



User Guide

Ad Hoc Submittal Form

June 2025



State of Oregon
Department of Environmental Quality

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Translation or other formats

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System overview

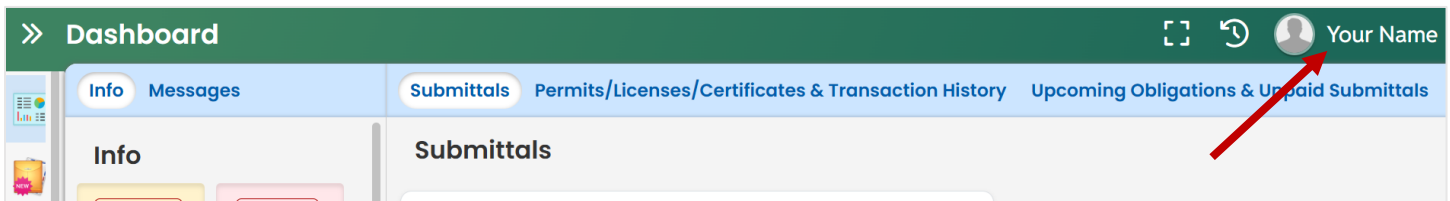
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.


[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.

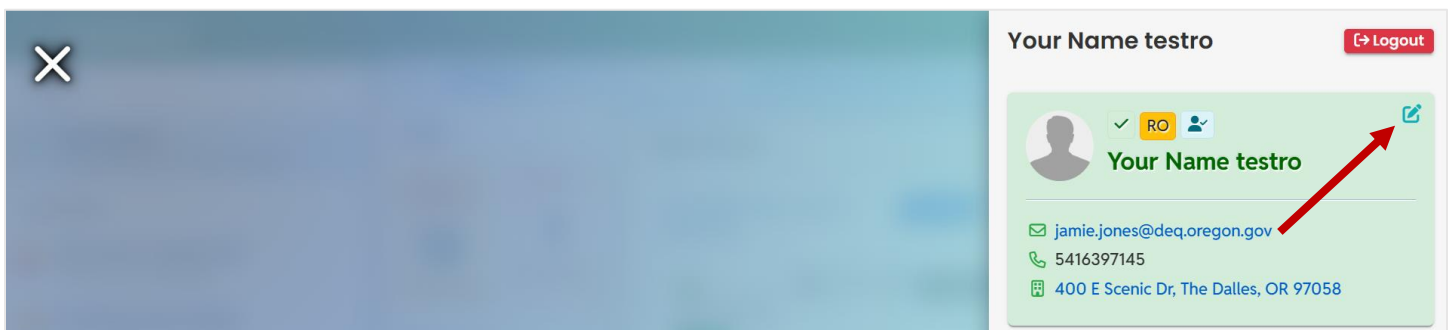
Getting started in YDO

To apply for a beneficial use determination, you must have a Responsible Official account and have the Solid Waste submittal group selected. If you already have this account type and submittal group selected, you can skip to the next section. If you do not already have a Responsible Official account, the [Public Account Registration and Management Guide](#) has instructions to create one. For additional information and tools, visit [Your DEQ Online Account Registration](#) website.

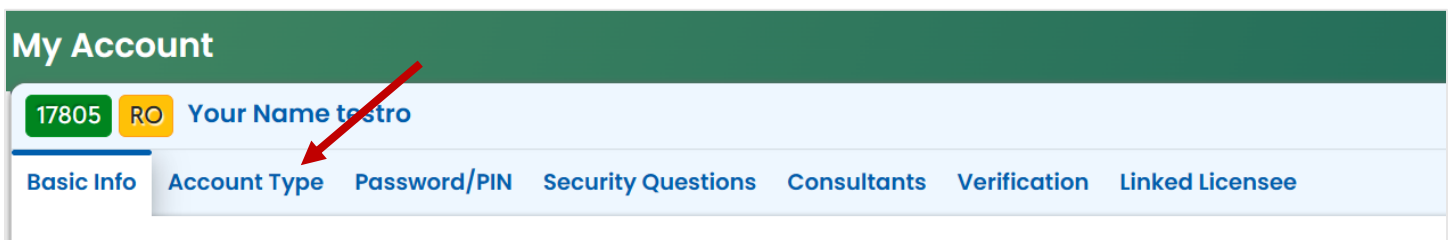
To add Solid Waste to an existing account, click your name in the top right corner.




In the panel that opens, click the Go to my account icon 



Click the Account Type tab



Scroll down to the Submittal Groups section, check the Solid Waste box and click the Save icon .

Basic Info	Account Type	Password/PIN	Security Questions	Consultants	Verification	Linked Licensee
<input type="checkbox"/> 8 Asbestos	<input type="checkbox"/> 3 CAFO	<input type="checkbox"/> 4 Cleaner Air Oregon				
<input type="checkbox"/> 3 Cleanup and Site Remediation	<input type="checkbox"/> 8 Climate Protection Program *	<input type="checkbox"/> 1 Gasoline Transporter				
<input type="checkbox"/> 5 General NPDES Domestic	<input type="checkbox"/> 17 General NPDES Industrial	<input type="checkbox"/> 4 General NPDES Mining				
<input type="checkbox"/> 5 General WPCF Domestic	<input type="checkbox"/> 10 General WPCF Industrial	<input type="checkbox"/> 5 Greenhouse Gas Reporting *				
<input type="checkbox"/> 13 Hazardous Waste	<input type="checkbox"/> 8 Heating Oil Tank	<input type="checkbox"/> 16 Individual NPDES Domestic				
<input type="checkbox"/> 7 Individual NPDES Industrial	<input type="checkbox"/> 14 Individual WPCF Domestic	<input type="checkbox"/> 7 Individual WPCF Industrial				
<input type="checkbox"/> 6 Leaking Underground Storage Tank	<input type="checkbox"/> 10 MS4 - Municipal Separate Storm Sewer System	<input type="checkbox"/> 7 NPDES- Stormwater (Construction)				
<input type="checkbox"/> 23 NPDES- Stormwater (Industrial)	<input type="checkbox"/> 3 NPDES: Public Agencies Only 1200-CA *	<input type="checkbox"/> 2 Sewage Disposal Service License				
<input checked="" type="checkbox"/> 31 Solid Waste	<input type="checkbox"/> 3 Third-Party Verification *	<input type="checkbox"/> 8 UIC - Underground Injection Control				
<input type="checkbox"/> 21 Underground Storage Tank	<input type="checkbox"/> 2 Wastewater Operator Certificate	<input type="checkbox"/> 6 WPCF - Onsite				

Introduction

This document provides information necessary for completing the DEQ-approved form for submitting Permit Application, Permit Exemption, Beneficial Use Determination or Notification **related documents** for DEQ review that would not result in the need for a permit modification. This includes but is not limited to:

Notifications	Reports
<ul style="list-style-type: none"> • Noncompliance <ul style="list-style-type: none"> ○ Fire ○ Methane Exceedance ○ Monitoring Well Damage Report ○ Prohibited Waste • Resampling • Sampling 	<ul style="list-style-type: none"> • Groundwater Monitoring Report • Surface Water Monitoring Report • Leachate Monitoring Report • Landfill Gas Monitoring Report • Site Evaluation Report • Site Characterization Report • Construction Certification Report • Monitoring Well Installation Report • Preliminary Assessment Report

Plans	
<ul style="list-style-type: none"> • Operations Plan updates <ul style="list-style-type: none"> ○ Special Waste Management Plan ○ Covered Electronic Device (CED) Plan ○ Feedstock Management Plan ○ Leachate Management Plan • Site Design and Engineering Plan • Environmental Monitoring Plan updates <ul style="list-style-type: none"> ○ Groundwater Monitoring Plan ○ Irrigation Plan ○ Landfill Gas Migration Control Plan ○ Landfill Gas Monitoring Plan ○ Leachate Recirculation Plan ○ Leachate Release Control Plan ○ Site Assessment Plan ○ Surface Water Monitoring Plan ○ Vadose Zone Monitoring Plan ○ Remediation Plan ○ Corrective Action Plan 	<ul style="list-style-type: none"> • Closure and Post-Closure Plan updates <ul style="list-style-type: none"> ○ Conceptual Plan ○ Worst-Case Scenario Plan ○ Subtitle D Plan ○ Final Engineered Plan • Ash and Residue Disposal Plan • Construction Plan • Construction Quality Assurance (CQA) Plan • Detailed Plans and Specifications • Engineering Plans • Facility Design and Construction Plan • Material Management Plan • Monitoring Plan • Odor Minimization Plan • Pathogen Reduction Plan • Plan drawings • Quality Assurance Quality Control (QA/QC) • Site Design and Engineer Plan • Site Development Plan • Sludge Removal Plan • Temporary Closure • Work Plan



Do Not Use This Form for the following:

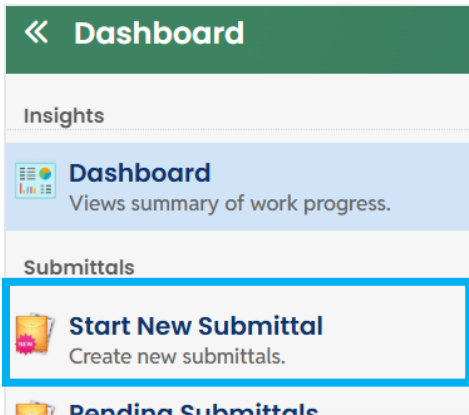
- Permit Applications, Permit Exemptions, Beneficial Use Determinations or Notifications
- Updates to Financial Assurance Mechanisms
- Closure Deed Notification
- Reports
 - Tonnage Reports
 - Financial Assurance Annual Updates
 - Annual Environmental Monitoring Report
 - Annual Site Evaluation Report
 - Beneficial Use Determination Annual Report
 - Material Recovery Survey
 - Household Hazardous Waste Annual Report


1. Ad hoc submittal instructions

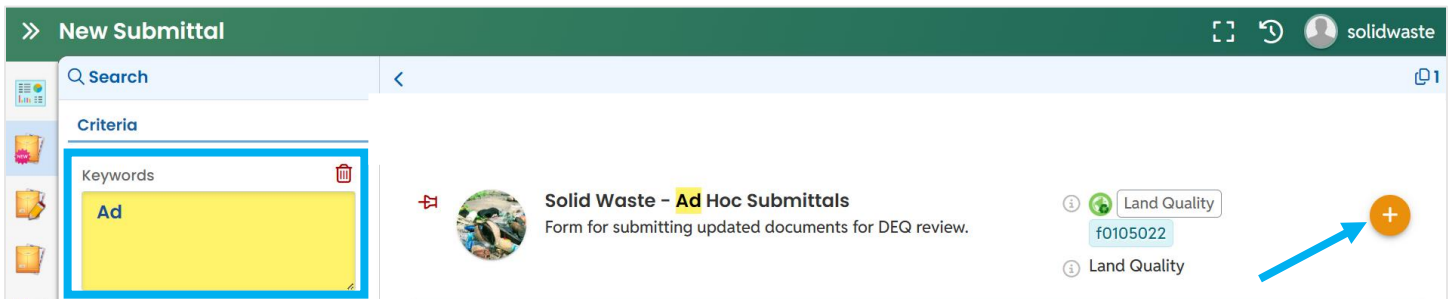
1.1 How to find the Solid Waste - Ad Hoc Submittal

Login to your account on the [Your DEQ Online Public Portal](#).

In the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the ‘Start New Submittal’ icon  to create a new submittal.






In the Keywords section, type in the first letters of the submittal form you want to fill out. For this submittal DEQ recommends “Ad”. Once your submittal form has appeared, click the Create New Application icon  on the right side of the screen.





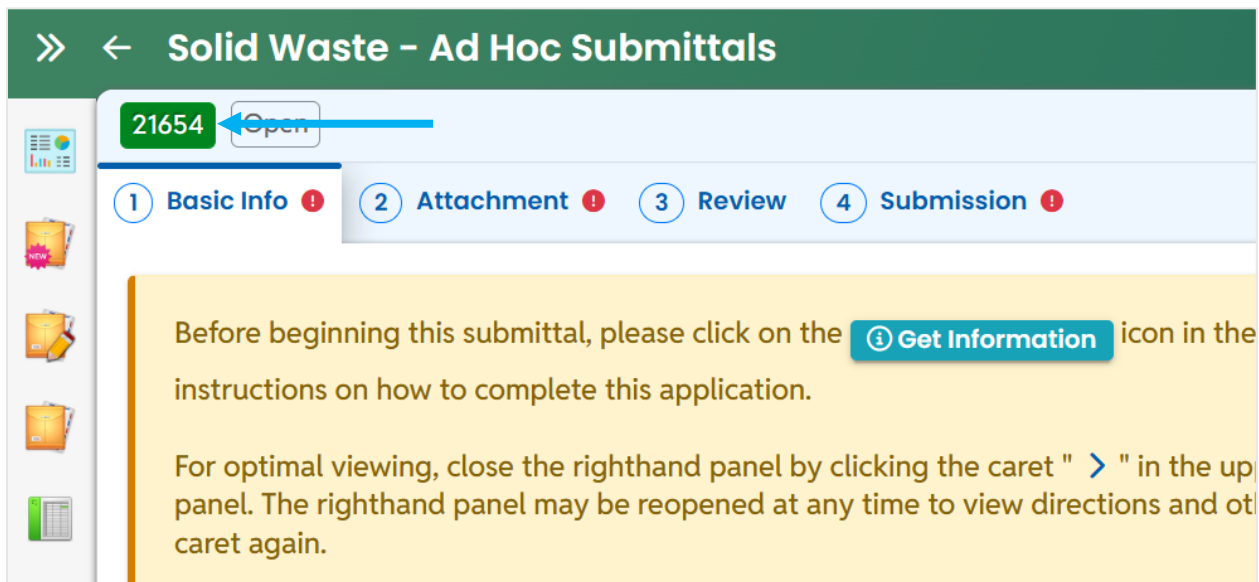
1.2 Important things to know before you start your application

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

Unsaved entries will be lost. To avoid losing your work, click the Save icon  (bottom right) frequently and before leaving the submittal.

Take note of the Submittal ID number. After clicking the Save icon , the submittal will be assigned a unique Submittal ID number . It is in the top left corner.

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



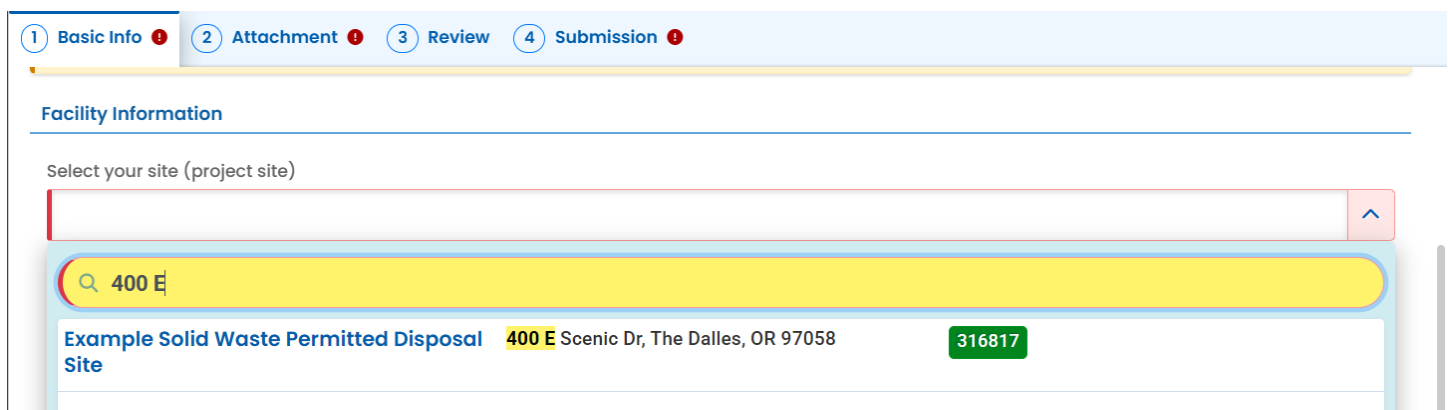
1.3 Basic info tab

These instructions are for completing the Basic Info tab for an Ad Hoc submittal.

1.3.1 Facility information section

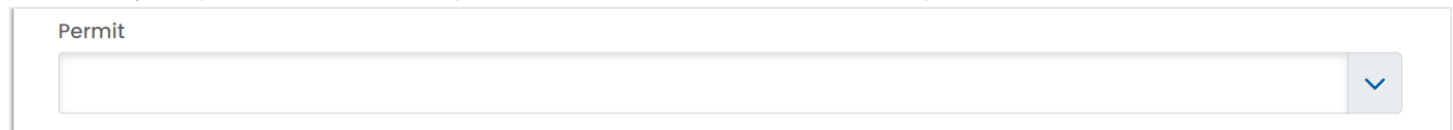
Select your site (project site) instructions:

To select your facility, click the dropdown and then click on the correct facility. If you have several facilities linked to your account, DEQ recommends typing in a partial street address to narrow the search results. In the example below, DEQ entered “400 E”.





The screenshot shows the 'Basic Info' tab selected in a navigation bar. Below the navigation bar, the 'Facility Information' section is visible. It contains a dropdown menu labeled 'Select your site (project site)'. The dropdown is open, showing a search bar with '400 E' entered. Below the search bar, a list of search results is displayed. The first result is 'Example Solid Waste Permitted Disposal Site' with the address '400 E Scenic Dr, The Dalles, OR 97058' and a green box containing the zip code '316817'.

To select your permit, click the dropdown and then click on the correct permit.



The screenshot shows a dropdown menu labeled 'Permit'. The dropdown is open, showing a list of permits. The first item is a blank space, and the second item is a blue arrow pointing down.

If a facility or permit associated with your account does not display, contact your regional permit coordinator, as noted in section 2 of this document, Solid Waste Permitting Staff Contacts, page 21.

At this point, all sections within the Basic Info tab should be complete. Click the Save icon . If the red warning icon  still appears next to Basic Info tab, review sections to ensure all required information has been entered.

1.4 Attachment tab

Go to the Attachment tab to add all required attachments to the submittal.

In the righthand panel of the screen, there is a list of required and optional attachments. A red asterisk * next to an attachment indicates that it is required.

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction

*** 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.

Click to Upload or Drag Files Over Here

Attachment Types

* represents required attachments.

*** Supporting Document**
If you're unable to upload all of your supporting documents to this submittal (due to size limitations) and plan to mail, email, or upload via ETP, please indicate the

Each attached document must be:

- labeled with a document type
- a file type (PDF, excel, etc.) listed in the righthand navigation pane

NOTE: If you are experiencing issues uploading or attaching your document, please request assistance from your regional permit coordinator, as noted in section 2 of this document, Solid Waste Permitting Staff Contacts, page 21.

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 anywhere on the Attachment Tab page.

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction


*** 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.

Click to Upload or Drag Files Over Here


Once uploaded, click on the document and a “Select Document Type” dropdown will appear. Click on the dropdown for a list of document types.

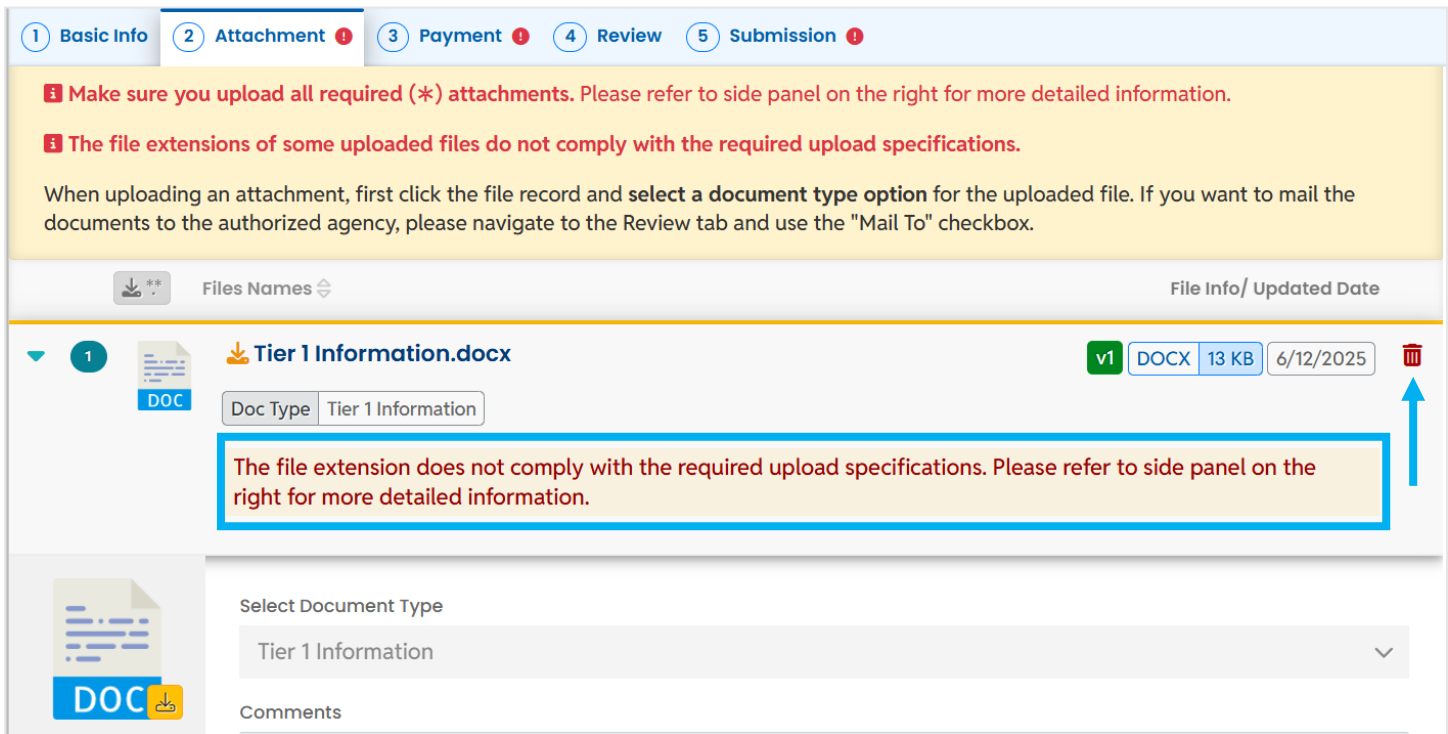
The screenshot shows a document titled "Operations Plan.pdf" (16 KB, 6/25/2025) with a red warning icon. A yellow banner prompts the user to "Click on the document to identify the attachment type." Below, the "Select Document Type" dropdown is open, showing options: "Other", "Redacted Submittal Form in PDF", and "Supporting Document" (highlighted in yellow).

Enter a brief description of the document in the “Comments” field and click the Save icon  at the bottom right of the screen to successfully upload the attachment.

Once the required attachments are uploaded, labeled and saved, the red warning icon  will disappear. You may repeat this process to add any optional or supplementary attachments.

The screenshot shows the document "Operations Plan.pdf" with the "Supporting Document" type selected. The "Comments" field contains the text "Updated Operations Plan 2025". The "Save" icon is highlighted with a blue box. The "Submission" step in the top navigation bar is marked with a red warning icon. The "1 Results" button is visible at the bottom.

NOTE: If you have saved a document with an incorrect document type or format, you will have to delete the document using the Delete icon  on the upper right and re-attach the document to select the correct document type.



1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

The file extensions of some uploaded files do not comply with the required upload specifications.

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.

Files Names File Info/ Updated Date

1 Tier 1 Information.docx v1 DOCX 13 KB 6/12/2025

DOC Type Tier 1 Information

The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.

Select Document Type

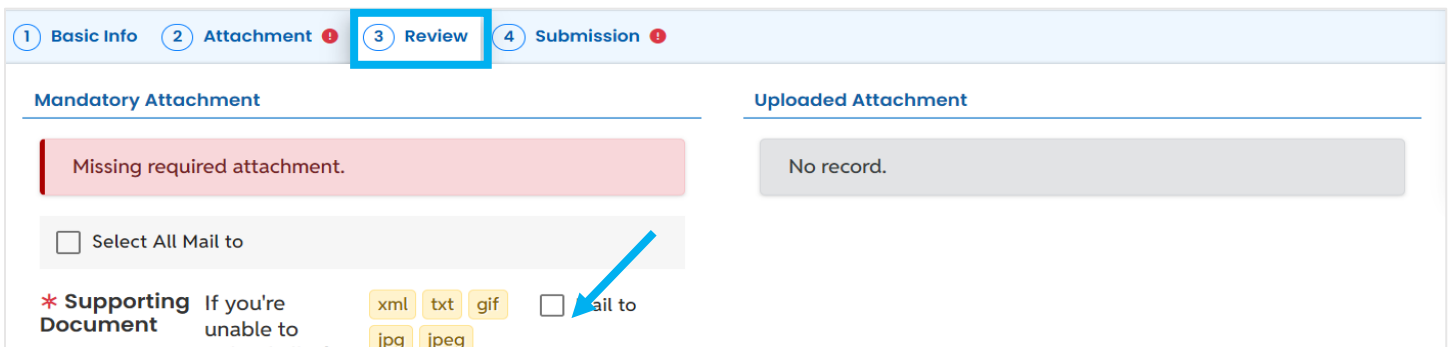
Tier 1 Information

Comments

NOTE: If you think your attachment meets the criteria of Conditionally Exempt from Disclosure under ORS 192.345, you must review and follow agency guidance. For more information, contact your regional permit coordinator, as noted in section 2 of this document, Solid Waste Permitting Staff Contacts, page 21.

NOTE: If you are unable to submit your attachment in YDO, return to the Basic Info tab and in the "Comments" field list the documents and how you will send them to DEQ. To send by mail or email, see section 2 below, Solid Waste Permitting Staff Contacts, page 21. For instructions to use FTP, see section 3 below, FTP Link information, page 21. Next, go to the Review tab and check the "Mail To" box. When this is complete, click the

Save icon .



1 Basic Info 2 Attachment 3 Review 4 Submission

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to


* Supporting Document If you're unable to upload all of

xml txt gif jpg jpeg



☐ Mail to

Uploaded Attachment

No record.

Once the required attachments are uploaded, labeled and saved, the red warning icon  will disappear. You may repeat this process to add any optional or supplementary attachments.


1.5 Review tab

Review your submittal information and any attachments provided. If a red warning icon  is present next to the Basic Info Tab, Attachment Tab, or Payment Tab, return to those tabs and make the necessary changes to remove the red warning icon . If you are unable to find the issue, contact your regional permit coordinator, as noted in section 2 of this document, Solid Waste Permitting Staff Contacts, page 21.

1 Basic Info


2 Attachment

3 Review

4 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

Mandatory Attachment

All required attachments were included.

Uploaded Attachment

No record.

1.6 Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to its terms. Then click Submit at the bottom of the Submission tab to complete your facility's permit application.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission 1

Certification Statement

I hereby certify the information submitted and contained in this application and the documents I have attached, are true and correct to the best of my knowledge and belief.

☐ I have read and agree to the above certification statement

Required.

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

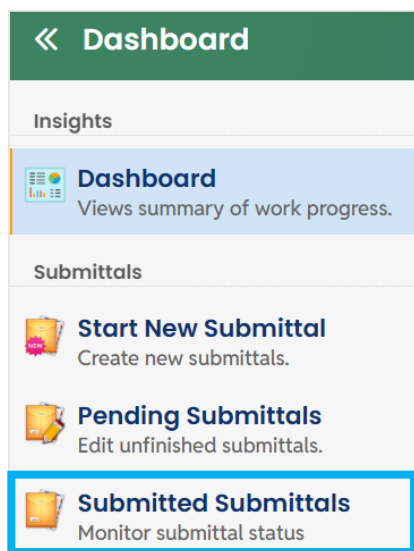
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own 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

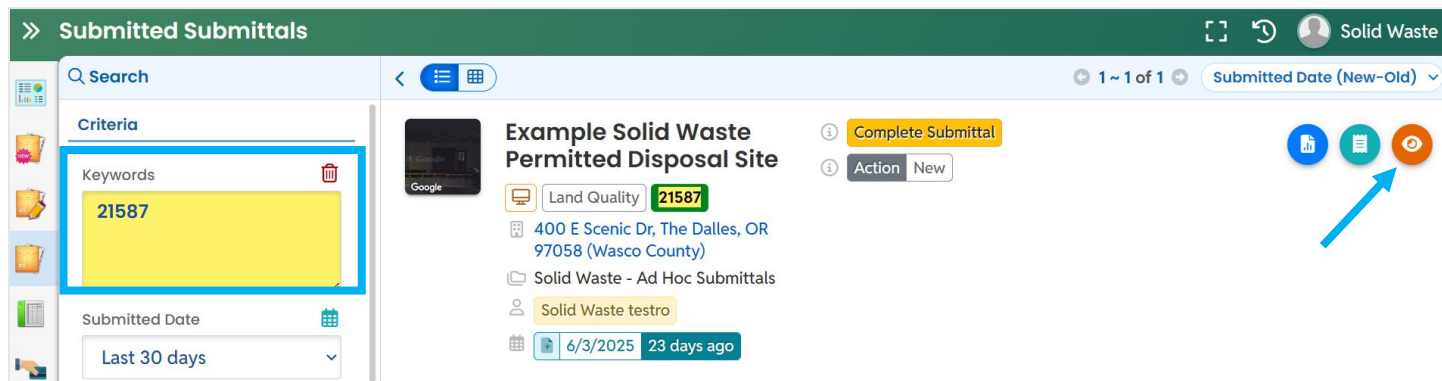
1.7 Finding your submittal in YDO

After submitting in YDO, you will receive an automated Submission Received email from yourdeqonline@govonlinesaas.com.

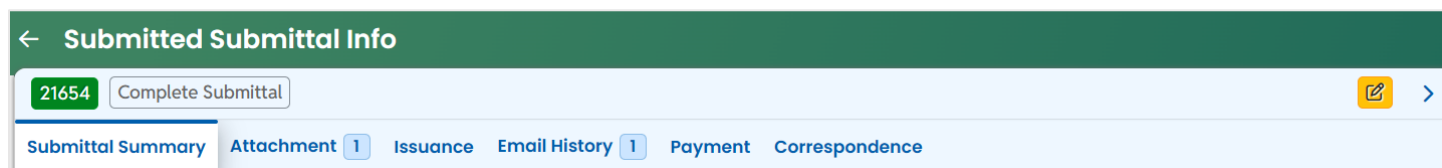
To view your submittal in YDO, in the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the Submitted Submittals icon .



In the Submitted Submittals module, your submittal may be at the top of the page. If it is not, the quickest way to find your submittal is to use the Keywords feature to search for the Submittal ID number. Once you find the submittal, click the icon  on the right side of the screen.



This will open a Submitted Submittal Info screen.



1.8 Next steps

Below is a summary of the most common steps that occur during an Ad Hoc submittal. Depending on what is proposed in your specific submittal, there may be additional steps not discussed below.

1.8.1 Completeness reviews

Once DEQ receives your submittal it will be reviewed for completeness. DEQ staff will work with the Responsible Official to obtain a complete submittal.

1.8.2 What to do if you receive a send back email

Scenarios that will result in a Send Back include, but are not limited to:

- Administratively Incomplete Submittal

In each scenario you will receive an email with an attachment explaining DEQ's findings and instructions.

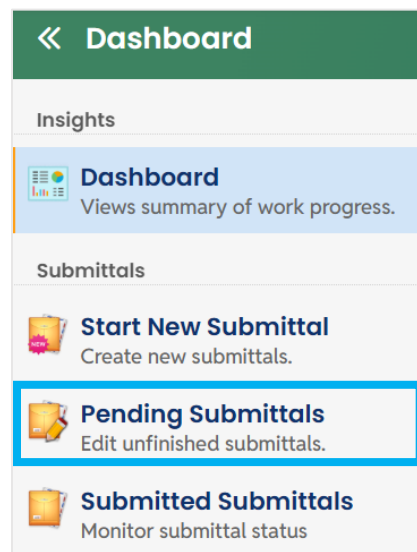
yourdeqonline@govonlineaas.com
YourDEQOnline System Message:


External [UAT] Application Send Back

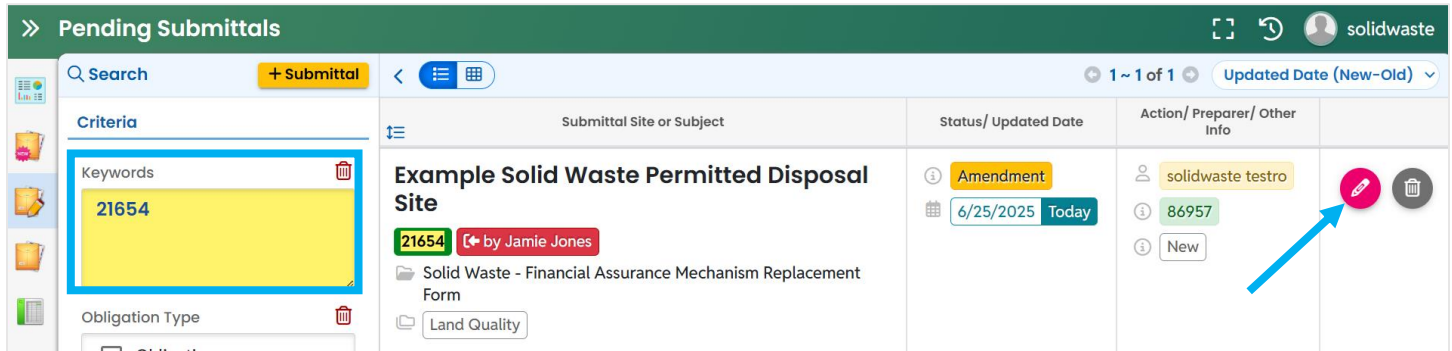
Tue 6/3/2025 8:27 AM

How to find your application send back in YDO

Send Backs are in the Pending Submittal module.



Once you are ready to submit the additionally required items identified in your Send Back, the quickest way to find your submittal in the Pending Submittals module is to use the Keywords feature to search for the Submittal ID number in the Send Back email. Once you find the submittal click the Edit Submittal icon .




How to resubmit your send back

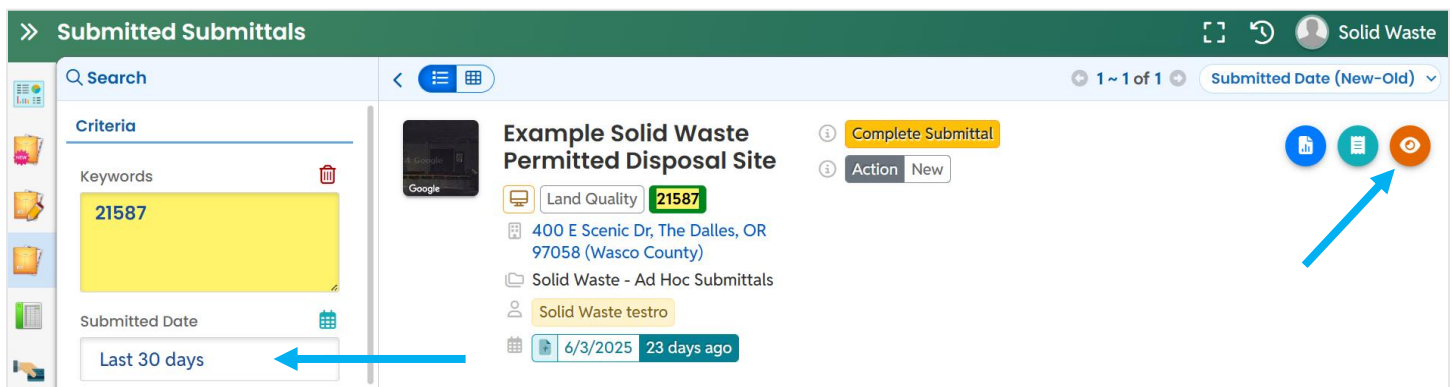
When you are ready to update and submit the item(s) identified in the send back letter, go to each applicable tab. Instructions can be found in this document in the following sections:

1. See section 1.3 above, Basic info tab instructions
2. See section 1.4 above, Attachment tab instructions - If you are required to update/submit a new attachment, do not delete previously submitted attachments.
3. See section 1.5 above, Review tab instructions.
4. See section 1.6 above, Submission tab instructions

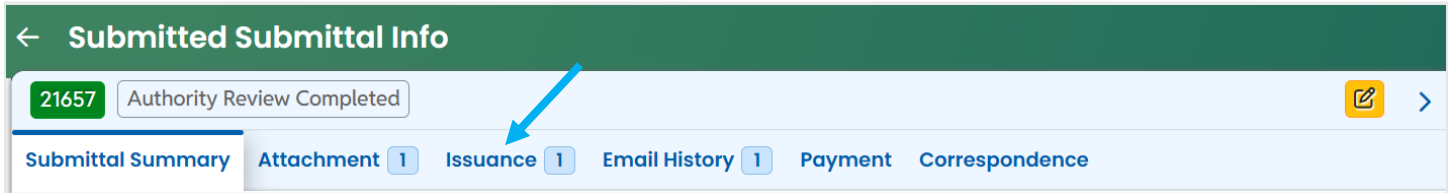
After submitting, you will receive an email confirming DEQ has received your submittal. If you do not receive this email or if you have issues resubmitting, contact your regional permit coordinator, as noted in section 2 of this document, Solid Waste Permitting Staff Contacts, page 21.


1.8.3 Finding DEQ's review or approval letter (if applicable) in YDO

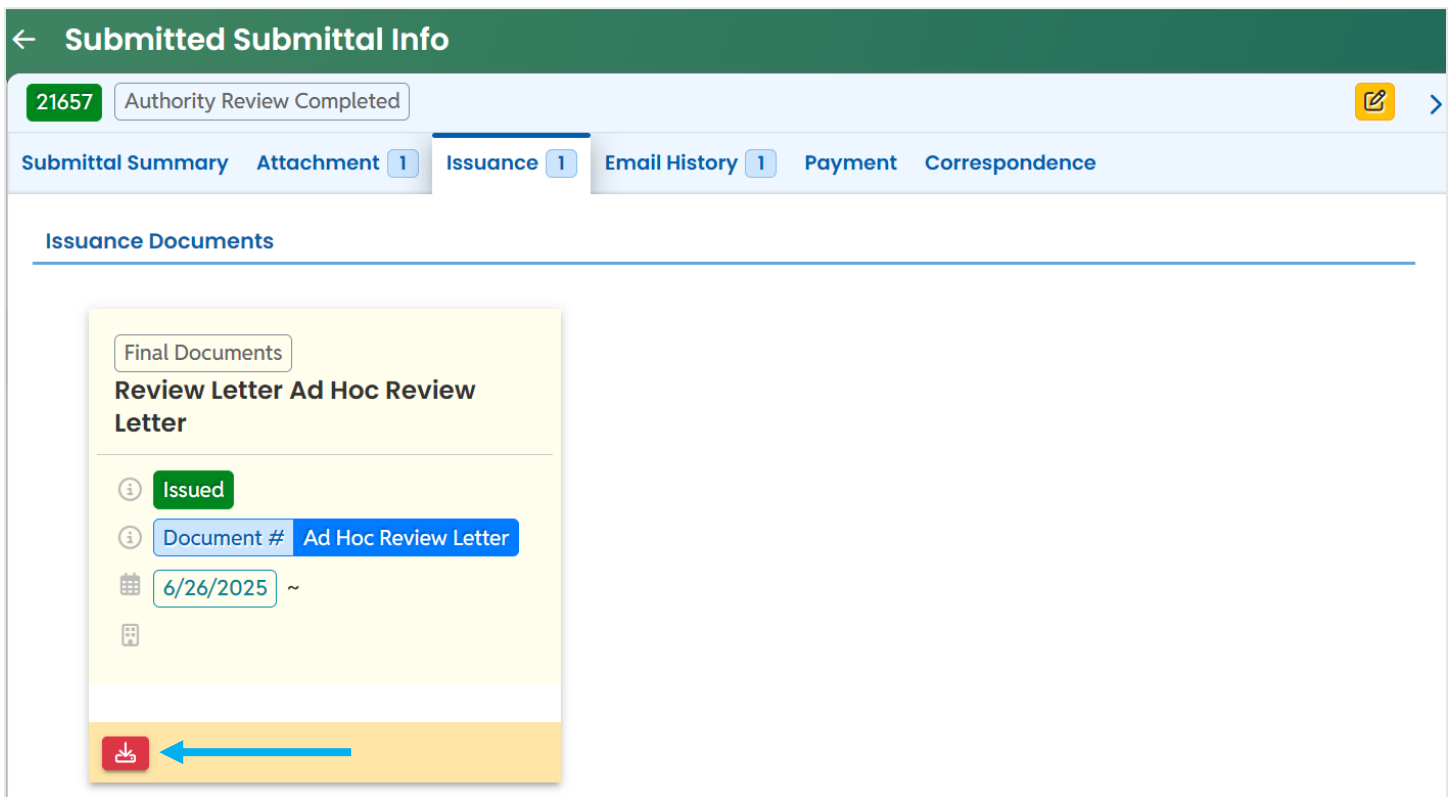
DEQ's review or approval letter (if applicable) is on the Issuance tab in the Submitted Submittals module. The quickest way to find your submittal in the Submitted Submittals module is to use the Keywords feature to search for the Submittal ID number. If your submittal does not display, update the Submitted Date to the appropriate time range. Once you find the submittal, click the icon  on the right side of the screen.



This will open a Submitted Submittal Info screen. Click the issuance tab.



The letter is in the Issuance Document section. To view the letter, download it by clicking on the Click to download file icon .



2. Solid waste permitting staff contacts

Information about solid waste permits and DEQ’s regulations may be obtained from the DEQ [Solid Waste Program](#) web page.

All inquiries regarding this application should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ’s solid waste 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

3. FTP link information

If you would like to submit your document using our FTP, please email the request to your regional permit coordinator. They will respond with an email that contains a link to the FTP and instructions for submitting.

4. 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](#).

5. Version history

Version	Date	Changes	Editor
1.0	6/26/25	Initial Approved Document	JJ/Jamie Jones
1.1	7/1/25	Prepared for web upload	Margaret Gardner