User Guide for Gasoline Transporter Permit Submittals

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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 Gasoline Transporter Permit Program (OAR 340-
Division 232) incorporates the DEQ’s tanker certification program. When picking up gasoline at a
terminal, tankers must display DEQ issued stickers showing they have passed an annual leak test. DEQ
also requires tankers to connect vapor recovery equipment when delivering gasoline at dispensing
facilities. Vapors are emitted during the storage and distribution of gasoline. Gas vapors contain air
oxics such as benzene, a known carcinogen, and produce smog. DEQ regulations require that Oregon's
service stations, gasoline transporters, bulk tanks and terminals have equipment to capture gas vapors.
These regulations protect the health of employees and the public, conserve fuel, prevent spills and
contamination, and prevent the malfunction of vapor recovery systems installed on newer vehicle.

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. This document addresses how Public Users of this system
establish, validate, connect and manage their individual accounts.

**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 browsers: Safari, Firefox, and Google Chrome browsers.

Visit the DEQ website to find additional information about Your DEQ Online or to view the Your DEQ
Online help page.

II. Navigating the System
The system is designed to work with Safari or Google Chrome browsers, and we recommend using one
of these when navigating the system 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 panel 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 feature is not for use by the Gasoline Transporter Permit 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 Gasoline Transporter Permit application.

- **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.

- **View**: Click this icon to view a selected submission.

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

- **Required**: This note will appear when a particular field in a submittal is required.

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 Official for a company, and will be applying to DEQ for a gasoline transporter permit, you will need a Responsible Official account. If you help to prepare the application, but are not the responsible official who certifies and submits the application, you may need a Consultant account. Note that account types can be changed after account creation.

      Pursuant to *(OAR 340-Division 232)*, each registration or gasoline transporter permit application submitted by a regulated entity under the Gasoline Transporter Permit Program must be certified by a designated representative. The Responsible Official designation within Your DEQ Online corresponds to the designated representative required under this rule.

      The Public Portal supports three types of public accounts – Responsible Official, Consultant/Preparer, and General Public. Each account type has a set of access privileges in the Public Portal.

      The three account types have the following privileges:

      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, amend, renew or withdraw a submittal.
• Track submittal processing status.
• 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/Preparer (Prepare-only)
• 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.

A summary of user account types and account privilege is shown in the table below:

<table>
<thead>
<tr>
<th>Account Privilege</th>
<th>Responsible Officer</th>
<th>Consultant /Preparer</th>
<th>General Public</th>
<th>Additional Certifier</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certify/Submit data to the Authority</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
</tr>
<tr>
<td>Prepare data</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Pay invoice</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
<tr>
<td>Respond to Authority-issued Public Notices</td>
<td>Yes</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
</tr>
</tbody>
</table>

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 on the Your DEQ Online Help page: https://yourdeqonlinehelp.oregon.gov
3. Gasoline Transporter Permit Submittals

I. Start Gasoline Transporter Permit Application

The Responsible Official or delegated Consultant/Preparer may initiate a submittal for Gasoline Transporter Permit Application. From your account’s dashboard, use quick links to maneuver through the system. From there, follow the steps illustrated below to apply for the permit online.
List of Submittal Tabs

1. Basic Info
2. Attachment (not applicable for GTP)
3. Payment
4. Review
5. Submission

Complete all required fields, and then 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.
Skip the Attachment tab as this is not applicable for Gasoline Transporter Permits.

II. Make a Payment

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

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

1. ACH e-Payment: Make an electronic fund transfer.
2. Check by Mail: Print payment coupon and mail paper check to address as indicated on the payment coupon.

We no longer take payments in advance: DEQ is no longer able to receive lump sums for future submittals. The new system does not carry credit balances.

Option 1: Payment by ACH e-Payment
1. Select ACH e-Payment.
2. Launch e-Pay.
3. After submitting bank payment information, return to this page and click “save”.

This launches the secure payment module where you’d enter routing number and account information to submit payment. After completion, this window reappears. Then click the “save” button.

e-Pay steps in secure Financial Information Management System
4. Check box to accept terms

5. Click continue

6. This triggers a return to the Your DEQ Online system.
Option 2: Check by Mail

1. Select Check by Mail.
2. Check the confirmation box.
3. Click “save” icon.

**Note:** By following these three steps, you enable the system to produce a Submittal Receipt after your submittal is finalized.
That receipt contains instructions and bank mailing address to use when mailing your payment by check.

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

Sample PDF file
III. Complete the Submittal

1. On the “Submission” tab, the Responsible Official is in charge of certifying. Answer your account security question and PIN number. These were part of the account registration process.

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

2. Next, click the now activated “Submit”.

Completing those fields activates the “Submit” button.
Submission Confirmation

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.
IV. 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 report is in 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’ll be reflected in the review flow section, until the permit/certification is issued.

2. **Issuance Tab**

This tab shows the electronic version of the permit once it’s issued.
3. Email History Tab

This tab will display all email exchanged with the RO regarding this submission.

4. Correspondence Tab

This tab allows you to initiate messages with DEQ.

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.

Issued Certification Tag via Mail

After certificate is issued, DEQ will mail the following sticker to the address provided:

V. Making Corrections

If DEQ identifies issues with your submitted application, you will receive notification by email outside of the Your DEQ Online system. This will detail questions or requests for you to revise your report. If needed, DEQ Staff will ask that you lodge a request for revisions.

To request permission to make revisions:

1. Go to section 3.IV. Track Submittal Status 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”.

![Certificate Image]
Follow the same steps if you identify a mistake in the application that you have already submitted to DEQ.

4. 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 Help page or contact the Your DEQ Online Helpdesk.

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

For Gasoline Transporter/Tanker Certification questions:
AQTankers@deq.state.or.us