Hazardous Waste Program

Your DEQ Online Site Identification Notification User Guide

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Hazardous Waste Program
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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.
1. Introduction

Hazardous waste generators in Oregon use the Resource Conservation and Recovery Act (RCRA) Site Identification (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. The same form is used to provide subsequent notification updates or as part of your annual reporting to DEQ. This document explains all of the required fields. Companies with new and existing RCRA Site ID numbers should update their 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, just not Internet Explorer.

Visit the DEQ website for system registry and additional information about Your DEQ Online on the Your DEQ Online help page.

II. Navigating the System

The system is designed to work with most web browsers, other than Internet Explorer.

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, 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. 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 IDs are not truly permits they are housed in the Permits Module.

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

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

Icons

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

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

Save: This icon allows the user to save changes made on a page.
2. Accounts and Roles

I. Account Types

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

II. Registering an Account
To register for a new account, click the “Register Account” button on the Your DEQ Online portal. You will be asked to enter your personal information and company affiliation, as well as to select the appropriate account type for your requirements, as described above.

Refer to instructions in the “Public User Account Registration Guide” on the Your DEQ Online Account Registration page: yourdeqonlinehelp.oregon.gov

III. Changing Organization Details
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. Choose the ‘Hazardous Waste - Site Identification Notification’ form. If ownership of the site changes choose the ‘Reason for Submittal’ option ‘change in business ownership’ site ID form, make your edits and submit the form. If there are any changes in operational control, generator status, contacts or any other hazardous waste activity you must submit a ‘revised’ Site ID form as the reason for submittal. Make your edits and submit the form.

3. 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 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 their 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/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 notifying of an entire facility closure
• SQG or VSQG notifying of an episodic event
• LQG consolidation of VSQG hazardous waste
• Electronic manifest broker

Public users 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, the user will need to proceed through the 5-step standard process 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 collapsed by clicking on the arrow symbol.

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**A: Basic Info - Online Form Data Entry**

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

1. **Reason for submittal**: the user can select the reason for submittal using the dropdown menu. This will prompt the user 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)
     - **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 and signatures. (No fee required)

<table>
<thead>
<tr>
<th>1. Reason for Submittal</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide New Notification of Regulated Waste Activity (complete entire form)</td>
</tr>
<tr>
<td>(Initial notification ($200 non-refundable fee required)</td>
</tr>
<tr>
<td>Reactivation of RCRA Site ID number (no fee required if reactivation is for the same owner)</td>
</tr>
<tr>
<td>Change in business ownership (represent the new owner, no fee required)</td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>07/31/2020</td>
</tr>
</tbody>
</table>

- **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.

<table>
<thead>
<tr>
<th>1. Reason for Submittal</th>
</tr>
</thead>
<tbody>
<tr>
<td>To provide Revised Site Identification Information</td>
</tr>
<tr>
<td>Effective Date</td>
</tr>
<tr>
<td>01/01/2022</td>
</tr>
</tbody>
</table>

- **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 chosen your submittal form will be sent back to you for an amendment.
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.

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 number search the Census Bureau website at [www.census.gov/naics](http://www.census.gov/naics).

- 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 at [sos.oregon.gov/business/pages/find.aspx](http://sos.oregon.gov/business/pages/find.aspx)

  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
**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
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.

3. **Site Location Information: (for generators that already have a RCRA ID#)**
   - The user chooses an associated facility in the ‘Select Your Facility’ section. After selecting the facility, the user will “auto-populate” the rest of the form using data from their previous Site ID form. Click the red ‘Auto-Populate’ button. Review this data.

4. **Site Contact Information**: the new user can enter the information about the site contact (whom DEQ should contact at the site about site visits) including the name, company, title, contact email, phone, fax number, and address. Provide the required information about whom DEQ should contact about site visits.
5. **Land Owner Information**: the user can enter the information about the land owner (property owner) including the name, company, title, contact email, phone, fax number, address, and land owner 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.

6. **Legal Owner of Company Applying for Site ID Number**: the user can 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.

### 7. Site Operator Information

The user can 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.

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
<th>Email</th>
<th>Phone</th>
<th>Fax</th>
<th>Address 1</th>
<th>Address 2</th>
<th>State</th>
<th>Zip Code</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
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<td></td>
</tr>
</tbody>
</table>

### 8. Forms Contact Information

The user can 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.

9. **Fee Contact Information:** the user can 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.

10. **Regulated Hazardous Waste Activities:** the user selects the waste activities that apply to the site.
1. **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.

2. **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.

3. **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.

4. **Receives hazardous waste from off-site**: Mark yes if you receive hazardous waste from off-site.

5. **Recycler of hazardous waste**: Mark yes if your site recycles hazardous waste on-site; indicate which specific activities apply to your site.

6. **Exempt boiler and/or industrial furnace**: If yes indicate which specific activities apply to your site.

7. **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 waste water treatment units or accumulation tanks or containers. Indicate whether the waste was generated at your facility or other facilities.

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

<table>
<thead>
<tr>
<th>Activity</th>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
<tbody>
<tr>
<td>Generator of Hazardous Waste</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Short-Term Generator (generates from a short-term or one-time event and not from on-going processes)</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Treater, Storer or Disposer of Hazardous Waste</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Receives Hazardous Waste from Off-site</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Recycler of Hazardous Waste</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Exempt Boiler and/or Industrial Furnace</td>
<td>Yes</td>
<td>No</td>
</tr>
<tr>
<td>Hazardous waste management in RCRA permit exempt units (e.g., elementary neutralization units, waste water treatment units, or accumulation tanks or containers)</td>
<td>Yes</td>
<td>No</td>
</tr>
</tbody>
</table>

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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.
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 on universal waste, refer to the Universal Waste Handlers Guidance. If the user checks the box for the “Off-site Universal Waste Collection Site” or “Pesticide Collection Program,” the user is required to submit a “Universal Waste Activities Notification Form” provided in the link and then attach the form to your submittal.

13. Used Oil Activities: specify the site’s used oil activities. All of the radio buttons are defaulted to “No.” When the user chooses “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.

**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 their facility of off-specification used oil to a used oil burner, check the appropriate Used Oil Marketer box.

| 13. Used Oil Activities (Mark the appropriate boxes for activities that apply to your site) |
|---------------------------------|---------------------------------|---------------------------------|
| [ ] Used Oil Collection Center  | [ ] Used Oil Transporter        | [ ] Used Oil Transfer Facility  |
| 1. Used Oil Processor           |                                |                                |
| 2. Off-Specification Used Oil Burner (not used oil space heaters operating according to CFR 279.23) |                                |                                |
| 3. Used Oil Fuel Marketer Indicate type(s) of activity(s) |                                |                                |

14. **Additional regulated waste activities**: For the six additional regulated hazardous waste activities, the user may report the corresponding information in section 14. All of the radio buttons default to “No.” If the user chooses yes for questions 1, 2, 5, or 6, the system will make available additional questions for the user 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 their hazardous waste, including hazardous waste pharmaceuticals) and reverse distributors.

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.


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 to obtain an EPA Identification number (see 40 CFR 266.80(a)(6), (8)-(10)).

<table>
<thead>
<tr>
<th>14. Additional Regulated Waste Activities</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Pharmaceutical Activities (operating under 40 CFR Subpart P for the management of hazardous waste pharmaceuticals)</td>
</tr>
<tr>
<td>1a. Withdrawing from Pharmaceutical Activities</td>
</tr>
<tr>
<td>2. Transporter Activities</td>
</tr>
<tr>
<td>3. Underground Injection Control</td>
</tr>
<tr>
<td>4. United States Importer of Hazardous Waste</td>
</tr>
<tr>
<td>5. Recognized Trader</td>
</tr>
<tr>
<td>6. Importer/Exporter of Spent Lead-Acid Batteries (SLABs) under 40 CFR 266 Subpart G</td>
</tr>
</tbody>
</table>

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.

<table>
<thead>
<tr>
<th>15. Eligible Academic Entities With Laboratories—Notification for opting into or withdrawing from managing laboratory hazardous wastes pursuant to 40 CFR 262 Subpart K.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Opting into or currently operating under 40 CFR 262 Subpart K for the management of hazardous wastes in laboratories.</td>
</tr>
<tr>
<td>Withdrawing from 40 CFR 262 Subpart K for the management of hazardous wastes in laboratories.</td>
</tr>
</tbody>
</table>

16. **Notification of LQG Site Closure for a Central Accumulation Area or Entire Facility:** The user can identify if there is an applicable notification of LQG Site Closure for a Central Accumulation Area (optional) or the Entire Facility (required). If the user selects yes, the system will require additional information. If the “date closed” is provided, a radio button will be available for the user to identify if the closure is in or out of compliance with closure performance standards.

<table>
<thead>
<tr>
<th>16. Notification of LQG Site Closure for a Central Accumulation Area (CAA) (optional) or Entire Facility (required)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Notification of LQG Site Closure for a Central Accumulation Area (CAA) (optional) or Entire Facility (required)</td>
</tr>
</tbody>
</table>

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.
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.

19. **Electronic Manifest Broker**: The user can utilize this section to identify if the user is an Electronic Manifest Broker.

20. **Comments**: The user can utilize this section to add additional comments.

**Attachment**

- There are no required or supporting documentation needed for this online form with the exception of certain Universal Waste activities.
Form” as an attachment. Use the “Click to Upload or Drag Files over Here” function to upload the attachment. Once uploaded, the user can select the Document Type as a Universal Waste Activity Form.

Payment
When the user chooses ‘Initial Notification’ in the ‘Reason for Submittal’ section, and currently does not have an EPA/DEQ Identification number, there is a $200 upfront payment required for this submittal. Payment can be electronic by ACH or credit card or users can choose to mail a check with the submittal receipt to the address on the receipt. The receipt must be mailed with the check. The new RCRA Identification number will not be issued until payment is received.

Review
After filling in the basic information and providing any required attachments, users will be able to review in this tab all the mandatory requirements. The Consultant/Preparer will select their RO and ‘eNotify’ that a form is ready for review and submission. The system will flag √ if all mandatory information is provided; the system will flag × if the mandatory information has not been provided or properly provided as instructed. Users will need to address all areas marked before moving forward. Users are able to view/save/print a PDF of their completed submittal.
Unable to attach needed documents?

If the user is required to submit the Universal Waste Activities Form, the user also has 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, the user can then proceed to the Submission tab to submit this record. The RO users will have to review and certify by reading and checking on the agreement disclaimer, and certification statement as well as type in their security answer and PIN to submit.

Certification Statement

Declaration of accuracy Information provided: *

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.

☐ I have read and agree to the above certification statement

Security Question & PIN Number

Security Question: what is the name of your home town newspaper? *

☐ Show Question Answer

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
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.

Upon submission, the user will receive an email notification of receipt of the submittal. The user can also obtain a printable copy by clicking on the Print icon. The user is able to view and print their submittal form and the receipt from the ‘submitted submittals’ section of their dashboard – see next section.

After submitting the form click on the ‘Finish’ button. This will take the user to the Track Submittals Status – Submitted Submittals section of their dashboard – see next section.
Payment Detail

Fee Amount of This Submittal: $200.00
Payment Made to This Submittal: $0.00

Certification

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Certification Question: What is the first and last name of your oldest sibling?
Certification Question Answer: ********
PIN Number: ********
Responsible Officer: landHW Testing
Sender IP Address: 192.168.129.144

Attachment List

Finish  Print

Submittal Receipt

Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600  Oregon, OR 97232-4100  503-229-5696

8/14/2020

Submittal Summary

Submittal ID: 10845
Application: Hazardous Waste - Initial Site Identification Notification
Submitted by: landHW Testing  eMail: OregonTesting@gmail.com
Owner Information: landHW Testing  eMail: OregonTesting@gmail.com
Submitted Time: 8/14/2020 11:57:02 AM

Form Detail

Submittal Name: Hazardous Waste - Initial Site Identification Notification
Submission Method: Online
II. Track Submittal Status

After submission, users can track authority review status from their 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 users can use the navigation buttons on the right side of each submittal to Review the report form (Blue Button), View the submission receipt (Teal button), and View the submittal details (Orange eye icon button).

**Review the Report Form (blue button)**
This option allows users to view the basic information on the form and the submittal receipt. Note users will not be able to make any changes to the submitted report here.

**View the Submission Receipt (teal button)**
This option allows the user to view or print the submittal receipt for this report.

**View the Submittal Detail (orange eye icon)**
This option allows the user to view the submittal tracking page, which has the following six navigation tabs.

| Submittal Summary | Attachment | Issuance | Email History | Payment | Correspondence |

After entering a submittal record, the user can revisit their data entry, attachments, and submittal receipt from this page; can track all email notifications sent out from Your DEQ Online for this submittal; and view the most current authority review status (“Complete Submittal,” “Approved,” etc. on the blue ‘Approved’ area from the left, and the ‘Review Flow’ diagram on the right).
(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. You may only see some of the displayed steps, depending on the review process. Steps where action is required from the reporter during the process, such as amendments to the submissions, will show an alarm bell icon in the top right corner of the step. The final step 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 DEQ staff when the submittal of your new site identification form has been approved.

From this tab, you may also submit a request to amend your report. You must provide a reason for the request to be evaluated by hazardous waste reporting staff. See ‘Making Corrections to Submitted Reports’ below.

(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 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 in June.

(6) Correspondence

Hazardous waste reporting staff will communicate with the RO via regular email and this correspondence function will not be used. Other DEQ programs may use this function to communicate with users within the system.

III. Making corrections to submitted Site ID Forms

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. If amendments are required, hazardous waste reporting staff will send back your submittal for corrections. Your submittal will be in your ‘pending submittals’ section. Make the corrections and re-submit the form.

If the public user needs to make a correction on a recently submitted Site ID form navigate to the Track Submittal Status module. Locate the correct submittal and click the “View Submittal Detail” button (orange eye icon) to open the submittal. On the Submittal Summary tab, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator.” In this box, select “Amend” and type the reason for the amendment, then click “Send Request.”

If hazardous waste reporting staff approve the Amend request, the submittal will be sent back to the “Pending Submittals” section of your Dashboard and you will receive an email from the YDO system notifying you that you have a submittal for amendment. Make the corrections and re-submit the form.
The public user may submit a ‘Revised’ Site ID form from the **New Submittals** section of their dashboard at any time when updates to contacts or hazardous waste activities are necessary. Site ID information must be kept up to date.

4. **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) or 503-229-6968

For Your DEQ Online questions:
503-229-6184
YourDEQOnline@deq.oregon.gov

Your DEQ Online log in portal:
https://ordeq-edms-public.govonlinesaas.com/pub/login