

Public User Guide- Submitting 3-Day Notice for Testing or Repair using Your DEQ Online

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This document was prepared by
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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 submit notification before scheduled testing or repairs.

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" for the Environmental Data Management System (EDMS). The interface has a dark background. At the top, it says "Public Portal" in white, followed by "Environmental Data Management System (EDMS)". Below this are two white input fields: "Username" and "Password (Forgot Password?)". The password field has a small eye icon to its right. A grey "Login" button is positioned below the password field. At the bottom, there are two buttons: a blue "Register Account" button with a person icon and a yellow "Public Records Services" button with a bell icon. The "Register Account" button is highlighted with a red rectangular border.

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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 click [this link](#):

or type into the address window.

- 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.govonlineaas.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 with the value "PublicUser" (labeled B), a "Password" field with masked characters and a "(Forgot Password?)" link (labeled C), 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. The browser's address bar and various icons are visible at the top.

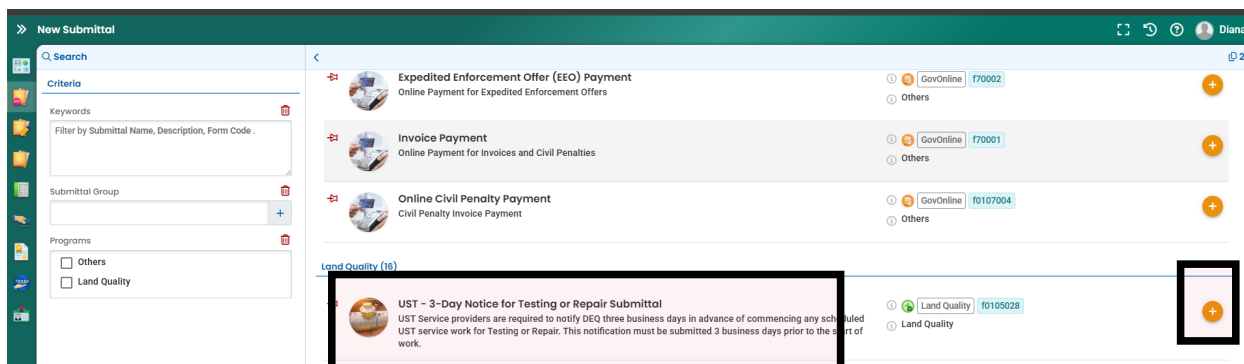
Step 2 – Start New Submittal and Enter Information


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


The screenshot displays the YDO Dashboard. The top navigation bar includes a hamburger menu icon and the word 'Dashboard'. Below this, there are tabs for 'Info', 'Messages', 'Submittals', and 'Permits/Licenses/Certificates & Transaction History'. The 'Info' tab is currently selected. On the left side, there is a vertical sidebar with various icons; the 'Start New Submittal' icon (a folder with a plus sign) is highlighted with a black box. The main content area is divided into two columns. The left column, under the 'Info' tab, shows 'Upcoming Obligations' and 'Sendback' counts, both at 0. Below this is a section for 'CORRESPONDENCE (LAST 3 MONTHS)' with three items: 'Open' (2), 'Authority Unr...' (0), and 'Public Unread' (0). The right column, under the 'Submittals' tab, shows 'MY SUBMITTALS (LAST 3 MONTHS)' with two entries. The first entry is for 'Land Quality' (39953) with a status of 'Pending' and a date of 8/8/2023 (2 days ago). The second entry is for 'Land Quality' (39914) with a status of 'Submitted' and a date of 8/2/2023 (8 days ago). Both entries are for 'SUNNYSIDE ELEMENTARY SCHOOL' and include details about 'UST - 3-day Notice' and the address '3421 SE SALMON ST, PORTLAND, OR 97214'.

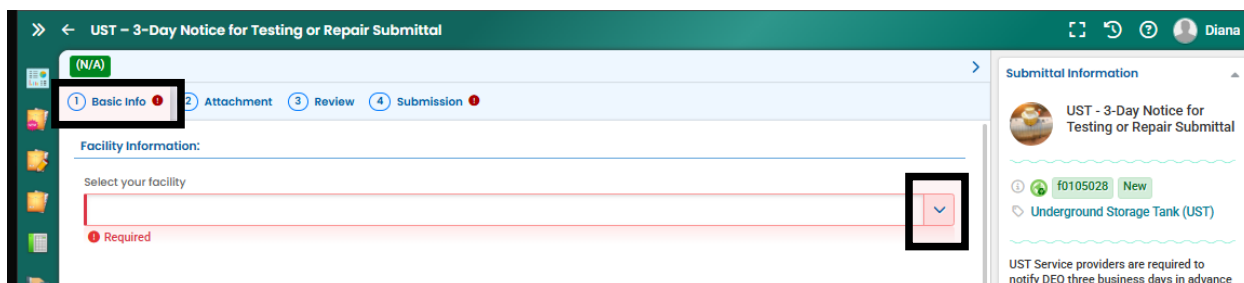
Click on the Start New Submittal icon  outlined above.

The “New Submittal” window opens:





Scroll down the window, using the scroll bar on the far right if needed, until “3-Day Notice for Testing or Repair Submittal” is visible (above). Click on the create new submittal button  outlined above, to open the “UST - 3-Day Notice for Testing or Repair 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.


» < UST – 3-Day Notice for Testing or Repair Submittal

* (N/A)

1 Basic Info 2 Attachment 3 Review 4 Submission

Facility Information:

Select your facility

	CAPITOL ACCESSIBILITY MAINTENANCE & SAFETY 900 COURT ST NE, SALEM, OR 97301	130095	FACA_IDENTIFIER=147685 CEM_FacilityIdentifier=67304 UST (12602)	▼
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Select which notification you are submitting, Compliance Testing or Repair

Notice Details

What is this 3-Day Notice for?

Compliance Testing ▼

Select the UST Service Provider and the UST Supervisor who are performing the work. Note: only UST Service Providers and UST Supervisors with current Installation/Retrofit, Testing or Cathodic Protection licenses 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 – Attach Manufacturer's Certifications

Again, you must have current manufacturer's certification for every piece of equipment that is to be tested or repaired. If you encounter a piece of equipment that you did not expect when submitting this submittal, include the certification with the test result submittal. If you encounter a piece of equipment you are not certified to test or repair, you may not test or repair it.

Click on the "Attachments" tab:

The screenshot shows a web application interface for a submittal. The title bar reads "UST - 3-Day Notice for Testing or Repair Submittal". Below the title bar, there is a navigation bar with four tabs: "1 Basic Info", "2 Attachment" (which is selected and has a red indicator), "3 Review", and "4 Submission" (which also has a red indicator). To the left of the tabs is a sidebar with various icons. The main content area has a yellow background and contains an instruction: "Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information." Below this instruction, there is a text box that says: "When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the 'Mail To' checkbox." At the bottom of the main content area, there is a large button with a dashed border that says "Click to Upload or Drag Files Over Here".

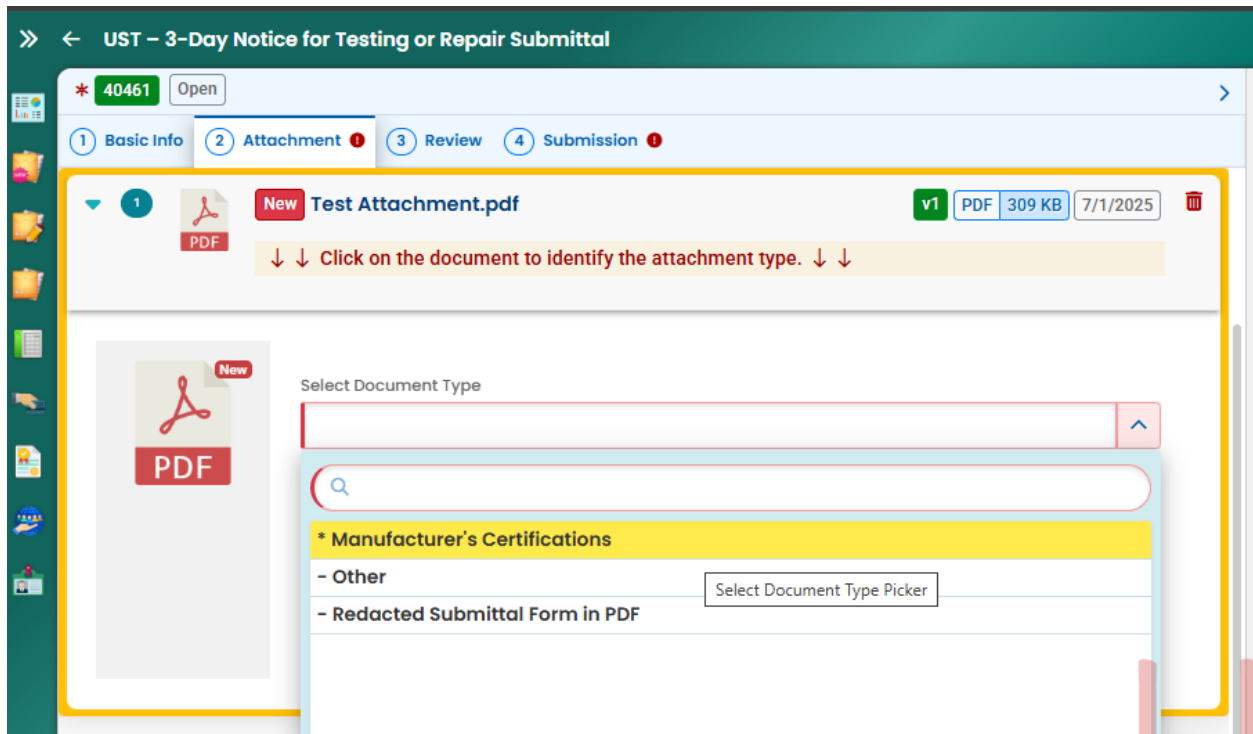
Note that as with all "Submittals", the "Required Attachments" are indicated on the right side of the page.

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

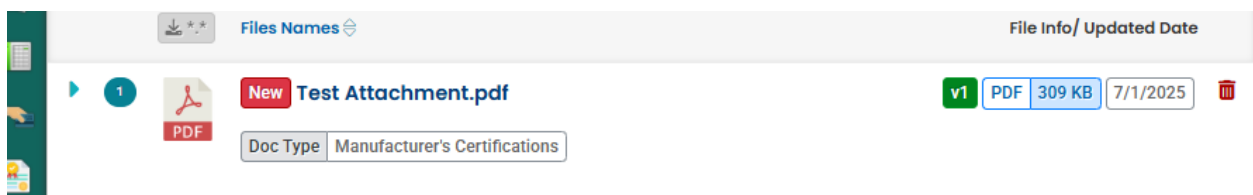
Either click on the button (the button turns yellow first) to navigate to, and then select, the file to upload (in this case the "Manufacturer's Certifications") or drag the file you want to upload on top of the box/button and drop it there.


- Note that if you do not submit the correct documentation, your Submittal will be rejected. You will receive an email message from YDO outlining the changes you need to make, and you will need to upload the correct documentation.

After you upload the “Manufacturer’s Certifications” it must be identified. Click inside the Attachment Panel to expand it, and then click in the drop-down menu to display the choices as shown below- choose the highlighted “Manufacturer’s Certifications”:



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



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:

UST - 3-Day Notice for Testing or Repair Submittal

40461 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 Form Info
Submittal ID: 40461 Submittal Date: 7/1/2025, 6:55:41 AM Submittal By: Diana Foss 5038690770 diana.foss@deq.oregon.gov	Name: UST - 3-Day Notice for Testing or Repair Submittal 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
Payment Detail Not Applicable.	

Submitted Successfully

Submittal Information

Submittal Saved Successfully

for Testing or Repair Submittal

10105028 New

Underground Storage Tank (UST)

UST Service providers are required to notify DEQ three business days in advance of commencing any scheduled UST service work for Testing or Repair. This notification must be submitted 3 business days prior to the start of work.

Attachment Types

No attachments are required for current submittal.

* Current list is a snapshot from the date submitted.

Site Info

CAPITOL ACCESSIBILITY MAINTENANCE & SAFETY

You will receive an email from yourdeqonline@govonlinesaas.com acknowledging receipt of your submittal, and a further email when the submittal is processed by DEQ. You do not need to wait for DEQ to process the submittal; notification of testing or repair is all that is required.

If you are performing testing and can replace a malfunctioning component, like a sensor or a leak detector, while on site, you may do so and submit notification of the repair within 72 hours after you are done. Similarly, in the case of an emergency repair, you may notify DEQ within 72 hours after the repair is completed.