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UST Service Provider License Application using Your DEQ Online



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

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Introduction

Your DEQ Online (YDO) is a comprehensive environmental data management system. Public users create an account that allows the user to electronically pay invoices or fees, obtain permits and licenses, and submit documents to the Oregon Department of Environmental Quality.

This User Guide is intended for the use of Underground Storage Tank Service Providers and provides a detailed explanation of how to:

- 1. Renew an existing UST Service Provider License or
- 2. Submit a new UST Service Provider License Application.

If you are renewing, complete Step 2A and skip Step 2B. If you are submitting an application for your first Service Provider License, then skip Step 2A and complete Step 2B.

If you are renewing, be sure the legal name of your firm is exactly the same as when you first applied. Also make sure your License number is correct if you are adding specialties.

It is assumed that the user will have an active account (required) with the YDO system. Please visit <u>https://www.oregon.gov/deq/Permits/Pages/Your-DEQ-Online.aspx</u> for all things YDO, including technical support and the YDO Help Desk.

Click <u>https://ordeq-edms-public.govonlinesaas.com/pub/login?web=1</u> to go directly to the Public Portal page. Click the "Register Account" button **outlined in red** below) to establish an account.









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Step 1 – Log in to YDO

The steps A through E below correspond to A-E in the image below.

A. Open a web browser on your computer and click this link:

https://oregon-public-uat.govonlinesaas.com/pub/login or type into the address window.

- **B.** Enter your username,
- **C.** Enter your password, and then
- **D.** Click the Login button.
- **E.** If you do not have a username and password please click the button labeled Register Account, enter the required information, and obtain a YDO account and a username and Password. Then return to this page and enter your credentials to log in.



Step 2A – Start Renewal Submittal and Update Information

The Dashboard page opens when the user successfully logs into YDO:

≣	Dashboard	
100 C	Info Messages	Submittals Permits/Licenses/Certificates & Transaction Histo
	Info	Submittals
3	Upcoming Obligation Sendback	MY SUBMITTALS (LAST 3 MONTHS)
	Submittals Submittals	Land Quality 39915 ALBANY ARCO #14
-	Count of Permission Requests 0	 UST - Decommissioning or Change in Service Form and : 1128 E PACIFIC BLVD, ALBANY, OR 97321 (Linn County) dbo.Incident.LustId=418 UST (6103)
	CORRESPONDENCE (LAST 3 MONTHS)	(a) Land Quality 39907
9	Environmental Authority Public Interest Open Unread Unread	UST - General Permit Registration Form and 30-Day Not
	Total (All Programs) 0 0 0	Land Quality 19857
	Messages	Contract Permit Registration Form and 30-Day Not
	ANNOUNCEMENT	 UST - Installation Checklist 316 N 42ND, SPRINGFIELD, OR 97478 (Lane County) CEM_FacilityIdentifier=24613 UST (11856)
		Image: Second System 17424 BELMONT ARCO INC.

(**Above graphic, left)** Note: "Basic Info" is one of several Workflow tabs (not to be confused with browser tabs). Tabs or fields that <u>require action or completion</u> to proceed to the next step

of the Submittal are marked with: (see the tabs and data entry fields, above). YDO removes the red symbol when the requirements of that entry are satisfied.

RENEWAL OF EXISTING LICENSE

If your firm *already has* a Service Provider License navigate to the Permit/License/Certificate module from the dashboard by clicking on the "Navigation" button (below, in red):

≡	← UST - Service Provider License Application
	(N/A)
	1 Basic Info 0 2 Attachment 0 3 Payment 0 4 Review 5 Submission 0
	Do you already have a Service Provider License?
	● Yes ○ No
	This form is for NEW applications only. If you already have a UST Service Provider License, you must renew it by clicking the purple button to the right of the license entry in the Permit/License/Certificate area on your dashboard.

Then click on the "PLC" module (in red below).

≡	← UST - Service Provider License Application
III •	(N/A)
•	1 Basic Info 1 2 Attachment 1 3 Payment 1 4 Review 5 Submission 1
3	Do you already have a Service Provider License?
	● Yes ○ No
	This form is for NEW applications only. If you already have a UST Service Provider License, you multicense entry in the Permit/License/Certificate area on your dashboard.
-	
8	
2	

Scroll through the list of permits and licenses to find your UST Service Provider entry:

≡	Permit/License/Certificate (P	PLC)				[] 🕤 🔍 UST
	Q Search		<		C 1~20 of 2	8 🔍 Issued Date (New-Old
	Saved/Preset Queries			764 NE GREENWOOD, BEND, OR 97701 (Deschutes County)		
-	F (Pick Saved/Preset Queries)	~	10	August Deine Desidentions		
_>	Criteria			Supreme Being Productions	(i) issued of 11/25/2024	O Co
	Keywords	Û	Consta	UST - Service Provider - Installation/Retrofit	= 11/25/2024 "11/26/2024" 23 days ago	
	Filter by Permit Number, Site Name .			200 NE Multn, P, OR 97232		

First click on the purple button with the ellipses. This opens the sub-panel with the green circle and pencil. Click the green pencil icon to open the following page:

≡	← UST - Service Provider License Application				
	* 19681 Open				
	1 Basic Info 2 Attachment 0 3 Payment 0 4 Review 5 Su	bmission 🕚			
	UST Services Service Provider Information:				
	Legal Name				
	Supreme Being Productions				
	Country				
•	United States Canada				
	Address		Building, Unit, Suite	e, or Floor #	
	700 NE Multn				
9	City	State		Zip Code	
<u>e</u>	Portla	OR (Oregon)		♥ 97232	
	Email Phon	le		Fax	
	dave.pardue@deq.oregon.gov 50	/3-555-5555		000-000-0000	
	CCB Number				
	Corporate Headquarters				
	Click here if corporate HQ info is different				

Review the information in the "UST Services Provider Information" panel (above). Make any changes necessary.

Installation and Retrofit	Decommissioning	Tightness Testing	Cathodic Protection
visors Information 😔			- ()
Supervisors Name	License Number		Type of License(s)
1 Adam Carter	27612		USTSupervisor - Installation/Retrofit
		1 Results	

Review the "Types of Service Provided" and the "Supervisors Information". Add new Supervisors by clicking the yellow "New" button, which opens the search function for Supervisors:

≡	€ U	ST - Service Provider License Application			
	* 196	B1 Open			
	1) Ba	sic Info 0 2 Attachment 0 3 Payment 0 4 Review 5 Submit	ssion 🤨		_
	-	0			Ô
	U	IST Supervisor			_
	5	Supervisor Name			-
				^	
8		(a			
9	Ч	Adam Carter	Please.Update@email.com 7753584403	765 East Greg St. #103, Sparks, NV 89431	
	+	O USTSupervisor - Installation/Retrofit 27612 12/28/2023 2/25/2025 O USTSupervisor - USTDecommissioning 27613 12/28/2023 2/25/2025			
	Serv Serv	Anthony Bahnick	Please.Update@email.com 2064454556	1011 SW Klickitat Way, Suite 107, Seattle, WA 98134	_

Click in the "Supervisor Name" field (red arrow) to open the search function. Type the Supervisors name in the highlighted field above, and then choose the correct Supervisor.

Review the "Service Areas" where you plan to work, make any changes, and then check the "Experience" box if applicable:



Applicants renewing their License should skip Step 2B.

Step 2B – Start New Submittal and Enter Information

From the "Dashboard" click on the Start New Submittal Box outlined in red, on the left below.



The "New Submittal" window opens:

≡	New Submittal						0	Э	🖲 UST
	Q Search	<							(D 18
	Criteria					· ·			
	Keywords Filter by Submittal Name, Description, Form Code .		ಧ	3	UST - Product Modification Notice Change the substance stored in a regulated UST	((Land Quality			•
	Submittal Group		中	3	UST - Return to Service Return to service a UST that has been in temporary closure	G Land Quality f50055 Land Quality			•
™ <u>₽</u>	Programs		母	G	UST - Service Provider License Application Submit an application for a NEW UST Service Provider License. If you already have a UST Service Provider License, you must renew it by clicking the purple button to the right of the license entry in the Permit/License/Certificate area on your dashboard.	General Guality f50040 Guality			e

Scroll down the window, using the scroll bar on the far right if needed, until "UST-Service Provider License Application" is visible (above). Click on the orange + sign (above, right) to open the "UST- Service Provider License Application" submittal:

Basic Info g 2 Attachment 🤮 🤃	Payment 9 (4) Review (5) Submission 9		
Do you already have a Service Provider Lice	ense?		
○ Yes ○ No			
Required.			
UST Services Service Provider Informati	on:		
Legal Name			
Required.			
Country			
United States Canada			
Address		Building, Unit, Suite, or Floor #	
Required.			
City	State	Zip Code	
	OR (Oregon)	✓ 00000-0000	
Required.		Required.	
Email	Phone	Fax	
	000-000-0000x00000	000-000-0000	

If your firm already has a CCB number enter it in the space provided, above. If there is a separate Corporate Headquarter address, check the box below and complete the requested information in the fields that will appear when the box is checked.

Corporate Headquarters				
Click here if corporate HQ info is different				
Types of Services Provided 😡	•			
Installation and Retrofit	Decommissioning	Tightness Testing	Cathodic Protection	
Supervisors Information 😔			•	
t= Supervisors Name	License Number		Type of License(s)	
Adam Carter	27612		USTSupervisor - Installation/Retrofit	Ē
Adam Carter	27612	1 Results	USTSupervisor - Installation/Retrofit	Ō
Adam Carter	27612	[1 Results]	USTSupervisor - Installation/Retrofit	

Choose the "Types of Services Provided" and then select a Supervisor with a corresponding license, employed by your firm.

Add new Supervisors by clicking the yellow "New" button, which opens the search function for Supervisors:

∎	← U	ST - Service Provider License Application				
	* 196	681 Open				
	() Ba	asic Info 0 2 Attachment 0 3 Payment 0 4 Review 5 Submi	ssion 🛛			
	•	0		ā		
	U	UST Supervisor				
	Supervisor Name					
				^		
		Q				
	-	Adam Carter	Please.Update@email.com 7753584403	765 East Greg St. #103, Sparks, NV 89431		
<u></u>	+	O USTSupervisor - Installation/Retrofit 27612 12/28/2023 2/25/2025 O USTSupervisor - USTDecommissioning 27613 12/28/2023 2/25/2025				
	Serv	Anthony Bahnick	Please.Update@email.com	1011 SW Klickitat Way, Suite 107, Seattle, WA 98134		
	Serv					

Click in the "Supervisor Name" field (red arrow) to open the search function. Type the Supervisors name in the highlighted field above, and then choose the correct Supervisor. Note that the list is alphabetized by first name, and only a portion of the list can be viewed by scrolling. In many cases it will be necessary to use the search function to select the correct Supervisor. The search bar is contained in the drop-down, and is indicated with the red arrow in the above image. Although the text in the yellow box above indicates otherwise, it is only possible to search by entering a name in that box.

Note that clicking on the symbol saves the information entered; saving should be done at the end of every step of any submittal. After saving the information, next click on the "Attachments" tab at the top of the window (outlined in red at top of below graphic):

Step 3 – Attach Documents Demonstrating Qualifications

You must attach a list of all the UST projects completed in the last 2 years. Click on the "Attachments" tab:



The red box above indicates the "Click to Upload" button which also serves as the "Drag Files Over Here" box. Note that as with all "Submittals", the required attachments are indicated on the right side of the page. Either click on the "Click to Upload" (the button turns yellow first) to navigate to, and then select, the file that needs to be uploaded (in this case the documents that demonstrate the company is qualified) or drag the file you want to upload on top of the

box/button and drop it there.

≡	← UST - Service Provider License Application
EE C Los EE	* 18022 Open
	1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission 9
	Instruction 🗸
	When uploading an attachment, first click the file record and select a document type option for the uploaded fi agency, please navigate to the Review tab and use the "Mail To" checkbox.
	t≡ Files Names ⇔
•••• ••• <u>8</u>	Test Attachment.pdf Doc Type Documents (to demonstrate meeting qualification)
9	Select Document Type
r de la comencia de l	Documents (to demonstrate meeting qualification)
	PDF
	* Documents (to demonstrate meeting qualification)
	- Other
	- Redacted Submittal Form in PDF

After you upload the document it must be identified. Click inside the "Attachment Panel" (red arrow above) to expand it, and then click in the "Select Document Type" drop-down menu to display the choices as shown below- choose the highlighted "Documents (to demonstrate...)".

Below is an *example* of an uploaded file --with file type and date-- uploaded in the YDO window here:



Click on the red "Save" button (previously described) in the lower right corner of the window, and proceed to Step 4- Payment.

Note that clicking on the symbol saves the information entered; saving should be done at the end of every step of any submittal. After saving the information, next click on the "Attachments" tab at the top of the window (outlined in red at top of below graphic):

Click on the red "Save" button (previously described) in the lower right corner of the window, and proceed to Step 4- Payment.

Step 4 – Payment

Payment, including the 4% Technology Fee must now be submitted. Click the "Payment" tab. The following page opens:

≡	← UST - Service Provider License	Application			
	* 18022 Open 1 Basic Info (2) Attachmer (3) Payment	A Review 5 Submission	• •	>	
3	Please complete the payment process.				
	DEQ adds a 4% technology fee to every fee payment processed through YDO.				
•••• ••• 81	Fee Service \$ 600.00 + \$ 24.00 -	Paid Due \$		Pay Amount Due	
	Fees		Payment Transactions		
	UST Service Provider Application Fee () Permit/License/Certificate Fee	\$ 600.00	No payment transaction records.		
	Technology Fee	\$ 24.00			
	(1) The technology tee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system.				
	2 Results				

Note that the "Technology Fee" is required regardless of payment method. There is an additional surcharge for payments by credit card.

Click on the blue "Pay Amount Due" button to enable the payment choices- using a credit card (incurs a service fee), or using a free direct withdrawal from a bank account (ACH):

E 🗧 ← UST - Service Provider License Application	on				
19681 Open					
1) Basic Info 2) Attachment 3) Payment 1 (4) Rev	iew (5) Submission ()				
Please complete the payment process.					
DEQ adds a 4% technology fee to every fee payment pro	cessed through YDO.				
Fee Service Paid \$ 600.00 + \$ 24.00 - \$ 0.00	Due = \$624.00		Pay Amount Due		
● , ∠ ACH Automated Clearing House	e (ACH) payment method:		Pay Now		
Credit Card When clicking Pay Now buttor Once finished, you will be redi	n, you will be redirect to agency's payme rected back to the system to finish the t	ent portal to finish the payment. ask.			
Fees		Payment Transactions			
UST Service Provider Application Fee () Permit/License/Certificate Fee	\$ 600.00	No payment transaction records.			
Technology Fee ① Additional Fee	\$ 24.00				
 The technology ree appues to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system. 					

Choose ACH or Credit Card by clicking the corresponding radio button (red arrow, above).



Confirmation

Please click the Return to 'Your DEQ Online' button to complete the payment process.

Please keep a record of your Confirmation Number, or print this page for your records.

Confirmation Number DEQTST000045949

Return to Your DEQ Online

Payment Details

 Description
 DEQ GOVONLINE DEQ GovOnline Pymts https://oregon-public-uat.govonlinesaas.com/client/pub/login

 Payment Amount
 \$624.00

 Payment Date
 12/20/2024

Status SCHEDULED

Payment Method

Bank Routing Number	075000022
Bank Name	US BANK NA
Bank Account Number	*2222
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	ust.dutyofficer@deq.oregon.gov

The receipt will be available following the submission step.

For either credit card or ACH (direct withdrawal) click on the red "Pay Now" button to be redirected to the US Bank payment site (read the following pop-up and click "OK"):



DEQ De	ate of Oregon partment of I	Environmental Quality	Exi
	Welcome to DE	Q GovOnline Payments	
	Please enter your User Name	and Password and click Log In. Select Pay Without Registering to complete a one-time payment.	
	User Name	Forgot Your User Name?	
	Password	Forgot Your Password?	
	Log In		
	Register		
	Pay Without Registering		
bank.		Customer Service Help Privacy Policy 🔒	<u>Security</u>

The user can register to facilitate future payments by clicking "Register" or the user can proceed by clicking the "Pay without Registering" link.

Exit

Your name and address should be pre-filled in the next US Bank window, and you must enter a phone number (highlighted below).

Make a Dayment	Đ
make a Payment	
My Payment	
DEQ GovOnline Pymts	
Amount Due	\$78.00
Payment Information	
Frequency	One Time
Payment Amount	\$78.00
Payment Date	Pay Now
Contact Information	
First Name	UST
Last Name	Generic RO
Company (Optional)	
Address 1	700 NE Multnomah St
Address 2 (Optional)	
City	Portland
State	OR 🗸
Zip Code	97232
Zip Code Extension (Optional)	
Phone Number	

For credit cards: Complete the credit card information and click the red "Continue" button:

Payment Method

Car	1 Number	MasterCare MasterCare	VISA		
Expira	tion Date Month ¥ Year	r 🕶			
Card Secu	irity Code				
Card Billin	J Address 🔘 Use my cont	tact information address			
	Use a different	ent address			
NOTE: US Bank does not add click the Exit link in the upper	convenience fees for ACH or right hand corner of this p	e-payments. If you would li age.	ike to select a dif	ferent payment me	thod,
Continue Cancel					
bank.		<u>Customer Servi</u>	ce <u>Help</u>	Privacy Policy	🔒 Sec
te the highlighted co	venience fee infor	mation above.			

If you choose the ACH payment method, the payment window will look like this:

Sample Check 1215 123 Main St. 1215 Anytown, MO 12345 DATE
MEMO * 123456780 1 055 1111111 P 001215 F Bank Routing Bank Account Check Number Number (not required)
Personal Check Business Check
Bank Routing Number
Bank Account Number
Bank Account Type Checking Savings
This is a busic set account

Enter your bank account information and then click the red "Continue" button. The "Review Payment" screen opens:



Review Payment

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

Payment Details

Description	DEQ GOVONLINE DEQ GovOnline Pymts https://oregon-public-uat.govonlinesaas.com/client/pub/login
Payment Amount	\$78.00
Payment Date	10/25/2024

Payment Method

Bank Routing Number	075000022
Bank Name	US BANK NA
Bank Account Number	*2222
Bank Account Type	Checking
Bank Account Category	Consumer
Confirmation Email	ust.dutyofficer@deq.oregon.gov

Contact Information

First Name	UST
Last Name	Generic RO
Address 1	700 NE Multnomah St
City	Portland
State	OR
Zip Code	97232
Phone Number	1111111111
Email Address	ust.dutyofficer@deq.oregon.gov

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

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

If a convenience fee is added to the transaction. I understand that the convenience fee displayed will b \Box I accept the Terms and Conditions



Confirm

Back

Customer Service Help Privacy Policy

Click the checkbox to accept the Terms and Conditions, and then click the red "Confirm" button. The following "Confirmation" window appears:



Click the red "Return to Your DEQ Online" button, and the "OK" button that appears in the subsequent pop-up to return to this page:

≡	← UST - Service Provider License A	Application					
	18025 Open 1) Basic Info 2) Attachment 3) Payment	4 Review 5 Submit	ssion 🕕				>
	There is no payment due at this time.						
	Fee Service \$ 600.00 + \$ 24.00 - \$	Paid Bal 624.00 = \$ 0	lance).00				
1	Fees			Payment	Transactions		
*• @	UST Service Provider Application Fee ③ Permit/License/Certificate Fee	\$ 600.00		~		H) € 11/26/2024	\$ 624.00
<u></u>	Technology Fee Additional Fee 	\$ 24.00			# DEQTST000044	1 Results	
	 The technology fee applies to payments made to invoices and program submittal charges in Your DEQ Online to cover annual costs of operating and maintaining the system. 						
	2 Results						

Note that the balance now reads "\$0.00" (highlighted above). Click the red "Save " button in the lower right portion of the screen.

Step 5 – Submission

If you want to review the entries made thus far, click on the "Review" tab. Otherwise click on the "Submission" tab:

50 e Lui 12	18025 Open
1	1) Basic Info 2) Attachment 3) Payment 4) Revier 5) Submission
3	Certification Statement
1	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

Click the required acknowlegment checkbox (red arrow above), which turns the "Submit" button blue. Scroll down to the "Submit" button. **NOTE: it may take up to 20 minutes for the new License information to appear in the "Permits, Licenses, and Certificates module of the YDO program.** Clicking the "Submit" button concludes the submittal process and opens the following summary page:

≡	← UST - Service Prov	vider License Application					
EE O Lon III	18025 Complete Submittal				>		
	Submission Successful!						
	Confirmation of Submitta notification at various mi Please click Ə Recei ț	al: 1. Your application has been received le stones. ht to print your receipt.	ewed shortly. 2. Ch	eck your account, email and text message for system			
*	Submittal Summary			Submittal Form Info			
2 9 2	Submittal ID: Submittal Date: Submittal By:	18025 11/25/2024, 2:11:44 PM UST Generic RO 5033604287 ust dutvofficer@deg oregon gov		Name: Method:	UST - Service Provider License Application Online Submission		
	Owner Information:	UST Generic RO 5033604287 ust.dutyofficer@deq.oregon.gov					
	Fee Detail			Certification			
	Name UST Service Provider Application Fee Technology Fee	Type Permit/License/Certificate Fee Additional Fee	Amount \$600.00 \$24.00	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:	Not Applicable		
	Payment Detail			Answer:	Not Applicable		
	Date 11/25/2024, 11:52:30 AM Total:	Method Fee Amount P ePayment (ACH) \$624.00 \$624.00	aid Amount \$624.00 \$624.00	PIN Number RO: Sender IP:	: Not Applicable UST Generic RO 159.121.206.56		
	Uploaded Attachment List			Mail-to Attachment List			
	PDF 55 KB	pdf trate meeting qualification)		No record.			
					Finish 🖶 Receipt 🖶 Submittal Form		

Click the red "Receipt" button to view a copy of the receipt:



Submittal Receipt

Department of Environmental Quality, State of Oregon

700 NE Multnomah Street, Suite 600 Portland, OR 97232-4100

Date Created: 11/25/2024

Submittal ID: 18025

Submittal Summary

Submittal: UST - Service Provider License Application

Submitted By: UST Generic RO

Email: ust.dutyofficer@deq.oregon.gov

Submitted Date: 2024-11-25 14:11:44

Submittal Form Info

Submittal Name: UST - Service Provider License Application

Submission Method: Online

Action Type: New

Payment Information (PAID IN FULL)

Processing Fee: \$600.00 Technology Fee: \$24.00 Payment Method: ePayment (ACH) Paid Amount: \$624.00 Confirmation Number: DEQTST000044870

Total Amount Due: (None) Date Paid: 11/25/2024

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:

Question's Answer: ***** PIN Number: ***** IP Address: **159.121.206.56**

Responsible Official: UST Generic RO

Click the red "Submittal Form" button to review a copy of the Submittal Form. Note that if a Supervisor has more than one License, all of them will appear below.

	UST - Service Provider License Application						
DEQ	700 NE Multn	omah S	itreet, Suite 600	Portla	nd, OR 97232-4100		11/25/2024
Submittal RID: 1	18025						Submitted Date: 11/25/202
Application Acti	on Type: new						
Do you already	have a Service	Provid	er License?		Yes		No
	Effective M	arch 1	0, 2008 the non	-refund	able license fee is \$600	for 24 r	months
UST Services S	ervice Provid	ler Inf	ormation:				
Legal Name : Su	preme Being	Produc	tions				
Country: United	States						
Address: 700 NE	Multn						
City: P					State: Oregon	Z	IP Code: 97232
Email: dave.par	due@deq.ore	gon.go	v		Mobile: 503-555-5555	F	ax:
CCB Number:							
Corporate Hea	dquarters						
Country:							
Address:							
City:					State:	Z	IP Code:
Email:					Mobile:	F	ax:
Types of Servi	ces Provided						
✓ Installation	and Retrofit		Decommissioni	ng	Tightness Testing		Cathodic Protection
Supervisors In	formation						
Provide the nam on site during sp	ne, type of lice pecified times	nse an or stop	d license numb o work. Attach a	er for e addition	ach UST Supervisor you al pages as needed.	r firm ei	mploys. A supervisor must be
Supervisors Nar	ne		License Numb	er	TypeofLicens	e(s)	
Adam Carter			27612		USTSupervise	or - Insta	allation/Retrofit
Adam Carter			27613		USTSuperviso	or - UST	Decommissioning
Service Areas							
□ Statewide			Eastern Region		U Western Region		Northwest Region
Experience							
Check here	if your compa	ny ha	s not worked on	any US	T projects during the la	st 24 m	onths.
Certification R	equirements						

Finally click the blue "Finish" button to return to the "Submitted Submittals" page where you can note that YDO has indicated a "Complete Submittal" (in red below):

≡	Submitted Submittals			[] 🕤 🕘 UST
	Q. Search	<		© 1∼4 of 4 © Submitted Date (New-Old) ∨
	Criteria	Land Quality 18025	Complete Submittal	🕹 UST Generic RO
	Keywords 💼	UST - Service Provider License Application	Action New	iii 👔 11/25/2024 Today
1	Filter by Submittal ID. Site ID. Site/Property	2		

Once you have received an email from YDO informing you that your application has been approved, return to your YDO "Dashboard" page. Click the "Submitted" button (it will turn blue):

 Dasnboard		
Info Messages	Submittals Permits/Licenses/Certificates & Transaction History Upcoming C	bligations & Unpaid S
Info	Submittals	
Upcoming Obligation Sendback	MY SUBMITTALS (LAST 3 MONTHS)	nding Submitted
1 O Submittals	Cand Quality 18022	oday
Count of Permission Requests 0	UST - Service Provider License Application	

Then click the yellow "eyeball" icon under the blue "submitted" button to open your Submittal.

Once DEQ processes and approves the submittal, Your Service Provide License will be available in the "Issuance" tab of that "Submittal":

≡	÷ ← Submitted Submittal Info	
	19681 Approved	e e e e e e e e e e e e e e e e e e e
	Submittal Summary Attachment 1 Issuance 1 Emel History 3 Payment Correspondence	
	Case Review Summary	Submittal Summary
		UST - Service Provider License Application
	Payment Due No Payment Due at This Time	Submit an application for a NEW UST Service Provider License. If you already have a UST Service Provider License, you must renew it by clicking the purple button to the right of the license entry in the Permit/License/Certificate area on your dashboard.
-	Status	19681 [f50040]
8	Approved	Environmental Land Quality
2	by Dave Pardue 12/19/2024	12/19/2024 Today
Ċ] History	
	C [12/19/2024] Dave Pardue	
	C [12/19/2024] Dave Pardue	
	UST Generic RO Submit	
	Send the request for Revision/Withdrawal/Amend to the administrator 🥹	
	Revision Withdrawal Amend	Send Request
	Request Reason	

Click on the "Issuance" tab to download the document by clicking on the red download button:

≡	← Submitted Submittal Info
	19681 Approved
	Submittal Summary Attachment 1 Issuance 1 Email History 3 Payment Correspondence
3	Issuance Documents
	Final Documents
	UST Licensing Service Provider License - Installation/Retrofit
-	(i) Issued
8	Document # 30012
9	□ 12/19/2024 ~ 12/19/2025 □
	Supporting Documents
	No record found.

This concludes the process of applying for, or renewing a UST Service Provider's License.

Other YDO features can be accessed by using the Navigation button in the top left corner of the

"Submitted Submittals" page: E Submitted Submittals