

November 21, 2024

UST Service Provider License Application using Your DEQ Online



This document was prepared by
The Oregon Department of Environmental Quality
Underground Storage Tank Program
700 NE Multnomah Street, Portland Oregon, 97232

Contact: Dave Pardue
Phone: 503-360-4287
www.oregon.gov/deq



[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

Contact: 800-452-4011 | TTY: 711 | deqinfo@deq.state.or.us

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of its programs or activities.

Visit DEQ's [Civil Rights and Environmental Justice page](#).

Introduction

Your DEQ Online (YDO) 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 Underground Storage Tank Service Providers and provides a detailed explanation of how to:

1. Renew an existing UST Service Provider License or
2. Submit a new UST Service Provider License Application.

If you are renewing, complete Step 2A and skip Step 2B. If you are submitting an application for your first Service Provider License, then skip Step 2A and complete Step 2B.

If you are renewing, be sure the legal name of your firm is exactly the same as when you first applied. Also make sure your License number is correct if you are adding specialties.

It is assumed that the user will have an active account (required) with the YDO system.

Please visit <https://www.oregon.gov/deq/Permits/Pages/Your-DEQ-Online.aspx> for all things YDO, including technical support and the YDO Help Desk.

Click <https://ordeq-edms-public.govonlinesaas.com/pub/login?web=1> to go directly to the Public Portal page. Click the "Register Account" button **outlined in red** below) to establish an account.



Public Portal

Environmental Data Management System (EDMS)

Username

Password (Forgot Password?)

Login

 Register Account

 Public Records Services



Table of contents

Introduction	3
Step 1 – Log in to YDO	6
Step 2A – Start Renewal Submittal and Update Information	7
Step 2B – Start New Submittal and Enter Information	11
Step 3 – Attach Documents Demonstrating Qualifications .	13
Step 4 – Payment.....	16
Step 5 – Submission	25

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:

<https://ordeq-edms-public.govonlinesaas.com/pub/login> 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 address bar displaying <https://oregon-public-uat.govonlinesaas.com/pub/login>. The browser's address bar is annotated with a red letter **A**. The page features a dark background with a forest scene. At the top, there is a logo for "YOUR DEQ ONLINE". Below this, the text "Public Portal" and "Environmental Data Management System (EDMS)" is displayed. The login form includes a "Username" field with the text "PublicUser" (annotated with a red letter **B**), a "Password" field with a masked password "*****" (annotated with a red letter **C**), and a "Login" button (annotated with a red letter **D**). Below the login form, there are two buttons: "Register Account" (annotated with a red letter **E**) and "Public Records Services". At the bottom, there is a section for assistance with contact information: "For assistance, please contact your agency from below:", "Email: YourDEQOnline@deq.oregon.gov", and "Online Help" with a link icon. At the very bottom, there are links for "Terms of Use" and "Privacy Statement".

Step 2A – Start Renewal Submittal and Update Information

The Dashboard page opens when the user successfully logs into YDO:

The screenshot shows the YDO Dashboard with a green header bar labeled "Dashboard". Below the header, there are two main sections: "Info" and "Submittals".

Info Section:

- Upcoming Obligation:** 22 Submittals
- Sendback:** 0 Submittals
- Count of Permission Requests:** 0
- CORRESPONDENCE (LAST 3 MONTHS):**

Environmental Interest	Open	Authority Unread	Public Unread
Total (All Programs)	0	0	0

Messages Section:

- ANNOUNCEMENT**

Submittals Section:

- MY SUBMITTALS (LAST 3 MONTHS)**
- Land Quality 39915**
- ALBANY ARCO #14**
- UST - Decommissioning or Change in Service Form and : 1128 E PACIFIC BLVD, ALBANY, OR 97321 (Linn County)
- dbo.Incident.LustId=418 UST (6103)
- Land Quality 39907**
- UST - General Permit Registration Form and 30-Day Not
- Land Quality 19857**
- UST - General Permit Registration Form and 30-Day Not
- Land Quality 19836**
- 42ND ST CHEVRON**
- UST - Installation Checklist
- 316 N 42ND, SPRINGFIELD, OR 97478 (Lane County)
- CEM_FacilityIdentifier=24613 UST (11856)
- Land Quality 17424**
- BELMONT ARCO INC.**

A red box highlights the "Info" tab in the left sidebar, and a red circle highlights the "Upcoming Obligation" and "Sendback" counts.

(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 and data entry fields, above). YDO removes the red symbol when the requirements of that entry are satisfied.

RENEWAL OF EXISTING LICENSE

If your firm **already has** a Service Provider License navigate to the Permit/License/Certificate module from the dashboard by clicking on the “Navigation” button (below, in red):

Then click on the “PLC” module (in red below).

Scroll through the list of permits and licenses to find your UST Service Provider entry:

First click on the purple button with the ellipses. This opens the sub-panel with the green circle and pencil. Click the green pencil icon to open the following page:

UST - Service Provider License Application

19681 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

UST Services Service Provider Information:

Legal Name
Supreme Being Productions

Country
☒ United States ☐ Canada

Address
700 NE Multn

Building, Unit, Suite, or Floor #

City
Portla

State
OR (Oregon)

Zip Code
97232

Email
dave.pardue@deq.oregon.gov

Phone
503-555-5555

Fax
000-000-0000

CCB Number

Corporate Headquarters

☐ Click here if corporate HQ info is different

Review the information in the “UST Services Provider Information” panel (above). Make any changes necessary.

Types of Services Provided

☒ Installation and Retrofit ☐ Decommissioning ☐ Tightness Testing ☐ Cathodic Protection

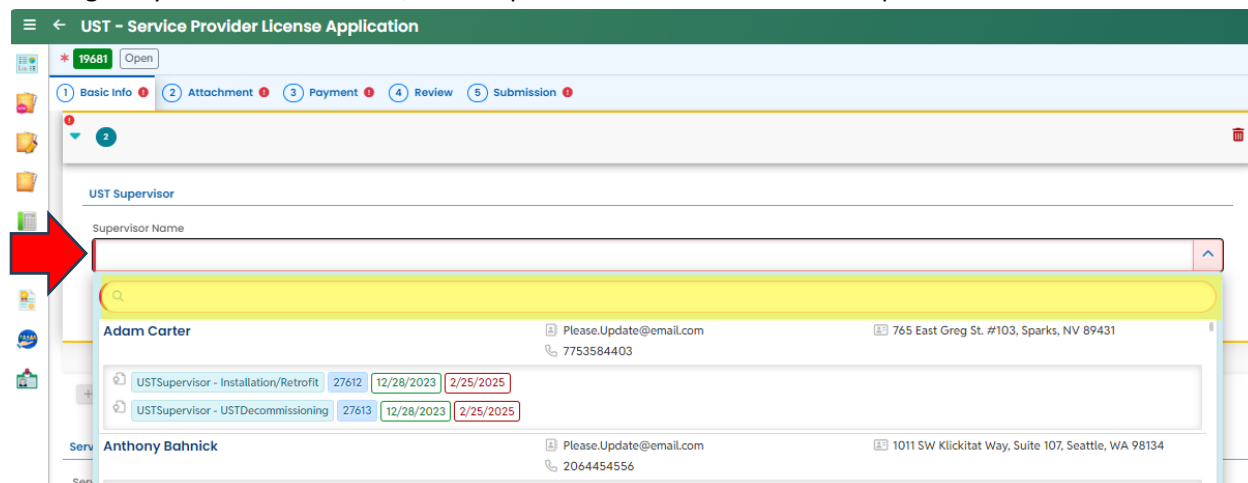
Supervisors Information

Supervisors Name	License Number	Type of License(s)
1 Adam Carter	27612	USTSupervisor - Installation/Retrofit

1 Results

+ New

Review the “Types of Service Provided” and the “Supervisors Information”. Add new Supervisors by clicking the yellow “New” button, which opens the search function for Supervisors:



UST - Service Provider License Application

19681 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

2

UST Supervisor

Supervisor Name

Adam Carter Please.Update@email.com 765 East Greg St. #103, Sparks, NV 89431 7753584403

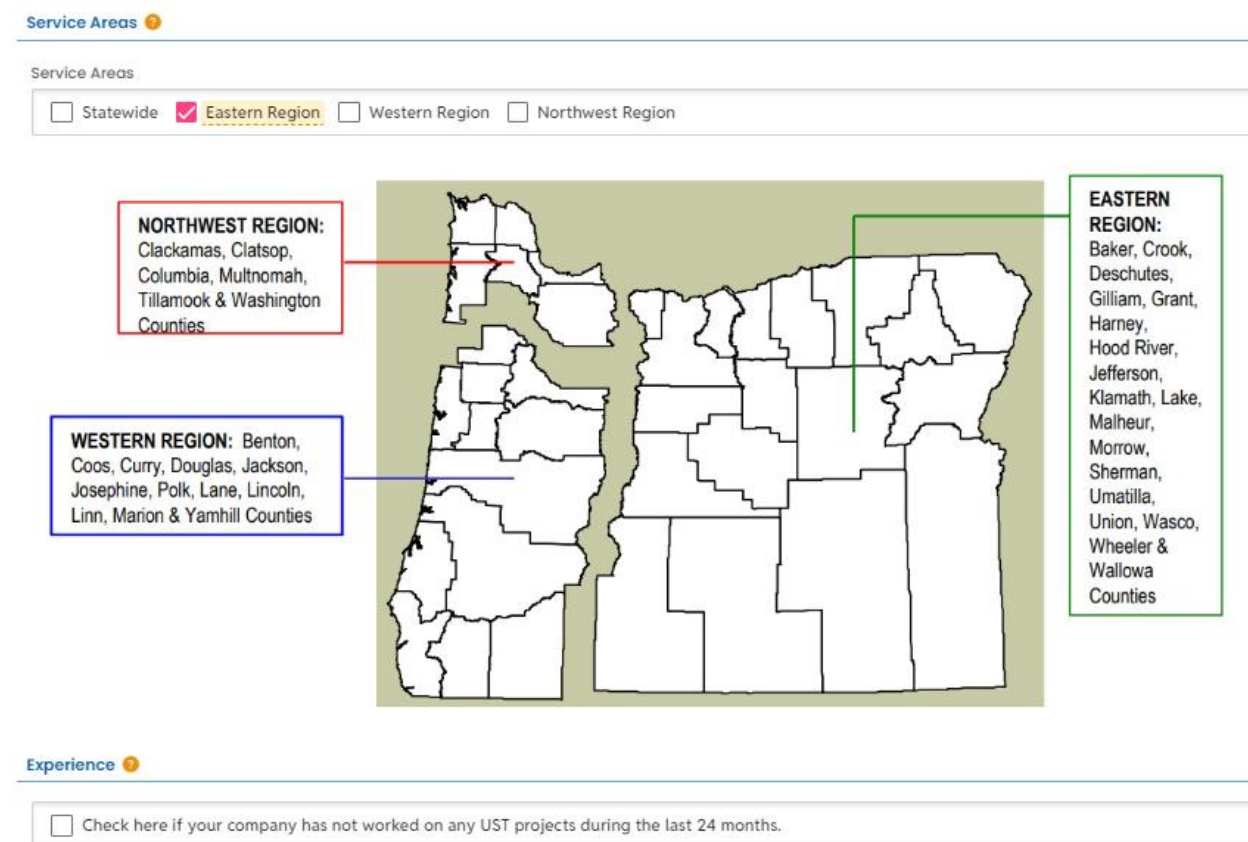
USTSupervisor - Installation/Retrofit 27612 12/28/2023 2/25/2025

USTSupervisor - USTDecommissioning 27613 12/28/2023 2/25/2025

Anthony Bahnick Please.Update@email.com 1011 SW Klickitat Way, Suite 107, Seattle, WA 98134 2064454556

Click in the “Supervisor Name” field (red arrow) to open the search function. Type the Supervisors name in the highlighted field above, and then choose the correct Supervisor.

Review the “Service Areas” where you plan to work, make any changes, and then check the “Experience” box if applicable:



Service Areas

☐ Statewide ☒ Eastern Region ☐ Western Region ☐ Northwest Region

NORTHWEST REGION: Clackamas, Clatsop, Columbia, Multnomah, Tillamook & Washington Counties

WESTERN REGION: Benton, Coos, Curry, Douglas, Jackson, Josephine, Polk, Lane, Lincoln, Linn, Marion & Yamhill Counties

EASTERN REGION: Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla, Union, Wasco, Wheeler & Wallowa Counties

Experience

☐ Check here if your company has not worked on any UST projects during the last 24 months.

Applicants renewing their License should skip Step 2B.

Step 2B – Start New Submittal and Enter Information

From the “Dashboard” click on the Start New Submittal Box outlined in red, on the left below.

Dashboard

Info Messages

Info

Upcoming Obligation
22
Submittals

Sendback
0
Submittals

Count of Permission Requests **0**

CORRESPONDENCE (LAST 3 MONTHS)

Environmental Interest	Open	Authority Unread	Public Unread
Total (All Programs)	0	0	0

Messages

ANNOUNCEMENT

Submittals

MY SUBMITTALS (LAST 3 MONTHS)

Land Quality **39915**

ALBANY ARCO #14

UST - Decommissioning or Change in Service Form
1128 E PACIFIC BLVD, ALBANY, OR 97321 (Linn Col
dbo.Incident.LustId=418 UST (6103)

Land Quality **39907**

UST - General Permit Registration Form and 30-Da

Land Quality **19857**

UST - General Permit Registration Form and 30-Da

Land Quality **19836**

42ND ST CHEVRON

UST - Installation Checklist
316 N 42ND, SPRINGFIELD, OR 97478 (Lane Count

The “New Submittal” window opens:

New Submittal

Search

Criteria

Keywords
Filter by Submittal Name, Description, Form Code

Submittal Group

Programs
☐ Others

UST - Product Modification Notice
Change the substance stored in a regulated UST
Land Quality f50057

UST - Return to Service
Return to service a UST that has been in temporary closure
Land Quality f50055

UST - Service Provider License Application
Submit an application for a NEW UST Service Provider License. If you already have a UST Service Provider License, you must renew it by clicking the purple button to the right of the license entry in the Permit/License/Certificate area on your dashboard.
Land Quality f50040

Scroll down the window, using the scroll bar on the far right if needed, until “UST-Service Provider License Application” is visible (above). Click on the orange + sign (above, right) to open the “UST- Service Provider License Application” submittal:

UST - Service Provider License Application

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Do you already have a Service Provider License?

☐ Yes ☐ No

1 Required.

UST Services Service Provider Information:

Legal Name

1 Required.

Country

☒ United States ☐ Canada

Address

1 Required.

Building, Unit, Suite, or Floor #

City

1 Required.

State

OR (Oregon)

Zip Code

00000-0000

1 Required.

Email

1 Required.

Phone

000-000-0000x00000

1 Required.

Fax

000-000-0000

CCB Number

If your firm already has a CCB number enter it in the space provided, above. If there is a separate Corporate Headquarter address, check the box below and complete the requested information in the fields that will appear when the box is checked.

Corporate Headquarters

☐ Click here if corporate HQ info is different

Types of Services Provided

☐ Installation and Retrofit ☒ Decommissioning ☐ Tightness Testing ☐ Cathodic Protection

Supervisors Information

Supervisors Name	License Number	Type of License(s)
Adam Carter	27612	USTSupervisor - Installation/Retrofit

1 Results

+ New

Choose the “Types of Services Provided” and then select a Supervisor with a corresponding license, employed by your firm.

Add new Supervisors by clicking the yellow “New” button, which opens the search function for Supervisors:

UST - Service Provider License Application

19681 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Supervisor Name

Adam Carter Please.Update@email.com 765 East Greg St. #103, Sparks, NV 89431 7753584403

USTSupervisor - Installation/Retrofit 27612 12/28/2023 2/25/2025

USTSupervisor - USTDecommissioning 27613 12/28/2023 2/25/2025

Anthony Bahnick Please.Update@email.com 1011 SW Klickitat Way, Suite 107, Seattle, WA 98134 2064454556

Click in the “Supervisor Name” field (red arrow) to open the search function. Type the Supervisors name in the highlighted field above, and then choose the correct Supervisor. Note that the list is alphabetized by first name, and only a portion of the list can be viewed by scrolling. In many cases it will be necessary to use the search function to select the correct Supervisor. The search bar is contained in the drop-down, and is indicated with the red arrow in the above image. Although the text in the yellow box above indicates otherwise, it is only possible to search by entering a name in that box.



Note that clicking on the symbol saves the information entered; saving should be done at the end of every step of any submittal. After saving the information, next click on the “Attachments” tab at the top of the window (outlined in red at top of below graphic):

Step 3 – Attach Documents Demonstrating Qualifications

You must attach a list of all the UST projects completed in the last 2 years. Click on the “Attachments” tab:

18022

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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

Submittal Information

UST - Service Provider License Application

150040 New

Underground Storage Tank (UST)

Submit an application for a NEW UST Service Provider License. If you already have a UST Service Provider License, you must renew it by clicking the purple button to the right of the license entry in the Permit/License/Certificate area on your dashboard.

Attachment Types

* represents required attachments.

* Documents (to demonstrate meeting qualification)

Attach a summary of UST Projects completed in Oregon during the last 24 months. If this is a new application, provide a description of your company's experience in conducting the specific type of services you propose to perform.

gif jpg jpeg png pdf doc docx

The red box above indicates the "Click to Upload" button which also serves as the "Drag Files Over Here" box. Note that as with all "Submittals", the required attachments are indicated on the right side of the page. Either click on the "Click to Upload" (the button turns yellow first) to navigate to, and then select, the file that needs to be uploaded (in this case the documents that demonstrate the company is qualified) or drag the file you want to upload on top of the

box/button and drop it there.

UST - Service Provider License Application

18022 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Instruction

When uploading an attachment, first click the file record and **select a document type option** for the uploaded fi agency, please navigate to the Review tab and use the "Mail To" checkbox.

Files Names

1 Test Attachment.pdf

Doc Type Documents (to demonstrate meeting qualification)

Select Document Type

Documents (to demonstrate meeting qualification)

* Documents (to demonstrate meeting qualification)

- Other

- Redacted Submittal Form in PDF

After you upload the document it must be identified. Click inside the "Attachment Panel" (red arrow above) to expand it, and then click in the "Select Document Type" drop-down menu to display the choices as shown below- choose the highlighted "Documents (to demonstrate...)".

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

1 Test Attachment2.pdf

PDF 55 KB 10/29/2024 v1

Doc Type Alternative Fuel Compatability Form

Click on the red "Save" button (previously described) in the lower right corner of the window, and proceed to Step 4- Payment.

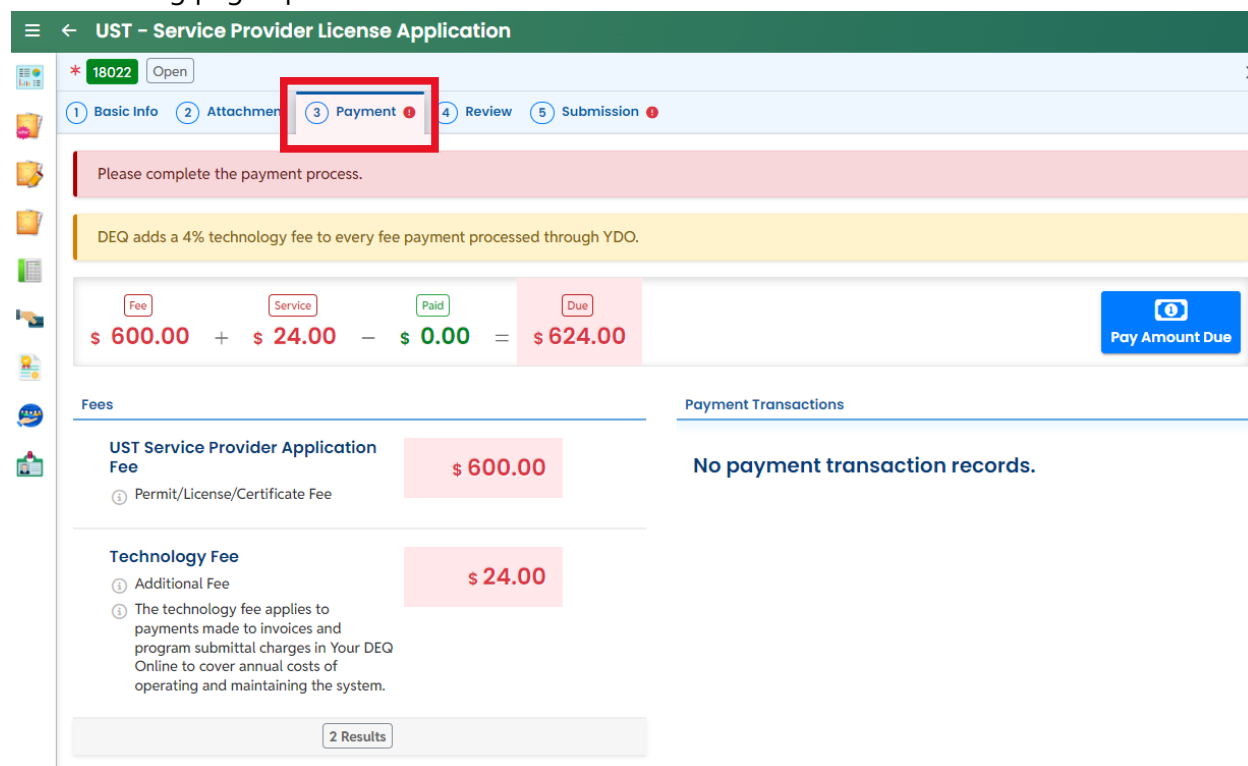


Note that clicking on the  symbol saves the information entered; saving should be done at the end of every step of any submittal. After saving the information, next click on the "Attachments" tab at the top of the window (outlined in red at top of below graphic):

Click on the red "Save" button (previously described) in the lower right corner of the window, and proceed to Step 4- Payment.

Step 4 – Payment

Payment, including the 4% Technology Fee must now be submitted. Click the "Payment" tab. The following page opens:



UST - Service Provider License Application

18022 Open

1 Basic Info 2 Attachments 3 **Payment** 4 Review 5 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 600.00	+ \$ 24.00	- \$ 0.00	= \$ 624.00

Pay Amount Due

Fees

UST Service Provider Application Fee	\$ 600.00
1 Permit/License/Certificate Fee	

Technology Fee

\$ 24.00
1 Additional Fee
1 The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

2 Results

Payment Transactions

No payment transaction records.

Note that the "Technology Fee" is required regardless of payment method. There is an additional surcharge for payments by credit card.

Click on the blue "Pay Amount Due" button to enable the payment choices- using a credit card (incurs a service fee), or using a free direct withdrawal from a bank account (ACH):

Choose ACH or Credit Card by clicking the corresponding radio button (red arrow, above).



State of Oregon Department of Environmental Quality

Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000045949**

[Return to Your DEQ Online](#)

Payment Details

Description DEQ GOVONLINE
DEQ GovOnline Pymts
<https://oregon-public-uat.govonlinesaas.com/client/pub/login>

Payment Amount \$624.00

Payment Date 12/20/2024

Status SCHEDULED

Payment Method

Bank Routing Number 075000022

Bank Name US BANK NA

Bank Account Number **2222

Bank Account Type Checking

Bank Account Category Consumer

Confirmation Email ust.dutyofficer@deq.oregon.gov

The receipt will be available following the submission step.

For either credit card or ACH (direct withdrawal) click on the red "Pay Now" button to be redirected to the US Bank payment site (read the following pop-up and click "OK"):



Once finished, you will be redirected back to the system to finish the task.

OK

CANCEL



State of Oregon
Department of Environmental Quality

[Exit](#)

Welcome to DEQ GovOnline Payments

Please enter your User Name and Password and click Log In. Select **Pay Without Registering** to complete a one-time payment.

[Forgot Your User Name?](#)

[Forgot Your Password?](#)

Log In

[Register](#)

[Pay Without Registering](#)

powered by
usbank

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

The user can register to facilitate future payments by clicking "Register" or the user can proceed by clicking the "Pay without Registering" link.

Your name and address should be pre-filled in the next US Bank window, and you must enter a phone number (highlighted below).

DEQ **Department of Environmental Quality**[Exit](#)

Make a Payment

My Payment

DEQ GovOnline Pymts
Amount Due \$78.00

Payment Information

Frequency One Time
Payment Amount \$78.00
Payment Date Pay Now

Contact Information

First Name	UST
Last Name	Generic RO
Company (Optional)	
Address 1	700 NE Multnomah St
Address 2 (Optional)	
City	Portland
State	OR
Zip Code	97232
Zip Code Extension (Optional)	
Phone Number	
Email Address	ust.dutyofficer@deq.oregon.gov

[Become a Registered User](#) 

For credit cards: Complete the credit card information and click the red "Continue" button:

Payment Method

Card Number 

Expiration Date Month Year

Card Security Code 

Card Billing Address ☒ Use my contact information address
☐ Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

NOTE: US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Continue](#) [Cancel](#)

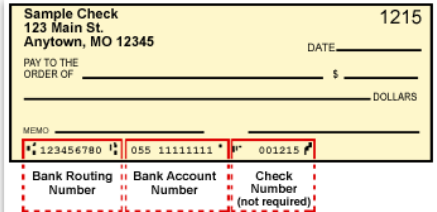


[Customer Service](#) | [Help](#) | [Privacy Policy](#) |  [Security](#)

Note the highlighted convenience fee information above.

If you choose the ACH payment method, the payment window will look like this:

Payment Method



Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings
☐ This is a business account

[Continue](#) [Cancel](#)

Enter your bank account information and then click the red "Continue" button. The "Review Payment" screen opens:



State of Oregon Department of Environmental Quality

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description DEQ GOVONLINE
DEQ GovOnline Pymts
<https://oregon-public-uat.govonlinesaas.com/client/pub/login>
Payment Amount \$78.00
Payment Date 10/25/2024

Payment Method

Bank Routing Number 075000022
Bank Name US BANK NA
Bank Account Number ****2222
Bank Account Type Checking
Bank Account Category Consumer
Confirmation Email ust.dutyofficer@deq.oregon.gov

Contact Information

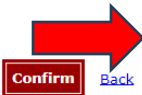
First Name UST
Last Name Generic RO
Address 1 700 NE Multnomah St
City Portland
State OR
Zip Code 97232
Phone Number 1111111111
Email Address ust.dutyofficer@deq.oregon.gov

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

If a convenience fee is added to the transaction, I understand that the convenience fee displayed will be included in the

☐ I accept the Terms and Conditions

[Confirm](#)[Back](#)[Customer Service](#)[Help](#)[Privacy Policy](#)

Click the checkbox to accept the Terms and Conditions, and then click the red "Confirm" button. The following "Confirmation" window appears:



Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000043539**

[Return to Your DEQ Online](#)

Payment Details

Description DEQ GOVONLINE
DEQ GovOnline Pymts
<https://oregon-public-uat.govonlinesaas.com/client/pub/login>
Payment Amount \$78.00
Payment Date 10/25/2024
Status SCHEDULED

Payment Method

Bank Routing Number 075000022
Bank Name US BANK NA
Bank Account Number **2222
Bank Account Type Checking
Bank Account Category Consumer
Confirmation Email ust.dutyofficer@deq.oregon.gov

Click the red “Return to Your DEQ Online” button, and the “OK” button that appears in the subsequent pop-up to return to this page:

The screenshot displays the 'UST - Service Provider License Application' interface. At the top, a green header bar contains a menu icon and the title. Below this, a light blue navigation bar shows five steps: 1 Basic Info, 2 Attachment, 3 Payment (active), 4 Review, and 5 Submission. A message states 'There is no payment due at this time.' Below this, a summary row shows: Fee (\$ 600.00) + Service (\$ 24.00) - Paid (\$ 624.00) = Balance (\$ 0.00). The 'Fees' section lists two items: 'UST Service Provider Application Fee' for \$ 600.00 and 'Technology Fee' for \$ 24.00. The 'Payment Transactions' section shows a successful ePayment (ACH) of \$ 624.00 on 11/25/2024. A sidebar on the left contains various icons. At the bottom of the fees section, a button indicates '2 Results'.

Category	Item	Amount
Fees	UST Service Provider Application Fee	\$ 600.00
	Technology Fee	\$ 24.00
Payment Transactions	ePayment (ACH)	\$ 624.00

Note that the balance now reads “\$0.00” (highlighted above). Click the red “Save ” button in the lower right portion of the screen.

Step 5 – Submission

If you want to review the entries made thus far, click on the “Review” tab. Otherwise click on the “Submission” tab:

18025 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 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

Click the required acknowledgment checkbox (red arrow above), which turns the “Submit” button blue. Scroll down to the “Submit” button. **NOTE: it may take up to 20 minutes for the new License information to appear in the “Permits, Licenses, and Certificates module of the YDO program.** Clicking the “Submit” button concludes the submittal process and opens the following summary page:

 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:	18025
Submittal Date:	11/25/2024, 2:11:44 PM
Submittal By:	UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov
Owner Information:	UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov

Submittal Form Info

Name: UST - Service Provider License Application
Method: Online Submission

Fee Detail

Name	Type	Amount
UST Service Provider Application Fee	Permit/License/Certificate Fee	\$600.00
Technology Fee	Additional Fee	\$24.00

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: UST Generic RO

Sender IP: 159.121.206.56

Payment Detail

Date	Method	Fee Amount	Paid Amount
11/25/2024, 11:52:30 AM	ePayment (ACH)	\$624.00	\$624.00
Total:		\$624.00	\$624.00

Uploaded Attachment List

 **Test Attachment2.pdf**
Documents (to demonstrate meeting qualification)
 PDF  55 KB

Mail-to Attachment List

No record.

Finish

 Receipt

 Submittal Form

Click the red "Receipt" button to view a copy of the receipt:



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 11/25/2024

Submittal Summary

Submittal ID: **18025**

Submittal: **UST - Service Provider License Application**

Submitted By: **UST Generic RO**

Email: ust.dutyofficer@deq.oregon.gov

Submitted Date: **2024-11-25 14:11:44**

Submittal Form Info

Submittal Name: **UST - Service Provider License Application**

Submission Method: **Online**

Action Type: **New**

Payment Information (PAID IN FULL)

Processing Fee: **\$600.00**

Technology Fee: **\$24.00**

Total Amount Due: **(None)**

Payment Method: **ePayment (ACH)** Paid Amount: **\$624.00**

Date Paid: **11/25/2024**

Confirmation Number: **DEQTST000044870**

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:

Question's Answer: *********

PIN Number: *********

IP Address: **159.121.206.56**

Responsible Official: **UST Generic RO**

Click the red "Submittal Form" button to review a copy of the Submittal Form. Note that if a Supervisor has more than one License, all of them will appear below.



UST - Service Provider License Application

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

11/25/2024

Submittal RID: **18025**

Submitted Date: **11/25/2024**

Application Action Type: **new**

Do you already have a Service Provider License? ☐ Yes ☒ No

Effective March 10, 2008 the non-refundable license fee is \$600 for 24 months

UST Services Service Provider Information:

Legal Name : **Supreme Being Productions**

Country: **United States**

Address: **700 NE Multn**

City: **P** State: **Oregon** ZIP Code: **97232**

Email: **dave.pardue@deq.oregon.gov** Mobile: **503-555-5555** Fax:

CCB Number:

Corporate Headquarters

Country:

Address:

City: State: ZIP Code:

Email: Mobile: Fax:

Types of Services Provided

☒ Installation and Retrofit ☐ Decommissioning ☐ Tightness Testing ☐ Cathodic Protection

Supervisors Information

Provide the name, type of license and license number for each UST Supervisor your firm employs. A supervisor must be on site during specified times or stop work. Attach additional pages as needed.

Supervisors Name	License Number	TypeofLicense(s)
Adam Carter	27612	USTSupervisor - Installation/Retrofit
Adam Carter	27613	USTSupervisor - USTDecommissioning

Service Areas

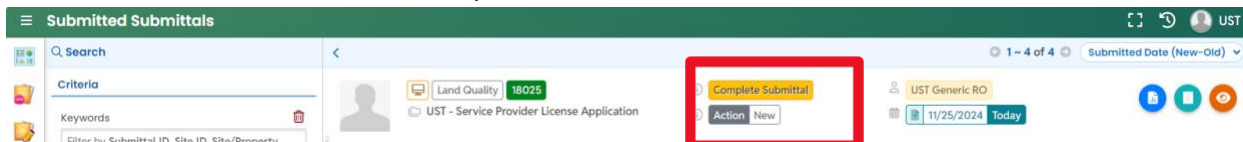
☐ Statewide ☒ Eastern Region ☐ Western Region ☐ Northwest Region

Experience

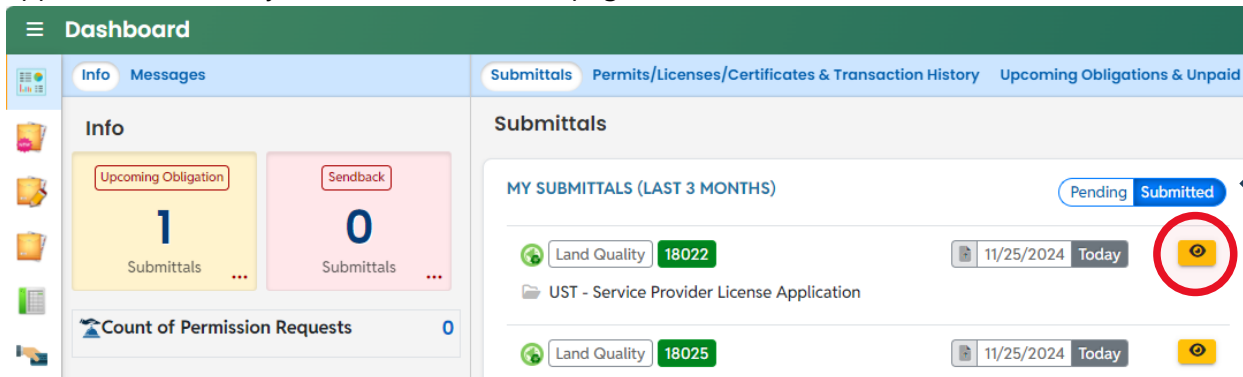
☐ Check here if your company has not worked on any UST projects during the last 24 months.

Certification Requirements

Finally click the blue "Finish" button to return to the "Submitted Submittals" page where you can note that YDO has indicated a "Complete Submittal" (in red below):

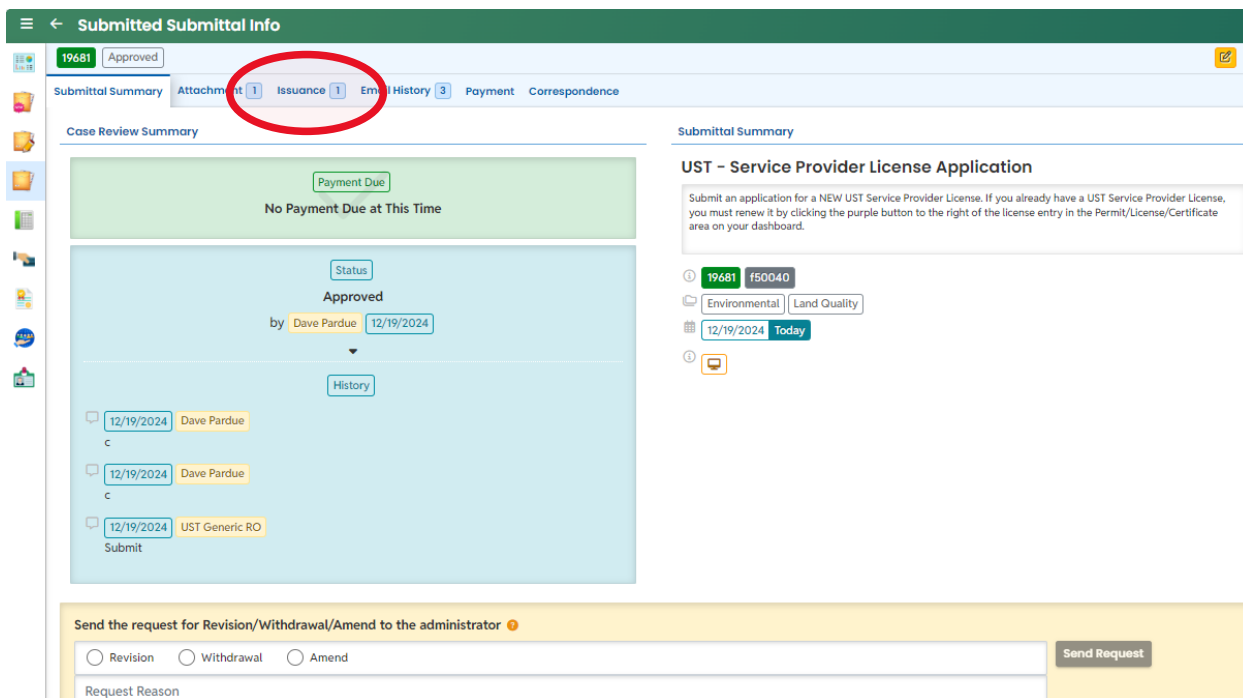


Once you have received an email from YDO informing you that your application has been approved, return to your YDO "Dashboard" page. Click the "Submitted" button (it will turn blue):



Then click the yellow "eyeball" icon under the blue "submitted" button to open your Submittal.

Once DEQ processes and approves the submittal, Your Service Provide License will be available in the "Issuance" tab of that "Submittal":



Click on the "Issuance" tab to download the document by clicking on the red download button:

The screenshot shows a web interface for 'Submitted Submittal Info'. At the top, there's a green header with a menu icon and a back arrow. Below it, a light blue bar contains the submittal number '19681' and the status 'Approved'. A navigation bar below that has tabs: 'Submittal Summary', 'Attachment 1', 'Issuance 1' (which is selected), 'Email History 3', 'Payment', and 'Correspondence'. The main content area is titled 'Issuance Documents'. It features a yellow box labeled 'Final Documents' for 'UST Licensing Service Provider License - Installation/Retrofit...'. Inside this box, it says 'Issued', 'Document # 30012', and the dates '12/19/2024 ~ 12/19/2025'. At the bottom of this yellow box, a red square button with a white document icon is circled in red. Below the yellow box is a section for 'Supporting Documents', which currently displays 'No record found.'

This concludes the process of applying for, or renewing a UST Service Provider's License.

Other YDO features can be accessed by using the Navigation button in the top left corner of the "Submitted Submittals" page:  **Submitted Submittals**