



1200-CA Stormwater Permit

Your DEQ Online

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Executive Summary

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities. This document addresses how public users of this system establish, validate and manage their accounts for 1200-CA Stormwater permitting.

Your DEQ Online is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, pay fees or fines, and manage account activity. In addition, the system allows for greater public access to environmental data without the need to request this information from DEQ staff.



State of Oregon
Department of
Environmental
Quality



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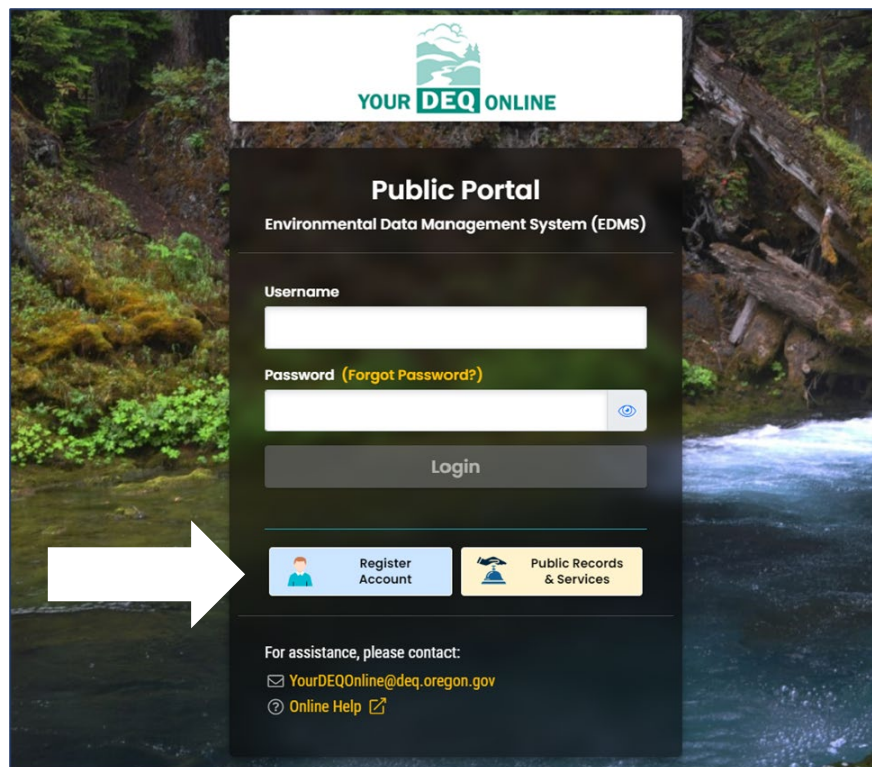
1. 1200-CA Stormwater Permit

The 1200-CA Stormwater Permit is for construction activities under the authority or jurisdiction of a public entity that will disturb and acre or more of land and has the potential to discharge to surface waters or a conveyance system that leads to surface waters. The 1200-CA Stormwater Permit was reissued on August 11, 2022, and is now administered through the Your DEQ Online (YDO) system. If construction activities are not being conducted under the jurisdiction or authority of a public entity, alternative coverage may be required under the 1200-C General Stormwater Permit.

Construction activities that may be covered include any earth disturbing activity materials, equipment staging and stockpiling that will disturb one or more acres of land over the course of the project or may be a significant contributor of pollutants to surface waters of the state.

2. Register an Account

Navigate to the [Your DEQ Online Public Portal](#). Select “Register Account.”



2.1 Basic Information

Complete all the required fields. You may choose your own username or use the one suggested. Your username will be your login name. Use an email address that will not be used

for any other Your DEQ Online accounts or account types. Click “Next” when the required fields have been entered.

The screenshot shows the 'Basic Information' step of the registration process. It includes fields for Personal Info (Title, First Name, Middle Initial, Last Name, User Name), Employer, Office Phone Number, Mobile Phone Number, Fax Number, Email, and Billing Preference. A 'Next' button is visible at the bottom right. A callout box on the right states: 'A username will be suggested to you when you enter your first and last name. You may change the suggested username in the Username field. Once your user account is created, your username cannot be changed.'

2.2 Select an Account Type

There are three account types to choose from: Responsible Official (RO), Consultant and General Public. After selecting the account type, click “Next.”

The screenshot shows the 'Account Type' step of the registration process. It features a 'Please Note' warning: 'Account Type cannot be changed once registered. If you are not sure which account type to choose, please refer to the HELP document here.' Below this, there are radio buttons for 'RO', 'Consultant', and 'General Public'. A 'Previous' button is on the left and a 'Next' button is on the right. A callout box on the right titled 'HELP ME CHOOSE' provides detailed descriptions for each account type: RO, Consultant, and General Public.

2.2.1 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. For city, county, state, federal or other public facilities, the RO is the principal executive officer or ranking elected official.

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.


2.2.2 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.

2.3 Security Questions

Use the drop-down menu to select each security question. Click the eye  icon to verify your answers. Save your answers in a secure location. Security questions are required for all account types. Each RO will be required to answer a question from their list to certify and finalize any submittal. Click “Next” when the required fields have been entered.

Note: See [section 7](#) for instructions on how to reset your PIN and security questions.

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

Security Questions

1 Q What is the first and last name of your oldest sibling?
A

2 Q Where did you first meet your spouse?
A

3 Q What is the name of your home town newspaper?
A

4 Q What is your best friend's last name?
A

5 Q Where did you graduate from high school?
A

Previous Next

One of the following security questions from this list will appear when completing each submital. Please provide a unique response to each question.
Answers are case-sensitive.

2.4 Final Review

Review your account information and use the “Previous” button to make any corrections. Click “I’m not a robot” and complete the image identification verification.

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

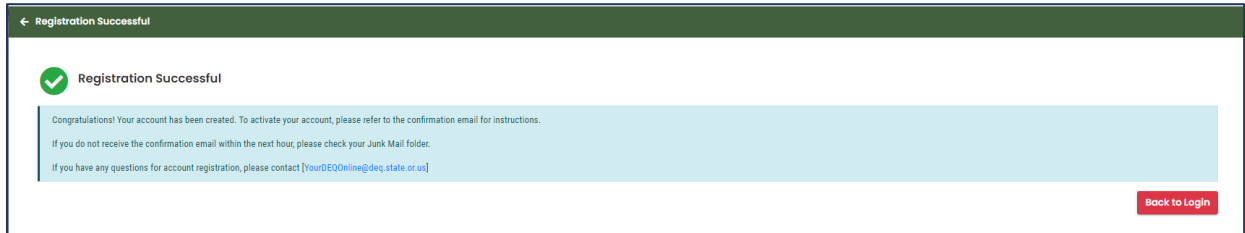
Previous Register

VERIFY

Once you have reviewed the information and completed the robot check, click “Register.”



You will receive a “Registration Successful” message with instructions to check your email.



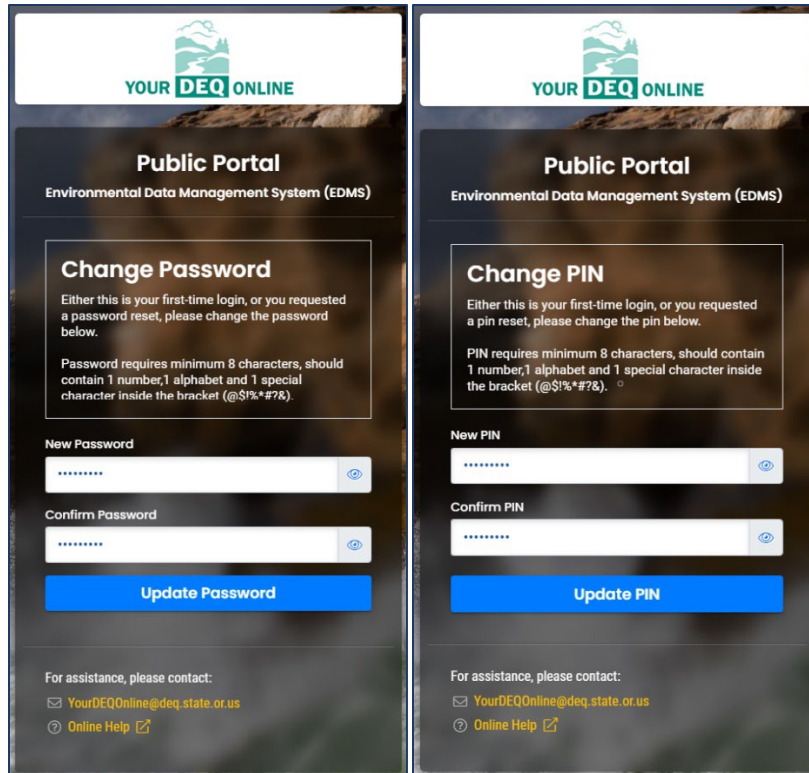
2.5 Email Confirmation

Check your email for the confirmation email. You will find temporary login instructions to update your password and PIN. Regarding the message, “Please note: Your PIN will be required for completion of each submittal,” this is specific to ROs as the only account type that may certify and complete submittals.

Note: If you don’t see the email in your inbox, make sure to check your junk mail folder.

2.6 Update Password and Pin

After clicking the link in the email, enter your temporary login information. You will then be prompted to change the password and PIN. Passwords and pins must be a minimum of eight characters in length, and contain a number, a letter, and a special character (@\$!%*#?&).



3. Responsible Official Identity Verification

If you are a Responsible Official, you will see an identity verification pop-up message upon initial login that prompts you to validate your identity. The electronic verification process is required so that DEQ can accept electronically signed permit documents, in accordance with 40 CFR 122.22(e). **Full privileges of the Responsible Official are only active after identity verification is complete.**

Select the “Go to my account” choice which will bring you to your “My Account” information.

Identity Verification Required

The System needs to verify your identity in order to grant you the 'RO' privilege to make a submittal. You have two options to complete the verification which are E-Verify or Electronic Signature Agreement (ESA).

To start the identity proofing process, you may go to My Account or click the button below.

[Do it later](#) [Go to my account](#)

3.1 E-Verify Method

E-Verify will appear as the first option. E-Verify is a rapid and secure and instant identity verification tool that enables full Responsible Official account privileges in Your DEQ Online. Follow the instructions listed at the top of the column to complete the form.

My Account Info

202 Info YourDEQOnline

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

Option #1: E-Verify

Please provide information below to E-Verify yourself. **Information provided here is for E-Verify purpose only, and will not be saved locally.**

Make sure you are using your personal HOME information. If you have moved in past 6 months, please use your previous HOME address before your last move.

If successful, you will be informed promptly and can start using your account to certify/submit documents to the Authority. **Due to security reasons, the System will only allow you for 3 trials.**

If the E-Verify is not successful, it means the System is unable to authenticate your identity with the data you provided. In this case, please follow the ESA option to complete your identity proofing.

First Name * Middle Initial Last Name *

Address 1 * Address 2

Option #2: Electronic Signature Agreement (ESA)

Please print and sign an Electronic Signature Agreement below and mail it to the Authority at the address shown on the ESA. The Authority will verify your identity and make a decision on your 'RO' request.

You will receive an email notification after the Authority's decision is made. The ESA will take some time because it involves the mail delivery, paper handling, human checks, and data entries.

While you are waiting for the verification process to be complete, you will be able to access the system on a limited basis, but will not be able to submit a report.

If you have not received any feedback after 6 weeks after submitting your ESA, please contact the Authority to follow up.

Print and sign an Electronic Signature Agreement. [Print](#)

Tips for using E-Verify

- When completing the E-Verify form fields, check the date of birth to be sure it is not already filled with today's date.
- Enter fields exactly as specified – no spaces in the phone number, date of birth format mm/dd/yyyy.
- Use your home address, not your work address.
- If you have moved in the last six months, use your previous address.

Troubleshooting E-Verify

- 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 with your username and password to: <https://ordeq-edms-public.govonlinesaas.com/pub/login>.

Note: If for some reason, E-Verify is not successful after three attempts, proceed to the right side of that screen, Option 2: Electronic Signature Agreement.

3.2 Alternate Verification Method: Electronic Signature Agreement

This alternate option for identity verification requires the signed paper Electronic Signature Agreement (ESA) form to be reviewed by DEQ staff for validation.

1. Click the Electronic Signature Agreement “Print” button and follow form instructions.

The screenshot shows the 'My Account' page with the 'Verification' tab selected. It displays two options for identity verification:

- Option #1: E-Verify**: Includes instructions to provide personal HOME information and a warning that the system will only allow 3 trials if E-Verify is unsuccessful.
- Option #2: Electronic Signature Agreement (ESA)**: Includes instructions to print and sign the agreement, receive an email notification, and a warning that access to the system will be limited while waiting for verification. A red 'Print' button is highlighted with a blue box.

Form fields for 'First Name', 'Middle Initial', 'Last Name', 'Address 1', and 'Address 2' are visible at the bottom.

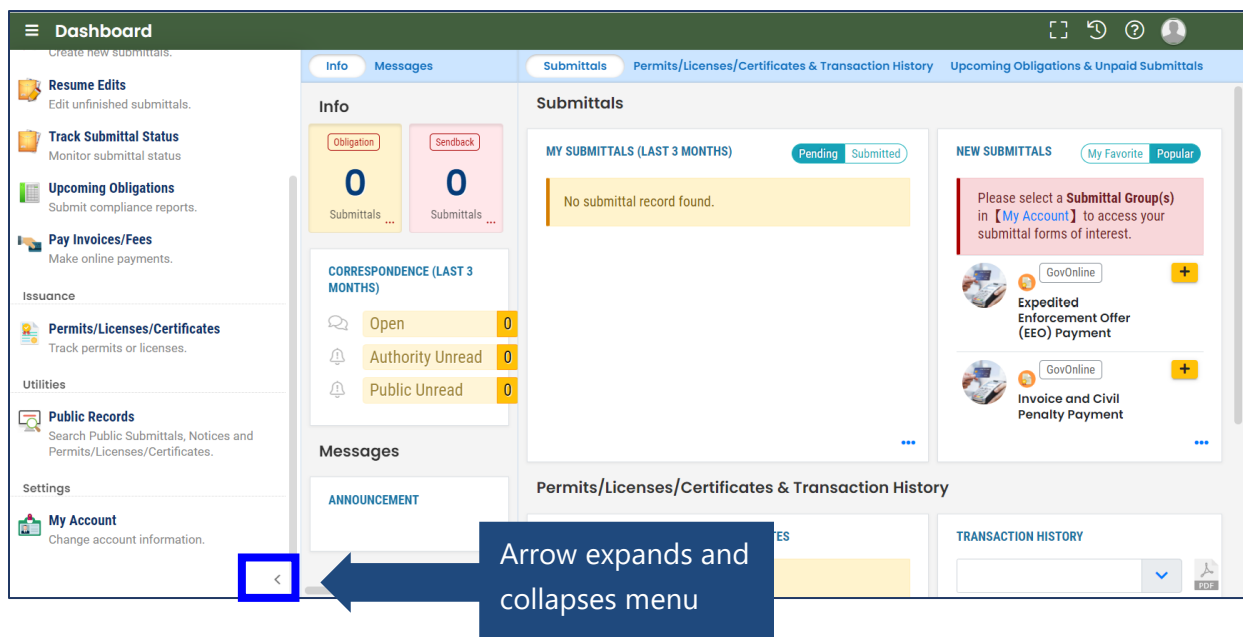
2. Send the completed, signed form to the address noted on the form. DEQ will send an email notification after the determination of your status. This process may take time due to mail delivery, review and data entry.
 - For expedited processing, you may additionally email the completed and signed form to YourDEQOnline@deq.oregon.gov. This is in addition to mailing the signed original form.
 - **Note: Failure to mail the printed and signed form may result in withdrawal of your account privileges.**
3. While you are waiting for verification, you will be able to access the system on a limited basis but will not be able to certify and send a submittal.
4. If there's a problem with verification, DEQ staff will contact the Responsible Official.

Note: Completing identity validation, whether using E-Verify or ESA, is required before a Responsible Official can certify and send submittals to DEQ.

3.3 Navigation Menu

[Your DEQ Online](#) may be accessed through many different browsers such as Safari, Chrome or Firefox. Internet Explorer is not a suitable browser.

The dashboard is your initial landing pad when logging into Your DEQ Online. It shows a summary of current and pending activity for your account. The navigation menu on the left side of the screen is the primary way to navigate through the system. **The navigation menu can be expanded and collapsed by clicking the arrow button at the bottom left corner.** Some functions, such as adding new submittals, can also be accessed directly from the dashboard.



Start New Submittal: This feature is used to initiate submittals to DEQ such as applying for a 1200-CA permit and submitting a Required Report for the 1200-CA.

Resume Edits: Allows you to resume editing any submittals that have been started, but not yet submitted to DEQ.

Track Submittal Status: Shows the status of all complete submittals and allows you to review the submittal.

Upcoming Obligations: Displays any upcoming obligations for which a submittal can be started.

Pay Invoices/Fees: Allows for online payment of invoices or fees to DEQ.

Permits/Licenses/Certificates: Allows you to search for and view DEQ issued licenses.

Public Records: Allows you to search for and view all published submittal records.

My Account: Allows you to change your contact information, submittal groups, and other account options.

3.3.1 Icons

You will see the following common icons as you navigate the system.



Loading: This icon will appear while the system processes an action.



Save: This icon allows the user to save changes made on a page.



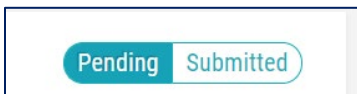
Edit: Clicking this icon allows the user to edit the selected submission.



View: Clicking this icon allows the user to view a selected submission.



Delete: Clicking this icon allows the user to delete entries.



Submittal Selection: This button allows the user to toggle between pending and submitted obligations on their dashboard.




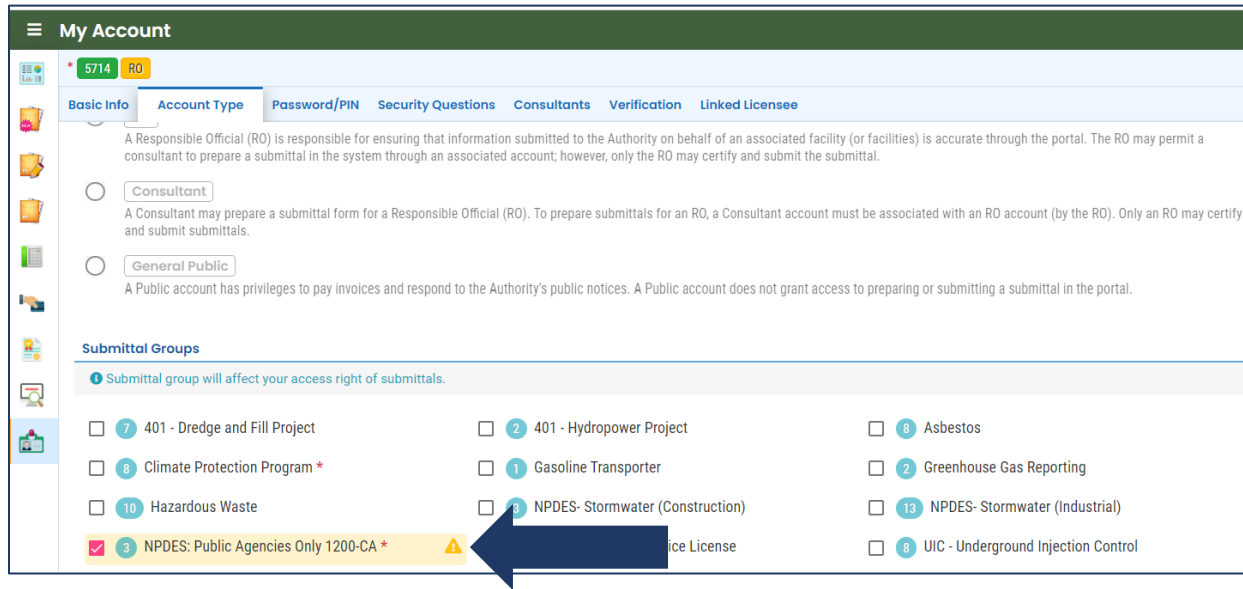
Requirement: This icon will appear when a particular field in a submittal is required.


4. Establish Responsible Official Links

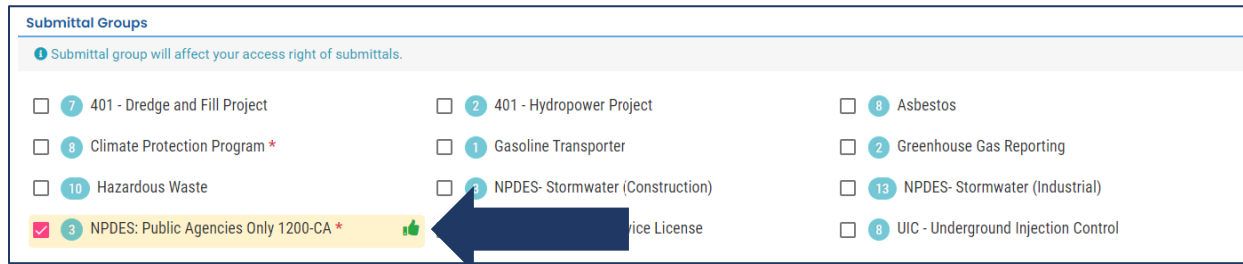
Before ROs can prepare and complete submittals for existing facilities with DEQ permits, they must select the 1200 CA submittal group and establish links to facilities. Once these submittals and links are established, ROs can link Consultants to facilities and delegate permission to prepare submittals and make payments on the RO's behalf.

4.1 Select Submittal Group

Select My Account  from the navigation menu, and then select the Account Type tab. Scroll down to the Submittal Groups section and click the checkbox for “NPDES: Public Agencies Only 1200-CA.” A triangle icon will appear indicating that DEQ staff must review and approve the selection before the RO can begin the submittal process.



Click the save icon  in the bottom right corner to save your selection. Once DEQ approves the submittal group, a green thumbs up icon will appear next to the submittal group name.



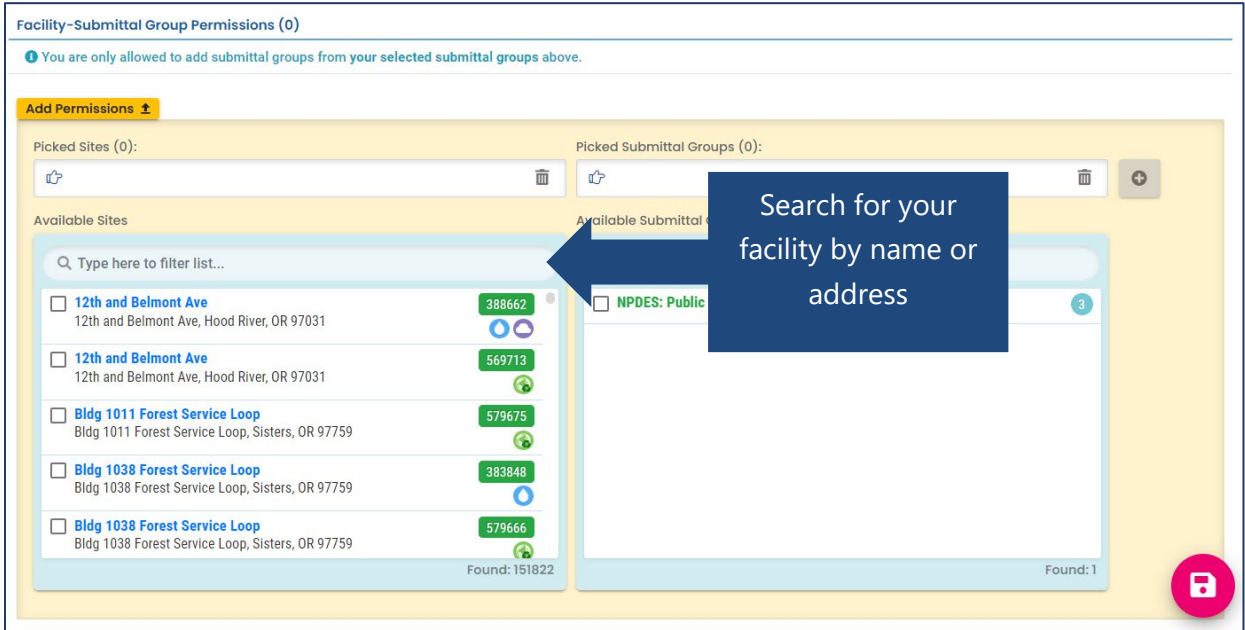
4.2 Link Facilities


Link to your facility by scrolling down in the Account Type tab to the Facility-Submittal Groups Permissions section. Select “Add Permissions.”




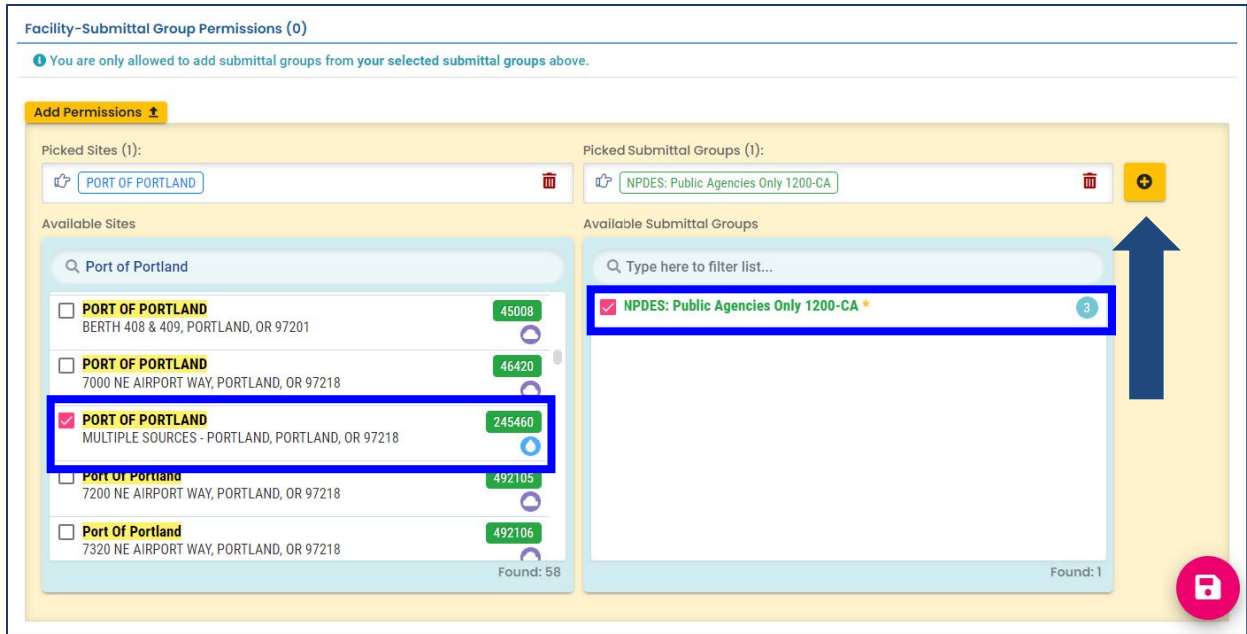


Search for your facility by name or address.

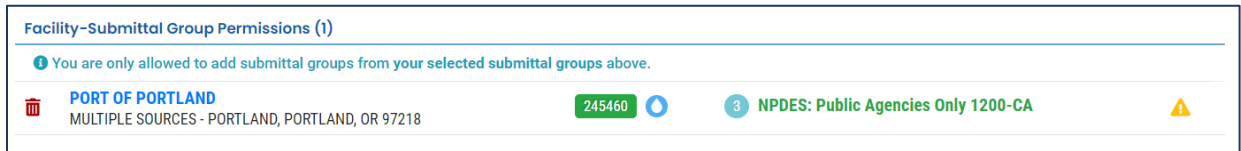



Link to the facility by selecting it from the results list, and then select the NPDES: Public Agencies Only 1200-CA on the right column under available submittal groups. Click the plus icon  to save the site.

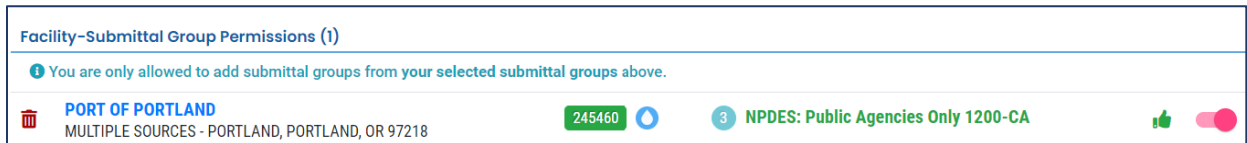
Note: If there are multiple sites listed under the same facility name, select the site with the waterdrop icon .




Once the facility has been added, it will appear in the Facility Submittal Group Permissions section above. The triangle icon indicates that DEQ staff must review and approve the facility selection before the RO can begin the submittal process.

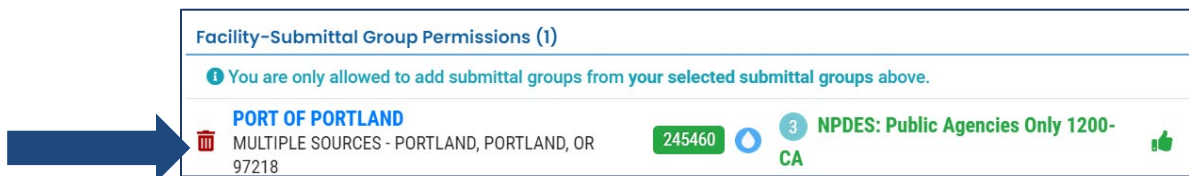


Click the save icon  in the bottom right corner to save your selection. Once DEQ approves the submittal group, the RO will receive a notification email and a green thumbs up icon will appear next to the submittal group name.

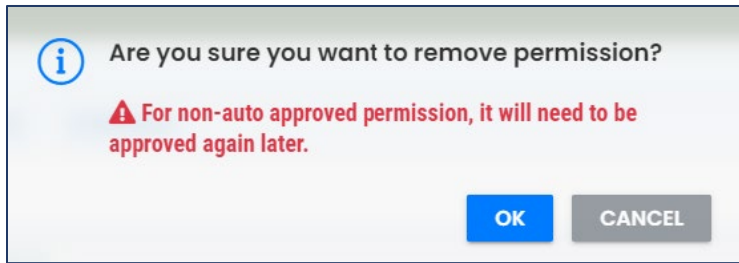



4.2.1 Remove Link to Facility

To unlink a facility, click the trashcan icon  next to the applicable facility.



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.




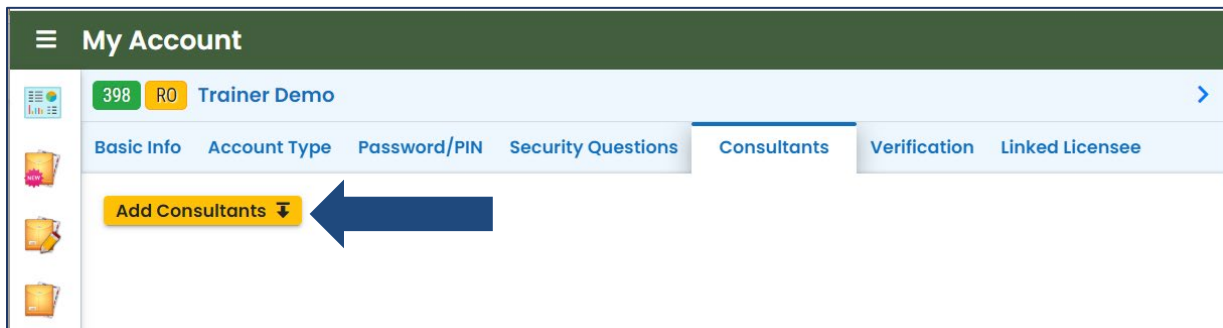
Remember to click the “save” icon  in the bottom right corner to save any changes.

4.3 Link Consultants

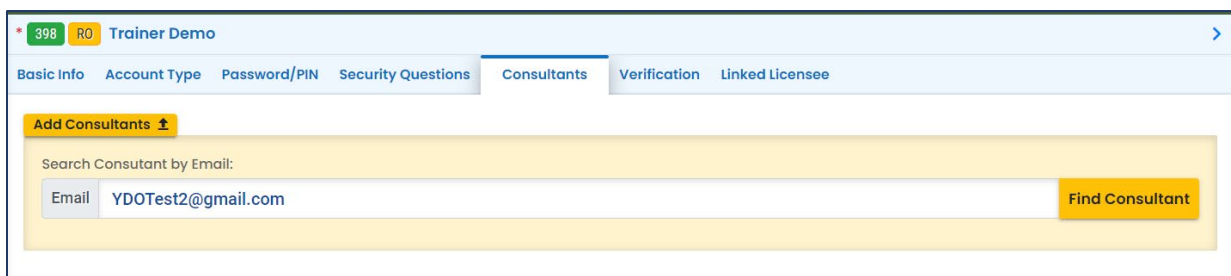
Before an RO can link to a consultant, the RO should confirm the following:

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

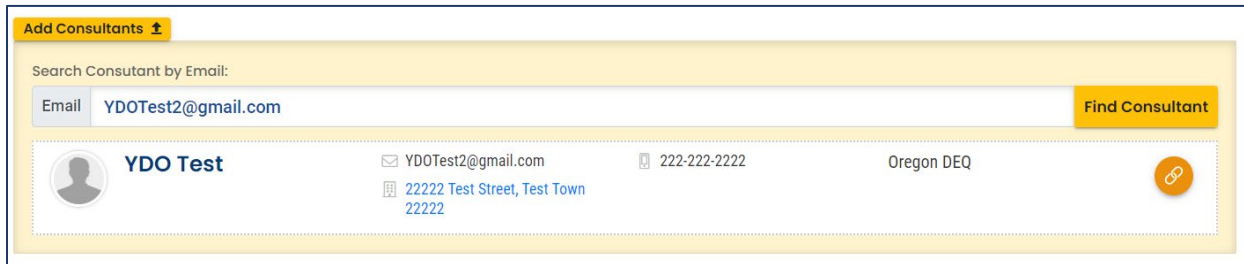
To link to a consultant, select My Account  from the navigation menu and then select the Consultants tab. Click “Add Consultants.”




Enter the consultant’s email address and click “Find Consultants.”





The results will appear below the search bar. To select the consultant, click the link icon .






Add Consultants 

Search Consultant by Email:

Email **Find Consultant**

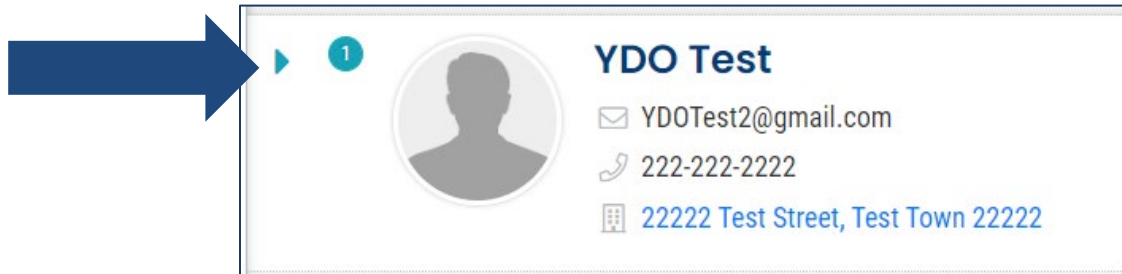
 **YDO Test** 



 YD0Test2@gmail.com  222-222-2222 Oregon DEQ


 22222 Test Street, Test Town 22222


4.3.1 Add Consultant Permissions


The next step is to add consultant submittal and site permissions by selecting the blue arrow to the left of the profile picture.



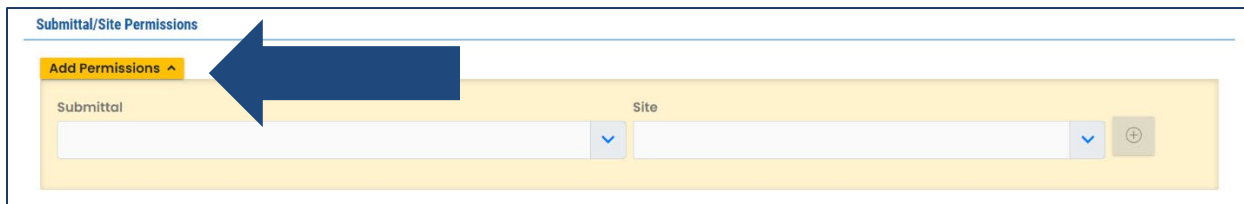
  **YDO Test**

 YD0Test2@gmail.com


 222-222-2222


 22222 Test Street, Test Town 22222



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



Submittal/Site Permissions

Add Permissions 

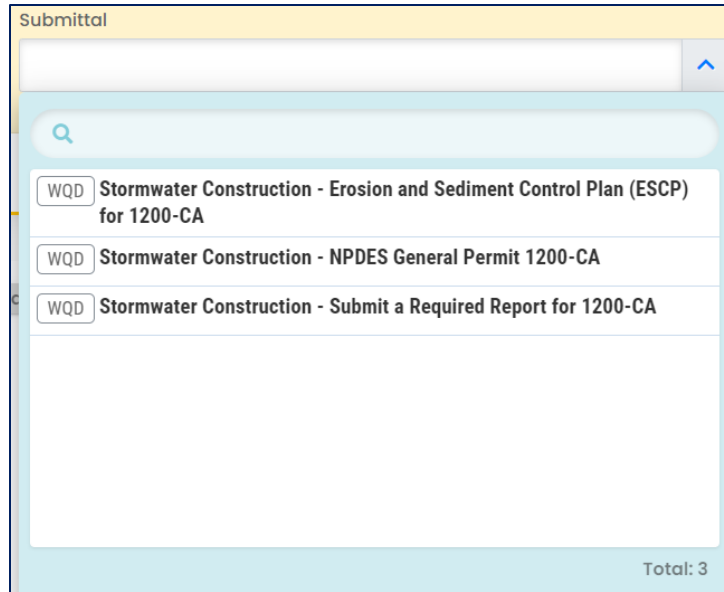
Submittal 

Site  

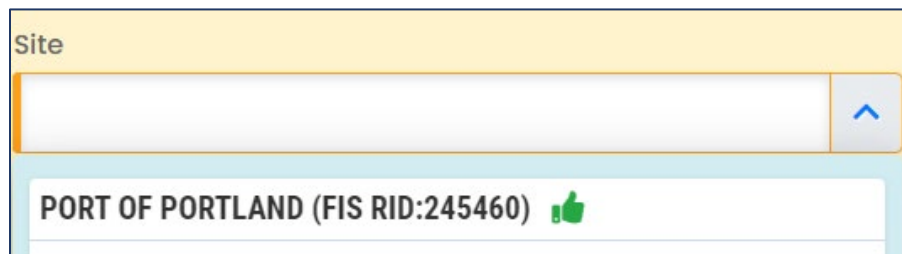
Use the drop-down menu or the search function to select a submittal permission. There are three submittals associated with the 1200-CA submittal group:


- Stormwater Construction - NPDES General Permit 1200-CA
- Stormwater Construction - Submit a Required Report for 1200-CA
- Stormwater Construction – Erosion and Sediment Control Plan (ESCP) for 1200-CA

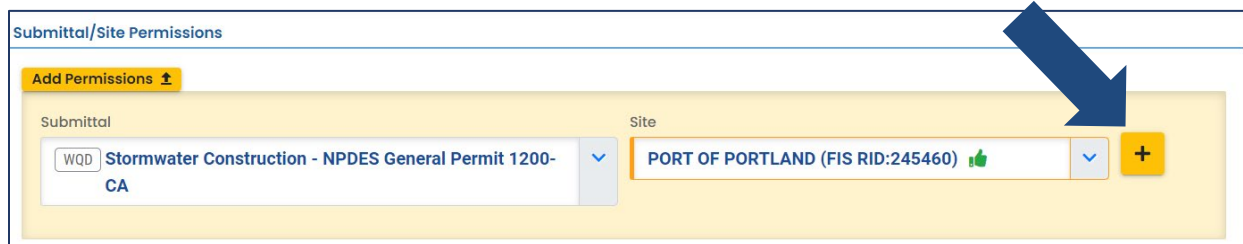
To add permissions for more than one submittal, see section [4.3.2 Add More Permissions](#).



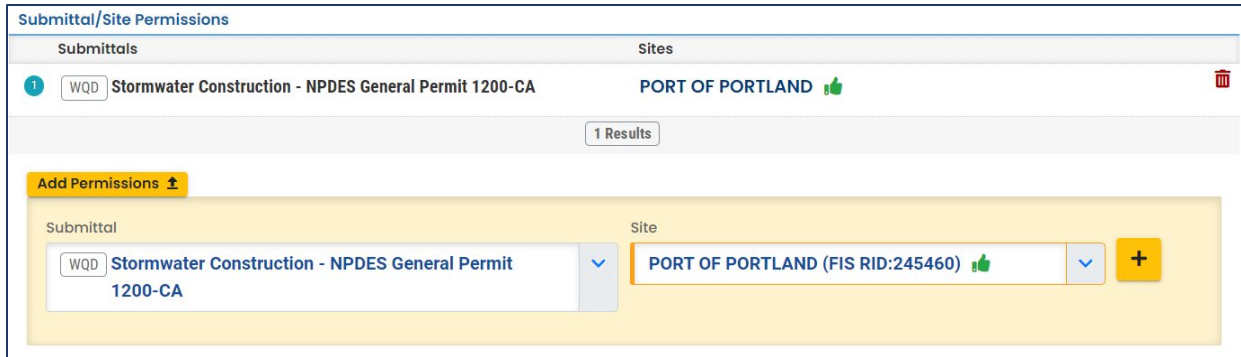
Use the drop-down menu to select the site(s) to which the consultant is being linked. Available options are populated based on selections in your RO account.



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

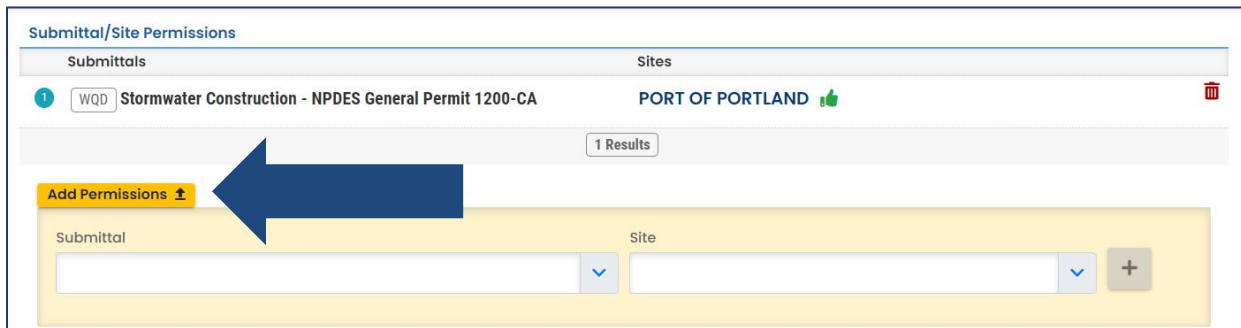


Once the permissions have been added they will appear above the Submittal/Site Permissions section with a green thumb's up icon.




4.3.2 Add More Permissions

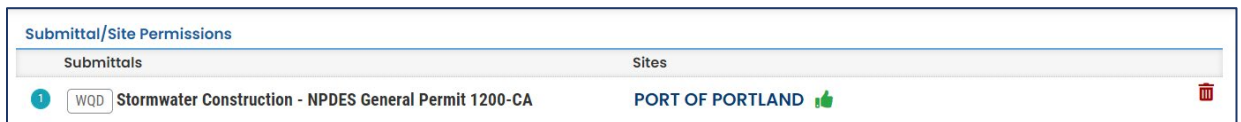
To add additional permissions to a consultant that has already been linked, click the “Add Permissions” and select any additional submittals and sites linked to your RO account.



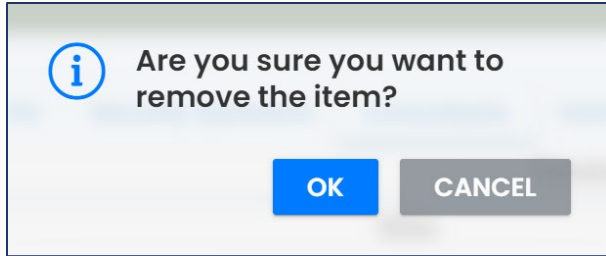
4.3.3 Manage Consultant Accounts and Permissions

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.

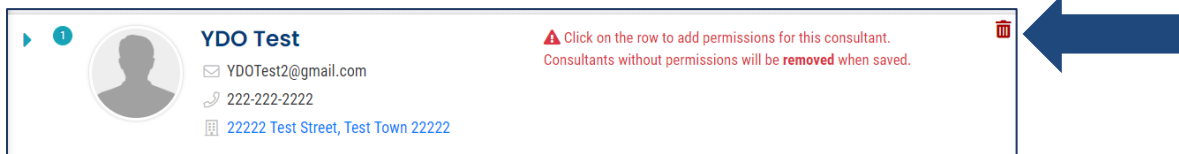
To remove submittal or site permissions, click on the trash icon  ext to the permission to be removed.



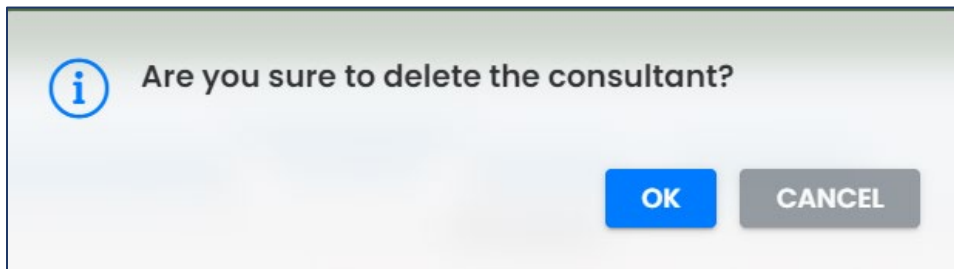
A pop-up notification will appear asking you to confirm that you want to remove the item. Remove the item by clicking the “OK” button.



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




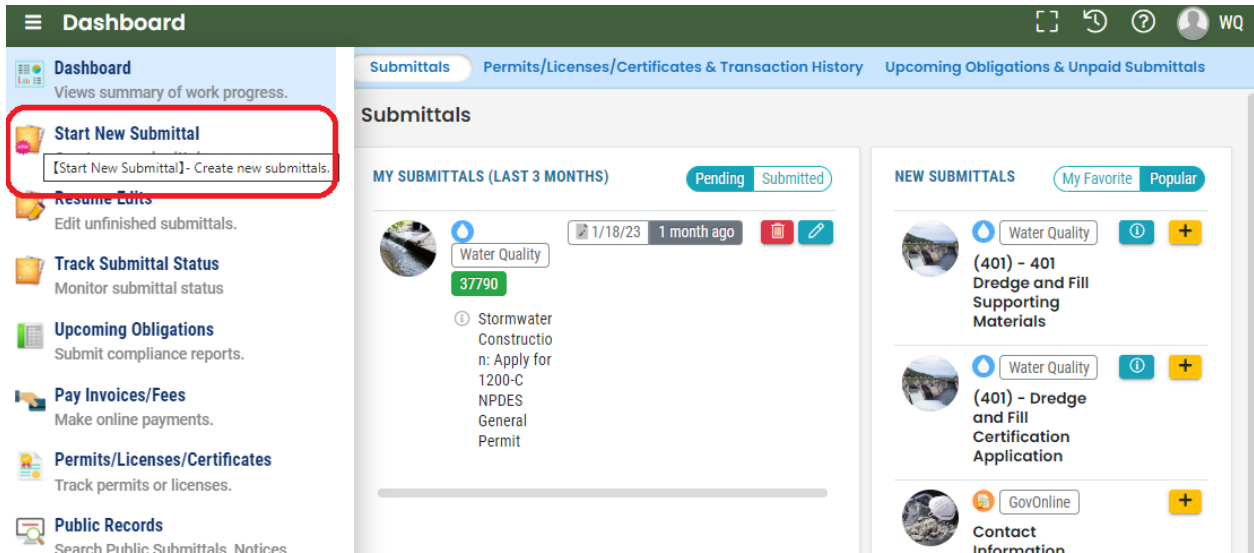
A pop-up notification will appear asking you to confirm that you want to remove the item. Remove the item by clicking the "OK" button.




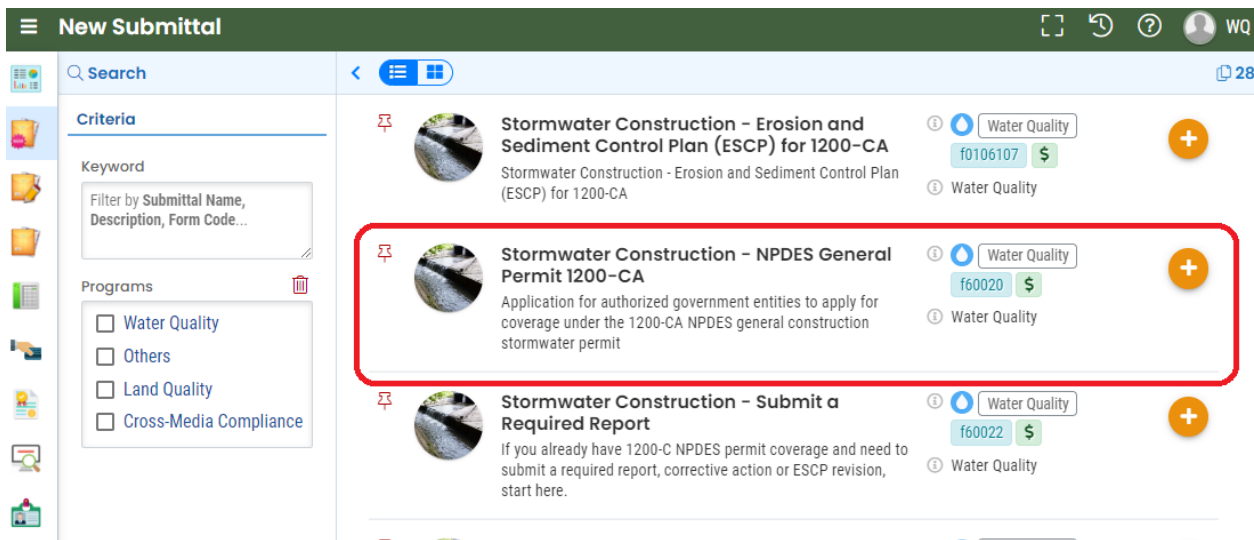
5. Apply for Coverage Under the 1200-CA Stormwater Permit

5.1 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-CA NPDES General Permit” by clicking the “add” icon  next to the submittal.



5.1.1 Enter Basic Info

Complete all required fields, as indicated in the Responsible Official, Facility/Construction Location Information, and Stormwater Discharge Information sections. Application information should be reflective of the area to be permitted under the authority of the applicant, *not* information specific to a project/project area.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission


Reference Information

Is this a new or renewal application? New Renewal

Select your facility Create new facility

Select your facility (project site)

Required.

Legal Name  Common Name

Required **Required**

Responsible Official

Salutation First Name M.I. Last Name

Required. **Required.**

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 under **Select your Facility**. 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 under **Create your Facility**.

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.

Select your facility Create new facility

Select your facility (project site)

LINN COUNTY ROAD DEPARTMENT	MULTIPLE SOURCES - LINN COUNTY, SALEM, OR 97321	245459
------------------------------------	--	---------------

Create your Facility

To create a new facility entry for a facility/authority 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.

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

Reference Information

Is this a new or renewal application? New Renewal

Select your facility Create new facility

New Facility Information

Facility Name

! Required.

Abbreviation	Is the facility located on Native American Lands?
	No ▼

Email	Phone	Fax	Employee Number
	000-000-0000	000-000-0000	0

! Required and Check the Email Format.

! Required and Check the Phone Number Format.

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 CRUSE Martha * DEQ (Martha.Cruse@deq.oregon.gov) is signed in

Zip Code

OR (Oregon)

00000-0000

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. You may choose to use the address of the authority/ mailing address as the physical location.

Physical Location

Copy from Mailing Address

Country

United States Canada

Address Line 1

Address Line 2

Required.

City

State

Zip Code

Required.

OR (Ore)

00000-000
Required.



Latitude

Longitude

Required.

Required.

Legal Name

Common Name

Required

Required

Legal Contact

Whether you are selecting your facility or creating a new facility, you will need to complete all required fields under Responsible Official (RO). Consult the Responsible Official account type instructions (see Section 2.2.1) if you need more information on legal contacts.

Responsible Official

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" value="000-000-0000x00000"/> Required.	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	

Invoice Contact

You will also need to complete all required fields under Invoice Contact. The invoice contact is the person or legal entity responsible for payment of the annual fee invoice.

Invoice 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" value="000-000-0000x00000"/> Required.	<input type="text" value="000-000-0000"/>	<input type="text" value="000-000-0000"/>	
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.	

Required Information

Completed all sections under Require Information. Information specific to individual projects should be completed in Submit an ESCP, see Section 6.1.

Require Information

Describe the nature of the construction activities over which the applicant has jurisdiction that might be regulated by this permit

Required

For which geographic area(s) does this applicant have jurisdiction?

Required

Indicate what process will be used by the applicant to assure that all construction activities regulated by this permit and under the applicant's jurisdiction will implement an appropriate erosion and sediment control plan

Required

Discuss how the applicant will enforce the provisions of an appropriate erosion and sediment control plan for construction activities covered by this permit


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 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 submittal.

All Attachment Requirements

* symbol represents the attachment requirement is mandatory.

Stormwater Pollution Control Plan and Checklist

***** Stormwater Pollution Control Plan and Checklist.

pdf doc docx

Signed Application Form

***** For Internal Use Only - Signed Application Form

pdf

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 (.). This will help to facilitate review of your submittal and will simplify the next step of the submittal process for you.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

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

Documents/Files

1 Creating Sites in YDO.docx DOCX 12 KB 3/15/23

Click on the document to identify the attachment type.

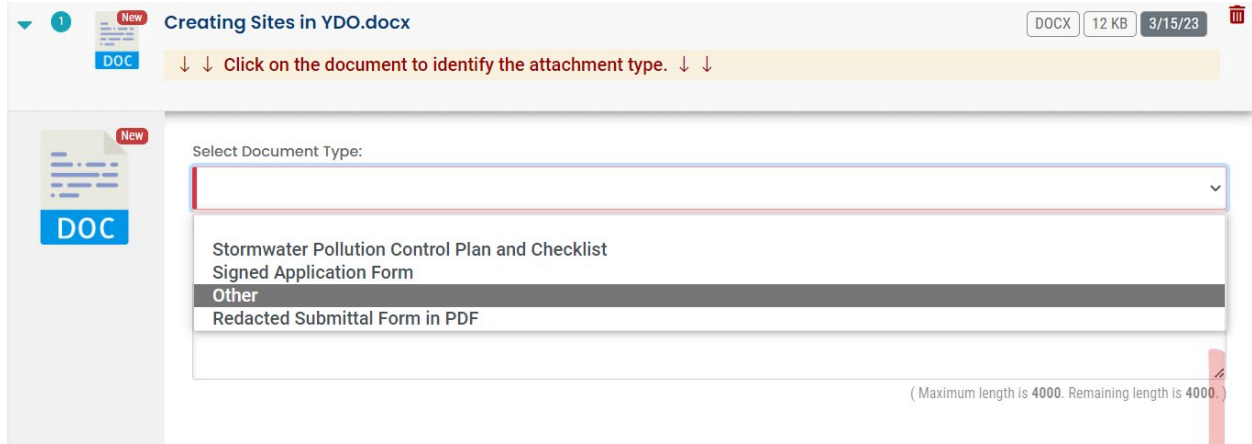
Select Document Type:


Required.

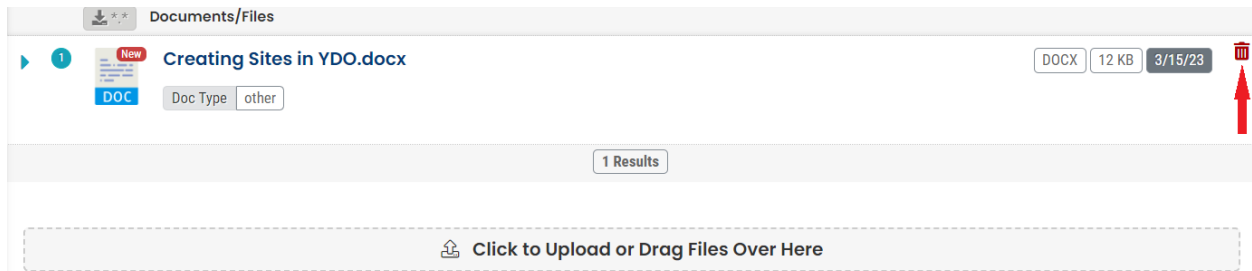
Comment

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

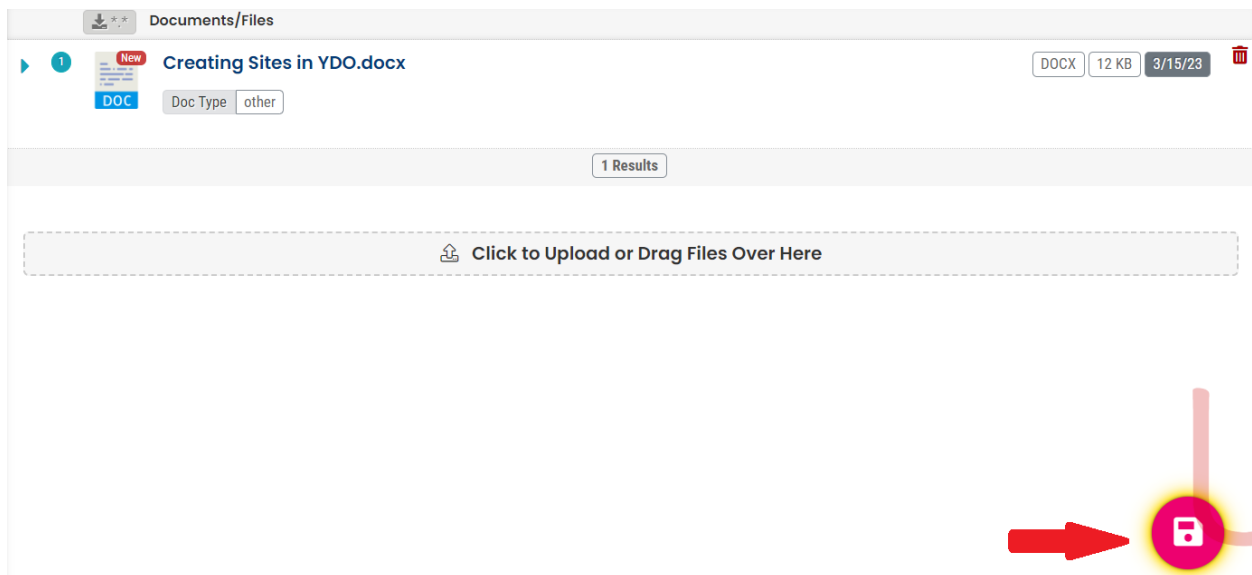
After uploading files, expand each file record using the blue arrow to the left and select the corresponding file type (i.e., Land Use Compatibility Statement [LUCS], Stormwater Erosion and Sediment Control Plan [ESCP], Signed Application Form, Environmental Management Plan [EMP], Other or Redacted Submittal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



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.



5.1.3 Payment

On the “Payment” tab, required fees, determined based on information provided, are calculated. Click the “Pay Amount Due” button to complete the payment process. Note that you will not be able to pay until Basic Info has been completed and Saved. **The submittal must have the attachment and facility chosen before the option will be given to proceed with payment.**

The screenshot shows the 'Payment' tab selected in a navigation bar with steps 1-5. A pink message bar says 'Please complete the payment process.' Below it, a yellow bar states 'DEQ adds a 4% technology fee to every fee payment processed through YDO.' A summary row shows: Fee (\$2,815.00) + Service (\$112.60) - Paid (\$0.00) = Due (\$2,927.60). A blue 'Pay Amount Due' button is on the right. Below are sections for 'Fees' and 'Payment Transactions'. The 'Fees' section lists: Application Fee (\$1,388.00), First Annual Fee (\$1,427.00), and Technology Fee (\$112.60). The 'Payment Transactions' section says 'No payment transaction records.' A red circular icon with a white document symbol is on the right side of the screenshot.


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.

This screenshot shows the same 'Payment' tab interface but with the 'Automated Clearing House (ACH) payment method:' section expanded. It features three radio button options: 'ACH' (selected), 'Credit Card', and 'Check by Mail'. A red 'Pay Now' button is located to the right of the text. The text below the button reads: 'When clicking Pay Now button, 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 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 mail, chose the “Check by Mail” Radio dial. The system will show the balance due until the check is received and posted. The submittal will not continue to be processed until payment is posted. Include a copy of the receipt of the submittal with the check.

It is important to mail the paper check to the address provided. 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.

5.1.4 Review Submittal

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


Stormwater Construction – NPDES General Permit 1200-CA

* 48733

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

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

Fees/Payments

Fee	Service	Paid	Due	Check in Transit/Waiting
\$ 2,815.00	+ \$ 112.60	- \$ 0.00	= \$ 2,927.60	\$ 2,927.60

Mandatory Attachment **Uploaded 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.

Make updates as needed in the applicable sections until there are no more alerts, then proceed to the "Submission" tab. Ensure that the submittal has been saved.

5.1.5 Submit the 1200-CA Permit

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. If the submittal has been prepared by a Consultant, see section [5.2 on resuming edits](#).

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

Security Question

Security Question: where did you first meet your spouse? *

Show Question Answer

PIN Number

PIN: *

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

Answer the security question with the information provided during account registration and enter the PIN you set up with your password. You will need to answer a security question and provide your PIN with every submission. **Note:** See [section 7](#) for instructions on how to reset your PIN and security questions.

Security Question

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

Show Question Answer

PIN Number

PIN: *

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.

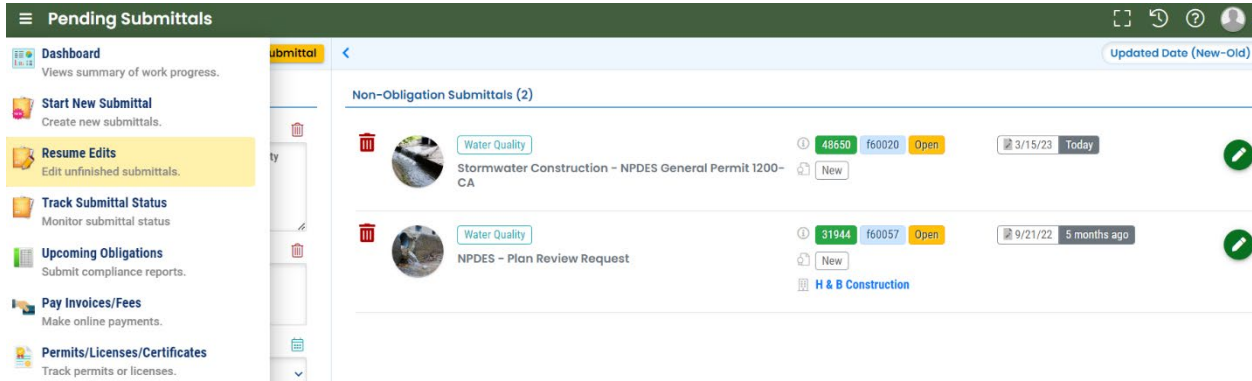
Disclaimer


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.

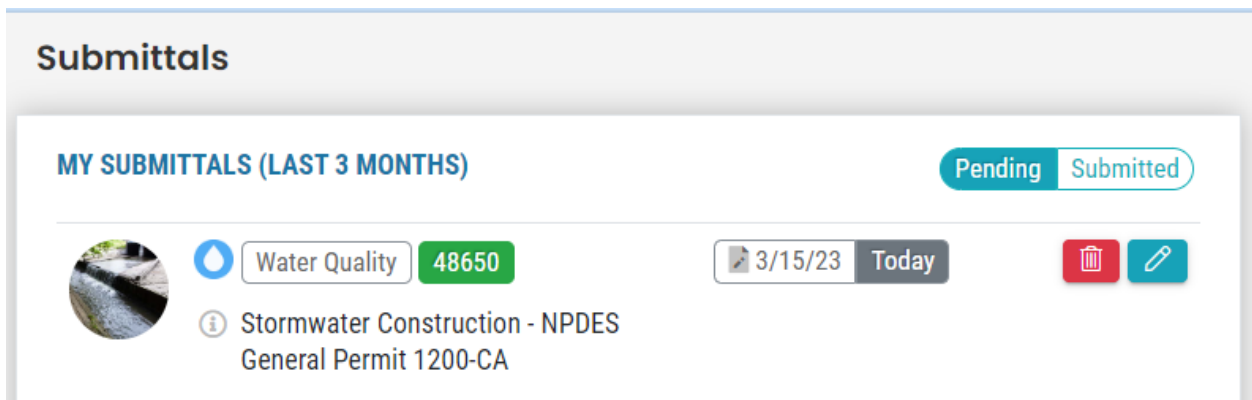
Submit

5.2 Resume Edits

To resume an unfinished submission, or if you are a RO certifying and submitting a submittal 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 submittals prepared by a Consultant, the RO must complete the submittal process.



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.



5.3 Track Your Submittal

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







Submission Successful

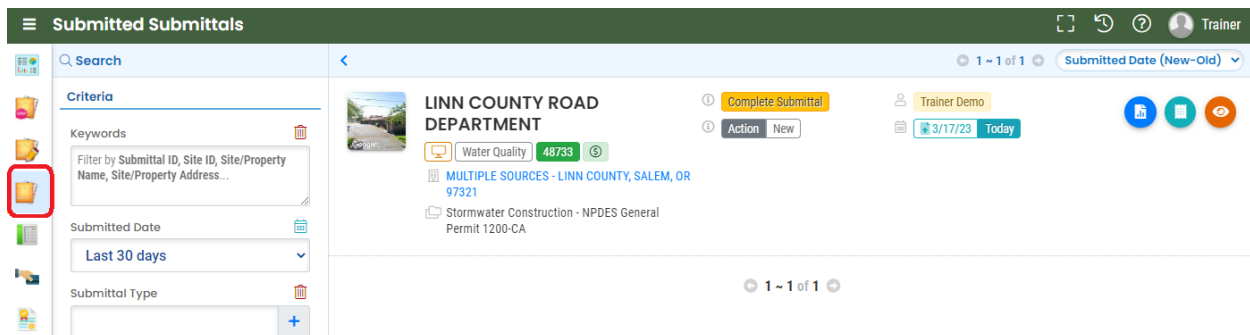
Confirmation of Submittal: 1. Your application has been received and will be reviewed shortly. 2. Check your account, email and text message for system notification at various milestones.

Please click  to print your receipt


Print

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 submittal and future compliance notices, so be sure to add this address to your contacts so emails are not marked as 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.



5.3.1 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.

Submission Summary | Attachment 0 | Issuance | Email History | Payment | Correspondence

Case Review Summary

Payment Due

\$2,927.60

Fee: \$2,815.00 / Service: \$112.60

Complete Submittal

by

▼

Status History

Trainer Demo
2023-09-17
Submit

Submittal Summary

Stormwater Construction – NPDES General Permit 1200-CA

Application for authorized government entities to apply for coverage under the 1200-CA NPDES general construction stormwater permit

48733 f60020

Environmental Water Quality

3/17/23 Today

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

Revision
 Withdrawal
 Amend

Request Reason

Send Request

5.3.2 Attachments

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

Submission 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

5.3.3 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 0 Issuance Email History Payment Correspondence

Issuance Documents

Final Documents

Stormwater 1200CA Permit Assignment Letter NGEN12CA-...

Issued

Document # NGEN12CA-ORRCA0008

2023-03-17 ~ 2027-03-17

Supporting Documents

If the permit has not yet been issued, the fields under Issuance will be blank.

Submittal Summary Attachment 0 Issuance Email History Payment Correspondence

Issuance Documents


No record found.

Supporting Documents

No record found.

5.3.4 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.

Subject	To/From	Last Sent
 [TEST] Submission Received	TO FROM YourDEQOnline@govonlinesaas.com	2023-03-17 ✓

1 Results

5.3.5 Payment

On the “Payment” tab, you can review payment history, see any outstanding payments, and make payments if necessary. To make payments, see [section 5.1.3](#).

Submittal Summary Attachment 0 Issuance Email History **Payment** C

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	+	Service	-	Paid	=	Due
\$ 2,815.00		\$ 112.60		\$ 0.00		\$ 2,927.60

Fees

Application Fee ① Permit/License/Certificate Fee 📅 3/17/23	\$ 1,388.00	↔
First Annual Fee ① Permit/License/Certificate Fee 📅 3/17/23	\$ 1,427.00	↔
Technology Fee ① Additional Fee 📅 3/17/23 ① The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.	\$ 112.60	↔

If the pay by mail option was chosen, the submittal will not move forward in processing until the payment has been received and posted.

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

⚠️ Reminder: Payment of \$2,927.60 is due until the full amount has been received and posted.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	=	Due	Check in Transit/Waiting
\$ 2,815.00	+ \$ 112.60	- \$ 0.00	=	\$ 2,927.60	\$ 2,927.60

Fees

Application Fee \$ 1,388.00

- Permit/License/Certificate Fee
- 3/17/23

First Annual Fee \$ 1,427.00

- Permit/License/Certificate Fee
- 3/17/23

Technology Fee \$ 112.60

- Additional Fee
- 3/17/23
- The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.

3 Results

Payment Transactions

⚠️ Reminder: Payment of \$2,927.60 is due until the full amount has been received and posted.

⚠️ Check by Mail \$ 0.00

3/17/23

1 Results


5.3.6 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.

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

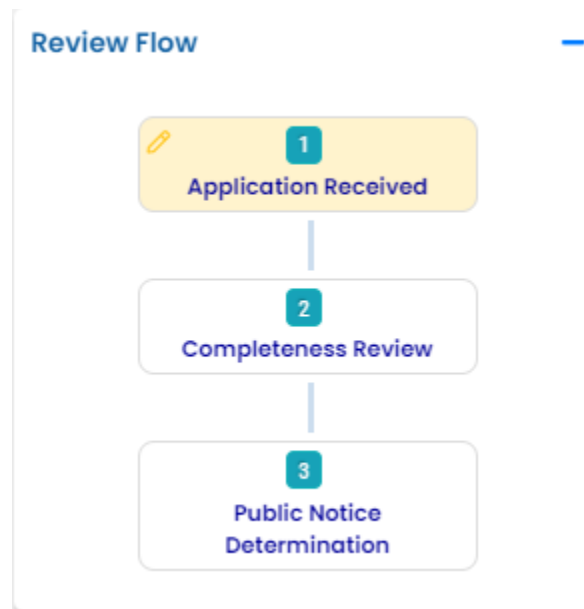
Start a correspondence thread... Post

Public Trainer Demo 03/17/2023, 11:03:53 AM Test message 0 Reply trash icon

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

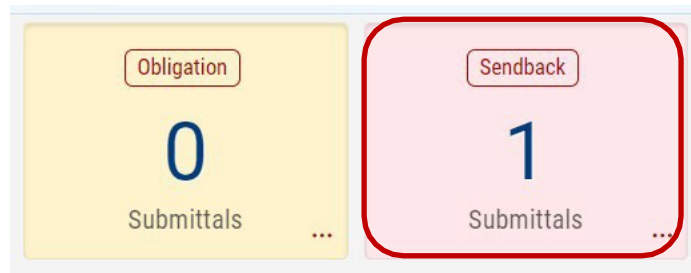
5.3.7 Review Flow


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

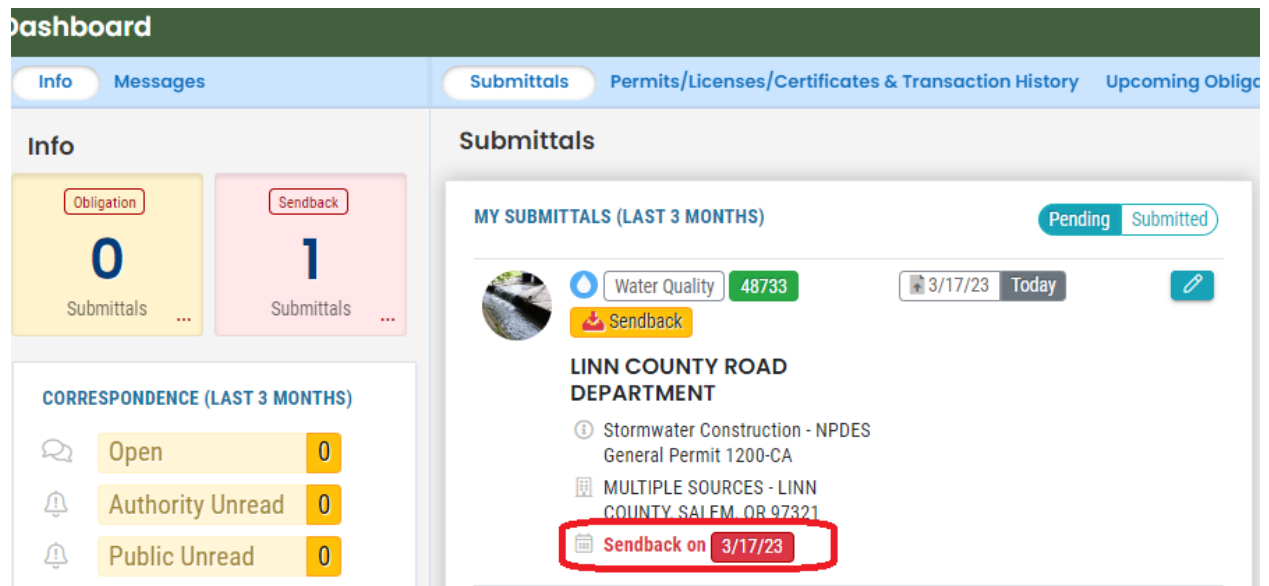


5.3.8 Sendback

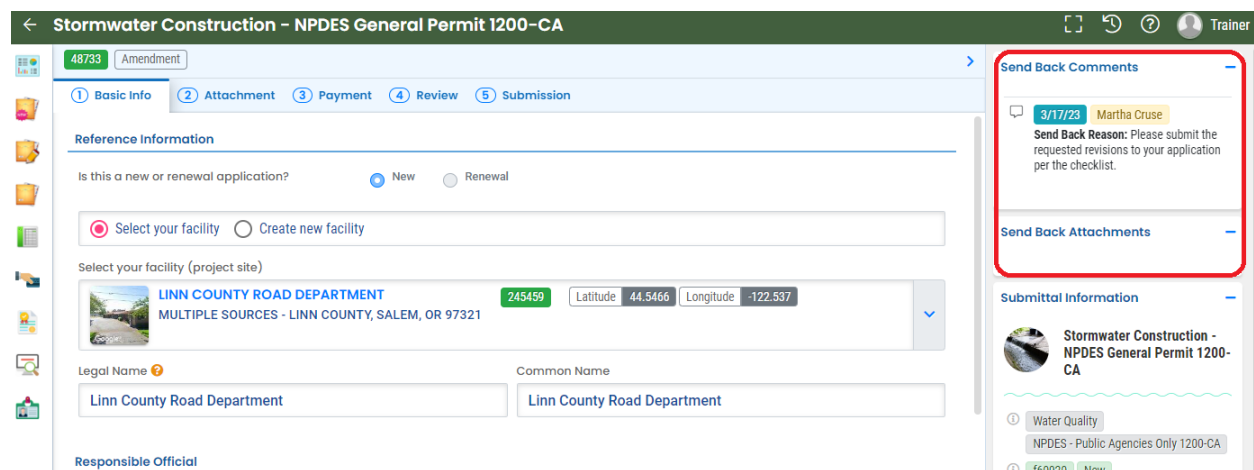
After reviewing your submittal, DEQ may send back a submittal with a request for changes. These requests will come in the form of a “Send Back” note and will be highlighted in the “Sendback” area to the left of your Dashboard.



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 the submittal



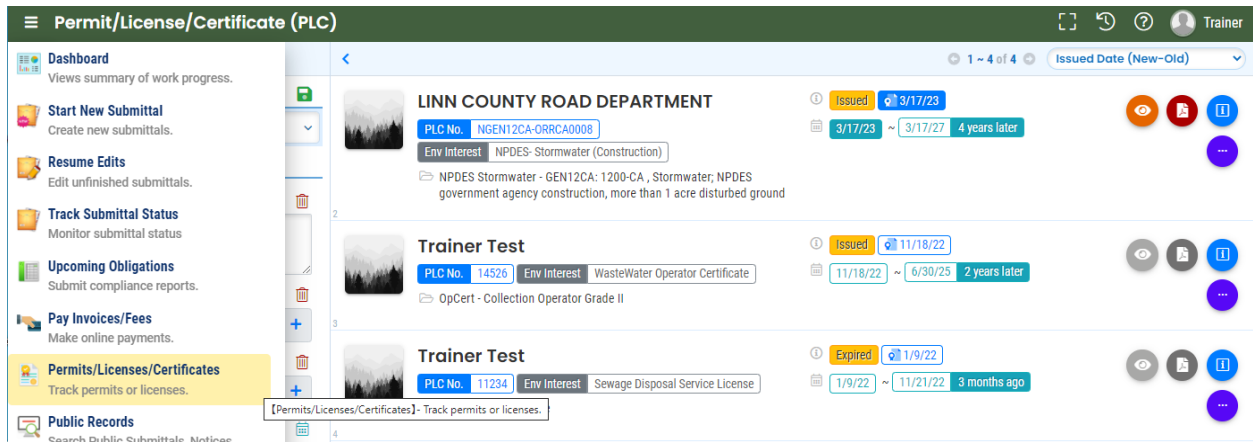
A sendback will include a reason why the submittal is being sent back, such as a request for revisions to the stormwater plan and may include additional attachments that will be visible in the attachment section




Once you make the updates and/or upload the revised attachment(s), resubmit according to the instructions in [section 5.1.5](#). **If you are providing a revised attachment, add “revision” to the file name to clearly distinguish the revised document from the original.**

5.4 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.



On the “Permit/License/Certificate” page, access additional permit actions by clicking the “expand” icon  next to the permit. There will be four icons representing the options to renew, change a name associated with, transfer, or terminate your permit, respectively.




Renew

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

Pro Tip

When you initially select “Renew” you are taken to a blank submittal 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: Name Change Scheduled Date:

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 2 Attachment 3 Payment 4 Review 5 Submission

Action To Be Performed

Please Select Action: Transfer of Permit 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 2 Attachment 3 Payment 4 Review 5 Submission

Permit Number and Discharge End Date


Permit Number: Date that discharge ended:

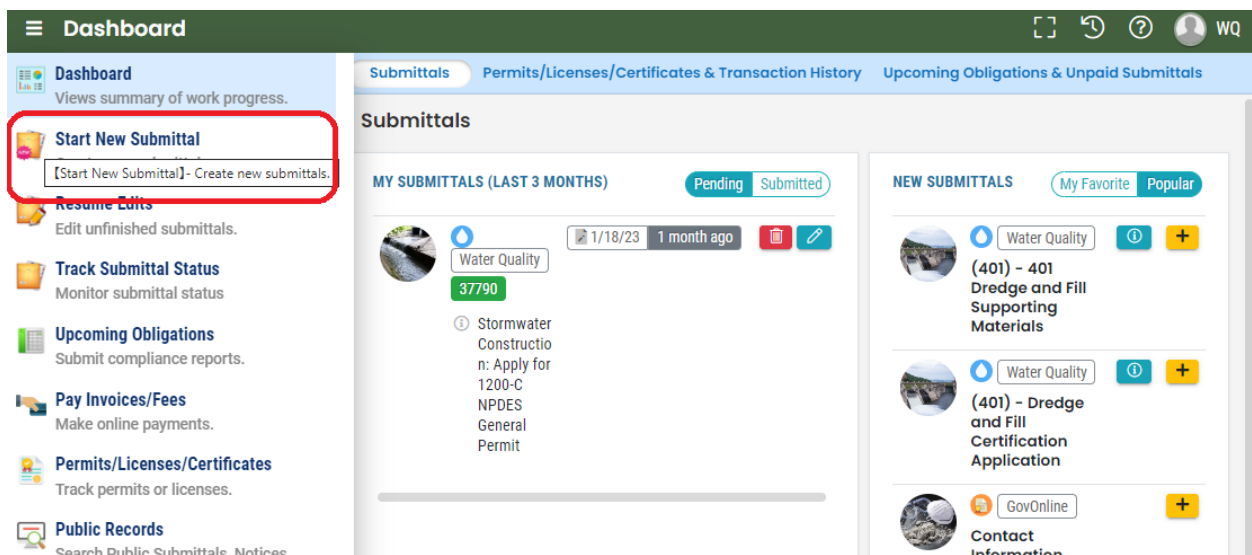
Termination of Permit Coverage Information


Reason for Termination:

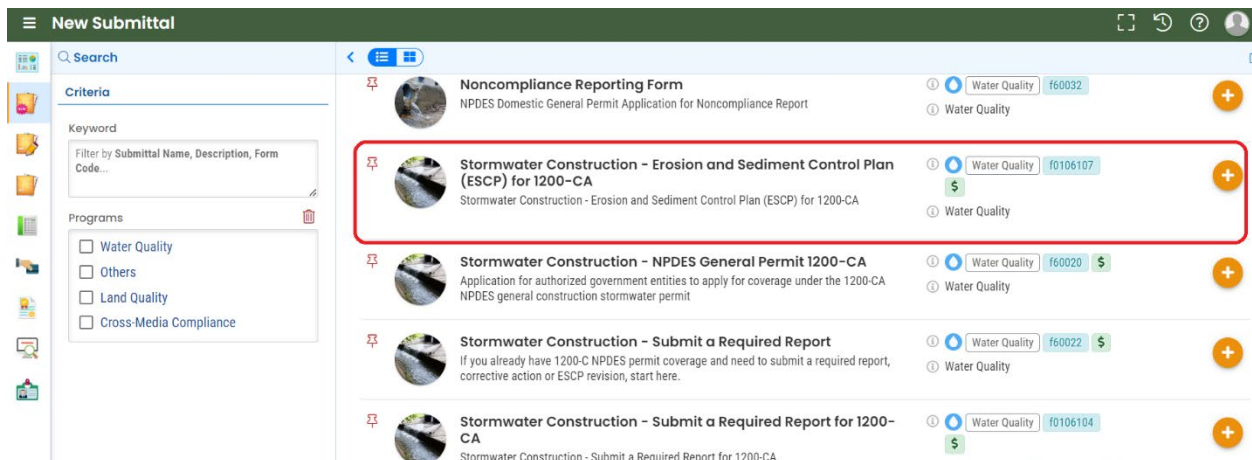
6. Submit ESCP and Other Reports for 1200-CA Permit

6.1 Submit an Erosion and Sediment control Plan (ESCP) for 1200-CA

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-CA NPDES General Permit” by clicking the “add” icon  next to the submittal.



6.1.1 Enter Basic Info

Complete all required fields, as indicated in the Reference Information, Facility/Project Location Information, as well as any required attachment sections for the individual project.

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 under **Select your Facility**. The facility created or selected when submitting the ESCP is the location where the construction activities will occur, not the Public Entity’s headquarters or office address. 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 under **Create your Facility**.

The screenshot shows a web form with a progress bar at the top containing five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. Below the progress bar is the section 'I. Reference Information'. It contains two radio buttons: 'Select your facility' and 'Create new facility'. Below the radio buttons is a red error bar with a red exclamation mark icon and the text 'Required.'. Below that is a text input field labeled 'Project Name', which is also highlighted with a red border and a red error bar with a red exclamation mark icon and the text 'Required.'.

Select your Facility

First check to see if there is a facility associated with the project, specific to the project, before creating a site. 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 in the drop down search bar. If the ESCP is for a previously permitted facility, check see if there is open coverage for the facility. Ensure that the appropriate 1200-CA permit is chosen. A new ESCP cannot be submitted until the 1200-CA permit has been approved.

① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

I. Reference Information

Select your facility Create new facility

Select your facility (project site)

Required.

Select Existing related 1200-CA Permit

Required.

Project Name

Required.

Create your Facility

To create a new facility entry for a facility/authority 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. In the comment section, reference the appropriate 1200-CA permit. An ESCP for a new facility will not be approved without an applicable 1200-CA.

① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

Facility Name

Required.

Abbreviation

Is the facility located on Native American Lands?

Email

Required and Check the Email Format.

Phone

Required and Check the Phone Number Format.

Fax

Number of Employees

Comments:

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

Complete the Mailing Address section.

Mailing Address

Country
 United States Canada

Address Line 1 Address Line 2

City State Zip Code

Required. **Required.** **Required.**

Complete all required fields as indicated in the Physical Location section.

Physical Address

Country
 United States Canada

Address Line 1 Address Line 2

City State Zip Code

Required. **Required.** **Required.**

Complete all the required fields below Physical Address, including project size, soil or groundwater contamination, ECSI #, and active chemical treatment. Use the radio dials “Yes” or “No” to select the appropriate response.

What is the project size?

Less than 5 acres Equal or Greater than 5 acres

Is there soil or groundwater contamination located within the site boundary?

Yes No

Has an ECSI # been assigned by DEQ?

Yes No

Is an active chemical treatment system to be used?

Yes No

If the project is greater than five acres, note whether the applicant or DEQ will be posting the ESCP for public notice. Has the public agency posted the Erosion and Sediment Control Plan and other required/relevant project documents to their agency webpage? If not, DEQ will post the ESCP and other project documents for the mandatory 14-day public notice period.

What is the project size?

Less than 5 acres Equal or Greater than 5 acres

Who will post the Public Notice?

The applicant will post the project for Public Notice DEQ will post the project for Public Notice

Required.

If an ESCI # has been assigned to the project area due to past groundwater/soil contamination, enter the ESCI #.

Has an ESCI # been assigned by DEQ?

Yes No

ESCI #

Required.


Click the “Save” icon  at the bottom of the page.

6.1.2 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 submittal.

All Attachment Requirements


* symbol represents the attachment requirement is mandatory.


Stormwater Pollution Control Plan and Checklist

 Stormwater Pollution Control Plan and Checklist.

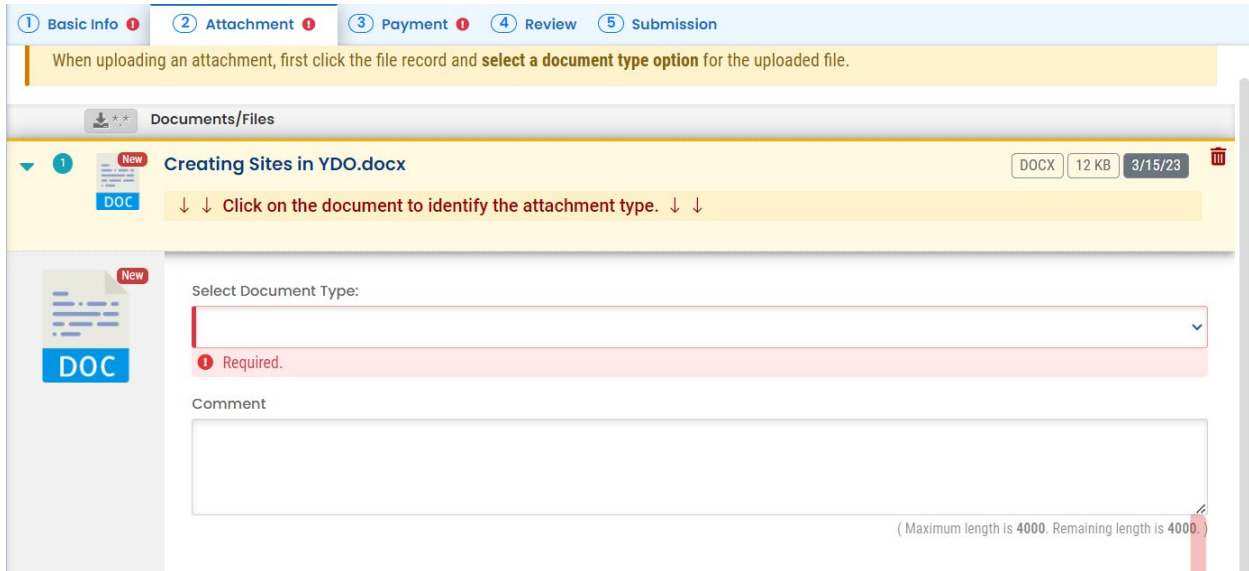
 pdf doc docx

Signed Application Form

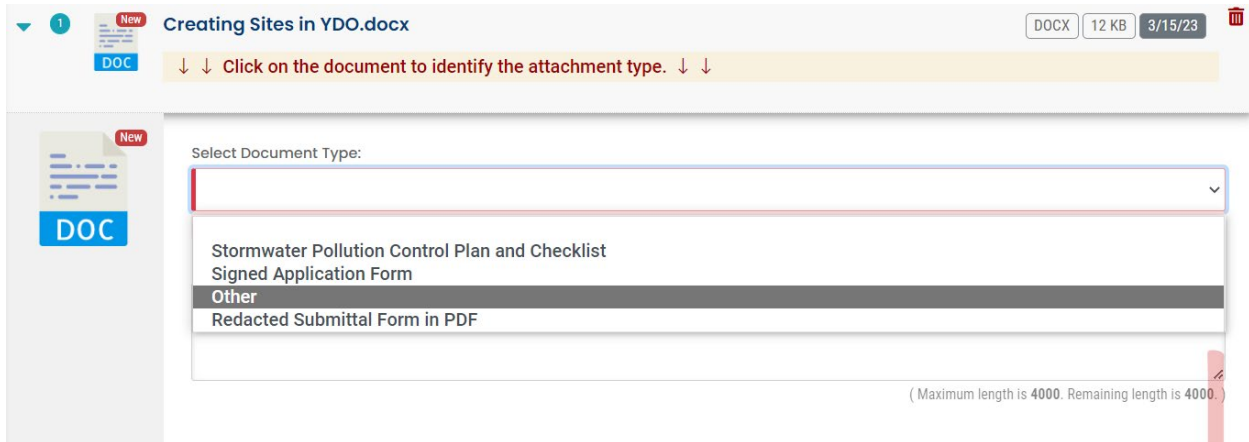
 For Internal Use Only - Signed Application Form

 pdf

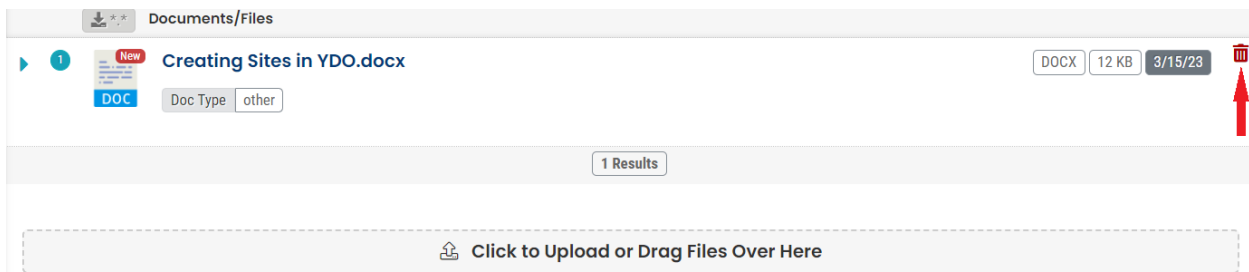
Before uploading, make sure files are in the required format (e.g., pdf, docx, xlsx, etc.) and the file names clearly identify the facility or site (e.g., ABC Subdivision) and document (). This will help to facilitate review of your submittal and will simplify the next step of the process




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.



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 Payment

On the “Payment” tab, required fees, determined based on information provided, are calculated. Click the “Pay Amount Due” button to complete the payment process. Note that you will not be able to pay until Basic Info has been completed and Saved. **The submittal must have the attachment and facility chosen before the option will be given to proceed with payment.**

The screenshot shows the 'Payment' tab selected in a navigation bar with steps 1-5. A red banner at the top says 'Please complete the payment process.' Below it, a yellow banner states 'DEQ adds a 4% technology fee to every fee payment processed through YDO.' A summary row displays: Fee (\$ 871.00) + Service (\$ 34.84) - Paid (\$ 0.00) = Due (\$ 905.84). A blue button labeled 'Pay Amount Due' is on the right. Below the summary, there are two sections: 'Fees' and 'Payment Transactions'. The 'Fees' section lists 'Technology Fee' (\$ 34.84) and 'Environmental Management Plan Fee' (\$ 871.00) with their respective descriptions. The 'Payment Transactions' section shows 'No payment transaction records.' A '2 Results' button is at the bottom left of the fees section. A red circular icon with a white document symbol is on the right side of the screenshot.

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.

This screenshot shows the same 'Payment' tab interface as above, but with the 'Automated Clearing House (ACH) payment method:' section expanded. It features three radio buttons: 'ACH' (selected), 'Credit Card', and 'Check by Mail'. A red 'Pay Now' button is located to the right of the ACH section. Below the button, text explains: 'When clicking Pay Now button, 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 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.

① Basic info ② Attachment ③ Payment ④ Review ⑤ Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 871.00	+ \$ 34.84	- \$ 0.00	= \$ 905.84

ACH
 Credit Card
 Check by Mail


Credit Card payment method:

When clicking **Pay Now** button, 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.

Pay Now

To pay by mail, chose the “Check by Mail” Radio dial. The system will show the balance due until the check is received and posted. The submittal will not continue to be processed until payment is posted. Include a copy of the receipt of the submittal with the check.

It is important to mail the paper check to the address provided in this box. 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.

① Basic info ② Attachment ③ Payment ④ Review ⑤ Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	Service	Paid	Due
\$ 871.00	+ \$ 34.84	- \$ 0.00	= \$ 905.84

ACH
 Credit Card
 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


Confirm Check by Mail

6.1.4 Review Submittal

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

① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

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

Fees/Payments


Fee	+	Service	-	Paid	=	Due
\$ 871.00		\$ 34.84		\$ 0.00		\$ 905.84

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


 **EMP.docx**
Environmental Management Plan
DOCX 12 KB

Make updates as needed in the applicable sections until there are no more alerts, then proceed to the "Submission" tab. Ensure that the submittal has been saved.

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

6.1.5 Submit ESCP

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. If the submittal has been prepared by a Consultant, see section [5.2 on resuming edits](#) for instructions.

Please complete the payment process.

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 those 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 you set up with your password. **Note:** See [section 7](#) for instructions on how to reset your PIN and security questions.

Security Question

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


Show Question Answer

PIN Number

PIN: *

Review the Security Precautions and Disclaimer statements and click “Submit.”

6.2 Submit a Required Report for the 1200-CA

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.

Submittals Permits/Licenses/Certificates & Transaction History Upcoming Obligations & Unpaid Submittals

MY SUBMITTALS (LAST 3 MONTHS)

Pending Submitted

Water Quality 37790
1/18/23 1 month ago

Stormwater Construction: Apply for 1200-C NPDES General Permit

NEW SUBMITTALS

My Favorite Popular

Water Quality 🔍 +

(401) - 401 Dredge and Fill Supporting Materials

Water Quality 🔍 +

(401) - Dredge and Fill Certification Application

GovOnline +

Contact Information Update

Land Quality 🔍 +

Hazardous Waste - Site Identification Notification

Land Quality +

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.

<

	Stormwater Construction – Submit a Required Report <small>If you already have 1200-C NPDES permit coverage and need to submit a required report, corrective action or ESCP revision, start here.</small>	🔍 Water Quality f60022 \$ 🔍 Water Quality	+
	Stormwater Construction – Submit a Required Report for 1200-CA <small>Stormwater Construction - Submit a Required Report for 1200-CA</small>	🔍 Water Quality f0106104 \$ 🔍 Water Quality	+
	Stormwater Construction: Apply for 1200-C NPDES General Permit <small>If you need to apply for new permit coverage under the 1200-C NPDES construction stormwater general permit, start here.</small>	🔍 Water Quality f60019 \$ 🔍 Water Quality	i +
	Stormwater Industrial – Submit a Required Report <small>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.</small>	🔍 Water Quality f60017 🔍 Water Quality	+



Stormwater Construction - Submit a Required Report

i Water Quality NPDES- Stormwater (Construction)

i 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. ☐

6.2.1 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 !② Attachment③ Payment④ Review⑤ Submission

Facility

Select your facility

! Required.

Reporting Type: Revised SWPCP/ECSP

If you select “Revised SWPCP/ESCP” indicate why you are revising your Erosion and Sediment Control Plan using the resulting required “Please further specify” check boxes.

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

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

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

Other

Please Specify

Reporting Type: Corrective Action Report

Choose “Corrective Action Report” or “Water Quality Standards Corrective Action Report” for reporting actions taken to address permit violations.

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

Report Type: Environmental Management Plan

Environmental Management Plans should be submitted if contaminated soils are discovered on site. If an Environmental Management Plan is submitted for review, note that the EMP review fee will need to be paid. Follow the payment directions in [section 6.1.3](#).

① Basic Info 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

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
 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

Please Specify:


Required.

6.2.2 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

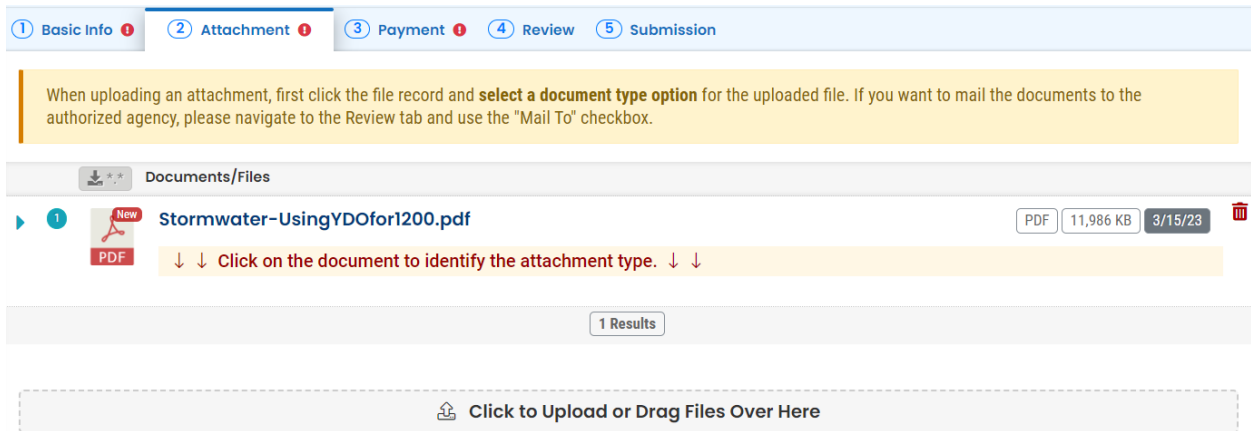
When uploading an attachment, first click the file record and **select a file type option** for the uploaded file.

 Click to Upload or Drag Files Over Here

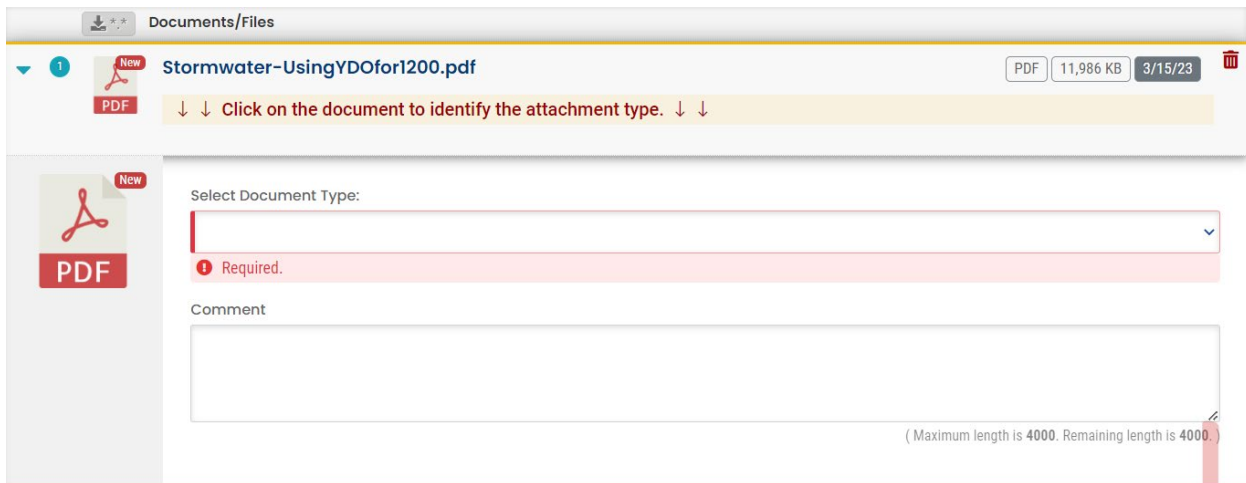
Attachment requirements are identified in the “All Attachment Requirements” section to the right of the screen. The asterisk symbol * indicates a mandatory attachment. Each “Reporting Type” that is selected in the “Basic Info” tab, will have required attachments that will appear under “All Attachment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



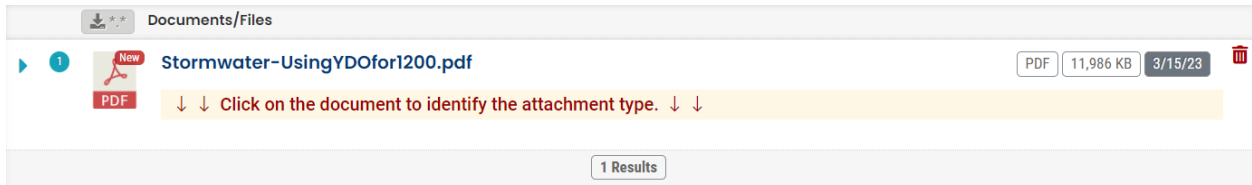
Before uploading, make sure files are in the required format (e.g., pdf, doc, docx, etc.) and the file names clearly identify the facility or site (e.g., ABC Subdivision) and document type (ESCP.doc, etc.). This will help to facilitate review of your report and will simplify the next step of the process.



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.



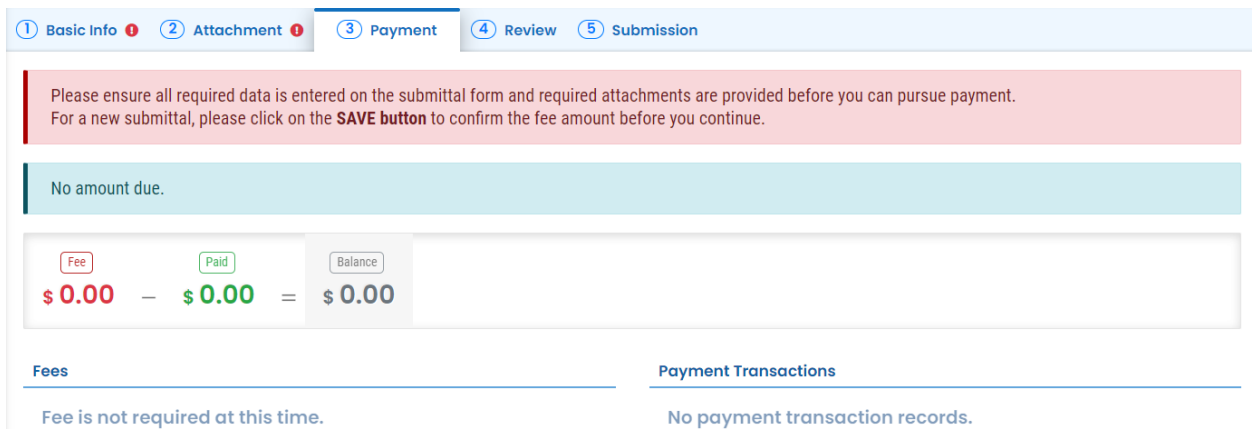
To remove attachments, click on the “trash” icon  next to the uploaded file to be removed.



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

6.2.3 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 6.1.3. For most submittals aside from EMPs, there is no fee associated with the submittal.




6.2.4 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 2 Attachment 3 Payment 4 Review 5 Submission

Please review your submittal info and any attachments provided. If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

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

Fees/Payments


Fee	Paid	Balance
\$ 0.00	– \$ 0.00	= \$ 0.00


Mandatory Attachment

All required attachments were included.

Select All Mail to

Uploaded Attachment

 Stormwater-UsingYDofor1200.pdf
Revised SWPCP/ESCP
PDF 28 KB



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

6.2.5 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. **Note:** See [section 7](#) for instructions on how to reset your PIN and security questions.

Security Question & PIN Number

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

Show Question Answer

PIN: *

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.

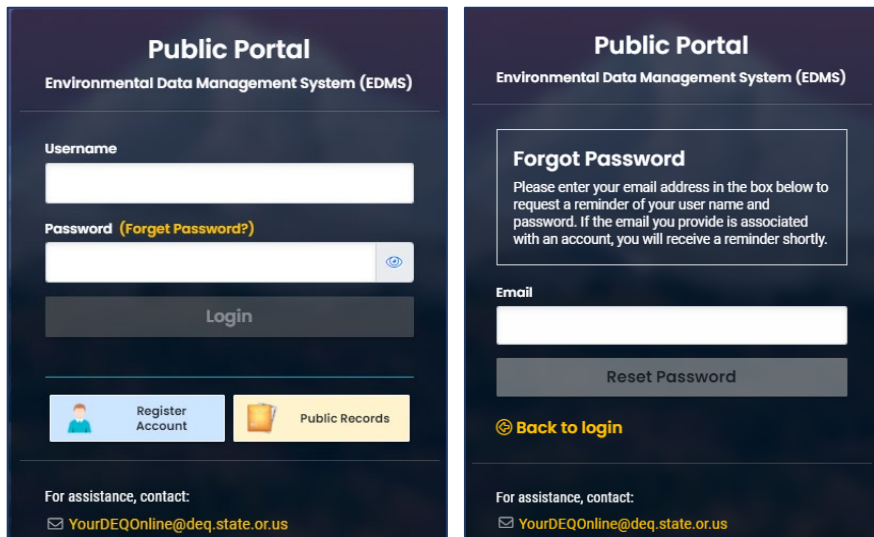


Submit


7. Password, Pin and Security Questions

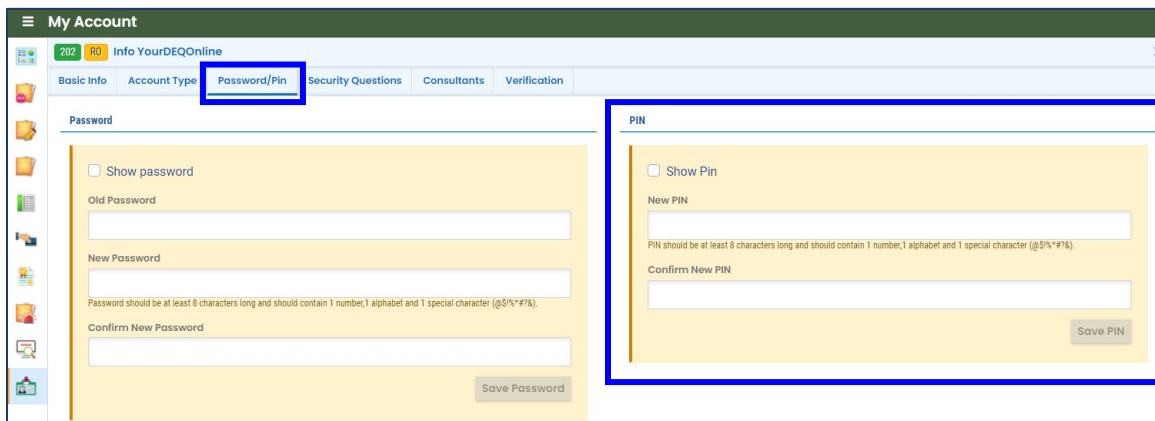
7.1 Reset Password

If you have forgotten your password or username, click the “Forgot Password” button on the login screen. Enter your email address to receive an email with reset instructions.





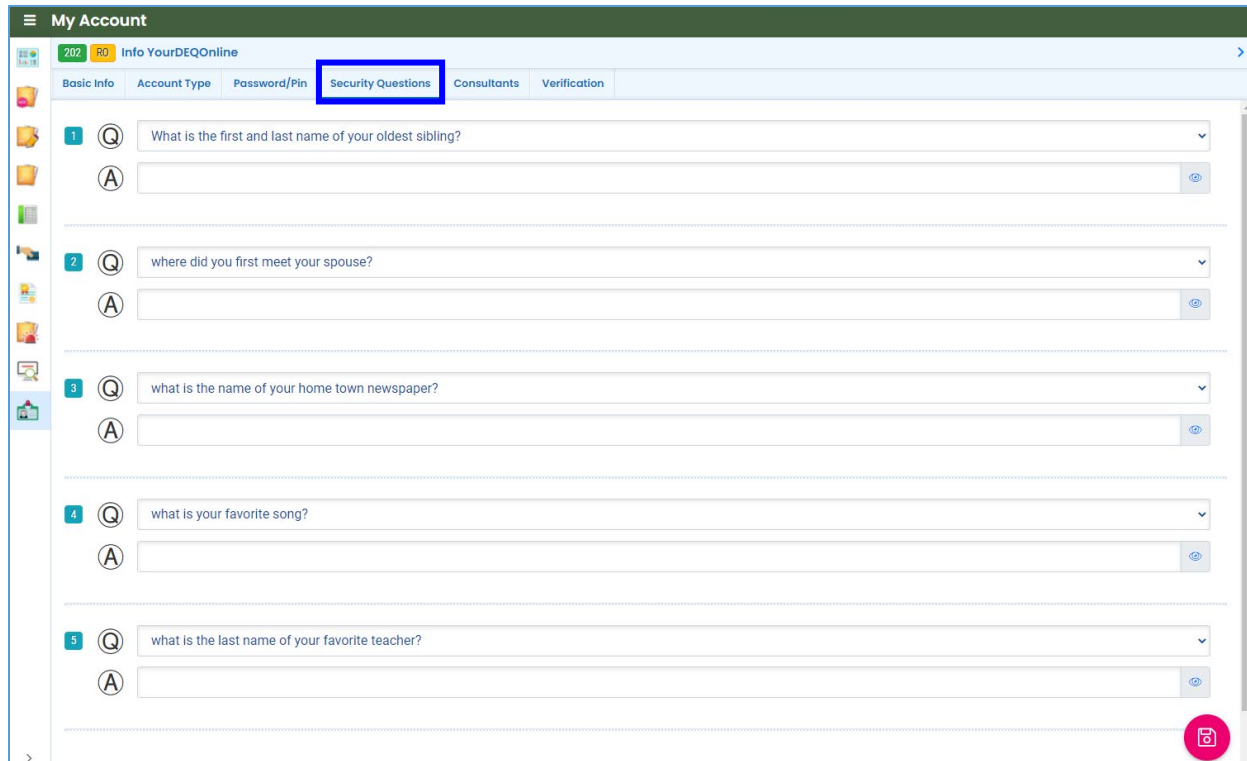
7.2 Reset Pin

1. Select to My Account  from the navigation menu, and then select the Password/PIN tab.
2. Enter and save a new PIN number.



7.3 Reset Security Questions

1. Select to My Account  from the navigation menu, and then select the Security Questions tab.
2. Create new security questions and answers and click save .



The screenshot displays the 'My Account' page for 'Info YourDEQOnline'. The 'Security Questions' tab is highlighted in the navigation menu. The page contains five numbered security questions, each with a dropdown menu for the question and a text input field for the answer. The questions are:

1. What is the first and last name of your oldest sibling?
2. where did you first meet your spouse?
3. what is the name of your home town newspaper?
4. what is your favorite song?
5. what is the last name of your favorite teacher?

A red save icon is located in the bottom right corner of the page.

8. Helpdesk and Resources

If you have questions not answered by this guide, please consult the Your DEQ Online [Help page](#) or contact DEQ:

For technical assistance:

[Your DEQ Online Helpdesk](#)

(Not compatible with Internet Explorer)

For 1200-CA Stormwater permit questions contact:

blair.edwards@deq.oregon.gov

Your DEQ Online log in portal:

<https://ordeq-edms-public.govonlinesaas.com/pub/login>