



Submitting Financial Responsibility Documentation

Version 1.0

January 2025



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Translation or other formats

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Overview and Introduction

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

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

This guide is intended for the use of Permittees and provides a detailed explanation of how to submit Underground Storage Tank financial responsibility documentation by using [Your DEQ Online](#).

Error! Reference source not found.

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.

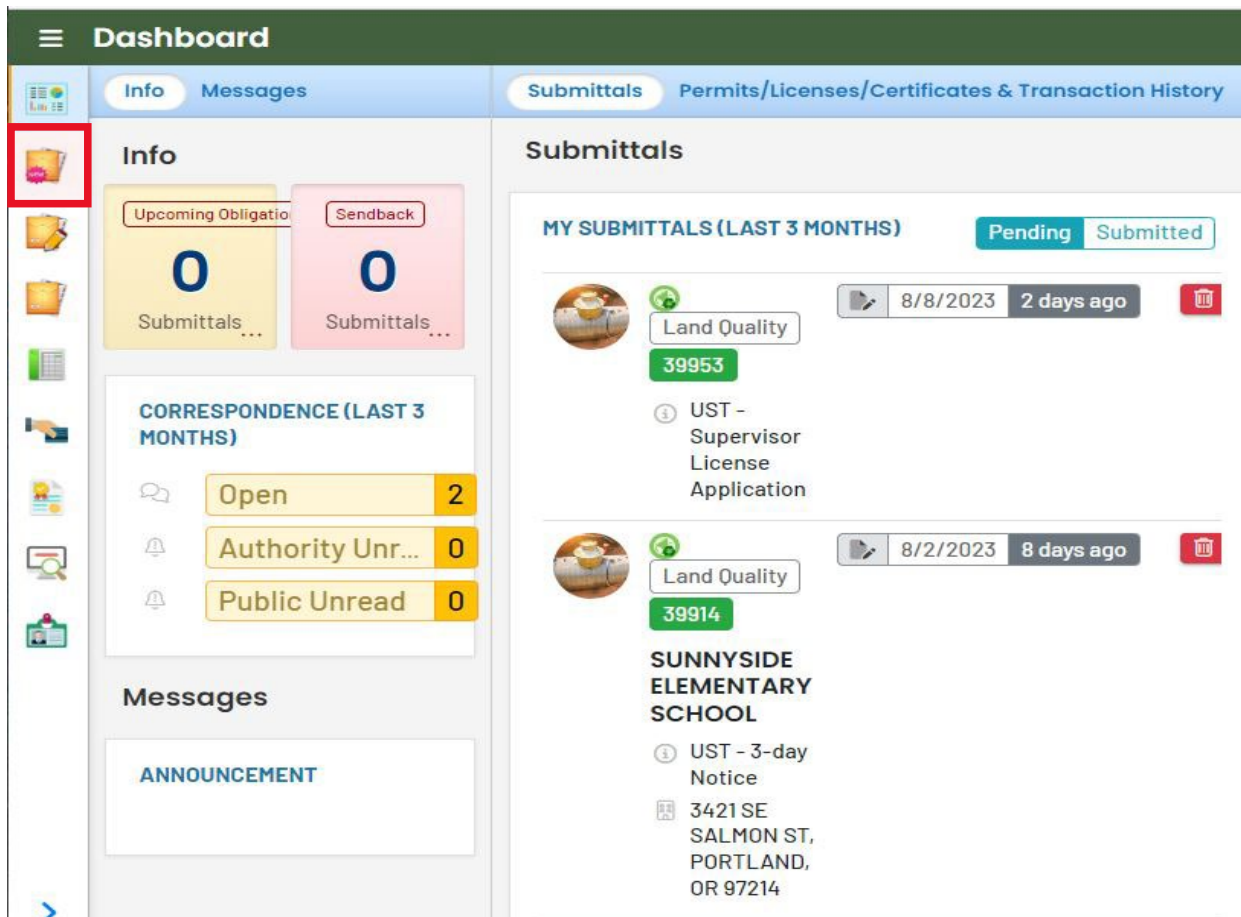
Please visit the [Your DEQ Online Account Registration resource](#) to learn more about which account type to select and detailed steps in registering or updating your user account.

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

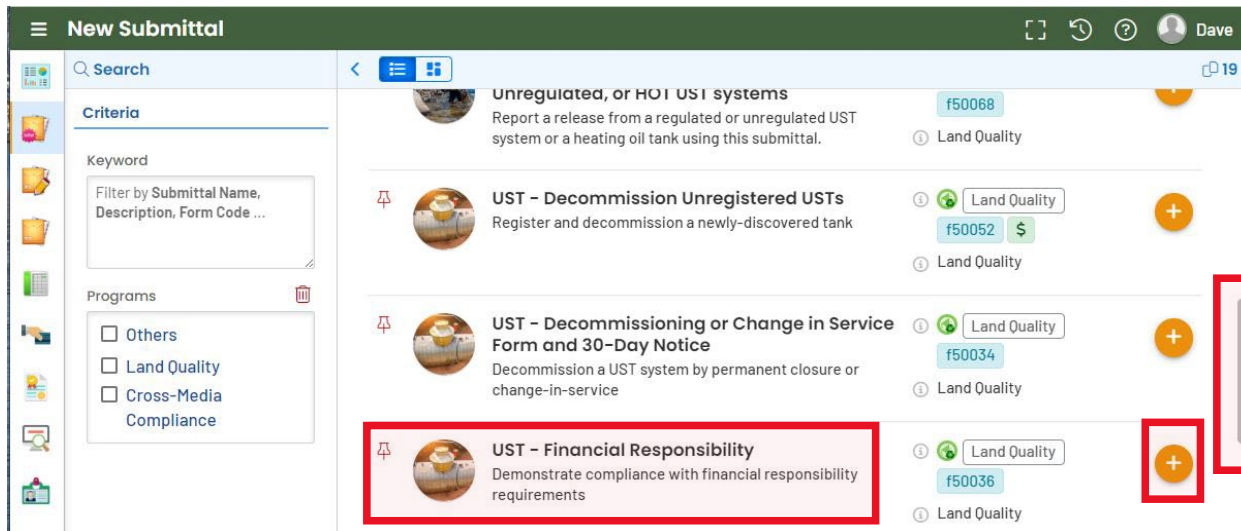
2.1. Navigate to submittals list

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 – Financial Responsibility

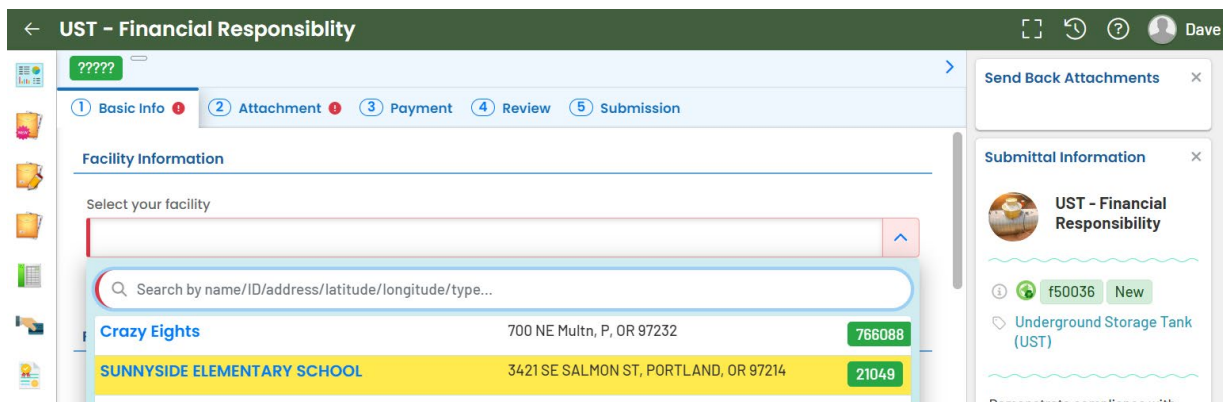
To find and select “UST Tank – Financial Responsibility”, either enter criteria to narrow your search, or use the scrollbar to the right to view selections and locate the submittal. Click the “plus” icon to open the form.



2.3. Enter “Basic Info” and select facility

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

Select Your Facility by using the dropdown menu. 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.

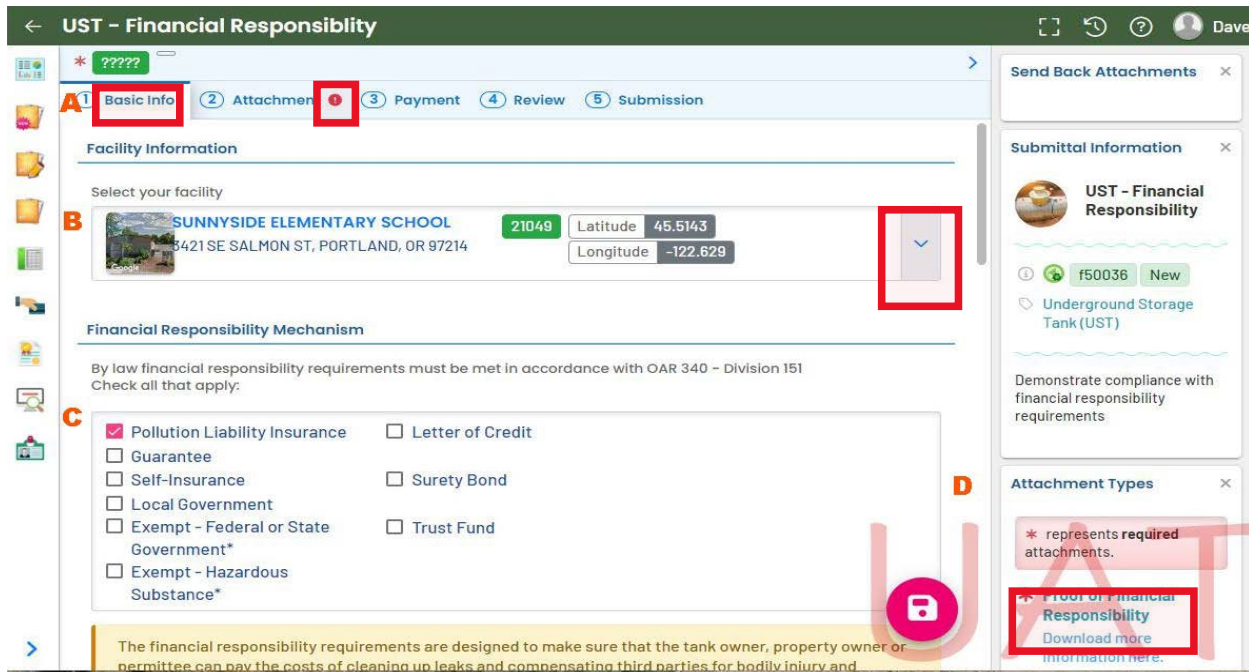


2.4. Select the Financial Responsibility mechanism

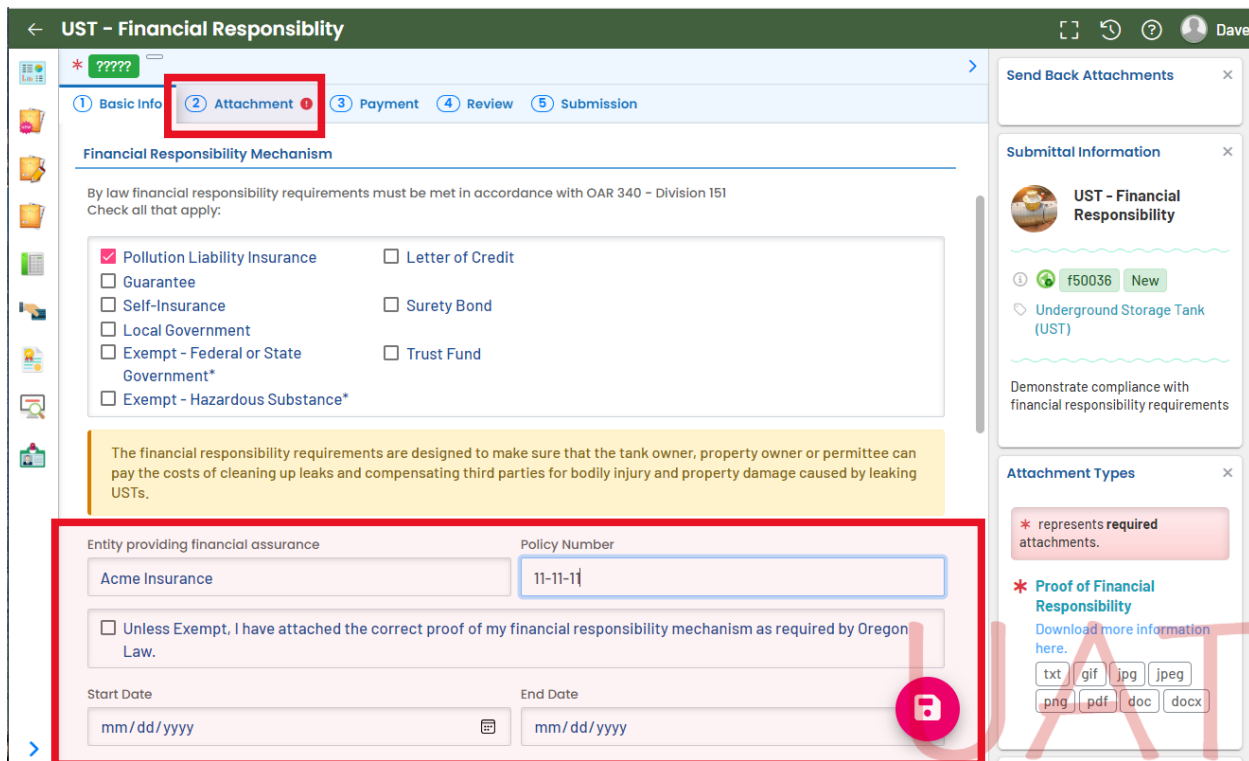
Once you have selected your facility, it will be displayed under the “facility information” section in the “Basic Info” tab. You are now ready to select the financial responsibility mechanism from the list.

If attachments are required, the “Attachments” tab will indicate the requirement with a red alert icon.

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If selecting “Pollution Liability Insurance”, enter the “Entity providing financial assurance” and the “Policy Number” in the appropriate boxes along with the “start date” and “end date”.

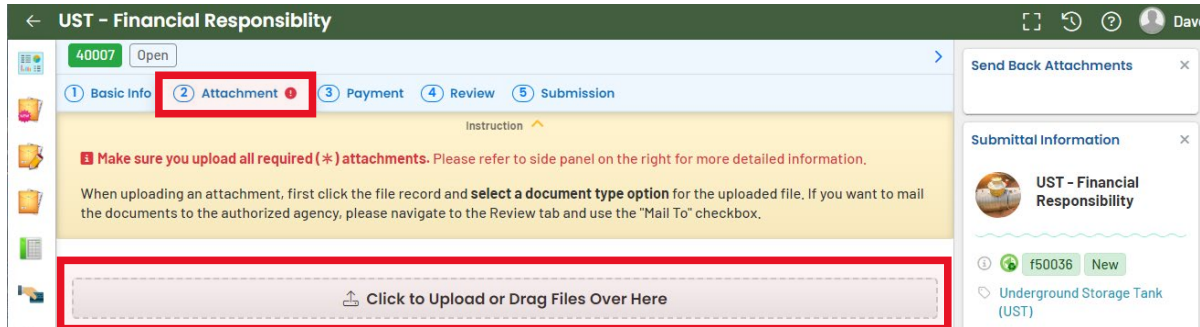


Always click on the “Save” symbol in the lower right of the screen to save the information you have entered. You are now ready to upload attachments.

3. Upload documentation

To proceed, leave the “Basic Info” tab and move to the “Attachments” tab. Uploading the proper documentation that meets the Financial Responsibility Requirements is a critical step. ACORD statements will not meet the requirements.

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



3.1. Acceptable Certificate of Insurance

See the example below of an acceptable Certificate of Insurance. Key information should include:

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

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

Dept. of Environmental Quality ✓
RECEIVED
NOV 06 2003
Land Quality Division

Named Insured and Mailing Address: **Name of Insurer:**

Name and Address of Insured Here

Name and Address of Insurer Here

CERTIFICATE:

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

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

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

The limits of liability are \$1,000,000 each occurrence and \$1,000,000 annual aggregate, exclusive of legal defense costs which are subject to a separate limit under the policy. This coverage is provided under Policy Number _____
The effective date of said policy is 10/23/2003

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

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

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

Signature and Name of Insurance Company Here

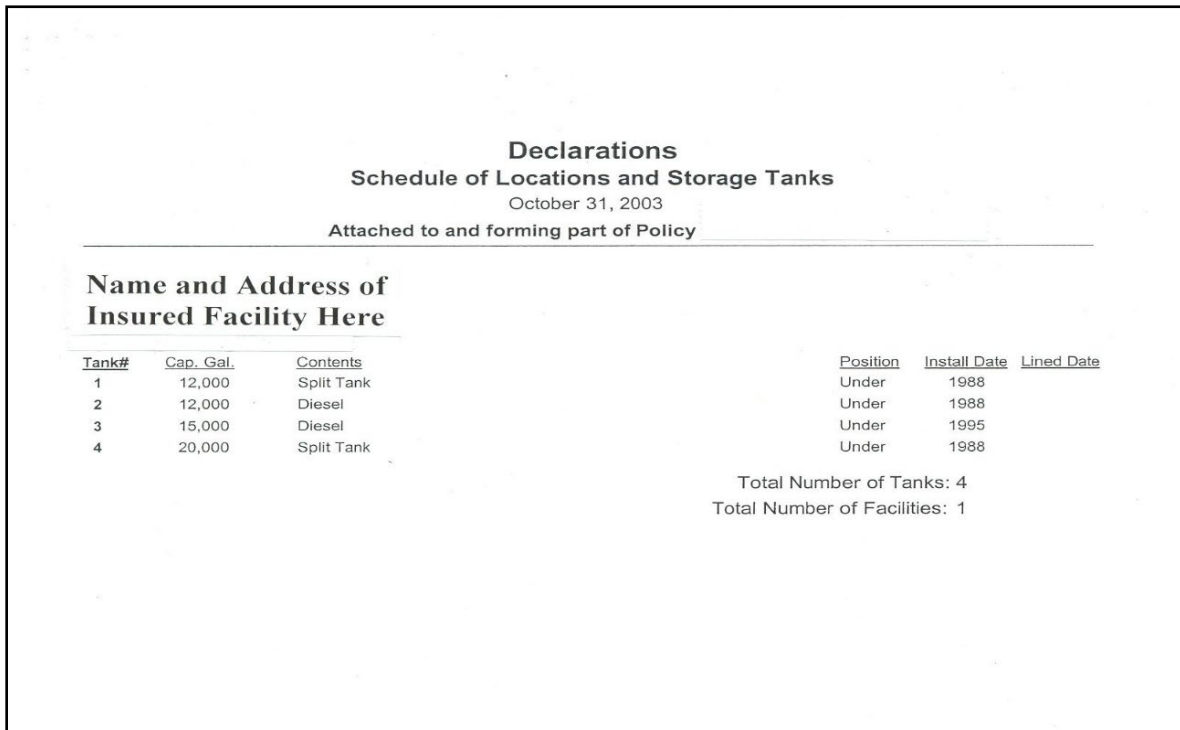
Authorized Representative

3.2. Required Declarations documentation

The Declarations page listing tank sizes and contents is also a required document to provide. Key information should include:

- The facility covered by policy.

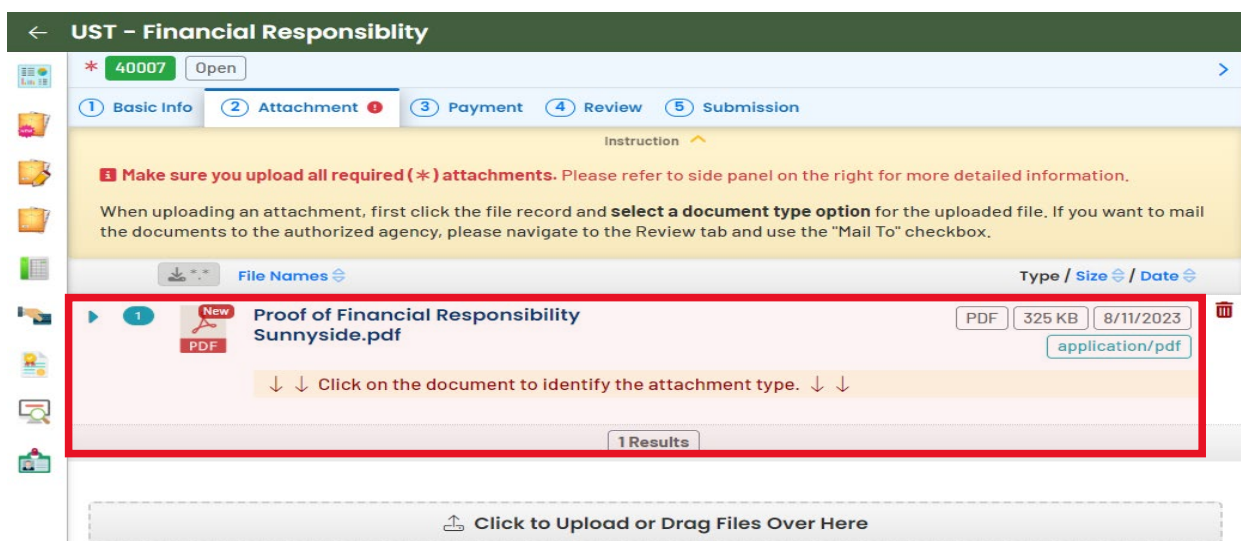
- The tanks covered by the insurance policy. It is important that all the tanks registered with DEQ are listed on the insurance declaration. Any discrepancies will need to be resolved before verification is complete or an operating certificate is issued.



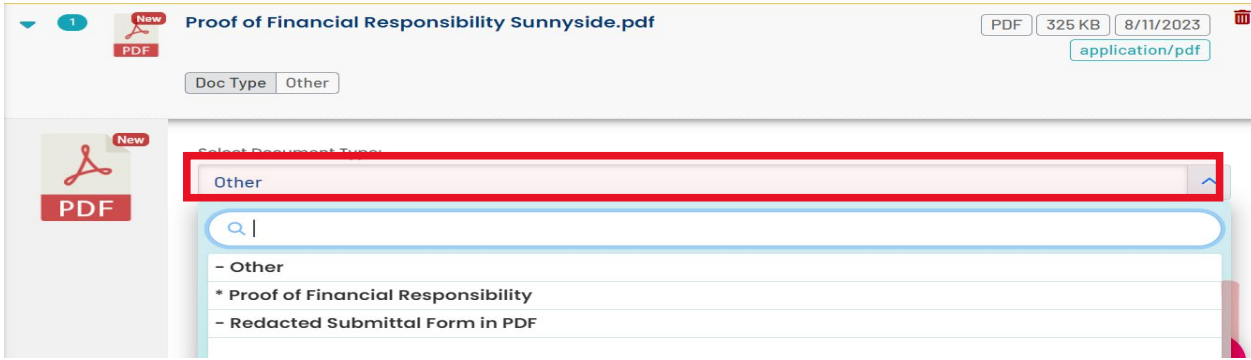
Please note: If the incorrect documentation is added, your Financial Responsibility Documentation submittal will be rejected. You will receive a notification of this and will need to upload the correct files.

3.3. Identify the file type

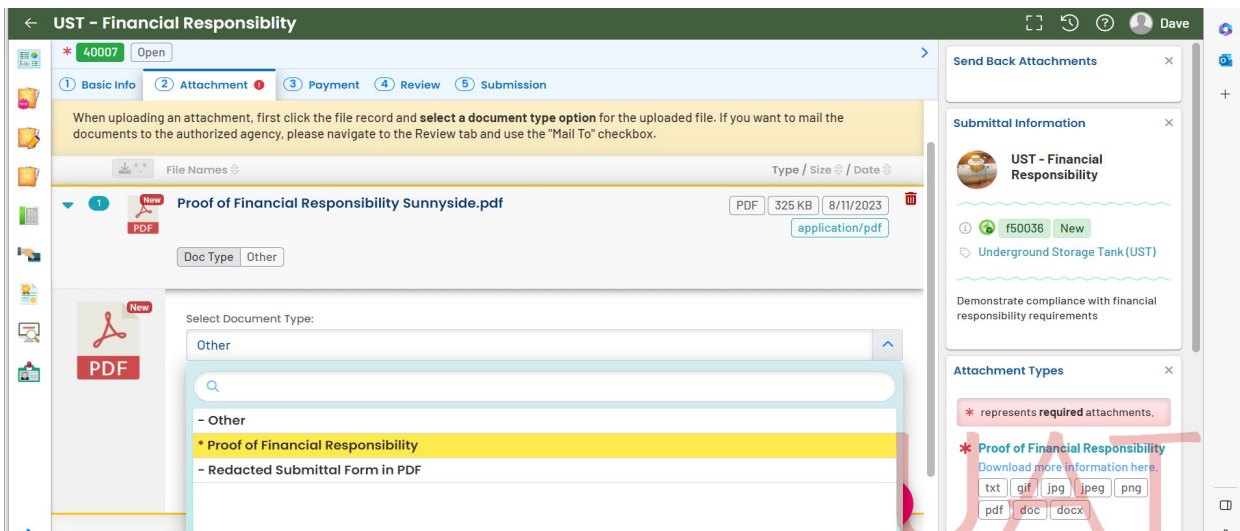
After you upload documentation, the type of file must be identified. Click inside the Attachment Panel to expand it. Next, select “Click on the document to identify the attachment type” which will open the menu of choices.



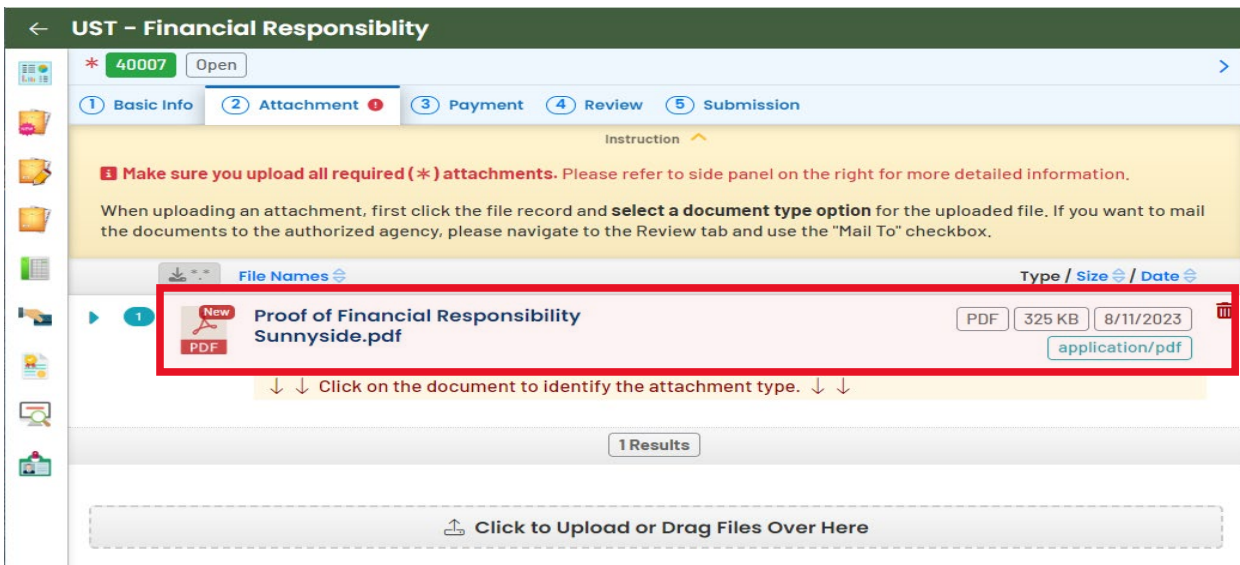
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Select "Proof of Financial Responsibility"



Once you have completed this, the documentation 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. Review and complete submission

4.1. Review the submission and attachments

Select the “Review” tab to begin a review of the information and documentation you have entered. Under the “Submittal Form Summary” section, click on the PDF icon to open the “Submittal Document” which provides the options to save or print.

The screenshot shows the 'UST - Financial Responsibility' submission review interface. At the top, there is a navigation bar with a back arrow and the title 'UST - Financial Responsibility'. Below this, a status bar shows '40007' and an 'Open' button. A horizontal menu contains five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. The '4 Review' tab is highlighted with a red box. Below the menu, a yellow notification box states: 'Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.' The main content area is titled 'Submittal Form(s) Summary' and contains a green notification box: 'Please check if the following sections are completed. Click on the PDF (PDF icon) hyperlink to open/save/print the PDF form.' Below this, there are sections for 'Basic Info' (checked), 'Fees/Payments', 'Mandatory Attachment', and 'Uploaded Attachment'. The 'Fees/Payments' section shows a table with columns for Fee, Paid, and Balance, with values of \$ 0.00, \$ 0.00, and \$ 0.00 respectively. The 'Mandatory Attachment' section has a green box stating 'All required attachments were included.' and a checkbox for 'Select All Mail to'. The 'Uploaded Attachment' section shows a PDF file named 'Proof of Financial Responsibility Sunnyside.pdf' with a size of 325 KB. A red circular save icon is visible in the bottom right corner.

4.2. Complete submission

After reviewing the submittal to ensure you have provided the correct information and documentation, proceed to the “Submission” tab.

Complete the “Declaration of accuracy of information provided” by checking the box. Next, answer your account security question and enter your account security pin.

← UST - Financial Responsibility

40007 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

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.

have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

Show Question Answer

PIN Number

PIN: *

After completing these steps, the “Submit” button will be activated. Proceed to click the “Submit” button.

← UST - Financial Responsibility

* 40007 Open

① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

PIN Number

PIN: *

.....

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent administrative protection. In addition, the security safeguards are also powered by password, you are responsible for maintaining the confidentiality of the password. From the issuance of the User ID and Password, may be terminated by our discretion at

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. Privacy is a new and evolving area, and despite dedicated efforts, some mistakes may proceed to any external sites at their own risk. The development company specific which may result from accessing the website, or from reliance upon any such information

Submit

This will trigger an email from the system that confirms receipt of the documentation submittal and confirmation of your successful submission will appear.

← UST - Financial Responsibility

40007 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:	40007	Name:	UST - Financial Responsibility
Submittal Date:	8/14/2023, 03:25 PM	Method:	Online Submission

4.3. View receipt and submittal form

You may view and print the “Proof of Financial Responsibility” attachment from the Attachment List or you may select buttons for “Receipt”, and “Submittal Form” to view or print.

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	01/7/2024	PA review based on JF edits	Amanda Hallmark