



Notification of Temporary Closure of Underground Storage Tanks 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 place an existing UST system into Temporary Closure. The process is:

1. Log in to YDO and start a new “Submittal”,
2. Submit Notification of plans to temporarily close one or more USTs, and
3. **Upload the required documents and signatures.**

“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 also outlines the options for the UST(s) at the end of the “Temporary Closure” period: either the UST must be “Returned-to-Service”, “Decommissioned”, or when specific plans or needs exist, a short “Extension of Temporary Closure” may be approved. Note: 10 yr extensions of Temporary Closure are no longer available.

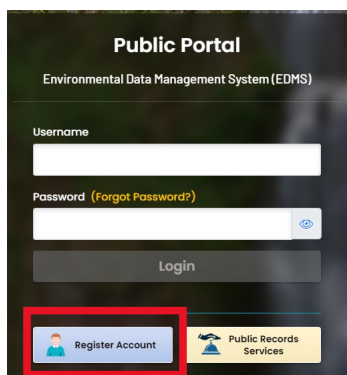
This submittal-and-approval process is step-wise by design. This submittal will remain in an “open” status until the next step is completed i.e the tank is returned to service, decommissioned, or in limited situations, the “Temporary Closure” may be extended for a number of months only.

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 Your DEQ Online

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:

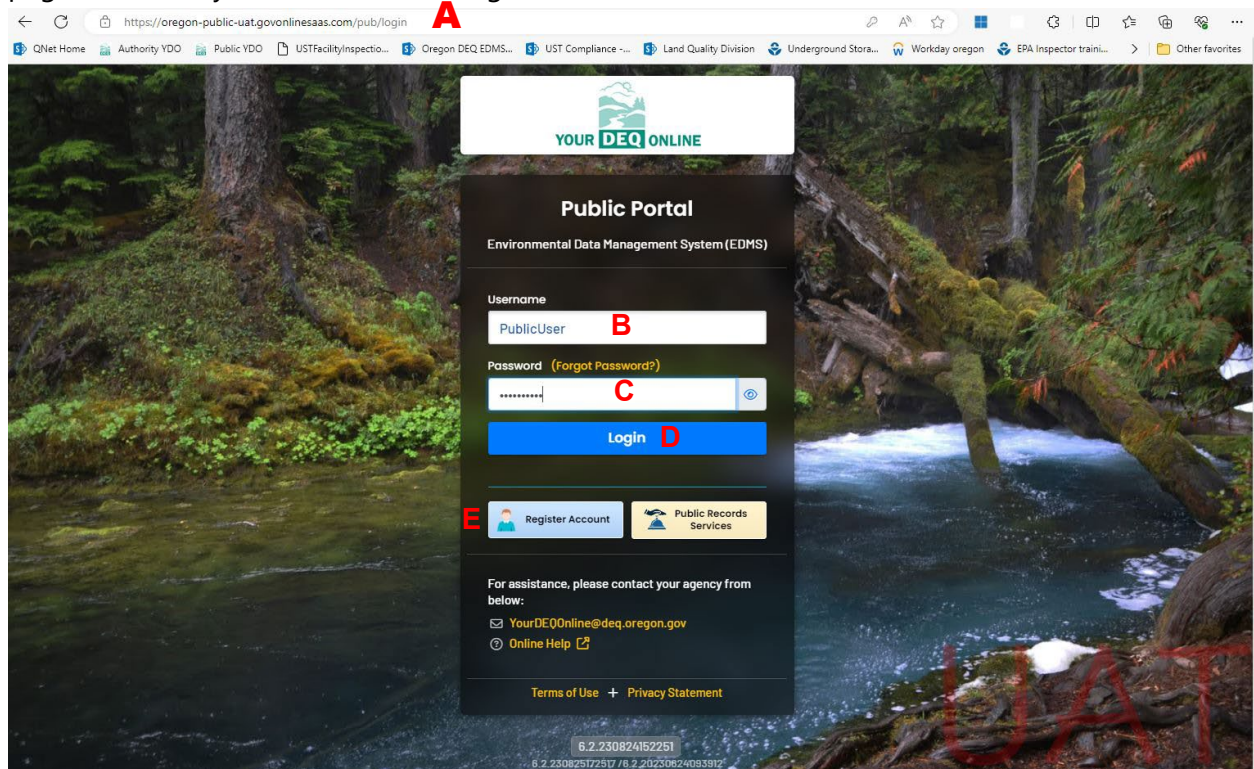
<https://oregon-public-uat.govonlinesaas.com/pub/login> or type into the address window.

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:

The screenshot shows the 'Dashboard' interface. The top navigation bar includes 'Info', 'Messages', 'Submittals', and 'Permits/Licenses/Certificates & Transaction History'. The 'Info' section on the left contains two cards for 'Upcoming Obligations' and 'Sendback', both showing '0 Submittals...'. Below these are 'CORRESPONDENCE (LAST 3 MONTHS)' statistics: 'Open' (2), 'Authority Unr...' (0), and 'Public Unread' (0). The 'Submittals' section on the right is titled 'MY SUBMITTALS (LAST 3 MONTHS)' and has tabs for 'Pending' and 'Submitted'. It lists two submittals: one dated 8/8/2023 (2 days ago) for 'Land Quality' 39953, and another dated 8/2/2023 (8 days ago) for 'Land Quality' 39914, which is for 'SUNNYSIDE ELEMENTARY SCHOOL'.

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

The "New Submittal" window opens:

The 'New Submittal' window displays a search bar and a 'Criteria' section on the left. The main area shows a list of submittal types with their descriptions and associated codes. The second item, 'UST - Notification of Temporary Closure of Underground Storage Tanks', is highlighted with a red box. To its right, a '+' button is also highlighted with a red box. The list includes:

- UST - Modification and 30-Day Notice: Change an existing UST system by adding new equipment or components. Submit 30 days prior to start of work. (Land Quality f50032)
- UST - Notification of Temporary Closure of Underground Storage Tanks: Complete this submittal to place any one UST or all UST systems into temporary closure. (Land Quality f50033)
- UST - Owner/Permittee Modification: Complete this notification to change the official Ownership or Permittee record. Payment of a \$75 fee is required. (Land Quality f0105002)

3. Basic info

3.1. Enter basic information

Scroll down the window, using the scroll bar on the far right if needed, until “UST-Notification of Temporary Closure of Underground Storage Tanks” is visible (above). Click on the orange + sign (above, right) to open the Submittal:

UST - Notification of Temporary Closure of Underground Storage Tanks

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

OAR 340-150-0167(1) (d) requires that the owner or permittee of an underground storage tank (UST) to notify DEQ 30 days before placing any UST system into temporary closure. Please complete the information requested below, then mail or fax this notification to DEQ at the address noted below.

DEQ will issue a temporary closure certificate to the permittee that is valid for one year. Thirty days before the end of this one-year period, if you wish to keep this facility or tanks in temporary closure, you must request an extension. The definition and requirements for temporary closure can be found by doing an internet search for “OAR 340-150-0167.” Please note that all USTs in temporary closure will continue to be assessed the annual compliance fee.

Fax completed form to: 503-229-6977, Attn: UST Program
Mail completed form to: DEQ Attn: UST Program 700 NE Multnomah St. (Suite 600) Portland, OR 97232

Facility Information

Select your facility

Required

Projected Date of Temporary Closure

mm/dd/yyyy

Required

Has there been a change to the Tank Owner, Permittee, or Property Owner not reported to DEQ yet?

Yes No

Required

Tank Listings

+ New

Be sure to read the information in the yellow boxes.

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 Temporary Closure will occur. Then choose a starting date and 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 closed.

Choose from the tanks listed; each tank that is going to be in temporary closure must be selected:

Tank Listings

Tank Identification No.	Permit No.	Estimated Total Capacity(gallons)
1	BFAAH	12000


Substance Stored: Diesel

Is the tank empty now? Yes No

Describe fuel disposal: ORRCO

1 Results

For each tank you will need to indicate the method used to clean the tank and upload a receipt for the fuel removed or the tank clean-out.

(Page 8 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.

Two scenarios exist for Temporary Closure:

1. Only a portion of the USTs at a facility are being placed into Temporary Closure, or
2. All of the USTs at a facility are being placed into Temporary Closure.

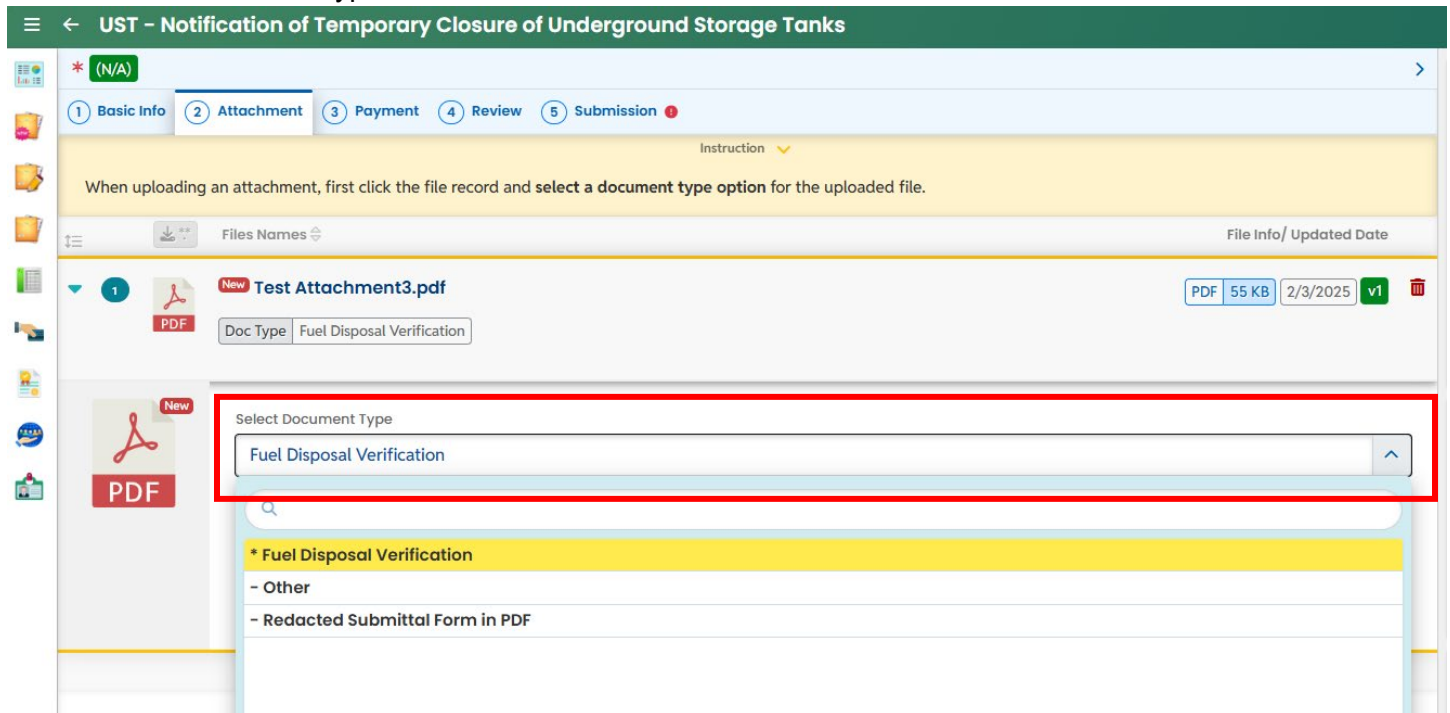
In scenario #1 above, a new “Operating Certificate” will be issued for the facility.

4. Attachments

If you have attachments, in this case the fuel disposal receipts, 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.

Submittal of UST Modification using Your DEQ Online
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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 “Notification of Temporary Closure of UST” submittal.

UST - Notification of Temporary Closure of Underground Storage Tanks

(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

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). Once approved you will receive a "Temporary Closure" Certificate, and you will receive a new "Operating Certificate" if there are still tanks in use at your facility. If all tanks are in "Temporary Closure" then no "Operating Certificate" will be issued.

To find your "Temporary Closure Certificate" and new "Operating Certificate" (if applicable), return to your "Dashboard" and click the "Submitted" button in the "Submittals" section:

Submittal of UST Modification using Your DEQ Online
Version 1.0

Then click the gold eyeball icon. The following window opens:

Submitted Submittal Info

17947 Approved

Submittal Summary Attachment 1 **Issuance 1** Email History 4 Payment Correspondence

Submittal Package

- UST - Notification of Temporary Closure of Underground Storage Tanks
- UST - Return to Service
- UST - Temporary Closure Extension Request
- UST - Decommissioning or Change in Service Form and 30-Day Notice

* You can only continue when previous submission is approved.

Case Review Summary

Payment Due

No Payment Due at This Time

Status

Approved

by Dave Pardue 1/30/2025

Submittal Summary

UST - Notification of Temporary Closure of Underground Storage Tanks

Complete this submittal to place any one UST or all UST systems into temporary closure.

17947 f50033

Environmental Land Quality

1/30/2025 4 days ago

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

The screenshot displays the 'Submitted Submittal Info' interface. At the top, a green header contains a menu icon, a back arrow, and the title 'Submitted Submittal Info'. Below this, a light blue navigation bar shows the submittal ID '17947' and the status 'Approved'. A series of tabs are visible: 'Submittal Summary', 'Attachment 1', 'Issuance 1' (highlighted in red), 'Email History 4', 'Payment', and 'Correspondence'. The main content area is titled 'Issuance Documents' and features a document preview card. The card is titled 'Final Documents' and 'Temporary Closure Certificate 26-11950-TCL'. It includes a green 'Issued' status label, a blue 'Document # 26-11950-TCL' label, and a date '1/30/2026' with a calendar icon. A red download icon is located at the bottom left of the card. Below the preview, the section 'Supporting Documents' is visible but empty.

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

UNDERGROUND STORAGE TANK PROGRAM GENERAL PERMIT REGISTRATION TEMPORARY CLOSURE CERTIFICATE

For Facility # 11950

ISSUED TO:

BRUNDAGE-BONE CONCRETE PUMPING, INC.

Roger Smith
1627 NE Argyle Dr1
Portland, Oregon 97211

TANK OWNER:

Brundage-Bone Concrete Pumping

REGISTRATION CERTIFICATE NUMBER

26-11950-TCL

FACILITY NAME AND LOCATION

BRUNDAGE-BONE CONCRETE
PUMPING, INC.

1627 NE ARGYLE ST.
PORTLAND, OR 97211

Registration Type:

Temporary Closure

TANK PERMIT:

BFAAH

TANK ID NO:

1

TANK SIZE:

12000 Gallons

TANK CONTENTS:

Diesel

The Oregon Department of Environmental Quality issues this temporary closure certificate with the understanding that the permittee will comply with the conditions and requirements of the general permit for temporary closure of an underground storage tank system pursuant to OAR 340-150-0167. Certificates may be suspended or revoked for failure by the permittee to comply with the conditions and requirements of the general permit for temporary closure or applicable statutes or rules.

ISSUE DATE : 2025-01-30

EXPIRATION DATE : 2026-01-30




Mark Drouin
Underground Storage Tanks Compliance Program Manager

Regulated Substance Delivery Not Authorized

If a new "Operating Certificate" was issued it will be found here.

This concludes the process of placing an UST system into "Temporary Closure".

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	2/3/25	Initial draft	[DSP]