



# Title V Semi-Annual Compliance Certification For First Half of Year

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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 Semiannual Compliance Certification (SACC) for the 1st 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 preparation of 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.

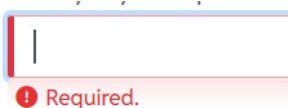
If you do not see a link to submit your Annual or Semiannual which is due in the 'Upcoming Obligations' section within your YDO dashboard, please contact the YDO helpdesk at [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov).

# 2. Starting a Title V - SACC for First Half of Year

Log in to your account on the [Your DEQ Online Public Portal](#). A new entry will appear in the 'Upcoming Obligations & Unpaid Submittals' section at the bottom of the Dashboard, after the period of time which the report covers has passed, but before the due date of the report as listed in your permit. The entry is labeled "Title V - Semi-Annual Compliance Certification (SACC) For First Half of Year" and is located 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 will disappear when you complete the 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:

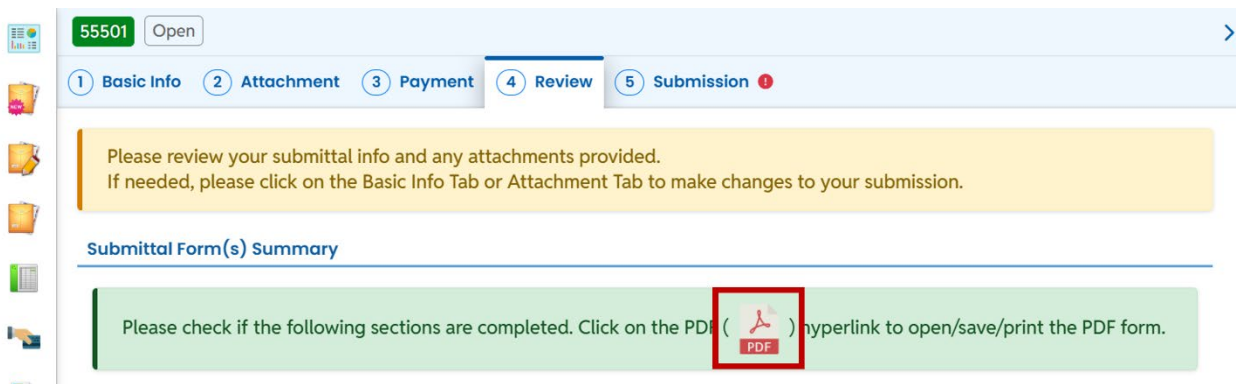
1. State the specific statutory provision under which you claim exemption and explain why the information in your submittal meets the requirements of that provision.
2. Include the word "CONFIDENTIAL" in the filename.
3. Ensure that the claimed exempt material is clearly distinguishable from non-exempt 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.

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 and highlighted. Below the navigation bar, there is a section titled 'Confidential Business Information (CBI)' which is enclosed in a red rectangular box. This section contains a radio button interface with 'Yes' selected and 'No' unselected. Below this, there is a text box containing the following instruction: '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, and a large red 'T' shape is overlaid on the page.

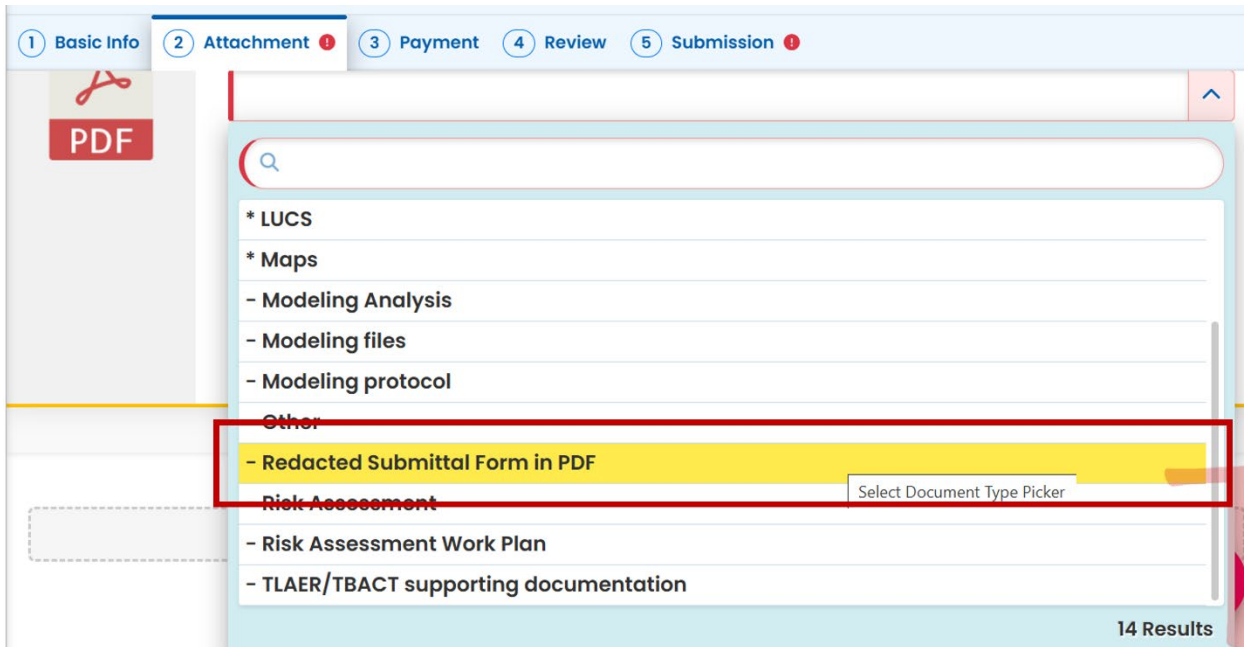
## 4.2. Submit Confidential Business Information using a YDO form

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:

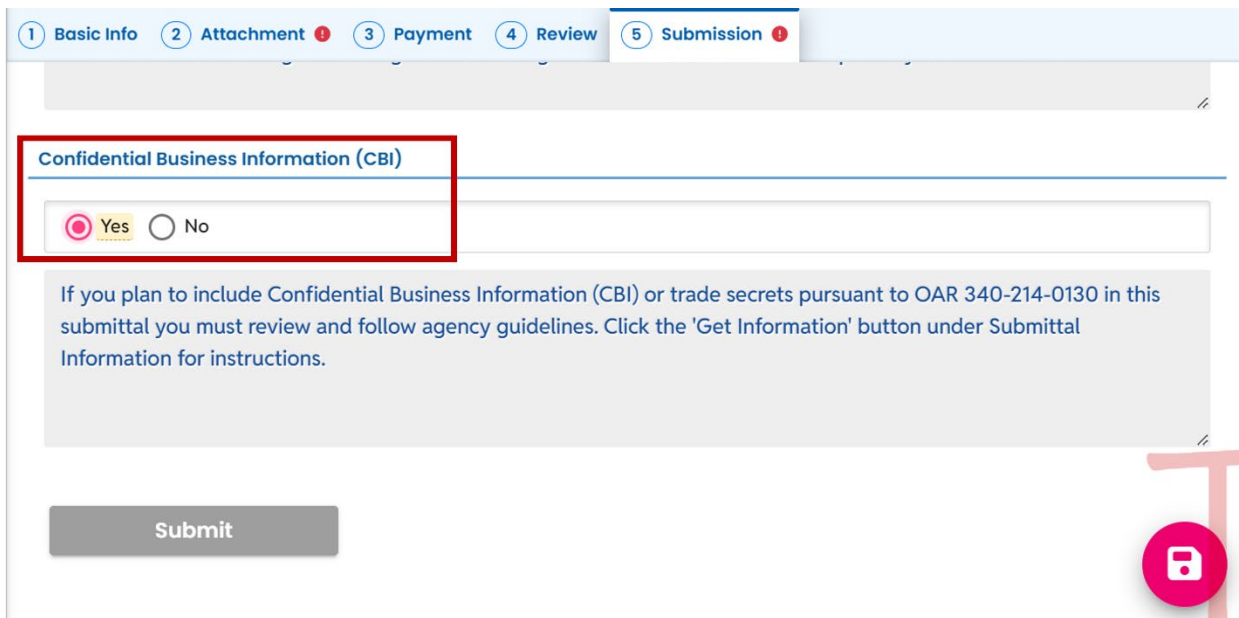
1. Complete the application beginning on the 'Basic Info' tab, including the confidential information that is relevant to the required and optional fields.
2. Proceed through the Payment tab and pay any required fees.
3. Proceed to the 'Review' tab and click the PDF icon. A new window will open with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

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

Above the “Risk Management Plan development/revision triggered” selection box, the facility’s name, location, permit number, and reporting year are entered automatically by the system and cannot be changed by the user.

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

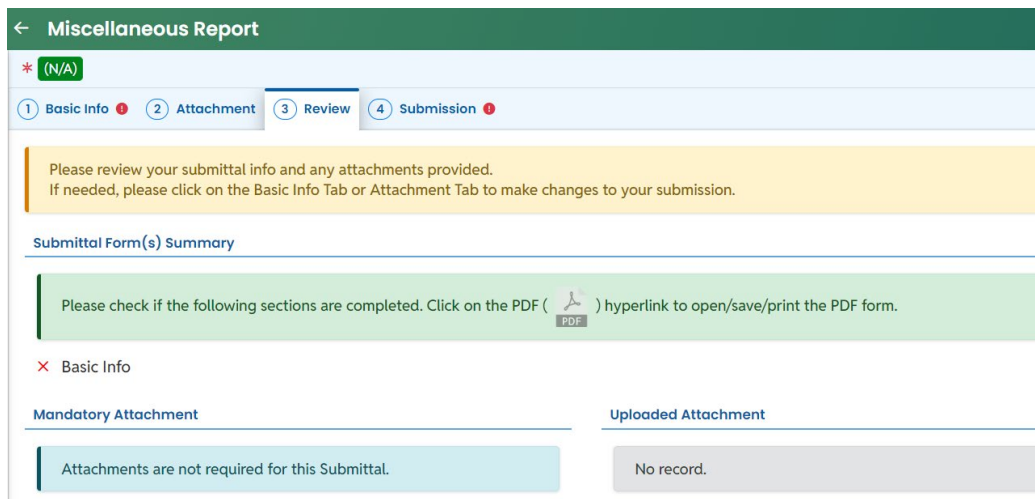
If ‘Yes’ is selected for “Deviations from Permit Conditions?”, a section labeled “Deviations” will appear where the user should list each permit deviation by clicking on the  button and providing the specific information regarding the deviation. Repeat this step for each additional deviation to be reported.


## 6. Attachments

This report requires a Compliance Certification (R1102). 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 'Review' tab of a 'Miscellaneous Report' form. At the top, there is a green header with a back arrow and the text 'Miscellaneous Report'. Below the header, a status bar shows '\* (N/A)'. A navigation bar contains four tabs: '1 Basic Info', '2 Attachment', '3 Review', and '4 Submission'. A yellow warning box states: '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' with a green box containing the text: 'Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.' Underneath, there is a red 'X' icon next to the text 'Basic Info'. At the bottom, there are two columns: 'Mandatory Attachment' with a light blue box containing 'Attachments are not required for this Submittal.' and 'Uploaded Attachment' with a grey box containing '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:

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

<b>Revision</b>	<b>Date</b>	<b>Changes</b>	<b>Editor</b>
<b>1.0</b>	<b>10/30/2024</b>	<b>Initial draft</b>	<b>Brian Hall</b>
	<b>11/22/2024</b>	<b>Copy edits and style guide compliance</b>	<b>C. Varley</b>