



# Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

Version 1.0

April 2025



State of Oregon  
Department of Environmental Quality

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Version 1.0  
Last updated: April 2, 2025



### Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)  
800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

### Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities. Visit DEQ's [Civil Rights and Environmental Justice page](#).

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**Error! Reference source not found.**

## 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](#)

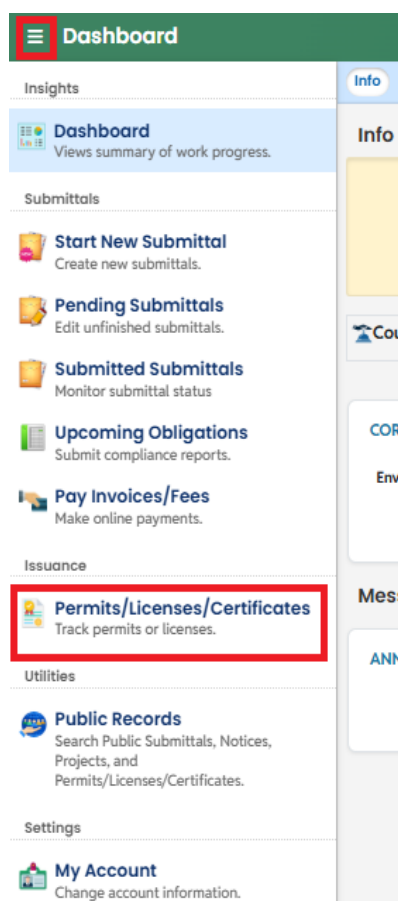
## 1. Introduction

This document provides information to the owner of a facility that needs to renew, modify or terminate an existing Water Pollution Control Facilities Onsite permit coverage in [Your DEQ Online](#).

## 2. How to apply for a permit renewal

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

'Permits/Licenses/Certificates' icon  to create a permit renewal submittal.



On the "Permits/Licenses/Certificates" page, use search functions on the right-side panel to locate the permitted facility that needs to be renewed.

# Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

Permit/License/Certificate (PLC)

Search

Saved/Presets Queries

Criteria

Keyword: WOSBIIIRGF>-ORWOS0065

PLC Status

PLC Type

PLC Issued Date

PLC Effective Date

PLC Expiration Date

Contested/Approved?

Yes No

WPCF Onsite Test

PLC No. WOSBIIIRGF>-ORWOS0065

Env Interest Onsite



WPCFOS-BIIIRGF>- Recirculating Gravel Filter, 2,500 GPD or more

300 Detroit Ave, Detroit, OR 97342 (Marion County)

Issued 1/3/2025

12/31/2034 expires in 9 years

1 - 1 of 1

Click the blue ellipsis icon  for permit actions dropdown. The permit actions allowed, in order, are amend, renew, name change, transfer and terminate. Select the renew icon  to start permit renewal submittal.

WPCF Onsite Test

PLC No. WOSBIIIRGF>-ORWOS0065

Env Interest Onsite

WPCFOS-BIIIRGF>- Recirculating Gravel Filter, 2,500 GPD or more



300 Detroit Ave, Detroit, OR 97342 (Marion County)

Issued 1/3/2025

12/31/2034 expires in 9 years

1 - 1 of 1

## 2.1. Basic info tab

Complete all required fields in each section of the basic info tab. Save your data entry frequently by clicking on the pink disk . You can view instructions for completing the application by clicking the Get Information icon  located in the submittal information section on located on right-hand side of screen.

Enter the legal name of the applicant. The name must be a legal, active name registered with the Oregon Secretary of State, Corporation Division. Refer to the application instructions for more information. The legal name should be the same as the current legal name in which the permit is issued.

Enter the common name if different than the legal name.

WPCF - Onsite Sewer Systems Permit

84569 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Reference Information

YDO WPCF Onsite

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

308605

Legal Name

Common Name

Required

Permit

WPCFOS-BIIIRGF>- Recirculating Gravel Filter, 2,500 GPD or more

WOSBIIIRGF>-ORWOS0069

Permit ID: 60308

Expiration Date: 1/31/2035

Issued Date: 2/3/2025

Submittal Information

WPCF Onsite Wastewater Treatment Systems Permit

Get Information

Renew

Onsite

WPCF Onsite Wastewater Treatment Systems Permit Online Form - New Permit Coverage Application

Attachment Types

\* represents required attachments.

\* Current Permit Progress Report

Current Permit Progress Report

# Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

Enter the responsible official contact information. Complete all required fields under Responsible Official (RO). An RO is a person who is legally authorized to sign WPCF Onsite permit applications, Discharge Monitoring Reports (DMRs) and other reports required by the permit is considered a RO and must choose the RO account. The RO is allowed to prepare, certify and submit submittals. See public user guide YDO Account Registration and Set Up for more information.

**Responsible Official(RO)** ⓘ

The Responsible Official is the person that receives official correspondence from DEQ, such as renewal notices or notices of noncompliance, and may be contacted if there are questions about this application

Salutation  M.I.  Last Name   
 ⚠ Required.

Company  Title  Email   
 ⚠ Required.

Phone  Mobile  Fax   
 ⚠ Required.

000-000-0000x00000 000-000-0000 000-000-0000

Enter the facility contact information. Complete all required fields under Facility Contact. The facility contact is typically located at or near the facility and has specific knowledge of the facility or operation under permit and may be contacted if there are specific questions about this application. If the facility contact is the same as the responsible official, select the Copy from RO button for fields to automatically populate with information provided in the Responsible Official contact section.




## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0




#### Facility Contact

**Copy from RO**

The Facility Contact is the person located at the facility that has specific knowledge of the facility or operation under permit (e.g., the treatment plant operator), and may be contacted if there are specific questions about this application.

Salutation	<input type="text"/>	M.I.	<input type="text"/>	Last Name	<input type="text"/>
				 Required.	
Company	<input type="text"/>	Title	<input type="text"/>	Email	<input type="text"/>
				 Required.	
Phone	<input type="text"/>	Mobile	<input type="text"/>	Fax	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	
 Required.					

#### Facility Contact - Mailing Address




Country	<input type="radio"/> United States <input type="radio"/> Canada				
Address	<input type="text"/>				
 Required.					
City	State	Zip Code			
<input type="text"/>	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/>			
 Required.		 Required.			

Enter invoice contact information. Complete all required fields under Invoice Contact. The invoice contact is the person or legal entity responsible for payment of the annual compliance determination fee invoice. If the invoice contact is the same as the responsible official, select the Copy from RO button for fields to automatically populate with information provided in the Responsible Official contact section.




#### Invoice Contact


**Copy from RO**

Enter invoicing information for billing purposes if different from the Responsible Official (e.g., "Invoice To: Business Office - Accounts Payable")

Salutation	<input type="text"/>	M.I.	<input type="text"/>	Last Name	<input type="text"/>
				 Required.	
Company	<input type="text"/>	Title	<input type="text"/>	Email	<input type="text"/>
				 Required.	
Phone	<input type="text"/>	Mobile	<input type="text"/>	Fax	<input type="text"/>
<input type="text"/>		<input type="text"/>		<input type="text"/>	
 Required.					


#### Invoice Contact - Mailing Address

Country	<input type="radio"/> United States <input type="radio"/> Canada				
Address	<input type="text"/>				
 Required.					
City	State	Zip Code			
<input type="text"/>	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/>			
 Required.		 Required.			

Save your data entry frequently by clicking on the pink disk .

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

Enter required information section. This section requires a description of the proposed facility and a series of questions to be completed. For additional information answering the questions, click the help icon .

Briefly describe the permitted facility, type of wastewater, and primary method of wastewater treatment and disposal

20-space manufactured home park with laundry facilities, residential strength wastewater, 5,000 gpd recirculating textile filter to standard drainfield.

(Remaining Length: 3848)

Select the total design capacity of all systems serving the proposed facility. Refer to your permit for total design capacity.

Design Capacity

☐ 1200 gpd or less ☐ Over 1200 gpd

 Required

Indicate by selecting the appropriate radio button if the system has been altered since last application was submitted. Provide an explanation if marked "Yes".

Has the treatment or disposal methods employed, as indicated in previous applications, been altered in any way since the last application was submitted?

☒ Yes ☐ No

Explanation

(Remaining Length: 4000)

 Required

Indicate by selecting the appropriate radio button if the quantity or quality of wastewater has changed since last application was submitted. Provide an explanation if marked "Yes".

Has the quantity or quality of wastes discharged, as indicated in previous applications, been significantly changed in any way since the last application was submitted?

☒ Yes ☐ No

Explanation

(Remaining Length: 4000)

 Required

Indicate by selecting the appropriate radio button if anticipated changes in the future that would affect the quantity and/or quality of wastewater. Attach an explanation if marked "Yes". The next question generated asks whether you are requesting an effluent limit modification.

Is there any changes anticipated in the near future that would affect waste quantity or quality? 

☒ Yes ☐ No

If Yes, attach an explanation or proposal.

Indicate by selecting the appropriate radio button if the renewal includes a request for effluent limit modification. If marked "Yes", Project Description and Facility Plans are a required attachment. A plan review section will appear and need to be completed.

Request for effluent limit modifications?

☒ Yes ☐ No

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

Check the “Plan Submitted”. Plans and specifications in most cases are required for all new permit applications. Select the system type from the drop-down menu. Note: Use recirculating gravel filter system type for recirculating textile filters. Select the appropriate radio button for the facility.

#### Plan Review

☐ Plan Submitted?

Design specifications - Gallons per day

Required

Type of system

Required

Commercial Facility or Single Family Dwelling

☐ Commercial Facility ☐ Single Family Dwelling

Required

If a request for effluent limit modification is included in the application and meets the criteria below, select the “Yes” radio button and attach the required completed Land Use Compatibility Statement.

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

If the facility is a domestic wastewater treatment plant that apply biosolids to land, attach the DEQ-approved Biosolids Management Plan.

Is the permitted facility or operation a domestic wastewater treatment plant?

☐ Yes ☐ No

Required

If yes, attach a copy of your Biosolids Management Plan.

Acknowledge that you have reviewed each condition of your current permit and attach a current permit progress report that indicates your progress in meeting the requirements, limitations and compliance schedules of the permit.

Have you reviewed each condition of your current permit and attached a brief report that indicates your progress in meeting the requirements, limitations, and compliance schedules of the permit?

☐ Yes ☐ No

Required

Certify the submittal information by selecting the toggle.

#### Certification

I hereby certify that the information contained in this application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative Rules 340-45 and/or 340-71. This includes a renewal application fee to renew the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

☒ I have read and agree to the above agreement

Save your data entry frequently by clicking on the pink disk .

Verify all required fields have been completed. A red explanation point icon will appear next to the tab , indicating a required field(s) has not been completed. You will not be able to move on to the payment tab until all required fields have been completed.

## 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 for the submittal.

If a LUCS is a required attachment, access the General LUCS form by clicking on the link.

**Attachment Types** ×

\* represents required attachments.

**\* Current Permit Progress Report**  
Current Permit Progress Report  
xml txt gif jpg jpeg png pdf zip doc docx  
xls xlsx

**Biosolids Management Plan**  
Biosolids Management Plan  
xml txt gif jpg jpeg pdf zip doc docx xls  
xlsx

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

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

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

1 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 an 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'.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Make sure you upload all required (\*) attachments. Please refer to side panel on the right

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

Files Names

1 New Current permit progress report.pdf

PDF

Click on the document to identify the attachment type.

Select Document Type

- Biosolids Management Plan
- \* Current Permit Progress Report
- Land Use Compatibility Statement
- Operation and Maintenance Manual
- Other
- Project Description and Facility Plans
- Redacted Submittal Form in PDF

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

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 Current permit progress report.pdf

PDF 1,255 KB 2/6/2025 v1

Doc Type: Current Permit Progress Report

1 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.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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

\$ 1,446.00 + \$ 57.84 - \$ 0.00 = \$ 1,503.84

Fees

**Application Filing Fee**

① Permit/License/Certificate Fee

① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

**Surcharge Fee**

① Permit/License/Certificate Fee

① Surcharge Fee

\$ 117.00

**Permit Processing Fee**

① Additional Fee

\$ 1,206.00

**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.

\$ 57.84

4 Results

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.

1 Basic Info

2 Attachment

3 **Payment**

4 Review

5 Submission

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


Fee


Service

Paid

Due

\$ 1,446.00 + \$ 57.84 - \$ 0.00 = \$ 1,503.84





Fees

Payment Transactions

**Application Filing Fee**

① Permit/License/Certificate Fee

① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

**Surcharge Fee**

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① Additional Fee

\$ 1,206.00

**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.

\$ 57.84

4 Results

No payment transaction records.

**Pay by ACH.** 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.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

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

Fee

\$ 1,446.00

+

Service

\$ 57.84

-

Paid

\$ 0.00

=

Due

\$ 1,503.84

Pay Amount Due

ACH

Credit Card

Check by Mail

Automated Clearing House (ACH) payment method:

When clicking Pay Now button, you will be redirect to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

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 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 Paymts

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 Select

Zip Code (Optional)

Phone Number

Email Address

Become a Registered User

Payment Method

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.

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		Payment Transactions	
<b>Supervisor Fee</b>		✓ ePayment (ACH)	
① Permit Fee	\$ 65.00	07/11/2022 07/12/2022	\$ 67.60
		# DEQTST000010600	
<b>Technology Fee</b>			
① Additional Fee	\$ 2.60		
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.



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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

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

Fee	Service	Paid	Due
\$ 1,446.00	+ \$ 57.84	- \$ 0.00	= \$ 1,503.84

Pay Amount Due

### Fees

<b>Application Filing Fee</b> <ul style="list-style-type: none"> <li>① Permit/License/Certificate Fee</li> <li>① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES</li> </ul>	\$ 123.00
<b>Surcharge Fee</b> <ul style="list-style-type: none"> <li>① Permit/License/Certificate Fee</li> <li>① Surcharge Fee</li> </ul>	\$ 117.00
<b>Permit Processing Fee</b> <ul style="list-style-type: none"> <li>① Additional Fee</li> </ul>	\$ 1,206.00
<b>Technology Fee</b> <ul style="list-style-type: none"> <li>① Additional Fee</li> <li>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.</li> </ul>	\$ 57.84

### Payment Transactions

No payment transaction records.

4 Results

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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.

The screenshot shows the 'Payment' step of a five-step process. A yellow banner at the top states: 'DEQ adds a 4% technology fee to every fee payment processed through YDO.' Below this, a summary table shows: Fee (\$1,446.00) + Service (\$57.84) - Paid (\$0.00) = Due (\$1,503.84). A 'Pay Amount Due' button is on the right. Under 'Credit Card payment method:', there are three options: ACH, Credit Card (selected), and Check by Mail. A 'Pay Now' button is on the right. Text below the options states: 'When clicking Pay Now button, you will be redirected to agency's payment portal to finish the payment. Once finished, you will be redirected back to the system to finish the task.'

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.

The screenshot shows the 'Welcome to DEQ GovOnline Payments' page. It prompts the user to enter their User Name and Password, with links for 'Forgot Your User Name?' and 'Forgot Your Password?'. There is a 'Log In' button, and links for 'Register' and '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.

The screenshot shows the 'Make a Payment' form. It includes sections for 'My Payment' (DEQ GovOnline Pymts, Amount Due: \$67.60), 'Payment Information' (Frequency: One Time, Payment Amount: \$67.60, Payment Date: Pay Now), and 'Contact Information' (First Name, Last Name, Company, Address 1, Address 2, City, State, Zip Code, Phone Number, Email Address). There is a 'Payment Method' section with fields for Card Number, Expiration Date, Card Security Code, and Card Billing Address. A 'Continue' button is at the bottom left. A small note at the bottom states: '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.'

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.

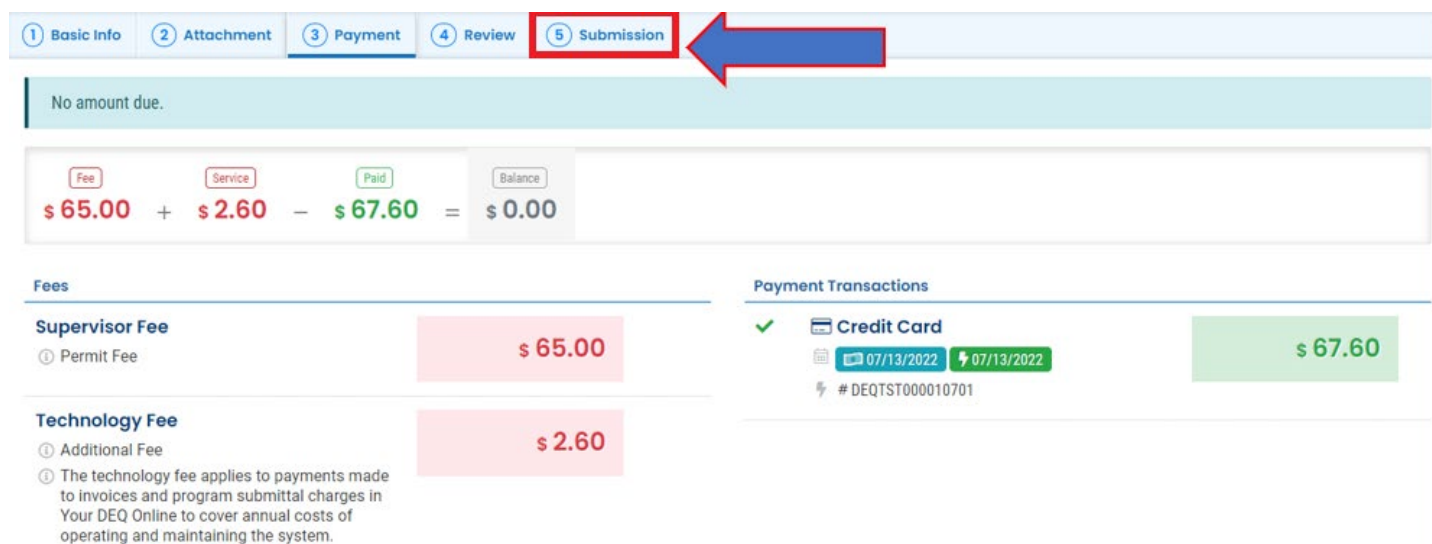
Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000010891**

[Return to Your DEQ Online](#)

Once you have returned to Your DEQ Online, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that is able to 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	Payment Transactions
<b>Supervisor Fee</b> ① Permit Fee \$ 65.00	✓ Credit Card 07/13/2022 07/13/2022 # DEQTST000010701 \$ 67.60
<b>Technology Fee</b> ① Additional Fee \$ 2.60 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.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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 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

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

Fee	Service	Paid	Due
\$ 1,446.00	+	\$ 57.84	- \$ 0.00 = \$ 1,503.84

**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**

**i** You have selected Check by Mail. The system will show the balance due until the check is received and posted. Please include a copy of your receipt of the Application with your Payment.

**OK** **CANCEL**

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

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.

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**

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

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

**Fee Detail**

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

**Payment Detail**

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

**Attachment List**

Finish


Print

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.

**Submittal Receipt**  
Department of Environmental Quality, State of Oregon  
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100 Date Created: 2/11/2025

**Submittal Summary** Submittal ID: 84570  
Facility (project site): YDO WPCF Onsite  
Submittal: WPCF Onsite Wastewater Treatment Systems Permit  
Submitted By: Onsite Tester Email: jessica.joye@deq.oregon.gov  
Submitted Date: 2025-02-06 13:37:47

**Submittal Form Info**  
Submittal Name: WPCF Onsite Wastewater Treatment Systems Permit  
Submission Method: Online Fee Program ID: 54  
Action Type: Renewal Fee Program Name: WQONSITE

**Payment Information (BALANCE DUE)**  
Processing Fee: \$1,446.00 Technology Fee: \$57.84  
**Total Amount Due: \$1,503.84 Total Amount Paid: \$0.00**  
To make a payment by mail, please send a copy of this Submittal Receipt with your payment to:  
DEQ Financial Services – LBX3615  
P.O. Box 3615  
Portland OR 97208-3615  
Make check payable to: Department of Environmental Quality  

Fee Description	Amount
Application Filing Fee	\$123.00
Surcharge Fee	\$117.00
Permit Processing Fee	\$1,206.00
Technology Fee	\$57.84
<b>Total:</b>	<b>\$1,503.84</b>

## 2.4. Review tab

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0


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

Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

Basic Info

Fees/Payments

Fee

Paid

Balance

\$ 0.00 - \$ 0.00 = \$ 0.00

Mandatory Attachment

Uploaded Attachment

Attachments are not required for this Submittal.

## 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.



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please check the required fields on the form.

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

☐ I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is the name of your home town newspaper? \*

Required.

☐ Show Question Answer

PIN Number

PIN: \*

Required.

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.



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

✓ 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:

84448

Submittal Date:

2/3/2025, 9:39:37 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 Wastewater Treatment Systems Permit

Method:

Online Submission

Fee Detail

Name	Type	Amount
Application Filing Fee	Permit/License/Certificate Fee	\$123.00
Surcharge Fee	Permit/License/Certificate Fee	\$117.00
Permit Processing Fee	Additional Fee	\$4,832.00
Plan Review Fee	Fee Adjustment	\$1,206.00
Technology Fee	Additional Fee	\$251.12

Payment Detail

Date	Method	Fee Amount	Paid Amount
Total:		\$6,529.12	\$0.00

Certification

Statement:

I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045 and/or 340-071. This includes a new application fee to obtain the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

Question:

what is the name of your home town newspaper?

Answer:

\*\*\*\*\*

PIN Number:

\*\*\*\*\*

RO:

Onsite Tester


Sender IP:


159.121.206.56

Mail-to Attachment List

No record.


Uploaded Attachment List


 **General LUCS.pdf**  
LUCS  
PDF 1,059 KB

 **Project Description and Facility Plans.pdf**  
Project Description and Facility Plans  
(PDF) (1.1 MB)

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



Finish

 **Receipt**

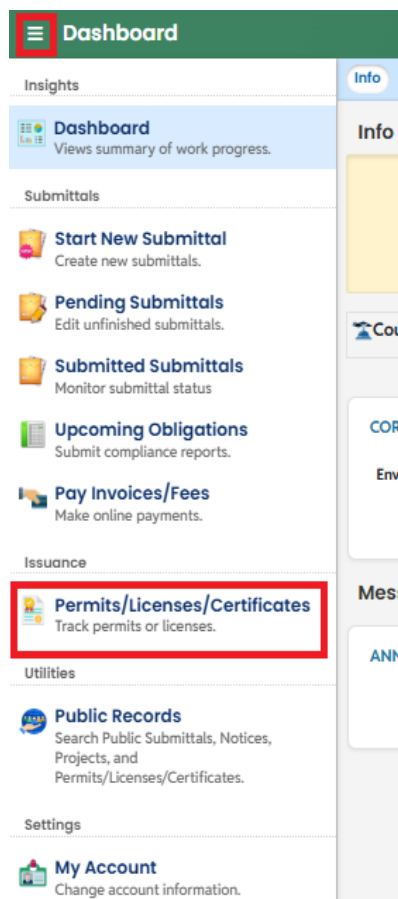
 **Submittal Form**

## 3. How to apply for a permit modification

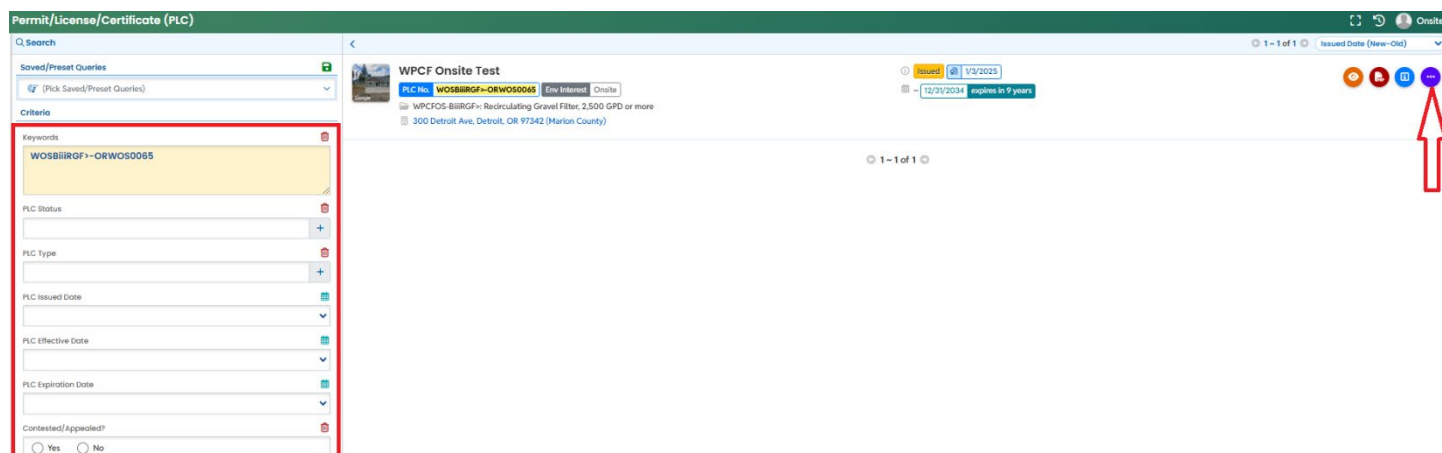
A permit modification is needed when the current permit no longer reflects current stat or proposed changes to a facility. It may be a request to increase the permitted flow or adding treatment. Permittees wanting to modify their permit have two options: Modify with effluent limit increase or without.



Begin by logging in 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 ‘Permits/Licenses/Certificates’ icon  to create a permit amendment submittal.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0




On the “Permits/Licenses/Certificates” page, use search functions on the right-side panel to locate the permitted facility requesting permit modification. Permit modifications are referred as amendments in YDO.




Click the blue ellipsis icon  for permit actions dropdown. Permit modifications in YDO are referred as amendments. The permit actions allowed, in order, are amend, renew, name change, transfer and terminate. Select the renew icon  to start the permit amendment submittal.


# Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage



## Version 1.0


**WPCF Onsite Test**

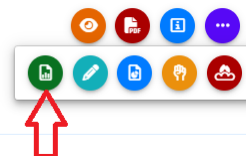
**PLC No.** **WOSBiiRGF>ORWOS0065** **Env Interest** **Onsite**

 WPCFOS-BiiRGF>: Recirculating Gravel Filter, 2,500 GPD or more


 300 Detroit Ave, Detroit, OR 97342 (Marion County)

 **Issued**  **1/3/2025**

 ~ **12/31/2034** **expires in 9 years**



### 3.1. Basic info tab

Complete all required fields in each section of the basic info tab. Save your data entry frequently by clicking on the pink disk  .

Enter the legal name and status of the applicant. The name must be a legal, active name registered with the Oregon Secretary of State, Corporation Division. Refer to the application instructions for more information.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Reference Information

Legal Name of Applicant

Required


Is the name of the applicant the owner of the facility?

☐ Yes ☐ No


Required

Legal Status of Applicant

Required

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

**308605**

Save your data entry frequently by clicking on the pink disk  .

Select a primary SIC or NAICS code. Choose a code that best describes the primary activity for the facility using either Standard Industrial Code (SIC) or North American Industry Classification System (NAICS).

☐ SIC ☒ NAICS

Primary NAICS Code

721211 - RV (Recreational Vehicle) Parks and Campgrounds

111110 - Soybean Farming

111120 - Oilseed (except Soybean) Farming

111130 - Dry Pea and Bean Farming

111140 - Wheat Farming

111150 - Corn Farming

111160 - Rice Farming


111191 - Oilseed and Grain Combination Farming

111199 - All Other Grain Farming

111211 - Potato Farming



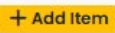

111219 - Other Vegetable (except Potato) and Melon Farming


1229 Results

Save your data entry frequently by clicking on the pink disk .

Add the facility location in township/range/section/tax lot. If the facility spans multiple townships, ranges, sections or tax lots, click the add item icon to add additional locations.





#### Facility Location - Township/Range/Section/Tax Lot

	Township	Range	Section	Tax Lot #
1 Text 	4N	23E	3	200
2 Text 	4N	23E	3	201
 				




Save your data entry frequently by clicking on the pink disk .

Responsible official contact information. An RO is a person who is legally authorized to sign WPCF Onsite permit applications, Discharge Monitoring Reports (DMRs) and other reports required by the permit is considered a RO and must choose the RO account. The RO is allowed to prepare, certify and submit submittals. See public user guide YDO Account Registration and Set Up for more information.

#### Responsible Official(RO)

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	 Required.		 Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
		 Required.	
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
 Required.			

#### Responsible Official(RO) - Mailing Address





Country		
<input checked="" type="radio"/> United States <input type="radio"/> Canada		
Address		Building, Unit, Suite, or Floor #
<input type="text"/>		<input type="text"/>
 Required.		
City	State	Zip Code
<input type="text"/>	OR (Oregon)	<input type="text"/>
 Required.		 Required.

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0




Facility contact information. The facility contact is typically located at or near the facility and has specific knowledge of the facility or operation under permit and may be contacted if there are specific questions about this application. If the facility contact is the same as the responsible official, select the Copy from RO button for fields to automatically populate with information provided in the Responsible Official contact section.

#### Facility Contact

**Copy from RO**

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	 Required.		 Required.
Company	Title		Email
<input type="text"/>	<input type="text"/>		<input type="text"/>
			 Required.
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
 Required.			

#### Facility Contact - Mailing Address

Country		
<input checked="" type="radio"/> United States <input type="radio"/> Canada		
Address		Building, Unit, Suite, or Floor #
<input type="text"/>		<input type="text"/>
 Required.		
City	State	Zip Code
<input type="text"/>	<input type="text" value="OR (Oregon)"/>	<input type="text"/>
 Required.		 Required.



Invoice contact information. Complete all required fields under Invoice Contact. The invoice contact is the person or legal entity responsible for payment of the annual compliance determination fee invoice. If the invoice contact is the same as the responsible official, select the Copy from RO button for fields to automatically populate with information provided in the Responsible Official contact section.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage


### Version 1.0

#### Invoice Contact


**Copy from RO**

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	 Required.		 Required.

Company	Title	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
		 Required.


Phone	Mobile	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
 Required.		

#### Invoice Contact - Mailing Address

Country


☒ United States ☐ Canada

Address


 Required.

Building, Unit, Suite, or Floor #


City


 Required.


State

OR (Oregon) 

Zip Code

 Required.

Save your data entry frequently by clicking on the pink disk .

General information. This section requires a description of the proposed facility and a series of questions to be completed. For additional information answering the questions, click the help icon .

#### General Information

Briefly describe the proposed facility, type of wastewater, and primary method of wastewater treatment and disposal

System 001: Existing 20-space manufactured home park utilizing a 5,000 gpd recirculating textile filter wishing modify our permit to add 10 additional spaces for a total of 30-spaces and construct an expanded system with a projected daily sewage flow of 7,500 gpd. The facility generates residential strength wastewater.

System 002: The existing 2,500 gpd standard system serving 10-spaces will remain unchanged.

Indicate if this submittal involves a request for effluent limit modification and the design capacity of the system.

Request for effluent limit modifications?

☐ Yes ☐ No

 Required



Design Capacity

☐ 1200 gpd or less ☐ Over 1200 gpd

 Required


Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0

Indicate if a community sewer system is possibly available to serve this facility. If “Yes”, specify distance to nearest connection point to sewer. If the facility is located within the service boundary of a municipal sewer system provide the name of the municipality.


Is the proposed facility located within a half-mile of an area wide community sewerage system?	How close is the nearest connection point to the sanitary sewer (in feet)
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
	 Required
Is the proposed facility located within the service boundary of a municipal sanitary sewerage system?	Description
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text"/>
	 Required

Indicate if an Underground Injection Control (UIC) system will be used or is currently used to dispose of wastewater for the proposed facility described above. Wastewater includes wash water, process wastewater, and/or sewage. The following wastewater disposal systems are considered UICs.

- Non-residential onsite sewage system with a design flow of 2,500 gallons per day or designed to serve 20 or more people a day (excluding single-family residential systems).
- Multi-family residential onsite sewage systems regardless of size.
- Any onsite sewage system, regardless of size, that receives industrial wastewater.
- Dry wells or sumps
- Infiltration trenches, French drains
- Industrial wastewater drain holes
- Cesspools/sewage drain holes

Does the proposed facility discharge wastewater to an Underground Injection Control (UIC) system? 


☐ Yes ☐ No

 Required

Indicate if there is any other wash water or wastewater at the regulated site that will be or is being discharged to a UIC system not included in the proposed facility description. If “Yes”, also provide the required information for each UIC in the Project Description and Facility Plans attachment.

Is there any other wash water or wastewater that will be or is being discharged to a UIC system?

☐ Yes ☐ No

 Required


Indicate if a UIC system other than the one described in this application will be used or is currently used to drain stormwater. The following storm drainage systems are considered UICs:

- Any UIC wastewater system also used for storm drainage.
- Dry wells or sumps
- Infiltration trenches, French drains
- Storm drain holes

Does or will stormwater at the facility be drained to a UIC system other than described by this application?

☐ Yes ☐ No

 Required

Save your data entry frequently by clicking on the pink disk .



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

General information – list all proposed and existing systems. List the type of system and projected daily sewage flow in gpd for each proposed and existing waste streams. Recirculating textile filters use recirculating gravel filter identifier.


#### General Information – List all proposed and existing systems

The screenshot shows the 'General Information' form with a dropdown menu open for the 'System Identifier' field. The dropdown lists various system types and their associated projected flows. The selected option is 'WPCFOS-BiiirGF>: Recirculating Gravel Filter, 2,500 GPD or more , Sewage Disposal; WPCF On-Site recirculating gravel filter, 2,500 GPD or more'. Other options include 'WPCFOS-A: On-Site sewage lagoon with no discharge', 'WPCFOS-Bi: Standard or alternative subsurface system with design flow of 20,000 GPD or more', 'WPCFOS-Bii: Standard or alternative subsurface system with design flow less than 20,000 GPD', 'WPCFOS-Bix: Holding tanks', 'WPCFOS-BiiirAS>: Aerobic systems, 2,500 GPD or more', 'WPCFOS-BivAS<: Aerobic systems, less than 2,500 GPD', 'WPCFOS-BiiirGF<: Recirculating Gravel Filter, less than 2,500 GPD', 'WPCFOS-BiiirSF>: Sand Filter, 2,500 GPD or more', and 'WPCFOS-BivSF<: Sand Filter, less than 2,500 GPD'. The 'Projected flow' field is empty, and the 'Units' field is set to 'gpd'. The 'Total Projected Daily Sewage Flow for Facility' is 0.

Click the add item button to add additional systems. The total projected daily sewage flow for the facility is tallied at the bottom right. The projected flow amount for the proposed modified system will be used below in the Plan Review section under Design Specifications – Gallons per day.

#### General Information – List all proposed and existing systems

The screenshot shows the 'General Information' form with two system entries. The first entry is 'WPCFOS-BiiirGF>: Recirculating Gravel Filter, 2,500 GPD or more' with a projected flow of 7500 gpd. The second entry is 'WPCFOS-Bii: Standard or alternative subsurface system with' with a projected flow of 2500 gpd. The 'Add Item' button is highlighted with a red arrow. The 'Total Projected Daily Sewage Flow for Facility' is 10000.

Save your data entry frequently by clicking on the pink disk .

Other DEQ or Public Agency permit section. For DEQ to coordinate with other DEQ divisions and public agencies, list all permits issued to or applied for this project.

#### Other DEQ or Public Agency Permit

List all other DEQ or public agency permits issued to or applied for this project.

The screenshot shows the 'Other DEQ or Public Agency Permit' form with a text input field containing 'GEN12C Stormwater construction activities - 1 acre or more'.

Underground Injection Control (UIC) registration section. Acknowledge UIC registration by selecting the toggle button on.

#### Underground Injection Control (UIC) Registration


Federal and state regulations require that all UIC systems be registered with DEQ. By completing this application, your wastewater UIC systems (UIC) will be registered with the DEQ and you will be sent a UIC registration conformation letter to be maintained at the facility. You will be informed by DEQ of any additional UIC regulations that are applicable to your UIC system once this application has been reviewed.

☒ I have read and agree to the above agreement



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

Plan review section. Save your data entry frequently by clicking on the pink disk . Check the “Plan Submitted”. Plans and specifications in most cases are required for all new permit applications. The figure used for the design specifications in gallons per day is the system proposing to be modified in the above “list all proposed and existing systems” section. Select the system type from the drop-down menu that was used as the system identifier for the proposed new system in Section 3.11. Select the Commercial Facility radio button.

#### Plan Review

☒ Plan Submitted?

Design specifications – Gallons per day


7500

Type of system

WPCFOS-BiiRGF>: Recirculating Gravel Filter, 2,500 GPD or more , Sewage Disposal; WPCF On-Site recirculating gravel filter, 2,500 GPD or more

Commercial Facility or Single Family Dwelling

☒ Commercial Facility ☐ Single Family Dwelling

Save your data entry frequently by clicking on the pink disk .



Certification. Certify your submittal by selecting the toggle button on.

#### Certification

I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045 and/or 340-071. This includes a new application fee to obtain the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

☒ I have read and agree to the above agreement

Save your data entry by clicking on the pink disk .


Verify all required fields have been completed. A red explanation point icon  will appear next to the tab , indicating a required field(s) has not been completed. You will not be able to move on to the payment tab until all required fields have been completed.

After completing all required fields and saving your data, a submittal RID number will be created.

\* 84589 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

### 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.

To access the General LUCS form click on the link.

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0

Attachment Types

\* represents required attachments.

\* **LUCS**


Land Use Compatibility Statement For additional information, please visit **General LUCS Form**

pdf doc

\* **Project Description and Facility Plans**

Project description and Facility Plans. Refer to Section F of application instructions for requirements.

pdf doc docx xls xlsx

 **Operation and Maintenance Manual**

Upload supporting document here

pdf doc docx

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

1 Basic Info 2 Attachment 3 Payment 4 Review 5 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 an 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'.

Oregon Department of Environmental Quality

Page 34 of 66

1 Basic Info

2 Attachment 1

3 Payment 1

4 Review

5 Submission 1

1

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

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

Files Names

1

New General LUCS.pdf

PDF

Click on the document to identify the attachment type.

New

PDF

Select Document Type

\* LUCS

- Operation and Maintenance

- Other

\* Project Description and Facility Plans

- Redacted Submittal Form in PDF

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

1 Basic Info

2 Attachment

3 Payment 1

4 Review

5 Submission 1

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 General LUCS.pdf

PDF

Doc Type LUCS

PDF 1,059 KB 1/30/2025 V1

2

New Project Description and Facility Plans.pdf


PDF

Doc Type Project Description and Facility Plans

PDF 1,156 KB 1/30/2025 V1

2 Results

### 3.3. 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.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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.

A screenshot of the DEQ Online Payment tab. At the top, there's a green 'Open' button and a navigation bar with tabs 1-5. Tab 3 'Payment' is active. Below the tabs, a pink message box says 'Please complete the payment process.' and a yellow box says 'DEQ adds a 4% technology fee to every fee payment processed through YDO.' Below these is a summary table:

Fee	Service	Paid	Due			
\$ 6,278.00	+	\$ 251.12	-	\$ 0.00	=	\$ 6,529.12

Below the summary is a section titled 'Fees' with a list of items:

- Application Filing Fee**
  - ① Permit/License/Certificate Fee: \$ 123.00
  - ① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES
- Surcharge Fee**
  - ① Permit/License/Certificate Fee: \$ 117.00
  - ① Surcharge Fee
- Permit Processing Fee**
  - ① Additional Fee: \$ 4,832.00
- Plan Review Fee**
  - ① Fee Adjustment: \$ 1,206.00
- Technology Fee**
  - ① Additional Fee: \$ 251.12
  - 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.

Please note upon DEQ review of your submittal, the first annual compliance determination fee ([Fee Table 9D](#)) will be assessed and the submittal sent back for completion of payment.

**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.


## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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
\$ 3,865.00	+ \$ 154.60	- \$ 0.00	= \$ 4,019.60

 [Pay Amount Due](#)

**Fees**

<b>Application Filing Fee</b> <ul style="list-style-type: none"><li>Permit/License/Certificate Fee</li><li>Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES</li></ul>	\$ 123.00
<b>Surcharge Fee</b> <ul style="list-style-type: none"><li>Permit/License/Certificate Fee</li><li>Surcharge Fee</li></ul>	\$ 117.00
<b>Permit Processing Fee</b> <ul style="list-style-type: none"><li>Additional Fee</li></ul>	\$ 2,419.00
<b>Plan Review Fee</b> <ul style="list-style-type: none"><li>Fee Adjustment</li></ul>	\$ 1,206.00
<b>Technology Fee</b> <ul style="list-style-type: none"><li>Additional Fee</li><li>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.</li></ul>	\$ 154.60

5 Results

**Payment Transactions**

No payment transaction records.

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	Service	Paid	Due
\$ 3,865.00	+ \$ 154.60	- \$ 0.00	= \$ 4,019.60


☒ ACH **Automated Clearing House (ACH) payment method:**

☐ Credit Card

☐ Check by Mail

When clicking **Pay Now** button, you will be **redirect** to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

 [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](#)

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

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 Select

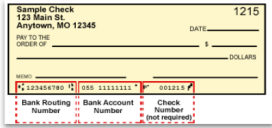
Zip Code (Optional)

Phone Number

Email Address

[Become a Registered User](#)

Payment Method



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.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

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

No amount due.

Fee

\$ 65.00

+

Service

\$ 2.60

-

Paid

\$ 67.60

=

Balance

\$ 0.00

**Fees**

**Supervisor Fee**

① Permit Fee

\$ 65.00

**Technology Fee**

① Additional Fee

\$ 2.60

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.

**Payment Transactions**

✓

ePayment (ACH)

07/11/2022
07/12/2022

\$ 67.60

# DEQTST000010600

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.

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0

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.



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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

\$ 3,865.00 + \$ 154.60 - \$ 0.00 = \$ 4,019.60

Pay Amount Due

Fees

Application Filing Fee

① Permit/License/Certificate Fee

① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

Surcharge Fee

① Permit/License/Certificate Fee

① Surcharge Fee

\$ 117.00

Permit Processing Fee

① Additional Fee

\$ 2,419.00

Plan Review Fee

① Fee Adjustment

\$ 1,206.00

Technology Fee

① Additional Fee

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.

\$ 154.60

5 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

\$ 3,865.00 + \$ 154.60 - \$ 0.00 = \$ 4,019.60

Pay Amount Due

☐ ACH

☒ Credit Card

☐ Check by Mail

Credit Card payment method:

When clicking **Pay Now** button, you will be **redirected** to agency's payment portal to finish the payment.

Once finished, you will be redirected back to the system to finish the task.

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

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0

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  Select ▾




Zip Code  (Optional)

Phone Number


Email Address

[Become a Registered User](#) 

Payment Method

Card Number    

Expiration Date Month ▾ Year ▾

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.

[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, the processed payment will be shown in the “Payment” tab. The Responsible Official is the type of account that is able to 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		Payment Transactions	
<b>Supervisor Fee</b>	\$ 65.00	✓ Credit Card	\$ 67.60
① Permit Fee		07/13/2022 07/13/2022	
		# DEQTST000010701	
<b>Technology Fee</b>	\$ 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.

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0

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 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.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

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	
\$ 3,865.00	+	\$ 154.60	-	\$ 0.00 = \$ 4,019.60

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


Pay Amount Due

Confirm Check by Mail

**i** You have selected Check by Mail. The system will show the balance due until the check is received and posted. Please include a copy of your receipt of the Application with your Payment.

OK CANCEL

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.

To delete your check by mail selection, select the trash can  icon. After your check by mail selection has been deleted, all payment options will be available.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

▲ Reminder: Payment of \$4,019.60 is due until the full amount has been received and posted.

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

Fee	Service	Paid	Due	Amount in Transit/Waiting
\$ 3,865.00	+	\$ 154.60	-	\$ 0.00 = \$ 4,019.60


**Fees**

<b>Application Filing Fee</b> ① Permit/License/Certificate Fee ① Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES	\$ 123.00
<b>Surcharge Fee</b> ① Permit/License/Certificate Fee ① Surcharge Fee	\$ 117.00
<b>Permit Processing Fee</b> ① Additional Fee	\$ 2,419.00
<b>Plan Review Fee</b> ① Fee Adjustment	\$ 1,206.00
<b>Technology Fee</b> 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.	\$ 154.60

5 Results

**Payment Transactions**

▲ Reminder: Payment of \$4,019.60 is due until the full amount has been received and posted.

 **Check by Mail**  
2/12/2025 \$ 0.00

1 Results

**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.

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**

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

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0

Fee Detail

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

Payment Detail

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

Attachment List

Finish

Print

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.



## Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 2/12/2025

### Submittal Summary

Submittal ID: 84589

Facility (project site): YDO WPCF Onsite

Submittal: WPCF Onsite Wastewater Treatment Systems Permit

Submitted By: Onsite Tester

Email: [jessica.joye@deq.oregon.gov](mailto:jessica.joye@deq.oregon.gov)

Submitted Date: 2025-02-12 14:34:42

### Submittal Form Info

Submittal Name: WPCF Onsite Wastewater Treatment Systems Permit

Submission Method: Online

Fee Program ID: 54

Action Type: Modification

Fee Program Name: WQONSITE

### Payment Information (BALANCE DUE)

Processing Fee: \$3,865.00

Technology Fee: \$154.60

Total Amount Due: \$4,019.60

Total Amount Paid: \$0.00

To make a payment by mail, please send a copy of this Submittal Receipt with your payment to:

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

Make check payable to: Department of Environmental Quality

Fee Description	Amount
Application Filing Fee	\$123.00
Surcharge Fee	\$117.00
Permit Processing Fee	\$2,419.00
Plan Review Fee	\$1,206.00
Technology Fee	\$154.60
<b>Total:</b>	<b>\$4,019.60</b>

## 3.4. 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.



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

1 Basic Info

2 Attachment


3 Payment

4 Review

5 Submission

Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

✕ Basic Info

Fees/Payments

Fee

Paid

Balance

\$ 0.00

—

\$ 0.00

=

\$ 0.00

Mandatory Attachment

Uploaded Attachment

Attachments are not required for this Submittal.

### 3.5. 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

Please check the required fields on the form.

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

☐ I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is the name of your home town newspaper? \*

Required.

☐ Show Question Answer

PIN Number

PIN: \*

Required.

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.

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

Version 1.0

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.

WPCF - Onsite Sewer Systems Permit

94589 Complete Submittal

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:

94589

Submittal Date:

2/12/2025, 2:34:42 PM

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 Wastewater Treatment Systems Permit

Method:

Online Submission

Fee Detail

Name	Type	Amount
Application Filing Fee	Permit/License/Certificate Fee	\$123.00
Surcharge Fee	Permit/License/Certificate Fee	\$117.00
Permit Processing Fee	Additional Fee	\$2,419.00
Plan Review Fee	Fee Adjustment	\$1,206.00
Technology Fee	Additional Fee	\$154.60

Payment Detail

Date	Method	Fee Amount	Paid Amount
Total:		\$4,019.60	\$0.00

Uploaded Attachment List

General LUCS.pdf

Land Use Compatibility Statement

PDF 1,059 KB

Project Description and Facility Plans.pdf

Project Description and Facility Plans

PDF 1,156 KB

Certification

Statement:

I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045 and/or 340-071. This includes a new application fee to obtain the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

Question:

what is the name of your home town newspaper?

Answer:

\*\*\*\*\*

PIN Number:

\*\*\*\*\*

RC:

Onsite Tester

Sender IP:

159.121.206.56

Mail-to Attachment List

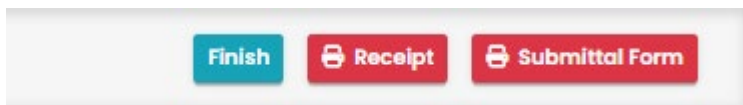
No record.

Finish

Receipt


Submittal Form


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

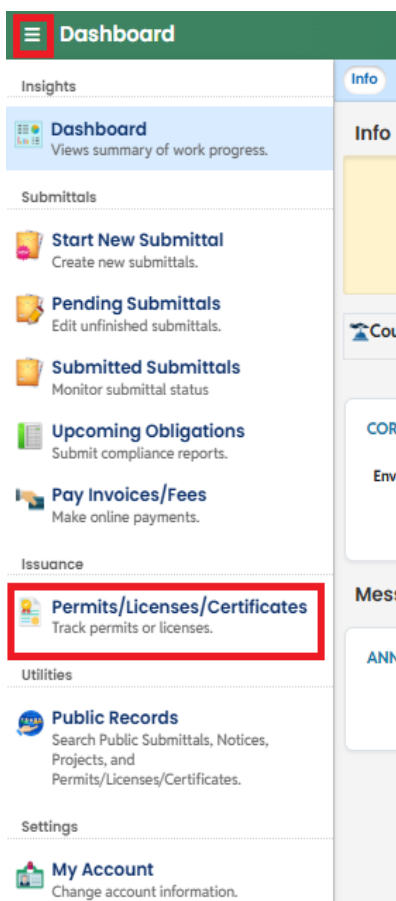


## 4. How to apply for permit termination

Permittees eligible for permit termination may request through Your DEQ Online.

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

‘Permits/Licenses/Certificates’ icon  to create a permit renewal submittal. Permit modifications are referred to as Amendments in YDO.



On the “Permits/Licenses/Certificates” page, use search functions on the right-side panel to locate the permitted facility requesting permit termination.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

Permit/License/Certificate (PLC)

Search

Saved/Preset Queries

Criteria

Keywords: WOSBIIIRGF>-ORWOS0065

PLC Status

PLC Type

PLC Issued Date

PLC Effective Date

PLC Expiration Date

Contested/Approved?

WPCF Onsite Test

PLC No. WOSBIIIRGF>-ORWOS0065



Env Interest Onsite

WPCFOS-BIIIRGF>: Recirculating Gravel Filter, 2,500 GPD or more

300 Detroit Ave, Detroit, OR 97342 (Marion County)

Issued 1/2/2025

12/31/2034 expires in 9 years

Click the blue ellipsis icon  for permit actions dropdown. Permit modifications in YDO are referred as amendments. The permit actions allowed, in order, are amend, renew, name change, transfer and terminate. Select the terminate icon  to start the permit termination request submittal.

WPCF Onsite Test

PLC No. WOSBIIIRGF>-ORWOS0065

Env Interest Onsite

WPCFOS-BIIIRGF>: Recirculating Gravel Filter, 2,500 GPD or more

300 Detroit Ave, Detroit, OR 97342 (Marion County)

Issued 1/3/2025

12/31/2034 expires in 9 years

### 4.1. Basic info tab

Complete all required fields. Select the reason for requesting termination.

WPCF - Onsite Sewer Systems Permit

84654 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

To Be Completed By The System Owner

YDO WPCF Onsite

4026 Fairview Industrial Dr SE, Salem, OR 97302-1142

308605

Please select one of the following reasons for requesting termination

☐ System is pressurized distribution, sand filter, recirculating gravel filter or alternative treatment technology with a design flow 2,500 gpd or less.

☐ Facility has connected to a sanitary sewer system

☐ Source of sewage has been permanently eliminated

☐ Other

Required

Explain reason for source of sewage being eliminated

Explain Other Reason

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

Complete the owner information section.

### Owner Information

**Permit**

**WPCFOS-BiiiRGF>: Recirculating Gravel Filter, 2,500 GPD or more**  
Issued

# WOSBiiiRGF>-ORWOS0069

Permit ID 50312

Expiration Date 1/31/2035

Issued Date 2/13/2025

Owner's Name Same as Permittee Name?  
☒ Yes ☐ No

Owner's name  

Required.

Salutation

First Name  

Required.

M.I.

Last Name  

Required.

Company

Title

Email  

Required.

Phone  

000-000-0000x00000

Required.

Mobile  

000-000-0000

Fax  

000-000-0000

Country  
☒ United States ☐ Canada

Address  

Required.

Building, Unit, Suite, or Floor #

City  

Required.

State  

OR (Oregon)

Zip Code  

00000-0000

Required.

Complete the township/range/section/tax lot section. Click the add item icon **+ Add Item** to add more tax lots.

### Owner Information - Township/Range/Section/Tax Lot

Please add at least one record.

+ Add Item

Certify your submittal by selecting the toggle button on.

### Certification

I am the permittee of the WPCF permit for the above referenced onsite wastewater treatment system. I request termination of the WPCF permit for the above referenced onsite system pursuant to Oregon Administrative Rules 340-071-0130. I agree to comply with Oregon Administrative Rules pertaining to the continuing operation and maintenance of this onsite system.

☒ I have read and agree to the above agreement

Required

## 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.

To complete the WPCF OS Termination OM Provider Affidavit form click on the link.

### Attachment Types



\* represents required attachments.

#### \* O&M Service Contract

Copy of operation and maintenance service contract required pursuant to OAR 340-071-0130, 340-071-0275, 340-071-0290, 340-071-0302, or 340-071-0345.

xml pdf doc docx

#### \* Termination Request Maintenance Provider Form

Affidavit (form Appendix A-04)

pdf doc docx

 [002 WPCF OS Termination OM Provider Affidavit A4 fillable.pdf](#)

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

1 Basic Info2 Attachment3 Payment4 Review5 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 an 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 Info2 Attachment3 Payment4 Review5 Submission

Instruction

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

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

Files Names

1 PDF New 002 WPCF OS Termination OM Provider Affidavit A4.pdf

Click on the document to identify the attachment type.

PDF New

Select Document Type

\* O&M Service Contract

- Other

- Redacted Submittal Form in PDF

\* Termination Request Maintenance Provider Form

Select Document Type Picker

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

1 Basic Info2 Attachment3 Payment4 Review5 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 PDF New 002 WPCF OS Termination OM Provider Affidavit A4.pdf PDF 82 KB 2/13/2025 v1

Doc Type Termination Request Maintenance Provider Form

2 PDF New O&M contract.pdf PDF 1,780 KB 2/13/2025 v1

Doc Type O&M Service Contract

2 Results

4.3. Payment tab

A fee is not associated with a request to terminate an eligible permit.

## 4.4. 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

Please check if the following sections are completed. Click on the PDF (  ) hyperlink to open/save/print the PDF form.

x Basic Info

Fees/Payments

Fee

\$ 0.00

-

Paid

\$ 0.00

=

Balance

\$ 0.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

## 4.5. 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.



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Please check the required fields on the form.

Certification Statement

I certify under penalty of law, based on information and belief formed after reasonable inquiry, the statements and information contained in these documents are true, accurate and complete.

☐ I have read and agree to the above certification statement

Required.

Security Question

Security Question: what is the name of your home town newspaper? \*

Required.

☐ Show Question Answer

PIN Number

PIN: \*

Required.

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.

Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage  
Version 1.0

84654

Complete Submittal

Please click  **Receipt** to print your receipt.

Submittal Summary

Submittal ID:

84654

Submittal Date:

2/13/2025, 2:26:47 PM

Submittal By:

Onsite Tester  
5033785033  
jessica.joye@deq.oregon.gov

Owner Information:

Onsite Tester  
5033785033  
jessica.joye@deq.oregon.gov


Fee Detail


This submittal does not require fee.

Payment Detail

Not Applicable.

Uploaded Attachment List

 **O&M contract.pdf**  
O&M Service Contract  
PDF | 1,780 KB

 **002 WPCF OS Termination OM Provider Affidavit A4.pdf**  
Termination Request Maintenance Provider Form  
PDF | 82 KB

Submittal Form Info

Name:

WPCF Onsite Wastewater Treatment Systems Permit

Method:

Online Submission

Certification

Statement:

I hereby certify that the information contained in the application is true and correct to the best of my knowledge and belief. In addition, I agree to pay all permit fees required by Oregon Administrative rules 340-045 and/or 340-071. This includes a new application fee to obtain the permit and a compliance determination fee invoiced annually by DEQ to maintain the permit.

Question:

what is your favorite painting or photo?

Answer:

\*\*\*\*\*

PIN Number:

\*\*\*\*\*

RO:

Onsite Tester


Sender IP:


159.121.206.56

Mail-to Attachment List

No record.


Finish


 **Receipt**

 **Submittal Form**

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

Finish

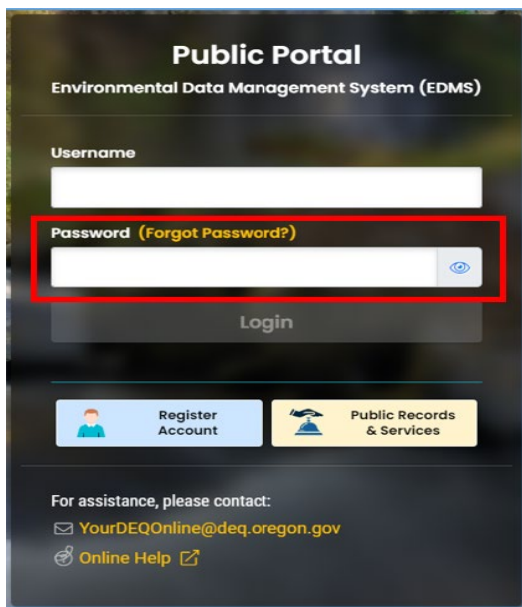
 **Receipt**

 **Submittal Form**

5. Password, pin, security questions

5.1. 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.



**Public Portal**  
Environmental Data Management System (EDMS)

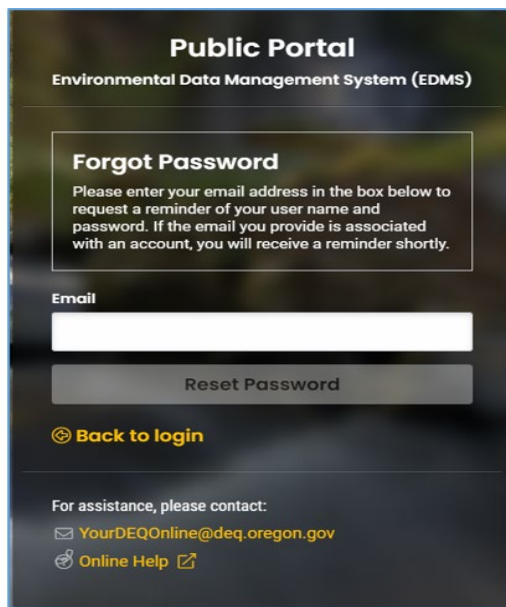
Username

Password (Forgot Password?)

Login

Register Account | Public Records & Services

For assistance, please contact:  
✉ YourDEQOnline@deq.oregon.gov  
🔗 Online Help



**Public Portal**  
Environmental Data Management System (EDMS)

**Forgot Password**  
Please enter your email address in the box below to request a reminder of your user name and password. If the email you provide is associated with an account, you will receive a reminder shortly.

Email

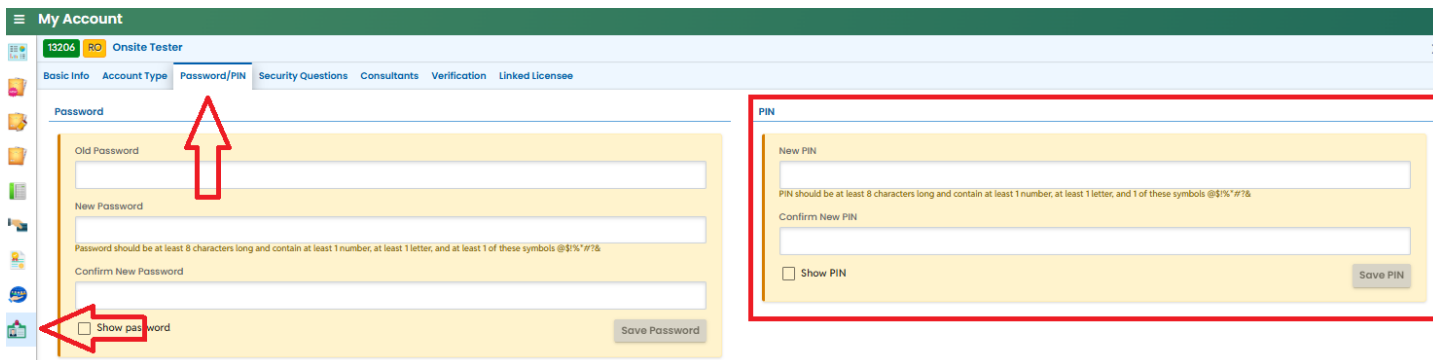
Reset Password

🔗 Back to login

For assistance, please contact:  
✉ YourDEQOnline@deq.oregon.gov  
🔗 Online Help

## 5.2. 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.



**My Account**  
13206 RO Onsite Tester

Basic Info | Account Type | **Password/PIN** | Security Questions | Consultants | Verification | Linked Licensee

**Password**

Old Password

New Password

Confirm New Password

☐ Show password

Save Password

**PIN**

New PIN

PIN should be at least 8 characters long and contain at least 1 number, at least 1 letter, and 1 of these symbols @\$!%\*?#&


Confirm New PIN

☐ Show PIN

Save PIN

## 5.3. Security questions

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.

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.

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

**My Account**

13206 RO Onsite Tester

Basic Info Account Type Password/PIN **Security Questions** Consultants Verification Linked Licensee

1 Q what is your favorite painting or photo? A



2 Q where did you first meet your spouse? A

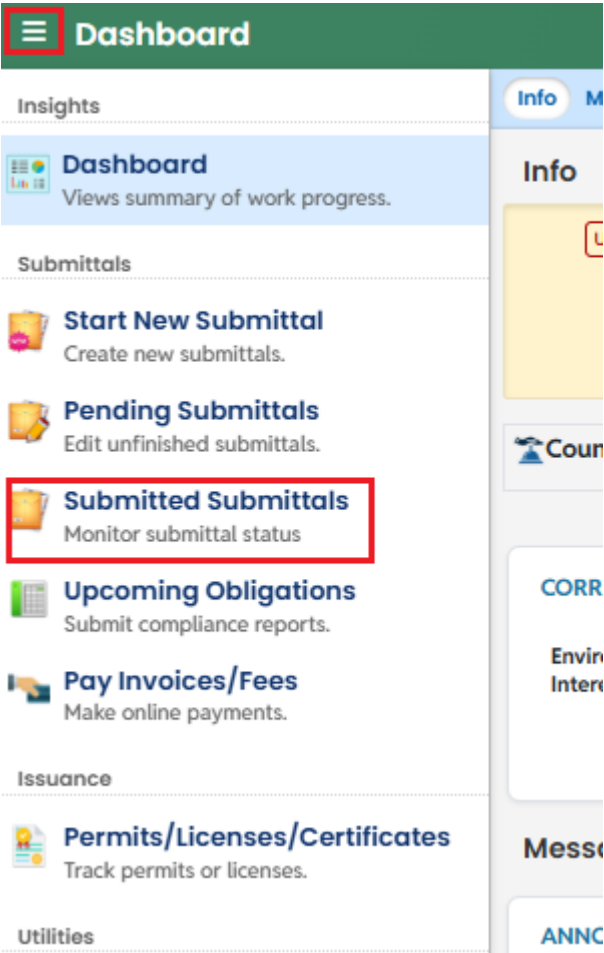
3 Q what is the name of your home town newspaper? A


4 Q what is your favorite song? A

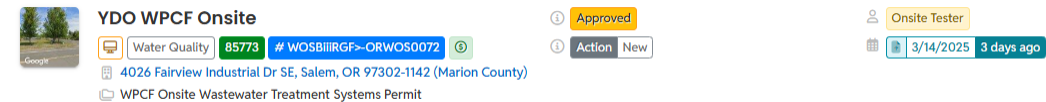
5 Q where did you graduate from high school? A

## 6. 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 .



### 6.1. Submittal summary tab

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

## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage Version 1.0

Submitted Submittal Info

84448 Approved

Submittal Summary Attachment 2 Issuance 8 Email History 9 Payment Correspondence

Case Review Summary

Payment Due  
\$ 7,859.28  
Fee: \$7,557.00 / Service: \$302.28

Status  
Approved  
by JESSICA JOYE 2/5/2025

Submittal Summary

WPCF Onsite Wastewater Treatment Systems Permit

WPCF Onsite Wastewater Treatment Systems Permit Online Form - New Permit Coverage Application

84448 f60051  
Environmental Water Quality  
2/3/2025 29 days ago

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

Revision

Withdrawal

Amend

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.

Send Back Comments

2/3/2025 JESSICA JOYE

Send Back Reason: Incomplete letter see issuance docs.

Submittal Documents

Forms/Receipt

WPCF Onsite Wastewater Treatment Systems Permit

Receipt of WPCF Onsite Wastewater Treatment Systems Permit

Attachments





General LUCS.pdf  
LUCS

Project Description and Facility Plans.pdf  
Project Description and Facility Plans

Archived Submittals

6.2. Attachment tab

Review the attachments provided with the submittal.

Submittal Summary		Attachment 2	Issuance 8	Email History 9	Payment	Correspondence
Files Names			File Info / Updated Date			
1		 General LUCS.pdf	PDF	1,059 KB	1/31/2025	v1
		Doc Type	LUCS			
2		 Project Description and Facility Plans.pdf	PDF	1,156 KB	1/31/2025	v1
		Doc Type	Project Description and Facility Plans			
2 Results						


6.3. 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 8	Email History 9	Payment	Correspondence
Issuance Documents								
<div><div>Final Documents</div><div>Onsite Incomplete Application Letter - Eugene</div><div>Issued</div><div>Document # Incomplete letter</div><div>~ 5/3/2025</div><div></div></div>								
<div><div>Final Documents</div><div>planapproval</div><div>Issued</div><div>Document # Plan approved</div><div>~ 2/3/2026</div><div></div></div>								
<div><div>Final Documents</div><div>new permit</div><div>Issued</div><div>Document # WOSBIIIRGF~ORWOS0069</div><div>~ 1/31/2035</div><div></div></div>								
<div><div>Final Documents</div><div>PN_webpublish</div><div>Issued</div><div>Document # PN</div><div>~ 3/5/2025</div><div></div></div>								
Supporting Documents								
No record found.								

6.4. 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.

Submittal Summary		Attachment 2		Issuance 8		Email History 8		Payment		Correspondence	
Subject						From/To				Sent on	
▼ 1 [UAT] Submission Received						 Fm YourDEQOnline@govonlineaas.com				2/3/2025, 9:34:16 AM ✓	
						 To jessica.joye@deq.oregon.gov					
<p>Dear Onsite Tester: This email serves to inform you that we have received your submission: Submission Name: WPCF Onsite Wastewater Treatment Systems Permit Submission ID: 84448 Submitted Date: 2/3/2025 9:39:37 AM Submitted By: Onsite Tester Thank you for using the Environmental Data Management System (YourDEQOnline). If you have any questions, please contact the Oregon DEQ at DEQInfo@deq.state.or.us Regards, YourDEQOnline Team</p>											

6.5. 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.

84448Approved

Submittal SummaryAttachment2Issuance8Email History9PaymentCorrespondence

Reminder: Payment of \$6,529.12 is due until the full amount has been received and posted.

Fee

Service

Paid

Due

Amount in Transit/Waiting

\$ 7,557.00 + \$ 302.28 - \$ 0.00 = \$ 7,859.28 \$ 6,529.12

Fees

Application Filing Fee

Permit/License/Certificate Fee

2/3/2025

Application Filing Fee OAR 340-071-0140 TABLE 9D - WPCF PERMIT FEES

\$ 123.00

Surcharge Fee

Permit/License/Certificate Fee

2/3/2025

Surcharge Fee

\$ 117.00

Permit Processing Fee

Additional Fee

2/3/2025

\$ 4,832.00

Plan Review Fee

Fee Adjustment

2/3/2025

\$ 1,206.00

Technology Fee

Additional Fee

2/3/2025

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.

\$ 251.12

1st Annual Compliance Determination Fee

Permit/License/Certificate Fee

\$ 1,279.00

Payment Transactions

Reminder: Payment of \$6,529.12 is due until the full amount has been received and posted.

Check by Mail

1/31/2025

\$ 0.00

1 Results

6.6. 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.



## Renew, Modify or Terminate an Existing WPCF Onsite Permit Coverage

### Version 1.0

Submittal Summary
Attachment 2
Issuance 8
Email History 9
Payment
Correspondence

Start a correspondence thread...

Correspondence Date/Time  
mm/dd/yyyy --:-- --

1

Agency JESSICA JOYE 2/5/2025, 10:02:00 AM 2/5/2025
Draft permit is ready for applicant review. See issuance documents in public portal. Next up 30-day public notice to be posted today.
2 Reply

Public Onsite Tester 2/5/2025, 10:14:28 AM 2/5/2025
We are requesting the frequency of effluent sampling and reporting to be annual and not semi-annual due to cost of service.

Agency JESSICA JOYE 2/5/2025, 10:16:21 AM 2/5/2025
Thank you for your comment. DEQ will review your comment and address in the permit issuance letter.

Reply message...
(Remaining Length: 4000)

## 7. 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
Benton, Douglas, Lane, Lincoln, Linn, Polk, and Yamhill	Department of Environmental Quality Western Region 165 E 7 <sup>th</sup> 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

Counties	Office Address and Telephone
	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

## 8. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

## 9. Revision history

Revision	Date	Changes	Editor
1.0	2/6/2025	Initial draft	J.Joye
1.0	5/12/2025	Style and formatting edits	A.Hallmark