Municipal Solid Waste Facility Annual Disposal Report User Guide

Version 3.0

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State of Oregon
DEQ 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

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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.
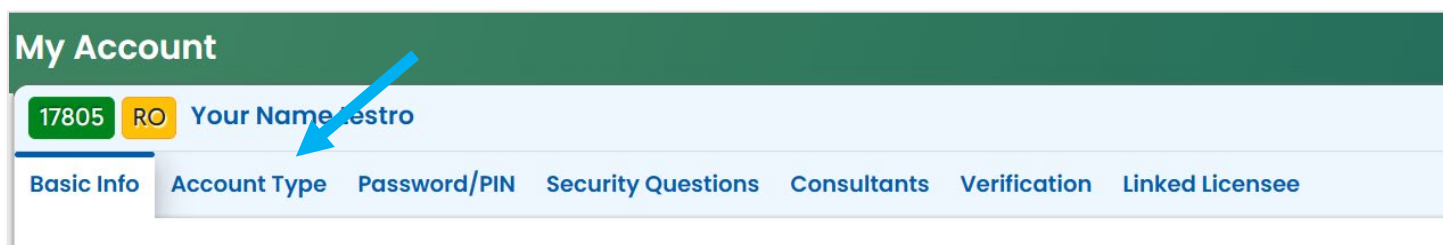
To add Solid Waste to an existing account, click your name in the top right corner.
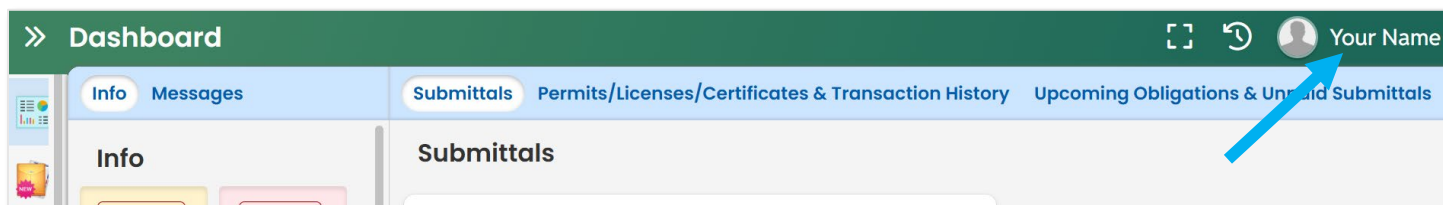
In the panel that opens, click the Go to my account button [✎].

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 |

☐ 8 Asbestos	☐ 3 CAFO	☐ 4 Cleaner Air Oregon
☐ 3 Cleanup and Site Remediation	☐ 8 Climate Protection Program ✱	☐ 1 Gasoline Transporter
☐ 5 General NPDES Domestic	☐ 17 General NPDES Industrial	☐ 4 General NPDES Mining
☐ 5 General WPCF Domestic	☐ 10 General WPCF Industrial	☐ 5 Greenhouse Gas Reporting ✱
☐ 13 Hazardous Waste	☐ 8 Heating Oil Tank	☐ 16 Individual NPDES Domestic
☐ 7 Individual NPDES Industrial	☐ 14 Individual WPCF Domestic	☐ 7 Individual WPCF Industrial
☐ 6 Leaking Underground Storage Tank	☐ 10 MS4 - Municipal Separate Storm Sewer System	☐ 7 NPDES- Stormwater (Construction)
☐ 23 NPDES- Stormwater (Industrial)	☐ 3 NPDES: Public Agencies Only 1200-CA ✱	☐ 2 Sewage Disposal Service License
☑ 31 Solid Waste 👍	☐ 3 Third-Party Verification ✱	☐ 8 UIC - Underground Injection Control
☐ 21 Underground Storage Tank	☐ 2 WasteWater Operator Certificate	☐ 6 WPCF - Onsite

Introduction

This document provides information necessary to complete the DEQ-approved form for annaul 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.
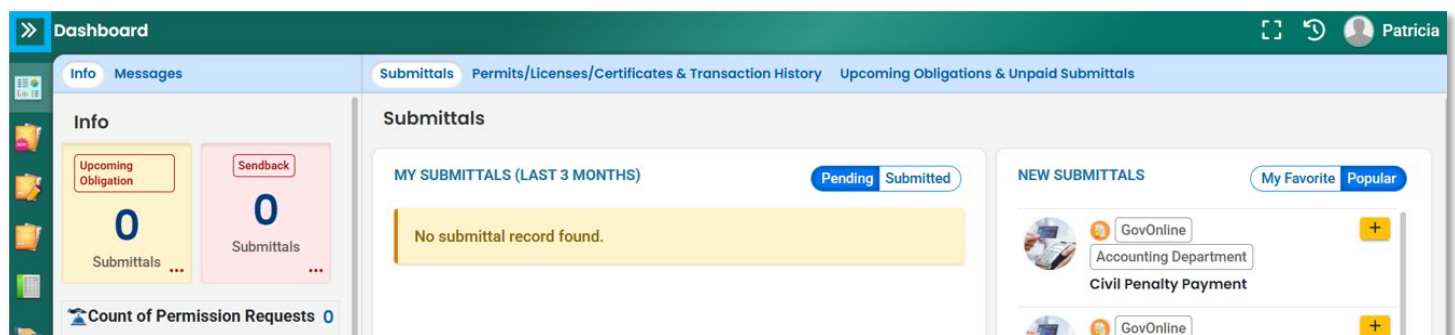
Select "Upcoming Obligations".
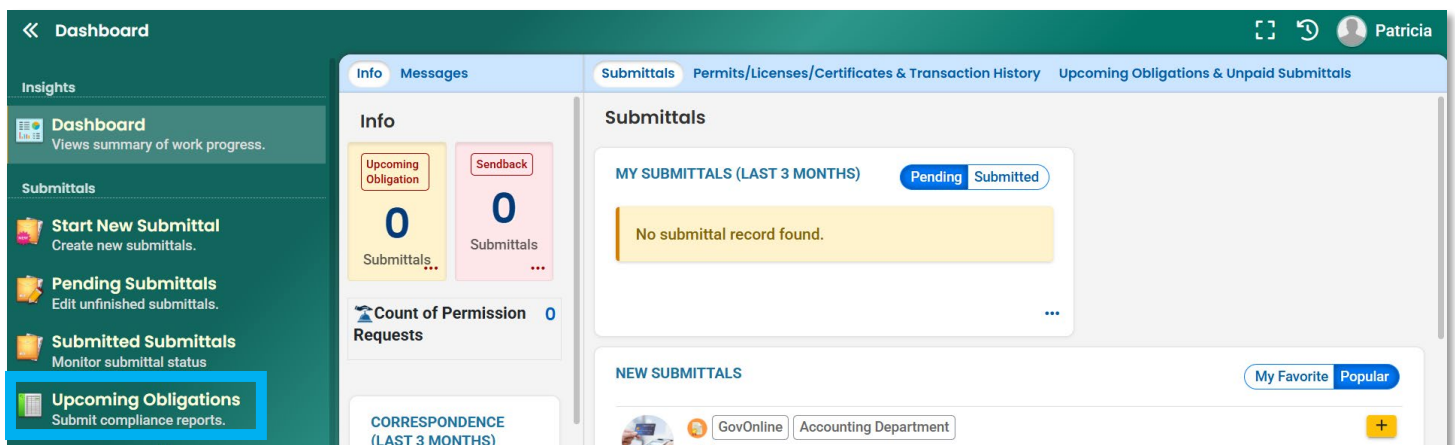
Click the double arrow ⧉ to close the left panel. Any new, unopened reporting obligations will appear.

If multiple obligations are shown, to locate the correct municipal solid wase 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.

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) **Add Permissions ⬇**

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.

Example Solid Waste Permitted Site

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

87241

1

26457

10/27/2025 2 days ago

📁 Solid Waste - Municipal Solid Waste Facility Annual Disposal Report

📂 Land Quality

New

1/1/2024 ~ 12/31/2024

10/31/2025

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.

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.

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

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.

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.

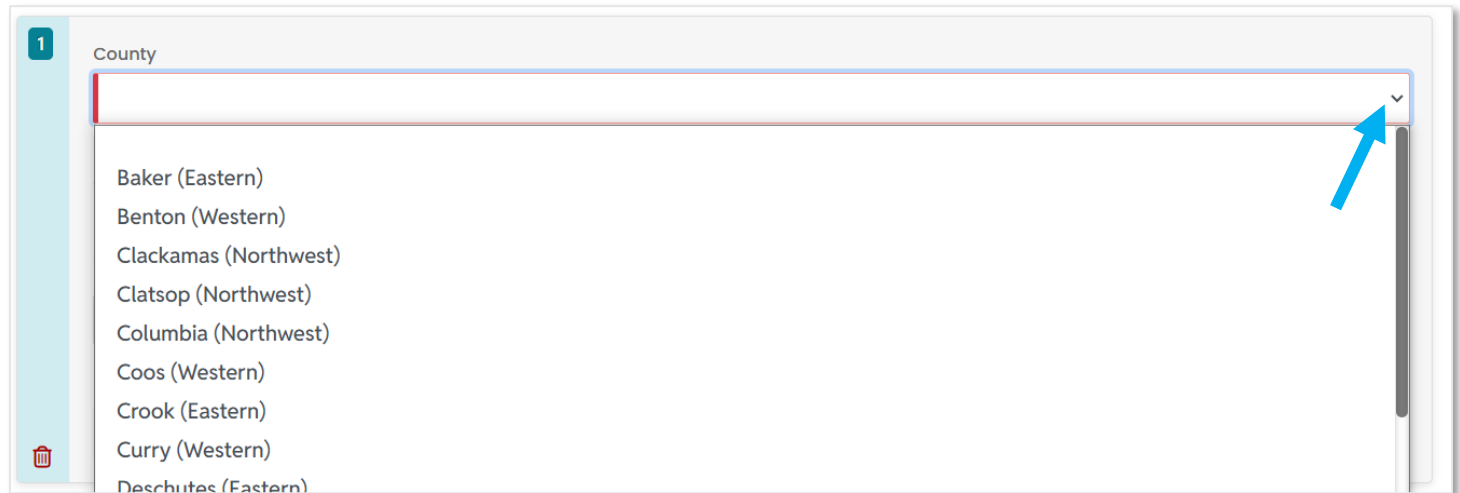## In-state solid waste disposal worksheet

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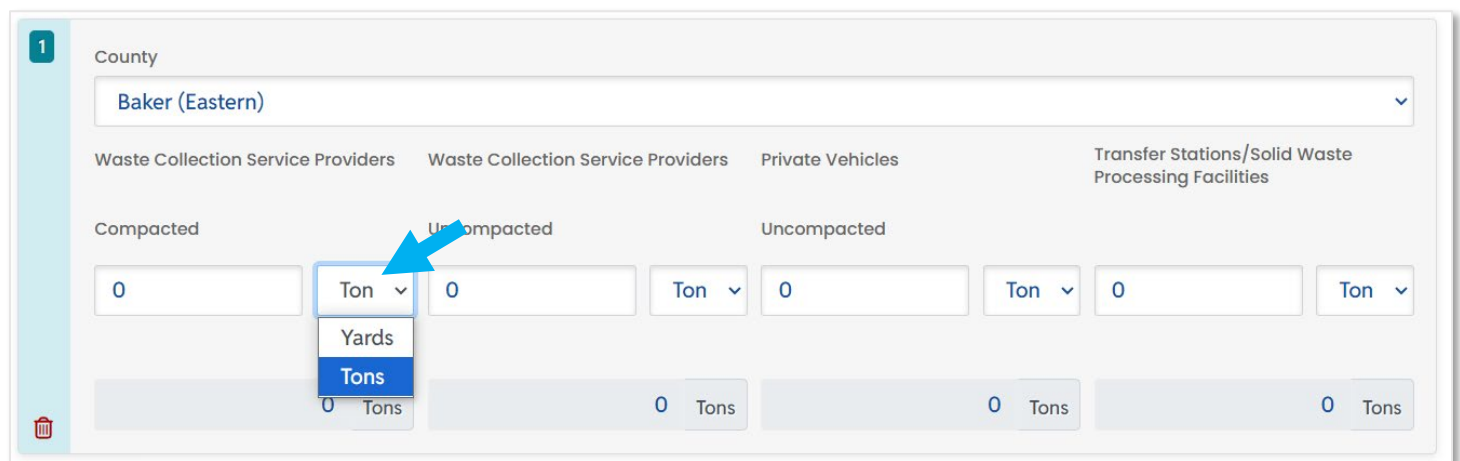For definitions of the counting waste categories please see the downloadable instruction sheet.

Click +add item **+ Add Item**

Select the county 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).

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 ⊞ 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 ⊞ 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 in chosen in the dropdown.

Click +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.

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.

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

+ between first two, − before Recovered Waste, = before Total.

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.

"Non-Counting" Waste

1 Out-of-State Waste Type

Asbestos
Contaminated Cleanup Material
Domestic Solid Waste
Other

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).

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

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.

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.

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.

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.

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	Tons
	OUT OF STATE	650
	State	County
🗑	WA	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'.

Each attached document must be:

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

To upload a file, select or drag the file you wish to upload. Not all types of documents may be accepted. If you encounter any issues while uploading, refer to the list of approved file types on the right-hand sidebar. If the right-side bar is currently collapsed, you may click the arrow (<) at the top right of the main panel to reopen it.

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

To mail documents to DEQ, please send them to the attention of the reporting, fee and invoicing coordinator at the address listed in the staff contact section at the bottom of this user guide.

To email documents please send them to the email address for the reporting, fee and invoicing coordinator in the staff contact section at the bottom of this user guide. Please note, there is a 50 MB limit for email

attachments as well and if the document is larger than that, it can either be split into smaller sections and emailed separately or you may reach out to the reporting, fee and invoicing coordinator regarding other options.

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

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

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.
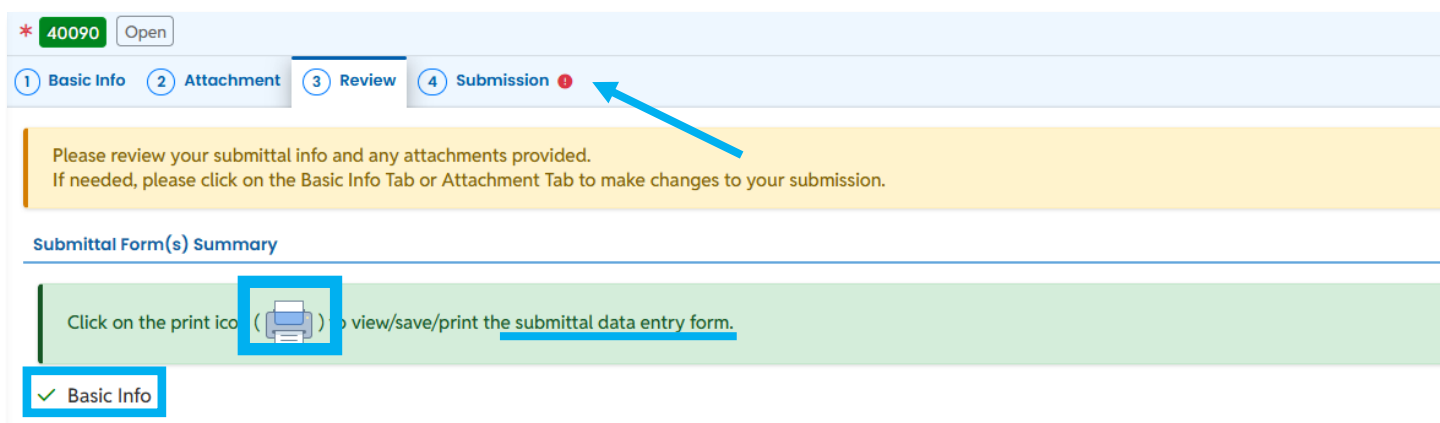
Review tab

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 ❶ 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.

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 ❶ will appear on the Basic Info tab. The red exclamation point ❶ 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 ❶ will no longer display on the basic info tab.

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.

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 .
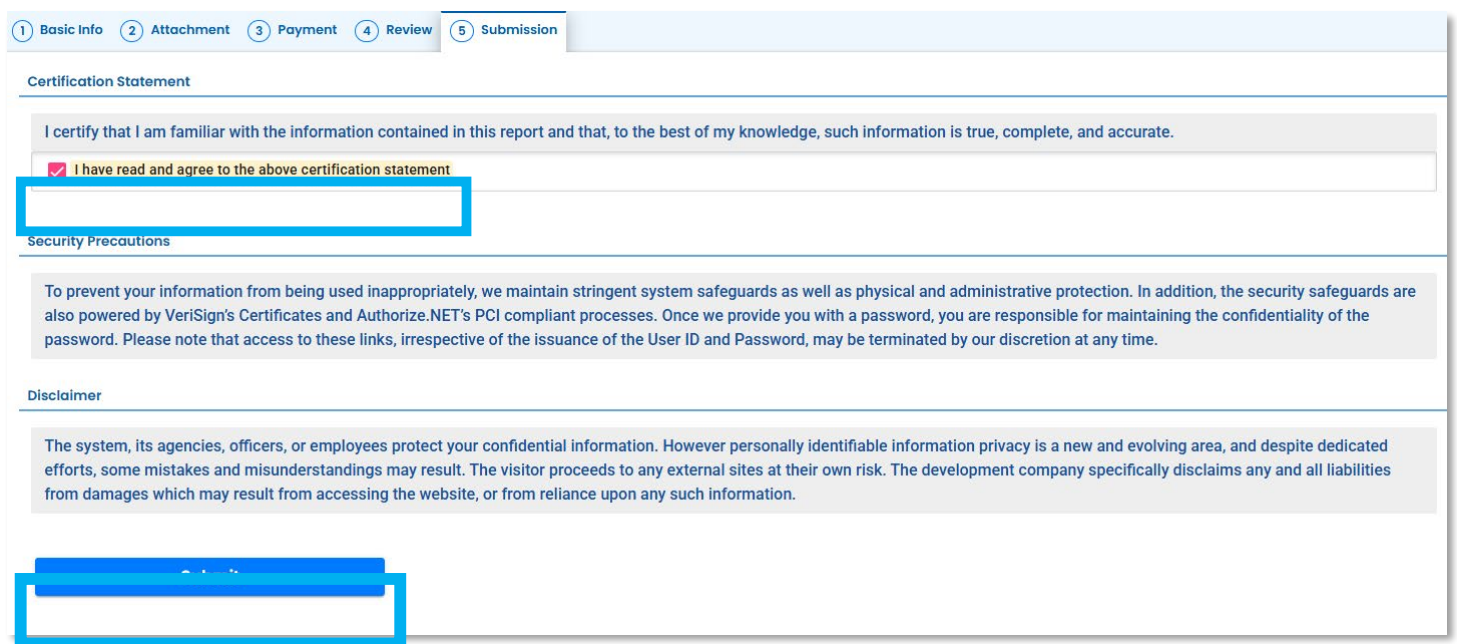
Submission tab

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.

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.
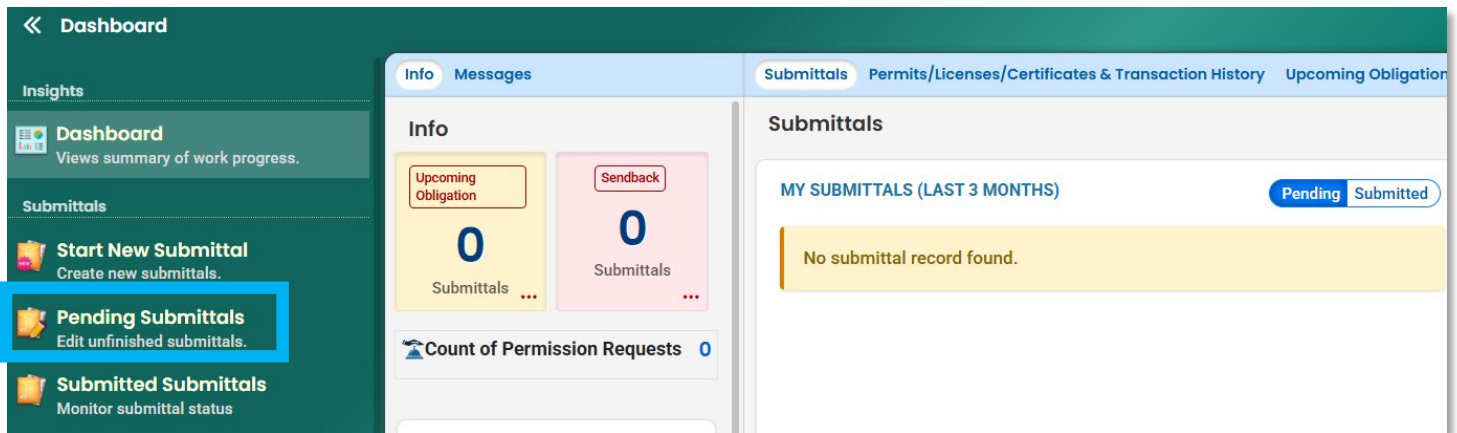
Submittal successful

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.

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