



Municipal Solid Waste Facility Quarterly Disposal Report User Guide

Version 3.0

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State of Oregon
Department of Environmental Quality

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Translation or other formats

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System Overview

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

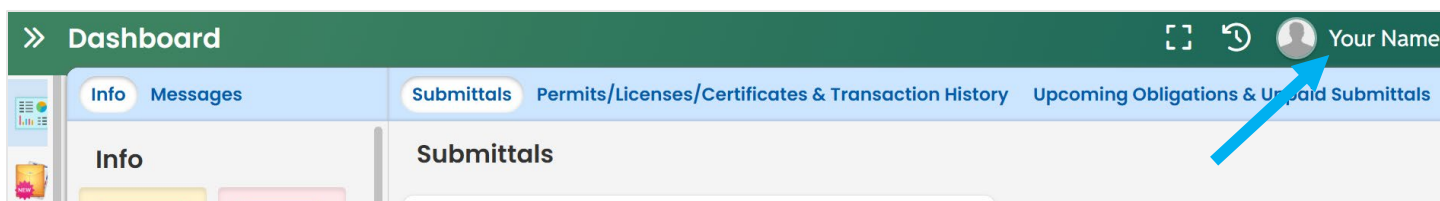
[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.


This user guide is intended to provide detailed information for the reporter to help them complete the Municipal Solid Waste Facility Quarterly Disposal Report that is required by Oregon law for their facility.

Getting started in YDO

To apply for a solid waste disposal site permit, submit documents, reports or notifications, you must have a Responsible Official user account and select the Solid Waste submittal group in your account settings. If you already have this account type and have selected this submittal group, you may skip to the next section. If you do not already have a Responsible Official account, the [Public Account Registration and Management Guide](#) has instructions to create one. For additional information and tools, visit [Your DEQ Online Account Registration](#) website.

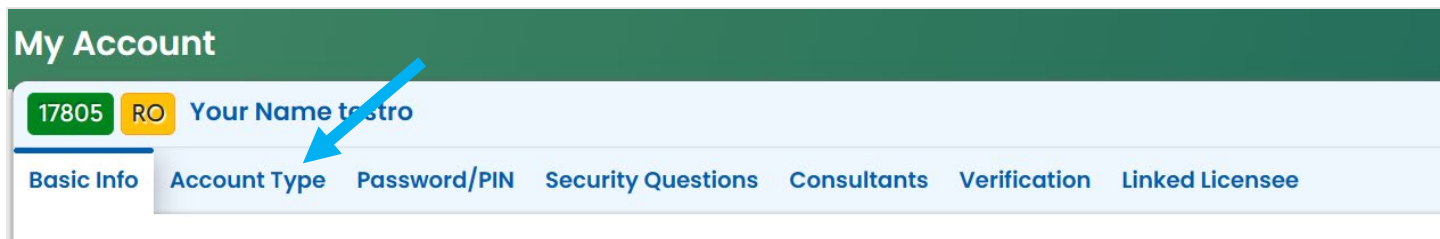
To add Solid Waste to an existing account, click your name in the top right corner.




In the panel that opens, click the Go to my account icon .



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 quarterly reporting of waste disposed at Oregon municipal solid waste disposal facilities in [Your DEQ Online](#).

The Quarterly Report for Municipal Solid Waste Facilities must be completed and fees paid by any Oregon-permitted municipal solid waste facility that receives more than 1,000 tons of waste annually, as specified in [OAR 340-097-0120](#) and [OAR 340-097-0120\(7\)](#). Both the report and payment must be submitted by the last day of the month following the end of each calendar quarter: April 30, July 31, Oct. 31, Jan. 31.

Important Things to Know Before you Start Your Submittal

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. To avoid losing your work, click the Save icon  on the bottom right of each page. Use it often and always prior to leaving the submittal.


Take note of the Submittal ID number. After clicking the Save icon  the submittal will be assigned a unique Submittal ID number. It is located at the top left corner next to the name of the report.

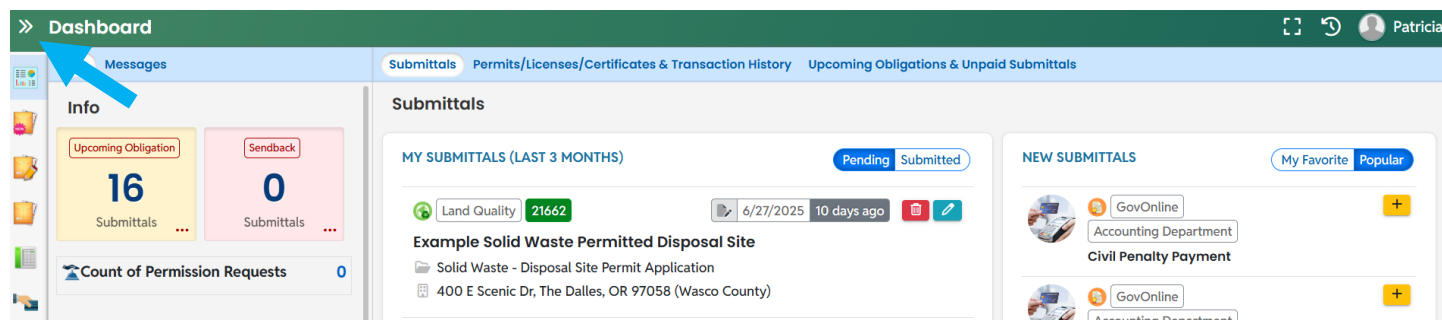
How to find your submittals in progress. After clicking the Save icon and prior to submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the Pending Submittals module which is directly below Start New Submittal module and search for the submittal using the submittal ID number. You may also use other search filters.

Login and locating the municipal solid waste facility quarterly disposal report

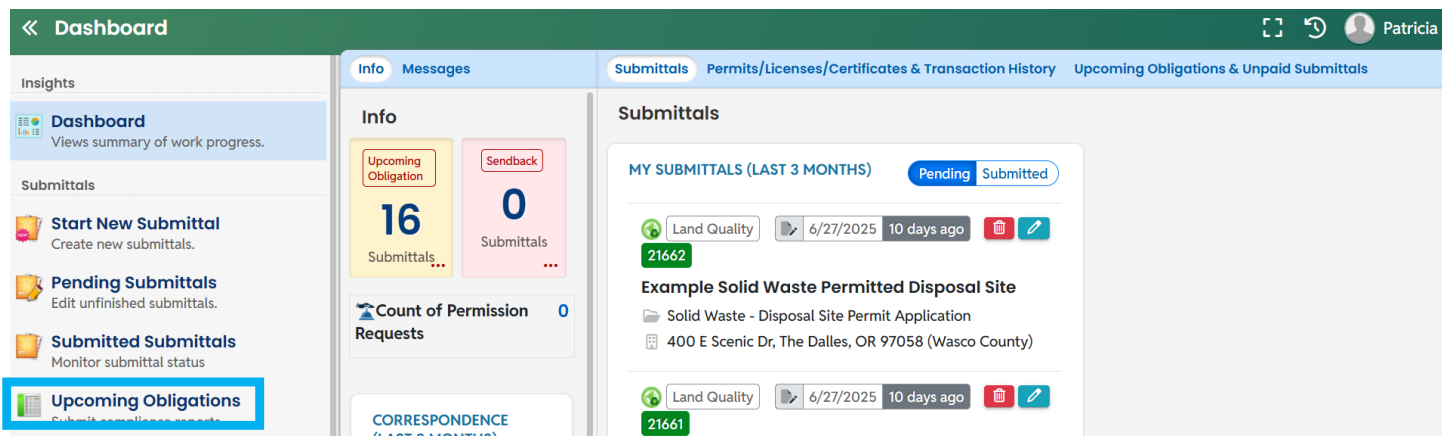
Login to your account on the [Your DEQ Online Public Portal](#).

If you do not have a user account, you can find detailed instructions for creating one as well as other information about the portal on the [account registration and management](#) main page.


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




Select "Upcoming Obligations".




Click the double arrow  again to close the left panel.

All new, unopened reporting obligations will appear in the main panel. To find the correct municipal solid waste disposal facility report in the Upcoming Obligations module, use the Submittal Type filter. Click the plus sign  next to Submittal Type to open


Submittal Type 


+

Type the word “municipal” in the search field above the list that appears to narrow your results, then select the “Solid Waste - Municipal Solid Waste Facility Quarterly Disposal Report”. Alternatively, use the keywords filter to search for your facility name or submittal ID. To clear a filter, click the red delete icon .

☰ Upcoming Obligations
Solid Waste

Search 1 ~ 20 of 27 Updated Date (New-Old) ▼

Submittal Type 

 Solid Waste - Municipal Solid W

Solid Waste - **Municipal**
Solid Waste Facility Annual
Disposal Report

Solid Waste - **Municipal**
Solid Waste Facility
Quarterly Disposal 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](#).

Example DEQ Permitted Solid Waste Facility

40157

Solid Waste - Municipal Solid Waste Facility Quarterly Disposal Report

Land Quality



New


1/30/2025 Today

10/1/2024 ~ 12/31/2024

1/31/2025

86436

Click the red pencil icon  at the top right of the reporting obligation when you are ready to start filling out the report.

Example DEQ Permitted Solid Waste Facility

40139

Solid Waste - Municipal Solid Waste Facility Quarterly Disposal Report

Land Quality



New

1/27/2025 Today

10/1/2024 ~ 12/31/2024

1/31/2025

86436

Filling out the municipal solid waste facility quarterly disposal report

Basic info tab

Make sure 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 using the [staff contact](#) information provided at the end of this user guide.

The screenshot shows the 'Basic info tab' of the reporting form. It is divided into two main sections: 'Reporting Period' and 'Facility Information'. The 'Reporting Period' section has two input fields: 'Reporting Period Start Date' with the value '10/01/2024' and 'Reporting Period End Date' with the value '12/31/2024'. Below these fields is a yellow informational box stating: 'Reports and required fees are due to DEQ no later than January 31, April 30, July 31 and October 31 for the previous quarter.' The 'Facility Information' section contains a 'Facility Information' label, a small image of a facility, the text 'Example DEQ Permitted Solid Waste Facility', the permit number '86436', a location pin icon, and the address '700700 NE Multnomah St, Portland, OR 97232'. Below this is a 'Stationary' label. At the bottom of the section is the 'Solid Waste Permit No.' field with the value 'SW-TRT-000X'.

Reporting Period

Reporting Period Start Date: 10/01/2024

Reporting Period End Date: 12/31/2024

Reports and required fees are due to DEQ no later than January 31, April 30, July 31 and October 31 for the previous quarter.

Facility Information

Facility Information

Example DEQ Permitted Solid Waste Facility 86436 Stationary

700700 NE Multnomah St, Portland, OR 97232

Solid Waste Permit No. SW-TRT-000X

NOTE: Material Definitions and a brief information instruction sheet are accessible by clicking the “Get Information” button in the far-right panel. The instruction sheet will download to your computer, and you can find it in your “downloads” folder. After downloading the document, you have the option to click the carat (>) at the top right of the main panel to close the side panel and maximize the report screen (optional).

The screenshot shows the submission process in the reporting form. It features a progress bar at the top with five steps: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission (indicated with a red dot). Below the progress bar is a yellow informational box with instructions: '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.' and '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.' On the right side, there is a 'Submittal Information' panel with a close button (X) and a 'Get Information' button. Below this panel, there is a 'Solid Waste - Municipal Solid Waste Facility Quarterly Disposal Report' section with a 'Get Information' button and a 'New' button. At the bottom of the panel, there is a 'Solid Waste' section with a 'New' button.

40139 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.


Submittal Information

Solid Waste - Municipal Solid Waste Facility Quarterly Disposal Report

Get Information

f0105006 New

Solid Waste

NOTE: Press the SAVE icon  on the bottom right frequently and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after clicking the Save icon and before submitting,

you will need to go back to the dashboard and access the submittal under “Pending Submittals” using the Submittal ID number in the top left corner.

Solid Waste - Municipal Solid Waste Disposal Quarterly Report

40157 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.

Reporting Period

Reporting Period Start Date: 10/01/2024 Reporting Period End Date: 12/31/2024

Reports and required fees are due to DEQ no later than January 31, April 30, July 31 and October 31 for the previous quarter.

Facility Information

Facility Information

Example DEQ Permitted Solid Waste Facility
700700 NE Multnomah St, Portland, OR 97232 86436 Stationary


Solid Waste Permit No.
SW-TRT-000X

Save

Zero tonnage to report


NOTE: If you have tonnage to report, skip to the [In-State Solid Waste Disposal Worksheet](#). This section is for reporters who have no tonnage to report for the quarter.

All reporters with an active permit are required to submit a quarterly report, even if they have not accepted waste for the quarter. To submit a zero-tonnage report please follow this procedure.

Scroll to the bottom of the report to zero tons and fees. Save the report by clicking the Save icon  and proceed to the review section.

NOTE: All active landfill facilities who report quarterly must pay a cumulative minimum of \$200 in permit compliance fees annually. If you do not report sufficient waste over the course of four quarters to meet that minimum, you must pay the difference between the compliance fees already paid and the \$200 minimum after the fourth quarter is reported.

Total Tons Received				
Total In-State Solid Waste	<input type="text" value="0"/>	Tons		
Total Out-of-State Waste	<input type="text" value="0"/>	Tons		
Total "Counting" Waste Tires	<input type="text" value="0"/>	Tons		
Total "Counting" Disaster Debris	<input type="text" value="0"/>	Tons		
Total Tons Received in Reporting Period	<input type="text" value="0"/>	Tons	x \$1.18/ton=	\$ <input type="text" value="0"/>
			x \$0.13/ton=	\$ <input type="text" value="0"/>
			x \$0.58/ton=	\$ <input type="text" value="0"/>
Sewage Sludge	<input type="text" value="0"/>	Tons	x \$0.58/ton=	\$ <input type="text" value="0"/>
			Fee Subtotal =	\$ <input type="text" value="0"/>
Approved Alternative Daily Cover (ADC) USED	<input type="text" value="0"/>	Tons	x \$1.18/ton=	\$ <input type="text" value="0"/>
			x \$0.13/ton=	\$ <input type="text" value="0"/>
			ADC Credit =	\$ <input type="text" value="0"/>
			Total Payment (Fee Subtotal - ADC Credit)	\$ <input type="text" value="0"/>



In-state solid waste disposal worksheet

If you are reporting more than zero but less than 344 tons for the quarter, please [contact](#) the reporting, fee and invoicing coordinator for further instructions BEFORE making payment on your submittal.

"Counting" residential/commercial/construction and demolition solid waste by county

Waste that qualifies as "counting" must be reported by the county the waste was received from for disposal. Deduct any recovered waste from the appropriate category, if the specific source of the recovered waste is known. If you cannot determine the specific source of the recovered waste, enter the total "Recovered Waste" in the "Total In-State Waste" section below.

For definitions of the counting waste categories refer to the downloadable instruction sheet.

Click + Add Item and select the county from the dropdown.

1 County

Baker (Eastern)
Benton (Western)
Clackamas (Northwest)
Clatsop (Northwest)
Columbia (Northwest)
Coos (Western)
Crook (Eastern)
Curry (Western)
Deschutes (Eastern)

Select either tons or cubic yards for reporting each category of waste by using the dropdown. Choose tons if measured by scale(s) or cubic yards(if measured by volume).

1 County

Baker (Eastern)

Waste Collection Service Providers		Waste Collection Service Providers		Private Vehicles		Transfer Stations/Solid Waste Processing Facilities	
Compacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted
0	Ton	0	Ton	0	Ton	0	Ton
0 Tons	0 Tons	0 Tons	0 Tons	0 Tons	0 Tons	0 Tons	0 Tons

NOTE: Conversion from cubic yards to tons for each material is automatically calculated within the form when cubic yards are chosen in the dropdown.

"Counting" Residential/Commercial/Construction & Demolition Solid Waste by County

1 County

Baker (Eastern)

Waste Collection Service Providers		Waste Collection Service Providers		Private Vehicles		Transfer Stations/Solid Waste Processing Facilities	
Compacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted	Uncompacted
6500	Yard	4500	Yard	6500	Ton	4500	Ton
x 0.35	0.15						
2275.00 Tons	675.00 Tons	6500.00 Tons	4500.00 Tons				

Click +add item + Add Item to add additional counties following the same procedure.

Subtotal: in-state "counting" waste (tons only)

The "Subtotal: In-State "Counting" Waste (tons only) section will reflect the total In-State "Counting" waste entered.

Subtotal: In-State "Counting" Waste (tons only)

Waste Collection Service Providers	Waste Collection Service Providers	Private Vehicles	Transfer Stations/Solid Waste Processing Facilities
Compacted	Uncompacted	Uncompacted	
1510.00 Tons	4000.00 Tons	2000.00 Tons	4500.00 Tons
Subtotal: In-State "Counting" Waste (tons only)			12010.00 Tons

"Non-counting" waste

Click + Add Item and select the in-state waste type from the dropdown:

:

1 In-State Waste Type

Asbestos
Contaminated Cleanup Material
Industrial Waste
Other
Rubble, Rock, Asphalt, etc.

Waste Collection Service Providers

Private Vehicles

Transfer Stations/Solid Waste Processing Facilities

0 Tons	0 Tons	0 Tons	0 Tons
--------	--------	--------	--------

Select either tons or cubic yards from the dropdown to report each category of waste. Choose tons if measured by scale(s) or cubic yards(if measured by volume).

Conversion from cubic yards to tons for each material is automatically calculated in the form when cubic yards are selected from the dropdown, as illustrated in the counting section.

Click **+ Add Item** to add additional materials following the same procedure.

To report any in-state waste that is not listed, select “other” in the dropdown. You must provide a specific description of the “other” waste in the field provided.

Select either tons or yards from the dropdown. When selecting yards in the “Other” category, you must use a DEQ-approved conversion factor. Refer to the downloadable instruction sheet for guidance and for the approval process or contact the reporting, invoicing and fee coordinator listed in the [staff contact](#) section at the end of the guide.

1 In-State Waste Type Description

Other Vactor Waste

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 2500 Yards 0 Tons 0 Tons

x 0 DEQ-Approved Conversion Factor Required.

0 Tons 0 Tons 0 Tons 0 Tons

You may add additional "Other" waste types by repeating this procedure.

Total in-state solid waste

Once you have entered all your "In-State" waste, the "Total In-State Solid Waste" section will reflect the total In-State "Counting" and "Non-Counting" waste entered.

To report any recovered In-state mixed "counting waste" use the Recovered Waste field below. Include only material recovered from mixed "counting" waste.

NOTE: If you know the county and category of the recovered waste, deduct it directly from the appropriate entry in the in-state "Counting" waste section above instead.

Total In-State Solid Waste

In-State "Counting" Waste In-State "Non-Counting" Waste Recovered Waste Total In-State Solid Waste Equivalent

8800.00 Tons + 1875.00 Tons - 250.00 Tons = 10425.00 Tons

Out-of-state solid waste disposal worksheet

"Non-counting" waste

Click [+ Add Item](#) to select the type of out-of-state waste from the dropdown menu.

"Non-Counting" Waste

1 Out-of-State Waste Type

Asbestos
Contaminated Cleanup Material
Domestic Solid Waste
Other

Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 Tons 0 Tons 0 Tons 0 Tons

Select either tons or cubic yards for reporting each category of waste by using the dropdown. Choose tons if measured by scale or cubic yards if measured by volume.

1 Out-of-State Waste Type

Asbestos

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 0 Tons 0 Tons 0 Tons 0 Tons

When cubic yards is selected from the dropdown, the conversion from cubic yards to tons for each material is automatically calculated within the form.

1 Out-of-State Waste Type

Asbestos

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 2200 Yards 1250 Yards 4345 Tons

x 0.25 x 0.25

0 Tons 550.00 Tons 312.50 Tons 4345.00 Tons

For definitions of the non-counting waste categories refer to the downloadable instruction sheet.

Select "Other" in the dropdown to report any out-of-state non-counting waste not listed.

You are required to provide a specific description of the "Other" waste in the field provided.

1 Out-of-State Waste Type Description

Other Required.

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 0 Tons 0 Tons 0 Tons

0 Tons 0 Tons 0 Tons 0 Tons

Select either tons or yards from the dropdown. When selecting yards in the “Other” category, you must use a DEQ-approved conversion factor. Refer to the downloadable instruction sheet for guidance and for the approval process or contact the reporting, invoicing and fee coordinator from the [staff contact](#) section at the end of the guide.

1 Out-of-State Waste Type Description

Other Required. Vector Waste

Waste Collection Service Providers Waste Collection Service Providers Private Vehicles Transfer Stations/Solid Waste Processing Facilities

Compacted Uncompacted Uncompacted

0 1600 Yards 0 Tons 0 Tons

0 Tons 0 Tons 0 Tons 0 Tons

0 DEQ-Approved Conversion Factor

You may add additional waste types by repeating this procedure.

Total out-of-state waste

The “Out-of-State Totals” will reflect the subtotals by categories as well as the total out-of-state solid waste.

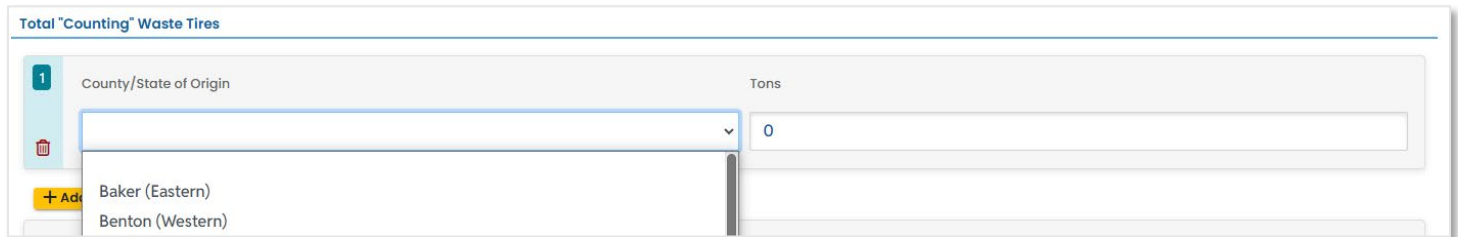
Out-of-State Totals			
Waste Collection Service Providers	Waste Collection Service Providers	Private Vehicles	Transfer Stations/Solid Waste Processing Facilities
Compacted	Uncompacted	Uncompacted	
4000.00 Tons	5000.00 Tons	250.00 Tons	1000.00 Tons
Out-of-State Totals			10250.00 Tons
Total Out-of-State Waste			
Total Out-of-State Solid Waste Equivalent			10250.00 Tons

Total “Counting” Waste Tires

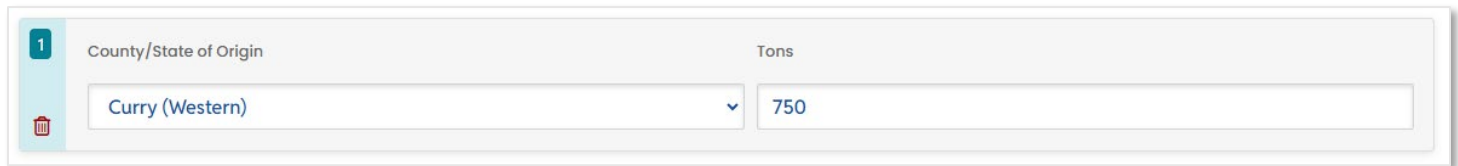
Waste tires are classified “counting” waste, regarding of whether they are received from within or outside the state of Oregon. If they come from within Oregon, they must be reported separately by county. If they originate from outside the state, they must be reported as “out-of-state” if they came from outside of the state.

Click +add item .

For in-state waste tires, select the county from the dropdown and enter the quantity of tires by tons. You must report tires received from within the state separately by county.



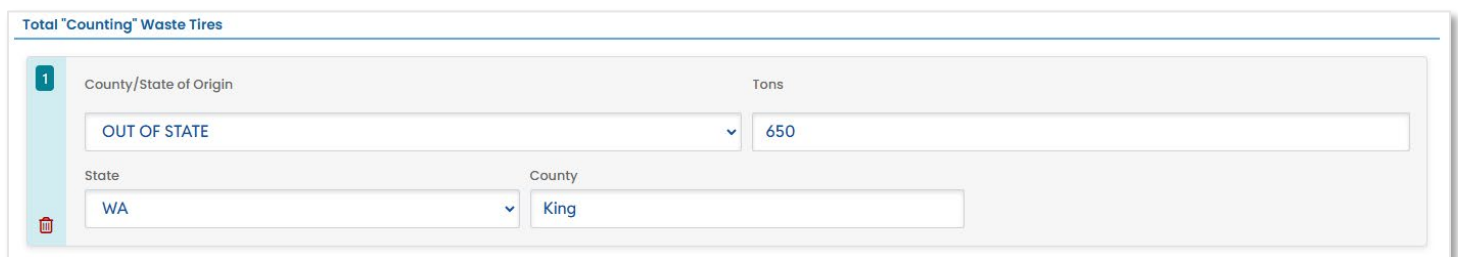
The screenshot shows the 'Total "Counting" Waste Tires' form. It has a header bar with the title. Below it, there's a section with a blue sidebar containing a trash icon and a '+ Add' button. The main area has two columns: 'County/State of Origin' and 'Tons'. The 'County/State of Origin' dropdown is open, showing 'Baker (Eastern)' and 'Benton (Western)'. The 'Tons' input field contains the value '0'.



The screenshot shows the 'Total "Counting" Waste Tires' form. The 'County/State of Origin' dropdown is set to 'Curry (Western)'. The 'Tons' input field contains the value '750'.

If you have waste tires from Oregon of unknown origin, select the VARIOUS (In-state) option in the dropdown.

For tires received from outside of Oregon, select “OUT OF STATE” from the dropdown list. Please specify the state and/or county of the facility or facilities that waste tires were received from.



The screenshot shows the 'Total "Counting" Waste Tires' form. The 'County/State of Origin' dropdown is set to 'OUT OF STATE'. The 'Tons' input field contains the value '650'. Below this, there are two more dropdowns: 'State' set to 'WA' and 'County' set to 'King'.

If you receive tires from multiple out-of-state facilities and cannot identify their individual locations, you may select “VARIOUS” (out-of-state) in the dropdown instead.

Sewage Sludge

Report sewage sludge in tons or gallons in this section using the dropdown.

Sewage Sludge		
Quantity	<input type="text" value="2510"/>	<div>Tons</div> <div>Gallons</div> <div>Tons</div>
		2510.00 Tons
Total "Counting" Disaster Debris		

If you select gallons, gallons will be converted within the worksheet to tons for final totals.

Sewage Sludge		
Quantity	<input type="text" value="40000"/>	<div>Gallons</div> <div>x 0.00396 =</div>
		158.40 Tons

Total "counting" disaster debris

This section is for reporting clean-up debris collected from major disasters such as floods, wildfires, and earthquakes. It is NOT for debris from individual small events. Do not use this section unless you have checked with the reporting, fee and invoicing coordinator listed in the [staff contact](#) list to ensure it is appropriate.

Click [+ Add Item](#)

For in-state disaster debris, select the county from the dropdown and enter the quantity of debris by tons. You must report disaster debris received from within the state separately by county.

Total "Counting" Disaster Debris		
1	County/State of Origin	Tons
	<div></div> <div>Deschutes (Eastern)</div> <div>Douglas (Western)</div>	<input type="text" value="0"/>
	+ Add	

1	County/State of Origin	Tons
	Douglas (Western)	<input type="text" value="950"/>

In the rare instance you have debris from Oregon that you do not know the source of, you can use the VARIOUS (In-state) option in the dropdown.

For disaster debris received from outside of Oregon, select "OUT OF STATE" from the dropdown list. Please specify the state and/or county of the facility or facilities that the disaster debris was received from.

Total "Counting" Disaster Debris

1

County/State of Origin

OUT OF STATE

▼

Tons

500

State

CA

▼

County

Shasta

If you receive debris from multiple out-of-state facilities and cannot identify their individual locations, you may select "VARIOUS" (out-of-state) in the dropdown instead.

Approved alternative daily cover (ADC) material worksheet

If you are not approved to use alternative daily cover (ADC) or are approved but have none to report, click the "No" radio button in this section and proceed to the total tons received section.

Approved Alternative Daily Cover (ADC) Material Worksheet

Was DEQ-Approved ADC received or USED during this reporting period?

☐ Yes

☒ No

If your facility's permit includes approval to accept ADC and your facility received and used it, you will report it in this section.

Click the "Yes" button to open the ADC worksheet

Approved Alternative Daily Cover (ADC) Material Worksheet

Was DEQ-Approved ADC received or USED during this reporting period?

☒ Yes

☐ No

Report quantity of approved ADC-qualified solid waste received during the reporting period

+ Add Item

Approved ADC-qualified solid waste RECEIVED during the reporting period


Click

+ Add Item

For ADC received from sources inside Oregon, select the county it was received from.

Select the material type from the dropdown and enter the amount of ADC received in tons.

Report quantity of approved ADC-qualified solid waste received during the reporting period


1	County/State of Origin	Material Type	Tons
	Gilliam (Eastern)	Petroleum Contaminated Soil (PCS)	1510

Repeat this procedure for each different county as well as type of ADC you accepted.

For ADC received from outside of Oregon, select Out-of-State from the dropdown.

Select the material type from the dropdown and enter the amount of ADC in tons and specify the state and/or county it was received from (Canadian provinces are also included in this list).

Report quantity of approved ADC-qualified solid waste received during the reporting period

1	County/State of Origin	Material Type	Tons
	Out-of-State	Auto Shredder Fluff	855
	State	County	
	CA	Shasta	

Repeat this procedure for each different out-of-state location and type of ADC you accepted.


Approved ADC-qualified solid waste used during the reporting period

Click 

For ADC sourced from Oregon, select the relevant originating county.

Select the material type from the dropdown and enter the amount of ADC used in tons.

Report quantity of approved ADC-qualified solid waste USED during the reporting period

1	County/State of Origin	Material Type	Tons
	Lake (Eastern)	Petroleum Contaminated Soil (PCS)	640

Repeat this procedure for each different county and type of ADC that was used.

Select "Out-of-State" from the dropdown if the ADC was received from outside Oregon.

Select the material type from the dropdown and enter the amount of ADC used in tons. Specify the state and/or county it was originally received from (Canadian provinces are also included in this list).

Report quantity of approved ADC-qualified solid waste USED during the reporting period

1	County/State of Origin	Material Type	Tons
	Out-of-State	Petroleum Contaminated Soil (PCS)	529
	State	County	
	NV	Washoe	


Repeat this procedure for each different out-of-state location and type of ADC used.

Total Tons Received

This section shows the totals for all waste reported on the worksheet, as well as the individual fee calculations, credits and total payment due.

If ADC was reported, received quantities will be included in the totals for both in-state counting or out-of-state waste. The amount of used ADC will be displayed in a separate field at the bottom of the center column. The red box shows the total fees before applying the ADC credit. The green box shows the credit for ADC used and the final field

Total Tons Received				
Total In-State Solid Waste	9350.00	Tons		
Total Out-of-State Waste	7500.00	Tons		
Total "Counting" Waste Tires	1700.00	Tons		
Total "Counting" Disaster Debris	700.00	Tons		
Total Tons Received in Reporting Period	19250.00	Tons		
			x \$1.18/ton =	\$ 22715.00
			x \$0.13/ton =	\$ 2502.50
			x \$0.58/ton =	\$ 11165.00
Sewage Sludge	1300.00	Tons	x \$0.58/ton =	\$ 754.00
			Fee Subtotal =	\$ 37136.50
Approved Alternative Daily Cover (ADC) USED	1500.00	Tons	x \$1.18/ton =	\$ 1770.00
			x \$0.13/ton =	\$ 195.00
			ADC Credit =	\$ 1965.00
Total Payment (Fee Subtotal - ADC Credit)				\$ 35171.50

When your entries are complete, save your progress by clicking the Save icon . Make sure "submittal saved successfully" appears in the top right of the report to ensure your progress is saved. Click the Save icon again if you are uncertain.

Attachment tab

Attachments are only required for specific facilities, but you may provide supplemental information, select “Click to Upload or Drag Files Over Here”.

40139 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

Attachments are not required for current submittal.

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

Each attached document must be:

- labeled with a document type and saved
- a file type listed in the right-hand navigation pane
-

Select or drag the file you wish to upload. Not all types of documents will be acceptable. If your document type was not accepted, you will have to delete and reattach the document to select the correct document type.

Check the list on the right-side bar if you are having any issues uploading. If the right-side bar is currently collapsed, you may click the carat (<) at the top right of the main panel to reopen it.

Attachment Types

* represents required attachments.

Supporting Document

Supporting documents or spreadsheets

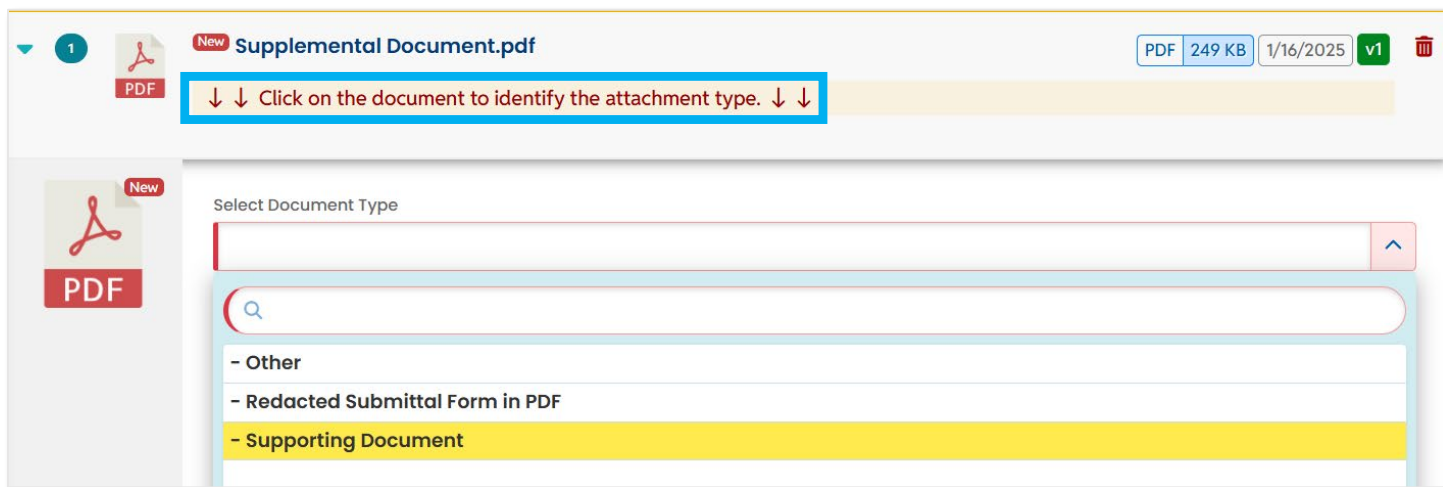
txt pdf doc docx xls xlsx xlms

NOTE: If your document is larger than 50 MB, or you are experiencing issues attaching your document, you may mail or email the document.


To mail documents to DEQ, end them to the attention of the reporting, fee and invoicing coordinator at the address listed in the [staff contact](#) section at the bottom of this user guide.

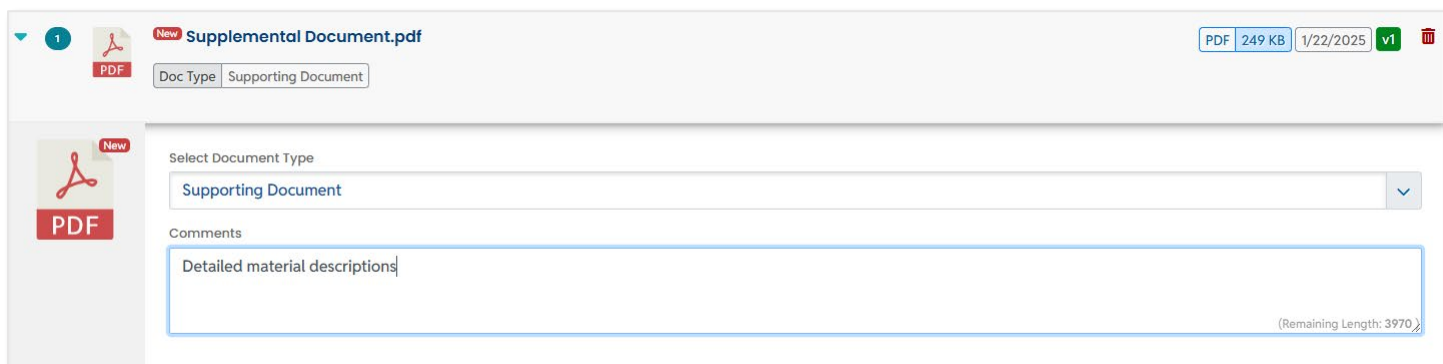
To email documents send them to the email address for the reporting, fee and invoicing coordinator listed in the [staff contact](#) section at the bottom of this user guide. Please be aware, there is a 50 MB limit for email

attachments as well and if the document is larger than that, it can either be split into smaller sections and emailed separately or you may reach out to the reporting, fee & invoicing coordinator regarding other options. Below the file name, select “Click on document to identify the attachment type” and then select from one of the types listed.




The screenshot shows a web interface for uploading a document. At the top, a header bar displays the file name 'Supplemental Document.pdf' in red, followed by 'PDF', '249 KB', '1/16/2025', 'v1', and a trash icon. Below the header, a yellow banner contains the instruction 'Click on the document to identify the attachment type.' with arrows. On the left, a sidebar shows a PDF icon and the word 'PDF'. The main area features a 'Select Document Type' dropdown menu with a search icon. The dropdown list is open, showing three options: '- Other', '- Redacted Submittal Form in PDF', and '- Supporting Document', which is highlighted in yellow.

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




The screenshot shows the same web interface as the previous one, but with the document type selected as 'Supporting Document'. The 'Doc Type' dropdown is now set to 'Supporting Document'. Below the dropdown, there is a 'Comments' section with a text area containing the text 'Detailed material descriptions'. A small text at the bottom right of the text area indicates '(Remaining Length: 3970)'. The header bar at the top shows the file name 'Supplemental Document.pdf' in red, followed by 'PDF', '249 KB', '1/22/2025', 'v1', and a trash icon.

When you are done adding and labeling any attachments, click the Save icon  to save the report.

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 end of this guide.

Payment tab

Ensure all required data is entered on the Basic Info tab and you have clicked on the Save icon  before you proceed to the Payment tab.

In the Payment tab, your total calculated DEQ Solid Waste and Compliance Fees for this quarter will display (Reference: OAR 340-097-0110 and OAR 340-097-0120) plus the 4% technology fee.


Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except agency-issued penalties. This fee, authorized by the 2021 Oregon Legislature is necessary for covering the annual operation and maintenance costs of the system. For more information about the 4% technology fee, refer to [YDO technology fee FAQ](#).

For detailed instructions on how to complete your payment, refer to [How to Make a Payment in YDO User Guide](#).

Review tab

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

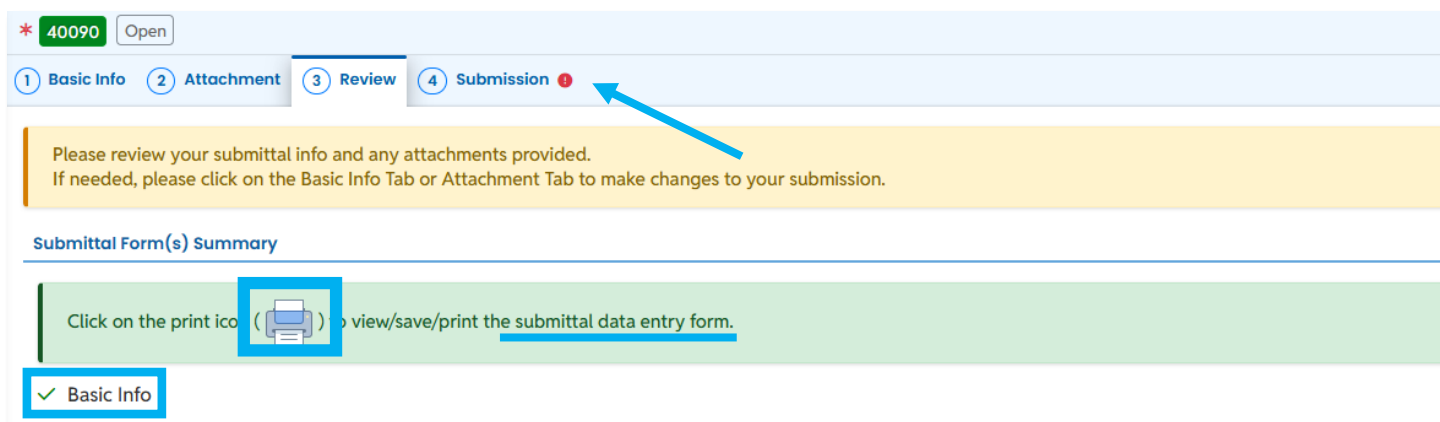
When a green ✓ icon is shown next to “Basic Info” below the green bar, and the only ⚠ icon is on the Submission tab, the required information for your report is complete.

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

NOTE: The submittal data entry form for your Municipal Solid Waste Disposal Quarterly Report is a draft summary of information entered in the Basic Info tab. This is your last opportunity to review and update content and attachments before submission.

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

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



Troubleshooting


Under the Submittal Form(s) Summary section, if the Basic Info tab is missing required information, a red “x” will appear next to the words “Basic Info” below the green bar. You will notice an indicator ⚠ on the Basic Info tab. The indicator ⚠ on the Submission tab is correct at this point.

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

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

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


Submittal Form(s) Summary

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

X Basic Info

If you added an attachment but did not specify the document type, “Missing the attachment type” will appear under the pink bar on the bottom right. You will need to return to the Attachment tab and specify the document type before submitting the report.

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.

Municipal Solid Waste Facility Quarterly Disposal Report

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Submission tab

Ready to submit

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

If you are ready to submit, click the Submit button at the bottom of the Submission tab to complete your facility's Construction and Demolition Landfill Report.

NOTE: Until you use the blue Submit bar, your report will remain pending; saving isn't the same as submitting).

Until you use the blue Submit button, your report will remain pending; saving does not count as submitting.

1 Basic Info2 Attachment3 Payment4 Review5 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

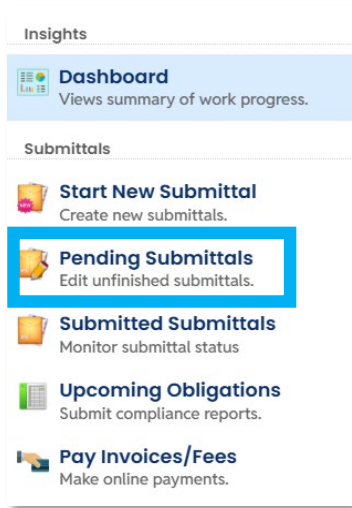
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own 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

Not ready to submit

If you are not ready to submit, click the Save icon

 before leaving the submittal screen. When you are ready to continue working on this submittal, it will be in the pending submittals module on your dashboard.



Submittal successful

If your submittal is successful, a screen will display allowing you to save a copy of your final submittal and receipt. *DEQ recommends saving both for your records.*

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

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

Submission Successful!

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

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

Submittal Summary	Submittal Form Info
Submittal ID: 40155 Submittal Date: 1/29/2025, 3:31:42 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	Name: Solid Waste - Composting Facility Annual Report Method: Online Submission
Fee Detail This submittal does not require fee.	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: 35.150.244.34
Payment Detail Not Applicable.	
Uploaded Attachment List No record.	Mail-to Attachment List No record.

Staff contacts

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

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

Helpdesk and resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

Revision history

Revision	Date	Changes	Editor
1.0		Initial draft	CMP
2.0	1/30/25	Second draft	CMP
2.0	2/12/25	Update	CMP
3.0	6/30/25	Update Title VI and accessibility	CMP
3.0	7/9/25	Final Draft	CMP
	7/17/25	PAS review	JKF