



HOT Cleanup Report User Guide

HOT Program

Issue Date: April 16, 2024
Revision Date:
Revision No.:



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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. This document describes how to submit a heating oil tank (HOT) Cleanup Report in the Your DEQ Online database.



State of Oregon
Department of
Environmental
Quality

[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.



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1 Introduction

Heating oil tank (HOT) service providers (and occasionally homeowners) regularly register HOT certification letters and cleanup reports to the HOT Program for review and approval. Please visit DEQ's [HOT](#) webpage for more information and program materials.

Do not use this form to submit a HOT Clean Decommissioning Report.

Note. There is the potential that the release was never reported to DEQ in compliance with the HOT rules. Confirm a release was reported.

1.1 Your DEQ Online

Through Your DEQ Online, parties may submit a HOT Cleanup Report.

To get started using Your DEQ Online, please complete the following steps.

1. Register an account by navigating to the [Your DEQ Online Public Portal](#). Select "Register Account."

Tip. DEQ Cleanup, LUST, & HOT Programs recommend all parties (e.g., responsible parties, property owners, consultants, service providers, etc.) select "RO" (Responsible Official) account type when creating your YDO account.

2. Complete identity verification.
3. Establish link to the "Heating Oil Tank" submittal group.

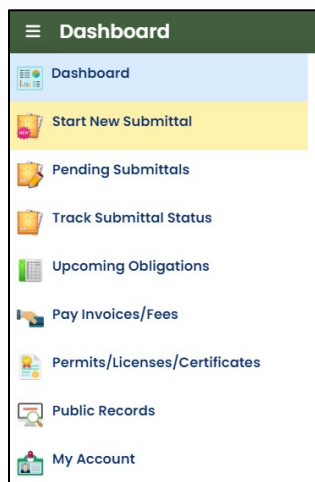
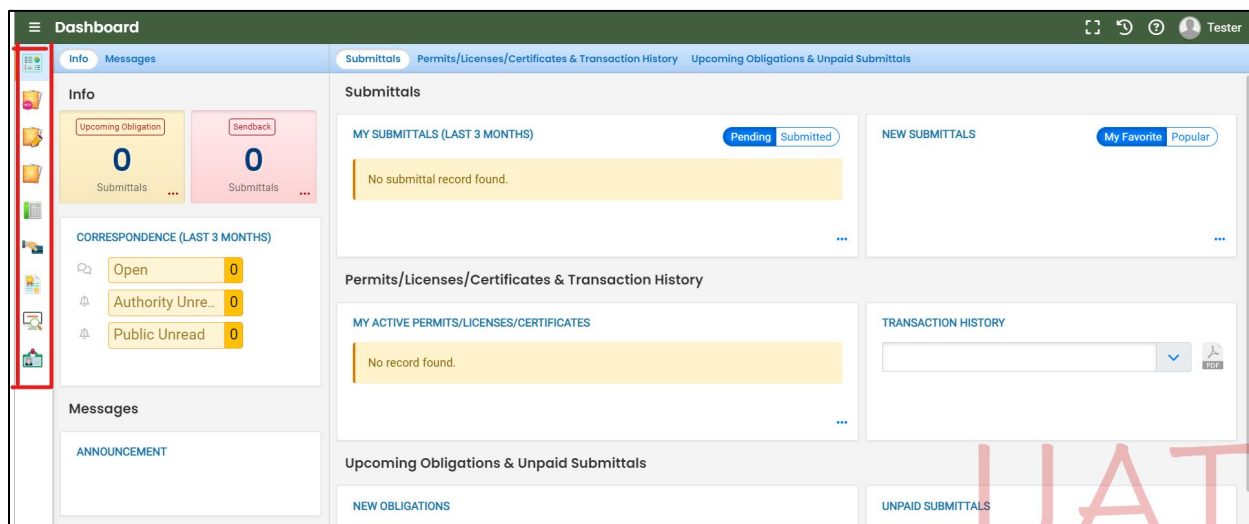
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

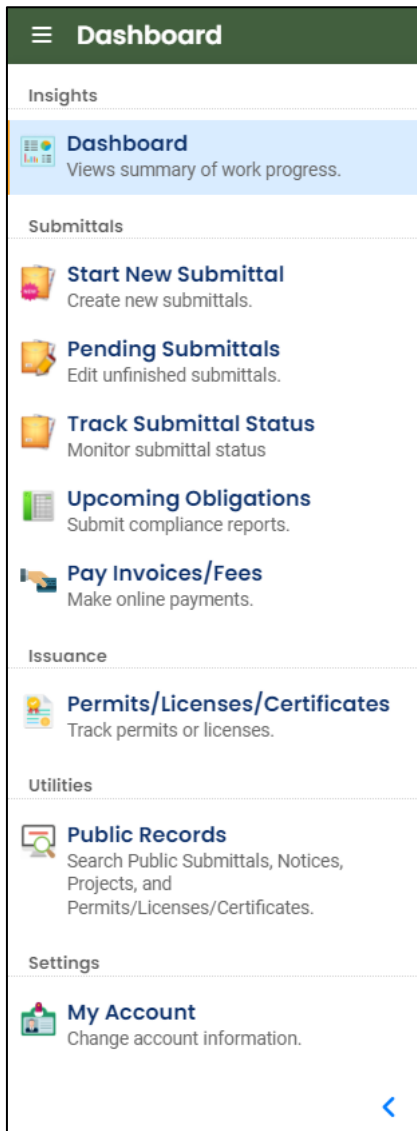
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

Tip. The navigation panel is on the far left side of the screen and provides quick access to content.



There are several ways to access and use the navigation panel.

- Click the symbol for the content you need.
- Hovering over the panel will bring up a list view of the panel
- Clicking the hamburger icon  will expand to the more detailed view shown on the next page.
- Use  symbol at the bottom of the panel to expand and  symbol to contract the panel.



Dashboard. View a summary of current and pending activity for your account.

Start New Submittal. Start a new submittal here.

Pending Submittals. Resume editing any submittals that have been started and saved, but not yet submitted.

Track Submittal Status. Track the status of all submitted submittals.

Upcoming Obligations. View upcoming reporting obligations.

Pay Invoices/Fees. Pay DEQ invoices or fees.

Permits/Licenses/Certificates. View DEQ issued permits, licenses, and certificates.

Public Records. View published submittals, permits, licenses, and certificates, and available project data.

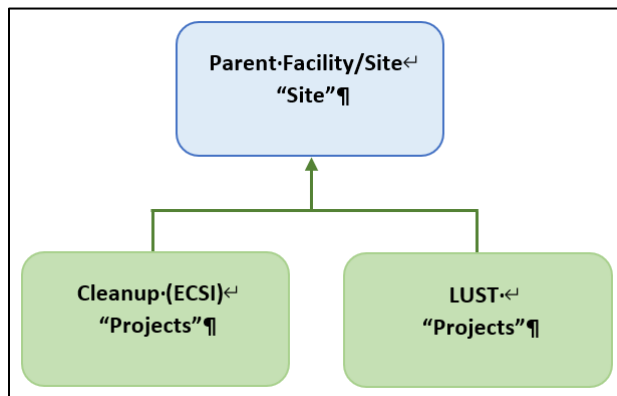
My Account. Change your contact information, facility linkage, and other account settings.

1.3 Who Should Submit this Report?

The HOT Cleanup report **must be completed by the entity (typically a Service Provider or Homeowner) who is certifying the closure.**

1.4 Understanding “Site” and “Project” Use in YDO

When associating a facility/site with your account and later your submittal, understanding how “Site” and “Project” are used in YDO is important. In YDO “Site” and



“Facility” are synonyms and used interchangeably.

A facility/site is the **parent** facility that multiple DEQ programs may connect to. LUST sites, which include releases from regulated, unregulated, and heating oil tanks, are considered **children** (“Projects”) in YDO and connect to the parent “Site”.

The diagram on the left is provided to show how multiple programs are connected to a single facility unlike DEQ’s legacy systems which were independent and separate systems.

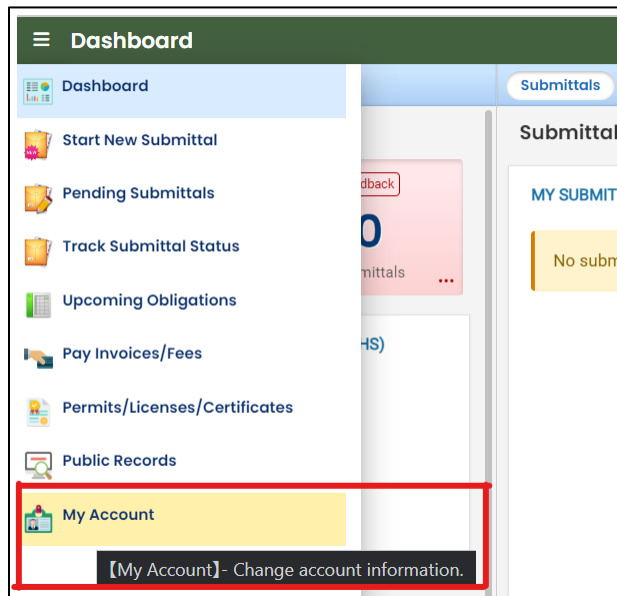
Tip. The “Site” name is often different than the “Project” name.

2 Is Your Facility Associated With Your Account?

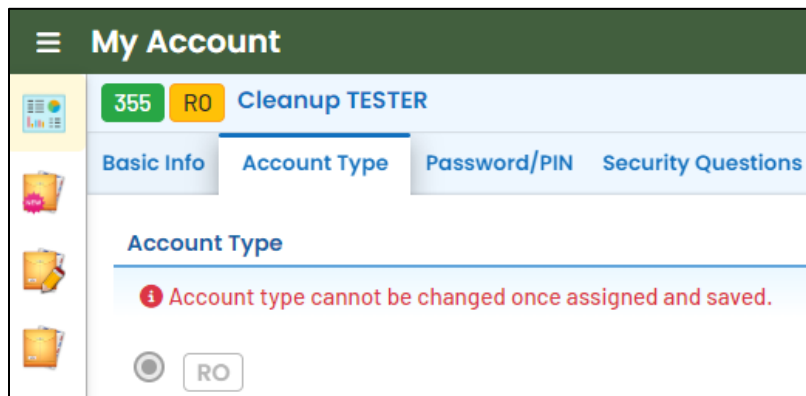
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to add the facility/site to your account. The facility/site must be associated with your account to submit a document for a specific leaking HOT project.

2.1 Where to Look

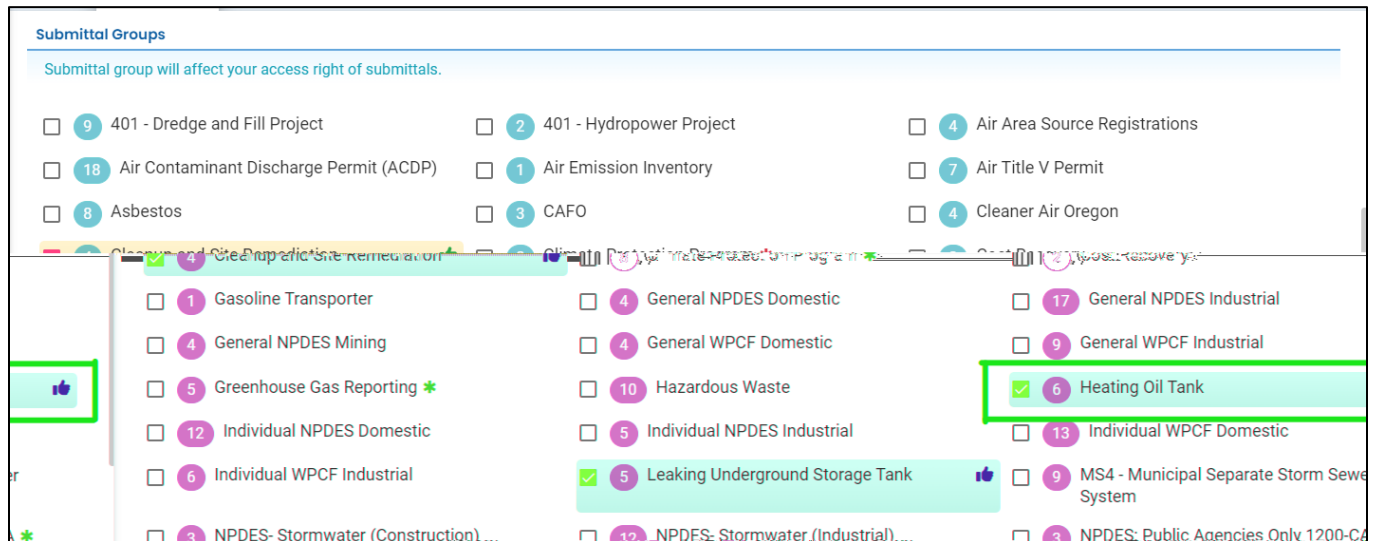
1. Click on “My Account” in the far left column.



2. Click on the “Account Type” tab



3. Scroll down and confirm that “Heating Oil Tank” is selected in your Submittal Groups.



4. Scroll to the bottom of the page to the “Facility-Submittal Group Permissions” section. Is your facility listed here?

- a. If no; then go to **Section 2.2** to add your facility.
- b. If yes; confirm the Facility is associated with “Heating Oil Tank”. The same Facility may be associated with multiple “Submittal Groups” as shown below.
 - i. If yes; go to **Section 3** for steps to follow to complete the submittal.
 - ii. If no; then go to **Section 2.2** to add your facility and associate with the correct submittal group(s).

	Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	6 Heating Oil Tank	
	test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060	766167	5 Leaking Underground Storage Tank	
	BAY CITIES AMBULANCE 3505 SE OCEAN BLVD, COOS BAY, OR 97420	757839	6 Heating Oil Tank	
	1 DAY SIGNS 1010 COMMERCIAL ST SE, SALEM, OR 97302	509399	4 Cleanup and Site Remediation	
	Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	4 Cleanup and Site Remediation	
	CHILOQUIN FOREST PRODUCTS INC E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	4 Cleanup and Site Remediation	
	test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060	766167	6 Heating Oil Tank	
	Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	5 Leaking Underground Storage Tank	

Add Permissions

2.2 Add New Facility to Your Account

1. Click on the “Add Permissions” button.

Facility Name	Address	Facility ID	Submittal Group	Count
FOREMAN'S CLEANERS	1070 COMMERCIAL ST SE, SALEM, OR 97302	511232	Leaking Underground Storage Tank	5
CHILOQUIN FOREST PRODUCTS INC	E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	Cleanup and Site Remediation	4
Star Trek	420 N Main St, Pendleton, OR 97801-1648	830162	Cleanup and Site Remediation	4

Add Permissions

2. Search for your facility/site in the search box below “Available Sites”.
 - a. If your facility/site is not found, go to **Section 2.3**.
 - b. If your facility/site is present, go to **Section 2.4**.

Note. Since releases from underground storage tanks are required to be reported, the facility will be in the YDO system.

Note. If a release was just reported for a project, there will be a delay as DEQ staff process the release and adds the project to the YDO system. Reach out to the HOT Program if the release needs to be prioritized.

Tips. Searching by street address will provide best results. The facility/site name may be different than the project name as this system combines all DEQ programs under the same facility/site.

My Account

355 RO Cleanup TESTER

Basic Info | Account Type | Password/PIN | Security Questions | Consultants | Verification | Linked Licensee

E BLOCKINGER ST, CHILOQUIN, OR 97624

Star Trek
420 N Main St, Pendleton, OR 97801-1648
830162
4 Cleanup and Site Remediation

Add Permissions

Picked Sites (0):
Select sites from below.....

Picked Submittal Groups (0):
Select groups from below.....

Available Sites

- 12th and Belmont Ave
12th and Belmont Ave, Hood River, OR 97031
388662
- Bldg 1038 Forest Service Loop
Bldg 1038 Forest Service Loop, Sisters, OR 97759
383848
- 1-2B MILWAUKIE
9002 SE MCLOUGHLIN BLVD, MILWAUKIE, NJ 97222
273888
- ARCO 6058
9560 NW GLENCOE RD, HILLSBORO, OR 97124
506476
- Eastside Funding LLC
707992

Total: 156164

Available Submittal Groups

- Cleanup and Site Remediation (4)
- Heating Oil Tank (6)
- Leaking Underground Storage Tank (5)


Total: 3

3. The example below shows the search results for “312 Main”.
 - a. **Be sure to select the correct Facility/Site.** Remember the Facility/Site name may be different than the LUST/Leaking HOT project name.
 - b. In this example, two facilities/sites are located at the same address. Check the box for the facility/site with a **green** 🌱 symbol.
 - c. Select the “Heating Oil Tank” under the “Available Submittal Groups” box.
 - d. Click the “+” symbol.

Tip. Only facilities with the 🌱 Land Quality Division symbol can be associated with the “Heating Oil Tank” submittal group.

Note. If you have any doubts about which facility/site to connect to your account, please visit the [YDO Helpdesk](#) and we will work with you to identify the correct facility/site.

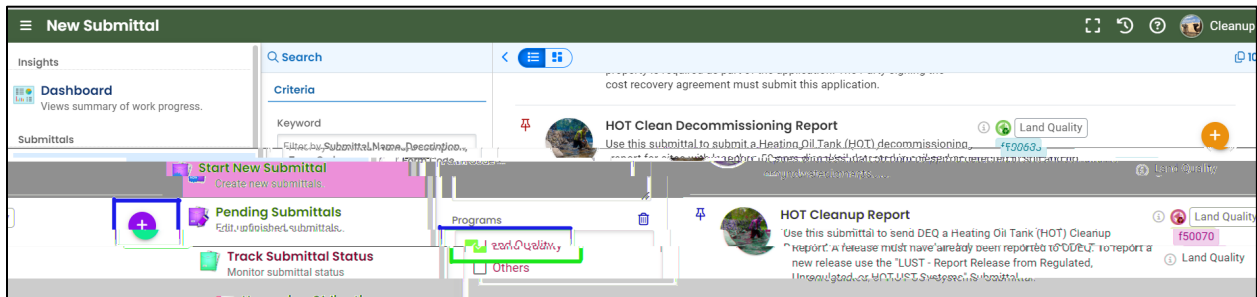
The screenshot displays the 'Add Permissions' interface. At the top, there are two sections: 'Picked Sites (1):' containing 'GENERAL FARM SUPPLY, INC.' and 'Picked Submittal Groups (1):' containing 'Heating Oil Tank'. A red box highlights a yellow '+' button in the top right corner. Below these are two main panels: 'Available Sites' and 'Available Submittal Groups'. The 'Available Sites' panel has a search bar with '312 Main' and lists three entries. The second entry, 'GENERAL FARM SUPPLY, INC.' at '312 MAIN ST, NYSSA, OR 97913', is selected with a checkmark and has a green '512607' icon with a 🌱 symbol highlighted by a red box. The 'Available Submittal Groups' panel has a search bar and lists four groups. The 'Heating Oil Tank' group is selected with a checkmark and is highlighted by a red box. At the bottom right, a red box highlights a pink save button with a white floppy disk icon. A 'Total: 3' indicator is at the bottom of the 'Available Sites' panel, and a 'Total: 4' indicator is at the bottom of the 'Available Submittal Groups' panel.

4. Click  button to save your selection.
5. Return to your Dashboard by clicking on the Dashboard icon.

3 Start A New Submittal

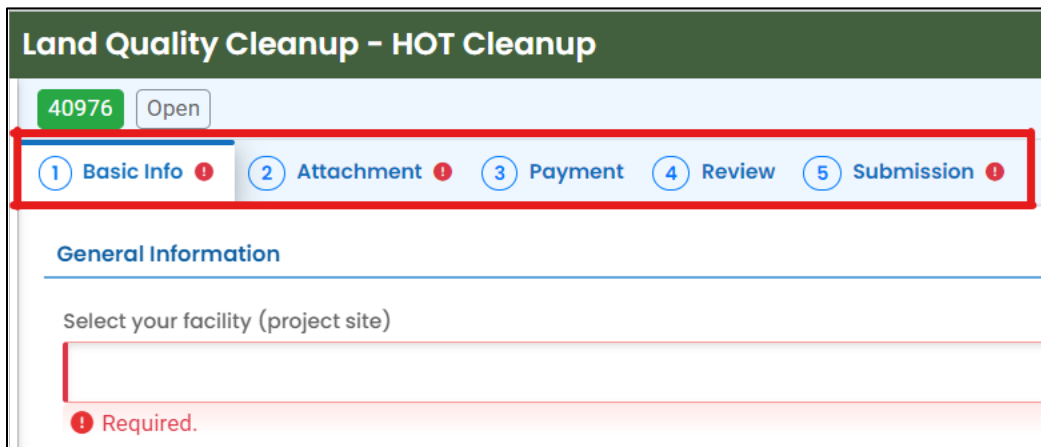
1. Click “Start New Submittal”.
2. Check “Land Quality” under “Programs”.
3. Locate the “HOT Cleanup Report” and click the “+” sign on the far right.

Tip. Clicking the push pin symbol next to the submittal will add that submittal to your “My Pinned Submittals” ribbon at the top.



3.1 Understanding the Submittal

1. The RID number **40903** will be populated after the submittal is first saved and may be used to find your submittal in the future.
2. You will complete a 5-step process to submit the submittal. The 5 steps are presented as the following tabs: **Basic Info**, **Attachment**, **Payment**, **Review**, and **Submission**.



3. The “Attachment Types” box on the lower right of your screen indicates the type of files that may be attached for each attachment type.



Tip. A red asterisk next to an attachment name indicates a required document.

Click the Save button



4 Basic Info Tab

Enter basic information about the project including the following.

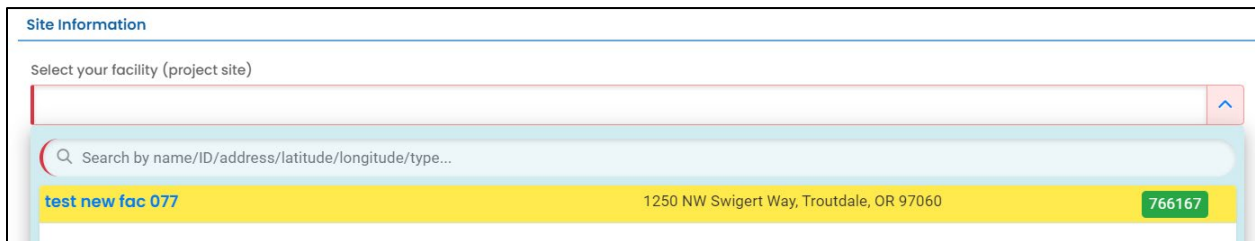
- Select the Facility and Project
- Provide responsible party contact information
- Provide information on decommissioning and certification date and type
- Answer cost summary questions

4.1 General Information

A facility must be associated with your account **and** the correct submittal group for the facility to populate in the dropdown menu.


1. Select the facility associated with the project this submittal is for.

Tip. If the facility is not present in the dropdown menu, go to Section 2.



The screenshot shows a search interface for a facility. At the top, it says "Site Information" and "Select your facility (project site)". Below this is a search bar with a magnifying glass icon and the text "Search by name/ID/address/latitude/longitude/type...". A search result is highlighted in yellow, showing "test new fac 077" on the left, "1250 NW Swigert Way, Troutdale, OR 97060" in the center, and a green box with "766167" on the right.

2. The selected facility will populate into the “Select your facility (project site)” field.




The screenshot shows the "Site Information" form with the "Select your facility (project site)" dropdown menu populated. The selected facility is "test new fac 077" with the address "1250 NW Swigert Way, Troutdale, OR 97060". To the right of the facility name are two green boxes: "766167" and "Latitude 45.553546 Longitude -122.401187". Below the facility selection is another dropdown menu labeled "Select your project", which is currently empty. A red error message "Required." is visible below the "Select your project" dropdown.

- Projects associated with the selected facility will appear in the project dropdown menu. Projects may have different names than the facility. If more than one project is present, select the appropriate project.

General Information

Select your facility (project site)

 **test new fac 077** 766167 Latitude 45.553546 Longitude -122.401187
 1250 NW Swigert Way, Troutdale, OR 97060

Select your project

test 3902 417381	Leaking Underground Storage Tank 15-23-0001
Test Site 1500 417384	Leaking Heating Oil Tank 15-23-1200


Tip. Facilities often have multiple LUST and leaking HOT projects. Look at the project type in the blue box and the program ID number (LUST number) to determine the correct project.

Who Me Gas 417398	Leaking Heating Oil Tank 15-23-0001
Bug's R Us Gas 417399	Leaking Underground Storage Tank 15-23-1200

- The selected project will populate into the “Select your project” field.

General Information

Select your facility (project site)

 **test new fac 077** 766167 Latitude 45.553546 Longitude -122.401187
 1250 NW Swigert Way, Troutdale, OR 97060

Select your project

Test Site 1500
417384
Leaking Heating Oil Tank
15-23-1200

4.2 Responsible Party

Provide the Responsible Party contact information. ****Please enter this contact information correctly as YDO will use this information to generate letters and emails to the Responsible Party.****

1. The LUST ID will automatically be populated as shown below. **Confirm this LUST Number** matches the project you are submitting this HOT Cleanup Report for. If it does not match, then you either did not select the correct facility or the correct project and need to return to either **Section 2** or **Section 4.1**.

Responsible Party			
Salutation	First Name	M.I.	Last Name
	La'an		Noonien-Singh
Company	Title		Email
USS Enterprise			katie.daugherty@deq.oregon.gov
Phone	Mobile	Fax	
444-444-4444	000-000-0000	000-000-0000	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Unit, Suite, or Floor #	
3333 NE 66th Ave			
City	State	Zip Code	
Vancouver	WA (Washington)	98661-7236	

4.3 Site Selection

This section has several components that are outlined below.

4.3.1 Site Type

Indicate if the HOT decommissioning was performed by the Homeowner or Service Provider.

Tip. Most HOT decommissioning will be performed by a licensed HOT Service Provider.

1. If “Homeowner” is selected continue to **Section 4.3.2**.
2. If “Service Provider Sites” is selected, additional fields will appear to select the HOT service provider and HOT supervisor.
 - a. Select the “Licensed HOT Service Provider name” from the dropdown menu.
 - b. Select the “Supervisor License Number” from the dropdown menu.

The screenshot shows a web form titled "Site Selection". Under "Site Type", "Service Provider Sites" is selected. Below, there are two dropdown menus. The first is for "Licensed HOT Service Provider Name" and is populated with "Aliens visit Earth To Decom HOTS". It includes fields for "Lic No" (27555), "HOT Service Provider License", and contact information (444-444-4444, 345 SW Harrison St, Portland, Oregon 97201). The second dropdown is for "Supervisor License Number" and is populated with "Cleanup TESTER". It includes fields for "Lic No" (27575), "HOT Supervisor License", and contact information (1111111111, 123 Mail Road, CITY, Oregon 97535).

4.3.2 Certification Date

Enter the “Certification Date”

The screenshot shows a date input field labeled "Certification Date" with the value "12/12/2023" and a calendar icon to the right.

4.3.3 Certification Type

Select the “Certification Type” from the drop down menu. Additional content will appear based on your selection. The three options are discussed in the following subsections.

The screenshot shows a dropdown menu labeled "Certification Type" with three options: "Soil Matrix", "Generic Remedy", and "Risk-Based".

4.3.3.1 Soil Matrix

Select the appropriate answer for each soil matrix criterion. The soil matrix cleanup level will be automatically calculated.

The screenshot shows a form titled "Soil Matrix Score Sheet". At the top, there are two dropdown menus: "Certification Date" set to "10/21/2023" and "Certification Type" set to "Soil Matrix (Simple)". Below this is a yellow header bar with the title "Soil Matrix Score Sheet". The form contains several rows of radio button options and corresponding score input fields:

Criterion	Options	Score
Depth to Groundwater	<input type="radio"/> < 25 feet: 10 points <input checked="" type="radio"/> 25 - 50 feet: 7 points <input type="radio"/> 51 - 100 feet: 4 points <input type="radio"/> > 100 feet: 1 point	7
Mean Annual Precipitation	<input type="radio"/> > 45 inches: 10 points <input checked="" type="radio"/> 20 - 45 inches: 4 points <input type="radio"/> < 20 inches: 1 point	4
Native Soil Type	<input type="radio"/> Course sands, gravels: 10 points <input checked="" type="radio"/> Silts, fine sands: 5 points <input type="radio"/> Clays: 1 point	5
Sensitivity of Uppermost Aquifer	<input type="radio"/> Sole Source: 10 points <input type="radio"/> Current Potable: 7 points <input checked="" type="radio"/> Future Potable: 4 points <input type="radio"/> Non-potable: 1 point	4
Potential Receptors	<input type="radio"/> Many near: 10 points <input checked="" type="radio"/> Medium: 5 points <input type="radio"/> Few, far: 1 point	5
Total Score		28

At the bottom right of the form, there is a "Level 2" label.

4.3.3.2 Generic Remedy

Select either Level 1 or Level 2 from the Generic Remedy drop down menu.

The screenshot shows a form with "Certification Date" set to "12/12/2023" and "Certification Type" set to "Generic Remedy (Intermediate)". Below this is a dropdown menu labeled "Generic Remedy" with two options: "Level 1 (under 2,500 ppm)" and "Level 2 (2,500 - 10,000 ppm)".

4.3.3.3 Risk-Based

Click the box next to all impacted media.

The screenshot shows a form with "Certification Date" set to "12/12/2023" and "Certification Type" set to "Risk-Based (Complex)". Below this is a section labeled "Media Impacted" with five checkboxes: "Soil" (checked), "Groundwater" (checked), "Surface Water" (unchecked), "Indoor Air" (checked), and "Outdoor Air" (unchecked).

4.3.4 Tank Decommissioning Method & Disposal

Select the method of decommissioning from the dropdown menu. Additional fields will populate depending on your selection.

The screenshot shows a dropdown menu titled "Tank removed or decommissioned in-place". The menu is open, showing three options: "Removed", "Removed", and "Decommissioned In-Place". The second "Removed" option is highlighted in blue.

4.3.4.1 Tank Removed

Select the method of off-property tank disposal from the dropdown menu.

Tank removed or decommissioned in-place

Removed

Removed: tank recycled or disposed

Recycled

Recycled

Disposed

Provide the name and location of disposal or recycle company.

Removed: name and location of business where tank recycled/disposed

Mount Doom, Mordor, Middle Earth

4.3.4.2 Tank Decommissioned In-Place

Select the fill material used from the dropdown menu.

Tank removed or decommissioned in-place

Decommissioned In-Place

Filled in-place: type of fill material used

Concrete

Gravel

Perlite

Sand

Provide the volume of fill material used.

Filled in-place: amount of fill material used (gallons)

250

4.3.5 Cleanup Dates & Findings

Populate the date cleanup started and was completed.

Date Cleanup Started

12/04/2023

Date Cleanup Completed

12/08/2023

Answer the following questions about the cleanup.

Was contaminated soil removed?	<input checked="" type="radio"/> Yes <input type="radio"/> No
How much contaminated soil was removed? (cubic yards or tons)	<input type="text" value="25"/> <input type="radio"/> cubic yards <input checked="" type="radio"/> tons
Was groundwater encountered in the tank pit?	<input checked="" type="radio"/> Yes <input type="radio"/> No
Did groundwater samples have any Dx, BTEX, or PAH detections?	<input type="radio"/> Yes <input checked="" type="radio"/> No
Highest Remaining NWTPH-Dx (ppm) Detected?	<input type="text" value="500"/>

4.3.5.1 Instructional Banners

Red instruction banners may appear based on your selections. For example, if you selected the Soil Matrix certification type but groundwater sample had detections, the system will show a banner indicating you need to change your certification type selection.

Please select "Risk-based project" for the certification type.

The following banner will appear if you selections indicate you should submit this certification as a clean decommissioning.

Please Fill out Clean Decommission Form

If the banner above appears and all of your entries are correct, please do not complete the HOT Cleanup Report but go back to "Start New Submittal" and select the HOT Clean Decommissioning Report.

4.3.6 Cost Summary Questions

Provide the project cost and select the general complexity of the project.

Cost Summary Questions	
Project cost (what did it cost to perform the services)	<input type="text" value="6500"/>
Rate the general complexity of the project as compared to other similar projects of the same category that your company has worked on	<input checked="" type="radio"/> Normal (No unusual circumstances) <input type="radio"/> Moderate (Some difficulties encountered) <input type="radio"/> Difficult (Problems encountered that caused increased work or other complexities)

4.3.7 Attachments

Review and confirm you have all required information included in the report you will attach.

Attachments

The Leaking HOT Cleanup Report is required to be included as part of this submittal (upload the report under the Attachment tab). The following items are required to be included in the report.

- Homeowner or Service Provider Signed Certification Statement
- Site Narrative
- Site Map
- Laboratory Reports with Chain of Custodies
- Disposal Receipts

DEQ will return any Leaking HOT Cleanup Report submitted without the required content listed above for revisions.

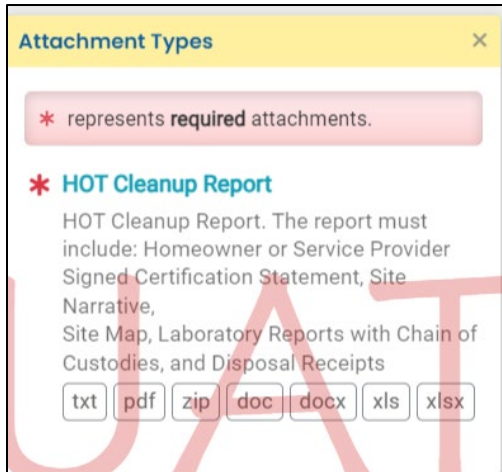


Save the submittal and go to the next tab.

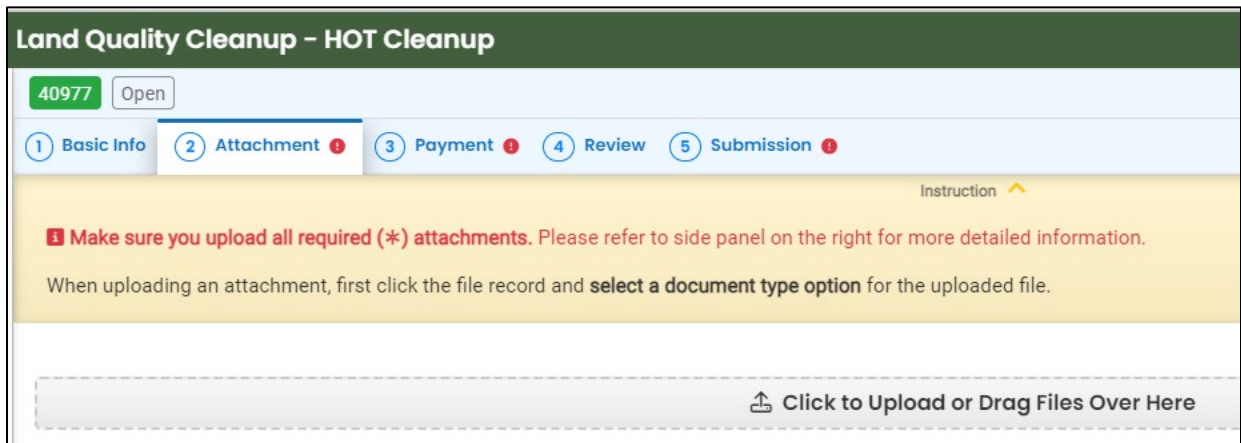
5 Attachment Tab

At least one document must be attached to the submittal. Multiple documents for the same project may be attached. To attach a document follow the steps below.

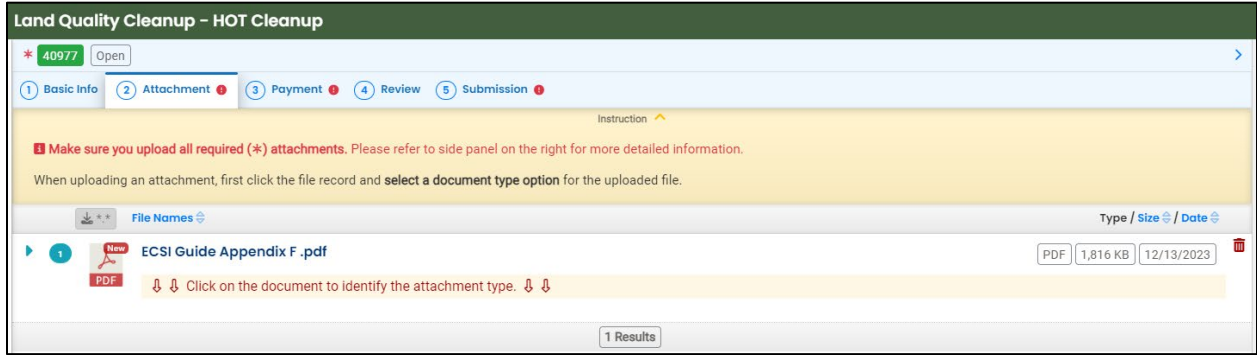
1. Review the “Attachment Types” box on the right side of the screen.
 - a. Note which documents are required.
 - b. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



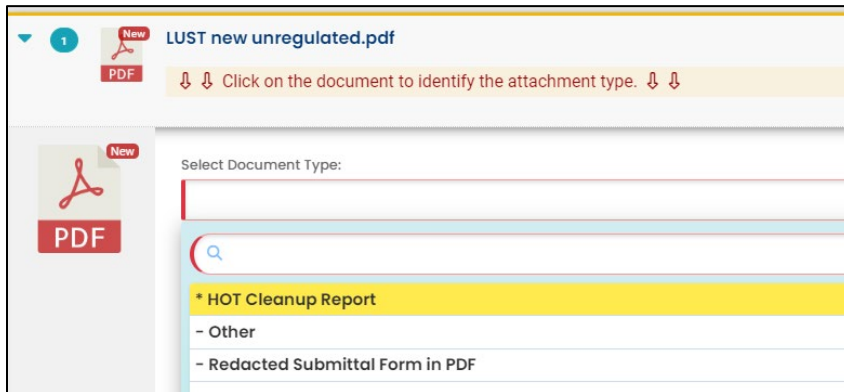
2. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment or simply drag and drop.



3. Once uploaded, click “↕↕ Click on the document to identify the attachment type ↕↕”



4. Click “Site Document Type:” and select the document type. Since a “HOT Cleanup Report” is a required attachment at least one attachment must have this document type selected.



5. Add comment (optional)

6. Click the  to save

7. Add additional documents following the steps above.

6 Payment Tab

Pay the required fee for submitting a HOT Cleanup Report. The fee amount is based on the certification type selected. All three certification fees are shown below.

Click the “Pay Amount Due” blue box to start.

Land Quality Cleanup - HOT Cleanup
40977 Open

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: \$ 250.00 + Service: \$ 10.00 - Paid: \$ 0.00 = Due: \$ 260.00 **Pay Amount Due**

Fees

Technology Fee
① Additional Fee \$ 10.00
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.

Soil Matrix Fee
① Additional Fee \$ 250.00

2 Results

Land Quality Cleanup - HOT Cleanup
40301 Open

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: \$ 350.00 + Service: \$ 14.00 - Paid: \$ 0.00 = Due: \$ 364.00

Fees

Technology Fee
① Additional Fee \$ 14.00
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.

Generic Remedy Cleanup Fee
① Additional Fee \$ 350.00

2 Results

Land Quality Cleanup - HOT Cleanup
40301 Open

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: \$ 450.00 + Service: \$ 18.00 - Paid: \$ 0.00 = Due: \$ 468.00

Fees

Technology Fee
① Additional Fee \$ 18.00
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.

Risk-Based Cleanup Fee
① Additional Fee \$ 450.00

2 Results

6.1 Select your payment option

Three payment options are available: ACH, Credit Card, and check by mail. Please refer to the "[Payments for Submittals](#)" user guide for detailed instructions on each option.

The screenshot shows a payment summary at the top: Fee \$ 250.00, Service \$ 10.00, Paid \$ 0.00, and Due \$ 260.00. Below this, there are three radio button options: ACH (selected), Credit Card, and Check by Mail. To the right, there is a 'Pay Now' button. A note states: 'Automated Clearing House (ACH) payment method: When clicking Pay Now button, you will be redirected to agency's payment portal to finish the payment. Once finished, you will be redirected back to the system to finish the task.'

Tip. Remember to print a copy of your receipt (see **Section 8**) to include with your check if paying by "Check by Mail". **If the check is for more than one submittal include receipts for all applicable submittals.** This ensures the payment is applied to the correct project(s) and avoids delays in processing your submittal(s).

A warning dialog box with a red exclamation mark icon. The text reads: 'You have selected Check by Mail. The system will show the balance due until the check is received and posted. **Include a copy of your Receipt of the Application with Payment.**' At the bottom, there are 'OK' and 'CANCEL' buttons.

7 Review Tab

You may review all mandatory requirements under the “Review” tab.

1. The system will display a ✓ if all required information is provided.

The screenshot shows the 'Review' tab for submission 40301. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. A yellow banner at the top reads: '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.' Below this is the 'Submittal Form(s) Summary' section, which contains a green box with the text: 'Please check if the following sections are completed. Click on the PDF (PDF) hyperlink to open/save/print the PDF form'. A red box highlights a green checkmark icon next to the text 'Basic Info'. The 'Fees/Payments' section shows a calculation: Fee \$ 450.00 + Service \$ 18.00 - Paid \$ 0.00 = Due \$ 468.00, with a 'Check in Transit/Waiting' amount of \$ 468.00. The 'Mandatory Attachment' section has a red box around a green box containing the text 'All required attachments were included.' An 'Uploaded Attachment' section shows a PDF file named 'LUST new u... HOT Cleanup... PDF | 62 K'.

2. The system will display an ✕ if required information has not been provided. The system will also flag when a required attachment is not attached. You will need to complete required information to submit the submittal.

The screenshot shows the 'Review' tab for submission 40287. The navigation bar includes 'Basic Info', 'Attachment', 'Payment', 'Review', and 'Submission'. A yellow banner at the top reads: '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.' Below this is the 'Submittal Form(s) Summary' section, which contains a green box with the text: 'Please check if the following sections are completed. Click on the PDF (PDF) hyperlink to open/save/print the PDF form'. A red box highlights a red 'x' icon next to the text 'Basic Info'. The 'Fees/Payments' section shows a calculation: Fee \$ 0.00 + Paid \$ 0.00 = Balance \$ 0.00. The 'Mandatory Attachment' section has a blue box around a blue box containing the text 'Missing required attachment.' An 'Uploaded Attachment' section is visible but empty.

8 Submission Tab

1. Read the Certification Statement and check the box next to “I have read and agree to the above certification statement”
2. Click Submit to submit this submittal.

Land Quality Cleanup - HOT Cleanup

40977
Open
>

1 Basic Info
2 Attachment
3 Payment
4 Review
5 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

3. The following screen will appear indicating a successful submission. Click the “Submittal Form” button for a printable copy of the submittal.

✔ **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: 40301

Submittal Date: 10/23/2023, 01:46 PM

Submittal By: Cleanup TESTER
1111111111
katie.daugherty@deq.oregon.gov

Owner Information: Cleanup TESTER
1111111111
katie.daugherty@deq.oregon.gov

Submittal Form Info

Name: HOT Cleanup Report

Method: Online Submission

Fee Detail

Name	Type	Amount
Technology Fee	Additional Fee	\$18.00
Risk-Based Cleanup Fee	Additional Fee	\$450.00

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: what is your favorite hobby?
Answer: *****
PIN Number: *****
RO: Cleanup TESTER
Sender IP: 159.121.206.56

Payment Detail

Date	Method	Fee Amount	Paid Amount
Total:		\$468.00	\$0.00

Attachment List

LUST new unregulated.pdf

HOT Cleanup Report

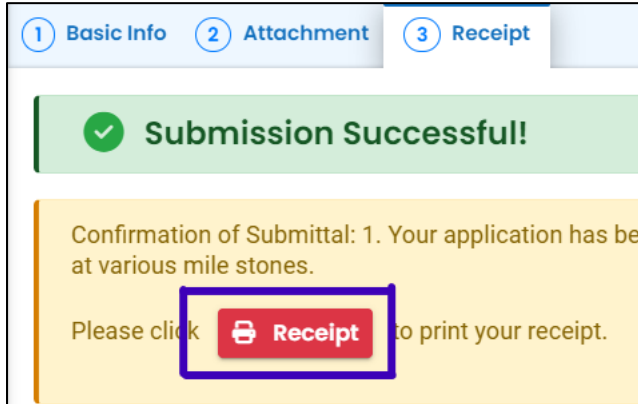
PDF 62 KB

Finish

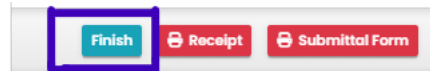
Receipt

Submittal Form

4. If paying with a check in the mail, click the “Receipt” button to print a copy of the receipt to include with the check.

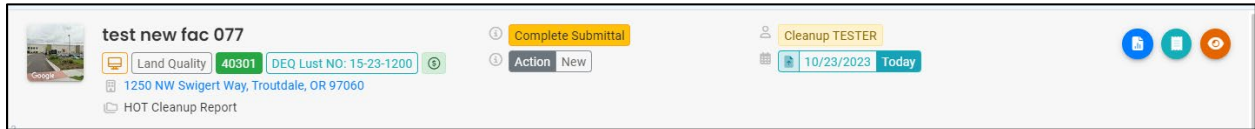


5. Click “Finish” button to return to your account



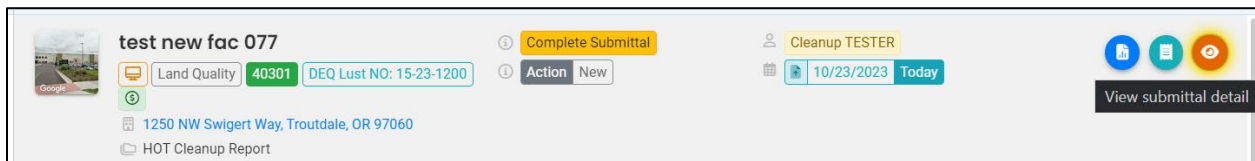
9 Track Your Submittal

Your completed submittal is populated to you “Track Submittal Status” page with a status of “Complete Submittal” highlighted in orange. This page provides a record of your Submittals to DEQ through YDO. Additional actions you may take from this page are provided in the following subsections.



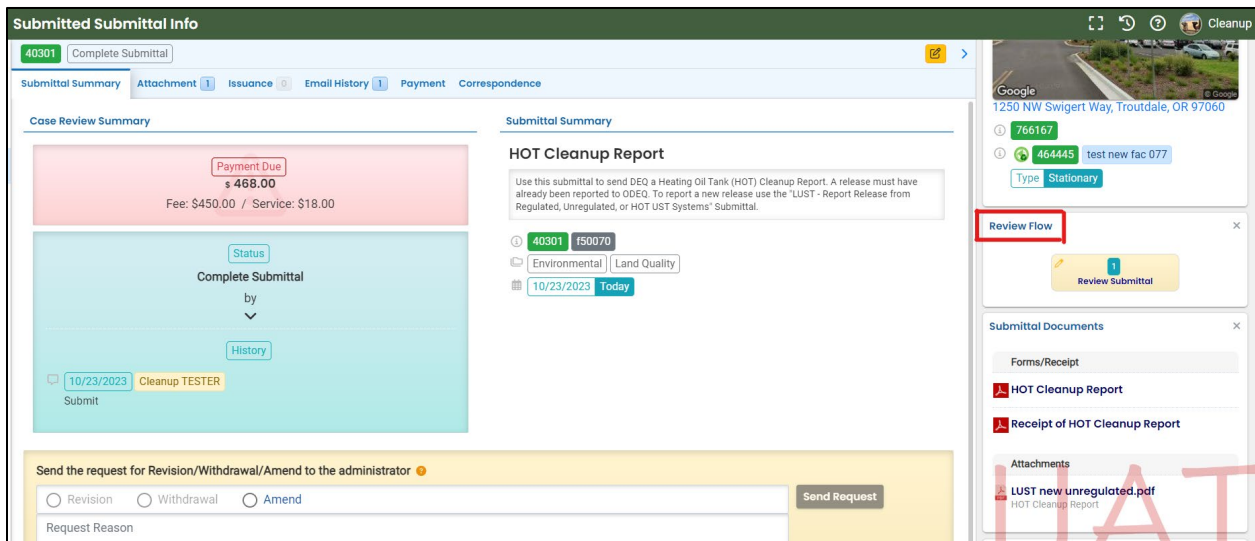
9.1 View Submittal Detail

Click the orange eye.



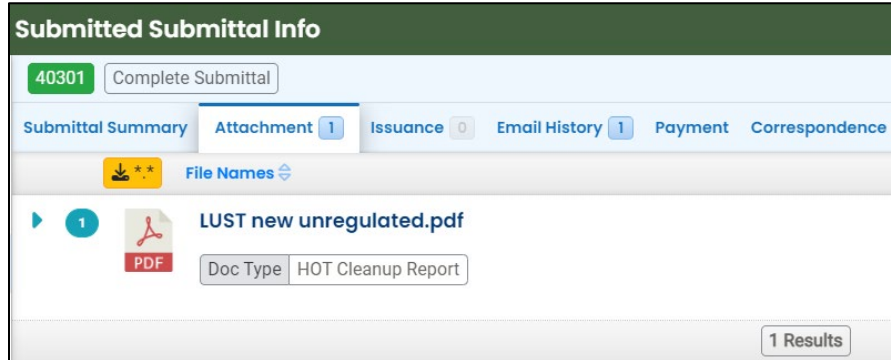
9.1.1 Submittal Summary Tab

1. Track the progress of DEQ’s review of the through the “Review Flow” box on the right.
2. Use the “Send the request for Revision/Withdrawal/Amend to the administrator” options to request DEQ allow you to Amend the submittal.



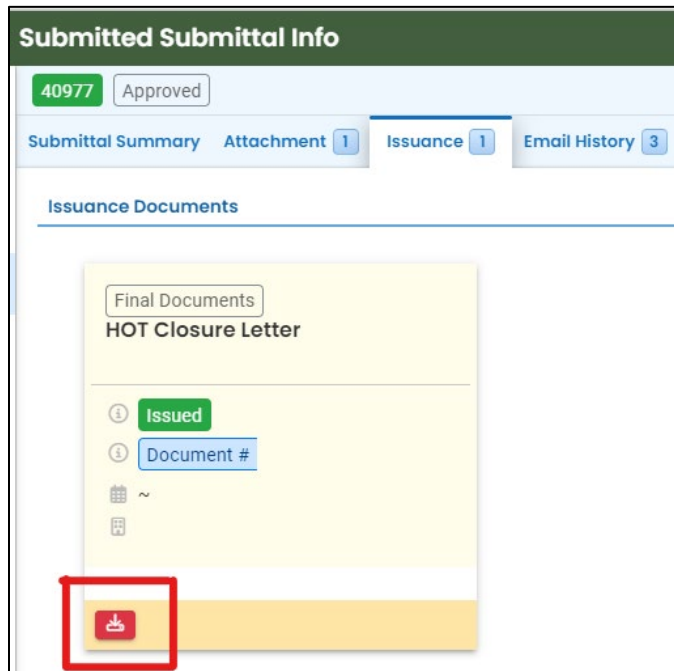
9.1.2 Attachment Tab

View and download the documents attached to the submittal



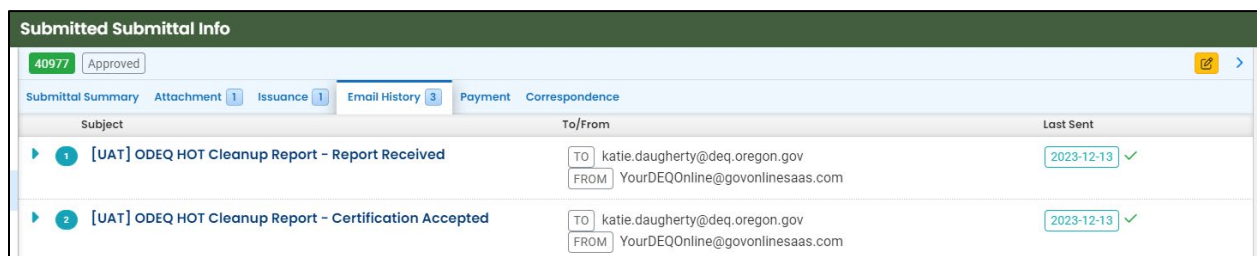
9.1.3 Issuance Tab

Once DEQ completes their review and accepts the report. The HOT closure letter is issued and populates to the "Issuance" tab. Click the red button to download the letter.



9.1.4 Email History Tab

Emails sent by YDO related to this submittal are located under this tab



9.1.5 Payment Tab

Track deposit assigned and payments related to this submittal here.

Submitted Submittal Info
40301 Complete Submittal

Submittal Summary Attachment 1 Issuance 0 Email History 1 **Payment** Correspondence

▲ Reminder: Payment of \$468.00 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
\$ 450.00	+ \$ 18.00	- \$ 0.00	= \$ 468.00	\$ 468.00

Submitted Submittal Info
40977 Approved

Submittal Summary Attachment 1 Issuance 1 Email History 3 **Payment** Correspondence

There is no payment due at this time.

Fee	Service	Paid	Balance
\$ 250.00	+ \$ 10.00	- \$ 260.00	= \$ 0.00

9.1.6 Correspondence Tab

Chats with DEQ are tracked here.

Submitted Submittal Info
40292 Complete Submittal

Submittal Summary Attachment 1 Issuance 0 Email History 1 Payment **Correspondence**

Start a correspondence thread...

Correspondence Date/Time
mm/dd/yyyy --:--

No correspondence messages.

9.2 Review Form

Click the blue circle to access the submittal content.

test new fac 077

Land Quality 40301 DEQ Lust NO: 15-23-1200

Complete Submittal Action New

Cleanup TESTER

10/23/2023 Today

Review Form

1250 NW Swigert Way, Troutdale, OR 97060

HOT Cleanup Report

The form cannot be modified.


Land Quality Cleanup - HOT Cleanup

40301 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

General Information

Select your facility (project site)

 **test new fac 077** 766167 Latitude 45.553546 Longitude -122.401187
1250 NW Swigert Way, Troutdale, OR 97060

Select your project


Test Site 1500 417384 Leaking Heating Oil Tank 15-23-1200

Property Information

Responsible Party: DEQ LUST No:

9.3 Receipt Form

Click the center teal circle to access a copy of your receipt to save or download

 **test new fac 077** Complete Submittal Cleanup TESTER
Land Quality 40301 DEQ Lust NO: 15-23-1200 Action New 10/23/2023 Today
1250 NW Swigert Way, Troutdale, OR 97060
HOT Cleanup Report

Receipt

 **Submittal Receipt**
Department of Environmental Quality, State of Oregon
700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100 Date Created: 12/13/2023

Submittal Summary Submittal ID: 40977

Facility (project site): test new fac 077
Submittal: HOT Cleanup Report
Submitted By: Katie's Testing Email: katie.daugherty@deq.oregon.gov
Submitted Date: 2023-12-13 16:54:49

Form Detail

Submittal Name: HOT Cleanup Report
Submission Method: Online
Action Type: New

Payment Information (PAID IN FULL)

Processing Fee: \$250.00 Technology Fee: \$10.00 Total Amount Due: \$0.00
Payment Method: ePayment (ACH) Paid Amount: \$260.00 Date Paid: 12/13/2023
Confirmation Number: DEQTST000029343