



User Guide

Annual Site Evaluation Report

July 2025



State of Oregon
Department of Environmental Quality

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Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)
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Table of contents

- System overview..... 4**
- Getting started in YDO 5**
- Introduction..... 7**
- 1. Annual site evaluation form instructions 8**
 - 1.1 How to find the Solid Waste-Annual Site Evaluation Report 8
 - 1.2 Important things to know before you start your application 9
 - 1.1 Basic info tab..... 10
 - 1.1 Attachment tab 10
 - 1.2 Review tab 14
 - 1.3 Submission tab..... 16
 - 1.4 Finding your submittal in YDO 18
- 2. Solid waste permitting staff contacts 19**
- 3. FTP link information 19**
- 4. Helpdesk and resources..... 19**
- 5. Version history..... 20**

System overview

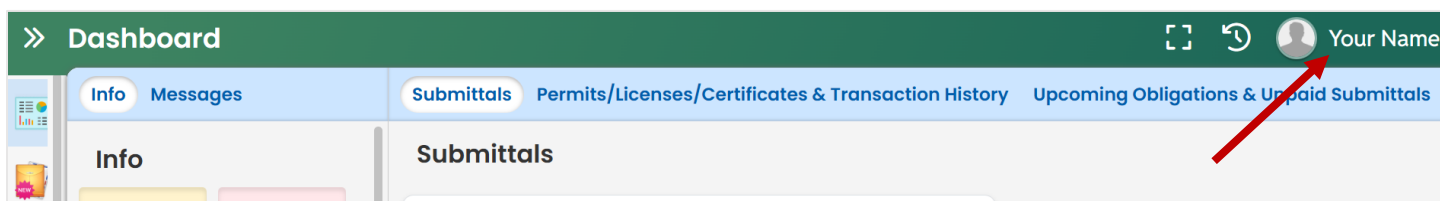
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

[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.

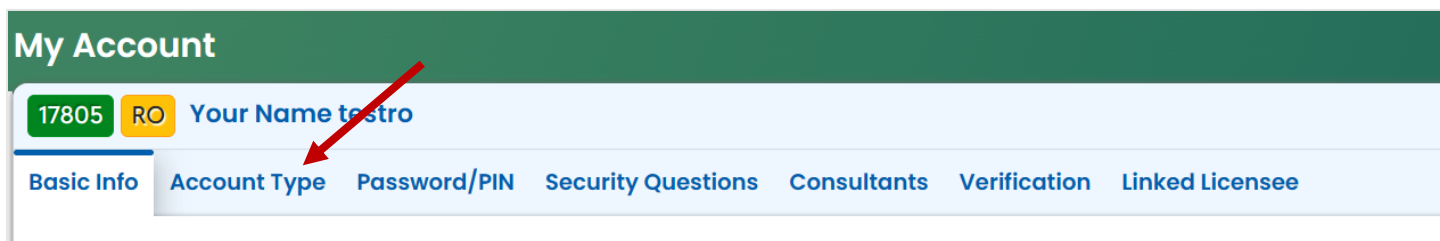
To add Solid Waste to an existing account, click your name in the top right corner.




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 .

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 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.

« Upcoming Obligations

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.

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.

» Upcoming Obligations

Search

1 ~ 1 of 1

Due Date (Old-New)

Criteria

Keywords

Example

Submittal Type

Solid Waste - Annual Site Evalua


annual site

Solid Waste - Annual Site Evaluation Report

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
<div>Example Solid Waste Permitted Disposal Site</div> <div>21674</div> <div>Solid Waste - Annual Site Evaluation Report</div> <div>Land Quality</div>	<div>New</div> <div>7/2/2025 Today</div> <div>7/1/2024 ~ 7/1/2025</div> <div>8/30/2025</div>	<div>86957</div> <div>New</div> <div></div>

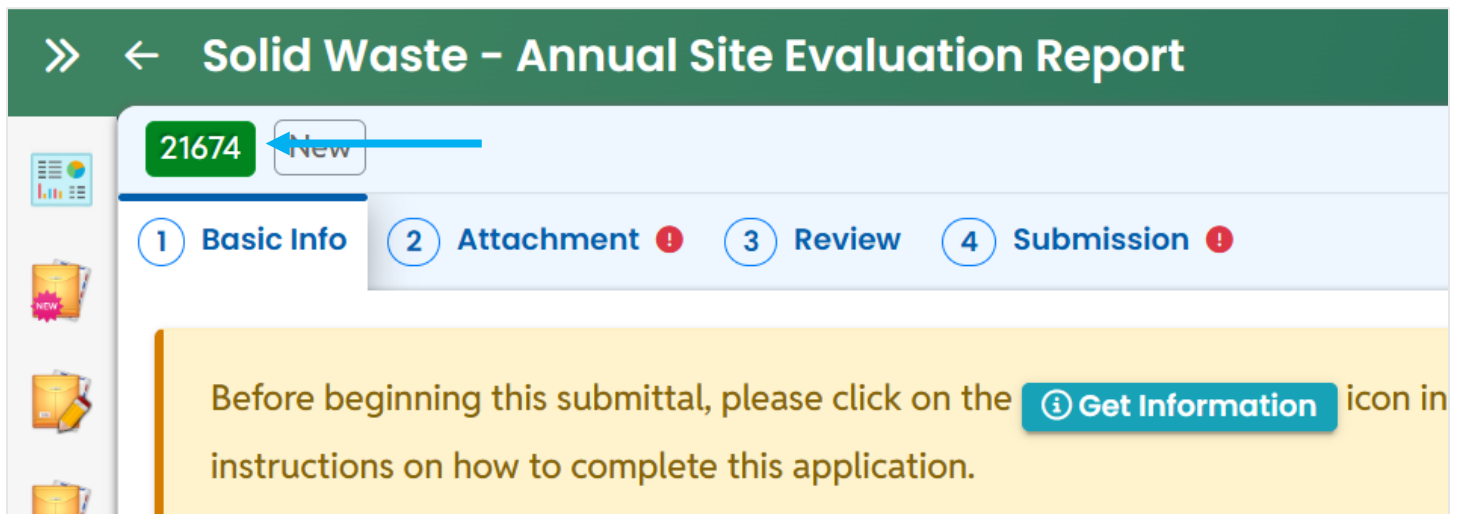
1.2 Important things to know before you start your application

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 . 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  in the top left corner.



» < Solid Waste – Annual Site Evaluation Report

21674 New

1 Basic Info 2 Attachment ! 3 Review 4 Submission !

Before beginning this submittal, please click on the  Get Information icon in instructions on how to complete this application.

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 Basic Info2 Attachment3 Review4 Submission

Reporting Period


Reporting Period Start Date

07/01/2024

Reporting Period End Date

07/01/2025

Facility Information



Example Solid Waste Permitted Disposal Site

400 E Scenic Dr, The Dalles, OR 97058

313061

Permit No.

SW-LF-M-000X

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.

1 Basic Info2 Attachment3 Review4 Submission

Instruction

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

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.

Click to Upload or Drag Files Over Here

Attachment Types

* represents required attachments.

* Annual Site Evaluation Report

Annual Site Evaluation Report

gifjpgjpegpdfzip

docdocxlsxlsx

Oregon Department of Environmental Quality

10

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):

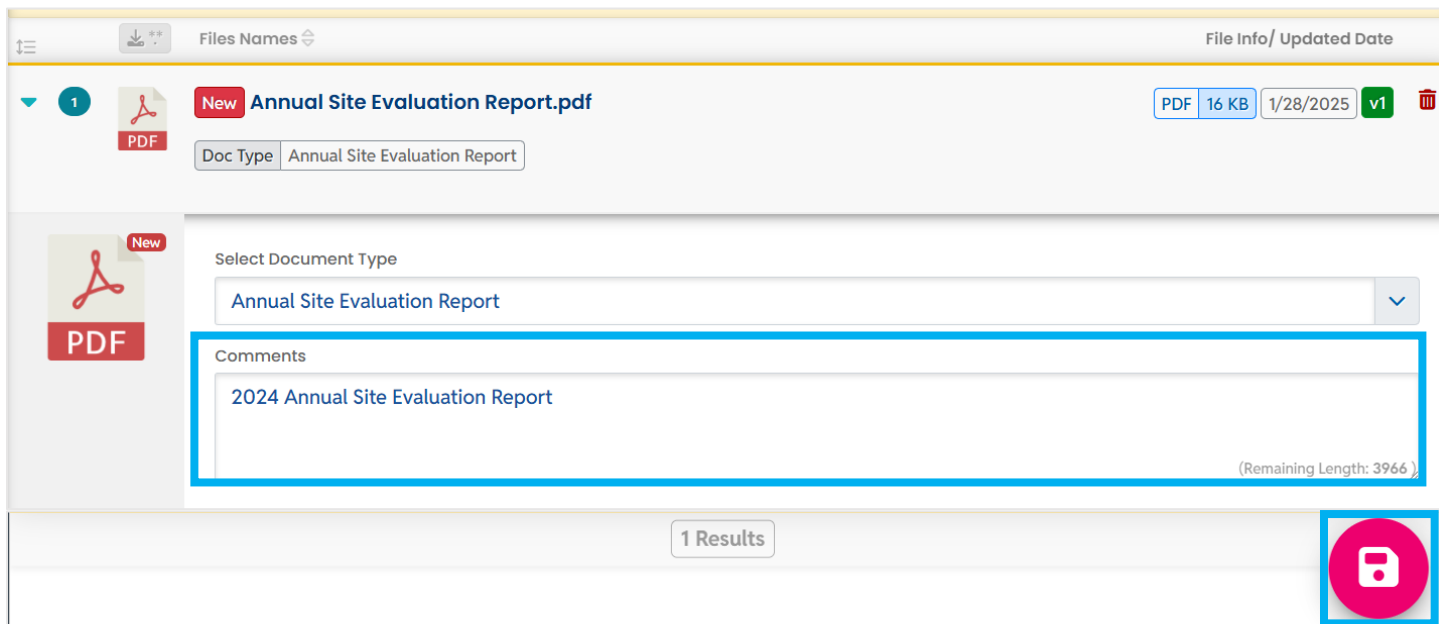
- Click to Upload or Drag Files Over Here bar which opens a document detail box that allows you to select a document(s) to attach/upload; or
- Drag and Drop the files anywhere on the Attachment Tab page.

The screenshot shows the 'Attachment' tab selected in a navigation bar with four tabs: 'Basic Info', 'Attachment', 'Review', and 'Submission'. Below the tabs is an 'Instruction' section with a red warning icon and text: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.' Below this is a paragraph: '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 is a large dashed box containing a blue button that says 'Click to Upload or Drag Files Over Here'.


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.

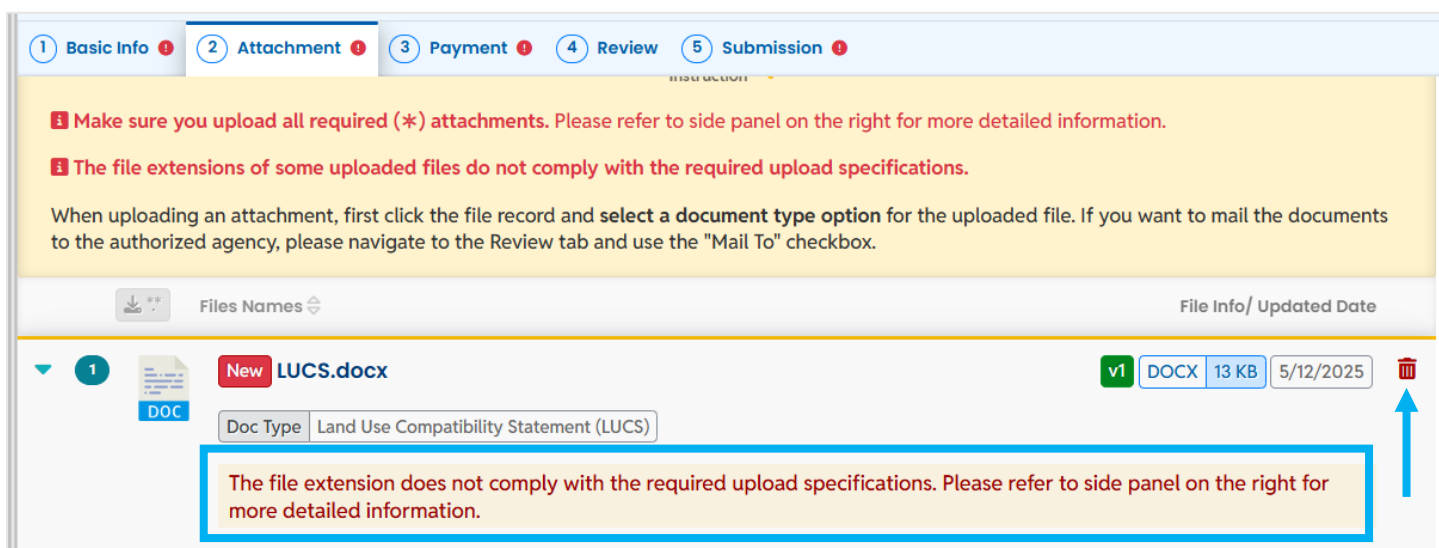
The screenshot shows a document detail box for a file named 'Annual Site Evaluation Report.pdf'. The file is a PDF, 16 KB, dated 1/28/2025, and is version 1. Below the file name is a yellow bar with the text 'Click on the document to identify the attachment type.' Below this is a 'Select Document Type' dropdown menu. The dropdown is open, showing a search bar and a list of options: '* Annual Site Evaluation Report' (highlighted in yellow), '- Other', '- Redacted Submittal Form in PDF', and '- Supporting Document'. A mouse cursor is pointing at the '* Annual Site Evaluation Report' option. A small tooltip 'Select Document Type Picker' is visible near the cursor.

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.




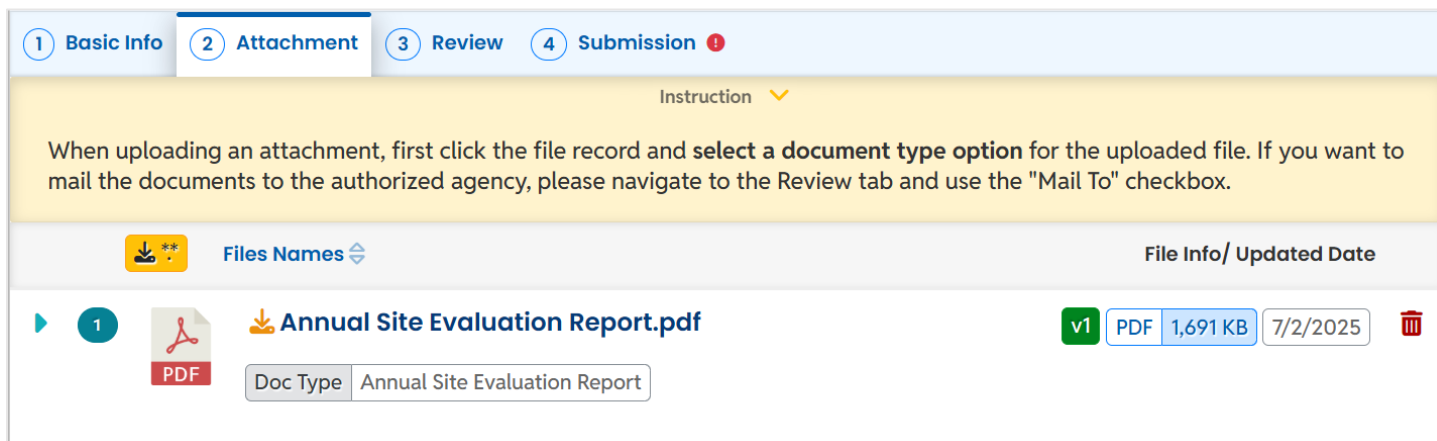
The screenshot shows a file management interface. At the top, there's a header with 'Files Names' and 'File Info / Updated Date'. Below this, a file record for 'Annual Site Evaluation Report.pdf' is displayed. It includes a 'New' badge, a PDF icon, and a 'Doc Type' dropdown set to 'Annual Site Evaluation Report'. To the right, it shows 'PDF', '16 KB', '1/28/2025', 'v1', and a delete icon. Below the file record, there's a 'Select Document Type' dropdown menu with 'Annual Site Evaluation Report' selected. A 'Comments' text area contains the text '2024 Annual Site Evaluation Report' and a '(Remaining Length: 3966)' indicator. At the bottom, there's a '1 Results' button and a large red 'Save' icon.

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.





The screenshot shows a multi-step process with tabs: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission'. A yellow warning box contains the following text: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.' and 'The file extensions of some uploaded files do not comply with the required upload specifications.' Below this, it says: '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.' Below the warning box, there's a file management interface showing a file record for 'LUCS.docx'. It includes a 'New' badge, a DOCX icon, and a 'Doc Type' dropdown set to 'Land Use Compatibility Statement (LUCS)'. To the right, it shows 'v1', 'DOCX', '13 KB', '5/12/2025', and a delete icon. A red error message box at the bottom states: 'The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.' A blue arrow points to the delete icon.

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.

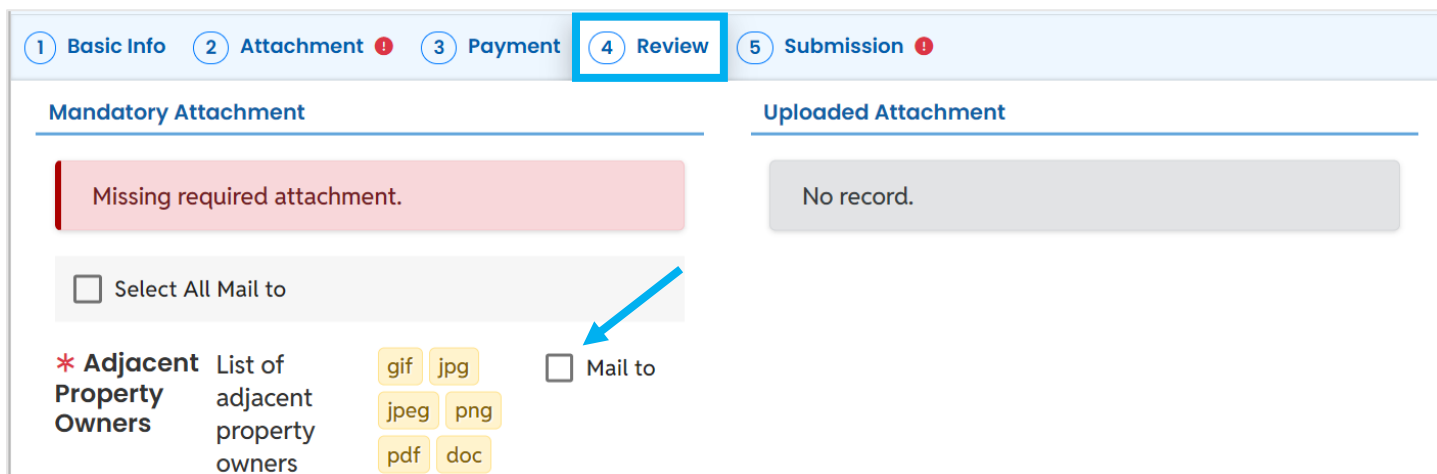


The screenshot shows the 'Attachment' tab selected in the navigation bar. Below the tabs is an instruction box: 'When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.' Below this is a table of attachments. The first attachment is 'Annual Site Evaluation Report.pdf', which is a PDF file, 1,691 KB, and was updated on 7/2/2025. A dropdown menu for 'Doc Type' is set to 'Annual Site Evaluation Report'.

Files Names	File Info/ Updated Date
 Annual Site Evaluation Report.pdf Doc Type: Annual Site Evaluation Report	v1 PDF 1,691 KB 7/2/2025 

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.






The screenshot shows the 'Review' tab selected in the navigation bar. The page is divided into two main sections: 'Mandatory Attachment' and 'Uploaded Attachment'. The 'Mandatory Attachment' section shows a red box indicating 'Missing required attachment.' Below this is a checkbox labeled 'Select All Mail to'. There is also a section for '* Adjacent Property Owners' with a list of adjacent property owners and a list of file types (gif, jpg, jpeg, png, pdf, doc). A blue arrow points to a checkbox labeled 'Mail to'.

Mandatory Attachment	Uploaded Attachment
<div>Missing required attachment.</div> <div><input type="checkbox"/> Select All Mail to</div> <div>* Adjacent Property Owners List of adjacent property owners gif jpg jpeg png pdf doc</div> <div><input type="checkbox"/> Mail to</div>	<div>No record.</div>

1.2 Review tab

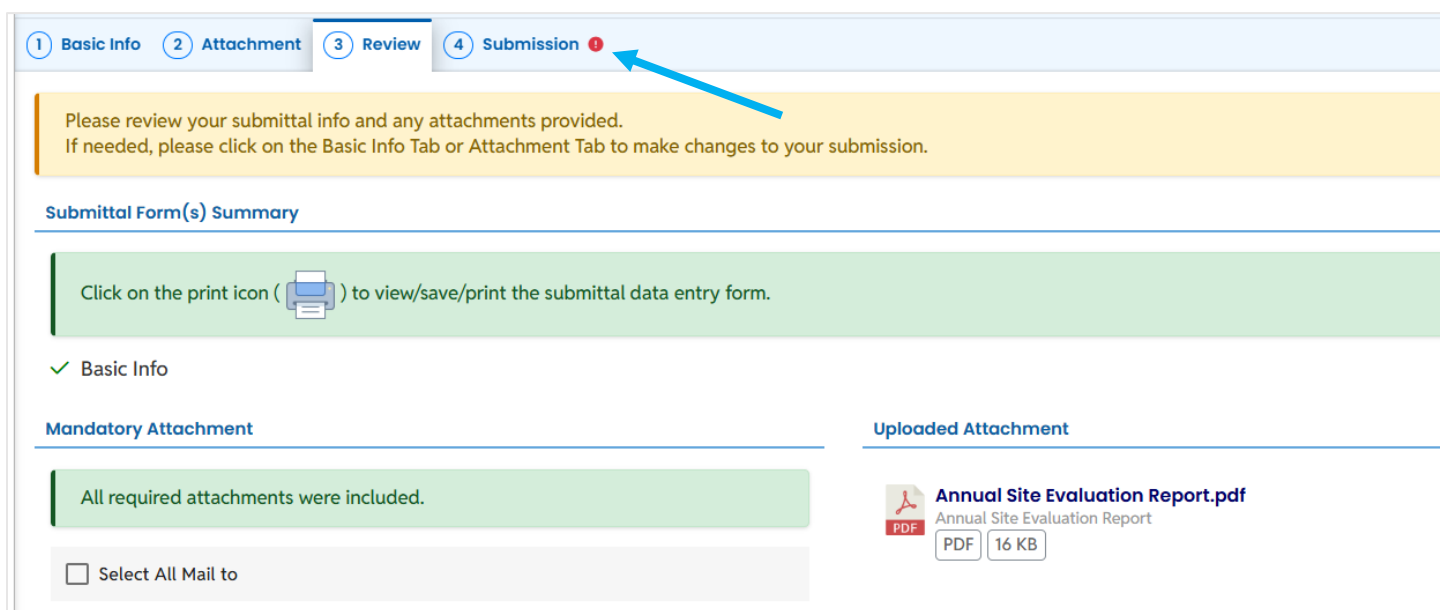
Congratulations! You are almost done. Please review your submittal information and any attachments.

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  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.

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” 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 .

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

Missing required attachment.

☐ Select All Mail to

* Annual Site Evaluation Report


Annual Site Evaluation Report

gif jpg jpeg pdf zip doc docx xls xlsx

☐ Mail to

Uploaded Attachment

Please specify the attachment type for all attachments.

 Annual Site Evaluation Report.pdf

PDF 16 KB

Missing the attachment type.

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.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Certification Statement

I hereby certify the information submitted and contained in this application and the documents I have attached, are true and correct to the best of my knowledge and belief.

☐ I have read and agree to the above certification statement

Required.

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



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

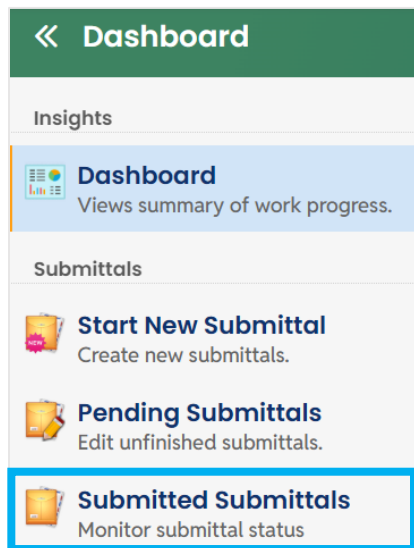
 **Receipt**


 **Submittal Form**

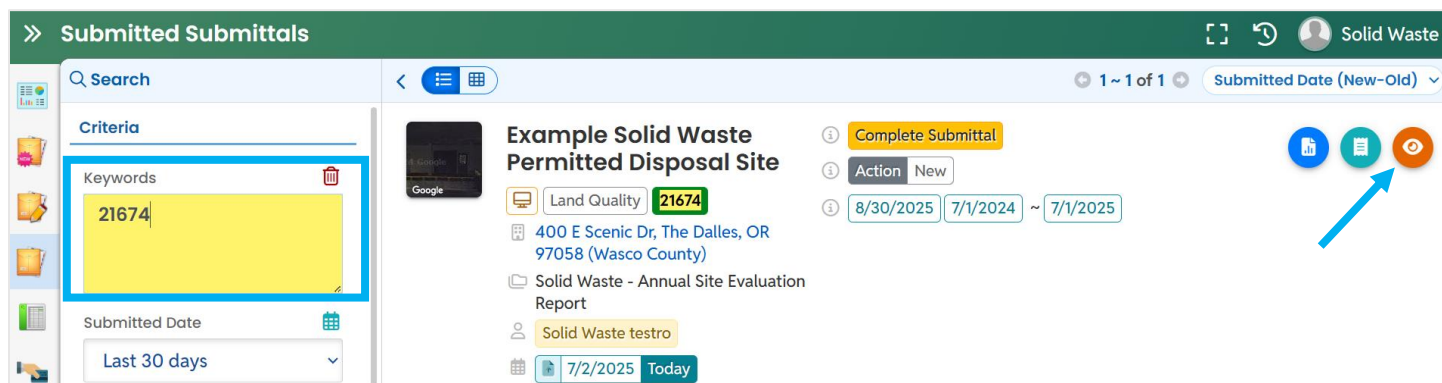
1.4 Finding your submittal in YDO

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

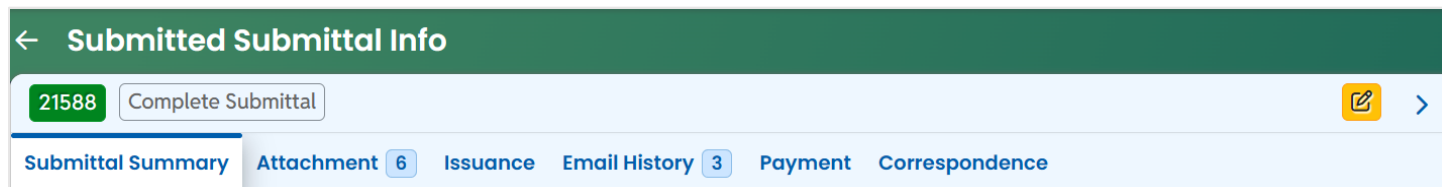
To view your submittal in YDO, in the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the Submitted Submittals icon .



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 DEQNR.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