

March 2023

Supervisory Wastewater System Operator Designation Form

Your DEQ Online



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

Contact: opcert@deq.oregon.gov



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

Contact: 800-452-4011 | TTY: 711 | deqinfo@deq.state.or.us

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

Visit DEQ's [Civil Rights and Environmental Justice page](#).

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 apply for a supervisory wastewater system operator designation form.

[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.



State of Oregon
Department of
Environmental
Quality



Table of Contents

System Overview	3
1. Wastewater Operator Certification.....	5
2. Supervisory Wastewater System Operator Designation Form.....	5
2.1 Basic Info.....	6
2.2 Attachment	7
2.3 Payment	8
2.4 Review.....	8
2.5 Submission.....	9
3. Co-Signers.....	11
4. Track Application Status	13
5. Password, Pin and Security Questions.....	14
5.1 Reset Password	14
5.2 Reset Pin	15
5.3 Reset Security Questions.....	15
6. Helpdesk and Resources	16

1. Wastewater Operator Certification

Oregon law requires owners of wastewater systems and drinking water systems (public and private) to have their systems under responsible control and direction of certified operators. Trained and certified operators are necessary to ensure that the systems are managed in a manner that fully protects public health and the environment.

The Oregon Department of Environmental Quality administers the program for domestic wastewater system operators. The Oregon Health Authority Drinking Water Services administers the certification program for drinking water system operators.


Please visit DEQ's Wastewater Operator Certification Program [webpage](#) for more information and program materials.

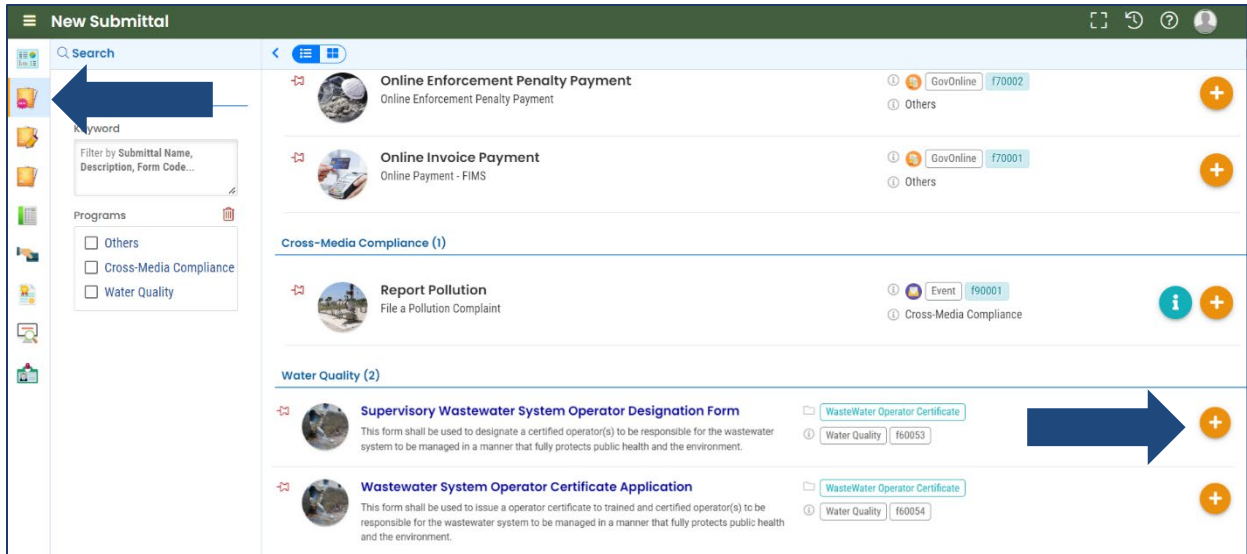
2. Supervisory Wastewater System Operator Designation Form

This set of instructions is both for the system Owner/Representative submitting the form and for the Designation Supervisory Operators since both are required to electronically co-sign this form for before submission. The Owner/Representative must start and submit the form, but the Designated Operators will need to co-sign before the form can be submitted. Designated Operators instructions can be found in [section 3](#).

The Owner/Representative must have an account in Your DEQ Online. Complete the instructions in the user guide for account registration and set up listed under the wastewater operator certification program resources on the Your DEQ Online [help page](#).

To begin the Operator Designation Form, login to your account through the [Your DEQ Online portal](#).

To access the Supervisory Operator Designation Form, select Start New Submittal  from the navigation menu. Click the plus icon next to the Supervisory Wastewater System Operator Designation form.



2.1 Basic Info

Required fields are highlighted in red and must be completed to submit your application.

1. Select the system from the facility drop-down list.

System Name, Location and Contact Info

Select your facility

Required

System Legal Name

Required

Owner/Permittee

Required

Note: If you do not see your system listed in the dropdown, see the instructions for linking to a facility in the user guide for account registration and set up listed under the wastewater operator certification program resources on the Your DEQ Online [help page](#).

2. Click on the link to verify the system class.

To Check the current Collection Class and Treatment Class of your facility, please click on the link: <https://www.deq.state.or.us/wq/opcert/Docs/OpcertReport.pdf>

Wastewater Collection System Classification SWWS I II III IV

Required

Wastewater Treatment System Classification SWWS I II III IV N/A

Required

The wastewater system owner will designate a supervisor for day-to-day operation of the wastewater system in accordance with owner policies, any permit requirements, and as per requirements in OAR 340-049.

This form entirely replaces any previous submittal of the form. (No partial "updates" accepted).

If DEQ has classified both the collection and treatment system, the owner must designate a certified operator for each, even if the same operator will be supervising both systems. The wastewater system owner must notify DEQ in writing within 30 days of replacing or reassigning any designated system operator, as per OAR 340-049-0015(5) and (8).

3. Select the operator name(s) from the dropdown list.

Select Primary System Supervisor:

Required

4. If contract operators are used, select yes and attach the contract for system supervision in the Attachment tab.


Contract for System Operation or Supervision

Does the system owner contract / arrange for supervisory operator services? Yes No

Contract is for: Name (Corporation, Business or Individual):

Salutation: First Name: M.I.: Last Name:

Required. Required.

5. Select save  before navigating to the remaining tabs.

2.2 Attachment

If contract operators are used, upload the contract for system supervision in the Attachment tab.

1. You may either click to upload or drag-and-drop an attachment.

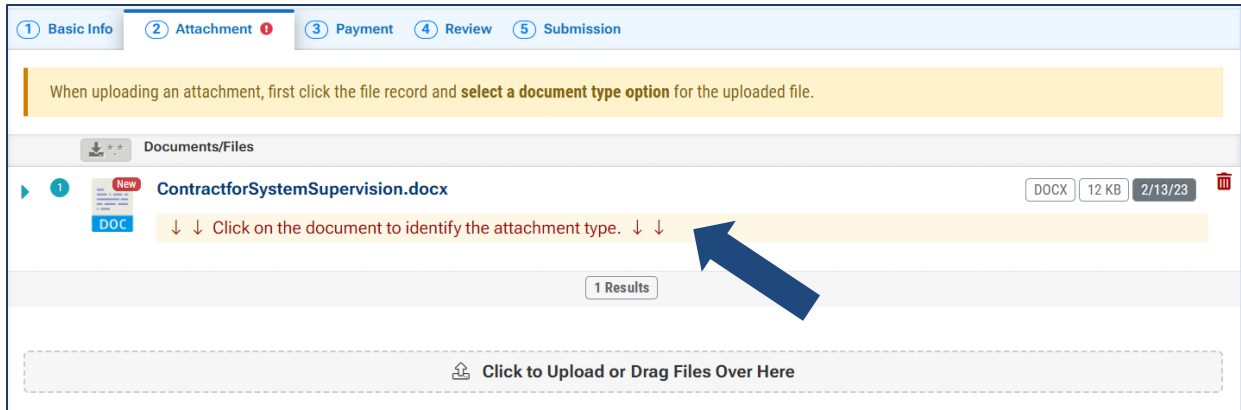
37439 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

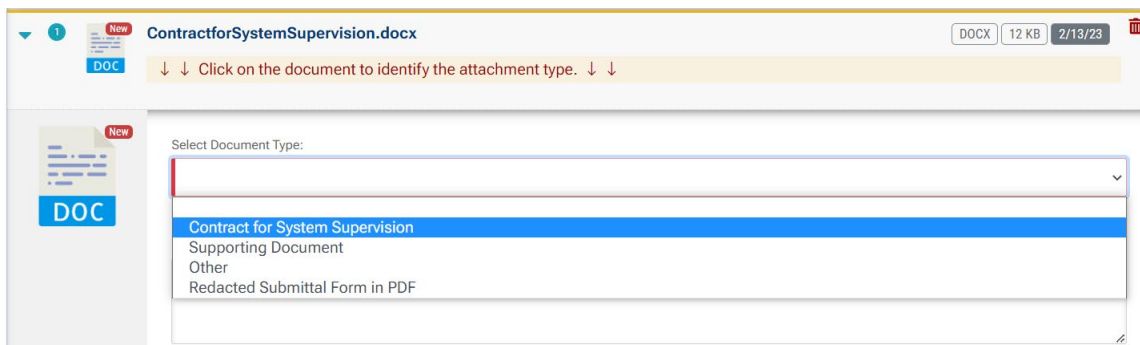
When uploading an attachment, first click the file record and select a document type option for the uploaded file.


Click to Upload or Drag Files Over Here

2. When an attachment is added, select "Click on the document to identify the attachment type."



3. Select "Contract for System Supervision" from the drop-down menu.



6. Select save  before navigating to the remaining tabs.

2.3 Payment

There is no payment associated with the Supervisory Operator Designation Form.

2.4 Review

In the Review tab, click on the PDF logo to see your form which you may print or save to your computer. To make changes to your form, select the previous tabs.


2.5 Submission

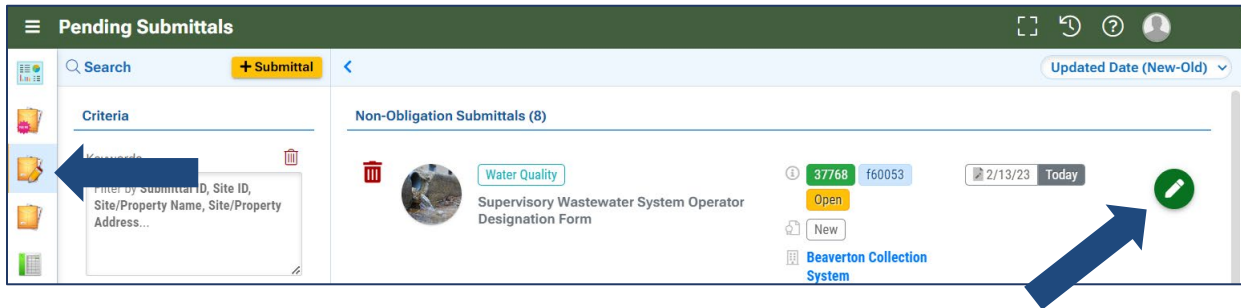
Two primary designated supervisory operators are required as co-signers. Complete the name and email address information and **enter a phone number that can receive text messages**. If there is only one designated supervisory operator for both collection and treatment, enter this person’s information in both co-signing boxes. The designated supervisory operator for both collection and treatment will be required to co-sign twice.

Select “Notification All,” and the co-signers will receive an email and text message with instructions for completing the signature. Instructions for co-signers are listed in [section 3](#).

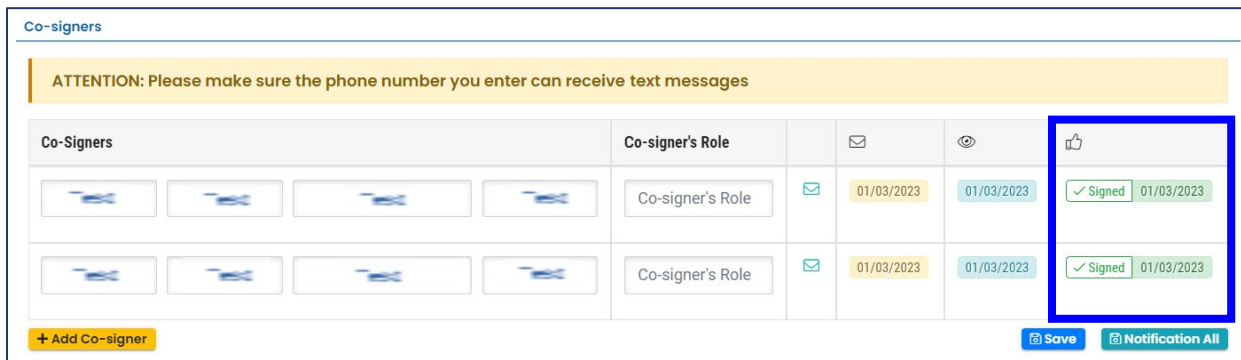
Co-Signers	Co-signer's Role		☐	👁	👍
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Co-signer's Role	☑			
<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	Co-signer's Role	☑			

After the co-signers have submitted their signatures, the system Owner/Representative will need to return to the designated operator form to complete the submittal process.

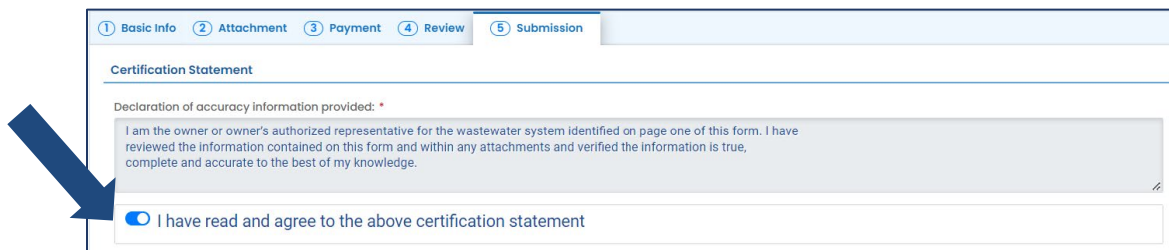
To access the form, select Resume Edits  from the navigation menu. Click the pencil icon to open the pending submittal.



Select the Submission tab, and you will see a green thumbs up in the co-signers section indicating that the co-signers have reviewed and approved the form.



Agree to the certification statement by clicking the toggle. Once it is selected it will turn from gray to blue.



Enter your security question and pin number and select "Submit."

Note: See [section 5](#) for instructions on how to reset your pin and security questions.

Once you submit, you will receive a confirmation message and the option to print the submittal receipt.

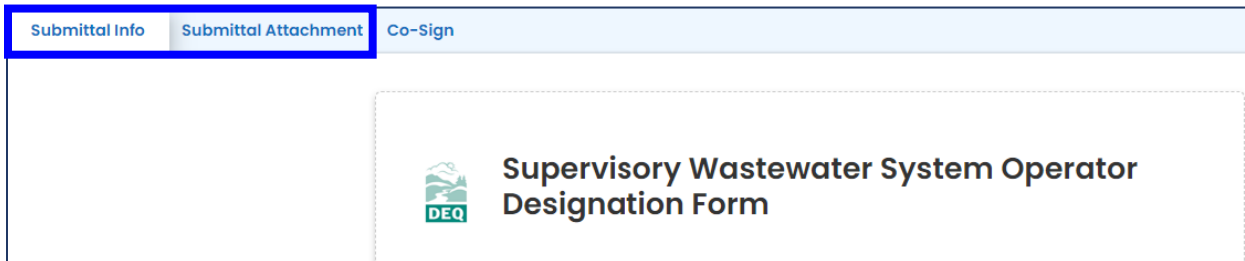
3. Co-Signers

The two primary designated supervisory operators listed as co-signers will receive an email with a link to review and certify the completed form. The co-signers will open the link and enter the code they received by text message.

Enter the code received by text message

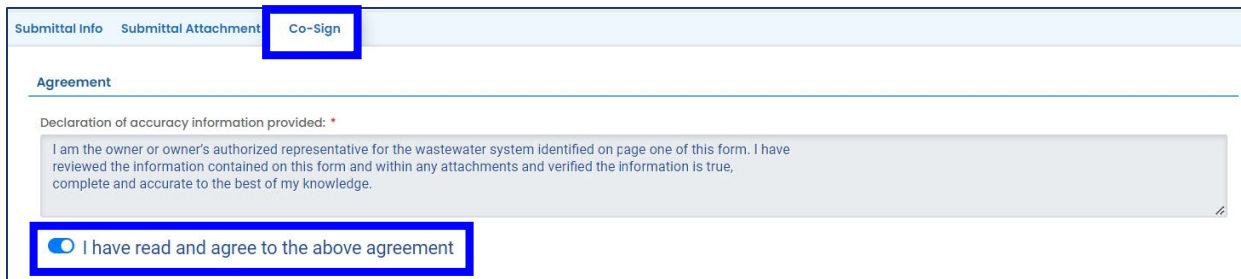
Note: If there is only one designated supervisory operator for both collection and treatment, the co-signer will receive two separate emails with links. The co-signer will need to select each link and complete the approval process.

After entering and verifying the code, the co-signers may review the completed supervisory operator designation form and attachments in the Submittal Info and Submittal Attachment tabs.



The screenshot shows a web interface with three tabs: 'Submittal Info', 'Submittal Attachment', and 'Co-Sign'. The 'Submittal Attachment' tab is selected and highlighted with a blue border. Below the tabs, there is a large white box containing the DEQ logo and the text 'Supervisory Wastewater System Operator Designation Form'.

To sign the form, the co-signers will select the Co-Sign tab and agree to the certification statement by clicking the toggle. Once it is selected it will turn from gray to blue.



The screenshot shows the 'Co-Sign' tab selected and highlighted with a blue border. Below the tabs, there is a section titled 'Agreement'. Underneath, there is a declaration of accuracy information provided: 'I am the owner or owner's authorized representative for the wastewater system identified on page one of this form. I have reviewed the information contained on this form and within any attachments and verified the information is true, complete and accurate to the best of my knowledge.' Below this text is a toggle switch that is currently turned on (blue) and labeled 'I have read and agree to the above agreement'.

Next, select "Agree and Sign."

Submittal Info Submittal Attachment **Co-Sign**

Agreement

Declaration of accuracy information provided: *

I am the owner or owner's authorized representative for the wastewater system identified on page one of this form. I have reviewed the information contained on this form and within any attachments and verified the information is true, complete and accurate to the best of my knowledge.

I have read and agree to the above agreement

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.

Sign and Comments

Comments:

(Maximum length is 4000. Remaining length is 4000.)

Disagree **Agree and Sign** ←

After this step the co-signers' role is complete, and the applicant will now need to return to their supervisory operator form to complete the submittal process.

4. Track Application Status

After you submit the designated operator form, the next step is for DEQ to administratively review your submittal. You may review the status of the form by selecting Track Submittal Status



from the navigation menu.

Submitted Submittals

Search

Criteria

Keywords

Submitted Date
 Last 30 days

Submittal Type

Indicator
 Revision Request
 Amend Request

Adair Village, City Of

Water Quality 33158

6030 NE William R Carr St, Corvallis, OR 97330

Supervisory Wastewater System Operator Designation Form

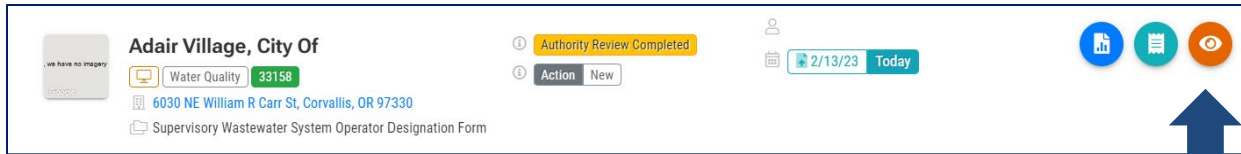
Authority Review Completed

Action New

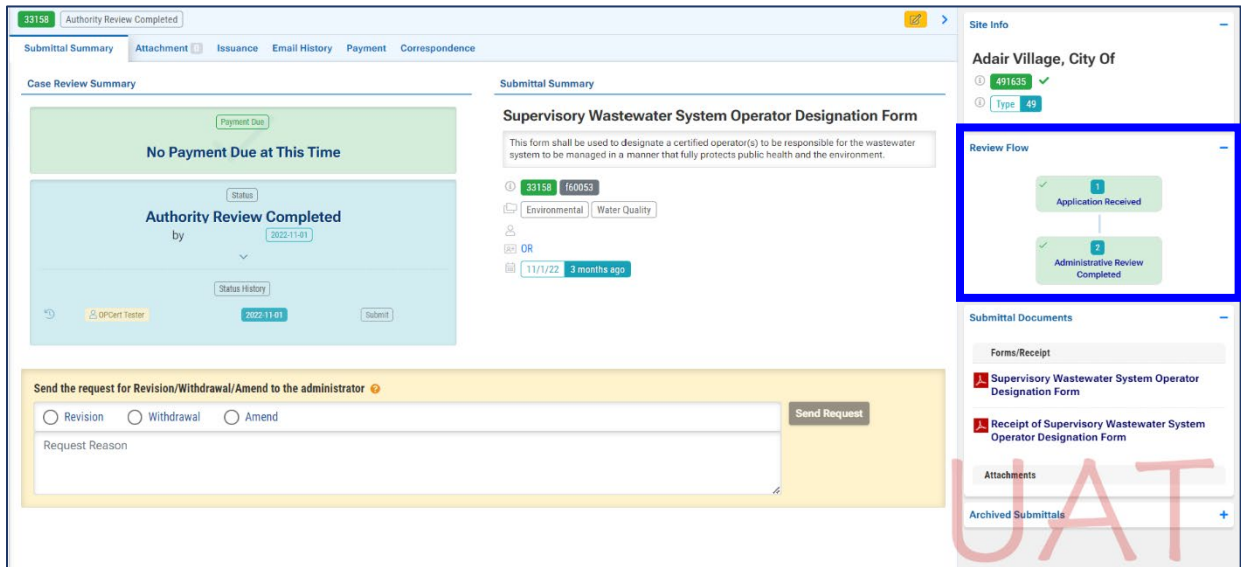
2/13/23 Today

←

On the form record, select the eye icon.



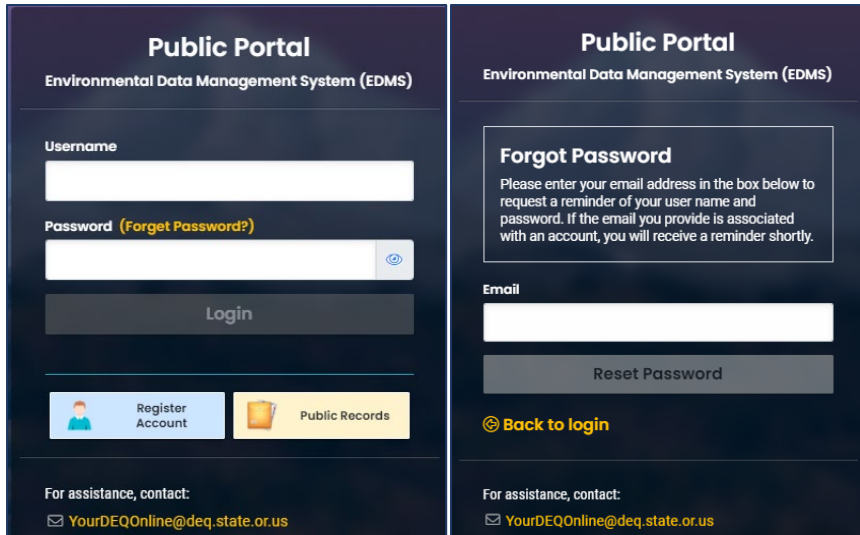
The progress of the form may be tracked in the "Review Flow" section. When the submittal has been approved, you will receive an email notification from DEQ.




5. Password, Pin and Security Questions

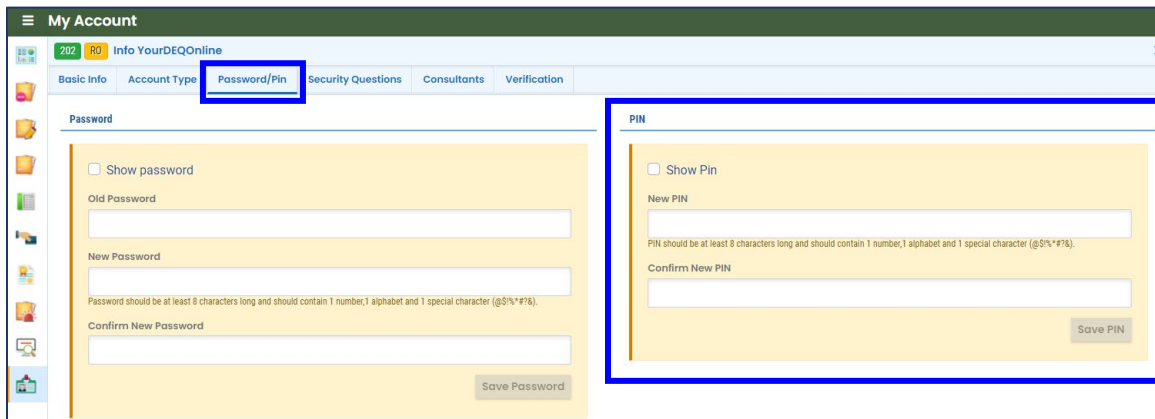
5.1 Reset Password

If you have forgotten your password or username, click the "Forgot Password" button on the login screen. Enter your email address to receive an email with reset instructions.





5.2 Reset Pin

1. Select to My Account  from the navigation menu, and then select the Password/Pin tab.
2. Enter and save your new pin number.



5.3 Reset Security Questions

1. Select to My Account  from the navigation menu, and then select the Security Questions tab.
2. Create new security questions and answers and click save .

My Account

Info YourDEQOnline

Basic Info Account Type Password/Pin **Security Questions** Consultants Verification

1 Q What is the first and last name of your oldest sibling?

A

2 Q where did you first meet your spouse?

A

3 Q what is the name of your home town newspaper?

A

4 Q what is your favorite song?

A

5 Q what is the last name of your favorite teacher?

A

6. Helpdesk and Resources

If you have questions not answered by this guide, please consult the Your DEQ Online [Help page](#) or contact DEQ:

For technical assistance:

[Your DEQ Online Helpdesk](#)

(Not compatible with Internet Explorer)

For Wastewater Operator Certification program questions contact:

opscert@deq.oregon.gov

Your DEQ Online log in portal:

<https://ordeq-edms-public.govonlinesaas.com/pub/login>