



# Hazardous Waste Reporting Program Your DEQ Online HW Generator Report User Guide

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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email [deqinfo@deq.state.or.us](mailto:deqinfo@deq.state.or.us).

## 1. Introduction

The Department of Environmental Quality (DEQ) is authorized by the federal government to administer the Resource Conservation and Recovery Act or hazardous waste program in Oregon. DEQ sends information to small and large quantity generators about annual reporting in late December each year. Facilities generating and/or managing hazardous waste in Oregon are required to report to DEQ. The following categories have reporting requirements:

- Hazardous Waste Generators – See [Hazardous Waste Definitions](#) to determine if you fit into any of the three hazardous waste generator categories.
  - Small and Large Quantity Generators are required to report annually using the Site Identification form and the Generation and Management form. Requirements to complete these forms replace U.S. Environmental Protection Agency Biennial Report requirements.
  - Conditionally Exempt Generators are required to submit a site ID notification if there's a change in their generator status or site information. CEGs don't get an annual report reminder letter, therefore changes should be submitted at the time the change occurs. CEGs must submit a report if they notify as an episodic generator.
- Hazardous Waste Treatment, Storage or Disposal Facilities – This means that your facility has filed a Part A permit application or holds a Part B permit for the treatment, storage or disposal of hazardous waste as required under RCRA. These facilities use the Hazardous Waste Received Form to report their waste receipts.
- Designated Hazardous Waste Recycling Facilities – This means that your facility receives hazardous waste from off site and recycles this waste in units that are exempt from requirements to obtain a RCRA permit for management of hazardous waste. Recycling facilities use the Hazardous Waste Received form to report their waste receipts.

### I. System Overview

The [Your DEQ Online](#) system is an Environmental Data Management System designed to combine current DEQ processes across our 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 or submit a public records request.

Recommended browsers: Safari, Firefox, Google Chrome, Edge, and Mozilla, but not Internet Explorer.

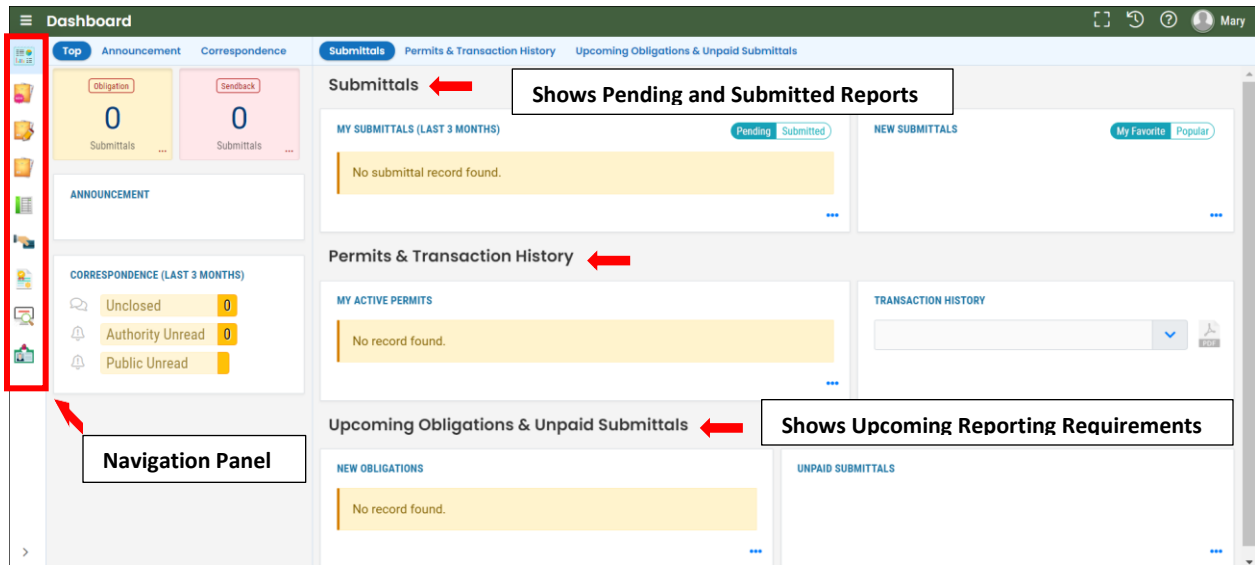
Visit the DEQ website to find [additional information about Your DEQ Online](#) or view the [Your DEQ Online help page](#).



### II. Navigating the System

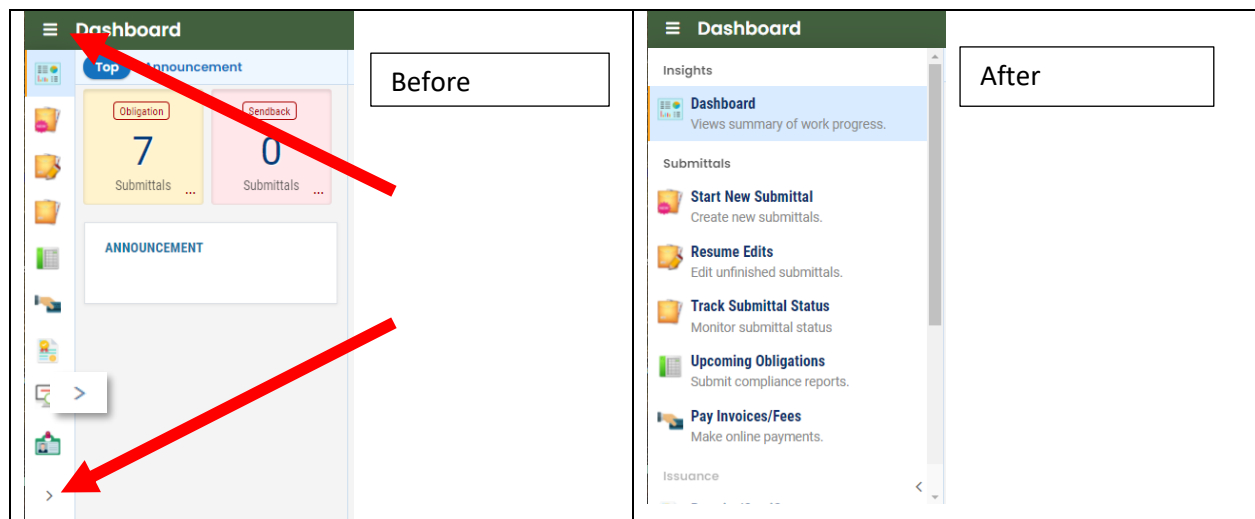
The system is designed to work with most web browsers, when navigating the system.

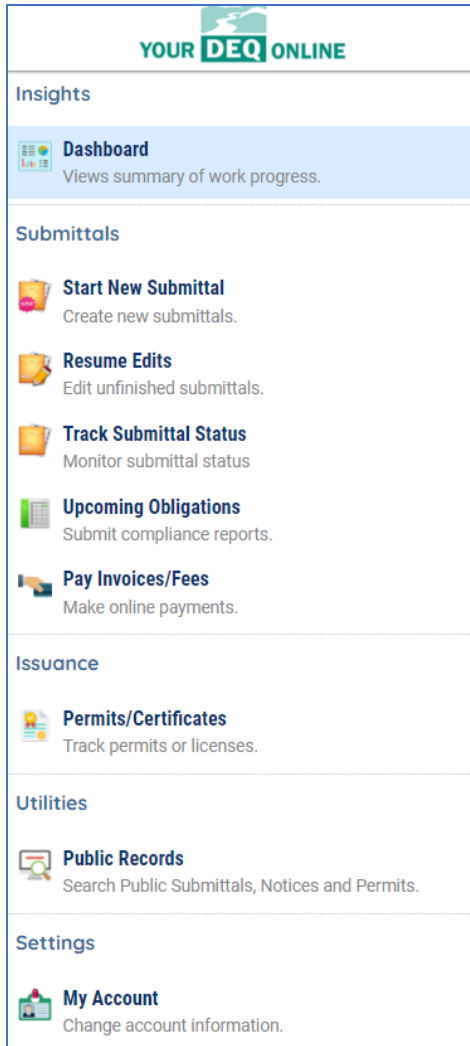
#### Dashboard

Once registered, the dashboard is your initial landing pad when logging into Your DEQ Online. It shows a summary of current and pending activity associated with your linked facilities.



The navigation panel on the left side of the screen is the primary way to navigate through various features in the system. The navigation panel can be expanded or collapsed by clicking on the arrow  at the bottom left side of the screen or the  icon at top left.





**Dashboard:** This is your landing pad when you enter the system. It shows a summary of current and pending activity for your account.

**Start New Submittal:** Your DEQ Online is used by a variety of programs at DEQ. You may start a new submittal here, but not a reporting obligation. New submittals for the Hazardous Waste program include an initial Site ID Notification for a new RCRA ID and Site ID updates for contacts, HW activities, ownership change, reactivation or withdrawal of RCRA ID.

**Resume Edits:** Allows you to resume editing any submittals that have been started, but not yet submitted to DEQ. This includes report obligations started but not submitted.

**Track Submittal Status:** Shows the status of all completed submittals and allows you to review the submitted report, view the submittal receipt and review submittal details.

**Upcoming Obligations:** Displays any upcoming obligations for which a submittal can be started, including reports and fees.

**Pay Invoices/Fees:** Allows for online payment of invoices or fees to DEQ. Note that there are fees associated with the Hazardous Waste Reporting Program.

**Permits/Certificates:** Allows you to search for and view all DEQ issued permits. Note that although most RCRA IDs are not truly permits, they are housed in the Permits Module.

**Public Records:** Allows you to search for and view all

published submittal records.

**My Account:** Allows you to change your contact information, facility linkage and other account options. You cannot change your account type.

### Icons

You will see the following common icons as you navigate the system and submit your hazardous waste reports.



**Loading:** This icon will appear while the system processes an action.



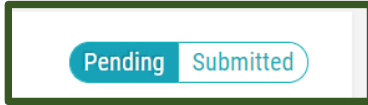
**Save:** This icon allows the user to save changes made on a page.



**Edit:** Clicking this icon allows the user to edit the selected submission.



**View:** Clicking this icon allows the user to view a selected submission.



**Submittal Selection:** This button allows the user to toggle between pending and submitted submittals on their dashboard.



**Requirement:** This icon will appear when a particular field in a submittal is required.

## 2. Accounts and Roles

### 1. Account Types

Your DEQ Online allows for three types of user accounts, each with distinct access and capabilities within the system, as described below. If you are the Responsible Official for a company, and will be certifying hazardous waste reports your company is submitting to DEQ, you will require a Responsible Official account. If you help prepare hazardous waste reports for a company, but are not the responsible official who certifies and submits the report, you may require a Consultant/Preparer account. Note that account types cannot be changed after account creation.

Pursuant to [OAR 340-102-0041\(3\)\(b\)](#), each hazardous waste submittal form submitted by a regulated entity under the Hazardous Waste Reporting Program must include certification by a designated representative of the truth, accuracy and completeness of the submission. The Responsible Official designation within Your DEQ Online corresponds to the generator or the authorized representative required under this rule.

The Public Portal supports three types of public accounts – Responsible Official, Consultant/Preparer and General Public. Each account type has a set of access privileges in the Public Portal.

The three account types have the following privileges:

#### 1. Responsible Official (RO)

- Privileges are based on verified identity and valid links to facilities
- Prepare, certify and submit a submittal as RO
- Pay for services
- Apply, amend, revise, renew or withdraw a submittal
- Track submittal processing status
- Manage submittal history
- Manage User account and contact information
- Use the system regularly for data entry/query, correspondence and tracking submittal review status

2. Consultant/Preparer (Prepare-only)
  - Privileges are based on RO authorization for a given site or facility
  - Prepare a submittal form on behalf of an RO
  - Pay for services
  - Use the system regularly for data entry/query, correspondence, track and review the submittal status
3. General Public
  - Pay invoice for services using reference number
  - Respond to authority-issued public notice

## II. Registering an Account

To register for a new account, click the “Register Account” button on the [Your DEQ Online](#) portal. You will be asked to enter your personal information and company affiliation, as well as to select the appropriate account type for your requirements, as described above. Accounts are unique to your user login name and email address.


Refer to instructions in the “Public User Account Registration Guide” on the Your DEQ Online Help page: <https://yourdeqonlinehelp.oregon.gov>

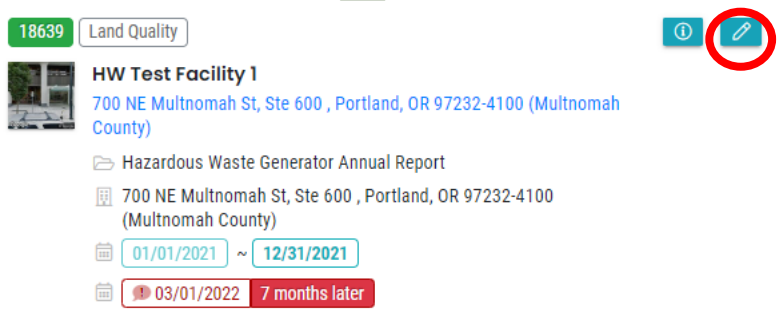
## III. Changing Organization Details


If there are any changes in ownership, operational control, generator status or any other hazardous waste activity you must submit a revised/change of ownership Site ID Notification form from the ‘Start New Submittal’ section of your Dashboard.


## 3. Completing a Hazardous Waste Generator Annual Report

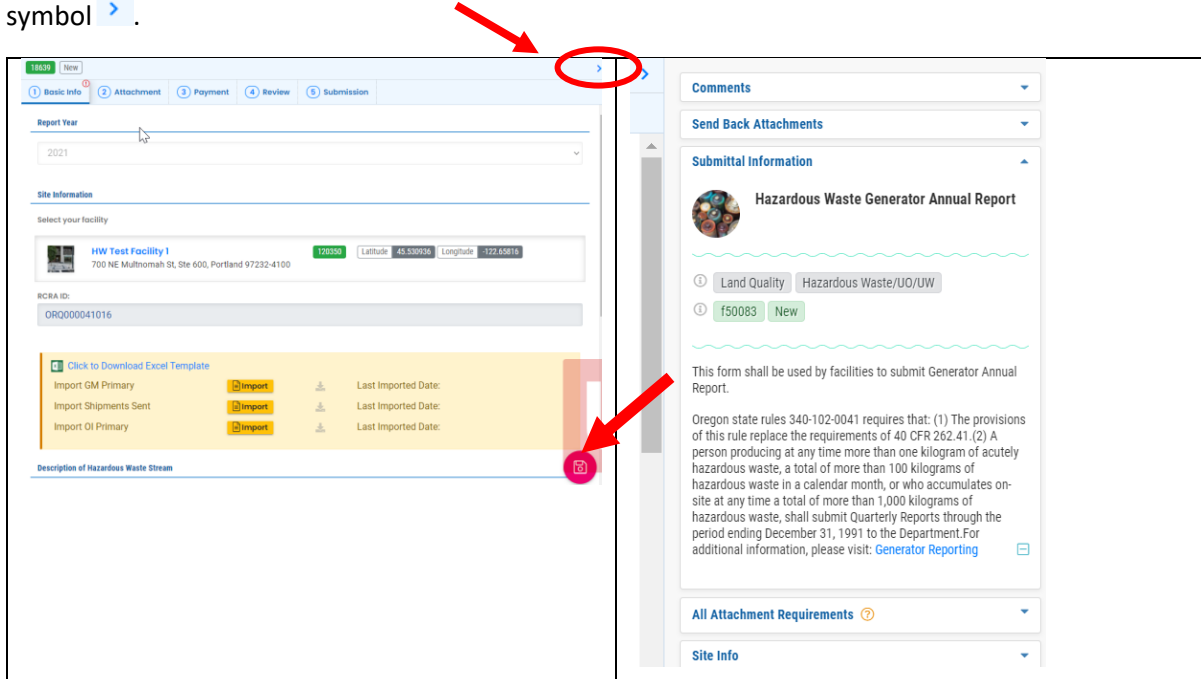
Pursuant to [OAR 340-102-0041](#), all large and small quantity generators of hazardous waste, very small quantity generators of hazardous waste conducting an episodic event, reverse distributors and/or recyclers of hazardous waste must submit an annual generator report to the Hazardous Waste Reporting Program. Annual hazardous waste reports required under this rule should be submitted within the [Your DEQ Online](#) system, using the instructions below. Review the ‘Upcoming Obligation’ section. The annual report is comprised of the Generator Annual Report and the Site ID Annual Report.

To access the report, use the  icon.

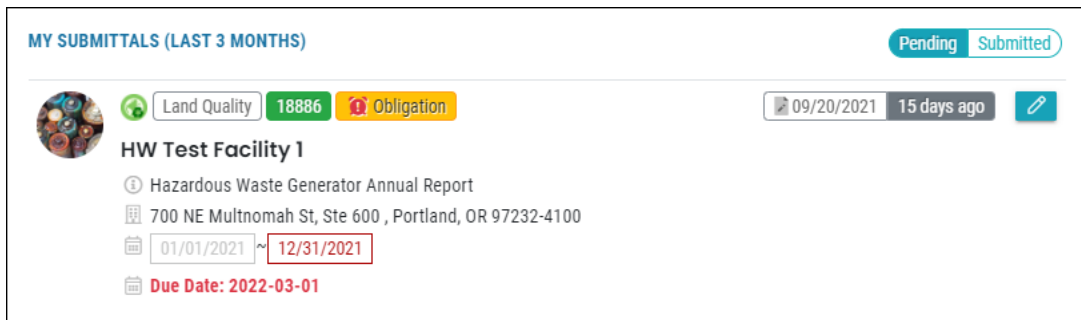


As you navigate through the tabs and enter data, ensure you regularly save your work using the ‘Save’ icon  at the bottom right.

On the right side of the reporting page, you will see general information about this report type and links to the relevant rules and guidance documents. This section can be collapsed by clicking on the arrow symbol .



You may leave the reporting screen at any time and return later to complete the report; click the ‘Save’ icon. Note that reports that have been started, but not submitted, will move from your **Upcoming Obligations** section to your **Pending** section of **My Submittals** on your Dashboard or navigate to ‘Resume Edits’ on the left.



The hazardous waste generator annual report is made up of five report tabs:

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

### 1. Basic Info



18886 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Report Year

2021

Site Information

Select your facility

**HW Test Facility 1** 120350 Latitude 45.530936 Longitude -122.65816  
700 NE Multnomah St, Ste 600, Portland, OR 97232-4100

RCRA ID:  
ORQ000041047

When you open your hazardous waste generator report, you will be taken to **Basic Info** tab. This tab contains waste stream generation and management information. The reporting year, facility site and RCRA ID is auto-populated by the report obligation. This information cannot be edited. Note your submittal ID in green at top left. The **Basic Info** will display a red exclamation mark until all required data fields are complete and all validation rules satisfied. **Note that validation rule errors display in red and will not allow form submittal. Validation rule warnings display in orange and will allow form submittal.**

### Examples

**Red** – error will not allow form submittal

You must enter at least one EPA hazardous waste code (A-3) or an Oregon state-only code (A-4). Please enter the correct waste codes.

**Orange** – warning will allow form submittal

You have entered H110 in Section B-6v indicating that your waste was managed by stabilization or encapsulation. However, you also indicated in Section A-3 that the waste was a listed waste (EPA Waste Codes that start with F, K, U or P). Stabilization/encapsulation can only be a final disposition for characteristic waste (Only EPA codes that begin with D). If this is a listed waste please change your Management Code in Section B-6v to "H132" for disposal. If the waste is characteristic, please enter only codes that start with D in Section A-3. (Rule ID: 42)

## Import Data

**Hazardous Waste Generator Annual Report**

18639 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Report Year**  
2021

**Site Information**  
Select your facility

**HW Test Facility 1**  
700 NE Multnomah St, Ste 600, Portland 97232-4100  
120350 Latitude 45.530936 Longitude -122.65816

RCRA ID:  
ORQ000041016

[Click to Download Excel Template](#)

Import GM Primary	<a href="#">Import</a>	↓	Last Imported Date:
Import Shipments Sent	<a href="#">Import</a>	↓	Last Imported Date:
Import OI Primary	<a href="#">Import</a>	↓	Last Imported Date:

Generators have the option to import their waste stream data as shown below. The Excel template can be downloaded and used each year. See [guidance documents](#) for more information; there are additional data fields than from the previous import feature. This option is recommended. There are no constraints or validation rules on the import feature. After importing, review each waste stream. Any data errors will be shown with a red exclamation mark and must be corrected to submit the form. The data can be imported again but it will write over the previously imported or manually entered data. Users can delete any waste streams by clicking the red trash can icon at the end of each waste stream row. Generators can also review report data by downloading the CSV files and saving in Excel.

RCRA ID:  
ORQ000041047

[Click to Download Excel Template](#)

Import GM Primary [Import](#) ↓ Last Imported Date: 09/20/2021, 02:03:33 PM

**COPY & PASTE HERE**

ORQ000041047	1	Test 1	D001	D004	G11	W101	N	N	N	5000.00	GAL	1.00	SPG BOTH	2000.00	H110	
Test Comments																

**PREVIEW**

ORQ000041047	1	Test 1	D001	D004		G11	W101			N	N	N	5000.00	GAL	1.00	SPG	BOTH	2000.00	H110		Test Comme
--------------	---	--------	------	------	--	-----	------	--	--	---	---	---	---------	-----	------	-----	------	---------	------	--	------------

[Import Data](#)

E

The initial manual entry generator annual report appears below. One section for **Description of Hazardous Waste Stream** that includes manifest information and one section for **off-site identification-Transporters/TSDs** listed on manifests.

**Description of Hazardous Waste Stream**

Show records with error   
 Show records with invalid RCRA ⓘ   
   

No record found.

ⓘ Required

  
+ Add 1 Item(s)   
Validate RCRA ID's

---

**Off-site Identification**

RCRA ID#s entered here will appear in the dropdown for those data fields above (B-6iv and B-6vi). Click the yellow 'Validate RCRA ID's' button for verification.

  
+ Add 1 Item(s)   
Validate RCRA ID's

## Description of Hazardous Waste Stream

The generator can add between 1-20 waste stream rows by choosing the amount from the dropdown

menu  and then clicking the + Add 1 Item(s) button as shown below. If more than 20 waste streams are reportable, add another set of rows.

**Description of Hazardous Waste Stream**

Show records with error   
 Show records with invalid RCRA ⓘ   
   

RCRA ID	Seq	A1 ⓘ	A2 ⓘ	A3 ⓘ	A4 ⓘ	A5 ⓘ	A5a ⓘ	A5b ⓘ	A6 ⓘ
▶ DRQ000041047	1								
▶ DRQ000041047	2								
▶ DRQ000041047	3								

1

  
+ Add 3 Item(s)   
Validate RCRA ID's

Each waste stream is expandable and collapsible and is auto-populated with a sequence number and the facility RCRA ID. Open the waste stream and begin data entry.

RCRA ID: ORD089452353    Seq: 1

RCRA ID:     Sequence No:

A-1. What is your waste stream identification?

A-2. Briefly describe the hazardous waste stream

**Required**

You must enter at least one EPA hazardous waste code (A-3) or an Oregon state-only code (A-4). Please enter the correct waste codes.

A-3. Which EPA hazardous waste codes are associated with this waste stream?

**Required**

A-4. Which Oregon state-only hazardous waste code is associated with this waste stream?

**Required**

A-5. Which source code best describes the type of process or activity from which this waste stream was generated?

**Required**

A-6. Which form code best corresponds to the physical form or chemical composition of this waste stream?

**Required**

A-7. If there were toxic substances in this waste stream that your facility reported on the latest Toxic Chemical Release Inventory (TRI) Reporting Form (Form R), please provide the CAS numbers reported

A-8. Did this waste stream contain mercury?     Yes     No  
**Required**

A-9. Waste Minimization Code

**Required**

A-10. Radioactive Mixed Waste     Yes     No

## Description of Hazardous Waste Stream

A-1 – this is an optional data field

A-2 – describe your waste stream (see manifest section 9)

A-3 – EPA federal waste codes; choose from the dropdown at right (manifest section 13)

A-4 – Oregon state only waste codes. Choose this option only when no federal waste codes apply

A-5 – source code that best describes how the waste stream was generated

A-5a – data field will appear only when source code G25 is selected in A-5. Select the management method code from the on-site hazardous waste management system that created this waste stream.

A-5b – data field will appear only when source code G62 is selected in A-5. Select the country of origin from which this waste was received

A-6 – form code that best describes the physical form or chemical composition of this waste.

A-7 – enter the CAS numbers from your Toxics Release Inventory report. Data field is not required.

A-8 – does this waste stream contain Mercury.

A-8a – enter the percentage of Mercury in your waste stream if A-8 is yes. Enter between .001-100

A-9 – enter the waste minimization code that describes the type of waste minimization, recycling or pollution prevention efforts used to reduce the volume and toxicity of the hazardous waste generated

A-10 - indicate if the hazardous waste was mixed with nuclear source, special nuclear or by-product material (this is rarely Yes)

## Hazardous Waste Management Activities - Section B includes the amount generated and the management methods.

**Hazardous Waste Management Activities**

B-1. What is the total amount of this waste stream generated in the reporting year and what is the unit of measure?

Quantity  Gallons

Required.

B-1.a. If the waste stream is measured in gallons or cubic yards, what is its density?

Density

Required. Required

You checked "Gallons" as the unit of measurement for this waste, but you did not enter two things needed to accurately convert the waste gallons to pounds. Please enter a conversion factor to multiply the gallons by, and check a conversion unit of measure of either "Pounds per Gallon" or "Specific Gravity" in Section B-1a. Please use the density of water (8.345 pounds/gallon) if you do not know a conversion factor and conversion unit of measure. (Rule ID: 24)

B-2. Was the waste stream managed on-site, off-site or both?

Both

B-3. If all or part of this waste stream was managed on-site, how much was managed on-site and how was it managed?

Quantity  Management Method Code

Required. Required

The Management Code in Section B-3 for on-site waste management of this waste stream is missing or is not valid. Please make the necessary correction(s). (Rule ID: 32)

B-4. Indicate the quantity of this waste stream that was remaining on-site at the end of the calendar year you are reporting

B-5. Indicate the quantity of this waste stream that was carried forward from the previous reporting year

B-6. Please provide the following information for each off-site shipment of waste in the same unit of measure you reported for the amount generated:

**Manage Shipments**

Transporter IDs and Designated Facility IDs can either be manually entered OR added to the Offsite Identification section (below). When added to the Offsite Identification section, IDs will appear in the dropdown for the data fields in B-6iv and B-6vi. Click the yellow 'Validate RCRA IDs' button for verification

No record found.

**Comments**

B-1 – enter the entire amount of this waste stream generated during the report year. Include the unit of measure

B-1a – enter your conversion factor if your unit of measure is gallons or cubic yards

B-2 – indicate whether this waste stream was managed off-site, on-site or both. Note that if off-site is chosen, B-3 will not appear and if on-site is chosen B-6 will not appear

B-3 – enter the amount of waste that was managed on-site and the management method code

B-4 – enter the amount of waste remaining on-site at the end of this reporting year

B-5 – enter the amount of waste carried forward from the previous reporting year

B-6 – enter the waste managed off-site. Add the number of rows necessary for the manifest information with the dropdown menu and 'Add Items' feature

B-6. Please provide the following information for each off-site shipment of waste in the same unit of measure you reported for the amount generated:

**Manage Shipments**

Transporter IDs and Designated Facility IDs can either be manually entered OR added to the Offsite Identification section (below). When added to the Offsite Identification section, IDs will appear in the dropdown for the data fields in B-6iv and B-6vi. Click the yellow 'Validate RCRA IDs' button for verification

B-6i. Shipment Date	B-6ii. Manifest Number	B-6iii. Quantity Shipped	B-6iv. Transporter ID	B-6v. Management Code	B-6vi. Designated Facility ID
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
<small>mm/dd/yyyy</small>	<small>Required.</small>	<small>Required.</small>	<small>Required.</small>	<small>Required.</small>	<small>Required.</small>
Was this waste stored and transferred (404)?			<input type="radio"/> Yes <input type="radio"/> No		
			<small>Required</small>		

Enter the manifest information for each shipment of waste for the report year. Use the same unit of

measure as in B-1. You can manually type each Transporter ID (B-6iv) and Designated Facility ID (B-6vi). Continue to enter all of the shipments for that waste stream. The amount of waste generated in B-1 should be within 10% of the amount of waste managed on-site in B-3, shipped off-site in B-6 or a combination of both, along with any carry-over from year to year, B-4 and B-5.

Alternatively you can add your Transporters and Designated Facilities into the **off-site identification** section and those IDs will appear in the dropdown for data fields B-6iv and B-6vi.

### Off-Site Identification

Open the off-site Identification section to enter your transporters and TSDFs by adding rows with the 'dropdown menu and Add items'  ▼ Add 1 Item(s) option. Enter the RCRA ID of the transporter and/or TSDF and choose the handler type(s). Click the Validate RCRA ID's button to verify this RCRA ID exists in the DEQ lookup table. A red warning will be returned if the RCRA ID is not in the lookup table. Please verify this ID is correct as not all RCRA IDs may be in the DEQ lookup table; this warning will **not** prohibit users from submitting the report. After adding the transporters and designated facilities those RCRA IDs will appear in the dropdown for data fields B-6iv and B-6vi.

Off-site Identification

RCRA IDs entered here will appear in the dropdown for those data fields above (B-6iv and B-6vi). Click the yellow 'Validate RCRA ID's' button for verification.

RCRA/EPA ID	Seq	Handler Type
<div style="border: 1px solid #ccc; padding: 5px;"> <div style="display: flex; justify-content: space-between; align-items: center;"> <span>▼</span> <span>1</span> <span>✖</span> </div> <div style="margin-top: 5px;"> <p>Company Name: <input type="text"/></p> <p>Country: <input type="text"/></p> <p>RCRA/EPA ID: <input type="text"/> Sequence No: <input type="text" value="1"/></p> <p><small>ⓘ required</small></p> <p>Handler Type:</p> <p> <input type="checkbox"/> Generator           <input type="checkbox"/> Transporter           <input type="checkbox"/> TSD-Receiving Facility         </p> <p><small>ⓘ Required</small></p> </div> </div>		

### 2. Attachment

No attachments are required with the generator annual hazardous waste report.

### 3. Payment

No payment is required when initially submitting a hazardous waste generator report. The generation and management fee will be invoiced along with the activity verification fee in June after all reports have been reviewed.

<span style="border: 1px solid #ccc; padding: 2px;">Fee</span> <span style="color: red; font-weight: bold;">\$ 0.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">Paid</span> <span style="color: green; font-weight: bold;">\$ 0.00</span>	<span style="border: 1px solid #ccc; padding: 2px;">Credit</span> <span style="color: green; font-weight: bold;">\$ 0.00</span>
<span style="color: red;">\$ 0.00</span> - <span style="color: green;">\$ 0.00</span> = <span style="color: green;">\$ 0.00</span>		

<span style="color: blue; font-weight: bold;">Fee</span>	<span style="color: blue; font-weight: bold;">Payment Transactions</span> <span style="color: orange; font-size: 1.2em;">↻</span>
<span style="color: #ccc;">Fee is not required at this time.</span>	<span style="color: #ccc;">No transaction record found.</span>


## 4. Review

This tab shows a summary of your submittal. Click the **pdf** icon to open a summary of your submittal; this can be used to review the submittal for accuracy and saved for your records. You can also review your report data by downloading the files to Excel from the download feature. A pdf of your report is also available from the submittals section of your dashboard.

1 Basic Info   2 Attachment   3 Payment   4 Review   5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

### 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

### Payment

Fee	+	Service	-	Paid	=	Due
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00

### Mandatory Attachment

Attachments are not required for this Submittal.

### Uploaded Attachment


The review tab is where the Consultant/Preparer will choose their Responsible Official and notify the RO that a submittal is ready for review and submission. The YDO system sends an 'eNotify' auto-email to the RO. The RO is the only account type that can submit data.


### Send Notification To RO

Click 'eNotify' button to send an email notification.

Select RO:

 Required.



## 5. Submission

This tab allows for submission of your completed and reviewed report. Note that only a Responsible Official (RO) can complete a submission for their facility. Read and accept the certification statement to certify the report.

The screenshot shows a web form with a navigation bar at the top containing five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Submission' tab is active. Below the navigation bar, the form is divided into several sections:

- Certification Statement:** A declaration of accuracy information provided, followed by a text box containing a certification statement. Below it is a radio button labeled "I have read and agree to the above certification statement".
- Security Question & PIN Number:** A security question: "what is the last name of your favorite teacher?". Below it is a text input field, a checkbox for "Show Question Answer", and a PIN input field.
- Security Precautions:** A text box containing information about system safeguards and password confidentiality.
- Disclaimer:** A text box containing a disclaimer about confidential information and liability.

At the bottom of the form is a blue "Submit" button.

You are required to answer a security question and enter your PIN to confirm your identity as the RO. Submit the report by clicking the blue **Submit** button at the bottom of the page.

I have read and agree to the above certification statement

### Security Question & PIN Number

Security Question: what is the last name of your favorite teacher? \*


Show Question Answer

PIN: \*

**Submit**

You will receive confirmation that your report has been successfully submitted, as well as a confirmation email with your submittal number for reference.



 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  **Print** to print your receipt

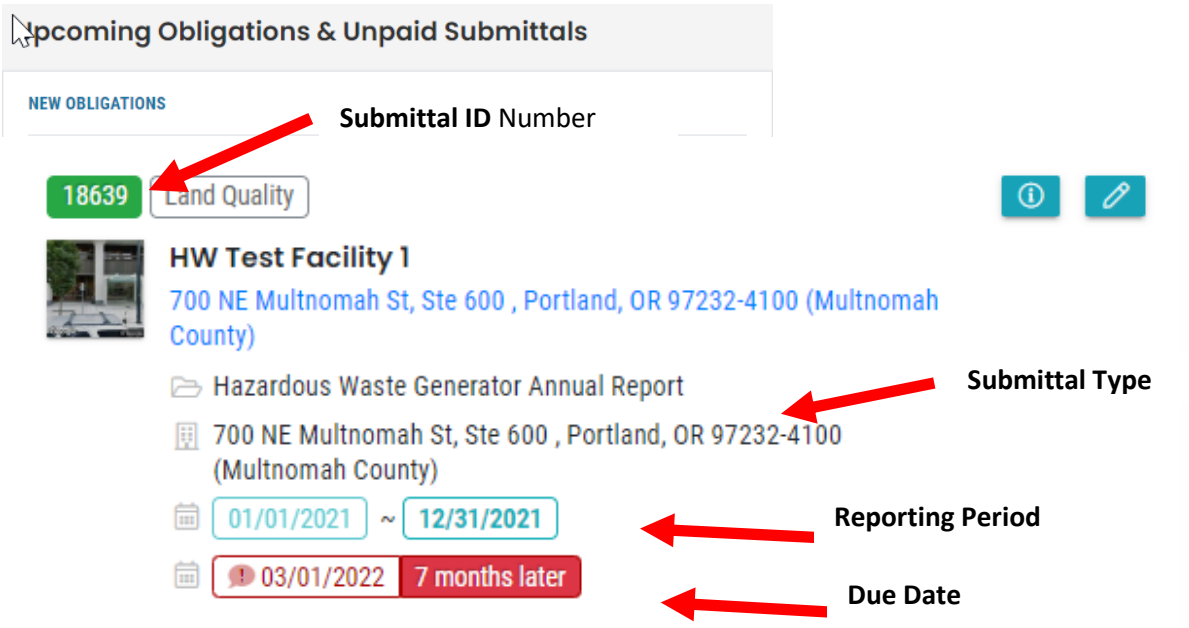
Click the **Finish** button at the bottom of the page to exit the report. You will be taken to the **Track Submittal Status/Submitted Submittals** page.

## 4. Hazardous Waste Reporting


### I. Reporting Obligations

The hazardous waste reporting obligations associated with your facility are determined based on the facility data currently in the Your DEQ Online system that is informed by your site identification notification form submittals. All large quantity generators, small quantity generators, reverse distributors and episodic very small quantity generators are required to submit an annual report. It is essential to keep this information up-to-date if and when a change to your site occurs, such as a change in generator status or contact information.

DEQ will open reporting for Hazardous Waste Generators at the beginning of each year; reports are due March 1 of the following year. The report obligations will appear under the **Upcoming Obligations & Unpaid Submittals** section on your dashboard or navigate to the **Upcoming Obligations** page via the navigation pane on the left side of the screen  or by clicking the three dots  at the bottom of each section of your dashboard and start the submittal from there. To begin a submittal, click the edit button  from the **Upcoming Obligations**. You can save your submittal at any point and return to finish it later. To continue an unfinished submittal, click the edit button on the submittal under the My Submittals "Pending"   section on your dashboard or navigate to the **Resume Edits** page via the navigation pane.

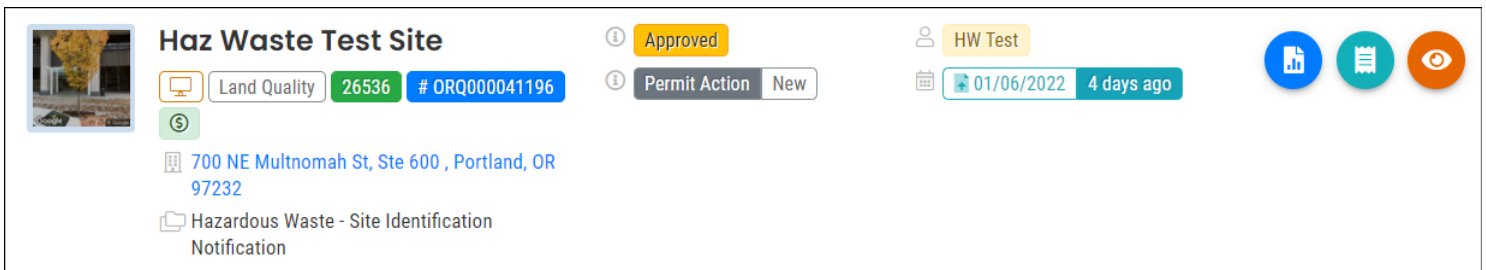


The screenshot shows the 'Upcoming Obligations & Unpaid Submittals' section. A red arrow points to the 'NEW OBLIGATIONS' header. Another red arrow points to the '18639' submittal ID number. A third red arrow points to the 'Land Quality' submittal type. A fourth red arrow points to the 'Hazardous Waste Generator Annual Report' submittal type. A fifth red arrow points to the 'Reporting Period' (01/01/2021 ~ 12/31/2021). A sixth red arrow points to the 'Due Date' (03/01/2022 7 months later).

NEW OBLIGATIONS	Submittal ID Number	Submittal Type	Reporting Period	Due Date
	18639	Land Quality	01/01/2021 ~ 12/31/2021	03/01/2022 7 months later
		Hazardous Waste Generator Annual Report		
		700 NE Multnomah St, Ste 600 , Portland, OR 97232-4100 (Multnomah County)		

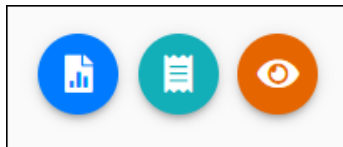
## II. Tracking Submittal Status

Details on hazardous waste reports or site ID forms you have submitted to DEQ can be viewed on the **Track Submittal Status** page, accessed via the navigation pane on the left side of the screen.



The screenshot shows a submission tracking interface for a 'Haz Waste Test Site'. It includes a small image of a building, the title 'Haz Waste Test Site', and a status of 'Approved'. Below the title, there are several tabs: 'Land Quality' (with a value of 26536 and ID # ORQ000041196), 'Permit Action' (with a 'New' indicator), and 'HW Test'. A date stamp indicates the submission was made on 01/06/2022, 4 days ago. On the right side, there are three circular navigation buttons: a blue button with a document icon, a teal button with a receipt icon, and an orange button with an eye icon. Below the main information, the address '700 NE Multnomah St, Ste 600, Portland, OR 97232' and the notification type 'Hazardous Waste - Site Identification Notification' are displayed.

From this page you can use the navigation buttons on the right side of each submission to review the report form (blue button), view the submission receipt (teal button), and view the submittal detail (orange button).



### *Review the Report Form (Blue)*

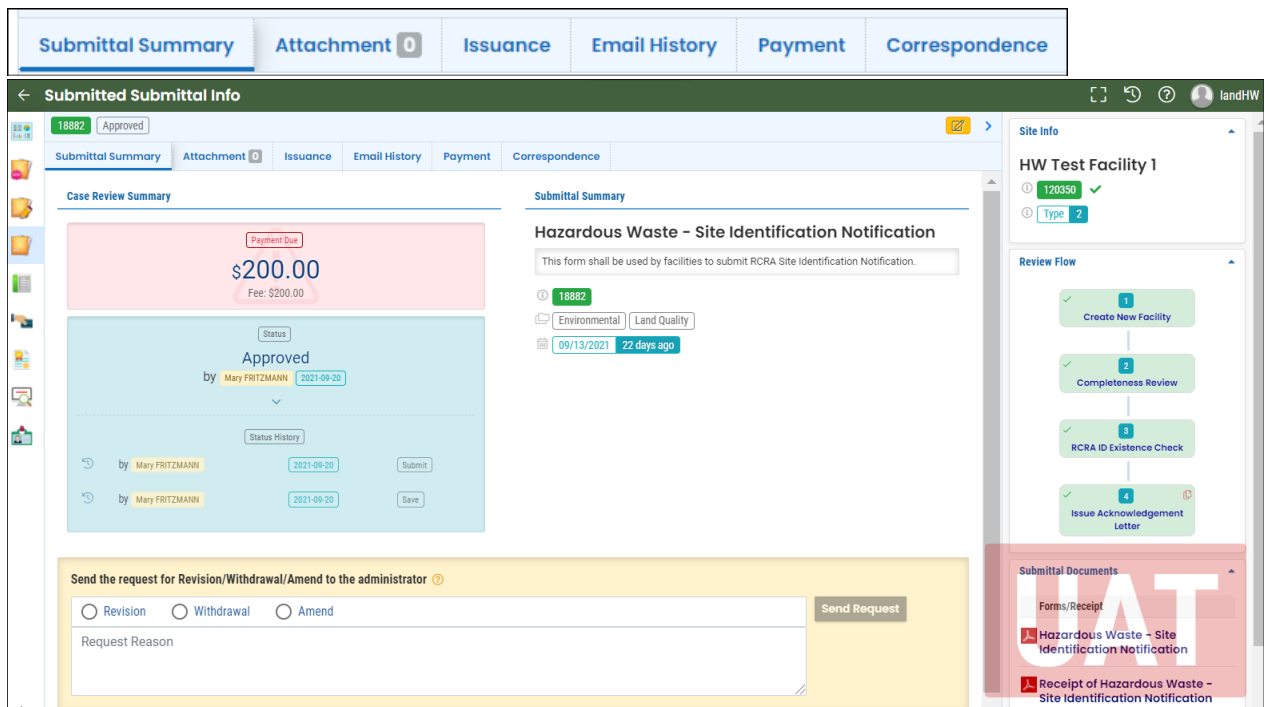
This option will allow you to view each tab of the submitted report: Basic Info and Receipt tabs. Note: you will be unable to make any changes to a submitted report.

### *View the Submission Receipt (Teal)*

This option allows you to access the submittal receipt for this report.

### *View the Submittal Detail (Orange)*

This option takes you to the submittal tracking page which has six navigation tabs.



## (1) Submittal Summary

The submittal summary tab displays the Case Review Summary that includes Payment Due and Status. There is no payment due at the time of your hazardous waste generator annual report submittal. Hazardous waste generator fees are invoiced in June each year for the previous year's report. Status History of your submittal is tracked and includes the submitted by name, submitted date and status type, (e.g., save, submit and approved).

The submittal summary section displays the type of submittal, submittal ID and date.

The right side of the screen displays Site Information, Review Flow, Submittal Documents and Archived Submittals. These sections are collapsible.

There are options for requesting a revision, withdrawal or amendment to a submittal. See section III-Making Corrections to Submitted Reports below.

## (2) Attachment

This tab will display any attached documents. No attachments are required.

## (3) Issuance

This tab will display any documents associated with this submittal. No documents are issued with a report obligation submittal.

## (4) Email History

This tab will display all system auto-emails sent to the Responsible Official regarding this submission.

## (5) Correspondence

Hazardous waste reporting staff will communicate with entities via email and this correspondence function will not be used. Other DEQ programs may use this function to communicate with users within the system.

## (6) Payment

The payment tab will show the calculated fee after DEQ approves the report submittal. Payment is not due until the invoices are issued in June each year. The user has the option to receive invoices by mail or email by adjusting the settings in 'My Accounts.'

### Billing Preference

Notified by Mail  Notified by Email

## III. Making Corrections to Submitted Reports

If hazardous waste reporting staff identify any issues with your submitted report, you will receive an email or phone call outside of the Your DEQ Online system detailing any questions or requests for amendments to your report. If amendments are required, Hazardous Waste Reporting Staff will 'send back' your submittal for corrections. Your submittal will be in your 'pending submittals' section for you to make the corrections and re-submit the report.

If the public user needs to make a correction on an annual report submittal navigate to the **Track Submittal Status** module. Locate the correct submittal and click the "View Submittal Detail" button (orange eye icon) to open the submittal.

On the **Submittal Summary** tab, you will see a box titled "Send the request for Revision/Withdrawal/Amend to the administrator." In this box, select "Amend" and type the reason for the amendment, then click "Send Request."

If hazardous waste reporting staff approve the Amend request, the submittal will be sent back to the "Pending Submittals" section of your dashboard and you will receive an email from the YDO system notifying you that you have a submittal for amendment. Corrections can be made and submitted in the same way as completing a new report and certification.

An amendment will allow the user to correct the report previously submitted and re-submit with the same submittal ID#. A report revision will create a new submittal ID#; the hazardous waste program will only use the revision option in certain cases, therefore the user may be required to re-submit the amend/revision request. Users must provide a reason for the request to be evaluated by hazardous waste reporting staff, who will then reply to the request.

Send the request for Revision/Withdrawal/Amend to the administrator

Revision  Withdrawal  Amend

Request Reason

Send Request

## 5. Helpdesk and Resources

If you have questions about this submittal process or other concerns regarding the use of the Your DEQ Online system, please consult the [help page](#) or contact the Your DEQ Online Helpdesk.

For more information, training and resources, go to Your DEQ Online Help:

<https://yourdeqonlinehelp.oregon.gov>

For Hazardous Waste Reporting questions, contact:

[Hazwaste@deq.oregon.gov](mailto:Hazwaste@deq.oregon.gov)

[1-844-841-4938 \(HW Hotline\)](tel:1-844-841-4938) or [503-229-6968](tel:503-229-6968)

For Your DEQ Online questions contact:

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

503-229-6184

Your DEQ Online log in portal:

<https://ordeq-edms-public.govonlinesaas.com/pub/login>