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# Submitting UST Supervisor License Application using Your DEQ Online



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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 Supervisors and provides a detailed explanation of how to:

1. Renew an existing UST Supervisor License or
2. Submit a new UST Supervisor License Application.

**YOU MUST BE SIGNED IN TO YOUR OWN YDO ACCOUNT TO APPLY FOR THIS LICENSE. THE LICENSE WILL BE ISSUED IN THE NAME OF THE SUBMITTER.**

**YOU MAY NOT SUBMIT AN APPLICATION FOR ANYONE ELSE.**

**\*\*for example if you are John Doe, and submit Jane Doe's test results, your license will say "John Doe"\*\***

**If you are renewing, complete Step 2A and skip Step 2B.**

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

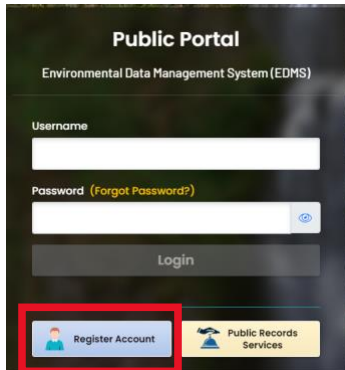
**If you are renewing, be sure the name you use is exactly the same as when you first applied. Also make sure your License number is correct if you are adding new licenses.**

It is assumed that the user will have an active account (required) with the YDO system.



Please visit <https://www.oregon.gov/deq/Permits/Pages/Your-DEQ-Online.aspx> for all things YDO, including technical support and the YDO Help Desk.

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





**Public Portal**  
Environmental Data Management System (EDMS)

Username

Password (Forgot Password?)

Login

 Register Account  Public Records Services



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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.govonlineaas.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.

YOUR DEQ ONLINE

**Public Portal**  
Environmental Data Management System (EDMS)

Username  
PublicUser **B**

Password (Forgot Password?)  
\*\*\*\*\* **C**

**D** Login

**E** Register Account Public Records Services

For assistance, please contact your agency from below:  
✉ YourDEQOnline@deq.oregon.gov  
🔗 Online Help

Terms of Use + Privacy Statement

8.2.230824152251  
8.2.230825172251 / 8.2.20230624083812

# Step 2A – Start Renewal Submittal and Update Information

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

The dashboard is titled "Dashboard" and has a green header bar. Below the header, there are tabs for "Info" and "Messages" on the left, and "Submittals", "Permits/Licenses/Certificates & Transaction History" on the right. The "Info" section contains two large boxes: "Upcoming Obligation" with a value of 22 and "Sendback" with a value of 0. Below these is a "Count of Permission Requests" section with a value of 0. The "Messages" section contains an "ANNOUNCEMENT" box. The "Submittals" section is titled "MY SUBMITTALS (LAST 3 MONTHS)" and lists four items, each with a "Land Quality" status and a count: 39915, 39907, 19857, and 19836. The first item is "ALBANY ARCO #14" and the last is "BELMONT ARCO INC.".

**Info**

Upcoming Obligation: 22 Submittals

Sendback: 0 Submittals

Count of Permission Requests: 0

**CORRESPONDENCE (LAST 3 MONTHS)**

Environmental Interest	Open	Authority Unread	Public Unread
Total (All Programs)	0	0	0

**Messages**

ANNOUNCEMENT


**Submittals**

MY SUBMITTALS (LAST 3 MONTHS)

- Land Quality: 39915  
ALBANY ARCO #14  
UST - Decommissioning or Change in Service Form and :  
1128 E PACIFIC BLVD, ALBANY, OR 97321 (Linn County)  
dbo.Incident.LustId=418 UST (6103)
- Land Quality: 39907  
UST - General Permit Registration Form and 30-Day Not
- Land Quality: 19857  
UST - General Permit Registration Form and 30-Day Not
- Land Quality: 19836  
42ND ST CHEVRON  
UST - Installation Checklist  
316 N 42ND, SPRINGFIELD, OR 97478 (Lane County)  
CEM\_FacilityIdentifier=24613 UST (11856)
- Land Quality: 17424  
BELMONT ARCO INC.

## RENEWAL OF EXISTING LICENSE

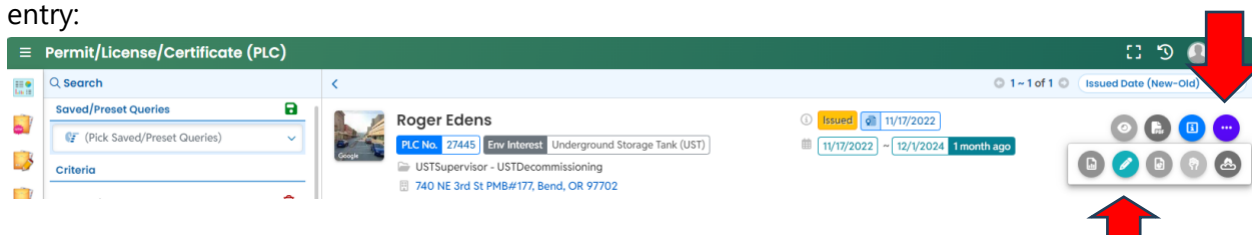
If you **already have** a Supervisor License navigate to the Permit/License/Certificate module from the dashboard by clicking on the “Navigation” button (below, in red):

**(Above graphic)** Note: “Basic Info” is one of several Workflow tabs (not to be confused with browser tabs). Tabs or fields that require action or completion 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.

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



The PLC page opens; scroll through the list of permits and licenses to find your UST Supervisor entry:



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:

Choose all the applicable Specialties above (you must attach passing ICC test results for each specialty; the required "Attachment(s)" then appear(s) on the right side of the page. Click on the

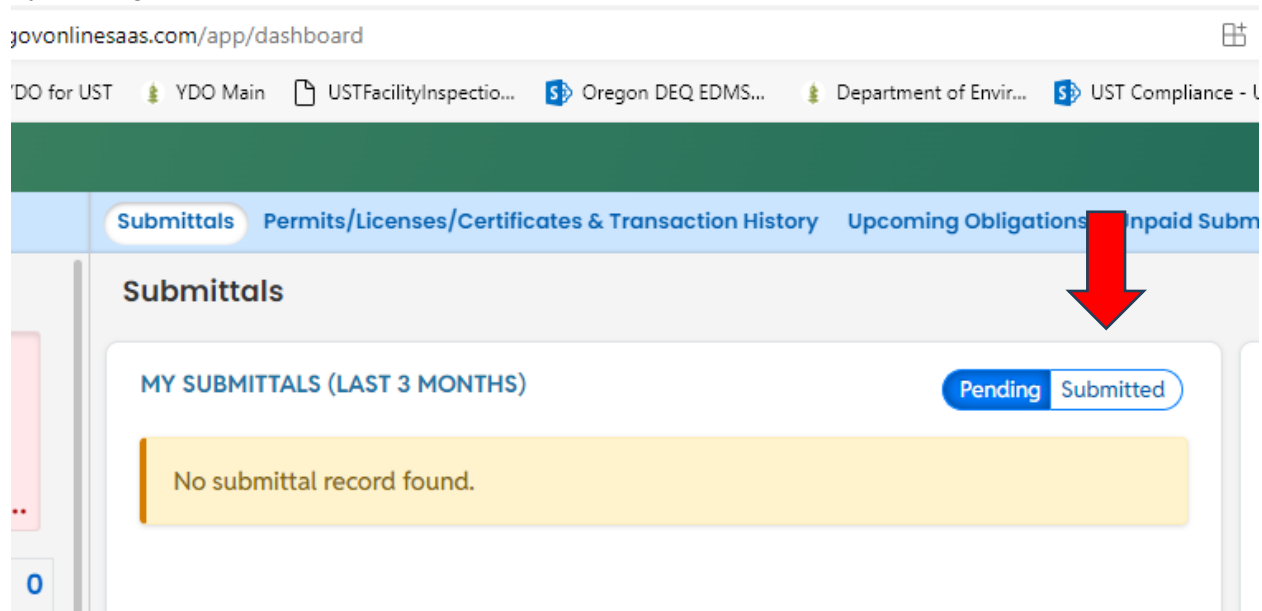
"Attachment" tab:

Click in the box outlined in red above to upload the ICC Test results. Then click within the document panel to identify the upload:

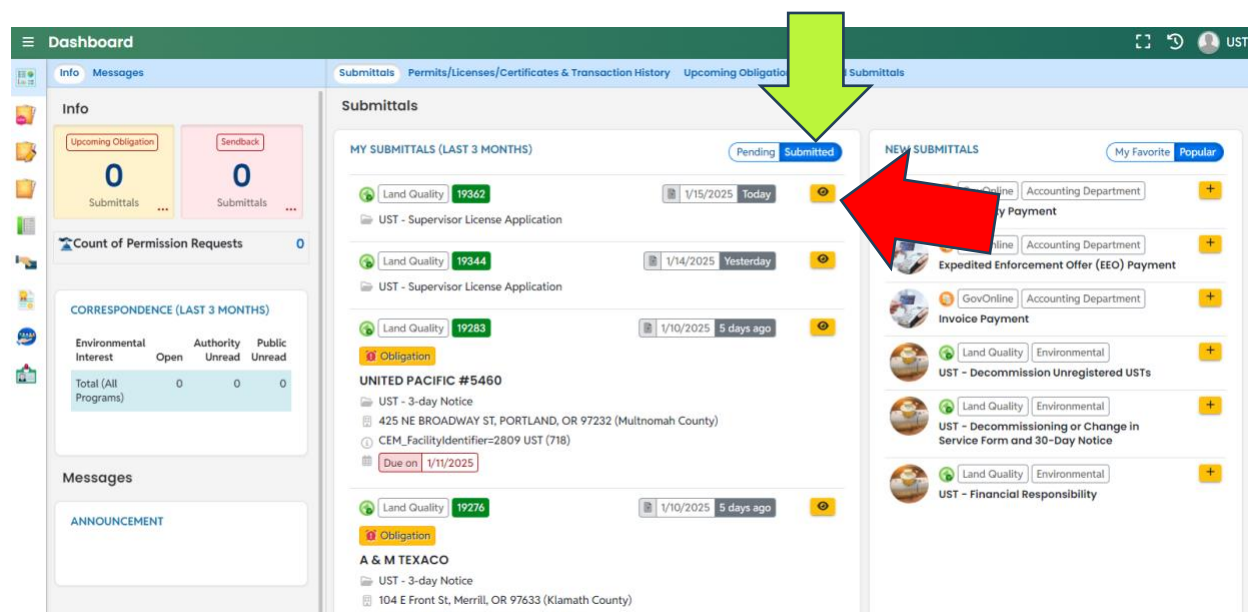
YOU MUST REPEAT THIS PROCESS FOR EACH LICENSE TYPE. The appropriate passing test score is required as an "Attachment" for each. You will find one "Issuance" for each license when it is approved by DEQ. Be sure to click the red "Save" button in the lower right corner of every page.

Once the application is approved by the DEQ UST Program, you will receive an email message indicating the approval of your application. Return to YDO at that time and find your application

by clicking on the white “Submitted” button:



Then open the submittal by clicking on the orange eyeball (red arrow below); note that the white button turned blue (green arrow below).



The following window opens where you may download or print your license:

Submitted Submittal Info

19344 Approved

Submittal Summary Attachment 1 Issuance 1 Mail History 4 Payment Correspondence

Issuance Documents

Final Documents

UST Supervisor License - Tank Tightness Testing 27761

Issued

Document # 27761

1/15/2025 ~ 1/16/2025

No record found.

Click on the “Issuance” tab (purple box above), and then click the small red button in the lower left corner to download the file. Repeat this process for each “Issuance.”

## Step 2B – Start New Submittal and Enter Information

If you have never held a UST Supervisor License before, from the “Dashboard” click on the Start New Submittal Box outlined in red, on the left below.

The screenshot shows the UST Dashboard with a green header bar containing a menu icon and the word "Dashboard". Below the header, there are tabs for "Info", "Messages", "Submittals", and "Permits/Licenses/Certificates & Transaction". The "Info" tab is active, showing a sidebar with icons and a main content area. A red star highlights a "Start New Submittal" button in the sidebar. The main content area includes sections for "Upcoming Obligation" (22 Submittals), "Sendback" (0 Submittals), "Count of Permission Requests" (0), and "CORRESPONDENCE (LAST 3 MONTHS)". The correspondence table shows zero counts for Environmental Interest, Open, Authority Unread, and Public Unread. The "Messages" section shows an "ANNOUNCEMENT". The "Submittals" tab is also visible, showing a list of submittals including "ALBANY ARCO #14" and "42ND ST CHEVRON".

The “New Submittal” window opens:

The screenshot shows the "New Submittal" window with a green header bar containing a menu icon, the text "New Submittal", and user information. The window is divided into a sidebar and a main content area. The sidebar contains a search bar and filter options. The main content area displays a list of submittal options, including "UST - Service Provider License Application" and "UST - Supervisor License Application". The "UST - Supervisor License Application" option is highlighted with a red box, and an orange plus sign is visible to its right.

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



≡ ← UST – Supervisor License Application

(N/A)

1 Basic Info

2 Attachment

3 Payment

4 Review

5 Submission

Do you already have a Supervisor License?

☐ Yes

☐ No

Required.

Effective July 6, 2001 the non-refundable license fee is \$150 for 24 months for one or more of the following licenses: (Check license you are applying for)

☐ UST Installation/Retrofit

☐ UST Decommissioning

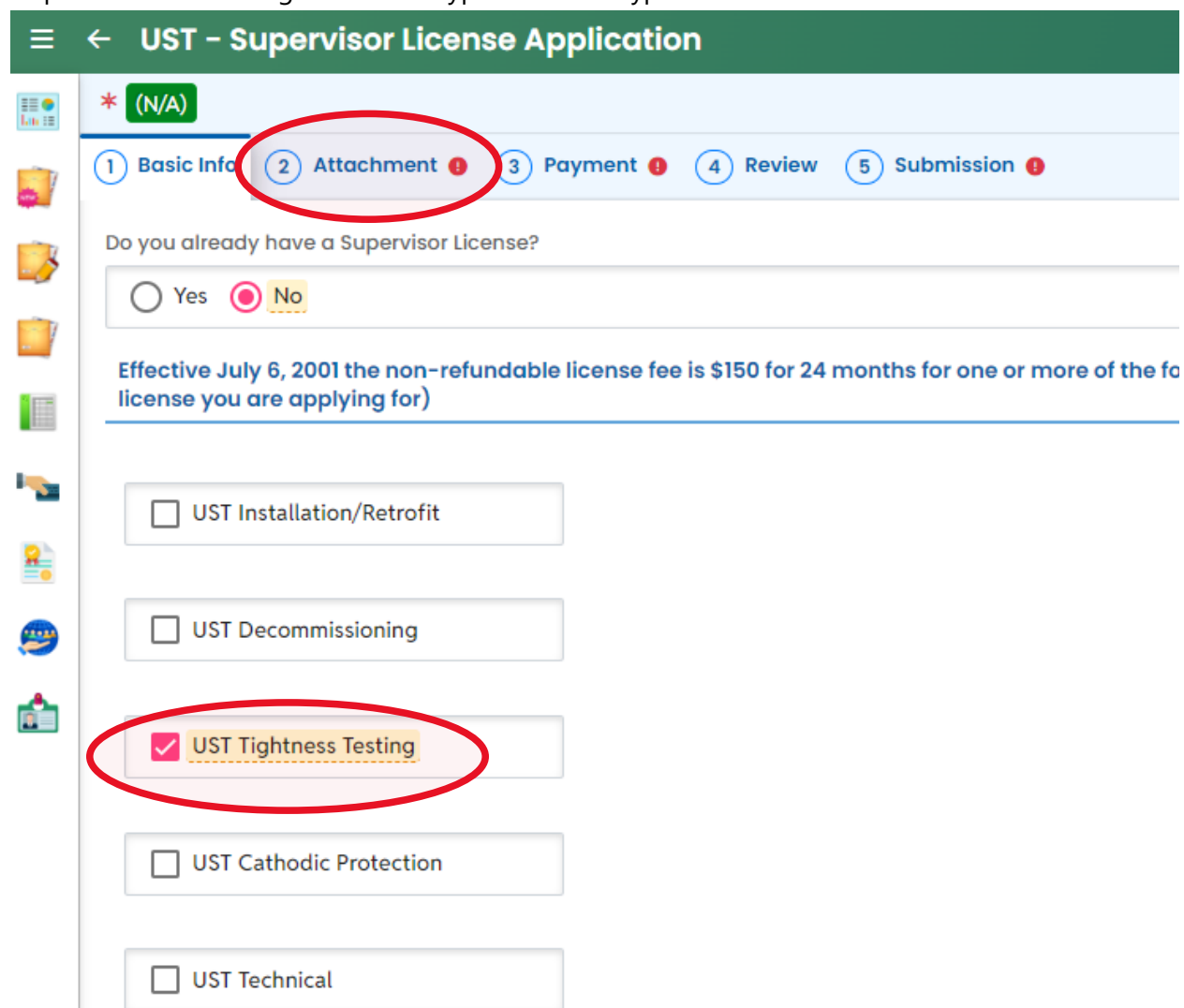
☐ UST Tightness Testing

☐ UST Cathodic Protection

☐ UST Technical

Click the "No" box above, since this is for a first-time application. Then choose which types of license you are applying for (you may check more than 1 box). The "Attachment" tab becomes

required after choosing the license type or license types:



UST - Supervisor License Application

\* (N/A)

1 Basic Info 2 Attachment 3 Payment 4 Review 5 Submission

Do you already have a Supervisor License?

☐ Yes ☒ No

Effective July 6, 2001 the non-refundable license fee is \$150 for 24 months for one or more of the fo license you are applying for)

☐ UST Installation/Retrofit


☐ UST Decommissioning

☒ UST Tightness Testing

☐ UST Cathodic Protection

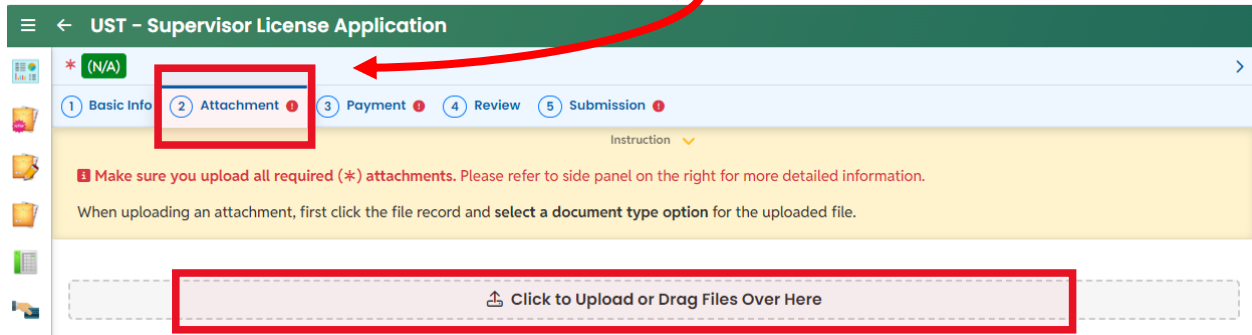
☐ UST Technical



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

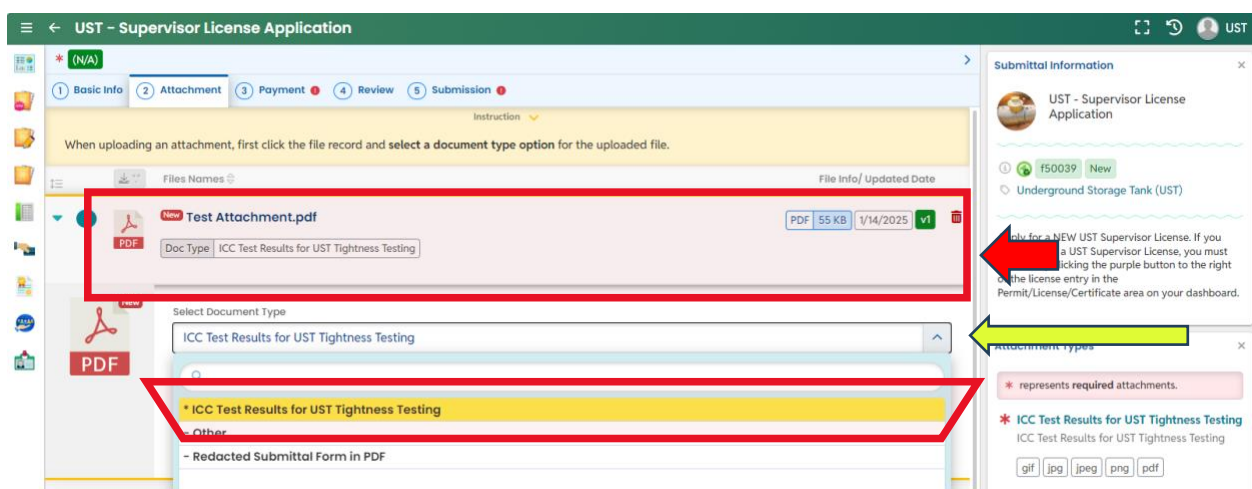
For both new licenses and renewals you must attach a copy of your passing test results for each license applied for. Click on the “Attachments” tab:



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” button above (the button turns yellow first) to navigate to, and then select, the file that needs to be uploaded (in this case the passing ICC test result or results.) or drag the file you want to upload on top of the box/button and drop it there.

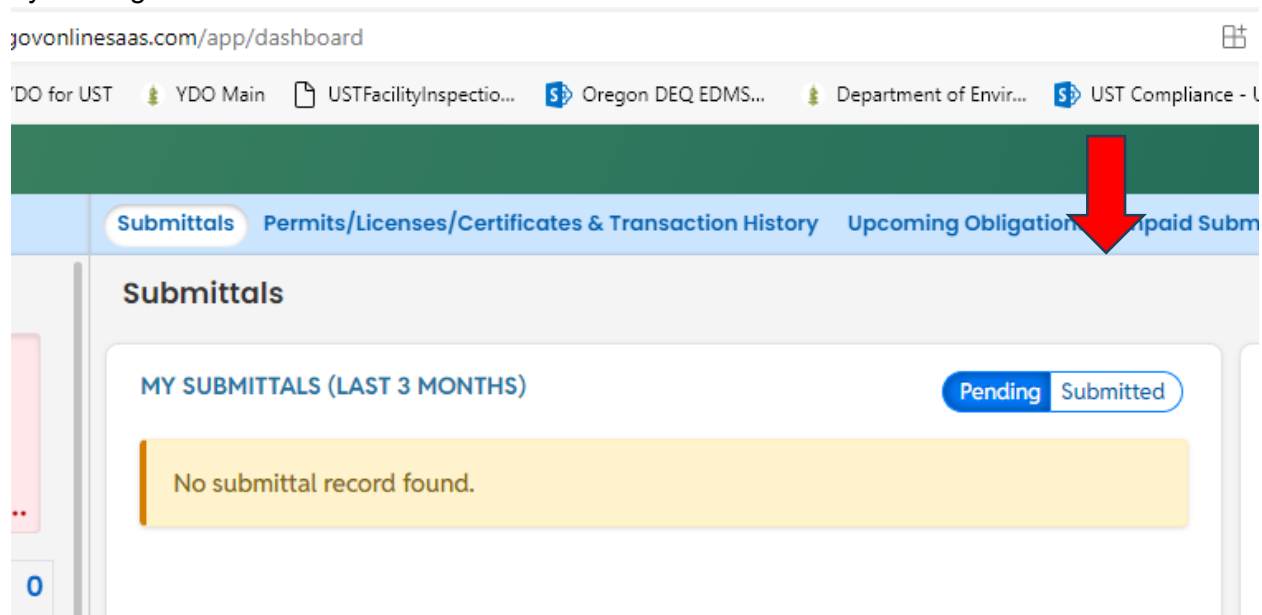


After you upload the document it must be identified. Click inside the “Attachment Panel” (red arrow above) to expand it, and then click in the “Select Document Type” drop-down menu

(yellow arrow) to display the choices as shown below- choose the highlighted "ICC Test Results...".

YOU MUST REPEAT THIS PROCESS FOR EACH LICENSE TYPE. The appropriate passing test score is required as an "Attachment" for each. You will find one "Issuance" for each license when it is approved by DEQ. Be sure to click the red "Save" button in the lower right corner of every page.

Once the application is approved by the DEQ UST Program, you will receive an email message indicating the approval of your application. Return to YDO at that time and find your application by clicking on the white "Submitted" button:



Then open the submittal by clicking on the orange eyeball (red arrow below); note that the white button turned blue (green arrow below).

The screenshot shows the DEQ Online Dashboard. The 'Submittals' section is active, displaying a list of submittals. A green arrow points to the 'Submitted' tab. A red arrow points to the 'Issuance' tab in the 'Submitted Submittal Info' window.

**Dashboard Overview:**

- Info:** Upcoming Obligation: 0, Submittals: 0, Sendback: 0.
- Count of Permission Requests:** 0
- CORRESPONDENCE (LAST 3 MONTHS):**

Environmental Interest	Open	Authority Unread	Public Unread
Total (All Programs)	0	0	0
- Messages:** ANNOUNCEMENT

**Submittals:**

- MY SUBMITTALS (LAST 3 MONTHS):**
  - Land Quality 19362, UST - Supervisor License Application, 1/15/2025 Today, Pending
  - Land Quality 19344, UST - Supervisor License Application, 1/14/2025 Yesterday, Pending
  - Land Quality 19283, UST - Supervisor License Application, 1/10/2025 5 days ago, Pending
  - UNITED PACIFIC #5460, UST - 3-day Notice, 425 NE BROADWAY ST, PORTLAND, OR 97232 (Multnomah County), CEM\_FacilityIdentifier=2809 UST (718), Due on 1/11/2025, Pending
  - Land Quality 19276, UST - 3-day Notice, 104 E Front St, Merrill, OR 97633 (Klamath County), Due on 1/11/2025, Pending
- NEW SUBMITTALS:**
  - GovOnline Accounting Department Invoice Payment
  - Land Quality Environmental UST - Decommission Unregistered USTs
  - Land Quality Environmental UST - Decommissioning or Change in Service Form and 30-Day Notice
  - Land Quality Environmental UST - Financial Responsibility

The following window opens where you may download or print your license:

The screenshot shows the 'Submitted Submittal Info' window for submittal 19344. The 'Issuance' tab is selected, showing 'Issuance Documents' and 'Supporting Documents'.

**Submitted Submittal Info:**

- 19344 Approved**
- Submittal Summary** | **Attachment 1** | **Issuance 1** | **Email History 4** | **Payment** | **Correspondence**
- Issuance Documents:**
  - Final Documents:** UST Supervisor License - Tank Tightness Testing 27761
  - Issued:** Document # 27761
  - Period:** 1/15/2025 ~ 1/16/2025
  - Download/Print:** [Icon]
- Supporting Documents:** No record found.

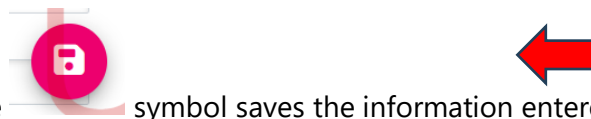



Click on the “Issuance” tab (purple box above), and then click the small red button in the lower left corner to download the file. Repeat this process for each “Issuance.”

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.

## Step 4 – Payment

Payment, including the 4% Technology Fee must now be submitted. Click the “Payment” tab. The “Save” button must be clicked if it was not in the prior step. Payment is not possible until the “Workflow” is saved. Then the “Pay Amount Due” button appears:

The screenshot shows the 'UST - Supervisor License Application' interface. At the top, there's a green header with a menu icon, a back arrow, and the title 'UST - Supervisor License Application'. Below this is a light blue navigation bar with five tabs: '1 Basic Info', '2 Attachment', '3 Payment' (which is active and has a red dot), '4 Review', and '5 Submission' (which also has a red dot). To the left of the tabs is a sidebar with various icons. The main content area has a pink banner that says 'Please complete the payment process.' and a yellow banner that says 'DEQ adds a 4% technology fee to every fee payment processed through YDO.' Below these banners is a summary section with a table-like structure showing 'Fee' as \$150.00, 'Paid' as \$0.00, and 'Due' as \$150.00. To the right of this summary is a blue button labeled 'Pay Amount Due' with a credit card icon. Below the summary, there are two sections: 'Fees' and 'Payment Transactions'. The 'Fees' section lists a 'Supervisor Fee' of \$150.00, which includes a 'Permit/License/Certificate Fee'. The 'Payment Transactions' section states 'No payment transaction records.' At the bottom of the 'Fees' section, there is a button labeled '1 Results'.

Fee	Paid	Due
\$ 150.00	\$ 0.00	\$ 150.00

Fees	Payment Transactions
<b>Supervisor Fee</b> ① Permit/License/Certificate Fee \$ 150.00	No payment transaction records.

**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):

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

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”):



State of Oregon  
**Department of Environmental Quality**

[Exit](#)

**Welcome to DEQ 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](#)

powered by **usbank**

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#)

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

Your name and address should be pre-filled in the next US Bank window, and you must enter a phone number (highlighted below). **Note the fees displayed below are examples only.**

**DEQ** **Department of Environmental Quality**[Exit](#)

### 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


<b>First Name</b>	<input type="text" value="UST"/>
<b>Last Name</b>	<input type="text" value="Generic RO"/>
<b>Company (Optional)</b>	<input type="text"/>
<b>Address 1</b>	<input type="text" value="700 NE Multnomah St"/>
<b>Address 2 (Optional)</b>	<input type="text"/>
<b>City</b>	<input type="text" value="Portland"/>
<b>State</b>	<input type="text" value="OR"/>
<b>Zip Code</b>	<input type="text" value="97232"/>
<b>Zip Code Extension (Optional)</b>	<input type="text"/>
<b>Phone Number</b>	<input type="text"/>
<b>Email Address</b>	<input type="text" value="ust.dutyofficer@deq.oregon.gov"/>

[Become a Registered User](#) 




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

Payment Method

Card Number  

Expiration Date  Month  Year

Card Security Code  

Card Billing Address ☒ Use my contact information address  
☐ Use a different address

A 2.3% convenience fee will be added by US Bank for this credit card transaction. The convenience fee will be displayed on the next page where you can cancel or confirm your payment. The fee will not be shown in Your DEQ Online. There will be two (2) charges on your credit card statement, one for the DEQ payment and one for the convenience fee.

**NOTE:** US Bank does not add convenience fees for ACH e-payments. If you would like to select a different payment method, click the Exit link in the upper right hand corner of this page.

[Continue](#) [Cancel](#)



[Customer Service](#)

[Help](#)

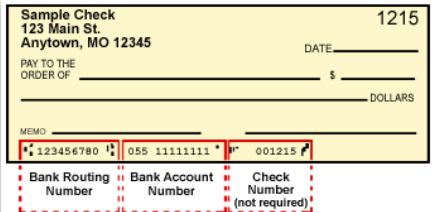
[Privacy Policy](#)

 [Security](#)

Note the highlighted convenience fee information above.

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

Payment Method



Personal Check | [Business Check](#)

Bank Routing Number

Bank Account Number

Bank Account Type ☒ Checking ☐ Savings  
☐ This is a business account

[Continue](#) [Cancel](#)

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



## State of Oregon Department of Environmental Quality

### 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

<b>Description</b>	DEQ GOVONLINE DEQ GovOnline Pymts <a href="https://oregon-public-uat.govonlinesaas.com/client/pub/login">https://oregon-public-uat.govonlinesaas.com/client/pub/login</a>
<b>Payment Amount</b>	\$78.00
<b>Payment Date</b>	10/25/2024

#### Payment Method

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

#### Contact Information

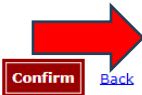
<b>First Name</b>	UST
<b>Last Name</b>	Generic RO
<b>Address 1</b>	700 NE Multnomah St
<b>City</b>	Portland
<b>State</b>	OR
<b>Zip Code</b>	97232
<b>Phone Number</b>	1111111111
<b>Email Address</b>	ust.dutyofficer@deq.oregon.gov

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 be included in the

☐ 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:



### 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 **DEQTST000043539**

**Return to Your DEQ Online**

#### 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  
**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

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:



## Step 5 – Submission

If you want to review the entries made thus far, click on the “Review” tab. Otherwise click on the “Submission” tab: (Note this screenshot is from the “Service Provider” submittal, but the steps are the same).

18025 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

Click the required acknowledgment 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:



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

 Receipt

### Submittal Form Info

19344

1/14/2025, 3:42:49 PM

UST Generic RO  
5032295034  
[ust.genericro@deq.oregon.gov](mailto:ust.genericro@deq.oregon.gov)

UST Generic RO  
5032295034  
[ust.genericro@deq.oregon.gov](mailto:ust.genericro@deq.oregon.gov)

Method: Online 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.

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: 1/15/2025

### Submittal Summary

Submittal ID: **19344**

Submittal: **UST - Supervisor License Application**

Submitted By: **UST Generic RO**

Email: [ust.genericro@deq.oregon.gov](mailto:ust.genericro@deq.oregon.gov)

Submitted Date: **2025-01-14 15:42:49**

### Submittal Form Info

Submittal Name: **UST - Supervisor License Application**

Submission Method: **Online**

Action Type: **New**

### Payment Information (PAID IN FULL)

Processing Fee: **\$150.00**

Technology Fee: **\$6.00**

Total Amount Due: **(None)**

Payment Method: **ePayment (ACH)** Paid Amount: **\$156.00**

Date Paid: **1/14/2025**

Confirmation Number: **DEQEDM000046828**

### 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.



**Standing Beneficial Use Notification**  
**NOTIFICATION OF STANDING BENEFICIAL USE REPORT REQUIREMENT SUBMITTAL**

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

1/15/2025

Submittal RID: **19344**Submitted Date: **1/14/2025**

Application Action Type: **new**

Do you already have a Supervisor License? ☐ Yes ☒ No

**Owner Information**

Full Name: **UST Generic RO**Title:

Company: **Oregon DEQ**Email: **ust.genericro@deq.oregon.gov**

Phone:Mobile: **5032295034**Fax:

Mailing Address: **700 NE Multnomah St**

City: **Portland**State: **Oregon**ZIP Code: **97232**

**Effective July 6, 2001 the non-refundable license fee is \$150 for 24 months for one or more of the following licenses: (Check the appropriate box(s) below for each license you are applying for)**

☐ **UST Installation/Retrofit**☒ **UST Tightness Testing**

☐ **UST Decommissioning**☐ **UST Cathodic Protection**

☐ **UST Technical**

*NOTE: There is a separate application form and license fee for Heating Oil Tank Services*

**Attachment Requirements**

Please attach the passing examination documentation for each license you're applying for. For this license application to be valid it must be accompanied by the total fee and the passing score report(s) you received from the test administrator, LaserGrade or Pearson VUE (formerly Promissor). License applications must be submitted to DEQ within 30 days of passing the qualifying examination. Renewal applications must be submitted 30 days prior to expiration. You should receive your license(s) from DEQ within one to two weeks from the date you submit the application.

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**

Criteria

Keywords

Filter by Submittal ID, Site ID, Site/Proactv

Land Quality 18025

UST - Service Provider License Application

Complete Submittal

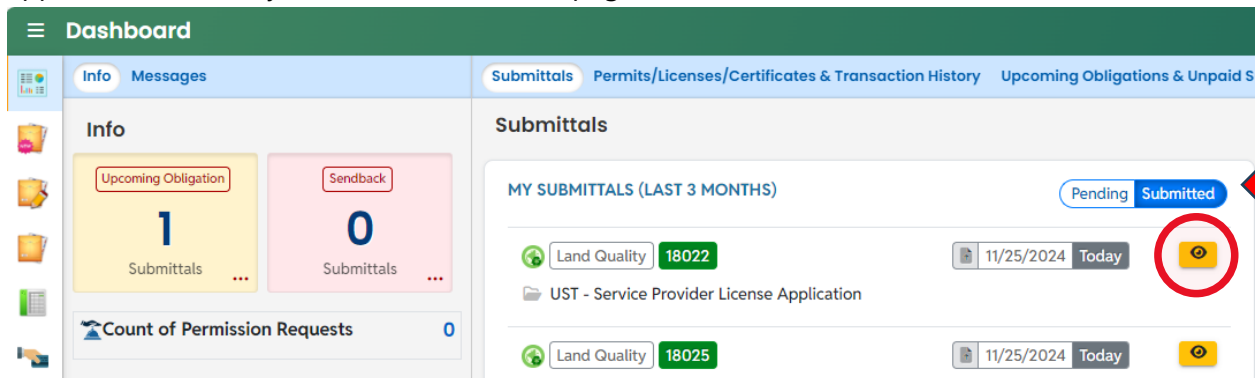
Action New

UST Generic RO

11/25/2024 Today

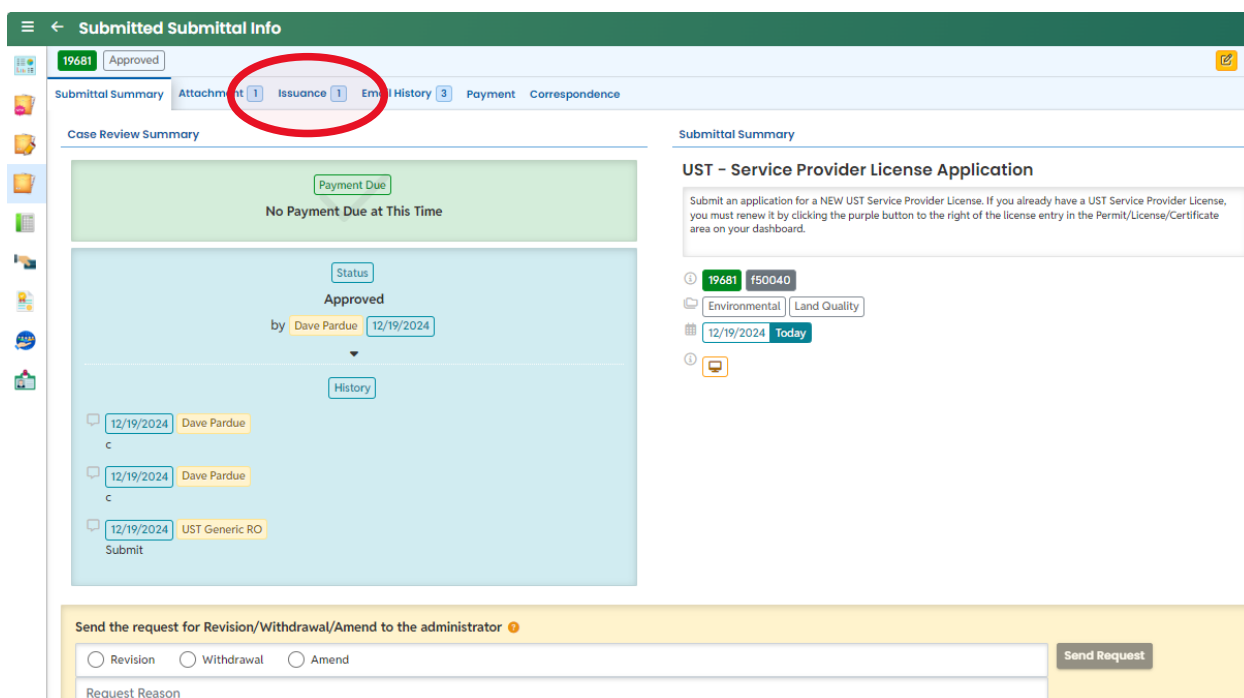


Once you have received an email from YDO informing you that your application has been approved, return to your YDO "Dashboard" page. Click the "Submitted" button (it will turn blue):



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


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



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

The screenshot shows the 'Submitted Submittal Info' page for submittal 19681, which is in 'Approved' status. The 'Issuance' tab is selected, showing details for a 'UST Licensing Service Provider License - Installation/Retrofit...'. The license is 'Issued' with document number 30012, valid from 12/19/2024 to 12/19/2025. A red circle highlights a download button (represented by a document icon) in the 'Final Documents' section. Below this, the 'Supporting Documents' section shows '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:  **Submitted Submittals**