



Cleanup Program Intake Submittal User Guide

Voluntary Cleanup Program & Independent Cleanup Pathway Application

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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. This document describes how to complete the Cleanup Program Intake submittal in the Your DEQ Online database.

[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.



State of Oregon
Department of
Environmental
Quality



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1 Introduction

DEQ created its Voluntary Cleanup Program (VCP) to provide oversight to property owners and others wishing to investigate and clean up hazardous substance sites in a voluntary, cooperative manner. The program's goal is to increase the number of remediated sites by streamlining the cleanup process while ensuring compliance with Oregon environmental regulations. Projects range from simple sites with a limited amount of contaminated soil to complex sites with multiple contaminants in soil, groundwater, surface water, sediment, and/or air.

The Voluntary Cleanup Program offers two options for cleaning up contaminated sites, the Independent Cleanup Pathway (ICP) and the traditional VCP. Please visit DEQ's Voluntary Cleanup [webpage](#) for more information and program materials. Participation in these programs requires a deposit against future DEQ oversight costs.

1.1 Your DEQ Online

Through Your DEQ Online, parties may join the VCP or ICP to request DEQ oversight of a cleanup project.

To get started using Your DEQ Online, please complete the following steps.

1. Register an account by navigating to the [Your DEQ Online Public Portal](#). Select "Register Account."

Tip. DEQ Cleanup, LUST, & HOT Programs recommend all parties (e.g., responsible parties, property owners, consultants, service providers, etc.) select "RO" (Responsible Official) account type when creating your YDO account.

2. Complete identity verification.
3. Establish link to the Cleanup and Site Remediation submittal group.

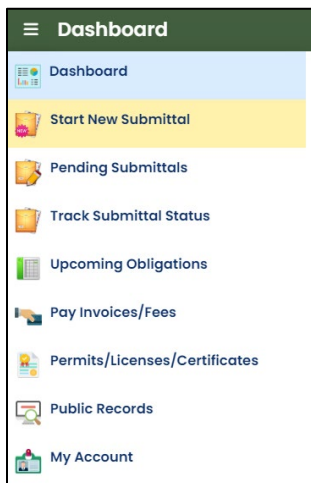
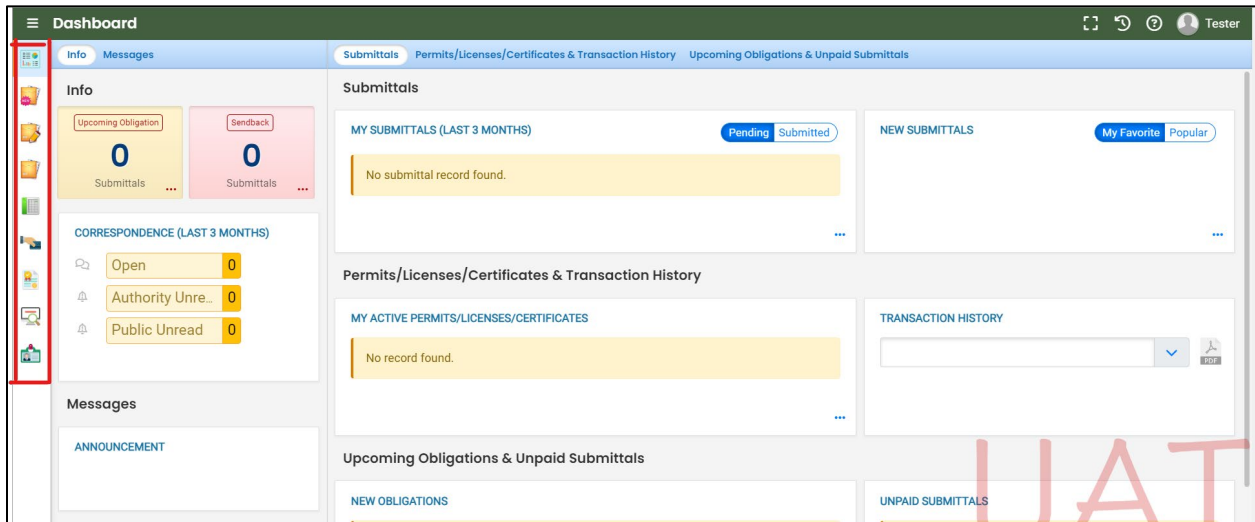
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

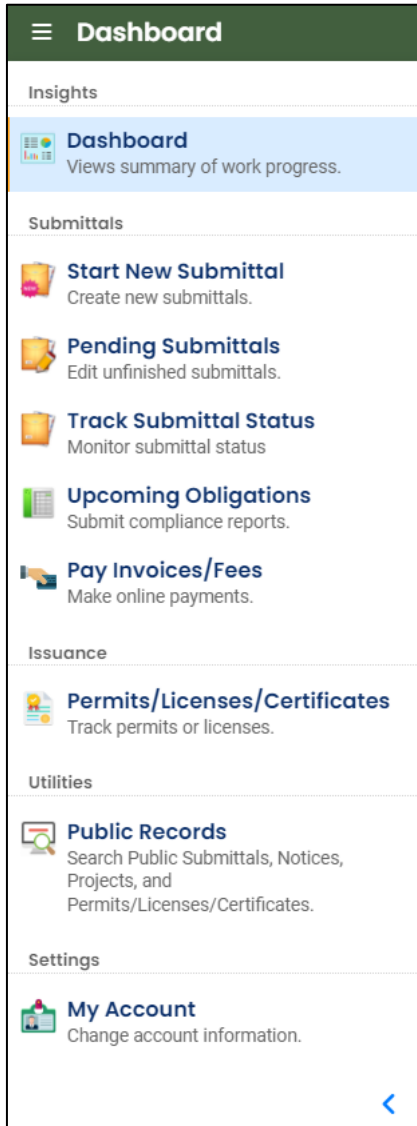
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

Tip. The navigation panel is on the far left side of the screen and provides quick access to content.



There are several ways to access and use the navigation panel.

- Click the symbol for the content you need.
- Hover over the panel to bring up a list view of the panel
- Click the hamburger icon  to expand to the more detailed view shown on the next page.
- Use  symbol at the bottom of the panel to expand and  symbol to contract the panel.



Dashboard. View a summary of current and pending activity for your account.

Start New Submittal. Start a new submittal here.

Pending Submittals. Resume editing any submittals that have been started and saved, but not yet submitted.

Track Submittal Status. Track the status of all submitted submittals.

Upcoming Obligations. View upcoming reporting obligations.

Pay Invoices/Fees. Pay DEQ invoices or fees.

Permits/Licenses/Certificates. View DEQ issued permits, licenses, and certificates.

Public Records. View published submittals, permits, licenses, and certificates, and available project data.

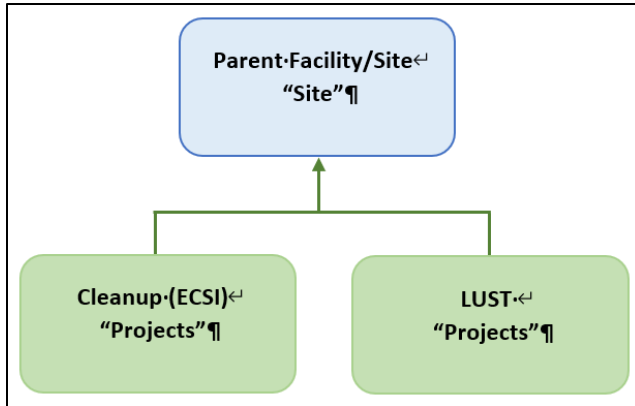
My Account. Change your contact information, facility linkage, and other account settings.

1.3 Who Should Submit this Agreement?

The Cleanup Program Intake submittal includes a cost recovery agreement. **This agreement must be completed by an authorized representative of the entity joining the program.**

1.4 Understanding “Site” and “Project” Use in YDO

When associating a facility/site with your account and later your submittal, understanding how “Site” and “Project” are used in YDO is important. In YDO “Site” and



“Facility” are synonyms and used interchangeably.

A facility/site is the **parent** facility that multiple DEQ programs may connect to. Cleanup (ECSI) sites are considered **children** (“Projects”) in YDO and connect to the parent “Site”.

The diagram on the left is provided to show how multiple programs are connected to a single facility unlike

DEQ’s legacy systems which were independent and separate systems.

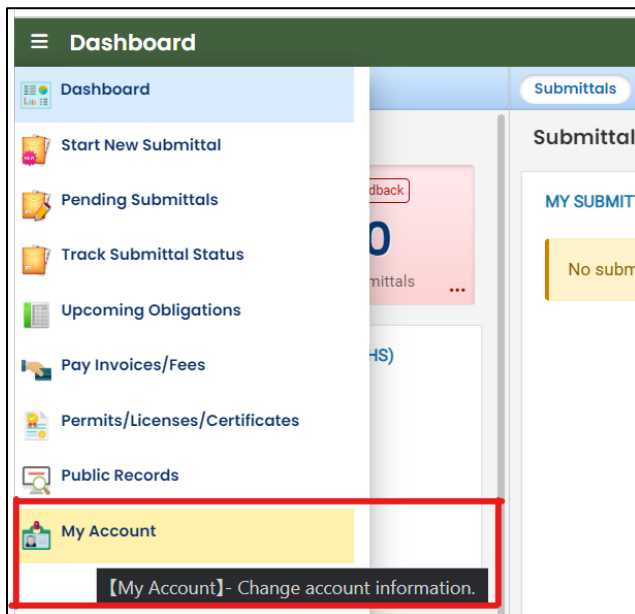
Tip. The “Site” name is often different than the “Project” name.

2 Does Your Facility/Site Exist in YDO Already?

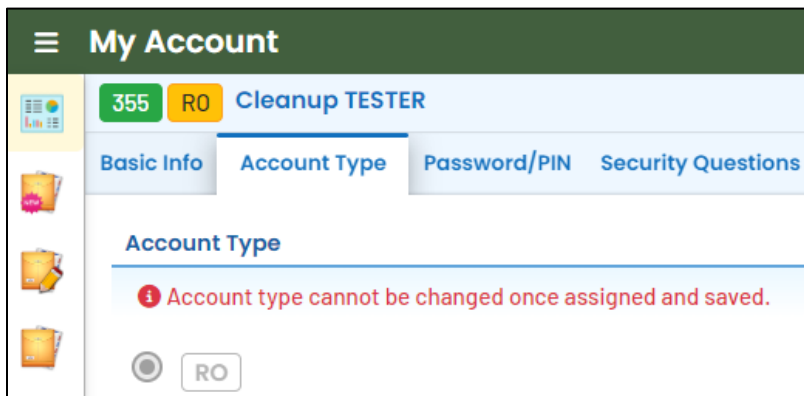
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to determine if the facility/site is already present in YDO. If your facility already exists in YDO, then the facility needs to be added to your account to be selected in the submittal.

2.1 Where to Look

1. Click on “My Account” in the far left column.



2. Click on the “Account Type” tab.



3. Scroll down and confirm that “Cleanup and Site Remediation” is selected in your “Submittal Groups”.

Submittal Groups

Submittal group will affect your access right of submittals.

<input type="checkbox"/> 9 401 - Dredge and Fill Project	<input type="checkbox"/> 2 401 - Hydropower Project
<input type="checkbox"/> 18 Air Contaminant Discharge Permit (ACDP)	<input type="checkbox"/> 1 Air Emission Inventory
<input type="checkbox"/> 8 Asbestos	<input type="checkbox"/> 3 CAFO
<input checked="" type="checkbox"/> 4 Cleanup and Site Remediation	<input type="checkbox"/> 8 Climate Protection Program *
<input type="checkbox"/> 1 Gasoline Transporter	<input type="checkbox"/> 4 General NPDES Domestic
<input type="checkbox"/> 4 General NPDES Mining	<input type="checkbox"/> 4 General WPCF Domestic

4. Scroll to the bottom of the page to the “Facility-Submittal Group Permissions” section. Is your facility listed here?
 - a. If no; then go to **Section 2.2** to search for your facility.
 - b. If yes; confirm the Facility is associated with “Cleanup and Site Remediation”. The same Facility may be associated with multiple “Submittal Groups” as shown below.
 - i. If yes, go to **Section 3** for steps to follow to complete the submittal.
 - ii. If no, then go to **Section 2.2** to add your facility and associate with the correct submittal group(s).

	Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	6 Heating Oil Tank	
	test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060	766167	5 Leaking Underground Storage Tank	
	BAY CITIES AMBULANCE 3505 SE OCEAN BLVD, COOS BAY, OR 97420	757839	6 Heating Oil Tank	
	1 DAY SIGNS 1010 COMMERCIAL ST SE, SALEM, OR 97302	509399	4 Cleanup and Site Remediation	
	Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	4 Cleanup and Site Remediation	
	CHILOQUIN FOREST PRODUCTS INC E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	4 Cleanup and Site Remediation	
	test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060	766167	6 Heating Oil Tank	
	Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	5 Leaking Underground Storage Tank	
Add Permissions				

2.2 Facility Search

1. Click on the “Add Permissions” button.

Facility-Submittal Group Permissions (3)

You are only allowed to add submittal groups from your selected submittal groups above.

FOREMAN'S CLEANERS 1070 COMMERCIAL ST SE, SALEM, OR 97302	511232	5 Leaking Underground Storage Tank	
CHILOQUIN FOREST PRODUCTS INC E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	4 Cleanup and Site Remediation	
Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	4 Cleanup and Site Remediation	

Add Permissions

2. Search for your facility/site in the search box below “Available Sites”.
 - a. If your facility/site is not found, go to **Section 2.3**.
 - b. If your facility/site is present, go to **Section 2.4**.

Tip. Searching by street address will provide best results. The facility/site name may be different than the project name as YDO combines all DEQ programs under the same facility/site.

My Account

355 RO Cleanup TESTER

Basic Info Account Type Password/PIN Security Questions Consultants Verification Linked Licensee

E BLOCKINGER S1, CHILOQUIN, OR 97624

Star Trek
420 N Main St, Pendleton, OR 97801-1648

830162

4 Cleanup and Site Remediation

Add Permissions

Picked Sites (0):
Select sites from below.....

Picked Submittal Groups (0):
Select groups from below.....

Available Sites

Available Submittal Groups

12th and Belmont Ave
12th and Belmont Ave, Hood River, OR 97031

Bldg 1038 Forest Service Loop
Bldg 1038 Forest Service Loop, Sisters, OR 97759

1-2B MILWAUKIE
9002 SE MCLOUGHLIN BLVD, MILWAUKIE, NJ 97222

ARCO 6058
9560 NW GLENCOE RD, HILLSBORO, OR 97124

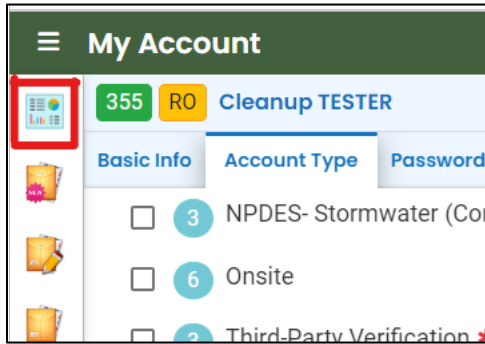
Eastside Funding LLC

Total: 156164

Cleanup and Site Remediation
Heating Oil Tank
Leaking Underground Storage Tank

Total: 3

2.3 Facility NOT Found in YDO



1. Return to your dashboard by clicking on the “Dashboard” icon.
2. Go to **Section 3**.
3. Select “New Facility” while completing the submittal.

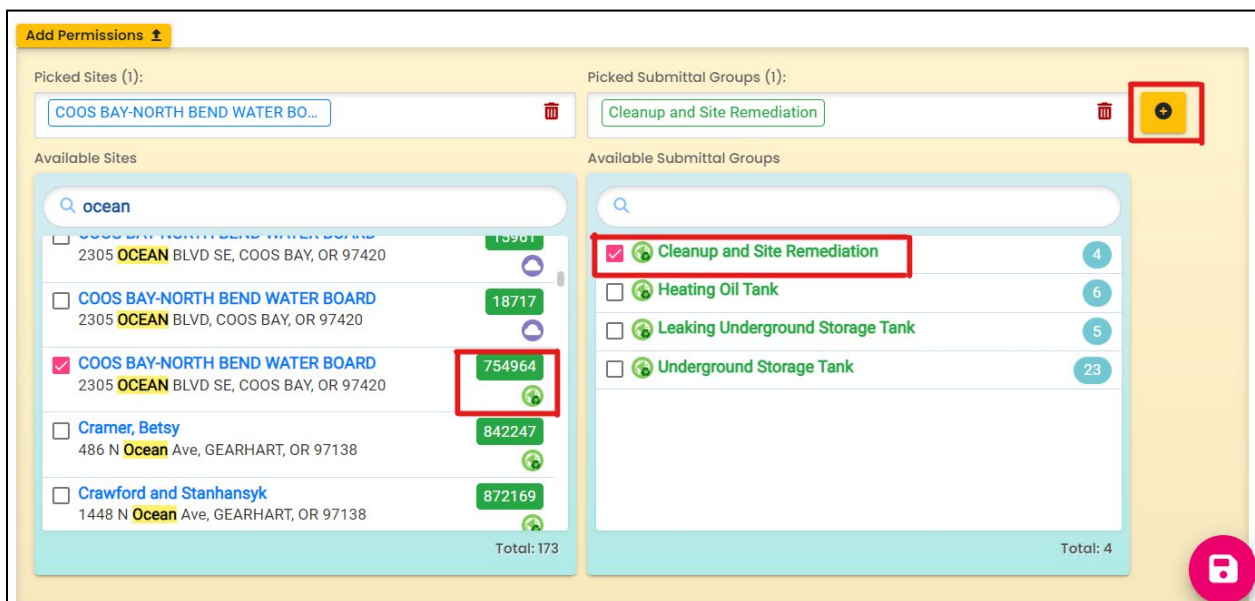
2.4 Facility Found in YDO – Add to Your Account


The example below shows the search results for “ocean”.

1. **Be sure to select the correct Facility/Site.** Remember the Facility/Site name may be different than the project (ECSI) name.
2. In this example, two facilities (sites) are located at the same address. Check the box for the facility/site with a **green** 🌿 symbol.
3. Select “Cleanup and Site Remediation” under the “Available Submittal Groups” box.
4. Click the “+” symbol.

Tip. Only facilities with the 🌿 Land Quality Division symbol can be associated with the “Cleanup and Site Remediation” submittal group.

Note. If you have any doubts about which facility/site to connect to your account, please visit the [YDO Helpdesk](#) and we will work with you to identify the correct facility/site.

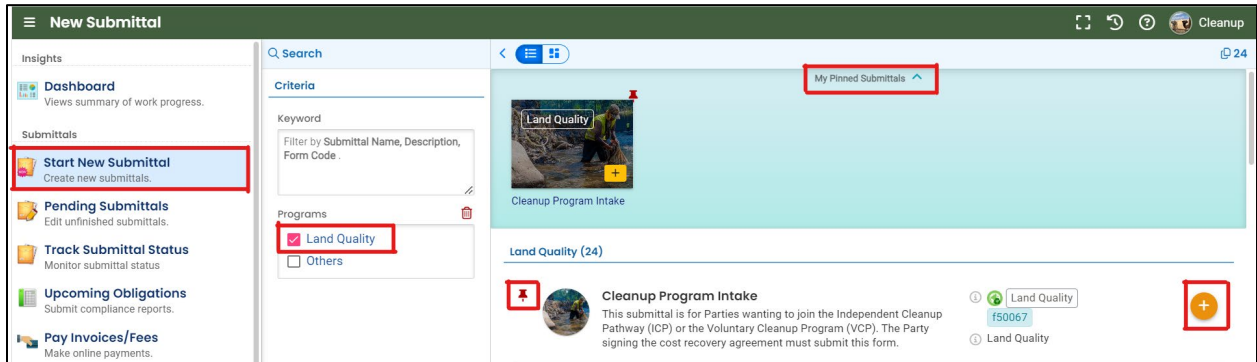


5. Click  button to save your selection.
6. Return to your dashboard by clicking on the “Dashboard” icon.

3 Start A New Submittal

- 1. Click “Start New Submittal”.
- 2. Check “Land Quality” under “Programs”.
- 3. Locate the “Cleanup Program Intake” and click the “+” sign on the far right.

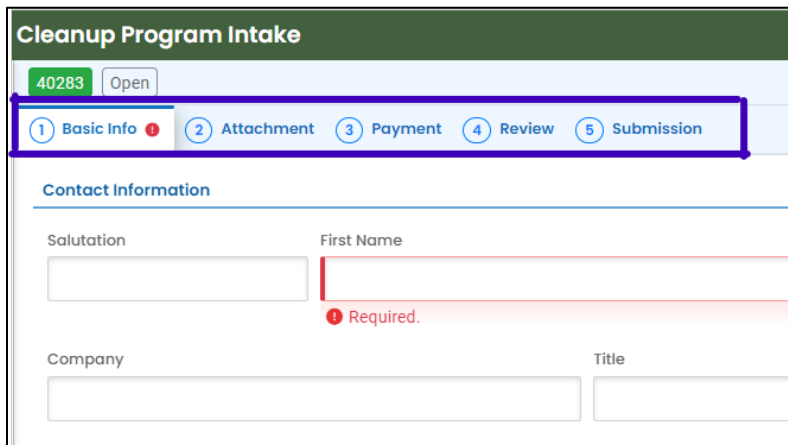
Tip. Clicking the push pin symbol next to the submittal will add that submittal to your “My Pinned Submittals” ribbon at the top.



3.1 Understanding the Submittal

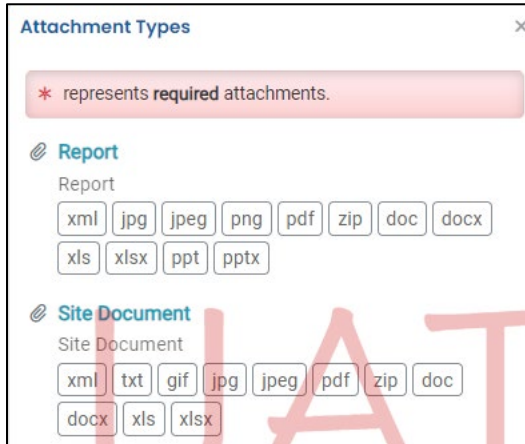
- 1. The RID number **40903** will be populated after the submittal is first saved and may be used to find your submittal in the future.
- 2. You will complete a 5-step process to submit the submittal. The 5 steps are presented as the following tabs: **Basic Info**, **Attachment**, **Payment**, **Review**, and **Submission**.


Tip. Required fields will be highlighted in red and have “! Required” text.



3. The “Attachment Types” box on the lower right of your screen indicates the type of files that may be attached for each attachment type.

Tip. A red asterisk next to an attachment name indicates a required document. There are no required attachments for this application.



4. Use the Save button  often.

4 Basic Info Tab

Enter the basic information about the project including the following.

- Providing project and invoice contact information
- Selection of ICP or VCP and answering questions based on selection
- Selecting the facility/site and project or providing information on new facility/site and/or new project
- Providing property details
- Agreeing to the cost recovery terms and conditions

4.1 Contact Information

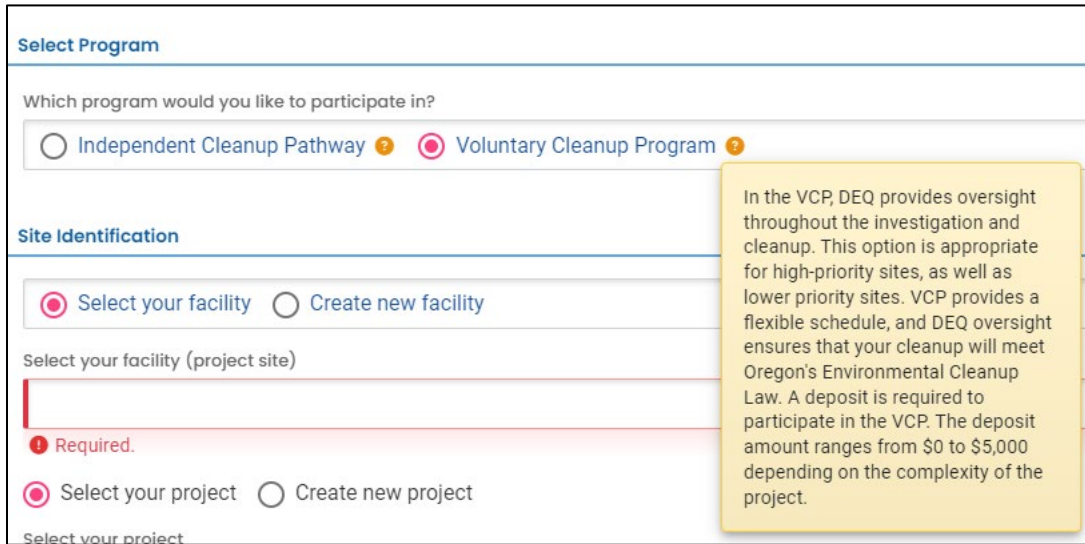
Provide information for the project contact.

The screenshot shows the 'Cleanup Program Intake' form with the 'Contact Information' tab selected. The form includes a progress bar with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The contact information fields are as follows:

Field	Value
Salutation	
First Name	La'an
M.I.	
Last Name	Noonien-Singh
Company	USS Enterprise
Title	
Email	katie.daugherty@deq.oregon.gov
Phone	444-444-4444
Mobile	000-000-0000
Fax	000-000-0000
Country	<input checked="" type="radio"/> United States <input type="radio"/> Canada
Address	1285 Sutter St
Unit, Suite, or Floor #	
City	San Francisco
State	CA (California)
Zip Code	94102

4.2 Select Program

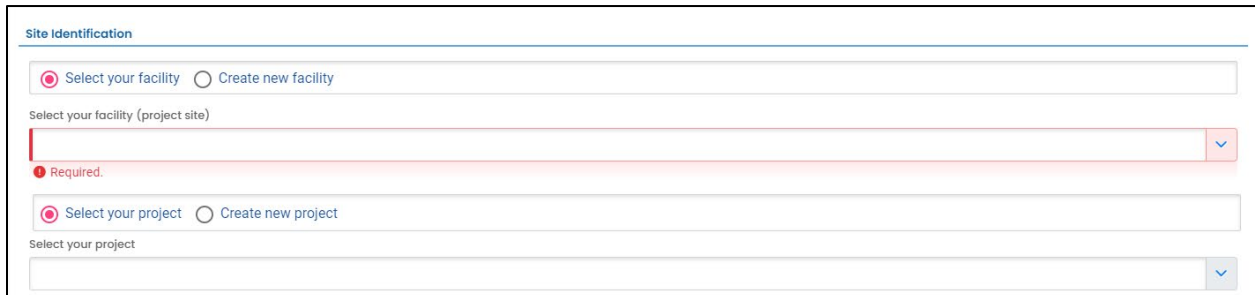
1. Select “Independent Cleanup Pathway” or “Voluntary Cleanup Program”
2. Need information on which program is best for your project? Click on the tool tip “?” next to each option for information on that option.



The screenshot shows the 'Select Program' section of a web form. It asks 'Which program would you like to participate in?' with two radio button options: 'Independent Cleanup Pathway' and 'Voluntary Cleanup Program'. The 'Voluntary Cleanup Program' option is selected and has a yellow tooltip box next to it. The tooltip text reads: 'In the VCP, DEQ provides oversight throughout the investigation and cleanup. This option is appropriate for high-priority sites, as well as lower priority sites. VCP provides a flexible schedule, and DEQ oversight ensures that your cleanup will meet Oregon's Environmental Cleanup Law. A deposit is required to participate in the VCP. The deposit amount ranges from \$0 to \$5,000 depending on the complexity of the project.' Below this is the 'Site Identification' section, which has two radio button options: 'Select your facility' (selected) and 'Create new facility'. Under 'Select your facility', there is a red-bordered input field with a red error message 'Required.' below it. Below that are two more radio button options: 'Select your project' (selected) and 'Create new project'. At the bottom, there is a 'Select your project' dropdown menu.

4.3 Site Identification

There are several variations for the parameters described below. Each variation is discussed in the following subsections.



The screenshot shows the 'Site Identification' section of a web form. It has two radio button options: 'Select your facility' (selected) and 'Create new facility'. Below this is a red-bordered input field with a red error message 'Required.' below it. Below that are two more radio button options: 'Select your project' (selected) and 'Create new project'. At the bottom, there is a 'Select your project' dropdown menu.

Select your facility. Selecting your facility indicates the facility exists in YDO **and** has been associated with your account **and** the “Cleanup and Site Remediation” submittal group (see **Section 2**). This indicates one or more DEQ programs are already associated with the facility. The facility will be present in the dropdown menu for you to select.

Select your project. Selecting an existing facility will populate any existing cleanup projects to the “Select your project” dropdown. Select an existing project from the dropdown menu if this cleanup project is related to an existing cleanup (ECSI) project.

Create new project. Selecting create new project indicates the cleanup project is new to DEQ.

Create new facility. If the facility is not already in YDO, associated with your account, or associated with the “Cleanup and Site Remediation” submittal group, the facility will not be present in the “Select your facility” dropdown menu. Information for creation of a new facility will need to be provide. This selection will also result in a new project creation.

4.3.1 “Select your facility” and “Select you project” Option

A facility must be associated with your account **and** the correct submittal group for the facility to populate in the dropdown menu.

1. Select the facility associated with the project this submittal is for.

Tip. If the facility is not present in the dropdown menu, go to **Section 2** and confirm all the steps necessary were completed. If the facility was not found in YDO than go to **Section 4.3.3**.

The screenshot shows the 'Site Identification' form. At the top, there are two radio buttons: 'Select your facility' (which is selected) and 'Create new facility'. Below this is a section titled 'Select your facility (project site)'. It features a search bar with a magnifying glass icon and the placeholder text 'Search by name/ID/address/latitude/longitude/type...'. Below the search bar is a list of search results. The first result is highlighted in light blue and shows a small thumbnail image of a building, the name 'Godric's Hollow', the address '1920 Olympic St, Springfield, OR 97477-3458', a green ID box containing '894527', and two input fields for 'Latitude' (44.061015) and 'Longitude' (-122.995381). Below this are three more search results: 'Earth Kingdom' (4011 Main St, Springfield, OR 97478, ID 830190), 'Godric's Hollow' (1920 Olympic St, Springfield, OR 97477-3458, ID 894527), and 'Malfoy Manor' (2525 Olympic St, Springfield, OR 97477-3467, ID 894528). Each result has a green location pin icon to its right. A yellow arrow icon is visible on the right side of the first result.

2. The selected facility will populate into the “Select your facility (project site)” field.

The screenshot shows the 'Site Identification' form. At the top, there are two radio buttons: 'Select your facility' (which is selected) and 'Create new facility'. Below this is a section titled 'Select your facility (project site)'. It features a search bar with a magnifying glass icon and the placeholder text 'Search by name/ID/address/latitude/longitude/type...'. Below the search bar is a list of search results. The first result is highlighted in light blue and shows a small thumbnail image of a building, the name 'Godric's Hollow', the address '1920 Olympic St, Springfield, OR 97477-3458', a green ID box containing '894527', and two input fields for 'Latitude' (44.061015) and 'Longitude' (-122.995381). Below this are three more search results: 'Earth Kingdom' (4011 Main St, Springfield, OR 97478, ID 830190), 'Godric's Hollow' (1920 Olympic St, Springfield, OR 97477-3458, ID 894527), and 'Malfoy Manor' (2525 Olympic St, Springfield, OR 97477-3467, ID 894528). Each result has a green location pin icon to its right. A blue arrow icon is visible on the right side of the first result.

- Projects associated with the selected facility will appear in the project dropdown menu. Projects may have different names than the facility. If more than one project is present, select the appropriate project.

The screenshot shows the 'Site Identification' form. At the top, there are two radio buttons: 'Select your facility' (selected) and 'Create new facility'. Below this is a section for 'Select your facility (project site)' which includes a Google Street View image of 'Godric's Hollow' at 1920 Olympic St, Springfield, OR 97477-3458. To the right of the image is a green box with the number '894527', and further right are fields for 'Latitude 44.061015' and 'Longitude -122.995381'. Below the facility section, there are two more radio buttons: 'Select your project' (selected) and 'Create new project'. Underneath is a dropdown menu for 'Select your project' which is currently empty. Below the dropdown is a search bar with a magnifying glass icon. Below the search bar, a project entry for 'King's Corss' is highlighted in yellow. The entry shows the project name 'King's Corss', a green box with the number '586223', and two options: 'Cleanup Project' and '6701'.

Tip. The program ID number (ECSI number) is located below the project type.

This is a close-up of the project selection dropdown menu. It shows the project name 'King's Corss' and a green box with the number '586223'. Below this, there are two options: 'Cleanup Project' and '6701'. The '6701' option is highlighted with a red rectangular box.

- The selected project will populate into the "Select your project" field.

Tip. If the project you expected to see does not appear in the dropdown menu, you may have selected the incorrect Facility.

This screenshot shows the 'Site Identification' form after a project has been selected. The 'Select your project' dropdown menu is now populated with the 'King's Corss' project. The entry shows the project name 'King's Corss', a green box with the number '586223', and two options: 'Cleanup Project' and '6701'. The 'Cleanup Project' option is highlighted in blue, indicating it is the selected project.

4.3.2 “Select your facility” and “Create new project”

A facility must be associated with your account **and** the correct submittal group for the facility to populate in the dropdown menu (See **Section 2**).

1. Select the facility associated with the project this submittal is for.

Tip. If the facility is not present in the dropdown menu, go to **Section 2**.

The screenshot shows the 'Site Identification' form. At the top, there are two radio buttons: 'Select your facility' (which is selected) and 'Create new facility'. Below this is a dropdown menu labeled 'Select your facility (project site)'. The dropdown is open, showing a search bar with the text 'Search by name/ID/address/latitude/longitude/type...'. Below the search bar, there are two search results:

Facility Name	Address	Facility ID
CHILOQUIN FOREST PRODUCTS INC	E BLOCKINGER ST, CHILOQUIN, OR 97624	674073
Star Trek	420 N Main St, Pendleton, OR 97801-1648	830162

2. The selected facility will populate into the “Select your facility (project site)” field.

The screenshot shows the 'Site Identification' form. The 'Select your facility (project site)' dropdown is now populated with the 'Star Trek' facility. The dropdown shows a small image of the facility, the name 'Star Trek', the address '420 N Main St, Pendleton, OR 97801-1648', and the facility ID '830162'. To the right of the facility ID, there are two input fields for 'Latitude' (45.676661) and 'Longitude' (-118.789305). Below the facility dropdown, there are two radio buttons: 'Select your project' (which is selected) and 'Create new project'. Below this is another dropdown menu labeled 'Select your project'.

3. For a new cleanup project select “Create new project”. DEQ staff will assign a project name and program (ECSI) ID during their review. Go to **Section 4.4**.

The screenshot shows the 'Site Identification' form. The 'Select your facility (project site)' dropdown is still populated with the 'Star Trek' facility. The 'Select your project' dropdown is now empty. The radio buttons at the bottom are 'Select your project' (which is unselected) and 'Create new project' (which is selected).

4.3.3 “Create new facility”

This option is for a new facility and by association a new project. DEQ staff will create the new facility, create the new project, and assign a ECSI ID during their review. The new facility will automatically be associated with your account. Provide the following information.

4.3.3.1 New Facility Information

1. Provide the required information.
2. Provide any optional information in the “Comments:” box.

Site Identification

Select your facility Create new facility

New Facility Information

Facility Name
Cleanup Intake Test Facility

Abbreviation Is the facility located on Native American Lands?
 No

Email Phone Fax Number of Employees
katie.daugherty@deq.oregon.gov 444-444-4444 000-000-0000 0

Comments:

(Remaining Length: 4000)

4.3.3.2 New Facility – Facility Mailing Address

1. Provide the facility’s mailing address.

Mailing Address

Country
 United States Canada

Address Unit, Suite, or Floor #
23500 NE Sandy Blvd

City State Zip Code
Wood Village OR (Oregon) 97060-9653

4.3.3.3 New Facility – Physical Location

Provide the address of the physical location of your facility.

1. If the facility mailing address is the same as the physical location, click the “Copy from Mailing Address” button.
2. If the physical location of your facility is different than the facility mailing address, enter the physical location address.
 - a. If the property does not have an address, go to **Section 4.3.3.4**.
 - b. The latitude and longitude should automatically populate.

Physical Location

[Use the map to auto-populate latitude and longitude.](#)


Copy from Mailing Address

Country
 United States Canada

Address Unit, Suite, or Floor #
4011 Main St

City State Zip Code
Springfield OR (Oregon) 97478

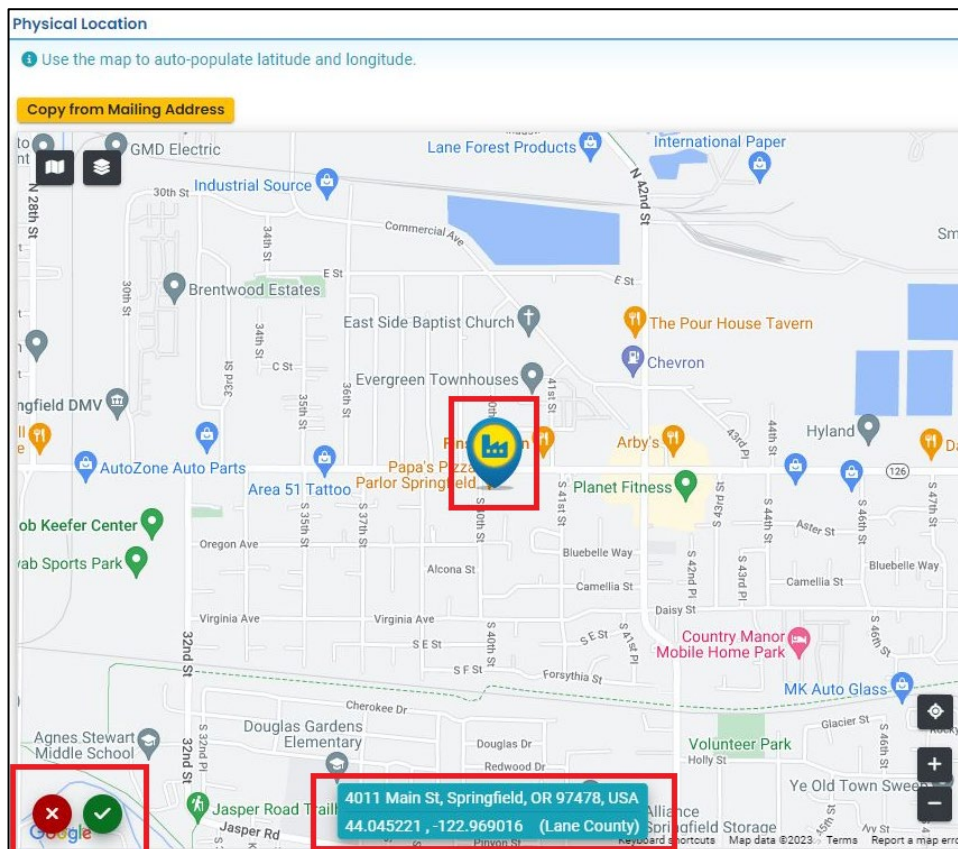
Latitude (44°2'42.80"N) Longitude (122°58'8.46"W)
44.045221 -122.969016



4.3.3.4 New Facility - No Address for Physical Location

If the property does not have an address perform the following steps.

1. Use a nearby address to be in proximity to your facility.
2. Click on the map located on the right side of this section. An enlarged map will populate.
3. Click and drag the facility pin to the actual facility location.
4. Click the green check mark in the lower left hand corner to accept the location change.
5. The system will populate or leave the address field blank. **Make sure and revise the address field to reflect your facility location (e.g. 1000 ft east of 4th & Main).**



4.4 Property Details

Provide the information listed below for the property. Required fields are populated in example below.

1. Township, Range, and Section. Section Quarter-Quarter (ABCD format [except Lane County 1234 format])
2. Property size in acres
3. County
4. Property tax lot. If more than one tax lot, click the “+ Add Item” button

Property Details

Township	Range	Section	Section Quarter-Quarter
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Size(Acre)

County

Tax Lot(s)

1	Tax Lot
<input type="text"/>	<input type="text"/>

[+ Add Item](#)

4.5 Site Eligibility

The “Site Eligibility” section will only appear when “Independent Cleanup Pathway” is selected under the “Select Program” section.

1. Answer the series of questions that determine if your project is eligible for the ICP.
2. If the answer to any question is Yes, your project is not eligible for ICP and a banner will appear indicating that.
3. If your project is not eligible for ICP, determine if you would like to continue to under the VCP or not continue with request for DEQ oversight.
 - a. If you wish to continue under VCP, return to the “Select Program” section and change your response to “Voluntary Cleanup Program”.
 - b. If you do not wish to continue under VCP, do not complete the submittal and contact DEQ.

Site Eligibility

Are free-phase products present in the groundwater?

Yes No

Has the site contamination impacted an existing drinking water source (groundwater or surface water)?

Yes No

Has the soil, groundwater or surface water contamination at the site migrated beyond the property boundary?

Yes No

Is the site in or within 1000 feet of a Sensitive Environment as defined in OAR 340-122-115(49)?

Yes No

Are contaminant odors present in any buildings, manholes or other confined spaces?

Yes No

This site is not eligible for the ICP.

Do you want to continue under VCP?

Yes No

Please do not proceed with completing this form. Contact the DEQ Duty Officer in the DEQ region where your property is located.

4.6 Oversight Needed

The “Oversight Needed” section will only appear when “Independent Cleanup Pathway” is selected under the “Select Program” section. Provide answers to the following questions.

Oversight Needed

Is the investigation and/or cleanup already completed?

Yes No

Would you like DEQ Technical Consultation during execution of the project?

Yes No

Estimated project start date

08/25/2024

4.7 Summary of Contamination Information

To the extent this information is available, provide the project information requested in this section.

Summary of Contamination Information

Current site use

Historic site use

Known or suspected contaminant source(s)

Known or suspected contaminants

Asbestos Dioxins PCBs Pesticides Petroleum (gas, diesel, heating oil, aviation fuel, mineral spirits, etc.) PFAS/PFOA SVOCs; Naphthalene; PAHs
 VOCs; BTEX; Chlorinated Solvents Metals: Arsenic, Lead, Other Metals Other Contaminants

Impacted media

Ambient Air Buildings Drinking Water Groundwater Indoor Air Sediment Soil Soil Gas Surface Water

4.8 Cost Recovery Certification

1. Read the terms and conditions of cost recovery agreement between you and DEQ.
2. Click the box next to “I have read and agree to the above agreement”.

Cost Agreement Certification

Cost Recovery Agreement between you and the Department of Environmental Quality (DEQ)

1) This serves as an Agreement between you and DEQ regarding DEQ's review and oversight of the investigation and/or cleanup of hazardous substances or for the preparation of a Prospective Purchaser Agreement (PPA) at the facility.

2) DEQ agrees to review relevant environmental and other documents submitted by you or on your behalf, to review related information available in DEQ's files, and to conduct a site visit(s) if necessary. Additional details regarding DEQ oversight will be established upon review of the initial site data.

3) DEQ will provide public notice and opportunity for comment on any proposal to release a party from liability under Oregon Revised Statutes (ORS) 465.327, any proposed remedial action, or proposed "no further action" determination, as appropriate, in accordance with ORS 465.320 for Voluntary Cleanup Program (VCP) and Independent Cleanup Pathway (ICP) sites or Oregon Administrative Rule (OAR) 340-122-0260 for leaking underground storage tank (LUST) sites.

4) DEQ requires an Applicant requesting DEQ review and oversight of investigation and cleanup activities or DEQ preparation of a PPA agree to the terms of this Agreement and pay project oversight costs. DEQ will require an initial deposit, up to \$5,000, for VCP, ICP, and PPA projects as an advance against costs which DEQ will incur.

5) Electing not to enter into this Agreement does not release you from any responsibility that you might have for any response actions, reporting requirements, or violations of OAR or ORS.

6) DEQ costs include direct costs and indirect costs. Direct costs include site-specific expenses and legal costs. Indirect costs are those general management and support costs of DEQ and the Land Quality Division which are not charged as direct site-specific costs. Indirect charges are based on actual costs and are applied as a percentage of direct personal services costs. Review, preparation, and oversight costs shall not include any unreasonable costs or costs not otherwise recoverable by DEQ under ORS 465.255.

7) DEQ will provide you with a monthly invoice and direct labor summary. If project costs exceed the account balance, payment is due to DEQ within thirty (30) days of issuance of the monthly invoice. Nine (9) percent interest shall be charged on past due accounts. If project costs do not exceed the account balance, DEQ will refund within 60 days of the close of the project any amount remaining in excess of the actual costs. Prospective Purchaser projects may opt to have DEQ apply the remaining amount towards oversight of actions performed under the PPA.

8) Either you or DEQ may terminate this Agreement by giving 15 days advance written notice to the other. Only those costs incurred or obligated by DEQ before the effective date of any termination of this Agreement are recoverable under this Agreement. Termination of this Agreement will not affect any other right DEQ may have for recovery of costs under applicable law.

9) You agree to hold DEQ harmless and indemnify DEQ for any claims (including but not limited to claims of property damage or personal injury) arising from activities reviewed under this Agreement.

10) This Agreement is not and shall not be construed to be an admission by you of any liability under ORS 465.255 or any other law or as a waiver by you of any defense to such liability. This Agreement is not and shall not be construed to be a waiver, release, or settlement of claims that DEQ may have against you or any other responsible person nor is this Agreement a waiver of any enforcement authority that DEQ may have.

11) You will provide DEQ with data and records related to investigation and cleanup activities at the facility, excluding any privileged documents identified as such by you.

I have read and agree to the above agreement

Deposit is not due at the time of submittal

4.9 Invoice Contact

1. Provide information for where the invoices should be sent.

Invoice Contact

Salutation: [] First Name: James M.I.: T Last Name: Kirk

Company: Starfleet Accounting Title: [] Email: katie.daugherty@deq.oregon.gov

Phone: 333-333-3333 Mobile: 000-000-0000 Fax: 000-000-0000

Country: United States Canada

Address: 60 Greene St Unit, Suite, or Floor #: []

City: Riverside State: IA (Iowa) Zip Code: 52327-9614

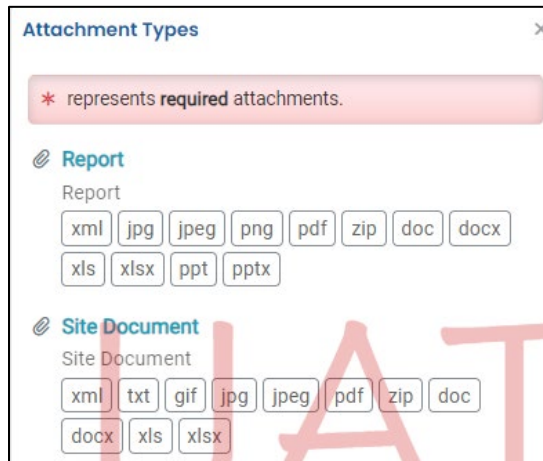


Save the submittal and go to the next tab.

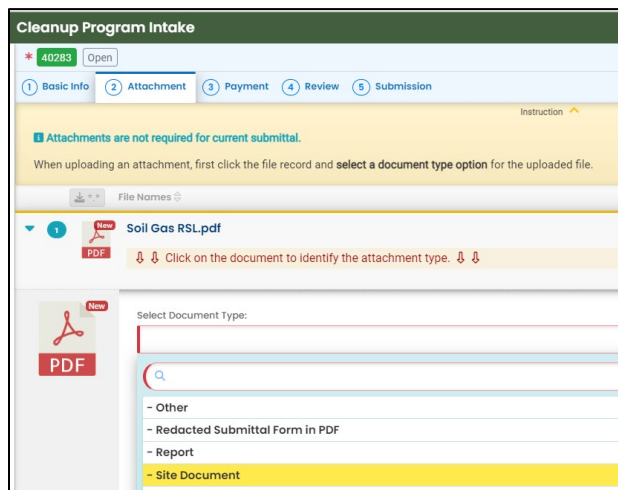
5 Attachment Tab

Documents are not required to be included with this submittal. However, you do have the option to attach applicable reports or documents. To attach a document follow the steps below.

1. Review the “Attachment Types” box on the right side of the screen. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



1. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment or simply drag and drop.
2. Once uploaded, click “Click on the document to identify the attachment type”.
3. Click “Site Document Type:” and select the document type.



Save the submittal and go to the next tab.

6 Payment Tab

No payment is required at this time. DEQ staff will assign a deposit amount during their review of the submittal and send back the submittal to for payment. The deposit will need to be paid prior to final acceptance into ICP or VCP.

The screenshot shows a web interface for the 'Cleanup Program Intake' system. At the top, there is a dark green header with the text 'Cleanup Program Intake'. Below this, a light blue bar contains the ID '40283' and an 'Open' button. A navigation menu below the bar has five items: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission', with '3 Payment' being the active tab. A light blue message box states 'There is no payment due at this time.' Below this is a summary table with three columns: 'Fee', 'Paid', and 'Balance'. The values are '\$ 0.00', '\$ 0.00', and '\$ 0.00' respectively, with a minus sign between Fee and Paid, and an equals sign between Paid and Balance. At the bottom, there are two sections: 'Fees' on the left and 'Payment Transactions' on the right. The 'Fees' section contains the text 'Fee is not required at this time.' and the 'Payment Transactions' section contains 'No payment transaction records.'

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Fees
Fee is not required at this time.

Payment Transactions
No payment transaction records.

7 Review Tab

You may review all mandatory requirements under the “Review” tab.

1. The system will display a ✓ if all required information is provided.

The screenshot shows the 'Review' tab selected in a navigation bar with five items: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. A yellow banner at the top reads: '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 is a 'Submittal Form(s) Summary' section with a green background and text: 'Please check if the following sections are completed. Click on the PDF (PDF) hyperlink to open/save/print the PDF form.' Underneath, a green box contains '✓ Basic Info', which is highlighted with a purple border. The 'Fees/Payments' section shows a table with columns 'Fee', 'Paid', and 'Balance', with values '\$ 0.00', '\$ 0.00', and '\$ 0.00' respectively. The 'Mandatory Attachment' section states 'Attachments are not required for this Submittal.' The 'Uploaded Attachment' section shows a file named 'Soil Gas RSL.pdf' (Site Document, PDF, 34,951 KB).

2. The system will display an ✗ if required information has not been provided. You will need to complete required information to submit the submittal.

The screenshot shows the 'Review' tab selected in a navigation bar with five items: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. A yellow banner at the top reads: 'Review your submittal and any attachments. Save any changes you have made before returning to this page.' Below this is a 'Submittal Form(s) Summary' section with a green background and text: 'Please check if the following sections are completed. Click on the PDF (PDF) hyperlink to open/save/print the PDF form.' Underneath, a red box contains '✗ Basic Info', which is highlighted with a red border. The 'Fees/Payments' section is not visible in this screenshot.

8 Submission Tab

To submit this submittal:

1. Check the box next to “I have read and agree to the above certification statement”.
2. Click “Submit”.

Cleanup Program Intake

40283 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 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

3. The following screen will appear indicating a successful submission. Click the “Submittal Form” button for a printable copy of the submittal.

Cleanup Program Intake

40283 Complete Submittal

Please click Receipt to print your receipt.

Submittal Summary		Submittal Form Info	
Submittal ID:	40283	Name:	Cleanup Program Intake
Submittal Date:	10/20/2023, 11:56 AM	Method:	Online Submission
Submittal By:	Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov		
Owner Information:	Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov		

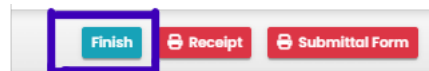
Fee Detail	Certification
This submittal does not require fee.	Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.
Payment Detail	Question: what is your favorite song?
Not Applicable.	Answer: *****
	PIN Number: *****
	RO: Cleanup TESTER
	Sender IP: 159.121.206.56

Attachment List

- Soil Gas RSL.pdf
Site Document
PDF | 34,951 KB

Finish Receipt Submittal Form

4. Click “Finish” button to return to your account.

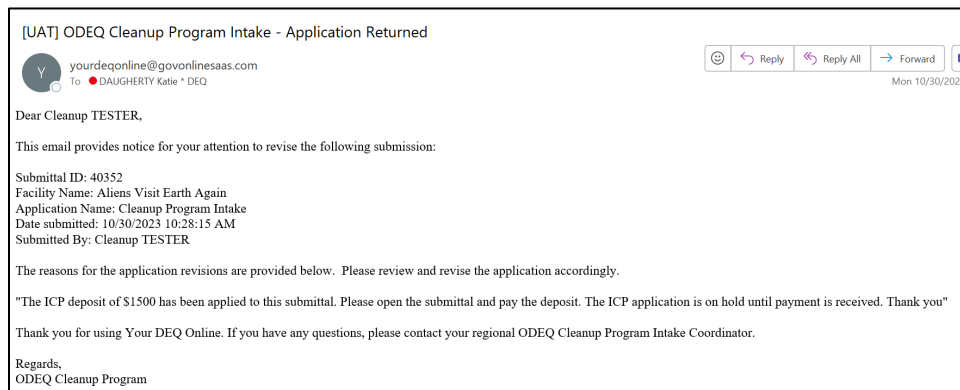


9 Pay Your Deposit

DEQ requires payment of a deposit towards DEQ's anticipated oversight costs. The deposit is typically waived for government and quasi-government entities.

A deposit will be applied to the Cleanup Program Intake submittal once DEQ has completed an initial review. DEQ will then send back the submittal for payment.

An email will be sent by YDO, notifying you of the submittal return and the associated reason.



9.1 Associate the Facility with Your Account

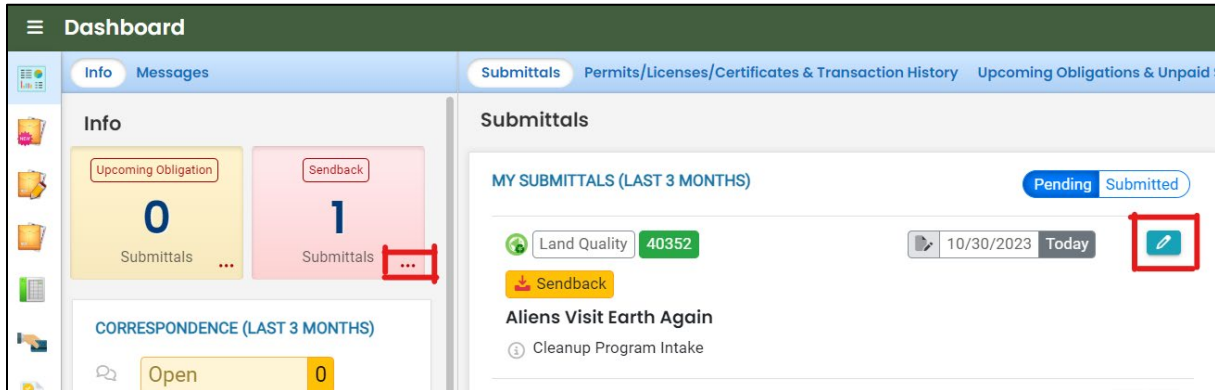
If you selected **“Create new facility”** (see **Section 4.2.3**) when you originally completed the submittal, you will need to associate the facility with your account and the “Cleanup and Site Remediation” submittal group prior to paying your deposit.

See **Section 2** for instructions on how to associate a facility with your account and the appropriate submittal group.

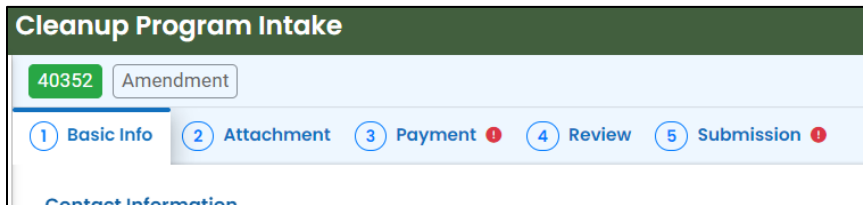
9.2 Find the Intake Submittal Sent Back

Submittal “Send back” are shown and accessible from two locations on your Dashboard. Either click the three red dots in the “Send back” box under “Info” or look under “Pending” in your “My Submittals (Last 3 Months)” box.

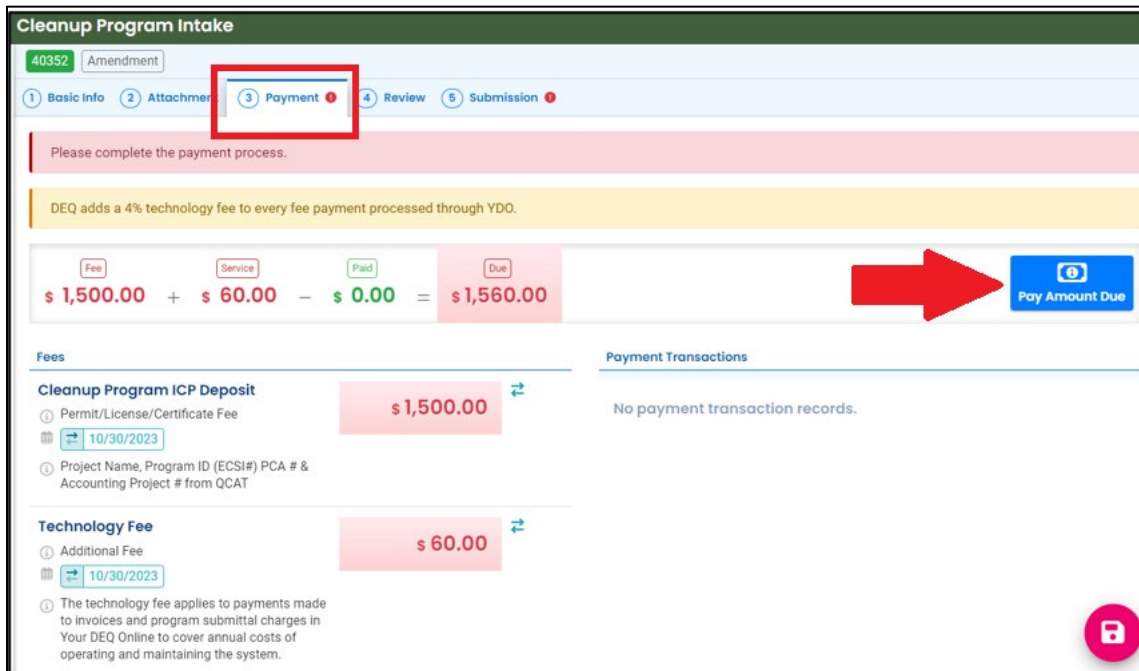
1. Click the pencil to open the submittal.



2. Click the pencil to open the submittal. The “Payment” tab and the “Submission” tab will be flagged with red explanation marks.



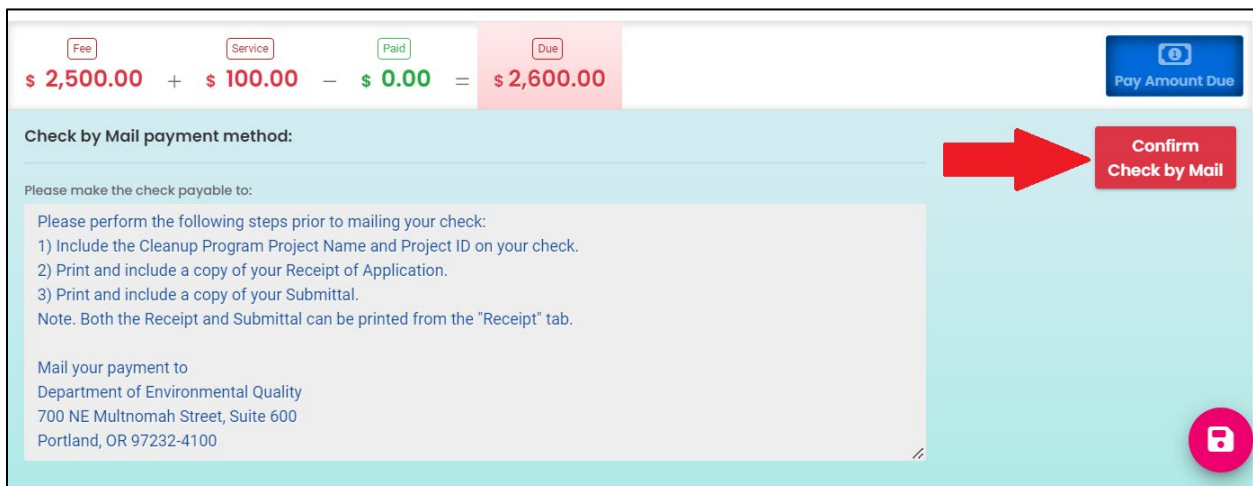
3. Click the "Payment" tab.
4. Click the "Pay Amount Due" blue box to start payment process.



9.3 Make a Payment

As DEQ transition to a new cost recovery invoice system, the only payment option currently available is sending a check by mail.

Click the "Confirm Check by Mail". Please note the instructions and mailing address.



9.4 After Payment – Submit Again

1. Go to the “Submission” tab.
2. Check the box next to “I have read and agree to the above certification statement”.
3. Click Submit.

The screenshot shows a web form titled "Cleanup Program Intake" with a sub-header "40352 Amendment". The form has five tabs: "1 Basic Info", "2 Attachment", "3 Payment", "4 Review", and "5 Submission", with the "Submission" tab selected. The form contains three sections: "Certification Statement", "Security Precautions", and "Disclaimer".

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.

At the bottom left is a blue "Submit" button. At the bottom right is a red circular icon with a white padlock.

9.5 Mail Check Instructions

After you click “Submit” this page will appear indicating the submittal was successful. The deposit amount has been populated and show balance owed.

✔ **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 Form Info	
Submittal ID:	41850	Name:	Cleanup Program Intake
Submittal Date:	3/8/2024, 11:17 AM	Method:	Online Submission
Submittal By:	La'an Noonien-Singh 4444444444 noemail@deq.oregon.gov		
Owner Information:	La'an Noonien-Singh 4444444444 noemail@deq.oregon.gov		

Fee Detail				Certification	
Name	Type	Amount			
Deposit	Permit/License/Certificate Fee	\$2,500.00	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.		
Technology Fee	Additional Fee	\$100.00	Question: what is your favorite song?		

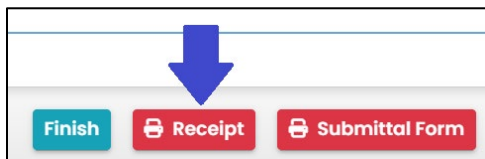
Payment Detail			
Date	Method	Fee Amount	Paid Amount
Total:		\$2,600.00	\$0.00

Attachment List

Finish
Receipt
Submittal Form

9.5.1 Printing Receipt

Click the “Receipt” button at the bottom of the “Submission Successful” page. Print the receipt and include with your check.



Submittal Receipt

Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100 Date Created: 3/8/2024

Submittal Summary

Facility (project site): Deep Space 9
Submittal: Cleanup Program Intake
Submitted By: La'an Noonien-Singh Email: noemail@deq.oregon.gov
Submitted Date: 2024-03-08 11:17:42

Submittal ID: **41850**

Form Detail

Submittal Name: Cleanup Program Intake
Submission Method: Online Fee Program ID: 71
Action Type: New Fee Program Name: HWGENID

Payment Information (BALANCE DUE)

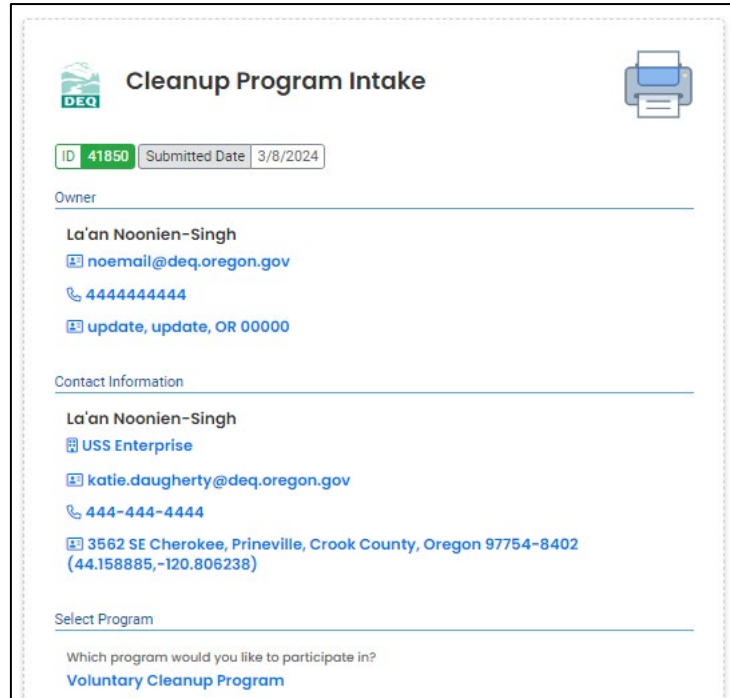
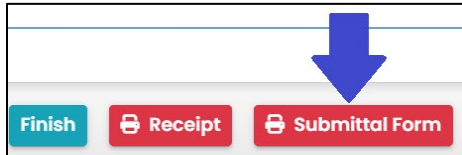
Processing Fee: \$2,500.00 Technology Fee: \$100.00
Total Amount Due: \$2,600.00

To complete your submittal, send a copy of this Submittal Receipt and payment to:

Please perform the following steps prior to mailing your check:
1) Include the Cleanup Program Proje
Make check payable to: Department of Environmental Quality

9.5.2 Printing Submittal Form

Click the “Submittal Form” button at the bottom of the “Submission Successful” page.
Print the submittal form and include with your check.

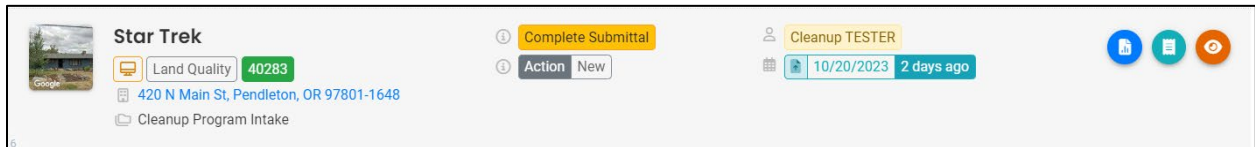


A screenshot of the 'Cleanup Program Intake' form. The form is titled 'Cleanup Program Intake' and features the DEQ logo. It includes a printer icon in the top right corner. The form contains the following information:

- ID: 41850 Submitted Date: 3/8/2024
- Owner: La'an Noonien-Singh
noemail@deq.oregon.gov
4444444444
update, update, OR 00000
- Contact Information: La'an Noonien-Singh
USS Enterprise
katie.daugherty@deq.oregon.gov
444-444-4444
3562 SE Cherokee, Prineville, Crook County, Oregon 97754-8402
(44.158885,-120.806238)
- Select Program: Which program would you like to participate in?
Voluntary Cleanup Program

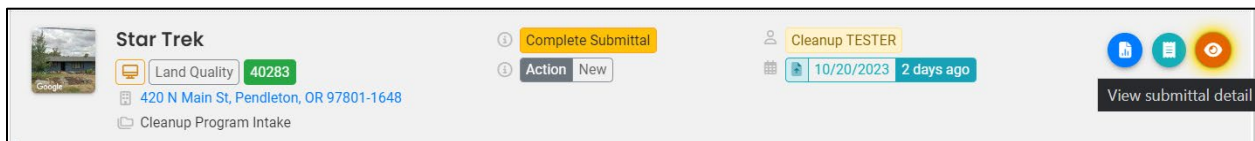
10 Track Your Submittal

Your completed submittal is populated to the “Track Submittal Status” page with a status of “Complete Submittal” highlighted in orange. This page provides a record of your Submittals to DEQ through YDO. Additional actions you may take from this page are provided in the following subsections.



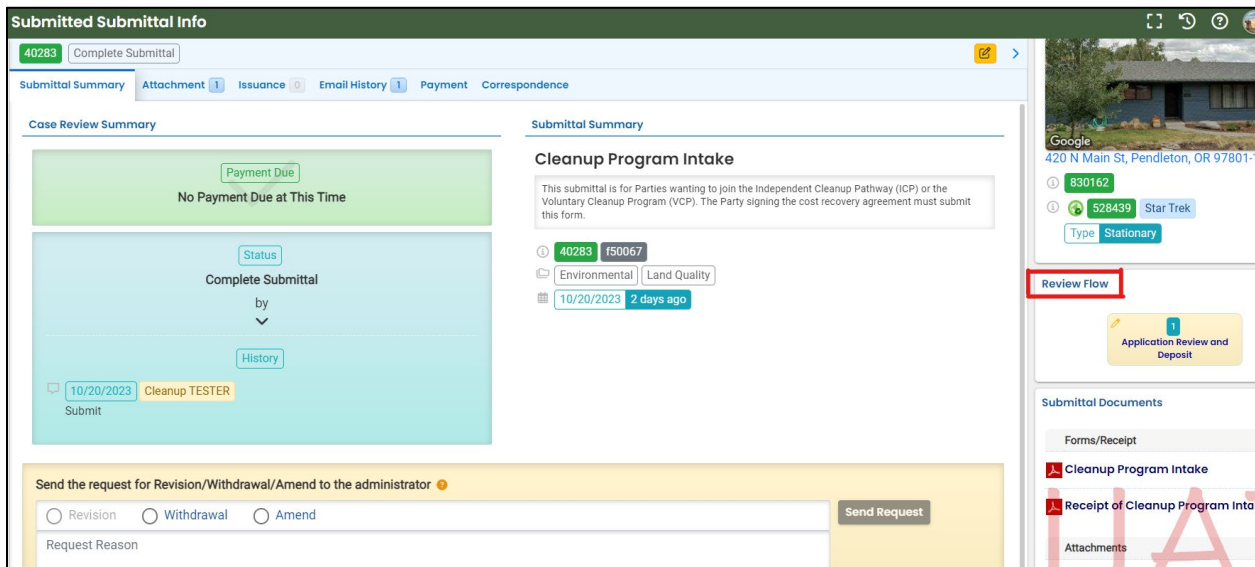
10.1 View Submittal Detail

Click the orange eye.



10.1.1 Submittal Summary Tab

1. Track the progress of DEQ’s review of the through the “Review Flow” box on the right.
2. Use the “Send the request for Revision/Withdrawal/Amend to the administrator” options to either request DEQ allow you to revise the submittal or to withdrawal the submittal.



10.1.2 Attachment Tab

View and download the documents attached to the submittal.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Attachment' tab is selected, showing a list of documents. One document is visible: 'Soil Gas RSL.pdf' with a PDF icon and a 'Doc Type' of 'Legal Description of the Property'. A '1 Results' button is at the bottom right.

10.1.3 Issuance Tab

No issuances are generated for this submittal type.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Issuance' tab is selected, and the page displays 'No record found.' under both the 'Issuance Documents' and 'Supporting Documents' sections.

10.1.4 Email History Tab

Emails sent by YDO related to this submittal are located under this tab.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40283. The 'Email History' tab is selected, displaying a table with one email record:

Subject	To/From	Last Sent
[UAT] ODEQ Cleanup Program Intake - Submission Received	TO: [redacted] FROM: YourDEQOnline@govonlineaas.com	2023-10-20 ⚠

A '1 Results' button is located at the bottom of the table.

10.1.5 Payment Tab

Track deposit assigned and payments related to this submittal here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292, 'Complete Submittal'. The 'Payment' tab is selected. A message states: 'There is no payment due at this time.' Below this, a summary shows: Fee \$ 0.00, Paid \$ 0.00, and Balance \$ 0.00. At the bottom, there are two sections: 'Fees' with the text 'Fee is not required at this time.' and 'Payment Transactions' with the text 'No payment transaction records.'

10.1.6 Correspondence Tab

Chats with DEQ are tracked here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292, 'Complete Submittal'. The 'Correspondence' tab is selected. It features a text input field with the placeholder 'Start a correspondence thread...' and a 'Post' button. Below the input field is a 'Correspondence Date/Time' field with the placeholder 'mm/dd/yyyy --:-- --'. At the bottom, a message states: 'No correspondence messages.'

10.2 Review Form

Click the blue circle to access the submittal content.

The screenshot shows the 'Review Form' interface for a submittal. On the left, there is a profile for 'Star Trek' with a location '420 N Main St, Pendleton, OR 97801-1648' and 'Cleanup Program Intake'. In the center, there are buttons for 'Complete Submittal' and 'Action New'. On the right, there is a user profile for 'Cleanup TESTER' with a date '10/20/2023' and '2 days ago'. At the bottom right, there is a 'Review Form' button.

The form cannot be modified.

Cleanup Program Intake

40283 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

Contact Information

Salutation	First Name	M.I.	Last Name
	La'an		Noonien-Singh
Company	Title	Email	
USS Enterprise		katie.daugherty@deq.oregon.gov	
Phone	Mobile	Fax	
444-444-4444	000-000-0000	000-000-0000	

10.3 Receipt Form

Click the center teal circle to access a copy of your receipt to save or download.

Star Trek Land Quality 40283 Complete Submittal Cleanup TESTER 10/20/2023 2 days ago Receipt

Action New

420 N Main St, Pendleton, OR 97801-1648
Cleanup Program Intake

