

Fact Sheet

Submission Instructions for Life Cycle Evaluations

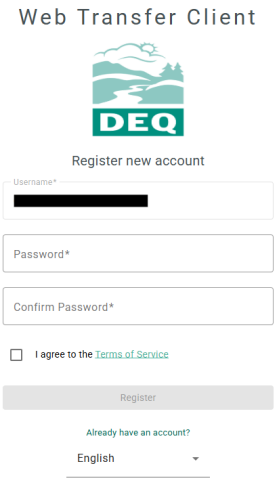
Producers should use these instructions to submit their mandatory Life Cycle Evaluations to DEQ. For those producers identified on both the preliminary and final top 25 list submissions are due by Dec. 31, 2026. For producers that were not on the preliminary list, but made the final list, submissions are due July 31, 2027. A full list of top 25 producers can be found on DEQ's Life Cycle Evaluation website.

Process for Producers to Register on DEQ FTP Platform

1. On Dec. 1, 2026, the designated representative for each Large Producer will receive an email from LifeCycleRMA@deq.oregon.gov prompting you register for Oregon DEQ's Secure FTP platform.
2. Please click the URL contained within the email ("click here") and you will be taken, via web browser, to Oregon DEQ's Secure FTP site (https://ordeqftp.oregon.gov/).



3. Upon visiting the site, you will be required to create an account. Follow the on-screen instructions to set a password that meets the necessary requirements. Note – the username field should be pre-populated with your email address and can't be changed.



4. Save your username and password, so you can login to the site at a later point in time if needed. Or if you are prepared to submit your Life Cycle Evaluations proceed to the next section.

Process for Producers to Submit Life Cycle Evaluations

Once you've completed registering your account, you will be logged into the site and automatically taken to a submittal window. This window will contain pre-populated fields:

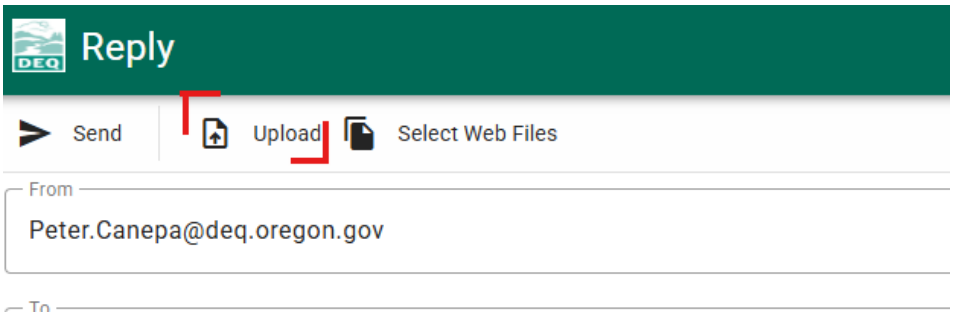
- From: Your Email Address / Username
- To: LifeCycleRMA@deq.oregon.gov
- Subject: Life Cycle Evaluation Submittal for Your Company Name
- Original Message: Text of the original email sent by DEQ requesting your submittal

Additionally, the submittal window will contain a free text field ("Your Message:"), where you can include any specific information or descriptive text along with your submittal. Note - The "Send message body securely" option will be greyed out as we do not use that functionality.

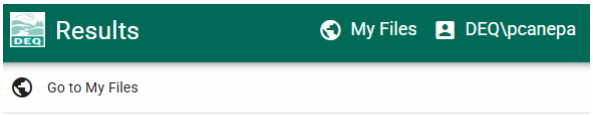
Finally, this window contains buttons at the top that allow you to upload your submittal and send it to DEQ.

Uploading and Sending Your Life Cycle Evaluations

1. Step 1 – Prior to uploading your submittal, combine all your required documents (public project report(s), confidential project report(s), impact assessment template(s), critical review report, and any additional supplemental documents) into a single compressed/zipped file, using the following naming convention: "**YourCompanyName_SubmittalYear.zip**", for example "**AcmeCo_2026.zip**".
2. Step 2 – When you have the full submittal package ready to upload. Click the Upload button on the submittal window and browse to the location of your zip file (containing all your required documents). Select the file and click "open" to begin the upload process. Depending on the size of the file this could take some time to complete.



3. Step 3 – Once the file as completed uploading, click "send" on the submittal window to complete your submission. The website will refresh to display a "completed successfully" message. You can take a screenshot of this for your records.





That's it, DEQ will automatically be notified when you have sent/completed your submittal.

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age, sex, religion, sexual orientation, gender identity, or marital status in the administration of its programs and activities. For translations or alternate formats, visit DEQ's **Civil Rights and Environmental Justice page.**