Mar. 31, 2022

Oregon Department of Environmental Quality
401 Certification Program
Lloyd 700 Building, 700 NE Multnomah Street, Suite 600
Portland OR 97232

401 Certification, Dredge and Fill: –
https://www.oregon.gov/deq/wq/wqpermits/Pages/Section-401.aspx
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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.oregon.gov.
1. Introduction
The 401 Water Quality Certification Program reviews and evaluates the water quality impacts of projects which require a federal permit or license to conduct any activity that may result in a discharge (including dredge and fill material) in waters of the United States under Section 401 of the Clean Water Act.

The law gives states and tribes the authority to issue state water quality certifications for these types of projects. The certification states that the discharge will comply with applicable provisions of the CWA, including state water quality standards. Oregon’s standards specify the designated use of a waterbody (e.g., for water supply or recreation), pollutant limits necessary to protect the designated use (in the form of numeric or narrative criteria), and policies to ensure that existing water uses will not be degraded by pollutant discharges. The federal permit or license cannot be issued until a 401 WQC is received.

For more information on 401 Dredge and Fill certification applications and requirements see: https://www.oregon.gov/deq/wq/wqpermits/Pages/Section-401.aspx

I. System Overview
This document addresses how public users apply for and manage 401 Dredge and Fill Certification submittals through Your DEQ Online, an environmental data management system that combines 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.

Access to Public Records in Your DEQ Online
A member of the public may view public records in the system without a registered account. This is limited to submittals and permits that are published by DEQ in Your DEQ Online. DEQ’s Public Records Request system is available to request information not published in Your DEQ Online or other published locations: https://www.oregon.gov/deq/about-us/Pages/Request-Public-Record.aspx

Public User Accounts
The first step in using Your DEQ Online is to establish a user account. Your DEQ Online allows for three account types, each with distinct access in the system. If you are the Responsible Official for a company and will be certifying and submitting any type of 401 Certification submittal, a “Responsible Official” account is needed. If you help to prepare a submittal but are not the person who certifies and submits the submittal, a “Consultant” account may be sufficient.

Pursuant to OAR 340-Division 48, each 401 Certification application submitted by a regulated entity under the 401 Certification Program must be certified by a designated representative. The Responsible Official designation in Your DEQ Online corresponds to the designated representative required under this rule. See the following fact sheet to learn more about selecting account types: https://www.oregon.gov/deq/Permits/Documents/YDORegisterFactStormwater.pdf

For guidance on registering an account: https://www.oregon.gov/deq/Permits/Pages/Account-Registration.aspx
II. Navigating Your DEQ Online

The system is designed to work with Safari, Firefox or Google Chrome browsers. Internet Explorer is not a recommended browser.

Dashboard

After logging in to Your DEQ Online for the first time, you’ll arrive at the dashboard view. This shows a summary of current and pending activity associated with the facilities linked to your account.

The navigation panel is the primary way to navigate through various features in the system. The navigation panel may be expanded by clicking on the arrow button at the bottom left side of the screen.

Dashboard: This is your view when first logging in. It shows a summary of current and pending activity for your account.

Start New Submittal: This feature is used by the 401 Certification Program and other programs to initiate submittals. This includes applications for new certifications, modifications, name changes and more.

Resume Edits: This enables you to continue editing any submittals previously started but not yet submitted to DEQ.

Track Submittal Status: This tracks the status of all complete submittals and allows you to view the submitted report and receipt.

Upcoming Obligations: This displays any upcoming obligations for which a submittal may be started.

Pay Invoices/Fees: This is the link for making payments for invoices and fees to DEQ.

Permits/Certificates: This is used to search for and view any DEQ issued permits related to your facility.

Public Records: This allows you to search and view all published submittal and issuance records.
**My Account:** This link brings you back to your account page which is where users may change contact information, account type, facility links, passwords, security questions and more.

**Icons**
These are typical icons you’ll see while using Your DEQ Online.

- **Loading:** This icon will appear while the system is processing an action.
- **Save:** Click this icon when you make changes to ensure they are saved in the system.
- **Edit:** Click this icon to edit the selected submission.
- **View:** Click this icon to view a selected submission.

**Submittal Selection:** Click this button to toggle between pending and submitted obligations on your dashboard.

**Requirement:** This note will appear whenever a particular form field is required.

2. **401 Certification Submittals**
Submittals include any application, amendment, report or certification a public user submits to a DEQ program through Your DEQ Online. The 401 Certification submittals available in Your DEQ Online are:

<table>
<thead>
<tr>
<th>Currently in Your DEQ Online</th>
</tr>
</thead>
<tbody>
<tr>
<td>(401) - Hydropower Certification Application</td>
</tr>
<tr>
<td>(401) - Hydropower Study Plan, Study Results, and Monitoring Plan</td>
</tr>
<tr>
<td>(401) - Dredge and Fill Certification Application</td>
</tr>
<tr>
<td>(401) - 401 Dredge and Fill Supporting Materials</td>
</tr>
<tr>
<td>(401) - 401 Dredge Request for Certification</td>
</tr>
<tr>
<td>(401) - Pre-Filing Meeting Request</td>
</tr>
</tbody>
</table>

1. **Start a 401 Certification Submittal**
The Responsible Official or delegated Consultant may initiate a 401 Certification submittal. From your account’s dashboard, use quick links to navigate the system and follow the steps shown below.
This “start a submittal” link leads to the New Submittal page.

Another way to start a new submittal is to scroll through the New Submittals list and click the yellow plus box.

Once on the New Submittal page, enter search criteria to narrow your results.

Click the gold plus box to start the submittal process.

Submittal Tabs

1. Basic Info
2. Attachment
3. Payment
4. Review
5. Submission
Basic Info Tab

Select your facility by using the dropdown or select Create a new facility.

1. Complete all required fields
2. Always click “Save” before leaving the page

Facilities associated with your account will appear in this list. Always save after making changes.
Attachment Tab

Required attachments are listed on the navigation bar on the right. Items with a red asterisk (*) are required and must be uploaded to complete a submittal. Descriptions can be found below each of the attachment names including hyperlinks to documents needed to complete your submittal. Following that is a list of acceptable document formats. The system only accepts formats that are listed.

Payment Tab

During the initial submittal process for the 401 Dredge and Fill Certification application you will not be asked to pay. DEQ staff will return your submittal after determining if your application is complete and what tier applies to your project with the correct charges applied. You will receive an email message from the system notifying you when this is ready.

The options for payment include electronic fund transfer through ACH e-Payment or by check.
1. ACH e-Payment: Electronic fund transfer
2. Credit Card Payment
3. Check by Mail: Paper check with payment coupon

Payment Option 1: Payment by ACH

To pay by ACH electronic transfer, select “ACH” and click “Pay Now.” You will be redirected to DEQ’s payment portal to finish the payment. Once finished, you will be redirected back to the Your DEQ Online system to complete the submittal.
GovOnline Financial Information Management System

1. Review contact information for accuracy.
2. Enter bank account information.
3. Click “Continue”
Review and Confirm Payment Information

1. Take a moment to review the information
2. Check box to accept terms
3. Click “Confirm” to proceed
Your payment will be reflected on the screen with adjusted balance due. **After completing this step, remember to resubmit your submission.** This enables DEQ to continue processing your application.

**Final step for payment:** Once payment is complete, you’ll return to this screen. Click the save button before leaving this page.
Payment Option 2: Payment by Credit Card

To pay by credit card, select “Credit Card” and click “Pay Now.” You will be directed to DEQ’s payment portal to finish the payment. Once finished, you will be redirected back to the Your DEQ Online system to complete the submittal.

Payment Option 3: Check by Mail

To pay by check, select “Check by Mail” and click “Confirm Check by Mail.” You will receive a message indicating you have selected the Check by Mail option.

After you select “OK” on the message, the Payment tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check by Mail” record until the check is received by DEQ. **Important note: please include a copy of the submittal receipt with the mailed check.**
Changing the Check by Mail Option

If you would like to change the “Check by Mail” option either before or after the submittal, you can delete the Check by Mail record by selecting the trash can icon. You will receive a message asking for confirmation to delete the payment.

After the Check by Mail option has been deleted, all payment options will be available once again.
Review Tab

Sample PDF of submittal for Review

Click to review application before submitting. If any changes are needed, navigate to the related tabs to make those changes. Always click “save”.

Your DEQ Online: User Guide for 401 Certification Submittals
(401) Dredge and Fill Permit Application

Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600  Oregon, OR 97232-4100  503-229-5437

9/30/2021

DEQ USE ONLY

| Submittal ID: 22249 | Submitted Date: |

Pre-Requisite Question
Have you already filled out the Joint Permit Application elsewhere?

Applicant and Landowner Contact Information
Full Name: Jane Doe
Company: Jane’s Dredging
Phone: 503-312-3456
Mailing Address: 700 NE Multnomah
City: Vancouver
State: OR
ZIP Code: 98684

Salutation: Email: email@email.com

Property Owner (if different)
☐ Property Owner (if different)
☐ Authorized Agent (if applicable)

Project Information
Project Name: Test dredge
Brief Directions to the Site:

Facility Info
Select your facility
Facility Name: Unique RV Boat & Self Storage
Physical street address: 3938 DIAMOND LAKE BLVD
City: ROSEBURG
State: OR
ZIP Code: 97470
County: Douglas
Latitude: 43.21
Longitude: -123.32

What types of waterbodies or wetlands are present in your project area? (Check all that apply.)
☐ River/Stream
☐ Estuary or Tidal Wetland
☐ Waterbody or Wetland Name: Willamette
Waterbody or Wetland Name: Willamette River Mile: 25
☐ Non-Tidal Wetland
☐ Other
☐ Lake/Reservoir/Pond
☐ Pacific Ocean

Indicate the project category. (Check all that apply.)
☐ Commercial Development
☐ Industrial Development
☐ Residential Development
☐ Institutional Development
☐ Agricultural
☐ Recreational

< Page: 1 of 3 >
Submission Tab

The Responsible Official is the only account type that may certify and submit. To do this, answer the security question and enter your PIN. This will activate the “Submit” button. Next, complete the review of precautions and disclaimer statements, confirm and click “Submit.”

1. Mark the acknowledgement to indicate agreement with the certification statement
2. Provide your security question answer and your PIN
3. Steps 1 and 2 activate the “Submit” button. Review and click “Submit”
Submission Confirmation

Your submission confirmation page will reflect the following with the “Submission Successful” message.

Click the red “Print” button to access your Submittal Receipt. Check payment must be mailed with printed Submittal Receipt to the address indicated on the receipt.
Receipt when paying by check:

After selecting “Check by Mail”, payment must be mailed with this Submittal Receipt to the bank address on this receipt.
II. Tracking Submittal Status
After the submittal is completed, you may select **Track Submittal Status** on the navigation panel on the left side of the screen. Apply search criteria if needed to locate the submittal. To the far right of the submittal, select the “View Submittal Detail” icon to view status and other details.

![Tracking Submittal Status](image1)

**Submittal Summary**
After successful submission, this is where you can confirm that your report is in the “Receive Application” step. At this point, DEQ staff will review your submittal.

![Submittal Summary](image2)

*The “Review Flow” box shows current status and the submission’s next step.*
Issuance Tab
Once the certification has been issued, you can view it electronically in the Issuance Tab.

1. Click the button to download the Permit Document.
2. Click the link to open downloaded Permit Document.
Email History Tab
The Email History tab will display all email exchanges between DEQ and the Responsible Official or Consultant regarding this submittal.

Payment Tab
You can view outstanding balances or payments in the Payment Tab. You may also make a payment from this tab. Click on the “Pay Amount Due” button to make a payment.

Balance Due
Correspondence Tab
Use the Correspondence Tab to communicate with DEQ about your submittal. Write your message in the box and click the “Post” button.

I. Make Corrections
If DEQ identifies issues with your submitted application, you will receive email notification that your application has been returned. This will include questions or specific revision requests. If necessary after a submittal has been completed, the applicant may request revisions.

To request permission to make revisions:
1. Navigate to Submitted Submittal Info as described in the **Track Submittal Status** section in this document.
2. Locate the correct submittal and click the “View Submittal Detail” icon to open the submittal.
3. On the **Submittal Summary Tab**, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator”.
4. In this box, select the “Revision” and note the reason for the revision.
5. Click “Send Request.”

Follow the same steps to correct any mistakes in the submittal.

Once the correction request is approved, you will receive an email message from the system that there is a pending application ready for correction. If the request to revise is not approved, DEQ staff will contact the responsible official directly. In both cases, the receipt of the email indicates that the submission will appear in the “Pending Submittals” section on your Dashboard. It is now ready for you to review, update and then resubmit.

**II. Request a Permit Action: Renewal, Amendment, Name Change, Transfer or Termination**

To begin a permit action for your existing permit, you will follow this procedure:

1. From the Dashboard, click on the ellipsis (…) at the bottom of the Permits and Transaction History section.
2. Next, click on the purple ellipsis button to the far right of the existing permit to initiate the action.
3. In the pop-up, click the icon that applies to the permit action option you would like to begin and follow the instructions in the “Make Corrections” section of this user guide.
In Your DEQ Online, you may hover your mouse over icons to reveal their names.

<table>
<thead>
<tr>
<th>Icon</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>📚</td>
<td>Renewal</td>
</tr>
<tr>
<td>📝</td>
<td>Amendment</td>
</tr>
<tr>
<td>📜</td>
<td>Name Change</td>
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<tr>
<td>🔍</td>
<td>Transfer</td>
</tr>
<tr>
<td>🔴</td>
<td>Terminate</td>
</tr>
<tr>
<td>⚪️</td>
<td>Ellipsis</td>
</tr>
</tbody>
</table>

3. **Helpdesk and Resources**

If you have questions about this submittal process or other concerns regarding the use of the Your DEQ Online system, please consult Your DEQ Online Helpdesk at: [https://oregondeq.atlassian.net/servicedesk/customer/portal/2](https://oregondeq.atlassian.net/servicedesk/customer/portal/2) (Not compatible with Internet Explorer).

For more information, training and resources, go to Your DEQ Online Help: [https://yourdeqonlinehelp.oregon.gov](https://yourdeqonlinehelp.oregon.gov)

For 401 Certification Dredge and Fill information: [https://www.oregon.gov/deq/wq/wqpermits/Pages/Section-401.aspx](https://www.oregon.gov/deq/wq/wqpermits/Pages/Section-401.aspx)