



Extension of Temporary Closure of Underground Storage Tanks using Your DEQ Online

Version 1.0

February 2025



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Version 1.0
Last updated: February 3, 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 extend the Temporary Closure of an existing UST system into. The process is:

1. Log in to YDO and locate and open the existing “Temporary Closure Submittal”,
2. Submit Notification of plans to extend the temporary closure of 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.**

The options for the UST(s) at the end of the “Temporary Closure” period are

1. the UST must be “Returned-to-Service”,
2. “Decommissioned”, or
3. when specific plans or needs exist, a short “Extension of Temporary Closure” may be approved. A “Tank Plan” is required, and site assessment sampling of the UST system(s) must be conducted. Note: **10 yr extensions of Temporary Closure are no longer available.**

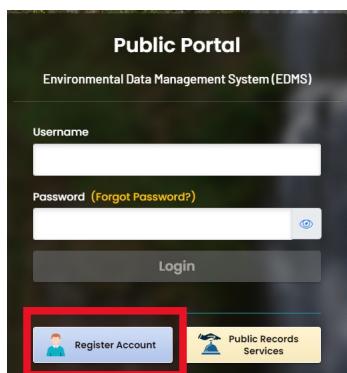
This submittal-and-approval process is stepwise by design. This submittal will remain in an “open” status until the next step is completed i.e. the tank is returned to service, decommissioned, or in limited situations, the “Temporary Closure” may be extended for a number of months only depending on specific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

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:

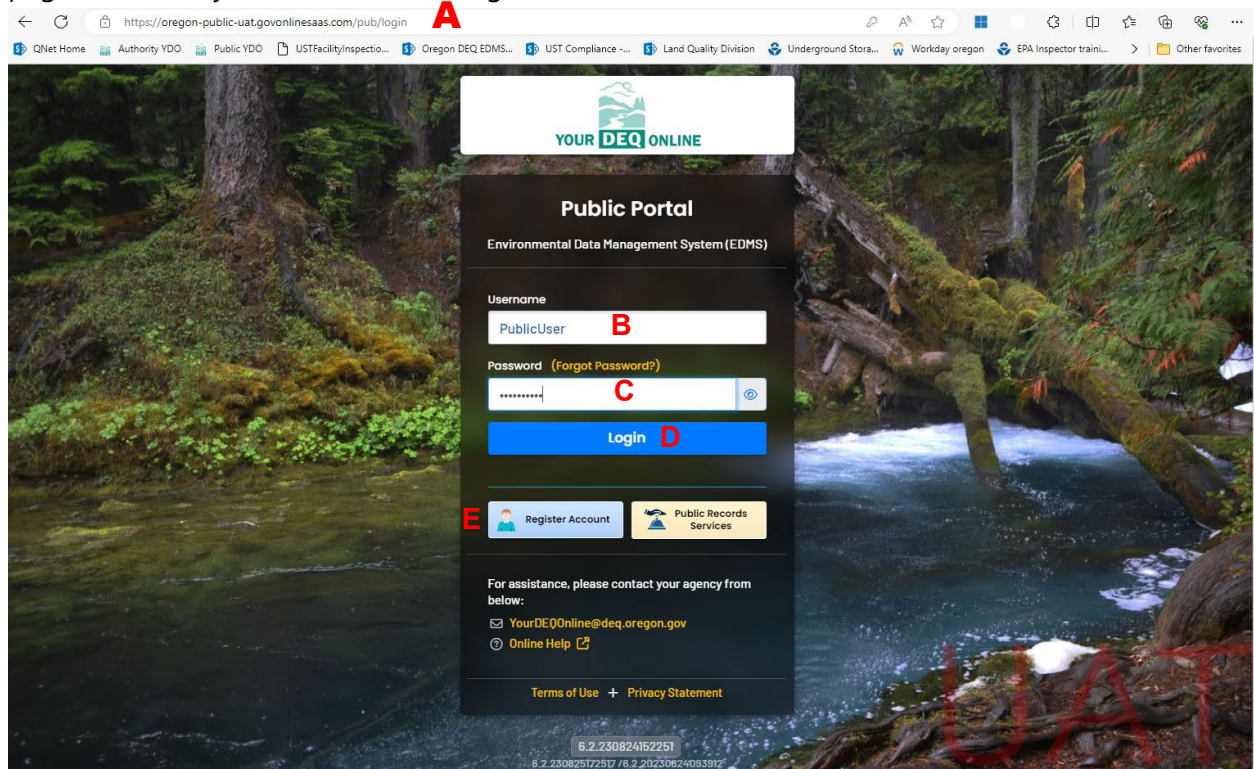
<https://oregon-public-uat.govonlinesaas.com/pub/login> or type into the address window.

B. Enter your username,

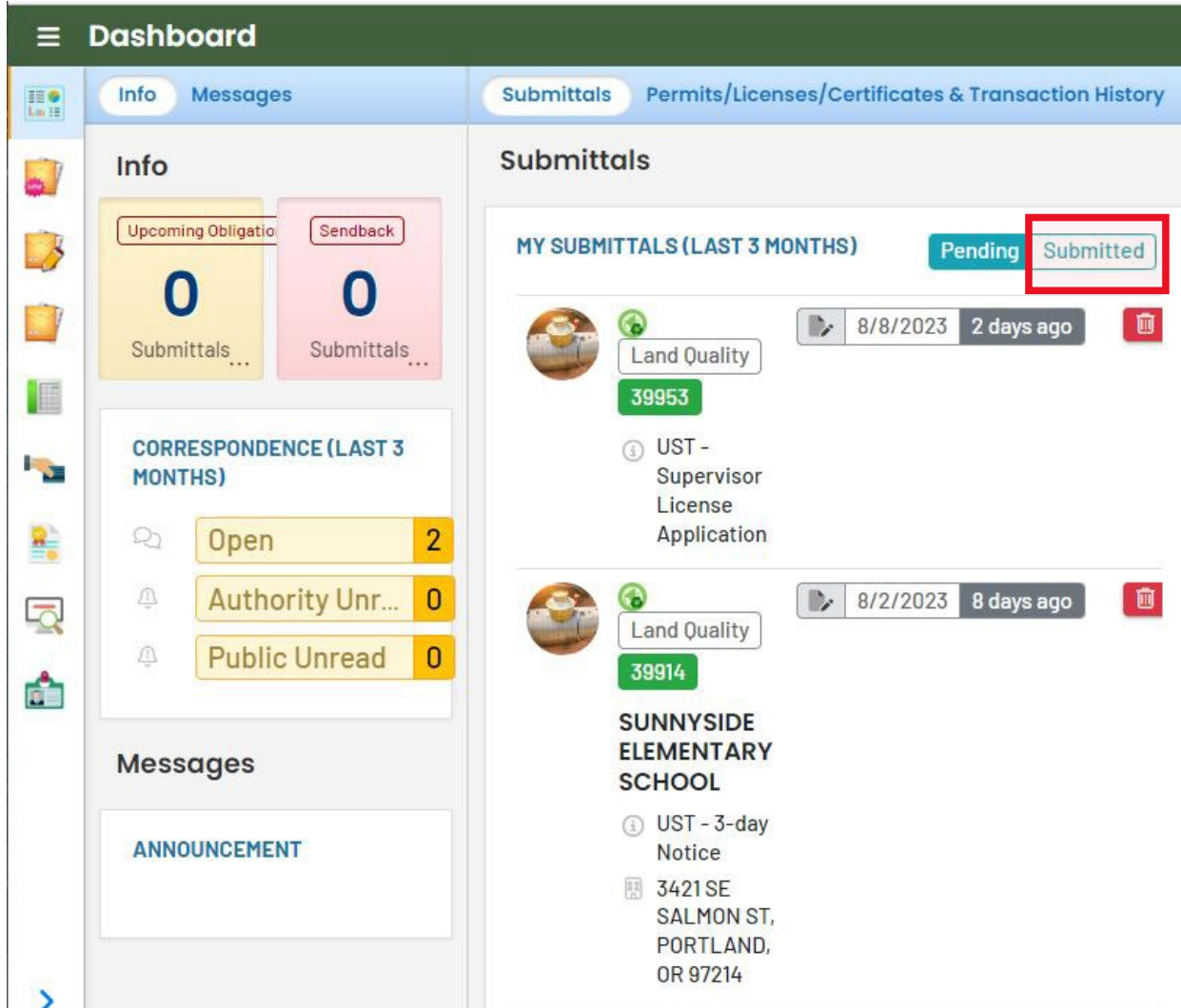
C. Enter your password, and then

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 "Submitted" submittal box **outlined in red** above.

The following window opens:

Submission of UST Temporary Closure Request using Your DEQ Online
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The screenshot shows the 'Dashboard' with a 'Submittals' section. Under 'MY SUBMITTALS (LAST 3 MONTHS)', there are two entries. The first entry is for 'BRUNDAGE-BONE CONCRETE PUMPING, INC.' and is highlighted with a red box. It includes details: 'UST - Notification of Temporary Closure of Underground Storage Tanks', '1627 NE ARGYLE ST., PORTLAND, OR 97211 (Multnomah County)', and 'CEM_FacilityIdentifier=31802 UST (11950)'. A gold eyeball icon in the top right of this entry is also highlighted with a red box. The second entry is for 'Land Quality' with ID 17945, dated 1/30/2025, 6 days ago.

Click on the gold eyeball icon (in red, upper right) to open the Submittal Summary”:

The screenshot shows the 'Submitted Submittal Info' page for submittal 17947, which is 'Approved'. The main navigation includes 'Submittal Summary', 'Attachment 1', 'Issuance 1', 'Email History 4', 'Payment', and 'Correspondence'. Below this is a 'Submittal Package' section with four cards representing a workflow: 'UST - Notification of Temporary Closure of Underground Storage Tanks', 'UST - Return to Service', 'UST - Temporary Closure Extension Request', and 'UST - Decommissioning or Change in Service Form and 30-Day Notice'. The 'UST - Temporary Closure Extension Request' card is highlighted with a red box. A note at the bottom states: '* You can only continue when previous submission is approved.'

Click on the gold “+” button within the “UST-Temporary Closure Extension Request” panel (above in red) to open the “Basic Info” tab:

The screenshot shows a web application interface for submitting a UST Temporary Closure Extension Request. The title bar is green and reads "UST - Temporary Closure Extension Request". Below the title bar is a navigation menu with five tabs: "1 Basic Info", "2 Attachment", "3 Payment", "4 Review", and "5 Submission". The "Basic Info" tab is selected and highlighted in red. The form content is divided into sections: "Facility Information" and "Tank Information - For Tanks Placed in Temporary Closure". Under "Facility Information", there is a dropdown menu, a question "Has there been a change to the Tank Owner, Permittee, or Property Owner?" with radio buttons for "Yes" and "No", and a red "Required" label. Below that is another dropdown menu for "Expired Temporary Closure Certificate" with a red "Required." label. Under "Tank Information", there is a red message "Please add at least one record." and a yellow "+ New" button.

3. Basic info tab

3.1. Enter basic information

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Select the facility from the "Facility Information" drop-down menu, indicate if there has been a change of ownership or permittee, and then click on the "Expired Temporary Closure Certificate" drop-down menu:

UST - Temporary Closure Extension Request

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

HASCO Stations, LLC 294181 17-0102
18430 REDWOOD HWY, SELMA, OR 97538 CEM_FacilityIdentifier=18049 UST (194)

Has there been a change to the Tank Owner, Permittee, or Property Owner?

Yes No

Expired Temporary Closure Certificate

Required.

Tank Information - For Tanks Placed in Temporary Closure

Please add at least one record.

+ New

Select the Temporary Closure Certificate:

Expired Temporary Closure Certificate

86709 17-194-TCL UST - Temporary Closure Expired Issued Date 2/5/2025 Expiration Date 2/6/2025

1 Results

If you are a new owner and have not notified DEQ of this change, 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(s) for which the “Temporary Closure” will be extended.

Choose from the tanks listed; each tank for which the temporary closure will be extended must be selected:

Tank Information - For Tanks Placed in Temporary Closure

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

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

Substance Stored

Gasoline

Is the tank empty now?

Yes No

1 Results

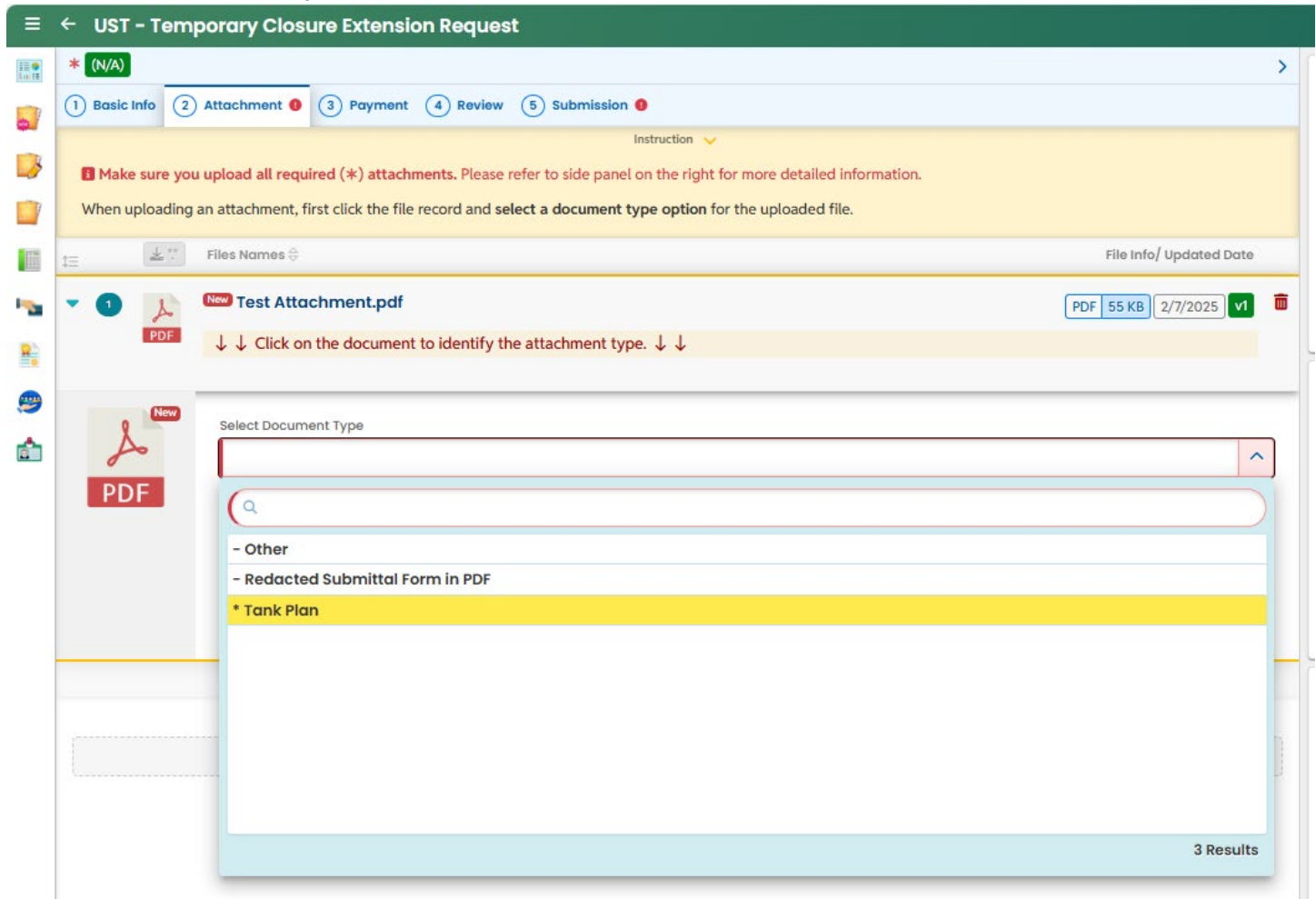
Confirm that the tank is still empty by selecting the radio button above.

4. Attachments

If you have attachments, [in this case the “Tank Plan”, which must include a sampling map, and copies of lab data from the **required** site assessment sampling], use the ‘Click to Upload or Drag Files Over Here’ icon accordingly. The “Tank Plan” must also include a written description of planned activities that create the need for the extension of the “Temporary Closure”.

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 (as below) 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 Temporary Closure Request using Your DEQ Online Version 1.0

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 - Temporary Closure Extension Request

* (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.

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After submittal you will see a confirmation page:

The screenshot displays a confirmation page for a UST - Temporary Closure Extension Request. At the top, there is a green navigation bar with a menu icon, a back arrow, and the title "UST - Temporary Closure Extension Request". Below this, a light blue header contains the submittal ID "17958" and a "Complete Submittal" button. A yellow banner below the header contains the text "Please click **Receipt** to print your receipt." The main content area is divided into two columns. The left column contains sections for "Submittal Summary" and "Fee Detail". The right column contains sections for "Submittal Form Info", "Certification", and "Mail-to Attachment List". At the bottom, there is an "Uploaded Attachment List" section showing a PDF file named "Test Attachment.pdf" with a size of 55 KB. At the very bottom of the page, there are three buttons: "Finish", "Receipt", and "Submittal Form".

Submittal Summary		Submittal Form Info	
Submittal ID:	17958	Name:	UST - Temporary Closure Extension Request
Submittal Date:	2/7/2025, 9:46:26 AM	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	Question: Not Applicable
Not Applicable.	Answer: Not Applicable
	PIN Number: Not Applicable
	RO: Patty McGovern
	Sender IP: 159.121.206.56

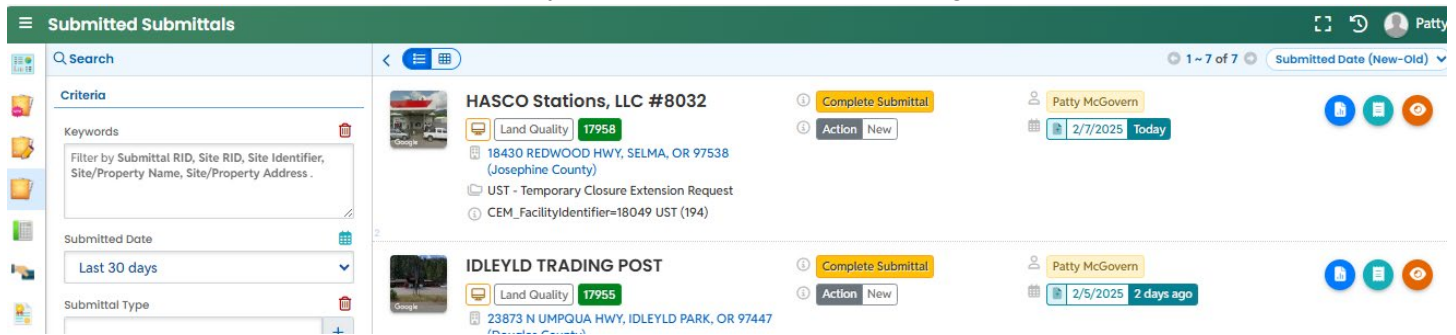
Uploaded Attachment List	Mail-to Attachment List
Test Attachment.pdf Tank Plan PDF 55 KB	No record.

The "Receipt" and "Submittal Form" buttons may be used to produce records of the submittal, if needed.

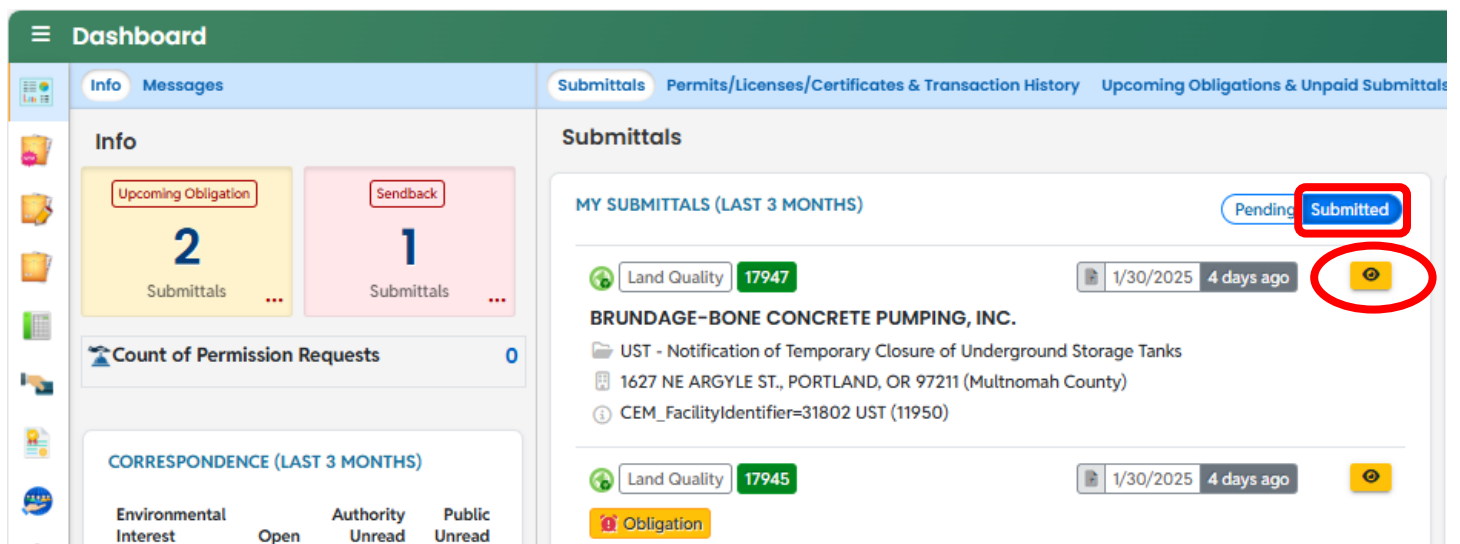
The DEQ UST Program will review, and if complete will approve your application (you will receive an email confirming). Once approved you will receive a new "Temporary Closure Certificate".

Submission of UST Temporary Closure Request using Your DEQ Online Version 1.0

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



To find your “Temporary Closure Certificate”, return to your “Dashboard” and click the “Submitted” button in the “Submittals” section:



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Then click the gold eyeball icon circled in red above. The following window opens:

The screenshot shows the 'Submitted Submittal Info' page. At the top, a green header contains a menu icon and the text 'Submitted Submittal Info'. Below this, a light blue bar displays the submittal ID '17958' and the status 'Approved'. A navigation menu includes 'Submittal Summary', 'Attachment 1', 'Issuance 1' (circled in red), 'Email History 3', 'Payment', and 'Correspondence'. The main content area features a 'Submittal Package' section with four cards: 'UST - Notification of Temporary Closure of Underground Storage Tanks', 'UST - Return to Service', 'UST - Temporary Closure Extension Request' (highlighted with a red triangle), and 'UST - Decommissioning or Change in Service Form and 30-Day Notice'. A note below states: '* You can only continue when previous submission is approved.' The page is divided into two summary sections. The 'Case Review Summary' section shows 'Payment Due' as 'No Payment Due at This Time' and 'Status' as 'Approved' by 'Dave Pardue' on '2/7/2025'. The 'Submittal Summary' section is titled 'UST - Temporary Closure Extension Request' and includes a description: 'Apply for an extension of Temporary Closure status. Site Assessment soil sampling is'. It also lists identifiers '17958' and 'f50056', categories 'Environmental' and 'Land Quality', and a date '2/7/2025' with a 'Today' label.

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

Submitted Submittal Info

17947 Approved

Submittal Summary Attachment 1 Issuance 1 Email History 4 Payment Correspondence

Issuance Documents

Final Documents
Temporary Closure Certificate
26-11950-TCL

Issued

Document # 26-11950-TCL

~ 1/30/2026

Download

Supporting Documents

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

This concludes the process of extending the "Temporary Closure" of a UST system.

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]