



Beneficial Use Determination Annual Report User Guide

Version 1.0

June 2025



This document was prepared by
Oregon Department of Environmental Quality
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Version 1.0
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Translation or other formats

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System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.




[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

1. Introduction

This document provides information necessary to complete the DEQ-approved form for reporting required documents for all Oregon solid waste facilities in [Your DEQ Online](#).



2. Important Things to Know Before Starting Your Report

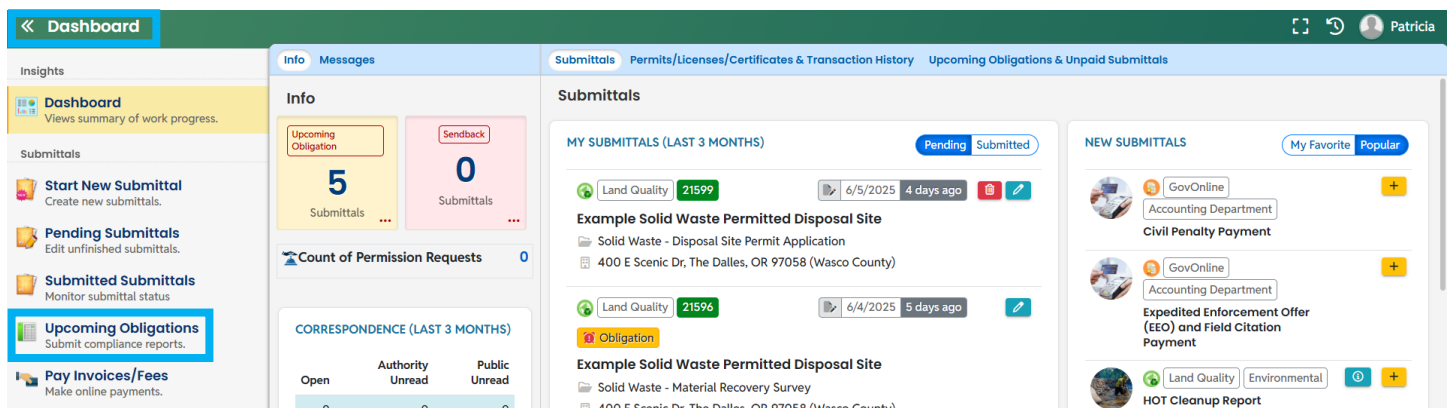
The system uses a lot of icons. To see what an icon represents, hover over it with your mouse cursor.

Unsaved entries will be lost. To avoid losing your work, click the SAVE icon  (bottom right) frequently and before leaving the submittal. **Take note of the Submittal ID number.** After clicking SAVE , the system will assign a unique Submittal ID number like this: **19893** which appears in the top left corner. **Finding submittals you are still working on:** If you leave this submittal after clicking SAVE  but before submitting, you must reopen it from the Pending Submittals module (located below Start New Submittal). Use the Submittal ID number in the top left corner.

3. Login and Locating Beneficial Use Determination

Login to your account on the [Your DEQ Online Public Portal](#). For detailed instructions, refer to [YDO Account Registration and Management](#)

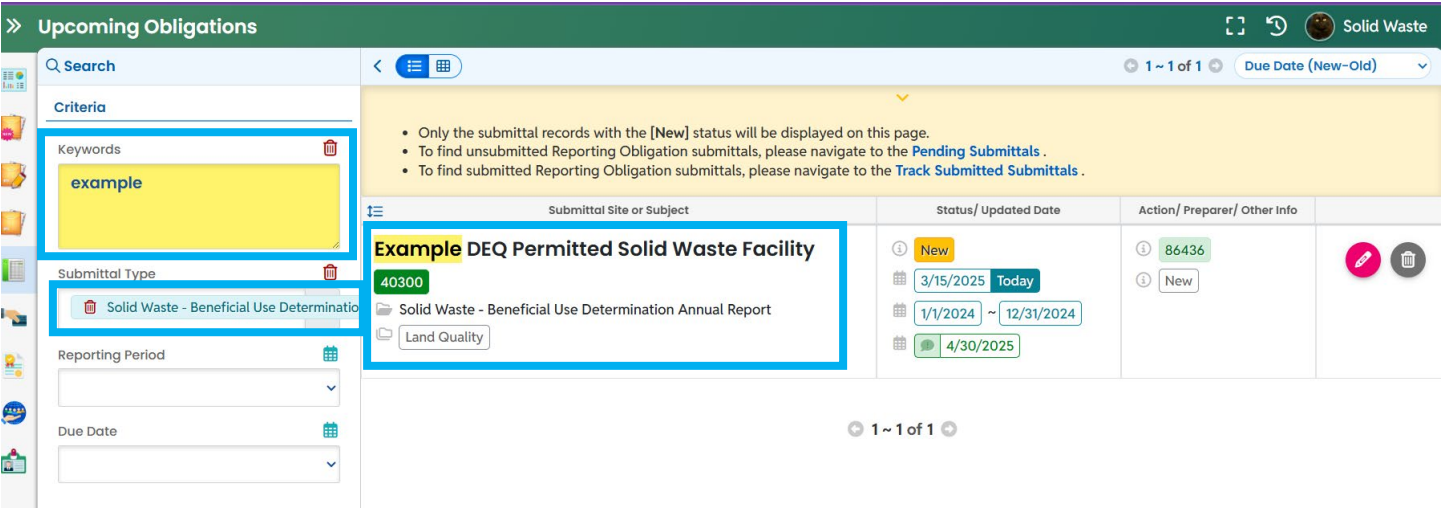
In the top left-hand corner of the main page, or Dashboard, click the double arrow . Select the 'Upcoming Obligations' icon  to access a list of options.



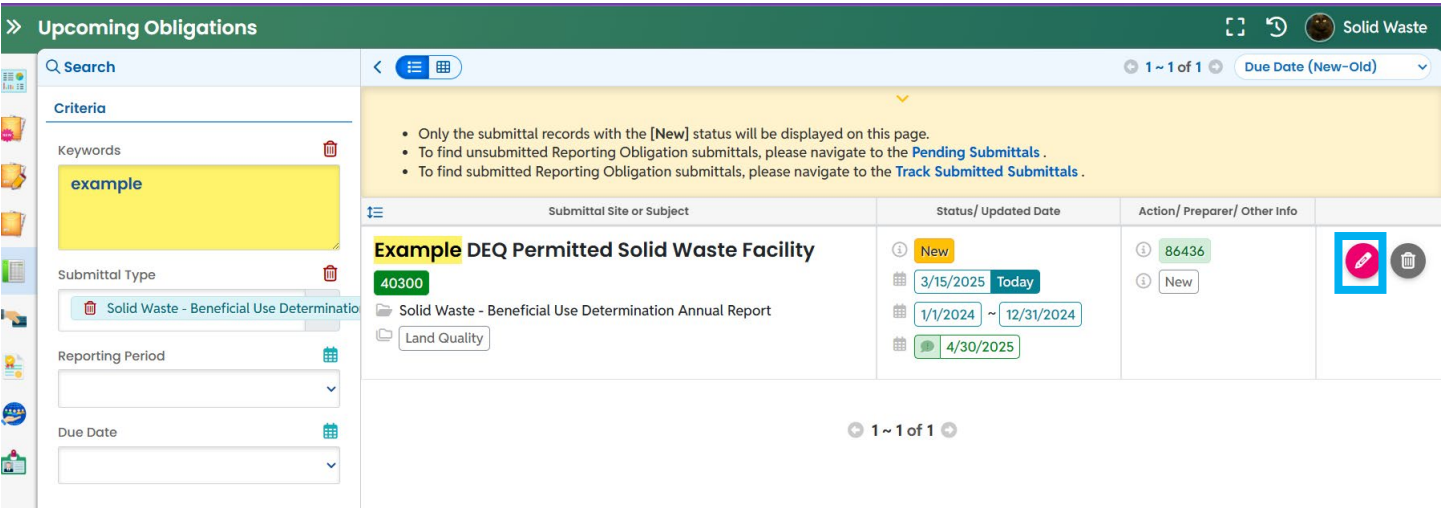
The screenshot displays the DEQ Online Dashboard. The top navigation bar includes a 'Dashboard' button and a user profile for 'Patricia'. The main content area is divided into several sections:

- Insights:** A 'Dashboard' card showing a summary of work progress.
- Submittals:** A list of actions: 'Start New Submittal' (Create new submittals), 'Pending Submittals' (Edit unfinished submittals), 'Submitted Submittals' (Monitor submittal status), and 'Upcoming Obligations' (Submit compliance reports, highlighted with a blue box).
- Info:** A summary of 'Upcoming Obligations' (5) and 'Sendback' (0) submittals, along with a 'Count of Permission Requests' (0).
- Submittals (MY SUBMITTALS LAST 3 MONTHS):** A table showing submittal details. The first entry is 'Example Solid Waste Permitted Disposal Site' with a status of 'Land Quality' and a value of '21599', dated '6/5/2025' (4 days ago). The second entry is 'Example Solid Waste Permitted Disposal Site' with a status of 'Land Quality' and a value of '21596', dated '6/4/2025' (5 days ago).
- NEW SUBMITTALS:** A list of new submittals, including 'GovOnline Accounting Department Civil Penalty Payment', 'GovOnline Accounting Department Expedited Enforcement Offer (EEO) and Field Citation Payment', and 'Land Quality Environmental HOT Cleanup Report'.

To locate the correct Beneficial Use Determination Annual Report in the Upcoming Obligations module, DEQ recommends searching for “Beneficial Use Determination Annual Report in the Submittal Type filter or use the Keywords filter to search for your facility name or Submittal ID.



Once you locate the correct Beneficial Use Determination Annual Report, click on Edit Submittal icon located on the far right-hand side of the screen.



4. Completing the Beneficial Use Determination Annual Report

4.1. Basic info tab

The Basic Info tab displays the:

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- Facility Information
- Beneficial Use Determination Number

Verify the information displayed is correct before proceeding to the Attachment tab. If any information is incorrect, contact your solid waste permit coordinator using the [contact information](#) provided at the end of this user guide.

» < Solid Waste – Beneficial Use Determination Annual Report

40300 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the caret " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the caret again.

Reporting Period

Reporting Period Start Date: 01/01/2024 Reporting Period End Date: 12/31/2024

Facility Information

Example DEQ Permitted Solid Waste Facility 86436 Stationary
700700 NE Multnomah St, Portland, OR 97232

Beneficial Use Determination Number

Beneficial Use Determination Number: SW-LF-MC-000X

Click the Get Information button in the far-right panel to download instructions. After downloading the document, click on the carat (>) at the top right of the main panel to close the side panel and maximize the report screen (optional).

40221 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the caret " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the caret again.

Reporting Period

Reporting Period Start Date: 01/01/2024 Reporting Period End Date: 12/31/2024

Submittal Information


Solid Waste - Waste Tire Carrier Annual Report
Get Information

f0105009 New
Solid Waste

Solid Waste - Waste Tire Carrier Annual Report

Attachment Types

* represents required attachments.

NOTE: Click the SAVE icon  (bottom right) frequently and before leaving the submittal to avoid losing your progress. If you leave this submittal after saving it and before submitting, return to the Dashboard and select the submittal under “Pending Submittals” using the Submittal ID number found in the top left corner.

21610New

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the caret " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the caret again.

Reporting Period


Reporting Period Start Date

01/01/2024

Reporting Period End Date

01/01/2025


Facility Information



Example Solid Waste Permitted Disposal Site

400 E Scenic Dr, The Dalles, OR 97058

86957



Stationary

Beneficial Use Determination Number

Beneficial Use Determination Number

SW-CT-I-000X

4.2. Attachment tab

Go to the Attachment tab to attach your Beneficial Use Determination Annual Report to the submittal. Each attached document must be:

- labeled with a document type
- a file type listed in the righthand navigation pane

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The screenshot shows the 'Solid Waste - Beneficial Use Determination Annual Report' interface. The top navigation bar includes a back arrow, the title, and a 'New' button. Below the navigation bar, a progress indicator shows five steps: 1 Basic Info, 2 Attachment (selected), 3 Payment, 4 Review, and 5 Submission. A yellow instruction box states: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.' Below this is a dashed box with the text 'Click to Upload or Drag Files Over Here'. On the right, a side panel titled 'Attachment Types' lists various document types. The 'Beneficial Use Determination Annual Report' is marked with a red asterisk (*) indicating it is required. Other types include 'Supporting Document' and various image and document formats like jpg, jpeg, png, pdf, zip, doc, docx, xls, and xlsx.

There are two ways to add attachment(s): "Click the Upload or Drag Files Over Here bar to open the document detail box, where you can select and upload files. Drag and Drop files anywhere on the Attachment Tab page to upload them directly.

This screenshot is a closer view of the 'Attachment' tab. It shows the same progress indicator and instruction box as the previous screenshot. The instruction box text is: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.' Below the instruction box is a dashed box with the text 'Click to Upload or Drag Files Over Here'.

Once uploaded, click on the document and Select Document Type... Click the dropdown arrow for a list of document types. For this submittal, a Beneficial Use Determination Annual Report is required and must be uploaded to clear the required information icon **!**. Once the required Beneficial Use Determination Annual Report is uploaded, labeled and saved, you may add additional attachments if needed.

NOTE: If you have saved a document with an incorrect document type, you will have to delete the document using the  on the upper right and reattach the document to select the correct document type.

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>> < Solid Waste - Beneficial Use Determination Annual Report

* 40300 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission


1 PDF New BeneficialUseAnnualReport.pdf PDF 9,652 KB 3/15/2025 v1

Doc Type Beneficial Use Determination Annual Report

Select Document Type

Beneficial Use Determination Annual Report

- * Beneficial Use Determination Annual Report
- Other
- Redacted Submittal Form in PDF
- Supporting Document

Enter a brief description of the document in the Comments section and click **SAVE**  at the bottom right of the screen or the attachment will not successfully upload.

>> < Solid Waste - Beneficial Use Determination Annual Report

* 40300 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Files Names File Info/ Updated Date

1 PDF New BeneficialUseAnnualReport.pdf PDF 9,652 KB 3/15/2025 v1

Doc Type Beneficial Use Determination Annual Report

Select Document Type

Beneficial Use Determination Annual Report

Comments


2024 Beneficial Use Determination Annual Report

(Remaining Length: 3953)

NOTE: Once your submittal meets the requirements as set out in [ORS 192.345](#) you must provide the applicable exemption and submit both an unredacted version and a redacted version of your document.

NOTE: If you want to mail the documents to DEQ, go to the Review tab and check the Mail To box to identify the mailing address. Mail documents to the [regional permit coordinator](#) for the region in which your facility is located. [Contact information](#) is provided at the end of this user guide.

4.3. Payment tab

Confirm all required data is entered on the Basic Info tab and click on SAVE  before you proceed to the Payment tab.

The Payment tab will display your calculated total Beneficial Use Determination Annual Report Fee (Reference: [OAR 340-097-0110](#) and [OAR 340-097-0120](#)) plus a 4% Technology Fee.

Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except agency-issued penalties. The fee, which was authorized by the 2021 Oregon

Legislature is necessary to pay for the annual operation and maintenance costs of the system. For more information about the 4% technology fee, please see [YDO technology fee FAQ](#).

For detailed instructions on how to complete your payment, please refer to the following instructions: [How to Make a Payment in YDO User Guide](#).

4.4. Review tab

Congratulations! You are almost done. Please review your submittal information and any attachments.

If a green ✓ indicator appears next to Basic Info below the green bar, and the only icon ⓘ is on the Submission tab, click the printer icon ⓘ to open the submittal data entry form. This form provides a draft summary of information entered into the Basic Info tab. Review your entries carefully – this is your final chance to update content and attachments prior to submission.

NOTE: You may have to disable the browser pop-up blocker if the PDF fails to appear.

If your submittal is complete and ready for submission, go to the Submission tab.

NOTE: If you are having issues with your review, please refer to the troubleshooting section below.

» < Solid Waste - Beneficial Use Determination Annual Report

40300 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

Click on the print icon ⓘ to view/save/print the submittal data entry form.

✓ Basic Info

Fees/Payments

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 250.00	+	\$ 10.00	-	\$ 0.00
				=
				\$ 260.00
				\$ 260.00

Mandatory Attachment

All required attachments were included.

☐ Select All Mail to

Uploaded Attachment

BeneficialUseAnnualReport.pdf
Beneficial Use Determination Annual Report
PDF 9,652 KB

✂ TROUBLESHOOTING

Potential Basic Info Tab Issues


Under the Submittal Form(s) Summary section, if the Basic Info tab has any missing required information, you will see a red **x** next to the words Basic Info below the green bar. You will also see a red icon **i** on the Basic Info tab. At this phase, the Submission tab is correct.

Go to the Basic Info tab and complete any missing required fields. When all required information is entered, the red icon **i** will disappear.

The screenshot shows the 'Submittal Form(s) Summary' section. At the top, there are four tabs: '1 Basic Info', '2 Attachment', '3 Review', and '4 Submission'. Each tab has a red 'i' icon next to it. A red arrow points from the 'Basic Info' tab to a red 'x' icon next to the text 'Basic Info' in the 'Submittal Form(s) Summary' section. Below the tabs, there is a yellow box with the text: '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.' Below this, there is a green box with the text: 'Click on the print icon () to view/save/print the submittal data entry form. Please see the data validation result below to see if the "required" data are entered.'

Potential Attachment Tab Issues

If you attached a document but did not specify the document type, Missing the attachment type will appear under the pink bar on lower right. The red icon will appear **i** on the Attachment tab, but at this phase, the Submission tab is correct.

Go to the Attachment tab, specify the document type, and click SAVE .

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» < Solid Waste – Beneficial Use Determination Annual Report

* 40300 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

Click on the print icon () to view/save/print the submittal data entry form.

✓ Basic Info

Fees/Payments

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 250.00	+ \$ 10.00	– \$ 0.00	= \$ 260.00	\$ 260.00










Mandatory Attachment

Missing required attachment.

Select All Mandatory Attachments


* Beneficial Use Determination Annual Report

Please submit a report that confirms that the material characterization and operating practices continue to comply with the beneficial use as approved

         ☐ Mail to

Uploaded Attachment

Please specify the attachment type for all attachments.

 BeneficialUseAnnualReport.pdf Missing the attachment type.

PDF 9,652 KB

If you're unable to upload the required attachments to this submittal, contact your regional permit coordinator. Refer to [contact information](#) at the end of this user guide.

All required attachments were included.

No record.

Please mail the attachment to:

Northwest Region
Environmental Partnerships
700 NE Multnomah St., Suite 600
Portland, OR 97232

Phone: 503-229-5353
SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov

Eastern Region
Materials Management Program
400 E Scenic Drive, Suite 307
The Dalles, OR 97058

Phone: 541-298-7257
ERPermit.Coordin@deq.oregon.gov

Western Region
Materials Management Program
165 E Seventh Ave., Suite 100
Eugene, OR 97401

Phone: 541-687-7465
DEQWR.SolidWastePermitCoordinator@deq.oregon.gov

☒ Select All Mail to

* Supporting Document

If you're unable to upload all of your supporting documents to this submittal (due to size limitations) and plan to mail, email, or upload via FTP, please indicate the submittal method in the comments section of the Basic Tab of this submittal.

xmltxtgifjpgjpegpngpdfzipdocdocxxlsxlsxpptpptxmsg

☒ Mail to

4.5. Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to it.

Submit your report by clicking the Submit button at the bottom of the Submission tab.

NOTE: Your report will remain pending until you submit it using the blue Submit bar – saving does not complete your submission.

Oregon Department of Environmental Quality

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1 Basic Info2 Attachment3 Review4 Submission

Certification Statement

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

☒ I have read and agree to the above certification statement

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. 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


If you are not ready to submit, click **SAVE**  before exiting the submittal screen.


To continue working on this submittal, go to the Pending Submittals module on your Dashboard.


Insights


 **Dashboard**
Views summary of work progress.


Submittals

 **Start New Submittal**
Create new submittals.

 **Pending Submittals**
Edit unfinished submittals.

 **Submitted Submittals**
Monitor submittal status

 **Upcoming Obligations**
Submit compliance reports.

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

If your submittal is successful, a screen will display that will allow you to save a copy of your final submittal and receipt. *DEQ recommends saving both for your records.*

NOTE: The Submittal Form reflects the date, time and all information provided on the Basic Info tab. The Receipt Form reflects the date and time but does not reflect the information provided on the Basic tab.

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To return to your Dashboard, click the Finish button in the lower righthand corner.

>>

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Solid Waste - Beneficial Use Determination Annual Report

40300 Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones.
Please click Receipt to print your receipt.

Submittal Summary

Submittal ID: 40300
Submittal Date: 3/15/2025, 9:27:11 AM
Submittal By: Solid Waste Test RO
1111111111
jamie.jones@deq.oregon.gov
Owner Information: Solid Waste Test RO
1111111111
jamie.jones@deq.oregon.gov

Submittal Form Info

Name: Solid Waste - Beneficial Use Determination Annual Report
Method: Online Submission

Fee Detail

Name	Type	Amount
SW Beneficial Use Determination Fee	Permit/License/Certificate Fee	\$250.00
Technology Fee	Additional Fee	\$10.00

Payment Detail

Date	Method	Fee Amount	Paid Amount
Total:		\$260.00	\$0.00

Uploaded Attachment List

BeneficialUseAnnualReport.pdf
Beneficial Use Determination Annual Report
PDF 9,652 KB

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.
Question: Not Applicable
Answer: Not Applicable
PIN Number: Not Applicable
RO: Solid Waste Test RO
Sender IP: 159.121.206.56

Mail-to Attachment List

No record.

Finish

Receipt

Submittal Form

5. Staff Contacts

Information about solid waste permits and DEQ's regulations may be obtained from the [DEQ Solid Waste Program webpage](#).

All inquiries regarding completion of this form should be directed to the regional office for the area where the facility is located. DEQ's regional offices are as follows:

If your facility/project is in this county...	...then send to this DEQ office
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler	Eastern Region Materials Management Program 400 E Scenic Drive, Suite 307 The Dalles, OR 97058 Phone: 541-298-7257 DEQER.SolidWastePermitCoordinator@deq.oregon.gov
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington	Northwest Region Environmental Partnerships 700 NE Multnomah St., Suite 600 Portland, OR 97232 Phone: 503-229-5353 DEQNRW.SolidWastePermitCoordinator@deq.oregon.gov
Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Western Region Materials Management Program 165 E Seventh Ave., Suite 100 Eugene, OR 97401 Phone: 541-687-7465 DEQWR.SolidWastePermitCoordinator@deq.oregon.gov

6. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

7. Revision history

Revision	Date	Changes	Editor
1.0	6/18/2025	Initial draft	EMK
1.0	6/18/2025	Style edits	LKS

