



Public User Guide for 401 Dredge and Fill Certification Submittals

Mar. 31, 2022

Oregon Department of Environmental Quality
401 Certification Program
Lloyd 700 Building, 700 NE Multnomah Street, Suite 600
Portland OR 97232

401 Certification, Dredge and Fill: –
<https://www.oregon.gov/deq/wq/wqpermits/Pages/Section-401.aspx>

Table of Contents

- 1. INTRODUCTION 3**
 - I. SYSTEM OVERVIEW3
 - Access to Public Records in Your DEQ Online3*
 - Public User Accounts3*
 - II. NAVIGATING YOUR DEQ ONLINE4
 - Dashboard.....4*
 - Icons5*
- 2. 401 CERTIFICATION SUBMITTALS 5**
 - I. START A 401 CERTIFICATION SUBMITTAL5
 - Basic Info Tab7*
 - Attachment Tab8*
 - Payment Tab8*
 - Submission Tab137*
 - Submission Confirmation18*
 - II. TRACKING SUBMITTAL STATUS20
 - III. MAKING CORRECTIONS.....23
 - IV. REQUEST A PERMIT ACTION: RENEWAL, AMENDMENT, NAME CHANGE, TRANSFER OR TERMINATION24
- 3. HELPDESK AND RESOURCES..... 25**

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.oregon.gov.

1. Introduction

The 401 Water Quality Certification Program reviews and evaluates the water quality impacts of projects which require a federal permit or license to conduct any activity that may result in a discharge (including dredge and fill material) in waters of the United States under Section 401 of the Clean Water Act.

The law gives states and tribes the authority to issue state water quality certifications for these types of projects. The certification states that the discharge will comply with applicable provisions of the CWA, including state water quality standards. Oregon's standards specify the designated use of a waterbody (e.g., for water supply or recreation), pollutant limits necessary to protect the designated use (in the form of numeric or narrative criteria), and policies to ensure that existing water uses will not be degraded by pollutant discharges. The federal permit or license cannot be issued until a 401 WQC is received.

For more information on 401 Dredge and Fill certification applications and requirements see:

<https://www.oregon.gov/deq/wq/wqpermits/Pages/Section-401.aspx>

I. System Overview

This document addresses how public users apply for and manage 401 Dredge and Fill Certification submittals through [Your DEQ Online](#), an environmental data management system that combines 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.

Access to Public Records in Your DEQ Online

A member of the public may view public records in the system without a registered account. This is limited to submittals and permits that are published by DEQ in Your DEQ Online. DEQ's Public Records Request system is available to request information not published in Your DEQ Online or other published locations: <https://www.oregon.gov/deq/about-us/Pages/Request-Public-Record.aspx>

Public User Accounts

The first step in using Your DEQ Online is to establish a user account. Your DEQ Online allows for three account types, each with distinct access in the system. If you are the Responsible Official for a company and will be certifying and submitting any type of 401 Certification submittal, a "Responsible Official" account is needed. If you help to prepare a submittal but are not the person who certifies and submits the submittal, a "Consultant" account may be sufficient.

Pursuant to OAR 340-Division 48, each 401 Certification application submitted by a regulated entity under the 401 Certification Program must be certified by a designated representative. The Responsible Official designation in Your DEQ Online corresponds to the designated representative required under this rule. See the following fact sheet to learn more about selecting account types:

<https://www.oregon.gov/deq/Permits/Documents/YDOResisterFactStormwater.pdf>

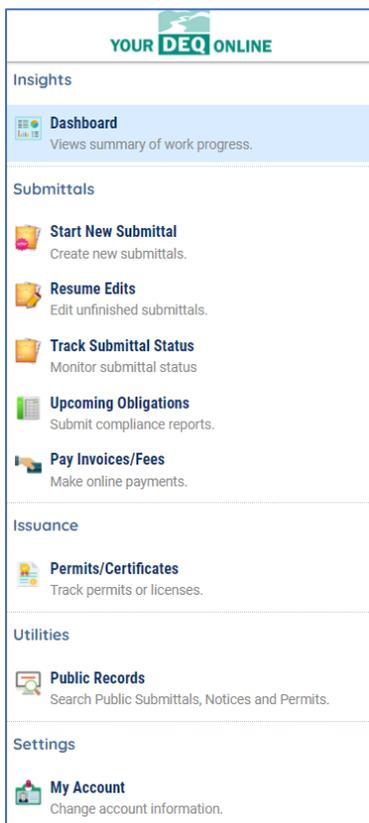
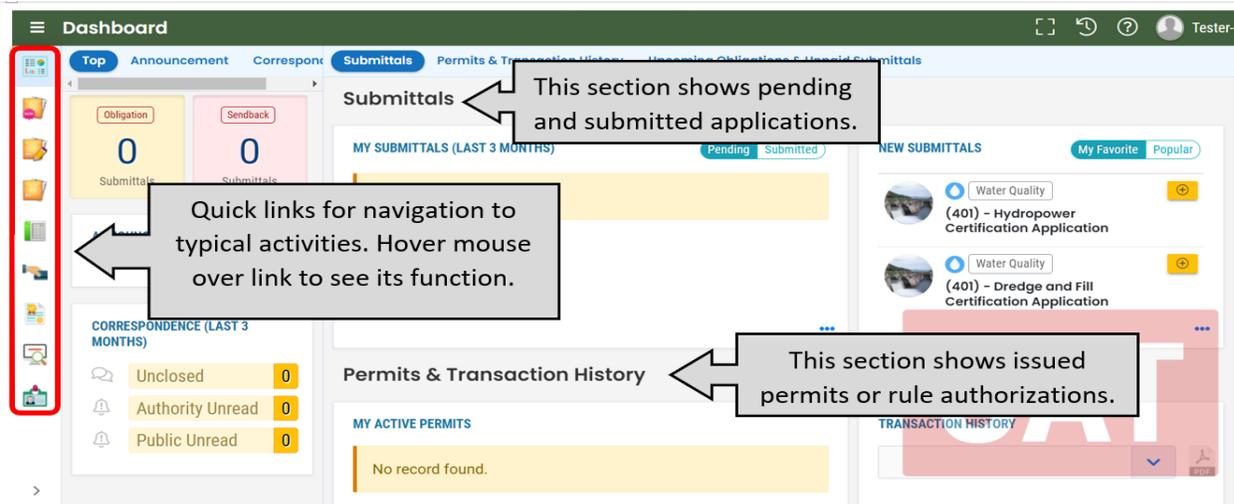
For guidance on registering an account: <https://www.oregon.gov/deq/Permits/Pages/Account-Registration.aspx>

II. Navigating Your DEQ Online

The system is designed to work with Safari, Firefox or Google Chrome browsers. Internet Explorer is not a recommended browser.

Dashboard

After logging in to Your DEQ Online for the first time, you'll arrive at the dashboard view. This shows a summary of current and pending activity associated with the facilities linked to your account.



The navigation panel is the primary way to navigate through various features in the system. The navigation panel may be expanded by clicking on the arrow button at the bottom left side of the screen.

Dashboard: This is your view when first logging in. It shows a summary of current and pending activity for your account.

Start New Submittal: This feature is used by the 401 Certification Program and other programs to initiate submittals. This includes applications for new certifications, modifications, name changes and more.

Resume Edits: This enables you to continue editing any submittals previously started but not yet submitted to DEQ.

Track Submittal Status: This tracks the status of all complete submittals and allows you to view the submitted report and receipt.

Upcoming Obligations: This displays any upcoming obligations for which a submittal may be started.

Pay Invoices/Fees: This is the link for making payments for invoices and fees to DEQ.

Permits/Certificates: This is used to search for and view any DEQ issued permits related to your facility.

Public Records: This allows you to search and view all published submittal and issuance records.

My Account: This link brings you back to your account page which is where users may change contact information, account type, facility links, passwords, security questions and more.

Icons

These are typical icons you'll see while using Your DEQ Online.



Loading: This icon will appear while the system is processing an action.



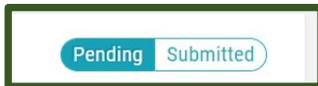
Save: Click this icon when you make changes to ensure they are saved in the system.



Edit: Click this icon to edit the selected submission.



View: Click this icon to view a selected submission.



Submittal Selection: Click this button to toggle between pending and submitted obligations on your dashboard.



Requirement: This note will appear whenever a particular form field is required.

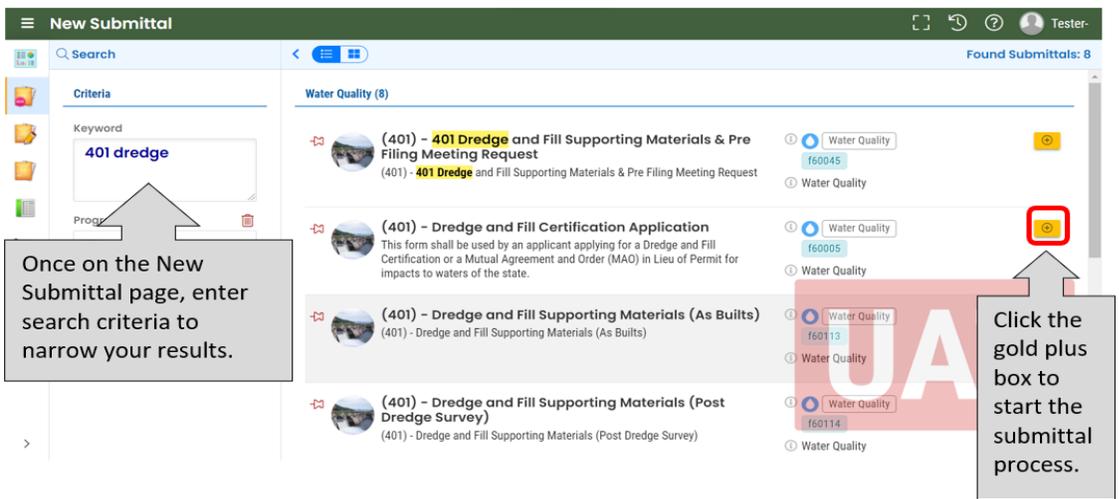
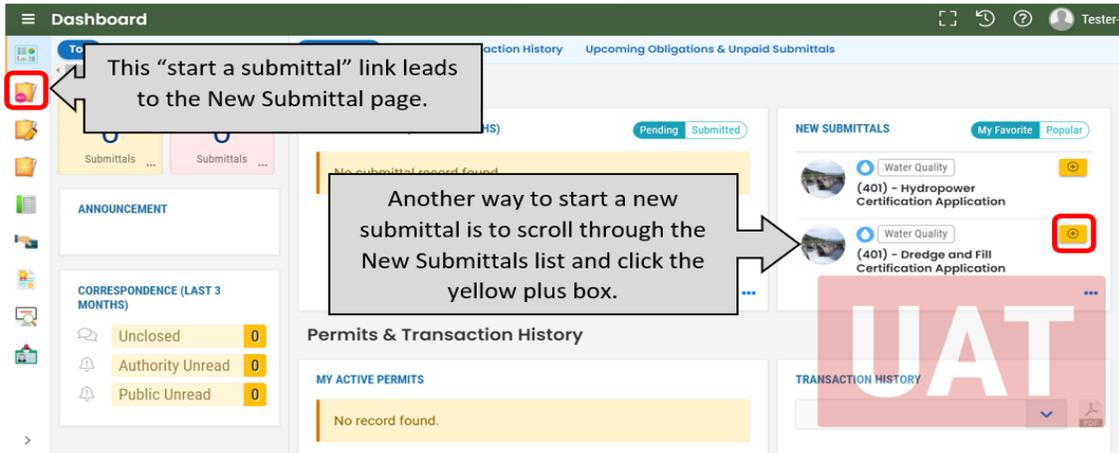
2. 401 Certification Submittals

Submittals include any application, amendment, report or certification a public user submits to a DEQ program through Your DEQ Online. The 401 Certification submittals available in Your DEQ Online are:

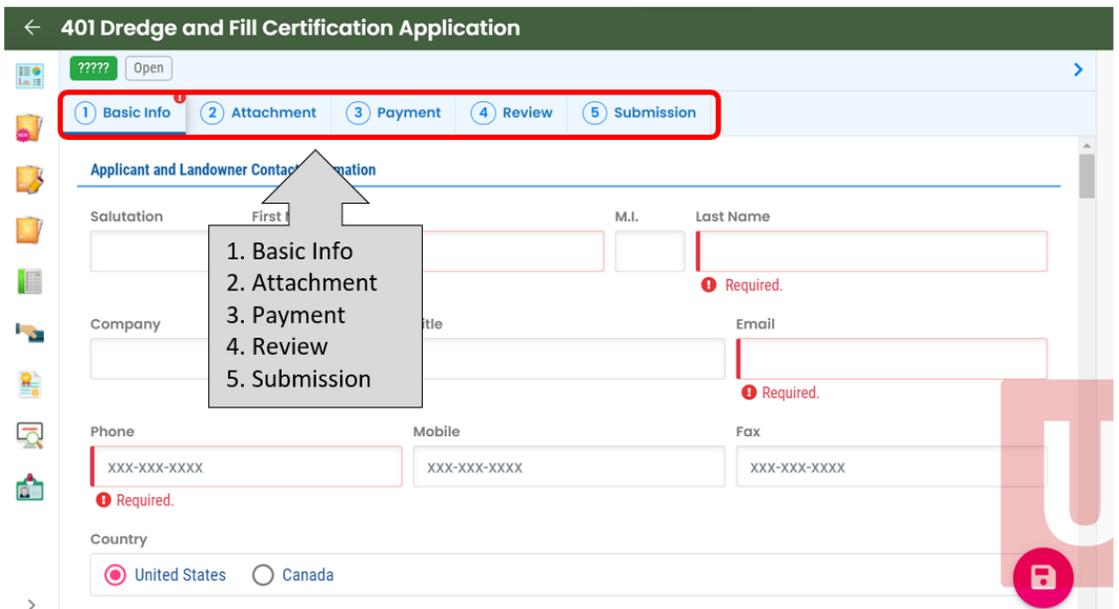
Currently in Your DEQ Online
(401) - Hydropower Certification Application
(401) - Hydropower Study Plan, Study Results, and Monitoring Plan
(401) - Dredge and Fill Certification Application
(401) - 401 Dredge and Fill Supporting Materials
(401) - 401 Dredge Request for Certification
(401) - Pre-Filing Meeting Request

1. Start a 401 Certification Submittal

The Responsible Official or delegated Consultant may initiate a 401 Certification submittal. From your account's dashboard, use quick links to navigate the system and follow the steps shown below.



Submittal Tabs



Basic Info Tab

← 401 Dredge and Fill Certification Application

????? Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Applicant and Landowner Contact Information

Salutation First Name M.I. Last Name

Company

Phone Mobile Fax

Country

United States Canada

1. Complete all required fields
2. Always click "Save" before leaving the page

Required. Required. Required.

Save

Select your facility by using the dropdown or select Create a new facility.

← 401 Dredge and Fill Certification Application

22249 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Info

Select your facility Create new facility

Select your facility (project site)

Unique RV Boat & Self Storage 245531 Latitude 43.21 Longitude -123.32
3938 DIAMOND LAKE BLVD, ROSEBURG, OR 97470

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

Project # 41659	2252 TABLE ROCK RD ,MEDFORD OR 97501	13461
Unique RV Boat & Self Storage	3938 DIAMOND LAKE BLVD ,ROSEBURG OR 97470	245531

Facilities associated with your account will appear in this list. Always save after making changes.

Attachment Tab

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

Files

LUCS.pdf PDF | 861 KB

Select Document Type:

- LUCS
- Stormwater Erosion and Sediment Control Plan
- Signed Application Form
- Other
- Redacted Submittal Form in PDF

After loading your attachment, click the dropdown to select the attachment type.

All Attachment Requirements

LUCS *

- Land Use Compatibility Statement (LUCS) with signature of the local land use planning official and the LUCS Findings: General LUCS Form

Stormwater Erosion and Sediment Control Plan *

- Stormwater Erosion and Sediment Control Plan (including narrative and drawings)

Required attachments are listed on the navigation bar on the right. Items with a red asterisk (*) are required and must be uploaded to complete a submittal. Descriptions can be found below each of the attachment names including hyperlinks to documents needed to complete your submittal. Following that is a list of acceptable document formats. The system only accepts formats that are listed.

Payment Tab

Please complete the payment process.

Fee: \$25.00 - Past: \$0.00 = Due: \$25.00

Payment Transactions

No transaction record found.

Pay Amount Due

Click the "Pay Amount Due" button to initiate the payment process.

Send Back Comments

CR0107859

Send Back Reason: Please re-submit with permit fee.

Send Back Attachments

Submittal Information

(401) - Dredge and Fill Certification Application

During the initial submittal process for the 401 Dredge and Fill Certification application **you will not be asked to pay**. DEQ staff will return your submittal after determining if your application is complete and what tier applies to your project with the correct charges applied. You will receive an email message from the system notifying you when this is ready.

The options for payment include electronic fund transfer through ACH e-Payment or by check.

1. ACH e-Payment: Electronic fund transfer
2. Credit Card Payment
3. Check by Mail: Paper check with payment coupon

Payment Option 1: Payment by ACH

To pay by ACH electronic transfer, select “ACH” and click “Pay Now.” You will be redirected to DEQ’s payment portal to finish the payment. Once finished, you will be redirected back to the Your DEQ Online system to complete the submittal.

The screenshot displays the payment process in the DEQ Online system. At the top, a navigation bar shows five steps: 1 Basic Info, 2 Attachment, 3 Payment (highlighted with a red circle and a small red notification icon), 4 Review, and 5 Submission. Below the navigation bar, a pink banner reads "Please complete the payment process." The main content area features a summary of the payment: Fee \$45.00, Paid \$0.00, and Due \$45.00. To the right of this summary is a blue button labeled "Pay Amount Due". Below the summary, there are three radio button options for payment methods: "ACH" (selected with a red circle and a red arrow pointing to it), "Credit Card", and "Check by Mail". To the right of these options, the text "Automated Clearing House (ACH) payment method:" is displayed. Below this text, there are two lines of instructions: "When clicking **Pay Now** button, you will be **redirect** to agency's payment portal to finish the payment." and "Once finished, you will be redirect back to the system to finish the task." To the right of these instructions is a red button labeled "Pay Now" with a red arrow pointing to it.

GovOnline Financial Information Management System



State of Oregon
DEQ Department of Environmental Quality

Make a Payment

My Payment

DEQ GovOnline Pymts

Amount Due \$25.00

Payment Information

Frequency One Time

Payment Amount \$25.00

Payment Date Pay Now

Contact Information

First Name

Last Name

Company

Address 1

Address 2

City

State

Zip Code

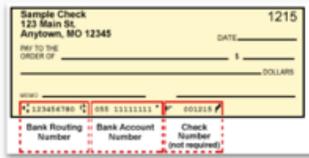
Phone Number

Email Address

[Become a Registered User](#)

1. Review contact information for accuracy.
2. Enter bank account information.
3. Click "Continue"

Payment Method



Sample Check
123 Main St.
Anytown, MO 12345
DATE: 1215
PAY TO THE ORDER OF: \$ _____ DOLLARS
MICR: ⑆ 123456789 ⑆ 088 123456789 ⑆ 00123456789

Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type Checking Savings
 This is a business account

powered by 

[Customer Service](#) | [Help](#) | [Privacy Policy](#) |  [Security](#)

Review and Confirm Payment Information

[CALL](#)



State of Oregon Department of Environmental Quality

Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	DEQ GOVONLINE DEQ GovOnline Pymts https://oregon-public-uat.govonlinesaas.com/client/pub/login
Payment Amount	\$25.00
Payment Date	10/01/2021

Payment Method

Bank Routing Number	075000022
Bank Name	US BANK NA
Bank Account Number	****2222
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	john.mathews@deq.state.or.us

Contact Information

First Name	Tester-
Last Name	Jmathews
Address 1	700 NE 700 Multnomah
City	portland
State	OR
Zip Code	97204
Phone Number	5031234567
Email Address	john.mathews@deq.state.or.us

1. Take a moment to review the information
2. Check box to accept terms
3. Click "Confirm" to proceed

By clicking "I Accept", I authorize the payee to electronically debit my bank account for the amount(s) and at the frequency and date set forth above.

If this is a single payment, this authorization is valid for this transaction only. If this is a recurring payment, this authorization is to remain in full force and in effect until I notify my bank or notify the payee of its termination. I understand that I do this by canceling any pending payments and recurring payment instructions within this system at least three banking days before my account is scheduled to be debited.

I accept the Terms and Conditions

[Back](#)

powered by


[Customer Service](#) | [Help](#) | [Privacy Policy](#) |  [Security](#)

Confirmation

State of Oregon
DEQ Department of Environmental Quality

Confirmation

Please click the 'Return to Home Page' button to complete the payment process.
Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **DEQTST000003021**

Payment Details

Description	DEQ GOVONLINE DEQ GovOnline Pymts https://oregon-public-uat.govonlinesaas.com/client/pub/login
Payment Amount	\$25.00
Payment Date	10/01/2021
Status	SCHEDULED

Account Number	075000022
Bank Name	US BANK NA
Account Number	*2222
Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	john.mathews@deq.state.or.us

Return to Home

powered by **usbank**

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

Your payment will be reflected on the screen with adjusted balance due. **After completing this step, remember to resubmit your submission.** This enables DEQ to continue processing your application.

← 401 Dredge and Fill Certification Application

22249 Amendment

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Fee: \$25.00 (Fee) - \$25.00 (Paid) = \$0.00 (Credit)

Test Name: Permit Fee \$25.00

Payment Transactions: ePayment (ACH) 2021-09-30, 2021-10-01, DEQTST000003021

Send Back Comments: OR0107859 Send Back Reason: Please re-submit with permit fee.

Send Back Attachments

Final step for payment: Once payment is complete, you'll return to this screen. Click the save button before leaving this page.

This form shall be used by an applicant applying for a Dredge and Fill Certification or a Mutual Agreement and Order (MAO) in Lieu of Permit for impacts to waters of the state.

Payment Option 2: Payment by Credit Card

To pay by credit card, select “Credit Card” and click “Pay Now.” You will be directed to DEQ’s payment portal to finish the payment. Once finished, you will be redirected back to the Your DEQ Online system to complete the submittal.

The screenshot shows the 'Payment' tab selected in a navigation bar. A pink banner at the top reads 'Please complete the payment process.' Below this, a summary shows a fee of \$45.00, a paid amount of \$0.00, and a due amount of \$45.00. On the right, a blue button labeled 'Pay Amount Due' is visible. The 'Credit Card payment method:' section has three radio buttons: 'ACH', 'Credit Card' (which is selected and highlighted with a red arrow), and 'Check by Mail'. To the right of these buttons is a red 'Pay Now' button, also indicated by a red arrow. Below the radio buttons, a note states: 'When clicking Pay Now button, you will be redirect to agency's payment portal to finish the payment. Once finished, you will be redirect back to the system to finish the task.'

Payment Option 3: Check by Mail

To pay by check, select “Check by Mail” and click “Confirm Check by Mail.” You will receive a message indicating you have selected the Check by Mail option.

The screenshot shows the 'Payment' tab selected. A pink banner at the top reads 'Please complete the payment process.' Below this, a summary shows a fee of \$45.00, a paid amount of \$0.00, and a due amount of \$45.00. On the right, a blue button labeled 'Pay Amount Due' is visible. The 'Check by Mail payment method:' section has three radio buttons: 'ACH', 'Credit Card', and 'Check by Mail' (which is selected and highlighted with a red arrow). To the right of these buttons is a red 'Confirm Check by Mail' button, also indicated by a red arrow. Below the radio buttons, a text box contains the address: 'DEQ Financial Services – LBX3615, P.O. Box 3615, Portland OR 97208-3615'.

The dialog box contains an information icon (i) and the following text: 'You have selected Check by Mail. The system will show the balance due until the check is received and posted. Include a copy of your Receipt of the Application with Payment.' At the bottom, there are two buttons: 'OK' and 'CANCEL'.

After you select “OK” on the message, the Payment tab will display with a reminder message “Check in Transit/Waiting.” The system will continue to display the “Check by Mail” record until the check is received by DEQ. **Important note: please include a copy of the submittal receipt with the mailed check.**

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

Reminder: Payment of \$45.00 is due until the full amount has been received and posted.

Fee	-	Paid	=	Due	Check in Transit/Waiting
\$ 45.00		\$ 0.00		\$ 45.00	\$ 45.00

Fees	Payment Transactions
Worker Fee Permit Fee \$ 45.00	Check by Mail \$ 0.00 03/09/2022

Changing the Check by Mail Option

If you would like to change the “Check by Mail” option either before or after the submittal, you can delete the Check by Mail record by selecting the trash can  icon. You will receive a message asking for confirmation to delete the payment.

Payment Transactions

  Check by Mail  03/09/2022	\$ 0.00 
--	--

 Are you sure? Click OK to delete the selected payment.

OK CANCEL

After the Check by Mail option has been deleted, all payment options will be available once again.

Review Tab

← 401 Dredge and Fill Certification Application

22249 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Review your submittal and any attachments. Save any changes you have made before returning to this page, and proceed to the Submission page.

Submittal Form(s) Summary

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

✓ Basic Info

Payment

Fee	+	Service	-	Paid
\$ 0.00		\$ 0.00		\$ 0.00

Click to review application before submitting. If any changes are needed, navigate to the related tabs to make those changes. Always click “save”.

Sample PDF of submittal for Review



(401) Dredge and Fill Permit Application

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Oregon, OR 97232-4100 503-229-5437

9/30/2021

DEQ USE ONLY

Submittal ID: 22249

Submitted Date:

Pre-Requisite Question

Have you already filled out the Joint Permit Application elsewhere?

Applicant and Landowner Contact Information

Full Name: **Jane Doe**

Salutation:

Company: **Jane's Dredging**

Title:

Email: **email@email.com**

Phone: **150-312-3456**

Mobile:

Fax:

Mailing Address: **700 NE 700 Multnomah**

City: **Vancouver**

State: **OR**

ZIP Code: **98684**

Property Owner (if different)

Property Owner (if different)

Authorized Agent (if applicable)

Project Information

Project Name: **Test dredge**

Brief Directions to the Site:

Facility Info

Select your facility

Facility Name: **Unique RV Boat & Self Storage**

Physical street address: **3938 DIAMOND LAKE BLVD**

City: **ROSEBURG**

State: **OR**

ZIP Code: **97470**

County: **Douglas**

Latitude: **43.21**

Longitude: **-123.32**

What types of waterbodies or wetlands are present in your project area? (Check all that apply.)

River/Stream

Non-Tidal Wetland

Lake/Reservoir/Pond

Estuary or TidalWetland

Other

Pacific Ocean

Waterbody or Wetland Name: **Willamette**

River Mile: **25**

6th Field HUC Name: **test**

6th Field HUC (12 digits): **123456789236**

Indicate the project category. (Check all that apply.)

Commercial Development

Industrial Development

Residential Development

Institutional Development

Agricultural

Recreational

< Page: 1 of 3 >

Submission Tab

The Responsible Official is the only account type that may certify and submit. To do this, answer the security question and enter your PIN. This will activate the “Submit” button. Next, complete the review of precautions and disclaimer statements, confirm and click “Submit.”

401 Dredge and Fill Certification Application

22249 Open

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Certification Statement

Declaration of accuracy information provided: *

Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities. By signing this application I consent to

I have read and agree to the above certification statement

Security Question & PIN Number

Security Question: what is the last name of your favorite teacher? *

Show Question Answer

PIN: *

Security Precautions

To prevent your information from being used inappropriately, we m... system safeguards as well as physical and administrative protection... security safeguards are also powered by VeriSign's Certificates and... compliant processes. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links,

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

Send Back Attachments

Submittal Information

(401) - Dredge and Fill Certification Application

Water Quality

401 - Dredge and Fill Project

f60005 New

This form shall be used

Joint Permit Application (JPA).

pdf

Drawings *

Drawings (maps, site plans and photos)

gif jpg jpeg pdf doc docx png

UWA

1. Mark the acknowledgement to indicate agreement with the certification statement
2. Provide your security question answer and your PIN
3. Steps 1 and 2 activate the “Submit” button. Review and click “Submit”

Submission Confirmation

Your submission confirmation page will reflect the following with the “Submission Successful” message.

401 Dredge and Fill Certification Application

22249 Complete Submittal

Receipt

Submission Successful

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 milestones.

Please click **Print** to print your receipt

Submittal Summary

Submittal ID:	22249	Submitted Date:	2021-09-30
Submitted By:	Tester- Jmathews	Owner Information:	Tester- Jmathews
	john.mathews@deq.state.or.us		john.mathews@deq.state.or.us

Form Detail

Send Back Comments

ORO107859

Send Back Reason: Please re-submit with permit fee.

Send Back Attachments

Submittal Information

(401) - Dredge and Fill Certification Application

Water Quality

401 - Dredge and Fill Project

160005 New

This form shall be used by an applicant applying for a Dredge and Fill Certification or a Mutual Agreement and Order (MAO) in Lieu of Permit for impacts to waters of the state.

401 Dredge and Fill Certification Application

22249 Complete Submittal

Receipt

Submission Successful

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 milestones.

Please click **Print**

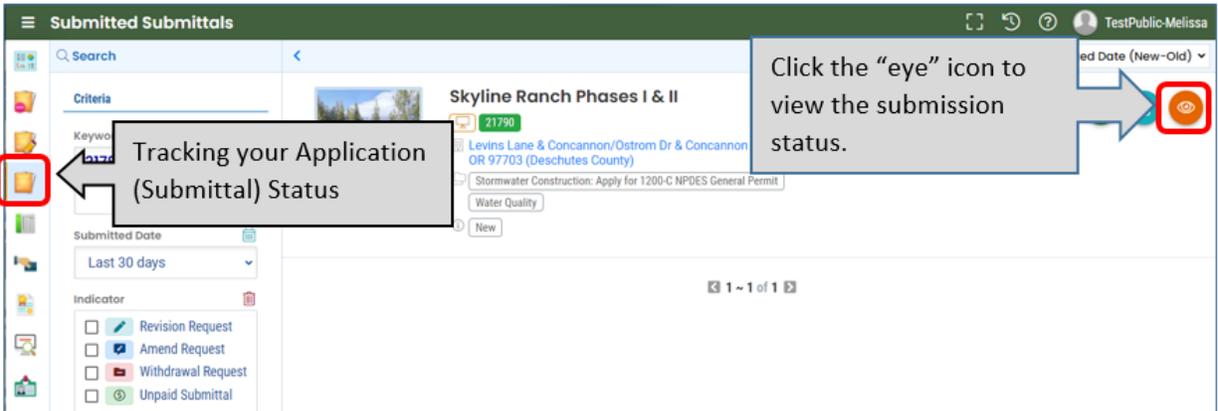
Click the red “Print” button to access your Submittal Receipt. Check payment must be mailed with printed Submittal Receipt to the address indicated on the receipt.

Receipt when paying by check:

	Submittal Receipt Department of Environmental Quality, State of Oregon 700 NE Multnomah Street, Suite 600 Oregon, OR 97232-4100	Create Date: 9/30/2021
Submittal Summary		Submittal ID: 22251
Facility (project site): Unique RV Boat & Self Storage		
Application: (401) - Dredge and Fill Certification Application		
Submitted By: Tester- Jmathews	Email: john.mathews@deq.state.or.us	
Owner Information: Tester- Jmathews	Email: john.mathews@deq.state.or.us	
Submitted Date: 09/30/2021		
Form Detail		
Submittal Name: (401) - Dredge and Fill Certification Application		
Submission Method: Online	Fee Program ID: 20	Fund Code: WQD&FILL
Payment Information (BALANCE DUE)		
Processing Fee: \$25.00 Convenience Fee: (None) Payment Method: Check Paid Amount: (None) Date Paid: (None)		
Total Amount Due: \$25.00		
To complete your submittal, send a copy of this Submittal Receipt and payment to:		
<div style="border: 2px solid red; padding: 5px;">DEQ Financial Services – LBX3615 P.O. Box3615 Portland OR 97208-3615</div>	<div style="border: 1px solid gray; padding: 5px;"><p>After selecting "Check by Mail", payment must be mailed with this Submittal Receipt to the bank address on this receipt.</p></div>	
Make check payable to: Department of Environmental Quality		
Certification		
<p>Certification Statement: Application is hereby made for the activities described herein. I certify that I am familiar with the information contained in the application, and, to the best of my knowledge and belief, this information is true, complete and accurate. I further certify that I possess the authority to undertake the proposed activities. By signing this application I consent to allow DEQ staff to enter into the above-described property to inspect the project location and to determine compliance with an authorization, if granted. I hereby authorize the person identified in the authorized agent block below to act in my behalf as my agent in the processing of this application and to furnish supplemental information in support of this permit application. I understand that the granting of other permits by local, county, state or federal agencies does not release me from the requirement of obtaining the permits requested before commencing the project. I understand that payment of the required state processing fee does not guarantee permit issuance.</p>		
Certification Question: What is the first and last name of your oldest sibling?		
Certification Question Answer: *****		
PIN Number: *****		
IP Address: 159.121.206.56		

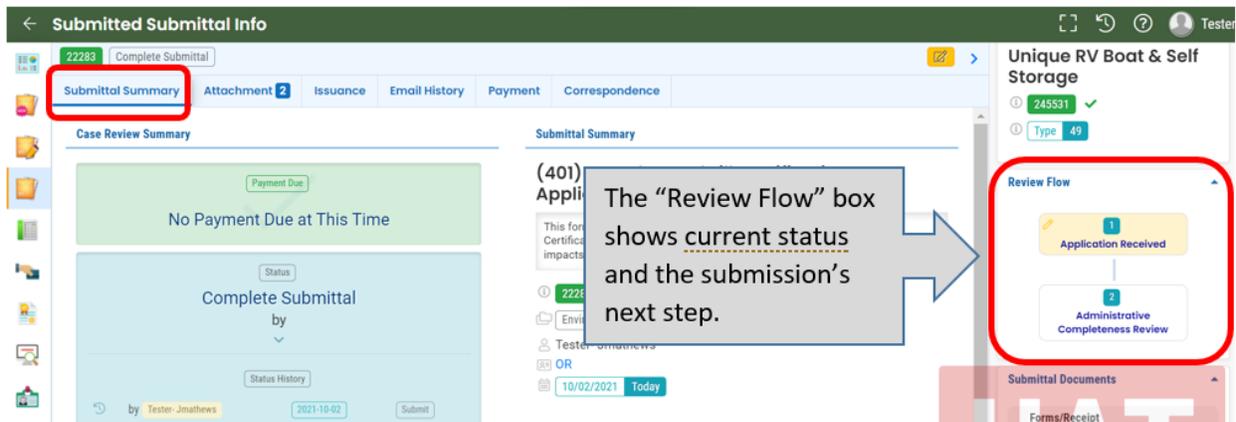
II. Tracking Submittal Status

After the submittal is completed, you may select **Track Submittal Status** on the navigation panel on the left side of the screen. Apply search criteria if needed to locate the submittal. To the far right of the submittal, select the “View Submittal Detail” icon to view status and other details.



Submittal Summary

After successful submission, this is where you can confirm that your report is in the “Receive Application” step. At this point, DEQ staff will review your submittal.



Submitted Submittal Info

22253 Authority Review Completed

Submittal Summary Attachment 2 Issuance Email History Payment Correspondence

Case Review Summary

Payment Due \$0.00 Fee: \$25.00

Authority Review Completed by Melissa KAYS 2021-09-30

Submittal Summary

(401) - Dredge and Fill Certification Application

This form shall be used by an applicant applying for a Dredge and Fill Certification or a Mutual Agreement and Order (MAO) in Lieu of Permit for impacts to waters of the state.

22253

Enviro

Teste

OR

09/30

The "Review Flow" box shows current status.

Review Flow

- Application Received
- Administrative Completeness Review
- USACE Determination
- Determine Workflow Routing
- Technical Review
- Public Notice Review

Submittal Documents

Issuance Tab

Once the certification has been issued, you can view it electronically in the Issuance Tab.

Submitted Submittal Info

22253 Authority Review Completed

Submittal Summary Attachment 2 Issuance Email History Payment Correspondence

Issuance Documents

Draft Documents

401 Dredge and Fill Individual Certification

Issued

Document # DEQ401DF-8.20211001

2021-09-30

Click the button to download the Permit Document.

Supporting Documents

No record found.

401 Dredge and...docx

Click the link to open downloaded Permit Document.

Email History Tab

The Email History tab will display all email exchanges between DEQ and the Responsible Official or Consultant regarding this submittal.

The screenshot shows the 'Submitted Submittal Info' page with the 'Email History' tab selected. The main content area displays a list of email exchanges:

Subject	To/From	Last Sent
1 [UAT] Submission Received	TO john.mathews@deq.state.or.us FROM YourDEQOnline@govonlinesaas.com	2021-10-02 ✓
2 [UAT] Submittal Revision Request Approved eNotification	TO melissa.b.kays@deq.state.or.us FROM YourDEQOnline@govonlinesaas.com	2021-10-20 ✓

On the right side, the 'Site Info' panel shows 'Unique RV Boat & Self Storage' with ID 245531 and Type 49. Below it, the 'Review Flow' diagram shows the following steps:

- Application Received
- Administrative Completeness Review
- USACE Determination (3-1) and Determine Workflow Routing (3-2)
- Technical Review (4)

A large 'UAT' watermark is overlaid on the right side of the screenshot.

Payment Tab

You can view outstanding balances or payments in the Payment Tab. You may also make a payment from this tab. Click on the "Pay Amount Due" button to make a payment.

Balance Due

The screenshot shows the 'Submitted Submittal Info' page with the 'Payment' tab selected. The main content area displays the following information:

Fee: \$25.00 - Paid: \$0.00 = Due: \$25.00

Payment Transactions: No transaction record found.

Below the fee summary, a table shows the following transaction:

Fee	Amount
test check ① Permit Fee	\$25.00

On the right side, the 'Site Info' panel shows 'Unique RV Boat & Self Storage' with ID 245531 and Type 49. Below it, the 'Review Flow' diagram shows the following steps:

- Application Received
- Administrative Completeness Review
- USACE Determination (3-1) and Determine Workflow Routing (3-2)

A large 'UAT' watermark is overlaid on the right side of the screenshot.

Paid in Full

The screenshot shows the 'Submitted Submittal Info' page for submittal 22283, which has an 'Authority Review Completed' status. The 'Payment' tab is active, displaying a summary: Fee (\$25.00) minus Paid (\$25.00) equals Credit (\$0.00). Below this, a 'test payment' of \$25.00 for a 'Permit Fee' is listed. A 'Payment Transactions' section shows an 'ePayment (ACH)' of \$25.00 dated 2021-10-02 with reference number DEQTST000003061. On the right, a 'Review Flow' diagram shows steps: 1. Application Received, 2. Administrative Completeness Review, 3-1. USACE Determination, and 3-2. Determine Workflow Routing. A large 'UAT' watermark is overlaid on the right side.

Correspondence Tab

Use the Correspondence Tab to communicate with DEQ about your submittal. Write your message in the box and click the “Post” button.

The screenshot shows the 'Submitted Submittal Info' page for submittal 22284, with a 'Revision Archived' status. The 'Correspondence' tab is active, showing a text input field containing the word 'test' and a yellow 'Post' button. Below the input field, it says 'No correspondence messages.' The 'Review Flow' diagram on the right is identical to the previous screenshot, showing steps 1 through 3-2. A large 'UAT' watermark is overlaid on the right side.

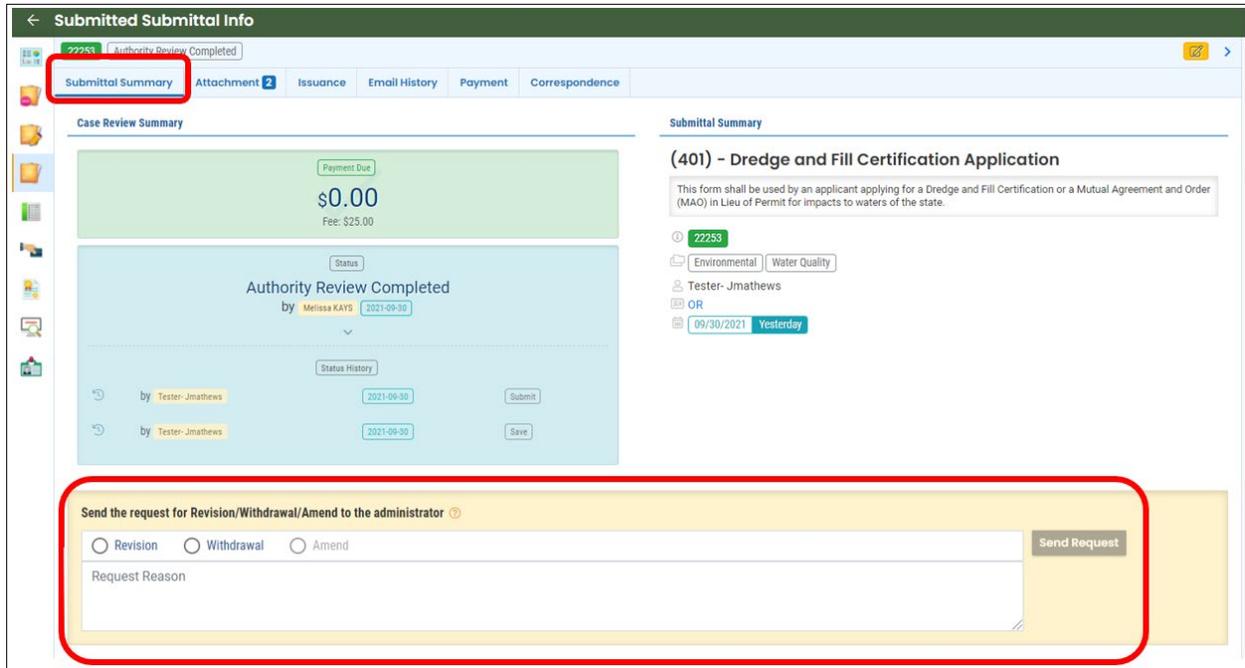
I. Make Corrections

If DEQ identifies issues with your submitted application, you will receive email notification that your application has been returned. This will include questions or specific revision requests. If necessary after a submittal has been completed, the applicant may request revisions.

To request permission to make revisions:

1. Navigate to Submitted Submittal Info as described in the **Track Submittal Status** section in this document.
2. Locate the correct submittal and click the “View Submittal Detail” icon to open the submittal.
3. On the **Submittal Summary Tab**, you will see a box titled “Send the request for Revision/Withdrawal/Amend to the administrator”.
4. In this box, select the “Revision” and note the reason for the revision.
5. Click “Send Request.”

Follow the same steps to correct any mistakes in the submittal.



Once the correction request is approved, you will receive an email message from the system that there is a pending application ready for correction. If the request to revise is not approved, DEQ staff will contact the responsible official directly. In both cases, the receipt of the email indicates that the submission will appear in the “Pending Submittals” section on your Dashboard. It is now ready for you to review, update and then resubmit.

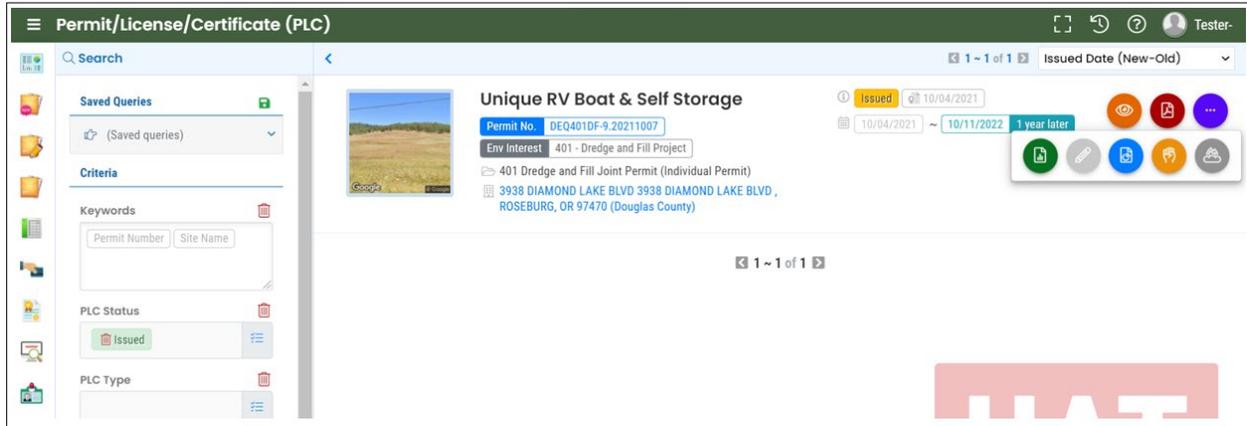
II. Request a Permit Action: Renewal, Amendment, Name Change, Transfer or Termination

To begin a permit action for your existing permit, you will follow this procedure:

1. From the Dashboard, click on the ellipsis (...) at the bottom of the Permits and Transaction History section.
2. Next, click on the purple ellipsis  button to the far right of the existing permit to initiate the action.
3. In the pop-up, click the icon that applies to the permit action option you would like to begin and follow the instructions in the “Make Corrections” section of this user guide.

In Your DEQ Online, you may hover your mouse over icons to reveal their names.

	Renewal		Amendment		Name Change
	Transfer		Terminate		Ellipsis



3. Helpdesk and Resources

If you have questions about this submittal process or other concerns regarding the use of the Your DEQ Online system, please consult [Your DEQ Online Helpdesk at: https://oregondeq.atlassian.net/servicedesk/customer/portal/2](https://oregondeq.atlassian.net/servicedesk/customer/portal/2) (Not compatible with Internet Explorer).

For more information, training and resources, go to Your DEQ Online Help: <https://yourdeqonlinehelp.oregon.gov>

For 401 Certification Dredge and Fill information: <https://www.oregon.gov/deq/wq/wqpermits/Pages/Section-401.aspx>