Submitting Annual Test Results

Version 1.0

January 2025

State of Oregon
DEQ Department of Environmental Quality

This document was prepared by
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Version 1.0
Last updated: January 7, 2025

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Overview and Introduction

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.

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.

As of January 2, 2024, members of the regulated community such as permit holders licensed providers and others must use Your DEQ Online when engaging with the Underground Storage Tank program at the Oregon Department of Environmental Quality.

This guide is intended for the use of Permittees and provides a detailed explanation of how to submit annual Underground Storage Tank test results by using Your DEQ Online.

1. Logging in to Your DEQ Online

Your DEQ Online is a platform that requires each Responsible Official to create a user account. This allows the user to electronically pay invoices and fees, obtain permits and licenses, and submit documents to the Oregon Department of Environmental Quality.

Please visit the Your DEQ Online Account Registration resource to learn more about which account type to select and detailed steps in registering or updating your user account.

Once you have established your user account, use the account registration guide to make Account Type selections such as "Responsible Official", the submittal group "Underground Storage Tanks" and linking to your facility or facilities. Next, login to the Your DEQ Online Public Portal by entering your username and password, then clicking on the "login" button.

2. Start a New Submittal

2.1. Navigate to submittals list

Once you have logged into your Your DEQ Online account, select the 'Start New Submittal' icon in the top left corner of the screen. This will open list of new submittal options.
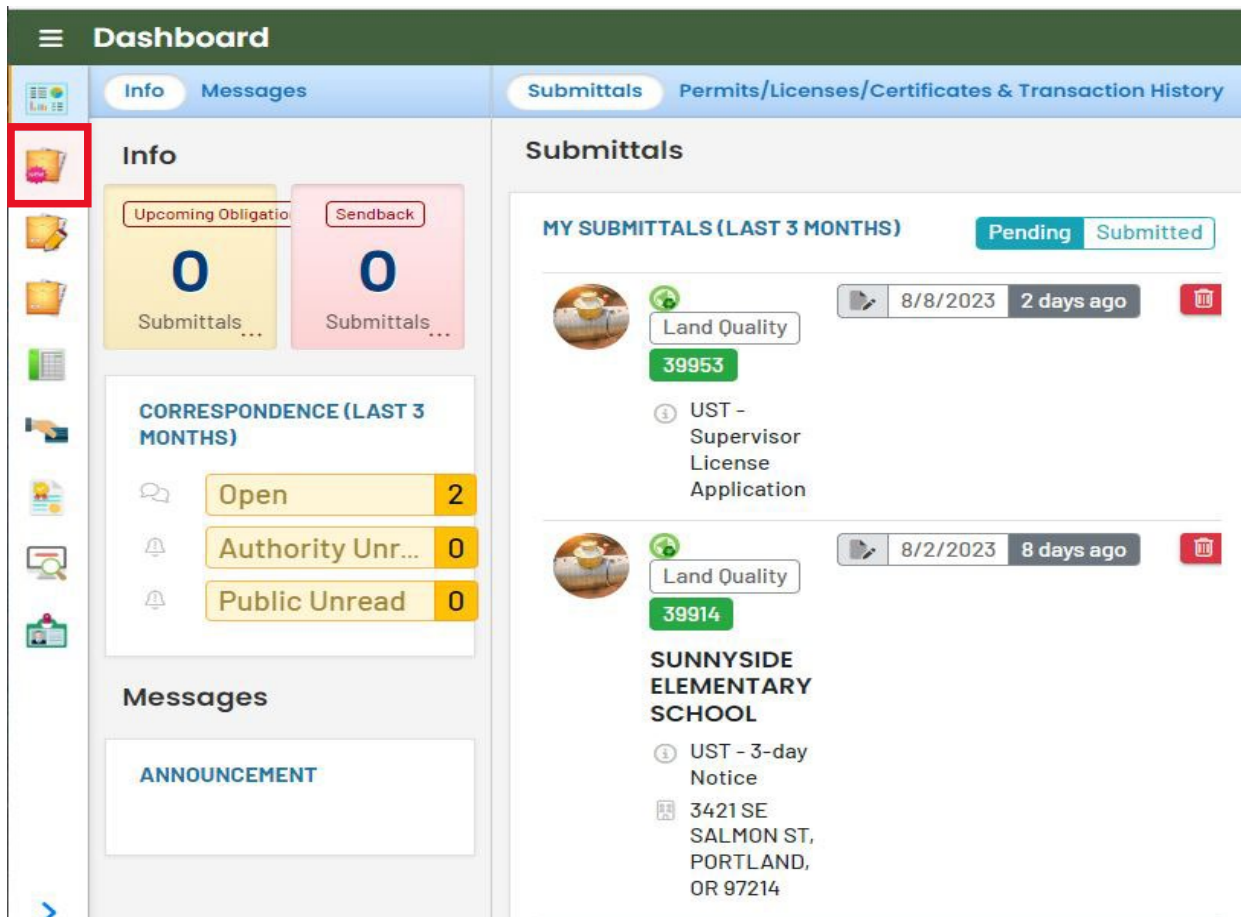
## 2.2. Locate and select the UST Tank – Annual Test Results submittal

To find and select "UST Tank – Annual Test Results", either use the search criteria to narrow your search, or use the scrollbar to the right to view selections and locate the submittal. Click the "plus" icon to open the form.
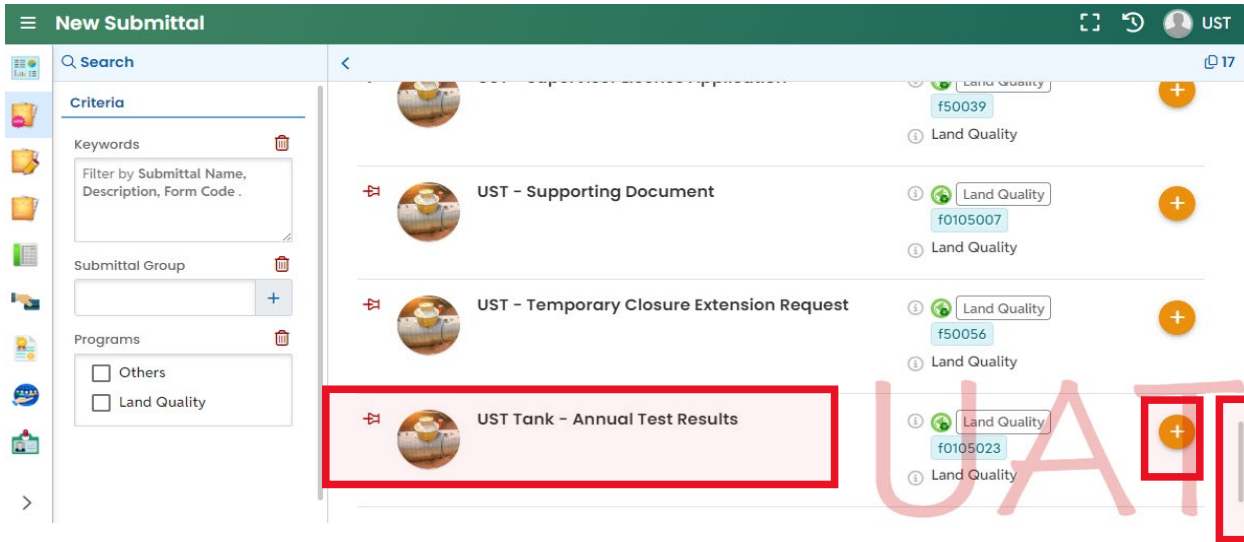

2.3. Enter "Basic Info" and other information

Tabs across the top of the form are marked with red alert symbols until required information is entered. Once required information is provided, red alert symbols disappear. Click the "save" button in the lower right corner before proceeding.

Select Your Facility by using the dropdown menu. Click on the down-pointing arrow at the right side of the "Select your Facility" box. Move your cursor to the facility you wish to select for the submittal.
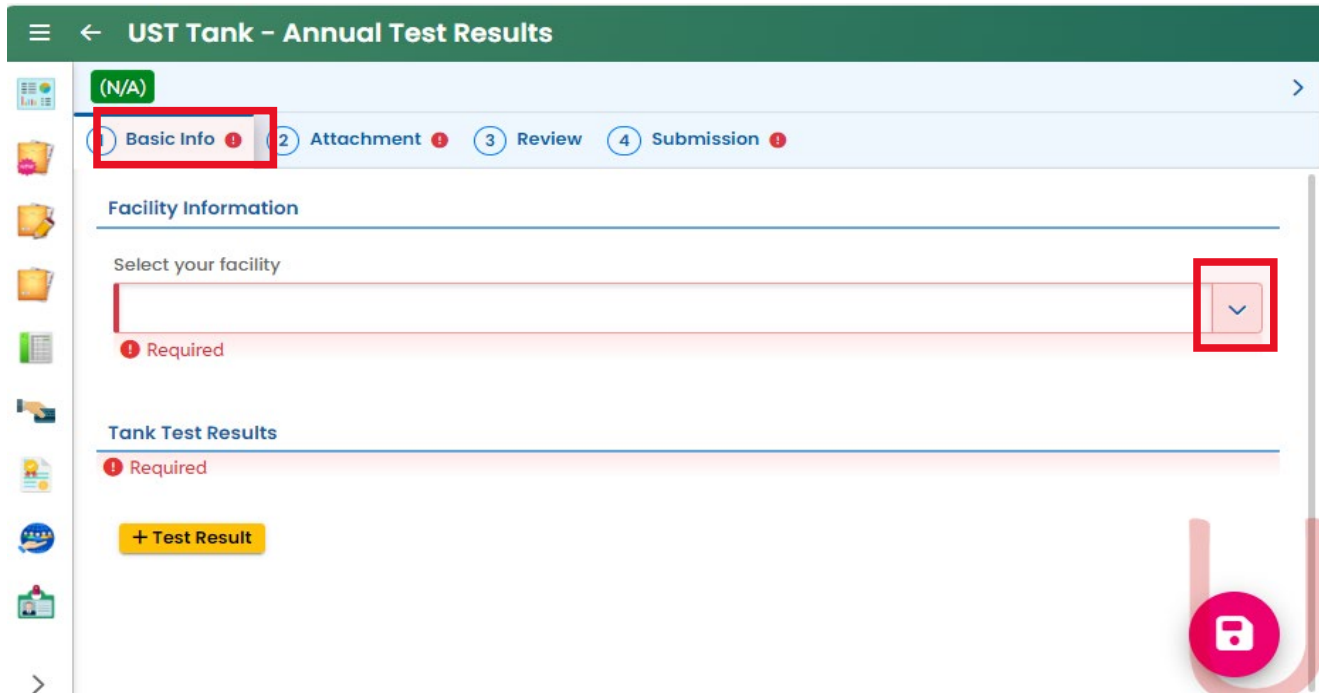
2.4. Connect your account with your facility

Once you have selected your facility, it will be displayed under the "facility information" section in the "Basic Info" tab. You are now ready to select the yellow "+ Test Result" bar to begin entering test results information.
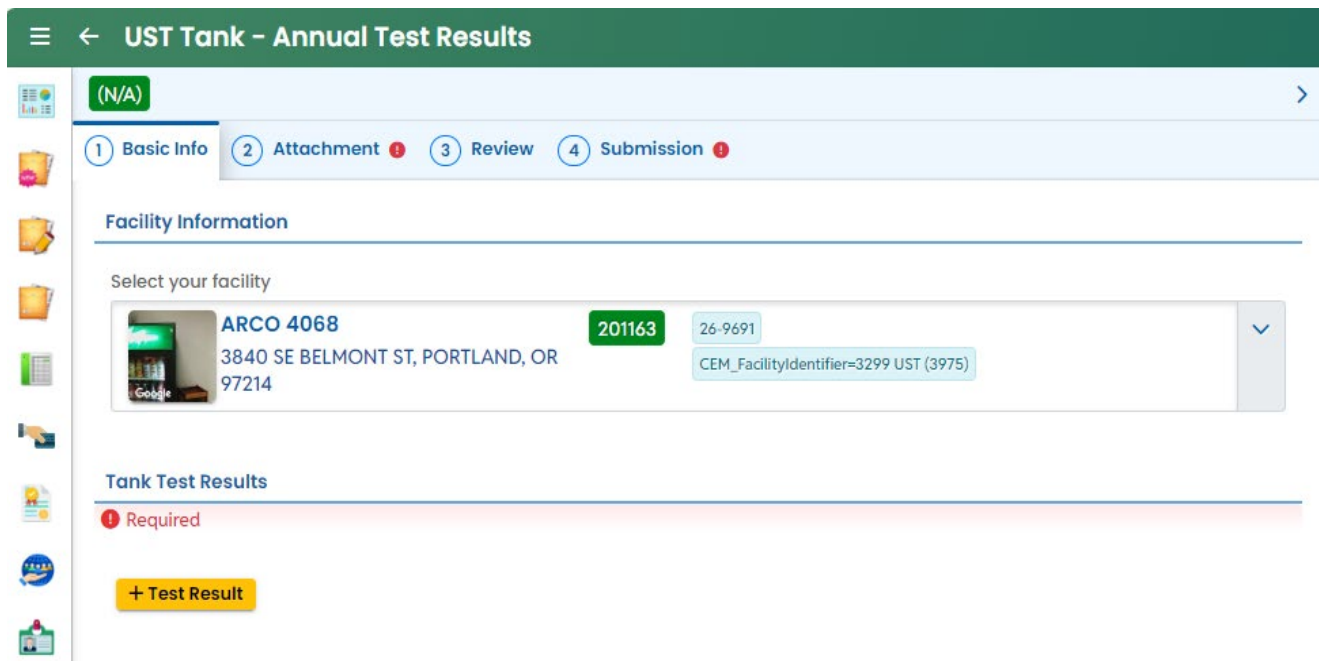
2.5. Enter Test Results Information

Add the appropriate date and answer the question: "Did all of the selected tests pass?". Always click on the "Save" symbol in the lower right of the screen to save the information you have entered. After saving the information, you will be ready for the "Attachments" tab.

3. Upload attachment

To proceed, leave the "Basic Info" tab and move to the "Attachments" tab. The "Required Attachments" are indicated on the right side of the page.

3.1. Upload the "Annual Test Results" file

Click the "Click to Upload or Drag Files Over Here" bar to navigate to the "Annual Test Results" file you wish to attach or drag the file from the location on your computer to that upload bar.


Please note: If the incorrect file is added, your Annual Test Results submittal will be rejected. You will receive a notification of this and will need to upload the correct file.

3.2. Identify the file type

After you upload the "Annual Test Results" it must be identified. Click inside the Attachment Panel to expand it, and then click in the drop-down menu to display the choices as shown below- choose the highlighted "Testing Result Report".
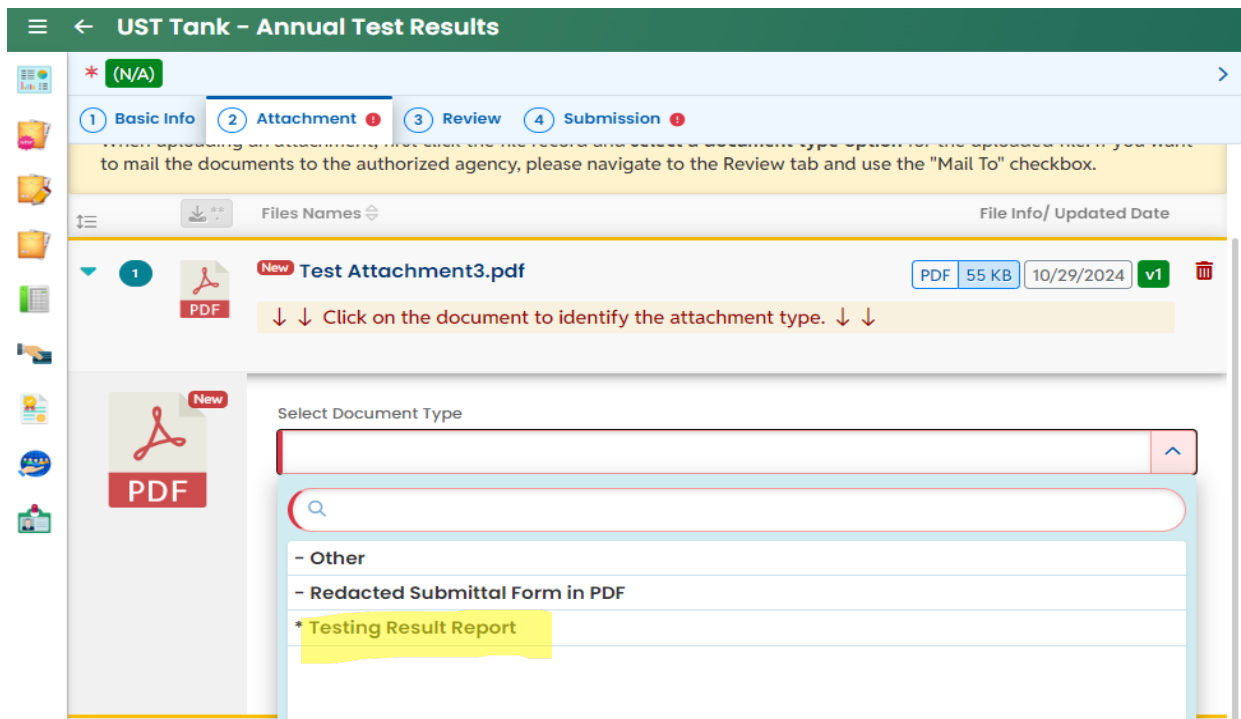
Once the file is uploaded, it will appear in the "Attachments" tab with file type and date. Always click on the "Save" symbol in the lower right of the screen to save the information you have entered. You are now ready to proceed to the "Submission" tab.
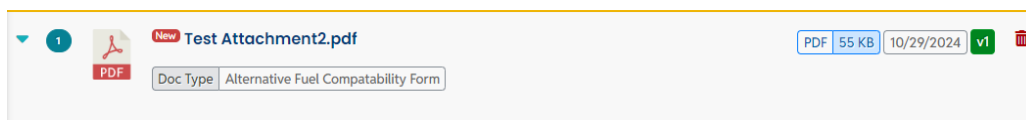
4.   Complete the submission

The next required step is "Submission". You may wish use the optional "Review" tab before proceeding.

4.1. Acknowledgement

Click the required acknowlegment checkbox. This will activate the "Submit" button.

4.2.   Submittal Summary

Once you click the "Submit" button, a confirmation that notes successful submission will appear.

4.3. Printable Submittal Receipt and Completed Submittal Form

Select the "Receipt" bar to view a printable view of the receipt.

Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600   Portland, OR 97232-4100

Date Created: 10/29/2024

Submittal Summary

Submittal ID: **17535**

Facility (project site): **BELMONT ARCO INC.**

Submittal: **UST Tank - Annual Test Results**

Submitted By: **UST Generic RO**

Email: **ust.dutyofficer@deq.oregon.gov**

Submitted Date: **2024-10-29 16:20:03**

Submittal Form Info

Submittal Name: **UST Tank - Annual Test Results**

Submission Method: **Online**

Action Type: **New**

Payment Information

There is no payment due at this time.

Certification

Statement: **I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application, in or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.**

Question:

Question's Answer: ******

PIN Number: ******

IP Address: **159.121.206.56**

Responsible Official: **UST Generic RO**

Select the "Submittal Form" bar to view a printable view of the form

UST Tank - Annual Test Results

ID `17535` Submitted Date `10/29/2024`

Submitter

UST Generic RO

✉ **ust.dutyofficer@deq.oregon.gov**

📞 **5033604287**

🏢 **State of OR**

📇 **700 NE Multnomah St, #600, Portland, OR 97232**

Facility Information

Name	Facility ID
ARCO 4068	**201163**

Physical Location

3840 SE BELMONT ST, PORTLAND, OR 97214 (45.5162,-122.623)

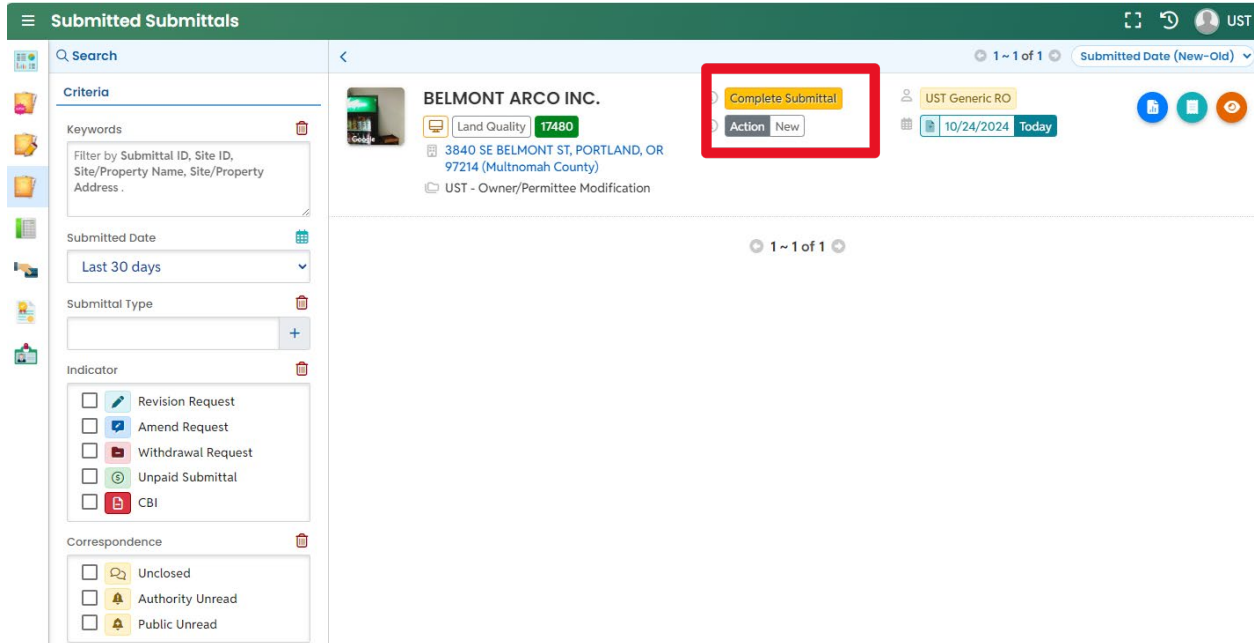**Tank Test Results**

1 Test Performed Date - 2024-10-28

Test Type	Did all of the selected tests pass?
	No

4.4.   Finish the Submission

To complete the submission, click the "Finish" button at the bottom of the "Submission" tab. After doing this, you will be returned to the "Submitted Submittals" page. You'll see that the "Complete Submittal" is recorded.

5.   Helpdesk and Resources

For more information, training and resources, go to the Your DEQ Online Help page. For technical assistance, contact the Your DEQ Online Helpdesk.

6.   Revision history

Revision	Date	Changes	Editor
1.0	12/1/2024	Initial draft based on SME draft	Margaret Gardner
1.0	01/7/2025	PA review based on JF edits	Amanda Hallmark