Return Underground Storage Tanks to Service Using Your DEQ Online
Version 1.0

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State of Oregon
DEQ Department of Environmental Quality

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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.
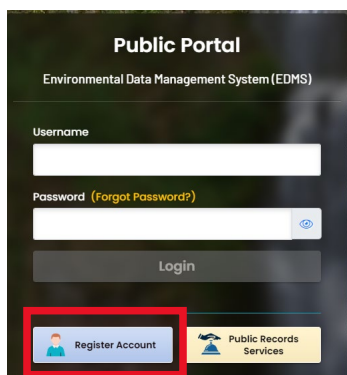
2.   Log in to YDO

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

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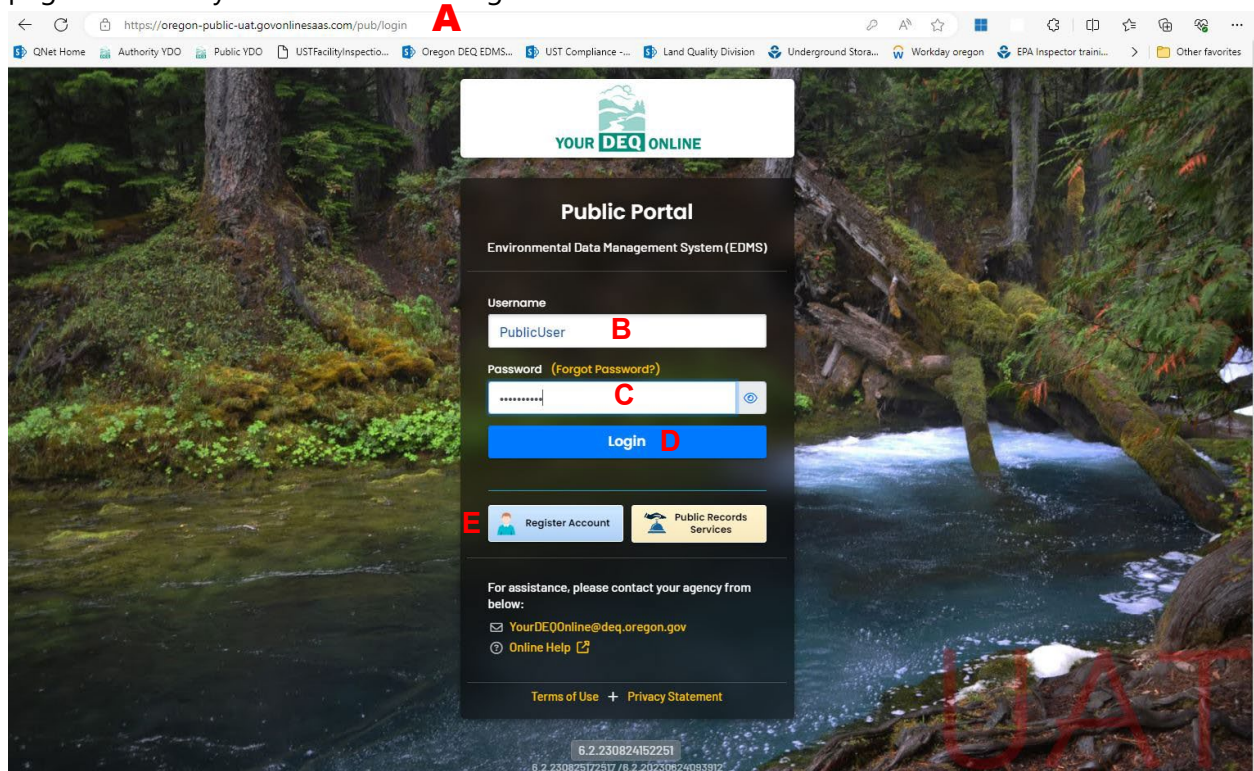
The Dashboard page opens when the user successfully logs into YDO:

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

The "New Submittal" window opens:

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:

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".

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

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":

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.

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.

A confirmation window opens:

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":

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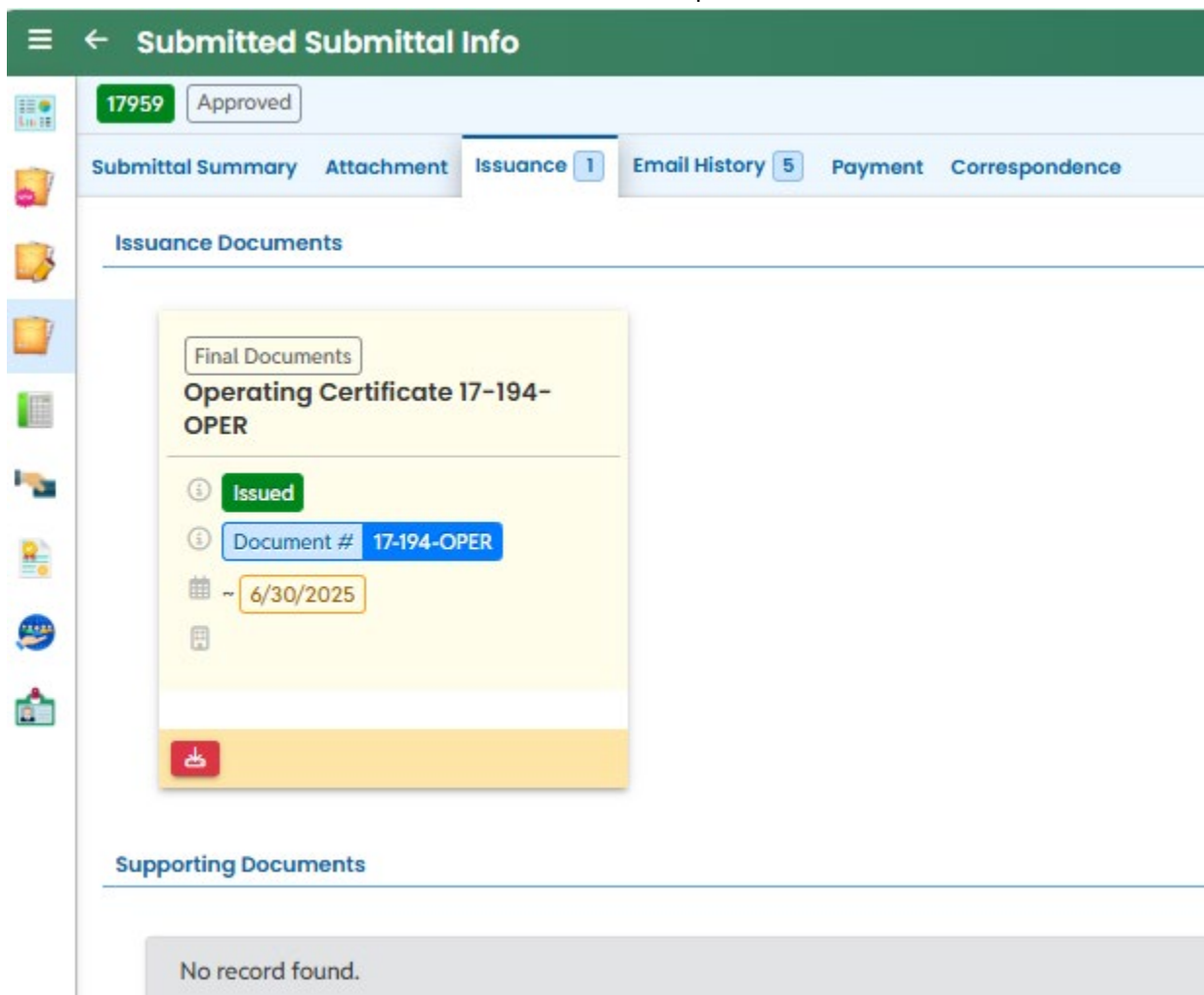
After submittal, the DEQ UST Program will review, and if complete will approve your application (you will receive an email confirming).

To find your new "Operating Certificate", click the gold eyeball icon circled in red above. The following window opens:
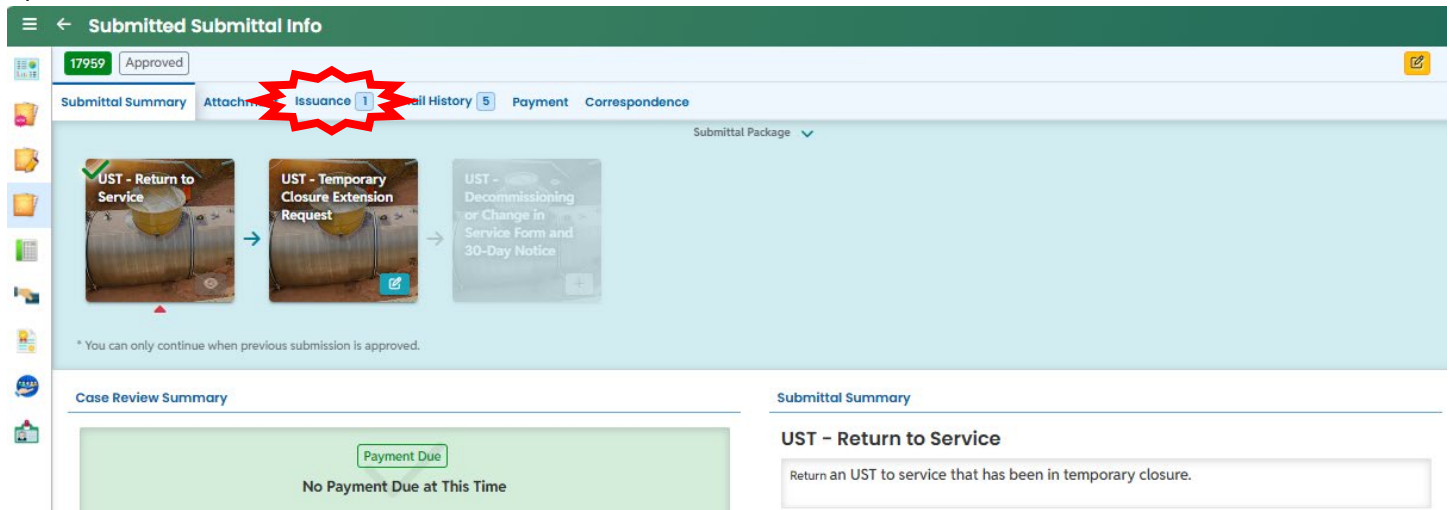
Click on the "Issuance" tab (outlined in red above) to open this window:

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

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:

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]