



Oregon

Tina Kotek, Governor

Department of Environmental Quality
Northwest Region Portland Office/Water Quality
700 NE Multnomah Street, Suite 600
Portland, OR 97232
(503) 229-5696
FAX (503) 229-6124
TTY 711

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To: Oregon Environmental Services Advisory Committee

From: Tiffany Yelton Bram, Water Quality Manager

Subject: Syllabus for 1-hour class on using Your DEQ Online for Discharge Monitoring Reports

Oregon DEQ is requesting CEU evaluation for a one-hour class presented by various DEQ staff on the topic of using Your DEQ Online for the filing of discharge monitoring reports required by water quality permits issued by the agency. The YDO system will become the means to comply with permits through the submittal of discharge monitoring reports.

This class will be offered at conferences (where the conference provider will submit the course as part of a package), and as a stand alone class offered by DEQ or in conjunction with other entities. The class may be made available via virtual platforms or in person. The class will be taught in real time by a live person.

Syllabus: **Electronic Reporting for Water Quality Permits in Your DEQ Online**

1. Introduction of presenter
2. Overview of YDO and why it is being used
3. The importance of account set up and how an account is used to access the Discharge Monitoring Report function of YDO
4. Orientation to how a DMR looks and works in YDO
5. How to fill out the DMR
6. Special things to pay attention to
7. How to submit additional information
8. Q&A

Please contact Tiffany Yelton-Bram at 503 229 5219 or tiffany.yelton-bram@deq.oregon.gov with questions

Attendance will be documented with a sign in sheet for in person classes and a screenshot of the participants list in virtual classrooms.