

May 2023

License Renewal and Annual SMP Inventory

Sewage Disposal Service Business License



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

Contact: lisa.macgregor@deq.oregon.gov



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

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

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

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

System Overview

The Oregon Department of Environmental Quality has instituted the use of a modernized, cloud-based tool for a selection of compliance programs within the agency and several business processes that involve the public and regulated entities. This document describes how to renew a sewage disposal service business license and complete a septage management plan inventory in 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.



State of Oregon
Department of
Environmental
Quality



Table of Contents

System Overview	3
1. License Renewal	5
2. Apply for Renewal.....	5
2.1 Basic Info.....	6
2.2 Attachment	6
2.3 Payment	8
2.3.1 Pay by ACH or Credit Card.....	8
2.3.2 Pay by Check.....	8
2.4 Review.....	9
2.5 Submission.....	10
3. Annual Septage Management Plan Inventory	11
3.1 Basic Info.....	12
3.2 Review.....	14
3.3 Submission.....	15
4. Password, Pin and Security Questions	15
4.1 Reset Password	15
4.2 Reset Pin	16
4.3 Reset Security Questions.....	16
5. Helpdesk and Resources.....	17

1. License Renewal

To renew a sewage disposal service license, first complete the steps for account registration and set up:

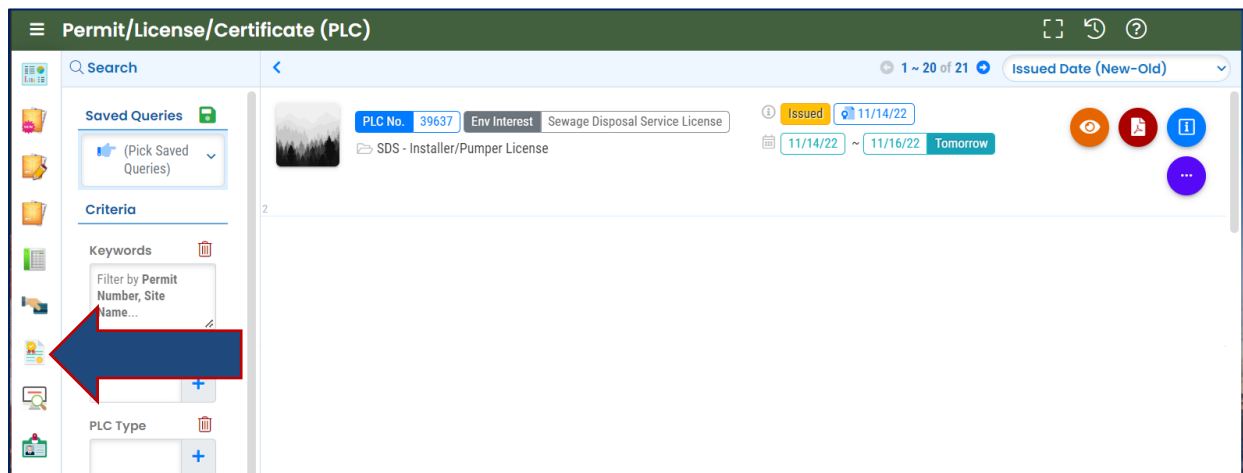
1. Register an RO account in Your DEQ Online
2. Complete identity verification
3. Establish links to the SDS submittal group and your existing license

For further instructions on account registration and set up, see the user guide located in the license renewal section of the [sewage disposal service business licensing](#) page.

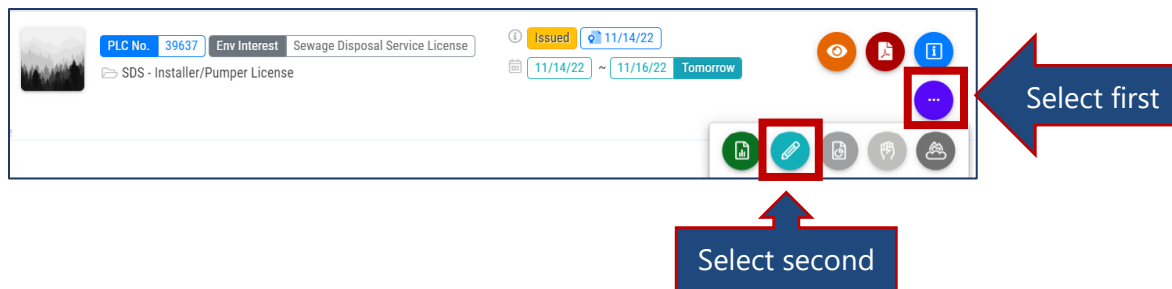
2. Apply for Renewal

Instead of receiving a renewal application in the mail from DEQ, you will now receive an email indicating it is time to renew your license.

To begin the renewal, select "Permits/Licenses/Certificates"  from the navigation menu.



Select the ellipses icon, and then select the pencil icon.



2.1 Basic Info

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

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Renewal Fee

Three year fee: \$1090 by June 30 or \$1414 July 1 or later (Already includes \$100 surcharge)

Date of Renewal Application: 5/31/2023

Individual Vehicle Fee: 1st n/c, \$16/ea additional

Renew

Exact Business Name must match State Business Registry and Bond exactly, including punctuation.
Do not fill out the "Assumed Business Name" field if you don't have a registered ABN and the ABN is not on the bond.

Classification of Business ?

Individual Partnership Corporation LLC

Exact Business Name

Business Registry No.

Required

Assumed Business Name

Phone No.

Required and Check the Telephone Number Format.

2.2 Attachment

Required attachments will be added in the Attachment tab. To view a list of the required attachments, use the scroll bar located on the far right column of the page and scroll down to the All Attachment Types section. Attachments marked with an asterisk are required.

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

The required attachment(s) is missing. Please see the list of required attachment(s) on the side panel info.

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

Click to Upload or Drag Files Over Here

All Attachment Requirements

* symbol represents the attachment requirement is mandatory.

Installer Certification Card *

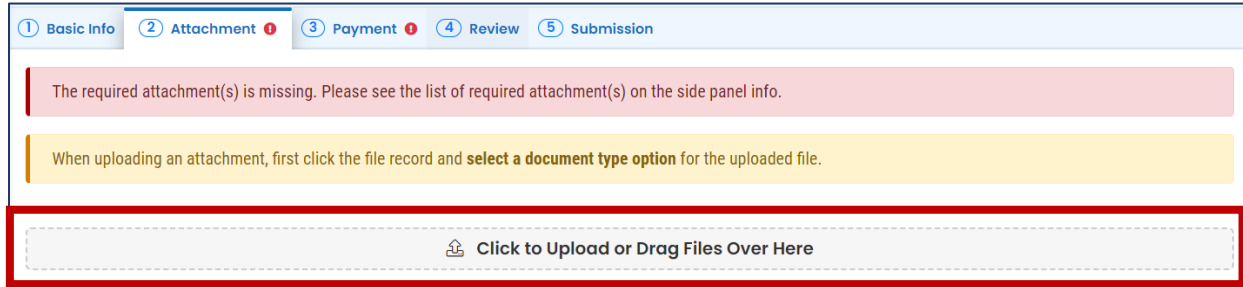
Upload the Installer Certification Card in the Attachment tab.

gif jpg jpeg pdf doc docx

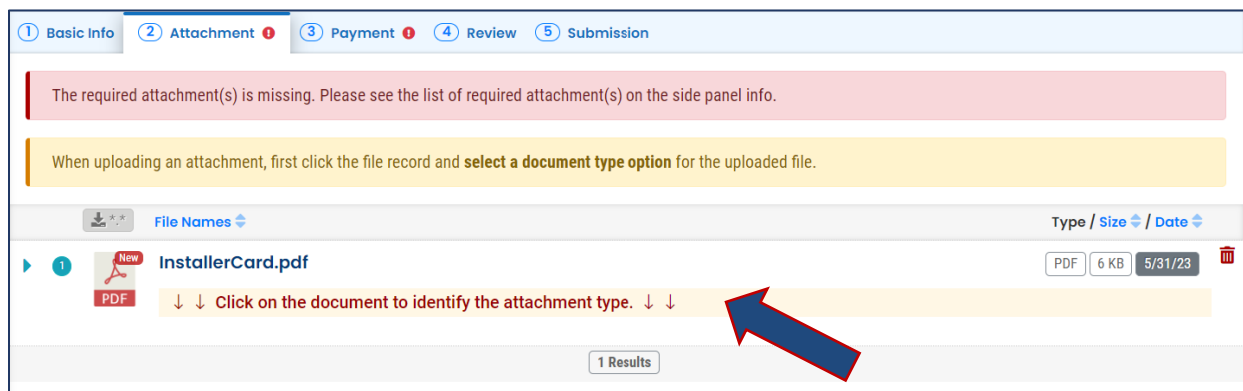
Sewage Disposal Service Bond

Verify your bond has the correct business name and a seal from the surety company. Sign your bond as principal, then upload a copy of the two page bond with your submittal under the attachment tab. After submitting, mail both pages of the original, signed bond to: DEQ, Attn: Onsite, 165 E 7th Ave, Ste 100, Eugene OR 97401.

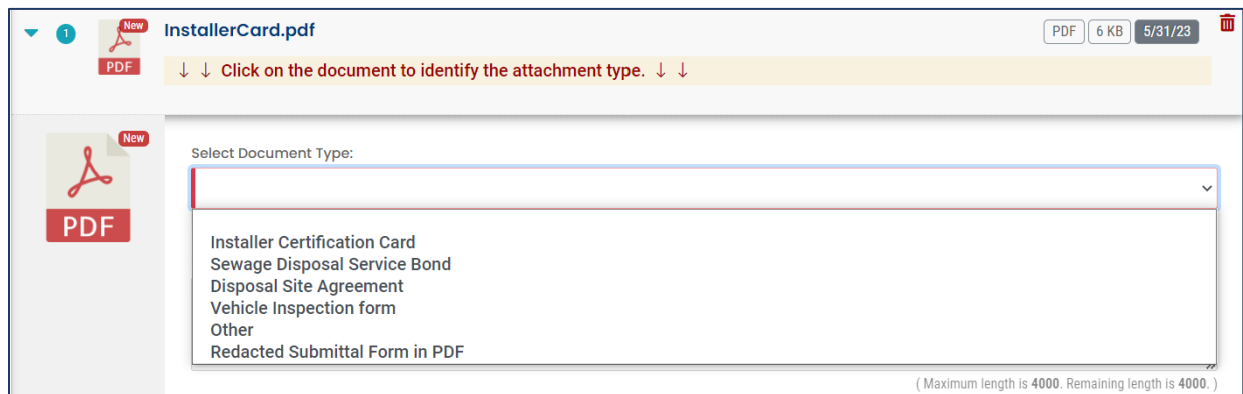
1. You may either click to upload or drag and drop an attachment.




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



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



4. Repeat the steps above to add all the required attachments. When all the required attachments have been added, select save  and then navigate to the Payment tab.

2.3 Payment

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

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

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

The screenshot shows the 'Payment' tab selected in a multi-step process. A red notification bar at the top says 'Please complete the payment process.' Below it, a yellow bar states 'DEQ adds a 4% technology fee to every fee payment processed through YDO.' The main summary area displays: Fee \$1,090.00 + Service \$43.60 - Paid \$0.00 = Due \$1,133.60. A blue arrow points to a 'Pay Amount Due' button.

Category	Amount
Fee	\$1,090.00
Service	\$43.60
Paid	\$0.00
Due	\$1,133.60

2.3.1 Pay by ACH or Credit Card

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

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

2.3.2 Pay by Check

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

Fee	Service	Paid	Due	Pay Amount Due
\$1,090.00	+ \$43.60	- \$0.00	= \$1,133.60	

<input type="radio"/> ACH <input type="radio"/> Credit Card <input checked="" type="radio"/> Check by Mail	Check by Mail payment method: Please make the check payable to: DEQ Financial Services LBX3615 P.O. Box 3615 Portland OR 97208-3615	<input type="button" value="Confirm Check by Mail"/>
--	--	--


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



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

Reminder: Payment of \$1,133.60 is due until the full amount has been received and posted.

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

Fee	Service	Paid	Due	Check in Transit/Waiting
\$1,090.00	+ \$43.60	- \$0.00	= \$1,133.60	\$1,133.60

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

Payment Transactions	
 <input type="checkbox"/> Check by Mail <input type="checkbox"/> 11/15/22	 \$ 0.00

2.4 Review


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

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

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

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

✓ F1-Basic Info

Fees/Payments


Fee	Service	Paid	Due	Check in Transit/Waiting
\$1,090.00	+ \$43.60	- \$0.00	= \$1,133.60	\$1,133.60

Mandatory Attachment

All required attachments were included.

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

Uploaded Attachment

 **InstallerCard.pdf**
Installer Certification Card
PDF | 6 KB

2.5 Submission

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

Note: See [section 4](#) of this guide for instructions on how to reset your pin and security questions.

33548 Open

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

Show Question Answer

PIN Number

PIN: *

.....


Security Precautions

To prevent your information from being used inappropriately, we maintain stringent system safeguards as well as physical and administrative protection. In addition, the security safeguards are also powered by VeriSign's Certificates. Once we provide you with a password, you are responsible for maintaining the confidentiality of the password. Please note that access to these links, irrespective of the issuance of the User ID and Password, may be terminated by our discretion at any time.

Disclaimer

The system, its agencies, officers, or employees protect your confidential information. However personally identifiable information privacy is a new and evolving area, and despite dedicated efforts, some mistakes and misunderstandings may result. The visitor proceeds to any external sites at their own risk. The development company specifically disclaims any and all liabilities from damages which may result from accessing the website, or from reliance upon any such information.


Submit

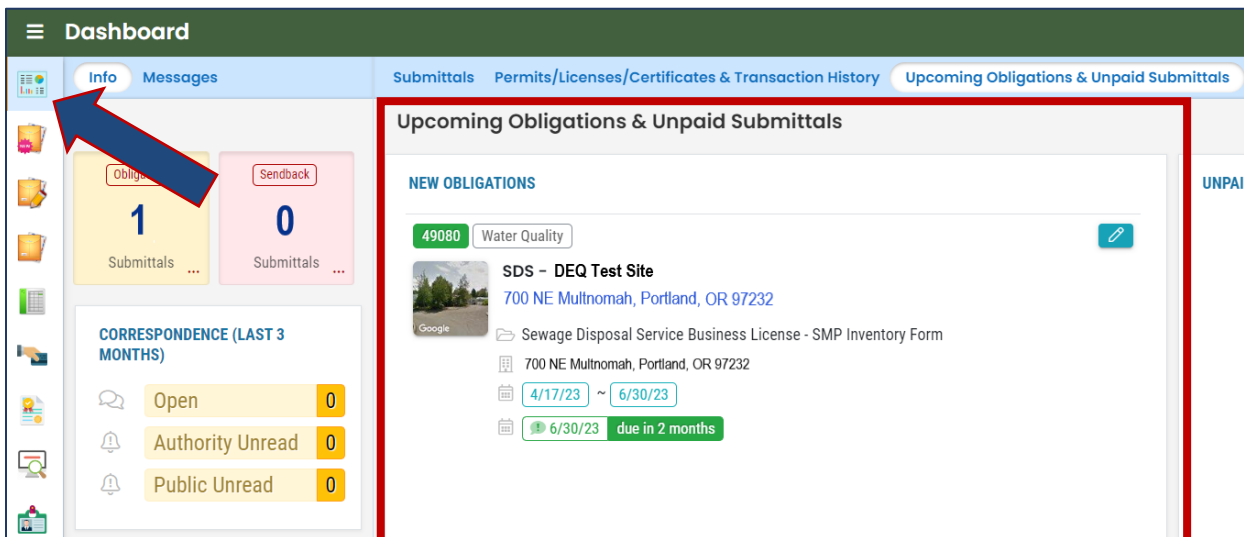


You can print the confirmation of your submittal and your receipt. If you change your existing bond, **you must mail your signed original bond to DEQ at the address on the bond form.** **You also must submit the signed vehicle inspections forms to receive the pumper ID tags.**

3. Annual Septage Management Plan Inventory

Each Pumper or Pumper/Installer type license is required to report the gallons of septage they pumped and where they disposed of the wastewater they pumped. This is done annually with a reporting period of May 1 of the previous year to April 30th of the current year.

To access the SMP Inventory, select the “Dashboard”  from the navigation menu. Scroll down the page to “Upcoming Obligations & Unpaid Submittals.”





The screenshot shows a web dashboard with a dark green header and a light blue navigation bar. The navigation bar includes tabs for 'Info', 'Messages', 'Submittals', 'Permits/Licenses/Certificates & Transaction History', and 'Upcoming Obligations & Unpaid Submittals'. The 'Info' tab is selected, and a blue arrow points to it. The main content area is divided into two sections. The left section contains a summary of obligations (1) and submittals (0), and a 'CORRESPONDENCE (LAST 3 MONTHS)' section with counts for Open (0), Authority Unread (0), and Public Unread (0). The right section is titled 'Upcoming Obligations & Unpaid Submittals' and contains a 'NEW OBLIGATIONS' section. A red box highlights this section, which lists an obligation for 'SDS - DEQ Test Site' with a due date of 6/30/23. A pencil icon is visible next to the obligation entry.


The SMP Inventory form will be listed under new obligations. If you have more than one SMP inventory to complete, they will be listed here.


To open the SMP Inventory form, select the pencil icon.


NEW OBLIGATIONS


49080 Water Quality 


 **SDS - DEQ Test Site**
700 NE Multnomah, Portland, OR 97232

 Sewage Disposal Service Business License - SMP Inventory Form

 700 NE Multnomah, Portland, OR 97232

 4/17/23 ~ 6/30/23

 6/30/23 **due in 2 months**



3.1 Basic Info

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

Sewage Disposal Service Business License - SMP Inventory Form

49080 New

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

This form is to be signed by the legal owner or representative of the licensed business. (Owner, Member, Officer)

Business Information

Exact Business Name <input type="text"/> ! Required	Assumed Business Name <input type="text"/>	SDS License # <input type="text"/> ! Required	Business Phone # <input type="text" value="000-000-0000"/> ! Required and Check the Telephone Number Format.
--	---	--	---

Business Mailing Address

Country
 United States Canada

Address Line 1

! Required.

Address Line 2


City

! Required.

State
OR (Oregon)

Zip Code

! Required.



2. Indicate the number of month's the business operated since the last reporting requirement and the number of pumping vehicles operated.

Number of month's business operated since last reporting requirement	<input type="text"/>
	❗ Required
Number of pumping vehicles operated	<input type="text"/>
	❗ Required

- If interim storage or transfer facilities were used for holding septage prior to final disposal destination, enter the DEQ permit and facility location information.

Are interim Storage or transfer facilities used for holding septage prior to final disposal destination? Yes No

Final Disposal Destination

1	DEQ Permit #	Location of Facility
	<input type="text"/>	<input type="text"/>
+ Add Item		

- If your business removes septage from interim storage or transfer facilities to transport to another location, enter septage type, gallons, and location information. You can enter more than one location by selecting "+Add Item" for each location.

Does your business remove septage from interim storage or transfer facilities to transport to another location? Yes No

Another Location

1	Type of septage removed	Gallons	Location where transported
	<input type="text"/>	<input type="text"/>	<input type="text"/>
+ Add Item			

- List the gallons of each type of septage hauled by selecting "+Add Item."

List the gallons of each type of septage hauled for the reporting period and the location of disposal site. This information is derived from the Origin-Destination Records your business must keep.

+ Add Item

Select "+Add Item" to start a new line for additional disposal sites of the same type of septage and to add a new line for different septage types at the same site.

List the gallons of each type of septage hauled for the reporting period and the location of disposal site. This information is derived from the Origin-Destination Records your business must keep.

1	Type of Septage	Total gallons pumped	Name and location of disposal site	Is this site listed on your approved Septage Management Plan?
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

6. Select save before navigating to the review tab. **There are no attachments or fees required for the SMP Inventory, so you may skip those tabs and select the Review tab.**

3.2 Review

In the Review tab, review your submittal by selecting the PDF logo. You may return to Basic Info tab if you wish to make changes.

49080

① Basic Info ② Attachment ③ Payment ④ Review ⑤ Submission

Please review your submittal info and any attachments provided.
If needed, please click on the Basic Info Tab or Attachment Tab to make changes to your submission.

Submittal Form(s) Summary

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

✓ Basic Info

Fees/Payments

Fee	–	Paid	=	Balance
\$ 0.00		\$ 0.00		\$ 0.00

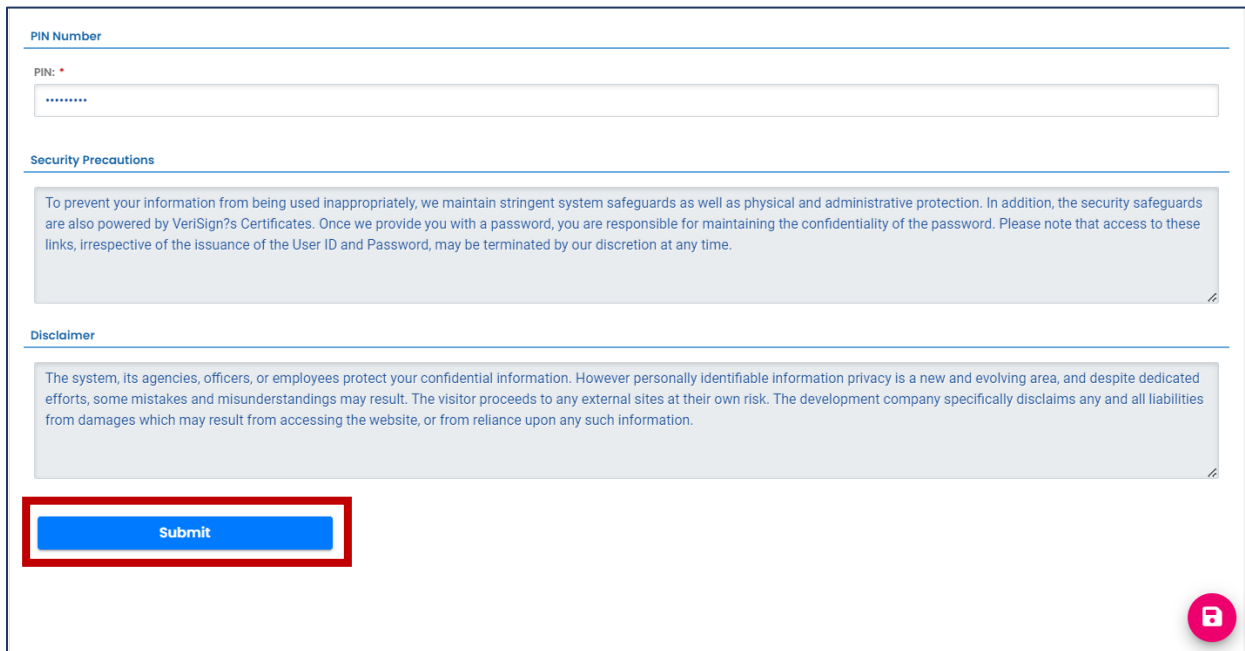
Mandatory Attachment **Uploaded Attachment**

Attachments are not required for this Submittal.

3.3 Submission

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

Note: See [section 4](#) of this guide for instructions on how to reset your pin and security questions.



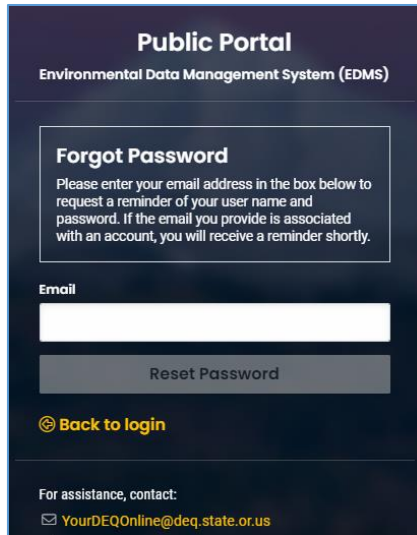
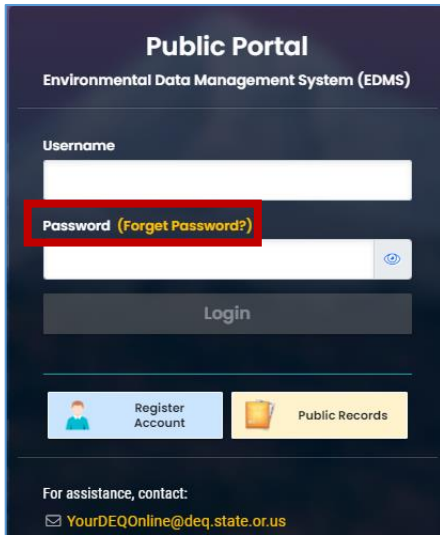
The screenshot shows a web form with the following sections:

- PIN Number:** A label above a text input field containing seven asterisks (*****).
- Security Precautions:** A text box containing a disclaimer about system safeguards and user responsibility.
- Disclaimer:** A text box containing a disclaimer about confidential information and liability.
- Submit:** A blue button with the text "Submit" inside, which is highlighted with a red rectangular border.
- Footer:** A small red circular icon with a white padlock symbol in the bottom right corner.


4. Password, Pin and Security Questions

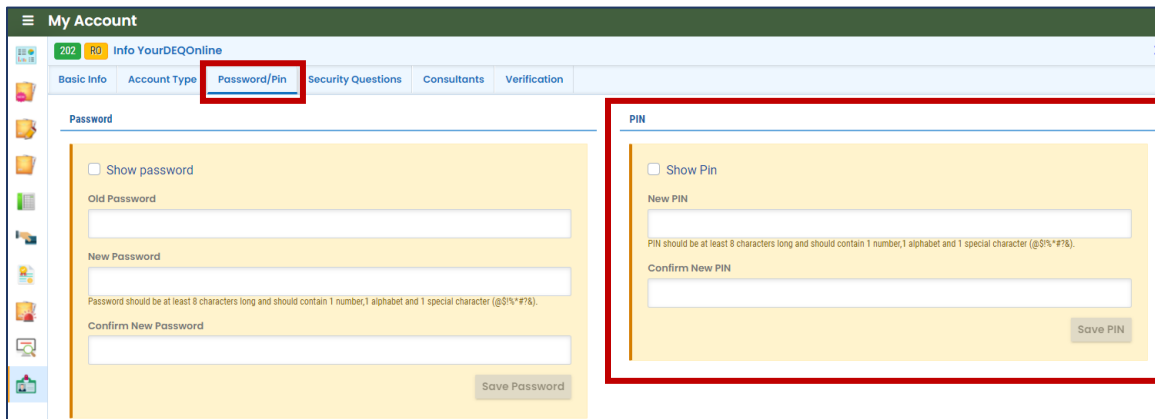
4.1 Reset Password

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





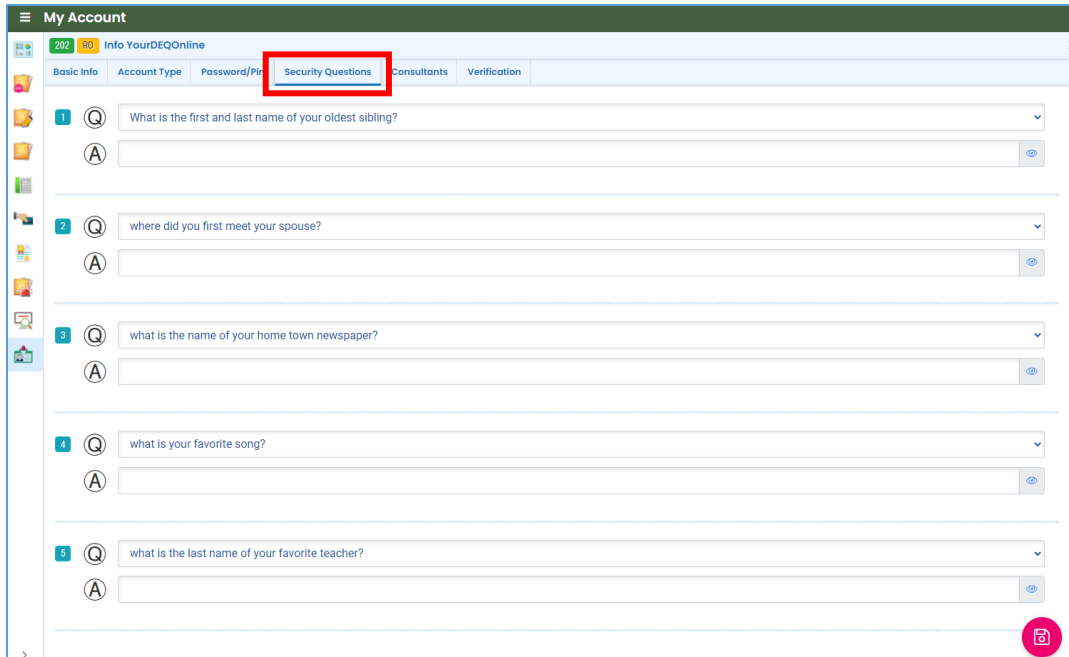
4.2 Reset Pin

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



4.3 Reset Security Questions

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



5. Helpdesk and Resources

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

For technical assistance:

[Your DEQ Online Helpdesk](#)

(Not compatible with Internet Explorer)

For Sewage Disposal Service program questions contact:

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

Your DEQ Online log in portal:

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