



Submitting Annual Test Results

Version 1.0

January 2025



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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 annual Underground Storage Tank test results 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.

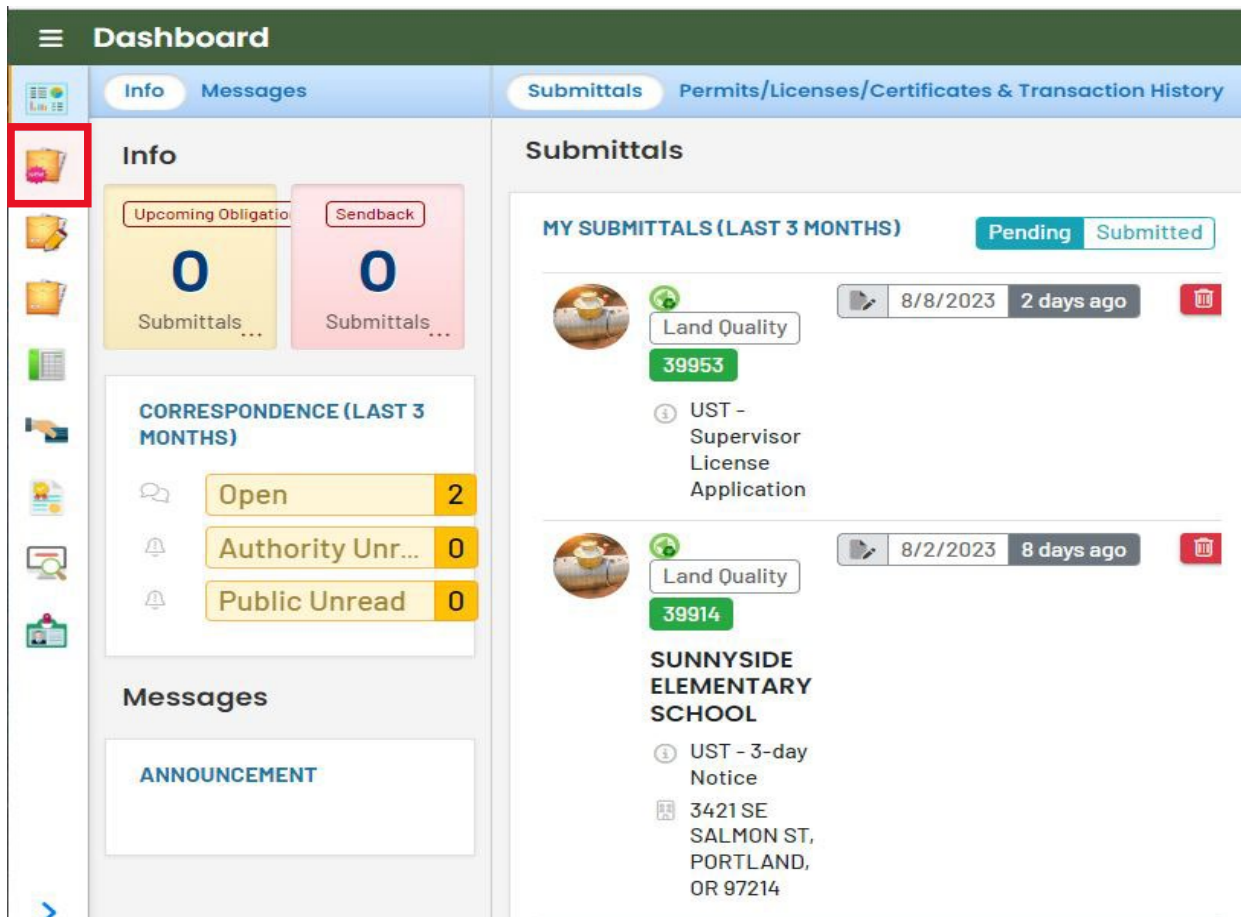
Please visit the [Your DEQ Online Account Registration resource](#) to learn more about which account type to select and detailed steps in registering or updating your user account.

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

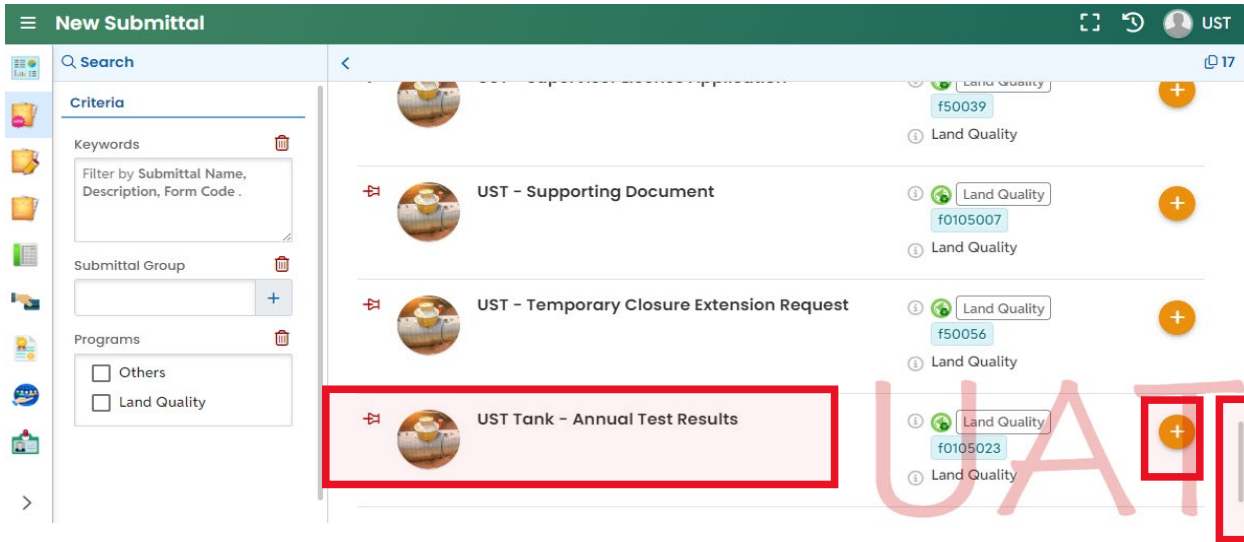
2.1. Navigate to submittals list

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.



2.2. Locate and select the UST Tank – Annual Test Results submittal

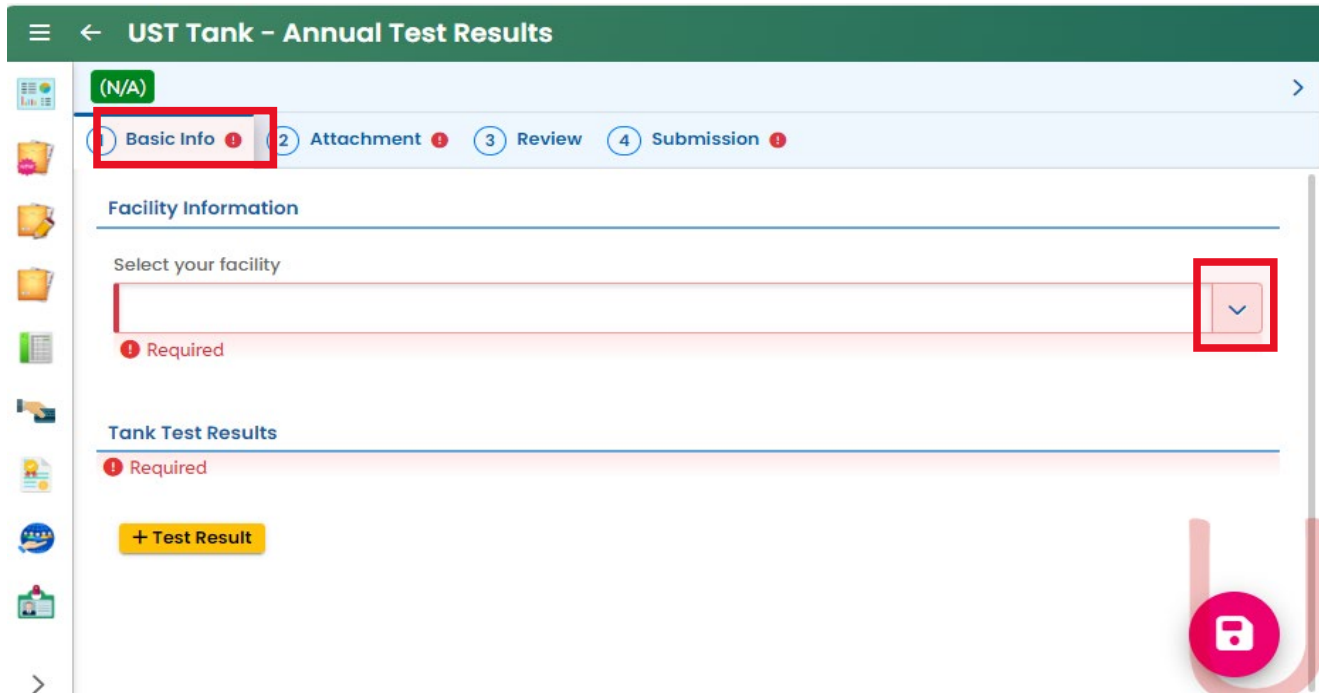
To find and select “UST Tank – Annual Test Results”, either use the search criteria to narrow your search, or use the scrollbar to the right to view selections and locate the submittal. Click the “plus” icon to open the form.



2.3. Enter “Basic Info” and other information

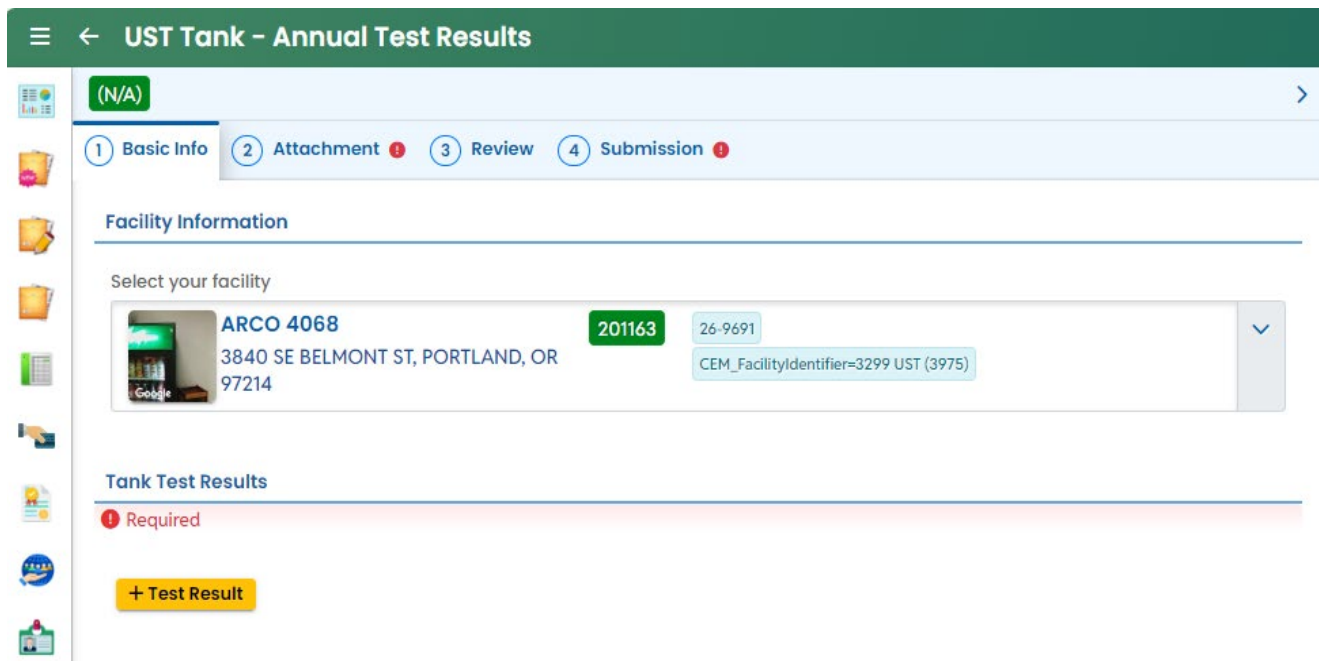
Tabs across the top of the form are marked with red alert symbols until required information is entered. Once required information is provided, red alert symbols disappear. Click the “save” button in the lower right corner before proceeding.

Select Your Facility by using the dropdown menu. Click on the down-pointing arrow at the right side of the “Select your Facility” box. Move your cursor to the facility you wish to select for the submittal.



2.4. Connect your account with your facility

Once you have selected your facility, it will be displayed under the “facility information” section in the “Basic Info” tab. You are now ready to select the yellow “+ Test Result” bar to begin entering test results information.



2.5. Enter Test Results Information

Add the appropriate date and answer the question: “Did all of the selected tests pass?”. Always click on the “Save” symbol in the lower right of the screen to save the information you have entered. After saving the information, you will be ready for the “Attachments” tab.

Tank Test Results

Test Type	Test Performed Date	Did all of the selected tests pass?
<input type="text"/>	mm/dd/yyyy <input type="calendar"/> Required	<input type="radio"/> Yes <input type="radio"/> No Required

1 Results

3. Upload attachment

To proceed, leave the “Basic Info” tab and move to the “Attachments” tab. The “Required Attachments” are indicated on the right side of the page.

3.1. Upload the “Annual Test Results” file

Click the “Click to Upload or Drag Files Over Here” bar to navigate to the “Annual Test Results” file you wish to attach or drag the file from the location on your computer to that upload bar.

UST Tank - Annual Test Results

* (N/A)

1 Basic Info 2 Attachment **Required** 3 Review 4 Submission **Required**

Instruction

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

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

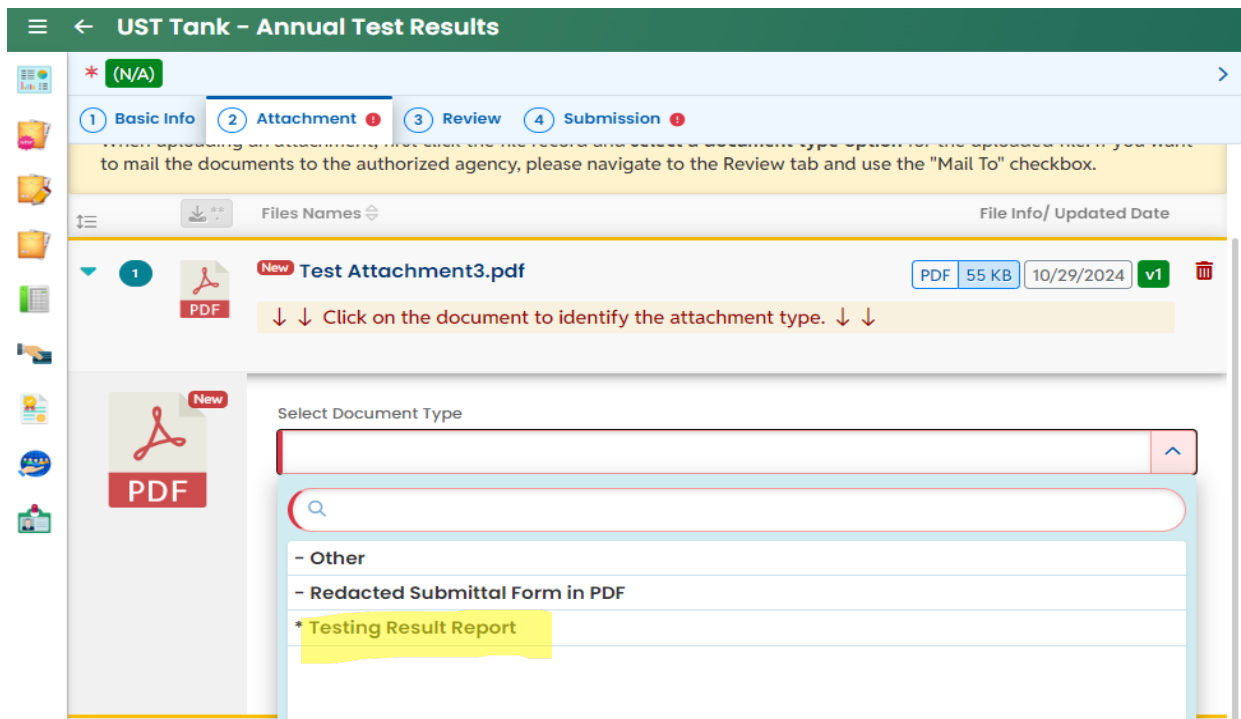
Click to Upload or Drag Files Over Here

Please note: If the incorrect file is added, your Annual Test Results submittal will be rejected. You will receive a notification of this and will need to upload the correct file.

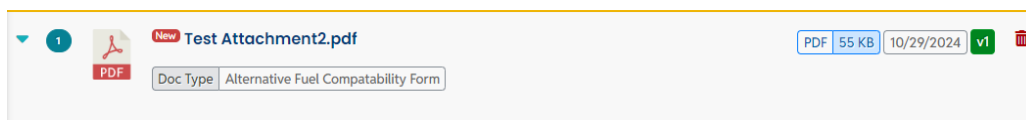
3.2. Identify the file type

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After you upload the “Annual Test Results” it must be identified. Click inside the Attachment Panel to expand it, and then click in the drop-down menu to display the choices as shown below- choose the highlighted “Testing Result Report”.



Once the file is uploaded, it will appear in the “Attachments” tab with file type and date. Always click on the “Save” symbol in the lower right of the screen to save the information you have entered. You are now ready to proceed to the “Submission” tab.



4. Complete the submission

The next required step is “Submission”. You may wish use the optional “Review” tab before proceeding.



4.1. Acknowledgement

Click the required acknowledgment checkbox. This will activate the “Submit” button.

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UST Tank - Annual Test Results

* (N/A)

1 Basic Info 2 Attachment 3 Review 4 Submission

Certification Statement

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

I have read and agree to the above certification statement

Security Precautions

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

Disclaimer

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

Submit

4.2. Submittal Summary

Once you click the "Submit" button, a confirmation that notes successful submission will appear.

UST Tank - Annual Test Results

17535 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 Form Info
Submittal ID: 17535	Name: UST Tank - Annual Test Results
Submittal Date: 10/29/2024, 4:20:03 PM	Method: Online Submission
Submittal By: UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov	
Owner Information: UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov	

Fee Detail	Certification
This submittal does not require fee.	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.

Payment Detail	Question: Not Applicable
Not Applicable.	Answer: Not Applicable
	PIN Number: Not Applicable
	RO: UST Generic RO
	Sender IP: 159.121.206.56

Uploaded Attachment List	Mail-to Attachment List
Test Attachment3.pdf Testing Result Report PDF 55 KB	No record.

Finish **Receipt** **Submittal Form**

4.3. Printable Submittal Receipt and Completed Submittal Form

Select the "Receipt" bar to view a printable view of the receipt.



Submittal Receipt

Department of Environmental Quality, State of Oregon

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

Date Created: 10/29/2024

Submittal Summary

Submittal ID: **17535**

Facility (project site): BELMONT ARCO INC.

Submittal: UST Tank - Annual Test Results

Submitted By: UST Generic RO

Email: ust.dutyofficer@deq.oregon.gov

Submitted Date: 2024-10-29 16:20:03

Submittal Form Info

Submittal Name: UST Tank - Annual Test Results

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

Select the "Submittal Form" bar to view a printable view of the form



UST Tank - Annual Test Results

ID: 17535 Submitted Date: 10/29/2024

Submitter

UST Generic RO

ust.dutyofficer@deq.oregon.gov

5033604287

State of OR

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

Facility Information

Name

ARCO 4068

Facility ID

201163

Physical Location

3840 SE BELMONT ST, PORTLAND, OR 97214 (45.5162,-122.623)

Tank Test Results

1 Test Performed Date - 2024-10-28

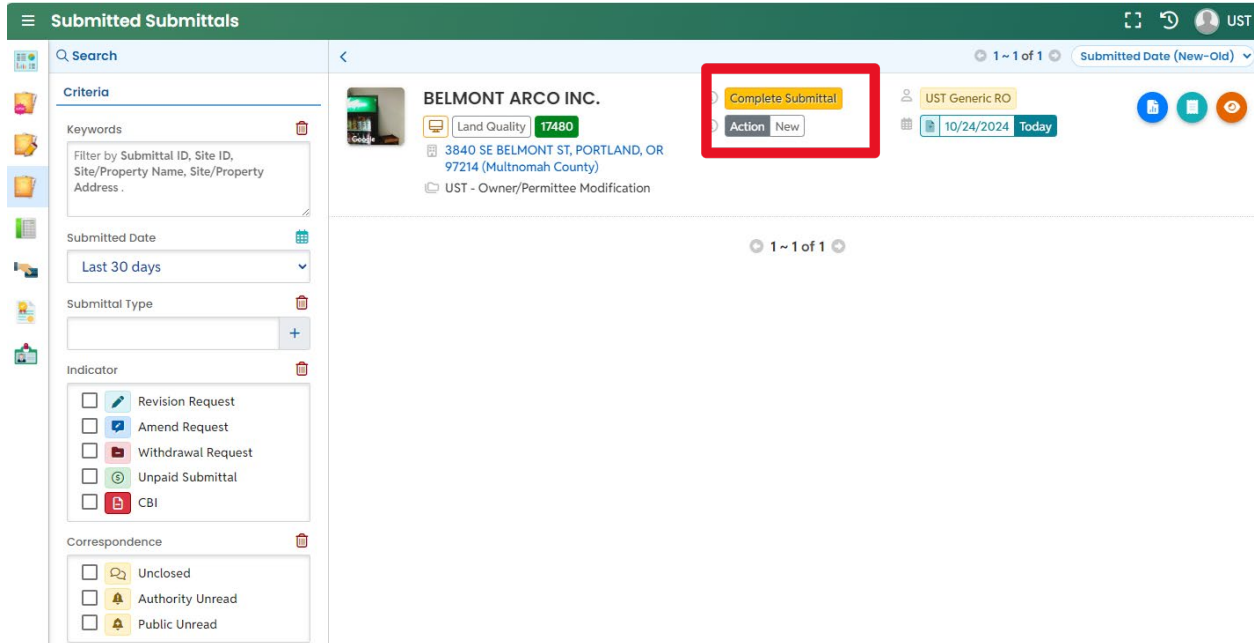
Test Type

Did all of the selected tests pass?

No

4.4. Finish the Submission

To complete the submission, click the “Finish” button at the bottom of the “Submission” tab. After doing this, you will be returned to the “Submitted Submittals” page. You’ll see that the “Complete Submittal” is recorded.



5. 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](#).

6. Revision history

Revision	Date	Changes	Editor
1.0	12/1/2024	Initial draft based on SME draft	Margaret Gardner
1.0	01/7/2025	PA review based on JF edits	Amanda Hallmark