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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.state.or.us.
1. Introduction
The Oregon Department of Environmental Quality Asbestos program (OAR 340, Division 248) includes Asbestos Abatement Notification requirements for contractors/facility owners/operators to submit notification of an asbestos abatement project, accompanied by the appropriate fee. Notification must be submitted by the facility owner or operator, the owner or operator of a demolition or renovation activity, or by the contractor. A notification revision (in your DEQ online identified as an amendment) must be submitted by the facility owner or operator, the owner or operator of a demolition or renovation activity, or the contractor.

Use Your DEQ Online to receive and process submittals including:

1. Abatement Project Notification (ASN-1/ASN-6)
2. Air Clearance Sample Results (ASN-5)

I. 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 a number of 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.

For additional information about Your DEQ Online, visit the Your DEQ Online help page at https://yourdeqonlinehelp.oregon.gov.

II. Navigating the System
The system is designed to work with Safari or Google Chrome browsers, and we recommend using one of these to avoid unexpected errors. Internet Explorer is not a recommended browser.

Dashboard
The dashboard is your initial landing pad when logging into Your DEQ Online. It shows a summary of current and pending activity associated with your linked facilities.
The navigation pane on the left side of the screen is the primary way to navigate through various features in the system. The navigation panel can be expanded by clicking on the button at the bottom left side of the screen.

**Dashboard:** This is your landing pad when you enter the system. It shows a summary of current and pending activity for your account.

**Start New Submittal:** Your DEQ Online is used by a variety of programs at DEQ. This allows you to open up a list of submittal forms that are specific to your program.

**Resume Edits:** Allows you to resume editing any submittals that have been started, but not yet submitted to DEQ.

**Track Submittal Status:** Shows the status of all complete submittals and allows you to review the submitted report, view the submittal receipt, and track your submittal status.

**Upcoming Obligations:** Displays any upcoming obligations for which a submittal can be started.

**Pay Invoices/Fees:** Allows for online payment of invoices or fees to DEQ.

**Permits/Certificates:** Allows you to search for and view all DEQ issued permits.

**Public Records:** Allows you to search for and view all published submittal records.

**My Account:** Allows you to change your contact information, account type, facility linkage, and other account options.

**Icons**

You will see the following common icons as you navigate the system and submit your Abatement Notifications and Air Clearance reports.

- **Loading:** This icon will appear while the system processes an action.

- **Save:** Click this icon to save changes made on a page.

- **Edit:** Click this icon to edit the selected submission.
2. **Accounts and Roles**

   1. **Account types**

   Your DEQ Online allows for three types of user accounts, each with distinct access and capabilities within the system as described below. If you are the responsible party entering a submittal of any kind, you will need a Responsible Official account. If you help to prepare the submittal, but are not the responsible official who certifies and submits the application, you may need a Consultant account. Typically for asbestos-related submittals, you would establish a Responsible Official account.

   The Public Portal supports three types of public accounts – Responsible Official, Consultant, and General Public. Each account type has a set of access privileges in the Public Portal. They are as follows:

   1. **Responsible Official (RO)**
      - Privileges are based on verified identity and valid links to facilities.
      - Prepare, certify and submit a submittal as RO or as Additional Certifier.
      - Pay for services.
      - Apply, track, amend, renew or withdraw a submittal.
      - Manage submittal history.
      - Manage User account and contact information.
      - Use the system regularly for data entry/query, correspondence and tracking submittal review status.

   2. **Consultant**
      - Privileges are based on RO authorization for a given site or facility.
      - Prepare a submittal form on behalf of an RO.
      - Pay for services.
      - Use the system regularly for data entry/query, correspondence, track and review the submittal status.
3. General Public
   - Pay invoice for services with use of reference number.
   - Respond to authority-issued public notice.

Access to Public Records in Your DEQ Online
A member of the public may use the Public Portal Public Records link without a registered account. The searchable information is limited to submittals and permits that are within the Your DEQ Online system and published by DEQ. For additional information not found in Your DEQ Online, use Oregon DEQ Public Records Request system: https://www.oregon.gov/deq/about-us/Pages/Request-Public-Record.aspx

II. Registering an Account
To register for a new account, click the “Register Account” button on the Your DEQ Online portal. You will be asked to enter your personal information and company affiliation, as well as to select the appropriate account type for your requirements as described above.

Refer to instructions in the “Your DEQ Online Account Registration and Management” guide located on the Your DEQ Online Help page.

3. Abatement Notification (ASN-1/ASN-6) Submittals
   I. Navigate
After establishing an account and necessary links, you may initiate a submittal. From your account’s dashboard, use quick links to maneuver through the system, then follow the steps illustrated below.

Your Dashboard: Quick Links
Hover over each icon for expanded description or click the dashboard button at the top to see them all.

Use the first quick link to “start a submittal.” This leads to the application list page.

Click the yellow button to get started.
List of Submittal Tabs

II. Completing Basic Info Tab

If “Yes” is selected for the Pre-Requisite, then a banner will be displayed. If exemption requirements are met, there is no need to submit a notification. Stop at this point and exit the submittal.
If “No” is selected, the next sections in the application will appear. Complete required fields in all sections. Click the red “save” button on the bottom right before proceeding to the next tab.

Always click the “save” button before proceeding to the next tab.
Selecting a facility
In the “Select a facility” section, choose the project site from the drop down list which is generated by the system. These are based on the facilities the RO selected when registering their account. If you do not find the facility in the drop down list, follow instructions below.

Creating a new facility
Once you select “Create new facility”, three sections will open up. Complete all the required fields.
Basic project information

In the “Basic Information” section answer the first question “Is this an original or revision of project notification?” by selecting “Original.” Do not select “Revision.” Revision is a different process for corrections or changes to an existing submittal. The revision process is detailed in section 3. VIII of this document.
Type of Project & Survey Information
A separate submittal is required for each friable and nonfriable project.

Please submit 2 separate submittals if your site involves removing both friable and nonfriable asbestos.

If an asbestos survey was performed or samples were collected, select “Yes.” This will open a section to provide details on the AHERA Accredited Inspector. Complete all required fields.
If no asbestos survey was done, select “No.” A question on evidence of asbestos in the project area will appear. Provide answer by selecting one of the choices.

**Asbestos Containing Material (ACM) details**

In this section, provide details on the ACM, including description, type, location and percentage by weight. Each ACM will require addition of a new item by clicking the **New** button.

Click the **New** button to start the details section for the ACM. Provide the necessary details and then click the blue arrow ▼ button to minimize that item.
Click the new button to add more entries of ACM and follow the same process. If information was entered in error, use the delete button and start over.

### Abatement Project Size

Enter the size of the project by selecting the appropriate choice from the drop down list. Selections in this selection automatically generate the notification fee which is addressed in section 3. II Project Details of this document.

### Negative Pressure Enclosure and Air Clearance

Provide details on whether the project was performed in a negative pressure enclosure.

After selecting “Yes,” the message below will appear.

**IMPORTANT:** If the abatement project is performed in a negative pressure enclosure and the project involves more than 160 square feet or 260 linear feet of ACM, an Air Clearance Sample Results (ASN5) submittal is required.
Abatement Method/Disposal Method/State Ordered
Provide details on method of abatement and method of disposal.

If selecting “Yes” for State or local government-ordered demolition, complete the required details.

Building Owner/Operator details
Select “owner” or “operator” and provide the associated name, address and contact details.
Contractor information
Search for the abatement contractor by typing their name or select from the drop down list.

Select the abatement contractor from the drop down list

Project details
Complete all required details of the project. The abatement notification fee automatically appears based on the system calculation of the selected project size detailed in section 3. II “Abatement Project Size.”

Complete the project details

Facility details
Provide specific details on the facility.
Project Supervisor Information

Provide the name and certification number of all supervisors for the project. Click the new button in the project supervisor section. Either type the project supervisor name to or select the project supervisor from the drop down list. Click the new button for each supervisor.

Provide the work/cell phone number for each project supervisor.
Waste Hauler & Disposal Site information
Complete this section by filling in the required fields: name, phone number and address of the disposal site and name and address of the waste hauler.

Submittal ID
After entering all the required information in the “Basic Info” tab and clicking the save button, the Submittal ID will appear at the upper left corner. Reference this submittal ID number in all related communications with the agency.
III. Attachment Tab

To attach files to a submittal (variance requests, asbestos survey reports, etc.), click “Upload” to open the file browser window and select the file to be attached; or “Drag files” to drag and drop a file into the system.

After adding the attachment, identify the document type. Click on the icon.

Select “Other” from the drop down and click the icon to close the document identification window.

IV. Make a Payment

Proceed to the “Payment” tab and click the blue “Pay Amount Due” box.

You may choose from two payment options:
1. ACH e-Payment: Make an electronic fund transfer. (Recommended)
2. Check by mail: Print payment coupon (submittal receipt) and mail paper check to address as indicated on the payment coupon.

Option 1: Payment by ACH e-Payment
1. Select ACH e-Payment.
2. You will be redirected to the secure E-Pay page.
3. After submitting bank payment information, return to this page and click “save.”
E-Pay steps in secure Financial Information Management System

Complete the required fields and click Continue
Option 2: Check by Mail

1. Select Check by Mail. If choosing to pay by this method, recognize that additional days for mail delivery and processing will be needed in addition to the typical five- or 10-day waiting period for the notification.
2. Check the confirmation box to confirm this choice.
3. Click “save” icon.

Note: By following the three steps for payment by check, you enable the system to produce a submittal receipt after your submittal is finalized. It contains instructions and bank mailing address to use when mailing your payment by check.
V. Review Tab

When clicking the pdf file icon in the “Review” tab, the file will be viewable in another browser tab. Confirm all the information provided is correct before completing the submission. If any changes are needed, navigate to the related tabs and make those changes. Always click “save” after any changes.

VI. What steps follow after payment?

1. On the “Submission” tab, the Responsible Official is in charge of certifying and finalizing the submittal with a randomly selected security question and PIN number. These were part of the account registration process for the RO account.
2. Next, click the activated “Submit” button.

Check the acknowledgement box and answer your security question and PIN number

Completing those fields activates the “Submit” button

Submission confirmation
Confirmed!

Click either this or the lower “Print” button to open your Submittal Receipt. If mailing a check, you must use the bank address on this receipt.

Sample Submittal Receipt
A copy of this submittal receipt needs to be mailed in along with the check to the address specified on the receipt.

VII. Tracking Submittal Status

Once you have completed the submittal, open the “Track Submittal Status” page by using the navigation pane on the left side of the dashboard screen. Next to the submittal, there will be an “eye” icon to view the status of the submission.

Submittal status is displayed in multiple tabs.
1. **Submittal Summary**

   The submittal summary tab displays the current status of your submission on the right side of the page under **Review Flow**. Immediately after successful submission, this will show that your notification is at the “Receive Application” step. At this point, DEQ Staff are in the process of reviewing your submittal.

   As the submittal progresses through the review process, it will be reflected in the review flow section, until the permit or certification is issued.

2. **Issuance tab**

   The “Issuance” tab is where the electronic version of the project ID can be found once it is issued. To download the document, click the red document icon.
Click the red icon to download the Project ID document

Sample Project ID document
3. Email History Tab

To see all email records between the applicant and DEQ on the submission, use the “Email History” tab.

4. Correspondence Tab

Initiate and exchange messages with DEQ by using the “Correspondence” tab. To do so, write the message in the message field and click “Post.”
VIII. Making Corrections or Amendments

If you need to make a change to the notification after submission, follow these steps:

1. Refer to Section 3.VII. Track Submittal Status in this document.
2. Locate the submittal that needs a change and to open it, click the “View Submittal Detail” icon.
3. Go to the Submittal Summary Tab to access the box titled “Send the request for Revision/Withdrawal/Amend to the administrator.”
4. Click the Amend button which will change the submittal to Amendment status, ready for editing.
To edit the submittal:

Click on the icon at the top of the “Submitted Submittal Info” screen to open the Submittal. Edit the submittal, save and then resubmit.

![Submitted Submittal Info](image)

Project change resulting in a notification fee change

**Important:** Any project amendments resulting in a fee change must be communicated to DEQ through the correspondence tab and also an email to DEQ. The correspondence tab is detailed in the next section.

What Email Address to use:

<table>
<thead>
<tr>
<th>Project Location</th>
<th>Contact Email Address</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clackamas, Clatsop, Columbia, Multnomah, Tillamook &amp; Washington County</td>
<td><a href="mailto:deqnwrasbestos@deq.stat.or.us">deqnwrasbestos@deq.stat.or.us</a></td>
</tr>
<tr>
<td>Benton, Lincoln, Linn, Marion, Polk &amp; Yamhill County</td>
<td><a href="mailto:dottie.boyd@deq.state.or.us">dottie.boyd@deq.state.or.us</a></td>
</tr>
<tr>
<td>Lane County</td>
<td><a href="mailto:asbestos@lrapa.org">asbestos@lrapa.org</a></td>
</tr>
<tr>
<td>Douglas, Jackson &amp; Josephine County</td>
<td><a href="mailto:jennifer.horton@deq.state.or.us">jennifer.horton@deq.state.or.us</a></td>
</tr>
<tr>
<td>Coos, Curry, Douglas County</td>
<td><a href="mailto:martin.ABTS@deq.state.or.us">martin.ABTS@deq.state.or.us</a></td>
</tr>
<tr>
<td>Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman &amp; Wasco County</td>
<td><a href="mailto:paula.laswell@deq.state.or.us">paula.laswell@deq.state.or.us</a></td>
</tr>
</tbody>
</table>
IX. Correspondence Tab

Sending messages:

To access the correspondence tab for a submittal, find the Submittal Summary using the quick link tracking submittal status and clicking the eye icon to view the submittal detail.

After the submittal information screen appears, click on the Correspondence tab. Type the message and then click “Post” to relay it.

To access messages in the correspondence tab:

Messages in the correspondence tab are indicated by the red bubble in the submittal tracking screen. From the submittal summary, click the eye icon to get to the correspondence tab.
Messages from DEQ will be indicated as “Agency” and from applicant as “Public.”

4. **Air Clearance (ASN-5) Submittal**

   X. **Navigate**

   Use the quick link to “start a submittal” from the application list page.
Open the Air Clearance submittal.

XI. Completing Basic Info Tab

Select a facility
A facility may be selected from the dropdown list which is generated by the system based on the facilities linked during RO account setup.

Project number
Select the abatement notification project number of the project that requires the air clearance to be submitted from the dropdown list.

Additional project details
Complete the required information for project details. Multiple air clearance sample results may be included by clicking the *New* button and repeating the entry for each of the sample results.
XII. Attachment Tab

The Air Clearance Sample results file needs to be attached as pdf format in the “Attachment” tab.

Identify the document as a “Sample Results” attachment type from the drop down list.
After adding the attachment, this is how the screen will appear.

### XIII. Review Tab

The submittal information is available as a pdf file. Open this to review the information. Any additional attached files will appear at the bottom of the screen.
Note: You cannot submit the Air Clearance submittal without attaching the Sample Results file.

XIV. Submission Tab
The Responsible Official is in charge of certifying and finalizing the submittal. Certification requires answering one of the security questions and the PIN number from the RO’s account. These were established in the account registration process.
Next, click the activated “Submit” button.

See the submission confirmation acknowledgement.

Check the acknowledgement box and answer your security question and PIN number.

Completing those fields activates the “Submit” button.
5. 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 the following:

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

For technical assistance:
Your DEQ Online Helpdesk
(Not compatible with Internet Explorer)

For Your DEQ Online questions:
503-229-6184
YourDEQOnline@deq.state.or.us

To reach Asbestos staff according to their specialty:

Asbestos abatement contractor licenses:
- Naveed Mir, email: deqnwrasbestos@deq.state.or.us; phone: 503-229-5982.

Notifications and air clearance reports:
- Northwest Region Portland Office - Clackamas, Clatsop, Columbia, Multnomah, Tillamook & Washington Counties: Naveed Mir, 503-229-5982 or email: deqnwrasbestos@deq.state.or.us
- Eastern Region Bend Office - Crook, Deschutes, Harney, Hood River, Jefferson, Klamath, Lake, Sherman, Wasco, Baker, Gilliam, Grant, Malheur, Morrow, Umatilla, Union, Wallowa & Wheeler Counties: Paula Laswell, 541-633-2000 or email: laswell.paula@deq.state.or.us
- Western Region Salem Office - Benton, Lincoln, Linn, Marion, Polk & Yamhill Counties: Dottie Boyd, 503-378-5086 or email: boyd.dottie@deq.state.or.us
- Western Region Medford Office - Jackson, Josephine, & Eastern Douglas Counties: Jennifer Horton, 541-776-6089 or email: Jennifer.horton@deq.state.or.us
- Western Region Coos Bay Office – Western Douglas, Coos & Curry Counties: Martin Abts, 541-269-2721, ext. 222 or email: abts.martin@deq.state.or.us

Training provider submittals:
- Kara Master, 503-229-6351 or
- email: master.kara@deq.state.or.us
Other Asbestos Program questions:

- Master at 503-229-6351 or email: master.kara@deq.state.or.us
- Audrey O’Brien at 503-209-9182 or email: obrien.audrey@deq.state.or.us