



ACDP Basic Reporting Obligations

Version 1.0

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State of Oregon
Department of Environmental Quality

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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 submitting an annual report in [Your DEQ Online](#). The information is grouped by:

- i. Overview of Annual Reports
- ii. Response to an Annual Reporting Obligation
- iii. Confidential Business Information
- iv. Basic Information
- v. Attachments
- vi. Review of the submittal
- vii. Submission of the Annual Report

2. Overview of Annual Reports for Basic ACDPs

Owners and operators that have been issued a Basic ACPD must submit an annual report as required in the permit(s). Stationary source reporting requirements are detailed in Oregon Administrative Rule (OAR) Chapter 340, [Division 214](#).

An annual report typically consists of various records that are required to be retained by the permit. The records must be prepared in the form of a report and submitted to DEQ, typically on an annual basis. The annual report form that permittees use in Your DEQ Online is called a submittal. Annual report submittals must be provided to DEQ by the due date(s) listed in the permit, typically in February of each year.

Annual reports must be submitted within 30 days after the end of the reporting period, unless otherwise authorized by the permit. [OAR [340-214-0114\(3\)](#)]

3. Annual Reporting Obligation

Log in to your account on the [Your DEQ Online Public Portal](#). In the top right-hand corner on your Dashboard, select 'Upcoming Obligations and Unpaid Submittals'. This will show you all New Obligations. You may also scroll down on the Dashboard page to locate New Obligations.

Note: If you have started filling out an annual report, saved it, and are now going to continue filling it out, you can find it by clicking the three lines next to the word "Dashboard" at the top left of the screen, then selecting 'Pending Submittals'.



Select the 'edit' icon  to open the outstanding New Obligations.

16577



Facility Name

Facility Address

ACDP - Basic Permit Annual Report

4/28/2024

 ~

5/30/2024

6/10/2024

 due in 6 days



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 interface with a navigation bar at the top containing five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. The '5 Submission' tab is currently selected. Below the navigation bar, there is a section titled 'Confidential Business Information (CBI)' which is highlighted with a red rectangular box. Inside this section, there are two radio buttons: 'Yes' (which is selected) and 'No'. Below the radio buttons, there is a text box containing the following instructions: '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, there is a grey 'Submit' button. On the right side of the form, there is a large red 'T' icon and a pink circular icon with a white document symbol.

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.

The screenshot shows a web interface with a navigation bar at the top containing five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. The '4 Review' tab is currently selected. Below the navigation bar, there is a yellow banner with 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 the banner, there is a section titled 'Submittal Form(s) Summary'. At the bottom of this section, there is 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.' The PDF icon in the parentheses is highlighted with a red rectangular box.

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

PDF

* LUCS

* Maps

- Modeling Analysis

- Modeling files

- Modeling protocol

Other

- Redacted Submittal Form in PDF

Risk Assessment

- Risk Assessment Work Plan

- TLAER/TBACT supporting documentation

Select Document Type Picker

14 Results

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.

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

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

Complete the required fields in the Basic Info tab (tabs are shown across the top of the screen). The required responses will reflect the annual reporting requirements from your Basic ACDP.

Select your facility



Classic Collision, LLC Wilsonville (auto body)
25599 SW 95th Ave, Wilsonville, OR 97070

1037566

Latitude 45.3344 Longitude -122.774

▼

Permit Number	Reporting Year	Reporting Type
34-0253-BS-01	2024	Autobody Repair

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

Company	Title	Email
		Required.

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

Country

☒ United States ☐ Canada

Address	Unit, Suite, or Floor #
Required.	

City	State	Zip Code
Required.	OR (Oregon)	00000-0000 Required.

Review your permit when filling out the annual report submittal. The permit condition that explains your annual report requirements may list additional information that is required. The Basic ACDP annual report submittal in Your DEQ Online includes a blank text box and prompt for you to include other information that is specifically required by your permit.

Include all other information required to be reported by your permit

Required.

Select the Save icon  to ensure the application is saved at any time and prior to moving to a separate tab.

6. Basic ACDP Annual Report Examples

6.1. Autobody Repair

Autobody Repair

Number of automobiles painted within the last calendar year

Number of gallons of paint used during the previous calendar year

Required.

Required.

I am currently in compliance with all applicable permit conditions in my Basic Air Contaminant Discharge Permit.

☐ Yes ☐ No

Required.

Please list any air quality/nuisance complaints received within the last calendar year. How were the complaints addressed?

(Remaining Length: 4000)

Required.

Include all other information required to be reported by your permit

(Remaining Length: 4000)

Required.

Save icon

Complete all required fields before continuing. Select the Save icon  to ensure the application is saved at any time and prior to moving to a separate tab.

6.2. Surface Coating

Surface Coating

Number of gallons of VOC containing coatings used per year

 Required.

Please list any air quality/nuisance complaints received within the last calendar year. How were the complaints addressed?

(Remaining Length: 4000)

 Required.

Include all other information required to be reported by your permit

(Remaining Length: 4000)

 Required.



Complete all required fields before continuing. Select the Save icon  to ensure the application is saved at any time and prior to moving to a separate tab.

7. Attachments

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

To upload the attachment(s), use the 'Click to Upload or Drag Files Over Here' icon accordingly.

1 Basic Info 

2 Boilers 

3 Attachment

4 Review

5 Submission 

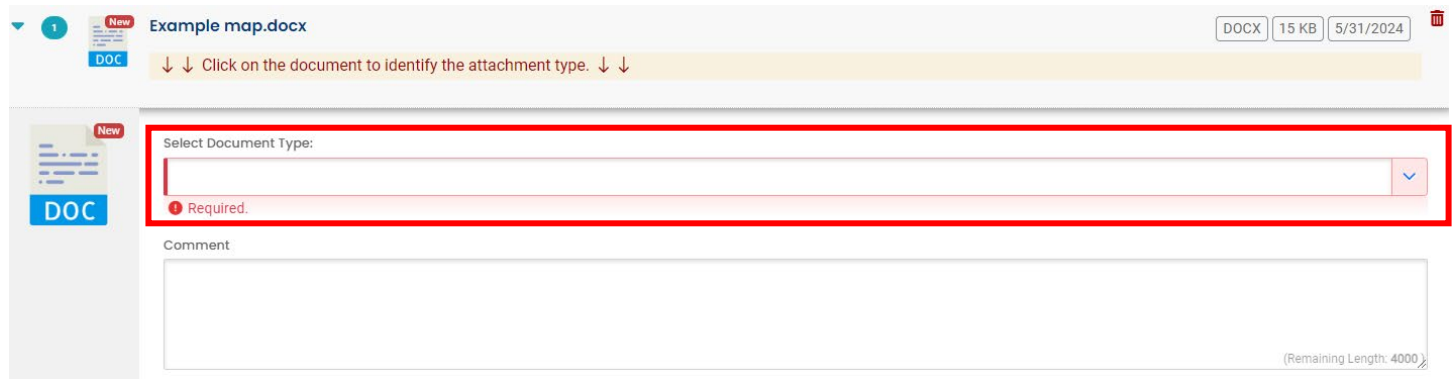
Instruction 

 Attachments are not required for current submittal.

When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

 Click to Upload or Drag Files Over Here

Once you have uploaded a file, select 'Click on the document to identify the attachment type', use the drop-down menu to 'Select the Document Type' and add any comments.



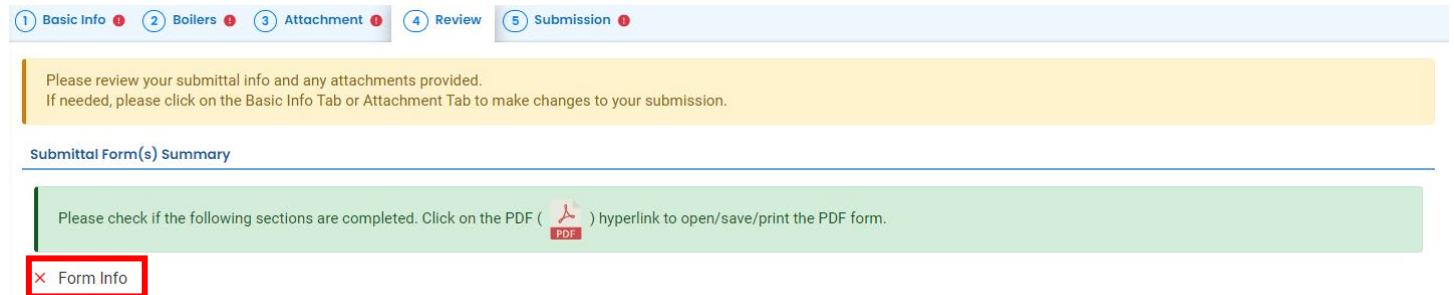
Click the  Save icon in the bottom right corner.

8. Review

Please review your submittal information and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red **x** and will indicate the tab with incomplete data.

If needed, please click on the Basic Info tab, specific Basic ACDP tab, or Attachment tab to make changes to your submission. All required fields must be addressed before you are able to complete the submission.

Click the  Save icon in the bottom right corner.



9. 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 number (for assistance, refer to Paragraph 9).

ACDP Basic Reporting Obligations

Version 1.0

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

☐ I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is your favorite book? *

Required.

☐ Show Question Answer

PIN Number

PIN: *

Required.

When you have completed the review and are ready to submit the Reporting Obligation, select the Submit button at the bottom of the Submission tab.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit



If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission. The tabs at the top of the page will indicate where a required field is incomplete. Once the required field has been addressed, return to this Submission tab and select Submit.

10. 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

11. 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](#).

12. Revision History

Revision	Date	Changes	Editor
1.0	6/4/2024	Initial draft	Joe Contreras
	11/20/2024	Clarifications and updates	Dan DeFehr
	11/22/2024	Copy edits and style guide compliance	C. Varley