Submitting a Permit Condition Report for an Existing WPCF Onsite Permit

Version 1.0

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State of Oregon
DEQ Department of Environmental Quality

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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.

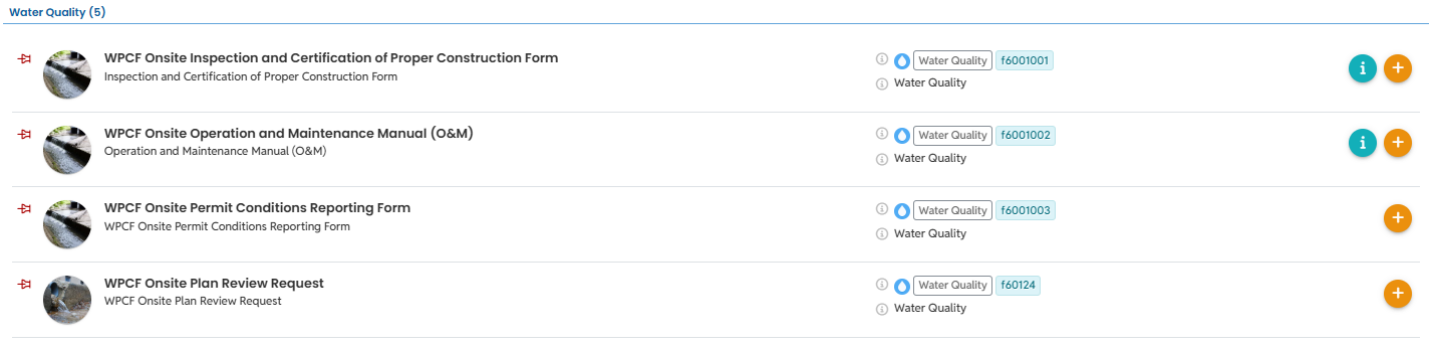
Your DEQ Online is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay 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.

Recommended browser: Google Chrome.

Visit the DEQ website to find additional information about Your DEQ Online or view the Your DEQ Online Help page

1. Introduction

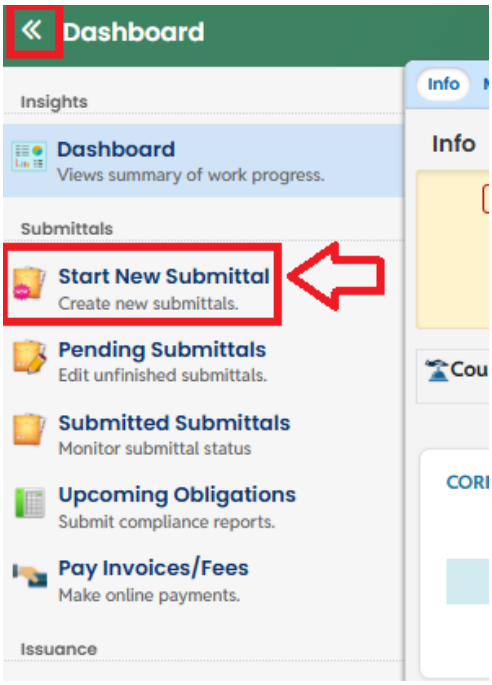
This document provides information on how to submit a standalone plan review request or a permit condition report for an existing Water Pollution Control Facilities Onsite permit in Your DEQ Online.



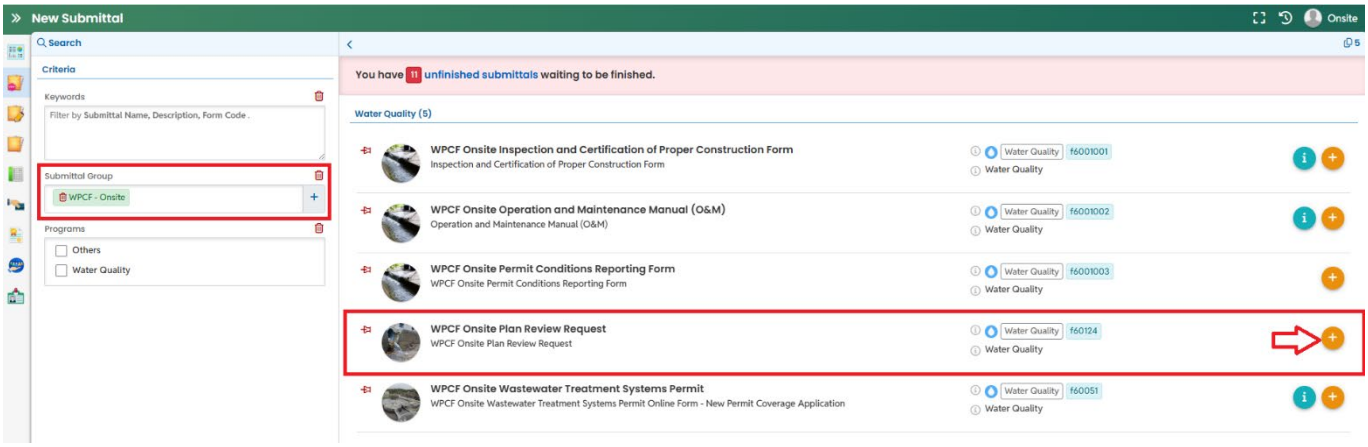
2. Submitting a Plan Review Request in YDO

This form is used to submit a standalone plan review request for an existing WPCF Onsite permit that does not require modification.

Login to your account on the Your DEQ Online Public Portal. From the Dashboard, expand the left menu by clicking on the menu icon at the top left-hand corner of the screen. Select the 'Start New Submittal' icon to create a new submittal.

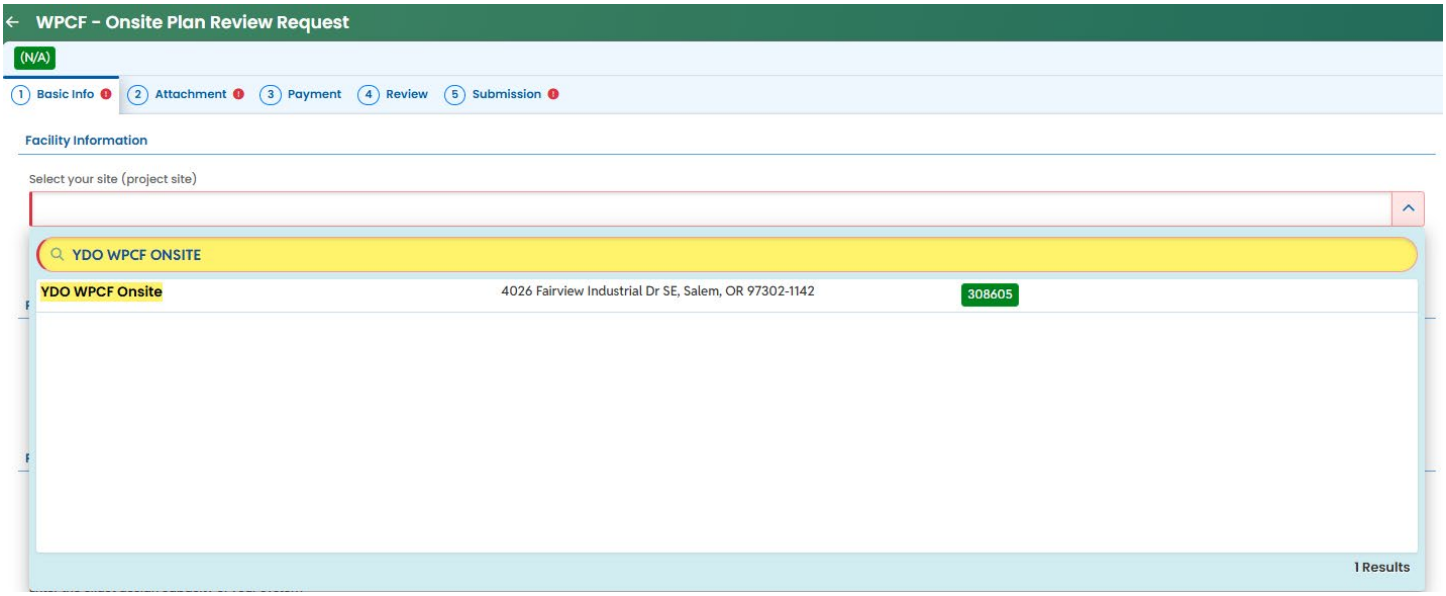


Click the plus icon for submittal “WPCF Onsite Plan Review Request”.

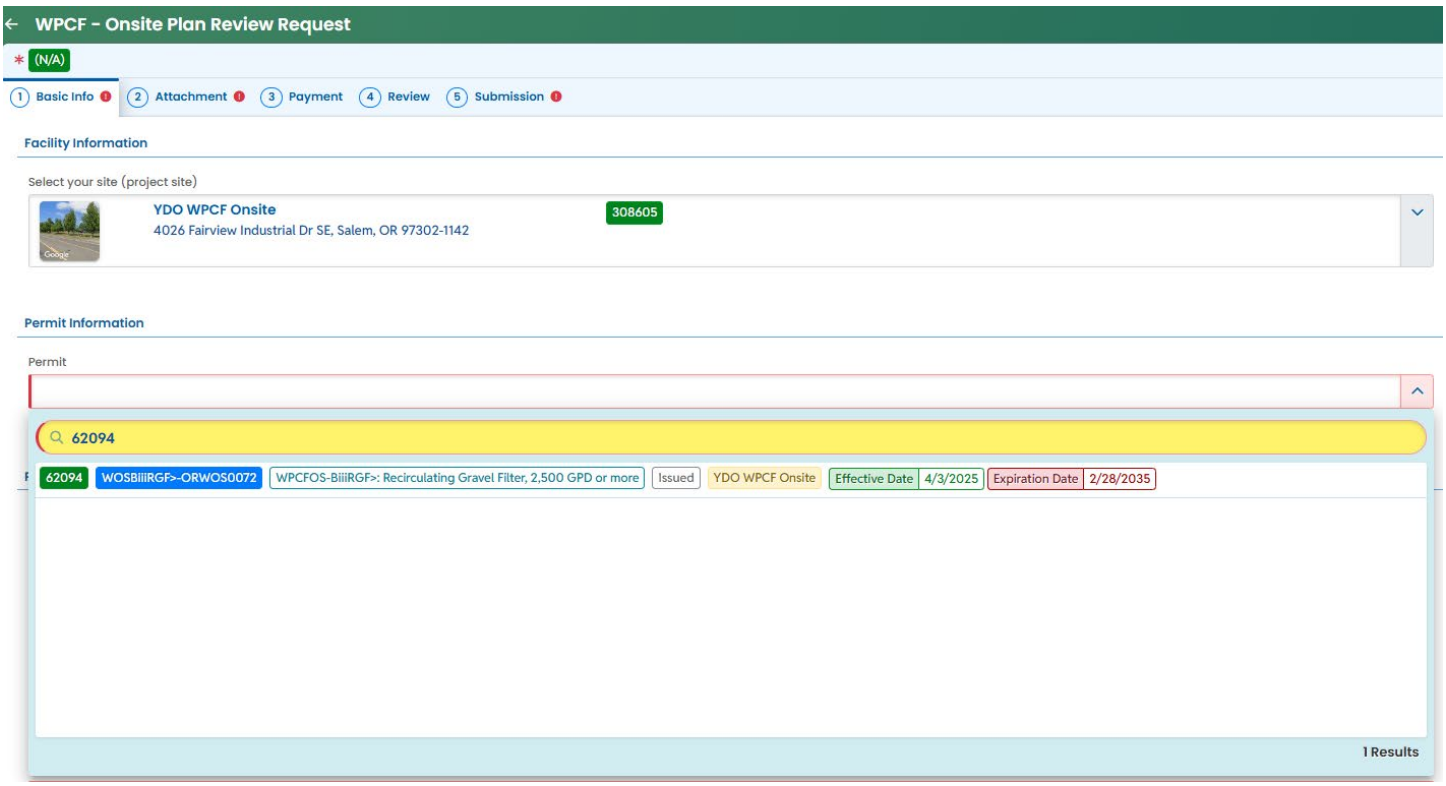


2.1. Basic info tab

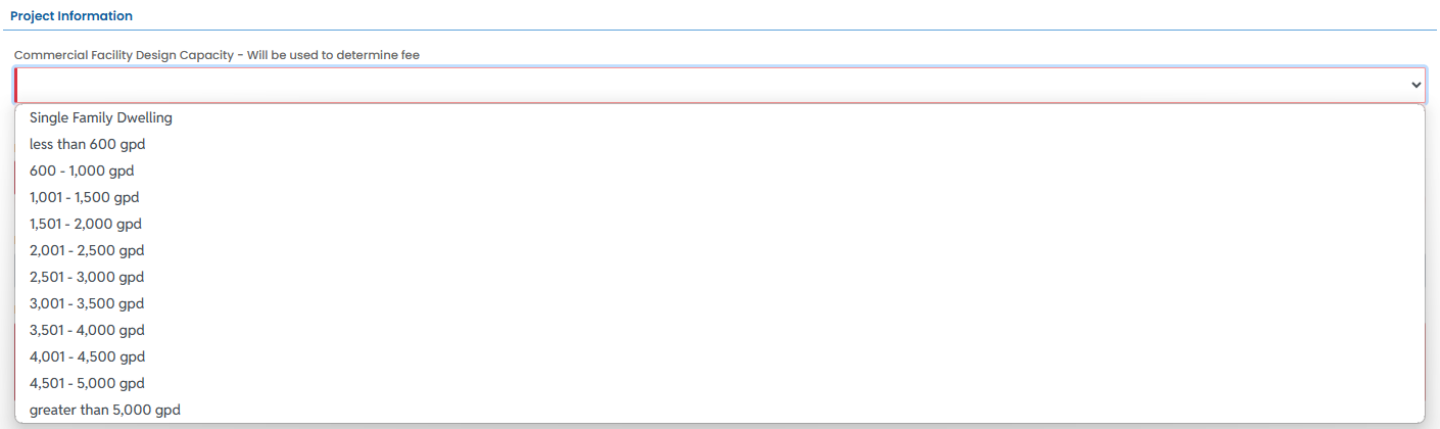
Select your site from the drop-down menu.



Select your permit from the drop-down menu.



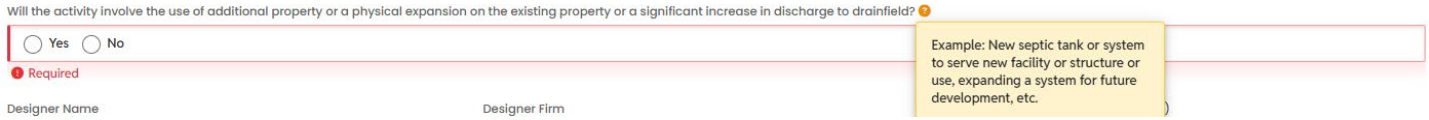
Select the design capacity range for plan review request. This field determines the plan review request fee in accordance with OAR 340-071-0800 Table 9D WPCF Onsite Plan Review fees.



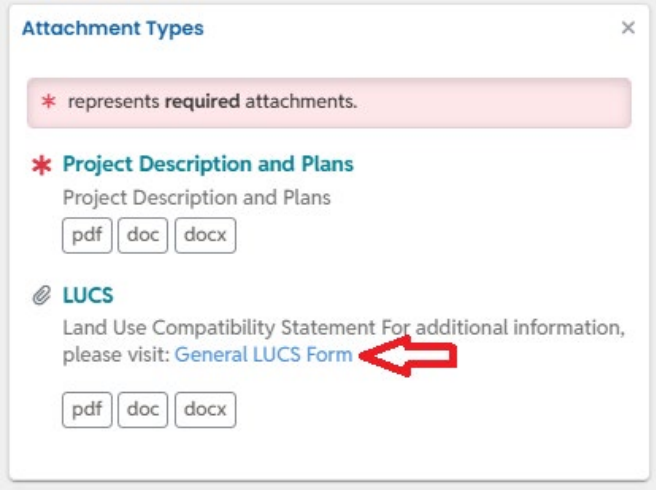
Enter the exact design capacity of plan review.

Provide the project name and a description of plan review.

Indicate by selecting the appropriate radio button whether the activity involves the use of additional property or a physical expansion on the existing property or a significant increase in discharge to the drainfield. Selecting "Yes" requires a completed Land Use Compatibility Statement from the local planning department to be uploaded as an attachment.

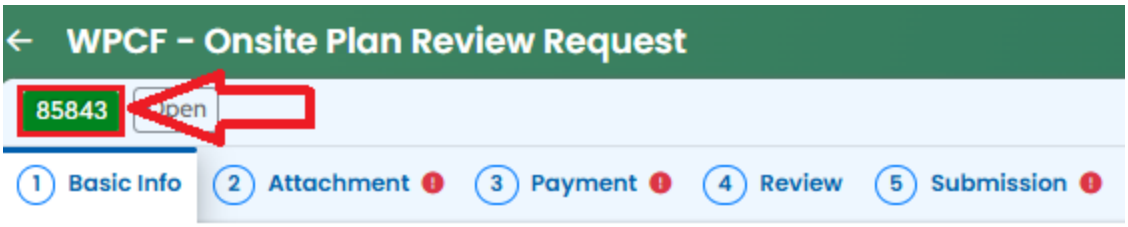


You can access the General LUCS form on the right-side panel.



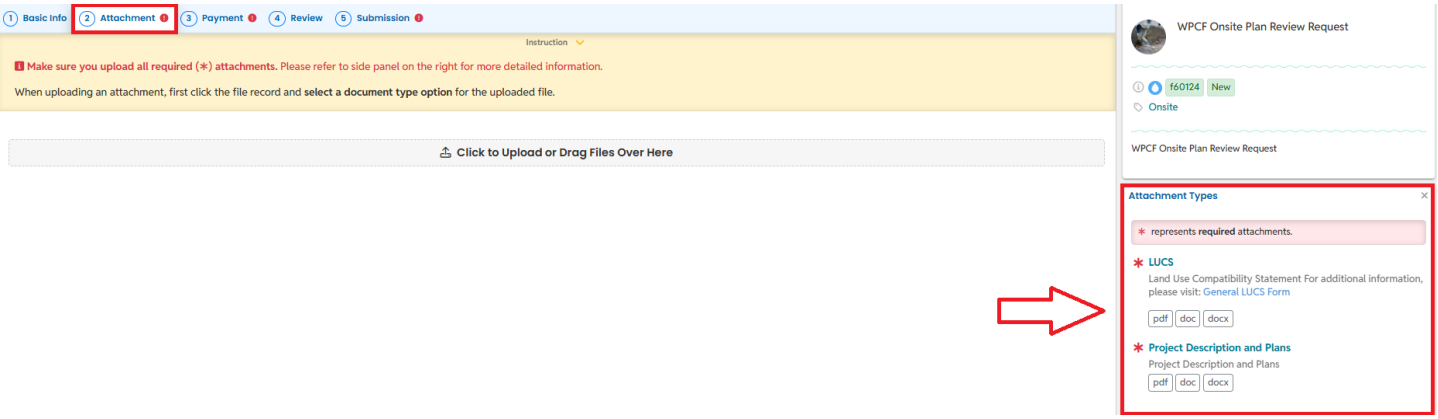
Complete the remainder of the required fields.

Save your submittal by clicking the pink disc icon . Once the submittal is saved a submittal ID is created.

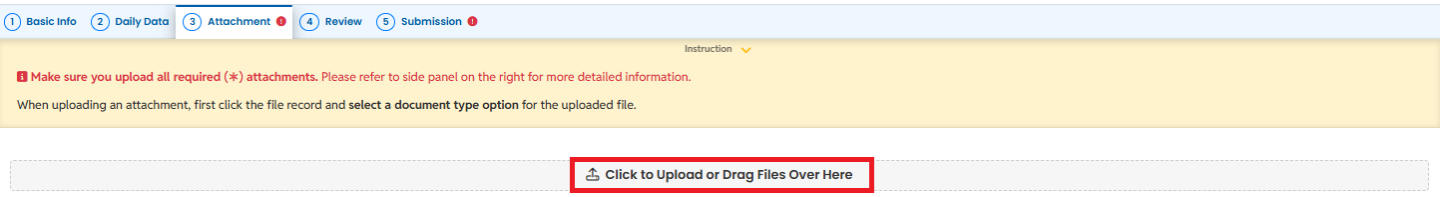


2.2. Attachment tab

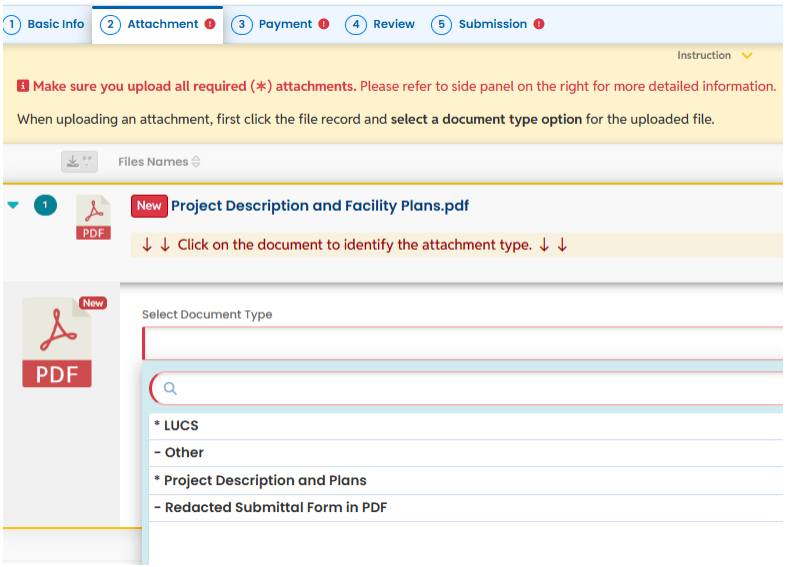
Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment.



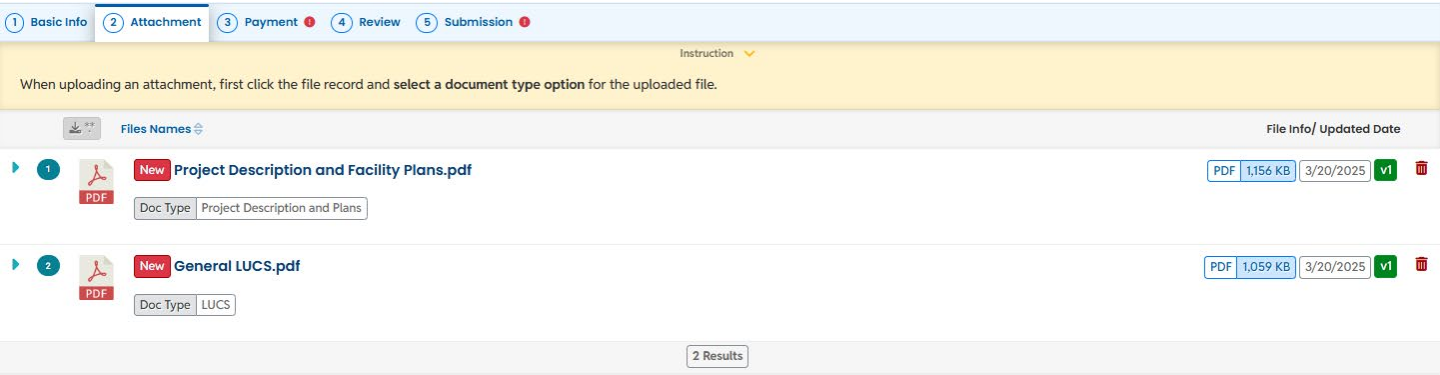
Upload attachments using the 'Click to Upload or Drag Files Over Here' icon.



When uploading an attachment, first click the file record and **select a document type option** for the uploaded file. If you have additional attachments other than the required, select 'other' and provide a description of the attachment in the comment box.



If you need to delete an attachment, click on the trash icon .

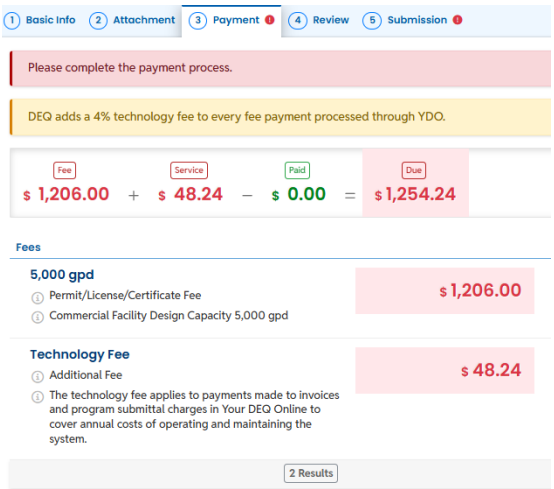


2.3. Payment tab

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment. For a new submittal, please click on the **SAVE button** to confirm the fee amount before you continue.

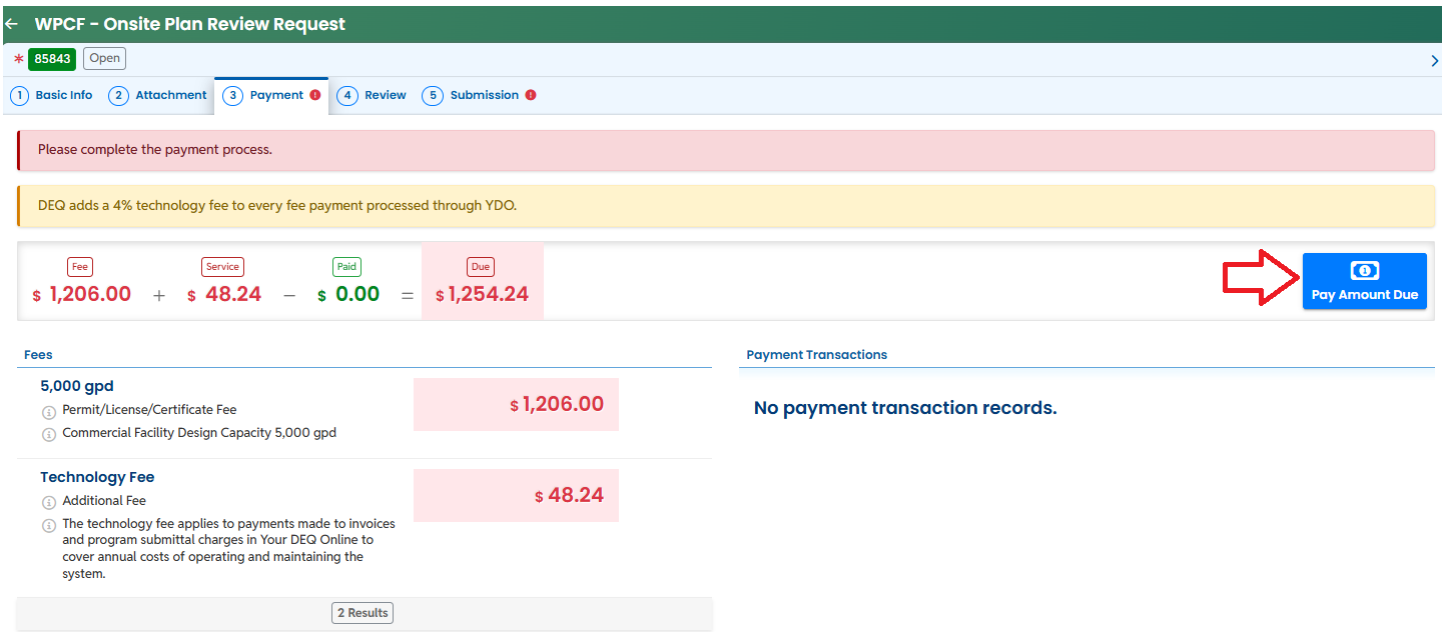
Submittals are the applications and renewals for permits as well as the reporting obligations that a public user submits to a DEQ program in Your DEQ Online. For submittals that require payment, the public user enters payment information in the Payment tab.

In the Payment tab, you will see required fees for the submittal plus the 4% technology fee. Your DEQ Online offers three methods for payment: ACH electronic transfer (e-check), credit card, or check by mail. Electronic payments are secure, immediate and enable faster processing of your submittals.

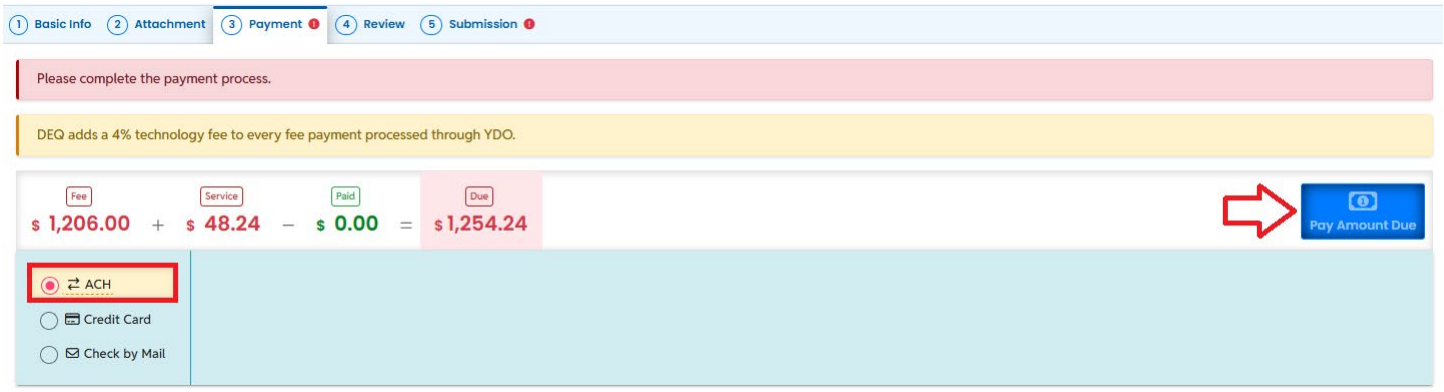


Pay by ACH

Secure payment by ACH or e-check through U.S. Bank requires routing and account numbers to make a payment. To begin, select the “Pay Amount Due” button in the Payment tab.

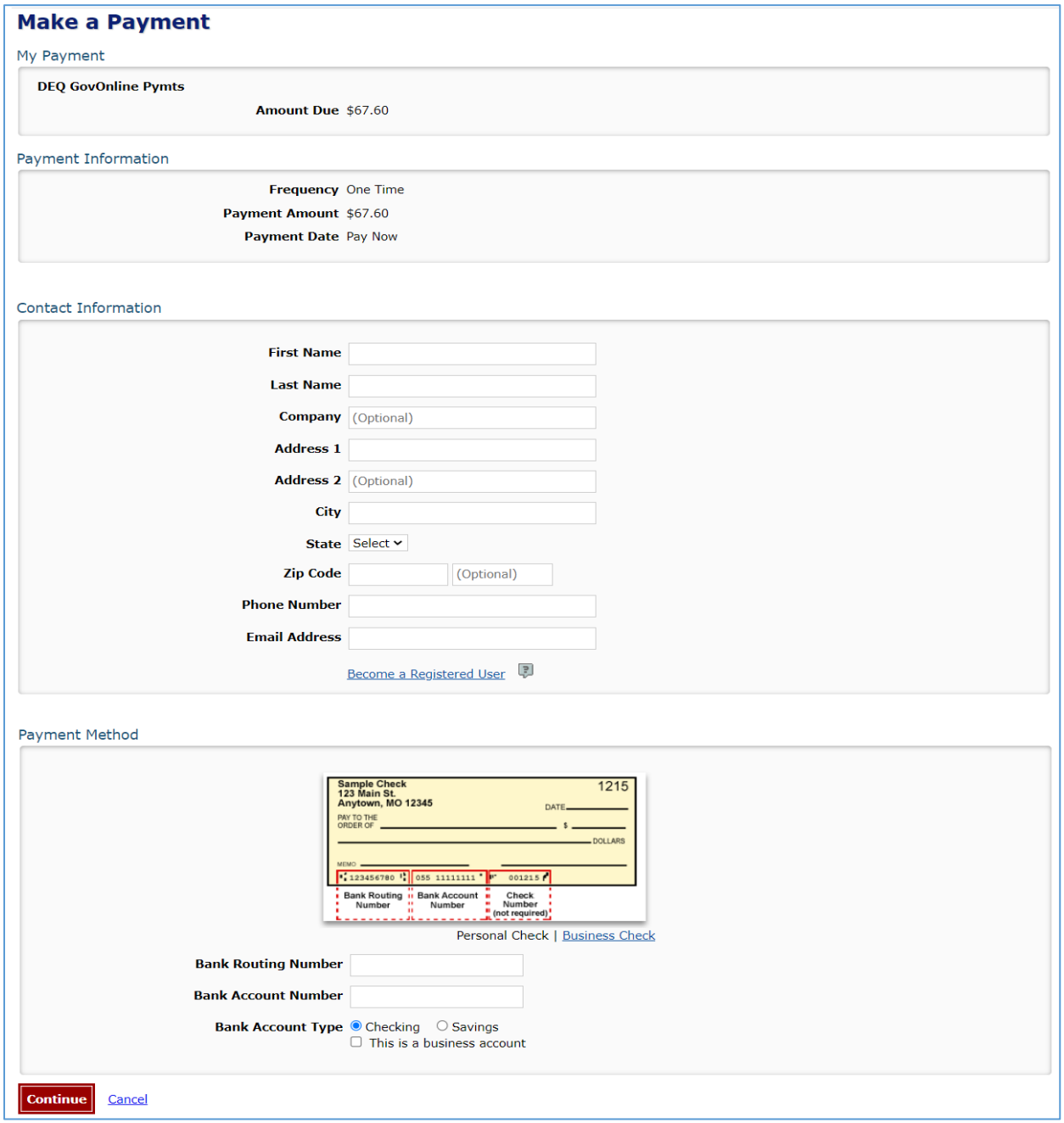


Select the ACH option and click “Pay Now.” You will be directed to a secure payment portal, DEQ GovOnline Payments, to complete the payment process. There are no additional fees for using this payment method.



In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.

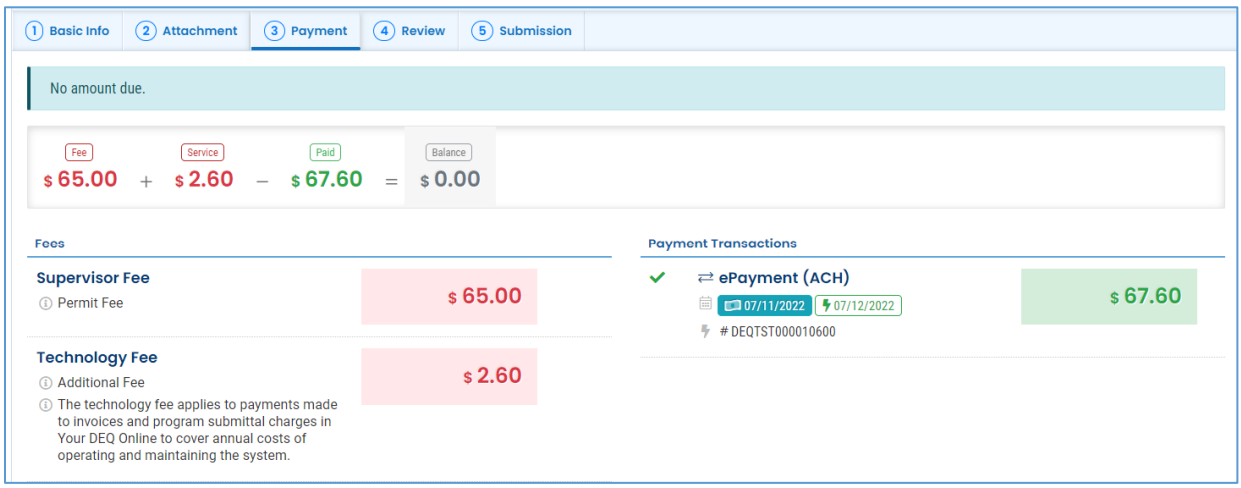
For one-time payments, enter your contact information, bank routing and account numbers. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.



When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

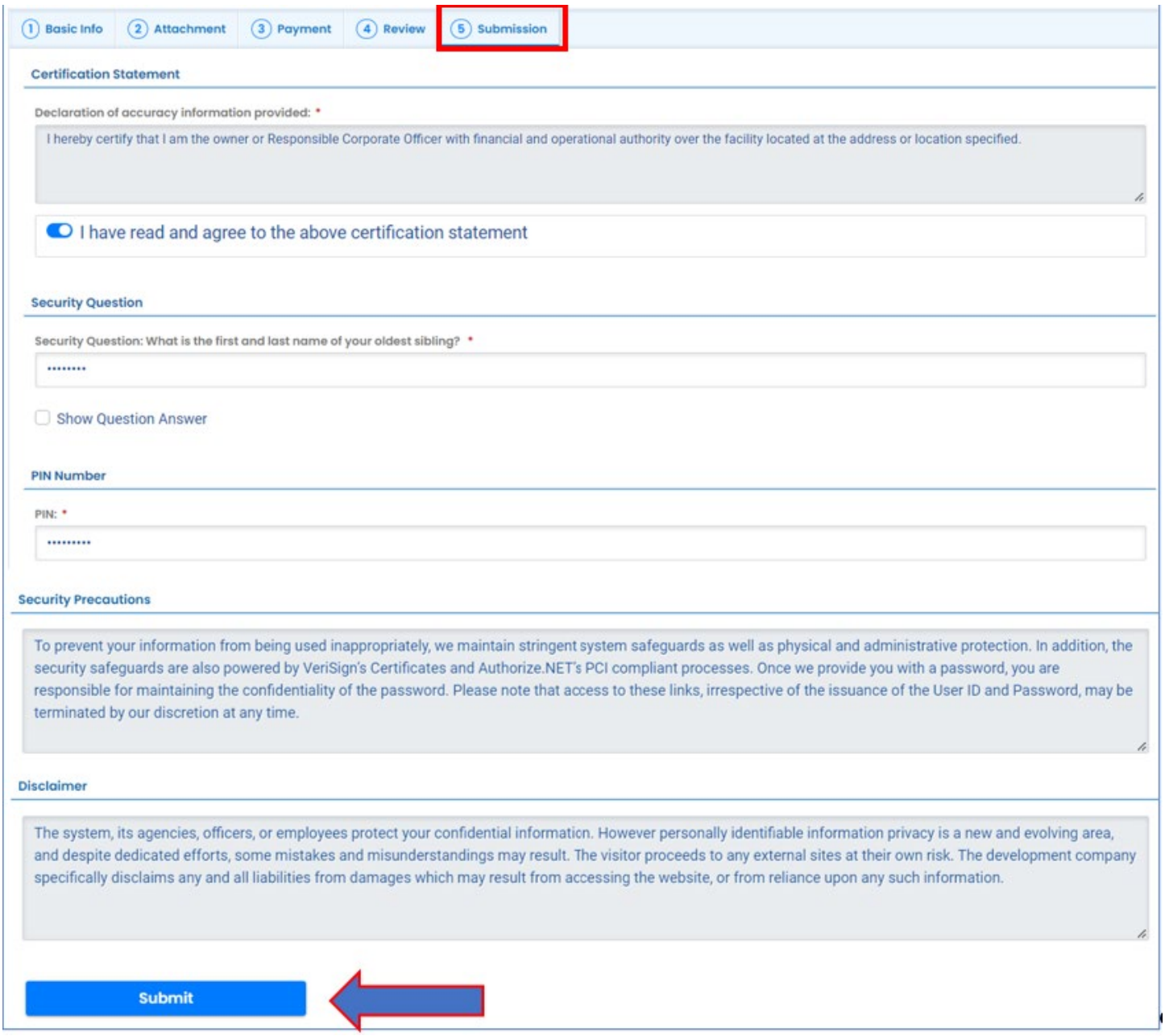
Once you have returned to Your DEQ Online, a record of the payment will be shown in the Payment tab.

Important note: After making an online payment, go to the "Submission" tab and complete your Submittal within the same business day. DEQ is not able to process "Pending" submittals and payments to "Pending" submittals. The Responsible Official is the type of account that can certify and complete a submittal.



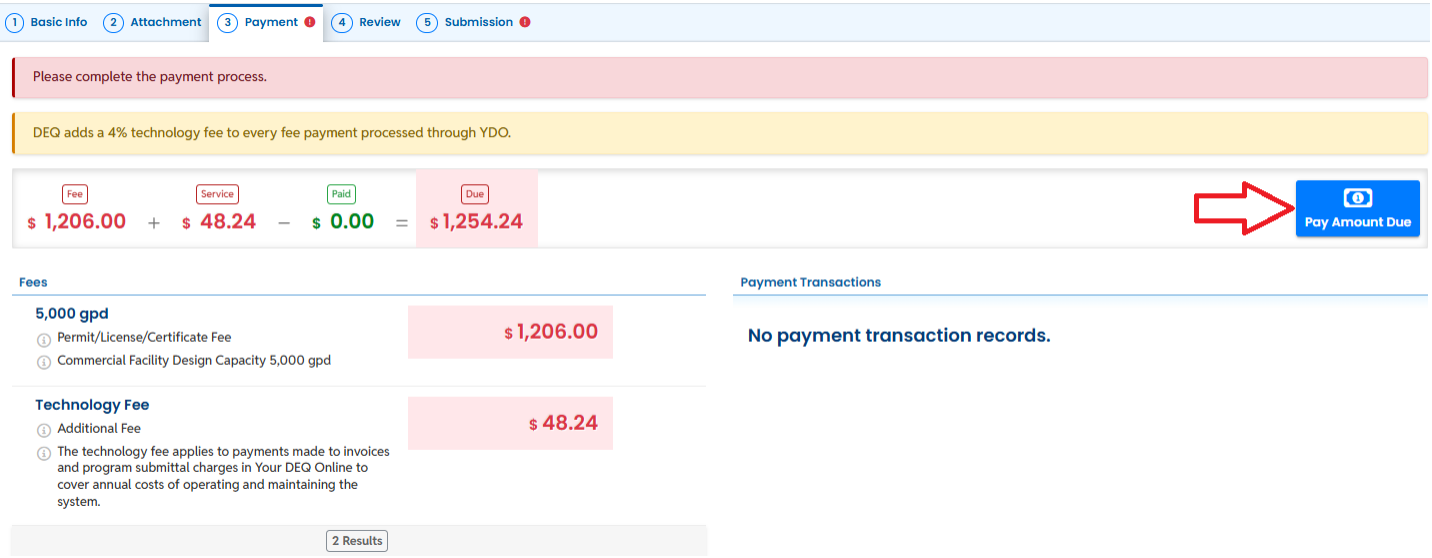
In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

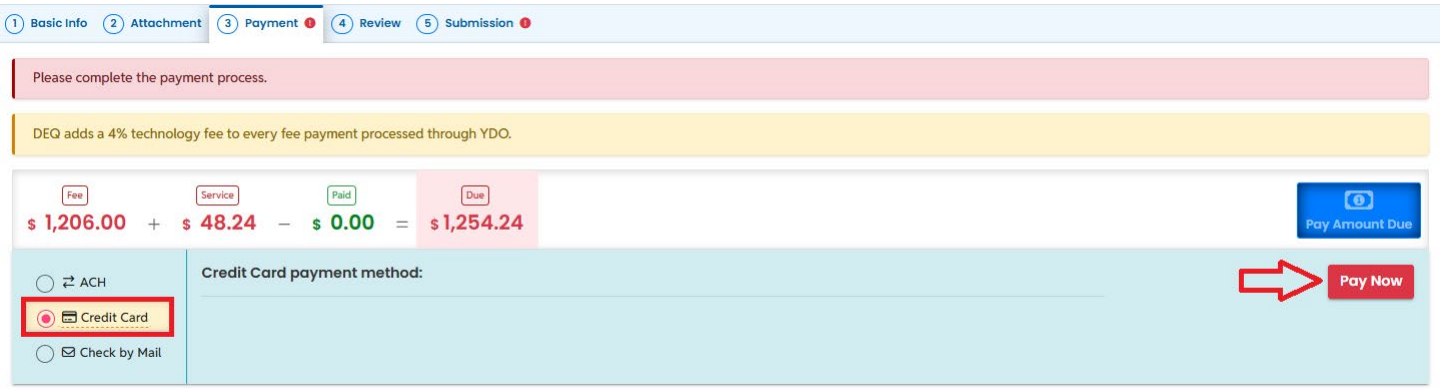


Pay by credit card

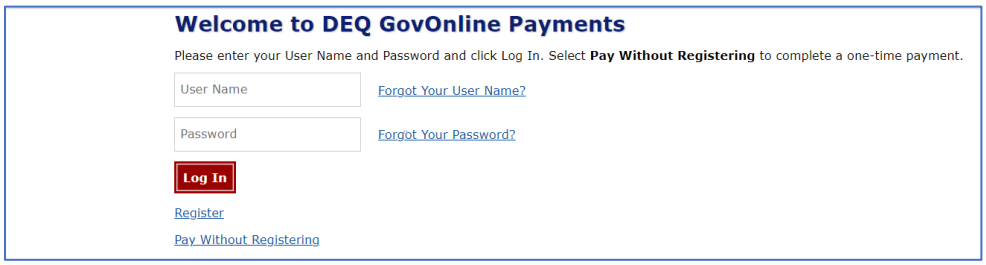
For secure payments by credit card through U.S. bank, you will be required to enter card holder and card information. A convenience charge of 2.3% will be added to the total amount due by U.S. Bank. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement. To begin, select the “Pay Amount Due” button in the “Payment” tab.



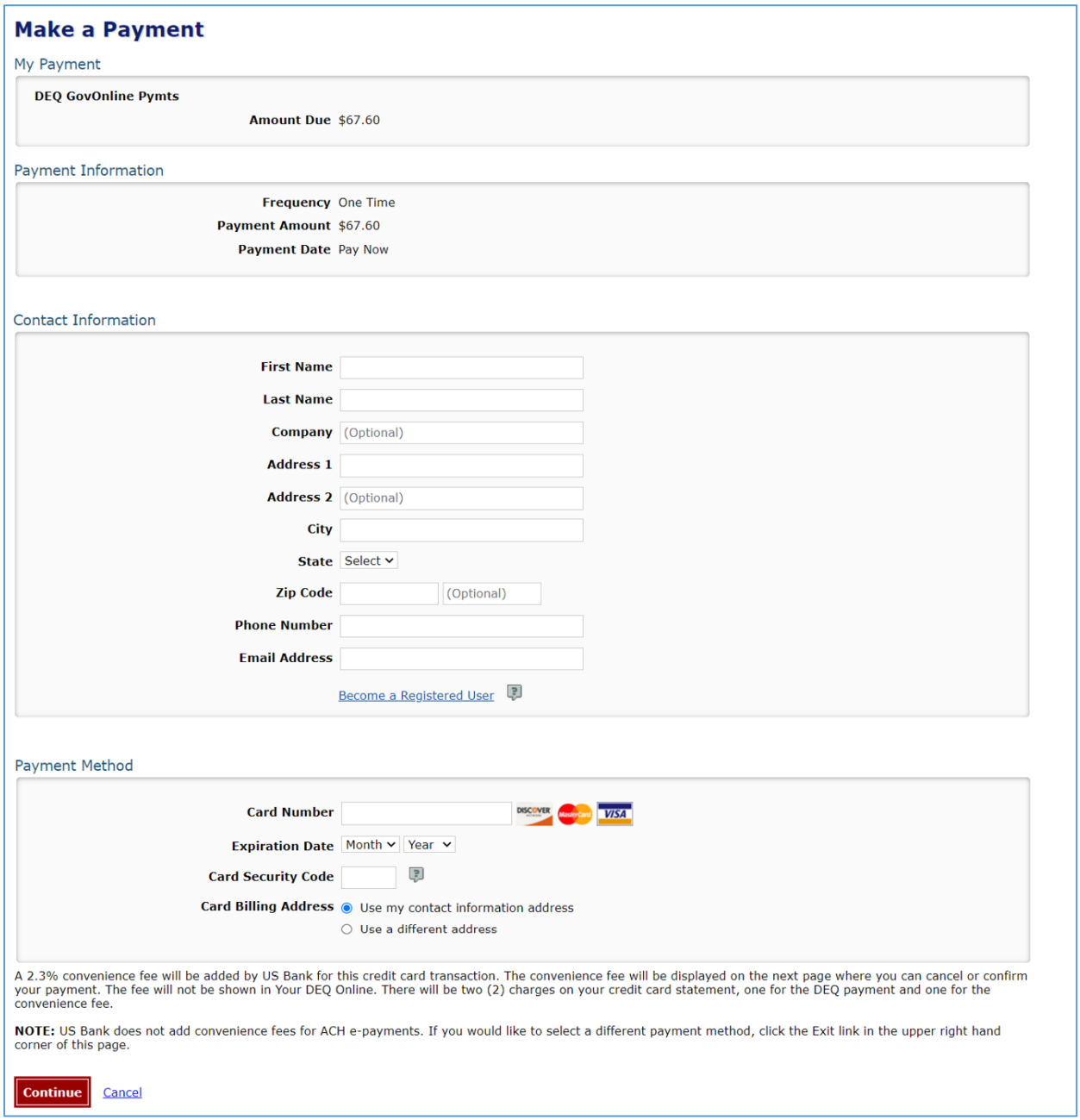
Select the credit card option and click “Pay Now.” You will be directed to the payment portal, DEQ GovOnline Payments, to complete the payment process.



In the payment portal, you may register an account with U.S. Bank or pay without registering. If you choose to register an account, U.S. Bank will securely store your payment methods and provide a record of your online payments.



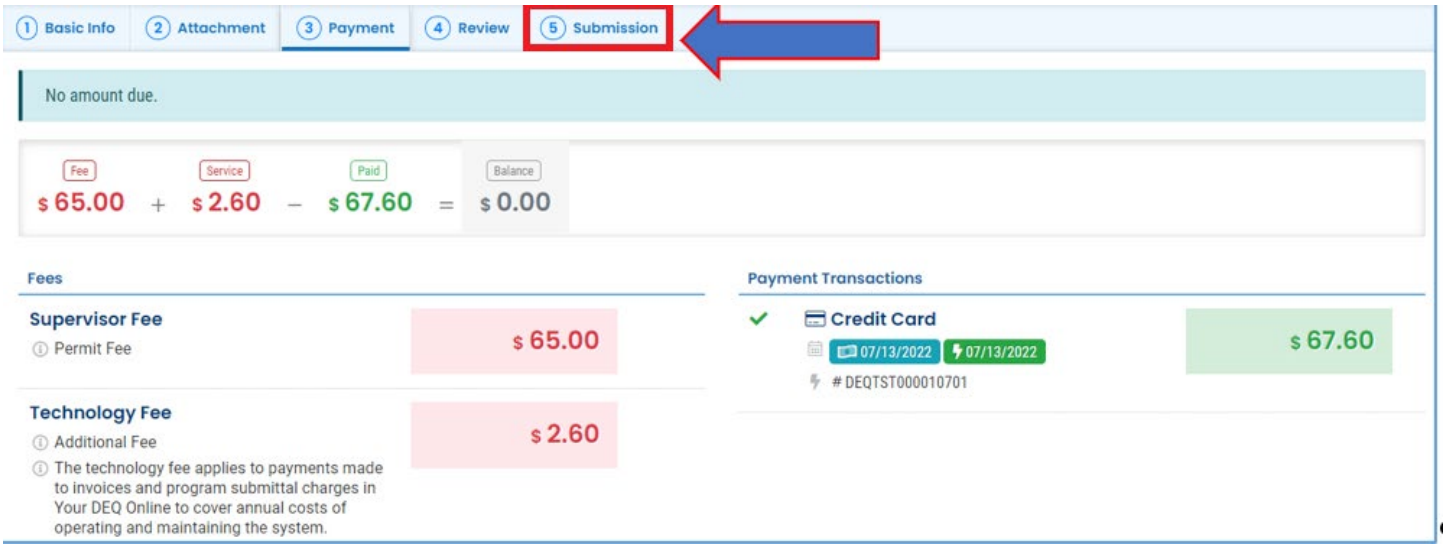
For one-time payments, enter your contact and credit card information. Select “Continue” to process the payment. Note: The system will automatically bring in the contact information from the Your DEQ Online account, but you can change it if needed.



When the payment is complete, you will receive a receipt and a confirmation email from U.S. bank. **Important note:** Completing a payment does not complete the submittal process. You must select “Return to Your DEQ Online” and go to the “Submission” tab to complete the submittal process.

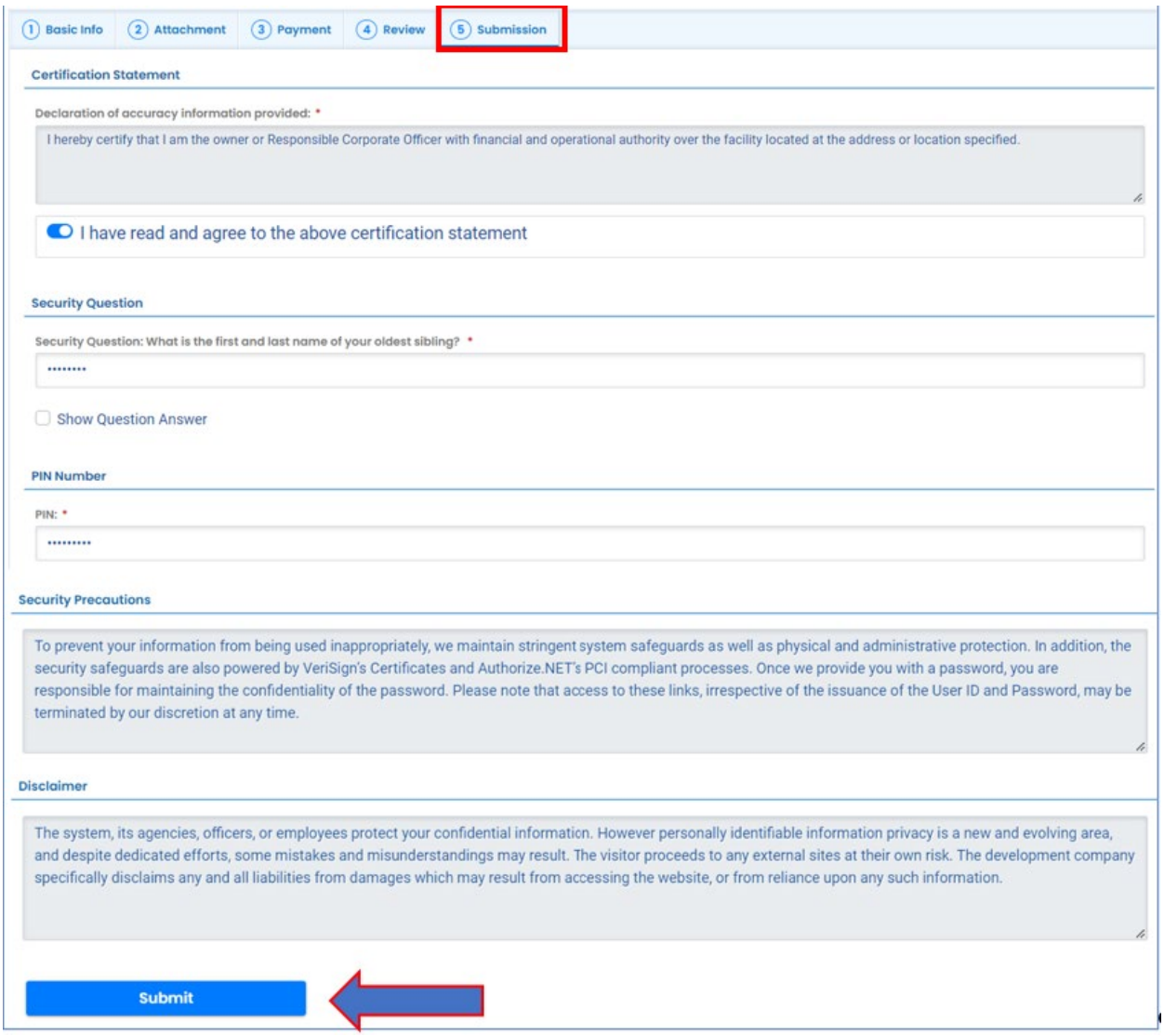
Once you have returned to Your DEQ Online, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that can certify and complete a submittal.

Important note: The RO should proceed to the “Submission” tab to complete the submittal within the same business day of completing the payment. DEQ is not able to process “Pending” submittals and payments to “Pending” submittals.



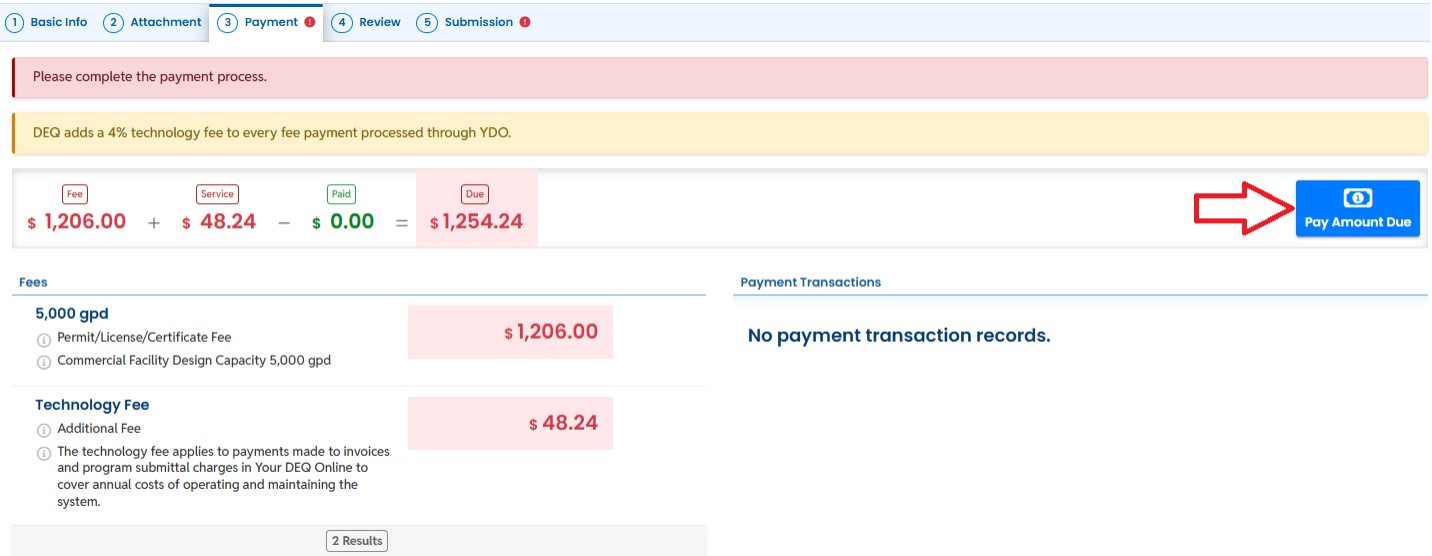
In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 7.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.

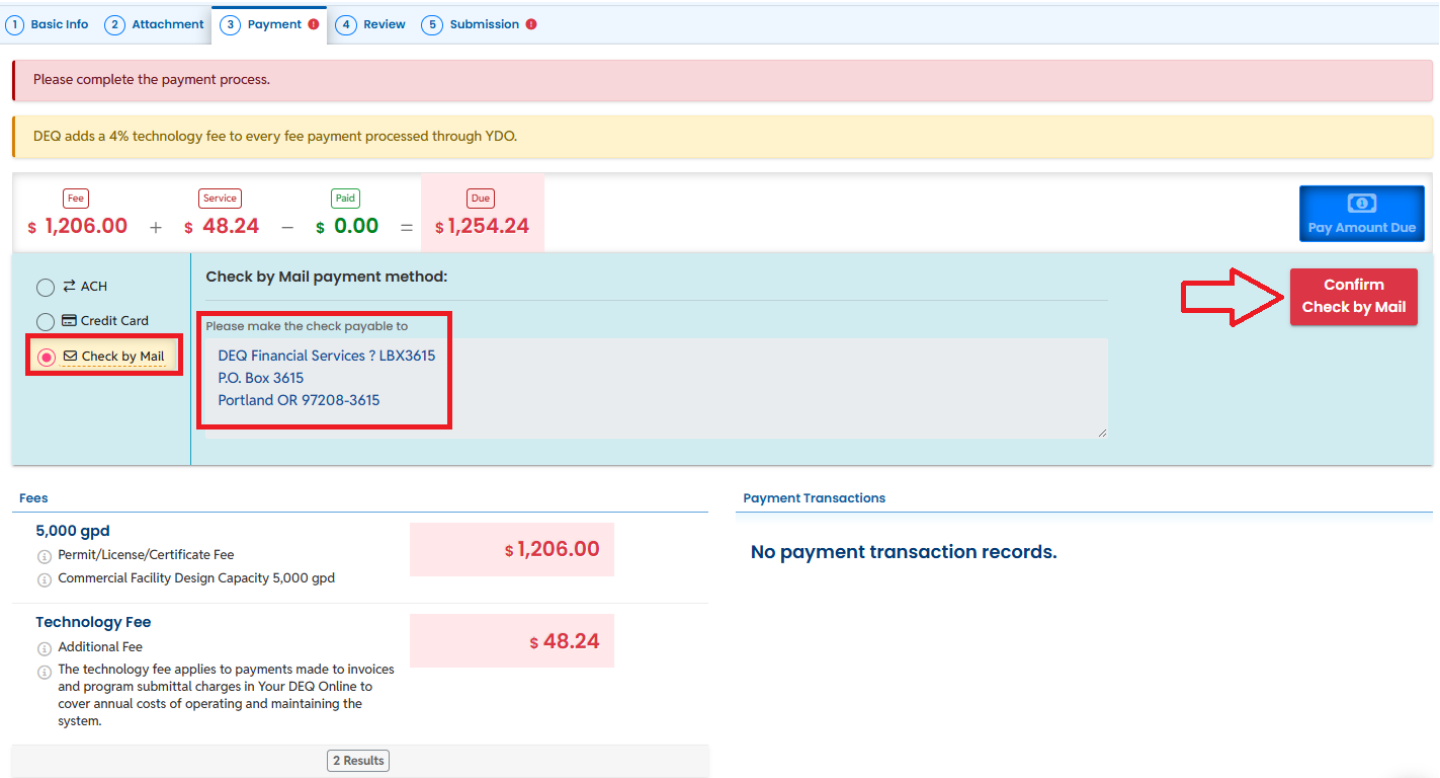


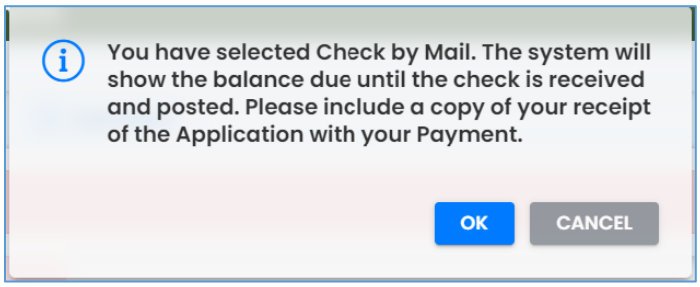
Pay by check

To begin, select the “Pay Amount Due” button in the “Payment” tab.



To pay by check, select check by mail and click “Confirm Check by Mail.” You will receive a message asking you to confirm the payment method.



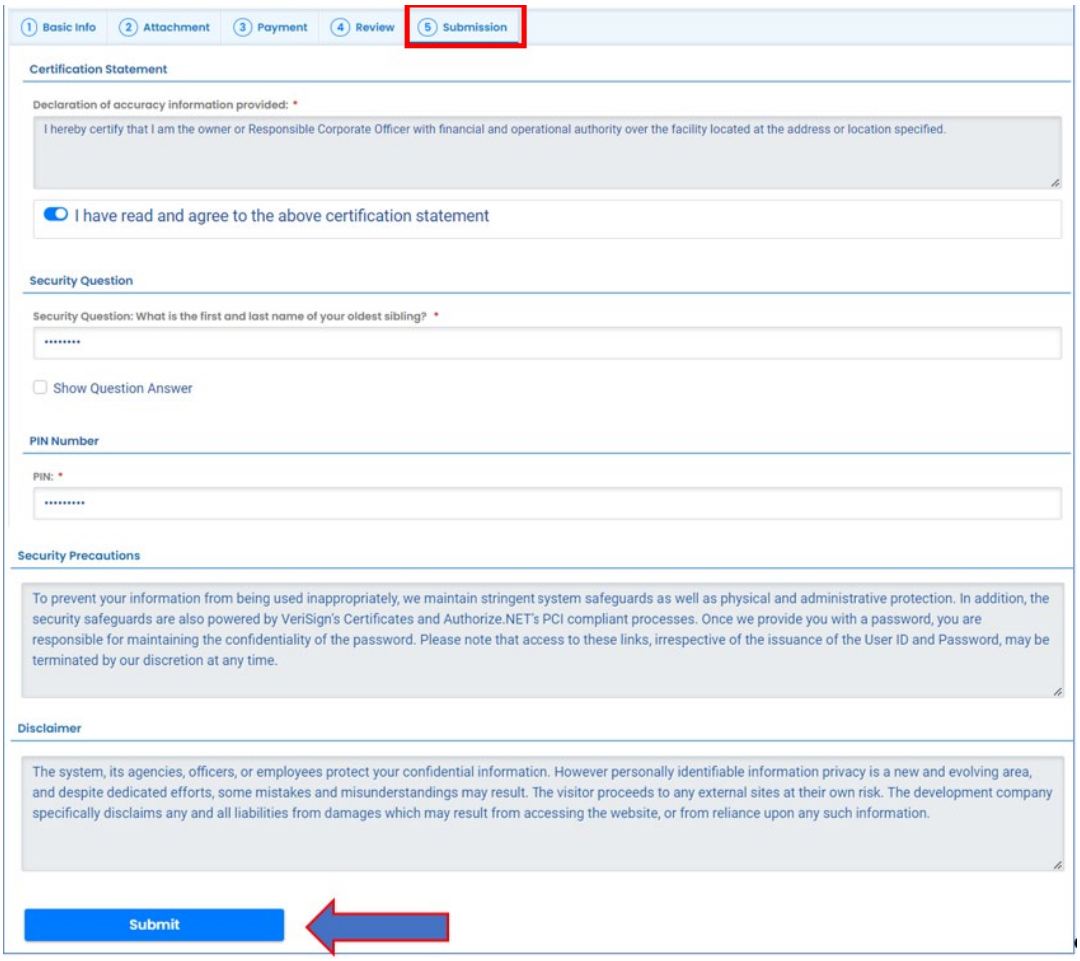


After you select “OK” to confirm, the “Payment” tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check in Transit/Waiting” record until the check is received by DEQ, after which time, DEQ will begin to process the submittal.

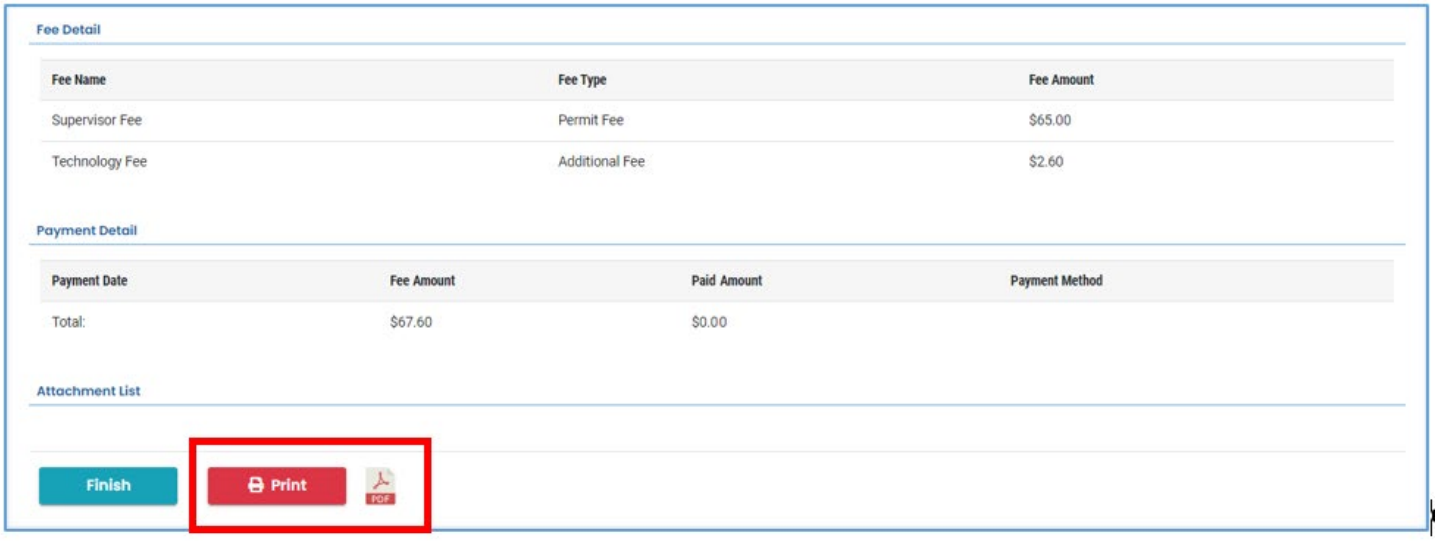
Important note: Completing a payment does not complete the submittal process. The Responsible Official must complete the instructions in the “Submittal” tab to complete the submittal process.

In the “Submission” tab, the RO will review and acknowledge the certification statement, answer the security question which the system selects randomly from the RO’s five account security questions and enter their pin number. If the RO needs to reset their security question answer or pin number, see Section 8.

The RO will select “Submit” button that appears at the bottom of the page to send the submittal to DEQ.



Checks mailed to DEQ must include the submittal receipt. To print the receipt, select “Print” at the bottom of the submittal confirmation page.



On the PDF of the submittal receipt, you will find mailing instructions and the DEQ Financial Services mailing address at the bottom of the document.

Submittal check payments must include a printed copy of the submittal receipt and be sent to the address below:

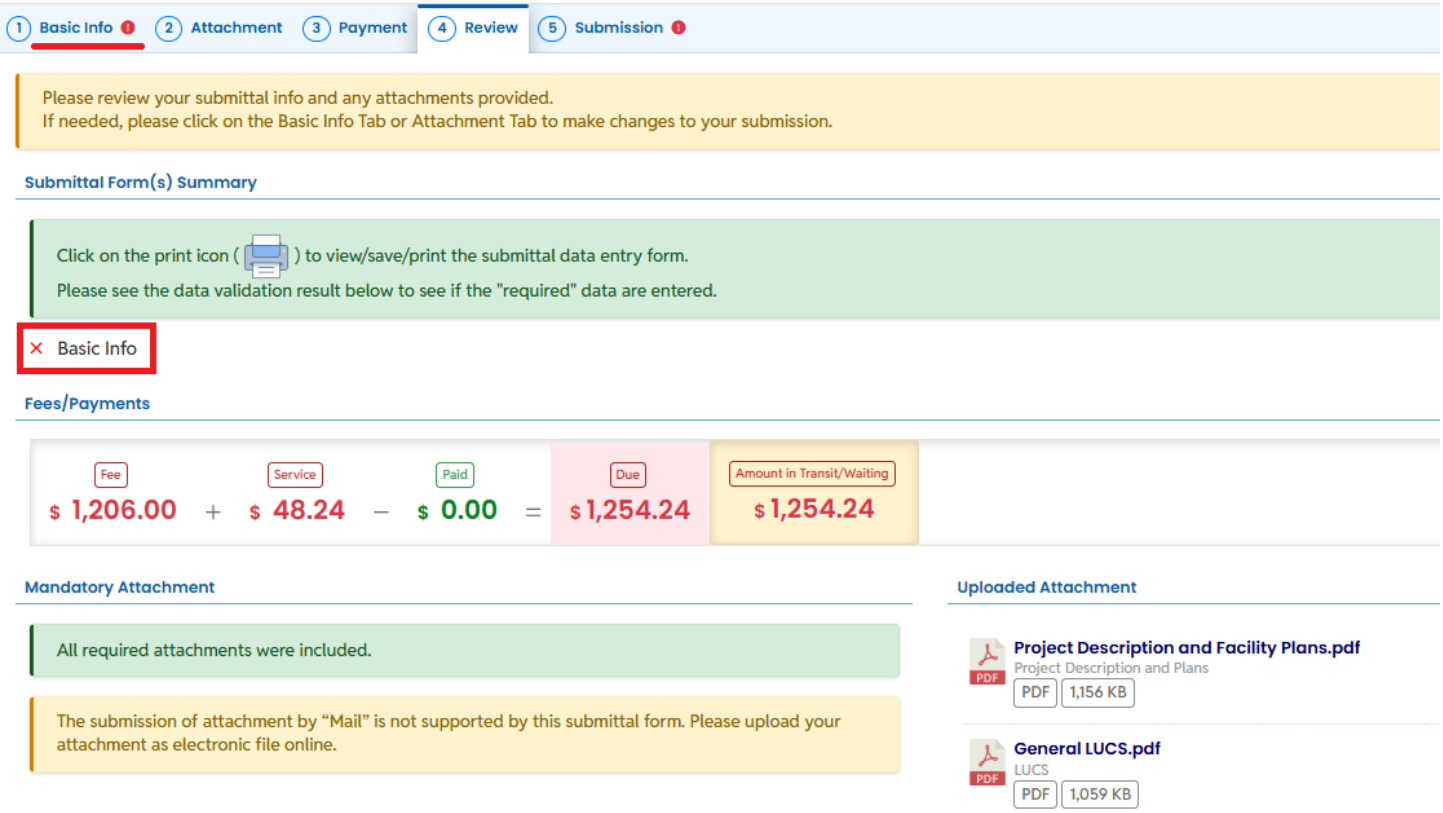
DEQ Financial Services – LBX3615
P.O. Box 3615
Portland OR 97208-3615

Do not mail checks to the any of the Regional DEQ offices as this will delay processing.

2.4. Review tab

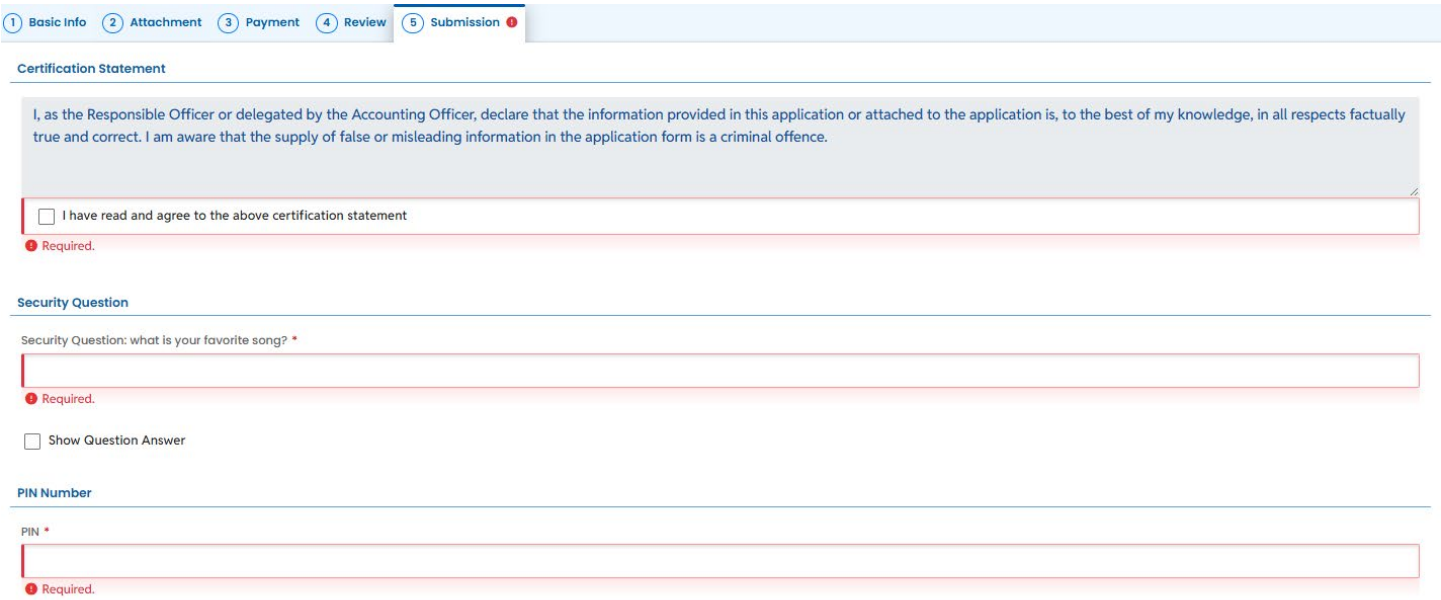
Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

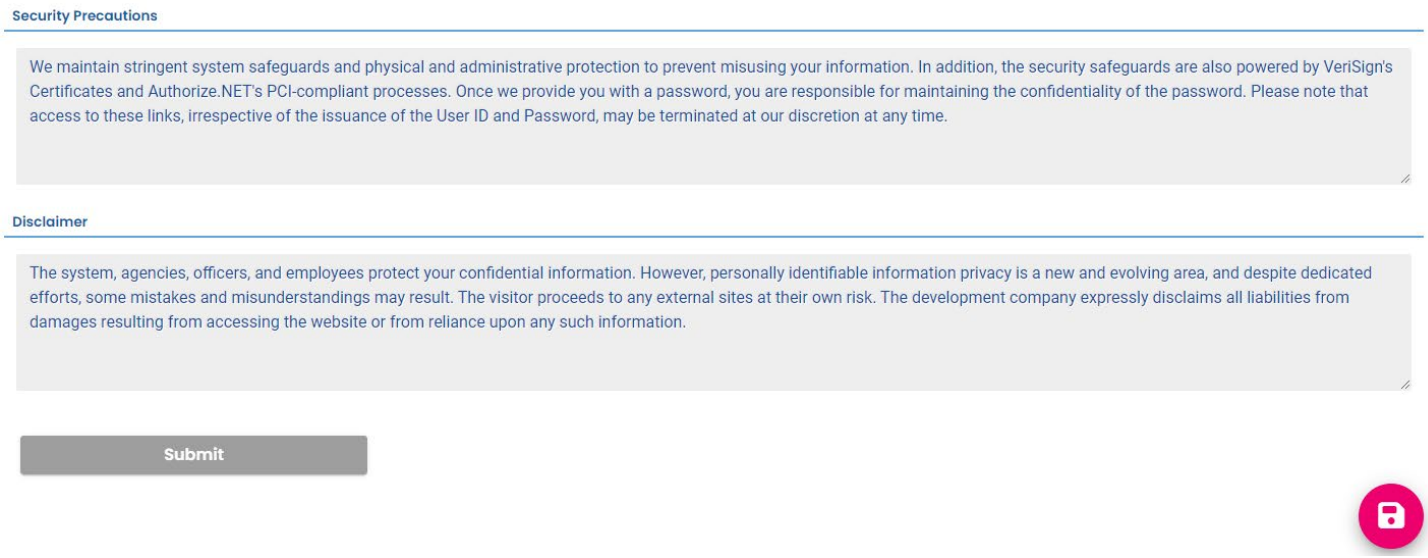


2.5. Submission tab

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your facility's WPCF Onsite New Permit Application submittal.

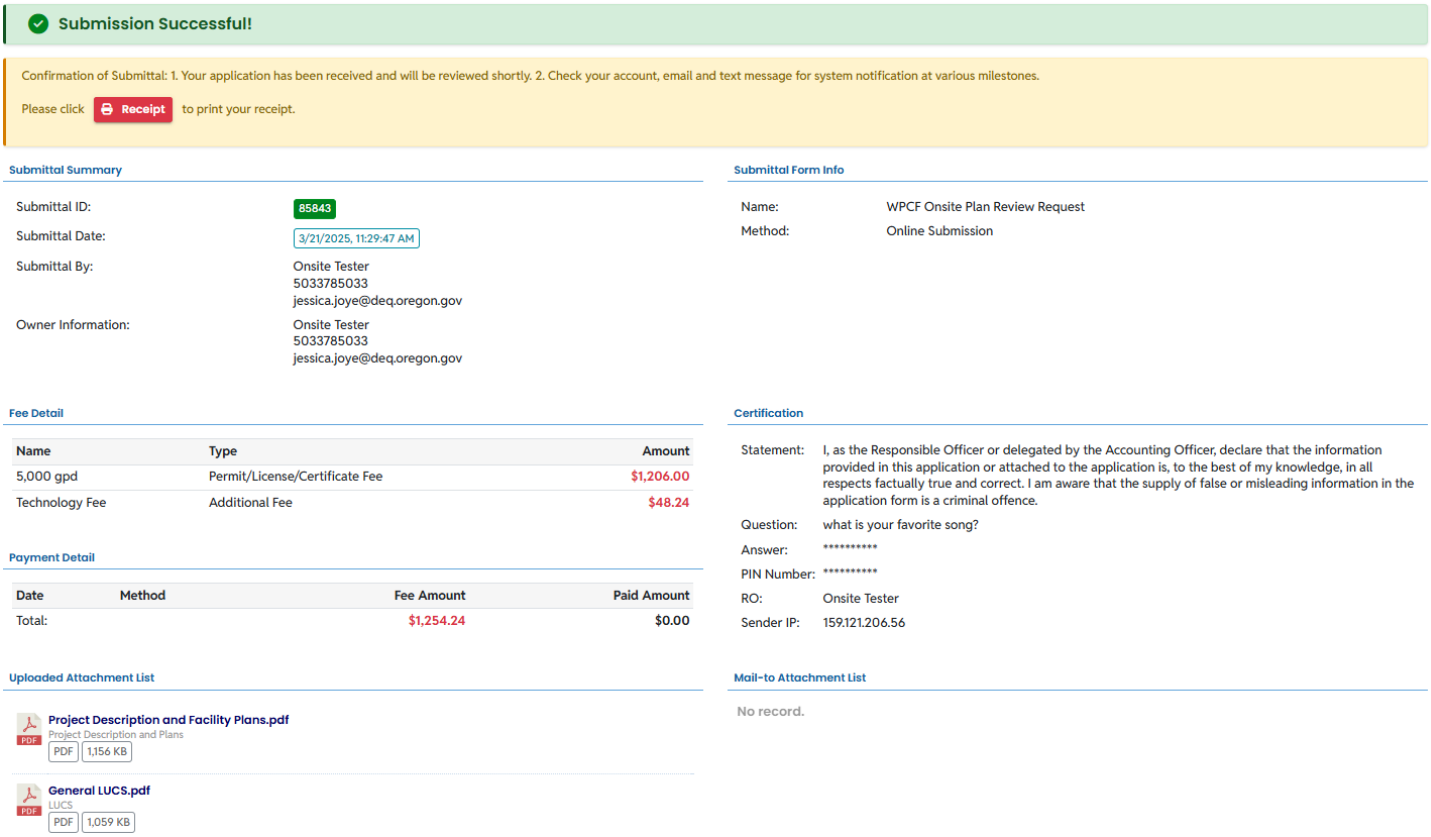


When you have completed the review and are ready to submit the relocation notice, select the Submit button at the bottom of the Submission tab.



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 the RO submits a summary of the submission is populated.



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 milestones.

Please click Receipt to print your receipt.

Submittal Summary

Submittal ID:	85843
Submittal Date:	3/21/2025, 11:29:47 AM
Submittal By:	Onsite Tester 5033785033 jessica.joye@deq.oregon.gov
Owner Information:	Onsite Tester 5033785033 jessica.joye@deq.oregon.gov

Submittal Form Info

Name:	WPCF Onsite Plan Review Request
Method:	Online Submission

Fee Detail

Name	Type	Amount
5,000 gpd	Permit/License/Certificate Fee	$1,206.00
Technology Fee	Additional Fee	$48.24

Payment Detail

Date	Method	Fee Amount	Paid Amount
Total:		$1,254.24	$0.00

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.
Question:	what is your favorite song?
Answer:	**********
PIN Number:	**********
RO:	Onsite Tester
Sender IP:	159.121.206.56

Uploaded Attachment List

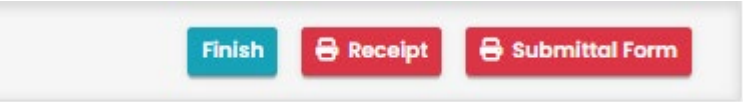
Project Description and Facility Plans.pdf
Project Description and Plans
PDF 1,156 KB

General LUCS.pdf
LUCS
PDF 1,059 KB

Mail-to Attachment List

No record.

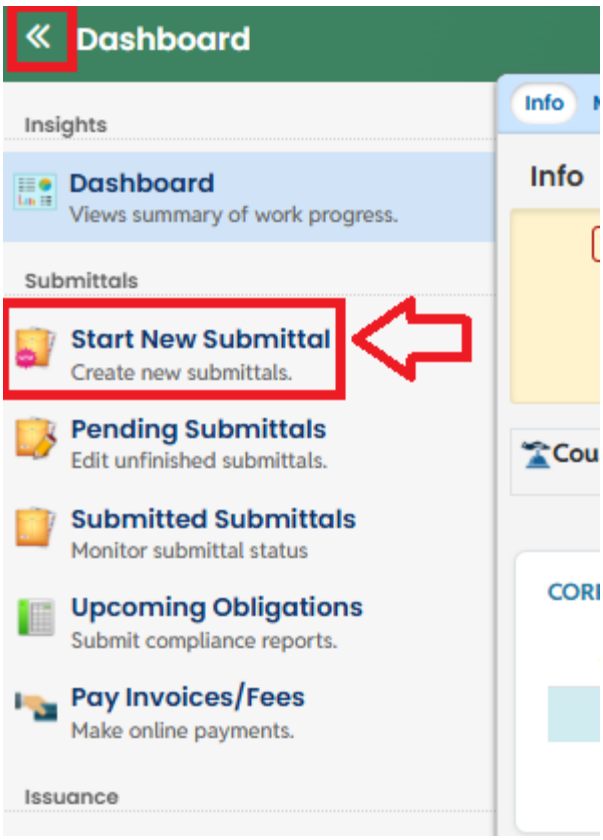
Click on “Receipt” or “Submittal Form” to review and save as a pdf for your records



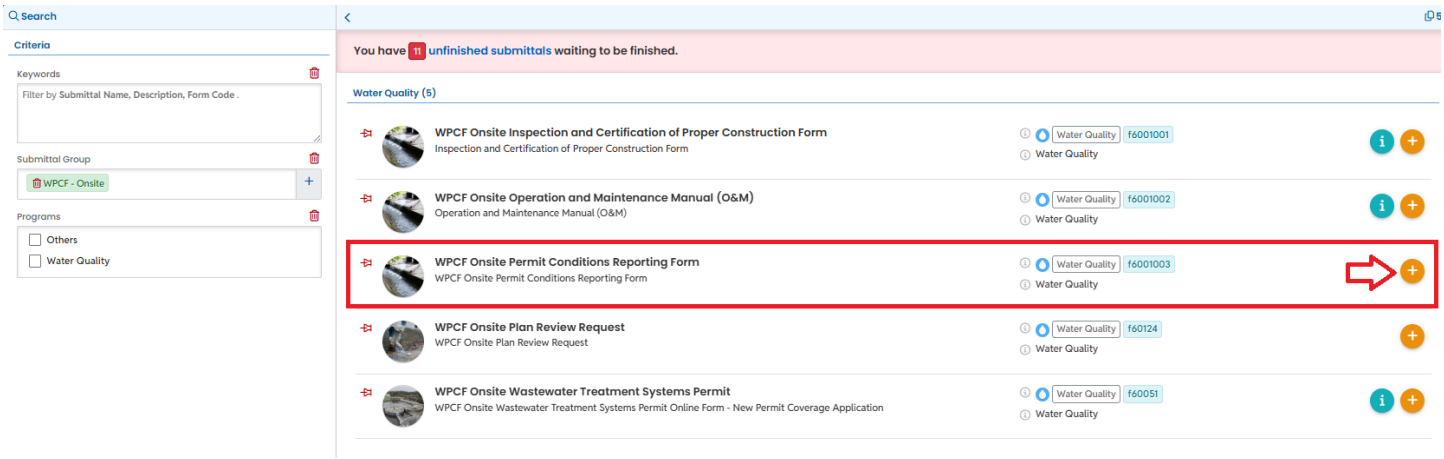
3. WPCF Onsite Permit Conditions Reporting Form

Use this form to submit Schedule A exceedances, resampling results, corrective action plans, Schedule C compliance conditions and schedules report, and other required permit condition reporting.

Login to your account on the Your DEQ Online Public Portal. From the Dashboard, expand the left menu by clicking on the menu icon « at the top left-hand corner of the screen. Select the ‘Start New Submittal’ icon to create a new submittal.

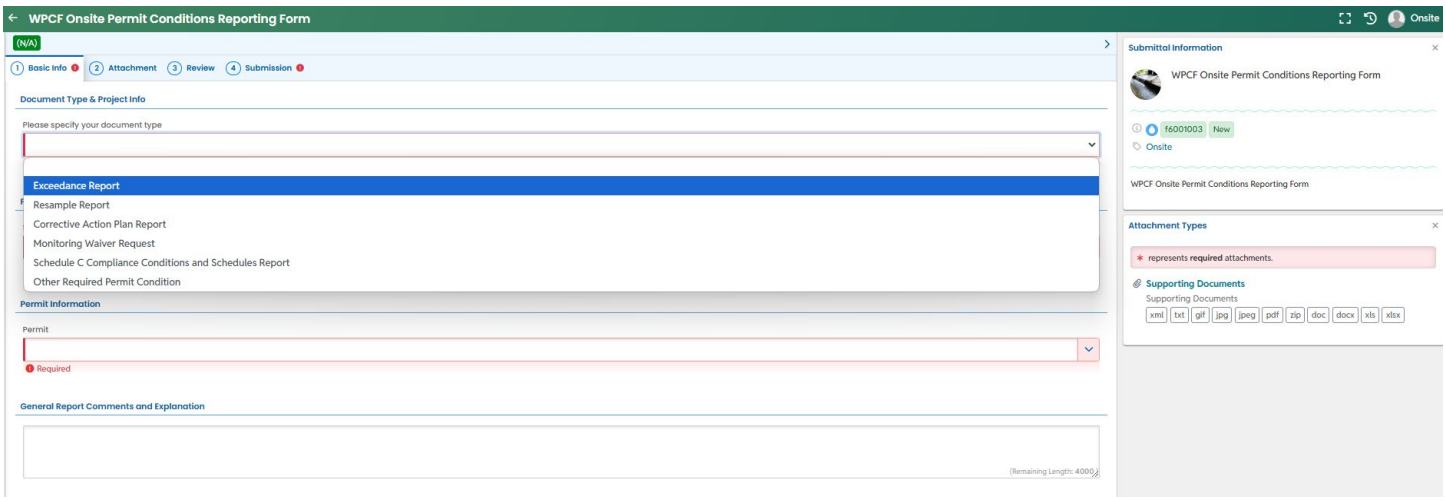


Click the plus icon for submittal “WPCF Onsite Permit Conditions Reporting Form”.

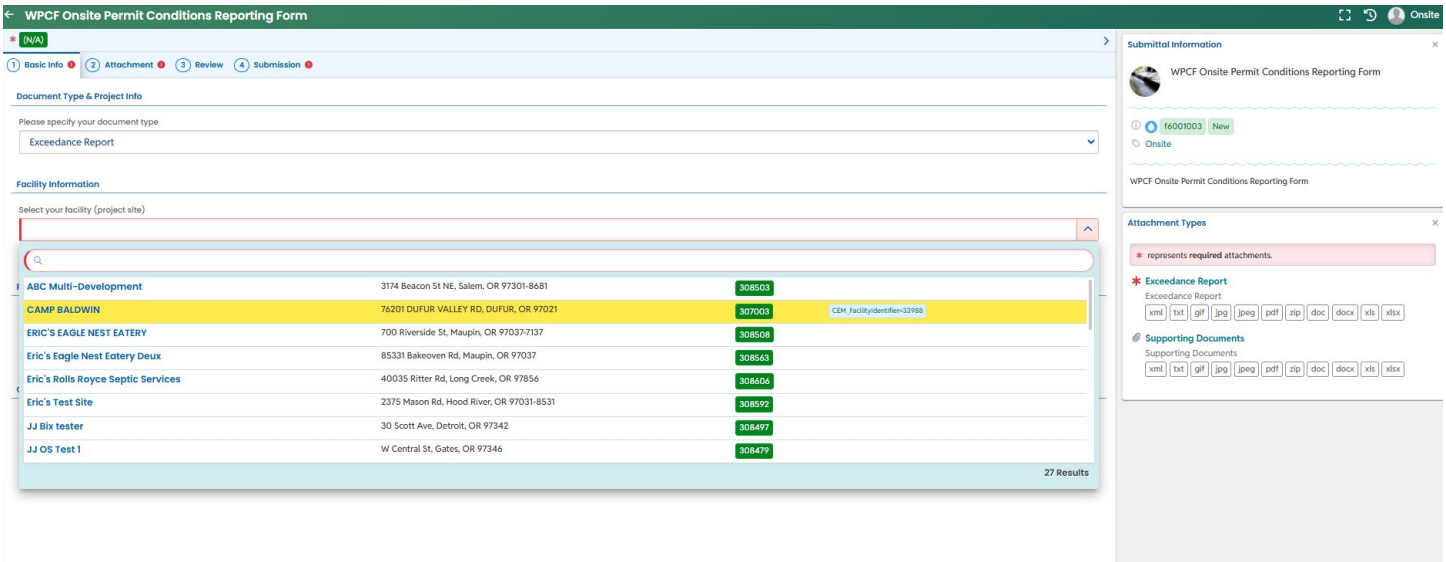


3.1. Basic info tab

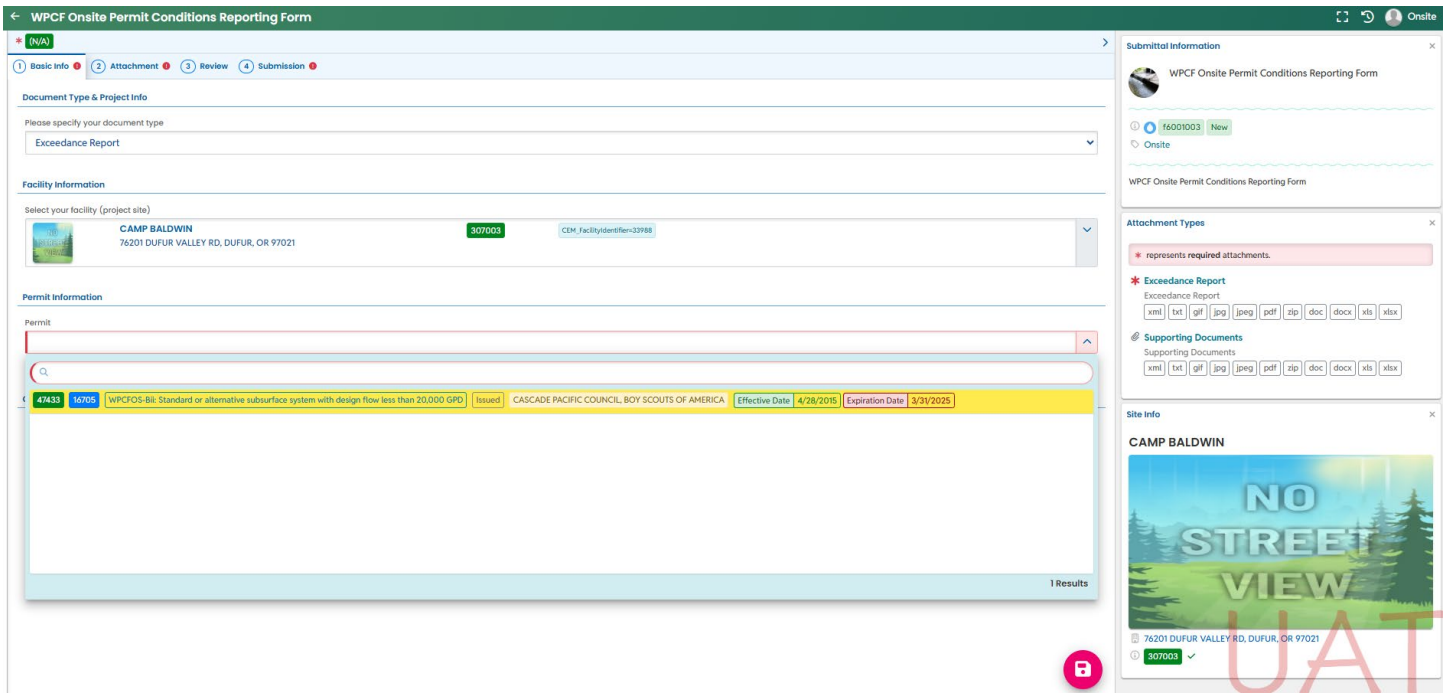
Select from the drop-down menu the report you are wanting to submit.



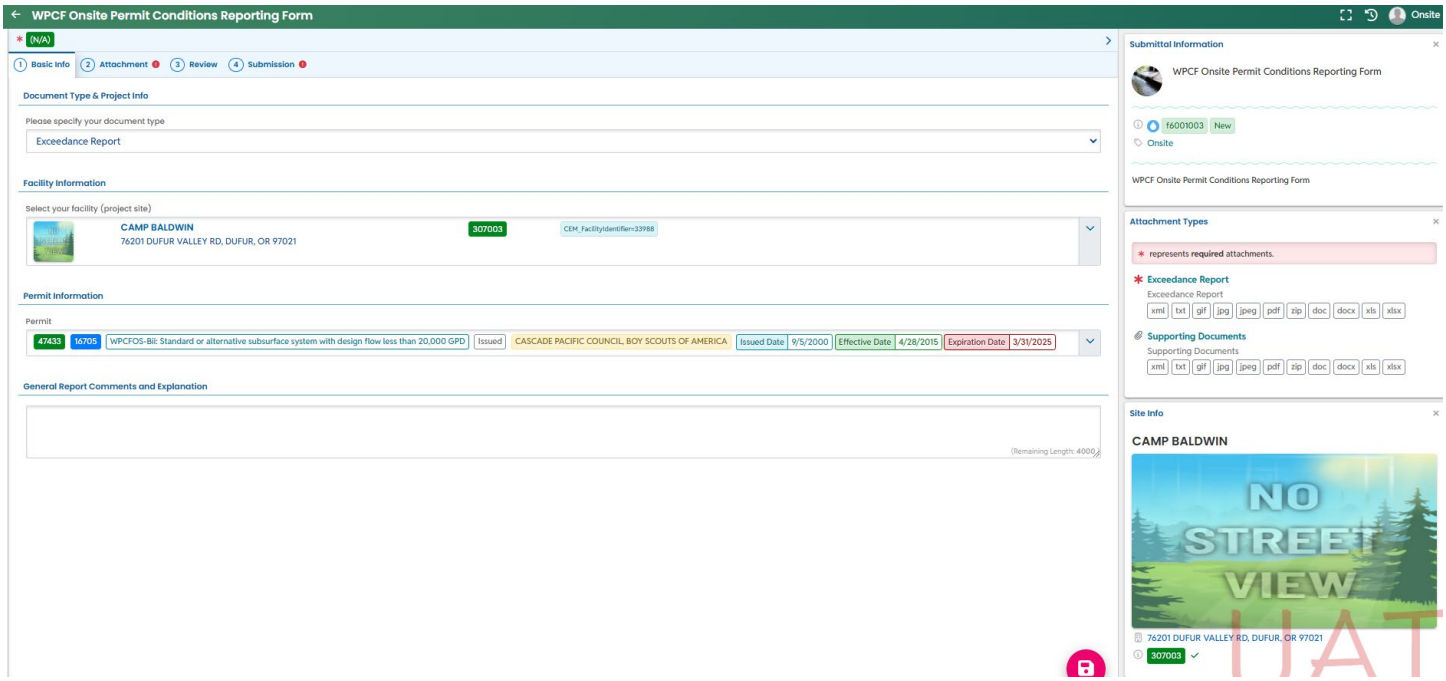
Select your facility from the drop-down menu.



Select your permit from the drop-down menu.

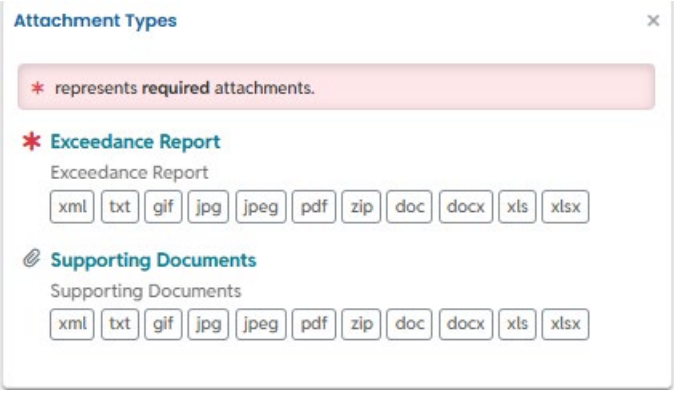


Provide a comment or explanation for the report.

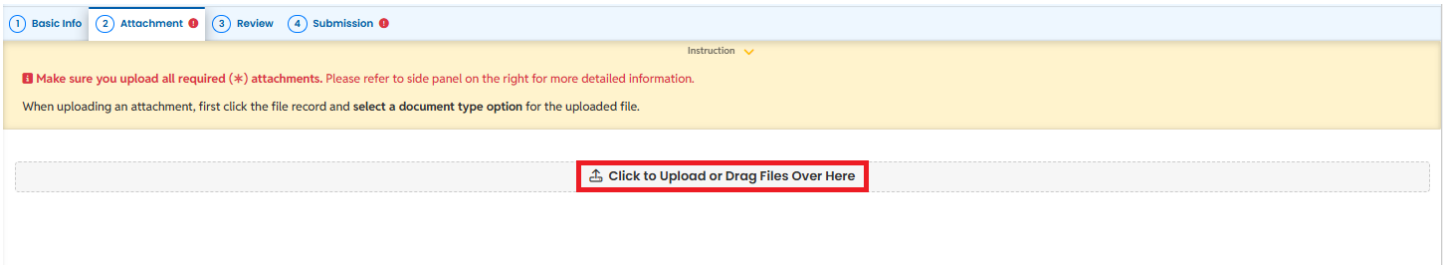


3.2. Attachment tab

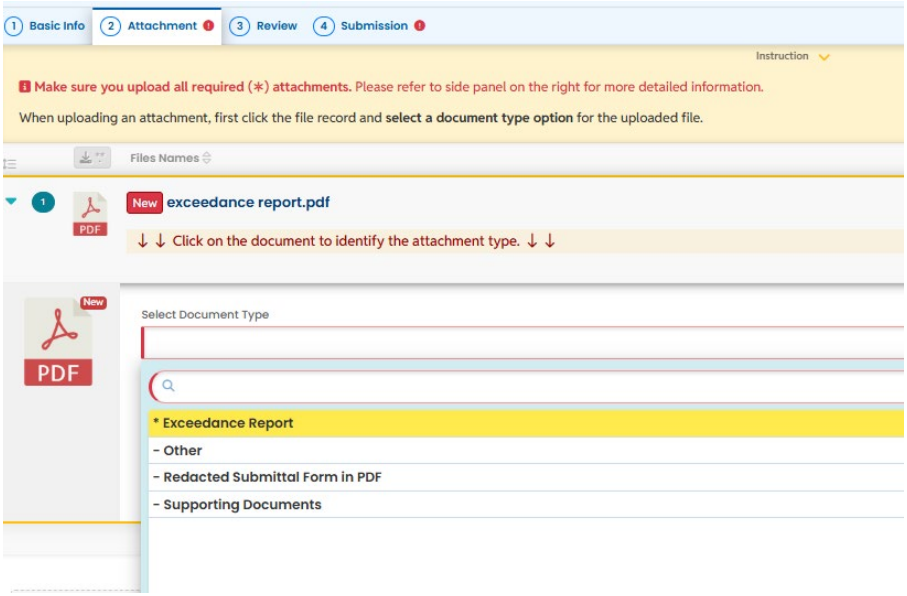
Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment.



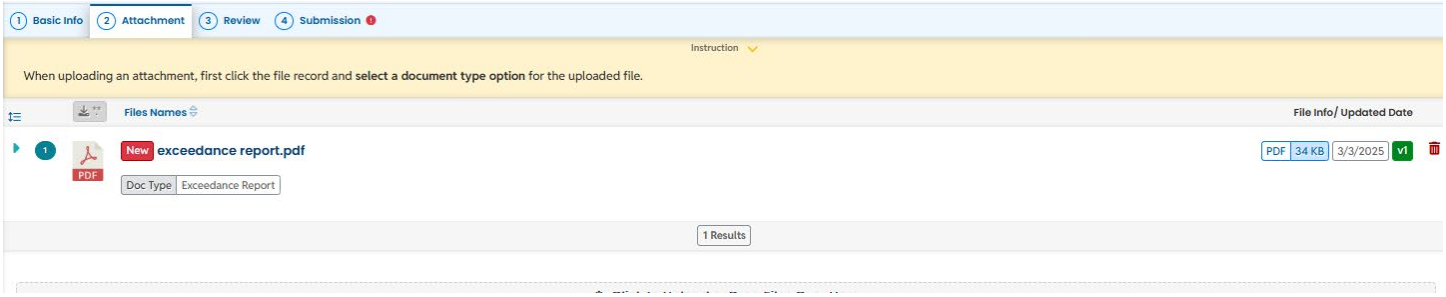
Upload attachments using the “Click to Upload or Drag Files Over Here” icon.



When uploading attachment, first click the file record and select a document type option for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select “other”.



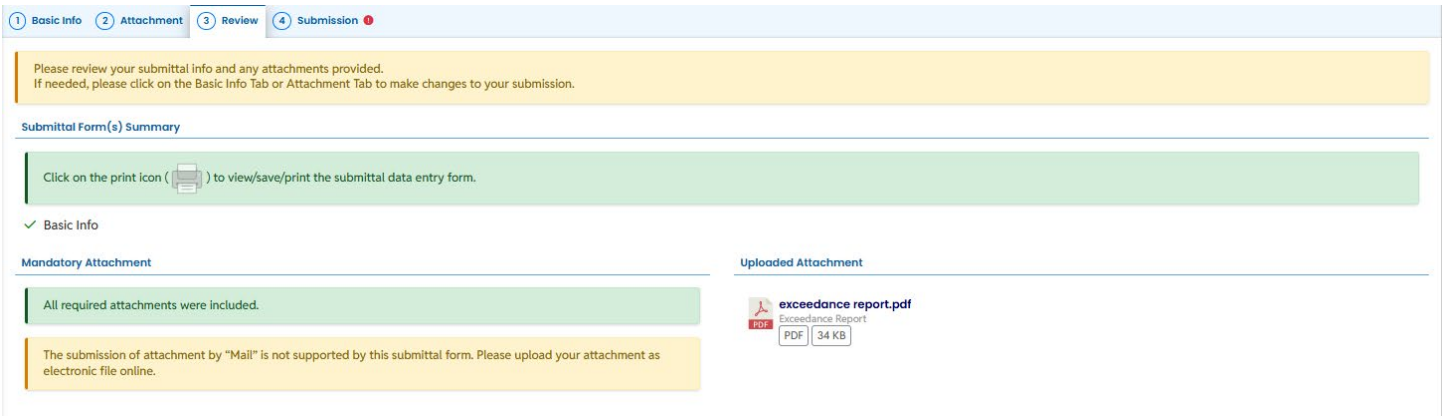
If you need to delete an attachment, click on the trash icon .



3.3. Review tab

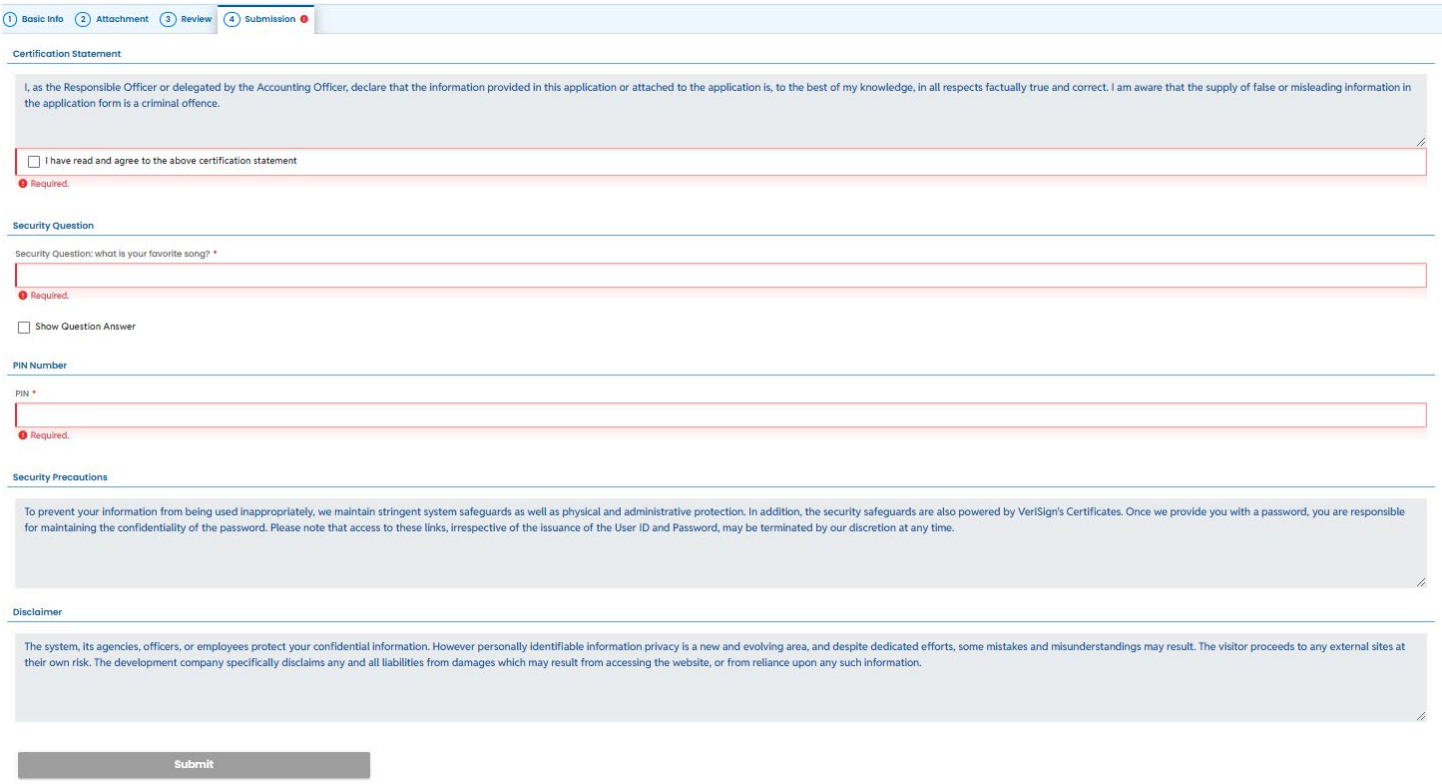
Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.



3.4. Submission tab

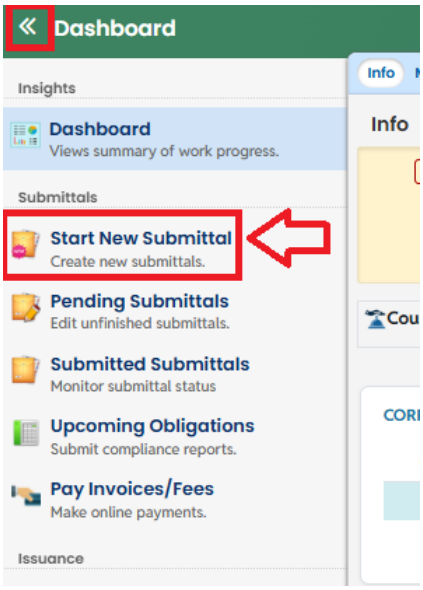
Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your submittal.



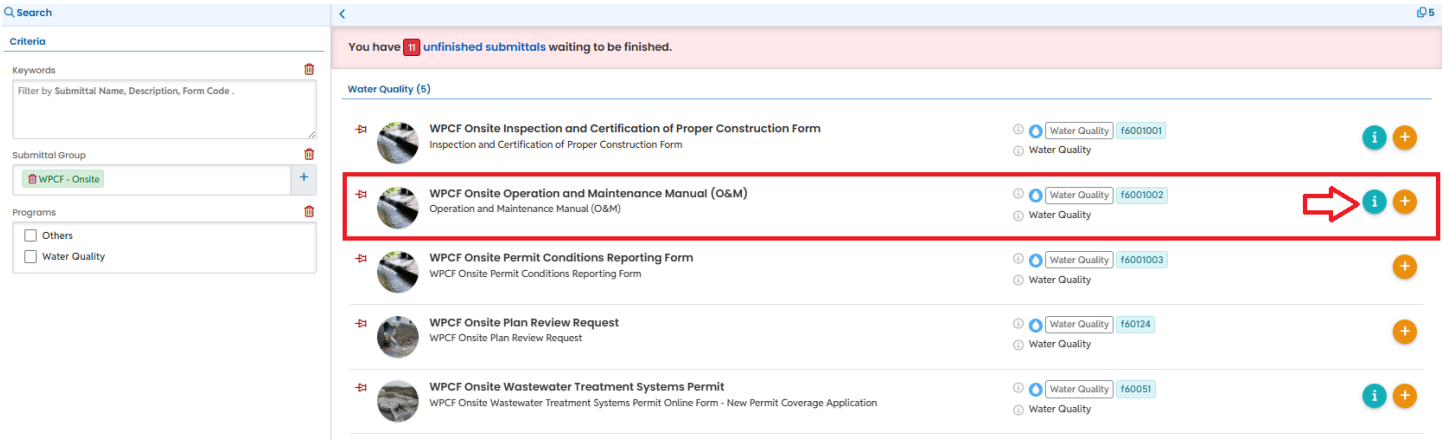
4. Submit an operation and maintenance manual

Use this form to submit a required operation and maintenance manual.

Login to your account on the Your DEQ Online Public Portal. From the Dashboard, expand the left menu by clicking on the menu icon at the top left-hand corner of the screen. Select the 'Start New Submittal' icon to create a new submittal.

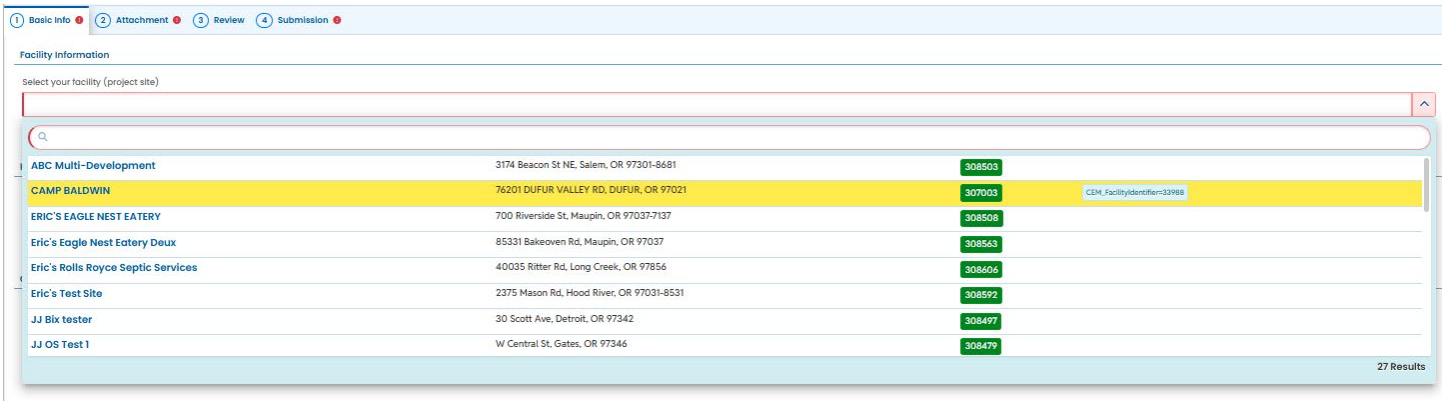


Select the add icon to begin submittal. You can click the info icon to download and review the O&M Manual Guidance document.

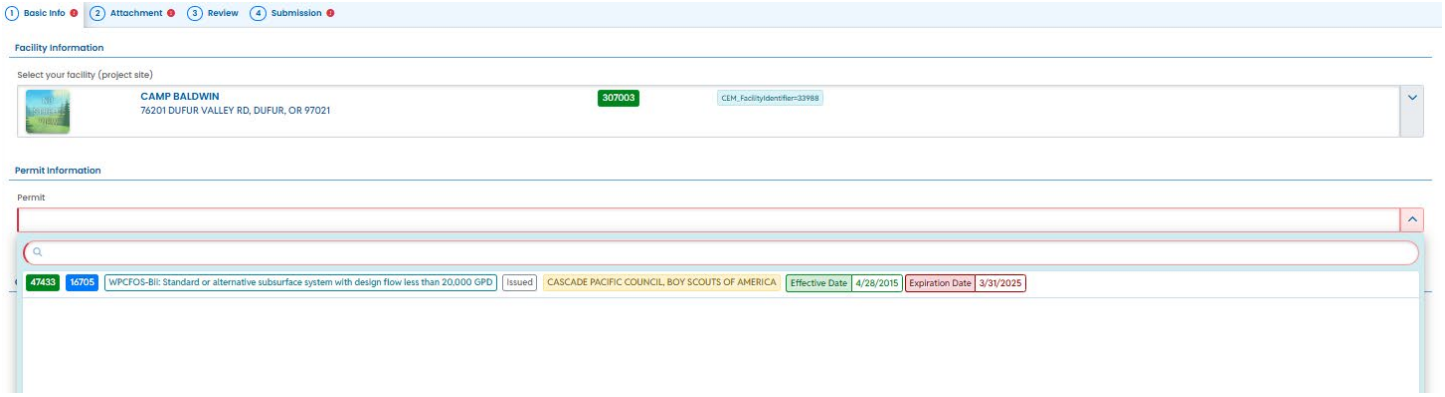


4.1. Basic info tab

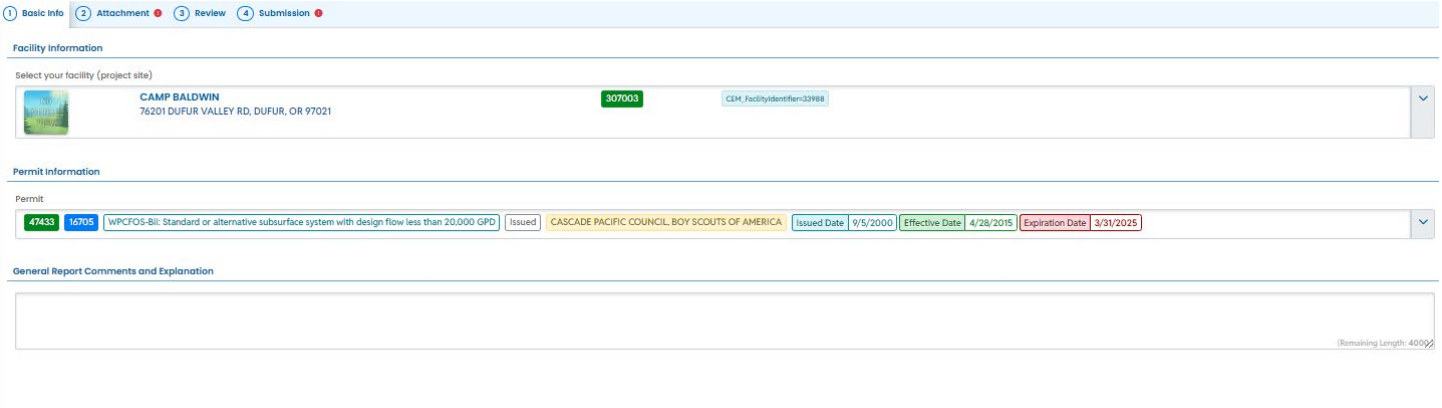
Select your facility from the drop-down menu.



Select your permit from the drop-down menu.

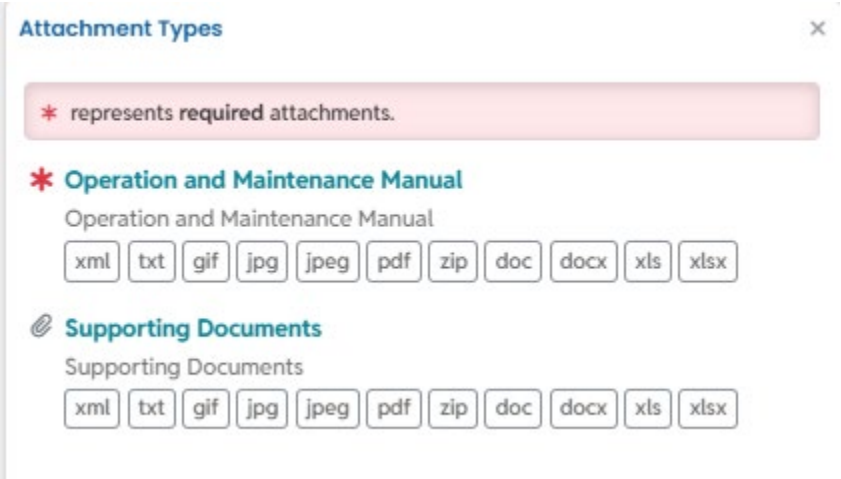


Provide a comment or explanation for the report.

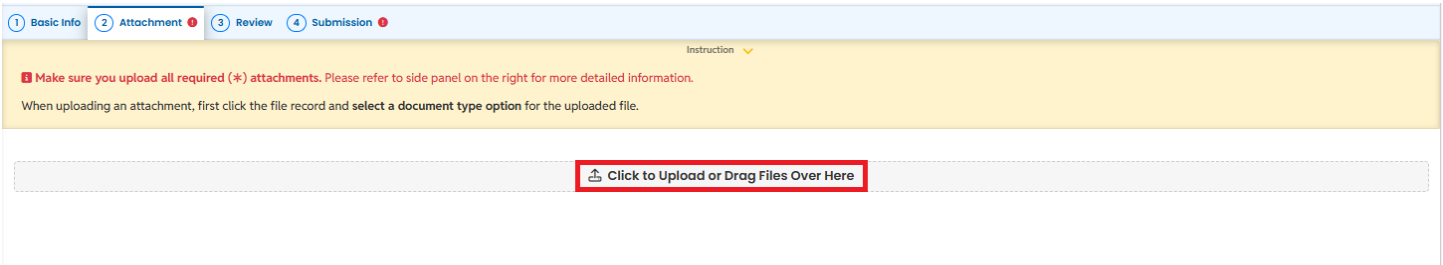


4.2. Attachment tab

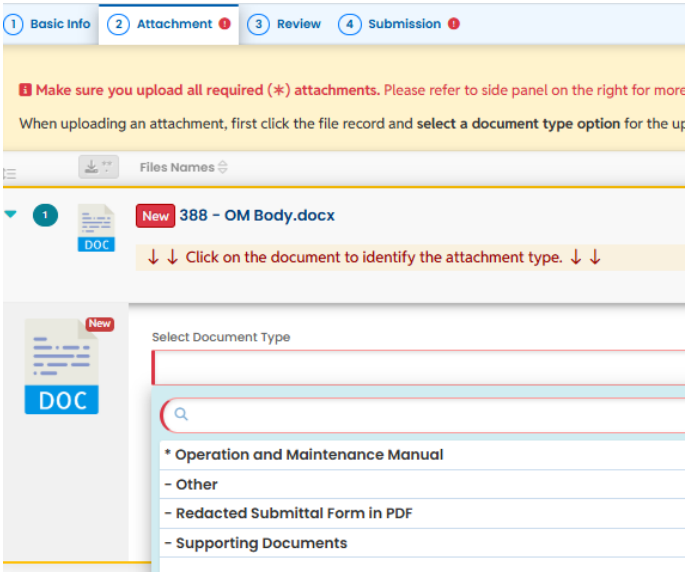
Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment.



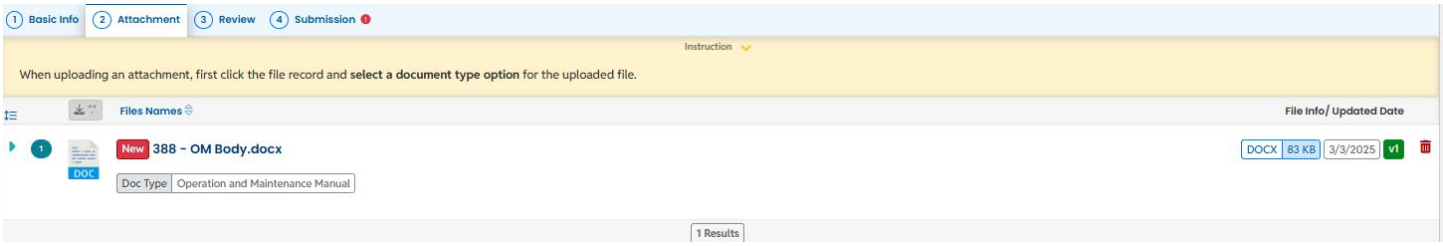
Upload attachments using the “Click to Upload or Drag Files Over Here” icon.



When uploading attachment, first click the file record and select a document type option for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select “other”.



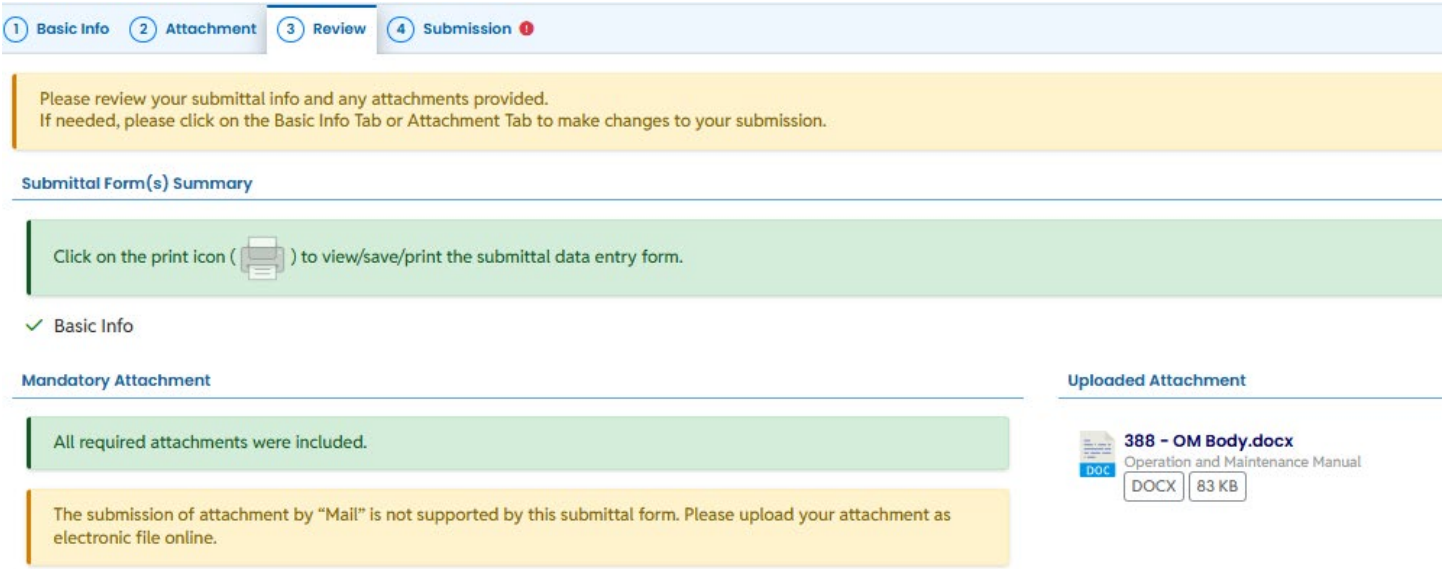
If you need to delete an attachment, click on the trash icon .



4.3. Review tab

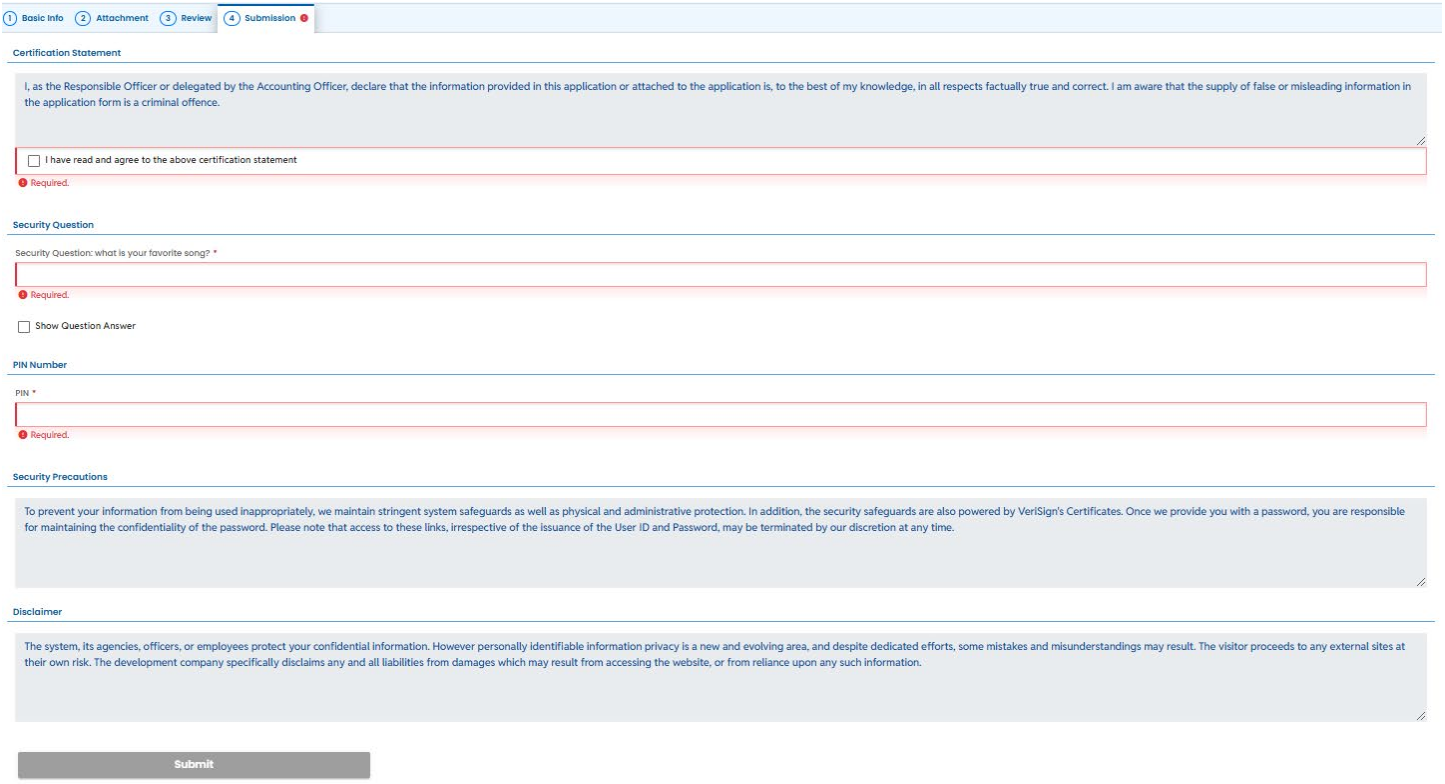
Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.



4.4. Submission tab

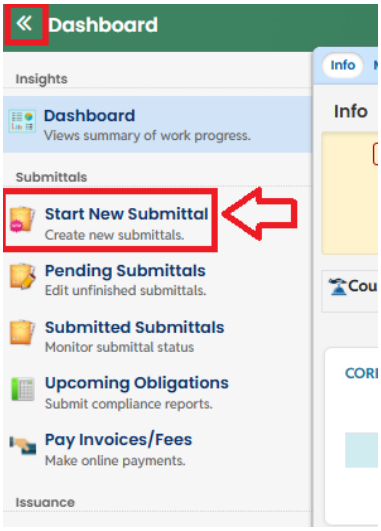
Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your submittal.



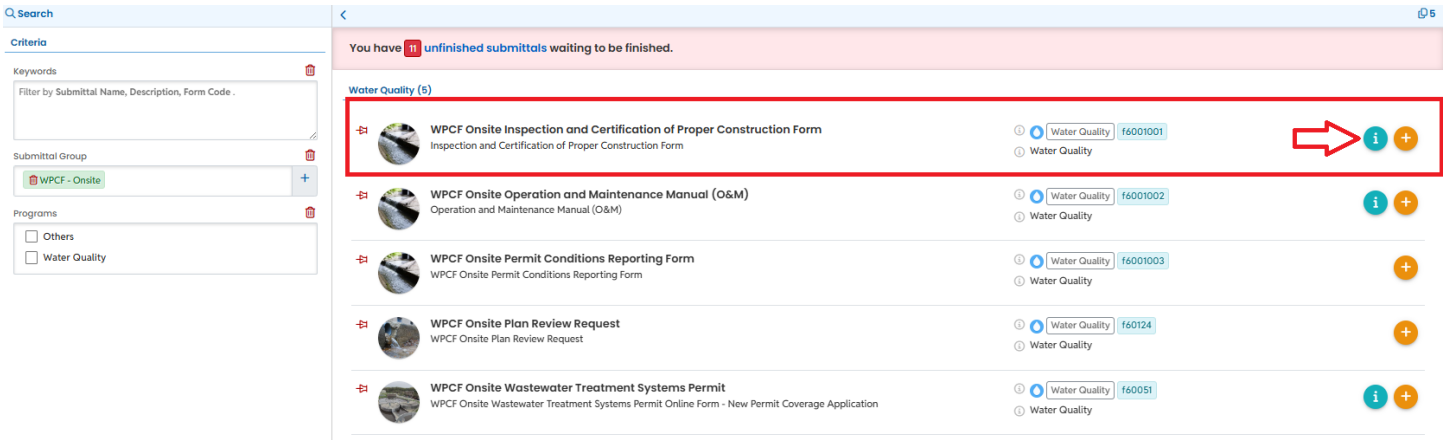
5. Submit an Inspection and Certification of Proper Construction Form

Use this form to submit a required Inspection and Certification of Proper Construction form.

Login to your account on the Your DEQ Online Public Portal. From the Dashboard, expand the left menu by clicking on the menu icon at the top left-hand corner of the screen. Select the 'Start New Submittal' icon to create a new submittal.

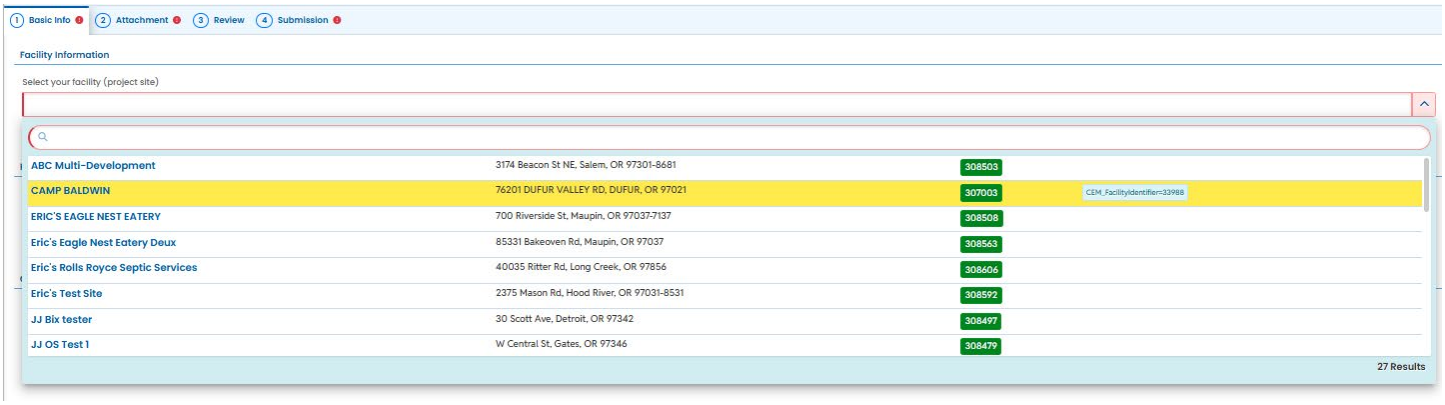


Select the add icon to begin submittal. You can click the info icon to download and complete the Inspection and Certification of Proper Construction form.

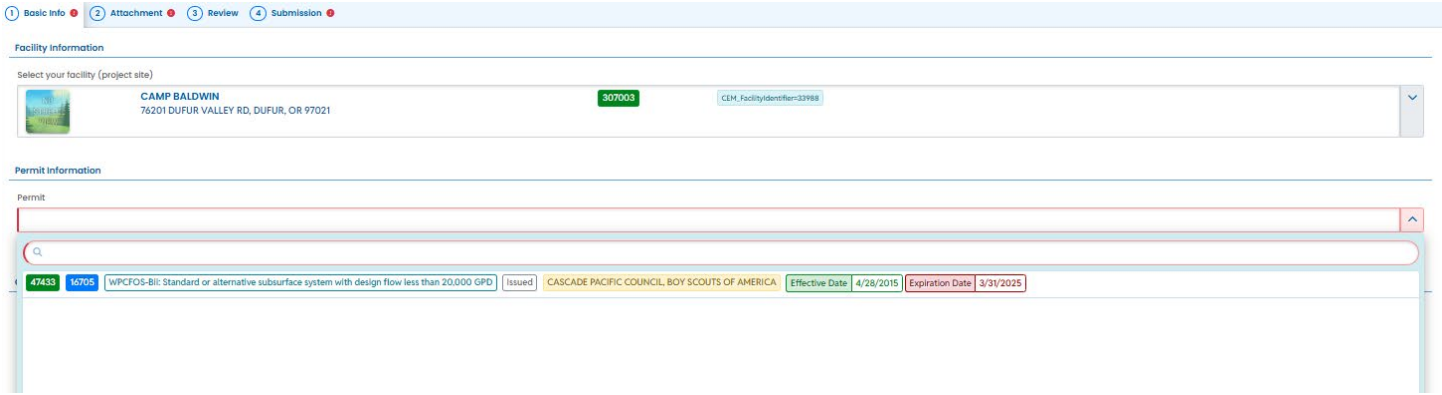


5.1. Basic info tab

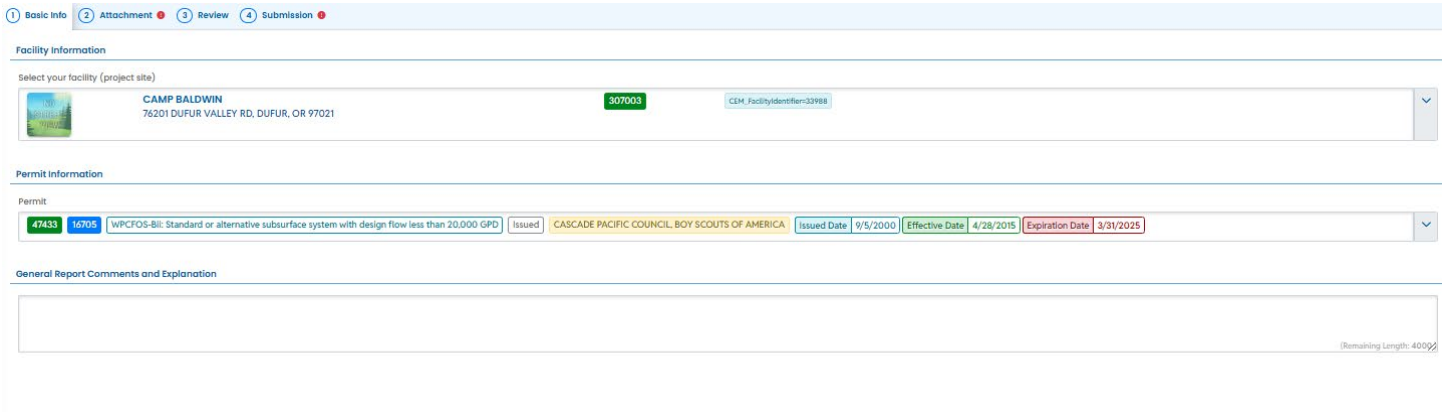
Select your facility from the drop-down menu.



Select your permit from the drop-down menu.

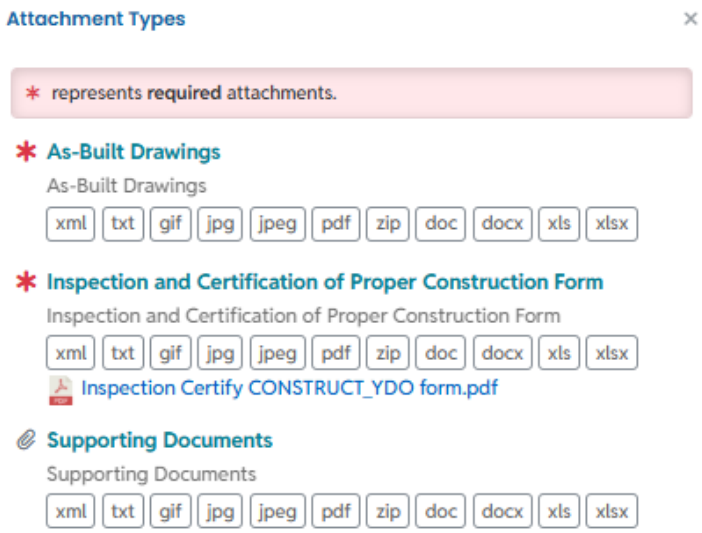


Provide a comment or explanation for the report.

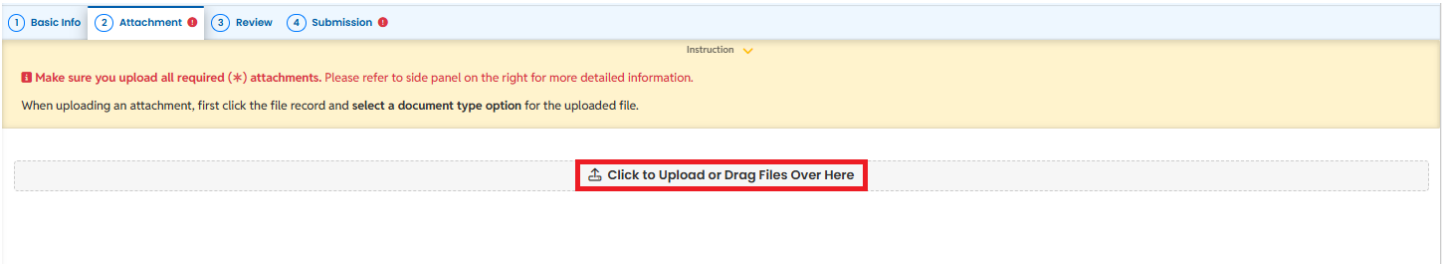


5.2. Attachment tab

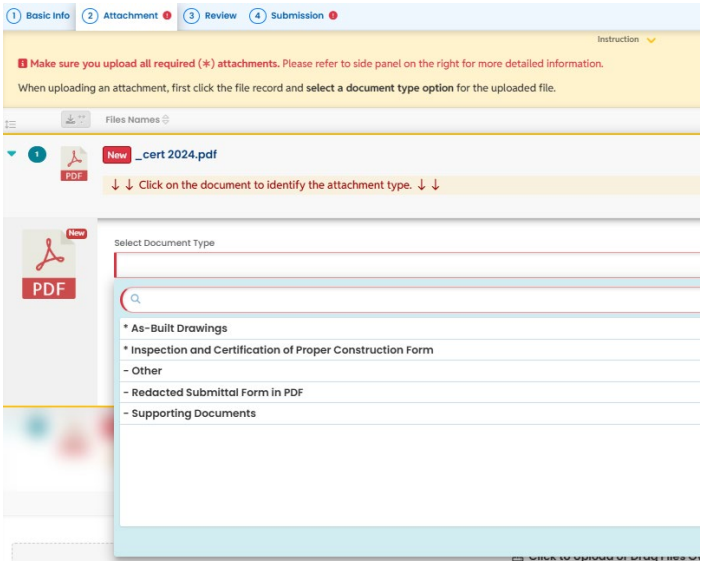
Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment.



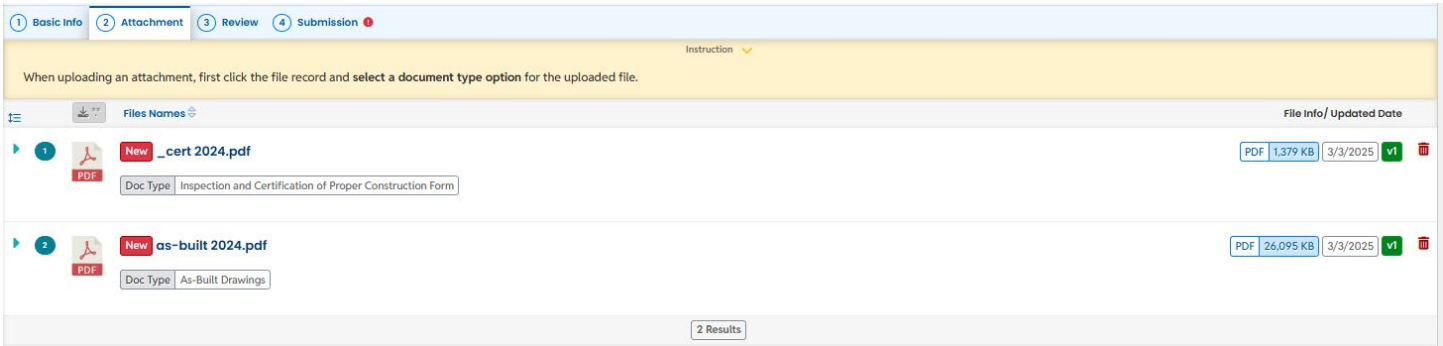
Upload attachments using the “Click to Upload or Drag Files Over Here” icon.



When uploading attachment, first click the file record and select a document type option for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select “other”.



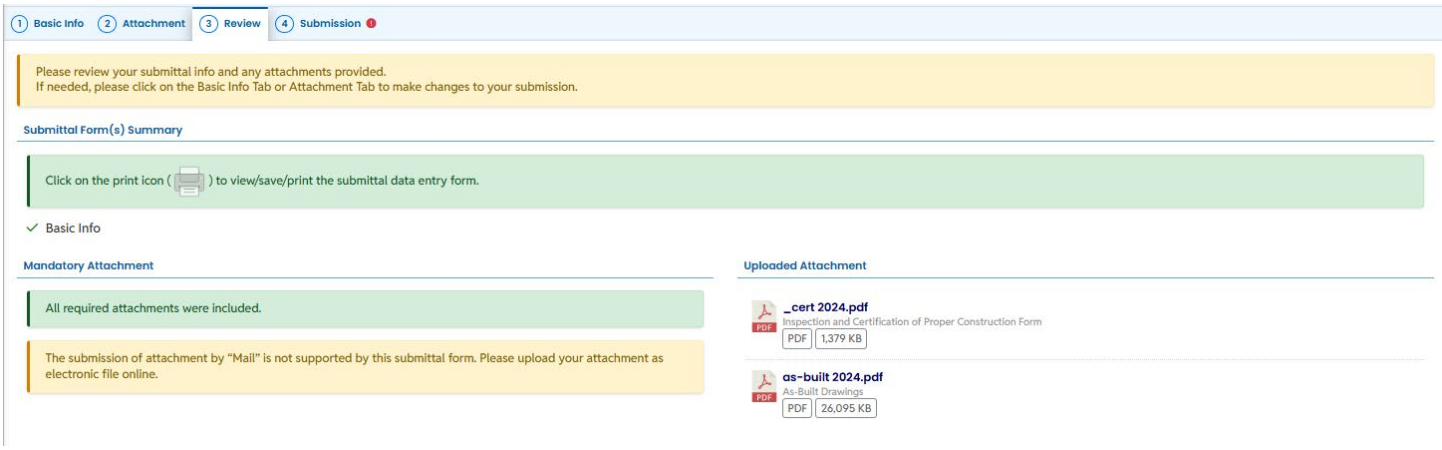
If you need to delete an attachment, click on the trash icon .



5.3. Review tab

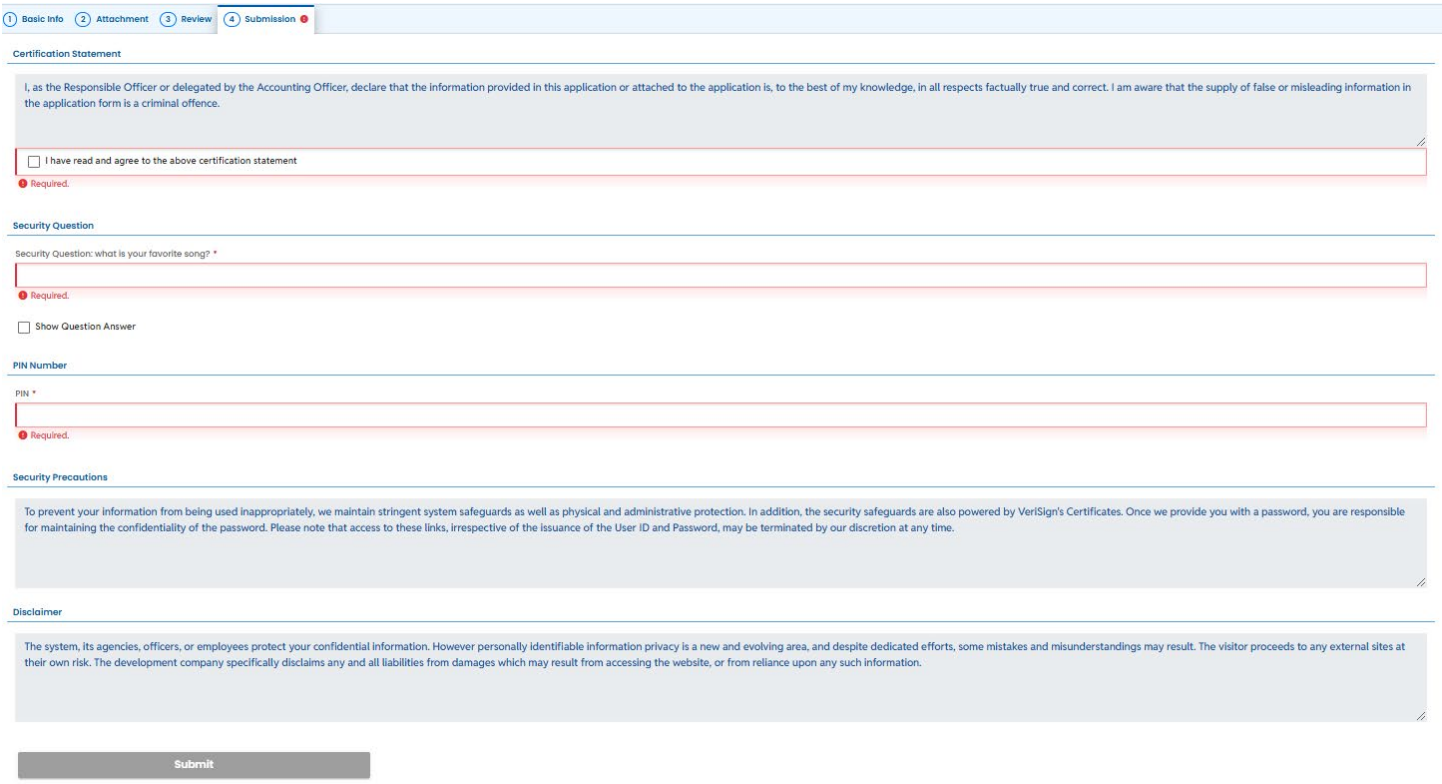
Please review your submittal info and any attachments provided. Under the Submittal Form(s) Summary section, sections that are incomplete will be identified with a red x and will indicate the tab with incomplete data.

If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.



5.4. Submission tab

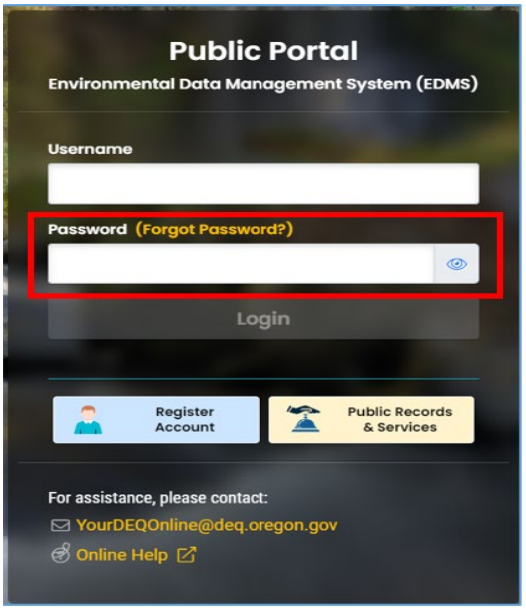
Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement. Complete the Submission tab by entering the answer to your security question and inputting your PIN number (for assistance, refer to Section 8). Click the Submit button at the bottom of the Submission tab to complete your submittal.

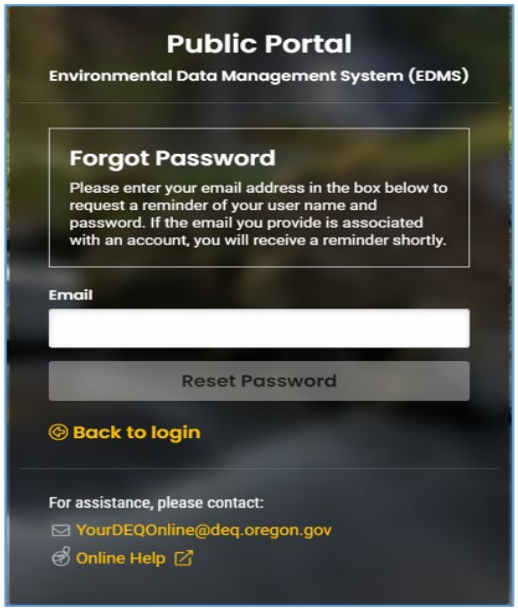


6. Password, pin and security questions

6.1. Password

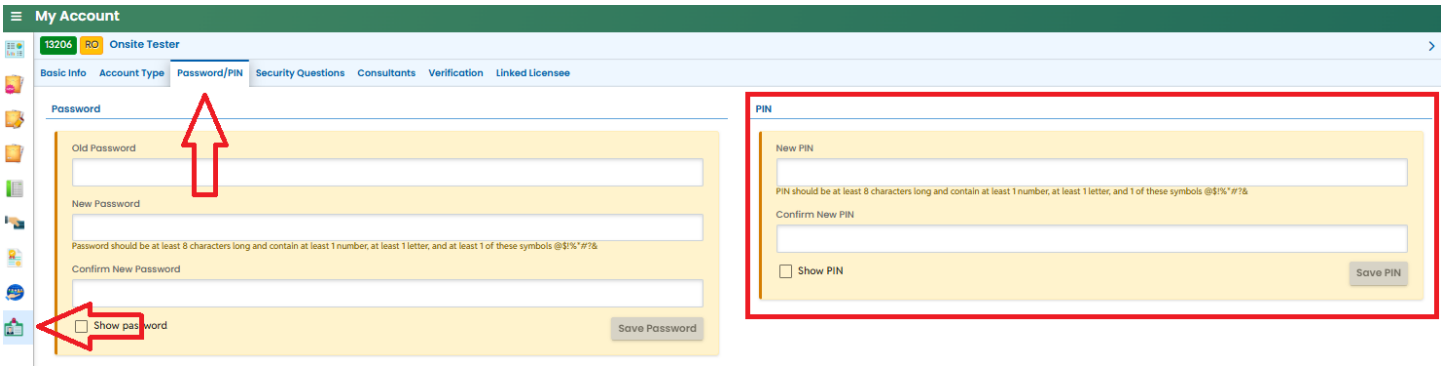
To reset your password, select “Forgot Password” from the Your DEQ Online portal login page. You will be asked to enter the email address associated with your account, and you will receive a temporary password through email.





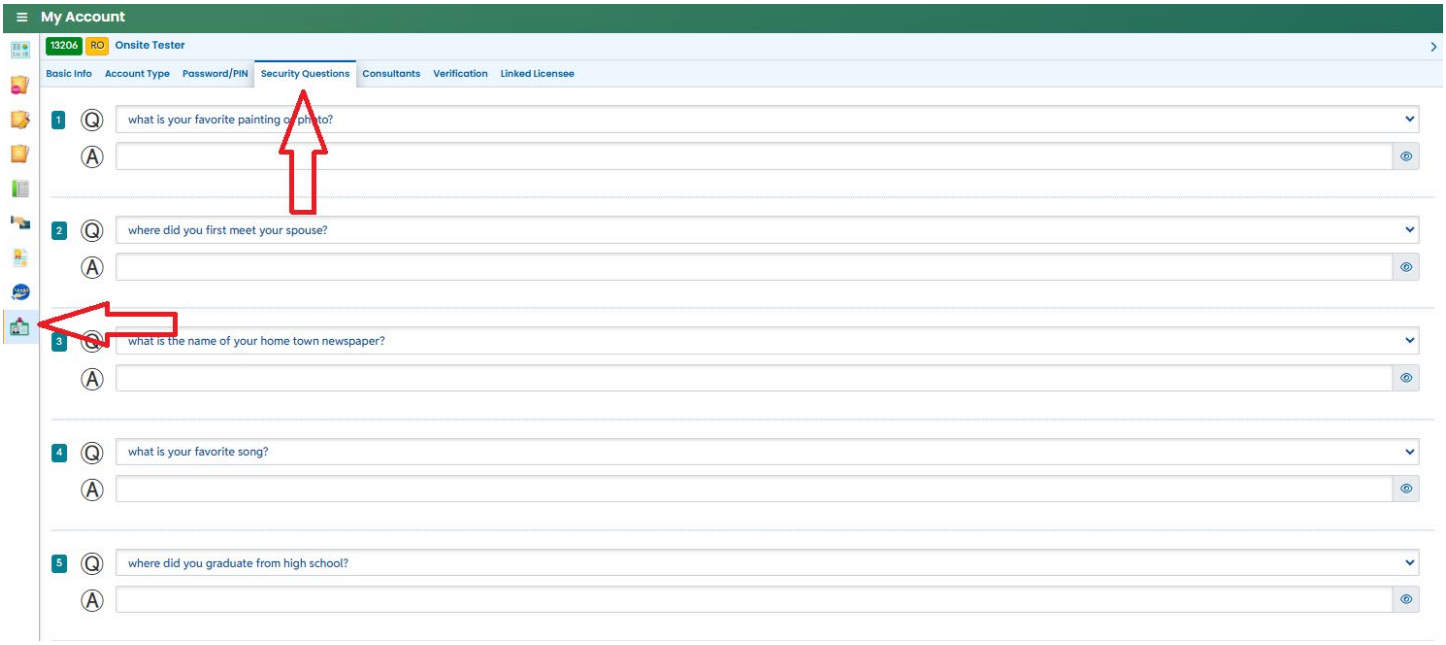
6.2. Pin

Responsible Officials use a pin number in the completion of submittals. To reset your pin number, go to “My Account” and select the “Password/Pin” tab. Enter a new pin number and click “Save Pin” to update.



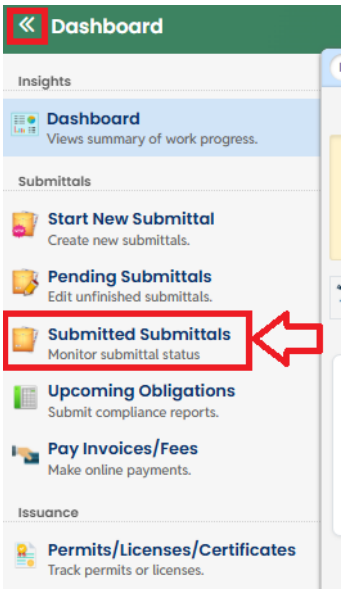
6.3. Security questions

To complete submittals, Responsible Officials are asked a randomly generated question from the 5 security questions in their account security settings. To reset your security questions, go to “My Account” and select the “Security Questions” tab. Enter new security questions and select to save.

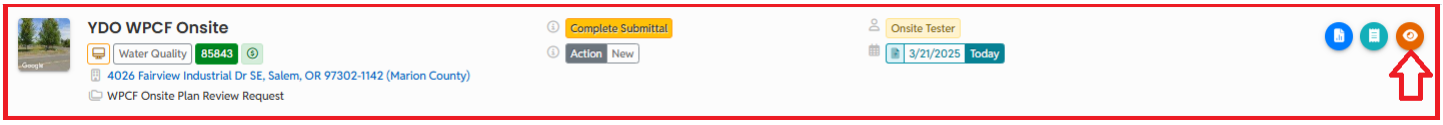


7. Track submittal status

Responsible Officials and consultant accounts can track the status of their submittal in the Submitted Submittals module. From the Dashboard, expand the left menu by clicking on the menu icon at the top left-hand corner of the screen. Select the 'Submitted Submittals' icon .

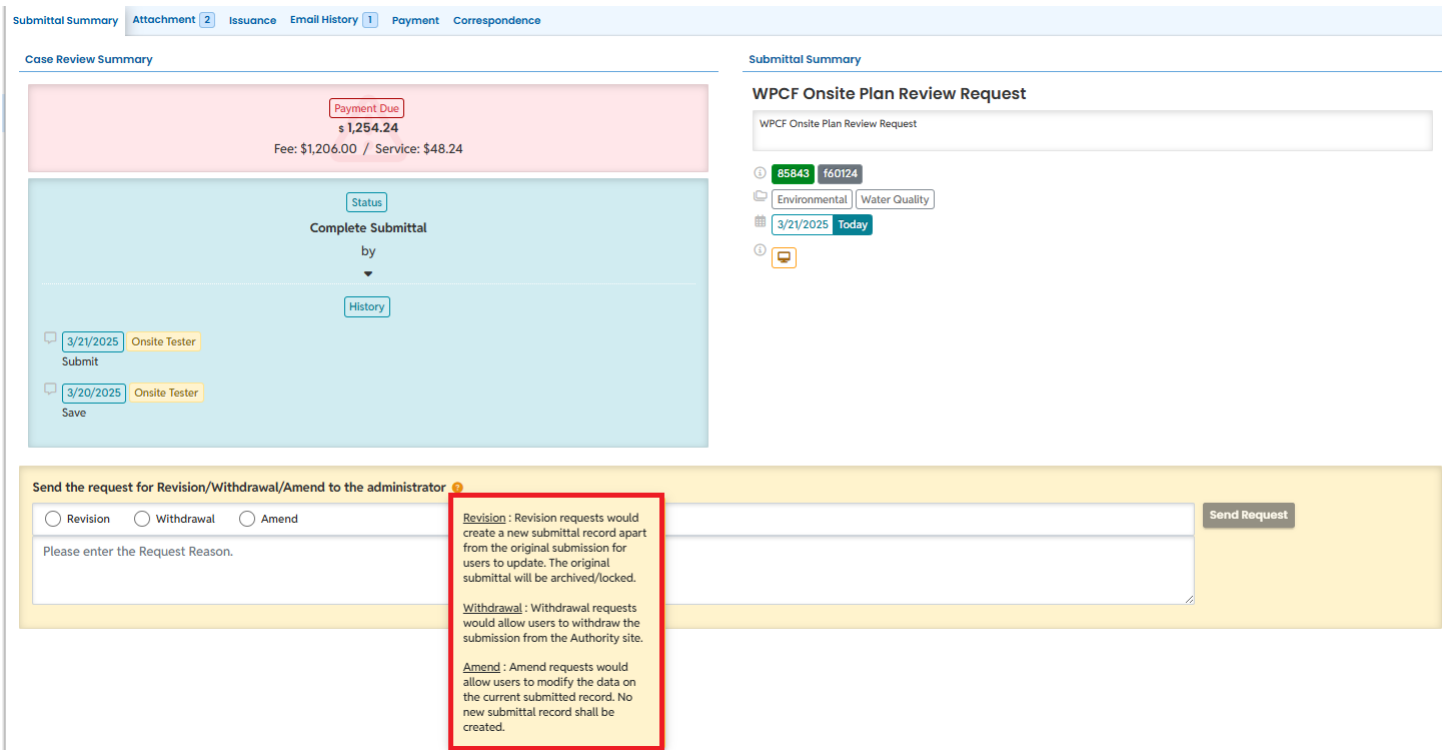


Locate the submittal you would like to monitor by selecting the orange eye icon .

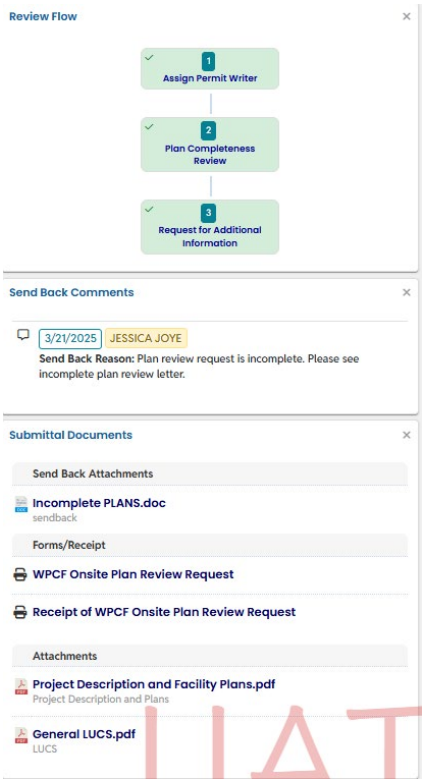


7.1. Submittal summary tab

Review the status of your submittal, request a revision, withdrawal or amendment.

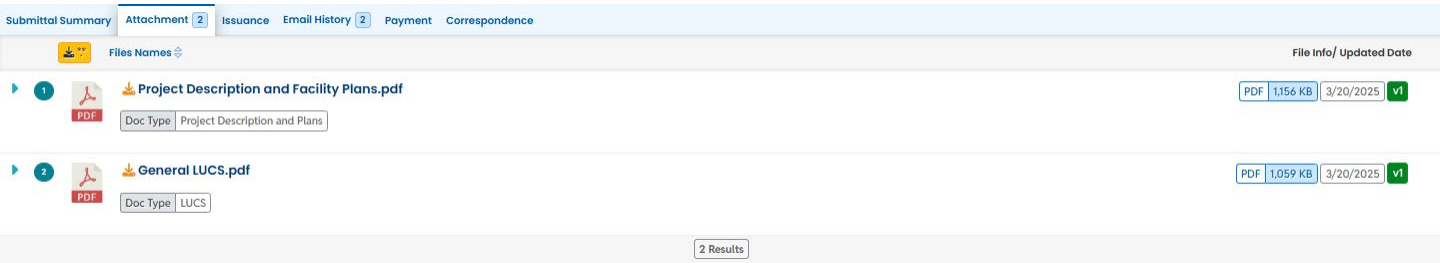


Review submittal documents, including the form, receipt and attachments.



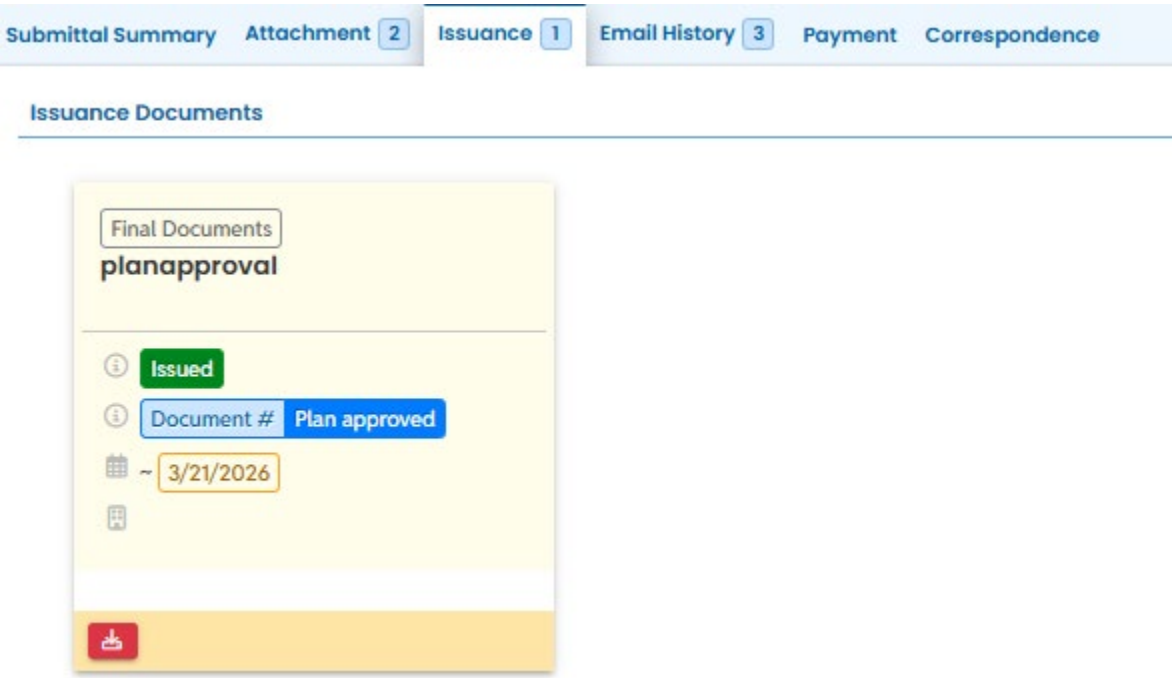
7.2. Attachment tab

Review the attachments provided with the submittal.



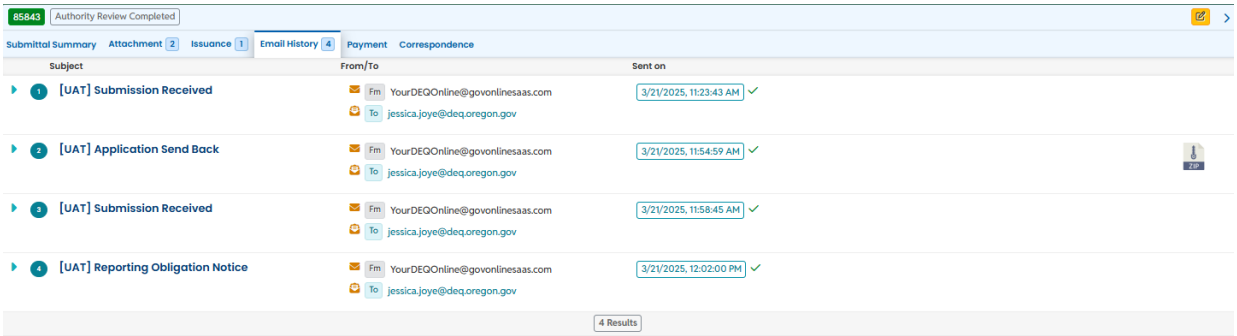
7.3. Issuance tab

Review issuance and supporting documents issued by DEQ in response to your submittal. This is where you will find issued permits and approvals for your submittal.



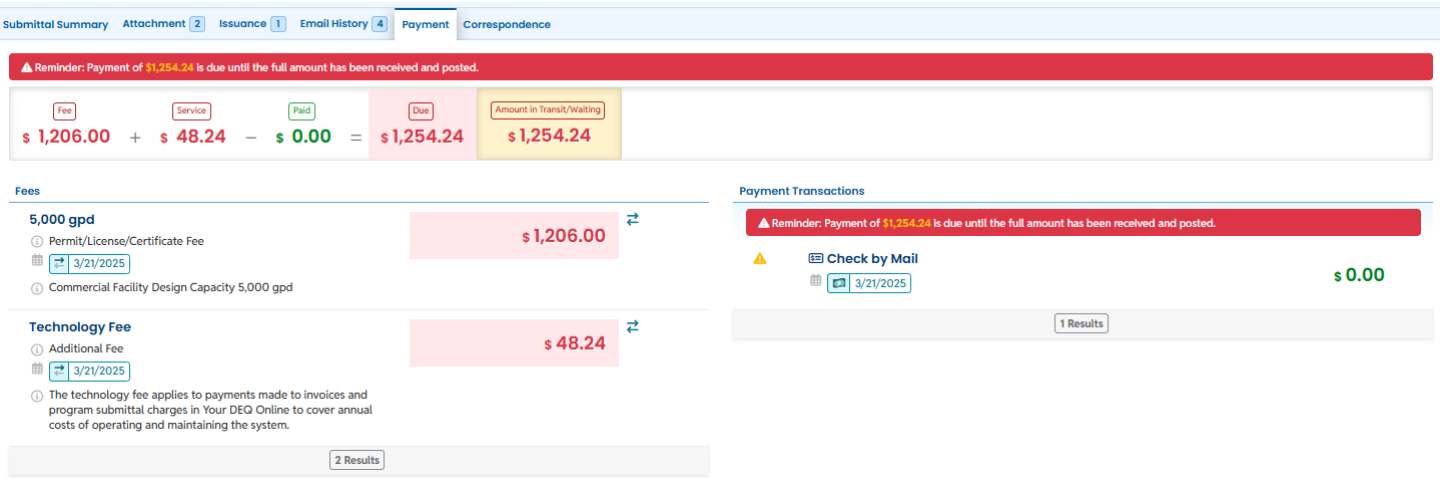
7.4. Email history tab

Review all email correspondence related to the submittal. Click on the blue arrow to the left of the subject and expand the record to review the detailed correspondence.



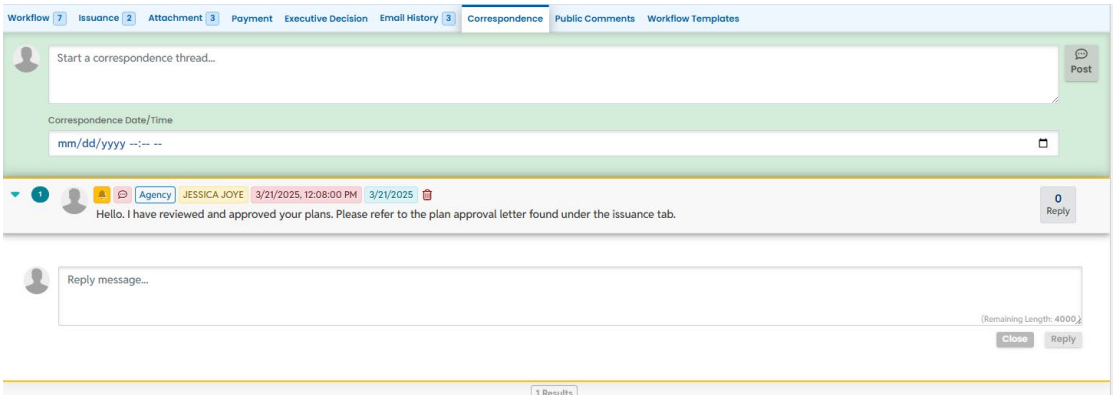
7.5. Payment tab

Review payment history, see any outstanding payments and make payments if necessary. To make a payment, follow the detailed instructions for the submittal type.



7.6. Correspondence tab

Use the correspondence tab to communicate with DEQ WPCF Onsite staff regarding your submittal. Message history will be captured below the chat box.



8. WPCF Onsite Permitting Staff Contacts

Information about WPCF Onsite water quality permits and DEQ's regulations may be obtained from the DEQ web page at http://www.oregon.gov/deq/. All inquiries about this permit should be directed to the regional office for the area where the source is located. DEQ's regional offices are as follows:

Counties	Office Address and Telephone
Clackamas, Clatsop, Columbia, Marion, Multnomah, Tillamook, and Washington	Department of Environmental Quality Western Region 4026 Fairview Industrial Drive Salem, OR 97302 Telephone: (503) 378-8240

Counties	Office Address and Telephone
Benton, Douglas, Lane, Lincoln, Linn, Polk, and Yamhill	Department of Environmental Quality Western Region 165 E 7th Ave, Suite 100 Eugene, OR 97401 Telephone: (541) 686-7838
Coos and Curry	Department of Environmental Quality Coos Bay Office 465 Elrod Ave, Suite 202 Coos Bay, OR 97420 Telephone: (541) 269-2721 ext. 0
Jackson and Josephine	Department of Environmental Quality Medford Office 221 Stewart Ave, Suite 201 Medford, OR 97501 Telephone: (541) 776-6010
Crook, Deschutes, Harney, Klamath and Lake	Department of Environmental Quality Bend Office 475 NE Bellevue, Suite 110 Bend, OR 97701 Telephone: (541) 388-6146
Baker, Malheur, Umatilla, Union, and Wallowa	Department of Environmental Quality Pendleton Office 800 SE Emigrant Avenue, Suite 330 Pendleton, OR 97801 Telephone: (541) 276-4063
Gilliam, Grant, Hood River, Jefferson, Morrow, Sherman, Wasco and Wheeler.	Department of Environmental Quality The Dalles Office 400 E. Scenic Dr. Suite 307 The Dalles, OR 97058 Telephone: (541) 298-7255

9. 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.

10. Revision history

Revision	Date	Changes	Editor
1.0	**3/3/2025**	**Initial draft**	**J.Joye**
1.0	**5/12/2025**	**Style and formatting edits**	**A.Hallmark**