Transfer Station Annual Report User Guide

Version 3.0

October 2025

State of Oregon
DEQ Department of Environmental Quality

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Version 3.0
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State of Oregon
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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 Transfer Station Annual Report that is required by Oregon law for their facility.

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.
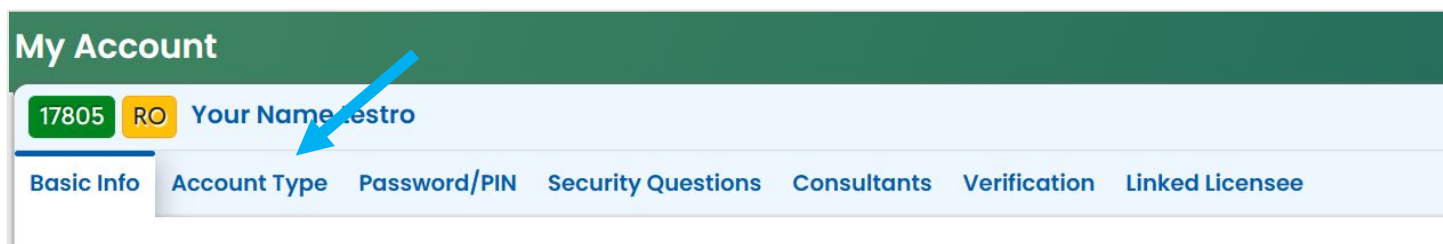
To add Solid Waste to an existing account, click your name in the top right corner.
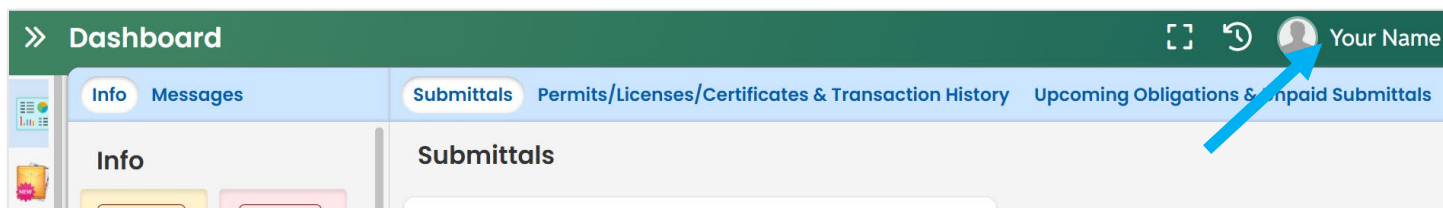
In the panel that opens, click the Go to my account button 🖉.
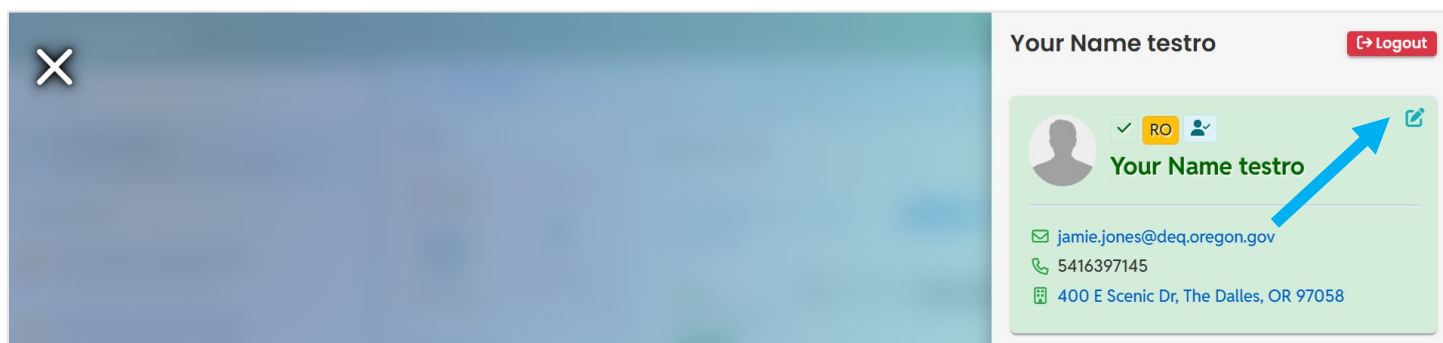
Click the Account Type tab.

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

| Basic Info | **Account Type** | Password/PIN | Security Questions | Consultants | Verification | Linked Licensee |

☐ **8** Asbestos	☐ **3** CAFO	☐ **4** Cleaner Air Oregon
☐ **3** Cleanup and Site Remediation	☐ **8** Climate Protection Program ✴	☐ **1** Gasoline Transporter
☐ **5** General NPDES Domestic	☐ **17** General NPDES Industrial	☐ **4** General NPDES Mining
☐ **5** General WPCF Domestic	☐ **10** General WPCF Industrial	☐ **5** Greenhouse Gas Reporting ✴
☐ **13** Hazardous Waste	☐ **8** Heating Oil Tank	☐ **16** Individual NPDES Domestic
☐ **7** Individual NPDES Industrial	☐ **14** Individual WPCF Domestic	☐ **7** Individual WPCF Industrial
☐ **6** Leaking Underground Storage Tank	☐ **10** MS4 - Municipal Separate Storm Sewer System	☐ **7** NPDES- Stormwater (Construction)
☐ **23** NPDES- Stormwater (Industrial)	☐ **3** NPDES: Public Agencies Only 1200-CA ✴	☐ **2** Sewage Disposal Service License
☑ **31** Solid Waste ⬅ 👍	☐ **3** Third-Party Verification ✴	☐ **8** UIC - Underground Injection Control
☐ **21** Underground Storage Tank	☐ **2** WasteWater Operator Certificate	☐ **6** WPCF - Onsite

Introduction

This document provides information necessary to complete the DEQ-approved form for reporting incoming waste for all Oregon transfer Station facilities in [Your DEQ Online](#).

The Transfer Station Annual Report is to be completed by any DEQ permitted transfer station facility and is due every year on the 31st day of January following the end of the calendar year.

Important Things to Know Before you Start Your Submittal

The system uses a lot of buttons. If you're curious about what an 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 transfer station annual report

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

If you do not have a user account, refer to the 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 green arrows ≫ next to Dashboard to open the left panel.
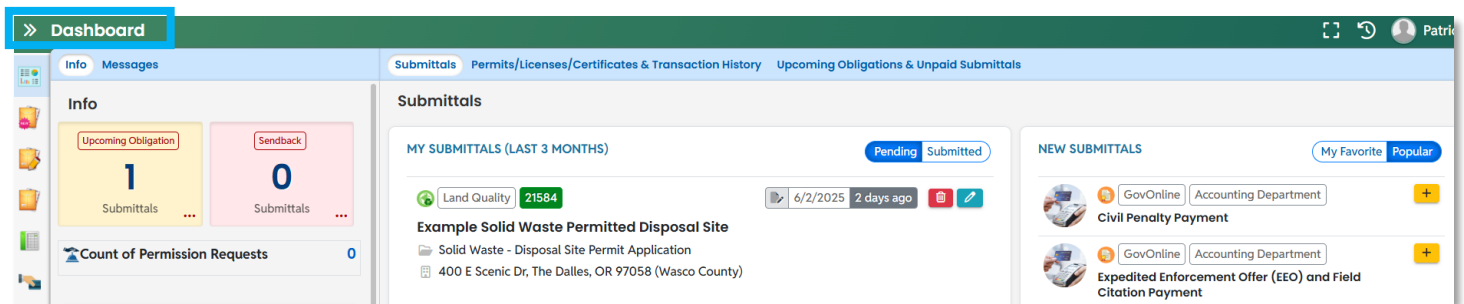

Click "Upcoming Obligations".
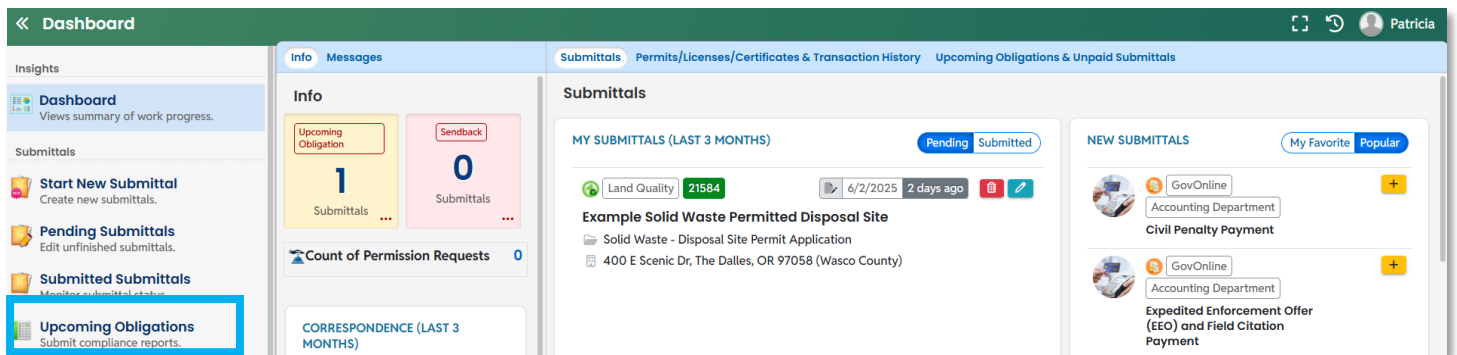
Click the green arrows ≪ again to close the left panel. Any new, unopened reporting obligations will appear.

If multiple obligations are shown, to locate the correct transfer station annual report in the upcoming obligations module, DEQ recommends first searching for "transfer" in the submittal type filter by clicking the "+" next to the submittal type box to open the search field and then select the name of the "Solid Waste - Transfer Station Annual Report" below it. Alternatively, use the keywords filter to search for your facility name or submittal ID.
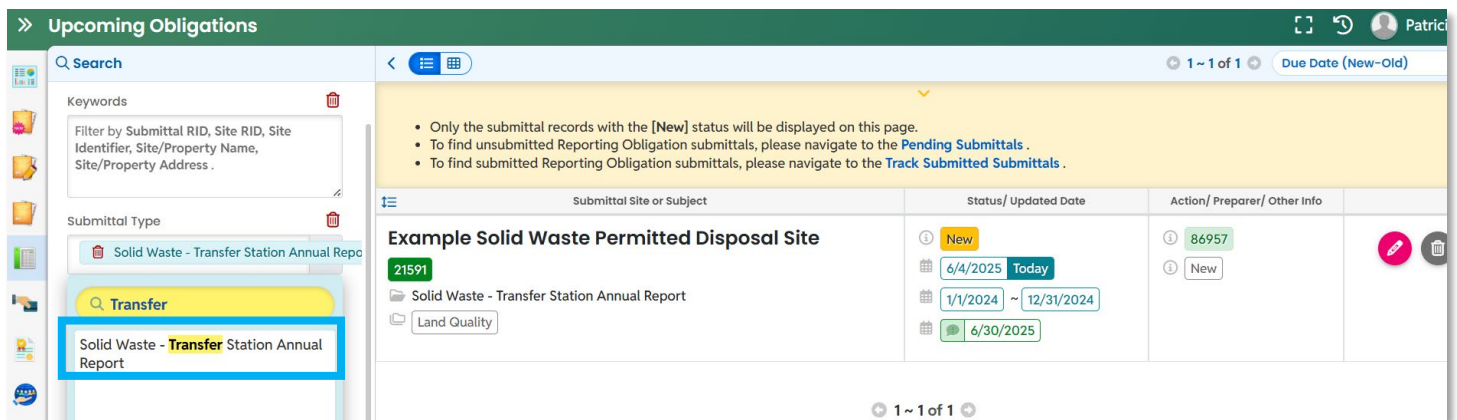
NOTE: If you are not seeing a reporting obligation for your facility, you may need to go to your Account Settings in YDO and add the facility to your account under the Account Type tab.

Click the badge button on the side bar

Click the Account Type tab

Scroll Down to Add Permissions (click the yellow rectangle if there is nothing below it)

In the Search bar or the left side of the box, type the name of the facility (capitalization does not matter) If you get many or even no results, refine your search by using words that are unique to the name or the number and street name.

Click the box next to the correct name or names that appear (multiple appearances for your facilities may be shown if you are part of more than one program or have more than one permit, have facilities at more than one address, etc.).

On the right side click the box next to Solid Waste

At the top of the column where it now shows Solid Waste, click the black arrow in the yellow box.

Finally click the red Save button on the lower right and return to your upcoming obligations where the report should now be visible.

Click the "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

40222

📁 Solid Waste - Transfer Station
Annual Report

📁 Land Quality

ⓘ New

📅 2/13/2025 Today

📅 1/1/2024 ~ 12/31/2024

📅 💬 2/28/2025

ⓘ 86436

Filling out the transfer station annual report

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.

To access a short 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. This step is optional and will maximize the report screen space.

NOTE: Click the red Save button ⊟ (bottom right) 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.

Fee contact

Complete the fee contact information. This is the person that DEQ will send the annual fee invoice to in July or contact with invoice related questions. Even if the contact information has not changed, you must complete at least the required fields shown. Click the red Save button when complete.

Zero tonnage to report

NOTE: All reporters with an active permit are required to submit an annual report, even if they have not accepted waste for the year.

If you do have tonnage to report, skip to the incoming waste section of this guide. This section is for reporters who have no tonnage to report for the period.

To submit a zero-tonnage report, scroll to the bottom of the permit and verify that zero is shown in the total field then click the red Save button. Proceed to the attachment tab section.

If you wish to modify or terminate your permit, contact the permitting coordinator for your county in the staff contact information at the end of this guide.

Incoming waste

Report all waste received from franchised and licensed waste hauler (compacted and uncompacted) and waste received from private parties at the transfer station (if accepted) for the reporting year by quarters.

Select either tons or cubic yards for reporting waste received for that waste type by using the dropdown at the top of each reporting section. Choose tons (if measured by scale(s)) or cubic yards (if measured by volume).

If cubic yards are selected, conversion to tons for each material is automatically calculated within the form when cubic yards are chosen in the dropdown.

Outgoing waste (amount shipped off site)

List the name of the facility or facilities that the incoming waste was transferred to for final disposal.

Click the +new button **+ New**

Outgoing Waste (Amount Shipped Off Site)

	Facility Name	Jan–Mar	Apr–Jun	Jul–Sep	Oct–Dec	Total Tons	
▾ ①		0	0	0	0	0	🗑

Facility Name	Jan 1 – Mar 31	Apr 1 – Jun 30	Jul 1 – Sep 30	Oct 1 – Dec 31	Total Tons
ⓘ Required	0	0	0	0	0

Enter the facility name and the tons of waste transferred to the facility each quarter.

Outgoing Waste (Amount Shipped Off Site)

	Facility Name	Jan–Mar	Apr–Jun	Jul–Sep	Oct–Dec	Total Tons	
▾ ①	**Coffin Butte**	**1250**	**1135**	**1375**	**946**	**4706.00**	🗑

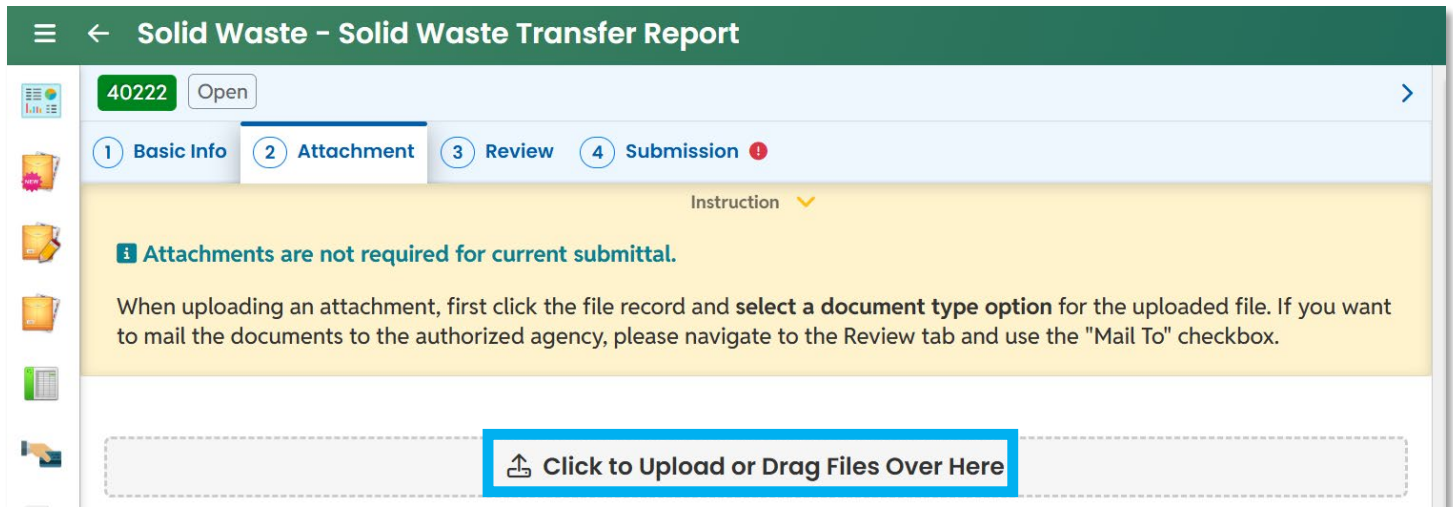| Facility Name	Jan 1 – Mar 31	Apr 1 – Jun 30	Jul 1 – Sep 30	Oct 1 – Dec 31	Total Tons
Coffin Butte	1250	1135	1375	946	4706.00

When your entries are complete, save your progress by clicking the Save button 🔘. Make sure you see "submittal saved successfully" appear in the top right of the report before you the screen to ensure your progress is saved. Click the Save button again if you are not certain.

NOTE: Once you complete all the required fields by following the above instructions, the red exclamation point ⓘ on the Basic Info tab at the top of the page will go away and you can navigate to the attachment tab.

Attachment tab

Attachments are not required for this report, but if you wish to provide supplemental information, select 'Click to Upload or Drag Files Over Here':
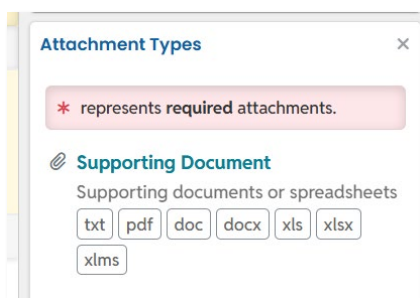

Each attached document must be:

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

To upload a file, select or drag the file you wish to upload. Not all types of documents may be accepted. If you encounter any issues while uploading, refer to the list on the right-hand sidebar if you are having any issues uploading. If the right-side bar is currently collapsed, you may click the arrow (<) at the top right of the main panel to reopen it.
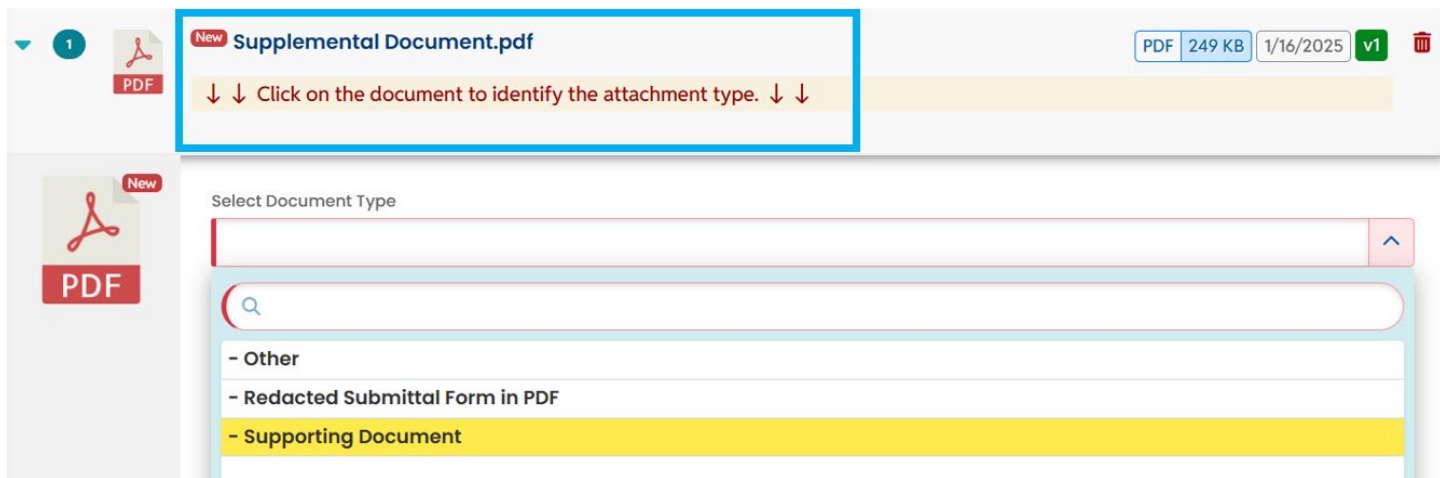

NOTE: If your document is larger than 50 MB, or you are encountering issues attaching your document, you may mail or email the document.

To mail documents to DEQ, please send 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 please send them to the email address for the reporting, fee and invoicing coordinator in the staff contact section at the bottom of this user guide. Please note, there is a 50 MB limit for email
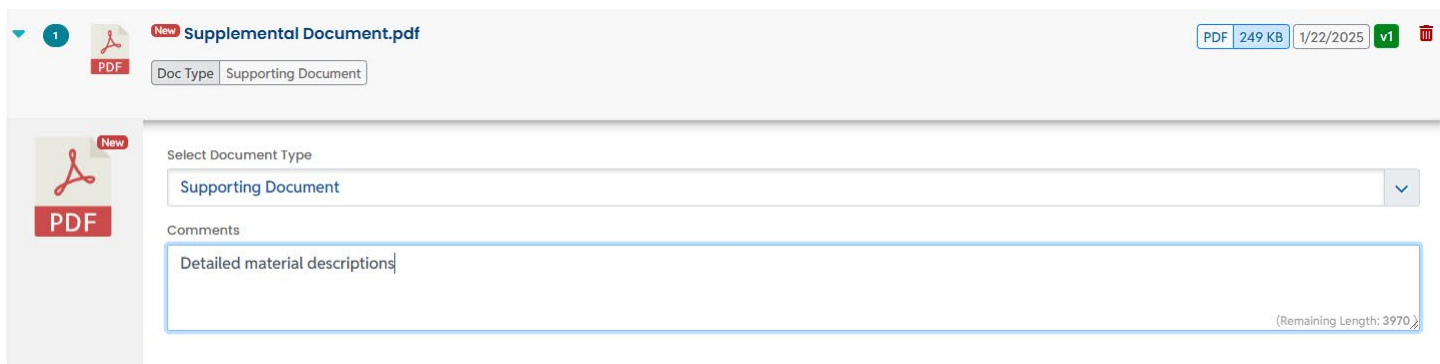
attachments as well and if the document is larger than that, it can either be split into smaller sections and emailed separately or you may reach out to the reporting, fee and invoicing coordinator regarding other options.

Below the file name, select "Click on document to identify the attachment type." and then select from one of the types listed.

Enter a brief description of the document in the "Comments section and click the red Save button ⬛ at the bottom right of the screen or the attachment to ensure it uploads successfully.

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

NOTE: If you have saved a document with an incorrect document type, you must delete the document using the red trash button 🗑 on the upper right and reattach the document to select the correct document type.

If you would prefer to mail or email the documents to DEQ, send them to the Reporting and Invoicing Coordinator listed in the [staff contact](#) section at the bottom of this user guide.

Payment

At the time of submittal, no payment is due for the Transfer Station Annual Report.

NOTE: For permittees with a Solid Waste Transfer Station Facility permit, DEQ will invoice the Fee Contact each year in July for the compliance fee. Fees are based on the tons of incoming waste accepted during the previous reporting year.

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

Reference: OAR 340-097-0110 and OAR 340-097-0120. Additional information is also available on the DEQ website.

Review tab
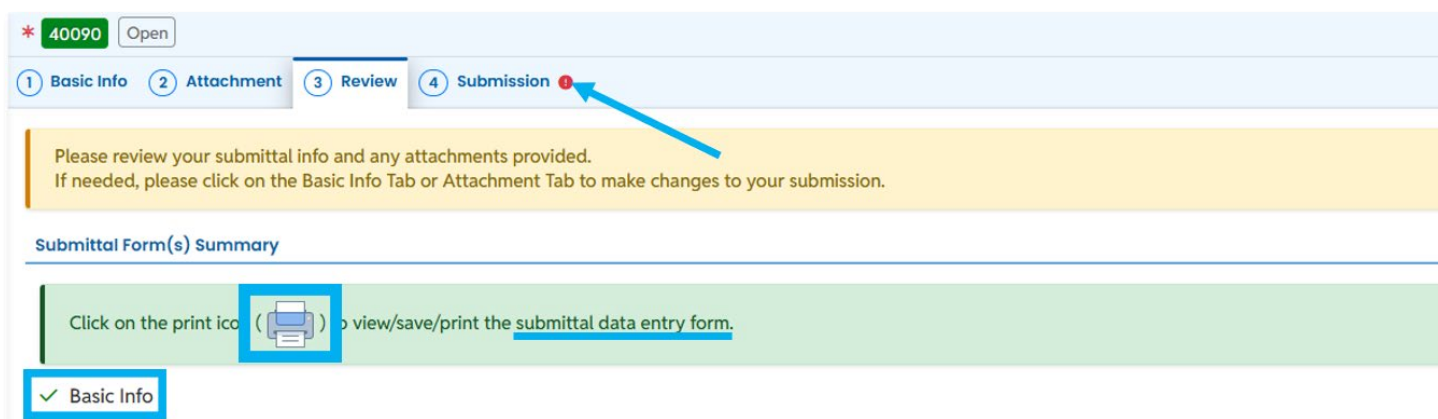
Congratulations! You are almost done.

When a green checkmark ✓ appears next to "Basic Info" below the green bar, and the only red exclamation point ❗ is on the submission tab, click the printer button 🖨 to open the submittal data entry form. It 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 submission.

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, please refer to the troubleshooting section below.

Troubleshooting

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. You will also see a red exclamation point ❗ on the basic info tab. The red explanation point ❗ on the submission tab is correct at this point.

Return 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.

Potential Attachment tab issues

If you added an attachment but did not specify the "document type," "missing the attachment type" will be visible under the pink bar on the lower right. You will also see a red exclamation point ❗ on the attachment tab. 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 🔘.
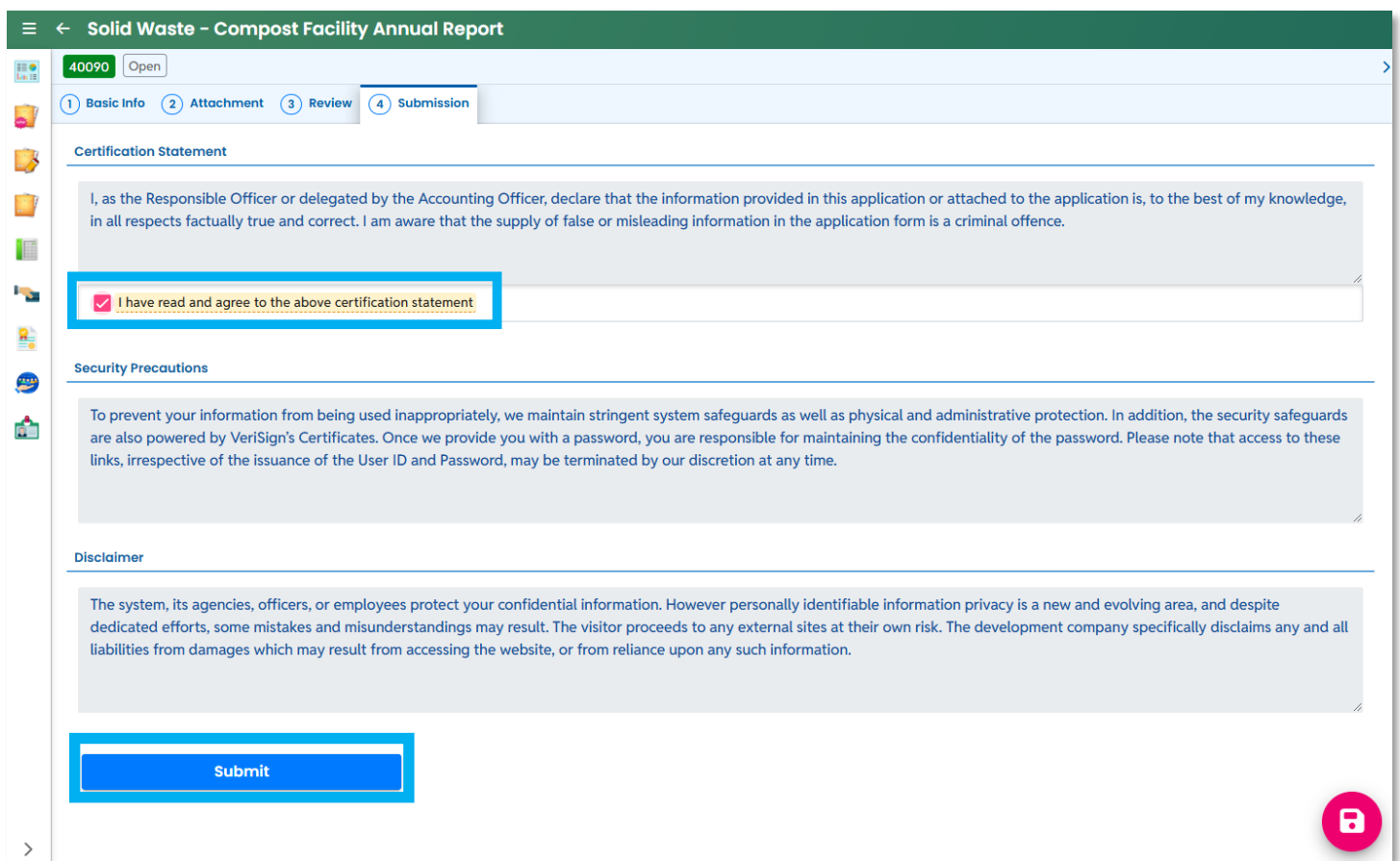
Submission tab

Ready to submit

Review the certification statement and select the box to acknowledge that you have read and agree to the above certification statement. Once you have checked this box the red exclamation point ❗ on the submission tab will disappear.

Click the blue submit button at the bottom of the submission tab to complete your facility's Transfer Station Annual Report.

NOTE: Until you submit using the blue submit button, your report will remain as pending. Saving is not the same as 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 now be in the pending submittals module on your dashboard.
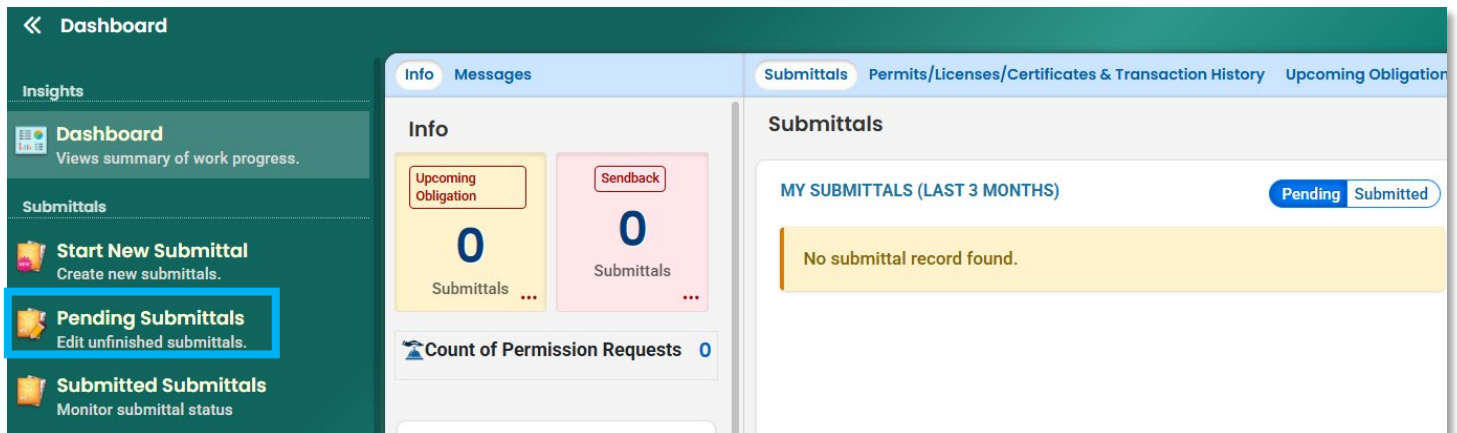
Submittal successful

If your submittal is successful, a screen will display that will allow 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.

Staff contact

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

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

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	6/4/25	Final draft	CMP
2.0	6/30/25	Style edits	LKS
3.0	10/26/25	Updates and final draft	CMP