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

Version 1.1

December 2024

State of Oregon
DEQ Department of Environmental Quality

This document was prepared by
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232
Contact: YourDEQOnline@deq.oregon.gov

Version 1.1
Last updated: December 26, 2024

State of Oregon
DEQ Department of Environmental Quality

Table of contents

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 preparingthis 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.

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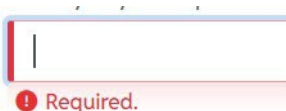
If a tab contains one or more required fields that are not yet filled out, then the tab will have a red icon with an exclamation point, like this:

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.

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.

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.
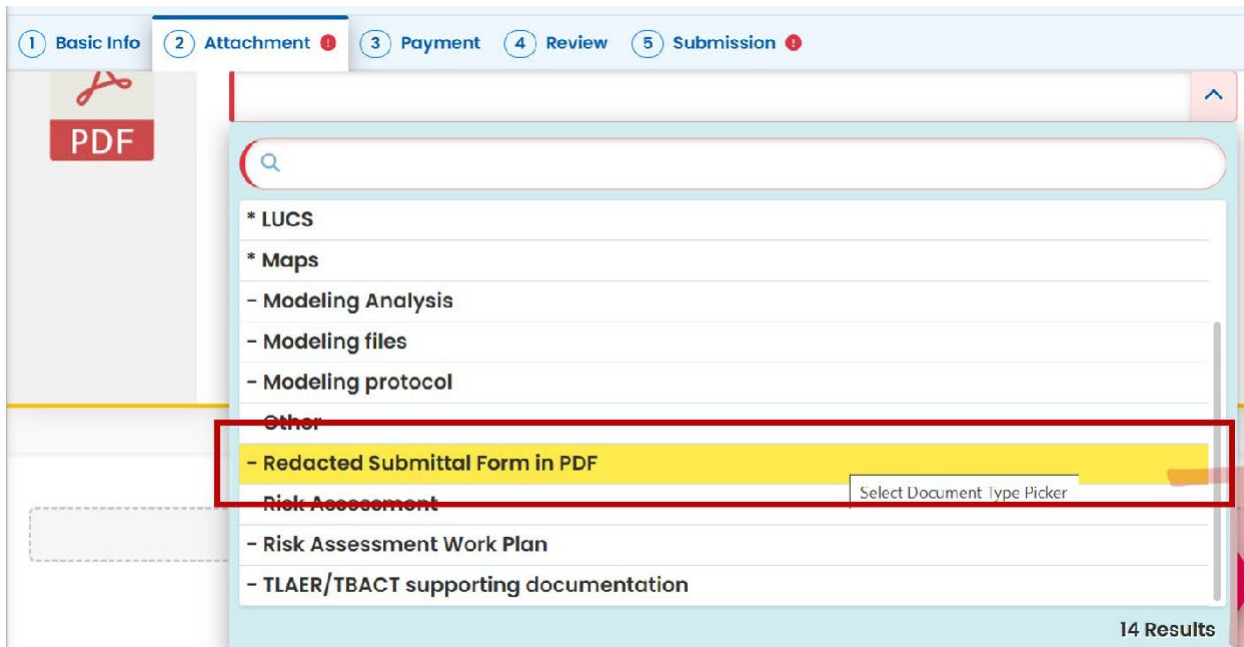
6. Proceed to the 'Submission' tab, fill out all required information and click 'submit'. **Make sure to select 'YES' on the confidential business information question at the bottom of the form** prior to submitting.
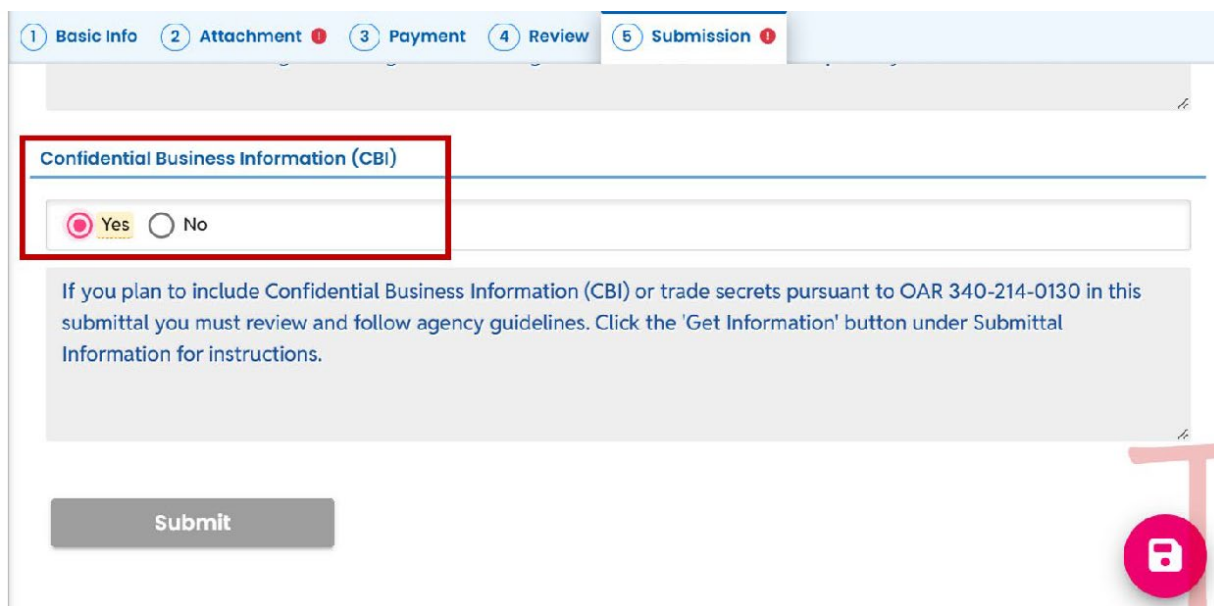
DEQ will segregate marked information in its files, and if such information is requested by a member of the public, then DEQ will determine if the information qualifies as exempt from disclosure under Oregon's Public Records law (see Oregon Revised Statutes Chapter 192) and will either disclose it or not, as appropriate.

5. Basic Info

5.1. Source

5.1.1 Facility Information

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

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

5.1.3 Greenhouse Gas Reporting Screening Questions

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)	Particulate type reported ❓
	⌄
❗ Required.	❗ Required
SO2 (tons/year)	NOX (as NO2) (tons/year)
❗ Required.	❗ Required.
VOC (tons/year)	Total emissions (in tons) of pollutants subject to fees for the reporting year
❗ Required.	

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.
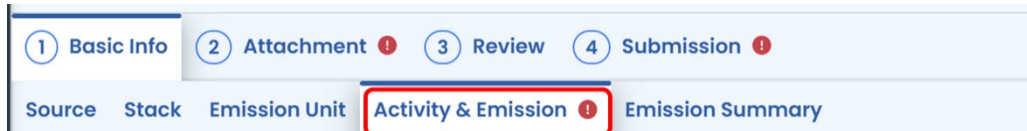
There are two ways to enter Activity into YDO. You can open each Emission Unit and enter the data one Emission Unit at a time. This works well for sites with 30 or fewer Emission Units. Alternatively, you can use Bulk Upload to download a site-specific Emission Unit Data table, fill in your site's annual 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.
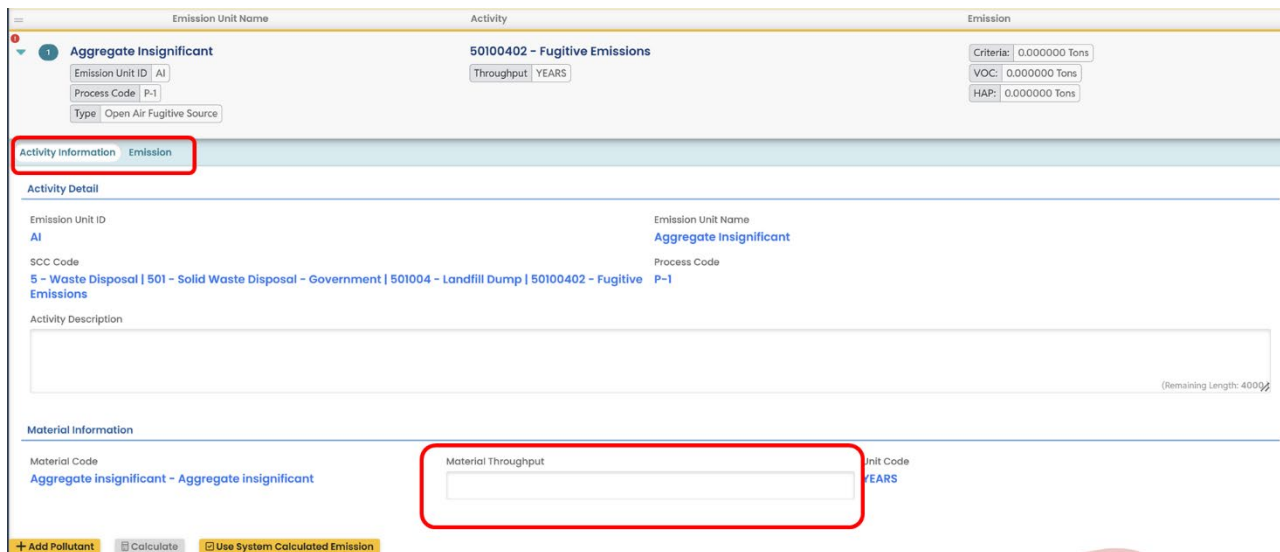
Each Emission Unit lists the "type" of material throughput and units of measure. Here is an example of a Hogged Fuel boiler with units of measure of 1000 pounds of steam. Activity data entered must be in the same units of measure, in this case, pounds of steam.

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.

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 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".

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.

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.

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.

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.
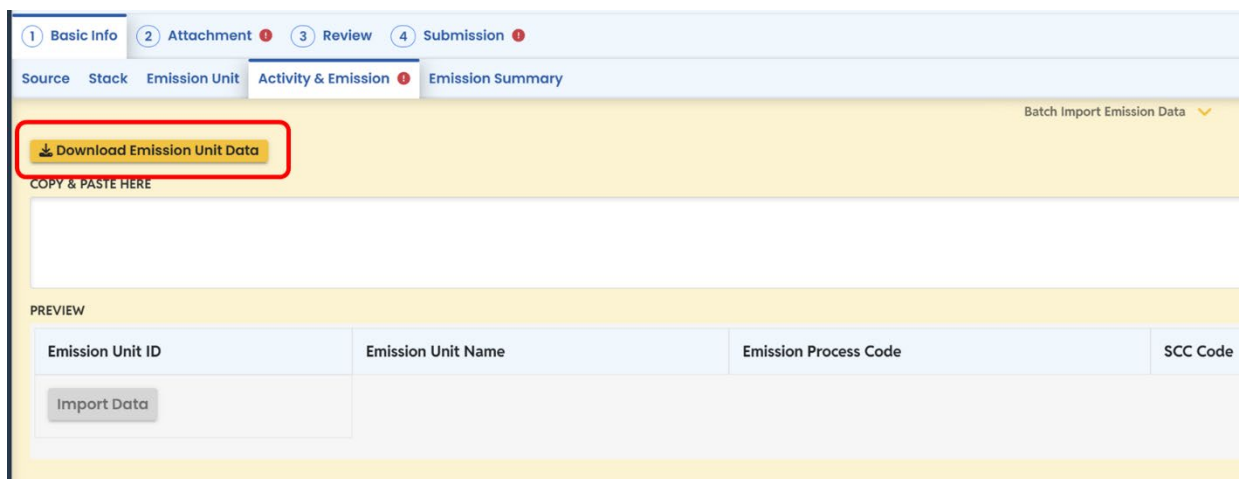
Complete Column F, "Annual Activity," with site's Activity data.

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

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

	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 PlantBaghouses,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 PlantBaghouses,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 PlantBaghouses, 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

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

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

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

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.

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 Calculate function will populate the System Calculated Values column.

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".

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

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.

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

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.

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.

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.

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:

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

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

Revision	Date	Changes	Editor
1.0	10/29/2024	Initial draft	Brian Hall
	11/24/2024	Copy edits	Jennifer Flynt
	12/26/2024	Added sections 5.2-5.5 per D.Broderick	Amanda Hallmark