



Report a Release from Regulated, Unregulated, or HOT UST System User Guide LUST & HOT Programs

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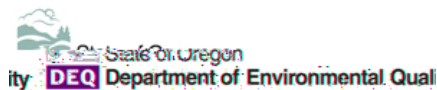
Revision Date:

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 **report a release from a regulated, unregulated, or heating oil underground storage tank (UST) system** through 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 | Understanding “Site” and “Project” Use in YDO..... | 4 |
| 2 | Does Your Facility/Site Exist in YDO Already? | 5 |
| 2.1 | Where to Look | 5 |
| 2.2 | Facility Search | 7 |
| 2.3 | Facility NOT Found in YDO | 8 |
| 2.4 | Facility Found in YDO –Add to Your Account | 8 |
| 3 | Start New Submittal | 10 |
| 3.1 | Understanding the Submittal..... | 10 |
| 4 | Basic Info Tab..... | 12 |
| 4.1 | Tank Type..... | 12 |
| 4.2 | Incident Information | 13 |
| 4.3 | Facility Identification..... | 13 |
| 4.3.1 | “Select your facility” and “Create new project” | 14 |
| 4.3.2 | “Create new facility” | 15 |
| 4.3.2.1 | New Facility Information..... | 15 |
| 4.3.2.2 | New Facility – Facility Mailing Address | 15 |
| 4.3.2.3 | New Facility – Physical Location..... | 16 |
| 4.3.2.4 | New Facility - No Address for Physical Location | 17 |
| 4.3.3 | “Select your facility” and “Select you project” | 18 |
| 4.4 | Property Details | 19 |
| 4.5 | Contacts..... | 20 |
| 4.5.1 | Responsible Party | 20 |
| 4.5.2 | Invoice Contact..... | 20 |
| 4.5.3 | Other Contact (Optional) | 21 |
| 4.6 | Site Assessment | 21 |
| 4.7 | Contaminants..... | 22 |
| 4.8 | Impacted Media | 22 |
| 4.9 | Comments | 22 |
| 5 | Attachment Tab..... | 22 |
| 6 | Payment Tab | 25 |
| 7 | Review Tab..... | 26 |
| 8 | Submission Tab | 27 |
| 9 | Track Your Submittal | 29 |
| 9.1 | View Submittal Detail | 29 |
| 9.1.1 | Submittal Summary Tab | 29 |
| 9.1.2 | Attachment Tab | 30 |
| 9.1.3 | Issuance Tab | 30 |

Table of Contents

| | |
|-------------------------------|----|
| 9.1.4 Email History Tab | 31 |
| 9.1.5 Payment Tab | 31 |
| 9.1.6 Correspondence Tab..... | 31 |
| 9.2 Review Form..... | 32 |
| 9.3 Receipt Form | 32 |

1 Introduction

Consultants, service providers, property owners, potential responsible parties, and DEQ staff regularly report releases from leaking regulated, unregulated, or heating oil underground storage tank (UST) systems.

Releases of hazardous substances (primarily petroleum products) from regulated or unregulated leaking UST (**LUST**) or from leaking heating oil tank (**HOT**) systems are required to be reported to DEQ by rule. Please visit the [LUST Program](#) and/or [HOT Program](#) webpages for additional information.

Tip. Before reporting a release from a tank, please investigate the site to determine if previous releases have already been reported at the site, determine if a closed file already exists, and identify if there are multiple tanks on the property. If you have questions, please reach out to the LUST or HOT programs depending on the type of the leaking tank.

Note. Please complete the LUST/Leaking HOT Cost Recovery Agreement submittal to request DEQ oversight for a LUST or complex Leaking HOT project.

1.1 Your DEQ Online

Through Your DEQ Online, parties may report a release from a leaking UST system.

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

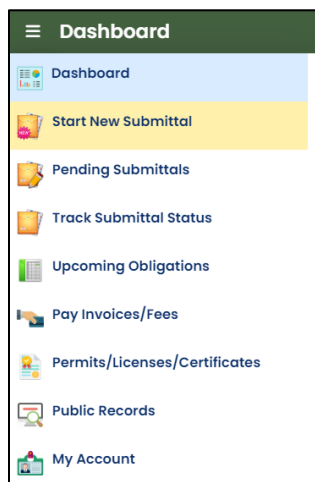
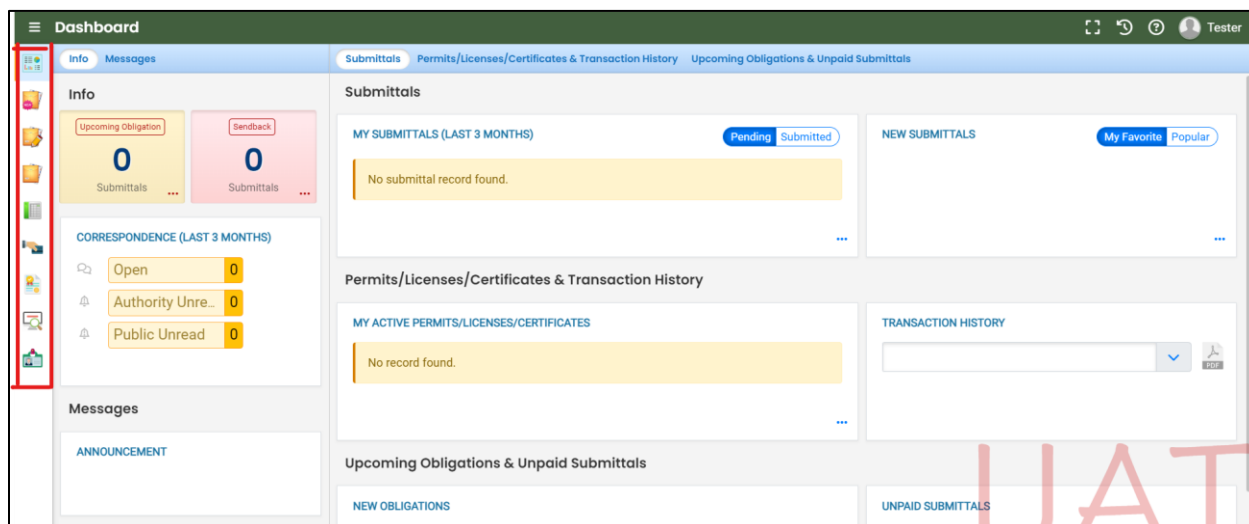
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

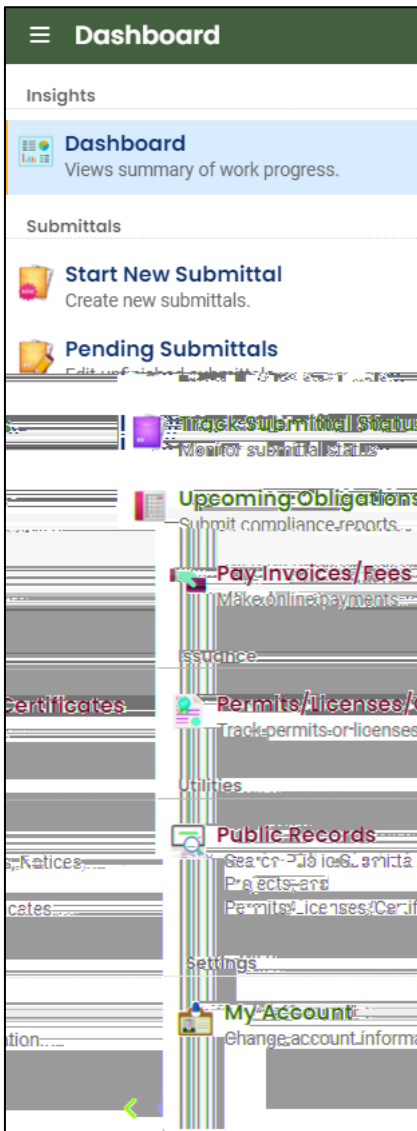
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

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 will bring up a list view of the panel
- Click 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.

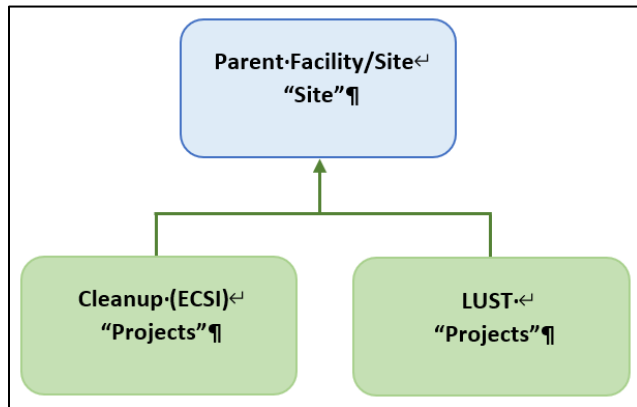
Permits/Licenses/Certificates. View DEQ issued permits, licenses, and certificates.

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 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 shows how multiple programs are connected to a single facility unlike DEQ’s legacy systems which were independent and separate systems.

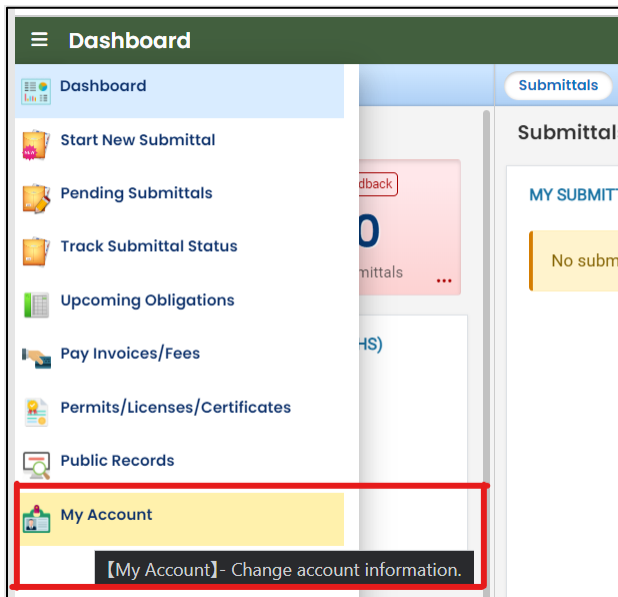
Tip. The “Site” name is often different than the “Project” name.

2 Does Your Facility/Site Exist in YDO Already?

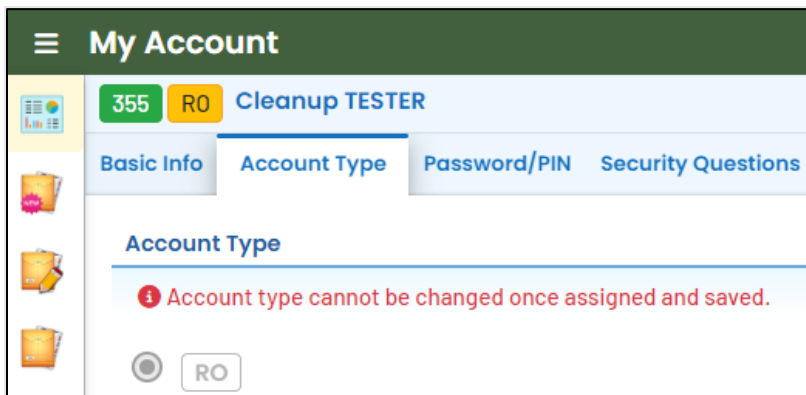
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to determine if the facility/site is already present in YDO. If your facility already exists in YDO, the facility/site must be associated with your account to be selected in the submittal.

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.

Submittal Groups

Submittal group will affect your access right of submittals.

| | | |
|---|--|--|
| <input type="checkbox"/> 9 401 - Dredge and Fill Project | <input type="checkbox"/> 2 401 - Hydropower Project | <input type="checkbox"/> 4 Air Area Source Registrations |
| <input type="checkbox"/> 18 Air Contaminant Discharge Permit (ACDP) | <input type="checkbox"/> 1 Air Emission Inventory | <input type="checkbox"/> 7 Air Title V Permit |
| <input type="checkbox"/> 8 Asbestos | <input type="checkbox"/> 3 CAFO | <input type="checkbox"/> 4 Cleaner Air Oregon |
| <input checked="" type="checkbox"/> 4 Cleanup and Site Remediation | <input type="checkbox"/> 8 Climate Protection Program * | <input type="checkbox"/> 2 Cost Recovery |
| <input type="checkbox"/> 1 Gasoline Transporter | <input type="checkbox"/> 4 General NPDES Domestic | <input type="checkbox"/> 17 General NPDES Industrial |
| <input type="checkbox"/> 4 General NPDES Mining | <input type="checkbox"/> 4 General WPCF Domestic | <input type="checkbox"/> 9 General WPCF Industrial |
| <input type="checkbox"/> 5 Greenhouse Gas Reporting * | <input type="checkbox"/> 10 Hazardous Waste | <input checked="" type="checkbox"/> 6 Heating Oil Tank |
| <input type="checkbox"/> 12 Individual NPDES Domestic | <input type="checkbox"/> 5 Individual NPDES Industrial | <input type="checkbox"/> 13 Individual WPCF Domestic |
| <input type="checkbox"/> 6 Individual WPCF Industrial | <input checked="" type="checkbox"/> 5 Leaking Underground Storage Tank | <input type="checkbox"/> 9 MS4 - Municipal Separate Storm Sewer System |
| <input type="checkbox"/> 3 NPDES- Stormwater (Construction) | <input type="checkbox"/> 12 NPDES- Stormwater (Industrial) | <input type="checkbox"/> 3 NPDES: Public Agencies Only 1200-CA * |

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 Facility Search

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”.
 - 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**.

Tips. Searching by street address will provide the best results. The facility/site name may be different than the project name as YDO 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

Search: []

- 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

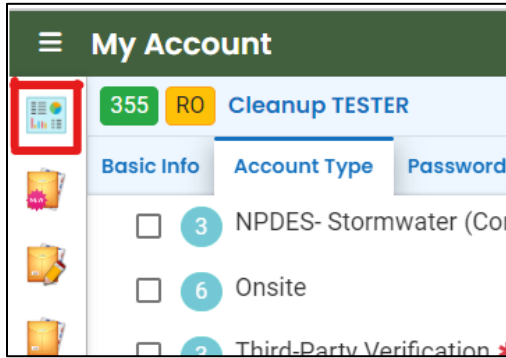
Total: 156164

Available Submittal Groups

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

Total: 3

2.3 Facility NOT Found in YDO



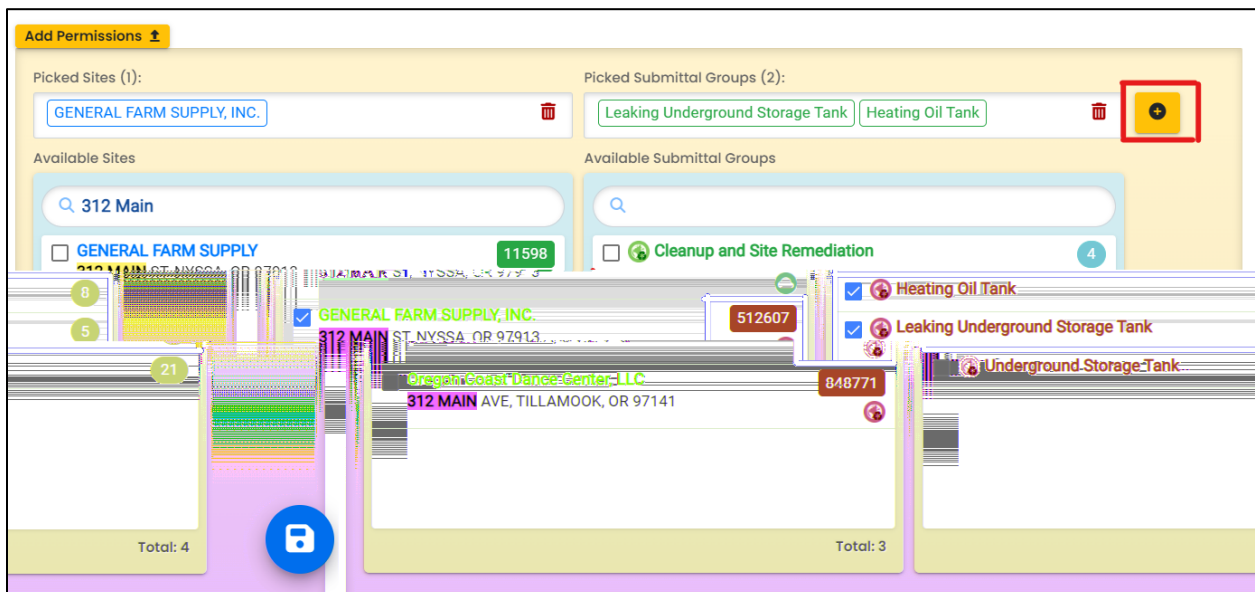
1. Return to your Dashboard by clicking on the Dashboard icon.
2. Go to **Section 3**.
3. Select “New Facility” while completing the submittal.


2.4 Facility Found in YDO –Add to Your Account

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

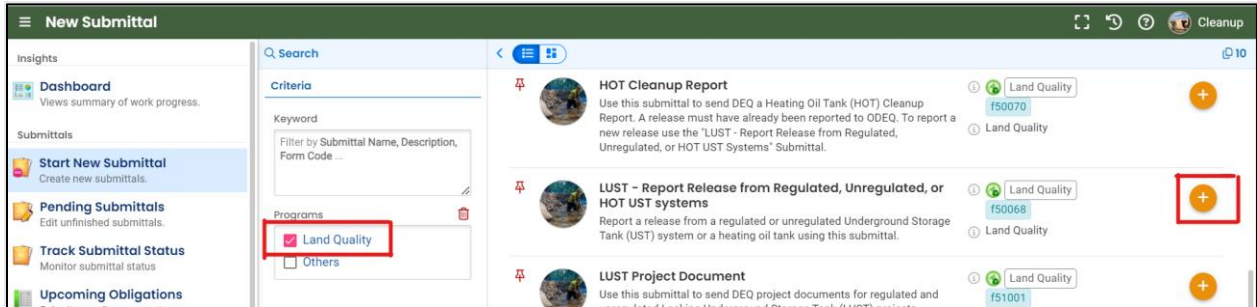
Note. If you have any doubts about which facility/site to connect to your account, please visit the [YDO Helpdesk](#) and we will work with you to identify the correct facility/site.



2. Click  button to save your selection.
3. Return to your Dashboard by clicking on the Dashboard icon.

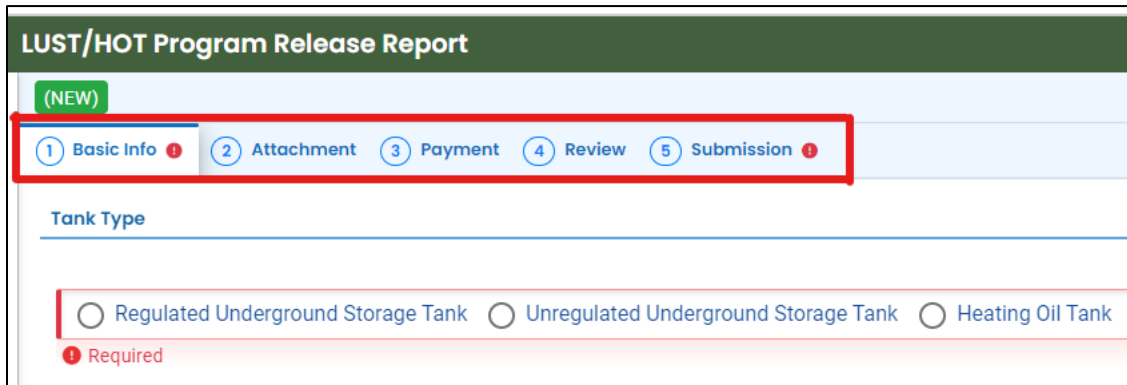
3 Start New Submittal

1. Click “Start New Submittal”.
2. Check “Land Quality” under “Programs”.
3. Locate the “LUST – Report Release from Regulated, Unregulated, or HOT UST Systems” and click the “+” sign on the far right.



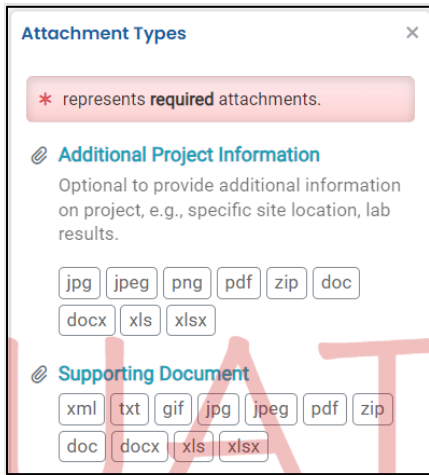
3.1 Understanding the Submittal

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 five-step process to submit the submittal. The five 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. 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.

- Indicating the tank type associated with the release
- Selecting the facility/site and project or providing information on new facility/site and/or new project
- Providing property details
- Providing applicant, current property owner, invoice, and other project contact information
- Providing information on the release, contaminants, and impacted media

4.1 Tank Type

Indicate the type of tank associated with the release.

Tip. Click the ? tool tip for descriptions of each tank type.

The screenshot shows the 'LUST/HOT Program Release Report' form. At the top, there is a green header with the title. Below it is a navigation bar with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Tank Type' section contains three radio button options: 'Regulated Underground Storage Tank', 'Unregulated Underground Storage Tank' (which is selected), and 'Heating Oil Tank'. A yellow tooltip is visible over the 'Unregulated Underground Storage Tank' option, containing the text: 'Currently/previously used for emergency power generation; or farm/personal tanks < 1100 gallons; or any tank < 100 gallons'. To the right of the radio buttons is a 'Date Reported' field with a placeholder 'mm/dd/yyyy'.

If unregulated UST tank type is selected, select the tank use from the dropdown menu.

This screenshot shows a close-up of the 'Unregulated UST Type' dropdown menu. The 'Unregulated Underground Storage Tank' radio button is selected. The dropdown menu is open, showing three options: 'Farm Tank', 'Personal Use', and 'Other'.

4.2 Incident Information

Populate the date the release was discovered.

| Incident Information | |
|----------------------|-----------------|
| Date Submitted | Date Discovered |
| 11/27/2023 | 11/22/2023 |

4.3 Facility Identification

There are several variations for the parameters described below. Each variation is discussed in the following subsections.

| |
|---|
| <input checked="" type="radio"/> Select your facility <input type="radio"/> Create new facility |
| Select your facility (project site) |
| <input type="text"/> |
| ● Required. |
| <input checked="" type="radio"/> Select your project <input type="radio"/> Create new project |
| Select your project |
| <input type="text"/> |

Select your facility. Selecting your facility indicates the facility exists in YDO and has been associated with your account and the “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups (see **Section 2**). This indicates one or more DEQ programs are already associated with the facility. The facility will appear in the dropdown menu for you to select.

Select your project. Selecting an existing facility will populate any existing LUST or Leaking HOT projects to the “Select your project” dropdown. The majority of releases will be new projects. Select an existing project from the dropdown menu in the rare event this release may be related to a historic release.

Create new project. Selecting create new project indicates the release is unrelated to any historic releases.

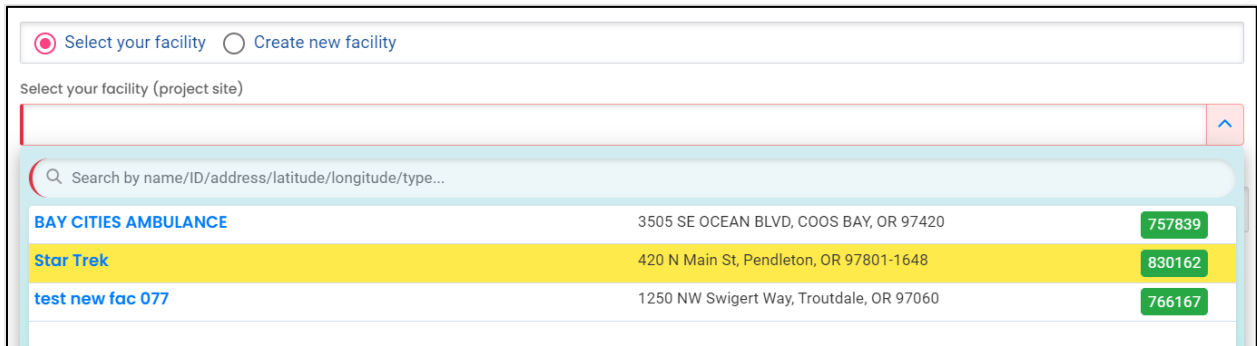
Create new facility. If the facility is not already in YDO, associated with your account, or associated with the “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups, the facility will not be present in the “Select your facility” dropdown menu. Information to create a new facility will need to be provided. This selection will also result in the creation of a new project.

4.3.1 “Select your facility” and “Create new project”

A facility must be associated with your account and the correct submittal group for the facility to populate in the dropdown menu (See **Section 2**).

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

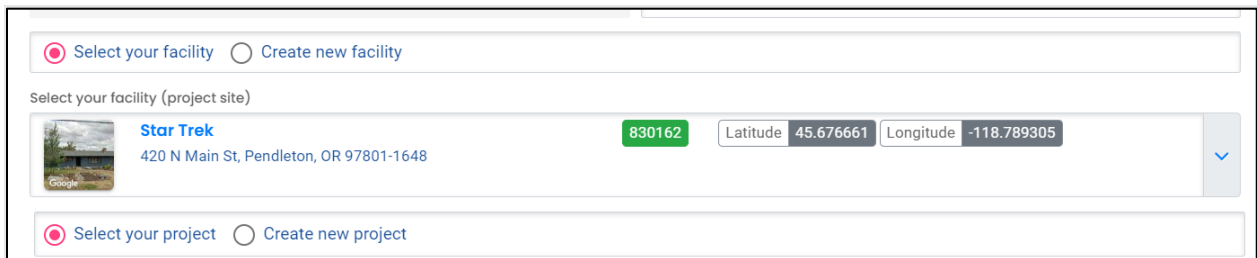
Tip. If the facility is not present in the dropdown menu, go to **Section 2** and confirm all the steps necessary were completed. If the facility was not found in YDO than go to **Section 4.3.2**.



The screenshot shows a web form with two radio buttons at the top: "Select your facility" (selected) and "Create new facility". Below is a dropdown menu labeled "Select your facility (project site)". A search bar is visible with the text "Search by name/ID/address/latitude/longitude/type...". The dropdown list contains three items:

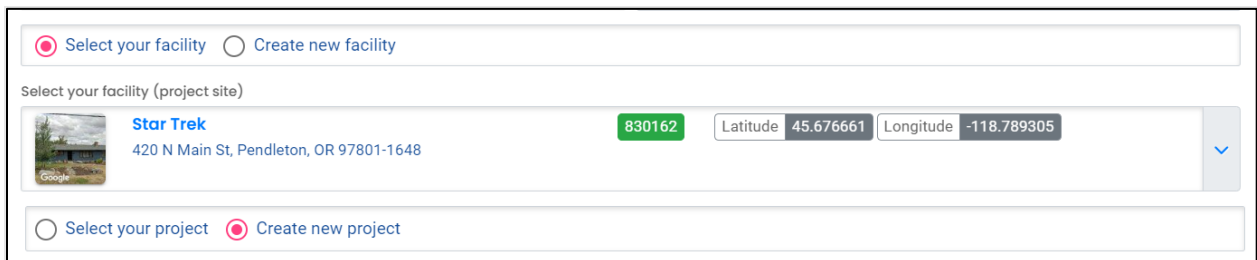
| Facility Name | Address | ID |
|----------------------|--|--------|
| BAY CITIES AMBULANCE | 3505 SE OCEAN BLVD, COOS BAY, OR 97420 | 757839 |
| Star Trek | 420 N Main St, Pendleton, OR 97801-1648 | 830162 |
| test new fac 077 | 1250 NW Swigert Way, Troutdale, OR 97060 | 766167 |

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



The screenshot shows the same form as above, but now the "Select your facility (project site)" dropdown is populated with the "Star Trek" facility. The dropdown content includes a small image of the facility, the name "Star Trek", the address "420 N Main St, Pendleton, OR 97801-1648", and the ID "830162". To the right of the ID are fields for "Latitude" (45.676661) and "Longitude" (-118.789305). Below the dropdown, the "Select your project" radio button is now selected.

3. For a new release select “Create new project”. DEQ staff will assign a project name and ID during their review.



The screenshot shows the same form as above, but now the "Select your project" radio button is selected. The "Select your facility (project site)" dropdown still shows the "Star Trek" facility details.

4.3.2 “Create new facility”

This option is for a new facility and by association a new project. DEQ staff will create the new facility, create the new project, and assign a LUST ID during their review. The new facility will automatically be associated with your account. Provide the following information.

4.3.2.1 New Facility Information

1. Provide the required information.
2. Provide any optional information in the “Comments:” box.

Site Identification

Select your facility Create new facility

New Facility Information

Facility Name
Cleanup Intake Test Facility

Abbreviation Is the facility located on Native American Lands?
No

Email Phone Fax Number of Employees

katie.daugherty@deq.oregon.gov 444-444-4444 000-000-0000 0

Comments:

(Remaining Length: 400)

4.3.2.2 New Facility – Facility Mailing Address

1. Provide the facility’s mailing address.

Mailing Address

Country
 United States Canada

Address Unit, Suite, or Floor #

23500 NE Sandy Blvd

City State Zip Code

Wood Village OR (Oregon) 97060-9653

4.3.2.3 New Facility – Physical Location

Provide the address of the physical location of your Facility.

1. If the facility mailing address is the same as the physical location, click the “Copy from Mailing Address” button.
2. If the physical location of your facility is different than the facility mailing address, enter the physical location address.
 - a. If the property does not have an address, go to **Section 4.3.3.4**.
 - b. The latitude and longitude should automatically populate.

Physical Location

Use the map to auto-populate latitude and longitude.


Copy from Mailing Address

Country
 United States Canada

Address Unit, Suite, or Floor #
4011 Main St

City State Zip Code
Springfield OR (Oregon) 97478

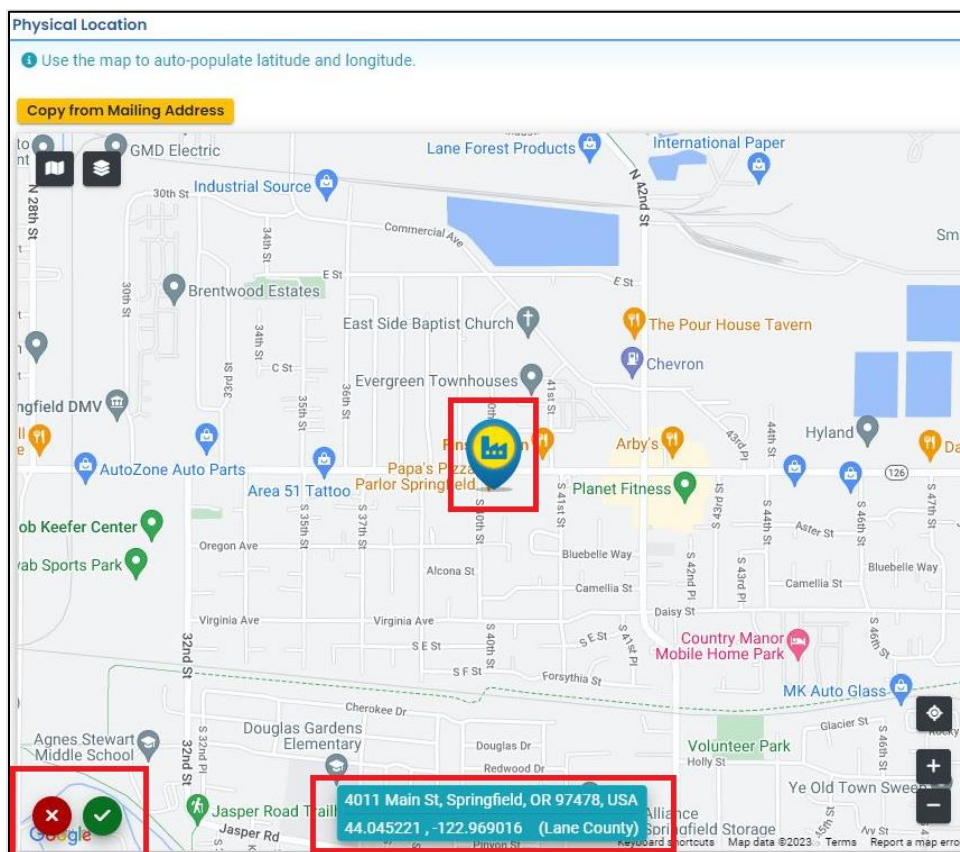
Latitude (44°2'42.80"N) Longitude (122°58'8.46"W)
44.045221 -122.969016



4.3.2.4 New Facility - No Address for Physical Location

If the property does not have an address perform the following steps.

1. Use a nearby address to be in proximity to your Facility.
2. Click on the map located on the right side of this section. An enlarged map will populate.
3. Click and drag the facility pin to the actual facility location.
4. Clicking the green check mark in the lower left hand corner to accept the location change.
5. The system will populate or leave the address field blank. **Make sure and revise the address field to reflect your facility location (e.g. 1000 ft east of 4th & Main).**



4.3.3 “Select your facility” and “Select you project”

This option will be rare and a new release should not be reported if the release has been determined to be related to an existing release.

Note. Please contact the LUST Program Duty Officer prior to completing this release form if this is the scenario at your project.

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**.

Select your facility (project site)

Search by name/ID/address/latitude/longitude/type...

test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060 766167

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

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

Required.

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.

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 Leaking Underground Storage Tank 417381 15-23-0001

Test Site 1500 Leaking Heating Oil Tank 417384 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.

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

4.4 Property Details

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

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

Township Range Section Section Quarter-Quarter

Size(acres)
0

County
Clackamas (Northwest)

Tax Lot(s)

1 Tax Lot(s)

+ Add Item

4.5 Contacts

Provide the various necessary project contacts and their contact information.

4.5.1 Responsible Party

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

| 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 # | |
| 58023 Columbia River Hwy | | | |
| City | State | Zip Code | |
| Warren | OR (Oregon) | 97053 | |

4.5.2 Invoice Contact

Provide the invoice contact information. This section will be grayed out when Heating Oil Tank is selected as the tank type. If the invoice contact is the same as the Responsible Party, use the "Copy from Responsible Party" button.

| Invoice Contact | | | |
|---|-----------------|--------------------------------|---------------|
| Copy from 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 # | |
| 1285 Sutter St | | | |
| City | State | Zip Code | |
| San Francisco | CA (California) | 94102 | |

4.5.3 Other Contact (Optional)

Provide contact information for another party such as a contractor or environmental consultant.

Other Contact (Optional)

Contact Type

Salutation First Name M.I. Last Name

Company Title Email

Phone Mobile Fax

Country

Address Unit, Suite, or Floor #

City State Zip Code

OR (Oregon)

4.6 Site Assessment

Provide the following information.

Site Assessment

Discovery:

Decommissioning Routine Monitoring Complaint Leak Detection Site Assessment Tightness Test Other

encountered in utility trench adjacent to property

Cause:

Overfill Spill Corrosion Install Problem Physical/Mechanical Damage Other Unknown

Source:

Tank Piping Dispenser Turbine Pump Delivery Problem Other Not Reported

In Use Out Of Use

Is the Tank empty?

Yes No

Confirmation:

Contractor Responsible Party Report DEQ Staff Lab - DEQ Lab - Responsible Party Lab - Other Other

4.7 Contaminants

Select one or more contaminants.

| Contaminants | | | |
|--------------------------------------|---|---|---|
| <input type="checkbox"/> Heating Oil | <input checked="" type="checkbox"/> Diesel Motor Fuel | <input type="checkbox"/> Other Pet. Dist. | <input checked="" type="checkbox"/> Unleaded Gasoline |
| <input type="checkbox"/> Waste Oil | <input type="checkbox"/> Chemical | <input type="checkbox"/> Leaded Gasoline | <input type="checkbox"/> Lubricant |
| <input type="checkbox"/> MTBE | <input type="checkbox"/> Miscellaneous Gasoline | <input type="checkbox"/> Solvent | <input type="checkbox"/> Unknown |

4.8 Impacted Media

Select one or more impacted media.

| Impacted Media | | | |
|---|---|--|--|
| <input type="checkbox"/> Drinking Water | <input checked="" type="checkbox"/> Groundwater | <input type="checkbox"/> Surface Water | <input checked="" type="checkbox"/> Soil |
| <input type="checkbox"/> Vapors | <input type="checkbox"/> Free Product | | |

4.9 Comments

Provide additional information (optional).

comments:

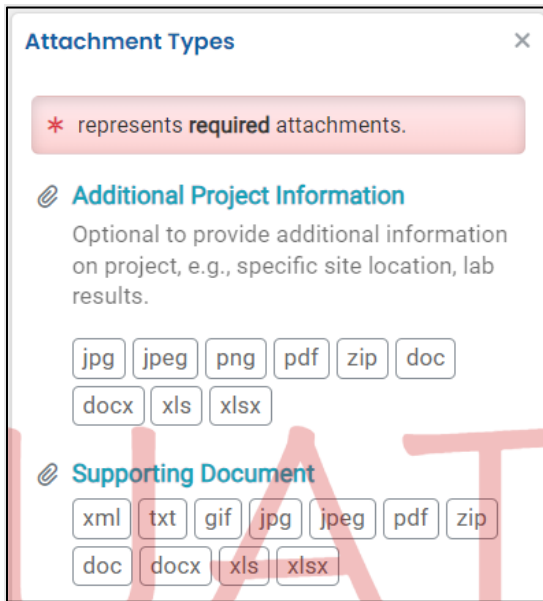


Save the submittal and go to the next tab.

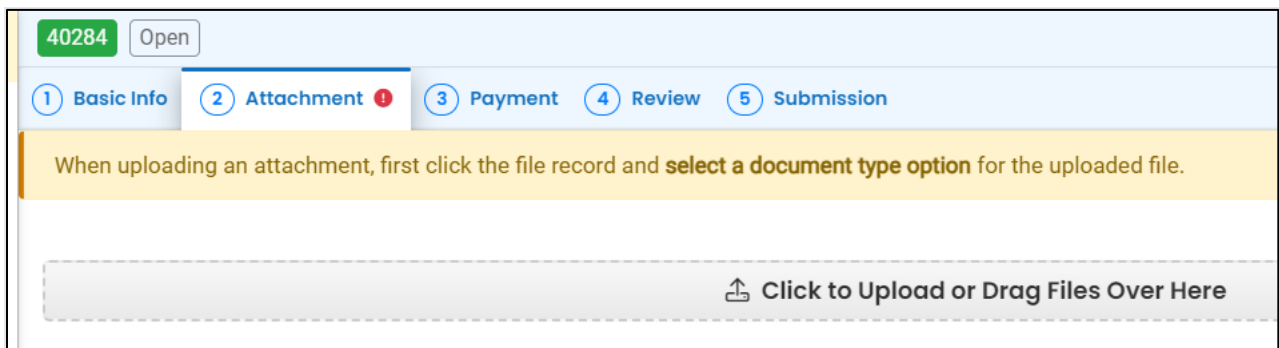
5 Attachment Tab

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.

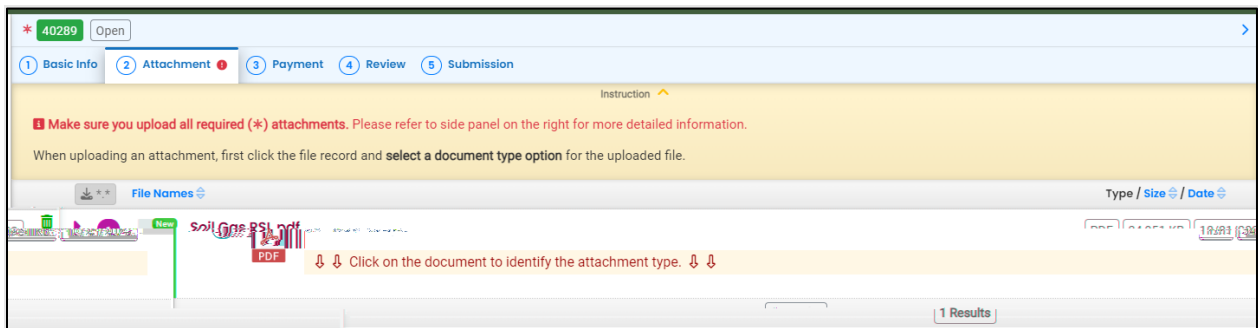
1. Review the “Attachment Types” box on the right side of the screen. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



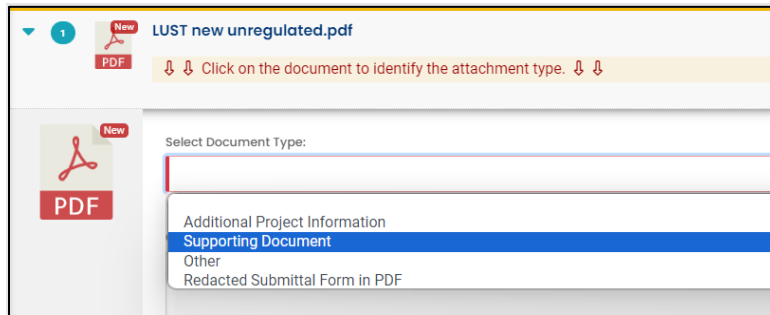
2. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment or simply drag and drop.



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



4. Click “Site Document Type” and select the document type.



5. Add comment (optional).

6. Click  to save.

7. Add additional documents following the steps above.

6 Payment Tab

No payment is required.

Prospective Purchaser Program

40289

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

There is no payment due at this time.

| | | | | |
|---------|---|---------|---|---------|
| Fee | - | Paid | = | 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.

The screenshot shows the 'Review' tab selected in a navigation bar. 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." Underneath, a green box with a checkmark and the text "Basic Info" is highlighted with a purple border. The "Fees/Payments" section shows a table with columns for Fee, Paid, and Balance, with values of \$ 0.00, \$ 0.00, and \$ 0.00 respectively. The "Mandatory Attachment" section states "Attachments are not required for this Submittal." The "Uploaded Attachment" section shows a file named "Soil Gas RSL.pdf" (Site Document) with a PDF icon and a size of 34,951 KB.

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

The screenshot shows the 'Review' tab selected in a navigation bar. A yellow banner at the top reads: "Review your submittal and any attachments. Save any changes you have made before returning." 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." Underneath, a red box with an X and the text "Basic Info" is highlighted with a red border. The "Fees/Payments" section is not visible in this screenshot.

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.

Prospective Purchaser Program

40289 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

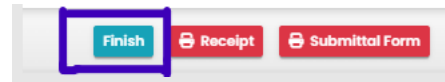
The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own 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.

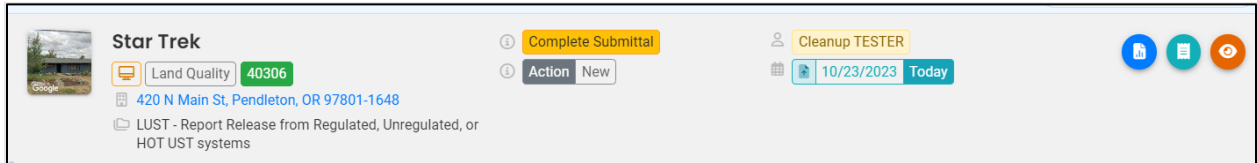
The screenshot shows a web interface for the LUST/HOT Program Release Report. At the top, there is a green header with the text "LUST/HOT Program Release Report" and a sub-header "40306 Complete Submittal". Below this is a green banner with a checkmark and the text "Submission Successful!". A yellow box contains the text: "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." The main content area is divided into two columns: "Submittal Summary" and "Submittal Form Info". The "Submittal Summary" section includes a "Certification" section with a statement and a question/answer section. The "Submittal Form Info" section includes "Submittal Date", "Submittal By", and "Owner Information". Below these sections are "Fee Detail" and "Payment Detail" sections. At the bottom, there is an "Attachment List" section showing a PDF file named "LUST new unregulated.pdf". At the very bottom of the page, there are three buttons: "Finish", "Receipt", and "Submittal Form". The "Submittal Form" button is highlighted with a red box.

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



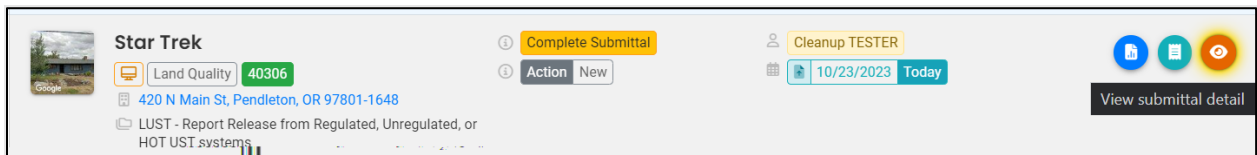
9 Track Your Submittal

Your completed submittal is populated to your “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.



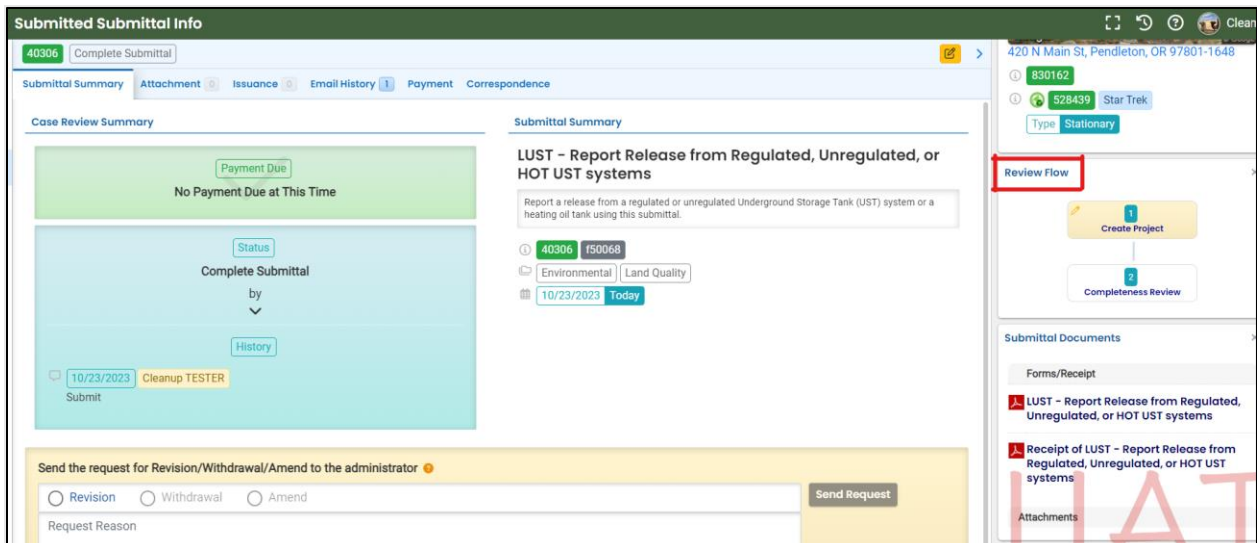
9.1 View Submittal Detail

Click the orange eye.



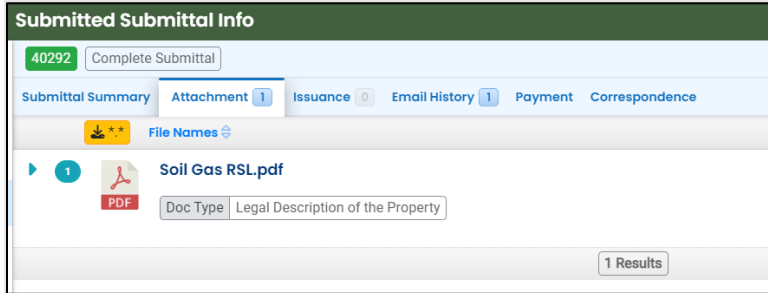
9.1.1 Submittal Summary Tab

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



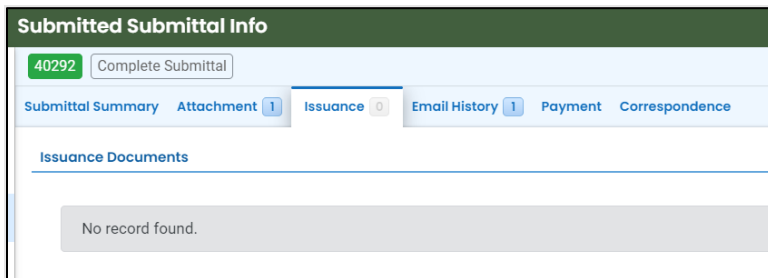
9.1.2 Attachment Tab

View and download the documents attached, if any, to the submittal.



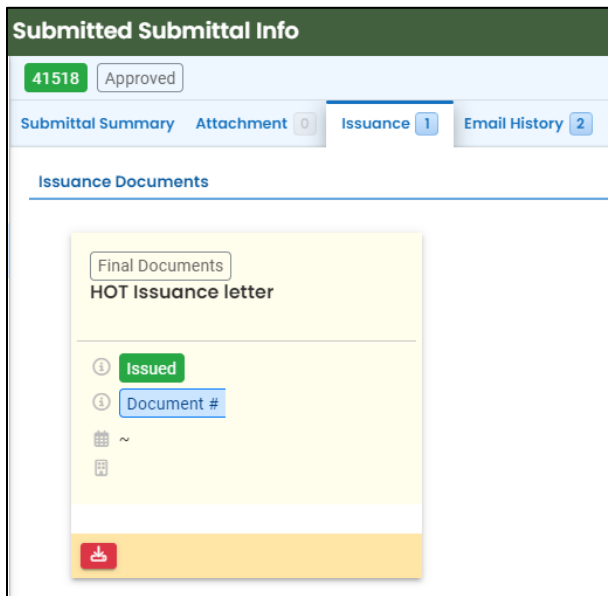
9.1.3 Issuance Tab

Issuances will be dependent on the tank type you selected. If your release is related to a **regulated** or **unregulated** UST, no issuances are generated within the system. A letter is prepared outside of the system and mailed to the responsible party.



If your release is related to a **HOT**, the YDO system will generate a letter to the responsible party once DEQ completes their review and accepts the release. This letter populates to the "Issuance" tab. Click the red button to download the letter.

This letter notifies the responsible party of their liability and requirements for cleanup. Entering accurate contact information for the responsible party is very important.



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 40306. The 'Email History' tab is selected, showing a list of emails. The first email is from 'YourDEQOnline@govonlinesaa' to 'katie.daugherty@deq.oregon.gov' with the subject '[UAT] ODEQ LUST Report Release - Release Report', sent on 2023-10-23. The interface includes navigation tabs for Submittal Summary, Attachment (0), Issuance (0), Email History (1), Payment, and Correspondence. A '1 Results' indicator is visible at the bottom right.

9.1.5 Payment Tab

Track payments related to this submittal here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Payment' tab is selected, displaying a message: '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. The 'Correspondence' tab is selected, showing a chat interface with a text input field containing 'Start a correspondence thread...', a 'Post' button, and a date/time selection field. At the bottom, it displays the message 'No correspondence messages.'

9.2 Review Form




Click the blue circle to access the submittal content.



Star Trek
Land Quality **40306**
420 N Main St, Pendleton, OR 97801-1648
LUST - Report Release from Regulated, Unregulated, or HOT UST systems

Complete Submittal
Action New

Cleanup TESTER
10/23/2023 Today

  
Review Form

The form cannot be modified.

LUST/HOT Program Release Report

40306 Complete Submittal

1 Basic Info 2 Attachment 3 Receipt

Tank Type


Regulated Underground Storage Tank Unregulated Underground Storage Tank Heating Oil Tank

Incident Information

Date Discovered: 10/23/2023 Date Reported: 10/20/2023


Select your facility Create new facility

Select your facility (project site)

 **Star Trek** 420 N Main St, Pendleton, OR 97801-1648 **830162** Latitude 45.676661 Longitude -118.789305

9.3 Receipt Form




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



Star Trek
Land Quality **40306**
420 N Main St, Pendleton, OR 97801-1648
LUST - Report Release from Regulated, Unregulated, or HOT UST systems

Complete Submittal
Action New

Cleanup TESTER
10/23/2023 Today

  
Receipt

