



# 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.

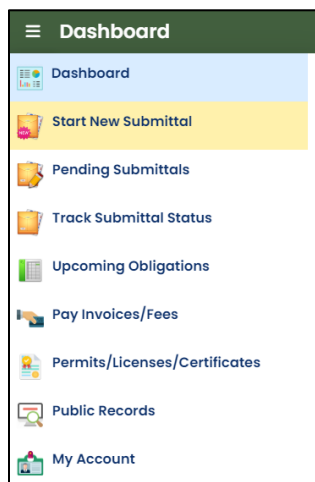
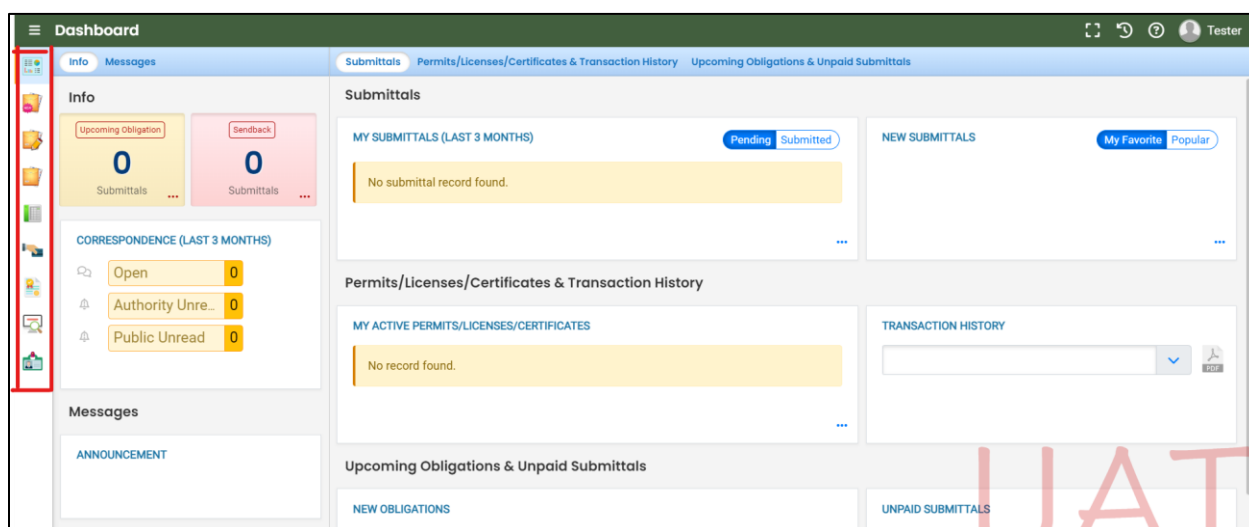
Need help with registering your account, determining what is the best account type for you, or how to select submittal groups for your account? Additional resources are available [online](#).

## 1.2 Navigating in YDO – The Dashboard




This section provides a brief overview of navigating in YDO.

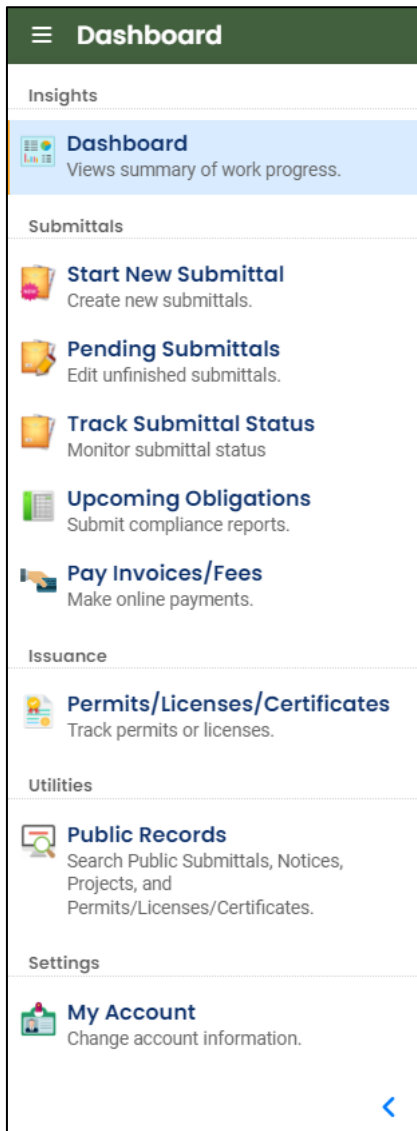
Once registered, the “Dashboard” is your starting point when logging into Your DEQ Online. The “Dashboard” shows a summary of current and pending activity associated with your linked facilities.

**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.

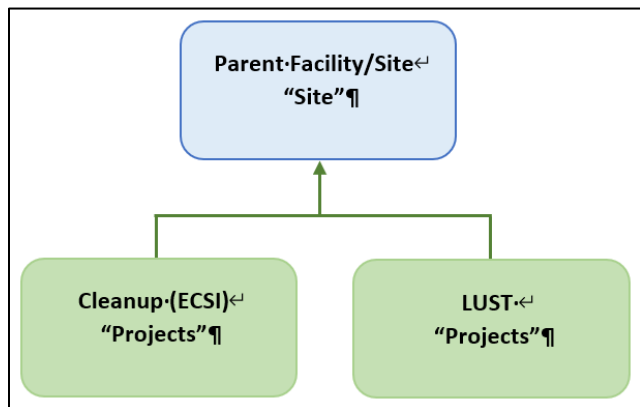
**Public Records.** View published submittals, permits, licenses, and certificates, and available project data.

**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.

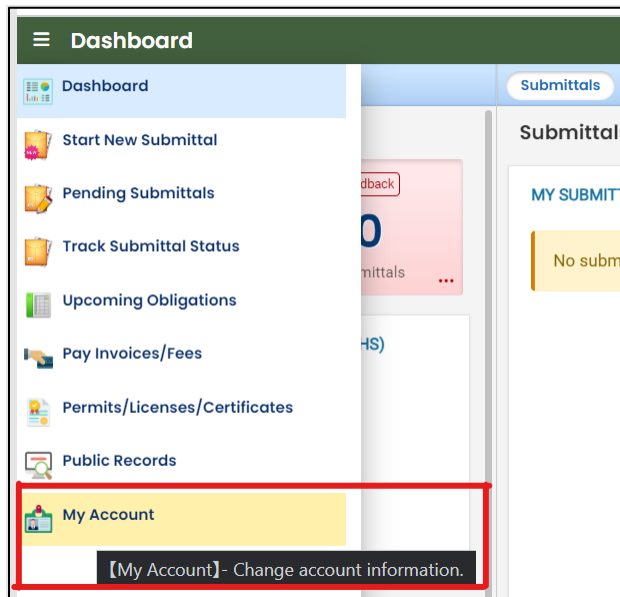
**Tip.** The “Site” name is often different than the “Project” name.

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

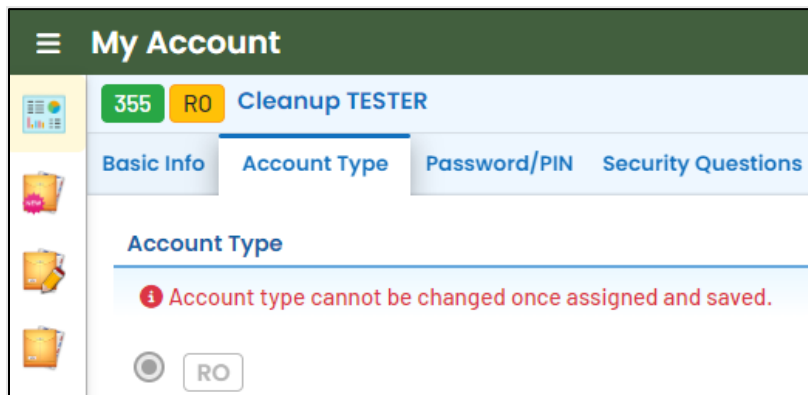
If this is the first time you are submitting content related to this specific facility/site, follow the steps below to determine if the facility/site is already present in YDO. If your facility already exists in YDO, the facility/site must be associated with your account to be selected in the submittal.

### 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.

	<b>FOREMAN'S CLEANERS</b> 1070 COMMERCIAL ST SE, SALEM, OR 97302	511232 	5 Leaking Underground Storage Tank 	
	<b>CHILOQUIN FOREST PRODUCTS INC</b> E BLOCKINGER ST, CHILOQUIN, OR 97624	674073 	4 Cleanup and Site Remediation 	
	<b>Star Trek</b> 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 your 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**


<input type="checkbox"/>	<b>12th and Belmont Ave</b> 12th and Belmont Ave, Hood River, OR 97031	388662 
<input type="checkbox"/>	<b>Bldg 1038 Forest Service Loop</b> Bldg 1038 Forest Service Loop, Sisters, OR 97759	383848 
<input type="checkbox"/>	<b>1-2B MILWAUKIE</b> 9002 SE MCLOUGHLIN BLVD, MILWAUKIE, NJ 97222	273888 
<input type="checkbox"/>	<b>ARCO 6058</b> 9560 NW GLENCOE RD, HILLSBORO, OR 97124	506476 
<input type="checkbox"/>	<b>Eastside Funding LLC</b>	707992 

Total: 156164

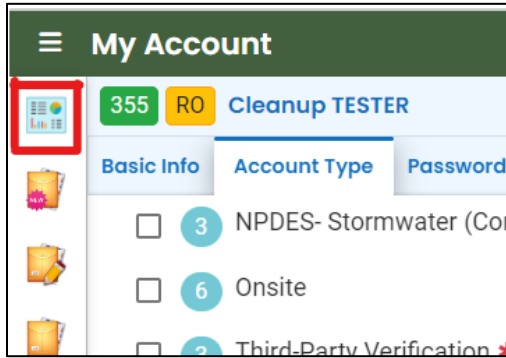
**Available Submittal Groups**

<input type="checkbox"/>	 Cleanup and Site Remediation	4
<input type="checkbox"/>	 Heating Oil Tank	6
<input type="checkbox"/>	 Leaking Underground Storage Tank	5

Total: 3



## 2.3 Facility NOT Found in YDO



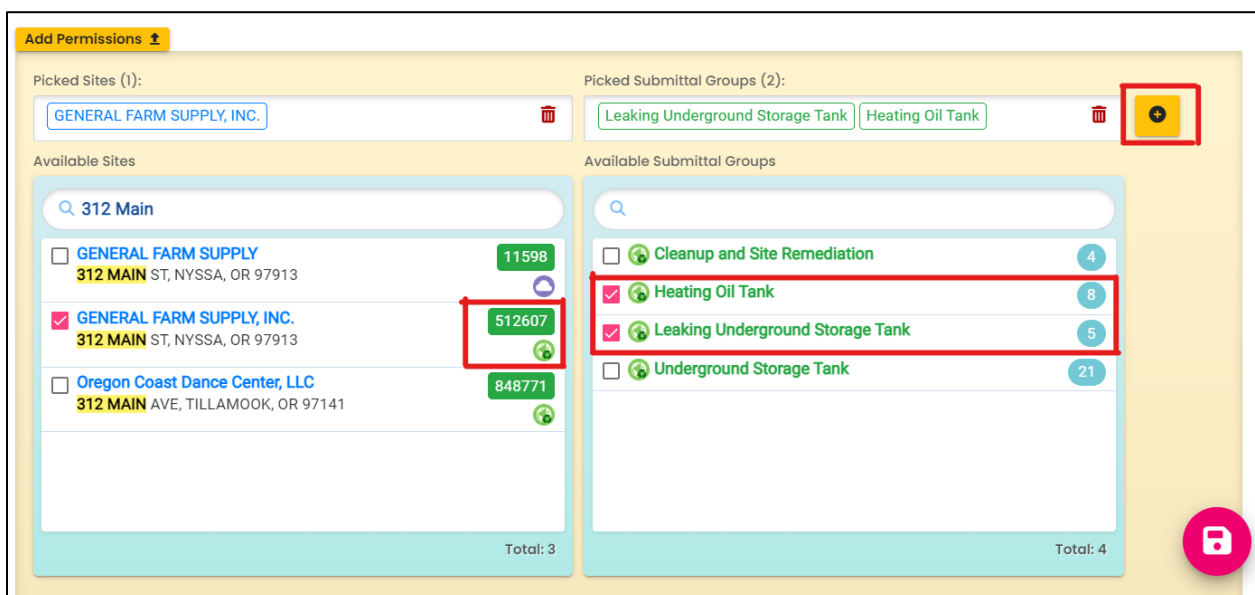
1. Return to your Dashboard by clicking on the Dashboard icon.
2. Go to **Section 3**.
3. Select “New Facility” while completing the submittal.

## 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.

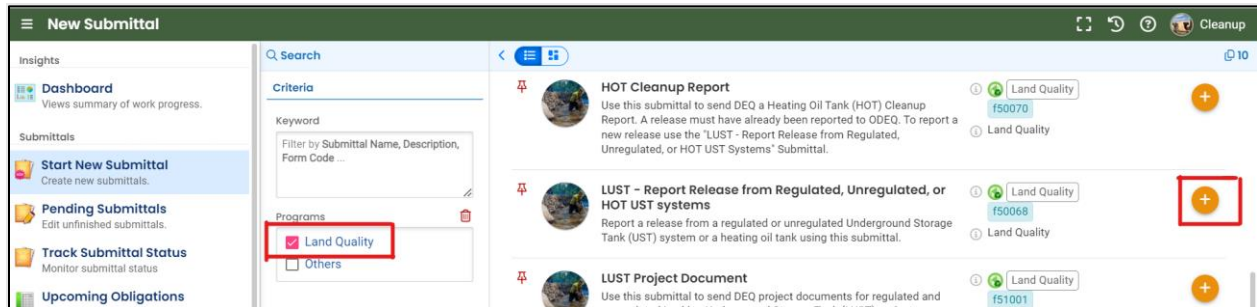




2. Click  button to save your selection.
3. Return to your Dashboard by clicking on the Dashboard icon.

## 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.

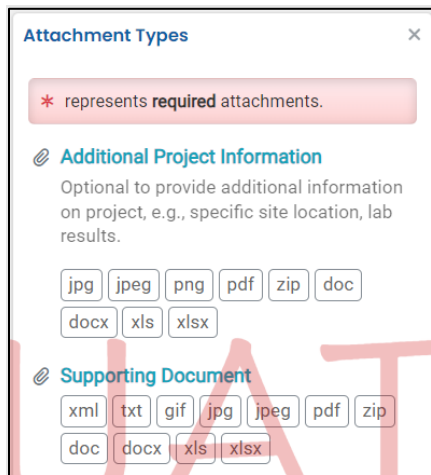


### 3.1 Understanding the Submittal

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.



The image shows a dialog box titled "Attachment Types" with a close button (X) in the top right corner. Inside the dialog, there is a pink banner at the top that says "\* represents required attachments." Below this, there are two sections. The first section is titled "Additional Project Information" with a blue icon and text stating "Optional to provide additional information on project, e.g., specific site location, lab results." Below this text are two rows of file type buttons: the first row contains jpg, jpeg, png, pdf, zip, and doc; the second row contains docx, xls, and xlsx. The second section is titled "Supporting Document" with a blue icon and text. Below this text are two rows of file type buttons: the first row contains xml, txt, gif, jpg, jpeg, pdf, and zip; the second row contains doc, docx, xls, and xlsx. A large, faint red watermark "DRAFT" is visible across the center of the dialog box.

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's a green header with the title. Below it, a navigation bar shows five steps: 1 Basic Info (active), 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Tank Type' section is highlighted. It contains three radio buttons: 'Regulated Underground Storage Tank', 'Unregulated Underground Storage Tank' (which is selected), and 'Heating Oil Tank'. A yellow tooltip is visible 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'. Below the radio buttons, there's a 'Date Reported' field with a calendar icon and a text input area showing 'mm/dd/yyyy'.

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

This screenshot shows the 'Unregulated UST Type' dropdown menu. The 'Tank Type' section is still visible at the top, with 'Unregulated Underground Storage Tank' selected. Below it, the dropdown menu is open, showing 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)
<div>Required.</div>
<input checked="" type="radio"/> Select your project <input type="radio"/> Create new project
Select your project

**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 form 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)". The dropdown is open, showing a search bar with the placeholder "Search by name/ID/address/latitude/longitude/type...". Below the search bar is a list of facilities:

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 web form. The "Select your facility (project site)" dropdown is now populated with the "Star Trek" facility. The dropdown shows a thumbnail image of a building, the name "Star Trek", the address "420 N Main St, Pendleton, OR 97801-1648", and the ID "830162". To the right of the ID are fields for "Latitude" (45.676661) and "Longitude" (-118.789305). Below the dropdown 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 web form. The "Select your facility (project site)" dropdown is still populated with the "Star Trek" facility. Below the dropdown, the "Create new project" radio button is now selected, and the "Select your project" radio button is unselected.

## 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.

<b>Site Identification</b>				
<input type="radio"/> Select your facility <input checked="" type="radio"/> Create new facility				
<b>New Facility Information</b>				
Facility Name Cleanup Intake Test Facility				
Abbreviation		Is the facility located on Native American Lands? No		
Email katie.daugherty@deq.oregon.gov	Phone 444-444-4444	Fax 000-000-0000	Number of Employees 0	
Comments: <div>(Remaining Length: 400)</div>				

### 4.3.2.2 New Facility – Facility Mailing Address

1. Provide the facility’s mailing address.

<b>Mailing Address</b>			
Country <input checked="" type="radio"/> United States <input type="radio"/> Canada			
Address 23500 NE Sandy Blvd		Unit, Suite, or Floor #	
City Wood Village	State OR (Oregon)	Zip Code 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)

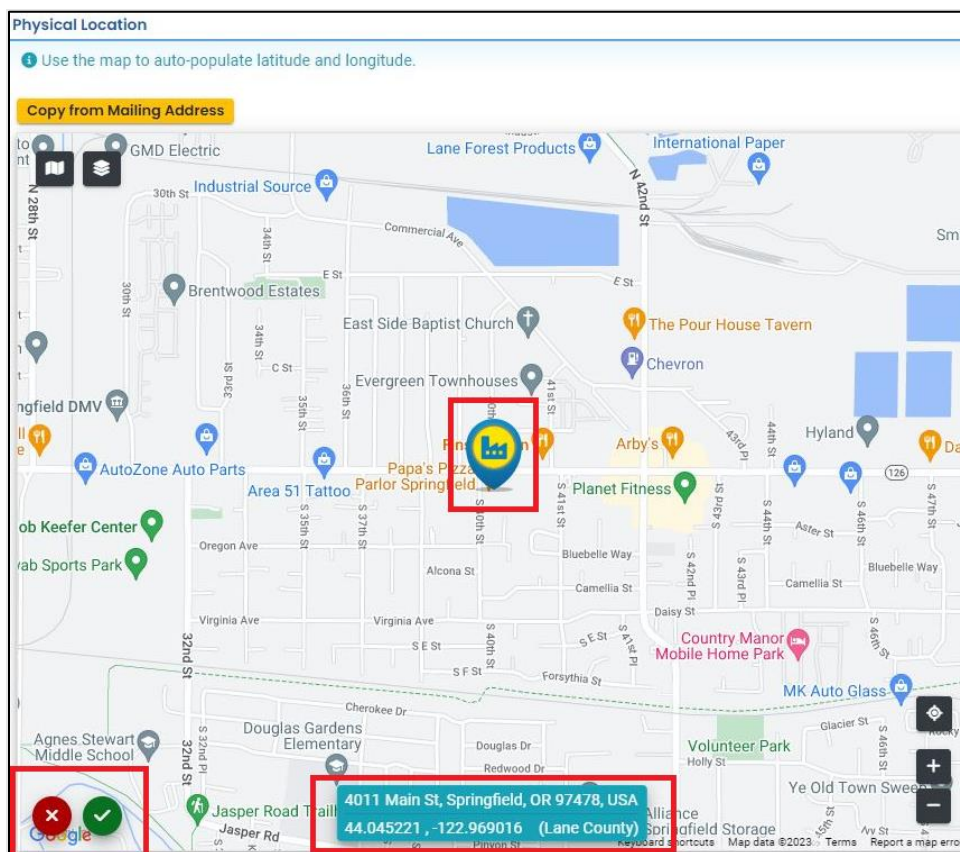
44.045221 -122.969016



#### 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”

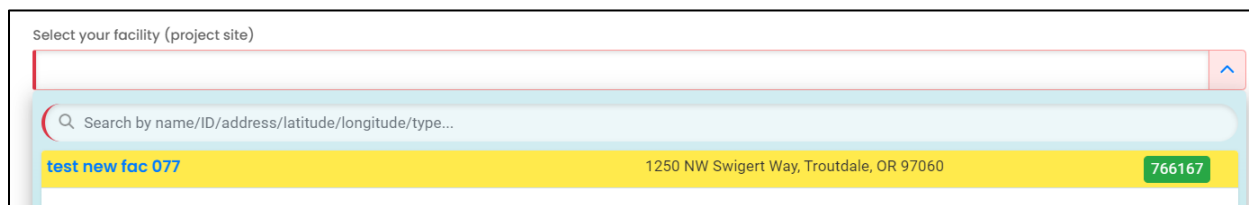
This option will be rare and a new release should not be reported if the release has been determined to be related to an existing release.

**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.



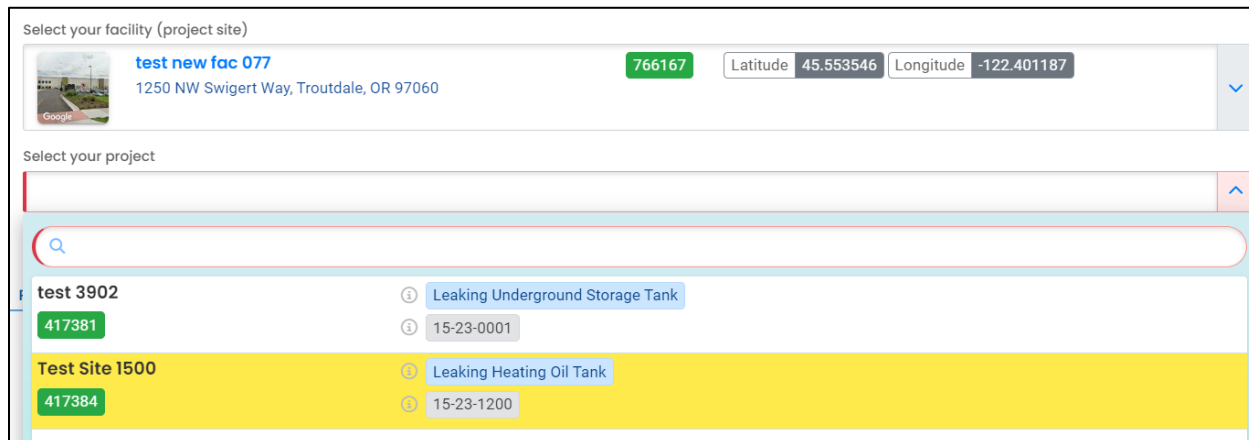
Select your facility (project site)

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 417381 Leaking Underground Storage Tank 15-23-0001

Test Site 1500 417384 Leaking Heating Oil Tank 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  
1250 NW Swigert Way, Troutdale, OR 97060

766167

Latitude 45.553546

Longitude -122.401187

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			
<button>Copy from Responsible Party</button>			
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					
<input type="text"/>					
Salutation	First Name		M.I.	Last Name	
<input type="text"/>	<input type="text"/>		<input type="text"/>	<input type="text"/>	
Company		Title		Email	
<input type="text"/>		<input type="text"/>		<input type="text"/>	
Phone		Mobile		Fax	
<input type="text" value="000-000-0000x0000"/>		<input type="text" value="000-000-0000"/>		<input type="text" value="000-000-0000"/>	
Country					
<input checked="" type="radio"/> United States <input type="radio"/> Canada					
Address				Unit, Suite, or Floor #	
<input type="text" value="Enter a location"/>				<input type="text"/>	
City		State		Zip Code	
<input type="text"/>		<input type="text" value="OR (Oregon)"/>		<input type="text" value="00000-0000"/>	

### 4.6 Site Assessment

Provide the following information.

Site Assessment	
Discovery:	
<input type="radio"/> Decommissioning <input type="radio"/> Routine Monitoring <input type="radio"/> Complaint <input type="radio"/> Leak Detection <input type="radio"/> Site Assessment <input type="radio"/> Tightness Test <input checked="" type="radio"/> Other	
<input type="text" value="encountered in utility trench adjacent to property"/>	
Cause:	
<input type="radio"/> Overfill <input type="radio"/> Spill <input type="radio"/> Corrosion <input type="radio"/> Install Problem <input type="radio"/> Physical/Mechanical Damage <input type="radio"/> Other <input checked="" type="radio"/> Unknown	
Source:	
<input checked="" type="radio"/> Tank <input type="radio"/> Piping <input type="radio"/> Dispenser <input type="radio"/> Turbine Pump <input type="radio"/> Delivery Problem <input type="radio"/> Other <input type="radio"/> Not Reported	
<input type="radio"/> In Use <input checked="" type="radio"/> Out Of Use	
Is the Tank empty?	
<input checked="" type="radio"/> Yes <input type="radio"/> No	
Confirmation:	
<input checked="" type="radio"/> Contractor <input type="radio"/> Responsible Party Report <input type="radio"/> DEQ Staff <input type="radio"/> Lab - DEQ <input type="radio"/> Lab - Responsible Party <input type="radio"/> Lab - Other <input type="radio"/> 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:
-----------

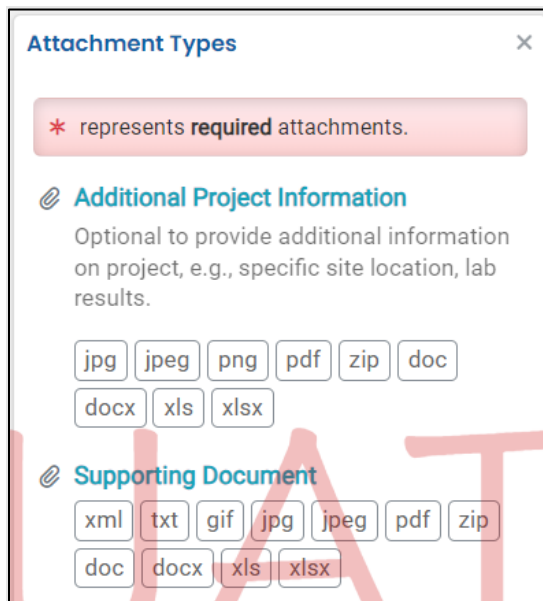


Save the submittal and go to the next tab.

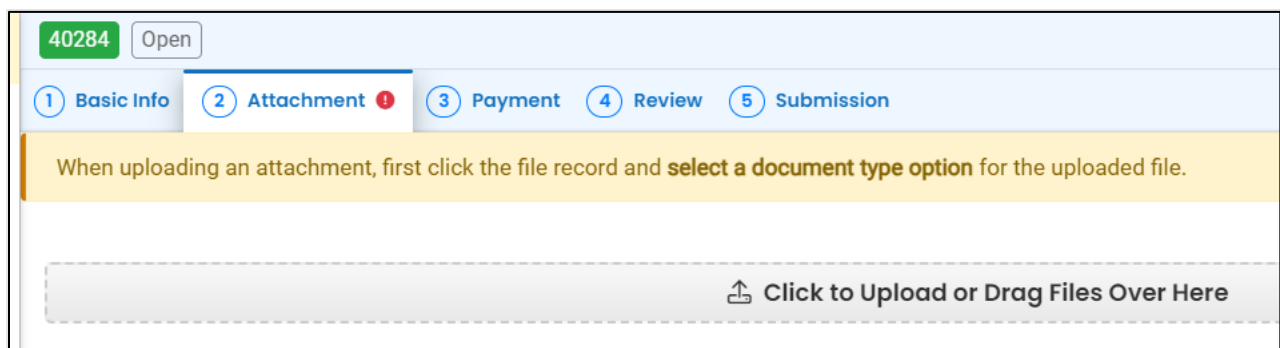
## 5 Attachment Tab

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.

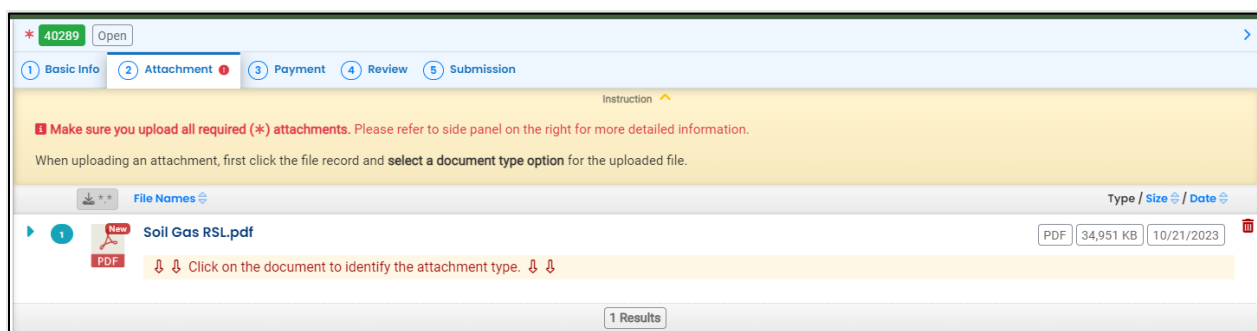
1. Review the “Attachment Types” box on the right side of the screen. Note what type of documents (e.g.; Adobe [pdf], Word [doc, docx], etc.) are allowed to be attached.



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.

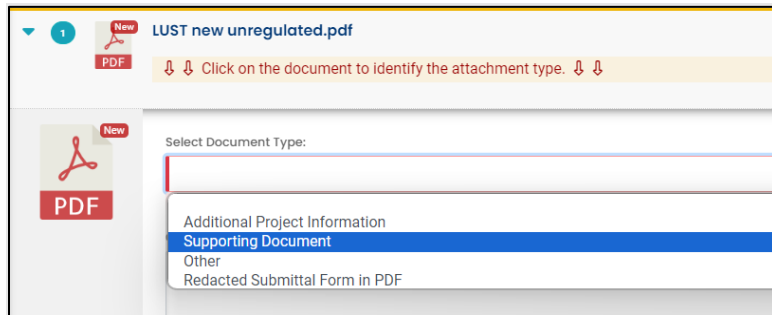


3. Once uploaded, click “Click on the document to identify the attachment type”.





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



The screenshot shows a web interface for uploading a document. At the top, there is a header bar with a blue circle containing the number '1', a red 'New' button, and the filename 'LUST new unregulated.pdf'. Below the header, a yellow banner contains the text 'Click on the document to identify the attachment type.' with red arrows pointing to the document icon. On the left side, there is a large red 'PDF' icon. To the right of the icon, a dropdown menu is open, showing the text 'Select Document Type:'. The dropdown menu lists four options: 'Additional Project Information', 'Supporting Document' (which is highlighted in blue), 'Other', and 'Redacted Submittal Form in PDF'.

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

Open

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

There is no payment due at this time.

Fee

\$ 0.00

–

Paid

\$ 0.00

=

Balance

\$ 0.00

Fees

Payment Transactions

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 the 'Review' tab selected in a navigation bar with five items: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. A yellow banner at the top reads: '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.' Below this is a section titled 'Submittal Form(s) Summary' with a green background. It contains the text: 'Please check if the following sections are completed. Click on the PDF ( PDF ) hyperlink to open/save/print the PDF form.' Underneath, a box labeled '✓ Basic Info' is highlighted with a purple rectangle. Below that is a 'Fees/Payments' section showing a table with columns 'Fee', 'Paid', and 'Balance'. The values are: Fee \$ 0.00, Paid \$ 0.00, and Balance \$ 0.00. At the bottom, there are two sections: 'Mandatory Attachment' with the text 'Attachments are not required for this Submittal.' and 'Uploaded Attachment' showing a file named 'Soil Gas RSL.pdf' with a PDF icon and a size of 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 'Review' tab selected in a navigation bar with five items: 1 Basic Info, 2 Attachment, 3 Payment, 4 Review, and 5 Submission. The 'Basic Info' and 'Payment' tabs have red exclamation marks above them. A yellow banner at the top reads: 'Review your submittal and any attachments. Save any changes you have made before returning.' Below this is a section titled 'Submittal Form(s) Summary' with a green background. It contains the text: 'Please check if the following sections are completed. Click on the PDF ( PDF ) hyperlink to open/save/print the PDF form.' Underneath, a box labeled '× Basic Info' is highlighted with a red rectangle.

## 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 Open

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.

Submit

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 the "LUST/HOT Program Release Report". At the top, there's a green header with the title. Below it, a green banner indicates "Submission Successful!". A yellow box contains confirmation text and a "Receipt" button. The main content is divided into two columns: "Submittal Summary" and "Submittal Form Info". The summary includes fields for ID (40305), date (10/23/2023, 04:12 PM), and submitter details. The form info includes name, method, and certification details. Below these are sections for "Fee Detail", "Payment Detail", and "Attachment List". At the bottom right, there are three buttons: "Finish", "Receipt", and "Submittal Form".

**LUST/HOT Program Release Report**

40305 Complete Submittal

**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 mile stones.

Please click **Receipt** to print your receipt.

Submittal Summary	Submittal Form Info
Submittal ID: 40305	Name: LUST - Report Release from Regulated, Unregulated, or HOT UST systems
Submittal Date: 10/23/2023, 04:12 PM	Method: Online Submission
Submittal By: Cleanup TESTER 11111111111 katie.daugherty@deq.oregon.gov	
Owner Information: Cleanup TESTER 11111111111 katie.daugherty@deq.oregon.gov	

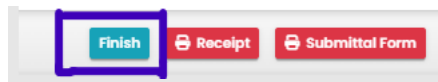
Fee Detail	Certification
This submittal does not require fee.	Statement: I, as the Responsible Officer or delegated by the Accounting Officer, declare that the information provided in this application or attached to the application is, to the best of my knowledge, in all respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.
Payment Detail Not Applicable.	Question: what year and model (yyyy-name) was your first car? Answer: ***** PIN Number: ***** RO: Cleanup TESTER Sender IP: 159.121.206.56

Attachment List

LUST new unregulated.pdf  
Supporting Document  
PDF 62 KB

**Finish** **Receipt** **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.

This screenshot shows a submittal summary card for 'Star Trek'. It includes a Google map icon, the address '420 N Main St, Pendleton, OR 97801-1648', and the submittal type 'LUST - Report Release from Regulated, Unregulated, or HOT UST systems'. The status is 'Complete Submittal' (highlighted in orange), and the user is 'Cleanup TESTER'. The date is '10/23/2023 Today'. There are three icons on the right: a blue document icon, a green document icon, and an orange eye icon.

### 9.1 View Submittal Detail

Click the orange eye.

This screenshot is identical to the previous one, but the orange eye icon on the right is highlighted with a yellow circle. Below the icons, a button labeled 'View submittal detail' is visible.

#### 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.

This screenshot shows the 'Submitted Submittal Info' page. The left sidebar has tabs for 'Submittal Summary', 'Attachment', 'Issuance', 'Email History', 'Payment', and 'Correspondence'. The main content area is divided into two sections: 'Case Review Summary' and 'Submittal Summary'. The 'Case Review Summary' section shows a flowchart with 'Payment Due' (No Payment Due at This Time), 'Status' (Complete Submittal), and 'History' (10/23/2023 Cleanup TESTER Submit). The 'Submittal Summary' section shows the submittal title 'LUST - Report Release from Regulated, Unregulated, or HOT UST systems', the submittal number '40306', the user 'Cleanup TESTER', and the date '10/23/2023 Today'. At the bottom, there is a section for 'Send the request for Revision/Withdrawal/Amend to the administrator' with radio buttons for 'Revision', 'Withdrawal', and 'Amend', and a 'Send Request' button. On the right side, there is a 'Review Flow' box with a flowchart showing 'Create Project' and 'Completeness Review'. Below this is a 'Submittal Documents' section with a list of documents, including 'Forms/Receipt' and 'LUST - Report Release from Regulated, Unregulated, or HOT UST systems'.

## 9.1.2 Attachment Tab

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

The screenshot shows the 'Submitted Submittal Info' page for submittal 40292, which is in 'Complete Submittal' status. The 'Attachment' tab is selected, showing a list of documents. One document is listed: 'Soil Gas RSL.pdf' with a PDF icon. Below the document name is a 'Doc Type' dropdown menu set to 'Legal Description of the Property'. At the bottom right, a button indicates '1 Results'.

## 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.

The screenshot shows the 'Submitted Submittal Info' page for submittal 40292, with the 'Issuance' tab selected. The page displays 'Issuance Documents' and a message stating 'No record found.'.

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.

The screenshot shows the 'Submitted Submittal Info' page for submittal 41518, which is in 'Approved' status. The 'Issuance' tab is selected, showing a list of documents. One document is listed: 'Final Documents' with the title 'HOT Issuance letter'. Below the title is a green 'Issued' button and a blue 'Document #' button. At the bottom right, a red download button is visible.



## 9.1.4 Email History Tab

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

**Submitted Submittal Info**

40306 Complete Submittal

Submittal Summary

Attachment 0

Issuance 0

Email History 1

Payment

Correspondence

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

1 Results

## 9.1.5 Payment Tab

Track payments related to this submittal here.

**Submitted Submittal Info**

40292 Complete Submittal

Submittal Summary

Attachment 1

Issuance 0

Email History 1

Payment

Correspondence

There is no payment due at this time.

Fee

Paid

Balance

\$ 0.00

—

\$ 0.00

=

\$ 0.00

Fees

Payment Transactions

Fee is not required at this time.

No payment transaction records.

## 9.1.6 Correspondence Tab

Chats with DEQ are tracked here.

**Submitted Submittal Info**

40292 Complete Submittal

Submittal Summary


Attachment 1

Issuance 0

Email History 1

Payment

Correspondence


 Start a correspondence thread...

Correspondence Date/Time  
mm/dd/yyyy --:-- --

No correspondence messages.

## 9.2 Review Form

Click the blue circle to access the submittal content.



**Star Trek**  
Land Quality **40306**  
420 N Main St, Pendleton, OR 97801-1648  
LUST - Report Release from Regulated, Unregulated, or HOT UST systems

Complete Submittal

Action New

Cleanup TESTER

10/23/2023 Today

Review Form

The form cannot be modified.

**LUST/HOT Program Release Report**

40306

Complete Submittal

1 Basic Info

2 Attachment

3 Receipt

**Tank Type**

☐ Regulated Underground Storage Tank

☒ Unregulated Underground Storage Tank

☐ Heating Oil Tank

**Incident Information**

Date Discovered

10/23/2023


Date Reported

10/20/2023

☒ Select your facility

☐ Create new facility

Select your facility (project site)



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


830162

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.



**Star Trek**  
Land Quality **40306**  
420 N Main St, Pendleton, OR 97801-1648  
LUST - Report Release from Regulated, Unregulated, or HOT UST systems

Complete Submittal

Action New

Cleanup TESTER

10/23/2023 Today

Receipt



**Submittal Receipt**  
Oregon Department of Environmental Quality  
100 NE Oregon Street, Suite 200  
Portland, OR 97232-3155  
Phone: 503-326-7300  
Fax: 503-326-7301  
Email: oregon.deq@oregon.gov

**Submittal Summary**  
Form number: 40306  
Project name: Star Trek  
Project address: 420 N Main St, Pendleton, OR 97801-1648  
Project owner: Star Trek  
Project contact: 830162  
Project phone: 45.676661  
Project email: -118.789305

**Form Detail**  
Form number: 40306  
Form title: LUST - Report Release from Regulated, Unregulated, or HOT UST systems  
Form version: 1.0  
Form date: 10/23/2023

**Payment Information**  
Form number: 40306  
Form title: LUST - Report Release from Regulated, Unregulated, or HOT UST systems  
Form version: 1.0  
Form date: 10/23/2023

**Certification**  
I hereby certify that the information provided in this report is true and accurate to the best of my knowledge and belief.  
Signature: \_\_\_\_\_  
Printed name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Date: \_\_\_\_\_  
Report number: 40306