



HOT Clean Decommissioning Submittal User Guide HOT Program

**Issue Date: April 16, 2024
Revision Date:
Revision No.:**



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

Contact: YourDEQOnline@deq.oregon.gov



Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of

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 register certificates of voluntary heating oil tank (HOT) decommissioning with DEQ project 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.



Table of Contents

1	Introduction	1
1.1	Your DEQ Online	1
1.2	Navigating in YDO – The Dashboard	2
1.3	Who Should Submit this Report?.....	3
2	Does Your Facility/Site Exist in YDO Already?	4
2.1	Where to Look	4
2.2	Facility Search	6
2.3	Facility NOT Found in YDO	7
2.4	Facility Found in YDO – Add to Your Account.....	7
3	Start New Submittal	9
3.1	Understanding the Submittal	9
4	Basic Info Tab	11
4.1	Responsible Party Information.....	11
4.2	Site Information.....	11
4.2.1	Select Your Facility.....	12
4.2.2	Create New Facility	12
4.3	Cleanup Decommission Qualifying Questions.....	14
4.4	General Information.....	16
4.5	Report Details	16
4.5.1	Checklist.....	17
4.5.2	Attachments	17
5	Attachment Tab.....	18
6	Payment Tab.....	20
6.1	Select your payment option	20
7	Review Tab	22
8	Submission Tab	23
9	Track Your Submittal.....	25
9.1	View Submittal Detail.....	25
9.1.1	Submittal Summary Tab.....	25
9.1.2	Attachment Tab	26
9.1.3	Issuance Tab.....	26
9.1.4	Email History Tab	26
9.1.5	Payment Tab	27
9.1.6	Correspondence Tab.....	28
9.2	Review Form.....	28
9.3	Receipt Form	28

1 Introduction

Heating oil tank (HOT) service providers and occasional homeowners, register certificates of voluntary HOT decommissioning with DEQ. Please visit DEQ's [HOT](#) webpage for more information and program materials.

Do not use this form to submit a HOT Cleanup Report.

1.1 Your DEQ Online

Through Your DEQ Online, parties may submit a HOT clean decommissioning report.

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, and 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 "Heating Oil Tank" submittal group.

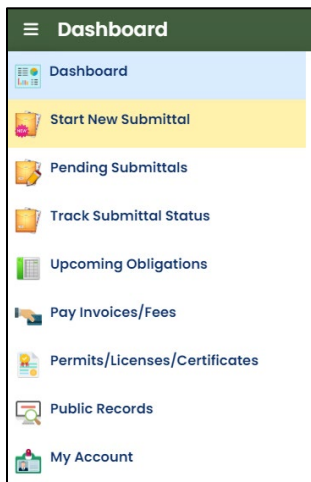
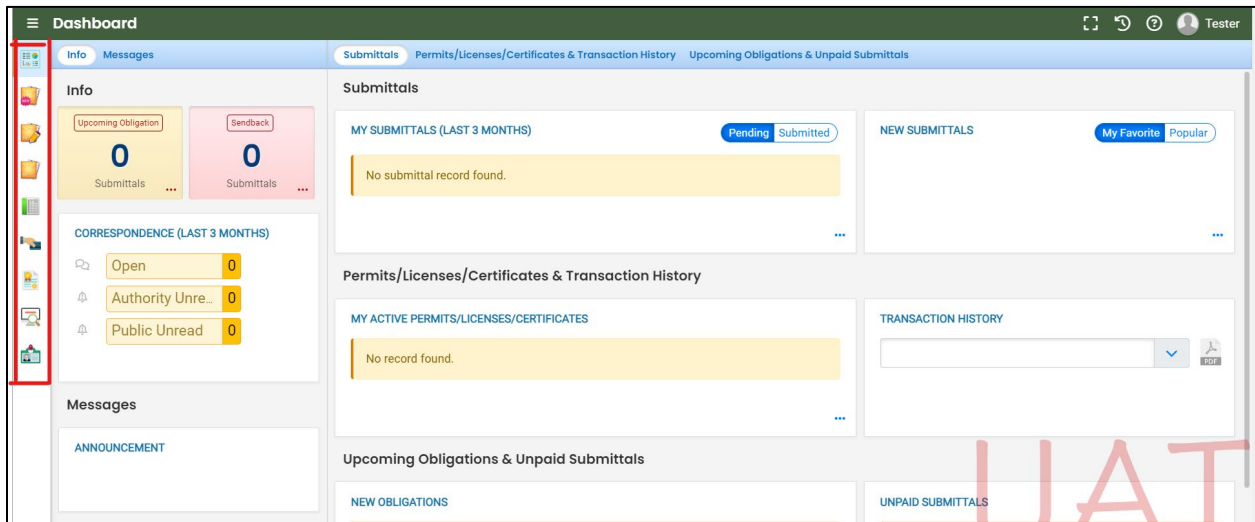
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

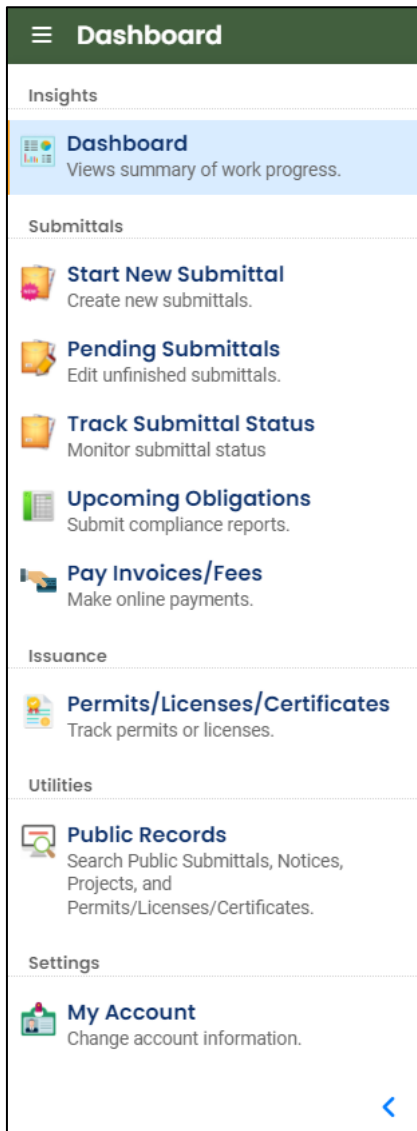
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

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  will 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 Report?

The HOT Clean Decommissioning submittal **must be completed by the entity (typically a Service Provider or Homeowner) who is certifying the decommissioning.**

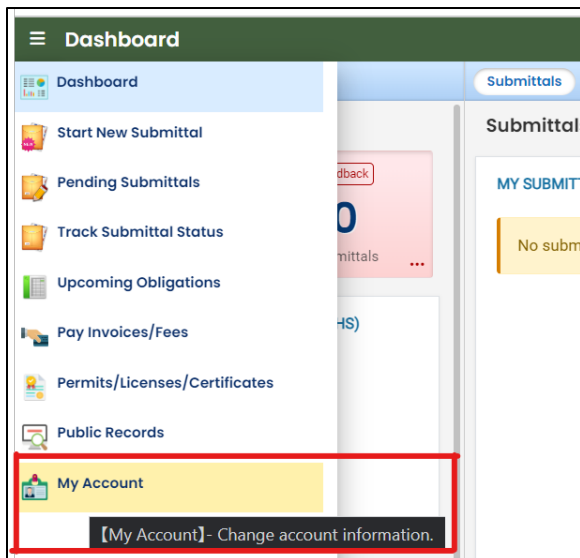
2 Does Your Facility/Site Exist in YDO Already?

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.

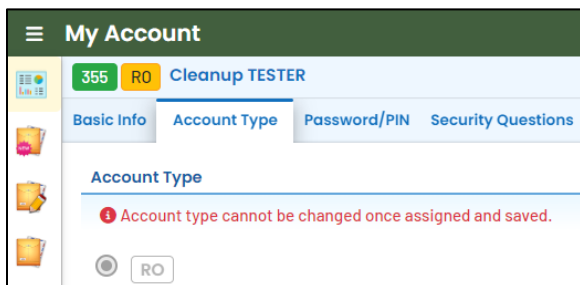
Note. Most HOT Clean Decommission Reports will be located at a “new facility”. However, since YDO contains facilities from multiple DEQ programs, your property may already be in the YDO system. Determining if the facility is already in YDO is an important step.

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 “Heating Oil Tank” 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"/> 4 Air Area Source Registrations
<input type="checkbox"/> 18 Air Contaminant Discharge Permit (ACDP)	<input type="checkbox"/> 1 Air Emission Inventory	<input type="checkbox"/> 7 Air Title V Permit
<input type="checkbox"/> 8 Asbestos	<input type="checkbox"/> 3 CAFO	<input type="checkbox"/> 4 Cleaner Air Oregon
<input checked="" type="checkbox"/> 4 Cleanup and Site Remediation	<input type="checkbox"/> 8 Climate Protection Program *	<input type="checkbox"/> 2 Cost Recovery
<input type="checkbox"/> 1 Gasoline Transporter	<input type="checkbox"/> 4 General NPDES Domestic	<input type="checkbox"/> 17 General NPDES Industrial
<input type="checkbox"/> 4 General NPDES Mining	<input type="checkbox"/> 4 General WPCF Domestic	<input type="checkbox"/> 9 General WPCF Industrial
<input type="checkbox"/> 5 Greenhouse Gas Reporting *	<input type="checkbox"/> 10 Hazardous Waste	<input checked="" type="checkbox"/> 6 Heating Oil Tank
<input type="checkbox"/> 12 Individual NPDES Domestic	<input type="checkbox"/> 5 Individual NPDES Industrial	<input type="checkbox"/> 13 Individual WPCF Domestic
<input type="checkbox"/> 6 Individual WPCF Industrial	<input checked="" type="checkbox"/> 5 Leaking Underground Storage Tank	<input type="checkbox"/> 9 MS4 - Municipal Separate Storm Sewer System
<input type="checkbox"/> 3 NPDES- Stormwater (Construction)	<input type="checkbox"/> 12 NPDES- Stormwater (Industrial)	<input type="checkbox"/> 3 NPDES: Public Agencies Only 1200-CA *

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 “Heating Oil Tank”. 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	<input checked="" type="checkbox"/> 6 Heating Oil Tank	
test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060	766167	<input type="checkbox"/> 5 Leaking Underground Storage Tank	
BAY CITIES AMBULANCE 3505 SE OCEAN BLVD, COOS BAY, OR 97420	757839	<input checked="" type="checkbox"/> 6 Heating Oil Tank	
1 DAY SIGNS 1010 COMMERCIAL ST SE, SALEM, OR 97302	509399	<input type="checkbox"/> 4 Cleanup and Site Remediation	
Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	<input type="checkbox"/> 4 Cleanup and Site Remediation	
CHILOQUIN FOREST PRODUCTS INC E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	<input type="checkbox"/> 4 Cleanup and Site Remediation	
test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060	766167	<input checked="" type="checkbox"/> 6 Heating Oil Tank	
Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	<input type="checkbox"/> 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 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 what you may expect 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

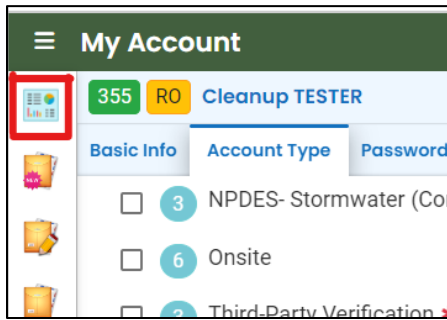
Total: 156164

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.

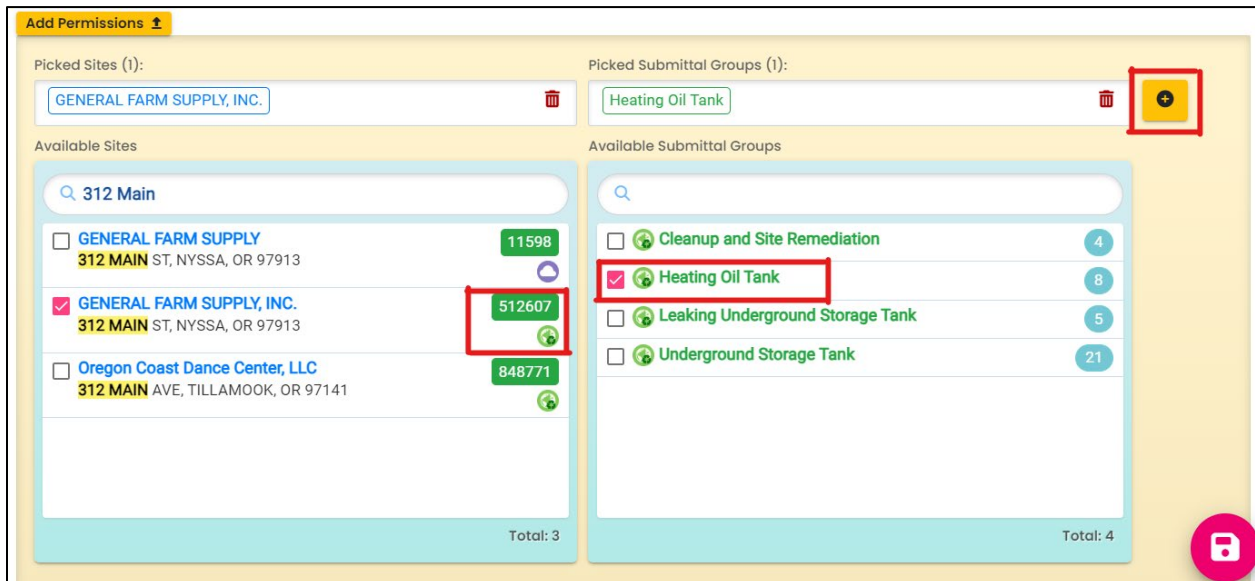
2.4 Facility Found in YDO – Add to Your Account


The example below shows the search results for “312 Main”.

1. **Be sure to select the correct Facility/Site.** Remember the Facility/Site name may be different than the LUST/Leaking HOT project name.
2. In this example, two facilities/sites are located at the same address. Select the facility/site with a **green** 🌱 symbol.
3. Select “Heating Oil Tank” under the “Available Submittal Groups” box.
4. Click the “+” symbol.

Tip. Only facilities with the 🌱 Land Quality Division symbol can be associated with the “Heating Oil Tank” 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.



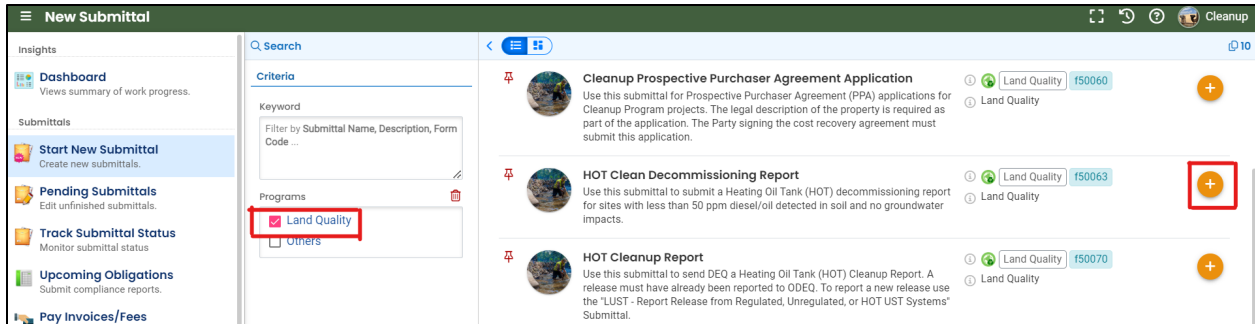
5. Click  button to save your selection.

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

3 Start New Submittal

1. Click “Start New Submittal”.
2. Check “Land Quality” box under “Programs”.
3. Locate the “HOT Clean Decommissioning Report” and click the “+” sign on the far right.

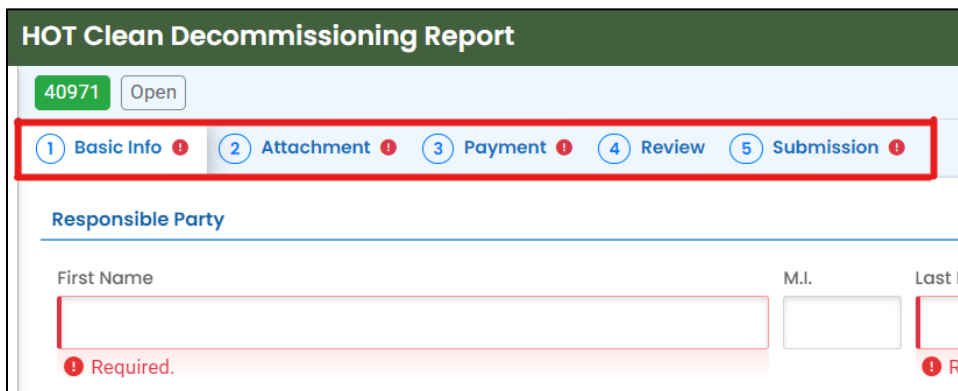
Tip. Clicking the push pin symbol next to the submittal will add that submittal to your “My Pinned Submittals” ribbon at the top.



3.1 Understanding the Submittal

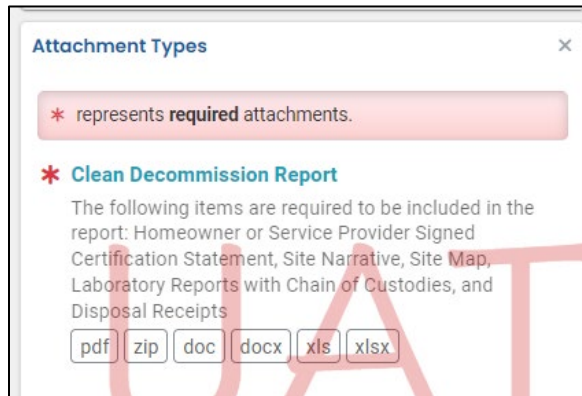
1. The RID number **40903** will be populated after the submittal is first saved and may be used to find your submittal in the future.
2. You will complete a 5-step process to submit the submittal. The 5 steps are presented as the following tabs: **Basic Info**, **Attachment**, **Payment**, **Review**,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



Use the Save button  often.

4 Basic Info Tab

Enter the basic information about the project including the following.

- Provide Responsible Party information;
- Select the Facility or providing information on new facility;
- Provide Property Details;
- Answer qualifying questions, providing general information, and report details; and
- Complete a checklist.

4.1 Responsible Party Information

Provide the Responsible Party contact information.

Note. Please enter this contact information correctly as YDO will use this information to generate letters and emails to the Responsible Party.

The screenshot shows a web form titled "HOT Clean Decommissioning Report" 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 "Responsible Party" section contains the following fields: First Name (James), M.I. (T), Last Name (Kirk), Email (katie.daugherty@deq.oregon.gov), Phone (333-333-3333), Mobile (000-000-0000), Fax (000-000-0000), Country (radio buttons for United States and Canada), Address (60 Greene St), Unit, Suite, or Floor #, City (Riverside), State (IA (Iowa)), and Zip Code (52327-9614).

4.2 Site Information

There are two options for this section: "Select your facility" and "Create new facility". These options are outlined in the following subsections.

The screenshot shows a form titled "Site Information" with two radio button options: "Select your facility" (selected) and "Create new facility". Below the options is a dropdown menu labeled "Select your facility (project site)" with a red border and a "Required." error message below it.

4.2.1 Select Your Facility

If you located the facility in the system (**Section 2**) and associated the facility with your account, the facility will be in the “Select your facility (project site)” dropdown menu options.

1. Select the facility associated this submittal is for. The selected facility will populate into the “Select your facility (project site)” field.

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 4.2.2**.

The screenshot shows the 'Site Information' section of a web 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 result for 'BAY CITIES AMBULANCE' at '3505 SE OCEAN BLVD, COOS BAY, OR 97420'. To the right of the address, there is a green box with the phone number '757839' and two input fields for 'Latitude: 43.38' and 'Longitude: -124.25'. A small Google logo is visible on the left side of the dropdown item. A blue downward arrow is on the right side of the dropdown menu.

4.2.2 Create New Facility

If the facility is not in YDO, select “Create new facility” button and fill out the information required to create a new facility.

Note. Most HOT Clean Decommissioning will fall under this option.

4.2.2.1 New Facility Information

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

The screenshot shows the 'Site Identification' section of a web form. At the top, there are two radio buttons: 'Select your facility' and 'Create new facility' (which is selected). Below this is a section titled 'New Facility Information'. It contains several input fields: 'Facility Name' with the value 'Cleanup Intake Test Facility', 'Abbreviation' (empty), 'Email' with 'katie.daugherty@deq.oregon.gov', 'Phone' with '444-444-4444', 'Fax' with '000-000-0000', and 'Number of Employees' with '0'. There is also a dropdown menu for 'Is the facility located on Native American Lands?' with 'No' selected. At the bottom, there is a 'Comments:' section with a large text area and a '(Remaining Length: 4000)' indicator.

4.2.2.2 New Facility – Facility Mailing Address

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

4.2.2.3 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's mailing address, enter the physical location address.
 - a. If the property does not have an address, go to **Section 4.2.2.4**.
 - 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

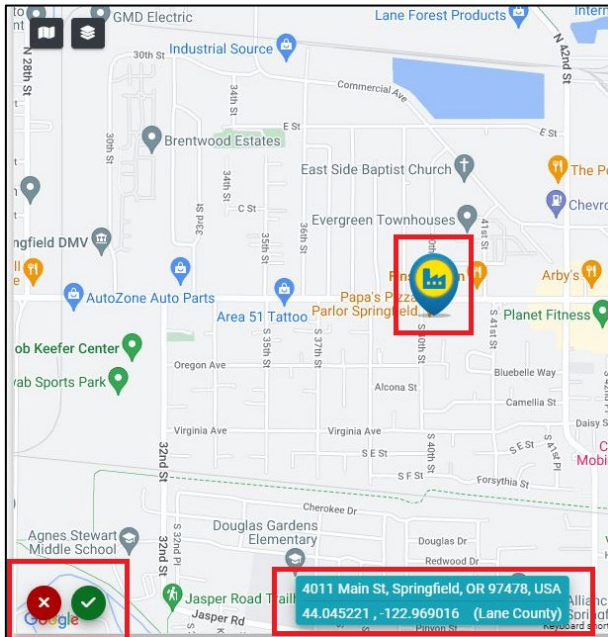
City State Zip Code
Springfield OR (Oregon) ▾ 97478

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



4.2.2.4 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 4th & Main).**

4.3 Cleanup Decommissioning Qualifying Questions

Answer the following questions to determine if the facility qualifies as a clean decommissioning.

Clean Decommissioning Qualifying Questions
Was groundwater encountered in the tank pit?
<input checked="" type="radio"/> Yes <input type="radio"/> No
Did groundwater samples have any Dx, BTEX, or PAH detections?
<input type="radio"/> Yes <input checked="" type="radio"/> No
Was TPH-Dx detected in soil?
<input checked="" type="radio"/> Yes <input type="radio"/> No
Highest NWTPH-Dx (ppm) detected in soil?
25

If your facility does not qualify as a clean decommissioning, red banners will appear and indicate the requirement to submit a “HOT Program Release Report”.

- a. **Do not continue with this submittal.**
- b. Instead report a release using the “LUST - Report Release from Regulated, Unregulated, or HOT UST Systems” submittal.
- c. Submit a report using the “HOT Cleanup Report” submittal.

Clean Decommission Qualifying Questions
Was groundwater encountered in the tank pit?
<input checked="" type="radio"/> Yes <input type="radio"/> No
Did groundwater samples have any Dx, BTEX, or PAH detections?
<input checked="" type="radio"/> Yes <input type="radio"/> No
Please submit a HOT Program Release Report
Was TPH-Dx detected in soil?
<input checked="" type="radio"/> Yes <input type="radio"/> No
Highest NWTPH-Dx (ppm) detected in soil?
55
Please submit a HOT Program Release Report

4.4 General Information

Indicate if the HOT decommissioning was performed by the “Homeowner”.

Note. Most HOT decommissionings will be performed by a “Licensed HOT Service Provider”.

1. If “Yes” is selected go to **Section 4.5**.
2. If “No” is selected, fields will appear to select the HOT service provider and supervisor and enter the certification date.
 - a. Select the “Licensed HOT Service Provider” from the dropdown menu.
 - b. Enter the “Certification Date”.
 - c. Select the “Supervisor License Number” from the dropdown menu.

General Information

Is the service provided by a Homeowner?
 Yes No

Licensed HOT Service Provider Name

Space Cowboy Space Cowboy 99796	Lic No 27553 HOT Service Provider License	777-777-7777 20202 S Criswell Rd, Oregon City, Oregon 97045-9650
---	--	---

Certification Date
01/19/2024

Supervisor License Number

Cleanup TESTER Oregon DEQ 99805	Lic No 27575 HOT Supervisor License	1111111111 123 Mail Road, CITY, Oregon 97535
---	--	---

4.5 Report Details

Provide the following required information.

Report Details

Was the **American Petroleum Institute** 1604 (March 1996) standard followed?
 Yes No

The tank and associated piping must be cleaned as thoroughly as possible to the maximum extent practicable of all product, sludge and/or water.

How much product was removed? gallons How much Sludge was removed? gallons How much Water was removed? gallons

Date removed/decommissioned in place Approx. size of tank gallons

Tank removed or decommissioned in-place?
 Removed Decommissioned in-place

Tank recycled or disposed?
 Recycled Disposed

Name and location of business where tank recycled/disposed

Tank removed or decommissioned in-place?

Removed Decommissioned in-place

Type of fill material used: Concrete

Amount of fill material used: 250 gallons

4.5.1 Checklist

Read and check applicable statements. Add any additional information in the "Comment" box.

Checklist

Please Check one of the following three statements

A. The decommissioning was performed after March 15, 2000.

B. The decommissioning was performed prior to March 15, 2000 by a licensed service provider (Soil Matrix Cleanup or UST Decommissioning) and two soil samples were collected in general conformity with OAR 340-177-0025.

C. The decommissioning was performed prior to March 15, 2000 by an unlicensed contractor or no soil samples were originally collected at time of decommissioning. If this box is checked as yes, then this checklist is used to document current site assessment actions taken to comply with the requirements of OAR 340-177-0025.

Check all of the statements below that are true

- 1. A site assessment was conducted that meets the requirements of OAR 340-177-0025.
- 2. Water was present in the tank pit and the requirements of OAR 340-177-0025(2)(3) have been met.
- 3. A site sketch, drawn approximately to scale, has been made of this site (OAR 340-177-0025(e) and (f)) which clearly shows: - The location of all buildings and other key features, both man-made and natural; - The names of adjacent streets and properties; - The location of all excavations including those that were for the removal of tanks and associated piping; - The location of all underground storage tanks, including those that were decommissioned as well as those that remain on the site; - All soil and water sample locations including sample depths.
- 4. All soil and/or water samples have been collected, coded, stored, shipped, and analyzed as required, and chain-of-custody forms have been filled out (OAR 340-122-0218, 340-122-0340, 340-122-0345 and 340-177-0025).
- 5. A report has been prepared which includes a detailed description of everything that was observed and performed at the site, and that meets the requirements of OAR 340-177-0025(3).

Comment

4.5.2 Attachments

Review and confirm you have all required information included in the report you will attach.

Attachments

The Clean Decommission Report is required to be included as part of this submittal (upload the report under the Attachment tab). The following items are required to be included in the report.

- Homeowner or Service Provider Signed Certification Statement
- Site Narrative
- Site Map
- Laboratory Reports with Chain of Custodies
- Disposal Receipts

DEQ will return any Clean Decommission Report submitted without the required content listed above for revisions.

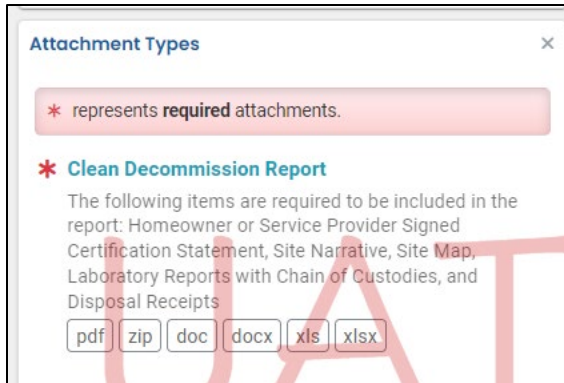


Save the submittal and go to the next tab.

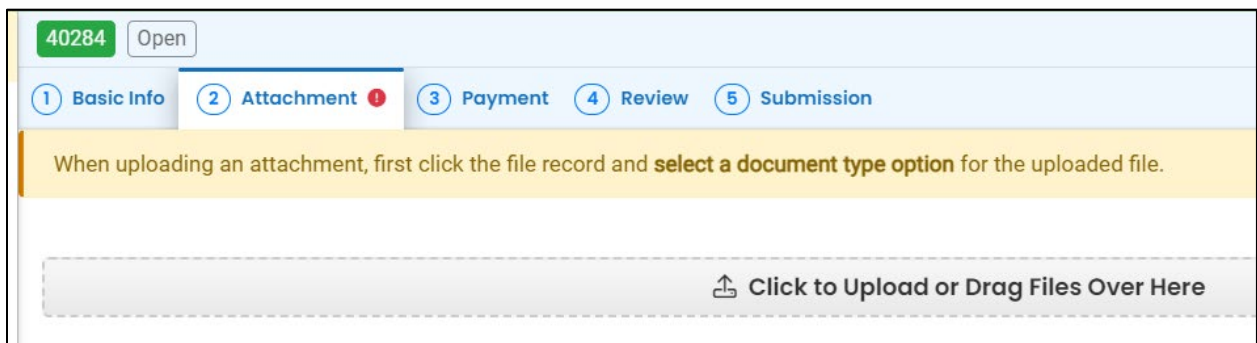
5 Attachment Tab

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

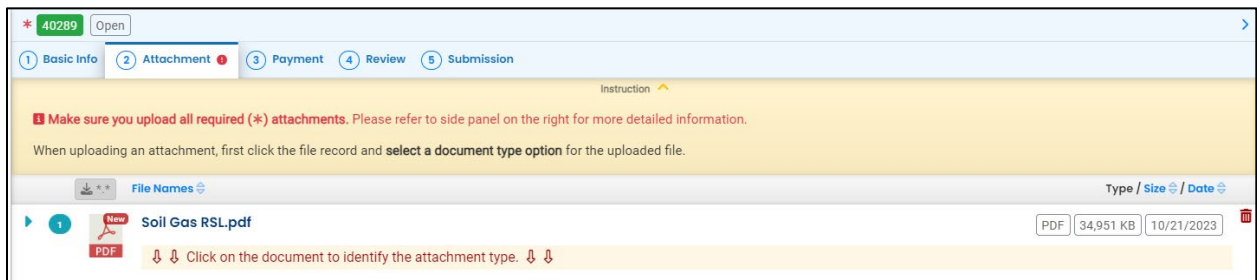
1. Review the “Attachment Types” box on the right side of the screen.
 - a. Note which documents are required.
 - b. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



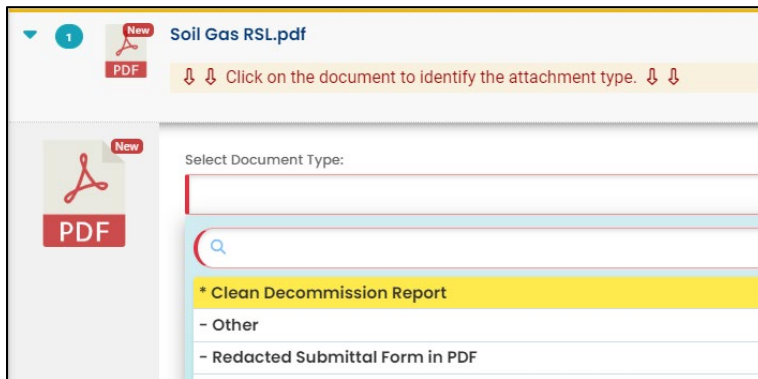
2. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment, or simply drag and drop a document from another open screen.




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



4. Select the document type. Since a “Clean Decommission Report” 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

Pay the required fee for registering a HOT Clean Decommissioning certificate.

Click the “Pay Amount Due” blue box to start payment process.

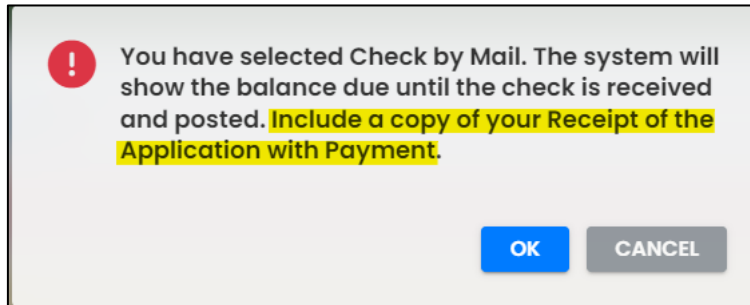
The screenshot shows the 'HOT Clean Decommissioning Report' interface. At the top, there's a header with the report ID '40296' and an 'Open' button. Below the header is a navigation bar with five steps: 1 Basic Info, 2 Attachment, 3 Payment (highlighted with a red dot), 4 Review, and 5 Submission. A pink message bar says 'Please complete the payment process.' Below that, a yellow bar states 'DEQ adds a 4% technology fee to every fee payment processed through YDO.' The main summary area shows a calculation: Fee (\$100.00) + Service (\$4.00) - Paid (\$0.00) = Due (\$104.00). A blue 'Pay Amount Due' button is on the right. The 'Fees' section lists 'Heating Oil Tank Decommissioning' with a total of \$100.00 and 'Technology Fee' with a total of \$4.00. The 'Payment Transactions' section shows 'No payment transaction records.' At the bottom, there is a '2 Results' button.

6.1 Select your payment option

Three payment options are available: ACH, Credit Card, and check by mail. Please refer to the “[Payments for Submittals](#)” user guide for detailed instructions on each option.

This screenshot shows the payment method selection screen. At the top, it repeats the fee calculation: Fee (\$100.00) + Service (\$4.00) - Paid (\$0.00) = Due (\$104.00). A blue 'Pay Amount Due' button is on the right. Below the calculation, there are three radio button options: 'ACH' (selected), 'Credit Card', and 'Check by Mail'. To the right of these options, the text reads 'Automated Clearing House (ACH) payment method:'. Below this, there is a 'Pay Now' button. A note states: 'When clicking Pay Now button, you will be redirected to agency's payment portal to finish the payment. Once finished, you will be redirected back to the system to finish the task.'

Tip. Remember to print a copy of your receipt (see **Section 8**) to include with your check if paying by “Check by Mail”. **If the check is for more than one submittal include receipts for all applicable submittals.** This ensures the payment is applied to the correct project(s) and avoids delays in processing your submittal(s).



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.

40297 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 form.

✓ Basic Info


Fees/Payments

Fee	Service	Paid	Due	Check in Transit/Waiting
\$ 100.00	+ \$ 4.00	- \$ 0.00	= \$ 104.00	\$ 104.00

Mandatory Attachment

All required attachments were included.

Uploaded Attachment

 LUST new regulated.pdf
Clean Decommission Report
PDF 65 KB

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.


2. The system will display an asterisk (*) 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.

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 you

Submittal Form(s) Summary

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

× Basic Info

Fees/Payments

Fee	Paid	Balance
\$ 0.00	- \$ 0.00	= \$ 0.00

Mandatory Attachment

Missing required attachment.

8 Submission Tab

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

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.



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

HOT Clean Decommissioning Report

40297 [Complete Submittal](#)

Submission Successful!

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

Please click [Receipt](#) to print your receipt.

Submittal Summary			Submittal Form Info	
Submittal ID:	40297		Name:	HOT Clean Decommissioning Report
Submittal Date:	10/22/2023, 05:52 PM		Method:	Online Submission
Submittal By:	Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov			
Owner Information:	Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov			

Name	Type	Amount
Heating Oil Tank Decommissioning	Permit/License/Certificate Fee	\$100.00
Technology Fee	Additional Fee	\$4.00

Date	Method	Fee Amount	Paid Amount
Total:		\$104.00	\$0.00

Attachment List

[LUST new regulated.pdf](#)
Clean Decommission Report
PDF | 65 KB

[Finish](#) [Receipt](#) [Submittal Form](#)

- If paying with a check in the mail, click the “Receipt” button to print a copy of the receipt to include with the check.

1 Basic Info 2 Attachment 3 Receipt

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.

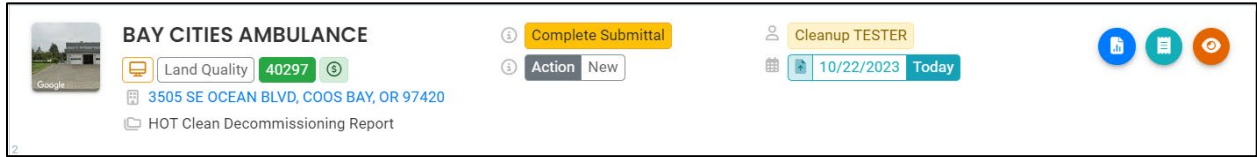
Please click [Receipt](#) to print your receipt.

[Finish](#) [Receipt](#) [Submittal Form](#)

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

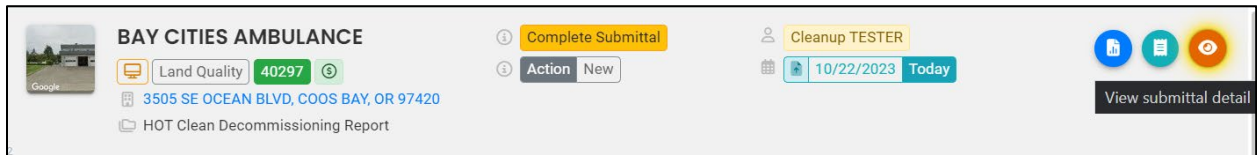
9 Track Your Submittal

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.



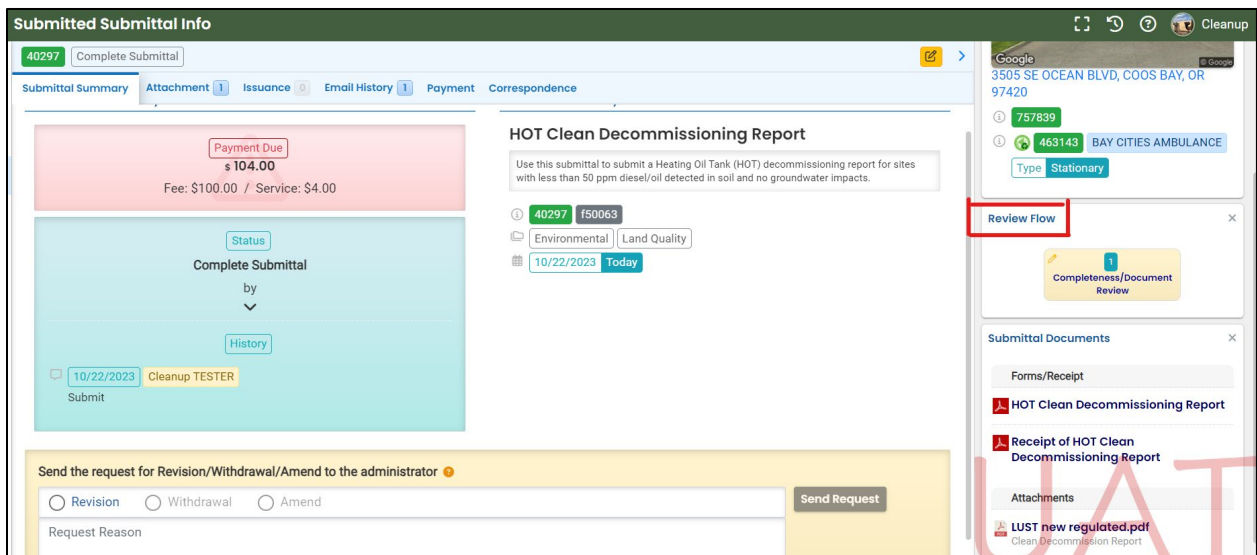
9.1 View Submittal Detail

Click the orange eye.



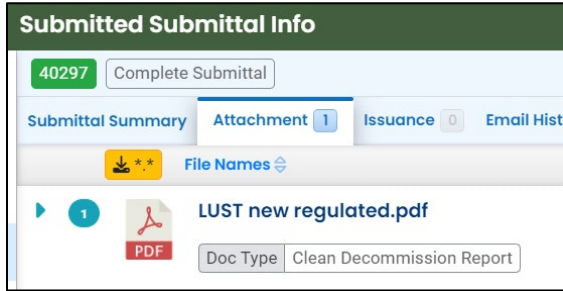
9.1.1 Submittal Summary Tab

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 request DEQ allow you to revise the submittal.



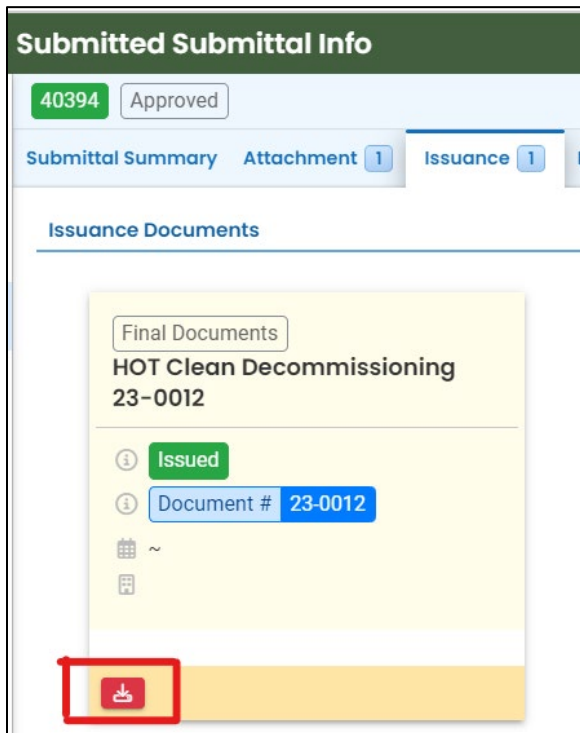
9.1.2 Attachment Tab

View and download the documents attached to the submittal.



9.1.3 Issuance Tab

Once DEQ completes their review and accepts the report. The HOT Clean Decommissioning acceptance letter is issued and populates to the “Issuance” tab. Click the red button to download the letter.



9.1.4 Email History Tab

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

Submitted Submittal Info

40297 Complete Submittal

Submittal Summary Attachment 1 Issuance 0 Email History 1 Payment Correspondence

Subject	To/From	Last Sent
1 [UAT] ODEQ HOT Cleanup Decommissioning Report - Report Received	TO katie.daugherty@deq.oregon.gov FROM YourDEQOnline@govonlineasas.com	2023-10-22 ✓

1 Results

9.1.5 Payment Tab

Track payments related to this submittal here.

Submitted Submittal Info

40297 Complete Submittal

Submittal Summary Attachment 1 Issuance 0 Email History 1 Payment Correspondence

⚠ Reminder: Payment of \$104.00 is due until the full amount has been received and posted.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due	Check in Transit/Waiting
\$ 100.00	+ \$ 4.00	- \$ 0.00	= \$ 104.00	\$ 104.00

Submitted Submittal Info

40971 Complete Submittal

Submittal Summary Attachment 1 Issuance 0 Email History 1 Payment Correspondence

There is no payment due at this time.

Fee	Service	Paid	Balance
\$ 100.00	+ \$ 4.00	- \$ 104.00	= \$ 0.00

9.1.6 Correspondence Tab

Chats with DEQ are tracked here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Correspondence' tab is active, displaying a text input field for starting a correspondence thread, a date/time selector, and a 'Post' button. Below the input fields, it states 'No correspondence messages.'

9.2 Review Form

Click the blue circle to access the submittal content.

The screenshot shows the submittal header for 'BAY CITIES AMBULANCE'. It includes the submittal number 40297, the category 'Land Quality', and the title 'HOT Clean Decommissioning Report'. A 'Review Form' button is highlighted with a blue circle.

The form cannot be modified.

The screenshot shows the 'HOT Clean Decommissioning Report' form. The 'Receipt' tab is active, displaying a form for the 'Responsible Party' with fields for First Name (James), M.I. (T), Last Name (Kirk), Email (katie.daugherty@deq.oregon.gov), Phone (333-333-3333), Mobile (000-000-0000), and Fax (000-000-0000).

9.3 Receipt Form

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

The screenshot shows the submittal header for 'BAY CITIES AMBULANCE'. It includes the submittal number 40297, the category 'Land Quality', and the title 'HOT Clean Decommissioning Report'. A 'Receipt' button is highlighted with a teal circle.



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created:
10/22/2023

Submittal Summary

Submittal ID: **40297**

Facility (project site): **BAY CITIES AMBULANCE**

Submittal: **HOT Clean Decommissioning Report**

Submitted By: **Cleanup TESTER**

Email: katie.daugherty@deq.oregon.gov

Submitted Date: **2023-10-22 17:52:30**

Form Detail

Submittal Name: **HOT Clean Decommissioning Report**

Submission Method: **Online**

Fee Program ID: **72**

Action Type: **New**

Fee Program Name: **HWGENID**

Payment Information **(BALANCE DUE)**

Processing Fee: **\$100.00**

Technology Fee: **\$4.00**

~~Total Amount Due: \$104.00~~