

2020 Air Toxics Emissions Inventory Reporting

Submission Procedure Quick Guide

Information updated June 2021



State of Oregon
Department of
Environmental
Quality

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*DEQ is a leader in
restoring, maintaining
and enhancing the
quality of Oregon's air,
land and water.*

Overview

The Department of Environmental Quality created the Air Quality Document Upload application, ADU, to facilitate the electronic transfer of reporting documents from facilities to DEQ. The application is designed to accommodate annual reports, semi-annual reports, and Air Toxics Emissions Inventory reporting forms. This Quick Guide is specifically aimed at facility submissions of 2020 Air Toxics Emissions Inventory reporting forms, due Sept. 1, 2021.

Who can use ADU?

In June, DEQ will email an auto-generated PIN to individuals listed as facility contacts for facilities with Title V, Standard, or Simple air permits. Facility contacts can use their email address and PIN to upload reports for their facilities through the ADU. If you are a contact for multiple facilities, your email address and PIN will allow you to upload reports for all your facilities. If you are a facility contact but did not receive a PIN, please contact aqDocumentUpload@deq.state.or.us.

DEQ will not issue ADU PINs to consultants unless they are a primary site contact for a facility. If you are a consultant helping a facility prepare their Air Toxics Emissions Inventory reporting form, please have the facility contact submit the completed form using their email address and PIN.

Facilities in Lane County will report directly to the [Lane Regional Air Protection Agency](http://www.lrapa.org), LRAPA. These facilities should *not* use the DEQ ADU. Contact LRAPA at 541-736-1056.

What you need

- Your ADU username (email address) and PIN from your PIN email
- Your DEQ air quality permit number (format XX-XXXX-XX-XX)
- Your completed 2020 Air Toxics Emissions Inventory reporting form in Excel format

The facility permit number should match exactly as it appears on the upper-right corner of the permit, including the permit type (TV, ST or SI). The DEQ [Air Quality Permits Online](http://www.deq.state.or.us/air/permits) website is a resource to search for this information.

The ATEI reporting form should be submitted in Excel format (.xlsx), not converted to PDF or another file type.

How to Submit

Go to the DEQ Air Quality Document Upload website, <https://www.deq.state.or.us/adu>, and enter the requested information. Select 'Emissions Inventory Form' as the Report Type, enter your facility's permit number, and enter your email address and PIN. Click 'Choose File' to browse and select the saved and completed ATEI reporting form. Press the 'Submit' button to upload the file to DEQ.

If successful, you will receive a confirmation email at the email address you entered. Please retain this email for your records.

Only one reporting form can be uploaded at a time. If you are a contact for multiple facilities, you'll need to upload the reporting form for each facility separately. Your PIN is unique to your email address, and should work for each facility for which you are a listed contact.

Check the [Air Toxics Emissions Reporting FAQ](#) page for the most current information and updates.

Do I need to also submit a paper copy?

Facilities do not need to submit a paper copy of ATEI reporting form. However, if you submit an electronic copy of an annual report or semiannual report using ADU, you still need to submit a paper copy of those reports as required in your permit.

Claiming Confidential Business Information

Oregon law does not allow emissions data to be claimed as trade secret in order to keep it from public disclosure. But, facilities wishing to prevent disclosure of certain aspects of their reported information may claim Confidential Business Information, pursuant to Oregon Administrative Rule OAR 340-214-0130. These facilities should not submit documents through the ADU. Instead, they should communicate directly with DEQ by contacting Clara Funk at Clara.Funk@deq.state.or.us, and submit the report via email.

Troubleshooting

- 1) Lost PIN email, or problems with the PIN:
Contact DEQ at aqDocumentUpload@deq.state.or.us.
- 2) Error when uploading a file:
Make sure that the email address and PIN match the ones listed in your PIN email. Check that you entered the full permit number (format XX-XXXX-XX-XX).

The ADU should only be used for submitting the 2020 ATEI reporting form [and Annual Reports or Semi Annual Reports]; other materials, including zipped files, are not accepted at this time.

Alternative formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.