DOGAMI EPERMITTING SYSTEM (DEPS): USER GUIDE

CHEMICAL PROCESS MINING: NOTICE OF INTENT (NOI)

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.

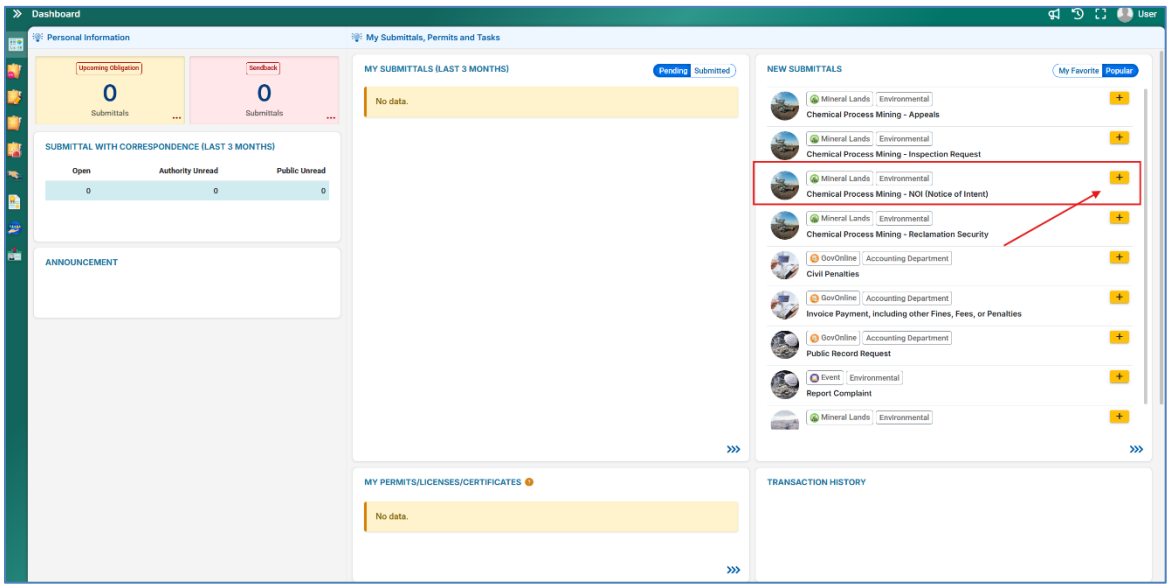
Visit the DOGAMI website to find additional information about DEPS.

1.0 STARTING A NEW NOTICE OF INTENT (NOI) SUBMITTAL IN DEPS

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

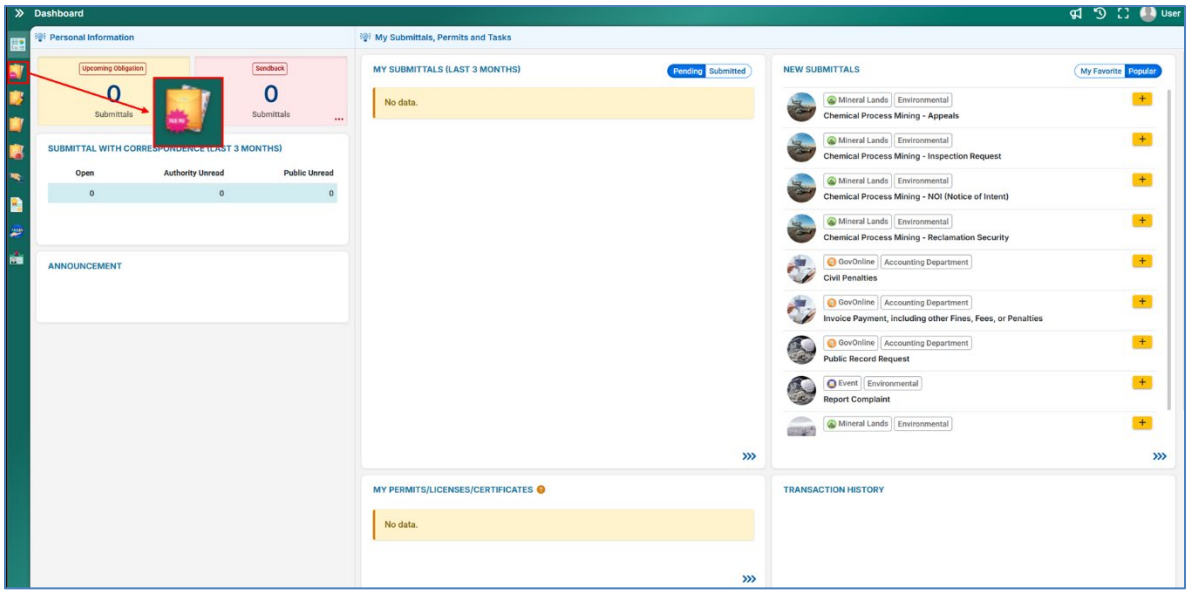
1.1 Start New Submittal from the Dashboard

On your dashboard, navigate to the New Submittal section. Find the "Chemical Process Mining – NOI (Notice of Intent)" option and click the yellow + button. A new submittal will open. **Note**: Only users with Responsible Official (RO) account or Submitter account associated with a approved RO account can start a new submittal in DEPS.

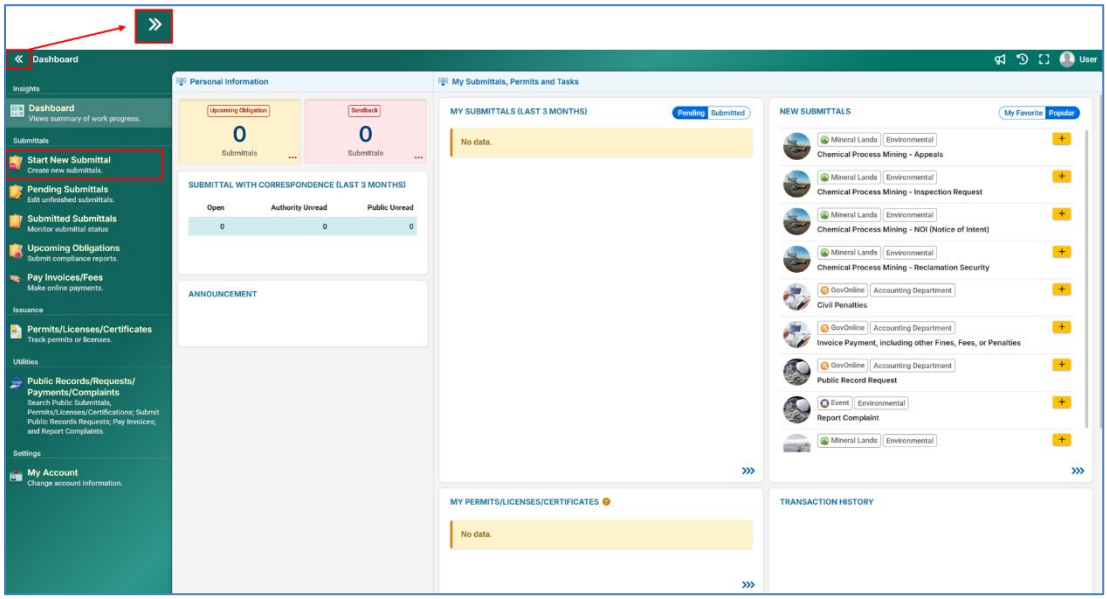


1.2 Start New Submittal from the Menu

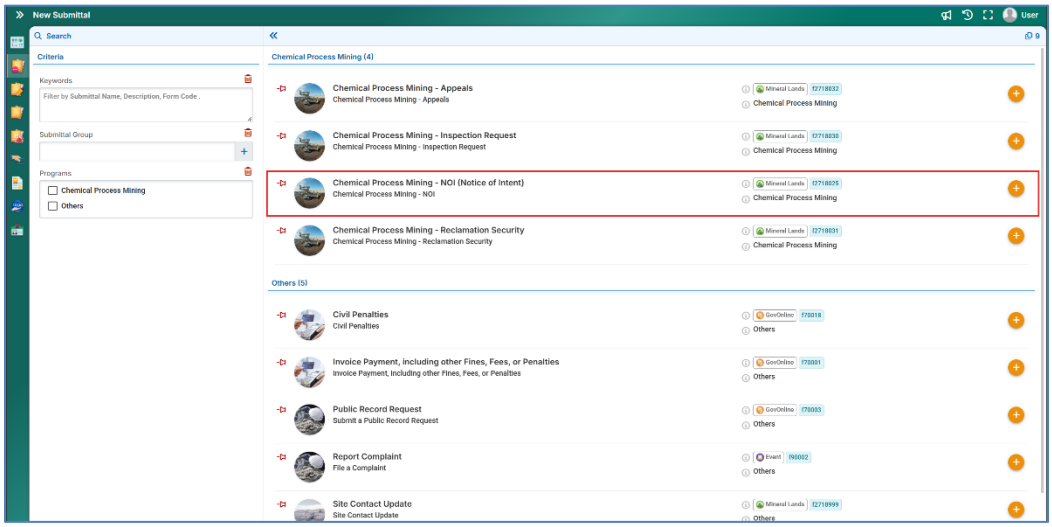
Another option is to select “Start New Submittal” in the menu on the left-hand side of the page.



To see more details in the menu, click the button on the top left of the page and the menu will expand with more details.



Then find the “Chemical Process Mining – NOI (Notice of Intent)” option and select the Orange + button. **Note**: Only users with Responsible Official (RO) account or Submitter account associated with a approved RO account can start a new submittal in DEPS.



2.0 NOTICE OF INTENT (NOI) SUBMITTAL

The NOI submittal form consists of the Basic Info, Attachment, Payment, Review and Submission tabs.

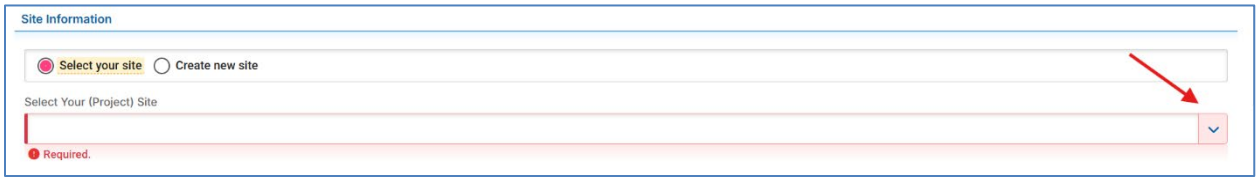
2.1 Basic Info Tab

All required boxes need to be completed prior to the request being able to be submitted to DOGAMI.

2.1.1 Site Information

2.1.1.1 Selecting an Existing Site

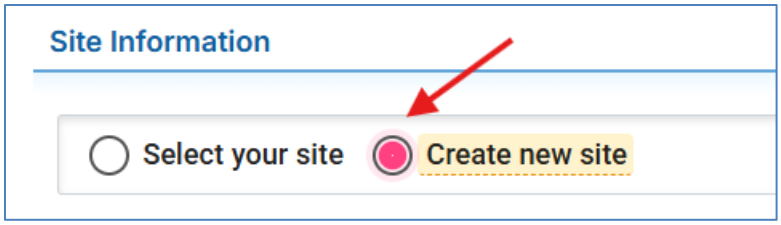
To start the NOI process, a site needs to be selected. If the site you are submitting an NOI for has been permitted by DOGAMI in the past, you can use the “Select your (Project) Site” drop down to select or search for your site.



Once a site is selected, save the submittal using the pink save button on the bottom right-hand side of the screen.

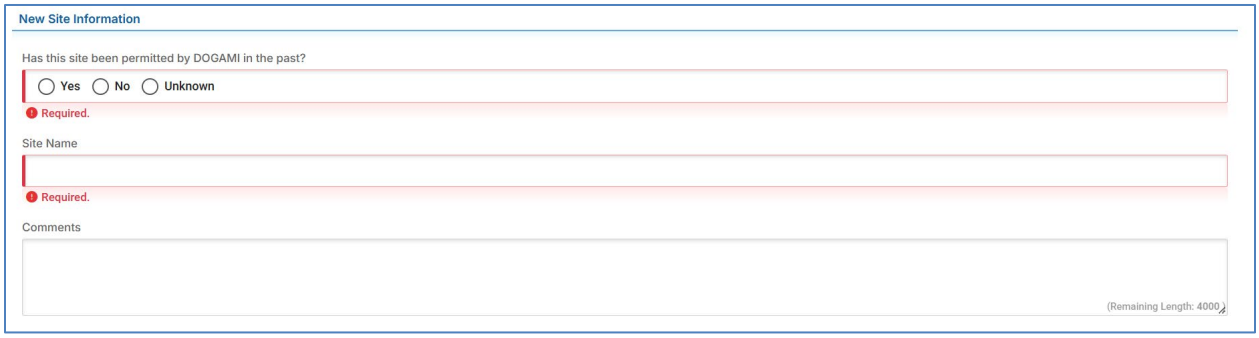
2.1.1.2 Creating a New Site

If the site you are submitting an NOI for has not been permitted by DOGAMI (or if you are not sure if it has been permitted by DOGAMI in the past) you can create a new site by selecting the “Create new site” radio button.

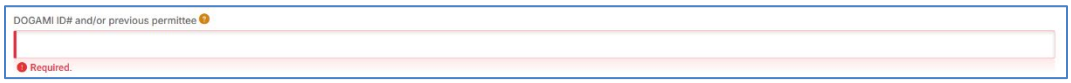


2.1.1.2.1 New Site Information Section

If you selected "Create new site" additional information will be required to complete in the Site Information section. Complete all required information. Upon receipt of your NOI, DOGAMI staff will verify the site information provided.

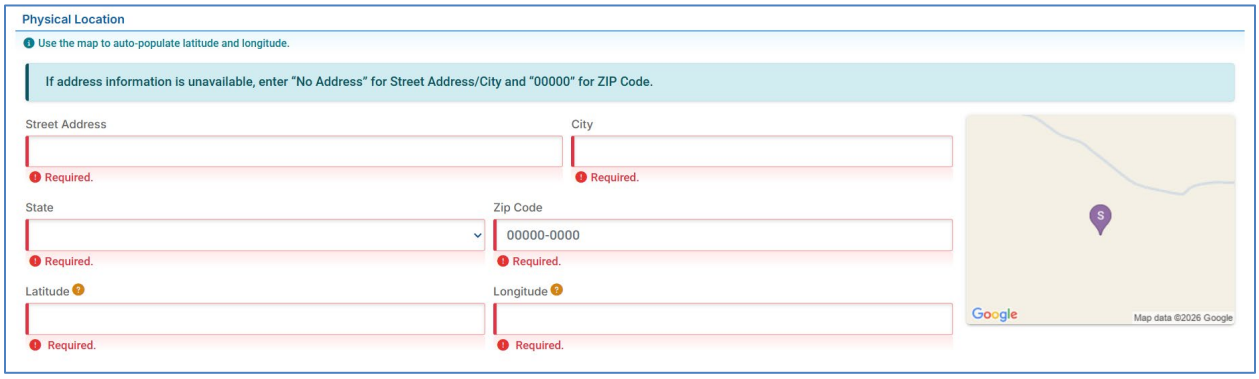


- Has this site been permitted by DOGAMI in the past?: Use the radio buttons to indicate whether the site has been previously permitted by DOGAMI, or if you do not know.
    - If Yes: Add the DOGAMI ID# and/or previous permittee information in the box, and include any other information in the comments that may be helpful to cross-reference previous permitting actions in the immediate area. DOGAMI ID#s are not reused after a site is closed.

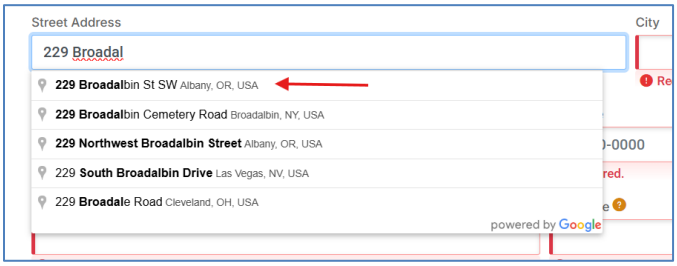
      

    - If No: Continue to Site Name
    - If Unknown: Continue to Site Name
- Site Name: Enter the name you wish for the site to be called. This name cannot be changed without an additional amendment submission to DOGAMI.
- Comments: Add any necessary information regarding the new site.

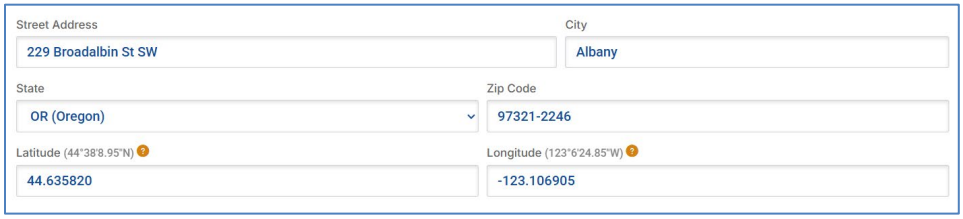
2.1.1.2.2 Physical Location Section



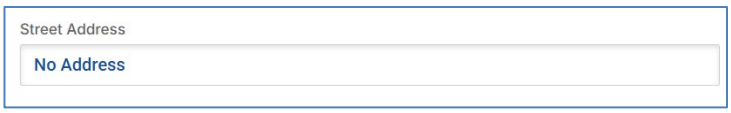
- Street Address: Enter street address for the new site and select the address that matches in the options that populate below the text box.
    - Example:



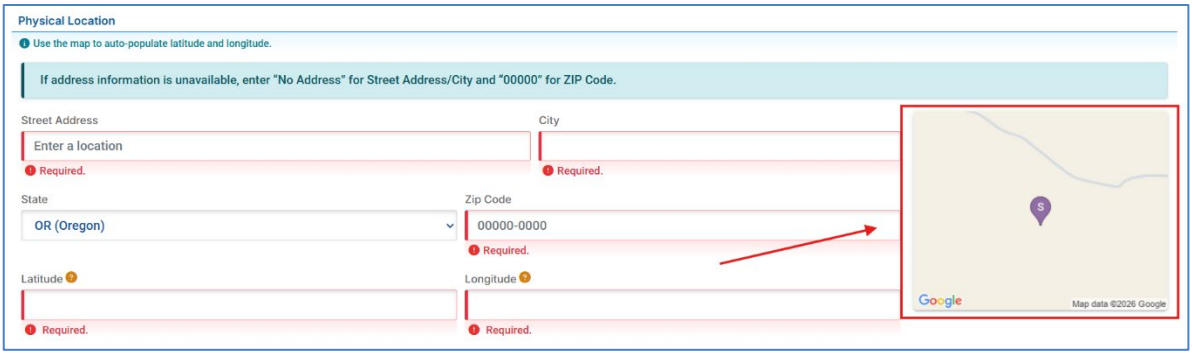
    - The rest of the site address should auto-populate after selecting.
        - Example:



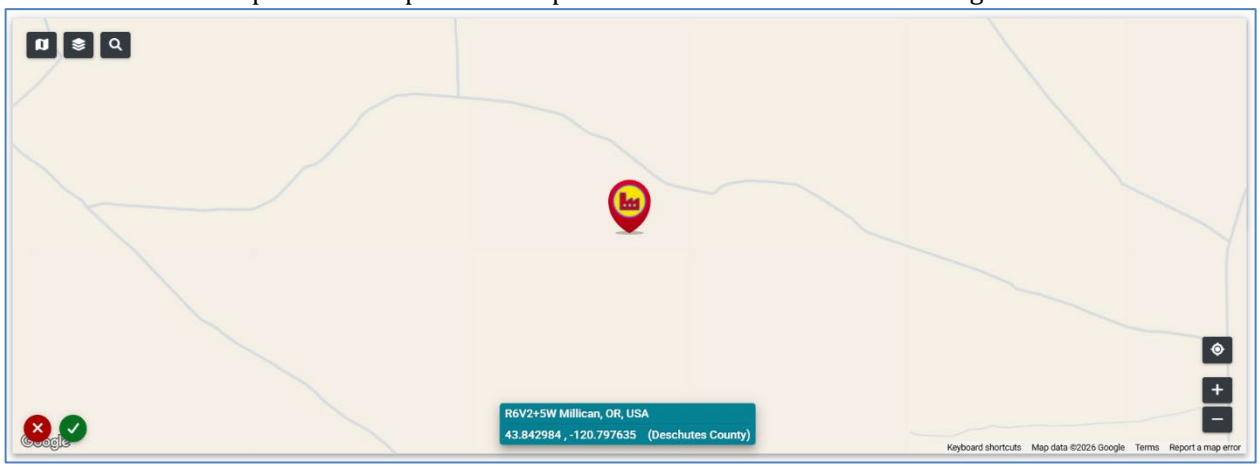
    - If address information is unavailable, enter "No Address" and do not select an option from the options that populate below the text box.



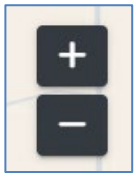
- City: If you did not use the auto-fill option, enter the name of the city where the site is located.
- State: If you did not use the auto-fill option, add Oregon using the drop down option. **Note**: To be considered for permitting by DOGAMI, the site must be in Oregon.
- Zip Code: If you did not use the auto-fill option, enter the zip code if known, other wise add 00000.
- Latitude: If you did not use the auto-fill option, enter the Latitude in decimal degrees using the WGS84 datum. Or use the map to select your site location (see instructions below).
- Longitude: If you did not use the auto-fill option, enter the Longitude in decimal degrees using the WGS84 datum. Or use the map to select your site location (see instructions below).
- Using the map to select the site location:
    - Click on the map to the right of the Physical Location information.



- The map tool will expand with a point centered in the middle of Oregon.



- Use the cursor to click and drag to your desired location on the map, and click once to drop the point for your site.
- Use the +/- buttons in the bottom right-hand side of the tool to zoom in (+) and out (-).



- Use the target button to move to the map to your current location. You may have to allow DEPS to know your location within your browser, selecting "Allow while visiting the site" or "Allow this time" will move the point to your current location.
- When you have found the location of your site and ensured that the red pin is in the correct position. Click the green check box in the bottom land-hand side of the tool. The information in the Physical Location will auto populate with the data from your selected location.

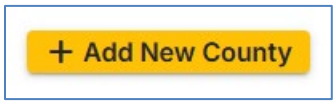


Once a site is selected, save the submittal using the pink save button on the bottom right-hand side of the screen.

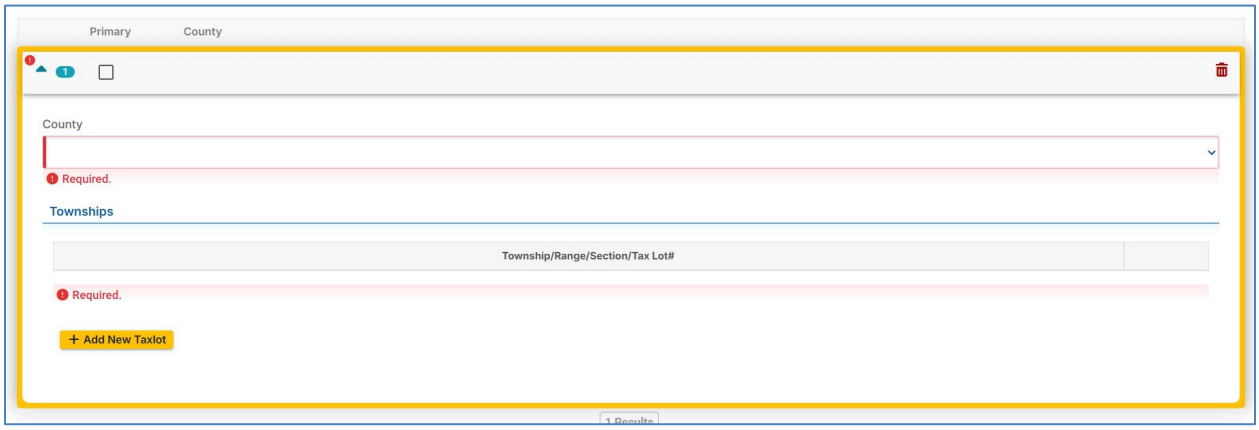
2.1.1.2.3 Legal Description



The new site must be associated with Township, Range, Section and Tax Lot data. To add data click the "+Add New County" button.



A new record form will open. All required data must be completed.

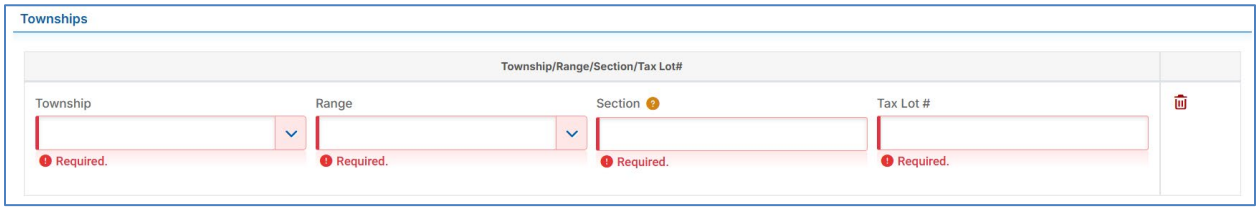


- Primary: Check the box under Primary to associate your site with the primary lot. If you are adding more than one county to the record, only check the primary box for one county.
- County: Select the county that the site is located.

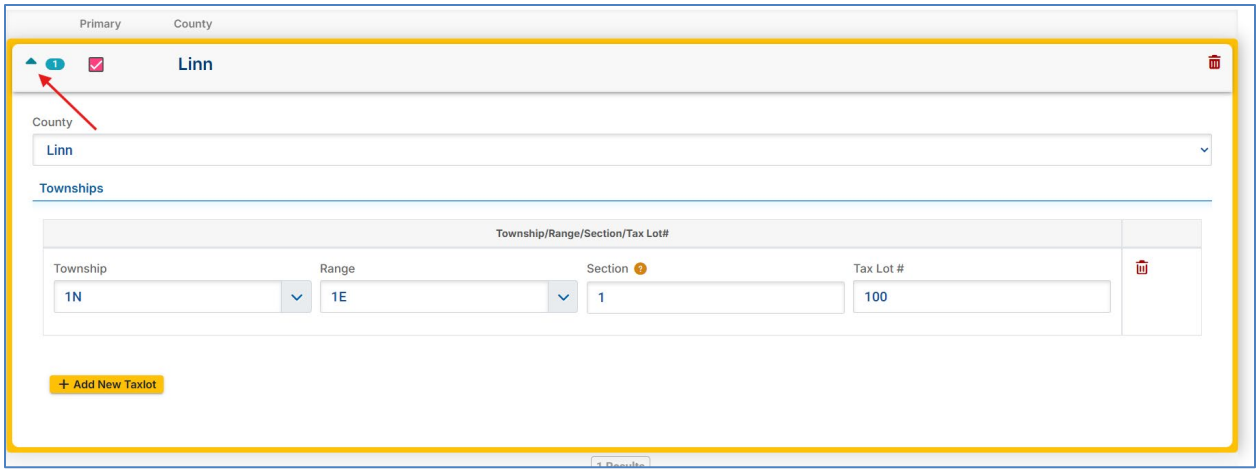
Click the "+Add New Taxlot" button.



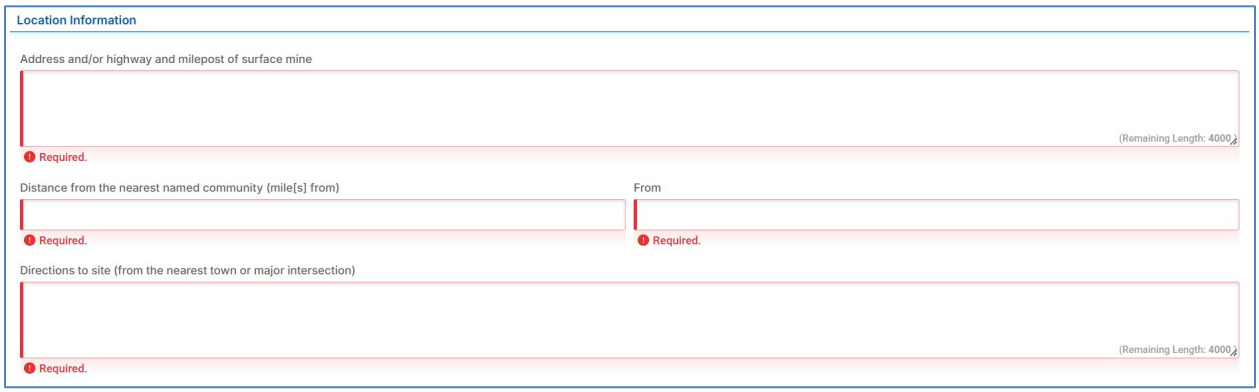
A new section will open for Townships. All required data must be completed.



- Township & Range: Select the correct Township and Range using the drop down menus.
- Section: Enter section information as seen on county assessor Map Taxlot ID. Enter whole numbers between 1 and 36 with or without alpha suffix
    - Example: 10 or 10CA
- Tax Lot #: Manually enter tax lot number.
- Use the "+ Add New Taxlot" button to add additional information for the site.
- Click the blue arrow in the top left-hand side of the record to collapse the record and continue with the application.



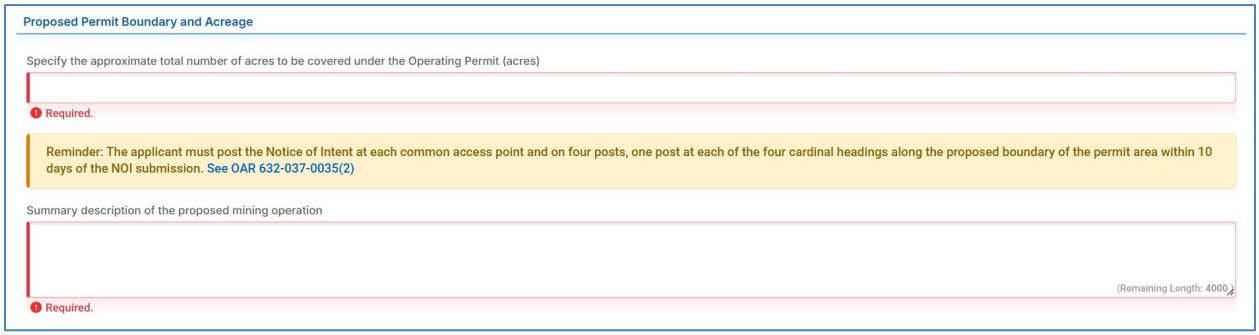
2.1.2 Location Information



All required data must be completed.

- Address and/or highway and milepost of surface mine: Enter relevant data.
- Distance from nearest named community (miles[s] from): Enter the number of miles that the site is from the nearest named community. Example: 5.05
- From: Enter the name of the nearest named community.
- Directions to site (from nearest town or major intersection): Enter detailed travel information about the site location in relation to the nearest named community.

2.1.3 Proposed Permit Boundary and Acreage

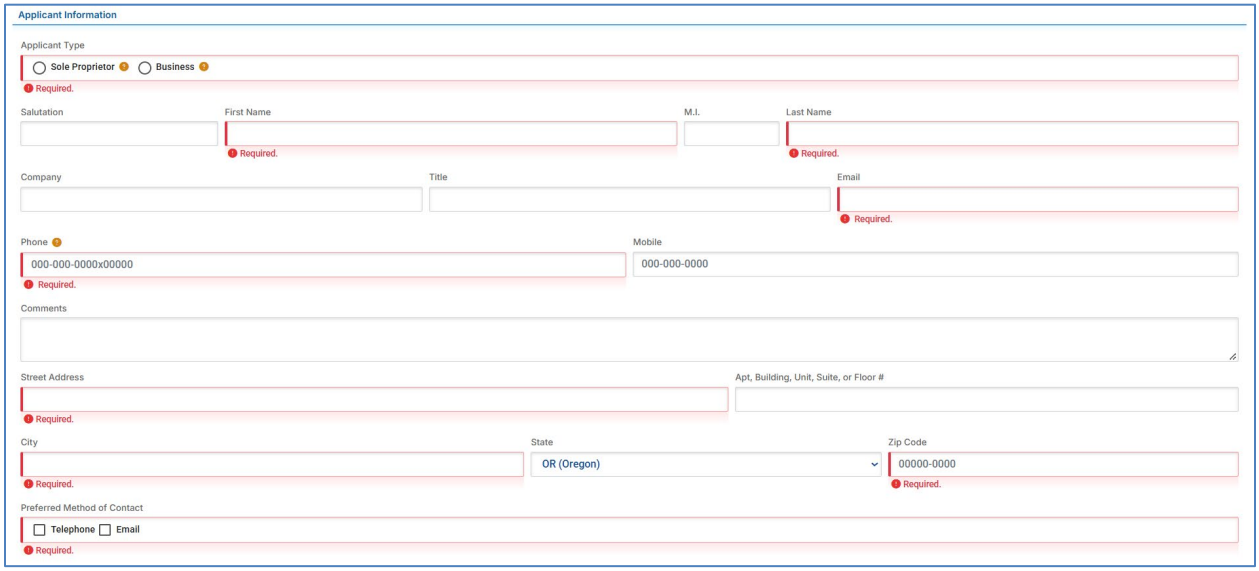


All Required data must be completed.

- Specify the approximate total number of acres to be covered under the Operating Permit (acres): Enter the number of acres. Example: 153.55

- Summary description of the proposed mining operation: Enter relevant information.

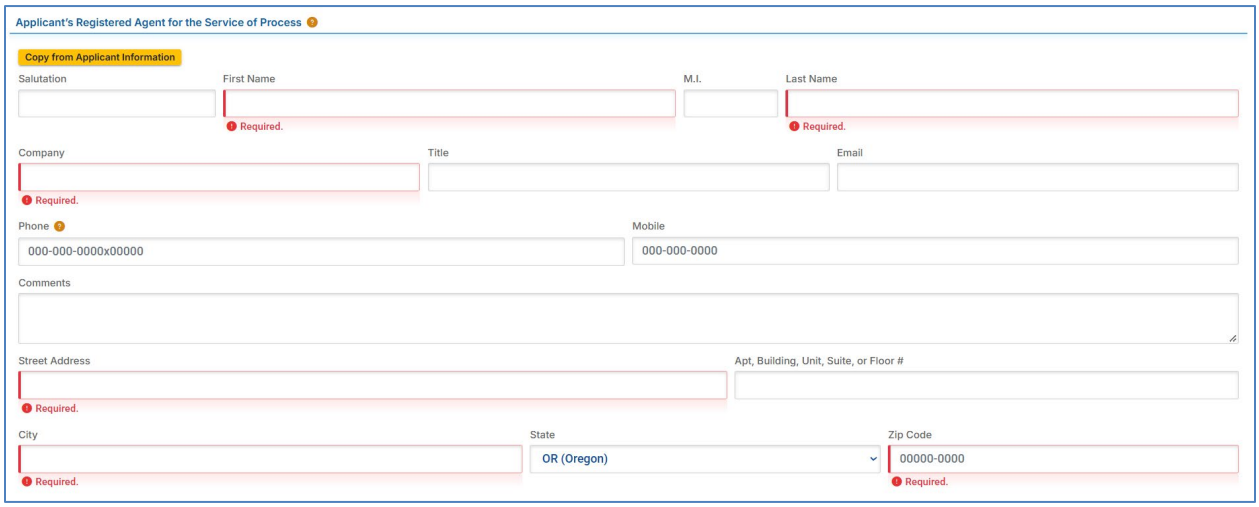
2.1.4 Applicant Information



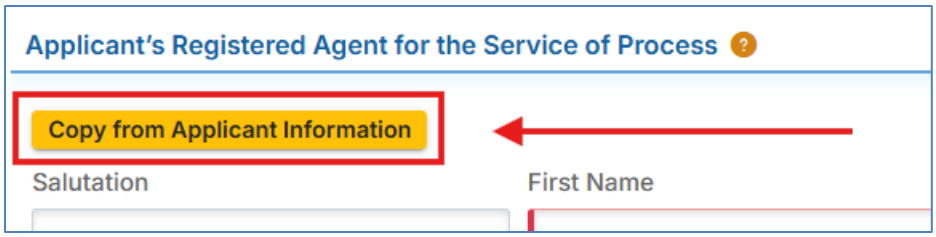
All Required data must be completed.

- Applicant Information: Select one.
    - Sole Proprietor – an individual person operating a business that is not legally separate from the owner. The permit is held by the individual, even if a business name is used.
    - Business – a registered private business entity such as an LLC, corporation, or partnership that is legally separate from its owners.
- Salutation: Enter relevant information (ex: Mr., Mrs., Dr.)
- First Name: Enter relevant information
- M.I.: Middle Initial – Enter relevant information
- Last Name: Enter relevant information
- Company: Enter the name of the company associated with the requested permit (if applicable)
- Title: Position (ex: Manager, CEO, Owner)
- Email: Enter active email; all correspondence with DEPS will occur via email.
- Phone: If no phone number is available, enter 999-999-9999. For international numbers, also enter 999-999-9999 and include the full number with country code in the field comments below.
- Mobile: Enter relevant information.
- Comments: Enter any additional information needed regarding the applicant's identity.
- Street Address: Enter the address for the Sole Proprietor or Business, this may be different from the project/site address. See Section 2.1.1 for instructions to use the auto-fill tool.
- Preferred Method of Contact: Select an option – this will be contact by DOGAMI staff outside of DEPS, all correspondence from DEPS will be via email.

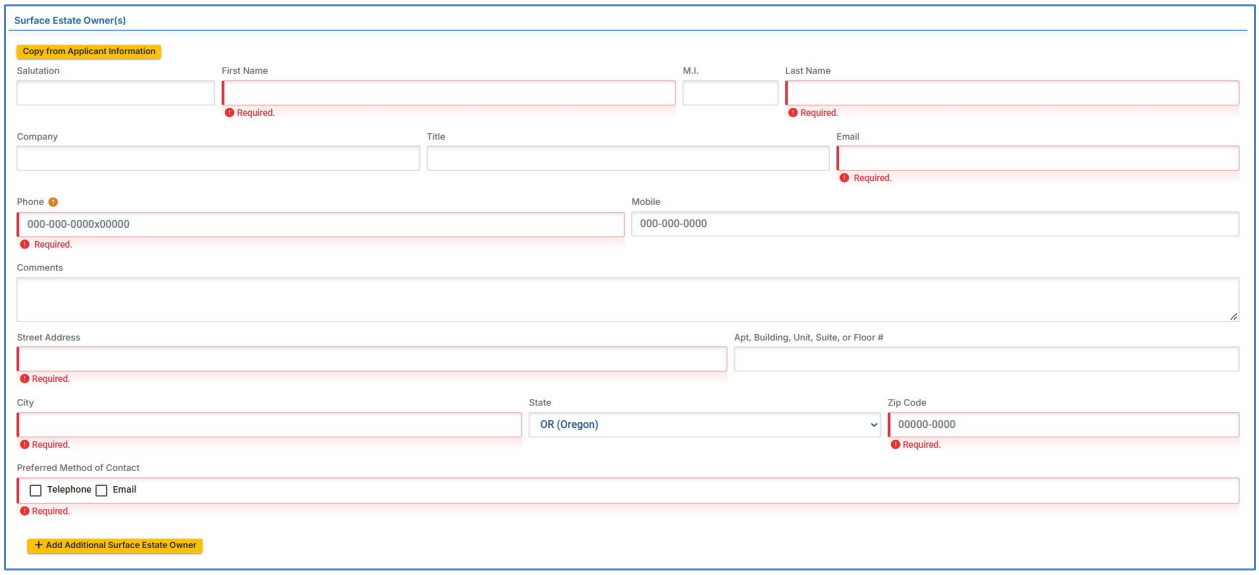
2.1.5 Applicant's Registered Agent for the Service of Process



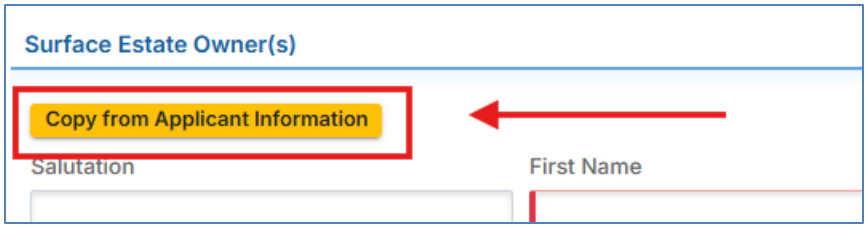
If this information is the same as the Applicant Information section, use the "Copy from Applicant Information" button in the top left of the section. All Required data must be completed. **Note**: If required text field is unknown, enter "N/A". If address information is unavailable, enter "No Address" for Street Address and City, and 00000 for Zip Code.



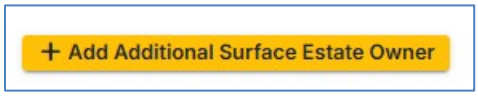
2.1.6 Surface Estate Owner(s)



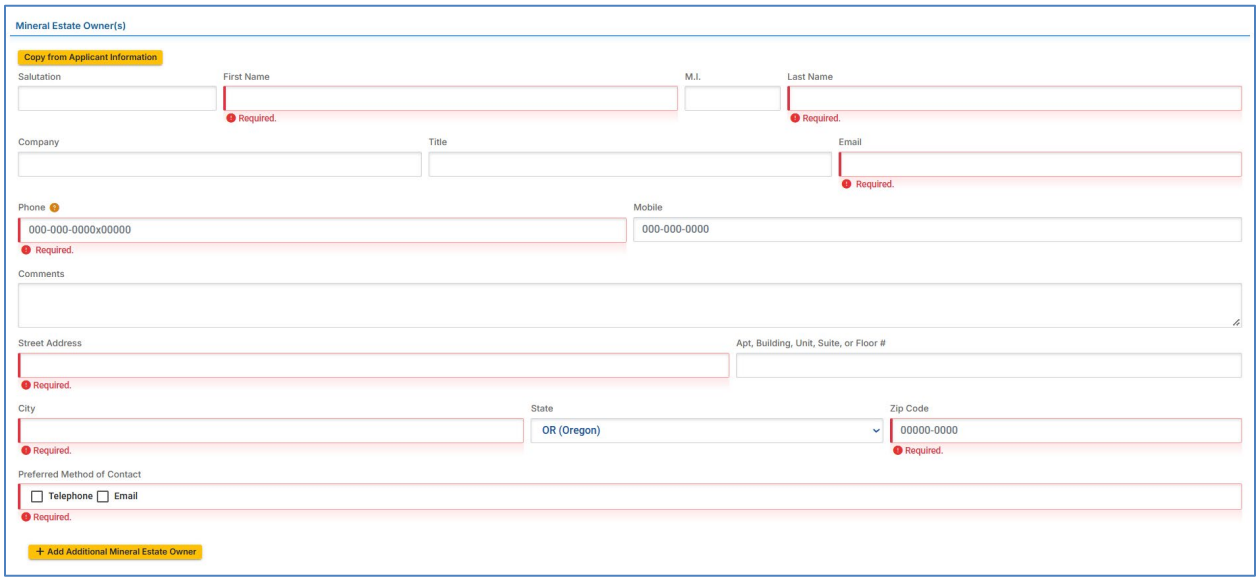
If this information is the same as the Applicant Information section, use the "Copy from Applicant Information" button in the top left of the section. All Required data must be completed. **Note**: If required text field is unknown, enter "N/A". If address information is unavailable, enter "No Address" for Street Address and City, and 00000 for Zip Code.



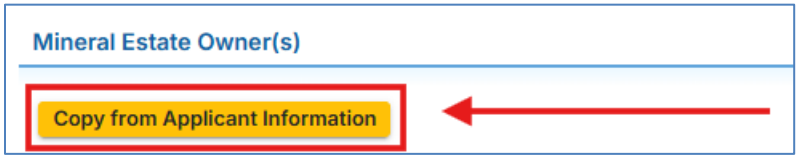
If more than one Surface Estate Owner exists, use the "+ Add Additional Surface Estate Owner" button and complete all of the Required data.



2.1.7 Mineral Estate Owner(s)



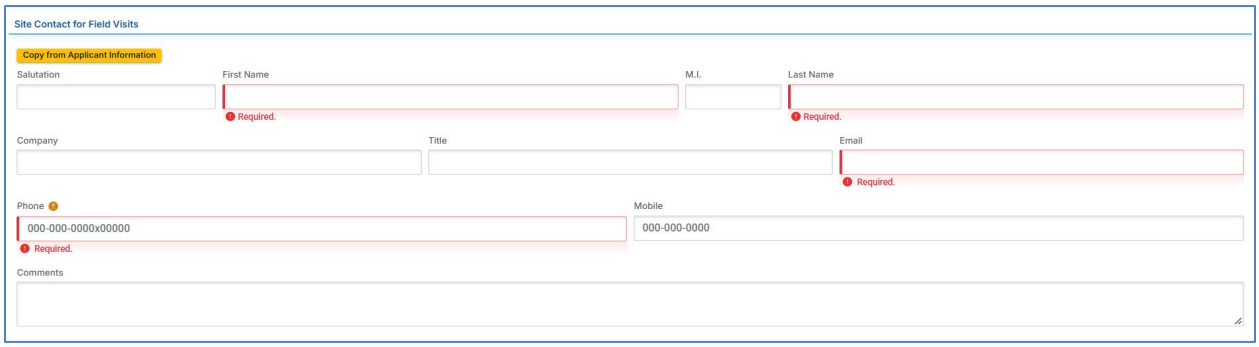
If this information is the same as the Applicant Information section, use the "Copy from Applicant Information" button in the top left of the section. All Required data must be completed. **Note**: If required text field is unknown, enter "N/A". If address information is unavailable, enter "No Address" for Street Address and City, and 00000 for Zip Code.



If more than one Mineral Estate Owner exists, use the "+ Add Additional Mineral Estate Owner" button and complete all of the Required data.



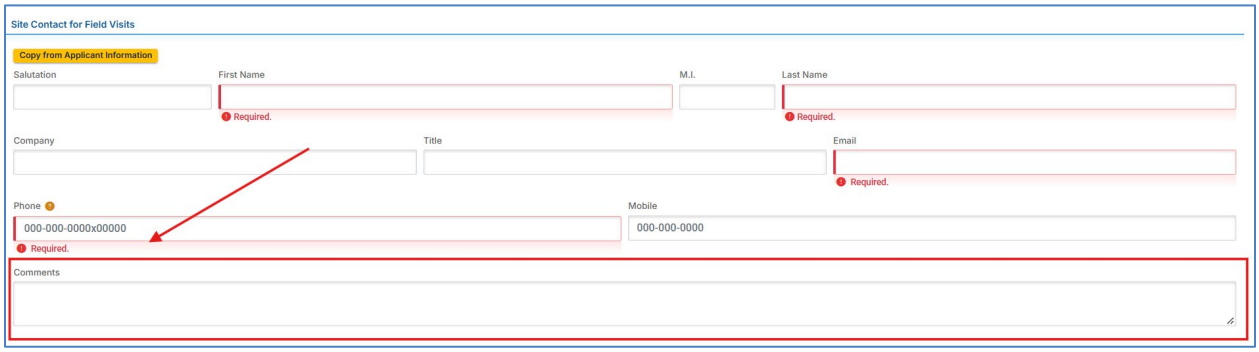
2.1.8 Site Contact for Field Visits



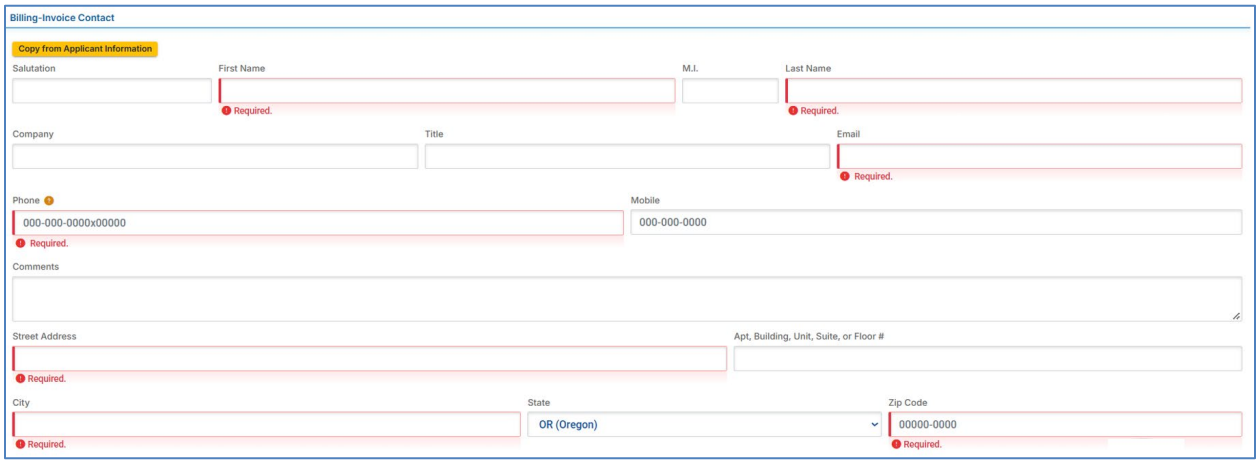
If this information is the same as the Applicant Information section, use the "Copy from Applicant Information" button in the top left of the section. All Required data must be completed. **Note**: If required text field is unknown, enter "N/A". If address information is unavailable, enter "No Address" for Street Address and City, and 00000 for Zip Code.



Add any additional information related to the site contact in the Comments box at the bottom of the section.



2.1.9 Billing Invoice Contact



If this information is the same as the Applicant Information section, use the "Copy from Applicant Information" button in the top left of the section. All Required data must be completed. **Note**: If required text field is unknown, enter "N/A". If address information is unavailable, enter "No Address" for Street Address and City, and 00000 for Zip Code.



Once all information in the Basic Info tab is completed, 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:

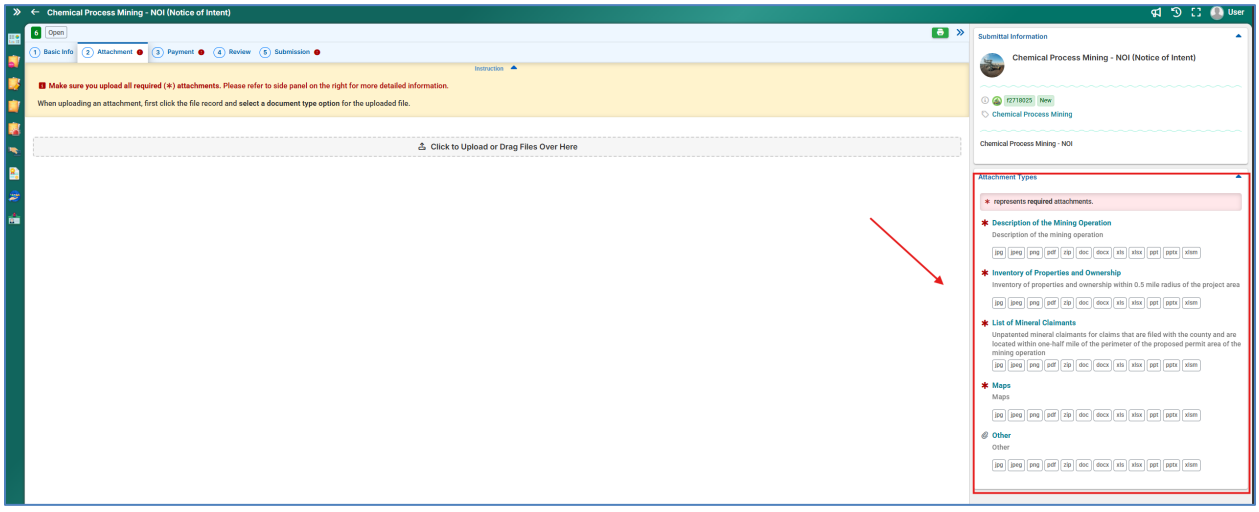


Requirements have not been fulfilled:



2.2 Attachment Tab

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



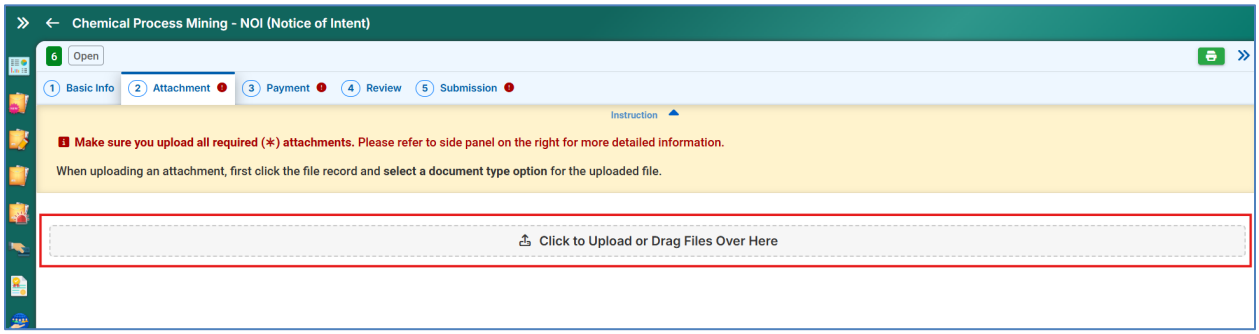
All required attachments will have a red asterisk icon next to them. 

Required attachments for Notice of Intent as of November 2026 include:

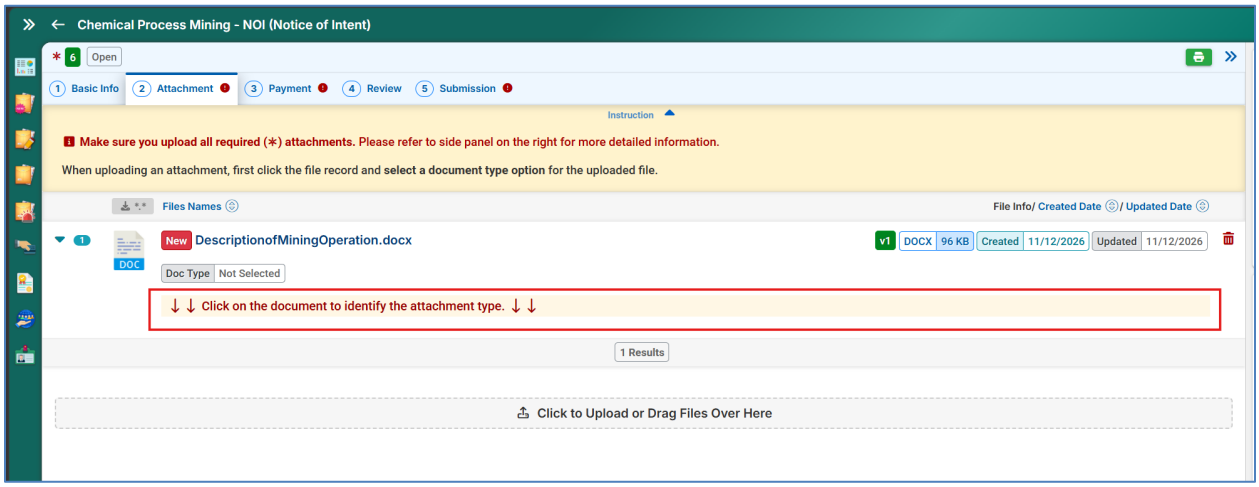
- Description of Mining Operation
- Inventory of Properties and Ownership
    - Within a 0.5-mile radius of the project area

- List of Mineral Claimants
    - Unpatented mineral claimants for claims that are filed with the county and are located within one-half mile of the perimeter of the proposed permit area of the mining operation
- Maps

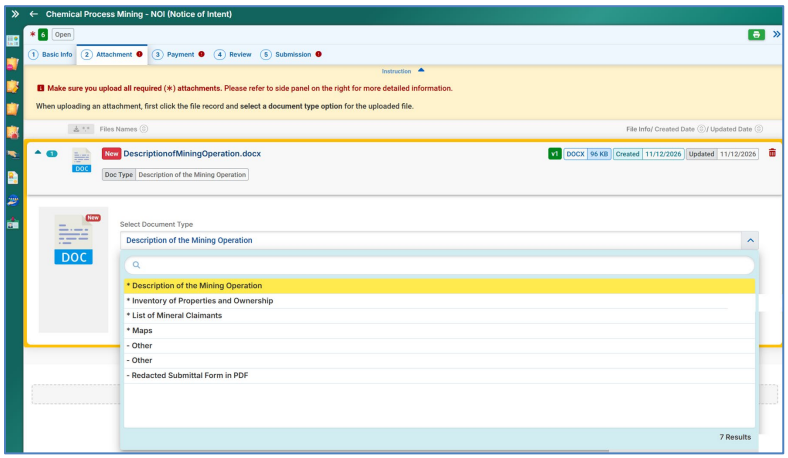
To attach a document, click the grey “Click to Upload or Drag Files Over Here” bar or drag a file onto the page.



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 all required documents. Once all of the required documents have been attached, move to the Payment 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.

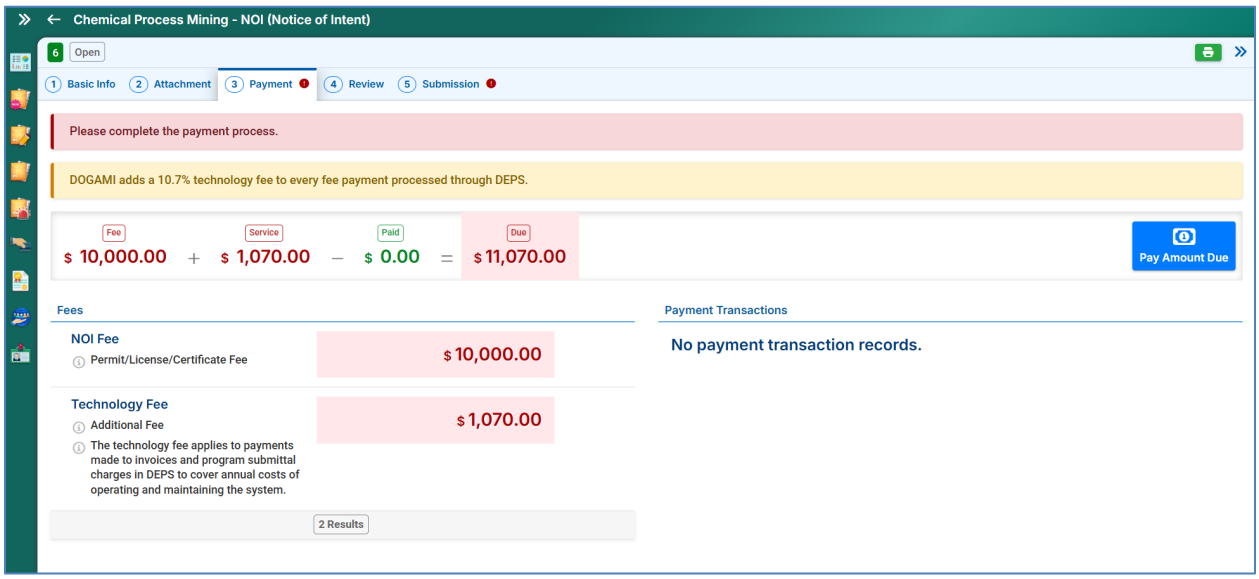
Requirements have been fulfilled:



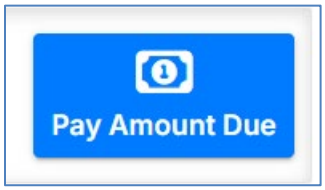
Requirements have not been fulfilled:



2.3 Payment Tab

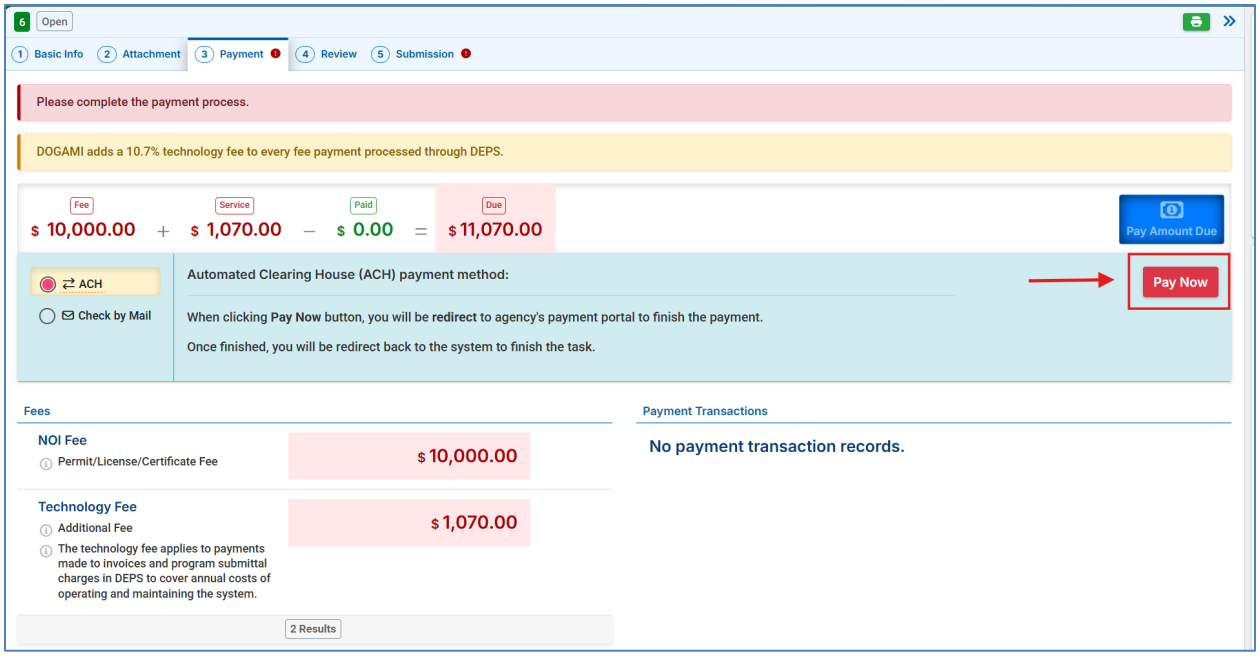


The Payment tab gives an overview of the fee payment due plus the technology fee. Confirm that the correct amount is shown for the payment, and select the blue Pay Amount Due button on the right-hand side of the screen.

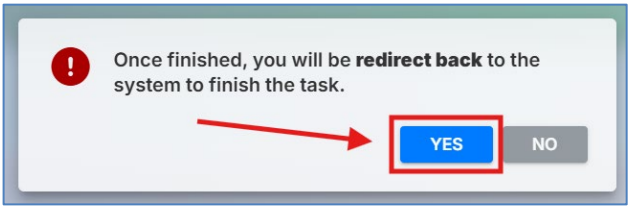


2.3.1 ACH Payment

To pay via an Automated Clearing House (ACH) payment, select the ACH radio button and click the red Pay Now button on the right-hand side of the screen. This will redirect you to the U.S. Bank payment portal. Read the payment form thoroughly to ensure that your payment is correctly processed.



Select Yes when the redirect notice to proceed to the U.S. Bank payment portal pops up.

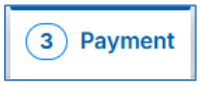


2.3.1.1 U.S. Bank Payment Portal

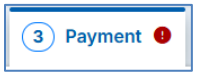
Complete the Contact Information and Payment Method fields in the U.S. Bank Payment portal to proceed with the invoice payment. Once the payment is confirmed, the user will be redirected by back to the DEPS portal to continue with their online payment. Proceed to the Review Tab once redirected.

If the Payment tab has a red circle indicator, there is required information left to be completed. Review the payment requirements again to ensure that nothing has been missed.

Requirements have been fulfilled:

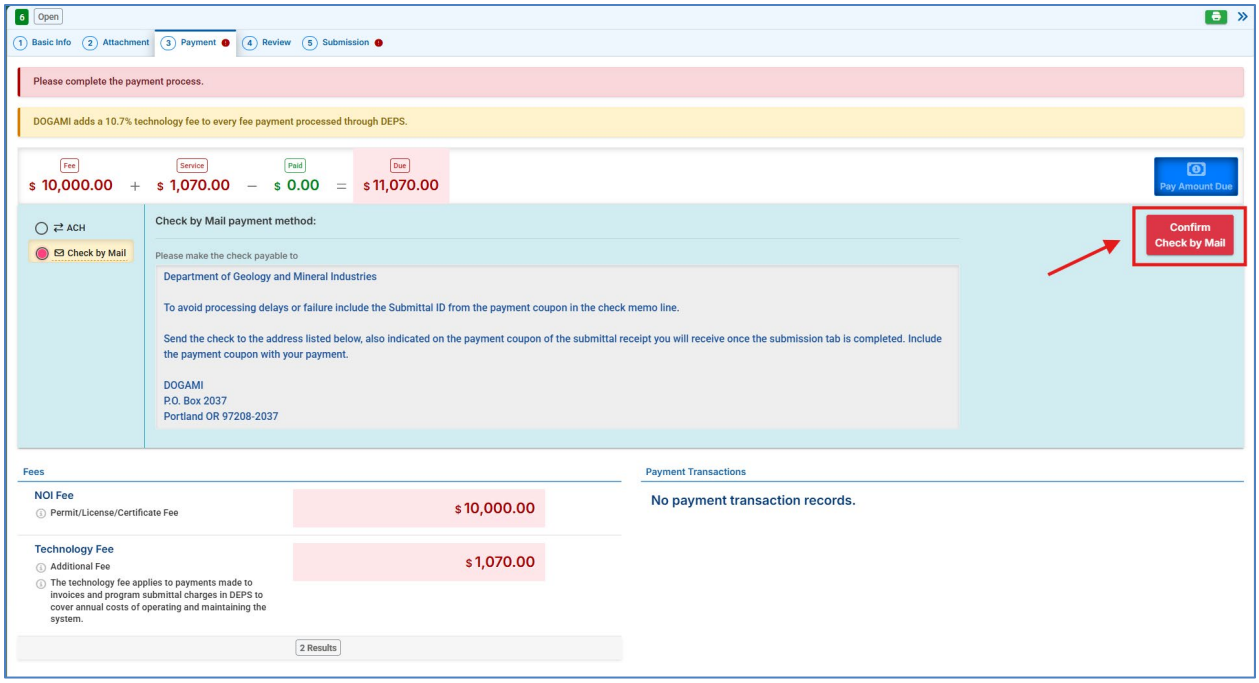


Requirements have not been fulfilled:

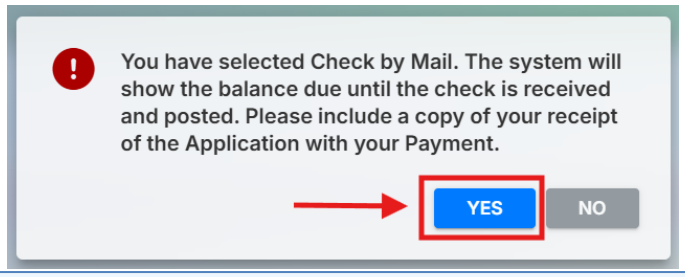


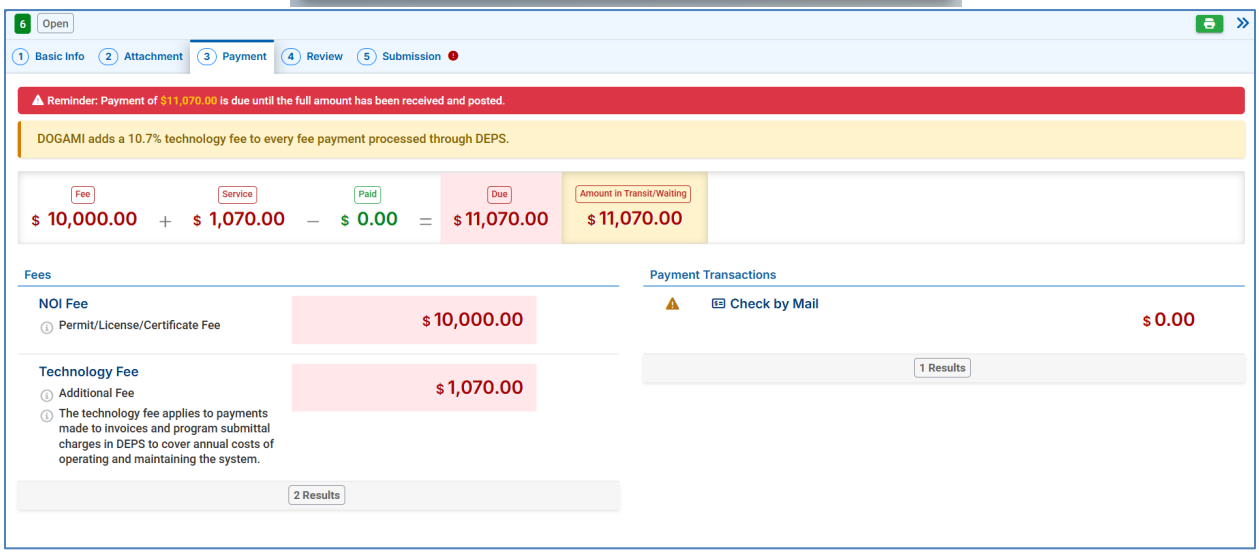
2.3.2 Check by Mail

To pay via Check by Mail, select the Check by Mail radio button and select the red Confirm Check by Mail button on the right-hand side of the screen. Follow the instructions in the grey box for check payable information and the lockbox address to send the check to. **DO NOT** send the check directly to DOGAMI.



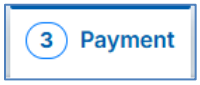
Select Yes when the notification appears at the top of the screen to continue with the submittal.



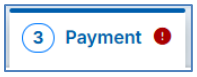


If the Payment tab has a red circle indicator, there is required information left to be completed. Review the payment requirements again to ensure that nothing has been missed.

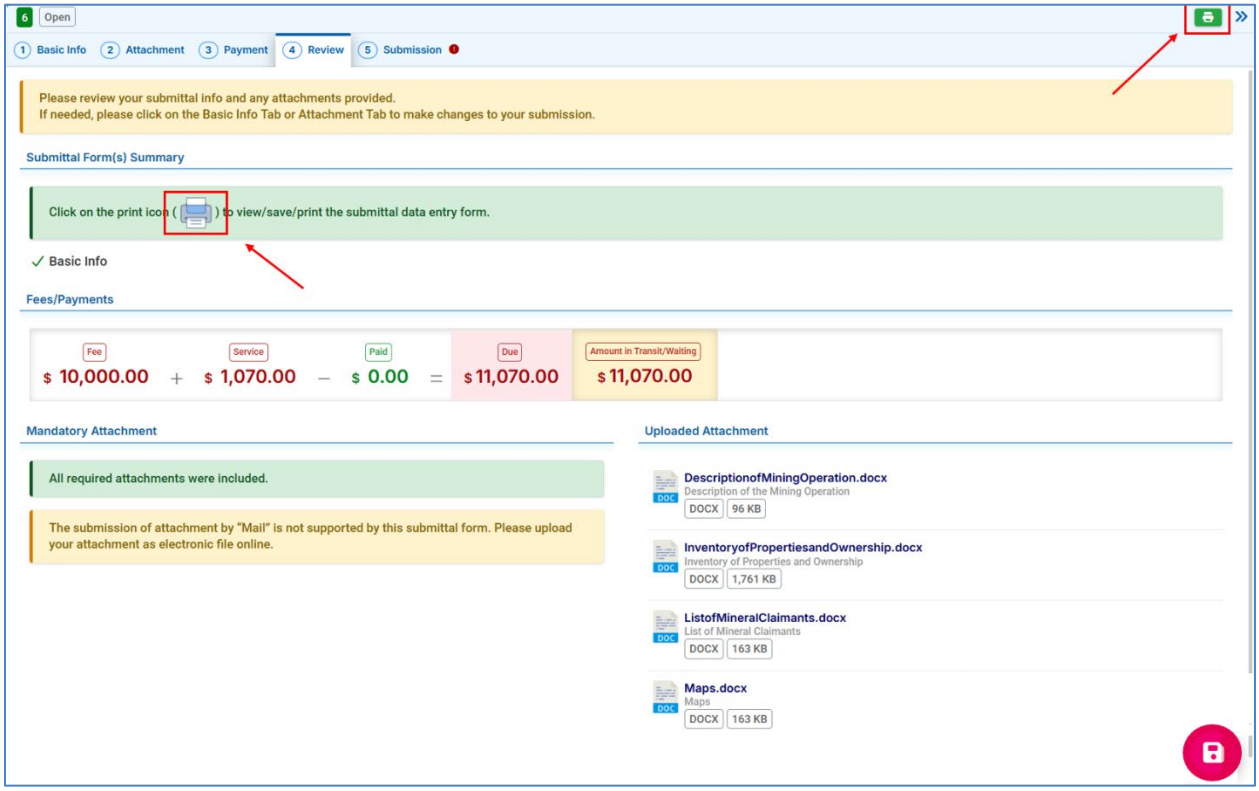
Requirements have been fulfilled:



Requirements have not been fulfilled:

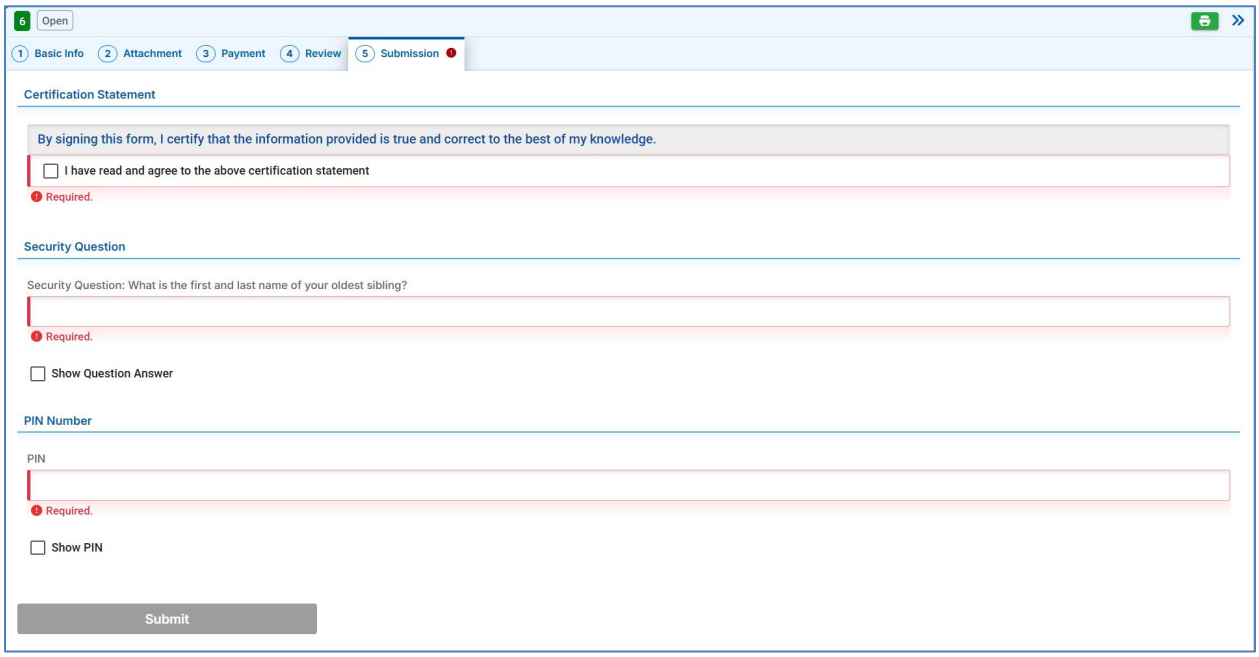


2.4 Review Tab



The Review Tab shows an overview of what payment is being made and the method of payment selected by the user. 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.

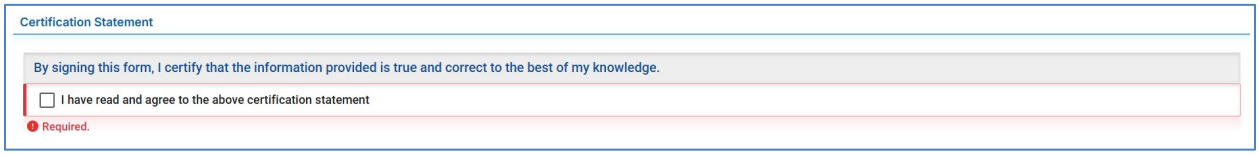
2.5 Submission Tab



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

2.5.1 Certification Statement

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



2.5.2 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.



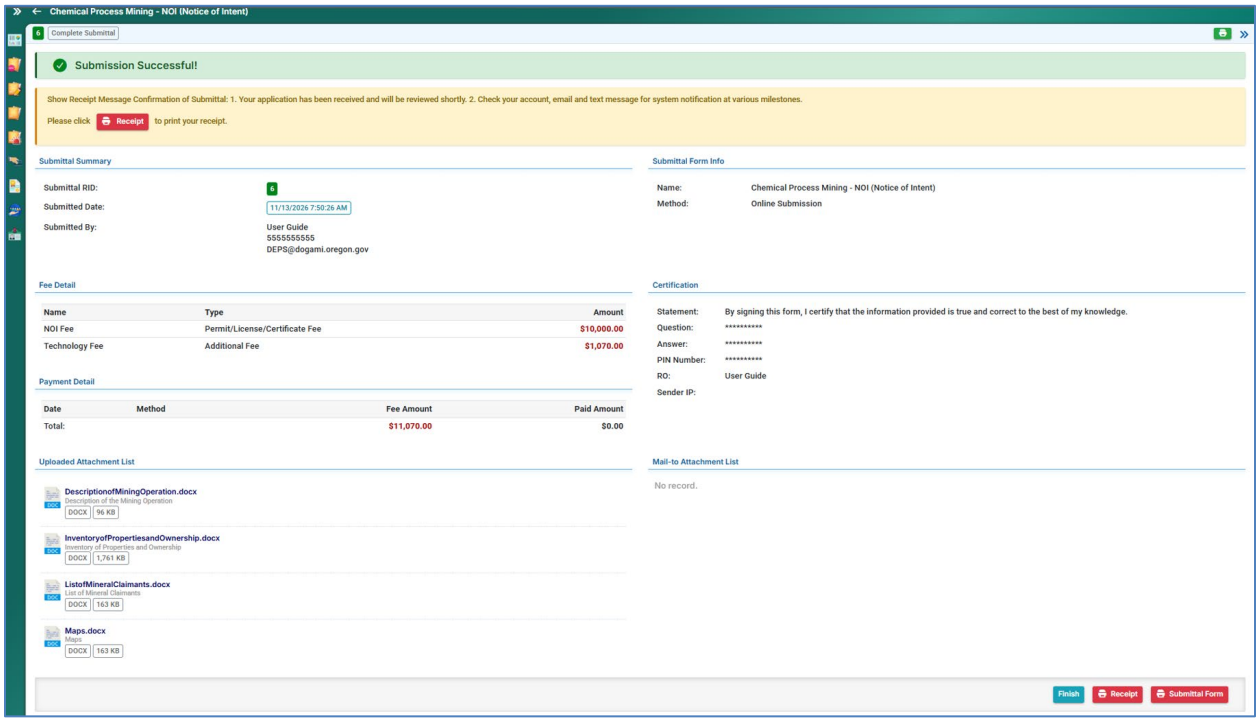
2.5.3 PIN Number

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

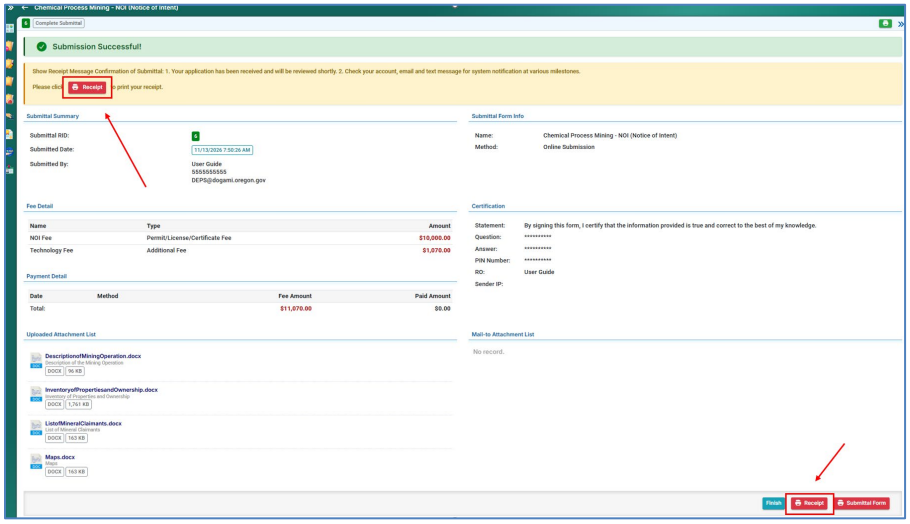


Once all three sections are completed, press the blue Submit button.

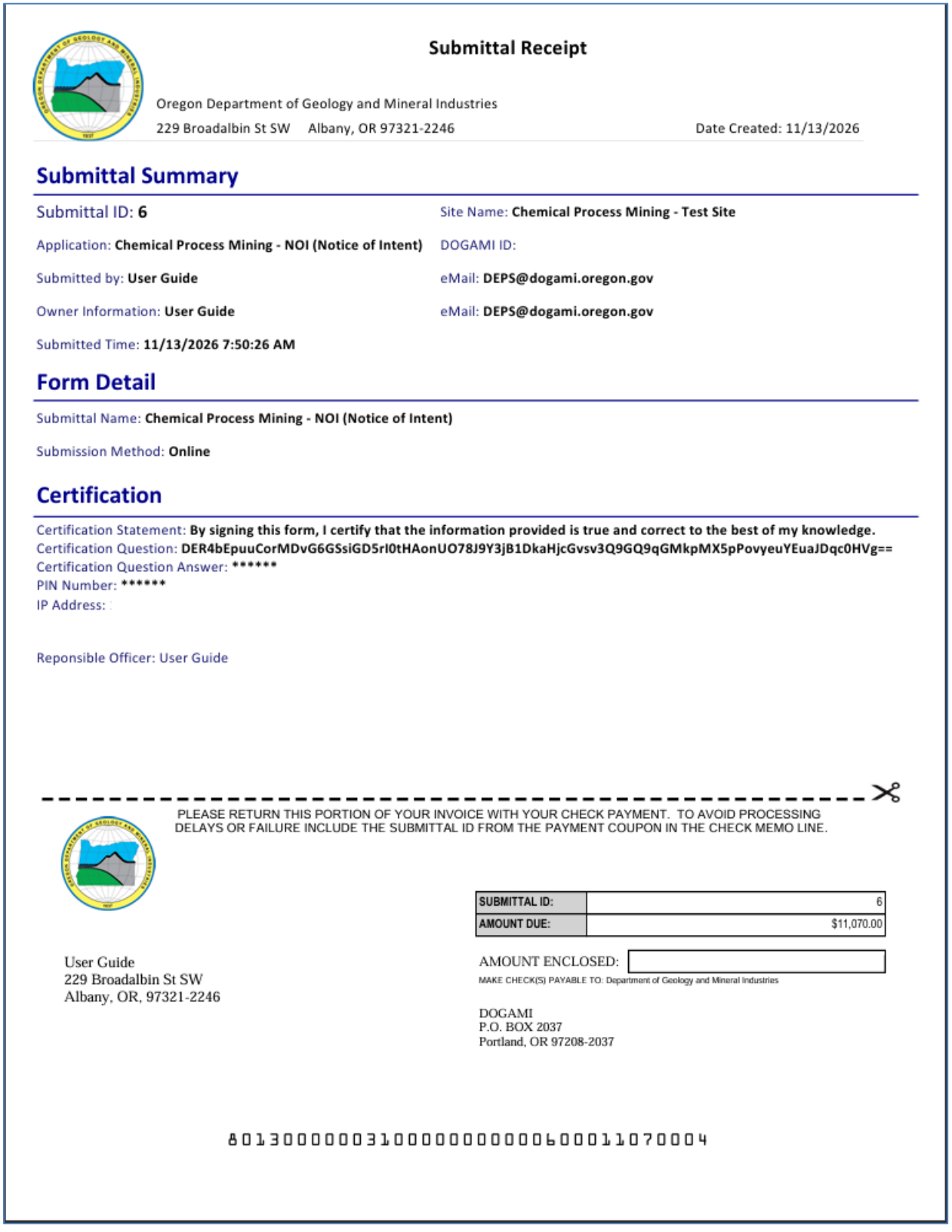
2.5.4 Complete Submittal Page



If “Pay by Check” was selected in the Payment tab, ensure that a copy of the Receipt is printed and mailed with the check to the address indicated on the payment stub. Press either “Receipt” button on the Complete Submittal Page to produce a copy of the receipt.



Receipt Example:



Submittal Receipt

Oregon Department of Geology and Mineral Industries
229 Broadalbin St SW Albany, OR 97321-2246 Date Created: 11/13/2026

Submittal Summary

Submittal ID: **6**

Site Name: **Chemical Process Mining - Test Site**

Application: **Chemical Process Mining - NOI (Notice of Intent)**

DOGAMI ID:

Submitted by: **User Guide**

eMail: **DEPS@dogami.oregon.gov**

Owner Information: **User Guide**

eMail: **DEPS@dogami.oregon.gov**

Submitted Time: **11/13/2026 7:50:26 AM**

Form Detail

Submittal Name: **Chemical Process Mining - NOI (Notice of Intent)**

Submission Method: **Online**

Certification

Certification Statement: **By signing this form, I certify that the information provided is true and correct to the best of my knowledge.**
Certification Question: **DER4bEpuuCorMDvG6GSsiGD5rI0tHAonUO78J9Y3jB1DkaHjcGvsv3Q9GQ9qGMkpMX5pPovyeuYEuaJDqc0HVg==**
Certification Question Answer: ******
PIN Number: ******
IP Address:

Reponsible Officer: User Guide

PLEASE RETURN THIS PORTION OF YOUR INVOICE WITH YOUR CHECK PAYMENT. TO AVOID PROCESSING DELAYS OR FAILURE INCLUDE THE SUBMITTAL ID FROM THE PAYMENT COUPON IN THE CHECK MEMO LINE.

SUBMITTAL ID:	6
AMOUNT DUE:	$11,070.00

AMOUNT ENCLOSED:

MAKE CHECK(S) PAYABLE TO: Department of Geology and Mineral Industries

User Guide
229 Broadalbin St SW
Albany, OR, 97321-2246

DOGAMI
P.O. BOX 2037
Portland, OR 97208-2037

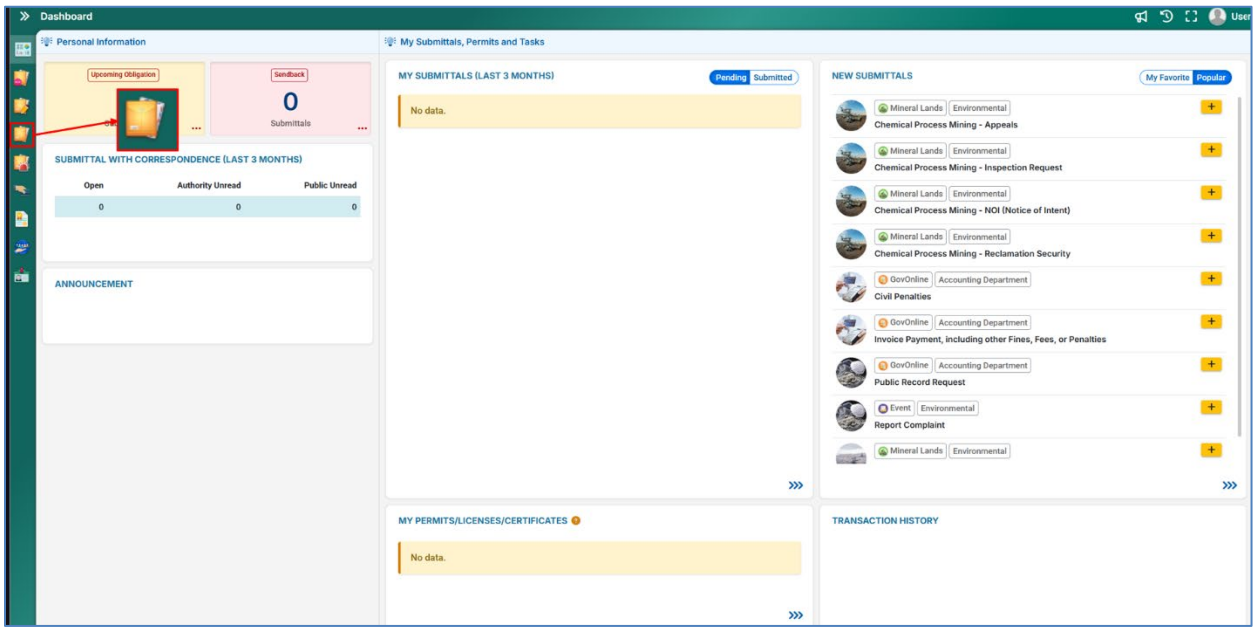
8013000000310000000000006000011070004

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

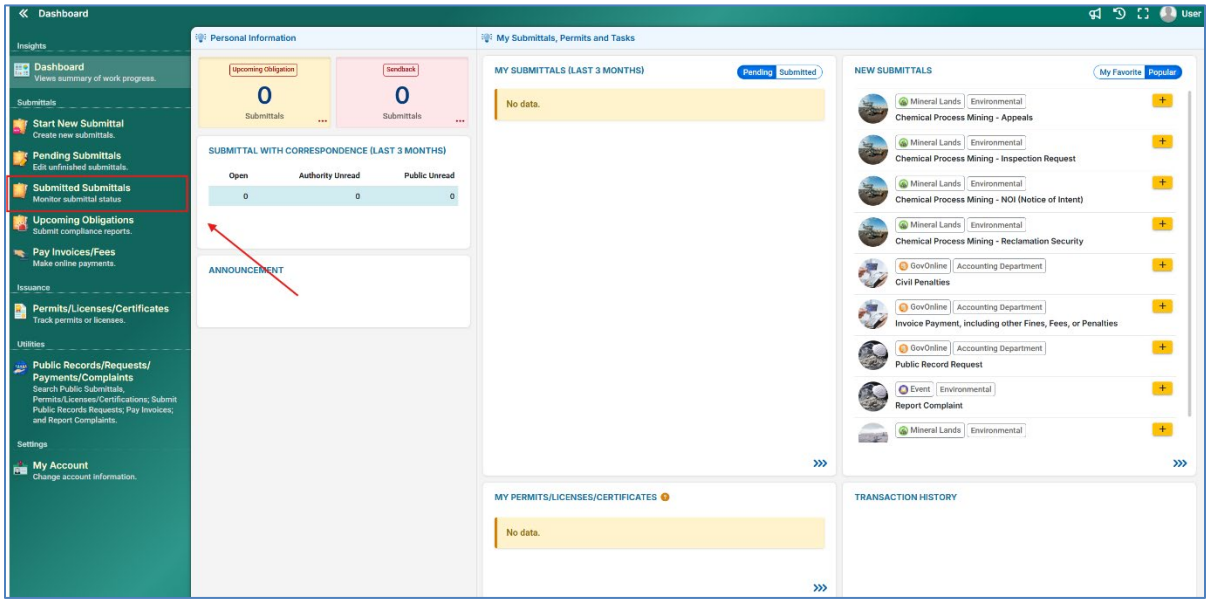


3.0 SUBMITTED SUBMITTALS MODULE

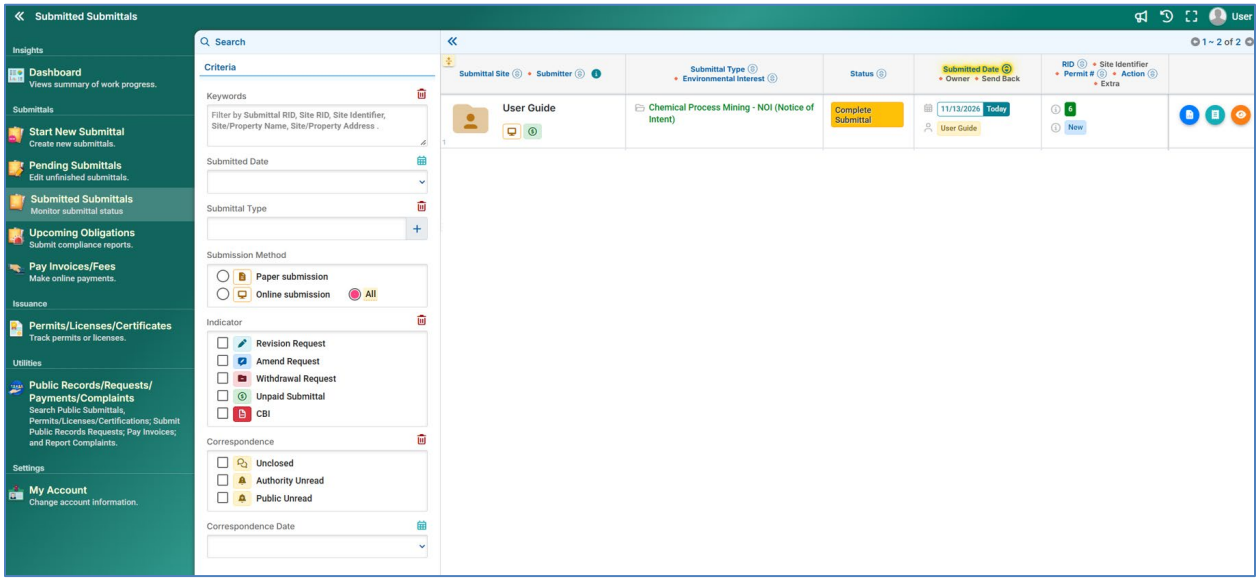
To review your application submittal and check the progress you can find your application in the “Submitted Submittals” module.



OR

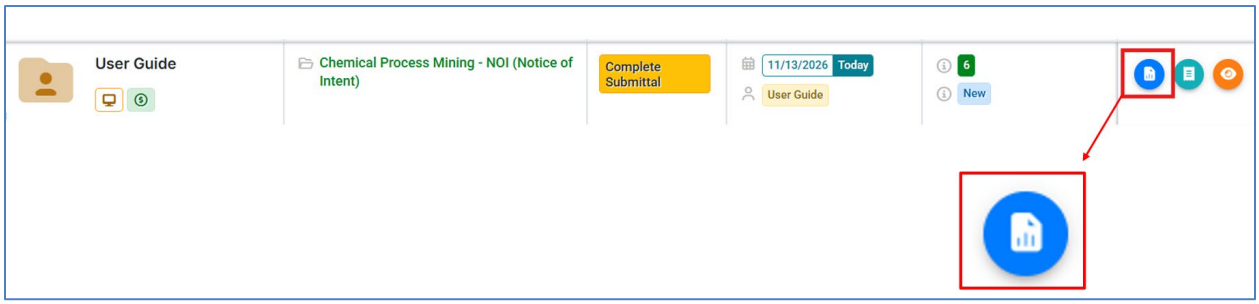


The module will open and will show all submitted applications (a.k.a. “submitted submittals”).



3.1 Review Form Button

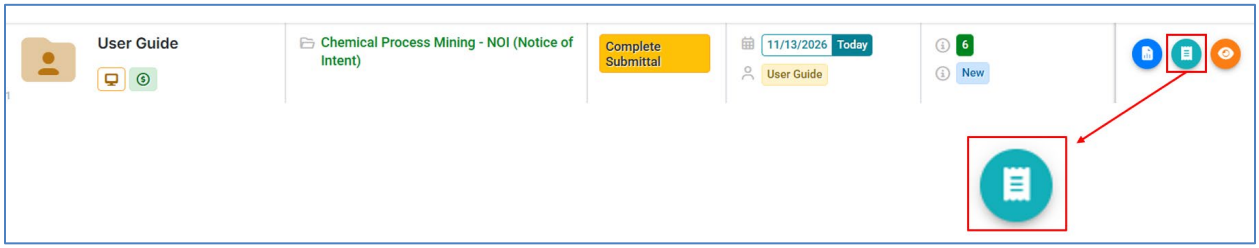
To review your submitted application, attachments and receipt click the dark blue “Review Form” button.



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

3.2 Receipt Button

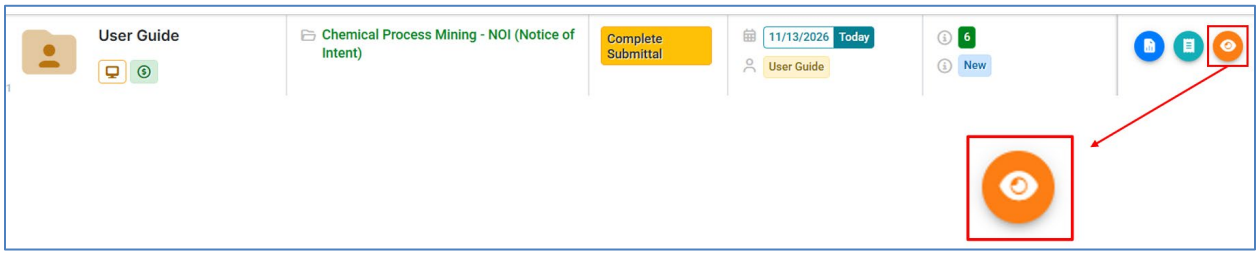
To view/print a copy of your receipt click the light blue “Receipt” button.



See Section 2.5.4 for a receipt example.

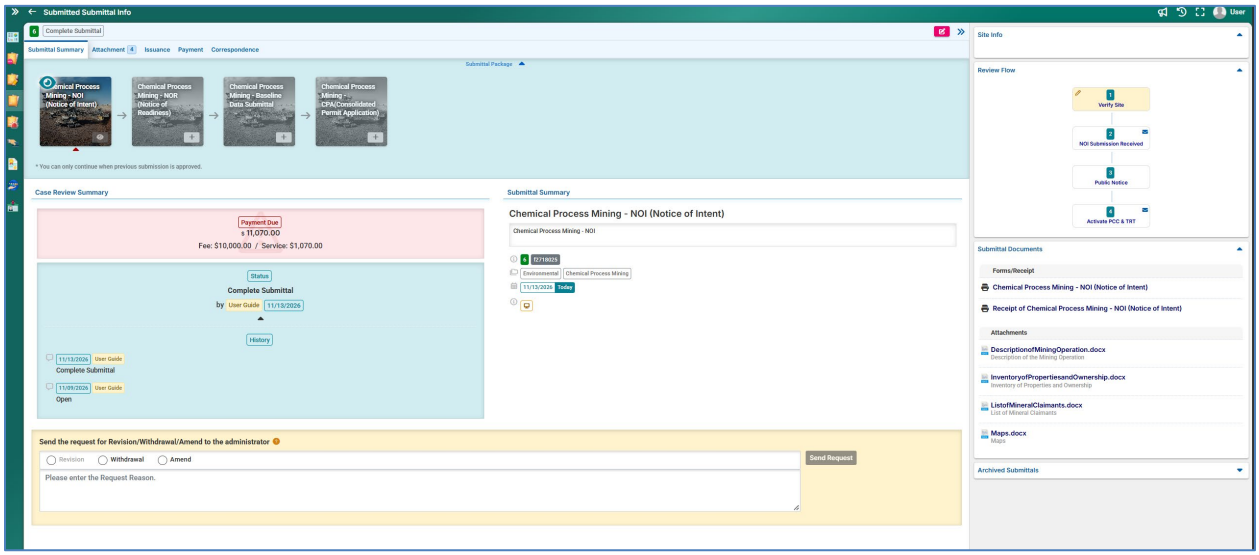
3.3 View Submittal Detail Button

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

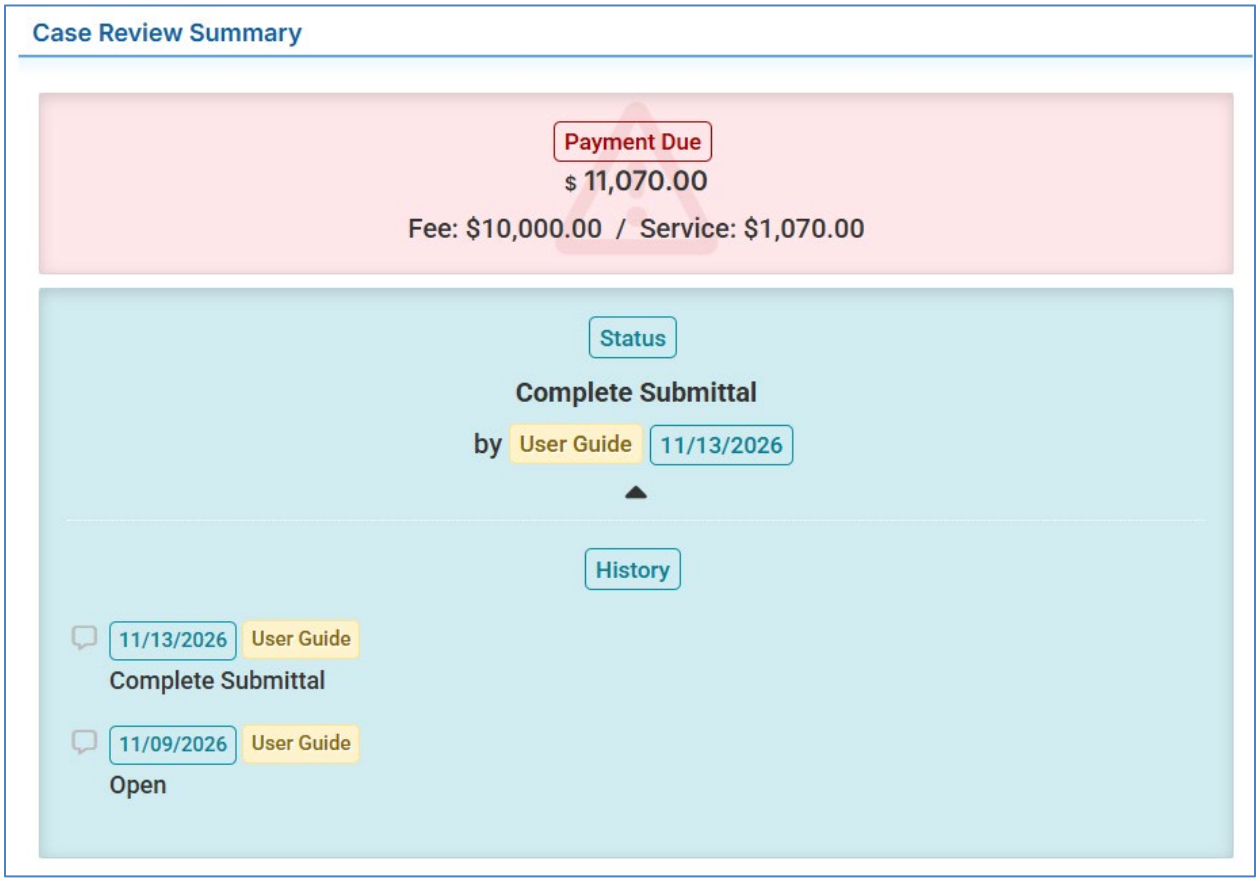


3.3.1 Submittal Summary Tab

The submittal detail page will open.

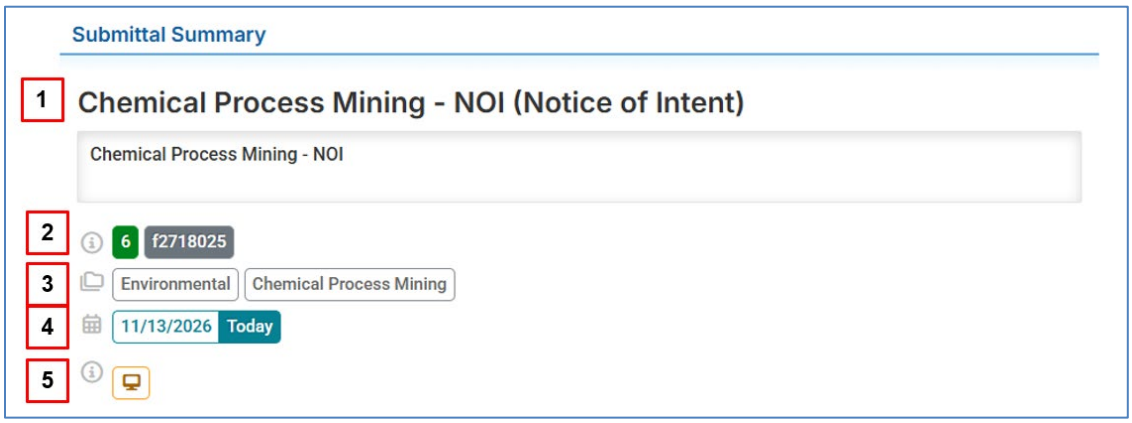


3.3.1.1 Case Review Summary



This section highlights any payments that are still due for the submittal, and any comments from DEPS or DOGAMI staff regarding the submittal.

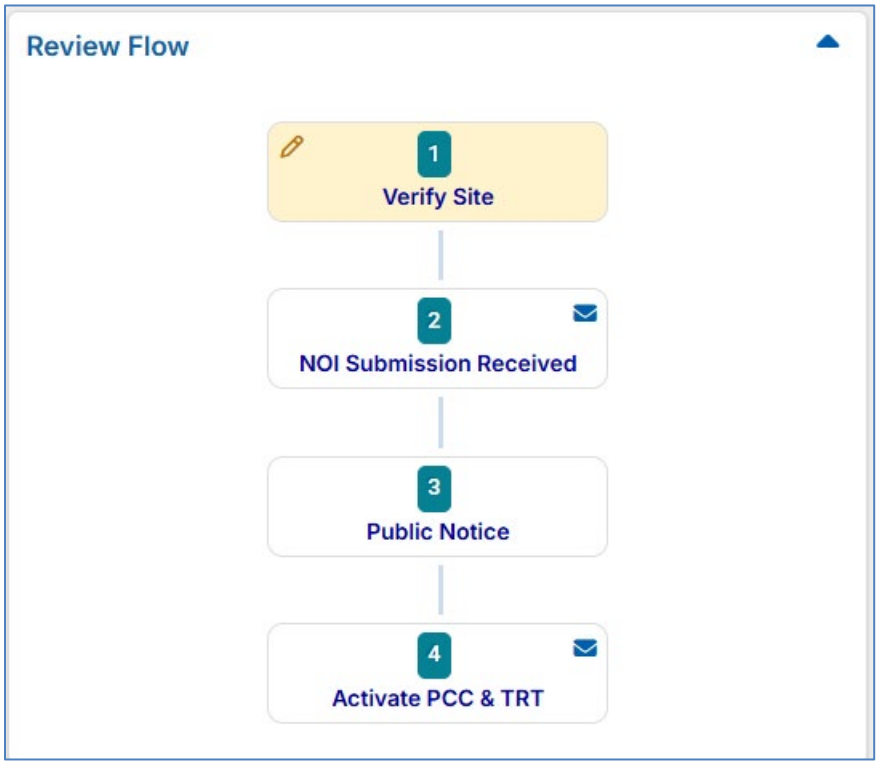
3.3.1.2 Submittal Summary



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

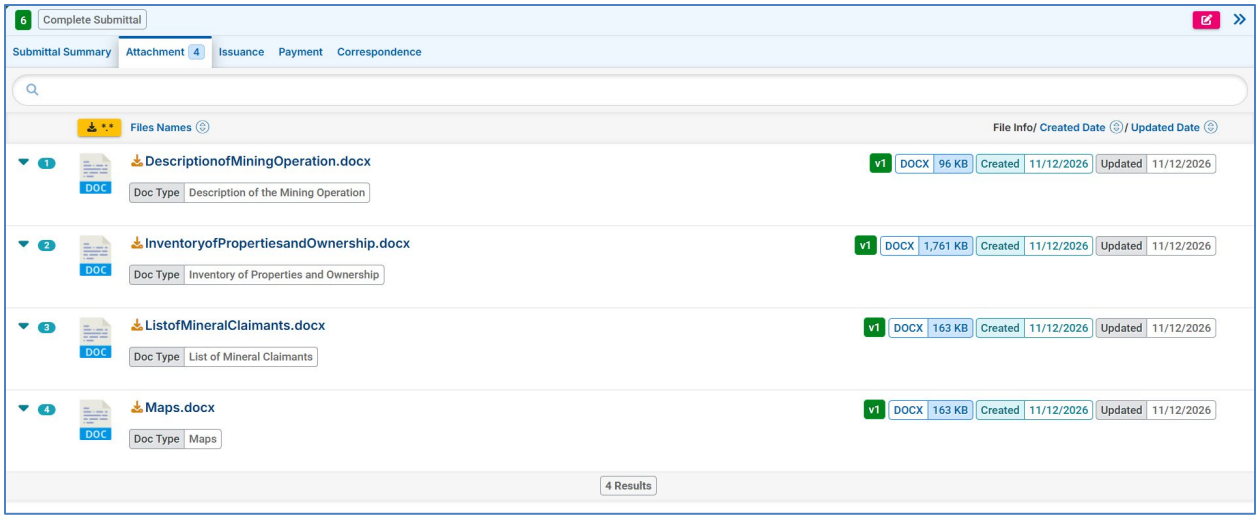


- Revision – not available for a NOI submittal
- Withdrawal – Withdrawal requests allow users to withdraw the submission
- Amend – Amend requests allow users to modify the data on the current submission record.

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.

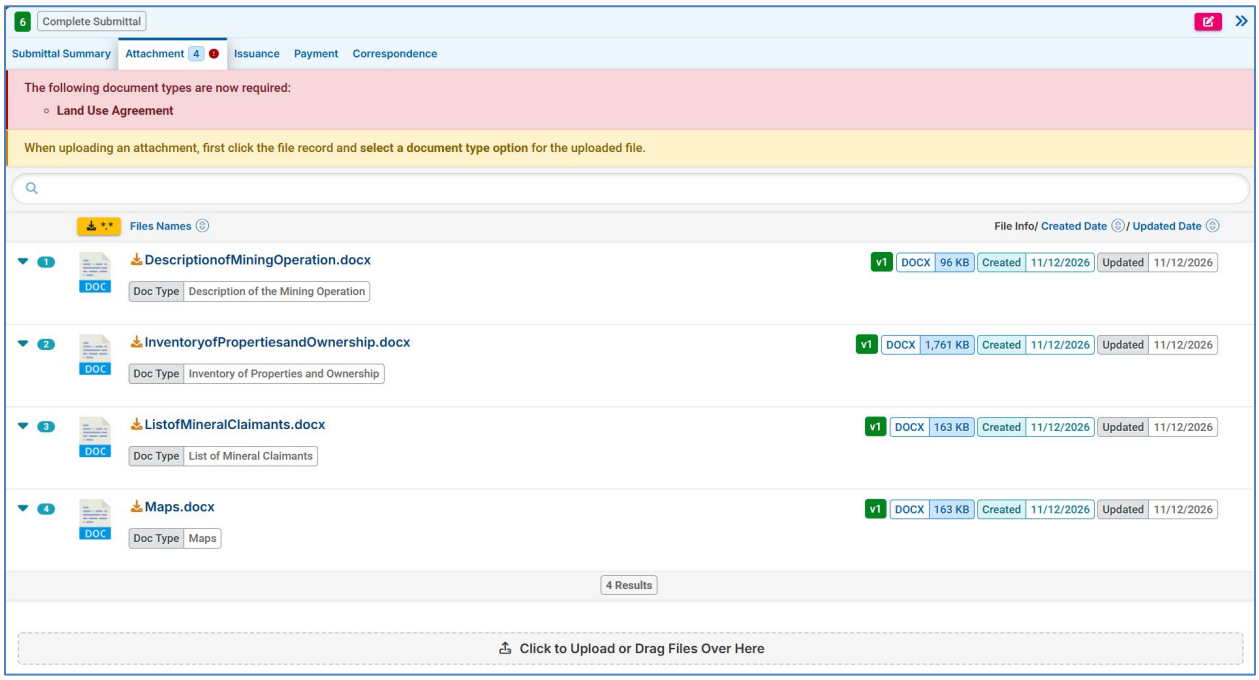


3.3.2.1 Adding New Attachments

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.

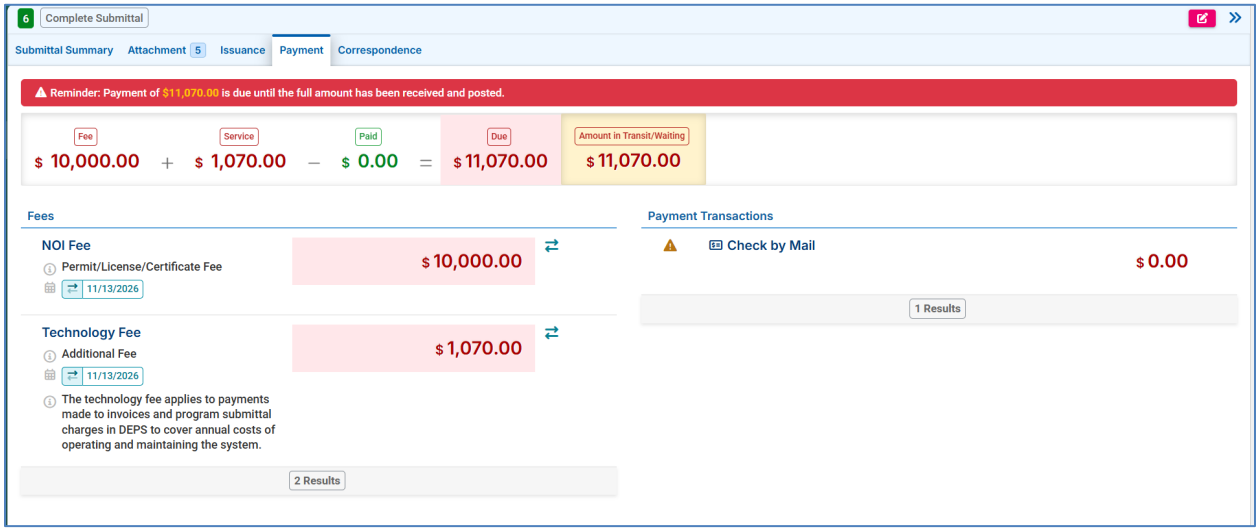
3.3.3 Issuance Tab

For the Notice of Intent – 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

Review payment information. This tab will indicate if a payment has not yet been processed.

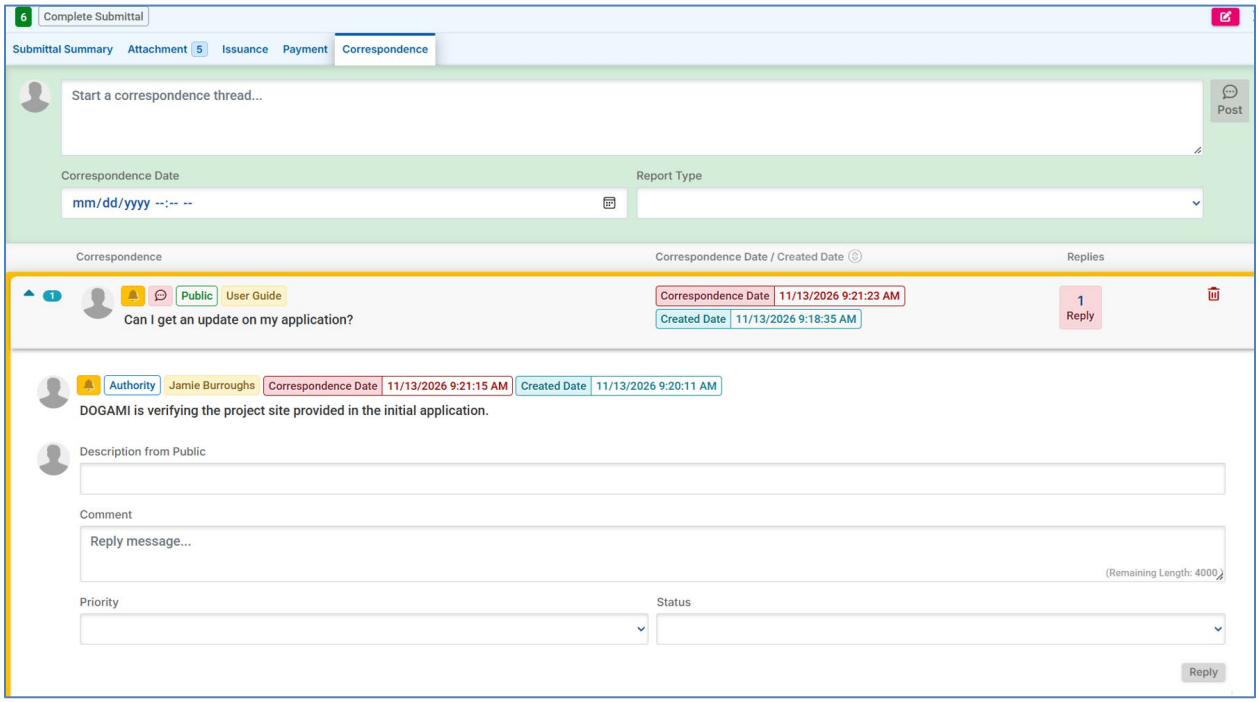
Example:



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 NOI 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.