



# User Guide for Gasoline Transporter Permit Submittals

May 1, 2021, updated March 31, 2023

Oregon Department of Environmental Quality  
Office of Gasoline Transporter Permit Programs  
Lloyd 700 Building, 700 NE Multnomah Street, Suite 600  
Portland OR 97232

**Contact:** Gasoline Transporter Permit Staff  
[AQTankers@deq.oregon.gov](mailto:AQTankers@deq.oregon.gov)

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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](mailto:deqinfo@deq.oregon.gov)

## 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 toxics 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.

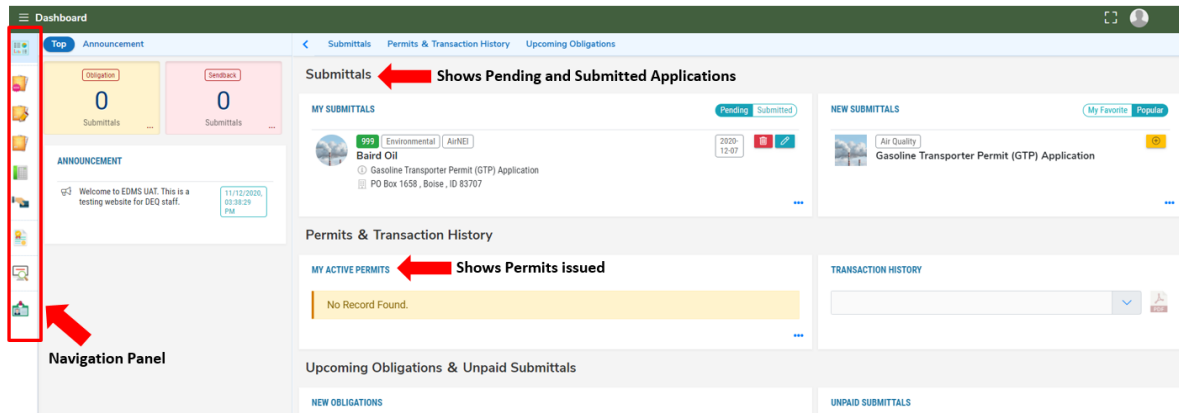
Visit the DEQ website to find [additional information about Your DEQ Online](#) or to view the [Your DEQ Online help page](#).

### 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.

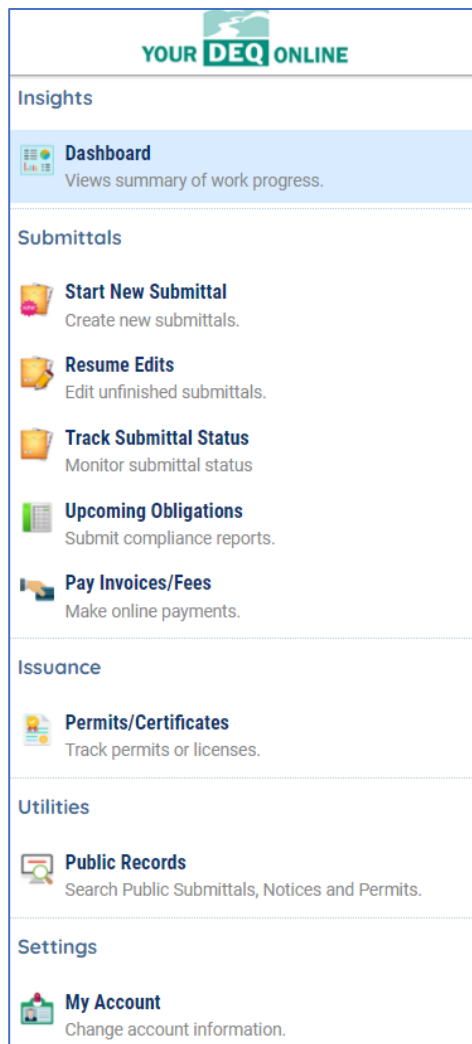
#### Dashboard

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.



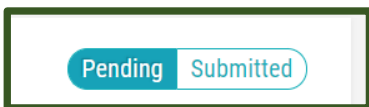
**Save:** Click this icon to save changes made on a page.



**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.



**Requirement:** 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:

Account Privilege	Responsible Officer	Consultant /Preparer	General Public	Additional Certifier
Certify/Submit data to the Authority	Yes			Yes
Prepare data	Yes	Yes		
Pay invoice	Yes	Yes	Yes	
Respond to Authority-issued Public Notices	Yes	Yes	Yes	

## 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

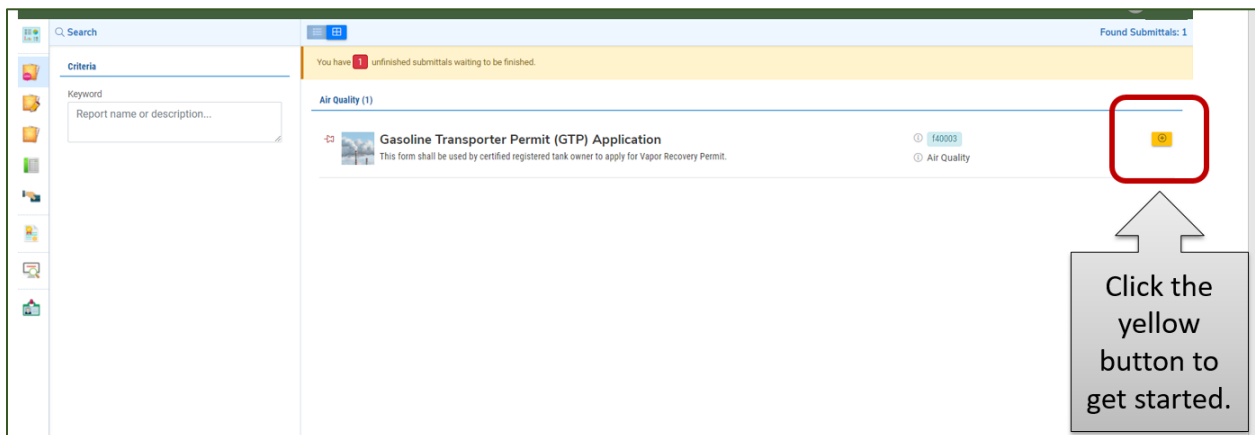
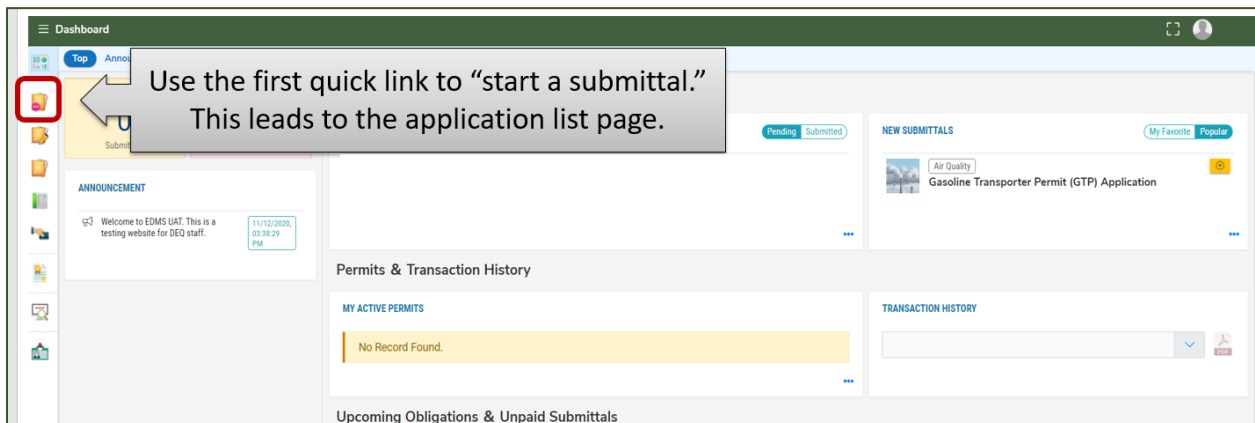
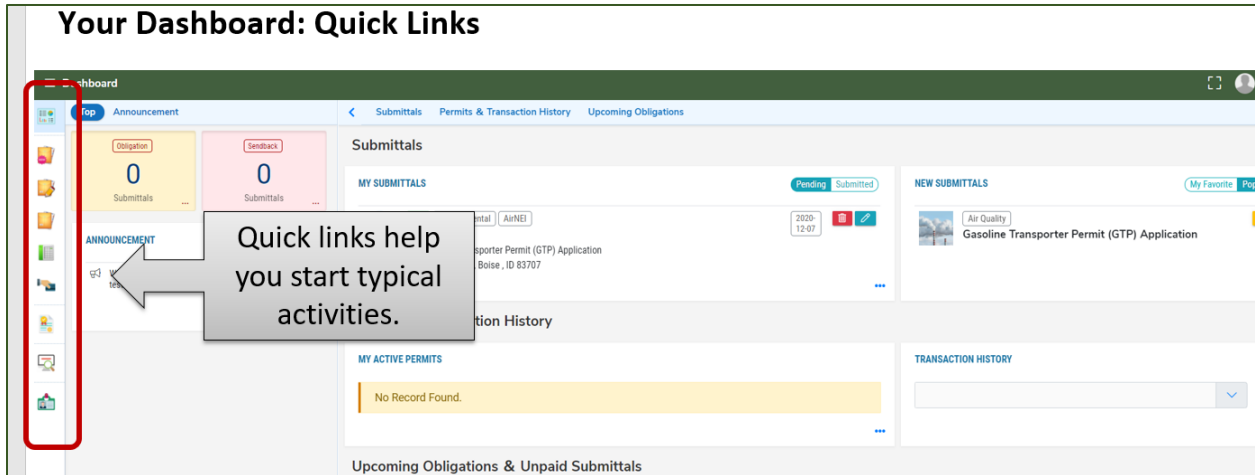
To register for a new account, click the “Register Account” button on the [Your DEQ Online](#) portal. You will be asked to enter your personal information and company affiliation, as well as to select the appropriate account type for your requirements as described above.

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

#### 1. 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

APPLICATION FOR VAPOR RECOVERY PERMIT

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Select your facility

Required

Address Line 2

State OR Zip Code 00000-0000 Required

Owner's Unit Number Tank Capacity Gallons Required

Test Conducted

Date of Test Test Conducted by(Business name)

Submittal Information

Gasoline Transporter Permit (GTP) Application

Air Quality Gasoline Transporter 140003 New

This form shall be used by certified registered tank owner to apply for Vapor Recovery Permit.

DEQ regulations require that Oregon service stations, gasoline transporters, bulk tanks and terminals have equipment to capture gas vapors. These regulations protect the health of employees and the public. Please read and follow the rules.

All Attachment Requirements

No attachment required for current submittal.

APPLICATION FOR VAPOR RECOVERY PERMIT

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

Registered Owner's Information

Select your facility

Required

Mailing Address

Address Line 1 Address Line 2

City State OR Zip Code 00000-0000 Required

Tank Description

Serial Number Owner's Unit Number Tank Capacity Gallons Required

Test Conducted

Date of Test mm/dd/yyyy Test Conducted by(Business name) Required

Pressure change in 5 minutes (not to exceed 3 inches) Vacuum change in 5 minutes (not to exceed 3 inches)

0 0

Complete all required fields, and then click the red “save” button on the bottom right before proceeding to the next tab.

Submittal Information

Gasoline Transporter Permit (GTP) Application

Air Quality Gasoline Transporter 140003 New

This form shall be used by certified registered tank owner to apply for Vapor Recovery Permit.

DEQ regulations require that Oregon service stations, gasoline transporters, bulk tanks and terminals have equipment to capture gas vapors. These regulations protect the health of employees and the public. Please read and follow the rules.

All Attachment Requirements

No attachment required for current submittal.

Always click the “save” button before proceeding to the next tab.



← APPLICATION FOR VAPOR RECOVERY PERMIT

Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Registered Owner's Information**

Select your facility

PO Box 1658, Boise ID 83707 47860

**Mailing Address**

Address Line 1: 11911 West Franklin Address Line 2: City: Boise State: OR Zip Code: 83709

**Tank Description**

Manufacturer VIN: 1234567891555555 Owner's Unit Number: 5 Tank Capacity: 250

**Test Conducted**

Date of Test: 12/09/2020 Test Conducted by (Business name): Northwest

Pressure change in 5 minutes (not to exceed 3 inches): 2 Vacuum change in 5 minutes (not to exceed 3 inches): 3

**Submittal Information**

Gasoline Transporter Permit (GTP) Application

Air Quality Gasoline Transporter

F40003 New

This form shall be used by certified registered tank owner to apply for Vapor Recovery Permit.

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.

**All Attachment Requirements**

No attachment required for current submittal.

Google PO Box 1658, Boise ID 83707 47860 ✓ Type: Stationary UAT

Always click the save button before proceeding.

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.

← APPLICATION FOR VAPOR RECOVERY PERMIT

1015 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Fee: \$25.00 - \$0.00 = \$25.00

**Payment Transactions**

Application Fee: \$25.00

Permit Fee: \$25.00

No transaction record found.

**Submittal Information**

Gasoline Transporter Permit (GTP) Application

Air Quality Gasoline Transporter

F40003 New

This form shall be used by certified registered tank owner to apply for Vapor Recovery Permit.

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.

**All Attachment Requirements**

No attachment required for current submittal.

Site Info

Click the "Pay Amount Due" button to initiate the payment process.

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”.

1

2

3

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

1

Review contact information for accuracy


2

Enter bank account information

3

Click Continue

[Exit](#)


**State of Oregon**  
**Department of Environmental Quality**

### Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

**Payment Details**

<b>Description</b>	DEQ GOVONLINE DEQ GovOnline Pymts <a href="https://oregon-public-uat.govonlineaas.com/client/pub/login">https://oregon-public-uat.govonlineaas.com/client/pub/login</a>
<b>Payment Amount</b>	\$25.00
<b>Payment Date</b>	04/30/2021

**Payment Method**

<b>Bank Routing Number</b>	075000022
<b>Bank Name</b>	US BANK NA
<b>Bank Account Number</b>	*2222
<b>Bank Account Type</b>	Checking
<b>Bank Account Category</b>	Consumer
<b>Confirmation Email</b>	Oregontesting@gmail.com

**Contact Information**

<b>First Name</b>	andrew
<b>Last Name</b>	Testing
<b>Address 1</b>	1100 750 Building
<b>City</b>	Portland
<b>State</b>	OR
<b>Code</b>	97232
<b>Order</b>	2022291846
<b>Address</b>	Oregontesting@gmail.com

4 **Check box to accept terms**

☐ I, the undersigned, authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

☐ If this is a recurring payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within the system at least three banking days before my account is scheduled to be debited.

☐ I accept the Terms and Conditions

5 **Click continue**

[Confirm](#) [Back](#)

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

[Exit](#)


**State of Oregon**  
**Department of Environmental Quality**

### Confirmation

Please click the 'Return to Home Page' button to complete the payment process.

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

**Confirmation Number** DEQTST000001480

**Payment Details**

<b>Description</b>	DEQ GOVONLINE DEQ GovOnline Pymts <a href="https://oregon-public-uat.govonlineaas.com/client/pub/login">https://oregon-public-uat.govonlineaas.com/client/pub/login</a>
<b>Payment Amount</b>	\$25.00
<b>Payment Date</b>	04/30/2021
<b>Status</b>	SCHEDULED

6 **This triggers a return to the Your DEQ Online system.**

<b>Routing Number</b>	075000022
<b>Bank Name</b>	US BANK NA
<b>Account Number</b>	*2222
<b>Bank Account Type</b>	Checking
<b>Account Category</b>	Consumer
<b>Confirmation Email</b>	Oregontesting@gmail.com

[Return to Home](#)

powered by 

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

← APPLICATION FOR VAPOR RECOVERY PERMIT

1015 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Fee: \$25.00 - \$0.00 = \$25.00

ACH (selected) Check by Mail

Automated Clearing House (ACH) payment method:

When clicking button on the right, a pop-up window will be open and you will be redirect to agency's payment portal. Please make sure you turn off the any popup blocker.

Once you finish payment, please close the pop-up window and come back to the system to finish the task.

Launch E-Pay

Payment Transactions

No transaction record found.

Final step for payment: Once payment is complete, you'll return to this screen. Click the save button before leaving this page..

Submit Information

Gasoline Transporter Permit (GTP) Application

Air Quality Gasoline Transporter

160003 New

This form shall be used by certified registered tank owner to apply for Vapor Recovery Permit.

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, conserve energy and resources.

Site Info

PO Box 1658, Boise ID 83703

47960

Type Stationary

UAT

## Option 2: Check by Mail

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

Payment Tab: Check by Mail Option

← APPLICATION FOR VAPOR RECOVERY PERMIT

1015 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

You've request pay amount due by mail a check.

Fee: \$25.00 - \$0.00 = \$25.00

ACH (selected) Check by Mail

Check by Mail payment method:

Please make the check payable to:

Oregon Department of Environmental Quality  
700 NE Multnomah St.  
Lock Box TBD  
Portland, OR 97232

Check here to confirm Check by Mail payment method.

Payment Transactions

No transaction record found.

Submit Information

Gasoline Transporter Permit (GTP) Application

Air Quality Gasoline Transporter

160003 New

This form shall be used by certified registered tank owner to apply for Vapor Recovery Permit.

DEQ regulations require that Oregon's service stations, gas transporters, bulk tanks and terminals have equipment to capture gas vapors. These regulations protect the health of employees and the public, conserve fuel, conserve energy and resources.

All Attachment Requirements

No attachment required for current submittal.

Site Info

PO Box 1658, Boise ID 83703

47960

Type Stationary

UAT

**Note:** By following these three steps, you enable to 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.

### Review Tab View

← APPLICATION FOR VAPOR RECOVERY PERMIT

1015 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

**Submittal Form(s) Summary**

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

✓ Basic Info

**Payment**

Tax \$25.00 + Service \$0.00 = Total \$25.00

**Mandatory Required Attachment**

Attachments are not required

**Uploaded Attachment**

**Submittal Information**

Gasoline Transporter Permit (GTP) Application

1 Air Quality 2 Gasoline Transporter

140003 New

This form shall be used by certified registered tank owner to apply for Vapor Recovery Permit.

DEQ regulations require that Oregon's service stations, gasoline transporters, bulk tanks and terminals have equipment to catch gas vapors. These regulations protect the health of employees and the public, preserve fuel, protect profits, and conserve resources.

**All Attachment Requirements**

No attachment required for current submittal.

**Site Info**

Google PO Box 1658, Boise ID 83707 47960 UAT

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

**Application For Vapor Recovery Permit**

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

**DEQ USE ONLY**

Submittal ID: 1748 Submitted Date:

**Registered Owner's Information**

Facility Name:

Physical street address:

City: State: ZIP Code: County:

Latitude: Longitude:

Mailing Address:

City: State: ZIP Code:

**Tank Description**

Serial Number:

Owner's Unit Number: Tank Capacity: Gallons

**Test Conducted**

Date of Test: Test conducted by (Business name):

Pressure change in 5 minutes (not to exceed 3 inches):

Vacuum change in 5 minutes (not to exceed 3 inches):

**Signature of legally authorized representative**

I hereby certify that the information contained in this registration is true and correct to the best of my knowledge and belief.

Signature of legally authorized representative: Date:

### 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.

← APPLICATION FOR VAPOR RECOVERY PERMIT

1015 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Certification Statement**

Declaration of accuracy information provided: \*

I hereby apply to transfer gasoline to and from delivery vessels per OAR 340, Division 232, and certify that the information in this application is true and correct to the best of my knowledge. I hereby certify that the tank described above has been tested in accordance with the procedures set forth by the Department of Environmental Quality.

☐ I have read and agree to the above certification statement

**Co-signers**

Co-Signers

[Add Co-signer](#)

**Security Question & PIN Number**

Security Question: where did you first meet your spouse? \*

PIN (4 digits): \*

**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. 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

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

← APPLICATION FOR VAPOR RECOVERY PERMIT

1015 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Certification Statement**

Declaration of accuracy information provided: \*

I hereby apply to transfer gasoline to and from delivery vessels per OAR 340, Division 232, and certify that the information in this application is true and correct to the best of my knowledge. I hereby certify that the tank described above has been tested in accordance with the procedures set forth by the Department of Environmental Quality.

☒ I have read and agree to the above certification statement

**Co-signers**

Co-Signers

[Add Co-signer](#)

**Security Question & PIN Number**

Security Question: where did you first meet your spouse? \*

spouse

PIN (4 digits): \*

\*\*\*\*

**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. 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



## Submission Confirmation

← APPLICATION FOR VAPOR RECOVERY PERMIT

1819 Complete Submittal

Receipt

✓ Submission Successful

Confirmed!

Confirmation of Submittal 1: Your application has been received and will be processed within 10 business days. You will receive an email and text message for system notification at various mile stones.

Please click [Print](#) to print your receipt

[Submittal Summary](#)

← APPLICATION FOR VAPOR RECOVERY PERMIT

1819 Complete Submittal

Receipt

✓ Submission Successful

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.

Confirmation of Submittal 1: Your application has been received and will be processed within 10 business days. You will receive an email and text message for system notification at various mile stones.

Please click [Print](#) to print your receipt

[Submittal Summary](#)

Submittal ID: 1819  
Submitted By: a10TP 810 02 Chicago  
Submitted Method: Online Submission

Form Detail

Submittal Name: Gasoline Transporter Permit (GTP) Application

Payment Detail

Payment Date	Fee Amount	Paid Amount	Payment Method
	25	0	Check
Total:	25	0	

Certification

Certification Statement: I hereby apply to transfer gasoline to and from delivery vessels per CAR 240, Division 232, and certify that the information in this application is true and correct to the best of my knowledge. I hereby certify that the tank described is in accordance with the procedures set forth by the Department of Environmental Quality.

Certification Question: What is the first and last name of your clerk(s) along?

Certification Question Answer: [redacted]

PIN Number: [redacted]

Responsible Officer: a10TP Tawing


Sender IP Address: 193.121.226.86

Attachment List

[Finish](#) [Print](#)

Your selection of payment by check in previous steps resulted in the instructions here.

Be sure to use this mailing address so that your payment is properly routed and to avoid delays.



**Submittal Receipt**

Department of Environmental Quality, State of Oregon

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

Create Date: 5/10/2021

**Submittal Summary**

Facility (project site): Phenom Petroleum

Application: Gasoline Transporter Permit (GTP) Application

Submitted By: airGTP Testing Email: Oregontesting@gmail.com

Owner Information: airGTP Testing Email: Oregontesting@gmail.com

Submitted Date: 05/10/2021

Submittal ID: 1810

**Form Detail**

Submittal Name: Gasoline Transporter Permit (GTP) Application

Submission Method: Online Fee Program ID: 7 Fund Code: AQGASVAP

**Payment Information (BALANCE DUE)**

Processing Fee: \$25.00 Convenience Fee: (None) Payment Method: Check Paid Amount: (None) Date Paid: (None)

**Total Amount Due: \$25.00**

To complete your submittal, send a copy of this Submittal Receipt and payment to:

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

Make check payable to: Department of Environmental Quality

**Certification**

Certification Statement: I hereby apply to transfer gasoline to and from delivery vessels per OAR 340, Division 232, and certify that the information in this application is true and correct to the best of my knowledge. I hereby certify that the tank described above has been tested in accordance with the procedures set forth by the Department of Environmental Quality.

Certification Question: What is the first and last name of your oldest sibling?

Certification Question Answer: \*\*\*\*\*

PIN Number: \*\*\*\*\*

IP Address: 159.121.206.56

Responsible Official: airGTP Testing

#### 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.

Tracking your Application (Submittal) Status

Click the “eye” icon to view the submission Status.

Submittal status is displayed in multiple tabs.

Submittal Summary

Issuance

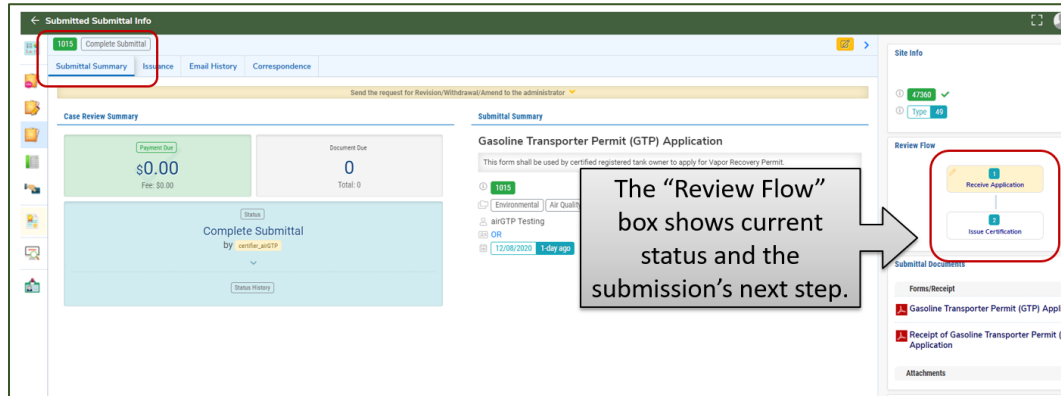
Email History

Correspondence

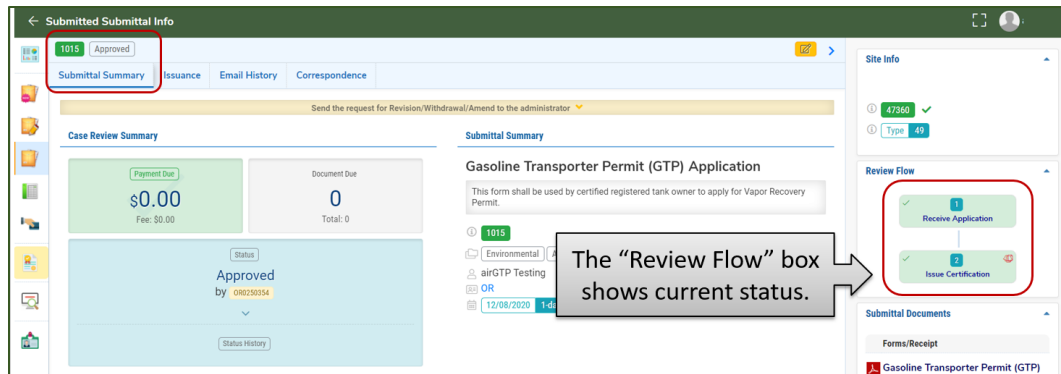


## 1. Submittal Summary

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.

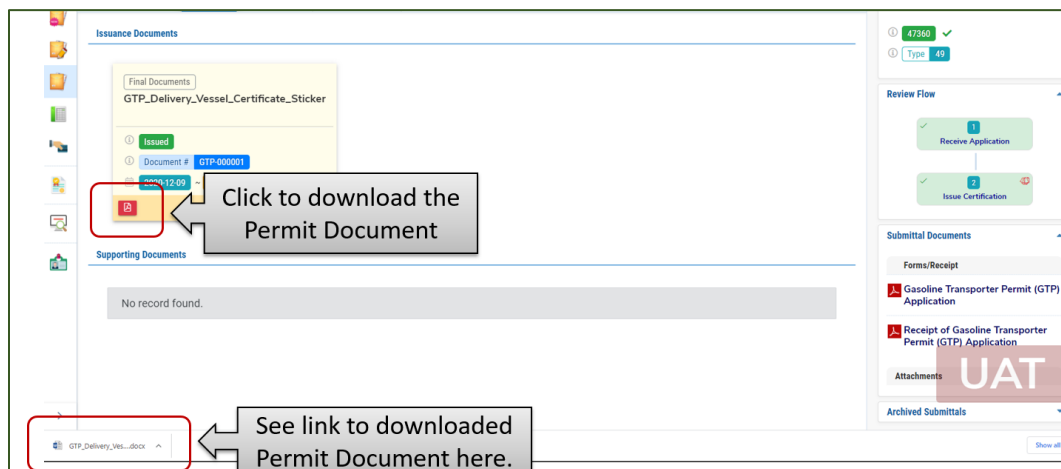


As the submittal progresses through the review process, it’ll be reflected in the review flow section, until the permit/certification is issued.



## 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”.

Follow the same steps if you identify a mistake in the application that you have already submitted to DEQ.

The screenshot displays the 'Gasoline Transporter Permit (GTP) Application' interface. At the top, a navigation bar includes tabs for 'Submittal Summary', 'Attachment', 'Issuance', 'Email History', 'Correspondence', and 'Payment'. The 'Submittal Summary' tab is active. The main content area is divided into two columns. The left column, titled 'Case Review Summary', shows a 'Payment Due' of \$25.00 with a 'Fee: \$25.00' and a 'Status' of 'Complete Submittal' by 'Ramesh MANICKAM'. Below this, a 'Status History' table lists two entries: 'by airGTP Testing' on '2021-04-26' with 'Submit' and 'Save' buttons. The right column, titled 'Submittal Summary', provides details for application 1742, categorized under 'Environmental' and 'Air Quality', for 'airGTP Testing' in 'OR' on '04/26/2021' (marked 'Yesterday'). At the bottom, a yellow box prompts the user to 'Send the request for Revision/Withdrawal/Amend to the administrator', with radio buttons for 'Revision', 'Withdrawal', and 'Amend', a text field for 'Request Reason', and a 'Send Request' button.

#### 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](#)

For Your DEQ Online questions:

[YourDEQOnline@deq.oregon.gov](mailto:YourDEQOnline@deq.oregon.gov)

For Gasoline Transporter/Tanker Certification questions:

[AQTankers@deq.oregon.gov](mailto:AQTankers@deq.oregon.gov)