



# User Guide

## Waste Tire Storage Site Permit Application

November 2025



State of Oregon  
Department of Environmental Quality

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## Translation or other formats

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# Table of contents

<b>System overview.....</b>	<b>6</b>
<b>Getting started in YDO .....</b>	<b>7</b>
<b>Introduction.....</b>	<b>9</b>
<b>1. New permit application instructions.....</b>	<b>10</b>
1.1 How to find the Solid Waste-Waste Tire Permit Application .....	10
1.2 Important things to know before you start your application .....	11
1.3 Basic info tab .....	12
1.3.1 Type of permit requested section.....	12
1.3.2 Applicant information section .....	12
1.3.3 Applicant mailing address section.....	14
1.3.4 Facility information section .....	14
1.3.5 Additional facility information section .....	17
1.3.6 Property owner information section.....	18
1.3.7 Site operator information section .....	19
1.3.8 Estimated start date section .....	19
1.3.9 Site operational information section .....	20
1.3.10 Additional information section .....	21
1.4 Attachment tab.....	22
1.5 Payment tab.....	26
1.6 Review tab .....	27
1.7 Submission tab .....	28
1.8 Finding your submittal in YDO .....	29
1.9 Next steps.....	30
1.9.1 Completeness reviews .....	30
1.9.2 What to do if you receive a send back email.....	30
1.9.3 Draft permit.....	31
1.9.4 Site inspection .....	31
1.9.5 Courtesy review.....	31

1.9.6	Public notice and comment period .....	33
1.9.7	Response to comments.....	34
1.9.8	Final action .....	34
<b>2.</b>	<b>Renew or amend permit application instructions .....</b>	<b>35</b>
2.1	How to find the Solid Waste-Waste Tire Permit Application renewal or amendment application .....	35
2.2	Important things to know before you start your application .....	37
2.3	Basic info tab .....	38
2.3.1	Type of permit requested section.....	38
2.3.2	Applicant information section .....	38
2.3.3	Applicant mailing address section.....	39
2.3.4	Facility information section.....	40
2.3.5	Permit section.....	40
2.3.6	Additional facility information section .....	41
2.3.7	Property owner information section.....	41
2.3.8	Site operator information section .....	42
2.3.9	Estimated start date section .....	42
2.3.10	Description of the modification section.....	43
2.3.11	Site operational information section .....	43
2.3.12	Additional information section .....	45
2.4	Attachment tab.....	46
2.5	Payment tab.....	50
2.6	Review tab .....	50
2.7	Submission tab .....	51
2.8	Next steps.....	52
<b>3.</b>	<b>Terminate permit application instructions .....</b>	<b>53</b>
3.1	How to find the Solid Waste-Waste Tire Permit terminate application .....	53
3.2	Important things to know before you start your application .....	55
3.3	Basic info tab .....	56
3.3.1	Type of permit requested section.....	56
3.3.2	Applicant information section .....	56

3.3.3	Applicant mailing address section.....	57
3.3.4	Facility information section .....	58
3.3.5	Permit section.....	58
3.3.6	Additional facility information section .....	58
3.3.7	Property owner information section.....	59
3.3.8	Site operator information section .....	60
3.3.9	Explanation of termination section .....	61
3.4	Attachment tab.....	62
3.5	Payment tab.....	66
3.6	Review tab .....	66
3.7	Submission tab .....	67
3.8	Next steps.....	68
<b>4.</b>	<b>Attachments for a waste tire storage site .....</b>	<b>69</b>
<b>5.</b>	<b>Solid waste permitting staff contacts .....</b>	<b>72</b>
<b>6.</b>	<b>FTP link information .....</b>	<b>72</b>
<b>7.</b>	<b>Troubleshooting .....</b>	<b>73</b>
<b>8.</b>	<b>Helpdesk and resources .....</b>	<b>73</b>
<b>9.</b>	<b>Version history.....</b>	<b>73</b>

# System overview

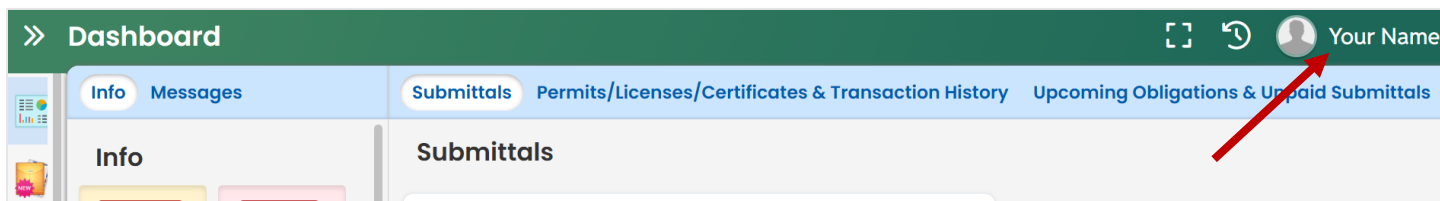
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.


[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 waste tire storage 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.

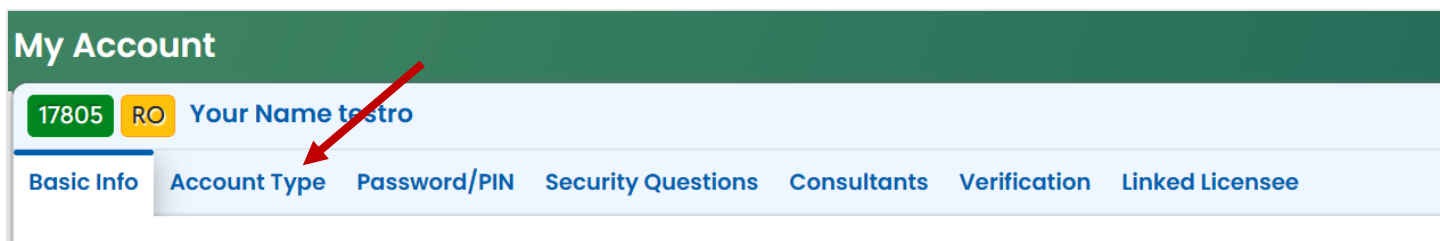
To add Solid Waste to an existing account, click your name in the top right corner.



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 waste tire permit application for a waste tire storage site 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:

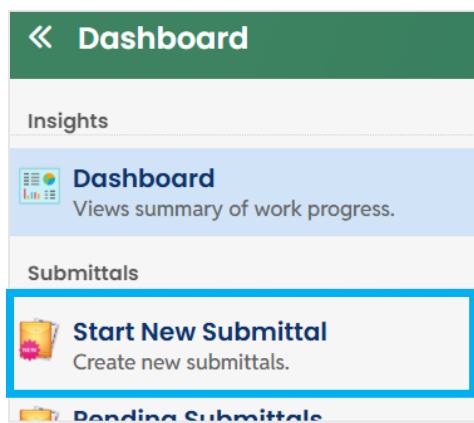
- [New](#)
- [Renew or Amend \(modification\)](#)
- [Termination](#)


# 1. New permit application instructions

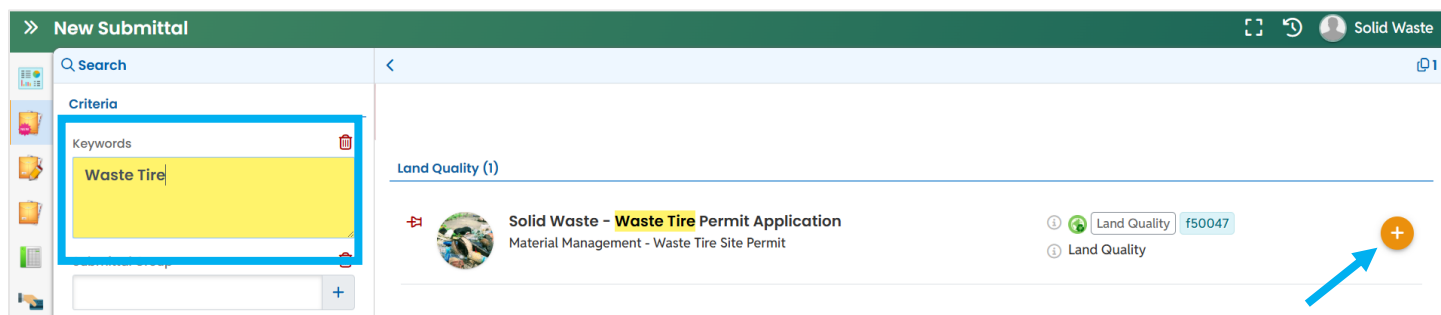
## 1.1 How to find the Solid Waste-Waste Tire Permit Application

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 plan to submit. 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.




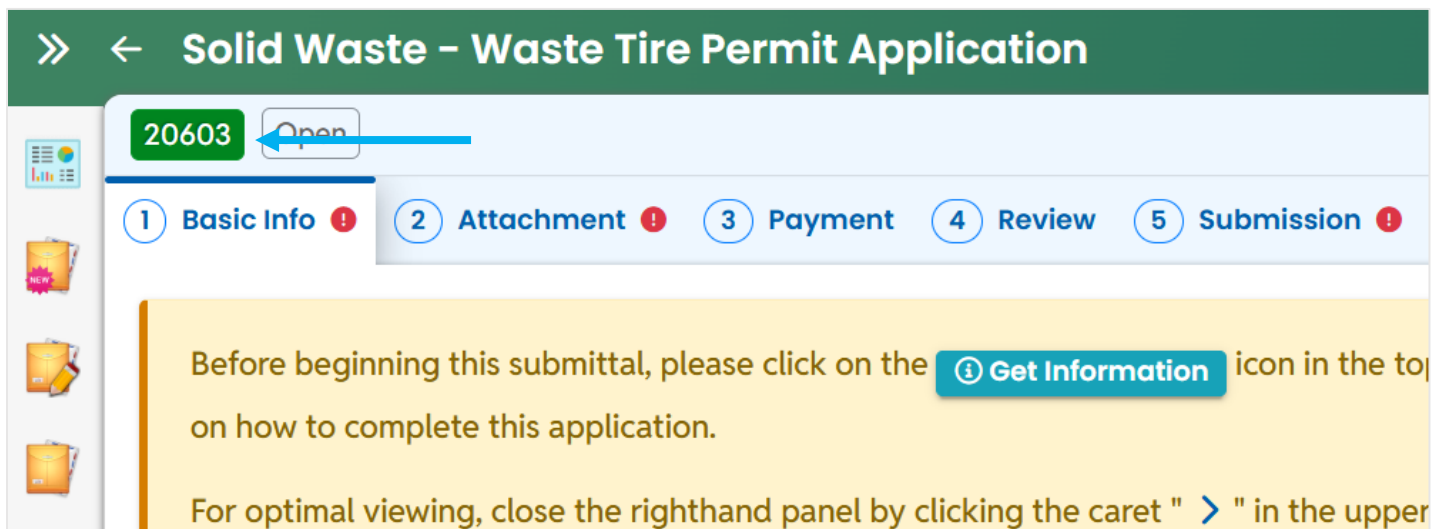
## 1.2 Important things to know before you start your application

**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 storage site.

### 1.3.1 Type of permit requested section

Select the waste tire storage site 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 the Secretary of State site.

Waste Tire Storage 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



### 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

Building, Unit, Suite, or Floor #

City

State

Zip Code

OR (Oregon)

00000-0000

Required.

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 site instructions](#).

**Facility Information**

☒ Select your facility ☐ Create new facility


## Select your site instructions:

To select your site, click the dropdown 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** 311806

400 E Scenic Dr, The Dalles, OR 97058

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

The county will automatically populate.

Select your site (project site)

 **Example DEQ Permitted Solid Waste Facility** 311806

400 E Scenic Dr, The Dalles, OR 97058

County

Wasco ( Eastern )

Skip to [Additional facility information section](#).

## 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. Fields not required: Abbreviation, Is the facility located on Native American Lands (if unsure), Fax, and Number of Employees.

If the site has a common name, business name, or “doing business as” (DBA), 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 site.

**Facility Information**

☐ Select your site ☒ Create new site

**New Site Information**

Site Name  
  
Required.

Abbreviation

Is the site located on Native American Lands?

Email   
Required and Check the Email Format.

Phone   
Required and Check the Phone Number Format.

Fax

Number of Employees

Comments  

(Remaining Length: 4)

## Mailing address

This is the mailing address for the facility.

**Mailing Address**

Country  
☒ United States ☐ Canada

Address   
Required.

Building, Unit, Suite, or Floor #

City   
Required.

State

Zip Code   
Required.



## Physical location

This is the address of the site. If the physical address is the same as the mailing address, click the Copy from Mailing Address icon. Click the dropdown 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

Building, Unit, Suite, or Floor #

City


State


Zip Code

Latitude

Longitude

County (Region)





### 1.3.5 Additional facility information section

The Township, Range, Section and Tax Lot#(s) covered in the LUCS. 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.

## 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 Secretary of State site.

**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  

OR (Oregon) ▼

Zip Code  
  

Required.

## 1.3.8 Estimated start date section

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

**Estimated Start Date**

What is the planned start date of site operations?  
  

Required


## 1.3.9 Site operational information section

Select the type of businesses at the site.

**Site Operational Information**

Type of business(es) at the site (check all that apply)

☐ Waste Tire Storage Site☐ Waste Tire Processor☐ Tow Yard  
☐ Waste Tire Carrier☐ Auto Dismantler☐ Residence  
☐ Farm☐ Tire Retreader☐ Tire Retailer  
☐ Other (describe)


 Required

### Do you have a Dismantle Certificate from Oregon DMV?

If you currently have an active Dismantler Certificate from Oregon DMV, select Yes.

Do you have a Dismantler Certificate from Oregon DMV?

☐ Yes ☐ No


 Required.

### What is the maximum number of passenger tires to be stored at your site?

Enter the maximum number of passenger tires ([defined as a tire with less than 18-inch rim diameter](#)) to be stored at your site at any given time. This number will be used to determine adequate financial assurance required for the site.

What is the maximum number of passenger tires to be stored at your site?

tires


 Required

### What is the maximum number of truck tires to be stored at your site?

Enter the maximum number of truck tires ([defined as a tire with a rim diameter between 18 and 24.5 inches](#)) to be stored at your site at any given time. This number will be used to determine adequate financial assurance required for the site.

What is the maximum number of truck tires to be stored at your site?

tires


 Required

## What is the maximum volume of tire-derived material to be stored at your site?

Enter the maximum volume of tire-derived material to be stored at your site at any given time. This volume will be used to determine adequate financial assurance required for the site.

What is the maximum volume of tire-derived material to be stored at your site?

cubic yards


 Required

## Do you plan to accept waste tires from the public?

If an individual from the public may bring waste tires to the site for storage, then the answer is Yes.

Do you plan to accept waste tires from the public?


☐ Yes ☐ No

 Required.

## Do you plan to accept waste tires from waste tire carriers?

Do you plan to accept waste tires from waste tire carriers?

☐ Yes ☐ No

 Required.


### 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 other DEQ Permits/Licenses/Certificates?

☐ Yes ☐ No


 Required



#### 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.

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 warning 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.

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
- 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](#) using the contact information at the end of this document for assistance.

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

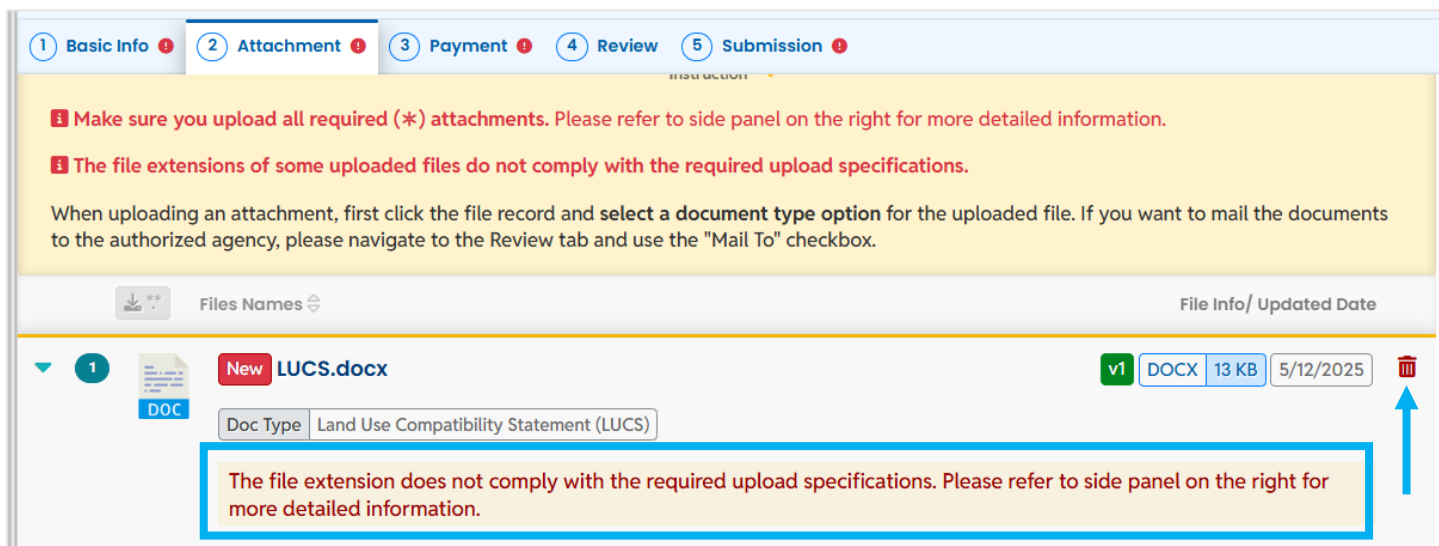
Once uploaded, click on the document and a “Select Document Type” dropdown will appear. Click on the dropdown for a list of document types.

The screenshot shows a document upload interface. At the top, a document titled "Detailed Plans and Specifications.docx" is listed with a "DOC" icon, version "v1", size "13 KB", and date "5/29/2025". Below this, a yellow instruction bar says "Click on the document to identify the attachment type." The main area shows a "Select Document Type" dropdown menu with a search bar. The dropdown list includes the following 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 "Attachment" tab of the document upload interface. The top navigation bar includes tabs for "Basic Info", "Attachment", "Payment", "Review", and "Submission". An instruction bar states: "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, a table lists the uploaded files. The first file is "LUCS.pdf" with a "PDF" icon, version "v1", size "16 KB", and date "5/28/2025". The "Doc Type" is set to "Land Use Compatibility Statement (LUCS)". The "Select Document Type" dropdown is open, showing "Land Use Compatibility Statement (LUCS)". The "Comments" field contains the text "2025 signed Land Use Compatibility Statement" and has a remaining length of 3956 characters. At the bottom right, there is a "1 Results" button and a red "Save" icon.

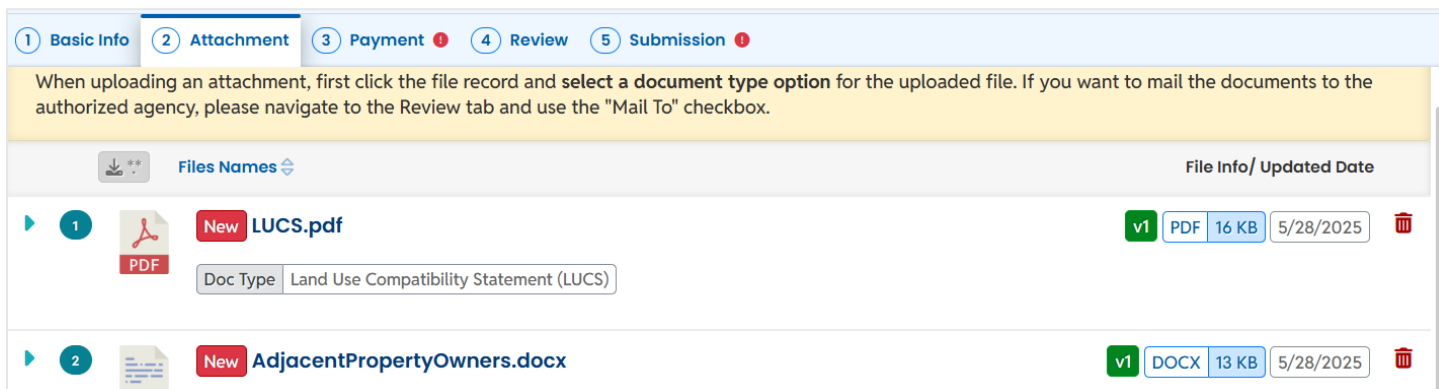
**NOTE:** If you have saved a document with an incorrect document type or format, you will need to delete the document using the Delete icon  on the upper right and re-attach the document in order to select the correct document type.







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, a yellow banner contains two red warning 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 the banner, a table lists uploaded files. The first file is 'New LUCS.docx', which is highlighted with a blue box. To its right, there is a green 'v1' icon, a 'DOCX' label, '13 KB' size, and '5/12/2025' date. A red trash icon is visible to the right of the file. Below the file name, a 'Doc Type' dropdown menu is set to 'Land Use Compatibility Statement (LUCS)'. A yellow box with a red border contains the 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 this message to the trash icon.

Files Names	File Info/ Updated Date
<div>1  <b>New LUCS.docx</b></div> <div>Doc Type Land Use Compatibility Statement (LUCS)</div>	<div>v1 DOCX 13 KB 5/12/2025 </div>

Once the required attachments are uploaded, labeled and saved, the red warning 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, a yellow banner contains a message: '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 banner, a table lists uploaded files. The first file is 'New LUCS.pdf', which is highlighted with a blue box. To its right, there is a green 'v1' icon, a 'PDF' label, '16 KB' size, and '5/28/2025' date. A red trash icon is visible to the right of the file. Below the file name, a 'Doc Type' dropdown menu is set to 'Land Use Compatibility Statement (LUCS)'. The second file is 'New AdjacentPropertyOwners.docx', which is also highlighted with a blue box. To its right, there is a green 'v1' icon, a 'DOCX' label, '13 KB' size, and '5/28/2025' date. A red trash icon is visible to the right of the file. Below the file name, a 'Doc Type' dropdown menu is set to 'Land Use Compatibility Statement (LUCS)'.

Files Names	File Info/ Updated Date
<div>1  <b>New LUCS.pdf</b></div> <div>Doc Type Land Use Compatibility Statement (LUCS)</div>	<div>v1 PDF 16 KB 5/28/2025 </div>
<div>2  <b>New AdjacentPropertyOwners.docx</b></div> <div>Doc Type Land Use Compatibility Statement (LUCS)</div>	<div>v1 DOCX 13 KB 5/28/2025 </div>

**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, referring to 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.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

\* Adjacent Property Owners

List of adjacent property owners

gifjpegpdf

jpgpngdoc

☐ 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](#): This includes step-by-step instructions.
- [Your DEQ Online Payments](#): This is the general YDO payment information 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.

Fee

\$ 250.00

+

Service

\$ 10.00

-

Paid

\$ 0.00

=

Due

\$ 260.00

Pay Amount Due

Fees

Application Processing Fee

1 Permit/License/Certificate Fee

1 Application Processing Fee

\$ 250.00

Technology Fee

1 Additional Fee


1 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.

\$ 10.00



2 Results


Payment Transactions

No payment transaction records.


PrePP

## 1.6 Review tab


Review your submittal information and any attachments provided. If a red warning 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 warning icon . If you are unable to find the issue, contact your [regional permit coordinator](#).

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
\$ 250.00	+	\$ 10.00	-	\$ 0.00	=	\$ 260.00

# 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

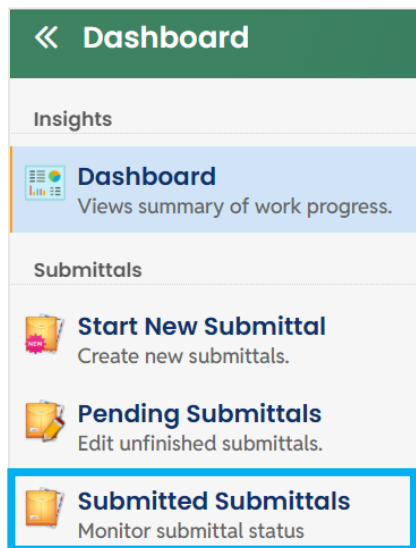
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own 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

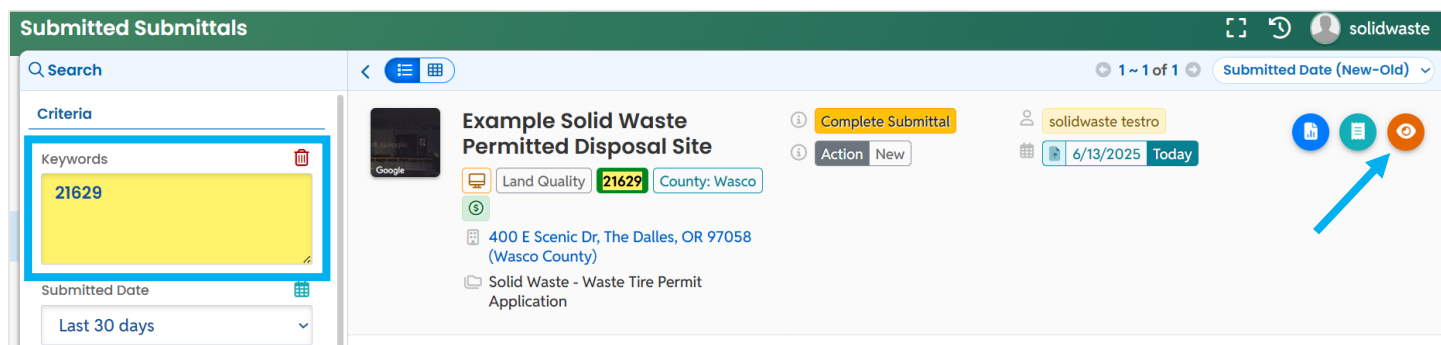
## 1.8 Finding your submittal in YDO

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

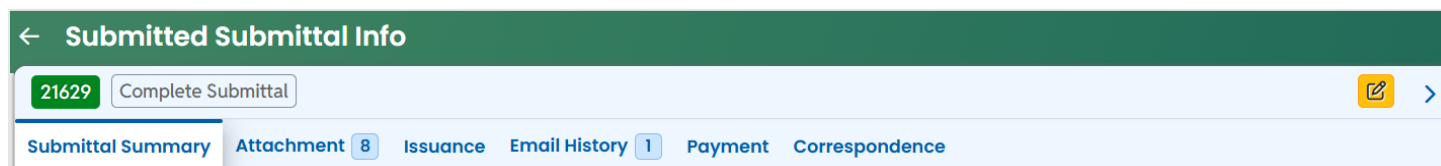
To view your submittal in YDO, in the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the Submitted Submittals icon .



In the Submitted Submittals module, your application may be at the top of the page. If not, 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 storage site 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. If your application is elevated to a Category 4, there will be a Public Notice and Informational Meeting conducted. 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.

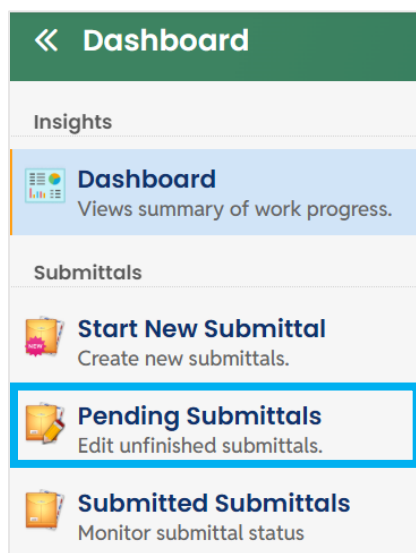
yourdeqonline@govonlinesaas.com  
YourDEQOnline System Message:


External [UAT] Application Send Back

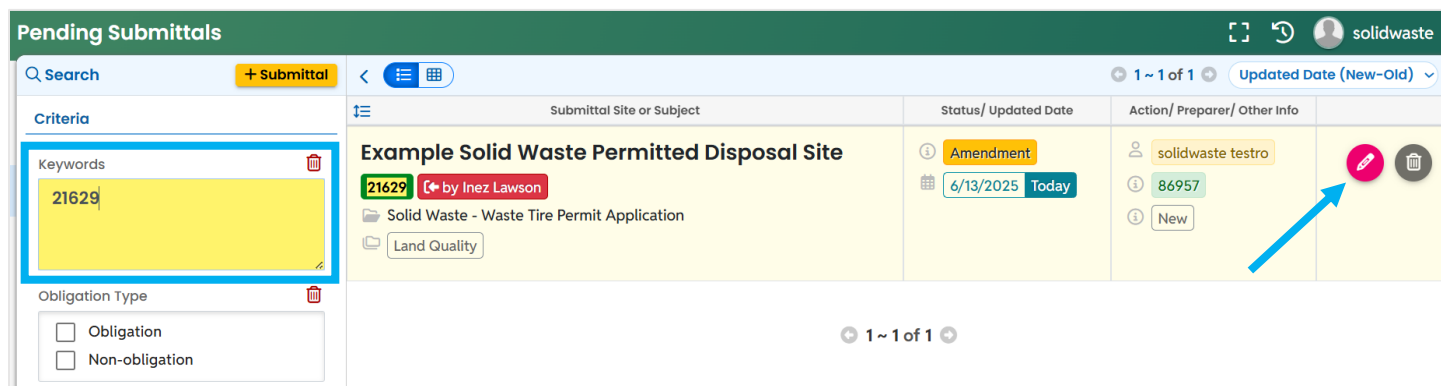
Tue 6/3/2025 8:27 AM


## 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/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](#).

### 1.9.3 Draft permit

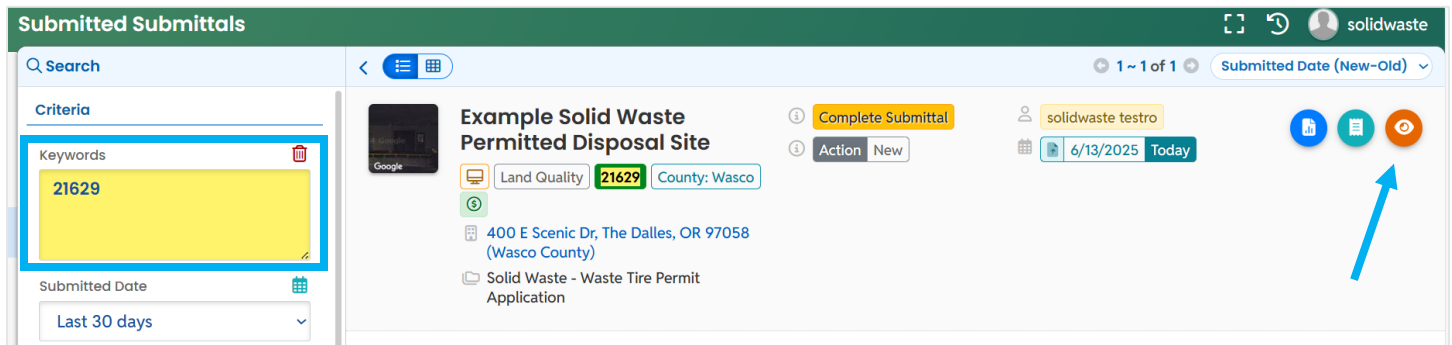
DEQ staff will develop a draft permit package, including the draft permit, permit evaluation report, and public notice.


### 1.9.4 Site inspection

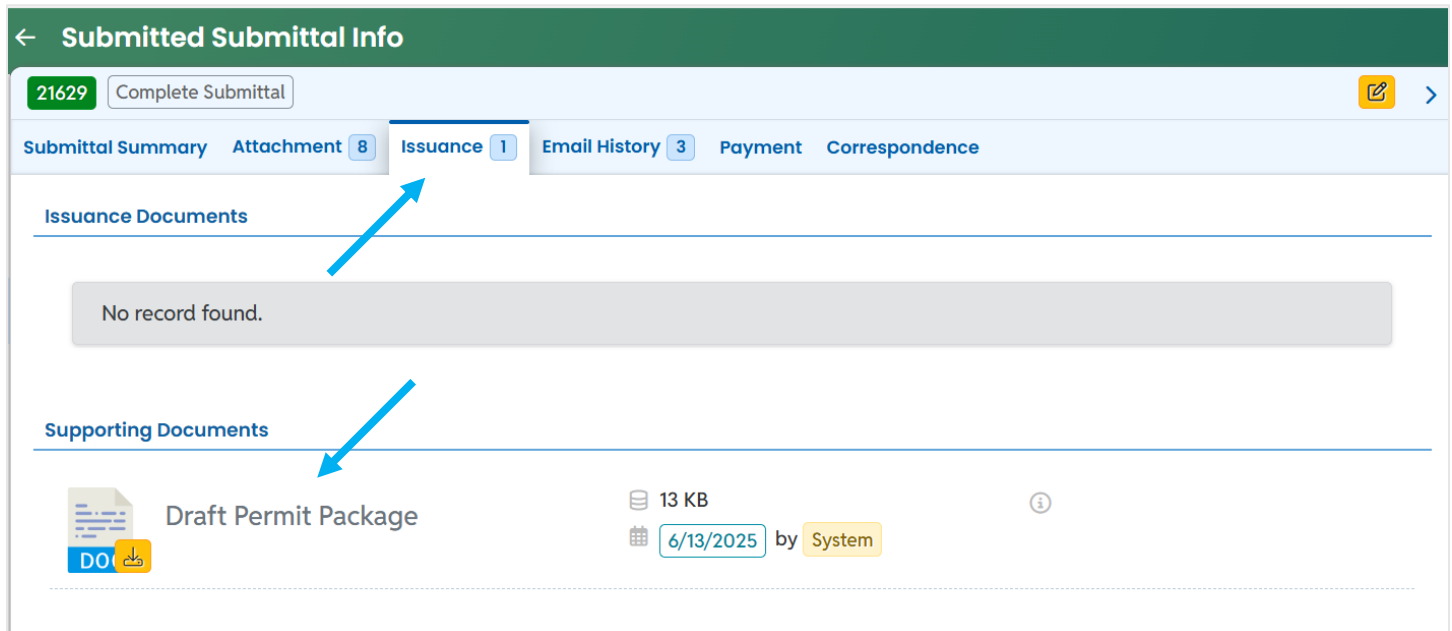
DEQ will schedule and complete a site inspection(s) before the public notice.

### 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.





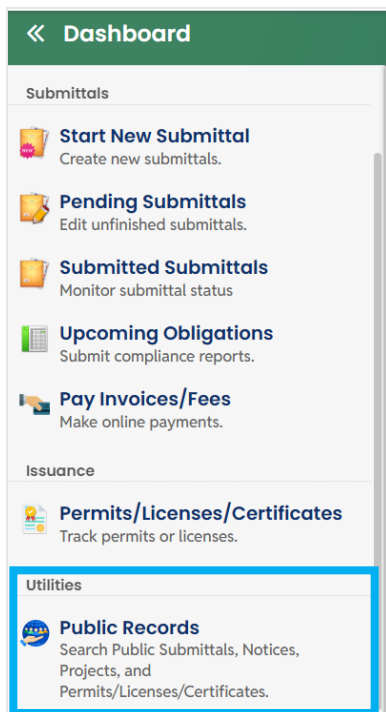
The courtesy review draft permit package is in the Supporting Documents section. To view the document, click the download file  button.




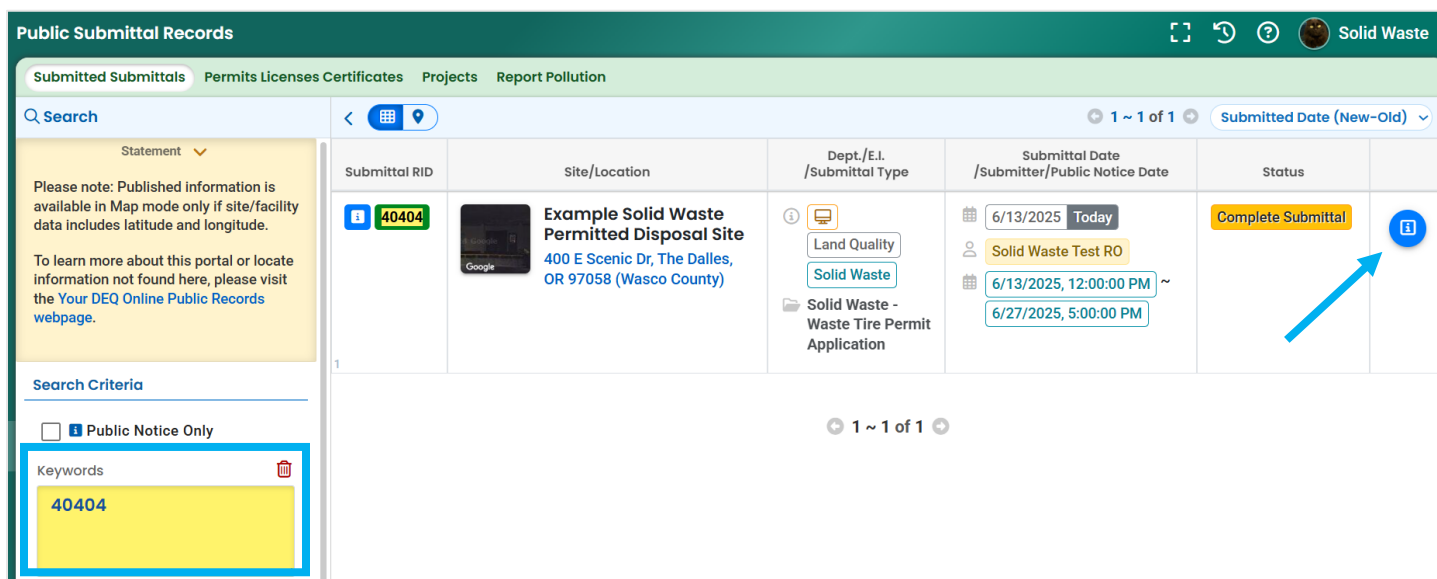


## 1.9.6 Public notice and comment period

DEQ may put the draft permit package out for public notice and comment. If appropriate, DEQ 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.

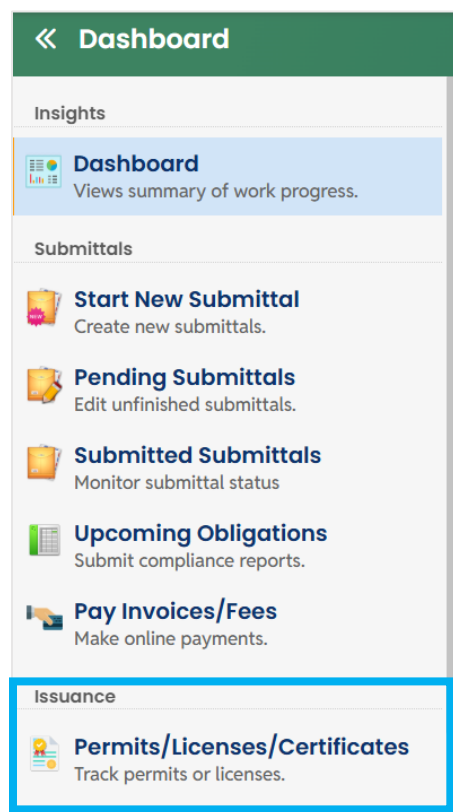
## 1.9.7 Response to comments

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 YDO, 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

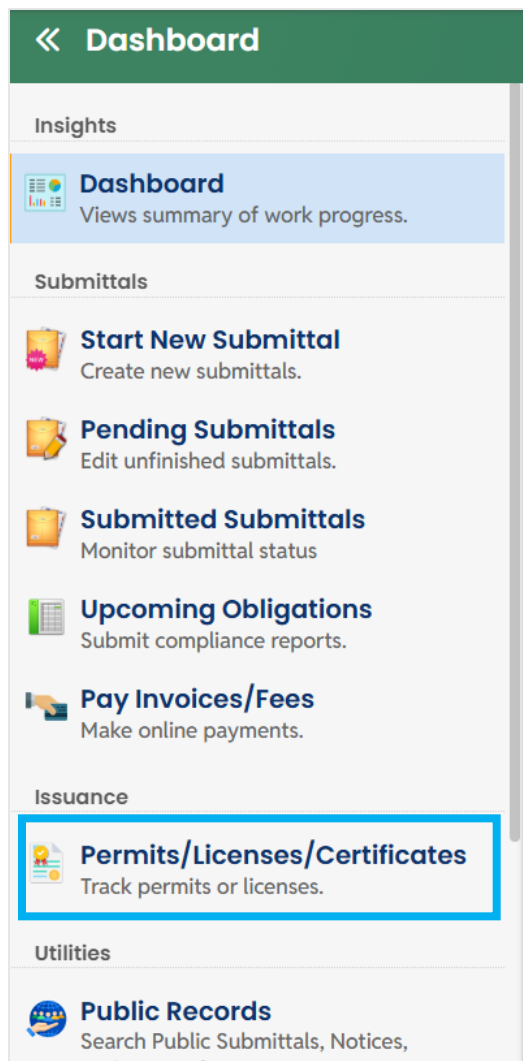
OAR [340-093-0110](#) identifies scenarios that will result in the denial of a permit.

## 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.

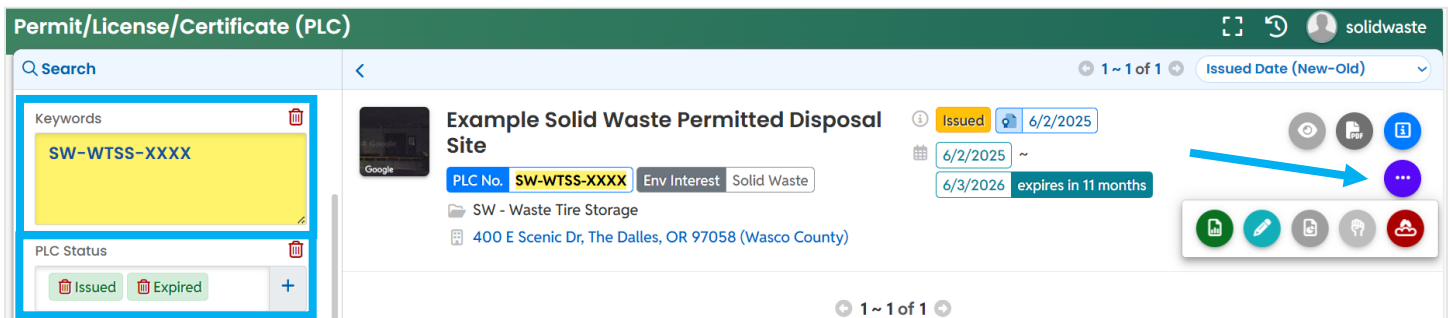


Once in the PLC module, the quickest way to find a permit is as follows:

- 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 (Modification): 
- Renewal: 
- Terminate: 



Permit/License/Certificate (PLC)

Search

Keywords

SW-WTSS-XXXX

PLC Status

Issued Expired

Example Solid Waste Permitted Disposal Site

PLC No. SW-WTSS-XXXX Env Interest Solid Waste

SW - Waste Tire Storage

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


Issued 6/2/2025


6/2/2025 ~ 6/3/2026 expires in 11 months



More Actions

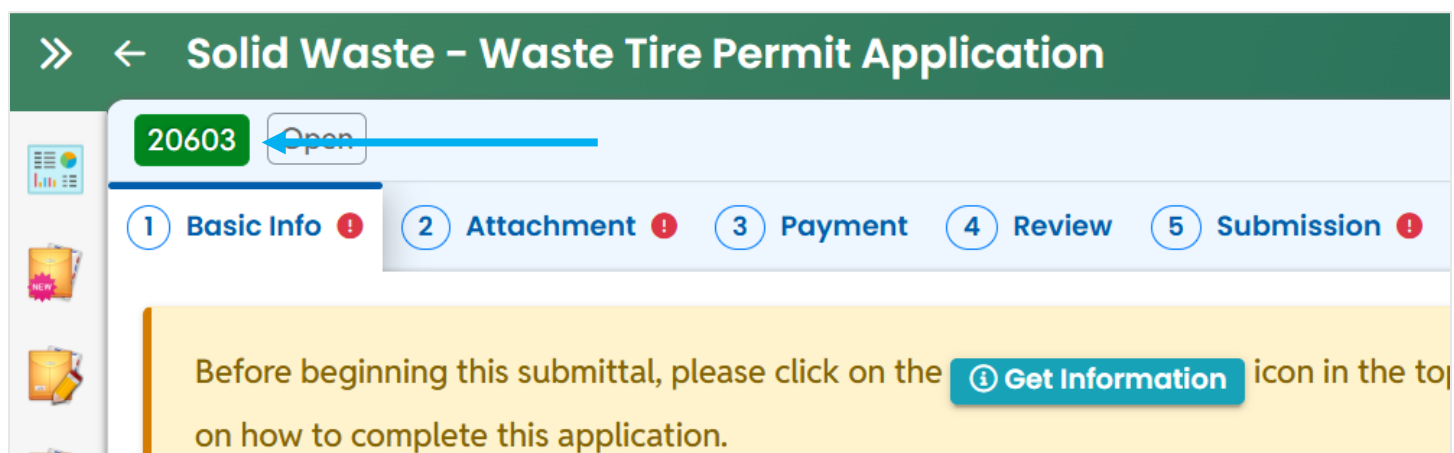
## 2.2 Important things to know before you start your application

**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.

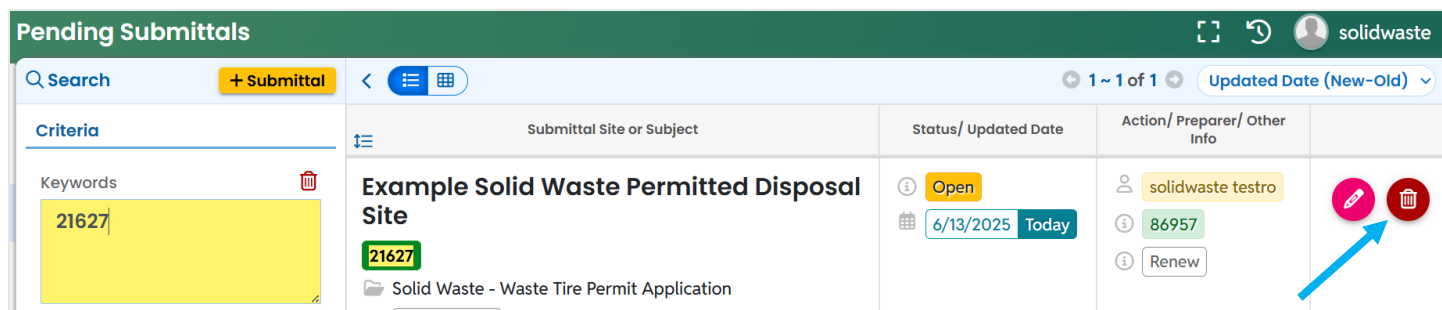
**Take note of the Submittal ID number.** The submittal is automatically assigned a unique Submittal ID number . It is in the top left corner.

**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 (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 you would like to apply for, you should delete the accidental submittal (it will prevent future

submittals). To do this you will need to 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 .



## 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 (modification) of a waste tire storage site.

### 2.3.1 Type of permit requested section

This field is auto populated 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.

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 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.

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 storage 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

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?

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 (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  
Storage

# SW-WTSS-XXXX

Permit ID 37737

Effective Date 6/2/2025

Expiration Date 6/3/2026

Issued Date 6/2/2025

Issued

Example  
Permitted Waste  
Tire Storage Site



## 2.3.6 Additional facility information section

The Township, Range, Section and Tax Lot#(s) covered in the LUCS. 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 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
<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

☒ United States ☐ Canada ☐ Other

Address

Required.

Building, Unit, Suite, or Floor #

City

Required.

State

OR (Oregon)

Zip Code

Required.

## 2.3.8 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 from their site.

**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.

## 2.3.9 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


## 2.3.10 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


## 2.3.11 Site operational information section

Select the type of businesses at the site.

**Site Operational Information**

Type of business(es) at the site (check all that apply)


<input type="checkbox"/> Waste Tire Storage Site	<input type="checkbox"/> Waste Tire Processor	<input type="checkbox"/> Tow Yard
<input type="checkbox"/> Waste Tire Carrier	<input type="checkbox"/> Auto Dismantler	<input type="checkbox"/> Residence
<input type="checkbox"/> Farm	<input type="checkbox"/> Tire Retreader	<input type="checkbox"/> Tire Retailer
<input type="checkbox"/> Other (describe)		

 Required

If you currently have an active Dismantler Certificate from Oregon DMV, select Yes.

Do you have a Dismantler Certificate from Oregon DMV?

☐ Yes ☐ No


 Required.

## What is the maximum number of passenger tires to be stored at your site?

Enter the maximum number of passenger tires ([defined as a tire with less than 18-inch rim diameter](#)) to be stored at your site at any given time. This number will be used to determine adequate financial assurance required for the site.

What is the maximum number of passenger tires to be stored at your site?

tires

 Required

## What is the maximum number of truck tires to be stored at your site?

Enter the maximum number of truck tires ([defined as a tire with a rim diameter between 18 and 24.5 inches](#)) to be stored at your site at any given time. This number will be used to determine adequate financial assurance required for the site.

What is the maximum number of truck tires to be stored at your site?

tires

Required

## What is the maximum volume of tire-derived material to be stored at your site?

Enter the maximum volume of tire-derived material to be stored at your site at any given time. This volume will be used to determine adequate financial assurance required for the site.

What is the maximum volume of tire-derived material to be stored at your site?

cubic yards

Required

## Do you plan to accept waste tires from the public?

If an individual from the public may bring waste tires to the site for storage, then the answer is Yes.

Do you plan to accept waste tires from the public?

☐ Yes ☐ No

Required.

## Do you plan to accept waste tires from waste tire carriers?

Do you plan to accept waste tires from waste tire carriers?

☐ Yes ☐ No

Required.


## 2.3.12 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 other DEQ Permits/Licenses/Certificates?

☐ Yes ☐ No


 Required



### 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.

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 warning 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 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.

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
- 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 referring to the contact section 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

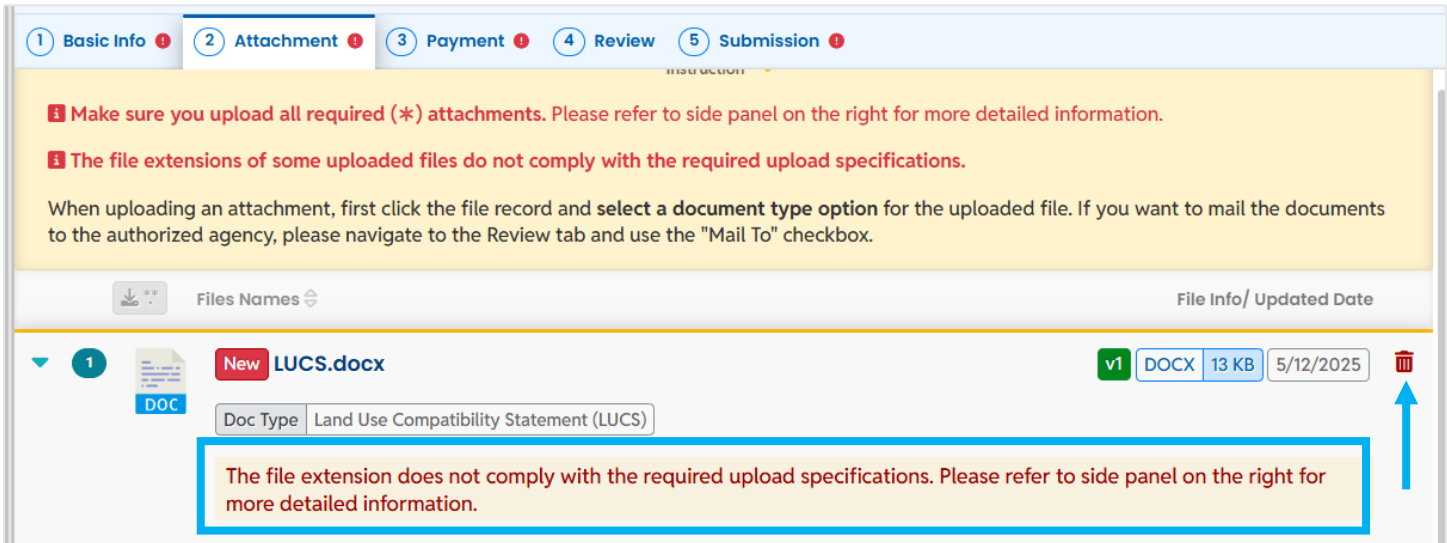
Once uploaded, click on the document and a “Select Document Type” dropdown will appear. Click on the dropdown for a list of document types.

The screenshot shows a document upload interface. At the top, a document titled "AdjacentPropertyOwners.docx" is listed with a "DOC" icon, version "v1", size "13 KB", and date "6/13/2025". Below this, a yellow banner instructs the user to "Click on the document to identify the attachment type." On the left, a sidebar shows a "New" button and a "DOC" icon. 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", "- Detailed Plans and Specifications", "- Evidence of Financial Assurance", "- Land Use Compatibility Statement (LUCS)", "- Other", "- Other DEQ Permits/Licenses/Certificates", "\* Proof of Financial Assurance", and "- Property Lease or Rental Agreement". A large "ProPR" watermark is visible across the bottom half of the screen.


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.

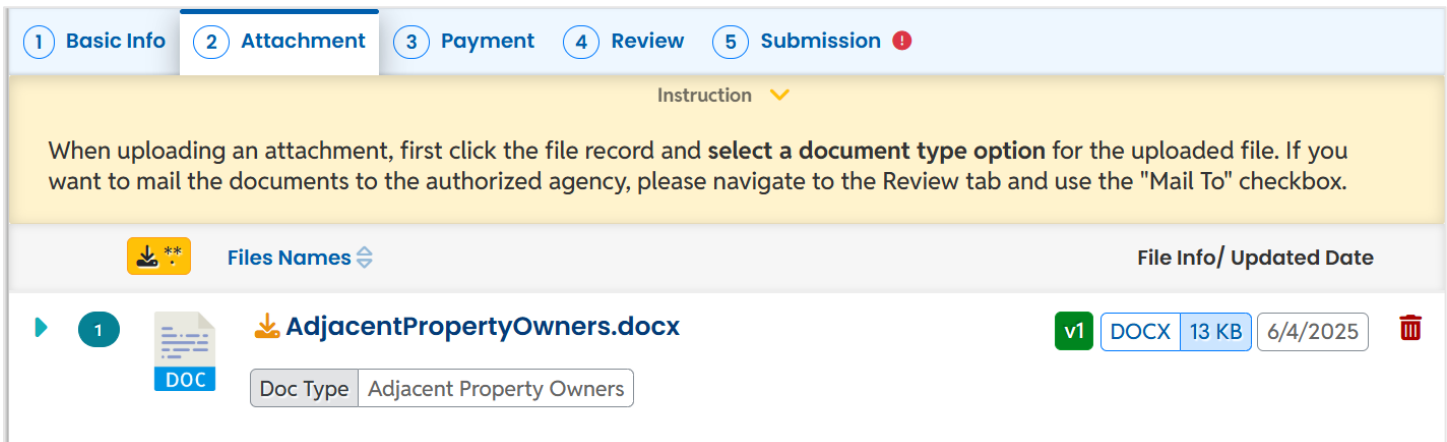
The screenshot shows the document upload interface for a PDF file. At the top, a document titled "LUCS.pdf" is listed with a "PDF" icon, version "v1", size "16 KB", and date "5/28/2025". Below this, a yellow banner contains instructions: "Make sure you upload all required (\*) attachments. Please refer to side panel on the right for more detailed information." and "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." The interface has a tabbed navigation system with tabs for "Basic Info", "Attachment", "Payment", "Review", and "Submission". The "Attachment" tab is active. Below the tabs, there is a "Files Names" section with a download icon and a "File Info/ Updated Date" section. The main area shows a "New" button and a "PDF" icon. The "Select Document Type" dropdown is open, showing "Land Use Compatibility Statement (LUCS)". Below this, the "Comments" field is highlighted with a blue border and contains the text "2025 signed Land Use Compatibility Statement". At the bottom right, a "Save" icon is highlighted with a blue border. A "1 Results" button is visible at the bottom center.

**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: 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. Below the tabs, there are two red warning 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 first file is 'LUCS.docx', which is labeled 'New' and 'DOC'. It has a 'Doc Type' of 'Land Use Compatibility Statement (LUCS)'. To the right of the file name, there is a green 'v1' label, a blue 'DOCX' label, a blue '13 KB' label, and a grey '5/12/2025' label. To the far right of the file row is a red trash can icon. A blue arrow points up to this icon. Below the file row, there is a red warning message: '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 warning 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: 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. Below the tabs, there is an 'Instruction' dropdown menu. Below the instruction, there is a yellow message 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 message box, there is a table of uploaded files. The first file is 'AdjacentPropertyOwners.docx', which is labeled 'DOC'. It has a 'Doc Type' of 'Adjacent Property Owners'. To the right of the file name, there is a green 'v1' label, a blue 'DOCX' label, a blue '13 KB' label, and a grey '6/4/2025' label. To the far right of the file row is a red trash can 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.



**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.

## 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 warning 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 warning icon . If you are unable to find the issue, contact your [regional permit coordinator](#).

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 storage site permit application. Depending on what is proposed in your specific application, there may be additional steps not discussed below.

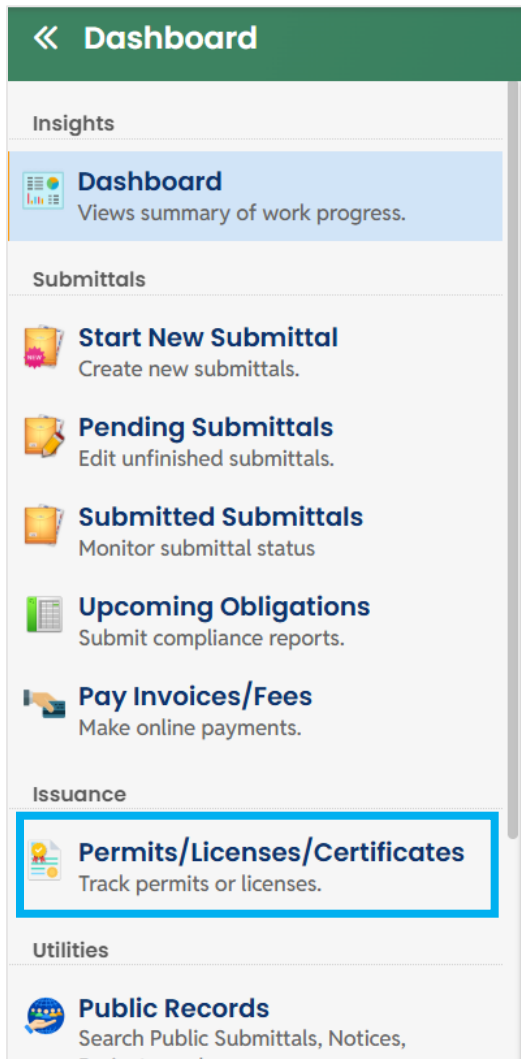
- [Finding your submittal in YDO](#)
- [Completeness reviews](#)
- [What to do if you receive a send back email](#)
- [Draft permit](#)
- Site inspection - DEQ may schedule and complete an additional site inspection before the public notice.
- [Courtesy review](#)
- [Public notice and comment period](#)
- [Response to comments](#)
- [Final action](#)

## 3. Terminate permit application instructions

### 3.1 How to find the Solid Waste-Waste Tire Permit terminate 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 terminate.

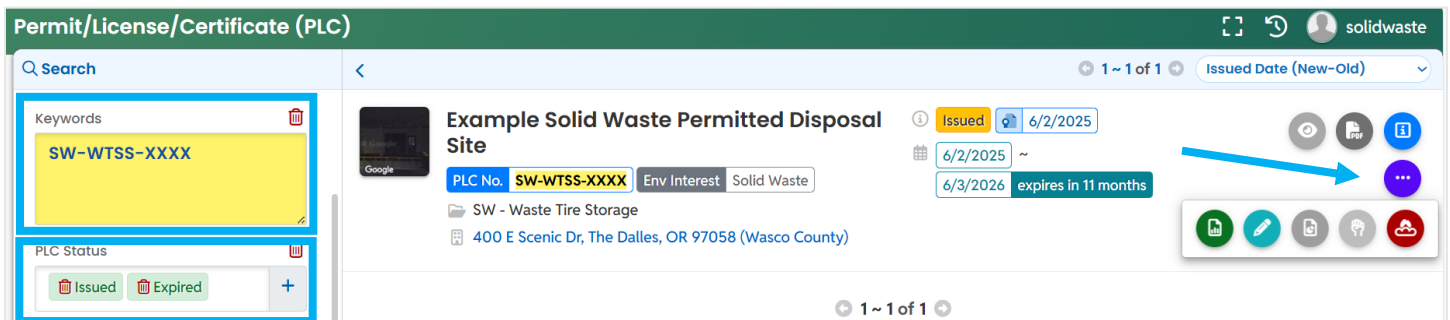


Once in the Permits/Licenses/Certificates module, the quickest way to find a permit is as follows:

- 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: 



Permit/License/Certificate (PLC)

Search

Keywords

SW-WTSS-XXXX

PLC Status

Issued Expired

Example Solid Waste Permitted Disposal Site

PLC No. SW-WTSS-XXXX Env Interest Solid Waste

SW - Waste Tire Storage

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


Issued 6/2/2025

6/2/2025 ~ 6/3/2026 expires in 11 months


More Actions

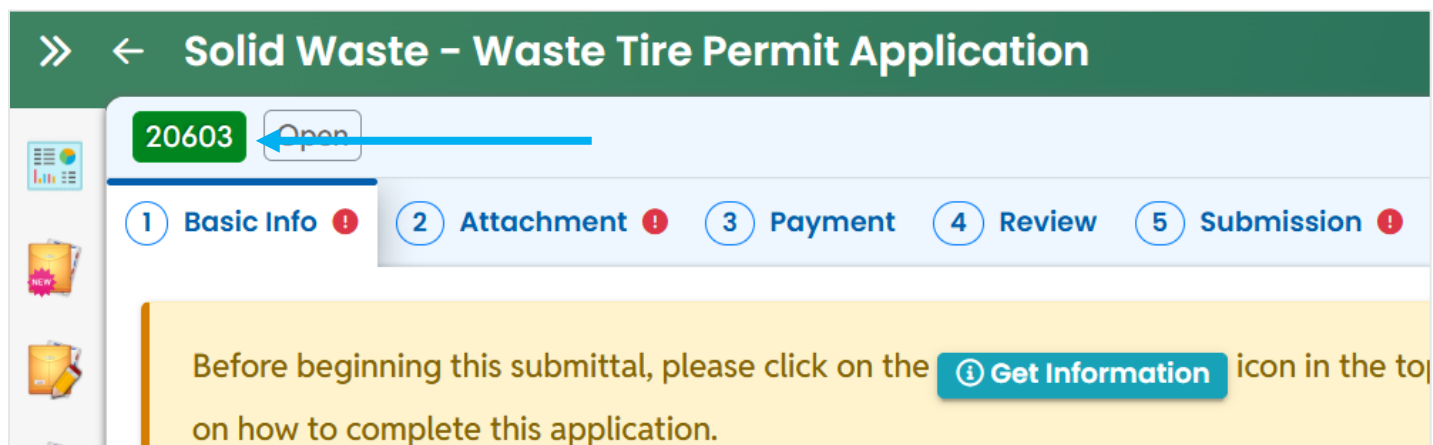
## 3.2 Important things to know before you start your application

**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.

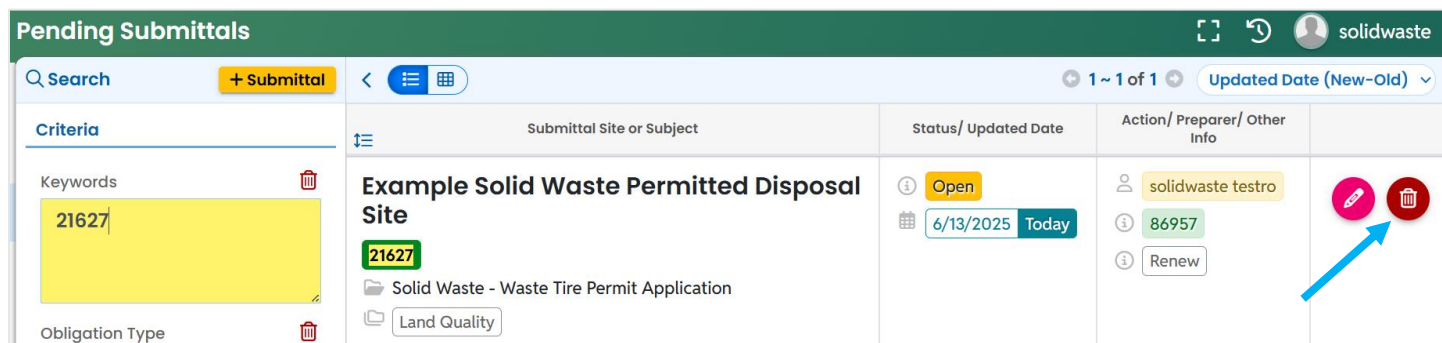
**Take note of the Submittal ID number.** The submittal is automatically assigned a unique Submittal ID number **20603**. It is in the top left corner.

**How to find submittals you are still working on.** If you leave this submittal at any time 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.



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

submittals). To do this you will need to open the  Pending Submittals module which is directly below Start New Submittal and search for the Submittal ID number **21627** 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 waste tire permit application for the termination of a waste tire storage site.

### 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 provided 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 their 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  M.I.  Last Name



 Required.  Required.

Email

 Required.

Phone  Mobile

000-000-0000x00000 000-000-0000

 Required. 

### 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  Building, Unit, Suite, or Floor #

 Required.

City  State  Zip Code

 Required. OR (Oregon)  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. 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.

### 3.3.5 Permit section

This field is auto populated and cannot be changed.

**Permit**

---

**SW – Waste Tire Storage**

Issued

**Example Permitted Waste Tire Storage Site**

# SW-WTSS-XXXX

Permit ID 37737

Effective Date 6/2/2025

Expiration Date 6/3/2026

Issued Date 6/2/2025

### 3.3.6 Additional facility information section

The Township, Range, Section and Tax Lot#(s) covered in the LUCS. 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.

### 3.3.7 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			
<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"/>	
000-000-0000x00000	000-000-0000	000-000-0000	
! 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)	00000-0000	
		! Required.	

### 3.3.8 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 Secretary of State site.

**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.

### 3.3.9 Explanation of termination section

Enter detailed information on the reason for the termination request

#### Are any waste tires still stored on site?

If Yes, enter the approximate number remaining on the site.

#### Are any tire-derived materials still stored on site?

If Yes, enter the approximate cubic yards of tire-derived materials remaining on the site.

**Explanation of Termination**

Please provide detailed information on the reason for the request.

(Remaining Length: 4000)

Required

Are any waste tires still stored on site?

☒ Yes ☐ No

How many tires are remaining on the site?

Required

Are any tire-derived materials still stored on site?

☒ Yes ☐ No

How many cubic yards of tire-derived materials are remaining on the site?

Required

## 3.4 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.

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
- 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 referring to the contact section 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

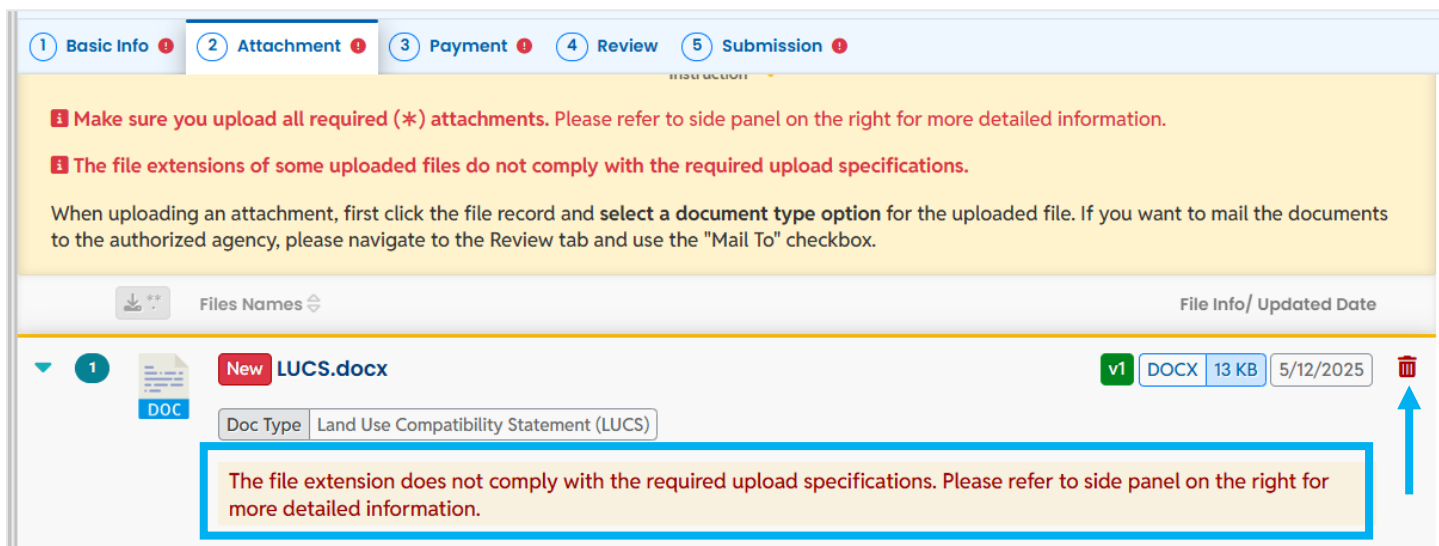
Once uploaded, click on the document and a “Select Document Type” dropdown will appear. Click on the dropdown for a list of document types.

The screenshot shows a document upload interface. At the top, a file named 'AdjacentPropertyOwners.docx' is listed with a 'New' tag, version 'v1', size '13 KB', and date '6/13/2025'. Below the file name is a yellow banner with the text: '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. The first option is '\* Adjacent Property Owners', which is expanded to show two sub-options: '- Detailed Plans and Specifications' and '- Evidence 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 'AdjacentPropertyOwners.docx' file selected. The 'Doc Type' is set to 'Adjacent Property Owners'. The 'Select Document Type' dropdown menu is open, showing the selected option 'Adjacent Property Owners'. Below the dropdown is a 'Comments' field with the text '2025 adjacent property owners'. At the bottom right, a red 'Save' icon is highlighted with a blue box. Below the comments field, there is a '1 Results' button and a 'Click to Upload or Drag Files' button.

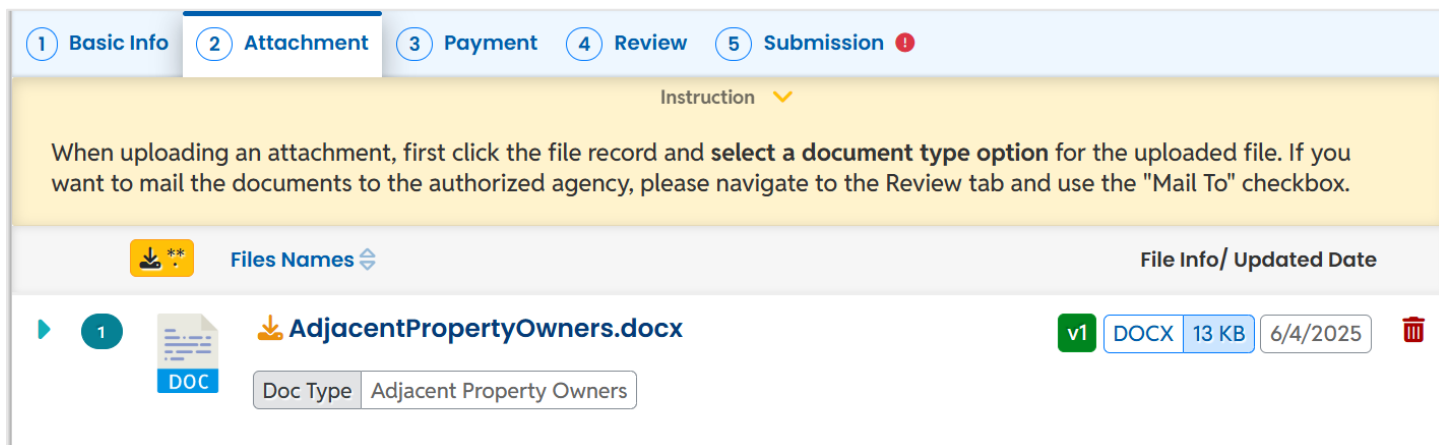
**NOTE:** If you have saved a document with an incorrect document type or format, you will have to delete the document using the Delete icon  on the upper right and re-attach the document to select the correct document type.



The screenshot shows the 'Attachment' tab in a web 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 warning 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 warning icon is next to the file name. Below the file name, there is a dropdown menu for 'Doc Type' with 'Land Use Compatibility Statement (LUCS)' selected. 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 warning 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

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



The screenshot shows the 'Attachment' tab in a web 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 yellow background and a downward 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 dropdown menu for 'Doc Type' with 'Adjacent Property Owners' selected.

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.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

\* Adjacent Property Owners

List of adjacent property owners

gifjpegpdf

jpgpngdoc

☐ 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 warning 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 warning icon . If you are unable to find the issue, contact your [regional permit coordinator](#), referring to the contact section 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 will 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 storage site

### Permit action type: new

- **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 Waste Tire Storage Site 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, 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](#).

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

- **Requirements of ORS 459.730**

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

- **Site Design and Operations Plan** – OAR 340-093-0070(3)(j)(C), OAR 340-096-0230, and ORS 459.720(1)(b)

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

- **Evidence of Financial Assurance** – (example: bond, insurance, trust) based on DEQ’s estimated cost for the removal and processing for the maximum number of waste passenger tire equivalents and/or tire-derived materials allowed by the permit to be stored at the storage site. OAR [340-093-0070\(j\)\(B\)](#), [OAR 340-096-0220](#), and [ORS 459.720\(1\)\(c\)](#). [Link to DEQ Financial Assurance Page](#).

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

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

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

#### Solid Waste Disposal Site and Waste Tire Storage Permit application resources

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

### **Permit action type: renew and amend (also called 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](#) 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.

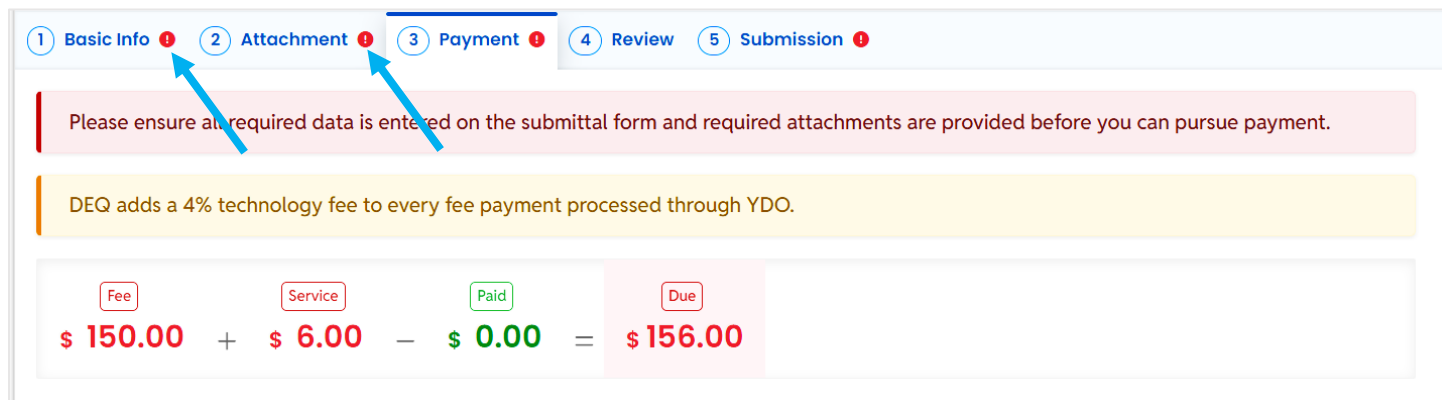






## 7. Troubleshooting

If you are experiencing any submittal related issues you may contact your [regional permit coordinator](#) for assistance by referring to contact information above.

### Unable to pay

You will not be able to submit a payment until the Basic Info and Attachment tab no longer have the red warning 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	6/30/25	Initial Approved Document	JJ/Jamie Jones
1.0	7/2/2025	PA review	MG
2.0	10/31/25	Housekeeping updates	JJ