



Submitting a Project Modification Notice

Version 1.0

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State of Oregon
Department of Environmental Quality

This document was prepared by
Oregon Department of Environmental Quality
Underground Storage Tank program
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Overview and Introduction

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.

[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.

As of January 2, 2024, members of the regulated community such as permit holders licensed providers and others must use Your DEQ Online when engaging with the Underground Storage Tank program at the Oregon Department of Environmental Quality.

This guide is intended for the use of Permittees and provides a detailed explanation of how to submit an Underground Storage Tank project modification notice by using [Your DEQ Online](#).

Error! Reference source not found.

1. Logging in to Your DEQ Online

Your DEQ Online is a platform that requires each Responsible Official to create a user account. This allows the user to electronically pay invoices and fees, obtain permits and licenses, and submit documents to the Oregon Department of Environmental Quality.

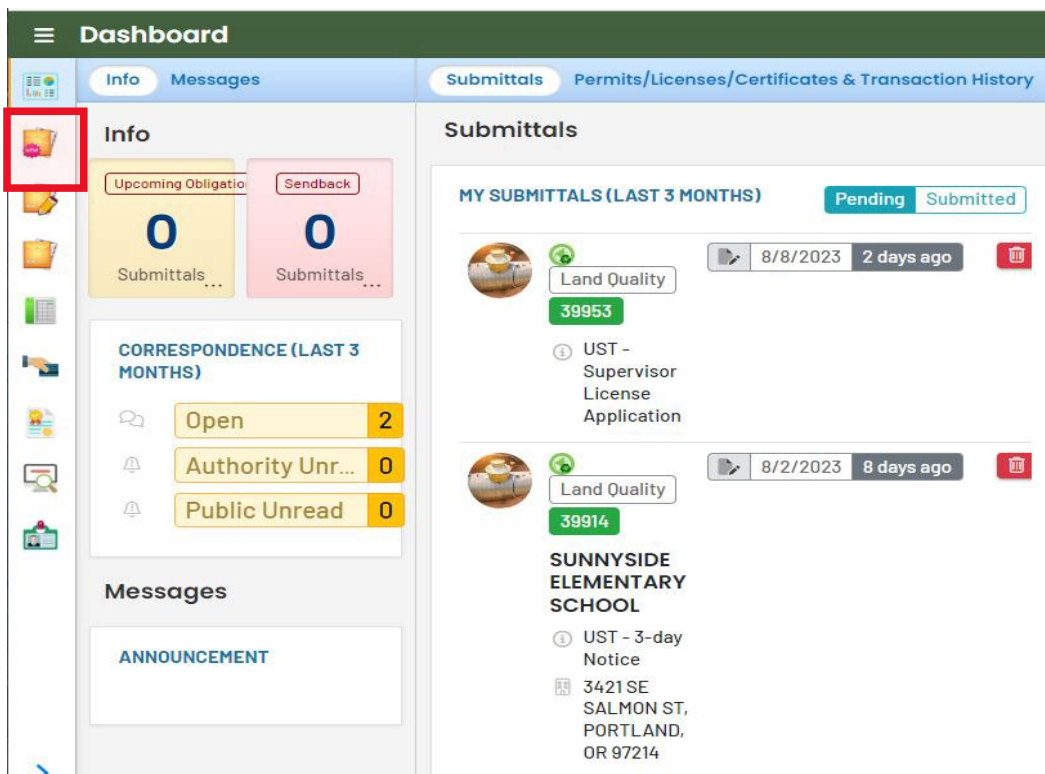
Please visit the [Your DEQ Online Account Registration resource](#) to learn more about which account type to select and detailed steps in registering or updating your user account.

Once you have established your user account, use the account registration guide to make Account Type selections such as “Responsible Official”, the submittal group “Underground Storage Tanks” and linking to your facility or facilities. Next, login to the [Your DEQ Online Public Portal](#) by entering your username and password, then clicking on the “login” button.

2. Start a New Submittal

2.1. Navigate to submittals list

Once you have logged into the Your DEQ Online account, select the ‘Start New Submittal’ icon in the top left corner of the screen. This will open list of new submittal options.



2.2. Locate and select UST Tank – Product Modification Notice

To find and select “UST Tank – Project Modification Notice”, either enter criteria to narrow your search, or use the scrollbar to the right to view selections and locate the submittal. Click the “plus” icon to open the form.

The screenshot shows the 'New Submittal' interface. On the left is a sidebar with search criteria. The main area displays a list of submittal types. The 'UST - Product Modification Notice' is highlighted with a red box. A red arrow points to the '+' button next to it.

Submittal Type	Land Quality	UST
UST - General Permit Registration Form and 30-Day Notice	f50031	17
UST - Modification and 30-Day Notice	f50032	
UST - Notification of Temporary Closure of Underground Storage Tanks	f50033	
UST - Owner/Permittee Modification	f0105002	
UST - Product Modification Notice	f50057	

2.3. Enter “Basic Info” and select facility

Tabs across the top of the form will be marked with red alert symbols until you have entered the required information. Once required information is provided, red alert symbols disappear. Click the “save” button in the lower right corner before proceeding through each tab.

Select Your Facility by using the dropdown menu. Click on the down-pointing arrow at the right side of the “Select your Facility” box. Move your cursor to the facility you wish to select for the submittal.

The screenshot shows the 'UST - Financial Responsibility' form. The 'Basic Info' tab is selected. The 'Select your facility' dropdown menu is open, showing a list of facilities. The 'Crazy Eights' facility is highlighted.

Facility Name	Address	UST ID
Crazy Eights	700 NE Multn, P, OR 97232	766088
SUNNYSIDE ELEMENTARY SCHOOL	3421 SE SALMON ST, PORTLAND, OR 97214	21049

2.4. Changes to Tank Owner, Permittee or Property Owner

The facility you select must have a current Permittee, Tank Ownership and Property Ownership on record. If there has been a change, answer “Yes” to the question “Has there been a change to the Tank Owner, Permittee, or Property Owner not reported to DEQ yet?”. Enter the date of the change and then click the “Save” icon in the lower right corner.

Before you can proceed with this submittal, you must first complete the “UST- Owner/Permittee Modification” submittal. Once that is completed, you may return to continue the Product Modification Notice submittal.

UST - Product Modification Notice

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

ARCO 4068
3840 SE BELMONT ST, PORTLAND, OR 97214
201163
26-9691
CEM_FacilityIdentifier=3299 UST (3975)

Has there been a change to the Tank Owner, Permittee, or Property Owner not reported to DEQ yet?

☒ Yes ☐ No

If YES, what was the date of the change?

01/01/2024

Please complete the Owner/Permittee Modification Submittal before proceeding

2.5. No changes to Tank Owner, Permittee or Property Owner

If you select the “No” answer for “Has there been a change to the Tank Owner, Permittee, or Property Owner not reported to DEQ yet?”, the Product Modification section with “+New” button will appear. Click to proceed.

UST - Product Modification Notice

(N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Facility Information

ARCO 4068
3840 SE BELMONT ST, PORTLAND, OR 97214
201163
26-9691
CEM_FacilityIdentifier=3299 UST (3975)

Has there been a change to the Tank Owner, Permittee, or Property Owner not reported to DEQ yet?

☐ Yes ☒ No

Product Modification

+ New

Required

Next, select click down arrows to select the tank identification number and the new substance stored.

Product Modification

Tank Identification No.	Permit No.	Estimated Total Capacity(gallons)
		0

Tank Identification No. Permit No. Estimated Total Capacity(gallons)

Required

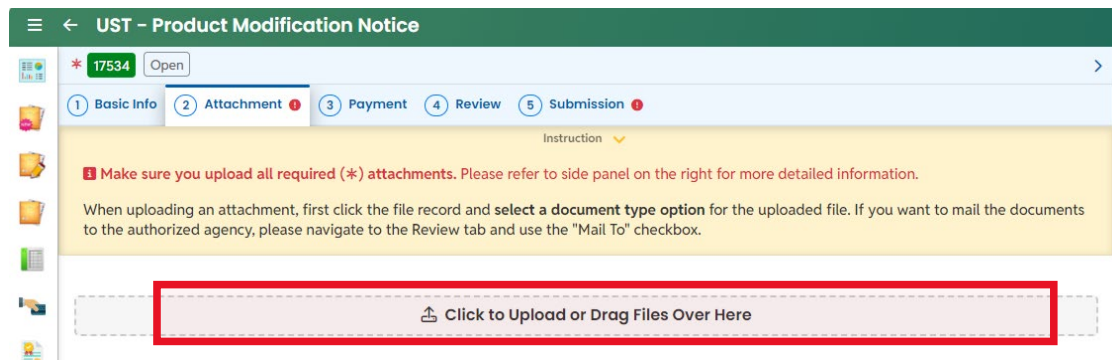
New Substance Stored

Required

Always click on the “Save” symbol in the lower right of the screen to save the information you have entered. You are now ready to upload attachments.

3. Attach Alternative Fuel Compatibility Form

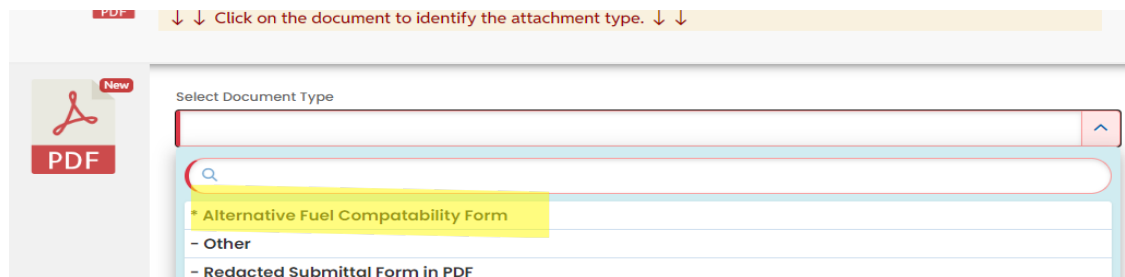
To proceed after saving your changes, move to the “Attachments” tab. Required attachments are listed on the right side of that view. Use the “Click to Upload or Drag Files Over Here” bar to navigate to the documentation you wish to attach or drag the file from the location on your computer to that upload bar.

The screenshot shows the 'UST - Product Modification Notice' interface. At the top, there's a green header bar with a menu icon and the title. Below it, a navigation bar shows five tabs: '1 Basic Info', '2 Attachment' (active), '3 Payment', '4 Review', and '5 Submission'. A yellow instruction box contains text about uploading attachments. At the bottom, a red dashed box highlights a button that says 'Click to Upload or Drag Files Over Here'.

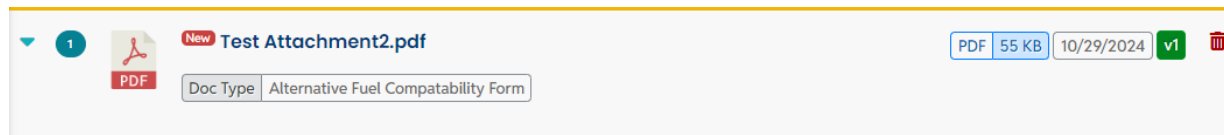
Please note: If the incorrect documentation is added, your submittal will be rejected. You will receive a notification of this and will need to upload the correct files.

3.1. Identify the file type

After you upload documentation, the type of file must be identified. Click inside the Attachment Panel to expand it. Next, select “Click on the document to identify the attachment type” which will open the menu of choices.

The screenshot shows a 'Select Document Type' dropdown menu. The menu is open, showing a search bar and a list of options. The first option, '* Alternative Fuel Compatibility Form', is highlighted in yellow. Other options include '- Other' and '- Redacted Submittal Form in PDF'. Above the menu, a yellow instruction bar says 'Click on the document to identify the attachment type.'.

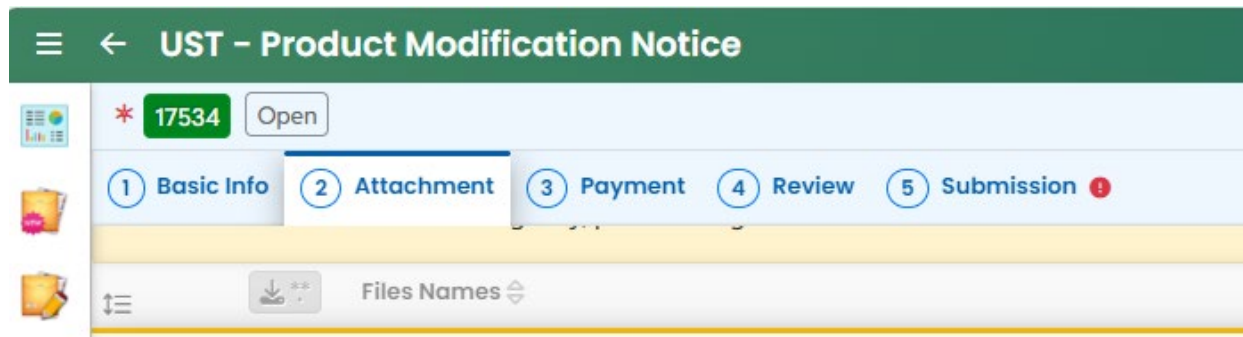
Once you have completed this, the documentation will appear in the “Attachments” tab with file type and date.

The screenshot shows the 'Attachments' tab with a single file entry. The file is named 'Test Attachment2.pdf' and has a file type of 'Alternative Fuel Compatibility Form'. The entry includes a PDF icon, a 'New' label, and metadata: 'PDF', '55 KB', '10/29/2024', 'v1', and a trash icon.

Always click on the “Save” symbol in the lower right of the screen to save the information you have entered. You are now ready to proceed to the “Submission” tab.

4. Review and complete submission

There is no payment due for this type of submission. You may proceed to the next tab to “Review” or continue to “Submission”.



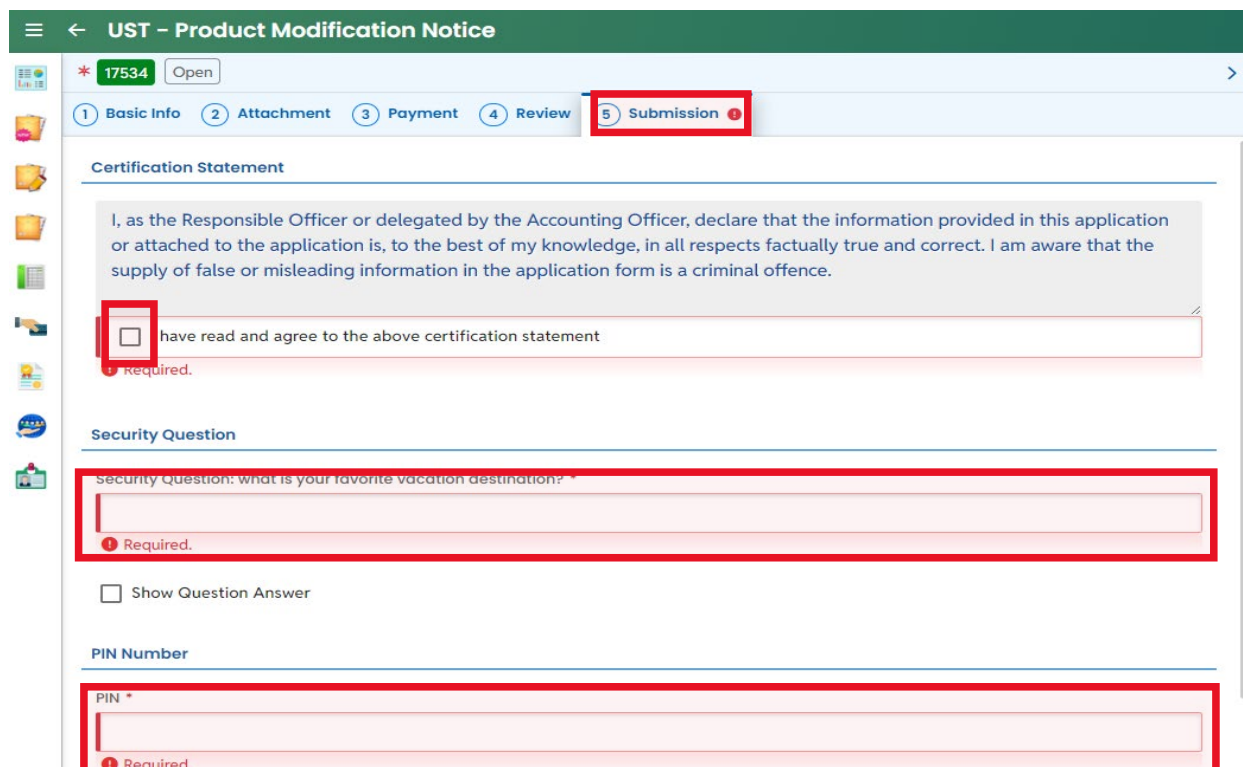
The screenshot shows the top navigation bar of the UST - Product Modification Notice application. The title bar is green with a hamburger menu icon, a back arrow, and the text "UST - Product Modification Notice". Below the title bar, there is a light blue navigation bar with five tabs: "1 Basic Info", "2 Attachment", "3 Payment", "4 Review", and "5 Submission". The "5 Submission" tab is highlighted with a red circle and a red exclamation mark icon. To the left of the tabs, there is a sidebar with icons for a dashboard, a folder, and a document. Above the tabs, there is a green box with the number "17534" and an "Open" button. Below the tabs, there is a yellow bar with a download icon and the text "Files Names".

4.1. Review the submission

Select the “Review” tab to begin a review of the information and documentation you have entered. Under the “Submittal Form Summary” section, you may click on the PDF icon to open the “Submittal Document” which provides the options to save or print.

4.2. Complete the submission

After selecting the “Submission” tab, read the certification statement and click on the box to acknowledge that you agree. Proceed to answer your security question and PIN which are associated with your account.



The screenshot shows the "Submission" tab of the UST - Product Modification Notice application. The navigation bar is the same as in the previous screenshot, but the "5 Submission" tab is now highlighted with a red box. The main content area is divided into three sections: "Certification Statement", "Security Question", and "PIN Number". The "Certification Statement" section contains a text box with a certification statement and a checkbox labeled "I have read and agree to the above certification statement". The checkbox is highlighted with a red box. The "Security Question" section contains a text box with the question "Security Question: what is your favorite vacation destination? *". The text box is highlighted with a red box. The "PIN Number" section contains a text box with the label "PIN *". The text box is highlighted with a red box. Red exclamation mark icons and the word "Required." are visible next to the checkbox and the text boxes.

After completing these steps, the “Submit” button will be activated. Proceed to click the “Submit” button.

This will trigger an email from the system that confirms receipt of the submittal. A confirmation of your successful submission will appear with links to view the receipt and submittal form.

UST - Product Modification Notice

17534 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 ID: 17534 Submittal Date: 10/29/2024, 2:55:42 PM Submittal By: UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov Owner Information: UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov	Submittal Form Info Name: UST - Product Modification Notice Method: Online Submission
Fee Detail This submittal does not require fee. Payment Detail Not Applicable.	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. Question: what is your favorite vacation destination? Answer: ***** PIN Number: ***** PIN Number: ***** RO: UST Generic RO Sender IP: 159.121.206.56
Uploaded Attachment List Test Attachment2.pdf Alternative Fuel Compatability Form PDF 55 KB	Mail-to Attachment List No record.

Finish

Receipt

Submittal Form

4.3. Finish the Submission

To complete the submission, click the “Finish” button at the bottom of the “Submission” tab. After doing this, you will be returned to the “Submitted Submittals” page. You’ll see that the “Complete Submittal” is recorded.

← UST – Financial Responsibility

40007 Complete Submittal

Not Applicable.

respects factually true and correct. I am aware that the supply of false or misleading information in the application form is a criminal offence.

Question: what is the name of the hospital where you were born?

Answer: *****

PIN Number: *****

RO: Dave Pardue

Sender IP: 159.121.206.56

Attachment List

PDF

Proof of Financial Responsibility Sunnyside.pdf

Proof of Financial Responsibility

PDF325 KB

Finish

Receipt

Submittal Form

5. Helpdesk and Resources

For more information, training and resources, go to the [Your DEQ Online Help page](#). For technical assistance, contact the [Your DEQ Online Helpdesk](#).

6. Revision history

Revision	Date	Changes	Editor
1.0	01/07/2025	PA review based on JF edits	Lindonna Stewart