



HOT Cleanup Report User Guide

HOT 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 heating oil tank (HOT) Cleanup Report 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

Heating oil tank (HOT) service providers (and occasionally homeowners) regularly register HOT certification letters and cleanup reports to the HOT Program for review and approval. Please visit DEQ's [HOT](#) webpage for more information and program materials.

Do not use this form to submit a HOT Clean Decommissioning Report.

Note. There is the potential that the release was never reported to DEQ in compliance with the HOT rules. Confirm a release was reported.

1.1 Your DEQ Online

Through Your DEQ Online, parties may submit a HOT Cleanup 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, & 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.

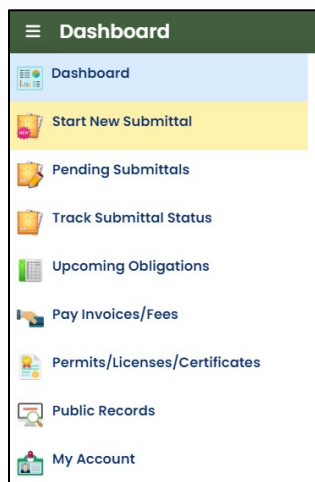
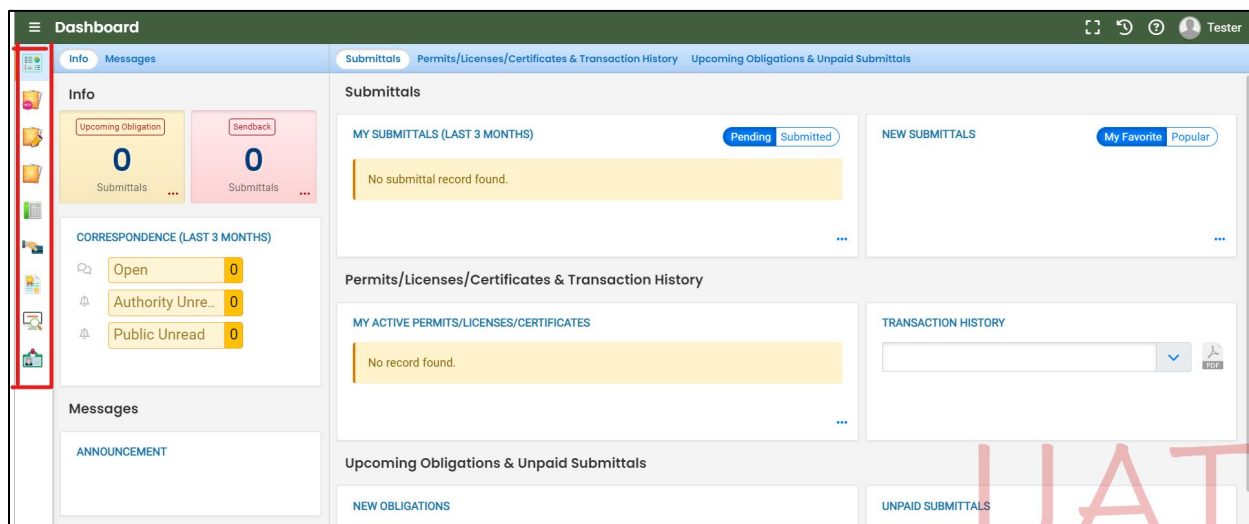
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

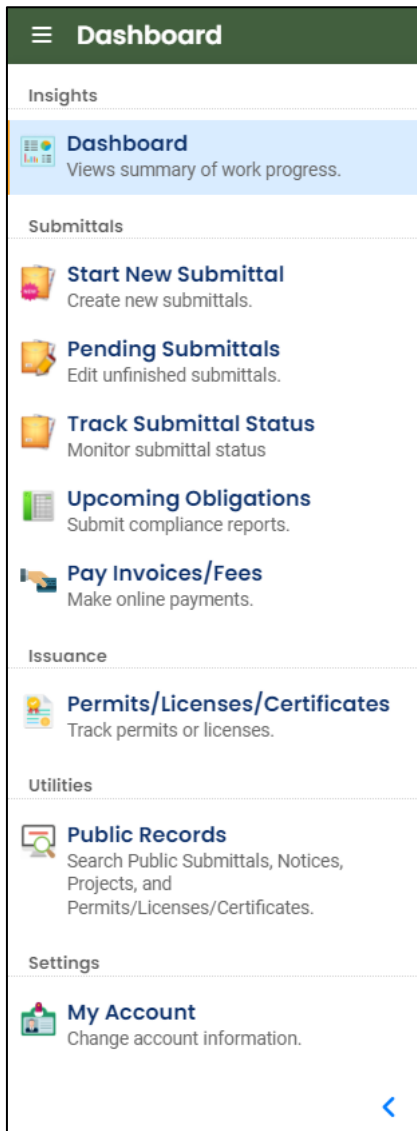
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

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.
- Hovering over the panel will bring up a list view of the panel
- Clicking 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.

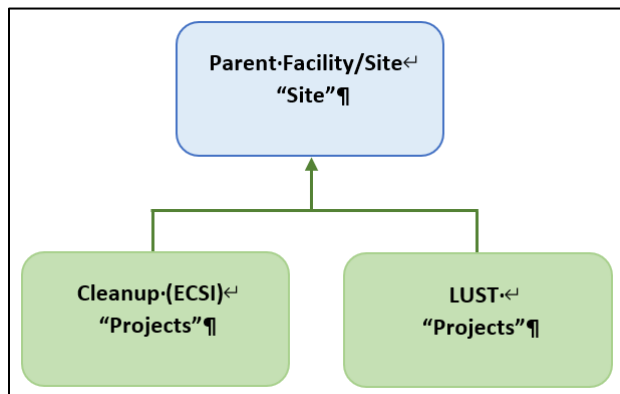
My Account. Change your contact information, facility linkage, and other account settings.

1.3 Who Should Submit this Report?

The HOT Cleanup report **must be completed by the entity (typically a Service Provider or Homeowner) who is certifying the closure.**

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. LUST sites, which include releases from regulated, unregulated, and heating oil tanks, 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.

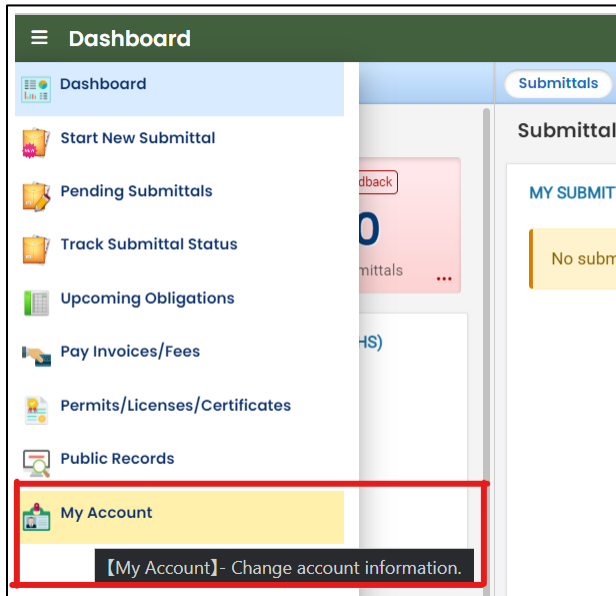
Tip. The “Site” name is often different than the “Project” name.

2 Is Your Facility Associated With Your Account?

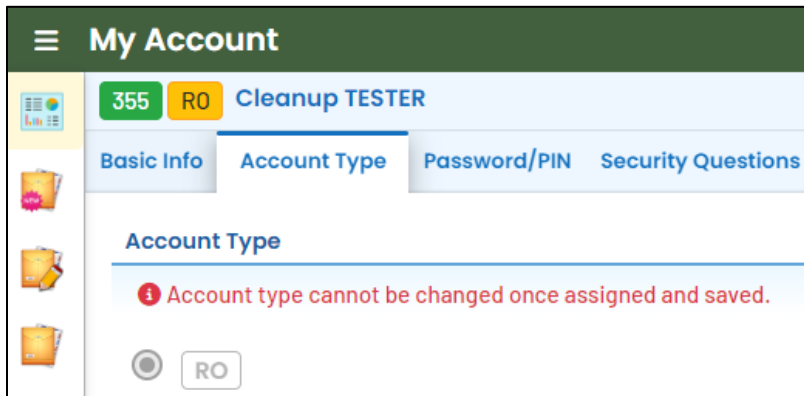
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to add the facility/site to your account. The facility/site must be associated with your account to submit a document for a specific leaking HOT project.

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 “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"/> 9 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 | 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.

| Facility-Submittal Group Permissions (3) | | | | |
|---|--|--------|------------------------------------|--|
| You are only allowed to add submittal groups from your selected submittal groups above. | | | | |
| | FOREMAN'S CLEANERS 1070 COMMERCIAL ST SE, SALEM, OR 97302 | 511232 | 5 Leaking Underground Storage Tank | |
| | CHILOQUIN FOREST PRODUCTS INC E BLOCKINGER ST, CHILOQUIN, OR 97624 | 674073 | 4 Cleanup and Site Remediation | |
| | Star Trek 420 N Main St, Pendleton, OR 97801-1648 | 830162 | 4 Cleanup and Site Remediation | |
| Add Permissions | | | | |

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

Note. Since releases from underground storage tanks are required to be reported, the facility will be in the YDO system.

Note. If a release was just reported for a project, there will be a delay as DEQ staff process the release and adds the project to the YDO system. Reach out to the HOT Program if the release needs to be prioritized.

Tips. 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.

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** 388662
12th and Belmont Ave, Hood River, OR 97031
- Bldg 1038 Forest Service Loop** 383848
Bldg 1038 Forest Service Loop, Sisters, OR 97759
- 1-2B MILWAUKIE** 273888
9002 SE MCLOUGHLIN BLVD, MILWAUKIE, NJ 97222
- ARCO 6058** 506476
9560 NW GLENCOE RD, HILLSBORO, OR 97124
- 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 “312 Main”.
 - a. **Be sure to select the correct Facility/Site.** Remember the Facility/Site name may be different than the LUST/Leaking HOT project name.
 - b. In this example, two facilities/sites are located at the same address. Check the box for the facility/site with a **green** 🌿 symbol.
 - c. Select the “Heating Oil Tank” under the “Available Submittal Groups” box.
 - d. 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.

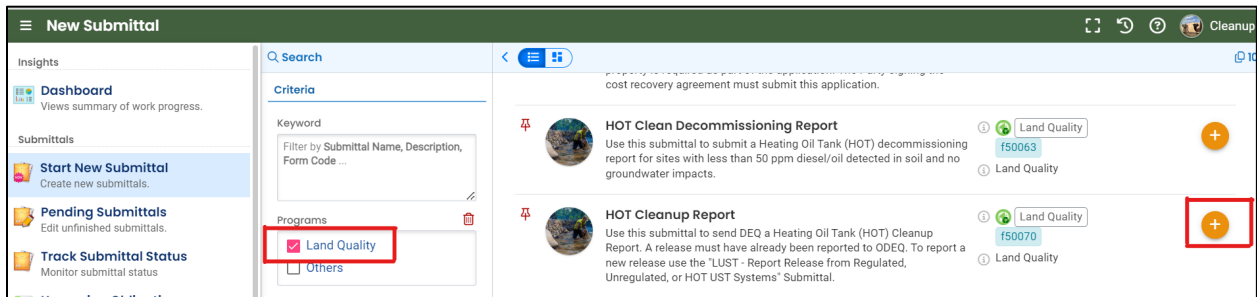
The screenshot displays the 'Add Permissions' interface. At the top, there are two sections: 'Picked Sites (1):' containing 'GENERAL FARM SUPPLY, INC.' and 'Picked Submittal Groups (1):' containing 'Heating Oil Tank'. A red box highlights a yellow '+' button in the top right corner. Below these are two main panels: 'Available Sites' and 'Available Submittal Groups'. The 'Available Sites' panel has a search bar with '312 Main' and lists three entries. The second entry, 'GENERAL FARM SUPPLY, INC.' at '312 MAIN ST, NYSSA, OR 97913', is checked and has a green 🌿 icon and the number '512607' highlighted with a red box. The 'Available Submittal Groups' panel has a search bar and lists four groups. The 'Heating Oil Tank' group is checked and highlighted with a red box. At the bottom right, a red box highlights a pink save button with a white floppy disk icon. A 'Total: 3' indicator is at the bottom of the 'Available Sites' panel, and a 'Total: 4' indicator is at the bottom of the 'Available Submittal Groups' panel.

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

3 Start A New Submittal

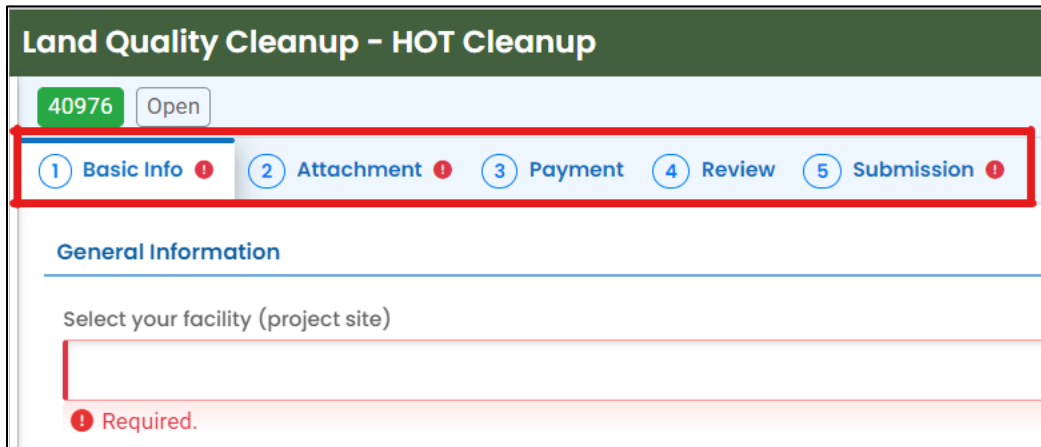
1. Click “Start New Submittal”.
2. Check “Land Quality” under “Programs”.
3. Locate the “HOT Cleanup Report” and click the “+” sign on the far right.

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

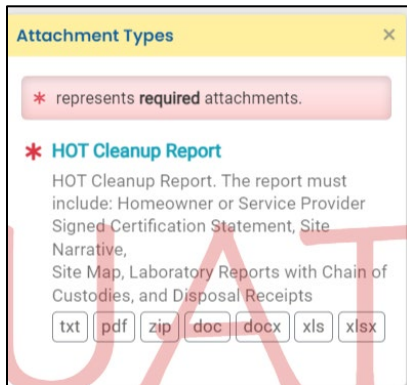


3.1 Understanding the Submittal

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**.



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.

Click the Save button



4 Basic Info Tab

Enter basic information about the project including the following.

- Select the Facility and Project
- Provide responsible party contact information
- Provide information on decommissioning and certification date and type
- Answer cost summary questions

4.1 General Information

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

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

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

The screenshot shows a web form titled "Site Information". It has a dropdown menu labeled "Select your facility (project site)". Below the dropdown is a search bar with the text "Search by name/ID/address/latitude/longitude/type...". A search result is displayed in a yellow bar: "test new fac 077" with the address "1250 NW Swigert Way, Troutdale, OR 97060" and a green ID badge "766167".


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

The screenshot shows the "Site Information" form with the "Select your facility (project site)" dropdown menu populated with the selected facility. The facility details are: "test new fac 077", address "1250 NW Swigert Way, Troutdale, OR 97060", and ID "766167". Below the facility dropdown are fields for "Latitude" (45.553546) and "Longitude" (-122.401187). Below these is a "Select your project" dropdown menu, which is currently empty and has a red error message "Required." below it.

- 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.

General Information

Select your facility (project site)

 **test new fac 077** 766167 Latitude 45.553546 Longitude -122.401187

1250 NW Swigert Way, Troutdale, OR 97060

Select your project

Leaking Underground Storage Tank
417381 15-23-0001

Test Site 1500 Leaking Heating Oil Tank
417384 15-23-1200


Tip. Facilities often have multiple LUST and leaking HOT projects. Look at the project type in the blue box and the program ID number (LUST number) to determine the correct project.

| | |
|---|---|
| Who Me Gas 417398 | Leaking Heating Oil Tank 15-23-0001 |
| Bug's R Us Gas 417399 | Leaking Underground Storage Tank 15-23-1200 |

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

General Information

Select your facility (project site)

 **test new fac 077** 766167 Latitude 45.553546 Longitude -122.401187

1250 NW Swigert Way, Troutdale, OR 97060

Select your project

Test Site 1500 Leaking Heating Oil Tank
417384 15-23-1200

4.2 Responsible Party

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

1. The LUST ID will automatically be populated as shown below. **Confirm this LUST Number** matches the project you are submitting this HOT Cleanup Report for. If it does not match, then you either did not select the correct facility or the correct project and need to return to either **Section 2** or **Section 4.1**.

| Responsible Party | | | |
|---|-----------------|--------------|--------------------------------|
| Salutation | First Name | M.I. | Last Name |
| | La'an | | Noonien-Singh |
| Company | Title | | Email |
| USS Enterprise | | | katie.daugherty@deq.oregon.gov |
| Phone | Mobile | Fax | |
| 444-444-4444 | 000-000-0000 | 000-000-0000 | |
| Country | | | |
| <input checked="" type="radio"/> United States <input type="radio"/> Canada | | | |
| Address | | | Unit, Suite, or Floor # |
| 3333 NE 66th Ave | | | |
| City | State | Zip Code | |
| Vancouver | WA (Washington) | 98661-7236 | |

4.3 Site Selection

This section has several components that are outlined below.

4.3.1 Site Type

Indicate if the HOT decommissioning was performed by the Homeowner or Service Provider.

Tip. Most HOT decommissioning will be performed by a licensed HOT Service Provider.

1. If “Homeowner” is selected continue to **Section 4.3.2**.
2. If “Service Provider Sites” is selected, additional fields will appear to select the HOT service provider and HOT supervisor.
 - a. Select the “Licensed HOT Service Provider name” from the dropdown menu.
 - b. Select the “Supervisor License Number” from the dropdown menu.

The screenshot shows a form titled "Site Selection". Under "Site Type", "Service Provider Sites" is selected. Below, there are two dropdown menus. The first is for "Licensed HOT Service Provider Name" and shows "Aliens visit Earth To Decom HOTS" with a license number of 99798. The second is for "Supervisor License Number" and shows "Cleanup TESTER" with a license number of 99805. Both dropdowns also display additional information like phone numbers and addresses.

4.3.2 Certification Date

Enter the “Certification Date”

The screenshot shows a date input field labeled "Certification Date" with the date "12/12/2023" entered.

4.3.3 Certification Type

Select the “Certification Type” from the drop down menu. Additional content will appear based on your selection. The three options are discussed in the following subsections.

The screenshot shows a dropdown menu labeled "Certification Type" with three options: "Soil Matrix", "Generic Remedy", and "Risk-Based".

4.3.3.1 Soil Matrix

Select the appropriate answer for each soil matrix criterion. The soil matrix cleanup level will be automatically calculated.

| | | | |
|----------------------------------|--|--------------------|----------------------|
| Certification Date | 10/21/2023 | Certification Type | Soil Matrix (Simple) |
| Soil Matrix Score Sheet | | | |
| Depth to Groundwater | <input type="radio"/> < 25 feet: 10 points <input checked="" type="radio"/> 25 - 50 feet: 7 points <input type="radio"/> 51 - 100 feet: 4 points <input type="radio"/> > 100 feet: 1 points | | 7 |
| Mean Annual Precipitation | <input type="radio"/> > 45 inches: 10 points <input checked="" type="radio"/> 20 - 45 inches: 4 points <input type="radio"/> < 20 inches: 1 point | | 4 |
| Native Soil Type | <input type="radio"/> Course sands, gravels: 10 points <input checked="" type="radio"/> Silts, fine sands: 5 points <input type="radio"/> Clays: 1 point | | 5 |
| Sensitivity of Uppermost Aquifer | <input type="radio"/> Sole Source: 10 points <input type="radio"/> Current Potable: 7 points <input checked="" type="radio"/> Future Potable: 4 points <input type="radio"/> Non-potable: 1 point | | 4 |
| Potential Receptors | <input type="radio"/> Many near: 10 points <input checked="" type="radio"/> Medium: 5 points <input type="radio"/> Few, far: 1 points | | 5 |
| Total Score | | | 25 |
| Soil Matrix Clean up level | | | Level 2 |

4.3.3.2 Generic Remedy

Select either Level 1 or Level 2 from the Generic Remedy drop down menu.

| | | | |
|--------------------|---|--------------------|-------------------------------|
| Certification Date | 12/12/2023 | Certification Type | Generic Remedy (Intermediate) |
| Generic Remedy | Level 1 (under 2,500 ppm) Level 2 (2,500 – 10,000 ppm) | | |

4.3.3.3 Risk-Based

Click the box next to all impacted media.

| | | | |
|--------------------|---|--------------------|----------------------|
| Certification Date | 12/12/2023 | Certification Type | Risk-Based (Complex) |
| Media Impacted | <input checked="" type="checkbox"/> Soil <input checked="" type="checkbox"/> Groundwater <input type="checkbox"/> Surface Water <input checked="" type="checkbox"/> Indoor Air <input type="checkbox"/> Outdoor Air | | |

4.3.4 Tank Decommissioning Method & Disposal

Select the method of decommissioning from the dropdown menu. Additional fields will populate depending on your selection.

| | |
|---|---|
| Tank removed or decommissioned in-place | Removed Removed Decommissioned In-Place |
|---|---|

4.3.4.1 Tank Removed

Select the method of off-property tank disposal from the dropdown menu.



Tank removed or decommissioned in-place

Removed

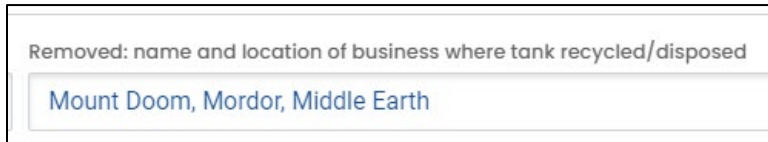
Removed: tank recycled or disposed

Recycled

Recycled

Disposed

Provide the name and location of disposal or recycle company.

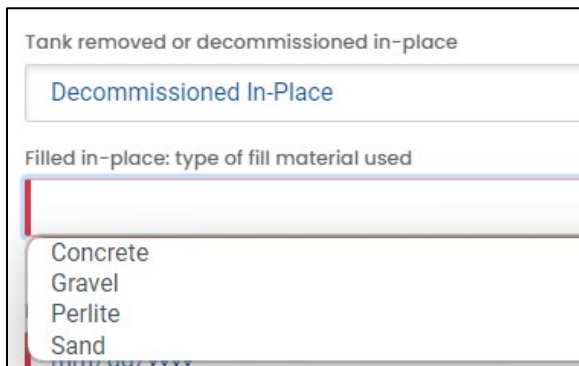


Removed: name and location of business where tank recycled/disposed

Mount Doom, Mordor, Middle Earth

4.3.4.2 Tank Decommissioned In-Place

Select the fill material used from the dropdown menu.



Tank removed or decommissioned in-place

Decommissioned In-Place

Filled in-place: type of fill material used

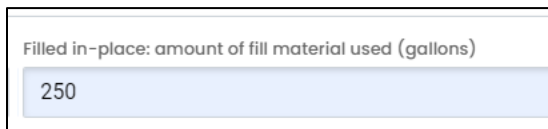
Concrete

Gravel

Perlite

Sand

Provide the volume of fill material used.

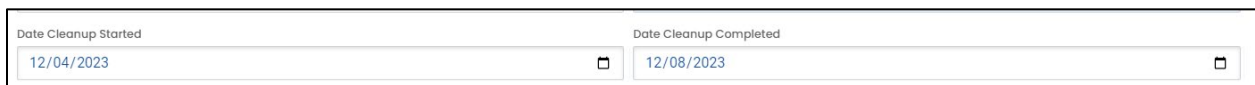


Filled in-place: amount of fill material used (gallons)

250

4.3.5 Cleanup Dates & Findings

Populate the date cleanup started and was completed.



Date Cleanup Started

12/04/2023

Date Cleanup Completed

12/08/2023

Answer the following questions about the cleanup.

| | |
|---|---|
| Was contaminated soil removed? | <input checked="" type="radio"/> Yes <input type="radio"/> No |
| How much contaminated soil was removed? (cubic yards or tons) | <input type="text" value="25"/> <input type="radio"/> cubic yards <input checked="" type="radio"/> tons |
| 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 |
| Highest Remaining NWTPH-Dx (ppm) Detected? | <input type="text" value="500"/> |

4.3.5.1 Instructional Banners

Red instruction banners may appear based on your selections. For example, if you selected the Soil Matrix certification type but groundwater sample had detections, the system will show a banner indicating you need to change your certification type selection.

Please select "Risk-based project" for the certification type.

The following banner will appear if you selections indicate you should submit this certification as a clean decommissioning.

Please Fill out Clean Decommission Form

If the banner above appears and all of your entries are correct, please do not complete the HOT Cleanup Report but go back to "Start New Submittal" and select the HOT Clean Decommissioning Report.

4.3.6 Cost Summary Questions

Provide the project cost and select the general complexity of the project.

| | |
|---|-----------------------------------|
| Cost Summary Questions | |
| Project cost (what did it cost to perform the services) | <input type="text" value="6500"/> |
| Rate the general complexity of the project as compared to other similar projects of the same category that your company has worked on | |
| <input checked="" type="radio"/> Normal (No unusual circumstances) <input type="radio"/> Moderate (Some difficulties encountered) <input type="radio"/> Difficult (Problems encountered that caused increased work or other complexities) | |

4.3.7 Attachments

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

Attachments

The Leaking HOT Cleanup 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 Leaking HOT Cleanup Report submitted without the required content listed above for revisions.

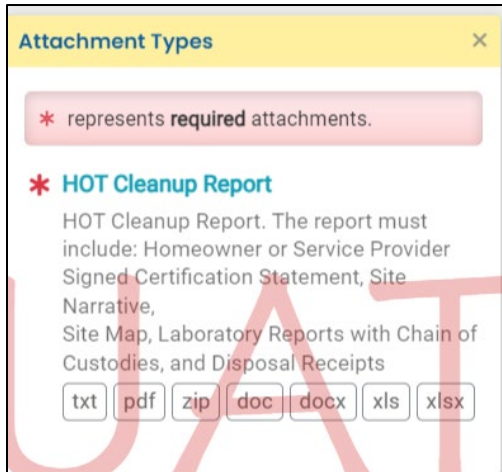


Save the submittal and go to the next tab.

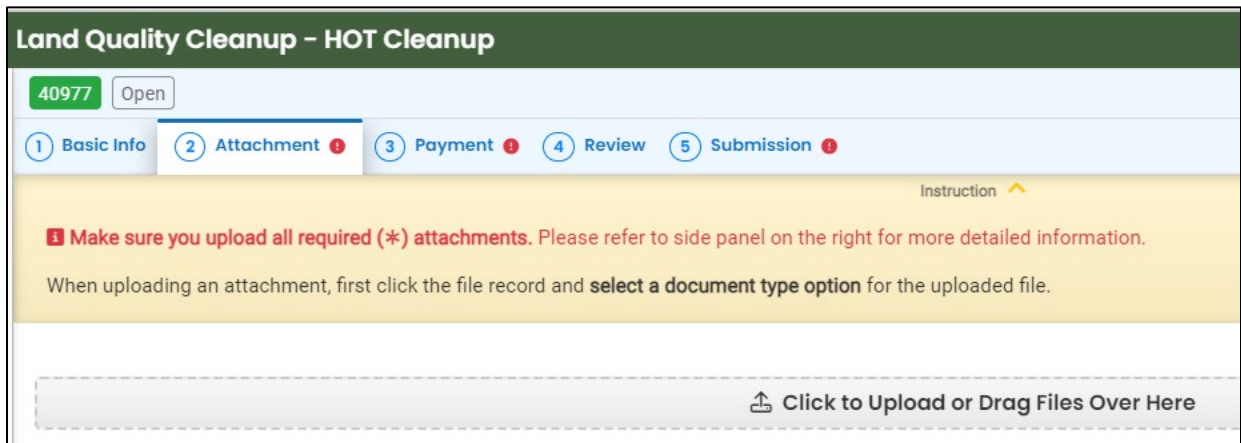
5 Attachment Tab

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.

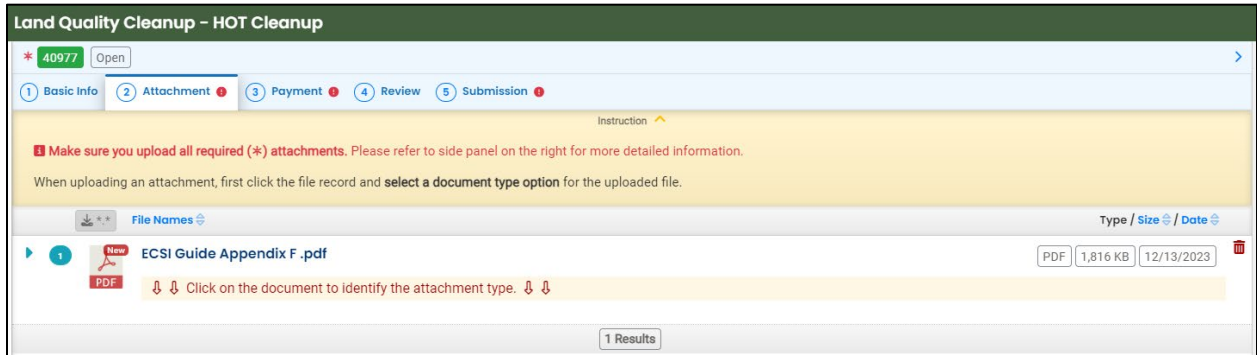
1. Review the “Attachment Types” box on the right side of the screen.
 - a. Note which documents are required.
 - b. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



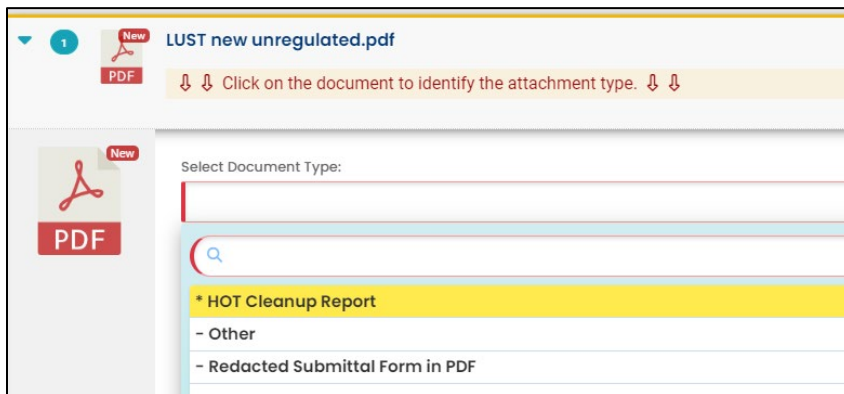
2. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment or simply drag and drop.



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 “HOT Cleanup Report” 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

Pay the required fee for submitting a HOT Cleanup Report. The fee amount is based on the certification type selected. All three certification fees are shown below.

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

Land Quality Cleanup - HOT Cleanup
40977 Open

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

Please complete the payment process.

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

Fee: \$ 250.00 + Service: \$ 10.00 - Paid: \$ 0.00 = Due: \$ 260.00 **Pay Amount Due**

Fees

Technology Fee
① Additional Fee \$ 10.00
① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

Soil Matrix Fee
① Additional Fee \$ 250.00

Payment Transactions
No payment transaction records.

2 Results

Land Quality Cleanup - HOT Cleanup
40301 Open

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

Please complete the payment process.

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

Fee: \$ 350.00 + Service: \$ 14.00 - Paid: \$ 0.00 = Due: \$ 364.00

Fees

Technology Fee
① Additional Fee \$ 14.00
① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

Generic Remedy Cleanup Fee
① Additional Fee \$ 350.00

2 Results

Land Quality Cleanup - HOT Cleanup
40301 Open

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

Please complete the payment process.

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

Fee: \$ 450.00 + Service: \$ 18.00 - Paid: \$ 0.00 = Due: \$ 468.00

Fees

Technology Fee
① Additional Fee \$ 18.00
① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

Risk-Based Cleanup Fee
① Additional Fee \$ 450.00

2 Results

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.

The screenshot shows a payment summary at the top with four categories: Fee (\$250.00), Service (\$10.00), Paid (\$0.00), and Due (\$260.00). A blue button labeled "Pay Amount Due" is in the top right. Below this, three payment options are listed: ACH (selected with a radio button), Credit Card, and Check by Mail. The ACH option is highlighted with a yellow background. To the right of the options, the text reads "Automated Clearing House (ACH) payment method:" followed by a "Pay Now" button. Below the text, it 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).

A warning dialog box with a red exclamation mark icon. The text reads: "You have selected Check by Mail. The system will show the balance due until the check is received and posted. **Include a copy of your Receipt of the Application with Payment.**" At the bottom, there are two buttons: "OK" and "CANCEL".

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 40301. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. A yellow instruction box at the top asks the user to review their submittal info and attachments. Below this is a 'Submittal Form(s) Summary' section with a green background and a message: 'Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form'. A red box highlights a green checkmark icon next to the text 'Basic Info'. Below this is a 'Fees/Payments' section with a table:

| Fee | Service | Paid | Due | Check in Transit/Waiting |
|-----------|------------|-----------|-------------|--------------------------|
| \$ 450.00 | + \$ 18.00 | - \$ 0.00 | = \$ 468.00 | \$ 468.00 |

Below the fees section is a 'Mandatory Attachment' section with a red box highlighting a green message: 'All required attachments were included.' To the right, there is an 'Uploaded Attachment' section showing a PDF file named 'LUST new u... HOT Cleanup...' with a size of 62 KB.

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 asks the user to review their submittal info and attachments. Below this is a 'Submittal Form(s) Summary' section with a green background and a message: 'Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form'. A red box highlights a red 'x' icon next to the text 'Basic Info'. Below this is a 'Fees/Payments' section with a table:

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

Below the fees section is a 'Mandatory Attachment' section with a red box highlighting a red message: 'Missing required attachment.' To the right, there is an 'Uploaded Attachment' section.

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.

Land Quality Cleanup - HOT Cleanup

40977
Open
>

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Certification Statement

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

I have read and agree to the above certification statement

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

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

✔ **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: 40301

Submittal Date: 10/23/2023, 01:46 PM

Submittal By: Cleanup TESTER
1111111111
katie.daugherty@deq.oregon.gov

Owner Information: Cleanup TESTER
1111111111
katie.daugherty@deq.oregon.gov

Submittal Form Info

Name: HOT Cleanup Report

Method: Online Submission

Fee Detail

| Name | Type | Amount |
|------------------------|----------------|----------|
| Technology Fee | Additional Fee | \$18.00 |
| Risk-Based Cleanup Fee | Additional Fee | \$450.00 |

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.

Question: what is your favorite hobby?
Answer: *****
PIN Number: *****
RO: Cleanup TESTER
Sender IP: 159.121.206.56

Payment Detail

| Date | Method | Fee Amount | Paid Amount |
|--------|--------|------------|-------------|
| Total: | | \$468.00 | \$0.00 |

Attachment List

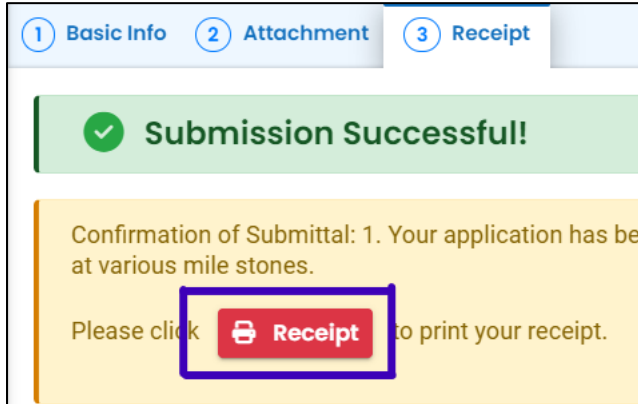
LUST new unregulated.pdf
HOT Cleanup Report
PDF 62 KB

Finish

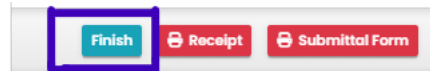
Receipt

Submittal Form

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

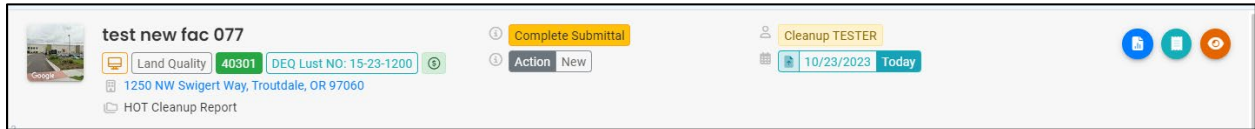


5. Click “Finish” button to return to your account



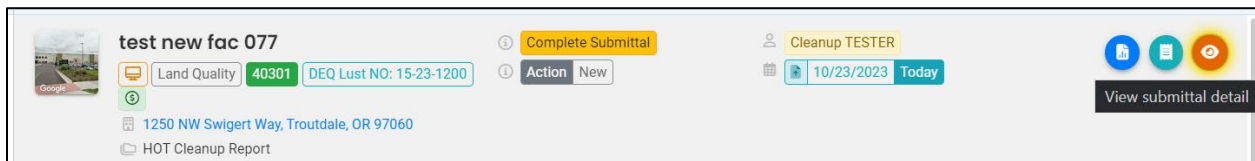
9 Track Your Submittal

Your completed submittal is populated to you “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.



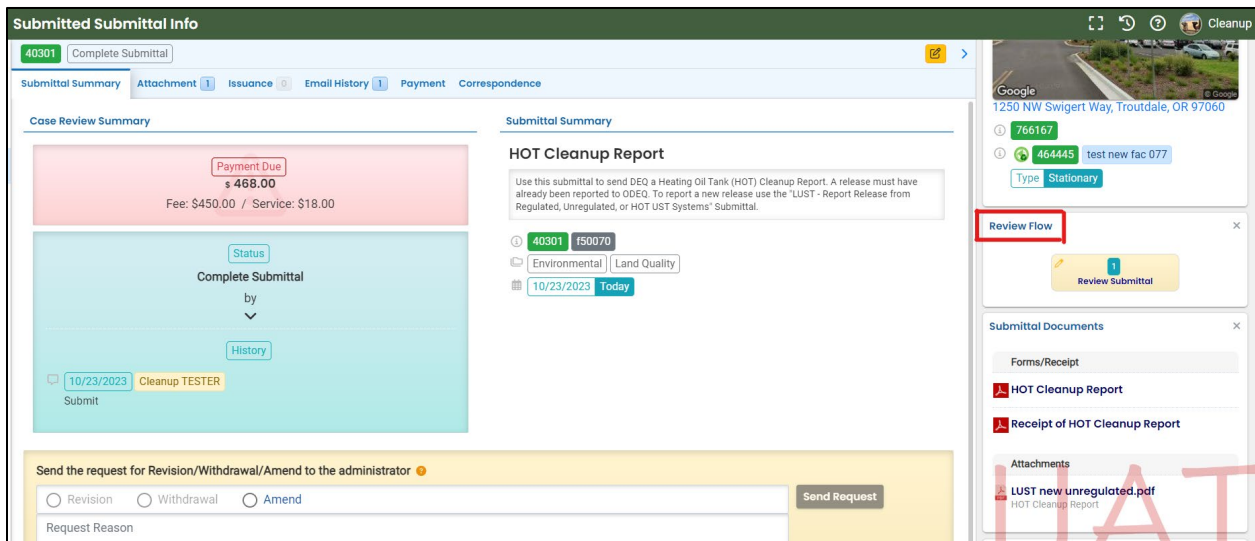
9.1 View Submittal Detail

Click the orange eye.



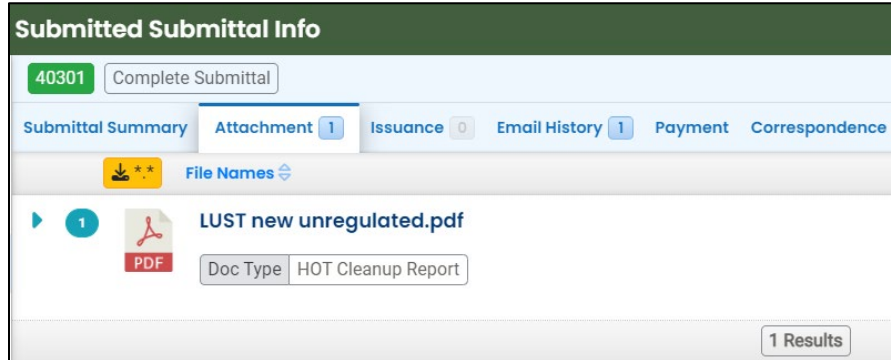
9.1.1 Submittal Summary Tab

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 Amend the submittal.



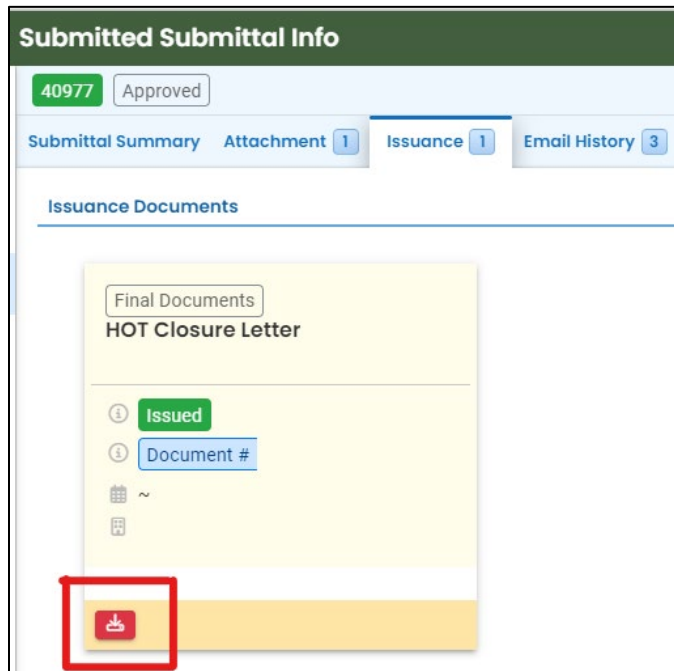
9.1.2 Attachment Tab

View and download the documents attached to the submittal



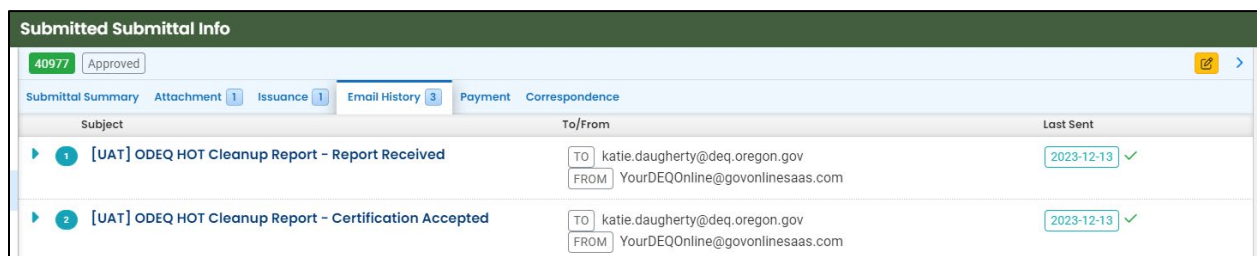
9.1.3 Issuance Tab

Once DEQ completes their review and accepts the report. The HOT closure 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



9.1.5 Payment Tab

Track deposit assigned and payments related to this submittal here.

Submitted Submittal Info
40301 Complete Submittal

Submittal Summary Attachment 1 Issuance 0 Email History 1 **Payment** Correspondence

▲ Reminder: Payment of \$468.00 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 |
| \$ 450.00 | + \$ 18.00 | - \$ 0.00 | = \$ 468.00 | \$ 468.00 |

Submitted Submittal Info
40977 Approved

Submittal Summary Attachment 1 Issuance 1 Email History 3 **Payment** Correspondence

There is no payment due at this time.

| | | | |
|-----------|------------|-------------|-----------|
| Fee | Service | Paid | Balance |
| \$ 250.00 | + \$ 10.00 | - \$ 260.00 | = \$ 0.00 |

9.1.6 Correspondence Tab

Chats with DEQ are tracked here.

Submitted Submittal Info
40292 Complete Submittal

Submittal Summary Attachment 1 Issuance 0 Email History 1 Payment **Correspondence**

Start a correspondence thread...

Correspondence Date/Time
mm/dd/yyyy --:--

No correspondence messages.

9.2 Review Form

Click the blue circle to access the submittal content.

test new fac 077

Land Quality 40301 DEQ Lust NO: 15-23-1200

Action New

Cleanup TESTER

10/23/2023 Today

Review Form

1250 NW Swigert Way, Troutdale, OR 97060

HOT Cleanup Report

The form cannot be modified.


Land Quality Cleanup - HOT Cleanup

40301 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

General Information

Select your facility (project site)

 **test new fac 077** 766167 Latitude 45.553546 Longitude -122.401187
1250 NW Swigert Way, Troutdale, OR 97060

Select your project


Test Site 1500 417384 Leaking Heating Oil Tank 15-23-1200

Property Information


Responsible Party: DEQ LUST No:

9.3 Receipt Form

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

 **test new fac 077** Complete Submittal Cleanup TESTER
Land Quality 40301 DEQ Lust NO: 15-23-1200 Action New 10/23/2023 Today
1250 NW Swigert Way, Troutdale, OR 97060
HOT Cleanup Report

Receipt

 **Submittal Receipt**
Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100 Date Created: 12/13/2023

Submittal Summary Submittal ID: 40977

Facility (project site): test new fac 077
Submittal: HOT Cleanup Report
Submitted By: Katie's Testing Email: katie.daugherty@deq.oregon.gov
Submitted Date: 2023-12-13 16:54:49

Form Detail

Submittal Name: HOT Cleanup Report
Submission Method: Online
Action Type: New

Payment Information (PAID IN FULL)

Processing Fee: \$250.00 Technology Fee: \$10.00 Total Amount Due: \$0.00
Payment Method: ePayment (ACH) Paid Amount: \$260.00 Date Paid: 12/13/2023
Confirmation Number: DEQTST000029343