



# Cleanup Prospective Purchaser Agreement Application User Guide Cleanup Program

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This document was prepared by  
Oregon Department of Environmental Quality  
700 NE Multnomah Street, Suite 600  
Portland Oregon, 97232

Contact: [YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov)



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800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

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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 a Prospective Purchaser Application for a **Cleanup** project 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.



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# 1 Introduction

A Prospective Purchaser Agreement (PPA) is a legally binding agreement between DEQ and a prospective purchaser or lessee of real property. A PPA limits the purchaser's or lessee's liability to DEQ for environmental cleanup of the property. In return for this liability release, the PPA must provide the state with a substantial public benefit. The PPA does not provide protection from liability a purchaser or lessee may have under federal law or from liability for any new contamination that may occur after the purchaser or lessee acquires the property. A PPA must be negotiated with DEQ before the purchaser or lessee acquires an interest in the property.

The PPA Application is the first step for a prospective purchaser of a contaminated property to begin negotiations with DEQ to limit their liability while returning properties to productive use. The Cleanup PPA Application is for **Cleanup** projects only. A separate PPA Application is available for leaking underground storage tank (LUST) and leaking heating oil tank (HOT) projects.

Please visit DEQ's PPA [webpage](#) for more information and program materials. Participation in this program requires a deposit against future DEQ oversight costs.

## 1.1 Your DEQ Online

Through Your DEQ Online, parties may submit a PPA Application to request DEQ begin negotiations.

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.

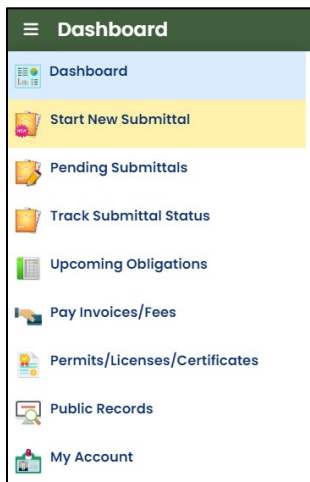
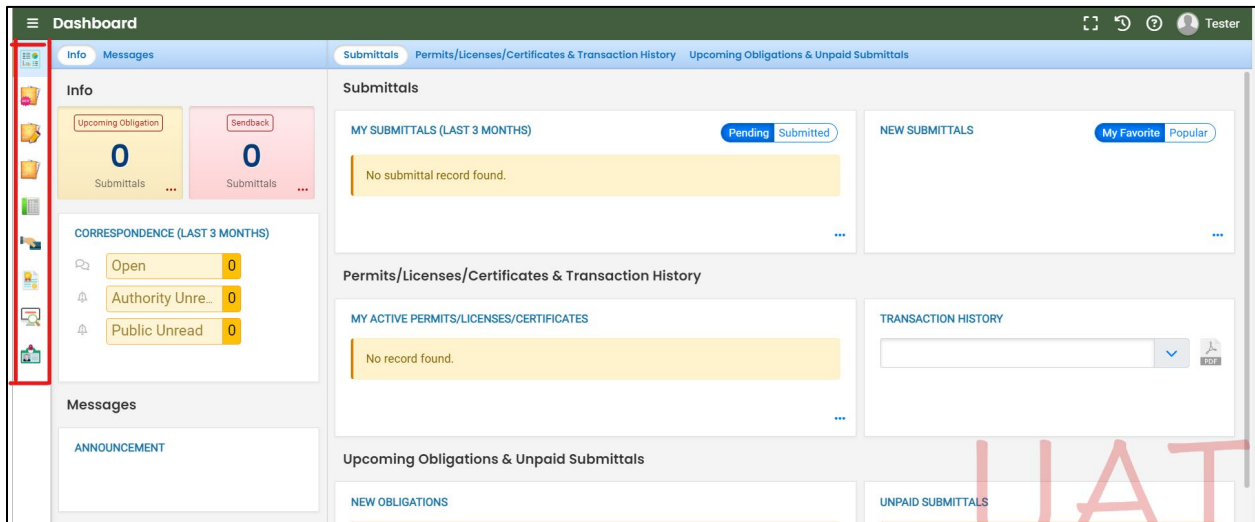
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

## 1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

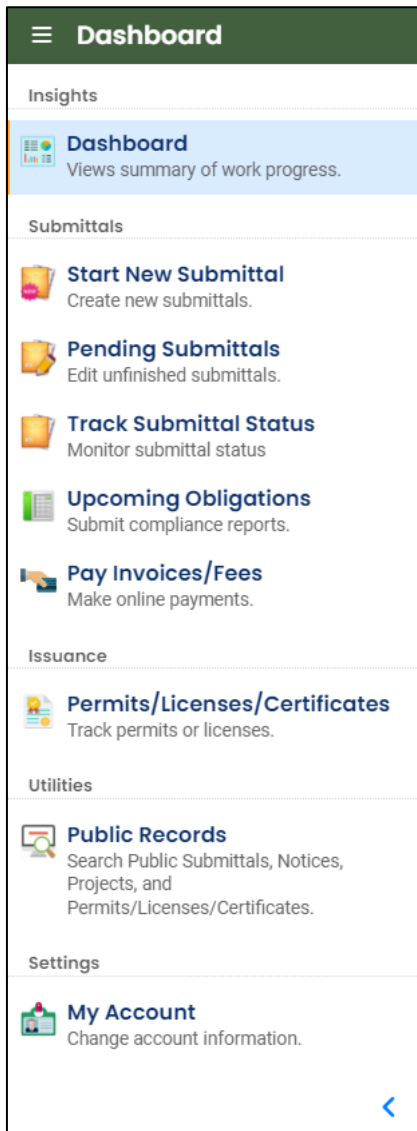
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

**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.

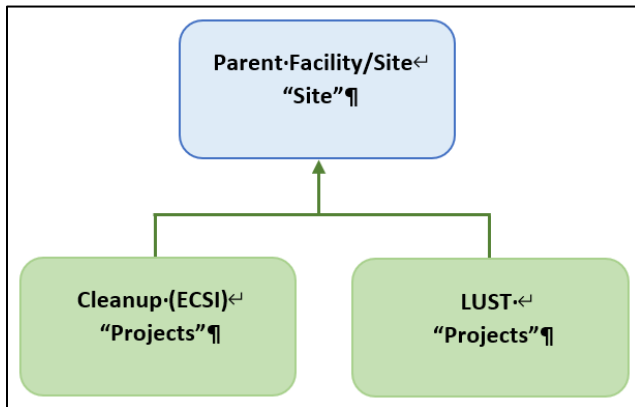
## 1.3 Who Should Submit this Application?

The Cleanup PPA Application submittal includes a cost recovery agreement. **This agreement must be completed by an authorized representative of the entity submitting the PPA Application.**



## 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.

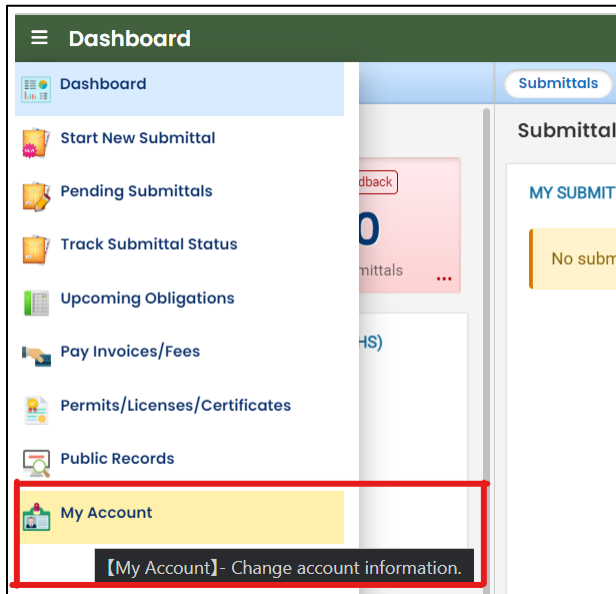
**Tip.** The “Site” name is often different than the “Project” name.

## 2 Does Your Facility/Site Exist in YDO Already?

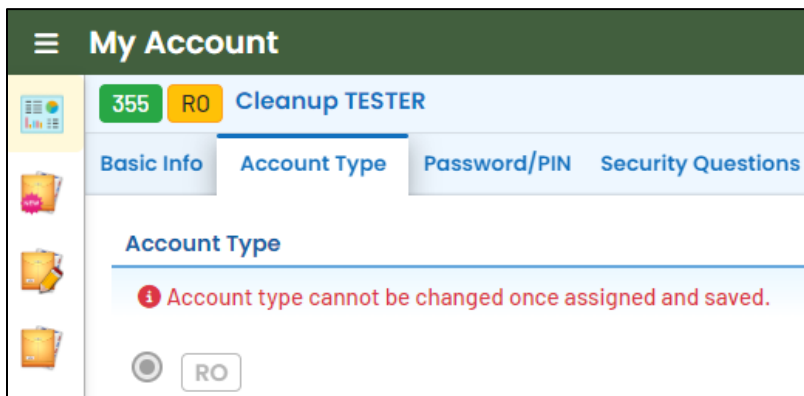
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to determine if the facility/site is already present in YDO. If your facility already exists in YDO, then the facility needs to be added to your account to be selected in the submittal.

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

<b>Star Trek</b> 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	
<b>Star Trek</b> 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	
<b>Star Trek</b> 420 N Main St, Pendleton, OR 97801-1648	830162	5 Leaking Underground Storage Tank	
<b>Add Permissions</b>			

## 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 you 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 ST, 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**

- 12th and Belmont Ave  
12th and Belmont Ave, Hood River, OR 97031 388662
- Bldg 1038 Forest Service Loop  
Bldg 1038 Forest Service Loop, Sisters, OR 97759 383848
- 1-2B MILWAUKIE  
9002 SE MCLOUGHLIN BLVD, MILWAUKIE, NJ 97222 273888
- ARCO 6058  
9560 NW GLENCOE RD, HILLSBORO, OR 97124 506476
- Eastside Funding LLC 707992

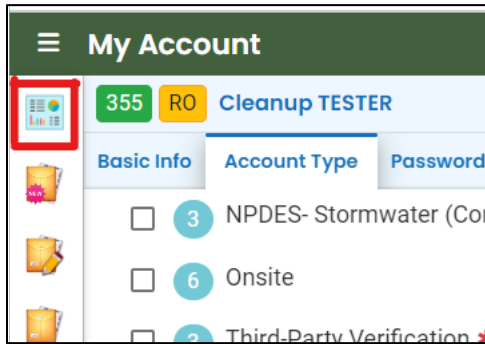
Total: 156164

**Available Submittal Groups**

- Cleanup and Site Remediation 4
- Heating Oil Tank 6
- Leaking Underground Storage Tank 5

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.

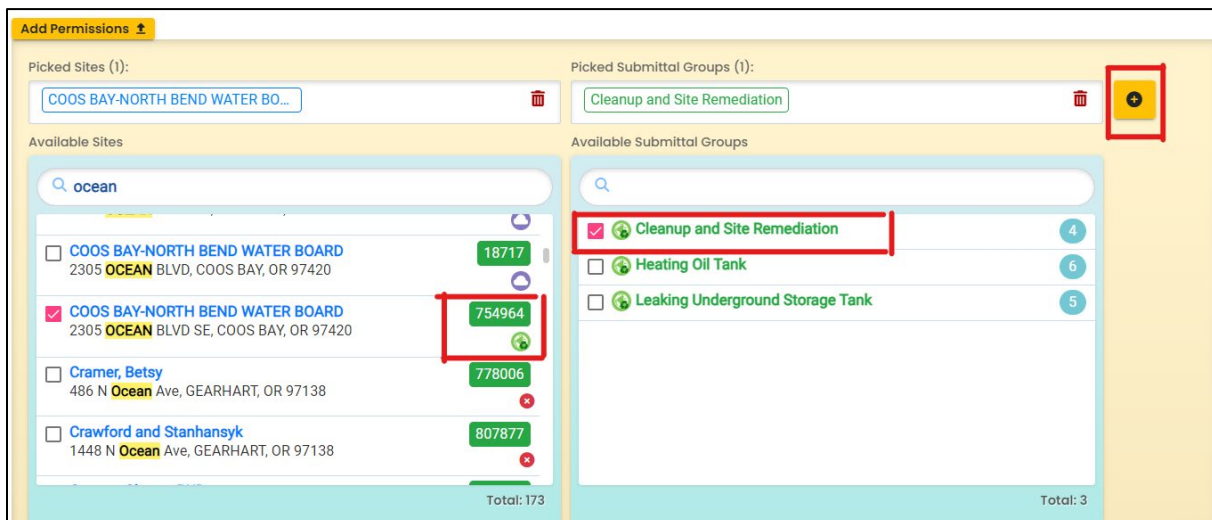
## 2.4 Facility Found in YDO – Add to Your Account


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.



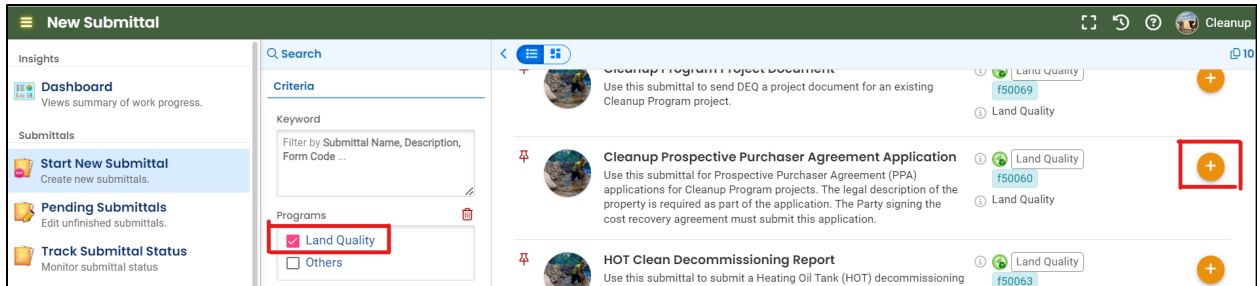
3. Click  button to save your selection.
4. Return to your Dashboard by clicking on the Dashboard icon.



# 3 Start A New Submittal

1. Click “Start New Submittal”.
2. Check “Land Quality” under “Programs”.
3. Locate the “Cleanup Prospective Purchaser Agreement Application” and click the “+” sign on the far right.

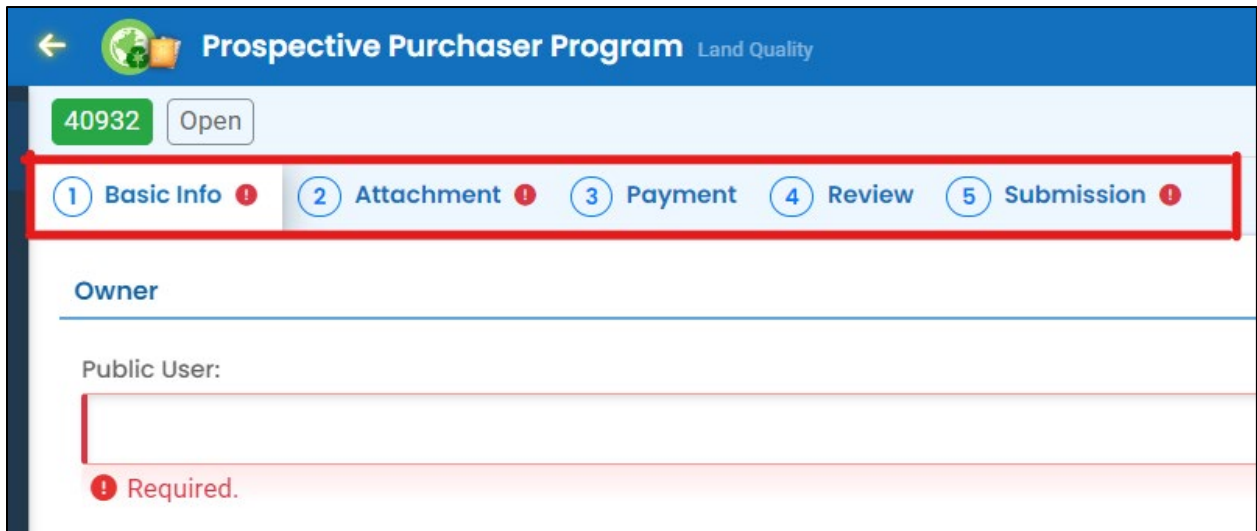
**Tip.** Clicking the push pin symbol next to the submittal will add that submittal to your “My Pinned Submittals” ribbon at the top.

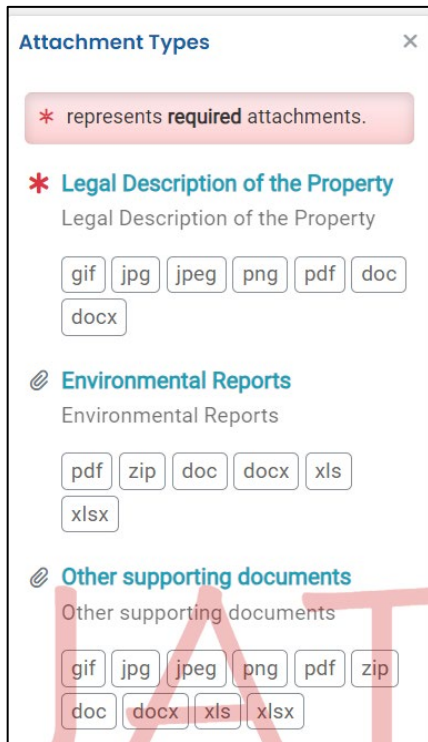


## 3.1 Understanding the Submittal

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.

4. Use the Save button  often.



# 4 Basic Info Tab

Enter the basic information about the project including the following.

- Providing applicant, current property owner, invoice, and other project contact information
- Selecting the Facility and Project or providing information on new Facility and/or new Project
- Providing Property Details
- Answering application questions and providing project information
- Agreeing to the cost recovery terms and conditions

## 4.1 Applicant Information

Provide the applicant contact information.

The screenshot shows a web form titled "Prospective Purchaser Program" with a dark green header. Below the header is a navigation bar with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The form is divided into two main sections: "Applicant Information" and "Applicant Contact".

**Applicant Contact** section includes the following fields:

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

**Mailing Address** section includes the following fields:

- Country:  United States  Canada
- Address: 1285 Sutter St
- Unit, Suite, or Floor #: [Empty]
- City: San Francisco
- State: CA (California)
- Zip Code: 94102

## 4.2 Site Identification

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

The screenshot shows a web form titled "Site Identification". At the top, there are two radio buttons: "Select your facility" (which is selected) and "Create new facility". Below this, there is a dropdown menu labeled "Select your facility (project site)". This dropdown menu is currently empty and has a red border, with a red error message "Required." displayed below it. Below the dropdown menu, there are two more radio buttons: "Select your project" (which is selected) and "Create new project". At the bottom, there is another dropdown menu labeled "Select your project", which is also empty.

**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 PPA application 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.

## 4.2.1 “Select your facility” and “Select you project” Option

A facility must be associated with your account for the facility to populate in the dropdown menu.

1. Select the facility associated with this project.

**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 4.2.3**.

The screenshot shows the 'Site Identification' form with the 'Select your facility' dropdown menu open. The search bar contains the text 'Search by name/ID/address/latitude/longitude/type...'. The search results are as follows:

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 with the 'Star Trek' facility selected in the 'Select your facility (project site)' field. The facility details are as follows:

Facility Name	Address	Facility ID	Latitude	Longitude
Star Trek	420 N Main St, Pendleton, OR 97801-1648	830162	45.676661	-118.789305

3. 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 with the 'King's Corss' project selected in the 'Select your project' dropdown menu. The project details are as follows:

Project Name	Project Type	Project ID
King's Corss	Cleanup Project	6701

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

4. The selected project will populate into the “Select your project” field.

### 4.2.2 “Select your facility” and “Create new project” Option

A facility must be associated with your account for the facility to populate in the dropdown menu.

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

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

3. For a new cleanup project select “Create new project”. DEQ staff will assign a project name and ID during their review. Go to **Section 4.3**.

## 4.2.3 “Create new facility” Option

This option is for a new facility and by association a new project that is not already in DEQ’s system. DEQ staff will add the new Facility to YDO and assign a project name and ID during their review.

### 4.2.3.1 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)

### 4.2.3.2 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

### 4.2.3.3 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 #

City  State  Zip Code

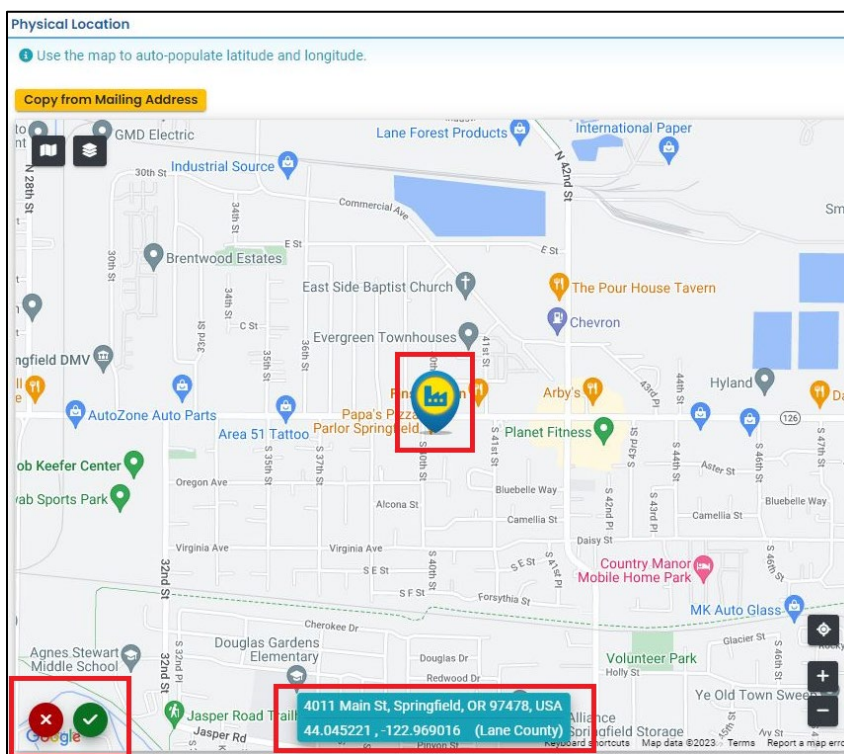
Latitude (44°2'42.80"N)  Longitude (122°58'8.46"W)

Map showing location in Springfield, Oregon. Landmarks include Papa's Pizza Parlor Springfield, Fins Drive In, Nectar, Evergreen Townhouses, and Chevron.

#### 4.2.3.4 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. Clicking 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 locate (e.g. 1000 ft east of 4<sup>th</sup> & Main).**



## 4.3 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 use 1234 format]);
2. Property size in acres;
3. County;
4. Property tax lot. If more than one tax lot, click the “+ Add Item” button;
5. Provide current use of the property, if property is vacant, and if vacant for how long; and
6. Provide Current zoning of the property.

**Property Details**

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

Size(acres)

County

**Tax Lot(s)**

1 Tax Lot(s)

+ Add Item

Current use of the property  If property is vacant, how long has it been vacant?

Current zoning of the property



## 4.4 Current Site Owner Information

1. Provide the current property owner contact information.

Current Site Owner Information			
<b>Current Site Owner Contact</b>			
Salutation	First Name	M.I.	Last Name
	James	T	Kirk
Company	Title	Email	
Starfleet		katie.daugherty@deq.oregon.gov	
Phone	Mobile	Fax	
333-333-3333	000-000-0000	000-000-0000	
<b>Mailing Address</b>			
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Unit, Suite, or Floor #	
60 Greene St			
City	State	Zip Code	
Riverside	IA (Iowa)	52327-9614	

2. Answer questions about the current site owner.

Is the current owner aware of your plans to seek a "Prospective Purchaser Agreement" with DEQ?
<input checked="" type="radio"/> Yes <input type="radio"/> No
To your knowledge, does the current owner have any objections or reservations regarding this proposed prospective purchaser agreement?
<input type="radio"/> Yes <input checked="" type="radio"/> No

## 4.5 Applicant's Proposed Interest, Property Transaction Timing, and Agreement Type

Provide the following information.

<b>Applicant's Proposed Interest in the Property</b>
Are you planning to buy the property described above?
<input checked="" type="radio"/> Yes <input type="radio"/> No
<b>Nature and Timing of Pending Property Transaction</b>
Please describe, if known, the nature and timing of the proposed property transaction in sufficient detail to give DEQ a sense of your needs and timetable. (Note: It is DEQ's goal to complete review and negotiation of most agreements within 4 - 6 months.)
<div style="border: 1px solid black; height: 100px;"></div>
<b>Agreement Type</b>
Which type of Prospective Purchaser Agreement are you planning?
<input type="radio"/> Administrative Agreement <input type="radio"/> Consent Order <input type="radio"/> Consent Judgment <input type="radio"/> Undecided


## 4.6 Proposed Land Use and Local Planning Authority

Provide the following information.

Proposed Land Use			
Describe the proposed development or reuse of the property. Attach site maps and supplemental information describing the intended development or reuse if available. (Note: site design maps and supplemental information are required if proposed buildings, parking lots, drainage systems or other developments could impact current or future environmental cleanup activities)			
<div style="border: 1px solid #ccc; height: 100px;"></div>			
Local Planning Authority			
Salutation	First Name	M.I.	Last Name
<input type="text"/>	Ents	<input type="text"/>	AreTall
Company	Title	Email	
Middle Earth	Planning Director	YouAreAHobbit@treesRus.com	
Phone	Mobile	Fax	
533-123-4567	000-000-0000	000-000-0000	
Please summarize any conversations you have had with the local government planning department			
<div style="border: 1px solid #ccc; height: 30px;"></div>			

## 4.7 Summary of Contamination Summary & Investigation Status

Provide the following information.

Summary of Contamination & Investigation Status	
To your knowledge, is there an additional cleanup project or additional leaking underground storage tank (LUST) project on this property?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Has a Phase I Environmental Site Assessment been conducted at the Property?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Has sampling or other environmental investigation been conducted at the Property?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Have cleanup activities been conducted at the Property?	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
Does DEQ have a copy of relevant reports? 	
<input type="radio"/> Yes <input checked="" type="radio"/> No	
If not, please navigate to the attachment tab and upload the reports	
Known or suspected contaminant source(s)	Known or suspected contaminant(s)
<div style="border: 1px solid #ccc; height: 20px;"></div>	<div style="border: 1px solid #ccc; height: 20px;"></div>

## 4.8 Type of Release and Cleanup Activities Underway or Completed

Provide the following information.

Type of Release
Briefly describe the nature of the hazardous substance release at the property. You may attach sampling results or additional information, or reference prior materials sent to DEQ by title and date. At a minimum, please provide basic information in the space below (e.g., list the known contaminants in soil, groundwater, surface water, sediments, etc.)
<div style="border: 1px solid black; height: 50px;"></div>
In what year (or years) did the release (or releases) of hazardous substance(s) occur?
<div style="border: 1px solid black; height: 20px;"></div>
Cleanup Activities Underway or Completed
Please provide a summary of removal or remedial activities which have been undertaken or completed at the property already, if any
<div style="border: 1px solid black; height: 30px;"></div>

## 4.9 Proposed Cleanup Activities and Proposed Funding for Cleanup Activities

Provide the following information.

Proposed Cleanup Activities
Describe in general terms removal or remedial activities to be performed in the future, of which you are aware
<div style="border: 1px solid black; height: 60px;"></div>
Proposed Funding for Cleanup Activities
Funds for the cleanup and/or management of future project cleanup activities will be provided by
<input type="checkbox"/> The applicant <input type="checkbox"/> The current owner <input type="checkbox"/> The applicant and current owner will share responsibility for the cleanup <input type="checkbox"/> DEQ-funded <input type="checkbox"/> Other (please specify)
Please describe the cleanup project lead and roles of the various parties in detail sufficient to give a clear understanding of who will be performing or paying for cleanup activities
<div style="border: 1px solid black; height: 40px;"></div>

## 4.10 Prospective Purchaser Liability

Provide the following information.

**Prospective Purchaser Liability**

Indicate why the applicant is not presently liable under ORS 465.255 for an existing release of hazardous substance at the property. You may attach additional information if necessary. For purposes of these questions, "applicant" includes individuals, partnerships, corporations, trusts and other legal entities in which the applicant has or previously had a legal interest

Has the applicant ever owned a legal interest in any facility which is known or suspected to be a source of hazardous substances now found on the property subject to this agreement?

Yes  No

Has the applicant ever owned a legal interest in any portion of the property subject to this agreement?

Yes  No

Has the applicant ever operated a business located on any portion of the property subject to this agreement?

Yes  No

Has the applicant, by any act or omission, caused, contributed to or exacerbated any release of hazardous substance now located on the property subject to this agreement?

Yes  No

Please describe the nature of any past business or contractual relationship with the seller of this property

## 4.11 Public Benefit

Provide the following information.

**Public Benefit**

The law requires that a substantial public benefit will result from the Prospective Purchaser Agreement. Substantial public benefits may include but are not limited to

- The generation of substantial funding or other resources facilitating remedial measures at the facility in accordance with this section;
- A commitment to perform substantial remedial measures at the facility in accordance with this section;•Productive reuse of a vacant or abandoned industrial or commercial facility; or
- Development of a facility by a governmental entity or nonprofit organization to address an important public purpose.

Please provide a brief summary of the public benefit(s) this Prospective Purchaser Agreement will provide to the local community and/or the State of Oregon:

## 4.12 Additional Application Contacts

1. Provide the invoice contact. If same as the Applicant, click the "Copy from Applicant Contact" button.

**Additional Application Contacts**

"DEQ Invoices should be sent to:"

**Invoice Contact**

**Copy from Applicant Contact**

Soluition: [ ] First Name: La'an M.I.: [ ] Last Name: Noonien-Singh

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

Phone: 444-444-4444 Mobile: 000-000-0000 Fax: 000-000-0000

Country:  United States  Canada

Address: 1285 Sutter St Unit, Suite, or Floor #: [ ]

City: San Francisco State: CA (California) Zip Code: 94102

2. Provide the environmental Consulting Firm contact.

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

3. Provide Attorney/Law Firm contact

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

4. Provide names of DEQ staff

DEQ Contacts
Please list the names of any DEQ staff that you have talked with regarding this property
<input type="text"/>

## 4.13 Cost Agreement 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

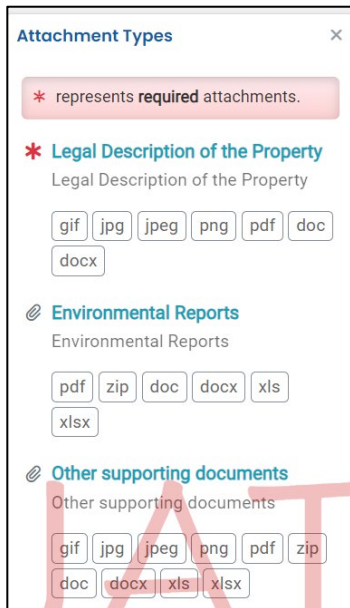
Deposit is not due at the time of submittal



Save the submittal and go to the next tab.

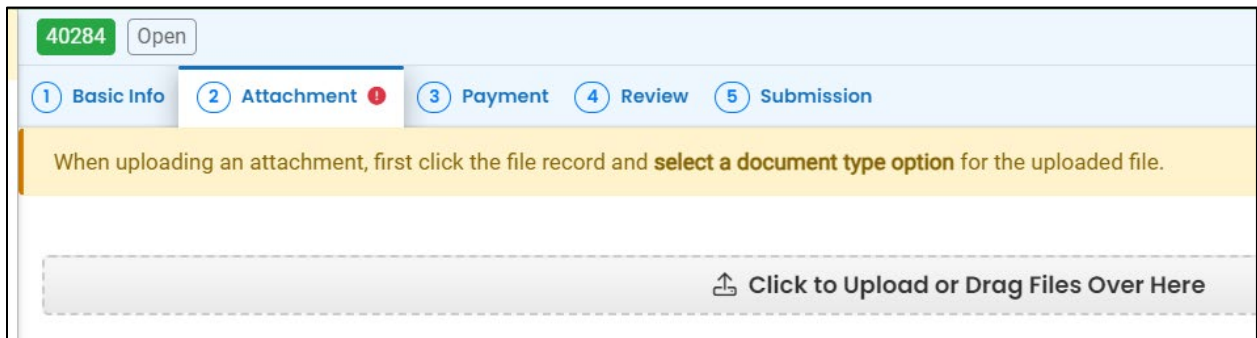
# 5 Attachment Tab

At least one document must be attached to the submittal. Multiple documents for this application may be attached. To attach a document follow the steps below.

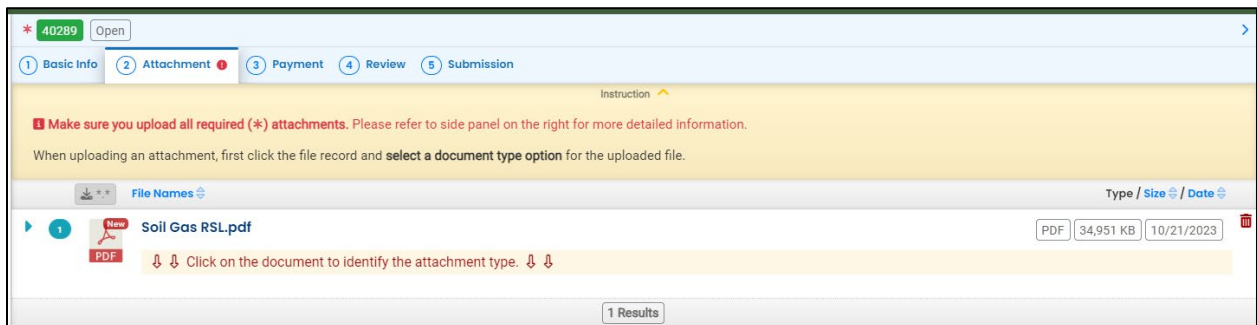


1. Review the “Attachment Types” box on the right side of the screen.
  - a. Note which documents are required.
  - b. Note what type of documents (e.g.; Adobe, Word, etc.) are allowed to be attached.

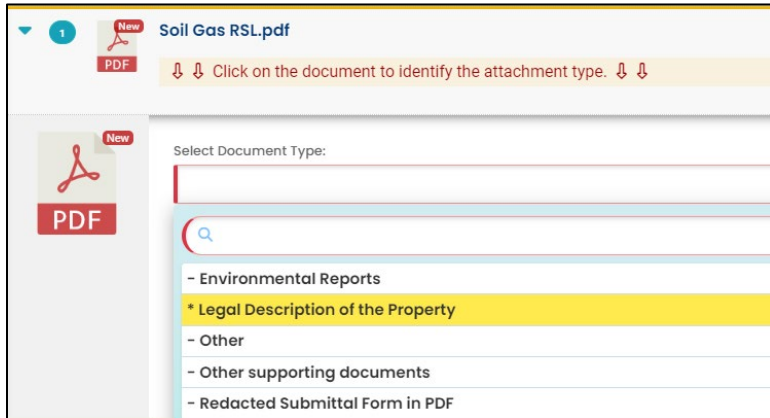
2. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment or simply drag and drop.



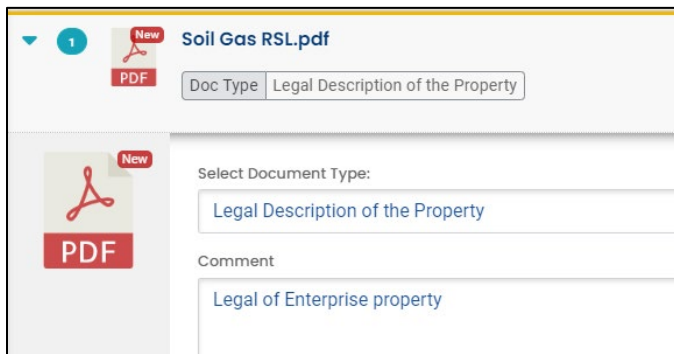
3. Once uploaded, click “Click on the document to identify the attachment type”.




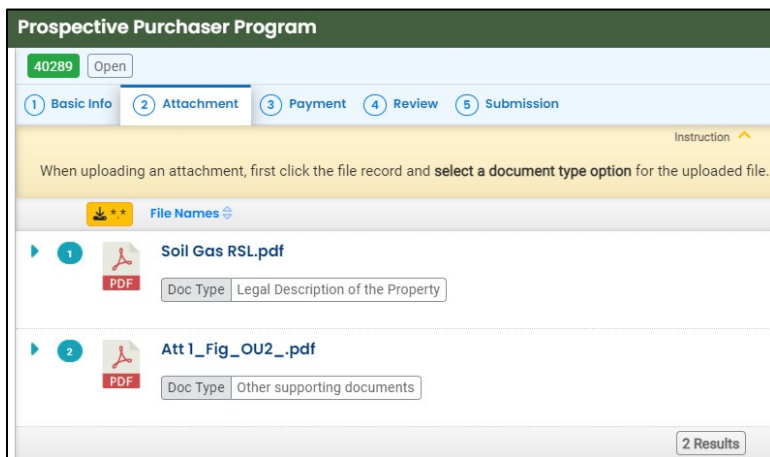
4. Click “Site Document Type:” and select the document type. Since a “Legal Description of the Property” is a required attachment at least one attachment must have this document type selected.



5. Add comment (optional).



6. Click the  to save.
7. Add additional documents following the steps above.





# 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 of the PPA Application.

The screenshot shows the 'Prospective Purchaser Program' interface. At the top, there is a dark green header with the text 'Prospective Purchaser Program'. Below this, a light blue bar contains the application number '40289' and an 'Open' button. A navigation menu below the bar shows five steps: '1 Basic Info', '2 Attachment', '3 Payment' (which is the active tab), '4 Review', and '5 Submission'. A light blue message box states 'There is no payment due at this time.' Below this, a summary row shows 'Fee' as '\$ 0.00', 'Paid' as '\$ 0.00', and 'Balance' as '\$ 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.'

# 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 for submission 40284. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. A yellow instruction box at the top says: '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 the 'Submittal Form(s) Summary' section with a green bar stating: 'Please check if the following sections are completed. Click on the PDF ( PDF ) hyperlink to open/save/print the PDF for'. The 'Basic Info' status is highlighted with a red box and shows a green checkmark. The 'Fees/Payments' section shows a table with columns 'Fee', 'Paid', and 'Balance', all with values of \$ 0.00. The 'Mandatory Attachment' section is highlighted with a red box and shows a green bar with the text 'All required attachments were included.' To the right, an 'Uploaded Attachment' section shows a PDF file named 'Soil Gas RSL.pdf'.

2. The system will display an ✗ if required information has not been provided. The system will also flag when a required attachment is not attached. You will need to complete required information to submit the submittal.

The screenshot shows the 'Review' tab for submission 40287. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. A yellow instruction box at the top says: '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 the 'Submittal Form(s) Summary' section with a green bar stating: 'Please check if the following sections are completed. Click on the PDF ( PDF ) hyperlink to open/save/print the PDF for'. The 'Basic Info' status is highlighted with a red box and shows a red X. The 'Fees/Payments' section shows a table with columns 'Fee', 'Paid', and 'Balance', all with values of \$ 0.00. The 'Mandatory Attachment' section is highlighted with a red box and shows a red bar with the text 'Missing required attachment.' To the right, an 'Uploaded Attachment' section is visible but empty.

# 8 Submission Tab

To submit this submittal:

1. Read the Certification Statement and check the box next to “I have read and agree to the above certification statement”.
2. Click Submit to submit this submittal.

**Prospective Purchaser Program**

40289 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**

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

The screenshot shows a web interface for the "Prospective Purchaser Program" with a "Land Quality" sub-header. At the top, there is a navigation bar with a back arrow, a user icon, and the text "Prospective Purchaser Program Land Quality". Below this is a status bar with "40939" and a "Complete Submittal" button. A green banner with a checkmark icon and the text "Submission Successful!" is displayed. Below the banner is a yellow confirmation box with the text: "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." The main content area is divided into two columns. The left column contains "Submittal Summary" and "Fee Detail". The right column contains "Submittal Form Info" and "Certification". Below these is an "Attachment List" showing a document titled "Final-E-File-Management-Procedure-ORMS-2023-04-05.docx" with a "Legal Description of the Property" and a "DOCX | 200 KB" icon. At the bottom right of the page, there are three buttons: "Finish" (green), "Receipt" (red with a printer icon), and "Submittal Form" (red with a printer icon). The "Submittal Form" button is highlighted with a red box.

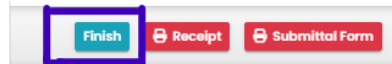
Submittal Summary		Submittal Form Info	
Submittal ID:	40939	Name:	Cleanup Prospective Purchaser Agreement Application
Submittal Date:	12/10/2023	Method:	Paper Submission
Submittal By:	Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov		
Owner Information:	Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov		

Fee Detail		Certification	
This submittal does not require fee.		Statement:	Paper Submittal
Payment Detail		Question:	Paper Submittal
Not Applicable.		Answer:	*****
		PIN Number:	*****
		RO:	Cleanup TESTER
		Sender IP:	159.121.206.56

Attachment List

- Final-E-File-Management-Procedure-ORMS-2023-04-05.docx  
Legal Description of the Property  
DOCX | 200 KB

- Click “Finish” button to return to your account

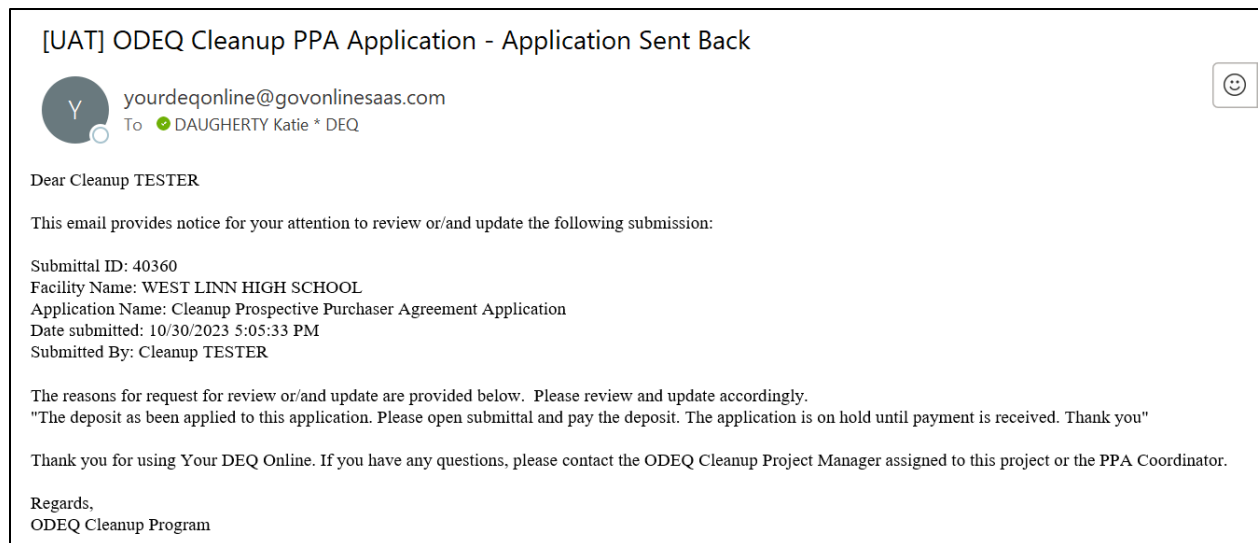


## 9 Pay Your Deposit

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

A deposit will be applied to the Cleanup PPA Application 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

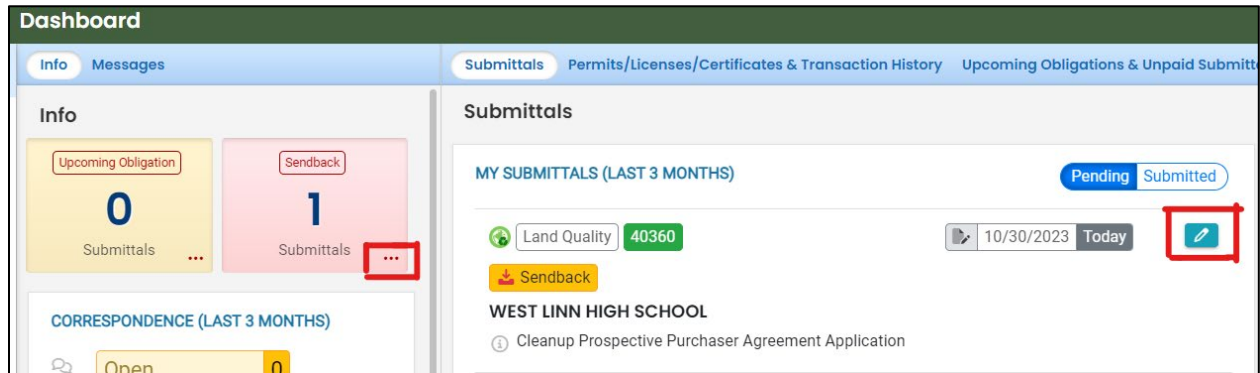
If you selected **“Create new facility”**(see **Section 4.2.3**) when you originally completed the submittal, you will need to associate the facility with your account and the “Cleanup and Site Remediation” submittal group prior to paying your deposit.

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

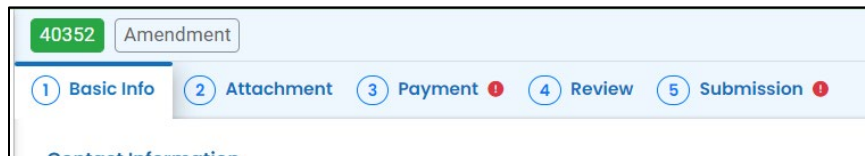
## 9.2 Find the Intake Submittal Sent Back

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.

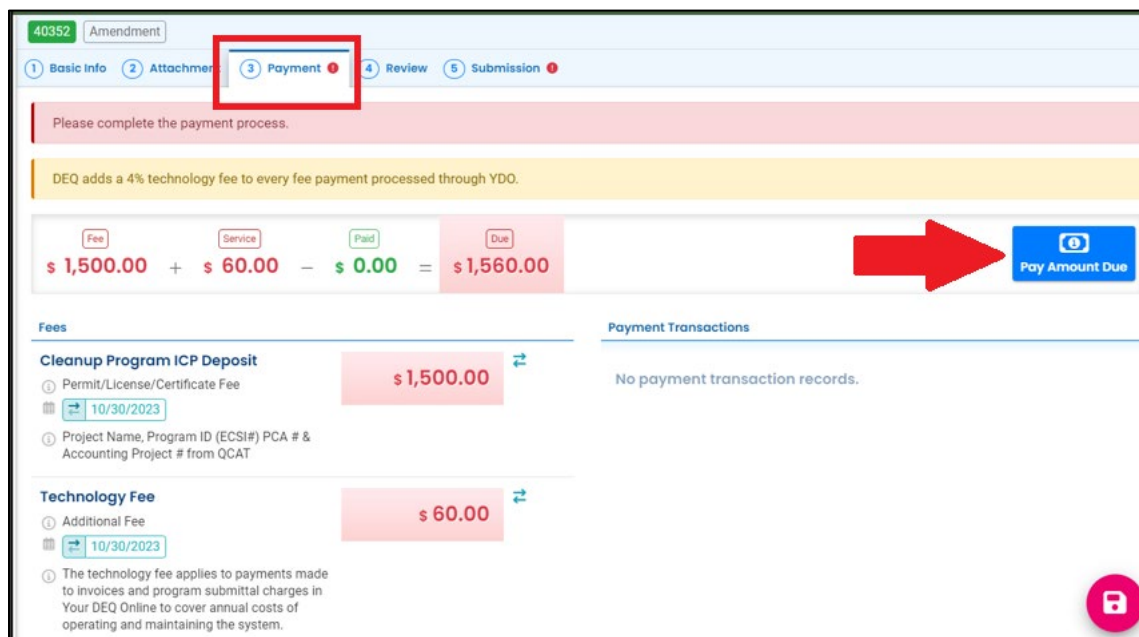
1. Click the pencil to open the submittal.



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.

The screenshot shows a payment summary at the top: Fee \$2,500.00 + Service \$100.00 - Paid \$0.00 = Due \$2,600.00. A blue button labeled 'Pay Amount Due' is in the top right. Below the summary, the 'Check by Mail payment method:' section is highlighted. A red arrow points to a red button labeled 'Confirm Check by Mail'. The instructions for mailing the check are as follows:

Please make the check payable to:

Please perform the following steps prior to mailing your check:

- 1) Include the Cleanup Program Project Name and Project ID on your check.
- 2) Print and include a copy of your Receipt of Application.
- 3) Print and include a copy of your Submittal.

Note. Both the Receipt and Submittal can be printed from the "Receipt" tab.

Mail your payment to  
Department of Environmental Quality  
700 NE Multnomah Street, Suite 600  
Portland, OR 97232-4100

## 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 the 'Submission' tab of an application form. The 'Certification Statement' section contains the following text:

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

The 'Security Precautions' section contains the following text:

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.

The 'Disclaimer' section contains the following text:

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.

A blue 'Submit' button is located at the bottom left, and a red circular icon with a white document symbol is at the bottom right.

## 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 ID: 41850  
Submittal Date: 3/8/2024, 11:17 AM  
Submittal By: La'an Noonien-Singh  
4444444444  
noemail@deq.oregon.gov  
Owner Information: La'an Noonien-Singh  
4444444444  
noemail@deq.oregon.gov

**Submittal Form Info**

Name: Cleanup Program Intake  
Method: Online Submission

**Fee Detail**

Name	Type	Amount
Deposit	Permit/License/Certificate Fee	\$2,500.00
Technology Fee	Additional Fee	\$100.00

**Payment Detail**

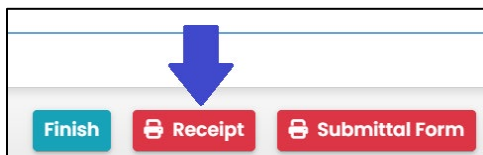
Date	Method	Fee Amount	Paid Amount
Total:		\$2,600.00	\$0.00

**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** Submittal ID: 41850

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

**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)**

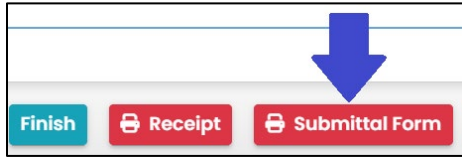
Processing Fee: \$2,500.00 Technology Fee: \$100.00  
Total Amount Due: \$2,600.00


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.





### Cleanup Program Intake



ID 41850 Submitted Date 3/8/2024

Owner

**La'an Noonien-Singh**  
[noemail@deq.oregon.gov](mailto:noemail@deq.oregon.gov)  
4444444444  
update, update, OR 00000

Contact Information

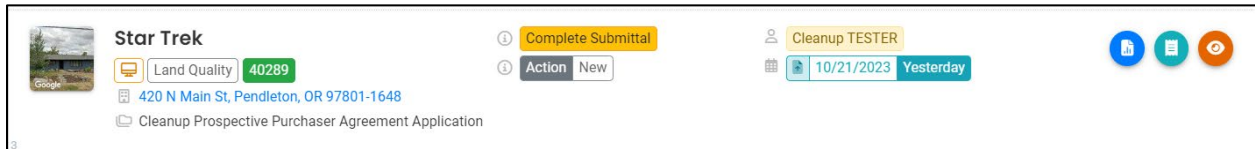
**La'an Noonien-Singh**  
USS Enterprise  
[katie.daugherty@deq.oregon.gov](mailto:katie.daugherty@deq.oregon.gov)  
444-444-4444  
3562 SE Cherokee, Prineville, Crook County, Oregon 97754-8402  
(44.158885, -120.806238)

Select Program

Which program would you like to participate in?  
**Voluntary Cleanup Program**

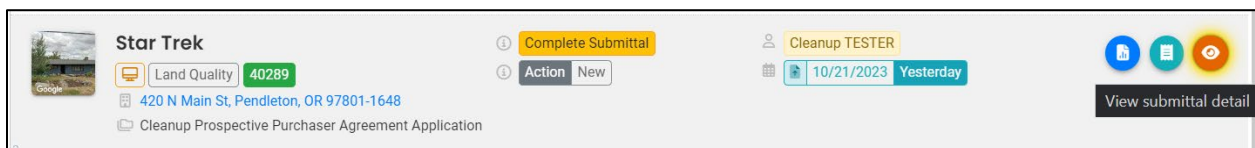
# 10 Track Your Submittal

Your completed submittal is populated to your “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.



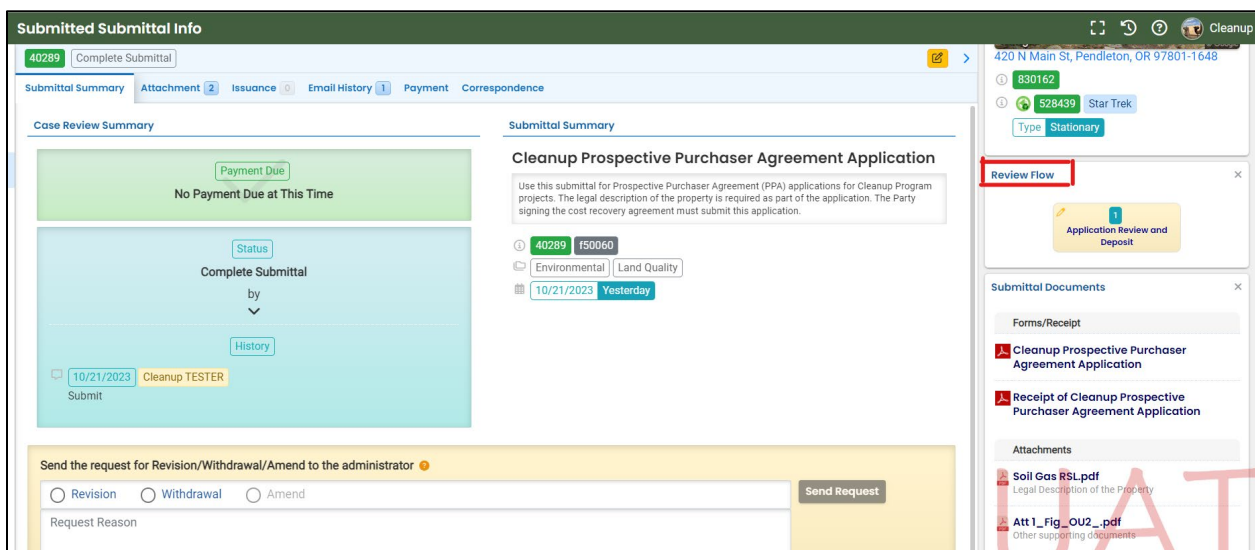
## 10.1 View Submittal Detail

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 40289. The 'Attachment' tab is selected, showing two files:

- 1. **Soil Gas RSL.pdf** (Doc Type: Legal Description of the Property)
- 2. **Att 1\_Fig\_OU2\_.pdf** (Doc Type: Other supporting documents)

A '2 Results' button is visible at the bottom right of the attachment list.

## 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 'Issuance Documents' section displays 'No record found.' The 'Supporting Documents' section also displays 'No record found.'

## 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 40289. The 'Email History' tab is selected, showing one email record:

Subject	To/From	Last Sent
1 [UAT] ODEQ Cleanup PPA Application - Application Received	TO   katie.daugherty@deq.oregon.gov FROM   YourDEQOnline@govonlinesaas.com	2023-10-21 ✓

A '1 Results' button is visible at the bottom of the email history list.

## 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, which is in a 'Complete Submittal' status. The 'Payment' tab is selected, showing a message: 'There is no payment due at this time.' Below this, a summary table displays: Fee: \$ 0.00, Paid: \$ 0.00, and Balance: \$ 0.00. At the bottom, there are two sections: 'Fees' with the note 'Fee is not required at this time.' and 'Payment Transactions' with the note '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, with the 'Correspondence' tab selected. It features a text input field for starting a correspondence thread, a 'Post' button, and a date/time selection field. At the bottom, it states 'No correspondence messages.'

## 10.2 Review Form

Click the blue circle to access the application content.

The screenshot shows the 'Review Form' interface for a 'Star Trek' application. It includes a map of the location at 420 N Main St, Pendleton, OR 97801-1648. The application is identified as a 'Cleanup Prospective Purchaser Agreement Application'. The status is 'Complete Submittal' and 'Action New'. The user is 'Cleanup TESTER' and the date is '10/21/2023 Yesterday'. A blue circle icon is highlighted, and a 'Review Form' button is visible.

The form cannot be modified.

**Prospective Purchaser Program**

40289 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

**Applicant Information**

**Applicant Contact**

Salutation First Name M.I. Last Name  
[ ] La'an [ ] Noonien-Singh

Title Email  
[ ] 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** Complete Submittal Cleanup TESTER  
Land Quality 40289 Action New 10/21/2023 Yesterday

420 N Main St, Pendleton, OR 97801-1648  
Cleanup Prospective Purchaser Agreement Application

Receipt

