



Cleanup Program Project Document Submittal User Guide Cleanup Program

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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 submit a **Cleanup** project document 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

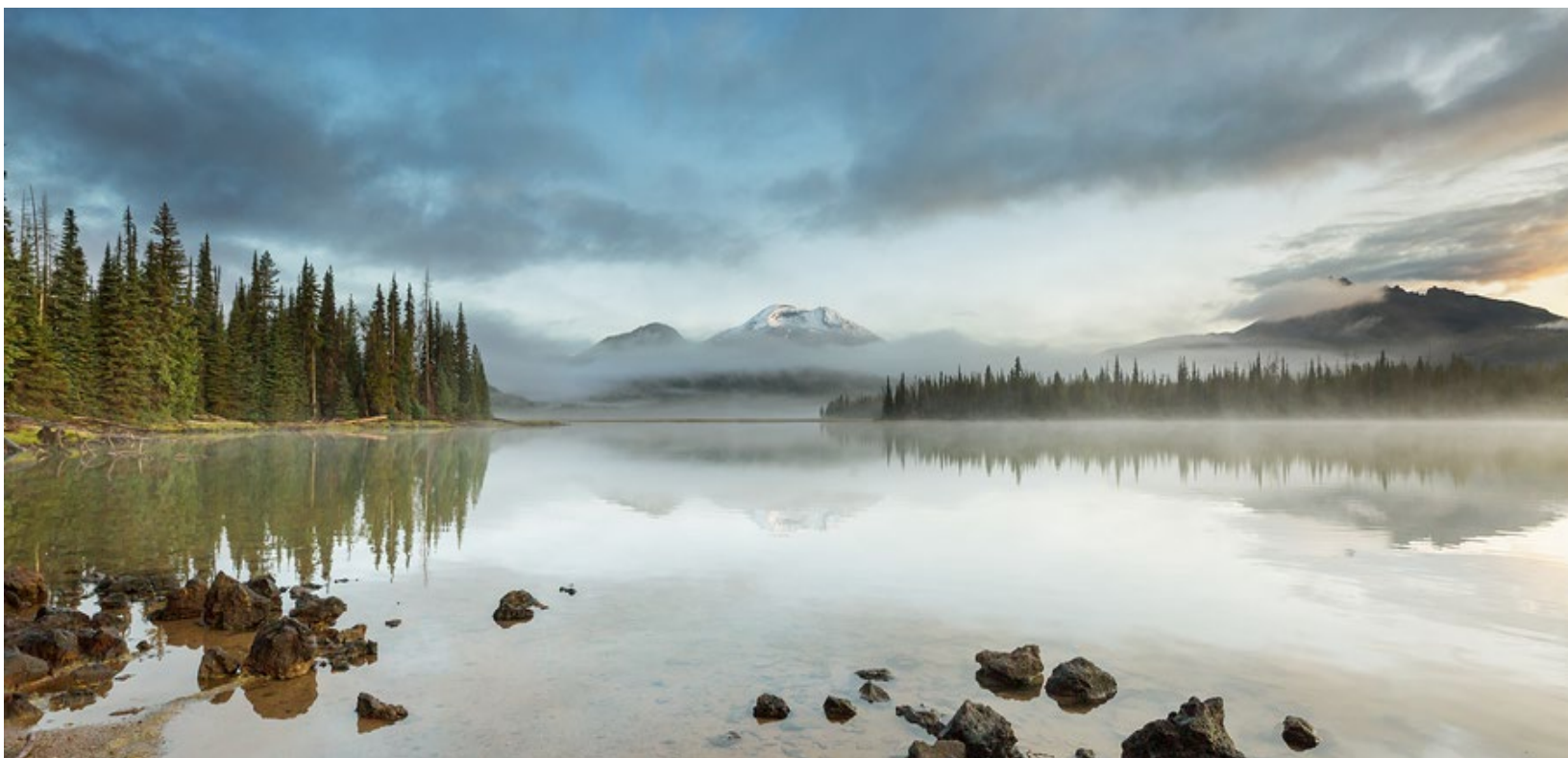


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1 Introduction

Environmental consultants, working on behalf of owners and/or operators of contaminated or potentially-contaminated properties, regularly submit reports and other project documents to the Cleanup Program for review and approval.

This User Guide is specific to documents submitted for **Cleanup** project documents. Separate User Guides are available for document submittal for regulated or unregulated leaking underground storage tank (LUST) projects and leaking heating oil tank (HOT) projects.

1.1 Your DEQ Online

Through Your DEQ Online, parties may submit document, photos, and other records for a specific 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.

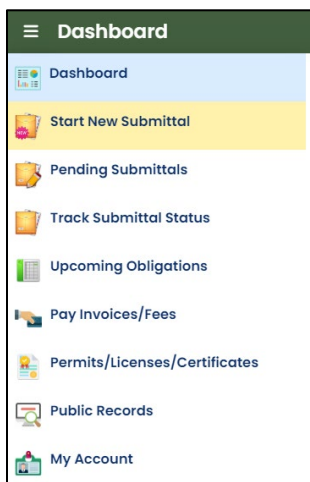
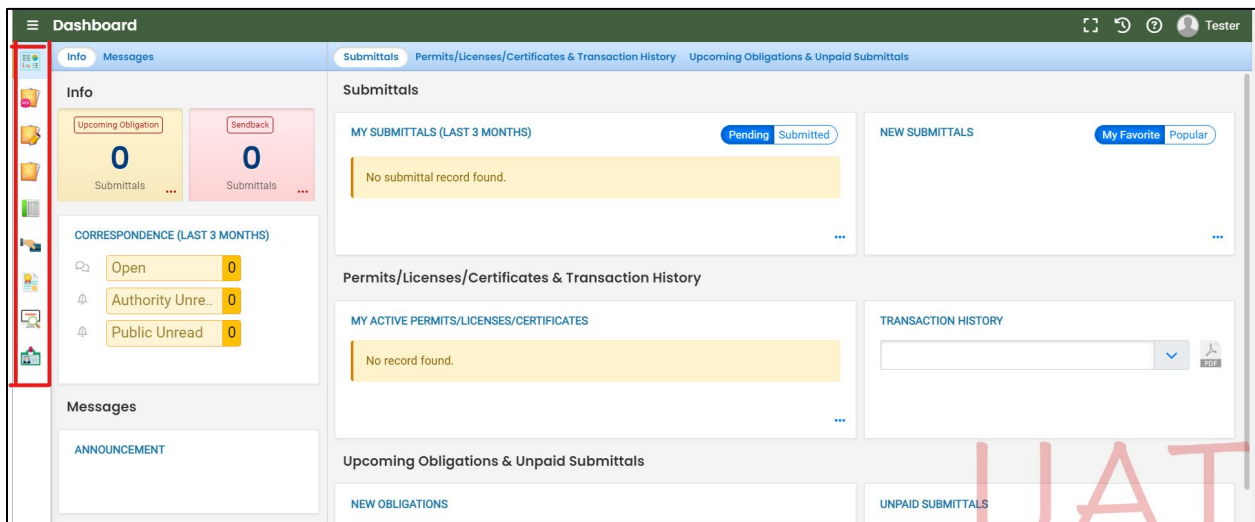
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

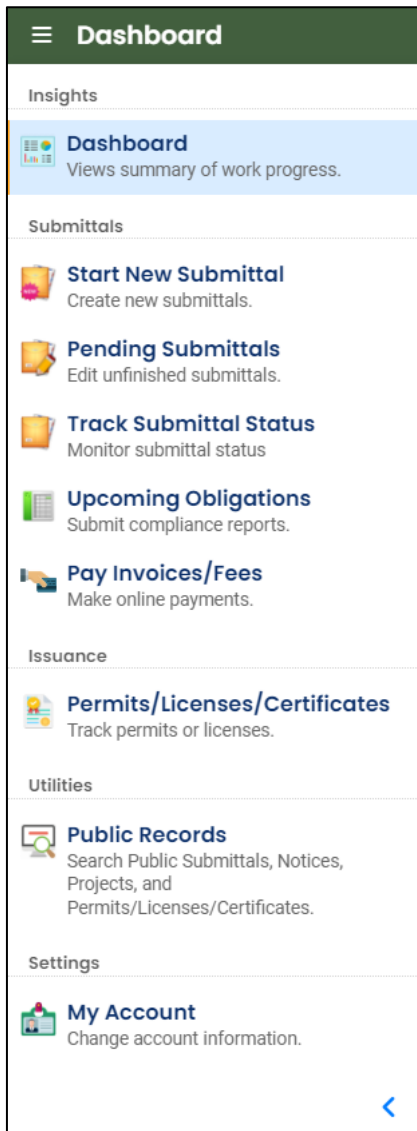
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

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.

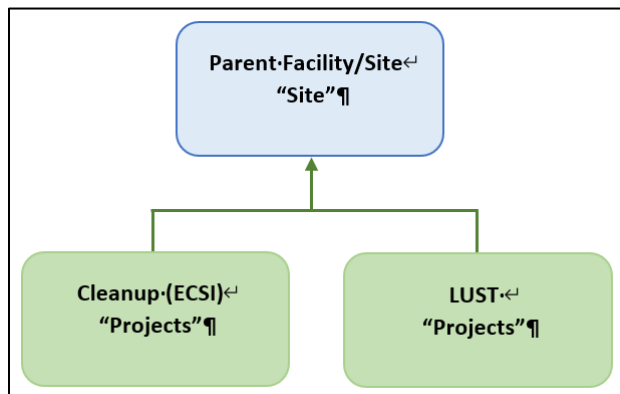
Permits/Licenses/Certificates. View DEQ issued permits, licenses, and certificates.

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 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.

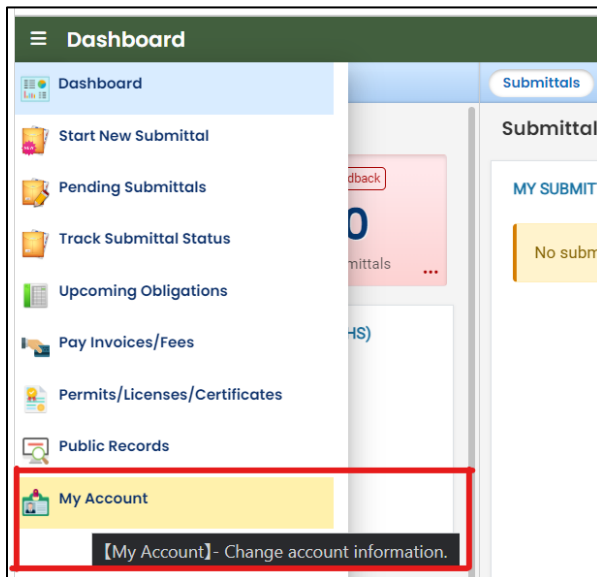
Tip. The “Site” name is often different than the “Project” name.

2 Is Your Facility Associated With Your Account?

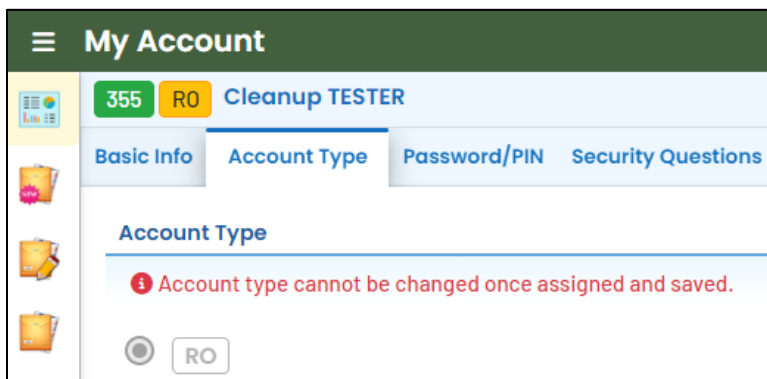
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to add the facility/site to your account. The facility/site must be associated with your account to submit a document for a specific Cleanup project.

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.

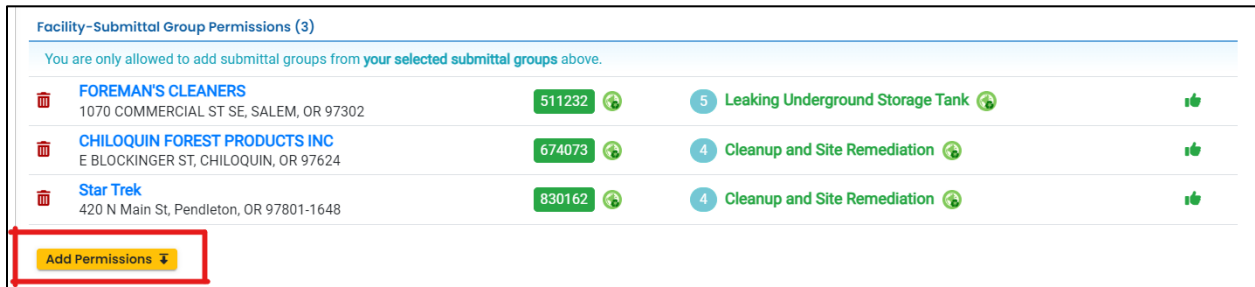
- 9 401 - Dredge and Fill Project
- 18 Air Contaminant Discharge Program (ACDP)
- 8 Asbestos
- 3 Cleanup and Site Remediation 👍

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 add 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 Add New Facility to Your Account

1. Click on the “Add Permissions” button.

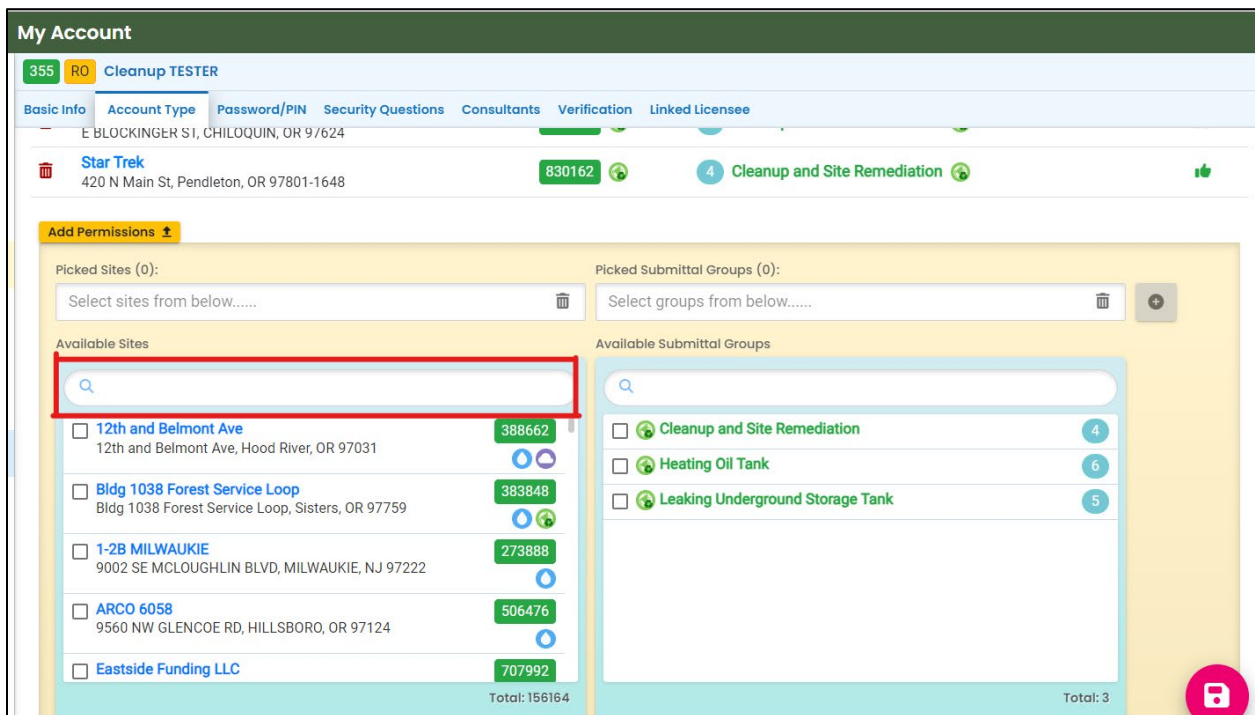


The screenshot shows the 'Facility-Submittal Group Permissions (3)' page. It lists three facilities with their respective submittal groups. A red box highlights the 'Add Permissions' button at the bottom left.

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

2. Search for your facility/site in the search box below “Available Sites”.

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



The screenshot shows the 'My Account' page with the 'Add Permissions' section highlighted. The search box for 'Available Sites' is highlighted with a red box.

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

- 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)

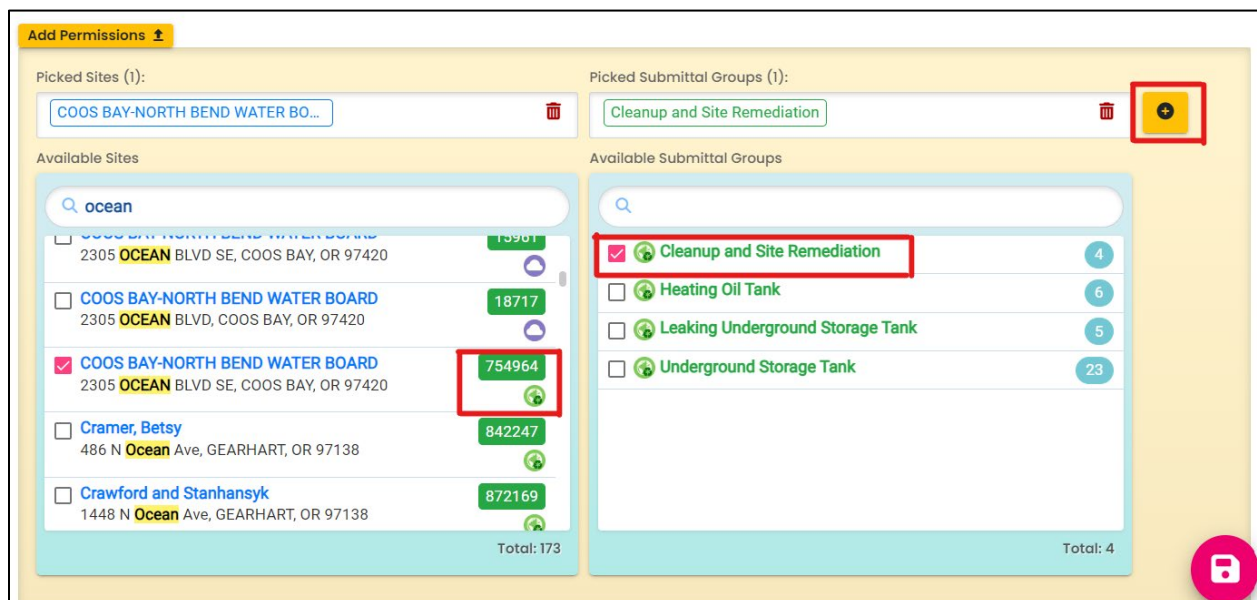
Total: 3


3. The example below shows the search results for “ocean”.
 - a. **Be sure to select the correct Facility/Site.** Remember the Facility/Site name may be different than the project (ECSI) name.
 - b. In this example, two facilities (sites) are located at the same address. Select the facility/site with a **green** 🌿 symbol.
 - c. Check the box for the facility/site you want to add to your account.
 - d. Select “Cleanup and Site Remediation” under the “Available Submittal Groups” box.
 - e. Click the “+” symbol

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

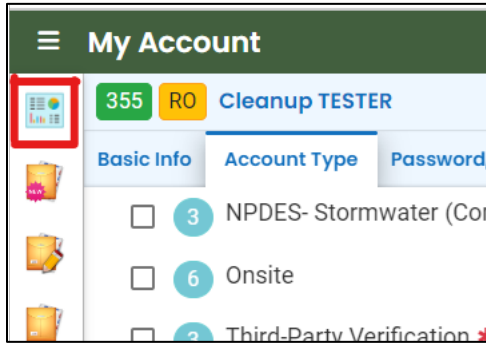
Tip. This submittal is only for facilities and associated cleanup projects already in YDO. If your facility and associate cleanup project is not in YDO, please contact your Regional Cleanup Intake Coordinator.

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.



4. Click  button to save your selection

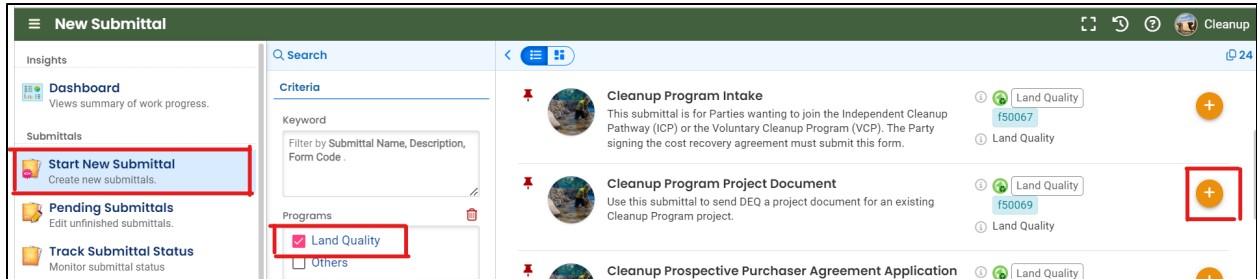
5. Return to your Dashboard by clicking on the “Dashboard” icon.



3 Start A New Submittal

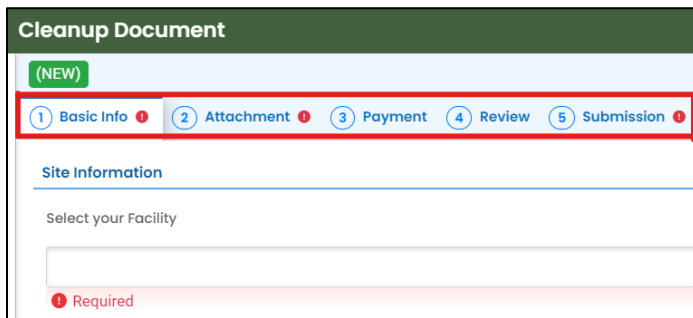
1. Click “Start New Submittal”.
2. Check “Land Quality” under “Programs”.
3. Locate the “Cleanup Program Project Document” submittal.
4. Click the “+” symbol to open the form.

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

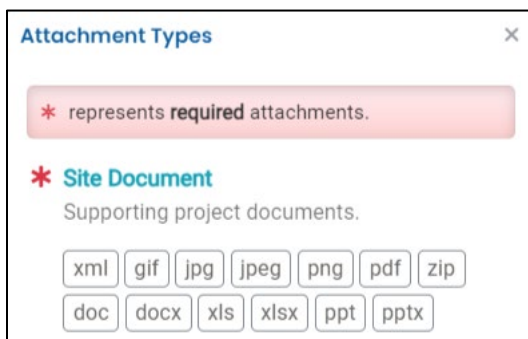


3.1 Understanding the Submittal

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 Basic Info Tab

Enter the basic information about the project including the following.

- Selecting the Facility and Project.

4.1 Site Information

1. Select the facility associated with the project. **If the facility is not present in the dropdown menu, go to Section 2.**
2. Select the applicable project. Projects associated with the selected facility will appear in the project dropdown menu. Projects may have different names than the facility.

The screenshot shows the 'Cleanup Document' form with a progress bar at the top containing five steps: 1 Basic Info, 2 Attachment (with a red dot), 3 Payment, 4 Review, and 5 Submission. The 'Basic Info' step is active. Under the 'Site Information' section, there are two dropdown menus. The first is 'Select your Facility', which is set to 'Cornelius Cleanup Company' with a green ID '759107' and coordinates 'Latitude 45.52026' and 'Longitude -123.056604'. The second is 'Select your project', which is set to 'Cornelius Cleanup Co. Project' with a green ID '417349' and a sub-project 'Cleanup Project' with a green ID '6705'.

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

This close-up shows the 'Select your project' dropdown menu. It is set to 'King's Corss' with a green ID '586223'. Below the project name, there are two options: 'Cleanup Project' and '6701'. The '6701' option is highlighted with a red box, indicating it is the program ID number.

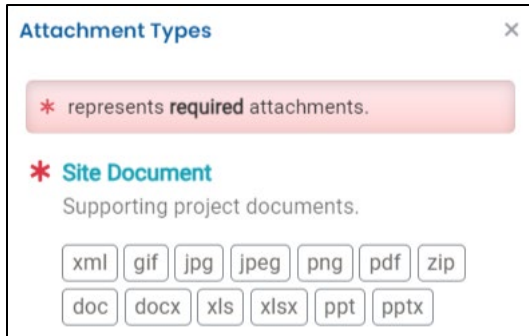
3. Click save



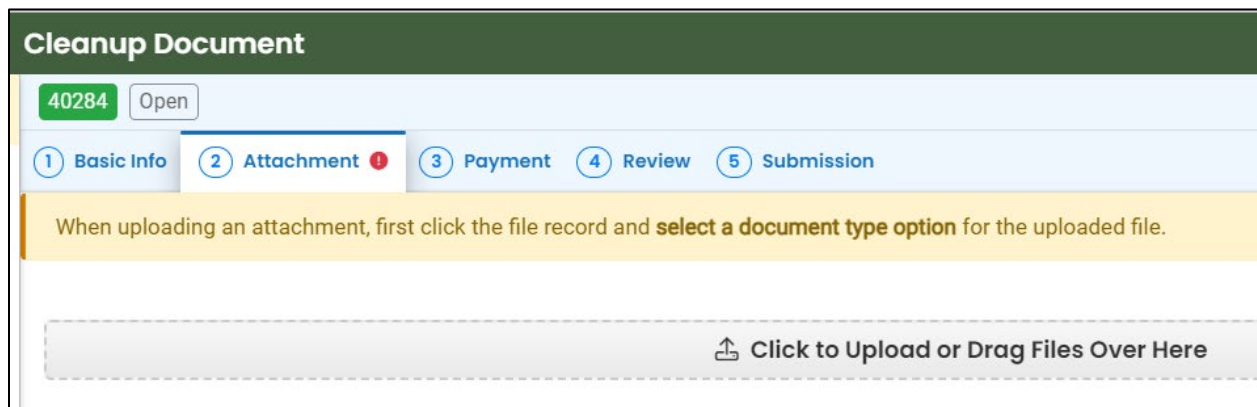
5 Attachment Tab

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

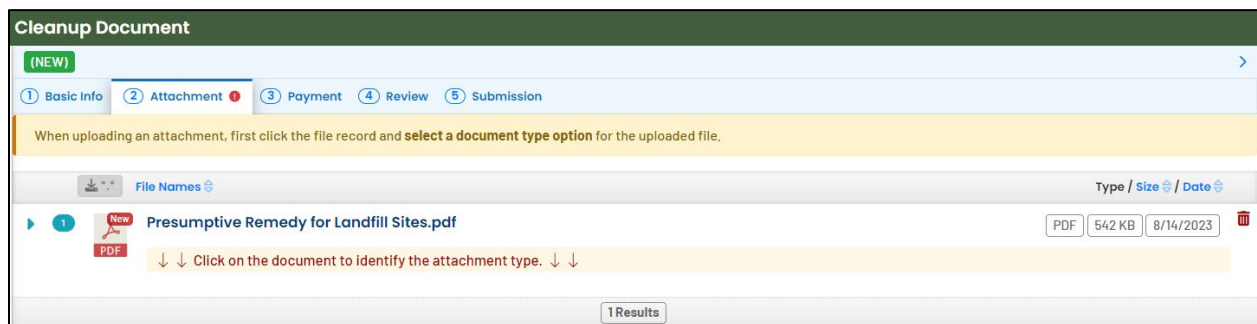
1. Review the “Attachment Types” box on the right side of the screen.
 - a. Note which documents are required.
 - b. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



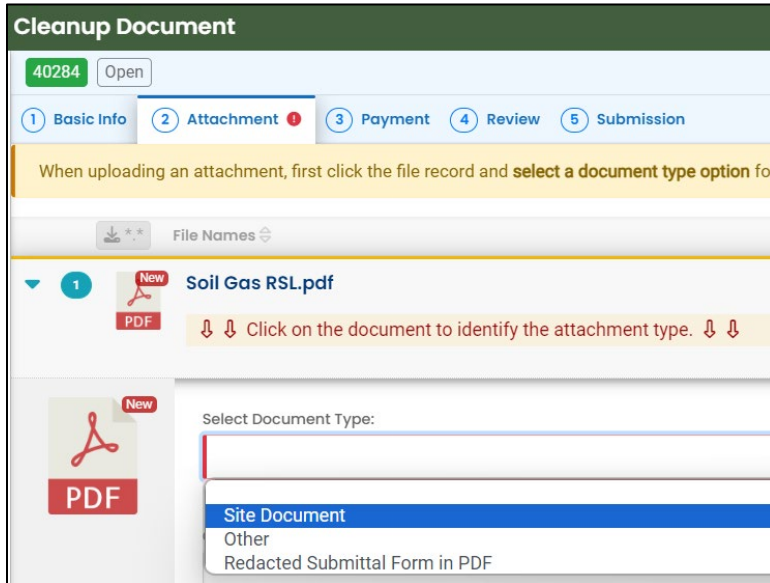
2. Click on “Click to Upload or Drag Files Over Here” to open a window to search for and select a document, or simply drag and drop a document from another open screen.



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



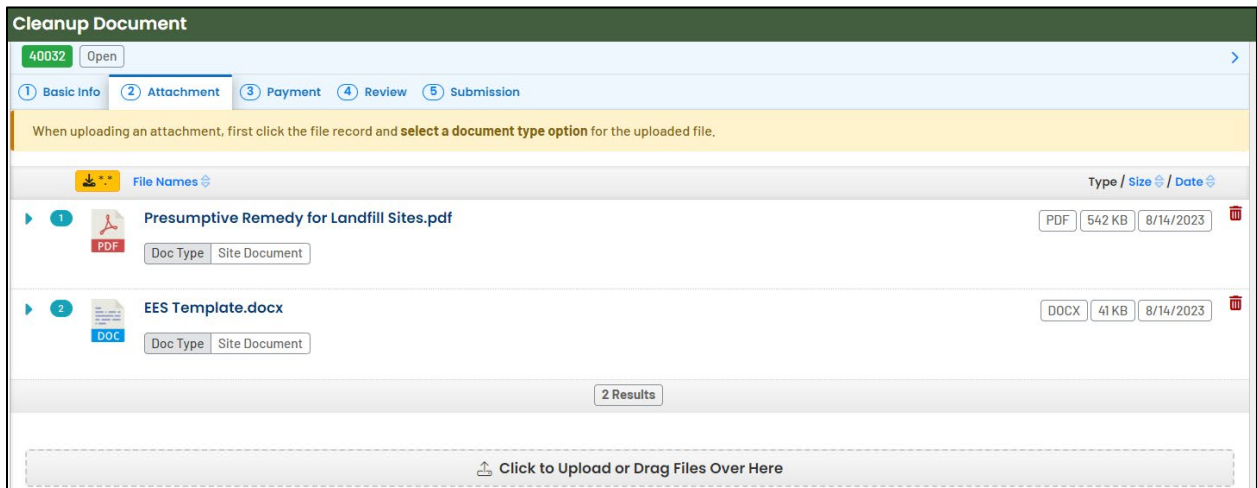
4. Click “Site Document Type” and select the document type. Since a “Site Document” is a required attachment at least one attachment must have this document type selected.



5. Add comment (optional).

6. Click  to save.

7. Add additional documents following the steps above.



6 Payment Tab

A payment is not required to submit a document to the Cleanup Program.

Cleanup Document

40284 Open

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

There is no payment due at this time.

Fee	–	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

Fees	Payment Transactions
Fee is not required at this time.	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.

Cleanup Document

40284 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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

Submittal Form(s) Summary

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

✓ Basic Info

Fees/Payments

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

Mandatory Attachment

Uploaded Attachment

All required attachments were included.

Soil Gas RSL.pdf
Site Document
PDF (1.4 MB)

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.

Cleanup Document

40287 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperli

✗ Basic Info

Fees/Payments

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

Mandatory Attachment

Missing required attachment.

8 Submission Tab

Click "Submit" to submit this submittal.

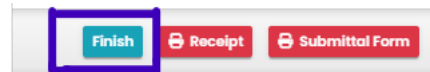
The screenshot shows the 'Submission' tab of a 'Cleanup Document' for ID 40032. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Submission' section contains two text boxes: 'Security Precautions' and 'Disclaimer'. At the bottom, there is a blue 'Submit' button.

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 'Submission Successful!' confirmation screen for submittal ID 40284. It includes a confirmation message, a 'Receipt' button, and a table with submittal details. At the bottom, there are 'Finish', 'Receipt', and 'Submittal Form' buttons.

Submittal Summary		Submittal Form Info	
Submittal ID:	40284	Name:	Cleanup Program Project Document
Submittal Date:	10/20/2023, 03:42 PM	Method:	Online Submission
Submittal By:	Cleanup TESTER 111111111 katie.daugherty@deq.oregon.gov		
Owner Information:	Cleanup TESTER 111111111 katie.daugherty@deq.oregon.gov		

Click "Finish" button to return to your account



9 Track Your Submittal

Your completed submittal is populated to your “Track Submission 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.

This screenshot shows a submittal card for 'Star Trek'. The card includes a profile picture, the name 'Star Trek', and a 'Land Quality' category with ID '40284'. The address is '420 N Main St, Pendleton, OR 97801-1648'. The submittal type is 'Cleanup Program Project Document'. The status is 'Complete Submittal' (highlighted in orange), with an 'Action' button and a 'New' button. The submitter is 'Cleanup TESTER' and the date is '10/20/2023' (2 days ago). There are three icons in the top right: a blue circle with a white document, a green circle with a white document, and an orange circle with a white eye.

9.1 View Submittal Detail

Click the orange eye.

This screenshot is identical to the previous one, but the 'View submission detail' button in the bottom right corner is highlighted with a dark grey background and white text.

9.1.1 Submittal Summary Tab

View a summary of your submittal here

This screenshot shows the 'Submitted Submittal Info' page for submittal 40284. The status is 'Complete Submittal'. The page has several tabs: 'Submittal Summary' (selected), 'Attachment', 'Issuance', 'Email History', 'Payment', and 'Correspondence'. The 'Case Review Summary' section shows 'Payment Due' with 'No Payment Due at This Time'. The 'Status' section shows 'Complete Submittal by' with a dropdown arrow. The 'History' section shows a submit action on '10/20/2023' by 'Cleanup TESTER'. The 'Submittal Summary' section is titled 'Cleanup Program Project Document' and includes a description: 'Use this submittal to send DEQ a project document for an existing Cleanup Program project.' It also shows the submittal ID '40284', project ID 'f50069', category 'Environmental', and 'Land Quality'. At the bottom, there is a section to 'Send the request for Revision/Withdrawal/Amend to the administrator' with radio buttons for 'Revision', 'Withdrawal', and 'Amend', a text field for 'Request Reason', and a 'Send Request' button.

9.1.2 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', which is a PDF file with a 'Legal Description of the Property' doc type. The interface includes a search bar, navigation tabs for 'Submittal Summary', 'Attachment', 'Issuance', 'Email History', 'Payment', and 'Correspondence', and a '1 Results' indicator at the bottom.

9.1.3 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. The navigation tabs are the same as in the previous screenshot.

9.1.4 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 40284. The 'Email History' tab is selected, displaying a table of email records. One record is shown, dated 2023-10-20, with the subject '[UAT] ODEQ Cleanup Project Document - Document Received'. The email was sent from 'YourDEQOnline@govonlinesaas.com' to 'katie.daugherty@deq.oregon.gov'. The interface includes a search bar, navigation tabs, and a '1 Results' indicator at the bottom.

Subject	To/From	Last Sent
[UAT] ODEQ Cleanup Project Document - Document Received	TO: katie.daugherty@deq.oregon.gov FROM: YourDEQOnline@govonlinesaas.com	2023-10-20 ✓

9.1.5 Payment Tab

Payments are not required for this submittal.

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.'

9.1.6 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.'

9.2 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 details such as 'Land Quality 40283', address '420 N Main St, Pendleton, OR 97801-1648', and 'Cleanup Program Intake'. It also shows the status 'Complete Submittal', an 'Action New' button, and a cleanup record for 'Cleanup TESTER' dated '10/20/2023' (2 days ago). A blue circle icon is highlighted, and a 'Review Form' button is visible.

The form cannot be modified.

Cleanup Document

40284 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

Site Information

Select your Facility

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

Select your project

Enterprise 417383 Cleanup Project

9.3 Receipt Form

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

Star Trek

Land Quality 40283

420 N Main St, Pendleton, OR 97801-1648

Cleanup Program Intake

Complete Submittal

Action New

Cleanup TESTER

10/20/2023 2 days ago

Receipt

