User Guide
Annual Site Evaluation Report

July 2025

State of Oregon
DEQ Department of Environmental Quality

This document was prepared by
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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.

Getting started in YDO

Submit an Annual Site Evaluation Report, you must have a Responsible Official or Consultant account and have the Solid Waste submittal group selected. If you already have this account type and submittal group selected, you can skip to the next section. If you do not, the Public Account Registration and Management Guide has instructions to create one. For additional information and tools, visit Your DEQ Online Account Registration website.
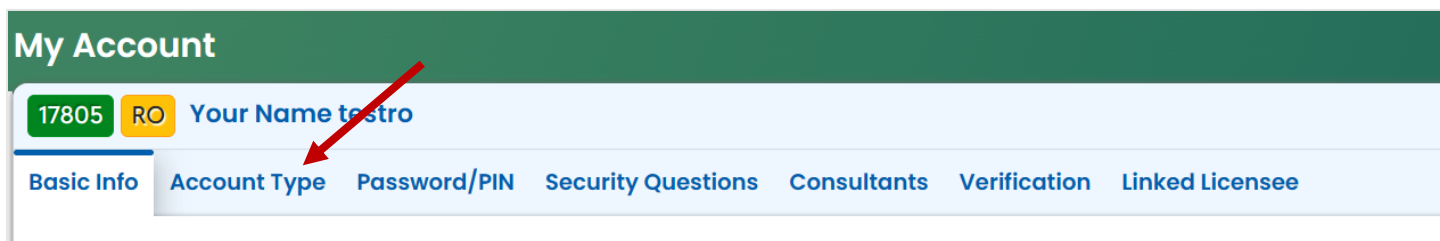
To add Solid Waste to an existing account, click your name in the top right corner.
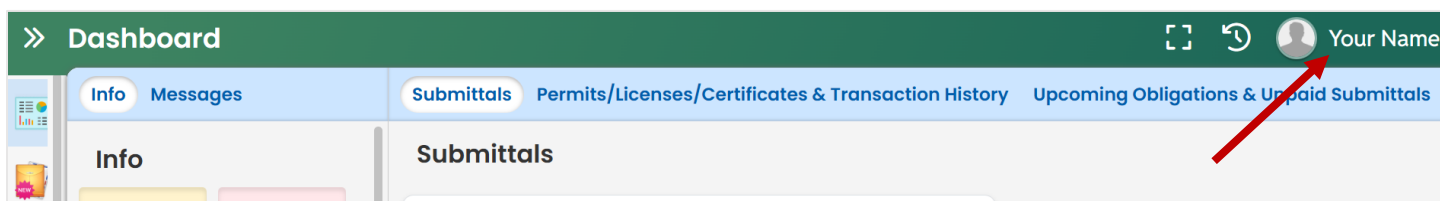
In the panel that opens, click the Go to my account icon ✏️.

Next, click the Account Type tab.

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

Introduction

This document provides information necessary to complete the DEQ-approved form for submitting the Annual Site Evaluation Report in [Your DEQ Online](#).

1. Annual site evaluation form instructions

1.1 How to find the Solid Waste-Annual Site Evaluation Report

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

In the top left-hand corner of the Dashboard, click the menu icon ≫ to the left of "Dashboard". Click the "Upcoming Obligations" icon 📗 to open your upcoming obligations.

To find the correct Annual Site Evaluation Report in the Upcoming Obligations module, DEQ recommends searching for "Annual Site" in the Submittal Type filter. Alternatively, use the Keywords feature to search for your facility name or Submittal ID number. Once you find the correct Annual Site Evaluation Report, click the "Edit Submittal" icon 🖊 on the far-right side of the screen.

1.2 Important things to know before you start your application

The system uses a lot of icons. If you're curious about what an icon means, you can hover over it with your cursor.

Unsaved entries will be lost. To avoid losing your work, click the Save icon 🅱 (bottom right) frequently and before leaving the submittal.

Take note of the Submittal ID number. The submittal is automatically assigned a unique Submittal ID number 21674. It is in the top left corner.
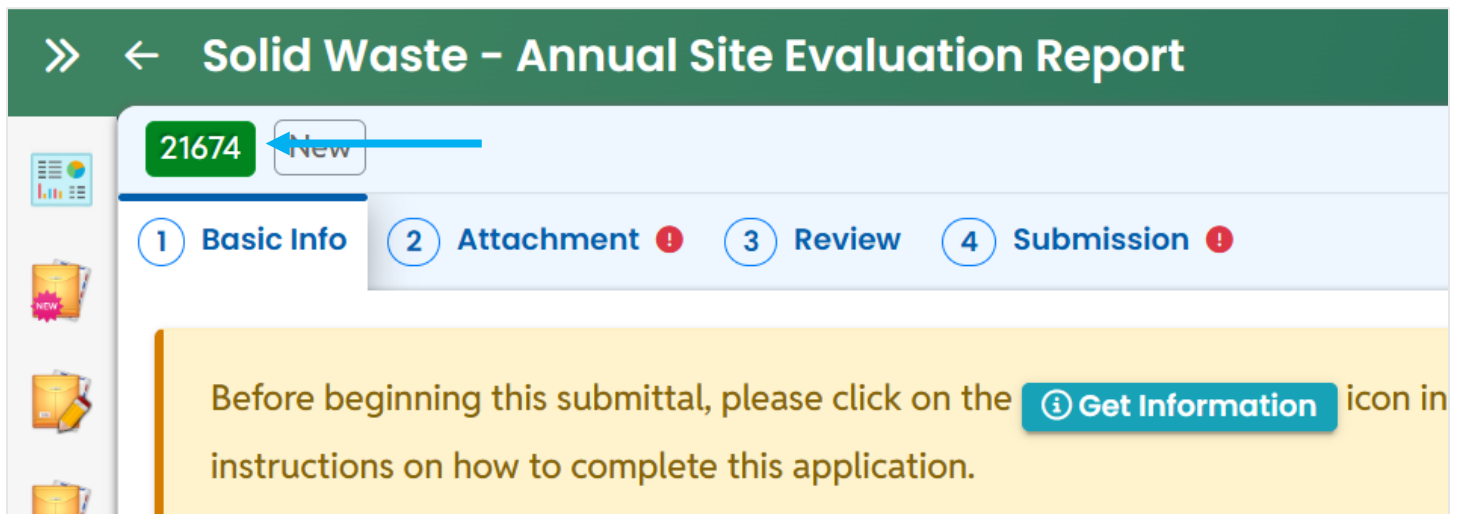
How to find submittals you are still working on. If you leave this submittal at any time before submitting, you may resume the submittal by navigating back to it through the Pending Submittals module 📋 which is directly below Start New Submittal and search for the Submittal ID number 21674 in the top left corner.

1.1 Basic info tab

The Basic Info tab first displays the:

- Reporting Period
- Facility Information
- Permit Number

Information in the Basic Info tab is auto populated. Verify the information displayed is correct before proceeding to the Attachment tab. If any of this information is incorrect, contact your solid waste permit coordinator using the contact information provided at the end of this user guide

1.1 Attachment tab

Go to the Attachment tab to attach all required attachments to the submittal.

In the right panel of the screen, there is a list of required and optional attachments. A red asterisk * next to an attachment indicates that it is required.

Each attached document must be:

- labeled with a document type
- select a file type (PDF, Excel, etc.) from the list in the right navigation pane

NOTE: If you are experiencing issues uploading or attaching your document, contact your regional permit coordinator for assistance by using the contact information at the end of this document.

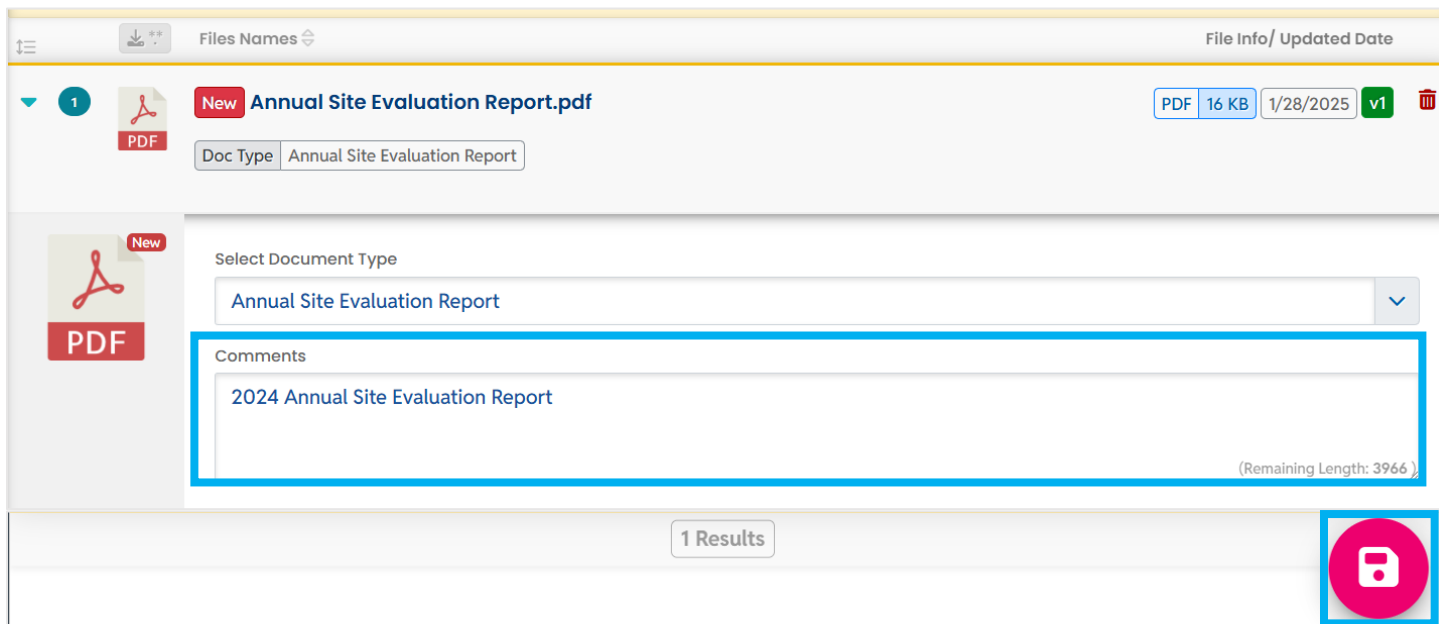There are two ways to add attachment(s):

- Click to Upload or Drag Files Over Here bar which opens a document detail box that allows you to select a document(s) to attach/upload; or
- Drag and Drop the files anywhere on the Attachment Tab page.

Once uploaded, click on the document and a "Select Document Type" dropdown will appear. Click the dropdown to select from a list of document types.

Enter a brief description of the document in the "Comments" field and click the Save icon 🅱 at the bottom right of the screen to successfully upload the attachment.

NOTE: If you have saved a document with an incorrect document type or format, you must delete it using the Delete icon 🗑 on the upper right and re-attach the document in order to select the correct document type.

Once the required attachments are uploaded, labeled and saved, the red alert icon ❗ will disappear. You may repeat this process to add any optional or supplementary attachments.
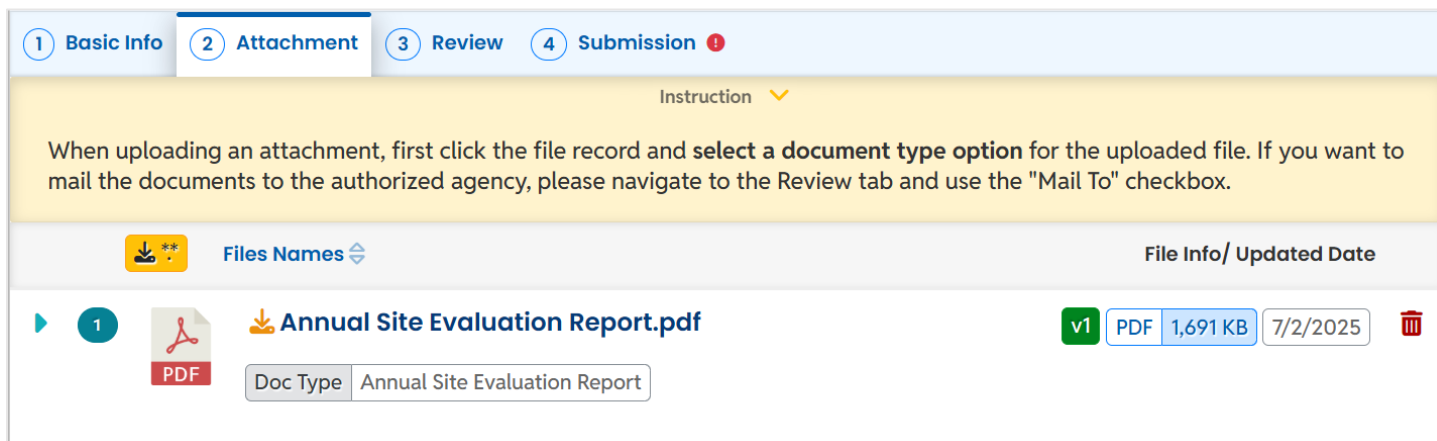

NOTE: If you think your attachment meets the criteria of Conditionally Exempt from Disclosure under ORS 192.345, you must review and follow agency guidance. Contact your regional permit coordinator for more information by using the contact information at the end of this document.

NOTE: To mail, email, or FTP the documents to DEQ, go to the Review tab and check the "Mail To" box.

1.2 Review tab

Congratulations! You are almost done. Please 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 alert icon ❗
that remains is on the Submission tab, click the printer icon 🖨 to open the submittal data entry form. This is a
draft summary of information entered into the Basic Info tab. Review the information you entered to ensure
accuracy. This is your last opportunity to update content and attachments before you complete the submittal.

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, refer to the troubleshooting section below.

⚒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. A red alert icon ❗ on the Basic Info tab.
The red alert ❗ on the Submission tab is to be expected at this point.

Go to the Basic Info tab and complete any missing required fields. When all required information is entered, the
red alert ❗ will no longer display on the Basic Info tab.

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 ❶ on the Attachment tab. The red alert ❶ on the Submission tab is to be expected at this point.

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

If you're unable to upload the required attachments to this submittal, please reach out to your regional permit coordinator. See contact information at the end of this user guide.

1.3 Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to its terms. Then click Submit at the bottom of the Submission tab to complete your facility's permit application.

NOTE: The Submittal Form reflects the date, time and all information provided on the Basic Info tab. The Receipt Form reflects the date and time but does not reflect the information provided on the Basic tab.

To return to your Dashboard, click the Finish button in the lower right corner.

✅ **Submission Successful!**

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various mile stones.

Please click 🖨 **Receipt** to print your receipt.

Submittal Summary

Submittal ID:	40153
Submittal Date:	1/28/2025, 3:06:08 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 - Annual Site Evaluation Report
Method:	Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

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

Uploaded Attachment List

📄 **annual site evaluation report.docx**
Annual Site Evaluation Report
DOCX | 14 KB

Mail-to Attachment List

No record.

[Finish] 🖨 Receipt 🖨 Submittal Form

1.4 Finding your submittal in YDO

After submitting your application in YDO, you will receive an automated Submission Received email from yourdeqonline@govonlinesaas.com.

To view your submittal in YDO, in the top left-hand corner of the Dashboard, click the menu icon ⏩ to the left of "Dashboard". Click the Submitted Submittals icon 📒.
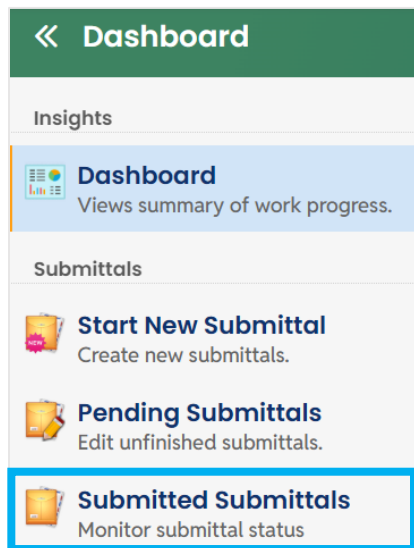
In the Submitted Submittals module, your application may be at the top of the page. If it isn't, the quickest way to find your submittal is to use the Keywords feature to search for the Submittal ID number. Once you find the submittal, click the eye icon 👁 on the right side of the screen.
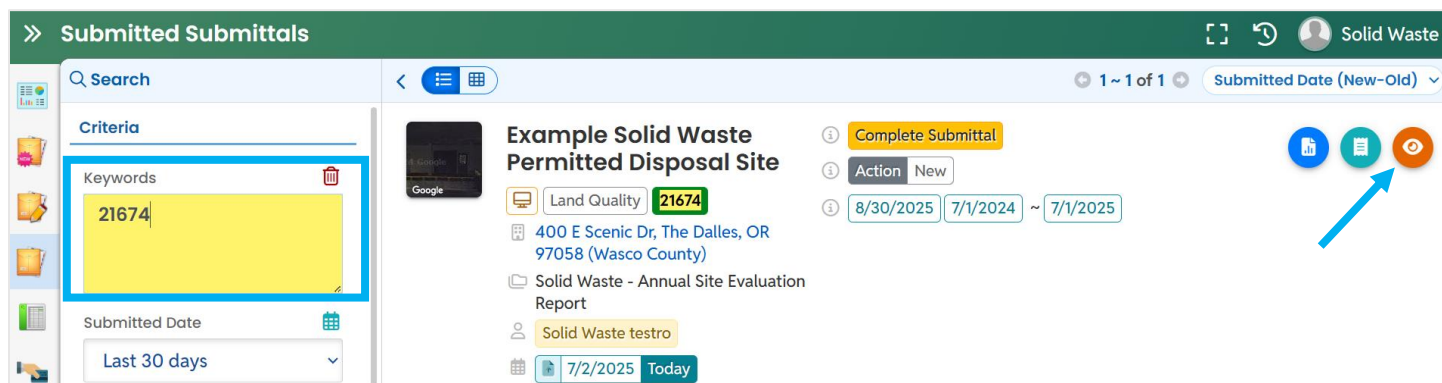
This will open a Submitted Submittal Info screen.
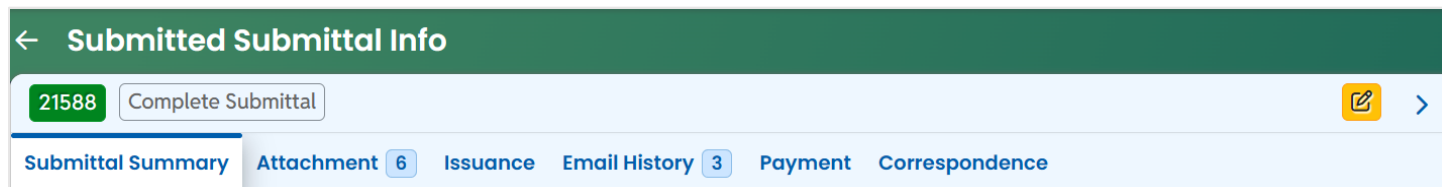
2. Solid waste permitting staff contacts

Information about solid waste permits and DEQ's regulations may be obtained from the DEQ Solid Waste Program web page.

All inquiries regarding this application should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ's solid waste 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

3. FTP link information

If you would like to submit your document using our FTP, please email the request to your regional permit coordinator. They will respond with an email that contains a link to the FTP and instructions for submitting.

4. 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.

5. Version history

Version	Date	Changes	Editor
1.0	7/2/25	Initial Approved Document	JJ/Jamie Jones
1.0	7/2/25	Review	MG