Climate Protection Program

Your DEQ Online User Guide

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Office of Greenhouse Gas Programs
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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.oregon.gov.

1. Introduction

I. Climate Protection Program overview

The Oregon Department of Environmental Quality Climate Protection Program (Oregon Administrative Rules chapter 340, division 271) 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 manufacturing facilities, such as emissions from industrial processes, with a best available emissions reduction (BAER) approach. 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.

II. Your DEQ Online overview

The Your DEQ Online system is an Environmental Data Management System designed to combine current DEQ processes across our programs 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.

Visit the DEQ website to find additional information about Your DEQ Online or view the Your DEQ Online help page.

In addition to the materials available above, you may also schedule an individual training on the Climate Protection Program provisions implemented with Your DEQ online by contacting cpp.info@deq.oregon.gov.

III. 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.

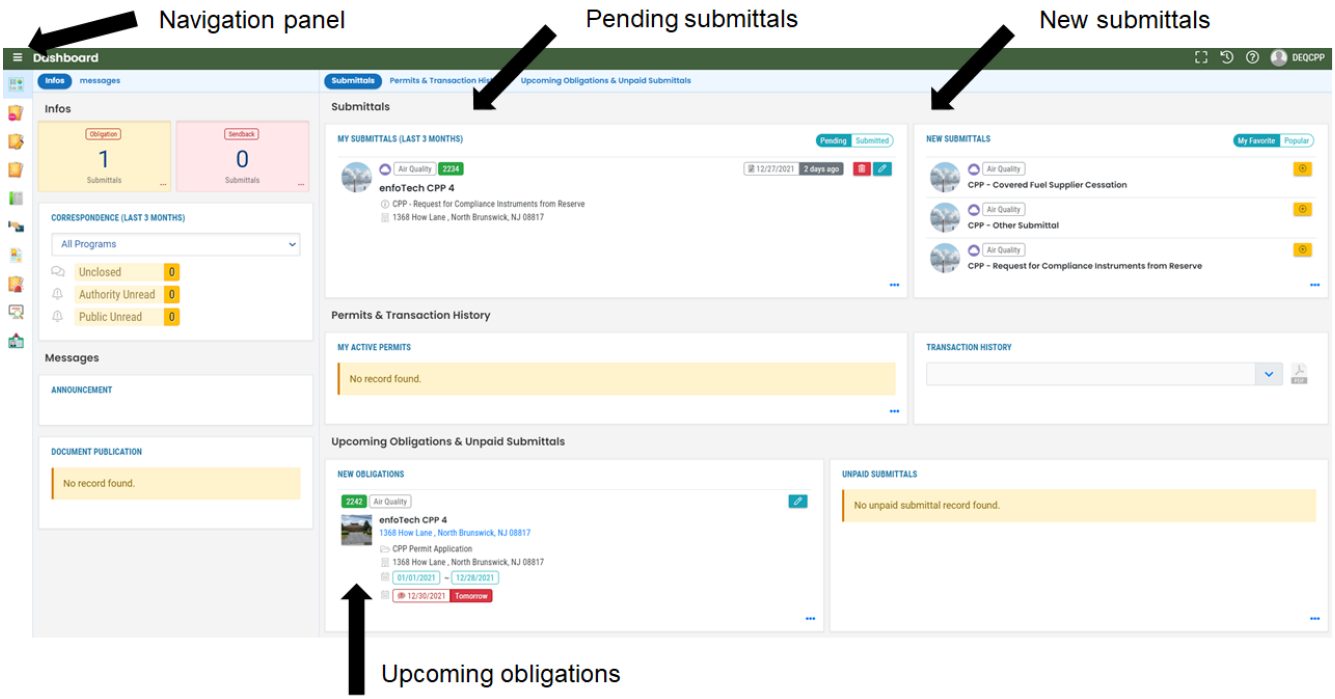
- Submittal: A form, application, or other type of document that a member of the public submits to DEQ.
- Submittal Group: This controls the type of submittals an RO can make.

IV. Navigating Your DEQ Online

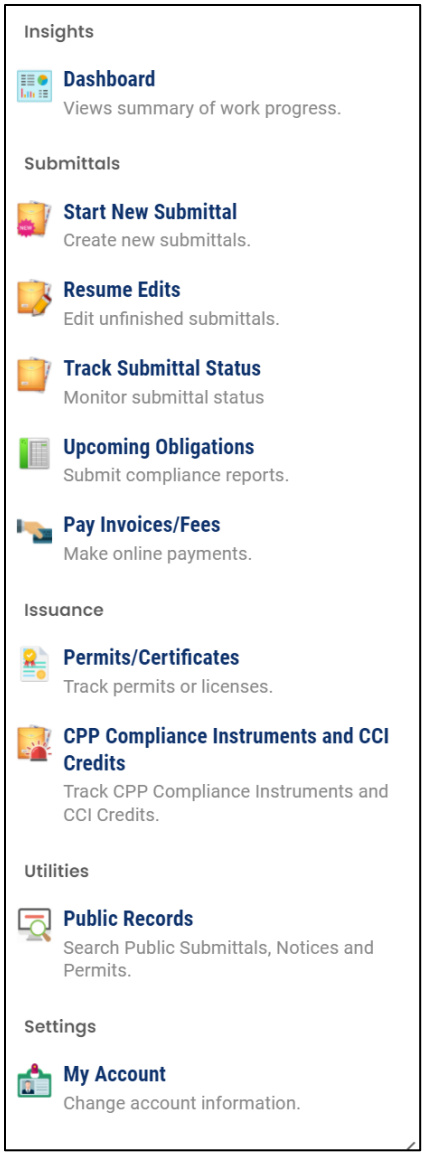
Your DEQ Online may be accessed through many different browsers, such as Safari, Chrome or Firefox. Internet Explorer is not a suitable browser.

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 pane 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.



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.

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.

Icons

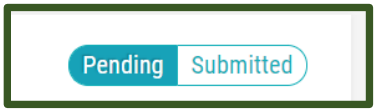
You will see the following common icons as you navigate the system.

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

I. 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 340-271-0020(17), 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

II. 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.

III. 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 ofsubmittal. 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.

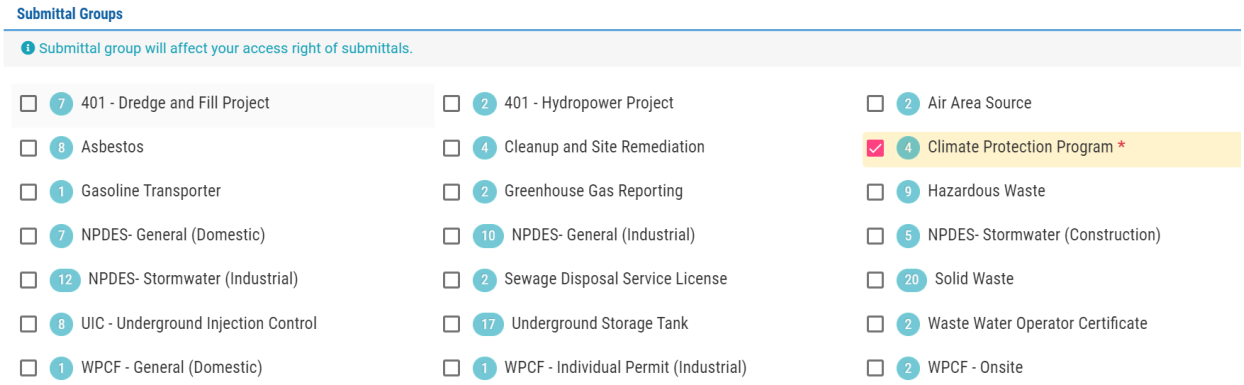
IV. Additional account instructions

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.

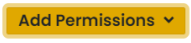
3. Access to Climate Protection Program functions

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.

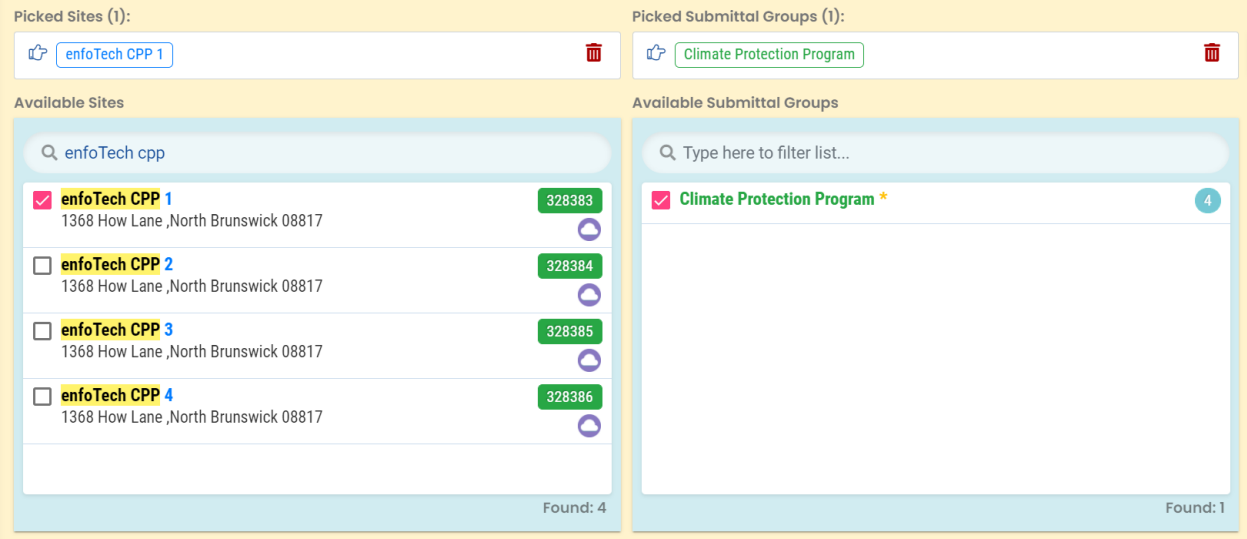
1. From the navigation panel, select **My Account.**
2. Navigate to the **Account Type** tab.
3. In the **Submittal Groups** section, check the box "Climate Protection Program:"



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 help desk. 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. Covered fuel suppliers: permitting

I. Submit a permit application

Each covered fuel supplier must submit a CPP permit application. If a person is the designated representative for multiple covered fuel suppliers, such as related entities, the person must submit a separate CPP permit application for each of the covered fuel suppliers.

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 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.

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.

5. 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.

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. 

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.

II. 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.

5. Covered fuel suppliers: compliance instruments and CCI credits

I. Viewing compliance instruments and CCI credits

Covered fuel suppliers use compliance instruments and, if chosen, community climate investment (CCI) credits to demonstrate compliance with their covered emissions. By March 31 of each year, DEQ will distribute compliance instruments for that year to covered fuel suppliers. Beginning March 1, 2023,

covered fuel suppliers can also apply for CCI credits if there are certified CCI third party entities approved to receive CCI contributions according to OAR 340-271-0920.

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 of compliance instruments or CCI credits, click the Edit button  (this will provide a view of the details but will not enable editing).

II. Trade compliance instruments

Covered fuel suppliers may trade compliance instruments with each other according to OAR 340-271-0500. All trades must be reported to DEQ according to OAR 34-271-0510. DEQ expects to make a compliance instrument trade form available in Your DEQ online in the second half of 2022. At that time, DEQ can record compliance instruments trades and the transfer of instruments from one covered fuel supplier to another.

III. Apply for CCI credits

Covered fuel suppliers may comply in part by using CCI credits. Beginning March 1, 2023, covered fuel suppliers can also apply for CCI credits if there are CCI entities approved to receive CCI contributions according to OAR 340-271-0920. This section will be updated when the application for CCI credits is released.

6. Covered fuel suppliers: demonstration of compliance

I. Covered emissions and compliance obligations

Covered fuel suppliers have a compliance obligation for each metric ton of carbon dioxide equivalent of covered emissions. Covered fuel suppliers 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 additional details, refer to OAR 340-271-0450.

II. Demonstration of compliance form

This section will be updated when the demonstration of compliance form is released. DEQ expects to release the demonstration of compliance form in the second half of 2022. The first demonstration of compliance by covered fuel suppliers is due no later than Nov. 28, 2025.

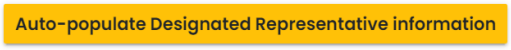
7. Additional CPP submittals

III. 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.



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.

IV. Covered fuel supplier cessation

According to OAR 340-271-0130(1), a non-natural gas fuel supplier may cease to be covered by the Climate Protection Program if its covered emissions are below 25,000 metric tons of carbon dioxide equivalent 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 271. 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. 

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.

V. 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:

- BAER assessments
- BAER annual reports
- BAER five-year reports
- Notice of shutdown of a covered stationary source
- Record requested by DEQ
- Notification of a change in ownership or change in related entities submitted according to OAR 340-271-0120.

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.

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. 

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:

CPP.info@deq.oregon.gov

For Your DEQ Online questions:

503-229-6184
YourDEQOnline@deq.state.or.us

Your DEQ Online log in portal:

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