



Household Hazardous Waste Annual Report User Guide

Version 1.0

October 2025



State of Oregon
Department of Environmental Quality

This document was prepared by
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State of Oregon
DEQ Department of Environmental Quality

Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
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Table of Contents

System Overview4

Getting started in YDO5

Introduction.....7

Household hazardous waste annual report form instructions.....8

How to find the Solid Waste – Household Hazardous Waste Annual Report.....8

Important things to know before you start your application9

Basic info tab10

Attachment tab11

Review tab14

Submission tab15

Finding your submittal in YDO17

Solid waste contacts18

FTP link information18

Helpdesk and resources18

Revision history.....19

System Overview

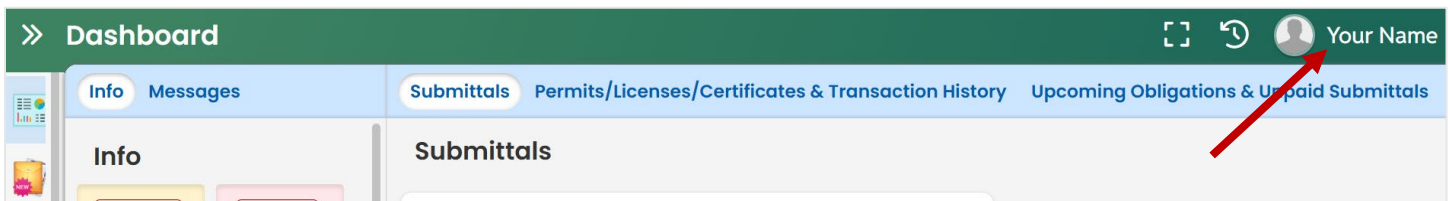
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.


[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 submit a Household Hazardous Waste Annual Report, you must have a Responsible Official or Consultant 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, the [Public Account Registration and Management Guide](#) has instructions to create one. For additional information and tools, visit [Your DEQ Online Account Registration](#) website.

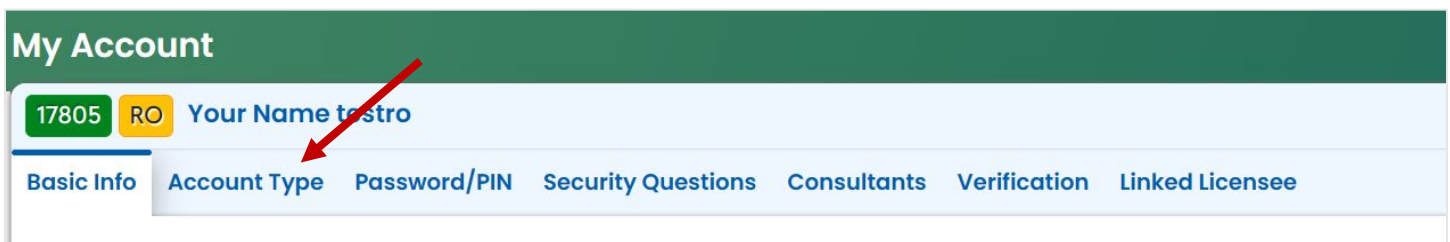
To add Solid Waste to an existing account, click your name in the top right corner.




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




Next, 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

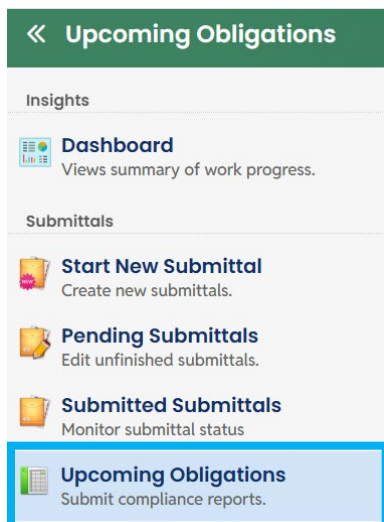
This document provides information necessary to complete the DEQ-approved form for reporting required documents for all Oregon solid waste facilities in [Your DEQ Online](#).


Household hazardous waste annual report form instructions

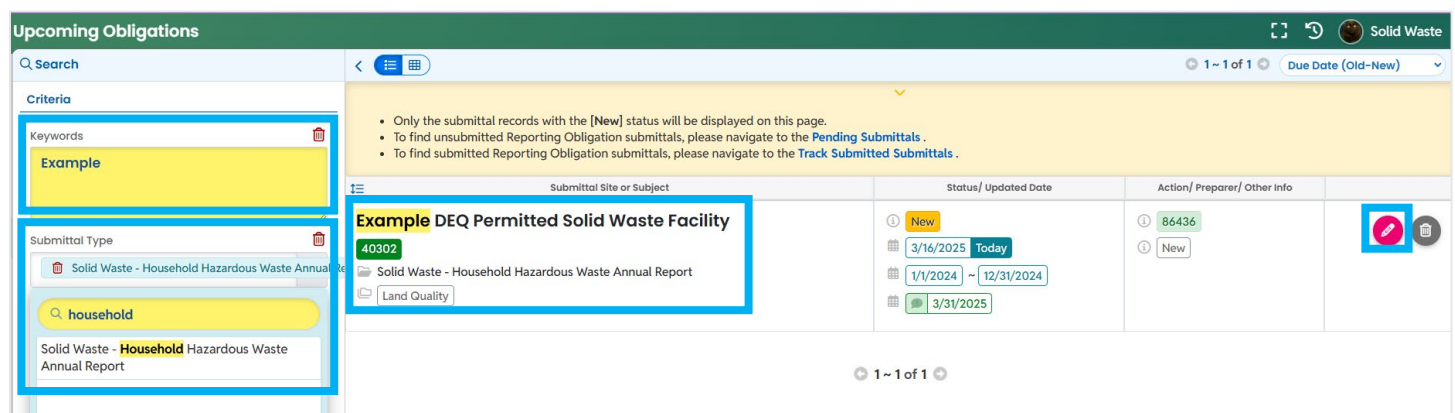
How to find the Solid Waste – Household Hazardous Waste Annual Report

Login to your account on the [Your DEQ Online Public Portal](#). For detailed instructions, refer to [YDO Account Registration and Management](#)

In the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click ‘Upcoming Obligations’ icon .




To find the correct Household Hazardous Waste Annual Report in the Upcoming Obligations module, DEQ recommends searching for “Household” in the Submittal Type filter. Once you find the correct Household Hazardous Waste Annual Report, click the “Edit Submittal” icon  on the right side of the screen.




Important things to know before you start your application

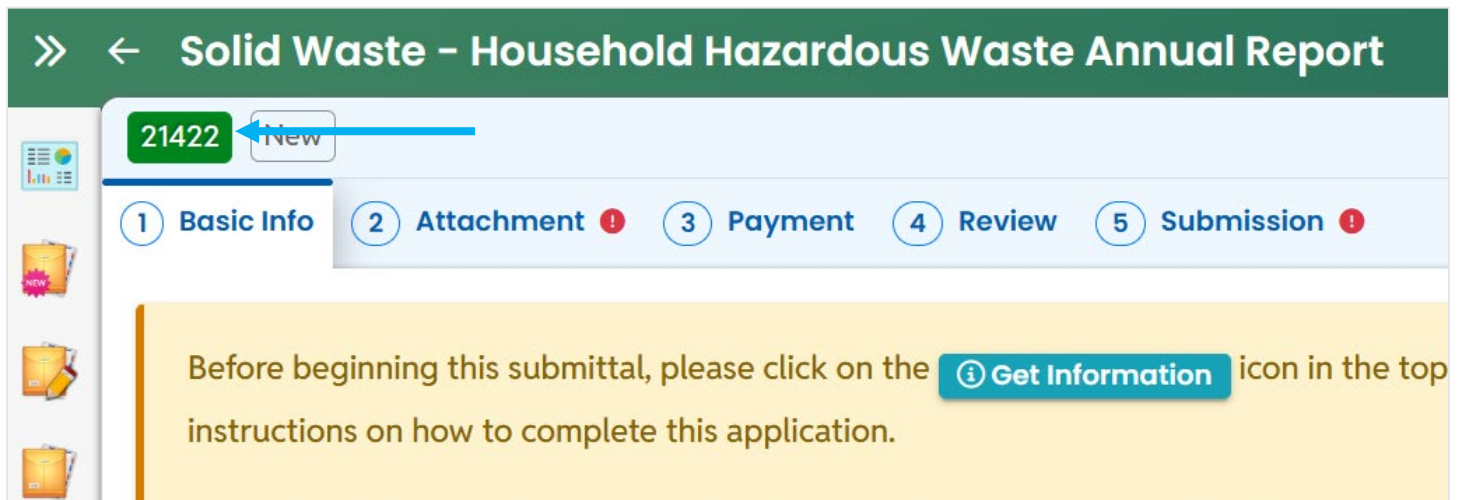
The system uses a lot of icons. If you're curious about what an icon means, you can hover over it with your cursor.

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 **21422**. 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 the submittal by navigating back to it through the Pending Submittals module  which is directly below Start New Submittal and search for the Submittal ID number **21422** in the top left corner.

Payment: This submittal has no payment requirement.



Basic info tab

The Basic Info tab displays the:

- Reporting Period
- Facility Information
- Permit Number

Before clicking the Attachment tab, verify the information displayed is correct. If any of this information is incorrect, contact your [solid waste permit coordinator](#) using the contact information provided at the end of this user guide.

← Solid Waste – Household Hazardous Waste Annual Report

21422 Open

1 Basic Info

2 Attachment

3 Review

4 Submission

Reporting Period

Reporting Period Start Date

01/01/2024

Reporting Period End Date

12/31/2024

Facility Information



Example Solid Waste Permitted Disposal Site

400 E Scenic Dr, The Dalles, OR 97058

312738

Permit No.

SW-TS-MRF-HHW-000X

Oregon Department of Environmental Quality

Page 10 of 19

Attachment tab

Go to the Attachment tab to attach your [Household Hazardous Waste Annual Report](#) to the submittal.

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

Attachment Types

- * represents required attachments.
- * **Household Hazardous Waste Annual Report**
Household Hazardous Waste Annual Report
pdf xls xlsx
- Supporting Document
Supporting Document
gif jpg jpeg pdf doc

Each attached document must be:

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

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 of your choice anywhere on the Attachment Tab page.

1 Basic Info 2 Attachment 3 Review 4 Submission

Instruction

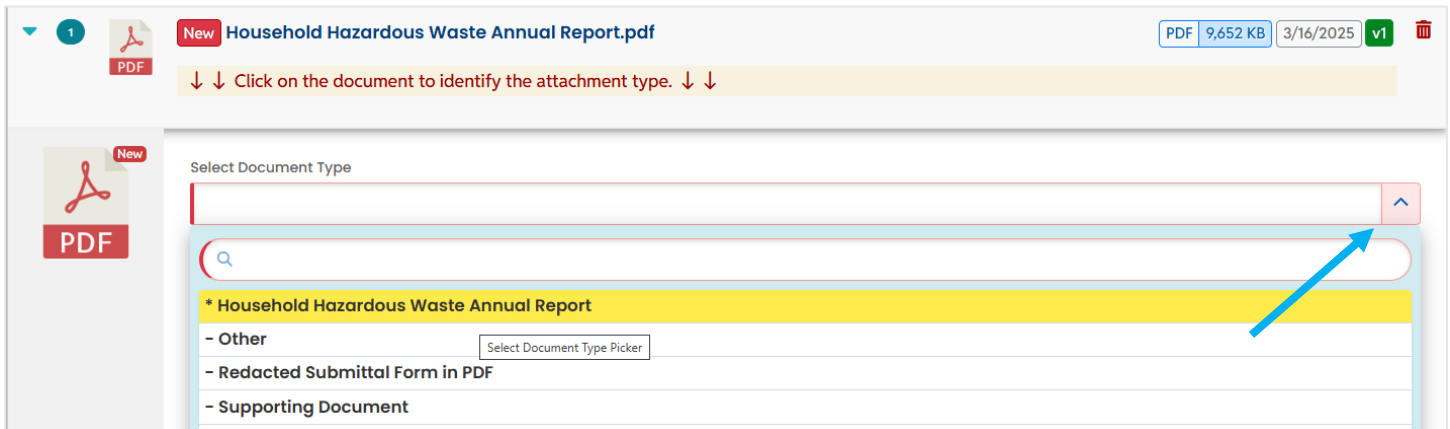
Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.


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


Solid Waste - Household Hazardous Waste Annual Report User Guide

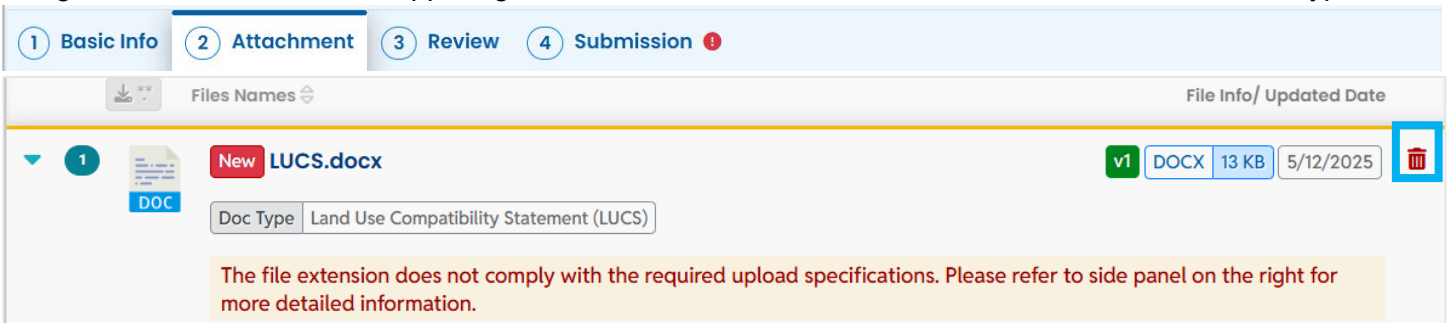
Once uploaded, click the document and a “Select Document Type” dropdown will appear. Click the dropdown arrow to select from a list of document types.




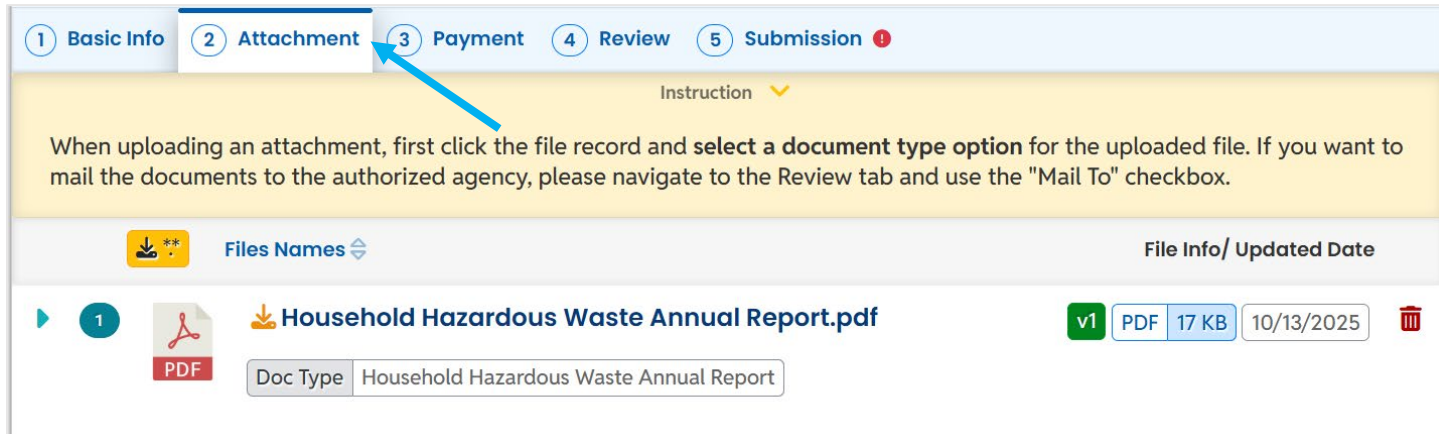
Enter a brief description of the document in the “Comments” field and click the Save icon  at the bottom right of the screen to successfully upload the attachment.



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

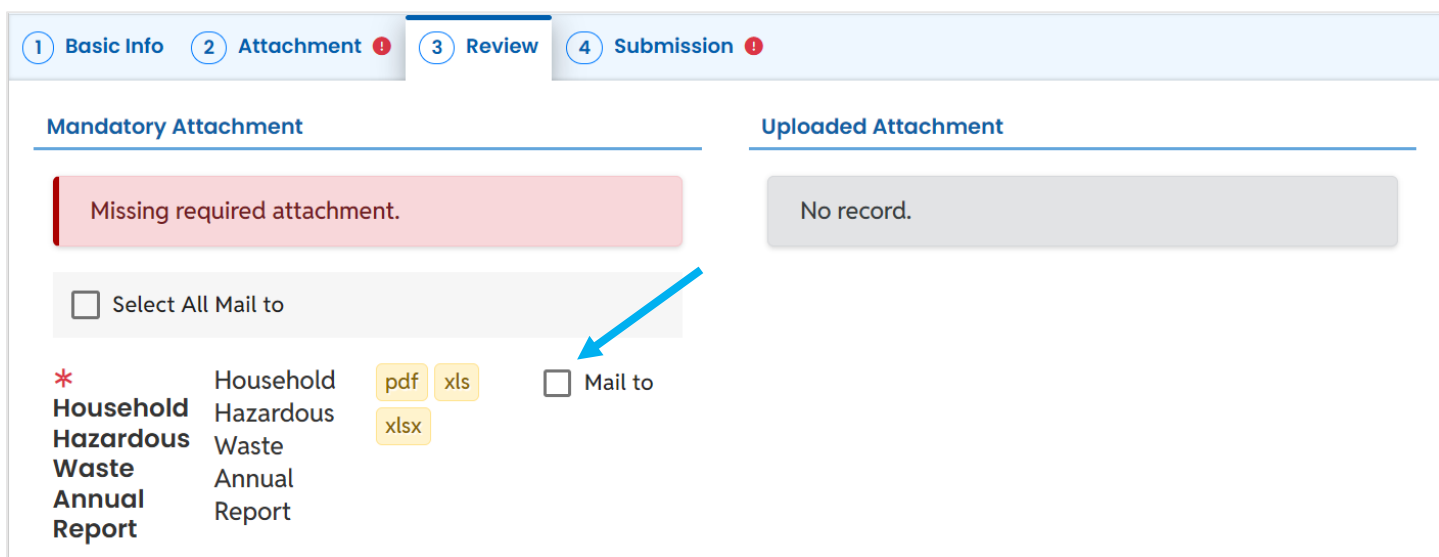


Once the required attachments are uploaded, labeled and saved, the red alert icon  will disappear. You may repeat this process to add any optional or supplementary attachments.





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.




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 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

Uploaded Attachment

All required attachments were included.

☐ Select All Mail to

 PDF

Household Hazardous
Waste Annual
Report.pdf

Household Hazardous Waste
Annual Report

PDF17 KB

Submission tab


Review the Certification Statement and check the box to confirm that you have read and agree to its terms. Then click the Submit button at the bottom of the Submission tab to complete your facility's Submittal.

- 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



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: **21422**
Submittal Date: **10/13/2025, 1:49:34 PM**
Submittal By: Solid Waste Test RO
111111111
jamie.jones@deq.oregon.gov
Owner Information: Solid Waste Test RO
111111111
jamie.jones@deq.oregon.gov

Submittal Form Info

Name: Solid Waste - Household Hazardous Waste Annual Report
Method: Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

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.

Question: Not Applicable

Answer: Not Applicable

PIN Number: Not Applicable

RO: Solid Waste Test RO

Sender IP: 159.121.206.56

Uploaded Attachment List

 **Household Hazardous Waste Annual Report.pdf**
Household Hazardous Waste Annual Report
PDF 17 KB

Mail-to Attachment List

No record.

Finish



 **Receipt**

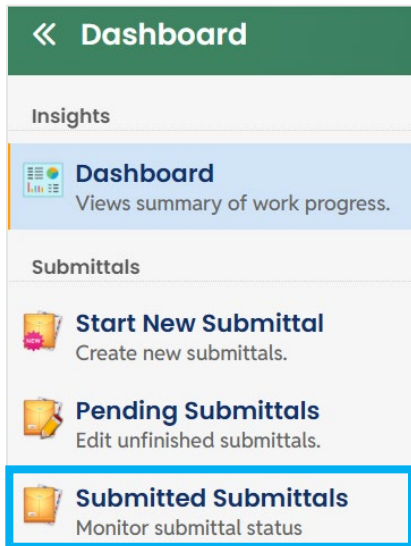
 **Submittal Form**


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.

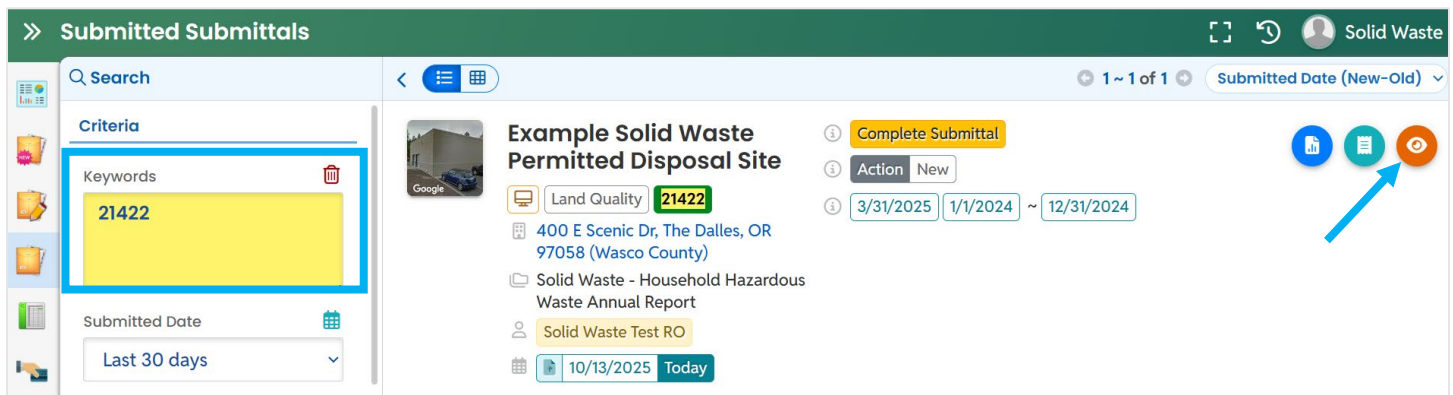
Finding your submittal in YDO

After submitting your application in YDO, you will receive an automated Submission Received email from yourdeqonline@govonlineasaas.com.

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 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 submittal 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 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

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](#).

Revision history

Revision	Date	Changes	Editor
1.0		Initial draft	JJ
1.0	10/14/25	Initial review	AH
1.0	10/16	PA review	JF
1.0	10/24	Final review	AH