



Hazardous Waste Program

Your DEQ Online Site Identification
Notification Public User Guide

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Table of contents

1. Introduction	4
I. System Overview	4
II. Navigating the System	4
Dashboard	4
Icons	6
2. Accounts and Roles.....	6
I. Registering an Account	6
II. Account Types.....	7
3. Submit a Hazardous Waste Site ID Notification Form	8
I. Notification Obligations.....	8
1. Reason for submittal	10
10. Regulated Hazardous Waste Activities	18
11. Description of Hazardous Wastes	19
12. Universal Waste Activities:	19
14. Additional regulated waste activities	21
16. Notification of LQG Site Closure for a Central Accumulation Area or Entire Facility:	22
17. Episodic Generation	23
18. LQG Consolidation of VSQG Hazardous Waste	25
II. Changing Facility Details to Established RCRA IDs.....	32
III. Track Submittal Status	34
IV. Making corrections to submitted Site ID Forms.....	37
4. Helpdesk and Resources	39

Introduction

Hazardous waste generators in Oregon use the Resource Conservation and Recovery Act (RCRA) Site Identification Notification (SI) Form to notify the Oregon Department of Environmental Quality's hazardous waste program about certain information and updates. The SI Form is also used to obtain a RCRA Site ID number if one does not exist. Similar forms are used to provide subsequent notification updates or as part of your annual reporting to DEQ. This document explains all of the required data fields. Companies with new and existing RCRA Site ID numbers will want to update your site information electronically by following the instructions below.

If you need assistance, please telephone the hazardous waste hotline at 1-844-841-4938.

I. System overview

The [Your DEQ Online](#) system is an Environmental Data Management System designed to combine current DEQ processes across our 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 or submit a public records request.

Recommended browsers: Safari, Firefox, Google Chrome, Edge, and Mozilla.

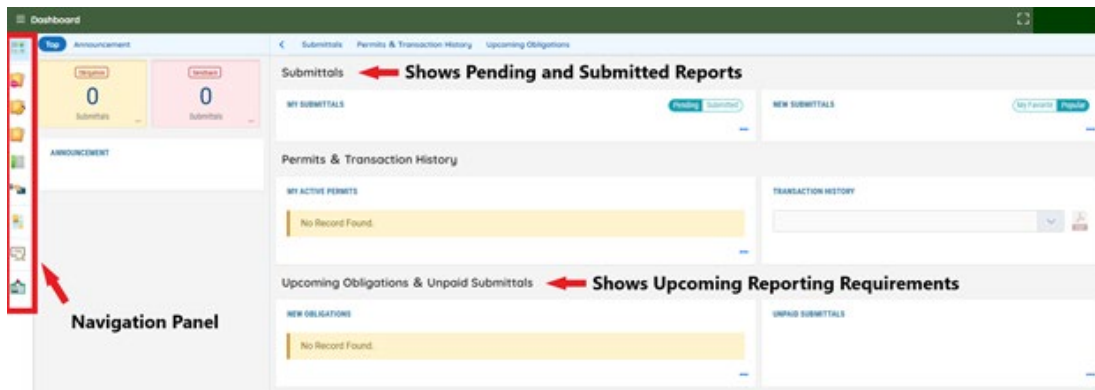
Visit the [DEQ website](#) for system registry and the additional information about Your DEQ Online on the [Your DEQ Online help page for available training videos, user guides and resources](#).


II. Navigating the system

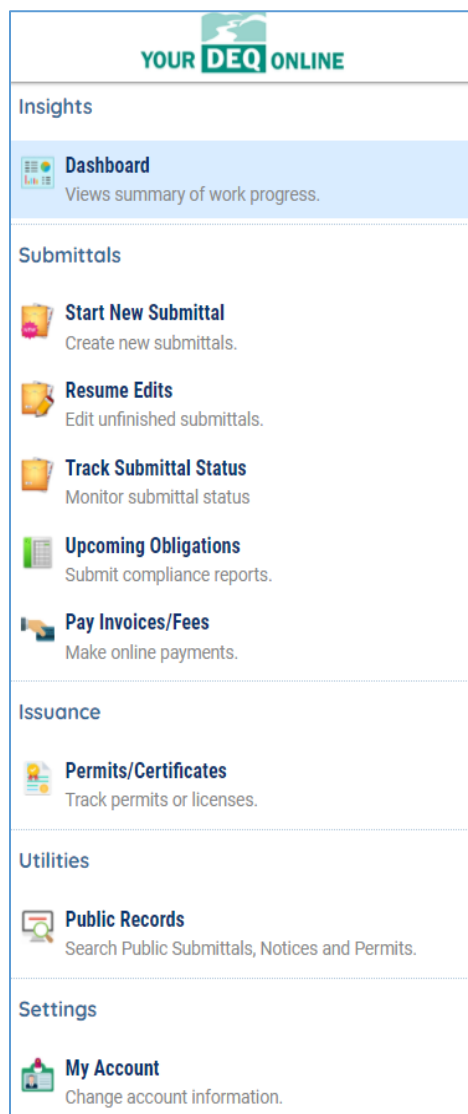
The system is designed to work with most web browsers.

Dashboard

Once registered, the dashboard is your starting point when logging into Your DEQ Online. It shows a summary of current and pending activity associated with your linked facilities.



The navigation panel on the left side of the screen is the primary way to navigate through various features in the system. The navigation panel can be expanded by clicking on the button at the bottom left side of the screen or the  icon at top left.



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: Your DEQ Online is used by a variety of programs at DEQ. You may start a new submittal here, but not a reporting obligation. Note submittal ID#.

Resume Edits: Allows you to resume editing any submittals that have been started and saved, 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 reporting 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 fees associated with the Hazardous Waste Reporting Program.

Permits/Certificates: Allows you to search for and view all of your DEQ issued permits. Note that although most RCRA ID#s are not truly permits they are housed in the Permits Module.

Public Records: Allows you to search for and view all published submittal records, permits, and submit a pollution complaint.

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

Icons

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



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



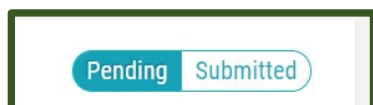
Save: This icon allows you to save changes made on a page.



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



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



Submittal Selection: This button allows you to toggle between pending and submitted obligations on your dashboard.



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

Accounts and roles

I. 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, as well as select the appropriate account type for your requirements, as described below.

Refer to instructions in the “Public User Account Registration Guide” on the Your DEQ Online Account Registration page: <https://www.oregon.gov/deq/Permits/Pages/Account-Registration.aspx>

II. Account types

At this stage, you are ready to select your account type as shown below:

The screenshot shows a registration form with several tabs: 'Basic Info', 'Account Type' (highlighted with a red box), 'Password/PIN', 'Security Questions', 'Consultants', 'Verification', and 'Linked Licensee'. The 'Account Type' section has a heading 'Account Type' and a message: 'Account type cannot be changed once assigned and saved.' Below this, there are three radio button options: 'RO' (selected), 'Consultant', and 'General Public'. Each option has a descriptive paragraph explaining its role and access privileges.

Account Type

Account type cannot be changed once assigned and saved.

☒ **RO**
A Responsible Official (RO) is responsible for ensuring that information submitted to the Authority on behalf of an associated facility (or facilities) is accurate through the portal. The RO may permit a consultant to prepare a submittal in the system through an associated account; however, only the RO may certify and submit the submittal.

☐ **Consultant**
A Consultant may prepare a submittal form for a Responsible Official (RO). To prepare submittals for an RO, a Consultant account must be associated with an RO account (by the RO). Only an RO may certify and submit submittals.

☐ **General Public**
A Public account has privileges to pay invoices and respond to the Authority's public notices. A Public account does not grant access to preparing or submitting a submittal in the portal.

Your DEQ Online allows for **three types** of user accounts, each with distinct access and capabilities within the system, as described below. If you are the **Responsible Official** for a company and will be certifying the hazardous waste reports your company is submitting to DEQ, you will require a Responsible Official account. If you help to prepare hazardous waste reporting or other functions such as pay fees for the company but are not the responsible official who certifies and submits the report, you may require a **Consultant** account.

Pursuant to [OAR 340-102-0012](#) a site identification number is required for facilities notifying DEQ of their hazardous waste, universal waste, used oil or pharmaceutical activities. Under [OAR 340-102-0041](#) all small and large quantity hazardous waste generators, reverse distributors and very small quantity hazardous waste 'episodic' generators are required to submit an annual report to DEQ.

Each registration or report submitted by a regulated entity under the hazardous waste program must include certification by a designated representative of the truth, accuracy, and completeness of the submission. The Responsible Official designation within Your DEQ Online corresponds to the designated representative required under these rules.

The Public Portal supports three types of public accounts – Responsible Official, Consultant/Preparer and General Public. Each account type has a set of access privileges in the Public Portal.

The three account types have the following privileges:

1. Responsible official (RO)

- Privileges are based on verified identity and valid links to facilities
- Prepare, certify, and submit a submittal
- Pay for services
- Apply, amend, renew, or withdraw a submittal
- Track submittal processing status
- Manage submittal history
- Manage user account and contact information. Use the system regularly for data entry/query, correspondence, and tracking submittal review status

2. Consultant/preparer (prepare-only)

- Privileges are based on RO authorization for a given site or facility
- Prepare a submittal form on behalf of an RO
- Pay for services
- Use the system regularly for data entry/query, correspondence, track and review the submittal status

3. General public

- Pay invoice for services with use of reference number
- Respond to authority-issued public notice
- A person who is not a RO or Preparer/Consultant but needs to interact with the Public Portal
- Access privileges shall include: (1) pay invoice, (2) respond to authority's public notices

Submit a Hazardous Waste Site ID Notification Form

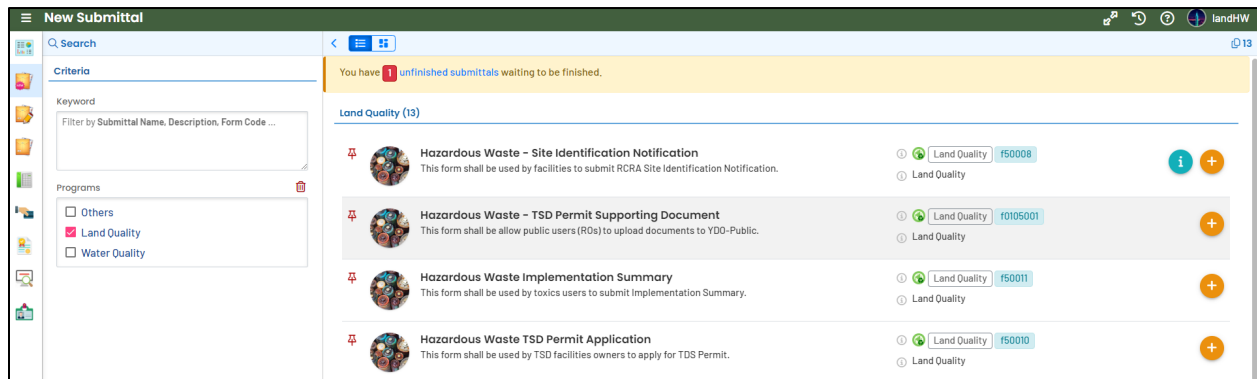
I. Notification obligations

If you fit into any of the following categories, you must notify DEQ using the YDO Site Identification Form:

- Large Quantity Generators (LQG)
- Small Quantity Generators (SQG)
- Very Small Quantity Generators (VSQG) notifying of episodic events
- Remediation site owners/contractors who generate regulated amounts of hazardous waste
- Short-term generators such as businesses conducting a one-time clean out of hazardous waste chemicals at your facility, provided they generate regulated amounts of hazardous waste
- Hazardous waste transporter
- Hazardous waste transfer facility
- Hazardous waste treatment, storage, or disposal facility

- Recycler of hazardous waste
- Burner of hazardous waste in boilers or industrial furnaces
- Used oil collection center
- Used oil transporter
- Used oil transfer facility
- Used oil processor/re-refiner
- Used oil fuel marketer
- Off-specification used oil burner
- Large quantity handler of universal waste
- Off-site universal waste collection site
- Pesticide collection program
- Destination facility for universal waste
- Healthcare Facility or Reverse Distributor operating under 40 CFR 266 Subpart P
- Importer of hazardous waste
- Recognized Trader
- Importer/Exporter of spent lead-acid batteries operating under 40 CFR 266 Subpart G
- Eligible academic entities with laboratories operating under 40 CFR 262 Subpart K
- LQG entire facility closure
- SQG or VSQG episodic event
- LQG consolidation of VSQG hazardous waste
- Electronic manifest broker


You can initiate the submission of the “Site Identification Notification” form by navigating to the **Public Portal – Start New Submittal Module**. Click on the “+” button to start the form.



Upon entering a Hazardous Waste Site ID Notification submittal, you will need to proceed through the 5-step standard process (A-E) which includes help information panel (F and G):

- A - Provide Basic Info required on the submittal form
- B - Provide attachments, if required
- C - Provide a payment, if required

- D - Review all mandatory requirements (online data entry, attachment, and payment)
- E - Provide certification, answer security question, provide PIN, and submit

As you navigate through the tabs and enter data, ensure you regularly save your work using the 'Save' icon  at the bottom right.

On the right side of the reporting page, you will see general information about this report type and links to the relevant rules and guidance documents. This section can be expanded and collapsed by clicking on the “+” or “x” symbols.

A: Basic info - Online form data entry

In this data entry form, businesses need to provide the basic information on:

1. **Reason for submittal:** You can select the reason for submittal using the dropdown menu. This will prompt you for more details depending on the option selected:

- **To provide new notification of regulated waste activity (complete entire form):**
 - **Initial notification** to obtain a RCRA Site ID Number (a.k.a., EPA/DEQ ID No.) for hazardous waste, universal waste, used oil or pharmaceutical activities regulated under Subtitle C of the Resource Conservation and Recovery Act and the rules described by the act. (\$200 fee required plus an \$8 tech fee)
 - **Reactivation** of a previously withdrawn RCRA Site ID number issued to your company for the location the number was assigned. (No fee required)
 - **Change in business owner** If a business changed ownership the new owner must file a notification so that DEQ receives the new information. (No fee required)

1. Reason for Submittal

To provide New Notification of Regulated Waste Activity (complete entire form) ▼

- ☐ Initial notification (\$200 non-refundable fee required)
- ☐ Reactivation of RCRA Site ID number (no fee required if reactivation is for the same owner)
- ☐ Change in business ownership (represent the new owner, no fee required)

Required.

Effective Date

11/15/2023

- **To provide revised site identification information**

- **Revised activities** include:

*Updated site contact information (e.g., name, address, or telephone numbers)

* Updated RCRA waste activity (e.g., generator status, universal waste or used oil activities). Note: A hazardous waste generator status can be revised any time throughout the year but must be reported on the annual report as the greatest status reached in any one month of the annual report calendar year.

1. Reason for Submittal

To provide Revised Site Identification Information ▼

Effective Date

01/01/2022

- **To withdraw site identification number**

- **Completion of RCRA waste activities**, includes business closures, completion of remediation projects, or a change in business activities where hazardous waste is no longer generated. Your RCRA ID# is site specific and must be withdrawn if your business moves to a new location. An initial notification should be submitted for the new location.
 - **Change in business ownership (represent the old owner)**, includes businesses that have sold to a new owner that is running a similar business and generating similar hazardous waste. The previous owner may need to submit an annual report for a portion of the calendar year in which they were owner.
 - **Withdraw site ID number (for DEQ use only)** If this option is selected, your submittal form will be sent back to you for an amendment as this option should only be used by DEQ employees.

1. Reason for Submittal

To provide New Notification of Regulated Waste Activity (complete entire form)

☐ Initial notification (\$200 non-refundable fee required)

☐ Reactivation of RCRA Site ID number (no fee required if reactivation is for the same owner)

☐ Change in business ownership (represent the new owner, no fee required)

Required.

Effective Date

11/15/2023

- **To provide as a component of the Annual Hazardous Waste Report**

- The Site ID Annual Report Form is a report obligation published to generators 'Upcoming Obligations' dashboard. It is a required submittal to satisfy the annual hazardous waste report, along with the published generator annual report form.

1. Reason for Submittal

To provide as a component of the Annual Hazardous Waste Report

Reporting Year

2021

If ownership changed

Filing for entire year

Effective Date

12/31/2021

2. Create new facility: (FOR GENERATORS INITIALLY NOTIFYING OF NEW HAZARDOUS WASTE ACTIVITY)

New facility information: enter all required data

- **Facility name:** Provide the legal or commercial name of your site as it commonly appears on invoices, signs, or other business documents.
- **NAICS code:** Provide the five- or six-digit North American Industry Classification System code that best describes the primary business production process for your products or services. The NAICS code is used in tax reporting and other business reports. If you cannot find your code search the [Census Bureau website](#).
- **Corporation Division registry number:** Provide the Oregon Secretary of State Corporation Division registry number for this business. The Corporation Division assigned your business a number at registration. You can find the number referenced on all correspondence with them. If you cannot find your number, search the [Corporation Division website](#).

Important: The registry number is not required for government agencies or cleanup remediation sites.


- **Employee count:** Provide the count for people currently employed full time at this business.
- **Email, phone, fax, comments**

2. Create New Facility


New Facility Information

Facility Name

 ① Required.

NAICS Code 

 ① Required

Corp. Div. Reg. Nbr  Employee Count

Abbreviation

Is the facility located on Native American Lands?

Email Phone Fax

 ① Required or Check the Email Format. ① Required and Check the Phone Number Format.

Comments:

Physical location: enter all required data; do not enter a PO Box

Mailing address: enter all required data; may be copied from the physical location data by selecting the check box as shown below:

Physical Location

Country
☒ United States ☐ Canada

Address Building, Unit, Suite, or Floor #

 ① Required.

City State Zip Code

 ① Required. ① Required.

Latitude Longitude

Mailing Address

☒ Copy from physical location

Country
☒ United States ☐ Canada

Address Building, Unit, Suite, or Floor #

 ① Required.

City State Zip Code

 ① Required. ① Required.

NOTE: EXISTING GENERATORS SHOULD REVIEW THE AUTO POPULATED DATA.

2. RCRA site ID number: (for generators that already have a RCRA ID#)

- Your RCRA Site ID# will auto-populate when you “Select Your Facility” from Section 3a.

The screenshot shows the '2. RCRA Site ID Number' section of a form. It contains a large, empty text input field. Below this is the '3a. Site Location Information' section. It starts with a 'Select your facility' dropdown menu, which is currently empty. To the left of the dropdown is a red circle with a white exclamation mark and the word 'Required'. Below the dropdown is a 'NAICS Code' field with a question mark icon, also marked as 'Required'. At the bottom of this section are two input fields: 'Corp. Div. Reg. Nbr' and 'Employee Count'.

3. Site location information: (for generators that already have a RCRA ID#)

- Choose an associated facility in the ‘**Select Your Facility**’ section. After selecting the facility, you can “auto-populate” the rest of the form using data from your previous Site ID form. Click the red ‘Auto-Populate’ button. Review this data.

The screenshot shows the '3a. Site Location Information' section of a form. The 'Select your facility' dropdown menu is now populated with a facility named 'Demo 14'. Below the dropdown, the text 'applicant address l1, applicant address l2, applicant city 11111' is visible. To the right of the dropdown is a green box containing the number '193989'. Below the dropdown is a yellow banner with the text 'Auto-populate Site ID Form with facility's most recent data' and a red 'Auto-populate' button.

4. Site contact information: You will enter the information about the site contact (whom DEQ should contact at the site about site visit, etc.) including the name, company, title, contact email, phone, fax number, and address. Provide the required information about whom DEQ should contact about site visits.

4a. Site Contact (Whom DEQ should contact about site visits)

Salutation <input type="text"/>	First Name <input type="text"/> <small>① Required.</small>	M.I. <input type="text"/>	Last Name <input type="text"/> <small>① Required.</small>
Company <input type="text"/>	Title <input type="text"/>		Email <input type="text"/> <small>① Required.</small>
Phone <input type="text"/> <small>① Required.</small>	Mobile <input type="text"/>	Fax <input type="text"/>	
Country <input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address Line 1 <input type="text"/> <small>① Required.</small>		Address Line 2 <input type="text"/>	
City <input type="text"/> <small>① Required.</small>	State OR (Oregon) <input type="text"/>	Zip Code <input type="text"/> <small>① Required.</small>	

- 5. Landowner information:** You will enter the information about the landowner (property owner) including the name, company, title, contact email, phone, fax number, address, and landowner type. Provide the required information for the property owner of this site. Include the owner type that best describes the property owner.

The system provides a checkbox option titled: 'Is this contact the same as the Site Contact?' to copy over the site contact information to this section.

5a. Land Owner of Site Location

Copy from Site Contact

Please fill in Company AND/OR First & Last Name

Salutation <input type="text"/>	First Name <input type="text"/> <small>① Required.</small>	M.I. <input type="text"/>	Last Name <input type="text"/> <small>① Required.</small>
Company <input type="text"/> <small>① Required.</small>	Title <input type="text"/>		Email <input type="text"/>
Phone <input type="text"/> <small>① Required.</small>	Mobile <input type="text"/>	Fax <input type="text"/>	
Country <input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address <input type="text"/> <small>① Required.</small>		Building, Unit, Suite, or Floor # <input type="text"/>	
City <input type="text"/> <small>① Required.</small>	State OR (Oregon) <input type="text"/>	Zip Code <input type="text"/> <small>① Required.</small>	
Land Owner Type <input type="text"/> Private <input type="text"/>			

- 6. Legal owner of company applying for Site ID Number:** You will enter the Information

about the legal owner including the name, company, title, contact email, phone, fax number, and address. Provide the required information for the legal owner of the business. For remediation sites this could be the person taking responsibility for the hazardous waste. Include the date in which the entity became the owner of the business or waste and the owner type that best describes the legal owner.

The system provides a checkbox option titled: 'Is this contact the same as the Site Contact?' to copy over the site contact information to this section.

6a. Legal Owner of Company Applying for Site ID Number

Copy from Site Contact

Please fill in Company AND/OR First & Last Name

Salutation

First Name

M.I.

Last Name

Company

Title

Email

Phone

Mobile

Fax

Country

☒ United States
☐ Canada

Address

Building, Unit, Suite, or Floor #

City

State


Zip Code

Legal Owner Since

Legal Owner Type

mm/dd/yyyy

Private



- Site operator information:** You will enter the Information about the site operator including the name, company, title, contact email, phone, fax number, and address. Provide the required information about the site operator. This is the legal entity responsible for the overall site operation rather than the plant or site manager. In most cases this will be the same as the legal owner. Include the date in which the entity became operator of the business/site and the operator type that best describes the site operator.

The system provides a checkbox option titled: 'Is Site Operator the same as the Site Contact?' to copy over the site contact information to this section.

7a. Site Operator (Legal entity which is responsible for overall operation of the site)

Copy from Site Contact

Please fill in Company AND/OR First & Last Name

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Required.			
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
000-000-0000x00000	000-000-0000	000-000-0000	
Required.			
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Building, Unit, Suite, or Floor #	
<input type="text"/>		<input type="text"/>	
Required.			
City	State	Zip Code	
<input type="text"/>	OR (Oregon)	<input type="text"/>	
Required.		00000-0000	
		Required.	
Site Operator Since	Site Operator Type		
<input type="text"/>	<input type="text"/>		
mm/dd/yyyy	Private		
Required			

- 8. Forms contact information:** You will enter the information about the forms contact including the name, company, title, contact email, phone, fax number, and address. Provide the required information about whom DEQ should contact about information provided on the Site ID form and other annual reporting forms.

The system provides a checkbox option titled: 'Is Forms Contact the same as the Site Contact?' to copy over the site contact information to this section.

8a. Forms Contact (Person responsible for preparing annual report)

Copy from Site Contact

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Required.	
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
000-000-0000x00000	000-000-0000	000-000-0000	
Required.			
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Building, Unit, Suite, or Floor #	
<input type="text"/>		<input type="text"/>	
Required.			
City	State	Zip Code	
<input type="text"/>	OR (Oregon)	<input type="text"/>	
Required.		00000-0000	
		Required.	

- 9. Fee contact information:** You will enter the information about the fee contact including the name, company, title, contact email, phone, fax number, and address. Provide the required information about whom DEQ should contact about hazardous waste fees.

The system provides a checkbox option titled: 'Is Fee Contact the same as the Site Contact?' to copy over the site contact information to this section.

9a. Fee Contact (Contact person for invoice)

Copy from Site Contact

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	<small>Required.</small>		<small>Required.</small>

Company	Title	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
		<small>Required.</small>

Phone	Mobile	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>Required.</small>		

Country

☒ United States ☐ Canada

Address	Building, Unit, Suite, or Floor #
<input type="text"/>	<input type="text"/>
<small>Required.</small>	

City	State	Zip Code
<input type="text"/>	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/>
<small>Required.</small>		<small>Required.</small>

- 10. Regulated hazardous waste activities:** You select the waste activities that apply to the site.

- Generator of hazardous waste:** Provide the hazardous waste generator status if this facility is currently a generator of hazardous waste or intends to generate hazardous waste in the future.
- Short-term generator:** Indicate the reason for the short-term generation of hazardous waste. DEQ will provide you additional information about expedited annual reporting and invoicing if applicable.
- Treater, storer or disposer of hazardous waste:** This activity requires a RCRA TSD permit. If yes, you must also submit a RCRA application, 8700-23A and 8700-23B. A person applying for a RCRA ID# for generating or shipping hazardous waste does not need a RCRA permit. A RCRA permit is for managing hazardous waste, is extremely costly and can take a year or more to issue.
- Receives hazardous waste from off-site:** Mark yes if you receive hazardous waste from off-site. Do not mark yes if you notify as consolidating waste from VSQGs under the same control.
- Recycler of hazardous waste:** Mark yes if your site recycles hazardous waste on-site; indicate which specific activities apply to your site.
- Exempt boiler and/or industrial furnace:** If yes indicate which specific activities apply to your site.
- Hazardous waste management in RCRA permit exempt units:** Mark yes if your site

manages hazardous waste in units exempt from RCRA permit requirements such as elementary neutralization units, permitted wastewater treatment units or accumulation tanks or containers. Indicate whether the waste was generated at your facility or other facilities.

10. Regulated Hazardous Waste Activities (Mark the appropriate boxes for activities that apply to your site)

1. Generator of Hazardous Waste

Required

2. Short-Term Generator (generates from a short-term or one-time event and not from on-going processes).

☐ Yes ☒ No

3. Treater, Storer or Disposer of Hazardous Waste

☐ Yes ☒ No

4. Receives Hazardous Waste from Off-site

☐ Yes ☒ No

5. Recycler of Hazardous Waste

☐ Yes ☒ No

6. Exempt Boiler and/or Industrial Furnace

☐ Yes ☒ No

7. Hazardous waste management in RCRA permit exempt units (e.g., elementary neutralization units, waste water treatment units, or accumulation tanks or containers)

☐ Yes ☒ No

11. Description of hazardous wastes: Please list the waste codes of the federal hazardous wastes (described in 40 CFR Part 261) handled at your site. If you manage state-only regulated hazardous wastes that have a state waste code, enter the appropriate code(s) in the box(es) provided. Use the dropdowns provided to specify the Federal Waste Codes and/or Oregon State Waste Codes applicable to the site.

11. Description of Hazardous Wastes

Waste Codes for Federally Regulated Hazardous Wastes: Identify the federal hazardous waste codes that best describe your waste (e.g., D001 - Ignitable, D002 - Corrosive, D003 - Reactive, etc.)

☒ D005 - BARIUM ☒ D001 - NON-LISTED IGNITABLE

Waste Codes for State Regulated: (i.e., non-federal) Hazardous Wastes: Identify the Oregon state-only hazardous waste codes that best describe your waste (e.g., ORX001, ORX007, ORP003, ORU001, etc.)

☒ ORP001 - 3% or more P001 in residue; any amount in spill debris ☒ ORF998 - Residues from demilitarization of blister agents, eg. Mustard agents

12. Universal waste activities:

☐ ORF998 - Residues from demilitarization of blister agents, eg. Mustard agents

☐ ORF999 - Residues from demilitarization of nerve agents, eg. GB (sarin) and VX

☐ ORP001 - 3% or more P001 in residue; any amount in spill debris

☐ ORP002 - 3% or more P002 in residue; any amount in spill debris

12. Universal waste activities: If you conduct any of the listed universal waste activities, check the appropriate box. Universal waste includes batteries, mercury-containing equipment, waste pesticides, hazardous waste lamps and aerosol cans. For more information, refer to

the [Universal Waste Handlers Guidance](#). If you check the box for the “Off-site Universal Waste Collection Site” or “Pesticide Collection Program,” you are required to submit a “Universal Waste Activities Notification Form” provided in the link and then attach the form to your submittal.

12. Universal Waste Activities (Mark the appropriate boxes for activities that apply to your site)

☒ Option 1 Large Quantity Handler of Universal Waste(see definition below)

Definition: Accumulates 5,000kg (11,025lbs) or more of universal waste. If your site collects universal waste in excess of 1,000kg (2,205lbs) from off-site you must also mark 'Yes' for the Off-Site Universal Waste Collection Site.

A. ☐ Batteries

B. ☐ Pesticides

C. ☐ Mercury-Containing Equipment

D. ☐ Lamps

E. ☐ Aerosol Cans

☒ Required

☐ Option 2 Off-site Universal Waste Collection Site(see definition below)

Definition: Accumulates a total of 2,200 lbs. or more of universal waste received from off-site). If yes, there are additional notification requirements at: www.oregon.gov/deq/FilterDocs/uwnotification.pdf

☐ Option 3 Pesticide Collection Program(see definition below)

Definition: Collects and accumulates waste pesticides from off-site. If yes, there are additional notification requirements at: www.oregon.gov/deq/FilterDocs/uwnotification.pdf

☐ Option 4 Destination Facility For Universal Waste(see definition below)

Definition: A facility that treats, dispose of, or recycles universal wastes on-site.

13. Used oil activities: specify the site’s used oil activities. All the buttons are defaulted to “No.” When you choose “Yes” for used oil processor or fuel marketer, the system will make available an additional checkbox to specify details. If you conduct any of the following used oil activities, check the appropriate box:

- **Used Oil Collection Center** -- If you operate a facility that collects used oil from "non-household do-it-yourselfers" (businesses, government, or other organizations) in quantities of less than 55 gallons at any time, check the Used Oil Collection Center box.
- **Used Oil Transporter**-- If you collect used oil from more than one used oil generator and transport the used oil, check the Used Oil Transporter box. More information is available in DEQ’s [Used Oil Transporter Checklist](#).
- **Used Oil Transfer Facility** -- If you operate any transportation-related facility where shipments of used oil are held for more than 24 hours but less than 35 days, check the Used Oil Transfer Facility box.
- **Used Oil Processor/Re-refiner** -- If you process used oil, check the appropriate Used Oil Processor/Re-refiner box.
- **Off-specification Used Oil Burner** -- If you burn off-specification used oil at your facility, check the Off-specification Used Oil Burner box. Note: If you only burn used oil in a "used oil space heater" under provisions of 40 CFR 279.23, you are not an Off-Specification

Used Oil Burner.

- **Used Oil Fuel Marketer** -- If you're the first person to claim that used oil to be burned for energy recovery meets used oil specifications or directs a shipment of used oil from your facility of off-specification used oil to a used oil burner, check the appropriate Used Oil Fuel Marketer box.

13. Used Oil Activities (Mark the appropriate boxes for activities that apply to your site)

<input type="checkbox"/> Used Oil Collection Center	<input type="checkbox"/> Used Oil Transporter	<input type="checkbox"/> Used Oil Transfer Facility
---	---	---

1. Used Oil Processor

<input checked="" type="radio"/> Yes <input type="radio"/> No

<input type="checkbox"/> Processor <input type="checkbox"/> Re-refiner
--

Required

2. Off-Specification Used Oil Burner (not used oil space heaters operating according to CFR 279.23)

<input checked="" type="radio"/> Yes <input type="radio"/> No

3. Used Oil Fuel Marketer Indicate type(s) of activity(s)

<input checked="" type="radio"/> Yes <input type="radio"/> No

<input type="checkbox"/> Marketer who directs shipments of off-specification used oil to off-specification used oil burner	<input type="checkbox"/> Marketer who first claims the used oil to meet the specifications
--	--

Required

14. Additional regulated waste activities: For the six additional regulated hazardous waste activities, you may report the corresponding information in section 14. All the buttons default to "No." If you choose yes for questions 1, 2, 5, or 6, the system will make available additional questions for you to answer.

1. **Pharmaceutical Activities:** 40 CFR Part 266 Subpart P is mandatory for the management of hazardous waste pharmaceuticals at all healthcare facilities (except healthcare facilities that are VSQGs for all of your hazardous waste, including hazardous waste pharmaceuticals) and reverse distributors. More information is available in DEQ's [Pharmaceutical Rule Fact Sheet](#).
2. **Transporter Activities:** You transport hazardous waste within the United States. You are a hazardous waste transfer facility at your site if you hold manifested hazardous waste(s) at your site for a period of 10 days or less while the waste is in transit.
3. **Underground Injection Control:** DEQ does not allow the use of injection wells for hazardous waste.
4. **United States Importer of Hazardous Waste:** You import hazardous waste from a foreign country into the United States.
5. **Recognized Trader:** you are a recognized trader, defined in 40 CFR 260.10 as a person domiciled in the United States, who acts to arrange and facilitate transboundary movements of wastes destined for recovery or disposal operations, either by purchasing from and subsequently selling to United States and foreign facilities, or by acting under arrangements with a United States waste facility to arrange for the export or import of the waste.

6. Importer/Exporter of Spent Lead Acid Batteries under 40 CFR 266 Subpart G: you are an importer or exporter of spent lead-acid batteries (SLABs) being managed domestically under 40 CFR Part 266 Subpart G (see 40 CFR 266.80(a)(6), (8)-(10)).

14. Additional Regulated Waste Activities

1.Pharmaceutical Activities (operating under 40 CFR 266 Subpart P for the management of hazardous waste pharmaceuticals)

☒ Yes ☐ No

☐ Healthcare Facility ☐ Reverse Distributor

Required

1a. Withdrawing from Pharmaceutical Activities

☐ Yes ☒ No

2.Transporter Activities

☒ Yes ☐ No

☐ Transport hazardous waste generated at this facility. ☐ Transport for commercial purposes. ☐ Hazardous Waste 10 day Transfer Facility

Required

3.Underground Injection Control

☐ Yes ☒ No

4.United States Importer of Hazardous Waste

☐ Yes ☒ No

5.Recognized Trader

☒ Yes ☐ No

☐ Importer ☐ Exporter

Required

6.Importer/Exporter of Spent Lead-Acid Batteries(SLABs) under 40 CFR 266 Subpart G

☐ Yes ☒ No



15. Eligible academic entity with laboratories: Eligible academic entities with laboratories will need to notify to opt-in to operating under 40 CFR 262 Subpart K. Choose the appropriate academic institute option. More information is available in DEQ's fact sheet on [Academic Libraries Rule](#).

15. Eligible Academic Entities With Laboratories—Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR 262 Subpart K.

Opting into or currently operating under 40 CFR 262 Subpart K for the management of hazardous wastes in laboratories.

☒ Yes ☐ No

Opting into or currently operating under 40 CFR 262 Subpart K for the management of hazardous wastes in laboratories.

☐ 1.College or University ☐ 2.Teaching Hospital that is owned by or has a formal written affiliation with a college or university
☐ 3.Non-profit Institute that is owned by or has a formal written affiliation with a college or university

Required

16. Notification of LQG Site Closure for a Central Accumulation Area or Entire Facility:

You can identify if there is an applicable notification of LQG Site Closure for a Central Accumulation Area (optional) or the Entire Facility (required). If you select yes, the system will require additional information. If the “date closed” is provided, a button will be available


for you to identify if the closure is in or out of compliance with closure performance standards. More information available [here](#).

- 17. Episodic generation:** Are you an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category? If 'Yes', you must fill out the Addendum for Episodic Generation. See screenshots below. More information available [here](#).

17. Episodic Generation

Are you an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category? If "Yes", you must fill out the Addendum for Episodic Generation.

☒ Yes ☐ No

 Your generator status must be SQG or CEG.

Episodic Event

Episodic Event Type

 Required.

Beginning Date

 mm/dd/yyyy

 Required


End Date

 mm/dd/yyyy


 Required

Emergency Contact

Salutation

 Required.


First Name

 Required.

M.I.

 Required.

Last Name

 Required.

Company

 Required.

Title

 Required.

Email

 Required.

Phone

000-000-0000x00000

 Required.






Mobile

000-000-0000

Fax

000-000-0000



Waste			
Waste Description	Estimated Quantity (lbs)		
 1			
Waste Description	Estimated Quantity (lbs)	Hazardous Waste Codes (Federal)	Hazardous Waste Codes (State)
 Required	 Required	 Required	 Required

1 Results

Episodic Event

Episodic Event Type
 Planned Episodic Event

Project Type

Excess chemical inventory removal
 Tank cleanouts
 Short-term construction or demolition
 Equipment maintenance during plant shutdowns
 Other

Found: 5

Episodic Event Type
 Unplanned Episodic Event

Project Type

Beginning Date: mm/dd/yyyy
 End Date: mm/dd/yyyy

Emergency Contact

Salutation First Name M.I. Last Name

Company Title Email

Phone Mobile Fax

Waste

+ New

Episodic Event Type

Unplanned Episodic Event

Project Type

Type here to filter list...

- Accidental Spills
- Production process upsets
- Product recalls
- Acts of nature (Wildfire, flood, earthquake, etc.)
- Other

Found: 5

Required

If no, proceed to Question #18.

17. Episodic Generation

Are you an SQG or VSQG generating hazardous waste from a planned or unplanned episodic event, lasting no more than 60 days, that moves you to a higher generator category? If "Yes", you must fill out the Addendum for Episodic Generator.

☐ Yes ☒ No

18. LQG consolidation of VSQG hazardous waste: Are you an LQG notifying of consolidating VSQG hazardous waste under the control of the same person pursuant to 40 CFR 262.17(f)? If 'Yes', you must include your VSQG site information. More information is available in DEQ's [Large Quantity Generator Consolidation Fact Sheet](#).

18. LQG Consolidation of VSQG Hazardous Waste

Are you an LQG notifying of consolidating VSQG hazardous waste under the control of the same person pursuant to 40 CFR 262.17(f)?

☐ Yes ☒ No

18. LQG Consolidation of VSQG Hazardous Waste

Are you an LQG notifying of consolidating VSQG hazardous waste under the control of the same person pursuant to 40 CFR 262.17(f)? ☒ Yes ☐ No

Consolidated VSQG Sites

EPA ID	Name	Address	City	State	Zip
OR					

Handler

EPA ID Number

Site Name

Required

Country

☒ United States ☐ Canada

Address

Required.

Unit, Suite, or Floor #

City

State

OR (Oregon)

Zip Code

00000-0000

19. Electronic Manifest Broker: You utilize this section to identify if you are an Electronic Manifest Broker. More information is available in DEQ's [e-Manifest Fact Sheet](#).

19. Electronic Manifest Broker

Are you notifying as a person, as defined in 40 CFR 260.10, electing to use the EPA electronic manifest system to obtain, complete, and transmit an electronic manifest under a contractual relationship with a hazardous waste generator?

☐ Yes ☒ No

20. Comments: You utilize this section to add additional comments.

20. Comments

B: Attachment

- There are no required or supporting documentation needed for this online form with the exception of certain Universal Waste activities.

If you check the box for “Off-site Universal Waste Collection Site” or “Pesticide Collection Program” in section 12, you are required to submit the provided “Universal Waste Activities Form” as an attachment. Use the “Click to Upload or Drag Files over Here” function to upload the attachment. Once uploaded, you will select the Document Type as a Universal Waste Activity Form.

C. Payment

When you choose ‘Initial Notification’ in the ‘Reason for Submittal’ section, and currently do not have an EPA/DEQ Identification number, there is a \$200 upfront payment required for this submittal in addition to an \$8 technology service fee. Payment can be electronic by ACH or credit card, or you can choose to mail a check with the submittal receipt to the address on the receipt. The receipt must be mailed with the check.

For secure payments by credit card through U.S. Bank, you are required to enter card holder and card information. U.S. Bank will add a convenience charge of 2.3% to the total amount due. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement.

The new RCRA Identification number will not be issued until payment is received.

Hazardous Waste – Site Identification Notification

40235 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Basic Info

Fees/Payments

Fee	Service	Paid	Balance
\$ 200.00	+ \$ 8.00	- \$ 208.00	= \$ 0.00

Mandatory Attachment Uploaded Attachment

Attachments are not required for this Submittal.

Unable to attach needed documents?

If you are required to submit the Universal Waste Activities Form, you also have the option to mail it to DEQ by using the “Mail To” checkbox (Only shows if there are applicable missing required documents.) Once checked, the destination address will be displayed.

E: Submission

After every mandatory requirement is fulfilled, you can then proceed to the Submission tab to submit this record. The RO will have to review and certify by reading and checking on the agreement disclaimer, and certification statement as well as type in your security answer and PIN to submit. PIN and answer to security question are case-sensitive.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

☒ I have read and agree to the above certification statement

Security Question

Security Question: what is your favorite painting or photo? *

☐ Show Question Answer

PIN Number

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. 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 by our discretion at any time.

Disclaimer

The system, its agencies, officers, or 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 specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

✓ 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 notification at various mile stones.

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

Submittal Summary

Submittal ID: 40235
Submittal Date: 9/25/2023, 02:08 PM
Submittal By: landHW Testing
5032295696
sony_su1111@enfotech.com
Owner Information: landHW Testing
5032295696
sony_su1111@enfotech.com

Submittal Form Info

Name: Hazardous Waste - Site Identification Notification
Method: Online Submission

Fee Detail

Name	Type	Amount
Initial RCRA Site ID Fee	Additional Fee	\$200.00
Technology Fee	Additional Fee	\$8.00

Payment Detail

Date	Method	Fee Amount	Paid Amount
9/15/2023, 04:10 PM	ePayment (ACH)	\$208.00	\$208.00
Total:		\$208.00	\$208.00

Certification

Statement: I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

Question: what is your favorite book?

Answer: *****

PIN Number: *****



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Create Date: 9/25/2023

Submittal Summary

Submittal ID: **40235**

Submittal: **Hazardous Waste - Site Identification Notification**

Submitted By: **landHW Testing**

Email: **sony_su1111@enfotech.com**

Submitted Date: **2023-09-25 14:08:50**

Form Detail

Submittal Name: **Hazardous Waste - Site Identification Notification**

Submission Method: **Online**

Action Type: **New**

Payment Information (PAID IN FULL)

Processing Fee: **\$200.00** Technology Fee: **\$8.00** Total Amount Due: **\$0.00**

Payment Method: **ePayment (ACH)** Paid Amount: **\$208.00** Date Paid: **9/15/2023**

Confirmation Number: **DEQTST000026146**

Certification

Certification Statement: I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

Certification Question: **what is your favorite book?**

Certification Question Answer: *********

F: Info Panel - Application Information


The description of the submittal form, submission process, and additional supporting information will be listed on the right-hand side of the information panel. This provides help for users to complete the submission process.

G: Info Panel - Attachment Requirements

There is also an information panel listing all the mandatory and optional attachment requirements for this submittal.

The screenshot shows the 'Application Information' panel. At the top, it says 'Hazardous Waste - Initial Site Identification Notification'. Below this, there are two tabs: 'Land Quality' and 'Hazardous Waste/UO/UW'. The 'Land Quality' tab is selected, showing a green box with the number 'f50008'. Below the tabs, there is a paragraph of text: 'This form shall be used by facilities to submit RCRA Site Identification Notification. Hazardous waste generators in Oregon use the Resource Conservation and Recovery Act Site Identification Form to notify the Oregon Department of Environmental Quality's hazardous waste program about certain information and updates. Use the SI Form to obtain a RCRA Site ID number, provide subsequent notification updates or as part of your annual reporting to DEQ. For additional information, please visit: [Notification and Site Identification](#)'.

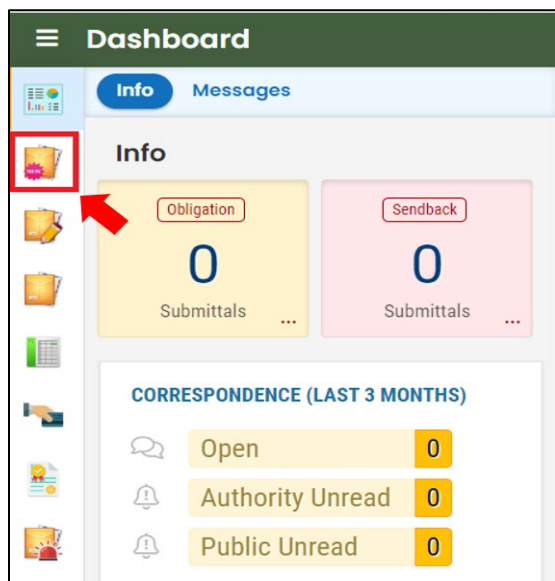
The screenshot shows the 'All Attachment Requirements' panel. At the top, it says 'Universal Waste Activities Form'. Below this, there is a list of attachment requirements: 'Universal Waste Activities Form'. The list includes the following file types: xml, txt, gif, jpg, jpeg, pdf, zip, doc, docx, xls, and xlsx.

Upon submission, you will receive an email notification of receipt of the submittal. You can also obtain a printable copy by clicking on the  icon. You can view and print your submittal form and the receipt from the 'submitted submittals' section of your dashboard – see next section.






After submitting the form click on the 'Finish' button. This will take you to the Track Submittals Status – Submitted Submittals section of your dashboard – see next section.

II. Changing facility details to established RCRA IDs

To make any changes to ownership, operational control, generator status, contacts, or any other hazardous waste activity, navigate to the 'New Submittals' section of your dashboard and select the 'Hazardous Waste - Site Identification Notification' form as shown below:



Land Quality (2)

	Hazardous Waste - Site Identification Notification This form shall be used by facilities to submit RCRA Site Identification Notification.	① Land Quality f50008 \$ ② Land Quality	 
	Hazardous Waste Implementation Summary This form shall be used by toxics users to submit Implementation Summary.	① Land Quality f50011 ② Land Quality	

If ownership of the site changes, choose the option 'change in business ownership' under the 'Reason for Submittal' section as shown below. Once you select this option, you can make your edits and submit the form.

① Basic Info	② Attachment	③ Payment	④ Review	⑤ Submission
--------------	--------------	-----------	----------	--------------

1. Reason for Submittal

To provide New Notification of Regulated Waste Activity (complete entire form)

☐ Initial notification (\$200 non-refundable fee required)
☐ Reactivation of RCRA Site ID number (no fee required if reactivation is for the same owner)
☒ Change in business ownership (represent the new owner, no fee required)


If there are any changes in operational control, generator status, contacts, or any other hazardous waste activity, please select 'To provide Revised Site Identification Notification' and submit the necessary changes.


① Basic Info	② Attachment	③ Payment	④ Review	⑤ Submission
--------------	--------------	-----------	----------	--------------

1. Reason for Submittal

To provide Revised Site Identification Information

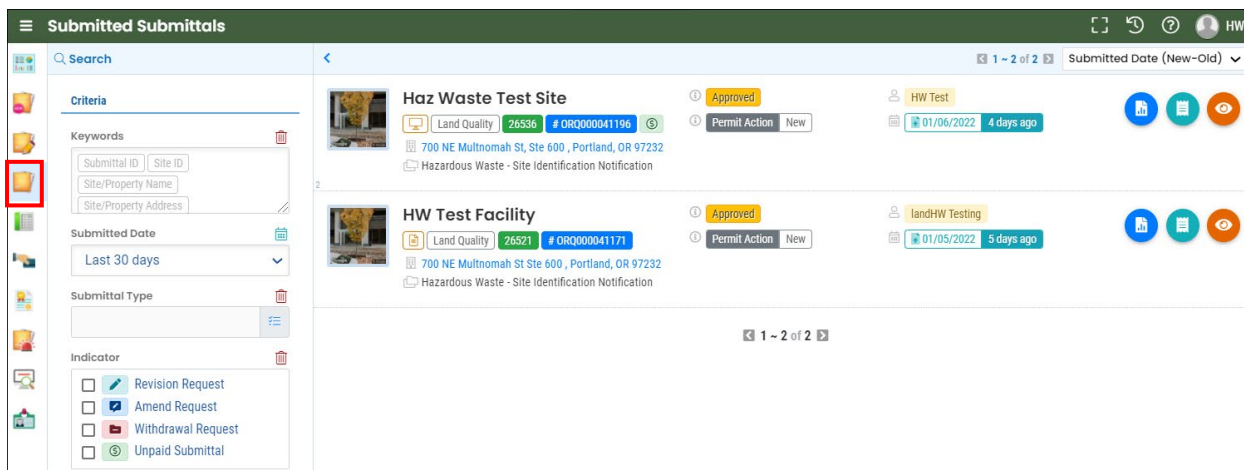
Effective Date

mm/dd/yyyy 

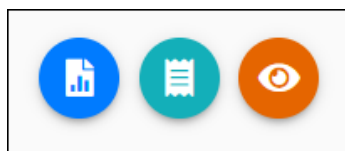
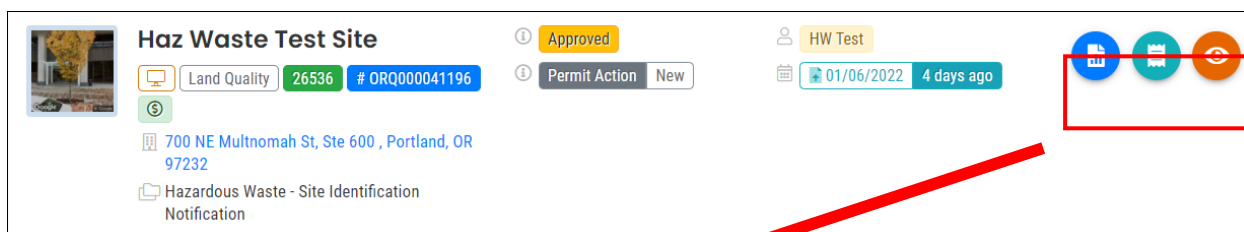
 Required.

III. Track submittal status

After submission, you can track authority review status from your Your DEQ Online account – **Track Submittal Status** page. Details of the Site Identification Form, as well as any reports submitted to DEQ can be viewed on the **Track Submittal Status** page, accessed via the navigation pane on the left side of the screen.



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



Review the submitted form (blue button)



This option allows you to view the basic information on the form, any attachments and the submittal receipt. Note you will not be able to make any changes to the submitted data here.

View the submission receipt (teal button)



This option allows you to view or print the submittal receipt for this report.

View submittal detail (orange eye icon)



This option allows you to view PDFs, attachments, and submittal receipt. You can also track email notifications sent out from Your DEQ Online for this submittal and view the most current approval workflow status, as outlined in the images below.

The screenshot displays the 'Submitted Submittal Info' interface. The top navigation bar includes tabs for 'Submittal Summary', 'Attachment', 'Issuance', 'Email History', 'Payment', and 'Correspondence'. The 'Submittal Summary' tab is active. The main content area is divided into two columns. The left column, titled 'Case Review Summary', shows a 'Payment Due' of \$208.00 and a 'Status' of 'Complete Submittal'. A red box highlights the 'Status' section. The right column, titled 'Submittal Summary', shows 'Hazardous Waste - Site Identification Notification' with a date of 8/15/2023. A red box highlights the 'Submittal Documents' section on the right, which includes 'Hazardous Waste - Site Identification Notification' and 'Receipt of Hazardous Waste - Site Identification Notification'. The bottom section contains a form for 'Send the request for Revision/Withdrawal/Amend to the administrator' with radio buttons for 'Revision', 'Withdrawal', and 'Amend', and a 'Send Request' button.

1. Submittal summary

As your submission moves through data review stages, this will be reflected in the review flow section of the submittal, until it is approved. The final review flow for a new RCRA ID# issuance will show a document icon in the top right corner, indicating that your new site identification form has been issued an acknowledgement letter by DEQ. You will receive an email from hazardous waste reporting staff when the submittal of your new site identification form has been approved.

In this 'Submittal Summary' tab, you may also submit a request to amend or withdraw your submittal. You must provide a reason for the request to be evaluated by hazardous waste reporting staff. See 'Making Corrections to Submitted Reports' below.

Send the request for Revision/Withdrawal/Amend to the administrator

☐ Revision
 ☐ Withdrawal
 ☐ Amend

Request Reason

Send Request

2. Attachment

There are no standard required attachments for hazardous waste unless selecting specific Universal Waste activities as mentioned earlier. However, any supporting documents relevant to the submittal may be attached here.

3. Issuance

This tab will display any documents that have been issued associated with this submittal. Issuances include an acknowledgement letter for new Site ID#s and withdrawn Site ID#s.

4. Email history

This tab will display all system emails sent to the RO regarding this submission.

5. Payment

This tab will show the initial RCRA Site ID \$200 fee and \$8 technology service fee and payment made or pending. Revised, ownership change and withdrawal Site ID submittals have no fees. Site ID annual report submittals have fees that are invoiced typically in June/July.

1 Basic Info
 2 Attachment
 3 Payment
 4 Review
 5 Submission

There is no payment due at this time.

Fee		Service		Paid		Balance
\$ 200.00	+	\$ 8.00	-	\$ 208.00	=	\$ 0.00

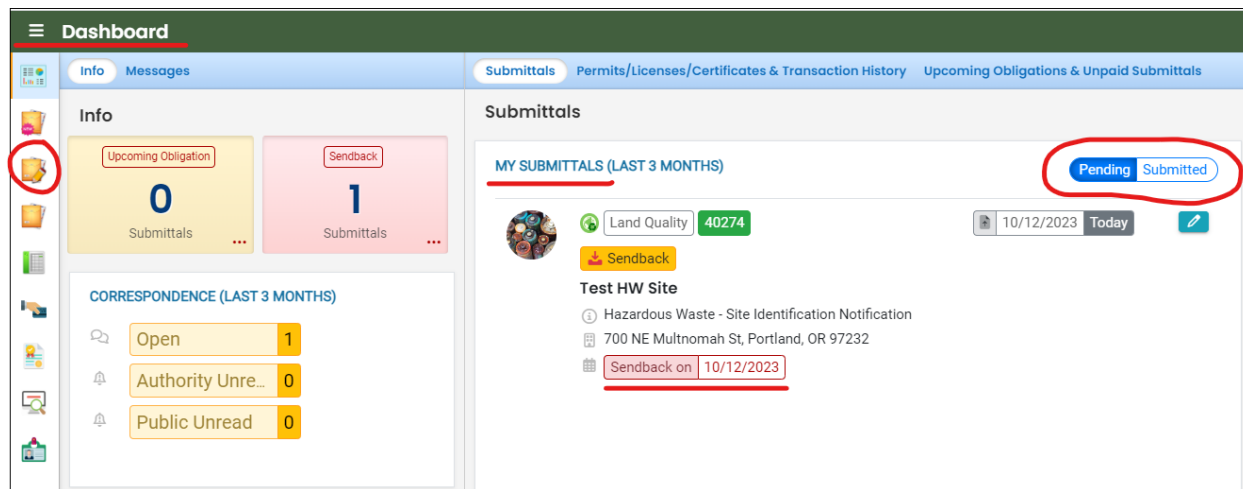
6. Correspondence

Hazardous waste reporting staff will communicate with the RO via regular email and this correspondence function will not be initiated by DEQ staff, although this feature is periodically monitored. Other DEQ programs may use this function to communicate with users within the system.


IV. Making corrections to submitted Site ID Forms

1. Corrections requested by DEQ

If hazardous waste reporting staff identify any issue with your recently received submittal, you will receive an email or phone call outside of the Your DEQ Online system detailing any questions or requests for amendments to your submittal. The submittal form will be sent back and found on your dashboard under 'My Submittals' pending. Open the form, make the corrections, save the form, and re-submit the form from the submission tab.



2. Corrections requested by facility

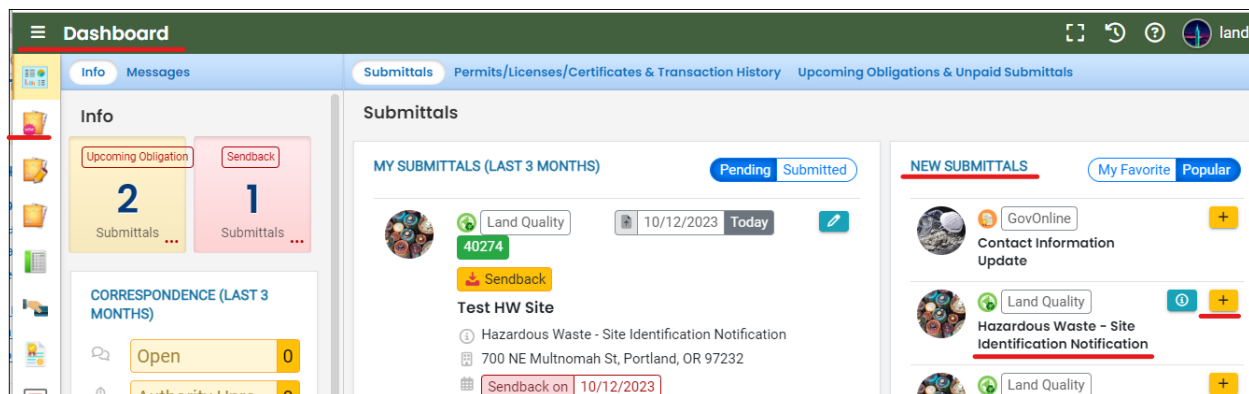
If you need to make a correction on a **recently** submitted Site ID form, navigate to the **Track Submittal Status** module, and locate the correct submittal. The Track Submittal Status module is found by clicking on the fourth icon on the left side of your screen as noted below. You can expand the navigation panel by hovering or clicking on the  icon at top left. The 'Submitted Date' search field defaults to 30 days. Use the dropdown to choose your time period, top blank option shows all submittals or use the blue calendar option to select specific dates. After locating the submittal click the "View Submittal Detail" button (orange eye icon) and in the **Submittal Summary** tab, you will see a box titled "**Send the request for Revision/Withdrawal/Amend to the administrator.**"

Choose Amend and include a reason to alert DEQ that your submittal requires an amendment. Staff will review your request and may contact you for further clarification. Once your Amend request is approved or denied you will receive an auto-email. If your Amend request is approved locate the submittal in your pending submittals module, make the corrections and re-submit the form.

Choose Withdrawal and include a reason to alert DEQ that you are withdrawing your submittal. Staff will review your request and may contact you for further clarification. Once your withdrawal request is approved or denied you will receive an auto-email. If your request is approved, you will see the submittal on your dashboard with the status “Withdraw.”

A Revision Request will archive your original submittal and create a new submittal record. A Revision Request is a rare circumstance and hazardous waste reporting staff will notify when it applies.

To make an update to any information on the Site Identification form submit a Site ID form with the reason for submittal ‘To Provide Revised Site ID Information.’ This form is found in the ‘New Submittals’ module as shown below. Open the form, select your facility and auto-populate the form with your most recent information on file. Make the necessary updates and submit the form.



To withdraw and inactivate your RCRA ID navigate to the 'New Submittals' module and open the Site ID form. Choose the reason for submittal 'To Withdraw Site ID Number' – Completion of RCRA Waste Activity and submit the form. Hazardous waste staff will process the submittal and email a Withdraw Acknowledgement letter.

Helpdesk and resources

If you have questions about this submittal process or other concerns regarding the use of the Your DEQ Online system, please consult the [Help page](#) or contact the Your DEQ Online Helpdesk.

For more information, training, and resources, go to Your DEQ Online Help: yourdeqonlinehelp.oregon.gov

For Hazardous Waste Reporting questions email or phone:

- Hazwaste@deq.oregon.gov
- [1-844-841-4938 \(HW Hotline\)](tel:1-844-841-4938) or [503-229-6968](tel:503-229-6968)

For Your DEQ Online questions:

- [503-229-6184](tel:503-229-6184)
- YourDEQOnline@deq.oregon.gov

Your DEQ Online log in portal:

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