



Notification of Intent to Dispose of Oregon Waste Out-of-State User Guide

Version 1.0

June 2025



This document was prepared by
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Version 1.0
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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.


1. Introduction

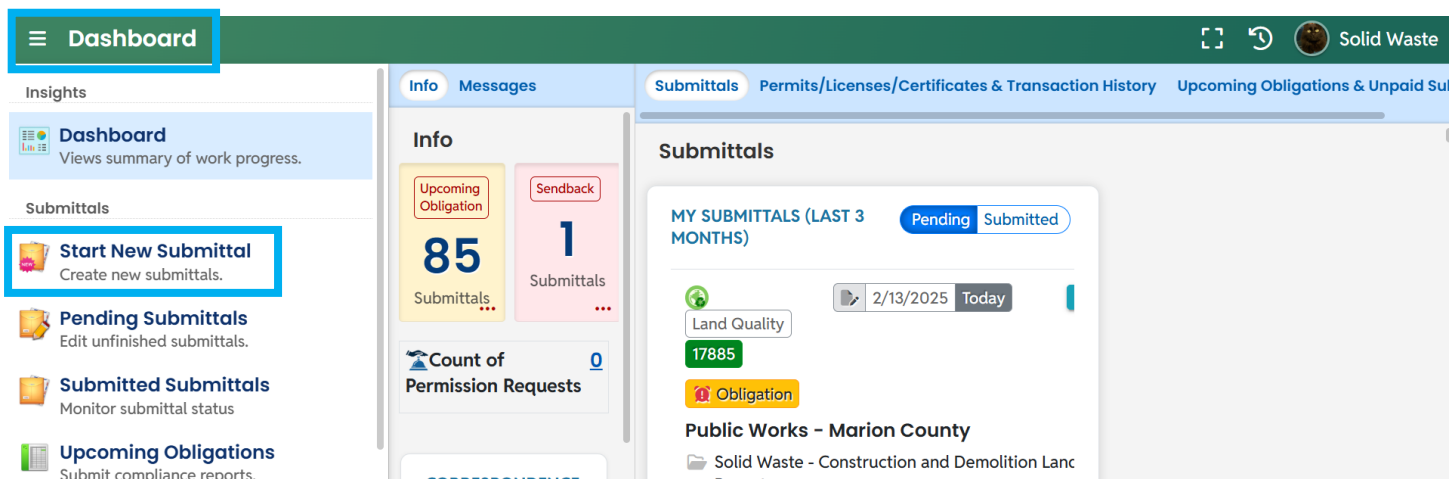
This document provides information necessary to complete the DEQ-approved form for notification of intent to dispose of Oregon waste at an out-of-state disposal facility in [Your DEQ Online](#).

2. Login and Locating the Notification of Intent to Dispose Oregon Waste Out-of-State

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 three lines  next to “Dashboard” and then on “Start New Submittal”.



All new submittal forms will be shown. To locate the Notification of Intent to Dispose of Oregon Waste form, DEQ recommends searching for “Notification” in the Keyword filter.

Notification of Intent to Dispose of Oregon Waste Out-of-State

Error! Reference source not found.

Click on the  at upper right of the notification to begin filling out the form.

3. Filling Out the Notification of Intent to Dispose Oregon Waste Out-of-State

3.1 Basic Info tab

Before transporting solid waste generated in Oregon for disposal or destruction outside the state, the transporter must notify DEQ using this form. This applies to disposal sites receiving domestic solid waste, as well as land disposal sites handling construction and demolition waste, land clearing debris or waste tires.

Reference: OAR [340-097-0110](#)

For any questions regarding this notification, please contact the Solid Waste Reporting and Invoicing Coordinator using the [contact information](#) provided at the end of this user guide.

To download a short information and instruction sheet for this form, click on the “Get Information” button in the far-right panel. After downloading the document, you may optionally click on the carat (>) at the top right of the main panel to close the side panel and maximize the report screen.

Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.

☰

←

Solid Waste - Notification of Intent to Dispose of Oregon Waste Out-of-State

🔍

🔄

👤 Solid Waste

(N/A)

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.

Submittal Information




Solid Waste - Notification of Intent to Dispose of Oregon Waste Out-of-State

Get Information

📌 f50021 New

👤 Solid Waste

NOTE: Press the save icon  on the lower right often and prior to leaving the submittal, otherwise your progress will be lost. If you leave this submittal at any time after pressing the save icon and prior to submitting, you will need to go to the Dashboard and access the submittal under Pending Submittals using the submittal ID number found in the top left corner.

40227

Open

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.

Transport Information

Will you transport the waste on an ongoing basis?

☐ Yes ☐ No

Required

Transporter

☒ **Select your facility** ☐ Create new facility

Select your facility (project site)

Required.

Transport Information

Will you transport the waste on an ongoing basis?

Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.

If this is a one-time disposal of waste out-of-state click the “No” radio button. However, if you plan to dispose of waste out-of-state on a regular or ongoing basis, click the “Yes” radio button.

If you select “No”, please provide the approximate start and ending dates for the disposal of waste. You will be required to submit an Oregon Waste Disposed Out-of-State Report showing the tonnage disposed of and the facility that received it within sixty (60) days of the end of disposal.

Transport Information

Will you transport the waste on an ongoing basis?

☐ Yes ☒ No

Please be aware, you will be required to submit a tonnage report within 60 days after the disposal occurs.

Approximate Start Date of Disposal

03/01/2025



Approximate End Date of Disposal

06/30/2025



If you select “Yes”, please provide the approximate start date for the disposal of waste. You will be required to submit an Oregon Waste Disposed Out-of-State Report each quarter showing the tonnage disposed of and the facility that received it. This is due within 30 days of the end of each quarter until such time as you request DEQ terminate the active notification.

Transport Information

Will you transport the waste on an ongoing basis?

☒ Yes ☐ No

Please be aware, you will be required to submit a tonnage report within 30 days of the end of each quarter.

Approximate Start Date of Disposal

03/01/2025




Transporter

In this section, please provide information about the facility responsible for transporting the waste.

Is this facility or project site associated with or part of a current DEQ permitted facility?

Click on the “Select your facility” radio button if your facility or project site has a current permit or is associated with an active DEQ solid waste permit holder.

Next click on the down carat, , under “Select your facility (or project site)”. In the search field, enter keyword(s) to locate your facility.

NOTE: If you are unsure which facility to select or if a new facility is required, please contact DEQ’s reporting and invoicing coordinator at 503-229-6434 or sw.feereporting@deq.oregon.gov.

Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.

Transporter

☒ Select your facility ☐ Create new facility

Select your facility (project site)

example

Example DEQ Permitted Solid Waste Facility 700700 NE Multnomah St, Portland, OR 97232 308599

Complete the *Contact information for questions regarding this notification* form, including the name of the person who can be contact regarding this notification and reporting.

Contact information for questions regarding this notification

Salutation First Name M.I. Last Name

Company Title Email

Phone Mobile Fax

Country

Address Building, Unit, Suite, or Floor #

City State Zip Code

Is this facility or project site NOT associated with or part of a current DEQ permitted facility?

If your facility or project site is not part of an existing permitted solid waste facility, click on Create New Facility radio button.

Complete the required fields in the New Facility Information section. Optional fields may also be filled.

Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.

New Facility Information

Facility Name

New Project Site

Abbreviation

Is the facility located on Native American Lands?

No

Email

Phone

Fax

Number of Employees

test1234@gmail.com

503-555-1234

000-000-0000

0

Comments

(Remaining Length: 4000)

In the Mailing Address section, please provide the address where the facility receives mail delivery from the postal service.

Mailing Address

Country



United States



Canada

Address

Building, Unit, Suite, or Floor #

PO Box 000

City

State

Zip Code

Medford

OR (Oregon)

97501

In the Physical Location section, please provide the physical address of the facility or project site that the waste will be transported from.

If the physical address is the same as the mailing address, click the “Copy from Mailing Address” bar, [Copy from Mailing Address](#), and the form will import the mailing address information in the physical address section.

If the physical address is different from the mailing address, please complete all the required fields.

As you type the address, make the correct selection from the list that appears below the field.

Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.

Address Building, Unit, Suite, or Floor #

221 W Stewart |

📍 221 West Stewart Avenue Medford, OR, USA

📍 221 West Stewart Avenue Puyallup, WA, USA

📍 221 West Stewart Street Yakima, WA, USA

Zip Code 00000-0000

Required.

Next, click again anywhere outside the field to populate the city, state, zip and latitude and longitude.
Finally, select the correct county from the drop down.

If the correct address is not shown in the dropdown below the address field, complete the address, city, state and zip fields. Then click on the map to the right.

Physical Location

Use the map to auto-populate latitude and longitude.

Copy from Mailing Address

Country United States Canada

Address Building, Unit, Suite, or Floor #

211 Stewart Ave

City State Zip Code

Medford OR (Oregon) 97501

Latitude Longitude



Required. Required.

County (Region)

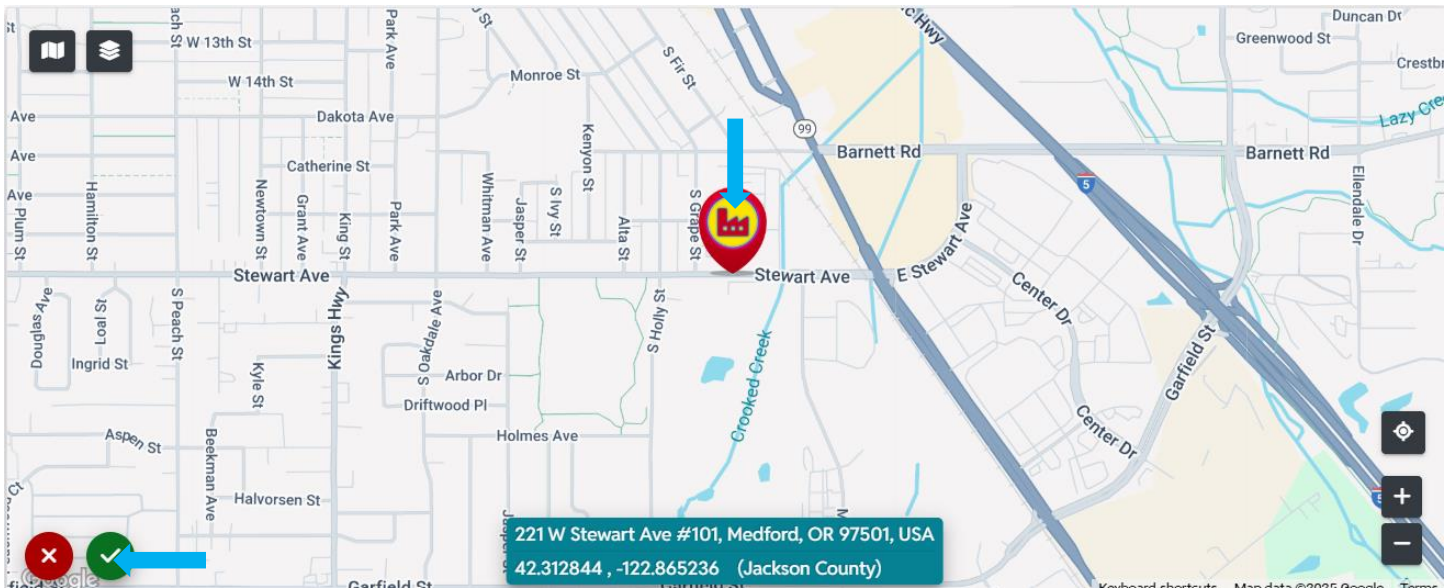
Required.

Map data ©2025 Google

A larger interactive map will open that shows the approximate location and address (or suggested address) of your facility.

- If the location and address appear to be correct, you may click on the check icon, , to accept.
- If you need to adjust the location, you can click and hold the red and yellow icon and move it to the correct location and address then click on the check icon, , to accept.

Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.



The map will close, and the latitude and longitude will be implanted along with the county.

Physical Location

Use the map to auto-populate latitude and longitude.

Copy from Mailing Address

Country

☒ United States ☐ Canada

Address

221 Stewart Ave

Building, Unit, Suite, or Floor #

City

Medford

State

OR (Oregon)

Zip Code

97501

Latitude (42°18'43.99"N)

42.312220

Longitude (122°51'55.07"W)

-122.865298

County (Region)

Jackson (Western)



Provide the “Contact information for questions regarding this notification”, the name of the person who can be contacted regarding this notification and reporting. Complete the required fields in the New Facility Information section. Optional fields may also be filled.

Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.

Contact information for questions regarding this notification

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
		Required.	
Phone	Mobile	Fax	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada <input type="radio"/> Other			
Address		Building, Unit, Suite, or Floor #	
<input type="text"/>		<input type="text"/>	
Required.			
City	State	Zip Code	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	OR (Oregon)		
Required.		Required.	

In the *Oregon Waste that is Proposed for Out-of-State Disposal*, please list the type(s) of solid waste applicable to the facility. Use commas to separate multiple types. Then indicate the estimated amount that will be disposed of (one-time or annually if ongoing).

Oregon Waste that is Proposed for Out-of-State Disposal

Type of solid waste	Estimated amount (annual tonnage)
<input type="text"/>	<input type="text"/>
Soil, asphalt shingles, wood waste	7000

In the *Proposed Out-of-State Disposal Site Information* section please, provide the address of the out-of-state facility that will be accepting the waste for final disposal.

Proposed Out-of-State Disposal Site Information

Disposal Site Name		
<input type="text"/>		
Example Out-of-State Landfill		
Country		
<input checked="" type="radio"/> United States <input type="radio"/> Canada <input type="radio"/> Other		
Address		Building, Unit, Suite, or Floor #
<input type="text"/>		<input type="text"/>
18703 Cambridge Rd		
City	State	Zip Code
<input type="text"/>	<input type="text"/>	<input type="text"/>
Anderson	CA (California)	96007-9165

When your entries are complete, click on the SAVE icon, , to save the report.

Confirm that 'Submittal Saved Successfully' appears in the top right of the report to avoid losing your progress.

3.2 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':

The screenshot shows a web application interface for a 'Solid Waste - Solid Waste Transfer Report'. The header is dark green with a menu icon, a back arrow, and the title. Below the header, there's a light blue navigation bar with four tabs: '1 Basic Info', '2 Attachment' (selected), '3 Review', and '4 Submission' (with a red notification icon). To the left of the tabs is a vertical sidebar with icons for various document types. The main content area has a yellow background with an 'Instruction' dropdown. A blue information icon is followed by the text: 'Attachments are not required for current submittal.' Below this, a paragraph explains the upload process: '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.' At the bottom, there's a large dashed box containing a blue button with an upload icon and the text '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 righthand navigation pane

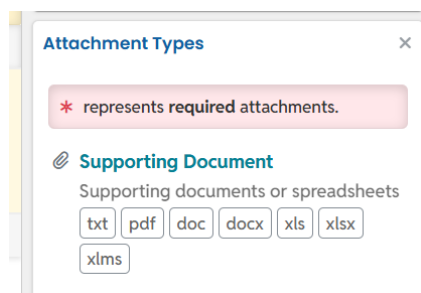
NOTE: If your document is larger than 50 MB, or you are experiencing issues attaching your document, you may transmit the documents by email (50 MB limit) or upload via File Transfer Protocol, or FTP.

Mail or email: To mail or email the documents to DEQ please send them to the Reporting & Invoicing Coordinator listed in the Staff Contact section at the bottom of this user guide.

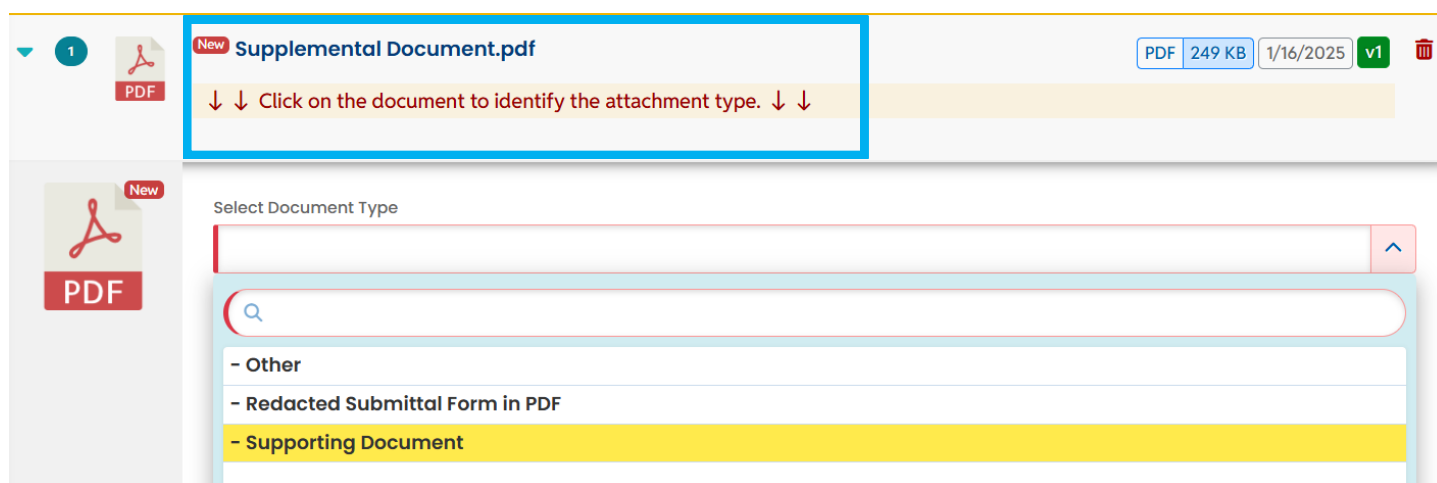
For File Transfer Protocol, or FTP: Please email your Reporting & Invoicing Coordinator listed in the Staff Contact section for instructions on how to submit your documents via FTP.


Select or drag the file to upload. Some document types may not be accepted—check the list in the right-side bar if you encounter issues. If the bar is collapsed, click the carat (<) in the top right of the main panel to reopen it.

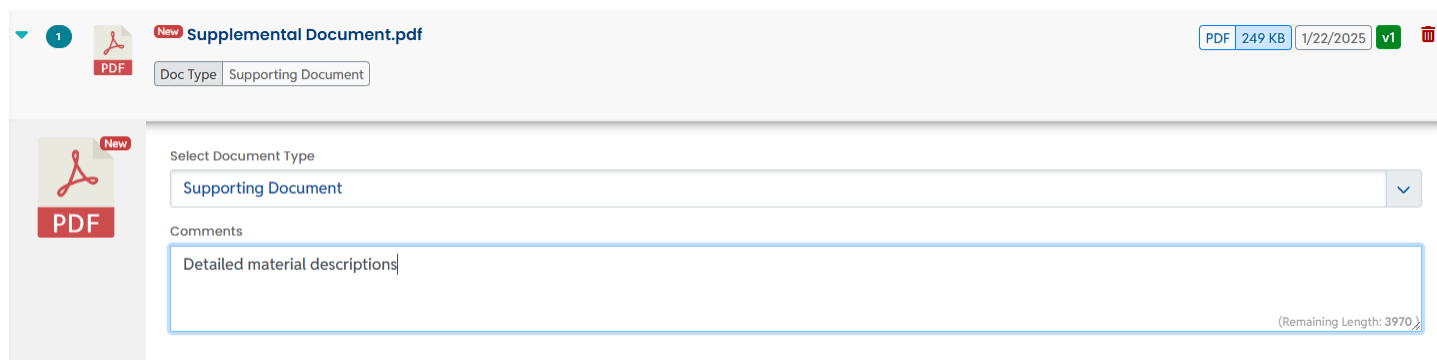
Notification of Intent to Dispose of Oregon Waste Out-of-State
Error! Reference source not found.




Below the file name, select “Click on 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 SAVE icon  at the bottom right of the screen to upload the attachment.



NOTE: If you think your attachment meets the criteria of Conditionally Exempt from Disclosure under ORS 192.345, you must review and follow agency guidance. Contact your [reporting and invoice coordinator](#) for more information.




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

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

If you would prefer to mail or email the documents to DEQ, please send them to the Reporting & Invoicing Coordinator listed in the Staff Contact section at the bottom of this user guide.

3.3 Review tab

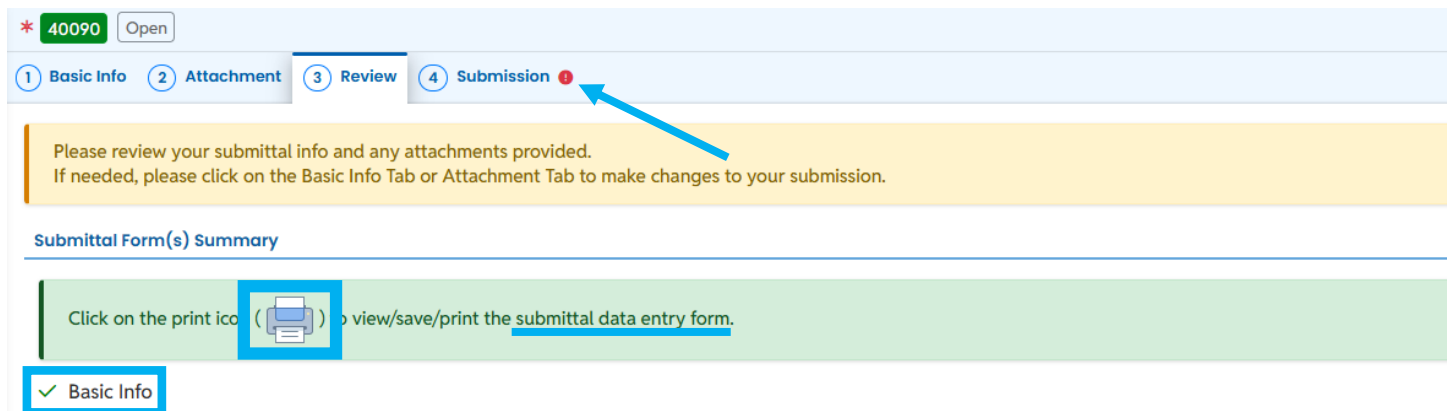
Congratulations! You are almost done.

If a green check, , indicator appears next to “Basic Info” below the green bar, and the only remaining alert icon  is on the Submission tab, click the printer icon  to open the submittal data entry form. This form provides a draft summary of the information entered in the Basic Info tab. Review your entries carefully as this is your final chance 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 your submittal is complete and satisfactory, proceed to the Submission tab.

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




* 40090 Open

1 Basic Info 2 Attachment 3 Review 4 Submission 

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



Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.

✓ Basic Info


TROUBLESHOOTING

Potential Basic Info tab issues

Under the *Submittal Form(s) Summary* section, if the Basic Info tab is missing required information, you will see a red “x” icon  below the green bar. You will also see a red alert icon  on the Basic Info tab.

Notification of Intent to Dispose of Oregon Waste Out-of-State


Error! Reference source not found.

Navigate back to the Basic Info tab to complete all required fields. When all required information is entered, the red alert icon  will no longer display on the Basic Info tab.

Return to the Basic Info tab and fill in any missing required fields. Once all required information is entered, the red icon will disappear from the 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.


 Basic Info

Potential Attachment tab issues

If you have added an attachment but did not specify the “document type” the “Missing the attachment type” will appear under the pink bar on lower right. You will also see a red alert icon  on the Attachment tab.

Return to the Attachment tab, specify the document type, and press the SAVE icon .

Submittal Form(s) Summary

Click on the print icon () to view/save/print the submittal data entry form.


✓ Basic Info

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

Please specify the attachment type for all attachments.

 Supplemental Document.pdf

PDF 249 KB

Missing the attachment type.

3.4 Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to it.

Submit your facility's *Compost Facility Annual Report* by clicking the Submit button at the bottom of the Submission tab.

Notification of Intent to Dispose of Oregon Waste Out-of-State

Error! Reference source not found.

NOTE: Your report will remain pending until you submit it using the blue **Submit** bar. Clicking the save icon does not complete the submission.

40227

Open

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

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

Disclaimer

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

Submit

If you are not ready to submit, click on the red SAVE icon  before exiting the submittal screen. When you are ready to continue working on this submittal it will appear in the Pending Submittals module on your Dashboard.

Insights

Dashboard

Views summary of work progress.

Submittals

Start New Submittal

Create new submittals.

Pending Submittals

Edit unfinished submittals.

Submitted Submittals

Monitor submittal status

Upcoming Obligations

Submit compliance reports.

Pay Invoices/Fees

Make online payments.

Notification of Intent to Dispose of Oregon Waste Out-of-State

Error! Reference source not found.

If your submittal is successful, a screen will display the option 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 righthand corner.

40227

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 message for system notification at various mile stones.
Please click: [Receipt](#) to print your receipt.

Submittal Summary

Submittal ID:

40227

Submittal Date:

2/14/2025, 4:59:45 PM

Submittal By:

Solid Waste Test RO
1111111111
jamie.jones@deq.oregon.gov

Owner Information:

Solid Waste Test RO
1111111111
jamie.jones@deq.oregon.gov

Submittal Form Info

Name:

Solid Waste - Notification of Intent to Dispose of Oregon Waste Out-of-State

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:

Solid Waste Test RO

Sender IP:

159.121.206.56

Mail-to Attachment List

No record.

Finish

Receipt

Submittal Form

Oregon Department of Environmental Quality

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4. Staff Contact

Information about solid waste permits and DEQ's regulations may be obtained from the DEQ webpage at <http://www.oregon.gov/deq/>.

All inquiries regarding completion of this form and its contents should be directed to the Reporting and Invoicing Coordinator at 503-229-6434 or sw.feereporting@deq.oregon.gov.

All Counties	Contact:
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler, Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Reporting and 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 DEQNRW.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
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5. 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](#).

6. Revision history

Revision	Date	Changes	Editor
1.0	2/14/25	Initial draft	CMP
1.0	6/18/25	Style edits	LKS
1.0	7/2/25	PA review	MG