

# Report a Release from Regulated, Unregulated, or HOT UST System User Guide

LUST & HOT Programs

Revision 2



## **Document information**

This document was prepared by Oregon Department of Environmental Quality  
Cleanup and Leaking Underground Storage Tank (LUST) Program  
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[Visit our website for additional information.](#)

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Visit DEQ's [Civil Rights and Environmental Justice page](#).

# 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 **report a release from a regulated, unregulated, or heating oil underground storage tank (UST) system** through 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.

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# 1 Introduction

Consultants, service providers, property owners, potential responsible parties, and DEQ staff regularly report releases from leaking regulated, unregulated, or heating oil underground storage tank (UST) systems.

Releases of hazardous substances (primarily petroleum products) from regulated or unregulated leaking UST (**LUST**) or from leaking heating oil tank (**HOT**) systems are required to be reported to DEQ by rule. Please visit the [LUST Program](#) and/or [HOT Program](#) webpages for additional information.

**Tip:** Before reporting a release from a tank, please investigate the site to determine if previous releases have already been reported at the site, determine if a closed file already exists, and identify if there are multiple tanks on the property. If you have questions, please reach out to the LUST or HOT programs depending on the type of the leaking tank.

**Note:** Please complete the LUST/Leaking HOT Cost Recovery Agreement submittal to request DEQ oversight for a LUST or complex Leaking HOT project.

## 1.1 Your DEQ Online

Through Your DEQ Online, parties may report a release from a leaking UST system.

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

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

**Tip:** DEQ Cleanup, LUST, & HOT Programs recommend all parties (e.g., responsible parties, property owners, consultants, service providers, etc.) **select "RO"** (Responsible Official) account type when creating your YDO account.

2. Complete identity verification.
3. Establish link to the "Leaking Underground Storage Tank" and/or "Heating Oil Tank" submittal groups.

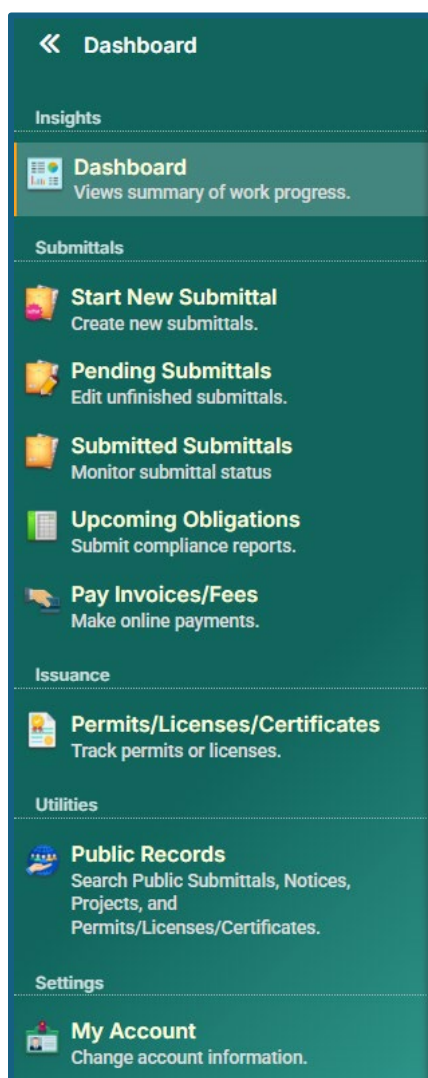
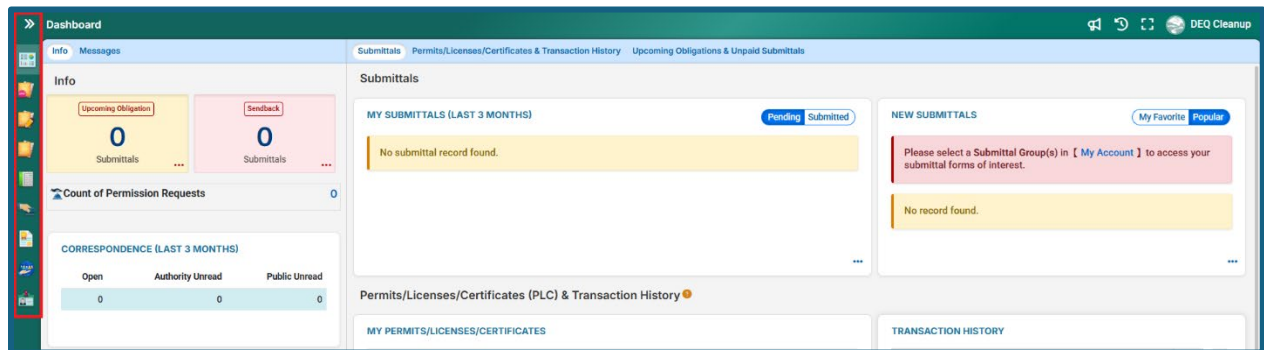
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

## 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 left edge 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 will bring up a list view of the panel
- Click the double-arrow icon  to expand to the more detailed view shown on the next page.
- Click the arrow icon  again to contract the panel.

**Dashboard** - View a summary of current and pending activity for your account.

**Start New Submittal** - Start a new submittal here.

**Pending Submittals** - Resume editing any submittals that have been started and saved, but not yet submitted.

**Track Submittal Status** - Track the status of all submitted submittals.

**Upcoming Obligations** - View upcoming reporting obligations.

**Pay Invoices/Fees** - Pay DEQ invoices or fees.

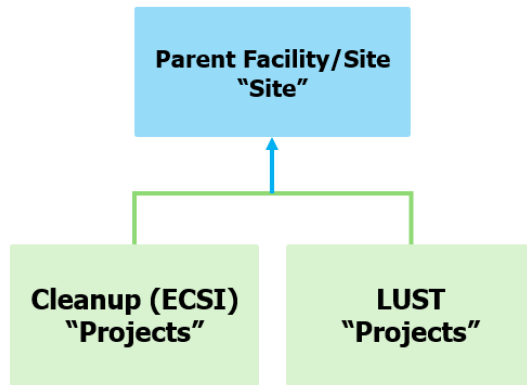
**Permits/Licenses/Certificates** - View DEQ issued permits, licenses, and certificates.

**Public Records** - View published submittals, permits, licenses, and certificates, and available project data.

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

## 1.3 Understanding "Site" and "Project" Use in YDO

When associating a facility/site with your account and later your submittal, understanding how "Site" and "Project" are used in YDO is important. In YDO "Site" and "Facility" are synonyms and used inter-changeably.



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 shows how multiple programs are connected to a single facility unlike DEQ's legacy systems which were independent and separate systems.

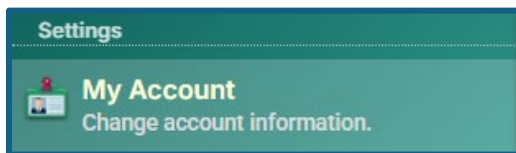
**Tip:** The "Site" name is often different than the "Project" name.

## 2 Does Your Facility/Site Exist in YDO Already?

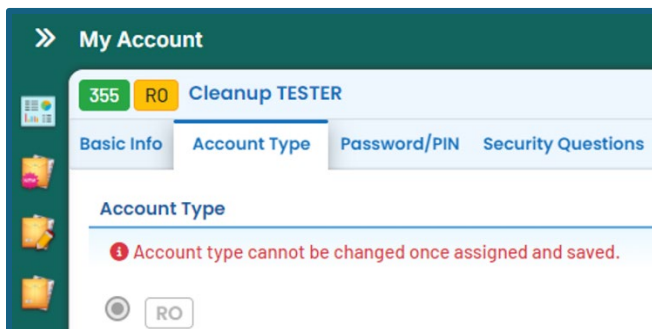
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to determine if the facility/site is already present in YDO. If your facility already exists in YDO, the facility/site must be associated with your account to be selected in the submittal.

### 2.1 Where to Look

1. Click on "My Account" in the navigation menu.



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.

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).

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

Add Permissions ↓

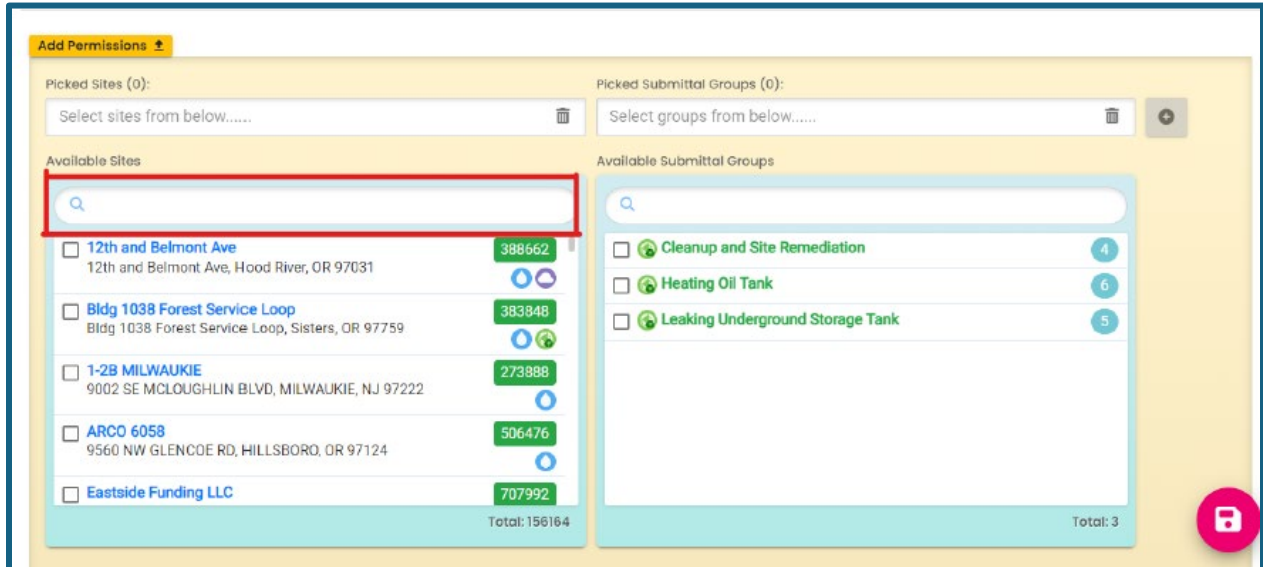
## 2.2 Facility Search

1. Click on the "Add Permissions" button at the bottom of the "My Account" page.

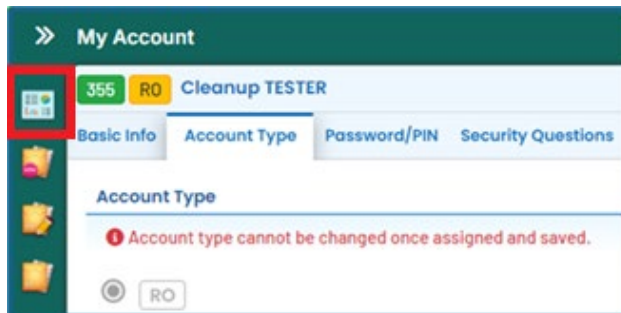
Add Permissions ↓

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

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



## 2.3 Facility NOT Found in YDO



1. Return to your Dashboard by clicking on the Dashboard icon.
2. Go to **Section 3**.
3. Select "New Facility" while completing the submittal.

## 2.4 Facility Found in YDO –Add to Your Account

1. 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 group.

**Note:** If you have any doubts about which facility/site to connect to your account, please visit the [YDO Helpdesk](#) and we will work with you to identify the correct facility/site.

The screenshot shows the 'Add Permissions' interface. It is divided into two main sections: 'Picked Sites (1):' and 'Picked Submittal Groups (2):'. Under 'Picked Sites', 'GENERAL FARM SUPPLY, INC.' is listed. Under 'Picked Submittal Groups', 'Leaking Underground Storage Tank' and 'Heating Oil Tank' are listed. Below these are 'Available Sites' and 'Available Submittal Groups'. In the 'Available Sites' list, 'GENERAL FARM SUPPLY, INC.' with ID 512607 is selected. In the 'Available Submittal Groups' list, 'Heating Oil Tank' and 'Leaking Underground Storage Tank' are selected. A red box highlights the '+' button in the top right corner.

2. Click the Save button  to save your selection.

3. Return to your Dashboard by clicking on the Dashboard icon.

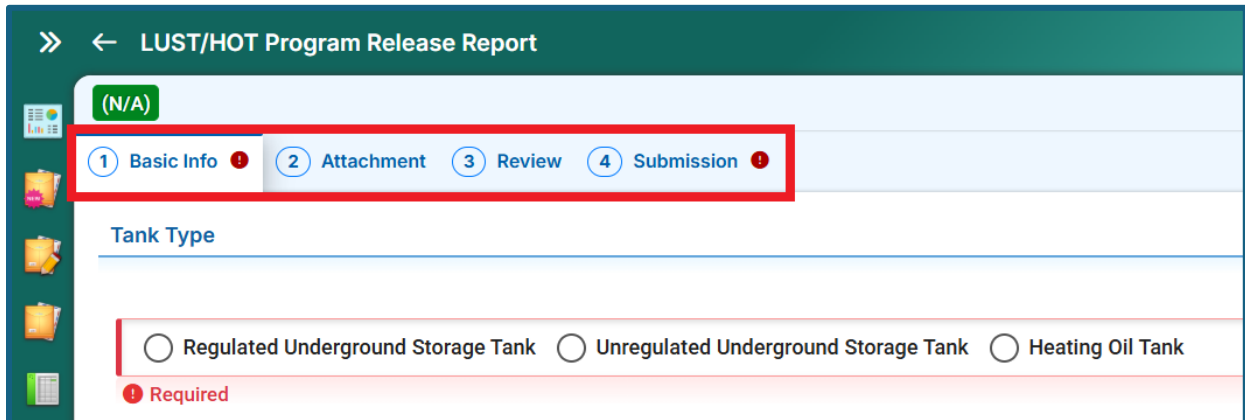
### 3 Start New Submittal

1. Click "Start New Submittal".
2. Check "Land Quality" under "Programs".
3. Locate the "LUST – Report Release from Regulated, Unregulated, or HOT UST Systems" and click the "+" sign on the far right.

The screenshot shows the 'New Submittal' interface. On the left, there is a sidebar with 'Start New Submittal' selected. The main area has a 'Criteria' section with 'Land Quality' checked under 'Programs'. The main content area shows a list of submittal options. The second option, 'LUST - Report Release from Regulated, Unregulated, or HOT UST System', is selected, and its '+' button is highlighted with a red box.

## 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 five-step process to submit the submittal. The five steps are presented as the following tabs: **Basic Info**, **Attachment**, **Payment**, **Review**, and **Submission**.



>> ← LUST/HOT Program Release Report

(N/A)

1 Basic Info \* 2 Attachment 3 Review 4 Submission \*

Tank Type

Regulated Underground Storage Tank  Unregulated Underground Storage Tank  Heating Oil Tank

Required

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. There are no required attachments for this application.



Attachment Types

\* represents required attachments.

Additional Project Information

Optional to provide additional information on project, e.g., specific site location, lab results.

jpg jpeg png pdf zip doc

docx xls xlsx

4. Click Save.




## 4 Basic Info Tab

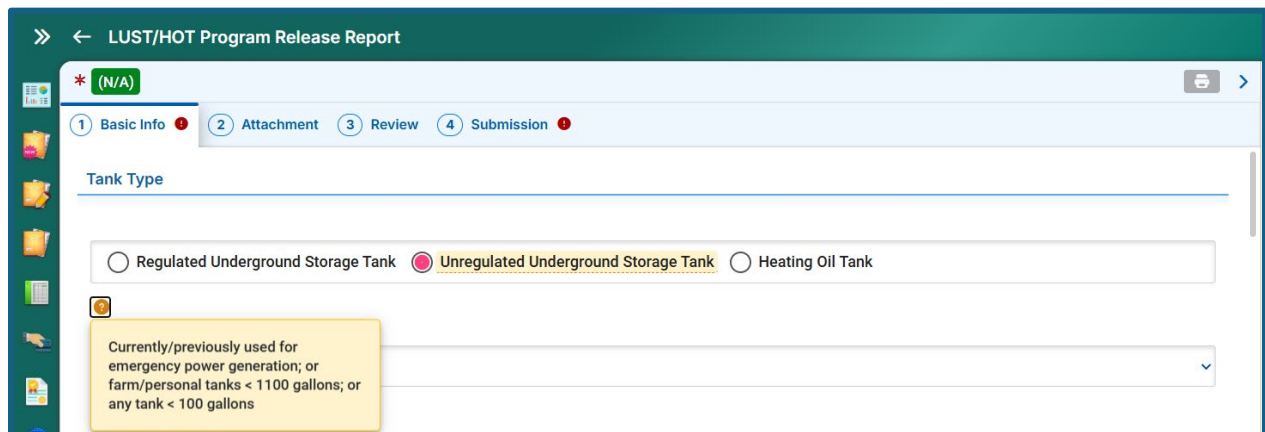
Enter the basic information about the project including the following.

- Indicating the tank type associated with the release
- the facility/site and project or providing information on new facility/site and/or new project
- Providing property details
- Providing applicant, current property owner, invoice, and other project contact information
- Providing information on the release, contaminants, and impacted media

### 4.1 Tank Type

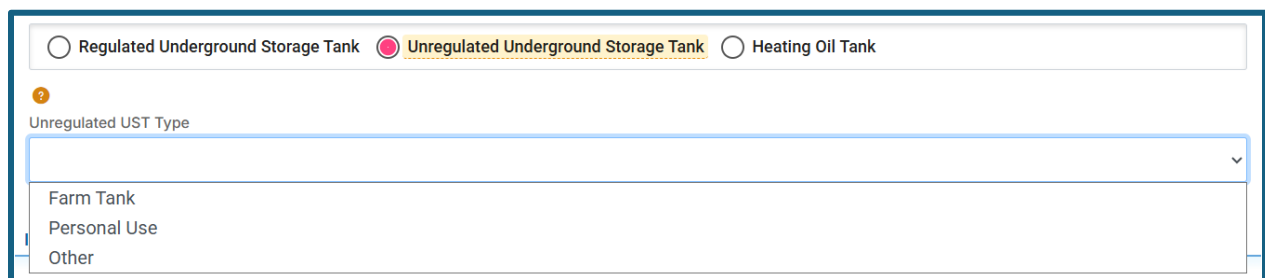
Indicate the type of tank associated with the release.

**Tip:** Click the tool tip  for descriptions of each tank type.



The screenshot shows the 'LUST/HOT Program Release Report' interface. The 'Basic Info' tab is active, and the 'Tank Type' section is highlighted. Three radio button options are present: 'Regulated Underground Storage Tank', 'Unregulated Underground Storage Tank' (which is selected), and 'Heating Oil Tank'. Below these options is a dropdown menu. A yellow tooltip is displayed over the dropdown menu, containing the text: 'Currently/previously used for emergency power generation; or farm/personal tanks < 1100 gallons; or any tank < 100 gallons'.

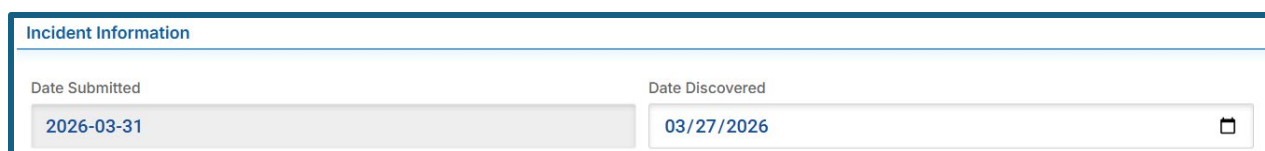
If unregulated UST tank type is selected, select the tank use from the dropdown menu.



This screenshot is a close-up of the 'Unregulated UST Type' dropdown menu. The 'Unregulated Underground Storage Tank' radio button is selected. The dropdown menu is open, showing three options: 'Farm Tank', 'Personal Use', and 'Other'.

### 4.2 Incident Information

Populate the date the release was discovered.



The screenshot shows the 'Incident Information' section of the form. There are two date input fields: 'Date Submitted' and 'Date Discovered'. The 'Date Submitted' field contains the value '2026-03-31'. The 'Date Discovered' field contains the value '03/27/2026' and includes a calendar icon on the right side.

## 4.3 Facility Identification

There are several variations for the parameters described below. Each variation is discussed in the following subsections.



The screenshot shows a web form with two main sections. The first section is titled "Select Your (Project) Site" and contains a radio button labeled "Select your site" (which is selected) and another radio button labeled "Create new site". Below this is a dropdown menu with a red border and a "Required." error message. The second section is titled "Select your project" and contains a radio button labeled "Select your project" (which is selected) and another radio button labeled "Create new project". Below this is another dropdown menu with a red border and a "Required." error message.

**Select your facility** - Selecting your facility indicates the facility exists in YDO and has been associated with your account and the "Leaking Underground Storage Tank" and/or "Heating Oil Tank" submittal groups (see **Section 2**). This indicates one or more DEQ programs are already associated with the facility. The facility will appear in the dropdown menu for you to select.

**Select your project** - Selecting an existing facility will populate any existing LUST or Leaking HOT projects to the "Select your project" dropdown. The majority of releases will be new projects. Select an existing project from the dropdown menu in the rare event this release may be related to a historic release.


**Create new project** - Selecting "Create new project" indicates the release is unrelated to any historic releases.

**Create new facility** - If the facility is not already in YDO, associated with your account, or associated with the "Leaking Underground Storage Tank" and/or "Heating Oil Tank" submittal groups, the facility will not be present in the "Select your facility" dropdown menu. Information to create a new facility will need to be provided. This selection will also result in the creation of a new project.

### 4.3.1 “Select your facility” and “Create new project”

A facility must be associated with your account and the correct submittal group for the facility to populate in the dropdown menu (See **Section 2**).

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** and confirm all the steps necessary were completed. If the facility was not found in YDO than go to **Section 4.3.2**.



The screenshot shows a web interface with two radio buttons at the top: "Select your site" (selected) and "Create new site". Below is a dropdown menu titled "Select your facility (project site)". A search bar is present with the placeholder text "Search by name/ID/address/latitude/longitude/type...". The dropdown list contains three items:

Facility Name	Address	ID
BAY CITIES AMBULANCE	3505 SE OCEAN BLVD, COOS BAY, OR 97420	757839
Star Trek	420 N Main St, Pendleton, OR 97801-1648	830162
test new fac 077	1250 NW Swigert Way, Troutdale, OR 97060	766167

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

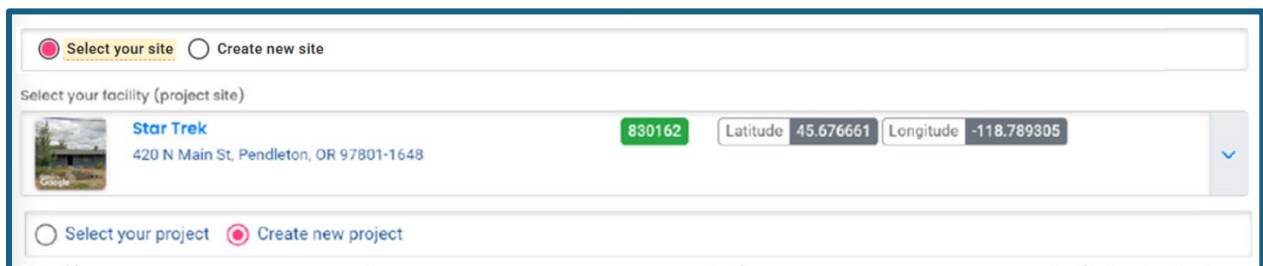


The screenshot shows the same interface as above, but the "Select your facility (project site)" dropdown is now populated with the selected facility, "Star Trek". The facility details are displayed:

**Star Trek** (ID: 830162)  
420 N Main St, Pendleton, OR 97801-1648  
Latitude: 45.676661 Longitude: -118.789305

Below the facility selection, there are two radio buttons: "Select your project" (selected) and "Create new project".

3. For a new release select “Create new project”. DEQ staff will assign a project name and ID during their review.



The screenshot shows the same interface as above, but the "Create new project" radio button is now selected. The "Select your facility (project site)" dropdown remains populated with the "Star Trek" facility details.

### 4.3.2 “Create new facility”

This option is for a new facility and by association a new project. DEQ staff will create the new facility, create the new project, and assign a LUST ID during their review. The new facility will automatically be associated with your account. Provide the following information.

### 4.3.2.1 New Facility Information

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

Select your site  Create new site

**New Site Information**

Site Name  
LUST Test Facility

Abbreviation/Tax Parcel ID Is the site located on Native American Lands?  
 No

Email Phone Fax Number of Employees  
username@emaildomain.com 555-555-5555 000-000-0000 0

### 4.3.2.2 New Facility – Facility Mailing Address

1. Provide the facility’s mailing address.

**Mailing Address**

Country  
 United States  Canada  Other Country

Street Address Apt, Building, Unit, Suite, or Floor #  
23500 NE Sandy Blvd

City State Zip Code  
Wood Village OR (Oregon) 97060

### 4.3.2.3 New Facility – Physical Location

Provide the address of the physical location of your Facility.

1. If the facility mailing address is the same as the physical location, click the “Copy from Mailing Address” button.
2. If the physical location of your facility is different than the facility mailing address, enter the physical location address.
  - a. If the property does not have an address, go to **Section 4.3.3.4**.
  - b. The latitude and longitude should automatically populate.

**Physical Location**

[Use the map to auto-populate latitude and longitude.](#)

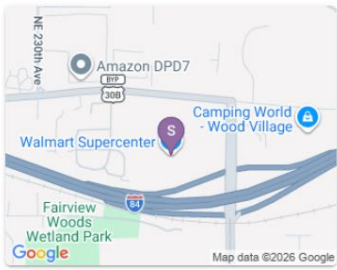
**Copy from Mailing Address**

Country  
 United States  Canada  Other Country

Street Address Apt, Building, Unit, Suite, or Floor #  
23500 NE Sandy Blvd

City State Zip Code  
Wood Village OR (Oregon) 97060

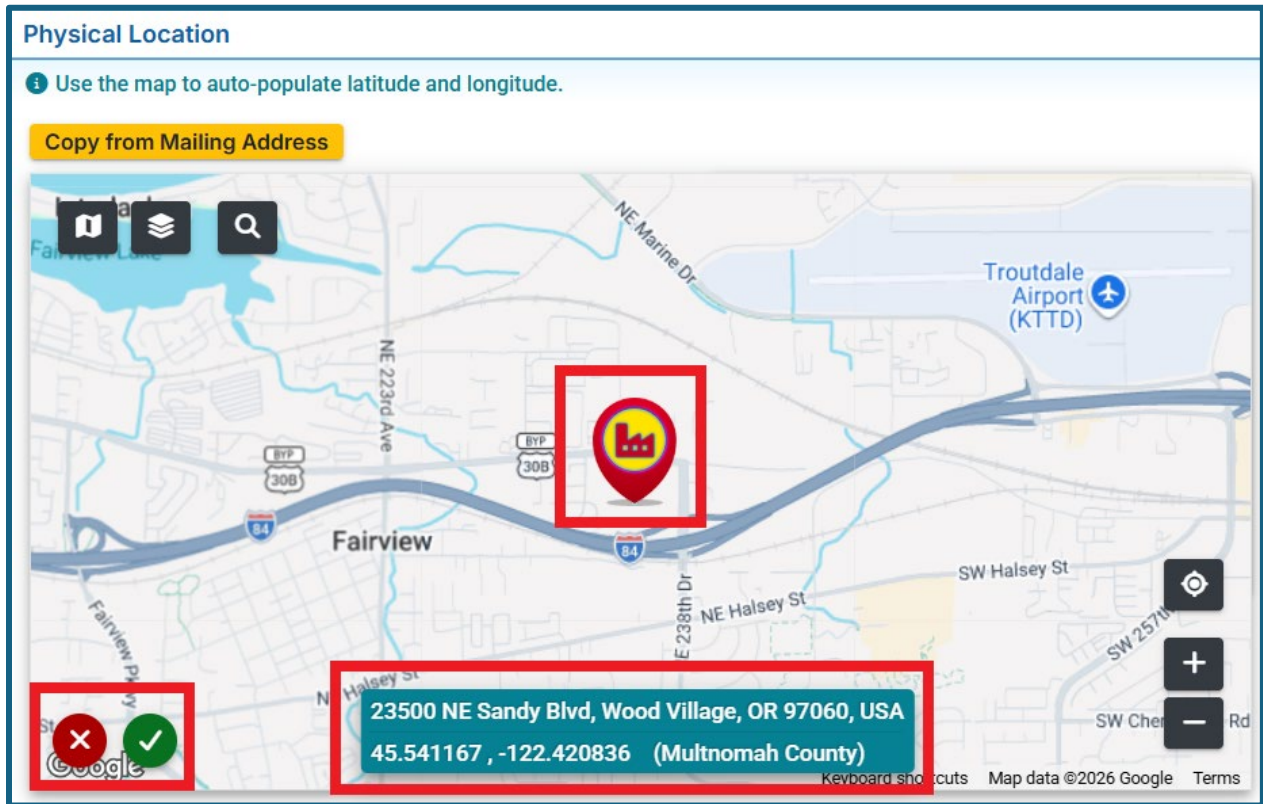
Latitude (45°32'28.20"N) Longitude (122°25'15.00"W)  
45.541167 -122.420836



### 4.3.2.4 New Facility - No Address for Physical Location

If the property does not have an address perform the following steps.

1. Use a nearby address to be in proximity to your Facility.
2. Click on the map located on the right side of this section. An enlarged map will populate.
3. Click and drag the facility pin to the actual facility location.
4. Clicking the green check mark in the lower left hand corner to accept the location change.
5. The system will populate or leave the address field blank. **Make sure and revise the address field to reflect your facility location (e.g. 1000 ft east of 4th & Main).**



### 4.3.3 "Select your facility" and "Select you project"

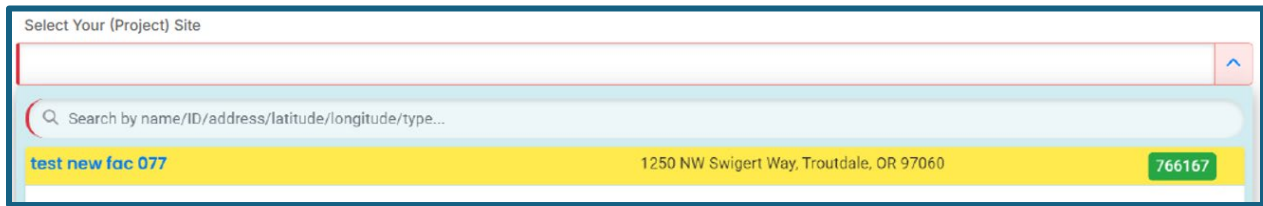
This option will be rare and a new release should not be reported if the release has been determined to be related to an existing release.

**Note:** Please contact the LUST Program Duty Officer prior to completing this release form if this is the scenario at your project.

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**.



Select Your (Project) Site

Search by name/ID/address/latitude/longitude/type...

test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060 766167

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



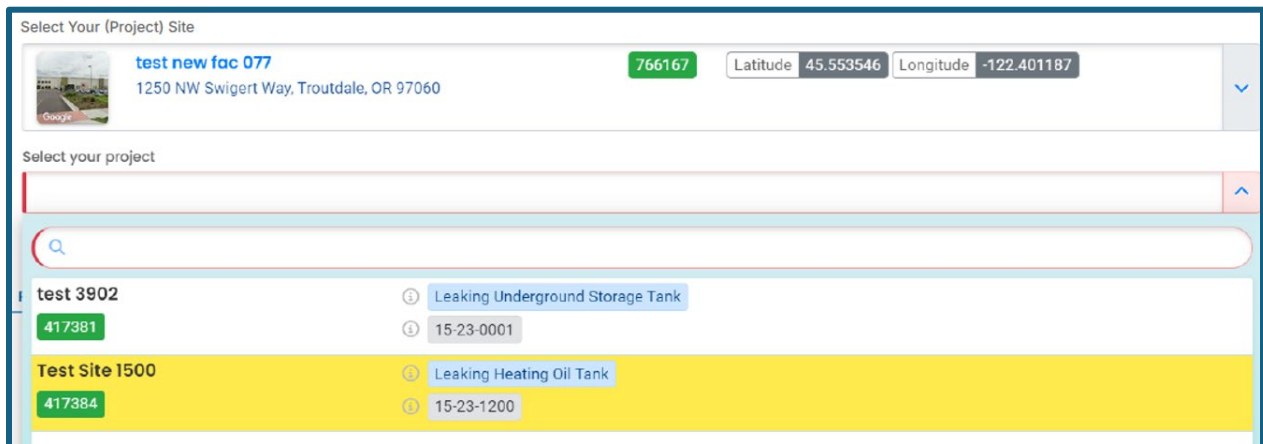
Select Your (Project) Site

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

Select your project

Required.

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



Select Your (Project) Site

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

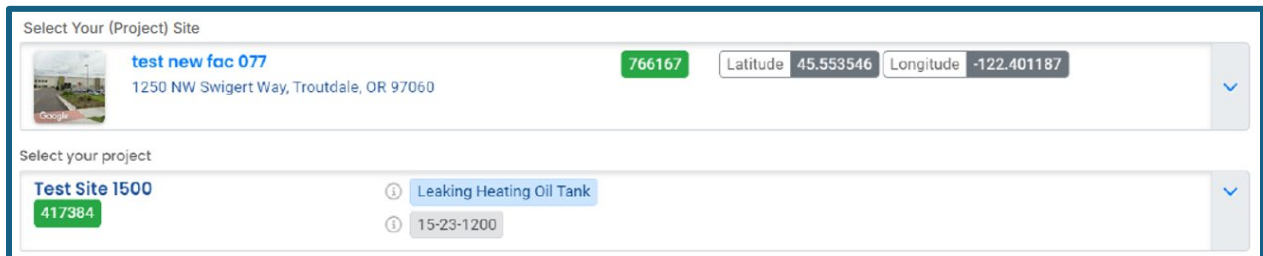
Select your project

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

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

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

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



Select Your (Project) Site

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

Select your project

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

## 4.4 Property Details

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

1. Township, Range, and Section. Section Quarter-Quarter (ABCD format [except Lane County use 1234 format])
2. Property size
3. County
4. Property tax lot. If more than one tax lot, click the "+ Add Item" button.

Township Range Section Section Quarter-Quarter

Size(acres)  
0

County  
Clackamas (Northwest)

Tax Lot(s)

1 Tax Lot(s)

+ Add Item

## 4.5 Contacts

Provide the various necessary project contacts and their contact information.

### 4.5.1 Responsible Party

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

Mail Contacts

Responsible Party

Salutation First Name M.I. Last Name

Company Title Email

USS Enterprise

Phone Mobile Fax

555-555-5555 000-000-0000 000-000-0000

Country

United States  Canada  Other Country

Street Address Apt. Building, Unit, Suite, or Floor #

58023 Columbia River Hwy

City State Zip Code

Warren OR (Oregon) 97053

## 4.5.2 Invoice Contact

Provide the invoice contact information. This section will be grayed out when Heating Oil Tank is selected as the tank type. If the invoice contact is the same as the Responsible Party, use the "Copy from Responsible Party" button.

### Invoice Contact

**Copy from Responsible Party**

## 4.5.3 Other Contact (Optional)

Provide contact information for another party such as a contractor or environmental consultant.

### Other Contact (Optional)

Contact Type

Salutation First Name M.I. Last Name

Company Title Email

Phone Mobile Fax

Country

Street Address Apt, Building, Unit, Suite, or Floor #

City State Zip Code

## 4.6 Site Assessment

Provide the following information.

### Site Assessment

Discovery

Cause

Source

Is the Tank empty?

Confirmation

## 4.7 Contaminants

Select one or more contaminants.

Contaminants			
<input type="checkbox"/> Heating Oil	<input checked="" type="checkbox"/> Diesel Motor Fuel	<input type="checkbox"/> Other Pet. Dist.	<input checked="" type="checkbox"/> Unleaded Gasoline
<input type="checkbox"/> Waste Oil	<input type="checkbox"/> Chemical	<input type="checkbox"/> Leaded Gasoline	<input type="checkbox"/> Lubricant
<input type="checkbox"/> MTBE	<input type="checkbox"/> Miscellaneous Gasoline	<input type="checkbox"/> Solvent	<input type="checkbox"/> Unknown


## 4.8 Impacted Media

Select one or more impacted media.

Impacted Media			
<input type="checkbox"/> Drinking Water	<input checked="" type="checkbox"/> Groundwater	<input type="checkbox"/> Surface Water	<input checked="" type="checkbox"/> Soil
<input type="checkbox"/> Vapors	<input type="checkbox"/> Free Product		

## 4.9 Comments

Provide additional information (optional).

Save  the submittal and go to the next tab.

## 5 Attachment Tab

Documents are not required to be included with this submittal. However, you do have the option to attach applicable reports or documents for submittal to DEQ. To attach a document, follow the steps below.

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

### Attachment Types

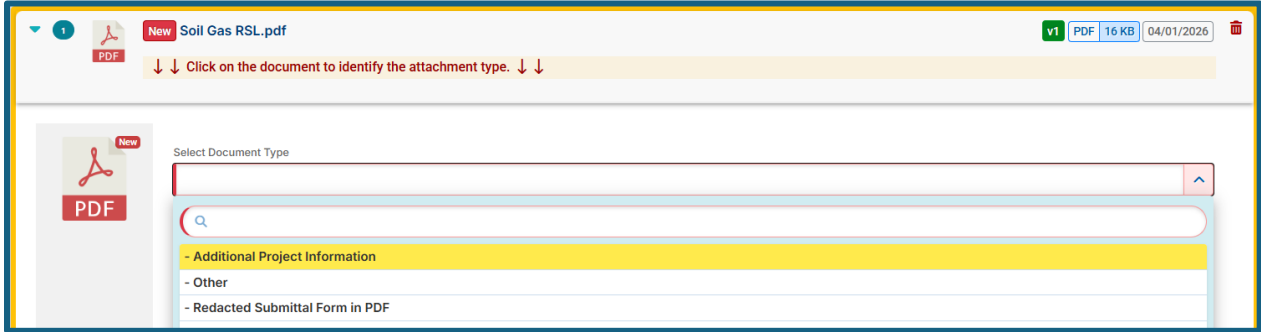
\* represents required attachments.


**Additional Project Information**  
Optional to provide additional information on project, e.g., specific site location, lab results.

- 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.

- Once uploaded, click "Click on the document to identify the attachment type".

- Click "Site Document Type" and select the document type.

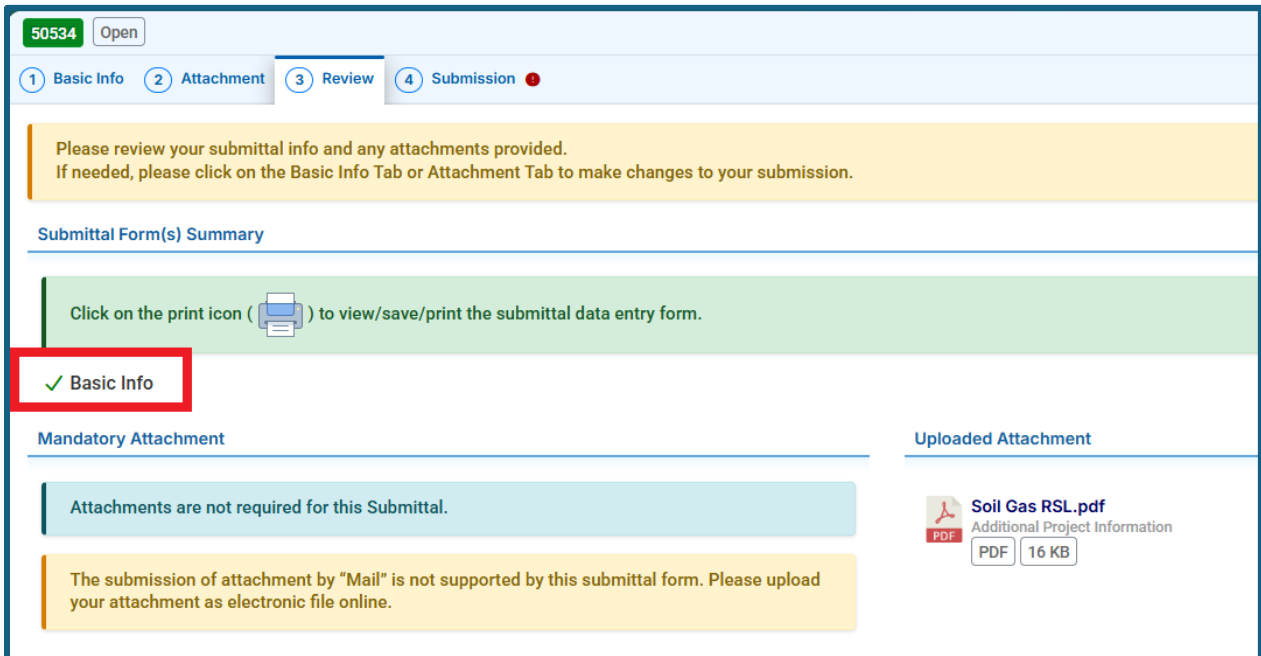


5. Add comment (optional).
6. Click to save. 
7. Add additional documents following the steps above.

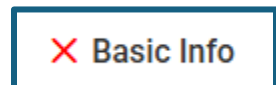
## 6 Review Tab

You may review all mandatory requirements under the "Review" tab.

1. The system will display a green checkmark (✓) if all required information is provided



2. The system will display a red 'X' (✗) if required information has not been provided.



# 7 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.

50534 Open

1 Basic Info 2 Attachment 3 Review 4 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

**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.

LUST/HOT Program Release Report

50534 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 RID: 50534  
Submitted Date: 04/01/2026 10:48:15 AM  
Submitted By: DEQ Cleanup Staff  
5032296765  
Katie.Daugherty@deq.oregon.gov

**Submittal Form Info**

Name: LUST - Report Release from Regulated, Unregulated, or HOT UST System  
Method: Online Submission

**Fee Detail**

This submittal does not require fee.

**Payment Detail**

Not Applicable.

**Uploaded Attachment List**

Soil Gas RSL.pdf  
Additional Project Information  
PDF 16 KB

**Certification**

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

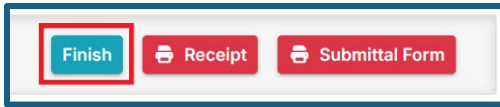
Question: Not Applicable  
Answer: Not Applicable  
PIN Number: Not Applicable  
RO: DEQ Cleanup Staff  
Sender IP: \*\*\*\*\*

**Mail-to Attachment List**

No record.

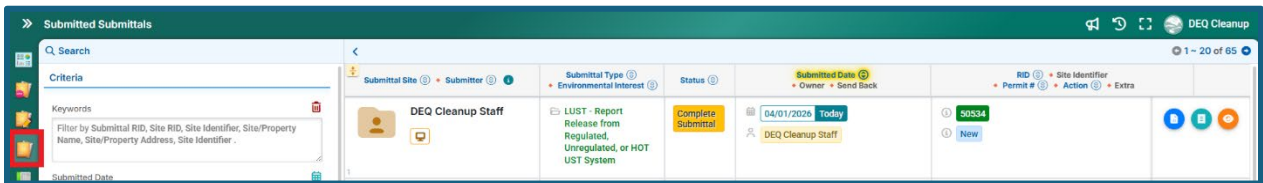
Finish Receipt **Submittal Form**

4. Click "Finish" button to return to your account.




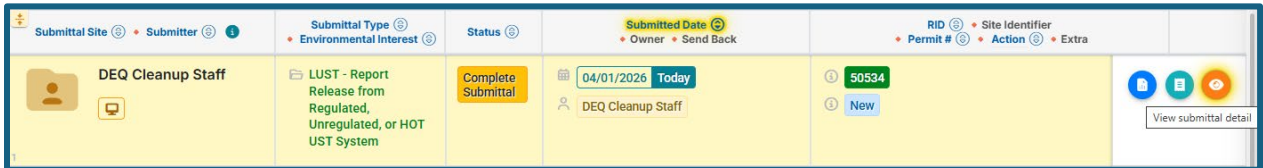
## 8 Track Your Submittal

Your completed submittal is populated to the "Submitted Submittals" 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.



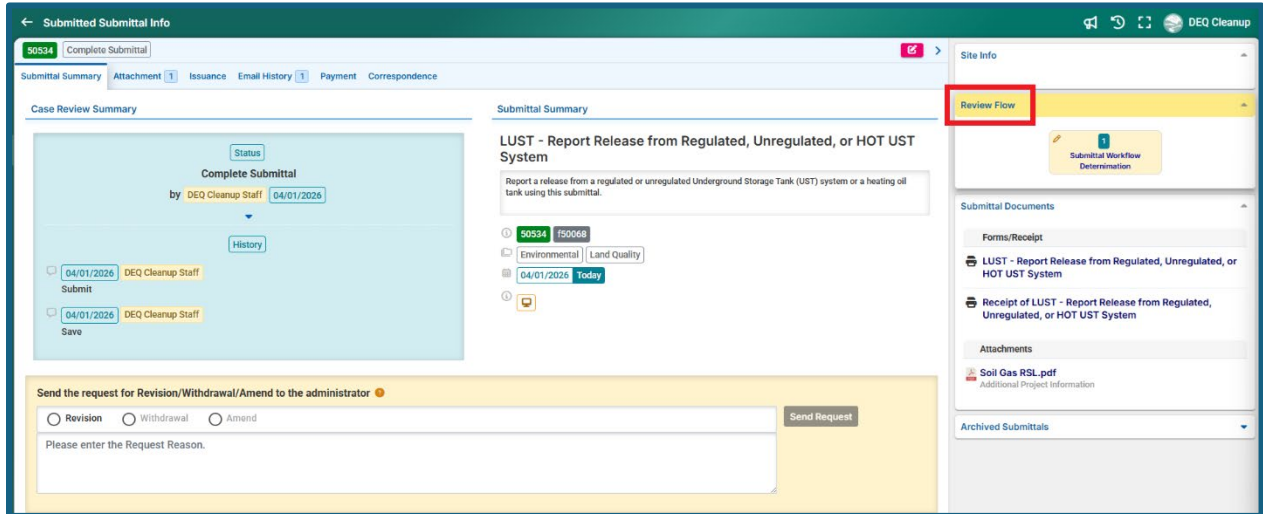
### 8.1 View Submittal Detail

Click the orange "View Submittal detail" eye button  to view the submittal's info page.



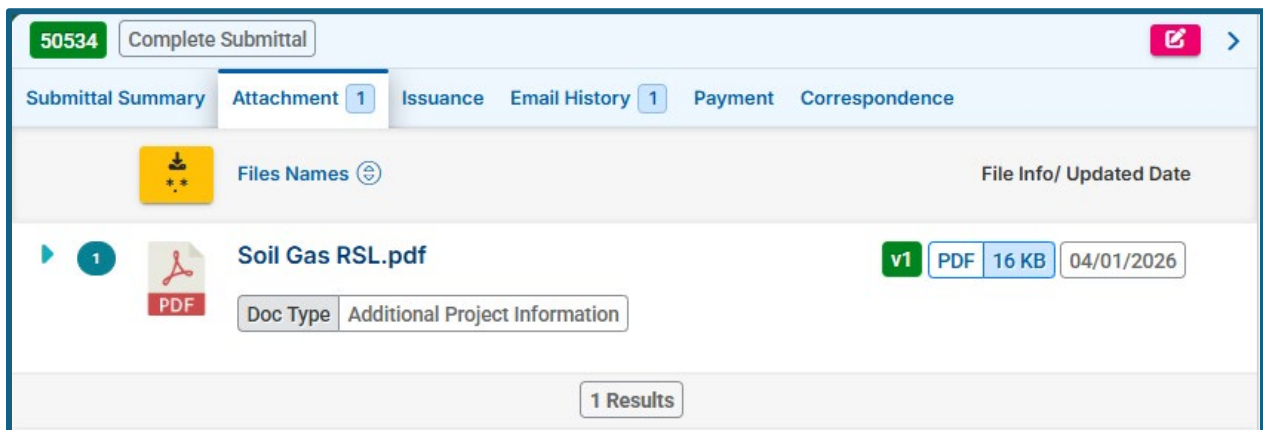
#### 8.1.1 Submittal Summary Tab

1. Track the progress of DEQ's review of the submittal through the "Review Flow" box on the right.
2. Use the "Send the request for Revision/Withdrawal/Amend to the administrator" option to request DEQ allow you to revise the submittal.



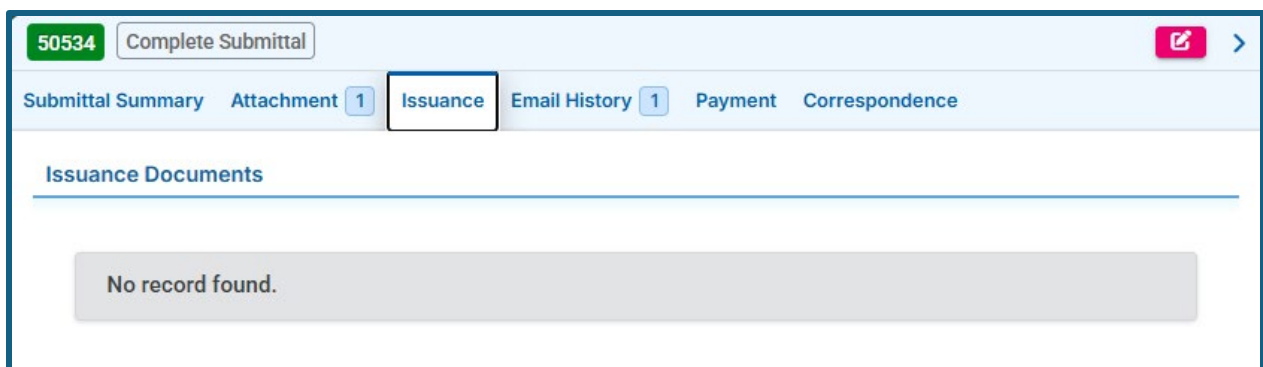
## 8.1.2 Attachment Tab

View and download the documents attached, if any, to the submittal.



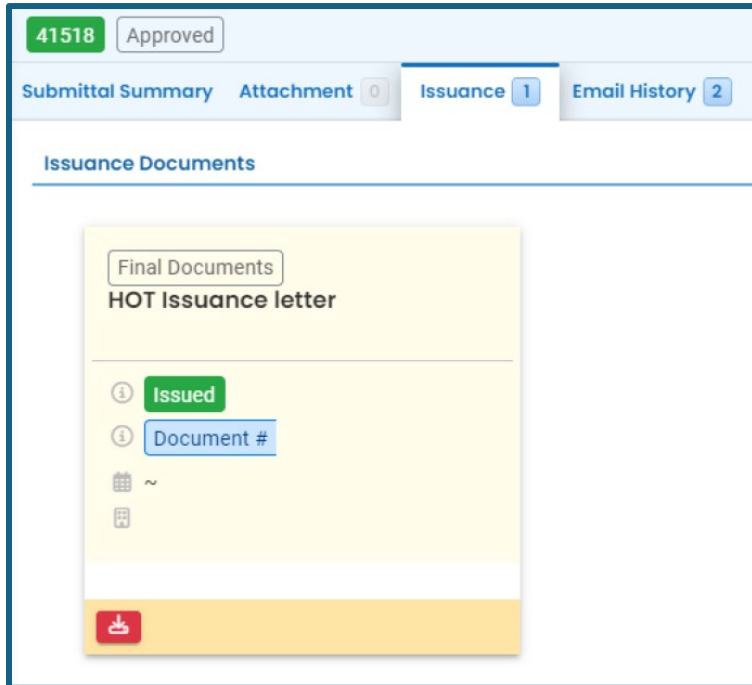
## 8.1.3 Issuance Tab

Issuances will be dependent on the tank type you selected. If your release is related to a **regulated** or **unregulated** UST, no issuances are generated within the system. A letter is prepared outside of the system and mailed to the responsible party.



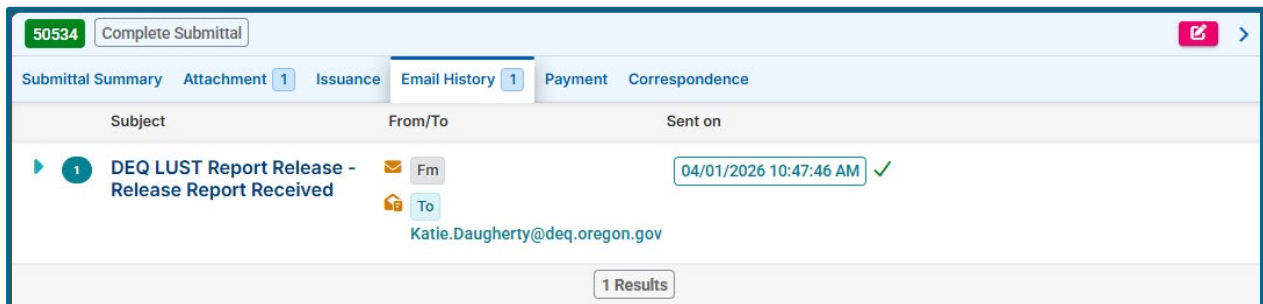
If your release is related to a **HOT**, the YDO system will generate a letter to the responsible party once DEQ completes their review and accepts the release. This letter populates to the "Issuance" tab. Click the red button to download the letter.

This letter notifies the responsible party of their liability and requirements for cleanup. Entering accurate contact information for the responsible party is very important.



### 8.1.4 Email History Tab

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



### 8.1.5 Payment Tab

Track payments related to this submittal here.

50534 Complete Submittal

Submittal Summary Attachment 1 Issuance Email History 1 Payment Correspondence

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.

## 8.1.6 Correspondence Tab

Chats with DEQ are tracked here.

50534 Complete Submittal

Submittal Summary Attachment 1 Issuance Email History 1 Payment Correspondence

Start a correspondence thread...

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

Report Type

No correspondence messages.

## 8.2 Review Form

Click the blue "Review Form" button  to access the submittal content.

Submittal Site	Submitter	Submittal Type	Status	Submitted Date	RID	Site Identifier	Permit #	Action	Extra
DEQ Cleanup Staff	DEQ Cleanup Staff	LUST - Report Release from Regulated, Unregulated, or HOT UST System	Complete Submittal	04/01/2026 Today	50534	New			

The form cannot be modified.

← LUST/HOT Program Release Report

50534 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

Tank Type

Regulated Underground Storage Tank  Unregulated Underground Storage Tank  Heating Oil Tank

Unregulated UST Type

Personal Use


Incident Information

Date Submitted: 2026-04-01

Date Discovered: 04/01/2026

Select your site  Create new site

## 8.3 Receipt Form

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

Submittal Site	Submittal Type	Status	Submitted Date	RID	Site Identifier
• Submitter	• Environmental Interest		• Owner • Send Back	• Permit #	• Action • Extra
DEQ Cleanup Staff	LUST - Report Release from Regulated, Unregulated, or HOT UST System	Complete Submittal	04/01/2026 Today DEQ Cleanup Staff	50534 New	

Receipt

R000\_Submittal\_Receipt

1 / 1 100%

**Submittal Receipt**

Department of Environmental Quality, State of Oregon  
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100 Date Created: 4/1/2026

**Submittal Summary** Submittal RID: 50534

Submitted By: DEQ Cleanup Staff Email: [Katie.Daugherty@deq.oregon.gov](mailto:Katie.Daugherty@deq.oregon.gov)

Submitted Date: 04/01/2026 10:48:15 Phone No: 503226765

**Submittal Form Information**

Submittal Name: LUST - Report Release from Regulated, Unregulated, or HOT UST System

Submission Method: Online

Action Type: New

**Payment Information (No payment due at this time)**

There is no payment due at this time.

**Uploaded Attachment List**

Attachment: Additional Project Information Filename: Soil Gas RSL.pdf Size: 16 KB

**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 offense.

Question:  
 Question's Answer: \*\*\*\*\*  
 PIN Number: \*\*\*\*\*  
 IP Address: \*\*\*\*\*

Responsible Official: DEQ Cleanup Staff