

Composting Facility Annual Report User Guide

April 2026



Document information

This document was prepared by Oregon Department of Environmental Quality

Solid Waste and Materials Management

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[Visit our website for additional information.](#)

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Executive summary

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.

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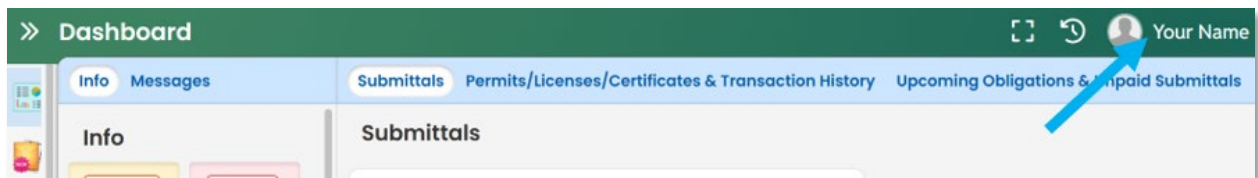
Getting started in YDO

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

If you have an RO account, have completed the verification process, and have selected the solid waste submittal group and related facilities, 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 responsible official account, click where the RO name is shown in the top right corner.



Click the blue box and pencil button  near the far-right corner.



Click the account type tab.



Scroll 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) System				
<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				

To add the facility or facilities you will be reporting for, scroll down to the facility-submittal group permissions section.

Click on the yellow add permissions button if the search fields are not showing.

Search for the facility you wish to add by using the search field shown directly under available sites.

NOTE: You may receive multiple results if you use a search word common to many facilities or your facility is part of more than one program. Use a search word that is unique to the facility or use the number and/or street name of the facility address.

Picked Sites (1)

Picked Submittal Groups (1)

Available Sites

- Example DEQ Permitted Solid Waste Facility 308599
700700 NE Multnomah St, Portland, OR 97232
- Example Solid Waste Permitted Disposal Site 316817
400 E Scenic Dr, The Dalles, OR 97058

2 Results

Available Submittal Groups

- Fee Payment 8
- Hazardous Waste 13
- Leaking Underground Storage Tank 7
- Solid Waste * 33

4 Results

Check the box next to the name of the facility you wish to add.

Under available submittal groups, check the box next to solid waste.

Click on the yellow button with the black plus sign next to the picked submittal groups field.

Finally, click on the red save button.

NOTE: If you have successfully added the facility, it will now be listed under the facility group permissions above the facility search field.

Basic Info Account Type Password/PIN Consultants Linked Licensee Verification

2 WasteWater Operator Certificate 9 WPCF - General (Domestic) 14 WPCF - General (Industrial)

18 WPCF - Individual Permit (Domestic) 11 WPCF - Individual Permit (Industrial) 6 WPCF Onsite

Facility-Submittal Group Permissions (1)

Example DEQ Permitted Solid Waste Facility 308599 33 Solid Waste

700700 NE Multnomah St, Portland, OR 97232

Add Permissions

Picked Sites (0) Picked Submittal Groups (0)

Select sites from below..... Select groups from below.....

Available Sites Available Submittal Groups


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 all DEQ-permitted composters whether permitted as either a full or registration composting facility and is due on the 31st day of January each year following the end of the previous 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 red 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.

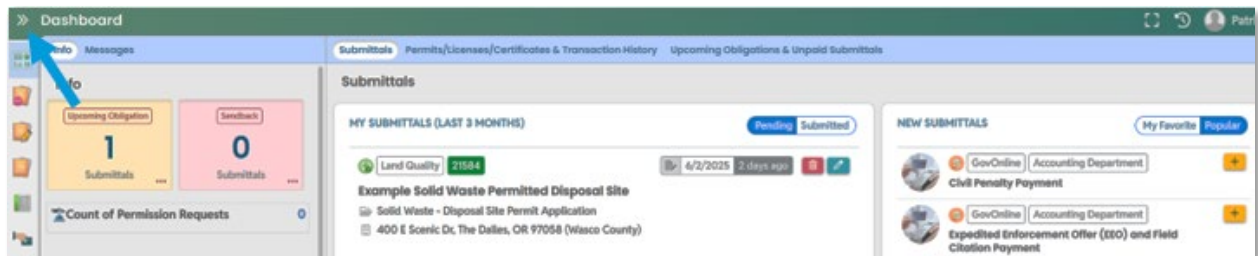
How to find your submittals in progress. After clicking the red save button  and before submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the pending submittals module, which is directly below start new submittal module and search for the submittal using the submittal ID number or the other search filters.

Login and locating composting facility annual report

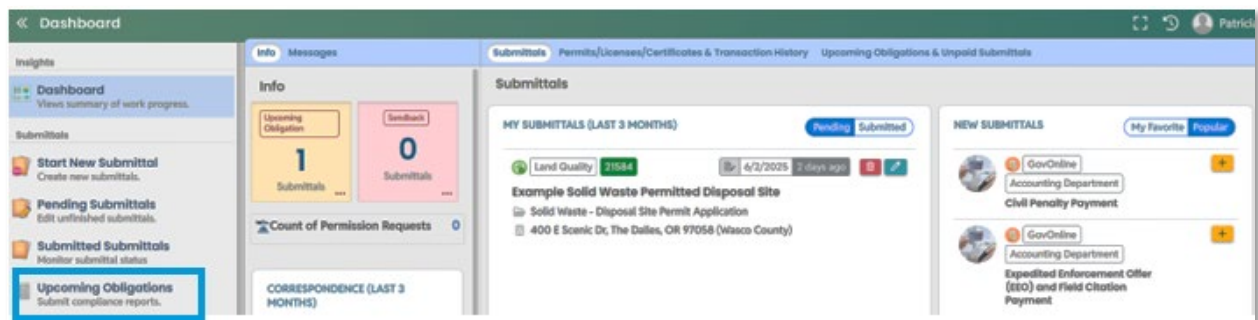
Login to your account on the [Your DEQ Online Public Portal](#).

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, go to the top of the main page and click the green double arrow button **>>** next to “Dashboard” to open the left panel.

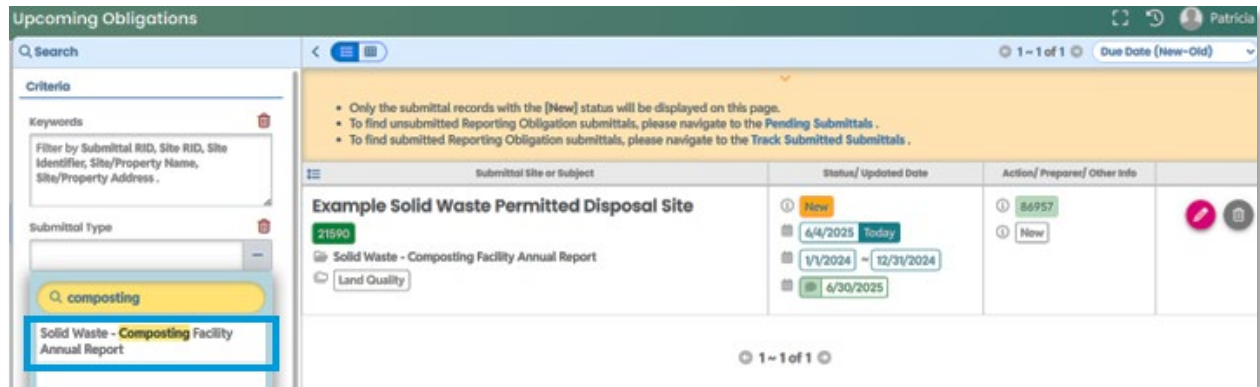


Click on "Upcoming Obligations."



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

Any new, unopened reporting obligations will appear. To search for 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 selecting the composting annual facility report below it. You may also use the keywords filter to search for your facility name or submittal ID.



NOTE: If you do not see the correct reporting obligation for your facility under your RO account, you may need to go to your account settings in YDO and add the facility to your account under the account type tab.

Adding a facility to your responsible official account

Click the badge button on the side bar .


Click on the account type tab.


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

In the search field on the left side of the box, type the name of the facility. If you get many or no results, refine your search by using words that are unique to the facility name or the street number and/or street name.


Check 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, have more than one permit, have facilities at more than one address that you report for, etc.

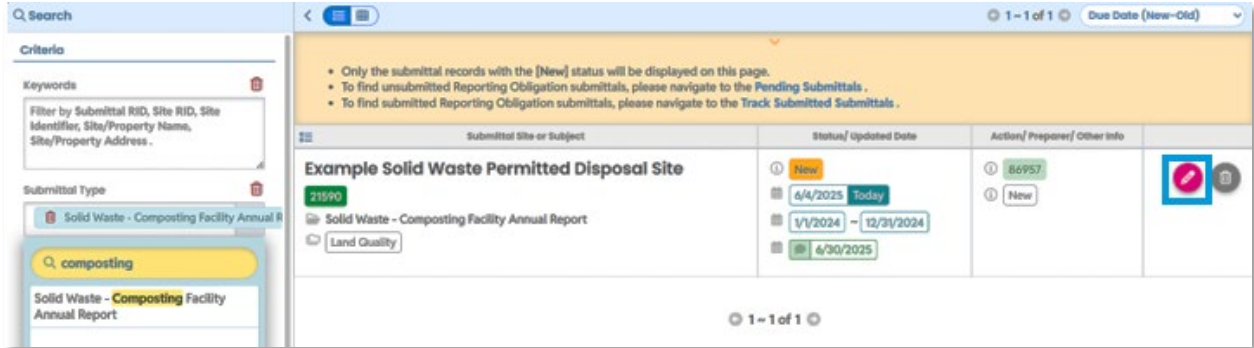
On the right side check the box next to solid waste.

At the top of the right side where solid waste should now be listed under picked submittal groups, click on the yellow and black plus sign button. .


Click the red save button . Return to your upcoming obligations where the report should now be visible. You may need to refresh the page.

NOTE: If you do not see the obligation and you have consultant account and not an RO account, please reach out to your responsible official and ask them to make sure you have been assigned the correct permission to access that obligation under their account in YDO or that your permission has not expired.

Click on the red pencil button  on the right side of the reporting obligation when you are ready to start filling out the report.



The screenshot displays a web application interface for managing reporting obligations. On the left, there is a search sidebar with a 'Criteria' section containing a 'Keywords' filter and a 'Submittal Type' dropdown. The main content area features a table with the following columns: 'Submittal site or subject', 'Status/ Updated Date', 'Action/ Prepare/ Other Info', and an unlabeled column for actions. A row is highlighted with a red pencil icon in the action column, indicating it is ready to be edited.

Submittal site or subject	Status/ Updated Date	Action/ Prepare/ Other Info	
Example Solid Waste Permitted Disposal Site 21590 Solid Waste - Composting Facility Annual Report Land Quality	New 6/4/2025 Today 1/1/2024 - 12/31/2024 6/30/2025	86957 New	

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.

The screenshot shows the 'Basic info' tab of the reporting form. It is divided into two main sections: 'Reporting Period' and 'Facility Information'.
Under 'Reporting Period', there are two input fields: 'Reporting Period Start Date' with the value '01/01/2025' and 'Reporting Period End Date' with the value '01/22/2025'.
Under 'Facility Information', there is a larger input area containing a small image of a facility, the text 'Example DEQ Permitted Solid Waste Facility', a phone icon with the number '86436', a location pin icon, and a 'Stationary' button. Below this is the address '700700 NE Multnomah St, Portland, OR 97232'.
At the bottom, there is a 'Permit No.' field with the value 'SW-CF-I-000X'.

To access a short information and instruction sheet, click the “get information” button shown in the right-side panel. The instruction sheet will download to your computer wherever you typically find downloaded information. After downloading the document, you may close the side panel by clicking the blue arrow at the top right of the main panel to maximize the report screen.

This screenshot shows the full reporting form interface. At the top, it says 'Solid Waste - Compost Facility Annual Report'. Below that is a progress bar with four steps: '1 Basic info', '2 Attachment', '3 Review', and '4 Submission'. A yellow instruction box in the center reads: '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.' The 'Reporting Period' section shows '01/01/2024' for the start date and '12/31/2024' for the end date. On the right side, there is a 'Submittal Information' panel with a 'Get Information' button highlighted. At the bottom right, there is an 'Attachment Types' panel.

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 is generally the easiest way to locate the submittal you are looking for in pending obligations.

← Solid Waste - Composting Facility Annual Report

40392 New

1 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 caret " > " 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 caret again.

Reporting Period

Reporting Period Start Date	Reporting Period End Date
01/01/2024	12/31/2024

Facility Information

Facility Information

 **Example DEQ Permitted Solid Waste Facility** 86436 Stationary
700700 NE Multnomah St, Portland, OR 97232


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 completed.

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="000-000-0000x0000"/> <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>	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 instruction section is for reporters who have no tonnage to report for the period.

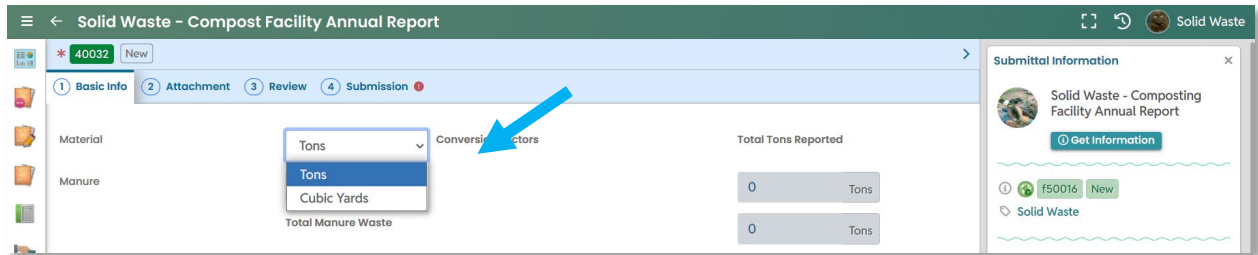
To submit a zero-tonnage report, scroll to the bottom of the permit and verify that zero is shown in the total field then click the red save button. Proceed to the [attachment tab](#) section.

NOTE: 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 that were actually used 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 measured by weight) or cubic yards (if measured by volume).



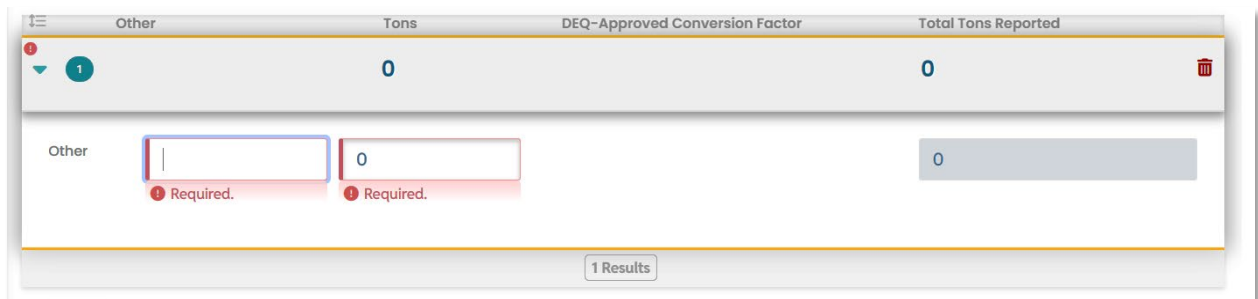
If cubic yards are selected, conversion to tons for each material is automatically calculated within the form when cubic yards are chosen in the dropdown.

Material	Amount	Conversion Factor	Total Tons
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 field 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.



If using cubic yards, you may use a conversion factor based on your determination of the density of the material. See the downloadable information sheet 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 reporting and invoicing coordinator at sw.feereporting@deq.oregon.gov for guidance.


Other	Cubic Yards	DEQ-Approved Conversion Factor	Total Tons Reported
Straw	100	0	0

Other: Straw, 100 cubic yards x 0 = 0

Required.

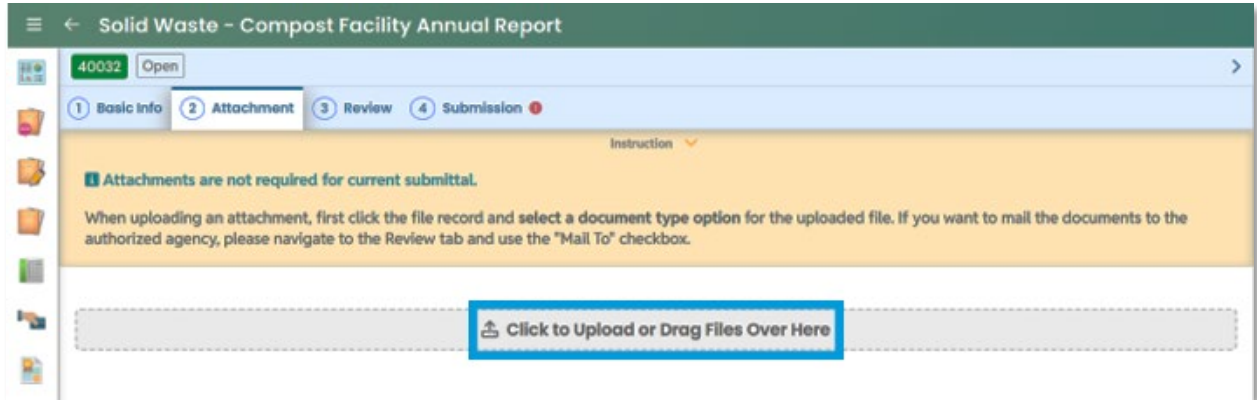
1 Results

When your entries are complete, save your progress by clicking the red save button . Make sure you see “submittal saved successfully” appear in the top right of the report before you leave the screen to ensure your progress is saved. Click the red 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 should go away and you can navigate to the attachment tab.

Attachment tab

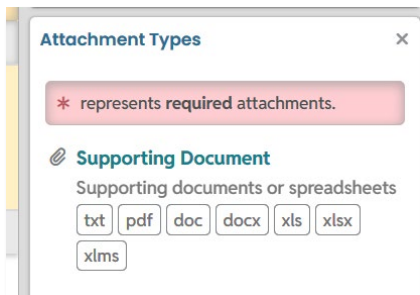
Attachments are not required for this report, but if you wish to provide supplemental information, select “Click to Upload or Drag Files Over Here.”



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.



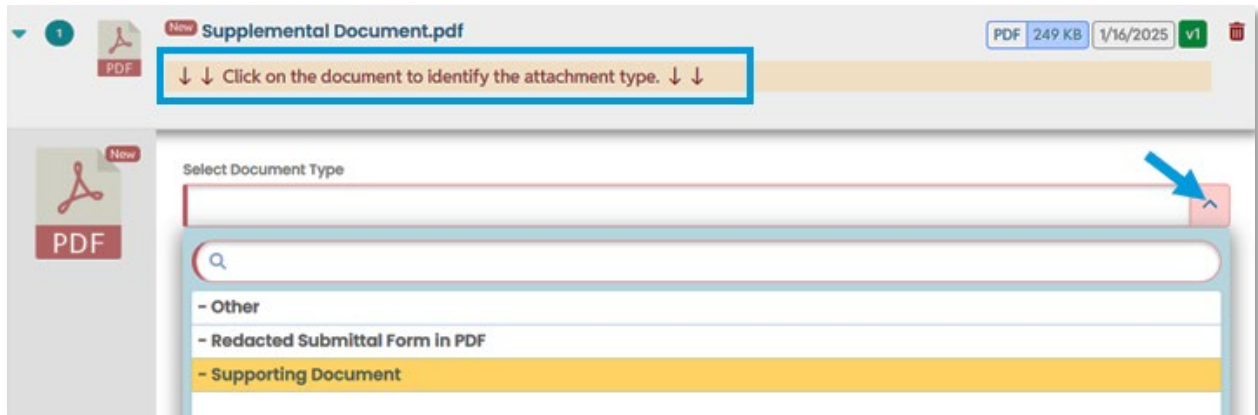
NOTE: If your document is larger than 50 MB, or you are encountering issues attaching your document, you may mail or email the document.

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

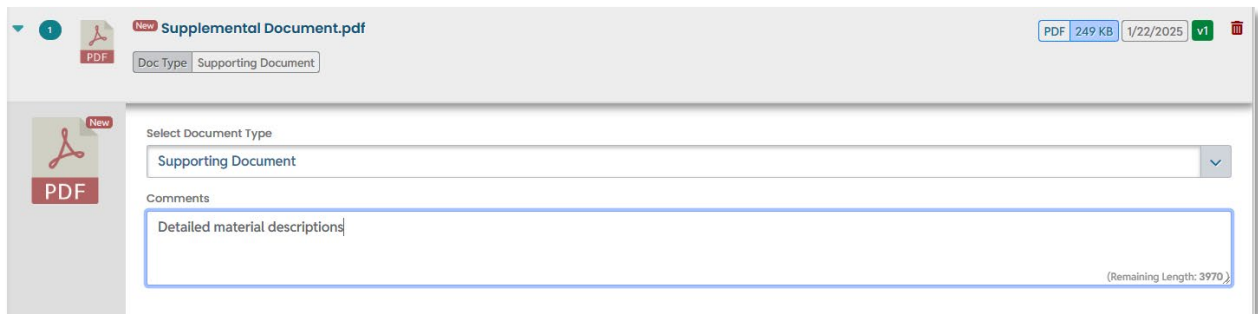
split into smaller sections and emailed separately, or you may reach out to the reporting, fee and invoicing coordinator regarding other options.


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




Enter a brief description of the document in the “Comments” section.

Click the red save button  or the attachment will not successfully upload.



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, in July of each year DEQ will send an invoice to the provided fee contact which will include the annual amount of the fee and the due date for the fee payment. Fees are based on the tons of feedstocks reported as used for composting during the previous reporting year.

NOTE: DEQ does not assess permit compliance fees for permittees with a SW Composting Facility Registration permit, and they will not receive an invoice.


Starting July 1, 2022, a 4% technology fee was 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.

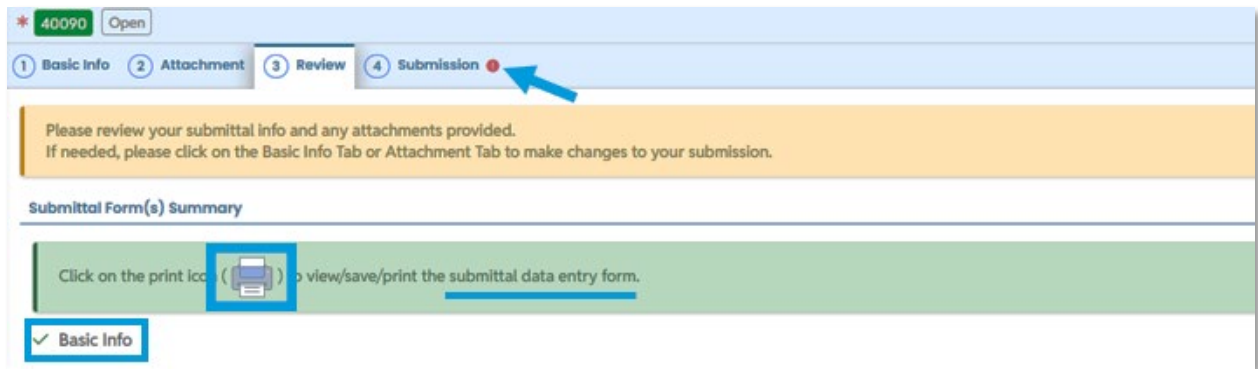
When a green checkmark ✓ is shown next to “Basic Info” below the green bar, and the only red exclamation point ❗ is on the Submission tab, the required information for your report is complete.

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.

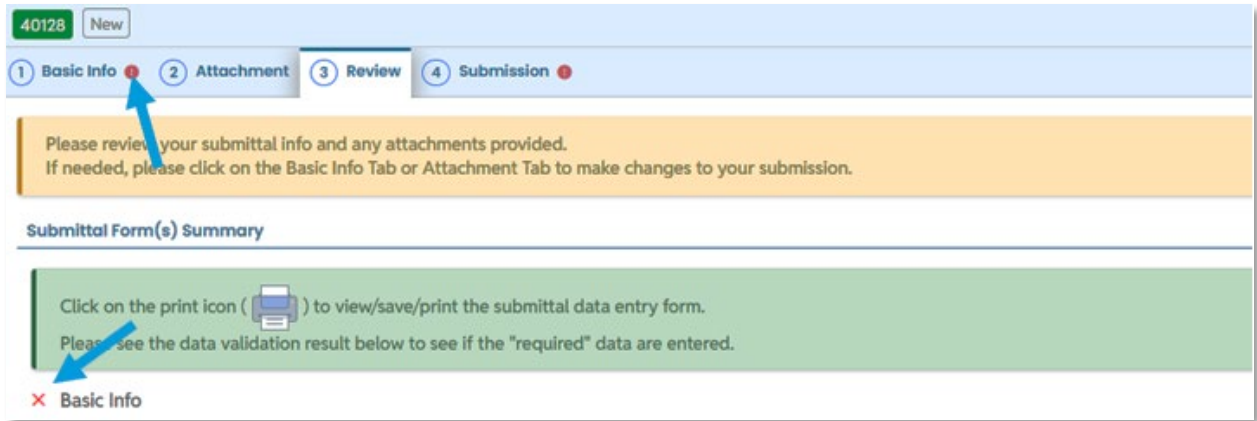


Troubleshooting

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 “basic info” below the green bar. A red exclamation point ❗ will appear on the basic info tab at the top. The red exclamation point ❗ on the submission tab is correct at this point.

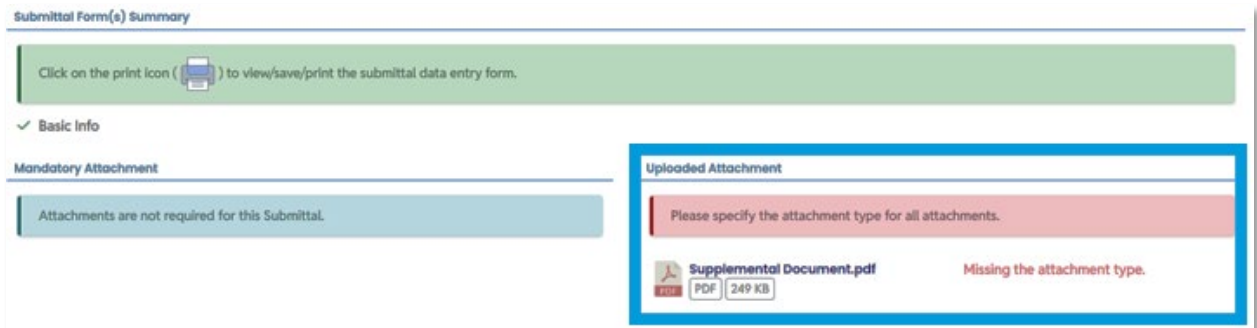
Go back to the basic info tab and complete any missing required fields. When all required information is entered, the red exclamation point ❗ will no longer be displayed on the basic info tab.



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 **!**.



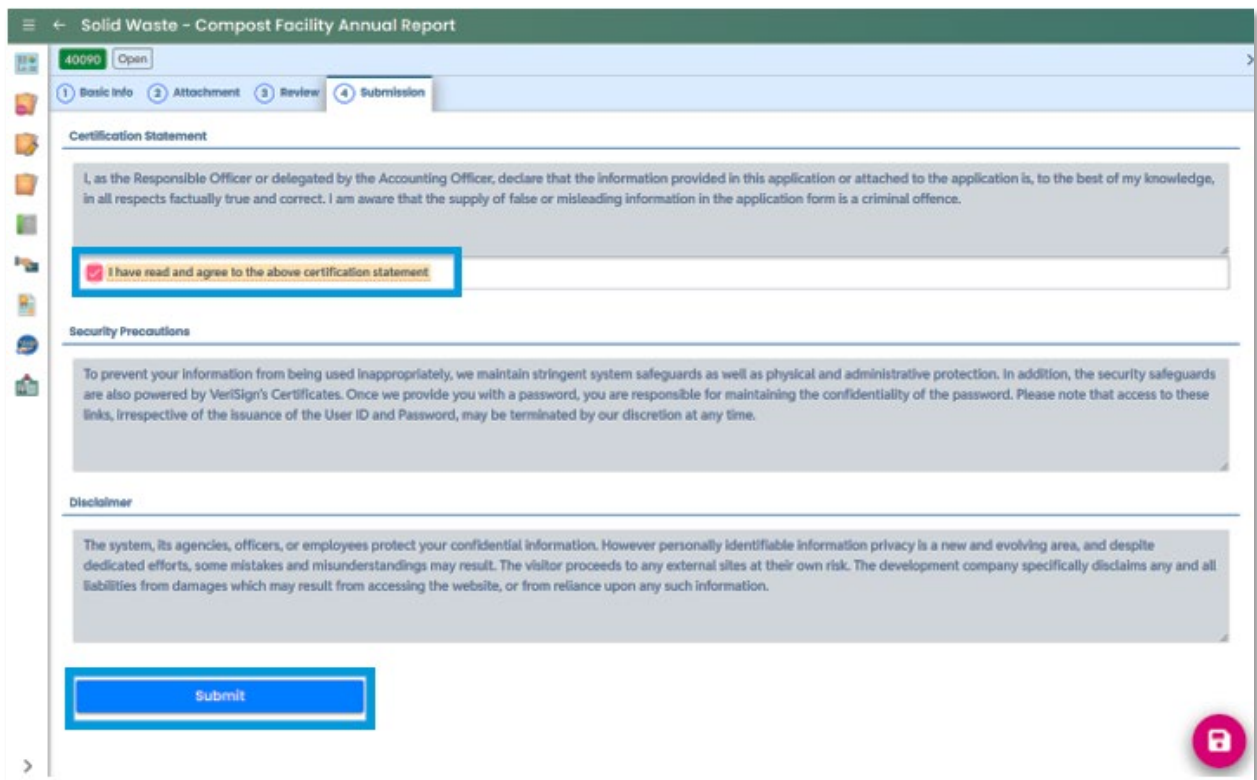
Submission tab

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.



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 on your dashboard.

Submittal Successful

If your submittal is successful, you will see a green bar with “submission successful” at the top of a page showing information about the submittal. You will have the opportunity to save a copy of your final submittal form 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, time and payment or payment due information but does not reflect the data provided on the basic tab.

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

50548 Complete Submittal

Submission Successful

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text messages for system notification at various milestones.

Please click **Receipt** to print your receipt.

Submittal Summary	Submittal Form Info
Submittal RID: 50548	Name: Solid Waste - Composting Facility Annual Report
Submitted Date: 04/16/2026 9:11:52 AM	Method: Online Submission
Submitted By: Solid Waste Test RO 1111111111 jamie.jones@deq.oregon.gov	

Fee Detail	Certification
This submittal does not require fee.	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.
Payment Detail	Question: Not Applicable
Not Applicable.	Answer: Not Applicable
	PIN Number: Not Applicable
	RO: Solid Waste Test RO
	Sender IP: *****

Uploaded Attachment List	Mail-to Attachment List
No record.	No record.

Finish **Receipt** **Submittal Form**

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.

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 sw.feereporting@deq.oregon.gov

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

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

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
4.0	4/16/26	Updates and revisions	CMP