



# ACDP Actions-Amend, Renew, Transfer, Terminate

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State of Oregon  
Department of Environmental Quality

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|   |                        |           |
|---|------------------------|-----------|
| <b>Table of contents</b>  | <b>System Overview</b> | <b>5</b>  |
| <b>1. Introduction</b>  |                        | <b>6</b>  |
| <b>2. Overview of ACDP Modification, Renewals, Transfer &amp; Termination</b> |                        | <b>6</b>  |
| <b>3. Confidential Business Information</b>                                   |                        | <b>7</b>  |
| 3.1. Submit Confidential Business Information using file attachment           |                        | 7         |
| 3.2. Submit Confidential Business Information using a YDO form                |                        | 7         |
| <b>4. ACDP-Notice of Construction and Modification Application</b>            |                        | <b>9</b>  |
| <b>5. Basic Info</b>  |                        | <b>9</b>  |
| 5.1. Contacts   |                        | 10        |
| 5.2. Control Devices  |                        | 10        |
| 5.3. Stack  |                        | 11        |
| 5.4. Emission Unit  |                        | 11        |
| 5.5. Attachments  |                        | 12        |
| 5.6. Payment  |                        | 12        |
| 5.7. Review   |                        | 13        |
| 5.8. Submission   |                        | 13        |
| <b>6. ACDP-Renewal</b>  |                        | <b>14</b> |
| 6.1. Initiate the Renew Permit Action   |                        | 14        |
| 6.2. Attachment   |                        | 15        |
| 6.3. Payment  |                        | 16        |
| 6.4. Review   |                        | 16        |
| 6.5. Submission   |                        | 17        |
| <b>7. ACDP-Transfer</b>   |                        | <b>17</b> |
| 7.1. Basic Info   |                        | 17        |
| 7.2. Attachments  |                        | 18        |
| 7.3. Payment  |                        | 19        |
| 7.4. Review   |                        | 20        |
| 7.5. Submission   |                        | 20        |
| <b>8. ACDP-Termination</b>  |                        | <b>21</b> |

8.1. Basic Info ..... 21

8.2. Attachments ..... 22

8.3. Payment..... 22

8.4. Review ..... 23

8.5. Submission ..... 23

**9. Air Quality Permitting Staff Contacts..... 24**

**10. Help Desk and Resources ..... 25**

**11. Revision History..... 25**

## 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 seeking to submit a permit modification, permit transfer, permit renewal or a request for permit termination in [Your DEQ Online](#). The information is grouped by:

- i. Overview of ACDP Modification, Renewals, Transfers & Termination
- ii. Confidential Business Information
- iii. ACDP-Notice of Construction & Modification Application
- iv. Basic Information
- v. ACDP-Renewal
- vi. ACDP-Transfer
- vii. ACDP-Termination

# 2. Overview of ACDP Modification, Renewals, Transfer & Termination

**Modification:** Owners and operators that have been issued a source-specific ACDP (excludes General ACDPs) can submit applications to modify their air permit according to the rules at OAR [340-216-0040](#)(3). Permit modification types are listed in OAR [340-216-0030](#) as: Non-technical, Basic Technical, Simple Technical, Moderate Technical, and Complex Technical. Each modification type is subject to a specific fee as described in OAR [340-216-8020](#) Table 2.

**Notice of Construction:** Owners and operators of permitted sources proposing Type 1 or 2 Notice of Construction (OAR [chapter 340 division 210](#)) changes must provide notice and applicable fees to DEQ before constructing or modifying a stationary source or air pollution control device. The fee structure is detailed in Oregon Administrative Rule (OAR) [340-216-8020](#) Table 2 and required notice information is listed in OAR [340-210-0230](#).

**Renewal:** Permit renewal application requirements are detailed in OAR [340-216-0040](#).

- Basic ACDP: Renewal applications are **due no later than 30 days** prior to the expiration date.
- General ACDP: Reassignment applications are **due within the 30** days prior to the expiration date.
- Simple ACDP: Renewal application are **due no later than 120 days** prior to the expiration date.
- Standard ACDP: Renewal applications are **due no later than 180 days** prior to the expiration date.

**Transfer:** If a facility, operation or activity is sold or transferred to another legal entity (this includes when a permitted entity changes their legal name), DEQ must be notified. The permit can then be transferred to the new legal entity. Many permits include requirements to notify DEQ of a sale/transfer within a specified amount of time.

**Termination:** A facility's permit may be terminated by written request of the permittee. Before approving a termination request, DEQ must determine that a permit is no longer required.

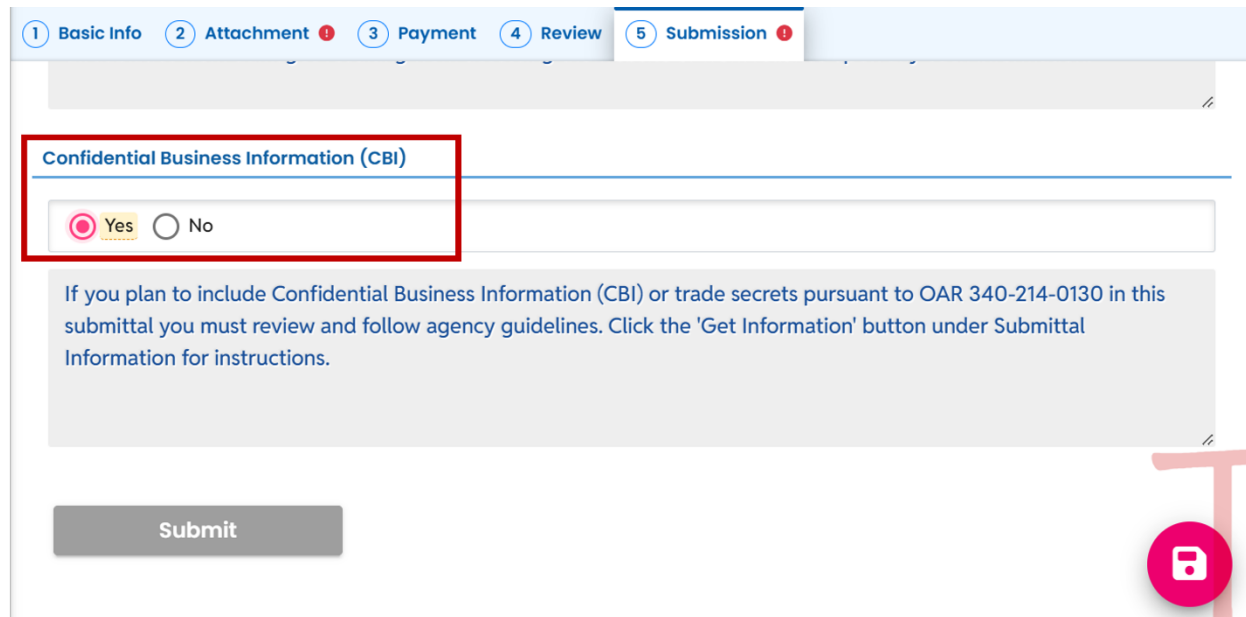
### 3. Confidential Business Information

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.

#### 3.1. 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 five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Submission' tab is active. Below the tabs, there is a section titled 'Confidential Business Information (CBI)' which is highlighted with a red box. This section contains two radio buttons: 'Yes' (selected) and 'No'. Below the radio buttons, there is a text box with the following text: '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 of the form, there is a 'Submit' button and a red circular icon with a white document symbol.

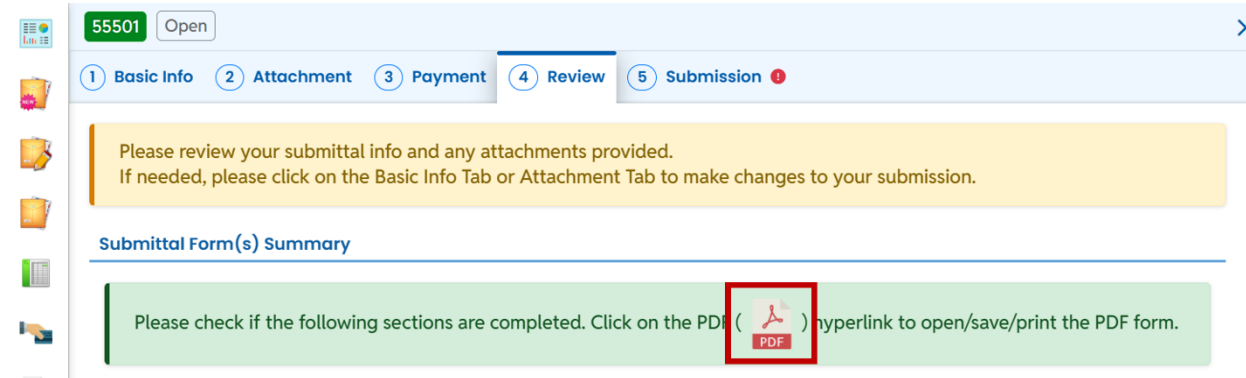
#### 3.2. Submit Confidential Business Information using a YDO form

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

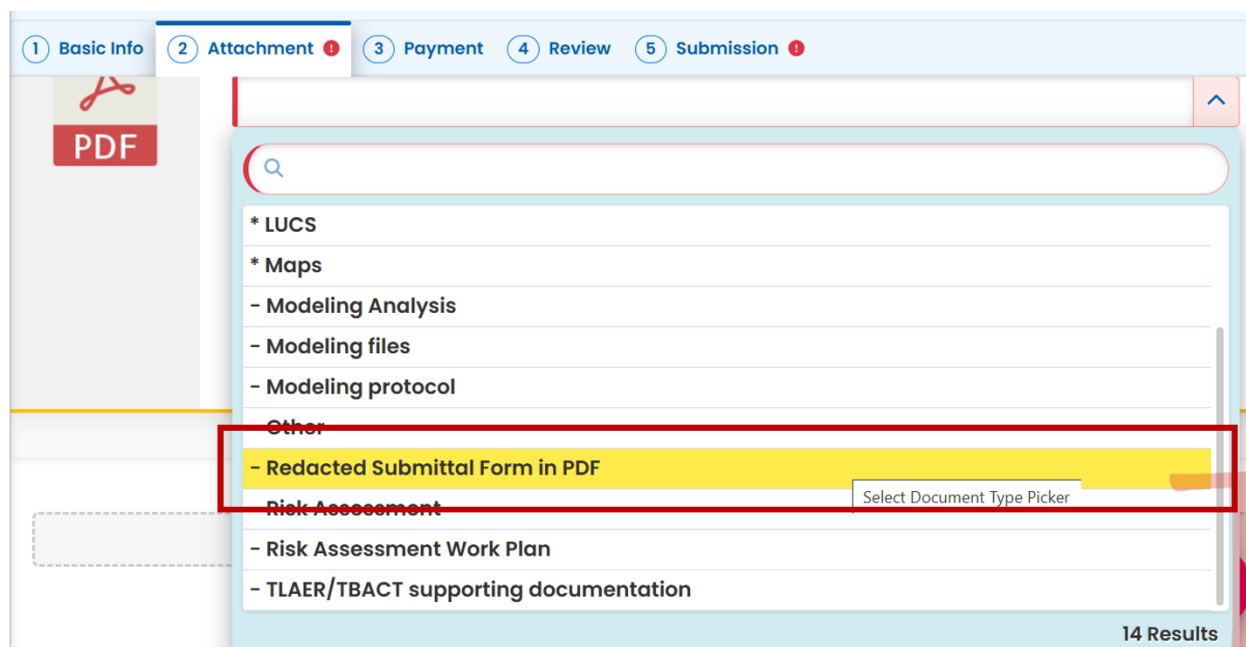


application during the Review phase. Please follow these steps to learn how to redact CBI from YDO forms:

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.

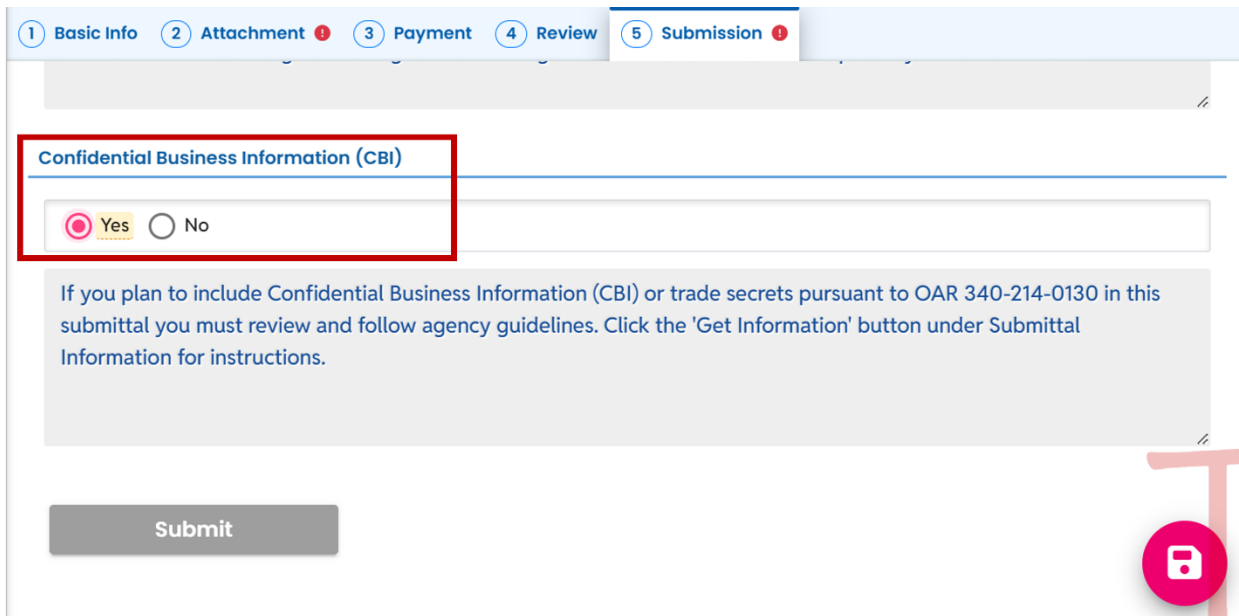


4. Download the file and use software of your choice (Adobe or otherwise) to redact your application. When submitting information that is believed to be confidential, trade secret, or otherwise exempt from disclosure, please ensure that you:
  - a. State the specific statutory provision under which you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



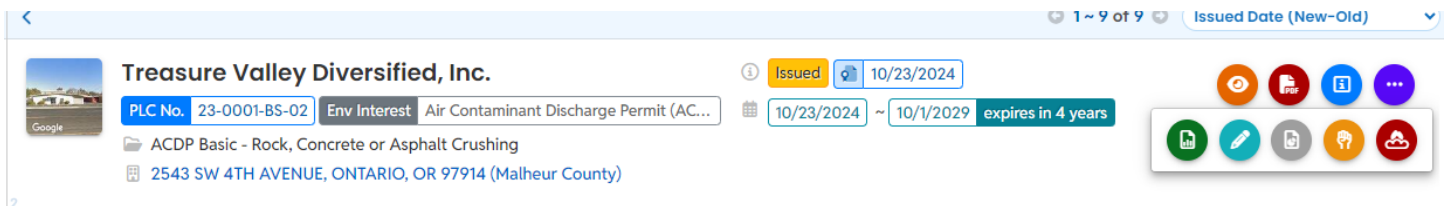



6. Proceed to the 'Submission' tab, fill out all required information and click 'submit'. **Make sure to select 'YES' on the confidential business information question at the bottom of the form** prior to submitting.



## 4. ACDP-Notice of Construction and Modification Application

Log in to your account on the [Your DEQ Online Public Portal](#). In the top right-hand corner on your Dashboard, select 'Permits/Licenses/Certificates' to navigate to the PLC page.



Select the 'edit' icon  to display the 'amend', 'renew', 'transfer' and 'terminate' options. To submit a Notice of Construction or modification application, select the 'amend' button.

## 5. Basic Info

This will populate a new submittal, 'ACDP – Notice of Construction and Modification Application'.

In the 'Type of Construction/Change' box, select the change type for which you are applying. Review the help information in the yellow banner. In some instances, changes or modifications to a permitted source may only require a Notice of Construction (NC) and not a permit modification. Full and complete descriptions of applicability and exemptions are detailed in [OAR 340-210-0250](#).


## ACDP Actions-Modify, Renew, Transfer & Terminate

### Version 1.0


Type of Construction/Change

- ☐ Notice of Construction Type 1   ☐ Notice of Construction Type 2   ☐ Non-Technical Permit Modification ⓘ   ☐ Basic Technical Permit Modification ⓘ  
☐ Simple Technical Permit Modification ⓘ   ☐ Moderate Technical Permit Modification ⓘ   ☐ Complex Technical Permit Modification ⓘ  
☐ Department Initiated Modification or Attachment

**Adding Equipment:** In many cases, a permitted facility can submit a Notice of Construction instead of a permit modification for adding a device (emissions unit or pollution control device) if the issued permit already includes all (or most) conditions that will be required to appropriately regulate the device. If DEQ staff will need to draft/create appropriate conditions for the device, a permit modification will most likely be required. For example, if your permit includes recordkeeping, monitoring, and reporting for a baghouse or fabric filter, you can likely submit a Notice of Construction to add another baghouse or fabric filter. Alternatively, if your permit does not have any conditions for internal combustion engines and you are proposing to add an emergency back-up engine for emergency power purposes, you will most likely need to submit a permit modification application.

If you are submitting a permit modification, press the  icon for additional information about that modification type to ensure your proposal aligns with the modification description and examples. Modification requirements and fees vary by permit type and the level of complexity of the proposed modification. Definitions of ACDP modification types are detailed in OAR [340-216-0030](#).

After selecting your modification type fill out all required information.

Click the Save icon  to ensure the application is saved at any time and before moving to a new tab.

## 5.1. Contacts

Using the 'contact' tab at the top of the screen, enter the information for the facility contact or representative who will be responsible for the modification submittal and who can answer questions from DEQ about the submittal. All required fields must be completed.

### Contact Details

|                            |                            |                      |                            |
|----------------------------|----------------------------|----------------------|----------------------------|
| Salutation                 | First Name                 | M.I.                 | Last Name                  |
| <input type="text"/>       | <input type="text"/>       | <input type="text"/> | <input type="text"/>       |
|                            | <small>ⓘ Required.</small> |                      | <small>ⓘ Required.</small> |
| Company                    | Title                      |                      | Email                      |
| <input type="text"/>       | <input type="text"/>       |                      | <input type="text"/>       |
|                            |                            |                      | <small>ⓘ Required.</small> |
| Phone                      | Mobile                     | Fax                  |                            |
| <input type="text"/>       | <input type="text"/>       | <input type="text"/> |                            |
| <small>ⓘ Required.</small> |                            |                      |                            |

Click the Save icon  to ensure the application is saved before moving to a new tab.

## 5.2. Control Devices

If no changes to control devices are being made, leave this section blank.


If your NC or modification submittal includes a new pollution control device or changes to a pollution control device, enter the information on tab 3 'Control Devices'. Ensure you provide all available information about the control device or change. If necessary, include additional relevant information by using the 'attachment' tab.

1 Basic Info 2 Contact 3 Control Devices 4 Stack 5 Emission Unit 6 Attachment 7 Payment 8 Review 9 Submission

Please click Save after you update the Emission Unit/ Control Device. Please check the updated Emission Unit/ Control Device list on other forms.

Control Device

No record found.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

### 5.3. Stack


If your NC or modification submittal includes changes to an exhaust stack enter the information on the 'stack' tab #4. If no changes to an exhaust stack are being made, leave this section blank.

Stacks

| Stack Name | Identifier |
|------------|------------|
|            |            |

Stack Identification

|   |  |   |
|---|--|---|
| Stack Name<br><input type="text"/><br><small>Required.</small>                              | Identifier<br><input type="text"/><br><small>Required.</small>                   | Stack Type<br><input type="text"/><br><small>Required.</small>        |
| Actual Stack Height Above Ground (feet)<br><input type="text"/><br><small>Required.</small> | Inside Stack Diameter (feet)<br><input type="text"/><br><small>Required.</small> | Stack Orientation<br><input type="text"/><br><small>Required.</small> |
| Exit Gas Temperature (Fahrenheit)<br><input type="text"/>                                   | Actual Exit Gas Flow Rate (cubic foot per minute)<br><input type="text"/>        | Exit Velocity of Gas (feet per second)<br><input type="text"/>        |

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

### 5.4. Emission Unit


If your NC or modification submittal includes adding or constructing a new emission unit, enter the information on the 'Emission Unit' tab #5. If no additional emission units are being added or constructed, leave this section blank.

## ACDP Actions-Modify, Renew, Transfer & Terminate

### Version 1.0

The screenshot shows the 'Emission Units' form. At the top is a table with columns: Name, Identifier, Date Installed, and Type. Below the table is a 'Basic Information' section with the following fields:

- Emission Unit Name (Required)
- Identifier (Required)
- Type (Required, dropdown menu)
- Date Installation/Construction Commenced (Required, date picker)
- Date Installed (Required, date picker)
- Control Device ID(s) (Text input with a plus icon)

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

## 5.5. Attachments

Required attachments vary according to submittal type and may change based on the issued permit. Contact your facility's assigned permit writer to identify any required attachments.

The screenshot shows the 'Attachments' section of the application. At the top is a navigation bar with tabs: 1 Basic Info, 2 Contact, 3 Control Devices, 4 Stack, 5 Emission Unit, 6 Attachment (selected), 7 Payment, 8 Review, 9 Submission. Below the navigation bar is a yellow box with the following text:

**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.

Below the text is a dashed box with the text: [Click to Upload or Drag Files Over Here](#)

Upload or drag and drop all attachment files. Click on each document that was uploaded and choose a 'document type' from the drop-down menu. Add any necessary or appropriate comments for the document.

Click the Save icon  to ensure the application is saved before moving to a new tab.

## 5.6. Payment

No fees are required for an NC or modification at the time of submittal. DEQ staff will review your submittal to ensure that the proposed change/modification corresponds with the correct submittal type. Once DEQ staff has confirmed the correct submittal type, they will issue a payment request. The appropriate fee must be paid before DEQ staff continue processing the application.


The fee structure for Notice of Construction and permit modifications is detailed in OAR [340-216-8020](#), Table 2.


The screenshot shows the 'Payment' tab selected in the navigation bar. A red message bar states: 'Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment.' Below this, a light blue bar indicates: 'There is no payment due at this time.' At the bottom, a summary box shows: 'Fee \$ 0.00 - Paid \$ 0.00 = Balance \$ 0.00'.

Click the Save icon  to ensure the application is saved before moving to a new tab.

## 5.7. Review

Review your information to ensure all required fields have been answered. A red 'x' next to a submittal section indicates that information is missing from a required field. A green check mark indicates that the section of the submittal is complete.

The screenshot shows the 'Review' tab selected. A yellow message bar says: '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 is the 'Submittal Form(s) Summary' section with a green bar containing the text: 'Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.' A list follows: 'x Basic Info', 'x Contact Data', '✓ Control Devices', 'x Stack', and 'x Emission Unit'. At the bottom, the 'Fees/Payments' section is partially visible.

Ensure all required fields have been completed before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

## 5.8. Submission

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement.

## ACDP Actions-Modify, Renew, Transfer & Terminate

Version 1.0

Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Paragraph 8).

Please check the required fields on the form.

### 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: where did you first meet your spouse? \*

 Required.

☐ Show Question Answer

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before submitting.

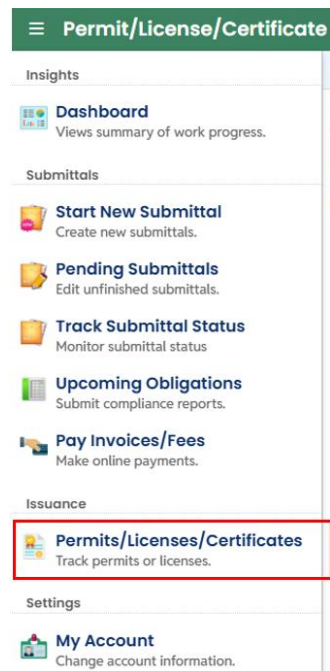
## 6. ACDP-Renewal

### 6.1. Initiate the Renew Permit Action

## ACDP Actions-Modify, Renew, Transfer & Terminate

Version 1.0

The YDO dashboard has a section titled 'Permits/Licenses/Certificates & Transaction History'. Permits that are closest to approaching their expiration date will be at the top of this section. Review the renewal and reassignment due dates earlier in this user guide.



To submit a renewal or reassignment application, navigate to the 'Permit/License/Certificate' module.

Locate the permit record for which you would like to submit a renewal or reassignment application.

Locate the purple circle button to the right side of the screen. Then, select the teal 'pencil' icon to begin a 'Renew' permit action.



Fill out the requested information. If a previous renewal or initial ACDP application was submitted through YDO, the required fields will populate automatically with the previously submitted responses.

If your submittal is pre-populated, read through carefully to ensure the previous responses remain accurate for your activities, operation, and source. Update the fields as appropriate.


1 Basic Info 2 Attachment 3 Payment 4 Review 5 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.

### I. Facility Information

Please note the following for Creating a New Facility:

- Facility Name: Enter the legal name of the person or entity that is applying for this permit. Company/entity names must be registered with the [Oregon Secretary of State Corporations Division](#).
- Abbreviation: Enter your plant site name if it differs from your legal entity name. If this does not apply, leave the field blank.
- Physical Location: If this is a stationary source, enter the address of the facility. If this is a portable facility, enter the first anticipated operating address.




**Treasure Valley Diversified, Inc.**  
2543 SW 4TH AVENUE, ONTARIO, OR 97914

294513

DEQ Air Quality Source Number

23-0001

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

## 6.2. Attachment



## ACDP Actions-Modify, Renew, Transfer & Terminate

Version 1.0

Required attachments vary by permit type. Required information for each permit type renewal is detailed in OAR [340-216-0040](#). Use the upload or 'drag and drop' feature to upload any necessary attachments. Click on each uploaded document and select a 'document type' from the drop-down menu. Add any appropriate comments.

The screenshot shows the 'Attachment' tab selected in a navigation bar with five items: Basic Info, Attachment, Payment, Review, and Submission. Below the navigation bar is a yellow instruction box stating: '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.' Below the instruction box is a large dashed rectangular area with the text 'Click to Upload or Drag Files Over Here' and a small upload icon.

Click the Save icon  to ensure the application is saved before moving to a new tab.


### 6.3. Payment


No fees are required for permit renewal applications.

The screenshot shows the 'Payment' tab selected in the navigation bar. Below the navigation bar is a light blue box with the text 'There is no payment due at this time.' Below this is a summary section with three boxes: 'Fee' showing '\$ 0.00', 'Paid' showing '\$ 0.00', and 'Balance' showing '\$ 0.00'. Below the summary section are two columns. The left column, titled 'Fees', contains the text 'Fee is not required at this time.' The right column, titled 'Payment Transactions', contains the text 'No payment transaction records.'

### 6.4. Review

Review your information to ensure all required fields have been answered. A red 'x' next to a submittal section indicates that information is missing from a required field. A green check mark indicates that the section of the submittal is complete.

The screenshot shows the 'Review' tab selected in the navigation bar. Below the navigation bar is a yellow instruction box stating: '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 instruction box is a section titled 'Submittal Form(s) Summary'. Below this section is a green box with the text: 'Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.' Below the green box is a list with a green checkmark and the text 'Basic Info'.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

## 6.5. 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 8).

1 Basic Info2 Attachment3 Payment4 Review5 Submission

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.

Co-signers

ATTENTION: Please enter a valid email (to receive the validation code needed to access the submittal).

| Co-Signers | Co-signer's Role |  |  |  |
|------------|------------------|--|--|--|
|            |                  |  |  |  |

+ Add Co-signer

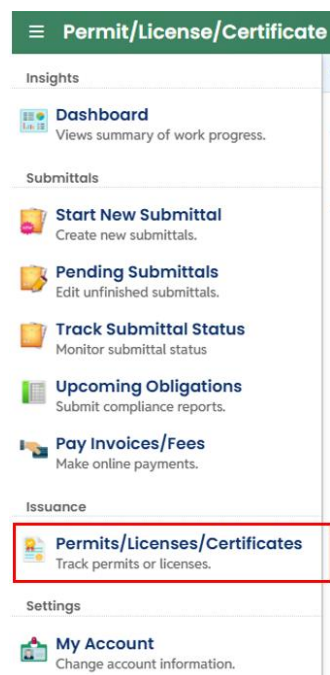
## 7. ACDP-Transfer

### 7.1. Basic Info

To initiate a transfer of an issued permit to a new (or renamed) legal entity, first navigate to your YDO dashboard. Then go to the 'Permit/License/Certificate' module.

## ACDP Actions-Modify, Renew, Transfer & Terminate

### Version 1.0



Locate the permit record for which you would like to complete a transfer or name change.

Locate the purple circle button to the right side of the screen. Then, select the orange 'fist' icon to begin a 'Transfer' permit action.



First, provide the date that the name change, sale, or change of ownership was (or will be) effective.

Then, provide a brief description of the reason for the permit transfer (sale, change of ownership, etc.). If there is additional clarifying information about this transfer that you would like to share with DEQ, include it here.

The remainder of the submittal will ask about current and future contact information for both legal entities.

Fill out all required fields. For additional information about any field click the help icon  .

Click the Save icon  to ensure the application is saved before moving to a new tab.

## 7.2. Attachments

In most cases, there are no required attachments for an ACDP Transfer. If additional documentation is appropriate or necessary, use the upload or drag-and-drop feature to upload the files.

## ACDP Actions-Modify, Renew, Transfer & Terminate

### Version 1.0


55611 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

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

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

### 7.3. Payment

A name change or change to the legal entity name of the permittee is processed as a 'non-technical permit modification' and assessed this fee according to [OAR 340-216-8020](#) Table 2.

Please ensure all required data is entered on the submittal form and required attachments are uploaded before you pursue payment. The transfer process will not be completed until the payment has been received.

**Until the permit has been issued to the new owner/legal entity, the current permittee remains responsible for compliance with all applicable requirements and permit conditions.**

Click the Pay Amount Due icon to display a list of payment options (ACH, Credit Card, or Check by Mail).

Select the payment option and follow the instructions to submit payment. [Learn more about payments on DEQ's website.](#)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.


DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 432.00 + Service: \$ 17.28 - Paid: \$ 0.00 = Due: \$ 449.28

☒ ACH ☐ Credit Card ☐ Check by Mail

**Pay Amount Due**

| Fees  | Payment Transactions            |
|---|---------------------------------|
| <b>ACDP Application Fee</b><br>① Permit/License/Certificate Fee \$ 432.00   | No payment transaction records. |
| <b>Technology Fee</b><br>① Additional Fee \$ 17.28<br>① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system. |                                 |

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.


7.4. Review

Review your information to ensure all required fields have been answered. A red ‘x’ next to a submittal section indicates that information is missing from a required field. A green check mark indicates that the section of the submittal is complete.

1 Basic Info2 Attachment3 Payment4 Review5 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

Click on the print icon (  ) to view/save/print the submittal data entry form.

✓ Basic Info

Fees/Payments

|           |            |           |             |                           |
|-----------|------------|-----------|-------------|---------------------------|
| Fee       | Service    | Paid      | Due         | Amount in Transit/Waiting |
| \$ 432.00 | + \$ 17.28 | - \$ 0.00 | = \$ 449.28 | \$ 449.28                 |


Mandatory Attachment

All required attachments were included.

☐ Select All Mail to

Uploaded Attachment

No record.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

7.5. 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 8).

## ACDP Actions-Modify, Renew, Transfer & Terminate

### Version 1.0

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission


Please check the required fields on the form.

**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

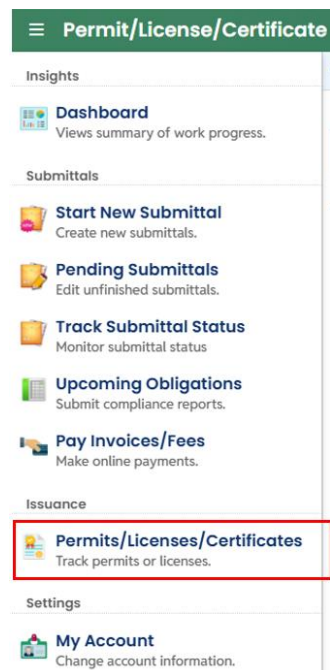
Required.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

## 8. ACDP-Termination

### 8.1. Basic Info

To initiate a request to terminate an issued air permit, first navigate to your YDO dashboard. Then go to the 'Permit/License/Certificate' module.



Locate the permit record for which you would like to request termination.

Locate the purple circle button to the right side of the screen. Then, select the red 'sunset' icon to begin a 'Terminate' permit action.



## ACDP Actions-Modify, Renew, Transfer & Terminate

Version 1.0

Provide a description for why the permit is being terminated (business closure, change in activity, etc.). Enter the effective date of permit termination. DEQ can't retroactively terminate a permit.

DEQ must confirm that a permit is no longer required before the permit can be terminated. For this reason, it is important that the 'reason for termination' and/or attachments effectively demonstrate that a permit is no longer required.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Action To Be Performed


Action

Termination of Permit

Scheduled Date

mm/dd/yyyy

Reason for Termination

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

## 8.2. Attachments


Based on your permit, operations, activities, and emissions sources, DEQ may require additional documentation or records to terminate your permit. Contact your permit writer for more information. If additional documentation is necessary, it can be uploaded here using the upload or drag and drop feature.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

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

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

## 8.3. Payment



There is no payment required to terminate a permit. However, annual fees are still assessed and prorated for the time that the permit was active.

ACDP annual fees are paid for the coming year, which means most permit terminations do not get assessed any fees. For example: December 2024 fees are paid for the operating calendar year 2025.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment.


There is no payment due at this time.

Fee

Paid

Balance

\$ 0.00 - \$ 0.00 = \$ 0.00

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.


8.4. Review

Review your submittal information to ensure all required fields have been answered. A red 'x' next to a submittal section indicates that information is missing from a required field. A green check mark indicates that the section of the submittal is complete.


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.

Basic Info

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new tab.

8.5. 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 8).

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission


Please check the required fields on the form.

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.

Complete all required fields before continuing. Click the Save icon  to ensure the application is saved before moving to a new 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<br>Northwest Region<br>700 NE Multnomah Street, Suite 600<br>Portland, OR 97232<br>Telephone: (503) 229-5696 |
| Benton, Lincoln, Linn, Marion, Polk, and Yamhill                   | Department of Environmental Quality<br>Western Region<br>4026 Fairview Industrial Drive<br>Salem, OR 97302<br>Telephone: (503) 378-8240          |
| Coos, Curry, and Western Douglas                                   | Department of Environmental Quality<br>Coos Bay Office<br>465 Elrod Ave., Suite 202<br>Coos Bay, OR 97420<br>Telephone: (541) 269-2721           |
| Eastern Douglas, Jackson, and Josephine                            | Department of Environmental Quality<br>Medford Office<br>221 Stewart Ave, Suite 201  |

| <b>Counties</b>   | <b>Office Address and Telephone</b>  |
|---|--|
|   | Medford, OR 97501<br>Telephone: (541) 776-6010   |
| Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, and Wheeler | Department of Environmental Quality<br>Bend Office<br>475 NE Bellevue, Suite 110<br>Bend, OR 97701<br>Telephone: (541) 388-6146                  |
| Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, and Wallowa                        | Department of Environmental Quality<br>Pendleton Office<br>800 SE Emigrant Avenue, Suite 330<br>Pendleton, OR 97801<br>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>6/4/2024</b>   | <b>Initial draft</b>                            | <b>Joe Contreras</b>    |
|                 | <b>11/19/24</b>   | <b>Substantive revisions and clarifications</b> | <b>Dan DeFehr</b>       |
|                 | <b>11/20/2024</b> | <b>Copy edits and Style Guide compliance</b>    | <b>Chris Varley</b>     |
| <b>1.1</b>      | <b>3/20/2025</b>  | <b>Updated payment fees for transfers</b>       | <b>Lindonna Stewart</b> |
|                 | <b>5/6/2025</b>   | <b>Copy edits and style guide compliance</b>    | <b>Chris Varley</b>     |