



# User Guide

## Waste Tire Carrier Permit Application

July 2025



State of Oregon  
Department of Environmental Quality

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Version 1.0  
Last updated: July 2, 2025



## Translation or other formats

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800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

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# System overview

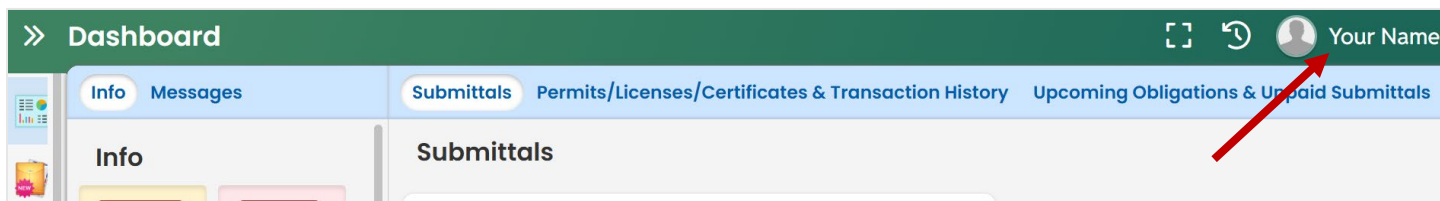
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.


[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.

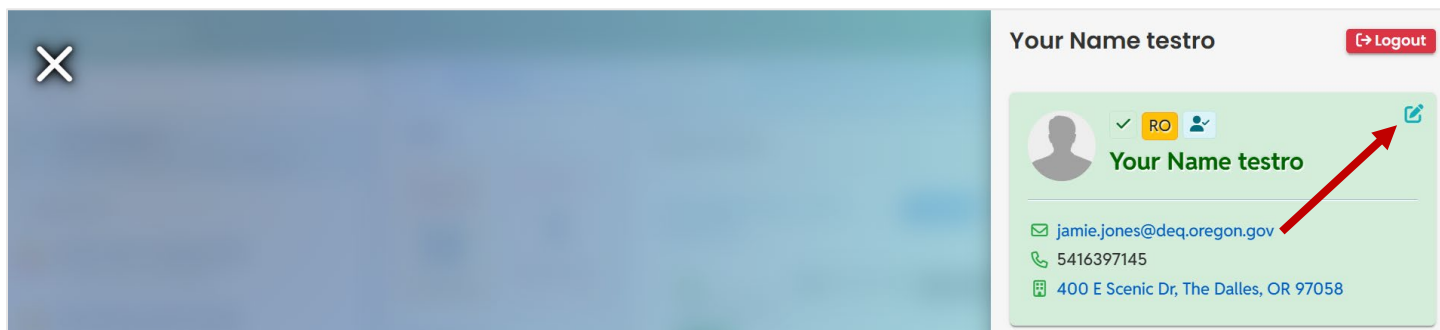
# Getting started in Your DEQ Online

To apply for a waste tire carrier 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.

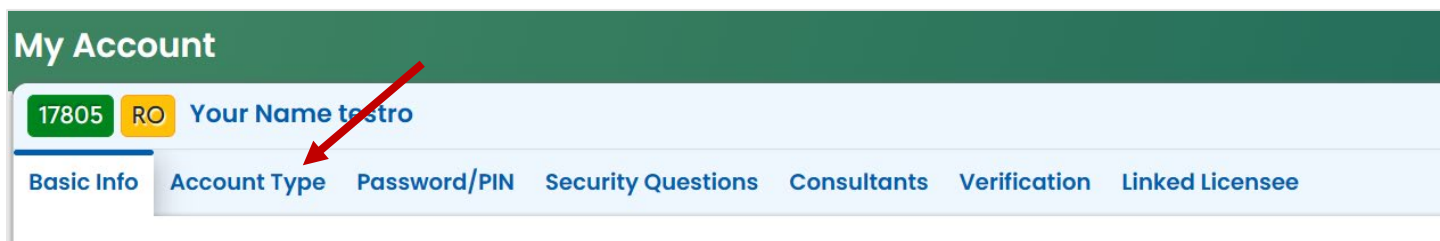
To add Solid Waste to an existing account, click your name in the top right corner.



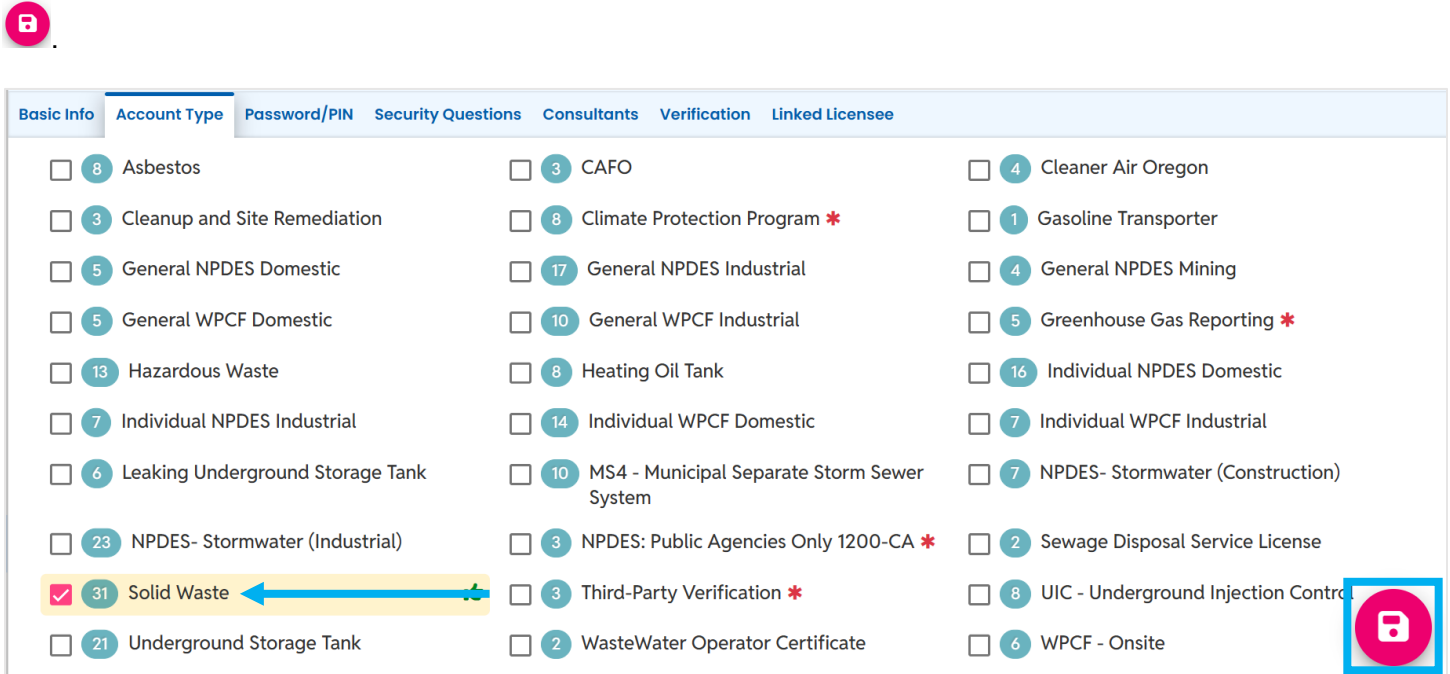
In the panel that opens, click the Go to my account icon .



Click the Account Type tab.



Scroll down through the Submittal Groups section and click the Solid Waste box. Then click on the Save icon



The screenshot shows the 'Submittal Groups' section of the application form. The 'Solid Waste' option (31) is selected, indicated by a checkmark in a red box and a yellow highlight. A blue arrow points to this option. The 'Save' icon, represented by a red square with a white document icon, is highlighted with a red box in the bottom right corner of the form.

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 waste tire permit application for a waste tire carrier in [Your DEQ Online](#).



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

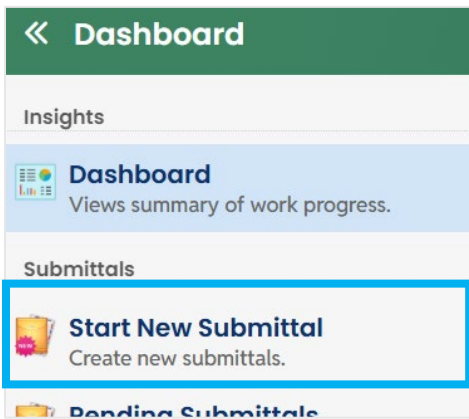
- [New](#)
- [Renew or Amend \(modification\)](#)
- [Termination](#)


# 1. New permit application instructions

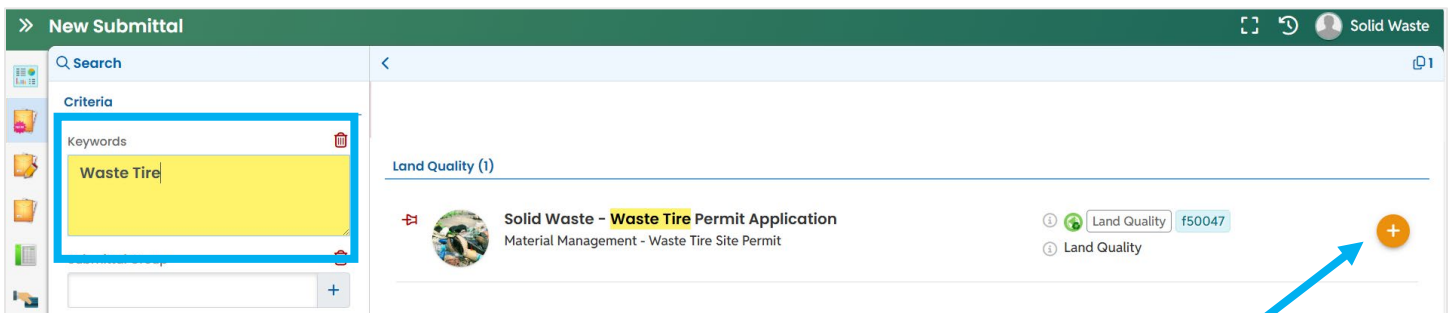
## 1.1 How to find the Solid Waste-Waste Tire Permit Application

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

In the top left-hand 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 section, type in the first letters of the submittal form you want to fill out. For this submittal DEQ recommends “Waste Tire”. Once your submittal form has appeared, click the Create New Application icon  on the right side of the screen.




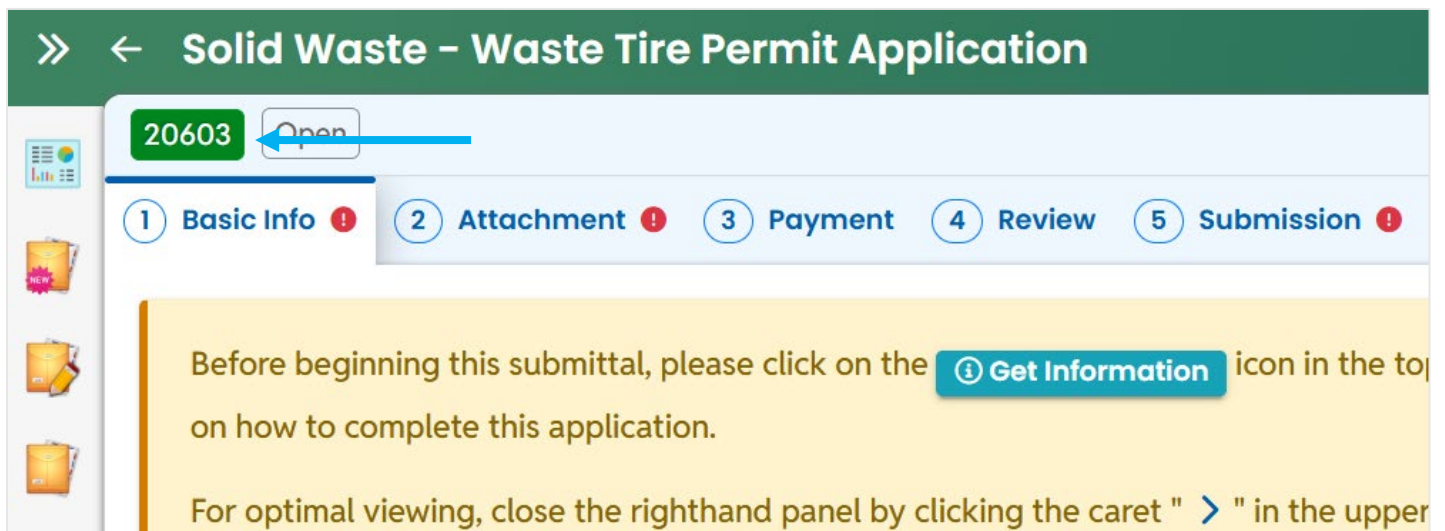
## 1.2 Important things to know before you start your application

**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  (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 **20603**. 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 (directly below Start New Submittal) and search for the Submittal ID number **20603** in the top left corner to continue.



## 1.3 Basic Info tab

These instructions are for completing the Basic Info tab for a waste tire permit application for a new waste tire carrier.

### 1.3.1 Type of permit requested section

Select the waste tire carrier button:

Type of Permit Requested

☒ Waste Tire Carrier ☐ Waste Tire Storage Site

### 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 SOS page. DEQ recommends copying and pasting from this site.
- 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 their site.

Waste tire carrier 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



### 1.3.3 Applicant mailing address section

This is 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 of the main place of business?

If the Applicant also owns the land that the main place of business is located on, select Yes. Otherwise, select No.

Is the Applicant the same as the Real Property Owner of the main place of business?

☐ Yes ☐ No

### 1.3.4 Facility information section

If you are applying for a permit at a facility (main place of business) 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 site ☐ Create new site


## Select your site instructions:

To select your site (main place of business), select the drop-down menu and then click on the correct facility. If you have several sites 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**  
400 E Scenic Dr, The Dalles, OR 97058


311806

^

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

The county field below the site address will fill in automatically based on the address.

Select your site (project site)



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

311806

v

County

Wasco ( Eastern ) v

## Create new site instructions

The Site 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 Secretary of State site. Provide the email and phone number for the person that you would like DEQ to contact if we have questions regarding this facility. Fill out all required fields.

If the site has a common name, business name, or “doing business as”, include it in the comments field. If the site 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 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: 4)

## Mailing address

Fill out the mailing address for the site (main place of business).

**Mailing Address**

Country

☒ United States ☐ Canada

Address

Required.

Building, Unit, Suite, or Floor #

City

Required.

State

OR (Oregon)

Zip Code

00000-0000

Required.

## Physical location

This is the address of the site (main place of business). If the physical address is the same as the mailing address, click the yellow “Copy from Mailing Address” icon. Click the down arrow to open the drop-down menu 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

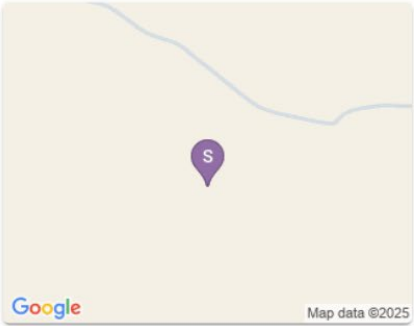
Required.


Longitude

Required.

County (Region)

Required.

  
Google Map data ©2025



### 1.3.5 Additional facility information section

The Township, Range, Section and Tax Lot#(s) 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.

**In addition to the site listed above, do you have additional business locations associated with this permit?**

Select Yes if you have any of these. Instructions for how to attach a document are located [here](#). See [OAR 340-096-0260\(6\)](#) for more information.

In addition to the Facility listed above, do you have additional business locations associated with this permit?

☐ Yes ☐ No

 Required

## 1.3.6 Property owner information section

The real property owner is the owner of the land that the site (main place of business) is located on. The legal name of the real property owner provided must match local government records.

### Property Owner Information

Main Place of Business Real Property Owner Legal Name

 Required

#### Real Property Owner Contact Information

Salutation

First Name

 Required.

M.I.

Last Name

 Required.

Title

Email

 Required.

Phone

 Required.

Mobile

Fax

#### Real Property Owner Contact Mailing Address

Country


☒ United States ☐ Canada ☐ Other

Address

 Required.

Building, Unit, Suite, or Floor #

City

 Required.

State

Zip Code

 Required.

### 1.3.7 Estimated start date section

The estimated start date is the date you plan to start waste tire carrier operations.

**Estimated Start Date**

What is the planned start date of waste tire carrier operations?

mm/dd/yyyy

Required

### 1.3.8 Request for temporary storage section

Would you like approval to temporarily store waste tires at your main place of business? If yes, you will also fill out the section called Temporary Storage Information included in the Operating Plan below. For more information on the requirements for temporary storage, see [OAR 340-096-0270](#).

**Request for Temporary Storage**

Would you like approval to temporarily store waste tires at your main place of business?

☐ Yes ☐ No

Required

### 1.3.9 Operating plan section

#### Temporary Storage Information section

If you selected “yes” to request temporary storage, fill out the section below. If you selected “no,” this section will not be visible.

**Operating Plan**

**Temporary Storage Information**

Main Place of Business (Site Name)

Required

Salutation

First Name

M.I.

Last Name

Required.

Required.

Company

Title

Email

Required.

Phone

Mobile

Fax

Required.

000-000-0000

000-000-0000

000-000-0000

Country


☒ United States ☐ Canada

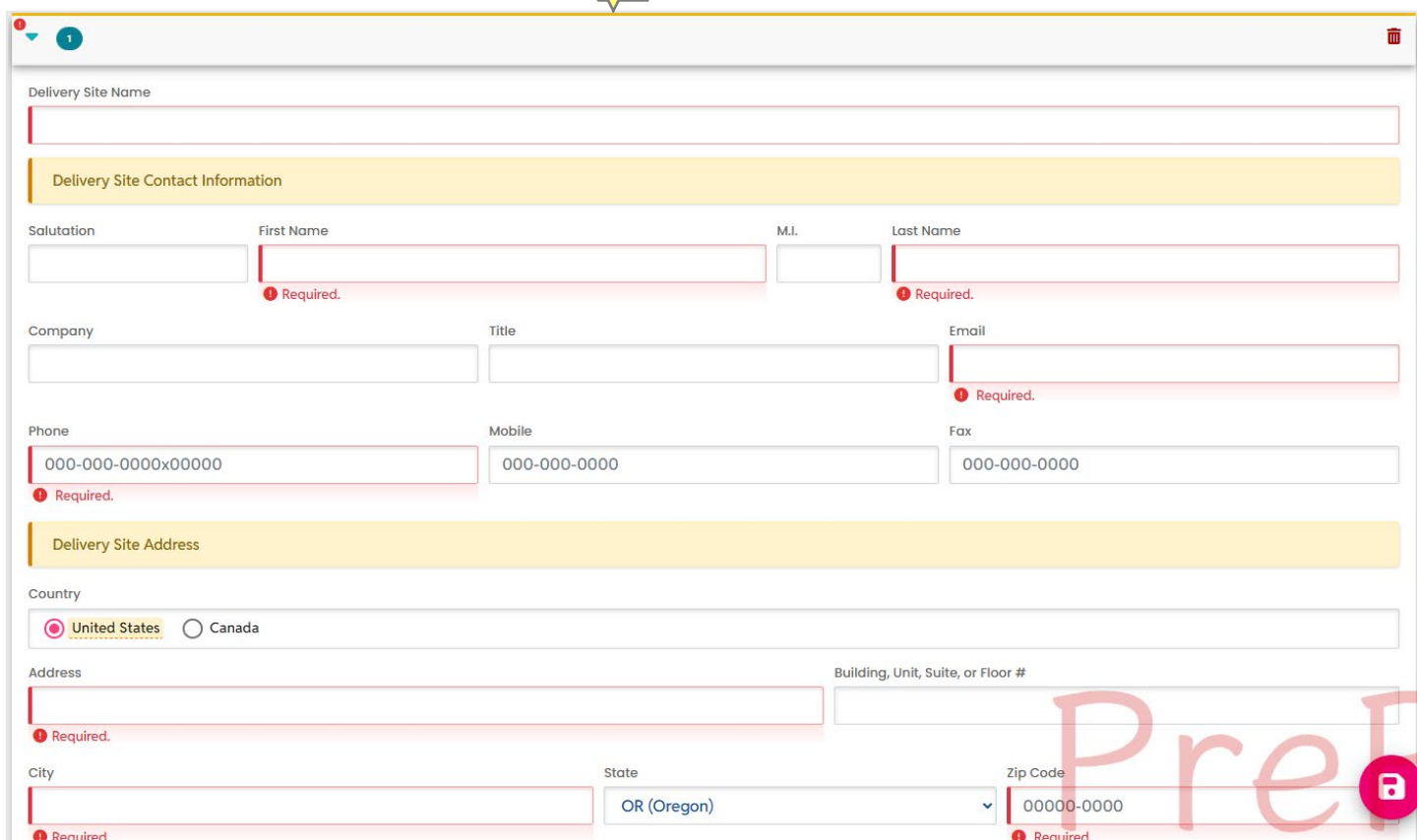
Address

Building, Unit, Suite, or Floor #

Under OAR 340-096-0270(3), a waste tire carrier must deliver waste tires for storage or disposal at an Oregon DEQ permitted waste tire storage site, at a disposal site permitted by DEQ to store waste tires, or at another site approved by DEQ, such as a site authorized to accept waste tires under the laws or regulations of another state.

## Delivery sites information: Oregon DEQ-permitted waste tire storage sites and solid waste disposal site



You must provide at least one Oregon DEQ-Permitted site. Click the +New  button to enter information for each site you plan to deliver waste tires to. After filling out all fields, click on the small blue triangle to close the row and add another site, if needed.

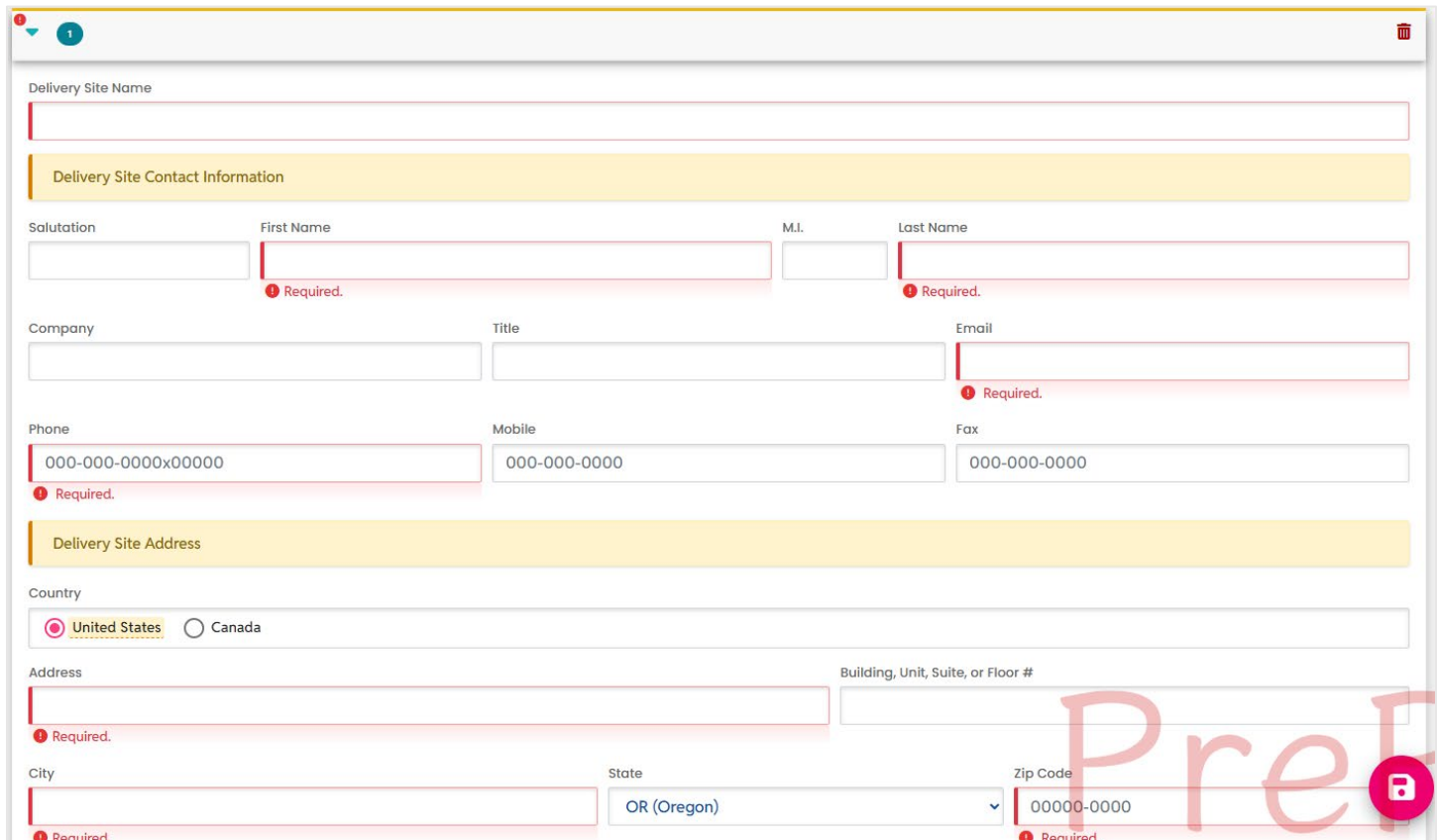


The screenshot shows a web form for entering delivery site information. At the top left, there is a tab labeled '1' and a red close button. The form is divided into several sections with yellow headers: 'Delivery Site Name', 'Delivery Site Contact Information', and 'Delivery Site Address'. The 'Delivery Site Contact Information' section contains fields for Salutation, First Name (marked 'Required'), M.I., Last Name (marked 'Required'), Company, Title, Email (marked 'Required'), Phone (marked 'Required'), Mobile, and Fax. The 'Delivery Site Address' section contains a Country selection (radio buttons for 'United States' and 'Canada'), an Address field (marked 'Required'), a Building, Unit, Suite, or Floor # field, a City field (marked 'Required'), a State dropdown menu (currently set to 'OR (Oregon)'), and a Zip Code field (marked 'Required'). A large red 'Pref' watermark is visible on the right side of the form. A small blue triangle icon is located at the bottom right of the form, next to a red save button.

## Delivery site information: request for DEQ review and approval

Prior to transporting waste tires to a location that is not an Oregon DEQ permitted waste tire storage site or solid waste disposal site, you must receive approval from DEQ.

Click the +New  button for each location not permitted by Oregon DEQ that you would like approval to deliver tires to. After filling out all fields, click on the small blue triangle to close the row and add another site,  if needed




The screenshot shows a web form titled "Delivery Site Information" with a yellow header bar. The form is divided into several sections:

- Delivery Site Name:** A single-line text input field.
- Delivery Site Contact Information:** A section with a yellow background containing the following fields:
  - Salutation:** A dropdown menu.
  - First Name:** A text input field with a red "Required." error message below it.
  - M.I.:** A text input field.
  - Last Name:** A text input field with a red "Required." error message below it.
  - Company:** A text input field.
  - Title:** A text input field.
  - Email:** A text input field with a red "Required." error message below it.
  - Phone:** A text input field with a red "Required." error message below it, containing the placeholder "000-000-0000x00000".
  - Mobile:** A text input field containing the placeholder "000-000-0000".
  - Fax:** A text input field containing the placeholder "000-000-0000".
- Delivery Site Address:** A section with a yellow background containing the following fields:
  - Country:** Radio buttons for "United States" (selected) and "Canada".
  - Address:** A text input field with a red "Required." error message below it.
  - Building, Unit, Suite, or Floor #:** A text input field.
  - City:** A text input field with a red "Required." error message below it.
  - State:** A dropdown menu showing "OR (Oregon)".
  - Zip Code:** A text input field with a red "Required." error message below it, containing the placeholder "00000-0000".

A large, semi-transparent "Pref" watermark is visible across the bottom right of the form. A red circular button with a white document icon is located in the bottom right corner of the form area.

## Vehicles

If the permit is issued, you must provide vehicle information for each vehicle that will be used to haul waste tires under this permit. You must provide at least one. Click the +New  button to add information. After filling out all fields, click on the small blue triangle to close the row and add another vehicle, if needed.



### 1.3.10 Additional information section

#### 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.

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 righthand 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.

The screenshot shows the 'Attachment' tab selected in the top navigation bar. The main content area has a yellow instruction banner that reads: '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.' Below this is a large dashed box with the text 'Click to Upload or Drag Files Over Here'. On the right side, there is a panel titled 'Attachment Types' which lists two required attachments: 'Evidence of Financial Assurance' and 'Waste Tire Carrier Additional Business Locations'. Each has a list of file types: pdf, doc, docx, xls, and xlsx.

Each attached document must be:

- labeled with a document type
- a file type (PDF, Excel, etc.) listed in the righthand navigation pane

**NOTE:** If you are experiencing issues uploading or attaching your document, contact your [regional permit coordinator](#) for assistance by using the contact information at the end of this document.


There are two ways to add attachment(s):

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


This screenshot is similar to the previous one but highlights the 'Click to Upload or Drag Files Over Here' bar with a blue rectangle. The navigation bar shows 'Attachment' as the active tab, and the instruction banner is present. The 'Attachment Types' panel on the right is not visible in this view.

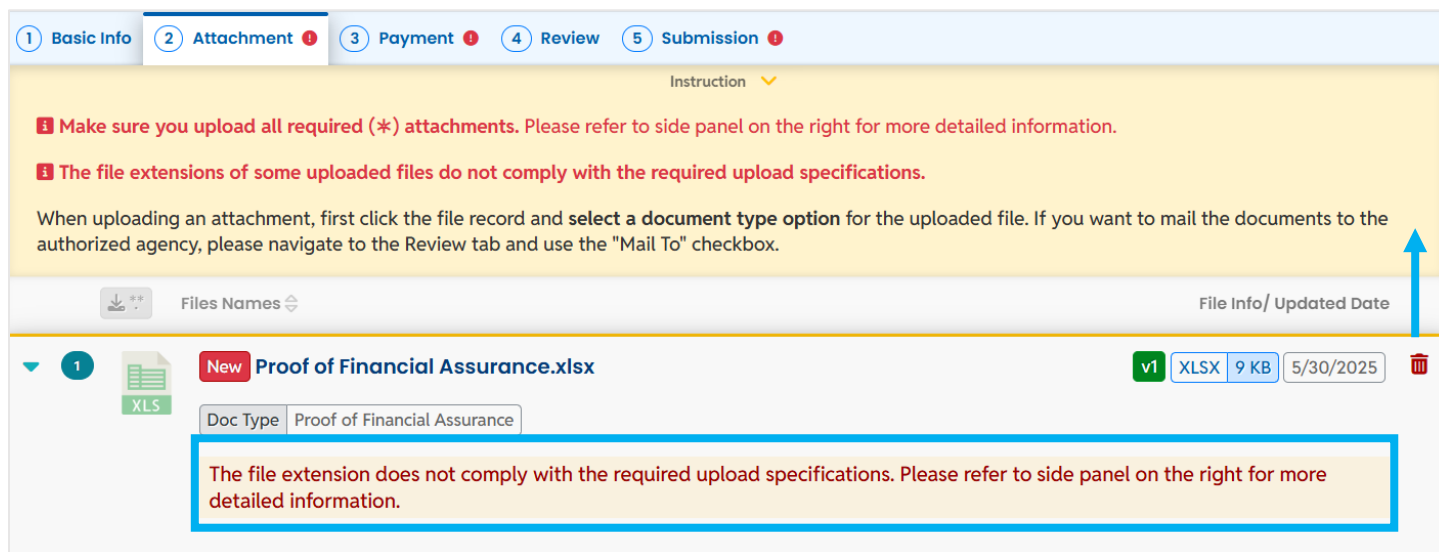
Once uploaded, click on the document and a “Select Document Type” dropdown will appear. Click on the drop-down menu to select form a list of document types.

The screenshot shows a document upload interface. At the top, a document titled "EvidenceofFA.docx" is listed with a "DOC" icon, a "v1" version indicator, and a size of "13 KB". Below the document list, a yellow instruction bar states: "Click on the document to identify the attachment type." Below this, a "Select Document Type" dropdown menu is open, displaying a list of options: "\* Adjacent Property Owners", "\* Detailed Plans and Specifications", "\* Evidence of Financial Assurance", "\* Land Use Compatibility Statement (LUCS)", "- Other", "- Other DEQ Permits/Licenses/Certificates", and "\* Proof of Financial Assurance".


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.

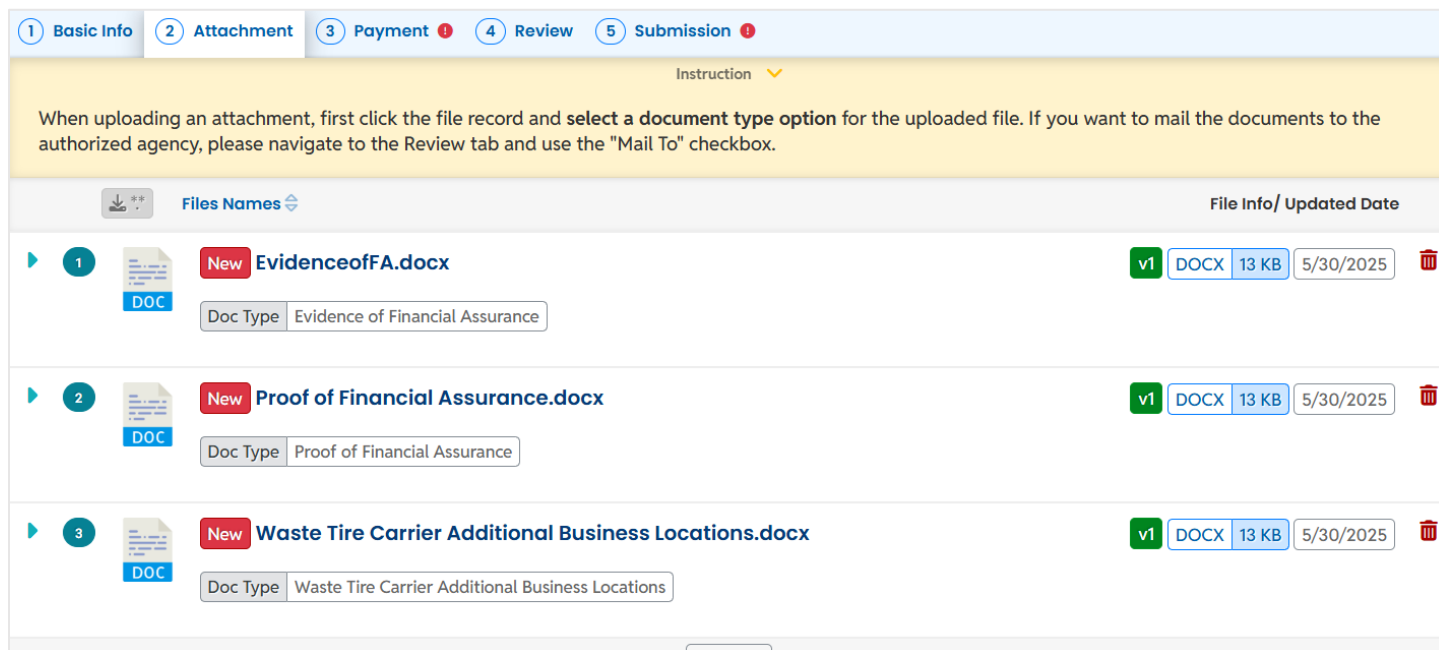
The screenshot shows the document upload interface with the "Attachment" tab selected. A yellow instruction bar at the top states: "Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information." Below this, a text box explains: "When uploading 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 bar, a table lists the uploaded documents. The first document is "Proof of Financial Assurance.docx" with a "DOC" icon, a "v1" version indicator, and a size of "13 KB". Below the document list, a "Select Document Type" dropdown menu is open, displaying the selected option "Proof of Financial Assurance". Below the dropdown menu, a "Comments" text box contains the text "2025 proof of financial assurance". At the bottom right of the screen, a red "Save" icon is highlighted with a red box.

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



The screenshot shows the 'Attachment' tab of the application. At the top, there are five tabs: '1 Basic Info', '2 Attachment' (active), '3 Payment', '4 Review', and '5 Submission'. Below the tabs is a yellow instruction box with two red alert icons and text: '1 Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.' and '1 The file extensions of some uploaded files do not comply with the required upload specifications.' Below this is a text box: '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 text box is a table with columns 'Files Names' and 'File Info/ Updated Date'. The table has one row with a red alert icon, a file icon, 'New Proof of Financial Assurance.xlsx', 'v1', 'XLSX', '9 KB', '5/30/2025', and a trash icon. Below the table is a red alert box with the text: '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.



The screenshot shows the 'Attachment' tab of the application. At the top, there are five tabs: '1 Basic Info', '2 Attachment' (active), '3 Payment', '4 Review', and '5 Submission'. Below the tabs is a yellow instruction box with the text: '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 text box is a table with columns 'Files Names' and 'File Info/ Updated Date'. The table has three rows, each with a file icon, 'New', a filename, 'v1', 'DOCX', '13 KB', '5/30/2025', and a trash icon. The rows are: 'EvidenceofFA.docx' with 'Doc Type Evidence of Financial Assurance', 'Proof of Financial Assurance.docx' with 'Doc Type Proof of Financial Assurance', and 'Waste Tire Carrier Additional Business Locations.docx' with 'Doc Type Waste Tire Carrier Additional Business Locations'.

**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 by using the contact information at the end of this document.

**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 of the Waste Tire Permit Application. The top navigation bar includes five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review' (highlighted with a blue box), and '5 Submission'. Below the tabs, the 'Mandatory Attachment' section contains a red error message 'Missing required attachment.' and a checkbox labeled 'Select All Mail to'. A blue arrow points from this checkbox to the 'Mail to' checkbox in the 'Evidence of Financial Assurance' section. This section also includes file format buttons (pdf, doc, docx, xls, xlsx) and the text 'Evidence of Financial Assurance'. The 'Uploaded Attachment' section on the right shows 'No record.'

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Mandatory Attachment**

Missing required attachment.

☐ Select All Mail to

\* **Evidence of Financial Assurance** Evidence of Financial Assurance pdf doc docx xls xlsx ☐ 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](#) (step-by-step instructions)
- [Your DEQ Online Payments](#) (main YDO payment page)

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

\$ 25.00+ \$ 1.00- \$ 0.00= \$ 26.00

Pay Amount Due

FeesPayment Transactions

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.

\$ 1.00

Application Processing Fee


Permit/License/Certificate Fee

Application Processing Fee



\$ 25.00


No payment transaction records.

2 Results




## 1.6 Review tab


Review your submittal information and any attachments provided. If a 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](#) by using the contact information at the end 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
\$ 25.00	+	\$ 1.00	-	\$ 0.00	=	\$ 26.00

# 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 Submission1

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.

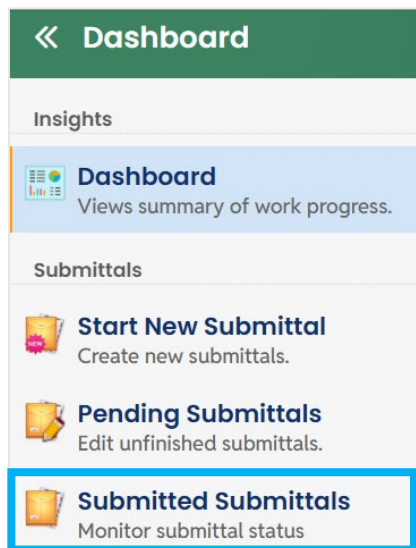
Submit




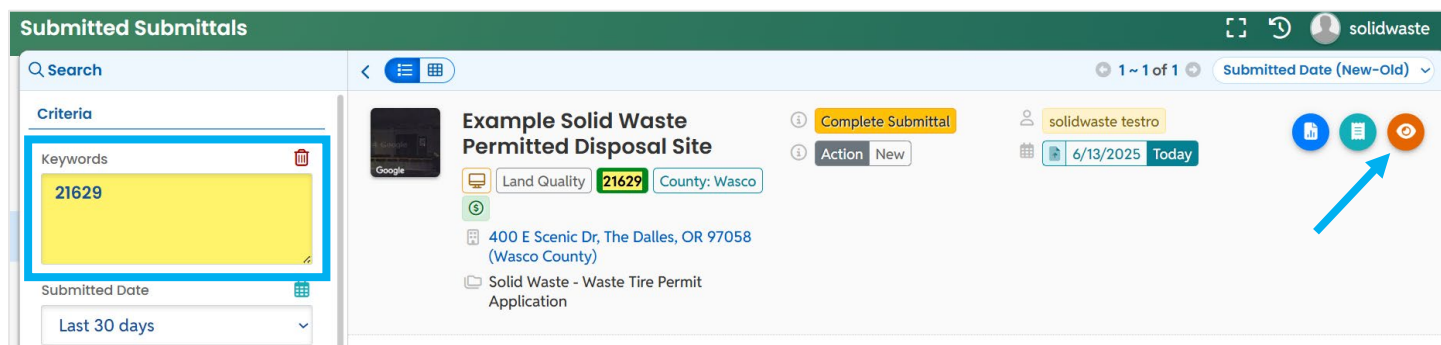
## 1.8 Finding your submittal in Your DEQ Online

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

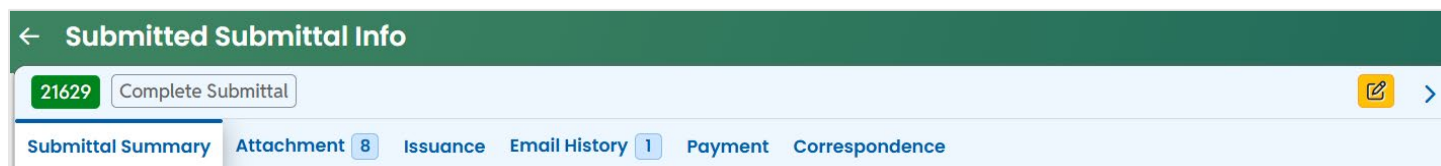
To view your submittal in YDO, in the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the Submitted Submittals icon .



In the Submitted Submittals module, your application may be at the top of the page. If it isn't, the quickest way to find your submittal is to use the Keywords feature to search for the Submittal ID number. 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 waste tire carrier 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 to evaluate the expected Public Notice and Participation Category. OAR [340-093-0100](#)

### 1.9.2 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.

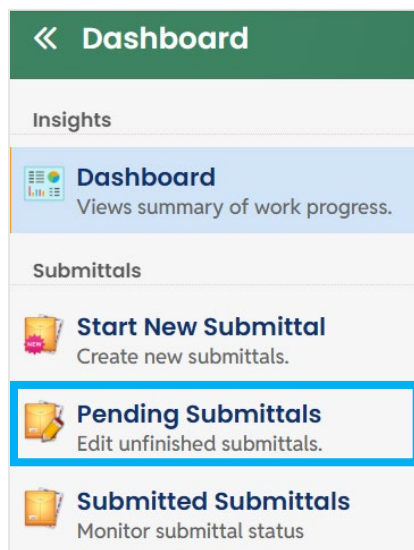
yourdeqonline@govonlineaas.com  
YourDEQOnline System Message:


External [UAT] Application Send Back

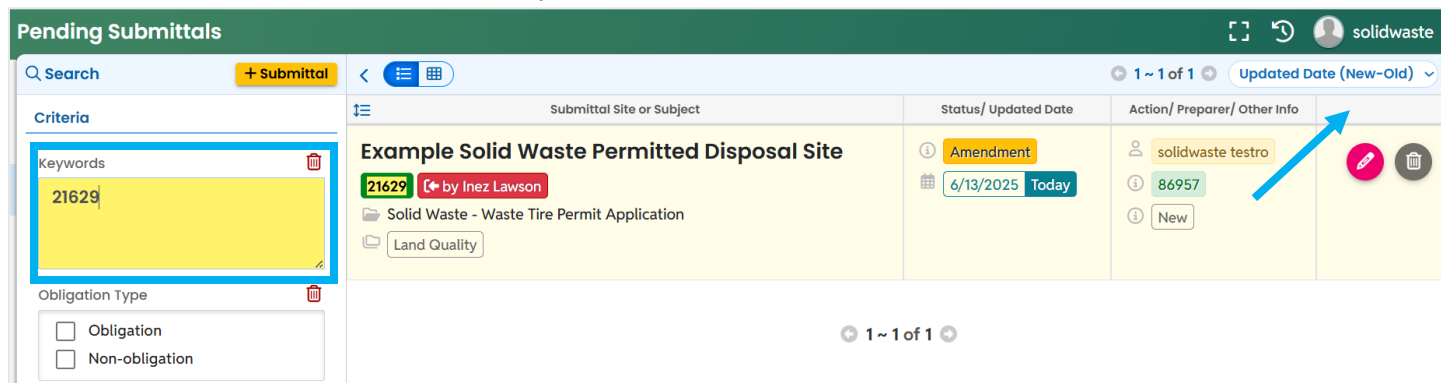
Tue 6/3/2025 8:27 AM


## How to find your application send back in YDO

Send backs are in the Pending Submittal module.



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 use the Keywords feature to search for the Submittal ID number in the send back email. Once you find the submittal click the Edit Submittal icon .



Criteria	Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other Info
<b>Keywords</b> 21629	<b>Example Solid Waste Permitted Disposal Site</b> 21629 by Inez Lawson Solid Waste - Waste Tire Permit Application Land Quality	Amendment 6/13/2025 Today	solidwaste testro 86957 New 

## How to resubmit your send back

When you are ready to update and submit the item(s) 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 and 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](#) by using the contact information at the end of this document.

### 1.9.3 Draft permit

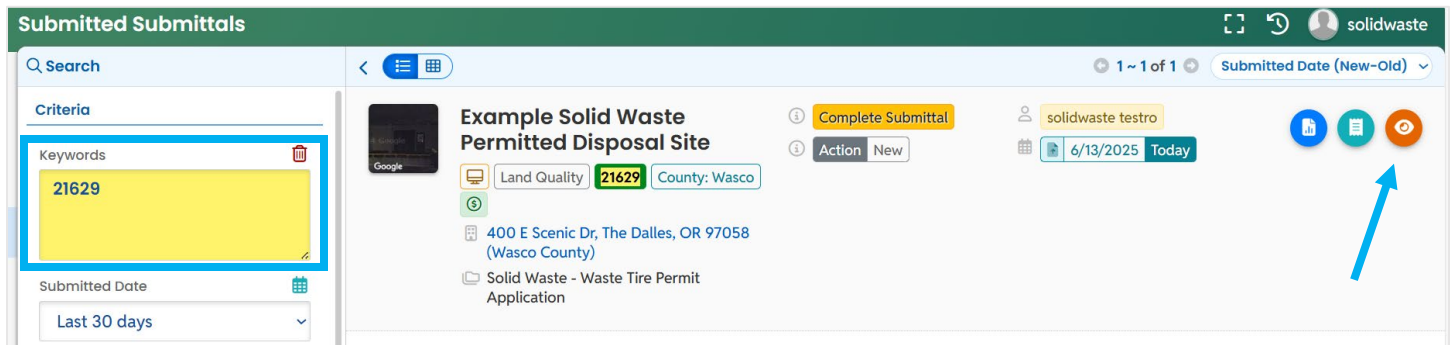
DEQ staff will develop a draft permit package, including the draft permit, permit evaluation report, and public notice.


### 1.9.4 Site inspection

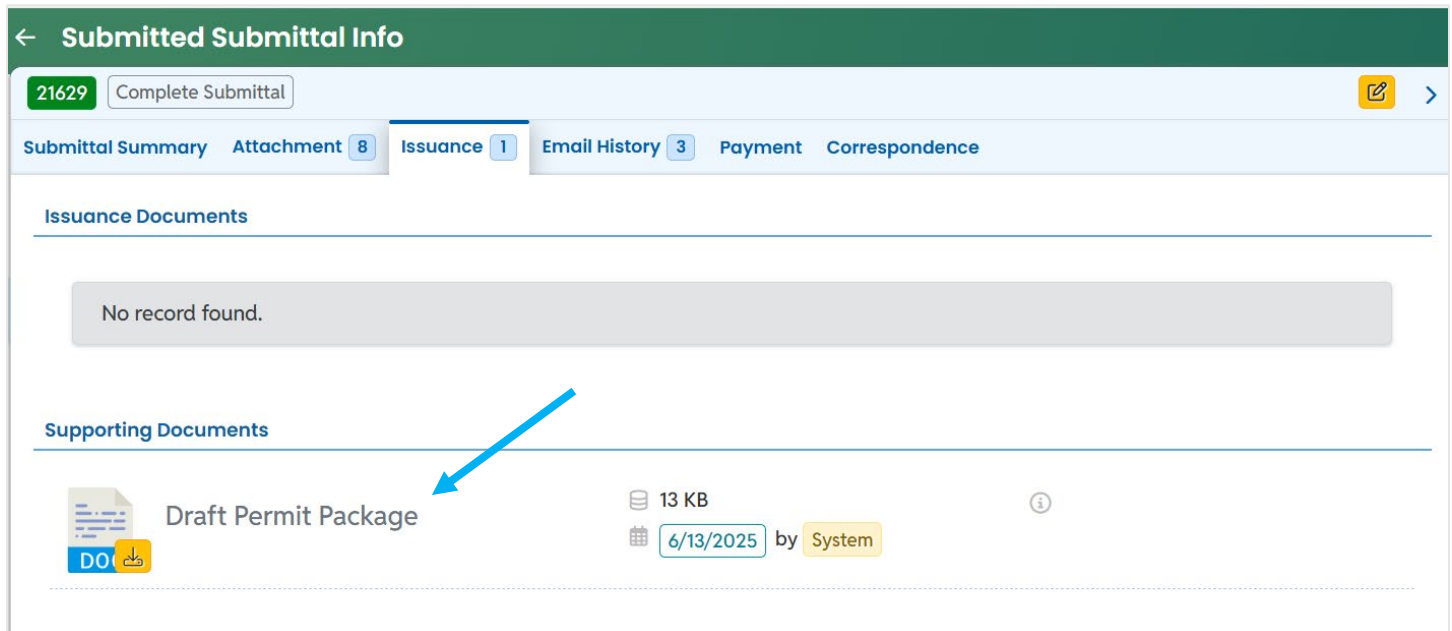
DEQ will schedule and complete a site inspection(s) before the public notice.

### 1.9.5 Courtesy review



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

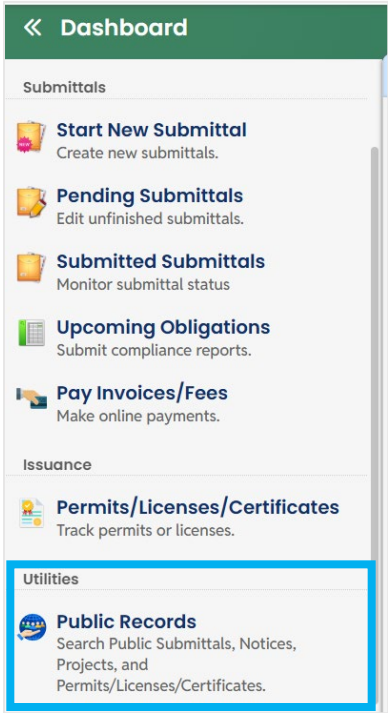



The courtesy review draft permit package is in the Supporting Documents section. To view the document, click the download file  button.

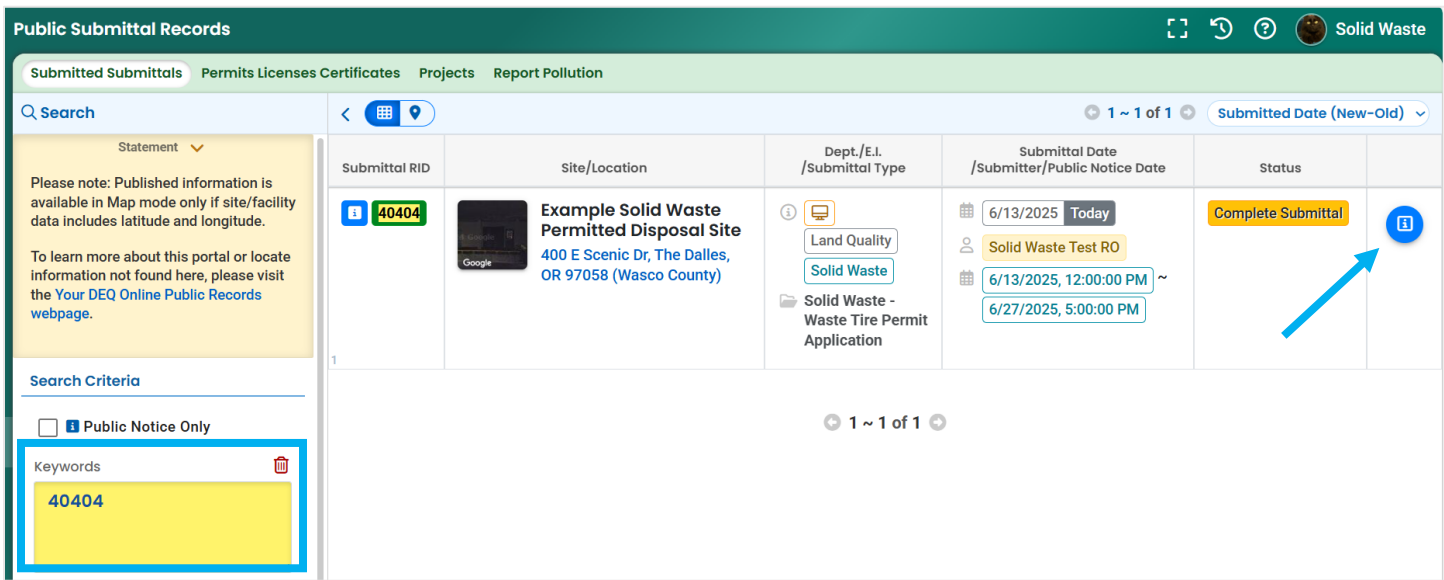


## 1.9.6 Public notice and comment period

DEQ may put the draft permit package out for public notice and comment, and if appropriate, will hold a public hearing. To view the Public Notice from your YDO 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 use the Keywords feature to search for the Submittal ID number. Once you find your submittal, click the Public Notice Info icon  on the right side of the screen.





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

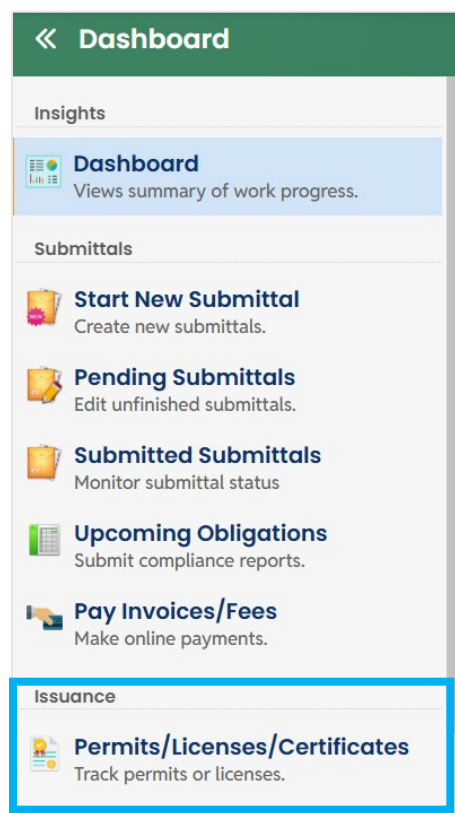
## 1.9.7 Response to comments

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.

## 1.9.8 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 as follows:

- In the Keywords section, enter the permit number



### Denied permits

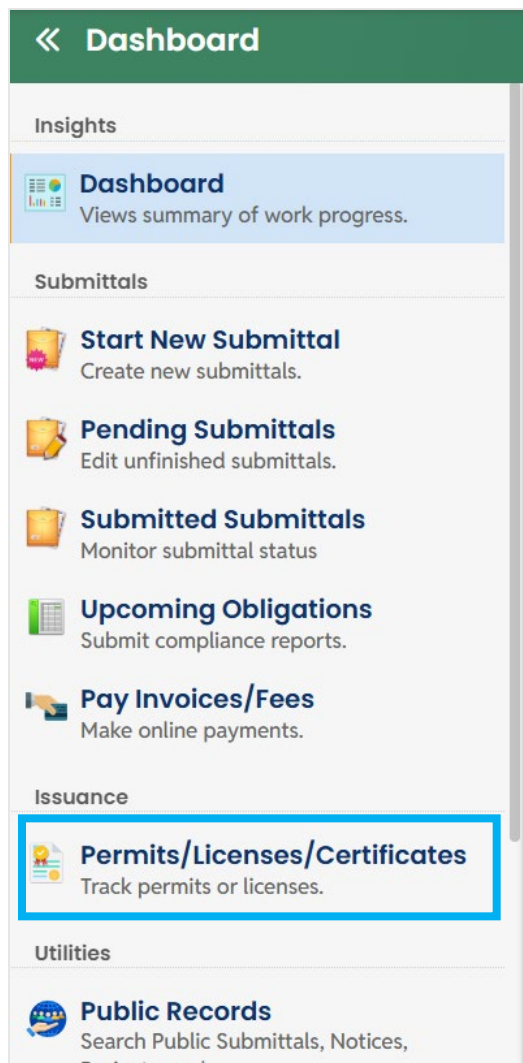
OAR [340-093-0110](#) identifies scenarios that will result in the denial of a permit.

## 2. Renew or amend permit application instructions

### 2.1 How to find the Solid Waste-Waste Tire Permit Application renewal or amendment application


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




In the top left-hand 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 renew or amend.



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

- In the Keywords section, type in the permit number
- In the PLC 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: 





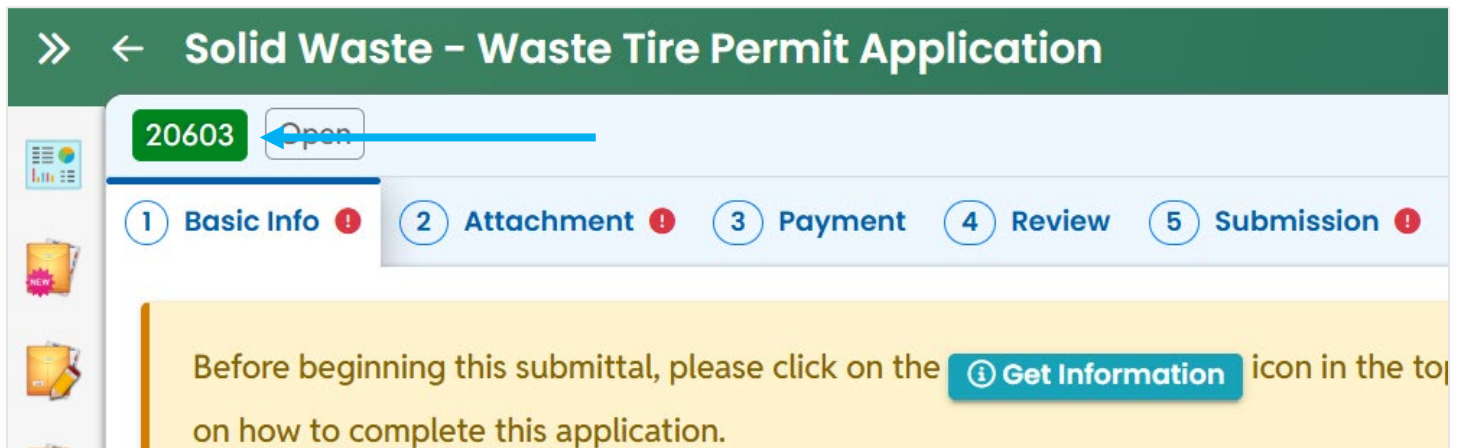
## 2.2 Important things to know before you start your application

**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  (bottom right) frequently and before leaving the submittal.

**Take note of the Submittal ID number.** The submittal is automatically 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 before submitting, you will need to open the  Pending Submittals module which is directly below Start New Submittal and search for the Submittal ID number  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 use, delete the accidental submittal. Otherwise, you will not be able to proceed with future submittals.

To delete the accidental submittal, open the Pending Submittals module  directly below Start New Submittal and then search for the Submittal ID number  in the top left corner. Click the Delete Submittal icon .

Criteria	Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other Info
Keywords 21627	Example Solid Waste Permitted Disposal Site 21627 Solid Waste - Waste Tire Permit Application	Open 6/13/2025 Today	solidwaste testro 86957 Renew

## 2.3 Basic info tab

These instructions are for completing the Basic Info tab for a waste tire permit application for the renewal or amendment (also called modification) of a waste tire carrier.

### 2.3.1 Type of permit requested section

This field is filled automatically by the system and cannot be changed.

Type of Permit Requested

☒ Waste Tire Carrier ☐ Waste Tire Storage Site

### 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 (main place of business). 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 you provide must match the number in Secretary of State records. DEQ recommends copying and pasting directly from the Secretary of State site.
- 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 (main place of business). 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 their site.

Waste tire carrier 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

This is 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 of the main place of business?

If the Applicant also owns the land that where the main place of business is located, select Yes. Otherwise, select No.


Is the Applicant the same as the Real Property Owner of the main place of business?

☐ Yes ☐ No

### 2.3.4 Facility information section

Your facility (main place of business) information will be automatically populated. Select the correct county for your facility (the address displayed in the facility information section).

**Facility Information**



**Example Solid Waste Permitted Disposal Site** 313061

400 E Scenic Dr, The Dalles, OR 97058

County

! Required.

### 2.3.5 Permit section

This field is auto-populated and cannot be changed.

**Permit**

**SW – Waste Tire Carrier** # **SW-WTC-000X** Permit ID **37738**

Issued **Example Solid Waste Permitted Disposal Site**





Effective Date **6/13/2025**

Expiration Date **6/13/2035**

Issued Date **6/13/2025**






## 2.3.6 Additional facility information section




The Township, Range, Section and Tax Lot#(s) of the main place of business. 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.

## 2.3.7 Property owner information section

The real property owner is the owner of the land that the facility (main place of business) 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			
<input type="text"/>			
 Required			
Real Property Owner Contact Information			
Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	 Required.		 Required.
Title	Email		
<input type="text"/>	<input type="text"/>		
	 Required.		
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
 Required.			


Real Property Owner Contact Mailing Address		
Country		
<input checked="" type="radio"/> United States <input type="radio"/> Canada <input type="radio"/> Other		
Address	Building, Unit, Suite, or Floor #	
<input type="text"/>	<input type="text"/>	
 Required.		
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
 Required.	OR (Oregon)	 Required.


## 2.3.8 Estimated start date section

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


## 2.3.9 Description of the modification section

Summarize the reason for the requested modification(s). 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.


(Remaining Length: 4000 )

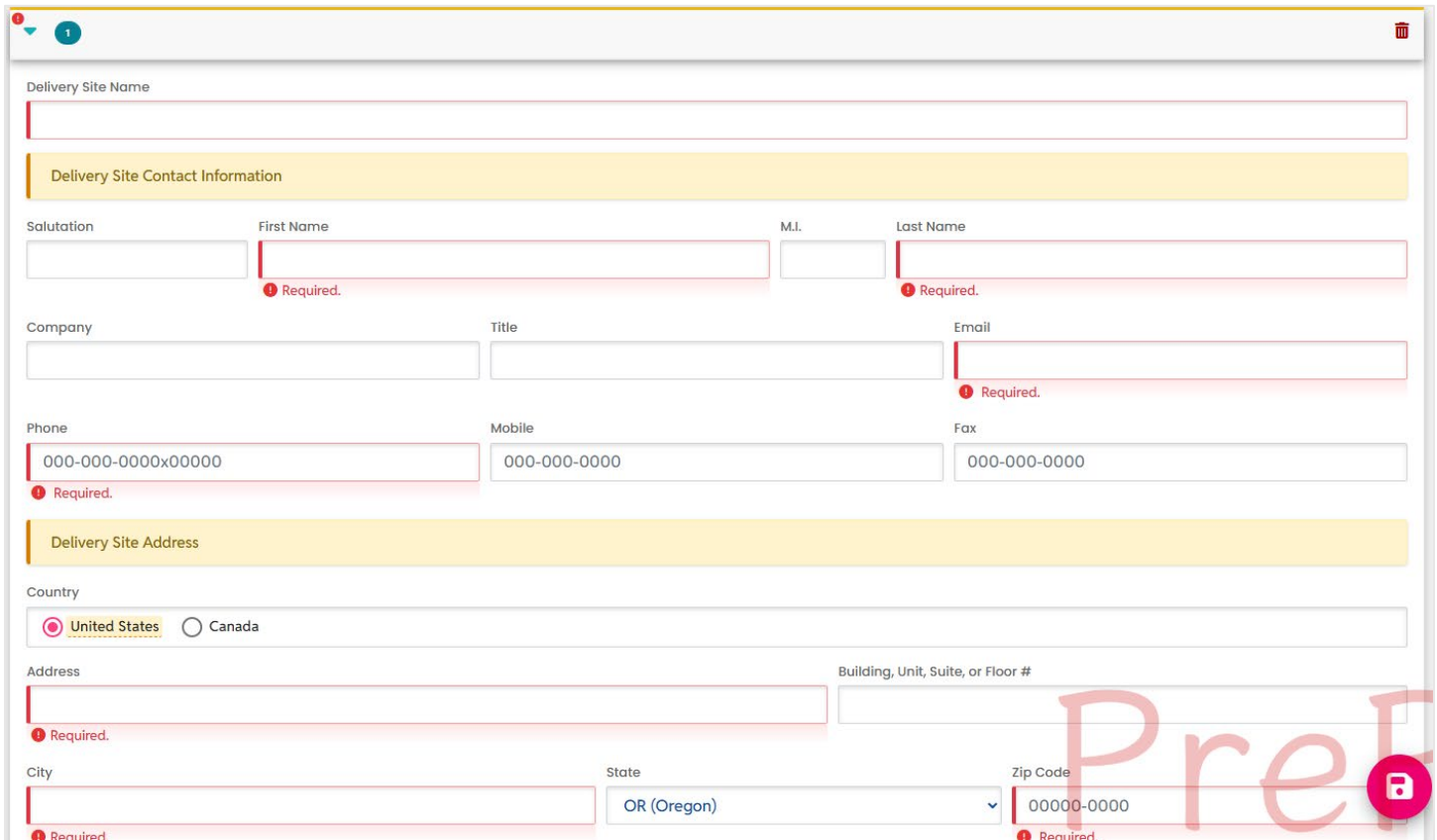
 Required

## 2.3.10 Operating plan section

Under OAR 340-096-0270(3), a waste tire carrier must deliver waste tires for storage or disposal at an Oregon DEQ permitted waste tire storage site, at a disposal site permitted by DEQ to store waste tires, or at another site approved by DEQ, such as a site authorized to accept waste tires under the laws or regulations of another state.

## Delivery sites information: Oregon DEQ-permitted waste tire storage sites and solid waste disposal sites

You must provide at least one Oregon DEQ-Permitted site. Click on the +New  button to add information for each site where you plan to deliver waste tires. After filling out all fields, click on the small blue triangle to close the row and add another site if needed.




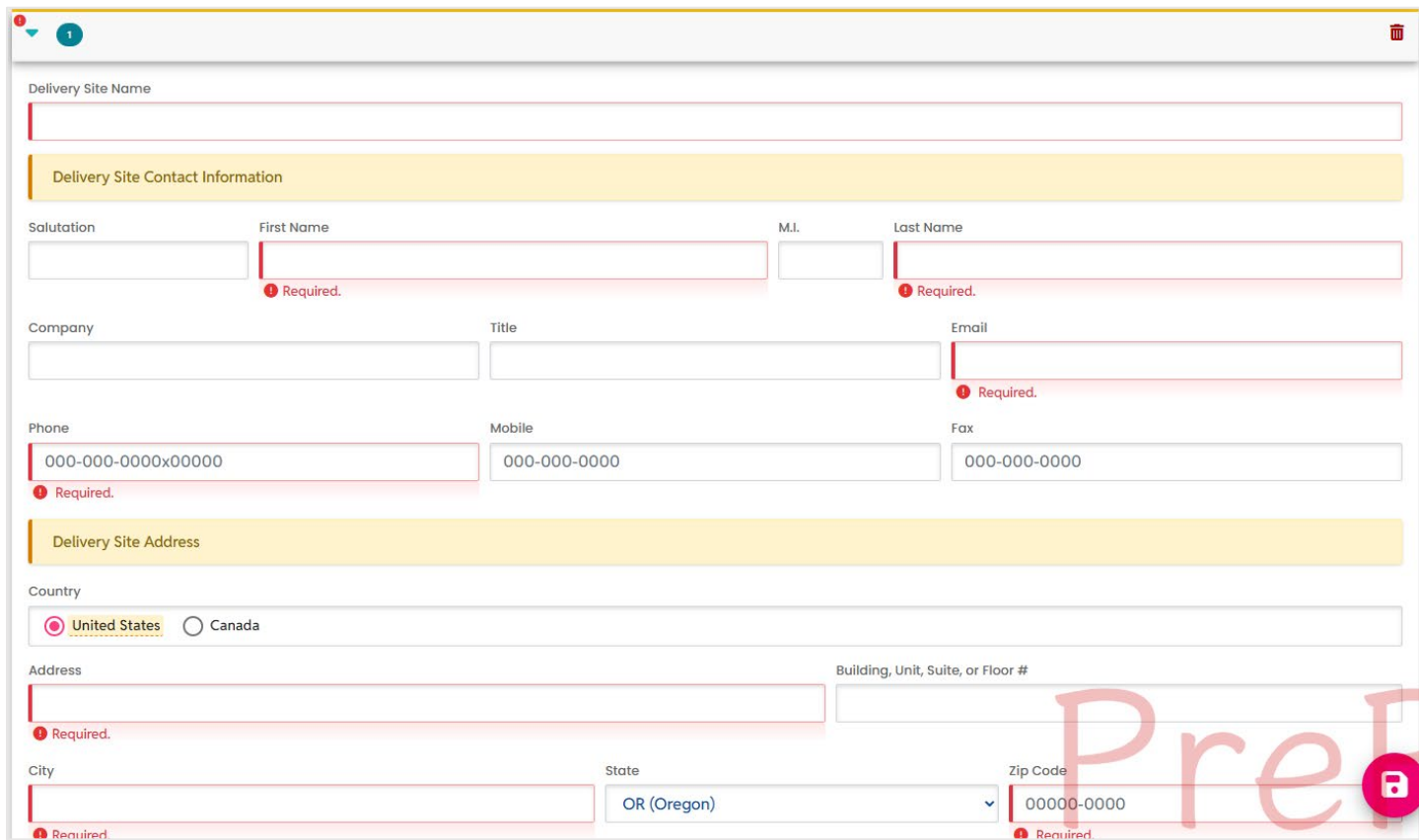
The form is titled "Delivery Site Name" and contains several sections for contact and address information. It includes fields for Salutation, First Name, M.I., Last Name, Company, Title, Email, Phone, Mobile, Fax, Country (United States/Canada), Address, Building, Unit, Suite, or Floor #, City, State (dropdown), and Zip Code. Red asterisks and "Required." text indicate mandatory fields. A large red "Pref" watermark is visible on the right side of the form. A small blue triangle icon is located at the bottom right of the form.

Delivery Site Name			
Delivery Site Contact Information			
Salutation	First Name	M.I.	Last Name
Company		Title	Email
Phone	Mobile	Fax	
000-000-0000x00000	000-000-0000	000-000-0000	
Delivery Site Address			
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Building, Unit, Suite, or Floor #	
City	State	Zip Code	
	OR (Oregon)	00000-0000	

## Delivery site information: request for DEQ review and approval


Prior to transporting waste tires to a location that is not an Oregon DEQ permitted waste tire storage site or solid waste disposal site, you must receive approval from DEQ.

Click on the +New  button for each location not permitted by Oregon DEQ where you would like approval to deliver tires. After filling out all fields, click on the small blue triangle to close the row and add another vehicle, if needed.



The screenshot shows a web form titled "Delivery Site Information" with a yellow header bar. The form contains several sections: "Delivery Site Name" (a single text field), "Delivery Site Contact Information" (a yellow header bar), and "Delivery Site Address" (a yellow header bar). The contact information section includes fields for Salutation, First Name (marked "Required"), M.I., Last Name (marked "Required"), Company, Title, Email (marked "Required"), Phone (marked "Required"), Mobile, and Fax. The address section includes a Country dropdown (with "United States" selected and "Canada" as an option), an Address field (marked "Required"), Building, Unit, Suite, or Floor #, City (marked "Required"), State (a dropdown menu currently showing "OR (Oregon)"), and Zip Code (marked "Required"). A large, semi-transparent "Pref" watermark is visible across the bottom right of the form. A small blue triangle icon is located in the top right corner of the form area.

## Vehicles

If the permit is issued, you must provide vehicle information for each vehicle that will be used to haul waste tires under this permit. **You must provide at least one here.** Click on the +New  button to add information





After filling out all fields, click on the small blue triangle to close the row and add another vehicle, if needed.

**Vehicles**

Please provide the following information for each vehicle that will be used to haul waste tires under this permit (if issued).

License Plate Number

1

License Plate Number	License Issuance State/Province/Country	Legal Owner of Vehicle	Vehicle Make/Year
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
 Required	 Required	 Required	 Required

## 2.3.11 Additional information section


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

This includes any permit, license, or certificate needed from DEQ to operate the facility (example: stormwater permit) and 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**


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



☐ Yes ☐ No

 Required

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

☐ 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 the 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 righthand 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

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

Adjacent Property Owners

pdf doc docx xls xlsx

Evidence of Financial

Each attached document must be:

- labeled with a document type
- a file type (PDF, Excel, etc.) listed in the righthand navigation pane

**NOTE:** If you are experiencing issues uploading or attaching your document, contact your [regional permit coordinator](#) for assistance by using the contact information at the end of this document.

There are two ways to add attachment(s):

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

1 Basic Info 2 Attachment 3 Review 4 Submission

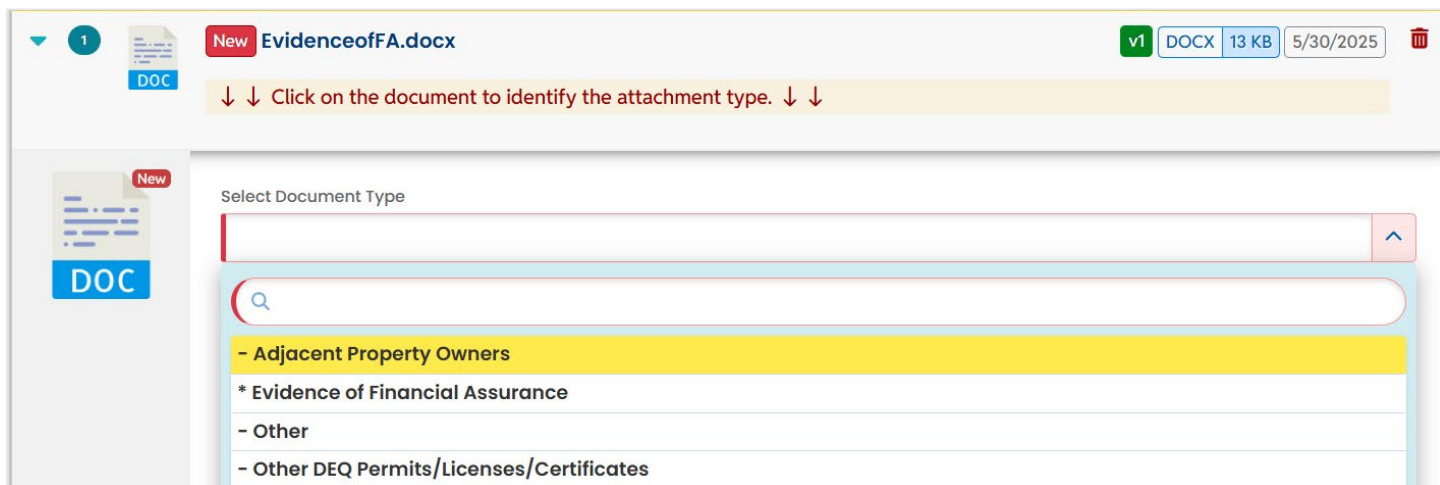
Instruction

**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.

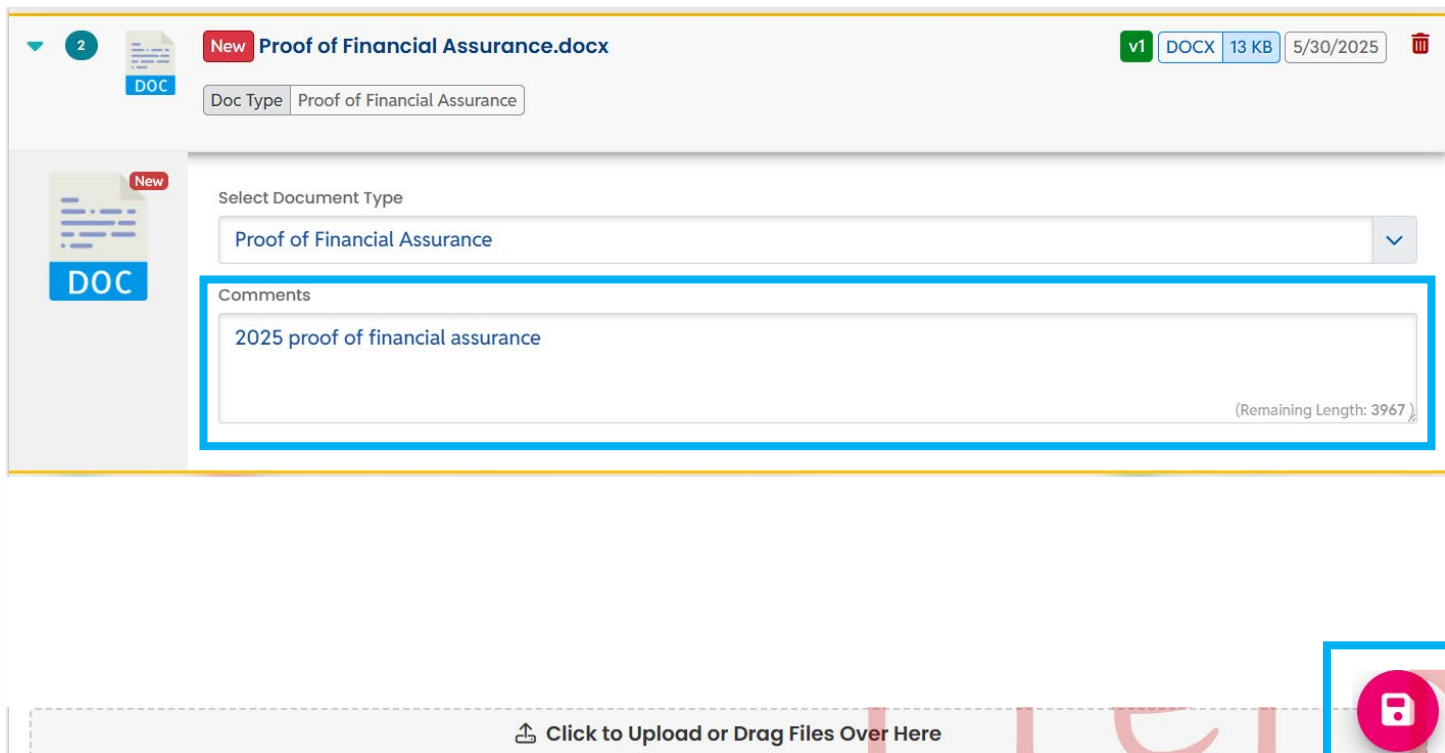
Click to Upload or Drag Files Over Here

Once uploaded, click on the document and a “Select Document Type” field will appear. Click on the dropdown menu to select from a list of document types.




The screenshot shows a document titled "EvidenceofFA.docx" (v1, DOCX, 13 KB, 5/30/2025) with a trash icon. A yellow instruction bar says "Click on the document to identify the attachment type." Below, a "Select Document Type" dropdown menu is open, showing a search bar and a list of options: "Adjacent Property Owners", "\* Evidence of Financial Assurance", "Other", and "Other DEQ Permits/Licenses/Certificates".

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 "Proof of Financial Assurance.docx" (v1, DOCX, 13 KB, 5/30/2025) with a trash icon. The "Doc Type" is set to "Proof of Financial Assurance". The "Select Document Type" dropdown menu is open, showing "Proof of Financial Assurance" selected. Below, the "Comments" field contains the text "2025 proof of financial assurance" with a "(Remaining Length: 3967)" indicator. At the bottom right, a red square button with a white save icon is highlighted by a blue box. A dashed box at the bottom says "Click to Upload or Drag Files Over Here".

**NOTE:** If you have saved a document with an incorrect document type or format, you will need to delete the document 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

Instruction

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

**1** 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

Files Names	File Info/ Updated Date
<p>1  <b>New Proof of Financial Assurance.xlsx</b></p> <p>Doc Type Proof of Financial Assurance</p> <p>The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.</p>	<p>v1 XLSX 9 KB 5/30/2025</p>

Once the required attachments are uploaded, labeled and saved, the red alert icon **1** will disappear. You may repeat this process to add any optional or supplementary documentation.

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

Instruction

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

Files Names	File Info/ Updated Date
<p>1  <b>New EvidenceofFA.docx</b></p> <p>Doc Type Evidence of Financial Assurance</p>	<p>v1 DOCX 13 KB 5/30/2025</p>
<p>2  <b>New Proof of Financial Assurance.docx</b></p> <p>Doc Type Proof of Financial Assurance</p>	<p>v1 DOCX 13 KB 5/30/2025</p>
<p>3  <b>New Waste Tire Carrier Additional Business Locations.docx</b></p> <p>Doc Type Waste Tire Carrier Additional Business Locations</p>	<p>v1 DOCX 13 KB 5/30/2025</p>

**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](#) by using the contact information at the end of this document.

**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 of the Waste Tire Permit Application. The top navigation bar includes five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review' (highlighted with a blue box), and '5 Submission'. Below the tabs, the 'Mandatory Attachment' section contains a red error message 'Missing required attachment.' and a checkbox labeled 'Select All Mail to'. To the right, the 'Uploaded Attachment' section shows 'No record.'. Below the 'Select All Mail to' checkbox, there is a section for '\* Evidence of Financial Assurance' with a list of file formats: pdf, doc, docx, xls, and xlsx. A blue arrow points from the 'Select All Mail to' checkbox to a 'Mail to' checkbox.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Mandatory Attachment**

Missing required attachment.

☐ Select All Mail to

\* Evidence of Financial Assurance

Evidence of Financial Assurance

pdf doc docx xls xlsx

☐ 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 and make the necessary changes to remove the red alert icon . If you are unable to find the issue, contact your [regional permit coordinator](#) by using the contact information at the end 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 waste tire carrier permit application. Depending on what is proposed in your specific application, there may be additional steps not discussed below.

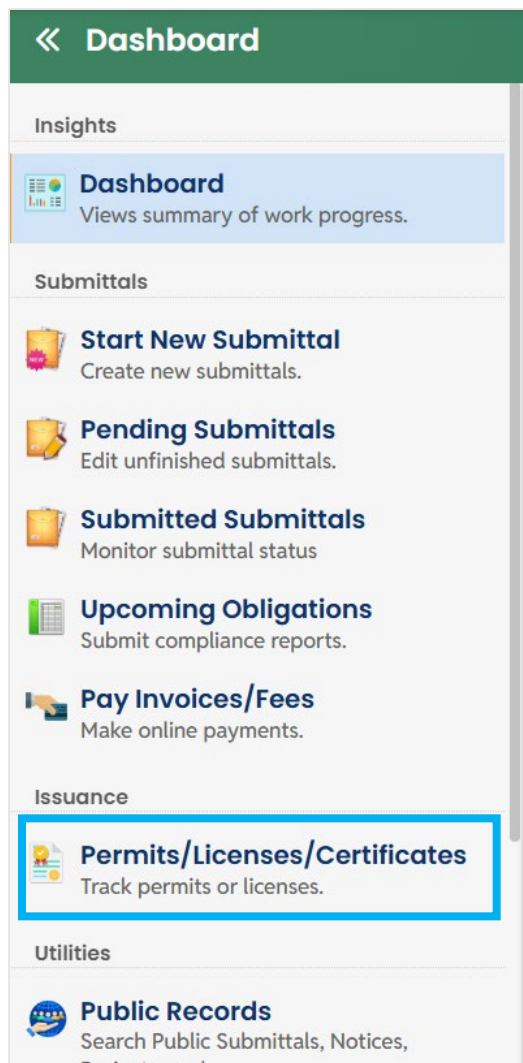
- [Finding your submittal in YDO](#)
- [Completeness reviews](#)
- [What to do if you receive a send back email](#)
- [Draft permit](#)
- Site inspection - DEQ may schedule and complete an additional site inspection.
- [Final action](#)

## 3. Terminate permit application instructions

### 3.1 How to find the Solid Waste-Waste Tire 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/Certificates module, the quickest way to find a permit is as follows:

- In the Keywords section, type in the permit number
- In the PLC 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: 





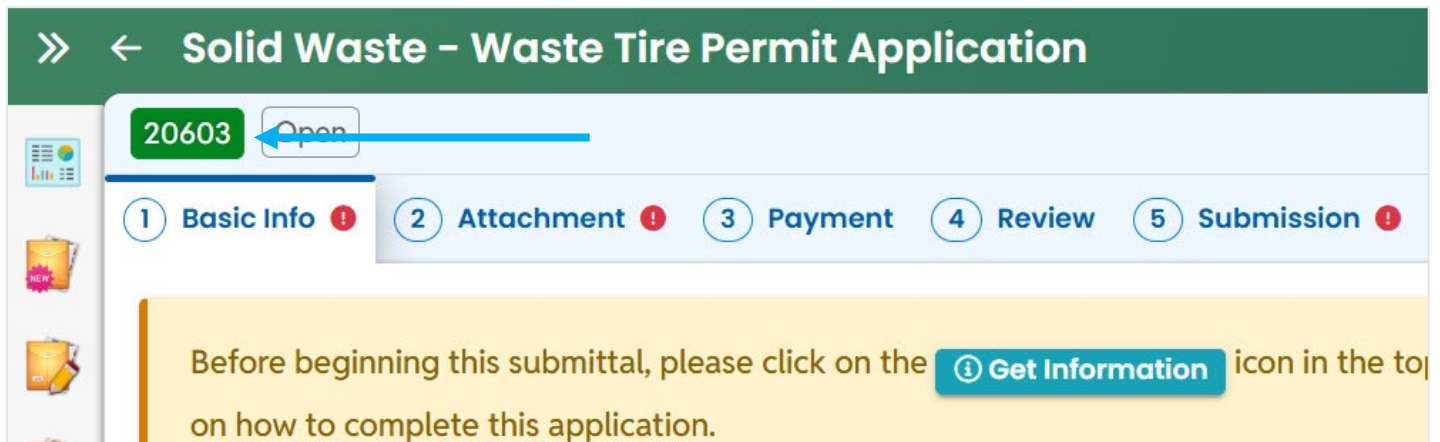
## 3.2 Important things to know before you start your application

**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  (bottom right) frequently and before leaving the submittal.

**Take note of the Submittal ID number.** The submittal is automatically 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 before submitting, you will need to open the Pending Submittals module  which is directly below Start New Submittal and search for the Submittal ID number  in the top left corner to continue.



**Deleting accidentally created records.** If you accidentally create or change your mind about your chosen type of application, delete the accidental submittal. If you do not, it will prevent future submittals.

To delete an accidentally created application, open the Pending Submittals module  directly below Start New Submittal and search for the Submittal ID number  in the top left corner. Click the Delete Submittal icon .

Pending Submittals				
<div> <div>Search</div> <div>+ Submittal</div> </div>		<div> <div>1 ~ 1 of 1</div> <div>Updated Date (New-Old)</div> </div>		
Criteria	Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other Info	
<div>Keywords</div> <div>21627</div> <div>Obligation Type</div>	<div>Example Solid Waste Permitted Disposal Site</div> <div>21627</div> <div>Solid Waste - Waste Tire Permit Application</div> <div>Land Quality</div>	<div>Open</div> <div>6/13/2025 Today</div>	<div>solidwaste testro</div> <div>86957</div> <div>Renew</div>	<div></div>

## 3.3 Basic info tab

These instructions are for completing the Basic Info tab for a waste tire permit application for the termination of a waste tire carrier.

### 3.3.1 Type of permit requested section

These fields are auto populated and cannot be changed.

Type of Permit Requested

☒ Waste Tire Carrier
 ☐ Waste Tire Storage Site

### 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 you provide must match the number found on the SOS page. DEQ recommends copying and pasting directly from the Secretary of State site.
- 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 Secretary of State site.


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

This is 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 where the main place of business is located, select Yes. Otherwise, select No.


Is the Applicant the same as the Real Property Owner of the main place of business?

☐ Yes ☐ No

### 3.3.4 Facility information section

Your facility (main place of business) information will be automatically populated. Select the correct county for your facility (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.

### 3.3.5 Permit section

This field is auto-populated and cannot be changed.

**Permit**

**SW – Waste Tire Carrier**  
Issued  
**Example Solid Waste Permitted Disposal Site**

# **SW-WTC-000X**

Permit ID **37738**

Effective Date **6/13/2025**  
Expiration Date **6/13/2035**  
Issued Date **6/13/2025**

### 3.3.6 Additional facility information section

The Township, Range, Section and Tax Lot#(s) of the site (main place of business). If there is more than one TRS, include it in the tax lot field.

**Additional Facility Information**

Township

Range

Section

Tax Lot #

Required. Required. Required. Required.

### 3.3.7 Property owner information section

The real property owner is the owner of the land that the site (main place of business) 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.

### 3.3.8 Explanation of termination section


#### Enter detailed information on the reason for the termination request

Summarize the reason for the termination request. Add any additional descriptions and other documents as attachments to this application.

**Explanation of Termination**

Please provide detailed information on the reason for the request.

(Remaining Length: 4000)

 Required


#### Are any waste tires still stored at the facility associated with this permit?

If your answer is yes, enter the approximate number remaining on the site.

Are any waste tires still stored at the facility associated with this permit?

☒ Yes ☐ No

How many tires are remaining at the facility?

 Required

## 3.4 Attachment tab

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

In the righthand 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

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

Adjacent Property Owners

pdf doc docx xls xlsx

Evidence of Financial

Each attached document must be:

- labeled with a document type
- a file type (PDF, Excel, etc.) listed in the righthand navigation pane

**NOTE:** If you are experiencing issues uploading or attaching your document, contact your [regional permit coordinator](#) by using the contact information at the end of this document.

There are two ways to add attachment(s):

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

1 Basic Info 2 Attachment 3 Review 4 Submission

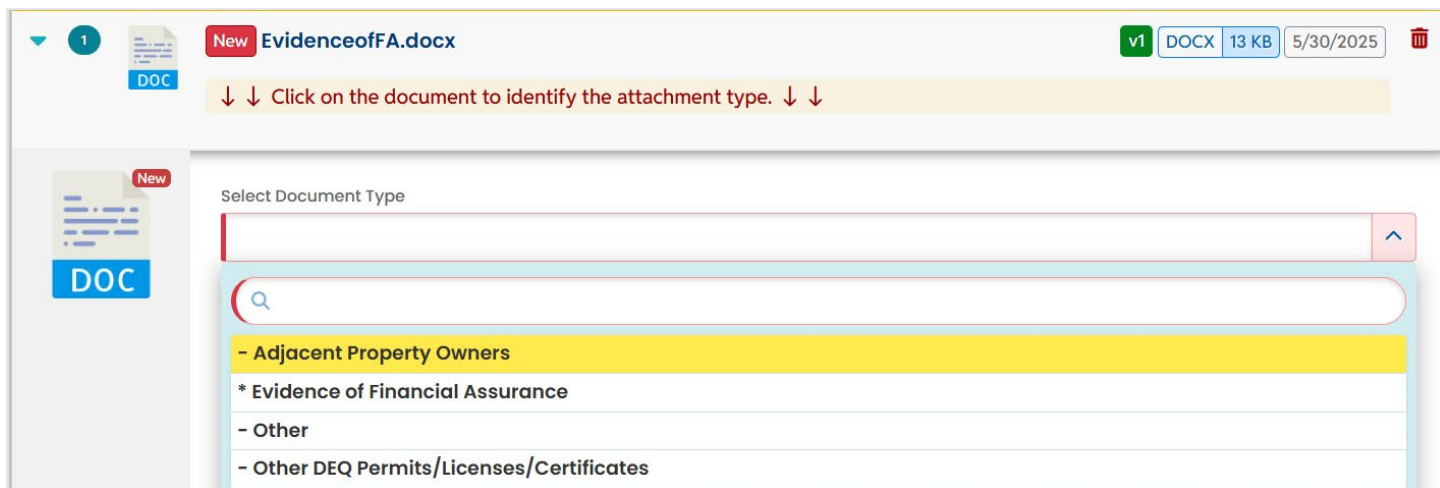
Instruction

**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.

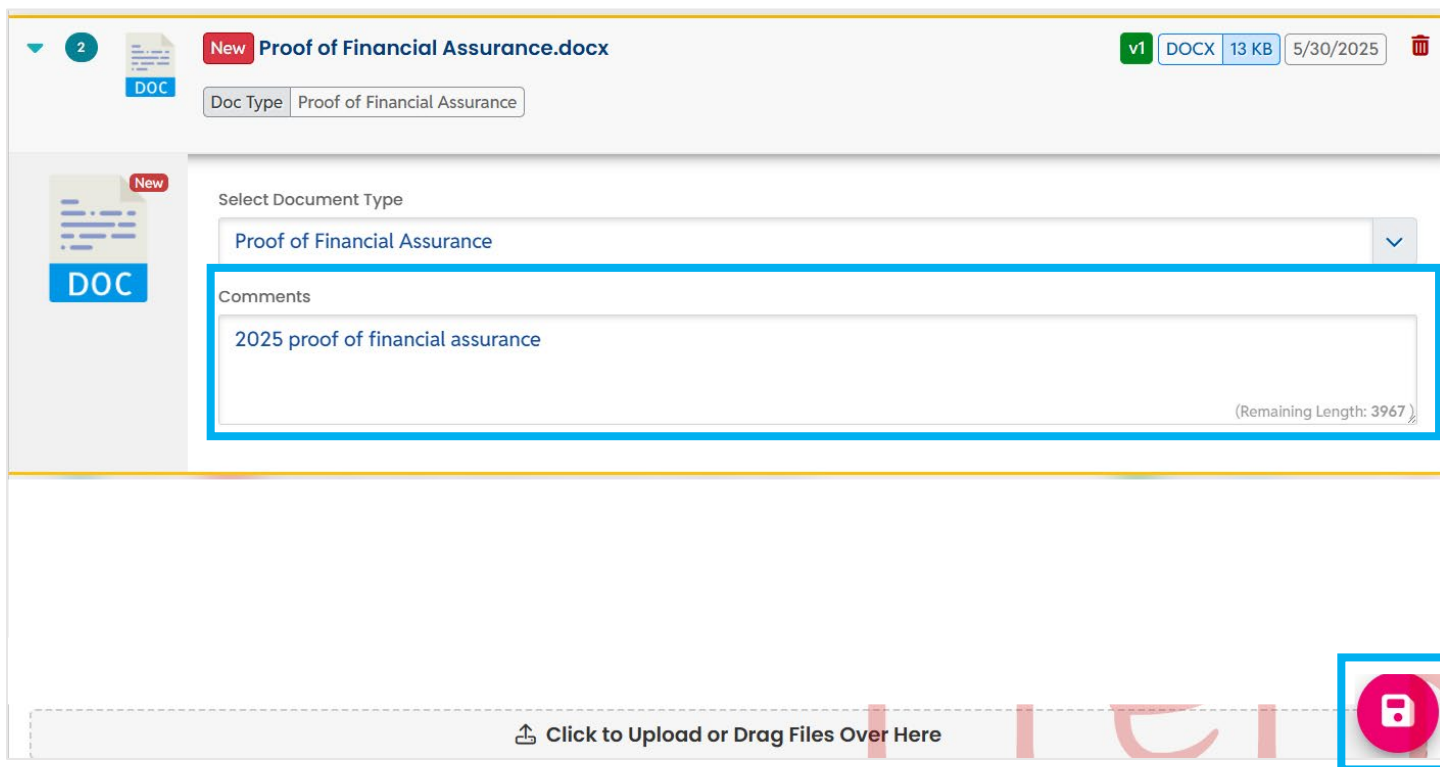
Click to Upload or Drag Files Over Here

Once uploaded, click on the document and a “Select Document Type” dropdown will appear. Click on the dropdown to select from the list of document types.




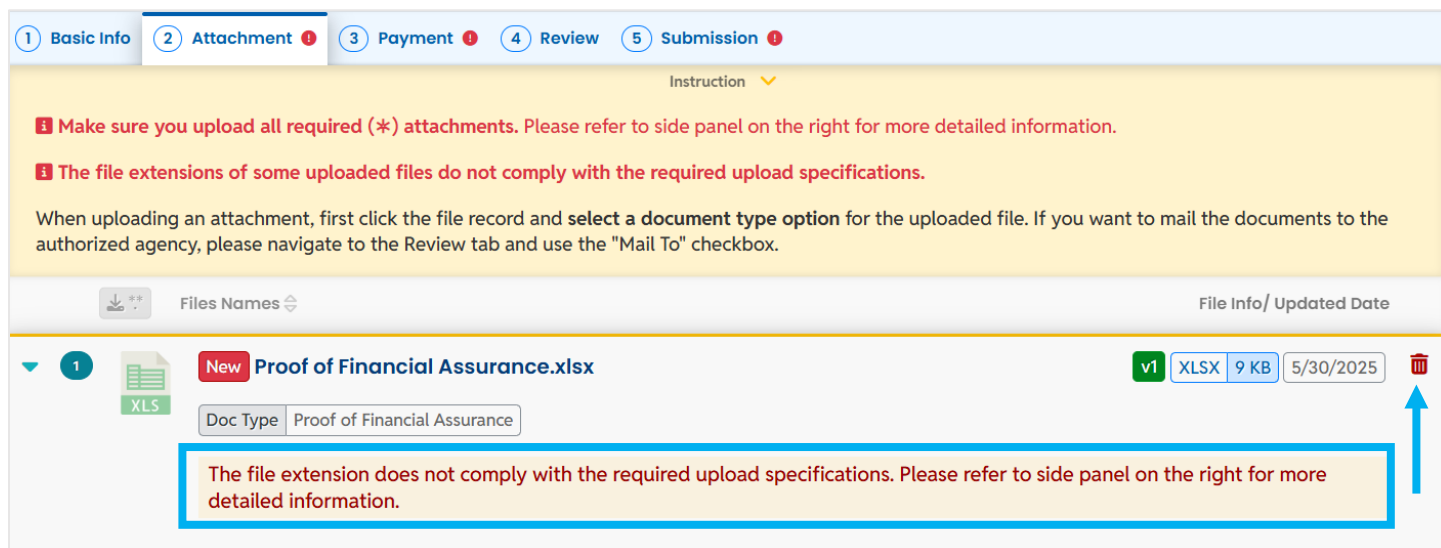
The screenshot shows a document upload interface. At the top, a document titled "EvidenceofFA.docx" is shown with a "New" tag, a "DOC" icon, and metadata: "v1", "DOCX", "13 KB", and "5/30/2025". Below the document name is a yellow instruction bar: "Click on the document to identify the attachment type." On the left, there is a sidebar with a "DOC" 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", "\* Evidence of Financial Assurance", "Other", and "Other DEQ Permits/Licenses/Certificates".

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 after the document type has been selected. The document title is now "Proof of Financial Assurance.docx". The "Doc Type" field is set to "Proof of Financial Assurance". The "Select Document Type" dropdown is now closed, and the "Comments" field is visible. The "Comments" field contains the text "2025 proof of financial assurance" and has a character count "(Remaining Length: 3967)". At the bottom right, there is a red "Save" icon, which is highlighted with a blue box. Below the "Comments" field is a dashed line with the text "Click to Upload or Drag Files Over Here".

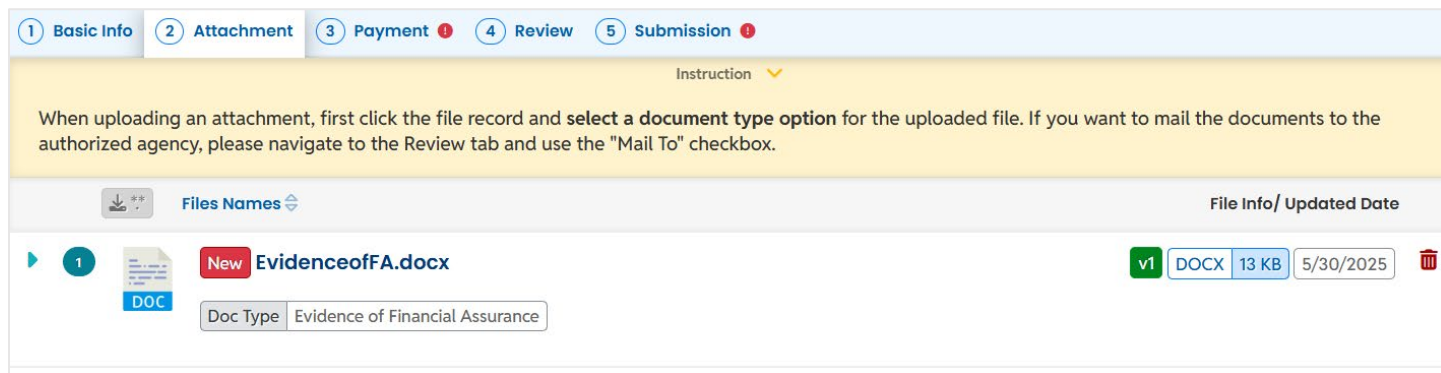
**NOTE:** If you have saved a document with an incorrect document type or format, you will need to delete the document using the Delete icon  on the upper right and re-attach the document to select the correct document type.





The screenshot shows the 'Attachment' tab of the application. At the top, there are five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. Below the tabs is an 'Instruction' section with two red alerts: '1 Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information.' and '1 The file extensions of some uploaded files do not comply with the required upload specifications.' Below the instructions 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 Proof of Financial Assurance.xlsx' with a 'Doc Type' of 'Proof of Financial Assurance'. The file info shows 'v1', 'XLSX', '9 KB', and '5/30/2025'. A red delete icon is visible on the right side of the row. A blue 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 from the error message to the delete icon.

Files Names	File Info/ Updated Date
<div>1</div> <div> <b>New</b> Proof of Financial Assurance.xlsx</div> <div>Doc Type Proof of Financial Assurance</div>	<div>v1</div> <div>XLSX</div> <div>9 KB</div> <div>5/30/2025</div> <div></div>

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.



The screenshot shows the 'Attachment' tab of the application. At the top, there are five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. Below the tabs is an 'Instruction' section with a single instruction: '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 of uploaded files. The table has columns for 'Files Names' and 'File Info/ Updated Date'. The first row shows a file named 'New EvidenceofFA.docx' with a 'Doc Type' of 'Evidence of Financial Assurance'. The file info shows 'v1', 'DOCX', '13 KB', and '5/30/2025'. A red delete icon is visible on the right side of the row.

Files Names	File Info/ Updated Date
<div>1</div> <div> <b>New</b> EvidenceofFA.docx</div> <div>Doc Type Evidence of Financial Assurance</div>	<div>v1</div> <div>DOCX</div> <div>13 KB</div> <div>5/30/2025</div> <div></div>

**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 of the Waste Tire Permit Application. The top navigation bar includes five tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review' (highlighted with a blue box), and '5 Submission'. Below the tabs, the 'Mandatory Attachment' section contains a red error message 'Missing required attachment.' and a checkbox labeled 'Select All Mail to'. A blue arrow points from this checkbox to the 'Mail to' checkbox in the 'Evidence of Financial Assurance' section. This section also lists file formats: pdf, doc, docx, xls, and xlsx. The 'Uploaded Attachment' section on the right shows 'No record.'

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Mandatory Attachment**

Missing required attachment.

☐ Select All Mail to

**\* Evidence of Financial Assurance**

Evidence of Financial Assurance

pdf doc docx xls xlsx

☐ Mail to



**Uploaded Attachment**


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 to remove the red alert icon . If you are unable to find the issue, contact your [regional permit coordinator](#) by using the contact information at the end 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

## 3.7 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

## 3.8 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 YDO.

- [Finding your submittal in YDO](#)
- [Completeness reviews](#)
- [What to do if you receive a send back email](#)
- Site Inspection - DEQ may schedule and complete a site inspection to verify that this permit is no longer needed.
- Final tonnage report
- [Finding your permit termination letter in YDO](#)

## 4. Attachments for a waste tire carrier permit

### Permit action type: new

- **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.

- **Waste Tire Carrier Additional Business Locations**

**YDO Logic:** In the Additional Facility Information section, when “Yes” is the selected response to the question “In addition to the Facility listed above, do you have additional business locations associated with this permit?” this attachment will display as required.

- **Evidence of Financial Assurance** - (example: bond, insurance, trust). OAR [340-093-0070](#)(j)

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

### Permit action type: renew and amend (aka modification)

- **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.

## **Permit action type: terminate**

Required Attachments: **None.**

## 5. Solid waste permitting staff contacts

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

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.

## 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	7/2/25	Reviewed	MG
1.0	7/7/25	Comms review	CV