



Municipal Solid Waste Facility Annual Disposal Report User Guide

Version 3.0

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State of Oregon
Department of Environmental Quality

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Translation or other formats

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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 guide assists reporters in completing the Municipal Solid Waste Facility Annual Disposal Report mandated by Oregon law.

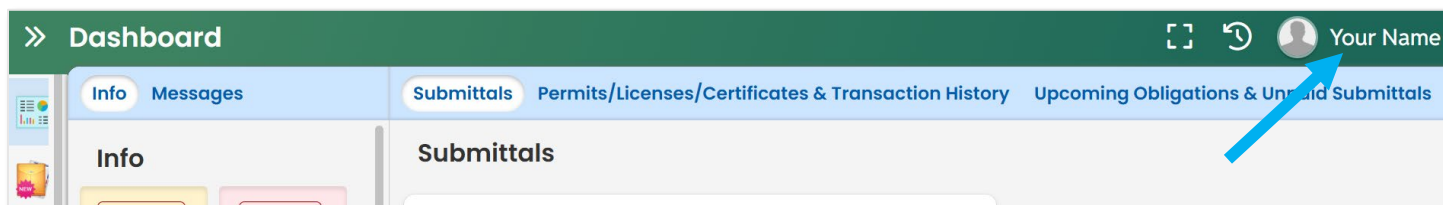
Getting started in YDO


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 access to that guide and additional information and tools, visit [Your DEQ Online Account Registration](#) website.

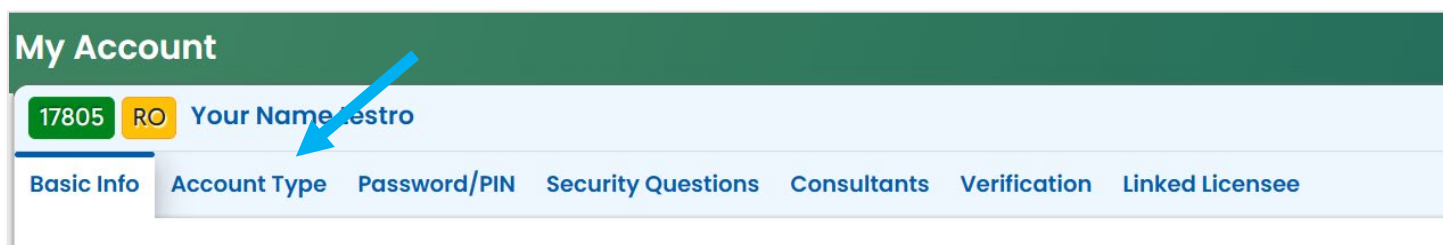
To add Solid Waste to an existing account, click your name in the top right corner.





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




Click the Account Type tab.



Scroll down to the Submittal Groups section, check the Solid Waste box and click the red Save button .

Basic Info	Account Type	Password/PIN	Security Questions	Consultants	Verification	Linked Licensee
<input type="checkbox"/> 8 Asbestos	<input type="checkbox"/> 3 CAFO	<input type="checkbox"/> 4 Cleaner Air Oregon				
<input type="checkbox"/> 3 Cleanup and Site Remediation	<input type="checkbox"/> 8 Climate Protection Program *	<input type="checkbox"/> 1 Gasoline Transporter				
<input type="checkbox"/> 5 General NPDES Domestic	<input type="checkbox"/> 17 General NPDES Industrial	<input type="checkbox"/> 4 General NPDES Mining				
<input type="checkbox"/> 5 General WPCF Domestic	<input type="checkbox"/> 10 General WPCF Industrial	<input type="checkbox"/> 5 Greenhouse Gas Reporting *				
<input type="checkbox"/> 13 Hazardous Waste	<input type="checkbox"/> 8 Heating Oil Tank	<input type="checkbox"/> 16 Individual NPDES Domestic				
<input type="checkbox"/> 7 Individual NPDES Industrial	<input type="checkbox"/> 14 Individual WPCF Domestic	<input type="checkbox"/> 7 Individual WPCF Industrial				
<input type="checkbox"/> 6 Leaking Underground Storage Tank	<input type="checkbox"/> 10 MS4 - Municipal Separate Storm Sewer System	<input type="checkbox"/> 7 NPDES- Stormwater (Construction)				
<input type="checkbox"/> 23 NPDES- Stormwater (Industrial)	<input type="checkbox"/> 3 NPDES: Public Agencies Only 1200-CA *	<input type="checkbox"/> 2 Sewage Disposal Service License				
<input checked="" type="checkbox"/> 31 Solid Waste 	<input type="checkbox"/> 3 Third-Party Verification *	<input type="checkbox"/> 8 UIC - Underground Injection Control				
<input type="checkbox"/> 21 Underground Storage Tank	<input type="checkbox"/> 2 Wastewater Operator Certificate	<input type="checkbox"/> 6 WPCF - Onsite				




Introduction

This document provides information necessary to complete the DEQ-approved form for annual reporting of waste disposed at Oregon municipal solid waste disposal facilities in [Your DEQ Online](#).

The Municipal Solid Waste Facility Annual Report is to be completed and fees paid by any Oregon permitted municipal solid waste facility receiving 1000 tons or less per year as specified in [OAR 340-097-0120](#) and [OAR 340-097-0120\(7\)](#). The report and payment are due no later than the 31st day of January 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 an 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  often and always before leaving the submittal.

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

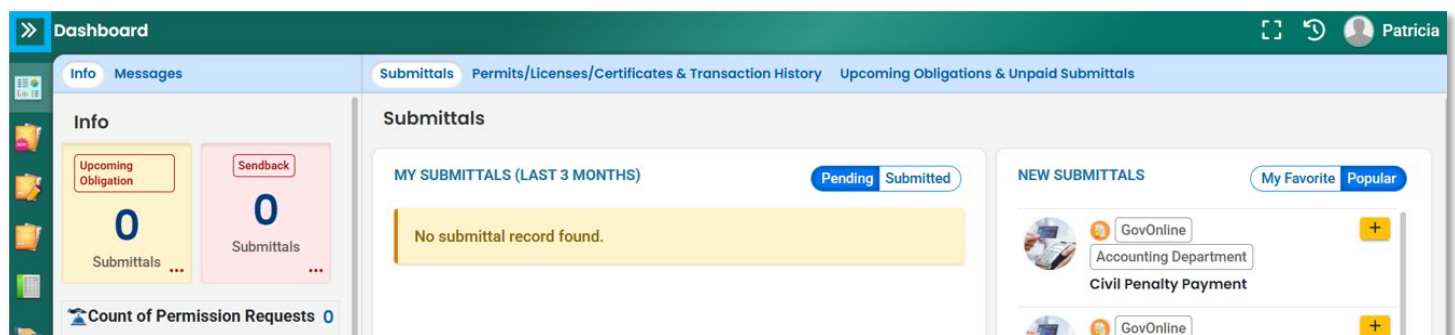
How to find your submittals in progress. After clicking the Save button and before submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the Pending Submittals module, which is directly below Start New Submittal module and search for the submittal using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

Login and locating the municipal solid waste facility annual disposal report

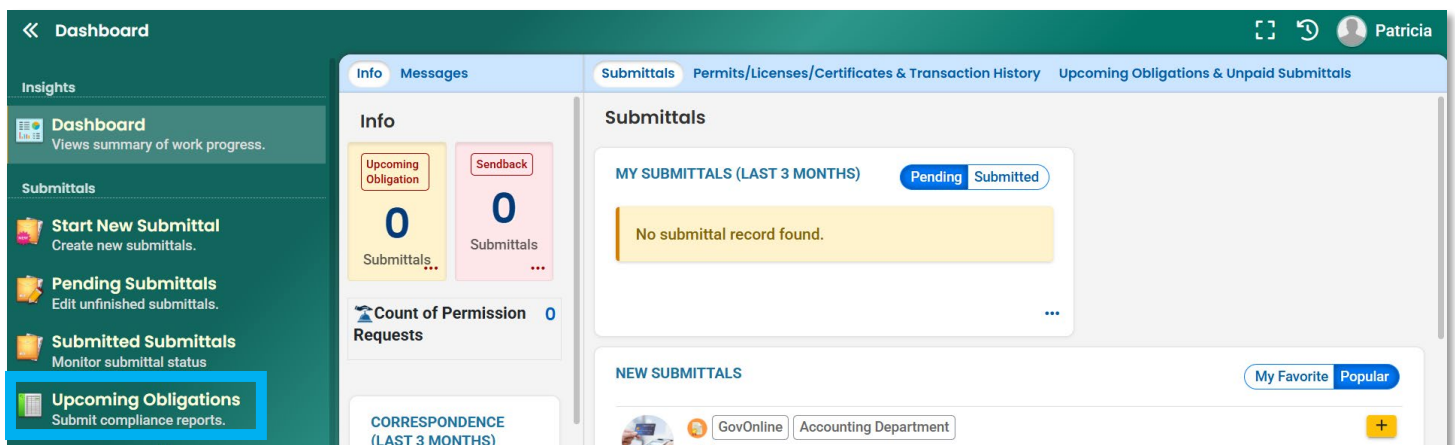
Login to your account on the [Your DEQ Online Public Portal](#).

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

Once you are logged in, at the top of the main page click the double arrow **>>** next to Dashboard to open the left panel.



Select "Upcoming Obligations".



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

If multiple obligations are shown, to locate the correct municipal solid waste facility annual disposal report in the upcoming obligations module, DEQ recommends first searching for "municipal" 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 – Municipal Solid Waste Facility Annual Disposal Report" below it. Alternatively, use the keywords filter to search for your facility name or submittal ID.

Upcoming Obligations

Search

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

Submittal Type

municipal

Solid Waste - **Municipal** Solid Waste Facility Annual Disposal Report

Solid Waste - **Municipal** Solid Waste Facility Quarterly Disposal Report

Example Solid Waste Permitted Site

400 E Scenic Dr, The Dalles, OR 97058 (Wasco County)

26457

10/27/2025 2 days ago

Solid Waste - Municipal Solid Waste Facility Annual Disposal Report

Land Quality

Status: New

Monitoring Period: 1/1/2024 ~ 12/31/2024

Due Date: 10/31/2025

Preparer: Permit Action

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

Click the badge button on the side bar

Click on the Account Type tab

Scroll Down to Add Permissions (click the yellow rectangle if there is nothing below it)

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



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

On the right side click the box next to Solid Waste

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

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

Once you locate the correct municipal solid waste facility annual disposal report, click the red edit submittal button at the top right of the reporting obligation when you are ready to start filling out the report.

<div data-bbox="121 184 207 275">  </div> <div data-bbox="224 184 503 336"> <p>Example Solid Waste Permitted Site 400 E Scenic Dr, The Dalles, OR 97058 (Wasco County)</p> <p>87241</p> </div>	<div data-bbox="581 184 836 361"> <div> <i>i</i> 26457 </div> <div> 10/27/2025 2 days ago </div> <div> Solid Waste - Municipal Solid Waste Facility Annual Disposal Report </div> <div> Land Quality </div> </div>	<div data-bbox="995 184 1266 302"> <div> <i>i</i> New </div> <div> 1/1/2024 ~ 12/31/2024 </div> <div> 10/31/2025 </div> </div>		<div data-bbox="1453 174 1534 247">  </div>
---	--	--	--	--

Filling out the municipal solid waste facility annual disposal report

Basic info tab

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

Reporting Period

Reporting Period Start Date

Reporting Period End Date


10/01/2024

12/31/2024

Reports and required fees are due to DEQ no later than January 31, April 30, July 31 and October 31 for the previous quarter.

Facility Information

Facility Information



Example DEQ Permitted Solid Waste Facility

86436

Stationary

700700 NE Multnomah St, Portland, OR 97232

Solid Waste Permit No.

SW-TRT-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, typically found in your “downloads” folder. After downloading the document, you can close the side panel by clicking the blue arrow at the top right of the main panel. This step is optional and will maximize the report screen space.

40139 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 - Municipal Solid Waste Facility Quarterly Disposal Report

[Get Information](#)

f0105006 New

Solid Waste

NOTE: Press the red Savebutton  (bottom right) often and beforebefore leaving the submittal or your progress will be lost. If you leave this submittal at any time after pressing the Save button and before

Municipal Solid Waste Facility Annual Disposal Report

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submitting, you will need to go back to the dashboard and access the submittal under “Pending Submittals” using the Submittal ID number found in the top left corner.

Solid Waste - Municipal Solid Waste Facility Annual Disposal Report

26457 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 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: 01/01/2024 Reporting Period End Date: 12/31/2024

Report and fees are due to DEQ by Jan. 31 each year.

Facility Information

Facility Information

Example Solid Waste Permitted Site
400 E Scenic Dr, The Dalles, OR 97058

87241 Stationary

Solid Waste Permit No.

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, please skip to the [in-state solid waste disposal worksheet](#) section of this guide. This section is for reporters who have no tonnage to report for the quarter.

Scroll to the bottom of the report where zero tons and the minimum \$200 fee is 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 solid waste disposal worksheet

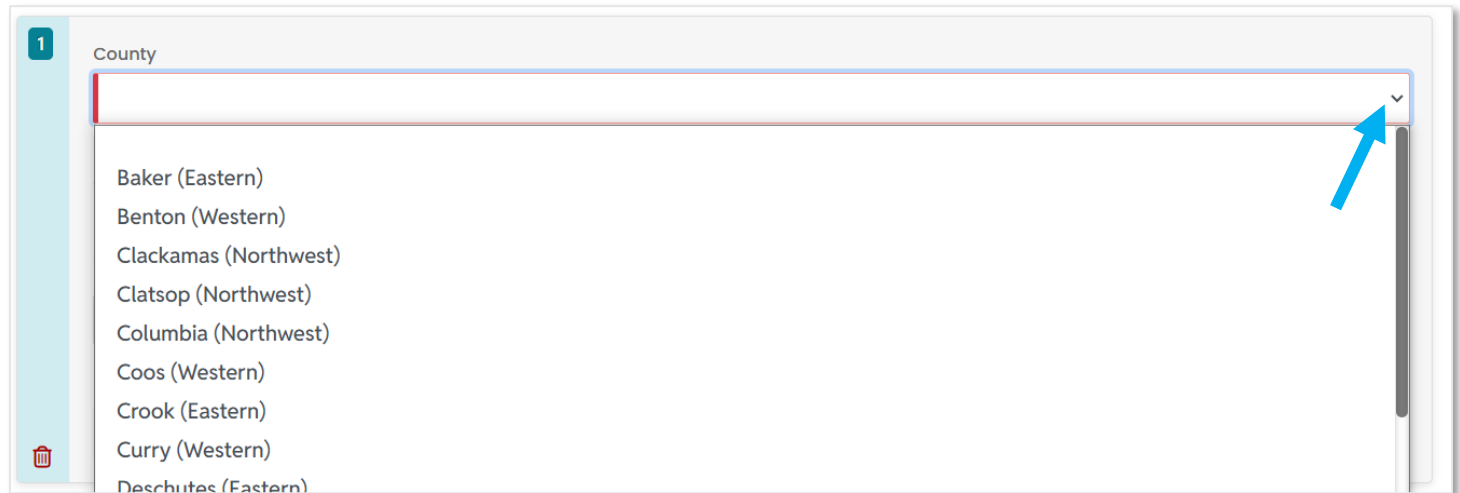
"Counting" residential/commercial/construction & demolition solid waste by county

Waste that qualifies as "counting" must be reported by the county of origin. Deduct recovered waste from the appropriate category if its source is known. If the source is unknown, enter the total recovered waste in the in-state waste section below.

For definitions of the counting waste categories please see the downloadable instruction sheet.

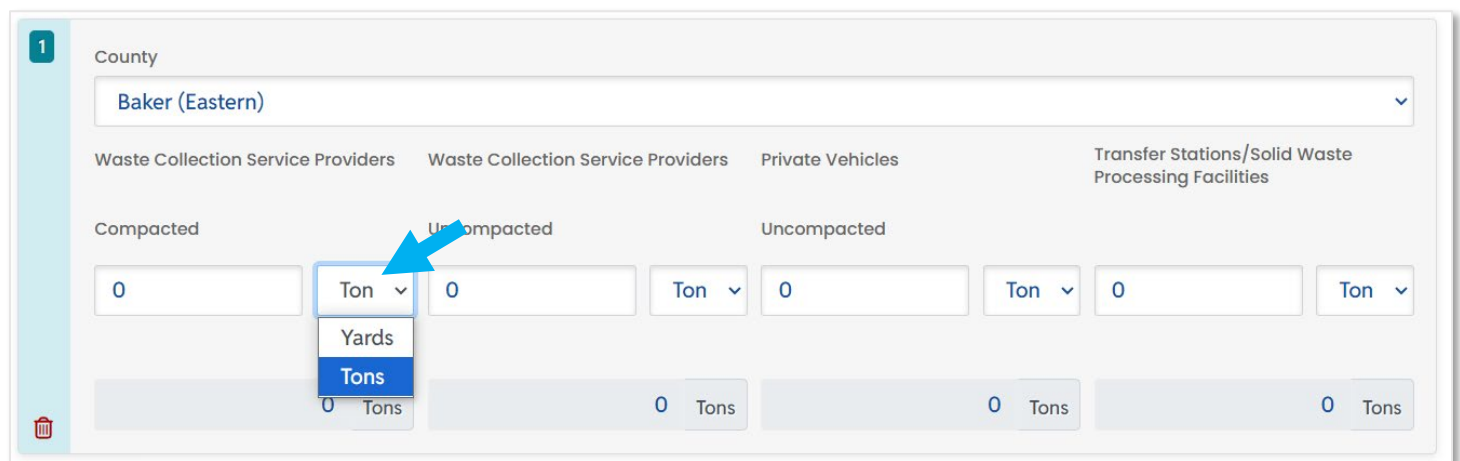
Click +add item 

Select the county from the dropdown.



A screenshot of a web form showing a dropdown menu for selecting a county. The dropdown is open, displaying a list of counties: Baker (Eastern), Benton (Western), Clackamas (Northwest), Clatsop (Northwest), Columbia (Northwest), Coos (Western), Crook (Eastern), Curry (Western), and Deschutes (Eastern). A blue arrow points to the dropdown arrow icon in the top right corner of the menu.

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).



A screenshot of a web form for reporting waste. The form has a sidebar with a trash icon and a main area with a "County" dropdown set to "Baker (Eastern)". Below the county dropdown are four categories: "Waste Collection Service Providers", "Waste Collection Service Providers", "Private Vehicles", and "Transfer Stations/Solid Waste Processing Facilities". Each category has a "Compacted" and "Uncompacted" sub-section. Each sub-section has a numeric input field (all set to 0) and a unit dropdown menu. The first "Uncompacted" dropdown is open, showing "Ton", "Yards", and "Tons" options. A blue arrow points to the "Ton" option. Below the input fields, there are summary rows for each category, showing "0 Tons".


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

"Counting" Residential/Commercial/Construction & Demolition Solid Waste by County

1 County

Baker (Eastern) ▼

Waste Collection Service Providers		Waste Collection Service Providers		Private Vehicles	Transfer Stations/Solid Waste Processing Facilities		
Compacted	Uncompacted	Uncompacted					
6500	Yar ▼	4500	Yar ▼	6500	Ton ▼	4500	Ton ▼
x 0.35		x 0.15					
2275.00 Tons		675.00 Tons		6500.00 Tons	4500.00 Tons		

Click +add item  to add additional counties following the same procedure.

Subtotal: in-state "counting" waste (tons only)

The "subtotal: in-state "counting" waste (tons only) section will reflect the total in-state "counting" waste entered.

Subtotal: In-State "Counting" Waste (tons only)

Waste Collection Service Providers	Waste Collection Service Providers	Private Vehicles	Transfer Stations/Solid Waste Processing Facilities
Compacted	Uncompacted	Uncompacted	
1510.00 Tons	4000.00 Tons	2000.00 Tons	4500.00 Tons
Subtotal: In-State "Counting" Waste (tons only)			12010.00 Tons

"Non-counting" waste

Click +add item 

Select the In-state waste type from the dropdown:

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).

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

Click +add item + Add Item to add additional materials following the same procedure.

To report any in-state non-counting waste that is not listed, select “other (specify)” in the dropdown.

You are required to provide a specific description of the other waste in the field provided.

1 In-State Waste Type: Other

Description: [Empty field]

Required.

Waste Collection Service Providers: [Empty]

Waste Collection Service Providers: [Empty]

Private Vehicles: [Empty]

Transfer Stations/Solid Waste Processing Facilities: [Empty]

Compacted: 0 Tons

Uncompacted: 0 Tons

Uncompacted: 0 Tons

0 Tons

0 Tons

0 Tons

0 Tons

Select either tons or yards from the dropdown. When selecting yards in the other category, you are required to use a DEQ-approved conversion factor. Refer to the downloadable instruction sheet for guidance and for the approval process or contact the reporting, invoicing and fee coordinator from the [staff contact](#) section at the end of the guide.

1 In-State Waste Type: Other

Description: Vector Waste

Waste Collection Service Providers: [Empty]

Waste Collection Service Providers: [Empty]

Private Vehicles: [Empty]

Transfer Stations/Solid Waste Processing Facilities: [Empty]

Compacted: 0 Tons

Uncompacted: 2500 Yards

Uncompacted: 0 Tons

0 Tons

0 Tons

0 Tons

0 Tons

DEQ-Approved Conversion Factor: 0

Required.

You may add additional other waste types by repeating this procedure.

Total in-state solid waste

Once you have entered all your in-state waste, the total in-state solid waste section will reflect the total in-state counting and non-counting waste entered.

To report any recovered in-state mixed counting waste, use the recovered waste field in the total in-state solid waste section. Include only material recovered from mixed-counting waste.

NOTE: If you know the county and category of the recovered waste, please deduct it directly from the appropriate entry in the in-state counting waste section above.

Total In-State Solid Waste				
In-State "Counting" Waste		In-State "Non-Counting" Waste	Recovered Waste	Total In-State Solid Waste Equivalent
8800.00 Tons	+	1875.00 Tons	250.00 Tons	= 10425.00 Tons

Out-of-state solid waste disposal worksheet

"Non-counting" waste

Click +add item + Add Item

Select the type of out-of-state waste from the dropdown menu.

1

Out-of-State Waste Type

Asbestos

Contaminated Cleanup Material

Domestic Solid Waste

Other

Waste Collection Service Providers

Private Vehicles

Transfer Stations/Solid Waste Processing Facilities

Uncompacted

0 Tons

0 Tons

0 Tons

0 Tons

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

1

Out-of-State Waste Type

Asbestos

Waste Collection Service Providers

Waste Collection Service Providers

Private Vehicles

Transfer Stations/Solid Waste Processing Facilities

Compacted

Uncompacted

Uncompacted

0 Tons

0 Tons

0 Tons

0 Tons

0 Tons

0 Tons

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

1 Out-of-State Waste Type

Asbestos

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 2200 Yards 1250 Yards 4345 Tons

x 0.25 x 0.25

0 Tons 550.00 Tons 312.50 Tons 4345.00 Tons

For definitions of the non-counting waste categories please see the downloadable instruction sheet.

Select “Other (Specify)” in the dropdown to report any out-of-state non-counting waste not listed.

You are required to provide a specific description of the other waste in the field provided.

1 Out-of-State Waste Type Description

Other

Required.

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 0 Tons 0 Tons 0 Tons

0 Tons 0 Tons 0 Tons 0 Tons

Select either tons or yards from the dropdown. When selecting yards in the other category, you are required to use a DEQ-approved conversion factor. Refer to the downloadable instruction sheet for guidance and for the approval process or contact the reporting, invoicing and fee coordinator from the [staff contact](#) section at the end of the guide.

1 Out-of-State Waste Type Description

Other Vactor Waste

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 1600 Yards 0 Tons 0 Tons

DEQ-Approved Conversion Factor

0 Required.

0 Tons 0 Tons 0 Tons 0 Tons

You may report additional waste types by repeating this procedure.

Total out-of-state waste

The out-of-state totals will reflect the subtotals by category as well as the total out-of-state solid waste.

Out-of-State Totals			
Waste Collection Service Providers	Waste Collection Service Providers	Private Vehicles	Transfer Stations/Solid Waste Processing Facilities
Compacted	Uncompacted	Uncompacted	
4000.00 Tons	5000.00 Tons	250.00 Tons	1000.00 Tons
Out-of-State Totals			10250.00 Tons
Total Out-of-State Waste			
			Total Out-of-State Solid Waste Equivalent
			10250.00 Tons

Total “counting” waste tires

Waste tires are considered “counting” waste whether they are received from inside or outside the state of Oregon. They must be reported separately by county if received from inside Oregon or as “out-of-state” if they came from outside of the state.

Click +add item + Add Item.

For in-state waste tires, select the county from the dropdown and enter the tires by tons. It is required that you report tires received from within the state separately by county.

Total “Counting” Waste Tires	
1 County/State of Origin	Tons
<div><div><div></div><div></div><div>+ Add</div></div><div>Baker (Eastern)</div><div>Benton (Western)</div></div>	0
1 County/State of Origin	Tons
<div><div><div></div><div></div><div>+ Add</div></div><div>Curry (Western)</div></div>	750

In the rare instance you have waste tires from Oregon that you do not know the source of, you can use the “VARIOUS (In-State)” option in the dropdown.

For tires received from outside of Oregon, select “OUT-OF-STATE” from the dropdown list. Please specify the state and/or county of the facility or facilities that waste tires were received from.

Total "Counting" Waste Tires

1

County/State of Origin

OUT OF STATE

Tons

650

State

WA

County


King


If you receive tires from multiple out-of-state facilities and cannot identify their individual locations, you may select “VARIOUS (Out-of-State)” in the dropdown instead.

Total tons received

This section shows the totals for all waste reported on the worksheet, as well as the individual fee calculations, credits and total payment due.

Total Tons Received					
Total In-State Solid Waste	9450.00	Tons			
Total Out-of-State Waste	6758.00	Tons			
Total "Counting" Waste Tires	242.00	Tons			
Total Tons Received	16450.00	Tons	x \$1.18/ton=	\$	19411.00
			x \$0.13/ton=	\$	2138.50
			Solid Waste Permit and Registration Compliance Fee (\$200/yr or \$0.58/ton, whichever is greater)=	\$	9541.00
			Total Fee	\$	31090.50

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 not certain.

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

Attachment tab

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

» < Solid Waste - Municipal Solid Waste Facility Annual Disposal Report

* 26457 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

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.

* 26457 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

Supporting Document
Supporting documents or spreadsheets

Note: If you're unable to upload all of your supporting documents to this submittal (due to size limitations) and plan to mail, email, or upload via FTP, please indicate the submittal method in the comments section of the Basic Tab of this submittal.

txt jpg jpeg png pdf
zip doc docx xls xlsx
msg csv 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, 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.


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

The screenshot shows a web interface for uploading a document. At the top, a header bar displays 'New Supplemental Document.pdf', 'PDF', '249 KB', '1/16/2025', 'v1', and a trash icon. Below the header, a yellow instruction bar reads 'Click on the document to identify the attachment type.' with arrows pointing to a document icon. On the left, a sidebar shows a 'New' button and a 'PDF' icon. The main area is titled 'Select Document Type' and contains a search bar and a list of options: '- Other', '- Redacted Submittal Form in PDF', and '- Supporting Document' (which is highlighted in yellow).


Enter a brief description of the document in the “Comments” section and press the red Save button  at the bottom right of the screen or the attachment will not successfully upload.

The screenshot shows the same web interface as before, but with the 'Supporting Document' option selected in the 'Select Document Type' dropdown. Below the dropdown is a 'Comments' section with a text area containing the text 'Detailed material descriptions'. At the bottom right of the text area, it says '(Remaining Length: 3970)'. The header bar now shows '1/22/2025' and 'v1'. Below the header, there are tabs for 'Doc Type' and 'Supporting Document'.

When you are done adding and labeling any attachments, click 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 tab

Ensure all required data is entered on the Basic Info tab and you have clicked on the red Save button  before you proceed to the Payment tab.

In the payment tab, your calculated total municipal solid waste facility annual disposal 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 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

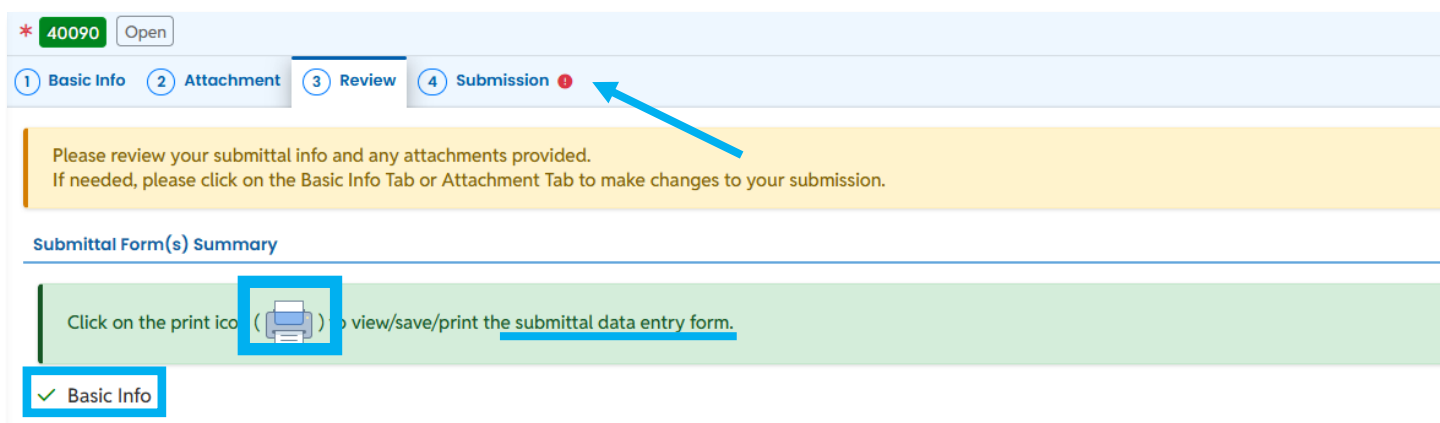
Congratulations! You are almost done. Review your submittal information and any attachments.


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, please click 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 interface for reviewing a submittal. At the top, there is a header bar with a green tab labeled "40090" and an "Open" button. Below this is a navigation bar with four tabs: "1 Basic Info", "2 Attachment", "3 Review", and "4 Submission". The "Submission" tab is highlighted with a red exclamation point icon, and a blue arrow points to it. Below the navigation bar is 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 (highlighted with a blue box) and the text: "Click on the print icon () to view/save/print the submittal data entry form." Below the green bar is a white bar with a green checkmark icon 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, you will see a red **x** next to the words “basic info” below the green bar. A red exclamation point **!** will appear on the Basic Info tab. The red exclamation point **!** on the Submission tab is correct at this point.


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

40128 New

1 Basic Info **!** 2 Attachment 3 Review 4 Submission **!**

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.
Please see the data validation result below to see if the "required" data are entered.

x Basic Info


Attachment tab issues

If you have added an attachment but 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 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

Fees/Payments


Fee	Paid	Due
\$ 31,090.50	\$ 0.00	\$ 31,090.50

Mandatory Attachment


Attachments are not required for this Submittal.

Uploaded Attachment

Please specify the attachment type for all attachments.


 Solid Waste - Municipal Solid Waste Facility Annual Disposal Report.pdf **Missing the attachment type.**

PDF 218 KB

Before you will be able to submit the report, you will need to return to the attachment tab, specify the document type, and click the red Save button .

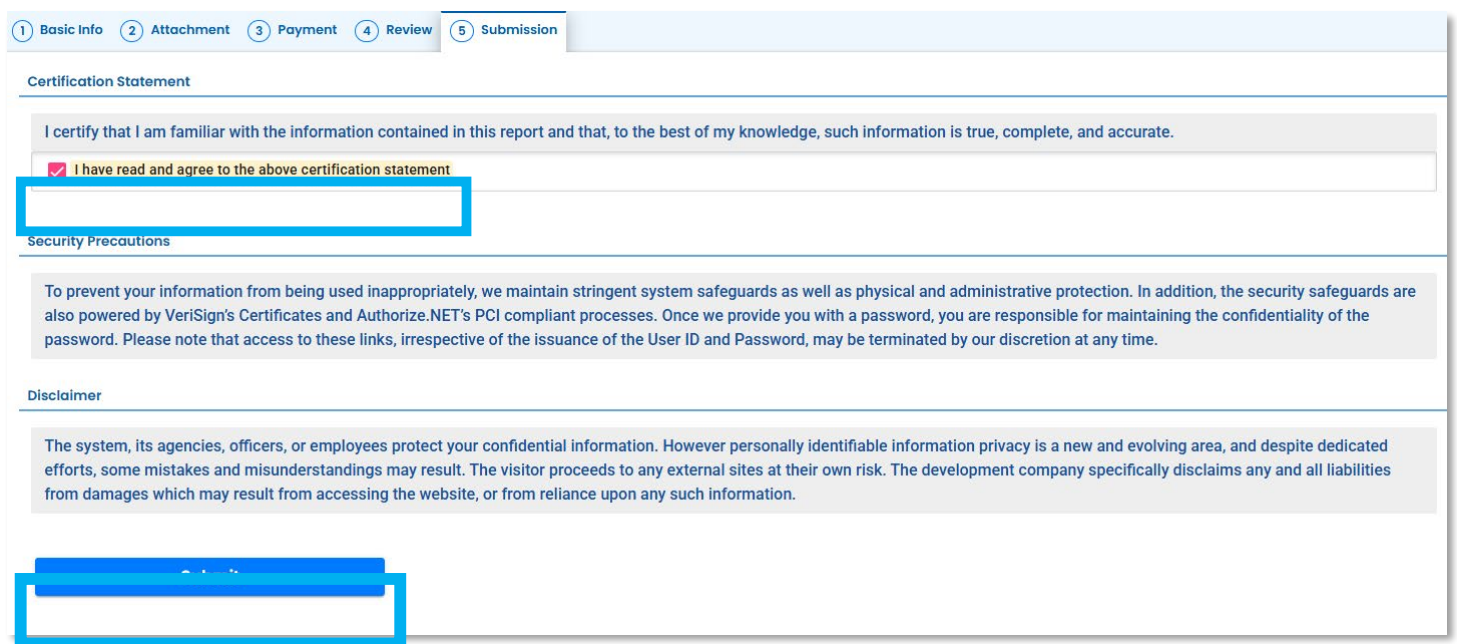
Submission tab

Ready to submit

Review the certification statement and select the box to acknowledge 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 municipal 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.



1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

I certify that I am familiar with the information contained in this report and that, to the best of my knowledge, such information is true, complete, and accurate.

☒ I have read and agree to the above certification statement

Security Precautions


To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

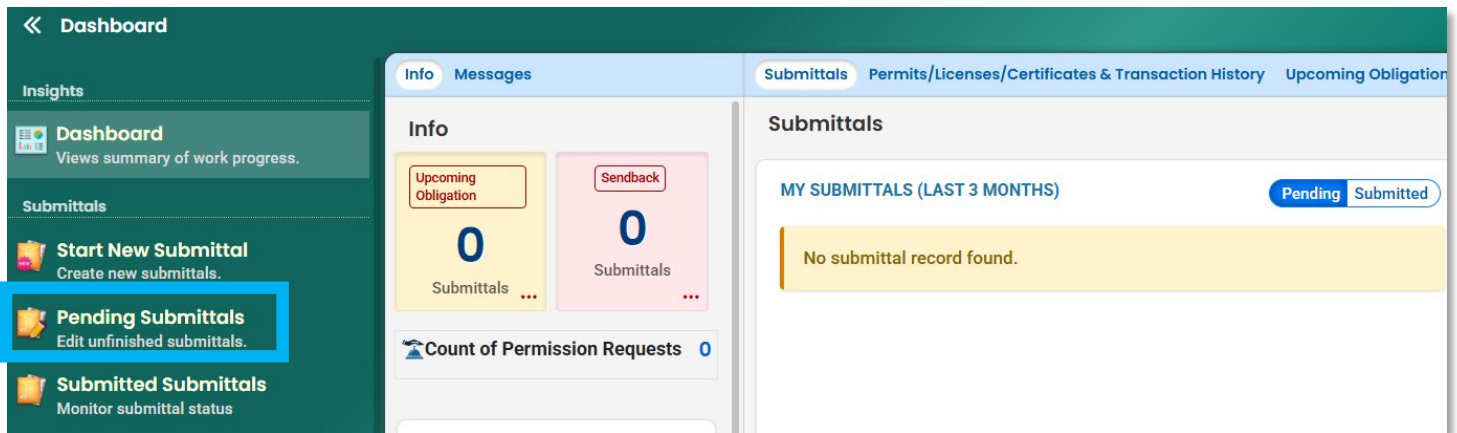
Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

Submit

Not ready to submit

If for some reason you are not ready to submit, please 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, 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.

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 ID:	40155	Name:	Solid Waste - Composting Facility Annual Report
Submittal Date:	1/29/2025, 3:31:42 PM	Method:	Online Submission
Submittal By:	Solid Waste Test RO 1111111111 jamie.jones@deq.oregon.gov		
Owner Information:	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: 35.150.244.34

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 webpage at [Solid Waste Program](#) web page.

All inquiries regarding completion of this form and its contents should be directed to the Reporting & 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-Free water), 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 contact 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	1/30/25	Second draft	CMP
2.0	2/12/25	Update	CMP
3.0	6/30/25	Update Title VI and accessibility	CMP
3.0	10/29/25	Accessibility updates and final draft	CMP