



Return Underground Storage Tanks to Service Using Your DEQ Online

Version 1.0

February 2025



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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 return to service an existing UST system that is in Temporary Closure. The process is:

1. Log in to YDO and start a new “Submittal”, and
2. Submit Notification of plans to Return to Service one or more USTs

“Temporary Closure” of an UST requires the tank to be empty (keep documentation of this fact), secured from use (lock off fill ports and dispensers); “Temporary Closure” also requires continuous coverage of the closed UST by the financial responsibility mechanism (insurance) **even if the facility is completely closed.**

This document outlines the option for the UST(s) at the end of the “Temporary Closure” period of “Return-to-Service”. Note: 10 yr extensions of Temporary Closure are no longer available.

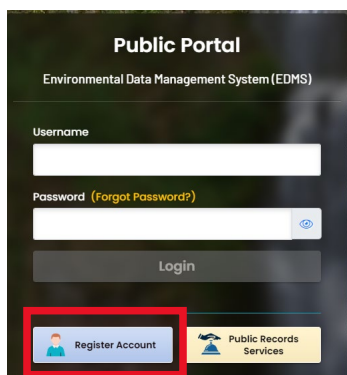
This submittal-and-approval process is step-wise by design. This submittal will remain in an “open” status until the next step is completed i.e. the tank is returned to service.

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.

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

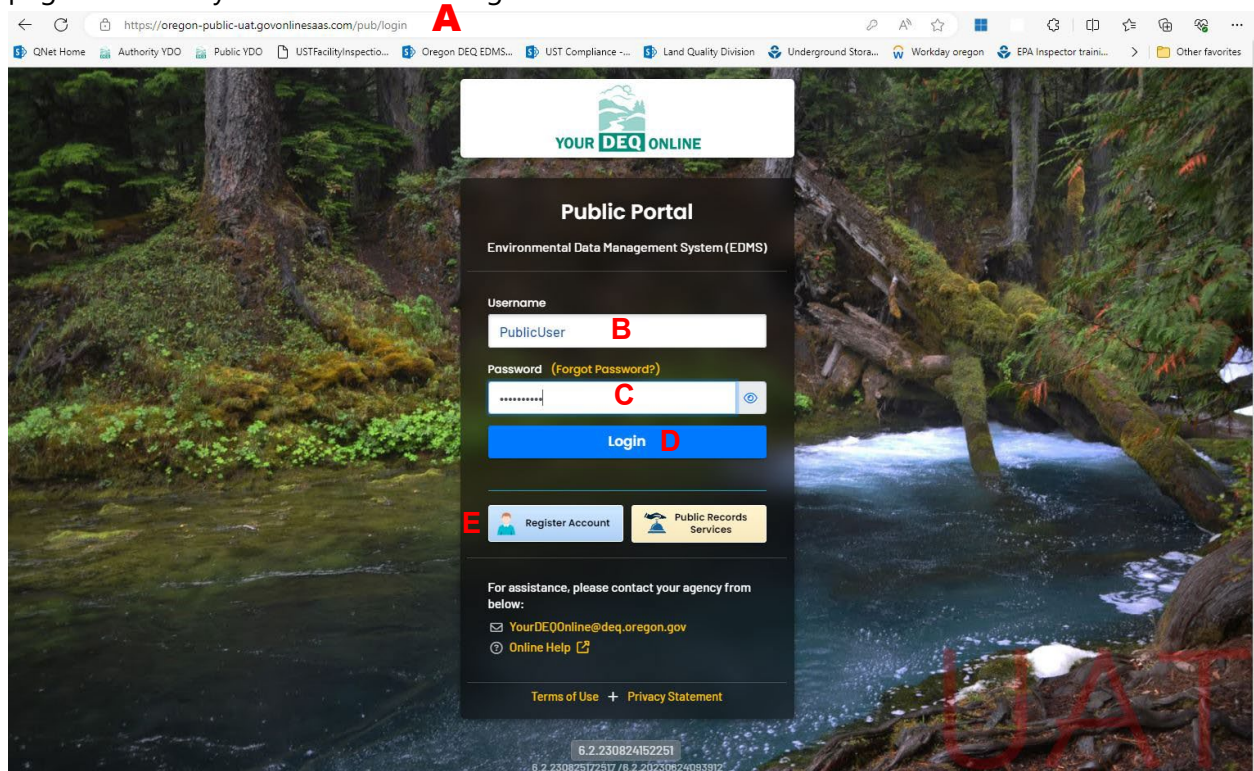
<https://oregon-public-uat.govonlinesaas.com/pub/login> or type into the address window.

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:

Dashboard

Info Messages Submittals Permits/Licenses/Certificates & Transaction History

Info

Upcoming Obligations 0 Submittals... Sendback 0 Submittals...

CORRESPONDENCE (LAST 3 MONTHS)

Open 2 Authority Unr... 0 Public Unread 0

Messages

ANNOUNCEMENT

Submittals

MY SUBMITTALS (LAST 3 MONTHS) Pending Submitted

Land Quality 39953 8/8/2023 2 days ago UST - Supervisor License Application

Land Quality 39914 8/2/2023 8 days ago SUNNYSIDE ELEMENTARY SCHOOL UST - 3-day Notice 3421 SE SALMON ST, PORTLAND, OR 97214

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

The "New Submittal" window opens:

New Submittal

Criteria

Keywords: Filter by Submittal Name, Description, Form Code.

Submittal Group: Underground Storage Tank

Programs: Water Quality Others Land Quality

UST - Modification and 30-Day Notice (Land Quality #50032)

UST - Notification of Temporary Closure of Underground Storage Tanks (Land Quality #50033)

UST - Owner/Permittee Modification (Land Quality #10105002)

UST - Product Modification Notice (Land Quality #50057)

UST - Return to Service (Land Quality #50055)

UST - Service Provider License Application (Land Quality #50040)

Click on the gold “+” button to the right of the “UST-Return to Service” submittal (outlined in red above) to open the “Basic Info” tab:

The screenshot shows the 'UST - Return to Service' web application. The top navigation bar is green with a white hamburger menu icon and the text 'UST - Return to Service'. Below this is a light blue breadcrumb trail with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The main content area is divided into sections. The 'Facility Information' section contains a dropdown menu for facility selection, which is highlighted with a red border. Below it is a red error message 'Required.' and a radio button question: 'Has there been a change to the Tank Owner, Permittee, or Property Owner?' with 'Yes' and 'No' options. The 'Tank Information' section features a yellow warning box: 'If you change the tank substance stored, please also submit a product modification submittal to DEQ' and a red error message: 'Please add at least one Tank.' A gold '+ New' button is circled in red.

3. Basic info tab

3.1. Enter basic information

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 “Return to Service” will occur. Then indicate if there has been a change of ownership.

If you are a new owner and have not notified DEQ, please save your submittal, and use the “New Submittal” button to submit an “Owner/Permittee Modification” form. Then return to this submittal.

3.2. Enter tank data

Click on the gold “+New” button outlined in red above, and choose the UST that will be “Returned to Service”.

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Choose from the tanks listed; each tank that is going to be returned to service must be selected:

Tank Information

If you change the tank substance stored, please also submit a product modification submittal to DEQ

Tank Identification No.	Permit No.	Estimated Total Capacity(gallons)
2	CDA	6000

Tank Identification No. Permit No. Estimated Total Capacity(gallons)

Substance Stored

1 Results

4. Attachments

If you have attachments, which in this case may be test results (if requested), 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" as "Other":

UST - Return to Service

Basic Info Attachment Payment Review Submission

Attachments are not required for current submittal.

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

Files Names	File Info/ Updated Date
1 New Test Attachment.pdf	PDF 55 KB 2/7/2025 v1

Click on the document to identify the attachment type.

Select Document Type

- Other
- Redacted Submittal Form in PDF

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.

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 (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 (below) to complete the "Return to Service" submittal.

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UST - Return to Service

(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

A confirmation window opens:

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17959 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: 17959	Name: UST - Return to Service
Submittal Date: 2/7/2025, 3:17:01 PM	Method: Online Submission
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 Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.
Payment Detail: Not Applicable.	Question: Not Applicable
	Answer: Not Applicable
	PIN Number: Not Applicable
	RO: Patty McGovern
	Sender IP: 159.121.206.56

Uploaded Attachment List	Mail-to Attachment List
No record.	No record.

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

You may use the “Receipt” button and the “Submittal Form” buttons to save records of the submittal if needed.

Click the “Finish” button to be returned to your “Submitted Submittals”:

Submitted Submittals

Search:

Criteria: Filter by Submittal RID, Site RID, Site Identifier, Site/Property Name, Site/Property Address.

Submitted Date:

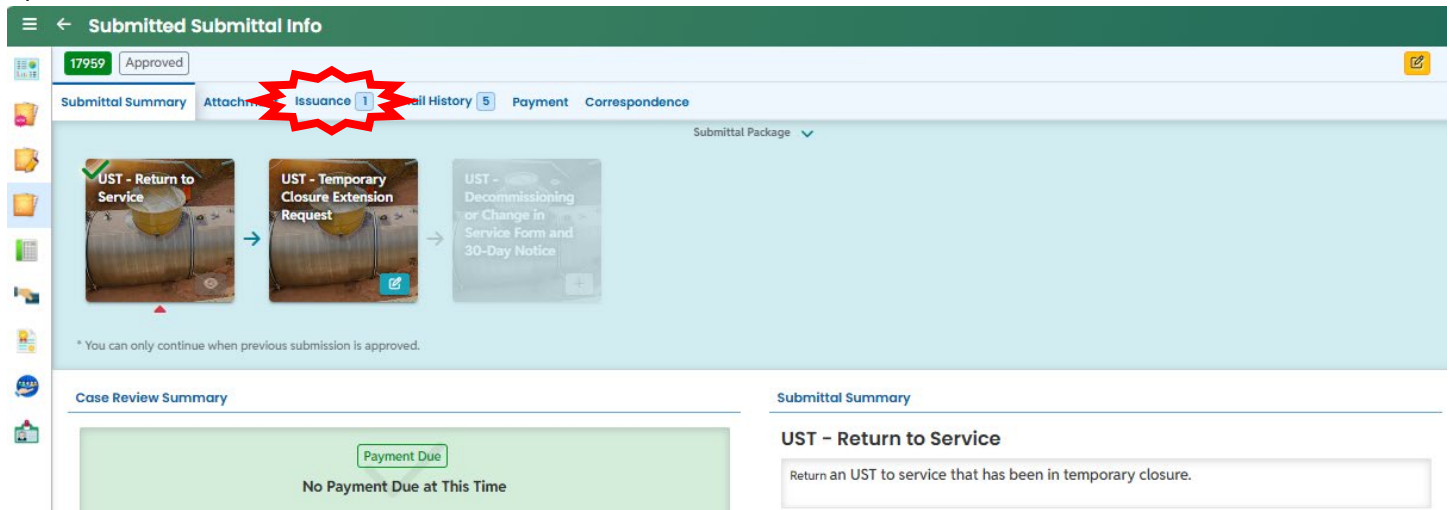
Submittal ID	Status	Submitted Date
HASCO Stations, LLC #8032	Approved	2/7/2025 Today
HASCO Stations, LLC #8032	Approved	

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.

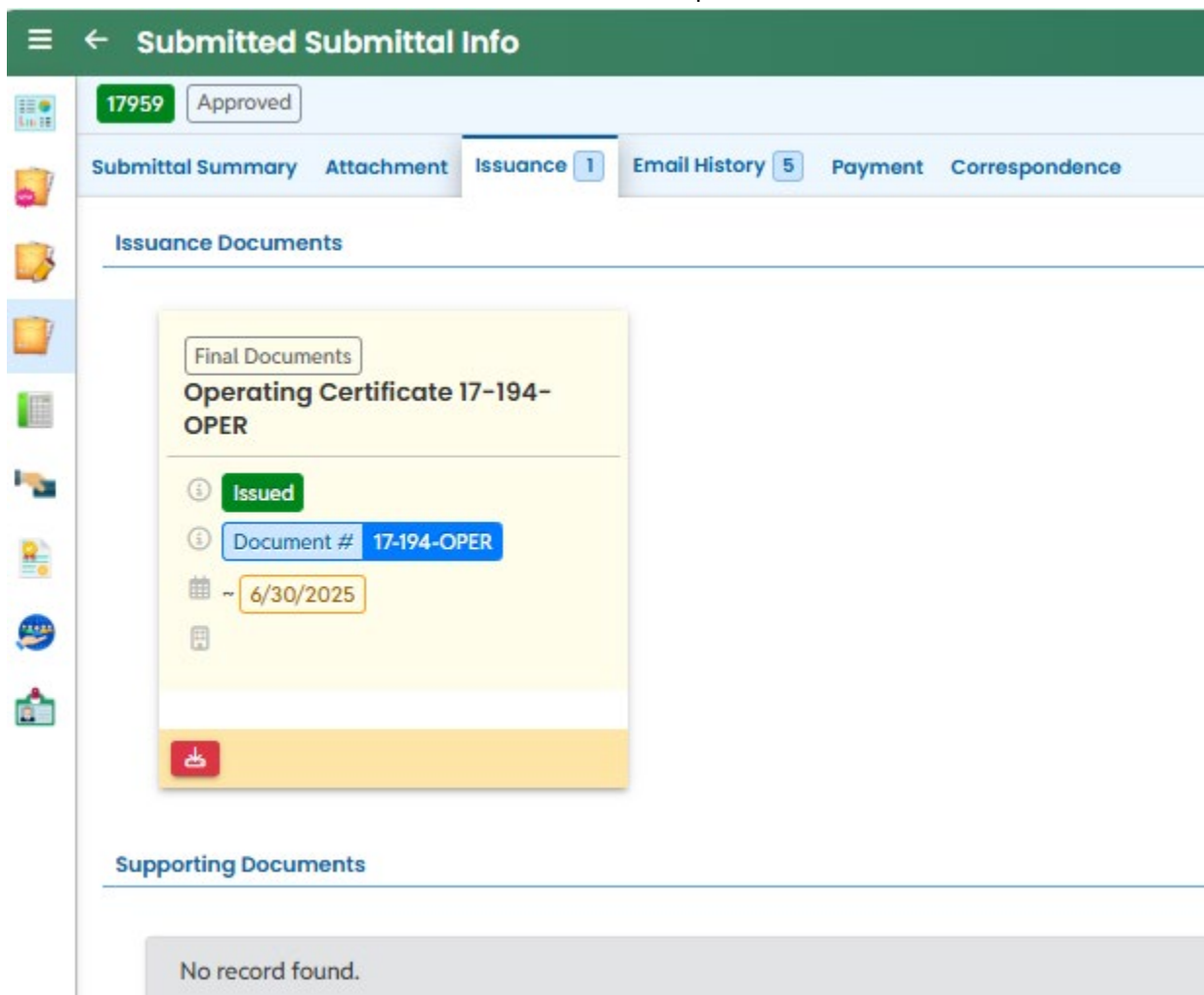
After submittal, the DEQ UST Program will review, and if complete will approve your application (you will receive an email confirming).

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To find your new “Operating Certificate”, click the gold eyeball icon circled in red above. The following window opens:



Click on the “Issuance” tab (outlined in red above) to open this window:



Click the red button in the above image to download the "Certificate to Operate":



State of Oregon
Department of
Environmental
Quality

CERTIFICATE TO OPERATE

UNDERGROUND STORAGE TANKS

REGISTRATION CERTIFICATE NUMBER

17-194-OPER

FACILITY NAME AND LOCATION

HASCO Stations, LLC #8032
18430 REDWOOD HWY
SELMA, Oregon
97538

PERMITTEE

Salaheddin Hassan
HASCO Stations, LLC
2860 N Santiago Blvd

Orange , California 92867

TANK PERMIT:

CDAK
CDA
CDAB
CDAC

TANK ID NO:

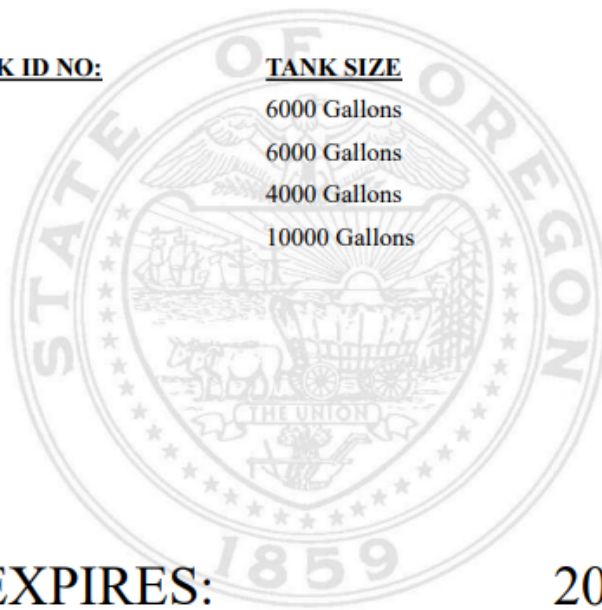
1
2
3
4

TANK SIZE

6000 Gallons
6000 Gallons
4000 Gallons
10000 Gallons

TANK CONTENTS:

Diesel > 20% Biodiesel
Gasoline
Diesel
Gasoline



CERTIFICATE EXPIRES:


2025-06-30

ISSUE DATE: 2025-02-07

Mark Drouin
Underground Storage Tanks Compliance Program Manager

Post this certificate where it is visible to the person delivering fuel.

This concludes the process of returning an UST system to service.

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	2/7/25	Initial draft	[DSP]