



Material Recovery Survey User Guide

Version 3.0

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State of Oregon
Department of Environmental Quality

This document was prepared by
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 involving 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 guide offers essential information for submitting the material recovery survey required by Oregon law.

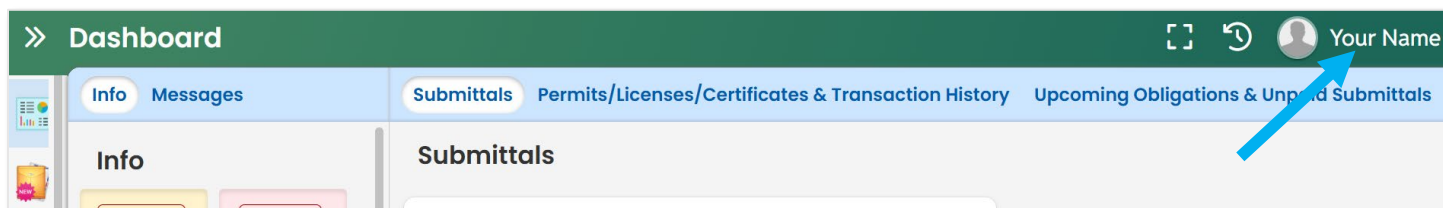
Getting started in YDO


In order 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.

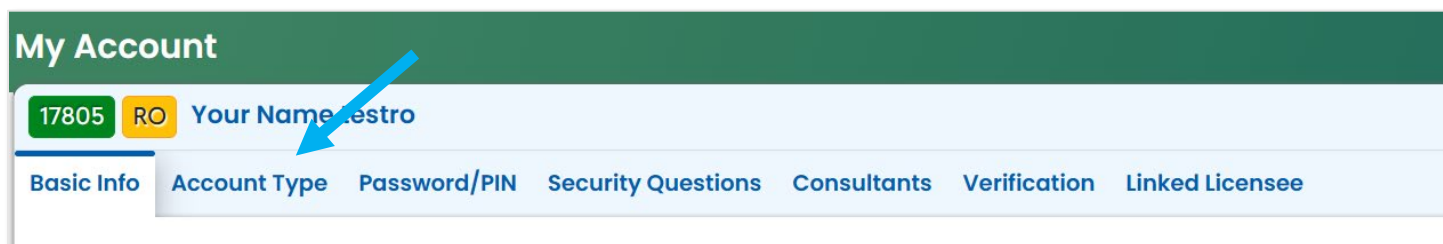
To add solid waste to an existing account, click your name in the top right corner.




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



Click the Account Type tab.



Scroll down to the submittal groups section, check the solid waste box and click the red Save button .

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 outlines how to submit the DEQ-approved Material Recovery Survey for all Oregon permitted facilities in [Your DEQ Online](#).

If you hold a solid waste permit and are required to complete the annual Material Recovery Survey (either the Recycling Collector Survey or the Individual Recyclers Survey) you must submit the survey through this form even if you mail it to the material recovery project lead. The survey is due no later than February 28th every year for the previous calendar year.

Important Things to Know Before you Start Your Submittal

The system uses a lot of buttons. If you're curious about what a button means in the report, you can hover over it with your mouse cursor.

Unsaved entries will be lost. To avoid losing your work, click the Save button  (bottom right of every page) often and always before leaving the submittal.

Take note of the Submittal ID number. The submittal is assigned a unique Submittal ID number. It is in the top left corner next to the name of the report.

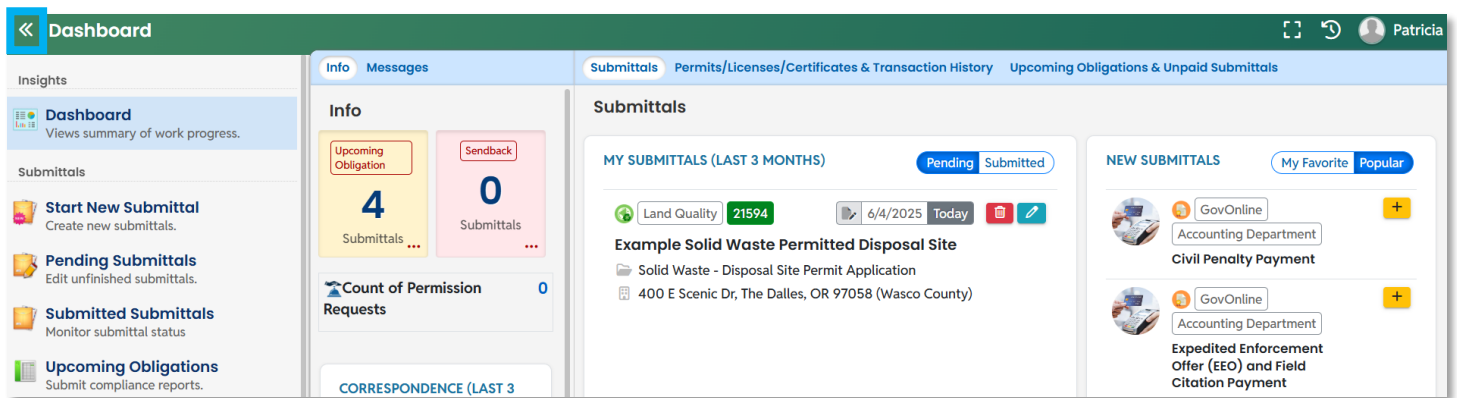
How to find your submittals in progress. After clicking the save button and before submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the Pending Submittals module, which is directly below Start New Submittal module and search for the submittal using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

Login and locating the material recovery survey

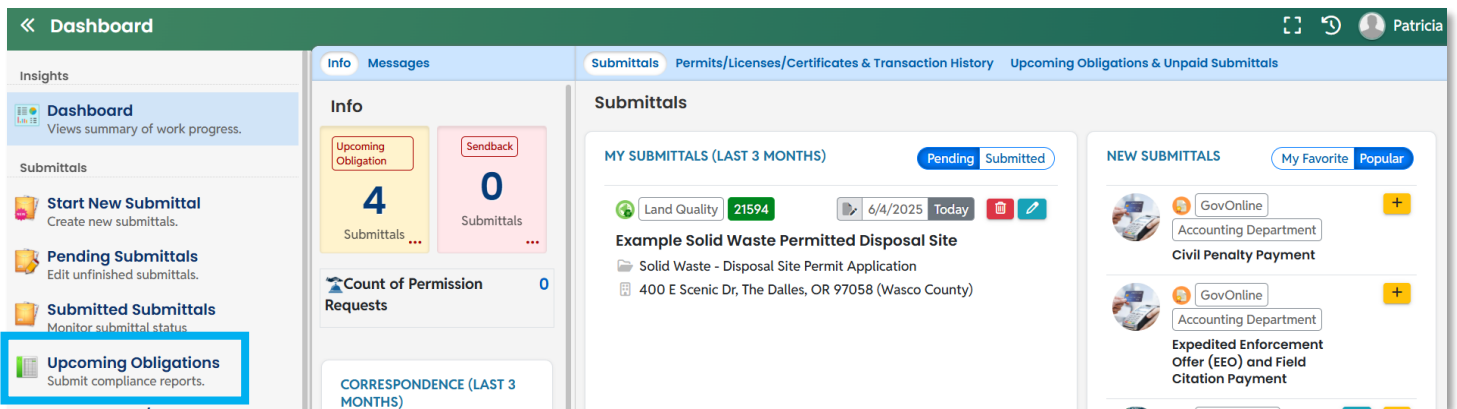
Login to your account on the [Your DEQ Online Public Portal](#).

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

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



Click "Upcoming Obligations".



Click again on the double arrow **<<** to close the left panel

Any new, unopened reporting obligations will be shown. To locate the correct material recovery survey in the upcoming obligations module, DEQ recommends first searching for “recovery survey” in the submittal type filter by clicking on the “+” next to the submittal type box to open the search field. Selecting the name of the material recovery report below it. You may also use the keywords filter to search for your facility name or submittal ID.

Upcoming Obligations

Search

Keywords

example

Submittal Type

Solid Waste - Material Recovery Survey

recovery survey

Solid Waste - Material Recovery Survey

1 ~ 1 of 1

Due Date (New-Old)

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

New

2/14/2025 Today

86436

40242


1/1/2024 ~ 12/31/2024

2/28/2025

Solid Waste - Material Recovery Survey

Land Quality

1 ~ 1 of 1

Click the red edit submittal button  at the top right of the reporting obligation when you are ready to start filling out the report.

Example DEQ Permitted Solid Waste Facility

40242

Solid Waste - Material Recovery Survey

Land Quality

New



2/14/2025 Today

1/1/2024 ~ 12/31/2024

2/28/2025

86436

New

Material Recovery Survey

Page 10 of 24

Submitting the material recovery survey


Basic Info tab

Verify the reporting period shown is correct. Also make sure the facility information and permit number shown at the top of the form are accurate. If any of the facility information is incorrect, contact your solid waste permit coordinator using the [staff contact](#) information provided at the end of this user guide.

Reporting Period

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

Facility Information

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

Permit

SW - Transfer Station, Material Recovery Facility and HHW Collection Facility
Issued

SW-HHW-TS-MRF-000X Permit ID 58166

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

To access an information and instruction sheet, click the “get information” button in the far-right panel. The instruction sheet will download to your computer, typically found in your “downloads” folder. After downloading the document, you can close the side panel by clicking the blue arrow at the top right of the main panel. Although this step is optional, it will maximize the report screen space,

Solid Waste - Material Recovery Survey


40242 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.

Submit Information

 Solid Waste - Material Recovery Survey
Get Information

f0105017 New
Solid Waste

NOTE: Click the red Save button  often and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after clicking the Save button and before submitting, you will need to go to the dashboard and access the submittal under “pending submittals” using the submittal ID number found in the top left corner.

40242

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.

Reporting Period


Reporting Period Start Date

1/01/2024

Reporting Period End Date

12/31/2024

Facility Information



Example DEQ Permitted Solid Waste Facility

700700 NE Multnomah St, Portland, OR 97232

308599

Permit

SW - Transfer Station, Material Recovery Facility and HHW Collection Facility

Issued

SW-HHW-TS-MRF-000X

Permit ID

58166

Effective Date

1/22/2025

Expiration Date

1/22/2025

Issued Date

1/22/2025

Submittal Type

Select whether you are submitting the recycling collector (hauler) survey or the individual (private) recyclers survey by selecting the corresponding radio button. You have the option to add a note in the comments box if you wish.


Submittal Type

☐ Recycling Collector (Hauler) Survey
 ☐ Individual (Private) Recyclers Survey

Required

Comments

(Remaining Length: 4000)

When your selection is complete, click the red Save button  to save the submittal.

Material Recovery Survey

Page 12 of 24


Submittal Type

☐ Recycling Collector (Hauler) Survey ☒ Individual (Private) Recyclers Survey

Comments

(Remaining Length: 4000)



NOTE: Click the red Save button  often and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after clicking the Save button and before submitting, you will need to go to the dashboard and access the submittal under “pending submittals” using the submittal ID number found in the top left corner.

Attachment tab

Navigate to the Attachment tab where you will attach your Material Recovery Survey spreadsheet to the submittal.

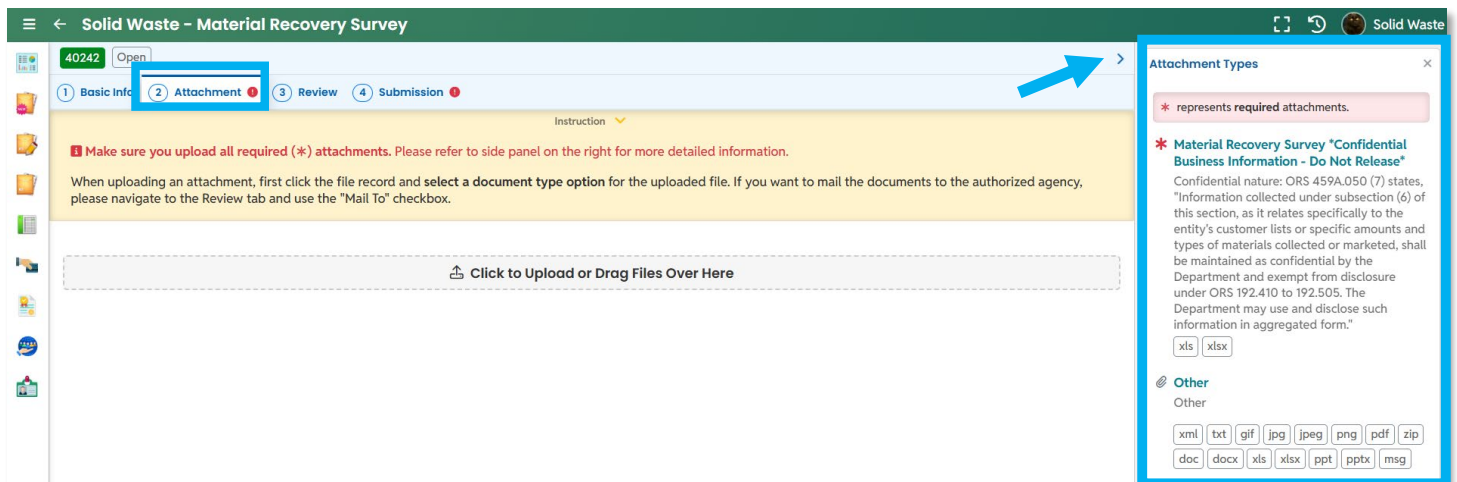
You may only attach the required survey as an Excel spreadsheet. For any questions regarding the requirements, completion or contents of the survey itself, please contact the material recovery project lead as shown in the [staff contact](#) section below.

You have the option to submit supplemental information by following the same procedure and choose “other” as the document type. You may attach supplemental documents in a variety of formats.

Each attached document must be:

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

NOTE: Not all types of documents may be acceptable. 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.



Select “Click to Upload or Drag Files Over Here” then select a document or drag over the file from your computer you wish to upload.

Solid Waste - Material Recovery Survey

40242 Open

1 Basic Info 2 Attachment 3 Review 4 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

Below the file name shown, select “Click on document to identify the attachment type.” Then click the pink dropdown list arrow .

New MRS_PrivateRecyclerSurvey.xlsx XLSX 9 KB 2/14/2025 v1

Click on the document to identify the attachment type.

Select Document Type

Required.

Comments

(Remaining Length: 4000)

Select from one of the types listed in the dropdown.

New MRS_PrivateRecyclerSurvey.xlsx XLSX 9 KB 2/14/2025 v1

Click on the document to identify the attachment type.


Select Document Type

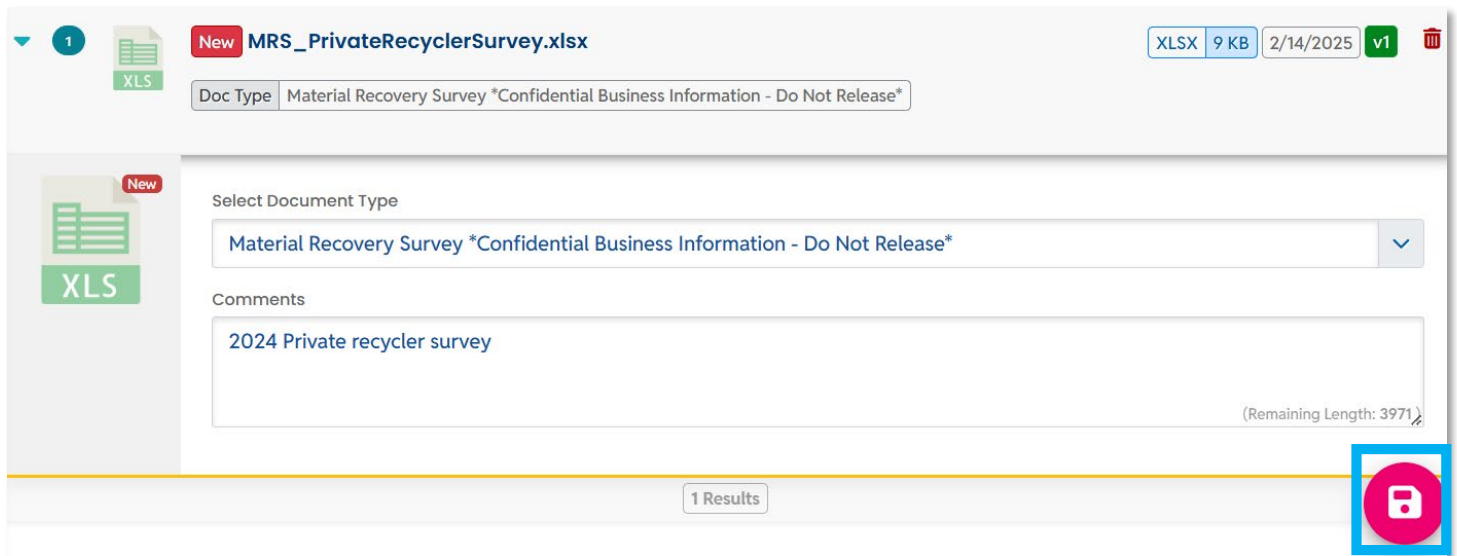
* Material Recovery Survey *Confidential Business Information - Do Not Release*

- Other

- Other

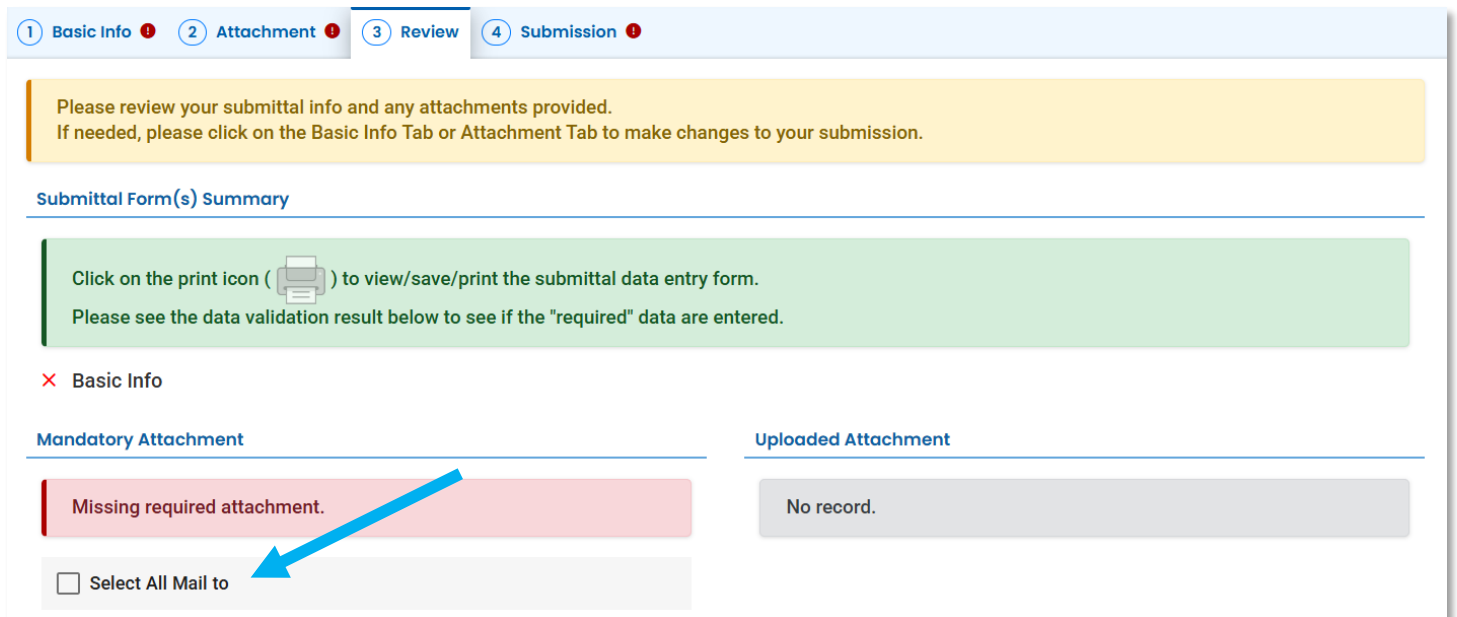
- Redacted Submittal Form in PDF

Enter a brief description of the document in the Comments section and press the red Save button  at the bottom right of the screen or the attachment will not successfully upload.




NOTE: If your Material Recovery Survey is larger than 50 MB, or you are experiencing issues attaching your document, you must email it as an excel document only. Other supporting documents larger than 50 MB may be mailed or emailed.

If you are not able to attach the Material Recovery Survey to the obligation, please go to the review tab and click “select all mail to” then email the Excel spreadsheet to the email address shown. Do not mail a PDF copy of the survey.



Email the Material Recovery Survey or email or mail other documents to the addresses shown.

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

Mandatory Attachment

All required attachments were included.

Email the Material Recovery Survey *excel format only* to:
recovery.info@deq.oregon.gov

Email other documents to the same email address or mail to:
Material Recovery Survey
Oregon Department of Environmental Quality
Material Management Program
700 NE Multnomah St Ste 600
Portland, OR 97232


503-229-6724


☒ Select All Mail to

Uploaded Attachment

No record.



When you are done adding and labeling any attachments, click the red Save button .

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

Review tab

Congratulations! You are almost done.

When a green ✓ is shown next to “Basic Info” below the green bar, and the only red exclamation point ⚠ is on the submission tab, please click the printer button 🖨 to open the submittal form (a draft summary of information entered into the basic info tab). Please review the information you entered to ensure accuracy; this is your last opportunity 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 you are happy with your submittal, navigate to the submission tab.

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

Trouble Shooting

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 exclamation point ⚠ will appear on the basic info tab. The red exclamation point ⚠ 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 exclamation point ⚠ will no longer display on the basic info tab.

40128
New

1 Basic Info
2 Attachment
3 Review
4 Submission

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

Submittal Form(s) Summary

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

X Basic Info

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 lower right. A red exclamation point on the attachment tab will appear. The red exclamation point on the Submission tab is correct at this point.

Go to the attachment tab, specify the document type, and click the red Save button .

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
Missing the attachment type.

PDF 249 KB

Submission tab

Ready to submit

Review the certification statement in the first section and select the box to acknowledge you have read and agree to the above certification statement.

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

Review the confidential business information statement in the last section and click the appropriate radio button.

NOTE: DEQ treats the information received on the submitted material recovery survey as confidential information and will not release the contents of the reporter's individual survey to the public. Only the aggregate data collected from all surveys is released publicly.

Confidential Business Information (CBI)

☒ Yes ☐ No

Confidential nature: ORS 459A.050 (7) states, "Information collected under subsection (6) of this section, as it relates specifically to the entity's customer lists or specific amounts and types of materials collected or marketed, shall be maintained as confidential by the Department and exempt from disclosure under ORS 192.410 to 192.505. The Department may use and disclose such information in aggregated form."

Click the submit button at the bottom of the submission tab to complete your facility's material recovery survey.

21425

Open

1 Basic Info

2 Attachment

3 Review

4 Submission

Certification Statement

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

☒ I have read and agree to the above certification statement

Security Precautions

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

Disclaimer

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

Confidential Business Information (CBI)


☐ Yes ☒ No

Confidential nature: ORS 459A.050 (7) states, "Information collected under subsection (6) of this section, as it relates specifically to the entity's customer lists or specific amounts and types of materials collected or marketed, shall be maintained as confidential by the Department and exempt from disclosure under ORS 192.410 to 192.505. The Department may use and disclose such information in aggregated form."

Submit

NOTE: Until you submit using the blue submit bar, your report will remain as pending (saving is not submitting).

Not ready to submit

If for some reason you are not ready to submit, please click the red Save button  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.

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.

Search

+ Submittal

< [List Icon] [Grid Icon]

1 ~ 1 of 1

Updated Date (New-Old)

Criteria

Keywords

Filter by Submittal RID, Site RID, Site Identifier, Site/Property Name, Site/Property Address, Site Identifier .

Obligation Type

☐ Obligation

☐ Non-obligation

Updated Date

Submittal Site or Subject

Example Solid Waste Permitted Disposal Site

21425

Solid Waste - Material Recovery Survey

Land Quality

Status/ Updated Date

Open

11/4/2025 Today

1/1/2024 ~ 12/31/2024

11/30/2025

Action/ Preparer/ Other Info

Solid Waste Test RO

86882

New

1 ~ 1 of 1

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 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-hand corner.

Solid Waste - Material Recovery Survey

40242 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: 40242

Submittal Date: 2/14/2025, 7:47:23 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

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

Uploaded Attachment List

MRS_PrivateRecyclerSurvey.xlsx Material Recovery Survey "Confidential Business Information - Do Not Release" XLSX 9 KB

Submittal Form Info

Name: Solid Waste - Material Recovery Survey

Method: Online Submission

Confidential Business Information: Yes

Certification

Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

Question: Not Applicable

Answer: Not Applicable

PIN Number: Not Applicable

RO: Solid Waste Test RO

Sender IP: 159.121.206.56

Mail-to Attachment List

No record.

Finish

Receipt

Submittal Form

Staff contact

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

Inquiries regarding completion of the material recovery survey spreadsheet should be directed to the Material Recovery Project Lead at 503-229-6724 or recovery.info@deq.oregon.gov

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

All inquiries regarding the permit associated with this reporting form should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ's regional offices are as follows:

If your facility/project is in this county...	...then send to this DEQ office
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler	Eastern Region Materials Management Program 400 E Scenic Drive, Suite 307 The Dalles, OR 97058 Phone: 541-298-7257 DEQER.SolidWastePermitCoordinator@deq.oregon.gov
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington	Northwest Region Environmental Partnerships 700 NE Multnomah St., Suite 600 Portland, OR 97232 Phone: 503-229-5353 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

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	2/14/25	Initial draft	CMP
2.0	6/30/25	Second draft	CMP
3.0	11/4/25	Accessibility updates and final draft	CMP