



LUST/Leaking HOT Cost Recovery Agreement User Guide

LUST & HOT Programs

Issue Date: April 16, 2024

Revision Date:

Revision No.:



This document was prepared by
Oregon Department of Environmental Quality
700 NE Multnomah Street, Suite 600
Portland Oregon, 97232

Contact: YourDEQOnline@deq.oregon.gov



Translation or other formats

[Español](#) | [한국어](#) | [繁體中文](#) | [Русский](#) | [Tiếng Việt](#) | [العربية](#)

800-452-4011 | TTY: 711 | deqinfo@deq.oregon.gov

Non-discrimination statement

DEQ does not discriminate on the basis of race, color, national origin, disability, age or sex in administration of

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 complete a cost recovery agreement for a **leaking underground storage tank or leaking heating oil tank** project submittal in the Your DEQ Online database.



[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.



Table of Contents

1	Introduction	1
1.1	Your DEQ Online	1
1.2	Navigating in YDO – The Dashboard	2
1.3	Who Should Submit this Agreement?	3
1.4	Understanding “Site” and “Project” Use in YDO	4
2	Is Your Facility Associated With Your Account?	5
2.1	Where to Look	5
2.2	Add New Facility to Your Account	7
3	Start New Submittal	9
3.1	Understanding the Submittal	9
4	Basic Info Tab	11
4.1	Responsible Party Contact Information	11
4.2	Invoice Contact Information	12
4.3	Select Tank Type	12
4.4	Site Identification	13
4.5	Property Details	14
4.6	Cost Agreement Certification	15
5	Attachment Tab	16
6	Payment Tab	17
7	Review Tab	18
8	Submission Tab	19
9	Track Your Submittal	21
9.1	View Submittal Detail	21
9.1.1	Submittal Summary Tab	21
9.1.2	Attachment Tab	22
9.1.3	Issuance Tab	22
9.1.4	Email History Tab	22
9.1.5	Payment Tab	23
9.1.6	Correspondence Tab	23
9.2	Review Form	23
9.3	Receipt Form	24

1 Introduction

Potential responsible parties (PRPs) may request DEQ oversight for a leaking underground storage tank (**LUST**) project or a complex leaking heating oil tank (**HOT**) project by completing a cost recovery agreement. Cost recovery agreements are required to be submitted through Your DEQ Online (YDO). Please visit the [LUST Program](#) and/or [HOT Program](#) webpages for additional information.

1.1 Your DEQ Online

Through Your DEQ Online, parties may submit a cost recovery agreement to request DEQ oversight.

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, and 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 “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups.

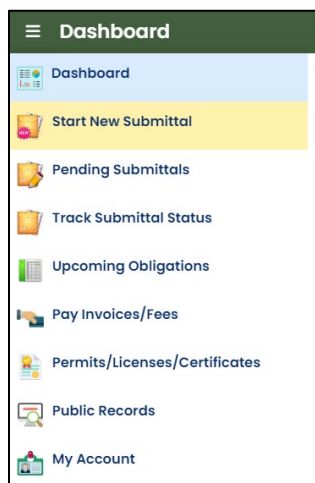
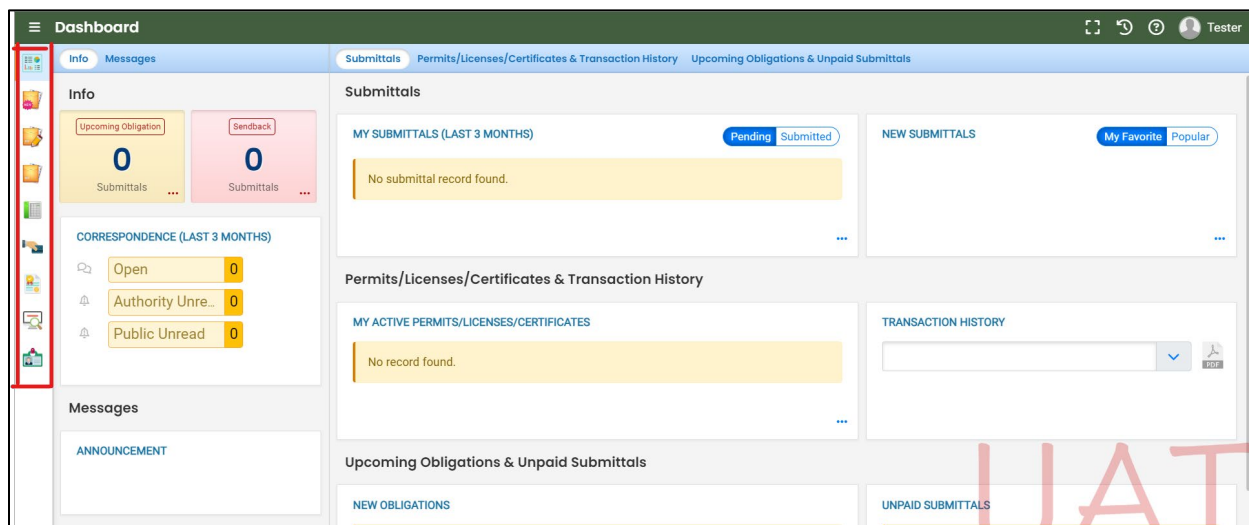
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

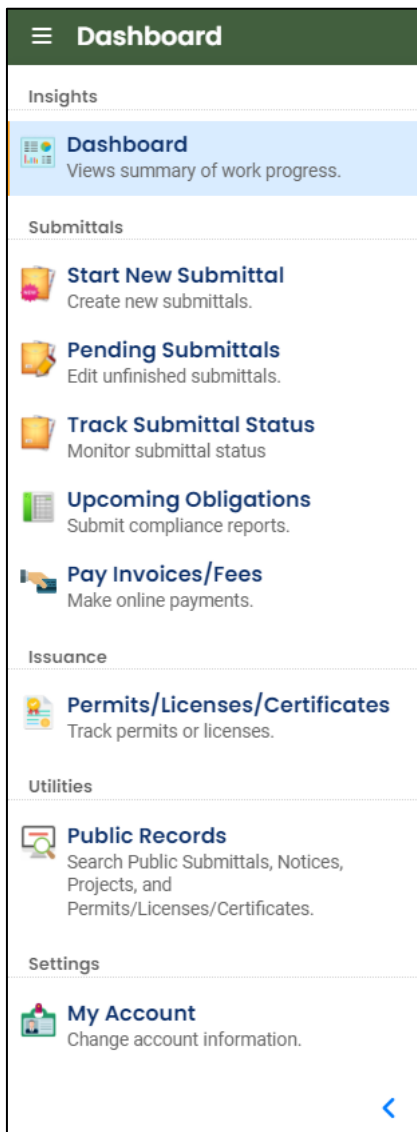
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

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.
- Hover over the panel to bring up a list view of the panel
- Click the hamburger icon  to 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.

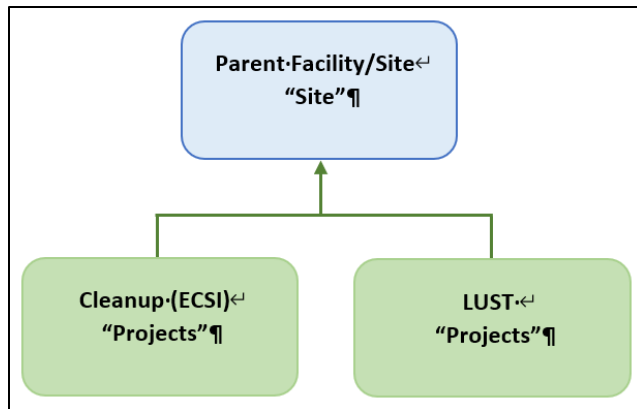
My Account. Change your contact information, facility linkage, and other account settings.

1.3 Who Should Submit this Agreement?

The LUST/Leaking HOT Cost Recovery Agreement submittal includes a cost recovery agreement. **This agreement must be completed by an authorized representative of the entity requesting DEQ oversight.**

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.

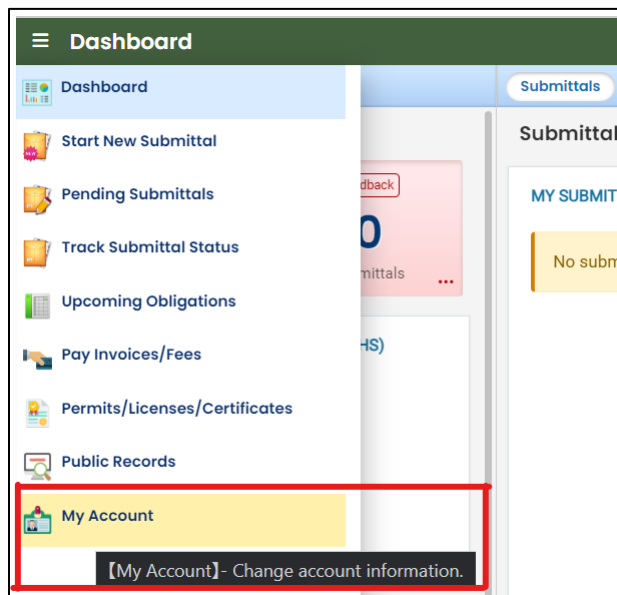
Tip. The “Site” name is often different than the “Project” name.

2 Is Your Facility Associated With Your Account?

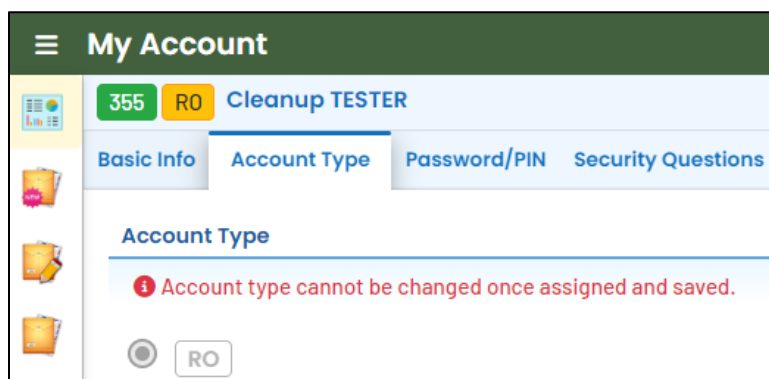
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to add the facility/site to your account. The facility/site must be associated with your account to submit a LUST/Leaking HOT Cost Recovery Agreement.

2.1 Where to Look

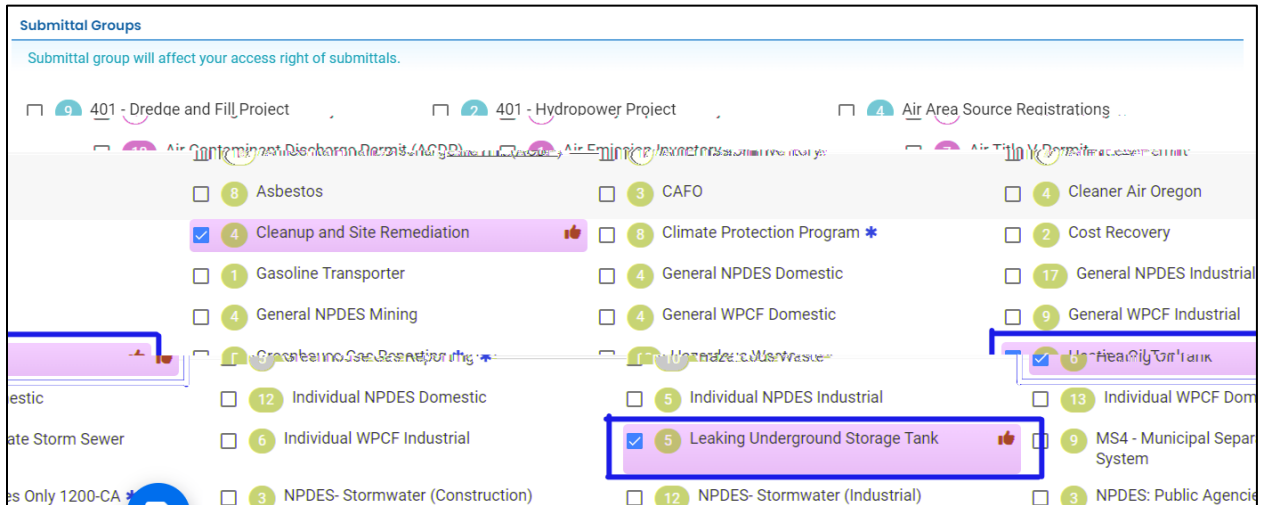
1. Click on “My Account” in the far-left column.



2. Click on the “Account Type” tab.



3. Scroll down and confirm that “Leaking Underground Storage Tank” and/or “Heating Oil Tank” are 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 “Leaking Underground Storage Tank” and/or “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-Submittal Group Permissions (3)			
You are only allowed to add submittal groups from your selected submittal groups above.			
FOREMAN'S CLEANERS 1070 COMMERCIAL ST SE, SALEM, OR 97302	511232	5 Leaking Underground Storage Tank	
CHILOQUIN FOREST PRODUCTS INC E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	4 Cleanup and Site Remediation	
Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	4 Cleanup and Site Remediation	
Add Permissions			

2. Search for your facility/site in the search box below “Available Sites”.

- If your facility/site is not found, go to **Section 2.3**.
- 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. However, if you recently reported the release and the facility is not present, the release may not yet have been processed by DEQ. Contact the Regional Duty Officer for assistance.

Tip. 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

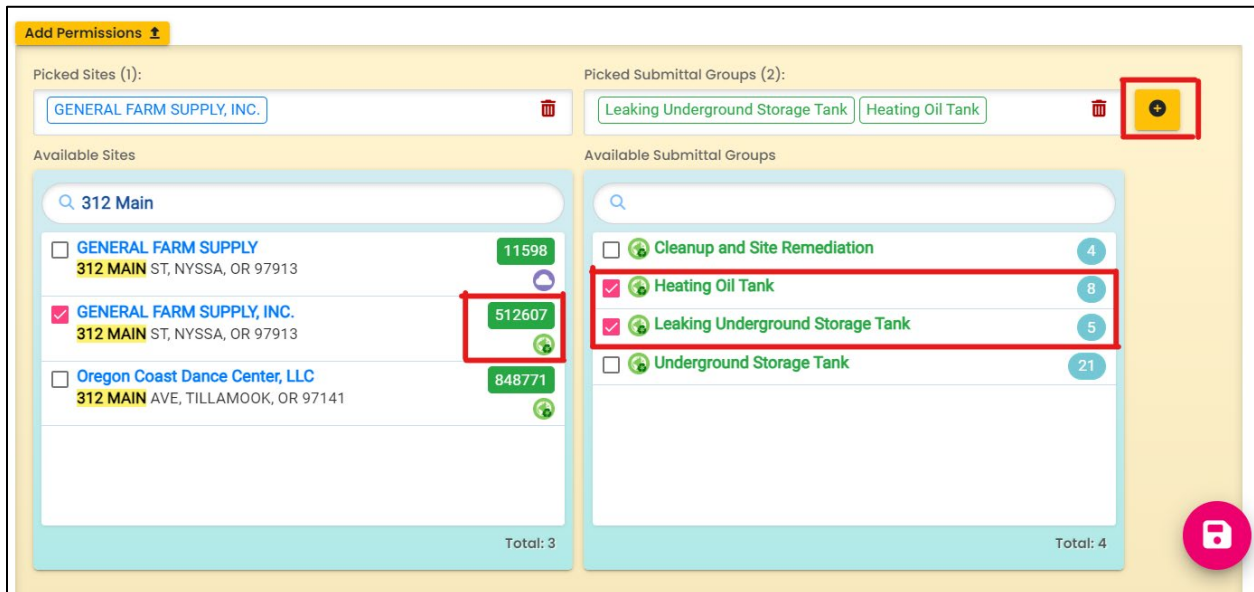
- Cleanup and Site Remediation 4
- Heating Oil Tank 6
- Leaking Underground Storage Tank 5

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 “Leaking Underground Storage Tank” and/or “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 “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups.

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 shows the 'Add Permissions' interface. At the top, there are two sections: 'Picked Sites (1):' containing 'GENERAL FARM SUPPLY, INC.' and 'Picked Submittal Groups (2):' containing 'Leaking Underground Storage Tank' and 'Heating Oil Tank'. A red box highlights a '+' 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 sites. The second site, 'GENERAL FARM SUPPLY, INC.' at '312 MAIN ST, NYSSA, OR 97913', is selected with a checkmark and has a green '512607' symbol next to it, which is highlighted by a red box. The 'Available Submittal Groups' panel lists four groups: 'Cleanup and Site Remediation' (4), 'Heating Oil Tank' (8), 'Leaking Underground Storage Tank' (5), and 'Underground Storage Tank' (21). The 'Heating Oil Tank' and 'Leaking Underground Storage Tank' groups are selected with checkmarks and are highlighted by a red box. At the bottom right, there is a pink circular button with a white document icon, which is also highlighted by a red box. The interface includes a search bar, checkboxes, and a total count for each section.

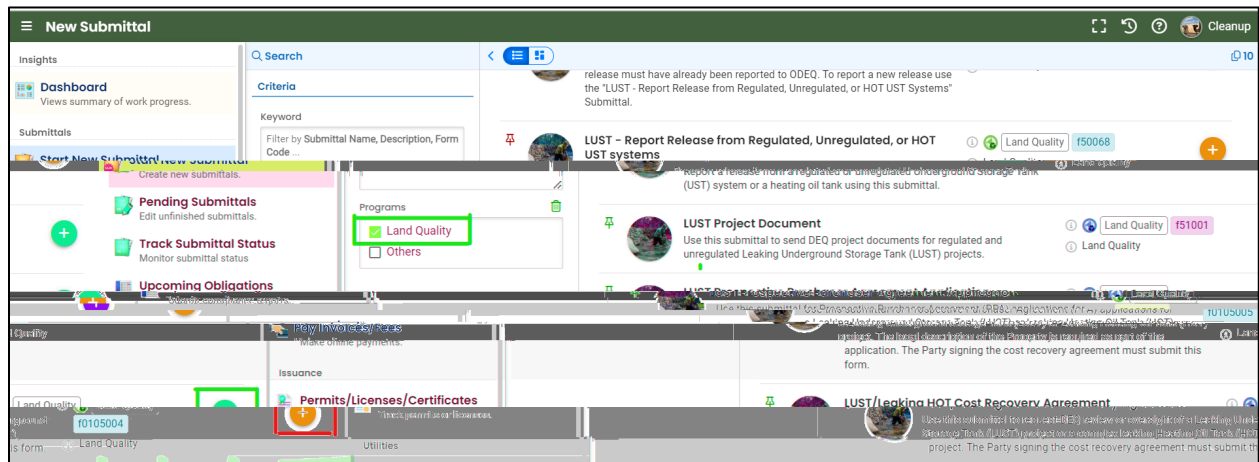
Click  button to save your selection.

Return to your Dashboard by clicking on the Dashboard icon.

3 Start New Submittal

1. Click “Start New Submittal”.
2. Check “Land Quality” under “Programs”.
3. Locate the “LUST/Leaking HOT Cost Recovery Agreement” and click the “+” sign on the far right.

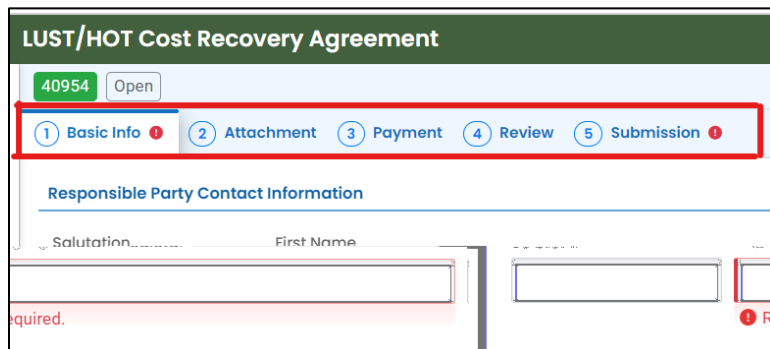
Tip. Clicking the push pin symbol next to the submittal will add that submittal to your “My Pinned Submittals” ribbon at the top.



3.1 Understanding the Submittal

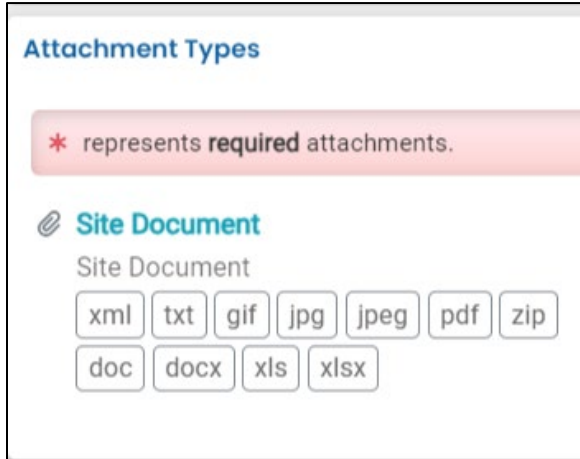
1. The RID number **40903** will be populated after the submittal is first saved and may be used to find your submittal in the future.
2. You will complete a 5-step process to submit the submittal. The 5 steps are presented as the following tabs: **Basic Info**, **Attachment**, **Payment**, **Review**,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


Tip. Required fields will be highlighted in red and have “! Required” text.



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. There are no required attachments for this application.



Click the Save button 

4 Basic Info Tab

Enter the basic information about the project including the following.

- Project and invoice contact information
- Selection of tank type
- Select the Facility and Project
- Provide property details
- Agree to the cost recovery terms and conditions

4.1 Responsible Party Contact Information

Provide information for the project contact.

LUST/HOT Cost Recovery Agreement

* 40294

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Responsible Party Contact Information

Salutation	First Name	M.I.	Last Name
<input type="text"/>	James	T	Kirk
Company	Title	Email	
Starfleet	<input type="text"/>	katie.daugherty@deq.oregon.gov	
Phone	Mobile	Fax	
333-333-3333	000-000-0000	000-000-0000	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Unit, Suite, or Floor #	
60 Greene St		<input type="text"/>	
City	State	Zip Code	
Riverside	IA (Iowa)	52327-9614	

4.2 Invoice Contact Information

Provide information for where the invoices should be sent. If the invoice contact is the same at the Responsible Party use the “Copy from Responsible Party” button.

Invoice Contact Information

Copy from Responsible Party

Salutation	First Name	M.I.	Last Name
	Test		Application
Company	Title	Email	
		no.email@tryagain.com	
Phone	Mobile	Fax	
111-111-1111	000-000-0000	000-000-0000	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Unit, Suite, or Floor #	
165 E 7th Ave			
City	State	Zip Code	
Eugene	OR (Oregon)	97401-3049	

4.3 Select Tank Type

Indicate the type of tank the release is from.

Select Tank Type

Leaking HOT Leaking Regulated UST Leaking Unregulated UST

4.4 Site Identification

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 the 'Site Identification' form with the 'Select your facility (project site)' dropdown menu open. The search bar contains the text 'Search by name/ID/address/latitude/longitude/type...'. Two search results are displayed:

Facility Name	Address	Facility ID
GENERAL FARM SUPPLY, INC.	312 MAIN ST, NYSSA, OR 97913	512607
GOODMAN OIL CO. EXXON	304 MAIN, NYSSA, OR 97913	510288

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

The screenshot shows the 'Site Identification' form with the 'Select your facility (project site)' dropdown menu selected. The selected facility is 'test new fac 077' with the address '1250 NW Swigert Way, Troutdale, OR 97060'. The facility ID is '766167'. The latitude is '45.553546' and the longitude is '-122.401187'. The 'Select your project' dropdown menu is empty and has a red border with a 'Required.' error message below it.

3. 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.

The screenshot shows the 'Site Identification' form with the 'Select your facility (project site)' dropdown menu selected. The selected facility is 'test new fac 077' with the address '1250 NW Swigert Way, Troutdale, OR 97060'. The facility ID is '766167'. The latitude is '45.553546' and the longitude is '-122.401187'. The 'Select your project' dropdown menu is open, showing a search bar and a list of projects:

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

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

Site Identification

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

Bug's R Us Gas
417399
Leaking Underground Storage Tank
15-23-1200

4.5 Property Details

Provide the information listed below for the property. Required fields are populated in example below.

1. Township, Range, and Section. Section Quarter-Quarter (ABCD format [except Lane County 1234 format])
2. Property size in acres
3. County
4. Property tax lot. If more than one tax lot, click the “+ Add Item” button

Township Range Section Section Quarter-Quarter

▼

▼

▼

Size(Acre)

0.5

County

Malheur (Eastern) ▼

Tax Lot(s)

+ Add Item

4.6 Cost Agreement Certification

- 1. Read the terms and conditions of cost recovery agreement between you and DEQ.
- 2. Click the box next to "I have read and agree to the above agreement".

Cost Agreement Certification

1) This serves as an Agreement between you and DEQ regarding DEQ's review and oversight of the investigation and/or cleanup of hazardous substances or for the preparation of a Prospective Purchase Agreement (PPA) at the facility.

2) DEQ agrees to review relevant environmental and other documents submitted by you or on your behalf, to review related information available in DEQ's files, and to conduct a site visit(s) if necessary. Additional details regarding DEQ oversight will be established upon review of the initial site data.

4) DEQ requires an Applicant requesting DEQ review and oversight of investigation and cleanup activities or DEQ preparation of a PP require an initial deposit, up to \$5,000, for VCP, ICP, and PPA projects as an advance against costs which DEQ will incur.

5) Electing not to enter into this Agreement does not release you from any responsibility that you might have for any response action.

6) DEQ costs include direct costs and indirect costs. Direct costs include site-specific expenses and legal costs. Indirect costs are the which are not charged as direct site-specific costs. Indirect charges are based on actual costs and are applied as a percentage of direct costs. Indirect charges are not otherwise recoverable by DEQ under ORS 465.255.


7) DEQ will provide you with a monthly invoice and direct labor summary. If project costs exceed the account balance, payment is due within 60 percent interest shall be charged on past due accounts. If project costs do not exceed the account balance, DEQ will refund within 60 days of the close of the project any amount remaining in excess of the actual project costs. DEQ shall not be responsible for the return of any amount to you. DEQ shall not be responsible for the return of any amount to you. DEQ shall not be responsible for the return of any amount to you. DEQ shall not be responsible for the return of any amount to you.

8) Either you or DEQ may terminate this Agreement by giving 15 days advance written notice to the other. Only those costs incurred or obligated by DEQ before the effective date of any termination of this Agreement are recoverable under this Agreement. Termination of this Agreement will not affect any other right DEQ may have for recovery of costs under applicable law.

9) You agree to hold DEQ harmless and indemnify DEQ for any claims (including but not limited to claims of property damage or personal injury) arising from activities reviewed under this Agreement.

10) This Agreement is not and shall not be construed to be an admission by you of any liability under ORS 465.255 or any other law or as a waiver by you of any defense to such liability. This Agreement is not and shall not be construed to be a waiver, release, or settlement of claims that DEQ may have against you or any other responsible person nor is this Agreement a waiver of any enforcement authority that DEQ may have.

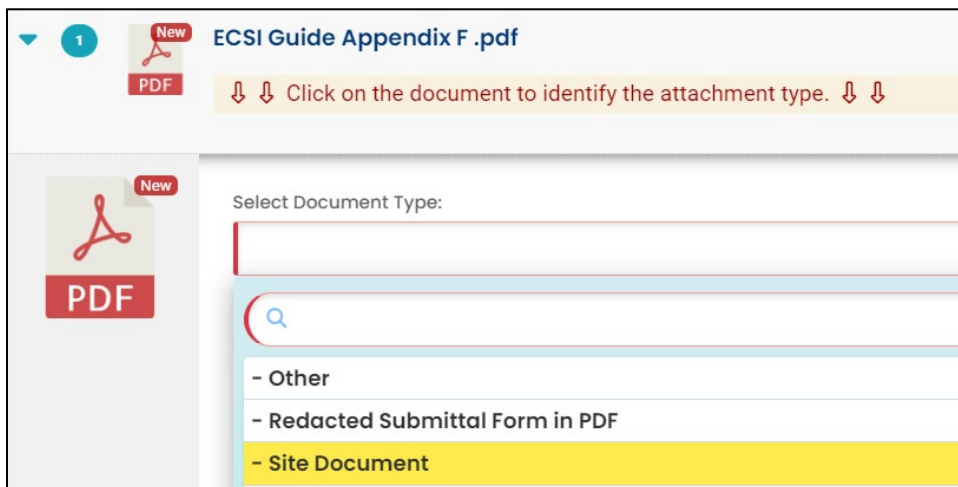
I have read and agree to the above agreement

 Save the submittal and go to the next tab.

5 Attachment Tab

Documents are not required to be included with this submittal. However, you do have the option to attach applicable reports or documents for submittal to DEQ. To attach a document follow the steps below.

1. 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.
2. Once uploaded, click “⇩⇩ Click on the document to identify the attachment type ⇩⇩”.
3. Click “Site Document Type:” and select the document type.



Save the submittal and go to the next tab.

6 Payment Tab

No payment is when requesting DEQ oversight. DEQ oversight cost will be invoiced monthly.

40283

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

There is no payment due at this time.

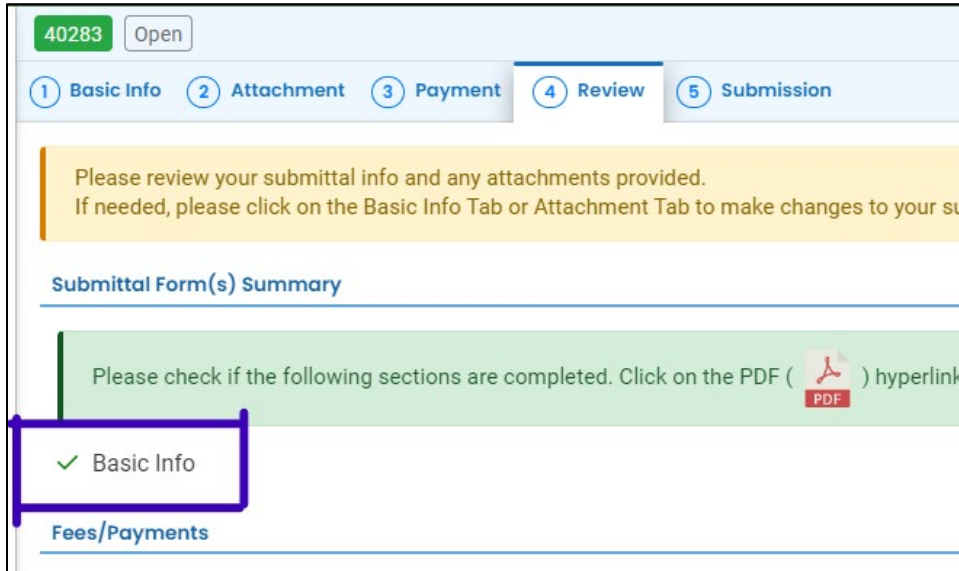
<input type="button" value="Fee"/>	<input type="button" value="Paid"/>	<input type="button" value="Balance"/>	
\$ 0.00	- \$ 0.00	=	\$ 0.00

Fees	Payment Transactions
Fee is not required at this time.	No payment transaction records.

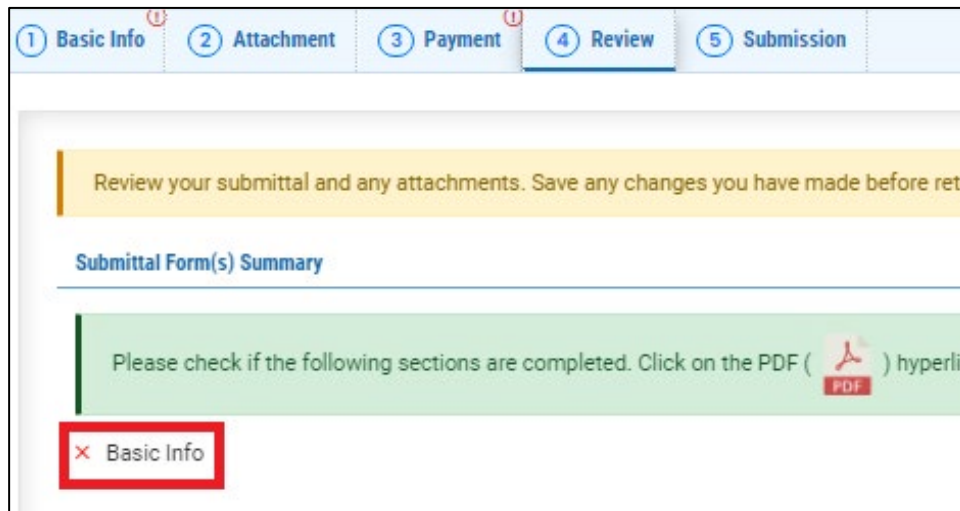
7 Review Tab

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

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



2. The system will display an ✕ if required information has not been provided. You will need to complete required information to submit the submittal.



8 Submission Tab

To submit this submittal:

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

The screenshot shows a web application interface for a submission process. At the top, there is a navigation bar with five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Submission' tab is currently selected. Below the navigation bar, the 'Certification Statement' section contains a text area with the following text: "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." Below this text area is a checkbox labeled "I have read and agree to the above certification statement", which is checked. The 'Security Precautions' section contains a text area with the following text: "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." The 'Disclaimer' section contains a text area with the following text: "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." At the bottom of the form, there is a blue 'Submit' button and a red padlock icon in the bottom right corner.

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

LUST/HOT Cost Recovery Agreement

40294 Complete 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.

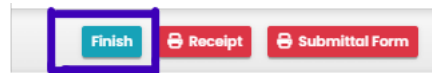
Submittal Summary	Submittal Form Info
Submittal ID: 40294	Name: LUST/Leaking HOT Cost Recovery Agreement
Submittal Date: 10/22/2023, 12:07 PM	Method: Online Submission
Submittal By: Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov	
Owner Information: Cleanup TESTER 1111111111 katie.daugherty@deq.oregon.gov	

Fee Detail	Certification
This submittal does not require fee.	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.
Payment Detail Not Applicable.	Question: what was your first pet's name? Answer: ***** PIN Number: ***** RO: Cleanup TESTER Sender IP: 24.21.188.47

Attachment List

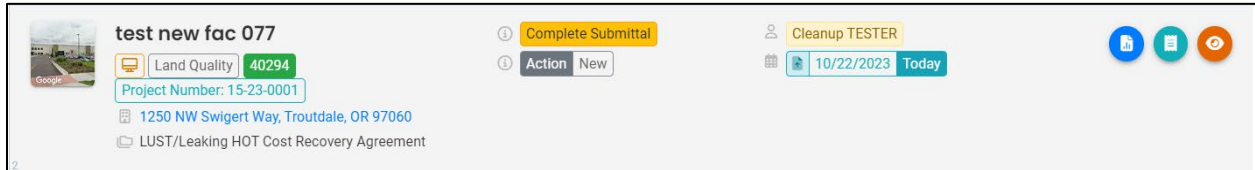
Finish Receipt Submittal Form

- 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.



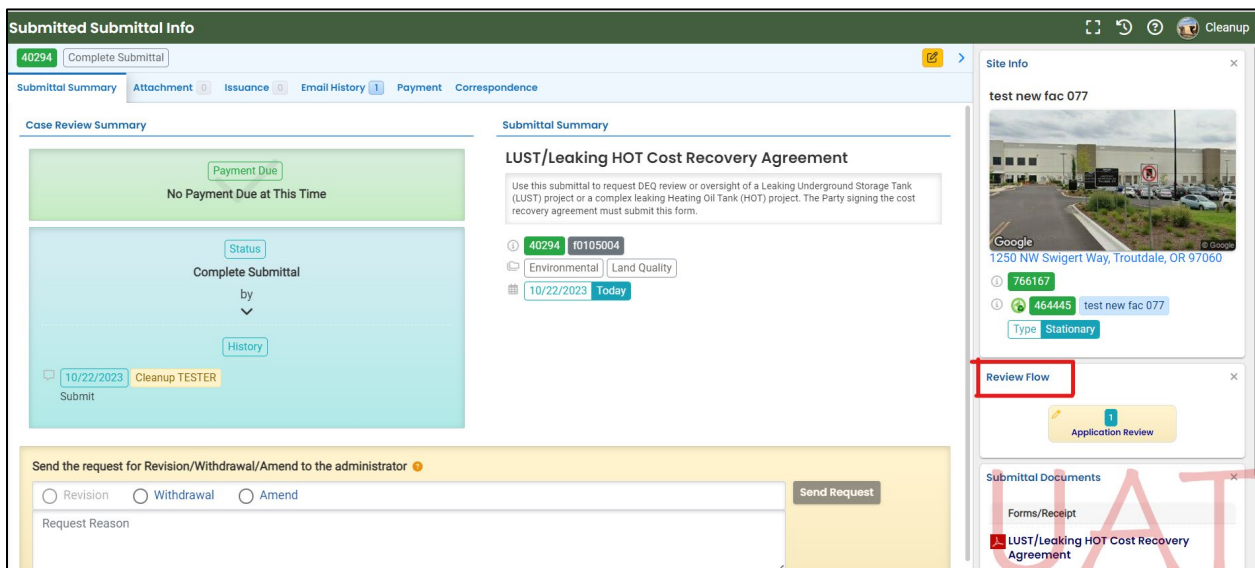
9.1 View Submittal Detail

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 to allow you to withdraw or amend the submittal.



9.1.2 Attachment Tab

View and download the documents attached to the submittal.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Attachment' tab is selected, showing a list of documents. One document is listed: 'Soil Gas RSL.pdf' with a PDF icon and a 'Doc Type' of 'Legal Description of the Property'. A '1 Results' button is visible at the bottom right.

9.1.3 Issuance Tab

No issuances are generated for this submittal type.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Issuance' tab is selected, and the 'Issuance Documents' section displays 'No record found.' The 'Supporting Documents' section also displays 'No record found.'

9.1.4 Email History Tab

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

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40294. The 'Email History' tab is selected, displaying a table of email records. One record is shown with the subject '[UAT] ODEQ LUST/Leaking HOT Cost Recovery Agreement - Application Received', sent to katie.daugherty@deq.oregon.gov from YourDEQOnline@govonlinesaas.com on 2023-10-22. A '1 Results' button is visible at the bottom.

Subject	To/From	Last Sent
[UAT] ODEQ LUST/Leaking HOT Cost Recovery Agreement - Application Received	TO: katie.daugherty@deq.oregon.gov FROM: YourDEQOnline@govonlinesaas.com	2023-10-22 ✓

9.1.5 Payment Tab

A payment is not required for this submittal.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Payment' tab is selected. A message states: 'There is no payment due at this time.' Below this, a summary shows: Fee \$ 0.00, Paid \$ 0.00, and Balance \$ 0.00. At the bottom, there are two sections: 'Fees' with the text 'Fee is not required at this time.' and 'Payment Transactions' with the text 'No payment transaction records.'

9.1.6 Correspondence Tab

Chats with DEQ are tracked here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292, with the 'Correspondence' tab selected. It features a text input field for starting a correspondence thread, a 'Post' button, and a date/time selection field. A message at the bottom states: 'No correspondence messages.'

9.2 Review Form

Click the blue circle to access the submittal content.

The screenshot shows a submittal card for 'test new fac 077'. It includes a 'Complete Submittal' button, a 'Cleanup TESTER' label, and a date '10/24/2023 Today'. A blue circle icon is highlighted with a red box. Other details include 'Land Quality 40308', 'Project Number: 15-23-0001', and the address '1250 NW Swigert Way, Troutdale, OR 97060'.

The form cannot be modified.

LUST/HOT Cost Recovery Agreement

40294 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

Responsible Party Contact Information

Salutation	First Name	M.I.	Last Name
	James	T	Kirk
Company	Title	Email	
Starfleet		katie.daugherty@deq.oregon.gov	
Phone	Mobile	Fax	
333-333-3333	000-000-0000	000-000-0000	

9.3 Receipt Form

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

test new fac 077

Land Quality 40968

Project Number: 15-23-1200

1250 NW Swigert Way, Troutdale, OR 97060

LUST/Leaking HOT Cost Recovery Agreement

Complete Submittal

Action New

Katie's Testing

12/12/2023 Today

Teal circle icon highlighted with a red box

