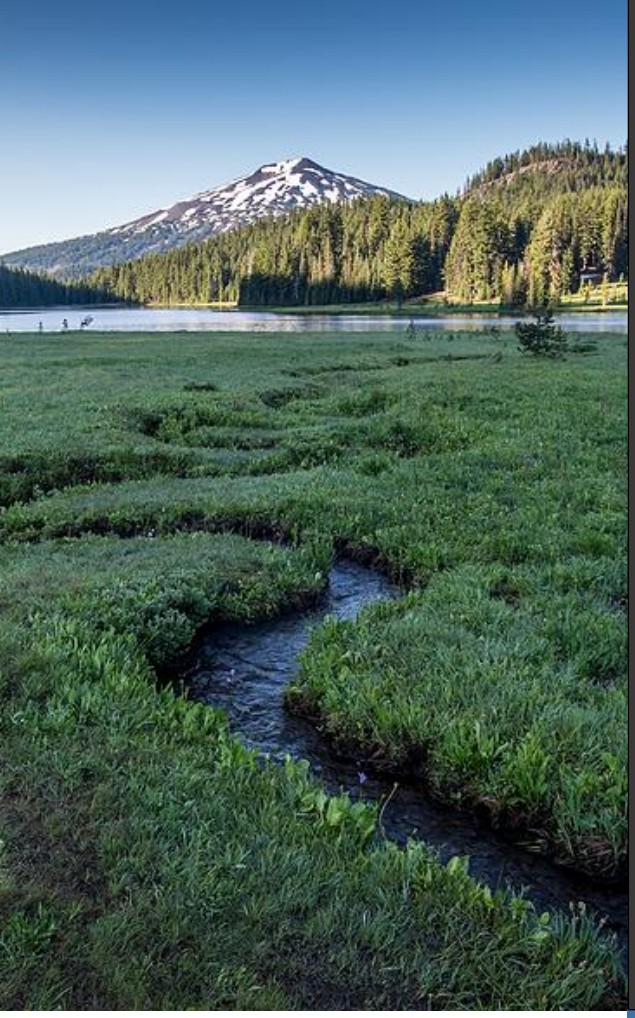

# Waste Tire Carrier Annual Report User Guide

**Version 1.0**

**June 2025**

State of Oregon
Department of Environmental Quality

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Version 1.0
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State of Oregon
DEQ Department of Environmental Quality

**Translation or other formats**

Español | 한국어 | 繁體中文 | Русский | Tiếng Việt | العربية
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# 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 several 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.

# 1. Introduction

This document provides information necessary to complete the DEQ-approved form for reporting collected and delivered waste tires and tire-derived materials in Your DEQ Online.

# 2. Important Things to Know Before Starting Your Report

**The system uses a lot of icons.** If you're curious about what an icon means, hover over it with your mouse cursor.

**Unsaved entries will be lost.** To avoid losing your work, click the red SAVE button at the bottom right often and before leaving the submittal.

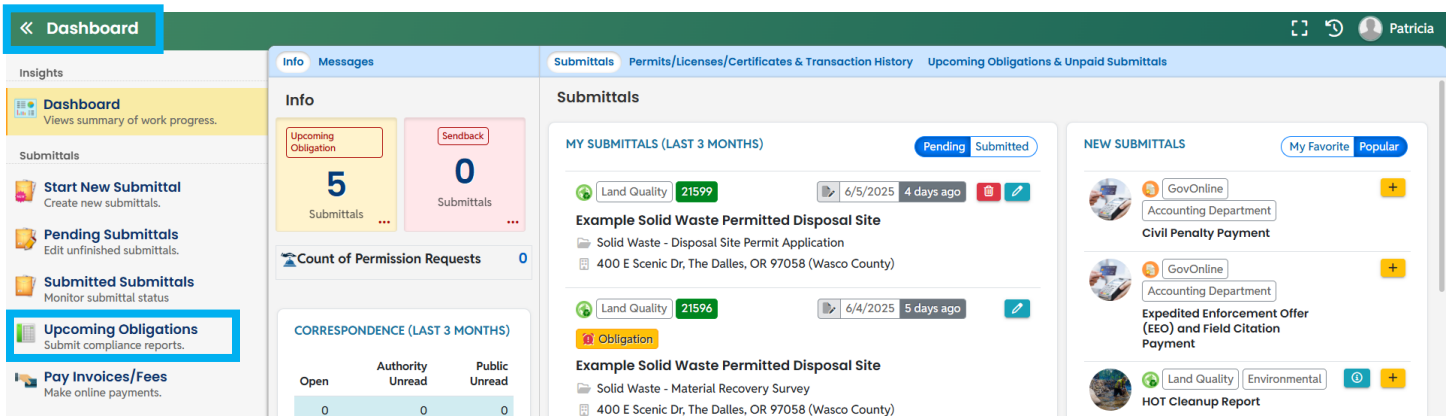
**Take note of the Submittal ID number.** After clicking the red SAVE button , the submittal will be assigned a unique Submittal ID number, 19893. This can be seen in the top left corner.

**How to find submittals you are still working on**. If you leave this submittal at any time after clicking the red SAVE button and before submitting, you may resume work after locating it in the Pending Submittals Module which is directly below Start New Submittal, and then search by Submittal ID number.

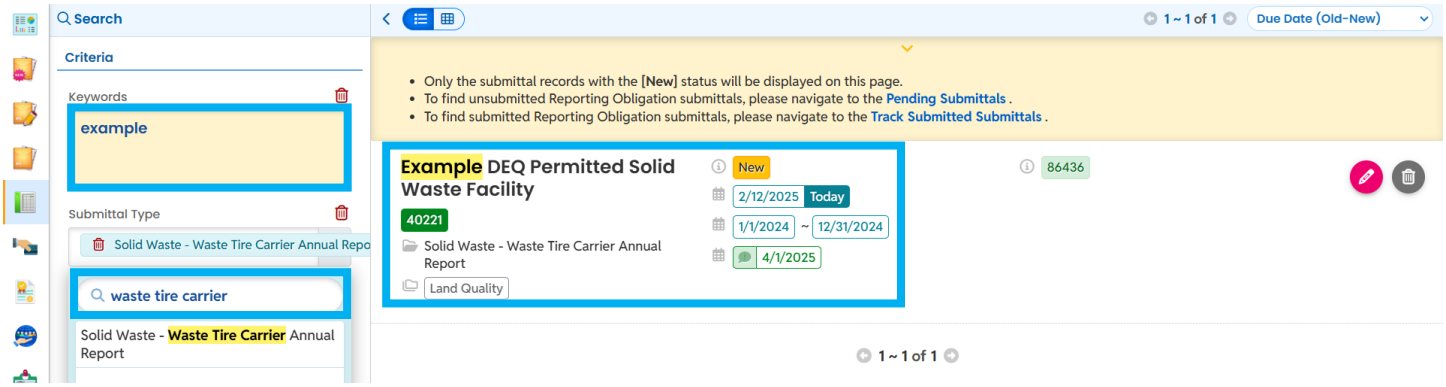
# 3. Login and Locating the Waste Tire Carrier Annual Report

Login to your account on the Your DEQ Online Public Portal. If you need assistance logging into YDO, please find detailed instructions on the Your DEQ Online Account Registration webpage.

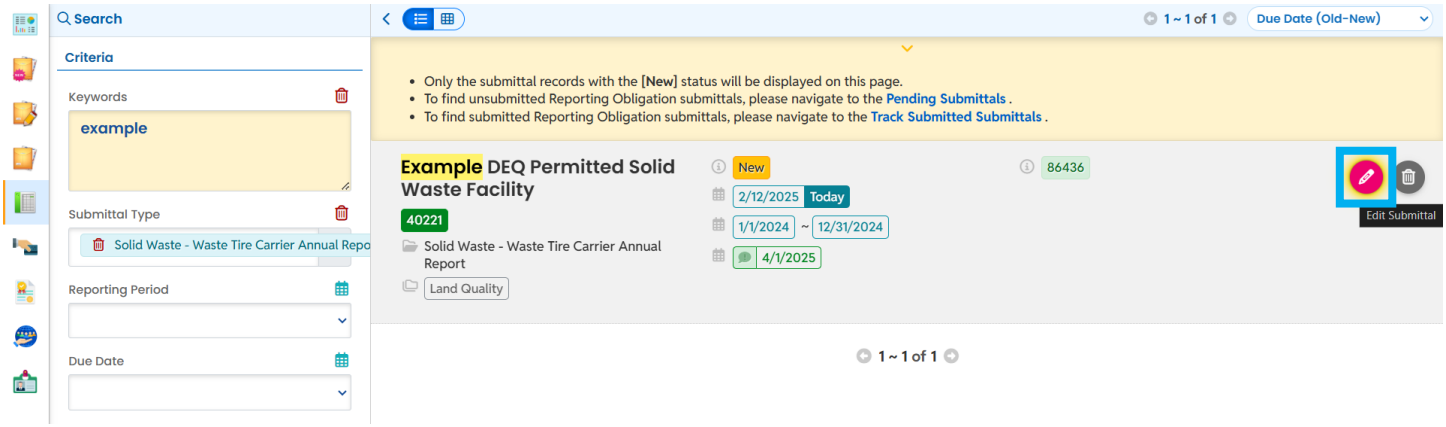
In the top left-hand corner of your Dashboard, select the green arrows icon to the left of Dashboard. Select 'Upcoming Obligations' icon to access a list of upcoming obligations.



To locate the correct Waste Tire Carrier Annual Report in the Upcoming Obligations module, we recommend first searching for “Carrier” in the Submittal Type filter. You may also use the Keywords filter by entering your facility name or Submittal ID.




Once you locate the correct Waste Tire Carrier Annual Report, click the “Edit Submittal” icon on the far right of the screen.




# 4. Completing the Waste Tire Carrier Annual Report

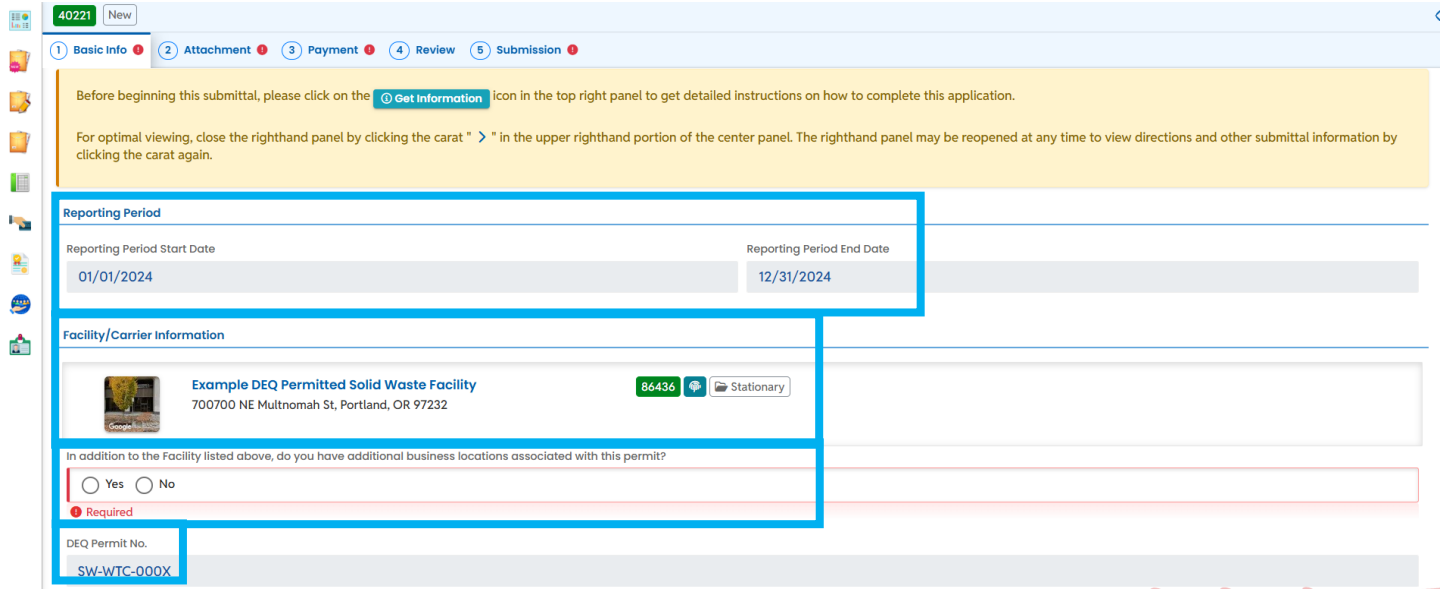
## 4.1. Basic tab

The Basic Info tab first displays the:

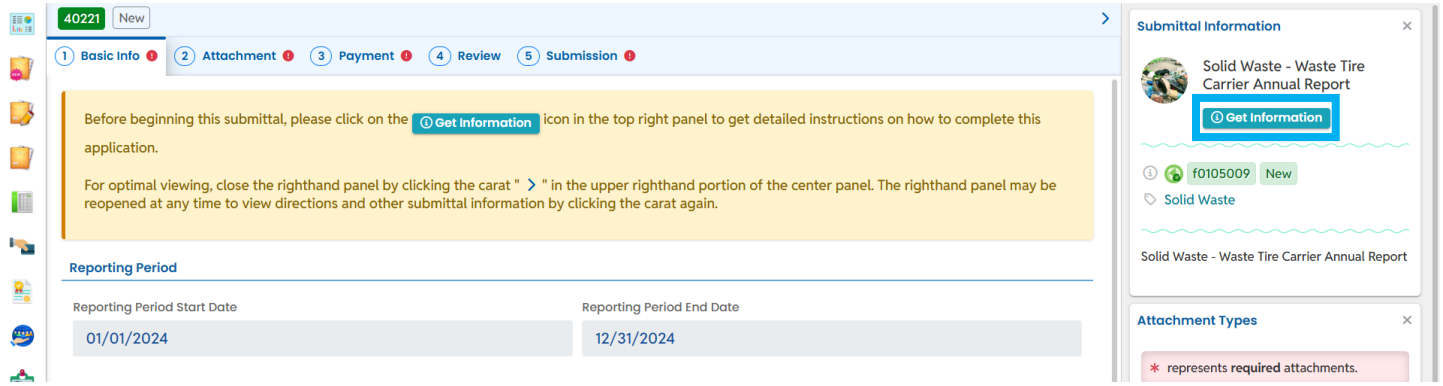
- Reporting Period
- Facility Information
- Permit Number

Make sure the Reporting Period, Facility Information, and Permit Number shown at the top of the form are correct. If any of this information is incorrect, contact your solid waste permit coordinator using the contact information provided at the end of this user guide.

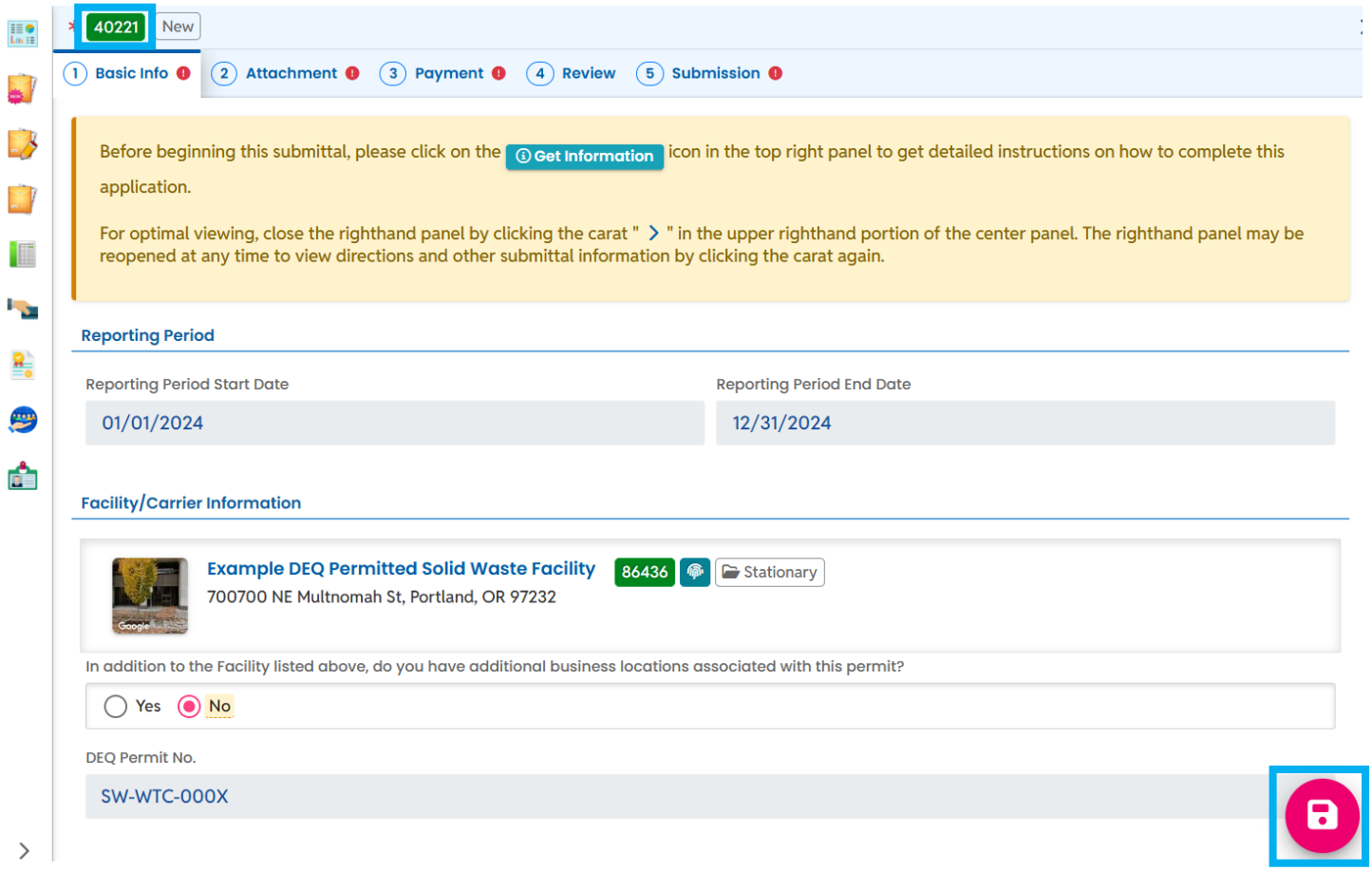
You must also select “yes” or “no” to indicate whether you have an additional business location associated with the permit.



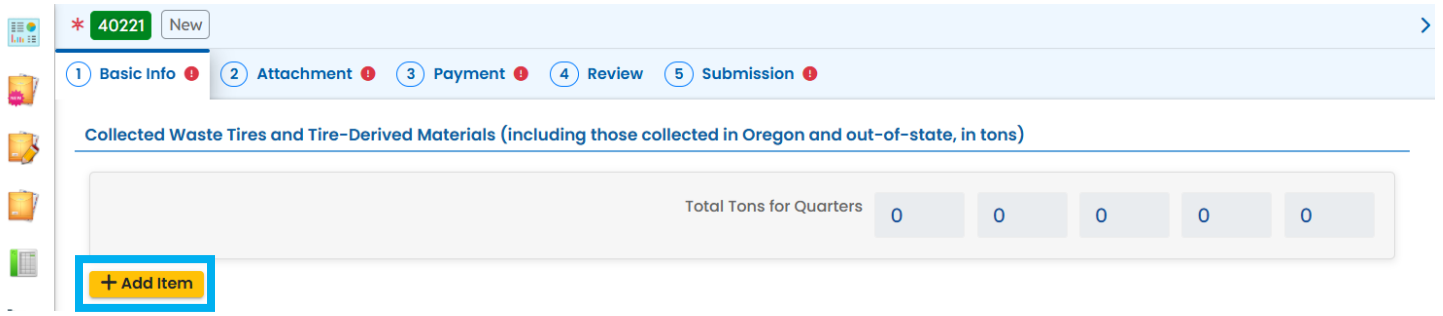

To download a short information and instruction sheet for this form, you may click the “Get Information” button in the far-right panel. After downloading the document, you may click the carat (>) at the top right of the main panel to close the side panel and maximize the report screen (optional).



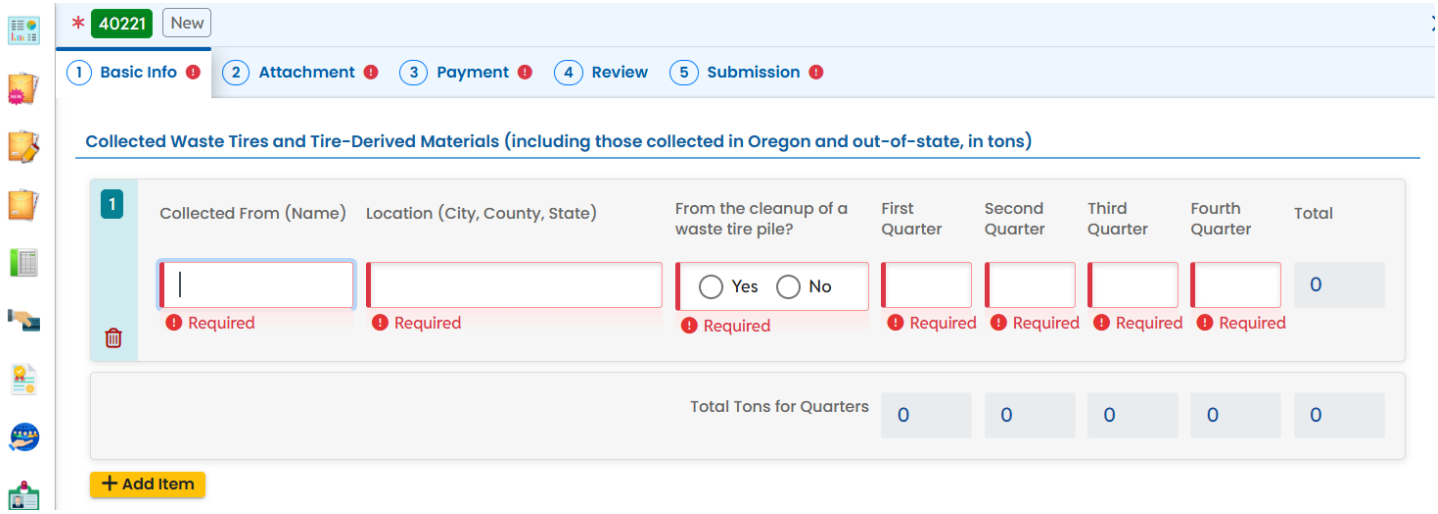

**NOTE**: Click the SAVE icon (bottom right) often and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after clicking the SAVE icon and before submitting, you will need to go back to the dashboard and access the submittal under “Pending Submittals” using the Submittal ID number found in the top left corner.



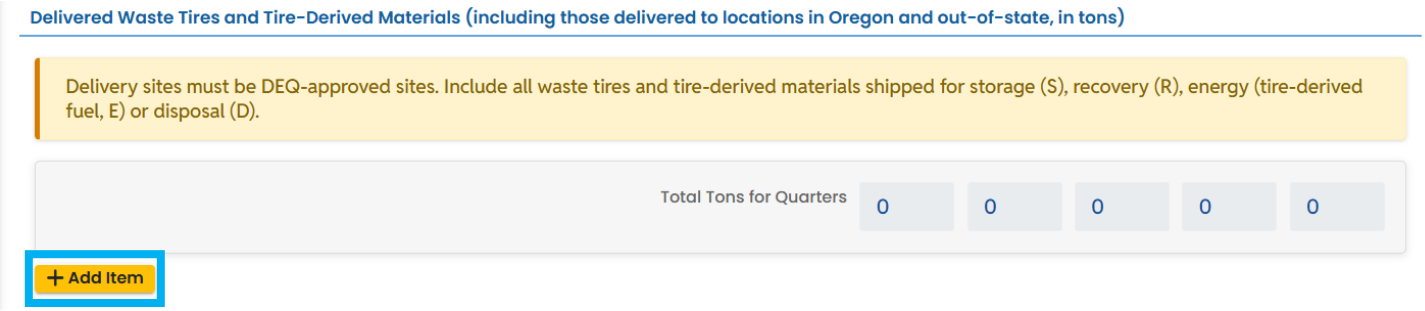

In the main reporting section, record tonnages for collected waste tires and tire-derived materials during the reporting period by clicking the yellow “+ Add Item” button.



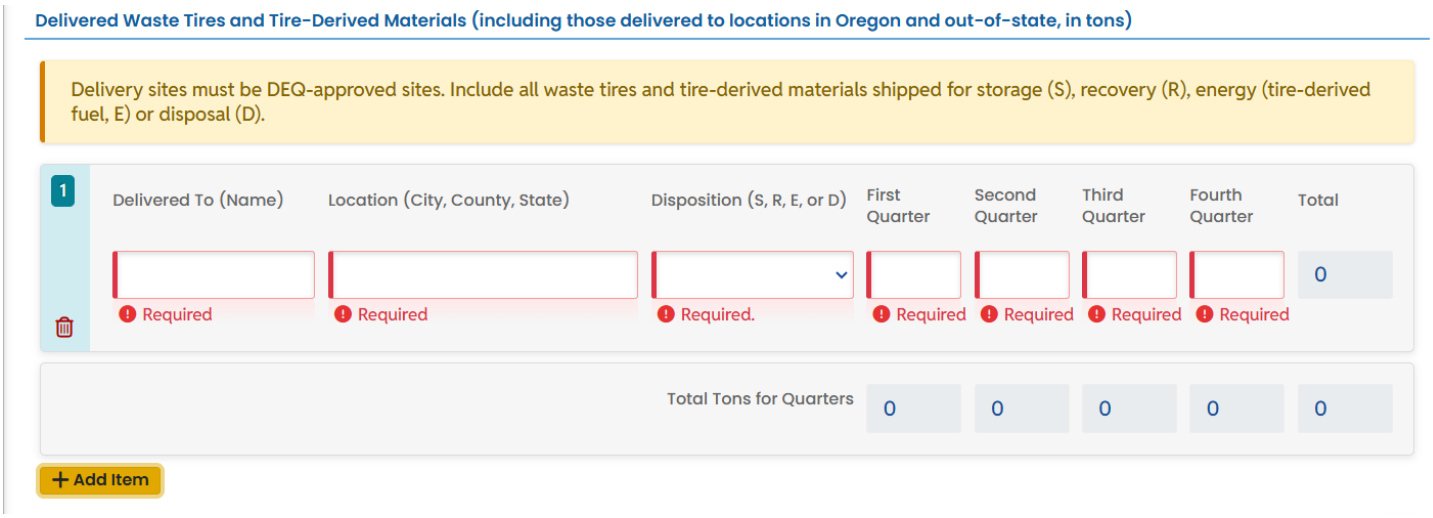

All fields below must be filled out. Include all waste tires and tire-derived materials collected in Oregon and out-of-state in tons. If waste tires and tire-derived materials are collected from multiple sources, click the same “+Add Item” button as many times as needed. Enter “0” if no waste tires or tire-derived materials were taken.



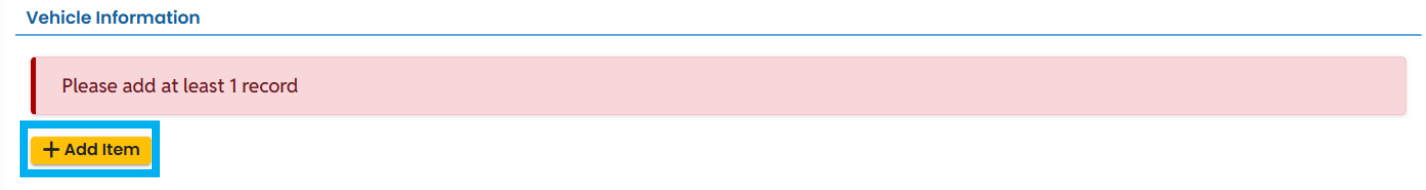

Record tonnages for delivered waste tires and tire-derived materials during the reporting period by clicking on the "+Add Item" button.



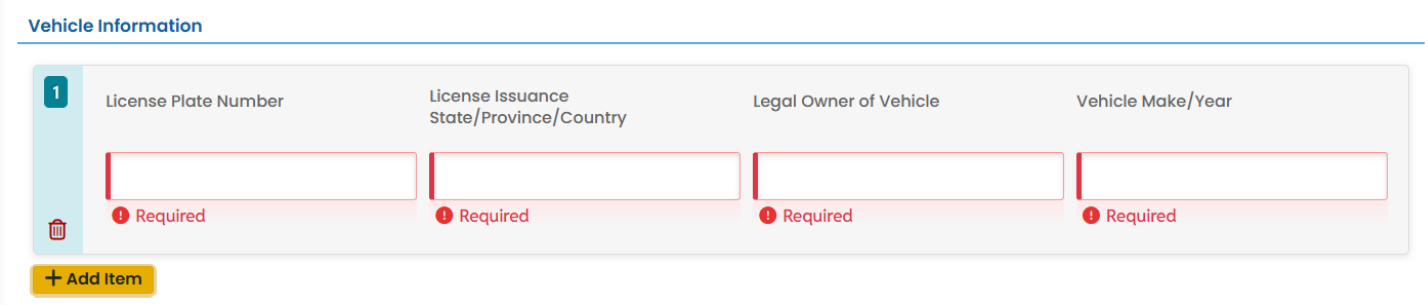

All fields below must be completed. Include all waste tires and tire-derived materials, shipped for storage (S), recovery (R), energy (tire-derived fuel (E), or disposal (D), including those delivered in Oregon and out-of-state in tons. If waste tires and tire-derived materials are delivered to multiple DEQ-approved delivery sites, click the same yellow "+Add Item" button as many times as needed. Enter "0" if no waste tires or tire-derived materials were delivered.



At least one record is required under the vehicle information section. Record the vehicle information by clicking the yellow “+Add Item” button.




Enter the following information for all vehicles used under your permit for hauling waste tires. If multiple vehicles are used to haul waste tires, click the same yellow “+Add Item” button as many times as needed.



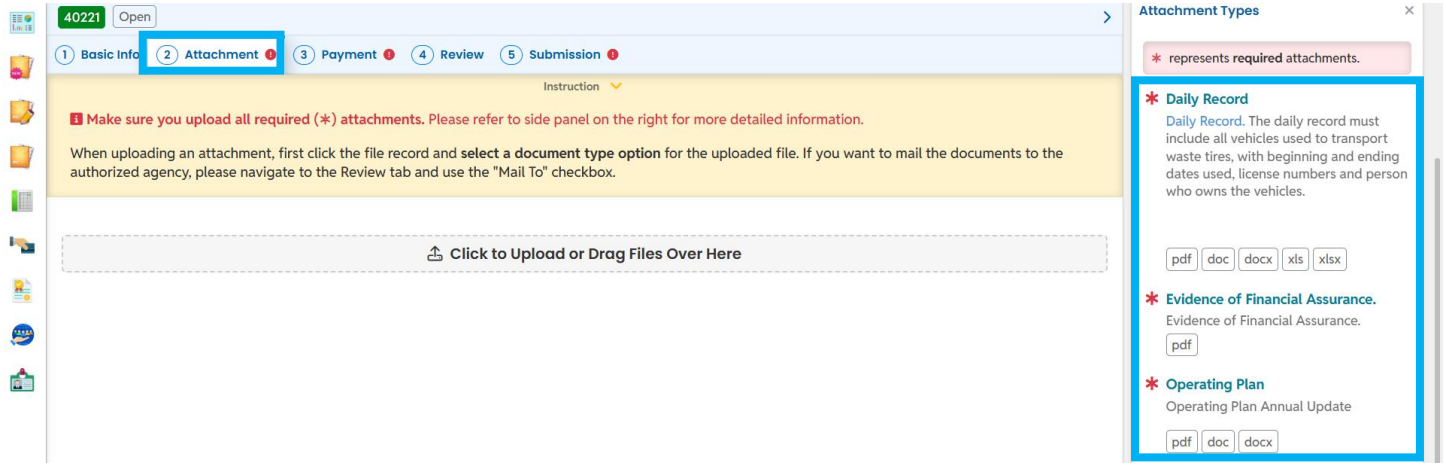

When your entries are complete, click the red SAVE icon on the bottom right of the screen to save your progress.

**NOTE:** Once you complete all the required fields by following the above instructions, the red alert icon next to the Basic Info tab at the top of the page will disappear and you may proceed to the Attachment tab.

## 4.2. Attachment tab

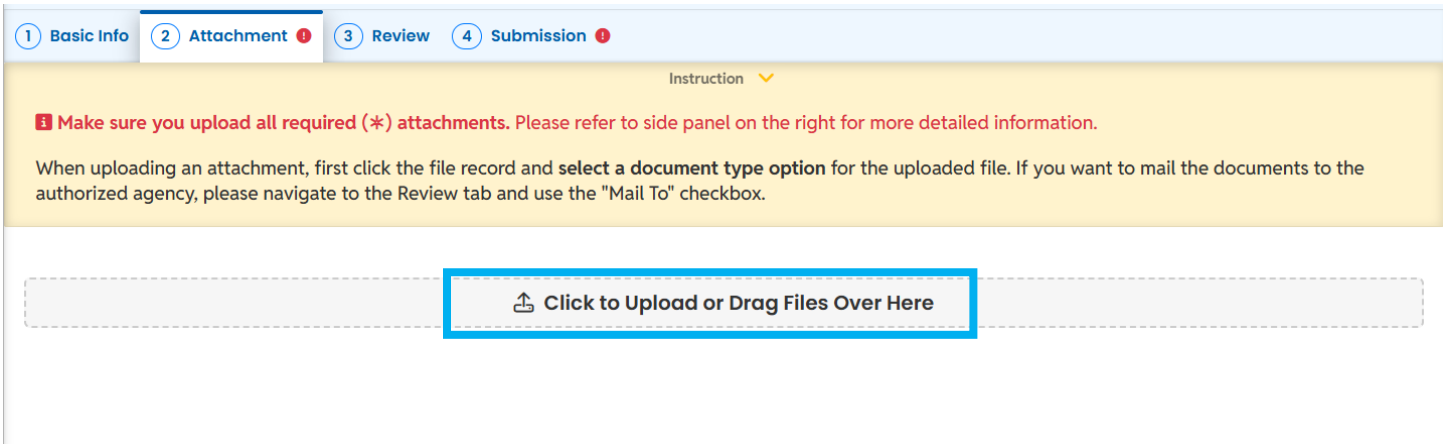
Navigate to the Attachment tab to attach daily record, financial assurance, operating plan, and any other supporting documents to the submittal. Each attached document must be:

- labeled with a document type
- a file type selected from the list in the righthand navigation pane



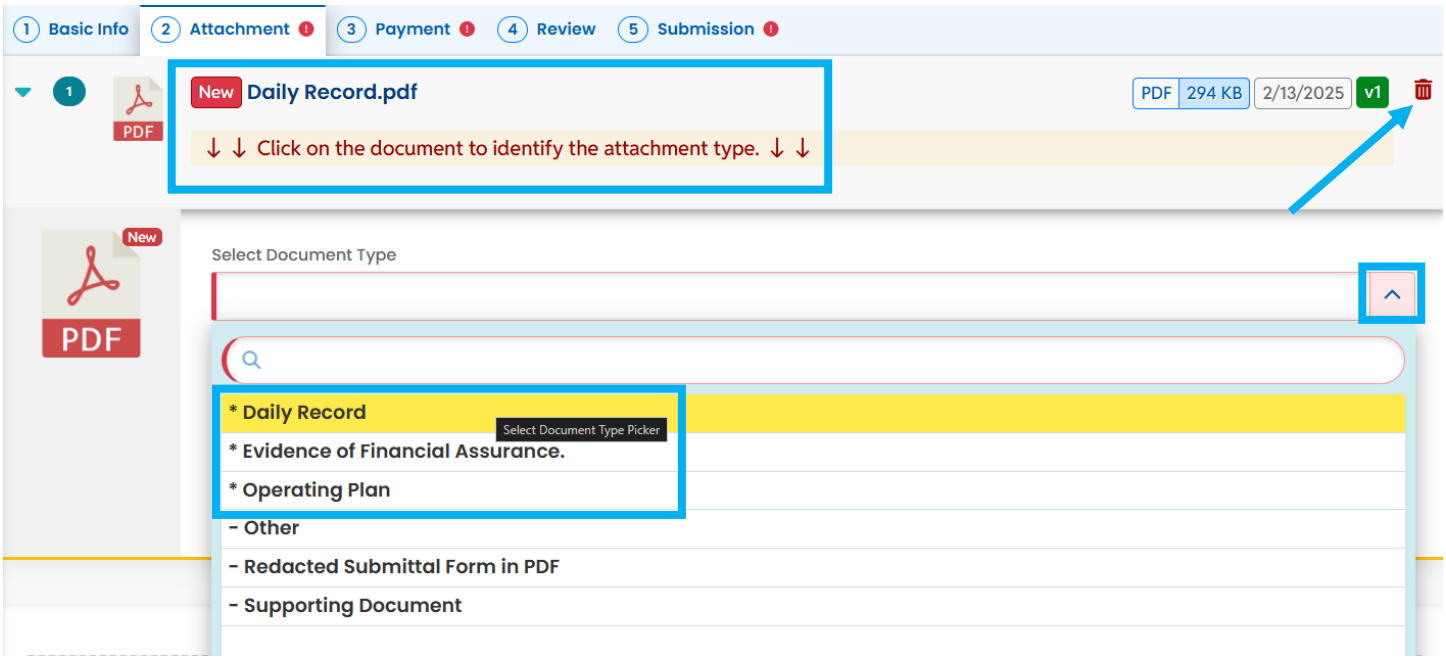

There are two ways to add attachment(s):

- “Click to Upload or Drag Files Over Here” bar which opens a document detail box that allows you to select a document(s) to attach/upload; or
- “Drag and Drop” the files of your choice anywhere on the Attachment Tab page.

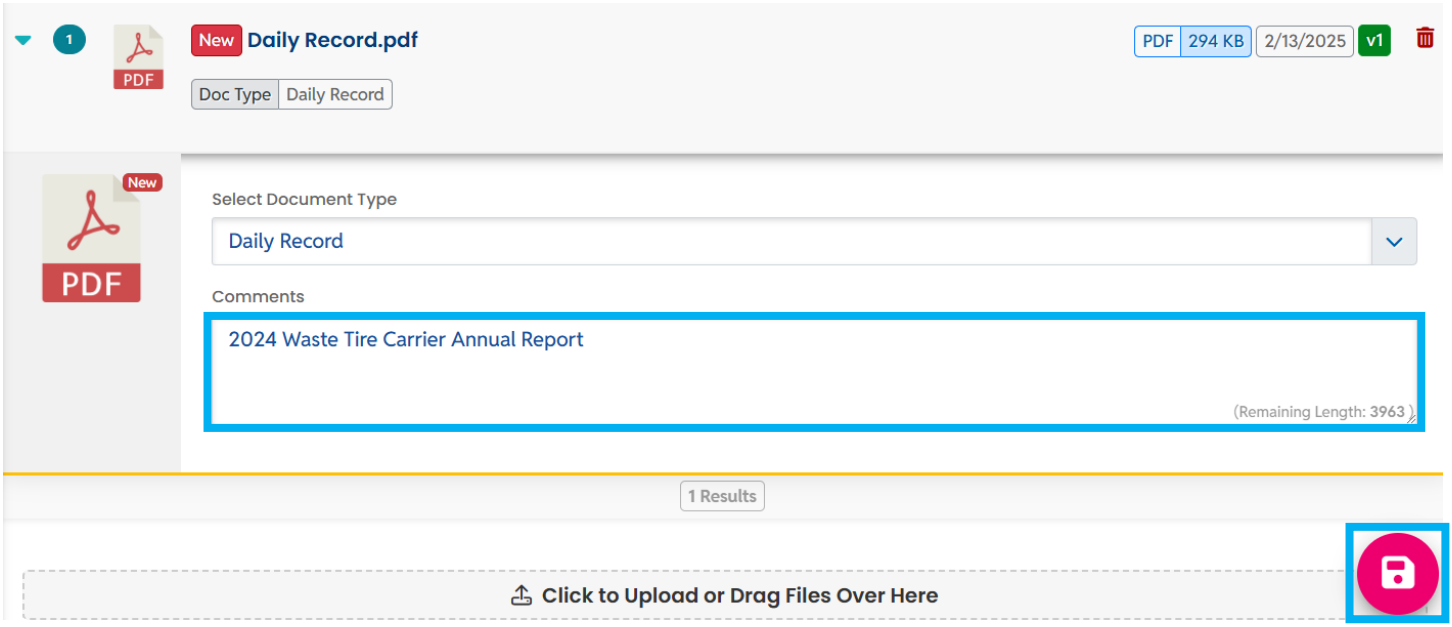



Once uploaded, click the document and a “Select Document Type” dropdown will appear. Click the dropdown arrow for a list of document types. For this submittal, the daily record, financial assurance, and operating attachments are required. If you selected “Yes” for “Additional Business Locations Associated with this permit”, this document type is also required to be uploaded. You must upload at least the applicable document types. The red alert icon, , will disappear when the required attachments are uploaded, labeled and saved. You may add other attachments at that time if necessary.

**NOTE:** If you have saved a document with an incorrect document type, you must delete the document using the red trash can icon on the upper right and reattach the document to select the correct document type.



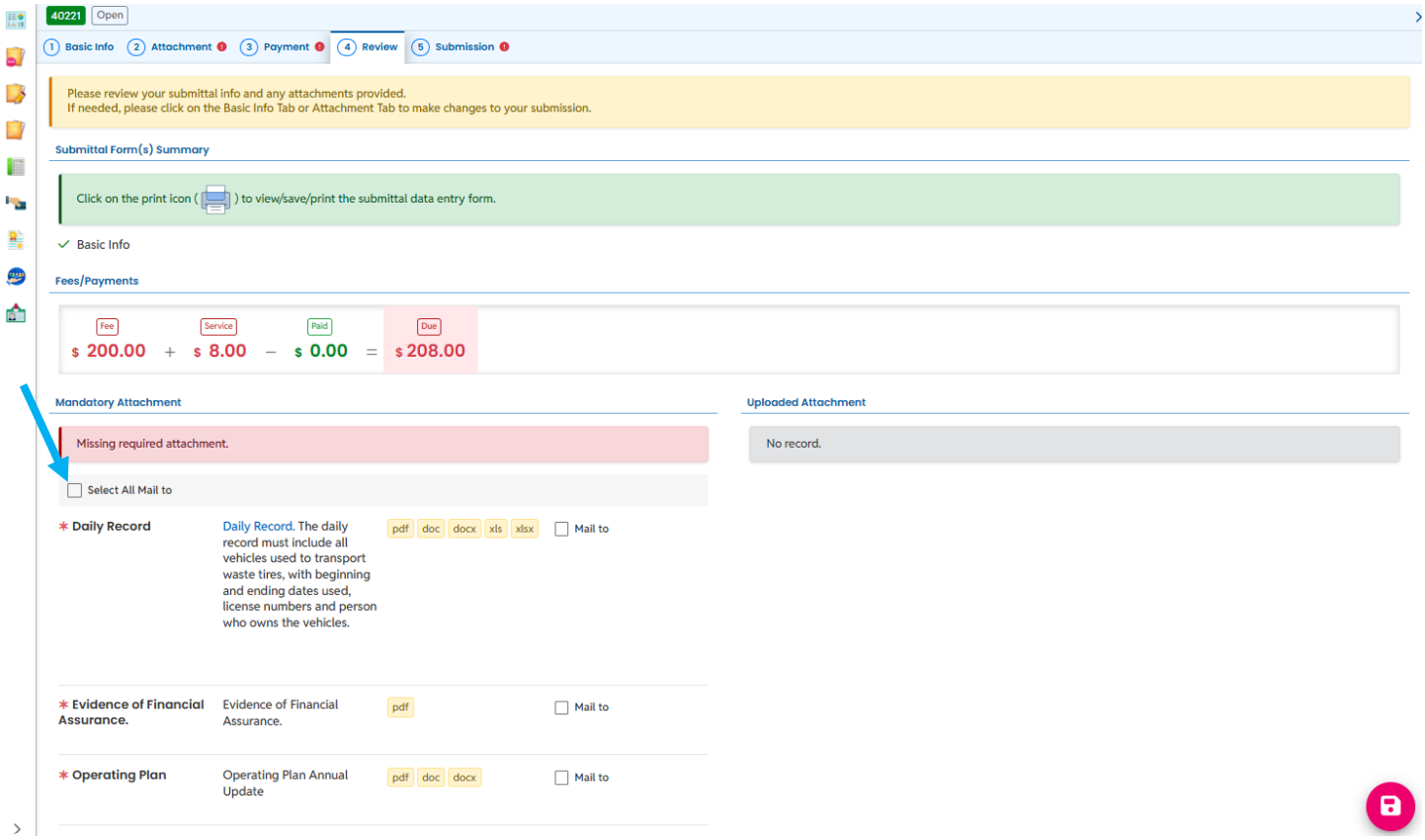

Enter a brief description of the document in the “Comments” section and click the SAVE icon at the bottom right of the screen or the attachment will not successfully upload.




**NOTE**: If you think your submittal meets the requirements as set out in ORS 192.345, then you must provide the appropriate, applicable exemption and submit both an unredacted version of your document as well as a redacted version of your document.

**NOTE**: If need to mail the documents to DEQ, go to the Review tab and check the "Mail To" box and mail to the relevant address that populates after you’ve checked the box. Mail documents to the regional permit

coordinator for the region in which your facility is located, as noted in section 5 toward the end of this document.




## 4.3. Payment tab

Ensure all required data is entered on the Basic Info tab and you have clicked the red SAVE icon before you proceed to the Payment tab.

In the Payment tab, you will see your calculated total DEQ Solid Waste – Waste Tire Carrier Permit Compliance Fees (Reference: OAR 340-097-0110 and OAR 340-097-0120) plus the 4% technology fee.

Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except agency-issued penalties. The technology fee which was authorized by the 2021 Oregon Legislature is necessary to pay for the annual operation and maintenance costs of the system. For more information about this, please see YDO technology fee FAQ.

For detailed instructions on how to complete your payment, please refer to: How to Make a Payment in YDO User Guide.

## 4.4. Review tab

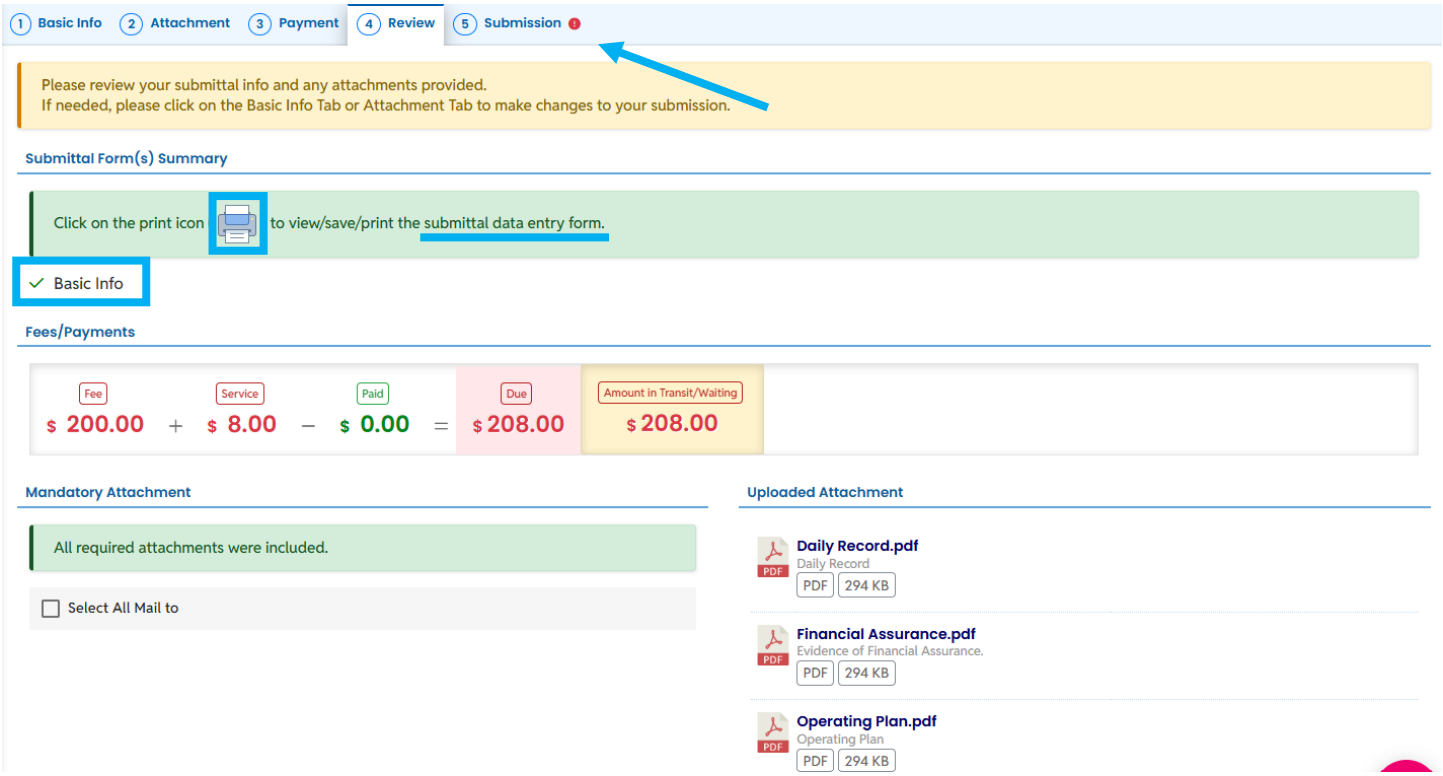
Congratulations! You are almost done. Review your submittal information and any attachments.

When a green checkmark icon is shown next to “Basic Info” below the green bar, and the only red alert icon that remains is on the Submission tab, click the printer icon to open the submittal data entry form. This is a draft summary of information entered into the Basic Info tab. Review the information you entered to ensure accuracy. This is your last opportunity to update content and attachments before submission.

**NOTE**: You may have to disable the browser pop-up blocker if the PDF fails to appear.

If you are satisfied with your submittal, navigate to the Submission tab.

**NOTE**: If you are having issues with your review, refer to the troubleshooting section below.

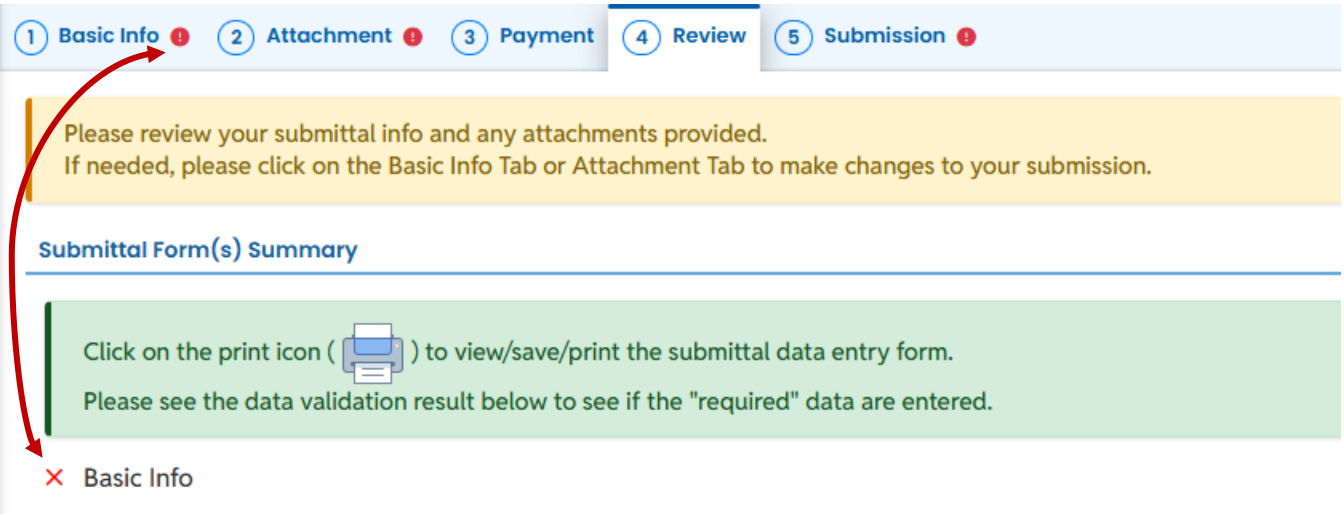



## TROUBLESHOOTING

### Potential Basic Info tab issues

Under the Submittal Form(s) Summary section, if the Basic Info tab has any missing required information, red “x” will appear next to “Basic Info” below the green text box. A red alert icon will appear on the Basic Info tab. The alert icon on the Submission tab is expected at this point in the process.

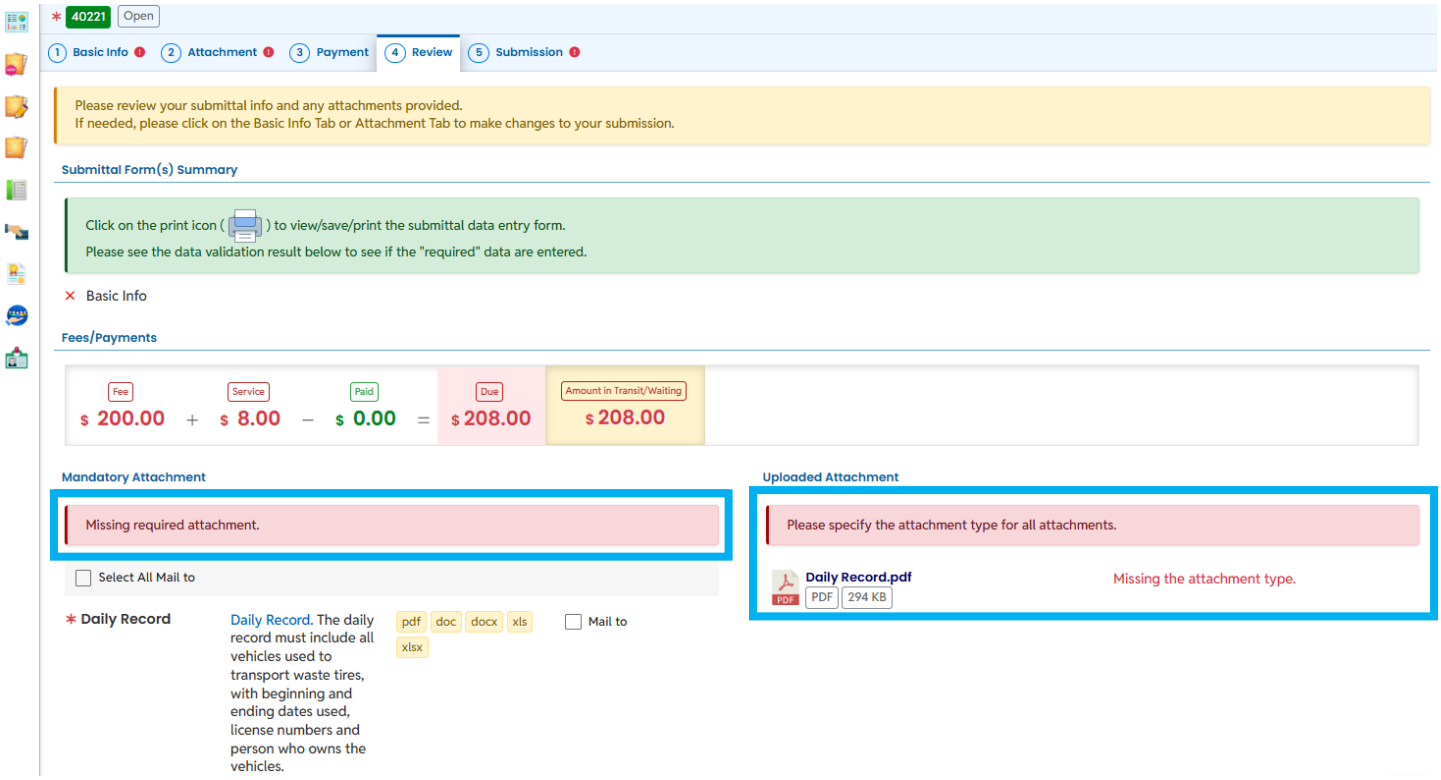
Go to the Basic Info tab and complete any missing required fields. When all required information is entered, the red alert icon will no longer display on the Basic Info tab.



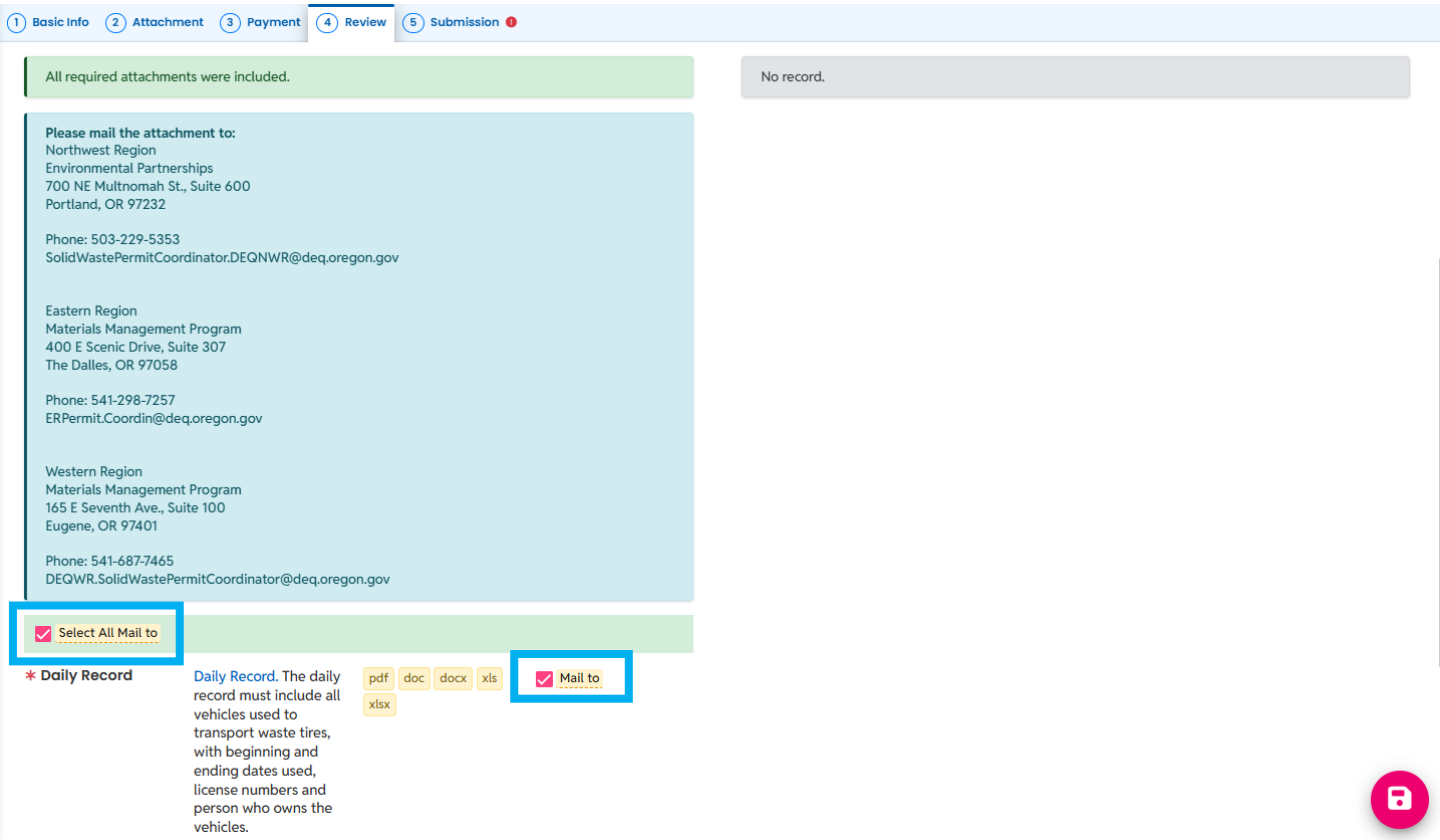

**Potential Attachment tab issues**

If you have added an attachment but did not specify the “document type,” you will see “Missing the attachment type” under the pink bar on lower right. A red alert icon will appear on the Attachment tab. The alert icon on the Submission tab is expected at this point.

Navigate to the Attachment tab, specify the document type and click the red SAVE icon .




If you are unable to upload the required attachments to this submittal, contact your regional permit coordinator. See contact information at the end of this user guide.

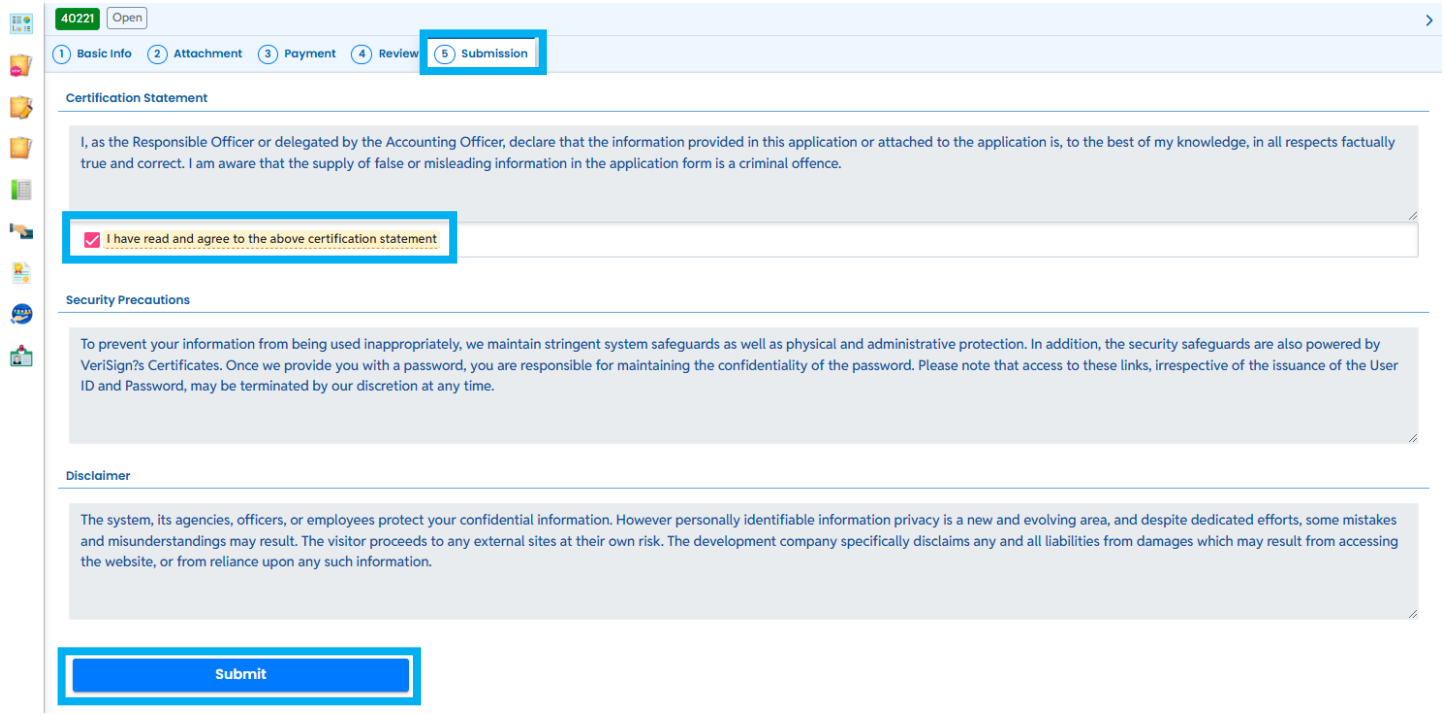



## 4.5. Submission tab

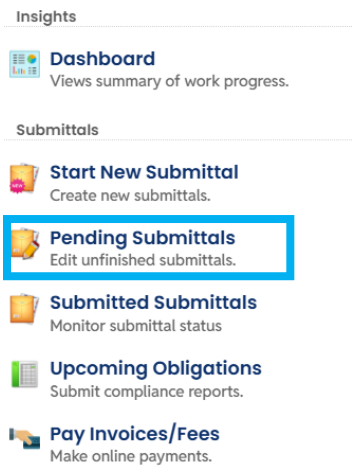
Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement.

Click the Submit button at the bottom of the Submission tab to complete your facility's Waste Tire Carrier Annual Report.

**NOTE**: Until you submit using the blue Submit bar, your report will remain as pending. Saving your progress is not the same as completing your submittal.



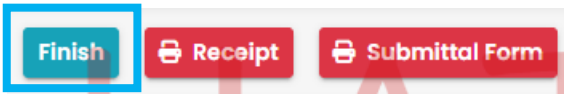

If you are not ready to submit, click the red SAVE icon before leaving the submittal screen. To continue working on this submittal, go to the Pending Submittals module on your Dashboard.




If your submittal is successful, a screen will display that will allow you to save a copy of your final submittal and receipt. DEQ recommends saving both the final submittal and receipt for your records.

**NOTE**: The Submittal Form reflects the date, time and all information provided on the Basic Info tab. The Receipt Form reflects the date and time but does not reflect the information provided on the Basic tab.

To return to the Dashboard, click the Finish button in the lower right corner.




# 5. Staff Contact

Information about solid waste permits and DEQ's regulations may be obtained from the DEQ Solid Waste Program web page.

All inquiries regarding completion of this form and its contents should be directed to the Reporting & Invoicing Coordinator at 503-229-6434 or sw.feereporting@deq.oregon.gov.

| **All Counties** | **Contact:** |
|---|---|
| Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler, Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill | Reporting & Invoicing Coordinator<br>Materials Management Program<br>700 NE Multnomah St., Suite 600<br>Portland, OR 97232-2131<br><br>Phone: 503-229-6434<br>sw.feereporting@deq.oregon.gov |

All inquiries regarding the permit associated with this reporting form should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ's regional offices are as follows:

| **If your facility/project is in this county...** | **...then send to this DEQ office** |
|---|---|
| Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler | Eastern Region<br>Materials Management Program<br>400 E Scenic Drive, Suite 307<br>The Dalles, OR 97058<br><br>Phone: 541-298-7257<br>DEQER.SolidWastePermitCoordinator@deq.oregon.gov |
| Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington | Northwest Region<br>Environmental Partnerships<br>700 NE Multnomah St., Suite 600<br>Portland, OR 97232<br><br>Phone: 503-229-5353<br>DEQNWR.SolidWastePermitCoordinator@deq.oregon.gov |

| | |
|---|---|
| Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill | Western Region<br>Materials Management Program<br>165 E Seventh Ave., Suite 100<br>Eugene, OR 97401<br><br>Phone: 541-687-7465<br>DEQWR.SolidWastePermitCoordinator@deq.oregon.gov |

# 6. Helpdesk and Resources

For more information, training and resources, go to the Your DEQ Online Help page. For technical assistance, contact the Your DEQ Online Helpdesk.

# 7. Revision history

| Revision | Date | Changes | Editor |
|---|---|---|---|
| **1.0** | | **Initial draft** | **EMK** |
| **1.0** | **7/2/2025** | **PA review** | **MG** |
| | | | |