

May 2023

Apply, Reinstate or Transfer a License

Sewage Disposal Service Business Licensing



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

Contact: lisa.macgregor@deq.oregon.gov



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

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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, reinstate or transfer a sewage disposal service business license 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.



State of Oregon
Department of
Environmental
Quality



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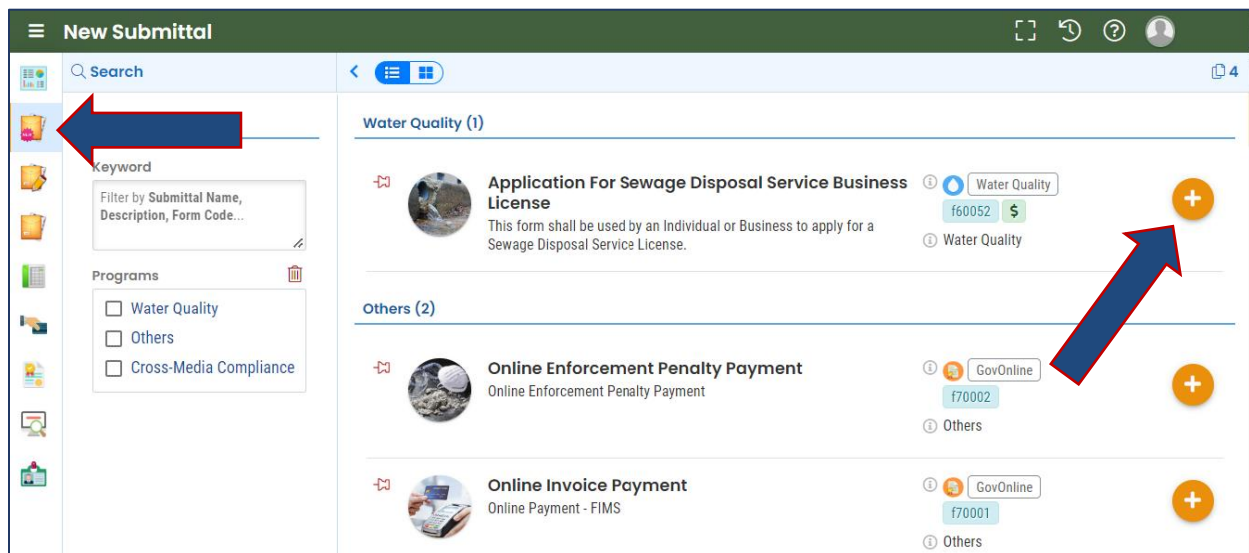
1. Sewage Disposal Service

Septic systems that are not installed or working properly can contaminate groundwater sources and expose the public to harmful pathogens that can cause disease. The Oregon Environmental Quality Council has determined that the Onsite Wastewater Management Program will oversee septic systems in Oregon. Oregon Administrative Rule 340-071 requires that you have a license to work on a subsurface sewage disposal system, commonly known as septic systems, or advertise/represent oneself to be in the business of providing sewage disposal services. The license is a Sewage Disposal Service license.

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

2. Apply for a New License, Reinstatement or Transfer

Login to [Your DEQ Online](#) account and select "Start New Submittal"  from the navigation menu. Click the plus icon next to the Application for Sewage Disposal Service Business License.



2.1 Basic Info

1. Complete the required fields on the Basic Info tab. A red exclamation point will show on the top of the tab until all the required information is added.

2. When you choose the license type you want, the required attachments will display on the lower right side of the screen. These will be uploaded on Attachment tab.


3. If you are applying for an Installer type license, fields will appear for certification information. You can enter more than one certification by selecting "+ Add Item."

Please answer all of the following questions. Incomplete forms will be returned for completion and will delay issuance of license.

Yes No Do you intend to construct onsite sewage disposal systems or any part thereof, including grading, excavating and earth moving activities? If yes, attach a copy of your Installer Certification card to this application.


Click + Add Item below to enter certification card information. A copy of the card will be required to be uploaded as an attachment later in this application process.

1	Installer Certification No.	Expiration Date
	<input type="text"/>	<input type="text" value="mm/dd/yyyy"/>
	Required	Required

+ Add Item 

- If you are applying for a Pumper type license, you will enter vehicle information by selecting "+New."

Yes No Do you intend to pump out or clean septic tanks, treatment facilities, holding tanks, vault toilets, privies or cesspools or portable toilets? If yes, complete and attach a Sewage Pumping Equipment Description/Vehicle Inspection form and a Septage Management Worksheet to this application.

How many pumping vehicles &/or tanks do you have that need DEQ stickers? 

(First vehicle no charge, each additional \$16.)



List vehicles by license plate number

Click the + New button to add vehicles and associated vehicle details one at a time.


+ New

- If you need to enter information for more than one vehicle, select the blue arrow on the first license plate number record. This will close the record and the "+New" button will become available.

List vehicles by license plate number

License Plate Number	
 1	123XYZ 
License Plate Number:	Tank Capacity/Unit:
<input type="text" value="123XYZ"/>	<input type="text" value="1500"/> <input type="text" value="Gallons"/>
No:	Vehicle Make: Color:
<input type="text" value="2586478963214563"/>	<input type="text" value="Ford"/> <input type="text" value="Blue"/>

- The Septage Management Plan worksheet is now just an additional tab on the application titled "F4-Basic Info."

7. Select save  before navigating away from the page.

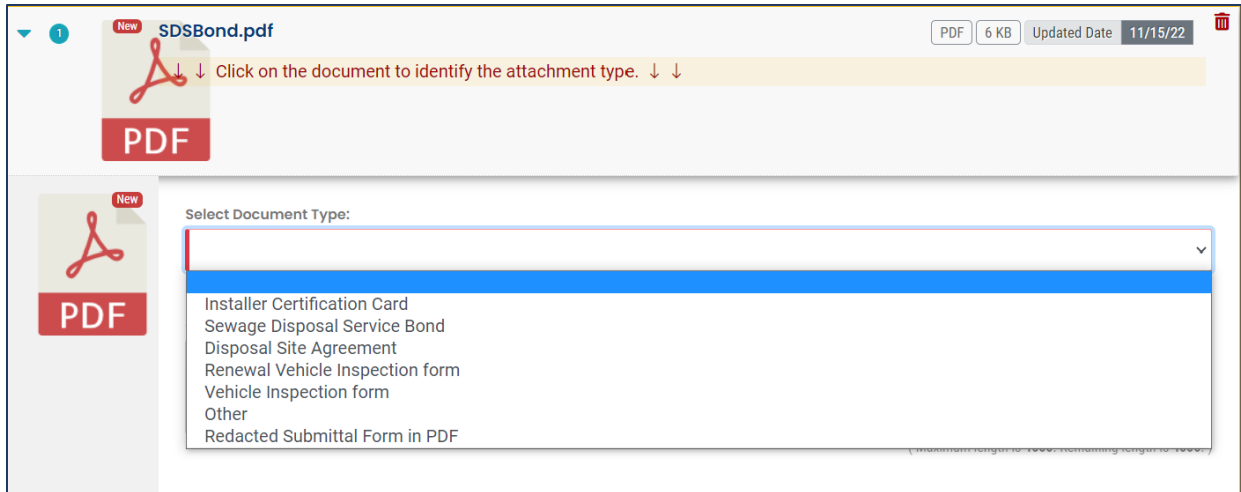
2.2 Attachment


Required attachments will be added in the Attachment tab. **Every license type needs a bond. Your license type might also require a certification card, vehicle inspection form, or disposal agreement letters.**

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

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

3. Select the document type from the drop down menu. Comments may be added in the "Comment" field.



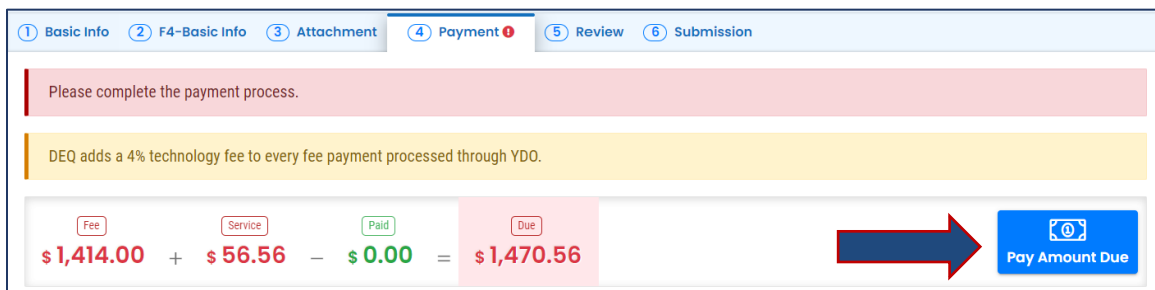
- When all the required attachments have been added, select save  and then navigate to the Payment tab.

2.3 Payment

In the Payment tab, you will see required fees for the license application plus the 4% technology fee. Starting July 1, 2022, a 4% technology fee will be added to all financial transactions in Your DEQ Online, except agency-issued penalties. The fee, which was authorized by the 2021 Oregon Legislature, is necessary to pay for the annual operation and maintenance costs of the system. For more information, see [Your DEQ Online Payments](#).

Your DEQ Online offers three methods for payment: ACH electronic transfer (e-check), credit card, or check by mail. Electronic payments are secure, immediate and enable faster processing of your submittals.

Select “Pay Amount Due” to choose a payment method. If the button is not available, it means that required information is missing from the previous tabs and must be complete before payment is made.



2.3.1 Pay by ACH or Credit Card

For secure payments by ACH electronic transfer or credit card, you will be directed to a secure payment portal, DEQ GovOnline Payments, to complete the payment process. After you complete the payment, you will be directed back to Your DEQ Online to complete the application process. See the [Payments for Submittals Guide](#) for further details on submitting payments in Your DEQ Online.

Note: A convenience charge of 2.3% will be added to the total amount due by U.S. Bank. This convenience charge will not be reflected in Your DEQ Online, and it will appear as a separate item on your credit card statement.

2.3.2 Pay by Check

When you select "Check by Mail" you will be asked to confirm the payment method.

1 Basic Info 2 F4-Basic Info 3 Attachment 4 Payment 5 Review 6 Submission

Please complete the payment process.

DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	+	Service	-	Paid	=	Due	
\$1,414.00		\$56.56		\$0.00		\$1,470.56	Pay Amount Due

ACH
 Credit Card
 Check by Mail

Check by Mail payment method:

Please make the check payable to:

DEQ Financial Services LBX3615
P.O. Box 3615
Portland OR 97208-3615

Confirm Check by Mail


After you select "OK" to confirm, the Payment tab will display with a reminder message that you must include a copy of your receipt of application with the mailed check. The system will continue to display the "Check in Transit/Waiting" record until the check is received by DEQ, after which time, DEQ will begin to process the license application.

1 Basic Info 2 F4-Basic Info 3 Attachment 4 Payment 5 Review 6 Submission




Reminder: Payment of \$1,470.56 is due until the full amount has been received and posted.


DEQ adds a 4% technology fee to every fee payment processed through YDO.

Fee	+	Service	-	Paid	=	Due	Check in Transit/Waiting
\$1,414.00		\$56.56		\$0.00		\$1,470.56	\$1,470.56

To delete your check by mail selection, select the trash can  icon. After your check by mail selection has been deleted, all payment options will be available. See the [Payments for Submittals Guide](#) for further details submitting payments in Your DEQ Online.

Payment Transactions

  **Check by Mail** 

 **11/15/22** **\$ 0.00**

2.4 Review


When you have completed the payment process, review your submittal in the Review tab. Click on the PDF logo to see your application. You can return to the various tabs if you wish to make changes.

Note: While the message under “Mandatory Attachment” states that “submission of attachment by ‘Mail’ is not supported by this submittal form,” **you must mail your signed original bond to DEQ at the address on the bond form. You also must submit the signed vehicle inspections forms to receive the pumper ID tags.**

① Basic Info ② F4-Basic Info ③ Attachment ④ Payment ⑤ **Review** ⑥ Submission

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.

Submittal Form(s) Summary

Please check if the following sections are completed. Click on the PDF () hyperlink to open/save/print the PDF form.

✓ F1-Basic Info

Fees/Payments



Fee	Service	Paid	Due	Check in Transit/Waiting
\$ 1,414.00	+ \$ 56.56	- \$ 0.00	= \$ 1,470.56	\$ 1,470.56

Mandatory Attachment


All required attachments were included.

The submission of attachment by “Mail” is not supported by this submittal form. Please upload your attachment as electronic file online.

Uploaded Attachment

-  **SDSBond.pdf**
Sewage Disposal
PDF | 6 KB
-  **VForm.pdf**
Vehicle Inspection
PDF | 6 KB

You must mail your signed original bond and signed vehicle inspection forms



2.5 Submission

In the Submission tab, agree to the certification statement, answer your security question and enter your pin number. When these fields are complete the "Submit" button at the bottom of the page will become available.

Note: See [section 6](#) of this guide for instructions on how to reset your pin and security questions.

33548 Open

1 Basic Info 2 F4-Basic Info 3 Attachment 4 Payment 5 Review 6 Submission

Show Question Answer

PIN Number

PIN: *

.....

Security Precautions

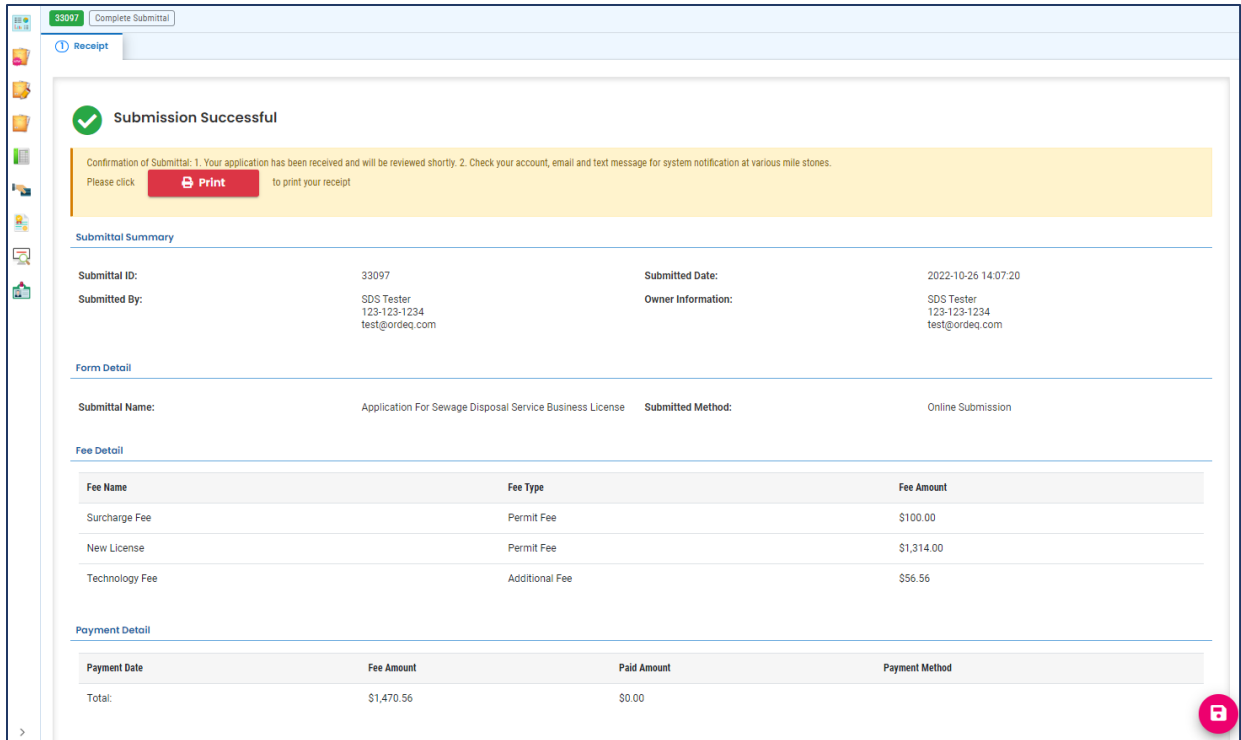
To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining 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.

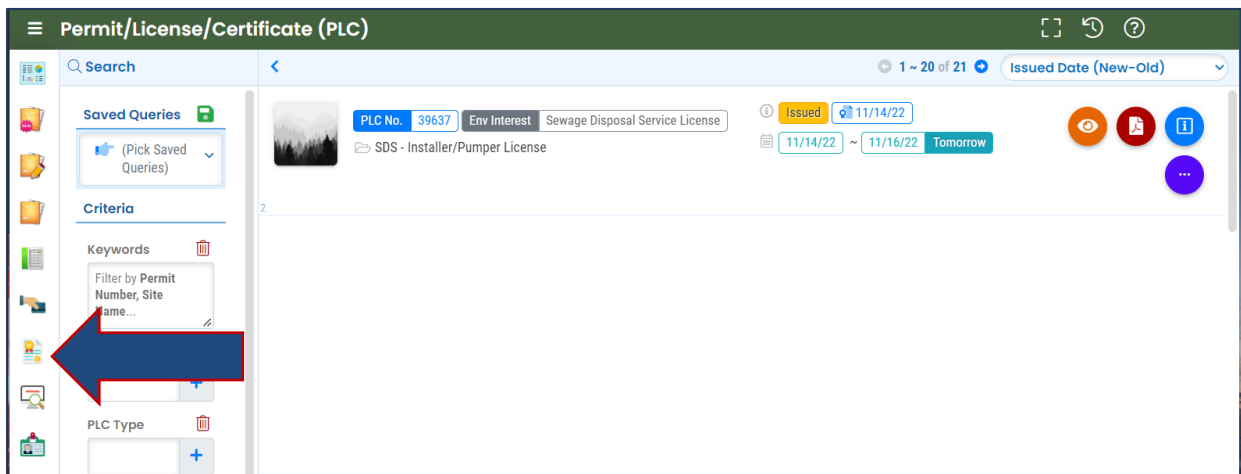
Submit

You can print the confirmation of your submittal and your receipt. **You must mail your signed original bond to DEQ at the address on the bond form. You also must submit the signed vehicle inspections forms to receive the pumper ID tags.**

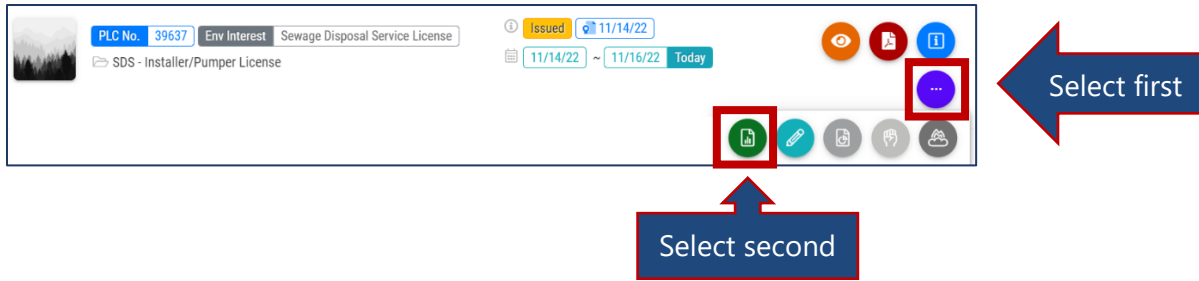


3. Modify a License

To modify a license, select "Permits/Licenses/Certificates"  from the navigation menu.



Select the ellipses icon, and then select the green file icon to amend.



3.1 Complete the Amendment Application

Follow the same procedures outlined in [sections 2.1-2.5](#) of this guide to complete the application tabs and track the status. **Any change to the name will require a rider to the existing or new bond. Ownership change requires a new bond. You must mail your signed original bond to DEQ at the address on the bond form. You also must submit the signed vehicle inspections forms to receive the pumper ID tags.**

4. Add Additional Vehicles or Disposal Sites

To add additional vehicles or disposal sites to an existing license, contact Lisa MacGregor at lisa.macgregor@deq.oregon.gov.

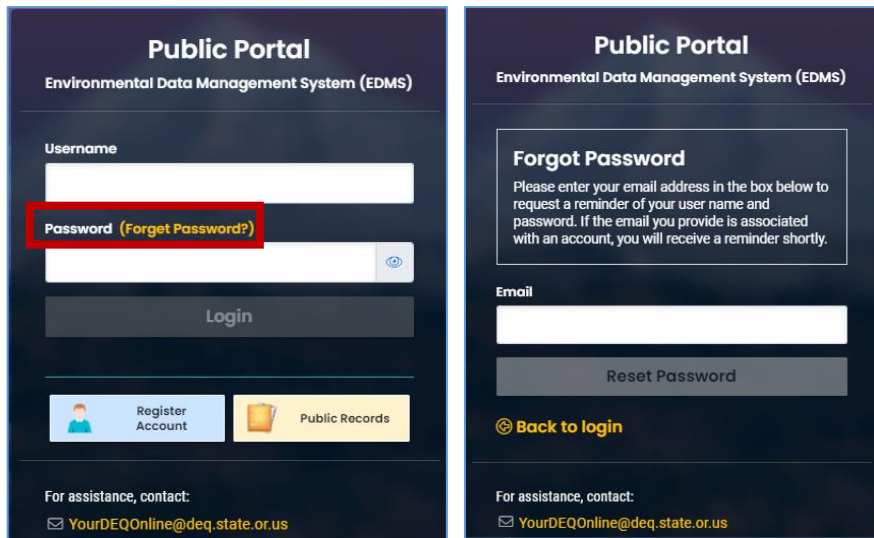
5. Update Contact Information

To update your contact information on an existing license, contact Lisa MacGregor at lisa.macgregor@deq.oregon.gov.


6. Password, Pin and Security Questions

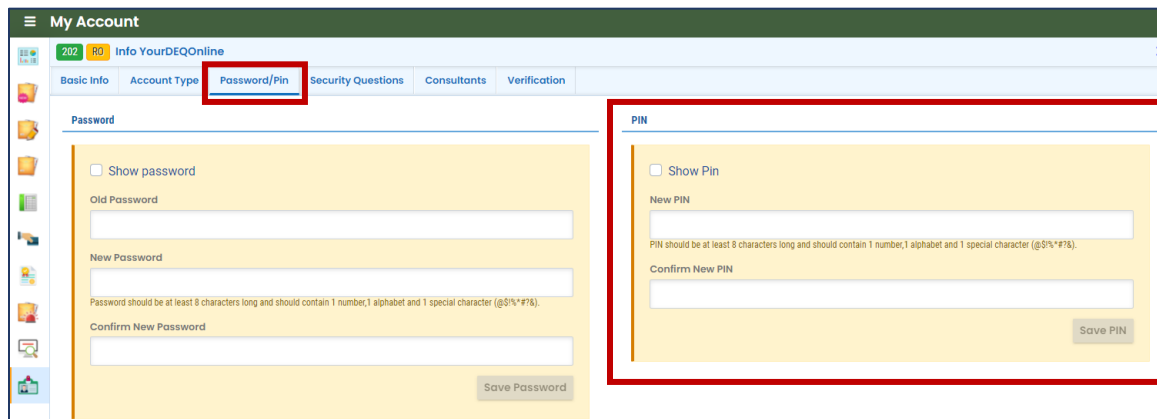
6.1 Reset Password

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.





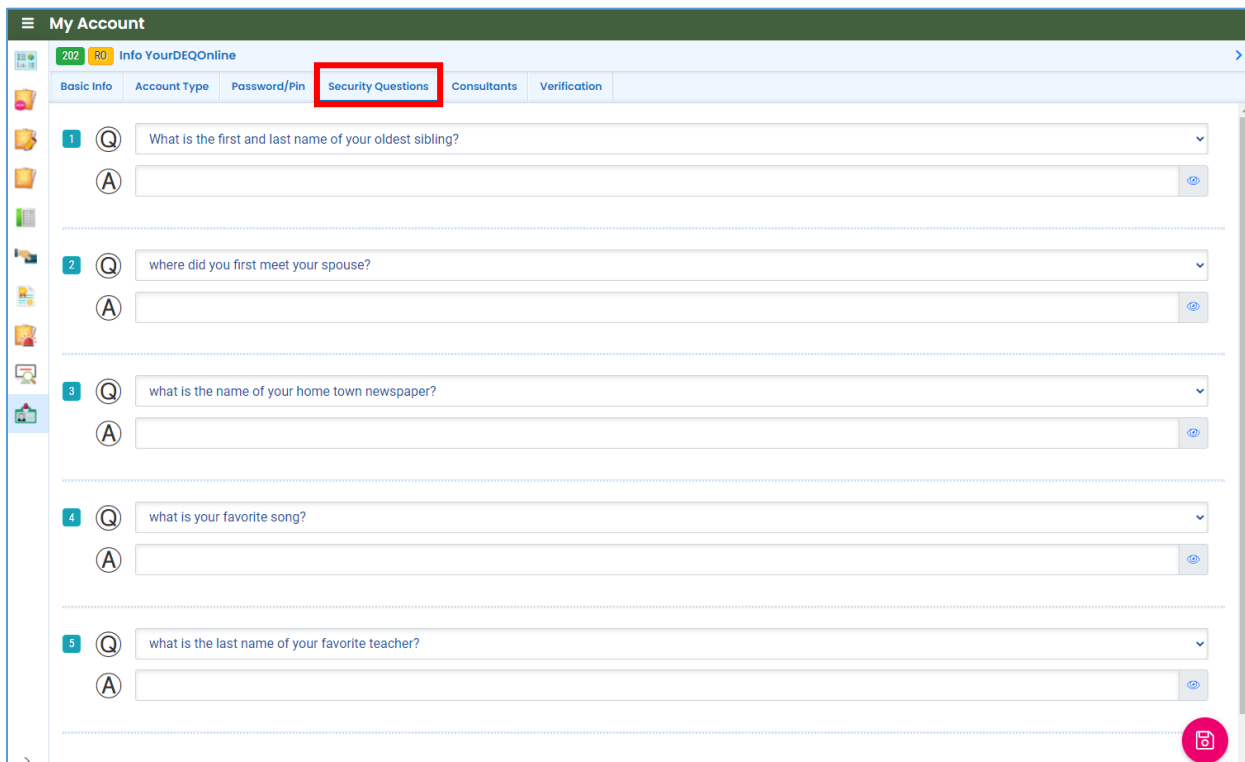
6.2 Reset Pin

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



6.3 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 .



The screenshot shows the 'My Account' page with the 'Security Questions' tab selected. The page contains five security questions, each with a dropdown menu for the question and a text input field for the answer. The questions are:

1. What is the first and last name of your oldest sibling?
2. where did you first meet your spouse?
3. what is the name of your home town newspaper?
4. what is your favorite song?
5. what is the last name of your favorite teacher?

7. 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 Sewage Disposal Service program questions contact:

Lisa MacGregor at lisa.macgregor@deq.oregon.gov

Your DEQ Online log in portal:

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