



# Report a Release from Regulated, Unregulated, or HOT UST System User Guide

## LUST & HOT Programs

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# 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 **report a release from a regulated, unregulated, or heating oil underground storage tank (UST) system** through the Your DEQ Online database.



[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.



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# 1 Introduction

Consultants, service providers, property owners, potential responsible parties, and DEQ staff regularly report releases from leaking regulated, unregulated, or heating oil underground storage tank (UST) systems.

Releases of hazardous substances (primarily petroleum products) from regulated or unregulated leaking UST (**LUST**) or from leaking heating oil tank (**HOT**) systems are required to be reported to DEQ by rule. Please visit the [LUST Program](#) and/or [HOT Program](#) webpages for additional information.

**Tip.** Before reporting a release from a tank, please investigate the site to determine if previous releases have already been reported at the site, determine if a closed file already exists, and identify if there are multiple tanks on the property. If you have questions, please reach out to the LUST or HOT programs depending on the type of the leaking tank.

**Note.** Please complete the LUST/Leaking HOT Cost Recovery Agreement submittal to request DEQ oversight for a LUST or complex Leaking HOT project.

## 1.1 Your DEQ Online

Through Your DEQ Online, parties may report a release from a leaking UST system.

To get started using Your DEQ Online, please complete the following steps.

1. Register an account by navigating to the [Your DEQ Online Public Portal](#). Select “Register Account.”

**Tip.** DEQ Cleanup, LUST, & HOT Programs recommend all parties (e.g., responsible parties, property owners, consultants, service providers, etc.) **select “RO” (Responsible Official) account type when creating your YDO account.**

2. Complete identity verification.
3. Establish link to the “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups.

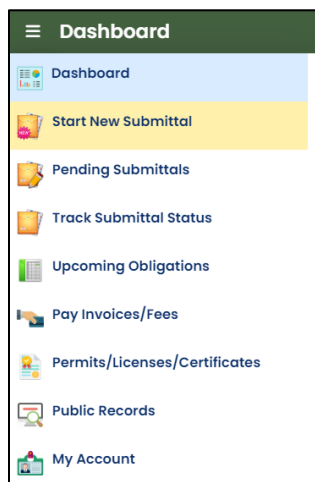
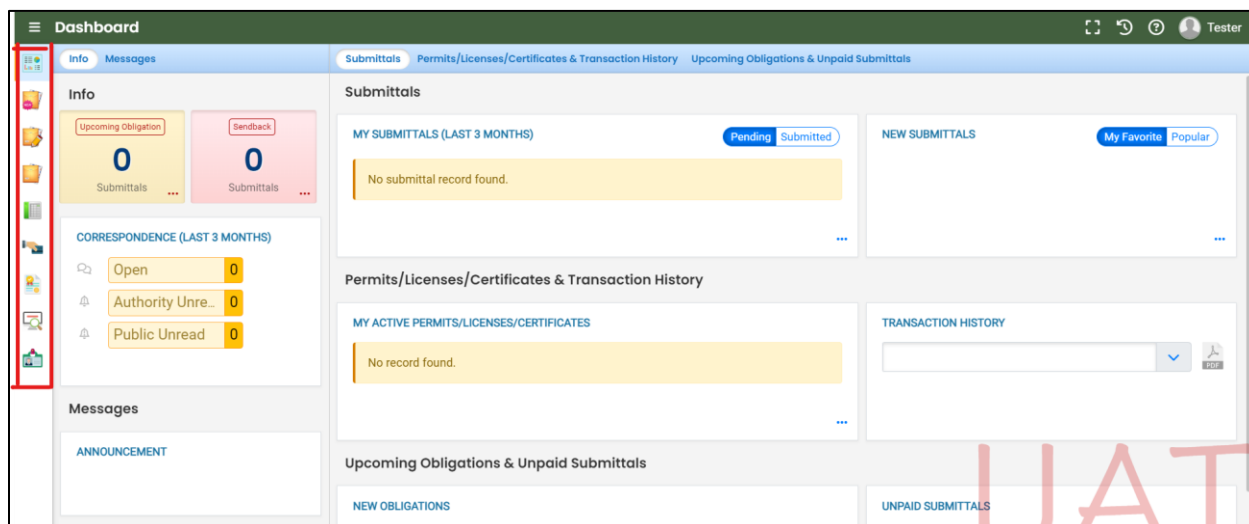
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

## 1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

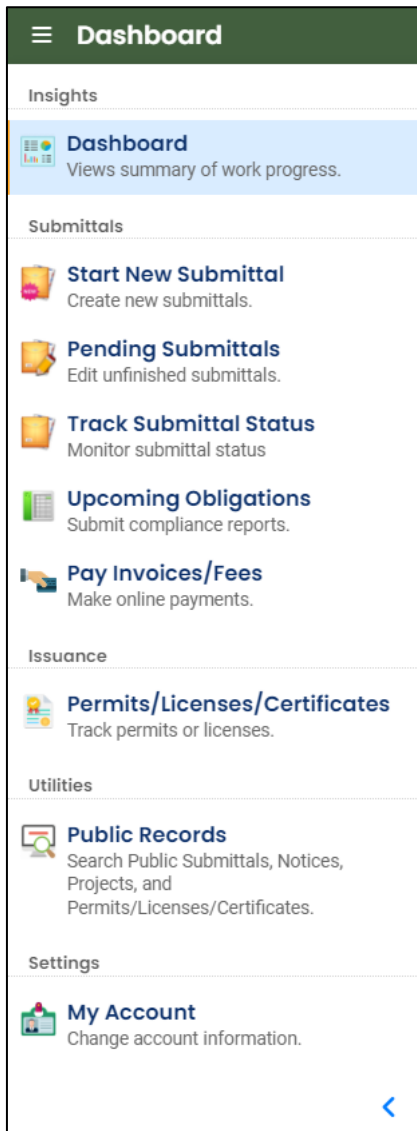
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

**Tip.** The navigation panel is on the far left side of the screen and provides quick access to content.



There are several ways to access and use the navigation panel.

- Click the symbol for the content you need.
- Hover over the panel will bring up a list view of the panel
- Click the hamburger icon  will expand to the more detailed view shown on the next page.
- Use  symbol at the bottom of the panel to expand and  symbol to contract the panel.



**Dashboard.** View a summary of current and pending activity for your account.

**Start New Submittal.** Start a new submittal here.

**Pending Submittals.** Resume editing any submittals that have been started and saved, but not yet submitted.

**Track Submittal Status.** Track the status of all submitted submittals.

**Upcoming Obligations.** View upcoming reporting obligations.

**Pay Invoices/Fees.** Pay DEQ invoices or fees.

**Permits/Licenses/Certificates.** View DEQ issued permits, licenses, and certificates.

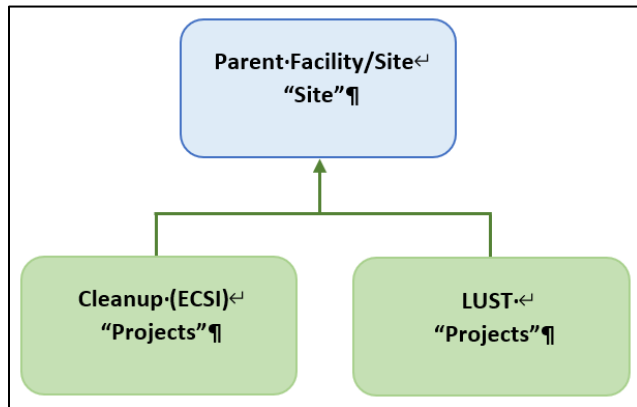
**Public Records.** View published submittals, permits, licenses, and certificates, and available project data.

**My Account.** Change your contact information, facility linkage, and other account settings.



## 1.3 Understanding “Site” and “Project” Use in YDO

When associating a facility/site with your account and later your submittal, understanding how “Site” and “Project” are used in YDO is important. In YDO “Site” and



“Facility” are synonyms and used interchangeably.

A facility/site is the **parent** facility that multiple DEQ programs may connect to. LUST sites, which include releases from regulated, unregulated, and heating oil tanks, are considered **children** (“Projects”) in YDO and connect to the parent “Site”.

The diagram on the left shows how multiple programs are connected to a single facility unlike DEQ’s legacy systems which were independent and separate systems.

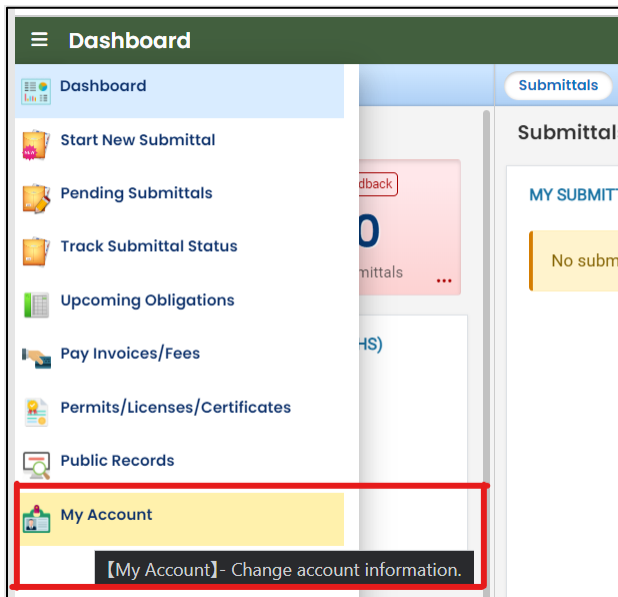
**Tip.** The “Site” name is often different than the “Project” name.

## 2 Does Your Facility/Site Exist in YDO Already?

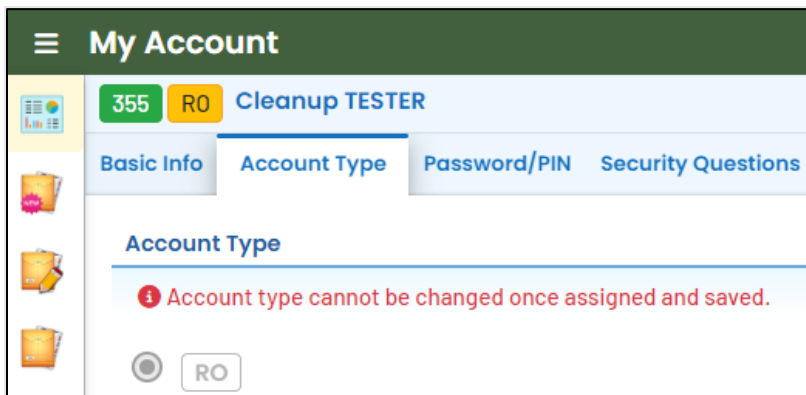
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to determine if the facility/site is already present in YDO. If your facility already exists in YDO, the facility/site must be associated with your account to be selected in the submittal.

### 2.1 Where to Look

1. Click on “My Account” in the far left column.



2. Click on the “Account Type” tab.



3. Scroll down and confirm that “Leaking Underground Storage Tank” and/or “Heating Oil Tank” are selected in your Submittal Groups.

**Submittal Groups**

Submittal group will affect your access right of submittals.

<input type="checkbox"/> 9 401 - Dredge and Fill Project	<input type="checkbox"/> 2 401 - Hydropower Project	<input type="checkbox"/> 4 Air Area Source Registrations
<input type="checkbox"/> 18 Air Contaminant Discharge Permit (ACDP)	<input type="checkbox"/> 1 Air Emission Inventory	<input type="checkbox"/> 7 Air Title V Permit
<input type="checkbox"/> 8 Asbestos	<input type="checkbox"/> 3 CAFO	<input type="checkbox"/> 4 Cleaner Air Oregon
<input checked="" type="checkbox"/> 4 Cleanup and Site Remediation	<input type="checkbox"/> 8 Climate Protection Program *	<input type="checkbox"/> 2 Cost Recovery
<input type="checkbox"/> 1 Gasoline Transporter	<input type="checkbox"/> 4 General NPDES Domestic	<input type="checkbox"/> 17 General NPDES Industrial
<input type="checkbox"/> 4 General NPDES Mining	<input type="checkbox"/> 4 General WPCF Domestic	<input type="checkbox"/> 9 General WPCF Industrial
<input type="checkbox"/> 5 Greenhouse Gas Reporting *	<input type="checkbox"/> 10 Hazardous Waste	<input checked="" type="checkbox"/> 6 Heating Oil Tank
<input type="checkbox"/> 12 Individual NPDES Domestic	<input type="checkbox"/> 5 Individual NPDES Industrial	<input type="checkbox"/> 13 Individual WPCF Domestic
<input type="checkbox"/> 6 Individual WPCF Industrial	<input checked="" type="checkbox"/> 5 Leaking Underground Storage Tank	<input type="checkbox"/> 9 MS4 - Municipal Separate Storm Sewer System
<input type="checkbox"/> 3 NPDES- Stormwater (Construction)	<input type="checkbox"/> 12 NPDES- Stormwater (Industrial)	<input type="checkbox"/> 3 NPDES: Public Agencies Only 1200-CA *

4. Scroll to the bottom of the page to the “Facility-Submittal Group Permissions” section. Is your facility listed here?

- a. If no; then go to **Section 2.2** to add your facility.
- b. If yes; confirm the Facility is associated with “Leaking Underground Storage Tank” and/or “Heating Oil Tank”. The same Facility may be associated with multiple “Submittal Groups” as shown below.
  - i. If yes; go to Section 3 for steps to follow to complete the submittal.
  - ii. If no; then go to **Section 2.2** to add your facility and associate with the correct submittal group(s).

	<b>Star Trek</b> 420 N Main St, Pendleton, OR 97801-1648	830162	6 Heating Oil Tank	
	<b>test new fac 077</b> 1250 NW Swigert Way, Troutdale, OR 97060	766167	5 Leaking Underground Storage Tank	
	<b>BAY CITIES AMBULANCE</b> 3505 SE OCEAN BLVD, COOS BAY, OR 97420	757839	6 Heating Oil Tank	
	<b>1 DAY SIGNS</b> 1010 COMMERCIAL ST SE, SALEM, OR 97302	509399	4 Cleanup and Site Remediation	
	<b>Star Trek</b> 420 N Main St, Pendleton, OR 97801-1648	830162	4 Cleanup and Site Remediation	
	<b>CHILOQUIN FOREST PRODUCTS INC</b> E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	4 Cleanup and Site Remediation	
	<b>test new fac 077</b> 1250 NW Swigert Way, Troutdale, OR 97060	766167	6 Heating Oil Tank	
	<b>Star Trek</b> 420 N Main St, Pendleton, OR 97801-1648	830162	5 Leaking Underground Storage Tank	

**Add Permissions**

## 2.2 Facility Search

1. Click on the “Add Permissions” button.

Facility-Submittal Group Permissions (3)

You are only allowed to add submittal groups from your selected submittal groups above.

FOREMAN'S CLEANERS 1070 COMMERCIAL ST SE, SALEM, OR 97302	511232	5 Leaking Underground Storage Tank	
CHILOQUIN FOREST PRODUCTS INC E BLOCKINGER ST, CHILOQUIN, OR 97624	674073	4 Cleanup and Site Remediation	
Star Trek 420 N Main St, Pendleton, OR 97801-1648	830162	4 Cleanup and Site Remediation	

**Add Permissions**

2. Search for your facility/site in the search box below “Available Sites”.
  - a. If your facility/site is not found, go to **Section 2.3**.
  - b. If you facility/site is present, go to **Section 2.4**.

**Tips.** Searching by street address will provide the best results. The facility/site name may be different than the project name as YDO combines all DEQ programs under the same facility/site.

My Account

355 RO Cleanup TESTER

Basic Info Account Type Password/PIN Security Questions Consultants Verification Linked Licensee

E BLOCKINGER ST, CHILOQUIN, OR 97624

Star Trek  
420 N Main St, Pendleton, OR 97801-1648

830162 4 Cleanup and Site Remediation

**Add Permissions**

Picked Sites (0):  
Select sites from below.....

Picked Submittal Groups (0):  
Select groups from below.....

Available Sites

12th and Belmont Ave  
12th and Belmont Ave, Hood River, OR 97031 388662

Bldg 1038 Forest Service Loop  
Bldg 1038 Forest Service Loop, Sisters, OR 97759 383848

1-2B MILWAUKIE  
9002 SE MCLOUGHLIN BLVD, MILWAUKIE, NJ 97222 273888

ARCO 6058  
9560 NW GLENCOE RD, HILLSBORO, OR 97124 506476

Eastside Funding LLC 707992

Total: 156164

Available Submittal Groups

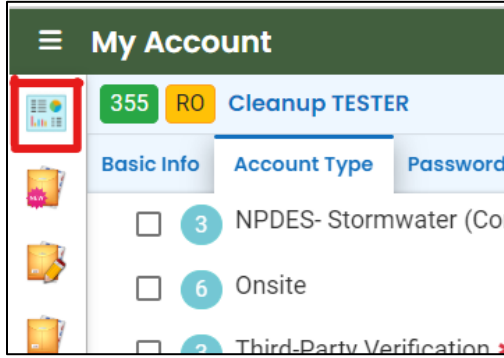
Cleanup and Site Remediation 4

Heating Oil Tank 6

Leaking Underground Storage Tank 5

Total: 3

## 2.3 Facility NOT Found in YDO



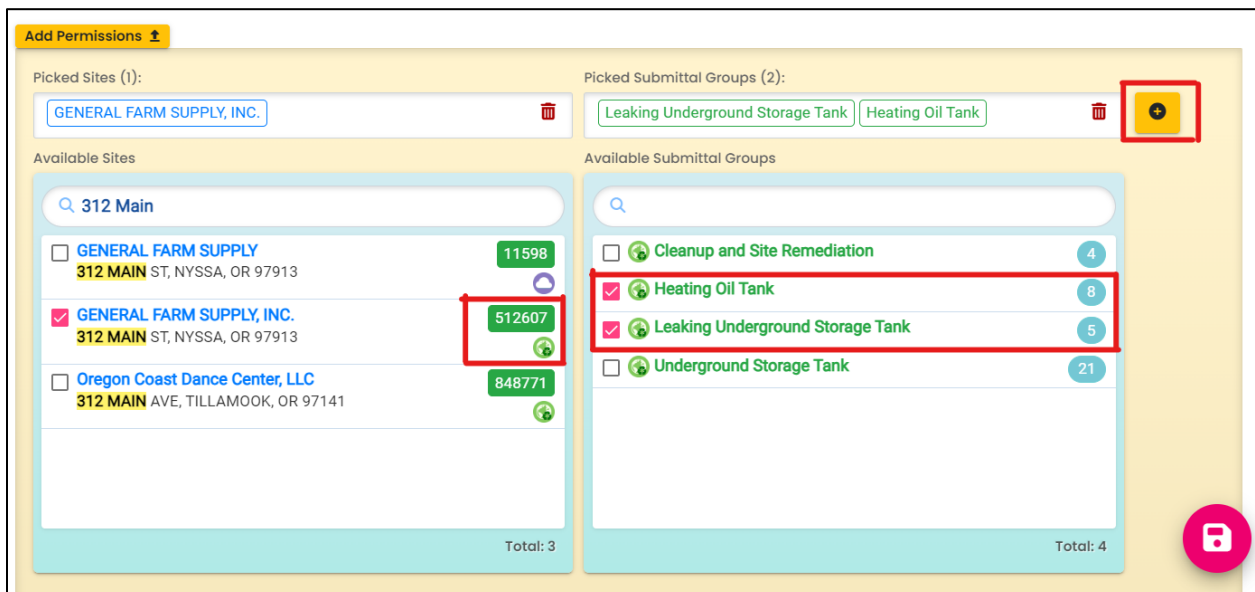
1. Return to your Dashboard by clicking on the Dashboard icon.
2. Go to **Section 3**.
3. Select “New Facility” while completing the submittal.


## 2.4 Facility Found in YDO –Add to Your Account

1. The example below shows the search results for “312 Main”.
  - c. **Be sure to select the correct Facility/Site.** Remember the Facility/Site name may be different than the LUST/Leaking HOT project name.
  - d. In this example, two facilities/sites are located at the same address. Check the box for the facility/site with a **green** 🌿 symbol.
  - e. Select the “Leaking Underground Storage Tank” and/or “Heating Oil Tank” under the “Available Submittal Groups” box.
  - f. Click the “+” symbol.

**Tip.** Only facilities with the 🌿 Land Quality Division symbol can be associated with the “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal group.

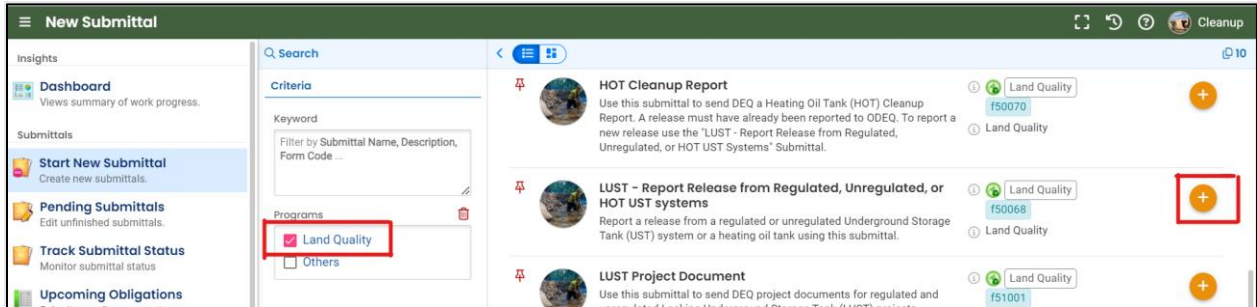
**Note.** If you have any doubts about which facility/site to connect to your account, please visit the [YDO Helpdesk](#) and we will work with you to identify the correct facility/site.



2. Click  button to save your selection.
3. Return to your Dashboard by clicking on the Dashboard icon.

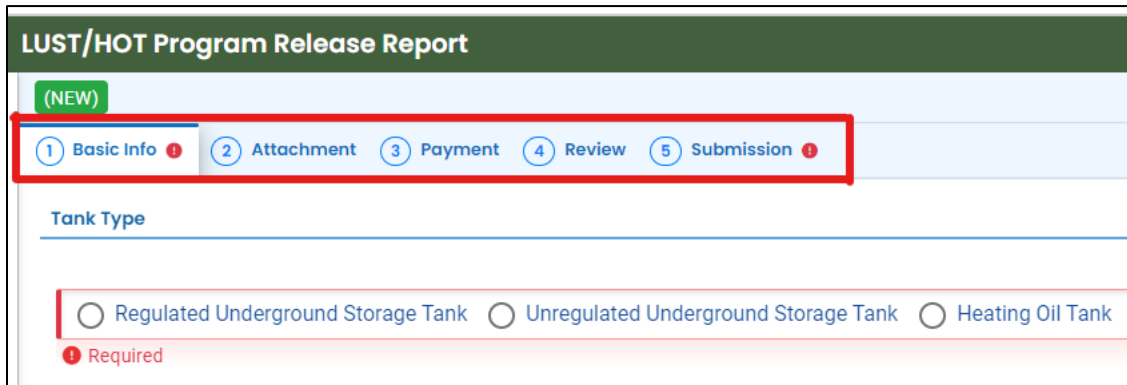
# 3 Start New Submittal

1. Click “Start New Submittal”.
2. Check “Land Quality” under “Programs”.
3. Locate the “LUST – Report Release from Regulated, Unregulated, or HOT UST Systems” and click the “+” sign on the far right.



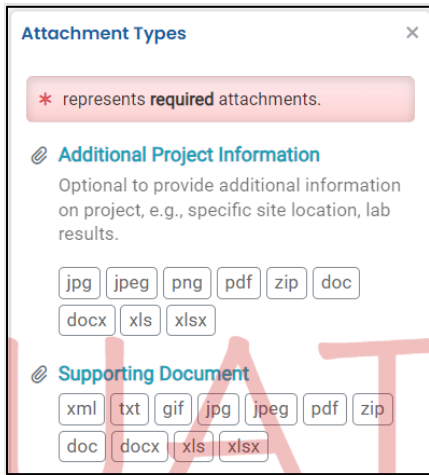
## 3.1 Understanding the Submittal

1. The RID number **40903** will be populated after the submittal is first saved and may be used to find your submittal in the future.
2. You will complete a five-step process to submit the submittal. The five steps are presented as the following tabs: **Basic Info**, **Attachment**, **Payment**, **Review**, and **Submission**.



3. The “Attachment Types” box on the lower right of your screen indicates the type of files that may be attached for each attachment type.

**Tip.** A red asterisk next to an attachment name indicates a required document. There are no required attachments for this application.



Click the Save button





## 4 Basic Info Tab

Enter the basic information about the project including the following.

- Indicating the tank type associated with the release
- Selecting the facility/site and project or providing information on new facility/site and/or new project
- Providing property details
- Providing applicant, current property owner, invoice, and other project contact information
- Providing information on the release, contaminants, and impacted media

### 4.1 Tank Type

Indicate the type of tank associated with the release.

**Tip.** Click the ? tool tip for descriptions of each tank type.

The screenshot shows the 'LUST/HOT Program Release Report' form. At the top, there is a green header with the title. Below it is a navigation bar with five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Tank Type' section contains three radio buttons: 'Regulated Underground Storage Tank', 'Unregulated Underground Storage Tank' (which is selected), and 'Heating Oil Tank'. A yellow tooltip box is positioned over the 'Unregulated Underground Storage Tank' option, containing the text: 'Currently/previously used for emergency power generation; or farm/personal tanks < 1100 gallons; or any tank < 100 gallons'. To the right of the radio buttons is a 'Date Reported' field with a placeholder 'mm/dd/yyyy'.

If unregulated UST tank type is selected, select the tank use from the dropdown menu.

This close-up screenshot shows the 'Tank Type' section. The 'Unregulated Underground Storage Tank' radio button is selected. Below it, a dropdown menu is open, showing the label 'Unregulated UST Type' and three options: 'Farm Tank', 'Personal Use', and 'Other'.

## 4.2 Incident Information

Populate the date the release was discovered.

Incident Information	
Date Submitted	Date Discovered
11/27/2023	11/22/2023

## 4.3 Facility Identification

There are several variations for the parameters described below. Each variation is discussed in the following subsections.

<input checked="" type="radio"/> Select your facility <input type="radio"/> Create new facility
Select your facility (project site)
<input type="text"/>
<span style="color: red;">●</span> Required.
<input checked="" type="radio"/> Select your project <input type="radio"/> Create new project
Select your project
<input type="text"/>

**Select your facility.** Selecting your facility indicates the facility exists in YDO and has been associated with your account and the “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups (see **Section 2**). This indicates one or more DEQ programs are already associated with the facility. The facility will appear in the dropdown menu for you to select.

**Select your project.** Selecting an existing facility will populate any existing LUST or Leaking HOT projects to the “Select your project” dropdown. The majority of releases will be new projects. Select an existing project from the dropdown menu in the rare event this release may be related to a historic release.

**Create new project.** Selecting create new project indicates the release is unrelated to any historic releases.

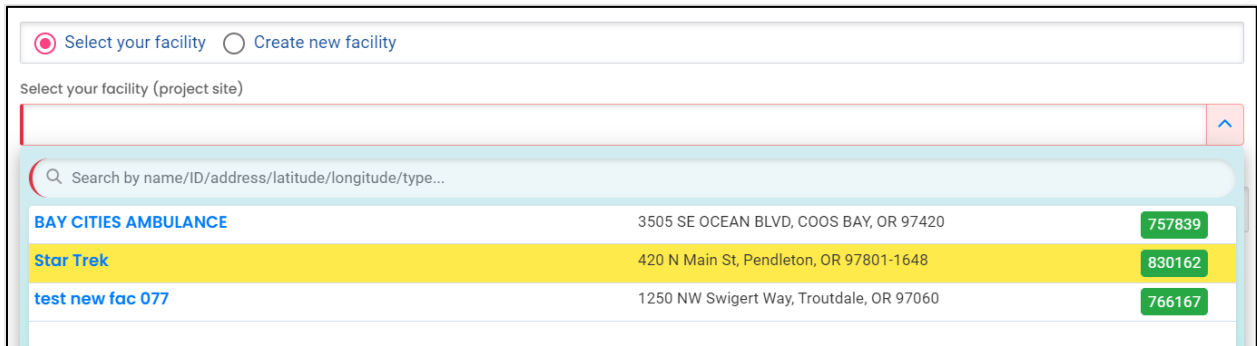
**Create new facility.** If the facility is not already in YDO, associated with your account, or associated with the “Leaking Underground Storage Tank” and/or “Heating Oil Tank” submittal groups, the facility will not be present in the “Select your facility” dropdown menu. Information to create a new facility will need to be provided. This selection will also result in the creation of a new project.

### 4.3.1 “Select your facility” and “Create new project”

A facility must be associated with your account and the correct submittal group for the facility to populate in the dropdown menu (See **Section 2**).

1. Select the facility associated with the project this submittal is for.

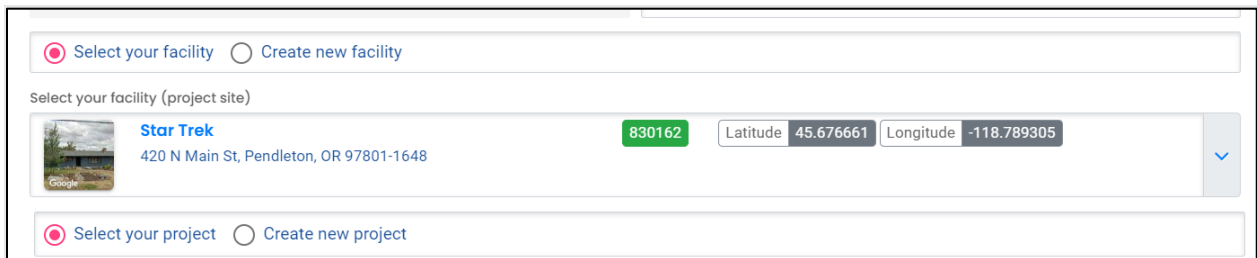
**Tip.** If the facility is not present in the dropdown menu, go to **Section 2** and confirm all the steps necessary were completed. If the facility was not found in YDO than go to **Section 4.3.2**.



The screenshot shows a web interface with two radio buttons at the top: "Select your facility" (selected) and "Create new facility". Below is a dropdown menu labeled "Select your facility (project site)". A search bar is visible with the text "Search by name/ID/address/latitude/longitude/type...". The dropdown list contains three items:

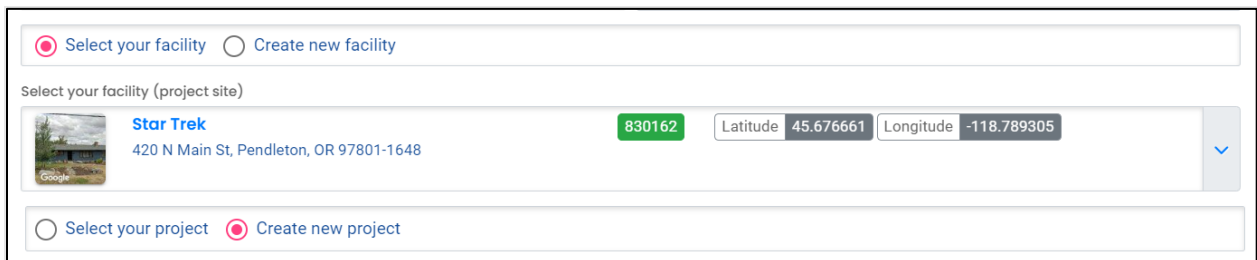
Facility Name	Address	ID
BAY CITIES AMBULANCE	3505 SE OCEAN BLVD, COOS BAY, OR 97420	757839
Star Trek	420 N Main St, Pendleton, OR 97801-1648	830162
test new fac 077	1250 NW Swigert Way, Troutdale, OR 97060	766167

2. The selected facility will populate into the “Select your facility (project site)” field.



The screenshot shows the same interface as above, but now the "Star Trek" facility is selected. The dropdown menu displays a preview of the facility, including a small image, the name "Star Trek", the address "420 N Main St, Pendleton, OR 97801-1648", and the ID "830162". It also shows the "Latitude" as 45.676661 and "Longitude" as -118.789305. Below the dropdown, there are two radio buttons: "Select your project" (selected) and "Create new project".

3. For a new release select “Create new project”. DEQ staff will assign a project name and ID during their review.



The screenshot shows the same interface as above, but now the "Create new project" radio button is selected. The "Select your facility (project site)" dropdown menu still shows the "Star Trek" facility preview, but it is no longer the active selection. The "Select your project" radio button remains selected.

## 4.3.2 “Create new facility”

This option is for a new facility and by association a new project. DEQ staff will create the new facility, create the new project, and assign a LUST ID during their review. The new facility will automatically be associated with your account. Provide the following information.

### 4.3.2.1 New Facility Information

1. Provide the required information.
2. Provide any optional information in the “Comments:” box.

**Site Identification**

Select your facility  Create new facility

---

**New Facility Information**

Facility Name  
Cleanup Intake Test Facility

Abbreviation  Is the facility located on Native American Lands?  
No

Email  Phone  Fax  Number of Employees

katie.daugherty@deq.oregon.gov 444-444-4444 000-000-0000 0

Comments:

(Remaining Length: 400)

### 4.3.2.2 New Facility – Facility Mailing Address

1. Provide the facility’s mailing address.

**Mailing Address**

Country  
 United States  Canada

Address  Unit, Suite, or Floor #

23500 NE Sandy Blvd

City  State  Zip Code

Wood Village OR (Oregon) 97060-9653

### 4.3.2.3 New Facility – Physical Location

Provide the address of the physical location of your Facility.

1. If the facility mailing address is the same as the physical location, click the “Copy from Mailing Address” button.
2. If the physical location of your facility is different than the facility mailing address, enter the physical location address.
  - a. If the property does not have an address, go to **Section 4.3.3.4**.
  - b. The latitude and longitude should automatically populate.

**Physical Location**

Use the map to auto-populate latitude and longitude.


**Copy from Mailing Address**

Country  
 United States  Canada

Address Unit, Suite, or Floor #  
4011 Main St

City State Zip Code  
Springfield OR (Oregon) ▼ 97478

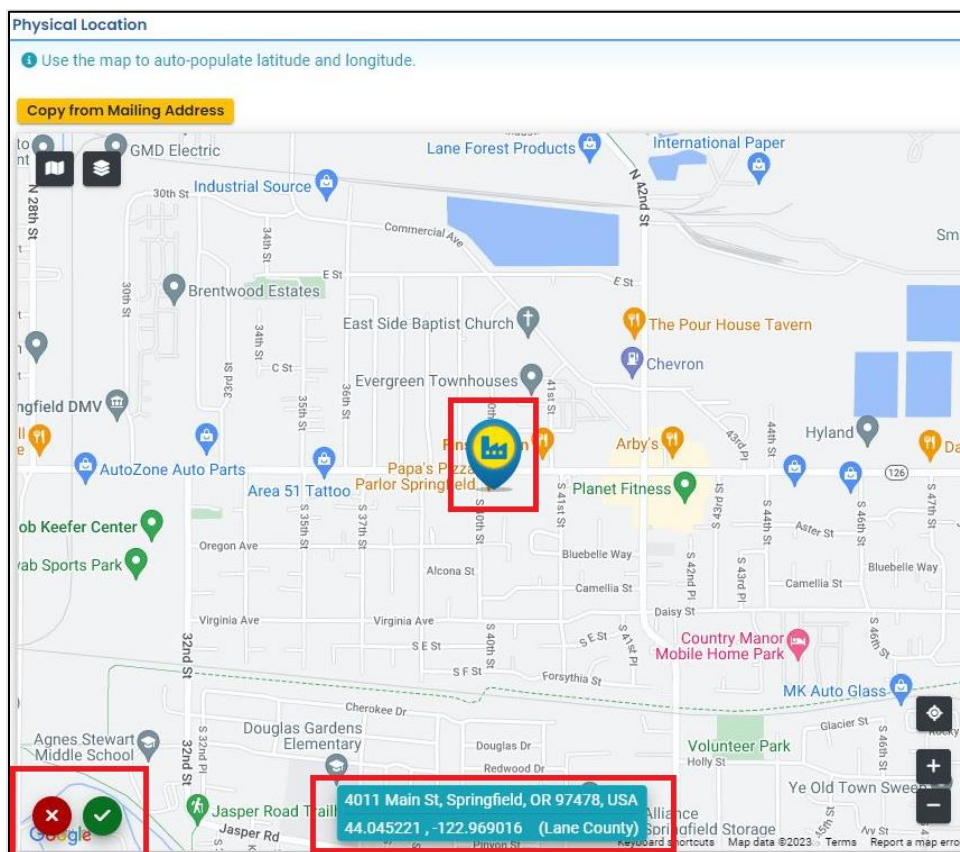
Latitude (44°2'42.80"N) Longitude (122°58'8.46"W)  
44.045221 -122.969016



#### 4.3.2.4 New Facility - No Address for Physical Location

If the property does not have an address perform the following steps.

1. Use a nearby address to be in proximity to your Facility.
2. Click on the map located on the right side of this section. An enlarged map will populate.
3. Click and drag the facility pin to the actual facility location.
4. Clicking the green check mark in the lower left hand corner to accept the location change.
5. The system will populate or leave the address field blank. **Make sure and revise the address field to reflect your facility location (e.g. 1000 ft east of 4<sup>th</sup> & Main).**



### 4.3.3 “Select your facility” and “Select you project”

This option will be rare and a new release should not be reported if the release has been determined to be related to an existing release.

**Note.** Please contact the LUST Program Duty Officer prior to completing this release form if this is the scenario at your project.

A facility must be associated with your account **and** the correct submittal group for the facility to populate in the dropdown menu.

1. Select the facility associated with the project this submittal is for.

**Tip.** If the facility is not present in the dropdown menu, go to **Section 2**.

Select your facility (project site)

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

test new fac 077 1250 NW Swigert Way, Troutdale, OR 97060 766167

2. The selected facility will populate into the “Select your facility (project site)” field.

Select your facility (project site)

test new fac 077 766167 Latitude 45.553546 Longitude -122.401187  
1250 NW Swigert Way, Troutdale, OR 97060

Select your project

Required.

3. Projects associated with the selected facility will appear in the project dropdown menu. Projects may have different names than the facility. If more than one project is present, select the appropriate project.

Select your facility (project site)

test new fac 077 766167 Latitude 45.553546 Longitude -122.401187  
1250 NW Swigert Way, Troutdale, OR 97060

Select your project

test 3902 Leaking Underground Storage Tank 417381 15-23-0001

Test Site 1500 Leaking Heating Oil Tank 417384 15-23-1200

**Tip.** Facilities often have multiple LUST and leaking HOT projects. Look at the project type in the blue box and the program ID number (LUST number) to determine the correct project.

Who Me Gas 417398	Leaking Heating Oil Tank 15-23-0001
Bug's R Us Gas 417399	Leaking Underground Storage Tank 15-23-1200

4. The selected project will populate into the “Select your project” field.

Select your facility (project site)

test new fac 077 766167 Latitude 45.553546 Longitude -122.401187  
1250 NW Swigert Way, Troutdale, OR 97060

Select your project

Test Site 1500 417384 Leaking Heating Oil Tank 15-23-1200

## 4.4 Property Details

Provide the information listed below for the property. Required fields are populated in the example below.

1. Township, Range, and Section. Section Quarter-Quarter (ABCD format [except Lane County use 1234 format])
2. Property size
3. County
4. Property tax lot. If more than one tax lot, click the “+ Add Item” button.

Township Range Section Section Quarter-Quarter

Size(acres)  
0

County  
Clackamas (Northwest)

Tax Lot(s)

1 Tax Lot(s)

+ Add Item



## 4.5 Contacts

Provide the various necessary project contacts and their contact information.

### 4.5.1 Responsible Party

Provide the Responsible Party contact information. **\*\*Please enter this contact information correctly as DEQ/YDO will use this information to generate letters and emails to the Responsible Party.\*\***

Responsible Party			
Salutation	First Name	M.I.	Last Name
	La'an		Noonien-Singh
Company	Title	Email	
USS Enterprise		katie.daugherty@deq.oregon.gov	
Phone	Mobile	Fax	
444-444-4444	000-000-0000	000-000-0000	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Unit, Suite, or Floor #	
58023 Columbia River Hwy			
City	State	Zip Code	
Warren	OR (Oregon)	97053	

### 4.5.2 Invoice Contact

Provide the invoice contact information. This section will be grayed out when Heating Oil Tank is selected as the tank type. If the invoice contact is the same as the Responsible Party, use the "Copy from Responsible Party" button.

Invoice Contact			
<b>Copy from Responsible Party</b>			
Salutation	First Name	M.I.	Last Name
	La'an		Noonien-Singh
Company	Title	Email	
USS Enterprise		katie.daugherty@deq.oregon.gov	
Phone	Mobile	Fax	
444-444-4444	000-000-0000	000-000-0000	
Country			
<input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address		Unit, Suite, or Floor #	
1285 Sutter St			
City	State	Zip Code	
San Francisco	CA (California)	94102	

### 4.5.3 Other Contact (Optional)

Provide contact information for another party such as a contractor or environmental consultant.

**Other Contact (Optional)**

Contact Type

Salutation First Name M.I. Last Name

Company Title Email

Phone Mobile Fax

Country


Address Unit, Suite, or Floor #

City State Zip Code

United States  Canada

OR (Oregon)

00000-0000



### 4.6 Site Assessment

Provide the following information.

**Site Assessment**

Discovery:

Decommissioning  Routine Monitoring  Complaint  Leak Detection  Site Assessment  Tightness Test  Other

encountered in utility trench adjacent to property

Cause:

Overfill  Spill  Corrosion  Install Problem  Physical/Mechanical Damage  Other  Unknown

Source:

Tank  Piping  Dispenser  Turbine Pump  Delivery Problem  Other  Not Reported

In Use  Out Of Use

Is the Tank empty?

Yes  No

Confirmation:

Contractor  Responsible Party Report  DEQ Staff  Lab - DEQ  Lab - Responsible Party  Lab - Other  Other

## 4.7 Contaminants

Select one or more contaminants.

Contaminants			
<input type="checkbox"/> Heating Oil	<input checked="" type="checkbox"/> Diesel Motor Fuel	<input type="checkbox"/> Other Pet. Dist.	<input checked="" type="checkbox"/> Unleaded Gasoline
<input type="checkbox"/> Waste Oil	<input type="checkbox"/> Chemical	<input type="checkbox"/> Leaded Gasoline	<input type="checkbox"/> Lubricant
<input type="checkbox"/> MTBE	<input type="checkbox"/> Miscellaneous Gasoline	<input type="checkbox"/> Solvent	<input type="checkbox"/> Unknown

## 4.8 Impacted Media

Select one or more impacted media.

Impacted Media			
<input type="checkbox"/> Drinking Water	<input checked="" type="checkbox"/> Groundwater	<input type="checkbox"/> Surface Water	<input checked="" type="checkbox"/> Soil
<input type="checkbox"/> Vapors	<input type="checkbox"/> Free Product		

## 4.9 Comments

Provide additional information (optional).

comments:

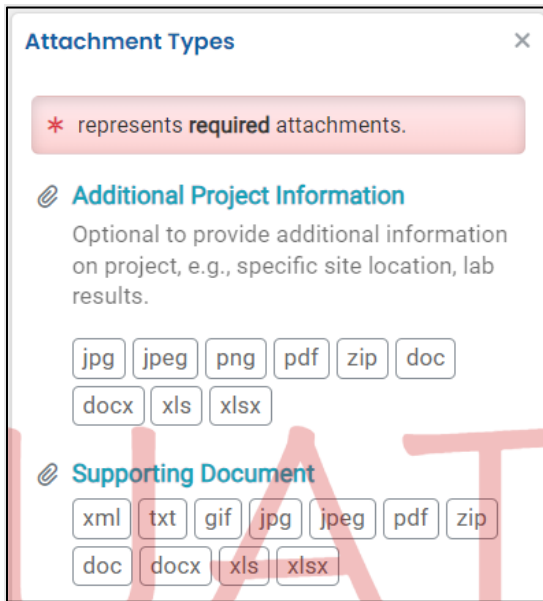


Save the submittal and go to the next tab.

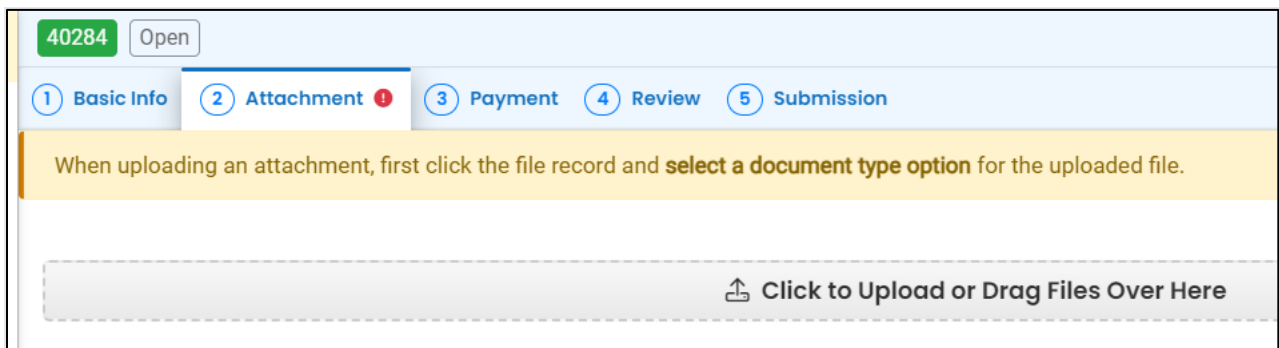
## 5 Attachment Tab

Documents are not required to be included with this submittal. However, you do have the option to attach applicable reports or documents for submittal to DEQ. To attach a document, follow the steps below.

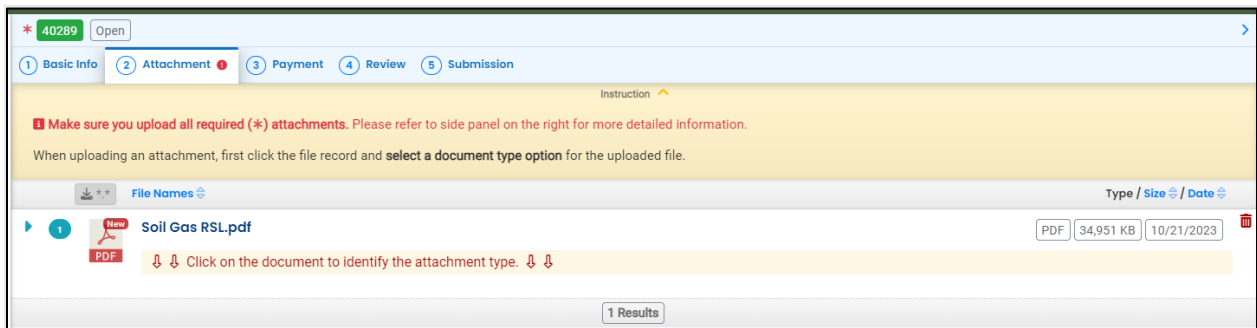
1. Review the “Attachment Types” box on the right side of the screen. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



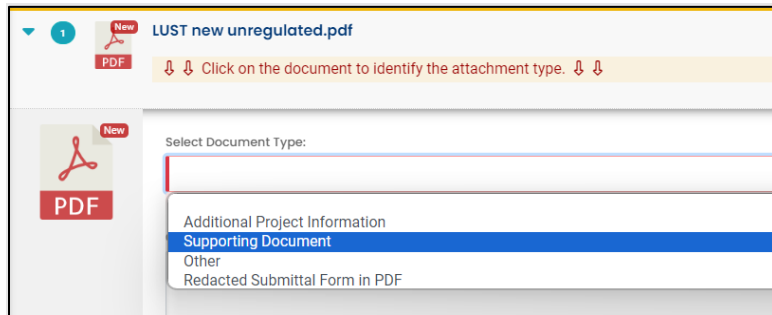
2. Click on “Click to Upload or Drag Files Over Here” to prompt a window to upload the documents as an attachment or simply drag and drop.



3. Once uploaded, click “Click on the document to identify the attachment type”.



4. Click “Site Document Type” and select the document type.



5. Add comment (optional).

6. Click  to save.

7. Add additional documents following the steps above.

# 6 Payment Tab

No payment is required.

**Prospective Purchaser Program**

40289

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

There is no payment due at this time.

Fee	-	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

---

<b>Fees</b>	<b>Payment Transactions</b>
Fee is not required at this time.	No payment transaction records.

# 7 Review Tab

You may review all mandatory requirements under the “Review” tab.

1. The system will display a ✓ if all required information is provided.

The screenshot shows a web interface with a navigation bar at the top containing five tabs: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review (selected), and 5 Submission. Below the navigation bar is a yellow instruction box: "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." Underneath is a section titled "Submittal Form(s) Summary" with a green background and text: "Please check if the following sections are completed. Click on the PDF ( PDF ) hyperlink to open/save/print the PDF form." Below this, a box contains a green checkmark and the text "Basic Info". Further down is a "Fees/Payments" section with a table: Fee \$ 0.00, Paid \$ 0.00, Balance \$ 0.00. At the bottom, there is a "Mandatory Attachment" section with a light blue box stating "Attachments are not required for this Submittal." and an "Uploaded Attachment" section showing a PDF file named "Soil Gas RSL.pdf" (34,951 KB).

2. The system will display an asterisk if required information has not been provided. You will need to complete required information to submit the submittal.

The screenshot shows the same web interface as above, but with a red 'X' next to "Basic Info" in the "Submittal Form(s) Summary" section. Additionally, the "Basic Info" and "Payment" tabs in the navigation bar have a small red 'u' icon above them, indicating they are incomplete. The rest of the interface, including the yellow instruction box, the fees table, and the attachment information, remains the same.

# 8 Submission Tab

1. Read the Certification Statement and check the box next to “I have read and agree to the above certification statement”.
2. Click Submit to submit this submittal.

**Prospective Purchaser Program**

40289

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

**Certification Statement**

I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.


I have read and agree to the above certification statement

**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.

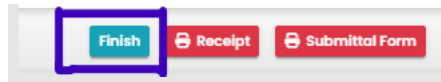




3. The following screen will appear indicating a successful submission. Click the “Submittal Form” button for a printable copy of the submittal.

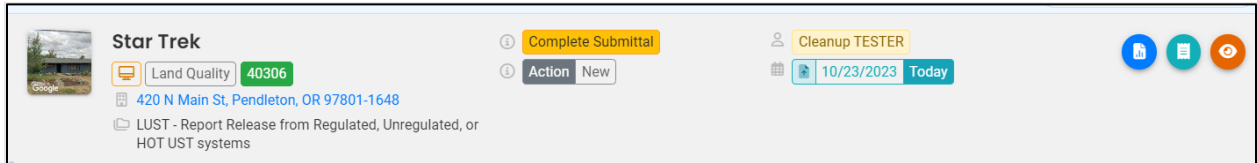
The screenshot shows a web interface for a "LUST/HOT Program Release Report". At the top, there is a green banner with a checkmark and the text "Submission Successful!". Below this, a yellow box contains confirmation text and a "Receipt" button. The main content is divided into several sections: "Submittal Summary" (with fields for ID, date, and contact info), "Submittal Form Info" (with Name and Method), "Fee Detail" (stating no fee is required), "Payment Detail" (stating not applicable), and "Certification" (with a statement and a question about the user's first car). An "Attachment List" shows a PDF file named "LUST new unregulated.pdf". At the bottom right, there are three buttons: "Finish", "Receipt", and "Submittal Form".

4. Click “Finish” button to return to your account.



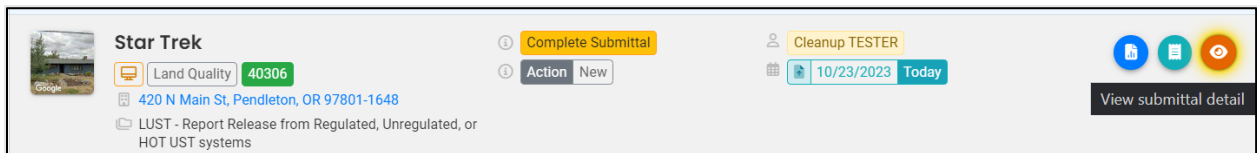
# 9 Track Your Submittal

Your completed submittal is populated to your “Track Submittal Status” page with a status of “Complete Submittal” highlighted in orange. This page provides a record of your Submittals to DEQ through YDO. Additional actions you may take from this page are provided in the following subsections.



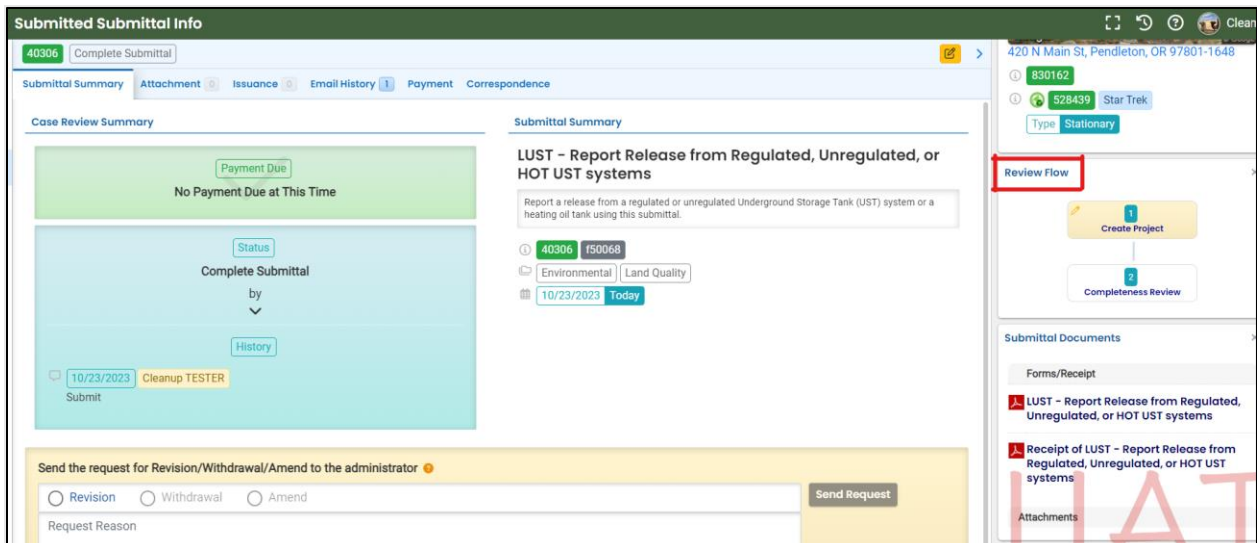
## 9.1 View Submittal Detail

Click the orange eye.



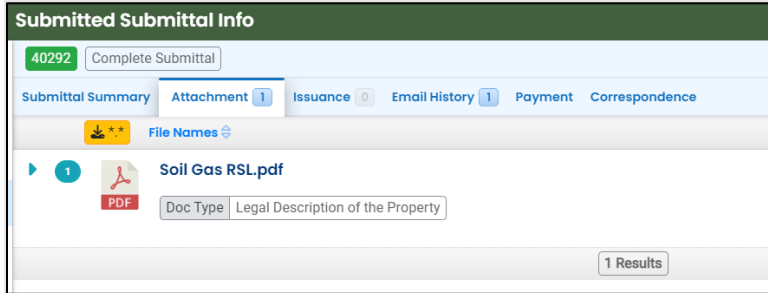
### 9.1.1 Submittal Summary Tab

1. Track the progress of DEQ’s review of the submittal through the “Review Flow” box on the right.
2. Use the “Send the request for Revision/Withdrawal/Amend to the administrator” option to request DEQ allow you to revise the submittal.



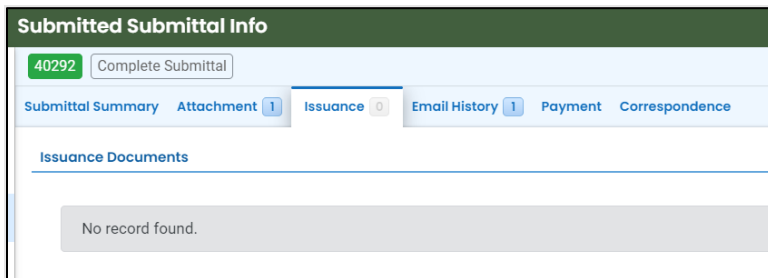
## 9.1.2 Attachment Tab

View and download the documents attached, if any, to the submittal.



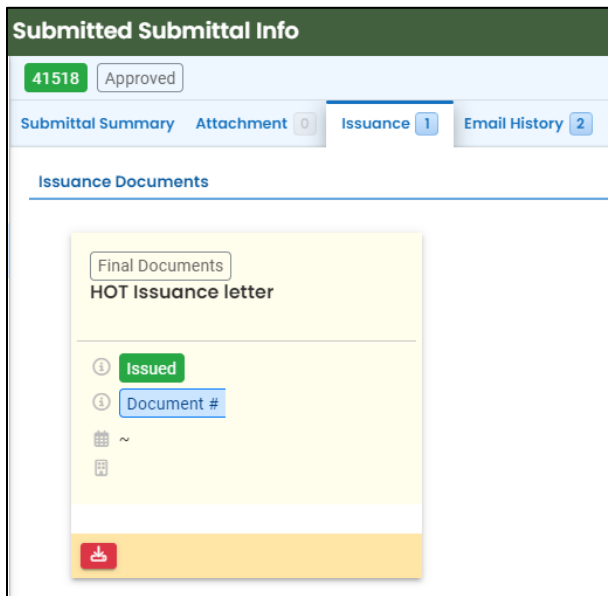
## 9.1.3 Issuance Tab

Issuances will be dependent on the tank type you selected. If your release is related to a **regulated** or **unregulated** UST, no issuances are generated within the system. A letter is prepared outside of the system and mailed to the responsible party.



If your release is related to a **HOT**, the YDO system will generate a letter to the responsible party once DEQ completes their review and accepts the release. This letter populates to the "Issuance" tab. Click the red button to download the letter.

This letter notifies the responsible party of their liability and requirements for cleanup. Entering accurate contact information for the responsible party is very important.



## 9.1.4 Email History Tab

Emails sent by YDO related to this submittal are located under this tab.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40306. The 'Email History' tab is selected, showing a table with one email entry. The email subject is '[UAT] ODEQ LUST Report Release - Release Report Received', sent on 2023-10-23. The sender is 'YourDEQOnline@govonlineaas.com' and the recipient is 'katie.daugherty@deq.oregon.gov'. There is a '1 Results' button at the bottom.

Subject	To/From	Last Sent
[UAT] ODEQ LUST Report Release - Release Report Received	TO: katie.daugherty@deq.oregon.gov FROM: YourDEQOnline@govonlineaas.com	2023-10-23 ✓

## 9.1.5 Payment Tab

Track payments related to this submittal here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Payment' tab is selected, displaying a message: 'There is no payment due at this time.' Below this is a summary table:

Fee	Paid	Balance
\$ 0.00	\$ 0.00	\$ 0.00

Below the table are two sections: 'Fees' with the text 'Fee is not required at this time.' and 'Payment Transactions' with the text 'No payment transaction records.'

## 9.1.6 Correspondence Tab

Chats with DEQ are tracked here.

The screenshot shows the 'Submitted Submittal Info' interface for submittal 40292. The 'Correspondence' tab is selected, showing a chat interface with a text input field containing 'Start a correspondence thread...', a 'Post' button, and a date/time input field with the placeholder 'mm/dd/yyyy --:--'. At the bottom, it says 'No correspondence messages.'

## 9.2 Review Form

Click the blue circle to access the submittal content.

This screenshot shows the top header of the review form. On the left, it displays the site name 'Star Trek', a 'Land Quality' icon, and the ID '40306'. Below this is the address '420 N Main St, Pendleton, OR 97801-1648' and the report type 'LUST - Report Release from Regulated, Unregulated, or HOT UST systems'. In the center, there are buttons for 'Complete Submittal' (highlighted in yellow) and 'Action New'. On the right, it shows the user 'Cleanup TESTER', the date '10/23/2023', and 'Today'. In the top right corner, there are three circular icons: a blue one (highlighted), a teal one, and an orange one. A 'Review Form' button is located at the bottom right of this header area.

The form cannot be modified.

This screenshot shows the 'LUST/HOT Program Release Report' form. At the top, it has a green header with the title and a submittal ID '40306' and 'Complete Submittal' status. Below the header are three tabs: '1 Basic Info', '2 Attachment', and '3 Receipt'. The 'Basic Info' tab is active. Under 'Tank Type', there are three radio button options: 'Regulated Underground Storage Tank', 'Unregulated Underground Storage Tank' (which is selected), and 'Heating Oil Tank'. Under 'Incident Information', there are two date fields: 'Date Discovered' (10/23/2023) and 'Date Reported' (10/20/2023). Below these are two radio button options: 'Select your facility' (selected) and 'Create new facility'. At the bottom, there is a section for 'Select your facility (project site)' which shows a preview of the 'Star Trek' site with its address, ID '830162', and coordinates (Latitude: 45.676661, Longitude: -118.789305).

## 9.3 Receipt Form

Click the center teal circle to access a copy of your receipt to save or download.

This screenshot shows the top header of the receipt form, which is identical to the one in the review form. It includes the site name 'Star Trek', ID '40306', address, report type, 'Complete Submittal' status, user 'Cleanup TESTER', date '10/23/2023', and 'Today'. In the top right corner, the three circular icons are present, with the center teal one highlighted. A 'Receipt' button is located at the bottom right of this header area.

