



Material Recovery Facility Annual Report User Guide

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State of Oregon
Department of Environmental Quality

This document was prepared by
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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 user guide is intended to provide detailed information for the reporter to help them complete the annual material recovery facility annual report that is required by Oregon law for their facility.

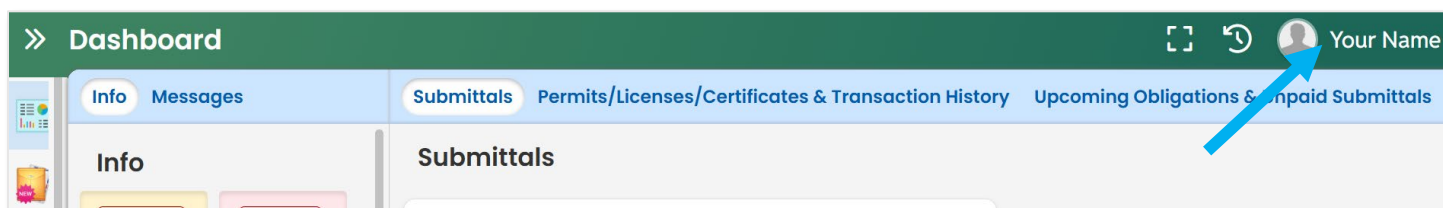
Getting started in YDO


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.

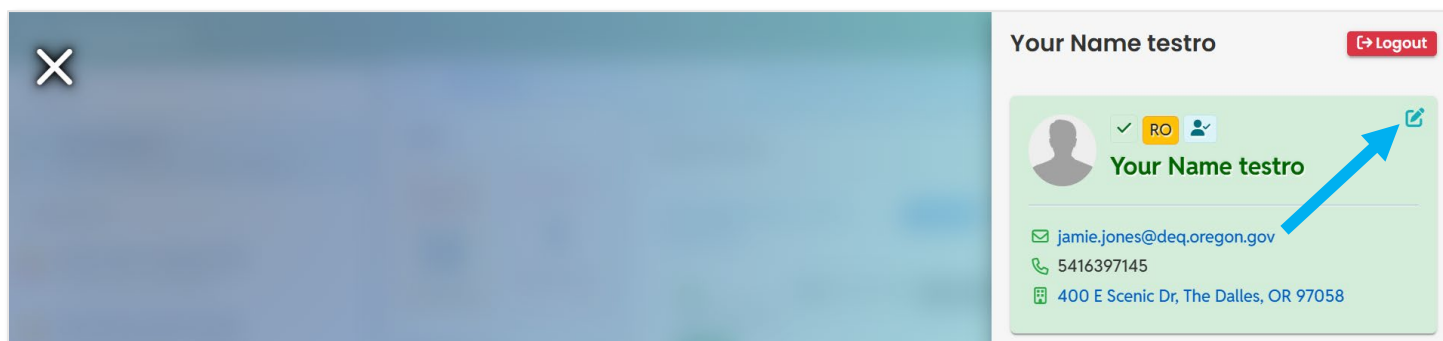
If you already have this account type and have selected this submittal group, you may skip to the next section.

If your account is set up but, you do not already have a responsible official account, the [Public Account Registration and Management Guide](#) provides instructions on how to create one. For access to that guide and additional information and tools, visit [Your DEQ Online Account Registration](#) website.

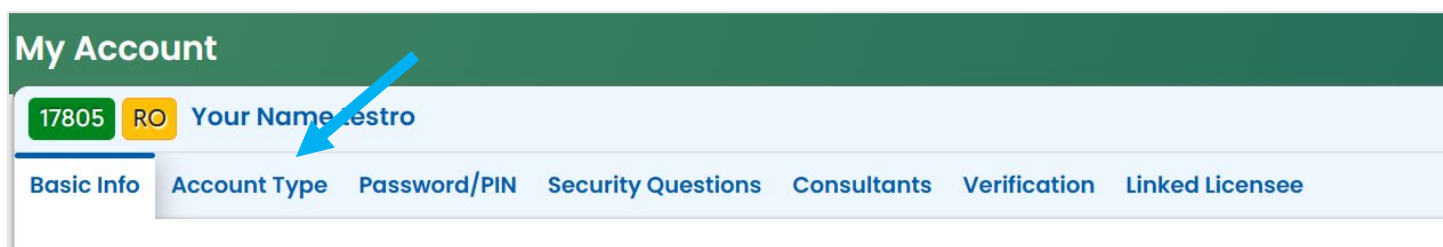
To add solid waste to an existing account, click your name in the top right corner.




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 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 reporting materials received, recovered and disposed of for all Oregon permitted material recovery, co-mingled recycling processing and limited sort facilities in [Your DEQ Online](#).

The Material Recovery Facility Annual Report is to be completed annually by all permitted MRF's, CRPF's and LSF's and is due every year on Jan. 31 following the end of the 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 red Save button  on the 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.

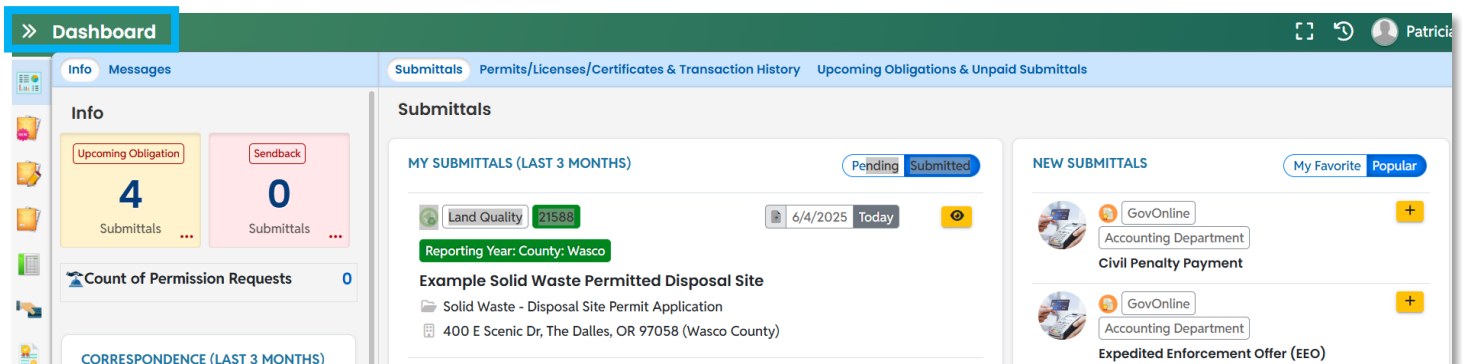
How to find your submittals in progress. After clicking the save button and before submitting, you may leave the submittal and return to it. To continue working on the submittal, open the Pending Submittals module directly below Start New Submittal module and search for the submittal using the submittal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

Login and locating the material recovery facility annual report

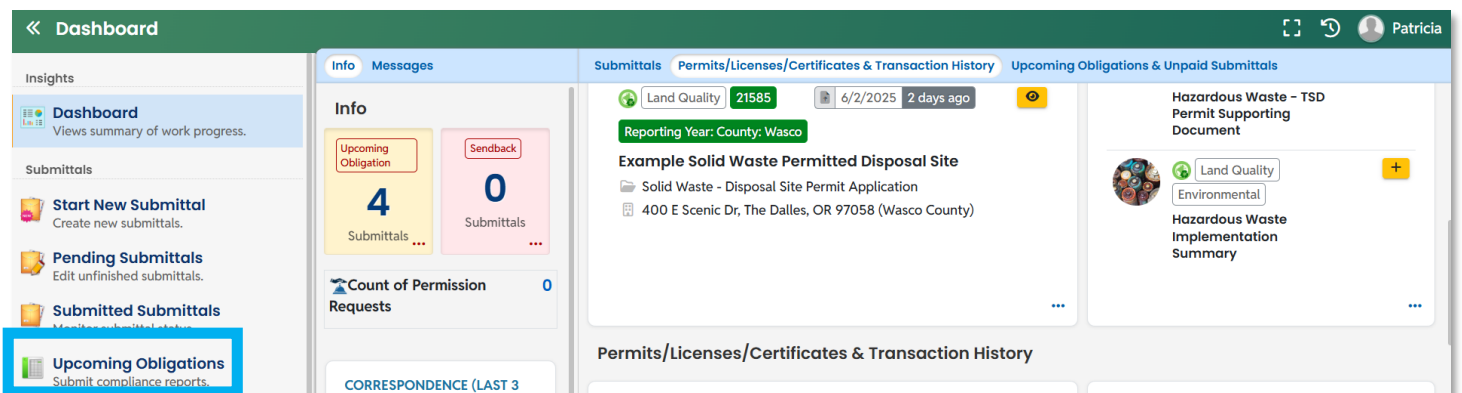
Login to your account on the [Your DEQ Online Public Portal](#).

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 [Your DEQ Online](#) main page.

Once you are logged in, at the top of the main page click on the green double arrow button  next to “Dashboard” to open the left panel.



Click on "Upcoming Obligations."



Click the green double arrow button again  to close the left panel.

Any new, unopened reporting obligations will appear. To locate the correct material recovery facility annual report in the upcoming obligations module, DEQ recommends first searching for “material” in the submittal type filter by clicking on the “+” next to the submittal type box to open the search field and then select the name of the recovery facility report below it. You may also use the keywords filter to search for your facility name or submittal ID.

Upcoming Obligations

Search

Keywords

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

Submittal Type

Solid Waste - Material Recovery Facility Annual Report

material

Solid Waste - Material Recovery Facility Annual Report

Solid Waste - Material Recovery Survey

Only the submittal records with the [New] status will be displayed on this page.

To find unsubmitted Reporting Obligation submittals, please navigate to the [Pending Submittals](#) .

To find submitted Reporting Obligation submittals, please navigate to the [Track Submitted Submittals](#) .

Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other Info
Example Solid Waste Permitted Disposal Site	New	86957
21592	6/4/2025 Today	New
Solid Waste - Material Recovery Facility Annual Report	1/1/2024 ~ 12/31/2024	
Land Quality	6/30/2025	

1 ~ 1 of 1

NOTE: If the reporting obligation for your facility is not appearing, you may need to go to your Account Settings in Your DEQ Online 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 and 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 zero results, refine your search by using words that are unique to the name or the number and street name.

Click on 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 on 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.

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

Click the “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 Disposal Site

21592

Solid Waste - Material Recovery Facility Annual Report

Land Quality

New

6/4/2025 Today

1/1/2024 ~ 12/31/2024

6/30/2025

86957

New

Filling out the material recovery facility annual report


Basic info tab

Ensure the Reporting Period shown is correct and ensure the Facility Information, and Permit No. 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.

The screenshot shows the 'Basic info tab' form. It has a yellow header bar. Below it, the 'Reporting Period' section contains two input fields: 'Reporting Period Start Date' with the value '01/01/2024' and 'Reporting Period End Date' with the value '12/31/2024'. The 'Facility Information' section contains a 'Facility Information' label, a placeholder image, the text 'Example DEQ Permitted Solid Waste Facility', the address '700700 NE Multnomah St, Portland, OR 97232', a green box with the number '86436', and a 'Stationary' button. The 'Solid Waste Permit No.' section contains the value 'SW-HHW-TS-MRF-000X'.

To access the information and instruction sheet, click the “Get Information” button in the far-right panel. The instruction sheet will download to your computer. 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 will maximize the report screen space, but it is optional.

The screenshot shows the 'Solid Waste - Material Recovery Facility Annual Report' interface. It has a green header bar with the title 'Solid Waste - Material Recovery Facility Annual Report'. Below the header, there is a navigation bar with four tabs: '1 Basic Info', '2 Attachment', '3 Review', and '4 Submission'. The 'Basic Info' tab is active. The main content area has a yellow background with a message: '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.' The 'Reporting Period' section contains two input fields: 'Reporting Period Start Date' with the value '01/01/2025' and 'Reporting Period End Date' with the value '01/22/2025'. On the right side, there is a 'Submittal Information' panel with a 'Get Information' button. Below the panel, there is a list of submittals with columns for 'ID', 'Status', and 'Name'. The first submittal has ID 'f50046', status 'New', and name 'Solid Waste - Material Recovery Facility Annual Report'. Below the list, there is an 'Attachment Types' section.

NOTE: Click the red Save button  often and before exiting the submittal or your progress will be lost. If you leave this submittal at any time after clicking the Save button and before submitting, you will need to go to the dashboard and access the submittal under “pending submittals” using the submittal ID number in the top left corner.

← Solid Waste – Material Recovery Facility Annual Report

40183 New



1 Basic Info 2 Attachment 3 Review 4 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

01/01/2025

Reporting Period End Date

01/22/2025

Facility Information

Facility Information



Example DEQ Permitted Solid Waste Facility
700700 NE Multnomah St, Portland, OR 97232

86436



Stationary

Solid Waste Permit No.

SW-HHW-TS-MRF-000X

See Contact (contact person for invoice)



Fee contact

Complete the fee contact information. This is 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 at least the required fields.

Solid Waste - Material Recovery Facility Annual Report

40151 New

1 Basic Info 2 Attachment 3 Review 4 Submission

Fee Contact (contact person for invoice)

Salutation First Name M.I. Last Name

Company Title Email

Phone Mobile Fax

Country
☒ United States ☐ Canada

Address Building, Unit, Suite, or Floor #

City State Zip Code

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 [incoming, recovered, inerts](#) section of this guide. This section is for reporters who have no tonnage to report for the period.

To submit a zero-tonnage report, scroll to the bottom of the permit and verify that zero is shown in the total field then click the red Save button. Proceed to the [attachment tab](#) section.

If you wish to modify or terminate your permit, contact the permitting coordinator for your county in the [staff contact](#) information at the end of this guide.

Incoming, recovered, inerts

In this section, enter the tons of incoming mixed solid waste, salvage or recyclables removed, and inerts disposed during the reporting period.

The screenshot shows the 'Incoming, Recovered, Inerts' section of the 'Solid Waste - Material Recovery Facility Annual Report' form. The form has a green header bar with the title and a navigation bar with four tabs: '1 Basic Info', '2 Attachment', '3 Review', and '4 Submission'. The 'Basic Info' tab is active. Below the tabs, there is a section titled 'Incoming, Recovered, Inerts'. It contains a table with four columns: 'Quarter', 'Incoming Mixed Solid Waste (Tons)', 'Salvage or Recyclables Removed (Tons)', and 'Inerts Disposed (Tons)'. The table has four rows for the quarters: 'Jan 1-Mar 31', 'Apr 1-Jun 30', 'Jul 1-Sep 30', and 'Oct 1-Dec 31'. Each row has three input fields, all containing the value '0'. Below the table, there are three summary rows: 'Total Incoming Mixed Solid Waste Tons', 'Total Salvage or Recycleables Removed Tons', and 'Total Inerts Disposed Tons', each with an input field containing '0'.

Quarter	Incoming Mixed Solid Waste (Tons)	Salvage or Recyclables Removed (Tons)	Inerts Disposed (Tons)
Jan 1-Mar 31	0	0	0
Apr 1-Jun 30	0	0	0
Jul 1-Sep 30	0	0	0
Oct 1-Dec 31	0	0	0
Total Incoming Mixed Solid Waste Tons		Total Salvage or Recycleables Removed Tons	Total Inerts Disposed Tons
0		0	0

If residual waste was disposed of during the reporting period, please click the yellow new button **+ New** and enter the amount disposed in tons each quarter. You are required to provide the name of the facility that accepted the residual waste (aka inerts disposed) for disposal.


The screenshot shows the 'Residual Waste Disposed' section of the 'Solid Waste - Material Recovery Facility Annual Report' form. It features a table with six columns: 'Facility Name', 'Jan 1 - Mar 31', 'Apr 1 - Jun 30', 'Jul 1 - Sep 30', 'Oct 1 - Dec 31', and 'Total Tons'. The first row of the table has all input fields containing the value '0'. Below the table, there is a form for adding a new entry. It includes a 'Facility Name' input field with a red border and a red exclamation mark icon, and a red text label 'Required.' below it. To the right of the 'Facility Name' field are five input fields for the quarters, each containing '0', and a 'Total Tons' input field containing '0'. At the bottom of the form, there is a button labeled '1 Results'.


Facility Name	Jan 1 - Mar 31	Apr 1 - Jun 30	Jul 1 - Sep 30	Oct 1 - Dec 31	Total Tons
	0	0	0	0	0

Facility Name: Jan 1 - Mar 31: Apr 1 - Jun 30: Jul 1 - Sep 30: Oct 1 - Dec 31: Total Tons:

Required.

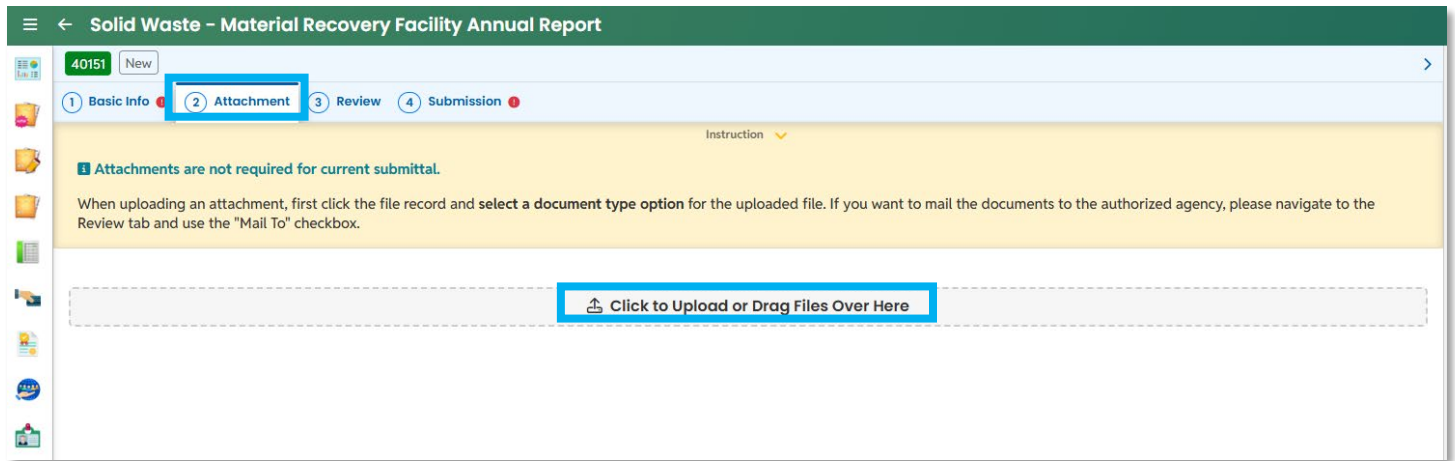
1 Results

When your entries are complete, save your progress by clicking the red Save button . Make sure "submittal saved successfully" appears in the top right of the report before you exit 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, 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

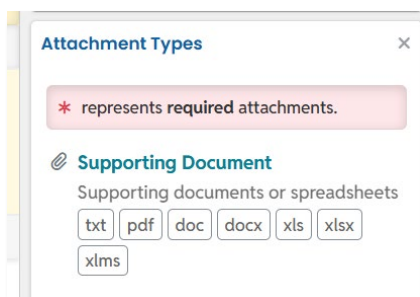
Attachments are not required for this report. To provide supplemental information, select 'Click to Upload or Drag Files Over Here'.



Each attached document must be:

- a document type that is labeled saved.
- a file type listed in the righthand navigation pane

To upload a file, select or drag the file you wish to upload. Not all types of documents are acceptable. Check the list on the right-side bar if you are having issues uploading. If the right-side bar is currently collapsed, click on the carat (<) at the top right of the main panel to reopen it.




NOTE: If your document is larger than 50 MB, or you cannot attach 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 documents 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. If the document is larger than that, it should be split into smaller sections and emailed separately or reach out to the reporting, fee and invoicing coordinator regarding for other options.


Below the file name, 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, there is a header bar with 'Files Names' on the left and 'File Info/ Updated Date' on the right. Below the header, a document titled 'New MRF Annual Report.pdf' is shown with a PDF icon, a size of 360 KB, a date of 1/28/2025, and a version of v1. A yellow instruction bar below the document title reads: 'Click on the document to identify the attachment type. ↓ ↓'. Below this, a 'Select Document Type' dropdown menu is open, showing a search bar and a list of options: '- Other', '- Redacted Submittal Form in PDF', and '- Supporting Document'. The 'Supporting Document' option is highlighted in yellow. A 'Select Document Type Picker' button is located at the bottom of the dropdown menu.

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

The screenshot shows the same document upload interface as before, but now the 'Supporting Document' option is selected in the 'Select Document Type' dropdown menu. Below the dropdown menu, there is a 'Comments' section with a text input field. A blue box highlights the 'Comments' section. At the bottom right of the 'Comments' section, it says '(Remaining Length: 4000)'. The 'Save' button icon is visible in the top right corner of the interface.

When you are done adding and labeling any attachments, click on the 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.

If you would prefer to mail or email the documents to DEQ please send them to the reporting and invoicing coordinator listed in the [staff contact](#) section at the bottom of this user guide.

Payment

At the time of submittal, no payment is due for the Material Recovery Facility Annual Report.


NOTE: For permittees with a Solid Waste Material Recovery Facility permit, each year in July, DEQ will send an invoice to the Fee Contact indicating the amount and due date of the compliance fee. Fees are based on the tons of Incoming Mixed Solid Waste accepted during the previous reporting year.

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, 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, refer to [YDO technology fee FAQ](#).

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

Review tab

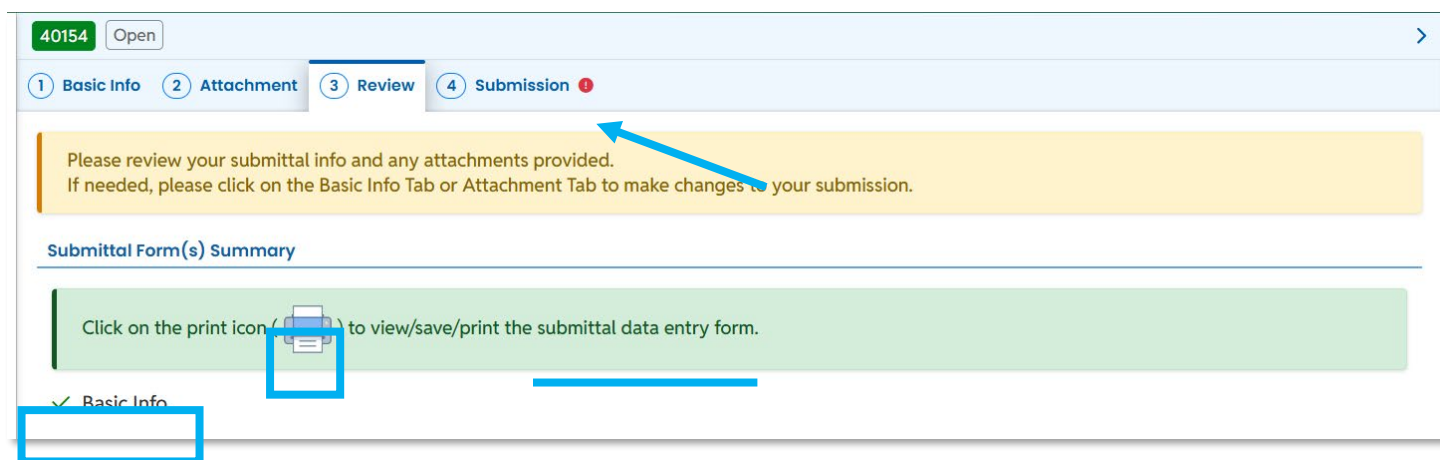
Congratulations! You are almost done. Please review your submittal information and any attachments. When a green indicator ✓ appears next to “Basic Info” below the green bar, and the only red exclamation point ❶ is on the Submission tab, the required information for your report is complete.

To view, save and print the submittal data entry form, click the printer button . You'll need to disable the browser pop-up blocker if the PDF fails to appear.

NOTE: The submittal data entry form for your Material Recovery Facility Report is a draft summary of information entered into the Basic Info tab. This is your last opportunity to review and update content and attachments before submission.

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

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



Troubleshooting

Basic tab issues

Under the Submittal Form(s) Summary section, if the Basic Info tab is missing required information, a red x will appear 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.

Go back 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.

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 did not specify the "document type" you will see "Missing the attachment type" under the pink bar on lower right. A red exclamation point **!** will display on the Attachment tab. The red exclamation point **!** on the Submission tab is correct at this point.

Go to the Attachment tab, specify the document type, and press the Save button .

Solid Waste – Material Recovery Facility Annual Report

* 40183
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

Mandatory Attachment

Attachments are not required for this Submittal.


Uploaded Attachment

Please specify the attachment type for all attachments.

MRF Annual Report.pdf
PDF
360 KB
Missing the attachment type.

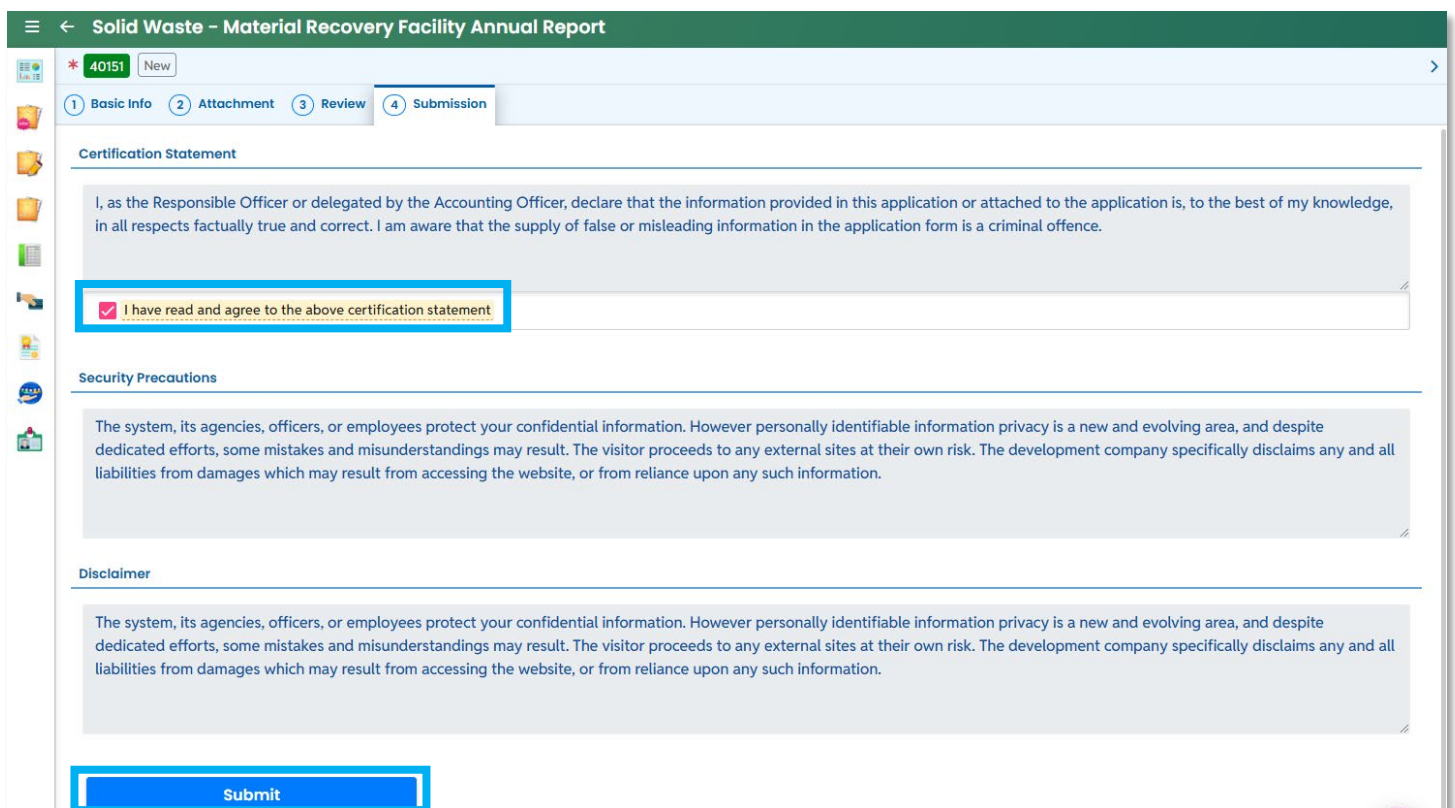
Submission tab

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 Compost Facility Annual Report.

NOTE: Until you submit using the blue Submit button, your report will remain as pending. Saving is not the same as submitting.



← Solid Waste - Material Recovery Facility Annual Report

40151 New

1 Basic Info 2 Attachment 3 Review 4 Submission

Certification Statement

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

☒ I have read and agree to the above certification statement

Security Precautions


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.

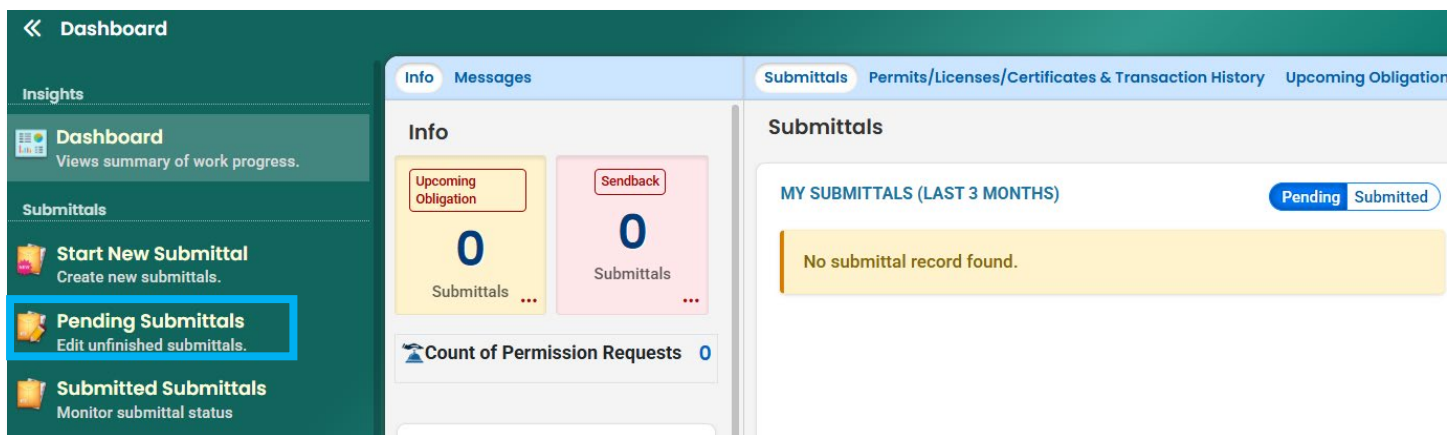
Disclaimer

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, click the Save button  before leaving the submittal screen. Go to the Pending Submittals module on your Dashboard when you are ready to resume.



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-hand corner.

21592

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 ID:

21592

Submittal Date:

6/4/2025, 2:54:07 PM

Submittal By:

Patricia McGovern
5032296765
deqabc123@gmail.com

Owner Information:

Patricia McGovern
5032296765
deqabc123@gmail.com

Submittal Form Info

Name:

Solid Waste - Material Recovery Facility Annual Report

Method:

Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

Uploaded Attachment List

No record.

Certification

Statement:

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

Question:

Not Applicable

Answer:

Not Applicable

PIN Number:

Not Applicable

RO:

Patricia McGovern

Sender IP:

159.121.206.56

Mail-to Attachment List

No record.

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 & 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	Reporting & 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 send to this DEQ office
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler	Eastern Region Materials Management Program 400 E Scenic Drive, Suite 307 The Dalles, OR 97058 Phone: 541-298-7257 DEQER.SolidWastePermitCoordinator@deq.oregon.gov
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington	Northwest Region Environmental Partnerships 700 NE Multnomah St., Suite 600 Portland, OR 97232 Phone: 503-229-5353 DEQNWR.SolidWastePermitCoordinator@deq.oregon.gov
Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Western Region Materials Management Program 165 E Seventh Ave., Suite 100 Eugene, OR 97401 Phone: 541-687-7465 DEQWR.SolidWastePermitCoordinator@deq.oregon.gov

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	EMK
2.0	6/4/25	Final draft	CMP
3.0	10/7/2025	Updates to final draft	CMP