

# Public User Guide- Submitting Request for Approval to Proceed Using Your DEQ Online

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# Introduction

Your DEQ Online is a comprehensive environmental data management system. Public users create an account that allows the user to electronically pay invoices or fees, obtain permits and licenses, and submit documents to the Oregon Department of Environmental Quality.

This User Guide is intended for the use of UST Service Providers and provides a detailed explanation of how to request approval to proceed during construction projects.

It is assumed that the user will have an active account (required) with the YDO system. Please visit [Your DEQ Online](#) for all things YDO, including technical support and the YDO Help Desk.

Go directly to the [Public Portal page](#). Click the “Register Account” button outlined to establish an account.

A screenshot of the "Public Portal" login and registration interface. The title "Public Portal" is at the top in white. Below it is "Environmental Data Management System (EDMS)". There are two input fields: "Username" and "Password (Forgot Password?)". The password field has a toggle icon (an eye) to its right. Below the fields is a "Login" button. At the bottom, there are two buttons: "Register Account" (highlighted with a red rectangle) and "Public Records Services".

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# Step 1 – Log in to YDO

The steps A through E below correspond to **A-E** in the image below.

- A.** Open a web browser on your computer and go to the [YDO Public Portal](#).
- B.** Enter your username,
- C.** Enter your password, and then
- D.** Click the Login button.
- E.** If you do not have a username and password, please click the button labeled Register Account, enter the required information, and obtain a YDO account and a username and Password. Then return to this page and enter your credentials to log in.

The screenshot shows a web browser window with the URL <https://oregon-public-uat.govonlinesaas.com/pub/login>. The page features a dark-themed login form titled "Public Portal" and "Environmental Data Management System (EDMS)". The form includes a username field (labeled B) containing "PublicUser", a password field (labeled C) with a "Forgot Password?" link, and a blue "Login" button (labeled D). Below the login fields are two buttons: "Register Account" (labeled E) and "Public Records Services". At the bottom of the form, there is contact information for assistance, including an email address "YourDEQOnline@deq.oregon.gov" and a link to "Online Help". The page also includes links for "Terms of Use" and "Privacy Statement". The background of the page is a scenic image of a forest stream.

## Step 2 – Start New Submittal and Enter Information

The Dashboard page opens when you have successfully logged into YDO:

**Dashboard**

**Info** Messages Submittals Permits/Licenses/Certificates & Transaction History

**Info**

Upcoming Obligations Sendback

0 Submittals ... 0 Submittals ...

**CORRESPONDENCE (LAST 3 MONTHS)**

Open 2

Authority Unr... 0

Public Unread 0

**Messages**

**ANNOUNCEMENT**

**Submittals**

**MY SUBMITTALS (LAST 3 MONTHS)** Pending Submitted

Land Quality 39953 8/8/2023 2 days ago

UST - Supervisor License Application

Land Quality 39914 8/2/2023 8 days ago


**SUNNYSIDE ELEMENTARY SCHOOL**


UST - 3-day Notice


3421 SE SALMON ST, PORTLAND, OR 97214


Click on the Start New Submittal icon  outlined above.

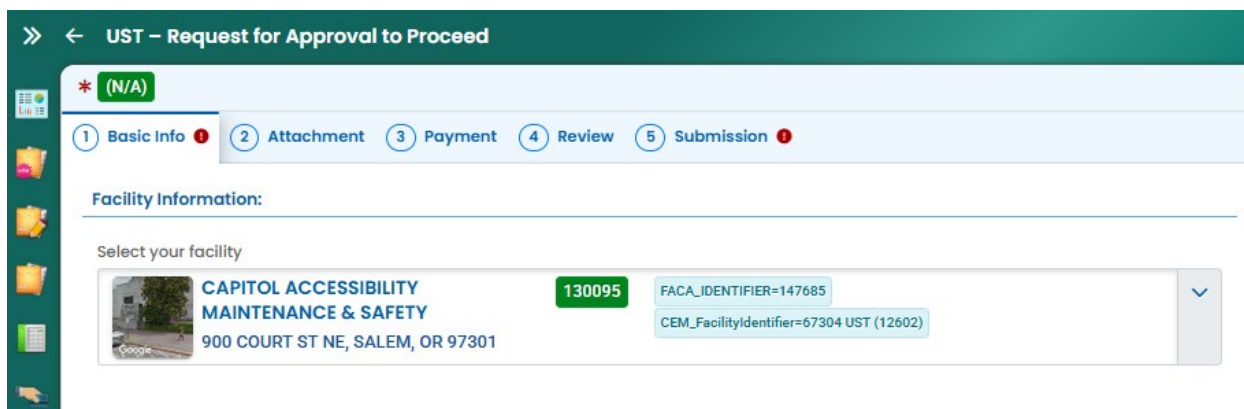
The “New Submittal” window opens:

Scroll down the window, using the scroll bar on the far right if needed, until “UST – Request for Approval to Proceed” is visible (above). Click on the create new submittal button  outlined, above, to open the “UST – Request for Approval to Proceed” submittal:

Note that clicking on the  symbol saves the information entered; You should save at the end of every step of any submittal.

(Above graphic, left) Note: “Basic Info” is one of several Workflow tabs (not to be confused with browser tabs). Tabs or fields that require action or completion to proceed to the next step of the Submittal are marked with:  (see the tabs, above). YDO removes the red symbol when the requirements of that submittal are satisfied.

Select the facility by using the dropdown menu. Click on the down-pointing arrow at the right side of the "Select your Facility" box,  outlined, above.



Select which type of project you are working on:

#### Request Details

What is this Request for?

☐ Installation ☐ Modification ☐ Repair ☐ Decommissioning

 Required

Select the UST Service Provider and the UST Supervisor who are performing the work. Note: only UST Service Providers and UST Supervisors with current licenses that match your project are displayed.

#### Service Provider & Supervisor Information

Service Provider Name

 Required

Supervisor Name

 Required



Enter the date the work will be performed:



**Work Schedule Information**

Work Start Date

mm/dd/yyyy

**Required**

Finally, describe the work. You must have current manufacturer's certification for every piece of equipment that is to be tested or repaired.



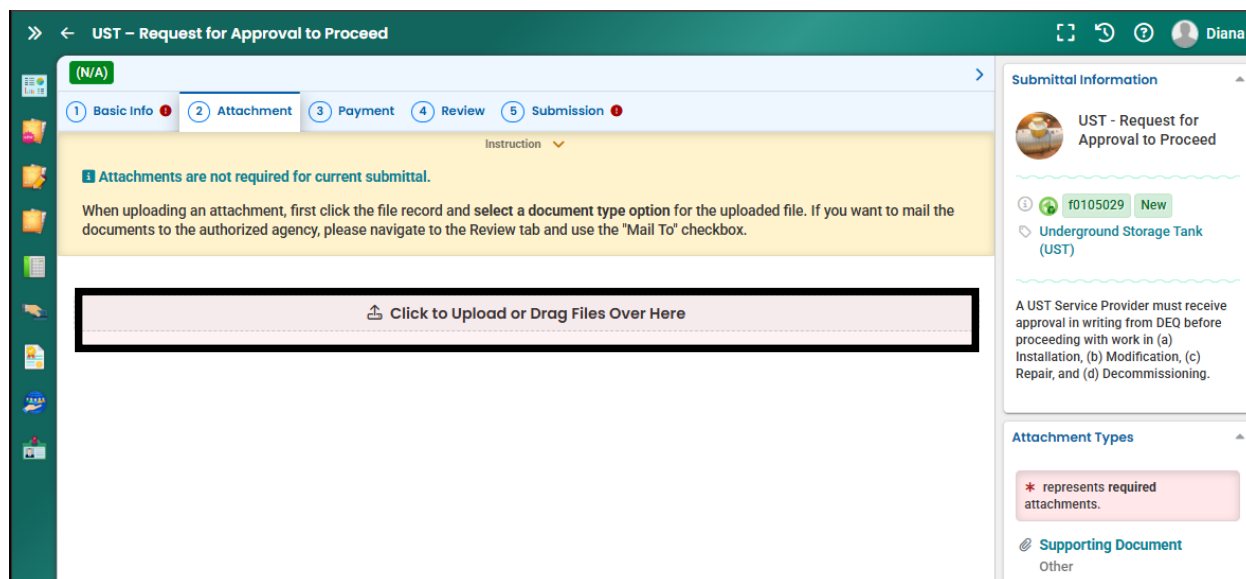
Description of the work

(Remaining Length: 4000)

**Required**

## Step 3 – Optional Attachments

If you want to submit photos or other documents to support the request for approval to proceed, click on the "Attachments" tab:



UST - Request for Approval to Proceed

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**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

**Submittal Information**

UST - Request for Approval to Proceed

f0105029 New

Underground Storage Tank (UST)

A UST Service Provider must receive approval in writing from DEQ before proceeding with work in (a) Installation, (b) Modification, (c) Repair, and (d) Decommissioning.

**Attachment Types**

\* represents required attachments.

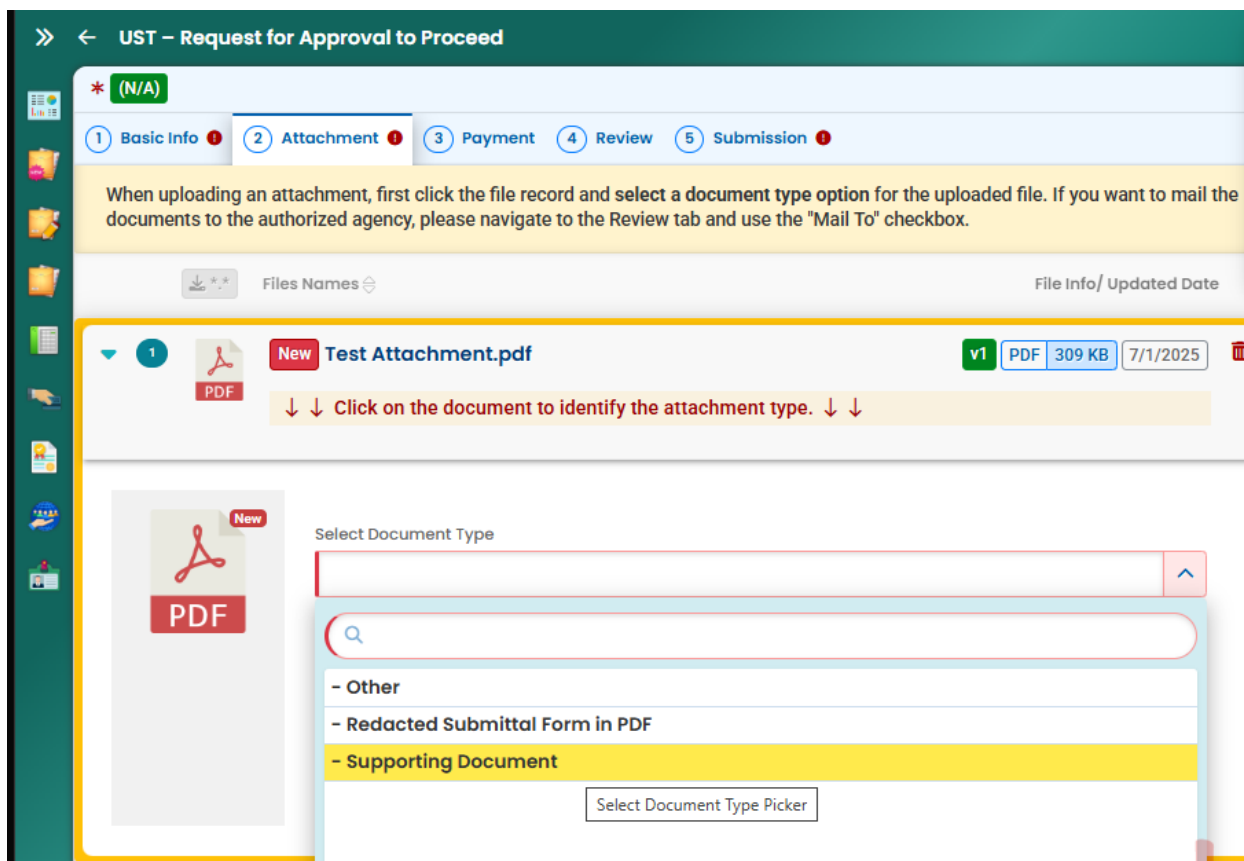
Supporting Document

Other

The box outlined above indicates the "Click to Upload" button which also serves as the "Drag Files Over Here" box.


Either click on the button (the button turns yellow first) to navigate to, and then select, the file to upload, or drag the file you want to upload on top of the box/button and drop it there.

After you upload the supporting document, you must identify it. Click inside the Attachment Panel to expand it, and then click in the drop-down menu to display the choices as shown below- choose "Supporting Document," as highlighted below.



Below is an example of an uploaded file --with file type and date-- uploaded in the YDO window:



Click on the red "Save" button  in the lower right corner of the window, and proceed to Step 4- Submission.

## Step 4 – Submission



The Review tab shows the status of your submittal. To finish and submit the submittal to DEQ, click on the “Submission” tab (in red, above). The following page opens: Click the required acknowledgment checkbox, and the “Submit” button will turn blue.

Click the “Submit” button You will see the following summary page:

You will receive an email from [yourdeqonline@govonlinesaas.com](mailto:yourdeqonline@govonlinesaas.com) acknowledging receipt of your submittal, and a further email when the submittal is processed by DEQ. You must receive approval to proceed before doing the work. If DEQ does not reply within 3 business days, approval is granted automatically.