



Submitting General Registration Form and 30- Day Notice

Version 1.0

February 2025



State of Oregon
Department of Environmental Quality

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Translation or other formats

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Overview and Introduction

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.

As of January 2, 2024, members of the regulated community such as permit holders licensed providers and others must use Your DEQ Online when engaging with the Underground Storage Tank program at the Oregon Department of Environmental Quality.

This guide is intended for the use of Permittees and provides a detailed explanation of how to submit general registration form and 30-day notice by using [Your DEQ Online](#).

1. Logging in to Your DEQ Online

Your DEQ Online is a platform that requires each Responsible Official to create a user account. This allows the user to electronically pay invoices and fees, obtain permits and licenses, and submit documents to the Oregon Department of Environmental Quality.

Please visit the [Your DEQ Online Account Registration resource](#) to learn more about which account type to select and detailed steps in registering or updating your user account.

Once you have established your user account, use the account registration guide to make Account Type selections such as “Responsible Official”, the submittal group “Underground Storage Tanks” and linking to your facility or facilities. Next, login to the [Your DEQ Online Public Portal](#) by entering your username and password, then clicking on the “login” button.

2. Start a New Submittal

2.1. Navigate to submittals list

Once you have logged into your Your DEQ Online account, select the ‘Start New Submittal’ icon in the top left corner of the screen. This will open list of new submittal options.

Dashboard

Info Messages Submittals Permits/Licenses/Certificates & Transaction History

Info

Upcoming Obligation 0 Submittals... Sendback 0 Submittals...

CORRESPONDENCE (LAST 3 MONTHS)

Open 2 Authority Unr... 0 Public Unread 0

Messages

ANNOUNCEMENT

Submittals

MY SUBMITTALS (LAST 3 MONTHS) Pending Submitted

Land Quality 39953 8/8/2023 2 days ago

UST - Supervisor License Application

Land Quality 39914 8/2/2023 8 days ago

SUNNYSIDE ELEMENTARY SCHOOL

UST - 3-day Notice

3421 SE SALMON ST, PORTLAND, OR 97214

2.2. Locate and select the UST- General Permit Registration Form and 30-Day Notice submittal

To find and select “UST – General Permit Registration Form and 30-Day Notice”, either use the search criteria to narrow your search, or use the scrollbar to the right to view selections and locate the submittal. Click the “plus” icon to open the form.

New Submittal

Search

Criteria

Keywords Filter by Submittal Name, Description, Form Code .

Submittal Group

Underground Storage Tank

Programs

Water Quality

UST - Financial Responsibility Submit this form to demonstrate compliance with financial responsibility requirements.

UST - General Permit Registration Form and 30-Day Notice Submit this form 30 days before you plan to start work installing a new UST system.

UST - Modification and 30-Day Notice Change an existing UST system by adding new equipment or components. Submit 30 days prior to start of work.

Land Quality f50036

Land Quality f50031

Land Quality f50032

+

+

+

2.3. Basic Info Tab – Existing Facility

If this is a brand-new facility and you are applying for the first-ever permit for your facility, skip this section and proceed to the next section, 2.4 “Basic Info Tab- New Facility”.

Tabs across the top of the form are marked with red alert symbols until required information is entered. Once required information is provided, red alert symbols disappear. Click the “save” button in the lower right corner before proceeding.

Select Your Facility by using the dropdown menu, above. Click in the box below the “Select your Facility (project site)” box (in red, above). When the cursor is moved over the facility to be chosen, the cursor changes to a hand and the Facility is highlighted in yellow. Choose the Facility where the installation will occur.

The Facility must have current Permittee, Tank Ownership, and Property Ownership on record. If the answer to the question above (“Has there been a change to the Tank Owner, Permittee, or Property Owner?”) is “Yes”, then save your application, and exit this submittal by clicking on the “New Submittal” button (left side of image, circled in red).

Open the “UST- Owner/Permittee Modification” submittal (there is a separate User Guide for that submittal) and submit the required information and fee. Once completed then you may return to this submittal to provide the decommissioning notification. If no changes have occurred, then choose “No”.

The screenshot shows the "Installation Permit Registration Form" with the "Basic Info" tab selected. The form is divided into three main sections: "Facility Information", "Facility Contact", and "Invoice Information".

- Facility Information:** Includes a dropdown menu for "Select your facility (project site)" with a red alert symbol and a red square highlighting the dropdown arrow. Below it is a "NAICS Code" field with a red alert symbol and a plus sign.
- Facility Contact:** Includes fields for "Salutation", "First Name", "M.I.", "Last Name", "Company", "Title", "Email", "Phone", "Mobile", and "Fax". Red alert symbols are present on the "First Name", "Last Name", and "Email" fields.
- Invoice Information:** Includes a checkbox for "Do you want us to send an invoice to another contact?".

A red circle highlights the "Select your facility" dropdown menu, and a red square highlights the dropdown arrow. A red circle also highlights the "Save" button in the bottom right corner.

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Select the NAICS Code by clicking on the drop-down menu box to reveal the search bar (in red box below). Type the best search term for the type of facility and then choose the best option from the results.

The screenshot shows the 'Installation Permit Registration Form' with a progress bar at the top indicating steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Basic Info' section is active, displaying facility details: '212TH CHEVRON', '21188 STARK STREET, GRESHAM, OR 97030', and 'CEM_FacilityIdentifier=24608 UST (11850)'. Below this, the 'NAICS Code' section is expanded, showing a search bar with 'gasoline' entered. A red box highlights the search bar and the resulting list of options: '336310 - Motor Vehicle Gasoline Engine and Engine Parts Manufacturing', '336312 - Gasoline Engine and Engine Parts Manufacturing', '457110 - Gasoline Stations with Convenience Stores', and '457120 - Other Gasoline Stations'. The '457110' option is highlighted in yellow. At the bottom right of the list, it says '4 Results'.

Review the Facility Contact information to ensure that the information is correct.

The screenshot shows the 'Facility Contact' section of the form. It contains several input fields for contact information: Salutation, First Name (RON), M.I., Last Name (CAIN), Company (212TH CHEVRON), Title, Email (updateemail@NoEmail.COM), Phone (503-555-5555), Mobile (000-000-0000), and Fax (000-000-0000). Below this, the 'Invoice Information' section is visible, featuring a checkbox labeled 'Do you want us to send an invoice to another contact?'. A red starburst graphic is drawn around this checkbox.

If the invoice should be sent to a different address, please indicate by checking the above box. A new contact information panel will open with required entries. Otherwise leave the checkbox blank.

Next, review the "Permittee" information; if this is a legal entity the name of that entity must be entered **exactly as it is registered with the Oregon Secretary of State Corporation Division.**

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Permittee Information (Individual or Entity as registered with Oregon Secretary of State Corporation Division)

Salutation	First Name	M.I.	Last Name
	Ronald	G	Cain

Company	Title	Email
Cain Petroleum, Inc.		updateemail@NoEmail.COM

Phone	Mobile	Fax
503-546-3535	000-000-0000	000-000-0000

Country

☒ United States ☐ Canada

Address	Building, Unit, Suite, or Floor #
123 Main St	

City	State	Zip Code
Anytown	OR (Oregon)	97239

The “Tank Owner” and “Property Owner” may be copied (if they are the same person) from the Permittee information completed above by using the yellow buttons.

Tank Owner Information (Individual or Entity as registered with Oregon Secretary of State Corporation Division)

Copy from Permittee

Salutation	First Name	M.I.
	Ronald	G

Company	Title
Cain Petroleum, Inc.	

Phone	Mobile
503-546-3535	000-000-0000

Country

☒ United States ☐ Canada

Address	Building, Unit, Suite, or Floor #
123 Main St	

City	State
Anytown	OR (Oregon)

Property Owner Information (As listed on county deed record)

Copy from Permittee

Salutation	First Name	M.I.
	Ronald	G

Company	Title
Cain Petroleum, Inc.	

Phone	Mobile
503-546-3535	000-000-0000

Country

☒ United States ☐ Canada

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The Tank Listings are below the “Property Owner Information”. Your current tanks should be listed in the drop-downs. To add an UST click the yellow “+New” button.

Tank Listings

You must submit a separate listing for each compartment or tank. For example, if you are installing a 10,000-gallon tank with two compartments and a single 5,000-gallon tank, you must submit 3 listings.

Tank Identification No.	Tank Capacity
1	5000
2	6000
3	7000
4	8000

4 Results

+ New

Clicking the yellow “+New” button displays the following screen. The fields in red are required. Please enter additional information as available and click the Save button when done.

Please use a simple naming convention for tanks: 1, 2, 3 etc. For tanks split in compartments please name them 1A, 1B, etc.

Installation Permit Registration Form

39907 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

5 0

Tank Identification No. Estimated Total Capacity(gallons)

Required Required and must be <= 60,000

Substance Stored Tank Manufacturer

Required Required

Tank Construction

Required

Tank Material Tank Gauge Manufacturer

Required

Label

☐ Retrofit ☐ Manifolded ☐ E-gen ☐ Multicompart

Tank Release Detection Method

Required

Piping Construction Piping Type

Required

Piping Manufacturer Piping Material Piping Release Detection Method

Required

Leak Detector Type

Overfill Device Type Spill Device Type

Corrosion Protection

Save

2.4. Basic Info Tab - New Facility

Complete this section if this is a brand-new facility and you are applying for the first-ever permit for your facility.

If you are applying for operational status for the first time at a given facility (skipping section 2.3 above), you must choose the “Create New Facility” button outlined in red below, and then complete all information required in the “Facility Information” panel. Note that the “Installation Permit Registration Form” is lengthy and will be addressed one panel at a time.

The screenshot shows the 'Installation Permit Registration Form' with a green header bar. Below the header is a navigation bar with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Basic Info' tab is active. Under the 'Facility Information' section, there are two radio buttons: 'Select your facility' and 'Create new facility'. The 'Create new facility' button is highlighted with a red box. Below this is the 'New Facility Information' section, which includes fields for 'Facility Name' (Salmon St Station II), 'Abbreviation', 'Is the facility located on Native American Lands?' (No), 'Email' (3449@email.com), 'Phone' (111-111-1111), 'Fax' (000-000-0000), and 'Number of Employees' (0). There is also a 'Comments' field with a remaining length of 4000 characters.

Complete the “Mailing Address” panel.

Mailing Address

The 'Mailing Address' panel includes a 'Country' section with radio buttons for 'United States' (selected) and 'Canada'. Below this is an 'Address' field containing '700 NE Multnomah St'. To the right of the address field is a 'Building, Unit, Suite, or Floor #' field. Below the address field are three fields: 'City' (Portland), 'State' (OR (Oregon)), and 'Zip Code' (97232).

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The “Physical Location” can be copied from the “Mailing Address” panel by using the yellow “Copy from Mailing Address” button.

Physical Location

Use the map to auto-populate latitude and longitude.

Copy from Mailing Address

Country

☒ United States ☐ Canada

Address

700 NE Multnomah St

Building, Unit, Suite, or Floor #

City

State

Zip Code

OR (Oregon)

00000-0000

Required.

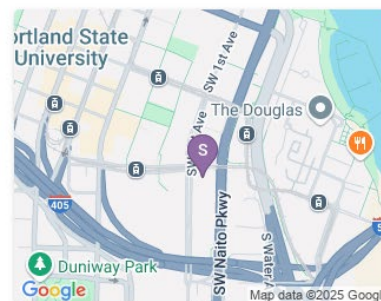
Required.

Latitude

Longitude

Required.

Required.



NAICS Code

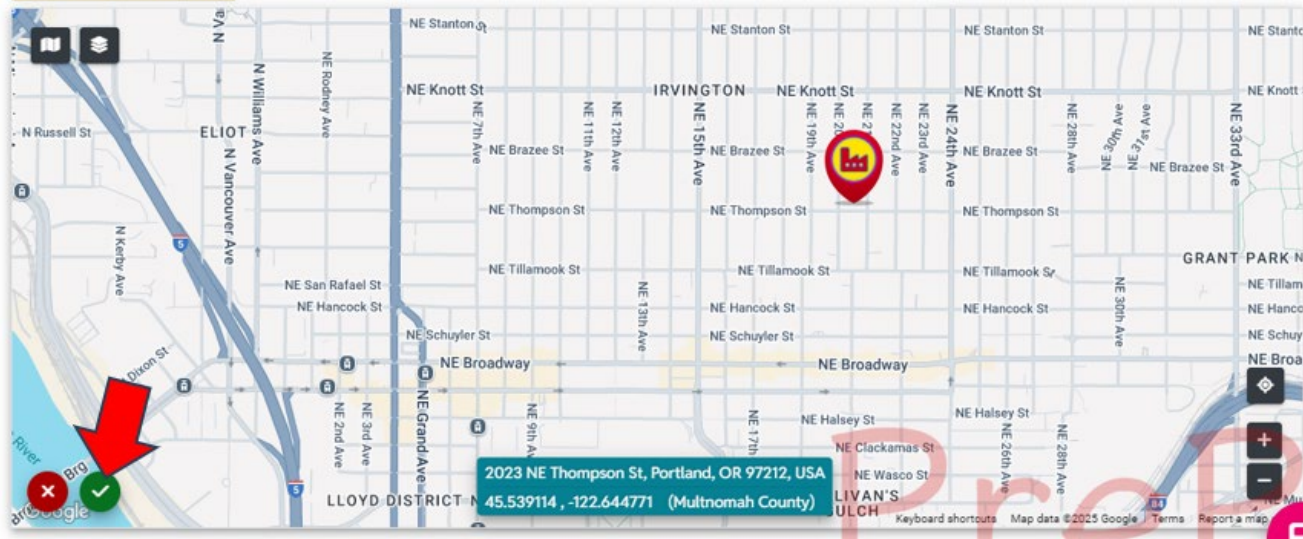
Required

If the address is different please click on the map picker to select the physical location by dragging the red indicator to adjust the location on the map.

Physical Location

Use the map to auto-populate latitude and longitude.

Copy from Mailing Address



Submitting General Registration Form and 30-Day Notice Version 1.0

Click the green checkmark in the lower left corner to accept the address shown in the blue-green box. The location information is auto filled.

Physical Location

Use the map to auto-populate latitude and longitude.

Copy from Mailing Address

Country

☒ United States ☐ Canada

Address

2023 NE Thompson St

Building, Unit, Suite, or Floor #

City

Portland

State

OR (Oregon)

Zip Code

97212-4663

Latitude (45°32'20.81"N)

45.539113

Longitude (122°38'41.17"W)

-122.644770



NAICS Code

Required

Choose or search for a NAICS code by clicking in the drop-down bar revealing the search bar.

Installation Permit Registration Form

17922 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

☒ United States ☐ Canada

Address: 2023 NE Thompson St Building, Unit, Suite, or Floor #

City: Portland State: OR (Oregon) Zip Code: 97212-4663

Latitude (45°32'20.81"N): 45.539113 Longitude (122°38'41.17"W): -122.644770

NAICS Code

gasoline

- 336310 - Motor Vehicle Gasoline Engine and Engine Parts Manufacturing
- 336312 - Gasoline Engine and Engine Parts Manufacturing
- 457110 - Gasoline Stations with Convenience Stores
- 457120 - Other Gasoline Stations

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Enter the “Facility Contact” info into the required fields at a minimum.

Facility Contact

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/> Required.	<input type="text"/>	<input type="text"/> Required.
Company	Title		Email
<input type="text"/>	<input type="text"/>		<input type="text"/> Required.
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x00000"/> Required.	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	

If the “Invoicee Information” is different from the “Permittee Information” check the box below and complete the required fields. The information entered must match the information on record with the Oregon Secretary of State Corporation Division.

Invoicee Information

☐ Do you want us to send an invoice to another contact?

Permittee Information (Individual or Entity as registered with Oregon Secretary of State Corporation Division)

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/> Required.	<input type="text"/>	<input type="text"/> Required.
Company	Title		Email
<input type="text"/>	<input type="text"/>		<input type="text"/> Required.
Phone	Mobile	Fax	
<input type="text" value="000-000-0000x00000"/> Required.	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Building, Unit, Suite, or Floor #	
<input type="text" value="Enter a location"/> Required.		<input type="text"/>	
City	State	Zip Code	
<input type="text"/> Required.	OR (Oregon)	<input type="text" value="00000-0000"/> Required.	

The “Tank Owner Information” may be copied from the Permittee using the yellow button.

Tank Owner Information (Individual or Entity as registered with Oregon Secretary of State Corporation Division)

Copy from Permittee

Salutation	First Name	M.I.	Last Name
<input type="text"/>	Dave	<input type="text"/>	Pardue
Company	Title		Email
Oregon Department of Environmental Quality	<input type="text"/>		dave.pardue@deq.oregon.gov
Phone	Mobile	Fax	
150-336-0428	000-000-0000	000-000-0000	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Building, Unit, Suite, or Floor #	
700 NE Multnomah St		<input type="text"/>	
City	State	Zip Code	
Portland	OR (Oregon)	97232	

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The “Property Owner Information” may be copied the same way, and must match the information on file with the County Deed Recorder.

Property Owner Information(As listed on county deed record)

Copy from Permittee

Salutation	First Name	M.I.	Last Name
	Dave		Pardue

Company	Title	Email
Oregon Department of Environmental Quality		dave.pardue@deq.oregon.gov

Phone	Mobile	Fax
150-336-0428	000-000-0000	000-000-0000

Country

☒ United States ☐ Canada

Address	Building, Unit, Suite, or Floor #
700 NE Multnomah St	

City	State	Zip Code
Portland	OR (Oregon)	97232

The last section of the “Basic Info” tab is the “Tank Listings”.

Tank Listings

You must submit a separate listing for each compartment or tank. For example, if you are installing a 10,000-gallon tank with two compartments and a single 5,000-gallon tank, you must submit 3 listings.

Please add at least 1 tank listing

+ New


Click the yellow “+New” button to add at least one tank to the facility and assign numbers to your tanks beginning with the number “1”.

Please only add suffixes to indicate compartments of the same structure (tank) that are invoiced as individual tanks. For example a 3-compartment tank would be listed as “1A”, “1B”, and “1C”.

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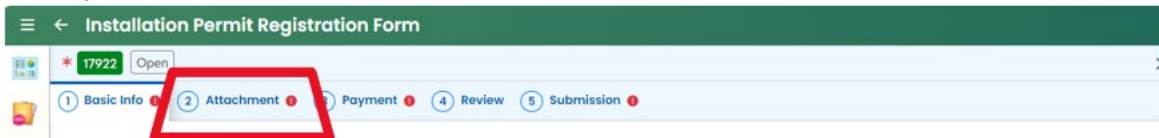
The screenshot shows the 'Installation Permit Registration Form' with a progress bar at the top indicating steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Tank Listings' section is active, displaying a table with one entry: Tank Identification No. 1 and Tank Capacity 10000. Below the table, there are input fields for 'Tank Identification No.' (1), 'Estimated Total Capacity (gallons)' (10000), 'Substance Stored' (Required), 'Tank Manufacturer' (Required), 'Tank Construction' (Required), 'Tank Material' (Required), and 'Tank Gauge Manufacturer'. At the bottom, there are checkboxes for 'Retrofit', 'Manifolded', 'E-gen', and 'Multicompartment'.

Complete the optional information to complete the profile of your UST and click the Save button  at the bottom right corner of the screen.

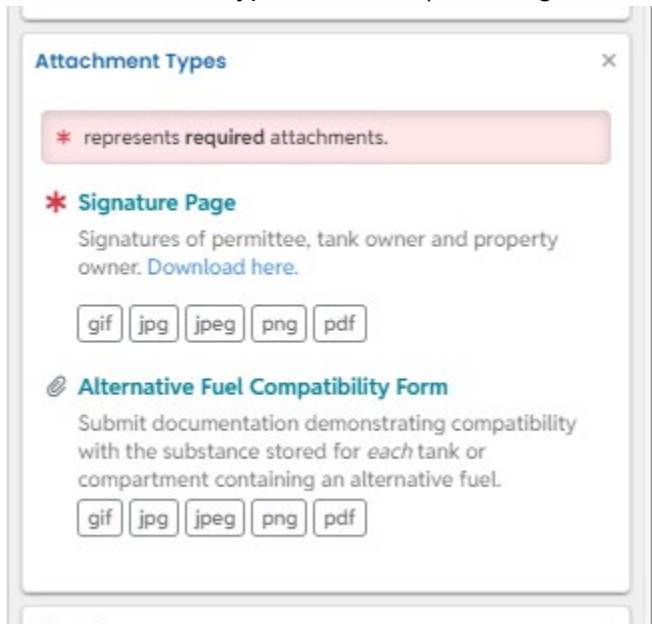
This section contains several dropdown menus for optional information: 'Tank Release Detection Method' (Interstitial Monitoring), 'Piping Construction' (Double Wall), 'Piping Type' (empty), 'Piping Manufacturer' (empty), 'Piping Material' (empty), 'Piping Release Detection Method' (Interstitial Monitoring), 'Leak Detector Type' (empty), 'Overfill Device Type' (empty), 'Spill Device Type' (empty), and 'Corrosion Protection' (empty).

2.5. Upload Attachment(s) – All Facilities

After saving the information on the Basic Info tab, click on the “Attachment” tab.



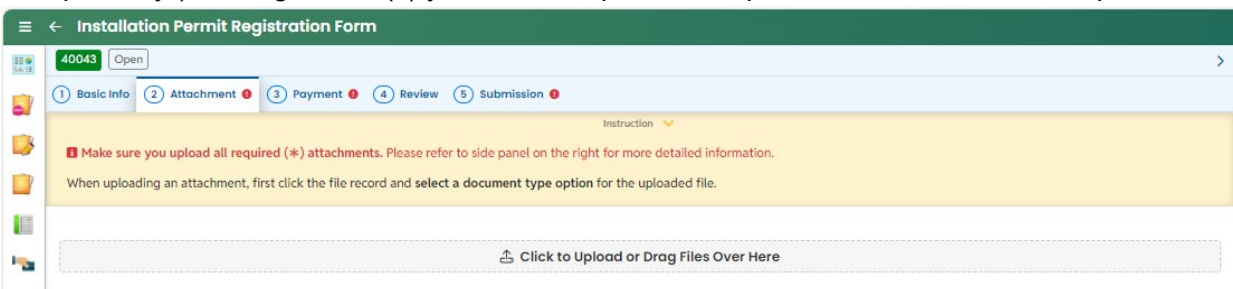
The “Attachment Types” window (on the right side of the page) shows the required attachment(s):



If an alternative fuel (gasoline >10% ethanol or diesel >20% biodiesel) was selected in the “Basic Info” tab then the “Alternative Fuel Compatibility” form is required as an attachment.

In this case there is a link to PDFs of these forms for you to download. Please print and complete the form fully and sign. Then scan or photograph the form.

Either click on the button (the button turns yellow first) to navigate to, and then select, the file that needs to be uploaded (in this case the completed “Signature Page [signed]” and possibly the “Alternative Fuel Compatibility”) or drag the file(s) you want to upload on top of the box/button and drop it there.



- Note that if you do not submit the correct documentation, your Submittal will be returned. You will receive an email message from YDO, and you will need to upload the correct documentation.

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After you upload the form, it must be identified. Click inside the Attachment Panel to expand it, and then click in the “Select Document Type” drop-down menu to display the choices as shown below- choose the highlighted “Signature Page”.

The screenshot shows the 'Installation Permit Registration Form' interface. The top navigation bar includes tabs for Basic Info, Attachment, Payment, Review, and Submission. The Attachment tab is active, displaying a list of files. A file named 'Test Attachment2.pdf' is selected, and a dropdown menu titled 'Select Document Type' is open. The dropdown menu lists four options: 'Alternative Fuel Compatibility Form', 'Other', 'Redacted Submittal Form in PDF', and 'Signature Page'. The 'Signature Page' option is highlighted in yellow. The interface also shows a sidebar with various icons and a right-hand panel with additional options.

If you have attachments, in this case a site plan, use the ‘Click to Upload or Drag Files Over Here’ icon accordingly.

2.6. Payment Tab

After uploading any attachments, click the Save button and then click the Payment Tab.

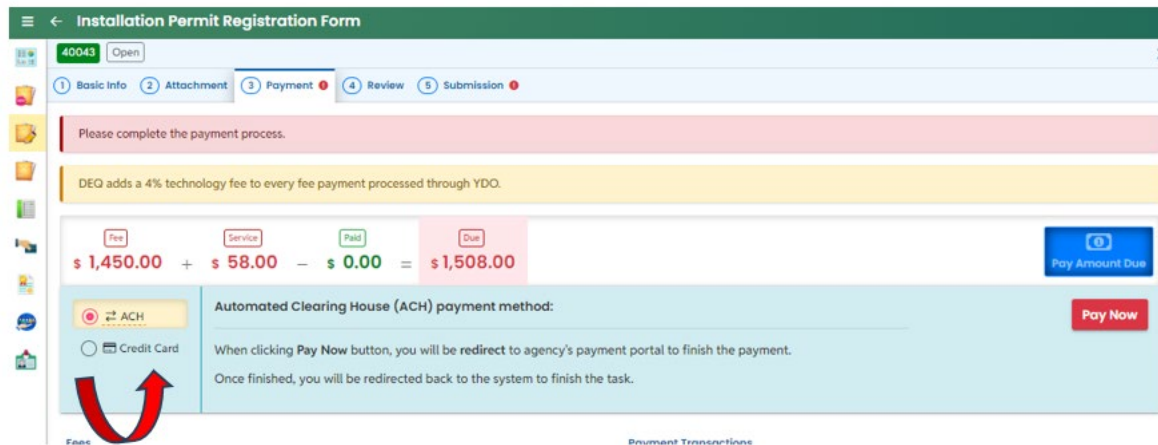
Payment, including the 4% Technology Fee must now be submitted. The “Save” button must be clicked if it was not in the prior step. Payment is not possible until the “Workflow” is saved. Then the “Pay Amount Due” button appears: Click on the “Payment” tab to open:

The screenshot shows the 'Installation Permit Registration Form' interface with the Payment tab selected. The top navigation bar includes tabs for Basic Info, Attachment, Payment, Review, and Submission. The Payment tab is active, displaying a summary of fees and a 'Pay Amount Due' button. The summary shows a total fee of \$725.00, a service fee of \$29.00, and a paid amount of \$0.00, resulting in a total due of \$754.00. Below the summary, there are sections for 'Fees' and 'Payment Transactions'. The 'Fees' section lists the 'Permit Processing Fee' and 'Technology Fee' with their respective amounts. The 'Payment Transactions' section shows 'No payment transaction records.' The interface also includes a sidebar with various icons and a right-hand panel with additional options.

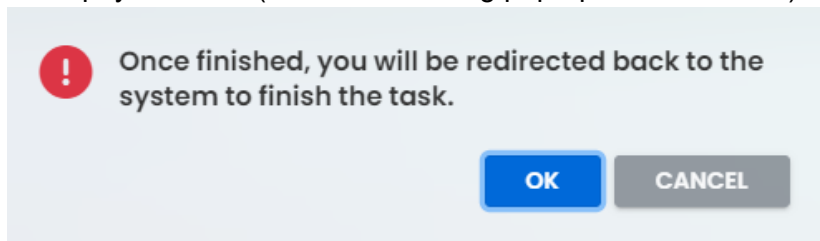
Note that the “Technology Fee” is required regardless of payment method. There is an additional surcharge for payments by credit card.

Click on the blue “Pay Amount Due” button to enable the payment choices- using a credit card (incurs a service fee), or using a free direct withdrawal from a bank account (ACH):

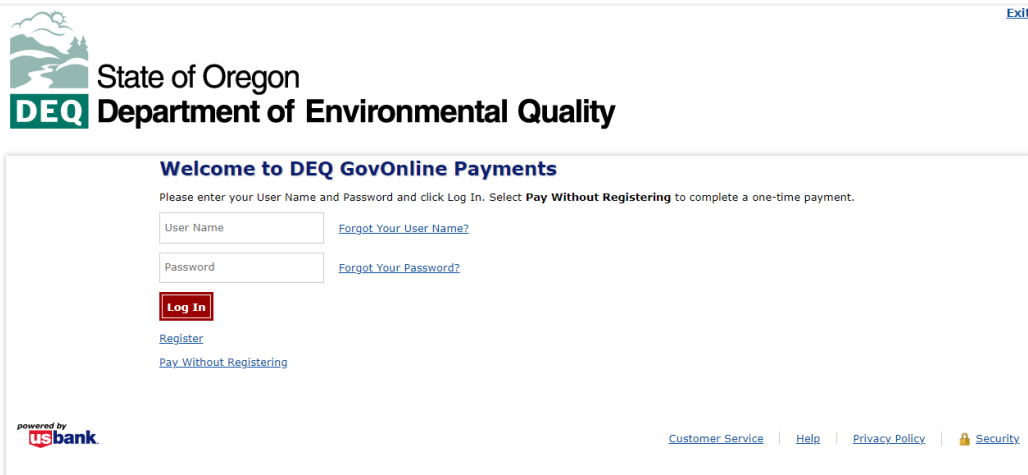
Choose ACH or Credit Card by clicking the corresponding radio button (red arrow, below), and note the receipt will be available following the submission step.



For either credit card or ACH (direct withdrawal) click on the red “Pay Now” button to be redirected to the US Bank payment site (read the following pop-up and click “OK”).



The user can register to facilitate future payments by clicking “Register” or the user can proceed by clicking the “Pay without Registering” link.



DEQ Department of Environmental Quality

[Exit](#)

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$78.00

Payment Information

Frequency One Time

Payment Amount \$78.00

Payment Date Pay Now

Contact Information

First Name UST

Last Name Generic RO

Company (Optional)

Address 1 700 NE Multnomah St

Address 2 (Optional)

City Portland

State OR

Zip Code 97232

Zip Code Extension (Optional)

Phone Number

Email Address ust.dutyofficer@deq.oregon.gov

[Become a Registered User](#) 




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For credit cards: Complete the credit card information and click the red “Continue” button: and note the highlighted convenience fee information.

Payment Method


Card Number

DISCOVER   

Expiration Date

Month

Year

Card Security Code 

Card Billing Address ☒ Use my contact information address
☐ Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Continue](#) [Cancel](#)

powered by


[Customer Service](#) | [Help](#) | [Privacy Policy](#) |  [Security](#)

If you choose the ACH payment method, the payment window will look like this.

Payment Method

Sample Check
123 Main St.
Anytown, MO 12345
DATE:
PAY TO THE ORDER OF: \$
DOLLARS
MEMO:
123456780 055 1111111 001215
Bank Routing Number Bank Account Number Check Number (not required)

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings
☐ This is a business account

[Continue](#) [Cancel](#)

Enter your bank account information and then click the red “Continue” button. The “Review Payment” screen opens.

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Click the checkbox to accept the Terms and Conditions, and then click the red “Confirm” button.



State of Oregon Department of Environmental Quality

[Exit](#)

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description DEQ GOVONLINE
DEQ GovOnline Pymts
https://oregon-public-uat.govonlinesaas.com/client/pub/login
Payment Amount \$78.00
Payment Date 10/25/2024

Payment Method

Bank Routing Number 075000022
Bank Name US BANK NA
Bank Account Number *2222
Bank Account Type Checking
Bank Account Category Consumer
Confirmation Email ust.dutyofficer@deq.oregon.gov

Contact Information

First Name UST
Last Name Generic RO
Address 1 700 NE Multnomah St
City Portland
State OR
Zip Code 97232
Phone Number 1111111111
Email Address ust.dutyofficer@deq.oregon.gov

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

☐ **I accept the Terms and Conditions**

Confirm [Back](#)



[Customer Service](#) | [Help](#) | [Privacy Policy](#) |

Submitting General Registration Form and 30-Day Notice Version 1.0

The following “Confirmation” window appears:



Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000043539**

[Return to Your DEQ Online](#)

Payment Details

Description DEQ GOVONLINE
DEQ GovOnline Pymts
<https://oregon-public-uat.govonlinesaas.com/client/pub/login>
Payment Amount \$78.00
Payment Date 10/25/2024
Status SCHEDULED


Payment Method

Bank Routing Number 075000022
Bank Name US BANK NA
Bank Account Number *2222
Bank Account Type Checking
Bank Account Category Consumer
Confirmation Email ust.dutyofficer@deq.oregon.gov

Click the red “Return to Your DEQ Online” button, and the “OK” button that appears in the subsequent pop-up to return to this page: NN

A screenshot of the "Installation Permit Registration Form" in a web browser. The form has a green header bar with a menu icon and the title "Installation Permit Registration Form". Below the header, there's a progress bar with five steps: 1 Basic Info, 2 Attachment, 3 Payment (active), 4 Review, and 5 Submission. The main content area shows a summary of fees and payments. At the top, it says "There is no payment due at this time." Below that, a summary row shows: Fee \$1,450.00 + Service \$58.00 - Paid \$1,508.00 = Balance \$0.00. The "Fees" section lists "Permit Processing Fee" with a total of \$1,450.00 and "Technology Fee" with a total of \$58.00. The "Payment Transactions" section shows a successful "ePayment (ACH)" for \$1,508.00 on 12/31/2024, with a confirmation number DEQTST000046326. There are "1 Results" and "2 Results" buttons at the bottom of the respective sections.

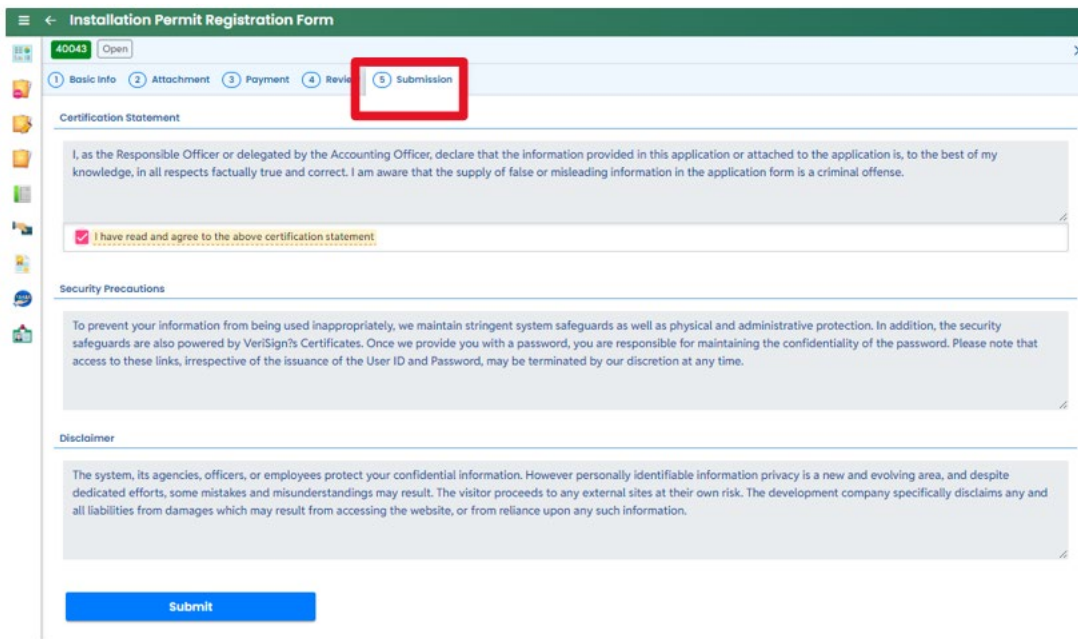
Note that the balance (highlighted above) shows \$0.00 and the paid amount is in a green field.

You may open the “Review” tab, but this is optional. Note that clicking on the  symbol saves the information entered; saving should be done at the end of every step of any submittal. Submission tab.

2.7. Submission Tab

After saving the payment information, click on the “Submission” tab at the top of the window.

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Click the Submit button at the bottom of the Submission tab to complete the first part of your facility’s UST Modification submittal.



The screenshot shows the 'Installation Permit Registration Form' interface. At the top, there is a green header bar with a menu icon, a back arrow, and the title 'Installation Permit Registration Form'. Below the header, a navigation bar contains five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. The '5 Submission' tab is highlighted with a red rectangular box. To the left of the tabs is a vertical sidebar with various icons. The main content area of the 'Submission' tab includes a 'Certification Statement' section with a text box containing a declaration. Below this is a checkbox labeled 'I have read and agree to the above certification statement', which is checked. Further down is a 'Security Precautions' section with a text box containing a warning. At the bottom of the form is a blue 'Submit' button.

On the Confirmation screen, note “Submittal Number” in a green field (circled in red). Recording this number is an easy way to search for this submittal if needed in the future.

Click the red Receipt button and view the submittal receipt.

When you are done, click the “Finish” button to return to the “Submitted Submittals” page. You will receive an automated confirmation email message from the YDO system.

No further action is possible until the UST Program approves your submittal.

Submitting General Registration Form and 30-Day Notice

Version 1.0

40043

Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.
Please click [Receipt](#) to print your receipt.

Submittal Summary

Submittal ID: 40043
Submittal Date: 12/31/2024, 4:01:22 PM
Submittal By: UST Generic RO
5033604287
ust.dutyofficer@deq.oregon.gov
Owner Information: UST Generic RO
5033604287
ust.dutyofficer@deq.oregon.gov

Submittal Form Info

Name: UST - General Permit Registration Form and 30-Day Notice
Method: Online Submission

Fee Detail

Name	Type	Amount
Permit Processing Fee	Additional Fee	\$1,450.00
Technology Fee	Additional Fee	\$58.00

Payment Detail

Date	Method	Fee Amount	Paid Amount
12/31/2024, 2:19:09 PM	ePayment (ACH)	\$1,508.00	\$1,508.00
Total:		\$1,508.00	\$1,508.00

Uploaded Attachment List

Test Attachment2.pdf

Signature Page

PDF

55 KB

Test Attachment3.pdf

Alternative Fuel Compatibility Form

PDF

55 KB

Certification

Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offense.
Question: Not Applicable
Answer: Not Applicable
PIN Number: Not Applicable
RO: UST Generic RO
Sender IP: 159.121.206.56

Mail-to Attachment List

No record.

Finish

Receipt

Submittal Form



Submittal Receipt
Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100
Date Created: 12/31/2024

Submittal Summary

Submittal ID: 40043

Facility (project site): 212TH CHEVRON

Submittal: UST - General Permit Registration Form and 30-Day Notice

Submitted By: UST Generic RO

Email: ust.dutyofficer@deq.oregon.gov

Submitted Date: 2024-12-31 16:01:22

Submittal Form Info

Submittal Name: UST - General Permit Registration Form and 30-Day Notice

Submission Method: Online

Action Type: New

Payment Information (PAID IN FULL)

Processing Fee: \$1,450.00

Technology Fee: \$58.00

Total Amount Due: (None)

Payment Method: ePayment (ACH)

Paid Amount: \$1,508.00

Date Paid: 12/31/2024

Confirmation Number: DEQTST000046326

Certification

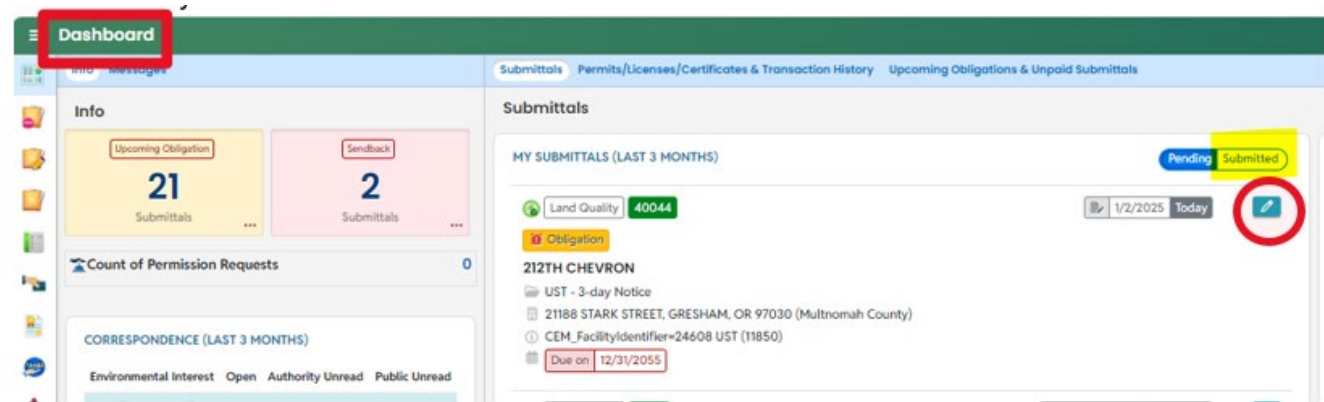
Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information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

Question:
Question's Answer: *****
PIN Number: *****
IP Address: 159.121.206.56

Responsible Official: UST Generic RO

3. Submit 3-Day Notification

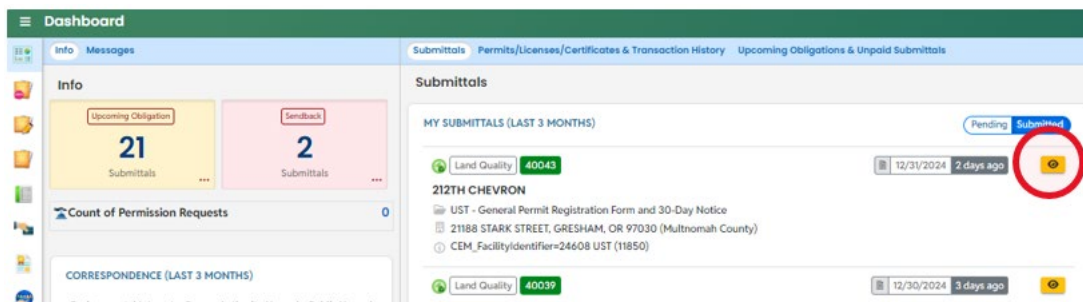
Return to your “Dashboard” and locate the correct submittal. The submittal can be accessed by clicking on the blue-green pencil icon directly from the “Dashboard” which shows “Pending” submittals by default. This route leads directly to the data entry page.



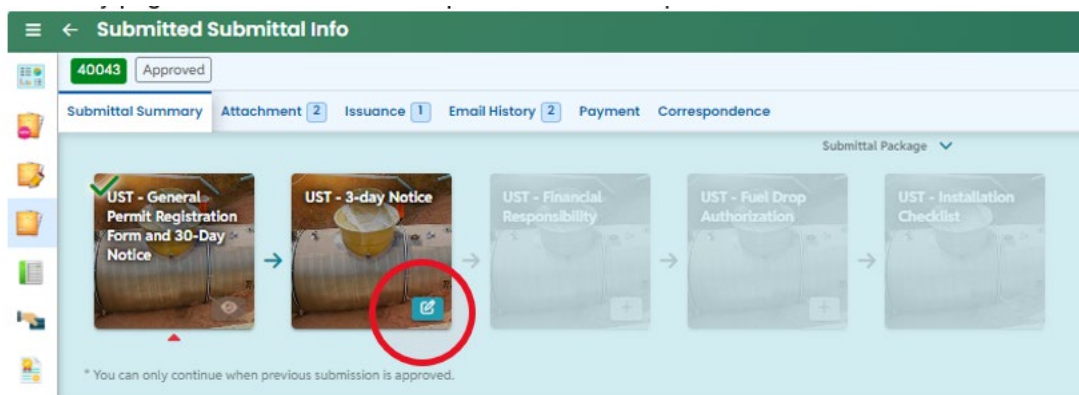
Submitting General Registration Form and 30-Day Notice

Version 1.0

Another option is to click the “Submitted” button (highlighted above) to show a list of all submitted submittals. In this case, click on the yellow eyeball icon (circled below). This route leads first to a summary page that lists all of the 5 Steps of this submittal process.



Click on the blue-green pencil icon, (circled below) to access the data entry page.



On the data entry page, click within the “Service Provider Name” box to open the drop-down menu. Choose your Service Provider. Repeat the process for the “Supervisor Name” drop-down.

Then choose a “Work Start Date” that is at least 3 business days from the current date.

Enter a phone number for the Reporter that is submitting.

Submitting General Registration Form and 30-Day Notice Version 1.0

UST - 3-day Notice

40044 Open

1 Basic info 2 Attachment 3 Payment 4 Review 5 Submission

212TH CHEVRON
21188 STARK STREET, GRESHAM, OR 97030

301029

Notice Details

What is this 3-Day Notice for?
Installation

Service Provider & Supervisor Information:

Service Provider Name
Required

Service Provider License #

Supervisor Name
Required

Supervisor License #

Work Schedule Information

Work Start Date
mm/dd/yyyy
Must be +30 days from current date

Describe the work:
(Remaining Length: 4000)

Reporter Information:

Reporter Name
UST Generic RO

Phone Number
000-000-0000
Required or Check the Telephone Number Format.

Once this data has been entered, click on the “Submission” tab and then click on the blue “Submit” button to send your 3-Day Notification to the UST Program. You will receive a confirmation message that includes your confirmation number.

As before, you may click on the red “Receipt” and “Submittal Form” buttons to save records of submission. Clicking the blue green “Finish” button will return you to the “Submitted Submittals” page. No further action is required until your proof of Financial Responsibility is ready to be submitted.

UST - 3-day Notice

40044 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application form is true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offense.

☒ I have read and agree to the above certification statement

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of your information. Your information, 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 and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development of the website, or from reliance upon any such information.

Submit

4. Submit Proof of Financial Responsibility

Locate your submittal as before. Note that on your “Dashboard” the submittal appears with an “Obligation” icon. This icon indicates that you need to complete the next step of the submittal process.

Submitting General Registration Form and 30-Day Notice Version 1.0

Submittals

MY SUBMITTALS (LAST 3 MONTHS)

Land Quality 40044

Obligation

212TH CHEVRON

UST - 3-day Notice

21188 STARK STREET, GRESHAM, OR 97030 (Multnomah County)

CEM_FacilityIdentifier=24608 UST (11850)

Due on: 12/31/2055

Click on the blue-green pencil icon or yellow eyeball icon (and then the blue-green pencil icon) as described earlier to open the data entry page for “UST-Financial Responsibility”.

UST - Financial Responsibility

40045 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

212TH CHEVRON
21188 STARK STREET, GRESHAM, OR 97030
85962 CEM_FacilityIdentifier=24608 UST (11850) Stationary

If your facility is exempt from FR requirements, this box will be checked.

☐ FR Exempt

Additional Facility

Picked Sites (0)
Select sites from below.....

Available Sites

Facility Name	Address	CEM_FacilityIdentifier
<input type="checkbox"/> 174TH CHEVRON	17411 SE POWELL BLVD, PORTLAND, OR 97236	300969
<input type="checkbox"/> 205 GAS (mayar Inc)	9808 SE Division, Portland, OR 97266	187016
<input type="checkbox"/> 212TH CHEVRON	21188 STARK STREET, GRESHAM, OR 97030	301029
<input type="checkbox"/> 42ND ST CHEVRON	316 N 42ND, SPRINGFIELD, OR 97478	301034
<input type="checkbox"/> 82 PROPERTY LLC - ARCO	9694 SE 82nd AVE, HAPPY VALLEY, OR 97086	275421

17 Results

Note: additional facilities may be added to this submittal if the proof of financial responsibility covers multiple facilities. Click the checkboxes associated with any additional facilities.

Submitting General Registration Form and 30-Day Notice
Version 1.0

The screenshot shows the 'UST - Financial Responsibility' form. At the top, there's a green header with a menu icon and a back arrow. Below the header, a light blue bar contains the form ID '40045' and an 'Open' button. A progress bar below this shows five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The main content area is titled 'Facility Information'. It features a facility photo, the name '212TH CHEVRON', and the address '21188 STARK STREET, GRESHAM, OR 97030'. To the right, there's a green box with the number '85962' and a blue box with the text 'CEM_FacilityIdentifier=24608 UST (1)'. Below this, a yellow box contains the text: 'If your facility is exempt from FR requirements, this box will be checked.' Underneath the yellow box is a grey bar with a checkbox labeled 'FR Exempt'. The next section is 'Additional Facility', which includes a 'Picked Sites (3)' field and an 'Available Sites' list. The 'Available Sites' list has a search bar and five entries, each with a checkbox and facility details: 174TH CHEVRON, 205 GAS (mayar Inc), 212TH CHEVRON (checked), 42ND ST CHEVRON, and 82 PROPERTY LLC - ARCO.

UST - Financial Responsibility

40045 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

212TH CHEVRON
21188 STARK STREET, GRESHAM, OR 97030

85962 CEM_FacilityIdentifier=24608 UST (1)

If your facility is exempt from FR requirements, this box will be checked.

☐ FR Exempt

Additional Facility

Picked Sites (3)

Available Sites

☒ 174TH CHEVRON
17411 SE POWELL BLVD, PORTLAND, OR 97236

☒ 205 GAS (mayar Inc)
9808 SE Division, Portland, OR 97266
 US MARKET 900 LLC

☒ 212TH CHEVRON
21188 STARK STREET, GRESHAM, OR 97030

☐ 42ND ST CHEVRON
316 N 42ND, SPRINGFIELD, OR 97478

☐ 82 PROPERTY LLC - ARCO
9694 SE 82nd AVE, HAPPY VALLEY, OR 97086

Select a “Financial Responsibility Mechanism” from the first drop-down menu.

The complete the “Entity providing financial assurance” entry, add the policy number if applicable, and choose the start and end date of the mechanism. BE SURE TO READ ALL THE INFORMATION IN THE YELLOW BOXES.

Submitting General Registration Form and 30-Day Notice Version 1.0

Financial Responsibility Mechanism

By law financial responsibility requirements must be met in accordance with OAR 340 - Division 151
Please select the Financial Responsibility Mechanism:

Required

The financial responsibility requirements are designed to make sure that the tank owner, property owner or permittee can pay the costs of cleaning up leaks and compensating third parties for bodily injury and property damage caused by leaking USTs.

Entity providing financial assurance Required

Policy Number

Start Date mm/dd/yyyy Required

End Date mm/dd/yyyy Required

If pollution liability insurance is your mechanism of choice, you must submit a copy of the Certificate of Endorsement or Certificate of Insurance required by Section 280.97 (b)(1) or (b)(2), respectively. An ACORD does not satisfy the proof of insurance requirement.

If self-insurance is your mechanism of choice, you must satisfy the requirements of Section 280.93 by passing a financial test of self-insurance, the owner or operator, and/or guarantor must meet the criteria of paragraph (b) or (c) of this section based on year-end financial statements for the latest completed fiscal year.

All Federal or State Government facilities in Oregon are exempt from the Financial Responsibility requirements.

If a letter of credit is your mechanism of choice, you must satisfy this requirement of 280.93 by obtaining an irrevocable standby letter of credit. The issuing institution must be an entity that has the authority to issue a letter of credit in the state.

The next step is to upload the required attachment(s): Click on the “Attachments” tab (in red- below) to open this window.

← UST - Financial Responsibility

40007 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

1 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

Send Back Attachments

Submittal Information

UST - Financial Responsibility

f50036 New

Underground Storage Tank (UST)

The red box above indicates the “Click to Upload” button which also serves as the “Drag Files Over Here” box.

Either click on the button to navigate to, and then select, the file that needs to be uploaded (in this case proof of Financial Responsibility) or drag the file you want to upload on top of the box/button and drop it there.

Uploading the proper documentation that meets the FR Requirements is the most important step!

ACORD Statements ARE NOT ACCEPTABLE.

Below is an example of an acceptable Certificate of Insurance (Exhibit 1). The Declarations page that lists the tanks sizes and contents is also required.

Exhibit 1 - Key Information shown includes:

- The policy term (from when to when).
- Name and Address of Insured.
- Name and Address of Insurer.
- Conditions 1 and 2 contain required language pursuant to 40 CFR 280.97 (b) (2) and identify policy limits, exclusive of legal defense costs.
- Signature of the authorized representative of the insurance company.

EXHIBIT 1

Certificate of Insurance Storage Tank Systems			
Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Premium

Dept. of Environmental Quality *ye*
RECEIVED
NOV 06 2003
Land Quality Division

Named Insured and Mailing Address:

**Name and Address
of Insured Here**

Name of Insurer:

**Name and Address
of Insurer Here**

CERTIFICATE:

1. _____ the 'Insurer', as identified above, hereby certifies that it has issued liability insurance covering the following underground storage tank(s):

Per Attached Scheduled Locations and
Scheduled Storage Tank(s) Systems

for taking corrective action and compensating third parties for bodily injury and property damage caused by accidental releases; in accordance with and subject to the limits of liability, exclusions, conditions, and other terms of the policy; arising from operating the underground storage tank(s) identified above.

The limits of liability are \$1,000,000 each occurrence and \$1,000,000 annual aggregate, exclusive of legal defense costs which are subject to a separate limit under the policy. This coverage is provided under Policy Number _____

The effective date of said policy is 10/23/2003

2. The Insurer further certifies the following with respect to the insurance described in Paragraph 1:

- a. Bankruptcy or insolvency of the insured shall not relieve the Insurer of its obligations under the policy to which this certificate applies.
- b. The Insurer is liable for the payment of amounts within any deductible applicable to the policy to the provider of corrective action or a third party, with a right of reimbursement by the insured for any such payment made by the Insurer. This provision does not apply with respect to that amount of any deductible for which coverage is demonstrated under another mechanism or combination of mechanisms as specified in 40 CFR 280.95-280.102.
- c. Whenever requested by a Director of an implementing agency, the Insurer agrees to furnish to the Director a signed duplicate original of the Policy and all endorsements.
- d. Cancellation or any other termination of the insurance by the Insurer, except for non-payment of premium or misrepresentation by the insured, will be effective only upon written notice and only after the expiration of 60 days after a copy of such written notice is received by the Insured. Cancellation for non-payment of premium or misrepresentation by the Insured will be effective only upon written notice and only after expiration of a minimum of 10 days after a copy of such written notice is received by the insured.
- e. The insurance covers claims of otherwise covered by the Policy that are reported to the Insurer within six (6) months of the effective date of cancellation or non-renewal of the Policy except where the new or renewed policy has the same retroactive date or a retroactive date earlier than that of the prior policy and which arise out of any covered occurrence that commenced after the policy retroactive date, if applicable, and prior to such policy renewal or termination date. Claims reported during such extended reported period are subject to the terms, conditions, limits, including limits of liability, and exclusions of the policy.

I hereby certify that the wording of this instrument is identical to the wording in 40 CFR 280.97 (b) (2) and that the insurer is licensed to transact the business of insurance, or eligible to provide insurance as an excess lines insurer, in one or more states.

**Signature and Name of
Insurance Company Here**

Authorized Representative

Exhibit 2 - Key Information shown includes:

- The facility covered by policy.
- The tanks covered by the insurance policy. It is important that all the tanks registered with DEQ are listed on the insurance declaration. Any discrepancies will need to be resolved before verification is complete or an operating certificate is issued.

EXHIBIT 2

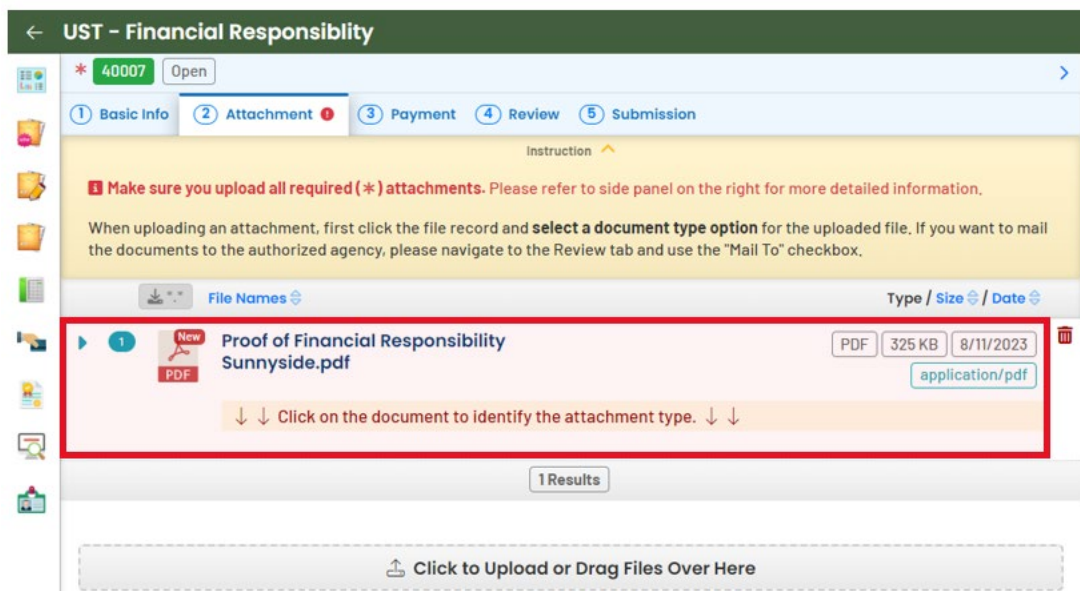
Declarations					
Schedule of Locations and Storage Tanks					
October 31, 2003					
Attached to and forming part of Policy					
Name and Address of Insured Facility Here					
<u>Tank#</u>	<u>Cap. Gal.</u>	<u>Contents</u>	<u>Position</u>	<u>Install Date</u>	<u>Lined Date</u>
1	12,000	Split Tank	Under	1988	
2	12,000	Diesel	Under	1988	
3	15,000	Diesel	Under	1995	
4	20,000	Split Tank	Under	1988	
Total Number of Tanks: 4					
Total Number of Facilities: 1					

Note that if you do not submit the correct documentation, your Submittal will be rejected. You will receive an email message from Your DEQ Online and will need to upload the correct documentation.

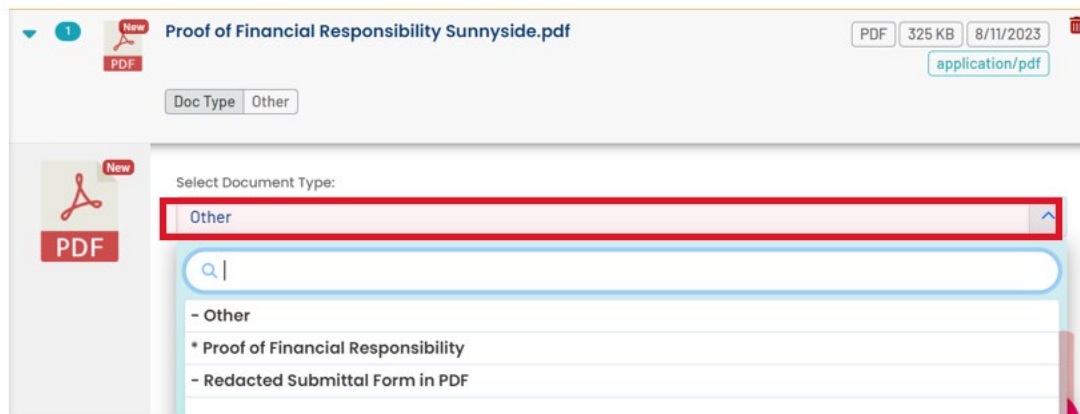
Submitting General Registration Form and 30-Day Notice

Version 1.0

Next, click anywhere on the document panel (except the trash can) to expand it and enable the “Select Document Type” drop-down menu (see below).



Open the “Select Document Type” menu by clicking anywhere in the “Select Document Type” menu box (in red below). Only then do the choices displayed in the drop-down menu below the box become visible.



Select “Proof of Financial Responsibility” (YDO highlights this selection in yellow, below).

Submitting General Registration Form and 30-Day Notice

Version 1.0

UST - Financial Responsibility

40007 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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.

File Names Type / Size / Date

1 New PDF Proof of Financial Responsibility Sunnyside.pdf PDF 325 KB 8/11/2023 application/pdf

Doc Type Other

Select Document Type:

Other

* Proof of Financial Responsibility

- Redacted Submittal Form in PDF

Send Back Attachments

Submittal Information

UST - Financial Responsibility

f50036 New

Underground Storage Tank (UST)

Demonstrate compliance with financial responsibility requirements

Attachment Types

* represents required attachments.

* Proof of Financial Responsibility

Download more information here.

txt gif jpg jpeg png pdf doc docx

Click on the red “Save” button (previously described) in the lower right corner of the window. Note: the “Save” button near the bottom of the above image is obscured by the drop-down menu.

Click on Workflow tab 4 to review the submission and Attachment:

UST - Financial Responsibility

40007 Open

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 icon to open/save/print the PDF form.

✓ Basic Info

Fees/Payments

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

Mandatory Attachment

All required attachments were included.

Select All Mail to

Uploaded Attachment

Proof of Financial Responsibility Sunnyside.pdf
Proof of Financial Responsibility
PDF 325 KB

Click on the PDF icon within the “Submittal Form(s) Summary” to open a copy of the “Submittal Document”.

Submitting General Registration Form and 30-Day Notice Version 1.0

When the review is complete, click on Workflow tab 5 (below) to open the “Submission” tab.

Click the acknowledgement box and the blue “Submit” button to complete this Step and open the confirmation page, which includes the “Receipt” and “Submittal Form” buttons for your access.

When the UST Program has received the proof of Financial Responsibility the YDO system will issue an email indicating acceptance of the documentation. Once installation of the tank(s) is/are substantially complete you may request a fuel drop FOR TESTING PURPOSES ONLY.

UST - Financial Responsibility

40045 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

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

☒ I have read and agree to the above certification statement

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

5. UST Fuel Drop Authorization

Locate your facility and open the submittal as before. The “Basic Info” tab requires you to enter the “Requester Information”: first and last name, email, and phone.

UST - Fuel Drop Authorization

42046 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

Select your facility

212TH CHEVRON
21188 STARK STREET, GRESHAM, OR 97030
301029 CDM_FacilityIdentifier=24808 UST (18150)

Requester Information

Solution First Name M.I. Last Name
UST T Tester

Company Title Email
3449@email.com

Phone Mobile Fax
111-111-1111 000-000-0000 000-000-0000

Depositing Regulated Substances in USTs

Notwithstanding OAR 340-150-0150(1), the department may, at its discretion, approve the deposit of a regulated substance into the UST before the issuance of an operation certificate on a case by case basis. Dispensing of a regulated substance from the UST is strictly prohibited.

Following approval by the department, the permittee must:

- Report, investigate and perform corrective action for any confirmed release of a regulated substance (OAR 340150-0135(7)); and
- Provide proof of compliance with the financial responsibility requirements of OAR chapter 340, division 151 to the department before accepting delivery of petroleum (340-150-0135(3)).

Submitting General Registration Form and 30-Day Notice Version 1.0

Then click on the “Attachments” tab to open.

The screenshot shows the 'UST - Fuel Drop Authorization' submission page. The top navigation bar includes a back arrow, the title 'UST - Fuel Drop Authorization', and a user profile icon labeled 'UST'. Below the navigation bar is a progress indicator with five steps: 1 Basic Info, 2 Attachment (active), 3 Payment, 4 Review, and 5 Submission. A yellow instruction box states: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file.' Below this is a large dashed box with the text 'Click to Upload or Drag Files Over Here'. On the right side, there is a 'Submitted Information' panel showing the user 'UST - Fuel Drop Authorization' with ID 'F50037' and a 'New' status. Below this is a request for fuel delivery. The 'Attachment Types' panel on the right lists five required attachments, each with a list of supported file formats (gif, jpg, jpeg, png, pdf):

- * As-built drawings of the installation that comply with OAR 340-150-0010(3a-b)**
As-built drawings of the installation that comply with OAR 340-150-0010(3a-b)
- * Output from automatic tank gauge showing that all interstitial monitoring sensors including; sump, under dispenser containment, and annular space sensors are active and properly programmed**
Output from automatic tank gauge showing that all interstitial monitoring sensors including; sump, under dispenser containment, and annular space sensors are active and properly programmed
- * Passing integrity tests of spill buckets and sumps**
Passing integrity tests of spill buckets and sumps.
- * Passing primary and secondary testing results from all installed lines**
Passing primary and secondary testing results from all installed lines
- * Testing results demonstrating tank tightness**
Testing results demonstrating tank tightness

There are 5 required attachments:

This panel lists the five required attachments for the UST - Fuel Drop Authorization submission. Each item is marked with a red asterisk and includes a list of supported file formats (gif, jpg, jpeg, png, pdf):

- * As-built drawings of the installation that comply with OAR 340-150-0010(3a-b)**
As-built drawings of the installation that comply with OAR 340-150-0010(3a-b)
- * Output from automatic tank gauge showing that all interstitial monitoring sensors including; sump, under dispenser containment, and annular space sensors are active and properly programmed**
Output from automatic tank gauge showing that all interstitial monitoring sensors including; sump, under dispenser containment, and annular space sensors are active and properly programmed
- * Passing integrity tests of spill buckets and sumps**
Passing integrity tests of spill buckets and sumps.
- * Passing primary and secondary testing results from all installed lines**
Passing primary and secondary testing results from all installed lines
- * Testing results demonstrating tank tightness**
Testing results demonstrating tank tightness

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Use the same upload process as was described above in Step 4 Financial Responsibility and repeat these steps for each required document. Note that Word docs cannot be uploaded.

Next, click on the “Submission” tab and click the acknowledgement box and then the blue “Submit” button.

The confirmation page opens, and includes the red “Receipt” and “Submittal Form” button for your use.

You are not allowed to deposit any fuel until you receive the “Fuel Drop Authorization” issuance, with a confirmation number issued by the UST Program. Once you receive fuel you are not authorized to dispense until you receive the “Operating Certificate”.

The screenshot shows a web application titled "UST - Fuel Drop Authorization". At the top, there is a green header bar with a menu icon and a back arrow. Below the header, a navigation bar contains five tabs: "1 Basic Info", "2 Attachment", "3 Payment", "4 Review", and "5 Submission". The "5 Submission" tab is currently selected. To the left of the main content area is a vertical sidebar with various icons representing different document types. The main content area is divided into three sections: "Certification Statement", "Security Precautions", and "Disclaimer". Each section contains a text box with a statement and a checkbox for agreement. The "Certification Statement" section has a checkbox labeled "I have read and agree to the above certification statement" which is checked. The "Security Precautions" and "Disclaimer" sections also have checkboxes, but they are not checked. At the bottom of the form is a large blue "Submit" button.

UST - Fuel Drop Authorization

40046 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

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

☒ I have read and agree to the above certification statement

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, we use 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 the system 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 field and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liability for the website, or from reliance upon any such information.

Submit

6. UST Installation Checklist

After you receive all the required passing test results, return to your YDO Dashboard and open the “Obligation” or UST-Installation Checklist” submittal.

Submitting General Registration Form and 30-Day Notice Version 1.0

The screenshot shows a dashboard with a green header and a blue navigation bar. The 'Info' section on the left displays 'Upcoming Obligation' with a count of 21 and 'Sendback' with a count of 2. Below this is a 'Count of Permission Requests' table showing 0 requests. The 'Correspondence (LAST 3 MONTHS)' table shows 0 open, 0 authority unread, and 0 public unread items. The 'Submittals' section on the right shows 'MY SUBMITTALS (LAST 3 MONTHS)' with a list of submittals, including 'Land Quality' 40047 and 'Land Quality' 18813, both with 'Obligation' status and due dates.

Open the submittal as before, and note the list of attachments on the right side of the window.

The screenshot shows the 'UST - Installation Checklist' form. The 'Basic Info' tab is selected, showing facility information for '212TH CHEVRON' at '21188 STARK STREET, GRESHAM, OR 97030'. The 'Tank Identification No.' is 11, and the 'Estimated Total Capacity(gallons)' is 11000. The 'Attachments' tab is highlighted in red. On the right, the 'Submittal information' section shows 'UST - Installation Checklist' with a list of attachments, including 'Install Checklist Attachment', 'Alternative Fuel Compatibility Form', 'Install Checklist-As Built Drawings', and 'Install Checklist-Component List'.

Verify the “Basic Info” is correct and click on the “Tank” panel (in red, above) to expand it and reveal details of the UST system.

Correct any information that is not accurate. Click the red “Save” button in the lower right corner of the panel.

Note that as with all “Submittals”, the “Required Attachments” are indicated on the right side of the page (above, highlighted). Note the red asterisk that indicates a required attachment; note also the red asterisks on the required tabs of the “Submittal”.

The “Alternative Fuel Compatibility Form” is required only when fuel that is greater than 20% biodiesel or greater than 10% ethanol is deposited in the UST. Follow the link to the form to download, print, sign, and upload.

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UST - Installation Checklist

40047 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

11 11000

Tank Identification No. 11 Estimated Total Capacity(gallons) 11000

Substance Stored Gasoline > 10% Ethanol Tank Manufacturer Glassteel II

Tank Construction Double Wall Tank Material Asphalt Coated or Bare Steel Tank Gauge Manufacturer Veeder-Root

☐ Retrofit ☐ Manifolded ☐ E-gen

Tank Release Detection Method Interstitial Monitoring Turbine Model Veeder-Root Red Jacket

Piping Construction Double Wall Piping Type Safe Suction

Piping Manufacturer Smith Fibercast Piping Material CP Protected Copper Piping Release Detection Method Interstitial Monitoring

Leak Detector Type Electronic Leak Detector Manufacturer Vaporless Leak Detector Model 1

Overfill Device Type Ball Float Valve Spill Device Type No Spill Prevention Required Vapor Recovery Method Dual point

Corrosion Protection Impressed Current

1 Results

+ New

You must upload all the following, as they apply:

Install Checklist-As Built Drawings

Upload supporting document here

Install Checklist-Component List

Upload supporting document here

Install Checklist-Fire Authority

Upload supporting document here

Install Checklist-Manufacturer re-certification

Upload supporting document here

Install Checklist-Manufacturer's Checklist

Upload supporting document here

Install Checklist-Monitoring System 3rd party evaluation

Upload supporting document here

Install Checklist-Photographs

Upload supporting document here

Install Checklist-Pressure Test Results

Upload supporting document here

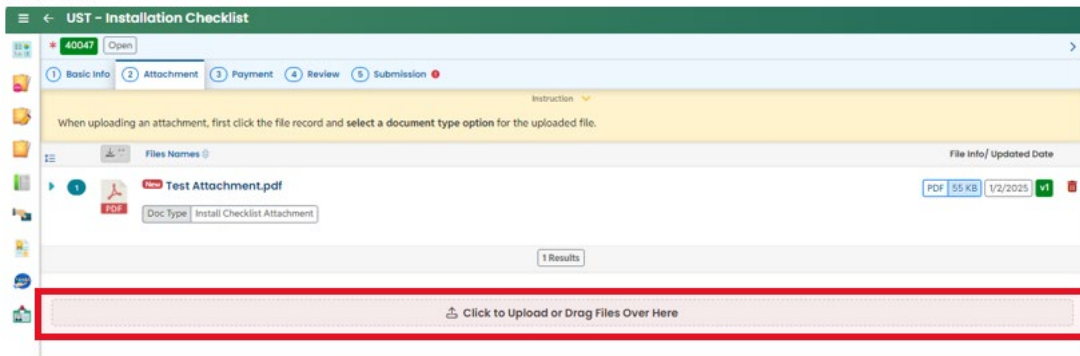
Install Checklist-Testing Results

Upload supporting document here

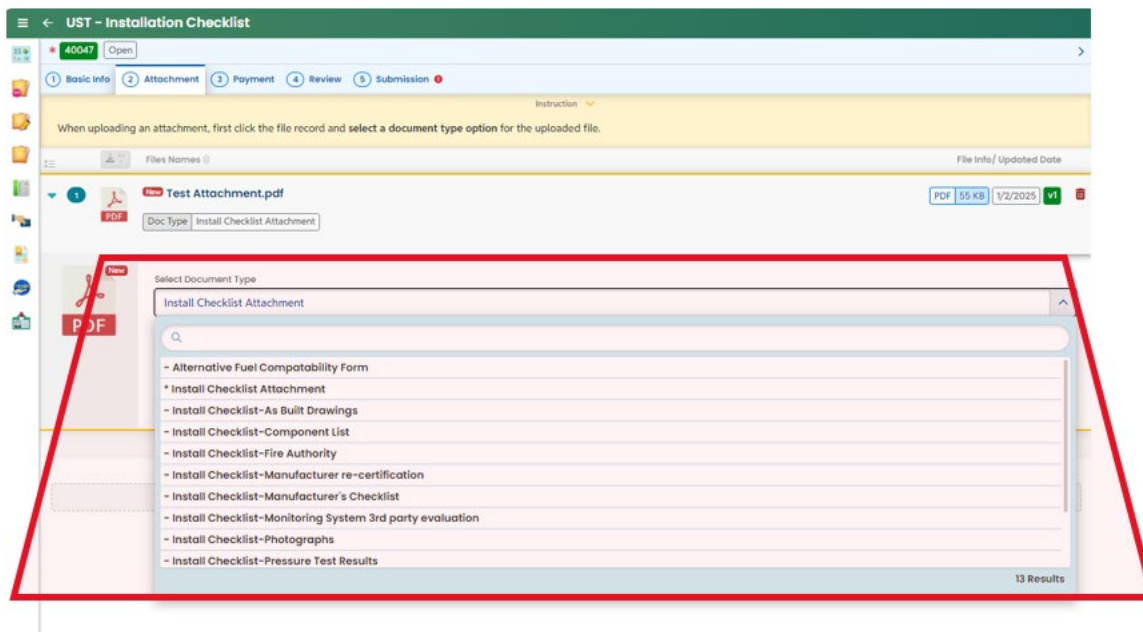
Submitting General Registration Form and 30-Day Notice Version 1.0

Please scan or photograph the forms. Some of the required information can be found on your Operating Certificate.

Either click on the button (the button turns yellow first) to navigate to, and then select, the file that needs to be uploaded or drag the file you want to upload on top of the box/button and drop it there.



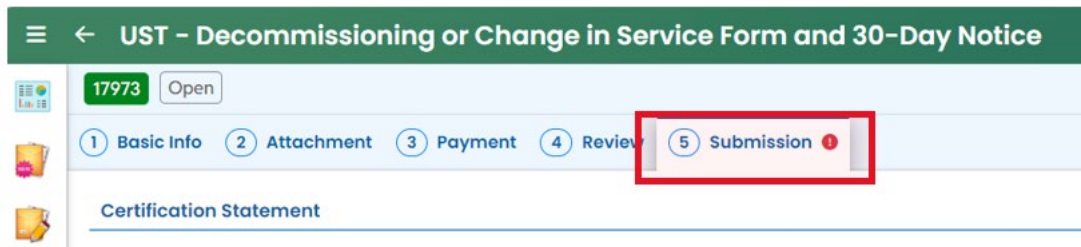
Note that if you do not submit the correct documentation, your Submittal will be returned. You will receive an email message from Your DEQ Online and will need to upload the correct documentation.



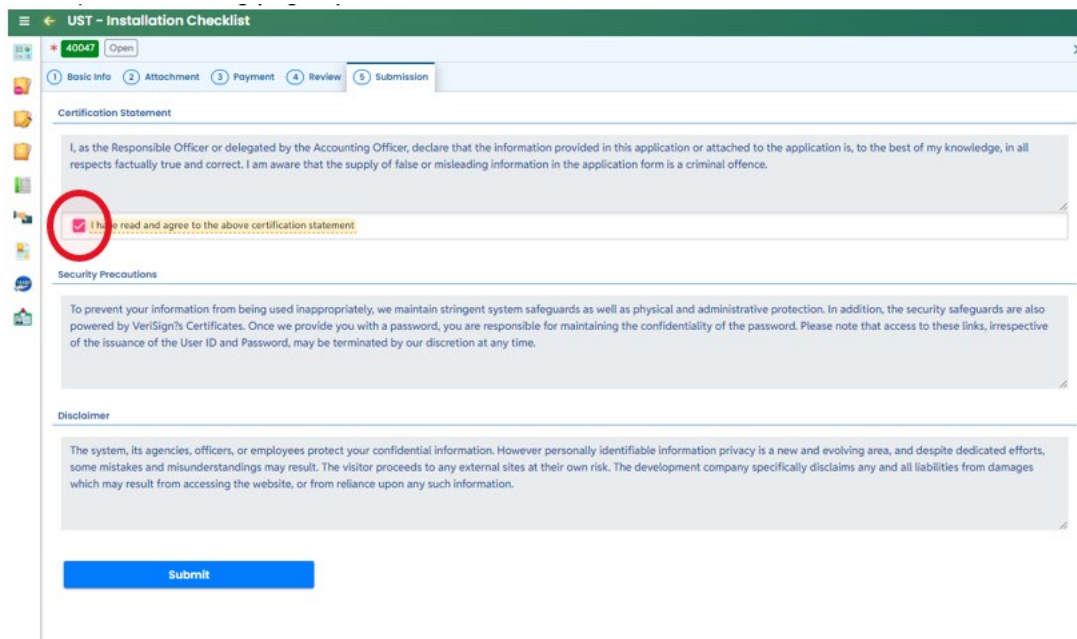
After you upload the form, it must be identified. Click inside the Attachment Panel to expand it, and then click in the "Select Document Type" drop-down menu to display the choices as shown.

Click on the red "Save" button (previously described) in the lower right corner of the window and proceed to tab 5- Submission.

Submitting General Registration Form and 30-Day Notice
Version 1.0



No payment is due, so “Workflow” tab 3 “Payment” may be skipped. You may click the “Review” tab if desired; this is optional. The next required step is to click on tab 5 “Submission” (in red above). The following page opens.



Click the required acknowledgment checkbox (circled above), which turns the “Submit” button blue. Scroll down to the “Submit” button. Clicking the “Submit” button concludes the submittal process and opens the following summary page.

Submitting General Registration Form and 30-Day Notice

Version 1.0

40047

Complete Submittal

Submission Successful!

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones.
Please click [Receipt](#) to print your receipt.

Submittal Summary

Submittal ID: 40047
Submittal Date: 1/2/2025, 3:38:42 PM
Submittal By: UST Generic RO
5033604287
ust.dutyofficer@deq.oregon.gov
Owner Information: UST Generic RO
5033604287
ust.dutyofficer@deq.oregon.gov

Submittal Form Info

Name: UST - Installation Checklist
Method: Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

Uploaded Attachment List

Test Attachment.pdf

Initial Checklist Attachment

PDF

55 KB

Certification

Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.
Question: Not Applicable
Answer: Not Applicable
PIN Number: Not Applicable
RO: UST Generic RO
Sender IP: 159.121.206.56

Mail-to Attachment List


No record.

Finish

Receipt

Submittal Form

Click the red “Receipt” button to view a copy of the receipt.



Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100
Date Created: 1/2/2025

Submittal Receipt

Submittal Summary

Submittal ID: 40047
Facility (project site): 212TH CHEVRON
Submittal: UST - Installation Checklist
Submitted By: UST Generic RO
Email: ust.dutyofficer@deq.oregon.gov
Submitted Date: 2025-01-02 15:38:42

Submittal Form Info

Submittal Name: UST - Installation Checklist
Submission Method: Online
Action Type: New

Payment Information


There is no payment due at this time.

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:
Question's Answer: *****
PIN Number: *****
IP Address: 159.121.206.56
Responsible Official: UST Generic RO

Click the red “Submittal Form” button to review a copy of the Submittal Form (this may be a 2-page form).

Submitting General Registration Form and 30-Day Notice Version 1.0



UST - Installation Checklist
Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100
1/2/2025

Submittal RID: **40047**

Submitted Date: **1/2/2025**

Facility Information
Facility Name: **212TH CHEVRON**
Physical street address: **21188 STARK STREET**
City: **GRESHAM** State: **OR** ZIP Code: **97030** County: **Multnomah**
Latitude: **45.5191** Longitude: **-122.445**

Tank Listings
Tank Identification No.: **11** Estimated Total Capacity(gallons): **11000**
Tank Attributes
Tank Manufacturer: **Glassteel II** Substance Stored: **Gasoline > 10% Ethanol**
Tank Construction: **Double Wall**
Tank Gauge Manufacturer:
Veeder-Root

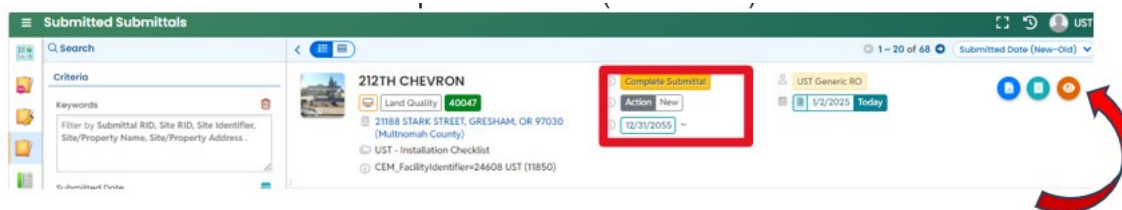
Tank Material:
Asphalt Coated or Bare Steel

☐ Retrofit ☐ Manifolded ☐ E-gen
Turbine Model:
Veeder-Root Red Jacket

Leak Detector Type: **Electronic**
Leak Detector Manufacturer: **Vaporless**
Leak Detector Model: **1**
Overfill Protection: **Ball Float Valve**
Spill PreventionType: **No Spill Prevention Required**
Vapor Recovery Method: **Dual point**
Corrosion Protection: **Impressed Current**
Piping Attributes
Piping Construction:
☐ Single Wall ☒ Double Wall
Pipe Type: **Safe Suction**
Pipe Manufacturer: **Smith Fibercast**
Piping Material:

< Page: 1 of 2 >

Finally click the blue “Finish” button to return to the “Submitted Submittals” page where you can note that YDO has indicated a “Complete Submittal” (in red below).



Following your receipt of notification from YDO that your Operating Certificate has been issued you should return to your YDO Dashboard and click on the orange eyeball icon to “View submittal detail”.

Submitting General Registration Form and 30-Day Notice Version 1.0


The screenshot shows the 'Submitted Submittal Info' page for submittal 40047, which is in 'Approved' status. The 'Issuance' tab is highlighted with a red starburst. The page displays a flowchart of the submission process: UST - General Permit Registration Form and 30-Day Notice, UST - 30-day Notice, UST - Financial Responsibility, UST - Fuel Dispense Authorization, and UST - Installation Checklist. The 'Case Review Summary' section shows 'No Payment Due at This Time' and 'Approved by Dave Pandue 1/3/2025'. The 'Submittal Summary' section shows 'UST - Installation Checklist' with a status of 'Approved' and a date of '1/3/2025'. The 'Review Flow' section shows a flowchart: 'Installation Checklist and Report Review' leading to 'Issue Operating Certificate and Mark it to Permitize'. The 'Send Back Comments' section shows a date of '1/3/2025'. The 'Submitted Documents' section shows 'Form/Receipt', 'UST - Installation Checklist', and 'Receipt of UST - Installation Checklist'.

Click on the “Issuance” tab to open.

The screenshot shows the 'Submitted Submittal Info' page for submittal 40047, which is in 'Approved' status. The 'Issuance' tab is selected, showing the 'Issuance Documents' section. The 'Final Documents' section displays 'Operating Certificate 26-11850-OPER' with a status of 'Issued', a document number of '26-11850-OPER', and an expiration date of '6/30/2025'. A red starburst highlights a red download icon. The 'Supporting Documents' section shows 'No record found.'

Download your Operating Certificate by clicking on the red icon, above.

This concludes the process of submitting and receiving the forms necessary to install one or more USTs.

Other YDO features can be accessed by using the Navigation button in the top left corner of the “Submitted Submittals” page:  **Submitted Submittals**

7. 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](#).

8. Revision history

Revision	Date	Changes	Editor
1.0		Initial draft transferred to template	Lindonna Stewart
		PA review	J. Flynt