



# User Guide

## Solid Waste Disposal Site Permit Application Landfill

July 2025



State of Oregon  
Department of Environmental Quality

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## Translation or other formats

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# System overview

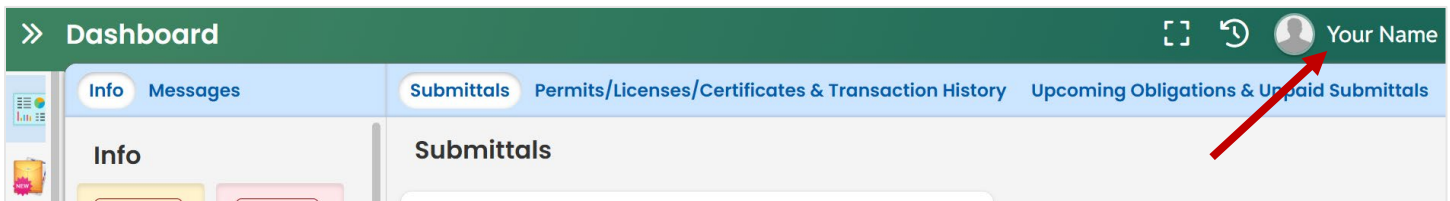
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.


[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.

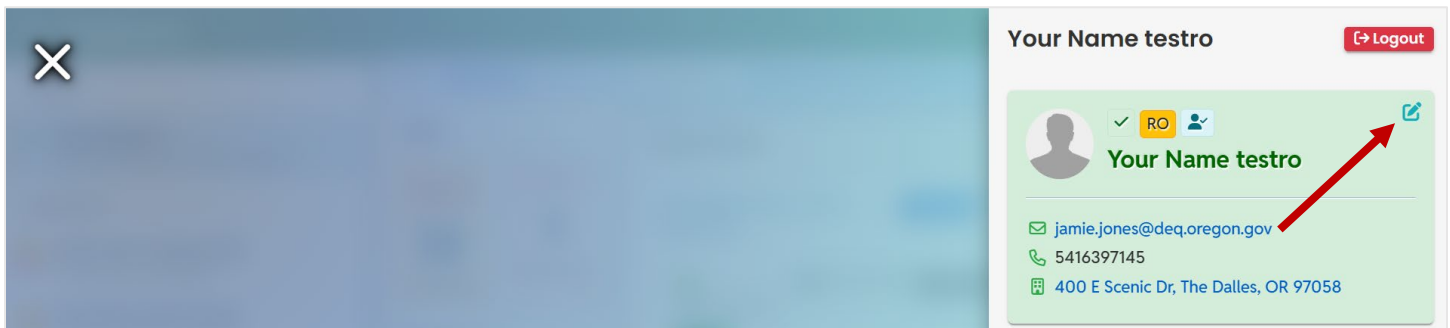
# Getting started in YDO

To apply for a solid waste disposal site permit, you must have a Responsible Official account and have the Solid Waste submittal group selected. If you already have this account type and submittal group selected, you can skip to the next section. If you do not already have a Responsible Official account, the [Public Account Registration and Management Guide](#) has instructions to create one. For additional information and tools, visit [Your DEQ Online Account Registration](#) website.

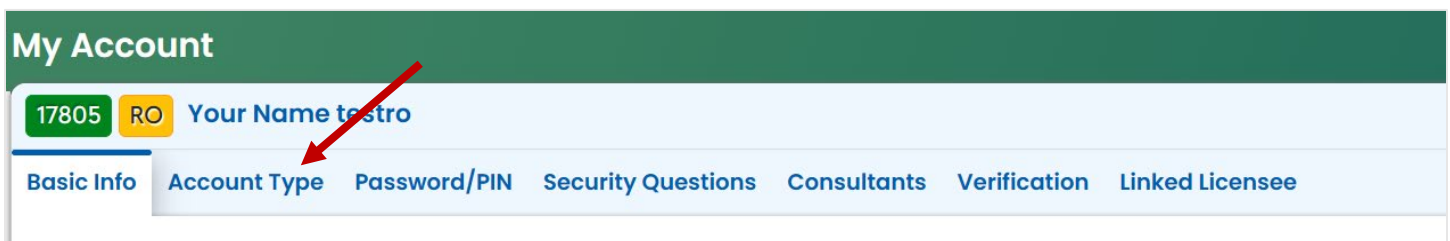
To add Solid Waste to an existing account, click your name in the top right corner.




In the panel that opens, click the Go to my account icon .



Click the Account Type tab.



Scroll down to the Submittal Groups section, check the Solid Waste box and click the Save icon .

Basic Info	Account Type	Password/PIN	Security Questions	Consultants	Verification	Linked Licensee
<input type="checkbox"/> 8 Asbestos	<input type="checkbox"/> 3 CAFO	<input type="checkbox"/> 4 Cleaner Air Oregon				
<input type="checkbox"/> 3 Cleanup and Site Remediation	<input type="checkbox"/> 8 Climate Protection Program *	<input type="checkbox"/> 1 Gasoline Transporter				
<input type="checkbox"/> 5 General NPDES Domestic	<input type="checkbox"/> 17 General NPDES Industrial	<input type="checkbox"/> 4 General NPDES Mining				
<input type="checkbox"/> 5 General WPCF Domestic	<input type="checkbox"/> 10 General WPCF Industrial	<input type="checkbox"/> 5 Greenhouse Gas Reporting *				
<input type="checkbox"/> 13 Hazardous Waste	<input type="checkbox"/> 8 Heating Oil Tank	<input type="checkbox"/> 16 Individual NPDES Domestic				
<input type="checkbox"/> 7 Individual NPDES Industrial	<input type="checkbox"/> 14 Individual WPCF Domestic	<input type="checkbox"/> 7 Individual WPCF Industrial				
<input type="checkbox"/> 6 Leaking Underground Storage Tank	<input type="checkbox"/> 10 MS4 - Municipal Separate Storm Sewer System	<input type="checkbox"/> 7 NPDES- Stormwater (Construction)				
<input type="checkbox"/> 23 NPDES- Stormwater (Industrial)	<input type="checkbox"/> 3 NPDES: Public Agencies Only 1200-CA *	<input type="checkbox"/> 2 Sewage Disposal Service License				
<input checked="" type="checkbox"/> 31 Solid Waste	<input type="checkbox"/> 3 Third-Party Verification *	<input type="checkbox"/> 8 UIC - Underground Injection Control				
<input type="checkbox"/> 21 Underground Storage Tank	<input type="checkbox"/> 2 WasteWater Operator Certificate	<input type="checkbox"/> 6 WPCF - Onsite				



# Introduction

This document provides information necessary for completing the DEQ-approved solid waste disposal site permit application for a landfill in [Your DEQ Online](#).



The information in this user guide is grouped by permit action type (new, renew, amend – also called modification, and termination). Select the permit action you would like to complete to access the relevant instructions:

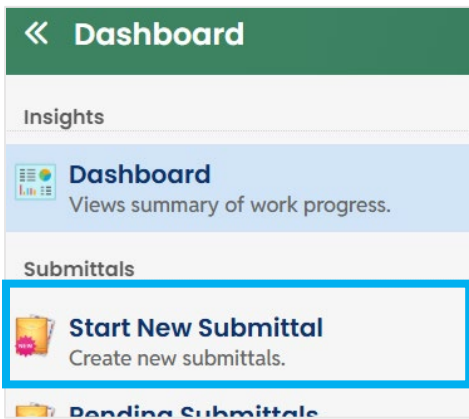
- [New -](#) Additional Resources needed to complete this application are in the [Attachments for landfills](#) section of this document.
- [Renew or amend \(modification\)](#)
- [Termination](#)


# 1. New permit application instructions

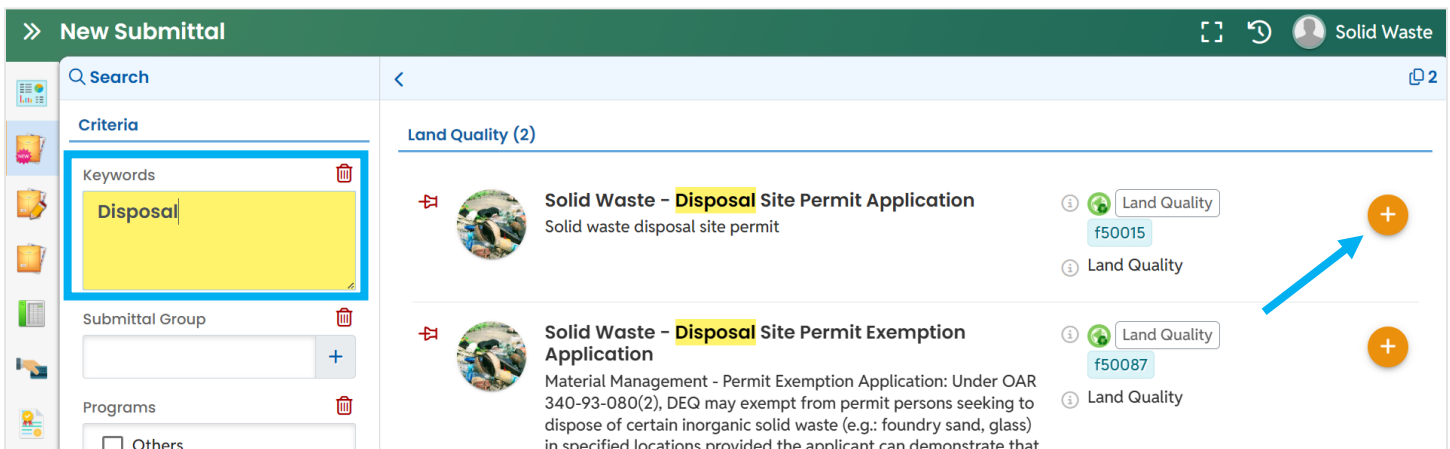
## 1.1 How to find the Solid Waste-Disposal Site Permit Application

Login to your account on the [Your DEQ Online Public Portal](#).

In the top left corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the Start New Submittal icon  to create a new submittal.






In the Keywords search box, enter the first letters of the submittal form you want to fill out. For this submittal, DEQ recommends “Disposal”. Once your submittal form has appeared, click the Create New Application plus icon  on the right side of the screen.





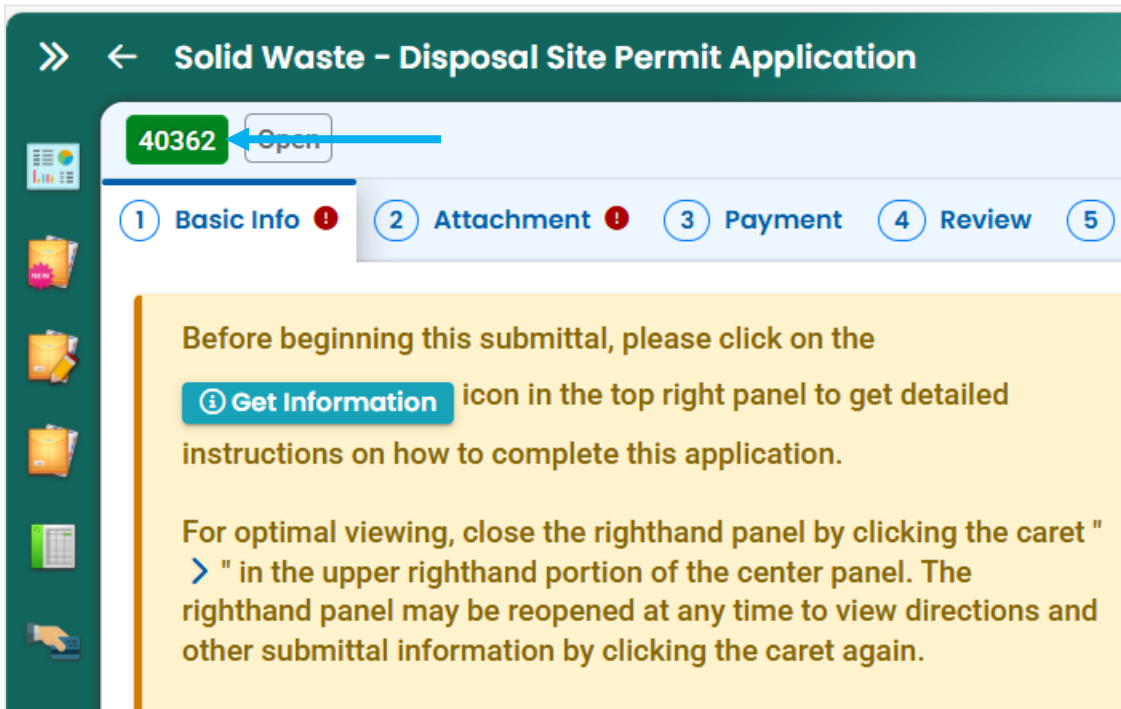
## 1.2 Important things to know before you start your application

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

**Unsaved entries will be lost.** To avoid losing your work, click the Save icon  to the bottom right frequently and before leaving the submittal.

**Take note of the Submittal ID number.** After clicking the Save icon  the submittal will be assigned a unique Submittal ID number . It is 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 Save icon  and before submitting, you will need to open the Pending Submittals module which is directly below Start New Submittal and then search for the Submittal ID number  in the top left corner to continue.



## 1.3 Basic Info tab

These are instructions for completing the Basic Info tab for a solid waste disposal site permit application that is for a new landfill permit.


### 1.3.1 Type of permit requested section

Select the Landfill button:

**Type of Permit Requested**

Type of Permit Requested?

☐ Composting or Anaerobic Digestion Facility    ☐ Conversion Technology Facility    ☒ Landfill    ☐ Sludge Lagoon  
☐ Incineration or Energy Recovery Facility    ☐ Solid Waste Letter Authorization (Short-term Project Only)  
☐ Solid Waste Treatment Facility    ☐ Sludge Land Application Site  
☐ Transfer Station, Material Recovery Facility, Household Hazardous Waste Collection Facility, and Limited Sort Facility  
☐ Commingled Recycling Processing Facility

 Required

### 1.3.2 Applicant information section

Permits issued under this application are issued to the applicant. The applicant must be the owner of the facility or the owner's agent or the lessee responsible for the operation and maintenance of the facility.

Reference: [OAR 340-093-0070\(1\)](#).


#### What is the applicant ownership type?

- Government
- Registered Business – If selected, you will be required to provide your [Oregon Secretary of State](#) business registry number. The number provided must match the number found on the Oregon Secretary of State website. DEQ recommends copying and pasting directly from the Oregon Secretary of State website.
- Individual – An example includes a private residence.
- Other – If the applicant does not fit into the above scenarios, select “Other” and briefly describe their ownership type.

**Applicant Information** ?

What is the Applicant ownership type?

☐ Government    ☐ Registered Business    ☐ Individual    ☐ Other

 Required.

## Applicant legal name


Permits issued under this application are issued to the applicant. The applicant must be the owner of the facility or the owner's agent or the lessee responsible for the operation and maintenance of the facility.

Reference: [OAR 340-093-0070\(1\)](#).

If the legal name is for a registered business, the name provided must match the “entity name” listed with the [Oregon Secretary of State](#). DEQ recommends copying and pasting the legal entity name directly from the Oregon Secretary of State website.

Solid waste disposal site permits are issued to the name provided in the Applicant Legal Name field.



Applicant Legal Name

 Required.


Provide the name and contact information for the person that you would like DEQ to contact if additional information about your application is needed.

Contact Information for questions regarding this application

First Name M.I. Last Name

 Required.  Required.



Email

 Required.

Phone Mobile

000-000-0000x00000

000-000-0000

 Required. 

### 1.3.3 Applicant mailing address section


Enter the mailing address for the Applicant. DEQ will use it for any mailed correspondence. It will also be referenced in the permit.

Applicant Mailing Address

Country

☒ United States ☐ Canada ☐ Other



Address Building, Unit, Suite, or Floor #

 Required.

City State Zip Code

OR (Oregon)

00000-0000


 Required.  Required.

## Is the applicant the same as the real property owner?

If the Applicant also owns the land that the facility is located on, select Yes. Otherwise, select No.

Is the Applicant the Same as the Real Property Owner?

☐ Yes ☐ No

 Required

### 1.3.4 Facility information section

If you are applying for a permit at a facility that already has a DEQ solid waste PLC (permit, notification, or determination), and you have the appropriate [Facility Group Permission](#), use the Select your facility button and instructions below. Otherwise, you will need to select Create New Facility and skip to [Create new facility instructions](#).

Facility Information

☒ Select your facility ☐ Create new facility


### Select your facility instructions:

To select your facility, click the dropdown and then select the correct facility. There are several facilities linked to your account, DEQ recommends typing in a partial street address to narrow the search results. In the example below, DEQ entered “400”.

Facility Information

☒ Select your site ☐ Create new site

Select your site (project site)

 **Example DEQ Permitted Solid Waste Facility** 311806  
400 E Scenic Dr, The Dalles, OR 97058

Q 400

**Example DEQ Permitted Solid Waste Facility** 400 E Scenic Dr, The Dalles, OR 97058 311806

The County field will automatically populate with the county connected to the address..

Select your site (project site)

 **Example DEQ Permitted Solid Waste Facility** 311806  
400 E Scenic Dr, The Dalles, OR 97058

County

Wasco ( Eastern )

## Create new facility instructions

The Facility Name provided must match the legal name of the Applicant. If the legal name is for a registered business, the name provided must match the “entity name” listed with the [Oregon Secretary of State](#). DEQ recommends copying and pasting directly from the Oregon Secretary of State website. Provide the email and phone number for the person that you would like DEQ to contact if they have questions regarding this facility.

The following fields are not required: Abbreviation, Is the facility located on Native American Lands (if unsure), fax, and number of employees.

If the Facility has a common name, business name, or “doing business as”, include it in the comments field. If the Facility’s common name is a registered business, the name provided must match the “entity name” listed with the Oregon Secretary of State. We recommend copying and pasting directly from the [Oregon Secretary of State website](#).

**Facility Information**

☐ Select your site ☒ Create new site

**New Site Information**

Site Name

Required.

Abbreviation

Is the site located on Native American Lands?

No

Email

Required and Check the Email Format.

Phone

000-000-0000

Required and Check the Phone Number Format.

Fax

000-000-0000

Number of Employees

0

Comments

(Remaining Length: 4000)

## Mailing address

Enter the mailing address for the facility.

**Mailing Address**

Country

☒ United States

☐ Canada

Address

Building, Unit, Suite, or Floor #

Required.

City

State

Zip Code

Required.

OR (Oregon)

00000-0000


Required.




## Physical location

Enter the address of the facility. If the physical address is the same as the mailing address, click the Copy from Mailing Address icon. Click the dropdown arrow and select the appropriate county.

**Physical Location**


 Use the map to auto-populate latitude and longitude.

**Copy from Mailing Address** 

Country


☒ United States ☐ Canada

Address


 Required.

Building, Unit, Suite, or Floor #

City


 Required.

State


OR (Oregon) 

Zip Code


00000-0000

 Required.


Latitude


 Required.

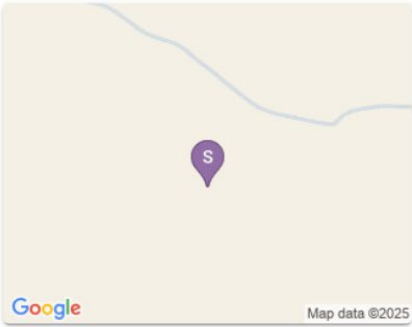
Longitude


 Required.

County (Region)



 Required.

  
Google Map data ©2025





### 1.3.5 Additional facility information section

Enter the Township, Range, Section and Tax Lot# covered in the Land Use Compatibility Statement. If there is more than one TRS, include it in the tax lot field.


**Additional Facility Information**


Township




 Required.


Range




 Required.

Section



 Required.

Tax Lot #

 Required.

## 1.3.6 Property owner information section

The real property owner is the owner of the land that the facility is located on. The legal name of the real property owner provided must match local government records.

**Property Owner Information**

Real Property Owner Legal Name

Required.

**Real Property Owner Contact Information**

Salutation

First Name

M.I.

Last Name

Required.

Required.

Title

Email

Required.

Phone

Mobile

Fax

000-000-0000x00000

Required.

000-000-0000

000-000-0000

**Real Property Owner Contact Mailing Address**

Country

☒ United States

☐ Canada

☐ Other

Address

Building, Unit, Suite, or Floor #

Required.

City

State

Zip Code

Required.

OR (Oregon)

00000-0000

Required.

## 1.3.7 Site operator information section

The legal name provided must match the “entity name” listed with the Oregon Secretary of State. We recommend copying and pasting directly from the [Oregon Secretary of State website](#).

**Site Operator Information**

Site Operator Legal Name  
  
Required.

**Site Operator Contact Information**

First Name  
  
Required.

M.I.

Last Name  
  
Required.

Title

Email  
  
Required.

Phone  
  
Required.

Mobile

Fax

**Site Operator Mailing Address**

Country  
☒ United States ☐ Canada ☐ Other

Address  
  
Required.

Building, Unit, Suite, or Floor #

City  
  
Required.

State

Zip Code  
  
Required.

## 1.3.8 Additional information section

### Will this facility be open to the public?

If an individual from the public may bring solid waste to the facility for it to be landfilled, then select Yes. Otherwise, select No.

### Do you currently have or anticipate having any DEQ Permits/Licenses/Certificates?

This includes any permit, license, or certificate needed from DEQ to operate the facility (example: stormwater permit). Select Yes if you have any of these.


## Do you currently have or anticipate having any non-DEQ Permits/Licenses/Certificates?

This includes any permit, license, or certificate needed from other state agencies or local governments to operate the facility (example: Conditional Use Permit). Select Yes if you have any of these.

**Additional Information**


Will this facility be open to the public?

☐ Yes ☐ No

 Required


Do you currently have, or anticipate having any DEQ Permits/Licenses/Certificates?

☐ Yes ☐ No

 Required

Do you currently have, or anticipate having any non-DEQ Permits/Licenses/Certificates?

☐ Yes ☐ No


 Required

### 1.3.9 Estimated start date section

The estimated start date is the date you plan to start operations at your facility.

**Estimated Start Date**

Estimated facility start date?

 Required

### 1.3.10 Facility type section

Select the subtype of facility for which you are applying.

**Facility Type**

☐ Municipal ☐ Industrial – Captive ☐ Industrial – Not captive ☐ Construction and Demolition

 Required


### 1.3.11 Regional disposal site section

Is this a Regional Disposal site? If you are unsure, check the reference: [OAR 340-093-0030](#)

**Regional Disposal Site**

Is this a Regional Disposal Site?

☐ Yes ☐ No

 Required

## 1.3.12 Special waste section

Select any Special Wastes you would like DEQ approval to accept. For more information about special wastes, see [OAR 340-093-0190 Wastes Requiring Special Management](#) and [340-094-0040 Operating Criteria](#) and [340-095-0020 Operating Criteria](#).

**Special Wastes**

Special Wastes you would like DEQ approval to accept

☐ None

☐ Abrasive blast media containing pesticides

☐ Cleanup materials contaminated with hazardous substances

☐ Incinerator ash

☐ PCBs

☐ Radioactive Materials meeting OAR 345-050 exemption

☐ Sharps

☐ Treated pathological waste

☐ Agricultural wastes

☐ Cleanup materials - Other

☐ Large dead animals/animal mortality

☐ Pesticide treated wood

☐ Septage

☐ Treated biological waste

☐ Other

☐ Asbestos


☐ Construction and demolition materials

☐ Oil Wastes

☐ Petroleum Contaminated Soils

☐ Sewage sludge and grit

☐ Treated cultures and stocks

 Required.

## 1.3.13 Alternative daily cover section

Select any Alternative Daily Cover you would like DEQ approval to use. [Guidelines for Alternative Daily Cover Material Application](#).

**Alternative Daily Cover**

Alternative Daily Cover you would like DEQ approval to use

☐ Ash

☐ Contaminated Soils - Petroleum (PCS)

☐ Non-hazardous grate rock

☐ Spent Refractory Waste

☐ Other

☐ Auto Shredder Residue

☐ Material Recovery Facility (MRF) Fines

☐ Sludge - Industrial

☐ Spray

☐ Contaminated Soils - Non-PCS

☐ Mullite

☐ Sludge - Sewage

☐ Tarps

 Required.

### 1.3.14 Extended producer responsibility programs section


Select any Extended Producer Responsibility programs to which the facility is registered. To select Yes, verify that your facility is listed on the appropriate site:

- [Paint Care Collector](#)
- [E-cycles collector](#)

**Extended Producer Responsibility Programs**


Paint care collector?

☐ Yes ☐ No

 Required

E-Cycles collector?

☐ Yes ☐ No

 Required

### 1.3.15 Waste tire section

Do you plan to store more than 100 waste tires at any given time? If Yes, provide the maximum number of waste tires to be stored at the facility at any given time. You must include a section in your DEQ-approved Operations Plan that describes how you will comply with the waste tire storage standards in [OAR 340-096-0230](#).


**Waste Tires**

Do you plan to store more than 100 waste tires at any given time?

☒ Yes ☐ No

In order to store more than 100 waste tires, your DEQ-approved Operations Plan must describe how you will comply with the waste tire storage standards in [OAR 340-096-0230](#) .

Maximum waste tires stored at any given time

 Required


## 1.3.16 Disposal amounts section



Enter the amount of solid waste you estimate your facility will receive each year in tons.

**Disposal Amounts**

How many tons of solid waste do you estimate your facility will receive each year?

tons

 Required

At this point, all sections within the Basic Info tab should be complete. Click the Save icon . If the red alert icon  still appears next to Basic Info tab, review sections to ensure all required information has been entered.

## 1.4 Attachment tab

Go to the Attachment tab to attach all required attachments to the submittal.

In the right panel of the screen, there is a list of required and optional attachments. A red asterisk \* next to an attachment indicates that it is required.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

**\* Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.**

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Click to Upload or Drag Files Over Here

**Attachment Types**

\* represents required attachments.

\* Adjacent Property Owners

List of adjacent property owners

gif jpg jpeg png pdf doc docx xls xlsx

Each attached document must be:

- labeled with a document type
- assigned a file type such as PDF, Excel, etc., as listed in the right navigation pane

**NOTE:** If you are experiencing issues uploading or attaching your document, contact your [regional permit coordinator](#) for assistance. Contact information can be found in Section 5 of this document.

There are two ways to add attachments:

- Click to Upload or Drag Files Over Here bar which opens a document detail box that allows you to select a document or multiple documents to attach/upload; or
- Drag and Drop the files anywhere on the Attachment Tab page.

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction

**\* Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.**


When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Click to Upload or Drag Files Over Here




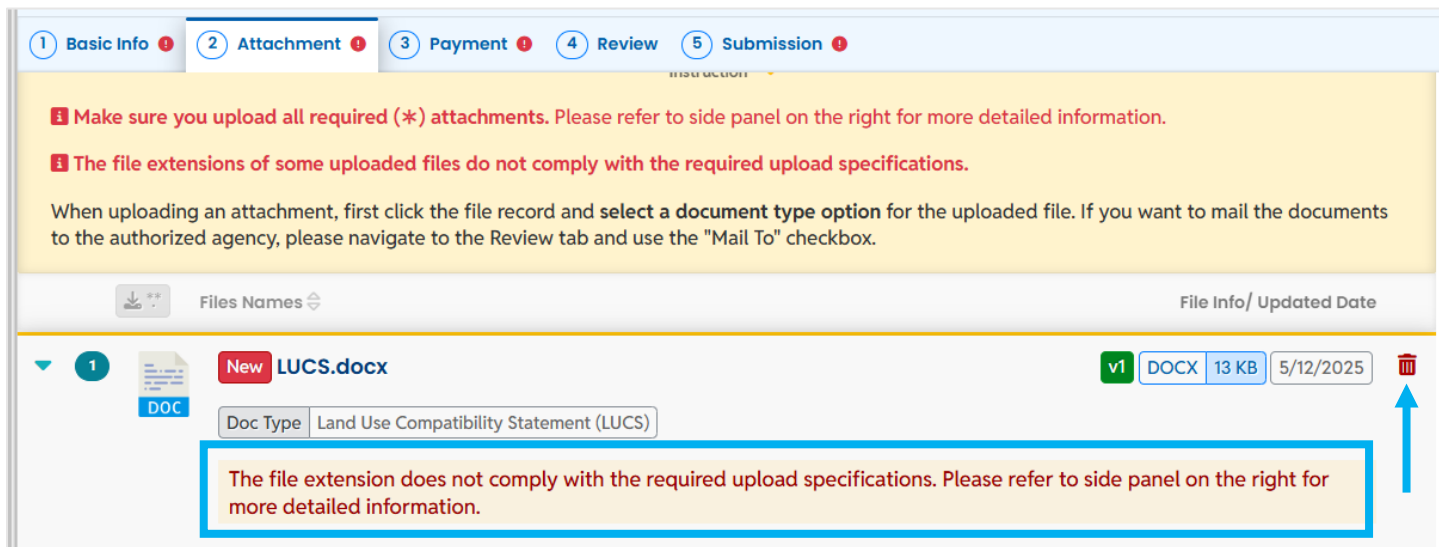
Once uploaded, click on the document and a “Select Document Type” drop-down list will appear. Click the dropdown for a list of document types.

The screenshot shows a file upload interface. At the top, a file named "DetailedPlans for low risk disposal site determination.pdf" is listed with a PDF icon, a "New" tag, and metadata: "v1", "PDF", "16 KB", and "5/28/2025". Below the file list is a yellow instruction bar: "Click on the document to identify the attachment type." Below this, a sidebar on the left shows a PDF icon and a "New" tag. The main area features a "Select Document Type" dropdown menu. The dropdown is open, showing a search bar and a list of options: "\* Adjacent Property Owners", "- Certification of Business Registry", "- Description of Modifications", and "\* Detailed Plans and Specifications".

Enter a brief description of the document in the “Comments” field and click the Save icon  at the bottom right of the screen to successfully upload the attachment.

The screenshot shows the document upload interface with a file named "LUCS.pdf" listed. The file has a PDF icon, a "New" tag, and metadata: "v1", "PDF", "16 KB", and "5/28/2025". Below the file list is a yellow instruction bar with a red icon and text: "Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information." Below this, a text box contains instructions: "When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the 'Mail To' checkbox." Below the instructions is a table with columns "Files Names" and "File Info/ Updated Date". The table has one row with the file "LUCS.pdf" and its details. Below the table, a sidebar on the left shows a PDF icon and a "New" tag. The main area features a "Select Document Type" dropdown menu. The dropdown is open, showing a search bar and a list of options: "Land Use Compatibility Statement (LUCS)". Below the dropdown is a "Comments" text box containing the text "2025 signed Land Use Compatibility Statement". At the bottom right of the screen is a red "Save" icon. A "1 Results" button is also visible at the bottom.

**NOTE:** If you have saved a document with an incorrect document type or format, you must delete it using the Delete icon  on the upper right and re-attach the document to select the correct document type.




1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.**

**The file extensions of some uploaded files do not comply with the required upload specifications.**


When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

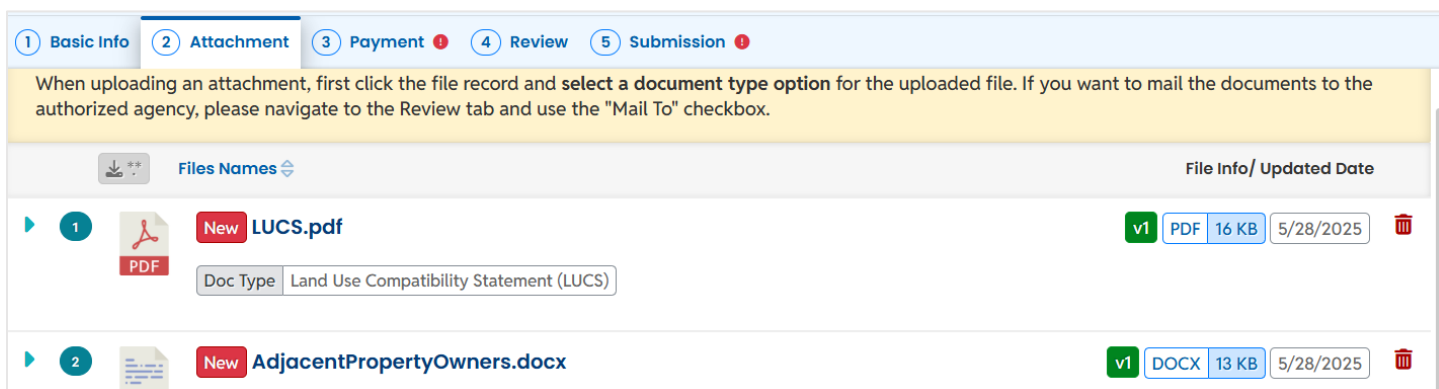
Files Names File Info/ Updated Date

1 New LUCS.docx v1 DOCX 13 KB 5/12/2025 

Doc Type Land Use Compatibility Statement (LUCS)

The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.


Once the required attachments are uploaded, labeled and saved, the red alert icon  will disappear. You may repeat this process to add any optional or supplementary attachments.




1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Files Names File Info/ Updated Date

1 New LUCS.pdf v1 PDF 16 KB 5/28/2025 

Doc Type Land Use Compatibility Statement (LUCS)

2 New AdjacentPropertyOwners.docx v1 DOCX 13 KB 5/28/2025 

**NOTE:** If you think your attachment meets the criteria of Conditionally Exempt from Disclosure under ORS 192.345, you must review and follow agency guidance. Contact your [regional permit coordinator](#) for more information. Contact information can be found in Section 5 of this document.

**NOTE:** To [mail](#), [email](#), or [FTP](#) the documents to DEQ, go to the Review tab and check the "Mail To" box.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

\* Adjacent Property Owners

List of adjacent property owners

gif

jpg

jpeg

png

pdf

doc

☐ Mail to

Uploaded Attachment

No record.

## 1.5 Payment tab

For a new submittal, click the Save icon  to confirm the fee amount before you continue.

### Additional payment resources

- [Payments for Submittals User Guide](#) which includes step-by-step instructions.
- [Your DEQ Online Payments](#) is the main Your DEQ Online payment webpage.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

FeeServicePaidDue

\$ 5,000.00 + \$ 200.00 - \$ 0.00 = \$ 5,200.00

Pay Amount Due

Fees

Technology Fee

Additional Fee

The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

\$ 200.00

Application Processing Fee

Permit/License/Certificate Fee


Application Processing Fee

\$ 5,000.00



2 Results


Payment Transactions

No payment transaction records.




## 1.6 Review tab


Review your submittal information and any attachments provided. If the red alert icon  is present next to the Basic Info tab, Attachment tab, or Payment tab, return to those tabs and make the necessary changes to remove the red alert icon . If you are unable to find the issue, contact your [regional permit coordinator](#). Contact information can be found in Section 5 of this document.

1 Basic Info 

2 Attachment


3 Payment 

4 Review

5 Submission 

Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Click on the print icon (  ) to view/save/print the submittal data entry form.  
Please see the data validation result below to see if the "required" data are entered.

✗ Basic Info

Fees/Payments

Fee		Service		Paid		Due
\$ 5,000.00	+	\$ 200.00	-	\$ 0.00	=	\$ 5,200.00

# 1.7 Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to its terms. Then click Submit at the bottom of the Submission tab to complete your facility’s permit application.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

Certification Statement

I hereby certify the information submitted and contained in this application and the documents I have attached, are true and correct to the best of my knowledge and belief.

☐ I have read and agree to the above certification statement

Required.

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.

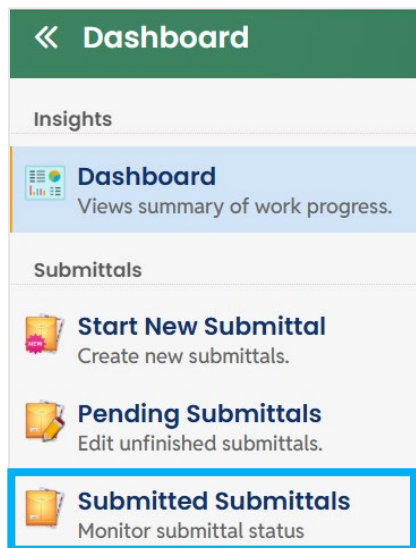
Submit




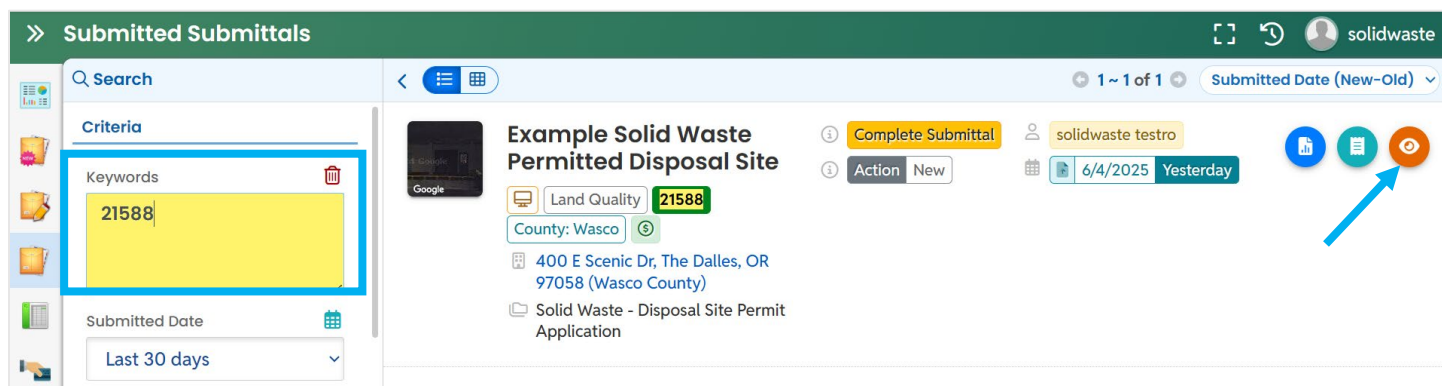
## 1.8 Finding your submittal in YDO

After submitting your application in Your DEQ Online, you will receive an automated Submission Received email from [yourdeqonline@govonlineasaas.com](mailto:yourdeqonline@govonlineasaas.com).

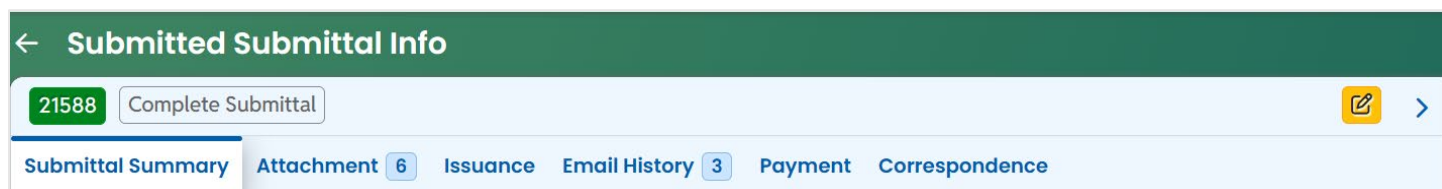
To view your submittal in Your DEQ Online, click the menu icon  to the left of “Dashboard” in the top left corner of the screen. Click the Submitted Submittals icon .



In the Submitted Submittals module, your application may be at the top of the page. If it is not there, the quickest way to find your submittal is to enter the Submittal ID number in the Keywords search box. Once you find the submittal, click the icon  on the right side of the screen.



This will open a Submitted Submittal Info screen.





## 1.9 Next steps



Below is a summary of the most common steps that occur during a landfill permit application. Depending on what is proposed in your specific application, there may be additional steps not discussed below.

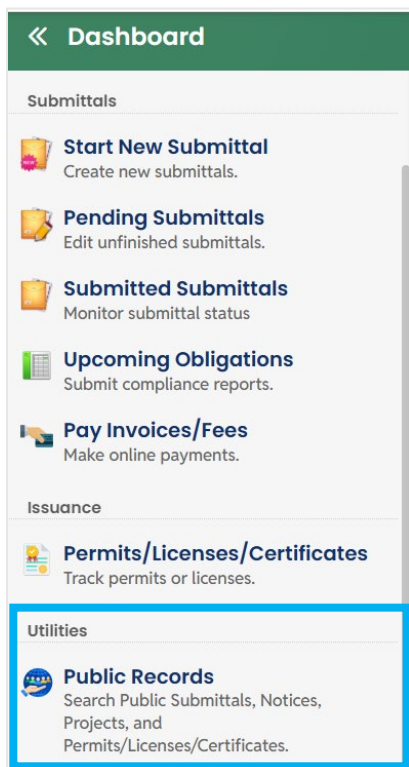
### 1.9.1 Completeness reviews


Once DEQ receives your application, it will be reviewed for completeness. DEQ staff will work with the Responsible Official to obtain a complete application and evaluate the expected Public Notice and Participation Category.

### 1.9.2 Public notice and informational meeting

Once the application is considered complete, DEQ will evaluate the Public Notice and Participation Category. If your application is for a Municipal Solid Waste Landfill or is elevated to a Category 4 Public Notice and Participation Category, there will be a Public Notice and Informational Meeting conducted before DEQ can start drafting the permit as required by OAR [340-093-0100](http://www.oregon.gov/DEQ/REGS/340-093-0100)

To view the Public Notice on Your DEQ Online through your account, select the directional expand icon  to the left of “Dashboard” in the top left corner of the screen. Scroll down and select the ‘Public Records’ icon .



The quickest way to find a submittal is to enter the Submittal ID number in the Keywords search box. Once you find your submittal, click the Public Notice Info icon  on the right side of the screen.



**Public Submittal Records**

Submitted Submittals | Permits Licenses Certificates | Projects | Report Pollution

Search

Statement

Please note: Published information is available in Map mode only if site/facility data includes latitude and longitude.


To learn more about this portal or locate information not found here, please visit the [Your DEQ Online Public Records webpage](#).

Search Criteria

☐ Public Notice Only

Keywords

40391

Submittal RID	Site/Location	Dept./E.I. /Submittal Type	Submittal Date /Submitter/Public Notice Date	Status
40391	 <b>Example DEQ Permitted Solid Waste Facility</b> 700700 NE Multnomah St, Portland, OR 97232 (Multnomah County)	Land Quality Solid Waste Solid Waste - Disposal Site Permit Application	6/4/2025 Yesterday Solid Waste Test RO 6/5/2025, 8:32:00 AM ~ 7/11/2025, 12:00:00 AM	Complete Submittal

1 ~ 1 of 1

### 1.9.3 What to do if you receive a send back email

Scenarios that will result in a Send Back include, but are not limited to:

- **Administratively Incomplete Submittal**  
OAR [340-093-0070](#)

In each scenario you will receive an email with an attachment explaining DEQ's findings and instructions.

yourdeqonline@govonlineaas.com External [UAT] Application Send Back Tue 6/3/2025 8:27 AM  
YourDEQOnline System Message:

### How to find your application send back in YDO

Send Backs are in the Pending Submittal module.

Dashboard

Insights


Dashboard  
Views summary of work progress.

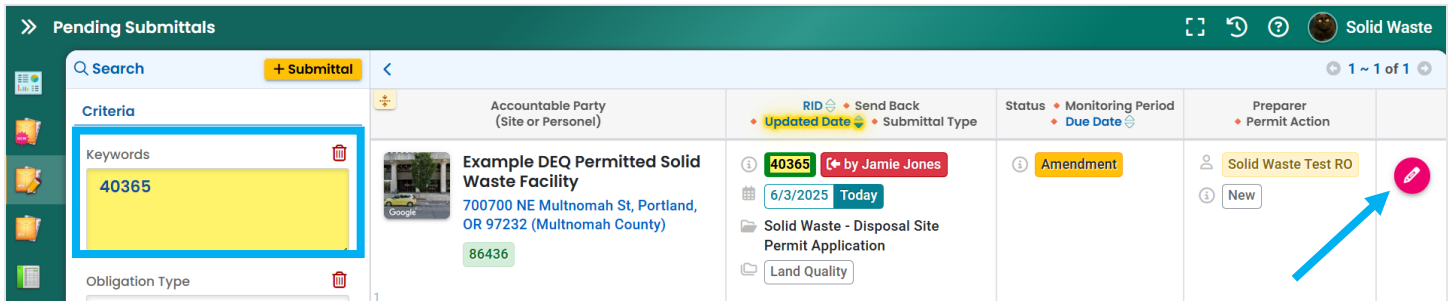
Submittals

Start New Submittal  
Create new submittals.

**Pending Submittals**  
Edit unfinished submittals.

Submitted Submittals  
Monitor submittal status

Once you are ready to submit the additionally required items identified in your Send Back, the quickest way to find your submittal in the Pending Submittals module is to enter the Submittal ID Number from your send back email into the Keywords search box. Once you find the submittal click, the Edit Submittal icon .



## How to resubmit your send back

When you are ready to update and submit the items identified in the send back letter, go to each applicable tab.

- [Link to Basic tab instructions](#)
- [Link to Attachment tab instructions](#) - If you are required to update/submit a new attachment, do not delete previously submitted attachments
- [Link to Payments tab instructions](#)
- [Link to Review tab instructions](#)
- [Link to Submission tab instructions](#)

After submitting, you will receive an email confirming DEQ has received your submittal. If you do not receive this email or if you have issues resubmitting, contact your [regional permit coordinator](#). Contact information can be found in Section 5 of this document.

### 1.9.4 Draft permit

DEQ staff will develop a draft permit package, including the draft permit, permit evaluation report, and public notice.


### 1.9.5 Site inspection

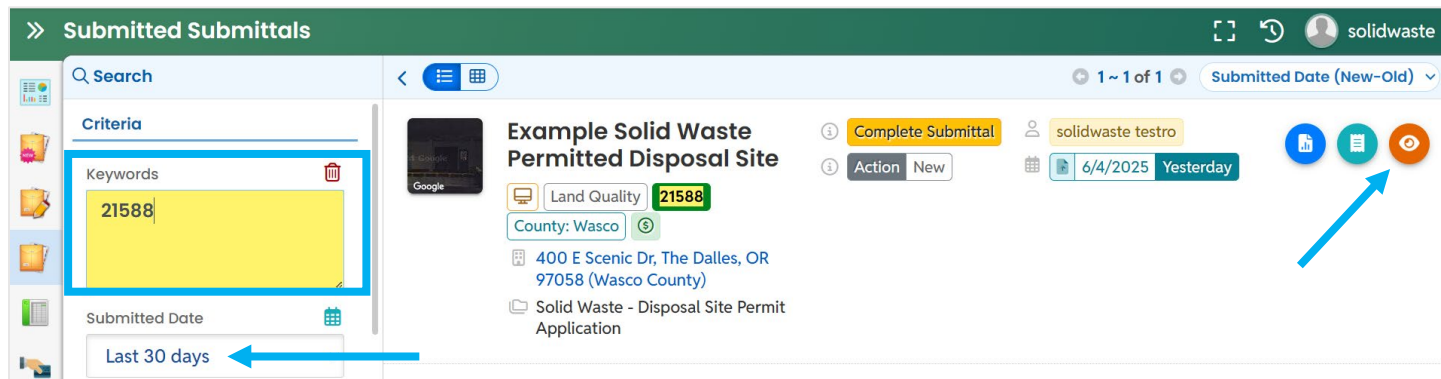
DEQ will schedule and complete a site inspection(s) before the public notice.

### 1.9.6 Courtesy review

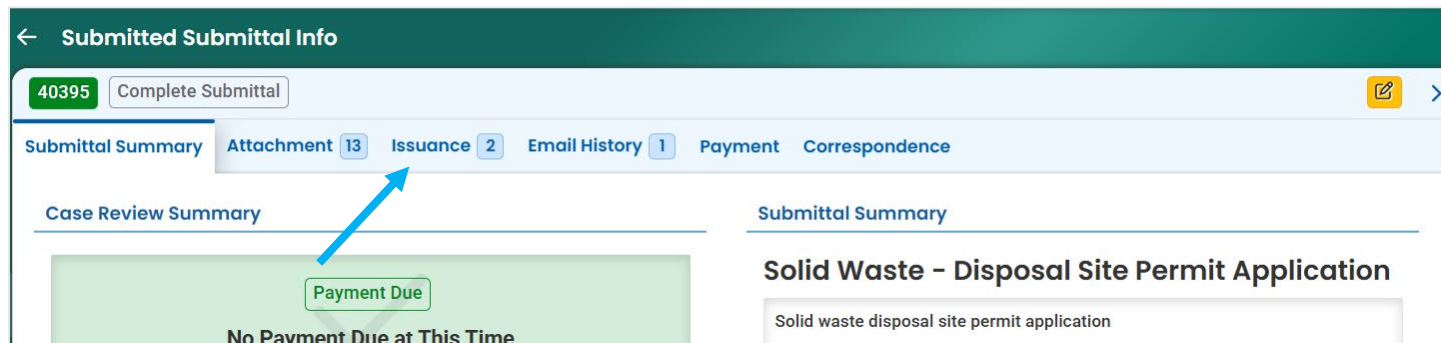
When the draft permit is ready, DEQ may offer the applicant an opportunity to review and provide comments. The Draft Permit will be on the Issuance tab in the Submitted Submittals.


## Finding the courtesy review draft permit

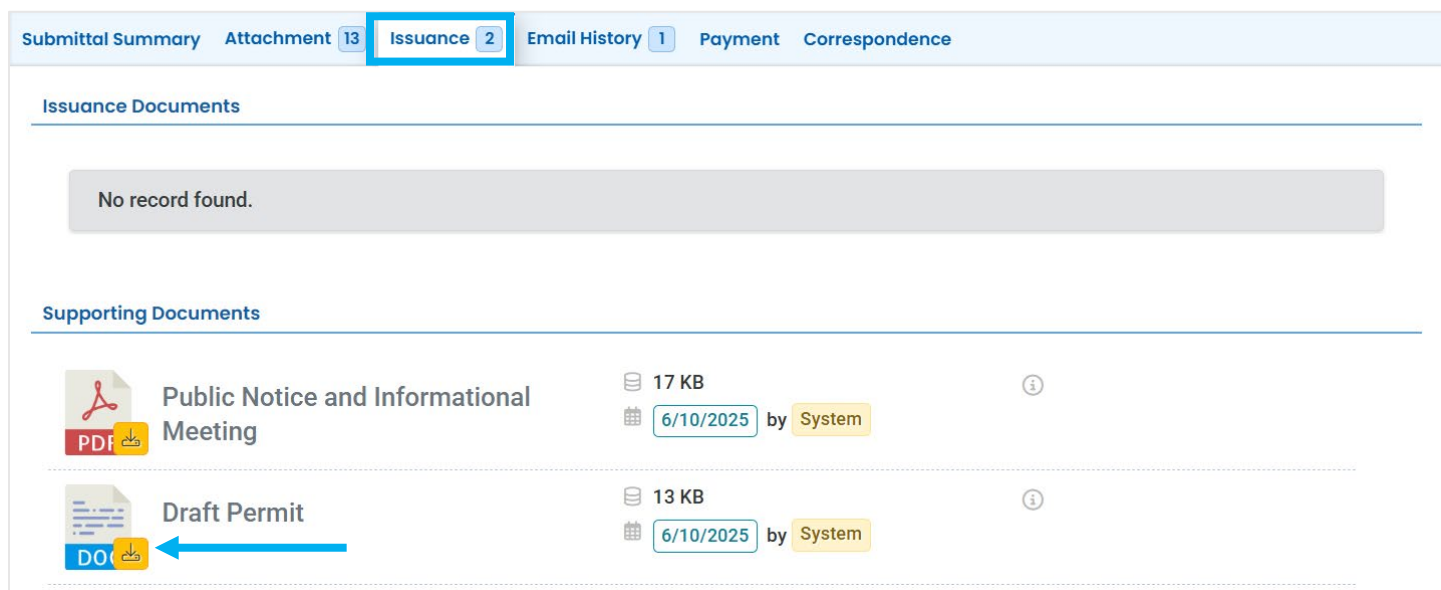
In the Submitted Submittals module, enter the Submittal ID in the Keywords search box. Once you find the submittal, click the icon  on the right side of the screen. If your submittal does not display, update the Submitted Date to the appropriate time range.





This will open a Submitted Submittal Info screen. Click on the Issuance tab.

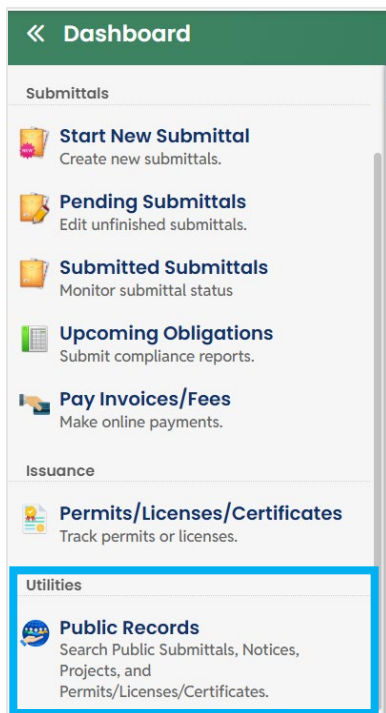


The Draft Permit is in the Supporting Documents section. To view, download the document by clicking on the icon .



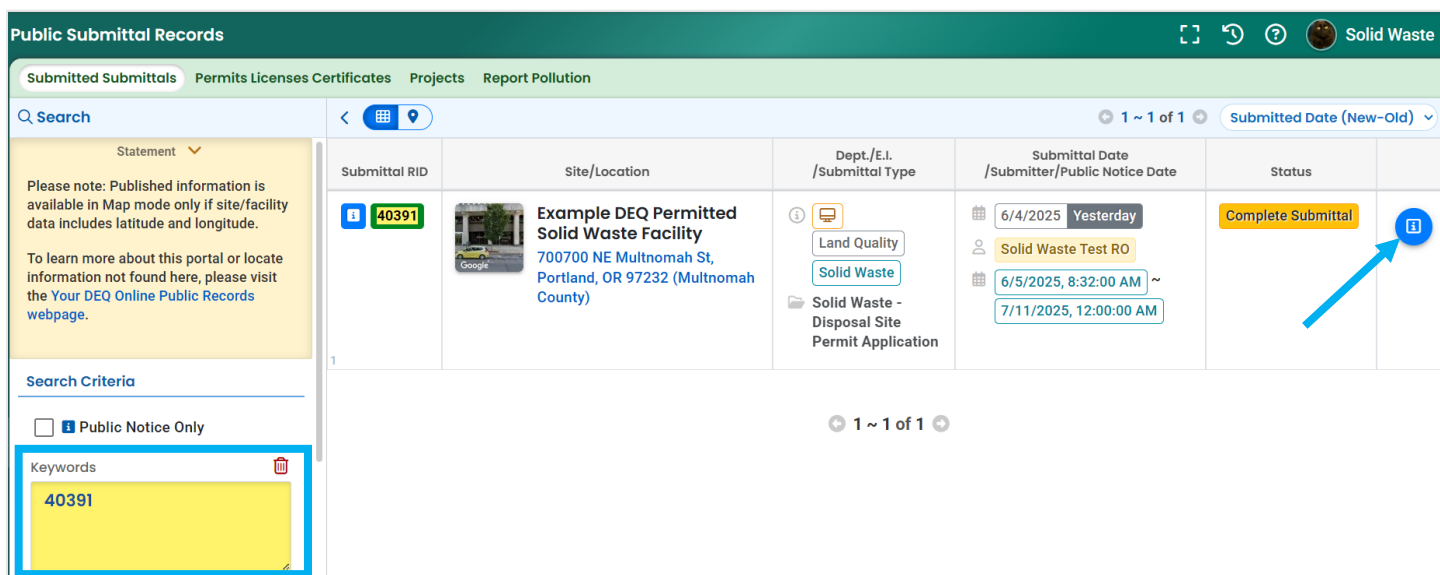
## 1.9.7 Public notice and comment period





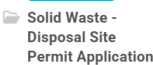





DEQ will put the draft permit package out for public notice and comment, and if appropriate, will hold a public hearing. To view the Public Notice in Your DEQ Online from your account, click the menu icon  to the left of “Dashboard”. Scroll down and click the Public Records icon .



The quickest way to find a submittal is to search for the Submittal ID number in the Keywords search box.

Once you find your submittal, click the Public Notice Info icon  on the right side of the screen.



Submittal RID	Site/Location	Dept./E.I. /Submittal Type	Submittal Date /Submitter/Public Notice Date	Status	
 40391	 Example DEQ Permitted Solid Waste Facility 700700 NE Multnomah St, Portland, OR 97232 (Multnomah County)	 Land Quality  Solid Waste  Solid Waste - Disposal Site Permit Application	 6/4/2025 Yesterday  Solid Waste Test RO  6/5/2025, 8:32:00 AM ~  7/11/2025, 12:00:00 AM	Complete Submittal	



The [Your DEQ Online Public Records](#) page has additional instructions on how to use the Public Records module.

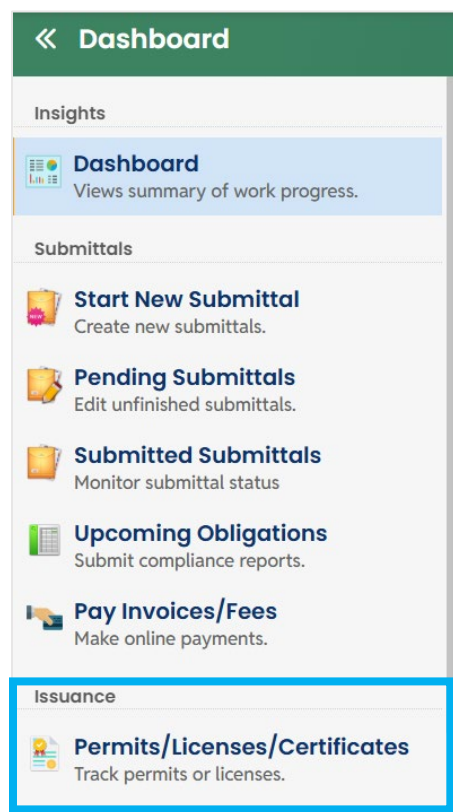
## 1.9.8 Response to comments

DEQ staff will respond to the comments received and, if necessary, will update and finalize the permit. Any significant changes to the permit will require an additional Public Notice and Comment Period.

## 1.9.9 Final action

### Issued permits

To view your permit in Your DEQ Online, click the menu icon  to the left of “Dashboard”. Click the Permits/Licenses/Certificates icon .



Once in the Permits/Licenses/Certificates module, the quickest way to find a permit is to enter the permit number into the Keywords search box.



### Denied permits

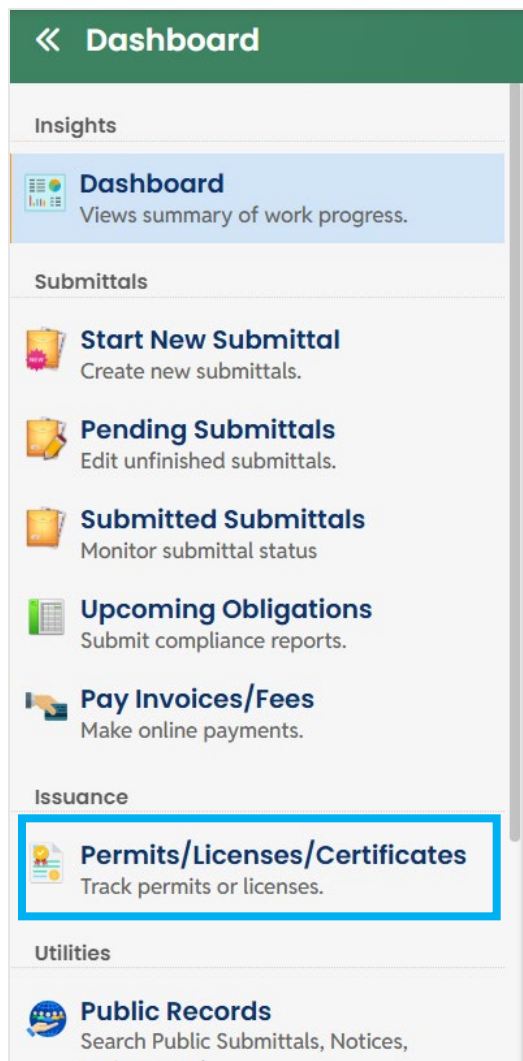
OAR [340-093-0110](#) identifies scenarios that will result in the denial of a permit.

## 2. Renew or amend permit application instructions

### 2.1 How to find the Solid Waste-Disposal Site Permit renewal or amendment application


Login to your account on the [Your DEQ Online Public Portal](#).




In the top left corner of the screen, click the menu icon  to the left of “Dashboard”. Then click the Permits/License/Certificates icon  to find the permit you would like to renew or amend.

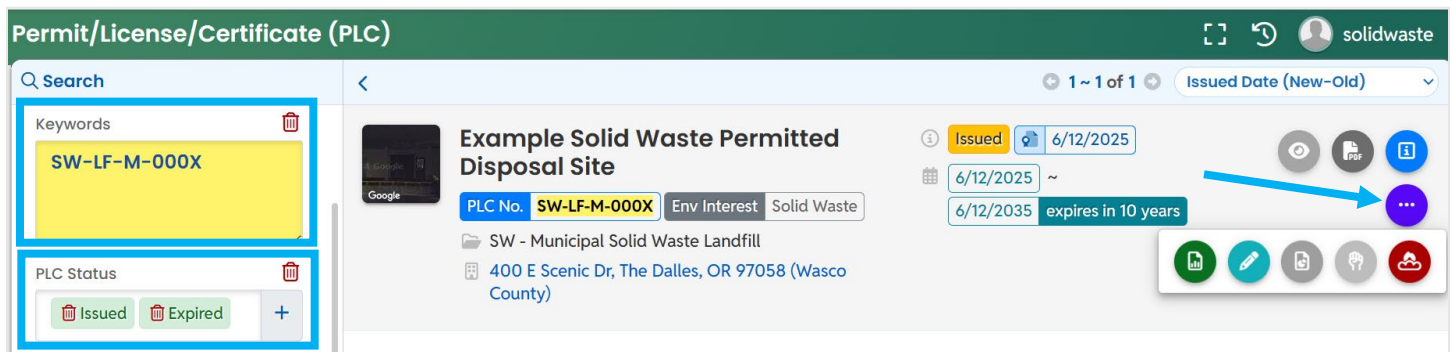


Once in the Permits/Licenses/Certificates module, the quickest way to find a permit is as follows:

- Enter the permit number into the Keywords search box
- In the Permits/License/Certificates Status, select Issued and Expired

Once your permit displays, click the More Actions icon  on the right side of the screen to display the following application options:

- Amend (aka Modification): 
- Renewal: 
- Terminate: 



Permit/License/Certificate (PLC)

Search

Keywords

SW-LF-M-000X

PLC Status

Issued Expired +

Example Solid Waste Permitted Disposal Site

PLC No. SW-LF-M-000X Env Interest Solid Waste

SW - Municipal Solid Waste Landfill

400 E Scenic Dr, The Dalles, OR 97058 (Wasco County)

Issued 6/12/2025


6/12/2025 ~ 6/12/2035 expires in 10 years

More Actions icon (three dots)






## 2.2 Important things to know before you start your application

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

**Unsaved entries will be lost.** To avoid losing your work, click the Save icon  to the lower right frequently and before leaving the submittal.

**Take note of the Submittal ID number.** The submittal automatically assigns a unique Submittal ID number **21584** located in the top left corner.

**How to find submittals you are still working on.** If you leave this submittal at any time before submitting, you will need to open the  Pending Submittals module which is directly below Start New Submittal and then search for the Submittal ID number **21584** in the top left corner to continue.

**Deleting accidentally created records.** If you accidentally create or change your mind about the type of application you would like to submit, you should delete the accidental submittal, otherwise, it will prevent future submittals. To do so, open the  Pending Submittals module which is directly below Start New Submittal and then search for the Submittal ID number **21584** in the top left corner. Click the Delete Submittal icon .



## 2.3 Basic Info tab

These instructions are for completing the Basic Info tab for a solid waste disposal site permit application for the renewal or amendment of a landfill permit.

### 2.3.1 Type of permit requested section

These fields are auto-populated and cannot be changed.

**Type of Permit Requested**

Type of Permit Requested?

☐ Composting or Anaerobic Digestion Facility ☐ Conversion Technology Facility ☒ Landfill ☐ Incineration or Energy Recovery Facility ☐ Solid Waste Letter Authorization (Short-term Project Only) ☐ Sludge Lagoon ☐ Solid Waste Treatment Facility ☐ Sludge Land Application Site ☐ Transfer Station, Material Recovery Facility, Household Hazardous Waste Collection Facility, and Limited Sort Facility ☐ Commingled Recycling Processing Facility

Solid Waste Permit Number

SW-LF-M-000X

### 2.3.2 Applicant information section

Permits issued under this application are issued to the applicant. The applicant must be the owner of the facility or the owner's agent or the lessee responsible for the operation and maintenance of the facility.

Reference: [OAR 340-093-0070\(1\)](#).

#### What is the applicant ownership type?

- Government
- Registered Business – If selected, you will be required to provide your [Oregon Secretary of State](#) business registry number. The number provided must match the number found on the Oregon Secretary of State website. DEQ recommends copying and pasting directly from the Oregon Secretary of State website.
- Individual – An example includes a private residence.
- Other – If the applicant does not fit into the above scenarios, select “Other” and briefly describe their ownership type.

**Applicant Information** ?

What is the Applicant ownership type?

☐ Government ☐ Registered Business ☐ Individual ☐ Other

Required.

## Applicant legal name


Permits issued under this application are issued to the applicant. The applicant must be the owner of the facility or the owner's agent or the lessee responsible for the operation and maintenance of the facility.

Reference: [OAR 340-093-0070\(1\)](#).

If the legal name is for a registered business, the name provided must match the “entity name” listed with the [Oregon Secretary of State](#). DEQ recommends copying and pasting the legal entity name directly from the Oregon Secretary of State website.

Solid waste disposal site permits are issued to the name provided in the Applicant Legal Name field.


Applicant Legal Name

 Required.

Provide the name and contact information for the person that you would like DEQ to contact if additional information about your application is needed.


Contact Information for questions regarding this application

First Name


 Required.

M.I.

Last Name


 Required.

Email

 Required.


Phone

000-000-0000x00000

 Required.

Mobile

000-000-0000



## 2.3.3 Applicant mailing address section

Enter the mailing address for the Applicant. DEQ will use it for any mailed correspondence. It will also be referenced in the permit.

Applicant Mailing Address


Country

☒ United States

☐ Canada


☐ Other

Address

 Required.


Building, Unit, Suite, or Floor #

City

 Required.


State

OR (Oregon)



Zip Code

00000-0000

 Required.

## Is the applicant the same as the real property owner?

If the Applicant also owns the land that the facility is located on, select Yes. Otherwise, select No.

Is the Applicant the Same as the Real Property Owner?


☐ Yes ☐ No

Required

### 2.3.4 Facility information section

Your facility information will be automatically populated. Select the correct county for your facility according to the address displayed in the facility information section.

**Facility Information**



**Example Solid Waste Permitted Disposal Site**  
400 E Scenic Dr, The Dalles, OR 97058

313061

County

Required.

### 2.3.5 Additional facility information section

Enter the Township, Range, Section and Tax Lot # covered in the Land Use Compatibility Statement. If there is more than one TRS, include it in the Tax Lot # field.

**Additional Facility Information**

Township	Range	Section	Tax Lot #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Required.	Required.	Required.	Required.

## 2.3.6 Property owner information section

The real property owner is the owner of the land that the facility is located on. The legal name of the real property owner provided must match local government records.

**Property Owner Information**

Real Property Owner Legal Name

Required.

**Real Property Owner Contact Information**

Salutation

First Name

M.I.

Last Name

Required.

Required.

Title

Email

Required.

Phone

Mobile

Fax

000-000-0000x00000

Required.

000-000-0000

000-000-0000

**Real Property Owner Contact Mailing Address**

Country

☒ United States

☐ Canada

☐ Other

Address

Building, Unit, Suite, or Floor #

Required.

City

State

Zip Code

Required.

OR (Oregon)

00000-0000

Required.

## 2.3.7 Site operator information section

The legal name provided must match the “entity name” listed with the [Oregon Secretary of State website](#). We recommend copying and pasting the entity name directly from the Oregon Secretary of State website.

**Site Operator Information**

Site Operator Legal Name  
  
Required.

**Site Operator Contact Information**

First Name  
  
Required.

M.I.

Last Name  
  
Required.

Title

Email  
  
Required.

Phone  
  
Required.

Mobile

Fax

**Site Operator Mailing Address**

Country  
☒ United States ☐ Canada ☐ Other

Address  
  
Required.

Building, Unit, Suite, or Floor #

City  
  
Required.

State

Zip Code  
  
Required.

## 2.3.8 Additional information section

### Will this facility be open to the public?

If an individual from the public may bring solid waste to the facility for it to be landfilled, then select Yes. Otherwise, select No.

### Do you currently have or anticipate having any DEQ Permits/Licenses/Certificates?

This includes any permit, license, or certificate needed from DEQ to operate the facility, for example, a stormwater permit. Select Yes if you have any of these.


## Do you currently have or anticipate having any non-DEQ Permits/Licenses/Certificates?

This includes any permit, license, or certificate needed from other state agencies or local governments to operate the facility, for example a Conditional Use Permit. Select Yes if you have any of these.

**Additional Information**


Will this facility be open to the public?

☐ Yes ☐ No

 Required


Do you currently have, or anticipate having any DEQ Permits/Licenses/Certificates?

☐ Yes ☐ No

 Required

Do you currently have, or anticipate having any non-DEQ Permits/Licenses/Certificates?

☐ Yes ☐ No


 Required

### 2.3.9 Estimated start date section

Enter the estimated start date of the requested modification. This question only appears for amend permit action, not for renewal.

**Estimated Start Date**

What is the estimated start date of the requested modification?


 Required

### 2.3.10 Description of the modification section

Summarize the reason for the requested modifications. Add any additional descriptions and other documents as attachments to this application. This question only appears for Amend Permit action, not for renewal.

**Description of Modification**

Please summarize the reason for the requested modification(s). For significant modifications, additional descriptions and other documents may be attached to this application.


 Required

## 2.3.11 Facility type section

Select the subtype of facility for which you are applying.

**Facility Type**

☐ Municipal ☐ Industrial – Captive ☐ Industrial – Not captive ☐ Construction and Demolition

 Required


## 2.3.12 Regional disposal site section

Is this a Regional Disposal site? OAR [340-093-0030](#) Definitions.

**Regional Disposal Site**

Is this a Regional Disposal Site?

☐ Yes ☐ No

 Required

## 2.3.13 Special wastes section


Select any Special Wastes you would like DEQ approval to accept. For more information about special wastes, see [OAR 340-093-0190 Wastes Requiring Special Management](#) and [340-095-0020 Operating Criteria](#).

**Special Wastes**

Special Wastes you would like DEQ approval to accept

☐ None

<input type="checkbox"/> Abrasive blast media containing pesticides	<input type="checkbox"/> Agricultural wastes	<input type="checkbox"/> Asbestos
<input type="checkbox"/> Cleanup materials contaminated with hazardous substances	<input type="checkbox"/> Cleanup materials - Other	<input type="checkbox"/> Construction and demolition materials
<input type="checkbox"/> Incinerator ash	<input type="checkbox"/> Large dead animals/animal mortality	<input type="checkbox"/> Oil Wastes
<input type="checkbox"/> PCBs	<input type="checkbox"/> Pesticide treated wood	<input type="checkbox"/> Petroleum Contaminated Soils
<input type="checkbox"/> Radioactive Materials meeting OAR 345-050 exemption	<input type="checkbox"/> Septage	<input type="checkbox"/> Sewage sludge and grit
<input type="checkbox"/> Sharps	<input type="checkbox"/> Treated biological waste	<input type="checkbox"/> Treated cultures and stocks
<input type="checkbox"/> Treated pathological waste	<input type="checkbox"/> Other	

 Required.


## 2.3.14 Alternative daily cover section

Select any Alternative Daily Cover you would like DEQ approval to use. [Guidelines for Alternative Daily Cover Material Application](#).

**Alternative Daily Cover**

Alternative Daily Cover you would like DEQ approval to use

<input type="checkbox"/> Ash	<input type="checkbox"/> Auto Shredder Residue	<input type="checkbox"/> Contaminated Soils - Non-PCS
<input type="checkbox"/> Contaminated Soils - Petroleum (PCS)	<input type="checkbox"/> Material Recovery Facility (MRF) Fines	<input type="checkbox"/> Mullite
<input type="checkbox"/> Non-hazardous grate rock	<input type="checkbox"/> Sludge - Industrial	<input type="checkbox"/> Sludge - Sewage
<input type="checkbox"/> Spent Refractory Waste	<input type="checkbox"/> Spray	<input type="checkbox"/> Tarps
<input type="checkbox"/> Other		

 Required.

## 2.3.15 Extended producer responsibility programs section


Select any Extended Producer Responsibility programs to which the facility is registered. To select Yes, verify that your facility is listed on the appropriate site:

- [Paint Care Collector](#)
- [E-cycles collector](#)

**Extended Producer Responsibility Programs**


Paint care collector?

☐ Yes ☐ No

 Required

E-Cycles collector?

☐ Yes ☐ No

 Required



## 2.3.16 Waste tire section

Do you plan to store more than 100 waste tires at any given time? If Yes, provide the maximum number of waste tires to be stored at the facility at any given time. You must include a section in your DEQ-approved Operations Plan that describes how you will comply with the waste tire storage standards in [OAR 340-096-0230](#).

**Waste Tires**

Do you plan to store more than 100 waste tires at any given time?

☒ Yes ☐ No

In order to store more than 100 waste tires, your DEQ-approved Operations Plan must describe how you will comply with the waste tire storage standards in [OAR 340-096-0230](#).

Maximum waste tires stored at any given time

Required

## 2.3.17 Disposal amounts section



Enter the amount of solid waste you estimate your facility will receive each year, in tons.

**Disposal Amounts**

How many tons of solid waste do you estimate your facility will receive each year?

tons

Required

At this point, all sections within the Basic Info tab should be complete. Click the Save icon . If the red alert icon  still appears next to Basic Info tab, review sections to ensure all required information has been entered.

## 2.4 Attachment tab

Go to the Attachment tab to attach all required documentation to the submittal.

In the right panel of the screen, there is a list of required and optional attachments. A red asterisk \* next to an attachment indicates that it is required.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

**\* Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.**

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Click to Upload or Drag Files Over Here

**Attachment Types**

\* represents required attachments.

\* Adjacent Property Owners

List of adjacent property owners

gif jpg jpeg png pdf doc docx xls xlsx

Each attached document must be:

- labeled with a document type
- assigned a file type such as PDF, Excel, etc., as listed in the right navigation pane

**NOTE:** If you are experiencing issues uploading or attaching your document, contact your [regional permit coordinator](#) for assistance. Contact information can be found in Section 5 of this document.

There are two ways to add attachments:

- Click to Upload or Drag Files Over Here bar which opens a document detail box that allows you to select a document or multiple documents to attach/upload; or
- Drag and Drop the files anywhere on the Attachment Tab page.

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction


**\* Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.**

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.


Click to Upload or Drag Files Over Here

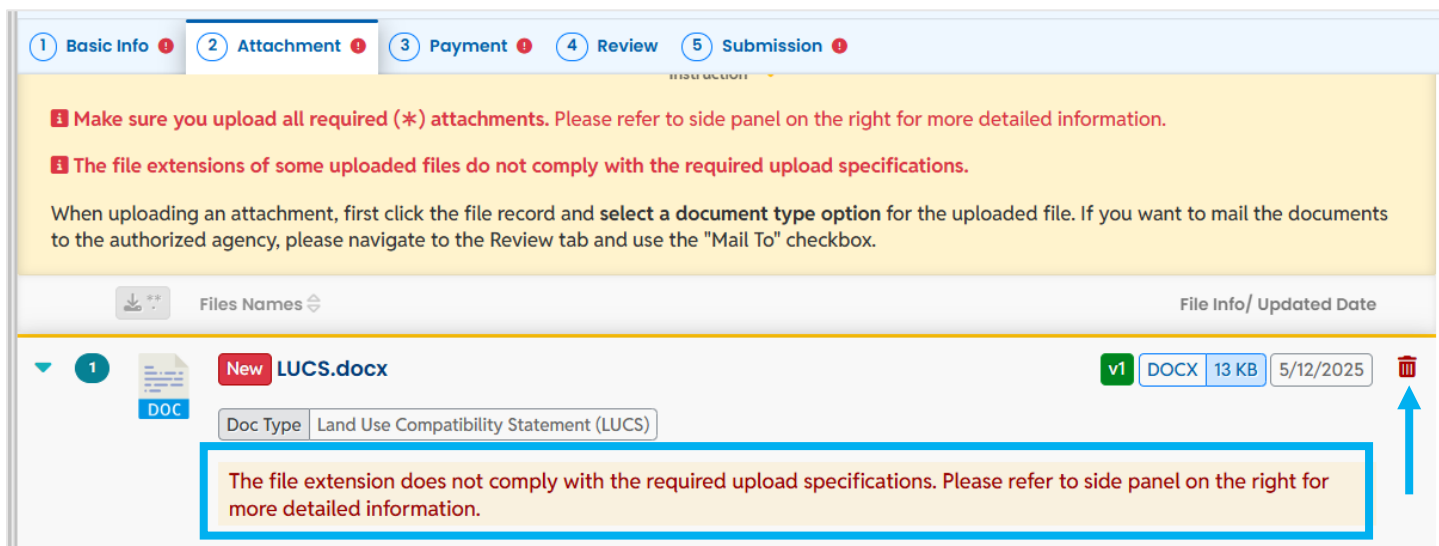
After the document is added, click on the document and a “Select Document Type” drop-down menu will appear. Select from the list of document types in the drop-down list.

The screenshot shows a web interface for uploading documents. At the top, a file named "DetailedPlans for low risk disposal site determination.pdf" is listed with a PDF icon, a "New" tag, and metadata (v1, PDF, 16 KB, 5/28/2025). Below the file list is a yellow instruction bar: "Click on the document to identify the attachment type." Below this, a "Select Document Type" dropdown menu is open, showing a search bar and a list of options: "\* Adjacent Property Owners" and "- Certification of Business Registry".


Enter a brief description of the document in the “Comments” field and click the Save icon  at the bottom right of the screen to successfully complete the upload of the attachment.

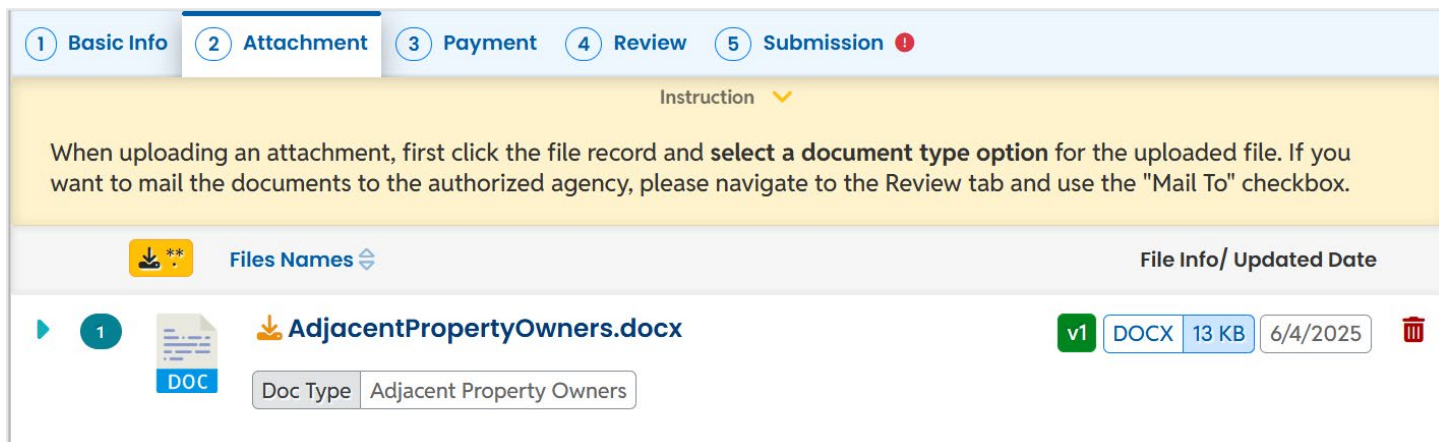
The screenshot shows the same web interface, but now a file named "LUCS.pdf" is uploaded. The "Doc Type" is set to "Land Use Compatibility Statement (LUCS)". Below the file list, the "Select Document Type" dropdown menu is open, showing "Land Use Compatibility Statement (LUCS)" as the selected option. Below the dropdown is a "Comments" text area containing the text "2025 signed Land Use Compatibility Statement". At the bottom right of the screen, a "1 Results" button and a "Save" icon (a red circle with a white document icon) are visible.

**NOTE:** If you have saved a document with an incorrect document type or format, delete the document using the Delete icon  on the upper right and re-attach the document. This will allow you to select the correct document type.



The screenshot shows the 'Attachment' tab in the application. At the top, there are five tabs: 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Attachment' tab is active. Below the tabs, there are two red alert messages. The first message says: 'Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.' The second message says: 'The file extensions of some uploaded files do not comply with the required upload specifications.' Below these messages, there is a table of uploaded files. The table has two columns: 'Files Names' and 'File Info/ Updated Date'. The first row shows a file named 'New LUCS.docx' with a 'DOC' icon. To the right of the file name, there is a 'Doc Type' dropdown menu set to 'Land Use Compatibility Statement (LUCS)'. To the right of the dropdown, there is a red alert icon. Below the file name, there is a red alert message: 'The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.' To the right of the file name, there is a 'v1' label, a 'DOCX' label, a '13 KB' label, and a '5/12/2025' date label. To the right of the date label, there is a red trash icon. A blue arrow points to the red trash icon.

Once you uploaded, labeled and saved the required attachments, the red alert icon  will disappear. You may repeat this process to add any optional or supplementary attachments.



The screenshot shows the 'Attachment' tab in the application. At the top, there are five tabs: 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Attachment' tab is active. Below the tabs, there is a yellow instruction box that says: 'When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.' Below the instruction box, there is a table of uploaded files. The table has two columns: 'Files Names' and 'File Info/ Updated Date'. The first row shows a file named 'AdjacentPropertyOwners.docx' with a 'DOC' icon. To the right of the file name, there is a 'Doc Type' dropdown menu set to 'Adjacent Property Owners'. To the right of the dropdown, there is a green checkmark icon. Below the file name, there is a green checkmark message: 'The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.' To the right of the file name, there is a 'v1' label, a 'DOCX' label, a '13 KB' label, and a '6/4/2025' date label. To the right of the date label, there is a red trash icon.

**NOTE:** If you think your attachment meets the criteria of Conditionally Exempt from Disclosure under ORS 192.345, you must review and follow agency guidance. Contact your [regional permit coordinator](#) for more information. Contact information can be found in Section 5 of this document.

**NOTE:** To [mail](#), [email](#), or [FTP](#) the documents to DEQ, go to the Review tab and check the "Mail To" box.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

\* Adjacent Property Owners

List of adjacent property owners

gifjpgjpegpngpdfdoc

☐ Mail to



Uploaded Attachment


No record.

## 2.5 Payment tab

No payment is due for renewal or amend (modification) applications.

## 2.6 Review tab


Review your submittal information and any attachments provided. If the red alert icon  is present next to the Basic Info tab or Attachment tab, return to those tabs to make the necessary changes. This will resolve the red alert icon . If you are unable to find the issue, contact your [regional permit coordinator](#). Contact information can be found in Section 5 of this document.

1 Basic Info 

2 Attachment


3 Payment

4 Review

5 Submission 

Please review your submittal info and any attachments provided.  
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Click on the print icon (  ) to view/save/print the submittal data entry form.  
Please see the data validation result below to see if the "required" data are entered.

✖ Basic Info

Fees/Payments

Fee		Paid		Balance
\$ 0.00	–	\$ 0.00	=	\$ 0.00

## 2.7 Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to its terms. Then click Submit at the bottom of the Submission tab to complete your facility’s permit application.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

Certification Statement

I hereby certify the information submitted and contained in this application and the documents I have attached, are true and correct to the best of my knowledge and belief.

☐ I have read and agree to the above certification statement

Required.

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





## 2.8 Next steps

Below is a summary of the most common steps that occur during a landfill permit application. Depending on what is proposed in your specific application, there may be additional steps not discussed below.



- [Finding your submittal in YDO](#)
- [Completeness reviews](#)
- [What to do if you receive a send back email](#)
- [Draft permit](#)
- [Site inspection](#)
- [Courtesy review](#)
- [Public notice and comment period](#)
- [Response to comments](#)
- [Final action](#)

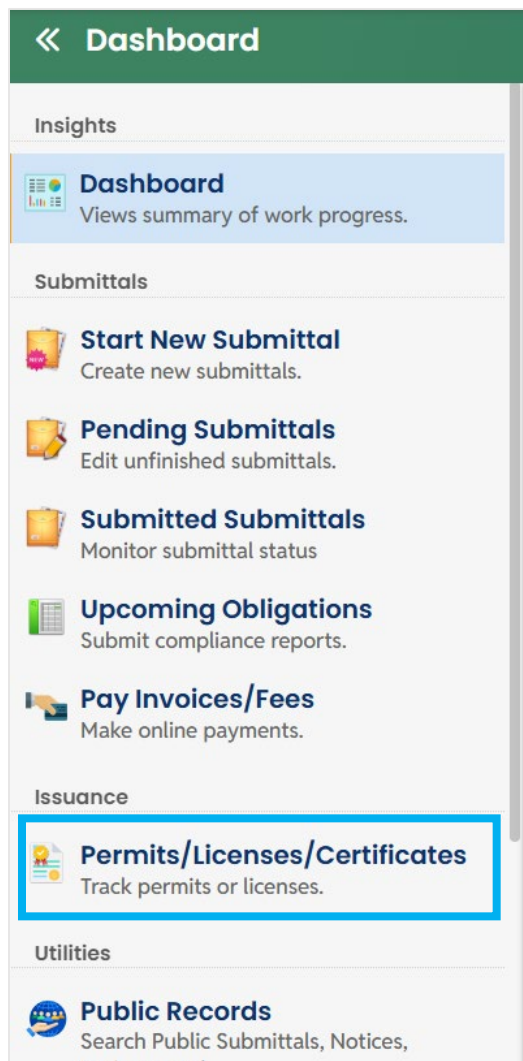


## 3. Terminate permit application instructions

### 3.1 How to find the Solid Waste-Disposal Site Permit terminate application


Login to your account on the [Your DEQ Online Public Portal](#).




In the top left corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Then click the Permits/License/Certificates icon  to find the permit you would like to terminate.

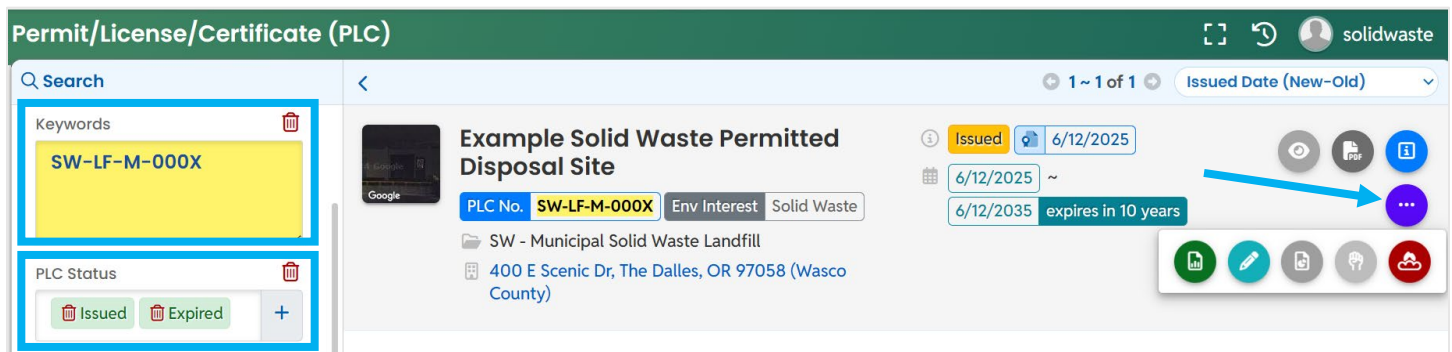


Once in the Permits/Licenses/Certifications module, the quickest way to find a permit is as follows:

- Enter the permit number into the Keywords search box
- In the Permit/License/Certificate Status, select Issued and Expired

Once your permit displays, click the More Actions icon  on the right side of the screen to display the following application options:

- Amend (aka Modification): 
- Renewal: 
- Terminate: 



Permit/License/Certificate (PLC)

Search

Keywords

SW-LF-M-000X

PLC Status

Issued Expired +

Example Solid Waste Permitted Disposal Site

PLC No. SW-LF-M-000X Env Interest Solid Waste

SW - Municipal Solid Waste Landfill

400 E Scenic Dr, The Dalles, OR 97058 (Wasco County)


Issued 6/12/2025

6/12/2025 ~ 6/12/2035 expires in 10 years


More Actions icon (three dots)

## 3.2 Important things to know before you start your application



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

**Unsaved entries will be lost.** To avoid losing your work, click the Save icon  to the bottom right of the screen frequently and before leaving the submittal.

**Take note of the Submittal ID number.** The submittal is automatically assigned a unique Submittal ID number **21584**. It is in the top left corner.

**How to find submittals you are still working on.** If you leave this submittal at any time before submitting, you will need to open the  Pending Submittals module which is directly below Start New Submittal and then search for the Submittal ID number **21584** in the top left corner to continue.

**Deleting accidentally created records.** If you accidentally create or change your mind about the type of application to which you would like to apply, delete the accidental submittal, otherwise, it will prevent future

submittals. To do this, open the  Pending Submittals module which is directly below Start New Submittal and then search for the Submittal ID number **21584** in the top left corner. Click the Delete Submittal icon .

## 3.3 Basic Info tab

These instructions are for completing the Basic Info tab for a solid waste disposal site permit application for the termination of a landfill permit.

### 3.3.1 Type of permit requested section

These fields are automatically populated and cannot be changed.

**Type of Permit Requested**

Type of Permit Requested?

☐ Composting or Anaerobic Digestion Facility ☐ Conversion Technology Facility ☒ Landfill ☐ Incineration or Energy Recovery Facility ☐ Solid Waste Letter Authorization (Short-term Project Only) ☐ Sludge Lagoon ☐ Solid Waste Treatment Facility ☐ Sludge Land Application Site ☐ Transfer Station, Material Recovery Facility, Household Hazardous Waste Collection Facility, and Limited Sort Facility ☐ Commingled Recycling Processing Facility

Solid Waste Permit Number

SW-LF-M-000X

### 3.3.2 Applicant information section

The applicant must be the current permittee or their representative.


#### What is the applicant ownership type?

- Government
- Registered Business – If selected, you will be required to provide your [Oregon Secretary of State](#) business registry number. The number provided must match the number found on the Oregon Secretary of State website. DEQ recommends copying and pasting directly from the Oregon Secretary of State website.
- Individual – An example includes a private residence.
- Other – If the applicant does not fit into the above scenarios, select “Other” and briefly describe their ownership type.

**Applicant Information**

What is the Applicant ownership type?

☐ Government ☐ Registered Business ☐ Individual ☐ Other


 Required.

## Applicant legal name

Only the current permittee may submit a permit termination request.

If the legal name is for a registered business, the name provided must match the “entity name” listed with the [Oregon Secretary of State](#). DEQ recommends copying and pasting the legal entity name directly from the Oregon Secretary of State website.


Applicant Legal Name

 Required.

Provide the name and contact information for the person that you would like DEQ to contact if additional information about your application is needed.


Contact Information for questions regarding this application

First Name


 Required.

M.I.

Last Name


 Required.

Email

 Required.


Phone

000-000-0000x00000

 Required.

Mobile

000-000-0000



### 3.3.3 Applicant mailing address section


Enter the mailing address for the Applicant. DEQ will use it for any mailed correspondence.

Applicant Mailing Address

Country


☒ United States ☐ Canada ☐ Other

Address


 Required.

Building, Unit, Suite, or Floor #

City


 Required.

State

OR (Oregon) 

Zip Code

00000-0000

 Required.

## Is the applicant the same as the real property owner?

If the Applicant also owns the land that the facility is located on, select Yes. Otherwise, select No.

Is the Applicant the Same as the Real Property Owner?


☐ Yes ☐ No

Required

### 3.3.4 Facility information section

Your facility information will be automatically populated (the address displayed in the facility information section). Select the correct county for your facility from the drop-down list.

**Facility Information**



**Example Solid Waste Permitted Disposal Site** 313061

400 E Scenic Dr, The Dalles, OR 97058

County

Required.

### 3.3.5 Additional facility information section

The Township, Range, Section and Tax Lot # covered in the Land Use Compatibility Statement. If there is more than one TRS, include it in the tax lot field.

**Additional Facility Information**

Township	Range	Section	Tax Lot #
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Required.	Required.	Required.	Required.

### 3.3.6 Property owner information section

The real property owner is the owner of the land that the facility is located on. The legal name of the real property owner provided must match local government records.

**Property Owner Information**

Real Property Owner Legal Name

Required.

**Real Property Owner Contact Information**

Salutation

First Name

M.I.

Last Name

Required.

Required.

Title

Email

Required.

Phone

Mobile

Fax

000-000-0000x00000

Required.

000-000-0000

000-000-0000

**Real Property Owner Contact Mailing Address**

Country

☒ United States

☐ Canada

☐ Other

Address

Building, Unit, Suite, or Floor #

Required.

City

State

Zip Code

Required.

OR (Oregon)

00000-0000

Required.

### 3.3.7 Site operator information section

The legal name provided must match the “entity name” listed with the [Oregon Secretary of State](#). We recommend copying and pasting the entity name directly from the Oregon Secretary of State website.

**Site Operator Information**

Site Operator Legal Name

Required

**Site Operator Contact Information**

First Name

M.I.

Last Name

Required.

Required.

Title

Email

Required.

Phone

Mobile

Fax

000-000-0000x00000

000-000-0000

000-000-0000

Required.

**Site Operator Mailing Address**

Country

☒ United States

☐ Canada

☐ Other

Address

Building, Unit, Suite, or Floor #

Required.

City

State

Zip Code

Required.

OR (Oregon)

00000-0000

Required.

### 3.3.8 Explanation of termination section

**Explanation of Termination**

Please provide detailed information on the reason for the request.

Required




### 3.3.9 Active supervision section

**Active Supervision**

Does the site require active supervision?

☐ Yes ☐ No


 Required

### 3.3.10 Site maintenance section

**Site Maintenance**

Does the site require any maintenance?

☐ Yes ☐ No


 Required



### 3.3.11 Systems and facilities maintenance and operations section

**Systems and Facilities Maintenance and Operations**

Do any systems or facilities at the site require maintenance or operation?

☐ Yes ☐ No

 Required

At this point, all sections within the Basic Info tab should be complete. Click the Save icon . If the red alert icon  still appears next to “Basic Info” tab, review this section to ensure all required information has been entered

## 3.4 Attachment tab

Go to the Attachment tab to attach all required attachments to the submittal.

In the right panel of the screen, there is a list of required and optional attachments. A red asterisk \* next to an attachment indicates that it is required.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

**\* Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.**

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Click to Upload or Drag Files Over Here

**Attachment Types**

\* represents required attachments.

\* Adjacent Property Owners

List of adjacent property owners

gif jpg jpeg png pdf doc docx xls xlsx

Each attached document must be:

- labeled with a document type
- assigned a file type such as PDF, Excel, etc., as listed in the right navigation pane

**NOTE:** If you are experiencing issues uploading or attaching your document, contact your [regional permit coordinator](#) for assistance. Contact information can be found in Section 5 of this document.

There are two ways to add attachments:

- Click to Upload or Drag Files Over Here bar which opens a document detail box that allows you to select a document or multiple documents to attach/upload; or
- Drag and Drop the files anywhere on the Attachment Tab page.

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction


**\* Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.**

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.


Click to Upload or Drag Files Over Here

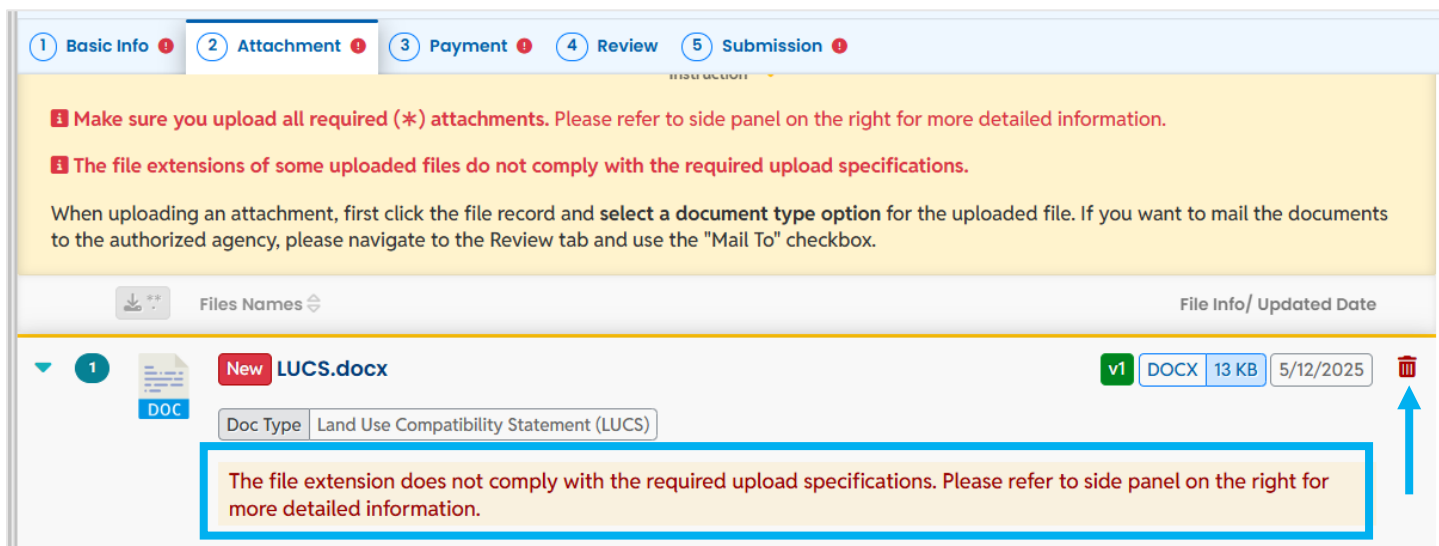
Once uploaded, click on the document and a “Select Document Type” drop-down menu will appear. Click on the drop-down arrow for a list of document types.

This screenshot shows the initial upload screen for a PDF document. At the top, a header bar displays a green 'v1' status, the file name 'DetailedPlans for low risk disposal site determination.pdf', the format 'PDF', size '16 KB', and date '5/28/2025'. Below this is a yellow instruction bar: 'Click on the document to identify the attachment type.' The main area features a 'New' button with a PDF icon, a 'Select Document Type' dropdown menu, and a search bar. The dropdown menu is open, showing a list of document types: '\* Adjacent Property Owners' and '- Certification of Business Registry'.

Enter a brief description of the document in the “Comments” field and click the Save icon  at the bottom right of the screen to successfully upload the attachment.


This screenshot shows the document upload interface for a DOCX file. The top navigation bar includes tabs for '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. Below the tabs is a table with columns for 'Files Names' and 'File Info/ Updated Date'. The table contains one entry: 'AdjacentPropertyOwners.docx' with status 'v1', format 'DOCX', size '13 KB', and date '6/4/2025'. Below the table, the 'Adjacent Property Owners' document type is selected in the dropdown menu. The 'Comments' field is highlighted with a blue border and contains the text 'excel document of adjacent property owners'. A '(Remaining Length: 3958)' indicator is visible at the bottom right of the comments field. At the bottom of the screen, there is a '1 Results' button and a red 'Save' icon highlighted with a blue border.

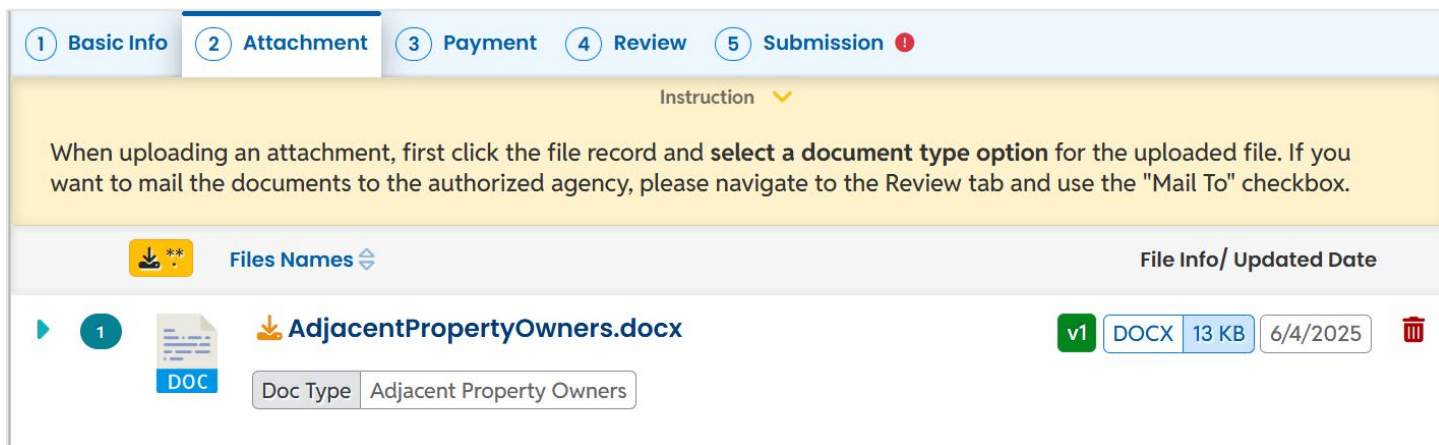
**NOTE:** If you have saved a document with an incorrect document type or format, delete the document using the Delete icon  on the upper right and then re-attach the document. This will enable you to select the correct document type.



The screenshot shows the 'Attachment' tab in the application. At the top, there are five tabs: 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Attachment' tab is active. Below the tabs, there are two red alert messages: 'Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.' and 'The file extensions of some uploaded files do not comply with the required upload specifications.' Below these messages, there is a table of uploaded files. The table has columns for 'Files Names' and 'File Info/ Updated Date'. The first row shows a file named 'New LUCS.docx' with a 'DOCX' extension, '13 KB' size, and '5/12/2025' date. A red alert icon is next to the file name. Below the file name, there is a 'Doc Type' dropdown menu set to 'Land Use Compatibility Statement (LUCS)'. A red box highlights the error message: 'The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.' A blue arrow points to the red alert icon.

Files Names	File Info/ Updated Date
New LUCS.docx DOC Type: Land Use Compatibility Statement (LUCS) The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.	v1 DOCX 13 KB 5/12/2025

You have uploaded, labeled and saved the required attachments, the red alert icon  will disappear. You may repeat the attachment process to add any optional or supplementary attachments.



The screenshot shows the 'Attachment' tab in the application. At the top, there are five tabs: 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. The 'Attachment' tab is active. Below the tabs, there is an 'Instruction' section with a dropdown arrow. The instruction text reads: 'When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.' Below the instruction, there is a table of uploaded files. The table has columns for 'Files Names' and 'File Info/ Updated Date'. The first row shows a file named 'AdjacentPropertyOwners.docx' with a 'DOCX' extension, '13 KB' size, and '6/4/2025' date. A green checkmark icon is next to the file name. Below the file name, there is a 'Doc Type' dropdown menu set to 'Adjacent Property Owners'.

Files Names	File Info/ Updated Date
AdjacentPropertyOwners.docx Doc Type: Adjacent Property Owners	v1 DOCX 13 KB 6/4/2025

**NOTE:** To [mail](#), [email](#), or [FTP](#) the documents to DEQ, go to the Review tab and check the "Mail To" box.

The screenshot shows the 'Review' tab selected in a navigation bar with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Mandatory Attachment' section on the left contains a red box stating 'Missing required attachment.' Below this is a checkbox labeled 'Select All Mail to'. Further down, there is a section for '\* Adjacent Property Owners' with a list of adjacent property owners and a grid of file format buttons: gif, jpg, jpeg, png, pdf, and doc. A blue arrow points to a checkbox labeled 'Mail to'. The 'Uploaded Attachment' section on the right shows 'No record.'

## 3.5 Payment tab

No payment is due for terminate applications.

## 3.6 Review tab

Review your submittal information and any attachments provided. If the red alert icon is present next to the Basic Info tab or Attachment tab, return to those tabs and make the necessary changes that will resolve the red alert icon . If you are unable to find the issue, contact your [regional permit coordinator](#). Contact information can be found in Section 5 of this document.

The screenshot shows the 'Review' tab selected in a navigation bar with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. A yellow box contains the text: 'Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.' Below this is a section titled 'Submittal Form(s) Summary' with a green box containing the text: 'Click on the print icon ( ) to view/save/print the submittal data entry form. Please see the data validation result below to see if the "required" data are entered.' Below the green box is a red 'X' icon next to the text 'Basic Info'. At the bottom is a section titled 'Fees/Payments' with a table showing the fee status.

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

## 2.9 Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to its terms. Next, click Submit at the bottom of the Submission tab to complete your facility’s permit application.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

Certification Statement

I hereby certify the information submitted and contained in this application and the documents I have attached, are true and correct to the best of my knowledge and belief.

☐ I have read and agree to the above certification statement

Required.

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



## 2.10 Next steps

Below is a summary of the most common steps that occur during the permit termination request process and instructions on how to access various documents in Your DEQ Online.

- [Finding your submittal in YDO](#)
- [Completeness reviews](#)
- [What to do if you receive a send back email](#)
- [Site Inspection](#)
- Final tonnage report
- [Finding your permit termination letter in YDO \(Submitted Submittals Module, Issuance tab\)](#)

## 4. Attachments for landfill

### Permit action type: new

Please review the [Technical Resources for Permit Applications Guidance](#) prior to starting your permit application.

- **Adjacent Property Owners** A list of property owner's addresses within a quarter mile radius of solid waste facility property boundary in Excel or similar format. For facilities located in Eastern Region, attach adjacent landowner's addresses only. OAR [340-093-0070](#)(3)(k); OAR [340-093-0130](#)(1)(a) and OAR [340-093-0100](#)(5)

**YDO Logic:** In the Submittal Configuration module, this attachment has been set up to be automatically required for new permit actions.

- **Land Use Compatibility Statement (LUCS)** OAR [340-093-0070](#)(3)(b)

**YDO Logic:** When Landfill is selected for the "Type of Permit Requested", this attachment will display as required.

- **Certification of Business Registry** - of the applicant with the State of Oregon (if applicant is a business).

**YDO Logic:** In the Applicant Information section, when "Registered Business" is the selected response to the question "What is the Applicant ownership type?" this attachment will display as required.

- **Property Lease or Rental Agreement** OAR [340-093-0070](#)(1)

**YDO Logic:** At the bottom of the Applicant Mailing Address section, when "No" is the selected response to the question "Is the Applicant the Same as the Real Property Owner?" this attachment will display as required.

- **Other DEQ Permits\Licenses\Certificates** - A list of known or anticipated DEQ permits OAR [340-093-0070](#)(3)(c)

**YDO Logic:** In the Additional Information section, when "Yes" is the selected response to the question "Do you currently have or anticipate having any DEQ Permits/Licenses/Certificates?" this attachment will display as required.

- **non-DEQ Permits\Licenses\Certificates** - A list of known or anticipated non-DEQ governmental agencies permits OAR [340-093-0070](#)(3)(c)

**YDO Logic:** In the Additional Information section of the application, when "Yes" is the selected response to the question "Do you currently have or anticipate having any non-DEQ Permits/Licenses/Certificates?" this attachment will display as required.

- **Detailed Plans and Specifications**— OAR [340-093-0070](#)(3)(f) and OAR [340-093-0140](#). Specific attachments vary based on proposed site operations.

**YDO Logic:** When Landfill is selected for the "Type of Permit Requested", this attachment will display as required.



- **Design Report** – As described in the [Solid Waste Landfill Guidance Section 7: Detailed Design](#)

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, this attachment will display as required.

- **Operations Plan** – OAR [340-093-0070\(3\)\(k\)](#)

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, this attachment will display as required.

- **Evidence of Financial Assurance** – A complete submittal includes the Financial Assurance Plan, Financial Assurance Mechanism, and Financial Assurance Initial Certification OAR [340-093-0070\(3\)\(g\)\(B\)](#). Original(s) must be submitted to the applicable regional office. If you need assistance, please contact your [regional permit coordinator](#). Contact information can be found in Section 5 of this document.

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, this attachment will display as required.

- **Closure Plan** – OAR [340-093-0070\(3\)\(g\)\(A\)](#)

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, this attachment will display as required.

- **Post-Closure Care Plan** – OAR [340-093-0070\(3\)\(g\)\(B\)](#)

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, and when the Facility Type is NOT Municipal, this attachment will display as required.

- **Site Development Plan**

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, this attachment will display as required.

- **Environmental Monitoring Plan**

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, this attachment will display as required.

- **Site Characterization Report** – OAR [340-093-0070\(3\)\(e\)](#) & OAR [340-093-0070\(4\)](#) and OAR [340-093-0130](#)

**YDO Logic:** When Landfill is selected for the “Type of Permit Requested”, this attachment will display as required.

Solid Waste Disposal Site Permit application resources

- [Site Characterization Report Guidance](#)
- [Technical Resources for Permit Applications Guidance](#)

## Permit Action Type: Renew and Amend (modification)

- **Adjacent Property Owners** A list of property owner's addresses within a quarter mile radius of solid waste facility property boundary in Excel or similar format. For facilities located in Eastern Region, attach adjacent landowner's addresses only. OAR [340-093-0070](#)(3)(k); OAR [340-093-0130](#)(1)(a) and OAR [340-093-0100](#)(5)

**YDO Logic:** In the Submittal Configuration module, this attachment has been set up to be automatically required for renew and amend permit actions.

- **Certification of Business Registry** - of the applicant with the State of Oregon (if applicant is a business).

**YDO Logic:** In the Applicant Information section, when "Registered Business" is the selected response to the question "What is the Applicant ownership type?" this attachment will display as required.

- **Property Lease or Rental Agreement** OAR [340-093-0070](#)(1)

**YDO Logic:** At the bottom of the Applicant Mailing Address section, when "No" is the selected response to the question "Is the Applicant the Same as the Real Property Owner?" this attachment will display as required.

- **Other DEQ Permits\Licenses\Certificates** - A list of known or anticipated DEQ permits OAR [340-093-0070](#)(3)(c)

**YDO Logic:** In the Additional Information section, when "Yes" is the selected response to the question "Do you currently have or anticipate having any DEQ Permits/Licenses/Certificates?" this attachment will display as required.

- **non-DEQ Permits\Licenses\Certificates** - A list of known or anticipated non-DEQ governmental agencies permits OAR [340-093-0070](#)(3)(c)

**YDO Logic:** In the Additional Information section, when "Yes" is the selected response to the question "Do you currently have or anticipate having any non-DEQ Permits/Licenses/Certificates?" this attachment will display as required.

## Permit Action Type: Terminate

- **Adjacent Property Owners** A list of property owner's addresses within a quarter mile radius of solid waste facility property boundary in Excel or similar format. For facilities located in Eastern Region, attach adjacent landowner's addresses only. OAR [340-093-0070](#)(3)(k); OAR [340-093-0130](#)(1)(a) and OAR [340-093-0100](#)(5)

**YDO Logic:** In the Submittal Configuration module, this attachment has been set up to be automatically required for terminate permit actions.

## 5. Solid waste permitting staff contacts

Information about solid waste permits and DEQ's regulations may be obtained from the DEQ [Solid Waste Program](#) webpage.

All inquiries regarding this application should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ's solid waste 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 Materials Management Program 400 E Scenic Drive, Suite 307 The Dalles, OR 97058  Phone: 541-298-7257 <a href="mailto:DEQER.SolidWastePermitCoordinator@deq.oregon.gov">DEQER.SolidWastePermitCoordinator@deq.oregon.gov</a>
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington	Northwest Region Environmental Partnerships 700 NE Multnomah St., Suite 600 Portland, OR 97232  Phone: 503-229-5353 <a href="mailto:DEQNRW.SolidWastePermitCoordinator@deq.oregon.gov">DEQNRW.SolidWastePermitCoordinator@deq.oregon.gov</a>
Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Western Region Materials Management Program 165 E Seventh Ave., Suite 100 Eugene, OR 97401  Phone: 541-687-7465 <a href="mailto:DEQWR.SolidWastePermitCoordinator@deq.oregon.gov">DEQWR.SolidWastePermitCoordinator@deq.oregon.gov</a>


## 6. FTP link information

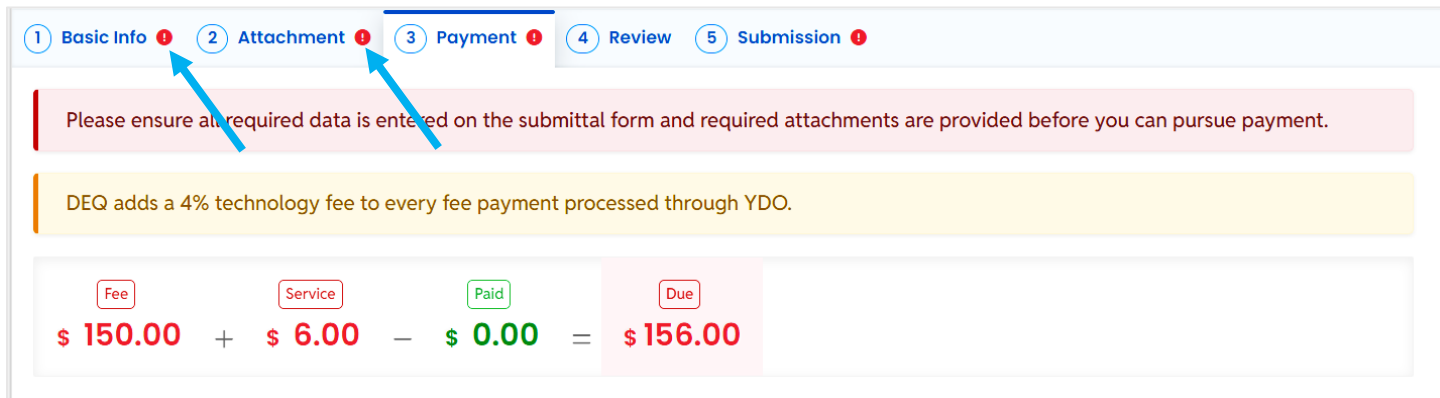
If you would like to submit your document using our FTP, please email the request to your regional permit coordinator. They will respond with an email that contains a link to the FTP and instructions for submitting.





## 7. Troubleshooting

If you are experiencing any submittal related issues you may contact your regional permit coordinator for assistance. Contact information can be found in Section 5 of this document.

### Unable to pay

You will not be able to submit a payment until the Basic Info and Attachment tab no longer have the red alert icon .



1 Basic Info  2 Attachment  3 Payment  4 Review 5 Submission 

Please ensure all required data is entered on the submittal form and required attachments are provided before you can pursue payment.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 150.00	+ \$ 6.00	- \$ 0.00	= \$ 156.00

## 8. 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](#).

## 9. Version history

Version	Date	Changes	Editor
1.0	7/2/25	Initial Approved Document	JJ/Jamie Jones
1.0	7/7/25	Review	MG
1.0	7/9/25	Comms review	CV