



# Title V Miscellaneous Reports

Version 1.0

November 2024



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Version 1.0  
Last updated: November 21, 2024



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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 a Miscellaneous Report for their facility's Title V Air Permit in [Your DEQ Online](#).

Miscellaneous reports include these report type options:


- Construction Completion Notice
- Excess Emissions Immediate Notification
- Excess Emissions Report
- Prompt Deviation Report
- Emergency Engine Operation Notification
- Other

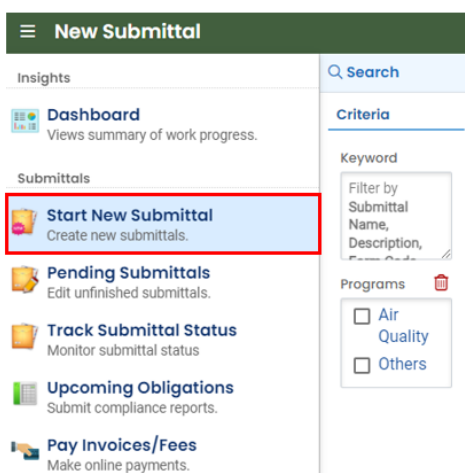
## 1.1. Don't submit Annual or Semiannual Reports as a Miscellaneous Report

If you are submitting an Annual Report or Semiannual Report for your Title V facility, there are special submittals in YDO for that purpose. In your YDO dashboard, look in the Upcoming Obligations section for a link to submit your report. More information is those user guides [here](#).

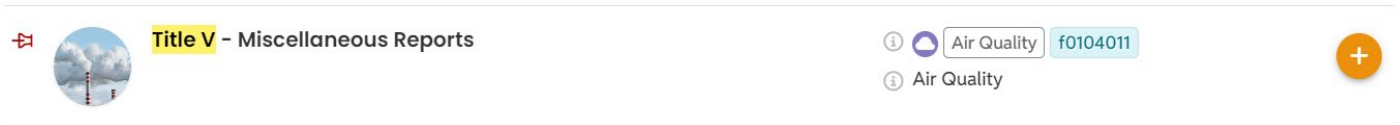
If you're not sure if the Miscellaneous Reports submittal is the correct place to submit your report, please contact the YDO helpdesk at [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov).

# 2. Starting a Title V - Miscellaneous Report

Login to your account on the [Your DEQ Online Public Portal](#). In the top left-hand corner, select the  'Start New Submittal' icon to create a new submittal.

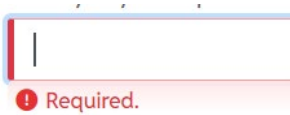


Select Title V - Miscellaneous Reports by clicking on the  plus icon.



### 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 disappears when you complete all required fields on that tab.

### 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.

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 given an opportunity to redact your application during the Review phase. Please follow these steps to learn how redact CBI from YDO forms:


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

55501 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

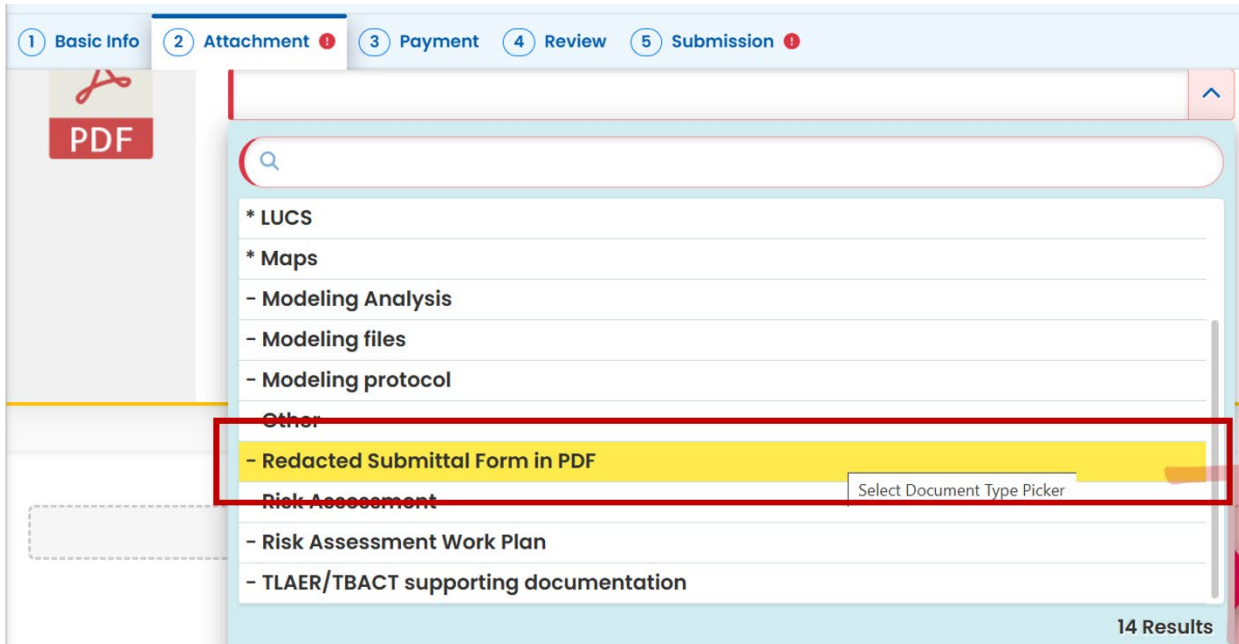
Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

**Submittal Form(s) Summary**

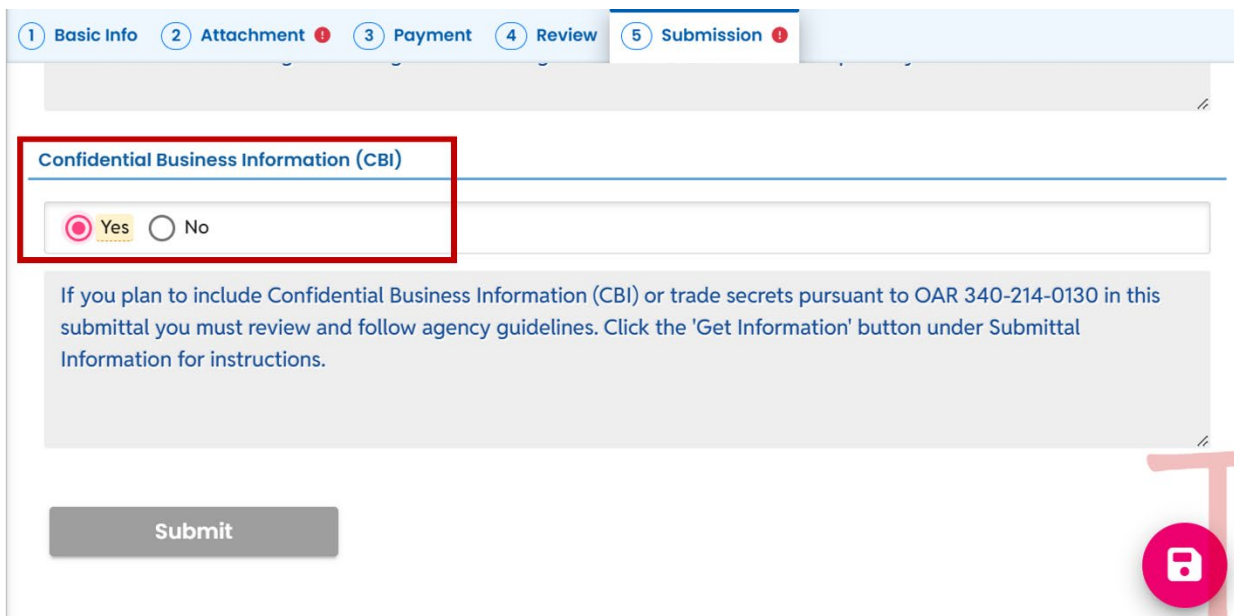
Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

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

- b. Ensure that the claimed exempt material is clearly distinguishable from non-exempt material by clearly marking the relevant file names and relevant pages of your submittal with annotation such as "CONTAINS CONFIDENTIAL BUSINESS INFORMATION".
5. Navigate back to the Attachment tab, upload the redacted PDF and choose 'Redacted Submittal Form in PDF' as the file type.



6. Proceed to the 'Submission' tab, fill out all required information and click 'submit'. **Make sure to select 'YES' on the confidential business information question at the bottom of the form** prior to submitting.





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. Basic Information

1 Basic Info 2 Attachment 3 Review 4 Submission

If you plan to include Confidential Business Information (CBI) or trade secrets pursuant to OAR 340-214-0130 in this submittal you must review and follow agency guidelines. Click the 'Get Information' button under Submittal Information for instructions.

**Basic Information**

Select your facility (project site)  
 Required.

Permit Number  Report Type  Required. Required.

**Report Completed by**

Salutation  First Name  M.I.  Last Name   
Required. Required.

Company  Title  Email   
Required.

Phone  Mobile  Fax   
000-000-0000x00000 000-000-0000 000-000-0000  
Required.

Select your facility from the drop-down menu. Enter your facility’s permit number. Select the report type that you are submitting in the Report Type drop-down menu. Based on the report type you select, additional fields will appear at the bottom of this tab.

### 5.2. Report Types

#### 5.2.1 Construction Completion Notice

Notices of Construction Completion are defined in [OAR 340-210-0240](#). DEQ requires the owner or operator of a source to provide notice when a construction or modification has been completed. Unless otherwise specified, the notice is due 30 days after completing the construction or modification.

#### 5.2.2 Excess Emissions Immediate Notification

Reporting requirements for excess emission are defined in [OAR 340 Division 214](#). Facilities with Title V permits are defined as “large sources” by [OAR 340-214-0010](#) and must immediately notify DEQ of the first

onset per calendar day of any excess emission event that falls under OAR 340-214-0330, unless otherwise specified by permit condition.

### **5.2.3 Excess Emissions Report**

In addition to immediate reports under Section 4.2.2, Title V facilities that have or will have an excess emissions event may be required to submit reports to DEQ under OAR 340 Division 214.

Reports to be submitted as this report type include:

- Applications for DEQ approval of excess emissions associated with planned startup and shutdown under OAR 340-214-0310
- Applications for DEQ approval of excess emissions associated with scheduled maintenance under OAR 340-214-0320
- Reports due within five or 15 days after an excess emissions event under OAR 340-214-0330 or 0340
- Any other excess emissions reports that don't fit under Section 4.2.2.

### **5.2.4 Prompt Deviation Report**

OAR 340-218-0050(3)(c)(B) requires prompt reporting of deviations from permit requirements that do not cause excess emissions. "Prompt" means within 15 days of the deviation.

Deviations that cause excess emissions, as specified in OAR 340-214-0300 through 340-214-0360 should be reported as listed under Section 4.2.2 or 4.2.3.

### **5.2.5 Emergency Engine Operation Notification**

Emergency situations are defined in 40 CFR 60 subparts IIII and JJJJ, and 40 CFR 63 subpart ZZZZ. Examples include stationary internal combustion engines used to produce power for critical networks or equipment (including power supplied to portions of a facility) when electric power from the local utility (or the normal power source, if the facility runs on its own power production) is interrupted, or stationary ICE used to pump water in the case of fire or flood, etc.

### **5.2.6 Other**

Use this category if your report doesn't fit any of the categories above.

Note: don't submit Annual or Semiannual Reports as a Miscellaneous Report. See Section 1.1.

## **6. Attachment**

This report does not have any required attachments. However, if you have documents you want to upload as part of this report, you can drag and drop them into this tab 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 information 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. 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>10/31/2024</b>	<b>Initial draft</b>	<b>Joe Westersund</b>
	<b>11/21/2024</b>	<b>Copy edits, CBI section, and style guide compliance</b>	<b>C. Varley</b>