

# Public User Guide for Underground Injection Control Submittals

October 1, 2021

Oregon Department of Environmental Quality Underground Injection Control Program Lloyd 700 Building, 700 NE Multnomah Street, Suite 600 Portland OR 97232

**Contact**: Underground Injection Control Program <u>UIC@deq.state.or.us</u>

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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 <a href="mailto:deqinfo@deq.state.or.us">deqinfo@deq.state.or.us</a>.

#### 1. Introduction

The Oregon Department of Environmental Quality's Underground Injection Control Program is responsible for regulating the construction, operation, permitting, and closure of injection wells that place fluids underground for storage or disposal. The DEQ website provides information for owners and operators of injection wells on how to safely operate injection wells to prevent contamination of underground drinking water resources. For more information, see <a href="https://www.oregon.gov/deq/wq/wqpermits/Pages/UIC.aspx">https://www.oregon.gov/deq/wq/wqpermits/Pages/UIC.aspx</a>.

#### I. System Overview

Oregon DEQ 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. This document addresses how Public Users apply for and manage Underground Injection Control (UIC) submittals through this system.

<u>Your DEQ Online</u> is 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. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

#### 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/deg/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 entering any type of UIC 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. After your account is created, it is possible to make adjustments.

Pursuant to OAR 340-Division 44, each registration or UIC permit application submitted by a regulated entity under the UIC 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

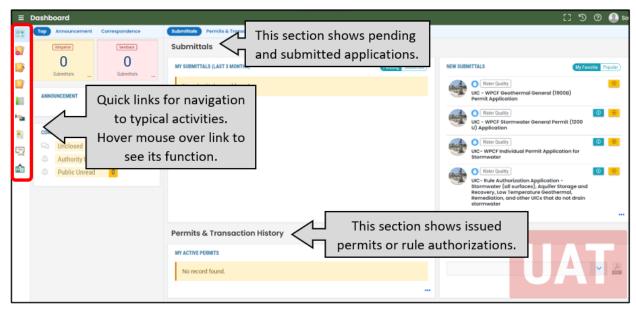
For guidance on how to register an account: <a href="https://www.oregon.gov/deq/Permits/Pages/Account-Registration.aspx">https://www.oregon.gov/deq/Permits/Pages/Account-Registration.aspx</a>

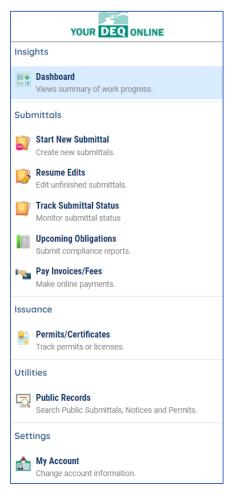
#### II. Navigating Your DEQ Online

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 UIC Program and other programs to initiate submittals. This includes applications for new permits, rule authorizations, UIC closures and more.

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

**Track Submittal Status:** This shows the status of all complete submittals and enables viewing the submitted report and submittal receipt and helps to track submittal status.

**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 through to DEQ through Your DEQ Online.

**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 other options.

#### Icons

These are typical icons you'll see while using Your DEQ Online proceeding with submittals.



**Loading**: This icon will appear while the system is processing an action.



Save: Click this icon whenever making changes to make sure 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. Underground Injection Control Submittals

Submittals include any application, renewal, report, certification or other mechanism submitted by public users to a DEQ program through Your DEQ Online. The selection of UIC submittals is:

GEN12U: UIC General Permit, 1200-U UIC General Permit - Water Quality WPCF General Permit

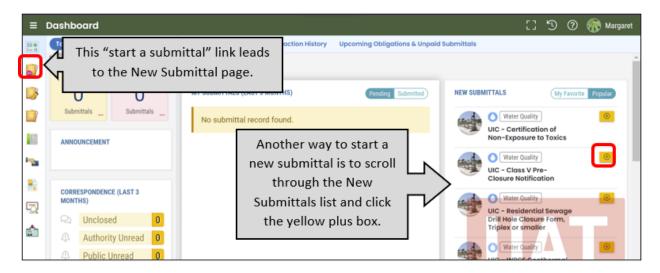
GEN19B: UIC General Permit, 1900-B UIC General Permit - Water Quality WPCF General Permit

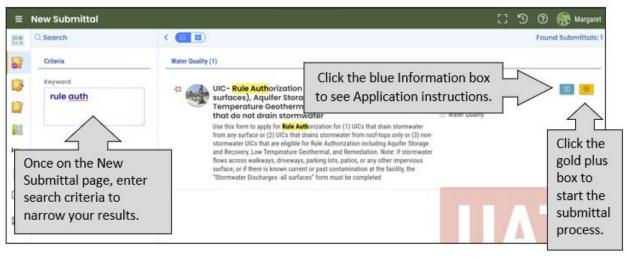
WPCF-DOM-UIC: Municipal Stormwater Permits - UIC, Stormwater; WPCF Municipal Stormwater Permits - UIC

Rule Authorized UIC

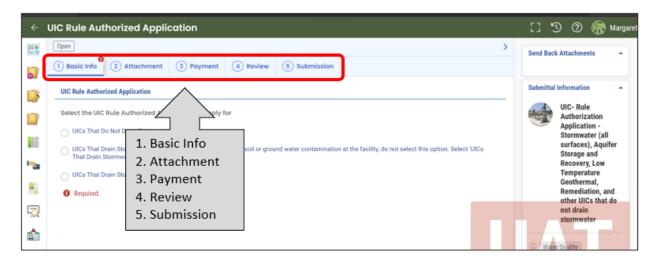
### I. Start an Underground Injection Control Submittal

The Responsible Official or their delegated Consultant may initiate a UIC submittal. From your account's dashboard, use quick links to navigate the system. Follow the steps illustrated below.

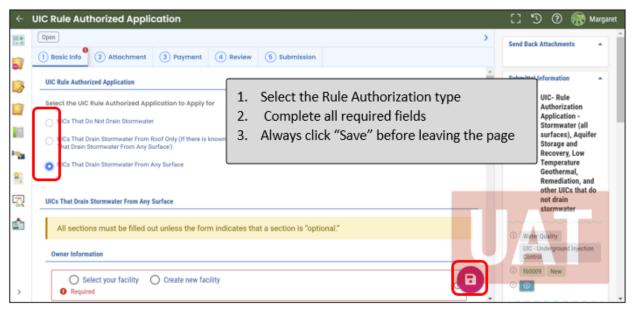


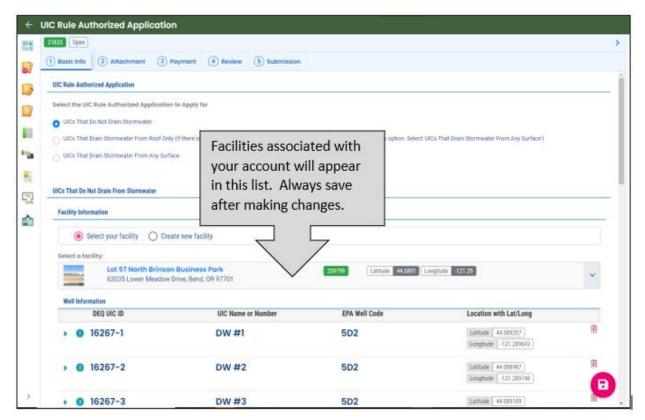


#### **Submittal Tabs**



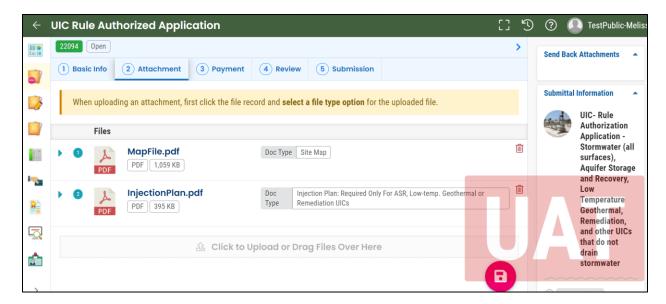
#### Basic Info



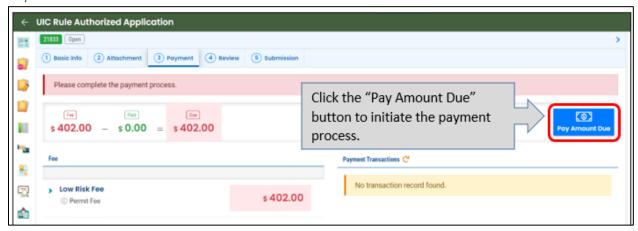


#### Attachment Tab

Required attachments are listed on the right-hand side navigation bar. 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. Following that is a list of acceptable document formats. YDO will not accept formats that are not listed there.



#### Payment Tab

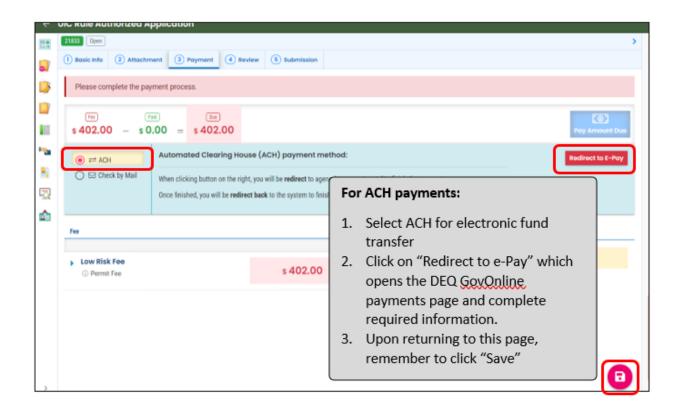


The options for payment are currently electronic fund transfer through ACH e-Payment or by check.

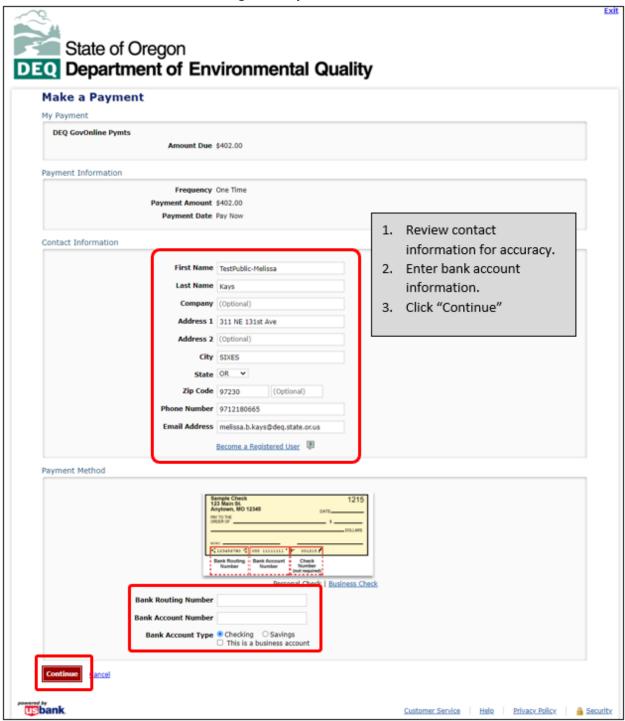
- 1. ACH e-Payment: Electronic fund transfer
- 2. Check by Mail: Paper check with payment coupon

#### Option 1: Payment by ACH e-Payment

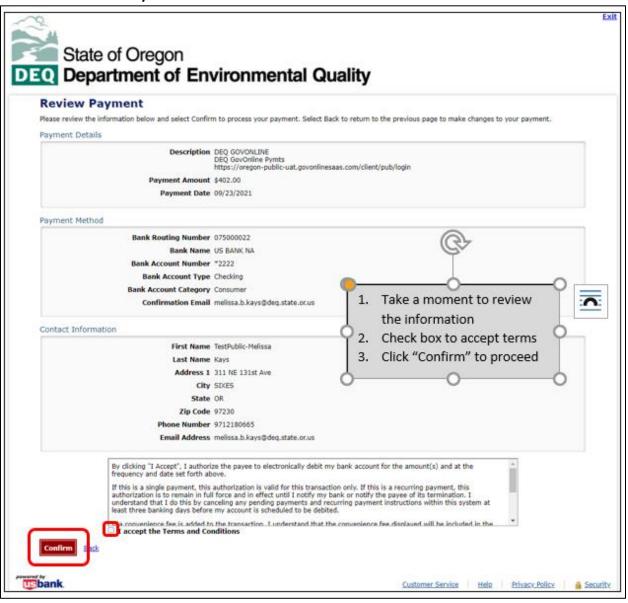
Select ACH e-Payment to launch e-Pay in the secure DEQ Financial Information Management System (FIMS) interface. This is the typical electronic payment method that is performed by entering the bank routing number and the customer's bank account number in order to transfer funds electronically from their bank account. It's called e-check because it uses the same information that is on a paper check, but processes that electronically. Return to this page and click "save."



#### **GovOnline Financial Information Management System**

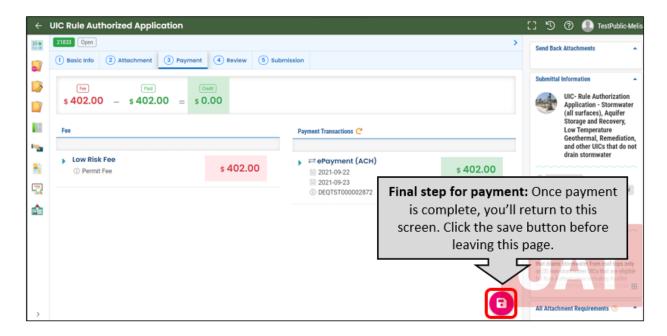


#### **Review and Confirm Payment Information**



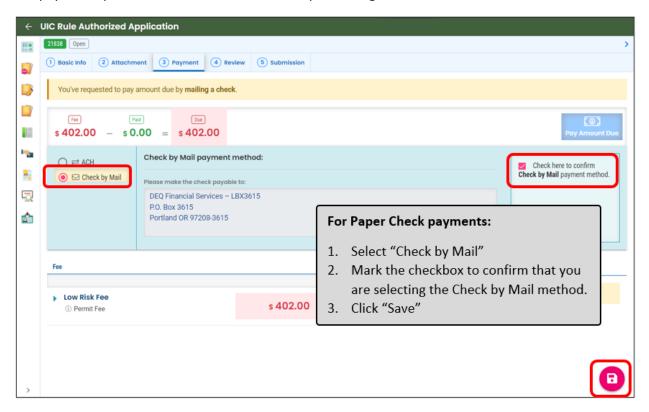
#### Confirmation





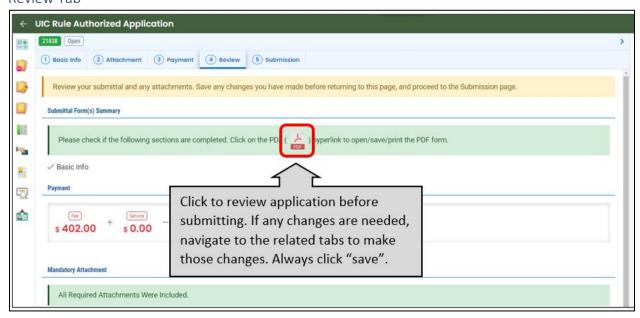
#### Option 2: Check by Mail

To pay using a physical check, select the "Check by Mail" option and then mark the checkbox to confirm this payment option. Click the "save" icon before proceeding.



**Note:** By following these three steps, you enable to system to produce a Submittal Receipt after your submittal is finalized.

#### **Review Tab**



#### Sample PDF file



#### Class V Underground Injection Control Authorization by Rule

#### Application for UICs That Do Not Drain From Stormwater

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Oregon, OR 97232-4100 503-229-5437 9/22/2021

**DEQ USE ONLY** 

Submittal ID: 21838 Submitted Date:

Select the UIC Rule Authorized Application to Apply for

☑ UICs That Do Not Drain From Stormwater

☐ UICs That Drain Stormwater From Roof Only (If there is known soil or ground water contamination at the facility, do not select this option. Select 'UICs That Drain Stormwater From Any Surface')

☐ UICs That Drain Stormwater From Any Surface

**UICs That Do Not Drain From Stormwater** 

Fee for Authorization by Rule

Number of Injection Points: 3 \*\$134= Total Amount Due: \$402

(Please enter "0" for Remediation applications)

**Owner Information** 

Organization: NAI Cascade

Full Name: Jane Doe Salutation:

Company: NAI Cascade Title: Email: email@email.com

Phone: **503-123-4567** Mobile: Fax:

**Existing** 

**Facility Information** 

Facility Name: Lot 57 North Brinson Business Park
Physical street address: 63035 Lower Meadow Drive

City: Bend State: OR ZIP Code: 97701 County: Deschutes

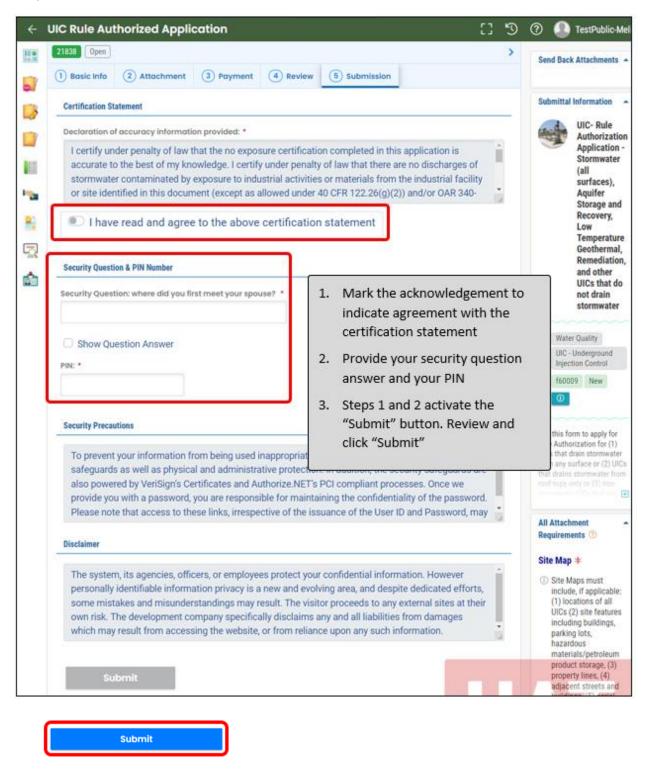
Latitude: 44.0891 Longitude: -121.29

**Consultant Information (optional)** 

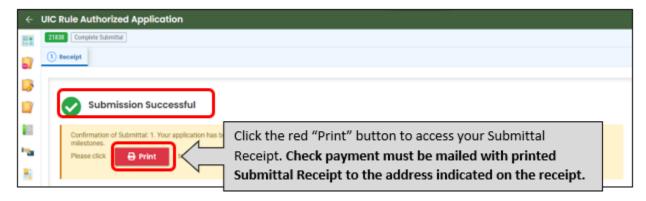
Consultant Contact Name: jane Doe Company:

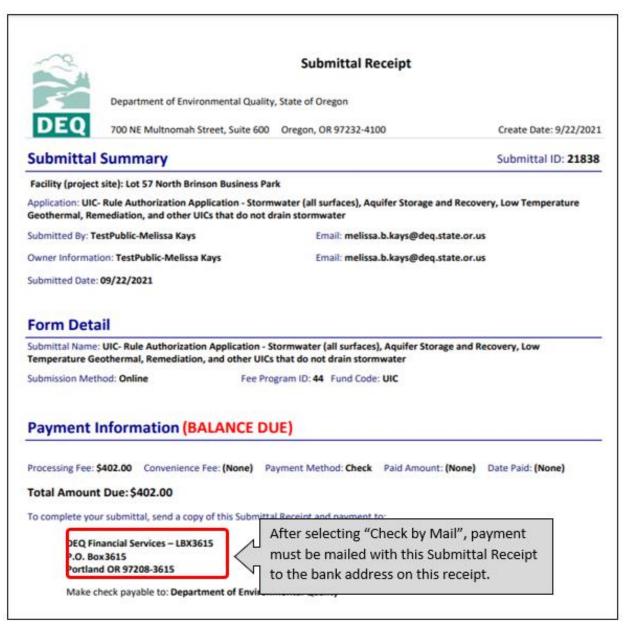
#### Submission Tab

On the "Submission" tab, the Responsible Official is in charge of certifying. Answer your account security question and PIN number. After activating the "Submit" button by completing that information, review the precautions and disclaimer statements and click "Submit."



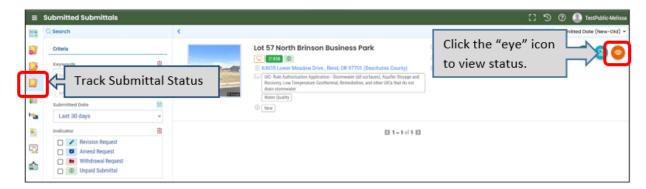
#### Submission Confirmation





#### II. Track Submittal Status

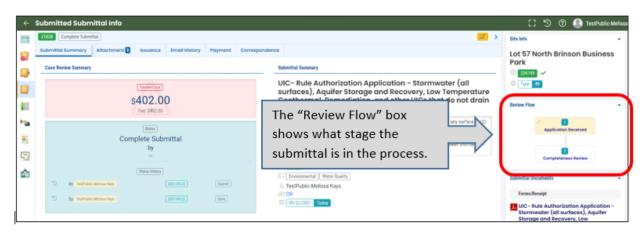
Once you have completed the submittal, select **Track Submittal Status** on the navigation panel on the left side of the screen. Apply search criteria if needed to locate the submittal. To the far right of the submittal, select the "View Submittal Detail" icon to view status and other details.

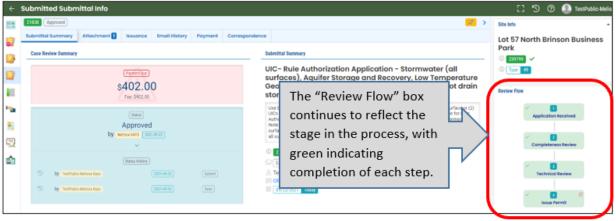


The Submitted Submittal Info page is used for tracking status and is organized by a series of tabs: Submittal Summary, Attachment, Issuance, Email History, Payment and Correspondence.

#### Submittal Summary

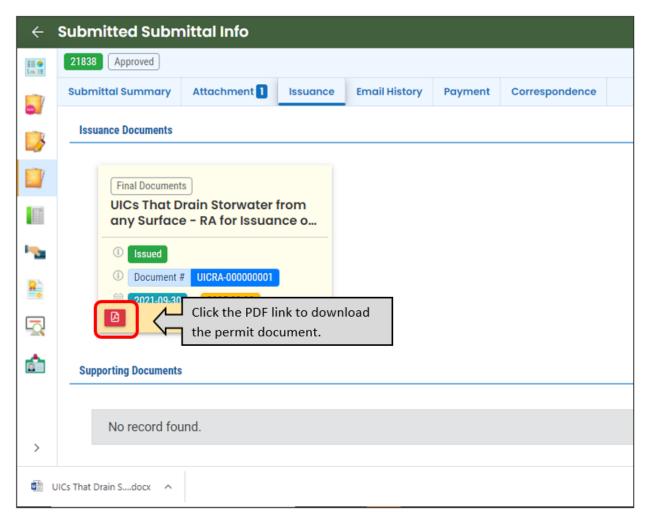
The Submittal Summary shows submittal progress. After successful submission, this will show that your report is in the "Receive Application" step. At this point, DEQ Staff will be reviewing your submittal.





#### Issuance Tab

Once it has been issued, the electronic permit will be accessible in the Issuance Tab.



#### **Email History Tab**

The Email History tab will display all email exchanged between DEQ and the Responsible Official or Consultant regarding this submittal. This is typically used for messages sent to you from the Your DEQ Online system and from DEQ staff. You will not be able to reply to these.

#### Correspondence Tab

Correspondence allows you to initiate messages to DEQ regarding your submittal. You can send messages regarding your submittals or the process and receive messages or replies from the DEQ staff processing your submittal. This is similar to a chat thread and you may have an exchange with DEQ staff.

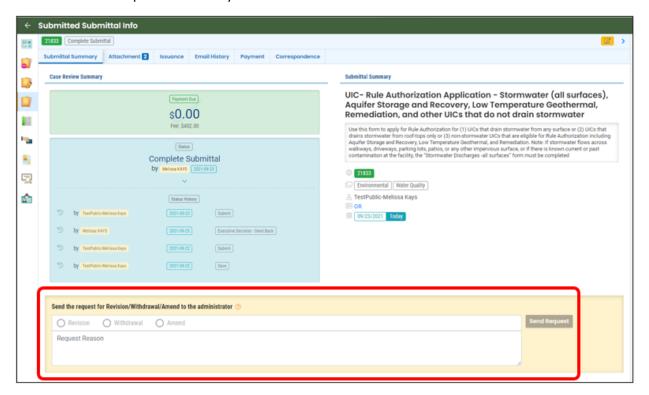
#### III. Make Submittal Corrections

If DEQ identifies issues with your submitted application, you will receive email notification. This will detail questions or specific revision requests. If needed, DEQ staff will ask that you lodge a request for 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 "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 in the box below.
- 5. Click "Send Request."

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



Once the request is approved, the report will appear in the "Pending Submittals" section on your Dashboard. You will receive an email notification from the system that there is a pending application for you to correct. If the request to revise is not approved, DEQ staff will contact the responsible official directly.

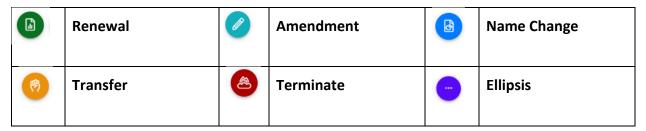
# IV. Request a Permit Action: Renewal, Amendment, Name Change, Transfer or Termination

To begin a permit action for your existing permit or authorization, you will follow a slightly different procedure.

- 1. From the Dashboard, click on the ellipsis (...) at the bottom of the Permits & Transaction History section.
- 2. Next click on the purple ellipsis button to the far right of the permit you would like to perform the action on.

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 above in this document.

Hover your mouse over icons to reveal their names.





## 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 the <u>Help page</u> or contact the Your DEQ Online Helpdesk.

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

Technical assistance:

Your DEQ Online Helpdesk

(Not compatible with Internet Explorer)

Your DEQ Online questions:

503-229-6184

YourDEQOnline@deq.state.or.us

Underground Injection Control contact:

UIC@deq.state.or.us