Public Records Search
Your DEQ Online

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State of Oregon
DEQ Department of Environmental Quality

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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 addresses how to search for public records in Your DEQ Online.

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. Go to the Public Records Platform

You can access Public Records through the Your DEQ Online Public Records link or through a Your DEQ Online user account. A user account is not required to view public records.

1.1 Using the Your DEQ Online Public Records link

The Public Records link from the Your DEQ Online Public Portal is available to anyone with access to a browser without the need for a user account. The link provides immediate access to searchable information published to the system by DEQ programs.

Use recommended browsers Safari, Firefox or Google Chrome for the Your DEQ Online Public Portal.

From the Your DEQ Online Public Portal login page,

1. Select the "Public Records & Services" box.

2. On the Public Records search page you may choose between searching for permit records (see section 2) or submittal records (see section 3).

1.2 Using a Your DEQ Online Account

From the Your DEQ Online Public Portal login page, sign into your account. Use recommended browsers Safari, Firefox or Google Chrome for the Your DEQ Online Public Portal.

On the navigation menu, select the public records

icon.
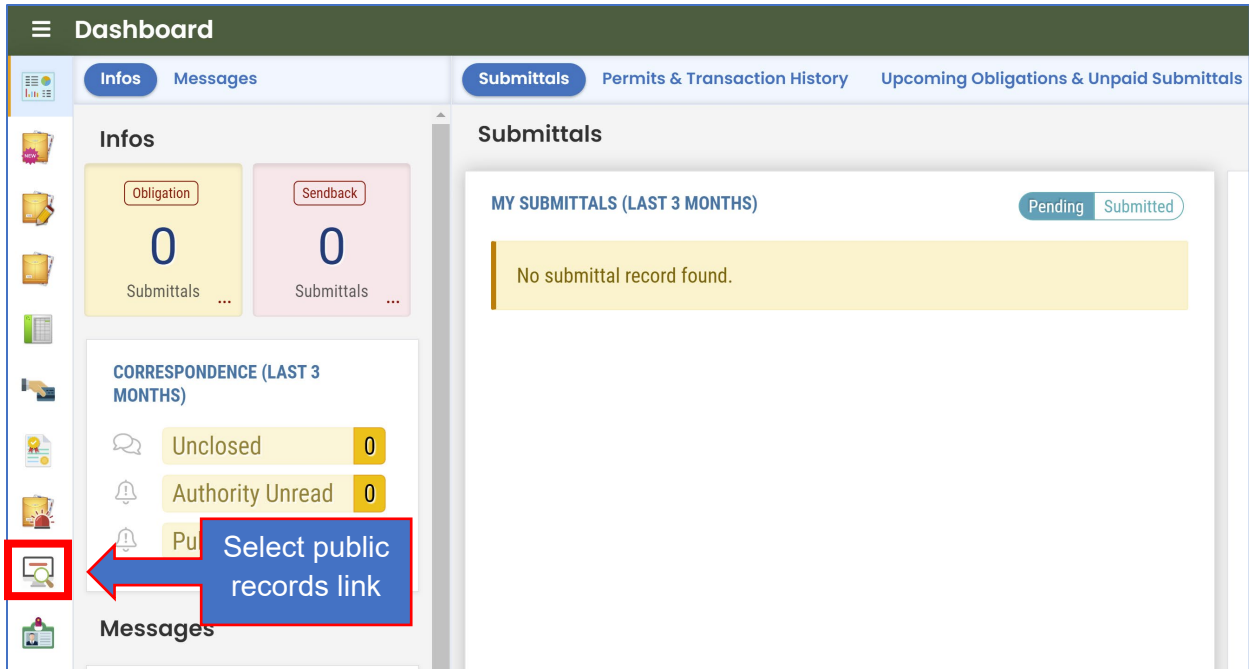
On the Public Records search page, you may choose between searching for permit records (see section 2) or submittal records (see section 3).

2. Permit Records

The permits section contains every permit record that is available in Your DEQ Online. To access permit records, select the Permits icon from the sidebar on the Public Records page.
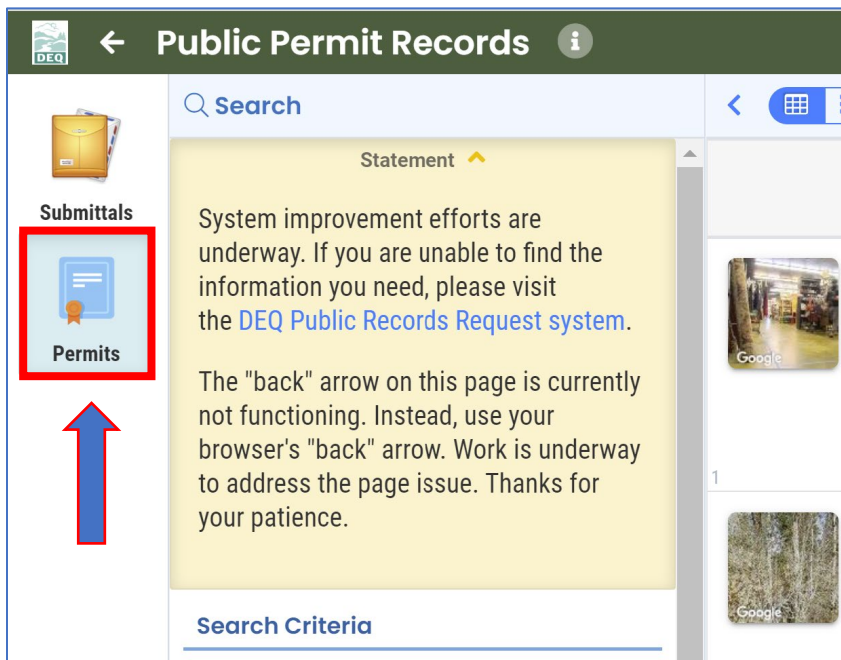
2.1 Searching Permit Records

Permit records can be located by narrowing down the search results. You may search for a specific permit by entering the site name, address, permit number, permit type or submittal type in the keyword box.

You may also narrow down the search results in the drop-down menus for permit status, permit type and environmental interest.

To clear the search results in search boxes, select the trash 🗑 icon. Search options can also be narrowed down using the drop-down list in the upper right corner of the screen.
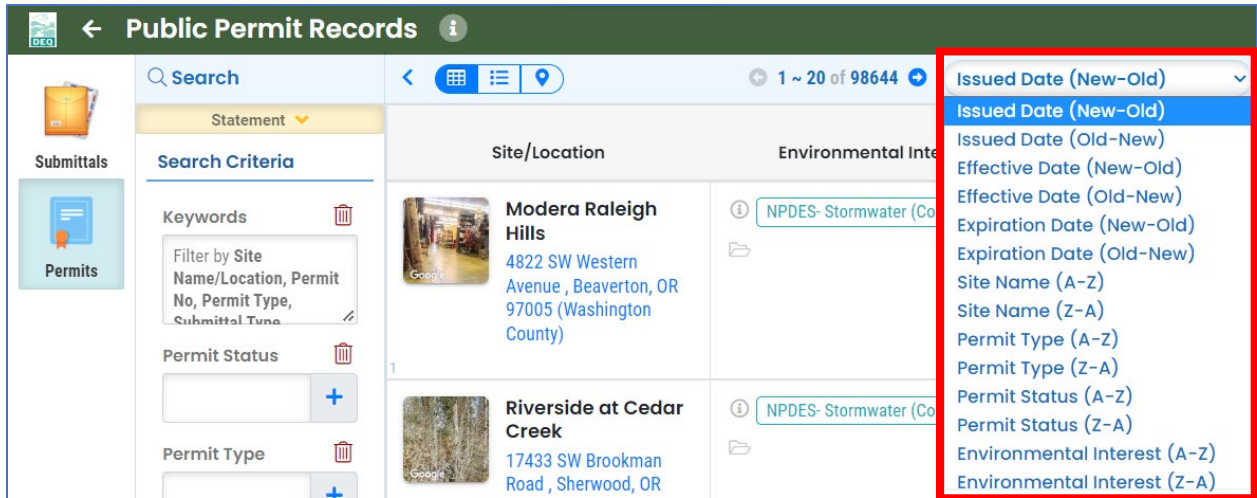
Permit records are automatically shown in the grid view, but you may also choose between the list and map views through the viewing options icon at the top of the page.

2.1.1 Grid View of Permit Records

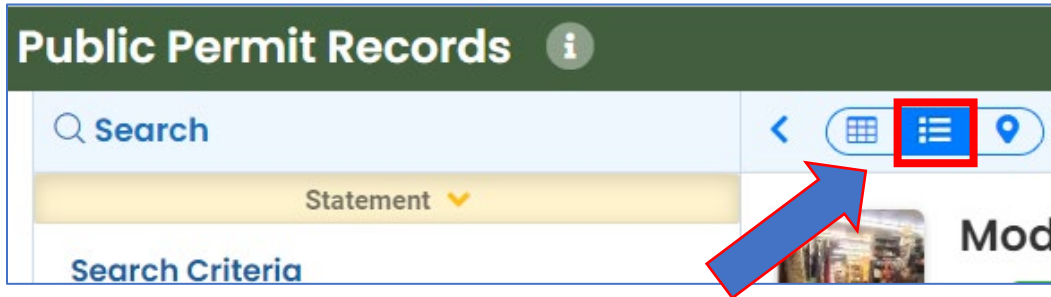The grid view is the first button on the viewing options icon.
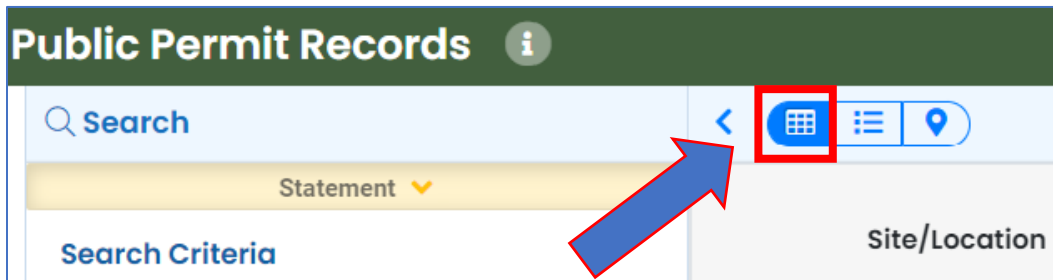
In the grid view on the permit page, the first column shows site location information. The second shows the environmental interest, and the third shows the permit number and permit type. The fourth column provides the issued date along with the effective and expiration date range. The next column lists the permit status, and the final column may provide a link to the permit documentation.

2.1.2 List View of Permit Records

The list view is the second button on the viewing options icon.

In the list view of the permit page, the site name, permit type and address are listed to the left, and the permit status, effective date, expiration date and environmental interest are listed in the center of the record. Permit documentation may be available by selecting the PDF icon on the right.


## 2.1.3 Map View of Permit Records

In map view, circles represent clusters of permit sites. The red circles represent clusters with 11 or more permit sites, and the blue circles represent clusters with 10 or less permit sites. The numbers in the circles indicate the number of sites located in a geographic area.

You have the option of viewing a terrain, road or hybrid map by selecting the map type icon in the upper left-hand corner on the map. Using the controls in the lower right-hand corner, you may zoom in on a location to see specific sites.
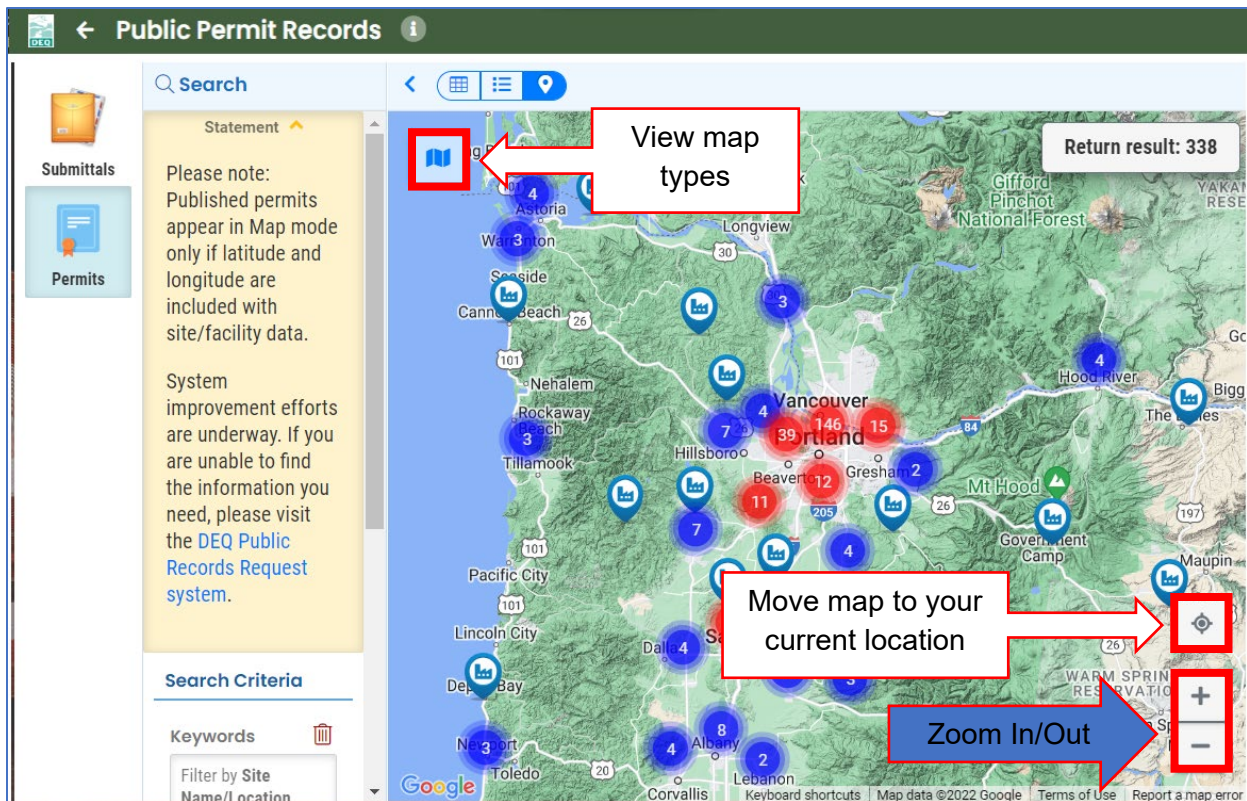
Once you have located a site, select the pinpoint icon and the permit information will appear in two sections on the right side of your screen.

The first section on site information contains the site name, site ID number and address. The section below on permit information contains the permit number, status and effective date, and it also may include a link to permit documentation.
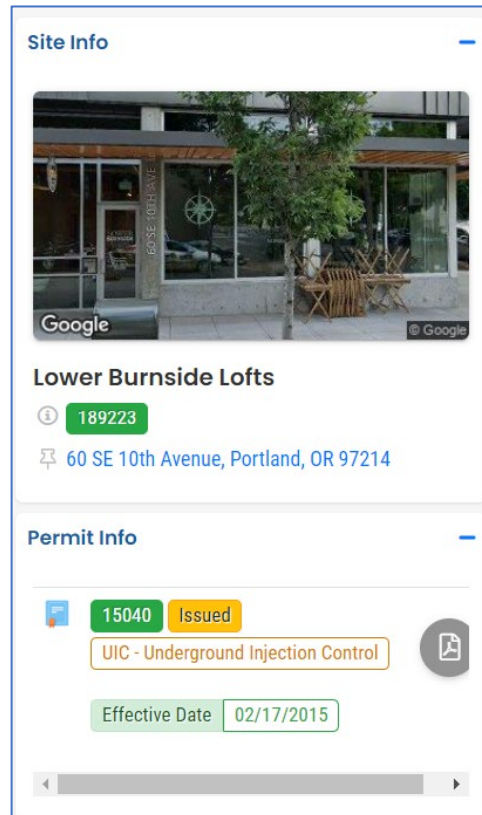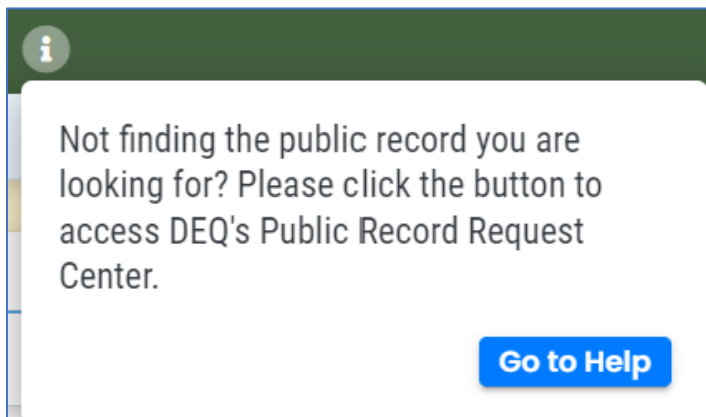
2.2 Submitting a Public Records Request for Permits

If there is a permit record that you are unable to locate, you can submit a public records request by selecting the information icon located at the top of the page.
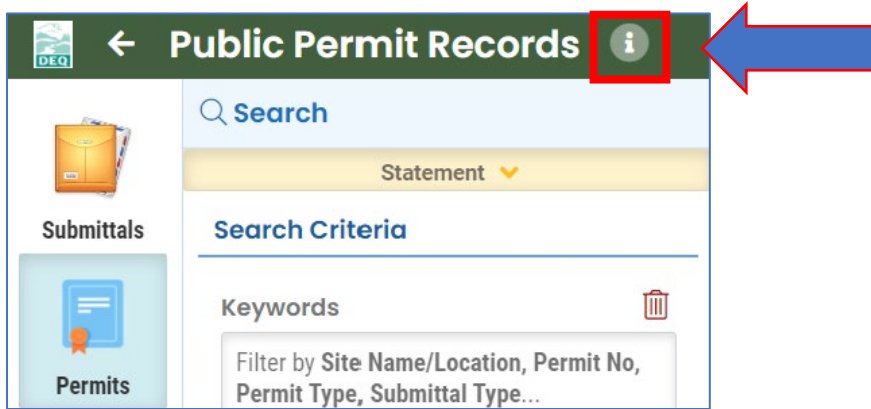
Click "Go to Help" on the message, and a new tab will open to the Public Records Request Center.
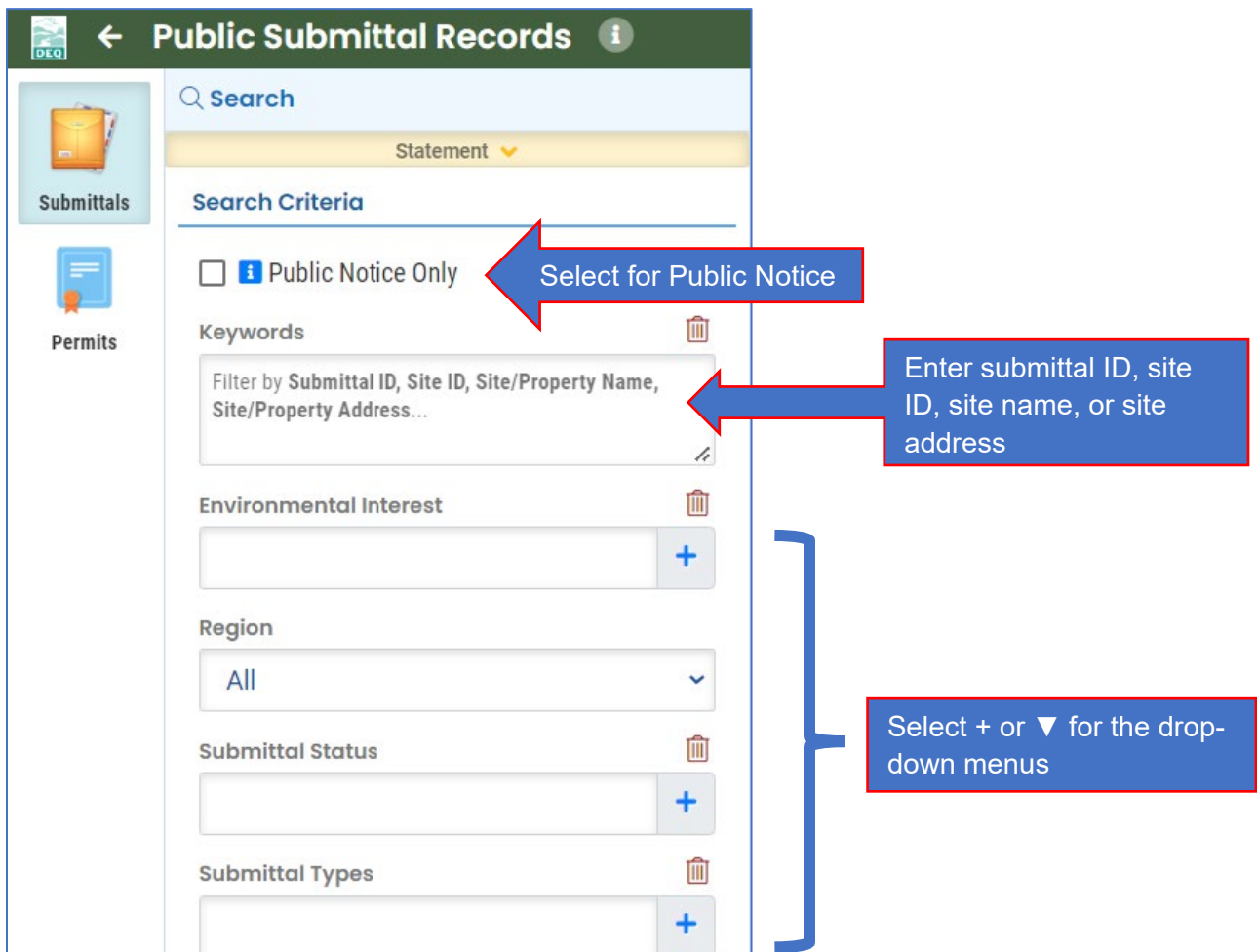

3. Submittal Records

The submittal section contains records of items that were submitted to Your DEQ Online by various entities. Some examples are permit applications, certification applications and annual report submittals. To access submittal records, select the Submittals icon from the sidebar on the Public Records page.

3.1 Searching Submittal Records

Submittal records can be located by narrowing down the search results. You may search for a specific submittal by entering the submittal ID, site ID, site name or address in the keyword box.

You may also narrow down the search results in the drop-down menus for environmental interest, region, submittal status or submittal type. You may also select "Public Notice Only" to view submittals with public notice information.

To clear the search results in search boxes, select the trash 🗑 icon. Search options can also be narrowed down using the drop-down list in the upper right corner of the screen.
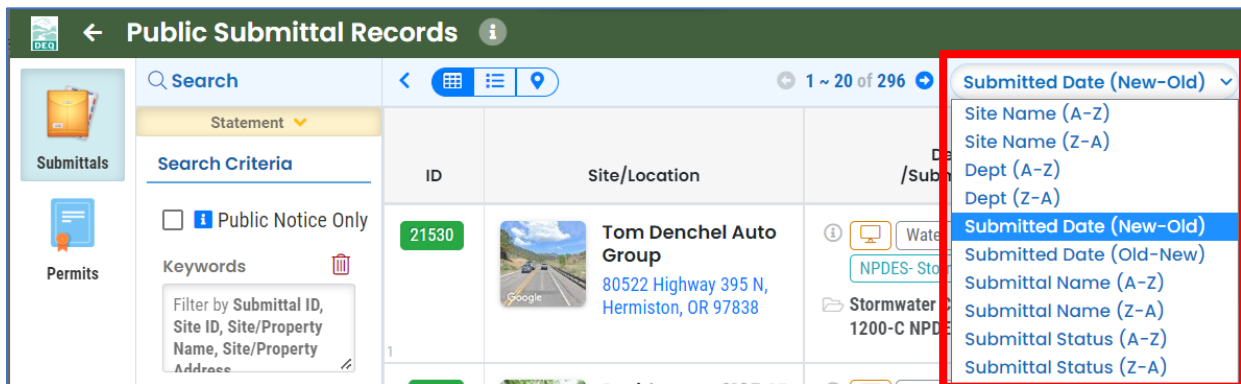
Submittal records are automatically shown in the grid view, but you may also choose between the list and map views through the viewing options ⊞ ☰ 📍 icon at the top of the page.

3.1.1 Grid View of Submittal Records

The grid view is the first button on the viewing options icon.
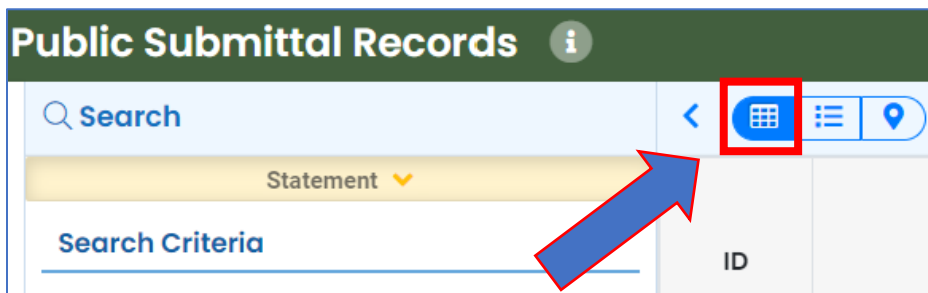
In the grid view on the submittal page, the first column shows the submittal ID number and it also may contain an eye ℹ️ icon indicating that the record includes public notice information. The second column has information about the facility or site, and the third shows the department that is handling the submittal, the environmental interest and the submittal type. The fourth column provides the submittal date and name of the submitter, and the next column indicates the current status of the submittal. The final column may contain an information ℹ️ icon indicating public notice information, or it may contain a PDF 📄 icon indicating that you can open the submittal as a PDF. You may view, download or print the PDF document.

3.1.2 List View of Submittal Records

The list view is the second button on the viewing options icon.
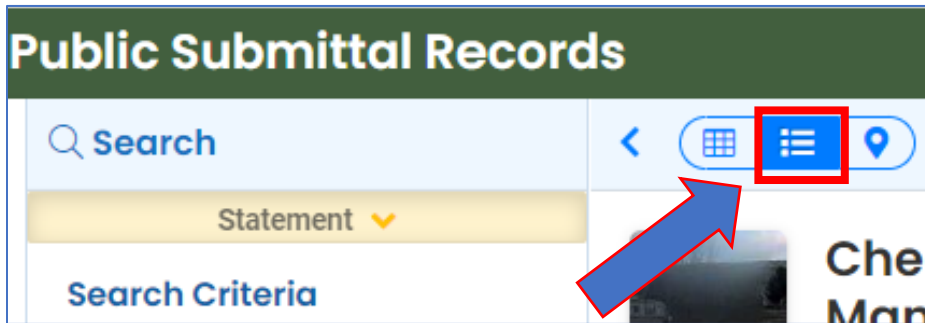
In the list view of the submittal page, the site name, the submittal ID, the site address and the submittal type are listed to the left. The submittal status, date received and the name of the submitter are listed in the center. The right-hand side of the record may contain an information
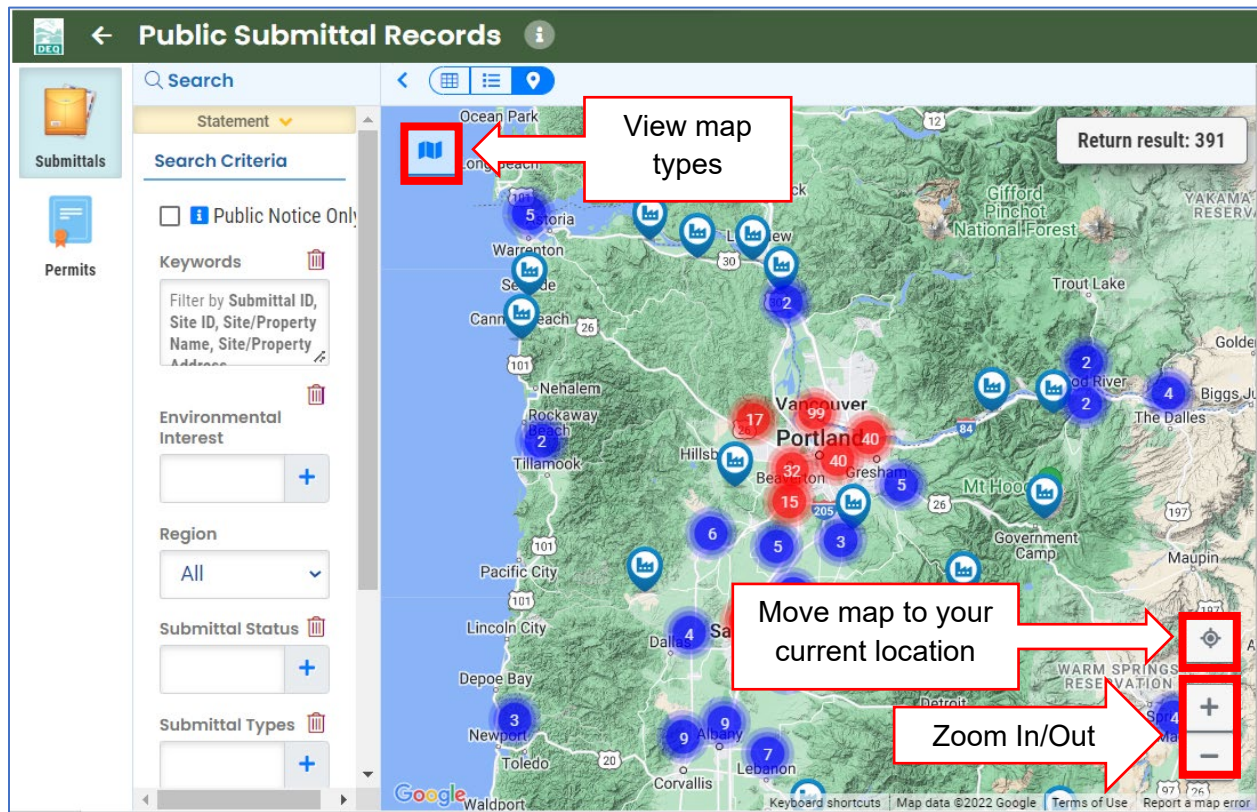
 icon indicating public notice information, or it may contain a PDF icon indicating that you can open the submittal as a PDF. You may view, download or print the PDF document.

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In map view, circles represent clusters of submittal sites. The red circles represent clusters with 11 or more submittal sites, and the blue circles represent clusters with 10 or less submittal sites. The numbers in the circles indicate the number of sites located in a geographic area.

You have the option of viewing a terrain, road or hybrid map by selecting the map type icon in the upper left-hand corner on the map. Using the controls in the lower right-hand corner, you may zoom in on a location to see specific sites.

Once you have located a site, select the pinpoint and the submittal information will appear in two sections on the right side of your screen.

The first section on site information contains the site name, site ID number and address. The section below on submittal information contains submittal ID, the environmental interest, the submittal type, and the date received. It may also contain an information [icon] icon indicating public notice information, or it may contain a PDF [icon] icon indicating that you can open the submittal as a PDF. You may view, download or print the PDF document.

4. Resources

If you have questions about locating permit and submittal records, please consult the Your DEQ Online Helpdesk. General information, training and resources are available on Your DEQ Online Help page. Stay connected to news about Your DEQ Online by signing up for GovDelivery email messages.