

2023 Air Toxics Emissions Inventory Reporting

Submission Procedure Quick Guide

Information updated February 2024



State of Oregon
Department of
Environmental
Quality

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

Overview

DEQ 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 2023 Air Toxics Emissions Inventory reporting forms, due July 1st, 2024.

Facilities in Lane County will report directly to the [Lane Regional Air Protection Agency](#), LRAPA. These facilities should *not* use the DEQ ADU. Contact LRAPA at (541) 736-1056 for submission guidance.

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 2023 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 ATEI reporting form should be submitted in Excel format (.xlsx), not converted to PDF or another file type.

How to Submit

Use 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](#) 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. Only one copy is required, and it should be submitted through the ADU.

Is the PIN the same as the one I use for Annual Report submission?

Yes, if you are a registered contact for your facility, the email and PIN is the same one used for Annual Reporting.

Claiming Confidential Business Information

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If a facility believes any information provided for this request should be exempt from disclosure, they must read and follow the process outlined in OAR 340-214-0130. It should be noted that emissions data is not considered confidential or trade secret and therefore cannot be exempt. Facilities planning to request CBI are encouraged to communicate directly with DEQ by contacting Clara Funk at Clara.Funk@deq.oregon.gov or David Broderick at David.Broderick@deq.oregon.gov 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 2023 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.



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