



Industrial Solid Waste Facility Quarterly Disposal Report User Guide

Version 3.0

December 2025



State of Oregon
Department of Environmental Quality

This document was prepared by
Oregon Department of Environmental Quality
Solid Waste and Materials Management
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503-229-6434
www.oregon.gov/deq



Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

Table of Contents

| | |
|---|-----------|
| System overview | 4 |
| Introduction..... | 7 |
| Login and locating the industrial solid waste facility quarterly disposal report | 8 |
| Filling out the industrial solid waste facility quarterly disposal report..... | 10 |
| Basic info tab | 10 |
| Fee contact..... | 12 |
| Zero tonnage to report..... | 13 |
| In-state industrial solid waste disposal worksheet | 14 |
| Out-of-state industrial solid waste disposal worksheet | 15 |
| Attachment tab | 19 |
| Payment tab | 21 |
| Review tab | 22 |
| Troubleshooting..... | 23 |
| Submission tab | 25 |
| Ready to submit..... | 25 |
| Not ready to submit | 25 |
| Submittal Successful | 26 |
| Staff contact..... | 27 |
| Helpdesk and resources | 28 |
| Revision history..... | 28 |

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.

This user guide is intended to provide detailed information for the reporter to help them complete the Industrial Solid Waste Facility Quarterly Disposal Report that is required by Oregon law for their facility.

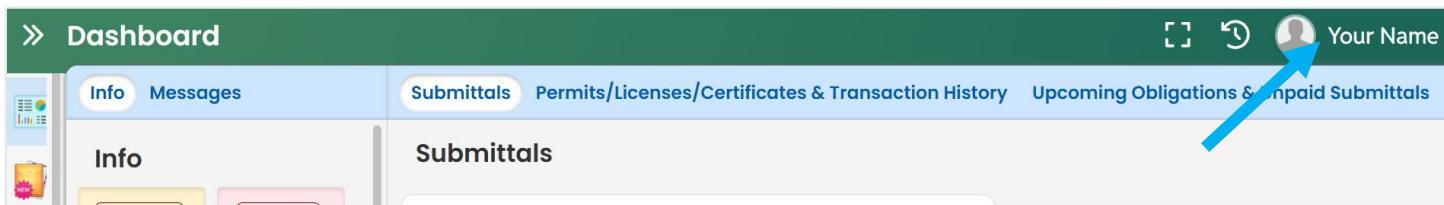
Getting started in YDO

In order to apply for a solid waste disposal site permit, submit documents, reports or notifications, you must have a Responsible Official user account and select the Solid Waste submittal group in your account settings.

If you already have this account type and have selected this submittal group, you may 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 access to that guide and 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 button .



Click the Account Type tab.



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

| 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 to complete the DEQ-approved form for quarterly reporting of industrial waste disposed at Oregon Industrial Solid Waste Disposal facilities in [Your DEQ Online](#).

The Industrial Solid Waste Facility Quarterly Disposal Report must be completed by any DEQ permitted industrial solid waste facilities accepting 20,000 tons or more of waste per year. The report and payment must be submitted no later than the last day of the month after each quarter ends. (Jan. 31, April 30, July 31, Oct. 31).

Important Things to Know Before you Start Your Submittal

The system uses a lot of buttons. If you're curious about what a button means in the report, you can hover over it with your mouse cursor.

Unsaved entries will be lost. To avoid losing your work, click the red Save button  on bottom right of every page, often and always before leaving the submittal.

Take note of the Submittal ID number. The submittal is assigned a unique Submittal ID number. It is in the top left corner next to the name of the report.

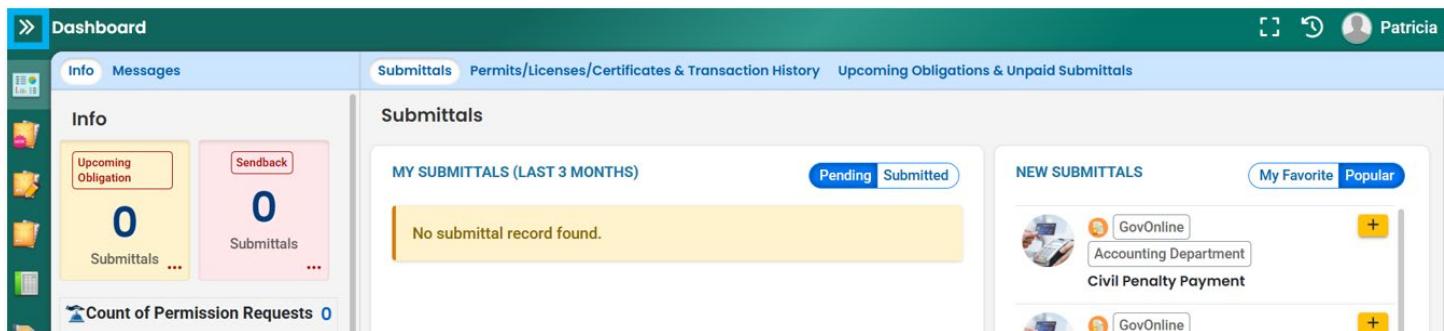
How to find your submittals in progress. After clicking the save button and before submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the Pending Submittals module, which is directly below the Start New Submittal module, and search for the submittal using the submittal ID number or the other search filters.

Login and locating the industrial solid waste facility quarterly disposal report

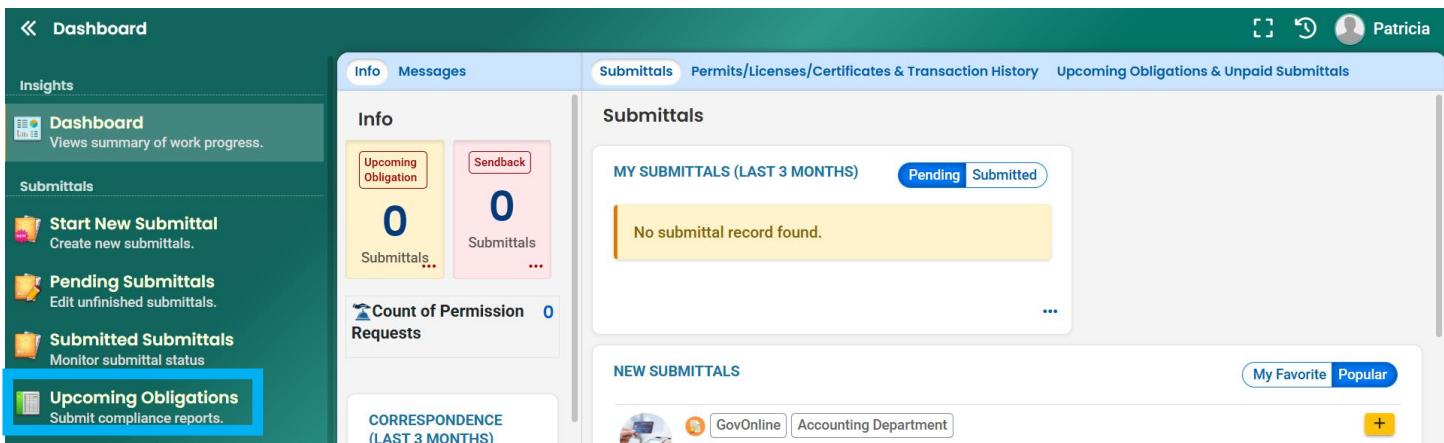
Login to your account on the [Your DEQ Online Public Portal](#).

If you do not have a user account, refer to the detailed instructions for creating one as well as other information about the portal on the [Your DEQ Online](#) main page.

Once you are logged in, at the top of the main page click the double arrow  next to the Dashboard to open the left panel.



Click on “Upcoming Obligations”.



Click the double arrows  again to close the left panel. Any new, unopened reporting obligations will appear.

If multiple obligations are displayed, DEQ recommends locating the correct industrial solid waste facility annual report in the upcoming obligations module by first searching for “industrial solid waste” in the submittal type filter. Click the “+” next to the submittal type box to open the search field, then select “Solid Waste – Industrial Solid Waste Facility Quarterly Disposal Report” from the list. Alternatively, use the keywords filter to search for your facility name or submittal ID.

Only the submittal records with the [New] status will be displayed on this page.

To find unsubmitted Reporting Obligation submittals, please navigate to the [Pending Submittals](#).

To find submitted Reporting Obligation submittals, please navigate to the [Track Submitted Submittals](#).

| Site/Submitter | RID | Send Back | Status | Monitoring Period | Preparer |
|---|------------------|----------------|--------|-------------------------|---------------|
| Example DEQ Permitted Solid Waste Facility 700700 NE Multnomah St, Portland, OR 97232 (Multnomah County) | 12/05/2025 Today | Updated Date | New | 07/01/2025 ~ 09/30/2025 | Permit Action |
| | 86436 | Submittal Type | | 12/31/2025 | Extra |
| | | | | | |

NOTE: If you do not see a reporting obligation for your facility, go to your Account Settings and add the facility to your account under the Account Type tab.

Click the badge button on the side bar

Click the Account Type tab

Scroll Down to Add Permissions by clicking the yellow rectangle if there is nothing below it

[Add Permissions](#)

Type the facility name in the search bar on the left side (capitalization does not matter). If you receive too many or too few results, try refining your search using keywords, such as the facility's number and street name.

Click the box next to the correct name(s) that appear. Multiple appearances for your facilities may appear if you are part of more than one program, have more than one permit, have facilities at more than one address, etc.

Click the box next to Solid Waste.

At the top of the column, click the black arrow in the yellow box.

Click the red Save button on the lower right to return to your upcoming obligations. The report should display.

Once you locate the correct industrial solid waste facility quarterly disposal report, click the edit submittal button located on the far right-hand side of the screen.

Example DEQ Permitted Solid Waste Facility

40139

Solid Waste - Municipal Solid Waste Facility Quarterly Disposal Report

Land Quality

1/27/2025 Today

10/1/2024 ~ 12/31/2024

1/31/2025

Filling out the industrial solid waste facility quarterly disposal report

Basic info tab

Ensure the reporting period shown is correct. Ensure the facility information, and permit number at the top of the form are accurate. If any of the facility information is incorrect, contact your solid waste permit coordinator using the [staff contact](#) information provided at the end of this user guide.

Reporting Period

| | |
|-----------------------------|---------------------------|
| Reporting Period Start Date | Reporting Period End Date |
| 10/01/2024 | 12/31/2024 |

Reports and required fees are due to DEQ no later than January 31, April 30, July 31 and October 31 for the previous quarter.

Facility Information

Facility Information

Example DEQ Permitted Solid Waste Facility 86436 Stationary
700700 NE Multnomah St, Portland, OR 97232

Solid Waste Permit No.
SW-LF-M-000X

To access a short information and instruction sheet, click the “Get Information” button in the far-right panel. The instruction sheet will download to your computer. It should appear in your “downloads” folder. After downloading the document, you can close the side panel by clicking the blue arrow at the top right of the main panel. This step is optional and will maximize the report screen space.

50511 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 caret " > " 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 caret again.

Submittal Information

Solid Waste - Industrial Solid Waste Facility Quarterly Disposal Report

[Get Information](#)

[Solid Waste](#)

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

☰ ← Industrial Solid Waste Facility Quarterly Report

40179 New

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

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: 10/01/2024

Reporting Period End Date: 12/31/2024

Reports and required fees are due to DEQ no later than January 31, April 30, July 31 and October 31 for the previous quarter.

Facility Information

Facility Information

 Example DEQ Permitted Solid Waste Facility 86436 [Stationary](#)

700700 NE Multnomah St, Portland, OR 97232

Solid Waste Permit No. 

Fee contact

Complete the fee contact information for the person DEQ will send the annual fee invoice to in July or contact with invoice related questions. Even if the contact information has not changed, you must complete the required fields shown.

Click the red SAVE button  when complete.

Fee Contact (contact person for invoice)

| | | | |
|--|--|--|--|
| Salutation | First Name | M.I. | Last Name |
| <input type="text"/> | <input type="text"/>  | <input type="text"/> | <input type="text"/>  |
| Company | Title | Email | |
| <input type="text"/> | <input type="text"/> | <input type="text"/>  | |
| Phone | Mobile | Fax | |
| <input type="text"/>  | <input type="text"/> 000-000-0000 | <input type="text"/> 000-000-0000 | |
| Country | Building, Unit, Suite, or Floor # | | |
| <input checked="" type="radio"/> United States <input type="radio"/> Canada | <input type="text"/> | | |
| Address | Building, Unit, Suite, or Floor # | | |
| <input type="text"/>  | <input type="text"/> | | |
| City | State | Zip Code | |
| <input type="text"/>  | <input type="text"/> OR (Oregon) | <input type="text"/>  | |
|  | | | |

Zero tonnage to report

NOTE: This section is for reporters who have no tonnage to report for the quarter. If you do have tonnage to report, please skip to the [in-state industrial solid waste disposal worksheet](#) section of this guide.

All reporters with an active permit are required to submit a quarterly report, even if they have not accepted waste for the quarter.

Scroll to the bottom of the report where zero tons and fees is shown. Save the report by clicking on the Save  then proceed to the [review tab](#).

NOTE: All active landfill facilities must pay a minimum of \$200 in permit compliance fees annually. If you do not report sufficient waste over the course of four quarters to meet that minimum, you will be required to pay the difference between what you have paid and the \$200 minimum after the fourth quarter is reported.

| Total Tons Received | | |
|---|---------------|------|
| Total In-State Solid Waste | 0 | Tons |
| Total Out-of-State Waste | 0 | Tons |
| Total Tons Received in Reporting Period | 0 | Tons |
| | x \$0.58/ton= | \$ 0 |
| | Total Payment | \$ 0 |



In-state industrial solid waste disposal worksheet

Report all in-state waste received for the quarter by waste type in this section. For definitions of the waste categories, please see the downloadable instruction sheet.

Select either tons or cubic yards for reporting each category of waste by using the dropdown. Choose tons (if measured by scale(s) or cubic yards if measured by volume.

In-State Industrial Solid Waste Disposal Worksheet

| Type of Waste | Quantity | Unit | Conversion | Quantity (Tons) |
|---|----------|-------|------------|-----------------|
| Asbestos | 0 | Tons | | 0 Tons |
| Pulp and Paper other than Sludge | 0 | Yards | | 0 Tons |
| Construction, Demolition and Landclearing | 0 | Tons | | 0 Tons |

Conversion from cubic yards to tons for each material is automatically calculated when cubic yards is selected.

In-State Industrial Solid Waste Disposal Worksheet

| Type of Waste | Quantity | Unit | Conversion | Quantity (Tons) |
|---|----------|------|------------|-----------------|
| Asbestos | 750 | Yard | x 0.25 | 187.50 Tons |
| Pulp and Paper other than Sludge | 500 | Tons | | 500.00 Tons |
| Construction, Demolition and Landclearing | 0 | Tons | | 0 Tons |

To report other permit approved types of in-state waste, click the yellow + other button  and select other (specify) from the dropdown and then enter the type of material, quantity and units.

| | | | | | |
|--|------------|----------------------------------|------|-----|---|
| ▼ 2 | Fiberglass | 900 | Tons | 900 |  |
| Other Type | | | | | |
| <input type="text" value="Other (Specify)"/> | | | | | |
| Other | | Quantity | | | |
| <input type="text" value="Fiberglass"/> | | <input type="text" value="900"/> | | | |
| Unit | | | | | |
| <input type="text" value="Tons"/> | | | | | |
| <input type="text" value="900.00 Tons"/> | | | | | |

If you choose yards as the unit, you must use a DEQ-approved conversion factor. Refer to the informational sheet for conversion rates for other common waste types or, if not listed, contact the DEQ reporting and invoicing coordinator in [staff contacts](#) for assistance.

The screenshot shows a waste reporting form with the following fields:

- Type: Fiberglass
- Quantity: 900
- Unit: Yard
- Other Type: Other (Specify) - Fiberglass
- Quantity: 900
- Unit: Yards
- DEQ-Approved Conversion Factor: (Field is empty, highlighted with a red border and a 'Required' error message)
- Conversion: 0 Tons

Conversion from cubic yards to tons for each material is automatically calculated when cubic yards is chosen in the dropdown.

You may add additional other in-state waste types by repeating this procedure.

Out-of-state industrial solid waste disposal worksheet

Select either tons or cubic yards for reporting each category of waste by using the dropdown. Choose tons (if measured by scale(s)) or cubic yards (if measured by volume).

The screenshot shows the Out-of-State Industrial Solid Waste Disposal Worksheet with the following table:

| Type of Waste | Quantity | Unit | Conversion | Quantity (Tons) |
|---|----------|-------|------------|-----------------|
| Asbestos | 0 | Tons | | 0 Tons |
| Pulp and Paper other than Sludge | 0 | Yards | | 0 Tons |
| Construction, Demolition and Landclearing | 0 | Tons | | 0 Tons |

Conversion from cubic yards to tons for each material is automatically calculated within the form when cubic yards is chosen in the dropdown.

Out-Of-State Industrial Solid Waste Disposal Worksheet

| Type of Waste | Quantity | Unit | Conversion | Quantity (Tons) |
|---|----------|------|------------|-----------------|
| Asbestos | 800 | Yard | x 0.25 | 200.00 Tons |
| Pulp and Paper other than Sludge | 700 | Tons | | 700.00 Tons |
| Construction, Demolition and Landclearing | 0 | Tons | | 0 Tons |

For definitions of the waste categories please see the downloadable instruction sheet.

To report other permit approved types of out-of-state waste, click the yellow +Other button  and choose other (specify) from the dropdown. Then specify the type of material, quantity and units in the fields provided.

2 Fiberglass 900 Tons 900 

Other Type
Other (Specify) 

Other
Fiberglass  900 

Unit
Tons  900.00 Tons

If you choose yards as the unit, you must use a DEQ-approved conversion factor. Refer to the informational sheet for conversion rates for other common waste types or, if not listed, contact the DEQ reporting and invoicing coordinator in the [staff contacts](#) for assistance.

Other Type
Other (Specify)

Other
Fiberglass

Quantity
900

Unit
Yards

DEQ-Approved Conversion Factor
Required.

0 Tons

As shown in the counting section, conversion from cubic yards to tons for each material is automatically calculated when cubic yards is chosen in the dropdown.

You may add additional other out-of-state waste types by repeating this procedure

When your entries are complete, click the Save button .

Make sure you see “submittal saved successfully” appear in the top right of the report

Total Tons Received

This section shows the totals for all waste reported on the worksheet, as well as the individual fee calculation and payment due.

| Total Tons Received | |
|---|-------------------------|
| Total In-State Solid Waste | 687.50 Tons |
| Total Out-of-State Waste | 900.00 Tons |
| Total Tons Received in Reporting Period | 1587.50 Tons |
| | x \$0.58/ton= \$ 920.75 |
| | Total Payment \$ 920.75 |

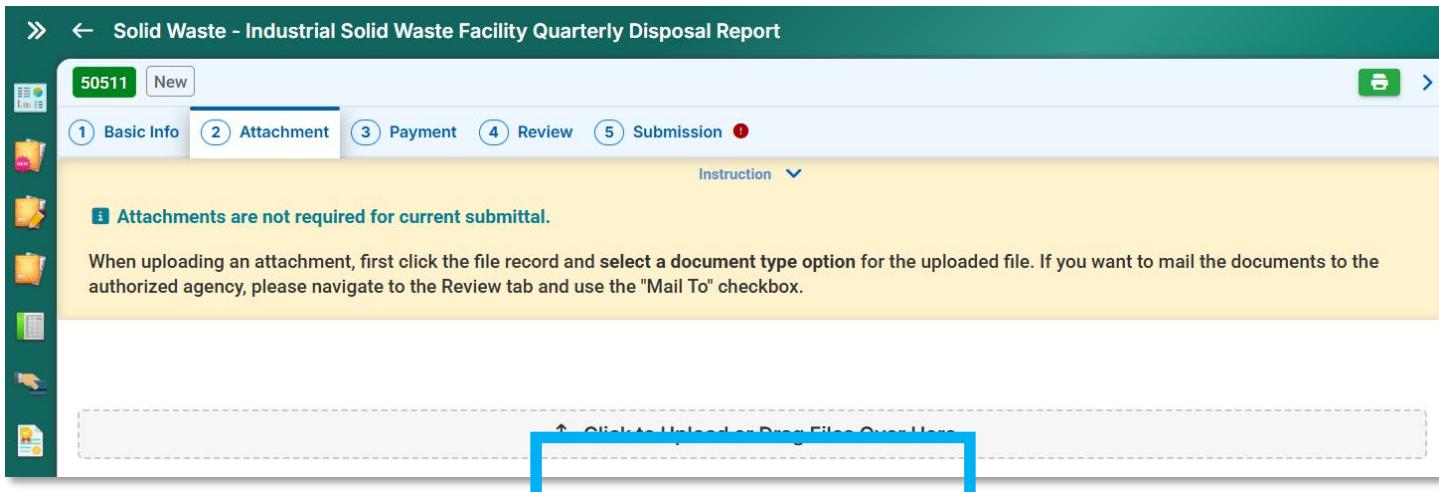
When your entries are complete, save your progress by clicking the red Save button .

Make sure you see “submittal saved successfully” appear in the top right of the report before you leave the screen to ensure your progress is saved. Click the save button again if you are unsure.

NOTE: Once you complete all the required fields by following the above instructions, the red exclamation point  on the basic info tab at the top of the page will disappear and you can navigate to the attachment tab.

Attachment tab

Attachments are not required for this report, but if you wish to provide supplemental information, select 'Click to Upload or Drag Files Over Here':



» ← Solid Waste - Industrial Solid Waste Facility Quarterly Disposal Report

50511 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Attachments are not required for current submittal.

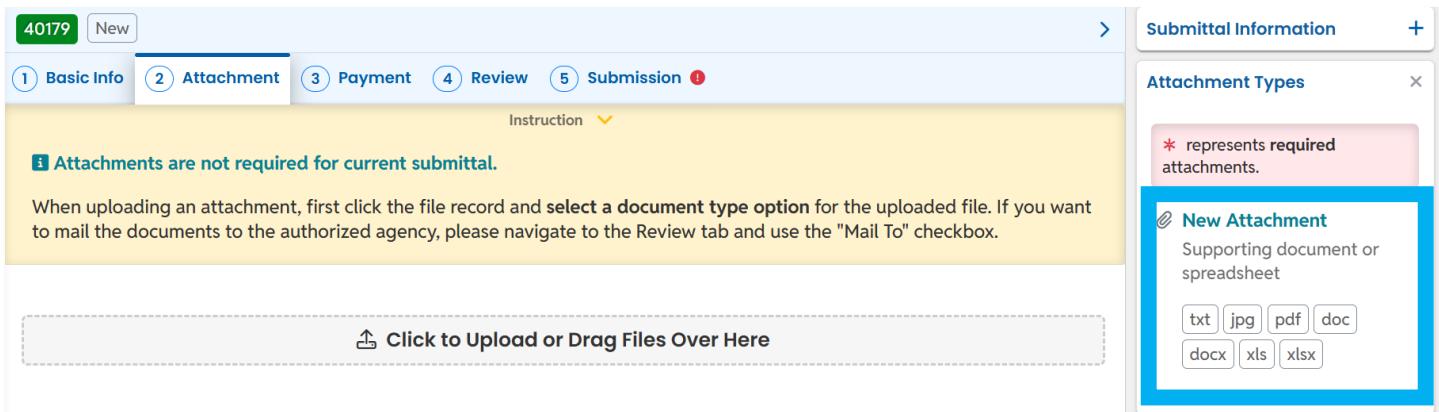
When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Click to Upload or Drag Files Over Here

Each attached document must be:

- labeled with a document type and saved.
- a file type listed in the right-hand navigation pane.

To upload a file, select or drag the file you wish to upload. Not all types of documents may be accepted. If you encounter any issues while uploading, refer to the list of approved file types on the right-hand sidebar. If the sidebar is collapsed, you can reopen it by clicking the arrow (<) at the top right of the main panel.



40179 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Attachments are not required for current submittal.

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

Submittal Information

Attachment Types

* represents required attachments.

New Attachment

Supporting document or spreadsheet

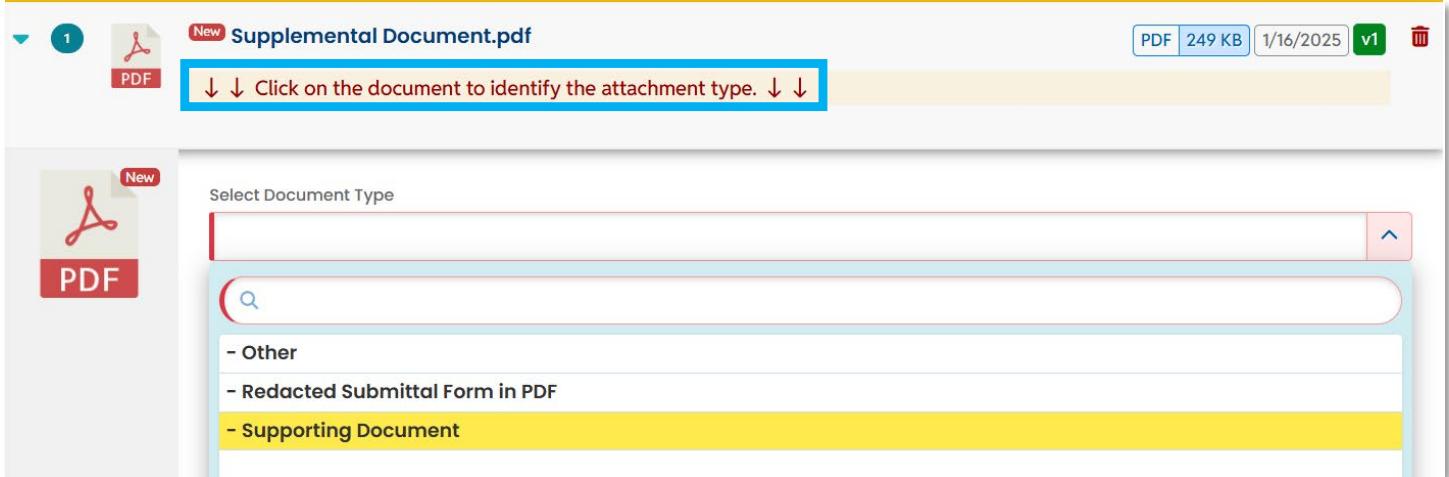
txt jpg pdf doc
docx xls xlsx

NOTE: If your document is larger than 50 MB, or you are encountering issues attaching your document, you may mail or email the document.

To mail documents to DEQ, please send them to the attention of the reporting, fee and invoicing coordinator at the address listed in the [staff contact](#) section at the bottom of this user guide.

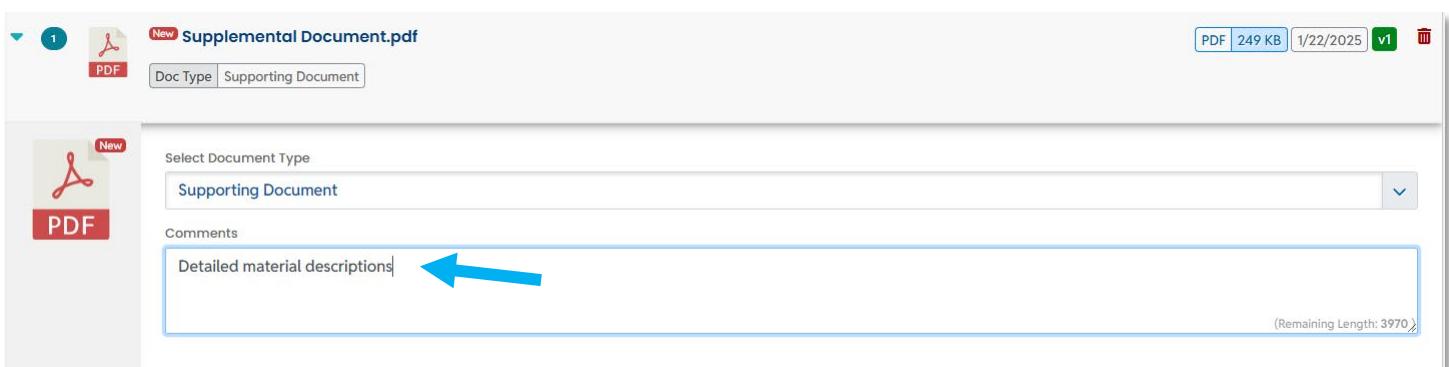
To email documents please send them to the email address for the reporting, fee and invoicing coordinator in the [staff contact](#) section at the bottom of this user guide. Please note, there is a 50 MB limit for email attachments as well and if the document is larger than that, split the report into smaller sections and email the sections separately. You may also contact the reporting, fee and invoicing coordinator regarding other options.

Once uploaded, select “Click on document to identify the attachment type.” and then select from one of the types listed.



The screenshot shows a document upload interface. At the top, there is a file icon with the number '1' and the text 'New Supplemental Document.pdf'. To the right are buttons for 'PDF' (highlighted in red), '249 KB', '1/16/2025', 'v1', and a trash can icon. Below this, a red box highlights the instruction '↓↓ Click on the document to identify the attachment type. ↓↓'. The main area shows a 'Select Document Type' dropdown menu with the following options: '- Other', '- Redacted Submittal Form in PDF', and '- Supporting Document'. The '- Supporting Document' option is highlighted with a yellow background.

Enter a brief description of the document in the “Comments” section and click the red save button  or the attachment will not successfully upload.



The screenshot shows a document upload interface. At the top, there is a file icon with the number '1' and the text 'New Supplemental Document.pdf'. To the right are buttons for 'PDF' (highlighted in red), '249 KB', '1/22/2025', 'v1', and a trash can icon. Below this, a red box highlights the 'Doc Type' field containing 'Supporting Document'. The 'Comments' section below it contains the text 'Detailed material descriptions' with a blue arrow pointing to it. A note at the bottom right says '(Remaining Length: 3970)'.

When you are done adding and labeling any attachments, click the save button .

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

Payment tab

Ensure all required data is entered on the Basic Info tab and you have clicked on the save button  before you proceed to the Payment tab.

In the payment tab, your calculated total annual industrial solid waste facility fees will display under “Total Payment Fee”. The additional 4% technology fee will appear separately.

Starting July 1, 2022, a 4% technology fee has been added to all financial transactions in Your DEQ Online, except for agency-issued penalties. The fee, 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 4% technology fee, see [YDO technology fee FAQ](#).

Reference: [OAR 340-097-0110](#) and [OAR 340-097-0120](#). Additional information is also available on the DEQ website.

You may pay fees with a check, ACH or credit card. For detailed information on how to complete your payment, please refer to the [How to Make a Payment in YDO User Guide](#).

Review tab

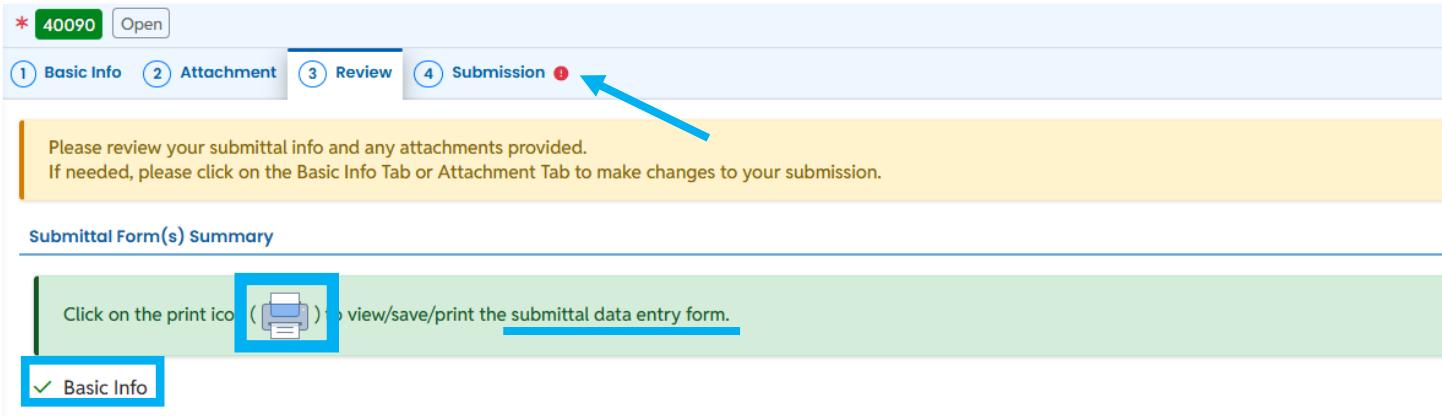
Congratulations! You are almost done. Please review your submittal information and any attachments.

When a green checkmark  is shown next to “Basic Info” below the green bar, and the only red exclamation point  is on the Submission tab, please click the printer button  to open the submittal data entry form (a draft summary of information entered in the basic info tab). Please review the information you entered to ensure accuracy, as this is your last opportunity to update content and attachments before submission.

NOTE: You may have to disable the browser pop-up blocker if the PDF fails to appear.

If you are satisfied with your submittal, navigate to the Submission tab.

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



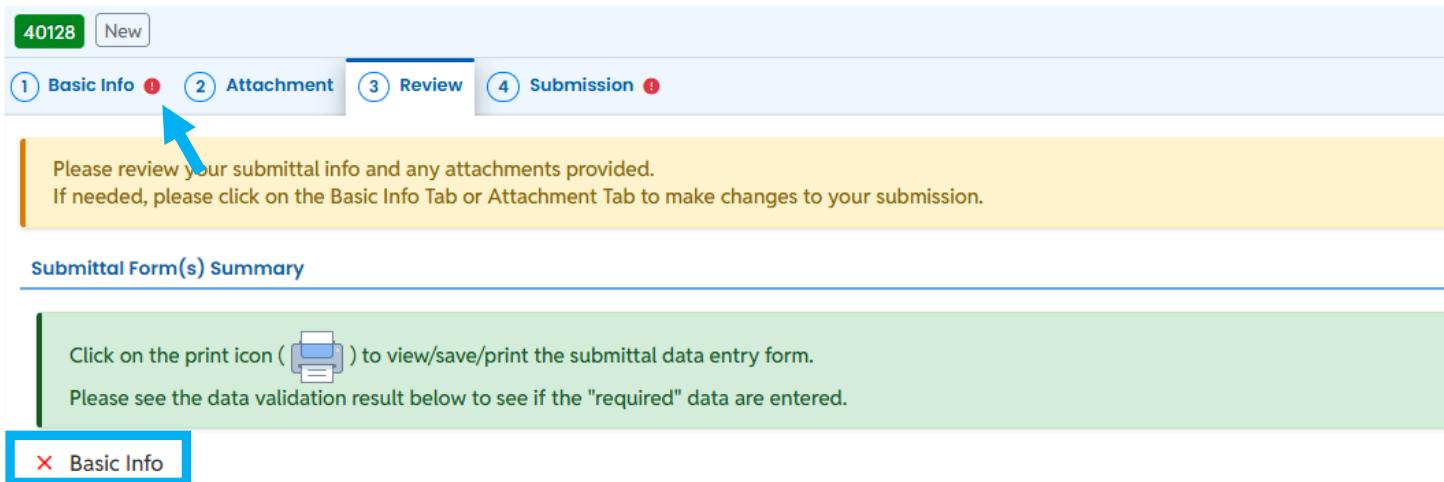
The screenshot shows a software interface for managing submittals. At the top, there is a green bar with the identifier "40090" and an "Open" button. Below this are four tabs: "Basic Info" (highlighted in blue), "Attachment", "Review" (highlighted in blue), and "Submission" (which has a red exclamation mark icon). A blue arrow points to the "Submission" tab. A yellow callout box contains the text: "Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission." Below this, a section titled "Submittal Form(s) Summary" contains a green box with the instruction: "Click on the print icon  to view/save/print the submittal data entry form." At the bottom of the interface, a blue box highlights the "Basic Info" tab, which is marked with a green checkmark and the text "Basic Info".

Troubleshooting

Basic Info tab issues

Under the submittal form(s) summary section, if the basic info tab has any missing required information, a red **x** next to the words "basic info" will appear below the green bar. A red exclamation point **!** will display on the Basic Info tab. The red exclamation point **!** on the Submission tab is correct at this point.

Return to the basic info tab and complete any missing required fields. When all required information is entered, the red exclamation point **!** will no longer display on the basic info tab.



40128 New

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.

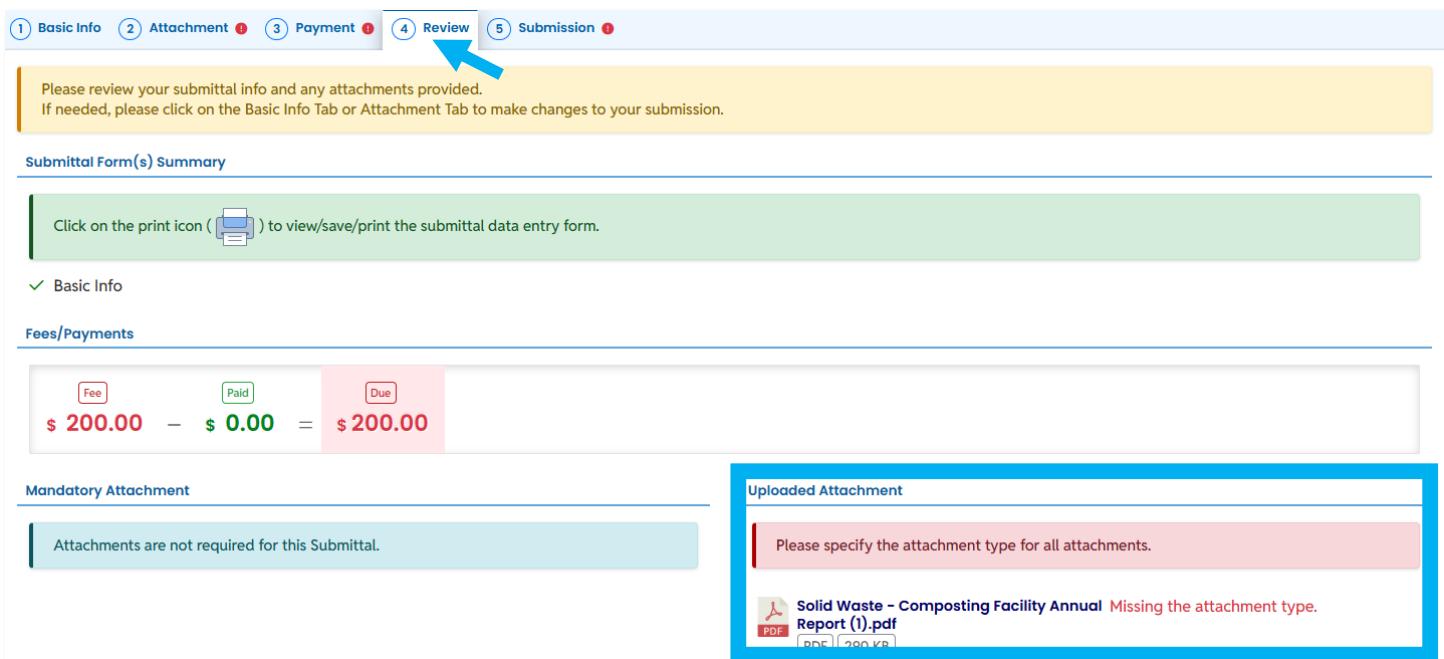
Submittal Form(s) Summary

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

✗ Basic Info

Attachment tab issues

If you have added an attachment but do not specify the document type, you will see "Missing the attachment type" under the pink bar on the lower far right.



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 | Paid | Due |
| \$ 200.00 | -\$ 0.00 | = \$ 200.00 |

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

Please specify the attachment type for all attachments.

 Solid Waste - Composting Facility Annual Report (1).pdf Missing the attachment type.
PDF | 200 KB

You must return to the attachment tab and specify the document type before submitting the report. Once this is done, press the red save button .

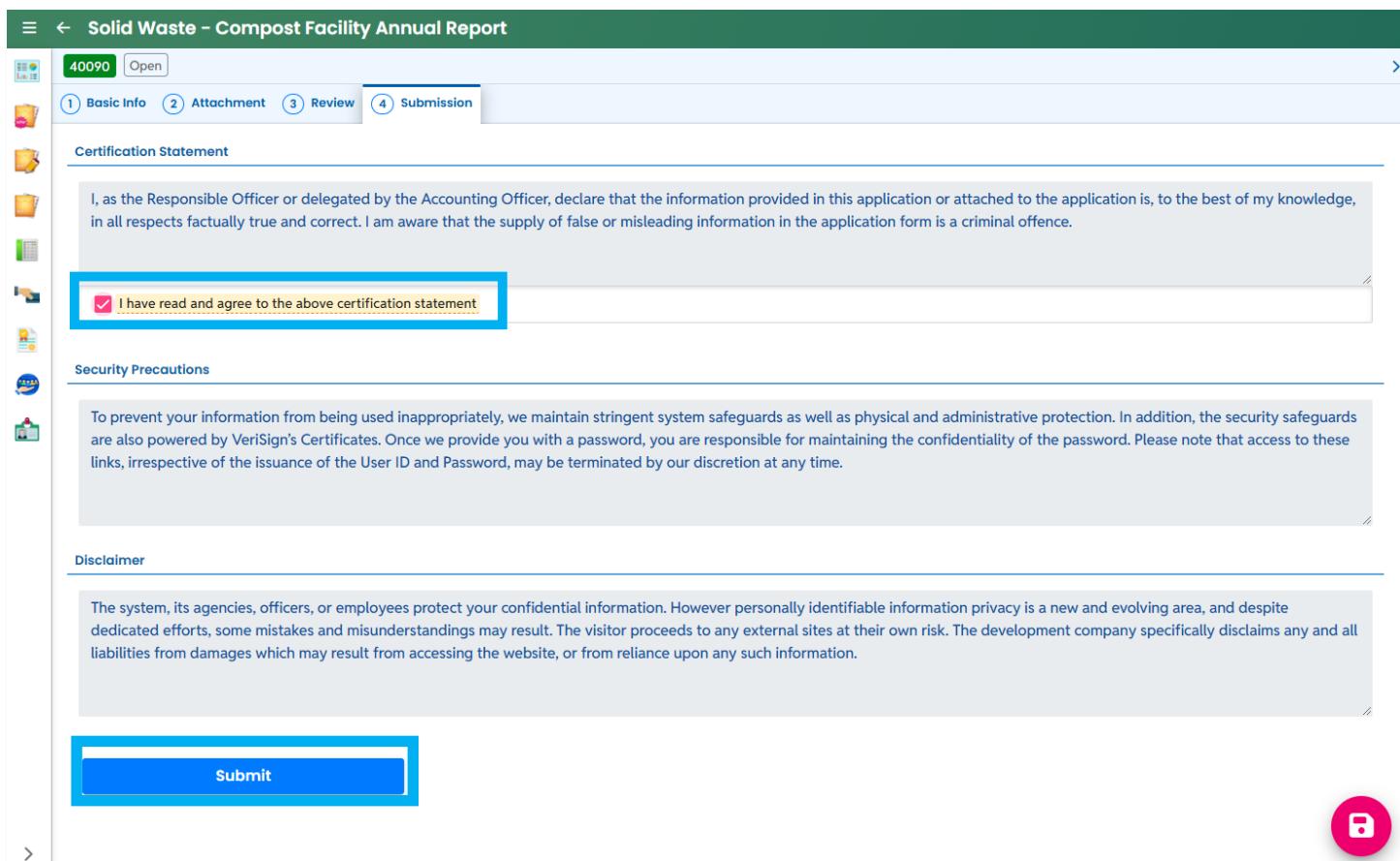
Submission tab

Ready to submit

Review the certification statement and select the box to acknowledge you have read and agree to the certification statement. Once you have checked this box, the red exclamation point  on the submission tab will disappear.

Click the blue submit button at the bottom of the submission tab to complete your facility's industrial solid waste facility annual disposal report.

NOTE: Until you submit using the blue submit button, your report will remain as pending. Saving is not the same as submitting.



The screenshot shows a software interface for a 'Solid Waste - Compost Facility Annual Report'. The top navigation bar includes a back arrow, the title, and a '40090 Open' button. Below the title, there are four tabs: 'Basic Info' (selected), 'Attachment', 'Review', and 'Submission'. The 'Submission' tab is highlighted with a blue border. Under the 'Submission' tab, there is a 'Certification Statement' section containing a text box with a declaration. Below the declaration is a checkbox labeled 'I have read and agree to the above certification statement', which is checked. The 'Submission' tab also contains sections for 'Security Precautions' and 'Disclaimer', both of which contain informational text. At the bottom of the submission section is a large blue 'Submit' button. To the right of the submission section is a red circular 'Save' button with a white icon. The left sidebar of the interface shows various icons for other modules like Basic Info, Attachment, and Review.

Not ready to submit

If you are not ready to submit, click the red Save button  before leaving the submittal screen. When you are ready to continue working on this submittal, go to the pending submittals module on your dashboard.

Dashboard

Insights

Dashboard Views summary of work progress.

Submittals

Pending Submittals Create new submittals.

Submitted Submittals Monitor submittal status

Info Messages Submittals Permits/Licenses/Certificates & Transaction History Upcoming Obligation

Info

Upcoming Obligation 0 Submittals ...

Sendback 0 Submittals ...

Count of Permission Requests 0

Submittals

MY SUBMITTALS (LAST 3 MONTHS)

Pending Submitted

No submittal record found.

Submittal Successful

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 all information provided on the basic info tab. The receipt form reflects the date and time and payment information but does not reflect the detailed tonnage information provided on the basic tab.

To return to your Dashboard, click the finish button in the lower right corner.

← Solid Waste - Compost Facility Annual Report

40155 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 messages for system notification at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary

Submittal ID: 40155
Submittal Date: 1/29/2025, 3:31:42 PM
Submittal By: Solid Waste Test RO
111111111
jamie.jones@deq.oregon.gov
Owner Information: Solid Waste Test RO
111111111
jamie.jones@deq.oregon.gov

Submittal Form Info

Name: Solid Waste - Composting Facility Annual Report
Method: Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

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: Solid Waste Test RO
Sender IP: 35.150.244.34

Uploaded Attachment List

No record.

Mail-to Attachment List

No record.

Finish Receipt Submittal Form

Staff contact

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

All inquiries regarding completion of this form and its contents should be directed to the reporting and 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 regional office for the area where the source 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: 541-298-7255 ext. 221 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 or DEQNWR.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 |

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 | CMP |
| 2.0 | 2/5/25 | Second Draft | CMP |
| 2.0 | 2/12/25 | Update | CMP |
| 2.0 | 11/25 | PAS review | JKF |
| 3.0 | 12/5/25 | Updates and final draft | CMP |