



Industrial Solid Waste Facility Annual Disposal Report User Guide

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State of Oregon
Department of Environmental Quality

This document was prepared by
Oregon Department of Environmental Quality
Solid Waste and Materials Management
700 NE Multnomah Street, Suite 600
Portland, OR 97232
503-229-6434
www.oregon.gov/deq



Translation or other formats

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800-452-4011 | TTY: 711 | 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.

This user guide is intended to provide detailed information for the reporter to help them complete the Industrial Solid Waste Facility Annual Disposal Report that is required by Oregon law for their facility.

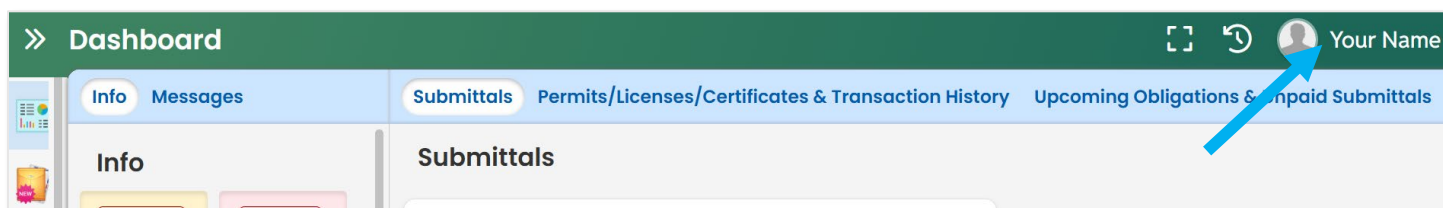
Getting started in YDO


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.

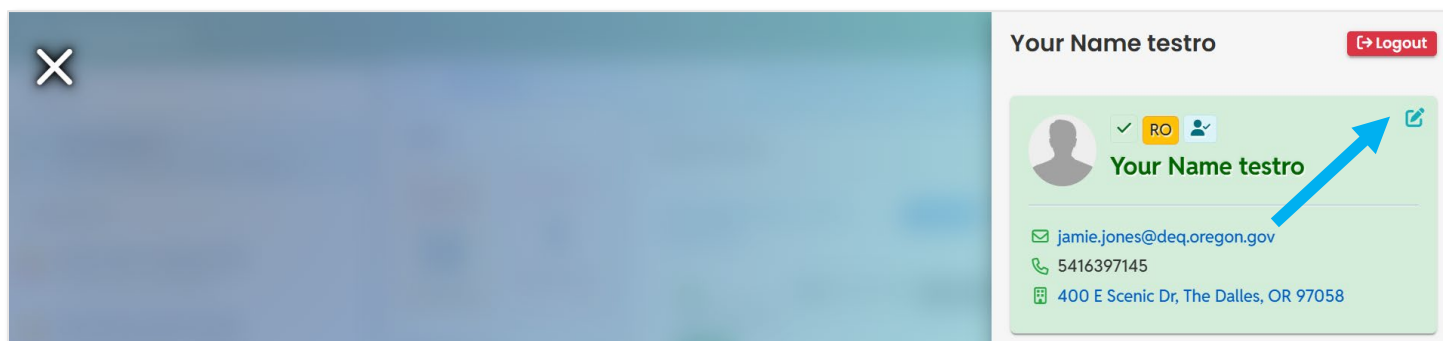
If you already have this account type and have selected this submittal group, you may skip to the next section.

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.

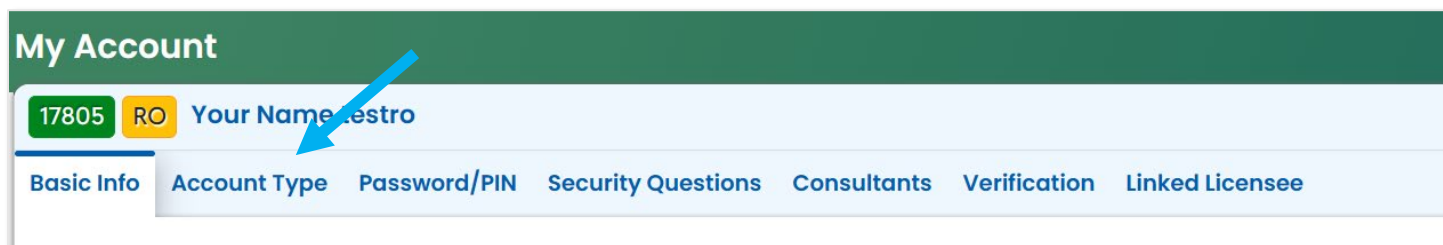
To add Solid Waste to an existing account, click your name in the top right corner.




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 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 annual reporting of industrial waste disposed at Oregon Industrial Solid Waste Disposal facilities in [Your DEQ Online](#).

The Industrial Solid Waste Facility Annual Disposal Report must be completed by any DEQ permitted industrial solid waste facilities accepting less than 20,000 tons per year. The report and payment are due every year no later than Jan. 31 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 Save button  on 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.

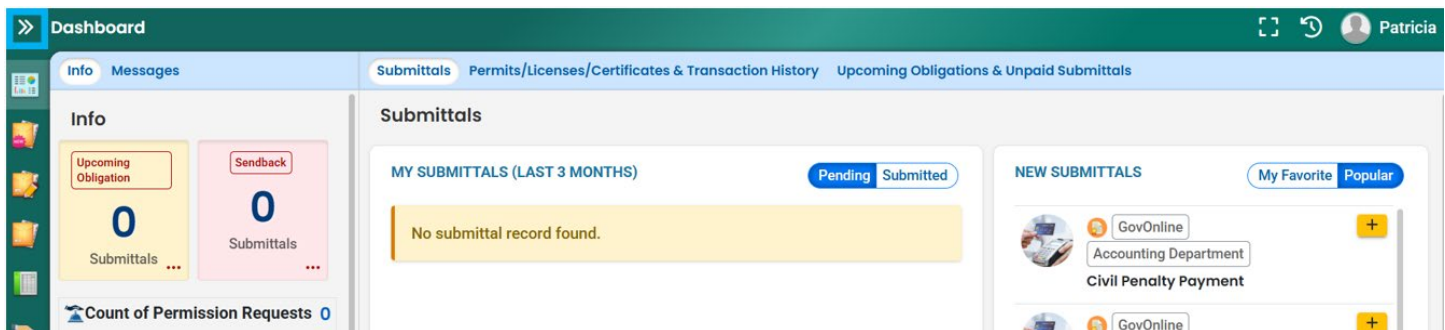
How to find your submittals in progress. After clicking the save button and before submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the Pending Submittals module, which is directly below the Start New Submittal module, and search for the submittal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

Login and locating the industrial solid waste facility annual disposal report

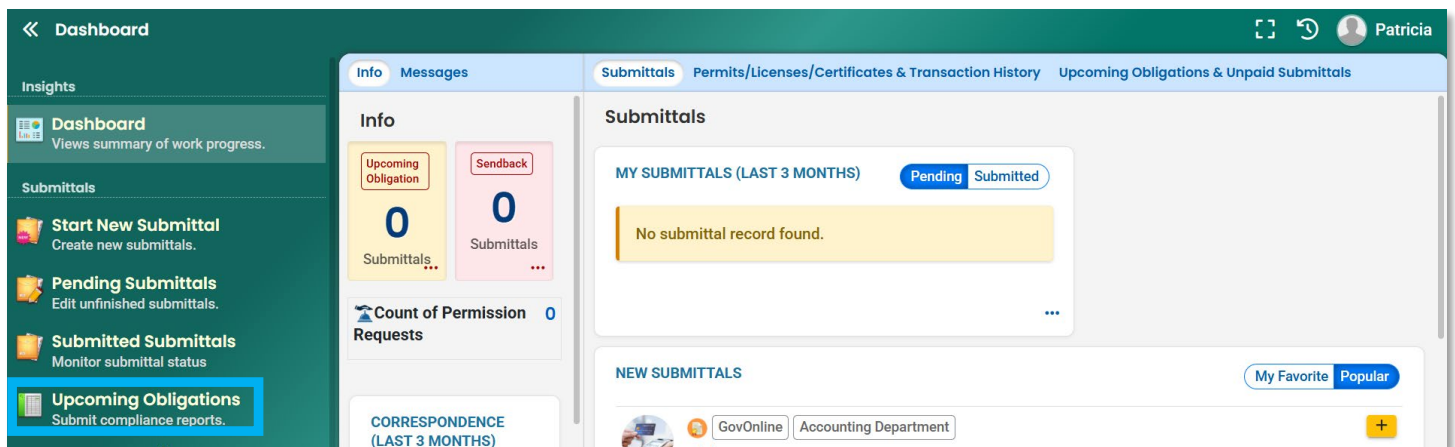
Login to your account on the [Your DEQ Online Public Portal](#).

If you do not have a user account, refer to the 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 double arrow **>>** next to the Dashboard to open the left panel.

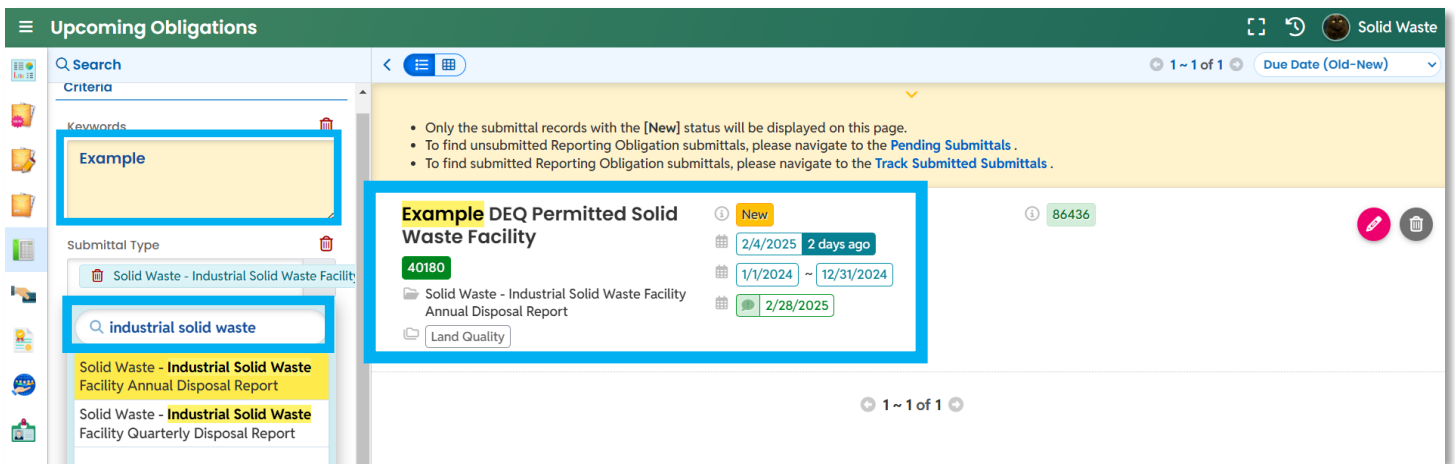


Click on "Upcoming Obligations".



Click the double arrows **<<** again to close the left panel. Any new, unopened reporting obligations will appear.

If multiple obligations are shown, to locate the correct industrial solid waste facility annual report in the upcoming obligations module, DEQ recommends first searching for "industrial solid waste" in the submittal type filter by clicking the "+" next to the submittal type box to open the search field and then select the name of the "Solid Waste – Industrial Solid Waste Facility Annual Disposal Report" below it. Alternatively, use the keywords filter to search for your facility name or submittal ID.



NOTE: If you do not see a reporting obligation for your facility, go to your Account Settings and add the facility to your account under the Account Type tab.

Click the badge button on the side bar 

Click the Account Type tab

Scroll Down to Add Permissions by clicking the yellow rectangle if there is nothing below it 

In the Search bar on 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 the box next to the correct name(s) that appear. Multiple appearances for your facilities may appear if you are part of more than one program or have more than one permit, have facilities at more than one address, etc.

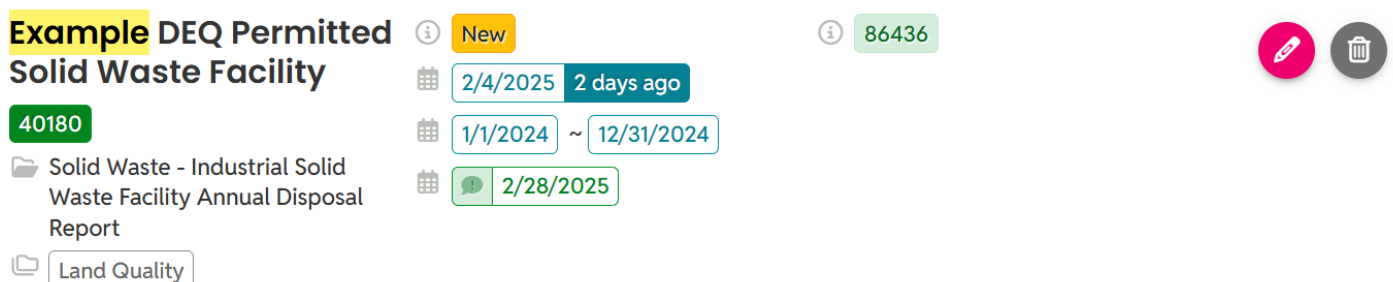
Click the box next to Solid Waste.



At the top of the column, click the black arrow in the yellow box.

Click the red Save button on the lower right to return to your upcoming obligations. The report should appear.

Once you locate the correct industrial solid waste facility annual disposal report, click on the red edit submittal button  located on the far right-hand side of the screen.



Filling out the industrial solid waste facility annual disposal report

Basic info tab

Ensure the reporting period shown is correct. Ensure the facility information, and permit number 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


Reporting Period End Date


01/01/2024

12/31/2024

Required annual reports and fees are due to DEQ by January 31 of the following calendar year.

Facility Information



Example DEQ Permitted Solid Waste Facility 86436  Stationary

700700 NE Multnomah St, Portland, OR 97232

Solid Waste Permit No.

SW-CT-I-000X

To access a short information and instruction sheet, click the “Get Information” button in the far-right panel. The instruction sheet will download to your computer. It should appear 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.

40180 New

>

1 Basic Info

2 Attachment

3 Payment


4 Review

5 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.

Submittal Information




Solid Waste - Industrial Solid Waste Facility Annual Disposal Report

Get Information

f50024 New

Solid Waste

NOTE: Click the Save button  frequently and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after clicking save and before submitting, you will need to go back to the

dashboard to access the submittal under “Pending Submittals” using the Submittal ID number in the top left corner.

40180

New

1 Basic Info

2 Attachment

3 Payment

4 Review

5 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

Required annual reports and fees are due to DEQ by January 31 of the following calendar year.

Facility Information



Example DEQ Permitted Solid Waste Facility

86436

Stationary

700700 NE Multnomah St, Portland, OR 97232

Solid Waste Permit No.


Fee contact

Complete the fee contact information for 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 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 [in-state industrial solid waste disposal worksheet](#) section of this guide. This section is for reporters who have no tonnage to report for the period.

Scroll to the bottom of the report where zero tons and the minimum \$200 fee are shown and click the red Save button . Proceed to the [payment tab](#).

Total Tons Received

Total In-State Solid Waste	0	Tons			
Total Out-of-State Waste	0	Tons			
Total "Counting" Waste Tires	0	Tons			
Total Tons Received	0	Tons	x \$1.18/ton=	\$	0
			x \$0.13/ton=	\$	0
			Solid Waste Permit and Registration Compliance Fee (\$200/yr or \$0.58/ton, whichever is greater)=	\$	200.00
			Total Fee	\$	200.00



In-state industrial solid waste disposal worksheet

Report all in-state waste received for the year by waste type in this section. For definitions of the waste categories, please see the downloadable instruction sheet.

Select either tons or cubic yards for reporting each category of waste by using the dropdown. Choose tons(if measured by scale(s) or cubic yards if measured by volume.

In-State Industrial Solid Waste Disposal Worksheet

Type of Waste	Quantity	Unit	Conversion	Quantity (Tons)
Asbestos	0	Tons		0 Tons
Pulp and Paper other than Sludge	0	Yards		0 Tons
Construction, Demolition and Landclearing	0	Tons		0 Tons

Conversion from cubic yards to tons for each material is automatically calculated when cubic yards is selected.

In-State Industrial Solid Waste Disposal Worksheet

Type of Waste	Quantity	Unit	Conversion	Quantity (Tons)
Asbestos	750	Yard	x 0.25	187.50 Tons
Pulp and Paper other than Sludge	500	Tons		500.00 Tons
Construction, Demolition and Landclearing	0	Tons		0 Tons

To report other permit approved types of in-state waste, click the yellow + other button **+ Other** and specify the other permit information from the dropdown and then specify the type of material, quantity and units.

+ Other

2 Fiberglass 900 Tons 900

Other Type
Other (Specify)

Other
Fiberglass

Quantity
900

Unit
Tons

900.00 Tons

If you choose yards as the unit, you must use a DEQ-approved conversion factor. Refer to the informational sheet for conversion rates for other common waste types or, if it is not listed, contact the DEQ reporting and invoicing coordinator for assistance.

The screenshot shows a form with the following fields and values:

- Other Type:** Other (Specify)
- Other:** Fiberglass
- Quantity:** 900
- Unit:** Yards
- DEQ-Approved Conversion Factor:** (Empty field with a red border and a red error message: "Required.")
- 0 Tons** (Summary value)

Conversion from cubic yards to tons for each material is automatically calculated within the form when cubic yards is chosen in the dropdown.

You may add additional in-state waste types by repeating this procedure.

Out-of-state industrial solid waste disposal worksheet

Select either tons or cubic yards for reporting each category of waste by using the dropdown. Choose tons if measured by scale(s) or cubic yards if measured by volume.

The screenshot shows the 'Out-Of-State Industrial Solid Waste Disposal Worksheet' with the following data:

Type of Waste	Quantity	Unit	Conversion	Quantity (Tons)
Asbestos	0	Tons		0 Tons
Pulp and Paper other than Sludge	0	Yards		0 Tons
Construction, Demolition and Landclearing	0	Tons		0 Tons

A blue arrow points to the 'Unit' dropdown menu for 'Asbestos', which is currently set to 'Tons'.

Conversion from cubic yards to tons for each material is automatically calculated within the form when cubic yards is selected in the dropdown.

Out-Of-State Industrial Solid Waste Disposal Worksheet

Type of Waste	Quantity	Unit	Conversion	Quantity (Tons)
Asbestos	800	Yard	x 0.25	200.00 Tons
Pulp and Paper other than Sludge	700	Tons		700.00 Tons
Construction, Demolition and Landclearing	0	Tons		0 Tons

For definitions of the waste categories refer to the downloadable instruction sheet.

To report other permit approved types of out-of-state waste, click the yellow +other button **+ Other** and specify the other permit(s) from the dropdown. Then specify the type of material, quantity and unit in the fields provided.

2

Fiberglass

900

Tons

900

Other Type
Other (Specify)

Other
Fiberglass

Quantity
900

Unit
Tons

900.00 Tons

If you choose yards as the unit, you must use a DEQ-approved conversion factor. Refer to the informational sheet for conversion rates for other common waste types or, if not listed, contact the DEQ reporting and invoicing coordinator for assistance.

2

Fiberglass

900

Yard

0

Other Type
Other (Specify)

Other
Fiberglass

Quantity
900

Unit
Yards

DEQ-Approved Conversion Factor

Required.

0 Tons

As shown in the counting section, conversion from cubic yards to tons for each material is automatically calculated when you select cubic yards in the dropdown.

You may add more out-of-state waste types by repeating this procedure

When your entries are complete, click the red Save button .

Make sure “Submittal Saved Successfully” appears in the top right corner of the report.


Total tons received

This section shows the totals for all waste reported on the worksheet, as well as the individual fee calculation and payment due. For annual reporters there is a \$200 minimum Compliance Fee, and the total payment will reflect the greater of the tons reported multiplied by \$0.58 per ton or \$200.

Total Tons Received			
Total In-State Solid Waste	199.00	Tons	
Total Out-of-State Waste	50.00	Tons	
Total Tons Received in Reporting Period	249.00	Tons	x \$0.58/ton= \$ 144.42
Solid Waste Permit and Registration Compliance Fee (<u>\$200 per year or \$0.58/ton, whichever is greater</u>)			\$ 200.00

OR

Total Tons Received			
Total In-State Solid Waste	349.00	Tons	
Total Out-of-State Waste	110.00	Tons	
Total Tons Received in Reporting Period	459.00	Tons	x \$0.58/ton= \$ 266.22
Solid Waste Permit and Registration Compliance Fee (<u>\$200 per year or \$0.58/ton, whichever is greater</u>)			\$ 266.22

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 the screen to ensure your progress is saved. Click the save button again if you are unsure..

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 disappear and you can navigate to the attachment tab.

Attachment tab

Although attachments are not required for this report you may provide supplemental information, select 'Click to Upload or Drag Files Over Here'.

40180 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Attachments are not required for current submittal.

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

Each attached document must be:

- A document type that is labeled 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 sidebar is collapsed, you can reopen it by clicking the arrow (<) at the top right of the main panel.

40179 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Attachments are not required for current submittal.

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

Submittal Information

Attachment Types

* represents required attachments.

New Attachment

Supporting document or spreadsheet

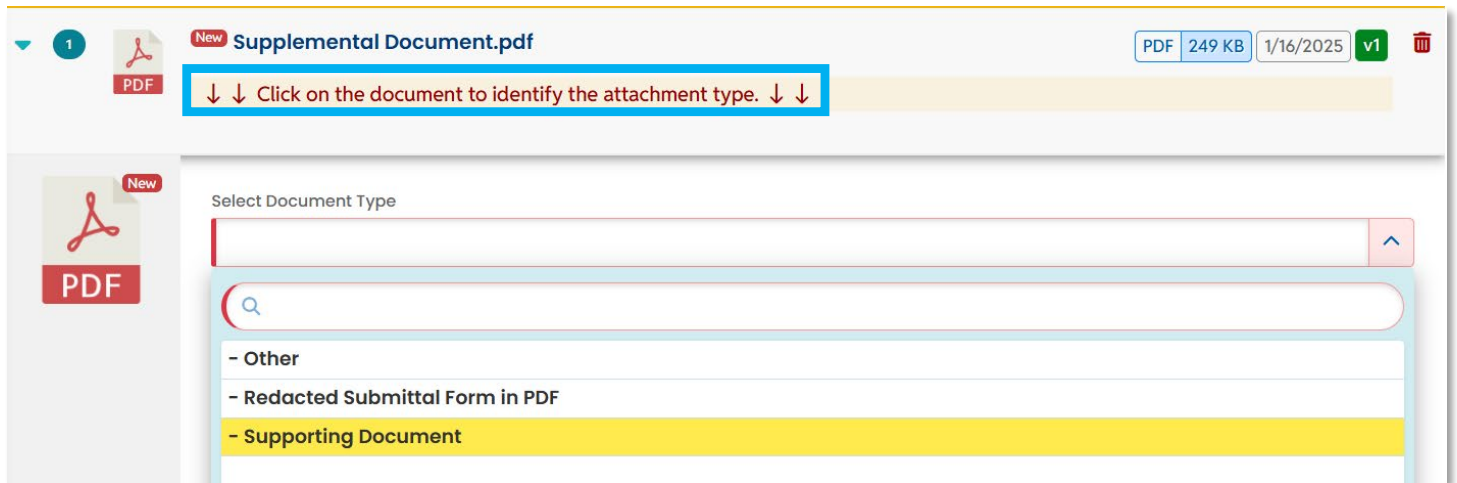
txt jpg pdf doc docx xls xlsx

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.

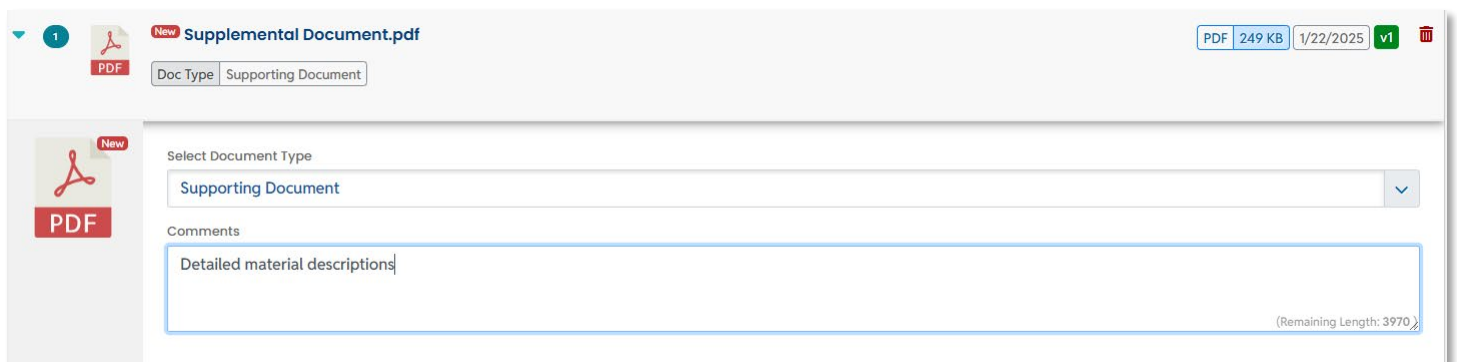
To email documents please send them to the email address for the reporting, fee and invoicing coordinator in the [staff contact](#) section at the bottom of this user guide. Please note, there is a 50 MB limit for email attachments as well and if the document is larger than that, split the report into smaller sections and email the sections separately. You may also contact the reporting, fee and invoicing coordinator regarding other options.

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




The screenshot shows a document upload interface. At the top, a document titled "Supplemental Document.pdf" is shown with a PDF icon, a "New" tag, and a blue box containing the text "Click on the document to identify the attachment type." Below this, a dropdown menu is open, showing the following options: "Other", "Redacted Submittal Form in PDF", and "Supporting Document". The "Supporting Document" option is highlighted in yellow.

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




The screenshot shows the document upload interface with the document type set to "Supporting Document". The "Comments" section is visible, containing the text "Detailed material descriptions". A red "SAVE" button is located in the top right corner. The remaining length for the comment is 3970 characters.

When you are done adding and labeling any attachments, click Save icon .

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 tab

Ensure all required data is entered on the Basic Info tab and click the red Save button  before proceeding to the Payment tab.

In the payment tab, your calculated total industrial solid waste facility annual fees will be shown under “Total Payment Fee”. The additional 4% technology fee will appear separately.

Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except for 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, see [YDO technology fee FAQ](#).

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

You may pay fees with a check, ACH or credit card. For detailed information on how to complete your payment, please refer to the [How to Make a Payment in YDO User Guide](#).

Review tab

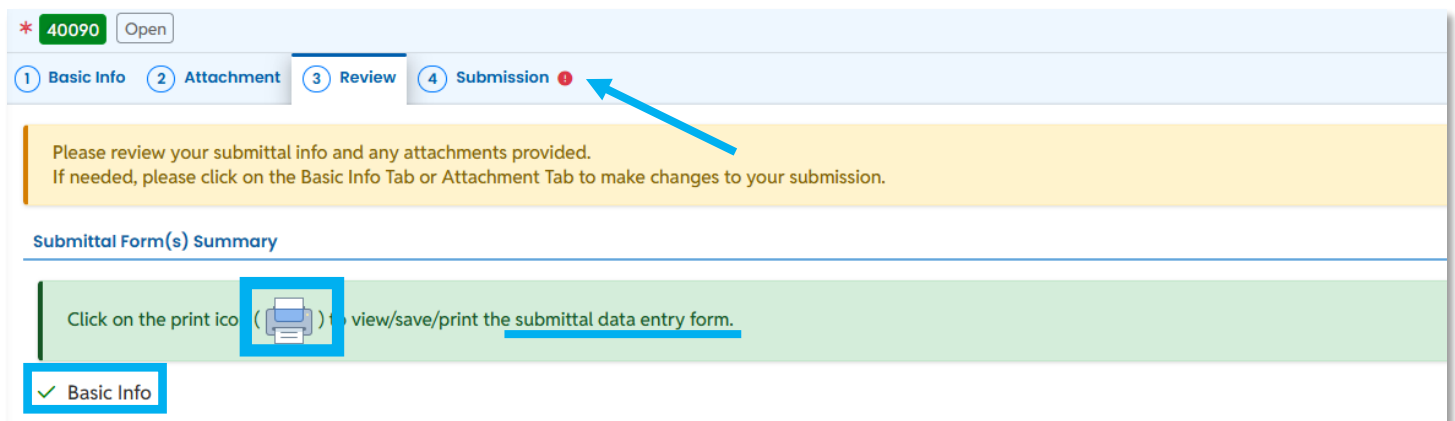
Congratulations! You are almost done. Review your submittal information and any attachments.


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, click on the printer button  to open the submittal data entry form (a draft summary of information entered the basic info tab). Please review the information you entered to ensure accuracy; this is your last opportunity to update content and attachments before submission.

NOTE: You may have to disable the browser pop-up blocker if the PDF fails to appear.

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

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



The screenshot shows a web application interface for reviewing a submittal. At the top, there is a header bar with a red asterisk icon, the number '40090' in a green box, and an 'Open' button. Below the header is a tabbed navigation bar with four tabs: '1 Basic Info', '2 Attachment', '3 Review', and '4 Submission'. The 'Submission' tab is active and has a red exclamation point icon next to it. A blue arrow points from the 'Submission' tab to a yellow message box that reads: '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.' Below this is a section titled 'Submittal Form(s) Summary'. Inside this section, there is a green bar with a printer icon and the text: 'Click on the print icon () to view/save/print the submittal data entry form.' At the bottom left of the green bar, there is a small box with a green checkmark and the text 'Basic Info'.

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** next to the words “basic info” will appear below the green bar. A red exclamation point **!** will appear on the Basic Info tab. The icon **!** on the Submission tab is correct at this point.

Return to the basic info tab and complete any missing required fields. When all required information is entered, the icon **!** will no longer display on the basic info tab.

The screenshot shows a web interface for a submission. At the top, there is a header bar with a green box containing '40128' and a 'New' button. Below this is a navigation bar with four tabs: '1 Basic Info', '2 Attachment', '3 Review', and '4 Submission'. The 'Basic Info' tab is selected and has a red exclamation point icon next to it. A blue arrow points to this icon. Below the navigation bar is a yellow box with the text: '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.' Below this is a section titled 'Submittal Form(s) Summary' with a green background. It contains a print icon and the text: '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.' At the bottom left, there is a red 'X' icon next to the text 'Basic Info'.

Attachment tab issues

If you have added an attachment but do not specify the document type, you will see “missing the attachment type” under the pink bar on lower far right.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Please review your submittal information 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

Fees/Payments

Fee	Paid	Due
\$ 200.00	\$ 0.00	\$ 200.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment


Solid Waste - Composting Facility Annual Report (1).pdf
PDF
290 KB

Missing the attachment type.

Before submitting the report, return to the attachment tab, specify the document type, and click the red Save button .

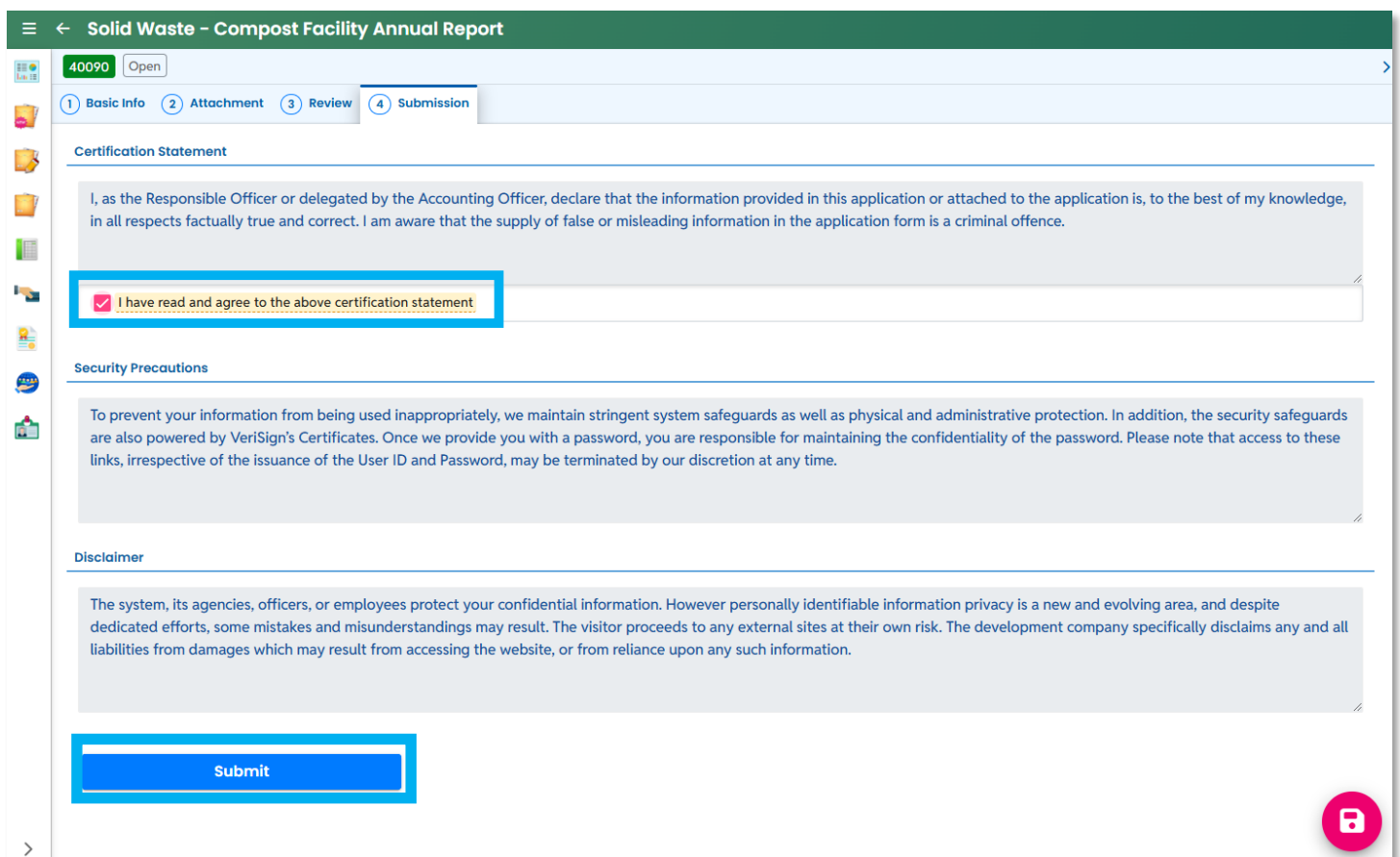
Submission tab

Ready to submit

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

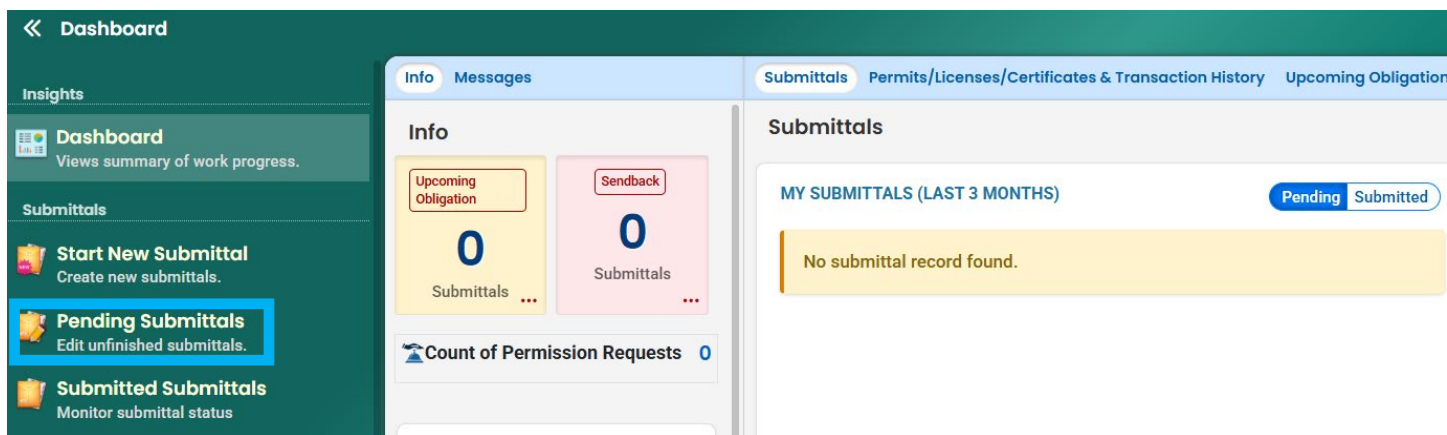
Click the blue submit button at the bottom of the submission tab to complete your facility's industrial solid waste facility annual disposal report.

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, go to the pending submittals module on your dashboard.



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.

← Solid Waste - Compost Facility Annual Report

40155 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
<p>Submittal ID: 40155</p> <p>Submittal Date: 1/29/2025, 3:31:42 PM</p> <p>Submittal By: Solid Waste Test RO 111111111 jamie.jones@deq.oregon.gov</p> <p>Owner Information: Solid Waste Test RO 111111111 jamie.jones@deq.oregon.gov</p>	<p>Name: Solid Waste - Composting Facility Annual Report</p> <p>Method: Online Submission</p>
<p>Fee Detail</p> <p>This submittal does not require fee.</p> <p>Payment Detail</p> <p>Not Applicable.</p>	<p>Certification</p> <p>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.</p> <p>Question: Not Applicable</p> <p>Answer: Not Applicable</p> <p>PIN Number: Not Applicable</p> <p>RO: Solid Waste Test RO</p> <p>Sender IP: 35.150.244.34</p>
<p>Uploaded Attachment List</p> <p>No record.</p>	<p>Mail-to Attachment List</p> <p>No record.</p>

[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 and 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	<p>Reporting & Invoicing Coordinator Materials Management Program 700 NE Multnomah St., Suite 600 Portland, OR 97232-2131</p> <p>Phone: 503-229-6434 sw.feereporting@deq.oregon.gov</p>

All inquiries regarding the permit associated with this reporting form should be directed to the regional office for the area where the source 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	<p>Eastern Region Materials Management Program 400 E Scenic Drive, Suite 307 The Dalles, OR 97058</p> <p>Phone: 541-298-7255 ext. 221 DEQER.SolidWastePermitCoordinator@deq.oregon.gov</p>
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington	<p>Northwest Region Environmental Partnerships 700 NE Multnomah St., Suite 600 Portland, OR 97232</p> <p>Phone: 503-229-5353 or DEQNWR.SolidWastePermitCoordinator@deq.oregon.gov</p>
Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	<p>Western Region Materials Management Program 165 E Seventh Ave., Suite 100 Eugene, OR 97401</p> <p>Phone: 541-687-7465 DEQWR.SolidWastePermitCoordinator@deq.oregon.gov</p>

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	2/5/25	Second Draft	CMP
2.0	6/27/25	Style edits	LKS
3.0	10/28/25	Updates and final draft	CMP
	11/5/25	PAS review	JKF