



Modify Underground Storage Tanks using Your DEQ Online

Version 1.0

January 2025



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Modify USTs using Your DEQ Online
Error! Reference source not found.

System Overview

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.

1. Introduction

Your DEQ Online (YDO) is a comprehensive environmental data management system. Public users create an account that allows the user to electronically pay invoices or fees, obtain permits and licenses, and submit documents to 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 modify an existing UST system, including piping and sumps. The process is:

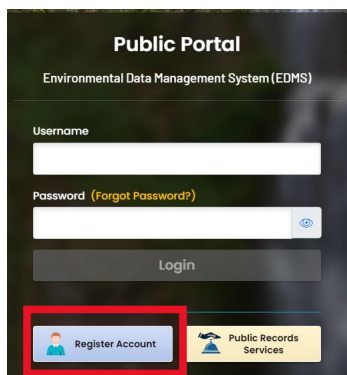
1. Log in to YDO and start a new “Submittal”,
2. Submit 30-Day Notification of plans to modify one or more USTs,
3. **Upload the required documents and signatures,**
4. Receive Modification Certificates which allow work to begin,
5. Provide 3-Day Notice of impending work to modify,
6. Submit the Modification Checklist and Site Assessment Report.

This submittal-and-approval process is step-wise 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.

It is assumed that the user will have an active account (required) with the YDO system. Please visit <https://www.oregon.gov/deq/Permits/Pages/Your-DEQ-Online.aspx> for all things YDO, including technical support and the YDO Help Desk.

Click <https://ordeq-edms-public.govonlinesaas.com/pub/login?web=1> to go directly to the Public Portal page.

Click the “Register Account” button (outlined in red, below) to establish an account.



2. Log in to YDO

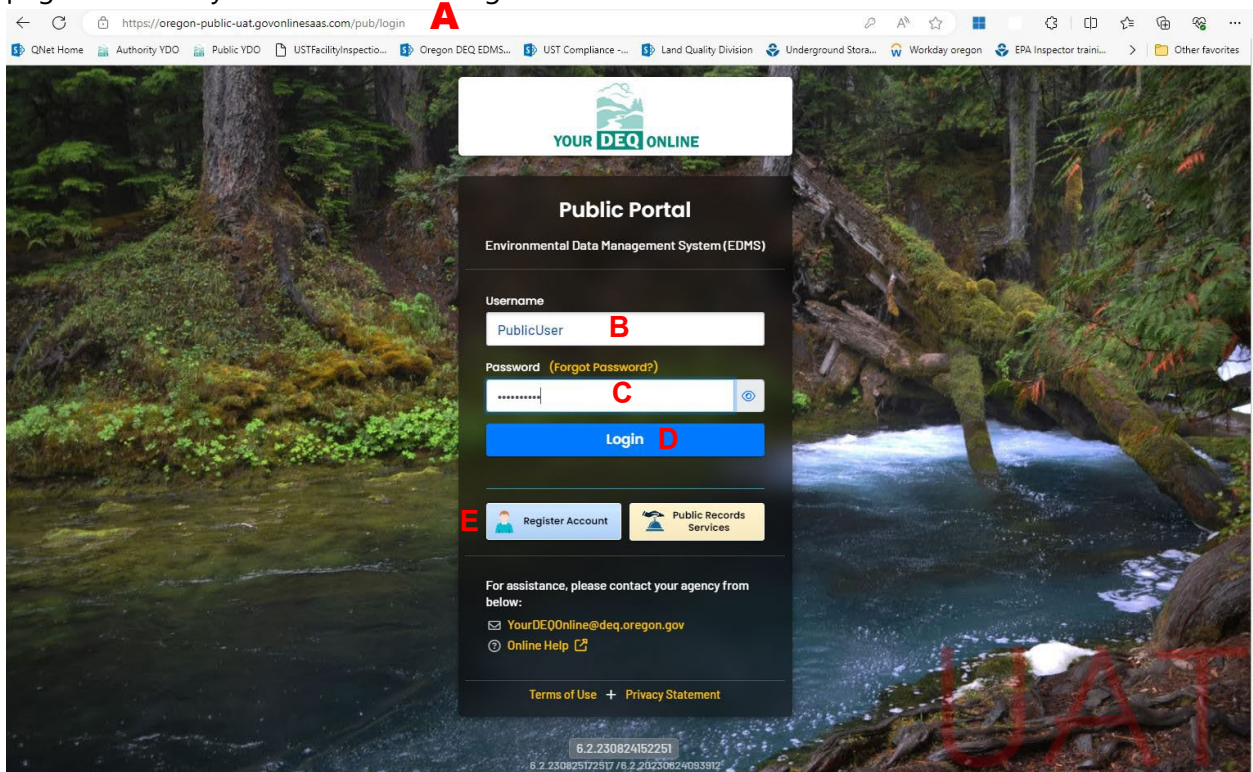
The steps A through E below correspond to **A-E** in the image below.

- A.** Open a web browser on your computer and click this link:

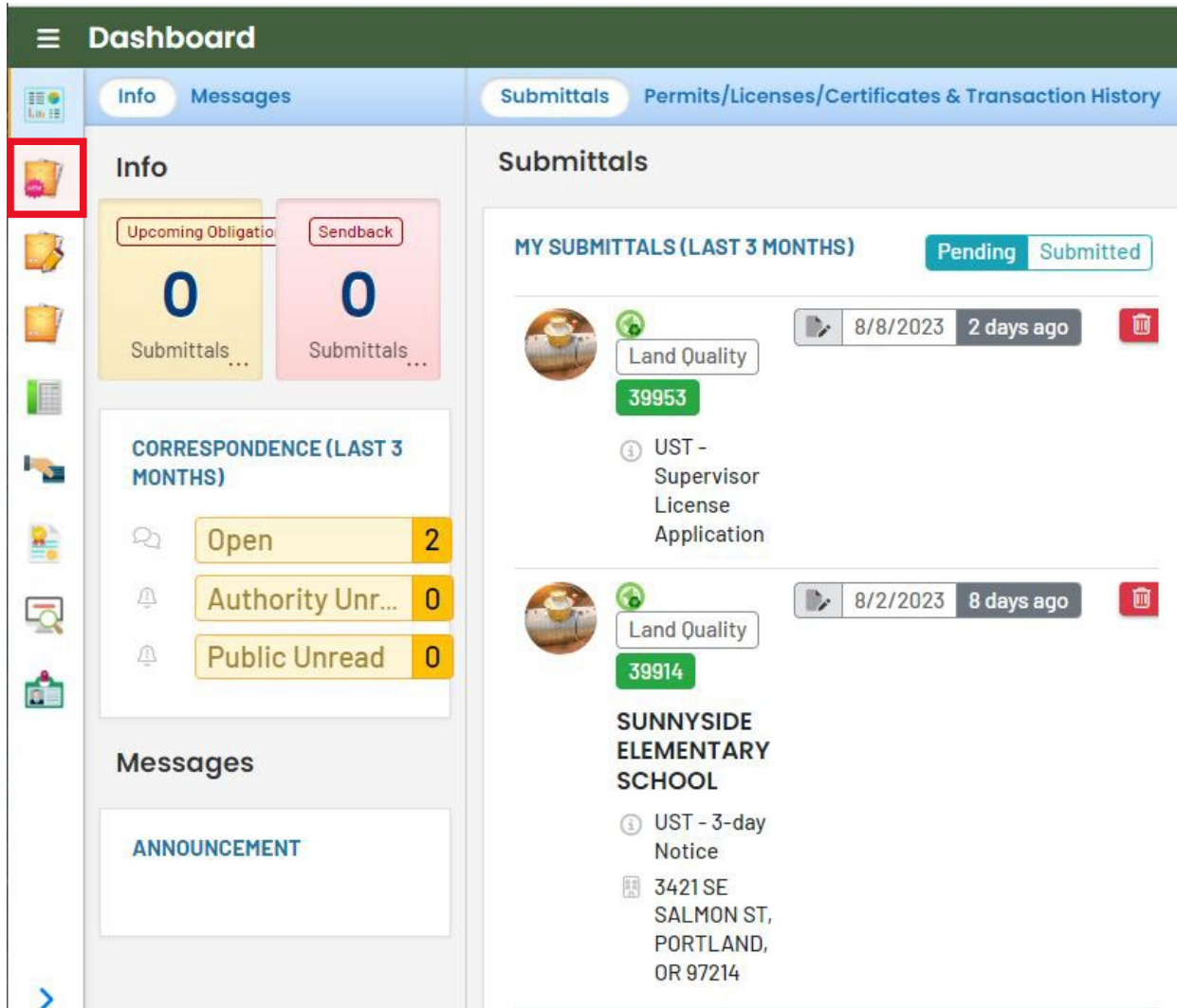
<https://oregon-public-uat.govonlinesaas.com/pub/login> or type into the address window.

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- B.** Enter your username,
- C.** Enter your password, and then
- D.** Click the Login button.
- E.** If you do not have a username and password please click the button labeled Register Account, enter the required information, and obtain a YDO account and a username and Password. Then return to this page and enter your credentials to log in.

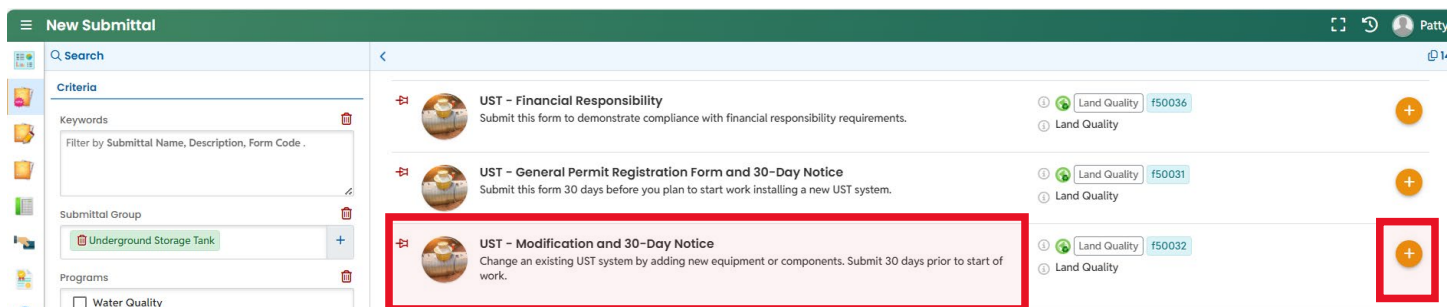


The Dashboard page opens when the user successfully logs into YDO:




Click on the Start New Submittal Box outlined in red above.

The "New Submittal" window opens:



Scroll down the window, using the scroll bar on the far right if needed, until "UST-Decommissioning or Change in Service and 30-Day Notice" is visible (above). Click on the orange + sign (above, right) to open the "UST-Decommissioning or Change in Service and 30-Day Notice" Submittal:

3. Basic info tab

(Above graphic, left) Note: “Basic Info” is one of several Workflow tabs (not to be confused with browser tabs). Tabs or fields that require action or completion to proceed to the next step of the Submittal are marked with:  (see the tabs, above). YDO removes the red symbol when the requirements of that submittal are satisfied.

Select Your Facility by using the dropdown menu. Click on the down-pointing arrow at the right side of the “Select your Facility (project site)” box (in red, above). When the cursor is moved over the facility to be chosen, the cursor changes to a hand and the Facility is highlighted in yellow. Choose the Facility where the decommissioning will occur.

3.1. Change in Ownership

The facility must have current Permittee, Tank Ownership, and Property Ownership on record. If the answer to the question above (“Has there been a change to the Tank Owner, Permittee, or Property Owner?”) is “Yes”, then save your application, and exit this submittal by clicking on the “New Submittal” button (left side of above image, circled in red). Open the “UST- Owner/Permittee Modification” submittal (there is a separate User Guide for that submittal). Once completed then you may return to this submittal to provide the decommissioning notification. If there has been no change then choose “No”.

3.2. Enter tank data

Click on the gold “+New” button outlined in red above, and choose the UST that will be modified:

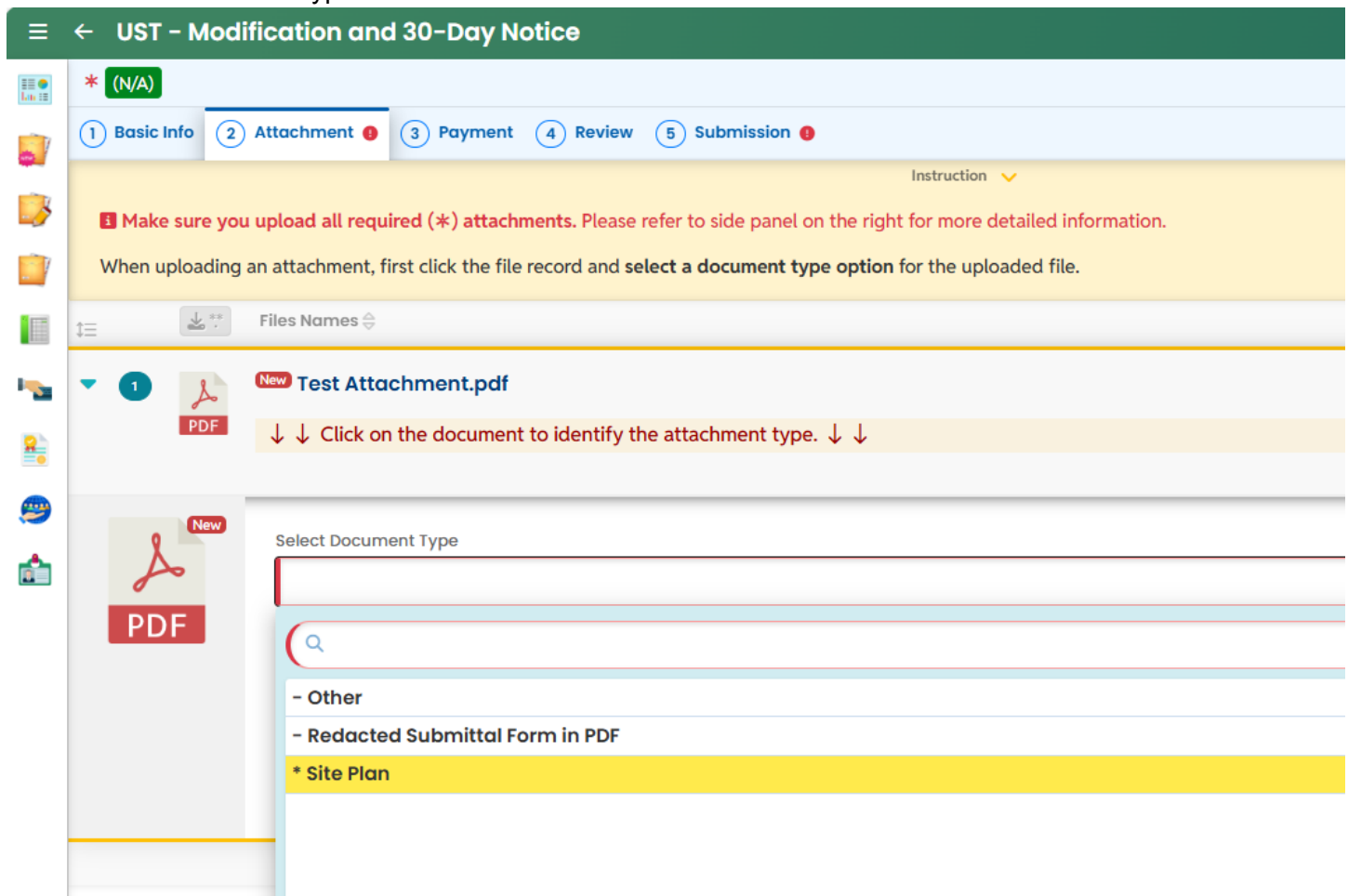
Next select the type of modification from the row of checkboxes. Note that “Piping”, “Dispenser”, and “Tank Top Sump” all trigger a required “Site Map” attachment. Repeat the above process for each UST system to be modified. A comment must be entered in the text box above the radio buttons (“Certification from Piping Manufacturer is attached”).

4. Attachment tab

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

After uploading an attachment, click the file record and **select a document type option** for the uploaded file.

Choose the “Document Type”:



5. Payment tab

No payment is required for this submittal.

6. Review tab

Please review your submittal info and any attachments provided. 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, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

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1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

X Basic Info

Fees/Payments

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

Mandatory Attachment | **Uploaded Attachment**

Attachments are not required for this Submittal.

7. Submission tab

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

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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.

After submittal, the DEQ UST Program will review, and if complete will approve. Once approved you will receive a message from Your DEQ Online informing you the next part of the process (the “3-Day Notice”) is available.

Your submittal will appear in the “Submittals” section of your “Dashboard”:

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Note the gold “Obligation” symbol. Click on the green pencil icon (outlined in red, above), to open the “UST-3-day Notice”:

17944 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

BRUNDAGE-BONE CONCRETE PUMPING, INC.
1627 NE ARGYLE ST., PORTLAND, OR 97211 300998

Notice Details

What is this 3-Day Notice for?
System Modification

Service Provider & Supervisor Information:

Service Provider Name
41481 4C's Environmental, Inc. Lic No 23570 5036063020
UST - Service Provider - Installation/Retrofit 1590 SE Uglow Ave, Dallas, OR 97338
evergreen@enfotech.com

Service Provider License #
23570

Supervisor Name
42480 Adam Carter Lic No 27612 7753584403
USTSupervisor - Installation/Retrofit 765 East Greg St. #103, Sparks, NV 89431
evergreen@enfotech.com

Complete the “Service Provider” and “Supervisor” fields using the drop-downs.

Scroll down further and complete the “Work Schedule” (must be 3 business days in advance) and “Reporter Information” fields:

Work Schedule Information

Work Start Date
02/04/2025

Describe the work
(Remaining Length: 4000)

Reporter Information:

Reporter Name
UST Reporter

Phone Number
555-555-5555

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Now click on the "Submission" tab and submit this portion of the "Submittal":

UST - Modification and 30-Day Notice

(N/A)

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

PreT

A confirmation window appears:

☰ < **UST - 3-day Notice**

17944 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 messages for more information.
Please click **Receipt** to print your receipt.

Submittal Summary		Submittal Form Info	
Submittal ID:	17944	Name:	
Submittal Date:	1/29/2025, 3:14:17 PM	Method:	
Submittal By:	Patty McGovern 5032296765 patty.mcgovern@deq.oregon.gov		
Owner Information:	Patty McGovern 5032296765 patty.mcgovern@deq.oregon.gov		

Fee Detail	Certification
This submittal does not require fee.	Statement: I, as the Res, declare that application i and correct

Payment Detail

The DEQ UST Program will now issue the 3-day Confirmation number; you will receive a confirmation number.

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Following receipt of that message, return to your “Dashboard” and check the “Submittals” for a new “Obligation”:

The screenshot shows the 'Dashboard' with a 'Submittals' section. Under 'MY SUBMITTALS (LAST 3 MONTHS)', there is a submittal for 'BRUNDAGE-BONE CONCRETE PUMPING, INC.' with a status of 'Obligation'. A red box highlights this submittal, and a red arrow points to the green pencil icon in the top right corner of the submittal card.

Click the green pencil icon to open the following:

The screenshot shows the 'UST - Modification Report and Checklist' form. The 'Modification Complete Date' field is circled in red. In the 'Attachment Types' panel, the 'System Modification Checklist' link is highlighted with a red arrow.

Enter the date of modification completion (circled above in red). Then click the “Attachments” tab. Click this link (in the “Attachment Types” panel, which opens the “System Modification Checklist”. Complete the checklist, including all required signatures, and upload as before (see page 10).

Then complete the “Submittal “ process as done previously.

When the DEQ UST Program has reviewed and approved your Checklist submittal, a “Modification Completed” letter will be issued.

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Retrieve this letter from the YDO system by returning to your “Dashboard” and selecting the Submitted button under the “Submittals” section:

The screenshot shows the 'Dashboard' interface. On the left, there are 'Info' cards for 'Upcoming Obligation' (2) and 'Sendback' (1), and a table for 'CORRESPONDENCE (LAST 3 MONTHS)'. The main 'Submittals' section is titled 'MY SUBMITTALS (LAST 3 MONTHS)' and lists four items. The 'Submitted' button in the top right of this section is highlighted with a red hexagon.

Environmental Interest	Open	Authority Unread	Public Unread
Total (All Programs)	0	0	0

Item	Category	Number	Date	Time Ago	Actions
Land Quality	17930	1	1/16/2025	14 days ago	[Eye] [Trash] [Edit]
UST - Decommission Unregistered USTs					
Land Quality	17923	1	1/6/2025	24 days ago	[Eye] [Trash] [Edit]
UST - Supervisor License Application					
Land Quality	17922	1	1/6/2025	24 days ago	[Eye] [Trash] [Edit]
UST - General Permit Registration Form and 30-Day Notice					
Land Quality	17917	1	1/3/2025	27 days ago	[Eye] [Trash] [Edit]

Click on the gold eyeball button:

This screenshot shows the 'Submittals' section in more detail. The 'Submitted' button is still highlighted. The first item, 'Land Quality 17945', is selected, showing details for 'BRUNDAGE-BONE CONCRETE PUMPING, INC.'. A gold eyeball icon is highlighted with a red hexagon.

Environmental Interest	Open	Authority Unread	Public Unread
Total (All Programs)	0	0	0

Item	Category	Number	Date	Time Ago	Actions
Land Quality	17945	1	1/30/2025	Today	[Eye] [Trash] [Edit]
Obligation					
BRUNDAGE-BONE CONCRETE PUMPING, INC.					
UST - Modification Report and Checklist					
1627 NE ARGYLE ST., PORTLAND, OR 97211 (Multnomah County)					
CEM_FacilityIdentifier=31802 UST (11950)					
Due on 1/30/2025					
Land Quality	17944	1	1/29/2025	Yesterday	[Eye] [Trash] [Edit]

Click on the "Issuance" tab:

Submitted Submittal Info

17945 Approved

Submittal Summary Attachment 1 **Issuance 1** Email History 3 Payment Correspondence

Submittal Package

UST - Modification and 30-Day Notice → UST - 3-day Notice → UST - Modification Report and Checklist

* You can only continue when previous submission is approved.

Case Review Summary

Payment Due

No Payment Due at This Time

Submittal Summary

UST - Modification R


Submit final checklist for a UST sy

17945 f50054

In the "Issuance" tab click on the red download button to access a copy of your letter:

The screenshot shows a web interface for 'Submitted Submittal Info'. At the top, there is a green header with a menu icon and a back arrow. Below the header, the submittal number '17945' and status 'Approved' are displayed. A navigation bar contains tabs: 'Submittal Summary', 'Attachment 1', 'Issuance 1', 'Email History 3', 'Payment', and 'Correspondence'. The 'Issuance' tab is active. Underneath, the section 'Issuance Documents' contains a document preview card. The card has a yellow background and displays 'Final Documents', 'SYSTEM MODIFICATION', and 'COMPLETE LETTER 26-11950-MOD'. It also shows 'Issued' in a green box, 'Document # 26-11950-MOD' in a blue box, and a date field with a tilde '~'. At the bottom of the card, a red download button is highlighted with a red hexagon. Below the document preview is the 'Supporting Documents' section, which contains a grey box with the text 'No record found.'

This concludes the process of submitting and receiving the forms necessary to modify one or more UST systems.

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

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		Initial draft	[DSP]