



Waste Tire Storage Annual Report User Guide

Version 1.0

October 2025



State of Oregon
Department of Environmental Quality

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Version 1.0
Last updated: October 14, 2025



Translation or other formats

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


[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.



Introduction



This document provides information necessary to complete the DEQ-approved form for reporting collected and delivered waste tires and tire-derived materials in [Your DEQ Online](#).

Important Things to Know Before Starting Your Report

The system uses a lot of icons. If you're curious about what an icon means, you can hover over it with your mouse cursor.

Unsaved entries will be lost. To avoid losing your work, press the SAVE button  (bottom right) often and before leaving the submittal.

Take note of the Submittal ID number. After pressing the SAVE button , the submittal will be assigned a unique Submittal ID number that looks like this: . It is located in the top left corner.

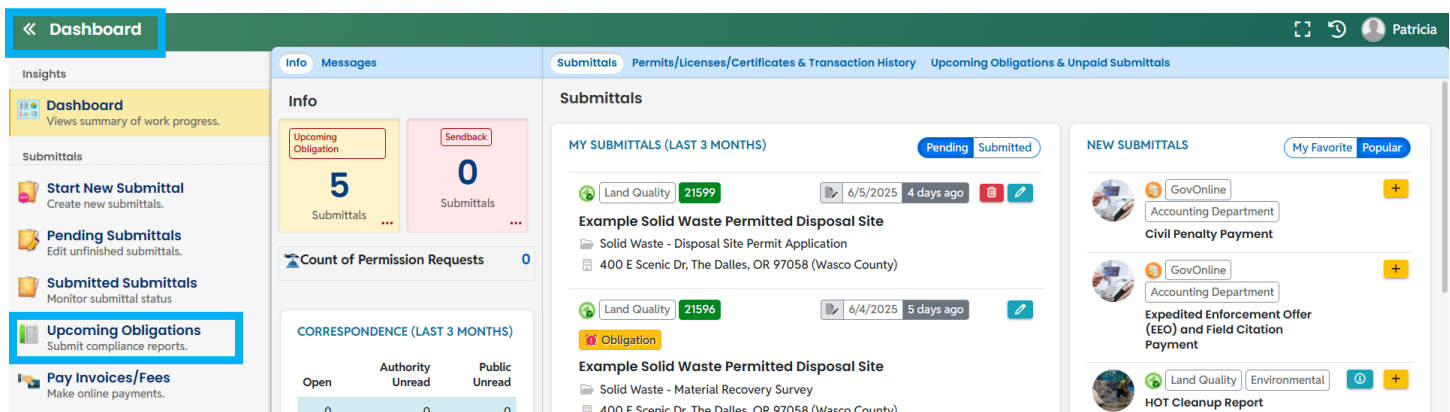
How to find submittals you are still working on. If you leave this submittal at any time after pressing the SAVE button  and before submitting, to continue working on the submittal you will need to open the Pending Submittals module (directly below Start New Submittal) and search for the Submittal ID number  found in the top left corner.

Login and Locating the Waste Tire Storage Annual Report

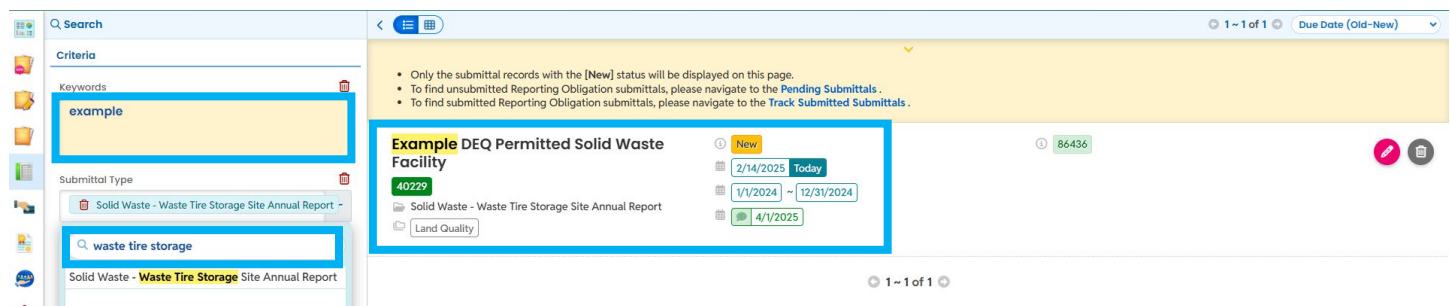
Login to your account on the [Your DEQ Online Public Portal](#). If you need assistance logging into YDO, please find detailed instructions


In the top left-hand corner of the main page (Dashboard), select the double arrow  to the left of "Dashboard". Select 'Upcoming Obligations' icon  to access a list of upcoming obligations.

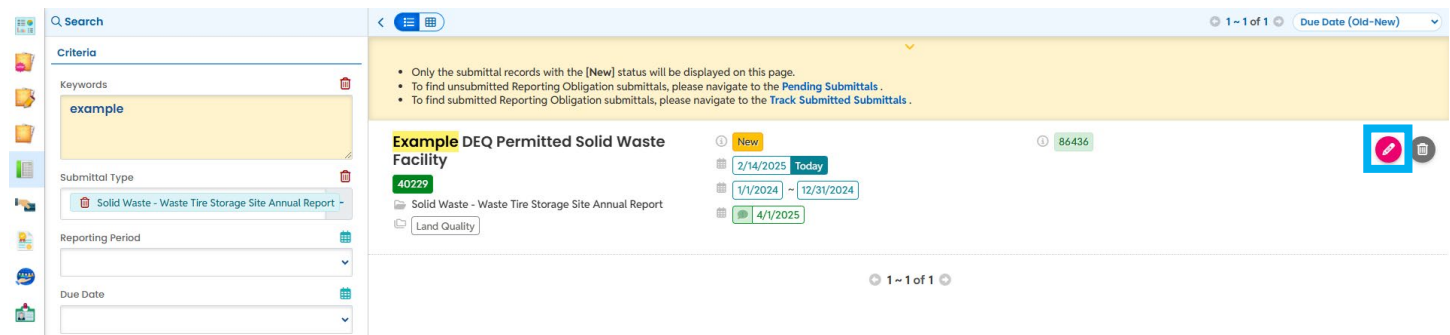
Waste Tire Storage Annual Report User Guide



To locate the correct Waste Tire Storage Annual Report in the Upcoming Obligations module, try searching for “Storage” in the Submittal Type filter. You may also use the Keywords filter to search for your facility name or Submittal ID.



Once you locate the correct Waste Tire Storage Annual Report, click the “Edit Submittal” icon  located on the far righthand side of the screen.



Completing the Waste Tire Storage Annual Report

1.1. Basic tab

The Basic Info tab first displays the:

- Reporting Period
- Facility Information
- Permit Number

Make sure the Reporting Period, Facility Information, and Permit No. shown at the top of the form are correct. If any of this information is incorrect, contact your solid waste permit coordinator listed in the contact information at the end of this guide.

40229 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the carat " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the carat again.

Reporting Period

Reporting Period Start Date: 01/01/2024 Reporting Period End Date: 12/31/2024

Facility Information

Facility Information

Example DEQ Permitted Solid Waste Facility
700700 NE Multnomah St, Portland, OR 97232

86436 Stationary

DEQ Permit No.
SW-WTSS-000X

To download a short information and instruction sheet for this form, you may click on the “Get Information” button in the far-right panel. After downloading the document, you may click on the carat (>) at the top right of the main panel to close the side panel and maximize the report screen (optional).

40221 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the carat " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the carat again.

Reporting Period

Reporting Period Start Date: 01/01/2024 Reporting Period End Date: 12/31/2024

Submittal Information

Solid Waste - Waste Tire Carrier Annual Report

Get Information



f0105009 New

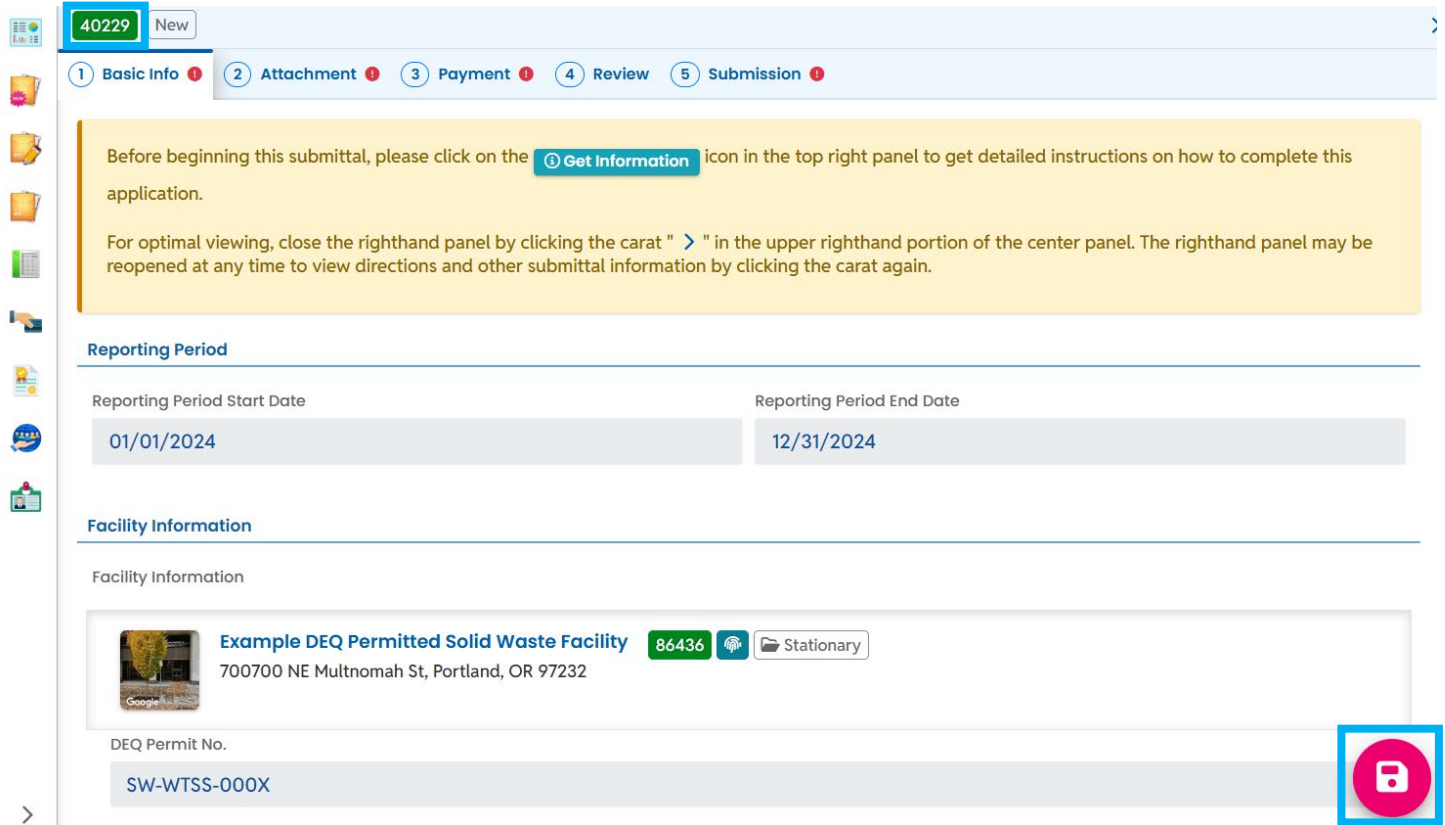
Solid Waste

Solid Waste - Waste Tire Carrier Annual Report

Attachment Types

* represents required attachments.

NOTE: Press the SAVE icon  (bottom right) often and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after pressing the SAVE icon  and before submitting, you will need to go back to the dashboard and access the submittal under “Pending Submittals” using the Submittal ID number found in the top left corner.



The screenshot shows the 'Basic Info' tab of a submittal form. At the top, there is a submittal ID '40229' and a 'New' button. Below this is a progress bar with five steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. A yellow information box contains instructions: 'Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.' and 'For optimal viewing, close the righthand panel by clicking the carat ">" in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the carat again.' Below the instructions, there are two sections: 'Reporting Period' and 'Facility Information'. The 'Reporting Period' section has two input fields: 'Reporting Period Start Date' with the value '01/01/2024' and 'Reporting Period End Date' with the value '12/31/2024'. The 'Facility Information' section has a 'Facility Information' label, a small image of a facility, the text 'Example DEQ Permitted Solid Waste Facility', a green box with the number '86436', a 'Stationary' label, and the address '700700 NE Multnomah St, Portland, OR 97232'. Below this is a 'DEQ Permit No.' field with the value 'SW-WTSS-000X'. A red square icon with a white 'S' is highlighted in the bottom right corner of the form.

In the main reporting section, under the Basic Info tab, record the tonnages of waste tires received and tire-derived materials during the reporting period by clicking on the **+ Add Item** button.



The screenshot shows the 'Basic Info' tab of a submittal form, specifically the 'Received Waste Tires and Tire-Derived Materials' section. The progress bar at the top shows five steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. A yellow information box contains instructions: 'Include all waste tires and tire-derived material generated in Oregon (including those generated from the Site) and out-of-state, in tons. In the Location field below, please provide either the city or county, and for out-of-state, please provide the state where the waste tires were generated. For those generated on site, in the Received From field, please use "generated on site".' Below the instructions is a large input area for recording waste tires and tire-derived materials. At the bottom right of this area, there is a 'Total Tons Received' label and a value of '0'. A red square icon with a white 'S' is highlighted in the bottom right corner of the form.

Fill out the required fields below. Include all those collected in Oregon and out of state, in tons. If waste tires and tire-derived materials are received from multiple sources, click on the same **+ Add Item** button as many times as necessary.

Received Waste Tires and Tire-Derived Materials (including those generated in Oregon and those from out-of-state, in tons)

Include all waste tires and tire-derived material generated in Oregon (including those generated from the Site) and out-of-state, in tons. In the Location field below, please provide either the city or county, and for out-of-state, please provide the state where the waste tires were generated. For those generated on site, in the Received From field, please use "generated on site".

1	Received From (Carrier Name)	Carrier Permit Number (if applicable)	Location (City or County/State)	Material Type	Total Tons
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.	Required.	Required.

Total Tons Received 0

+ Add Item

Record tonnages for shipped waste tires and tire-derived materials during the reporting period by clicking the **+ Add Item** button.

Shipped Waste Tires and Tire-Derived Materials (including those shipped to locations in Oregon and out-of-state, in tons)

Delivery sites must be DEQ-approved sites. If you hired someone to haul waste tires for you, they must be a DEQ-permitted waste tire carrier or meet permit exemption criteria identified in OAR 340-096-0260(3) to be exempt from permitting. Include all waste tires and tire-derived materials, shipped for storage (S), recovery (R), energy (tire-derived fuel) (E), or disposal (D), including those shipped to delivery sites in Oregon and out-of-state, in tons.







Total Tons Shipped to Delivery Site(s) 0

+ Add Item

All fields below must be completed. Include the total amount of waste tires and tire-derived materials shipped for storage (S), recovery (R), energy (as tire-derived fuel, E), or disposal (D). This should include shipments to locations in Oregon and out-of-state, measured in tons. If you are shipping waste tires and tire-derived materials to multiple DEQ-approved delivery sites, click the same **+ Add Item** button as many times as necessary.




Shipped Waste Tires and Tire-Derived Materials (including those shipped to locations in Oregon and out-of-state, in tons)

Delivery sites must be DEQ-approved sites. If you hired someone to haul waste tires for you, they must be a DEQ-permitted waste tire carrier or meet permit exemption criteria identified in OAR 340-096-0260(3) to be exempt from permitting. Include all waste tires and tire-derived materials, shipped for storage (S), recovery (R), energy (tire-derived fuel) (E), or disposal (D), including those shipped to delivery sites in Oregon and out-of-state, in tons.


1	Shipped To (Delivery Site Business Name)	Delivery Site Address	Disposition (S, R, E, or D)	Material Type	Tons
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	 Required.	 Required.	 Required.	 Required.	 Required.
Total Tons Shipped to Delivery Site(s)					0
+ Add Item					

Please fill out the following waste tire and tire-derived material tracking worksheet on your screen. All fields must be completed.

Waste Tires and Tire-Derived Material Tracking Worksheet

A. Tons at the Facility on January 1	<input type="text"/>
	 Required.
B. Number of Tons Received During Year	<input type="text"/>
	 Required.
C. Total Tons Received (A + B)	<input type="text"/>
D. Tons Shipped	<input type="text"/>
	 Required.
E. Calculated Tons Remaining at the Facility on December 31	<input type="text"/>
Does the value calculated in E match the actual tonnage at the Facility on December 31	
<input type="radio"/> Yes <input type="radio"/> No	

When your entries are complete, click the SAVE icon  on the bottom right of the screen to save your progress.

NOTE: Once you complete all the required fields by following the above instructions, the red icon  next to the Basic Info tab at the top of the page will disappear and you can go to the Attachment tab.

1.2. Attachment tab

Go to the Attachment tab where you may attach your evidence of financial assurance and any other supporting documents to the submittal. Each attached document must be:


Waste Tire Storage Annual Report User Guide

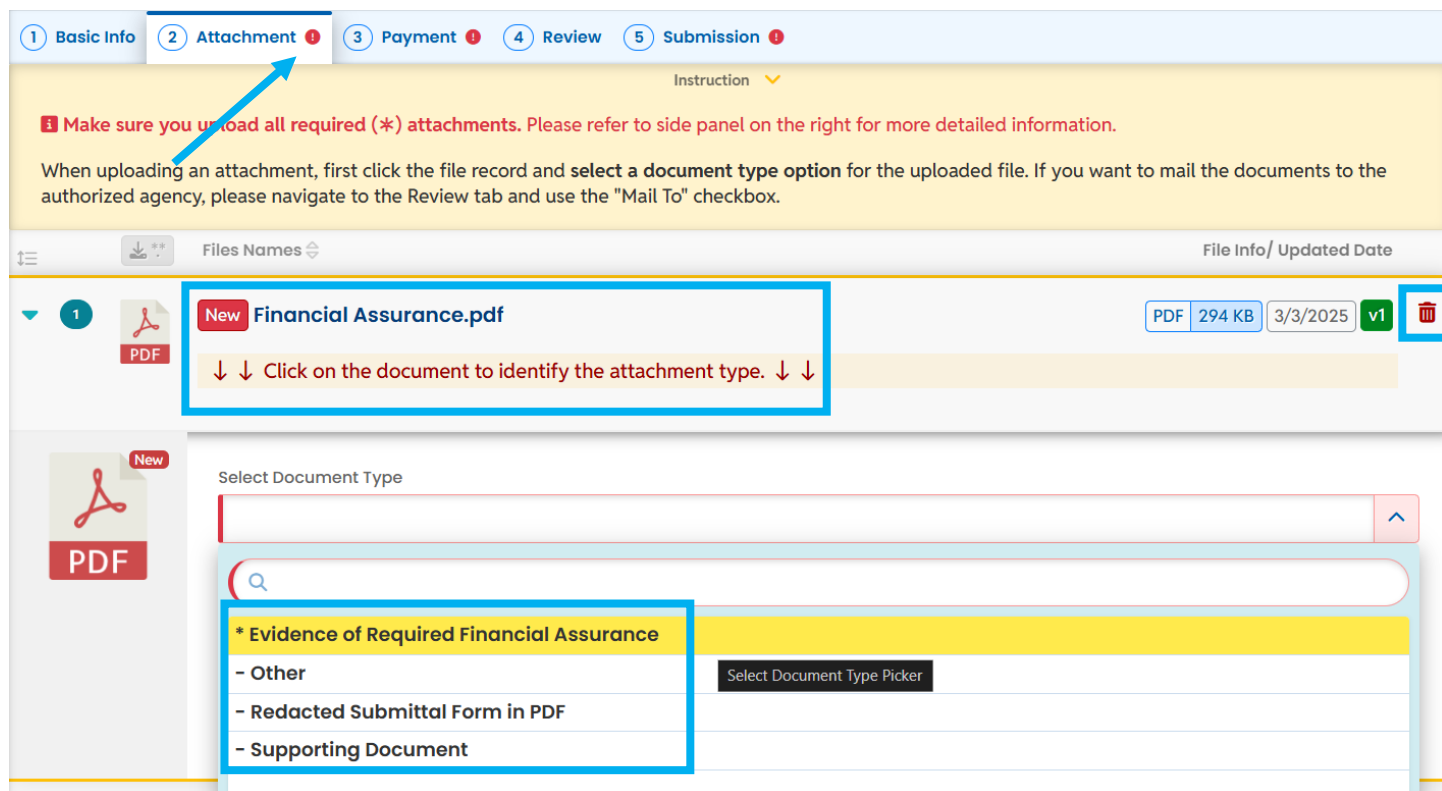
- labeled with a document type
- a file type listed in the righthand navigation pane

There are two ways to add attachment(s):

- “Click to Upload or Drag Files Over Here” bar which opens a document detail box that allows you to select a document(s) to attach/upload; or
- “Drag and Drop” the files of your choice anywhere on the Attachment Tab page.


After uploading, click the document and a “Select Document Type” dropdown will appear. Click the dropdown arrow to view a list of document types. For this submission, you are required to upload at least the evidence of financial assurance document type to meet the necessary requirements. Once this required attachment has been uploaded, labeled and saved, you can also add additional attachments if needed.

NOTE: If you have saved a document with an incorrect document type, you will have to delete the document using the  on the upper right and reattach the document to select the correct document type.




The screenshot displays the 'Attachment' tab in a multi-step process. The tabs are: 1 Basic Info, 2 Attachment (active), 3 Payment, 4 Review, and 5 Submission. An instruction box states: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.'

A file record for 'Financial Assurance.pdf' is shown with details: PDF, 294 KB, 3/3/2025, v1, and a delete icon. Below the file name, a prompt says: 'Click on the document to identify the attachment type.' A side panel on the left shows a 'Select Document Type' dropdown menu with options: '* Evidence of Required Financial Assurance', '- Other', '- Redacted Submittal Form in PDF', and '- Supporting Document'. A 'Select Document Type Picker' button is also visible.


Enter a brief description of the document in the "Comments" section and press the SAVE icon  at the bottom right of the screen or the attachment will not successfully upload.

1




PDF

New **Financial Assurance.pdf**

PDF 294 KB 3/3/2025 v1 

Doc Type

Evidence of Required Financial Assurance



PDF

New

Select Document Type

Evidence of Required Financial Assurance

▼


Comments

Evidence of Required Financial Assurance

(Remaining Length: 3960)

1 Results

Click to Upload or Drag Files Over Here




NOTE: If you believe your submission meets the requirements outlined in [ORS 192.345](#), you must specify the applicable exemption. Additionally, submit both an unredacted version and a redacted version of your document.

NOTE: If you need to mail the documents to DEQ, please go to the Review tab and check the "Mail To" checkbox. After checking the box, the relevant mailing address will appear. Mail the documents to the regional permit coordinator for the region in which your facility is located.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.

✓ Basic Info

Fees/Payments

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

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

* Evidence of Required Financial Assurance


Evidence of Required Financial Assurance.

pdf


☐ Mail to

Uploaded Attachment

No record.



1.3. Payment tab

Make sure all required data is entered on the Basic Info tab and click the SAVE icon  before proceeding to the Payment tab.




On the Payment tab, you will see your total calculated fees for the DEQ Solid Waste – Waste Tire Carrier Permit Compliance, which includes the applicable fees (Reference: [OAR 340-097-0110](#) and [OAR 340-097-0120](#)) along with the 4% technology fee.

Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except agency-issued penalties. The fee, which was authorized by the 2021 Oregon Legislature, is necessary to pay for the annual operation and maintenance costs of the system. For more information about the fee, visit [YDO technology fee FAQ](#).

For detailed instructions on how to complete your payment, please refer to the following instructions: [How to Make a Payment in YDO User Guide](#).

1.4. Review tab

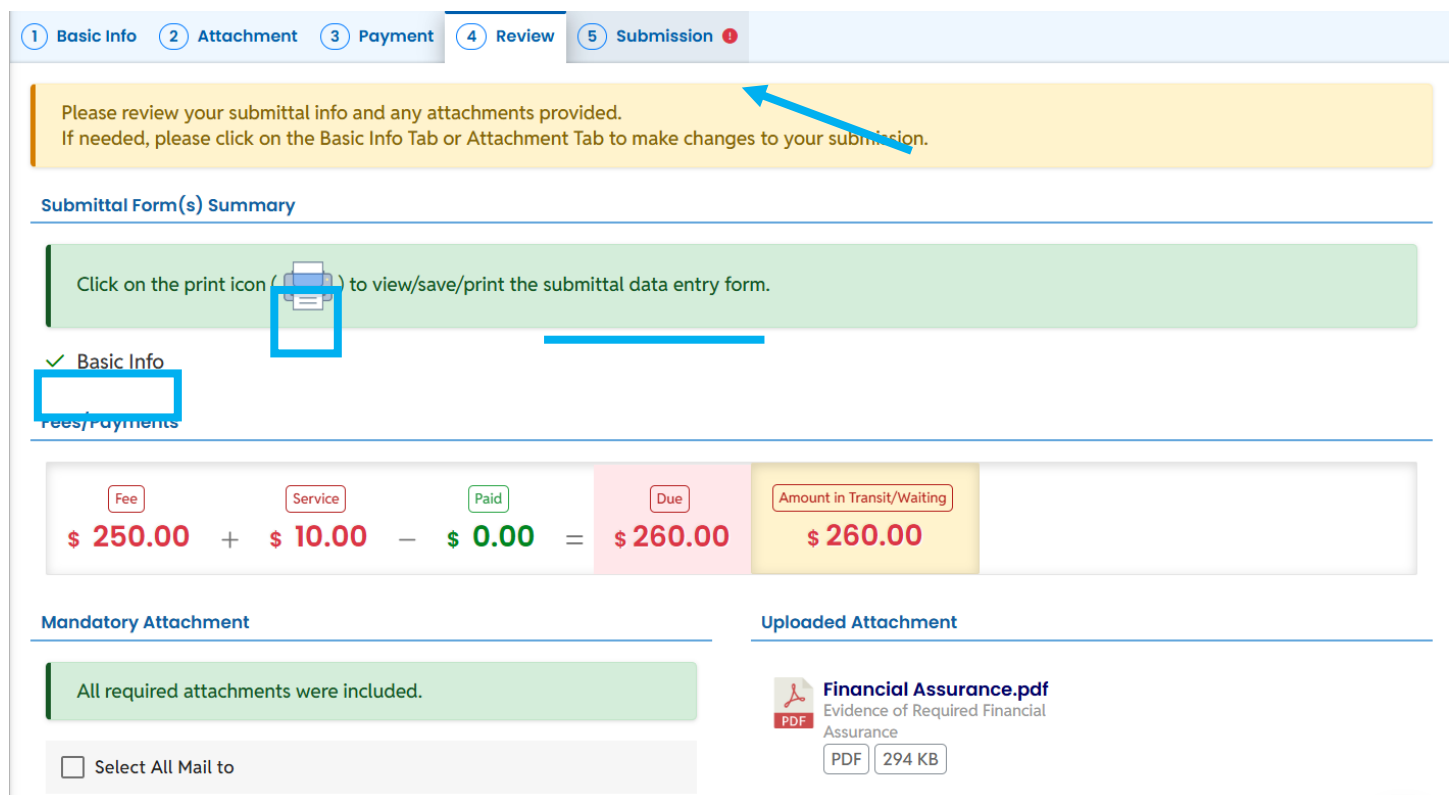
Congratulations! You are almost done. Please review your submittal information and any attachments.


When a green  indicator is displayed next to “Basic Info” below the green bar, and the only notification  is on the Submission tab, please click the printer icon  to open the submission data entry form. This form provides a draft summary of the information you entered in the Basic Info tab). Review the information carefully to ensure its accuracy, as this is your last opportunity to update content and attachments before submitting.

NOTE: If the PDF fails to appear, you may need to disable your browser’s pop-up blocker.

Once you are satisfied with your submission, go to the Submission tab.


NOTE: If you are having issues with your review, please refer to the troubleshooting section below.

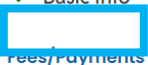


1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission 

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.

✓ Basic Info 

Fees/Payments


Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 250.00	+	\$ 10.00	-	\$ 0.00
			=	\$ 260.00
				\$ 260.00

Mandatory Attachment

All required attachments were included.

☐ Select All Mail to

Uploaded Attachment

 **Financial Assurance.pdf**
Evidence of Required Financial Assurance
PDF 294 KB

TROUBLESHOOTING

Potential Basic Info tab issues


Under the Submittal Form(s) Summary section, if the Basic Info tab has any missing required information, you will see a red **x** next to the words “Basic Info” below the green bar. You will also see a red indicator **!** on the Basic Info tab. This icon **!** on the Submission tab is correct at this point.

Go to the Basic Info tab and fill in any required fields that are missing. Once all required information is entered, the red indicator **!** will no longer display on the Basic Info tab.

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

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.


Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.
Please see the data validation result below to see if the "required" data are entered.

x Basic Info

Potential Attachment tab issues

If you have added an attachment but did not specify the “document type,” you will see the message “Missing the attachment type” under the pink bar in the lower right corner. Additionally, a red icon **!** will be displayed on the Attachment tab. (The icon **!** displayed on the Submission tab is correct at this point).

Navigate to the Attachment tab, specify the document type, and press the SAVE icon .

1 Basic Info

2 Attachment


3 Payment

4 Review

5 Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.

✓ Basic Info

Fees/Payments

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 250.00	+ \$ 10.00	- \$ 0.00	= \$ 260.00	\$ 260.00

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

* Evidence of Required Financial Assurance


Evidence of Required Financial Assurance.

pdf

☐ Mail to

Uploaded Attachment

Please specify the attachment type for all attachments.

 Financial Assurance.pdf

PDF

294 KB

Missing the attachment type.

If you're unable to upload the required attachments to this submittal, please contact your regional permit coordinator by referring to the [contact information](#) at the end of this user guide.

1 Basic Info2 Attachment3 Payment4 Review5 Submission 1

Mandatory Attachment

All required attachments were included.

Please mail the attachment to:

Northwest Region
Environmental Partnerships
700 NE Multnomah St., Suite 600
Portland, OR 97232

Phone: 503-229-5353
SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov

Eastern Region
Materials Management Program
400 E Scenic Drive, Suite 307
The Dalles, OR 97058

Phone: 541-298-7257
ERPermit.Coordin@deq.oregon.gov

Western Region
Materials Management Program
165 E Seventh Ave., Suite 100
Eugene, OR 97401

Phone: 541-687-7465
DEQWR.SolidWastePermitCoordinator@deq.oregon.gov

☒ Select All Mail to

* Evidence of Required Financial Assurance

Evidence of Required Financial Assurance. pdf

☒ Mail to

Uploaded Attachment

No record.

1.5. Submission tab

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement.

Click the Submit button at the bottom of the Submission tab to complete your facility's Waste Tire Storage Annual Report.

NOTE: Until you submit using the blue Submit bar, your report will remain as pending (saving is not submitting).

Waste Tire Storage Annual Report User Guide

1 Basic Info2 Attachment3 Payment4 Review5 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

If for some reason you are not ready to submit, please click the SAVE icon  before leaving the submittal screen. When you are ready to continue working on this submittal it will appear in the Pending Submittals module on your Dashboard.

Insights



Dashboard

Views summary of work progress.

Submittals



Start New Submittal

Create new submittals.



Pending Submittals

Edit unfinished submittals.



Submitted Submittals

Monitor submittal status



Upcoming Obligations

Submit compliance reports.



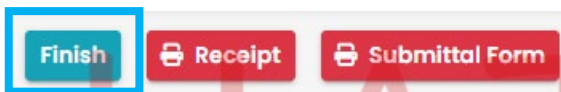
Pay Invoices/Fees

Make online payments.

If your submittal is successful, a screen will display that will allow you to save a copy of your final submittal and receipt. *DEQ recommends saving both for your records.*

NOTE: The Submittal Form reflects the date, time and complete information provided on the Basic Info tab. The Receipt Form reflects the date and time but does not reflect the information provided on the Basic tab.

To return to your Dashboard, click the Finish button in the lower righthand corner.



Staff Contact

Information about solid waste permits and DEQ's regulations can be found on the [DEQ Solid Waste Program webpage](#).

All inquiries regarding completion of this form and its contents should be directed to the Reporting & Invoicing Coordinator at 503-229-6434 or sw.feereporting@deq.oregon.gov.

All Counties	Contact:
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler, Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Reporting & Invoicing Coordinator Materials Management Program 700 NE Multnomah St., Suite 600 Portland, OR 97232-2131 Phone: 503-229-6434 sw.feereporting@deq.oregon.gov

All inquiries regarding the permit associated with this reporting form should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ's regional offices are as follows:

If your facility/project is in this county...	...then send to this DEQ office
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler	Eastern Region Materials Management Program 400 E Scenic Drive, Suite 307 The Dalles, OR 97058 Phone: 541-298-7257 DEQER.SolidWastePermitCoordinator@deq.oregon.gov
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington	Northwest Region Environmental Partnerships 700 NE Multnomah St., Suite 600 Portland, OR 97232 Phone: 503-229-5353 DEQNR.SolidWastePermitCoordinator@deq.oregon.gov

Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Western Region Materials Management Program 165 E Seventh Ave., Suite 100 Eugene, OR 97401 Phone: 541-687-7465 DEQWR.SolidWastePermitCoordinator@deq.oregon.gov
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Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

Revision history

Revision	Date	Changes	Editor
1.0		Initial draft	EMK
1.0	6/27/2025	Style edits	LKS
1.0	10/13/2025	PA review	JF
1.0	10/14/2025	Publish review	AH