

Industrial and Construction Stormwater General Permits: Registering in Your DEQ Online



State of Oregon
Department of
Environmental
Quality

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*DEQ is a leader in
restoring, maintaining
and enhancing the quality
of Oregon's air, land and
water.*

Who can register in Your DEQ Online?

Members of the public, facility employees, consultants and legally authorized representatives can set up Your DEQ Online accounts.

What are the different types of user accounts?

The Public Portal supports three types of public accounts: Responsible Official (RO), Consultant and General Public.

What can each user account do?

Each account has a set of access privileges in the Public Portal. The three account types have the following privileges:

Responsible Official (RO) – Users with RO accounts must go through an identity verification process. Once verified, users with RO accounts can link to associated facilities and submittals and can

extend those links to consultants. ROs can prepare, certify and submit documents and Discharge Monitoring Reports (DMRs) to DEQ; amend, renew or withdraw submittals; and manage submittal history.

Consultant – Users with Consultant accounts must be linked, by ROs, to facilities and submittals. Once linked, Consultants can prepare documents and DMRs on behalf of ROs and use the system for correspondence, data entry/query and submittal tracking and review. Consultants cannot certify and submit documents to DEQ.

General Public – Users with General Public accounts can pay invoices and respond to public notices. General Public users cannot apply for stormwater permit coverage or maintain an existing stormwater permit. General Public users also cannot prepare or certify and submit documents and DMRs to DEQ.

Your DEQ Online Privileges by Account Type

Action	RO	Consultant	General Public
Link to associated facilities and submittals	✓		
Link consultants to facilities and submittals	✓		
Certify and submit documents and DMRs	✓		
Amend, renew, or withdraw submittals	✓		
Manage submittal history	✓		
Submit applications for permit coverage	✓		
Prepare documents and DMRs	✓	✓	
Correspond with DEQ staff and other users	✓	✓	
Enter data	✓	✓	
Perform queries	✓	✓	
Track and review submittals	✓	✓	
Pay invoices	✓	✓	✓
Respond to DEQ-issued public notices	✓	✓	✓

Fact Sheet

If I have or need to apply for coverage under a general stormwater permit, what account type should I select?

At least one RO account must be created for each permit. Consultant accounts can then be registered by other individuals who provide support to the RO.

Who should select a Responsible Official account type?

An RO is a person who is legally authorized to sign NPDES permit applications, DMRs, notices of termination and other reports required by the permit. A person meeting one of the criteria outlined below should select a RO account type.

Responsible Official Criteria by Organization Type

Organization Type	Authorized Individuals
Corporation	president, secretary, treasurer, vice-president, or any person who performs principal business functions; or a manager of one or more facilities that is authorized in accordance with corporate procedure to sign such documents
Partnership	general partner
Sole proprietorship	owner
City, county, state, federal or other public facility	principal executive officer or ranking elected official
Limited Liability Company	member
Trust	acting trustee

Refer to Code of Federal Regulations, [40 CFR 122.22](#), for the complete definition of who is authorized to sign permit documents.

Can a facility have more than one Responsible Official?

A facility can have multiple associated ROs, provided each RO meets the signatory criteria of 40 CFR 122.22.

Who should select a Consultant account type?

Employees of facilities who will prepare permit documents, such as DMRs, corrective action reports, and revised erosion/stormwater control plans, but who do not meet the signatory criteria of 40 CFR 122.22 (see Responsible Official Criteria by Organization Type text box) should choose the Consultant account type. Hired professional consultants should also choose this account type.

Examples of people who should select Consultant account types for 1200-series stormwater general permits include:

- Professional consultants who prepare DMRs, stormwater plans, corrective actions and applications for their clients.
- Professional engineering firms that prepare construction stormwater permit applications and notices of terminations on behalf of their clients.
- Professional environmental laboratories that prepare DMRs and attach laboratory reports on behalf of their clients.
- Employees of facilities who maintain 1200-series stormwater general permits, such as environmental specialists and administrative professionals, who prepare permit documents but do not meet the signatory criteria of 40 CFR 122.22.

Alternative formats

DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.state.or.us.