



DOGAMI e-Permitting System Fact Sheet



DOGAMI e-Permitting System (DEPS) Account Types

The new DEPS online portal is used for submittals such as permit applications, payments, and reporting obligations related to regulation conducted by the Mineral Land Regulation and Reclamation Program of the Oregon Department of Geology & Mineral Industries (DOGAMI).

What are the different types of user accounts?

The DEPS public portal supports four types of public accounts:

- **Responsible Official (RO)**

- An RO is accountable for ensuring that all information submitted to DOGAMI on behalf of an associated site (or sites) is accurate and complete. The RO is designated as the site owner and has full authority to prepare, certify, and submit submittals within DEPS. There can only be one RO associated with a site. The RO may also authorize Submitters and Consultants to act on their behalf.
- Users with RO accounts must go through an identity verification process.

Who can be an RO based on the type of organization they represent:

- **Individual:** Individual person acting on their own behalf or partner in a partnership that does not use an Assumed Business Name, who is submitting an application or renewal held by them as an individual or partner.
- **Corporation, Business* or Nonprofit:** President, Secretary, Treasurer, Vice-President or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance with corporate procedure to sign such documents.
*Using an assumed business name.
- **Business Partnership:** General partner
- **City, County, State, Federal or Other Public Entity:** Principal executive officer or ranking elected official
- **Limited Liability Company:** Member, or a manager if the articles of organization state the LLC will be managed by one or more managers.
- **Trust:** Acting Trustee

- **Submitter**

- A Submitter has the ability to prepare, certify and submit on behalf of the site, with the same functional capabilities as an RO. However, the Submitter is not the designated site owner. A Submitter will be associated with a site by the RO and they will have the ability to act on the behalf of the RO for submission activities.

- **Consultant**

- A Consultant may prepare submittals on behalf of an RO. Consultants can draft and manage submittals but do not have permission to certify or submit them; certification and submission remain the responsibility of the RO or Submitter. A consultant will be associated with a site by the RO.

- **General Public**

- A General Public account allows users to perform limited actions such as paying invoices, requesting public records and responding to public notices issued by DOGAMI. This role does not provide access to prepare, certify or submit submittals.

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Which account type do you need to register for?

If you are currently a permittee with DOGAMI or are a new applicant who will be certifying and signing the submittal, select the RO account. As a reminder, there can only be one RO associated with a site. If your site will have more than one DEPS user for reporting obligations, payments and/or application submittals ensure that Submitter and/or Consultant roles are identified within your organization before applying for an RO account.

If you are going to assist in preparing information or materials for a permit, reporting obligation or other permit action, on behalf of a current or future permittee select the Submitter or Consultant role. Ensure that the email used to create a Submitter and Consultant account is shared with your site's RO so that you will have access to assist.

What can each user account do?

Each account has a set of access privileges in the DEPS public portal. The four account types have the following privileges:

Action	RO	Submitter	Consultant	General Public
Designated Site Owner	✓			
Link consultants and submitters to sites	✓			
Create, certify and submit new applications, renewals, amendments, transfers, and closures	✓	✓		
Track and review submittals linked to your site(s)	✓	✓	✓	
Prepare reports for scheduled or unscheduled reporting obligations	✓	✓	✓	
Withdraw, amend or revise pending submittals	✓	✓	✓	
View submittal history for an associated site	✓	✓	✓	
Correspond with DOGAMI staff	✓	✓	✓	
Perform search queries related to your site(s)	✓	✓	✓	
Pay invoices with an associated invoice reference number	✓	✓	✓	✓
Respond to DOGAMI issued public notices	✓	✓	✓	✓
File a Public Records Request	✓	✓	✓	✓
View Publicly Available Records	✓	✓	✓	✓
File a complaint about a mine site located in Oregon	✓	✓	✓	✓

For the most up to date information regarding DEPS accounts, registration and other DEPS functions visit us at: <https://www.oregon.gov/dogami/mlrr>



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