

Using Your DEQ Online for 1200-Series Stormwater General Permits

Updated February 2023



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DEQ is a leader in
restoring, maintaining and
enhancing the quality of
Oregon's air, land and
water



State of Oregon
Department of
Environmental
Quality

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Table of Contents

System Overview	6
1. Establish a Public User Account.....	7
1.1 Basic Information.....	8
1.1.1 Enter Personal Info.....	8
1.1.2 Select Billing Preference.....	8
1.1.3 Enter Mailing Address	9
1.2 Account Type.....	9
1.2.1 Select Account Type	9
1.3 Security Questions	11
1.3.1 Select Security Questions.....	11
1.4 Final Review	12
1.4.1 Review Contact Information.....	12
1.4.2 Complete Authentication	12
1.4.3 Finalize Registration	13
2. Login to the Public Portal	14
2.1 Change Password and Pin.....	14
2.2 Verify Identity.....	15
2.2.2 Verify Identity Via E-Verify.....	16
2.2.3 Verify Identity Via ESA	18
3. Update My Account.....	19
3.1 Navigate to My Account.....	19
3.2 Establish Responsible Official Links.....	20
3.2.1 Select Submittal Groups.....	20
3.2.2 Link Facilities	21
3.2.3 Link Consultants	23
4. Apply for Coverage Under the Construction Stormwater General Permit (1200-C).....	28
4.1 How to Apply for Permit Coverage	28
4.1.1 Enter Basic Info	29
4.1.2 Add Attachments.....	41
4.1.3 Pay Fees	43
4.1.4 Review Application.....	45
4.1.5 Submit Application	47
4.2 Resuming Edits	49
4.3 Tracking Your Application	50
4.3.1 Submittal Summary.....	51

4.3.2	Attachments	52
4.3.3	Issuance.....	53
4.3.4	Email History	53
4.3.5	Payment.....	54
4.3.6	Correspondence.....	55
4.3.7	Review Flow	56
4.3.8	Send Back	56
4.4	Renew, Change Name, Transfer or Terminate.....	58
5.	Submit Other Reports for 1200-C Permits.....	61
5.1	How to Submit a Required Permit Report	61
5.1.1	Enter Basic Info	63
5.1.2	Add Attachments.....	66
5.1.3	Payment.....	68
5.1.4	Review Report	69
5.1.5	Submit Report	71
6.	Apply for Coverage Under the Industrial Stormwater General Permit (1200-Z)	73
6.1	How to Apply for Permit Coverage	73
6.1.1	Enter Basic Info	74
6.1.2	Add Attachments.....	84
6.1.3	Pay Fees	87
6.1.4	Review Application.....	89
6.1.5	Submit Application	91
6.2	Resuming Edits	93
6.3	Tracking Your Application	94
6.3.1	Submittal Summary.....	95
6.3.2	Attachments	96
6.3.3	Issuance.....	96
6.3.4	Email History	97
6.3.5	Payment.....	97
6.3.6	Correspondence.....	98
6.3.7	Review Flow	99
6.3.8	Send Back	100
6.4	Renew, Change Name, Transfer or Terminate.....	101
7.	Submit DMRs and Other Reports for 1200-Z Permits	104
7.1	How to Submit a Required Report.....	104
7.1.1	Enter Basic Info	106

7.1.2	Add Attachments.....	109
7.1.3	Payment.....	111
7.1.4	Review Report	112
7.1.5	Submit Report	114
7.2	How to Submit a Discharge Monitoring Report	116
7.2.1	Enter Basic Info	117
7.2.2	Daily Data	118
7.2.3	Add Attachments.....	125
7.2.4	Review Submittal Review Application.....	128
7.2.5	Submit DMR.....	130
8.	Pay Invoices and Penalties.....	132
8.1	Pay Invoices	132
8.1.1	Enter Search Criteria.....	133
8.1.2	Confirm Payment	133
8.1.3	Review Payment	135
8.1.4	Submit Payment	136
8.2	Pay Penalties	138
8.2.1	Enter Search Criteria.....	138
8.2.2	Confirm Payment	139
8.2.3	Review Payment	140
8.2.4	Submit Payment	141
8.3	Manage Pending Submittals.....	142
9.	Helpdesk and Resources	144

System Overview

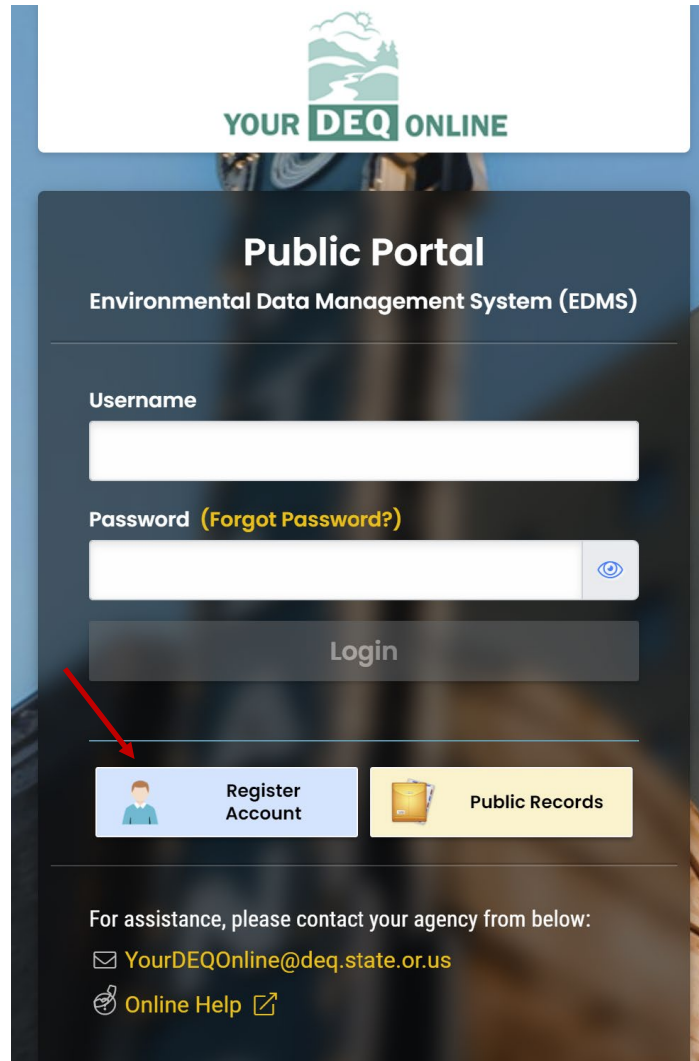
The Oregon Department of Environmental Quality (DEQ) has instituted the use of a modernized, cloud-based tool for the Industrial and Construction Stormwater General Permit programs including a number of business processes that involve the public and regulated entities. This document addresses how public users of this system establish, validate, connect, and manage their individual accounts.

Your DEQ Online (<https://ordeq-edms-public.govonlinesaas.com>) is an Environmental Data Management System (EDMS) that 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 public access to environmental data without the need to request this information from DEQ staff.

Google Chrome is the recommended browser for accessing Your DEQ Online.

1. Establish a Public User Account

To register a new account in the Environmental Data Management System (EDMS) Public Portal, go to Your DEQ Online at <https://ordeq-edms-public.govonlinesaas.com> and click the “Register Account” button. Follow the prompts to enter basic information, select account type, set security questions, and review account information prior to finalizing.



The screenshot shows the 'Public Portal' for the Environmental Data Management System (EDMS). At the top, there is a logo for 'YOUR DEQ ONLINE' featuring a stylized landscape with a sun, trees, and water. Below the logo, the text 'Public Portal' and 'Environmental Data Management System (EDMS)' is displayed. The main area contains a login form with a 'Username' field, a 'Password' field (with a 'Forgot Password?' link), and a 'Login' button. Below the login form, there are two buttons: 'Register Account' (with a person icon) and 'Public Records' (with a folder icon). A red arrow points to the 'Register Account' button. At the bottom, there is a section for assistance, including the text 'For assistance, please contact your agency from below:', an email address 'YourDEQOnline@deq.state.or.us', and a link for 'Online Help' with an external link icon.

1.1 Basic Information

- ① Basic Information ② Account Type ③ Security Questions ④ Final Review

1.1.1 Enter Personal Info

Complete all required fields, as indicated. A username will be suggested to you when you enter your first and last name. You may change the suggested username in the User Name field during registration, but once your account is created, the username cannot be altered.

Personal Info

Title:	First Name	Middle Initial	Last Name	User Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	❗ Required.		❗ Required.	❗ Required.
Employer	Job Position with Employer			
<input type="text"/>	<input type="text"/>			
	❗ Required.			
Office Phone Number	Mobile Phone Number			
<input type="text" value="000-000-0000x0000"/>	<input type="text" value="000-000-0000"/>			
	❗ Required.			
Fax Number	Email			
<input type="text" value="000-000-0000"/>	<input type="text"/>			
	<small>Email will be used to send out the password. Please make sure it's valid.</small>			
	❗ Required.			

1.1.2 Select Billing Preference

Indicate whether you prefer to have billing notices provided physically (Notified by Mail) or electronically (Notified by Email) by selecting the appropriate radio dial. Whether you select “Notified by Mail” or “Notified by Email,” in order to pay invoices using the Online Invoice Payment module you will need to ensure the “Fee Payment” submittal group is selected in your “Account Type” tab, under “My Account.”

Billing Preference Notified by Mail Notified by Email

1.1.3 Enter Mailing Address

Indicate mailing address country (United States or Canada) by selecting the appropriate radio dial. Complete all required fields, as indicated. If billing address is in the United States, State is not a required field and defaults to OR (Oregon).

Mailing Address

Country

United States Canada

Address Line 1 Address Line 2

! Required.

City State Zip Code

OR (Oregon) ▾

! Required. ! Required.

Once all your basic information has been populated, click the “Next” button to continue to Account Type.

1.2 Account Type

1.2.1 Select Account Type

Indicate the account type (Responsible Official [RO], Consultant, General Public) for which you are registering by selecting the appropriate radio dial.

Account Type

Account Type *

RO Consultant General Public

1.2.1.1 Who should select a Responsible Official account type?

A person who is legally authorized to sign NPDES permit applications, Discharge Monitoring Reports (DMRs), and other reports required by the permit is considered a RO and must choose the RO account. If you already have coverage under a 1200-series permit with DEQ, and are considered the Legal Contact for the permit, you are likely a RO.

Refer to Code of Federal Regulations, [40 CFR 122.22](#), for the complete definition of who is authorized to sign permit documents. Table 1 provides a summary of these requirements. If you meet one of the criteria in Table 1, you will select a RO account type in Your DEQ Online.

Table 1. Responsible Official Criteria by Organization

Organization Type	Authorized Individuals
Corporation	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
Partnership	general partner
Sole proprietorship	owner
City, county, state, federal or other public facility	principal executive officer or ranking elected official
Limited Liability Company	member
Trust	acting trustee

A facility can have multiple associated ROs, provided each RO meets the requirements of 40 CFR 122.22. The RO permissions may vary depending on the submittal groups selected (see Section 1.2.1).

1.2.1.2 Who should select a Consultant account type?

Employees of facilities who will prepare permit documents, such as DMRs, corrective action reports, and revised erosion/stormwater control plans, but who do not meet the signatory criteria per 40 CFR 122.22 (see above) will choose the Consultant account type. Hired professional consultants will also choose this account type.

Examples of people who will have Consultant account types for 1200-series permits include:

- Professional consultants who prepare DMRs, stormwater plans, corrective actions, and applications for their clients.
- Professional engineering firms who submit construction stormwater permit applications and notices of terminations on behalf of their clients.
- Professional environmental laboratories who prepare DMRs and attach laboratory reports on behalf of their clients.

- Employees of facilities who maintain 1200-series permits, such as environmental specialists and administrative professionals, who prepare permit documents but do not meet the permit signatory criteria of 40 CFR 122.22.

1.2.1.3 Who should select a General Public account type?

A member of the public without a registered account may use the Public Records link to access public notices and any other public documents DEQ makes available in Your DEQ Online and respond to DEQ-issued public notices. However, public users with a General Public account type can also submit payments of miscellaneous invoices to DEQ.

1.3 Security Questions

① Basic Information ② Account Type ③ Security Questions ④ Final Review

1.3.1 Select Security Questions

For each of the five required question (Q) fields, select a security question from the drop-down menu. Enter the corresponding answer in the answer (A) field. Be sure to provide a unique response to each question, keeping in mind that answers are case-sensitive.

Pro Tip

One of the selected security questions will appear each time you complete a submittal. You must correctly answer the security question in order to submit documents, so be sure to save your answers somewhere accessible for future reference.

Security Questions

1 Q

Required.

A

Please select the question first.

Previous Next

Once the security questions have been completed, click the “Next” button to continue to Final Review.

1.4 Final Review

- ① Basic Information ② Account Type ③ Security Questions ④ Final Review

1.4.1 Review Contact Information

Review the contact information provided. If the information is incorrect, use the “Previous” button to go back and make updates.

Final Review

YDO Test
Test Co.

✉ 11111 Test Street, Test Town 11111
@ YDOTest@gmail.com
☎ 111-111-1111

[Previous](#) [Register](#)

1.4.2 Complete Authentication

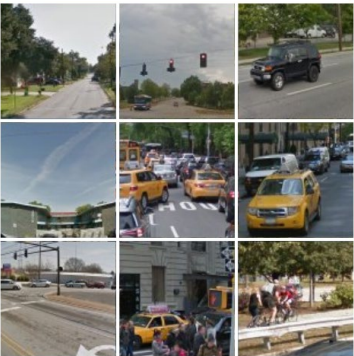
Once all your information is correct, click the “I’m not a robot” authentication box. Select the images as prompted and click the “Verify” button.


Final Review

YDO Test
Test Co.

✉ 11111 Test Street, Test Town 11111
@ YDOTest@gmail.com
☎ 111-111-1111

Select all images with
taxis



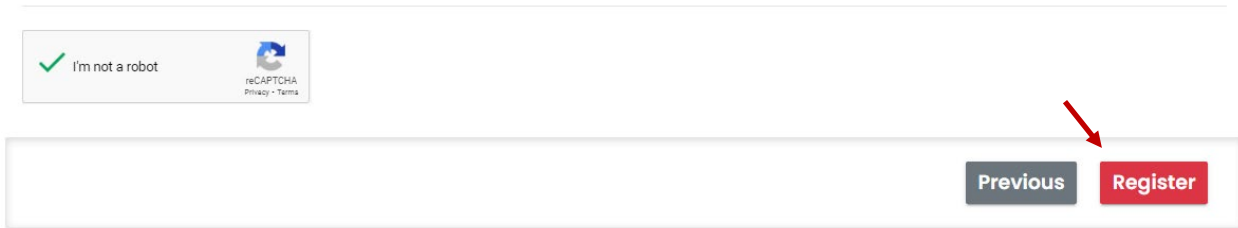
I'm not a robot 

[Previous](#) [Register](#)

[VERIFY](#)

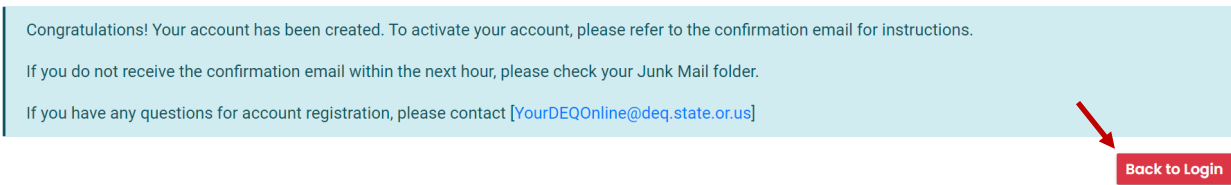
1.4.3 Finalize Registration

Once authenticated, click the “Register” button.



You will receive a “Registration Successful” notification. Click the “Back to Login” button to return to the main login page.

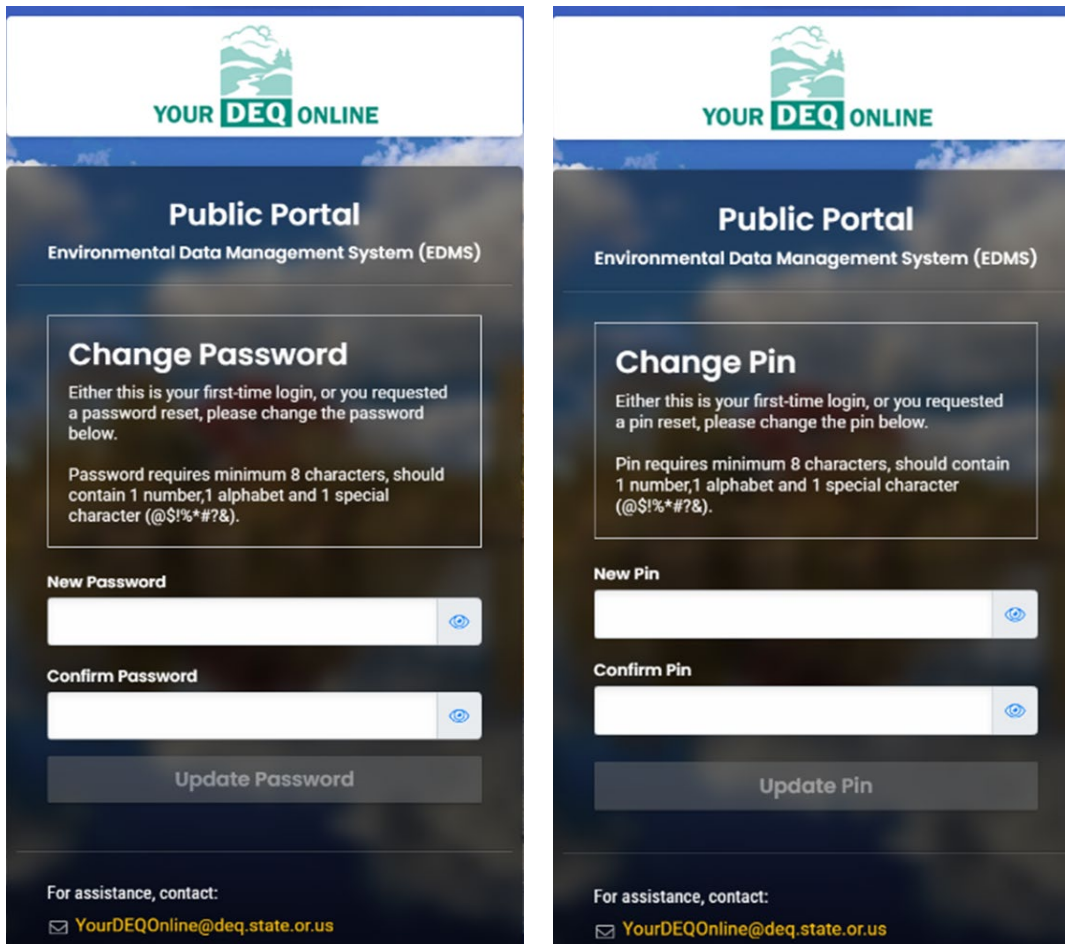
Registration Successful



2. Login to the Public Portal

2.1 Change Password and Pin

A Public Account Creation email will be sent to the email address provided during registration. The email will include your login name and a temporary password.



The first time you log into the EDMS portal (or any time you request a new password) you will be prompted to change your password. Additionally, the first time you log into the EDMS portal (or any time you request a new pin) you will be prompted to change your pin.

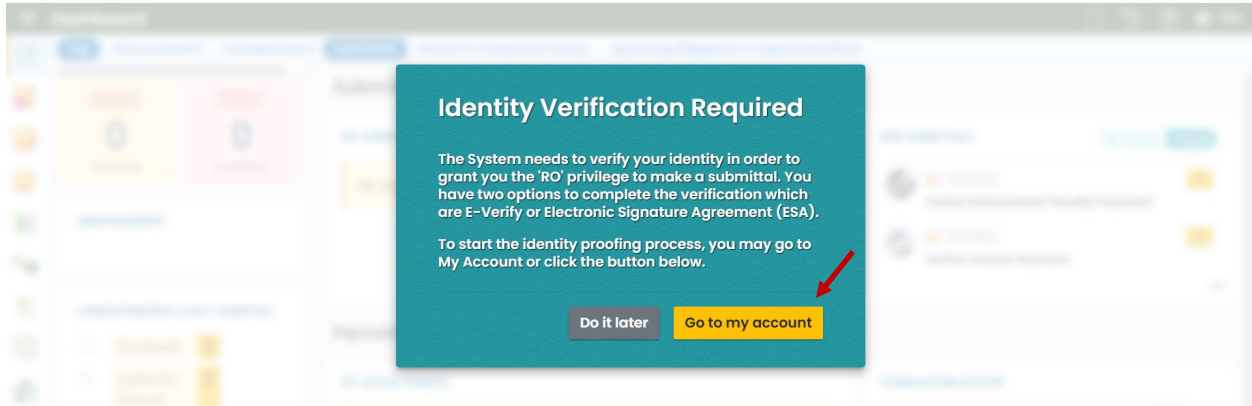
Passwords and pins must be a minimum of eight characters in length, and contain a number, a letter, and a special character (@!%*#?&).

Once you have changed your password and pin, if you registered a Consultant account you will be taken to your Dashboard. If you registered a General Public account, you will be taken to the Public Records page. If you registered a RO account, a pop-up message will appear prompting you to complete an identity verification process.

2.2 Verify Identity

If you registered as a Responsible Official (RO), the System must verify your identity either through E-Verify or Electronic Signature Agreement (ESA) before granting RO privileges. The electronic verification process is required so that DEQ can accept electronically signed permit documents, in accordance with 40 CFR 122.22(e).

To complete the identity verification process, select the “Go to my account” button in the pop-up message.



Alternatively, you can select the “Do it later” button in the pop-up message and access the “Verification” tab, under “My Account” from the dashboard (see Chapter 3).



2.2.2 Verify Identity Via E-Verify

To verify your identity using E-Verify, complete all required fields, as indicated. You will have three opportunities to E-Verify yourself.

E-Verify

First Name *	Middle Initial	Last Name *
<input type="text"/>	<input type="text"/>	<input type="text"/>
Address 1 *	Address 2	
<input type="text"/>	<input type="text"/>	
City *	State *	Zip Code *
<input type="text"/>	OR <input type="button" value="v"/>	<input type="text" value="00000"/>
Phone *	Date of Birth *	SSN (Last 4) *
<input type="text" value="0000000000"/>	<input type="text" value="mm/dd/yyyy"/> <input type="button" value="📅"/>	<input type="text" value="0000"/>

Opportunity Left: **3**







E-Verification Result

No result yet.

If successful, you will be informed promptly and can start using the account to certify and submit documents.

If E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case you will need to follow the ESA option to complete the identity proofing. You must try all three E-Verify options before the ESA option is available.

E-Verification Result

-   09/20/2021 Verification still in progress after 6 retries.
-   09/20/2021 Verification still in progress after 6 retries.
-   09/20/2021 Verification still in progress after 6 retries.

E-Verify Tips

- ✓ Check that the birth date field has not been auto filled with today's date.
- ✓ Check that fields have been populated exactly as specified, with no spaces, dashes or special characters in the phone number field and birth date in the mm/dd/yyyy format.
- ✓ Make sure you have used your home address, not your work address. If you have moved in the last 6 months, use the address from before your move.

E-Verify Troubleshooting

- ✓ Clear your browser cache: <https://www.pcmag.com/how-to/how-to-clear-your-cache-on-any-browser>
- ✓ Close all browsers and then reopen one browser window to log back in
- ✓ Log back into the System at <https://ordeq-edms-public.govonlinesaas.com> using your login and password
- ✓ If you encounter issues, contact the Your DEQ Online Helpdesk at YourDEQOnline@deq.oregon.gov for assistance

2.2.3 Verify Identity Via ESA

To verify your identity using the ESA, click the “Print” button to download a Your DEQ Online Electronic Signature Agreement. You will need to print, sign, and mail the ESA to Oregon DEQ at the address provided on Page 5 of the Agreement. In the meantime, you will be able to access the System on a limited basis but will not be able to submit reports.

Electronic Signature Agreement (ESA)

⚠ Please try all E-Verify opportunities before ESA option is available.

Print and sign an Electronic Signature Agreement.

Print



Your DEQ Online Business System Electronic Signature Agreement

- I agree to maintain the security of the User ID and Password assigned to me by OR DEQ for use of the Your DEQ Online Business System, in order to prevent disclosure of this information to anyone.
- I agree that, if I have any reason to believe that the security of the User ID or Password has been compromised, I will immediately inform OR DEQ by emailing YourDEQOnline@deq.state.or.us.
- I agree to maintain an email account; if any email sent to me by OR DEQ is returned as undeliverable, I will explain why this occurred when requested by OR DEQ.
- I agree to notify OR DEQ if I cease to represent the regulated entity specified below, by sending an email to YourDEQOnline@deq.state.or.us.
- I agree that I will be held as legally bound, obligated, and responsible for any submission I make using the Your DEQ Online Business System as I would be by making such submission in hardcopy form with my handwritten signature as certification.
- I agree that I will be held as legally bound, obligated, and responsible for any submission made using the Your DEQ Online Business System by an agent whom I have authorized to act on my behalf.

SIGNATURE: _____
PRINTED NAME: _____
TITLE: _____
COMPANY: _____
PERMITTED FACILITY NAME: _____
PERMITTED FACILITY ADDRESS: _____
EMAIL ADDRESS: _____
DATE: _____



Please mail a completed paper form to:

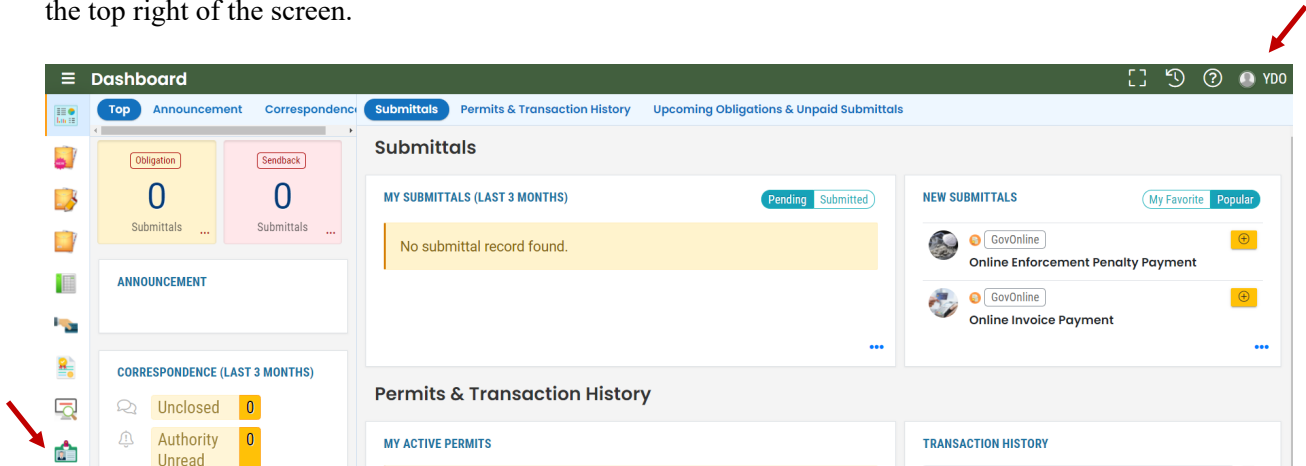
Oregon Department of Environmental Quality
Attn: Your DEQ Online Helpdesk
700 NE Multnomah Street, Suite 600
Portland, OR 97232-4100



For expedited service, please mail a completed paper form to the address above and also email the form to YourDEQOnline@deq.state.or.us.

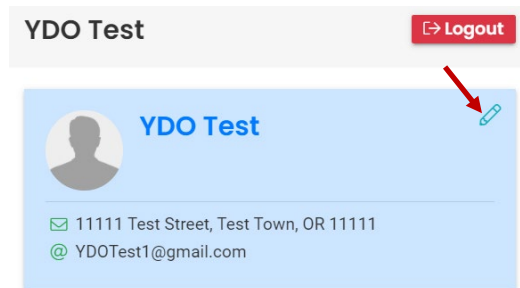
3. Update My Account

3.1 Navigate to My Account

From the Dashboard (or Public Records page for General Public users), you can access “My Account” in one of two ways: Using the “My Account” icon  in the left menu or through your “profile” icon  on the top right of the screen.

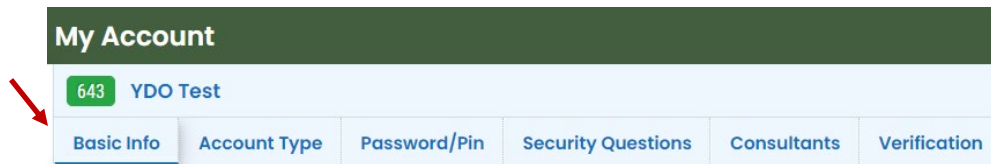


To access “My Account” through your profile, click the “profile” icon  and then click the “edit” icon .



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 linked facilities.

ROs will have two additional tabs: “Consultants” and “Verification.” Under the “Consultants” tab, ROs can associate consultants with facilities and submittals and under the “Verification” tab, ROs can complete the verification process (see Chapter 2).



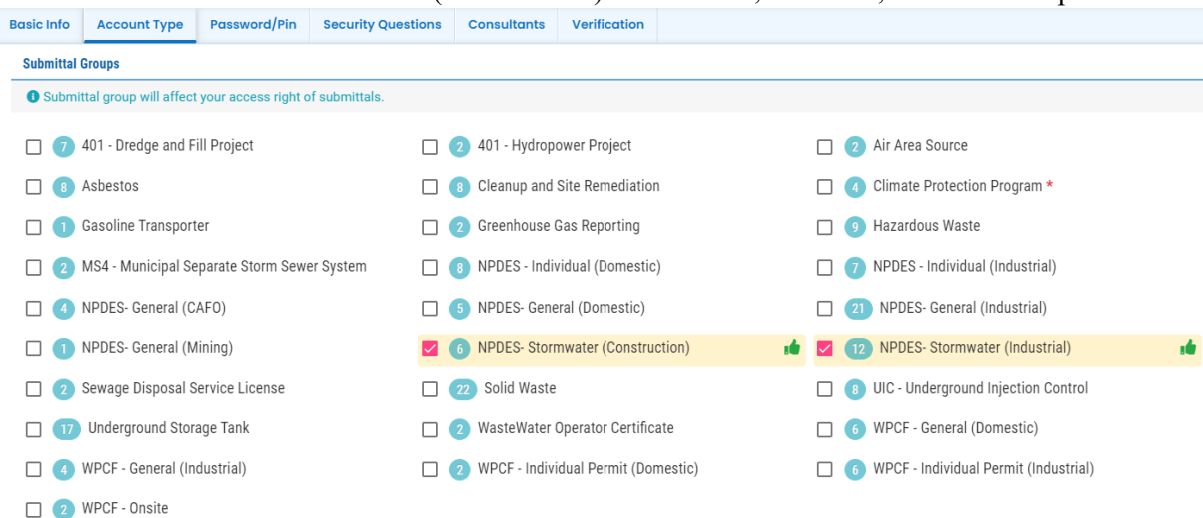
3.2 Establish Responsible Official Links

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

3.2.1 Select Submittal Groups

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 appropriate submittal group(s) based on the type(s) of permit(s) you have or will have with DEQ by clicking on the check box next to each applicable group.

- Choose “NPDES Stormwater (Industrial)” for 1200-Z and 1200-A permits and 1200-Z No Exposure Certifications (NEC).
- Choose “NPDES Stormwater (Construction)” for 1200-C, 1200-CA, and 1200-CN permits.



Click the “save” icon  in the bottom right corner to save your selections.

3.2.2 Link Facilities

If you already have a permit with DEQ at the time that Your DEQ Online first becomes available to the public, link to your facility by scrolling down on the “Account Type” tab, to the “Facility-Submittal Group Permissions” section and clicking the “Add Permissions” icon.




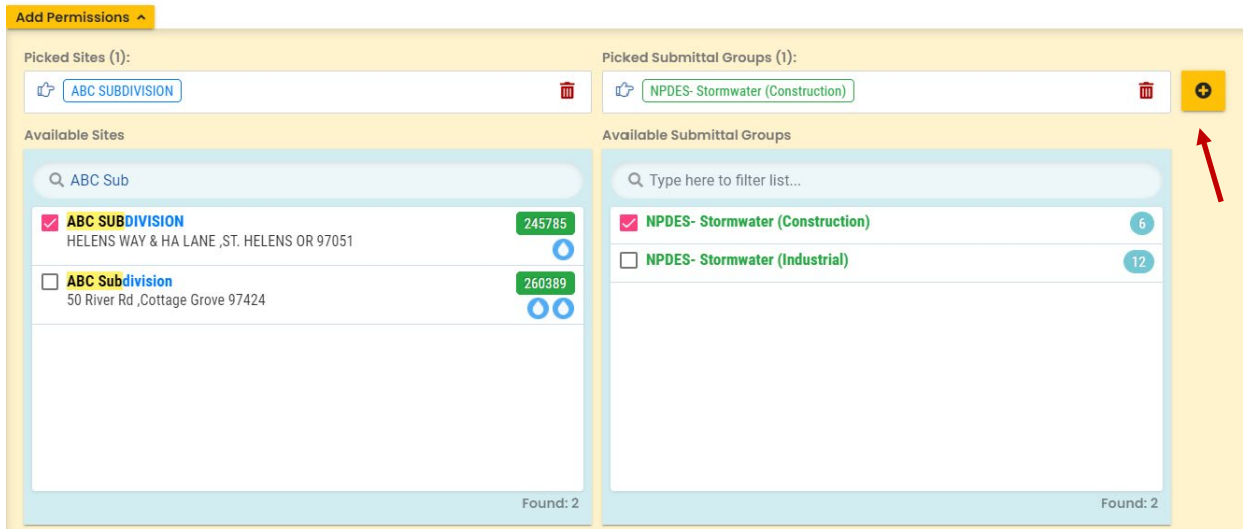
Facility-Submittal Group Permissions (0)

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

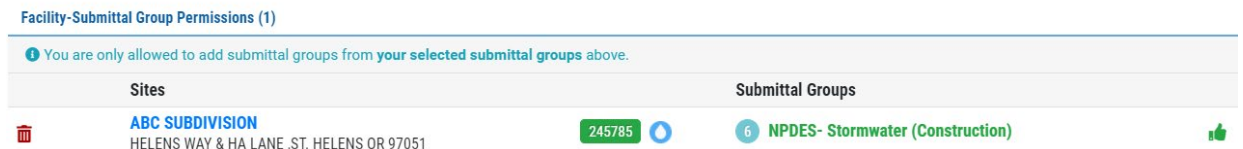
Add Permissions 




Use the search function to search for your facility by address, city, town, facility name or construction project name. Link your facility by selecting it from the results list and then link to the available submittal group in the right column. Select the “plus” icon  to save the site.








Once the site has been added, it will appear in the “Facility-Submittal Group Permissions” section.



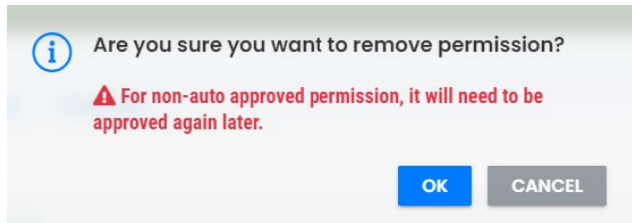
To unlink a facility, click the “remove permission” icon  next to the applicable facility.


Facility-Submittal Group Permissions (1)

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

Sites	Submittal Groups
 ABC SUBDIVISION HELENS WAY & HA LANE, ST. HELENS OR 97051	  

A pop-up notification will appear asking you to confirm that you want to remove the link. Remove the link by clicking the “OK” button.



Remember to click the “save” icon  in the bottom right corner to save any changes.

3.2.2.1 Create A New Facility

If you cannot locate your facility, contact the Your DEQ Online Helpdesk at YourDEQOnline@deq.oregon.gov for assistance. To add a new facility when applying for coverage under a 1200-series Stormwater General Permit see Section 4.1.1.2.2.

3.2.3 Link Consultants


To link a consultant, navigate to “My Account” (see Section 3.1). Select the “Consultants” tab, click “Add Consultants” and enter the consultant’s email address, and click the “Find Consultant” button.

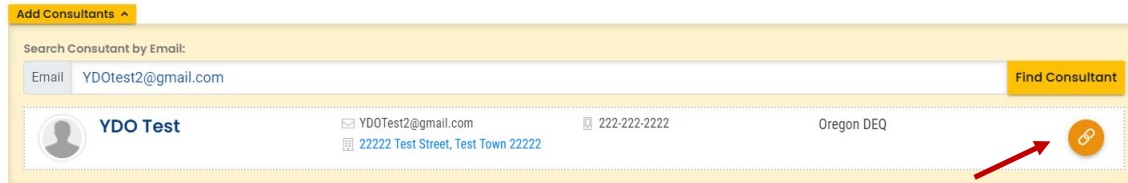


No consultants associated yet.

Add Consultants ▾



The results will appear below the search bar. To select the consultant, select the “link” icon  to the right of the search results.



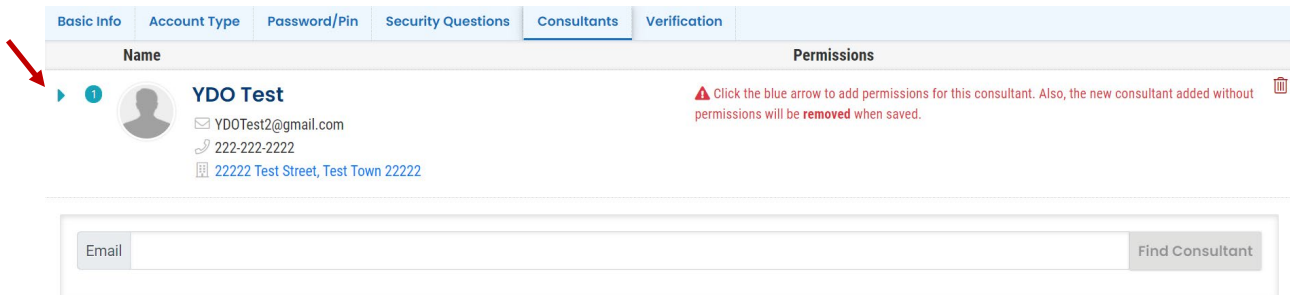
Linking Consultants Troubleshooting

You cannot link a consultant until the consultant has registered a Consultant account in Your DEQ Online.

- ✓ Confirm that the consultant has registered for a Your DEQ Online account.
- ✓ Confirm that the consultant registered for a Consultant account type.
- ✓ Verify the email address used by the consultant to establish their Your DEQ Online Consultant account.

3.2.3.1 Add Consultant Permissions

You will be prompted to add consultant submittal and site permissions using the blue arrow to the left of the profile picture.



Click the “Add Permissions” bar in the Submittal/Site Permissions section to see the drop-down boxes.

Add Permissions ^

Submittal Site +

3.2.3.2 Link Submittals

Use the drop-down menu or the search function to select the submittal permission(s). A complete list of submittal permissions is included in Table 2.

Submittal

Q Type here to filter list...

- Other Online Enforcement Penalty Payment
- Other Online Invoice Payment
- WQD Stormwater Construction - NPDES General Permit 1200-CA
- WQD Stormwater Construction - Submit a Required Report
- WQD Stormwater Construction Special Jurisdiction Permit - 1200-CN NPDES

Found: 18

3.2.3.3 Link Sites


Use the drop-down menu to select the site(s) to which the consultant is being linked. Available options are populated based on selections in your RO account.

Site

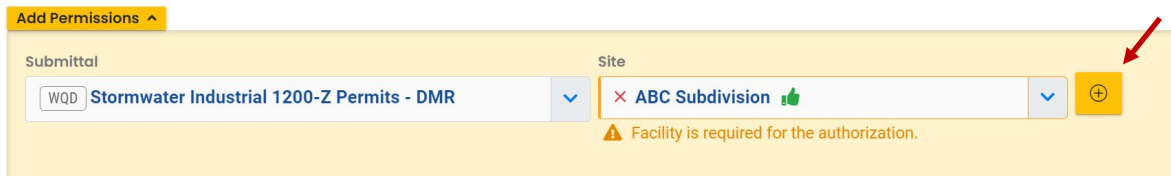
ABC Subdivision 👍

Table 2. Consultant Submittal Options

Submittal
Online Enforcement Penalty Payment
Online Invoice Payment
Stormwater Construction – NPDES General Permit 1200-CA
Stormwater Construction – Submit a Required Report
Stormwater Construction Special Jurisdiction Permit – 1200-CN NPDES
Stormwater Construction: Apply for 1200-C NPDES General Permit
Stormwater Industrial – Submit a Required Report
Stormwater Industrial 1200-A Permits – DMR
Stormwater Industrial 1200-Z Permits – DMR
Stormwater Industrial No Exposure Certification Request
Stormwater Industrial: Apply for 1200-A NPDES General Permit
Stormwater Industrial: Apply for 1200-Z NPDES General Permit

Once the site and submission permissions have been selected, click the yellow “add” icon  to associate the permissions.

Submittal/Site Permissions



Add Permissions ^

Submittal: WQD Stormwater Industrial 1200-Z Permits - DMR

Site: ABC Subdivision

Facility is required for the authorization.


3.2.3.4 Add More Permissions

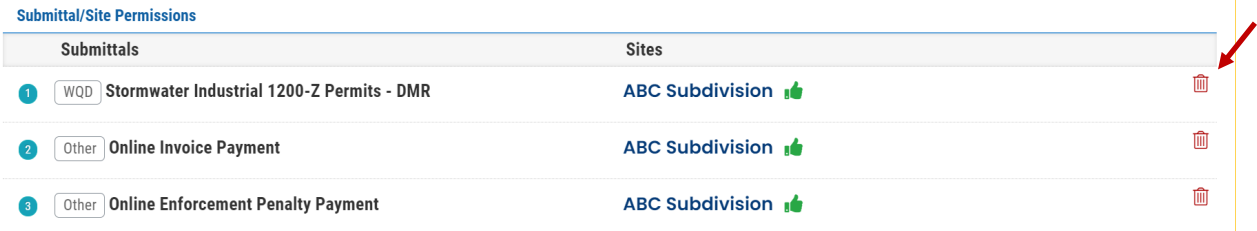
To add permissions to a consultant that has already been linked, click the “Add Permissions” bar below Submittals, and select any additional sites linked to your RO account and any associated submittals.



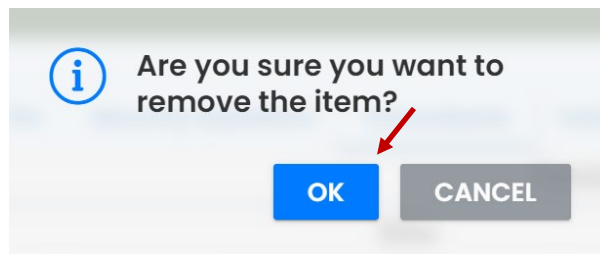
3.2.3.5 Manage Consultant Accounts and Permissions


The RO account holder, not DEQ, is responsible for maintaining relationships with associated consultants and managing their accounts. The RO is responsible for adding or removing consultants and modifying permissions as needed.

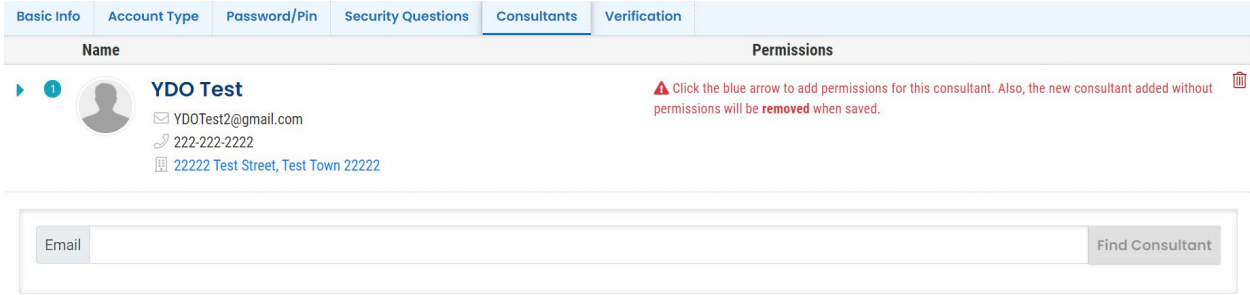
To remove submittal or site permissions, click on the “trash” icon  next to the permission to be removed.



A pop-up notification will appear asking you to confirm that you want to remove the item. Remove the item by clicking the “OK” button.






To remove a consultant, click on the “trash” icon  next to the consultant to be removed.



Basic Info Account Type Password/Pin Security Questions **Consultants** Verification

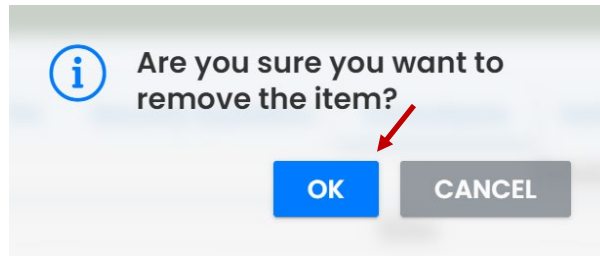
Name Permissions

▶   **YDO Test**  ▲ Click the blue arrow to add permissions for this consultant. Also, the new consultant added without permissions will be **removed** when saved.

✉ YDOTest2@gmail.com
📞 222-222-2222
📍 22222 Test Street, Test Town 22222


Email Find Consultant

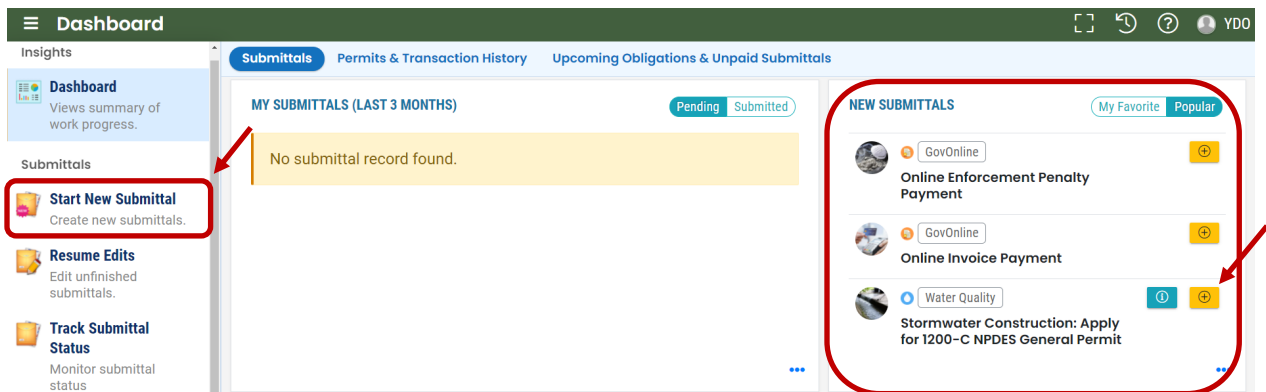
A pop-up notification will appear asking you to confirm that you want to remove the item. Remove the item by clicking the “OK” button.





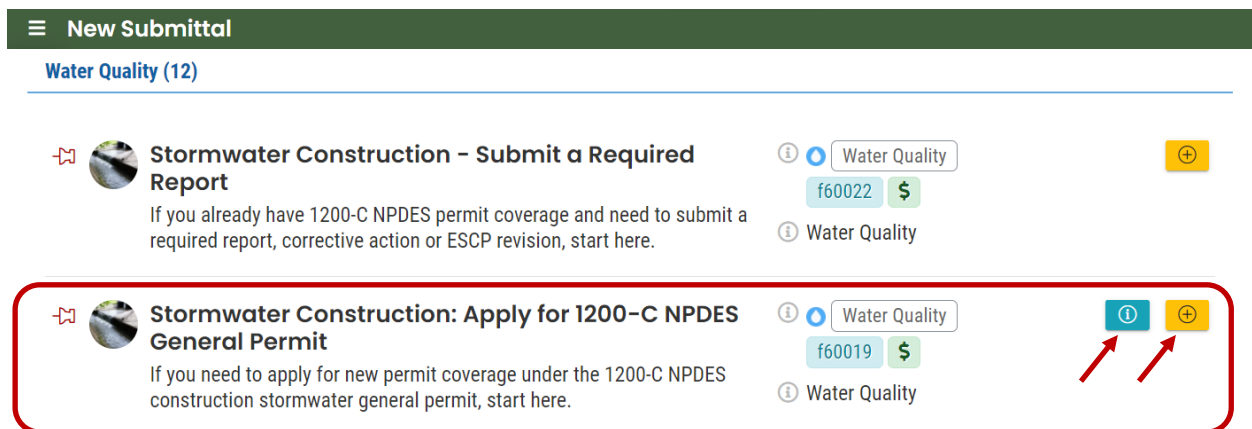
4. Apply for Coverage Under the Construction Stormwater General Permit (1200-C)

4.1 How to Apply for Permit Coverage

From the Dashboard, expand the left menu by clicking on the “menu” icon  at the top left of the screen. Apply for permit coverage through the “New Submittal” page, accessible via the menu or directly from the Dashboard.





On the “New Submittal” page, select “Stormwater Construction: Apply for 1200-C NPDES General Permit” by clicking the “add” icon  next to the submittal. You can view instructions for completing the application by clicking the “information” icon  located to the left of the “add” icon.






The instruction file and additional submittal instructions are also available in the “Submittal Information” section to the right of the screen. You may want to consult these resources as you complete the application.

Submittal Information


 **Stormwater Construction: Apply for 1200-C NPDES General Permit**

 Water Quality NPDES- Stormwater (Construction)

 f60019 New

If you need to apply for new permit coverage under the 1200-C NPDES construction stormwater general permit, start here.

A 1200-C permit is required for a construction site less than one acre, if it is part of a “common plan of development or sale” disturbing one or more acres. Examples of a large common development or sale include a subdivision, a business park, or industrial park. Individual builders, business owners and home owners must apply for the 1200-C if their construction is within a larger project. For additional information, please visit: [1200 Series Construction Stormwater Permits](#) 

4.1.1 Enter Basic Info


Complete all required fields, as indicated in the Applicant, Facility/Construction Location Information, and Stormwater Discharge Information sections.


4.1.1.1 Applicant

Complete the Applicant Name field, keeping in mind that the name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division.

1 Basic Info ¹ 2 Attachment 3 Payment 4 Review 5 Submission

Applicant

Applicant Name 

 Required

4.1.1.2 Facility/Construction Location Information

Indicate whether you are selecting the facility from the list of established facilities or creating a new facility by selecting the appropriate radio dial. If your facility already has a DEQ permit, such as an industrial general stormwater permit, and you are applying for another permit, such as a construction stormwater general permit, choose “Select your facility” and follow the instructions in Section 4.1.1.2.1. If your facility does not currently have a DEQ permit and has not had a DEQ permit in the past, choose “Create new facility” and follow the instructions in Section 4.1.1.2.2.

Facility/Construction Location Information

Select your facility Create new facility ⓘ

4.1.1.2.1 Select Your Facility

To select your facility (project site) from the list of facilities with existing or previous DEQ permits, open the drop-down menu, and use the search function to search for your facility by address, city, town, facility name or construction project name.

Select your facility Create new facility

Select your facility (project site)

ABC Subdivision	50 River Rd ,Cottage Grove 97424	260389
------------------------	----------------------------------	--------

4.1.1.2.2 Create New Facility

To create a new facility entry for a facility (project site) that does not currently have and has not previously had a DEQ permit, complete all required fields as indicated in the New Facility Information section.

Select your facility Create new facility

New Facility Information

Facility Name

Required.

Abbreviation Is the facility located on Native American Lands?

Email Phone Fax Employee Number
Required or Check the Email Format. **Required and Check the Phone Number Format.**

Comments:

(Maximum length is 4000. Remaining length is 4000.)

Complete all required fields as indicated in the Mailing Address section.

Mailing Address

Country
 United States Canada

Address Line 1 Address Line 2
Required.

City State Zip Code
Required. **Required.**

Complete all required fields as indicated in the Physical Location section. Populate the Latitude and Longitude fields in decimal degrees. A Google map will be created showing the location of the facility.


Physical Location

Country
 United States Canada

Address Line 1 Address Line 2
Required.

City State Zip Code
Required. **Required.**

Latitude Longitude
Required. **Required.**



4.1.1.2.3 Additional Facility/Construction Location Information

Legal Contact

Whether you are selecting your facility or creating a new facility, you will need to complete all required fields under Legal Contact. The legal contact for your facility will be a person with a Responsible Official (RO) account. Consult the Responsible Official account type instructions (see Section 1.2.1.1) if you need more information on legal contacts.

Legal Contact

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	❗ Required.		❗ Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/>	
	❗ Required.	❗ Required.	
Phone	Mobile	Fax	
<input type="text" value="XXX-XXX-XXXX"/>	<input type="text" value="XXX-XXX-XXXX"/>	<input type="text" value="XXX-XXX-XXXX"/>	
❗ Required.			
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address Line 1		Address Line 2	
<input type="text"/>		<input type="text"/>	
❗ Required.			
City	State	Zip Code	
<input type="text"/>	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/>	
❗ Required.		❗ Required.	

Invoice Contact

You will also need to complete all required fields under Invoice Contact. As described in the application instructions, the invoice contact is the person or legal entity responsible for payment of the annual fee invoice. If the invoice contact is the same as the legal contact, check the “Same as Legal Contact” box directly below the Invoice Contact header, and the required fields will be automatically populated with the information you provided in the Legal Contact section.

Invoice Contact

Same as Legal Contact

?

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	! Required.		! Required.

Company	Title	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
		! Required.

Phone	Mobile	Fax
<input type="text"/>	<input type="text"/>	<input type="text"/>
! Required.		

Country





United States Canada

Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>
! Required.	

City	State	Zip Code
<input type="text"/>	OR (Oregon)	<input type="text"/>
! Required.		! Required.




Engineering/Architect Firm (Erosion & Sediment Control Plan)

Complete all required fields under Engineering/Architect Firm (Erosion & Sediment Control Plan) for the architect or consulting engineer who designed the Erosion and Sediment Control Plan (ESCP) and Dewatering Plan, if applicable.

Engineering/Architect Firm (Erosion & Sediment Control Plan)	
Engineering/Architect Firm Name	Project Manager
<input type="text"/>	<input type="text"/>
 Required	 Required
Firm Contact Phone#	Firm Contact Email
<input type="text" value="XXX-XXX-XXXX"/>	<input type="text"/>
 Required or Check Telephone Format.	 Required or Check Email Format.

Project's Erosion and Sediment Control Inspector

Complete all required fields under Project's Erosion and Sediment Control Inspector for the Erosion and Sediment Control Visual Monitoring inspector. This is not a DEQ or DEQ Agent inspector, but an inspector employed by the applicant.

Project's Erosion and Sediment Control Inspector	
Inspector Name	Inspector Company Name
<input type="text"/>	<input type="text"/>
 Required	 Required
Inspector Phone #	Inspector Email
<input type="text" value="XXX-XXX-XXXX"/>	<input type="text"/>
 Required or Check Telephone Format.	 Required or Check Email Format.

Select the radio dial next to "Yes" or "No" to indicate whether the project will disturb five or more acres.

Will the project disturb 5 or more acres? Yes No

 Required

Use the drop-down menu to select the inspector's approved certification and provide the associated certification number and expiration date in the text fields.

Inspections must be conducted by a person certified in one of the DEQ approved certification programs listed. Select the appropriate certification and provide the associated information

▼

- Certified Professional in Erosion and Sediment Control (CPESC)
- Certified Professional in Storm Water Quality (CPSWQ)
- Certified Inspector of Sediment and Erosion Control (CISEC)
- Certified Erosion and Sediment Control Lead(CESCL) (Through Washington State of Ecology)
- Rogue Valley Sewer Services Erosion and Sediment Control Certification (RVSS)

Provide certification number

 Required

Provide expiration date

 Required

In the Name of Project field, enter the common name of the project, such as the subdivision, and use the drop-down menus to select the county where the project is being conducted, the applicable SIC and NAICS Codes, and the facility type.

County

 Required

SIC Code(Nature of Construction Activity)

 Required

NAICS Code

 Required

Select Facility Type Description

 Required

If your project has submitted a joint application, provide the U.S. Army Corps of Engineers assigned number in the text field that appears after selecting your SIC Code.

SIC Code(Nature of Construction Activity)

Army Corps No.

If your SIC code is not available from the drop-down list, select “Other” and enter the applicable SIC code in the resulting required field.

SIC Code (Nature of Construction Activity)

Other (SIC Code required)

Required

To filter the list of NAICS Codes, use the search function at the top of the drop-down menu for that field.

NAICS Code

Type here to filter list...

1 11 - Agriculture, Forestry, Fishing and Hunting

Enter the approximate start and anticipated end dates for the project.

Approximate Desired start date

mm/dd/yyyy

Required

Estimated Construction Project End Date

mm/dd/yyyy

Required

Project Size

Complete the required fields to indicate the size of the total project.

Project Size

Total Site Acreage (acres)

Required

Total Disturbed Acreage (acres)

Required

Total Number of Lots

Required

Select the radio dial next to “Yes” or “No” to indicate whether there is soil or groundwater contamination within the site boundary, and if there is a Water of the State within 50 feet of the project boundary.

Is there soil or groundwater contamination located within the site boundary? Yes No

 Required

Is a water of the state within the project site or within 50 feet of the project boundary? Yes No

 Required

Select the radio dial next to “Yes,” “No,” or “Not applicable” to indicate whether you will be dewatering during construction. If applicable, enter the depth to groundwater and the data source used in the available text fields.

Will you be dewatering during construction (plan review fee may apply)? Yes No Not applicable

 Required

Depth to groundwater

feet

inches

Depth to groundwater Data Source

4.1.1.3 Stormwater Discharge Information

Add a receiving waterbody by clicking the “add new” icon  .

Stormwater Discharge Information



Receiving waterbody: List the name(s) of the water(s) that receive stormwater from your facility






 Required

List the receiving water(s) that receive stormwater from your facility or project in the first required field. The receiving water may be a lake, stream, river, wetland, or other waterbody, and may or may not be located adjacent to the site. Enter the latitude and longitude for the receiving water(s) in decimal degrees and indicate, using the radio dials, if the discharge goes directly to a Water of the State, goes to a municipal storm sewer or drainage system then to a Water of the State, goes to a ditch or other conveyance then to Water of the State, or goes to an irrigation channel or ditch owned and operated by an irrigation district.

Additional receiving waters can be added by clicking the “add new” icon . Use the blue arrow to the left of the receiving waterbody to expand and contract the field. To remove a waterbody, click on the “trash” icon  next to the water to be removed.

Select the radio dial next to “Yes” or “No” to indicate whether stormwater runoff discharges via a storm sewer drainage system to a waterbody impaired for, or with a Total Maximum Daily Load (TMDL) for, turbidity or sedimentation. Resources for determining whether a waterbody is impaired or has an associated TMDL are provided in the application instructions (see Section 4.1).

Stormwater runoff during construction discharges directly to or through a storm sewer or drainage system that discharges to a waterbody with a Total Maximum Daily Load (TMDL) or 303(d) listing for turbidity or sedimentation? Yes No 

 Required

Check the box to confirm that your facility or site has an Operation and Maintenance Plan for active treatment systems.

Operation and Maintenance Plan for active treatment systems

Finally, select the radio dial next to “Yes” or “No” to indicate whether your site has been assigned an Environmental Cleanup Site Information (ECSI) number by DEQ. Additional information on ECSI numbers is provided in the application instructions (see Section 4.1).

Has an ECSI # been assigned by DEQ? Yes No


 Required

If you answer Yes, indicating that an ECSI number has been assigned to you, enter the applicable ECSI number in the resulting required field.

Has an ECSI # been assigned by DEQ? Yes No

ECSI #

 Required


Remember to click the “save” icon  in the bottom right corner to save your progress.

4.1.2 Add Attachments

On the “Attachment” tab, you can upload files either by clicking the upload icon or dragging and dropping files into the window.

① Basic Info ② Attachment ③ Payment ¹ ④ Review ⑤ Submission

When uploading an attachment, first click the file record and **select a file type option** for the uploaded file.


 Click to Upload or Drag Files Over Here

Attachment requirements are identified in the “All Attachment Requirements” section to the right of the screen. The asterisk symbol * indicates a mandatory attachment. Mandatory attachments vary based on the type of application you are submitting.

All Attachment Requirements ⓘ


LUCS *

ⓘ Land Use Compatibility Statement (LUCS) with signature of the local land use planning official and the LUCS Findings: [General LUCS Form](#)

 pdf


Stormwater Erosion and Sediment Control Plan *

ⓘ Stormwater Erosion and Sediment Control Plan (including narrative and drawings)

 pdf doc docx


Signed Application Form

ⓘ Internal use only - Signed Application Form

 pdf

Environmental Management Plan *

ⓘ May be required for contaminated sites or active treatment. Refer to section 1.2.9 of the [1200-C permit](#). Link for pdf template is here: [Template](#)

 pdf

A template Land Use Compatibility Statement (LUCS) can be obtained from DEQ Stormwater’s website at <https://www.oregon.gov/deq/Permits/Pages/LUCS.aspx>. Complete the form as directed and attach a scanned copy of the completed form to your application.

Before uploading, make sure files are in the required format (e.g., pdf, docx, xlsx, etc.) and the file names clearly identify the facility or site (e.g., ABC Subdivision) and document (e.g., LUCS, ESCP, EMP, etc.). This will help to facilitate review of your application and will simplify the next step of the application process for you.


Files			
▶ 1	Site Name_LUCS.pdf	PDF 36 KB	↓↓ Click on the document to identify the attachment type. ↓ ↓
▶ 2	Site Name_ESCP.docx	DOCX 12 KB	↓↓ Click on the document to identify the attachment type. ↓ ↓
▶ 3	Site Name_EMP.pdf	PDF 36 KB	↓↓ Click on the document to identify the attachment type. ↓ ↓

After uploading files, expand each file record using the blue arrow to the left and select the corresponding file type (i.e., Land Use Compatibility Statement [LUCS], Stormwater Erosion and Sediment Control Plan [ESCP], Signed Application Form, Environmental Management Plan [EMP], Other or Redacted Submittal Form in PDF) from the drop-down menu.







1 Site Name_LUCS.pdf PDF 36 KB ↓ ↓ Click on the document to identify the attachment type. ↓ ↓


Select Document Type:

- LUCS
- Stormwater Erosion and Sediment Control Plan
- Signed Application Form
- Environmental Management Plan
- Other
- Redacted Submittal Form in PDF

To remove attachments, click on the “trash” icon  next to the uploaded file to be removed.

Files

▶ 1	 Site Name_LUCS.pdf	PDF 36 KB	↓ ↓ Click on the document to identify the attachment type. ↓ ↓	
▶ 2	 Site Name_ESCP.docx	DOCX 12 KB	↓ ↓ Click on the document to identify the attachment type. ↓ ↓	
▶ 3	 Site Name_EMP.pdf	PDF 36 KB	↓ ↓ Click on the document to identify the attachment type. ↓ ↓	


Remember to click the “save” icon  in the bottom right corner to save your progress.

4.1.3 Pay Fees

On the “Payment” tab, required fees, determined based on information provided, are calculated. Click the “Pay Amount Due” button to complete the payment process.

① Basic Info ② Attachment ③ **Payment** ④ Review ⑤ Submission

Please complete the payment process.

Fee	–	Paid	=	Due	
\$ 3,477.00		\$ 0.00		\$ 3,477.00	

Fee

▶ Application Fee	\$ 1,309.00
① Permit Fee	
▶ Annual Fee	\$ 1,346.00
① Permit Fee	
▶ Environmental Management Plan Review Fee	\$ 822.00
① Permit Fee	

Payment Transactions

No transaction record found.


To pay electronically, select the “ACH” radio dial and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make an electronic payment directly from a checking or savings account.

To pay by credit card, select the “Credit Card” radio dial and use and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make a payment. A convenience charge of 2.3% is added to the total payment.

To pay by check, select the “Check by Mail” radio dial and use the check box to indicate that payment will be made by mail. Make checks payable to the address provided in this section.

IMPORTANT!

It is important you mail the paper check to the address provided in this box and that you include all the provided codes on the mailing envelope for accurate processing. Do not send or drop-off your check to any other DEQ office.

Remember to click the “save” icon  in the bottom right corner to save your progress.


4.1.4 Review Application

On the “Review” tab, review your application for anything outstanding, including missing required information, payments, attachments and attachment type assignments.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

× Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 3,477.00		\$ 0.00		\$ 0.00		\$ 3,477.00

Mandatory Attachment


Missing Required Attachment.


The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.


* **Stormwater Erosion and Sediment Control Plan** Stormwater Erosion and Sediment Control Plan (including narrative and drawings) [pdf](#) [doc](#) [docx](#)

Uploaded Attachment

Please specify the attachment type for all attachments.

 **Site Name_LUCS.pdf**
LUCS
[PDF](#) [36 KB](#)

 **Site Name_ESCP.docx**
Stormwater Erosion and Sediment Control Plan
[DOCX](#) [12 KB](#)


 **Site Name_EMP.pdf** [Missing the attachment type.](#)
[PDF](#) [36 KB](#)

Make updates as needed in the applicable sections until there are no more alerts, then proceed to the “Submission” tab.

- 1 Basic Info
- 2 Attachment
- 3 Payment
- 4 Review
- 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 3,477.00		\$ 0.00		\$ 0.00		\$ 3,477.00

Mandatory Attachment

All Required Attachments Were Included.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

 **Site Name_LUCS.pdf**
LUCS
PDF 36 KB

 **Site Name_ESCP.docx**
Stormwater Erosion and Sediment Control Plan
DOCX 12 KB

 **Site Name_EMP.pdf**
Environmental Management Plan
PDF 36 KB

4.1.5 Submit Application

On the “Submission” tab, click the button to indicate that you have read and agree to the Certification Statement. Only the Responsible Official can certify and submit the application. If the application has been prepared by a Consultant, see section 4.2 on Resuming Edits for instructions.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the Pin number you set up with your password. You will need to answer a security question and provide your Pin number with every submission.

Security Question & PIN Number

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN: *

.....

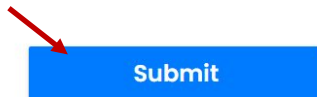
Finally, review the Security Precautions and Disclaimer statements and click “Submit.”

Security Precautions


To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign’s Certificates and Authorize.NET’s PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.



Pin and Security Questions Troubleshooting

If you forget your Pin number or answers to your security questions, you can reset them by selecting the “My Account” icon  and the “Password/Pin” and “Security Questions” tabs.


The screenshot shows a user account management interface. At the top, there are several tabs: "Basic Info", "Account Type", "Password/PIN", "Security Questions", "Consultants", and "Verification". The "Password/PIN" and "Security Questions" tabs are highlighted with a red box. Below the tabs, there are two main sections: "Password" and "PIN".

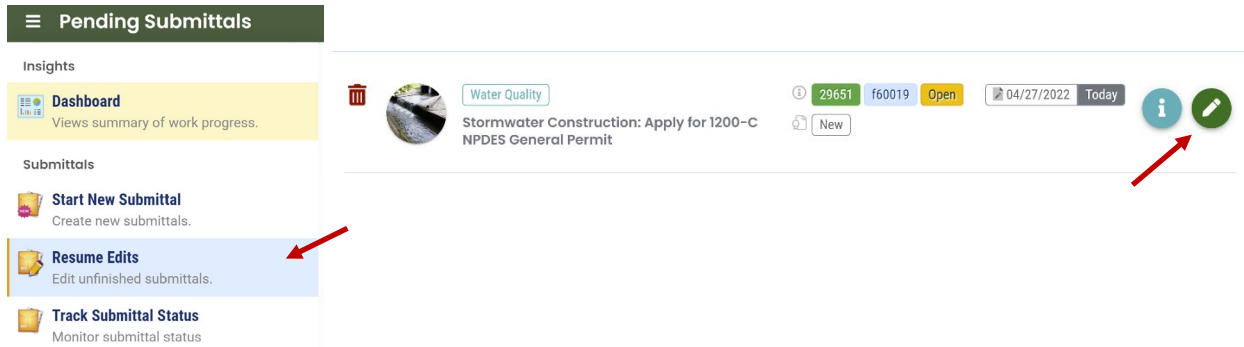
The "Password" section contains a "Show password" checkbox, an "Old Password" field, a "New Password" field, and a "Confirm New Password" field. Below the "New Password" field, there is a note: "Password should be at least 8 characters long and should contain 1 number, 1 alphabet and 1 special character (@\$!*#?&)." A "Save Password" button is located at the bottom right of this section.


The "PIN" section contains a "Show PIN" checkbox, a "New PIN" field, and a "Confirm New PIN" field. Below the "New PIN" field, there is a note: "PIN should be at least 8 characters long and should contain 1 number, 1 alphabet and 1 special character (@\$!*#?&)." A "Save PIN" button is located at the bottom right of this section.

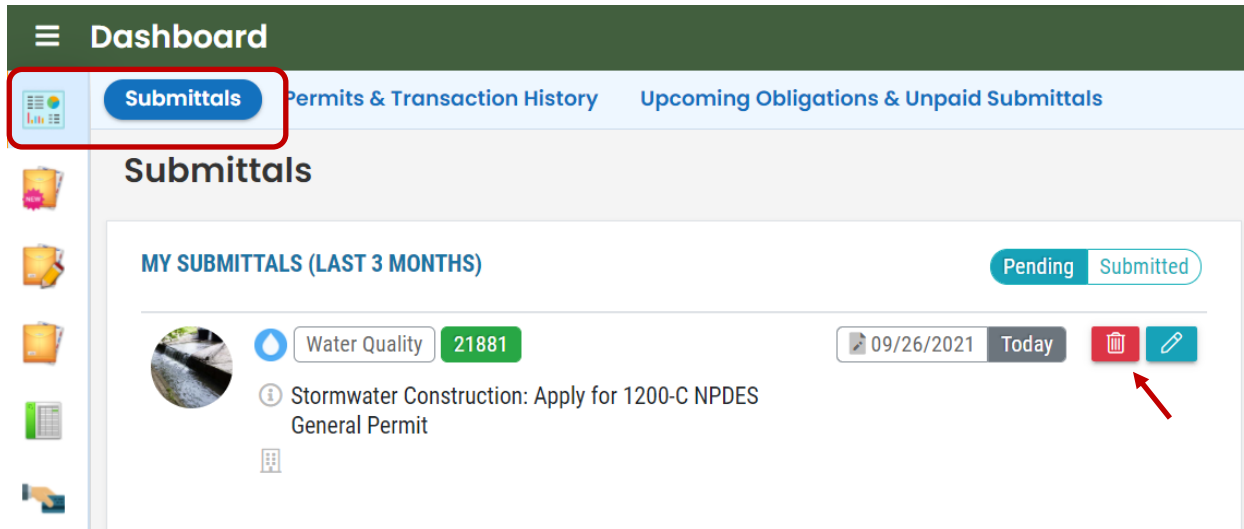
In the left sidebar, there is a "My Account" icon (a person with a key) which is highlighted with a red arrow.

4.2 Resuming Edits

To resume an unfinished submission, or if you are a RO certifying and submitting an application prepared by a Consultant on your behalf, navigate to the “Pending Submittals” page using the “Resume Edits” option in the left menu. Click the “edit” icon  for the applicable pending submission to make additions, changes or to certify and submit. For applications prepared by a Consultant, the RO must complete the submittal process for the application to be submitted to DEQ.



You can also access pending submittals directly from the submittals section on your Dashboard. To delete a draft submittal, use the “trash” icon  associated with the applicable pending submission.



4.3 Tracking Your Application

After submitting your application, you will receive a Submission Successful notification and receipt.



Submission Successful




Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

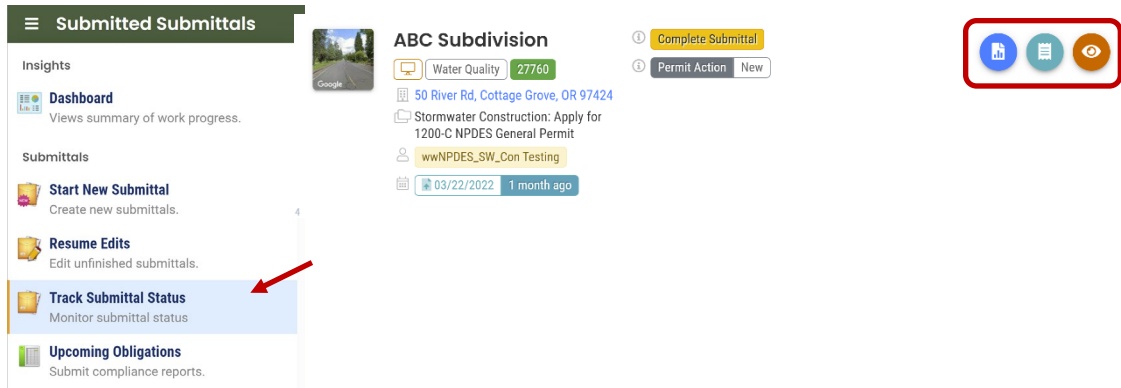
Please click




to print your receipt

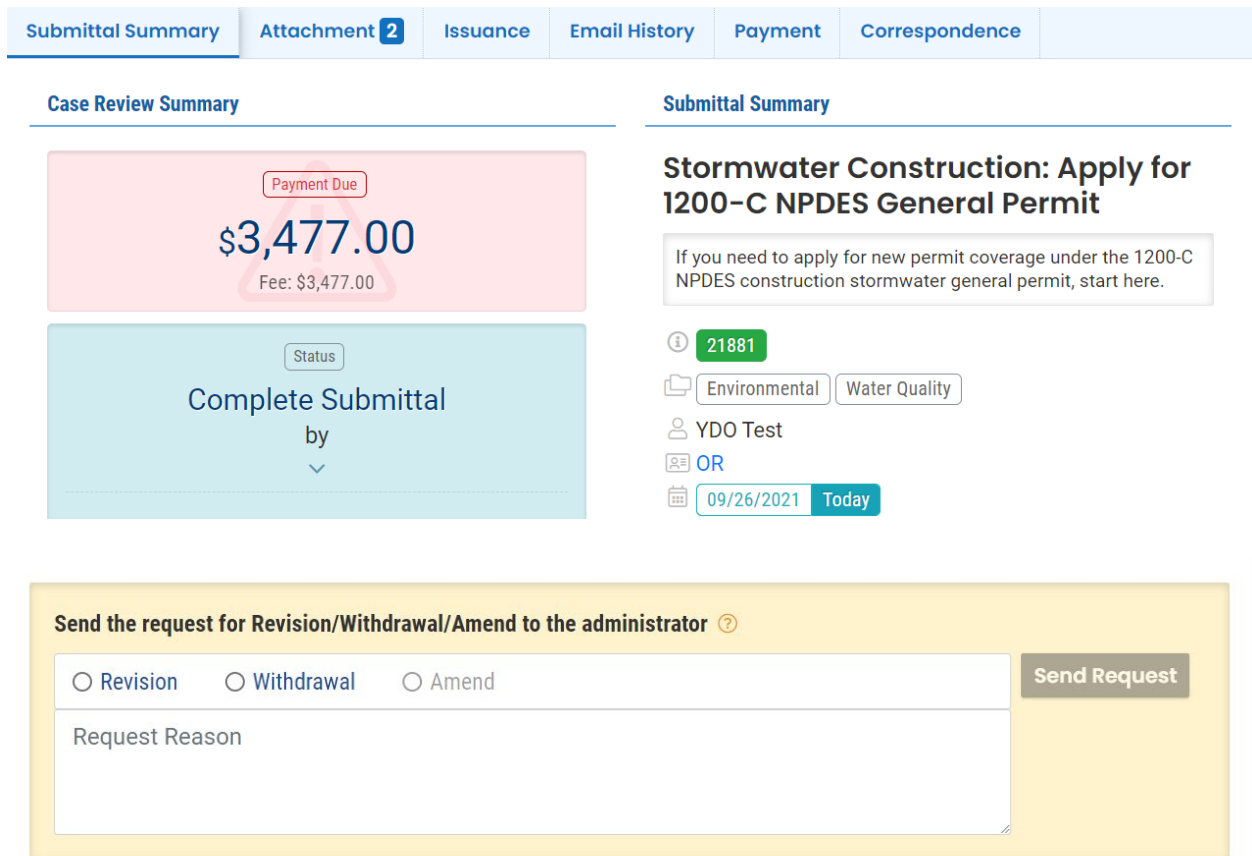
The system will also generate a Submission Received email from yourdeqonline@govonlinesaas.com. You will receive important emails from yourdeqonline@govonlinesaas.com about the status of your application and about future compliance notices, so be sure to add this address to your contacts so emails are not marked as junk or spam.

To track your submission in the system, navigate to the “Track Submittals Status” page using the left menu. From here you can review the form, view the receipt, or view submittal details using the respective icons    to the right of the submittal.






4.3.1 Submittal Summary

If you click the “view submittal detail” icon  on the “Submittal Summary” tab, you can see the Case Review Summary and send requests to revise, withdrawal, or amend the submission.



4.3.2 Attachments

On the “Attachment” tab, you can see the attachments provided with the submittal.

Submittal Summary	Attachment 3	Issuance	Email History	Payment	Correspondence
Files					
▶	1		Site Name_LUCS.pdf	PDF	36 KB
▶	2		Site Name_ESCP.pdf	PDF	37 KB
▶	3		Site Name_EMP.pdf	PDF	36 KB

4.3.3 Issuance

On the “Issuance” tab, you can review issuance and supporting documents. Issuance documents are documents issued by DEQ authorizing the issuance or termination of the requested permit.

Submittal Summary | Attachment 3 | **Issuance** | Email History | Payment | Correspondence

Issuance Documents

Final Documents

Stormwater 1200C Permit Assignment Letter(1-<5)

Info **Issued**

Info Document # **PermitAssignmentLetter 21968**

Calendar 2021-09-30 ~ 2024-12-04




Supporting Documents

No record found.

4.3.4 Email History

On the “Email History” tab, you can view all email correspondence related to the submittal. Click on the blue arrow to the left of the subject to expand the record and view the detailed correspondence.

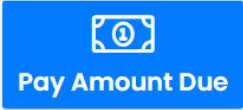
Submittal Summary | Attachment 3 | Issuance | **Email History** | Payment | Correspondence

Subject	To/From	Last Sent
▶ 1 [UAT] Submission Received	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">TO</div> YDOTest1@gmail.com <div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">FROM</div> YourDEQOnline@govonlinesaas.com	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;">2021-09-26</div> 

4.3.5 Payment

On the “Payment” tab, you can review payment history, see any outstanding payments, and make payments if necessary. To make payments, follow the instructions in Section 4.1.3.

Submittal Summary | Attachment **3** | Issuance | Email History | **Payment** | Correspondence

Fee \$ 3,477.00	–	Paid \$ 0.00	=	Due \$ 3,477.00	
----------------------------------	---	-------------------------------	---	----------------------------------	---

Fee

▶ **Application Fee**
ⓘ Permit Fee **\$ 1,309.00**

▶ **Annual Fee**
ⓘ Permit Fee **\$ 1,346.00**

▶ **Environmental Management Plan Review Fee**
ⓘ Permit Fee **\$ 822.00**

Payment Transactions


No transaction record found.

4.3.6 Correspondence

On the “Correspondence Tab” you can use a chat feature to correspond with the DEQ Stormwater Staff regarding your submittal. Message history will be captured below the chat box.

The screenshot shows the top navigation bar with tabs for Submittal Summary, Attachment (3), Issuance, Email History, Payment, and Correspondence. Below the tabs is a chat input area with a text box containing "Start a correspondence thread..." and a "Post" button.

A chat message is displayed with a user profile icon, a notification bell, a "Public" tag, the text "YDO Test", a timestamp "09/26/2021, 10:47:45 PM", and a trash icon. The message text is "Test Message". To the right of the message is a "0 Reply" button with a dropdown arrow.

Delete unnecessary messages using the “trash” icon  associated with the message to be deleted.

This screenshot is identical to the one above, but a red arrow points to the trash icon next to the message timestamp.

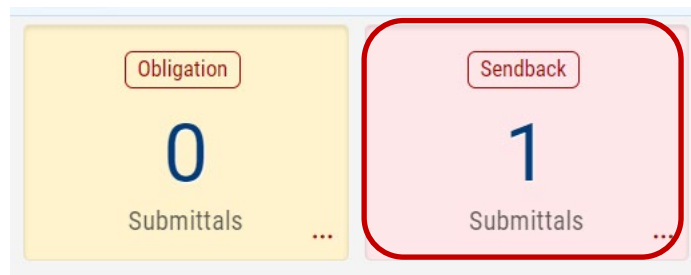
4.3.7 Review Flow


For a snapshot of where your application is in the approval process, you can consult the flow chart located in the “Review Flow” section to the right of the screen.

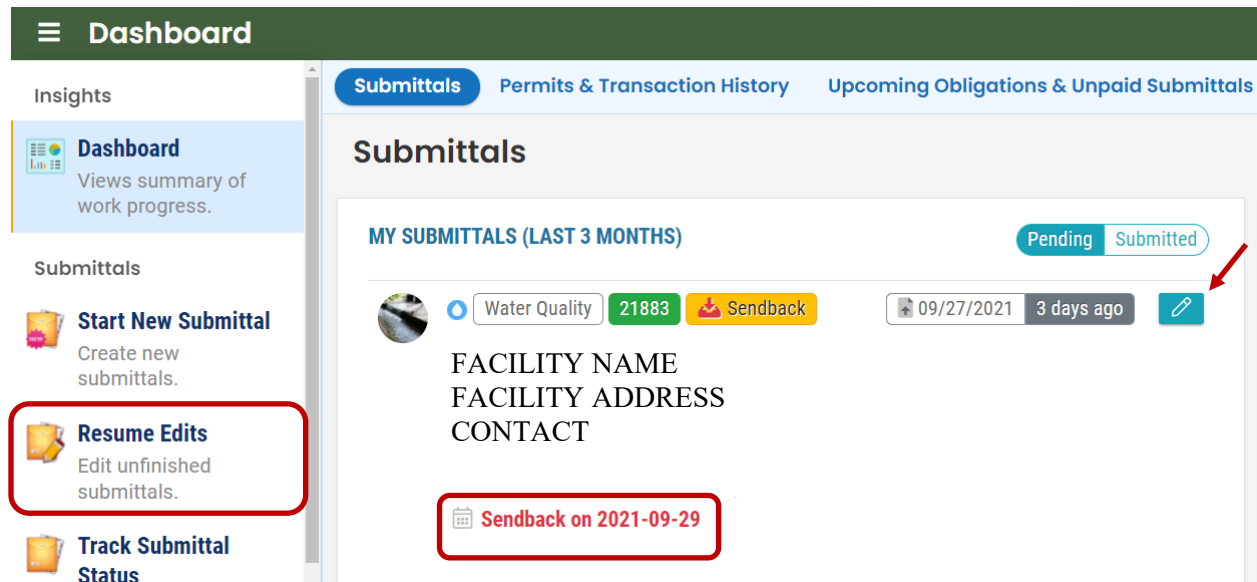


4.3.8 Send Back

After reviewing your submittal, DEQ may send back an application or report with a request for changes. These requests will come in the form of a “Send Back” note and will be highlighted in the “Sendback” area to the left of your Dashboard.



A Send Back will be indicated in your “Pending Submittals” accessible through the “Resume Edits” option on the menu or directly from your Dashboard. Click the “edit” icon  to make the requested updates to your application or report.






Dashboard

Insights


Submittals | Permits & Transaction History | Upcoming Obligations & Unpaid Submittals

Submittals

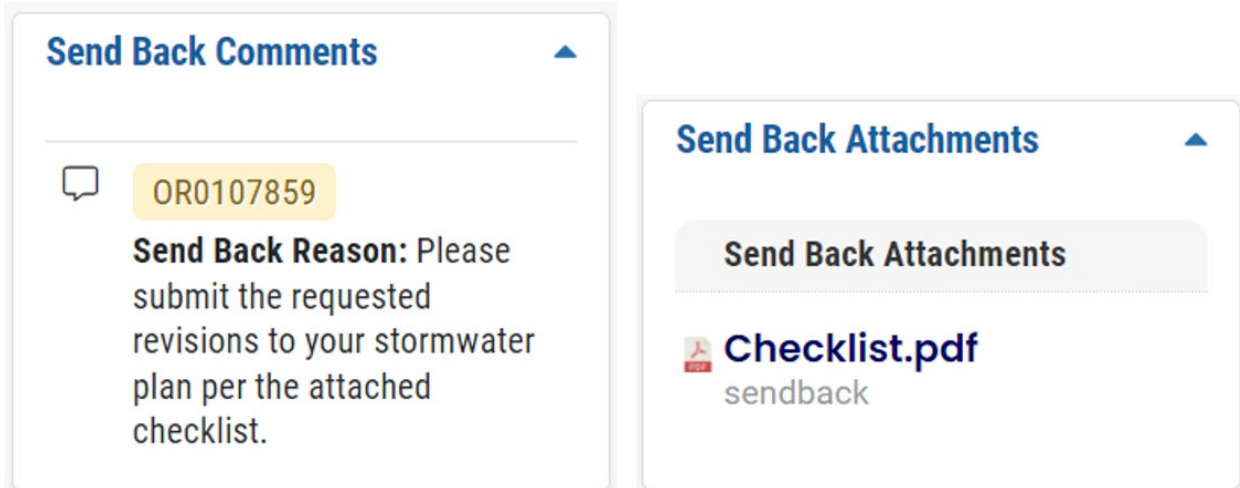
MY SUBMITTALS (LAST 3 MONTHS) Pending Submitted

 Water Quality 21883  Sendback 09/27/2021 3 days ago 


FACILITY NAME
FACILITY ADDRESS
CONTACT

 Sendback on 2021-09-29

A Send Back will include a reason why the application or report is being sent back, such as a request for revisions to the stormwater plan, and may include attachments, such as a stormwater plan checklist.




Send Back Comments

 OR0107859

Send Back Reason: Please submit the requested revisions to your stormwater plan per the attached checklist.

Send Back Attachments

Send Back Attachments


 **Checklist.pdf**
sendback

Once you make the updates and/or upload the revised attachment(s), resubmit according to the instructions in Section 4.1.5. Make sure, if you are providing a revised attachment, to add “revision” to the file name to clearly distinguish the revised document from the original.

4.4 Renew, Change Name, Transfer or Terminate

To renew, transfer or terminate your permit, or to request a name change, access your permit through the “Permit/License/Certificate (PLC)” page. The “PLC” page, is accessible via the “Permits/Certificates” option on the menu or from the “My Active Permits” area of the Dashboard.


The screenshot shows a dashboard with a sidebar on the left and a main content area. The sidebar has a menu with 'Permits/Certificates' highlighted by a red box and a red arrow. The main content area has tabs for 'Submittals', 'Permits & Transaction History', and 'Upcoming Obligations & Unpaid Submittals'. Under 'MY ACTIVE PERMITS', there is a permit entry for 'ABC Subdivision' with details: Permit No. 21968, NPDES- Stormwater (Construction), 50 River Rd, Cottage Grove, OR 97424, and an expiration date of 12/04/2024 (3 years later).

On the “PLC” page, access additional permit actions by clicking the “expand” icon  next to the permit to open the “More Actions” menu. You will see four colored icons representing the options to renew, change a name associated with, transfer, or terminate your permit, respectively.



The screenshot shows the 'Permit/License/Certificate (PLC)' page for 'ABC Subdivision'. The permit details are visible, including the permit number, environmental interest, and expiration date. The 'More Actions' menu is open, showing four colored icons (grey, teal, blue, red) and a purple 'expand' icon. A red arrow points to the 'expand' icon.


Renew

Select the green pencil icon  to renew your permit. Follow the application instructions in Sections 4 and 5 to complete the application for permit renewal.

Pro Tip

When you initially select “Renew” you are taken to a blank application form. If you navigate from the form and access the renewal from your “Pending Submittals” the form will be pre-populated with your current permit information, and you can modify the information as needed.


Name Change

Select the blue icon  to submit a name change request. Provide all the required information, attachments, and payment information (if applicable) and submit your request.

1 Basic Info ¹	2 Attachment	3 Payment ¹	4 Review	5 Submission
---------------------------	--------------	------------------------	----------	--------------

Action To Be Performed


Please Select Action: Scheduled Date

Name Change mm/dd/yyyy 

! Required.

Reason for Amendment/Modification


Transfer

Select the yellow icon  to transfer the permit to another entity. Provide all the required information, attachments, and payment information (if applicable) and submit your request.

1 Basic Info ¹	2 Attachment	3 Payment ¹	4 Review	5 Submission
---------------------------	--------------	------------------------	----------	--------------


Action To Be Performed

Please Select Action: Scheduled Date

Transfer of Permit mm/dd/yyyy 


! Required.

Terminate


Select the red icon  to request termination of your permit. Provide all the required information, attachments, and payment information (if applicable) and submit your request.

1 Basic Info ¹	2 Attachment	3 Payment	4 Review	5 Submission
---------------------------	--------------	-----------	----------	--------------

Permit Number and Discharge End Date


Permit Number	Date that discharge ended
<input type="text"/>	<input type="text" value="mm/dd/yyyy"/> 

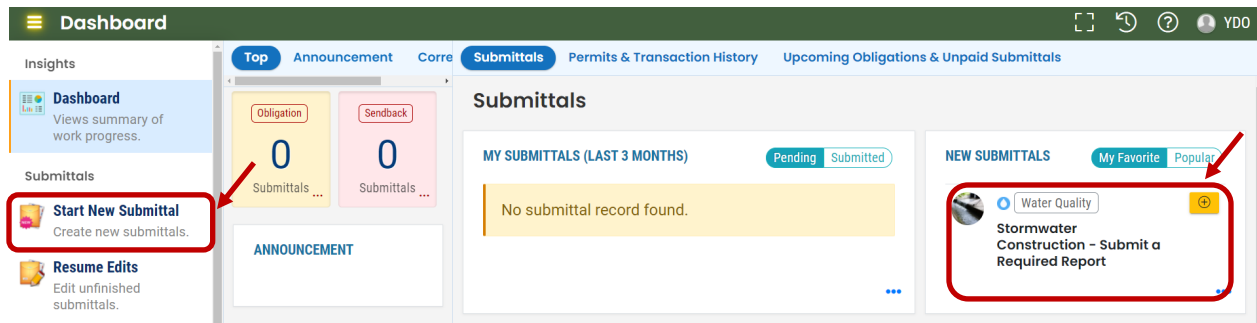
Termination of Permit Coverage Information

Reason for Termination: 

5. Submit Other Reports for 1200-C Permits

5.1 How to Submit a Required Permit Report

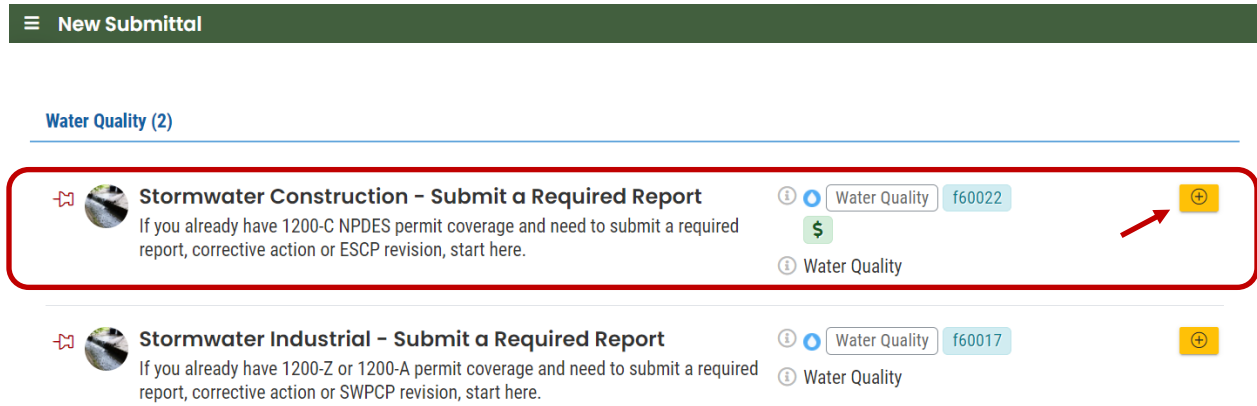
From the Dashboard, expand the left menu by clicking on the “menu” icon  at the top left of the screen. Submit a report through the “Start New Submittal” page, accessible via the menu or directly from the Dashboard.



Pro Tip

You can only submit a required permit report if you already have a permit. If you do not yet have a permit, submit your application for new permit coverage.

On the “New Submittal” page, select “Stormwater Construction – Submit a Required Report” by clicking the “add” icon  next to the submittal.







Required report information is available in the “Submittal Information” section to the right of the screen. You may want to consult this resource as you complete your submittal.

Submittal Information




Stormwater Construction - Submit a Required Report

 Water Quality  NPDES- Stormwater (Construction)

 f60022  New

If you already have 1200-C NPDES permit coverage and need to submit a required report, corrective action or ESCP revision, start here.

Facilities covered under the Stormwater 1200-A, 1200-C, or 1200-Z permit are subject to provide the conditional reporting materials to DEQ for review. The conditional reporting includes the revised SWPCP/ESCP, Corrective Action Report, Monitoring Waiver, Change in Monitoring Point or Discharge Location, Effluent Limit Exceedance, Monitoring and Water Quality Evaluation, O&M Plan, Visual Monitoring Report, Annual Report, or the Tier I Report. 

5.1.1 Enter Basic Info

Complete all required fields, as indicated in the Facility and Reporting Type sections. Use the drop-down menu to select the applicable facility from your facilities list. If needed, you can search for your facility by address, city, town, facility name or construction project name.

1 Basic Info ¹ 2 Attachment 3 Payment 4 Review 5 Submission

Facility

Select your facility

 Required.

Reporting Type

Please select your reporting type

- Revised SWPCP/ESCP
- Corrective Action Report
- Water Quality Standards Corrective Action Report
- Environmental Management Plan
- Operation and Maintenance Plan for active treatment systems
- Visual Monitoring Reports Requested by DEQ
- Annual Report
- Other

5.1.1.1 Reporting Type: Revised SWPCP/ESCP

If you select “Revised SWPCP/ESCP” indicate why you are revising your pollution control plan using the resulting required “Please further specify” check boxes.

Please further specify:

- Change of Contact
- Designated Erosion and Sediment Control Inspector Change
- In Response to Corrective Action or Inspection
- Revision and Submittal Requested by DEQ
- Required by Renewal of Permit
- Site Operations, Industrial Activities, or Control Measures have changed
- Increase or Decrease in size or location or project
- Other

 **Required**

If you select “Other” include a reason in the resulting text field.

Other

Please Specify

5.1.1.2 Reporting Type: Corrective Action Report

If you select “Corrective Action Report” use the check boxes to indicate if the report is a Tier I, II or III corrective action report, or if it is a water quality standards corrective action report.

Please further specify:

- Corrective Action Report
- Tier I Corrective Action Report
- Tier II Corrective Action Report
- Tier II Implementation Confirmation
- Water Quality Standards Corrective Action Report

 Required

If you select Tier I Corrective Action Report, provide the required Tier 1 information. Indicate, using the radio dials, if the corrective action is the result of a statewide benchmark exceedance, a sector specific benchmark exceedance, or an impairment pollutant reference concentration exceedance. Provide the requested dates and describe the results of any investigations and the corrective actions planned. Finally, select the radio dial next to “Yes” or “No” to indicate whether revisions to the stormwater pollution control plan (SWPCP) are necessary.

Tier I information

Form is being filled out in response to

- Statewide Benchmark Exceedance
- Sector Specific Benchmark Exceedance
- Impairment Pollutant Reference Concentration Exceedance

Date Sampling Occurred

mm/dd/yyyy 

Date Lab Results Received

mm/dd/yyyy 

Date corrective action(s) completed or expected to be completed

mm/dd/yyyy 

Describe the result(s) of the investigation of the elevated pollutant levels:

Describe the corrective action(s) you will take to address the benchmark exceedance(s):

Are SWPCP revisions necessary? Yes No

 Required

5.1.1.3 Report type: Other

If you are submitting a report other than the reports listed, select “Other” and indicate the report type in the resulting required field.

Reporting Type

Please select your reporting type

- | | | | |
|---|--|--|---|
| <input type="radio"/> Revised SWPCP/ESCP | <input type="radio"/> Corrective Action Report | <input type="radio"/> Water Quality Standards Corrective Action Report | <input type="radio"/> Environmental Management Plan |
| <input type="radio"/> Operation and Maintenance Plan for active treatment systems | <input type="radio"/> Visual Monitoring Reports Requested by DEQ | <input type="radio"/> Annual Report | <input checked="" type="radio"/> Other |

Please Specify:

 Required.

5.1.2 Add Attachments

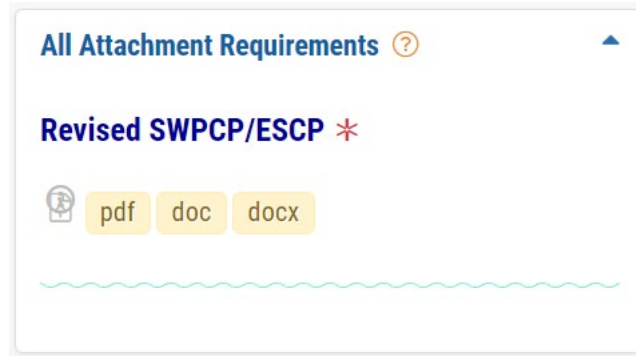
On the “Attachment” tab, you can upload files either by clicking the upload icon or dragging and dropping files into the window.

1 Basic Info2 Attachment3 Payment4 Review5 Submission

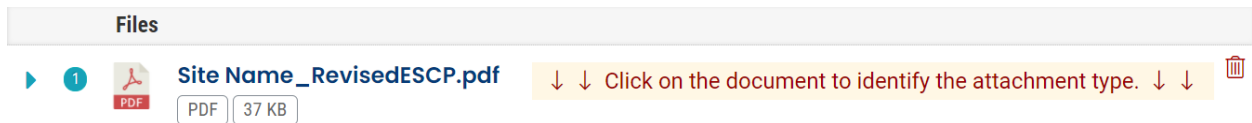
When uploading an attachment, first click the file record and **select a file type option** for the uploaded file.

 Click to Upload or Drag Files Over Here

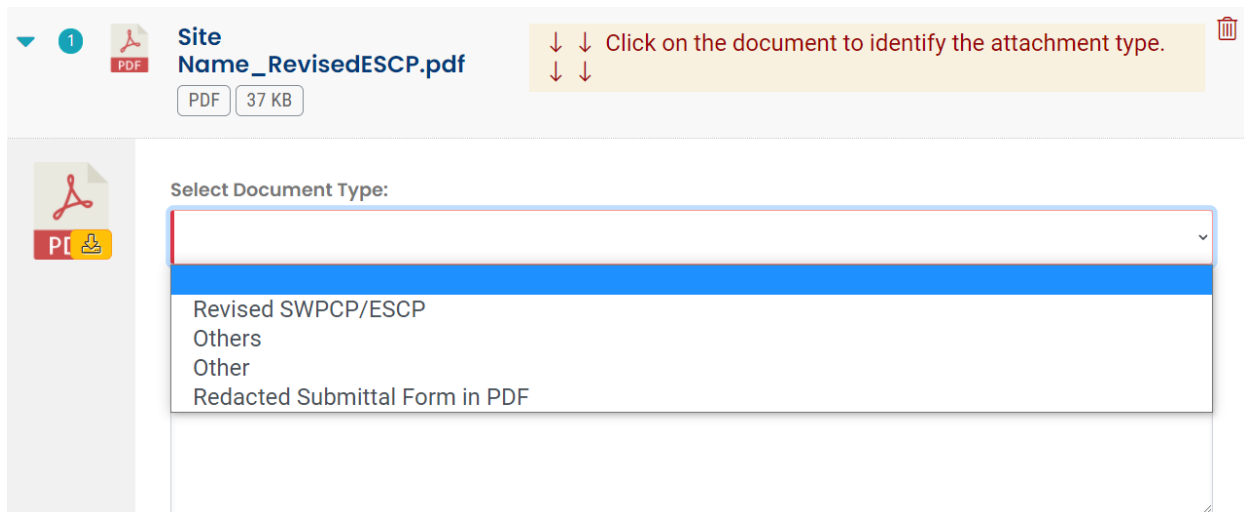
Attachment requirements are identified in the “All Attachment Requirements” section to the right of the screen. The asterisk symbol * indicates a mandatory attachment. Each “Reporting Type” that is selected in the “Basic Info” tab, will have required attachments that will appear under “All Attachment Requirements.”




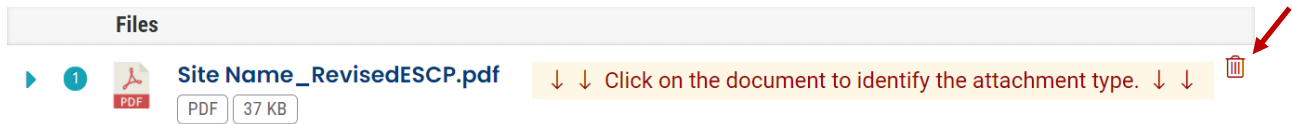
Before uploading, make sure files are in the required format (e.g., pdf, doc, docx, etc.) and the file names clearly identify the facility or site (e.g., ABC Subdivision) and document type (ESCP.doc, etc.). This will help to facilitate review of your report and will simplify the next step of the report process for you.




After uploading files, expand each file record using the blue arrow to the left and select the corresponding file type from the drop-down menu.



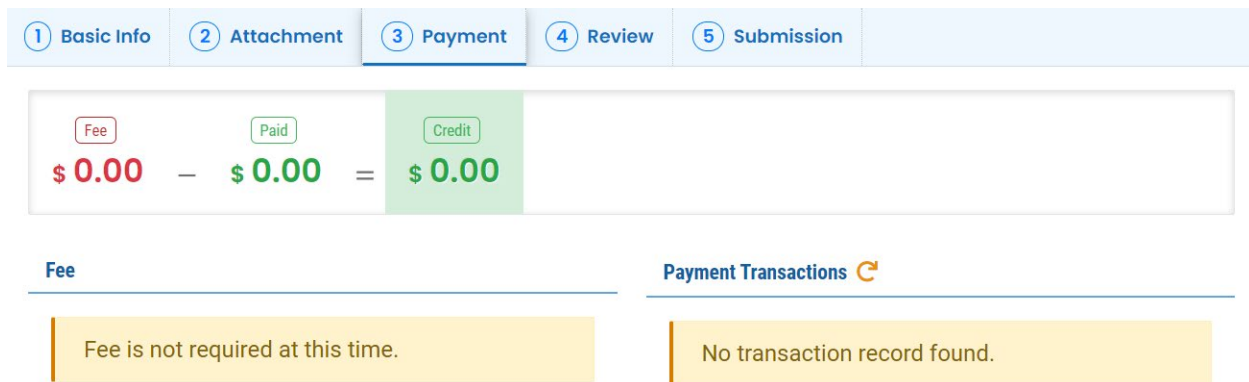
To remove attachments, click on the “trash” icon  next to the uploaded file to be removed.



Click the “save” icon  in the bottom right corner to save your progress.


5.1.3 Payment

On the “Payment” tab, required fees, determined based on information provided, are calculated. If there is a fee associated with the selected report, follow the payment instructions in Section 8.1.3.



① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

Fee Paid Credit
\$ 0.00 - \$ 0.00 = \$ 0.00

Fee Payment Transactions 


Fee is not required at this time. No transaction record found.

5.1.4 Review Report

On the “Review” tab, review your report for anything outstanding, including missing required information, payments, attachments, and attachment type assignments.

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form

✘ Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment

Missing Required Attachment.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

* Revised SWPCP/ESCP

pdf doc docx

Uploaded Attachment

Please specify the attachment type for all attachments.

 Site Name_RevisedESCP.pdf
PDF 37 KB


Missing the attachment type.

Make updates as needed in the applicable sections until there are no more alerts, then proceed to the “Submission” tab.

- 1 Basic Info
- 2 Attachment
- 3 Payment
- 4 Review
- 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓Basic Info

Payment


Fee	+	Service	-	Paid	=	Due	
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00	

Mandatory Attachment

All Required Attachments Were Included.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

 **Site Name_RevisedESCP.pdf**
Revised SWPCP/ESCP
PDF 37 KB

5.1.5 Submit Report

On the “Submission” tab, click the button to indicate that you have read and agree to the Certification Statement.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the Pin number you set up with your password. You will need to answer a security question and provide your Pin number with every submission.

Security Question & PIN Number

Security Question: What is the first and last name of your oldest sibling? *

Show Question Answer

PIN: *

Finally, review the Security Precautions and Disclaimer statements and click “Submit.”

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer


The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

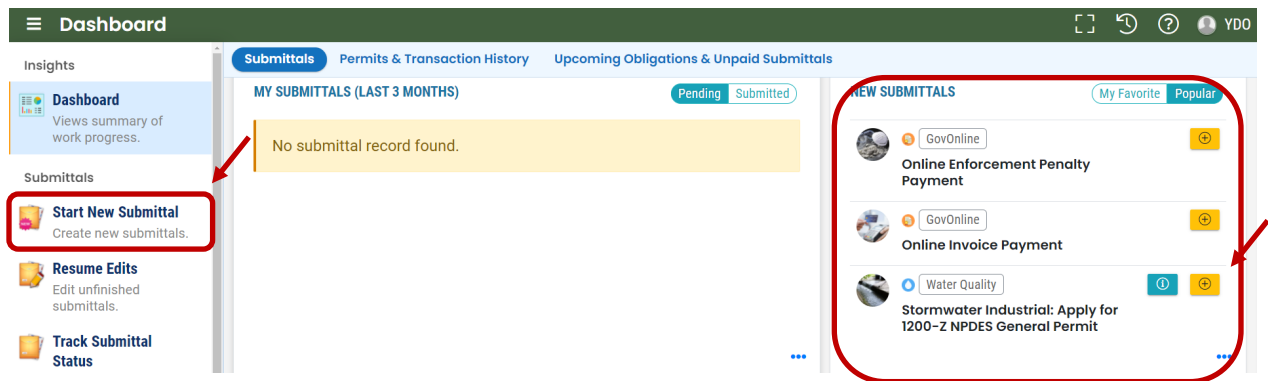




Submit

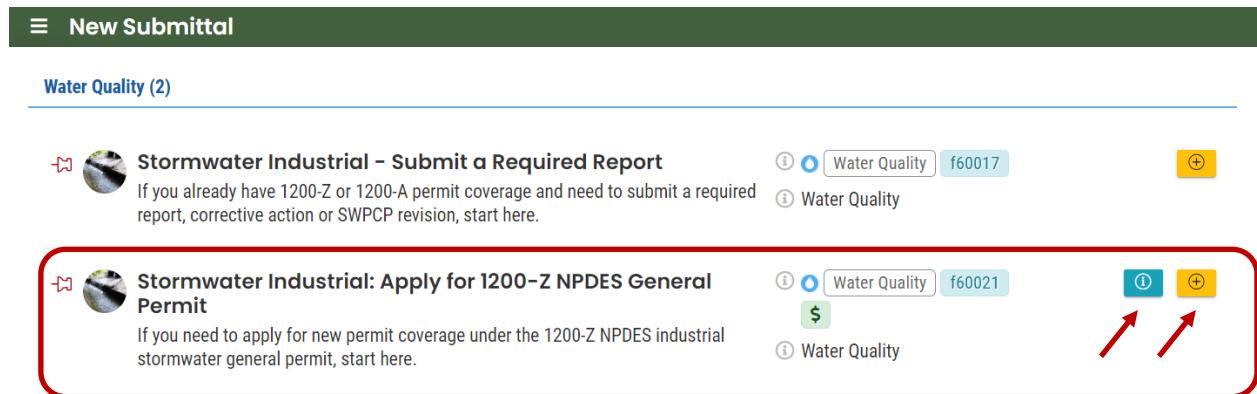
6. Apply for Coverage Under the Industrial Stormwater General Permit (1200-Z)

6.1 How to Apply for Permit Coverage

From the Dashboard, expand the left menu by clicking on the “menu” icon  at the top left of the screen. Apply for permit coverage through the “New Submittal” page, accessible via the menu or directly from the Dashboard.



On the “New Submittal” page, select “Stormwater Industrial: Apply for 1200-Z NPDES General Permit” by clicking the “add” icon  next to the submittal. You can view instructions for completing the application by clicking the “information” icon  located to the left of the “add” icon.







The instruction file and additional submittal instructions are also available in the “Submittal Information” section to the right of the screen. You may want to consult these resources as you complete the application.

Submittal Information




Stormwater Industrial - Submit a Required Report

 Water Quality  NPDES- Stormwater (Industrial)

 f60017  New

If you already have 1200-Z or 1200-A permit coverage and need to submit a required report, corrective action or SWPCP revision, start here.

Facilities covered under the Stormwater 1200-A, 1200-C, or 1200-Z permit are subject to provide the conditional reporting materials to DEQ for review. The conditional reporting includes the revised SWPCP/ESCP, Corrective Action Report, Monitoring Waiver, Change in Monitoring Point or Discharge Location, Effluent Limit Exceedance, Monitoring and Water Quality Evaluation, O&M Plan, Visual Monitoring Report, Annual Report, or the Tier I Report. 

6.1.1 Enter Basic Info

Complete all required fields, as indicated in the Facility Info, Legal Contact, Facility Contact, Invoice Contact, and Stormwater Discharge Information sections.

6.1.1.1 Facility Information

Indicate whether you are selecting the facility from the list of established facilities or creating a new facility by selecting the appropriate radio dial. If your facility already has a DEQ permit, such as a construction general stormwater permit, and you are applying for another permit, such as an industrial stormwater general permit, choose “Select your facility” and follow the instructions in Section 6.1.1.1.1. If your facility does not currently have a DEQ permit and has not had a DEQ permit in the past, choose “Create new facility” and follow the instructions in Section 6.1.1.1.2.

Facility Info

Select your facility Create new facility 

6.1.1.1.1 Select Your Facility

To select your facility from the list of facilities with existing or previous DEQ permits, open the drop-down menu, and use the search function to search for your facility by address, city, town, or facility name.

Select your facility Create new facility

Select your facility (project site)

ABC Subdivision 50 River Rd ,Cottage Grove 97424 260389

6.1.1.1.2 Create New Facility

To create a new facility entry, for a facility that does not currently have and has not previously had a DEQ permit, complete all required fields as indicated in the New Facility Information section.

Select your facility Create new facility

New Facility Information

Facility Name

Required.

Abbreviation Is the facility located on Native American Lands?

Email <input style="width: 100%; height: 20px;" type="text"/> Required or Check the Email Format.	Phone <input style="width: 100%; height: 20px;" type="text" value="XXX-XXX-XXXX"/> Required and Check the Phone Number Format.	Fax <input style="width: 100%; height: 20px;" type="text" value="XXX-XXX-XXXX"/>	Employee Number <input style="width: 100%; height: 20px;" type="text" value="0"/>
--	---	---	--

Comments:

(Maximum length is 4000. Remaining length is 4000.)

Complete all required fields as indicated in the Mailing Address section.

Mailing Address

Country
 United States Canada

Address Line 1 Address Line 2

Required.

City State Zip Code

Required. **Required.**

Complete all required fields as indicated in the Physical Location section. Populate the Latitude and Longitude fields in decimal degrees. A Google map will be created showing the location of the facility.

Physical Location

Country
 United States Canada

Address Line 1 Address Line 2

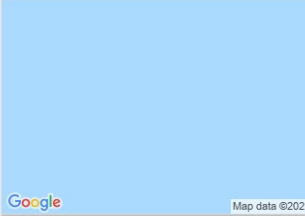
Required.

City State Zip Code

Required. **Required.**

Latitude Longitude

Required. **Required.**



6.1.1.1.3 Additional Facility Information

Complete the Legal and Common Name fields for the applicant, keeping in mind that the legal name must be a legal, active name registered with the Oregon Department of Commerce, Corporation Division. Select the radio dial next to “Yes” or “No” to indicate whether the applicant is the facility owner.

Legal Name [?]	Common Name
<input type="text"/>	<input type="text"/>
! Required	! Required
Is the applicant the owner of the facility? <input type="radio"/> Yes <input type="radio"/> No	
! Required	

Use the drop-down menus to select the applicable SIC and NAICS Codes and the facility type.

SIC Code	Co-Located SIC Code
<input type="text"/>	<input type="text"/>
! Required	
Primary NAICS code	Co-Located NAICS Code
<input type="text"/>	<input type="text"/>
! Required	
Select Facility Type Description	
<input type="text"/>	
! Required	

To filter the lists of SIC and NAICS Codes, use the search function at the top of the drop-down menu for those fields.

SIC Code	Primary NAICS code
<input type="text"/>	<input type="text"/>
<input type="text" value="1026"/> 0111 - Wheat	<input type="text" value="1"/> 11 - Agriculture, Forestry, Fishing and Hunting

6.1.1.2 Legal Contact

Complete all required fields under Legal Contact. The legal contact for your facility will be a person with a Responsible Official (RO) account. Consult the application instructions (see Section 6.1) if you need more information on legal contacts.

Legal Contact

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/> ! Required.	<input type="text"/>	<input type="text"/> ! Required.
Company	Title	Email	
<input type="text"/>	<input type="text"/>	<input type="text"/> ! Required.	
Phone	Mobile	Fax	
<input type="text"/> XXX-XXX-XXXX ! Required.	<input type="text"/> XXX-XXX-XXXX	<input type="text"/> XXX-XXX-XXXX	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address Line 1		Address Line 2	
<input type="text"/> ! Required.		<input type="text"/>	
City	State	Zip Code	
<input type="text"/> ! Required.	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/> ! Required.	

6.1.1.3 Facility Contact

Complete all required fields under Facility Contact. As described in the application instructions, the facility contact is the person with specific knowledge of the operations under this permit who works at the facility and may be contacted if there are specific questions about the facility or prior to inspection. Select the radio dial next to “Yes” or “No” to indicate whether the facility contact is the same as the legal contact. If you select “Yes” the required fields will be automatically populated with the information you provided in the Legal Contact section.

Facility Contact

Is the Facility Contact the same as the Legal Contact? Yes No

 Required

Salutation First Name M.I. Last Name

 Required.

 Required.

Company Title Email

 Required.

Phone Mobile Fax

XXX-XXX-XXXX

XXX-XXX-XXXX

XXX-XXX-XXXX

 Required.

Country United States Canada

Address Line 1 Address Line 2

 Required.

City State Zip Code

 Required.

 Required.

6.1.1.4 Invoice Contact

You will also need to complete all required fields under Invoice Contact. As described in the application instructions, the invoice contact is the person or legal entity responsible for payment of the annual fee invoice. Select the radio dial next to “Yes” or “No” to indicate whether the invoice contact is the same as the legal contact. If you select “Yes” the required fields will be automatically populated with the information you provided in the Legal Contact section.

Invoice Contact

Is the Invoice Contact the same as the Legal Contact? Yes No

Required

Salutation	First Name	M.I.	Last Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	Required.		Required.

Company	Title	Email
<input type="text"/>	<input type="text"/>	<input type="text"/>
		Required.

Phone	Mobile	Fax
<input type="text" value="XXX-XXX-XXXX"/>	<input type="text" value="XXX-XXX-XXXX"/>	<input type="text" value="XXX-XXX-XXXX"/>
Required.		

Country

United States Canada

Address Line 1	Address Line 2
<input type="text"/>	<input type="text"/>
Required.	

City	State	Zip Code
<input type="text"/>	<input type="text" value="OR (Oregon)"/>	<input type="text" value="00000-0000"/>
Required.		Required.


6.1.1.5 Stormwater Discharge Information

In the required text field, describe the activities that take place on your site that may result in industrial pollutants contaminating stormwater runoff from the site.

Stormwater Discharge Information

Briefly describe the various activities that take place on your site that may result in industrial pollutants contaminating stormwater runoff from the site

 Required

Add a receiving waterbody by clicking the “add new” icon .

Receiving waterbody: List the name(s) of the water(s) that receive stormwater from your facility





 Required

List the receiving water(s) that receive stormwater from your facility in the first required field. The receiving water may be a lake, stream, river, wetland, or other waterbody, and may or may not be located adjacent to the site. Enter the latitude and longitude for the receiving water(s) in decimal degrees and indicate, using the radio dials, if the discharge goes directly to a Water of the State, goes to a municipal storm sewer or drainage system then to a Water of the State, goes to a ditch or other conveyance then to Water of the State, or goes to an irrigation channel or ditch owned and operated by an irrigation district.

List the name(s) of the water(s)

Water(s)

List the name of the water that receives stormwater from your facility or project

Required

Latitude Longitude

0 0

Required Required

All Attachment Requirements

LUCS

Land Use Compatibility Statement (LUCS) with signature of the local land use planning official and the LUCS Findings: [General LUCS Form](#)

pdf

Stormwater Erosion and Sediment Control Plan

Stormwater Erosion and Sediment Control Plan (including narrative and drawings)

pdf doc docx

Additional receiving waters can be added by clicking the “add new” icon . Use the blue arrow to the left of the receiving waterbody to expand and contract the field. To remove attachments, click on the “trash” icon next to the uploaded file to be removed.

List the name(s) of the water(s)

▶ 1 Willamette River

▶ 2 Amazon Creek

+ New

Select the radio dial next to “Yes” or “No” to indicate whether stormwater discharges to a waterbody with a Category 5: 303(d) list impairment for pH, copper, lead, zinc, or E. coli. Resources for determining whether a waterbody is impaired or has an associated TMDL are provided in the application instructions (see Section 6.1).

Does stormwater discharge into a Category 5: 303(d) listed receiving water for any one or more of the following pollutants: pH, copper, lead, zinc, iron and E. coli? Yes No

 Required

Select the radio dial next to “Yes” or “No” to indicate whether any stormwater analytical data has been collected for the site.

Has any stormwater analytical data been collected for the site? Yes No

 Required

Select the radio dial next to “Yes” or “No” to indicate whether all stormwater discharge points associated with industrial activities at your site have been evaluated for the presence of non-stormwater discharges not authorized by this or another NPDES permit. If unauthorized or unpermitted non-stormwater discharges were discovered during the evaluation use the text field to list the wastewater sources.

Have all stormwater discharge points associated with industrial activities on your site been evaluated for the presence of non-stormwater discharges not otherwise authorized by this permit or another NPDES permit? Yes No

 Required

If unauthorized or unpermitted non-stormwater discharges were discovered during the investigation, please list the wastewater source(s)

Select the radio dial next to “Yes” or “No” to indicate whether any spills or other instances of stormwater contamination have occurred at the site within the last three years. If you select yes, describe the results of the contamination in the resulting required text field.

Have any leaks or spills or other instances of stormwater contamination occurred at the site within the last three (3) years? Yes No

Describe the results

 Required

Select the radio dial next to “Yes” or “No” to indicate whether there are any other DEQ water quality permits issued for your site. If you select yes, list the permit number(s) in the resulting required text field.

Are there other DEQ water quality permits issued for this site?

Yes No

List permit number(s)

 Required


Finally, select the radio dial next to “Yes” or “No” to indicate whether you are using any stormwater discharge points on your site to discharge permitted wastewater. If you select yes, describe the discharge(s) in the resulting required text field.

Are you using any stormwater discharge points on site to discharge permitted wastewater?

Yes No

Describe

 Required


Remember to click the “save” icon  in the bottom right corner to save your progress.

6.1.2 Add Attachments

On the “Attachment” tab, you can upload files either by clicking the upload icon or dragging and dropping files into the window.

① Basic Info ② Attachment ③ Payment ¹ ④ Review ⑤ Submission

When uploading an attachment, first click the file record and **select a file type option** for the uploaded file.

 Click to Upload or Drag Files Over Here

Attachment requirements are identified in the “All Attachment Requirements” section to the right of the screen. The asterisk symbol * indicates a mandatory attachment. Mandatory attachments vary based on the type of application you are submitting.

The screenshot shows a panel titled "All Attachment Requirements" with a help icon. It lists three categories of attachments:

- LUCS ***
 - Land Use Compatibility Statement (LUCS) with signature of the local land use planning official and the LUCS Findings.
 - Attachment type: pdf
- Stormwater Pollution Control Plan and Checklist ***
 - Stormwater Pollution Control Plan and Checklist
 - URL: <https://www.oregon.gov/deq/wq/Documents/1200zchecklist.pdf>
 - Attachment types: pdf, doc, docx
- Signed Application Form**
 - Internal Use Only - Signed Application Form
 - Attachment type: pdf

A template Land Use Compatibility Statement (LUCS) can be obtained from DEQ Stormwater’s website at <https://www.oregon.gov/deq/Permits/Pages/LUCS.aspx>. Complete the form as directed and attach a scanned copy of the completed form to your application.

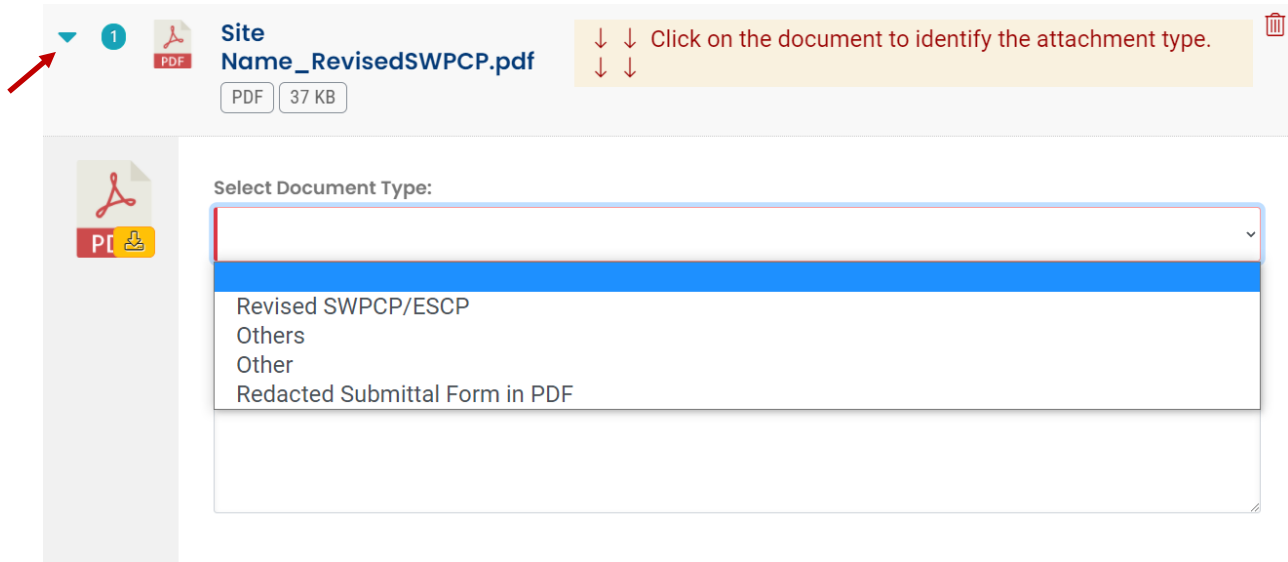
Before uploading, make sure files are in the required format (e.g., pdf, doc, docx, etc.) and the file names clearly identify the facility or site (e.g., ABC Subdivision) and document (e.g., LUCS, SWPCP, etc.). This will help to facilitate review of your application and will simplify the next step of the application process for you.


The screenshot shows a file upload interface with a header "Files". A file is listed:

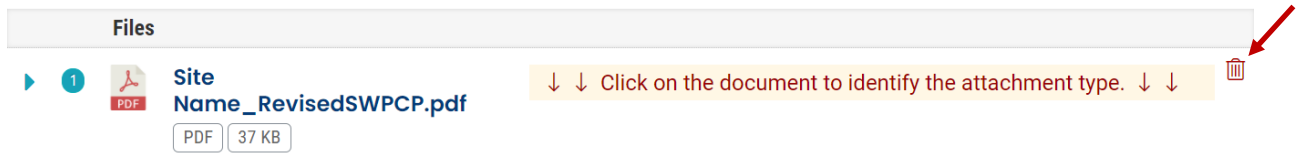
- File name: Site Name_RevisedSWPCP.pdf
- Format: PDF
- Size: 37 KB


A red tooltip message says: "Click on the document to identify the attachment type." There is also a trash icon to the right of the file list.

After uploading files, expand each file record using the blue arrow to the left and select the corresponding file type (Land Use Compatibility Statement [LUCS], Stormwater Pollution Control Plan and Checklist [SWPCP], Signed Application Form, Other or Redacted Submittal Form in PDF) from the drop-down menu.



To remove attachments, click on the “trash” icon  next to the uploaded file to be removed.



Remember to click the “save” icon  in the bottom right corner to save your progress.

6.1.3 Pay Fees

On the “Payment” tab, required fees, determined based on information provided, are calculated. Click the “Pay Amount Due” button to complete the payment process.

The screenshot shows the 'Payment' tab selected in a five-step process. A pink message box says 'Please complete the payment process.' Below it, a summary shows: Fee \$2,655.00 minus Paid \$0.00 equals Due \$2,655.00. A blue button labeled 'Pay Amount Due' is to the right. Under the 'Fee' section, two items are listed: 'Application Fee' (Permit Fee) for \$1,309.00 and 'Annual Fee' (Permit Fee) for \$1,346.00. The 'Payment Transactions' section shows 'No transaction record found.'

To pay electronically, select the “ACH” radio dial and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make an electronic payment directly from a checking or savings account. If you are submitting your application after January 2022, credit card payment options will also be available.

This section shows the payment method selection. The 'Automated Clearing House (ACH) payment method:' is selected, indicated by a red arrow pointing to the radio button. To the right is a red button labeled 'Redirect to E-Pay', also indicated by a red arrow. Below the heading, text explains: 'When clicking button on the right, you will be **redirect** to agency's payment portal to finish the payment. Once finished, you will be **redirect back** to the system to finish the task.'

To pay by check, select the “Check by Mail” radio dial and use the check box to indicate that payment will be made by mail. Make checks payable to the address provided in this section.

ACH

Check by Mail

Check by Mail payment method:


Please make the check payable to:

DEQ Financial Services - LBX3615
P.O. Box 3615
Portland OR 97208-3615

Check here to confirm **Check by Mail** payment method.

IMPORTANT!

It is important you mail the paper check to the address provided in this box and that you include all of the provided codes on the mailing envelope for accurate processing. Do not send or drop-off your check to any other DEQ office.

Remember to click the “save” icon  in the bottom right corner to save your progress.


6.1.4 Review Application

On the “Review” tab, review your application for anything outstanding, including missing required information, payments, attachments, and attachment type assignments.

1 Basic Info ¹ 2 Attachment 3 Payment 4 Review 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

X Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment


Missing Required Attachment.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

* Revised SWPCP/ESCP pdf doc docx

Uploaded Attachment

Please specify the attachment type for all attachments.


 Site Name_RevisedSWPCP.pdf PDF 37 KB **Missing the attachment type.**

Make updates as needed in the applicable sections until there are no more alerts, then proceed to the “Submission” tab.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓Basic Info

Payment


Fee	+	Service	-	Paid	=	Due
\$ 2,655.00		\$ 0.00		\$ 0.00		\$ 2,655.00


Mandatory Attachment

All Required Attachments Were Included.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

 **Site Name_LUCS.pdf**
LUCS
PDF 36 KB

 **Site Name_SWPCP.docx**
Stormwater Pollution Control Plan and Checklist
DOCX 12 KB

6.1.5 Submit Application

On the “Submission” tab, click the button to indicate that you have read and agree to the Certification Statement.

① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

Certification Statement

Declaration of accuracy information provided: *

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the Pin number you set up with your password. You will need to answer a security question and provide your Pin number with every submission.

Security Question & PIN Number

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN: *

.....

Finally, review the Security Precautions and Disclaimer statements and click “Submit.”

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign’s Certificates and Authorize.NET’s PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.


Disclaimer

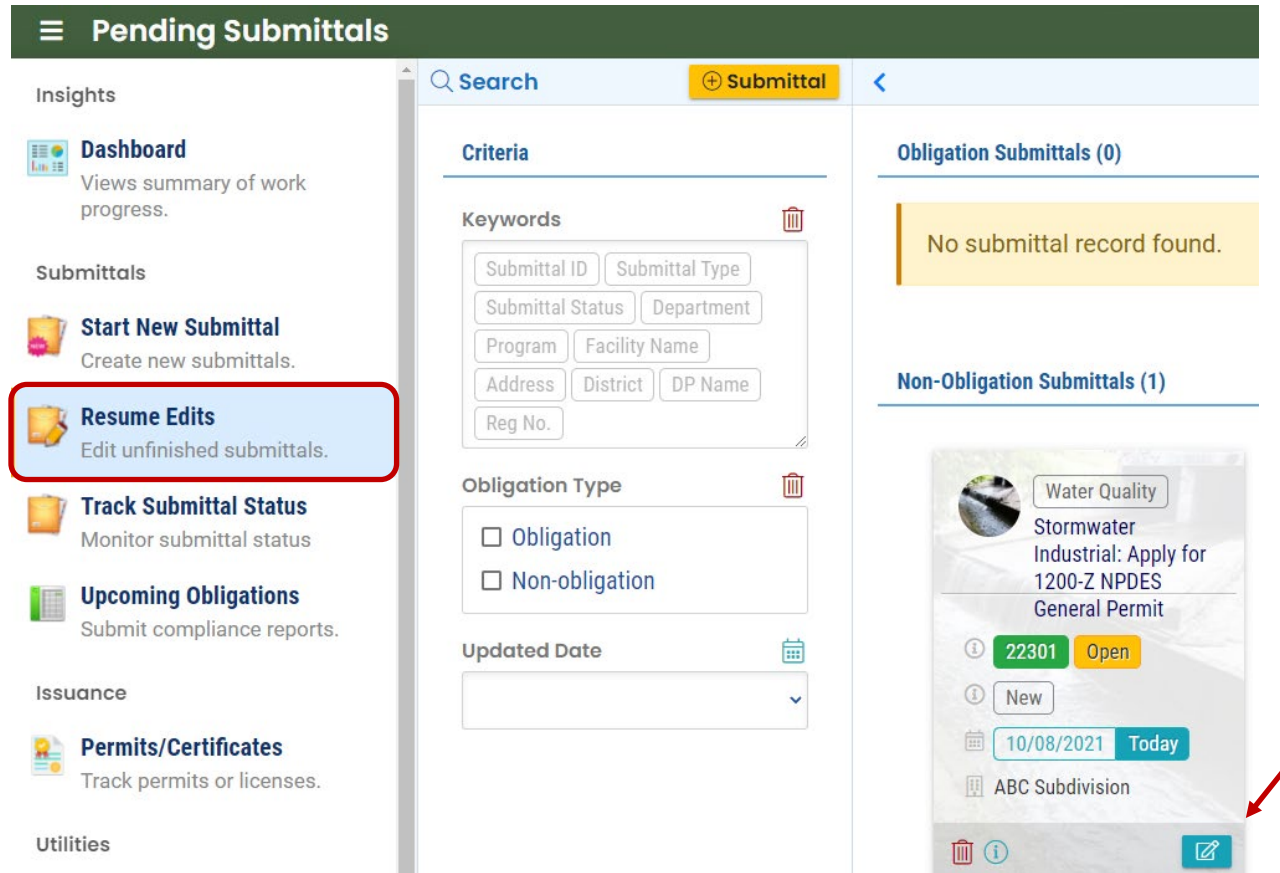
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.



Submit

6.2 Resuming Edits


To resume an unfinished submission, or if you are a RO certifying and submitting an application prepared by a Consultant on your behalf, navigate to the “Pending Submittals” page using the “Resume Edits” option in the left menu. Click the “edit” icon  for the applicable pending submission to make additions, changes or to certify and submit. For applications prepared by a Consultant, the RO must complete the submittal process for the application to be submitted to DEQ.




Pending Submittals

Search Submittal


Criteria

Keywords 

Submittal ID Submittal Type
Submittal Status Department
Program Facility Name
Address District DP Name
Reg No.

Obligation Type 

Obligation
 Non-obligation


Updated Date 


Updated Date


Obligation Submittals (0)


No submittal record found.


Non-Obligation Submittals (1)




 Water Quality
Stormwater
Industrial: Apply for
1200-Z NPDES
General Permit


 22301 Open

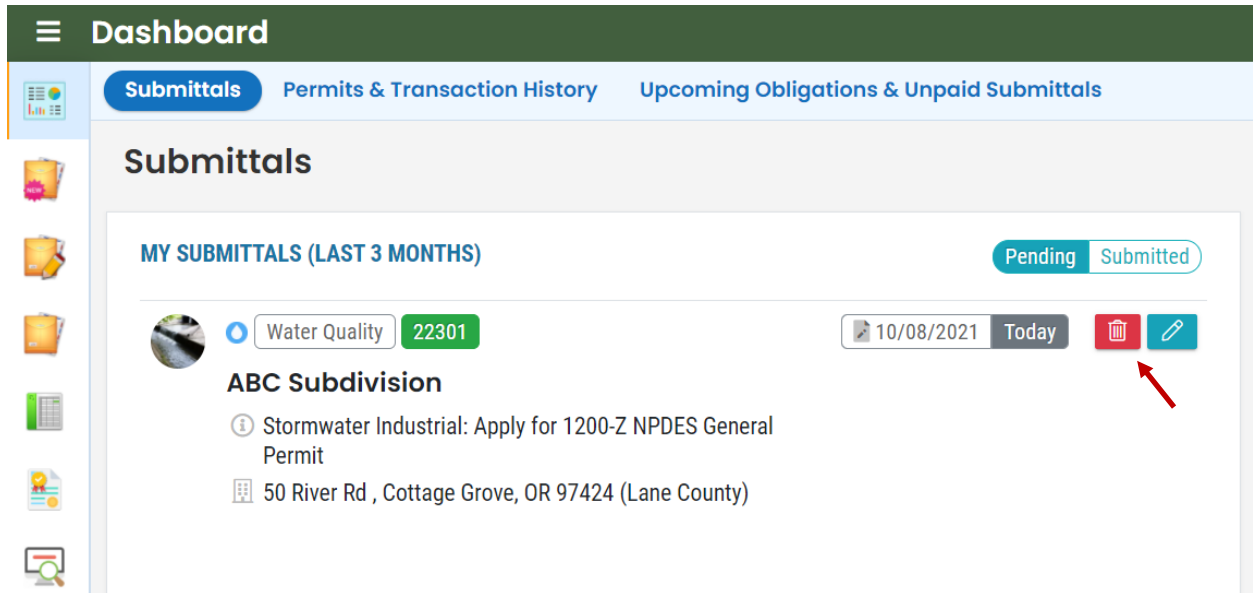
 New

 10/08/2021 Today

 ABC Subdivision

You can also access pending submittals directly from the submittals section on your Dashboard. To delete a draft submittal, use the “trash” icon  associated with the applicable pending submission.





Dashboard

Submittals Permits & Transaction History Upcoming Obligations & Unpaid Submittals

Submittals

MY SUBMITTALS (LAST 3 MONTHS) Pending Submitted

Water Quality 22301 10/08/2021 Today  

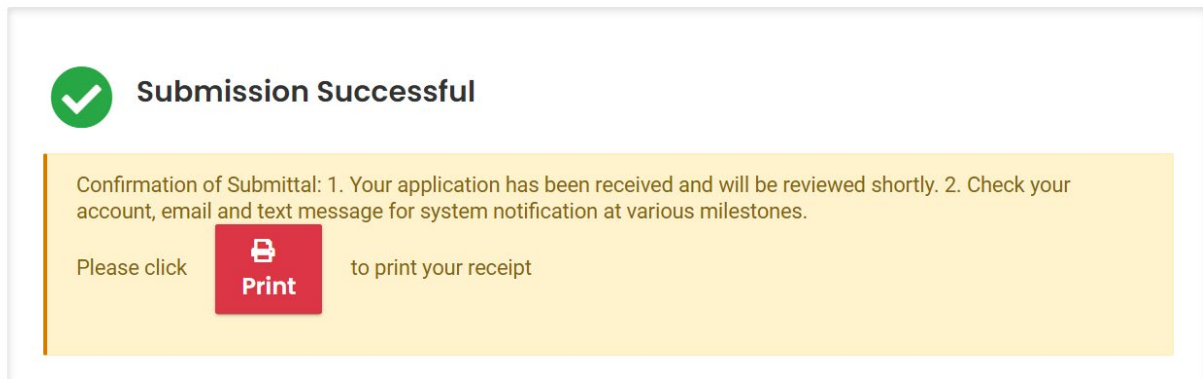
ABC Subdivision


Stormwater Industrial: Apply for 1200-Z NPDES General Permit

50 River Rd, Cottage Grove, OR 97424 (Lane County)


6.3 Tracking Your Application

After submitting your application, you will receive a Submission Successful notification and receipt.






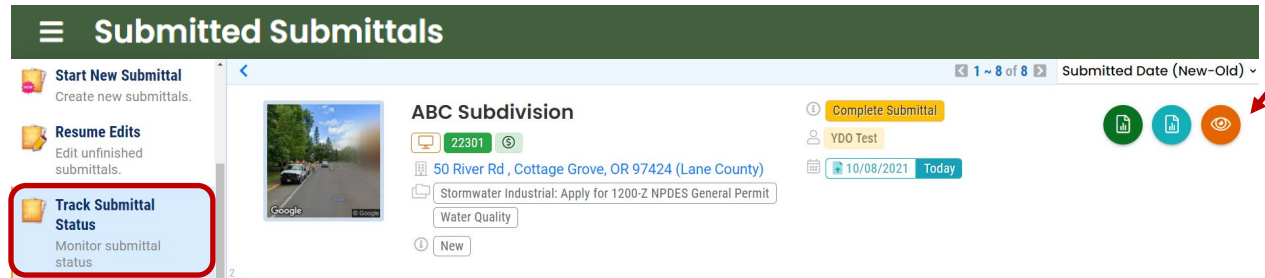
 **Submission Successful**

Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.


Please click  to print your receipt

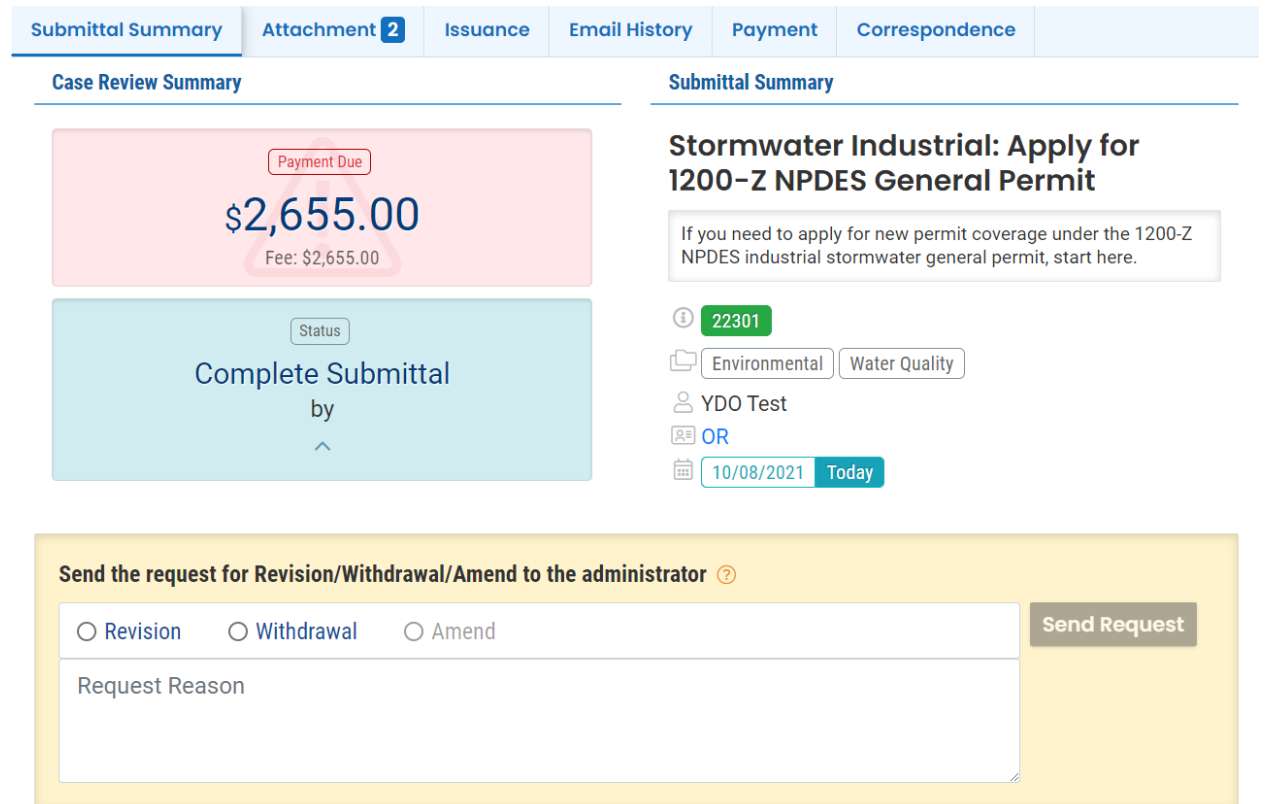
The system will also generate a Submission Received email from yourdeqonline@govonlinesaas.com. You will receive important emails from yourdeqonline@govonlinesaas.com about the status of your application and about future compliance notices, so be sure to add this address to your contacts so emails are not marked as junk or spam.

To track your submission in the system, navigate to the “Track Submittals Status” page using the left menu. From here you can review the form, view the receipt, or view submittal details using the respective icons    to the right of the submittal.



6.3.1 Submittal Summary

If you click the “view submittal detail” icon  on the “Submittal Summary” tab, you can see the Case Review Summary and send requests to revise, withdrawal, or amend the submission.





6.3.2 Attachments

On the “Attachment” tab, you can see the attachments provided with the submittal.

Submittal Summary	Attachment 2	Issuance	Email History	Payment	Correspondence
-------------------	---------------------	----------	---------------	---------	----------------

Files

- ▶ 1  **Site Name_LUCS.pdf**
PDF 36 KB
- ▶ 2  **Site Name_SWPCP.docx**
DOCX 12 KB

6.3.3 Issuance

On the “Issuance” tab, you can review issuance and supporting documents. Issuance documents are documents issued by DEQ authorizing the issuance or termination of the requested permit.

Submittal Summary	Attachment 3	Issuance	Email History	Payment	Correspondence
-------------------	--------------	-----------------	---------------	---------	----------------

Issuance Documents

No record found.

Supporting Documents

No record found.

6.3.4 Email History

On the “Email History” tab, you can view all email correspondence related to the submittal. Click on the blue arrow to the left of the subject to expand the record and view the detailed correspondence.

Submittal Summary	Attachment 3	Issuance	Email History	Payment	Correspondence
Subject	To/From			Last Sent	
▶ 1 [UAT] Submission Received	TO YDOTest1@gmail.com FROM YourDEQOnline@govonlineaas.com			2021-09-26	✓

6.3.5 Payment

On the “Payment” tab, you can review payment history, see any outstanding payments, and make payments if necessary. To make payments, follow the instructions in Section 6.1.3.


Submittal Summary	Attachment 2	Issuance	Email History	Payment	Correspondence
<div style="display: flex; justify-content: space-around; align-items: center;"> <div style="text-align: center;"> Fee \$ 2,655.00 </div> <div style="text-align: center;"> Paid \$ 0.00 </div> <div style="text-align: center;"> Due \$ 2,655.00 </div> </div>		<div style="border: 1px solid gray; padding: 5px; display: inline-block; background-color: #007bff; color: white;"> Pay Amount Due </div>			
Fee <hr/> <ul style="list-style-type: none"> ▶ Application Fee ⓘ Permit Fee <div style="float: right; background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb; border-radius: 5px;">\$ 1,309.00</div> ▶ Annual Fee ⓘ Permit Fee <div style="float: right; background-color: #f8d7da; padding: 5px; border: 1px solid #f5c6cb; border-radius: 5px;">\$ 1,346.00</div> 		Payment Transactions <hr/> <div style="background-color: #fff3cd; padding: 10px; border: 1px solid #ffeeba; border-radius: 5px; text-align: center;"> No transaction record found. </div>			

6.3.6 Correspondence

On the “Correspondence Tab” you can use a chat feature to correspond with the DEQ Stormwater Staff regarding your submittal. Message history will be captured below the chat box.

The screenshot shows the top navigation bar with tabs: Submittal Summary, Attachment 2, Issuance, Email History, Payment, and Correspondence. Below the tabs is a green chat input area with a text box containing "Start a correspondence thread..." and a "Post" button.

A chat message is shown with a user profile icon, a notification bell, and tags: "Public" and "YDO Test". The message text is "Test Message". Metadata includes the date and time "09/27/2021, 03:03:21 AM" and a trash icon. A "0 Reply" button is on the right.

Delete unnecessary messages using the “trash” icon  associated with the message to be deleted.

A chat message is shown, identical to the one above, but with a red arrow pointing to the trash icon. The message text is "Test Message", metadata is "09/26/2021, 10:47:45 PM", and it has "0 Reply".

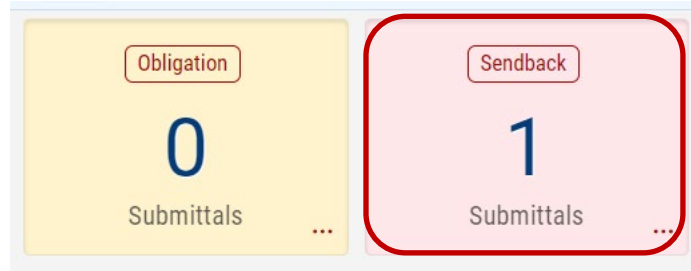
6.3.7 Review Flow


For a snapshot of where your application is in the approval process, you can consult the flow chart located in the “Review Flow” section to the right of the screen.

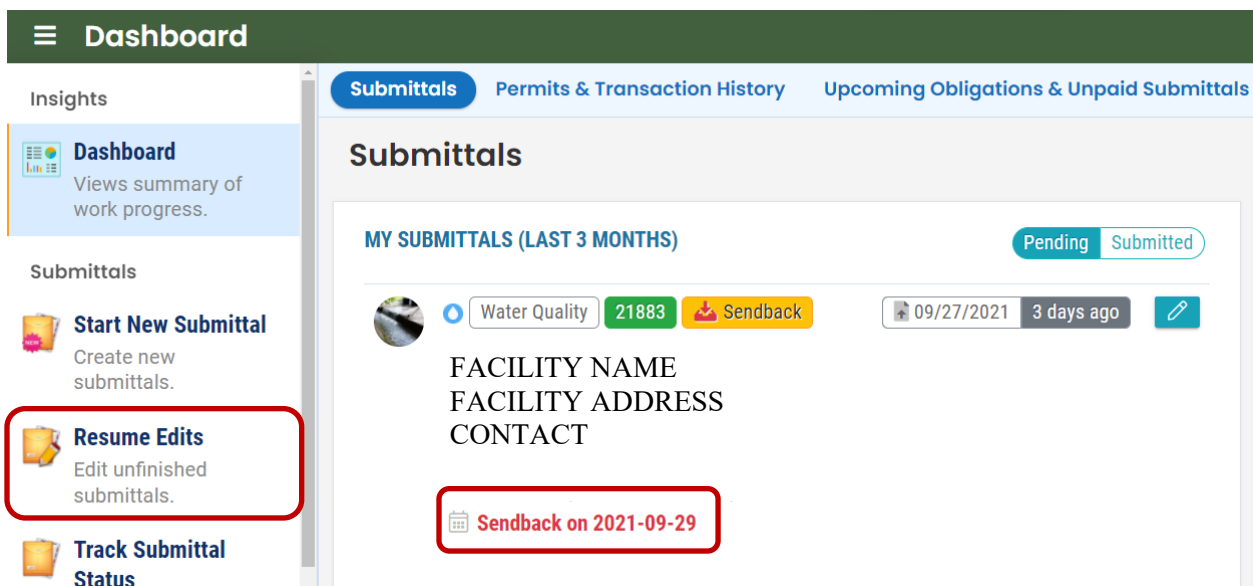


6.3.8 Send Back

After reviewing your submittal, DEQ may send back an application or report with a request for changes. These requests will come in the form of a “Send Back” note and will be highlighted in the “Sendback” area to the left of your Dashboard.



A Send Back will be indicated in your “Pending Submittals” accessible through the “Resume Edits” option on the menu or directly from your Dashboard. Click the “edit” icon  to make the requested updates to your application or report.



A Send Back will include a reason why the application or report is being sent back, such as a request for revisions to the stormwater plan, and may include attachments, such as a stormwater plan checklist.

Send Back Comments

💬

OR0107859

Send Back Reason: Please submit the requested revisions to your stormwater plan per the attached checklist.

Send Back Attachments

Send Back Attachments

📄

Checklist.pdf

sendback

Once you make the updates and/or upload the revised attachment(s), resubmit according to the instructions in Section 6.1.5. Make sure, if you are providing a revised attachment, to add “revision” to the file name to clearly distinguish the revised document from the original.

6.4 Renew, Change Name, Transfer or Terminate

To renew, transfer or terminate your permit, or to request a name change, access your permit through the “Permit/License/Certificate (PLC)” page. The “PLC” page, is accessible via the “Permits/Certificates” option on the menu or from the “My Active Permits” area of the Dashboard.

☰
Dashboard

Monitor submittal status

📄

Upcoming Obligations
Submit compliance reports.

💳

Pay Invoices/Fees
Make online payments.

Issuance

📄

Permits/Certificates
Track permits or licenses.

Submittals
Permits & Transaction History
Upcoming Obligations & Unpaid Submittals

MY ACTIVE PERMITS

13331

NGEN12Z-ORRZ00001

NPDES- Stormwater (Industrial)

📄

YDO Test Site

123 E Main St 123 E Main St , Medford, OR 97501 (Jackson County)

📁

NPDES Stormwater - GEN12Z: 1200-Z , Stormwater; NPDES specific SIC codes

📅


10/05/2021

~

06/30/2026


4 years later

⋮

On the “PLC” page, access additional permit actions by clicking the “expand” icon  next to the permit to open the “More Actions” menu. You will see four colored icons representing the options to renew, change a name associated with, transfer, or terminate your permit, respectively.



Permit/License/Certificate (PLC)



YDO Test Site

Permit No. **NGEN12Z-ORRZ00001**

Env Interest **NPDES- Stormwater (Industrial)**




NPDES Stormwater - GEN12Z: 1200-Z, Stormwater; NPDES specific SIC codes

123 E Main St 123 E Main St , Medford, OR 97501 (Jackson County)

Issued **10/05/2021**


10/05/2021 ~

06/30/2026 4 years later

2


Renew

Select the green pencil icon  to renew your permit. Follow the application instructions in Sections 4 and 5 to complete the application for permit renewal.

Pro Tip

When you initially select “Renew” you are taken to a blank application form. If you navigate from the form and access the renewal from your “Pending Submittals” the form will be pre-populated with your current permit information, and you can modify the information as needed.

Name Change


Select the blue icon  to submit a name change request. Provide all the required information, attachments, and payment information (if applicable) and submit your request.

1 Basic Info
2 Attachment
3 Payment
4 Review
5 Submission

Action To Be Performed

Please Select Action: Scheduled Date


Name Change

mm/dd/yyyy 

Required.


Reason for Amendment/Modification


Transfer

Select the yellow icon  to transfer the permit to another entity. Provide all the required information, attachments, and payment information (if applicable) and submit your request.


1 Basic Info ¹ 2 Attachment 3 Payment ¹ 4 Review 5 Submission

Action To Be Performed

Please Select Action: Scheduled Date: 


 Required.

Terminate


Select the red icon  to request termination of your permit. Provide all the required information, attachments, and payment information (if applicable) and submit your request.

1 Basic Info ¹ 2 Attachment 3 Payment 4 Review 5 Submission

Permit Number and Discharge End Date


Permit Number: Date that discharge ended: 

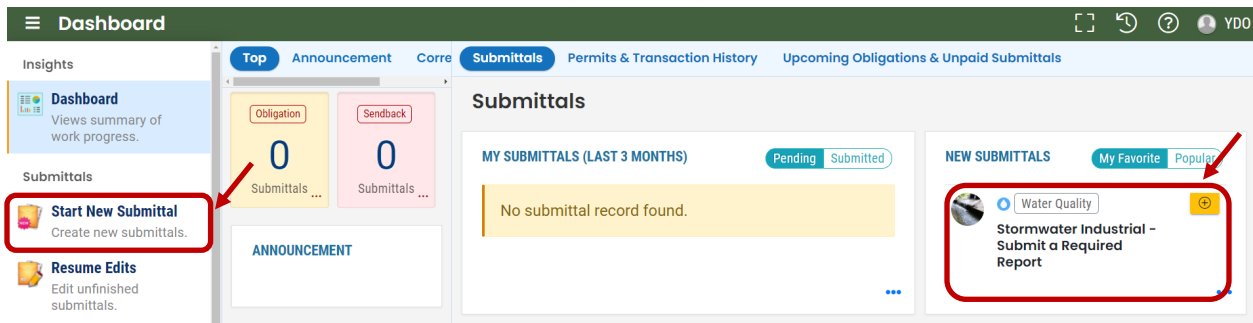
Termination of Permit Coverage Information

Reason for Termination: 

7. Submit DMRs and Other Reports for 1200-Z Permits


7.1 How to Submit a Required Report

From the Dashboard, expand the left menu by clicking on the “menu” icon  at the top left of the screen. Submit a report through the “Start New Submittal” page, accessible via the menu or directly from the Dashboard.















Pro Tip

You can only submit a required permit report if you already have a permit. If you do not yet have a permit, submit your application for new permit coverage.

On the “New Submittal” page, select “Stormwater Industrial – Submit a Required Report” by clicking the “add” icon  next to the submittal.

≡ New Submittal

Water Quality (2)


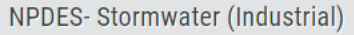
 Stormwater Construction – Submit a Required Report If you already have 1200-C NPDES permit coverage and need to submit a required report, corrective action or ESCP revision, start here.	  Water Quality 	
 Stormwater Industrial – Submit a Required Report If you already have 1200-Z or 1200-A permit coverage and need to submit a required report, corrective action or SWPCP revision, start here.	  Water Quality   Water Quality	 




Required report information is available in the “Submittal Information” section to the right of the screen. You may want to consult this resource as you complete your submittal.

Submittal Information




Stormwater Industrial - Submit a Required Report

 Water Quality 

If you already have 1200-Z or 1200-A permit coverage and need to submit a required report, corrective action or SWPCP revision, start here.

Facilities covered under the Stormwater 1200-A, 1200-C, or 1200-Z permit are subject to provide the conditional reporting materials to DEQ for review. The conditional reporting includes the revised SWPCP/ESCP, Corrective Action Report, Monitoring Waiver, Change in Monitoring Point or Discharge Location, Effluent Limit Exceedance, Monitoring and Water Quality Evaluation, O&M Plan, Visual Monitoring Report, Annual Report, or the Tier I Report. 

7.1.1 Enter Basic Info

Complete all required fields, as indicated in the Facility and Reporting Type sections. Use the drop-down menu to select the applicable facility from your facilities list. If you have multiple facilities, you can search for the facility associated with the report by address, city, town, or facility name.

1 Basic Info ¹ 2 Attachment 3 Payment 4 Review 5 Submission

Facility

Select your facility

 Required.

Reporting Type

Please select your reporting type

- Revised SWPCP/ESCP
- Corrective Action Report
- Tier 1 Corrective Action Report
- Tier 2 Corrective Action Report
- Tier 2 Implementation Confirmation
- Water Quality Standards Corrective Action Report
- Monitoring Waver Request
- Change in Monitoring Location or Discharge Points Request
- Numeric Effluent Limit Exceedance Report
- Monitoring and Water Quality Evaluation Program
- Operation and Maintenance Plan for active treatment systems
- Visual Monitoring Reports Requested by DEQ
- WQBEL Notification and Compliance Schedule Request
- Mass Reduction Re-Certification
- Background Report
- 1200-Z Compliance Schedule Milestones
- Other

 Required

7.1.1.1 Reporting Type: Revised SWPCP/ESCP

If you select “Revised SWPCP/ESCP” indicate why you are revising your pollution control plan using the resulting required “Please further specify” check boxes.

Please further specify:

- Change of Contact
- Designated Erosion and Sediment Control Inspector Change
- In Response to Corrective Action or Inspection
- Revision and Submittal Requested by DEQ
- Required by Renewal of Permit
- Site Operations, Industrial Activities, or Control Measures have changed
- Increase or Decrease in size or location or project
- Other

 **Required**

If you select “Other” include a reason in the resulting text field.

- Other

Please Specify

7.1.1.2 Reporting Type: Tier 1 Corrective Action Report

If you select “Tier 1 Corrective Action Report” provide the required Tier 1 information. Indicate, using the radio dials, if the corrective action is the result of a statewide benchmark exceedance, a sector specific benchmark exceedance, or a visual observation. Provide the requested dates and describe the results of any investigations and the corrective actions planned. Finally, select the radio dial next to “Yes” or “No” to indicate whether revisions to the stormwater pollution control plan (SWPCP) are necessary.


Tier 1 information

Form is being filled out in response to

- Statewide Benchmark Exceedance Sector Specific Benchmark Exceedance Visual Observation


Required

Date Sampling Occurred

Required

Date Lab Results Received

Required

Date corrective action(s) completed or expected to be completed

Required

Describe the result(s) of the investigation of the elevated pollutant levels:

Required

Describe the corrective action(s) you will take to address the benchmark exceedance(s):

Required

Are SWPCP revisions necessary? Yes No

Required

7.1.1.3 Report type: Other

If you are submitting a report other than the reports listed, select “Other” and indicate the report type in the resulting required field.

Reporting Type

Please select your reporting type

- Revised SWPCP/ESCP
- Corrective Action Report
- Tier 1 Corrective Action Report
- Tier 2 Corrective Action Report
- Tier 2 Implementation Confirmation
- Water Quality Standards Corrective Action Report
- Monitoring Waver Request
- Change in Monitoring Location or Discharge Points Request
- Numeric Effluent Limit Exceedance Report
- Monitoring and Water Quality Evaluation Program
- Operation and Maintenance Plan for active treatment systems
- Visual Monitoring Reports Requested by DEQ
- WQBEL Notification and Compliance Schedule Request
- Mass Reduction Re-Certification
- Background Report
- 1200-Z Compliance Schedule Milestones

Other



Required.

7.1.2 Add Attachments

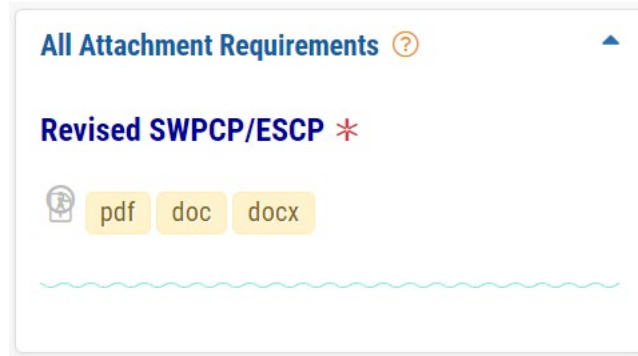
On the “Attachment” tab, you can upload files either by clicking the upload icon or dragging and dropping files into the window.

- 1 Basic Info
- 2 Attachment
- 3 Payment
- 4 Review
- 5 Submission

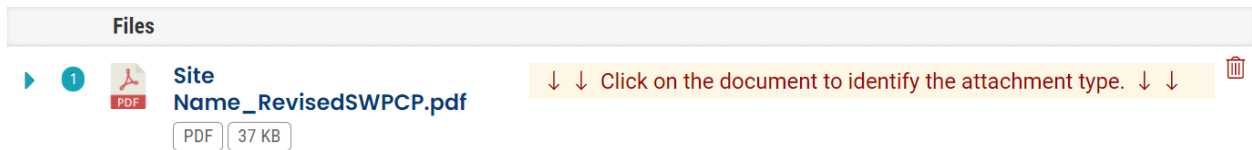
When uploading an attachment, first click the file record and **select a file type option** for the uploaded file.

Click to Upload or Drag Files Over Here

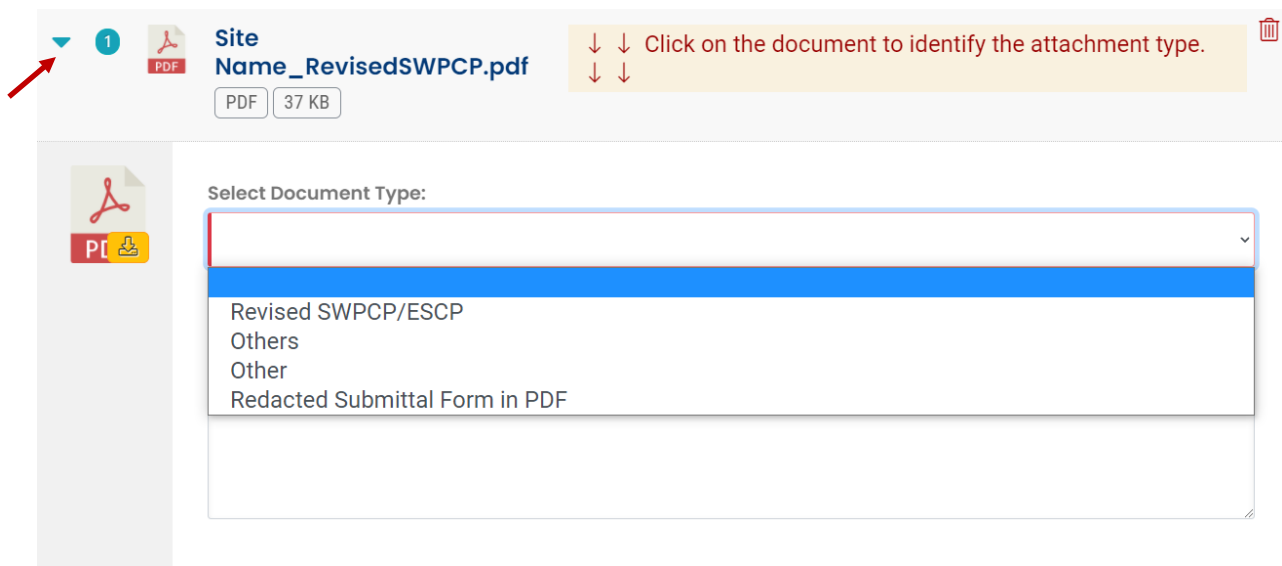
Attachment requirements are identified in the “All Attachment Requirements” section to the right of the screen. The asterisk symbol * indicates a mandatory attachment. Each “Reporting Type” that is selected in the “Basic Info” tab, will have required attachments that will appear under “All Attachment Requirements.”




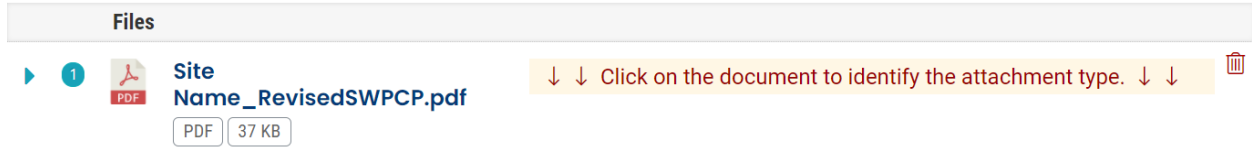
Before uploading, make sure files are in the required format (e.g., pdf, doc, docx, etc.) and the file names clearly identify the facility or site (e.g., YDO Test Site) and document type (e.g., SWPCP, etc.). This will help to facilitate review of your report and will simplify the next step of the report process for you.




After uploading files, expand each file record using the blue arrow to the left and select the corresponding file type from the drop-down menu.



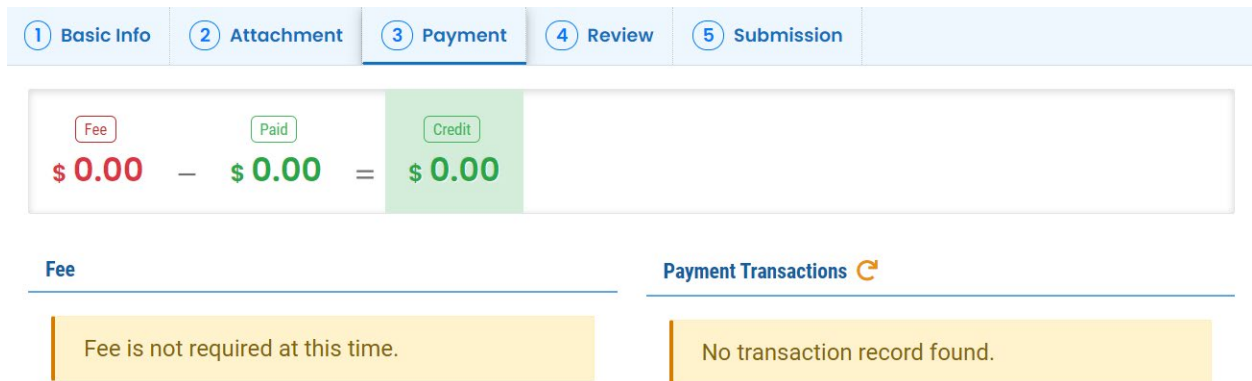
To remove attachments, click on the “trash” icon  next to the uploaded file to be removed.



Click the “save” icon  in the bottom right corner to save your progress.


7.1.3 Payment

On the “Payment” tab, required fees are calculated based on the information provided. If there is a fee associated with the selected report, follow the payment instructions in Section 8.1.3.



1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Fee	–	Paid	=	Credit
\$ 0.00		\$ 0.00		\$ 0.00

Fee Payment Transactions 

Fee is not required at this time. No transaction record found.


7.1.4 Review Report

On the “Review” tab, review your report for anything outstanding, including missing required information, payments, attachments, and attachment type assignments.

1 Basic Info ¹ 2 Attachment 3 Payment 4 Review 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

× Basic Info

Payment

Fee	+	Service	-	Paid	=	Due
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00

Mandatory Attachment


Missing Required Attachment.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

* Revised SWPCP/ESCP pdf doc docx

Uploaded Attachment

Please specify the attachment type for all attachments.


 Site Name_RevisedSWPCP.pdf PDF 37 KB **Missing the attachment type.**

Make updates as needed in the applicable sections until there are no more alerts, then proceed to the “Submission” tab.

- 1 Basic Info
- 2 Attachment
- 3 Payment
- 4 Review
- 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓Basic Info

Payment

Fee	+	Service	-	Paid	=	Due	
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00	

Mandatory Attachment

All Required Attachments Were Included.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

 **Site Name_RevisedSWPCP.pdf**
Revised SWPCP/ESCP
PDF 37 KB

7.1.5 Submit Report

On the “Submission” tab, click the button to indicate that you have read and agree to the Certification Statement.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the Pin number you set up with your password. You will need to answer a security question and provide your Pin number with every submission.

Security Question & PIN Number

Security Question: What is the first and last name of your oldest sibling? *

.....

Show Question Answer

PIN: *

.....

Finally, review the Security Precautions and Disclaimer statements and click “Submit.”

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.



Disclaimer

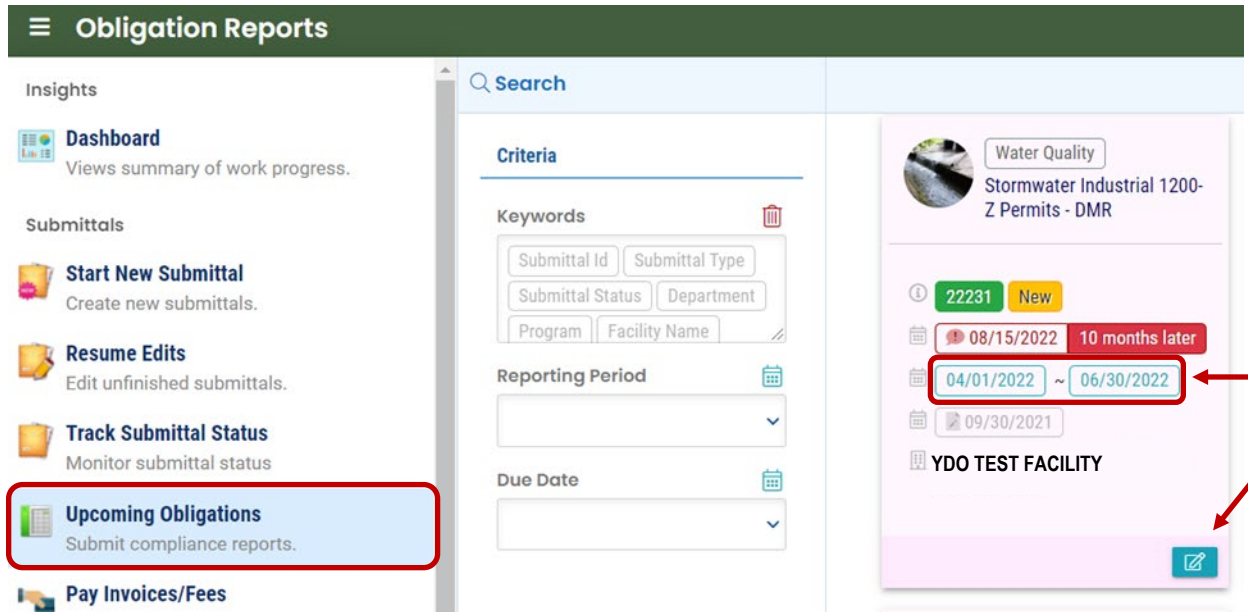
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.



Submit

7.2 How to Submit a Discharge Monitoring Report


From the Dashboard, expand the left menu by clicking on the “menu” icon  at the top left of the screen. Submit a Discharge Monitoring Report (DMR) through the “Obligation Reports” page, accessible via the “Upcoming Obligations” option on the menu or directly from the Dashboard. To start the submittal, locate the obligation titled “Stormwater Industrial 1200-Z Permits – DMR” with the correct monitoring period and click the associated “edit” icon .

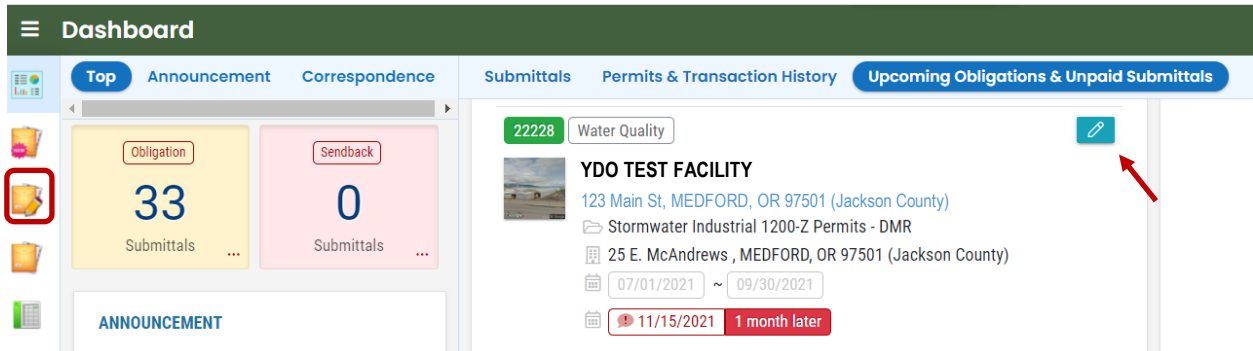


The screenshot shows the 'Obligation Reports' interface. On the left, the 'Upcoming Obligations' menu item is highlighted with a red box. The main area displays search criteria and a list of obligations. One obligation is highlighted with a red box: '22231 New' with a reporting period of '04/01/2022 ~ 06/30/2022' and facility name 'YDO TEST FACILITY'. A red arrow points to the 'edit' icon at the bottom right of this obligation card.

IMPORTANT!

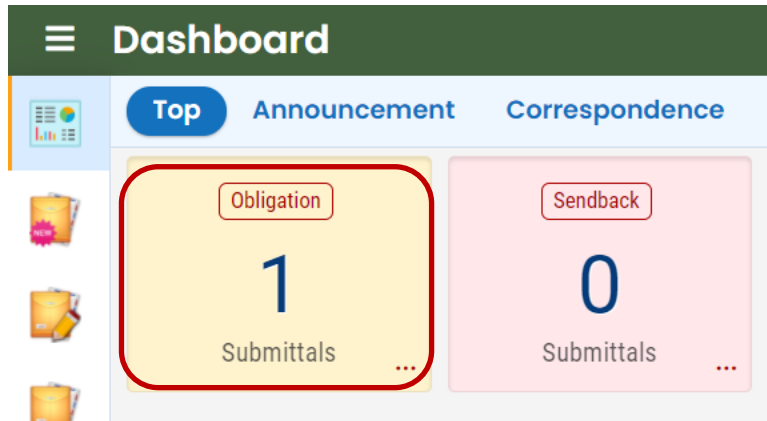
It is important that you select the correct DMR. Double check that the facility name, address, and time period of the Upcoming Obligation is correct for the DMR you are submitting. The DMR to be submitted is specific for, and based on, the monitoring period.

Once you save your progress, the submittal is moved to pending submittals under the obligation submittals header. Unfinished submittals can be retrieved by selecting “Resume Edits” from the menu or by selecting the applicable pending submission from the “My Submittals” area of the Dashboard. Click the “edit” icon  to resume work on your submittal.



The screenshot shows the 'Dashboard' interface. The 'Upcoming Obligations & Unpaid Submittals' tab is selected. The left sidebar shows 'Submittals' highlighted with a red box. The main area displays a list of obligations. One obligation is highlighted with a red box: '22228 Water Quality' with a reporting period of '07/01/2021 ~ 09/30/2021' and facility name 'YDO TEST FACILITY'. A red arrow points to the 'edit' icon at the top right of this obligation card.

Your Dashboard will also alert you to obligation submittals.



7.2.1 Enter Basic Info

Complete required Signatory Information fields, as indicated. Include comments in the General Report Comments and Explanation text field if applicable.


Basic Info ⁱ Daily Data Attachment Review Submission

General Report Comments and Explanation

(Maximum length is 4000. Remaining length is 4000.)

Signatory Information

<p>Signatory Name</p> <input style="width: 95%;" type="text"/> <p>! Required</p>	<p>Signatory Title</p> <input style="width: 95%;" type="text"/>	<p>Signatory Phone Number</p> <input style="width: 95%;" type="text" value="XXX-XXX-XXXX"/>
---	---	---

Remember to click the “save” icon  in the bottom right corner to save any changes before navigating away from the page.

7.2.2 Daily Data

On the “Daily Data” tab, you will see the DMRs applicable to each of your discharge points to the left of the screen. You will also see a calendar, and once you select a limit set you will see a list of the substances included in that limit set.

Basic Info
Daily Data
Attachment
Review
Submission

001 WV

001 A1

001 02

YDO TEST FACILITY

001 02

No Discharge
Impairments: Coastal (copper, lead, E. coli, iron)

2019-04-01 ~ 2019-06-30

123 Main St, MEDFORD, OR 97501 (Jackson County)

Permit No. 12452

The daily data must have a sample result for one day.

Add Substances/Dates

Ad Hoc
 Copy & Paste

Instruction

Pick Dates: 2019-04-01 ~ 2019-06-30

Copper, total [as Cu]

Max: 0
Min: 0
Avg: 0
GM: 0

01042
Effluent Gross - 1
mg/L

0.017 (MB - Maximum)

Lead, total [as Pb]

Max: 0
Min: 0
Avg: 0
GM: 0

01051
Effluent Gross - 1
mg/L

0.017 (MB - Maximum)

E. coli

Max: 0
Min: 0
Avg: 0
GM: 0

51040
Effluent Gross - 1
#/100mL

406 (MB - Maximum)

Iron, total [as Fe]

Max: 0
Min: 0
Avg: 0
GM: 0

74010
Effluent Gross - 1
mg/L

10 (MB - Maximum)

Select the DMR for which you are entering monitoring data and click the date(s) on the calendar corresponding to the sampling date(s).

Ad Hoc Copy & Paste

Instruction

Add substances and dates from the component on the right.





Pick Dates: ~

Jun 2018						
SUN	MON	TUE	WED	THU	FRI	SAT
27	28	29	30	31	1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30


Once the sampling date(s) are selected, text fields for each of the selected dates will appear for each monitored substance.

Substance ?	2018-06-04 🗑	2018-06-05 🗑
<p>pH ▶</p> <p>Max: 0 Min: 0 Avg: 0 GM: 0</p> <p><input type="text" value="00400"/> Effluent Gross - 1 <input type="text" value="SU"/></p> <p><input type="text" value="9.0 (MB - Maximum)"/></p> <p><input type="text" value="5.5 (ME - Minimum)"/></p>	<p>= <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/> Required.</p> <p><input type="text" value="SU"/></p>	<p>= <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/> Required.</p> <p><input type="text" value="SU"/></p>
<p>Copper, total [as Cu] ▶</p> <p>Max: 0 Min: 0 Avg: 0 GM: 0</p> <p><input type="text" value="01042"/> Effluent Gross - 1 <input type="text" value="mg/L"/></p> <p><input type="text" value="0.015 (MB - Maximum)"/></p>	<p>= <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/> Required.</p> <p><input type="text" value="mg/L"/></p>	<p>= <input style="border: 1px solid red; width: 100px; height: 20px;" type="text"/> Required.</p> <p><input type="text" value="mg/L"/></p>

Enter your monitoring results into the required fields. Any values exceeding the applicable limits or benchmarks will generate a “Compliance check” warning. Check your data and ensure you entered it in the units specified for that substance (e.g., milligrams not micrograms).

Substance 	2018-06-04 	2018-06-05 
<p>pH</p> <p>Max: 6.6 Min: 6.5 Avg: 6.55 GM: 6.55</p> <p>00400 Effluent Gross - 1 SU</p> <p>9.0 (MB - Maximum)</p> <p>5.5 (ME - Minimum)</p>	<p>= 6.5</p> <p>SU</p>	<p>= 6.6</p> <p>SU</p>
<p>Copper, total [as Cu]</p> <p>Max: 14 Min: 14 Avg: 14.00 GM: 14.00</p> <p>01042 Effluent Gross - 1 mg/L</p> <p>0.015 (MB - Maximum)</p>	<p>= 14</p> <p> Compliance check: > 0.015</p> <p>mg/L</p>	<p>= *9</p> <p>mg/L</p>

Pro Tip

If you do not have a monitoring result for one of the substances on one of the specified dates, enter the appropriate No Data Indicator (NODI) code into the field. A list of NODI codes can be found by clicking the “question mark  icon next to the “Substance” header. When entering a NODI code, make sure to include the asterisk symbol with the code (i.e., *9) to distinguish it from a sample result. A complete list of NODI codes is included in the Table 3 below.

For DMRs that contain both sample data and waivers, you are not able to use the whole form NODI code *9.2 if you are also reporting sample data in the same quarter because it grays out the rest of the data entry screen. To fill out a DMR that includes both sample data and waivers, enter your data for the first sample as you normally would. Choose the date for the second sample and enter NODI *9, which is Conditional Monitoring (Not Required This Period), for any substances to which a waiver applies.

Table 3. NODI Codes and Descriptions


NODI Code	Description
*1	Wrong Flow
*2	Operation Shutdown
*3	Special Report Attached
*4	Discharge to Lagoon/Groundwater
*5	Frozen Conditions
*6	State Specific No Data Indicator (Noncompliant)
*7	No Influent
*8	Other (See Comments)
*9	Conditional Monitoring (Not Required This Period)
*A	General Permit Exemption (Agency use only)

NODI Code	Description
*B	Below Detection Limit/No Detection
*D	Lost Sample/Data Not Available
*E	Failed to Sample/Required Analysis Not Conducted
*F	Insufficient Flow for Sampling
*G	Sampling Equipment Failure
*H	Invalid Test
*I	Land Applied
*J	Recycled Water (Closed System)
*K	Natural Disaster
*L	DMR Received but Not Entered (Agency use only)
*M	Laboratory Error
*N	Not Constructed
*P	Laboratory Error or Invalid Test
*Q	Not Quantifiable
*R	Administratively Resolved (Agency use only)
*S	Fire Conditions
*T	Environmental Conditions (Monitoring Not Possible)
*V	Weather Related
*W	Dry Lysimeter/Well
*X	Parameter/Value Not Reported (Agency use only)
*Y	State Specific No Data Indicator (Compliant)

You can also upload multiple monitoring results at once by using the “Copy & Paste” function. To use this function, select the DMR for which you are entering monitoring data and click the date(s) on the calendar that correspond to the sampling date(s). Click the radio dial next to “Copy & Paste.” The calendar will be replaced by a link to download a CSV template, along with boxes where you will paste your data and preview it before importing.

Ad Hoc Copy & Paste

Instruction
 Fill out the Excel Template, paste the data here and import data.

 Click to Download CSV Template

COPY & PASTE HERE

PREVIEW

Import Data

Download the CSV template file by clicking the “Click to Download CSV Template” link. The system will generate an Excel file with a list of the substances to be reported for the DMR in Column A. The selected date(s) are listed as column headings in Row 1. Do not re-sort or alter any of the pre-populated fields, or the “Copy & Paste” function will not work.

	A	B	C
1	Substance	6/4/2018	6/5/2018
2	pH (SU)		
3	Copper, total [as Cu] (mg/L)		
4	Lead, total [as Pb] (mg/L)		
5	Zinc, total [as Zn] (mg/L)		
6	Solids, total suspended (mg/L)		

Pro Tip

If the file does not include actual substances and dates, you will need to switch back to “Ad Hoc” by selecting the applicable radio dial and re-select your DMR and sampling dates.

Ad Hoc Copy & Paste

Enter your monitoring results in the applicable cells, then copy only the monitoring result values (i.e., do not include the pre-populated information from Row 1 or Column A).


	A	B	C
1	Substance	6/4/2018	6/5/2018
2	pH (SU)	6.5	6.6
3	Copper, total [as Cu] (mg/L)	0.014	*9
4	Lead, total [as Pb] (mg/L)	0.07	*9
5	Zinc, total [as Zn] (mg/L)	0.12	*9
6	Solids, total suspended (mg/L)	50	*9

Paste your copied information into the “Copy & Paste Here” box. A preview of how the data fields will be populated will be generated in the “Preview” box. Verify that your data will be reported correctly and click the “Import Data” button.

Ad Hoc Copy & Paste

Instruction

Fill out the Excel Template, paste the data here and import data.


 Click to Download CSV Template


COPY & PASTE HERE







```
6.5 6.6
0.014 *9
0.07 *9
0.12 *9
50 *9
```

PREVIEW






6.5	6.6
0.014	*9
0.07	*9
0.12	*9
50	*9

Import Data 

After importing the data, verify that the fields have been populated correctly, and click the “save” icon  in the bottom right corner to save your progress.

Substance 	2018-06-04 	2018-06-05 
<p>pH </p> <p>Max: 6.6 Min: 6.5 Avg: 6.55 GM: 6.55</p> <p>00400 Effluent Gross - 1 SU</p> <p>9.0 (MB - Maximum)</p> <p>5.5 (ME - Minimum)</p>	<p>= ▾ 6.5</p> <p>SU</p>	<p>= ▾ 6.6</p> <p>SU</p>
<p>Copper, total [as Cu] </p> <p>Max: 0.014 Min: 0.014 Avg: 0.01 GM: 0.01</p> <p>01042 Effluent Gross - 1 mg/L</p> <p>0.015 (MB - Maximum)</p>	<p>= ▾ 0.014</p> <p>mg/L</p>	<p>= ▾ *g</p> <p>mg/L</p>
<p>Lead, total [as Pb] </p> <p>Max: 0.07 Min: 0.07 Avg: 0.07 GM: 0.07</p> <p>01051 Effluent Gross - 1 mg/L</p> <p>0.11 (MB - Maximum)</p>	<p>= ▾ 0.07</p> <p>mg/L</p>	<p>= ▾ *g</p> <p>mg/L</p>

Repeat these steps for all remaining DMRs.

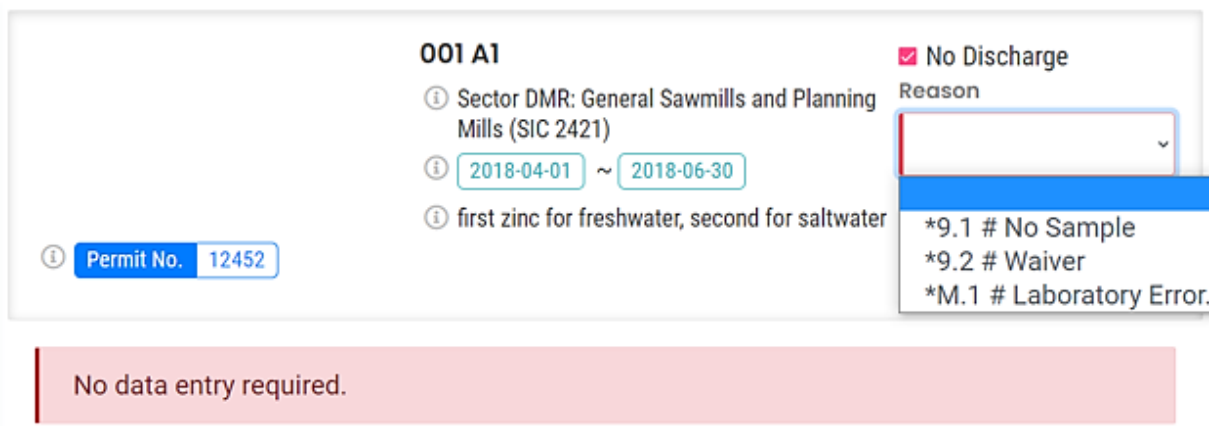
-  **001 WV**
-  **001 A1** 
-  **001 02** 

To report that you have either no discharge or no data available for a DMR, check the “No Discharge” box in the top right of the information header. Use the drop-down menu in the “Reason” box to select the reason (i.e., NODI code) that applies, in accordance with Table 4.

Table 4. No Discharge Code Uses

No Discharge Code	Reason for Use
*9.1 – No Sample	Use this code if you have already collected the required number of samples for this outfall during the 6-month period, if you did not have any rain events, or if you chose not to sample during this quarter.
*9.2 – Waiver	Use this code if you have a DEQ-approved monitoring waiver for this DMR.
*M.1 – Laboratory Error	Use this code if you performed monitoring but do not have results due to a laboratory error.

When No Discharge and the accompanying reason are provided, no additional data entry will be required.



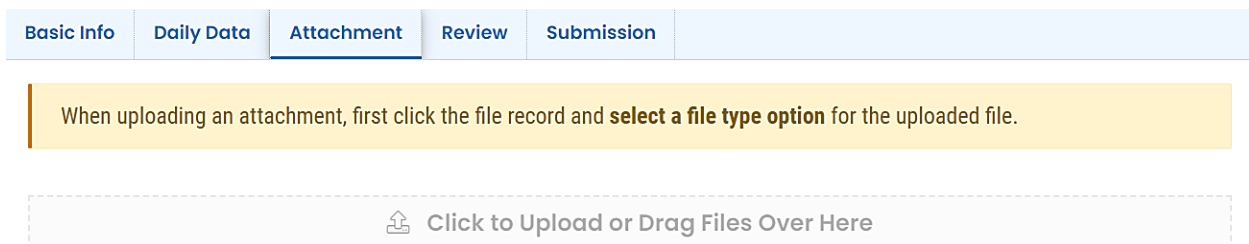
The screenshot shows a form for '001 A1' with the following details:

- Sector DMR:** General Sawmills and Planning Mills (SIC 2421)
- Period:** 2018-04-01 ~ 2018-06-30
- Description:** first zinc for freshwater, second for saltwater
- Permit No.:** 12452
- No Discharge:**
- Reason:** A dropdown menu is open, showing three options:
 - *9.1 # No Sample
 - *9.2 # Waiver
 - *M.1 # Laboratory Error.

 A red banner at the bottom of the form area states: "No data entry required."

7.2.3 Add Attachments

On the “Attachment” tab, you can upload files either by clicking the upload icon or dragging and dropping files into the window.



The screenshot shows the 'Attachment' tab selected in a navigation bar. Below the navigation bar is a yellow instruction box: "When uploading an attachment, first click the file record and select a file type option for the uploaded file." Below that is a dashed box containing an upload icon and the text: "Click to Upload or Drag Files Over Here".

Attachment requirements are identified in the “All Attachment Requirements” section to the right of the screen. The asterisk symbol * indicates a mandatory attachment, if applicable. Mandatory attachments vary based on the type of application you are submitting, but laboratory reports are always required to be attached when any monitoring is reported.

All Attachment Requirements ?

Laboratory and field analysis results

ⓘ Attach all results from the testing laboratory, including all quality assurance notes, as well as all pH and other field notes and chain of custody sheets for all data being reported per Schedule B of the permit.

📎 pdf doc docx xls xlsx

Variance Request

ⓘ Attach your request for a variance for missed samples due to no discharge of stormwater, which must include supporting data and analysis per Schedule B of the permit.

📎 pdf doc docx

Before uploading, make sure files are in the required format (e.g., pdf, docx, xlsx, etc.) and the file names clearly identify the facility or site (e.g., YDO Test Facility) and document type (e.g., LabResults, Variance, etc.). Files specific to a particular monitoring location should also identify the applicable location (e.g., YDOTestFacility_001WV_LabResults.xlsx) This will help to facilitate review of your DMRs and will simplify the next step of the submission process for you.

Files	
▶ 1	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>SiteName_001WV_LabResults.xlsx</p> <div style="display: flex; gap: 5px;"> XLSX 15 KB </div> </div> <div style="flex-grow: 1; text-align: right; color: #ccc;"> ↓ ↓ Click on the document to identify the attachment type. ↓ ↓ </div> <div style="margin-left: 10px; text-align: right;"> </div> </div>
▶ 2	<div style="display: flex; align-items: center;"> <div style="margin-right: 10px;"> <p>SiteName_Variance.pdf</p> <div style="display: flex; gap: 5px;"> PDF 34 KB </div> </div> <div style="flex-grow: 1; text-align: right; color: #ccc;"> ↓ ↓ Click on the document to identify the attachment type. ↓ ↓ </div> <div style="margin-left: 10px; text-align: right;"> </div> </div>

After uploading files, expand each file record using the blue arrow to the left and select the corresponding file type (Laboratory and field analysis results, Variance Request, Other or Redacted Submittal Form in PDF) from the drop-down menu.

The screenshot shows a file upload interface. At the top, a file record for 'SiteName_001WV_LabResults.xlsx' is displayed. It includes a blue arrow icon on the left, a file icon, the filename, and file type 'XLSX' and size '15 KB'. Below the filename is a yellow instruction box: 'Click on the document to identify the attachment type.' with two downward arrows. A dropdown menu is open below the instruction box, showing the following options: 'Laboratory and field analysis results', 'Variance Request', 'Other', and 'Redacted Submittal Form in PDF'. The first option is highlighted in blue. A red arrow points to the blue arrow icon on the left of the file record.

To remove attachments, click on the “trash” icon next to the uploaded file to be removed.

The screenshot shows a file list under the heading 'Files'. There are two file records. The first record is for 'SiteName_001WV_LabResults.xlsx' (XLSX, 15 KB) and the second is for 'SiteName_Variance.pdf' (PDF, 34 KB). Both records have a yellow instruction box: 'Click on the document to identify the attachment type.' with two downward arrows. A trash icon is located to the right of each record. A red arrow points to the trash icon of the first file.

Remember to click the “save” icon in the bottom right corner to save your progress.


7.2.4 Review Submittal Review Application

On the “Review” tab, review your submittal for anything outstanding, including missing required information, data, attachments, and attachment type assignments.

Basic Info ¹ Daily Data ¹ Attachment Review Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

- × Basic Info
- × Daily Data

Payment

Fee	+	Service	-	Paid	=	Due	
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00	


Mandatory Attachment


Attachments are not required for this Submittal.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

Please specify the attachment type for all attachments.

 **SiteName_001WV_LabResults.xlsx**
Laboratory and field analysis results
XLSX 15 KB


 **SiteName_Variance.pdf**
PDF 34 KB

Missing the attachment type.

Make updates as needed in the applicable sections until there are no more alerts, then proceed to the “Submission” tab.

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

- ✓Basic Info
- ✓Daily Data

Payment

Fee	+	Service	-	Paid	=	Due
\$ 0.00		\$ 0.00		\$ 0.00		\$ 0.00


Mandatory Attachment

Attachments are not required for this Submittal.

The submission of attachment by "Mail" is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

 **SiteName_001WV_LabResults.xlsx**
Laboratory and field analysis results
XLSX 15 KB

 **SiteName_Variance.pdf**
Variance Request
PDF 34 KB

7.2.5 Submit DMR

On the “Submission” tab, click the button to indicate that you have read and agree to the Certification Statement.

Basic Info	Daily Data	Attachment	Review	Submission
------------	------------	------------	--------	-------------------

Certification Statement

Declaration of accuracy information provided: *

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the Pin number you set up with your password. You will need to answer a security question and provide your Pin number with every submission.

Security Question: What is the first and last name of your oldest sibling? *

Show Question Answer

PIN: *

Finally, review the Security Precautions and Disclaimer statements and click “Submit.”

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.


Disclaimer

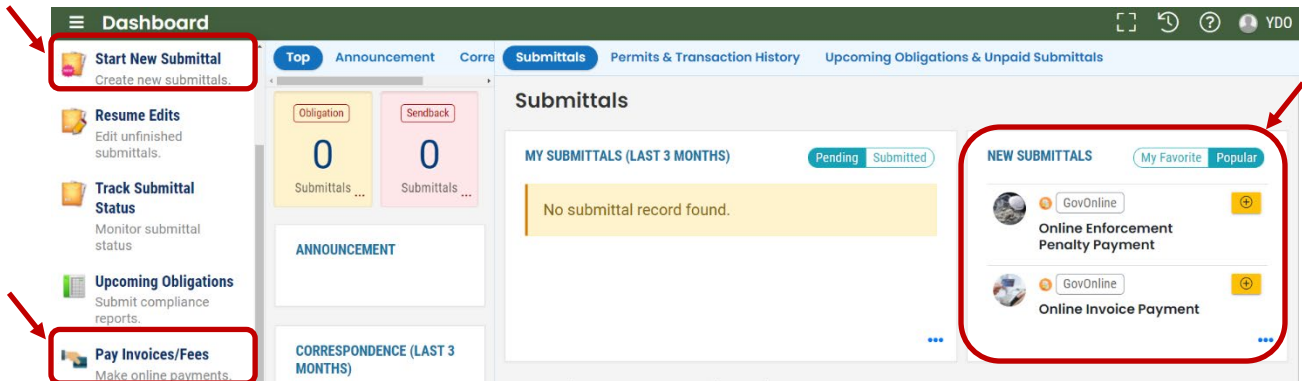
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.




Submit

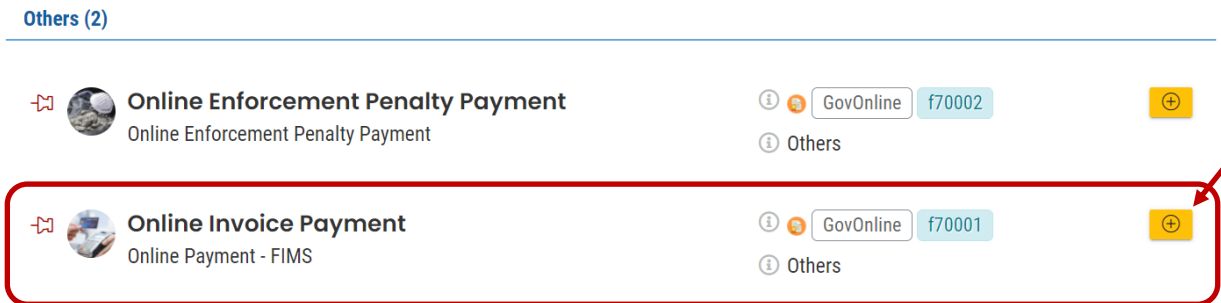
8. Pay Invoices and Penalties

From the Dashboard (or Public Records page for General Public users), expand the left menu by clicking on the “menu” icon  at the top left of the screen. Make payments through the “Pay Invoices/Fees” page, accessible via the menu or through the “New Submittal” page, accessible via the menu or directly from the Dashboard.



8.1 Pay Invoices

To pay an invoice, select “Pay Invoices/Fees” from the menu. Click the “add” icon  to the right of the “Online Invoice Payment” option.



8.1.1 Enter Search Criteria

On the Basic Info tab, enter the Account ID and the Invoice Number from your invoice into the applicable Search Criteria fields.


← Online Payment - FIMS

① Basic Info ② Payment ③ Review ④ Submission

Search Criteria

Account ID (From Your Invoice) Invoice Number

Required. Required.

Click the “save” icon  in the lower right of the screen to save your entry and proceed to the Payment tab.

8.1.2 Confirm Payment

On the “Payment” tab, the fee associated with the invoice will be populated based on the invoice information provided on the previous tab. Click the “Pay Amount Due” button to complete the payment process.

① Basic Info ② Payment ③ Review ④ Submission

Please complete the payment process.

Fee Paid Due

\$1,257.00 - \$0.00 = \$1,257.00

Pay Amount Due

Fee

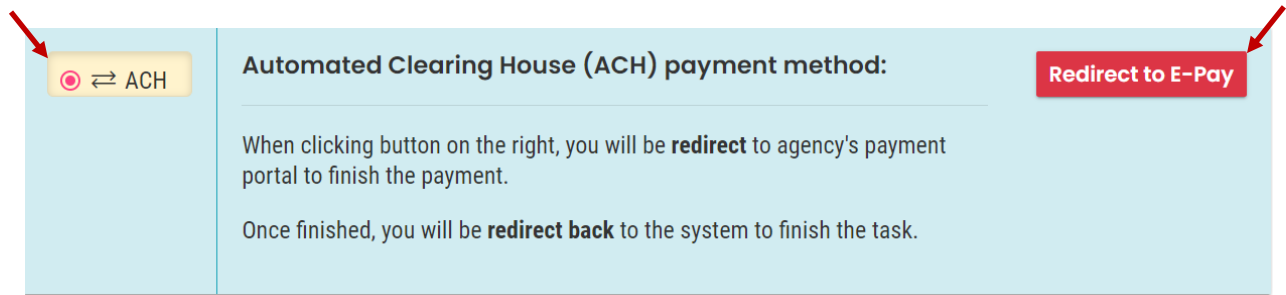
Payment Transactions

FIMS Online Payment \$1,257.00

No transaction record found.

To make an electronic payment, select the “ACH” radio dial and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make an electronic


payment directly from a checking or savings account. If you are submitting your application after January 2022, credit card payment options will also be available.



Automated Clearing House (ACH) payment method:

When clicking button on the right, you will be **redirect** to agency's payment portal to finish the payment.

Once finished, you will be **redirect back** to the system to finish the task.

Click the “save” icon  in the lower right of the screen to save your progress and proceed to the Review tab.


8.1.3 Review Payment

On the “Review” tab, review your submittal for anything outstanding, including missing account or invoice information, payment information and attachments (if required). Make updates as needed in the applicable sections until there are no more alerts, then proceed to the “Submission” tab.

1 Basic Info 2 Payment 3 **Review** 4 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Basic Info


Payment

Fee	+	Service	-	Paid	=	Due
\$ 1,257.00		\$ 0.00		\$ 0.00		\$ 1,257.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

Click the “save” icon  in the lower right of the screen to save your progress and proceed to the Submission tab.

8.1.4 Submit Payment

On the “Submission” tab, click the button to indicate that you have read and agree to the Certification Statement.

1 Basic Info 2 Payment 3 Review 4 Submission

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the pin number you set up with your password. You will need to answer a security question and provide your pin number with every submission.

Security Question & PIN Number

Security Question: what is the last name of your favorite teacher? *

.....

Show Question Answer

PIN: *

.....

Finally, review the Security Precautions and Disclaimer statements and click “Submit.”

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates and Authorize.NET's PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.


Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.

















Submit

8.2 Pay Penalties

To pay a penalty, select “Pay Invoices/Fees” from the menu. Click the “add” icon  to the right of the “Online Enforcement Penalty Payment” option.

Others (2)

	 Online Enforcement Penalty Payment Online Enforcement Penalty Payment	  GovOnline  f70002 
		 Others
	 Online Invoice Payment Online Payment - FIMS	  GovOnline  f70001 
		 Others

8.2.1 Enter Search Criteria


On the Basic Info tab, enter the Enforcement Number from your penalty order in the Search Criteria field. If DEQ instructed you to also enter a specific Facility or Sub System ID within the enforcement document you received, enter the provided information into the appropriate location on the form. This may vary by DEQ program and will be included in the instructions you receive.


← **Online Penalty Payment – FIMS**

1 Basic Info ¹ 2 Payment 3 Review 4 Submission

Search Criteria

Enforcement Number

 Required.

Click the “save” icon  in the lower right of the screen to save your entry and proceed to the Payment tab.

8.2.2 Confirm Payment

On the “Payment” tab, the fee associated with the penalty will be populated based on the enforcement information provided on the previous tab. Click the “Pay Amount Due” button to complete the payment process.


The screenshot shows the 'Payment' tab selected in a navigation bar with steps: 1 Basic Info, 2 Payment, 3 Review, 4 Submission. A red banner at the top says 'Please complete the payment process.' Below this is a summary table:

Fee	–	Paid	=	Due	
\$ 1,257.00		\$ 0.00		\$ 1,257.00	Pay Amount Due

Below the summary are two sections: 'Fee' and 'Payment Transactions'. The 'Fee' section shows a 'FIMS Online Payment' for \$1,257.00. The 'Payment Transactions' section shows 'No transaction record found.'

To make an electronic payment, select the “ACH” radio dial and click the “Redirect to E-Pay” button to the left of the screen. You will be redirected to the e-payment system, where you can make an electronic payment directly from a checking or savings account. If you are submitting your application after January 2022, credit card payment options will also be available.

The screenshot shows the 'Automated Clearing House (ACH) payment method:' section. On the left, there is a radio button labeled 'ACH' with a red arrow pointing to it. On the right, there is a red button labeled 'Redirect to E-Pay' with a red arrow pointing to it. The text below the heading reads: 'When clicking button on the right, you will be **redirect** to agency's payment portal to finish the payment. Once finished, you will be **redirect back** to the system to finish the task.'

Click the “save” icon  in the lower right of the screen to save your progress and proceed to the Review tab.


8.2.3 Review Payment

On the “Review” tab, review your submittal for anything outstanding, including missing account or invoice information, payment information and attachments (if required). Make updates as needed in the applicable sections until there are no more alerts, then proceed to the “Submission” tab.

1 Basic Info 2 Payment 3 **Review** 4 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ Basic Info


Payment

Fee	+	Service	-	Paid	=	Due
\$ 1,257.00		\$ 0.00		\$ 0.00		\$ 1,257.00

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

Click the “save” icon  in the lower right of the screen to save your progress and proceed to the Submission tab.

8.2.4 Submit Payment

On the “Submission” tab, click the button to indicate that you have read and agree to the Certification Statement.

1 Basic Info	2 Payment	3 Review	4 Submission
--------------	-----------	----------	--------------

Certification Statement

Declaration of accuracy information provided: *

I hereby certify that I am the owner or Responsible Corporate Officer with financial and operational authority over the facility located at the address or location specified.

I have read and agree to the above certification statement

Answer the security question with the information provided during account registration and enter the pin number you set up with your password. You will need to answer a security question and provide your pin number with every submission.

Security Question & PIN Number

Security Question: what is the last name of your favorite teacher? *

Show Question Answer

PIN: *

Finally, review the Security Precautions and Disclaimer statements and click “Submit.”

Security Precautions


To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign’s Certificates and Authorize.NET’s PCI compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

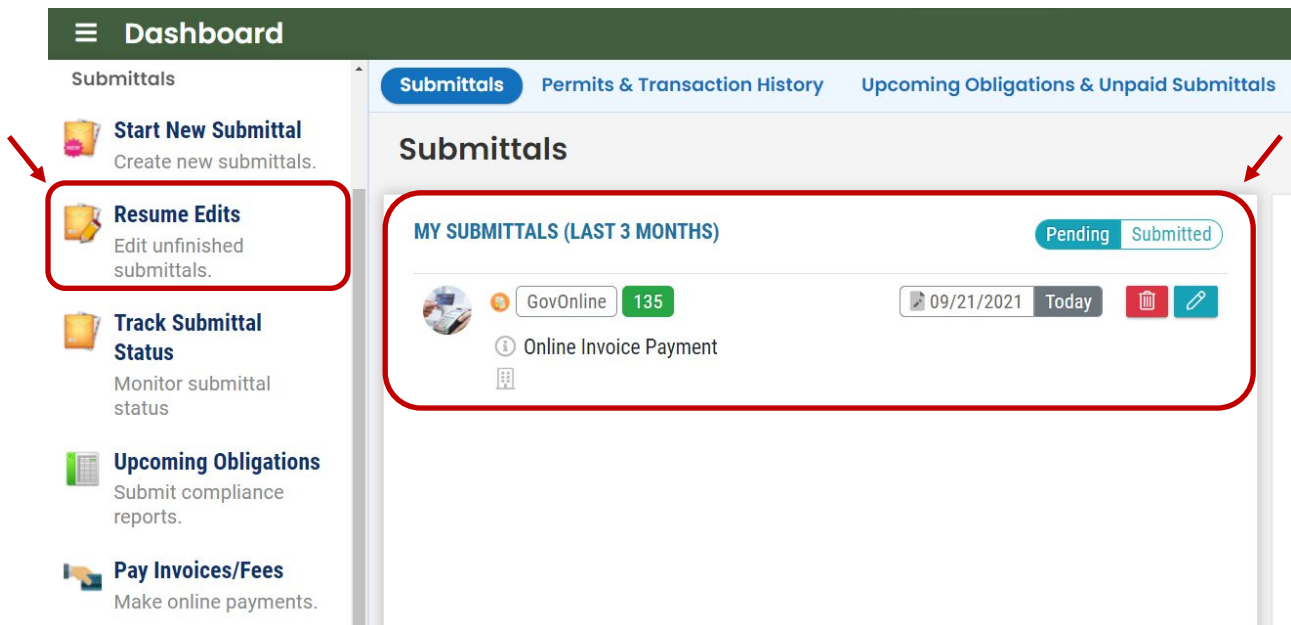
Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.



 **Submit**

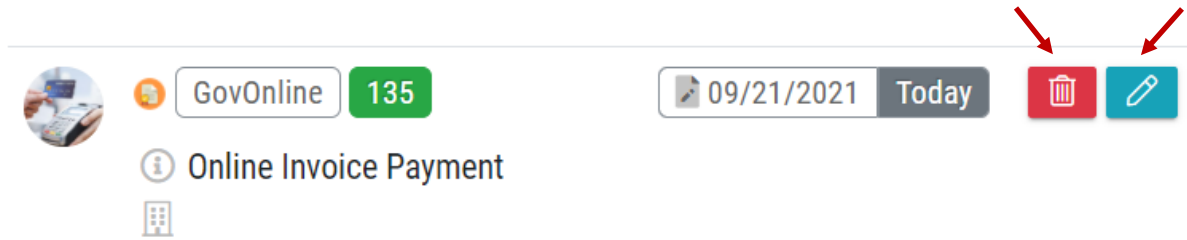
8.3 Manage Pending Submittals

Submittals can be started and finished at a later date, so make sure to save your work regularly using the “save” icon  in the lower right of the screen. Unfinished submittals can be retrieved by selecting “Resume Edits” from the menu or by selecting the applicable pending submission from the “My Submittals” area of the Dashboard.

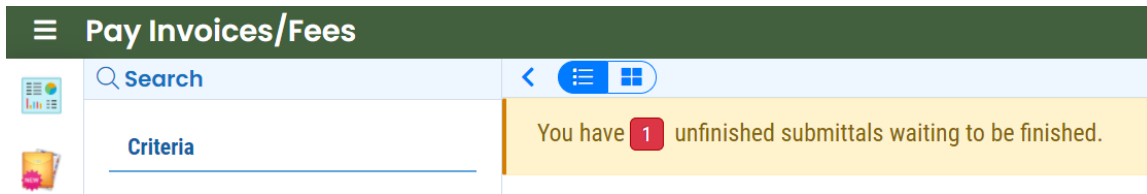


The screenshot shows a dashboard with a sidebar on the left and a main content area on the right. The sidebar has a 'Dashboard' header and several menu items: 'Start New Submittal', 'Resume Edits', 'Track Submittal Status', 'Upcoming Obligations', and 'Pay Invoices/Fees'. The 'Resume Edits' item is highlighted with a red box and a red arrow. The main content area has a 'Submittals' header and a 'MY SUBMITTALS (LAST 3 MONTHS)' section. This section contains a card for a submittal from 'GovOnline' with a value of '135', dated '09/21/2021', and labeled 'Today'. The card also has 'Pending' and 'Submitted' buttons and icons for trash and edit. This card is also highlighted with a red box and a red arrow.

Click the “edit” icon  to resume work on your submittal or click the “trash” icon  to delete a pending submittal.



Under “Pay Invoices/Fees” you will be notified of any unfinished submittals.



9. Helpdesk and Resources

If you have questions about account set-up, encounter issues with the account registration process, need help with identity verification or have any other account management concerns, please consult the Your DEQ Online Help page at <https://yourdeqonlinehelp.oregon.gov>.

General information, training and resources are available on the Your DEQ Online Help page at <https://yourdeqonlinehelp.oregon.gov>.

For questions about Your DEQ Online call 503-229-6184 or email YourDEQOnline@deq.oregon.gov.