



Closure Deed Notification User Guide

Version 1.0

July 2025



This document was prepared by
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Version 1.0
Last updated: July 3, 2025



Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
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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 submitting a Solid Waste - Closure Deed Notification in [Your DEQ Online](#).

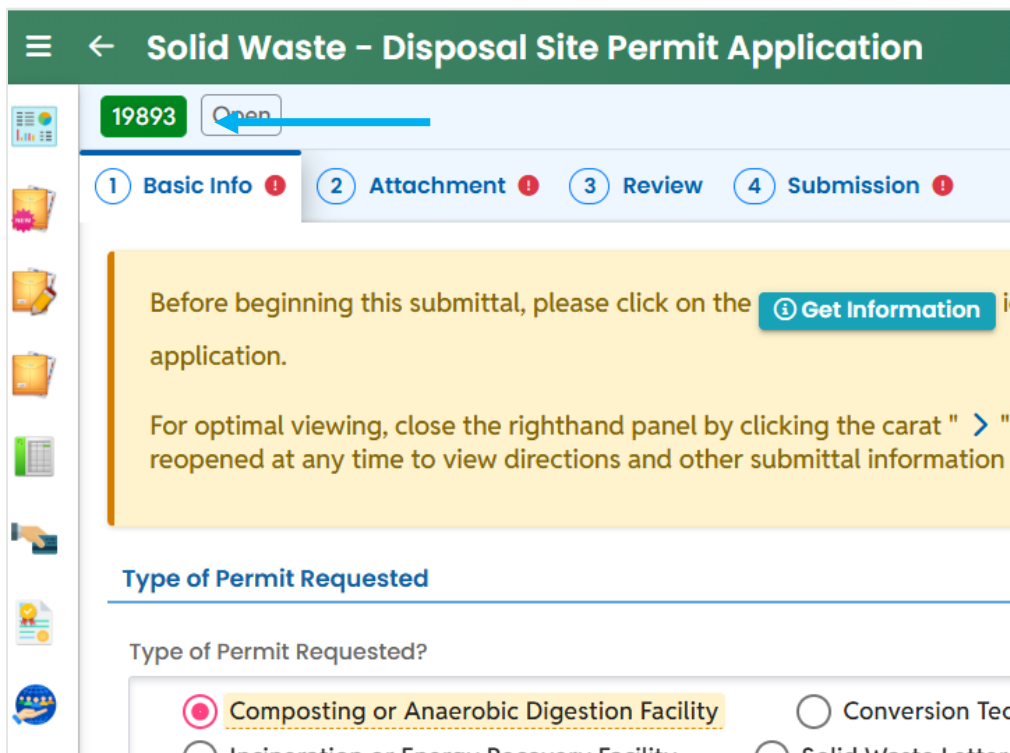
2. Important Things to Know Before you Start

The system uses a lot of icons. If you're curious about what an icon means, you can hover over it with your mouse cursor. **Unsaved entries will be lost.** Click the red SAVE icon  (bottom right) frequently and before leaving the submittal to avoid losing your progress.

Obtain Submittal ID number: After clicking the red SAVE button , the system will assign a unique Submittal ID like this **19893**, which appears in the top left corner.

Finding submittals you are still working on: If you leave this submittal after clicking the SAVE button , you will be able to reopen it in the Pending Submittals module located directly below 'Start New Submittal'.

Use the Submittal ID number in the top left corner to search for and access the submittal in progress.



☰ < Solid Waste – Disposal Site Permit Application

19893 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 corner of the application.

For optimal viewing, close the righthand panel by clicking the carat " > " in the top right corner. The panel can be reopened at any time to view directions and other submittal information.



Type of Permit Requested

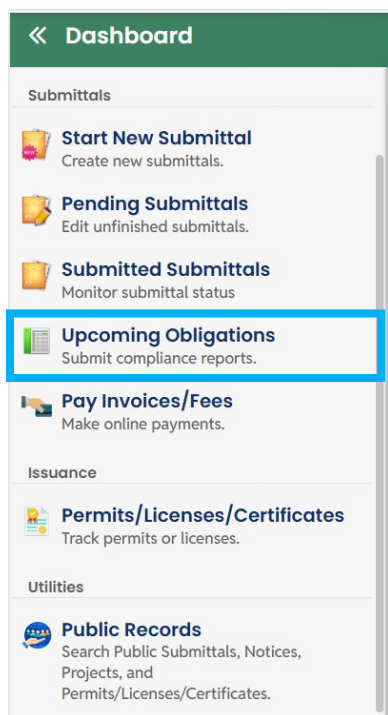
Type of Permit Requested?

☒ Composting or Anaerobic Digestion Facility ☐ Conversion Tec ☐ Incineration or Energy Recovery Facility ☐ Solid Waste Landfill

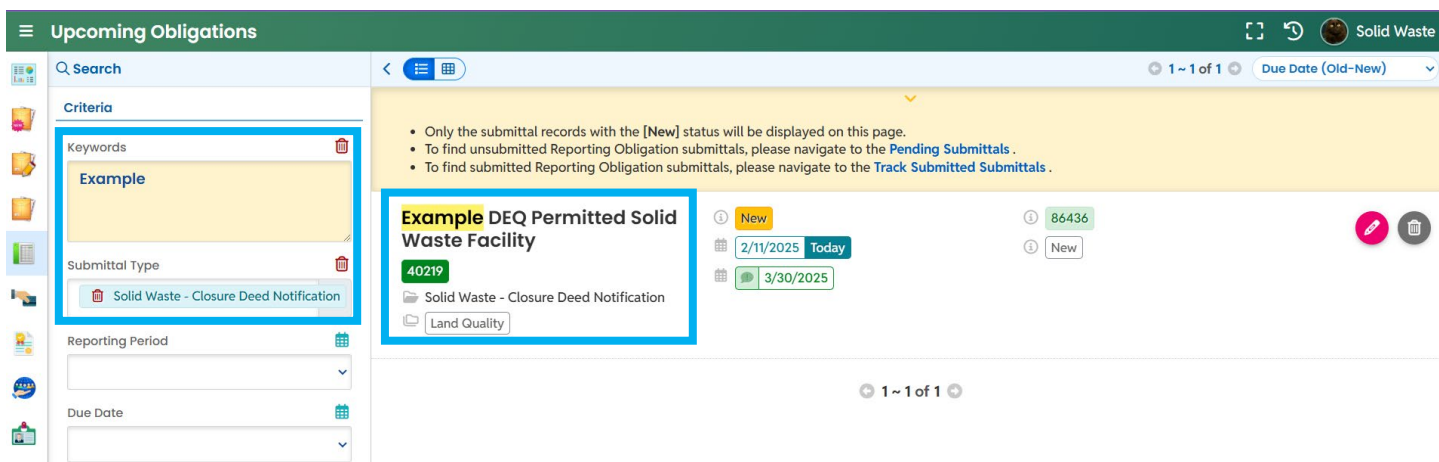
3. Login and Locating Closure Deed Notification Submittal Form


Login to your account on the [Your DEQ Online Public Portal](#). Detailed instructions are available on the [YDO Account Registration and Management](#) web page.

On the Dashboard in the top left corner of the main page, select the double arrow  to the left of “Dashboard”. Select the ‘Upcoming Obligations’ icon  for list of upcoming obligations.



To locate the correct Closure Deed Notification in the Upcoming Obligations module, search for “Closure Deed” in the Submittal Type filter or use the Keywords filter to search for and select your facility name or Submittal ID.



Once you locate the correct Closure Deed Notification, click on the red Edit Submittal icon  located on the far right side of the screen.

4. Completing the Closure Deed Notification

NOTE: This submittal has no payment requirement.

4.1. Basic info tab

The Basic Info tab displays the:

- Facility Information
- Permit Number

Confirm the Reporting Period, Facility Information, and Permit No. shown at the top of the form are correct. If any of this information is incorrect, contact your solid waste permit coordinator listed in the [contact information](#) at the end of this user guide.

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40220 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.

Facility Information

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

Permit

SW - Municipal Solid Waste Landfill Closure Issued Example DEQ Permitted Solid Waste Facility	# SW-LF-MC-000X	Permit ID 58168	Effective Date 1/22/2025 Expiration Date 1/22/2035 Issued Date 1/22/2025
--	-----------------	-----------------	--

Comments

(Remaining Length: 3944)

In the "Comments" section, specify the name of the document(s) you are submitting and the submission method for any document you plan to mail or email. Additionally, include any special requests or instructions.


40219 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.

Facility Information

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

Permit

SW - Municipal Solid Waste Landfill Issued	# SW-LF-M-000X	Permit ID 58181	Effective Date 1/24/2025 Expiration Date 1/24/2035 Issued Date 1/24/2025
--	----------------	-----------------	--

Comments

Closure Deed Recorded (date) Recordation Number (number)

(Remaining Length: 3944)

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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.

Facility Information

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

Submittal Information

Solid Waste - Closure Deed Notification

[Get Information](#)


f0105021 New


Solid Waste


Form for submitting an updated deed. This submittal is required to terminate permit.

Attachment Types

* represents required attachments.

NOTE: Click the red SAVE icon  to the lower right frequently and before exiting the submittal to prevent losing your progress.

If you leave this submittal after clicking the red SAVE icon  and before submitting the form, you will be able to reopen it through the Pending Submittals" module using the Submittal ID number.

After all required fields are completed, the red alert icon  next to the Basic Info tab at the top of the page will disappear.

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.

Facility Information

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

Permit

SW - Municipal Solid Waste Landfill Closure
Issued
Example DEQ Permitted Solid Waste Facility

SW-LF-MC-000X


Permit ID 58168

Effective Date 1/22/2025
Expiration Date 1/22/2035
Issued Date 1/22/2025

Comments

Closure Deed Notice recorded (date) recordation number (number)

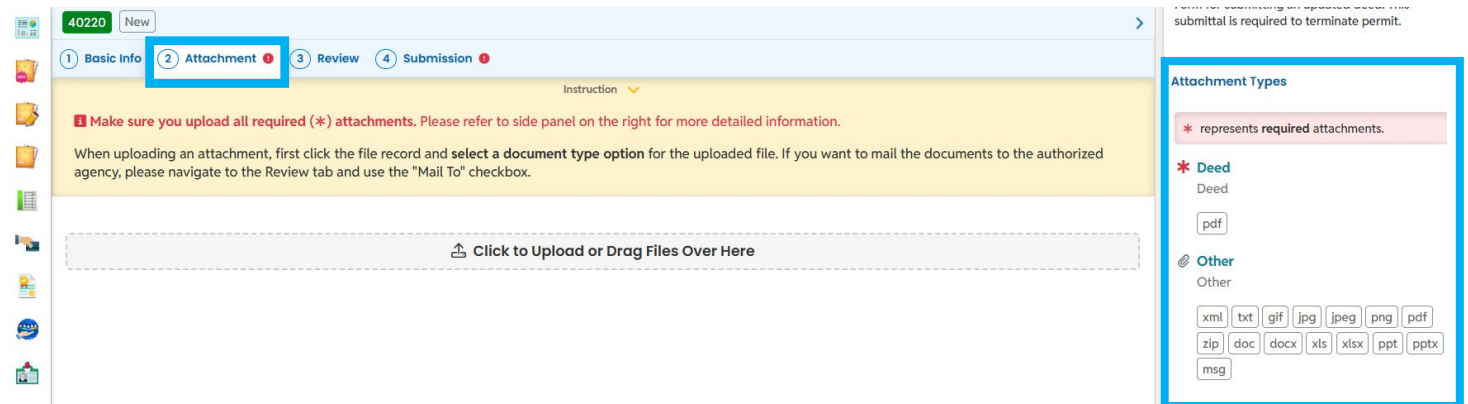
(Remaining Leng



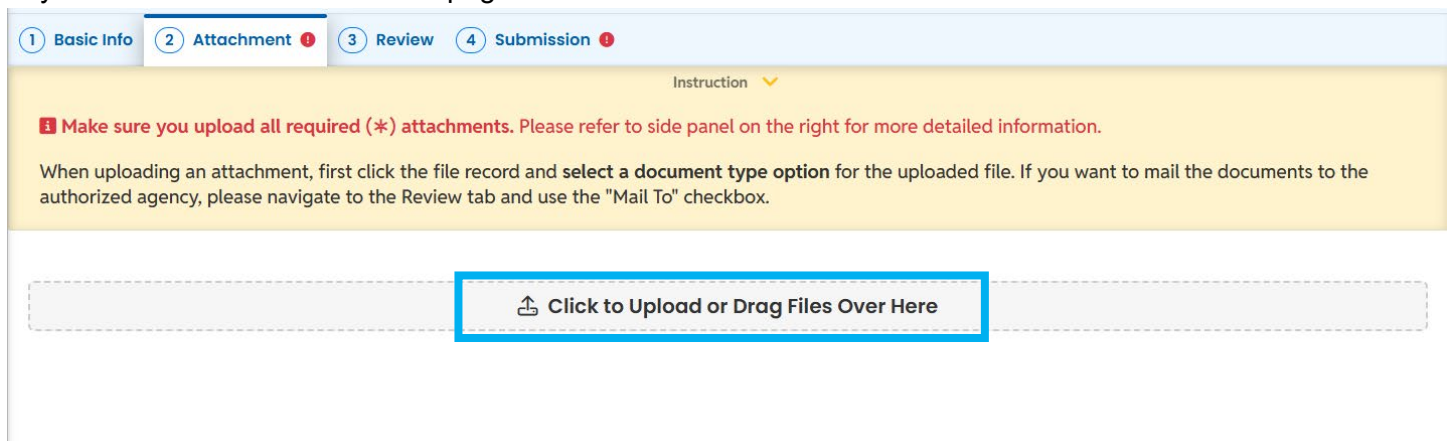
4.2. Attachment tab


Go to the Attachment tab to upload your Closure Deed Notification to the submittal. Each attached document must be:


- labeled with a document type
- select a file type from those listed in the right navigation pane




There are two ways to add attachment(s): Click to Upload or Drag Files Over Here bar which opens a document detail box that allows you to select documents to attach and upload; or use to Drag and Drop files anywhere on the Attachment Tab page.



Once uploaded, click the document and the “Select Document Type” dropdown will appear. Click on the dropdown arrow to select from the list of document types. For this submittal, a Deed is required and must be uploaded to clear the required alert icon . Once the required “Deed” is uploaded, labeled and saved, you may add other attachments if needed.

NOTE: If you have saved a document with an incorrect document type, delete the document using the red trash icon  on the upper right and re-attach the document in order to select the correct document type.

This screenshot shows the top portion of a web application. At the top, a file named 'New Closure Deed Notification.pdf' is displayed with a PDF icon, a size of 112 KB, a date of 2/11/2025, and a version indicator 'v1'. Below this, a 'Select Document Type' dropdown menu is open, showing 'Deed' as the selected option. A blue arrow points to the 'v1' version indicator.

Enter a brief description of the document in the “Comments” section and press the SAVE icon  at the bottom right of the screen, otherwise the attachment will not successfully upload.

This screenshot shows the bottom portion of the web application. The 'Comments' section is highlighted with a blue border and contains the text 'Closure Deed Notice dated (date) Instrument No. (number)'. Below the comments section, there is a '1 Results' button. At the bottom of the screen, there is a dashed box with the text 'Click to Upload or Drag Files Over Here' and a large red 'SAVE' button.

NOTE: If you want to mail the documents to DEQ, go to the Review tab and check the "Mail To" box. Use the mailing address that populates after you've checked the box. Mail documents to the regional permit coordinator for the region in which your facility is located. [Contact information](#) is at the end of this user guide.

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40220 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

Mandatory Attachment

All required attachments were included.

Please mail the attachment to:

Northwest Region
Environmental Partnerships
700 NE Multnomah St., Suite 600
Portland, OR 97232

Phone: 503-229-5353
SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov

Eastern Region
Materials Management Program
400 E Scenic Drive, Suite 307
The Dalles, OR 97058

Phone: 541-298-7257
ERPermitCoordin@deq.oregon.gov

Western Region
Materials Management Program
165 E Seventh Ave., Suite 100
Eugene, OR 97401

Phone: 541-687-7465
DEQWR.SolidWastePermitCoordinator@deq.oregon.gov

Uploaded Attachment

Closure Deed Notification.pdf
PDF 112 KB

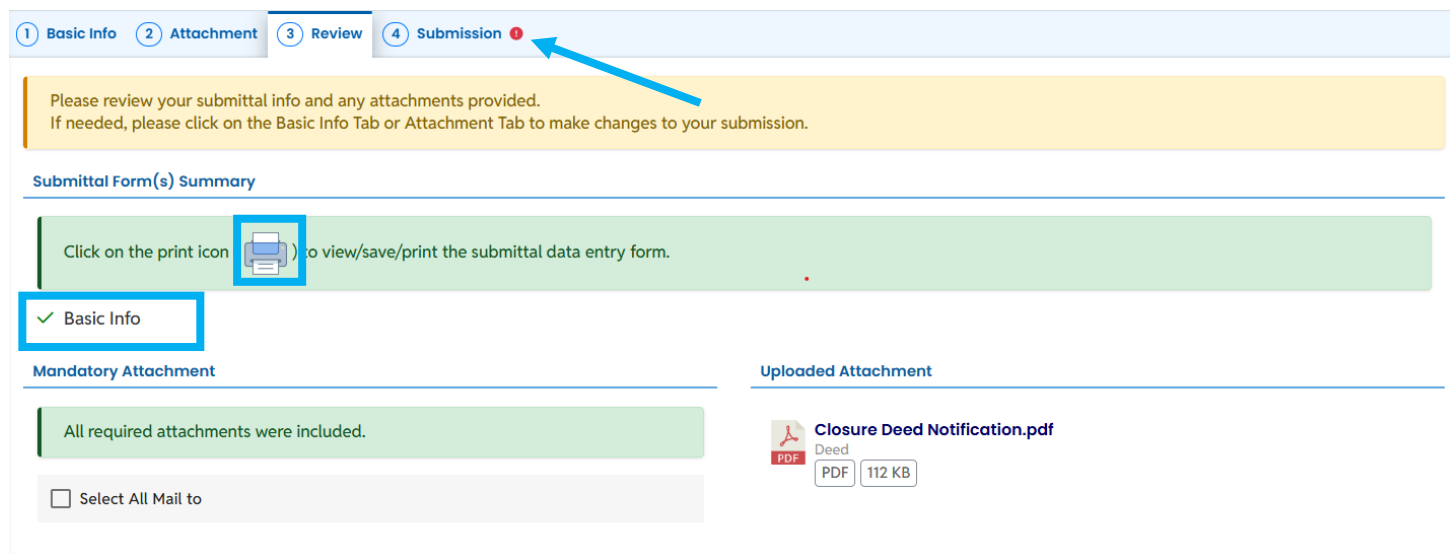
Select All Mail to

4.3. Review tab

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

When a green ✓ checkmark appears next to “Basic Info” below the green bar and the only red alert icon ⓘ is on the Submission tab, click the printer icon 🖨 to open the submittal data entry form. This form displays a draft summary of the submittal. 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, refer to the troubleshooting section below.



1 Basic Info 2 Attachment 3 Review 4 Submission 1

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

Mandatory Attachment

All required attachments were included.

☐ Select All Mail to

Uploaded Attachment

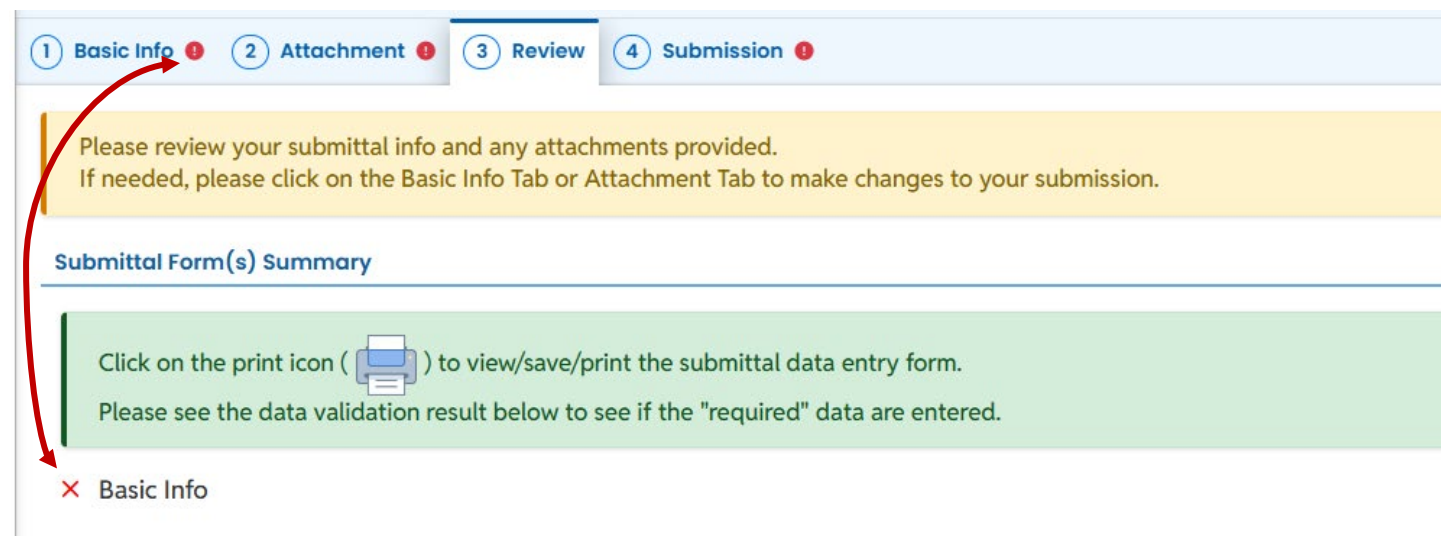
Closure Deed Notification.pdf
Deed
PDF 112 KB

TROUBLESHOOTING

Potential Basic Info Tab Issues

Under the Submittal Form(s) Summary section, if the Basic Info tab has any missing required information, a red **x** will appear next to the words “Basic Info” below the green bar. The red alert icon **1** will appear on the Basic Info tab. (the alert icon **1** on the Submission tab is to be expected at this point).

Go to the Basic Info tab and complete all required fields. When all required information is entered, the red alert **1** icon will disappear.



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



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

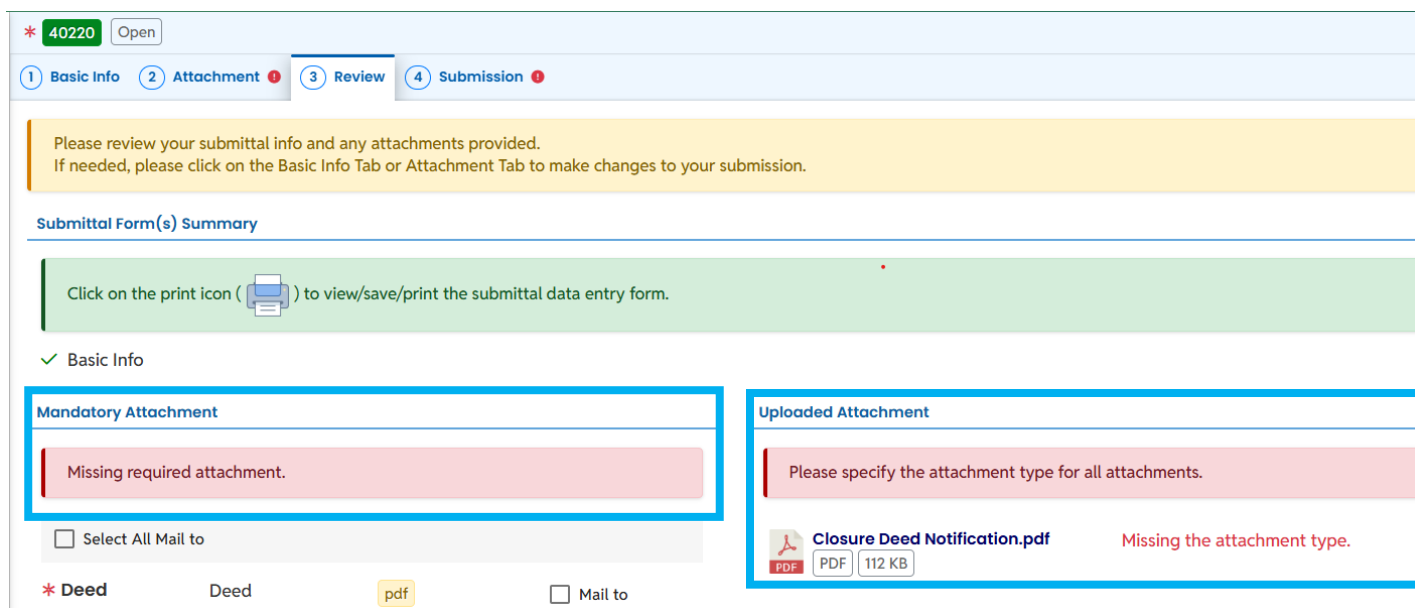
Click on the print icon () to view/save/print the submittal data entry form.
Please see the data validation result below to see if the "required" data are entered.




✗ Basic Info

Potential Attachment Tab Issues

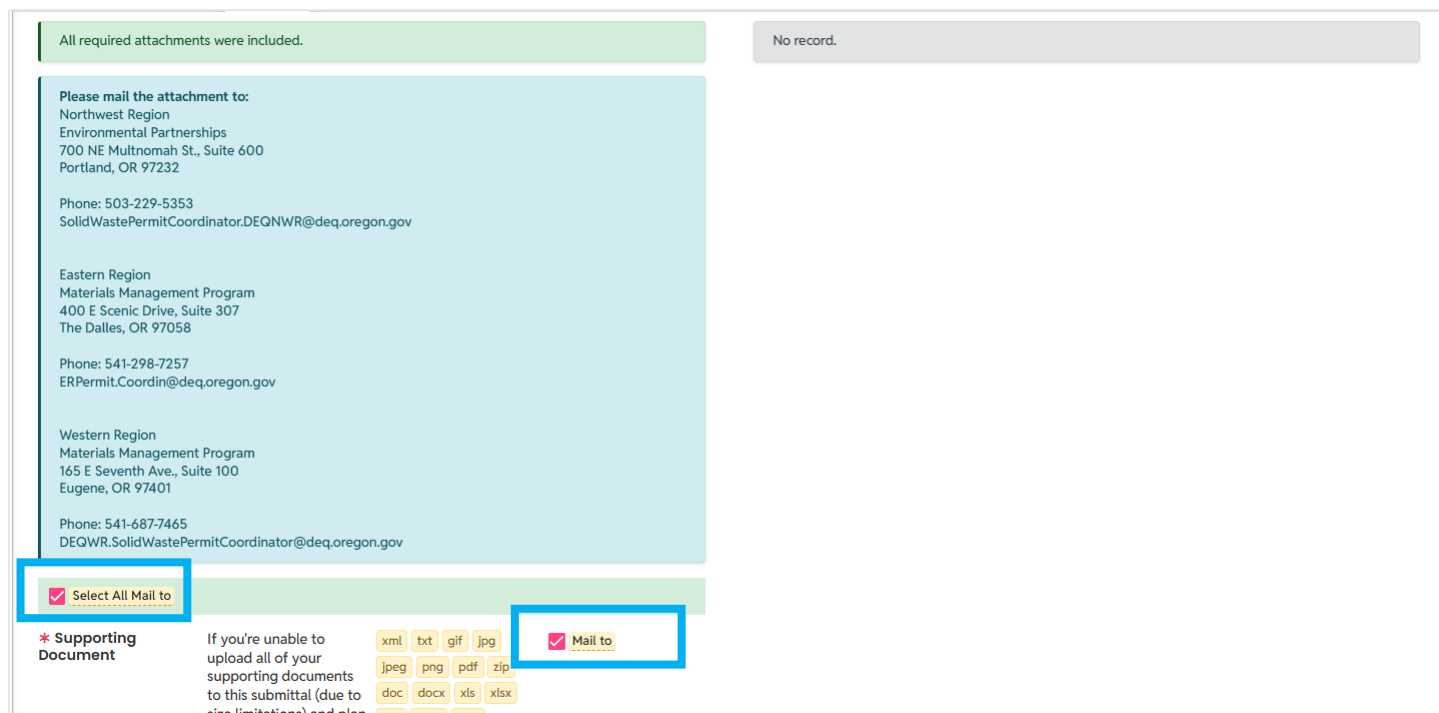
If you have added an attachment but did not specify the “document type”, you will see “Missing the attachment type” under the pink bar on the lower right. You will also see a red alert icon  on the Attachment tab. At point in the process, the Submission tab alert icon  is expected.

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



The screenshot shows the user interface for the Closure Deed Notification process. At the top, there is a navigation bar with four tabs: 1 Basic Info, 2 Attachment , 3 Review, and 4 Submission . Below the navigation bar, there is a yellow banner with the text: "Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission." Below this, there is a green banner with the text: "Click on the print icon () to view/save/print the submittal data entry form." Below the green banner, there is a section titled "Submittal Form(s) Summary" with a green checkmark and the text "Basic Info". Below this, there are two panels. The left panel is titled "Mandatory Attachment" and contains a pink bar with the text "Missing required attachment." Below this, there is a checkbox labeled "Select All Mail to" and a section titled "Deed" with a "pdf" button and a checkbox labeled "Mail to". The right panel is titled "Uploaded Attachment" and contains a pink bar with the text "Please specify the attachment type for all attachments." Below this, there is a section titled "Closure Deed Notification.pdf" with a "PDF" button and a "112 KB" label, and a red text label "Missing the attachment type."

If you're unable to upload the required attachments to this submittal, contact your regional permit coordinator using the [contact information](#) at the end of this user guide.



The screenshot shows the user interface for the Closure Deed Notification process. At the top, there is a green banner with the text "All required attachments were included." and a grey banner with the text "No record." Below the green banner, there is a light blue box containing contact information for three regions: Northwest Region, Eastern Region, and Western Region. Below the light blue box, there is a green banner with a red checkmark and the text "Select All Mail to". Below this, there is a section titled "Supporting Document" with a red asterisk and the text "If you're unable to upload all of your supporting documents to this submittal (due to size limitations) and plan". Below this, there is a grid of file format buttons: xml, txt, gif, jpg, jpeg, png, pdf, zip, doc, docx, xls, xlsx. To the right of the grid, there is a checkbox labeled "Mail to" with a red checkmark.

4.4. Submission tab

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement.

Click the Submit button at the bottom of the Submission tab to complete your facility's Closure Deed Notification submittal.

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

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


SAVE

If you are not ready to submit, please click on the red SAVE icon  before leaving the submittal screen. To return to the submittal, go to the Pending Submittals module on your Dashboard to locate the submittal and resume.


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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.

If your submittal is successful, a screen will display letting you save a copy of your final submittal and receipt. *DEQ recommends saving both the final submittal and receipt 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.

[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: **4209**

Submittal Date: **1/30/2025, 9:08:05 AM**

Submittal By: Solid Waste Test RD
111111111
jamie.jones@deq.oregon.gov

Owner Information: Solid Waste Test RD
111111111
jamie.jones@deq.oregon.gov

Submittal Form Info

Name: Solid Waste - Ad Hoc Submittals

Method: Online Submission


Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

Uploaded Attachment List

 **Operations Plan.docx**
Supporting Document
DOCX | 15 KB

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 offense.

Questions: Not Applicable

Answer: Not Applicable

PIN Number: Not Applicable

RD: Solid Waste Test RD

Sender IP: 159.121.204.56

Mail-to Attachment List

No Records.

[Finish](#) [Receipt](#) [Submittal Form](#)

5. Staff Contacts

Information about solid waste permits and DEQ's regulations may be obtained from the [DEQ Solid Waste Program webpage](#).

All inquiries regarding completion of this form should be directed to 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

6. 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](#).

7. Revision history

Revision	Date	Changes	Editor
1.0	6/18/2025	Initial draft	EMK
1.0	6/27/2025	Style edits	LKS
1.0	7/7/2025	Review	MG