



Oregon Department of Environmental Quality

Guide for Certified Wastewater Operators to Create a Second Responsible Official Account for Site or System Submittals

Separate your Operator Certification Responsible Official account from your Responsible Official account for your permitted facility

For Wastewater Operators, we suggest and encourage users to keep Operator Certification information in an account associated with a personal email address and information for the permitted facility in a separate account associated with a work email address. This ensures that the operator will still have access to all the information and history in the RO account for their operator certification records if the operator leaves their employer. If they are combined, please follow the instructions below to separate the information into two separate accounts.

The basic steps described here are:

- Change the current OpCert account to a personal email address
- Create a new account with a work email address
- Establish links in your new account
- Unlink or “remove” a permitted facility from your account

Change your current email address in your RO account linked to your certificate

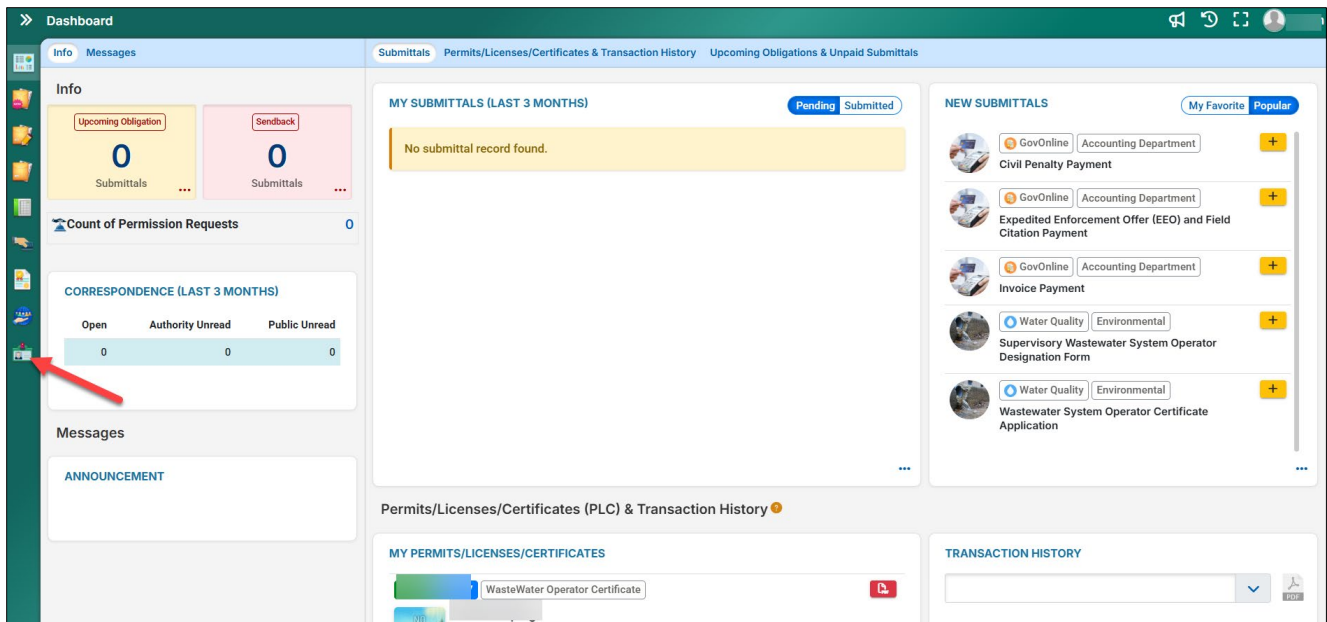
Navigate to My Account

From the Dashboard (or Public Records page for General Public users), access “My Account” by clicking the “My Account” icon  located on the left-side menu:

Translation or other formats

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

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov



From "My Account" you can make modifications to your Basic Info, password or pin and security questions under the applicable tabs. Under the "Account Type" tab, General Public users can view their account type, Consultants can view their account type and linked facilities, and ROs can view their account types, select submittal groups, and add or remove linked facilities.

RO's will have two additional tabs: "Consultants" and "Verification." Under the "Consultants" tab, RO's can associate consultants with facilities and submittals and under the "Verification" tab, RO's can complete the verification process.



Change your email address

Start with your account that contains your operator certification information. Once you have accessed the "My Account" tab from the previous step, click on the Basic Info tab.



Delete the current work-specific email address and add the **new email address for your personal use** that will now be associated with your operator certification information. Click the red Save icon, for each change: 

If you have already linked your permitted facility to this account, see the last section to unlink your permitted facility from this account.

Create a New Account using your work email address

For information on which type of account to select, visit the [Your DEQ Online Account Registration web page](#).

For the Operator Certification User Guides visit the [Wastewater Operator Certification in Your DEQ Online web page](#), and view its screenshot below.

Welcome to Your DEQ Online

Programs participating in Your DEQ Online

Your DEQ Online Account Registration

HOW TO USE YOUR DEQ ONLINE

Your DEQ Online Payments

Your DEQ Online Public Records

Your DEQ Online Public Involvement

About Your DEQ Online

Land Use Compatibility Statement

Getting Started

Establish your **public use** account. In the Account Type section of your account, select the "Responsible Official" account type and the "Wastewater Operator Certificate" group.

- Video: [Account Registration and Set Up](#)
- User guide: [Account Registration and Set Up](#)
- [Your DEQ Online Account Registration webpage](#)

Apply for a Wastewater Operator Certificate

- Video: [Apply for a Wastewater Operator Certificate](#)
- User guide: [Apply for a Wastewater Operator Certificate](#)

Renew or Reinstate a Wastewater Operator Certificate

- Video: [Renew or reinstate a Wastewater Operator Certificate](#)
- User guide: [Renew or reinstate a Wastewater Operator Certificate](#)

Supervisory Wastewater System Operator Designation Form

- Video: [Supervisory Wastewater System Operator Designation Form](#)
- User guide: [Supervisory Wastewater System Operator Designation Form](#)

For more information about the program and earning CEUs for participating in training activities, please visit [Wastewater Operator Certification web page](#).



Your User Account

[Your DEQ Online Account Registration](#)



Login to the Public Portal

Enter username and password to [log directly into the Your DEQ Online](#)



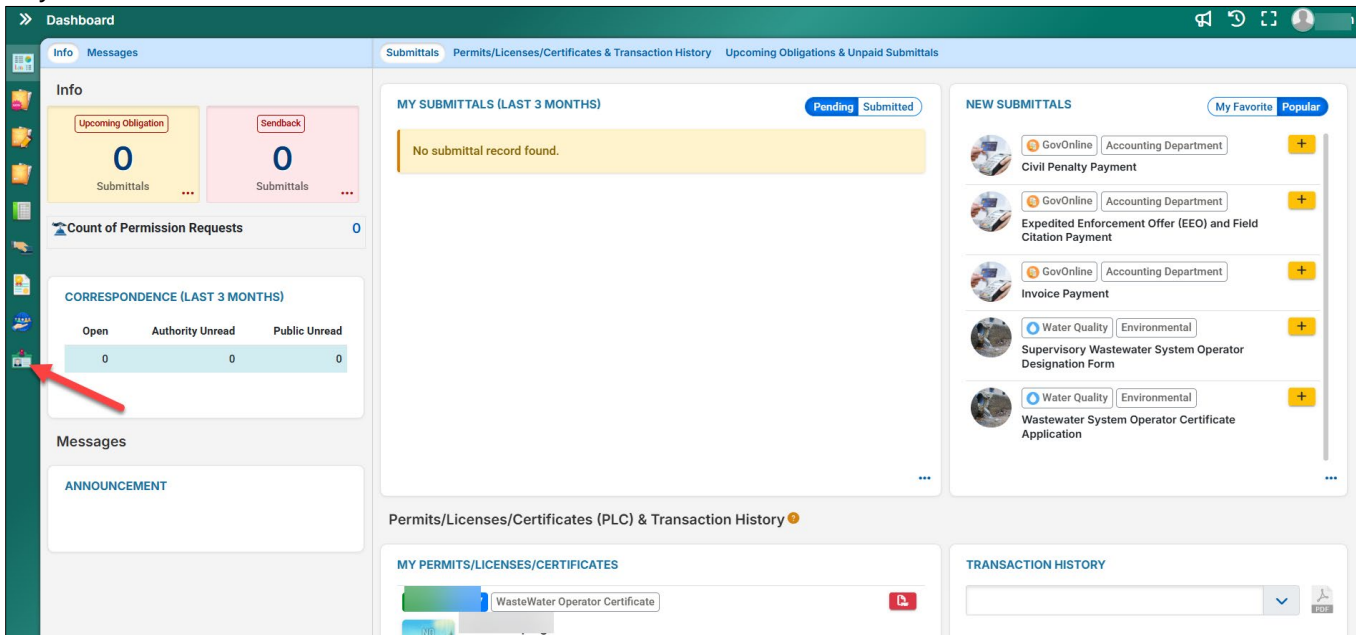
Your DEQ Online Help Desk

Get help from [customer support for technical and submittal issues](#).

Establish Responsible Official (RO) links

Navigate to My Account

From the Dashboard (or Public Records page for General Public users), access “My Account” and click on the “My Account” icon  located on the left-side menu.



From “My Account” in your NEW ACCOUNT, you can make modifications to your basic info, password or pin and security questions under the applicable tabs. Under the “Account Type” tab, General Public users can view their account type, Consultants can view their account type and linked facilities, and ROs can view their account types, select submittal groups, and add or remove linked facilities.

RO’s will have two additional tabs: “Consultants” and “Verification.” Under the “Consultants” tab, RO’s can associate consultants with facilities and submittals and under the “Verification” tab, Ros can complete the verification process.



Before RO’s can prepare and complete submittals for existing facilities with DEQ permits, they must select Submittal Groups and establish permission links to facilities. Once these submittals and links are established, RO’s can link Consultants to facilities and delegate permission to prepare submittals and make payments on the RO’s behalf.

Select Submittal Group

To select submittal groups, navigate to "My Account" and under the "Account Type" tab, scroll down to the "Submittal Group" section of the page. Select the submittal group that corresponds to your permit type. This should be either or **Individual WPCF Domestic** or **Individual NPDES Domestic**.

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

RO may certify and submit the submittal.

Submittal Groups

Submittal group will affect your access right of submittals.

☐ 7 401 - Dredge and Fill Project	☐ 2 401 - Hydropower Project	☐ 21 Air Contaminant Discharge Program (ACDP)
☐ 1 Air Emission Inventory	☐ 9 Air Title V Permit	☐ 4 Area Source Registration
☐ 8 Asbestos	☐ 3 CAFO	☐ 4 Cleaner Air Oregon
☐ 3 Cleanup and Site Remediation	☐ 6 Climate Protection Program *	☐ 1 Gasoline Transporter
☐ 9 General NPDES Domestic	☐ 22 General NPDES Industrial	☐ 7 General NPDES Mining
☐ 9 General WPCF Domestic	☐ 14 General WPCF Industrial	☐ 5 Greenhouse Gas Reporting *
☐ 13 Hazardous Waste	☐ 8 Heating Oil Tank	☒ 20 Individual NPDES Domestic
☐ 11 Individual NPDES Industrial	☒ 19 Individual WPCF Domestic	☐ 11 Individual WPCF Industrial
☐ 6 Leaking Underground Storage Tank	☐ 13 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
☐ 33 Solid Waste	☐ 3 Third-Party Verification *	☐ 8 UIC - Underground Injection Control
☐ 23 Underground Storage Tank	☐ 2 Wastewater Operator Certificate	☐ 6 WPCF - Onsite

Facility-Submittal Group Permissions (0)

Add Permissions

Click the "save" icon  in the bottom right corner to save your selection.

Link facility or facilities permissions

To link to your facility, start in the "Account Type" tab:

>> My Account

RO Your Name

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

Account Type

The account type cannot be changed once it has been assigned and saved.

Scroll down to the "Facility-Submittal Group Permissions" section and clicking the "Add Permissions" icon:

Facility-Submittal Group Permissions (0)

You are only allowed to add submittal groups from your selected submittal groups above.

Add Permissions

Facility-Submittal Group Permissions selections initial view

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

Facility-Submittal Group Permissions (0)

Add Permissions

Picked Sites (0) Picked Submittal Groups (0)

Select sites from below..... Select groups from below.....

Available Sites Available Submittal Groups

105 NW Park Ave 208219
105 NW Park Ave, Portland, OR 97209
105 NW Park Ave

1329 SW Jordan St Unit B 206322
1329 SW Jordan St, Grants Pass, OR 97526
1329 SW Jordan St Unit B

15775 Se McLoughlin Blvd 207950
15775 OR-99E, Oak Grove, OR 97267
15775 Se McLoughlin Blvd

1705 NE Argyle St. 207978
1705 NE Argyle St, Portland, OR 97211

50 Results 1 Results

Next, enter site text in the Available Sites box, using the search function to search for your facility by address, city, or facility name.

Site search example 1

The example below shows how the street address and city pulls two results. Be sure to pick the one with just one blue water drop icon. The other result is for different permits than the domestic NPDES permit:

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

Facility-Submittal Group Permissions (0)

Add Permissions

Picked Sites (0) Picked Submittal Groups (0)

Select sites from below..... Select groups from below.....

Available Sites Available Submittal Groups

2205 N 1st Pl, Hermiston

Hermiston, City Of 213426
2205 N 1ST PL, HERMISTON, OR 97838
Hermiston, City Of
CEM_FacilityIdentifier=13190

HERMISTON, CITY OF WASTEWATER TREATMENT 191453
2205 N. 1ST PLACE, HERMISTON, OR 97838
HERMISTON, CITY OF WASTEWATER TREATMENT
CEM_FacilityIdentifier=13190 UST (8390)
HERMISTON RECYCLED WATER PLANT UPGRADES
CEM_FacilityIdentifier=126577

2 Results 1 Results

choose this site

Search for your facility by name or address

This view shows your two selections: your site, and your submittal group, with their boxes checked.

To “add” these two, CLICK the yellow plus sign on the right. LASTLY, click the SAVE icon to save this choice.

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

Add Permissions

Picked Sites (1)

Hermiston, City Of *your linked site*

Available Sites

2205 N 1st Pl, Hermiston

☒ Hermiston, City Of 213426

2205 N 1ST PL, HERMISTON, OR 97838

☐ Hermiston, City Of

CEM_FacilityIdentifier=13190

☐ HERMISTON, CITY OF WASTEWATER TREATMENT 191453

2205 N. 1ST PLACE, HERMISTON, OR 97838

HERMISTON, CITY OF WASTEWATER TREATMENT

CEM_FacilityIdentifier=13190 UST (8390)

☐ HERMISTON RECYCLED WATER PLANT UPGRADES

CEM_FacilityIdentifier=126577

2 Results

Picked Submittal Groups (1)

Individual NPDES Domestic

Available Submittal Groups

☒ Individual NPDES Domestic 20

check the box for Picked Submittal Group(s)

NEXT, click this yellow plus symbol to add these two permissions

Add Permission

Site search Example 2:

If your facility is not populating, find the correct name syntax, by using the “Find Designated System Supervisory Wastewater Operators By Facility” chart at the bottom of our [webpage](#), screenshot below.

Certification database

- Find certified operators by name
- Find Designated System Supervisory Wastewater Operators by Facility
- Operator Exams database report

Type one word in the box for your site (city name, or facility name) with the search symbol (list is in alphabetical order) for broadest search. Here “Corvallis” is entered in the search box:

OREGON.GOV

DEQ

Reports
WQ Operator Certificates

3 of 18

100%

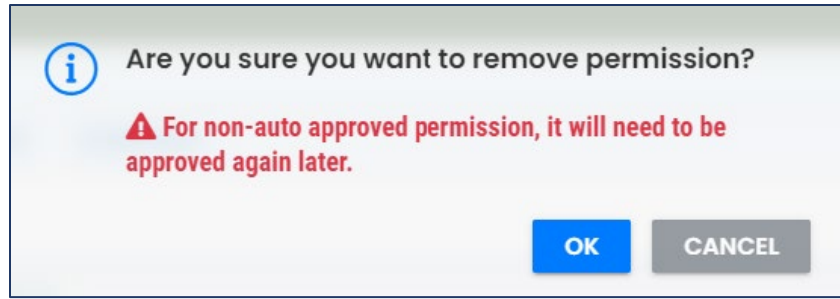
Corvallis Find Next

Use Control F to search

Supervisory Wastewater Operator Status Report

DEQ Oregon Department of Environmental Quality

In the example, scroll down to Corvallis in the spreadsheet. Note it is called “**Corvallis, City of.**”



To finish, remember to click the “save” icon  in the bottom right corner to save any changes.

Contact

[Wastewater System Operator Certification Program](#)

Email: opcert@deq.oregon.gov

Phone: 503-229-5349 or 503-229-5161.

Helpdesk and resources

For more information, training and resources, go to the [Wastewater Operator Certification in Your DEQ Online webpage](#) and [How to Use Your DEQ Online](#). For technical assistance and to resolve issues, contact the [Your DEQ Online Helpdesk](#).

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