Climate Protection Program User Guide

Your DEQ Online

September 2025

State of Oregon
DEQ Department of Environmental Quality

This document was prepared by
The Oregon Department of Environmental Quality
Climate Protection Program
700 NE Multnomah Street, Suite 600
Portland Oregon, 97232

Contact: cpp.info@deq.oregon.gov

State of Oregon
DEQ Department of Environmental Quality

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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. This document describes how certain provisions of the Climate Protection Program are implemented with the Your DEQ Online system.

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.

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1. Climate Protection Program

The Oregon Department of Environmental Quality Climate Protection Program (Oregon Administrative Rules chapter 340, division 273) will reduce greenhouse gas emissions in Oregon. The Climate Protection Program (CPP) sets a declining limit, or cap, on greenhouse gas emission from fossil fuels used throughout Oregon including diesel, gasoline, natural gas and propane used in transportation, residential, commercial, and industrial settings. The program also regulates site-specific greenhouse gas emissions at certain manufacturing facilities.

Please visit the CPP webpage for additional information and program materials.
This guide describes how certain provisions of the Climate Protection Program are implemented with the Your DEQ Online system. In the event of any discrepancy between this guide and the Climate Protection Program rules filed with the Oregon Secretary of State, the rules filed with the Oregon Secretary of State are correct.

1.1 Your DEQ Online System Terminology

The following terms are used in Your DEQ Online across many DEQ programs. This section explains what the terms used in Your DEQ Online mean in the context of the Climate Protection Program.

- Consultant: A person who can prepare a submittal on behalf of a responsible official.

- Facility (also called a site): Each covered entity in the Climate Protection Program is a facility.

- Obligation: An obligation is a required submittal in Your DEQ Online. DEQ creates obligations in Your DEQ Online for covered fuel suppliers to submit permit applications and demonstrations of compliance.

- Owner: In the context of a submittal, owner may refer to the person who created or signed a submittal (instead of the owner of a covered fuel supplier).

- Responsible Official (RO): a person responsible for making submittals on behalf of a facility. The designated representative for a covered fuel supplier must register for Your DEQ Online as an RO.

- Transferring Entity: A covered entity transferring a compliance instrument to another covered entity in a compliance instrument trade. designates another entity to acquire the compliance instrument.

- Acquiring Entity: A covered entity acquiring a compliance instrument from a transferring entity in a compliance instrument trade.

- Submittal: A form, application, or other type of document that a member of the public submits to DEQ.

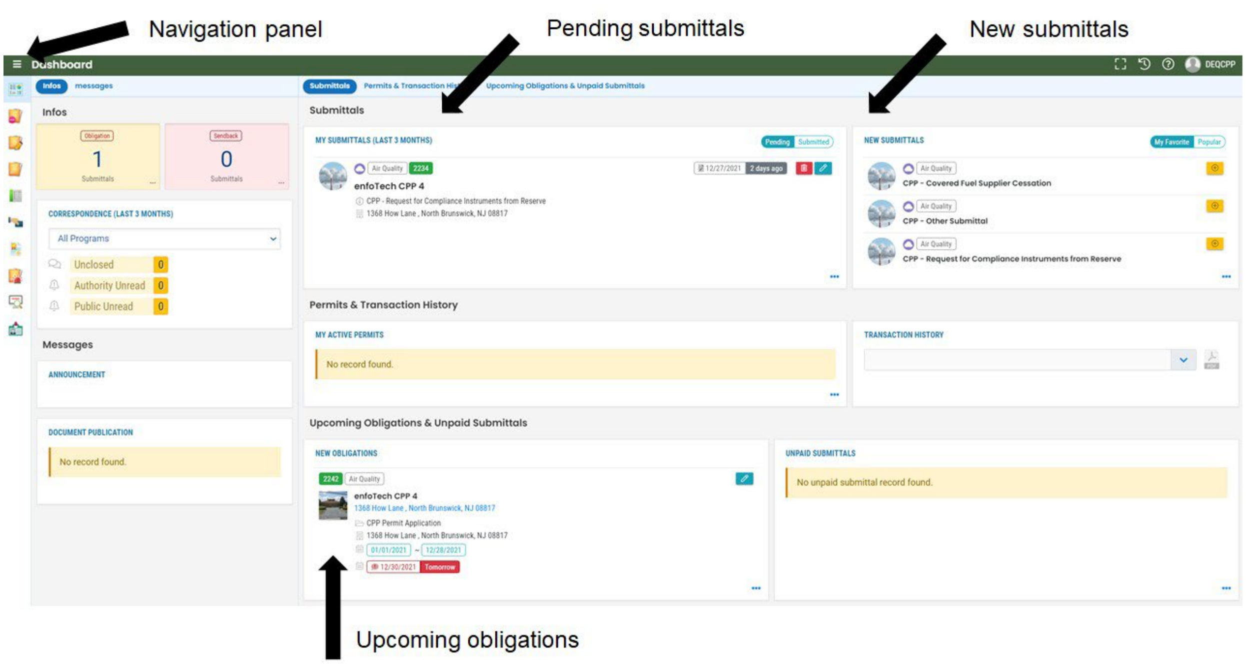
- Submittal Group: This controls the type of submittals an RO can make.

1.2 Navigating Your DEQ Online

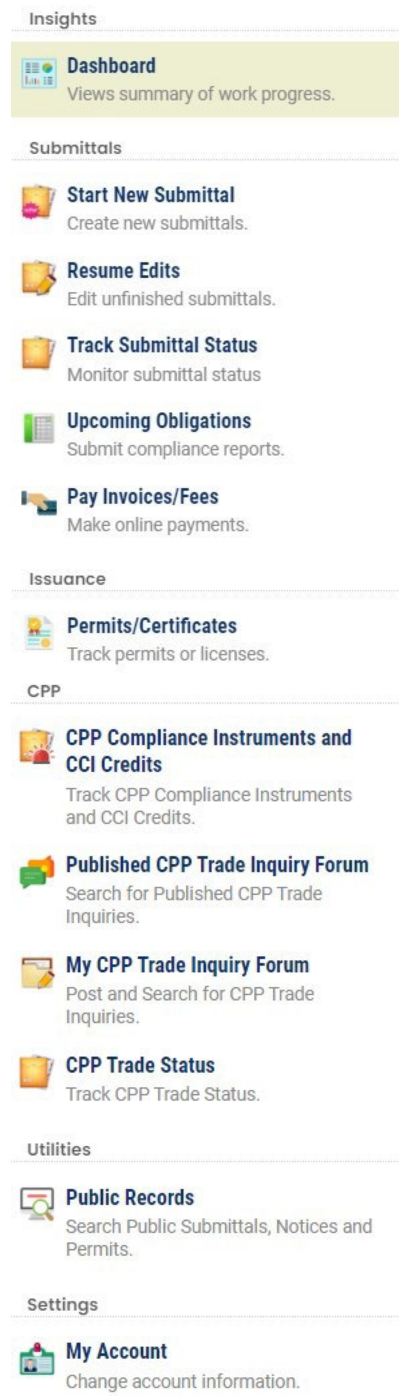
Your DEQ Online may be accessed through many different browsers such as Safari, Chrome or Firefox. Internet Explorer is not a suitable browser.

1.2.1 Dashboard

The dashboard is your initial landing pad when logging into Your DEQ Online. It shows a summary of current and pending activity for your account. The navigation panel on the left side of the screen is the primary way to navigate through the system. The navigation panel can be expanded by clicking the Navigation Menu button ☰ at the top left corner of the screen. Some functions, such as adding new submittals, can also be accessed directly from the dashboard.



1.2.2 Navigation Menu



Dashboard: This is your landing pad when you enter the system. It shows a summary of current and pending activity for your account.
Start New Submittal: This feature is used for submitting certain forms to DEQ for CPP, although it does not include the CPP permit application or demonstration of compliance. You may also have access to forms for other DEQ programs.

Resume Edits: Allows you to resume editing any submittals that have been started, but not yet submitted to DEQ.

Track Submittal Status: Shows the status of all complete submittals and allows you to review the submittal.

Upcoming Obligations: Displays any upcoming obligations for which a submittal can be started.

Pay Invoices/Fees: Allows for online payment of invoices or fees to DEQ. Note that there are no fees associated with the Climate Protection Program.

Permits/Certificates: Allows you to search for and view DEQ issued permits, such as the CPP permit.

CPP Compliance Instruments and CCI Credits: Allows you to view compliance instruments and Community Climate Investment credits for your facilities.

Published CPP Trade Inquiry Forum: Allows you to view published compliance instrument trade inquiries.

My CPP Trade Inquiry Forum: Allows you to create a new compliance instrument trade inquiry posting.

CPP Trade Status: Allows you to view the status of all compliance instrument trades for your facilities.

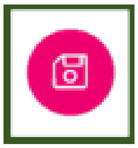
Public Records: Allows you to search for and view all published submittal records.

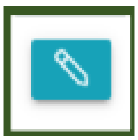
My Account: Allows you to change your contact information, account type, facility linkage, and other account options.

1.2.3 Icons

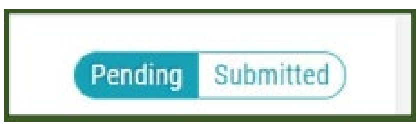
You will see the following common icons as you navigate the system.


Loading: This icon will appear while the system processes an action.


Save: This icon allows the user to save changes made on a page.


Edit: Clicking this icon allows the user to edit the selected submission.


View: Clicking this icon allows the user to view a selected submission.



Submittal Selection: This button allows the user to toggle between pending and submitted obligations on their dashboard.

Requirement: This icon will appear when a particular field in a submittal is required.

2. User Account Types

2.1 Choosing an Account Type

When you register for an account, you must select an account type:

- Responsible official (RO): The designated representative for a covered entity, as described in OAR 340-273-0020(16), must register with an RO account. A covered entity may have multiple ROs if necessary, including ROs who are not the designated representative for the covered entity.
- Consultant: An RO may identify a consultant to assist with preparing submittals (the RO must sign each submittal even if prepared by a consultant). That person must register a Consultant account.

- General public: This account type is not used for the Climate Protection Program.

See the Your DEQ Online Account Type fact sheet for more details: https://www.oregon.gov/deq/permits/Documents/YDOAccountRegfactsheet.pdf

2.2 Registering an Account

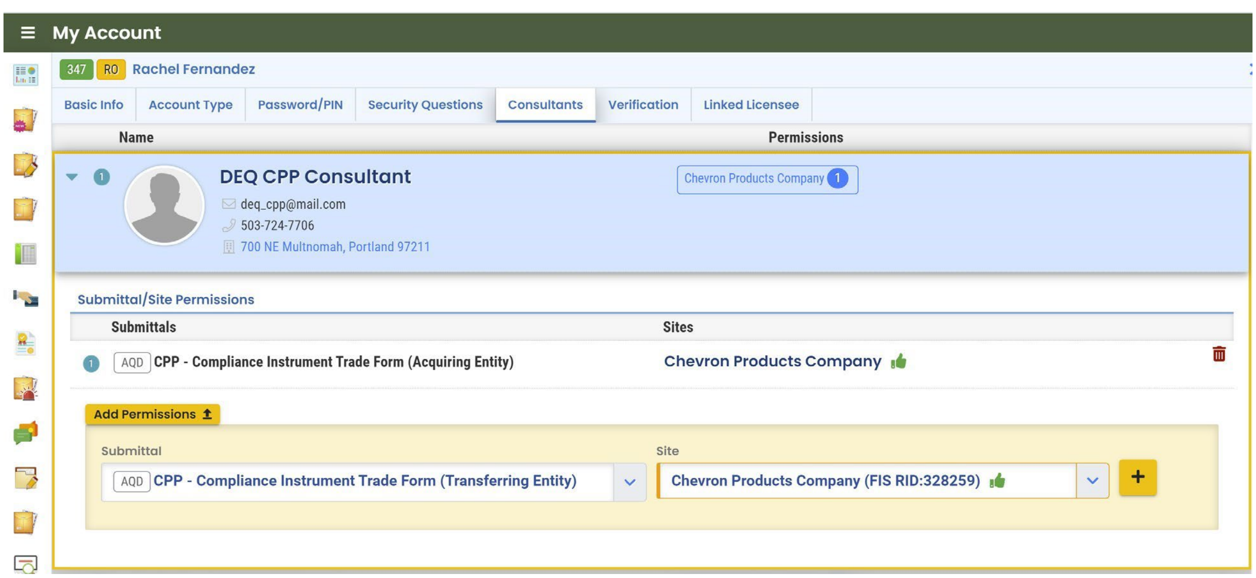
To register for a new account, click the “Register Account” button on the Your DEQ Online portal. You will be asked to enter your personal information and company affiliation and select the appropriate account type for your requirements, as described above. Accounts cannot be shared.

When you register your account, you will establish a password, PIN, and security questions for your individual use. These credentials can be used to submit forms to DEQ that result in legal obligations. Do not share this information with others. Each RO account requires completion of identity verification.

RO and consultant accounts cannot be transferred. If you are no longer the RO for a covered entity, the new RO must register for a new account. Any consultants would need to be identified by the new RO.

2.3 Consultants

An RO can add a consultant, who is then able to assist in preparing a submittal. To add a consultant, the RO chooses the facility the consultant should access and the type of submittal. The consultant is also able to view compliance instruments for that facility, if applicable. If additional staff of a covered entity should have access to information in YDO, but do not need to sign submittals, the RO could add the staff as consultants.



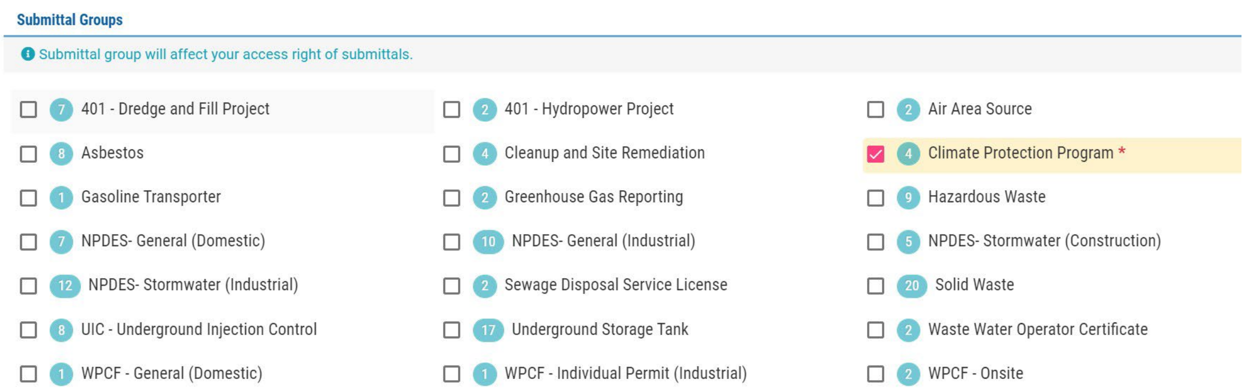
2.4 Additional Account Instructions

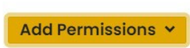
Additional account instructions for actions such as verifying your identity, editing your account information, and adding consultants are available in the "Public User Account Registration Guide" and training information on the Your DEQ Online Account Registration page.

3. Access to Climate Protection Program Functions

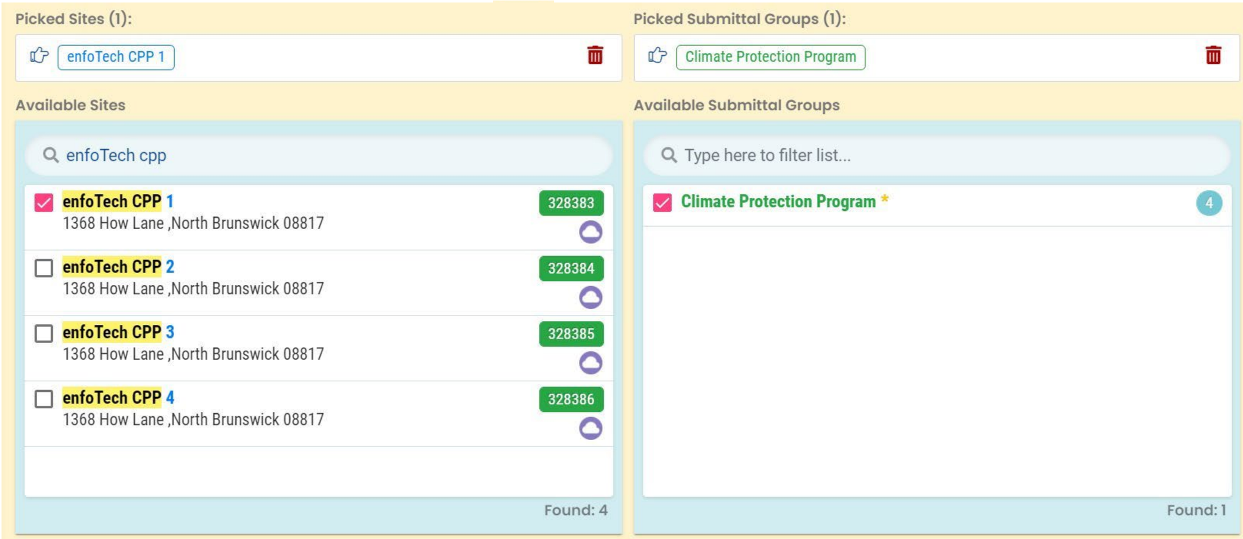
Before you can access any functions in Your DEQ Online related to the Climate Protection Program, you must request and receive DEQ approval to make submittals for a covered entity. This process is designed to protect the privacy of your information in Your DEQ Online.

1. From the navigation panel, select **My Account.**
2. Navigate to the **Account Type** tab.
3. In the **Submittal Groups** section, check the box "Climate Protection Program:"



4. In the **Facility-Submittal Group Permissions** section, click the Add Permissions button. 

    a. In the list of **Available Sites**, search for the name of the covered entity your need to access and check the box for that facility. If you are unsure which facility to select, contact the Your DEQ Online helpdesk. If you need to access multiple covered entities, such as related entities, you can search for each one and check the corresponding box. In the list of **Available Submittal Groups**, check the box "Climate Protection Program."



   b. Click the add button.

5. Click the save button.

DEQ will review requests to link to facilities and may contact you during its review.

4. Permitting

4.1 Submit a Permit Application

Each covered entity must submit a CPP permit application. If a person is the designated representative for multiple entities, such as related entities, the person must submit a separate CPP permit application for each of the covered entities.
DEQ will create an obligation in Your DEQ Online to submit the permit application, including a due date for the submittal. If you are a covered entity without a CPP permit and you do not see an upcoming obligation for a CPP permit application submittal, contact cpp.info@deq.oregon.gov.

1. From the navigation panel, select **Upcoming Obligations**.
2. Click the Edit button to open the CPP permit application.
3. Enter the website of the covered fuel supplier.
4. Review the information in the **Designated Representative** section of the form. If it is not accurate:
   a. Edit your account.
   b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
   c. Click the Auto-populate Designated Representative information button.

Auto-populate Designated Representative information

5. For fuel suppliers, identify whether there are any related entities. A related entity is any direct or indirect parent company, direct or indirect subsidiary, company that shares ownership of a direct or indirect subsidiary, or company under full or partial common ownership or control. If you are unsure whether you need to list a related entity, contact cpp.info@deq.oregon.gov. If you have a related entity:
    a. Click the New button. New
    b. Provide the name and mailing address of the related entity. Identify whether it is currently a covered fuel supplier that holds a CPP permit.
    c. Click the Collapse button.
    d. Add additional related entities as needed.
    e. Click the delete button to remove a related entity from the form.
6. Review the certification statement and click the toggle to agree to the statement.
7. Generally, attachments are not required. However, on the **Attachment** tab you may choose to upload a file.
8. You do not need to use the **Payment** tab.
9. You may review your application on the **Review** table.
10. On the **Submission** tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN. If you do not remember your security question answer and your PIN
    a. Edit your account.
    b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
11. Click the Submit button. Submit

DEQ will review submitted applications and may contact you during its review. If DEQ determines that an application is incomplete, DEQ will send the application back to you. In the navigation menu, select **Resume Edits** to access an application that DEQ has sent back.

4.2 View an Issued Permit

DEQ will notify you when a permit is issued.

1. From the navigation panel, select **Permits/Certificates.**
2. If necessary, modify the filters in the menu (for instance, to identify permits issued recently or during a certain period). If you do not see any results and you know DEQ has issued a permit, contact the Your DEQ Online help desk.
3. For the permit you want to access, click the View button.

4. On the **Issuance** tab, click the Permit Document button to download the CPP permit.

4.3 Amend an Issued Permit

In the event of a change in ownership or operational control, the covered entity must notify DEQ in writing within 30 days of the ownership or operational control change.

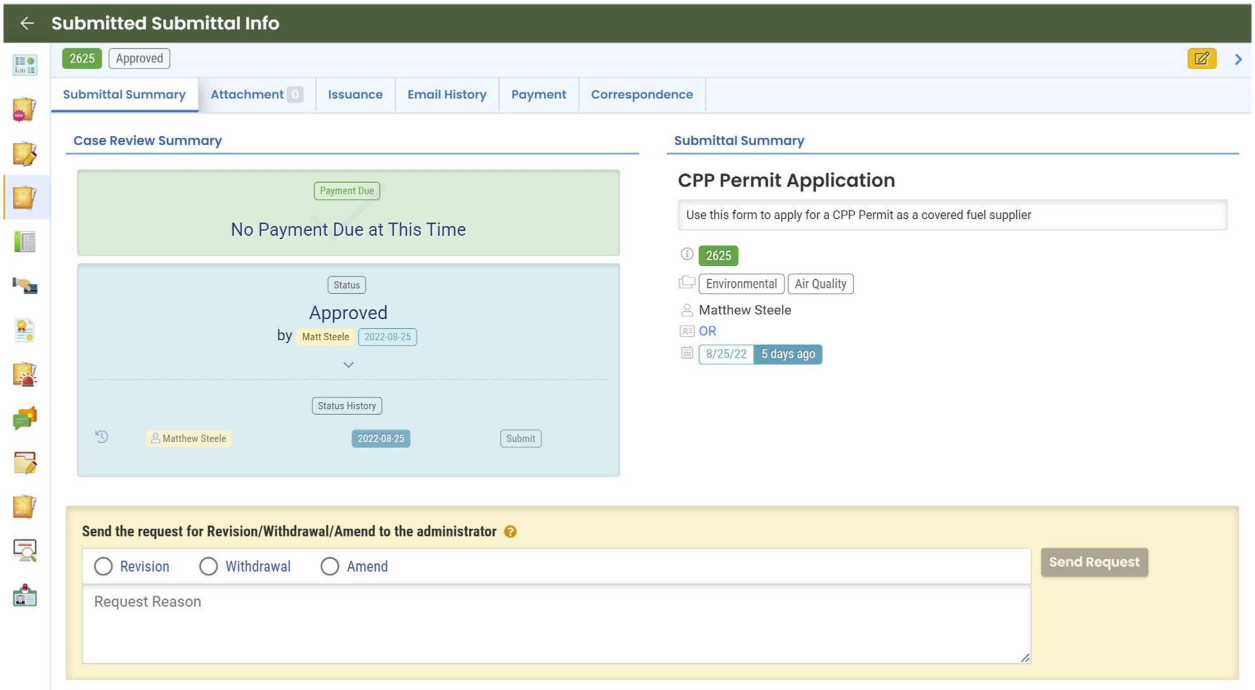
a. In the event of a change in ownership or operational control, the new person that owns or operates the covered entity must provide the information outlined in OAR 340-273-0120(1)(a)(A)-(F).
    i. Note that the new designated representative of the covered entity must create an account in YDO and link to the existing facility as a Responsible Official. **Please contact DEQ staff for assistance.**

b. In the event a person subject to any regulations in OAR chapter 340 becomes a new related entity to a covered fuel supplier, the designated representative of the covered fuel supplier must amend their issued permit to add the new related entity. Refer to the information outlined in OAR 340-273-0120(2)(a)(A)-(E).

    i. Note that if the new related entity is not already a covered fuel supplier, the designated representative of the new related entity must apply to DEQ for a permit. Refer to OAR 340-273-0120(2)(b)(A)-(C) for detailed information about the requirements of a new related entity.

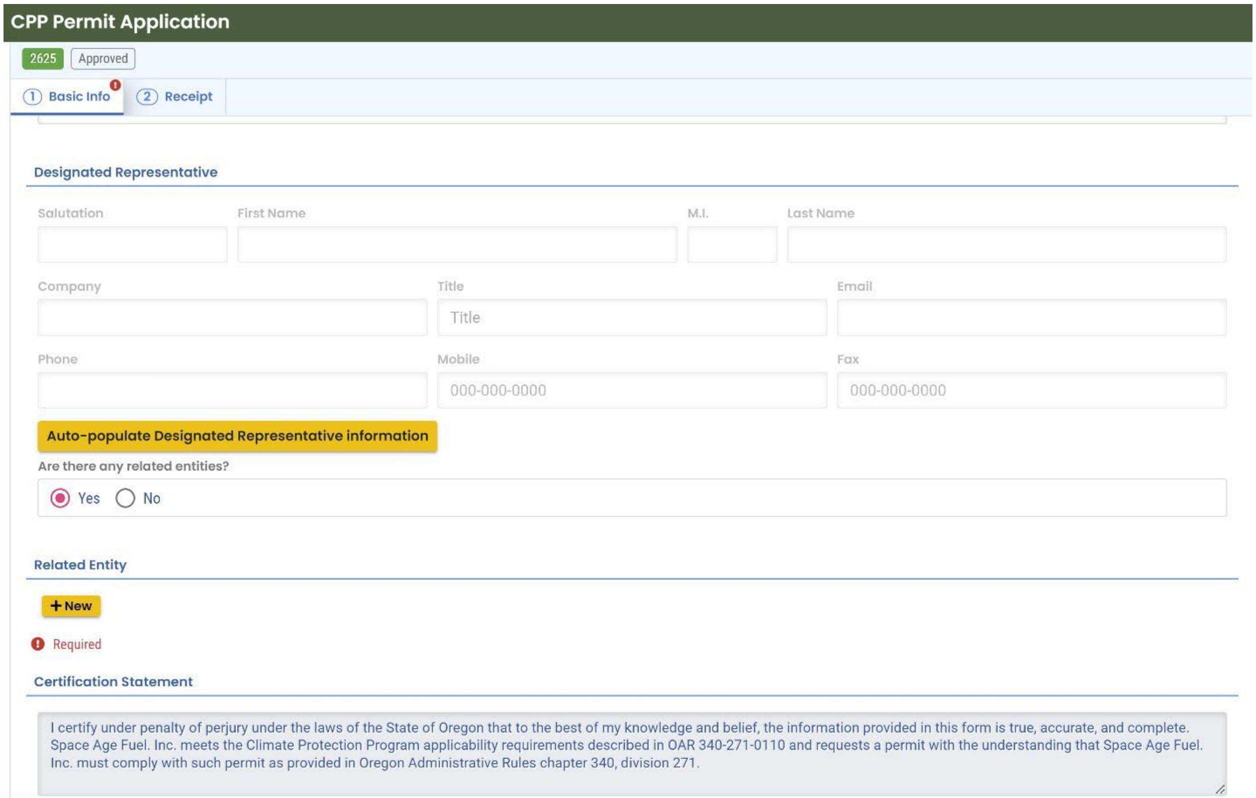
Follow the steps outlined below to amend your issued permit with a new related entity in YourDEQOnline:

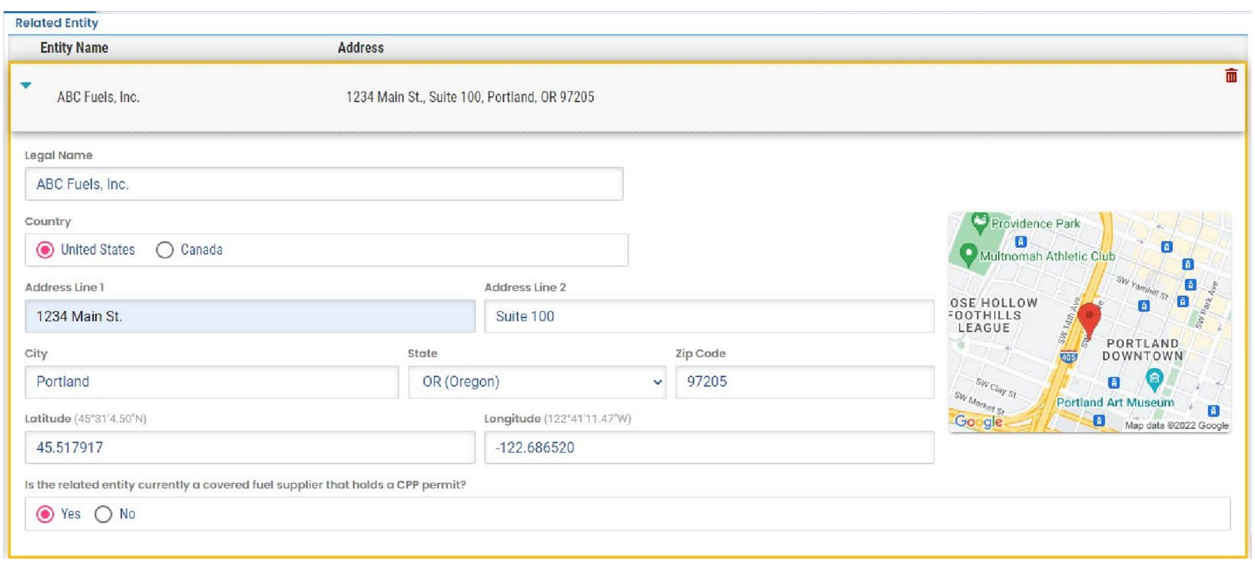
1. From the navigation panel, select **Permits/Certificates**.
2. Click on to View Submittal Detail
3. On the Submittal Summary tab, scroll down to the yellow pane to **Amend** the CPP permit and enter the **Request Reason**, “The covered fuel supplier must amend the CPP permit to add [Company Name] as a related entity per OAR 340-273-0120(2)(a).”
4. Click **Send Request** to submit the amendment request to DEQ.



5. DEQ will receive an email notification that the Submittal Amend Request has been sent. Once the amendment is approved, the covered fuel supplier will be notified that a pending submittal is ready to edit in the dashboard.
6. Next, select **Resume Edits** in the navigation panel to open the **Pending Submittals** page.
7. Then click the Edit button (to the right of the CPP – Permit Application) to open the Permit Application.
8. Click on the **Basic Info** tab to add any related entities.

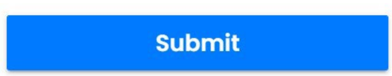
    a. Scroll down to the field, and choose the **Yes** radio button to answer the question, "**Are there any related entities?**"
    b. Click the +New icon to add any new related entities. Each new related entity must be added one at a time.
    c. Then manually enter the legal name and mailing address of the related entity.
    d. The designated representative must notify DEQ in writing by attaching the required notification within 30 days of the ownership or operational control change (OAR 340-273-0120(2)(a)).





e. On the Submission tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN.

f. Click the Submit button.



10. DEQ will receive a notification to review the amended CPP permit application to ensure it includes the necessary information. If the application is complete, DEQ will approve the application. However, if the covered entity fails to provide timely notification of the change in ownership or an operation change or provides inaccurate information about

any related entities, DEQ may deny or send back the application to the Responsible Official for further action.

11. Once DEQ sends an email notification that the application has been approved, the designated representative can navigate to the dashboard and click on the active CPP permit under the **Permits & Transaction History** section. Next, click the icon to the right. After the **Submitted Submittal Info** page opens, click on the right-hand pane to download the amended permit application. Please retain for your records.

5. Compliance Instruments and CCI Credits

5.1 Viewing Compliance Instruments and CCI Credits

Covered entities use compliance instruments and, if chosen, community climate investment (CCI) credits to demonstrate compliance with their covered emissions. By June 30 of each year, DEQ will distribute compliance instruments for that year to covered fuel suppliers. Covered entities can also apply for CCI credits if there are approved CCI third party entities which can receive CCI contributions.
DEQ will record the distribution of all compliance instruments and CCI credits in Your DEQ Online. To view your distributed compliance instruments and CCI credits:

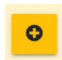
1. From the navigation panel, select **CPP Compliance Instruments and CCI Credits.** If you know that you hold compliance instruments or CCI credits but encounter technical difficulties in being able to see them on this page, contact the Your DEQ Online help desk.
2. For additional details on the year of distribution and status of compliance instruments or CCI credits, click the Edit button (this will provide a view of the details but will not enable editing).

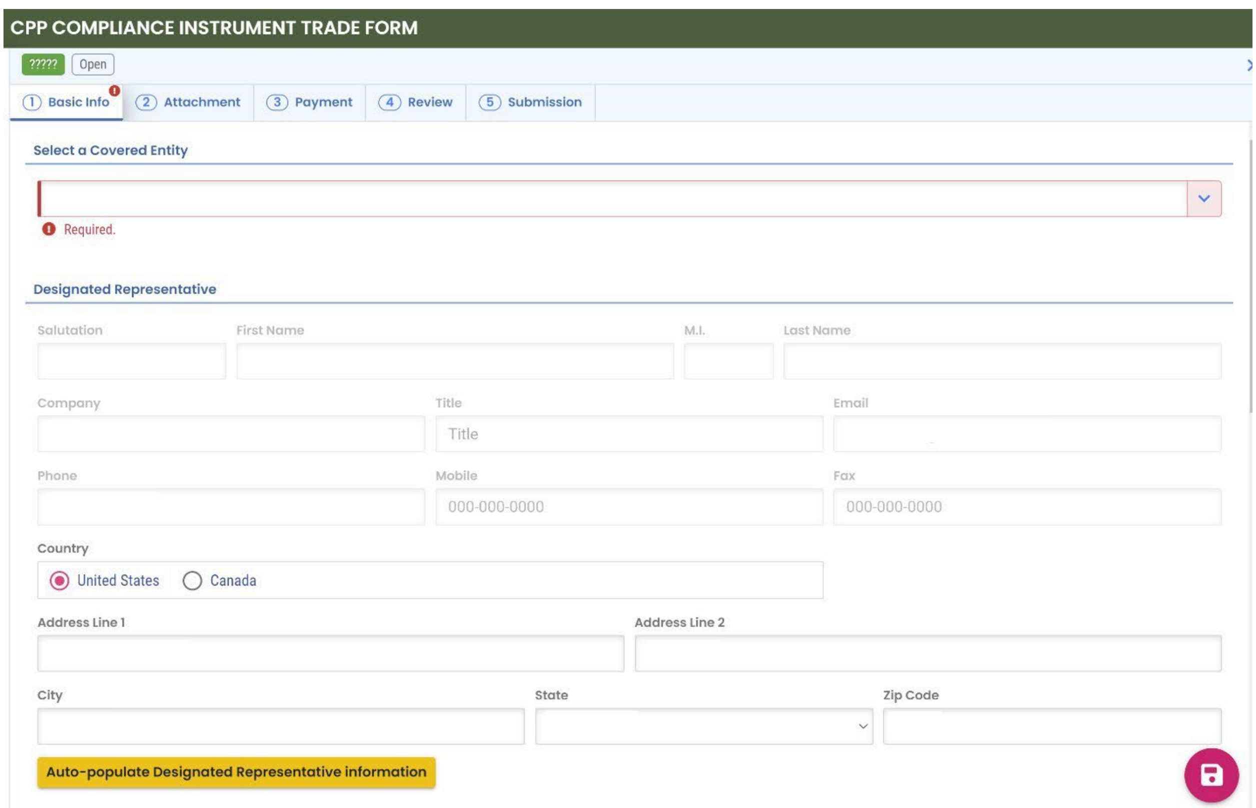
5.2 Trading Compliance Instruments

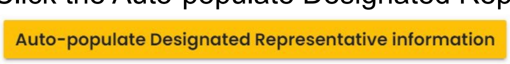
Covered entities may trade compliance instruments according to OAR 340-273-0500. All trades must be reported to DEQ according to OAR 34-273-0510. The designated representatives of both the covered entity transferring the compliance instrument (transferring entity) and the covered entity acquiring the compliance instrument (acquiring entity) must sign and submit the compliance instrument trade form. The transferring entity must sign the form first and the acquiring entity must sign the form no later than one week (seven days) after it is signed by the transferring entity.

A Consultant may initiate a trade on behalf of the transferring (and acquiring) entity provided that the respective RO has granted permissions in My Account in the navigation pane.

5.2.1 Instructions for the Transferring Entity

1. From the navigation panel, select Start New Submittal.
2. Click the Add button  to start a new “CPP - Compliance Instrument Trade Form (Transferring Entity)” submittal.
3. After the application opens to the Basic Info tab, select the Covered Entity that will initiate the trade form as a transferring entity. Note that a Consultant who starts the trade application on behalf of an RO will be prompted to select the appropriate public user from the drop down.

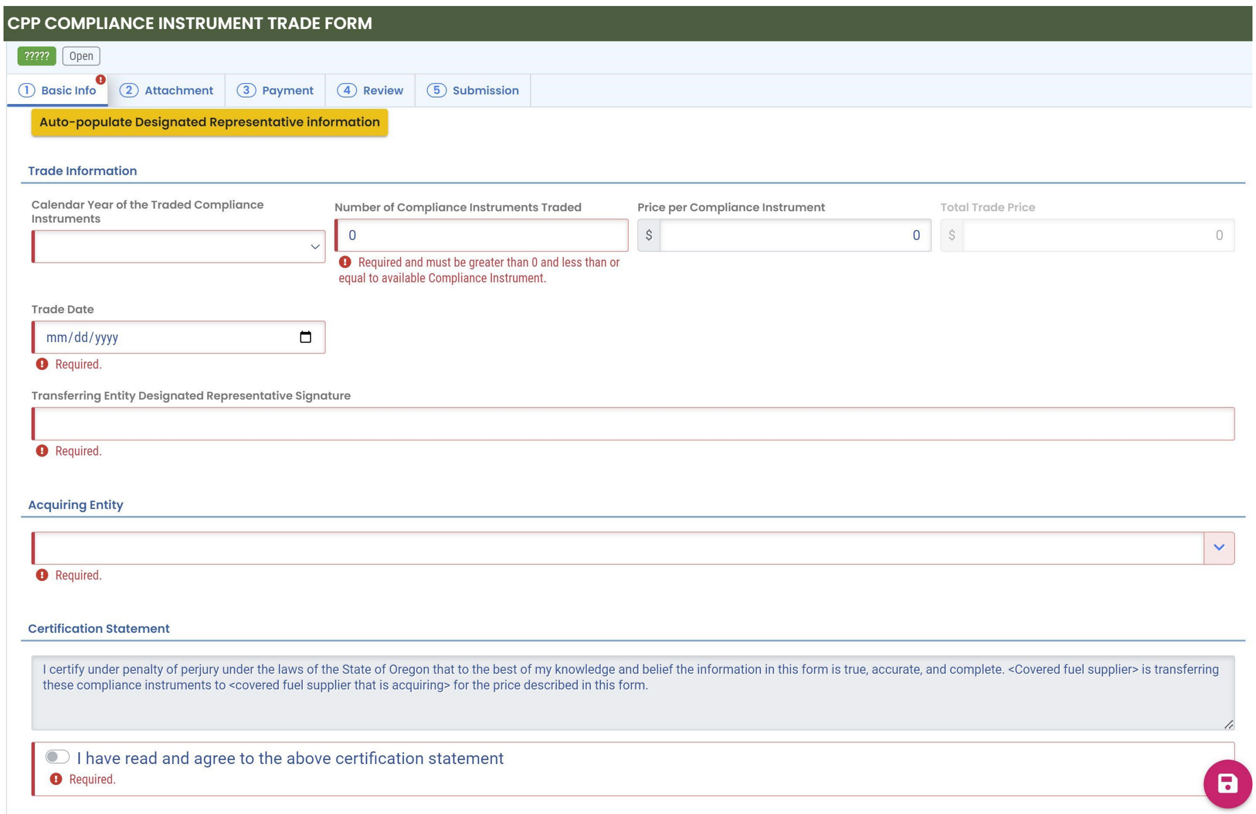


4. Click the Auto-populate Designated Representative information button.
5. 

6. In the Trade Information section, enter the calendar year of the compliance instruments which you would like to trade, the number of compliance instruments to trade, the price of each compliance instrument, total trade price, and the date of the trade.

a. If a specific dollar amount is not paid for the compliance instrument, provide an estimate. If related entities are moving or trading compliance instruments from one related entity without cost, enter zero dollars for the price.

7. The Designated Representative (RO or Consultant) for the transferring entity must sign the trade form and select the acquiring entity.
8. Review the certification statement and click the toggle to affirm that you have read and agree to the statement.
9. Review the declaration and select "Yes" or "No" to assert that information contained in the trade form is exempt from disclosure under the Oregon public records law because it qualifies as a trade secret as defined in ORS 192.345 or 646.461(4).



10. An attachment is not required; however, you may choose to upload a file to the Attachment tab.
11. You do not need to use the Payment tab. Skip to the Review tab.
12. You may review your application on the Review tab.
13. On the Submission tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN.
14. Click the Submit button 

to complete the trade form.

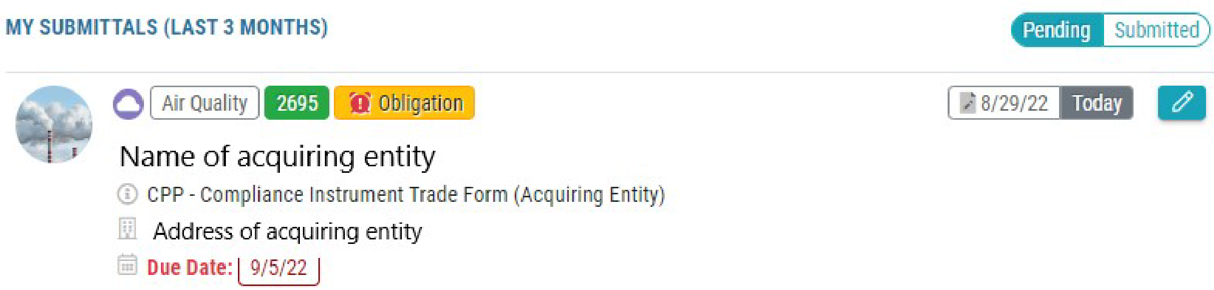
To check status of a trade by Submittal ID:

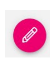
1. From the navigation panel, select the CPP Trade Status module.

2. This module allows you to review your company's trades. You can search the list for specific company names or sort the list by the following attributes: status, trade quantity, price per compliance instrument, total trade price, trade date, and creation date.
3. The transferring entity may withdraw a trade until it has been accepted by the acquiring entity. To withdraw a trade, click the "More actions" button on the right side of the trade, then select the withdraw button.

5.2.2 Instructions for the Acquiring Entity

Once the transferring entity has submitted the trade form, the acquiring entity will see the form as an unfinished submittal. The submittal may be viewed from either the Dashboard or the **Resume Edits** module on the navigation panel. This submittal must be completed within seven days of creation by the transferring entity, or the trade will automatically be cancelled.



1. Click on the  icon to open the trade form.
2. On the top of the form, you will see the name and designated representative of the transferring entity. Under this, you will see the year of the compliance instruments which are being traded, the number of compliance instruments being traded, the price of each compliance instrument, total trade price, and the date of the trade.
3. The bottom section of the form will be pre-filled to show the acquiring entity and designated representative. The designated representative for the acquiring entity must sign their name to accept the terms of the trade.

4. The designated representative must also select whether they assert that information contained in the trade form is exempt from disclosure under the Oregon public records law because it qualifies as a trade secret as defined in ORS 192.345 or 646.461(4).

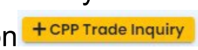
5. An attachment is not required, but any desired attachments may be uploaded on the attachment tab.
6. You do not need to use the Payment tab. Skip to the Review tab.
7. You may review your application on the Review tab.
8. On the Submission tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN.
9. Click the Submit button. 

10. Compliance instruments will be immediately transferred from the transferring entity to the acquiring entity when the form is submitted.

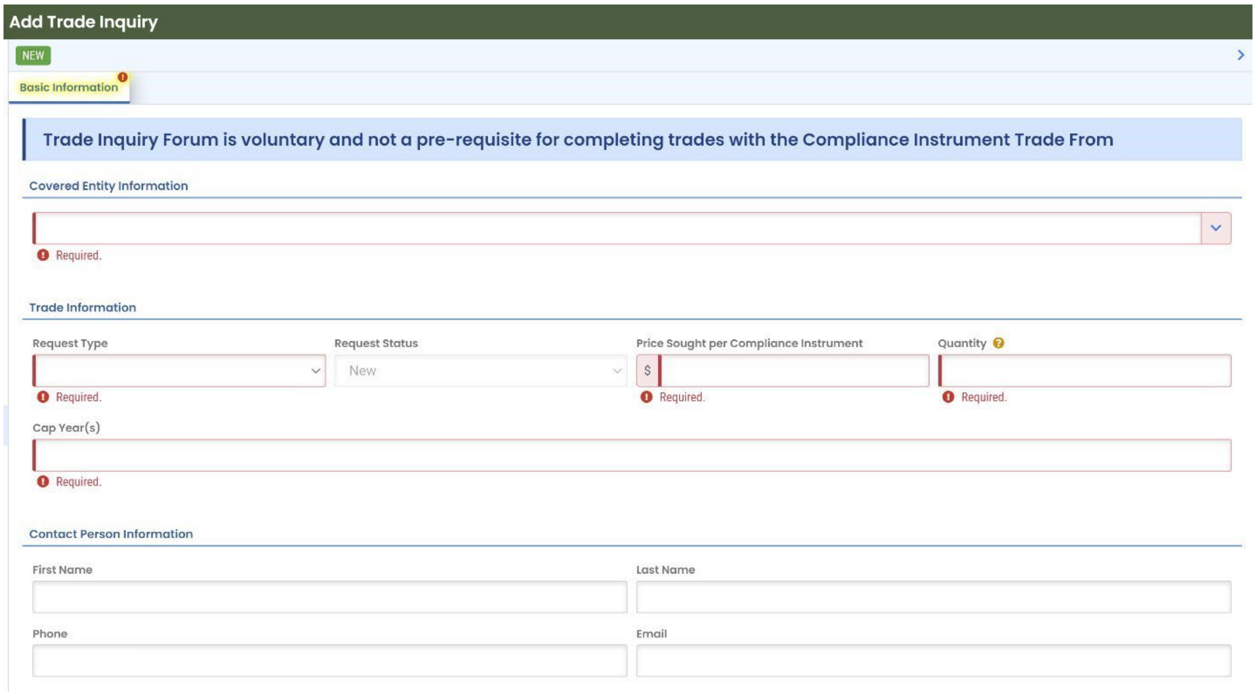
5.3 Trade Inquiry Forum

The Trade Inquiry Forum allows regulated entities to publicly advertise their desire to transfer or acquire a specific number of compliance instruments and the desired price. Use of the public Trade Inquiry Forum is entirely voluntary and is not a pre-requisite for trading compliance instruments.

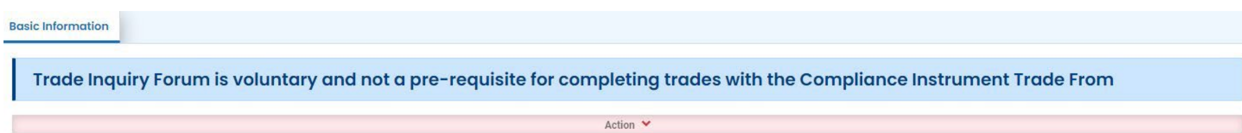
To post a new trade inquiry:

1. From the navigation panel, select My CPP Trade Inquiry Forum.
2. To post a trade inquiry, click on 

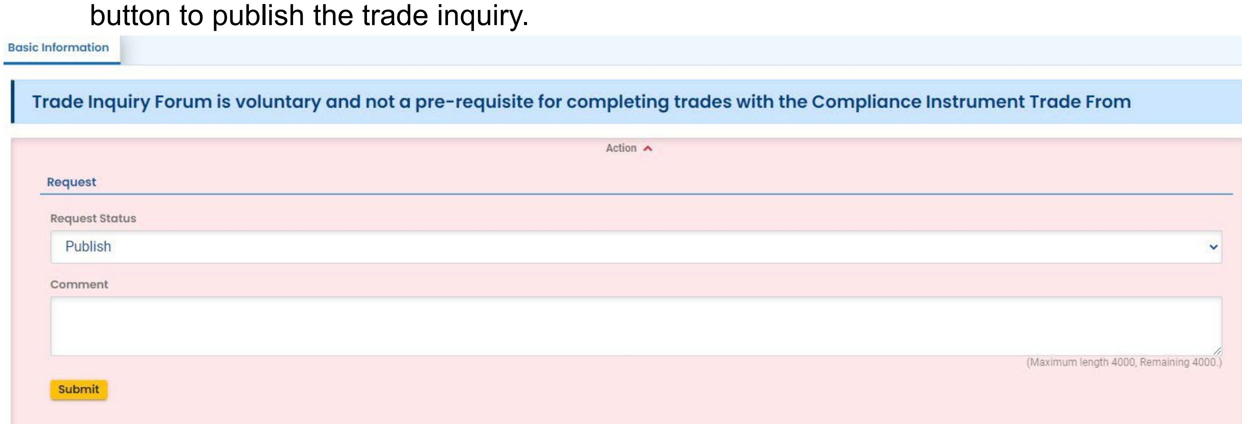
to open the trade inquiry form.
3. On the Basic Information tab, select the Covered Entity Information in the drop-down field.
4. In the Trade Information section, enter the Request Type (i.e., Transfer or Acquire.).
5. Enter the Price Sought (per compliance instrument), the Quantity, and Cap Year.
6. Then enter your contact information in the Contact Person Information section.



7. After all required fields have been entered, click the save button on the bottom right to view the action menu.



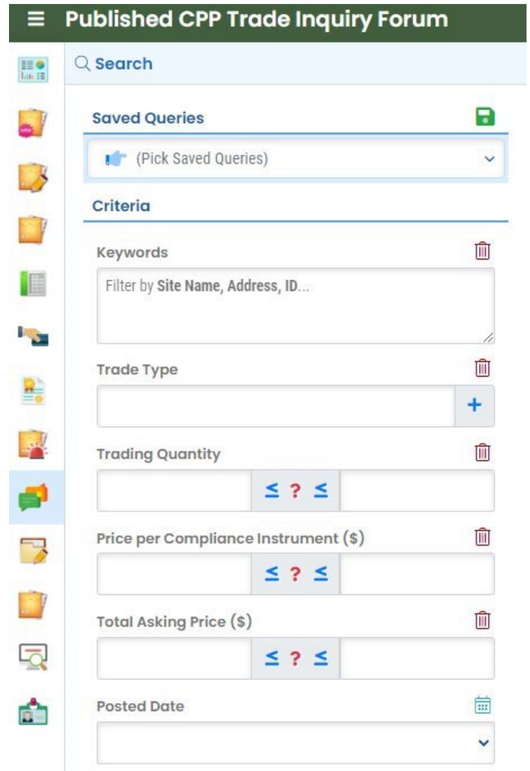
8. Click on the menu to expand, then select “Publish” as the request status. You may add a comment if desired; the comment is not viewable by other entities. Click the “Submit” button to publish the trade inquiry.



9. To edit or remove a published trade inquiry, click the “Edit Trade Request Data” icon on the right side of the trade inquiry summary from the **My CPP Trade Inquiry** module. You may change any of the inquiry details or withdraw the inquiry using the action menu.

To view published trade inquiries:

1. View all published trade inquiries by navigating to the **Published CPP Trade Inquiry Forum** module.
2. To search for trade inquiries, use the filters to select criteria for your search on the left panel. You can click on the green disk to save the query for future searches.

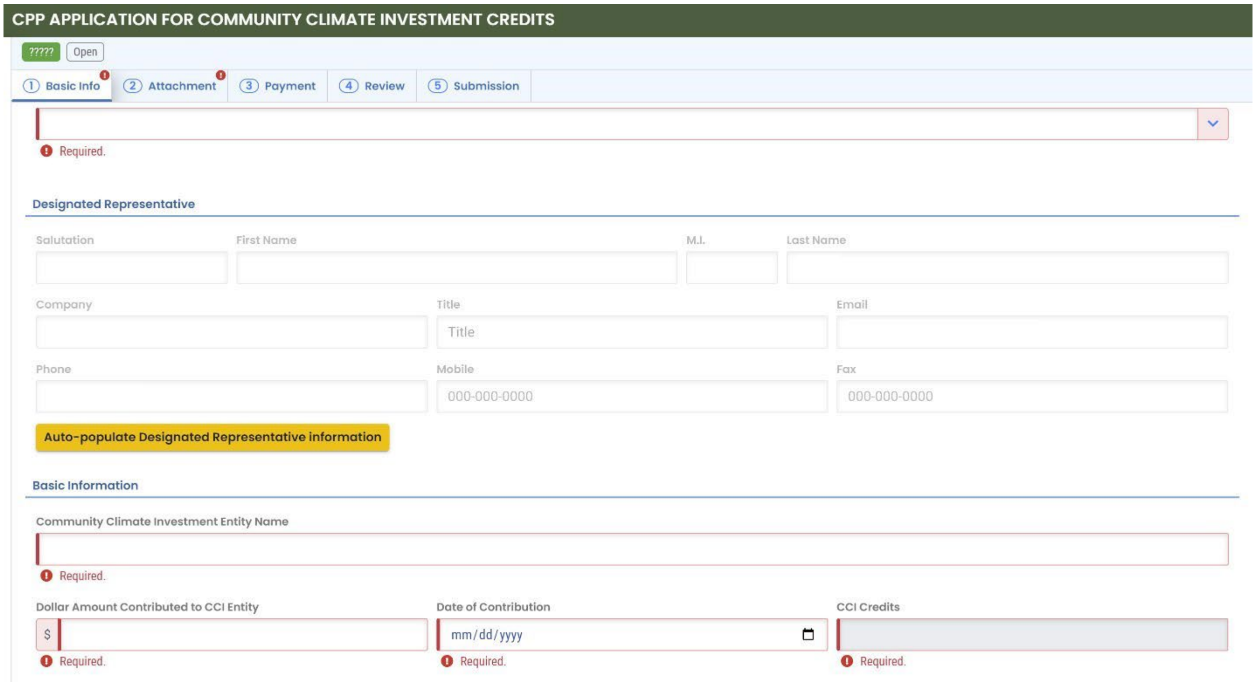


5.4 Apply for CCI Credits

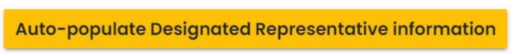
Covered entities may meet their compliance obligation, in part, by using CCI credits. Covered entities may apply for CCI credits if there are third party CCI entities approved to receive CCI contributions. After a covered entity has made a contribution to an approved CCI entity, the covered entity can apply to DEQ to receive CCI credits according to OAR 340-273-0810. DEQ then generates and distributes CCI credits according to OAR 340-273-0820.

To apply for CCI credits:

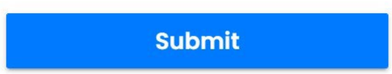
1. From the navigation panel, select Start New Submittal.
2. Click the Add button  to start a new “CPP – Application for CCI Credits” submittal.
3. After the application opens to the Basic Info tab, select the Covered Entity applying for the credits.



4. Click the Auto-populate Designated Representative information button.



5. Select the Community Climate Investment Entity which received your company's contribution.
6. Enter the dollar amount that was contributed to the CCI Entity.
7. Enter the date the contribution was made to the CCI entity. This must be the same date in the receipt provided to your company by the CCI Entity.
8. Review the certification statement and click the toggle to agree to the statement.
9. Next, click on the Attachment tab to attach the receipt from the CCI entity.
10. You do not need to use the Payment tab. Skip to the Review tab.
11. You may review your application on the Review tab.
12. On the Submission tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN.



13. Click the Submit button.
14. CCI credits will be distributed by DEQ following review and approval of the contribution.

5.5 View Summary of Compliance Instruments & CCI Credits

A covered entity may view a table summary of compliance instruments as well as CCI credits for planning purposes.

1. From the navigation panel, go to the CPP Compliance Instruments and CCI Credits module.
2. Select the facility or facilities in the CPP Compliance Instruments and CCI Credits page.

   Click on the Click on the icon top open the Facility Block Detail page.
3. Open the table summary for the facility or facilities and toggle between the two tabs named **Compliance Instruments** and **CCI Credits**, respectively.

5.5.1 Compliance Instrument Summary

Compliance Instruments | CCI Credits

Year	Current Available	Distributed by Authority	Transferred by Trade	Acquired by Trade	Used	Retired	Placed in Reserve
2022	2,752,118	3,645,725	0	97,126	20,114	0	882,607
2023	3,511,100	3,511,100	0	0	0	0	0
2024	3,253,576	3,253,576	0	0	0	0	0
2025	2,000,000	4,246,048	0	0	1,998,166	247,882	0
Total	11,516,794	14,656,449	0	97,126	2,018,280	247,882	882,607

Key terms

Current Available: Number of compliance instruments available to hold and/or trade to another covered entity.

Distributed by Authority: Number of compliance instruments that DEQ distributed each cap year or the number of compliance instruments that were distributed from the reserve.

Transferred by Trade: Number of compliance instruments that a covered entity transfers to another covered entity in a trade.

Acquired by Trade: Number of compliance instruments that a covered entity acquired from a transferring entity in a trade.

Used: Number of compliance instruments used to demonstrate compliance at the end of the compliance period.

Retired: Number of compliance instruments retired to the reserve.

Placed in Reserve: Number of compliance instruments placed in the reserve.

5.5.2 CCI Credit Summary

Key terms

Current Available: Number of CCI credits currently available to the covered entity for demonstration of compliance, i.e., (Current Available = Distributed by Authority – Used).

Distributed by Authority: Number of CCI credits that DEQ distributed to the covered entity as determined by the CCI price of the cap year and their contribution amount to a third-party CCI entity.

Used: Number of CCI credits used to demonstrate compliance at the end of the compliance period.

Canceled: Number of CCI credits that have been canceled, which will occur if not used within two compliance period.

6. Demonstration of Compliance

Covered entities have a compliance obligation for each metric ton of carbon dioxide equivalent of covered emissions. Covered entities report their emissions to DEQ's Greenhouse Gas Reporting program. DEQ will determine compliance obligations and notify each covered fuel supplier of this determination. For full details on demonstrating compliance refer to OAR 340-273-0450. EITE and DNG sources are exempt from the first demonstration of compliance in 2028.

6.1 Demonstration of Compliance Form

Each covered entity must demonstrate compliance by Dec. 9 of the year following the end of each compliance period, or 40 days after DEQ's notification, whichever is later. If a person is the designated representative for multiple covered entities, such as related entities, the person must submit a separate demonstration of compliance for each of the covered entities. The first compliance period is 2025-2027, so the first demonstration of compliance will be in December 2028.

At that time, DEQ will create an obligation in Your DEQ Online to submit the demonstration of compliance form. If you are a covered fuel supplier without a CPP permit and you do not see an upcoming obligation for a CPP permit application submittal, contact cpp.info@deq.oregon.gov.

Please note that all covered entities must complete the demonstration process even if you do not have enough compliance entities or CCI credits to meet your compliance obligation.

From the navigation panel, select **Upcoming Obligations**.

1. Click the Edit button to open the CPP Compliance Demonstration form.
2. Enter the website of the covered fuel supplier.
3. Review the information in the **Designated Representative** section of the form.
4. Review the Covered Emissions by calendar year and total compliance obligation in the table.

5. Click the + button to add the number of available compliance instruments and/or CCI credits for each calendar year.
6. Next, enter the number of compliance instruments to meet the annual compliance obligation.
7. Then enter the total number of CCI credits to use in order to meet the remaining compliance obligation.
8. Verify that the Total matches the Compliance Obligation in the section above.
9. Review the certification statement and click the toggle to agree to the statement.
10. You may choose to upload a file on the **Attachment** tab.
11. You do not need to use the **Payment** tab.
12. You may review your application on the **Review** tab.
13. On the **Submission** tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN.
14. Click the Submit button. Submit

7. Additional CPP Submittals

7.1 Request a Distribution from the Compliance Instrument Reserve

If a covered fuel supplier does not receive compliance instruments in the annual distribution, it may request a distribution from the compliance instrument reserve.

1. From the navigation panel, select **Start New Submittal.**
2. Click the Add button to start a new "CPP – Request for Compliance Instruments from Reserve" submittal.
3. Select the name of the covered fuel supplier for whom you are applying.
4. Select the calendar year for which the covered fuel supplier did not receive compliance instruments.
5. Select the reason for the request. If you are not sure which reason to select, contact cpp.info@deq.oregon.gov.
6. Review the information in the **Designated Representative** section of the form. If it is not accurate:
    a. Edit your account.
    b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
    c. Click the Auto-populate Designated Representative information button. Auto-populate Designated Representative information
7. Review the certification statement and click the toggle to agree to the statement.

8. Generally, attachments are not required. However, on the **Attachment** tab you may choose to upload a file.
9. You do not need to use the **Payment** tab.
10. You may review your application on the **Review** table.
11. On the **Submission** tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN. If you do not remember your security question answer and your PIN:
    a. Edit your account.
    b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
12. Click the Submit button.

DEQ will review submitted applications and may contact you during its review. If DEQ determines that an application is incomplete, DEQ will send the application back to you. In the navigation menu, select **Resume Edits** to access an application that DEQ has sent back.

7.2 Cessation

According to OAR 340-273-0130, a covered entity may cease to be covered by the Climate Protection Program if its covered emissions are below the threshold for six consecutive years. If you are unsure whether you qualify for cessation, contact cpp.info@deq.oregon.gov.

1. From the navigation panel, select **Start new Submittal**.
2. Click the Add button to start a new "CPP – Covered Fuel Supplier Cessation" submittal.
3. Select the name of the covered fuel supplier for whom you are applying.
4. Review the information in the **Designated Representative** section of the form. If it is not accurate:
    a. Edit your account.
    b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
    c. Click the Auto-populate Designated Representative information button.
5. Provide information about any remaining requirements that must be met according to OAR chapter 340, division 273. This could include any outstanding demonstrations of compliance that must be submitted.
6. Identify whether there are any related entities. A related entity is any direct or indirect parent company, direct or indirect subsidiary, company that shares ownership of a direct or indirect subsidiary, or company under full or partial common ownership or control. If you are unsure whether you need to list a related entity, contact cpp.info@deq.oregon.gov. If you have a related entity:
    a. Click the New button.

b. Provide the name and mailing address of the related entity. Identify whether it is currently a covered fuel supplier that holds a CPP permit.
c. Click the Collapse button.
d. Add additional related entities as needed.
e. Click the delete button to remove a related entity from the form.

7. Review the certification statement and click the toggle to agree to the statement.
8. Generally, attachments are not required. However, on the **Attachment** tab you may choose to upload a file.
9. You do not need to use the **Payment** tab.
10. You may review your application on the **Review** table.
11. On the **Submission** tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN. If you do not remember your security question answer and your PIN:
    a. Edit your account.
    b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
12. Click the Submit button. Submit

DEQ will review submitted applications and may contact you during its review. If DEQ determines that an application is incomplete, DEQ will send the application back to you. In the navigation menu, select **Resume Edits** to access an application that DEQ has sent back.

7.3 Other CPP Submittals

Covered entities may use the Other CPP Submittal option to submit other documents or notifications required by the Climate Protection Program, such as:

- Record requested by DEQ
- Notification of a change in ownership or change in related entities submitted according to OAR 340-273-0120.

To submit the form:

1. From the navigation panel, select **Start New Submittal.**
2. Click the Add button to start a new "CPP – Other Submittal."
3. Select the name of the covered entity.
4. Review the information in the **Designated Representative** section of the form. If it is not accurate:
    a. Edit your account.
    b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
    c. Click the Auto-populate Designated Representative information button.

Auto-populate Designated Representative information

5. Select the type of file you plan to attach.
6. On the **Attachment** tab, upload a file.
7. Click the Expand button to select the document type. Add a comment if necessary.
8. You do not need to use the **Payment** tab.
9. You may review your application on the **Review** table.
10. On the **Submission** tab, click the toggle to agree to the certification statement. Answer your security question and enter your PIN. If you do not remember your security question answer and your PIN:
    a. Edit your account.
    b. From the navigation panel, select **Resume Edits** and click the Edit button for the corresponding application.
11. Click the Submit button. Submit

DEQ will review submittals and may contact you during its review. If DEQ determines that a submittal is incomplete, DEQ will send the submittal back to you. In the navigation menu, select **Resume Edits** to access a submittal that DEQ has sent back.

8. Helpdesk and Resources

If you have questions not answered by this guide, please consult the Your DEQ Online Help page or contact DEQ:

For technical assistance:

Your DEQ Online Helpdesk

(Not compatible with Internet Explorer)

For Climate Protection Program questions or to request individual training on the Climate Protection Program provisions implemented with Your DEQ Online contact:
CPP.info@deq.oregon.gov

Your DEQ Online log in portal:

https://ordeq-edms-public.govonlinesaas.com/pub/login