DOGAMI EPERMITTING SYSTEM (DEPS): USER GUIDE

CHEMICAL PROCESS MINING: BASELINE DATA SUBMITTAL

Version 1.0
November 2026

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SYSTEM OVERVIEW

The Oregon Department of Geology and Mineral Industries – Mineral Land Regulation & Reclamation Program has instituted the use of a modernized, cloud-based tool for all existing mining programs within the State of Oregon that involve the public and regulated community.

The DOGAMI ePermitting System (DEPS) is a data management system designed to combine current DOGAMI processes across all divisions into one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to existing data without the need to request this information from DOGAMI staff.

Visit the DOGAMI website to find additional information about DEPS.

1.0 STARTING A NEW BASELINE DATA SUBMITTAL IN DEPS

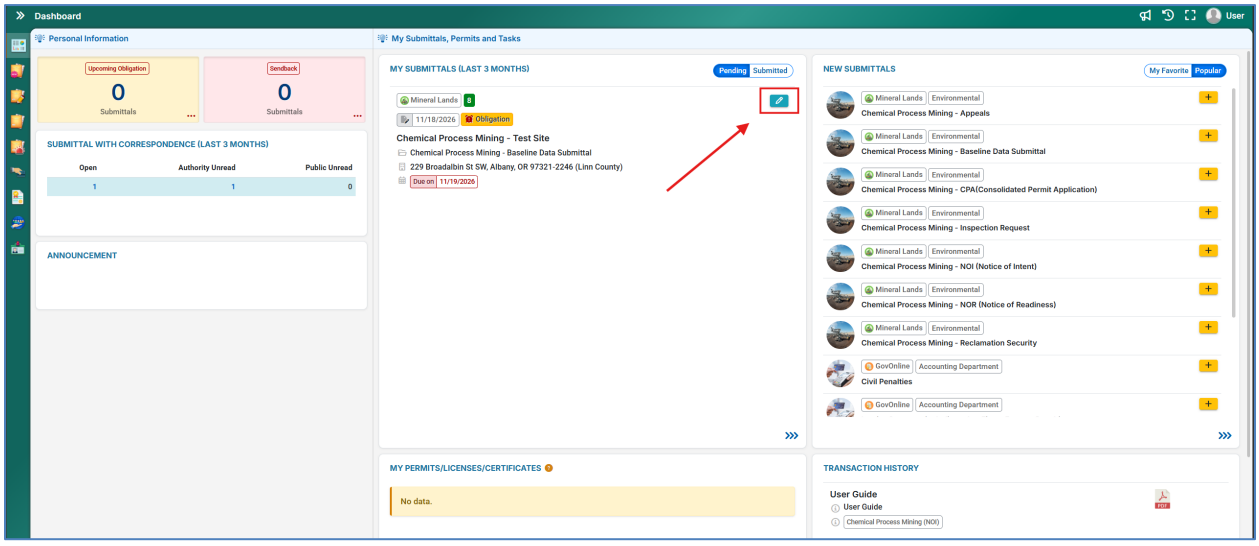
Navigate to the DOGAMI e-Permitting System (DEPS) Public Portal and log in using your DEPS username and password.

1.1 Find the Pending Baseline Data Submittal

When DOGAMI staff complete the previously submitted Notice of Readiness a pending Baseline Data Submittal will be automatically created by DEPS.

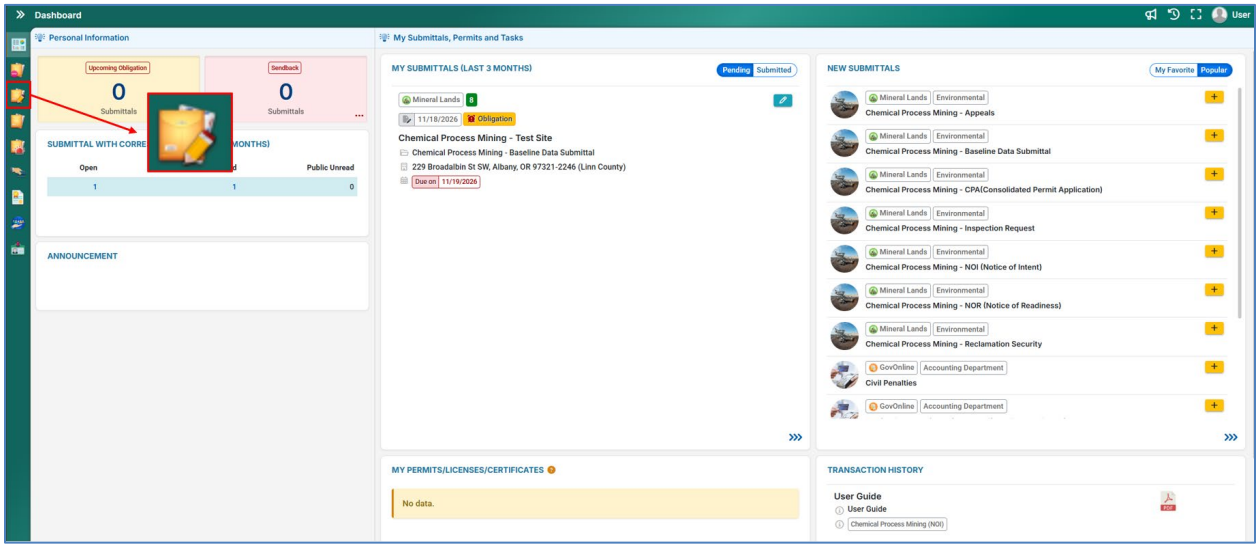
1.1.1 On the Dashboard

On the dashboard, navigate to “My Submittals (Last 3 Months)”, and click on the blue pencil icon next to the new Baseline Data Submittal.

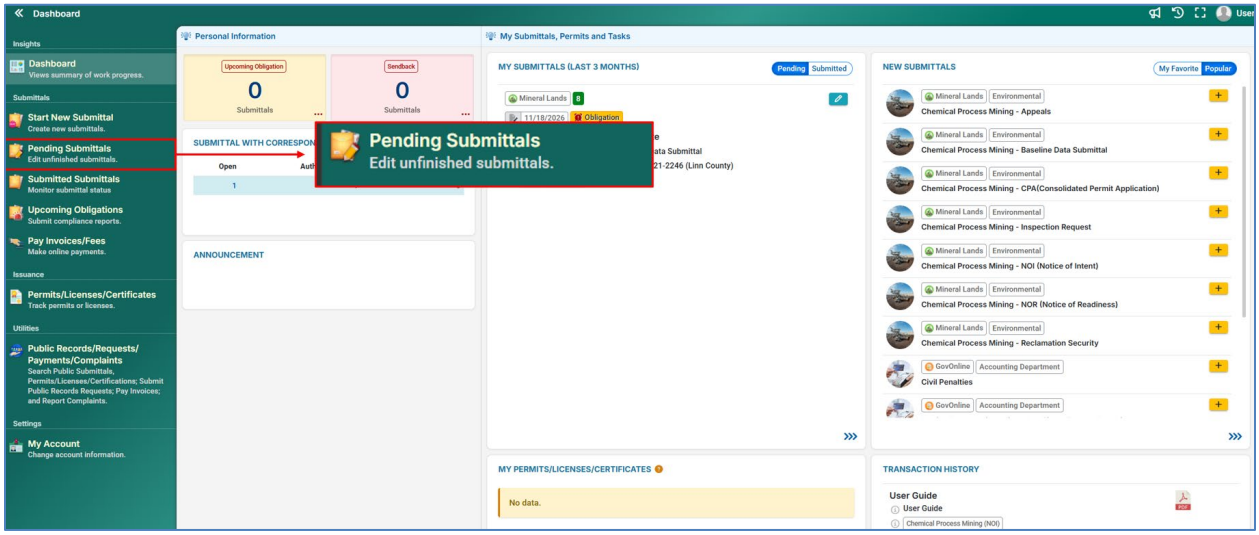


1.1.2 From the Menu

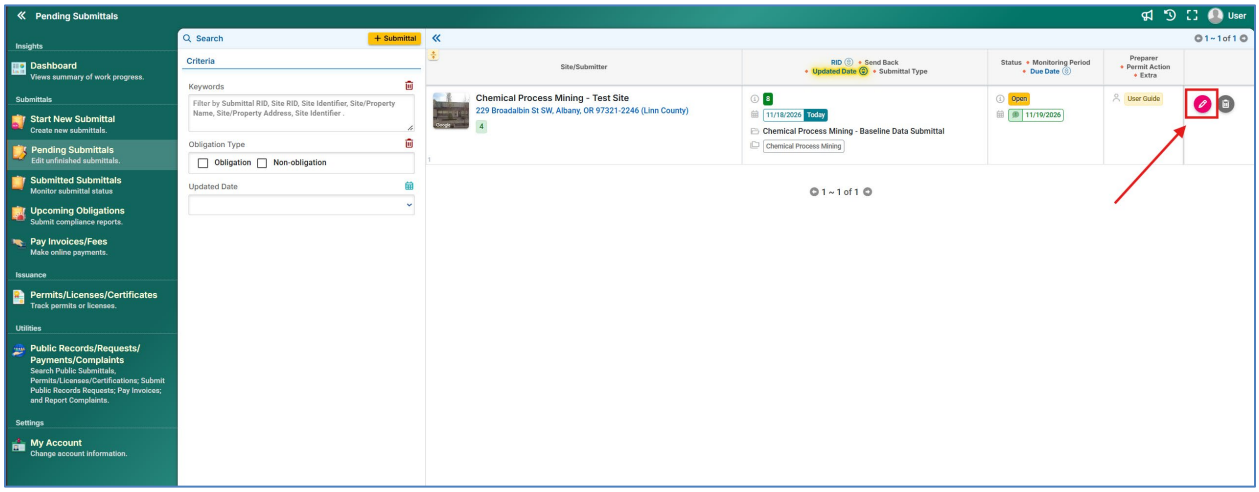
On the menu bar on the left-hand side of the screen, select the “Pending Submittals” module to see all of your pending submittals (a.k.a. applications) in DEPS.



OR



Select the pink pencil icon next to the Baseline Data Submittal.



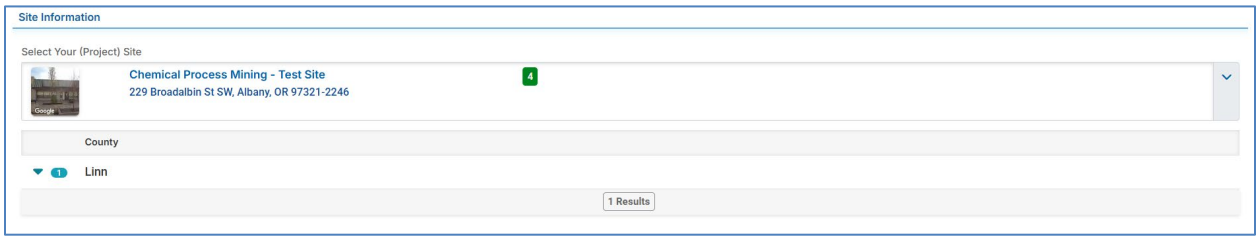
2.0 BASELINE DATA SUBMITTAL

The Baseline Data Submittal form consists of the Basic Info, Attachment, Review and Submission tabs.

2.1 Basic Info

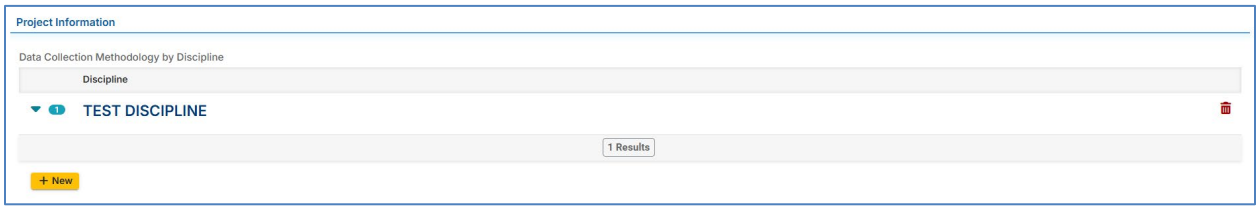
All required boxes need to be completed prior to submitting the form to DOGAMI.

2.1.1 Site Information



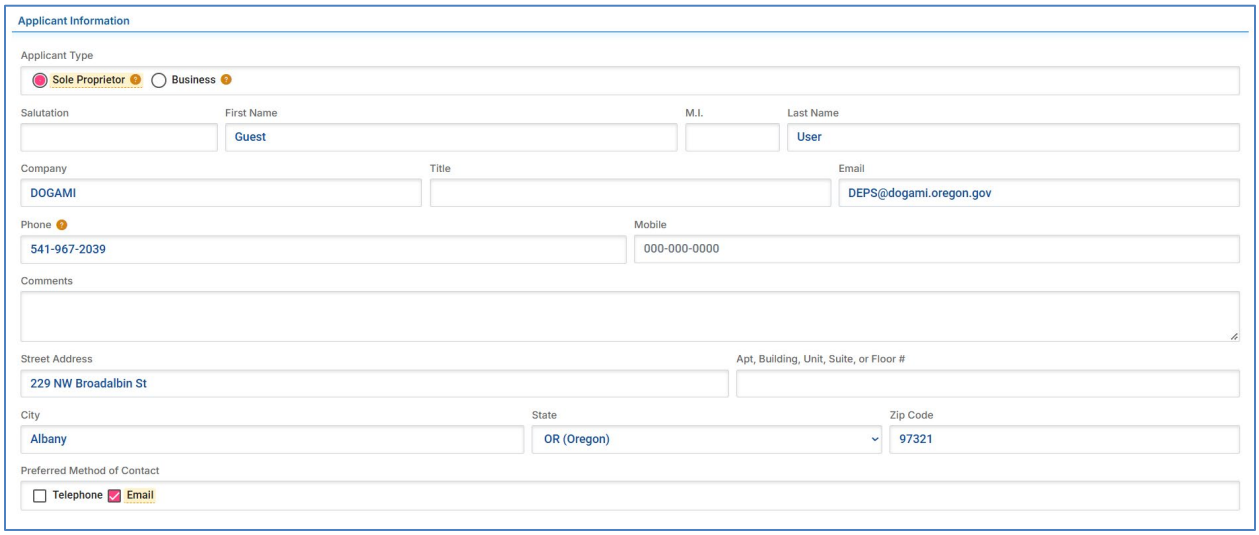
Confirm that this is the correct site from the NOR – contact DOGAMI staff if there is a discrepancy in the site information.

2.1.2 Project Information



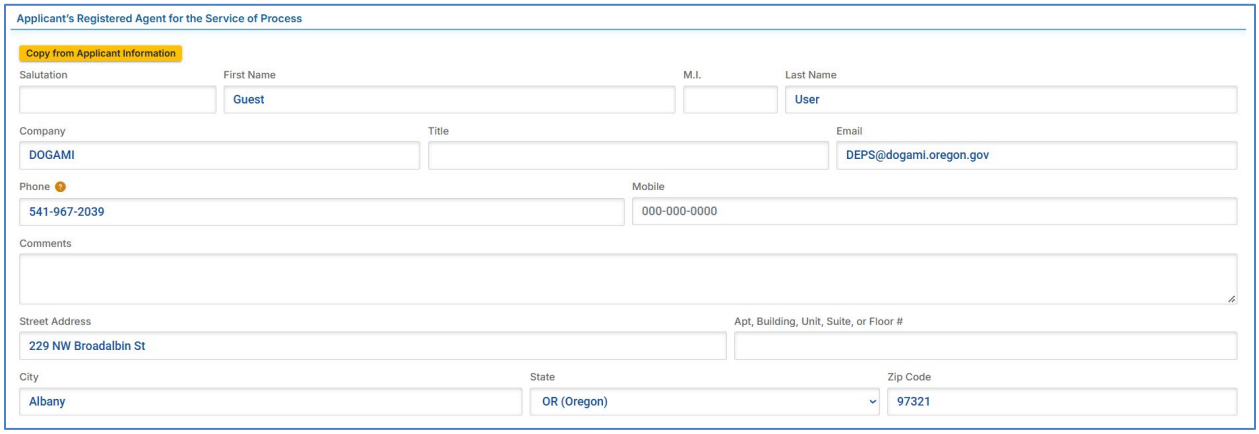
Confirm that this the project information is correct/the same as it was in the NOR – contact DOGAMI staff if there is a discrepancy in the project information.

2.1.3 Applicant Information

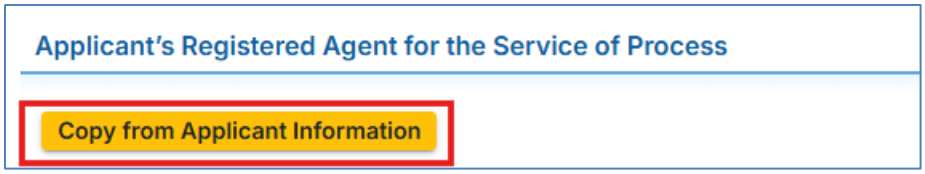


Confirm all the applicant information submitted in the NOR is updated as needed.

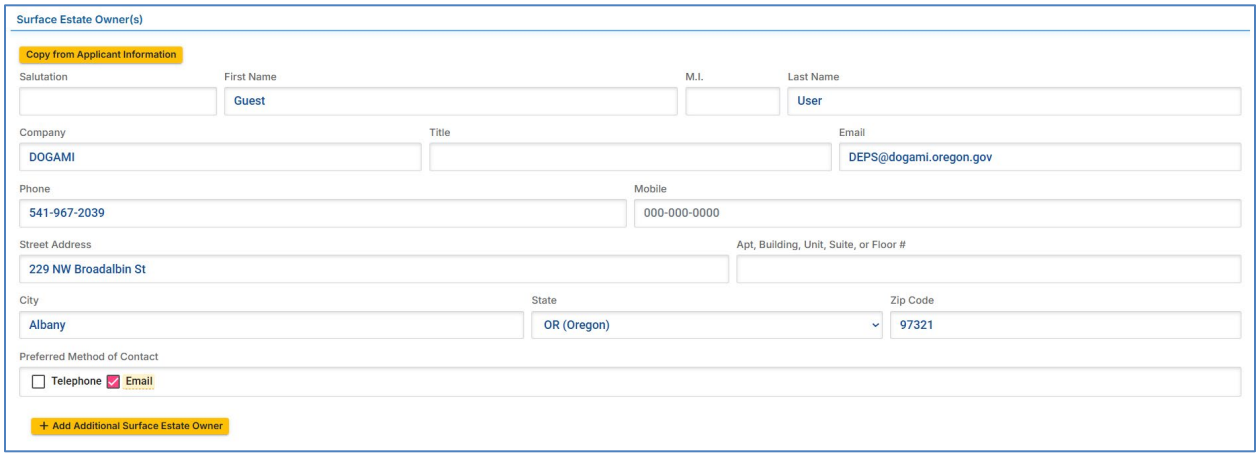
2.1.4 Applicant's Registered Agent for the Service of Process



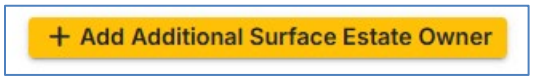
Confirm all the registered agent information submitted in the NOR is updated as needed. If information was updated in the Applicant Information and is relevant to change for this section, use the "Copy from Applicant Information" button to copy the updated information to this section.



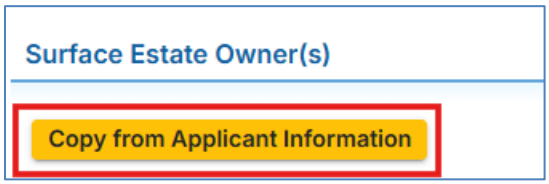
2.1.5 Surface Estate Owner(s)



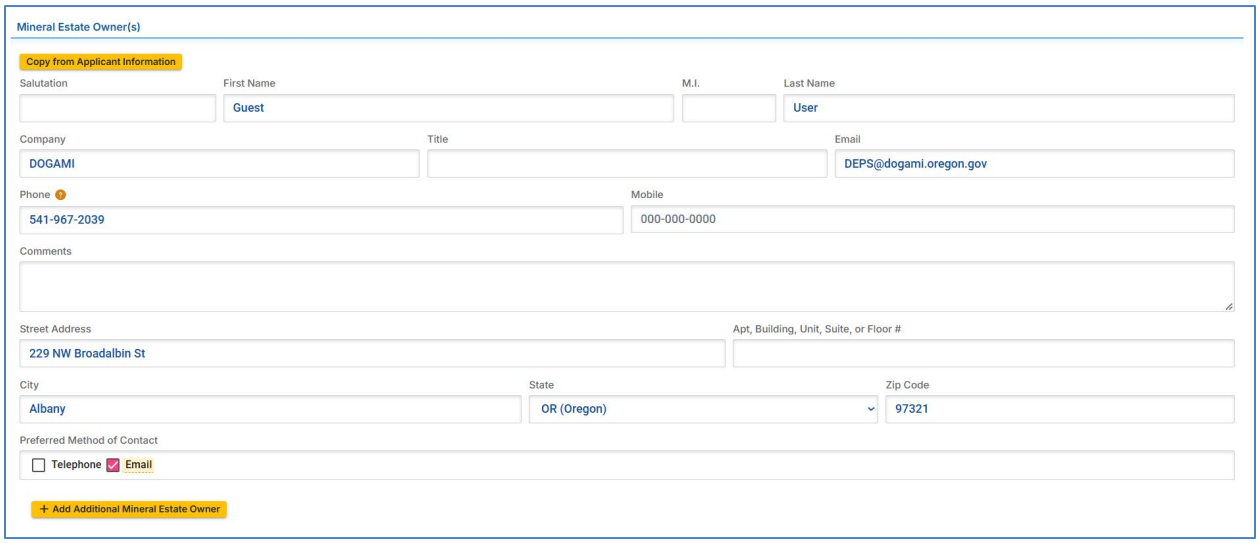
Confirm all the surface estate owner information submitted in the NOR is updated as needed. Use the "+ Add Additional Surface Estate Owner" button if necessary.



If information was updated in the Applicant Information and is relevant to change for this section, use the "Copy from Applicant Information" button to copy the updated information to this section.



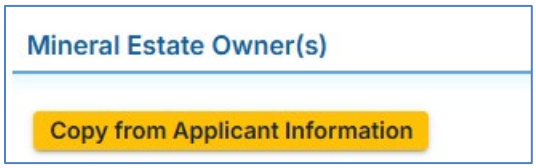
2.1.6 Mineral Estate Owner(s)



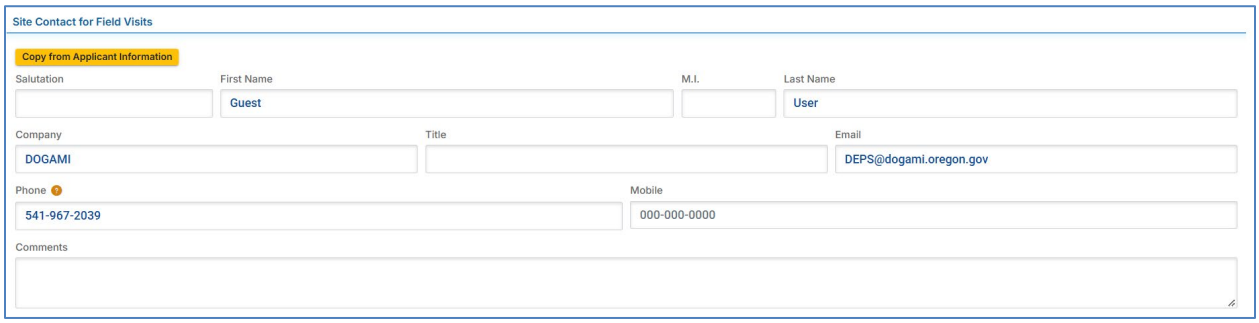
Confirm all the mineral estate owner information submitted in the NOR is updated as needed. Use the "+ Add Additional Mineral Estate Owner" button if necessary.



If information was updated in the Applicant Information and is relevant to change for this section, use the "Copy from Applicant Information" button to copy the updated information to this section.



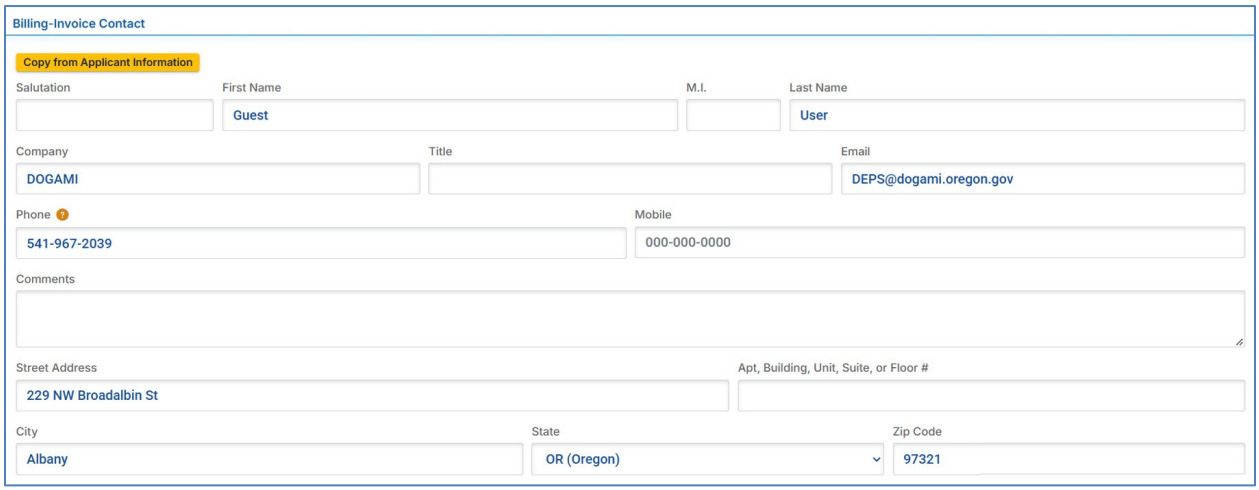
2.1.7 Site Contact for Field Visits



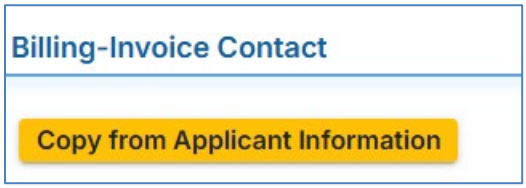
Confirm all the site contact information submitted in the NOR is updated as needed. If information was updated in the Applicant Information and is relevant to change for this section, use the "Copy from Applicant Information" button to copy the updated information to this section.



2.1.8 Billing-Invoice Contact



Confirm all the billing-invoice contact information submitted in the NOR is updated as needed. If information was updated in the Applicant Information and is relevant to change for this section, use the "Copy from Applicant Information" button to copy the updated information to this section.



Once all information in the Basic Info tab is completed, click the pink save button in the bottom right-hand corner of the screen, and move to the Attachment tab. If the Basic Info tab has a red circle indicator, there is required information left to be completed. Review the form again to ensure that nothing has been missed.

Requirements have been fulfilled:

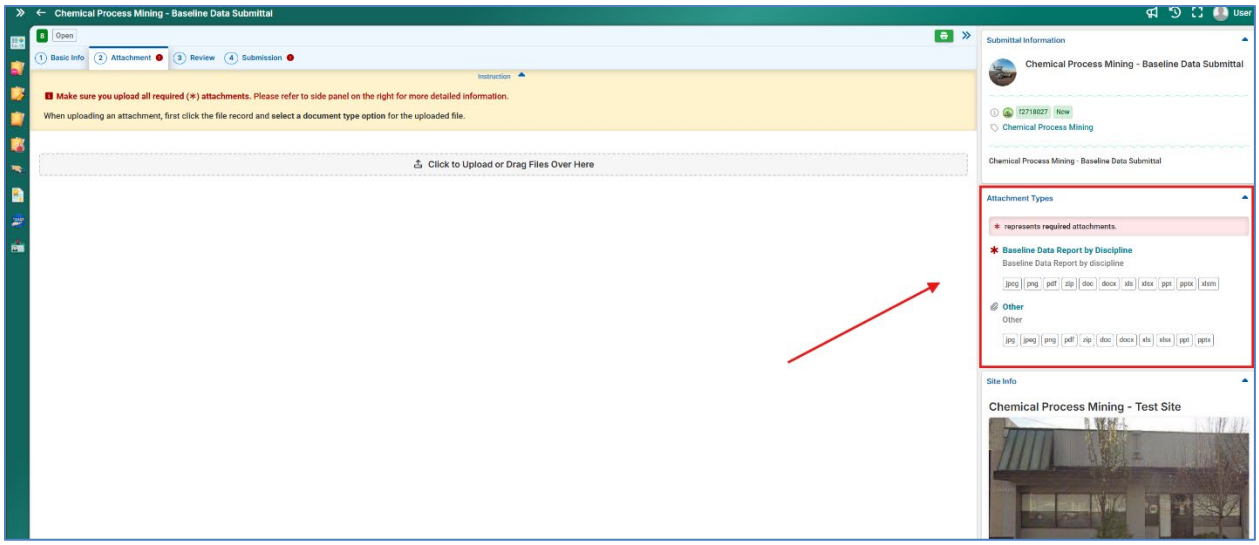


Requirements have not been fulfilled:



2.2 Attachment Tab

A list of required attachments is listed on the right-hand side of the page.

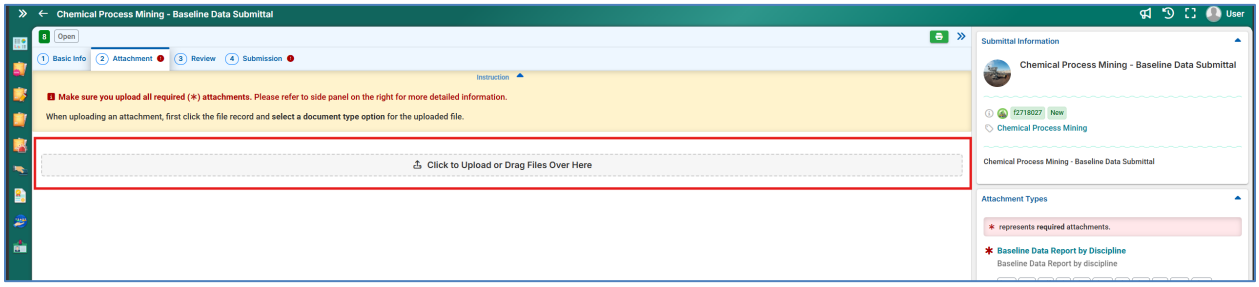


All required attachments will have a red asterisk icon next to them. 

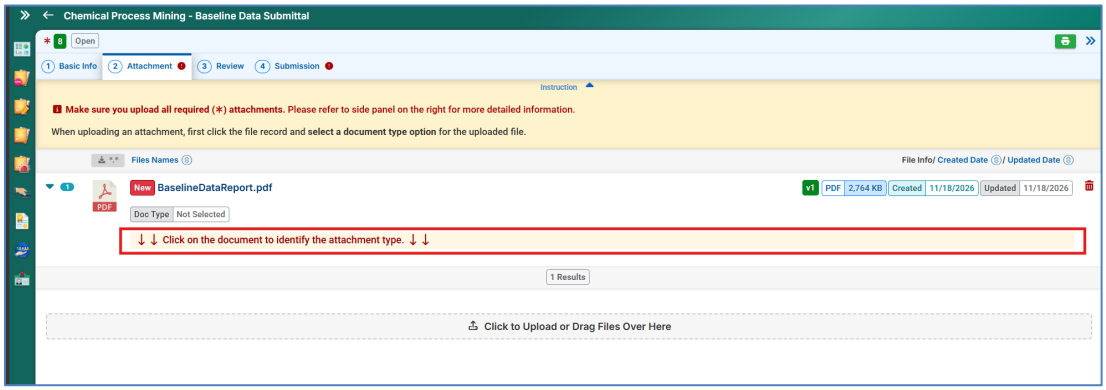
Required Attachments for Baseline Data Submittal as of November 2026 include:

- Baseline Data Report by Discipline
    - **Note:** there should be a document for every discipline identified in the NOR

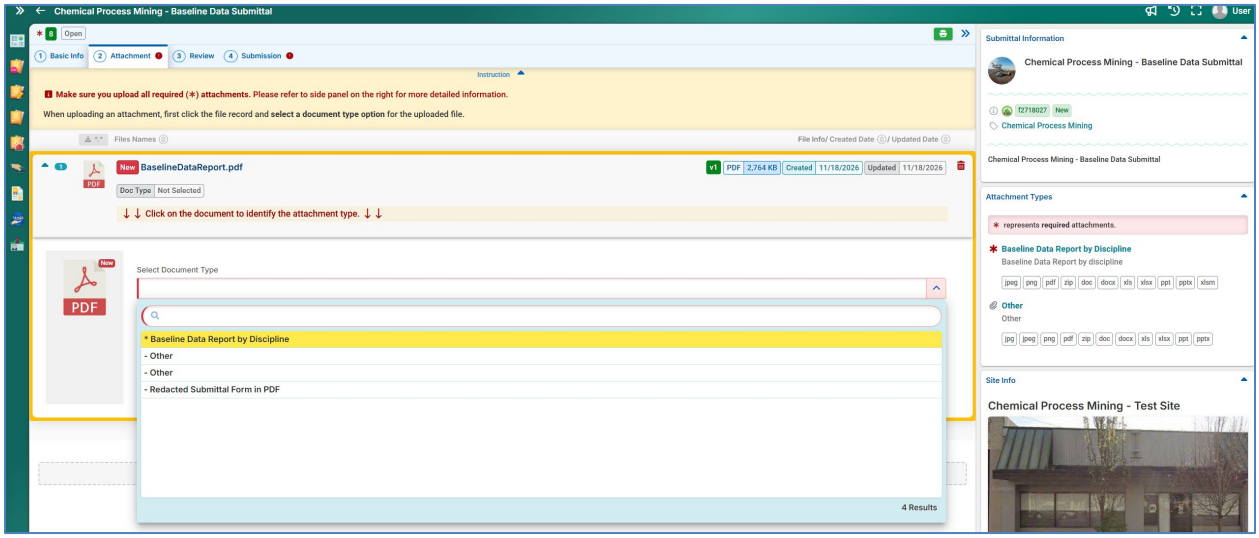
To attach a document, click the grey "Click to Upload or Drag Files Over Here" bar or drag a file onto the page.



Select the “Click on the document to identify the attachment type” bar to required information and additional comments about your attachment.



Select the correct option in the “Select Document Type” drop down to fulfill the attachment requirements, and add any comments about the document (not required).



Repeat this process for any additional documents. Once the required document has been attached, click the pink save button in the bottom right-hand corner of the screen, and move to the Review tab. If the Attachment tab has a red circle indicator, there is required information left to be completed. Review the required attachments again to ensure that nothing has been missed.

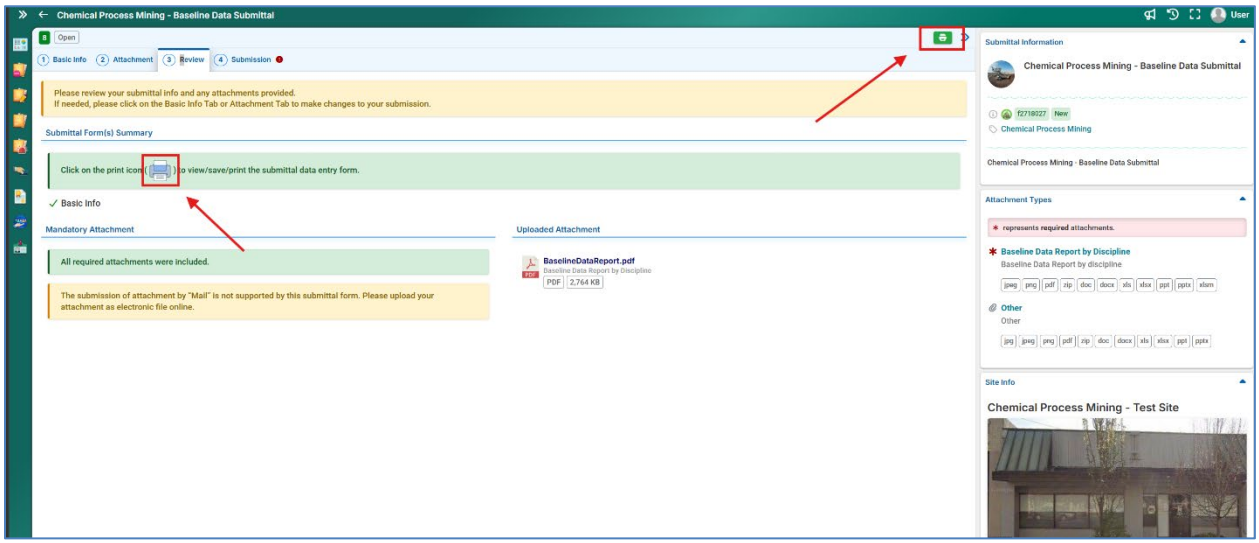
Requirements have been fulfilled:



Requirements have not been fulfilled:

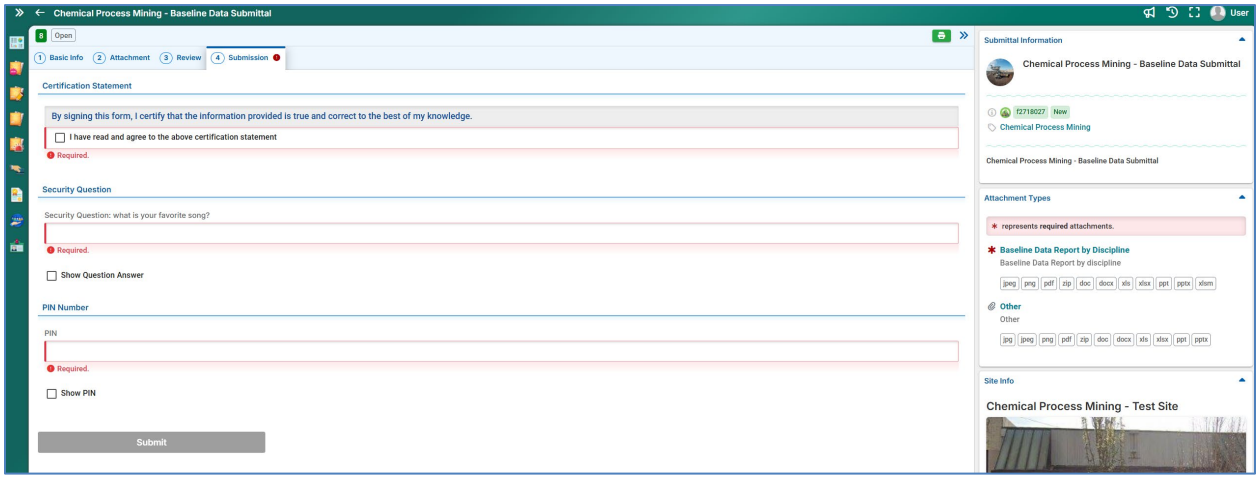


2.3 Review Tab



The Review Tab shows an overview of documents have been attached to the submittal, and a copy of the submittal form can be downloaded by selecting one of the two print buttons on the page. Proceed to the Submission Tab to complete the application.

2.4 Submission Tab



All required data must be completed to be able to submit the application.

2.4.1 Certification Statement

Select the "I have read and agree to the above certification statement" box to proceed with the submittal process.



2.4.2 Security Question

Answer the security question provided on the screen. These are the same questions/answers that were set up during account creation. They are case sensitive. **Note**: Users can reset their security questions in their account profile.



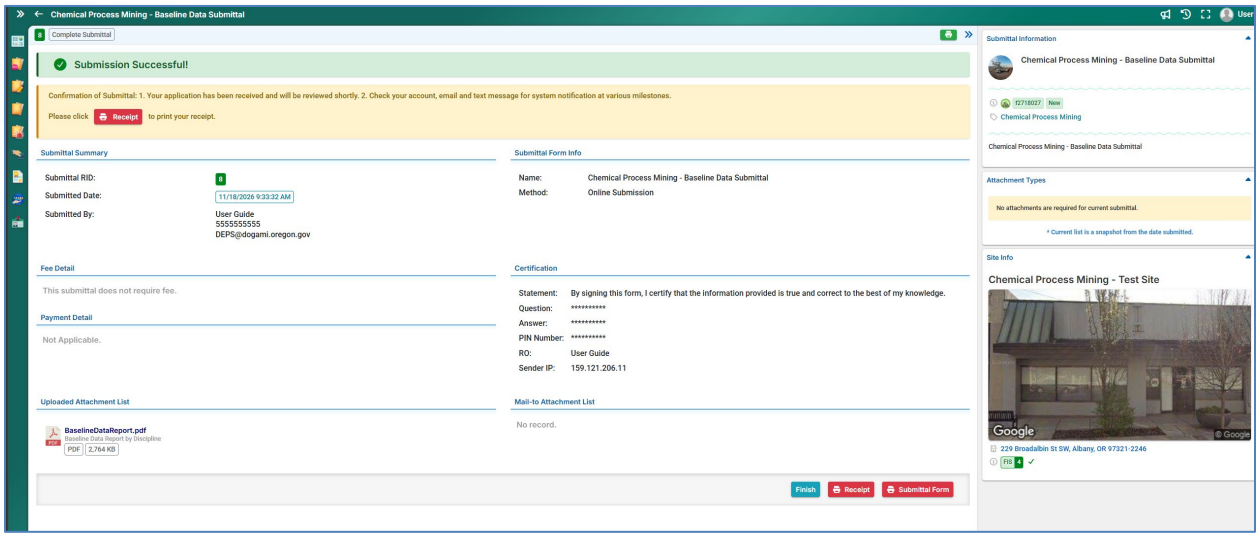
2.4.3 PIN Number

Enter the PIN Number that was set up during account creation. **Note**: Users can reset their PIN in their account profile.

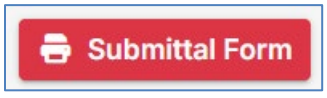


Once all three sections are completed, press the blue Submit button.

2.4.4 Complete Submittal Page



A copy of the submittal can be printed using the "Submittal" Form at the bottom right-hand side of the page. The receipt buttons will generate an invoice BUT there is no payment associated with the Baseline Data Submittal application.

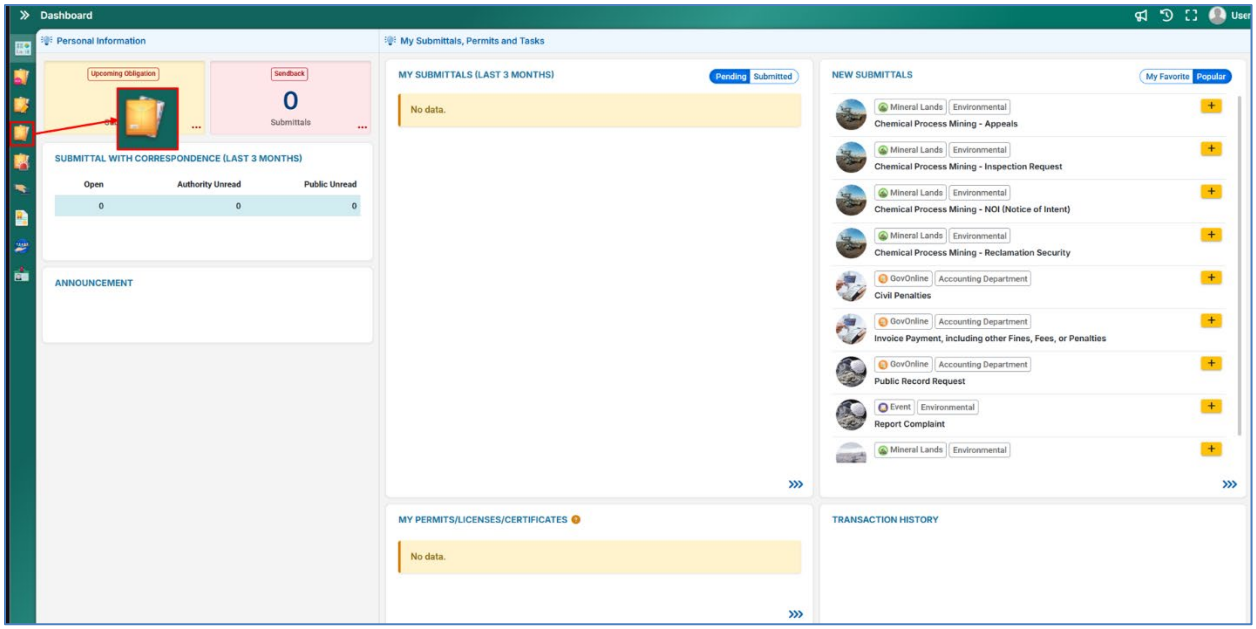


To complete the submittal, press the blue "Finish" button at the bottom of the page.

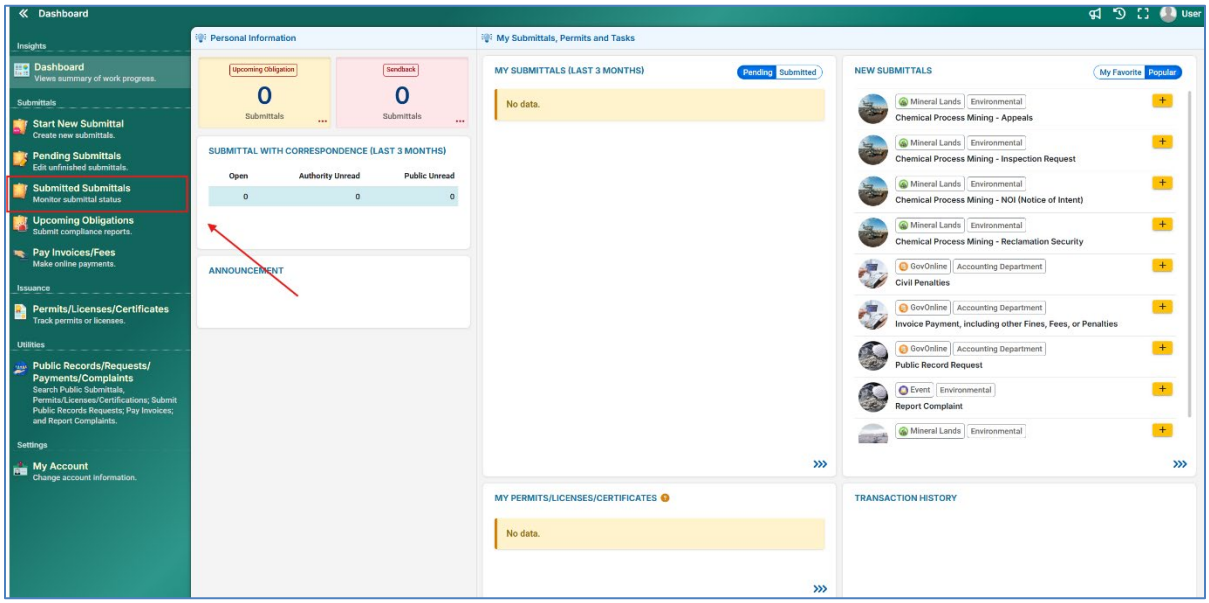


3.0 SUBMITTED SUBMITTALS MODULE

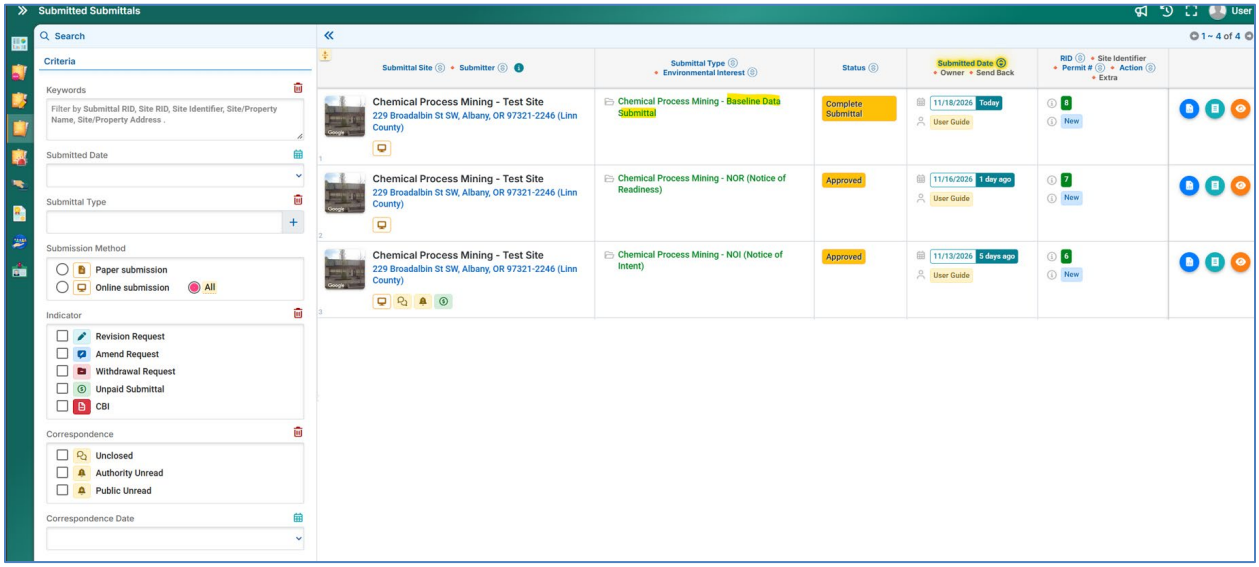
To review your application submittal and check the progress you can find your application in the "Submitted Submittals" module.



OR

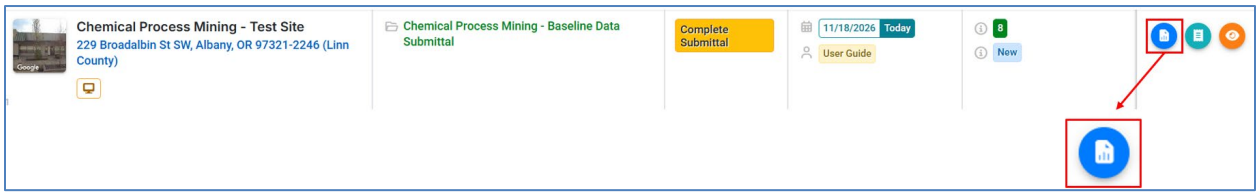


The module will open and will show all submitted applications (a.k.a. “submitted submittals”).



3.1 Review Form Button

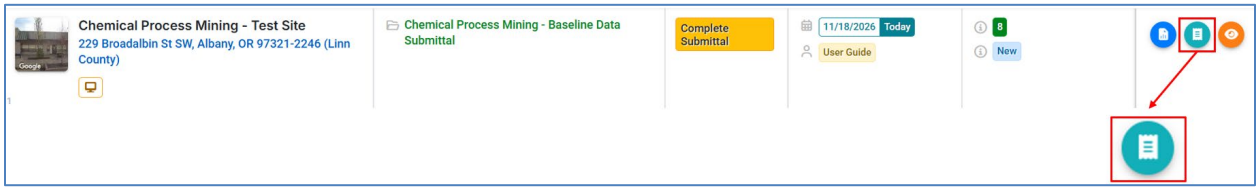
To review your submitted application, attachments and receipt click the dark blue “Review Form” button.



You can review the application and attachments but cannot make any edits. A copy of the submittal can be printed again from the Receipt tab.

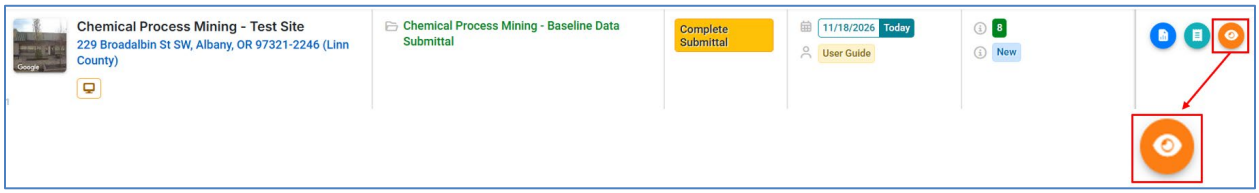
3.2 Receipt Button

This button will generate an invoice BUT there is no payment associated with the Baseline Data Submittal.



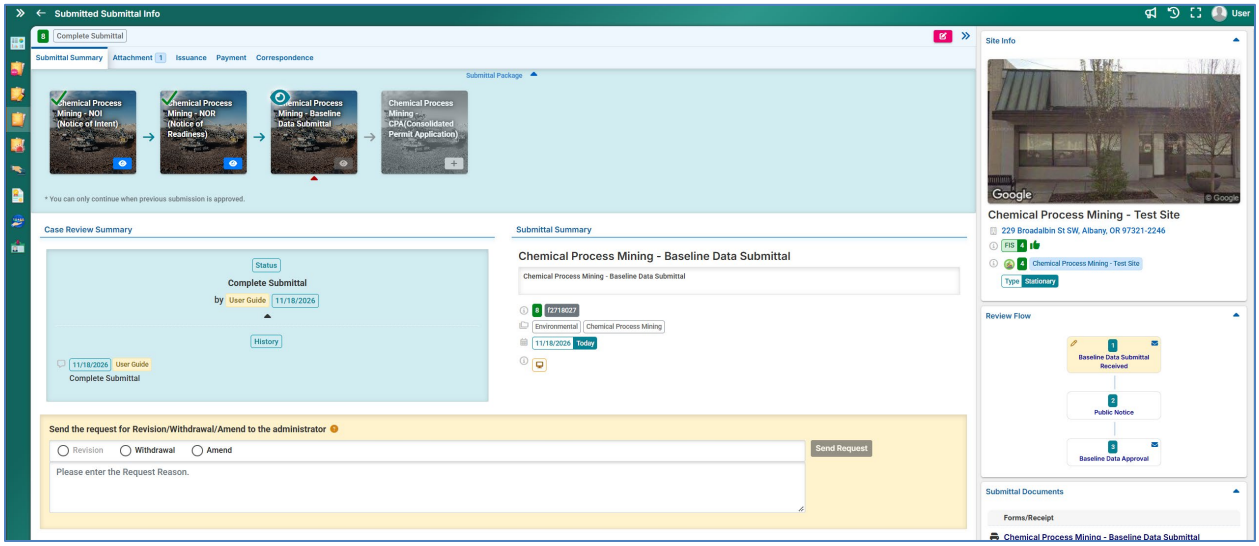
3.3 View Submittal Detail Button

To view your application status, or request to Withdraw or Amend your application, click the orange “eye” button.

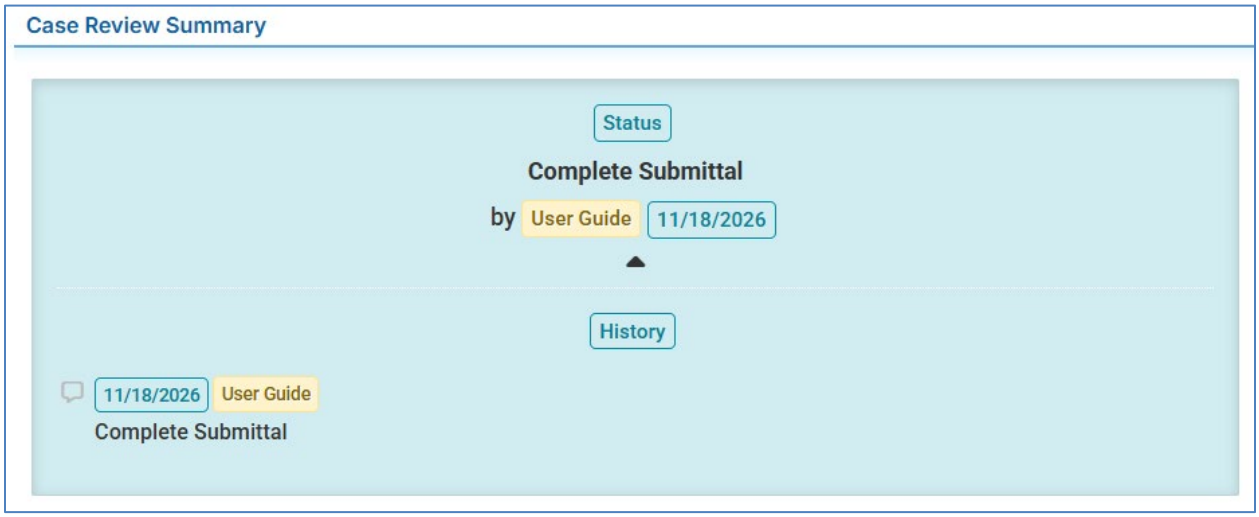


3.3.1 Submittal Summary Tab

The submittal detail page will open.

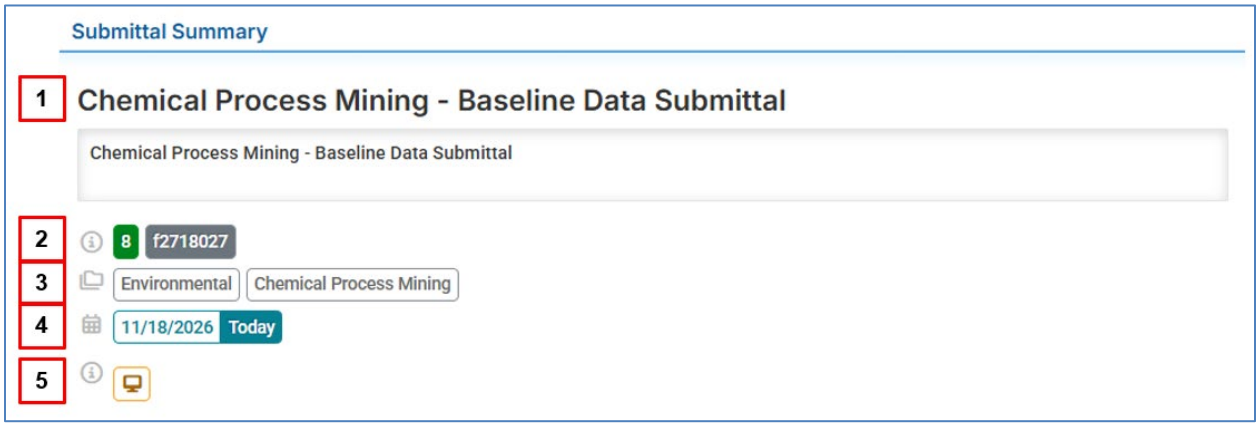


3.3.1.1 Case Review Summary



This section highlights any comments from DEPS or DOGAMI staff regarding the submittal.

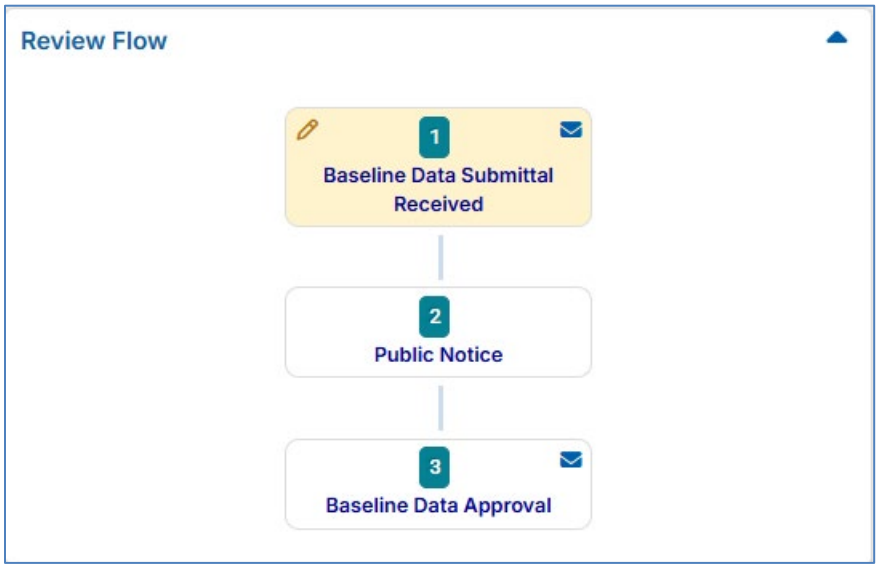
3.3.1.2 Submitted Submittal Summary



This section details the following information:

1. The application type.
2. The submittal reference ID number in green.
3. The environmental interest related to the application.
4. The submission date.
5. The submission type (ex: online submission)

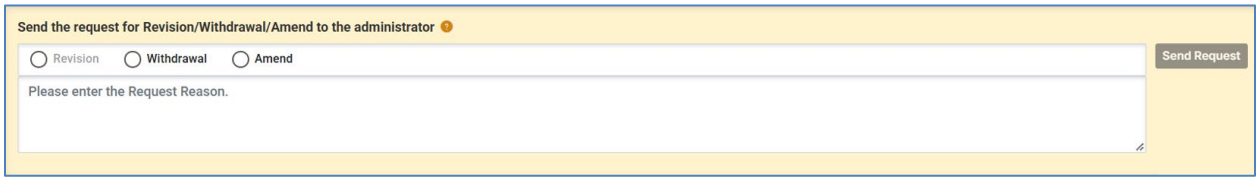
3.3.1.3 Review Flow



This section is an indicator of where the application is in the DOGAMI review process.

- Green = Completed Task
- Yellow = Current Task
- White = Future Task

3.3.1.4 Send the request for Revision/Withdrawal/Amend to the administrator

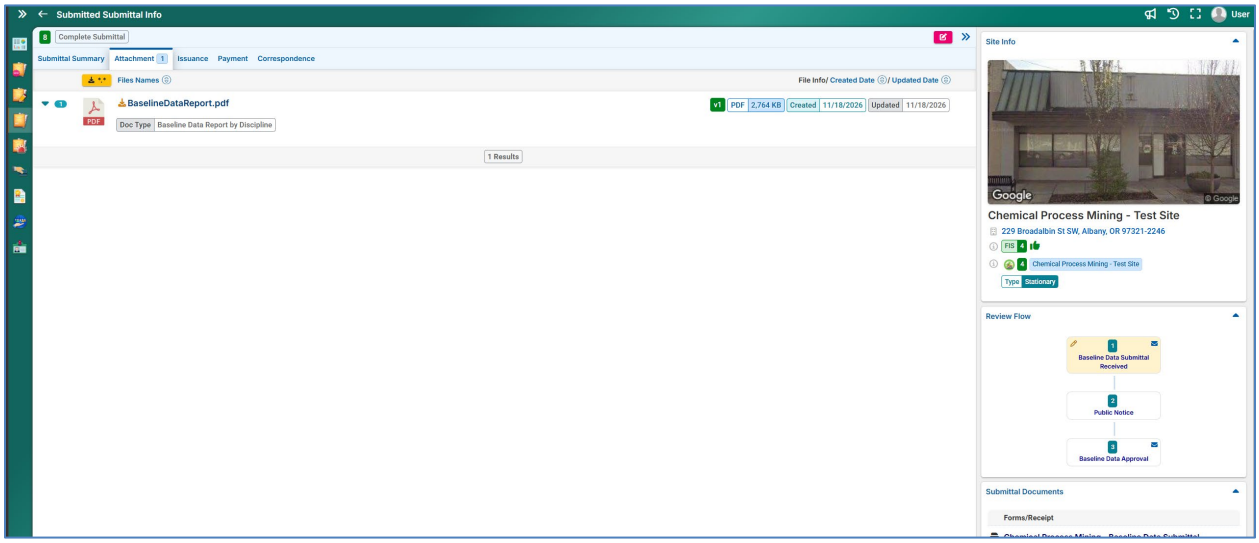


- Revision – not available for a NOR submittal
- Withdrawal – Withdrawal requests allow users to withdraw the submission
- Amend – Amend requests allow users to modify the data on the current submission record.

All requests will be reviewed by DOGAMI staff before DEPS users are allowed to withdraw a submittal or make any changes.

3.3.2 Attachment Tab

This tab is used to review attachments sent in the original application, or to update attachments at the request of DOGAMI staff.

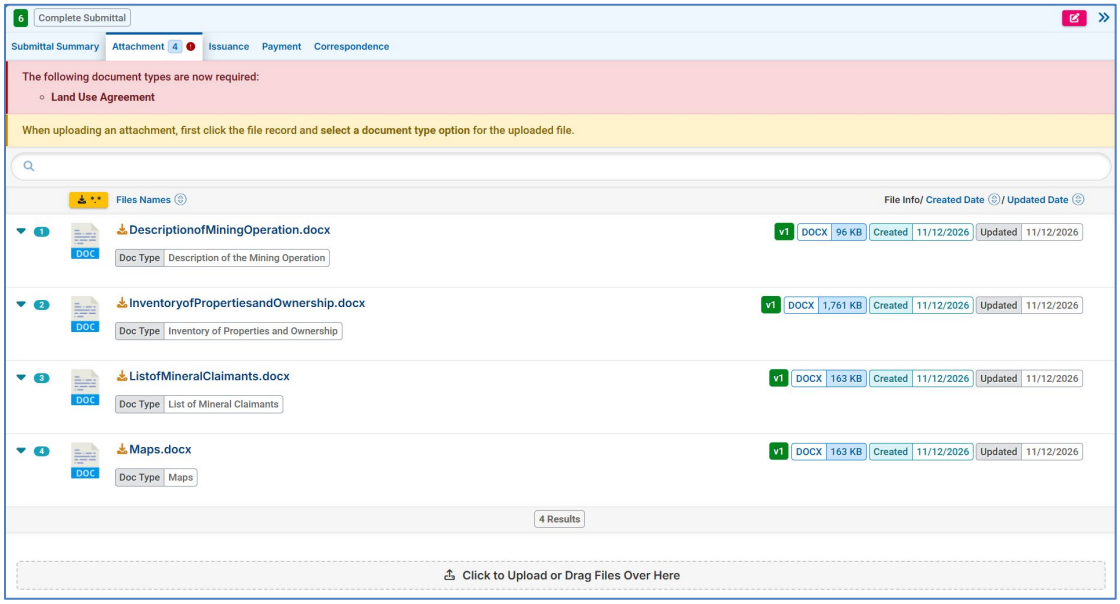


3.3.2.1 Adding New Attachments

During the application review process, DOGAMI staff may request additional information to be provided as a new attachment. If that is the case, DOGAMI staff will contact the applicant directly to let them know what information needs to be uploaded and direct them to the Attachment tab in the Submittal Detail page.

If a new attachment is required, the Attachment tab will show a red circle indicating that there is an unfulfilled requirement. The red banner in the Attachment tab will list all of the required documents needed to fulfill the request.

Example:



Upload the required document(s) and click the save button in the bottom right-hand side of the screen.

See Section 2.2 for directions to upload attachments.

3.3.3 Issuance Tab

For the Baseline Data Submittal – no issuance documents will be generated by DOGAMI. Supporting documents may appear in this tab after the application has completed the authority review process.

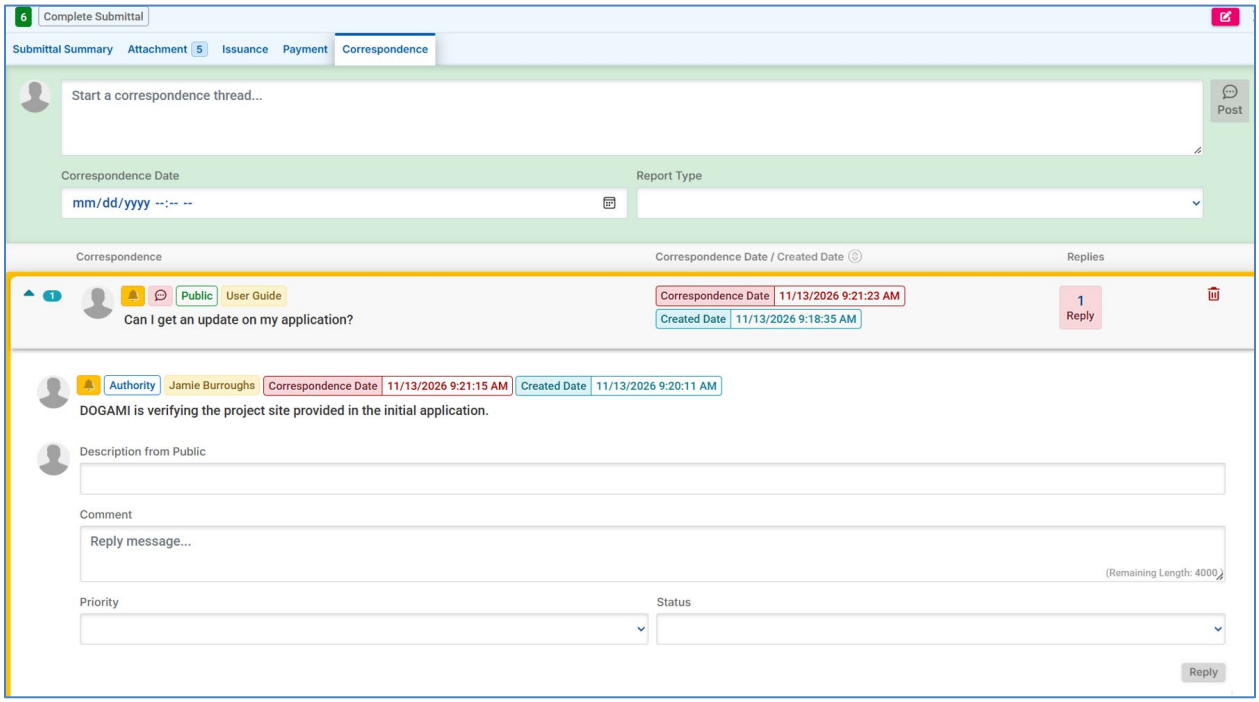
3.3.4 Payment Tab

For the Baseline Data Submittal – no payment is made during the submittal.

3.3.5 Correspondence Tab

This tool can be used to communicate with DOGAMI staff within DEPS regarding the specific submittal. This form of communication with DOGAMI is not immediate but will be reviewed on a regular basis. For more immediate help contact DOGAMI at DEPS@dogami.oregon.gov or email the staff member you are working directly with regarding your NOR application.

Example of correspondence:



4.0 CONTACT INFORMATION

For more information about our program visit our website:
https://www.oregon.gov/dogami/mlrr

For help with the DOGAMI e-Permitting System (DEPS) contact us via email at DEPS@dogami.oregon.gov or call us at 541-967-2039.

Our office is open Monday-Friday from 8:30a-4:30p Pacific Time and closed on all State and Federal Holidays.