights the 'Annual Emission (Tons)' column, which contains the value '1' for all listed pollutants.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	Syst Calcul Val (Tons)
(Criteria) Carbon monoxide	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Nitrogen oxides	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Particulate matter	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Sulfur dioxide	1	Facility EF	2000			Pounds / YEARS	1
(Criteria) Volatile organic compounds	1	Facility EF	2000			Pounds / YEARS	1

If YDO's calculated emissions are not to be reported, do not select "Use System Calculated Emission". Instead, manually type emissions into the Annual Emission column.

The screenshot shows the 'Emission' tab of the SACC software for activity '30700799 - Other Not Classified'. The table lists pollutants with manually entered values in the 'Annual Emission (Tons)' column. A red box highlights this column.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide	3.2	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides	4.1	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter	1.25	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide	0.75	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

Some annual emissions are not calculated by Activity multiplied by Emission Factors. Examples are material balance, CEMs, TANKS database, etc. These can be identified as those pollutants whose Emission Basis is not "Facility EF". For these annual emissions, the calculate button will not populate the Annual Emission column and the only option is to manually type in the amount of emissions in units of tons. Below is an example of calculated VOC emissions. Note that there is no listed Emission Factor and that the Annual Emission box is required.



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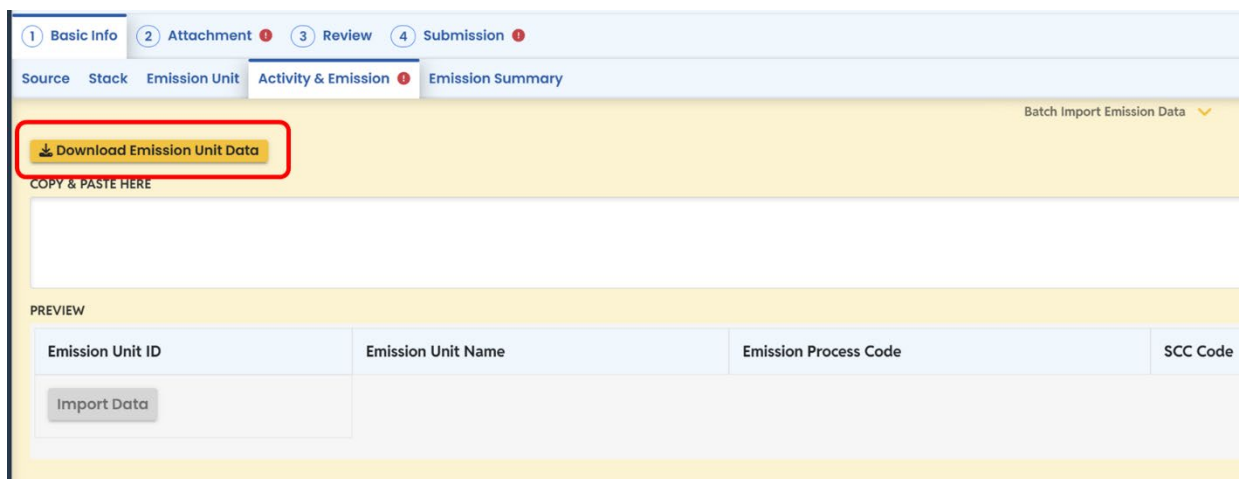
Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Particulate matter less than or equal to 2.5 micrometers	0.014388	Facility EF	0.044			Pounds / Hours	0.014388	<input checked="" type="checkbox"/>
(Criteria) Particulate matter less than or equal to 10 micrometers	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>
(Criteria) Volatile organic compounds		Other				Pounds / Hours		<input type="checkbox"/>
(Criteria) Particulate matter	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>

**Option 2: Entering Activity Using the Bulk Upload Option**

Sites with many Emission Units may want to use the bulk upload option for entering Activity data. On the Activity & Emission tab there is a small banner with a carrot for the “Batch Import Emission Data”. Only enter activity data one way, if you manually entered Activity (Option 1 in the previous section) don’t also bulk import them! Click on the arrow to open the Bulk Upload utility.



Click on the Download Emission Unit Data button. This will download a site-specific table. Open the .csv file from downloaded files.



Complete Column F, “Annual Activity,” with site’s Activity data.

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A	B	C	D	E	F	G	H
1	Emission Unit Description	Process Code	SCC	Activity Description	Annual Activity	Activity Unit	
2	SPF Storage Pile Fugitives	P-1	30704002			YEARS	
3	H-DRY Fuel Dryer	P-1	30701424	Fuel Dryer 54		Hours	
4	H-BGH Hardboard Plant	P-4	30700778	Hardboard Plant		Hours	
5	H-ESP BOILERS ESP	P-1	30701424	Baghouses,H-53		1000 POUNDS	
6	S-BGH Stud planer baghouse	P-1	30700778			Hours	
7	LBR-DK Kilns	P-1	30701431	Lumber Kilns, Hemlock		1000 BOARD FEET	
8	AI Aggregate Insignificant	P-1	30700799			YEARS	
9	H-PVUV Hardboard press and unloader vents	P-1	30701441			1000 SQUARE FEET	
10	H-HMS humidifiers, mix chest and steam cyclone	P-1	30700799	Humidifiers, mix chest and steam cyclone		Hours	
11	H-BGH Hardboard Plant	P-3	30700778	Hardboard Plant		Hours	
12	H-RF12 Refiners	P-1	30701467			Hours	
13	S-CYC Cyclones	P-1	30700808	Cyclones 16-24		1000 SQUARE FEET	
14	M-VOC Misc. VOCs	P-1	30700799	Lumber Surface Treatment		Tons	
15	LBR-DK Kilns	P-3	30701431	Lumber Kilns, True Fir		1000 BOARD FEET	
16	RD-FUG Paved and Unpaved Road Fugitives	P-1	30788801	Paved		1000 BOARD FEET	
17	H-BGH Hardboard Plant	P-1	30700778	Hardboard Plant		Hours	
18	S-CYC Cyclones	P-4	30700808	Cyclones 18-22		1000 SQUARE FEET	
19	RD-FUG Paved and Unpaved Road Fugitives	P-2	30788801	Unpaved		1000 BOARD FEET	
20	BGEN Generators	P-1	20100102			Hours	
21	LBR-DK Kilns	P-2	30701431	Lumber Kilns, Doug Fir		1000 BOARD FEET	
22							
23							

Highlight the table of data (not row 1 with the column titles) and copy. (Right-click and copy or Ctrl+c.)

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	A	B	C	D	E	F	G
1	Emission U	Emission Unit Description	Process Cc	SCC	Activity Description	Annual Activity	Activity Unit
2	SPF	Storage Pile Fugitives	P-1	30704002			YEARS
3	H-DRY	Fuel Dryer	P-1	30701424	Fuel Dryer 54		Hours
4	H-BGH	Hardboard Plant	P-4	30700778	Hardboard Plant	Baghouses, H-53	Hours
5	H-ESP	BOILERS ESP	P-1	30701424			1000 POUNDS
6	S-BGH	Stud planer baghouse	P-1	30700778			Hours
7	LBR-DK	Kilns	P-1	30701431	Lumber Kilns, Hemlock		1000 BOARD FEET
8	AI	Aggregate Insignificant	P-1	30700799			YEARS
9	H-PVUV	Hardboard press and unloader vents	P-1	30701441			1000 SQUARE FEET
10	H-HMS	humidifiers, mix chest and steam cyclone	P-1	30700799	Humidifiers, mix chest and steam cyclone		Hours
11	H-BGH	Hardboard Plant	P-3	30700778	Hardboard Plant	Baghouses, H-25	Hours
12	H-RF12	Refiners	P-1	30701467			Hours
13	S-CYC	Cyclones	P-1	30700808	Cyclones 16-24		1000 SQUARE FEET
14	M-VOC	Misc. VOCs	P-1	30700799	Lumber Surface Treatment		Tons
15	LBR-DK	Kilns	P-3	30701431	Lumber Kilns, True Fir		1000 BOARD FEET
16	RD-FUG	Paved and Unpaved Road Fugitives	P-1	30788801	Paved		1000 BOARD FEET
17	H-BGH	Hardboard Plant	P-1	30700778	Hardboard Plant	Baghouses, DB Dust Box	Hours
18	S-CYC	Cyclones	P-4	30700808	Cyclones 18-22		1000 SQUARE FEET
19	RD-FUG	Paved and Unpaved Road Fugitives	P-2	30788801	Unpaved		1000 BOARD FEET
20	BGEN	Generators	P-1	20100102			Hours
21	LBR-DK	Kilns	P-2	30701431	Lumber Kilns, Doug Fir		1000 BOARD FEET
22							
23							

Then paste into the box on the YDO submittal. (Right-click and paste or Ctrl+v.)

Basic Info Attachment Review Submission

Source Stack Emission Unit Activity & Emission Emission Summary

Batch Import Emission Data

Download Emission Unit Data

COPY & PASTE HERE

PREVIEW

Emission Unit ID	Emission Unit Name	Emission Process Code	SCC Code	Activity Desc	Annual Activity	Activity Unit
Import Data						

When the data is pasted into the box, YDO will automatically fill the Preview table.

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Source Stack Emission Unit Activity & Emission Emission Summary

H-BGH Hardboard Plant P-3 30700778 Hardboard Plant\Baghouses,H-202 3245 Hours  
 H-BF12 Refiners 1 and 2 P-1 30701467 3222 Hours  
 S-CYC Cyclones P-1 30700808 Cyclones 164 654 1000 SQUARE FEET  
 M-VOC Misc. VOCs P-1 30700799 Lumber Surface Treatment 3258 Tons  
 S-BGH S-62: Stud planer baghouse P-3 30700778 old 2546 Hours  
 LBR-DK Kilns P-3 30701431 Lumber Kilns, True Fir 654 1000 BOARD FEET  
 RD-FUG Paved and Unpaved Road Fugitives P-1 30788801 Paved 654 1000 BOARD FEET  
 H-BGH Hardboard Plant P-2 30700778 old 6548 Hours  
 H-BGH Hardboard Plant P-1 30700778 Hardboard Plant\Baghouses, DB Dust Box 456 Hours  
 S-CYC Cyclones P-4 30700808 Cyclones 182 654 1000 SQUARE FEET  
 RD-FUG Paved and Unpaved Road Fugitives P-2 30788801 Unpaved 654 1000 BOARD FEET  
 BGEN Generators P-1 20100102 8566 Hours  
 LBR-DK Kilns P-2 30701431 Lumber Kilns, Doug Fir 654 1000 BOARD FEET  
 S-BGH S-62: Stud planer baghouse P-2 30700778 old 2584 Hours

Paste Here

Emission Unit ID	Emission Unit Name	Emission Process Code	SCC Code	Activity Desc	Annual Activity	Activity Unit
SFF	Storage Pile Fugitives	P-1	30701002		1	YEARS
H-DBY	Fuel Dryer	P-1	30700794	Fuel Dryer H-140	4123	Hours
H-BGH	Hardboard Plant	P-4	30700778	Hardboard Plant\Baghouses,H-203	1532	Hours
H-ESP	BOILERS ESP	P-1	30701424		1521	1000 POUNDS
S-BGH	S-62: Stud planer baghouse	P-2	30700778		2571	Hours

Preview Here

Scroll through the data in the Preview window, if the Preview looks good, use the Import Data button to populate the Activity data into the submittal form for each Emission Unit.

Source Stack Emission Unit Activity & Emission Emission Summary

H-BGH Hardboard Plant P-3 30700778 Hardboard Plant\Baghouses,H-202 3245 Hours  
 H-BF12 Refiners 1 and 2 P-1 30701467 3222 Hours  
 S-CYC Cyclones P-1 30700808 Cyclones 164 654 1000 SQUARE FEET  
 M-VOC Misc. VOCs P-1 30700799 Lumber Surface Treatment 3258 Tons  
 S-BGH S-62: Stud planer baghouse P-3 30700778 old 2546 Hours  
 LBR-DK Kilns P-3 30701431 Lumber Kilns, True Fir 654 1000 BOARD FEET  
 RD-FUG Paved and Unpaved Road Fugitives P-1 30788801 Paved 654 1000 BOARD FEET  
 H-BGH Hardboard Plant P-2 30700778 old 6548 Hours  
 H-BGH Hardboard Plant P-1 30700778 Hardboard Plant\Baghouses, DB Dust Box 456 Hours  
 S-CYC Cyclones P-4 30700808 Cyclones 182 654 1000 SQUARE FEET  
 RD-FUG Paved and Unpaved Road Fugitives P-2 30788801 Unpaved 654 1000 BOARD FEET  
 BGEN Generators P-1 20100102 8566 Hours  
 LBR-DK Kilns P-2 30701431 Lumber Kilns, Doug Fir 654 1000 BOARD FEET  
 S-BGH S-62: Stud planer baghouse P-2 30700778 old 2584 Hours

Emission Unit ID	Emission Unit Name	Emission Process Code	SCC Code	Activity Desc	Annual Activity	Activity Unit
S-CYC	Cyclones	P-4	30700808	Cyclones 182	654	1000 SQUARE FEET
RD-FUG	Paved and Unpaved Road Fugitives	P-2	30788801	Unpaved	654	1000 BOARD FEET
BGEN	Generators	P-1	20100102		8566	Hours
LBR-DK	Kilns	P-2	30701431	Lumber Kilns, Doug Fir	654	1000 BOARD FEET
S-BGH	S-62: Stud planer baghouse	P-2	30700778	old	2584	Hours

Import Data

Scroll to bottom of Preview window

This action populates the Activity sub-tab for each Emission Unit. Emissions will still need to be calculated for each Emission Unit. To calculate emissions for all the Emission Units at once use the Calculate icon at the bottom of the screen or do it individually one Emission Unit at a time.

Title V Annual Report and Semi-Annual Compliance Certification (SACC) for Second Half of Year  
Version 1.1

The screenshot shows the 'Emission Summary' tab in the SACC software. At the top, there is a navigation bar with steps: 1 Basic Info, 2 Attachment, 3 Review, and 4 Submission. Below this, there are tabs for Source, Stack, Emission Unit, Activity & Emission, and Emission Summary. The main area displays a table with columns for Source, Stack, Emission Unit, Activity & Emission, and Emission Summary. Two rows are visible, both with 'Facility EF' in the Activity & Emission column and values 0.096 and 0.027 in the Emission Summary column. Below the table, there are buttons for '+ Add Pollutant', 'Calculate', and 'Use System Calculated Emission'. A detailed view for 'S-62: Stud planer baghouse' is shown below, with fields for Emission Unit ID (S-BGH), Process Code (P-3), Type (Other process equipment), and Throughput (654 Hours). A red box highlights the 'Calculate' button at the bottom left.

The Calculate function will populate the System Calculated Values column.

The screenshot shows the 'Activity Information' tab in the SACC software. At the top, there is a navigation bar with steps: 1 Basic Info, 2 Attachment, 3 Review, and 4 Submission. Below this, there are tabs for Source, Stack, Emission Unit, Activity & Emission, and Emission Summary. The main area displays a table with columns for Pollutant, Annual Emission (Tons), Emission Basis, Emission Factor, Exponent, Reference, Emission Unit, and System Calculated Value (Tons). Five rows are visible, all with 'Facility EF' in the Emission Basis column and '2000' in the Emission Factor column. The 'Annual Emission (Tons)' column and the 'System Calculated Value (Tons)' column are highlighted with red boxes. Below the table, there are buttons for '+ Add Pollutant', 'Calculate', and 'Use System Calculated Emission'.

The Annual Emission column can be populated for all pollutants with YDO's calculated values by selecting the "Use System Calculated Emissions" icon at the bottom. Alternatively, if you only need to report a selection of pollutants using YDO's calculated values, select those pollutants' checkboxes in the far-right column under "Use System Calculated Value".

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Activity: 30700799 - Other Not Classified

Criteria: 0.000000 Tons  
VOC: 0.000000 Tons  
HAP: 0.000000 Tons

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Volatile organic compounds		Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

Buttons: + Add Pollutant, Calculate, Use System Calculated Emission

By selecting “Use System Calculated Emission” with either method, YDO will populate the Annual Emission column, and you are agreeing that YDO calculated your emissions correctly.

Activity: 30700799 - Other Not Classified

Criteria: 2000000 Tons  
VOC: 1.000000 Tons  
HAP: 0.000000 Tons

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Nitrogen oxides	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Particulate matter	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Sulfur dioxide	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>
(Criteria) Volatile organic compounds	1	Facility EF	2000			Pounds / YEARS	1	<input checked="" type="checkbox"/>

If YDO’s calculated emissions are not to be reported, do not select “Use System Calculated Emission”. Instead, manually type the emissions values into the Annual Emission column.



# Title V Annual Report and Semi-Annual Compliance Certification (SACC) for Second Half of Year Version 1.1

The screenshot shows the 'Emission Summary' tab for an 'Aggregate Insignificant' source. The table lists pollutants and their annual emissions. A red box highlights the 'Annual Emission (Tons)' column.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Carbon monoxide	3.2	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Nitrogen oxides	4.1	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Particulate matter	1.25	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>
(Criteria) Sulfur dioxide	0.75	Facility EF	2000			Pounds / YEARS	1	<input type="checkbox"/>

Some annual emissions are not calculated from Activity x Emission Factors. Examples are material balance, CEMs, TANKS database, etc. These can be identified as those pollutants whose Emission Basis is not "Facility EF". For these annual emissions, the calculate button will not populate the Annual Emission column and the only option is to manually type in the amount of emissions in units of tons. Below is an example of calculated VOC emissions. Note that there is no listed Emission Factor and that the Annual Emission box is required.

The screenshot shows the 'Emission Summary' tab for a source with ID 57422. The table lists pollutants and their annual emissions. A red box highlights the 'Other' emission basis for Volatile organic compounds, and another red box highlights an empty 'Annual Emission' box for the same pollutant.

Pollutant	Annual Emission (Tons)	Emission Basis	Emission Factor	Exponent	Reference	Emission Factor Unit	System Calculated Value (Tons)	Use System Calculated Value
(Criteria) Particulate matter less than or equal to 2.5 micrometers	0.014388	Facility EF	0.044			Pounds / Hours	0.014388	<input checked="" type="checkbox"/>
(Criteria) Particulate matter less than or equal to 10 micrometers	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>
(Criteria) Volatile organic compounds	<input type="text"/>	Other				Pounds / Hours		<input type="checkbox"/>
(Criteria) Particulate matter	0.07194	Facility EF	0.22			Pounds / Hours	0.07194	<input checked="" type="checkbox"/>

## Checking Reported Emissions with the Emission Summary Tab

When all of the Activity and Annual Emissions are entered and saved, the Emission Summary tab will populate and show Facility-Wide Annual Emissions.

# Title V Annual Report and Semi-Annual Compliance Certification (SACC) for Second Half of Year Version 1.1


Please save before you get the updated Emission Summary information

Facility-wide Emission Facility Total Emission(Tons) 3.2

Q Pollutant

Pollutant	Total Emission(Tons)
1 (Criteria) Carbon monoxide	0.1
2 (Criteria) Nitrogen oxides	0.1
3 (Criteria) Particulate matter	0
4 (Criteria) Particulate matter less than or equal to 10 micrometers	0
5 (Criteria) Particulate matter less than or equal to 2.5 micrometers	0
6 (Criteria) Sulfur dioxide	0
7 (Criteria) Volatile organic compounds	3

## 5.5. Emission Summary

Select the  red Save Icon in the bottom right corner before you get the updated Emission Summary information.

The final subtab provides the facility total emissions, in tons, for each pollutant.

## 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.

The screenshot shows the 'Miscellaneous Report' interface. At the top, there is a green header with a back arrow and the text 'Miscellaneous Report'. Below the header, there is a status bar with a red asterisk and '(N/A)'. A navigation bar contains four tabs: '1 Basic Info' (with a red X), '2 Attachment', '3 Review' (active), and '4 Submission' (with a red X). A yellow warning box contains the text: '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.' Below this is a section titled 'Submittal Form(s) Summary'. A green box contains the text: 'Please check if the following sections are completed. Click on the PDF ( PDF icon ) hyperlink to open/save/print the PDF form.' Underneath, there is a red X next to 'Basic Info'. Two columns are shown: 'Mandatory Attachment' with a light blue box stating 'Attachments are not required for this Submittal.' and 'Uploaded Attachment' with a grey box stating '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>Copy edits</b>	<b>Jennifer Flynt</b>
	<b>12/26/2024</b>	<b>Added sections 5.2-5.5 per D.Broderick</b>	<b>Amanda Hallmark</b>