



Decommission Unregistered Underground Storage Tanks

Version 1.0

February 2025



This document was prepared by
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Version 1.0
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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 User Guide is intended for the use of Underground Storage Tank Permittees and their Consultants and Service Providers and provides a detailed explanation of how to: 1. Log in to YDO and start a new “Submittal”, 2. Create a New Facility if needed, or link to an existing facility, 3. Pay fees through YDO (via US Bank), 4. Submit 30-Day Notification of plans to decommission one or more unregistered USTs 5. Upload the required documents and signatures 6. Receive Decommission Certificates which allow work to begin 7. Provide 3-Day Notice of impending work to decommission 8. Submit the Decommission Checklist and Site Assessment Report.

This submittal-and-approval process is stepwise by design. Many of the “Steps” in the process (listed above) must be submitted and approved by the UST Program before the subsequent step can begin.

After finishing Step 1:

If you are registering new USTs at an existing facility, please complete Step 2A.

If you are registering new USTs at a brand-new facility, please complete Step 2B.

It is assumed that the user will have an active account (required) with the YDO system.

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.

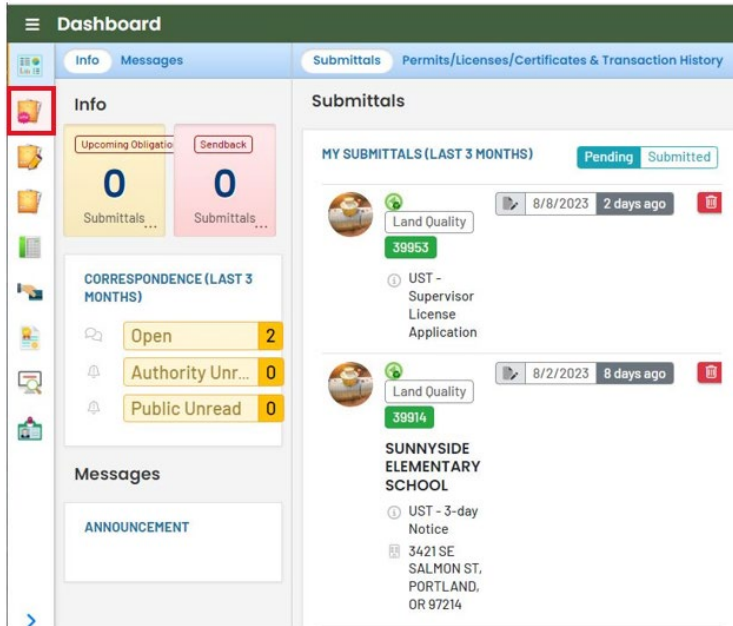
Please visit the [Your DEQ Online Account Registration resource](#) to learn more about which account type to select and detailed steps in registering or updating your user account.

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 at an existing facility

2.1. Navigate to submittals list

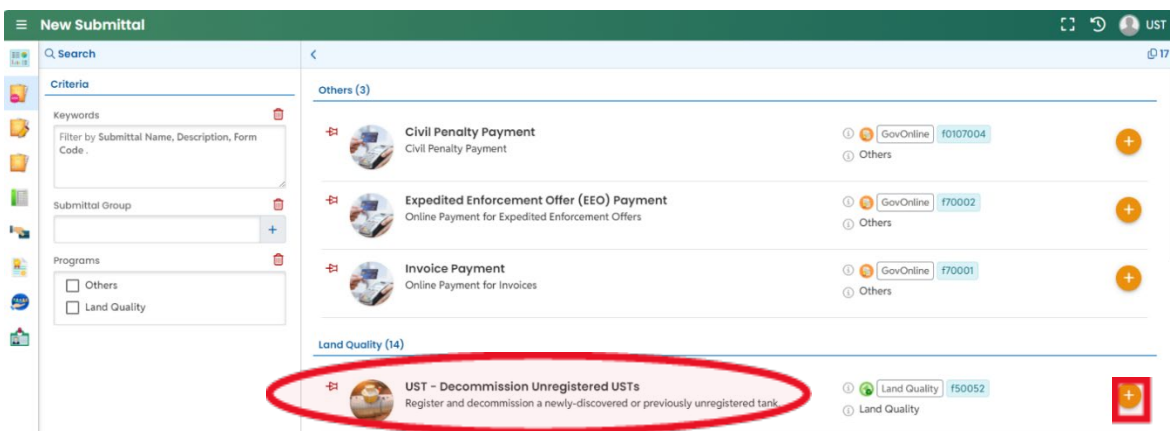
Once you have logged into your Your DEQ Online account, select the 'Start New Submittal' icon in the top left corner of the screen. This will open list of new submittal options.



2.2. Locate and select UST – “Decommission Unregistered USTs”

To find and select “UST-Decommission Unregistered USTs” 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

(a) For an existing facility

If this is a brand-new facility (or you “discovered” an UST at a former historic facility) and you are applying for the first-ever permit for your facility (which is often not a service station), skip this step and create a new facility as described below.

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

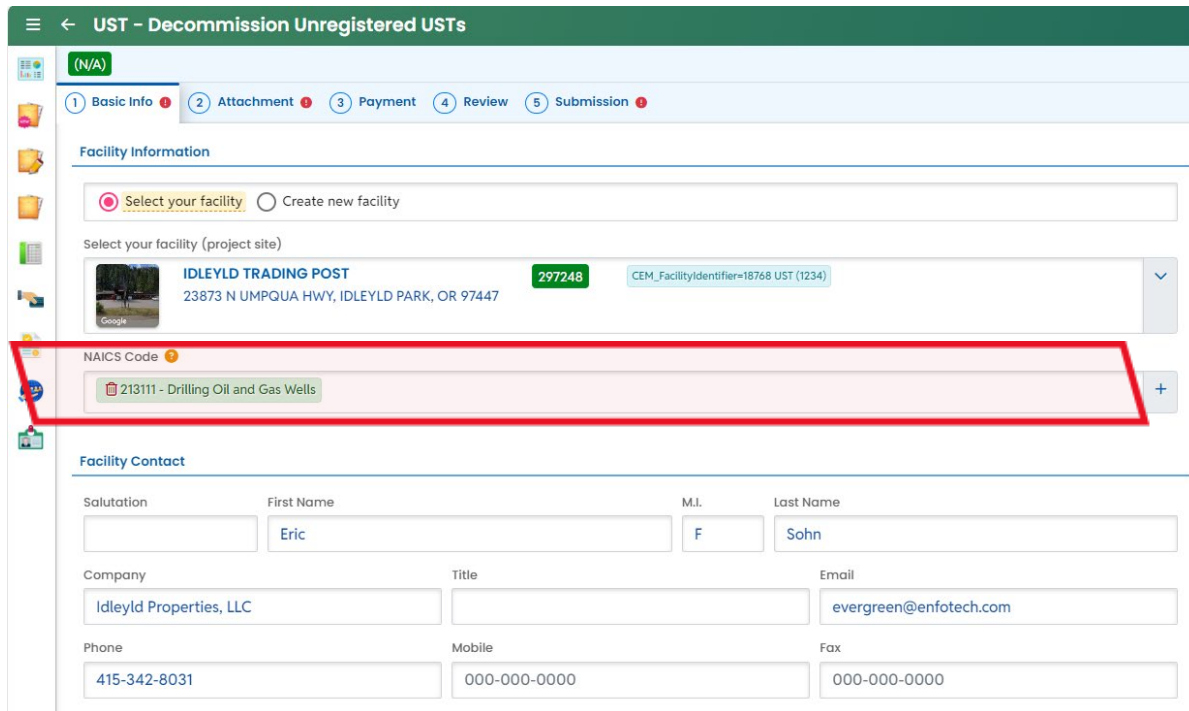
The screenshot shows the 'Basic Info' tab of the 'UST - Decommission Unregistered USTs' application. The 'Facility Information' section is highlighted with a red box. It contains a radio button for 'Select your facility' (selected) and 'Create new facility'. Below is a dropdown menu for 'Select your facility (project site)' with a red 'Required' alert. Underneath is a text input for 'NAICS Code' with a red 'Required' alert. The 'Facility Contact' section includes fields for Salutation, First Name, M.I., Last Name, Company, Title, Email, Phone, Mobile, and Fax. Red 'Required' alerts are present for First Name, Last Name, and Email.

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

Decommission Unregistered USTs using Your DEQ Online
Version 1.0

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.

You must 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.



UST - Decommission Unregistered USTs


(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

Select your facility Create new facility

Select your facility (project site)

 IDLEYLD TRADING POST
23873 N UMPQUA HWY, IDLEYLD PARK, OR 97447 297248 CEM_FacilityIdentifier=18768 UST (1234)

NAICS Code

213111 - Drilling Oil and Gas Wells

Facility Contact

Salutation First Name M.I. Last Name

Eric F Sohn

Company Title Email

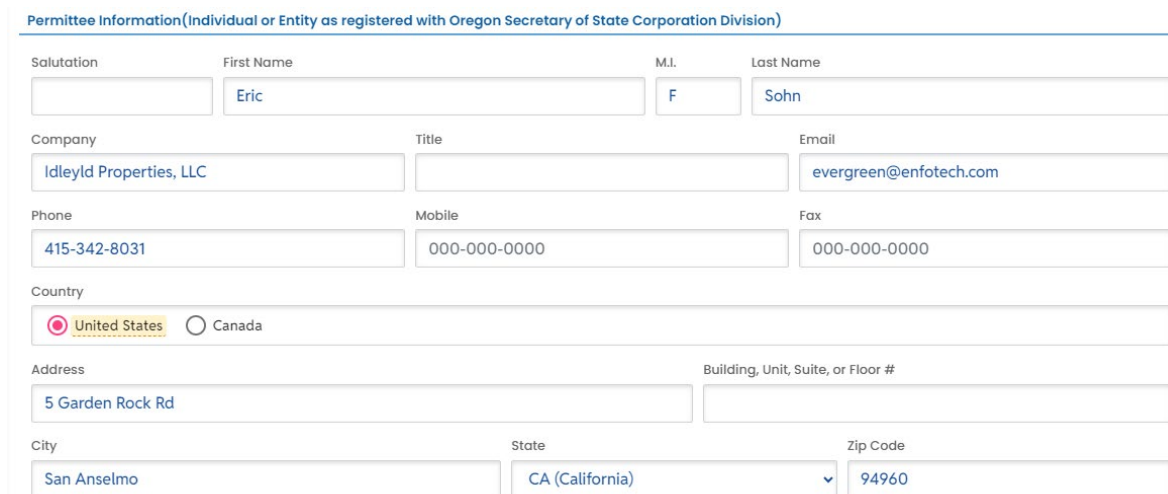
Idleyld Properties, LLC evergreen@enfotech.com

Phone Mobile Fax

415-342-8031 000-000-0000 000-000-0000

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

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.



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

Salutation First Name M.I. Last Name

Eric F Sohn

Company Title Email

Idleyld Properties, LLC evergreen@enfotech.com

Phone Mobile Fax

415-342-8031 000-000-0000 000-000-0000

Country

United States Canada

Address Building, Unit, Suite, or Floor #

5 Garden Rock Rd

City State Zip Code

San Anselmo CA (California) 94960

Decommission Unregistered USTs using Your DEQ Online
Version 1.0

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

UST - Decommission Unregistered USTs

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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
Eric F Sohn

Company Title Email
Idlelyd Properties, LLC evergreen@enfotech.com

Phone Mobile Fax
415-342-8031 000-000-0000 000-000-0000

Country
 United States Canada

Address Building, Unit, Suite, or Floor #
5 Garden Rock Rd

City State Zip Code
San Anselmo CA (California) 94960

Property Owner Information (As listed on county deed record)

Copy from Permittee

Salutation First Name M.I. Last Name
Eric F Sohn

Company Title Email
Idlelyd Properties, LLC evergreen@enfotech.com

Phone Mobile Fax
415-342-8031 000-000-0000 000-000-0000

Country
 United States Canada

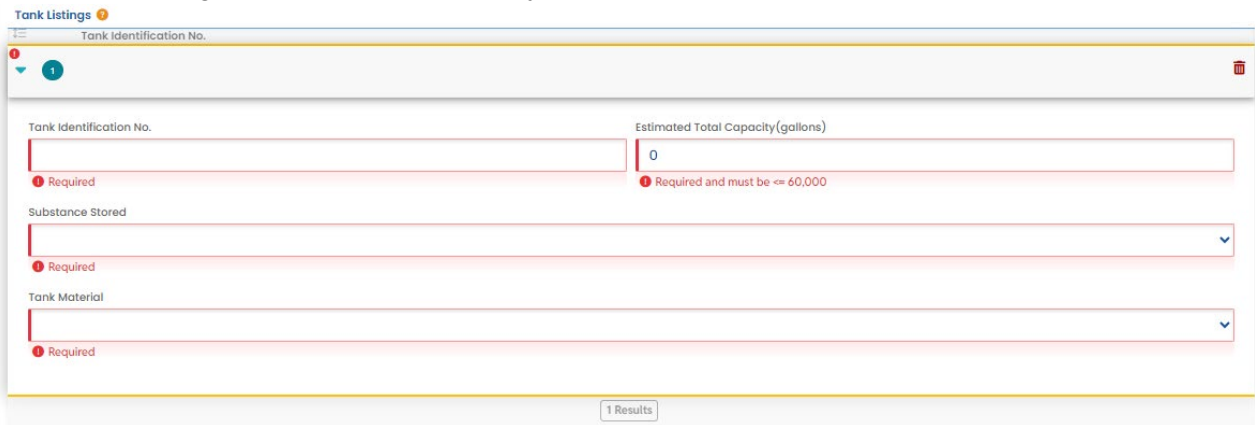
Address Building, Unit, Suite, or Floor #
5 Garden Rock Rd

City State Zip Code

The “Property Owner” information must be entered **exactly as it appears** on the County tax rolls.

Decommission Unregistered USTs using Your DEQ Online
Version 1.0

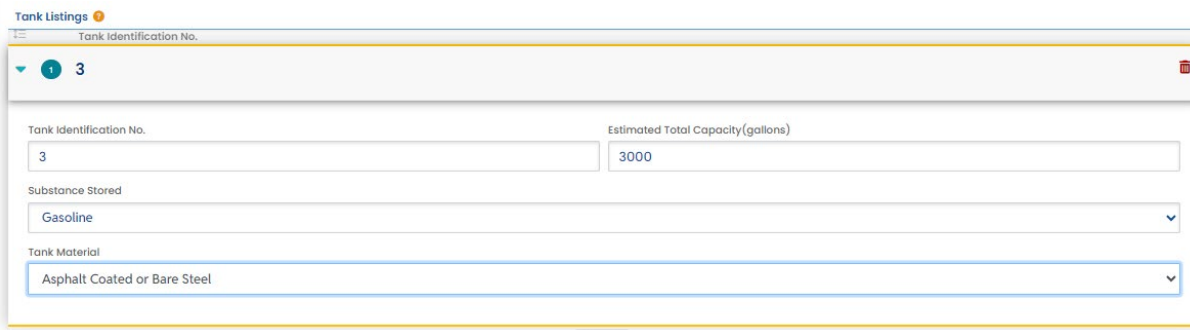
The Tank Listings are below the “Property Owner Information” The fields indicated in red are required:



The screenshot shows a web form titled "Tank Listings" with a sub-header "Tank Identification No.". There are three input fields, each with a red border and a red "Required" error message below it. The first field is "Tank Identification No." with a red "1" in a circle to its left. The second field is "Estimated Total Capacity(gallons)" with a red "Required and must be <= 60,000" error message below it. The third field is "Substance Stored" with a red "Required" error message below it. Below these fields is a "Tank Material" dropdown menu with a red "Required" error message below it. At the bottom of the form, there is a button labeled "1 Results".

Since this is a newly discovered tank it must be given a “Tank Identification No.”

Please choose the next sequential number in the existing sequence of Tank ID Nos. Complete the remaining entries by entering the size, and then use the dropdowns to make choices:



The screenshot shows the same "Tank Listings" form, but now with the fields filled out. The "Tank Identification No." field contains the number "3". The "Estimated Total Capacity(gallons)" field contains the number "3000". The "Substance Stored" dropdown menu is set to "Gasoline". The "Tank Material" dropdown menu is set to "Asphalt Coated or Bare Steel". The red error messages are no longer present. At the bottom of the form, there is a button labeled "1 Results".

Save when done by clicking the red “Save” button:



(b) Registering for a new facility

If you are registering UST(s) for the first time at a given facility (skipping Step 3.1a), you must choose the “Create New Facility” button outlined in red below, and then complete all information required in the “Facility Information” panel.

The screenshot shows the 'UST - Decommission Unregistered USTs' web application interface. At the top, there is a green header with a menu icon and a back arrow. Below the header, a progress bar indicates five steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The main content area is titled 'Facility Information' and contains several input fields. The 'Facility Name' field is filled with 'Salmon St Station I'. The 'Abbreviation' field is empty. The 'Is the facility located on Native American Lands?' dropdown menu is set to 'No'. The 'Email' field contains '3449@email.com', the 'Phone' field contains '111-111-1111', the 'Fax' field contains '000-000-0000', and the 'Number of Employees' field contains '0'. A 'Comments' text area is at the bottom with a '(Remaining Length: 4000)' indicator. The 'Create new facility' button is highlighted with a red box.

Next, complete the “Mailing Address” panel:

The screenshot shows the 'Mailing Address' panel. It includes a 'Country' section with radio buttons for 'United States' (selected) and 'Canada'. The 'Address' field contains '700 NE Multnomah St'. The 'Building, Unit, Suite, or Floor #' field is empty. The 'City' field contains 'Portland', the 'State' dropdown menu is set to 'OR (Oregon)', and the 'Zip Code' field contains '97232'.

Decommission Unregistered USTs using Your DEQ Online Version 1.0

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 ←

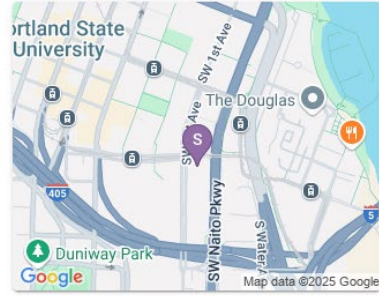
Country
 United States Canada

Address Building, Unit, Suite, or Floor #

City State Zip Code

Latitude Longitude

NAICS Code



The map is used to set the latitude and longitude, so the user must click on it and then click the green checkmark button to set the data. 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

2023 NE Thompson St, Portland, OR 97212, USA
45.539114, -122.644771 (Multnomah County)

Click the green checkmark in the lower left corner to accept the address shown in the blue-green box. The location information will auto-fill based on your selection.

Decommission Unregistered USTs using Your DEQ Online Version 1.0

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:

UST - Decommission Unregistered USTs

700 NE Multnomah St

City: Portland State: OR (Oregon) Zip Code: 97232

Physical Location

Use the map to auto-populate latitude and longitude.

Copy from Mailing Address

Country: United States Canada

Address: 2023 Northeast Thompson Street, Portland, OR, USA Building, Unit, Suite, or Floor #

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

Latitude (45°32'21.08"N): 45.539189 Longitude (122°38'41.02"W): -122.644727

NAICS Code

213111 - Drilling Oil and Gas Wells

oil

- 111120 - Oilseed (except Soybean) Farming
- 111191 - Oilseed and Grain Combination Farming
- 112320 - Broilers and Other Meat Type Chicken Production
- 115112 - Soil Preparation, Planting, and Cultivating
- 213111 - Drilling Oil and Gas Wells**
- 213112 - Support Activities for Oil and Gas Operations

Enter the "Facility Contact" information into the required fields at a minimum:

Facility Contact

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

Then enter the "Permittee Information" (MUST match the information found at the OR Secretary of State Corporations Division):

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"/> Steel	<input type="text"/>	<input type="text"/> Head
Company	Title		Email
<input type="text"/> Salmon Street Station II	<input type="text"/>		<input type="text"/> evergreen@enfotech.com
Phone	Mobile	Fax	
<input type="text"/> 111-111-1111	<input type="text"/> 000-000-0000	<input type="text"/> 000-000-0000	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Building, Unit, Suite, or Floor #	
<input type="text"/> 700 NE Multnomah St		<input type="text"/>	
City	State	Zip Code	
<input type="text"/> Portland	<input type="text"/> OR (Oregon)	<input type="text"/> 97232	

Decommission Unregistered USTs using Your DEQ Online
Version 1.0

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
	Steel		Head
Company	Title	Email	
Salmon Street Station II		evergreen@enfotech.com	
Phone	Mobile	Fax	
111-111-1111	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			
City	State	Zip Code	
Portland	OR (Oregon)	97232	

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
	Steel		Head
Company	Title	Email	
Salmon Street Station II		evergreen@enfotech.com	
Phone	Mobile	Fax	
111-111-1111	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			
City	State	Zip Code	
Portland	OR (Oregon)	97232	

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

Tank Listings

Please add at least 1 tank listing

+ New

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

Enter the “Tank Identification No.” and then the estimated capacity in gallons. Continue to fill in the required fields using the drop-down menus:

Decommission Unregistered USTs using Your DEQ Online Version 1.0

Tank Listings

Tank Identification No.

Tank Identification No. Estimated Total Capacity (gallons)

0

Required Required and must be <= 60,000

Substance Stored

Required

Tank Material

Required

1 Results

Repeat this process for all discovered tanks.

3.2. Upload Attachments(s)

Click on the “Attachment” tab to proceed to upload attachments for all facilities.

UST - Decommission Unregistered USTs

* (N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

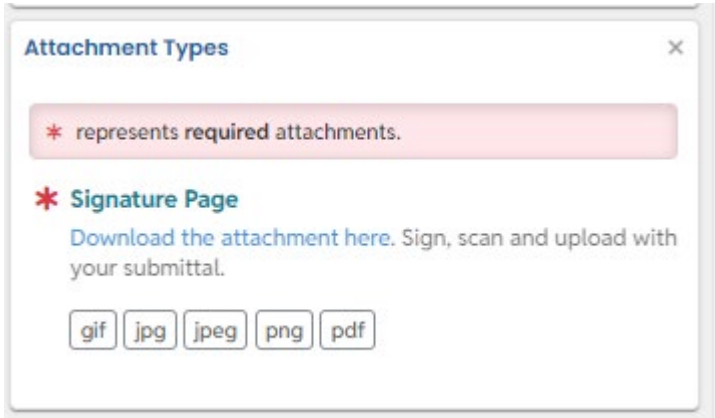
Instruction

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.

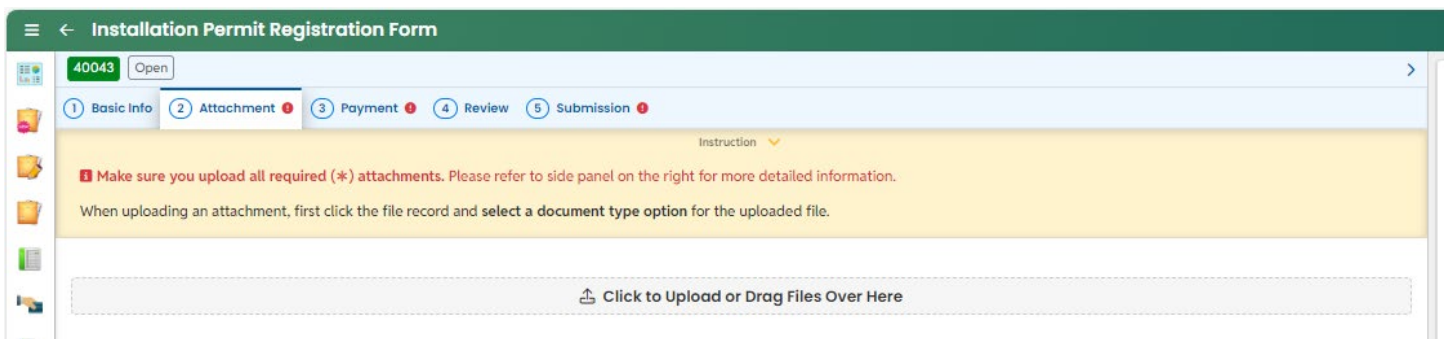
Click to Upload or Drag Files Over Here

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



In this case there is a link to a PDF of the form for you to download. Please print and complete the form fully and sign. Then scan or photograph the form. The form may also be completed and signed digitally.

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]" or drag the file(s) 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 "Signature Page":

For a new submittal, please click on the **SAVE** button to confirm the fee amount before you continue.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 500.00 — Paid: \$ 0.00 = Due: \$ 500.00

Fees | **Payment Transactions**

Discovered Tank **\$ 500.00**

- Permit/License/Certificate Fee
- 2.3% Convenience Fee added as a separate charge for credit card transactions.

[1 Results](#)

Payment Transactions
No payment transaction records.

PDF 55 KB 12/31/2024 v1

Click on the document to identify the attachment type.

Select Document Type

- Alternative Fuel Compatibility Form
- Other
- Redacted Submittal Form in PDF
- * Signature Page

4 Results

3.3. Payment

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:

There is no “Payment Transaction” because the “Save” button has not been clicked yet. Click the “Save” button to show the following:

Decommission Unregistered USTs using Your DEQ Online
Version 1.0

UST - Decommission Unregistered USTs

17930 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee + Service - Paid = Due
\$ 500.00 + \$ 20.00 - \$ 0.00 = \$ 520.00

Pay Amount Due

Fees

Discovered Tank

- 1 Permit/License/Certificate Fee \$ 500.00
- 2.3% Convenience Fee added as a separate charge for credit card transactions.

Discovered Tank

- 1 Permit/License/Certificate Fee \$ 500.00
- 2.3% Convenience Fee added as a separate charge for credit card transactions.

Payment Transactions

No payment transaction records.

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).

UST - Decommission Unregistered USTs

17930 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee + Service - Paid = Due
\$ 500.00 + \$ 20.00 - \$ 0.00 = \$ 520.00

Pay Amount Due

ACH Automated Clearing House (ACH) payment method:

Credit Card

When clicking Pay Now button, you will be redirect to agency's payment portal to finish the payment. Once finished, you will be redirected back to the system to finish the task.

Pay Now

Fees


Discovered Tank

- 1 Permit/License/Certificate Fee \$ 500.00
- 2.3% Convenience Fee added as a separate charge for credit card transactions.

Payment Transactions

No payment transaction records.

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”):

 Once finished, you will be redirected back to the system to finish the task.

[OK](#) [CANCEL](#)

[Exit](#)



State of Oregon
DEQ Department of Environmental Quality

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

[Log In](#)

[Register](#)

[Pay Without Registering](#)

powered by 

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

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

Your name and address should be pre-filled in the next US Bank window (similar to the one below), and you must enter a phone number (highlighted below).

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	<input type="text" value="UST"/>
Last Name	<input type="text" value="Generic RO"/>
Company (Optional)	<input type="text"/>
Address 1	<input type="text" value="700 NE Multnomah St"/>
Address 2 (Optional)	<input type="text"/>
City	<input type="text" value="Portland"/>
State	<input type="text" value="OR"/>
Zip Code	<input type="text" value="97232"/>
Zip Code Extension (Optional)	<input type="text"/>
Phone Number	<input type="text"/>
Email Address	<input type="text" value="ust.dutyofficer@deq.oregon.gov"/>

[Become a Registered User](#) 


The images from US Bank's website are examples- the fee will vary.

For credit cards: Complete the credit card information and click the red “Continue” button:

Payment Method

Card Number 

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.

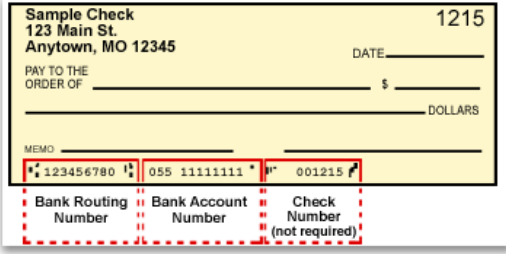
[Continue](#) [Cancel](#)



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

Note the highlighted convenience fee information above.
If you choose the ACH payment method, the payment window will look like this:

Payment Method



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:



State of Oregon Department of Environmental Quality

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.

If a convenience fee is added to the transaction, I understand that the convenience fee displayed will be included in the

I accept the Terms and Conditions


Confirm [Back](#)



Click the checkbox to accept the Terms and Conditions, and then click the red "Confirm" button. The following "Confirmation" window appears:



State of Oregon Department of Environmental Quality

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 the page below.

19374 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

There is no payment due at this time.

Fee Service Paid Balance
\$ 500.00 + \$ 20.00 - \$ 520.00 = \$ 0.00

Fees

Technology Fee \$ 20.00

- Additional Fee
- The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

Discovered Tank \$ 500.00

- Permit/License/Certificate Fee
- 2.3% Convenience Fee added as a separate charge for credit card transactions.

Payment Transactions

✓ ePayment (ACH) \$ 520.00


1/16/2025 1/17/2025

DEQEDM000046917

1 Results

2 Results

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. After saving the information, next click on the “Submission” tab at the top of the window (outlined in red at top of below graphic).

4. Submission

Click on the “Submission” tab, check the Acknowledgment box, and then click the blue “Submit” button:

UST - Decommission Unregistered USTs

19374 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 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

The following Confirmation window opens, you can note the circled number in the green box for reference of your submittal ID number.

UST - Decommission Unregistered USTs

19374 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: 19374
Submittal Date: 1/16/2025, 11:23:36 AM
Submittal By: UST Generic RO
5032295034
ust.genericro@deq.oregon.gov
Owner Information: UST Generic RO
5032295034
ust.genericro@deq.oregon.gov

Submittal Form Info

Name: UST - Decommission Unregistered USTs
Method: Online Submission

Fee Detail

Name	Type	Amount
Technology Fee	Additional Fee	\$20.00
Discovered Tank	Permit/License/Certificate Fee	\$500.00

Payment Detail

Date	Method	Fee Amount	Paid Amount
1/16/2025, 11:14:39 AM	ePayment (ACH)	\$520.00	\$520.00
Total:		\$520.00	\$520.00

Uploaded Attachment List

Test Attachment2.pdf
PDF | 55 KB

Submittal Form Info

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: 159121.206.56

Mail-to Attachment List

No record.

Finish Receipt Submittal Form

Click the red "Receipt" button to show the "Submittal Receipt":



Submittal Receipt

Department of Environmental Quality, State of Oregon

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

Date Created: 1/16/2025

Submittal Summary

Submittal ID: **19374**

Submittal: **UST - Decommission Unregistered USTs**

Submitted By: **UST Generic RO**

Email: ust.genericro@deq.oregon.gov

Submitted Date: **2025-01-16 11:23:36**

Submittal Form Info

Submittal Name: **UST - Decommission Unregistered USTs**

Submission Method: **Online**

Action Type: **New**

Payment Information (PAID IN FULL)

Processing Fee: **\$500.00**

Technology Fee: **\$20.00**

Total Amount Due: **(None)**

Payment Method: **ePayment (ACH)** Paid Amount: **\$520.00**

Date Paid: **1/16/2025**

Confirmation Number: **DEQEDM000046917**

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 show:



UST - Decommission Unregistered USTs

Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

1/16/2025

Submittal RID: 19374	Submitted Date: 1/16/2025
-----------------------------	----------------------------------

Facility Information

Select your facility Create new facility

New Facility Information

Facility Name: **Salmon St Station** Abbreviation:

Is the facility located on Native American Lands? **No**

Email: **ust.dutyofficer@deq.oregon.gov** Phone: **111-111-1111** Fax:

Comments:

Mailing Address

Mailing Address: **700 Northeast Multnomah Street, Portland, OR, USA**

City: **Portland** State: **Oregon** Zip Code: **97232**

Physical Location

Address: **2023 NE Thompson St**

City: **Portland** State: **Oregon** ZIP Code: **97212-4663**

Latitude: **45.539189** Longitude: **-122.644727**

Facility Contact

Full Name: **Steel Head** Title: Salutation:

Company: Email: **ustgenericro@deq.oregon.gov**

Phone: **111-111-1111** Mobile: Fax:

Permittee Information

Full Name: **Steel Head** Title: Salutation:

Company: Email: **ustgenericro@deq.oregon.gov**

Phone: **111-111-1111** Mobile: Fax:

Mailing Address: **700 NE Multnomah St**

City: **Portland** State: **Oregon** ZIP Code: **97232**

Tank Owner Information

Full Name: **Steel Head** Title: Salutation:

Company: Email: **ustgenericro@deq.oregon.gov**

Phone: **111-111-1111** Mobile: Fax:

Mailing Address: **700 NE Multnomah St**

City: **Portland** State: **Oregon** ZIP Code: **97232**

Property Owner Information

Full Name: **Steel Head** Title: Salutation:

Company: Email: **ustgenericro@deq.oregon.gov**

Finally click the blue “Finish” button to conclude this “Step” and 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.

5. 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:

The screenshot shows the 'Dashboard' interface. On the left, there are several summary cards: 'Upcoming Obligation' with a count of 0, 'Sendback' with a count of 0, 'Count of Permission Requests' with a count of 0, and 'CORRESPONDENCE (LAST 3 MONTHS)' with a table showing 0 open, 0 authority unread, and 0 public unread. Below these is a 'Messages' section with an 'ANNOUNCEMENT'. The main area is titled 'Submittals' and shows 'MY SUBMITTALS (LAST 3 MONTHS)'. It has tabs for 'Pending' and 'Submitted'. A submittal is listed for 'Salmon St Station' with a 'Due on' date of 1/17/2025. A blue-green pencil icon is circled in red, indicating the action to click to access the submittal.

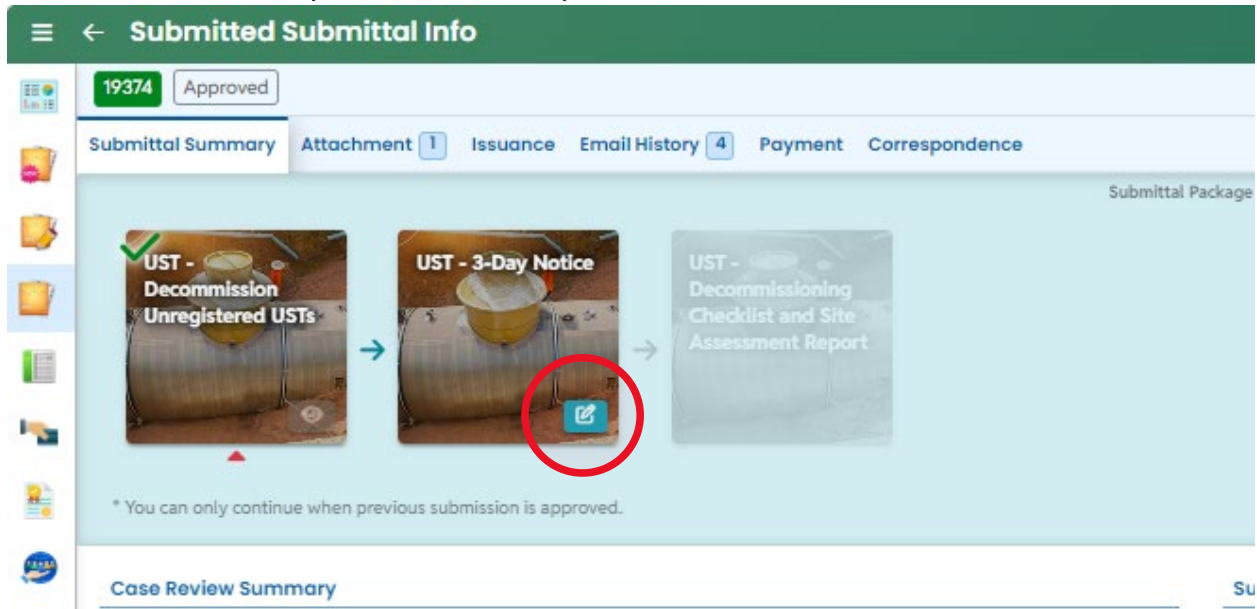
This route leads directly to the data entry page.

Or the user can click the “Submitted” button (highlighted above) to show a list of all submitted submittals:

The screenshot shows the 'Dashboard' interface with the 'Submitted' tab selected. The 'MY SUBMITTALS (LAST 3 MONTHS)' section now displays two submitted submittals. The first is for 'Salmon St Station' with a 'Due on' date of 1/16/2025. The second is for 'Land Quality' with a 'Due on' date of 1/15/2025. A yellow highlight is placed over the 'Submitted' tab, and a red circle highlights a yellow pencil icon next to the first submittal, indicating the action to click to access the submittal.

Decommission Unregistered USTs using Your DEQ Online
Version 1.0

In this case click on the yellow eyeball icon (circled in red above). This route leads first to a summary page that lists all of the 3 Steps of this submittal process:



Access the data entry page shown below by clicking on the blue-green pencil icon, circled in red above.

The screenshot displays the 'UST - 3-day Notice' data entry form. The top header shows the submittal number '40044' and an 'Open' button. The navigation bar includes steps: 1 Basic info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The form content includes: Address: 212TH CHEVRON, 21188 STARK STREET, GRESHAM, OR 97030 (with a green '301029' box); Notice Details: 'What is this 3-Day Notice for?' dropdown set to 'Installation'; Service Provider & Supervisor Information: Fields for Service Provider Name (Required), Service Provider License #, Supervisor Name (Required), and Supervisor License #; Work Schedule Information: 'Work Start Date' field with a date picker (mm/dd/yyyy) and a note 'Must be +/-30 days from current date'; Describe the work: A large text area with a '(Remaining Length: 4000)' indicator; Reporter Information: Fields for Reporter Name (filled with 'UST Generic RO') and Phone Number (filled with '000-000-0000', with a note 'Required or Check the Telephone Number Format.'). A red lock icon is visible in the bottom right corner.

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- you may need to contact your Service Provider to get this information.

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.

Once this data has been entered, click on the “Submission” tab to open the following:

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 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 account 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.

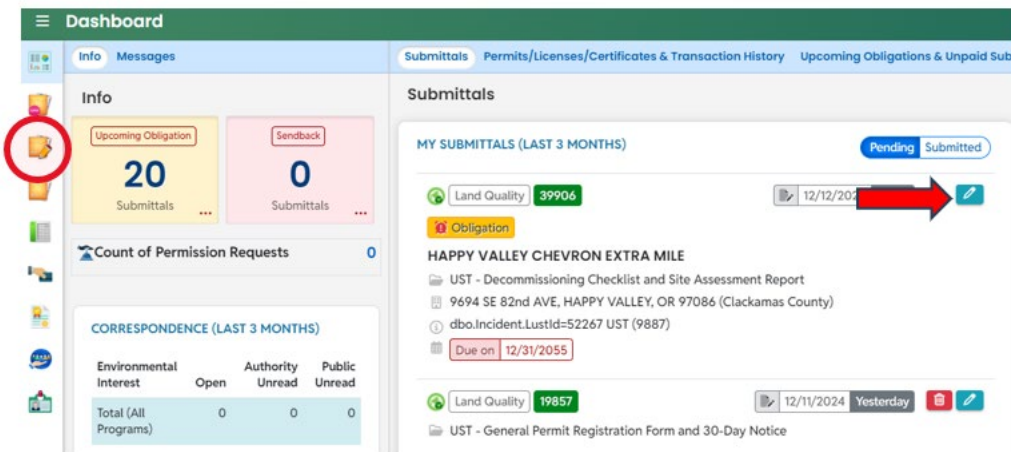
Submit

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.

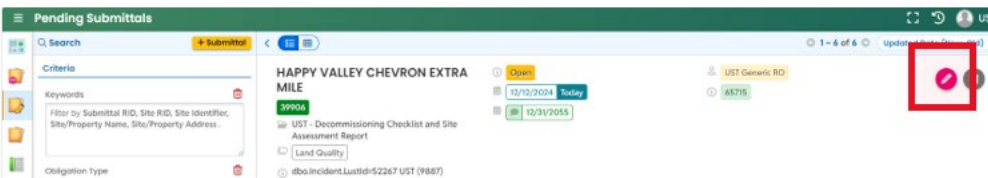
As before, you may click on the red “Receipt” and “Submittal Form” buttons to save records of submission. Clicking the blue-green “Finish” button will return you to the “Submitted Submittals” page. No further action is required until your proof of Financial Responsibility is ready to be submitted.

6. 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.

Decommission Unregistered USTs using Your DEQ Online Version 1.0

UST - Decommissioning Checklist and Site Assessment Report

39906 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

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

275421 26-9607
dbo.Incident.LustId-52267 UST (9887)

Dates and Other DEQ Permit Information

Date Work Started: mm/dd/yyyy
Date Work Completed: mm/dd/yyyy

Tank Information

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

1 Results

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.

UST - Decommissioning Checklist and Site Assessment Report

39906 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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.

Click to Upload or Drag Files Over Here

Submital Information

UST - Decommissioning Checklist and Site Assessment Report

150053 New
Underground Storage Tank (UST)

Submit final paperwork for UST decommissioning. Does not need to include cleanup report, but may be submitted as a unified document if completed within 30 days of decommissioning.

Attachment Types

* represents required attachments.

Decommission Checklist
Decommission Checklist
gif jpg jpeg png pdf

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.

UST - Decommissioning Checklist and Site Assessment Report

39906 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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.

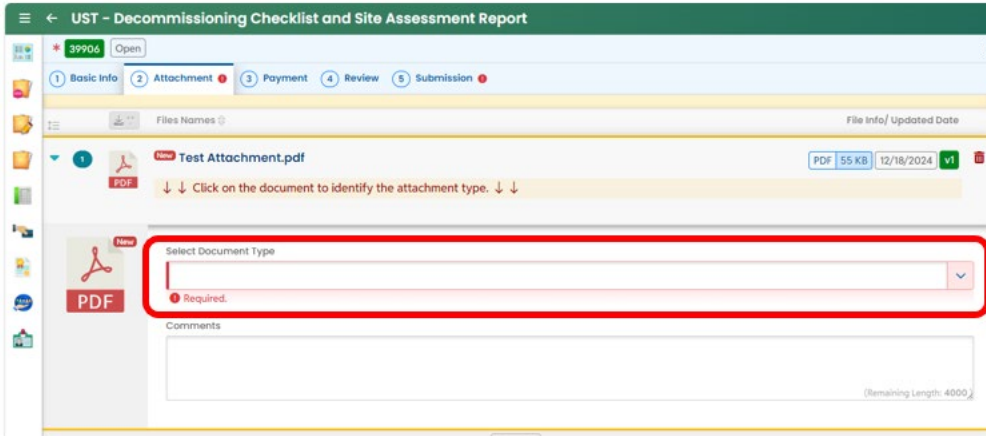
Files Names

1 Test Attachment.pdf
PDF

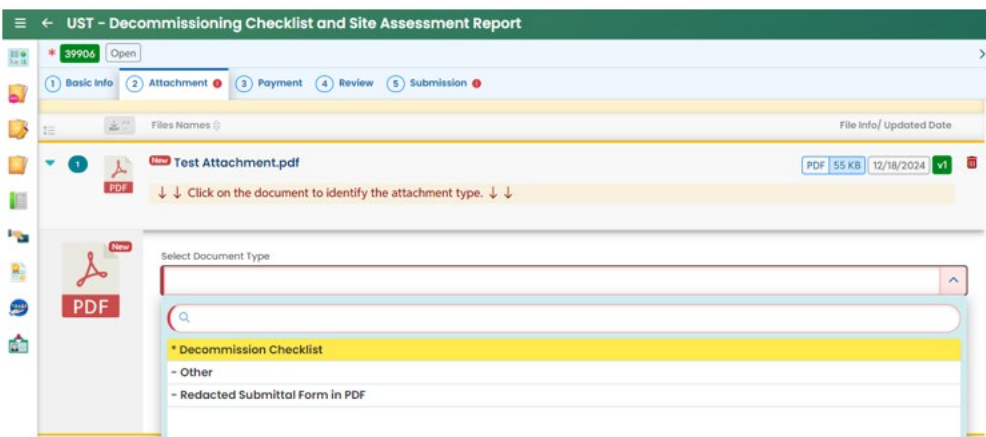
Click on the document to identify the attachment type.

Decommission Unregistered USTs using Your DEQ Online Version 1.0

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.

Decommission Unregistered USTs using Your DEQ Online
Version 1.0

UST – Decommissioning Checklist and Site Assessment Report

* 39906 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 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

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).

☰
← UST – Decommissioning Checklist and Site Assessment Report

39906 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: 39906

Submittal Date: 12/18/2024, 8:25:49 AM

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 Checklist and Site Assessment Report

Method: Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

Certification

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

Question: Not Applicable

Answer: Not Applicable

PIN Number: Not Applicable

RO: UST Generic RO

Sender IP: 159.121.206.56

Uploaded Attachment List

Test Attachment.pdf

Decommission Checklist

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: 1/16/2025

Submittal Summary

Submittal ID: **19377**

Facility (project site): **Salmon St Station**

Submittal: **UST - Decommissioning Checklist and Site Assessment Report**

Submitted By: **UST Generic RO**

Email: **ust.genericro@deq.oregon.gov**

Submitted Date: **2025-01-16 12:51:50**

Submittal Form Info

Submittal Name: **UST - Decommissioning Checklist and Site Assessment Report**

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 Checklist and Site Assessment

Department of Environmental Quality, State of Oregon

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

1/16/2025

Submittal RID: **19377**

Submitted Date: **1/16/2025**

Facility Information

Facility Name: **Salmon St Station**

Physical street address: **2023 NE Thompson St**

City: **Portland**

State: **OR**

ZIP Code: **97212-4663**

County: **Multnomah**

Latitude: **45.539189**

Longitude: **-122.644727**

Dates and Other DEQ Permit Information

Date Work Started:

Date Work Completed:

Tank Information

Tank Identification No.: **1**

Permit No.:

Estimated Total Capacity(gallons): **5000**

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**

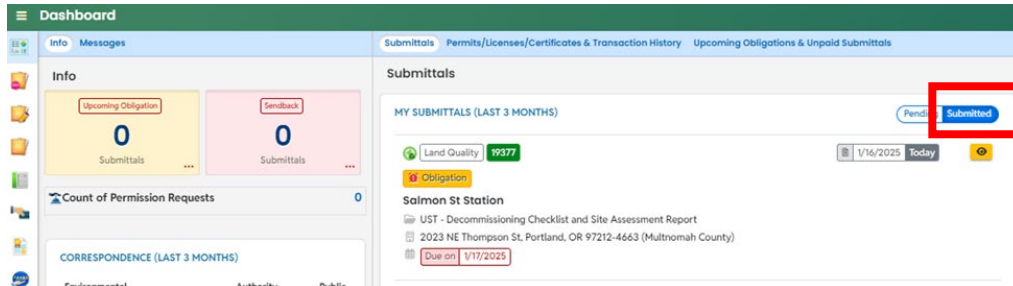
Submitted Date: **1/16/2025**

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".

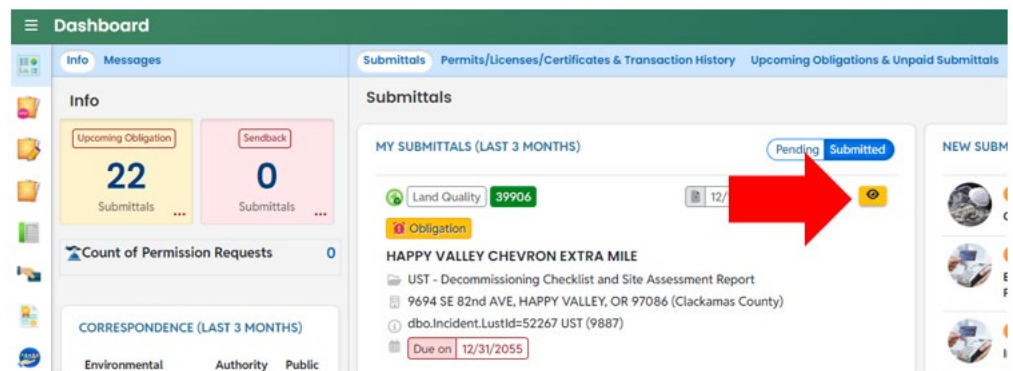
The screenshot shows the 'Submitted Submittals' interface. On the left, there is a search bar and a list of filters including 'Keywords', 'Submitted Date', 'Submittal Type', 'Indicator', and 'Correspondence'. The main area displays a submittal for 'BELMONT ARCO INC.' with details like 'Land Quality 17480', '3840 SE BELMONT ST, PORTLAND, OR 97214 (Multnomah County)', and 'UST - Owner/Permittee Modification'. A red box highlights the 'Complete Submittal' button. The page also shows '1 - 1 of 1' and 'Submitted Date (New-Old)'.

Decommission Unregistered USTs using Your DEQ Online Version 1.0

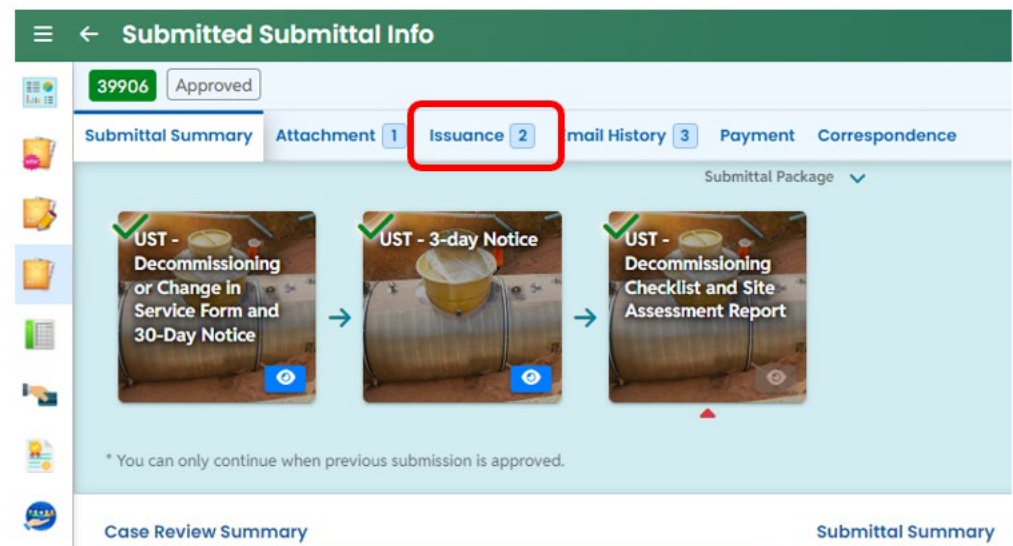
Following your submittal of the Checklist, the UST Program will review the information, will issue a Decommissioning Closure letter, and may issue a new Operating Certificate if there are still operational USTs at the facility. These “Issuances” may be downloaded by opening your “Dashboard” and clicking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



Open the “Submittal” in question by clicking on the orange eyeball icon.

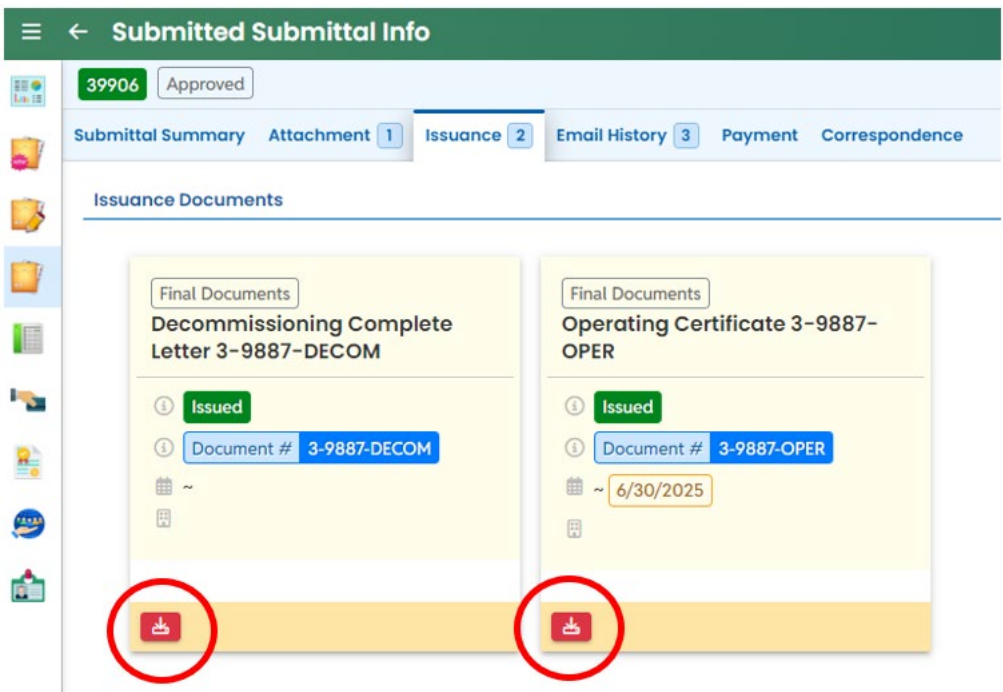


Click on the “Issuance” tab.




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 unregistered 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	2/7/2025	PA review based on DP initial draft	AH