



Hazardous Waste Program

Your DEQ Online TSD Permit Supporting Document User Guide

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Translation or other formats

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Table of Contents

1.	Introduction	4
I.	System Overview	4
II.	Navigating the System	4
	Dashboard.....	4
	Icons.....	5
2.	Accounts and Roles	6
I.	Registering an Account	6
II.	Account Types.....	6
3.	Submit a Hazardous Waste TSD Permit Supporting Document Submittal ..	8
I.	Notification Obligations.....	8
II.	Changing Facility Details to Established RCRA IDs.....	14
III.	Track Submittal Status	16
IV.	Making corrections to submitted Site ID Forms.....	19
4.	Helpdesk and Resources	22

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011, Oregon TTY: 800-735-2900 or 711 or email deqinfo@deq.oregon.gov

1. Introduction

This form shall be used by TSD facilities owners to provide supporting documentation for a TDS Permit. Transfer Storage or Disposal Facilities (TSDF's) are required by the Resource Conservation and Recovery Act (RCRA) Section 3005 to establish permitting requirements applicable to hazardous waste treatment, storage, or disposal facilities (TSDFs). The owner and operator of a TSDF must obtain a permit as required under 40 CFR Part 270. For additional information, please visit: [Standards of TSD facilities](#)

I. System Overview

The [Your DEQ Online](#) system is an Environmental Data Management System designed to combine current DEQ processes across our 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 or submit a public records request.

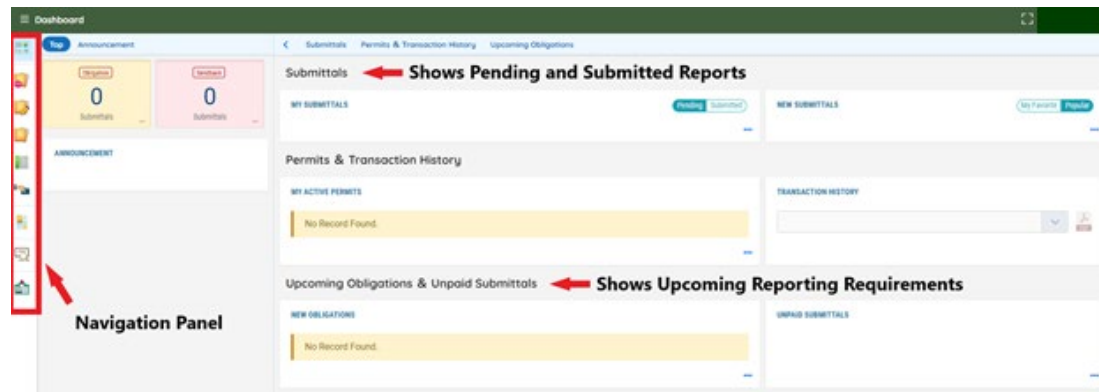
Visit the [DEQ website](#) for system registry and the additional information about Your DEQ Online on the [Your DEQ Online help page for available training videos, user guides and resources](#).



II. Navigating the System

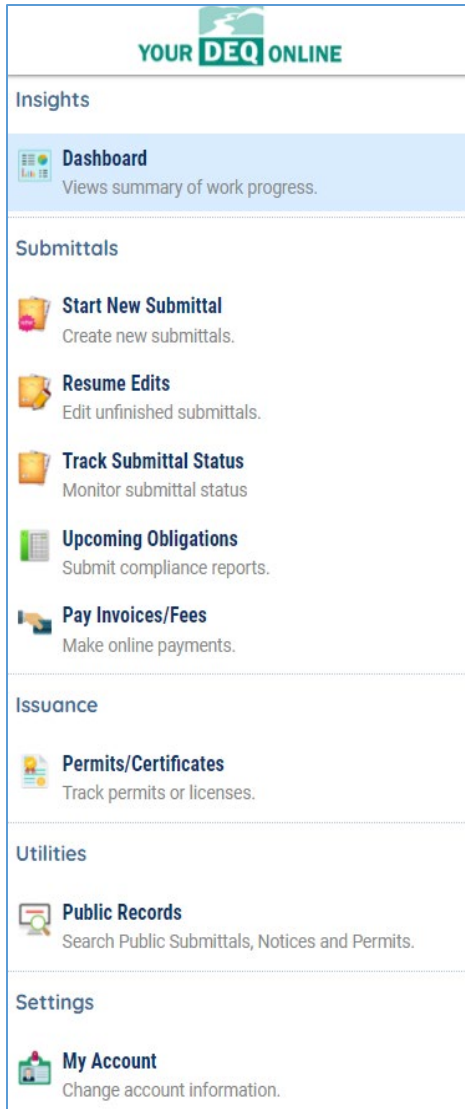
The system is designed to work with most web browsers.

Dashboard

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



The navigation panel on the left side of the screen is the primary way to navigate through various features in the system. The navigation panel can be expanded by  clicking on the button at the bottom left side of the screen or the  icon at top left.



Dashboard: This is your landing pad when you enter the system. It shows a summary of current and pending activity for your account.

Start New Submittal: Your DEQ Online is used by a variety of programs at DEQ. You may start a new submittal here, but not a reporting obligation. Note submittal ID#.

Resume Edits: Allows you to resume editing any submittals that have been started and saved, but not yet submitted to DEQ.

Track Submittal Status: Shows the status of all complete submittals and allows you to review the submitted report, view the submittal receipt, and [track your submittal status](#).

Upcoming Obligations: Displays any upcoming reporting obligations for which a submittal can be started.

Pay Invoices/Fees: Allows for online payment of invoices or fees to DEQ. Note that there are fees associated with the Hazardous Waste Reporting Program.

Permits/Certificates: Allows you to search for and view all of your DEQ issued permits. Note that although most RCRA ID#s are not truly permits they are housed in the Permits Module.

Public Records: Allows you to search for and view all published submittal records, permits, and submit a pollution complaint.

My Account: Allows you to change your contact information, facility linkage, and other account options.

Icons

You will see the following common icons as you navigate the system and submit your hazardous waste reports.



Loading: This icon will appear while the system processes an action.



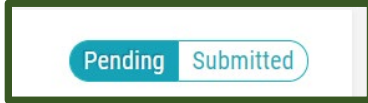
Save: This icon allows you to save changes made on a page.



Edit: Clicking this icon allows you to edit the selected submission.



View: Clicking this icon allows you to view a selected submission.



Submittal Selection: This button allows you to toggle between pending and submitted obligations on your dashboard.



Requirement: This icon will appear when a particular field in a submittal is required.

2. Accounts and Roles

I. Registering an Account

To register for a new account, click the “Register Account” button on the [Your DEQ Online](#) portal. You will be asked to enter your personal information and company affiliation, as well as select the appropriate account type for your requirements, as described below.

Refer to instructions in the “Public User Account Registration Guide” on the Your DEQ Online Account Registration page: <https://www.oregon.gov/deq/Permits/Pages/Account-Registration.aspx>

II. Account Types

At this stage, you are ready to select your account type as shown below:

Basic Info	Account Type	Password/PIN	Security Questions	Consultants	Verification	Linked Licensee
------------	---------------------	--------------	--------------------	-------------	--------------	-----------------

Account Type

i Account type cannot be changed once assigned and saved.

RO
 A Responsible Official (RO) is responsible for ensuring that information submitted to the Authority on behalf of an associated facility (or facilities) is accurate through the portal. The RO may permit a consultant to prepare a submittal in the system through an associated account; however, only the RO may certify and submit the submittal.

Consultant
 A Consultant may prepare a submittal form for a Responsible Official (RO). To prepare submittals for an RO, a Consultant account must be associated with an RO account (by the RO). Only an RO may certify and submit submittals.

General Public
 A Public account has privileges to pay invoices and respond to the Authority's public notices. A Public account does not grant access to preparing or submitting a submittal in the portal.

Your DEQ Online allows for **three types** of user accounts, each with distinct access and capabilities within the system, as described below. If you are the **Responsible Official** for a company and will be certifying the hazardous waste reports your company is submitting to DEQ, you will require a Responsible Official account. If you help to prepare hazardous waste reporting or other functions such as pay fees for the company but are not the responsible official who certifies and submits the report, you may require a **Consultant** account.

Pursuant to [OAR 340-102-0012](#) a site identification number is required for facilities notifying DEQ of their hazardous waste, universal waste, used oil or pharmaceutical activities. Under [OAR 340-102-0041](#) all small and large quantity hazardous waste generators, reverse distributors and very small quantity hazardous waste 'episodic' generators are required to submit an annual report to DEQ.

Each registration or report submitted by a regulated entity under the hazardous waste program must include certification by a designated representative of the truth, accuracy, and completeness of the submission. The Responsible Official designation within Your DEQ Online corresponds to the designated representative required under these rules.

The Public Portal supports three types of public accounts – Responsible Official, Consultant/Preparer and General Public. Each account type has a set of access privileges in the Public Portal.

The three account types have the following privileges:

1. Responsible Official (RO)

- Privileges are based on verified identity and valid links to facilities
- Prepare, certify, and submit a submittal
- Pay for services
- Apply, amend, renew, or withdraw a submittal
- Track submittal processing status
- Manage submittal history

- Manage user account and contact information. Use the system regularly for data entry/query, correspondence, and tracking submittal review status
- 2. Consultant/Preparer (Prepare-only)**
- Privileges are based on RO authorization for a given site or facility
 - Prepare a submittal form on behalf of an RO
 - Pay for services
 - Use the system regularly for data entry/query, correspondence, track and review the submittal status
- 3. General Public**
- Pay invoice for services with use of reference number
 - Respond to authority-issued public notice
 - A person who is not a RO or Preparer/Consultant but needs to interact with the Public Portal
 - Access privileges shall include: (1) pay invoice, (2) respond to authority's public notices

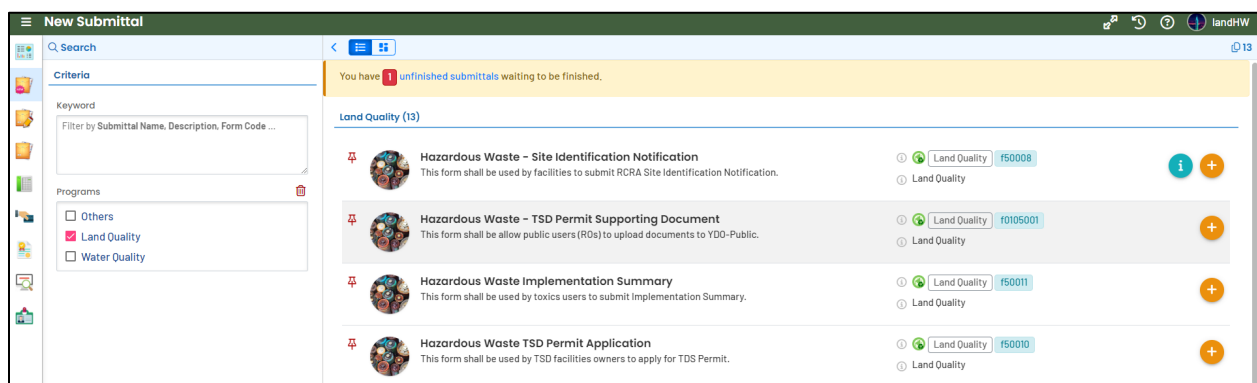
3. Submit a Hazardous Waste TSD Permit Supporting Document Submittal

I. Notification Obligations

If you fit the following category and have a permit modification, you must notify DEQ using the YDO HW TSD Permit Application Form:


- Hazardous waste treatment, storage, or disposal facility

You can initiate the submission of the “Hazardous Waste TSD Permit Application” form by navigating to the **Public Portal – Start New Submittal Module**. Click on the “+” button to start the form.

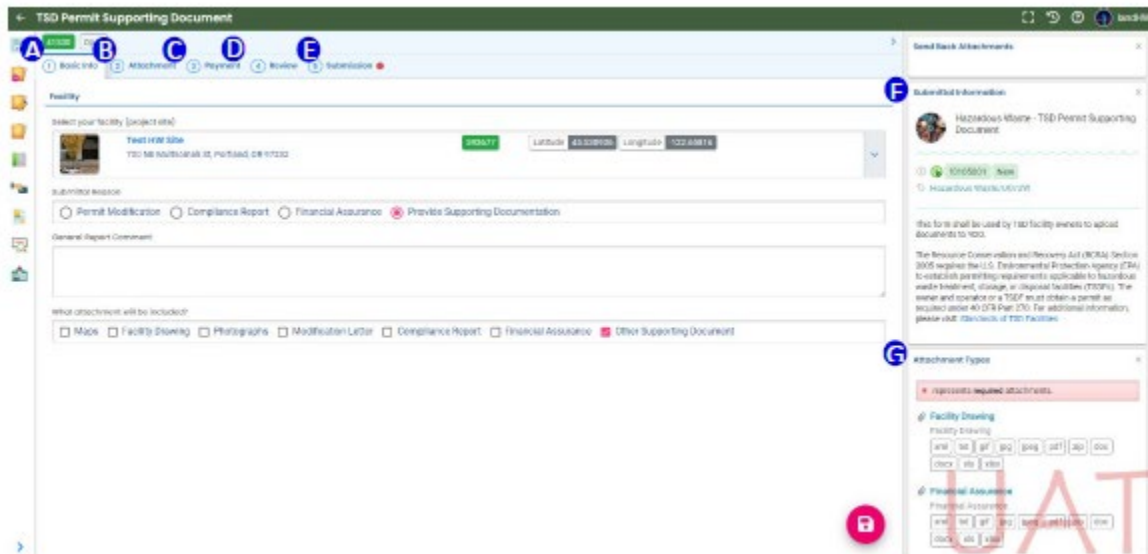


Upon entering a Hazardous Waste TSD Permit Application submittal, you will need to proceed through the 5-step standard process (A-E) which includes help information panel (F and G):

- A - Provide Basic Info required on the submittal form
- B - Provide attachments
- C - Provide a payment, if required
- D - Review all mandatory requirements (online data entry, attachment, and payment)
- E - Provide certification, answer security question, provide PIN, and submit
- F – Info Panel: Submittal Information
- G – Info Panel: Attachment Types

As you navigate through the tabs and enter data, ensure you regularly save your work using the 'Save' icon  at the bottom right.

On the right side of the reporting page, you will see general information about this report type and links to the relevant rules and guidance documents. This section can be expanded and collapsed by clicking on the “+” or “x” symbols.




A: Basic Info - Online Form Data Entry

In this data entry form, businesses need to provide the basic information on:

- Select your facility (project site) from the drop-down menu.

Facility

Select your facility (project site)


Test HW Site
700 NE Multnomah St, Portland, OR 97232
593677
Latitude 45.530936
Longitude -122.65816

- Select Submittal Reason from menu below.

Submittal Reason

- Permit Modification Compliance Report Financial Assurance Provide Supporting Documentation

- Add General report Comment if applicable.

General Report Comment

- Select attachment type from list below.

What attachment will be included?

- Maps Facility Drawing Photographs Modification Letter Compliance Report Financial Assurance Other Supporting Document

B: Attachment

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

- Select document type from list below.

1 Picture.pdf PDF 40 KB 1/24/2024

Click on the document to identify the attachment type.

Select Document Type:

- Facility Drawing
- Financial Assurance
- Maps
- Modification Letter
- Other
- Other Supporting Document
- Photographs
- Redacted Submittal Form in PDF

Total: 8

C Payment

Ensure all required data is entered on the submittal form and required attachments are provided before you complete this step. No payment is required for permits.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

There is no payment due at this time.

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

Fees | **Payment Transactions**

Fee is not required at this time. | No payment transaction records.


D: Review

After filling in and saving the basic information and providing any required attachments, you will be able to review in this tab all the mandatory requirements. The Consultant/Preparer will select your RO and 'eNotify' that a form is ready for review and submission. The system will flag ✓ if all mandatory information is provided; the system will flag ✗ if the mandatory information has not been provided or properly provided as instructed. You will need to address all areas marked before moving forward. You can view/save/print a PDF of your completed submittal.

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


Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Basic Info

Fees/Payments

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

Mandatory Attachment | **Uploaded Attachment**

Attachments are not required for this Submittal. |  **Picture.pdf**
Other Supporting Document
PDF 40 KB

E: Submission

After every mandatory requirement is fulfilled, you can then proceed to the Submission tab to submit this record. The RO will have to review and certify by reading and checking on the agreement disclaimer, and certification statement as well as type in your security answer and PIN to submit. PIN and answer to security question are case-sensitive.

① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

Certification Statement

Declaration of accuracy information provided: *

I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

I have read and agree to the above certification statement

Security Question

Security Question: what is your favorite painting or photo? *

Show Question Answer

PIN Number

PIN: *

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 and Authorize.NET's PCI compliant processes. 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](#)

← TSD Permit Supporting Document

41551 Open

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones.

Please click [Receipt](#) to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 41551	Name: Hazardous Waste - TSD Permit Supporting Document
Submittal Date: 1/24/2024, 03:33 PM	Method: Online Submission
Submittal By: landHW Testing 5032295696 sony_su@enfotech.com	
Owner Information: landHW Testing 5032295696 sony_su@enfotech.com	
Fee Detail	Certification
This submittal does not require fee.	Statement: I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.
Payment Detail	Question: what is the name of your home town newspaper?
Not Applicable.	Answer: *****
	PIN Number: *****



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 1/24/2024

Submittal Summary

Submittal ID: **41551**

Facility (project site): Test HW Site

Submittal: **Hazardous Waste - TSD Permit Supporting Document**

Submitted By: landHW Testing

Email: sony_su@enfotech.com

Submitted Date: **2024-01-24 15:33:42**

Form Detail

Submittal Name: **Hazardous Waste - TSD Permit Supporting Document**

Submission Method: **Online**

Action Type: **New**

Payment Information (PAID IN FULL)

Certification

Certification Statement: I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified. I certify under penalty of law that I have personally examined and am familiar with the information submitted in this demonstration and all attached documents, and that, based on my inquiry of those individuals immediately responsible for obtaining the information, I believe that the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine or imprisonment.

Certification Question: **what is the name of your home town newspaper?**

Certification Question Answer: *********

PIN Number: *********


IP Address: 159.121.206.56

F: Info Panel - Submittal Information

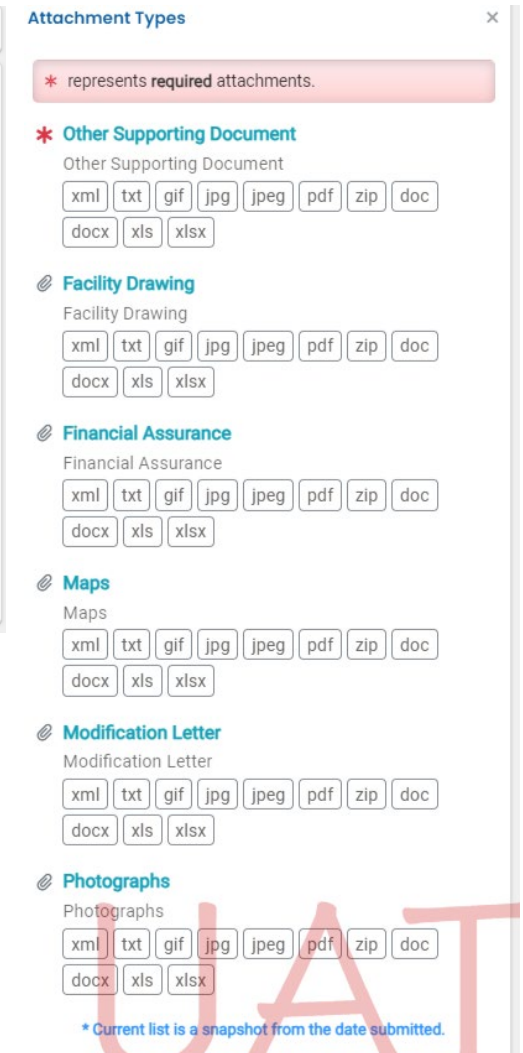
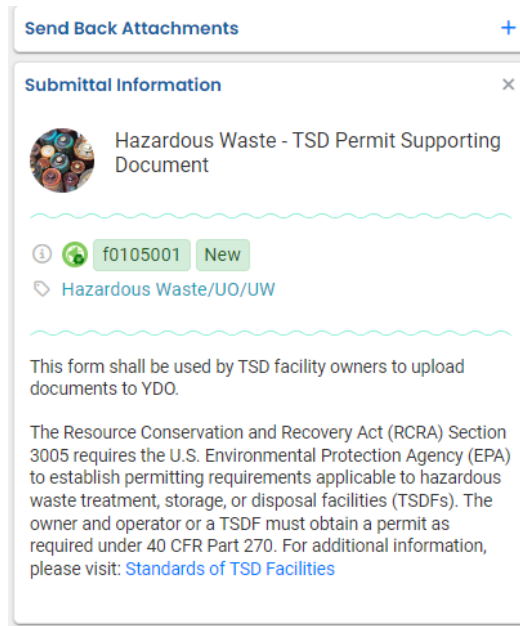
The description of the submittal form, submission process, and additional supporting information will be listed on the right-hand side of the information panel. This provides help for users to complete the submission process.

G: Info Panel - Attachment Types

There is also an information panel listing all the mandatory and optional attachment requirements for this submittal.

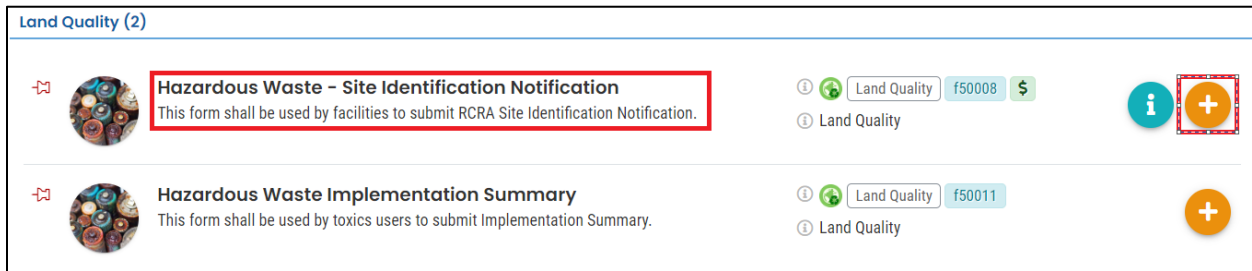
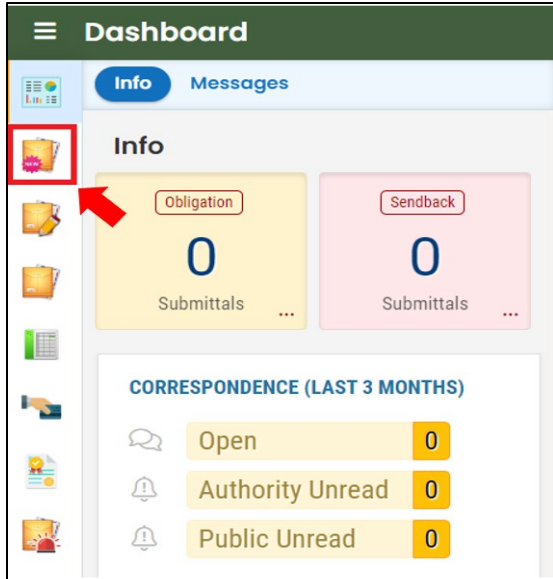
Upon submission, you will receive an email notification of receipt of the submittal. You can also obtain a printable copy by clicking on the  icon. You can view and print your submittal form and the receipt from the 'submitted submittals' section of your dashboard – see next section.

After submitting the form click on the 'Finish' button. This will take you to the Track Submittals Status – Submitted Submittals section of your dashboard – see next section.

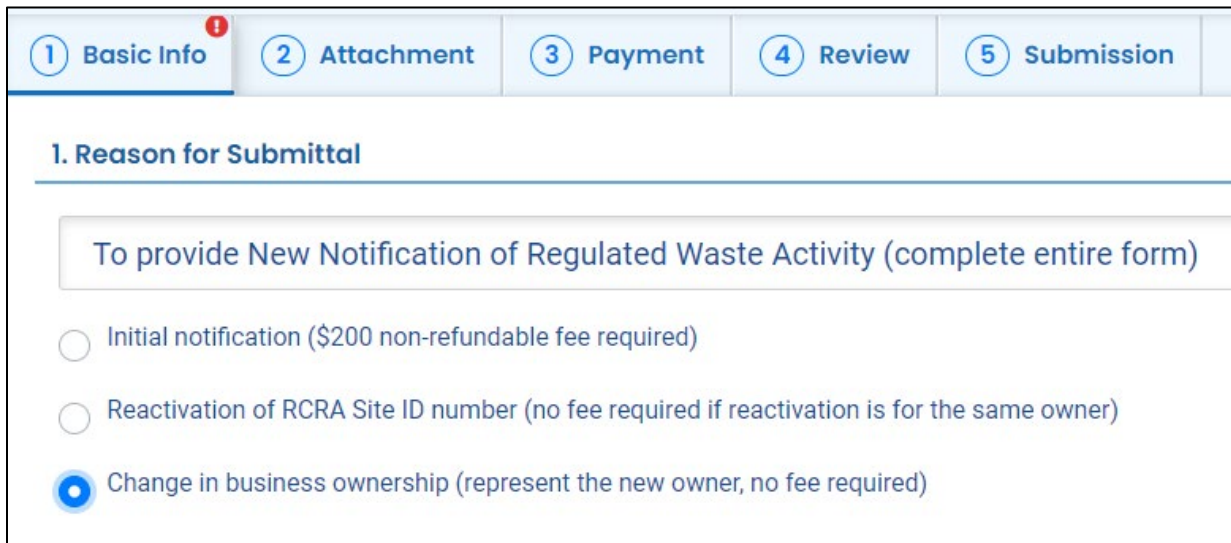


II. Changing Facility Details to Established RCRA IDs

To make any changes to ownership, operational control, generator status, contacts, or any other hazardous waste activity, navigate to the 'New Submittals' section of your dashboard and select the 'Hazardous Waste - Site Identification Notification' form as shown below:



If ownership of the site changes, choose the option 'change in business ownership' under the 'Reason for Submittal' section as shown below. Once you select this option, you can make your edits and submit the form.



If there are any changes in operational control, generator status, contacts, or any other hazardous waste activity, please select 'To provide Revised Site Identification Notification' and submit the necessary changes.

The screenshot shows a multi-step submission process with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Basic Info' tab is active and contains the following elements:

- 1. Reason for Submittal**: A dropdown menu with the selected option "To provide Revised Site Identification Information".
- Effective Date**: A text input field containing "mm/dd/yyyy" and a calendar icon.
- Required.**: A red exclamation mark icon followed by the text "Required."

III. Track Submittal Status

After submission, you can track authority review status from your Your DEQ Online account – **Track Submittal Status** page. Details of the Site Identification Form, as well as any reports submitted to DEQ can be viewed on the **Track Submittal Status** page, accessed via the navigation pane on the left side of the screen.

The screenshot displays the "Submitted Submittals" interface. On the left is a search and filter sidebar with the following sections:

- Criteria**: Search bar and filters for Keywords, Submitted Date (set to "Last 30 days"), Submittal Type, and Indicator (with checkboxes for Revision Request, Amend Request, Withdrawal Request, and Unpaid Submittal).

The main content area shows a list of submittals:

- Haz Waste Test Site**: Status "Approved", "Permit Action New", "HW Test", "01/06/2022 4 days ago". Details include Land Quality 26536, OR0000041196, and address 700 NE Multnomah St, Ste 600, Portland, OR 97232.
- HW Test Facility**: Status "Approved", "Permit Action New", "landHW Testing", "01/05/2022 5 days ago". Details include Land Quality 26521, OR0000041171, and address 700 NE Multnomah St Ste 600, Portland, OR 97232.

Navigation buttons (Review Form, Receipt, View Details) are visible on the right of each submittal entry.

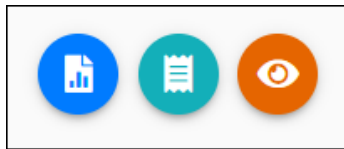
From this same page, you can use the navigation buttons on the right side of each submittal to Review Form (Blue Button), view submission Receipt (Teal button), and View Submittal Details (Orange eye icon button).

Haz Waste Test Site Approved HW Test

Land Quality 26536 # ORQ000041196 Permit Action New 01/06/2022 4 days ago

700 NE Multnomah St, Ste 600, Portland, OR 97232

Hazardous Waste - Site Identification Notification



Review the Submitted Form (blue button)



This option allows you to view the basic information on the form, any attachments and the submittal receipt. Note you will not be able to make any changes to the submitted data here.

View the Submission Receipt (teal button)

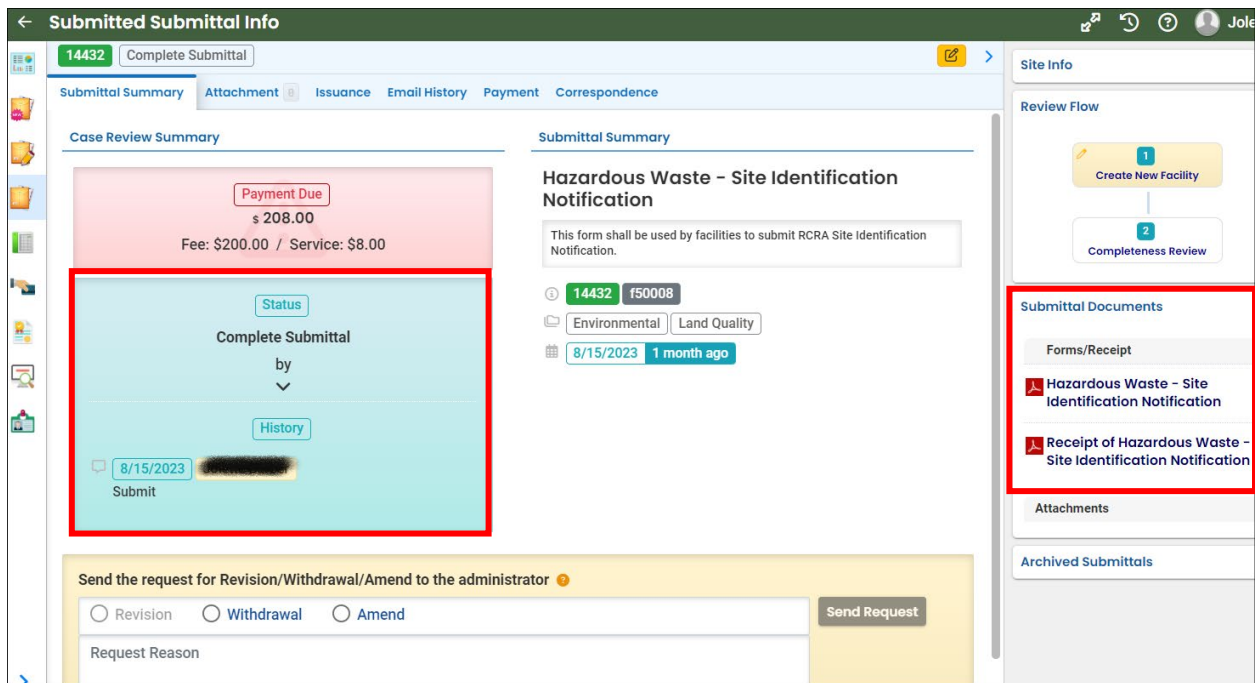


This option allows you to view or print the submittal receipt for this report.

View Submittal Detail (orange eye icon)



This option allows you to view PDFs, attachments, and submittal receipt. You can also track email notifications sent out from Your DEQ Online for this submittal and view the most current approval workflow status, as outlined in the images below.



1. Submittal Summary

As your submission moves through data review stages, this will be reflected in the review flow section of the submittal, until it is approved. The final review flow for a new RCRA ID# issuance will show a document icon in the top right corner, indicating that your new site identification form has been issued an acknowledgement letter by DEQ. You will receive an email from hazardous waste reporting staff when the submittal of your new site identification form has been approved.

In this 'Submittal Summary' tab, you may also submit a request to amend or withdraw your submittal. You must provide a reason for the request to be evaluated by hazardous waste reporting staff. See 'Making Corrections to Submitted Reports' below.

2. Attachment

There are no standard required attachments for hazardous waste unless selecting specific Universal Waste activities as mentioned earlier. However, any supporting documents relevant to the submittal may be attached here.

3. Issuance

This tab will display any documents that have been issued associated with this submittal. Issuances include an acknowledgement letter for new Site ID#s and withdrawn Site ID#s.

4. Email History

This tab will display all system emails sent to the RO regarding this submission.

5. Payment

This tab will show the initial RCRA Site ID \$200 fee and \$8 technology service fee and payment made or pending. Revised, ownership change, and withdrawal Site ID submittals have no fees. Site ID annual report submittals have fees that are invoiced typically in June/July.

The screenshot shows a navigation bar with five tabs: 1 Basic Info, 2 Attachment, 3 Payment (selected), 4 Review, and 5 Submission. Below the navigation bar is a light blue message box that reads "There is no payment due at this time." Below that is a payment summary table with the following data:

Fee	Service	Paid	Balance			
\$ 200.00	+	\$ 8.00	-	\$ 208.00	=	\$ 0.00

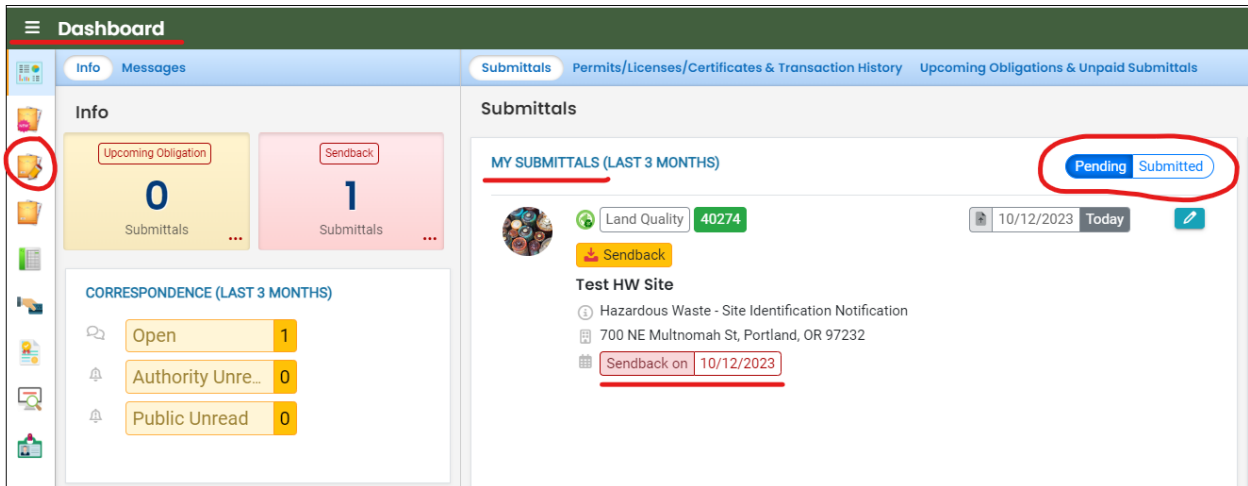
6. Correspondence

Hazardous waste reporting staff will communicate with the RO via regular email and this correspondence function will not be initiated by DEQ staff, although this feature is periodically monitored. Other DEQ programs may use this function to communicate with users within the system.


IV. Making corrections to submitted Site ID Forms

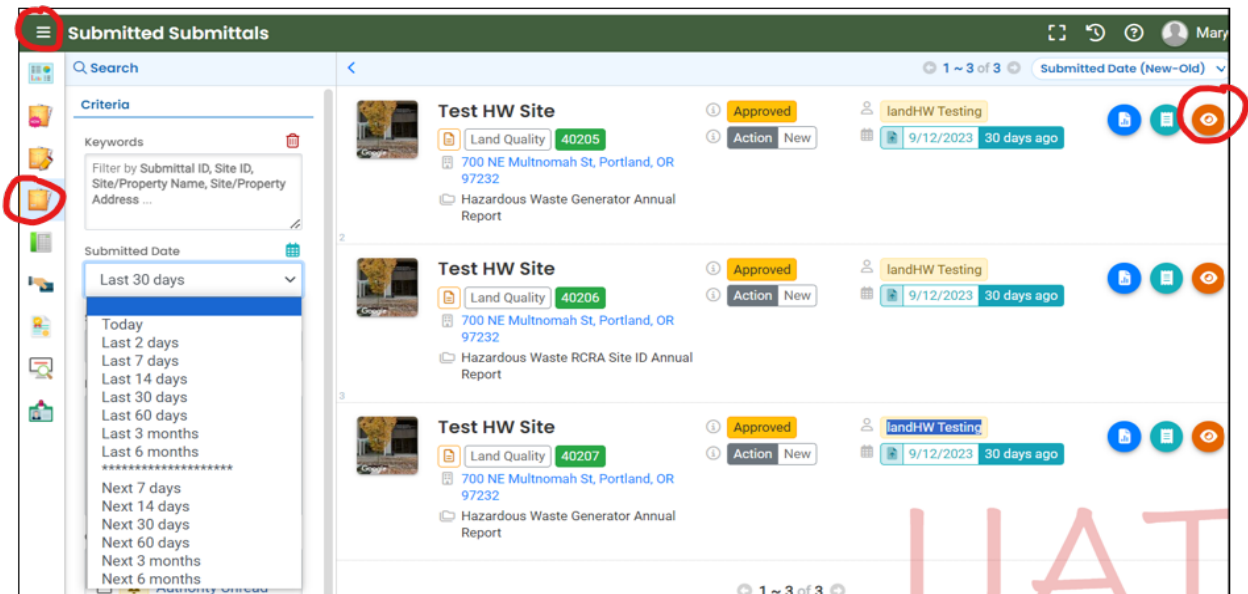
1. Corrections Requested by DEQ

If hazardous waste reporting staff identify any issue with your recently received submittal, you will receive an email or phone call outside of the Your DEQ Online system detailing any questions or requests for amendments to your submittal. The submittal form will be sent back and found on your dashboard under 'My Submittals' pending. Open the form, make the corrections, save the form, and re-submit the form from the submission tab.



2. Corrections Requested by Facility

If you need to make a correction on a **recently** submitted Site ID form, navigate to the **Track Submittal Status** module, and locate the correct submittal. The Track Submittal Status module is found by clicking on the fourth icon on the left side of your screen as noted below. You can expand the navigation panel by hovering or clicking on the  icon at top left. The 'Submitted Date' search field defaults to 30 days. Use the dropdown to choose your time period, top blank option shows all submittals or use the blue calendar option to select specific dates. After locating the submittal click the "View Submittal Detail" button (orange eye icon) and in the **Submittal Summary** tab, you will see a box titled "Send the request for Revision/Withdrawal/Amend to the administrator."



Send the request for Revision/Withdrawal/Amend to the administrator ?

Revision
 Withdrawal
 Amend

Request Reason

Send Request

Choose Amend and include a reason to alert DEQ that your submittal requires an amendment. Staff will review your request and may contact you for further clarification. Once your Amend request is approved or denied you will receive an auto-email. If your Amend request is approved locate the submittal in your pending submittals module, make the corrections and re-submit the form.

Choose Withdrawal and include a reason to alert DEQ that you are withdrawing your submittal. Staff will review your request and may contact you for further clarification. Once your withdrawal request is approved or denied you will receive an auto-email. If your request is approved, you will see the submittal on your dashboard with the status "Withdraw."

A Revision Request will archive your original submittal and create a new submittal record. A Revision Request is a rare circumstance and hazardous waste reporting staff will notify when it applies.

To make an update to any information on the Site Identification form submit a Site ID form with the reason for submittal 'To Provide Revised Site ID Information.' This form is found in the 'New Submittals' module as shown below. Open the form, select your facility and auto-populate the form with your most recent information on file. Make the necessary updates and submit the form.

The screenshot shows a dashboard with the following components:

- Dashboard Header:** Includes navigation icons and the user name 'land'.
- Info Section:** Shows 'Upcoming Obligation' with a count of 2 and 'Sendback' with a count of 1.
- Submittals Section:** Titled 'MY SUBMITTALS (LAST 3 MONTHS)', it features filters for 'Pending' and 'Submitted'. A submittal entry is shown for 'Land Quality' with ID '40274' and a 'Sendback' button. Below it, a 'Test HW Site' entry is listed with details: 'Hazardous Waste - Site Identification Notification', '700 NE Multnomah St, Portland, OR 97232', and a 'Sendback on 10/12/2023' date.
- NEW SUBMITTALS Section:** Features filters for 'My Favorite' and 'Popular'. It lists several new submittals, including 'GovOnline', 'Contact Information Update', 'Hazardous Waste - Site Identification Notification', and another 'Land Quality' entry.

To withdraw and inactivate your RCRA ID navigate to the 'New Submittals' module and open the Site ID form. Choose the reason for submittal 'To Withdraw Site ID Number' – Completion of RCRA Waste Activity and submit the form. Hazardous waste staff will process the submittal and email a Withdraw Acknowledgement letter.

4. Helpdesk and Resources

If you have questions about this submittal process or other concerns regarding the use of the Your DEQ Online system, please consult the [Help page](#) or contact the Your DEQ Online Helpdesk.

For more information, training, and resources, go to Your DEQ Online Help:
yourdeqonlinehelp.oregon.gov

For Hazardous Waste Reporting questions email or phone:
Hazwaste@deq.oregon.gov
[1-844-841-4938 \(HW Hotline\)](tel:1-844-841-4938) or [503-229-6968](tel:503-229-6968)

For Your DEQ Online questions:
503-229-6184
YourDEQOnline@deq.oregon.gov

Your DEQ Online log in portal:
<https://ordeq-edms-public.govonlinesaas.com/pub/login>