



# User Guide

## Financial Assurance Annual Report

August 2025



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## Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)  
800-452-4011 | TTY: 711 | [deqinfo@deq.oregon.gov](mailto:deqinfo@deq.oregon.gov)

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# System overview

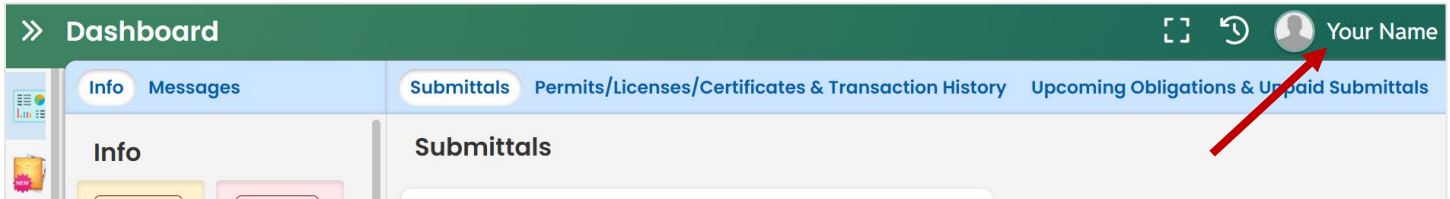
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.


[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.

# Getting started in YDO

Submit a Financial Assurance Annual Report, you must have a Responsible Official or Consultant account and select the Solid Waste submittal group. If you already have this account type and submittal group selected, you can skip to the next section. If you do not, the [Public Account Registration and Management Guide](#) has instructions to create one. For additional information and tools, visit [Your DEQ Online Account Registration](#).

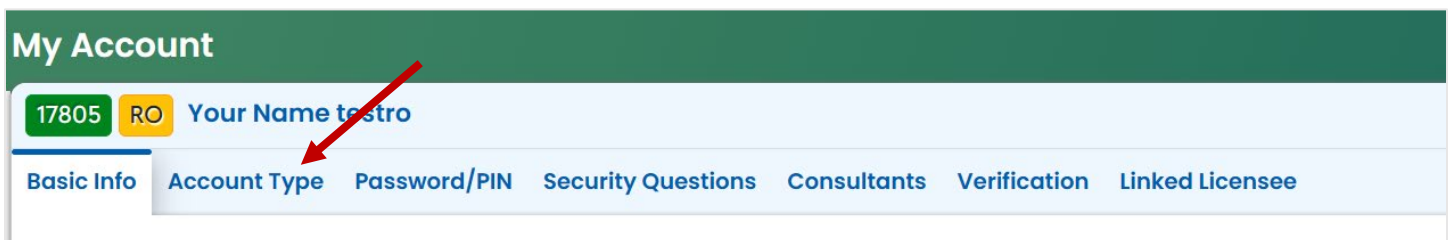
To add Solid Waste to an existing account, click your name in the top right corner.



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




Next, click the Account Type tab.



## Solid Waste - Financial Assurance Annual Report User Guide

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

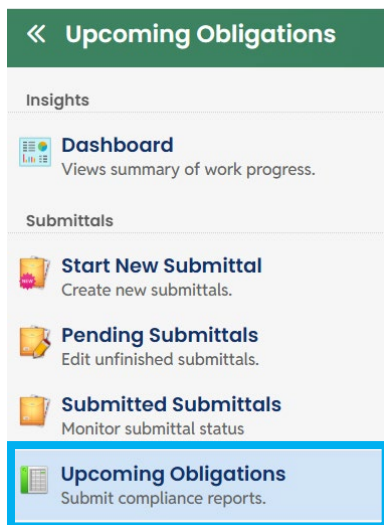
This document provides information necessary to complete the DEQ-approved form for submitting the Financial Assurance Annual Report in [Your DEQ Online](#).

# Financial assurance annual report form instructions

## How to find the Solid Waste-Financial Assurance Annual Report

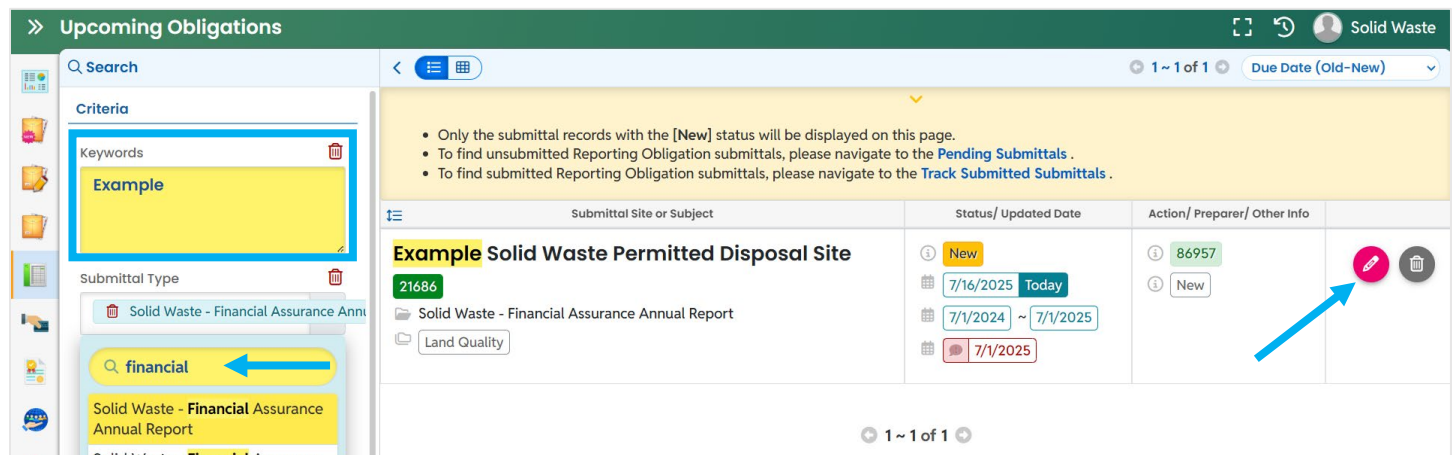
Login to your account on the [Your DEQ Online Public Portal](#).

In the top left-hand corner of the Dashboard, click the Menu icon  to the left of “Dashboard”. Click the “Upcoming Obligations” icon  to open your upcoming obligations.



To find the correct Financial Assurance Annual Report in the Upcoming Obligations module, DEQ recommends searching for “Environmental” in the Submittal Type filter. Alternatively, use the Keywords feature to search for your facility name or Submittal ID number. Once you find the correct Financial Assurance Annual


Report, click the Edit Submittal icon  on the right side of the screen.








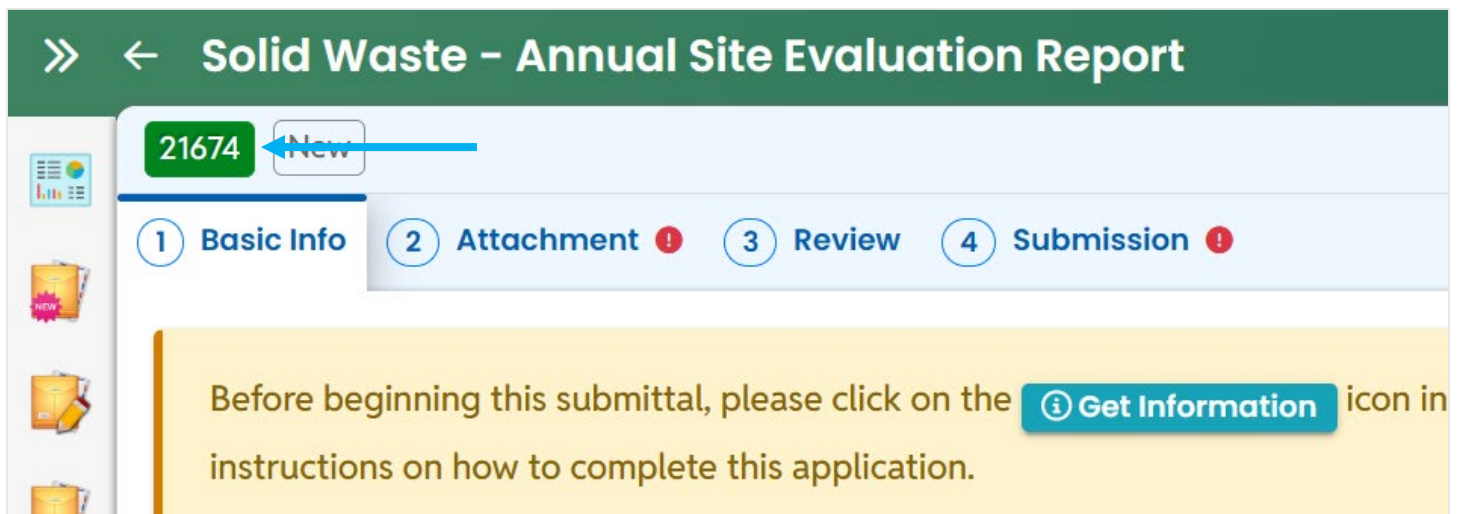
## Important things to know before you start your application

**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 may resume by navigating back to it through the Pending Submittals module  which is directly below Start New Submittal and search for the Submittal ID number  in the top left corner.



# Basic Info tab

The Basic Info tab first displays the:

- Reporting Period
- Facility Information
- Permit Number

Information in the Basic Info tab is auto-populated. Verify the information displayed is correct before proceeding to the Attachment tab. If any information is incorrect, contact your solid waste permit coordinator using the [contact information](#) provided at the end of this user guide.

1 Basic Info

2 Attachment

3 Review

4 Submission

Reporting Period


Reporting Period Start Date

07/01/2024

Reporting Period End Date

07/01/2025

Facility Information



Example Solid Waste Permitted Disposal Site

400 E Scenic Dr, The Dalles, OR 97058

313061

Permit No.

SW-LF-M-000X

## Attachment tab

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

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

Each attached document must be labeled with its document type.

Select the type of document (PDF, Excel, etc.) from the list in the right navigation pane..**NOTE:** If you are experiencing issues uploading or attaching your document, contact your [regional permit coordinator](#) for assistance by using the contact information at the end of this document.


There are two ways to add attachment(s):

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


## Solid Waste - Financial Assurance Annual Report User Guide

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

The screenshot shows the document upload interface. At the top, a document titled "Financial Assurance.pdf" is listed with a PDF icon, a "New" tag, and metadata: PDF, 294 KB, 3/26/2025, v1, and a delete icon. Below the document list, a yellow banner instructs the user to "Click on the document to identify the attachment type." A blue arrow points to the document title. On the left, a sidebar shows a PDF icon and a "New" tag. The main area displays a "Select Document Type" dropdown menu with a search bar and a list of options: \* FA Annual Recertification, - Other, - Redacted Submittal Form in PDF, \* Report requirement, and \* Updated Cost Estimates.


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

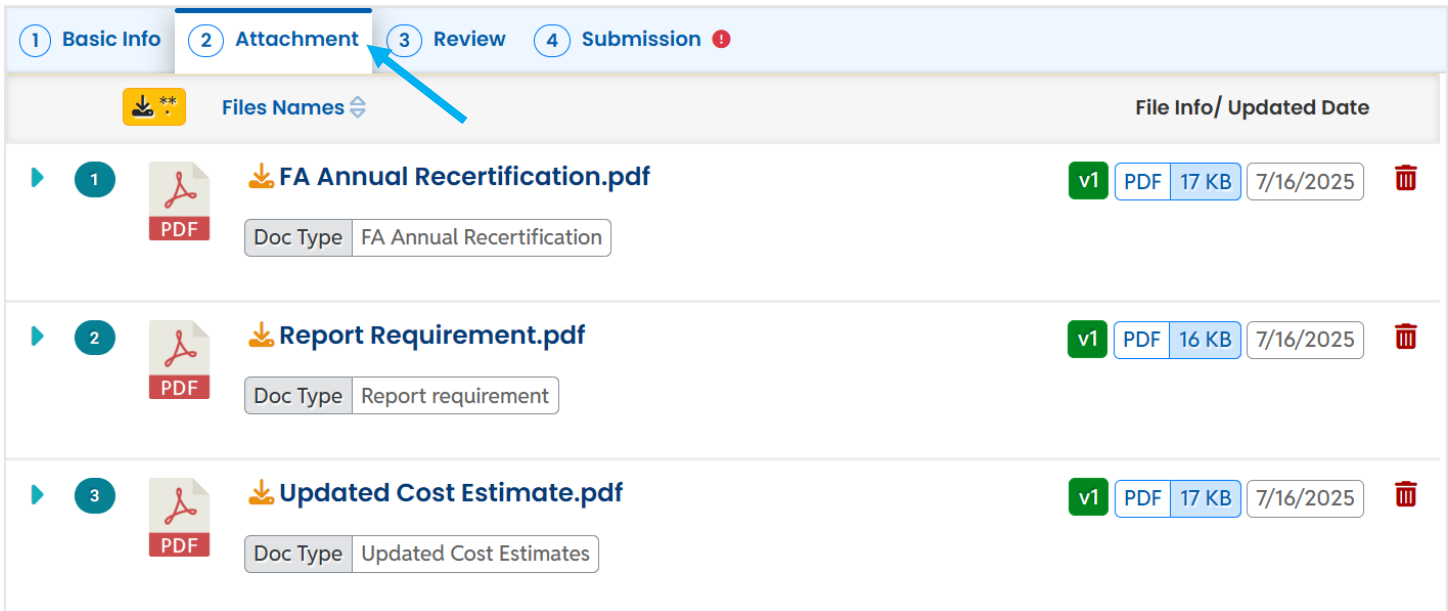
The screenshot shows the document upload interface after selecting a document type. The document title is "Financial Assurance.pdf" with the same metadata as before. Below the document list, a "Doc Type" dropdown is set to "FA Annual Recertification". The "Select Document Type" dropdown is also set to "FA Annual Recertification". A "Comments" text area is highlighted with a blue border, containing the text "Financial Assurance Annual Recertification". A "(Remaining Length: 3958)" indicator is visible at the bottom right of the text area. Below the text area, a "1 Results" button is shown. At the bottom right, a red "Save" icon is highlighted with a blue border.


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


The screenshot shows the document upload interface with an error message. The document list at the top shows a document titled "LUCS.docx" with a DOCX icon, a "New" tag, and metadata: v1, DOCX, 13 KB, 5/12/2025, and a delete icon. Below the document list, a "Doc Type" dropdown is set to "Land Use Compatibility Statement (LUCS)". A red error message is displayed in a yellow box: "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 delete icon on the right side of the document list.










## Solid Waste - Financial Assurance Annual Report User Guide

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



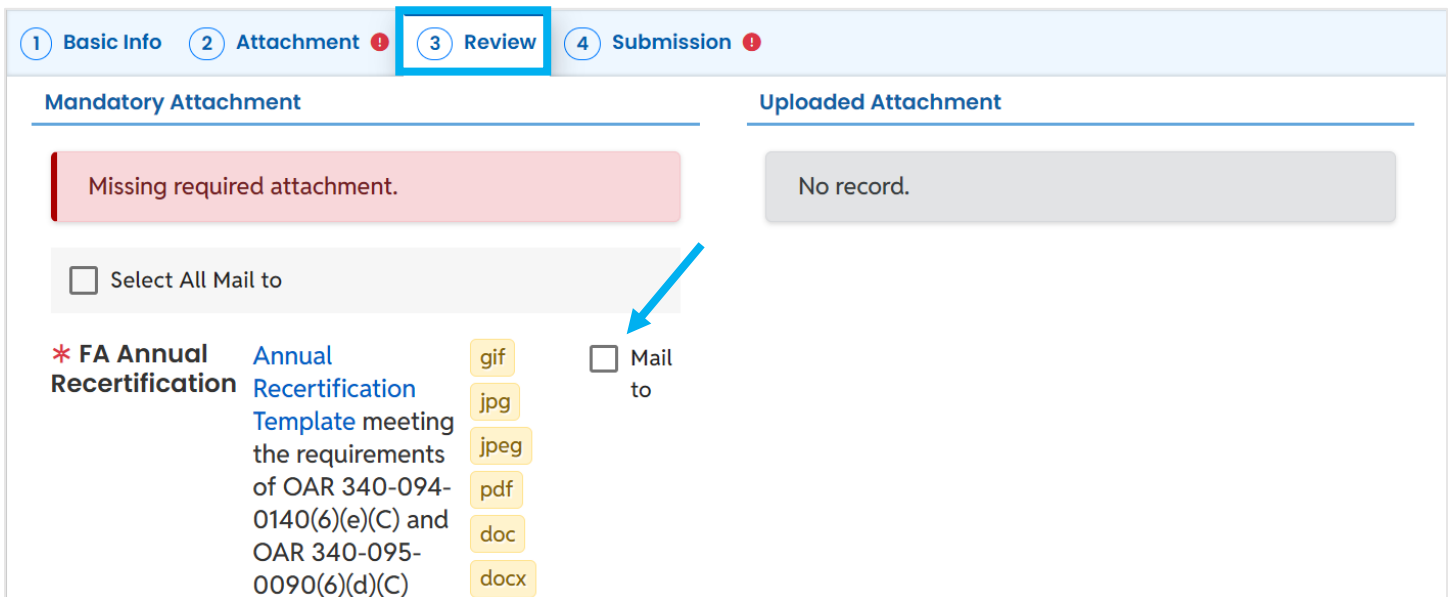
1 Basic Info 2 Attachment 3 Review 4 Submission 



Files Names  File Info/ Updated Date

1		 FA Annual Recertification.pdf	v1 PDF 17 KB 7/16/2025 
Doc Type FA Annual Recertification			
2		 Report Requirement.pdf	v1 PDF 16 KB 7/16/2025 
Doc Type Report requirement			
3		 Updated Cost Estimate.pdf	v1 PDF 17 KB 7/16/2025 
Doc Type Updated Cost Estimates			

**NOTE:** If you think your attachment meets the criteria of Conditionally Exempt from Disclosure under [ORS 192.345](#), you must review and follow agency guidance. Contact your [regional permit coordinator](#) for more information by using the contact information at the end of this document.

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



1 Basic Info 2 Attachment  3 Review 4 Submission 

Mandatory Attachment Uploaded Attachment

Missing required attachment. No record.



☐ Select All Mail to

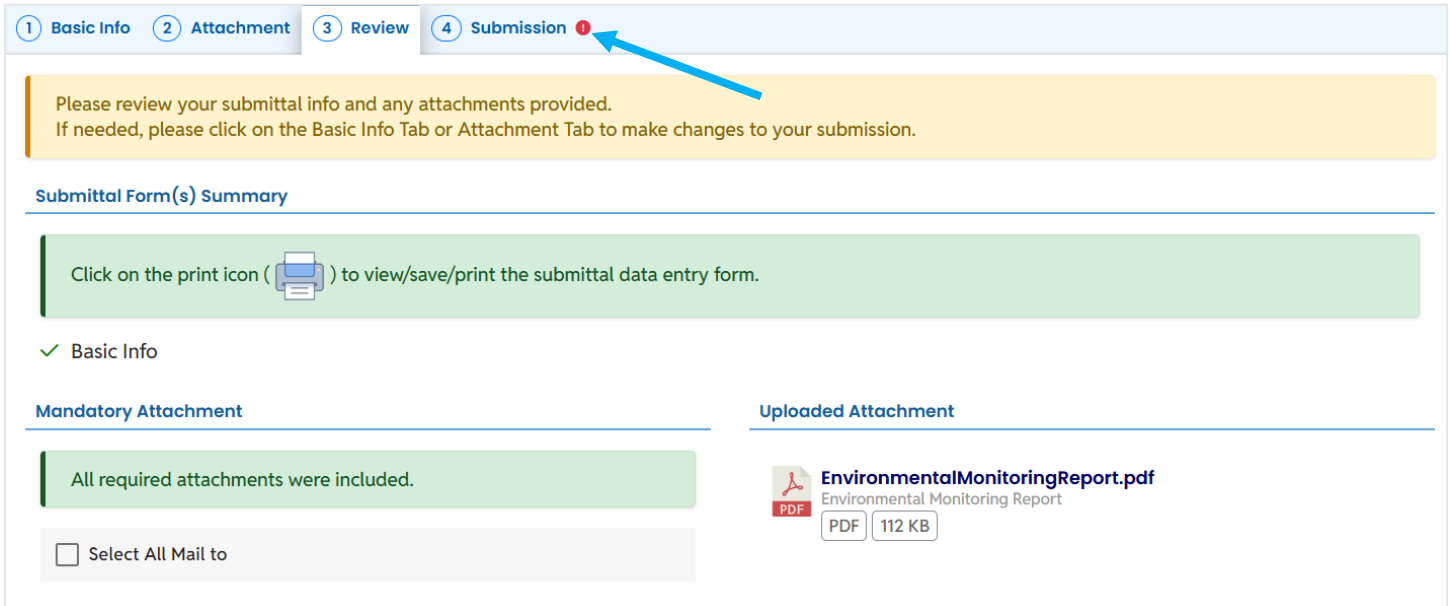
\* FA Annual Recertification Annual Recertification Template meeting the requirements of OAR 340-094-0140(6)(e)(C) and OAR 340-095-0090(6)(d)(C)


gif jpg jpeg pdf doc docx

☐ Mail to

## Review tab


Review your submittal information and any attachments provided. If the red alert icon  is present next to the Attachment tab, return to that tab and make the necessary changes to remove the red alert icon . If you are unable to find the issue, contact your [regional permit coordinator](#).



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.


✓ Basic Info

**Mandatory Attachment**

All required attachments were included.



☐ Select All Mail to

**Uploaded Attachment**

 **EnvironmentalMonitoringReport.pdf**  
Environmental Monitoring Report  
PDF 112 KB

## ✕TROUBLESHOOTING

### Potential 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 the lower right. You will also see a red alert icon  on the Attachment tab. The red alert  on the Submission tab is to be expected at this point.

Go to the Attachment tab, specify the document type, and click the red Save icon .

## Solid Waste - Financial Assurance Annual Report User Guide

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.

✓ Basic Info

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

\* Environmental Monitoring Report

Environmental Monitoring Report


The report must conform to the approved environmental monitoring plan format and be prepared and stamped by a geologist or a Certified Engineering Geologist, with current Oregon registration.

xmlgifjpgjpegpdfzipdocdocxxlsxlsx

☐ Mail to

Uploaded Attachment

Please specify the attachment type for all attachments.

 **Environmental Monitoring Report.pdf**  
PDF 294 KB

Missing the attachment type.

If you're unable to upload the required attachments to this submittal, please reach out to your regional permit coordinator. See [contact information](#) at the end of this user guide.




## 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 Info

2 Attachment


3 Review

4 Submission 

Certification Statement

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

☐ 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.

Confidential Business Information (CBI)

☐ Yes ☒ No

If this submittal contains a claim of Conditionally Exempt from Disclosure under ORS 192.345 you must review and follow agency guidance. Click the 'Get Information' button under Submittal Information for links to this guidance.

Submit

Oregon Department of Environmental Quality

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

### ✓ Submission Successful!

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

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

#### Submittal Summary

Submittal ID: **21686**  
Submittal Date: **7/16/2025, 8:11:40 AM**  
Submittal By: Solid Waste testro  
5416397145  
jamie.jones@deq.oregon.gov  
Owner Information: Solid Waste testro  
5416397145  
jamie.jones@deq.oregon.gov

#### Fee Detail

This submittal does not require fee.

#### Payment Detail

Not Applicable.

#### Submittal Form Info


Name: Solid Waste - Financial Assurance Annual Report  
Method: Online Submission


#### Certification

Statement: I hereby certify the information submitted and contained in this report and the documents I have attached, are true and correct to the best of my knowledge.  
Question: Not Applicable  
Answer: Not Applicable  
PIN Number: Not Applicable  
RO: Solid Waste testro  
Sender IP: 159.121.206.56

#### Uploaded Attachment List

 **FA Annual Recertification.pdf**  
FA Annual Recertification  
PDF 17 KB

 **Report Requirement.pdf**  
Report requirement  
PDF 16 KB


 **Updated Cost Estimate.pdf**  
Updated Cost Estimates  
PDF 17 KB

#### Mail-to Attachment List

No record.

**Finish**



 **Receipt**

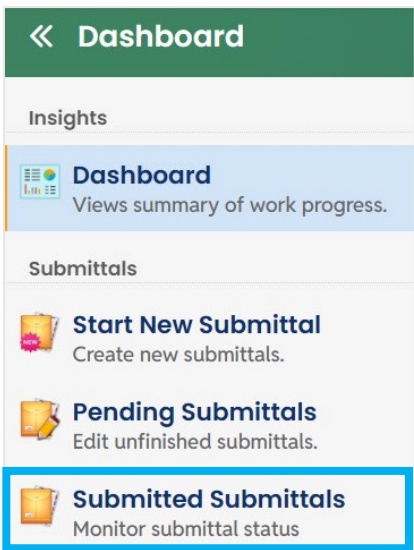
 **Submittal Form**


**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.

# Finding your submittal in YDO

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

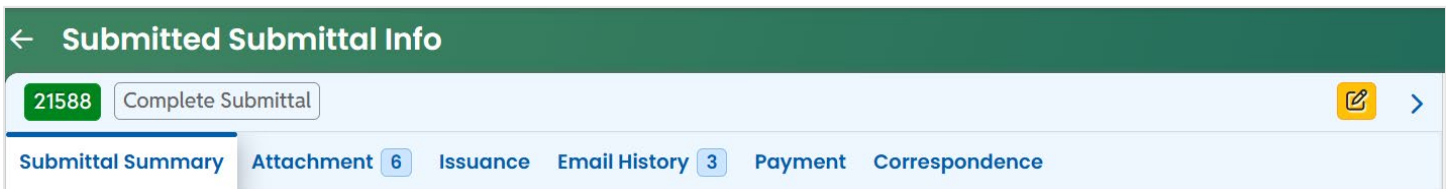
To view your submittal in YDO, in the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the Submitted Submittals icon .



In the Submitted Submittals module, your application may be at the top of the page. If it isn’t, the quickest way to find your submittal is to use the Keywords feature to search for the Submittal ID number. Once you find the submittal, click the eye icon  on the right side of the screen.



This will open a Submitted Submittal Info screen.



# 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:DEQNR.SolidWastePermitCoordinator@deq.oregon.gov">DEQNR.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>

## 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.

## 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](#).

# Version history

Version	Date	Changes	Editor
1.0	7/15/25	Initial Approved Document	EMK
	8/11/25	Reviewed	JKF