



# Composting Facility Annual Report User Guide

Version 3.0

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# Table of Contents

<b>System overview .....</b>	<b>4</b>
Getting started in YDO .....	5
<b>Introduction.....</b>	<b>7</b>
<b>Login and locating composting facility annual report.....</b>	<b>8</b>
<b>Filling out the composting facility annual report .....</b>	<b>11</b>
Basic info tab .....	11
Fee contact.....	13
Zero tonnage to report.....	13
Compost and feed stocks.....	14
Attachment tab .....	16
Payment .....	18
Review tab.....	19
Troubleshooting.....	19
Submission tab .....	21
Ready to submit.....	21
Not ready to submit .....	22
Submittal Successful .....	22
<b>Staff contact.....</b>	<b>23</b>
<b>Helpdesk and resources .....</b>	<b>24</b>
<b>Revision history.....</b>	<b>24</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

This user guide is intended to provide detailed information for the reporter to help them complete the annual or Composting Facility Report that is required by Oregon law for their facility.

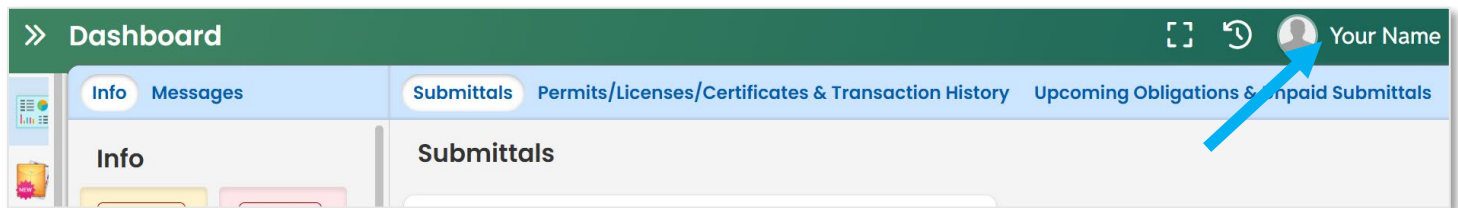
# Getting started in YDO


In order to apply for a solid waste disposal site permit, submit documents, reports or notifications, you must have a Responsible Official user account and select the Solid Waste submittal group in your account settings.

If you already have this account type and have selected this submittal group, you may 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.

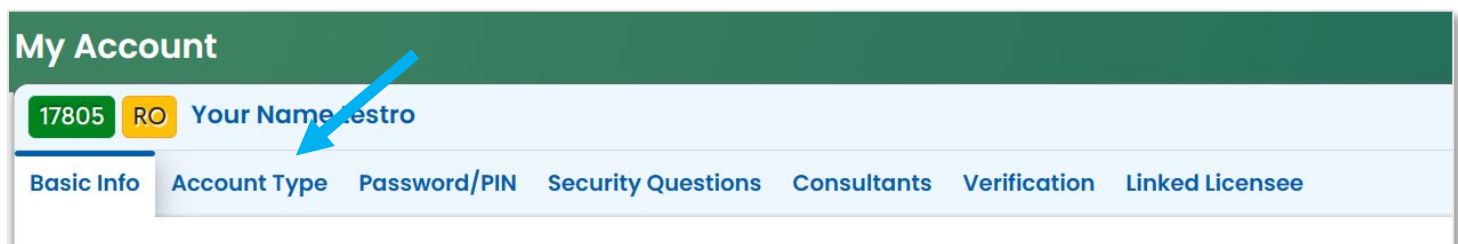
To add solid waste to an existing account, click your name in the top right corner.





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




Click the Account Type tab.



Scroll down to the submittal groups section, check the solid waste box and click the red Save button .

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 to complete the DEQ-approved form for reporting feedstocks used for all Oregon permitted composting facilities in [Your DEQ Online](#).


The Composting Facility Annual Report is to be completed by any DEQ-permitted composters as either a full or registration composting facility and is due on the 31st day of January every year following the end of the calendar year.

## Important Things to Know Before you Start Your Submittal

**The system uses a lot of buttons.** If you're curious about what a button means in the report, you can hover over it with your mouse cursor.

**Unsaved entries will be lost.** To avoid losing your work, click the Save button  (bottom right of every page) often and always before leaving the submittal.

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

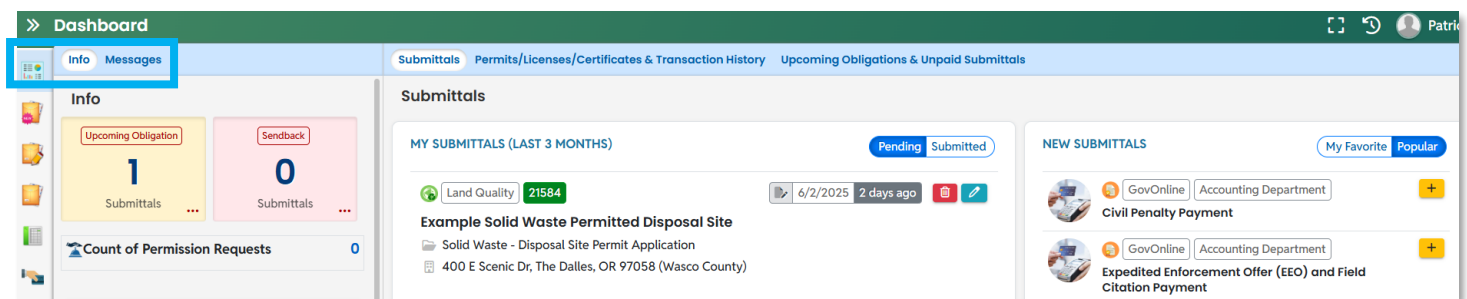
**How to find your submittals in progress.** After clicking the Save button  and before submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the Pending Submittals module, which is directly below Start New Submittal module and search for the submittal using the submittal ID number or the other search filters.

# Login and locating composting facility annual report

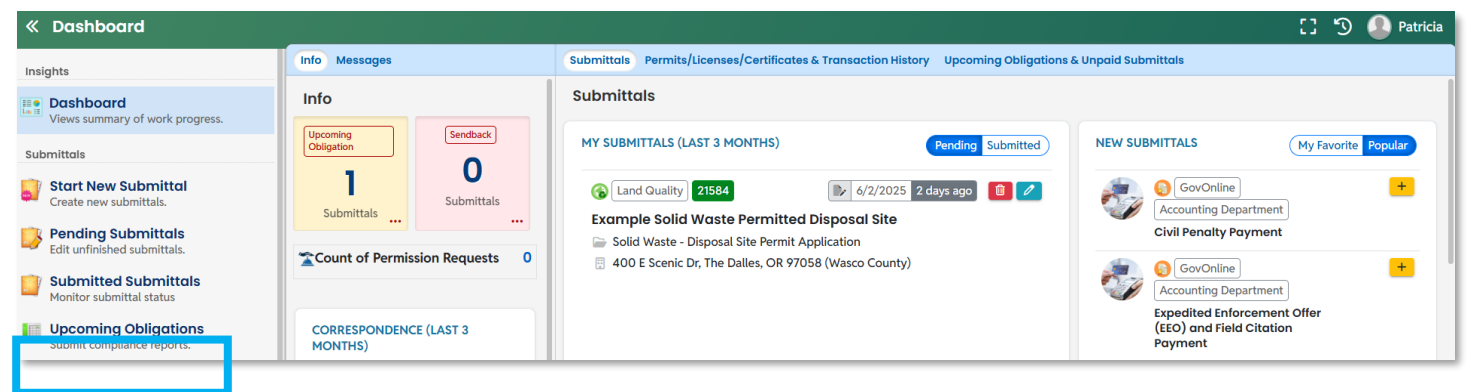
Login to your account on the [Your DEQ Online Public Portal](#).

If you do not have a user account, you can find detailed instructions for creating one as well as other information about the portal on the [Your DEQ Online](#) main page.

Once you are logged in, at the top of the main page click the green double arrow button  next to “Dashboard” to open the left panel.



Click on "Upcoming Obligations."



Click again on the green double arrow button  to close the left panel.

Any new, unopened reporting obligations will appear. To locate the correct composting facility annual report in the upcoming obligations module, DEQ recommends first searching for “composting” in the submittal type filter by clicking on the “+” next to the submittal type box to open the search field and then select the name of the composting facility report below it. You may also use the keywords filter to search for your facility name or submittal ID.



**Upcoming Obligations**

Search

Criteria

Keywords

Filter by Submittal RID, Site RID, Site Identifier, Site/Property Name, Site/Property Address .

Submittal Type

composting

Solid Waste - **Composting** Facility Annual Report

Example Solid Waste Permitted Disposal Site

21590

Solid Waste - Composting Facility Annual Report

Land Quality

Status/ Updated Date

New

6/4/2025 Today

1/1/2024 ~ 12/31/2024

6/30/2025

Action/ Preparer/ Other Info

86957

New

1 ~ 1 of 1

Due Date (New-Old)

**NOTE:** If you are not seeing a reporting obligation for your facility, you may need to go to your Account Settings in YDO and add the facility to your account under the Account Type tab.

Click the badge button on the side bar 


Click on the account type tab


Scroll down to add permissions (click on the yellow rectangle if there is nothing below it) 


In the search bar or the left side of the box, type the name of the facility (capitalization does not matter) If you get many or even no results, refine your search by using words that are unique to the name or the number and street name.

Click on the box next to the correct name or names that appear (multiple appearances for your facilities may be shown if you are part of more than one program or have more than one permit, have facilities at more than one address, etc.).

On the right side click on the box next to solid waste.

At the top of the column where it now shows solid waste, click the black arrow in the yellow box. 

Finally click the red Save button  on the lower right and return to your upcoming obligations where the report should now be visible.

Click on the “edit submittal” button  at the top right of the reporting obligation when you are ready to start filling out the report.

Search

Criteria

Keywords

Filter by Submittal RID, Site RID, Site Identifier, Site/Property Name, Site/Property Address .

Submittal Type

Solid Waste - Composting Facility Annual R

composting

Solid Waste - Composting Facility Annual Report


1 ~ 1 of 1

Due Date (New-Old)

Only the submittal records with the [New] status will be displayed on this page.

To find unsubmitted Reporting Obligation submittals, please navigate to the Pending Submittals .

To find submitted Reporting Obligation submittals, please navigate to the Track Submitted Submittals .

Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other Info	
<div>Example Solid Waste Permitted Disposal Site</div> <div>21590</div> <div>Solid Waste - Composting Facility Annual Report</div> <div>Land Quality</div>	<div>New</div> <div>6/4/2025 Today</div> <div>1/1/2024 ~ 12/31/2024</div> <div>6/30/2025</div>	<div>86957</div> <div>New</div>	<div></div>

1 ~ 1 of 1

# Filling out the composting facility annual report

## Basic info tab

Verify the reporting period shown is correct. also make sure the facility information and permit number shown at the top of the form are accurate. If any of the facility information is incorrect, contact your solid waste permit coordinator using the [staff contact](#) information provided at the end of this user guide.

**Reporting Period**

Reporting Period Start Date


01/01/2025

Reporting Period End Date

01/22/2025


**Facility Information**

Facility Information



**Example DEQ Permitted Solid Waste Facility**  
700700 NE Multnomah St, Portland, OR 97232

86436



Stationary

Permit No.

SW-CF-I-000X

To access the information and instruction sheet, click the “get information” button in the far right panel. The instruction sheet will download to your computer, typically found in your “downloads” folder. After downloading the document, you can close the side panel by clicking the blue arrow at the top right of the main panel. This step is optional and will maximize the report screen space.

Solid Waste - Compost Facility Annual Report

40032 New

>

1 Basic Info

2 Attachment

3 Review

4 Submission

Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the carat " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the carat again.

Reporting Period

Reporting Period Start Date

01/01/2024

Reporting Period End Date

12/31/2024

Submittal Information

Solid Waste - Composting Facility Annual Report


**Get Information**

f50016 New

Solid Waste

This is the DEQ-approved form for reporting feedstocks used for all Oregon composting facilities.

Attachment Types

**NOTE:** Click the red Save button  often and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after clicking the Save button and before submitting, you will need to go to the dashboard and access the submittal under “pending submittals” using the submittal ID number found in the top left corner.

☰

← Solid Waste – Compost Facility Annual Report

40155

Open

>

1 Basic Info

2 Attachment

3 Review

4 Submission

Before beginning this submittal, please click on the [Get Information](#) icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the carat " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the carat again.

Reporting Period

Reporting Period Start Date


Reporting Period End Date

01/01/2025

01/22/2025

Facility Information

Facility Information



Example DEQ Permitted Solid Waste Facility

86436

Stationary


700700 NE Multnomah St, Portland, OR 97232

Permit No.

SW-CF-I-000X


Save

## Fee contact

Complete the fee contact information. This is the person DEQ will send the annual fee invoice to in July or contact with invoice related questions. Even if the contact information has not changed, you must complete at least the required fields shown. Click the red Save button  when complete.

**Fee Contact (contact person for invoice)**

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



## Zero tonnage to report

**NOTE:** All reporters with an active permit are required to submit an annual report, even if they have not accepted waste for the year.

If you do have tonnage to report, skip to the [compost and feed stocks](#) section of this guide. This section is for reporters who have no tonnage to report for the period.

To submit a zero-tonnage report, scroll to the bottom of the permit and verify that zero is shown in the total field then click the red Save button. Proceed to the [attachment tab](#) section.

If you wish to modify or terminate your permit, contact the permitting coordinator for your county in the [staff contact](#) information at the end of this guide.

## Compost and feed stocks

In this section, please only list feedstocks actually utilized for composting during the reporting year.

Select either tons or cubic yards for reporting all feedstocks by using the dropdown at the top of the reporting section. Choose tons (if scales used) or cubic yards (if measured by volume).

**Solid Waste - Compost Facility Annual Report**

40032 New

1 Basic Info 2 Attachment 3 Review 4 Submission

Material: Tons (selected)  
Manure: Tons

Conversion Factors

Total Tons Reported

0 Tons  
0 Tons

Total Manure Waste

Submittal Information

Solid Waste - Composting Facility Annual Report

Get Information

f50016 New

Solid Waste

If cubic yards are selected, conversion to tons for each material is automatically calculated within the form when cubic yards are chosen in the dropdown.

Yard Debris (YD)			
Leaves	2512	cubic yards X .1875	471 Tons
Yard Debris, Compacted	1300	cubic yards X .32	416 Tons
Yard Debris, Uncompacted	4454	cubic yards X .125	556.75 Tons
Total Yard Debris			1443.75 Tons

Enter the amounts for each type of feed stock in the sections shown. Mixed materials should be entered under the component that makes up largest portion of the mixture.


To add feed stocks that are not listed, please click the +other button + Other


Specify the type of feed stock in the first box and the amount in the second. Both fields are required. You must use the same units (tons or cubic yards) as you selected for the main report.

Other	Tons	DEQ-Approved Conversion Factor	Total Tons Reported
1	0		0
Other	<input type="text"/>	<input type="text" value="0"/>	<input type="text" value="0"/>
<div>Required.</div> <div>Required.</div>			
1 Results			

If using cubic yards, you may use a conversion factor based on your determination of the density of the material. See the downloadable for material definitions that may help. All conversion factors are subject to DEQ approval. If you have questions regarding the correct conversion factor, please contact the DEQ invoicing coordinator at [sw.feereporting@deq.oregon.gov](mailto:sw.feereporting@deq.oregon.gov) for guidance.

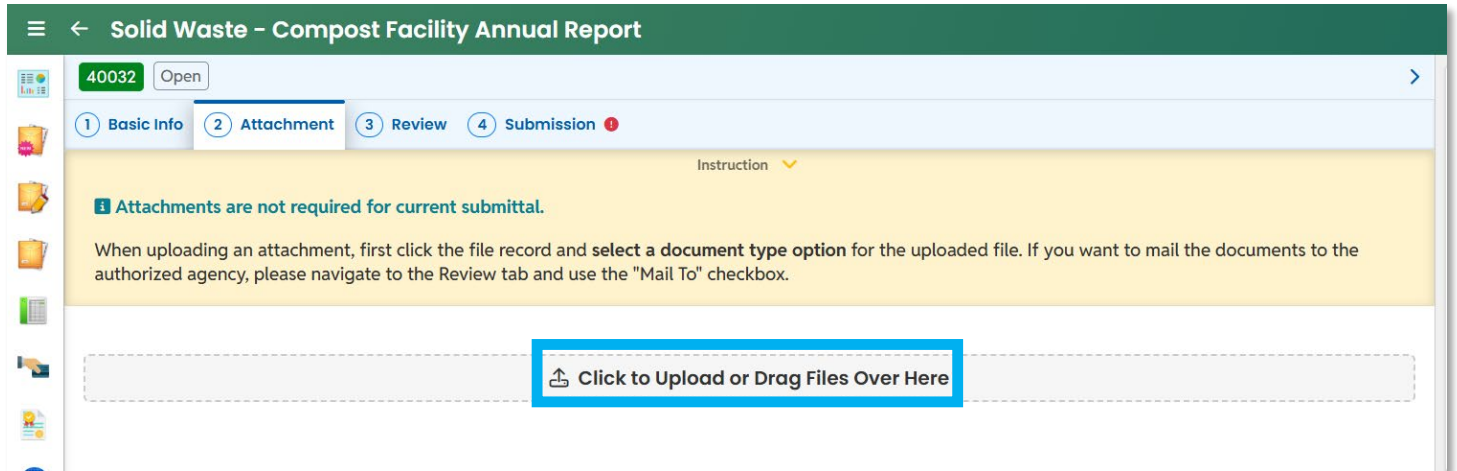
Other	Cubic Yards	DEQ-Approved Conversion Factor	Total Tons Reported
1 Straw	100	0	0
Other	<input type="text" value="Straw"/>	<input type="text" value="100"/>	<input type="text" value="0"/>
		cubic yards x	
		<input type="text" value="0"/>	<input type="text" value="0"/>
		Required.	
1 Results			

When your entries are complete, save your progress by clicking the Save button . Make sure you see “submittal saved successfully” appear in the top right of the report before you the screen to ensure your progress is saved. Click the Save button again if you are not certain.

**NOTE:** Once you complete all the required fields by following the above instructions, the red exclamation point  on the Basic Info tab at the top of the page will go away and you can navigate to the attachment tab.

# Attachment tab

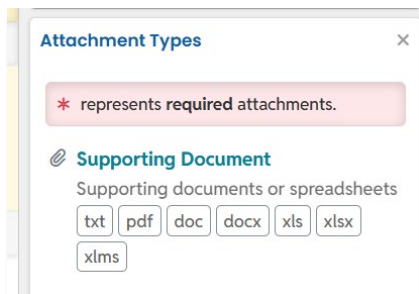
Attachments are not required for this report, but if you wish to provide supplemental information, select “Click to Upload or Drag Files Over Here.”



Each attached document must be:

- labeled with a document type and saved
- a file type listed in the right-hand navigation pane

To upload a file, select or drag the file you wish to upload. Not all types of documents may be accepted. If you encounter any issues while uploading, refer to the list of approved file types on the right-hand sidebar. If the right-side bar is currently collapsed, you may click the arrow (<) at the top right of the main panel to reopen it.



**NOTE:** If your document is larger than 50 MB, or you are encountering issues attaching your document, you may mail or email the document.

**To mail** documents to DEQ, please send them to the attention of the reporting, fee and invoicing coordinator at the address listed in the [staff contact](#) section at the bottom of this user guide.

**To email** documents please send them to the email address for the reporting, fee and invoicing coordinator in the [staff contact](#) section at the bottom of this user guide. Please note, there is a 50 MB limit for email



attachments as well and if the document is larger than that, it can either be split into smaller sections and emailed separately or you may reach out to the reporting, fee and invoicing coordinator regarding other options.

Below the file name, select “Click on document to identify the attachment type.” and then select from one of the types listed.

1 **New Supplemental Document.pdf** PDF 249 KB 1/16/2025 v1

↓ ↓ Click on the document to identify the attachment type. ↓ ↓

**New** PDF

Select Document Type

Supporting Document

- Other
- Redacted Submittal Form in PDF
- Supporting Document

Enter a brief description of the document in the “Comments” section and click red the Save button or the attachment will not successfully upload.

1 **New Supplemental Document.pdf** PDF 249 KB 1/22/2025 v1

Doc Type Supporting Document

**New** PDF

Select Document Type

Supporting Document

Comments

Detailed material descriptions

(Remaining Length: 3970)

When you are done adding and labeling any attachments, click on the red Save button .

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

# Payment

At the time of submittal, no payment is due for the Composting Facility Annual Report.

**NOTE:** For permittees with a full Solid Waste Composting Facility permit, DEQ will send an invoice to the Fee Contact indicating the amount of the fee and the due date for the fee payment in July of each year. Fees are based on the tons of feedstocks reported as utilized for composting during the previous reporting year.

**NOTE:** DEQ does not assess permit compliance fees for permittees with a SW Composting Facility Registration permit.


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

Reference: [OAR 340-097-0110](#) and [OAR 340-097-0120](#). Additional information is also available on the DEQ website.

# Review tab

Congratulations! You are almost done.

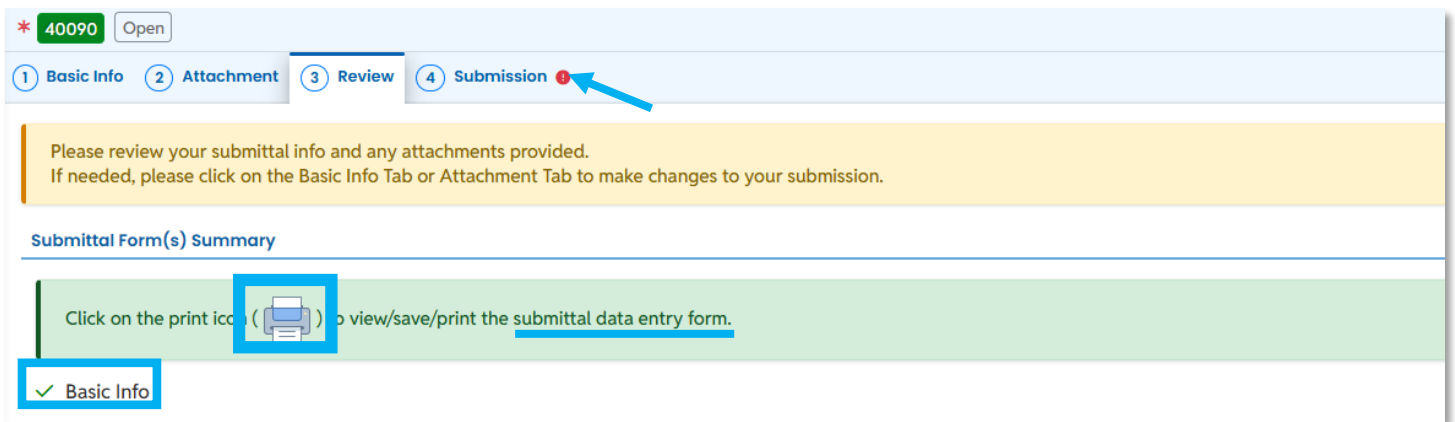
When a green checkmark ✓ is shown next to “Basic Info” below the green bar, and the only red exclamation point ⚠ is on the Submission tab, the required information for your report is complete.

To view/save/print the submittal data entry form click the printer button . You'll need to disable the browser pop-up blocker if the PDF fails to appear.

**NOTE:** The submittal data entry form for your Composting Facility Report is a draft summary of information entered into the Basic Info tab. This is your last opportunity to review and update content and attachments before submission.

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

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



## Troubleshooting

### Basic info tab issues

Under the submittal form(s) summary section, if the basic info tab has any missing required information, a red x will appear next to the words “Basic Info” below the green bar. A red exclamation point ⚠ will appear on the basic info tab. The red exclamation point ⚠ on the submission tab is correct at this point.

Go back to the basic info tab and complete any missing required fields. When all required information is entered, the red exclamation point ⚠ will no longer display on the basic info tab.

40128
New

1 Basic Info
2 Attachment
3 Review
4 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.

X Basic Info

## Attachment tab issues

If you have added an attachment but did not specify the “document type,” you will see “missing the attachment type” under the pink bar on lower right. A red exclamation point on the attachment tab will appear. The red exclamation point on the submission tab is correct at this point.

Go to the attachment tab, specify the document type, and click the red Save button .

Submittal Form(s) Summary

Click on the print icon ( ) to view/save/print the submittal data entry form.

✓ Basic Info

Mandatory Attachment

Attachments are not required for this Submittal.


Uploaded Attachment

Please specify the attachment type for all attachments.

Supplemental Document.pdf
PDF
249 KB
Missing the attachment type.

# Submission tab

## Ready to submit

Review the certification statement and select the box to acknowledge that you have read and agree to the above certification statement. Once you have checked this box the red exclamation point  on the submission tab will disappear.

Click the blue submit button at the bottom of the submission tab to complete your facility's Compost Facility Annual Report.

**NOTE:** Until you submit using the blue submit button, your report will remain as pending. Saving is not the same as submitting.

≡ < Solid Waste - Compost Facility Annual Report

40090 Open >

1 Basic Info

2 Attachment

3 Review

4 Submission

Certification Statement

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

☒ I have read and agree to the above certification statement

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

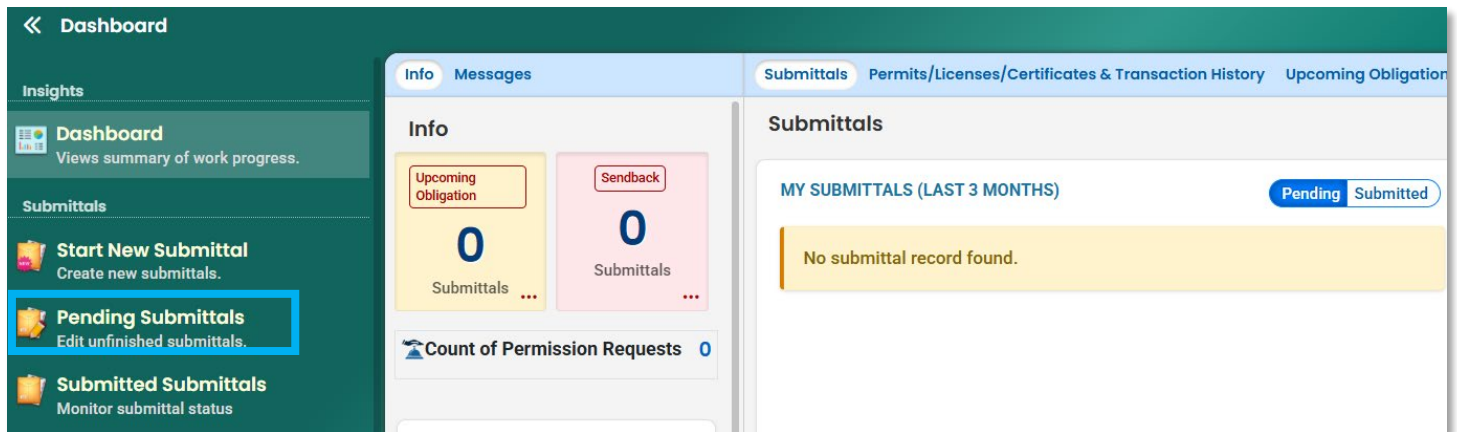
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own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

>

## Not ready to submit

If you are not ready to submit, click the red Save button  before leaving the submittal screen. When you are ready to continue working on this submittal, it will now be in the pending submittals module.

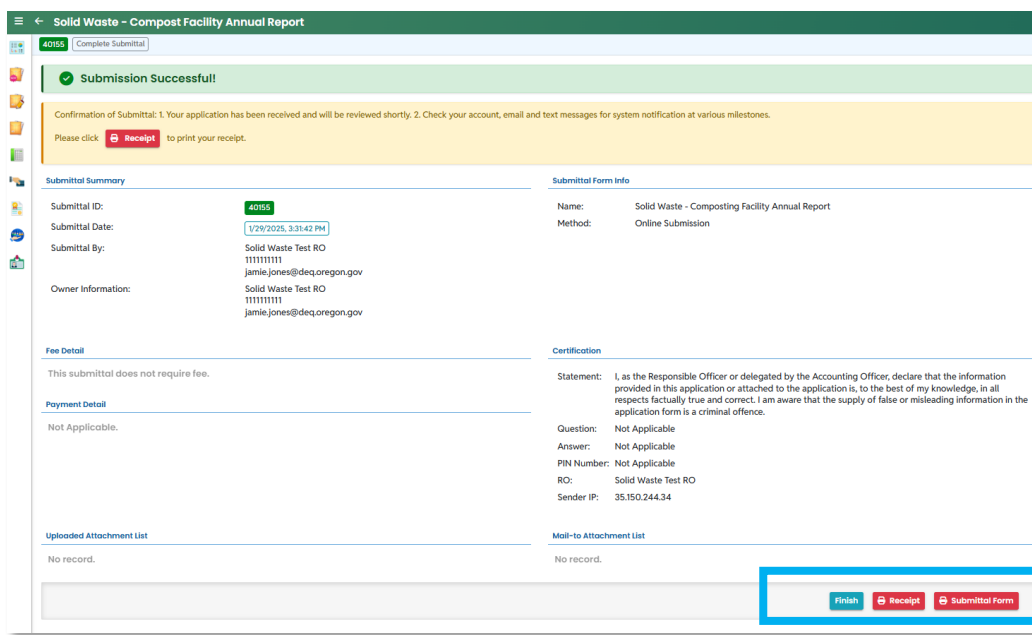


## Submittal Successful

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

**NOTE:** The submittal form reflects the date, time and all information provided on the basic info tab. The receipt form reflects the date and time but does not reflect the information provided on the basic tab.

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



# Staff contact

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

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

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

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

If your facility/project is in this county...	...then send to this DEQ office
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler	Eastern Region 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>

# 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](#).

## Revision history

Revision	Date	Changes	Editor
1.0		Initial draft	CMP
2.0	6/4/25	Final draft	CMP
2.0	6/30/25	Style edits	LKS
3.0	10/7/25	Updates and final draft	CMP