Submitting Decommissioning or Change in Service Form and 30-Day Notice

Version 1.0

January 2025

State of Oregon
DEQ Department of Environmental Quality

This document was prepared by
Oregon Department of Environmental Quality
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Version 1.0
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State of Oregon
DEQ Department of Environmental Quality

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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 Underground Storage Tank Permittees and provides a detailed explanation of how to: 1- Submit notification of plans to decommission an UST, 2- Provide 3-Day Notice of impending work to decommission, and 3- Submit the Decommissioning Checklist and Site Assessment Report 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.
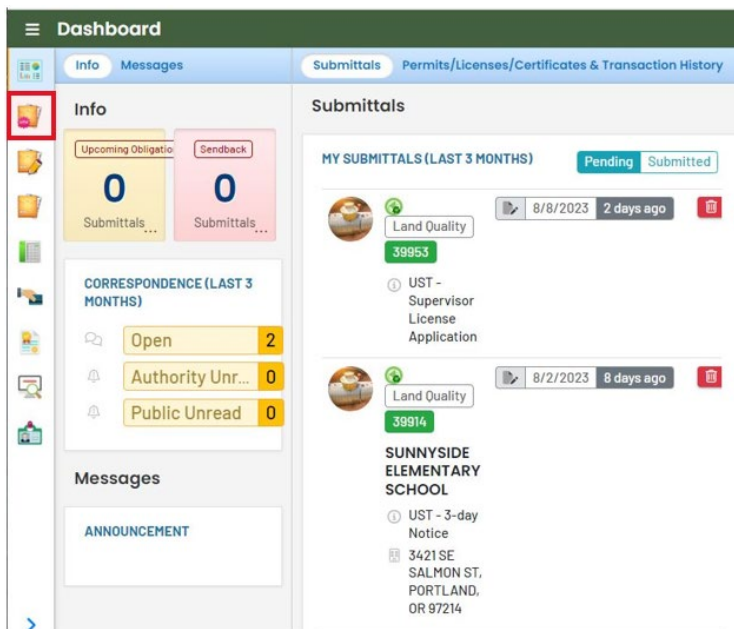
2.2. Locate and select UST – Decommissioning or Change in Service Form and 30-Day Notice

To find and select "UST – Decommissioning or Change in Service Form and 30-Day Notice", either enter criteria to narrow your search, or use the scrollbar to the right to view selections and locate the submittal.

Once located, click the "plus" icon to open the form.
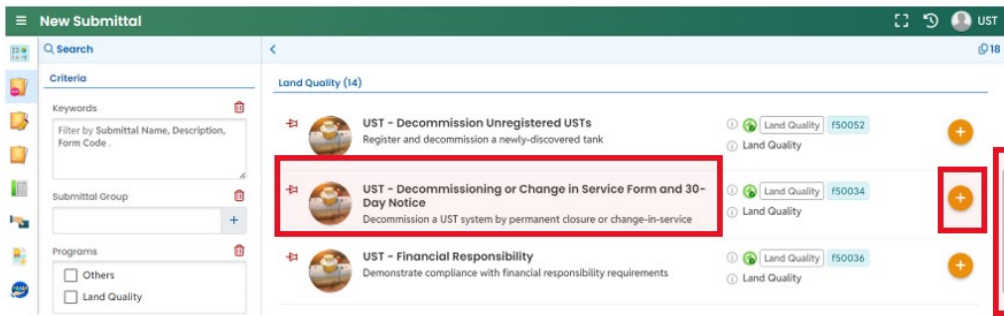
3.   Basic info tab

Tabs across the top of the form will be marked with red alert symbols until you have entered the required information. Once required information is provided, red alert symbols disappear. Click the "save" button in the lower right corner before proceeding through each tab.

3.1.   Facility Information

Select the facility where the decommissioning will occur by using the dropdown menu.

The facility must have current Permittee, Tank Ownership, and Property Ownership on record. If the answer to the question "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. Open the "UST-Owner/Permittee Modification" submittal (there is a separate User Guide for that submittal). Once completed, you may return to this submittal to provide the decommissioning notification. If there has been no change then choose "No".
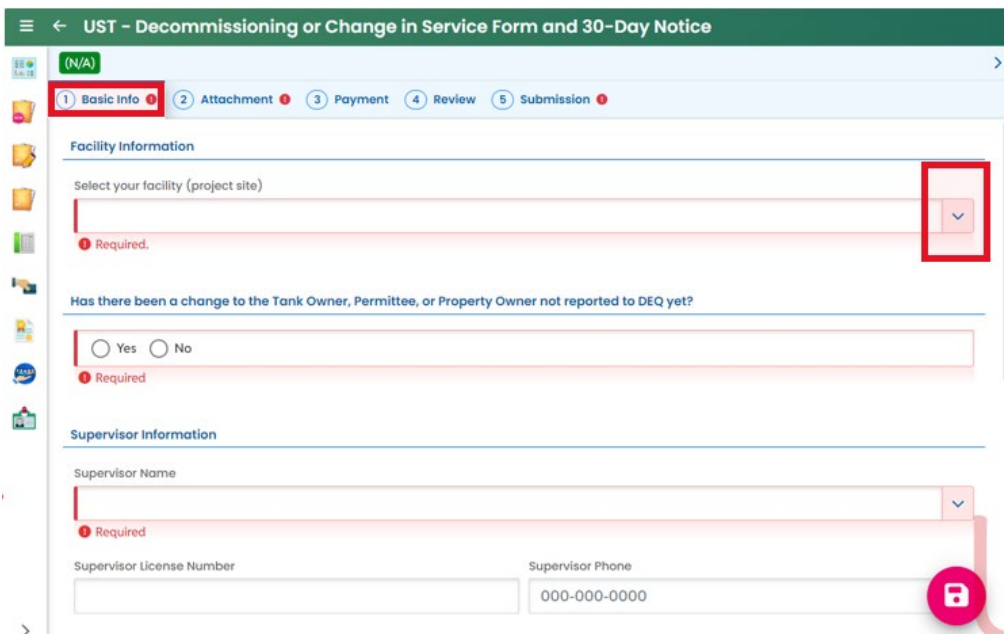
3.2. Supervisor Information

Select the UST Supervisor by using the drop-down menu.

3.3. Service Provider Information and Date of Decommissioning

Scroll down to complete the service provider name and in the date of decommissioning field, click the calendar icon to select the proposed date of decommissioning.
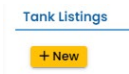
3.4. Tank Listings

Click on the yellow "+New" button to expand the page to display the Tank Identification No. field.

Use the drop-down menu to select the appropriate "Tank Identification No." and "Decommission Method". Note the capacity, permit number and substance stored should be populated by YDO.

Repeat the above process for each tank and then click on the save button to save the information entered. Saving should be done at the end of every step of any submittal.

4. Attachment tab

Click on the "Attachment" tab.

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.

With all "Submittals", the "Required Attachments" are indicated on the right side of the page. In this case there is a link to a pdf of this form for you to download. Please print and complete the form fully and sign. Then scan or photograph the form. Some of the required information can be found on your Operating Certificate.
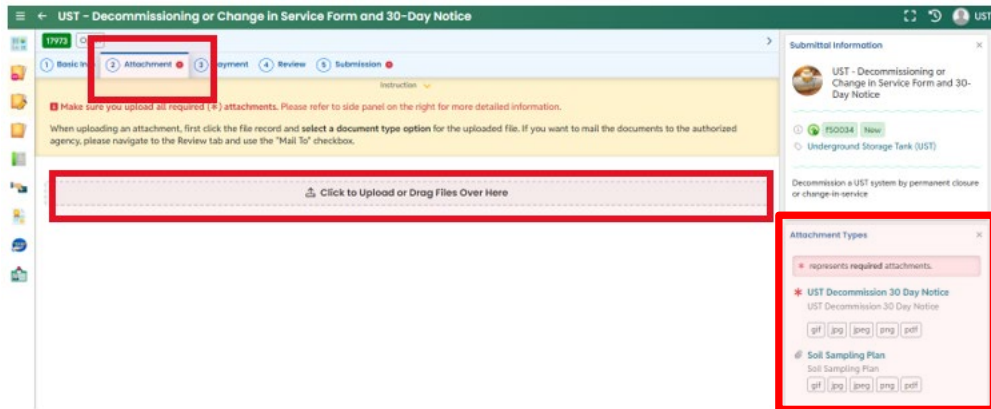
4.1. Attach UST Decommission 30-Day Notice

Either click on the button "Click to Upload or Draft Files Over Here" and select, the file that needs to be uploaded (in this case the completed "Decommission/Change in Service 30-Day Notice [signed]") or drag the file you want to upload on top of the box/button and drop it there.

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.
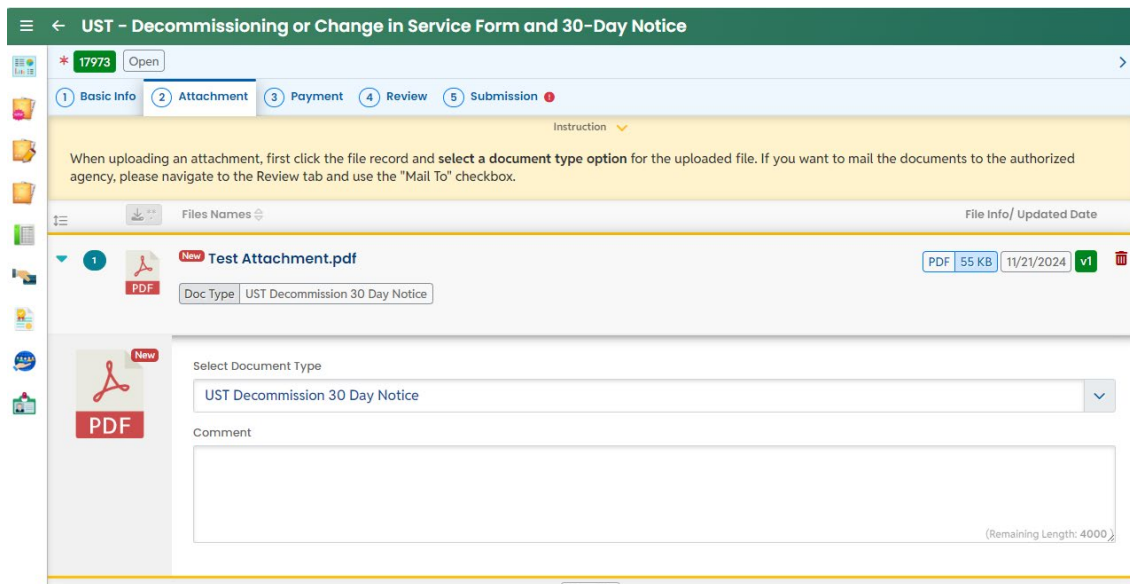

After you upload the form, it must be identified. Click inside the Attachment Panel to expand it, and then click in the "Select Document Type" drop-down menu to display the choices as shown below- choose the highlighted "UST Decommission 30 Day Notice"".

Document the "Submittal Number" in the green field (circled in red below). This number can be used to search for this submittal if needed in future.
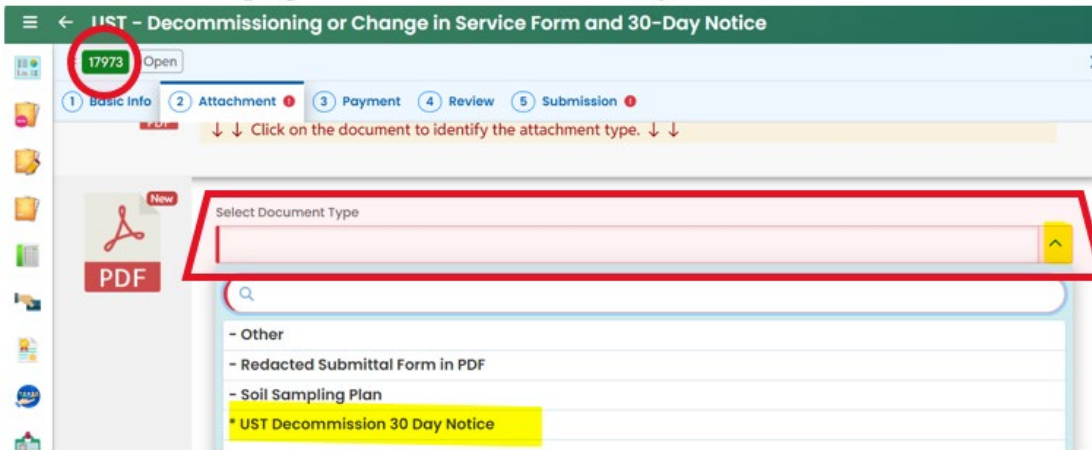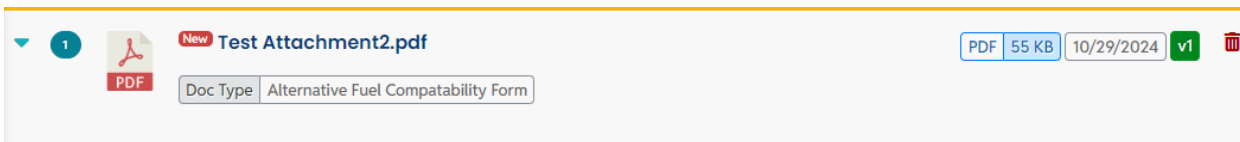
If the work plan includes filling the tank in-place, then a second document must be attached and identified- a soil sampling plan. If the decommissioning method chosen was "Filled" then this will be a required attachment.

Below is an *example* of an uploaded file --with file type and date-- uploaded in the YDO window.

Click on the red "Save" button (previously described) in the lower right corner of the window and proceed to the next step.

5.   Payment and Review tab

The Payment tab may be skipped since no payment is due.

The Review tab is optional if you choose to review it. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data. If needed, click on the Basic Info Tab or Attachment Tab to make changes.

6.   Submission tab

Click on the required "Submission" tab to display the certifcation statement.
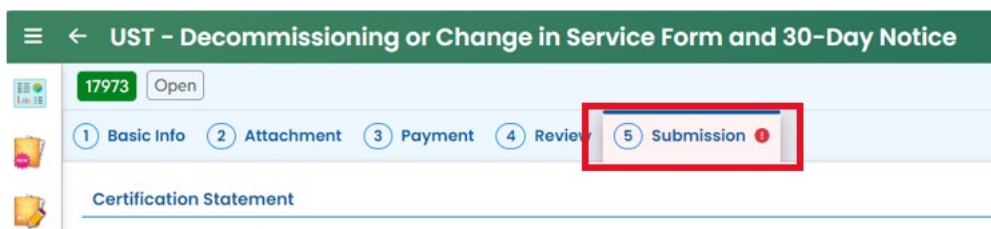
6.1. Submission of 30-Day Notification

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Paragraph 9).

Click the Submit button at the bottom of the Submission tab to complete your facility's submission of 30-Day Notification to advance to the summary page.

On the summary page, view the "Receipt" button, the "Submittal Form" button and the "Finish" button.

Click the "Receipt" button to view a copy of the receipt and the "Submittal Form" button to view a copy of the Submittal Form. (Examples to follow).

UST - Decommissioning or Change in Service Form and 30-Day Notice

17973 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:	17973
Submittal Date:	11/22/2024, 2:39:46 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 - Decommissioning or Change in Service Form and 30-Day Notice
Method:	Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

Certification

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

PIN Number: ----------

RO: UST Generic RO

Sender IP: 159.121.206.56

Uploaded Attachment List

📄 **Test Attachment2.pdf**
Alternative Fuel Compatability Form
PDF | 55 KB

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: 11/22/2024

Submittal Summary   Submittal ID: **17973**

Facility (project site): BELMONT ARCO INC.

Submittal: **UST - Decommissioning or Change in Service Form and 30-Day Notice**

Submitted By: UST Generic RO   Email: **ust.dutyofficer@deq.oregon.gov**

Submitted Date: **2024-11-22 14:39:46**

Submittal Form Info

Submittal Name: **UST - Decommissioning or Change in Service Form and 30-Day Notice**

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**

Decommissioning or Change in Service Form and 30-Day Notice

DEQ 700 NE Multnomah Street, Suite 600   Portland, OR 97232-4100   11/22/2024

Submittal RID: **17973**	Submitted Date: **11/22/2024**

Facility Information

Facility Name: **ARCO 4068**

Physical street address: **3840 SE BELMONT ST**

City: **PORTLAND**   State: **OR**   ZIP Code: **97214**   County: **Multnomah**

Latitude: **45.5162**   Longitude: **-122.623**

Has there been a change to the Tank Owner, Permittee, or Property Owner not reported to DEQ yet?

N

Supervisor Information

Supervisor Name: **Anthony Bahnick**

Supervisor License Number #: **1972**   Supervisor Phone: **2064454556**

Service Provider Information

Service Provider Name: **4C's Environmental, Inc.**

Service Provider License Number #: **23570**   Service Provider Phone: **5036063020**

Date of Decommissioning

2024-11-28   This form must be submitted 30 days before decommissioning.

Tank Information

Tank Identification No.: **10**   Permit No.: **AHKAK**   Estimated Total Capacity(gallons): **10000**

Substance Stored: **Gasoline**

Decommissioning

Decommission Method: **Removed**

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*If decommissioned tank(s) are to be replaced by new underground storage tanks you must submit a **General Permit Registration Form to Install and Operate USTs** for the new tanks 30 days before installing them.

Submit a soil sampling plan to the DEQ regional office and receive plan approval prior to starting work if
1. Tank is to be decommissioned in-place;
2. Tank contents are changed to an unregulated substance; or,
3. Tank contains a regulated substance other than petroleum.

### Signature of Responsible Official

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.

Signature: **UST Generic RO**   Submitted Date: **11/22/2024**

On the Summary page, click the blue "Finish" button [Finish] to return to the "Submitted Submittals" page where you can note that YDO has indicated a "Complete Submittal".

If any required fields have not been completed on the submission tab and/or any other tabs, the system will not allow the submission to successfully complete. The tabs at the top of the page will indicate to the user where a required field was not completed. Once the required field has been addressed, return to this Submission tab and select Submit.
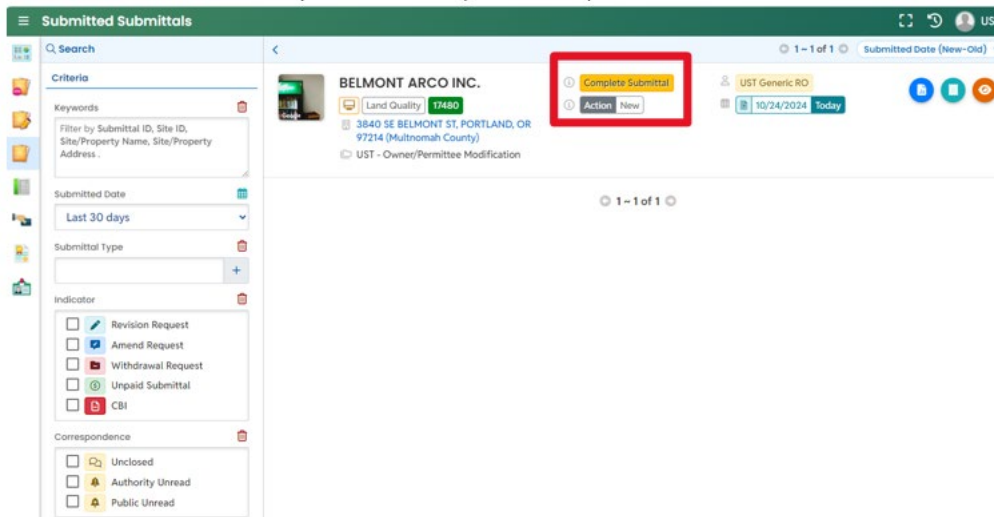
The first step in the process of submitting notice of a decommissioning is now complete. Once DEQ processes and approves the 30-Day Notice submittal, a new submittal for the "3-Day Notification" will become available on the user's YDO Dashboard. This submittal should not be completed until the contractor has scheduled the work. NOTE: 3 full business days of notification is required.

6.2.   Submission of 3-Day Notice

When the UST Program has approved the above submittal, and the work is firmly scheduled, log in to YDO and from the Dashboard choose "[Track Submittal Status]- Monitor Submittal Status" (circled in red below).
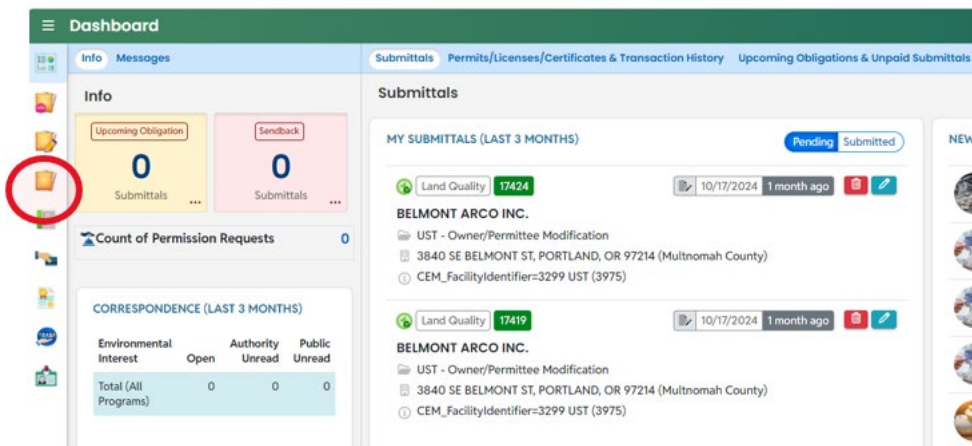
On the "Submitted Submittals" window, scroll down as needed to locate the correct submittal and then click on the orange eyeball icon on the right side of the window.
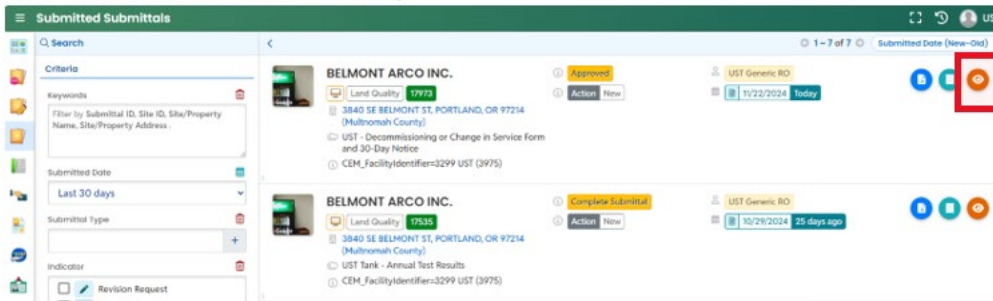
Click on the yellow "plus" sign within the "UST – 3-Day Notice" panel.
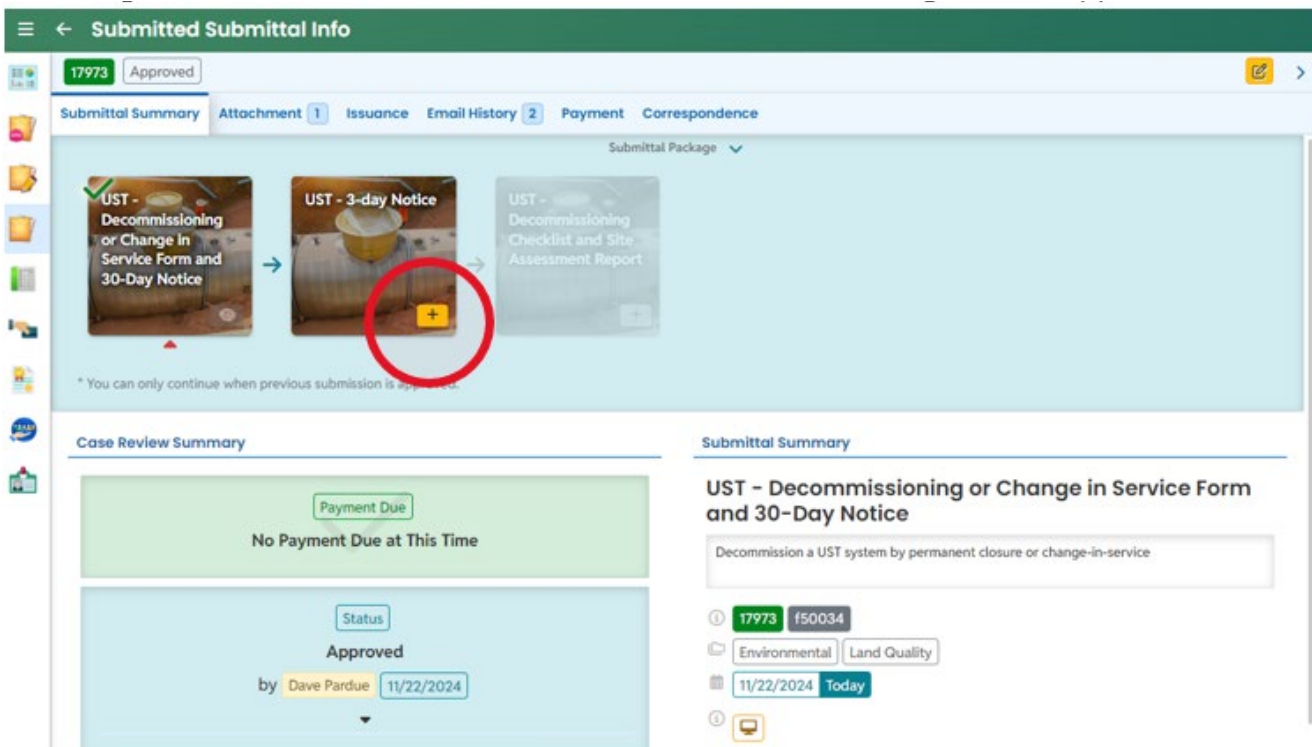
Confirm the Supervisor and Service Provider information, and then indicate the start date of the work and complete the phone number entry.

Complete the "Certification Statement" by clicking the check-box and then the "Submit" button, which should be blue.


The UST Program will then issue a Confirmation number, and no further action is needed until the project is complete.

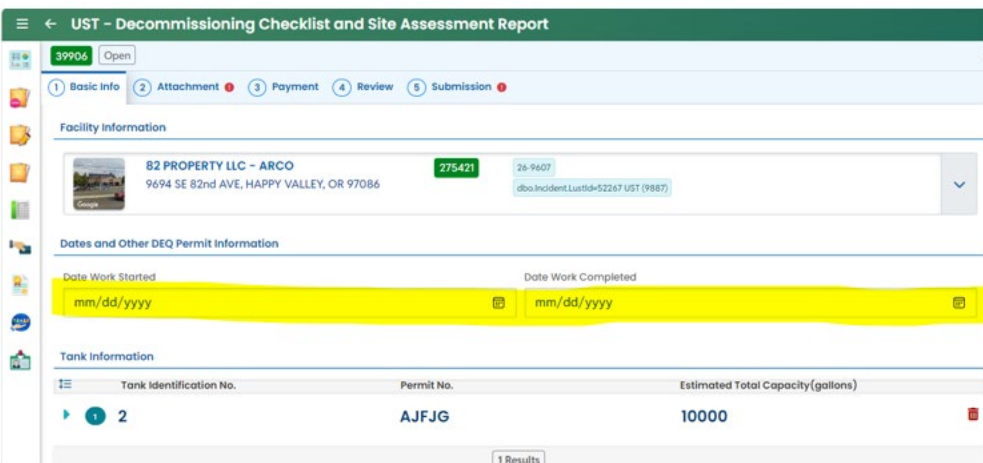# 7. Submission of Decommissioning Checklist and Site Assessment Report

Once the project is complete, return to your YDO Dashboard, locate your Submittal, which may be found on the Dashboard. If you need to search for it click on the '[Pending Submittals] Edit Unfinished Submittals" button (circled above) to produce a list of your Pending Submittals.
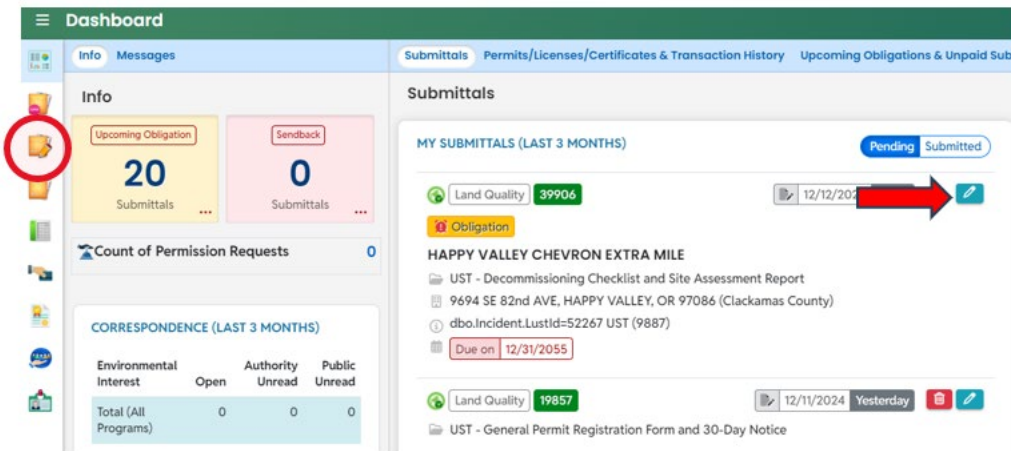
Click on the blue "Edit Submittal" button (red arrow above), or the red pencil icon (red box below) depending on which way you found the submittal.
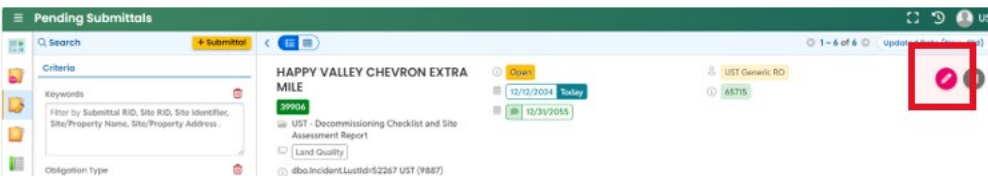

Enter the date the work started and finished.

Next, click on the "Attachment" tab.

Download the UST Decommissioning Checklist and Site Assessment Report (click the link indicated by the red arrow) and fill it out completely. The tank owner, property owner and permittee must all sign the Checklist, **even if they are all the same person.** Scan or photograph each page, and then save the file.
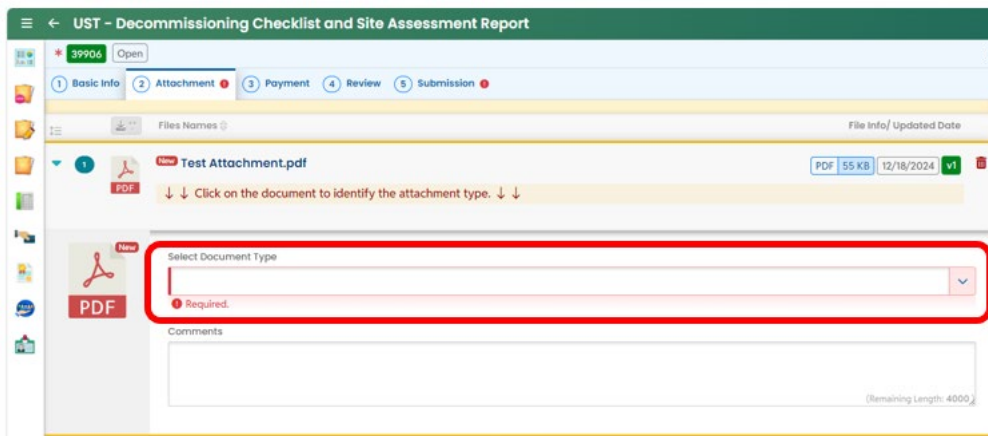
Click on the "Click to Upload or Drag Files Over Here" button (red box above) and navigate to the saved file. Or drag and drop the saved file onto the upload button.
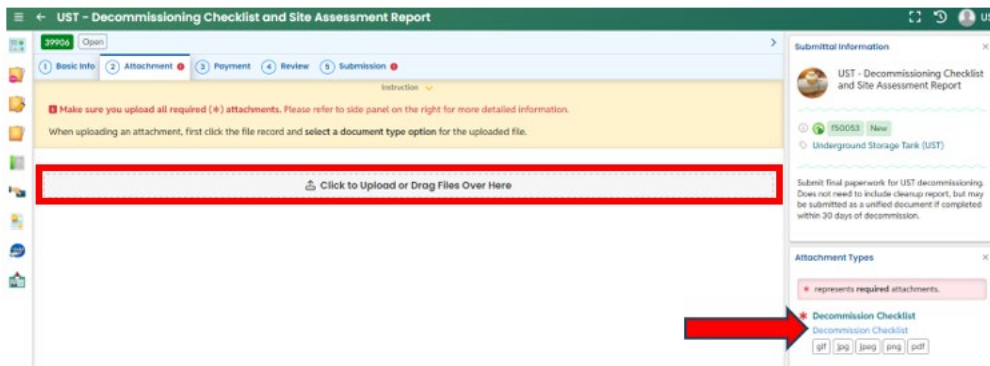
Once you have uploaded the file, you must click on the file box (shown below) to open the drop-down menu used to identify the file.
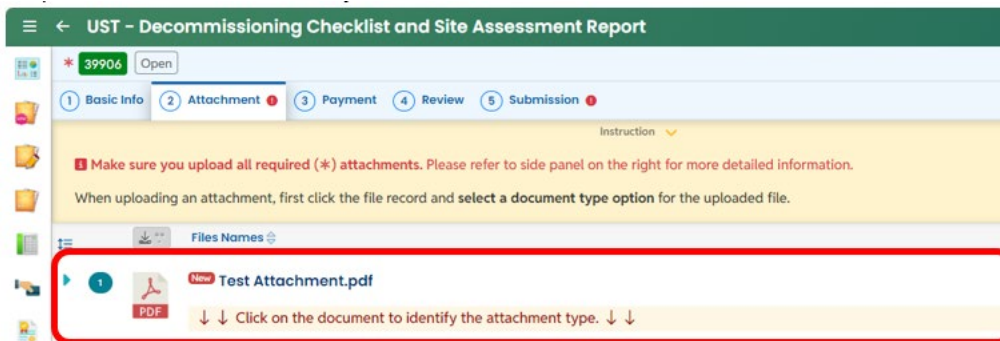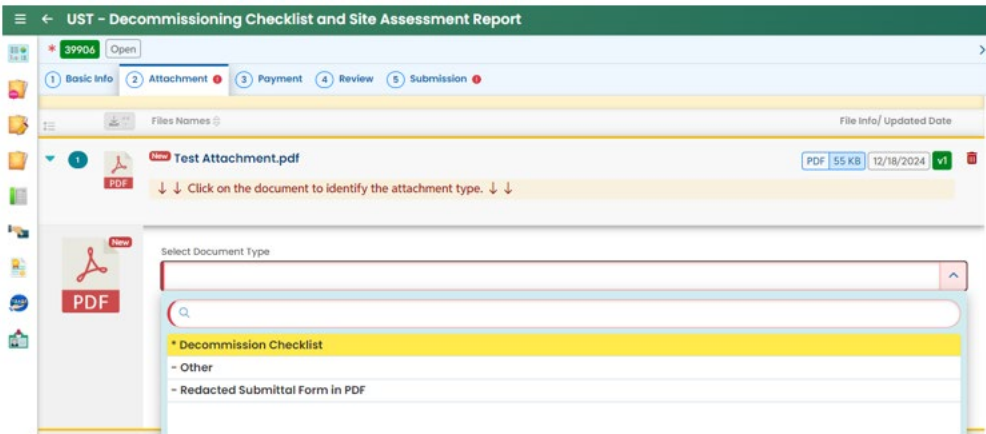

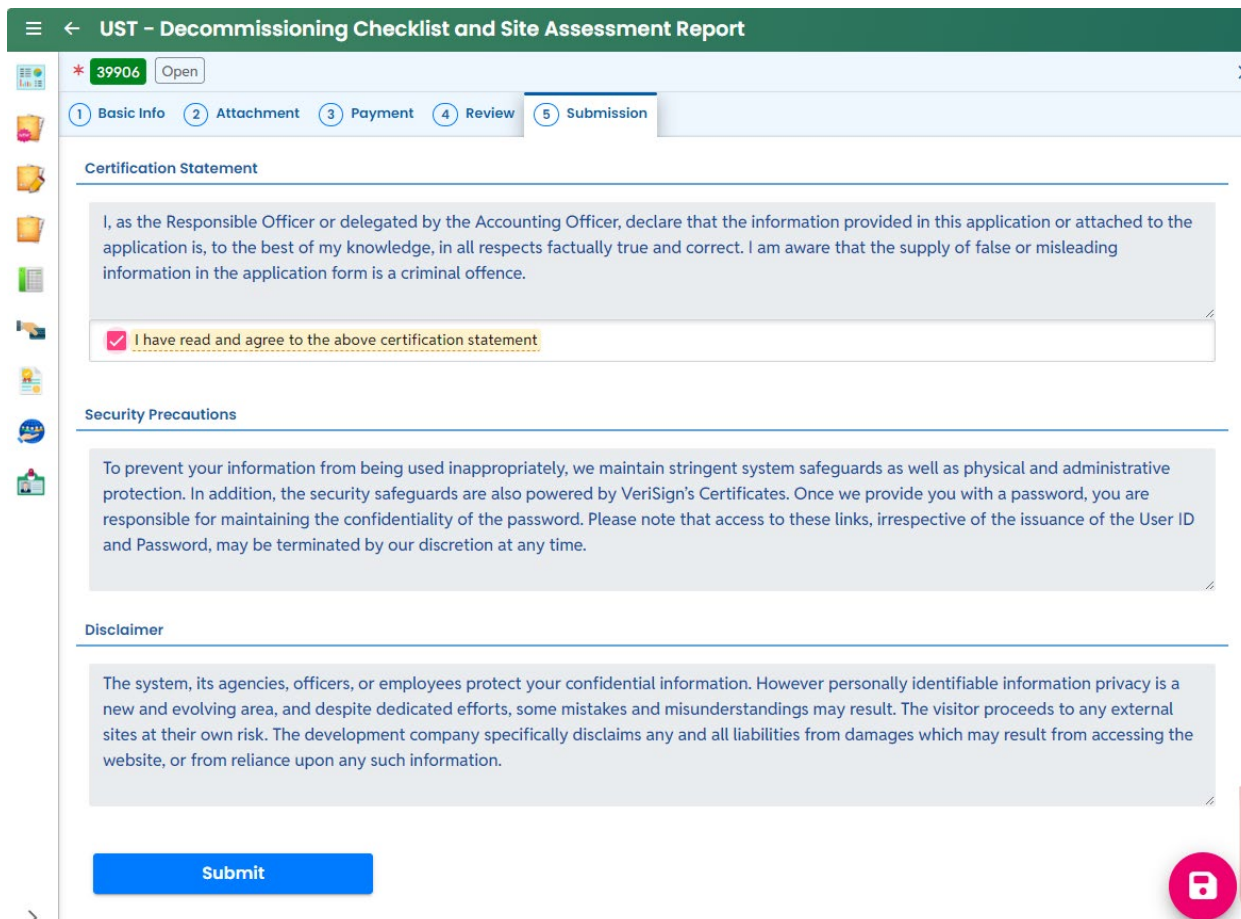Click in the "Select Document Type" box to open the dropdown menu below.

Choose "Decommission Checklist". The process of attaching and identifying the "UST Decommissioning Checklist and Site Assessment Report" is now complete.

There is no payment due, and the "Review" tab is optional, so you may proceed to click on the "Submission" tab.

On the "Submission" tab, click the checkbox in the "Certification Statement" and then click the "Submit" button to conclude the submittal process.

On the Submittal Summary page, view the "Receipt" button, the "Submittal Form" button and the "Finish" button.

Click the "Receipt" button to view a copy of the receipt and the "Submittal Form" button to view a copy of the Submittal Form. (Examples follow).

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: **17534**

Facility (project site): **BELMONT ARCO INC.**

Submittal: **UST - Product Modification Notice**

Submitted By: **UST Generic RO**   Email: **ust.dutyofficer@deq.oregon.gov**

Submitted Date: **2024-10-29 14:55:42**

Submittal Form Info

Submittal Name: **UST - Product Modification Notice**

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: **what is your favorite vacation destination?**

Question's Answer: **********

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

IP Address: **159.121.206.56**

Responsible Official: **UST Generic RO**

Decommissioning Checklist and Site Assessment

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600   Portland, OR 97232-4100   12/18/2024

Submittal RID: 39906	Submitted Date: **12/18/2024**

Facility Information

Facility Name: **82 PROPERTY LLC - ARCO**

Physical street address: **9694 SE 82nd AVE**

City: **HAPPY VALLEY**   State: **OR**   ZIP Code: **97086**   County: **Clackamas**

Latitude: **45.4524**   Longitude: **-122.579**

Dates and Other DEQ Permit Information

Date Work Started: Date Work Completed:

Tank Information

Tank Identification No.: **2**   Permit No.: **AJFJG**   Estimated Total Capacity(gallons): **10000**

Substance Stored: **Gasoline**

Decommissioning

Decommission Method: **Removed**

Signature of Responsible Official

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.

Signature: **UST Generic RO**   Submitted Date: **12/18/2024**

On the Summary page, click the "Finish" button to return to the "Submitted Submittals" page where you can note that YDO has indicated a "Complete Submittal".

Following your submittal of the Checklist, the UST Program will review the information, will issue a Decommissioning Closure letter, and may issue a new Operating Certificate if there are still operational USTs at the facility. These "Issuances" may be downloaded by opening your "Dashboard" and clicking the "Submitted" button in the "Submittals" section.
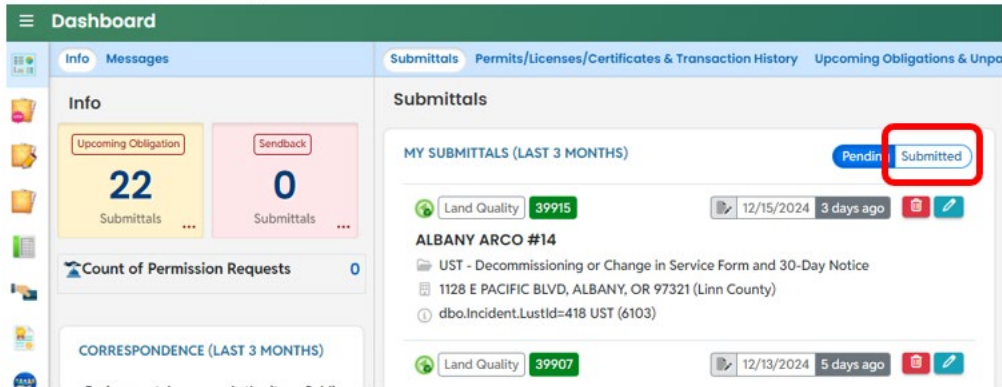
Open the "Submittal" in question by clicking on the orange eyeball icon.
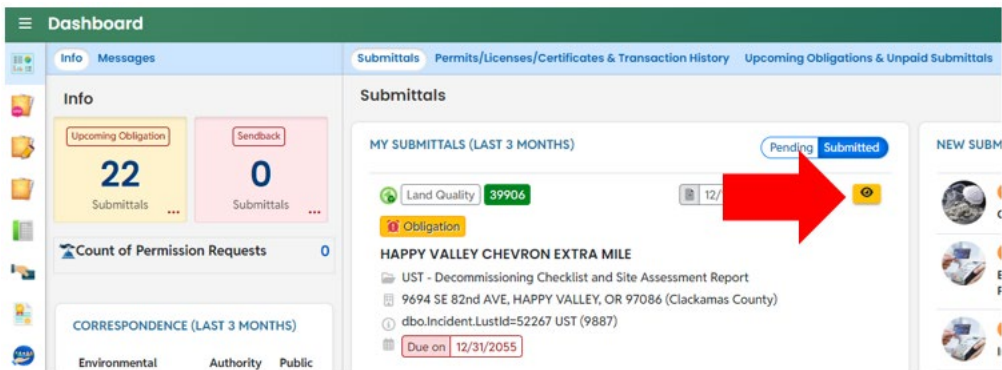

Click on the "Issuance" tab.
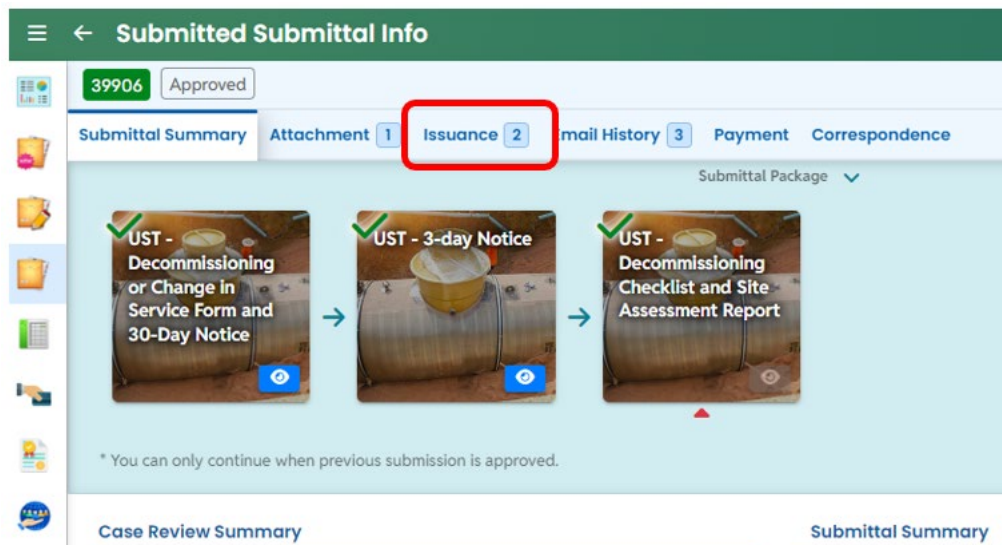
You will then see the "Decommissioning Complete Letter" and the "Operating Certificate" (only if applicable).

These documents may be downloaded by clicking the red buttons at the bottom of the document panels (circled below). If a new Operating Certificate was issued please be sure to post it in a place that is visible to the fuel delivery driver.
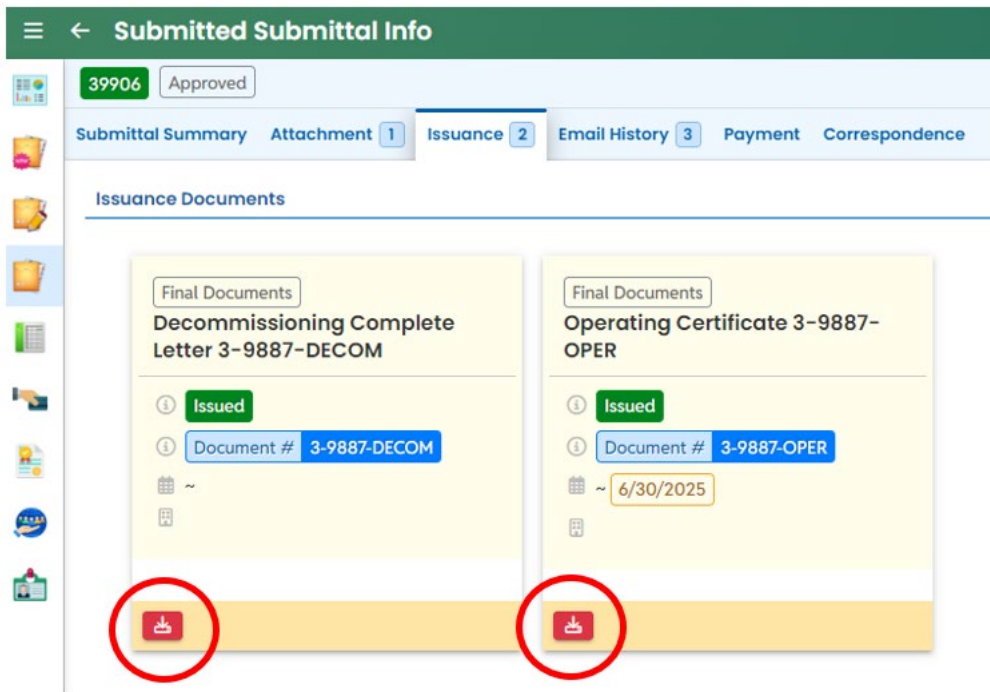
This concludes the process of submitting and receiving the forms necessary to decommission one or more USTs.

Other YDO features can be accessed by using the Navigation button in the top left corner of the "Submitted Submittals" page.

8. 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.

9. Revision history

Revision	Date	Changes	Editor
1.0	1/30/2025	PA review based on DP initial draft	Lindonna Stewart