



Construction and Demolition Landfill Report User Guide

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State of Oregon
Department of Environmental Quality

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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.

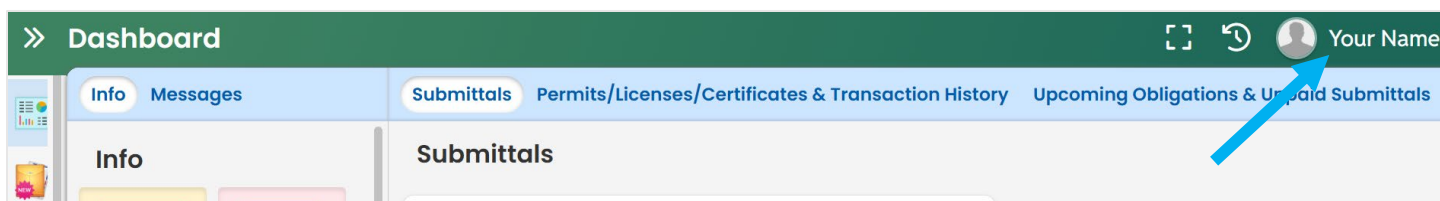
[Your DEQ Online](#) is an Environmental Data Management System designed to combine current DEQ processes across air, land and water divisions in one convenient and easily accessible portal. The system enables users to submit applications, upload reports, enter data, check the status of applications, 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.

This user guide is intended to provide detailed information for the reporter to help them complete the annual or quarterly Construction and Demolition Landfill Report that is required by Oregon law for their facility.

Getting started in YDO

To apply for a solid waste disposal site permit, submit documents, reports or notifications, you must have a Responsible Official user account and select the Solid Waste submittal group in your account settings. If you already have this account type and have selected this submittal group, you may skip to the next section. If you do not already have a Responsible Official account, the [Public Account Registration and Management Guide](#) has instructions to create one. For additional information and tools, visit [Your DEQ Online Account Registration](#) website.

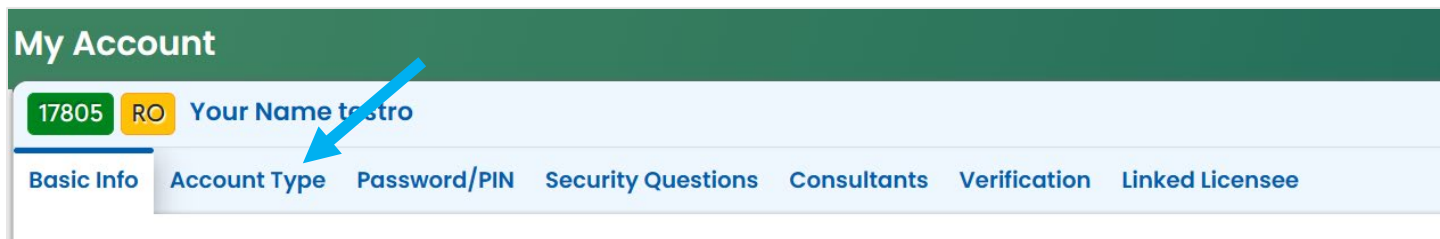
To add Solid Waste to an existing account, click your name in the top right corner.



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



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 reporting of waste disposed at Construction and Demolition Landfills in [Your DEQ Online](#).

The Construction and Demolition Report is to be completed by any landfills permitted as a C&D Landfill to report data and pay fees on an annual or quarterly basis as specified in [OAR 340-097-0120](#) and [OAR 340-097-0120\(7\)](#).

Reporting frequency and due date is as follows:

Quarterly Reporters: Sites receiving over 20,000 tons of waste a year quarterly. The report and payment must be submitted no later than the last day of the month following the end of the calendar quarter (Apr 30, July 31, Oct 31, Jan 31)

Annual Reporters: Sites receiving 20,000 tons of waste a year or less. The report and fees are due on the 31st day of January following the end of the calendar year.

Important Things to Know Before you Start Your Submittal

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

Unsaved entries will be lost. To avoid losing your work, click the Save button  (bottom right of every page) often and always before leaving the submittal.

Take note of the Submittal ID number. The submittal is assigned a unique Submittal ID number. It is in the top left corner next to the name of the report.

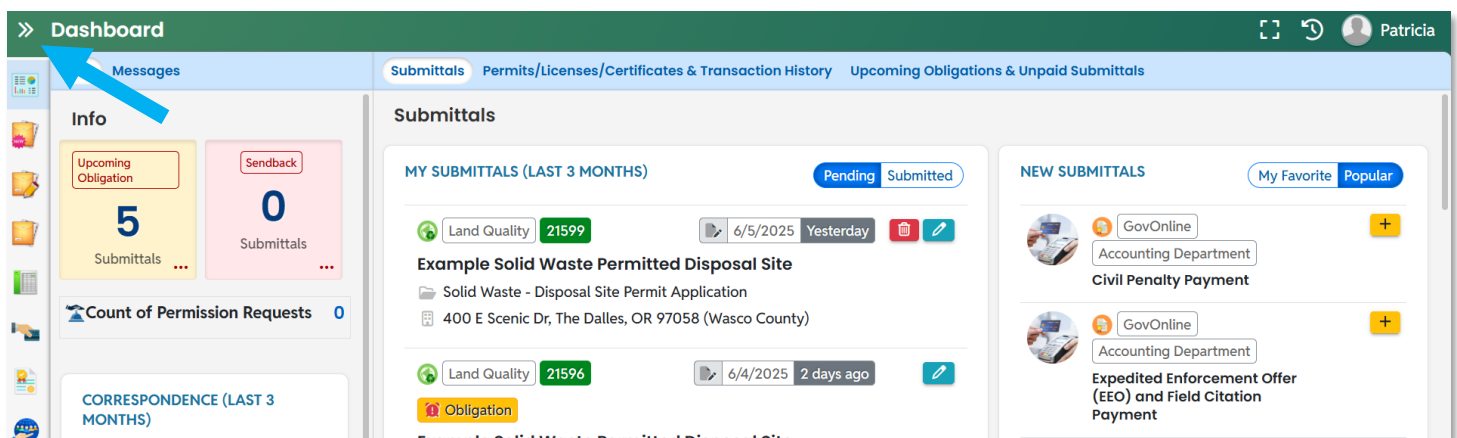
How to find your submittals in progress. After clicking the save icon and before submitting, you may leave the submittal and come back to it. To continue working on the submittal, open the Pending Submittals module, which is directly below Start New Submittal module and search for the submittal using the submittal ID number or the other search filters.

Login and locating the construction and demolition landfill report

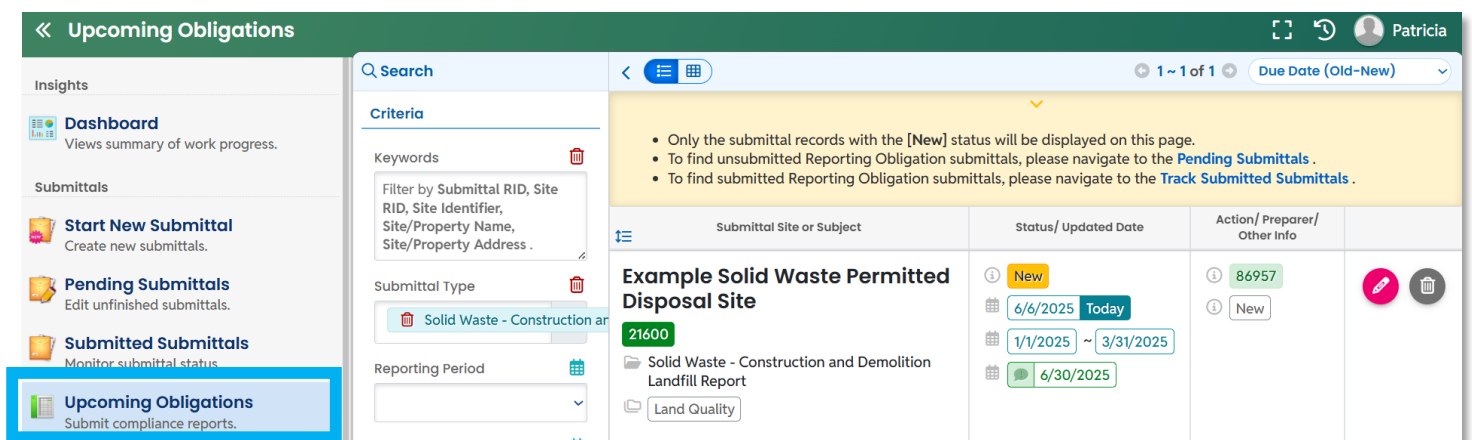
Login to your account on the [Your DEQ Online Public Portal](#).

If you do not have a user account, you can find detailed instructions for creating one as well as other information about the portal on the [account registration and management](#) main page.

Once you are logged in, at the top of the main page click the double arrow  next to Dashboard to open the left panel.

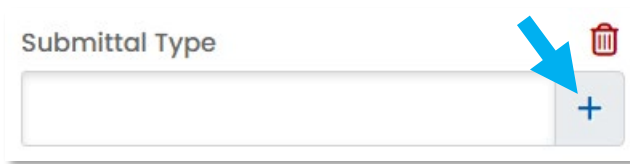


Click “upcoming obligations”



Click again on the double arrow  to close the left panel.

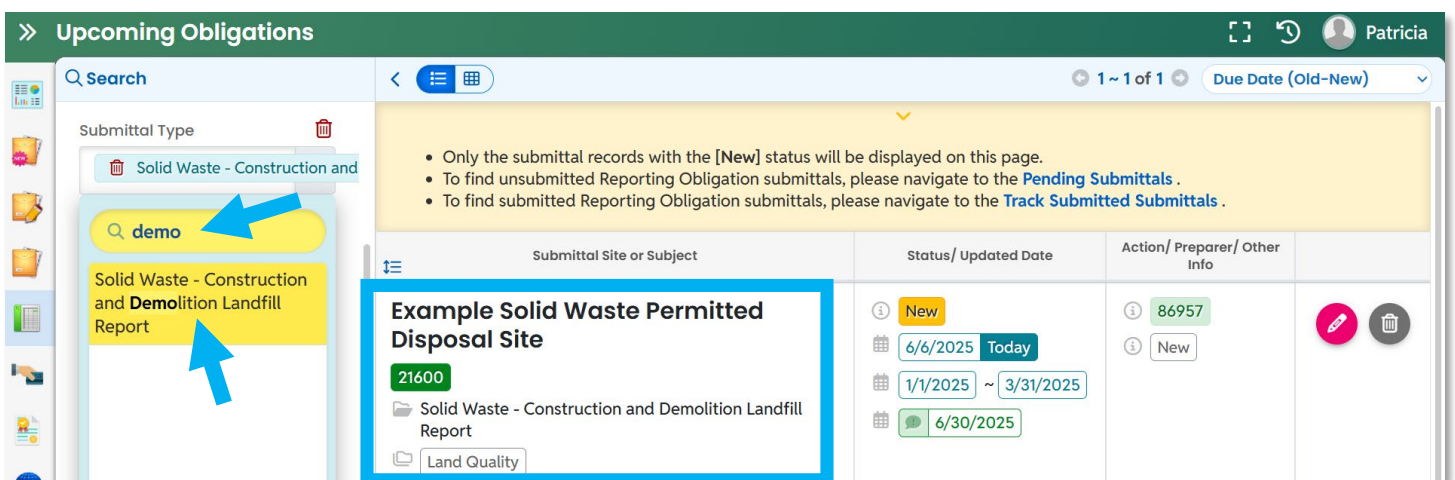
Any new, unopened reporting obligations will appear. To locate the correct Construction and Demolition Landfill Report in the upcoming obligations module, DEQ recommends using the submittal type filter. Click the plus sign  next to “Submittal Type” to open the search field.



Submittal Type

To find the report, type “demo” into the search field above the list and select “Solid Waste – Construction and Demolition Landfill Report.” You can also use the Keywords filter to search for your facility name or Submittal ID. To remove a filter, click the trash can icon.



Upcoming Obligations

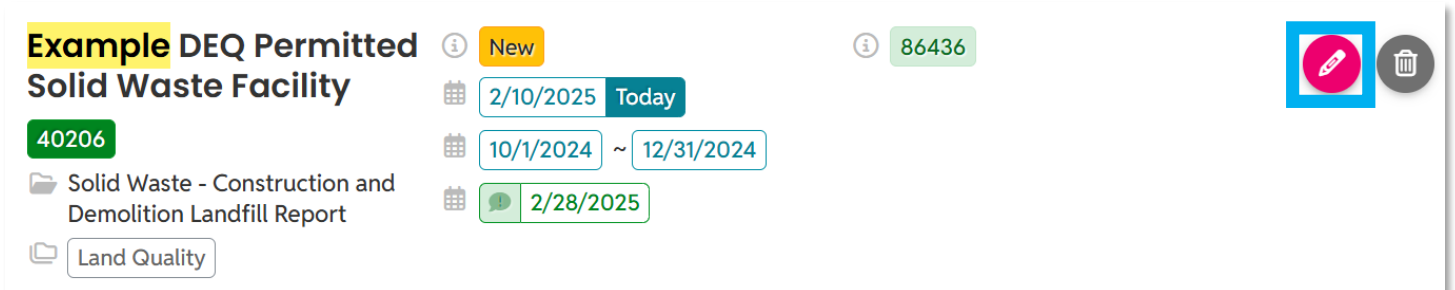
Search:

Submittal Type:  Solid Waste - Construction and Demolition Landfill Report

Only the submittal records with the [New] status will be displayed on this page.
 To find unsubmitted Reporting Obligation submittals, please navigate to the [Pending Submittals](#).
 To find submitted Reporting Obligation submittals, please navigate to the [Track Submitted Submittals](#).

Submittal Site or Subject	Status/ Updated Date	Action/ Preparer/ Other Info
Example Solid Waste Permitted Disposal Site 21600 Solid Waste - Construction and Demolition Landfill Report Land Quality	New 6/6/2025 Today 1/1/2025 ~ 3/31/2025 6/30/2025	86957 New  

Click the red pencil icon  on the far right of the obligation when you are ready to start filling out the report.



Example DEQ Permitted Solid Waste Facility

40206

Solid Waste - Construction and Demolition Landfill Report

Land Quality

New

2/10/2025 Today

10/1/2024 ~ 12/31/2024

2/28/2025

86436

Filling out the construction and demolition landfill report

Basic info tab

Make sure the Reporting Period, Facility Information, and Permit No. at the top of the form are correct. If any of this information is incorrect, contact your solid waste permit coordinator using the [staff contact](#) information provided at the end of this user guide.

The screenshot shows the 'Basic info tab' of a reporting system. It is divided into three main sections: 'Reporting Period', 'Facility Information', and 'Solid Waste Permit No.'. The 'Reporting Period' section has two input fields: 'Reporting Period Start Date' with the value '10/01/2024' and 'Reporting Period End Date' with the value '12/31/2024'. The 'Facility Information' section contains a Google Street View image of a facility, the text 'Example DEQ Permitted Solid Waste Facility', the address '700700 NE Multnomah St, Portland, OR 97232', a green box with the number '86436', a mobile phone icon, and a 'Stationary' status label. The 'Solid Waste Permit No.' section has a single input field containing 'SW-LF-M-000X'.

To access the information and instruction sheet, click the “Get Information” button in the far-right panel. The instruction sheet will download to your computer, typically found in your “downloads” folder. After downloading the document, you can close the side panel by clicking the blue arrow at the top right of the main panel. This step is optional and will maximize the report screen space.

This screenshot shows the submission process. At the top, there is a progress bar with five steps: '1 Basic Info', '2 Attachment', '3 Payment', '4 Review', and '5 Submission' (which is highlighted with a red exclamation mark). Below the progress bar is a yellow instruction box that reads: 'Before beginning this submittal, please click on the **Get Information** icon in the top right panel to get detailed instructions on how to complete this application.' and 'For optimal viewing, close the righthand panel by clicking the carat ">" in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the carat again.' On the right side, a 'Submittal Information' panel is open, showing a 'Solid Waste - Construction and Demolition Landfill Report' with a 'Get Information' button. At the bottom of this panel, it shows a green box with 'f50023' and 'New', and a 'Solid Waste' label. In the top left corner of the main panel, there is a green box with '40206' and a 'New' button. A blue arrow icon is visible in the top right corner of the main panel.

NOTE: Click Save icon  (bottom right) frequently and before leaving the submittal or your progress will be lost. If you leave this submittal at any time after clicking the save icon and before submitting, you can return to the dashboard and access the submittal under “Pending Submittals” using the Submittal ID number found in the top left corner.

Solid Waste - Construction and Demolition Landfill Report

40206 New

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Before beginning this submittal, please click on the [Get Information](#) icon in the top right panel to get detailed instructions on how to complete this application.

For optimal viewing, close the righthand panel by clicking the carat " > " in the upper righthand portion of the center panel. The righthand panel may be reopened at any time to view directions and other submittal information by clicking the carat again.

Reporting Period

Reporting Period Start Date: 10/01/2024

Reporting Period End Date: 12/31/2024

Facility Information

Facility Information

Example DEQ Permitted Solid Waste Facility 86436 Stationary

700700 NE Multnomah St, Portland, OR 97232

Solid Waste Permit No.

Zero tonnage to report

NOTE: If you have tonnage to report, skip to the [In-State Solid Waste Disposal](#) Worksheet section of this guide. This section is for reporters who have no tonnage to report for the period.

To submit a zero-tonnage report, follow the following procedure for the period you are reporting for. All reporters with an active permit are required to submit a report, even if they have not accepted waste for the period indicated.

If you wish to modify or terminate your permit, contact the permitting coordinator for your county in the [staff contact](#) information at the end of this guide.

Zero Tonnage ANNUAL Reporters

In the In-State Solid Waste Disposal Worksheet "Counting" Construction/Demolition Solid Waste by County section:

[+ Add Item](#)

Click +add Item

In the County dropdown choose your county and enter “1” in the first box then the click the Save icon  to save the entry.

In-State Solid Waste Disposal Worksheet

"Counting" Construction/Demolition Solid Waste by County

1 County
Baker (Eastern)

Waste Collection Service Providers Private Vehicles Transfer Station & Solid Waste Processing Facilities

1 Ton 0 Ton 0 Ton

1.00 Tons 0 Tons 0 Tons

+ Add Item



Once you have saved the report, click the red trash can  icon and delete the entire entry. Then click the save button again to save.

In-State Solid Waste Disposal Worksheet

"Counting" Construction/Demolition Solid Waste by County

1 County
Baker (Eastern)

Waste Collection Service Providers Private Vehicles Transfer Station & Solid Waste Processing Facilities

1 Ton 0 Ton 0 Ton

1.00 Tons 0 Tons 0 Tons

+ Add Item



This will cause the \$200 minimum annual compliance fee to be generated in the totals section at the bottom of the report without any other fees or tonnage included.

Scroll to the bottom of the report to verify it only shows zero tons and the minimum \$200 fee. You may then proceed to the [payment tab](#).

Total Tons Received	
Total In-State Solid Waste: # of Tons	0
Total Out-of-State Waste: # of Tons	0
Total "Counting" Waste Tires: # of Tons	0
Total Tons Received in Reporting Period	0
Permit Compliance Fee (Annual Reporters Only - \$200/yr or \$0.58/Ton, whichever is greater) x \$0.58/Ton= \$ 200.00	
Solid Waste Tipping Fee x \$1.18/Ton= \$ 0	
Orphan Site Fee x \$0.13/Ton= \$ 0	
Total Fee: \$ 200.00	

Zero Tonnage QUARTERLY Reporters

Scroll to the bottom of the report where zero tons and no total fee is shown. Save the report by clicking the red Save icon  then proceed to the [review tab](#).

Total Tons Received	
Total In-State Solid Waste: # of Tons	0
Total Out-of-State Waste: # of Tons	0
Total "Counting" Waste Tires: # of Tons	0
Total Tons Received in Reporting Period	0
Permit Compliance Fee (Annual Reporters Only - \$200/yr or \$0.58/Ton, whichever is greater) x \$0.58/Ton= \$ 0	
Solid Waste Tipping Fee x \$1.18/Ton= \$ 0	
Orphan Site Fee x \$0.13/Ton= \$ 0	
Total Fee: \$ 0	



NOTE: All active landfill facilities who report quarterly must pay a cumulative minimum of \$200 in permit compliance fees each calendar year. If you do not report sufficient waste over the course of four quarters to meet that minimum, you must pay the difference between any compliance fees already paid and the \$200 minimum after the fourth quarter is reported.

In-State Solid Waste Disposal Worksheet

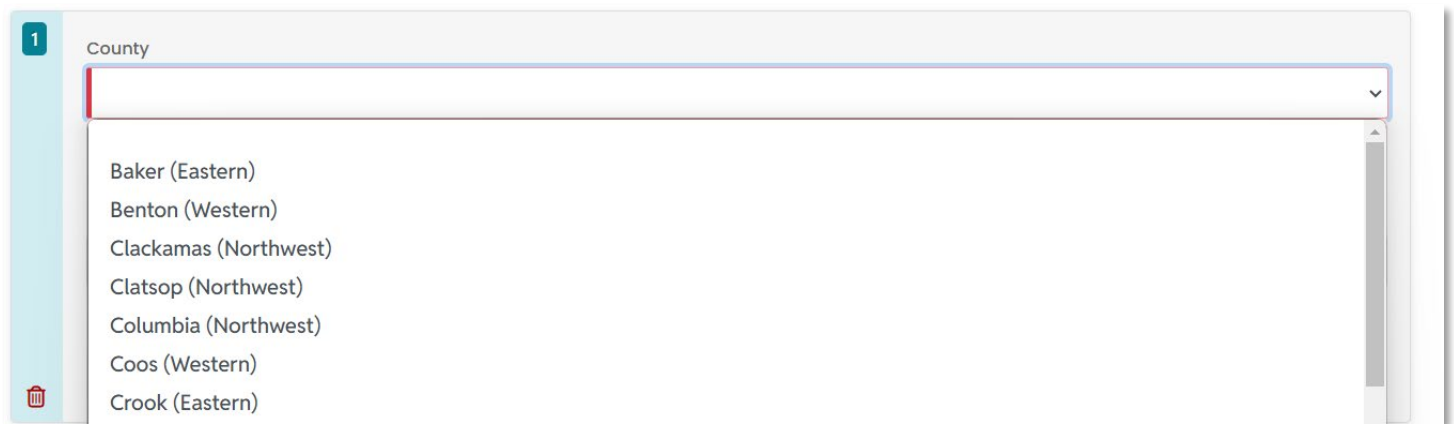
If you are a QUARTERLY reporter and you are reporting more than zero but less than 344 tons for the quarter, contact the reporting, fee and invoicing coordinator for further instructions BEFORE making payment on your submittal.

“Counting” Construction/Demolition Solid Waste by County

Waste that qualifies as “counting” must be reported by the county the waste was received from for disposal. Deduct any recovered material from the appropriate category, if the specific source of the recycled material is known. If it is not possible to determine the specific source of the recovered material, you will be able to enter the total “Recovered Material” in the “Total In-State Solid Waste” section below.

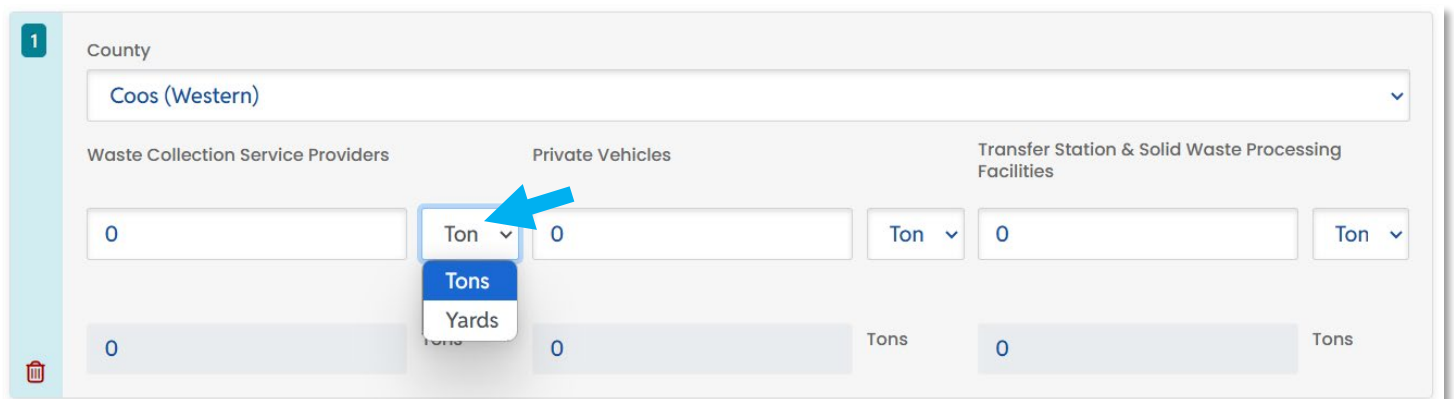
For definitions of the counting waste categories please see the downloadable instruction sheet.

Click +add Item  to select the county from the dropdown.



A screenshot of a web form showing a dropdown menu for selecting a county. The dropdown is open, displaying a list of counties: Baker (Eastern), Benton (Western), Clackamas (Northwest), Clatsop (Northwest), Columbia (Northwest), Coos (Western), and Crook (Eastern). A red trash icon is visible in the bottom left corner of the form area.

Use the dropdown, select either tons or cubic yards for reporting each category of waste. Choose tons, if measured by scale(s), or cubic yards, if measured by volume.



A screenshot of a web form for reporting waste. The 'County' dropdown is set to 'Coos (Western)'. Below the county selection, there are three columns for reporting waste: 'Waste Collection Service Providers', 'Private Vehicles', and 'Transfer Station & Solid Waste Processing Facilities'. Each column has two input fields for quantity and a dropdown for units. A blue arrow points to the units dropdown for 'Private Vehicles', which is currently set to 'Ton'. The dropdown menu is open, showing 'Tons' and 'Yards' options. The 'Waste Collection Service Providers' and 'Transfer Station & Solid Waste Processing Facilities' columns also have 'Ton' selected for their units. A red trash icon is visible in the bottom left corner of the form area.

NOTE: Conversion from cubic yards to tons for each material is automatically calculated within the form when you select cubic yards in the dropdown.

"Counting" Construction/Demolition Solid Waste by County

1

County

Coos (Western)

Waste Collection Service Providers	Private Vehicles	Transfer Station & Solid Waste Processing Facilities
1250 x 0.55 687.50	1250 1250.00	1700 1700.00

Click +add item + Add Item to add additional counties following the same procedure.

Subtotal: in-state "counting" waste (tons only)

The "Subtotal: In-State "Counting" Waste (tons only) section will reflect the total In-State "Counting" waste entered.

Subtotal: In-State "Counting" Waste (Tons only)

Waste Collection Service Providers	Private Vehicles	Transfer Station & Solid Waste Processing Facilities
100.00 Tons	50.00 Tons	150.00 Tons
Subtotal: In-State "Counting" Waste (Tons only)		300.00 Tons

"Non-counting" waste

Click +add item + Add Item to Select the in-state waste type from the dropdown.

1 In-State Waste Type

- Asbestos
- Land clearing debris & "industrial" wood waste
- Other Industrial Waste (specify)
- Other "Inert" (specify)
- Other (specify)
- Rubble, Rock, Asphalt, etc.

Transfer Station & Solid Waste Processing Facilities

Ton 0 Ton

Tons 0 Tons

Select either tons or cubic yards for reporting each category of waste by using the dropdown. Choose tons if measured by scale(s) or cubic yards if measured by volume.

1 In-State Waste Type

Rubble, Rock, Asphalt, etc.

Waste Collection Service Providers Private Vehicles Transfer Station & Solid Waste Processing Facilities

0 Ton 0 Ton 0 Ton

0 Tons 0 Tons 0 Tons

As shown in the counting section, conversion from cubic yards to tons for each material is automatically calculated within the form when you select cubic yards from the dropdown.

Click +add item **+ Add Item** to add additional materials following the same procedure.

To report any in-state non-counting waste not listed, select other industrial waste (specify), other "inert" (specify) or other (specify) in the dropdown depending on the type of waste.

You are required to provide a specific description of the type of other waste in the field provided.

1 In-State Waste Type

Other "Inert" (specify)

Other "Inert" Waste Type

Required.

Waste Collection Service Providers Private Vehicles Transfer Station & Solid Waste Processing Facilities

0 Ton 0 Ton 0 Ton

0 Tons 0 Tons 0 Tons

Select either tons or yards from the dropdown. You are required to provide a description of the other waste type in the waste type field.

2 In-State Waste Type: Other Industrial Waste (specify) ▼ Other Industrial Waste Type: Mixed sawdust and glue

Waste Collection Service Providers: 0 Tons ▼ Private Vehicles: 0 Tons ▼ Transfer Station & Solid Waste Processing Facilities: 0 Tons ▼

0 Tons 0 Tons 0 Tons

If you select “other industrial waste (specify)”, and specify cubic yards, the conversion factor will be the same as for regular industrial waste and will be automatically inserted.

2 In-State Waste Type: Other Industrial Waste (specify) ▼ Other Industrial Waste Type: Mixed sawdust and glue

Waste Collection Service Providers: 0 Yards ▼ Private Vehicles: 0 Yards ▼ Transfer Station & Solid Waste Processing Facilities: 0 Yards ▼

x 0.35 x 0.35 x 0.35

0 Tons 0 Tons 0 Tons

However, if you select cubic yards for other “inert” (specify) or other (specify) categories, you will be required to use a DEQ-approved conversion factor. Refer to the downloadable instruction sheet for guidance and for the approval process or contact the reporting, invoicing and fee coordinator from the [staff contact](#) section at the end of the guide.

1 In-State Waste Type: Other (specify) ▼ Other Waste Type: Asphalt Shingles

Waste Collection Service Providers: 0 Yards ▼ Private Vehicles: 0 Tons ▼ Transfer Station & Solid Waste Processing Facilities: 0 Tons ▼

x 0 DEQ-approved Conversion Factor

0 Tons 0 Tons 0 Tons

You may add additional other industrial waste (specify), other "inert" (specify) or other (specify) waste types by repeating this procedure.

Subtotal: In-State "Non-Counting" Waste (Tons only)

The subtotal: in-state "non-counting" waste (tons only) section will reflect the total in-state "non-counting" waste entered by collection type and the total for the section.

Subtotal: In-State "Non-Counting" Waste (Tons only)			
Waste Collection Service Providers	Private Vehicles	Transfer Station & Solid Waste Processing Facilities	
50.00 Tons	50.00 Tons	50.00 Tons	
Subtotal: In-State "Non-Counting" Waste (Tons only)			150.00 Tons

Total In-State Solid Waste

Once you have entered all your "in-state" waste, the total in-state solid waste section will show the in-state "counting" and "non-counting" waste tonnage entered as well as the total in-state tons.

To report any mixed recovered in-state waste, use the recovered material field. Include only material recovered from mixed counting waste.

NOTE: If you know or track the county and category of recovered material, deduct it directly from the appropriate entry in the in-state "counting" waste section above instead of using this field.

Total In-State Solid Waste			
In-State "Counting" Waste	In-State "Non-Counting" Waste	Recovered Material	Total In-State Solid Waste Equivalent
100.00 Tons	50.00 Tons	65 Tons	85.00 Tons

Out-of-State Solid Waste Disposal Worksheet

Select either tons or cubic yards next to the type of Out-of-State waste you are reporting. Choose tons (if measured by scale(s)) or cubic yards (if measured by volume).

Out-of-State Solid Waste Disposal Worksheet

Type of Waste	Quantity	Unit	Conversion	Quantity(Tons)
Asbestos	0	Ton		0 Tons
Construction & Demolition Solid Waste	0	Tons		0 Tons
Land Clearing Debris & "Industrial" Wood Waste	0	Ton		0 Tons
Rubble, Rock, Asphalt, etc.	0	Ton		0 Tons

NOTE: Conversion from cubic yards to tons for each material is automatically calculated within the form when cubic yards is chosen in the dropdown.

Type of Waste	Quantity	Unit	Conversion	Quantity(Tons)
Asbestos	212	Yards	x 0.25	53.00 Tons
Construction & Demolition Solid Waste	133	Yards	x 0.55	73.15 Tons
Land Clearing Debris & "Industrial" Wood Waste	212	Tons		212.00 Tons
Rubble, Rock, Asphalt, etc.	133	Tons		133.00 Tons

For definitions of the non-counting waste categories please see the downloadable instruction sheet.

To report any out-of-state non-counting waste not listed click **+ Other** and select other industrial waste (specify), other "inert" (specify) or other (specify) in the dropdown depending on the type of waste you are reporting.

Other Type	Quantity	Unit	DEQ-Approved Conversion Factor	Quantity(Tons)
1	0	T		0

Other Type

Other Industrial Waste (specify)

Other "Inert" (specify)

Other (specify)

You must provide a specific description of the type of other waste in the field provided.

Select either tons or yards in the unit dropdown list. Enter the amount of waste that was disposed in the quantity field.

These fields will appear slightly different depending on the type of “other” waste selected.

When selecting yards for “Other Industrial Waste (specify),” the conversion factor will be automatically populated, and the tons will be calculated by the spreadsheet.

Other Type	Other Industrial Waste (specify)	Quantity	Unit	Conversion Factor	Calculated Value
1	Other Industrial Waste (specify)	250	Yards	0.35	87.5

If you select “Other “Inert” (specify)” or “Other (specify),” and choose yards, you must provide a DEQ-approved conversion factor. Refer to the downloadable instruction sheet for instructions and the approval process or contact the reporting, invoicing and fee coordinator from the [staff contact](#) section at the end of the guide.

Other Type	Quantity	Unit	DEQ-Approved Conversion Factor	Quantity (Tons)
1 Other Inert (Specify)	240	Yards		0

Other Type

Other "Inert" (specify)

Other

Asphalt Shingles

Quantity

240

Unit

Yards

DEQ-Approved Conversion Factor

Required.

0

You may add additional other waste types by repeating this procedure.

Totals for "Out-of-State Waste" will be shown below this section on the right side of the worksheet.

+ Other

Total Out-of-State Waste (Tons only)

1176.15

Tons

Waste Tires and Tire Shreds

Waste tires are considered "counting" waste whether they are received from inside or outside the state of Oregon. They must be reported separately by county if received from inside Oregon or as "out-of-state" if they came from outside of the state.

Click +add item **+ Add Item** . for In-State waste tires, select the county from the dropdown and enter the tires by tons. It is required that you report tires received from within the state separately by county.

Waste Tires and Tire Shreds

1	County/State of Origin	Tons
	Baker (Eastern) ▼	250
+ Add Item		
Total Waste Tire and Tire Shreds (Tons only)		250.00
		Tons

In the rare instance you have waste tires from Oregon that you do not know the source of, you can use the VARIOUS (In-State) option in the dropdown.

For tires received from outside of Oregon, select "OUT-OF-STATE" from the dropdown list. Please specify the city, state and/or county of the facility or facilities from which waste tires were received.

Waste Tires and Tire Shreds

1	County/State of Origin	Tons
	OUT OF STATE ▼	175
State	Enter County(s)	
CA ▼	Shasta	

If you receive tires from multiple out-of-state facilities and cannot identify their individual locations, you may select "VARIOUS" (Out-of-State) in the dropdown instead.

Total Tons Received

This section shows the totals for all waste reported on the worksheet, as well as the individual fee calculations, credits and total payment due.

Total Tons Received

Total In-State Solid Waste: # of Tons	1976.50
Total Out-of-State Waste: # of Tons	1176.15
Total "Counting" Waste Tires: # of Tons	112.00
Total Tons Received in Reporting Period	3264.65
Permit Compliance Fee (Annual Reporters Only - \$200/yr or \$0.58/Ton, whichever is greater) x \$0.58/Ton=	
	\$ 1893.50
Solid Waste Tipping Fee x \$1.18/Ton=	
	\$ 3852.29
Orphan Site Fee x \$0.13/Ton=	
	\$ 424.40
Total Fee:	\$ 6170.19

For annual reporters there is a \$200 minimum compliance fee per year, and the total payment will reflect the greater of the tons reported x \$0.58 per ton or \$200.

Total Tons Received	
Total In-State Solid Waste: # of Tons	120.00
Total Out-of-State Waste: # of Tons	60.00
Total "Counting" Waste Tires: # of Tons	25.00
Total Tons Received in Reporting Period	205.00
Permit Compliance Fee (Annual Reporters Only - \$200/yr or \$0.58/Ton, whichever is greater) x \$0.58/Ton= \$ 200.00	
Solid Waste Tipping Fee x \$1.18/Ton= \$ 241.90	
Orphan Site Fee x \$0.13/Ton= \$ 26.65	
Total Fee: \$ 468.55	

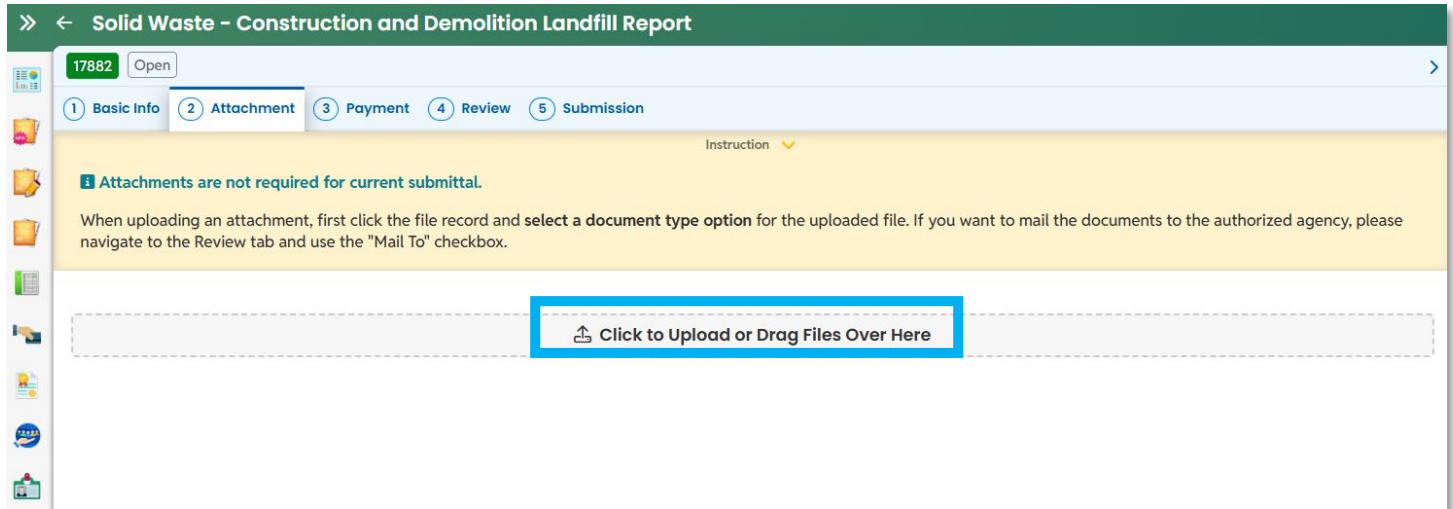
For quarterly reporters, the compliance fee is set at \$0.58 cents per ton. However, if you are a quarterly reporter with low tonnages and your total payments do not reach \$200 over four quarters you will need to pay the difference in the compliance fee at the end of the calendar year.

Total Tons Received	
Total In-State Solid Waste: # of Tons	1059.00
Total Out-of-State Waste: # of Tons	87.50
Total "Counting" Waste Tires: # of Tons	40.00
Total Tons Received in Reporting Period	1186.50
Permit Compliance Fee (Annual Reporters Only - \$200/yr or \$0.58/Ton, whichever is greater) x \$0.58/Ton= \$ 688.17	
Solid Waste Tipping Fee x \$1.18/Ton= \$ 1400.07	
Orphan Site Fee x \$0.13/Ton= \$ 154.25	
Total Fee: \$ 2242.49	

When your entries are complete, save your progress by clicking the Save icon . Make sure you see "submittal saved successfully" appear in the top right of the report before you the screen to ensure your progress is saved. Click the Save icon again if you are not certain.

Attachment tab

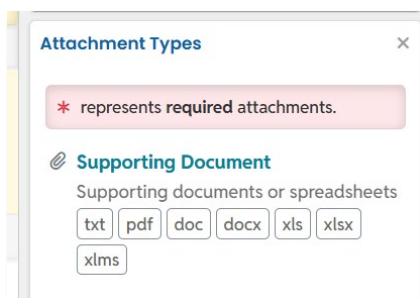
Attachments are only required for specific facilities, but if you wish to provide supplemental information, select "Click to Upload or Drag Files Over Here."



Each attached document must be:

- labeled with a document type and saved
- a file type listed in the right-hand navigation pane

To upload a file, select or drag the file you wish to upload. Not all types of documents may be accepted. If you encounter any issues while uploading, refer to the list on the right-hand sidebar if you are having any issues uploading. If the right-side bar is currently collapsed, you may click the arrow (<) at the top right of the main panel to reopen it.

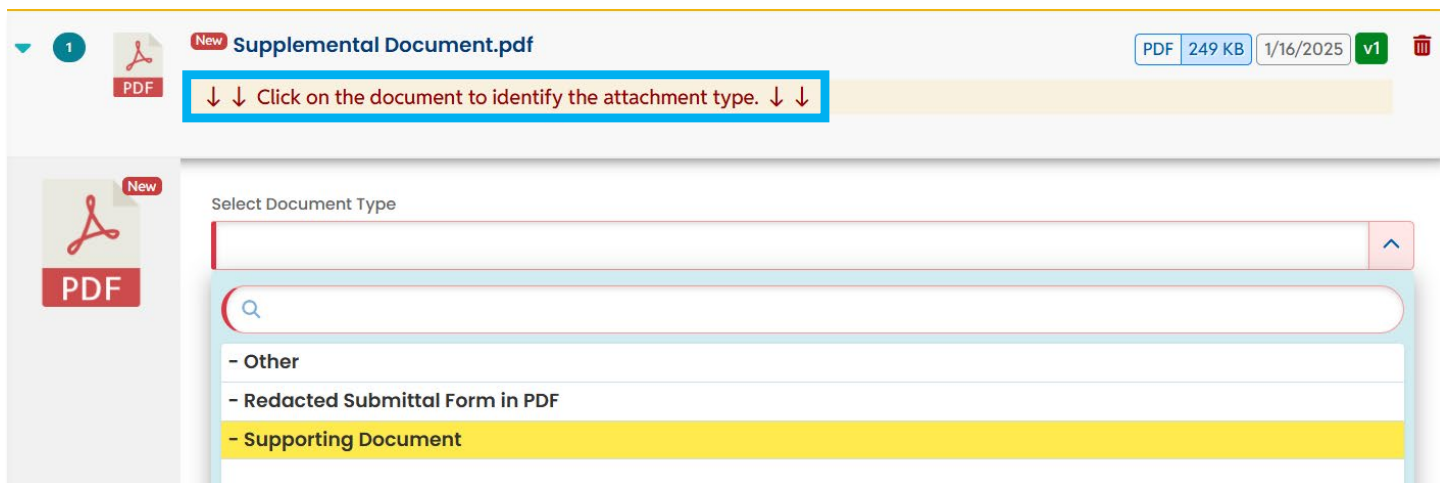


NOTE: If your document is larger than 50 MB, or you are encountering issues attaching your document, you may mail or email the document.

To mail documents to DEQ, please send them to the attention of the reporting, fee and invoicing coordinator at the address listed in the [staff contact](#) section at the bottom of this user guide.

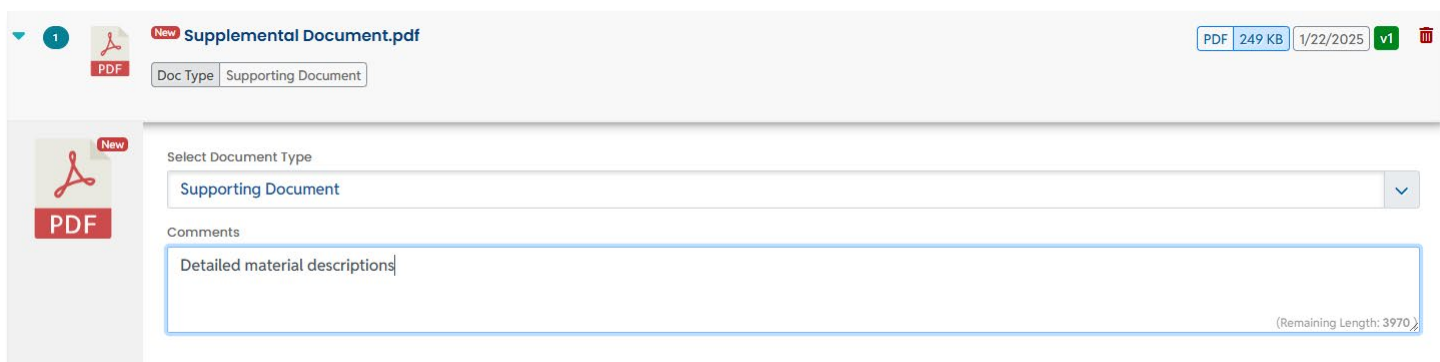
To email documents please send them to the email address for the reporting, fee and invoicing coordinator in the [staff contact](#) section at the bottom of this user guide. Please note, there is a 50 MB limit for email attachments as well and if the document is larger than that, it can either be split into smaller sections and

emailed separately or you may reach out to the reporting, fee and invoicing coordinator regarding other options. Below the file name, select “Click on document to identify the attachment type” and then select from one of the types listed.



The screenshot shows a web interface for uploading a document. At the top, a header bar displays a dropdown menu with '1', a PDF icon, the filename 'Supplemental Document.pdf', and metadata: 'PDF', '249 KB', '1/16/2025', 'v1', and a trash icon. Below the header, a yellow instruction bar reads 'Click on the document to identify the attachment type.' with arrows. On the left, a sidebar shows a 'New' button and a PDF icon. The main area is titled 'Select Document Type' and features a search bar and a list of options: '- Other', '- Redacted Submittal Form in PDF', and '- Supporting Document' (which is highlighted in yellow).

Enter a brief description of the document in the “Comments” section and click the Save icon  at the bottom right of the screen or the attachment will not successfully upload.



This screenshot shows the same interface as the previous one, but with more progress. The 'Doc Type' dropdown now shows 'Supporting Document' as the selected option. Below this, there is a 'Comments' section with a text area containing the text 'Detailed material descriptions'. At the bottom right of the text area, it says '(Remaining Length: 3970)'. The header bar remains the same, but the 'v1' version indicator is now green.

When you are done adding and labeling any attachments, click the save icon  to save the report.

If you have saved a document with an incorrect document type, you will have to delete and reattach the document to select the correct document type.

If you would prefer to mail or email the documents to DEQ please send them to the reporting and invoicing coordinator listed in the [staff contact](#) section at the bottom of these instructions.

Payment tab

Ensure all required data is entered on the Basic Info tab and you have clicked on the Save icon  before you proceed to the Payment tab.

In the Payment tab, you will see your calculated total DEQ Solid Waste and Compliance Fees (Reference: [OAR 340-097-0110](#) and [OAR 340-097-0120](#)) plus the 4% technology fee.

Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except agency-issued penalties. The fee, which was authorized by the 2021 Oregon Legislature, is necessary to pay for the annual operation and maintenance costs of the system. For more information about the 4% technology fee, refer to [YDO technology fee FAQ](#).

You have the option of paying by check, ACH or credit card. ACH and credit card payments are immediate while credit card payments will be complete once DEQ receives and processes the payment. All payments must be received by the due date for the reporting period.

For detailed instructions on how to complete your payment, refer to the instructions on [How to Make a Payment in YDO User Guide](#).

Review tab

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

When a green ✓ is shown next to “Basic Info” below the green bar, and the only red warning icon ⚠ is on the Submission tab, the required information for your report is complete.

To view/save/print the submittal data entry form click the printer icon 🖨. You’ll need to disable the browser pop-up blocker if the PDF fails to appear.

NOTE: The submittal data entry form for your Construction and Demolition Landfill Report is a draft summary of information entered into the Basic Info tab. This is your last opportunity to review and update content and attachments before submission.

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

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

* 40090 Open

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

Troubleshooting

Under the Submittal Form(s) Summary section, if the Basic Info tab has any missing required information, you will see a red ✖ next to the words “Basic Info” below the green bar. You will also see a red warning icon ⚠ on the Basic Info tab. (the ⚠ on the Submission tab is correct at this point).

Navigate back to the Basic Info tab and complete any missing required fields. When all required information is entered, the ⚠ will no longer display on the Basic Info tab.

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

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.

X Basic Info

If you have added an attachment but do not specify the document type, you will see “missing the attachment type” under the pink bar on far right. You will need to return to the attachment tab and specify the document type before submitting the report.

Submittal Form(s) Summary

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

✓ Basic Info

Mandatory Attachment

Attachments are not required for this Submittal.

Uploaded Attachment

Please specify the attachment type for all attachments.


Supplemental Document.pdf

PDF
249 KB

Missing the attachment type.

Submission tab

Ready to Submit

Review the Certification Statement and select the box to acknowledge that you have read and agree to the above certification statement.

If you are ready to submit, click the Submit button at the bottom of the Submission tab to complete your facility's Construction and Demolition Landfill Report.

NOTE: Until you submit using the blue Submit bar, your report will remain as pending (saving is not the same as submitting).

1 Basic Info2 Attachment3 Payment4 Review5 Submission

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.

☒ I have read and agree to the above certification statement

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.

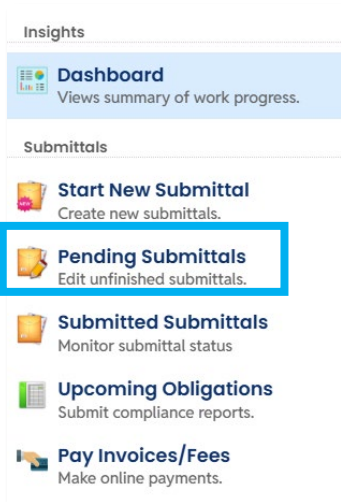
Disclaimer

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

Not Ready to Submit

If you are not ready to submit, please click the Save icon  before leaving the submittal screen. When you are ready to continue working on this submittal, it will now be in the pending submittals module on your dashboard.



Submittal Successful

If your submittal is successful, a screen will appear, allowing you to save a copy of your final submittal and receipt. DEQ recommends saving both for your records.

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

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

Submission Successful!

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

Please click **Receipt** to print your receipt.

Submittal Summary

Submittal ID: **40155**

Submittal Date: **1/29/2025, 3:31:42 PM**

Submittal By: Solid Waste Test RO
111111111
jamie.jones@deq.oregon.gov

Owner Information: Solid Waste Test RO
111111111
jamie.jones@deq.oregon.gov

Submittal Form Info

Name: Solid Waste - Composting Facility Annual 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 Test RO

Sender IP: 35.150.244.34

Mail-to Attachment List

No record.

Staff Contact

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

inquiries regarding completion of this form and its contents should be directed to the Reporting and Invoicing Coordinator at 503-229-6434 or sw.feereporting@deq.oregon.gov.

All Counties	Contact
Baker, Crook, Deschutes, Gilliam, Grant, Harney, Hood River, Jefferson, Klamath, Lake, Malheur, Morrow, Sherman, Umatilla (including Milton-Freewater), Union, Wallowa, Wasco, Wheeler, Clackamas, Clatsop, Columbia, Multnomah, Tillamook, Washington Benton, Coos, Curry, Douglas, Jackson, Josephine, Lane, Lincoln, Linn, Marion, Polk, Yamhill	Reporting & Invoicing Coordinator Materials Management Program 700 NE Multnomah St., Suite 600 Portland, OR 97232-2131 Phone: 503-229-6434 sw.feereporting@deq.oregon.gov

All inquiries regarding the permit associated with this reporting form should be directed to the permit coordinator at the regional office for the area where the facility is located. DEQ's 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

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](#).

Revision history

Revision	Date	Changes	Editor
1.0		Initial draft	CMP
2.0	1/30/25	Draft	CMP
3.0	7/7/25	Final draft	CMP
	7/20/25	PA review	JKF