



User Guide

Environmental Monitoring Report

July 2025



This document was prepared by
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Solid Waste Program
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Translation or other formats

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System overview

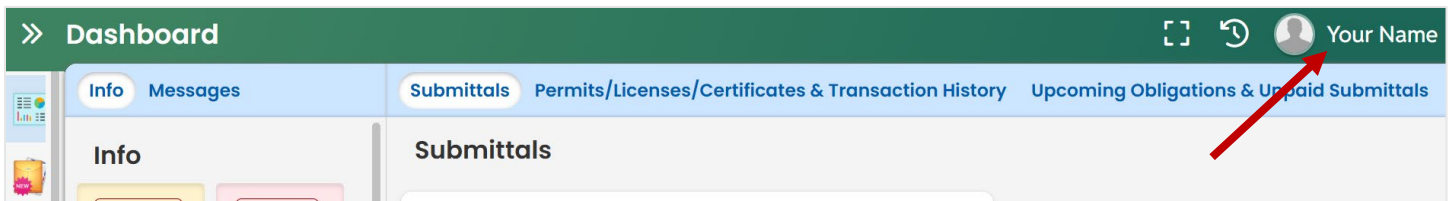
The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities.

[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.

Getting started in YDO

Submit an Environmental Monitoring Report, you must have a Responsible Official or Consultant account and have the Solid Waste submittal group selected. If you already have this account type and submittal group selected, you can skip to the next section. If you do not, the [Public Account Registration and Management Guide](#) has instructions to create one. For additional information and tools, visit [Your DEQ Online Account Registration](#) website.

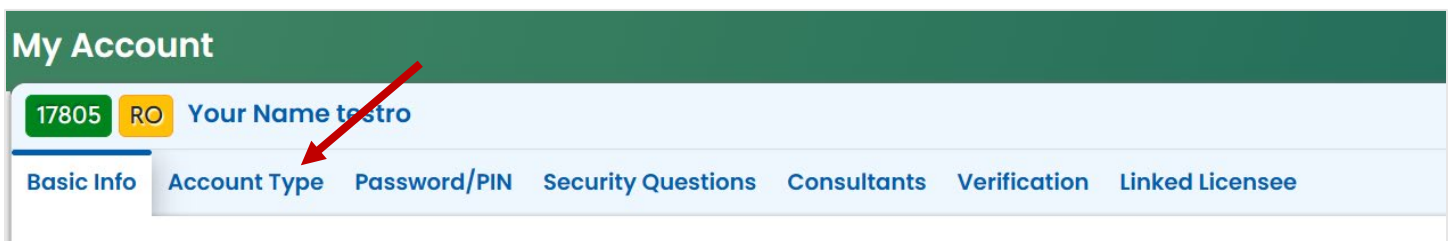
To add Solid Waste to an existing account, click your name in the top right corner.



In the panel that opens, click the Go to my account icon .



Next, click the Account Type tab.



Scroll down to the Submittal Groups section, check the Solid Waste box and click the Save icon .

Basic Info	Account Type	Password/PIN	Security Questions	Consultants	Verification	Linked Licensee
☐ 8 Asbestos	☐ 3 CAFO	☐ 4 Cleaner Air Oregon				
☐ 3 Cleanup and Site Remediation	☐ 8 Climate Protection Program *	☐ 1 Gasoline Transporter				
☐ 5 General NPDES Domestic	☐ 17 General NPDES Industrial	☐ 4 General NPDES Mining				
☐ 5 General WPCF Domestic	☐ 10 General WPCF Industrial	☐ 5 Greenhouse Gas Reporting *				
☐ 13 Hazardous Waste	☐ 8 Heating Oil Tank	☐ 16 Individual NPDES Domestic				
☐ 7 Individual NPDES Industrial	☐ 14 Individual WPCF Domestic	☐ 7 Individual WPCF Industrial				
☐ 6 Leaking Underground Storage Tank	☐ 10 MS4 - Municipal Separate Storm Sewer System	☐ 7 NPDES- Stormwater (Construction)				
☐ 23 NPDES- Stormwater (Industrial)	☐ 3 NPDES: Public Agencies Only 1200-CA *	☐ 2 Sewage Disposal Service License				
☒ 31 Solid Waste	☐ 3 Third-Party Verification *	☐ 8 UIC - Underground Injection Control				
☐ 21 Underground Storage Tank	☐ 2 Wastewater Operator Certificate	☐ 6 WPCF - Onsite				



Introduction

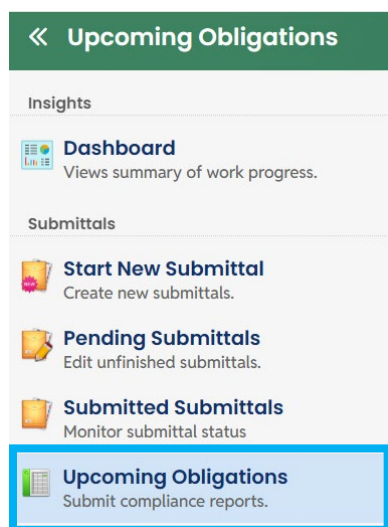
This document provides information necessary to complete the DEQ-approved form for submitting the Environmental Monitoring Report in [Your DEQ Online](#).

1. Environmental monitoring report form instructions

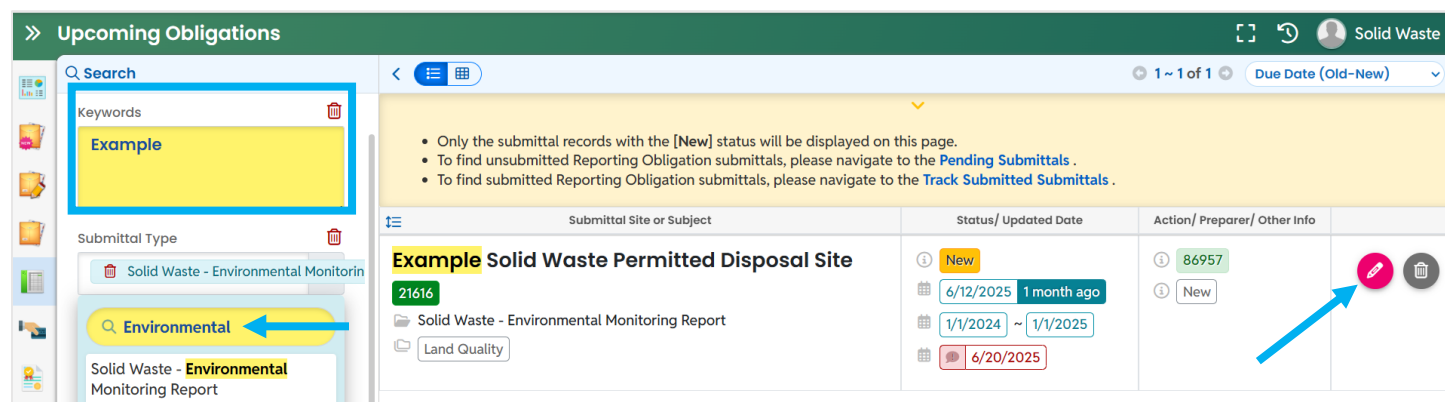
1.1 How to find the Solid Waste-Environmental Monitoring Report

Login to your account on the [Your DEQ Online Public Portal](#).

In the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the “Upcoming Obligations” icon  to open your upcoming obligations.



To find the correct Environmental Monitoring Report in the Upcoming Obligations module, DEQ recommends searching for “Environmental” in the Submittal Type filter. Alternatively, use the Keywords feature to search for your facility name or Submittal ID number. Once you find the correct Environmental Monitoring Report, click the “Edit Submittal” icon  on the right side of the screen.



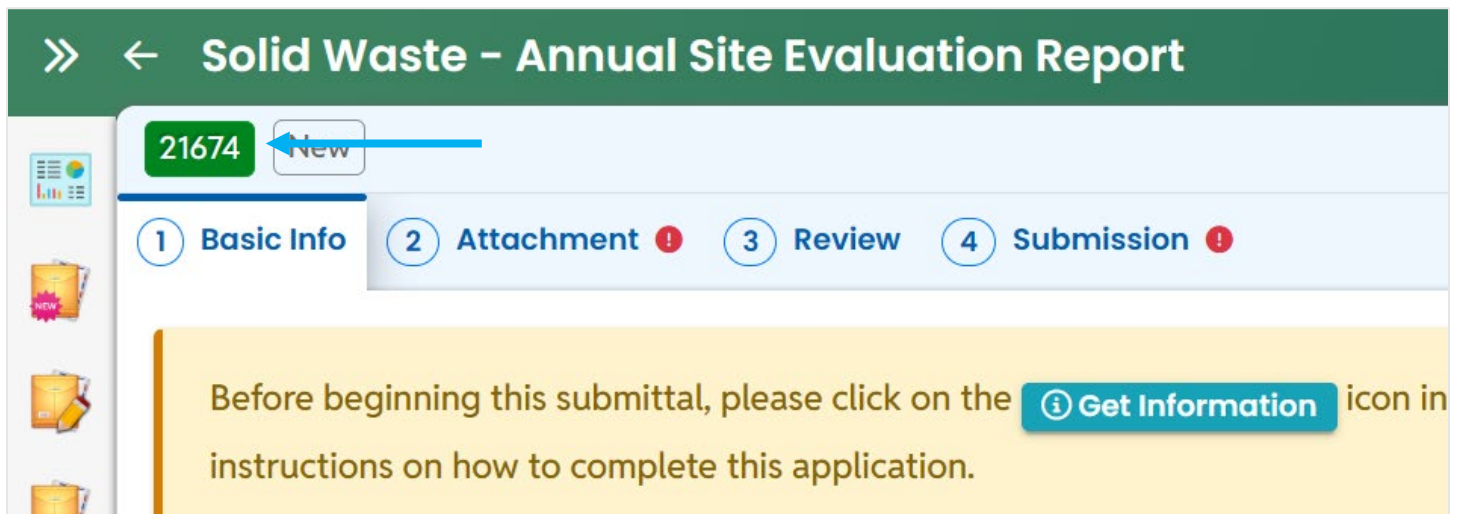
1.2 Important things to know before you start your application

The system uses a lot of icons. If you're curious about what an icon means, you can hover over it with your cursor.

Unsaved entries will be lost. To avoid losing your work, click the Save icon  (bottom right) frequently and before leaving the submittal.

Take note of the Submittal ID number. The submittal is automatically assigned a unique Submittal ID number  displayed in the top left corner.

How to find submittals you are still working on. If you leave this submittal at any time before submitting, you may resume the submittal by navigating back to it through the Pending Submittals module  which is directly below Start New Submittal and search for the Submittal ID number  in the top left corner.



1.1 Basic Info tab

The Basic Info tab first displays the:

- Reporting Period
- Facility Information
- Permit Number

Information in the Basic Info tab is auto populated. Verify the information displayed is correct before proceeding to the Attachment tab. If any of this information is incorrect, contact your solid waste permit coordinator using the [contact information](#) provided at the end of this user guide

1 Basic Info2 Attachment3 Review4 Submission

Reporting Period

Reporting Period Start Date

07/01/2024

Reporting Period End Date

07/01/2025

Facility Information



Example Solid Waste Permitted Disposal Site

400 E Scenic Dr, The Dalles, OR 97058

313061

Permit No.

SW-LF-M-000X

1.1 Attachment tab

Go to the Attachment tab to attach all required attachments to the submittal.

In the right panel of the screen, there is a list of required and optional attachments. A red asterisk * next to an attachment indicates that it is required.

1 Basic Info2 Attachment3 Review4 Submission

Instruction

Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information.

When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.

Click to Upload or Drag Files Over Here

Attachment Types

* represents required attachments.

* Environmental Monitoring Report

Environmental Monitoring Report

The report must conform to the approved environmental monitoring plan format and

Each attached document must be:

- labeled with a document type
- select a file type (PDF, Excel, etc.) from the list in the right navigation pane

NOTE: If you encounter issues uploading or attaching your document, contact your [regional permit coordinator](#) for assistance by using the contact information at the end of this document.

There are two ways to add attachment(s):

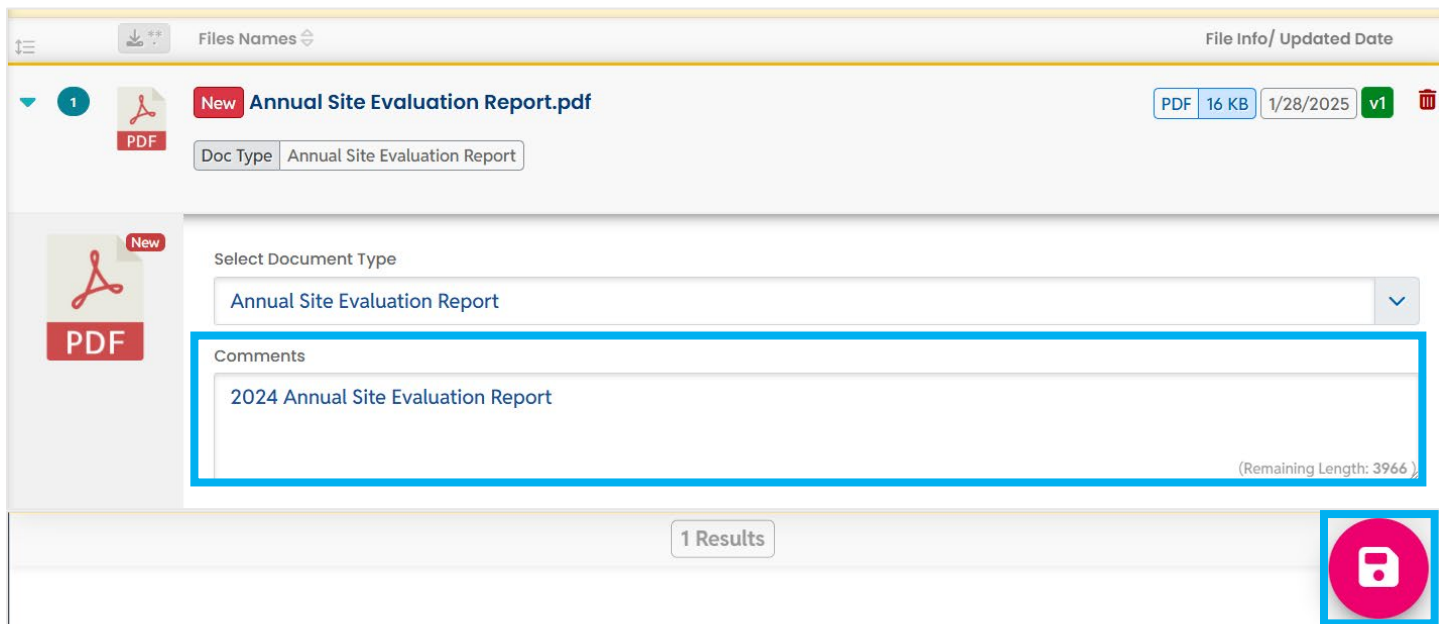
- Click to Upload or Drag Files Over Here bar which opens a document detail box that allows you to select a document(s) to attach/upload; or
- Drag and Drop the files anywhere on the Attachment Tab page.

The screenshot shows the 'Attachment' tab selected in a four-step process (Basic Info, Attachment, Review, Submission). An instruction box states: 'Make sure you upload all required (*) attachments. Please refer to side panel on the right for more detailed information. When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.' Below this is a large dashed box with a blue button that says 'Click to Upload or Drag Files Over Here'.

Once uploaded, click on the document and a “Select Document Type” dropdown will appear. Click the dropdown to select from a list of document types.

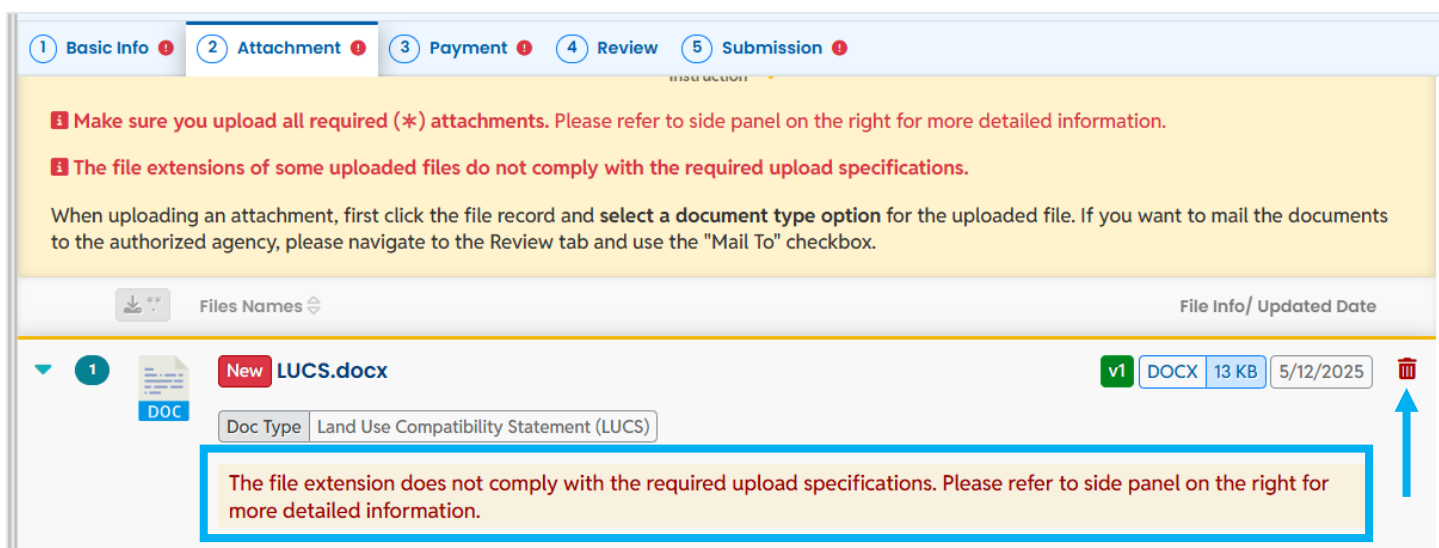
The screenshot shows a document detail box for 'EnvironmentalMonitoringReport.pdf' (PDF, 112 KB, 3/25/2025, v1). A yellow instruction bar says 'Click on the document to identify the attachment type.' Below this, a 'Select Document Type' dropdown menu is open, showing a search bar and a list of options: 'Environmental Monitoring Report' (highlighted), 'Groundwater Monitoring Report', 'Landfill Gas Monitoring', 'Other', 'Redacted Submittal Form in PDF', and 'Surface Water Monitoring'. A 'Select Document Type Picker' button is next to the first option. The bottom right corner shows '6 Results'.

Enter a brief description of the document in the “Comments” field and click the Save icon  at the bottom right of the screen to successfully upload the attachment.



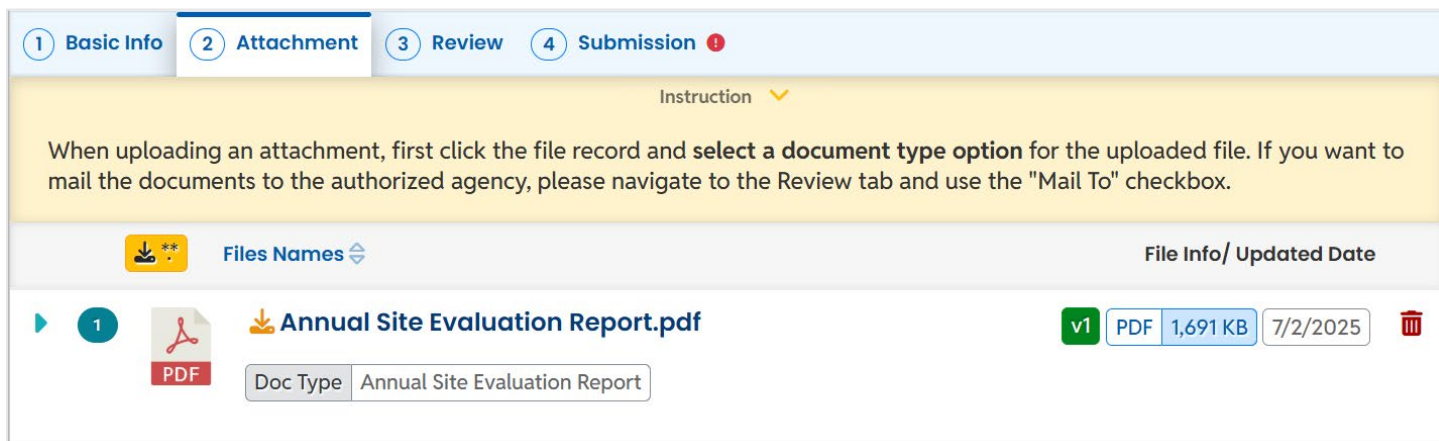
The screenshot shows a web interface for uploading a document. At the top, there's a header with 'Files Names' and 'File Info / Updated Date'. Below this, a document record for 'Annual Site Evaluation Report.pdf' is displayed. It includes a 'New' button, a PDF icon, and a 'Doc Type' dropdown menu set to 'Annual Site Evaluation Report'. To the right, there are buttons for 'PDF', '16 KB', '1/28/2025', 'v1', and a delete icon. Below the document record, there's a 'Select Document Type' dropdown menu set to 'Annual Site Evaluation Report'. A 'Comments' text area contains the text '2024 Annual Site Evaluation Report' and a '(Remaining Length: 3966)' indicator. At the bottom, there's a '1 Results' button and a large red 'Save' icon.

NOTE: If you have saved a document with an incorrect document type or format, you must delete it using the Delete icon  on the upper right and re-attach the document to select the correct document type.



The screenshot shows a web interface for uploading a document. At the top, there's a header with 'Files Names' and 'File Info / Updated Date'. Below this, a document record for 'LUCS.docx' is displayed. It includes a 'New' button, a DOCX icon, and a 'Doc Type' dropdown menu set to 'Land Use Compatibility Statement (LUCS)'. To the right, there are buttons for 'v1', 'DOCX', '13 KB', '5/12/2025', and a delete icon. Below the document record, there's a yellow error message box that reads: 'The file extension does not comply with the required upload specifications. Please refer to side panel on the right for more detailed information.' A blue arrow points to the delete icon.

Once the required attachments are uploaded, labeled and saved, the red alert icon  will disappear. You may repeat this process to add any optional or supplementary attachments.

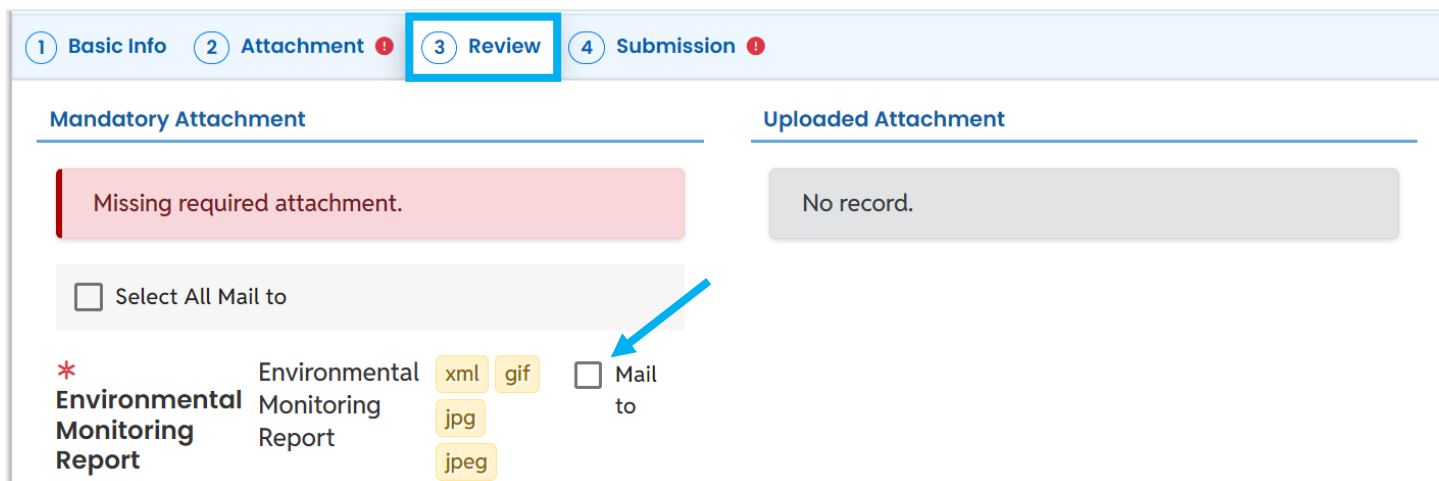


The screenshot shows the 'Attachment' tab selected in the top navigation bar. Below the tabs is an instruction box: 'When uploading an attachment, first click the file record and select a document type option for the uploaded file. If you want to mail the documents to the authorized agency, please navigate to the Review tab and use the "Mail To" checkbox.' Below this is a table of attachments. The first attachment is 'Annual Site Evaluation Report.pdf', which is a PDF file, 1,691 KB, and was updated on 7/2/2025. Below the file name is a 'Doc Type' dropdown menu currently set to 'Annual Site Evaluation Report'. A red alert icon is visible in the top right corner of the Submission tab.

Files Names	File Info/ Updated Date
 Annual Site Evaluation Report.pdf Doc Type: Annual Site Evaluation Report	v1 PDF 1,691 KB 7/2/2025 

NOTE: If you think your attachment meets the criteria of Conditionally Exempt from Disclosure under [ORS 192.345](#), you must review and follow agency guidelines. Contact your [regional permit coordinator](#) for more information by using the contact information at the end of this document.

NOTE: To [mail, email](#), or [FTP](#) the documents to DEQ, go to the Review tab and check the "Mail To" box.



The screenshot shows the 'Review' tab selected in the top navigation bar. The 'Mandatory Attachment' section shows a red error message: 'Missing required attachment.' Below this is a checkbox labeled 'Select All Mail to'. The 'Environmental Monitoring Report' section shows a list of file types: xml, gif, jpg, and jpeg. A blue arrow points to the 'Mail to' checkbox, which is currently unchecked. The 'Uploaded Attachment' section shows 'No record.'

Mandatory Attachment	Uploaded Attachment
Missing required attachment. ☐ Select All Mail to * Environmental Monitoring Report Environmental Monitoring Report xml gif jpg jpeg ☐ Mail to	No record.

1.2 Review tab

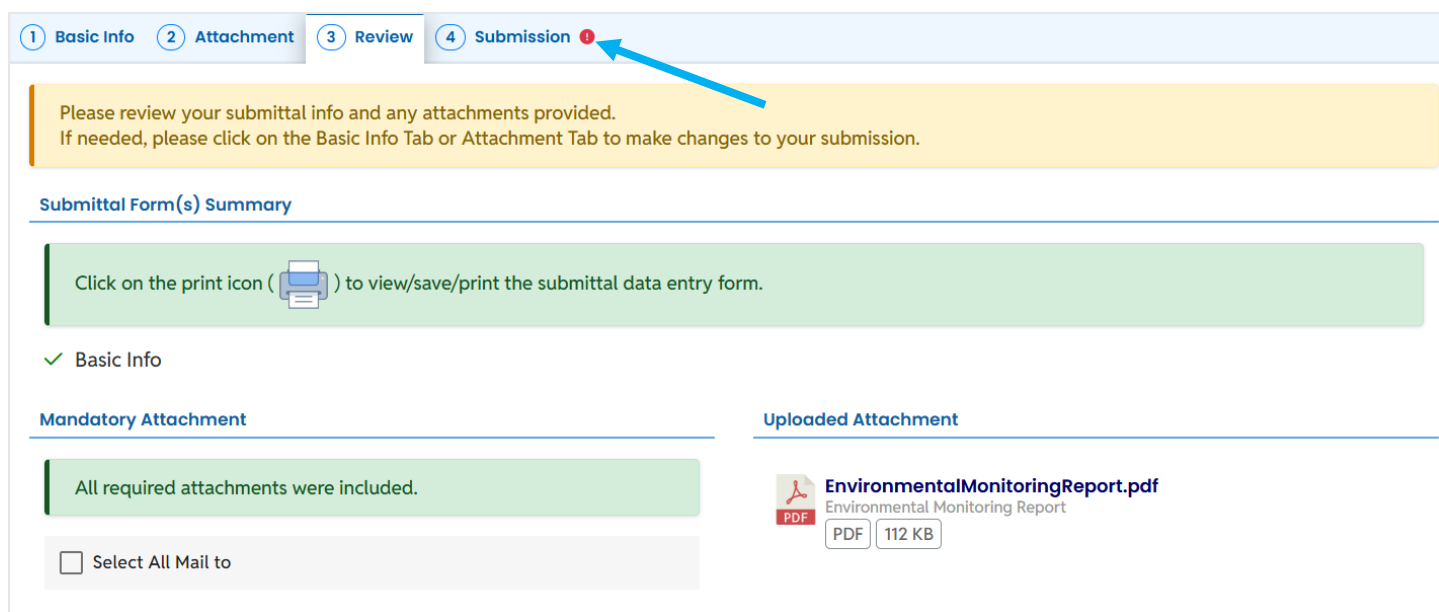
Congratulations! You are almost done. Review your submittal information and any attachments.

When a green checkmark  is shown next to “Basic Info” below the green bar, and the only red alert icon  that remains is on the Submission tab, click the printer icon  to open the submittal data entry form. This is a draft summary of information entered into the Basic Info tab. Review the information you entered to ensure accuracy. This is your last opportunity to update content and attachments before you complete the submittal.

NOTE: You may have to disable the browser pop-up blocker if the PDF fails to appear.

If you are satisfied with your submittal, go to the Submission tab.

NOTE: If you are encountering issues with your review, refer to the troubleshooting section below.



TROUBLESHOOTING

Potential Basic Info Tab Issues

Under the Submittal Form(s) Summary section, if the Basic Info tab has any missing required information, a red  will appear next to the words “Basic Info” below the green bar. A red alert icon  on the Basic Info tab. The red alert  on the Submission tab is to be expected at this point.

Go to the Basic Info tab and complete any missing required fields. When all required information is entered, the red alert  will no longer display on the Basic Info tab.

1 Basic Info 2 Attachment 3 Review 4 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

Click on the print icon () to view/save/print the submittal data entry form.
Please see the data validation result below to see if the "required" data are entered.

✖ Basic Info

Potential Attachment tab issues

If you have added an attachment but did not specify the “document type” you will see “Missing the attachment type” under the pink bar on the lower right. You will also see a red alert icon  on the Attachment tab. The red alert  on the Submission tab is to be expected at this point.

Go to the Attachment tab, specify the document type, and click the red SAVE icon .

1 Basic Info 2 Attachment 3 Review 4 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

Click on the print icon () to view/save/print the submittal data entry form.

✓ Basic Info

Mandatory Attachment

Missing required attachment.

☐ Select All Mail to

* **Environmental Monitoring Report** Environmental Monitoring Report     ☐ Mail to      

The report must conform to the approved environmental monitoring plan format and be prepared and stamped by a geologist or a Certified Engineering Geologist, with current Oregon registration.

Uploaded Attachment

Please specify the attachment type for all attachments.

 **Environmental Monitoring Report.pdf** PDF 294 KB Missing the attachment type.

If you're unable to upload the required attachments to this submittal, please contact your regional permit coordinator. See [contact information](#) at the end of this user guide.

1.3 Submission tab

Review the Certification Statement and check the box to confirm that you have read and agree to its terms. Then click Submit at the bottom of the Submission tab to complete your facility's permit application.

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission 

Certification Statement

I hereby certify the information submitted and contained in this application and the documents I have attached, are true and correct to the best of my knowledge and belief.

☐ I have read and agree to the above certification statement

 Required.

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. 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



NOTE: The Submittal Form reflects the date, time and all information provided on the Basic Info tab. The Receipt Form reflects the date and time but does not reflect the information provided on the Basic tab.

To return to your Dashboard, click the blue Finish button in the lower right corner.

✓ 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 mile stones.
Please click  **Receipt** to print your receipt.

Submittal Summary

Submittal ID: 21616
Submittal Date: 7/15/2025, 1:02:23 PM
Submittal By: Solid Waste testro
5416397145
jamie.jones@deq.oregon.gov
Owner Information: Solid Waste testro
5416397145
jamie.jones@deq.oregon.gov

Submittal Form Info

Name: Solid Waste - Environmental Monitoring Report
Method: Online Submission

Fee Detail

This submittal does not require fee.

Payment Detail

Not Applicable.

Uploaded Attachment List

No record.

Certification

Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application 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: Not Applicable
Answer: Not Applicable
PIN Number: Not Applicable
RO: Solid Waste testro
Sender IP: 159.121.206.56

Mail-to Attachment List

Mail to address:
Northwest Region
Environmental Partnerships
700 NE Multnomah St., Suite 600
Portland, OR 97232

Phone: 503-229-5353
SolidWastePermitCoordinator.DEQNWR@deq.oregon.gov

Eastern Region
Materials Management Program
400 E Scenic Drive, Suite 307
The Dalles, OR 97058

Phone: 541-298-7257
ERPermit.Coordin@deq.oregon.gov

Western Region
Materials Management Program
165 E Seventh Ave., Suite 100
Eugene, OR 97401

Phone: 541-687-7465
DEQWR.SolidWastePermitCoordinator@deq.oregon.gov

Name	Description
Environmental Monitoring Report	Environmental Monitoring Report The report must conform to the approved environmental monitoring plan format and be prepared and stamped by a geologist or a Certified Engineering Geologist, with current Oregon registration.

Finish

 Receipt

 Submittal Form

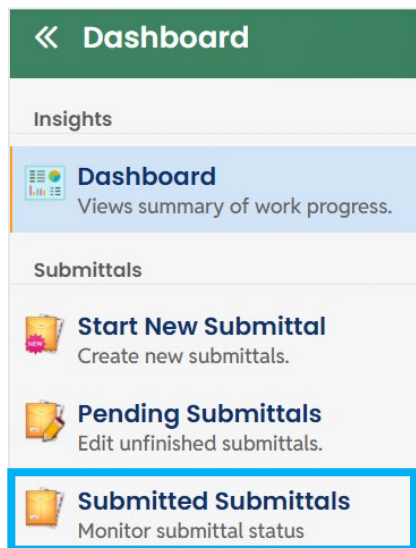
Oregon Department of Environmental Quality

17

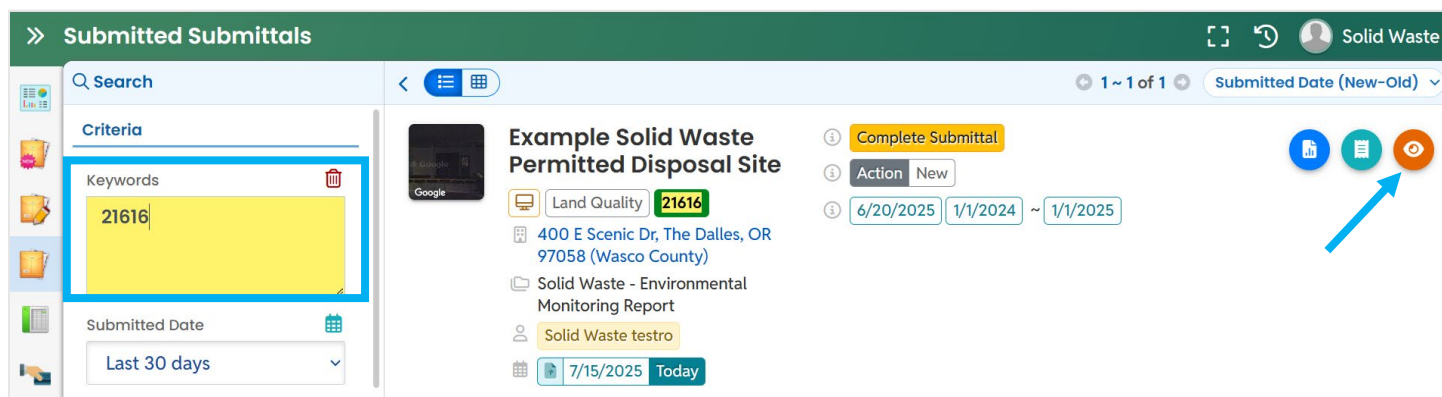
1.4 Finding your submittal in YDO

After submitting your application in YDO, you will receive an automated Submission Received email from yourdeqonline@govonlineaas.com.

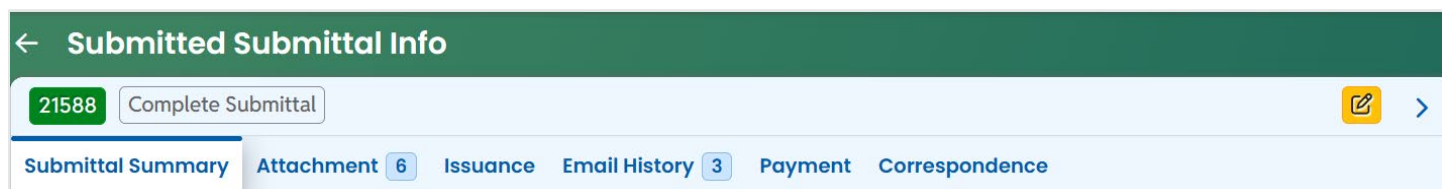
To view your submittal in YDO, in the top left-hand corner of the Dashboard, click the menu icon  to the left of “Dashboard”. Click the Submitted Submittals icon .



In the Submitted Submittals module, your application may be at the top of the page. If it isn't, the quickest way to find your submittal is to use the Keywords feature to search for the Submittal ID number. Once you find the submittal, click the eye icon  on the right side of the screen.



This will open a Submitted Submittal Info screen.



2. Solid waste permitting staff contacts

Information about solid waste permits and DEQ's regulations may be obtained from the DEQ [Solid Waste Program](#) web page.

All inquiries regarding this application should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ's solid waste regional offices are as follows:

If your facility/project is in this county...	...then send to this DEQ office
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler	Eastern Region Materials Management Program 400 E Scenic Drive, Suite 307 The Dalles, OR 97058 Phone: 541-298-7257 DEQER.SolidWastePermitCoordinator@deq.oregon.gov
Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington	Northwest Region Environmental Partnerships 700 NE Multnomah St., Suite 600 Portland, OR 97232 Phone: 503-229-5353 DEQNR.SolidWastePermitCoordinator@deq.oregon.gov
Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Western Region Materials Management Program 165 E Seventh Ave., Suite 100 Eugene, OR 97401 Phone: 541-687-7465 DEQWR.SolidWastePermitCoordinator@deq.oregon.gov

3. FTP link information

If you would like to submit your document using our FTP, please email the request to your regional permit coordinator. They will respond with an email that contains a link to the FTP and instructions for submitting.

4. 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](#).

5. Version history

Version	Date	Changes	Editor
1.0	7/15/25	Initial Approved Document	EMK
1.0	7/16/25	Review	AH