



Submitting a Permit Condition Report for an Existing WPCF Onsite Permit

Version 1.0

April 2025



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Version 1.0
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Translation or other formats

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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

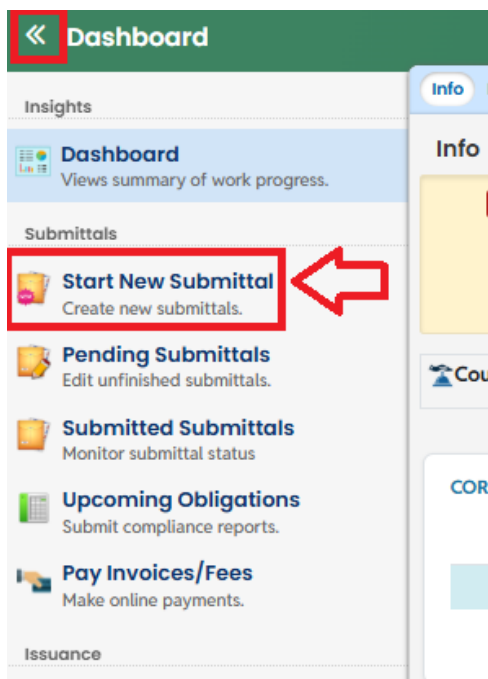
This document provides information on how to submit a standalone plan review request or a permit condition report for an existing Water Pollution Control Facilities Onsite permit in [Your DEQ Online](#).


Water Quality (5)		
 WPCF Onsite Inspection and Certification of Proper Construction Form Inspection and Certification of Proper Construction Form	① Water Quality f6001001 ① Water Quality	 
 WPCF Onsite Operation and Maintenance Manual (O&M) Operation and Maintenance Manual (O&M)	① Water Quality f6001002 ① Water Quality	 
 WPCF Onsite Permit Conditions Reporting Form WPCF Onsite Permit Conditions Reporting Form	① Water Quality f6001003 ① Water Quality	
 WPCF Onsite Plan Review Request WPCF Onsite Plan Review Request	① Water Quality f60124 ① Water Quality	

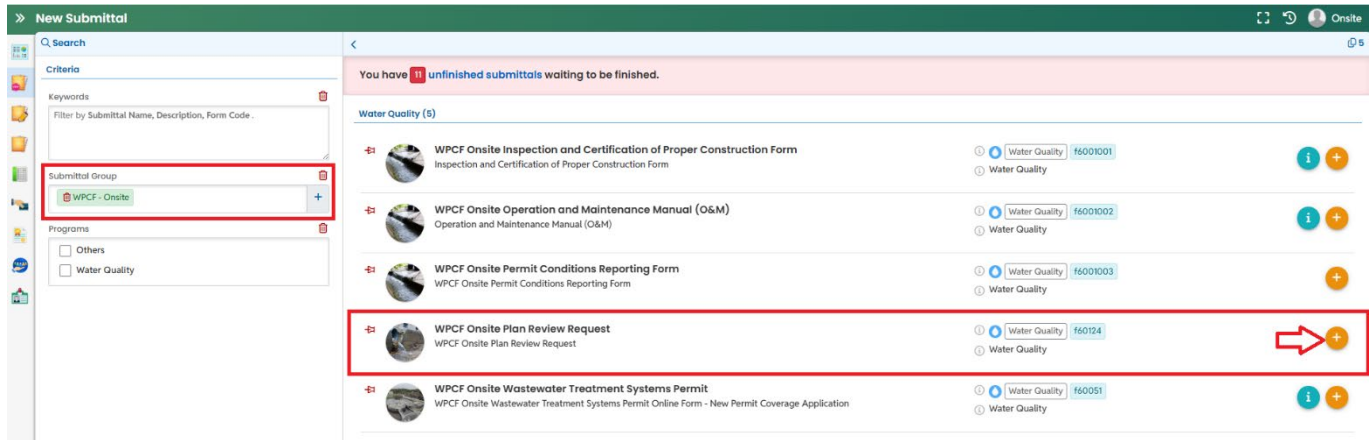
2. Submitting a Plan Review Request in YDO

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.

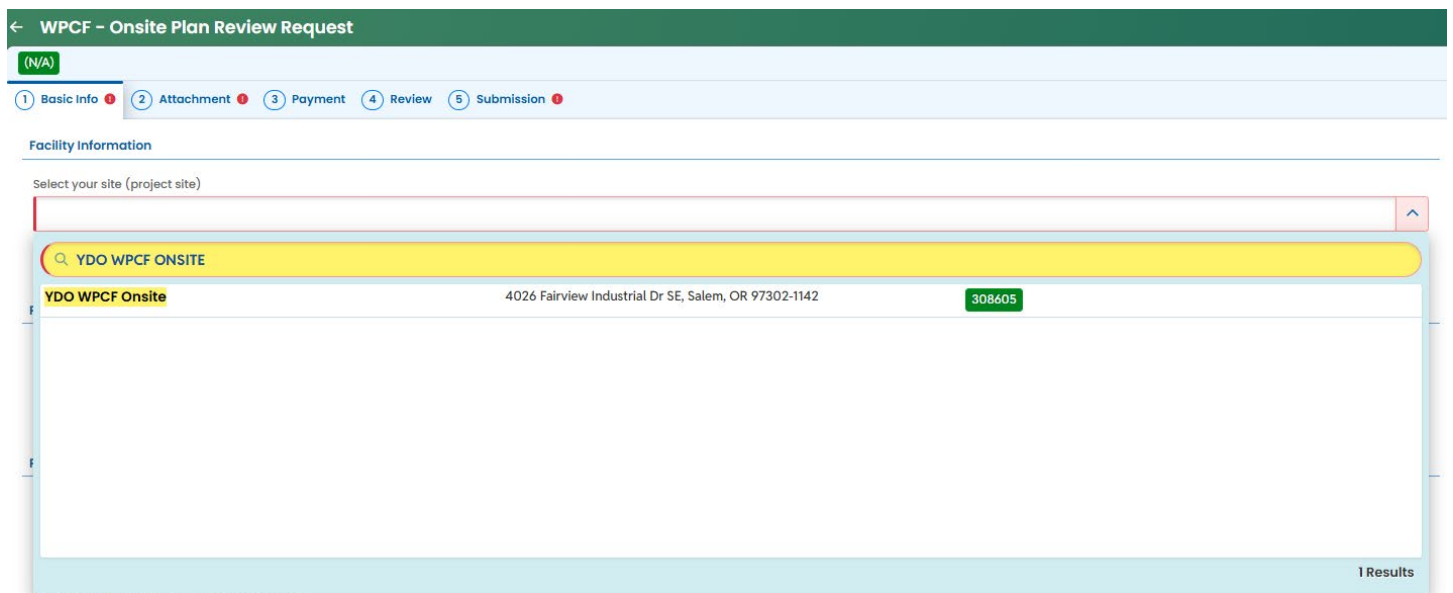


Click the plus icon  for submittal “WPCF Onsite Plan Review Request”.



2.1. Basic info tab

Select your site from the drop-down menu.



Select your permit from the drop-down menu.

[Document title]

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← WPCF – Onsite Plan Review Request

* (N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

Select your site (project site)

 **YDO WPCF Onsite**
4026 Fairview Industrial Dr SE, Salem, OR 97302-1142 308605

Permit Information

Permit

62094

62094 WOSBIIIRGF>-ORWOS0072 WPCFOS-BIIIRGF>: Recirculating Gravel Filter, 2,500 GPD or more Issued YDO WPCF Onsite Effective Date 4/3/2025 Expiration Date 2/28/2035

1 Results

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.

Project Information

Commercial Facility Design Capacity - Will be used to determine fee

Single Family Dwelling
less than 600 gpd
600 - 1,000 gpd
1,001 - 1,500 gpd
1,501 - 2,000 gpd
2,001 - 2,500 gpd
2,501 - 3,000 gpd
3,001 - 3,500 gpd
3,501 - 4,000 gpd
4,001 - 4,500 gpd
4,501 - 5,000 gpd
greater than 5,000 gpd

Enter the exact design capacity of plan review.

Project Information

Commercial Facility Design Capacity - Will be used to determine fee

greater than 5,000 gpd

Enter the exact design capacity of your system

6000 gpd

[Document title]

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Provide the project name and a description of plan review.

Project Name

Project Description

Required

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.

Will the activity involve the use of additional property or a physical expansion on the existing property or a significant increase in discharge to drainfield?

Yes No

Required

Designer Name Designer Firm

Example: New septic tank or system to serve new facility or structure or use, expanding a system for future development, etc.

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

Attachment Types ✕

* represents required attachments.

* **Project Description and Plans**
Project Description and Plans

LUCS
Land Use Compatibility Statement For additional information, please visit: [General LUCS Form](#)

Complete the remainder of the required fields.

Designer Name Designer Firm Construction Inspector (if different)

Required **Required**

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

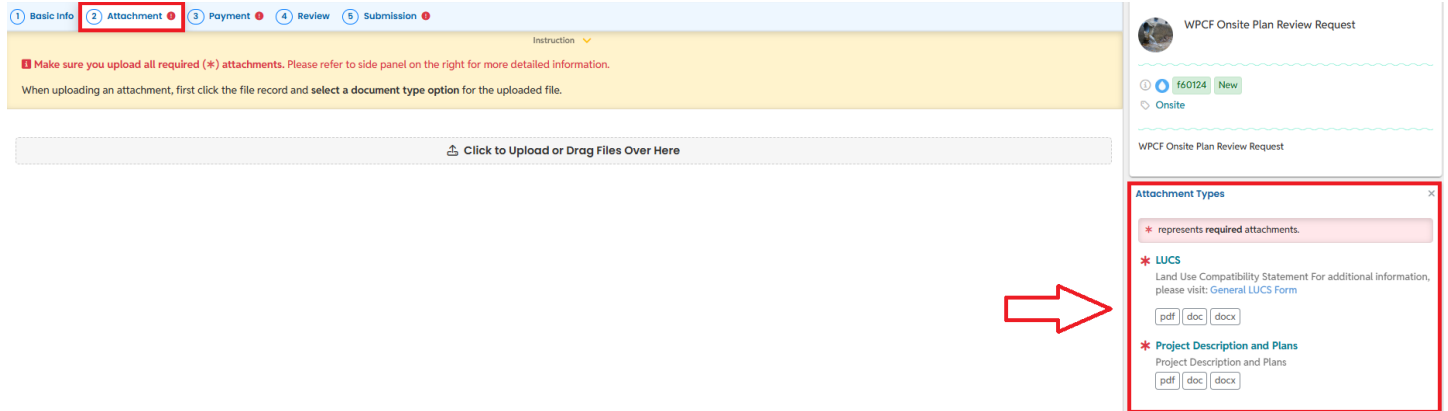
← **WPCF - Onsite Plan Review Request**

85843

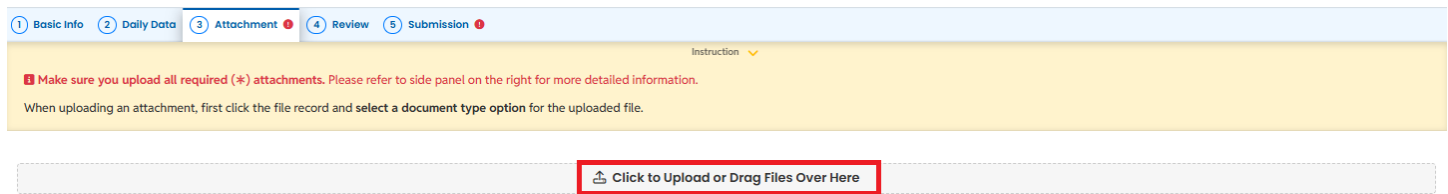
1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

2.2. Attachment tab

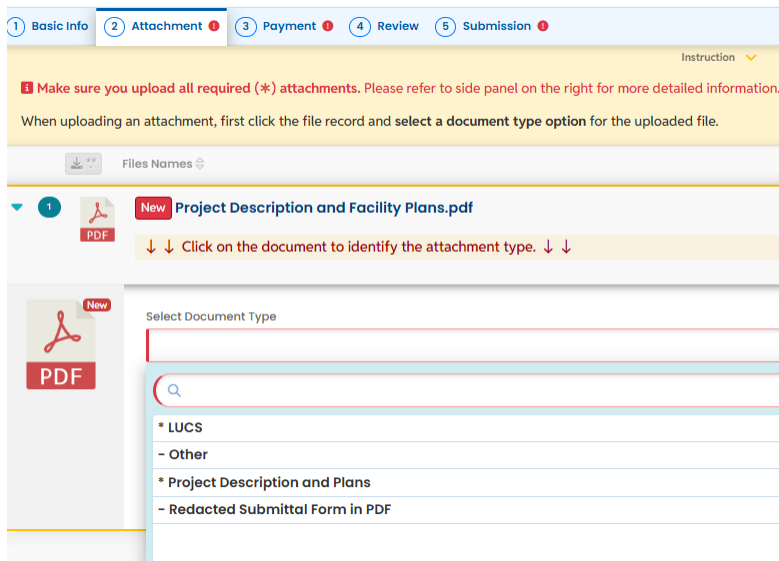
Required submittal attachments are located on the right-side panel of the screen. A red asterisk icon * indicates a required attachment.



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 .

[Document title]

Version 1.0

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

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 Project Description and Facility Plans.pdf PDF 1,156 KB 3/20/2025 v1 Doc Type Project Description and Plans

2 New General LUCS.pdf PDF 1,059 KB 3/20/2025 v1 Doc Type LUCS

2 Results

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee Service Paid Due
\$ 1,206.00 + \$ 48.24 - \$ 0.00 = \$ 1,254.24

Fees

5,000 gpd
① Permit/License/Certificate Fee \$ 1,206.00
① Commercial Facility Design Capacity 5,000 gpd

Technology Fee
① Additional Fee \$ 48.24
① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

2 Results

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.


← WPCF – Onsite Plan Review Request

* 85843 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 1,206.00 + Service: \$ 48.24 - Paid: \$ 0.00 = Due: \$ 1,254.24  [Pay Amount Due](#)

Fees	Payment Transactions
5,000 gpd ① Permit/License/Certificate Fee \$ 1,206.00 ② Commercial Facility Design Capacity 5,000 gpd	No payment transaction records.
Technology Fee ① Additional Fee \$ 48.24 ② The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	


2 Results

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 1,206.00 + Service: \$ 48.24 - Paid: \$ 0.00 = Due: \$ 1,254.24  [Pay Amount Due](#)

ACH
 Credit Card
 Check by Mail

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.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

[Log In](#)

[Register](#)

[Pay Without Registering](#)

[Document title]

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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.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$67.60

Payment Information

Frequency One Time

Payment Amount \$67.60

Payment Date Pay Now

Contact Information

First Name

Last Name

Company (Optional)

Address 1

Address 2 (Optional)

City

State

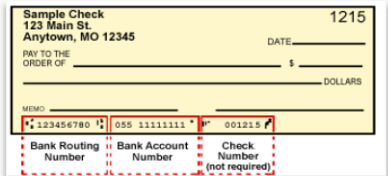
Zip Code (Optional)

Phone Number

Email Address

[Become a Registered User](#)

Payment Method



Sample Check 1215
123 Main St.
Anytown, MO 12345
DATE: _____
PAY TO THE ORDER OF _____ \$ _____
DOLLARS
MEMO: _____
123456780 065 11111111 001215
Bank Routing Number Bank Account Number Check Number (not required)

[Personal Check](#) | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account

Continue [Cancel](#)

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.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Return to Your DEQ Online](#)

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.

Fees		Payment Transactions	
Supervisor Fee	\$ 65.00	✓ ePayment (ACH)	\$ 67.60
① Permit Fee		07/11/2022 - 07/12/2022	
		# DEQTST000010600	
Technology Fee	\$ 2.60		
① Additional Fee			
① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.			

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.

1 Basic Info 2 Attachment 3 Payment 4 Review **5 Submission**

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

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 and Authorize.NET's PCI compliant processes. 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 ←

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 1,206.00	+ \$ 48.24	- \$ 0.00	= \$ 1,254.24

[Pay Amount Due](#)

Fees

5,000 gpd

- 1 Permit/License/Certificate Fee \$ 1,206.00
- 1 Commercial Facility Design Capacity 5,000 gpd

Technology Fee

- 1 Additional Fee \$ 48.24
- 1 The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

2 Results

Payment Transactions

No payment transaction records.

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 1,206.00	+ \$ 48.24	- \$ 0.00	= \$ 1,254.24

[Pay Amount Due](#)

ACH

Credit Card

Check by Mail

Credit Card payment method:

[Pay Now](#)

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.

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

User Name [Forgot Your User Name?](#)

Password [Forgot Your Password?](#)

[Log In](#)

[Register](#)

[Pay Without Registering](#)

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.

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$67.60

Payment Information





Frequency One Time
Payment Amount \$67.60
Payment Date Pay Now

Contact Information

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City
State
Zip Code (Optional)
Phone Number
Email Address

[Become a Registered User](#) 

Payment Method

Card Number   
Expiration Date
Card Security Code 
Card Billing Address Use my contact information address
 Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Cancel](#)

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.

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.
Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Document title]

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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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

No amount due.

Fee Service Paid Balance
\$ 65.00 + \$ 2.60 - \$ 67.60 = \$ 0.00

Fees

Fee	Amount
Supervisor Fee ① Permit Fee	\$ 65.00
Technology Fee ① Additional Fee ① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 2.60

Payment Transactions

✓ Credit Card	\$ 67.60
07/13/2022 07/13/2022	
# DEQTST000010701	

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Security Question

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN Number

PIN: *

.....

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 and Authorize.NET's PCI compliant processes. 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 ←

Pay by check


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

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 1,206.00 + Service: \$ 48.24 - Paid: \$ 0.00 = Due: \$ 1,254.24

 [Pay Amount Due](#)

Fees

5,000 gpd

- 1 Permit/License/Certificate Fee \$ 1,206.00
- 1 Commercial Facility Design Capacity 5,000 gpd

Technology Fee

- 1 Additional Fee \$ 48.24
- 1 The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

2 Results

Payment Transactions

No payment transaction records.

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.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee: \$ 1,206.00 + Service: \$ 48.24 - Paid: \$ 0.00 = Due: \$ 1,254.24

[Pay Amount Due](#)

ACH


Credit Card

Check by Mail

Check by Mail payment method:

Please make the check payable to

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

 [Confirm Check by Mail](#)

Fees

5,000 gpd

- 1 Permit/License/Certificate Fee \$ 1,206.00
- 1 Commercial Facility Design Capacity 5,000 gpd

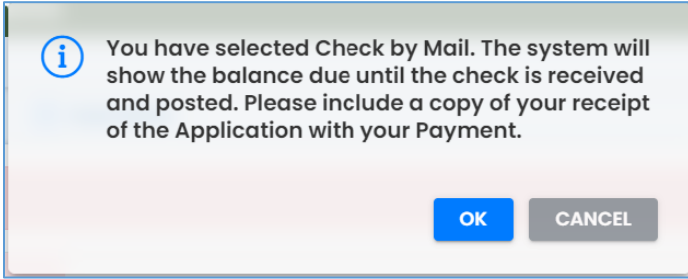
Technology Fee

- 1 Additional Fee \$ 48.24
- 1 The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

2 Results

Payment Transactions

No payment transaction records.



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.

A screenshot of a web application interface. At the top is a horizontal navigation bar with five tabs: "1 Basic Info", "2 Attachment", "3 Payment", "4 Review", and "5 Submission". The "5 Submission" tab is highlighted with a red rectangular box. Below the navigation bar is the "Certification Statement" section, which includes a declaration of accuracy information provided, a text area with a pre-filled statement, and a toggle switch labeled "I have read and agree to the above certification statement". Below this is the "Security Question" section with a question: "Security Question: What is the first and last name of your oldest sibling?" and a text input field. There is also a checkbox labeled "Show Question Answer". Below that is the "PIN Number" section with a label "PIN:" and a text input field. At the bottom of the form is a blue "Submit" button with a red arrow pointing to it from the right. The form also contains sections for "Security Precautions" and "Disclaimer" with their respective text.

[Document title]

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

The screenshot displays a submittal confirmation page with three main sections: Fee Detail, Payment Detail, and Attachment List. At the bottom, there are three buttons: 'Finish', 'Print', and a PDF icon. The 'Print' button is highlighted with a red box.

Fee Name	Fee Type	Fee Amount
Supervisor Fee	Permit Fee	\$65.00
Technology Fee	Additional Fee	\$2.60

Payment Date	Fee Amount	Paid Amount	Payment Method
Total:	\$67.60	\$0.00	

Attachment List

Buttons: Finish, **Print**, PDF

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.

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

Click on the print icon () to view/save/print the submittal data entry form.
Please see the data validation result below to see if the "required" data are entered.

✖ Basic Info

Fees/Payments

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 1,206.00	+ \$ 48.24	- \$ 0.00	= \$ 1,254.24	\$ 1,254.24

Mandatory Attachment

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

-  **Project Description and Facility Plans.pdf**
Project Description and Plans
PDF 1,156 KB
-  **General LUCS.pdf**
LUCS
PDF 1,059 KB

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.

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

Required.

Security Question

Security Question: what is your favorite song? *

Required.

Show Question Answer

PIN Number

PIN *

Required.

[Document title]

Version 1.0

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.

Security Precautions

We maintain stringent system safeguards and physical and administrative protection to prevent misusing your information. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI-compliant processes. 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 at our discretion at any time.

Disclaimer


The system, agencies, officers, and 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 expressly disclaims all liabilities from damages resulting 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 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

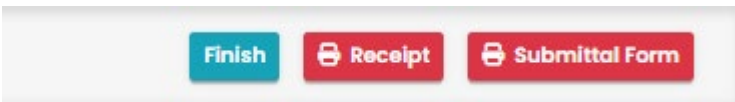
Uploaded Attachment List

-  **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.

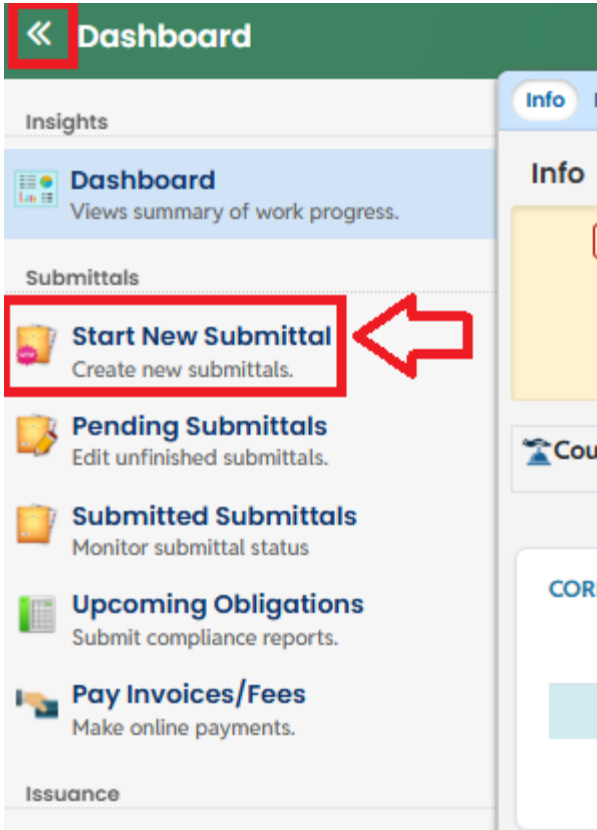
Click on "Receipt" or "Submittal Form" to review and save as a pdf for your records



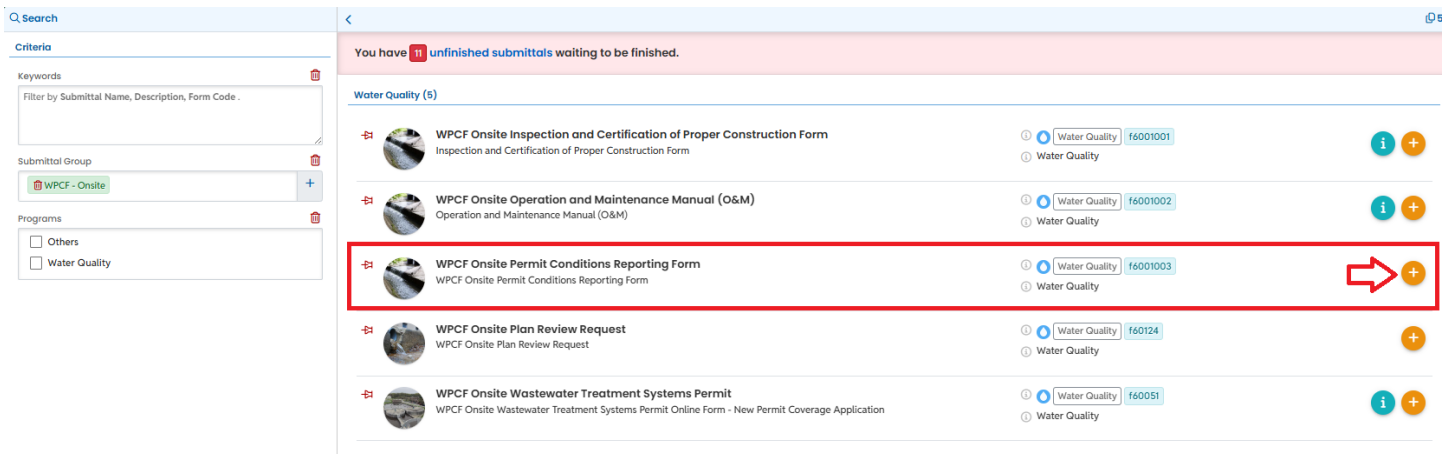
3. WPCF Onsite Permit Conditions Reporting Form

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.

WPCF Onsite Permit Conditions Reporting Form

Document Type & Project Info

Please specify your document type

- Exceedance Report
- Resample Report
- Corrective Action Plan Report
- Monitoring Waiver Request
- Schedule C Compliance Conditions and Schedules Report
- Other Required Permit Condition

Permit Information

Permit

Required

General Report Comments and Explanation

(Remaining Length: 4000)

Submission Information

WPCF Onsite Permit Conditions Reporting Form

Attachment Types

Supporting Documents

Supporting Documents

xml txt gif jpeg pdf zip doc docx xls xlsx

Select your facility from the drop-down menu.

WPCF Onsite Permit Conditions Reporting Form

Facility Information

Select your facility (project site)

Facility Name	Address	Permit ID
ABC Multi-Development	3174 Beacon St NE, Salem, OR 97301-8481	308503
CAMP BALDWIN	76201 DUFUR VALLEY RD, DUFUR, OR 97021	307003
ERIC'S EAGLE NEST EATERY	700 Riverside St, Maupin, OR 97037-7137	308508
Eric's Eagle Nest Eatery Deux	85331 Bakeoven Rd, Maupin, OR 97037	308563
Eric's Rolis Royce Septic Services	40035 Ritter Rd, Long Creek, OR 97856	308406
Eric's Test Site	2375 Mason Rd, Hood River, OR 97031-8531	308592
JJ Blix tester	30 Scott Ave, Detroit, OR 97342	308497
JJ OS Test 1	W Central St, Gates, OR 97346	308479

27 Results

Submission Information

WPCF Onsite Permit Conditions Reporting Form

Attachment Types

Supporting Documents

Supporting Documents

xml txt gif jpeg pdf zip doc docx xls xlsx

Select your permit from the drop-down menu.

The screenshot displays the 'WPCF Onsite Permit Conditions Reporting Form' in the 'Basic Info' tab. The main form area is divided into three sections: 'Document Type & Project Info' with a dropdown for 'Exceedance Report'; 'Facility Information' with a dropdown for 'CAMP BALDWIN' and a CD# of '307003'; and 'Permit Information' with a search bar and a table of permits. The table lists a permit for 'WPCFOS-BI: Standard or alternative subsurface system with design flow less than 20,000 GPD' issued to 'CASCADE PACIFIC COUNCIL, BOY SCOUTS OF AMERICA' with an effective date of 4/28/2018 and an expiration date of 3/31/2025. The right-side panel contains 'Submittal Information' (ID: 16001003), 'Attachment Types' (listing 'Exceedance Report' with file format options like xml, txt, gif, jpg, pdf, zip, doc, docx, xls, xlsx), and 'Site Info' (CAMP BALDWIN, 76201 DUFUR VALLEY RD, DUFUR, OR 97021).

Provide a comment or explanation for the report.

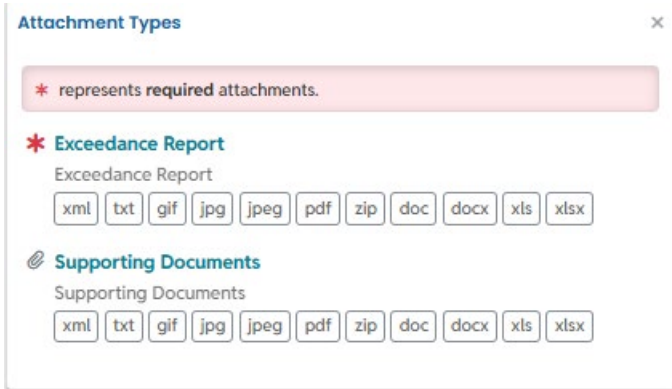
This screenshot shows the 'Attachment' tab of the reporting form. The 'Permit Information' section now includes an 'Issued Date' of 9/5/2000. The 'General Report Comments and Explanation' section is a large text area with a '(Remaining Length: 4000)' indicator. The right-side panel remains the same, showing submittal and site information.

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.

[Document title]

Version 1.0



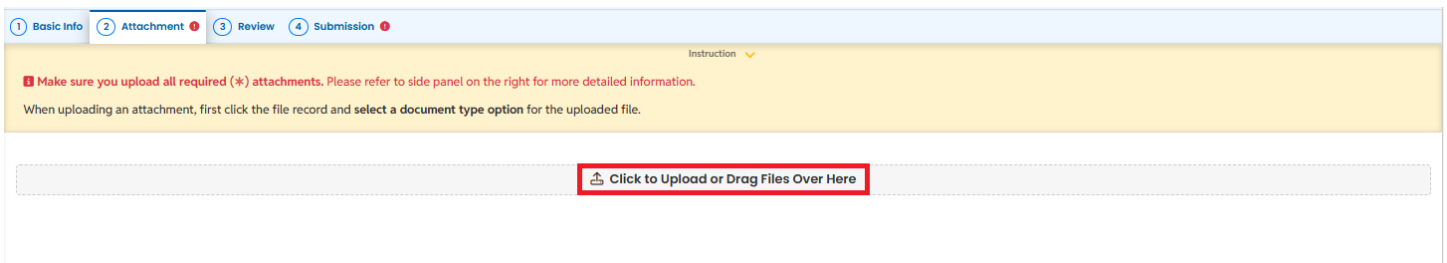
Attachment Types [X]

* represents required attachments.

*** Exceedance Report**
Exceedance Report
xml txt gif jpg jpeg pdf zip doc docx xls xlsx

Supporting Documents
Supporting Documents
xml txt gif jpg jpeg pdf zip doc docx xls xlsx

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



1 Basic info 2 Attachment 3 Review 4 Submission

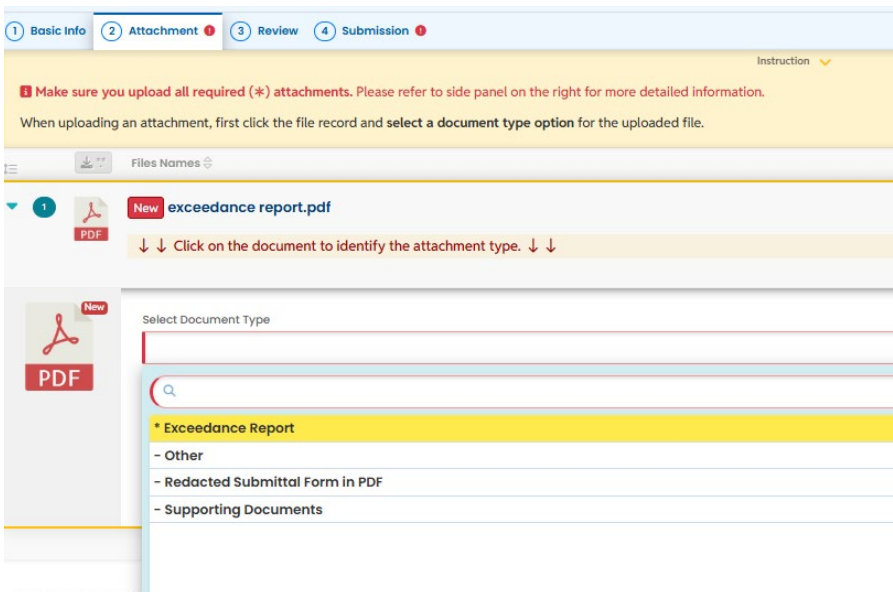
Instruction

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

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

[Click to Upload or Drag Files Over Here](#)

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”.



1 Basic info 2 Attachment 3 Review 4 Submission

Instruction

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

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

Files Names

1 **New** exceedance report.pdf
Click on the document to identify the attachment type.

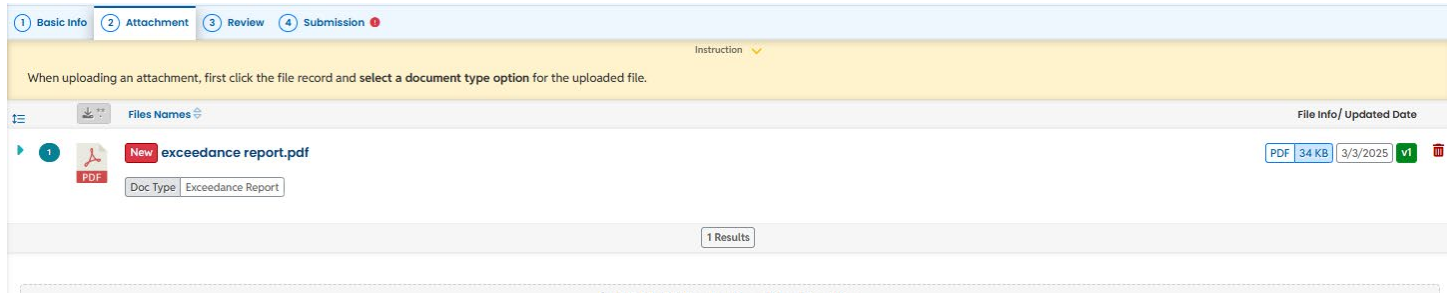
Select Document Type

- * Exceedance Report
- Other
- Redacted Submittal Form in PDF
- Supporting Documents

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

[Document title]

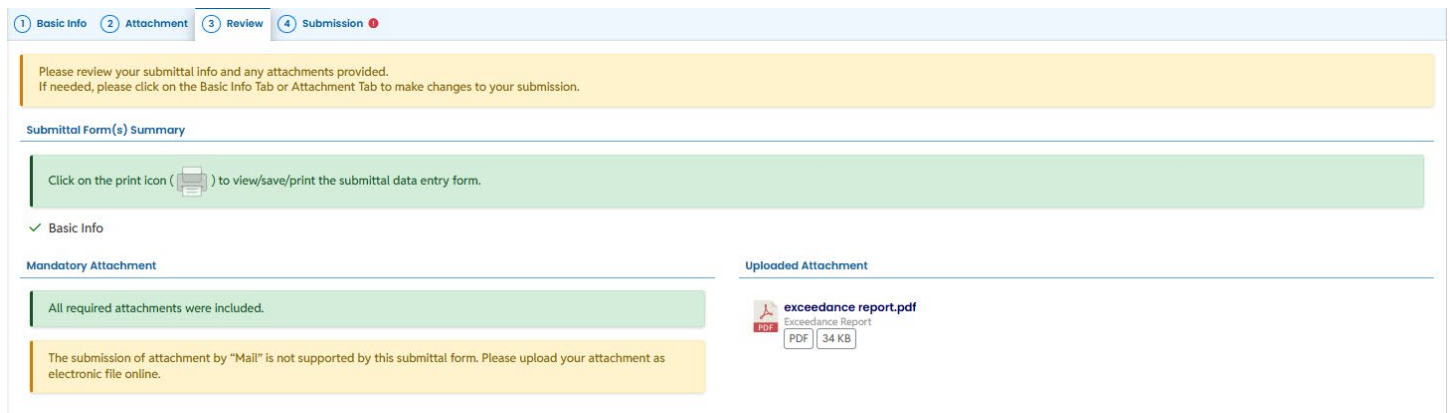
Version 1.0



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.

[Document title]

Version 1.0

1 Basic info 2 Attachment 3 Review 4 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

Required.

Security Question

Security Question: what is your favorite song? *

Required.

Show Question Answer

PIN Number

PIN *

Required.

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

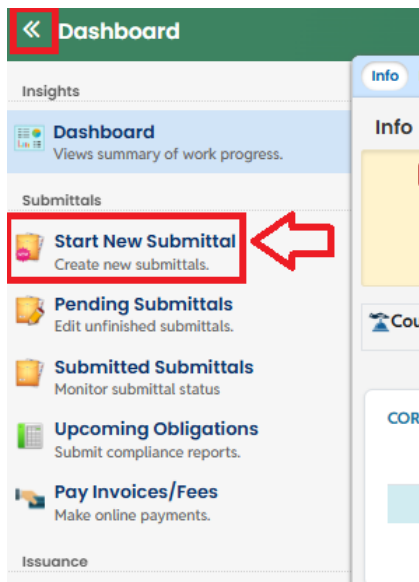
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own 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

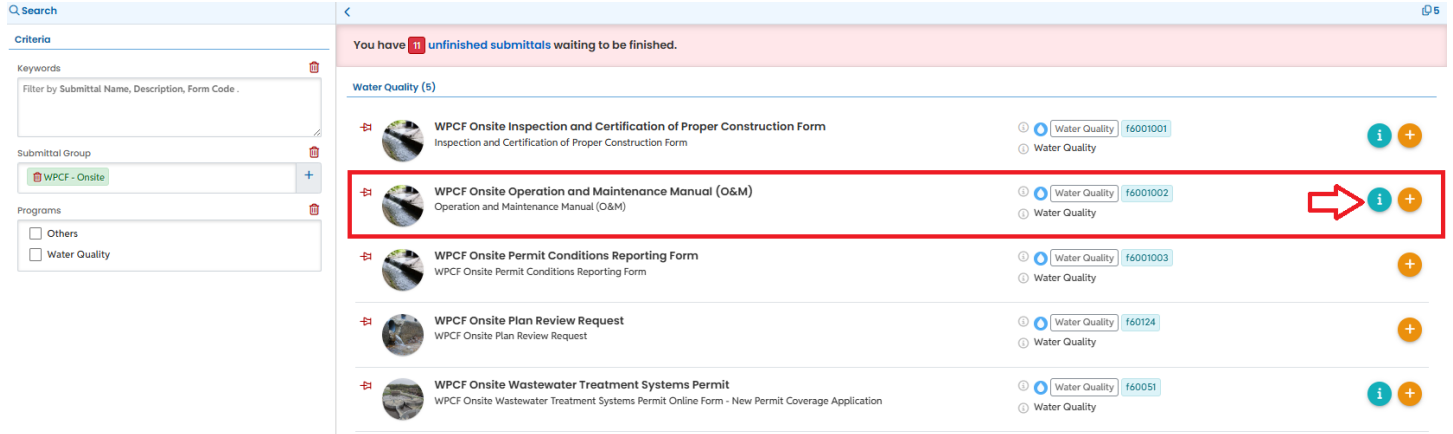
4. Submit an operation and maintenance manual

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.



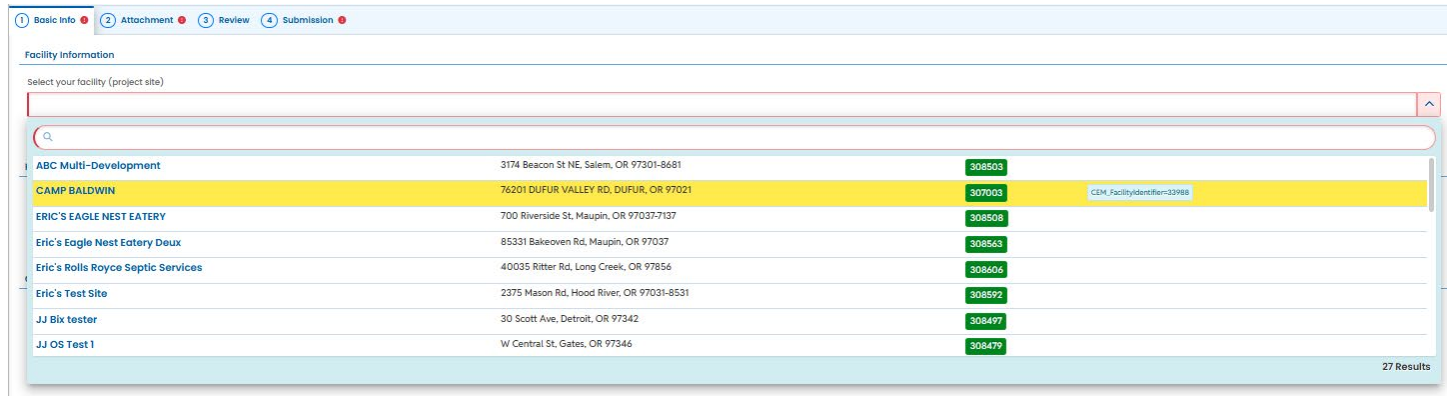
Select the add icon  to begin submittal. You can click the info icon  to download and review the O&M Manual Guidance document.



The screenshot shows a web application interface with a search bar at the top left. Below it is a 'Criteria' section with filters for 'Keywords', 'Submittal Group' (set to 'WPCF - Onsite'), and 'Programs' (with 'Water Quality' selected). The main area displays a list of submittals under the heading 'Water Quality (5)'. A red box highlights the second entry: 'WPCF Onsite Operation and Maintenance Manual (O&M)'. A red arrow points to the blue 'i' info icon for this entry. Other entries include 'WPCF Onsite Inspection and Certification of Proper Construction Form', 'WPCF Onsite Permit Conditions Reporting Form', 'WPCF Onsite Plan Review Request', and 'WPCF Onsite Wastewater Treatment Systems Permit'. A notification at the top says 'You have 11 unfinished submittals waiting to be finished.'

4.1. Basic info tab

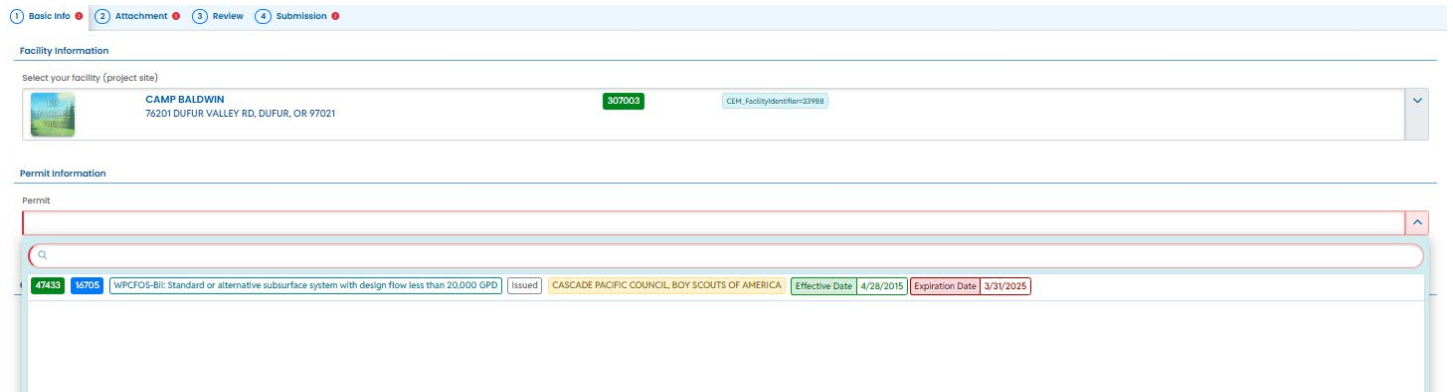
Select your facility from the drop-down menu.



The screenshot shows the 'Basic info' tab of the application. The 'Facility Information' section has a search bar and a list of facilities. The facility 'CAMP BALDWIN' is highlighted in yellow. The list includes the following data:

Facility Name	Address	CEM ID	CEM Facility Identifier
ABC Multi-Development	3174 Beacon St NE, Salem, OR 97301-8681	308503	
CAMP BALDWIN	76201 DUFUR VALLEY RD, DUFUR, OR 97021	307003	CEM_FacilityIdentifier=33988
ERIC'S EAGLE NEST EATERY	700 Riverside St, Maupin, OR 97037-7137	308508	
Eric's Eagle Nest Eatery Deux	85331 Bakeoven Rd, Maupin, OR 97037	308563	
Eric's Rolls Royce Septic Services	40035 Ritter Rd, Long Creek, OR 97856	308606	
Eric's Test Site	2375 Mason Rd, Hood River, OR 97031-8531	308592	
JJ Bix tester	30 Scott Ave, Detroit, OR 97342	308497	
JJ OS Test 1	W Central St, Gates, OR 97346	308479	

Select your permit from the drop-down menu.



The screenshot shows the 'Basic info' tab with the 'Permit Information' section. The 'Facility Information' section shows 'CAMP BALDWIN' selected. The 'Permit' section has a search bar and a list of permits. The selected permit is:

Permit ID	Permit Description	Status	Issued To	Effective Date	Expiration Date
47433	WPCFOS-BII: Standard or alternative subsurface system with design flow less than 20,000 GPD	Issued	CASCADE PACIFIC COUNCIL, BOY SCOUTS OF AMERICA	4/28/2015	3/31/2025

Provide a comment or explanation for the report.

[Document title]

Version 1.0

1 Basic Info 2 Attachment 3 Review 4 Submission

Facility Information

Select your facility (project site)

CAMP BALDWIN
76201 DUFUR VALLEY RD, DUFUR, OR 97021

307003

CDH_FacilityIdentifier=3968

Permit Information

Permit

47433 16705 WPCFOS-Bil: Standard or alternative subsurface system with design flow less than 20,000 GPD Issued CASCADE PACIFIC COUNCIL, BOY SCOUTS OF AMERICA Issued Date 9/5/2000 Effective Date 4/28/2015 Expiration Date 3/31/2025

General Report Comments and Explanation

(Remaining Length: 4000)

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.

Attachment Types

* represents required attachments.

* Operation and Maintenance Manual

Operation and Maintenance Manual

xml txt gif jpg jpeg pdf zip doc docx xls xlsx

Supporting Documents

Supporting Documents

xml txt gif jpg jpeg pdf zip doc docx xls xlsx

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

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

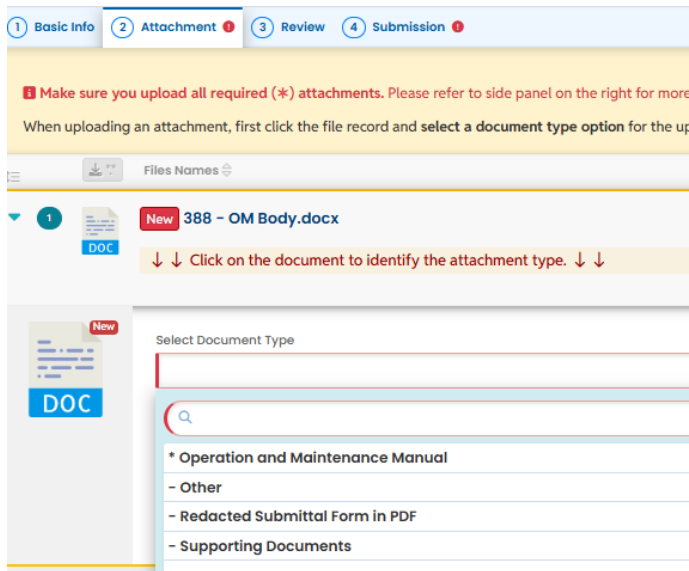
When uploading an attachment, first click the file record and select a document type option for the uploaded file.


Click to Upload or Drag Files Over Here

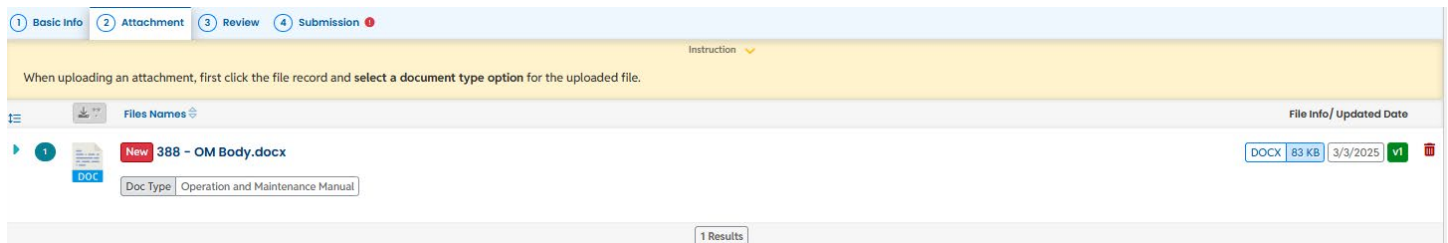
When uploading attachment, first click the file record and select a document type option for the uploaded file. Repeat for each attachment uploaded. If you have additional attachments other than the required, select “other”.

[Document title]

Version 1.0



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.

1 Basic Info 2 Attachment 3 Review 4 Submission 1

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

Click on the print icon () to view/save/print the submittal data entry form.

✓ Basic Info

Mandatory Attachment

All required attachments were included.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

 **388 - OM Body.docx**
Operation and Maintenance Manual
DOCX 83 KB

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.

1 Basic Info 2 Attachment 3 Review 4 Submission 1

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

Required.

Security Question

Security Question: what is your favorite song? *

Required.

Show Question Answer

PIN Number

PIN *

Required.

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

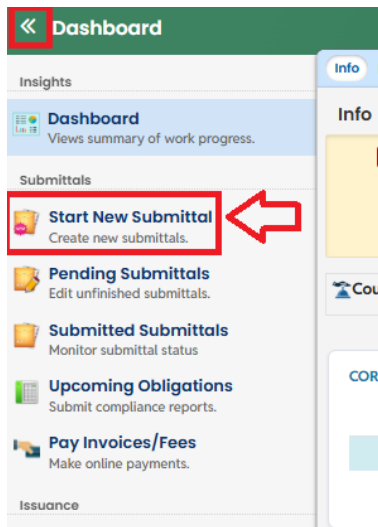
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own 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

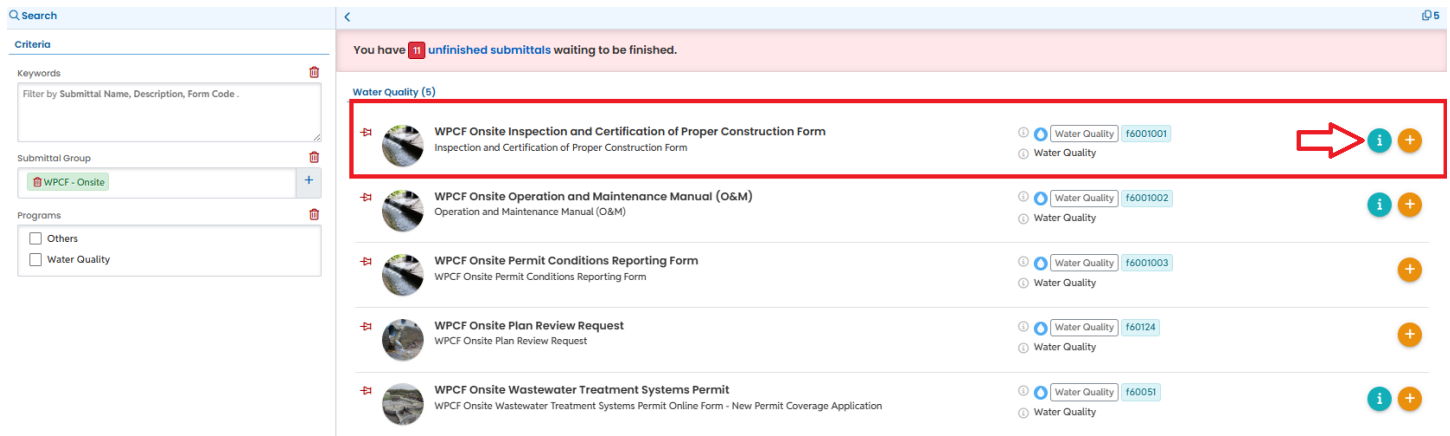
5. Submit an Inspection and Certification of Proper Construction Form

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.

1 Basic Info 2 Attachment 3 Review 4 Submission

Facility Information

Select your facility (project site)

ABC Multi-Development	3174 Beacon St NE, Salem, OR 97301-8681	308503	
CAMP BALDWIN	76201 DUFUR VALLEY RD, DUFUR, OR 97021	307003	CEM_FacilityIdentifier=33988
ERIC'S EAGLE NEST EATERY	700 Riverside St, Maupin, OR 97037-7137	308508	
Eric's Eagle Nest Eatery Deux	85331 Baakeoven Rd, Maupin, OR 97037	308563	
Eric's Rolls Royce Septic Services	40035 Ritter Rd, Long Creek, OR 97856	308606	
Eric's Test Site	2375 Mason Rd, Hood River, OR 97031-8531	308592	
JJ Bix tester	30 Scott Ave, Detroit, OR 97342	308497	
JJ OS Test 1	W Central St, Gates, OR 97346	308479	


27 Results

Select your permit from the drop-down menu.

1 Basic Info 2 Attachment 3 Review 4 Submission

Facility Information

Select your facility (project site)

 **CAMP BALDWIN**
76201 DUFUR VALLEY RD, DUFUR, OR 97021

307003 CEM_FacilityIdentifier=33988

Permit Information

Permit


47433 16705 WPCFOS-Bil: Standard or alternative subsurface system with design flow less than 20,000 GPD Issued CASCADE PACIFIC COUNCIL, BOY SCOUTS OF AMERICA Effective Date 4/28/2015 Expiration Date 3/31/2025

Provide a comment or explanation for the report.

1 Basic Info 2 Attachment 3 Review 4 Submission

Facility Information

Select your facility (project site)

 **CAMP BALDWIN**
76201 DUFUR VALLEY RD, DUFUR, OR 97021

307003 CEM_FacilityIdentifier=33988

Permit Information

Permit

47433 16705 WPCFOS-Bil: Standard or alternative subsurface system with design flow less than 20,000 GPD Issued CASCADE PACIFIC COUNCIL, BOY SCOUTS OF AMERICA Issued Date 9/5/2000 Effective Date 4/28/2015 Expiration Date 3/31/2025

General Report Comments and Explanation

(Remaining Length: 4000)

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.

[Document title]

Version 1.0

Attachment Types



* represents required attachments.

* As-Built Drawings

As-Built Drawings

xml txt gif jpg jpeg pdf zip doc docx xls xlsx

* Inspection and Certification of Proper Construction Form

Inspection and Certification of Proper Construction Form

xml txt gif jpg jpeg pdf zip doc docx xls xlsx

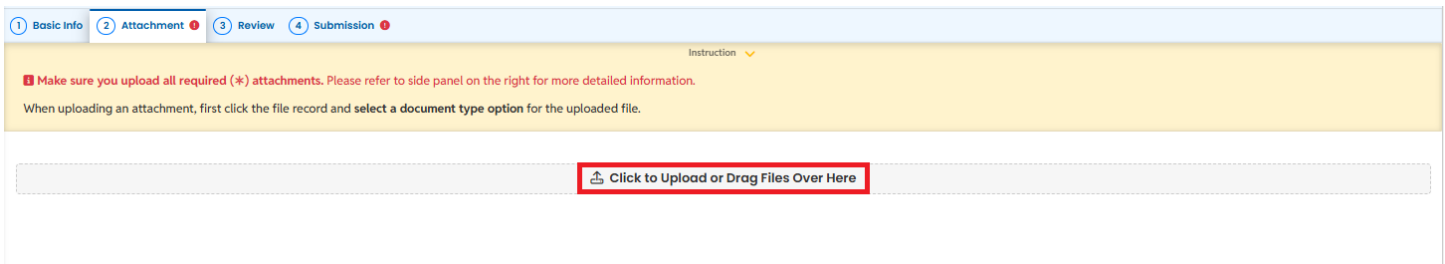
Inspection Certify CONSTRUCT_YDO form.pdf

Supporting Documents

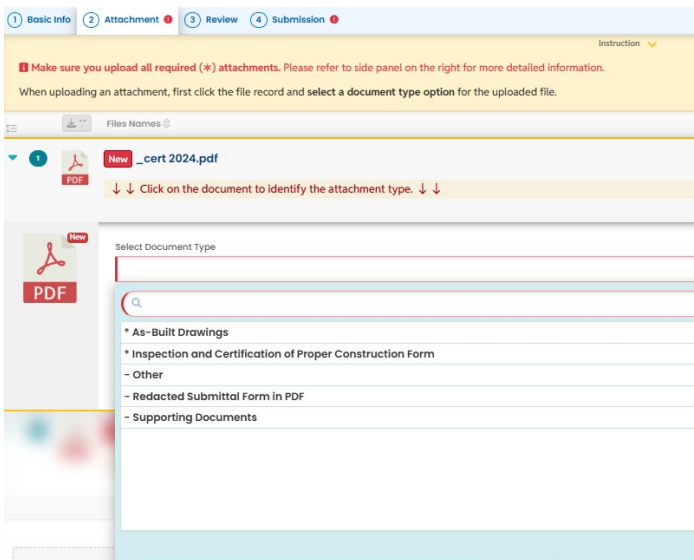
Supporting Documents

xml txt gif jpg jpeg pdf zip doc docx xls xlsx

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 .

[Document title]

Version 1.0

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.

1 Basic info 2 Attachment 3 Review 4 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

Required.

Security Question

Security Question: what is your favorite song? *

Required.

Show Question Answer

PIN Number

PIN *

Required.

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

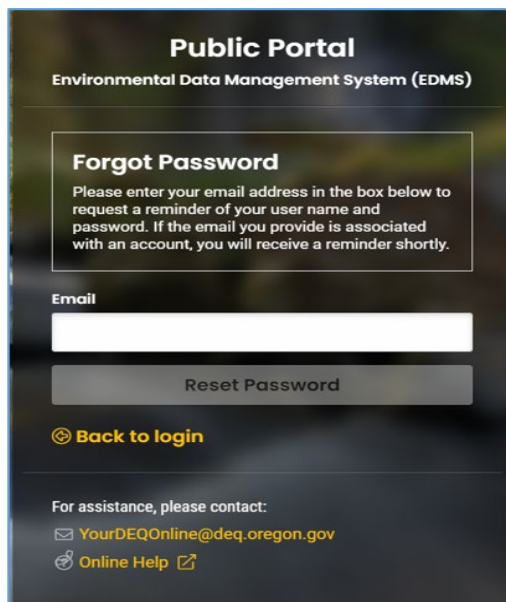
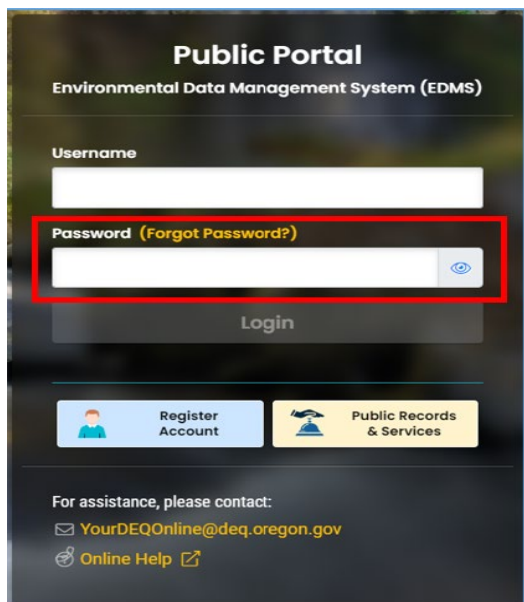
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own 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

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.


The screenshot shows the 'My Account' interface with the 'Password/PIN' tab selected. The 'Password' section includes fields for 'Old Password', 'New Password', and 'Confirm New Password', along with a 'Show password' checkbox and a 'Save Password' button. A red arrow points to the 'Old Password' field, and another points to the 'Show password' checkbox. The 'PIN' section is highlighted with a red box and contains fields for 'New PIN', 'Confirm New PIN', and a 'Save PIN' button. A red arrow points to the 'Show PIN' checkbox.

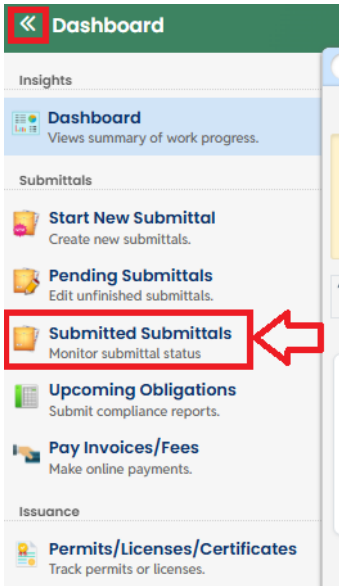
6.3. Security questions


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.

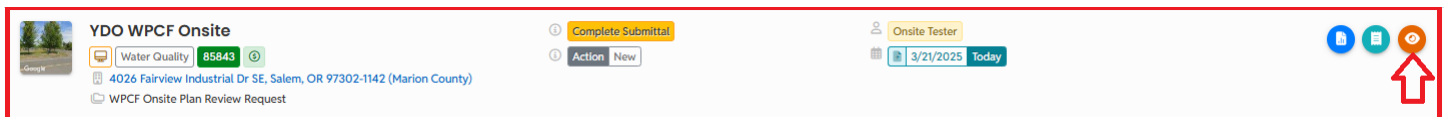
The screenshot shows the 'My Account' interface with the 'Security Questions' tab selected. Five security questions are listed, each with a question field and an answer field. A red arrow points to the first question field, and another points to the 'Save' icon in the bottom left corner.

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.

Submittal Summary | Attachment 2 | Issuance | Email History 1 | Payment | Correspondence

Case Review Summary

Payment Due \$1,254.24
Fee: \$1,206.00 / Service: \$48.24

Status
Complete Submittal
by
▼
History

- 3/21/2025 Onsite Tester Submit
- 3/20/2025 Onsite Tester Save

Submittal Summary

WPCF Onsite Plan Review Request

WPCF Onsite Plan Review Request

85843 f60124
Environmental Water Quality
3/21/2025 Today

Send the request for Revision/Withdrawal/Amend to the administrator

Revision Withdrawal Amend

Please enter the Request Reason.

Revision : Revision requests would create a new submittal record apart from the original submission for users to update. The original submittal will be archived/locked.

Withdrawal : Withdrawal requests would allow users to withdraw the submission from the Authority site.

Amend : Amend requests would allow users to modify the data on the current submitted record. No new submittal record shall be created.

Send Request

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

Review Flow

- Assign Permit Writer
- Plan Completeness Review
- Request for Additional Information

Send Back Comments

3/21/2025 JESSICA JOYE
Send Back Reason: Plan review request is incomplete. Please see incomplete plan review letter.

Submittal Documents

Send Back Attachments

- Incomplete PLANS.doc
sendback
- Forms/Receipt
- WPCF Onsite Plan Review Request
- Receipt of WPCF Onsite Plan Review Request
- Attachments
- Project Description and Facility Plans.pdf
Project Description and Plans
- General LUCS.pdf
LUCS

7.2. Attachment tab

Review the attachments provided with the submittal.

[Document title]

Version 1.0

Submittal Summary		Attachment 2	Issuance	Email History 2	Payment	Correspondence
Files Names File Info/ Updated Date						
1		Project Description and Facility Plans.pdf	PDF	1,156 KB	3/20/2025	v1
Doc Type: Project Description and Plans						
2		General LUCS.pdf	PDF	1,059 KB	3/20/2025	v1
Doc Type: LUCS						
2 Results						

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.

Submittal Summary	Attachment 2	Issuance 1	Email History 3	Payment	Correspondence
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Issuance Documents

Final Documents

planapproval

Issued

Document # Plan approved

~ 3/21/2026

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.

85843 Authority Review Completed						
Submittal Summary		Attachment 2	Issuance 1	Email History 4	Payment	Correspondence
Subject	From/To	Sent on				
1 [UAT] Submission Received	YourDEQOnline@govonlineaas.com jessica.joye@deq.oregon.gov	3/21/2025, 11:23:43 AM ✓				
2 [UAT] Application Send Back	YourDEQOnline@govonlineaas.com jessica.joye@deq.oregon.gov	3/21/2025, 11:54:59 AM ✓				
3 [UAT] Submission Received	YourDEQOnline@govonlineaas.com jessica.joye@deq.oregon.gov	3/21/2025, 11:58:45 AM ✓				
4 [UAT] Reporting Obligation Notice	YourDEQOnline@govonlineaas.com jessica.joye@deq.oregon.gov	3/21/2025, 12:02:00 PM ✓				
4 Results						

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.

The screenshot shows the 'Payment' tab interface. At the top, there are navigation tabs: Submittal Summary, Attachment (2), Issuance (1), Email History (4), Payment, and Correspondence. A red banner at the top states: 'Reminder: Payment of \$1,254.24 is due until the full amount has been received and posted.' Below this, a summary row shows: Fee \$1,206.00 + Service \$48.24 - Paid \$0.00 = Due \$1,254.24. Amount in Transit/Waiting \$1,254.24. The 'Fees' section lists: 5,000 gpd (Permit/License/Certificate Fee: \$1,206.00; Commercial Facility Design Capacity 5,000 gpd) and Technology Fee (Additional Fee: \$48.24). The 'Payment Transactions' section shows a 'Check by Mail' transaction for \$0.00 dated 3/21/2025. A '2 Results' button is visible at the bottom of the fees section.

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.

The screenshot shows the 'Correspondence' tab interface. It features a chat thread with a text input field at the top, a 'Post' button, and a 'Correspondence Date/Time' field. Below the input, a message from 'Agency JESSICA JOYE' dated '3/21/2025, 12:08:00 PM' is visible, stating: 'Hello. I have reviewed and approved your plans. Please refer to the plan approval letter found under the issuance tab.' A '0 Reply' indicator is shown next to the message. At the bottom, there is a 'Reply message...' input field with a '(Remaining Length: 4000)' character count and 'Close' and 'Reply' buttons. A '1 Results' button is located at the bottom center.

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 7 th 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