



LUST/Leaking HOT Prospective Purchaser Agreement Application User Guide

LUST & HOT Programs

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System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities. This document describes how to complete a Prospective Purchaser Application for a **leaking underground storage tank or leaking heating oil tank** project submittal in the Your DEQ Online database.



[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land, and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.



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 Application?.....	3
1.4	Understanding “Site” and “Project” Use in YDO	4
2	Is Your Facility Associated With Your Account?	5
2.1	Where to Look	5
2.2	Add New Facility to your Account.....	7
3	Start New Submittal	9
3.1	Understanding the Submittal	9
4	Basic Info Tab.....	11
4.1	Applicant Information.....	11
4.2	Site Identification	12
4.3	Property Details	13
4.4	Current Site Owner Information.....	14
4.5	Applicant’s Proposed Interest, Property Transaction Timing, and Agreement Type 15	
4.6	Proposed Land Use and Local Planning Authority	15
4.7	Summary of Contamination Summary & Investigation Status	16
4.8	Type of Release and Cleanup Activities Underway or Completed.....	16
4.9	Proposed Cleanup Activities and Proposed Funding for Cleanup Activities	17
4.10	Prospective Purchaser Liability.....	17
4.11	Public Benefit.....	18
4.12	Additional Application Contacts	18
4.13	Cost Agreement Certification.....	19
5	Attachment Tab.....	20
6	Payment Tab	22
7	Review Tab	23
8	Submission Tab	24
9	Paying Your Deposit	26
9.1	Finding the Intake Submittal Sent Back.....	26
9.2	Make a Payment.....	27
9.3	After Payment – Submit Again.....	28
9.4	Mail Check Instructions	29
9.4.1	Printing Receipt	29
9.4.2	Printing Submittal Form	30
10	Track Your Submittal	31
10.1	View Submittal Detail.....	31
10.1.1	Submittal Summary Tab	31

Table of Contents

10.1.2 Attachment Tab	32
10.1.3 Issuance Tab	32
10.1.4 Email History Tab	32
10.1.5 Payment Tab	33
10.1.6 Correspondence Tab	33
10.2 Review Form	33
10.3 Receipt Form	34

1 Introduction

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

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

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

1.1 Your DEQ Online

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

To get started using Your DEQ Online, please complete the following steps.

1. Register an account by navigating to the [Your DEQ Online Public Portal](#). Select "Register Account."

Tip. DEQ Cleanup, LUST, 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 "Leaking Underground Storage Tank" and/or "Heating Oil Tank" submittal groups.

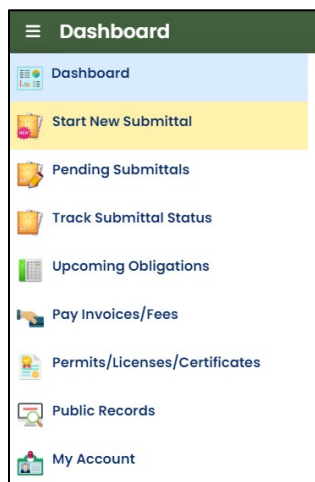
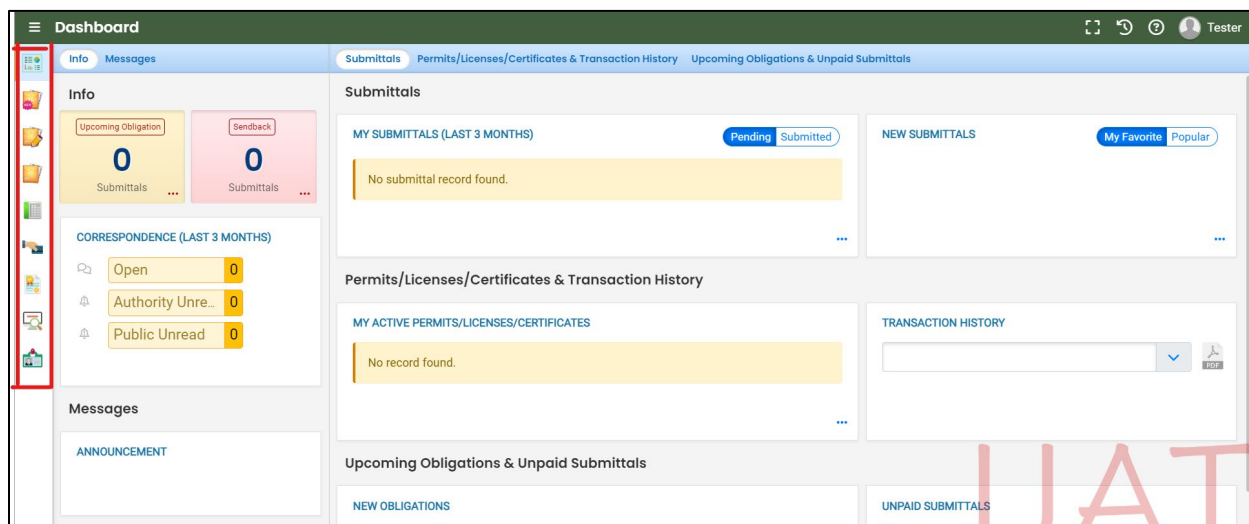
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

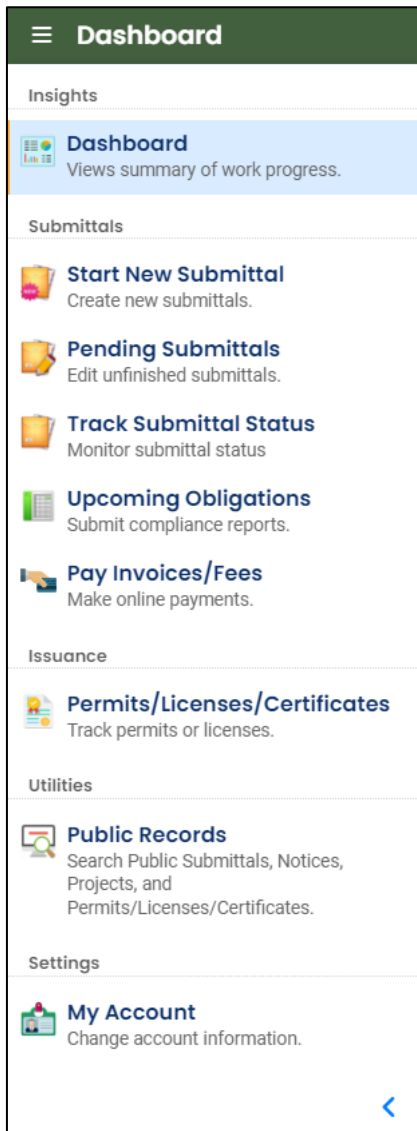
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

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
- 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.

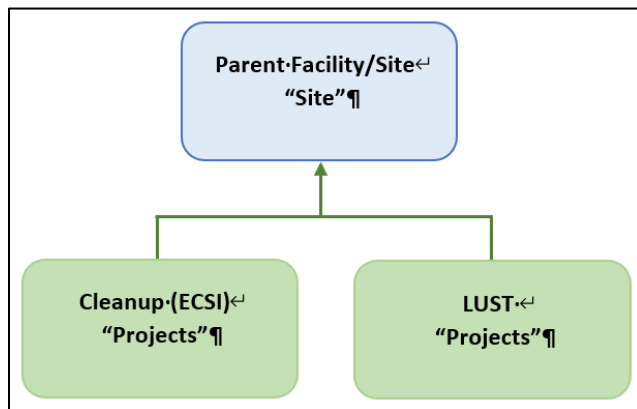
My Account. Change your contact information, facility linkage, and other account settings.

1.3 Who Should Submit this Application?

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

1.4 Understanding “Site” and “Project” Use in YDO

When associating a facility/site with your account and later your submittal, understanding how “Site” and “Project” are used in YDO is important. In YDO “Site” and



“Facility” are synonyms and used interchangeably.

A facility/site is the **parent** facility that multiple DEQ programs may connect to. 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.

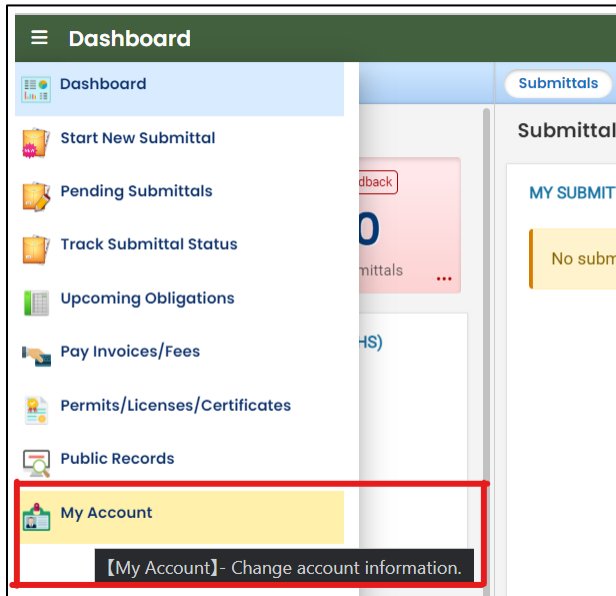
Tip. The “Site” name is often different than the “Project” name.

2 Is Your Facility Associated With Your Account?

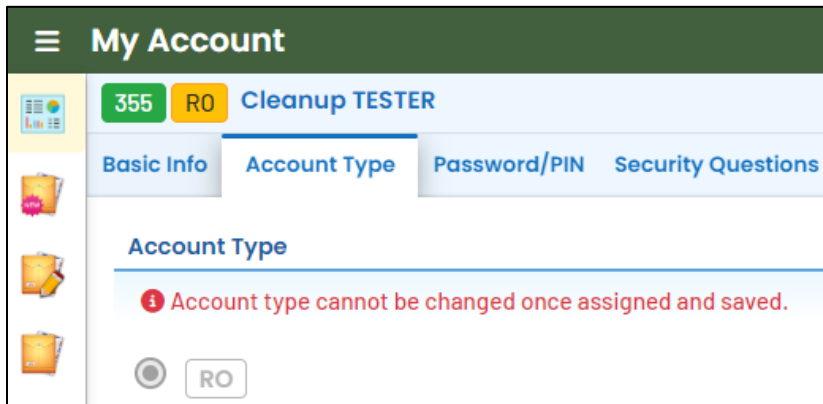
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to add the facility/site to your account. The facility/site must be associated with your account to submit a LUST/Leaking HOT PPA.

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 “Leaking Underground Storage Tank” and/or “Heating Oil Tank” are 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 “Leaking Underground Storage Tank” and/or “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 you 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. However, if the release was recently reported, it may not yet have been processed by DEQ. Contact the Regional Duty Officer for assistance.

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

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

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 “Leaking Underground Storage Tank” and/or “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 “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups.

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.

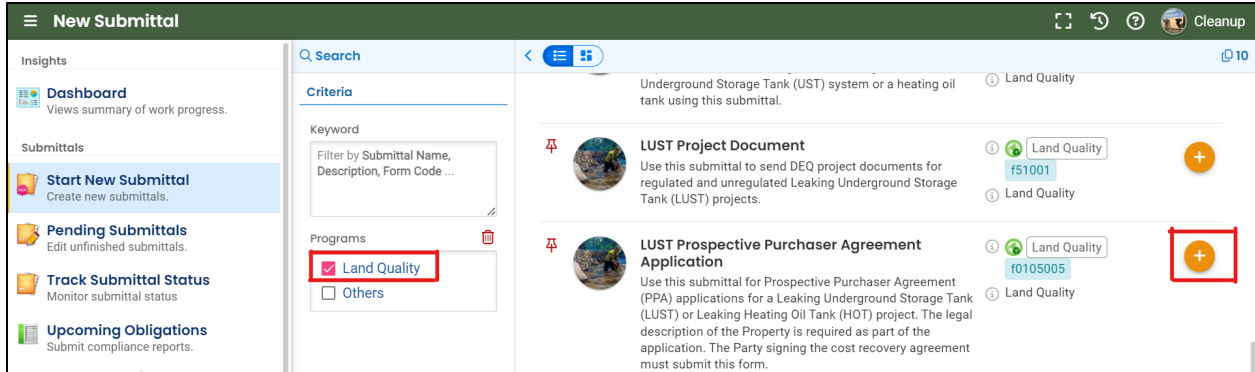
The screenshot shows the 'Add Permissions' interface. At the top, there are two sections: 'Picked Sites (1):' containing 'GENERAL FARM SUPPLY, INC.' and 'Picked Submittal Groups (2):' containing 'Leaking Underground Storage Tank' and 'Heating Oil Tank'. A red box highlights a '+' button in the top right 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 sites. The second site, 'GENERAL FARM SUPPLY, INC.', is selected with a checkmark and has a green 🌱 icon and the number '512607' highlighted with a red box. The 'Available Submittal Groups' panel lists four groups. The first two, 'Heating Oil Tank' and 'Leaking Underground Storage Tank', are selected with checkmarks and have green 🌱 icons and numbers '8' and '5' respectively, both highlighted with a red box. At the bottom right, there is a red circular button with a white document icon. A 'Total: 3' label is at the bottom of the sites panel, and a 'Total: 4' label is at the bottom of the submittal groups panel.

- e. Click  button to save your selection.
- f. Return to your Dashboard by clicking on the Dashboard icon.

3 Start New Submittal

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

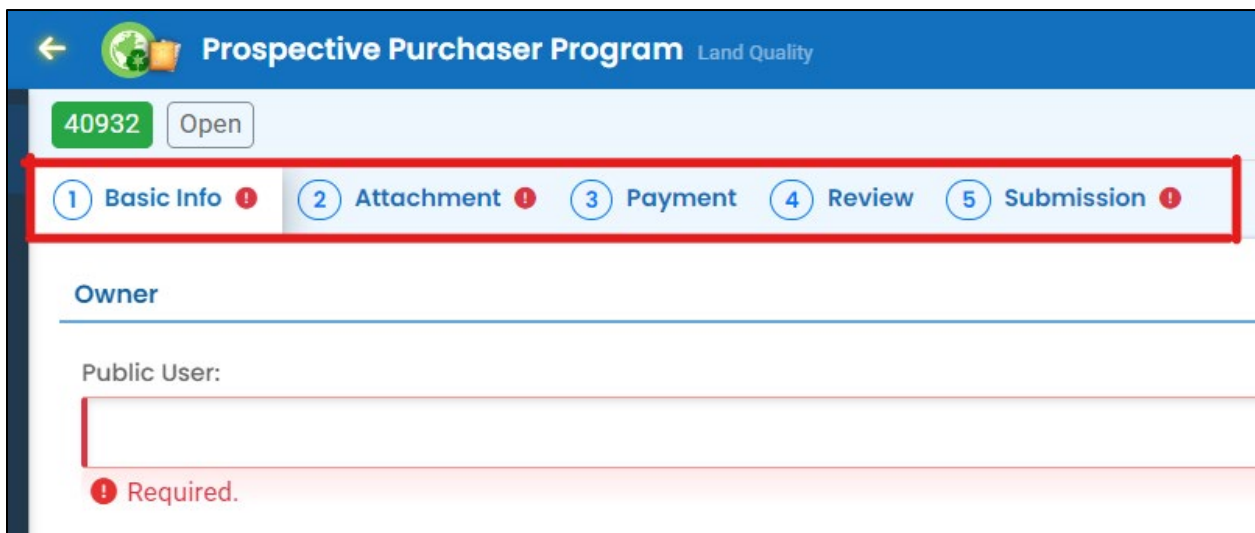
Tip. Clicking the push pin symbol next to the submittal will add that submittal to your “My Pinned Submittals” ribbon at the top.

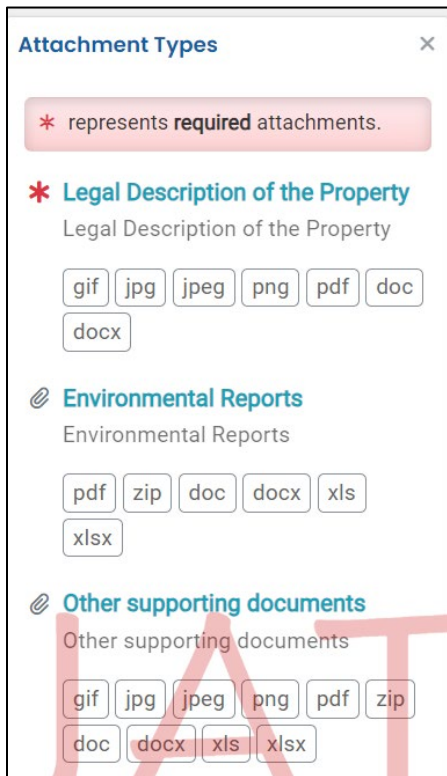


3.1 Understanding the Submittal

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


Tip. Required fields will be highlighted in red and have “! Required” text.





3. The “Attachment Types” box on the lower right of your screen indicates the type of files that may be attached for each attachment type.

Tip. A red asterisk (*) next to an attachment name indicates a required document.

4. Use the Save button  often.

4 Basic Info Tab

Enter the basic information about the project including the following:

- Provide applicant, current property owner, invoice, and other project contact information
- Select the Facility and Project
- Provide Property Details
- Answer application questions and providing project information
- Agree to the cost recovery terms and conditions

4.1 Applicant Information

Provide the applicant contact information.

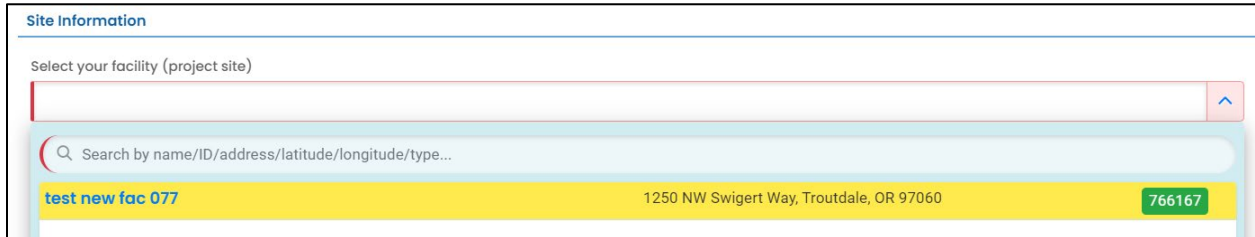
The screenshot shows a web form titled "Prospective Purchaser Program" with a dark green header. Below the header is a navigation bar with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The "Basic Info" section is expanded to show "Applicant Information". Under "Applicant Contact", there are fields for Salutation, First Name (La'an), M.I., Last Name (Noonien-Singh), Title, Email (katie.daugherty@deq.oregon.gov), Phone (444-444-4444), Mobile (000-000-0000), and Fax (000-000-0000). The "Mailing Address" section includes a Country selector (United States selected, Canada unselected), an Address field (1285 Sutter St), a Unit, Suite, or Floor # field, a City field (San Francisco), a State dropdown menu (CA (California) selected), and a Zip Code field (94102).

4.2 Site Identification

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.



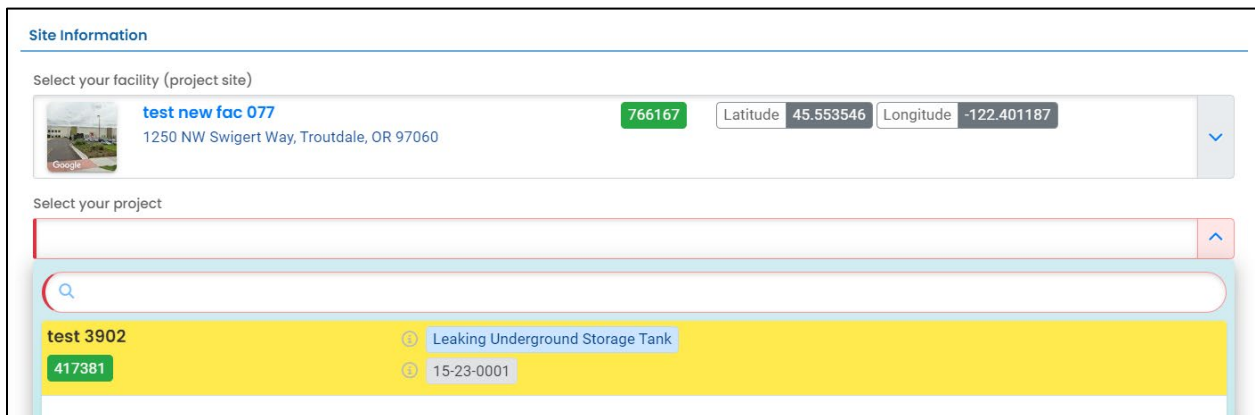
The screenshot shows the 'Site Information' section of a web form. At the top, there is a label 'Select your facility (project site)' above a search bar. Below the search bar is a search results dropdown menu. The first result is highlighted in yellow and contains the text 'test new fac 077', the address '1250 NW Swigert Way, Troutdale, OR 97060', and a green button with the number '766167'. The search bar contains the text 'Search by name/ID/address/latitude/longitude/type...'. There is a small red error message 'Required.' below the search bar.

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



The screenshot shows the 'Site Information' section of a web form. The 'Select your facility (project site)' dropdown menu is now populated with a single entry. This entry includes a small image of a facility, the text 'test new fac 077', the address '1250 NW Swigert Way, Troutdale, OR 97060', a green button with '766167', and two input fields for 'Latitude' (45.553546) and 'Longitude' (-122.401187). Below this dropdown is another dropdown menu labeled 'Select your project', which is currently empty. A red error message 'Required.' is visible below the 'Select your project' dropdown.

3. Projects associated with the selected facility will appear in the project dropdown menu. Projects may have different names than the facility. If more than one project is present, select the appropriate project.



The screenshot shows the 'Site Information' section of a web form. The 'Select your facility (project site)' dropdown menu is still populated with the same entry as in the previous screenshot. Below it, the 'Select your project' dropdown menu is now populated with a search results dropdown menu. The first result is highlighted in yellow and contains the text 'test 3902', a green button with '417381', and a blue button with 'Leaking Underground Storage Tank'. The second result is also highlighted in yellow and contains the text '15-23-0001'.


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

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

Site 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 3902 Leaking Underground Storage Tank
417381 15-23-0001

4.3 Property Details

Provide the information listed below for the property. Required fields are populated in example below.

1. Township, Range, and Section. Section Quarter-Quarter (ABCD format [except Lane County use 1234 format]);
2. Property size in acres;
3. County property is located in;
4. Property tax lot. If more than one tax lot, click the “+ Add Item” button;
5. Provide current use of the property, if property is vacant, and if vacant for how long; and
6. Provide Current zoning of the property.

Property Details

Township Range Section Section Quarter-Quarter

Size(acres)

County

Tax Lot(s)

Tax Lot(s)

[+ Add Item](#)

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

Current zoning of the property

4.4 Current Site Owner Information

1. Provide the current site owner contact information.

Current Site Owner Information

Current Site Owner Contact

Salutation First Name M.I. Last Name

Company Title Email

Phone Mobile Fax

Mailing Address

Country United States Canada

Address Unit, Suite, or Floor #

City State Zip Code

2. Answer questions about the current site owner.

Is the current owner aware of your plans to seek a "Prospective Purchaser Agreement" with DEQ?

Yes No

To your knowledge, does the current owner have any objections or reservations regarding this proposed prospective purchaser agreement?

Yes No

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

Provide the following information.

Applicant's Proposed Interest in the Property
<p>Are you planning to buy the property described above?</p> <p><input checked="" type="radio"/> Yes <input type="radio"/> No</p>
Nature and Timing of Pending Property Transaction
<p>Please describe, if known, the nature and timing of the proposed property transaction in sufficient detail to give DEQ a sense of your needs and timetable. (Note: It is DEQ's goal to complete review and negotiation of most agreements within 4 - 6 months.)</p> <div style="border: 1px solid black; height: 50px;"></div>
Agreement Type
<p>Which type of Prospective Purchaser Agreement are you planning?</p> <p><input type="radio"/> Administrative Agreement <input type="radio"/> Consent Order <input type="radio"/> Consent Judgment <input type="radio"/> Undecided</p>

4.6 Proposed Land Use and Local Planning Authority

Provide the following information.

Proposed Land Use																								
<p>Describe the proposed development or reuse of the property. Attach site maps and supplemental information describing the intended development or reuse if available. (Note: site design maps and supplemental information are required if proposed buildings, parking lots, drainage systems or other developments could impact current or future environmental cleanup activities)</p> <div style="border: 1px solid black; height: 50px;"></div>																								
Local Planning Authority																								
<table border="0"> <tr> <td>Salutation</td> <td>First Name</td> <td>M.I.</td> <td>Last Name</td> </tr> <tr> <td><input type="text"/></td> <td>Ents</td> <td><input type="text"/></td> <td>AreTall</td> </tr> <tr> <td>Company</td> <td>Title</td> <td colspan="2">Email</td> </tr> <tr> <td>Middle Earth</td> <td>Planning Director</td> <td colspan="2">YouAreAHobbit@treesRus.com</td> </tr> <tr> <td>Phone</td> <td>Mobile</td> <td colspan="2">Fax</td> </tr> <tr> <td>533-123-4567</td> <td>000-000-0000</td> <td colspan="2">000-000-0000</td> </tr> </table> <p>Please summarize any conversations you have had with the local government planning department</p> <div style="border: 1px solid black; height: 20px;"></div>	Salutation	First Name	M.I.	Last Name	<input type="text"/>	Ents	<input type="text"/>	AreTall	Company	Title	Email		Middle Earth	Planning Director	YouAreAHobbit@treesRus.com		Phone	Mobile	Fax		533-123-4567	000-000-0000	000-000-0000	
Salutation	First Name	M.I.	Last Name																					
<input type="text"/>	Ents	<input type="text"/>	AreTall																					
Company	Title	Email																						
Middle Earth	Planning Director	YouAreAHobbit@treesRus.com																						
Phone	Mobile	Fax																						
533-123-4567	000-000-0000	000-000-0000																						

4.7 Summary of Contamination Summary & Investigation Status

Provide the following information.

Summary of Contamination & Investigation Status

To your knowledge, is there an existing cleanup project on this property? Yes No

Has a Phase I Environmental Site Assessment been conducted at the Property? Yes No

Has sampling or other environmental investigation been conducted at the Property? Yes No

Have cleanup activities been conducted at the Property? Yes No

Does DEQ have a copy of relevant reports? Yes No

If not, please provide (or attach) the reports

Known or suspected contaminant source(s)

Known or suspected contaminant(s)

4.8 Type of Release and Cleanup Activities Underway or Completed

Provide the following information.

Type of Release

Briefly describe the nature of the hazardous substance release at the property. You may attach sampling results or additional information, or reference prior materials sent to DEQ by title and date. At a minimum, please provide basic information in the space below (e.g., list the known contaminants in soil, groundwater, surface water, sediments, etc.)

In what year (or years) did the release (or releases) of hazardous substance(s) occur?

4.9 Proposed Cleanup Activities and Proposed Funding for Cleanup Activities

Provide the following information.

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

4.10 Prospective Purchaser Liability

Provide the following information.

Prospective Purchaser Liability	
Indicate why the applicant is not presently liable under ORS 465.255 for an existing release of hazardous substance at the property. You may attach additional information if necessary. For purposes of these questions, "applicant" includes individuals, partnerships, corporations, trusts and other legal entities in which the applicant has or previously had a legal interest	
Has the applicant ever owned a legal interest in any facility which is known or suspected to be a source of hazardous substances now found on the property subject to this agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has the applicant ever owned a legal interest in any portion of the property subject to this agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has the applicant ever operated a business located on any portion of the property subject to this agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Has the applicant, by any act or omission, caused, contributed to or exacerbated any release of hazardous substance now located on the property subject to this agreement?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Please describe the nature of any past business or contractual relationship with the seller of this property	

4.11 Public Benefit

Provide the following information.

Public Benefit

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

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

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

4.12 Additional Application Contacts

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

Additional Application Contacts

“DEQ Invoices should be sent to:”

Invoice Contact

Copy from Applicant Contact

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

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

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

Country: United States Canada

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

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

2. Provide the environmental Consulting Firm contact.

Environmental Consulting Firm

Salutation: [] First Name: [] M.I.: [] Last Name: []

Company: [] Title: [] Email: []

Phone: 000-000-0000x00000 Mobile: 000-000-0000 Fax: 000-000-0000

Mailing Address

Country: United States Canada

Address: Enter a location Unit, Suite, or Floor #: []

City: [] State: OR (Oregon) Zip Code: 00000-0000

3. Provide Attorney/Law Firm contact.

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

4. Provide names of DEQ staff.

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

4.13 Cost Agreement Certification

1. Read the terms and conditions of cost recovery agreement between you and DEQ.
2. Toggle button to right next to “I have read and agree to the above agreement”.

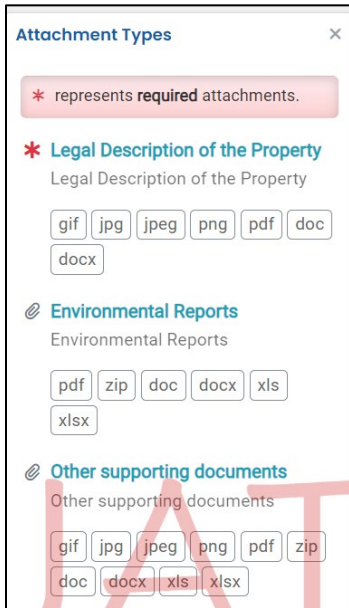
Cost Agreement Certification
<p>Cost Recovery Agreement between you and the Department of Environmental Quality (DEQ)</p> <p>1) This serves as an Agreement between you and DEQ regarding DEQ's review and oversight of the investigation and/or cleanup of hazardous substances or for the preparation of a Prospective Purchaser Agreement (PPA) at the facility.</p> <p>2) DEQ agrees to review relevant environmental and other documents submitted by you or on your behalf, to review related information available in DEQ's files, and to conduct a site visit(s) if necessary. Additional details regarding DEQ oversight will be established upon review of the initial site data.</p> <p>3) DEQ will provide public notice and opportunity for comment on any proposal to release a party from liability under Oregon Revised Statutes (ORS) 465.327, any proposed remedial action, or proposed “no further action” determination, as appropriate, in accordance with ORS 465.320 for Voluntary Cleanup Program (VCP) and Independent Cleanup Pathway (ICP) sites or Oregon Administrative Rule (OAR) 340-122-0260 for leaking underground storage tank (LUST) sites.</p> <p>4) DEQ requires an Applicant requesting DEQ review and oversight of investigation and cleanup activities or DEQ preparation of a PPA agree to the terms of this Agreement and pay project oversight costs. DEQ will require an initial deposit, up to \$5,000, for VCP, ICP, and PPA projects as an advance against costs which DEQ will incur.</p> <p>5) Electing not to enter into this Agreement does not release you from any responsibility that you might have for any response actions, reporting requirements, or violations of OAR or ORS.</p> <p>6) DEQ costs include direct costs and indirect costs. Direct costs include site-specific expenses and legal costs. Indirect costs are those general management and support costs of DEQ and the Land Quality Division which are not charged as direct site-specific costs. Indirect charges are based on actual costs and are applied as a percentage of direct personal services costs. Review, preparation, and oversight costs shall not include any unreasonable costs or costs not otherwise recoverable by DEQ under ORS 465.255.</p> <p>7) DEQ will provide you with a monthly invoice and direct labor summary. If project costs exceed the account balance, payment is due to DEQ within thirty (30) days of issuance of the monthly invoice. Nine (9) percent interest shall be charged on past due accounts. If project costs do not exceed the account balance, DEQ will refund within 60 days of the close of the project any amount remaining in excess of the actual costs. Prospective Purchaser projects may opt to have DEQ apply the remaining amount towards oversight of actions performed under the PPA.</p> <p>8) Either you or DEQ may terminate this Agreement by giving 15 days advance written notice to the other. Only those costs incurred or obligated by DEQ before the effective date of any termination of this Agreement are recoverable under this Agreement. Termination of this Agreement will not affect any other right DEQ may have for recovery of costs under applicable law.</p> <p>9) You agree to hold DEQ harmless and indemnify DEQ for any claims (including but not limited to claims of property damage or personal injury) arising from activities reviewed under this Agreement.</p> <p>10) This Agreement is not and shall not be construed to be an admission by you of any liability under ORS 465.255 or any other law or as a waiver by you of any defense to such liability. This Agreement is not and shall not be construed to be a waiver, release, or settlement of claims that DEQ may have against you or any other responsible person nor is this Agreement a waiver of any enforcement authority that DEQ may have.</p> <p>11) You will provide DEQ with data and records related to investigation and cleanup activities at the facility, excluding any privileged documents identified as such by you.</p>
<input checked="" type="checkbox"/> I have read and agree to the above agreement
Deposit is not due at the time of submittal



Save the submittal and go to the next tab.

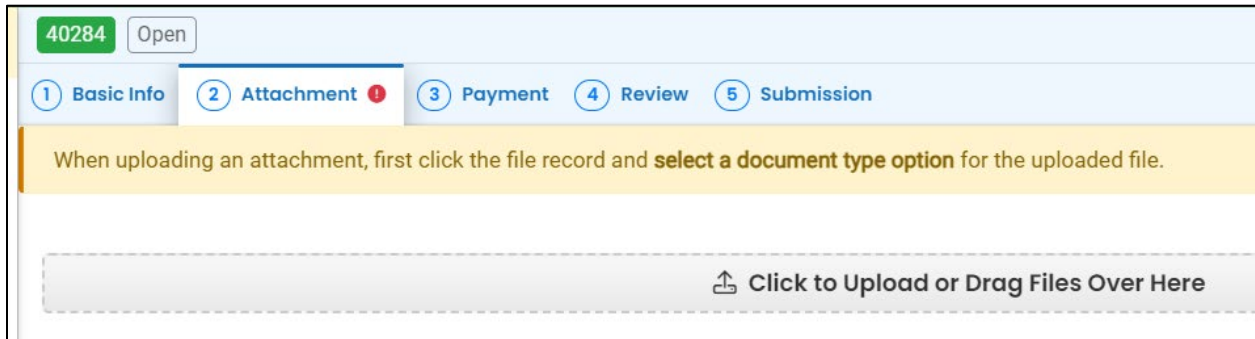
5 Attachment Tab

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

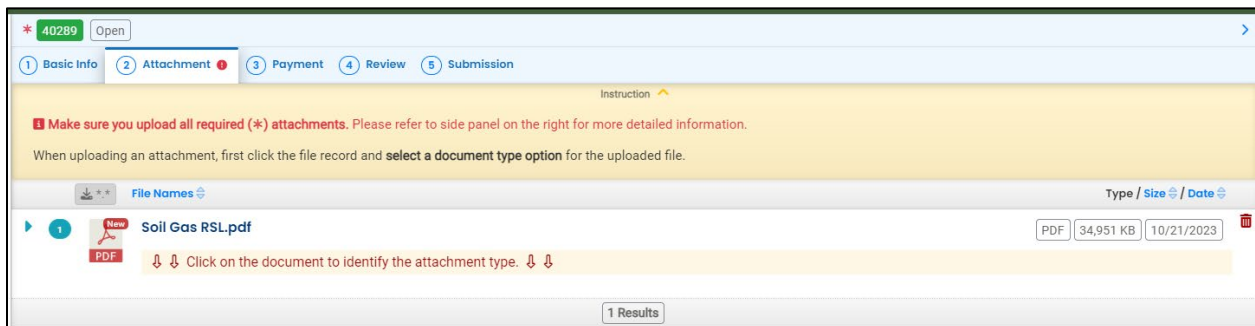


1. Review the “Attachment Types” box on the right side of the screen.
 - a. Note which documents are required.
 - b. Note what type of documents (e.g.; Adobe, Word, etc.) are allowed to be attached.

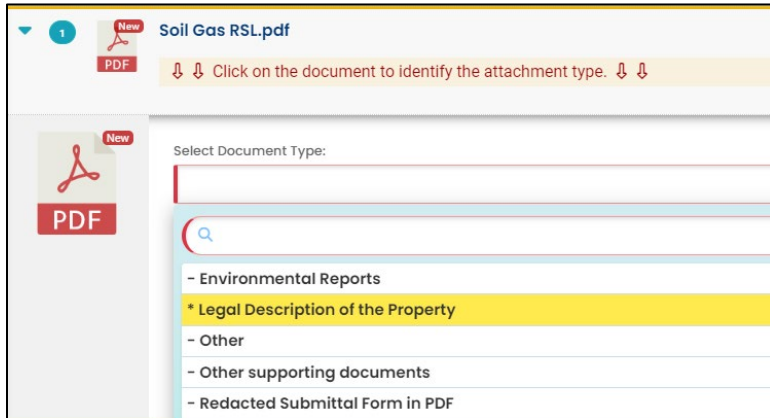
2. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment or simply drag and drop.



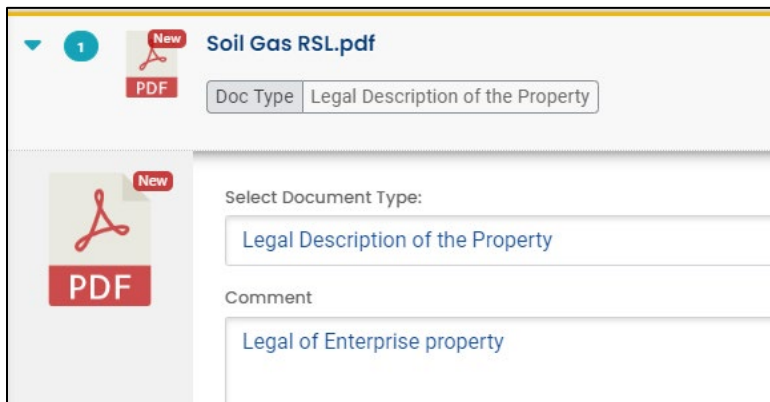
3. Once uploaded, click “Click on the document to identify the attachment type”.



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

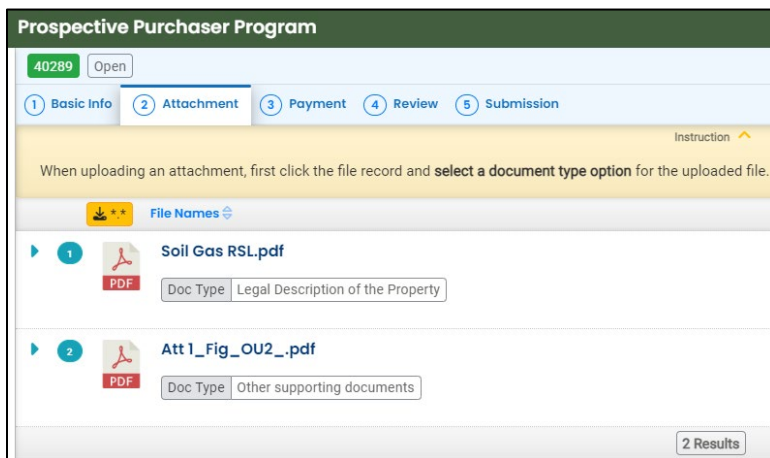


5. Add comment (optional).



6. Click  to save.

7. Add additional documents following the steps above.



6 Payment Tab

No payment is required at this time. DEQ staff will assign a deposit amount during their review of the submittal and send back the submittal to for payment. The deposit will need to be paid prior to final acceptance of the PPA Application.

Prospective Purchaser Program

40289

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

There is no payment due at this time.

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

Fees	Payment Transactions
Fee is not required at this time.	No payment transaction records.

7 Review Tab

You may review all mandatory requirements under the “Review” tab.

1. The system will display a ✓ if all required information is provided.

The screenshot shows the 'Review' tab for submission 40284. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. A yellow instruction box at the top says: 'Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.' Below this is the 'Submittal Form(s) Summary' section with a green bar stating: 'Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF'. The 'Basic Info' item is highlighted with a red box and a green checkmark. The 'Fees/Payments' section shows: Fee \$ 0.00, Paid \$ 0.00, Balance \$ 0.00. The 'Mandatory Attachment' section is highlighted with a red box and contains a green bar with the text: 'All required attachments were included.' An 'Uploaded Attachment' section shows a PDF file named 'Soil Gas RSL.pdf'.

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

The screenshot shows the 'Review' tab for submission 40287. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. A yellow instruction box at the top says: 'Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.' Below this is the 'Submittal Form(s) Summary' section with a green bar stating: 'Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF'. The 'Basic Info' item is highlighted with a red box and a red X. The 'Fees/Payments' section shows: Fee \$ 0.00, Paid \$ 0.00, Balance \$ 0.00. The 'Mandatory Attachment' section is highlighted with a red box and contains a red bar with the text: 'Missing required attachment.' An 'Uploaded Attachment' section is visible but empty.

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 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.

Prospective Purchaser Program

40292 [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: 40292	Name: LUST Prospective Purchaser Agreement Application
Submittal Date: 10/22/2023, 09:10 AM	Method: Online Submission
Submittal By: Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov	
Owner Information: Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov	

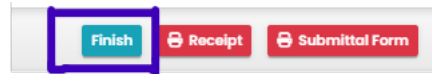
Fee Detail	Certification
This submittal does not require fee.	Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.
Payment Detail Not Applicable.	Question: what was your first pet's name? Answer: ***** PIN Number: ***** RO: Cleanup TESTER Sender IP: 24.21.188.47

Attachment List

- Soil Gas RSL.pdf
Legal Description of the Property
PDF | 34,951 KB

Buttons: **Finish** **Receipt** **Submittal Form**

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

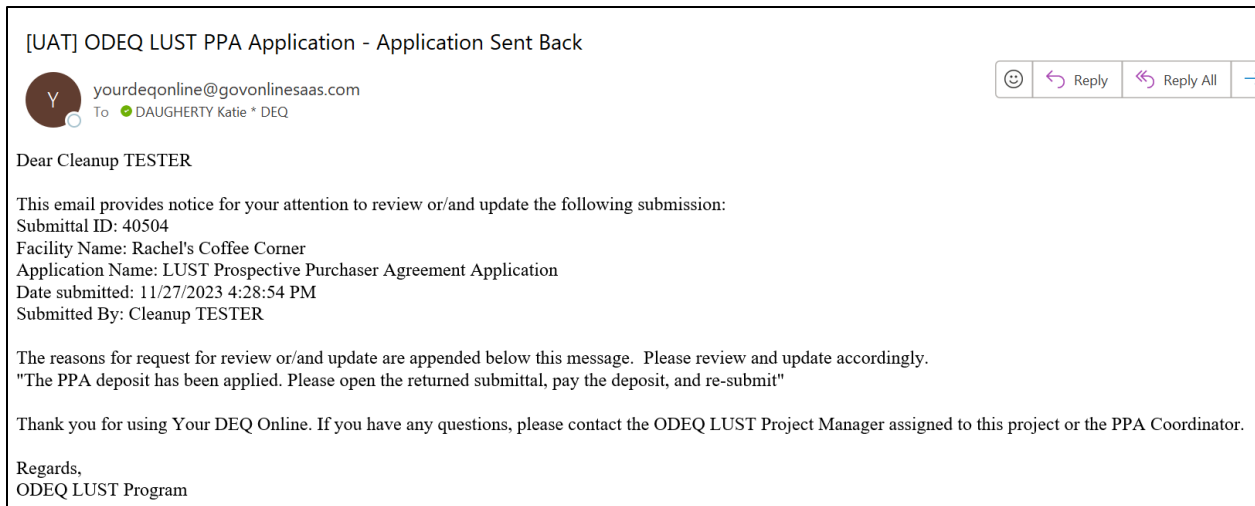


9 Paying Your Deposit

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

A deposit will be applied to the LUST/Leaking HOT PPA Application once DEQ has completed an initial review. DEQ will then Send Back the submittal for payment.

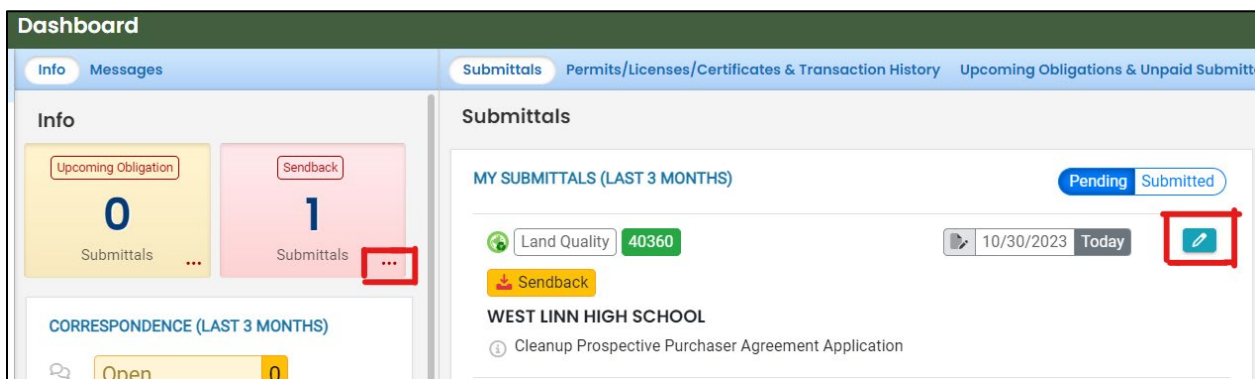
An email will be sent by YDO, notifying you of the submittal return and the associated reason.



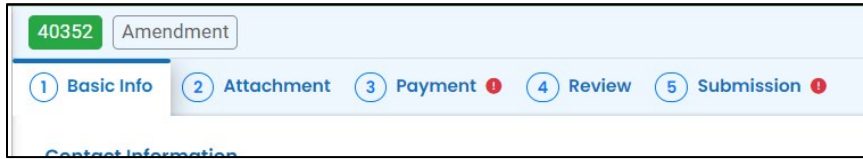
9.1 Finding the Intake Submittal Sent Back

Submittal “Send back” are shown and accessible from two locations on your Dashboard. Either click the three red dots in the “Send back” box under “Info” or look under “Pending” in your “My Submittals (Last 3 Months) box.

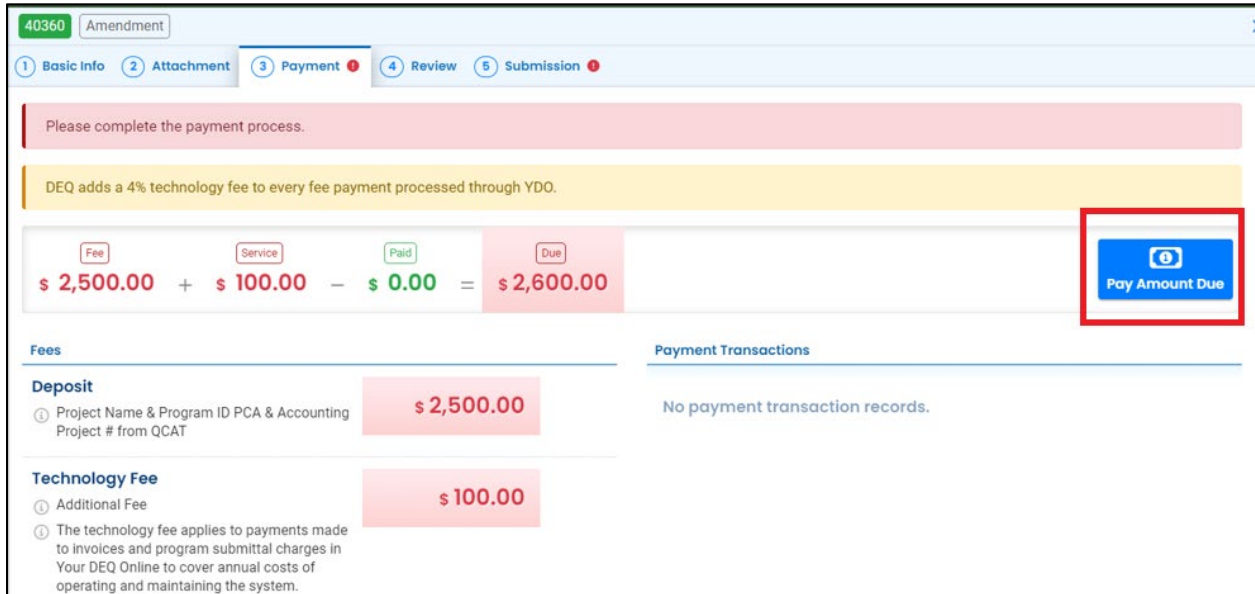
1. Click the pencil to open the submittal.



2. Click the pencil to open the submittal. The “Payment” tab and the “Submission” tab will be flagged with red explanation marks.



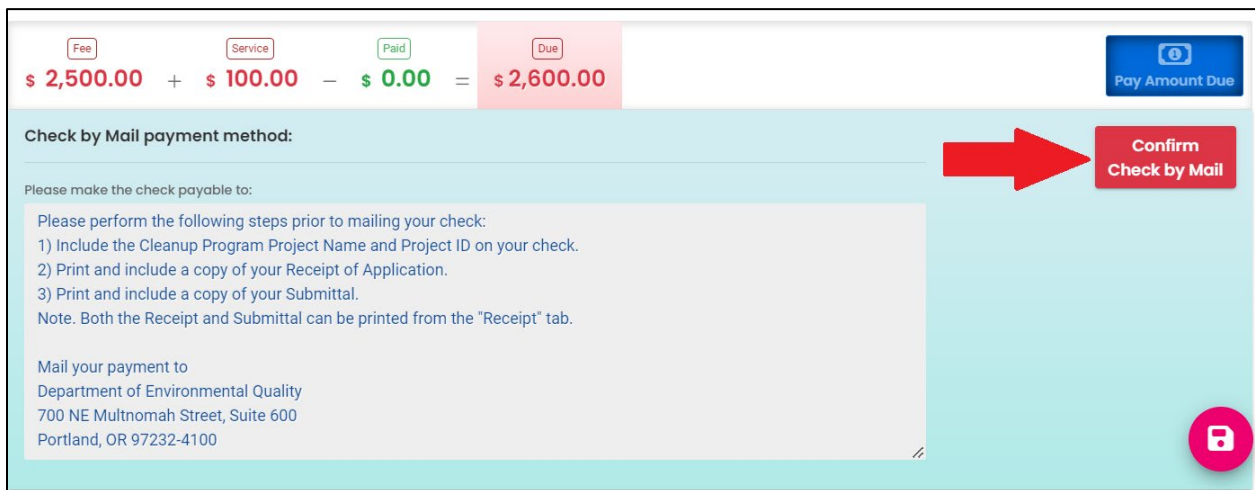
3. Click the “Payment” tab.
4. Click the “Pay Amount Due” blue box to start payment process.



9.2 Make a Payment

As DEQ transitions to a new cost recovery invoice system, the only payment option currently available is sending a check by mail.

Click the “Confirm Check by Mail”. Please note the instructions and mailing address.



9.3 After Payment – Submit Again

1. Go to the “Submission” tab.
2. Check the box next to “I have read and agree to the above certification statement”.
3. Click Submit.

The screenshot shows a web form titled "Cleanup Program Intake" with a sub-header "40352 Amendment". A progress bar at the top indicates five steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission (the current step). The form is divided into three sections: "Certification Statement", "Security Precautions", and "Disclaimer".

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.

At the bottom of the form, there is a blue "Submit" button on the left and a red circular icon with a white document symbol on the right.

9.4 Mail Check Instructions

After you click “Submit” this page will appear indicating the submittal was successful. The deposit amount has been populated and show balance owed.

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones.
Please click [Receipt](#) to print your receipt.

Submittal Summary		Submittal Form Info	
Submittal ID:	41850	Name:	Cleanup Program Intake
Submittal Date:	3/8/2024, 11:17 AM	Method:	Online Submission
Submittal By:	La'an Noonien-Singh 4444444444 noemail@deq.oregon.gov		
Owner Information:	La'an Noonien-Singh 4444444444 noemail@deq.oregon.gov		

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

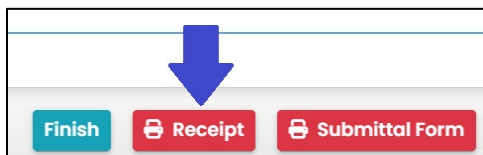
Payment Detail			
Date	Method	Fee Amount	Paid Amount
Total:		\$2,600.00	\$0.00

Attachment List

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

9.4.1 Printing Receipt

Click the “Receipt” button at the bottom of the “Submission Successful” page. Print the receipt and include with your check.



Submittal Receipt

Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100 Date Created: 3/8/2024

Submittal Summary Submittal ID: 41850

Facility (project site): Deep Space 9
Submittal: Cleanup Program Intake
Submitted By: La'an Noonien-Singh Email: noemail@deq.oregon.gov
Submitted Date: 2024-03-08 11:17:42

Form Detail

Submittal Name: Cleanup Program Intake
Submission Method: Online Fee Program ID: 71
Action Type: New Fee Program Name: HWGENID

Payment Information (BALANCE DUE)

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

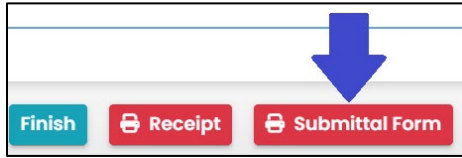
To complete your submittal, send a copy of this Submittal Receipt and payment to:


Please perform the following steps prior to mailing your check:
1) Include the Cleanup Program Proje

Make check payable to: Department of Environmental Quality


9.4.2 Printing Submittal Form

Click the “Submittal Form” button at the bottom of the “Submission Successful” page.
Print the submittal form and include with your check.





Cleanup Program Intake



ID 41850 Submitted Date 3/8/2024

Owner

La'an Noonien-Singh
noemail@deq.oregon.gov
4444444444
update, update, OR 00000

Contact Information

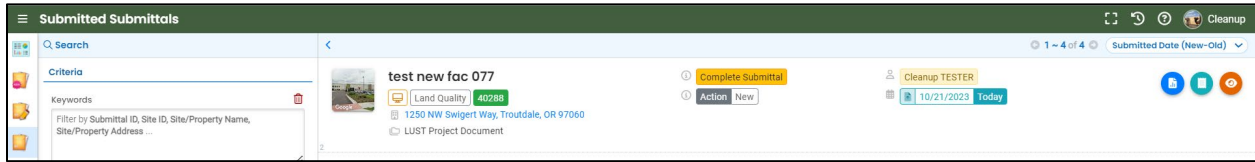
La'an Noonien-Singh
USS Enterprise
katie.daugherty@deq.oregon.gov
444-444-4444
3562 SE Cherokee, Prineville, Crook County, Oregon 97754-8402
(44.158885, -120.806238)

Select Program

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

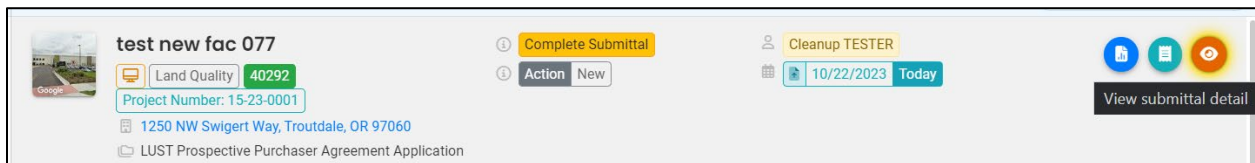
10 Track Your Submittal

Your completed submittal is populated to you on the “Track Submittal Status” page with a status of “Complete Submittal” highlighted in orange. This page provides a record of your Submittals to DEQ through YDO. Additional actions you may take from this page are provided in the following subsections.



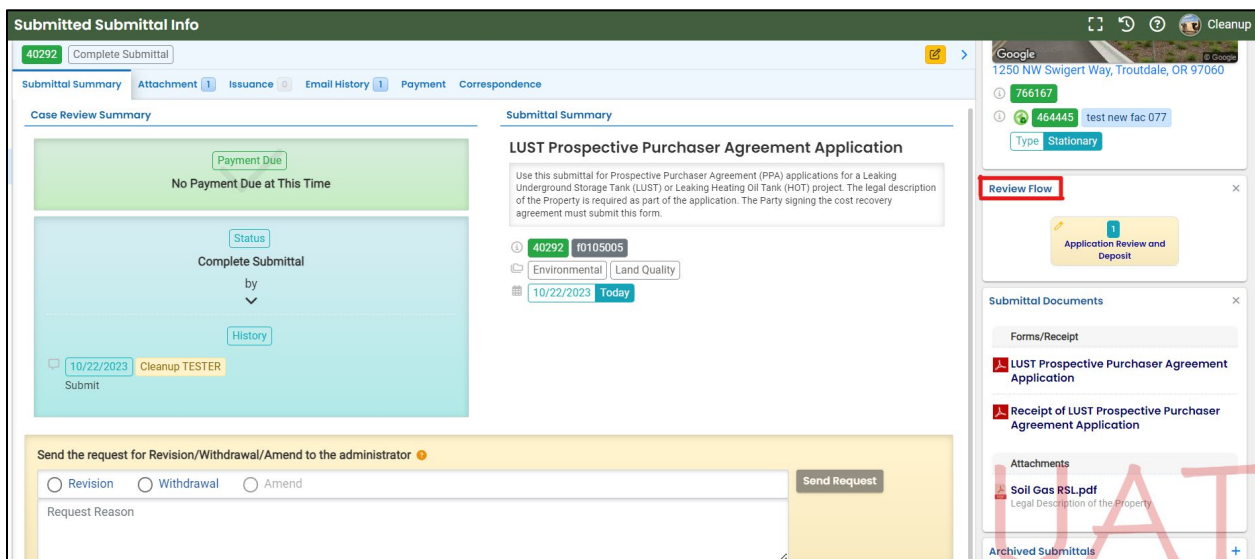
10.1 View Submittal Detail

Click the orange eye.



10.1.1 Submittal Summary Tab

1. Track the progress of DEQ’s review of the through the “Review Flow” box on the right.
2. Use the “Send the request for Revision/Withdrawal/Amend to the administrator” options to either request DEQ allow you to revise the submittal or to withdrawal the submittal.



10.1.2 Attachment Tab

View and download the documents attached to the submittal.

The screenshot shows the 'Submitted Submittal Info' page for submittal 40292, which is in the 'Complete Submittal' status. The 'Attachment' tab is selected, showing a list of documents. One document is visible: 'Soil Gas RSL.pdf', which is a PDF file with a 'Legal Description of the Property' as its Doc Type. A '1 Results' button is located at the bottom right of the document list.

10.1.3 Issuance Tab

No issuances are generated for this submittal type.

The screenshot shows the 'Submitted Submittal Info' page for submittal 40292, which is in the 'Complete Submittal' status. The 'Issuance' tab is selected, showing two sections: 'Issuance Documents' and 'Supporting Documents'. Both sections display a message: 'No record found.'

10.1.4 Email History Tab

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

The screenshot shows the 'Submitted Submittal Info' page for submittal 40292, which is in the 'Complete Submittal' status. The 'Email History' tab is selected, displaying a table of email records. The table has columns for 'Subject', 'To/From', and 'Last Sent'. One email record is shown:

Subject	To/From	Last Sent
[UAT] ODEQ LUST PPA Application - Application Received	TO: katie.daugherty@deq.oregon.gov FROM: YourDEQOnline@govonlineas.com	2023-10-22 ✓

A '1 Results' button is located at the bottom center of the table.

10.1.5 Payment Tab

Track deposit assigned and payments related to this submittal here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Payment' tab is selected. A message states: 'There is no payment due at this time.' Below this, a summary shows: Fee \$ 0.00, Paid \$ 0.00, and Balance \$ 0.00. At the bottom, there are two sections: 'Fees' with the text 'Fee is not required at this time.' and 'Payment Transactions' with the text 'No payment transaction records.'

10.1.6 Correspondence Tab

Chats with DEQ are tracked here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292, with the 'Correspondence' tab selected. It features a text input field for starting a correspondence thread, a 'Post' button, and a date/time selection field. A message at the bottom states: 'No correspondence messages.'

10.2 Review Form

Click the blue circle to access the application content.

The screenshot shows the 'Review Form' interface for 'test new fac 077'. It includes a project overview with 'Land Quality' and '40292' status, 'Project Number: 15-23-0001', and address '1250 NW Swigert Way, Troutdale, OR 97060'. It also shows 'LUST Prospective Purchaser Agreement Application'. On the right, there are buttons for 'Complete Submittal', 'Action New', 'Cleanup TESTER', and a date '10/22/2023 Today'. A 'Review Form' button is located at the bottom right.

The form cannot be modified.

Prospective Purchaser Program

40292 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

Applicant Information

Applicant Contact

Salutation	First Name	M.I.	Last Name
	James	T	Kirk
Company	Title	Email	
Starfleet		katie.daugherty@deq.oregon.gov	
Phone	Mobile	Fax	
333-333-3333	000-000-0000	000-000-0000	

10.3 Receipt Form

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

test new fac 077

Land Quality 40292

Project Number: 15-23-0001

1250 NW Swigert Way, Troutdale, OR 97060

LUST Prospective Purchaser Agreement Application

Complete Submittal

Action New

Cleanup TESTER

10/22/2023 Today

Receipt

