

December 2023

# Your DEQ Online

**Greenhouse Gas Reporting User Guide for Sources  
That Maintain Air Contaminate Discharge and Title  
V Air Permits in the State of Oregon**



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# I. Introduction

The DEQ Greenhouse Gas (GHG) Reporting Program ([OAR 340-215](#)) is designed to collect detailed greenhouse gas emissions data to perform emissions analysis and inform policy decisions across the state. Data collected by this program is [available to the public online](#) and used to compile the [statewide greenhouse gas inventory](#). Emissions data is currently collected from a wide variety of emissions sources, including facilities in Oregon that hold air contamination discharge permits from DEQ, natural gas suppliers, fuel importers, and electricity suppliers. The purpose of this document is to give users of [Your DEQ Online](#) (YDO) system who report greenhouse gas emissions for sources that maintain Air Contaminant Discharge Permits (ACDP) and Title V (TV) air quality permits a general outline for navigating the YDO system and a detailed guide on how to prepare and submit a Greenhouse Gas Permitted facilities Annual Report.

## System Overview

The Your DEQ Online system is an Environmental Data Management System designed to combine current processes across DEQ’s 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 will allow for greater public access to environmental data without the need to request this information from DEQ staff. The Greenhouse Gas Reporting Program has moved most of DEQ’s required reporting to the YDO system, began with reporting for the natural gas and electricity supplier sectors in 2021. Reporting from permitted sources and natural gas systems reporting is being implemented with the reporting of 2023 data to be submitted in 2024. Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online help page](#).

# II. Navigating the System

The system is designed to work with Safari or Google Chrome browsers, and DEQ recommends using one of these when navigating the system to avoid unexpected errors.

## Icons

You will see the following common icons as you navigate the system and submit your greenhouse gas reports.



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



**Save:** This icon allows you to save changes made on a page.



**Edit:** Clicking this icon will allow you to edit the selected submission.



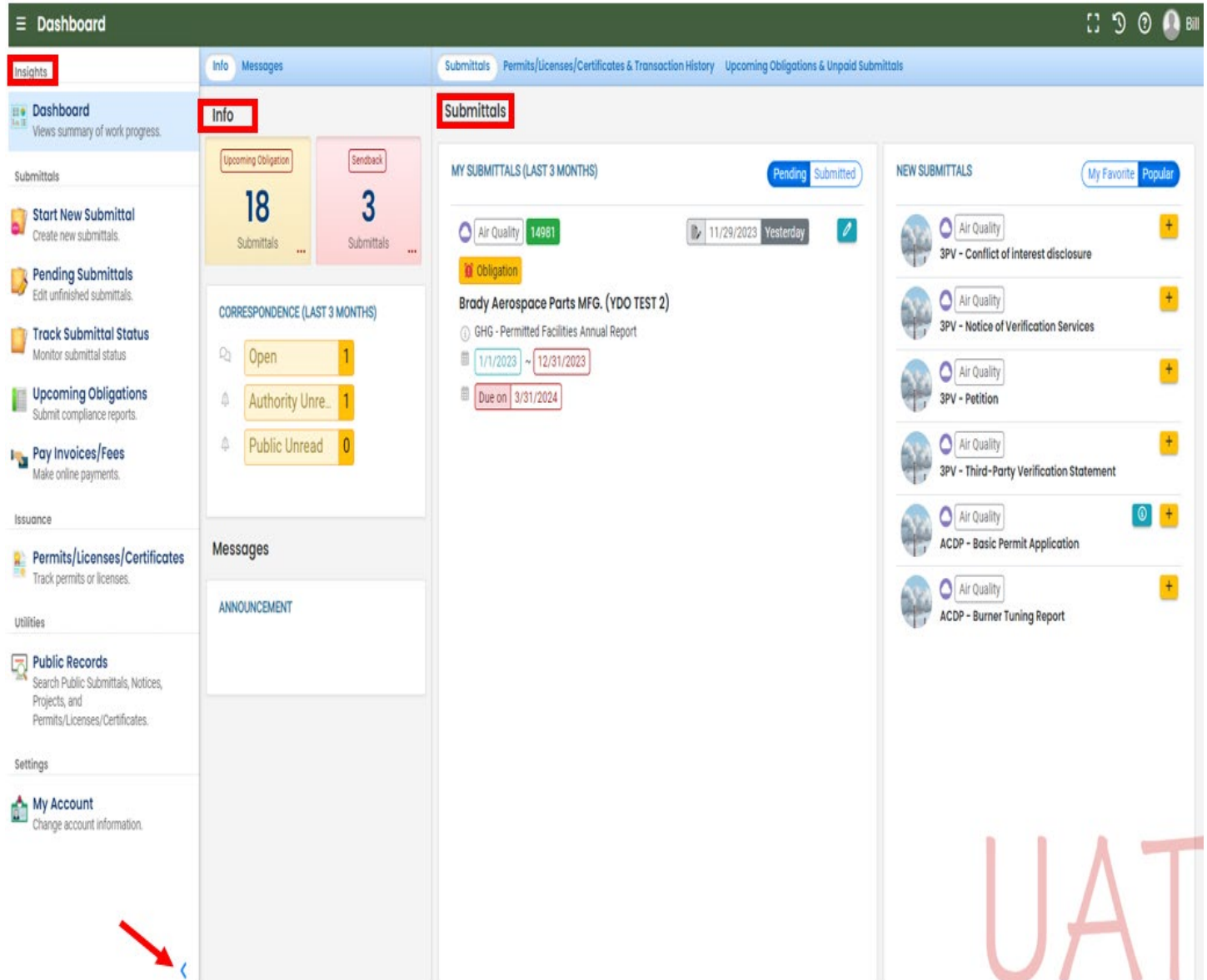
**View:** Clicking this icon allows you to view a selected submission.



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


# Dashboard

The dashboard is your initial landing pad when logging into Your DEQ Online




The dashboard shows a summary of current and pending activity associated with your linked facilities. There are three panels on the dashboard including the Insights, Information (Info), and submittal panels seen boxed in red above. The insights section is a navigation pane which is the primary way to navigate through various features in the system. The navigation pane can be expanded or collapsed by clicking on the > button at the bottom left side of the screen indicated with the red arrow. The navigation pane has nine tabs including dashboard, start new submittals, pending submittals, track submittal status, upcoming obligations, pay invoices/fees, permits/licenses/certifications, public records, and my account. The “My Submittals” section in this example shows that the reporter has a pending GHG reporting obligation for Brady Aerospace Parts MFG intended for the reporting period 01/01/2023-12/31/2023 that is due on 03/31/2023.

# Dashboard Insights Panel

 **Dashboard**


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**Insights**


 **Dashboard**  
Views summary of work progress.


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**Submittals**

 **Start New Submittal**  
Create new submittals.

 **Pending Submittals**  
Edit unfinished submittals.


 **Track Submittal Status**  
Monitor submittal status

 **Upcoming Obligations**  
Submit compliance reports.

 **Pay Invoices/Fees**  
Make online payments.


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**Issuance**

 **Permits/Licenses/Certificates**  
Track permits or licenses.


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**Utilities**

 **Public Records**  
Search Public Submittals, Notices, Projects, and Permits/Licenses/Certificates.

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**Settings**

 **My Account**  
Change account information.

**Dashboard:** This is your landing pad when you enter the system. It shows a summary of all current and pending activity for your account.

**Start New Submittal:** Your DEQ Online is used by a variety of programs at DEQ. With the exception of facilities that have Third Party Verification requirements, this feature is not often used by GHG reporters that maintain ACD and TV air quality permits.

**Pending Submittals:** Allows you to resume 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 submitted report, view the submittal receipt, and track your submittal status.

**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.

**Permits/Licenses/Certificates:** Allows you to search for and view all DEQ issued permits.

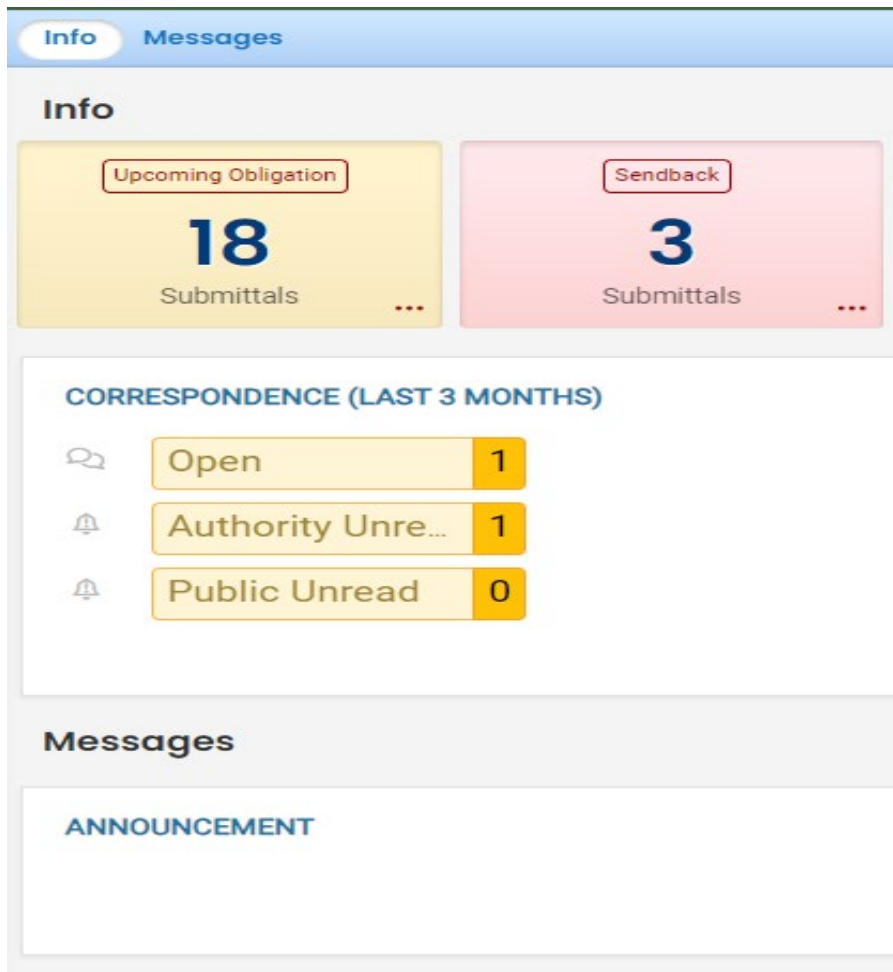
**Public Records:** Allows you to search for and view all published submittal records.

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



## Dashboard Info Panel

The information "Info" panel seen to the left provides you access to two submittal types, recent correspondence

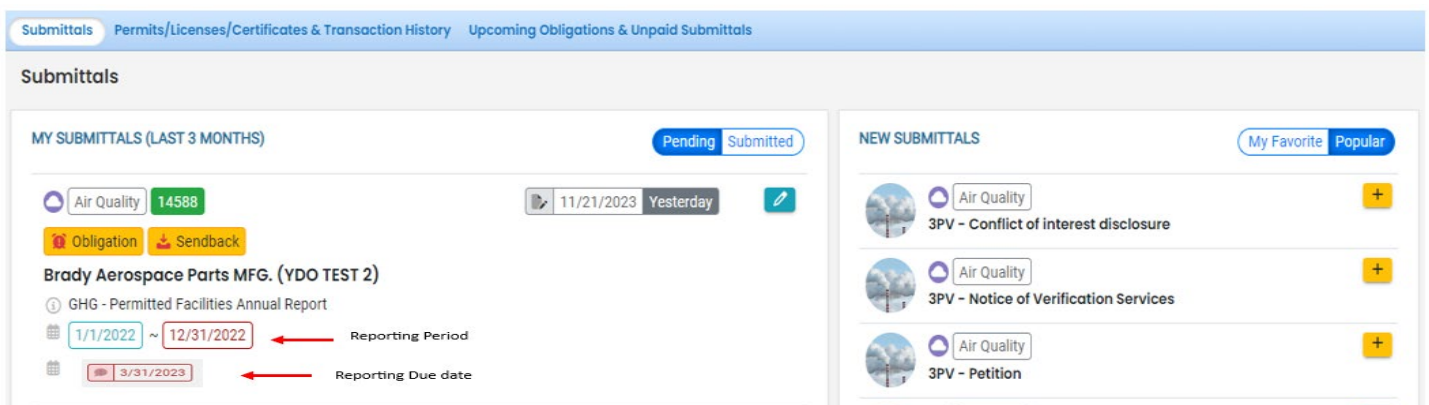


The screenshot shows the 'Info' panel with two main sections: 'Upcoming Obligation' and 'Sendback'. The 'Upcoming Obligation' section displays a large number '18' and the word 'Submittals' below it. The 'Sendback' section displays a large number '3' and the word 'Submittals' below it. Below these are three rows of correspondence: 'Open' with a count of 1, 'Authority Unre...' with a count of 1, and 'Public Unread' with a count of 0. The 'Messages' section below shows an 'ANNOUNCEMENT'.

between the agency and some reporters, and Messages from the agency. The "Upcoming obligations" button allows user access to reports that have upcoming due dates and any reports that are past due. It is important to monitor the contents of this tab to ensure all reporting obligations are completed on a timely basis. The "Send back" button allows user access to reports that have been sent back to the reporter for revisions or amendments. The "Correspondence" button is not often used. Greenhouse gas reporting staff will usually communicate with entities via email. System generated emails will be sent to you throughout the reporting process. Other DEQ programs may use this function to communicate with users within the system. The "Messages" section seen below the correspondence pane will display system or agency messages to users.

## Dashboard Submittals Panel

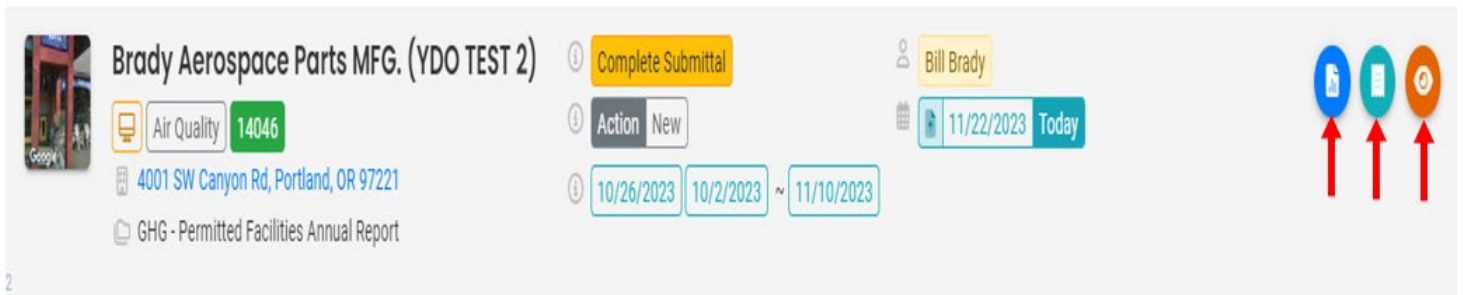
The submittals panel provides information on pending and submitted submittals including, type of reporting obligation, reporting period, reporting due date, and new submittals that may be used by GHG emissions reporters that are subject to third party verification of annual GHG emissions reports.



The screenshot shows the 'Submittals' panel with two main sections: 'MY SUBMITTALS (LAST 3 MONTHS)' and 'NEW SUBMITTALS'. The 'MY SUBMITTALS' section shows a summary for 'Air Quality' with 14588 submittals, and a specific report for 'Brady Aerospace Parts MFG. (YDO TEST 2)' with a reporting period from 1/1/2022 to 12/31/2022 and a reporting due date of 3/31/2023. The 'NEW SUBMITTALS' section shows three new submittals: '3PV - Conflict of Interest disclosure', '3PV - Notice of Verification Services', and '3PV - Petition'.

## Tracking Submittal Status

Details on greenhouse gas emissions reports you have submitted to DEQ can be viewed on the submitted submittals page accessed by clicking on the **Track Submittal Status** in the navigation pane on the left side of the screen.



From this page you can use the navigation buttons on the right side of each submission to review the report form (blue button), view the submission receipt (teal button), and view the submittal detail (orange button).

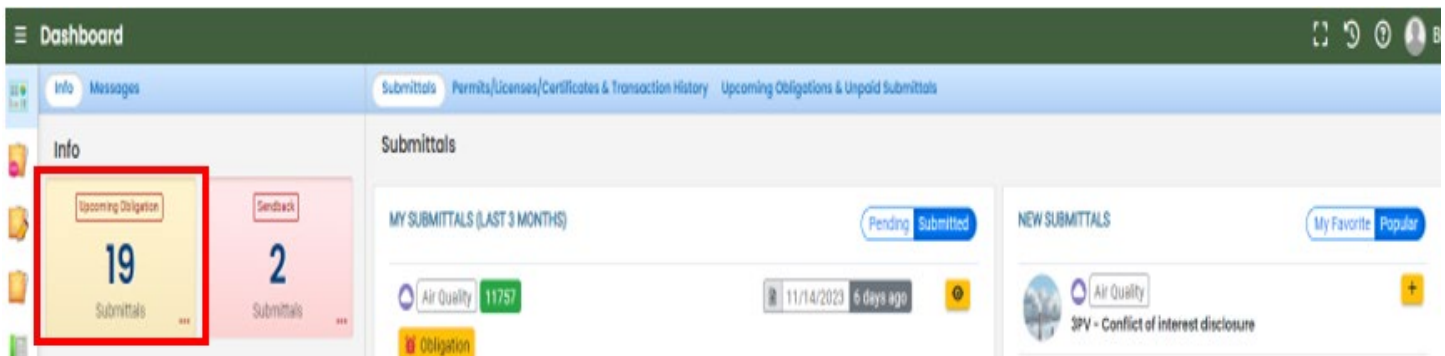
## III. How to Start a GHG-Permitted Facilities Annual Report Reporting Obligations

The reporting obligations for your facility are determined based on the facility data currently in the Your DEQ Online system, so it is vital that this information is updated if a change to your organization requires you to begin reporting under a new report type or to discontinue reporting for any reporting obligation. Currently, GHG reporting through YDO is available for:


- Electricity Suppliers
- Natural Gas Suppliers
- Sources that maintain ACDP and TV Air Permits and have a GHG reporting obligation.
- Petroleum and Natural Gas systems

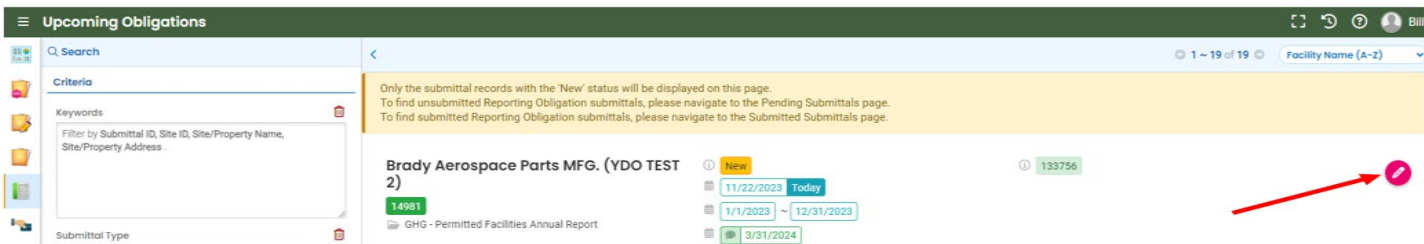
### Getting Started

Once DEQ has opened GHG emissions reporting for the above-mentioned report types for the current reporting year, the new reporting obligation will appear under the “Upcoming Obligations” section on your dashboard seen in the red box below. To open the new report, click on the “Upcoming Obligations” tab. The new report is also accessible in the insights panel by clicking on the “Pending Submittals” tab previously described in this guide.




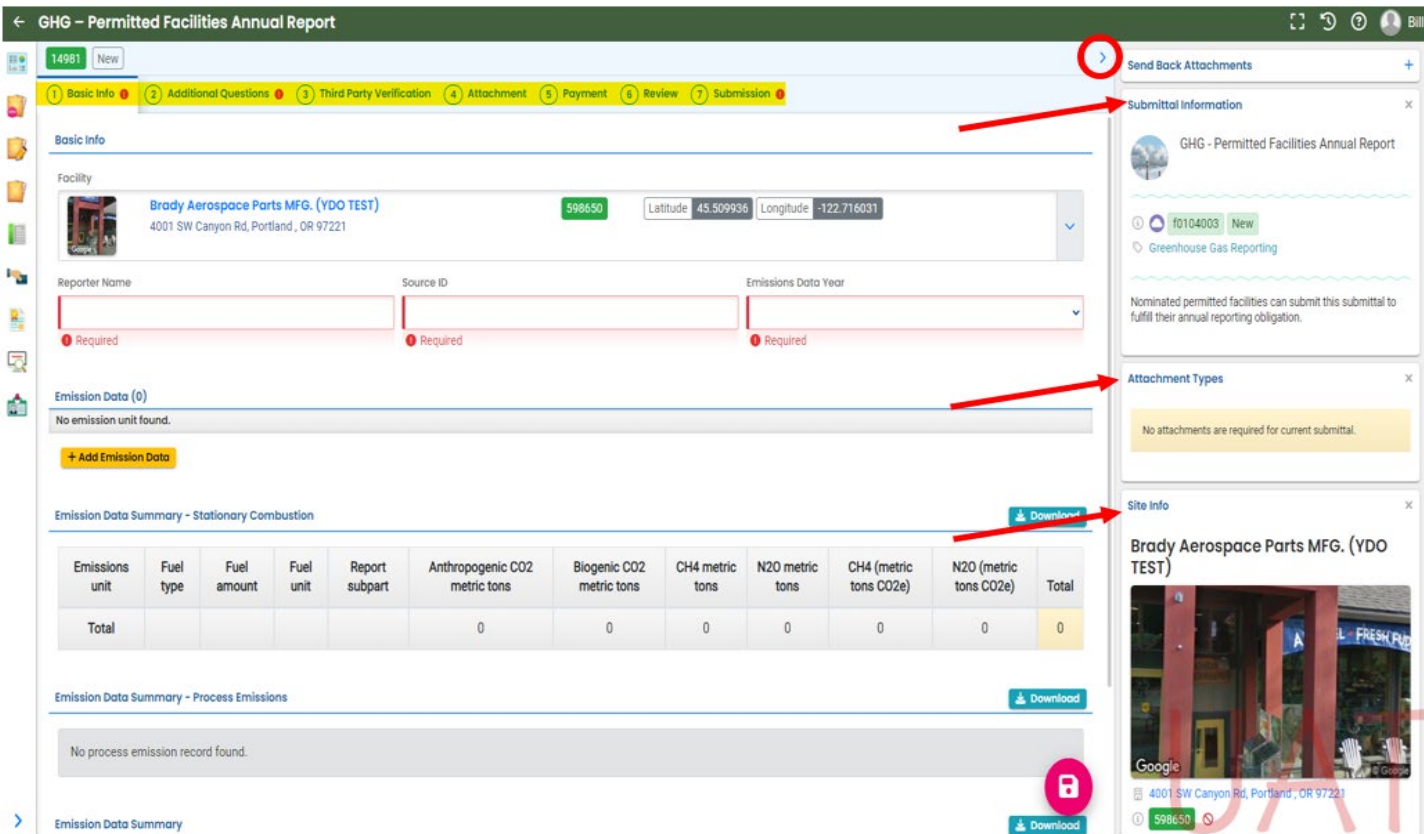


After accessing the upcoming obligations module, click the edit button  indicated by the red arrow below on the report you want to prepare for submission. In the example below when the red pencil is clicked, the GHG-Permitted Facilities Annual GHG emissions report will open and the report can be prepared for submittal.




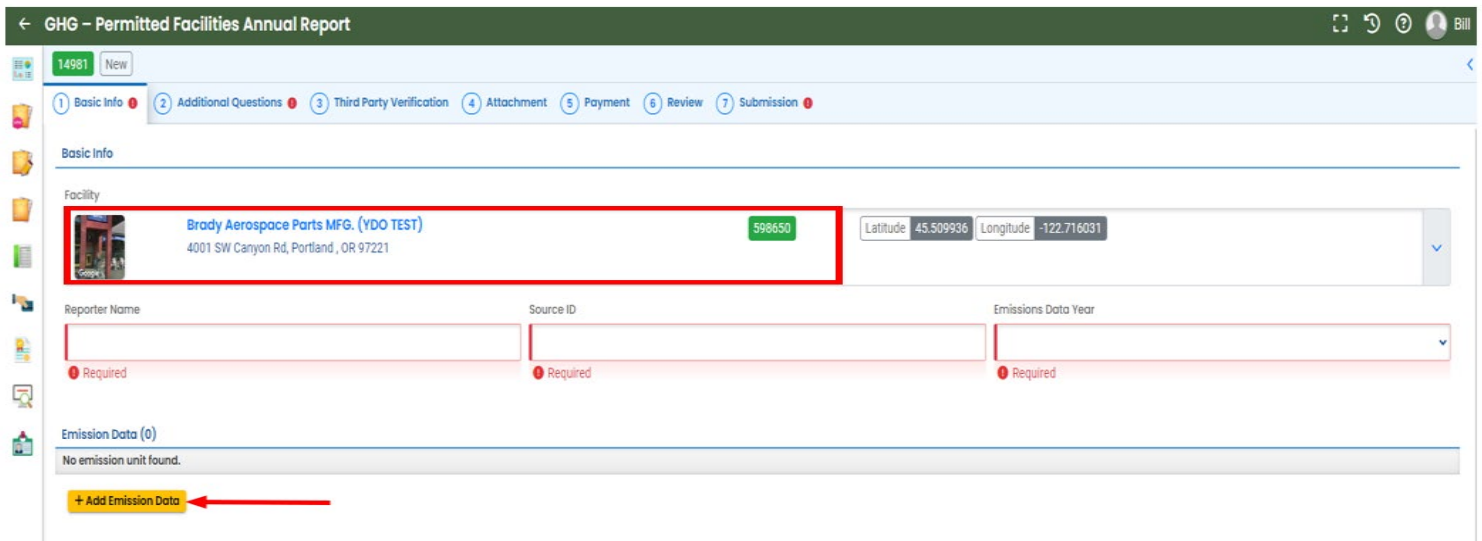
## IV. Completing the GHG-Permitted Facilities Annual Report

Once opened, the GHG -Permitted Facilities annual report has seven numbered tabs (highlighted below in yellow) that will help guide you through the report step-by-step.. The seven numbered tabs include Basic Information, Additional Questions, Third Party Verification, Attachment, Payment, Review, and submission. The Basic information Additional Question, and Submission tabs with  **Required** have data fields that must be filled by all reporters. The Attachment tab has required data submission fields for reporters who report process type emissions. Additionally, there are three panes on the right side of your screen indicated by the red arrows below. These panes contain useful information on the Submittal type, Attachment Types, if an attachment is required, and site-specific information. The blue arrow circled in red allows you to collapse the information panes and expands the report.



## Completing the Basic Information Tab

The basic information tab is the starting point for the GHG-Permitted Facilities Annual Report. To begin, verify the facility name, address, and FIS number seen boxed in red below. The FIS number is a unique number used to identify facilities in the YDO system. Your FIS number was described and used during the registration and facility association process. The next step is to complete the three required data entry fields indicated by **Required** below the pink shaded data fields seen below. The **“Reporter Name”** is the name of the person completing the report. This can be the Responsible Official (RO) or the Consultant for the facility. The **“Source ID”** is the six-digit hyphenated source ID# that is associated with the ACDP or TV permit that has been used on previous GHG emissions reports. The **“Emissions Data Year”** is the year the emissions were released, not when they are being reported. For example, the first year for GHG-permitted sources to report GHG emissions is 2024 when they will be entering data for Emissions Data Year 2023. After the source information has been verified and the required data fields have been completed, you can begin entering emissions data by clicking on the **+ Add Emission Data** button indicated by the red arrow below. It is a good idea to save the entered data often throughout the report’s sections and tabs by clicking on the  save icon at the found on the bottom of the screen.



The screenshot displays the 'GHG - Permitted Facilities Annual Report' interface. At the top, there's a navigation bar with a back arrow, the title 'GHG - Permitted Facilities Annual Report', and user information 'Bill'. Below this is a progress indicator with seven steps: 1 Basic Info (active), 2 Additional Questions, 3 Third Party Verification, 4 Attachment, 5 Payment, 6 Review, and 7 Submission. The main content area is titled 'Basic Info' and shows facility details for 'Brady Aerospace Parts MFG. (YDO TEST)' at '4001 SW Canyon Rd, Portland, OR 97221'. The FIS number '598650' is displayed in a green box. Latitude '45.509936' and Longitude '-122.716031' are also shown. Below this, there are three required input fields: 'Reporter Name', 'Source ID', and 'Emissions Data Year', each with a red 'Required' label. At the bottom, a yellow button labeled '+ Add Emission Data' is highlighted with a red arrow.

Click on the **+ Add Emission Data** button to expand the Emissions Data field, allowing you to enter GHG emissions data for your stationary combustion emissions unit(s) or the facilities process emissions. In this field you will be asked to select the emissions type you are reporting, either “Stationary Combustion” or “Process Emissions” as seen in the red box below.

## Reporting GHG Emissions from Stationary Combustion Units

When “Stationary Combustion” is selected as the emissions type the screen will expand as seen below allowing you to select “Existing Emissions Units” or “Create New Emissions Units” as seen boxed in red below.

Currently there are no GHG “Existing Emissions Units” in the YDO system for facilities that maintain ACDP and TV air quality reports. Users reporting GHG emissions from stationary combustion units will be required to create new GHG stationary combustion emissions units in the YDO system for the first-year reports only. The newly created emissions

unit(s) will be available for use in the following years reports. To create a new emissions unit, you will check the **“Create a New Emissions Unit”** button to access the **“General Info”** section and then enter data in the required data fields that are indicated by **Required** below the pink shaded data fields seen above. The **“Emissions Unit Name”** data field should contain the name the facility uses for that unit. The unit **“Identifier”** can be any identifier other than the name that the facility uses to identify that specific piece of equipment. If there is no identifier for that specific piece of equipment, you should fill the data field with not applicable (N/A). The Unit **“Type”** data field has a drop-down list containing GHG emissions unit types as defined by EPA. If the list doesn’t have an emissions unit type that closely matches the emissions unit being created, you will select GHG-Other as the emissions unit type. The other data entry fields in the emissions unit **“General Info”** section are optional. An example of a newly created emissions unit can be seen below.

**1 Test Oven**

Fuel: NATURAL GAS | Fuel Type: gas | Fuel Units: therms

Stationary Combustion Tier: Tier 1

Are you reporting emissions from stationary combustion or process emissions?  
 Stationary combustion  Process emissions

Select Existing Emission Units  Create New Emission Units

**General Info**

Emission Unit Name	Identifier	Type	Status
Test Oven	TO-1	GHG-O (Oven)	<input checked="" type="checkbox"/>
Installation Date	Operation Date	Dismantle Date	Remove Date
mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy	mm/dd/yyyy
Design Capacity	Design Capacity Unit Numerator	Design Capacity Unit Denominator	Description
Comment			

After the emissions unit has been created or chosen, save the data by clicking on the **save icon** at the bottom of the screen. You will then be required to enter data in the four required data fields seen below. Each data field has a dropdown list of items for you to choose from.

## Required information for stationary combustion

### Subpart C - General Stationary Fuel Combustion Sources

Stationary Combustion Tier:	Fuel:	Fuel Type:	Fuel Units:
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Required.	Required.	Required.	Required.

The “Stationary Combustion Tier” data field contains the four GHG emissions calculation methodologies described in [Subpart C-General Stationary Fuel Combustion Sources](#) found in the EPA’s Code of Federal Regulations [40 CFR 98](#). The choices are tier 1, 2, 3, and 4. The “Fuel” data entry field contains the fuels described in [Table C-1 to Subpart C of Part 98](#) of 40 CFR 98. The “Fuel Type” data field contains the physical state of the fuel being combusted. The choices are liquid, solid, or gas. The “Fuel Units” data field contains the mass or volume units used in the calculation methodologies described in Subpart C-General Stationary Fuel Combustion Sources found in EPA’s Code of Federal Regulations 40 CFR 98. The choices are short tons, standard cubic feet, gallons, therms, and MMBtu.

### Reporting Using Tier 1 Calculation Methodology

The tier 1 methodology uses default values to calculate CO<sub>2</sub> mass emissions. An emissions factor, default high heating value, and estimated fuel quantity are used together to calculate emissions. The fuel quantity is based on company records (e.g., fuel purchases). When Tier 1 calculation methodology is chosen, users will be required to enter data into the “Fuel”, “Fuel Type”, and “Fuel Units” data entry fields. Once this is complete, the system will prepare the correct equation and the “Required information for the equation - C-1a, C-8a” screen will become accessible so you can enter fuel usage in the previously chosen fuel units in the required “Annual natural gas usage, from billing records (therms)” indicated by **Required** as seen below.

Required information for stationary combustion

Subpart C - General Stationary Fuel Combustion Sources

Stationary Combustion Tier:	Fuel:	Fuel Type:	Fuel Units:
Tier 1	NATURAL GAS	Gas	therms

Equation: C-1a, C-8a

Required information for the equation - C-1a, C-8a

Annual natural gas usage, from billing records (therms)

Required

The example below demonstrates reporting with tier 1 methodology reported natural gas as the fuel, gas as the fuel type, therms as the fuel units, and reported the natural gas usage as 500000 therms.

Subpart C - General Stationary Fuel Combustion Sources

Stationary Combustion Tier: Tier 1 Fuel: NATURAL GAS Fuel Type: Gas Fuel Units: therms

Equation: C-1a, C-8a

Required information for the equation - C-1a, C-8a

Annual natural gas usage, from billing records (therms) 500000

The system will then calculate the emissions and provide you with the emissions calculations seen below.

Emission Results - C-1a, C-8a

[1 x 10<sup>-3</sup>] - Conversion Factor from kg to metric tons.  
[0.1] - Conversion Factor from therms to mmBtu.

**I Annual CO<sub>2</sub> Mass Emissions For the Specific Fuel Type (metric tons)**  
Equation C-1a:  $[1 \times 10^{-3}] * [0.1] * Gas * EF = CO_2 \Rightarrow [1 \times 10^{-3}] * [0.1] * 500000 * 53.06 = 2653$

**II Annual CH<sub>4</sub> Mass Emissions For the Specific Fuel Type (metric tons)**  
Equation C-8a:  $[1 \times 10^{-3}] * [0.1] * Fuel * EF = CH_4 \Rightarrow [1 \times 10^{-3}] * [0.1] * 500000 * 0.001 = 0.05$

**III Annual N<sub>2</sub>O Mass Emissions For the Specific Fuel Type (metric tons)**  
Equation C-8a:  $[1 \times 10^{-3}] * [0.1] * Fuel * EF = N_2O \Rightarrow [1 \times 10^{-3}] * [0.1] * 500000 * 0.0001 = 0.005$


**IV Annual CH<sub>4</sub> Mass Emissions For the Specific Fuel Type Converted to Carbon Dioxide Equivalent (metric tons CO<sub>2</sub>e)**  
Equation:  $GWP_{CH_4} * Emission_{CH_4} (from II) = CH_4 (metric tons CO_2e) \Rightarrow 25 * 0.05 = 1.25$

**V Annual N<sub>2</sub>O Mass Emissions For the Specific Fuel Type Converted to Carbon Dioxide Equivalent (metric tons CO<sub>2</sub>e)**  
Equation:  $GWP_{N_2O} * Emission_{N_2O} (from III) = N_2O (metric tons CO_2e) \Rightarrow 298 * 0.005 = 1.49$


As you scroll down the screen past the calculations, the summary section comes into view where you can review the "Emissions Data Summary - Stationary Combustion", "Emissions Data Summary - Process Emissions", and the "Emissions Data Summary" seen highlighted in yellow below. In addition to reviewing the emissions data summaries, you can download excel spreadsheets that contain the data for each summary by clicking on the download buttons indicated by the red arrows below. This is a good time to save the data that has been entered by clicking on the




 save icon seen circled in red on the bottom of the screenshot below.

**Emission Data Summary - Stationary Combustion** 

Emissions unit	Fuel type	Fuel amount	Fuel unit	Report subpart	Anthropogenic CO2 metric tons	Biogenic CO2 metric tons	CH4 metric tons	N2O metric tons	CH4 (metric tons CO2e)	N2O (metric tons CO2e)	Total
Test Oven	NATURAL GAS	500000	therms	C-General Stationary Fuel Combustion Sources: Tier 1	2653		0.05	0.005	1.25	1.49	2655.74
<b>Total</b>					2653	0	0.05	0.005	1.25	1.49	2655.74

**Emission Data Summary - Process Emissions** 

No process emission record found.

**Emission Data Summary** 


**2655.74**  
Stationary Combustion Emissions (MTCO2e)

+

**0**  
Process Emissions (MTCO2e)

=




**2655.74**  
Total

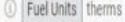


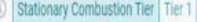
If the source has more than one stationary combustion unit, you will be required to scroll back to the top of the **Emissions Data** section of the report and click on the green triangle indicated by the red arrow below to collapse the first stationary emissions unit data.

**Emission Data (1)**

Emission Data Info

 **Test Oven**  





Are you reporting emissions from stationary combustion or process emissions?

Stationary combustion  Process emissions

Once the first stationary emissions unit data section is collapsed you can once again click on the **+ Add Emission Data** button and add another stationary combustion unit as previously described or enter process emissions if required.

**Emission Data (1)**

Emission Data Info

 **Test Oven**  





1 Results

**+ Add Emission Data** 

## Reporting Using Tier 2 Calculation Methodology

The tier 2 methodology uses a mix of default and fuel-specific data. An emissions factor and a measured high heating value are used in conjunction with the estimated fuel quantity to calculate mass CO2 emissions. The fuel quantity

estimate is based on company records (e.g., fuel purchases). Users who calculate GHG emissions using tier 2 methodology will follow the same process to create an emissions unit as described above. However, when tier 2 is chosen the equation changes, and you are required to enter the mass or volume of the fuel combusted and the default High Heat Value (HHV) of the fuel found in Table C-1 of 40 CFR 98 for each month as seen below.

Stationary Combustion Tier: Tier 2 Fuel: NATURAL GAS Fuel Type: Gas Fuel Units: standard cubic feet

Equation: C-2a, C-2b, C-9a

Required information for the equation - C-2a, C-2b, C-9a

Month	Jan.	Feb.	Mar.	Apr.	May	June
Mass or volume of the fuel combusted	40203050	4025621	4026321	4028962	4030001	4009681
HHV	0.001026	0.001026	0.001026	0.001026	0.001026	0.001026

Month	July	Aug.	Sept.	Oct.	Nov.	Dec.
Mass or volume of the fuel combusted	4009681	40203050	4026321	4025621	4028962	4025621
HHV	0.001026	0.001026	0.001026	0.001026	0.001026	0.001026

Once the mass or volume and HHV of the fuel is entered for every month the system will automatically calculate and summarize the emissions unit data as previously described for tier 1 calculation methodology section of this document.

### Reporting Using Tier 3 Calculation Methodology

The tier 3 methodology generally uses fuel-specific data. Measured fuel characteristics, such as carbon content and molecular weight, are used in conjunction with the measured fuel quantity to calculate mass CO2 emissions. The fuel quantity is measured with flow meters, tank drop measurements, weigh scales, etc. Users who calculate GHG emissions using tier 3 methodology will follow the same process to create an emissions unit and begin reporting emissions as previously described above. However, when tier 3 calculation methodology is chosen, the equation changes, and you are required to enter the annual volume of the gaseous fuel combusted, annual average carbon content of the gaseous fuel, annual average molecular weight of the gaseous fuel, and the Molar Volume Conversion Factor, of the gaseous fuel being combusted. If solid or liquid fuels are being combusted you will only enter the mass or volume and annual carbon content of the solid or liquid fuel being combusted. When the fuel data entry is complete the system will automatically calculate and summarize the emissions unit data as described in the tier 1 calculation methodology section of this document.

### Reporting Using Tier 4 Calculation Methodology



The Tier 4 methodology employs a continuous emissions monitoring system (CEMS). The system continuously monitors both the stack gas CO<sub>2</sub> concentration and the stack gas flow rate. Mass CO<sub>2</sub> emissions are determined using these two values, along with the appropriate conversion factors. Users that calculate GHG emissions using tier 4 methodology will follow the same process to create an emissions unit and begin reporting emissions as previously described above. However, when tier 4 calculation methodology is chosen the equation changes, and you are required to enter the cumulative annual heat input from combustion of the fuel and the recorded MTCO<sub>2</sub>e emissions as seen below. When the cumulative annual heat input from combustion of the fuel and the recorded MTCO<sub>2</sub>e emissions data entry is complete the system will automatically calculate and summarize the emissions unit data as previously described in the tier 1 calculation methodology section of this document.

#### Required information for stationary combustion

##### Subpart C - General Stationary Fuel Combustion Sources

Stationary Combustion Tier:	Fuel:	Fuel Type:	Fuel Units:
<input type="text" value="Tier 4"/>	<input type="text" value="NATURAL GAS"/>	<input type="text" value="Gas"/>	<input type="text" value="mmBtu"/>




### Equation: C-10

#### Required information for the equation - C-10

Cumulative annual heat input from combustion of the fuel (mmBtu)

MTCO<sub>2</sub> emissions

## Reporting GHG Process Emissions

To report GHG process emissions click on the  button as previously described and then click on the "Process Emissions" button as seen below. When process emissions are selected as the emissions type you will be required to select the applicable subpart under 40 CFR 98 from a dropdown menu as indicated  Required icon seen below the pink shadowed data field seen below. After selecting a process type from the dropdown menu users will click on the  button indicated by the red arrow below.

**1 Process emissions**

Are you reporting emissions from stationary combustion or process emissions?

Stationary combustion  Process emissions

If Process Emissions is selected, please attach supplemental documentation, including data inputs for equations to describe how process emissions are calculated.

**Required information for the process emissions** Recalculate

Select the applicable subpart under 40 CFR 98

**Required.**

Please add at least one record. Click the "Add Pollutant" button below.

**+ Add Pollutant** ←

After selecting a process type and the **+ Add Pollutant** button is selected you can begin entering GHG emissions from specific pollutants found on a drop-down list as seen below. (\*Please see a description of additional required data fields for subparts; H-Cement Production, W- Petroleum and natural Gas Systems, and AA- Pulp and Paper Manufacturing at the end of this section.)

**Required information for the process emissions** Recalculate

Select the applicable subpart under 40 CFR 98

Q-Iron and Steel Production

Substance	Pollutant(Metric Tons)	Global Warming Potential(GWP)	CO2 Equivalent(Metric Tons)
<p>Select a GHG Pollutant:</p> <input type="text"/> <ul style="list-style-type: none"> <li>Carbon dioxide</li> <li>Methane</li> <li>Nitrous Oxide</li> <li>(CF3)2CFCF2OC2H5</li> <li>(CF3)2CFCF2OCH3</li> <li>(E)-HFC-1225ye</li> <li>(Octafluorotetramethy-lene) hydroxymethyl group</li> <li>(Z)-HFC-1225ye</li> <li>(Z)-HFC-1336</li> </ul> <p style="text-align: right;">Total: 169</p>			

**+ Add Emission Data**

After a pollutant has been selected "Global Warming Potential (GWP)" data field will automatically populate and you can enter the metric tons of that specific pollutant in the **Required "Pollutant (Metric Tons):"** data field seen below.

1 Methane 25 NaN

Select a GHG Pollutant:

X Methane

Pollutant(Metric Tons): Global Warming Potential(GWP): Carbon Dioxide Equivalent(Metric Tons):

Required Required

After the metric tons of that specific pollutant are entered the system will automatically calculate the metric tons of CO2 equivalent (MTCO2e) for that mass of the specific pollutant as seen below.

1 Methane 5000.0000 25 125000

Select a GHG Pollutant:

X Methane

Pollutant(Metric Tons): Global Warming Potential(GWP): Carbon Dioxide Equivalent(Metric Tons):

5000 25 125000

To add emissions from additional pollutants you can collapse the completed pollutant data tab by clicking on the green triangle seen inside the red circle in the image above, then click on the **+ Add Pollutant** button and repeat the process.

The system will automatically calculate the MTCO2e from all pollutants and summarize them as seen below.

Emission Data Summary - Process Emissions [Download](#)

Q-Iron and Steel Production		
Pollutant Name	Metric Tons of Pollutant	Metric Tons of Carbon Dioxide Equivalent
Methane	5000.0000	125000
Carbon dioxide	2500.0000	2500
<b>Total</b>	7500	127500

**\*Description of Additional Data Fields for Reports with Emissions Reported under Subpart H, W, and AA.**

If reporting emissions under subparts; H-Cement Production, W- Petroleum and natural Gas Systems, and AA- Pulp and Paper Manufacturing an additional required information section will appear below the **+ Add Pollutant** button seen highlighted in yellow below. To access the additional data fields, click on the **+ New** button indicated by the red arrow below.

Select the applicable subpart under 40 CFR 98

H-Cement Production

Substance	Pollutant(Metric Tons)	Global Warming Potential(GWP)	CO2 Equivalent(Metric Tons)
1 Methane	5000.0000	25	125000
2 Carbon dioxide	2500.0000	1	2500

2 Results

+ Add Pollutant

Additional information on subpart H-Cement Production, subpart AA-Pulp and Paper Manufacturing, or subpart W-Petroleum and Natural Gas Systems

Please add at least one record.

+ New

When the **+ New** button is selected the section will expand and allow you to complete the required data fields seen below. Note: All data fields in this section are required. If multiple fuel types are being used for the process, collapse the first pane by clicking on the green triangle seen circled in red below. When the pane is collapsed, you can click on the **+ New** button to open a second pane and enter the data for other fuel type(s).

1
⌵
⌵


Fuel type (if not listed, select 'other')

! Required.

Total Amount of Fuel Combusted	Unit	Total emissions (metric tons CO2e)	Applicable Subpart
<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>	<input style="width: 95%;" type="text"/>

1 Results

+ New

When GHG emissions from all stationary combustion units and processes are entered the data will be summarized for review and download as seen below. At this time, it is recommended that you save the data that has been entered by clicking on the  save icon at the found on the bottom of the screen.

Emissions unit	Fuel type	Fuel amount	Fuel unit	Report subpart	Anthropogenic CO2 metric tons	Biogenic CO2 metric tons	CH4 metric tons	N2O metric tons	CH4 (metric tons CO2e)	N2O (metric tons CO2e)	Total
TEST Boiler	NATURAL GAS	600000	mmBtu	C-General Stationary Fuel Combustion Sources: Tier 1	31836		0.6	0.06	15	17.88	31868.88
Test Heater	Distillate Fuel Oil No. 2	600000	gallons	C-General Stationary Fuel Combustion Sources: Tier 1	6123.888		0.2484	0.04968	6.21	14.80464	6144.90264
<b>Total</b>					37959.888	0	0.8484	0.10968	21.21	32.68464	38013.78264

H-Cement Production		
Pollutant Name	Metric Tons of Pollutant	Metric Tons of Carbon Dioxide Equivalent
Carbon dioxide	5000.0000	5000
Nitrous Oxide	2.0000	596
Methane	260.0000	6500
<b>Total</b>	5262	12096

<b>38013.78264</b> Stationary Combustion Emissions (MTCO2e)	+	<b>12096</b> Process Emissions (MTCO2e)	=	<b>50109.78264</b> Total
--	---	--	---	-----------------------------

After all emissions data is entered and reviewed you can open the **Additional Questions** tab and begin entering the required natural gas supplier, electricity generating unit, cogeneration unit, combusted liquid or gaseous biomass-derived fuel, and significant emissions change information data as applicable to the source and the amount of MTCO2e reported.

## Completing the Additional Questions Tab

The Additional Questions can be accessed by clicking on the Additional Questions tab seen highlighted below.

GHG - Permitted Facilities Annual Report

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1 Basic Info 2 **Additional Questions** 3 Third Party Verification 4 Attachment 5 Payment 6 Review 7 Submission

**Additional questions on natural gas supplier**

Did your facility combust natural gas in the previous calendar year?

Yes  No

Required

**Additional questions on electricity generating unit**

Do you have an electricity generating unit at your facility?

Yes  No

Required

**Additional questions on cogeneration unit**

Do you have a cogeneration unit at your facility?

Yes  No

Required

**Additional questions if the source combusted liquid or gaseous biomass-derived fuel**

Did you combust any liquid and/or gaseous biomass-derived fuel in the past calendar year? (This includes blended biodiesel.)

Yes  No

Required

When the additional questions tab is expanded, you are required to answer the following four questions.

1. Did your facility combust natural gas in the previous calendar year?

2. Do you have an electricity generating unit at your facility?
3. Do you have a cogeneration unit at your facility?
4. Did you combust any liquid and/or gaseous biomass-derived fuel in the past calendar year? (This includes blended biodiesel.)

If "YES" is selected for any question, the section will expand to allow you to access data entry fields. Below is an example of the field that appears when "YES" is the response to the first question "Did your facility combust natural gas in the previous calendar year?"

If the facility had more than one natural gas supplier, collapse the data entry section for the first supplier by clicking on the green arrow seen at the top of the section. Enter data for additional natural gas suppliers by clicking on the **+ Add Natural Gas Supplier** tab to enter the data. This process can be repeated for the following three questions. If "NO" is the selected answer you have no required data to enter for that section and can move to the next question.

At this time, we recommend saving the data that has been entered by clicking on the save icon at the bottom of the screen. The final section of the Additional Questions tab, seen below, is required for facilities that reported GHG emissions greater than 25,000 MTCO<sub>2</sub>e for the current emissions data year who have also reported a change of five percent ( $\pm 5\%$ ) in emissions from the prior emissions data year. Users reporting for facilities that have this requirement will enter the previous years reported emissions in the **Required** data entry field seen indicated by a red arrow below. After the previous data has been entered you should click on the save icon to input the data and allow the system to make the percent increase/decrease calculation.

#### Additional information Required

The data in this section is required from reporters with annual GHG emissions **above 25,000** metric tons carbon dioxide equivalent (mtCO<sub>2</sub>e) for the current emissions data year who have also reported a change of five percent ( $\pm 5\%$ ) in emissions from the prior emissions data year.

Total emissions (metric tons CO <sub>2</sub> e) of this emissions data year	Total emissions (metric tons CO <sub>2</sub> e) of the last emissions data Year	Percent increase/decrease from last emissions data Year (%)
131900.0281124	<input type="text"/> Required	

If the current data year's reported emissions have a five percent ( $\pm 5\%$ ) change or more in emissions from the emissions reported in the prior emissions data year, you are required to provide a brief narrative description of what caused the increase or decrease in emissions including any changes in air contamination source permit status in the **Required** data entry field seen boxed in red below.

#### Additional information Required


The data in this section is required from reporters with annual GHG emissions **above 25,000** metric tons carbon dioxide equivalent (mtCO<sub>2</sub>e) for the current emissions data year who have also reported a change of five percent ( $\pm 5\%$ ) in emissions from the prior emissions data year.

Total emissions (metric tons CO <sub>2</sub> e) of this emissions data year	Total emissions (metric tons CO <sub>2</sub> e) of the last emissions data Year	Percent increase/decrease from last emissions data Year (%)
131900.0281124	101291.06	30.218825

Please provide a brief narrative description of what caused the increase or decrease in emissions including any changes in air contamination source permit status in the space provided. Please also include whether a change in operations or status (e.g., the cessation of operations after closing a facility) resulted in an increase or decrease in GHG emissions in relation to the previous year.

**Required**



After you have completed the brief narrative describing the reason for the change in emissions, we recommend saving the data by clicking on the  save icon at the found on the bottom of the screen before moving to the third-party verification tab.

## Completing the Third-Party Verification Tab

Greenhouse gas emissions reports with human-caused emissions equal to or greater than 25,000 metric tons of CO<sub>2</sub> equivalent must engage the services of an approved third-party verification body for verification of the entire emissions data report, as per [OAR 340-272](#). A regulated entity that submitted an emissions data report that indicated emissions exceeded the 25,000 metric ton threshold in the previous reporting year, but that submits a data report that indicates emissions are reduced below that applicability threshold in the current reporting year must also have the current emissions report verified. There are exemptions to this rule which include:

(A) A regulated entity that submits an emissions data report as described under 430-215-0044(1) that indicates emissions were less than 25,000 metric tons of CO<sub>2</sub>e, excluding CO<sub>2</sub> from biomass-derived fuels. For the purposes of this rule, any GHG emissions in emissions data reports as described under OAR 340-215-0044(1)(c) submitted by fuel suppliers or in-state producers that are related entities or share common ownership or control, must be aggregated together to determine whether the exemption applies.

(B) An emissions data report as described under OAR 340-215-0044(1)(a) that includes emissions data and information described in 40 C.F.R. part 98 subpart HH – Municipal Solid Waste Landfills;

€ An emissions data report as described under OAR 340-215-0044(1)(d) submitted by a natural gas supplier that is an interstate pipeline; and



(D) Any emissions data report as described under OAR 340-215-0044(1) € submitted by Bonneville Power Administration (BPA) acting as a third-party reporter on behalf of any consumer-owned utility, as allowable under OAR 340-215-0120(4).

More information on the [Third-Party Verification](#) program can be found on the provided link or you can reach out to the program administrator directly by email to [3pverify@deq.oregon.gov](mailto:3pverify@deq.oregon.gov).

The third-party verification tab seen open below has one data entry field which is not required and not often used. The “This emissions report does not require Third Party Verification, as per the applicability rules in OAR 340-272.” If a user thinks a third-party verification requirement determination by the YDO system is inaccurate, they should check the box with the red arrow below to request an agency review of the requirement determination. The most important data on this tab for facilities that have third-party verification requirements is the security code seen boxed in red below. As the third-party verification proceeds, the Third-Party Verification Body will be asked to enter the security code when they submit the Conflict-of-Interest form. This code may not be accessible by the verification body in the YDO system, and you may be required to provide it to the verification body directly. Be sure to record this security code for future use. If you have questions regarding the security code or have lost it, please contact the Third-Party Verification Program directly at [3pverify@deq.oregon.gov](mailto:3pverify@deq.oregon.gov).



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- 1 Basic Info
- 2 Additional Questions
- 3 Third Party Verification
- 4 Attachment
- 5 Payment
- 6 Review
- 7 Submission

Greenhouse gas emissions reports with anthropogenic emissions equal to or greater than 25,000 metric tonnes of CO2 equivalent must engage the services of an approved third party verification body for verification of the entire emissions data report, as per OAR 340-272. A regulated entity that submitted an emissions data report that indicated emissions exceeded the 25,000 metric tonne threshold in the previous reporting year, but that submits an emissions data report that indicates emissions are reduced below that applicability threshold in the current reporting year must also have the current emissions report verified.

Exemptions to this rule include:

- (A) A regulated entity that submits an emissions data report as described under 430-215-0044(1) that indicates emissions were less than 25,000 metric tons of CO2e, excluding CO2 from biomass-derived fuels. For the purposes of this rule, any GHG emissions in emissions data reports as described under OAR 340-215-0044(1)(c) submitted by fuel suppliers or in-state producers that are related entities or share common ownership or control must be aggregated together to determine whether or not the exemption applies;
- (B) An emissions data report as described under OAR 340-215-0044(1)(a) that includes emissions data and information described in 40 C.F.R. part 98 subpart HH – Municipal Solid Waste Landfills;
- (C) An emissions data report as described under OAR 340-215-0044(1)(d) submitted by a natural gas supplier that is an interstate pipeline; and
- (D) Any emissions data report as described under OAR 340-215-0044(1)(e) submitted by Bonneville Power Administration (BPA) acting as a third-party reporter on behalf of any consumer-owned utility, as allowable under OAR 340-215-0120(4).

For additional applicability requirements and to review exceptions to this rule, please refer to [OAR-340-272-0120](#).

### Third Party Verification Evaluation

Anthropogenic Metric Tons of CO2 Equivalent (MtCO2e)

131900.0281124

Biogenic Metric Tons of CO2 Equivalent (MtCO2e)

0

Based on your reported anthropogenic emissions and reporting type, it is expected that you are required to engage a Verification Body to provide Third Party Verification services.

Use the below options only if you believe that the above statement is in error and you wish to manually opt-in or opt-out of Third Party Verification for this report. DE will review your report and determine if the Third Party Verification Requirement applies to this reported data.

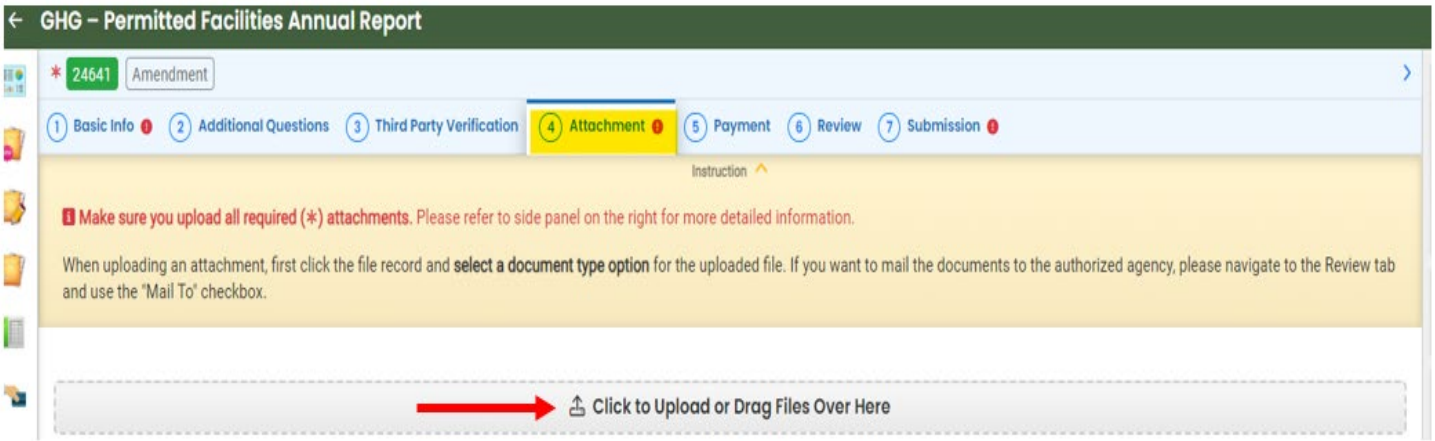
This emissions report does not require Third Party Verification, as per the applicability rules in OAR 340-272.

Your security code is **96098fff-0d05-4142-b239-1311b5c53699** The Third-Party Verification Body will be asked to enter the security code when they submit the Conflict of Interest form.

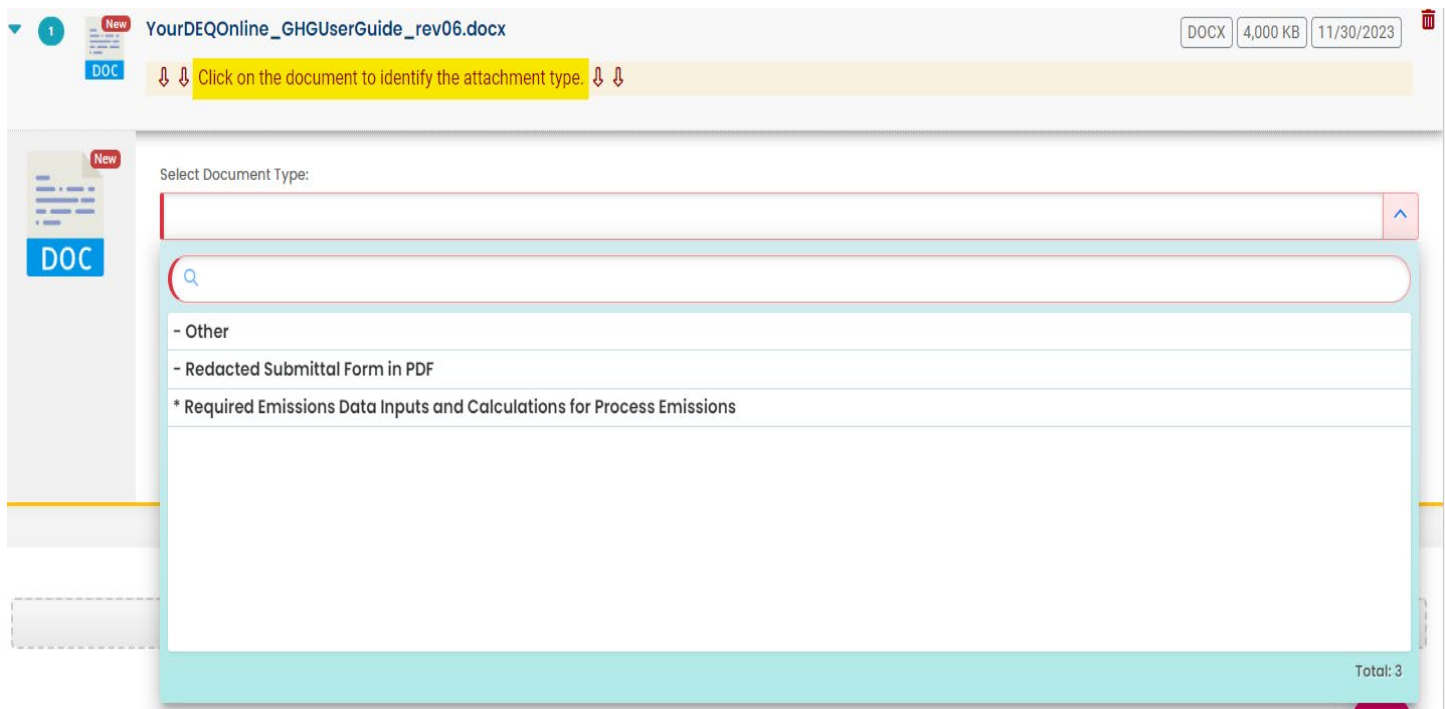



## Completing the Attachment Tab

Not all reports have required attachments. However, as per [OAR 340-215-0105\(3\)](#) users are required to provide supplemental documentation, including data inputs for equations to describe how emissions are calculated for calculations that are not made by the YDO system. These calculations are typically process emissions calculations. Data inputs include but are not limited to fuel throughput, emissions factors, and production volumes or product usage used to calculate emissions. To upload attachments to the system, you will be required to first click on the tab indicated by the red arrow below or drag and drop the file to the same tab,



After the attachment has been uploaded to the system you are required to identify the attachment type by clicking on the “Click on the document to identify the attachment type” as seen highlighted below. After clicking this tab, the section will expand, and you will be given a choice of three document types.





If the attachment to the report is for emissions calculation details, you should select the tab labeled “**\*Required Emissions Data Inputs and Calculations for Process Emissions**” as seen above. Once the attachment(s) have been uploaded to the system the data should be saved by clicking on the  save icon at the found on the bottom of the screen before proceeding to the payment tab.

## The Payment Tab

There are no data entry fields in the payment tab for you to fill. GHG emissions reporting fees for permitted sources are included in the sources' annual ACDP or TV reporting fees. This tab is not currently being used to make payments for GHG reporting fees.

## The Review Tab

The review tab seen open below has three sections including "Submittal Form(s) Summary," "Fees/Payments," and "Mandatory Attachment" all seen boxed in red below. The Submittal Form(s) Summary section contains a link to a PDF of the GHG-Permitted Facilities Annual Report Emissions Data Summary. The GHG-Permitted Facilities Annual Report Emissions Data Summary contains a summary of the emissions units, stationary combustion emissions, and process emissions data you entered on the basic tab of the report. You should review the GHG-Permitted Facilities Annual Report Emissions Data Summary for accuracy and completeness by clicking on the  PDF icon seen circled in red below. The Fees/Payments section is currently not being used in the GHG-Permitted Facilities Annual Report. The Mandatory Attachment section provides a list of documents uploaded to the corresponding tab. Please review them to ensure they are complete and accurate., complete and accurate. After reviewing the data, you save the report by clicking on the  save icon at the found on the bottom of the screen before proceeding to the "Submission" Tab.

## Completing The Submission Tab

The "Submission" tab seen open below has five sections including the "Certification Statement," "Security Question," "PIN Number," and "Security Precautions Disclaimer" and the "Submit" button.

After you have completed a thorough review of all the data that was entered in the report the report is required to be submitted. To submit the report, you should read the certification statement then check the **Required** box seen circled in red next to the "I have read and agree to the above certification statement," enter the answer to the security question and enter the personal identification number in the **Required** data entry fields both seen boxed in red below.

GHG – Permitted Facilities Annual Report

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1 Basic Info 2 Additional Questions 3 Third Party Verification 4 Attachment 5 Payment 6 Review 7 Submission

**Certification Statement**

Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete.

I have read and agree to the above certification statement  
Required.

**Security Question**

Security Question: where did you graduate from high school? \*

Required.

Show Question Answer

**PIN Number**

PIN: \*

Required.

After the required data entry fields are complete you should read the security precautions and disclaimer seen boxed in red below, click on the **Save** to save all entered data, then click on the **Submit** button indicated by the red arrow below to submit the report.

PIN Number

PIN: \*

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated at our discretion at any time.

Disclaimer

The system, agencies, officers, and employees protect your confidential information. However, personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company expressly disclaims all liabilities from damages resulting from accessing the website or from reliance upon any such information.

Submit



After the report has been submitted your screen will refresh with the ✔ Submission Successful! screen seen below. This screen will show a detailed description of the submittal including the Submittal Summary, Submittal Form Info, Fee Detail, Certification, Payment Detail, and Attachment List all seen boxed in red below. You should review all the sections and make note of the submittal Id# 14981 indicated with the red arrow below. The submittal Id# is a unique number that allows you to track the submittal status as it goes through the review process and is the reference number used when discussing the report with DEQ staff or third-party verification body's if the report has third-party verification requirements.

**GHG - Permitted Facilities Annual Report**

14981 Complete Submittal

**✔ Submission Successful!**

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notifications at various milestones.

Please click **Receipt** to print your receipt.

**Submittal Summary**

Submittal ID: 14981 ←

Submittal Date: 12/1/2023, 10:07 AM

Submittal By: Bill Brady  
5416877359  
Bill.Brady@deq.oregon.gov

Owner Information: Bill Brady  
5416877359  
Bill.Brady@deq.oregon.gov

**Submittal Form Info**

Name: GHG - Permitted Facilities Annual Report  
Method: Online Submission

**Fee Detail**

This submittal does not require fee.

**Payment Detail**

Not Applicable.

**Attachment List**

**Certification**

Statement: Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete.

Question: where did you graduate from high school?  
Answer: \*\*\*\*\*  
PIN Number: \*\*\*\*\*  
RO: Bill Brady  
Sender IP: 159.121.206.56

UAT

After the sections boxed in red above are reviewed and the submittal Id# has been recorded you should proceed to the bottom of the screen as seen below. From here, the recommendation is to download a copy of the submittal receipt by clicking on the **Receipt** button and a copy of the final GHG-Permitted Facilities Annual Report Emissions Data Summary by clicking on the **Submittal Form** button both seen indicated with red arrows below.



After you have downloaded the receipt and the final GHG-Permitted Facilities Annual Report Emissions Data Summary you should complete the report submittal process by clicking on the **Finish** button seen boxed in red below.

**14981 Complete Submittal**

Submittal Summary	Submittal Form Info
Submittal ID: <b>14981</b>	Name: GHG - Permitted Facilities Annual Report
Submittal Date: 12/1/2023, 10:07 AM	Method: Online Submission
Submittal By: Bill Brady 5416877359 Bill.Brady@deq.oregon.gov	
Owner Information: Bill Brady 5416877359 Bill.Brady@deq.oregon.gov	

**Fee Detail**  
This submittal does not require fee.

**Payment Detail**  
Not Applicable.

**Attachment List**

**Certification**

Statement: Based on information and belief formed after reasonable inquiry, I certify under penalty of perjury that the statements and information submitted are true, accurate and complete.

Question: where did you graduate from high school?  
Answer: \*\*\*\*\*  
PIN Number: \*\*\*\*\*  
RO: Bill Brady  
Sender IP: 159.121.206.56

**Finish** **Receipt** **Submittal Form**

After you complete the reporting process the screen will refresh to the submitted submittals screen that was previously described in the Tracking Submittal Status section of this guide.

**Submitted Submittals**

Search:

Criteria: Keywords, Filter by Submittal ID, Site ID, Site/Property Name, Site/Property Address, Submitted Date

**Brady Aerospace Parts MFG. (YDO TEST 2)** **Complete Submittal** **Action** **New**

Air Quality **14981**

4001 SW Canyon Rd, Portland, OR 97221

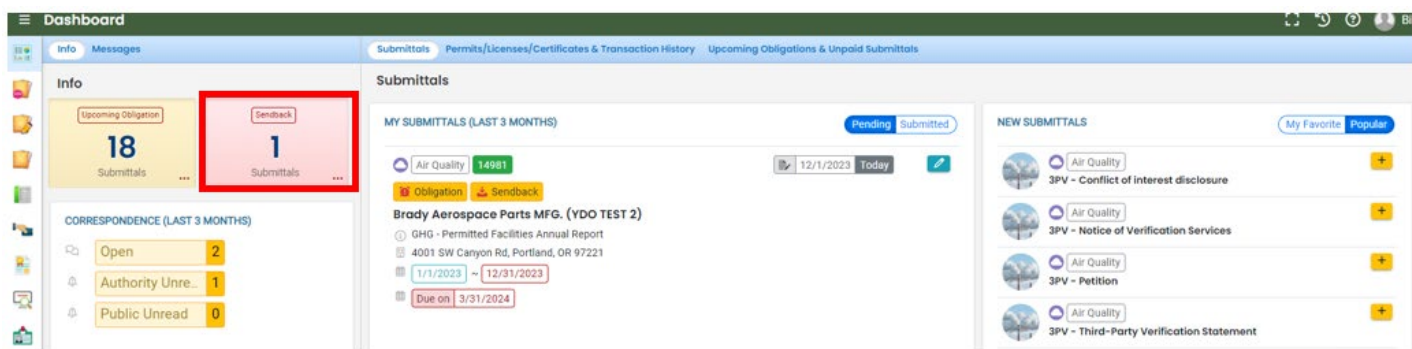
GHG - Permitted Facilities Annual Report

3/31/2024 1/1/2023 ~ 12/31/2023

Bill Brady

12/1/2023 Today

The status of the report upon completion is under **Complete Submittal** as seen indicated by the red arrow above. Shortly after the report is submitted, DEQ staff will review the report for completeness and accuracy. If the report is complete and accurate the status will change to **Approved**. If it is determined that the report is incomplete or inaccurate, DEQ will send you an email describing the error, the required amendment, and the submission will be sent back to you to be completed or corrected. The returned submission will appear on your dashboard and can be accessed by clicking on the "Send back" button seen boxed in red below or by clicking on the pending submittals button in your insights section of the dashboard.



If the submittal was sent back, you will be required to amend the report and resubmit it in the same way the original report was submitted.

## V. Appendix

### Useful Email Addresses

Greenhouse Gas Reporting Program: [GHGReport@deq.oregon.gov](mailto:GHGReport@deq.oregon.gov)

Third-Party Verification Program: [3PVerify@deq.oregon.gov](mailto:3PVerify@deq.oregon.gov)

Stationary Source Greenhouse Gas Reporting Specialist: [Bill.BRADY@deq.oregon.gov](mailto:Bill.BRADY@deq.oregon.gov)

### Resource Links

[EPA Greenhouse Gas Reporting Guidance \(40 CFR 98\)](#)

[Oregon Greenhouse Gas Reporting Program Rules OAR 340-2015](#)

[Oregon Third Party Verification Program Rules OAR 340-272](#)

[Your DEQ Online \(YDO\)](#)

[YDO User Guides and Program Resources](#)