



User Guide - Solid Waste Compliance Reporting and Payments

The screenshot shows the user interface of the Oklahoma Environmental Quality website. At the top, there is a navigation bar with the logo on the left and links for Home, Finder, My Submissions, Help, User Account, and Sign Out. The main content area is divided into three columns. The left column contains three sections: 'Organizations' with a 'Select Organization' dropdown, 'Forms' with a 'Form Finder' button, and 'Frequently Asked Questions' with two questions. The middle column features a large heading 'Welcome to the Solid Waste Compliance Online Reporting Page' followed by contact information. The right column lists five specific forms: 'Extension Request Form: Solid Waste Quarterly Return', 'Monthly Report for Solid Waste Disposal Facilities', 'NHIW Monthly Report for Solid Waste Disposal Facilities', 'Quarterly Return for Solid Waste Disposal Facilities', and 'Special Events Fee Waiver Request Form'. A footer at the bottom provides contact information and copyright details.

Organizations
Select the organization from which you would like to submit a form.
[Select Organization](#)

Forms
To locate a specific form please use our form finder.
[Form Finder](#)

Frequently Asked Questions

- ? What types of facilities are required to complete monthly reports and quarterly returns?
- ? How can I revise my submission?

Welcome to the Solid Waste Compliance Online Reporting Page

Please use the following forms to complete reporting requirements or submit requests for your solid waste facility. If you have any questions or need assistance please contact a solid waste compliance team member at (405)702-5100 or solidwastereports@deq.ok.gov.

Forms

- Extension Request Form: Solid Waste Quarterly Return**
Use this form to request an extension to submittal of the quarterly return.
- Monthly Report for Solid Waste Disposal Facilities**
Use this form to submit your Monthly Report for Solid Waste Disposal Facilities
- NHIW Monthly Report for Solid Waste Disposal Facilities**
Use this form to submit your NHIW Report for Solid Waste Disposal Facilities
- Quarterly Return for Solid Waste Disposal Facilities**
Use this form to submit your Quarterly Return for Solid Waste Disposal Facilities
- Special Events Fee Waiver Request Form**
Use this form to request a fee waiver for disposal of solid waste generated during special events.

Can't find a specific form? Please use our [Form Finder](#)

Oklahoma Department of Environmental Quality | [Contact Us](#) | [Disclaimer and Terms of Use](#)
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1 CREATING AN ACCOUNT

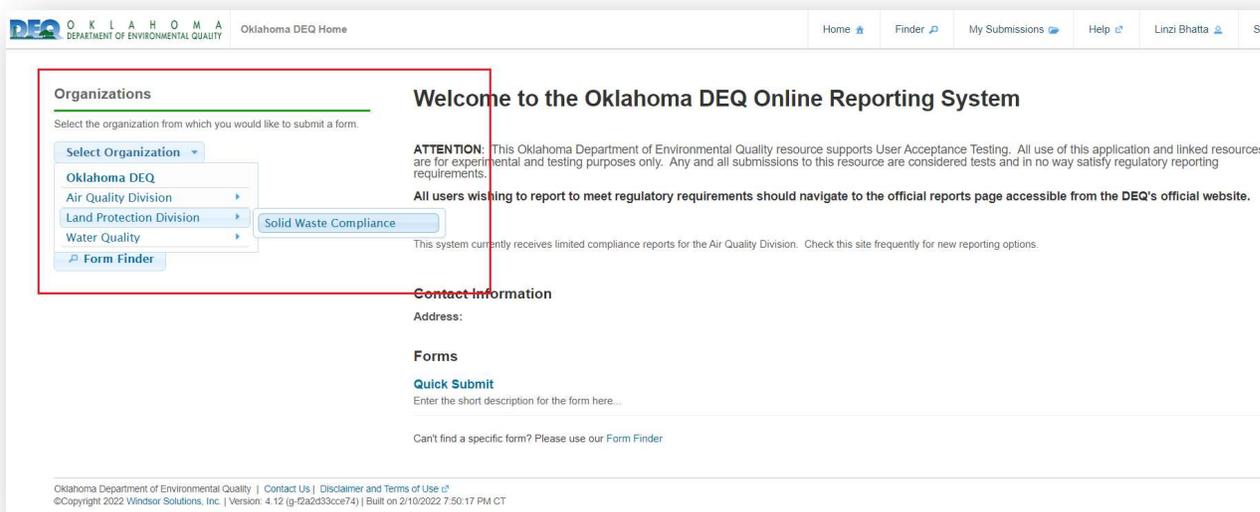
1. Go to <https://apps.deq.ok.gov/nviro/nform/>
2. Register for a new account. The registration link is on the upper right side of the screen.
 - a. Anyone in your organization who will be using these forms should make an account.
 - b. Solid Waste does not require you to complete electronic signatures.



3. After registering, sign into your new account.

2 SOLID WASTE COMPLIANCE FORMS

To access the Solid Waste Compliance Online Reporting Page, place your cursor over “Select Organization.” Scroll down to “Land Protection Division” then click on “Solid Waste Compliance” as shown below.



Please use the following forms to complete reporting requirements or to submit requests for your solid waste facility.

- **Monthly Report for Solid Waste Disposal Facilities** – use this form to submit a Monthly Tonnage Report.

- **NHIW Monthly Report for Solid Waste Disposal Facilities** – use this form to submit Non-Hazardous Industrial Waste (NHIW) monthly reports.
- **Quarterly Return for Solid Waste Disposal Facilities** – use this form to submit a Quarterly Return. You will not be able to begin a Quarterly Return until all three monthly reports from the reporting quarter have been reviewed by DEQ. You will receive an email once each Monthly Report has been reviewed. Afterwards, you may begin the Quarterly Return.
- **Extension Request Form: Solid Waste Quarterly Return** – use this form if you need to request an extension for additional time to submit your facility’s Quarterly Return. After DEQ review, you will receive an email stating the extension has been issued or denied. If approved, you will need to enter the date the extension request was approved when completing the *Quarterly Return for Solid Waste Disposal Facilities* form.
- **Special Events Fee Waiver Request Form** - use this form to apply for a fee waiver for special events (such as city clean-ups). After DEQ review, you will receive an email stating the request has been issued or denied. If approved, you will need to enter the date the fee waiver request was approved when completing the *Quarterly Return for Solid Waste Disposal Facilities* form.

Organizations

Select the organization from which you would like to submit a form.

Select Organization ▾

Forms

To locate a specific form please use our form finder.

Form Finder

Frequently Asked Questions

? What types of facilities are required to complete monthly reports and quarterly returns?

? How can I revise my submission?

Welcome to the Solid Waste Compliance Online Reporting Page

Please use the following forms to complete reporting requirements or submit requests for your solid waste facility. If you have any questions or need assistance please contact a solid waste compliance team member at (405)702-5100 or at solidwastereports@deq.ok.gov.

Forms

Extension Request Form: Solid Waste Quarterly Return
Use this form to request an extension to submittal of the quarterly return.

Monthly Report for Solid Waste Disposal Facilities
Use this form to submit your Monthly Report for Solid Waste Disposal Facilities

NHIW Monthly Report for Solid Waste Disposal Facilities
Use this form to submit your NHIW Report for Solid Waste Disposal Facilities

Quarterly Return for Solid Waste Disposal Facilities
Use this form to submit your Quarterly Return for Solid Waste Disposal Facilities

Special Events Fee Waiver Request Form
Use this form to request a fee waiver for disposal of solid waste generated during special events.

Can't find a specific form? Please use our [Form Finder](#)

2.1 MONTHLY REPORT

After entering your facility's permit number, you will be able to begin entering your facility's monthly tonnage report.

Monthly Report for Solid Waste Disposal Facilities

VERSION 1.20

INSTRUCTIONS

OAC 252:515-19-33(a)(5) requires all land disposal facilities to submit a monthly report that includes all solid waste received during the month. OAC 252:515-43-34(1) requires all Class III and IV composting facilities and commercial composting facilities to submit monthly reports that include all feedstock material received for composting during the month. For all facilities, the monthly report should be submitted to the DEQ no later than the 15th of the month following the reporting month. If no solid waste is received in a given month, a monthly report is still required.

For questions or assistance with completing the monthly report form, please contact a solid waste compliance team member at (405) 702-5100 or at solidwastereports@deq.ok.gov.

Permit Number



FREQUENTLY ASKED QUESTIONS

-  [Why can't I click "Begin Form Entry"?](#)
-  [How can I apply for a special event fee waiver?](#)
-  [How can I revise my submission?](#)

CONTACT INFORMATION

Home Address

Land Protection Division
P.O. Box 1677
Oklahoma City, OK 73101

CONTACTS

Phone : 405-702-5100
Email : solidwastereports@deq.ok.gov

2.1.1 Facility Information

This information is auto-filled based on your facility's permit number.

Point of Contact: The point of contact is anyone who can answer questions related to the monthly or quarterly report.

If you would like to update the Point of Contact or Alternate Point of Contact, select "Yes" on the question "Would you like to revise the [Alternate] Point of Contact?" and enter the new contact information. After submitting your report, a DEQ member will update the facility's profile.

Would you like to revise the Point of Contact?

Yes

No

Revised Point of Contact

First Name Middle Name Last Name

Title

Phone Number Ext.

Email

2.1.2 Daily Waste Processed

On this page, you will enter all tonnage received for the reporting period. You will also select whether your facility processed waste under any of the following circumstances this period:

- Reuse/Recycle
 - Select "Reuse/Recycle" if any waste was salvaged or recycled in accordance with the facility permit.
- Emergency or Special Event Fee Waiver
 - Select "Emergency or Special Event Fee Waiver" if any waste was accepted from a DEQ approved emergency or special event for which the facility received prior approval from the DEQ to waive the state disposal fee.
- Large Industrial Generator Fee Exemption Certificate
 - Select "Large Industrial Generator Fee Exemption Certificate" if any waste was accepted from large industrial waste generators which was accompanied by a large industrial waste generator fee exemption certificate issued by the DEQ.

Next, enter daily tonnage in the appropriate columns.

Scales out of service: please indicate if your scales were out of service at any point within the reporting period. If "Yes" please enter the day(s) of the month that scales were out and enter the appropriate volume(s).

Were your scales out of service at any point within this reporting period?

Yes
 No

i For the days on which the scales were out of service please indicate the volume of waste processed in the table below.

Volume Handled (cubic yards)

DAY OF MONTH	TOTAL VOLUME HANDLED (YD3)	REUSED / RECYCLED (YD3)	EMERGENCY OR SPECIAL EVENT FEE WAIVER (YD3)	LARGE INDUSTRIAL GENERATOR EXEMPTION (YD3)
16	1000.00	50.00		
17	1200.00	30.00		
Sum: 2200.00		Sum: 80.00	Sum: None Specified	Sum: None Specified

[ADD ROW](#)

2.1.3 Form Review

On this page, you will review your form prior to submission. Any incomplete or missing items will be highlighted in red. You will need to return to the previous section(s) to correct any incomplete or missing items.

Monthly Report for Solid Waste Disposal Facilities ⓘ

Alternate Identifier 3501234: Landfill P null 2022 Submission HPG-C3HS-XEWX1 Revision 1 Form Version 1.24 ⚙️

Facility Information

✖ Daily Waste Processed

Review

Certify & Submit

DAILY WASTE PROCESSED

Report Period

Month: *None Specified* Year: 2022 ⚠️

Did you process waste under any of the following circumstances this period?
None Specified

Weight Handled (tons)

Day of Month	Open?	Total Weight Handled (tons)	Reused / Recycled (tons)	Emergency or Special Event Fee Waiver (tons)	Large Industrial Generator Exemption (tons)
1	Yes	1.00			
2	Yes	<i>None Specified</i> ⚠️			
3	Yes	1.00			
4	Yes	1.00			

2.1.4 Form Submission

On the Certify & Submit page, you will submit your form.

You will not be able to submit your form until the form has been fully completed. If the form is incomplete, an error message will appear. Please return to the form and correct any missing or invalid fields.

There are one or more areas of the form that have not been fully completed.
In order to submit this form, please revisit the section(s) marked with errors, and correct any missing or invalid fields.

 FINALIZE SUBMISSION
Submit Form

 FINISH LATER
Save and Exit

When the form has been fully completed, you will submit your form by clicking the “Finalize Submission” button.

Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to Oklahoma DEQ for review and processing.

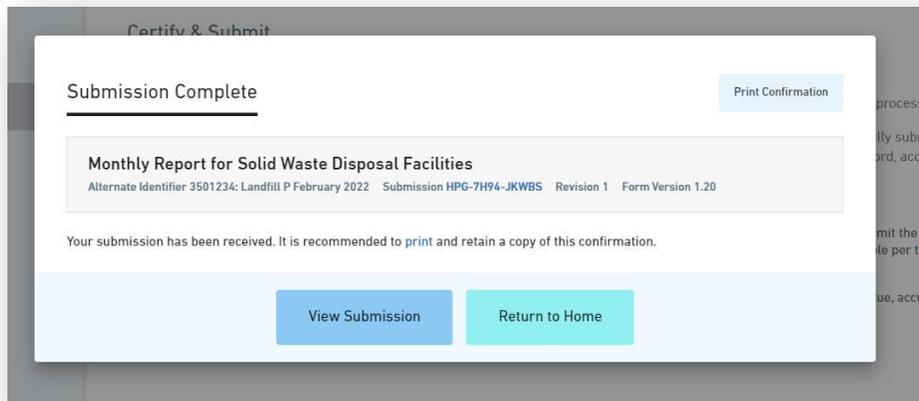
Please note: Any work you perform filling out a form will not be accessible by Oklahoma DEQ staff or the public until you fully submit the form in the final step. At the time of submission, it will be transmitted to Oklahoma DEQ and it will become part of the public record, accessible per the Freedom of Information Act.

I certify, based on information and belief formed after reasonable inquiry, the statements and information in this document are true, accurate, and complete.

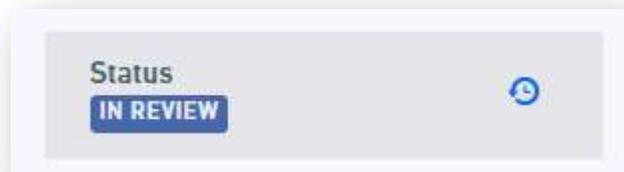
 FINALIZE SUBMISSION
Submit Form

 FINISH LATER
Save and Exit

Once you have submitted your monthly report, you will see the following pop-up:



Clicking “View Submission” will take you to the form’s Submission Overview. After submitting a form, it will be in “In Review” status until a DEQ member reviews the form.



For more information about the **Submission Overview** page, see the “Submission Overview” section below.

After a DEQ member reviews the report, it will be placed in “Completed” status. You will receive an email when the review has been completed for each monthly report. **Please note:** you will not be able to begin a Quarterly Return until you have received an email stating that each monthly report has been marked as Complete.



If you would like to **print or download a copy of your submission**, see the “Print or Download a Copy” section below.

If you would like to **revise your submission**, see the “Revising a Submission” section below.

2.2 NHIW MONTHLY REPORT

After entering your facility's permit number, you will be able to begin entering your facility's Non-Hazardous Industrial Waste (NHIW) tonnage report.

NHIW Monthly Report for Solid Waste Disposal Facilities

VERSION 1.1

INSTRUCTIONS

OAC 252:515-31-4 requires all facilities approved to accept non-hazardous industrial waste (NHIW) to maintain a record of NHIW received and place it in the operating record. These records must itemize the (1) type, (2) quantity, and (3) source of NHIW received from persons disposing greater than 10 cubic yards of NHIW in a calendar month. Such records shall be submitted to DEQ no later than the last day of the month following the reporting month.

Facilities may use their own NHIW monthly report forms. However, submissions must include the required information listed above. For an NHIW monthly report template, click here: https://www.deq.ok.gov/wp-content/uploads/2023/04/NHIW-monthly-report-form_excel.xlsx

For questions or assistance with completing the NHIW monthly report, please contact a solid waste compliance team member at (405) 702-5100 or at solidwastereports@deq.ok.gov

Permit Number
Please enter your Solid Waste Facility Permit Number

 Begin Form Entry

After clicking “Begin Form Entry” the form will open. The first three items (permit number, facility name, and county) are auto-filled based on your facility's permit number.

You will need to enter four items to complete the report:

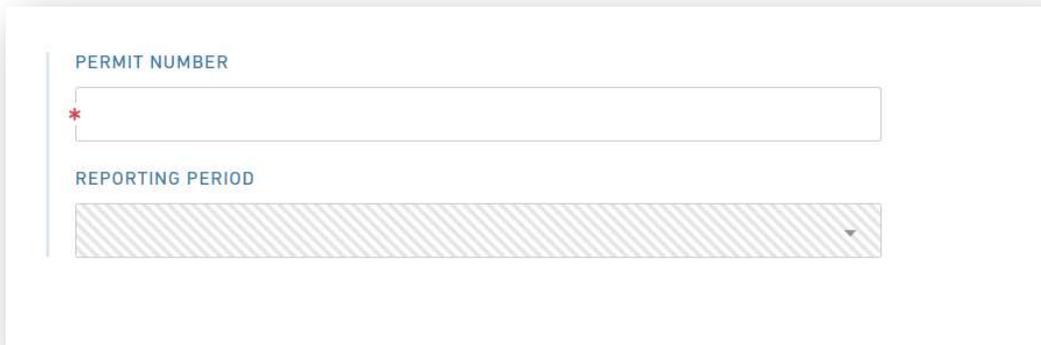
1. **Report Period:** enter the month and year for which the NHIW report is associated with.
2. **NHIW Report:** upload a copy of the monthly NHIW report.
The reporting tool accepts most file types, including PDFs (.pdf), Excel spreadsheets (.xls; .xlsx); Word documents (.doc, .docx) and photos (.jpg; .jpeg; .png).
3. **Total NHIW received this reporting month:** enter the total quantity of NHIW received during the reporting month. This may be reported either in tons or cubic yards.
4. **Point of Contact:** the point of contact is anyone who can answer questions related to the NHIW report.

- a. The point of contact will be auto-filled based on the permit number. If your facility also submits monthly and quarterly solid waste reports, the point of contact will be the same

After the form is complete, click “Review” and “Certify & Submit”. See Sections 2.1.2 and 2.1.3 above for more details.

2.3 QUARTERLY RETURN

After entering your facility’s permit number, you will be prompted to enter the Reporting Period.



You will not be able to begin a Quarterly Return until all three monthly reports for the reporting quarter have been reviewed by DEQ. During this time, you may see the error “**Invalid Permit Number.**” You will receive an email once each the Monthly Report has been reviewed. Afterwards, you may begin the Quarterly Report.

2.3.1 Facility Information

The facility information section is the same as in the Monthly Report form.

2.3.2 Quarterly Report Detail

The Quarterly Report will be automatically populated based on the Monthly Reports submitted for that quarter. An explanation for how each item, including how it was calculated, can be viewed by hovering over the “i” icon  that appears next to each item.

There are some questions that are not automatically populated and require manual entry. Some of these questions may not appear if they do not apply to your report.

- **Date the Emergency or Special Event Waiver was approved by DEQ.**
 - If you utilized an emergency or special event waiver during the quarter, you will need to enter the DEQ approval date(s). This is the date listed on DEQ’s approval letter or email, not the date of the event itself. To enter multiple dates, click “Add Row.”
- **Waste Diverted from Disposal (weight) or (volume)**

- If you recycled, reused, or recovered and sold waste in accordance with the landfill's permit, please specify how salvage/recycling activities were managed. This includes indicating the 1) waste types and 2) weight/volume diverted, and 3) the diversion method.
- The weight/volume must equal the weight listed in the question above ("Weight/Volume received, in tons/yd³, which was productively recycled, reused, or recovered and sold").
- **Are you utilizing a capital investment waiver this quarter?**
 - Select yes if you have not recouped your total capital investment waiver.
 - Select no if:
 - you have recouped your total capital investment waiver (\$40,000),
 - you chose to never use the capital investment waiver, or
 - your facility is a commercial composting facility (capital investment waivers are not applicable to commercial composting facilities)
- **Total Capital Investment Fees Retained as of previous quarter (\$)**
 - Enter 40,000 if you have recouped your total capital investment waiver.
 - Enter 0 if your facility is a commercial composting facility or if you chose to never use the capital investment waiver.
 - Otherwise, enter the total capital investment fees retained as of the previous quarter.
- **Were you granted a 30-day filing extension?**
 - See below.
- **Date the extension request was approved.**
 - See below.

2.3.2.1 *Waivers and Penalties*

Waivers. Total Allowable Waivers include either the "Allowed Capital Investment Fees Retained This Quarter" or the "Handling Waiver" (if either are applicable).

If the capital investment waiver has been recouped *and* this return is filed on time, a 10% discount will be applied to your state disposal fee. This handling waiver is calculated by multiplying the state disposal fee (before waivers) by 0.10. If the capital investment waiver has not been recouped OR if you chose to not use the capital investment waiver, no handling waiver will be applied.

Penalties. Please note that **late fees will automatically be applied**. For this reason, it is very important to submit your return on time.

There is a 5% penalty for returns submitted more than **30 days** after the last day of the reporting quarter. The penalty is determined by multiplying the state disposal fee by 0.05. In addition to the 5%

penalty, there is an additional 15% penalty per month for returns submitted more than **60 days** after the last day of the reporting quarter. For example, the 1st Quarter Return (Jan. - March) is due by April 30th. On May 1st, the late fee is 5%. On June 1st, the late fee is 20%.

If you requested and were granted a filing extension you may be eligible for a reduced penalty.

Filing Extension. 27A O.S. §2-10-802 allows DEQ to grant an extension of no more than 30 days for filing the quarterly return and remitting the fees. To apply for an extension request, please complete the “Extension Request Form: Solid Waste Quarterly Return.” Instructions can be found below.

On the Quarterly Return, you will need to indicate if you received this extension and the date it was approved by DEQ. This is the date that the approval email was sent. The date entered will be verified by DEQ upon review of the form.

2.3.3 Payments

After certifying and submitting your quarterly report, a pop up will appear prompting you to “Pay Online” or “Pay by Mail”. While paying by mail is an option, online payments are preferred.

Regardless of payment preference, DEQ asks that you wait to submit payment until DEQ has reviewed and approved your Quarterly Return. This is to ensure that no under- or overpayments occur. If a payment is submitted anyway and an error is discovered, payments will need to be adjusted.

Submission Received Print Confirmation

Quarterly Return for Solid Waste Disposal Facilities

Alternate Identifier [REDACTED] (Oct - Dec) 2022 Submission HPR-96HQ-8N0EC AWAITING PAYMENT

Revision 1 Form Version 1.5

Your submission has been received. It is recommended to [print](#) and retain a copy of this confirmation.

! Payment Required to Complete Submission Pay Online

Payment must be received before your submission can be processed. Pay by Mail

Submission Fees

Fee	\$57,222.17
Total Due \$57,222.17	

No thanks, I'll pay later.

2.3.3.1 Electronic Payments

An electronic payment can be made by electronic check or credit card. For this option, select “Pay Online”.

! Payment Required to Complete Submission

Payment must be received before your submission can be processed.

Submission Fees

Fee	\$57,222.17
<hr/>	
Total Due \$57,222.17	

[No thanks, I'll pay later.](#)

Pay Online

Pay by Mail

Payments made by electronic check will be charged an additional service fee of **\$1.00**. Payments made by credit card will be charged an additional service fee of **\$2.00 plus 2.25%** of the payment due.

If you wish to **pay later**, you can go to the Submission Overview page for your submission (instructions below). On the right side, you will see the option to “Make Payment.”

Fees

\$9,398.38

Balance Due

\$9,398.38 **DUE**

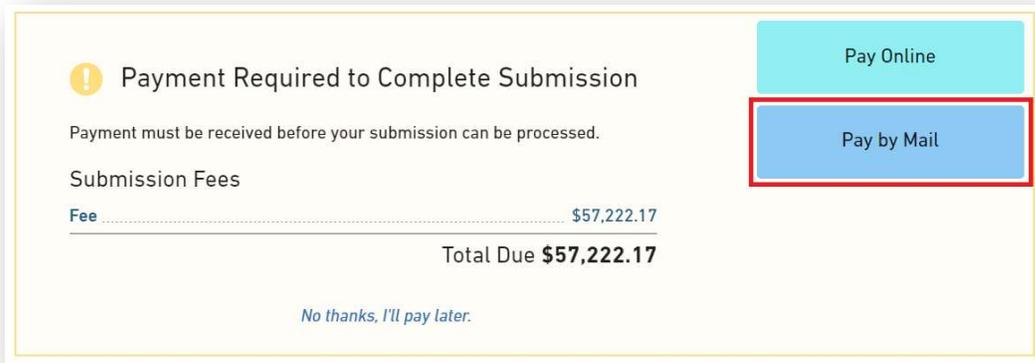
Make Payment

Download Payment Voucher

Once DEQ has verified that the payment has been received, DEQ will change the status of your Quarterly Return to “Complete.”

2.3.3.2 Mail-in Check

To pay by mail-in check, select “Pay by Mail”.



! Payment Required to Complete Submission

Payment must be received before your submission can be processed.

Submission Fees

Fee	\$57,222.17
Total Due \$57,222.17	

[No thanks, I'll pay later.](#)

If you wish to **pay later**, you can go to the Submission Overview page for your submission (instructions below). On the right side, you will see the option to “Download Payment Voucher.”

A payment voucher must be included with your check. Please mail the payment voucher and check to:

Oklahoma Department of Environmental Quality
 Administrative Services Division
 P.O. Box 2036
 Oklahoma City, OK 73101

Once the payment is received, DEQ will change the status of your Quarterly Return to “Complete.”

2.3.3.3 *Payments by other departments*

If another person or department will be completing the payment, the Quarterly Report can be shared with multiple users. To give another user access to the report and payments, see “Sharing Access to Forms” below.

2.4 EXTENSION REQUEST FORM: SOLID WASTE QUARTERLY RETURN

27A O.S. §2-10-802 allows DEQ to grant an extension of no more than 30 days for filing the quarterly return and remitting the fees.

To request an extension, please complete the Extension Request Form. The extension request must be submitted no later than the day on which the return is due. When completing the form, you will be asked include a detailed description for why the extension is needed.

Extension Period

QUARTER YEAR

* *

Reason for Extension Request

*

After review, you will receive an email stating the extension has been issued or denied. If issued, please note the approval date. The extension request’s approval date must be entered when completing the Quarterly Return.

2.5 SPECIAL EVENTS FEE WAIVER REQUEST FORM

DEQ supports periodic cleanup events that encourage the beautification of our state. 27A O.S. §2-10-8022(B)(5)(b) allows DEQ to waive solid waste tonnage fees for disposal of solid waste generated during emergencies or special events.

This form should be completed to request a fee waiver for a special event, such as a cleanup event. When completing the form, you will need to provide a description of the event for which a fee waiver is being requested. You will also need to specify the event date(s) and the estimated amount of waste to be received from the event.

Please describe the event for which a fee waiver is being requested (ex. For a city-wide cleanup? Which cities will participate?).

*

EVENT DATE(S)

*

Estimated amount of waste to be received from the event.

AMOUNT **UNITS**

* *

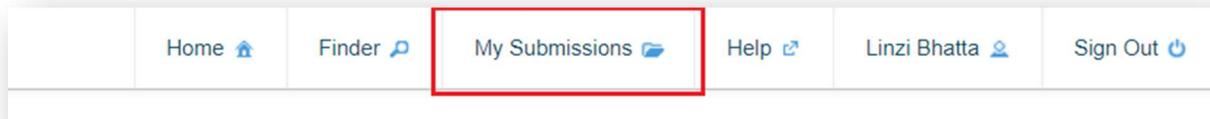
After review, you will receive an email stating the fee waiver request has been issued or denied. If issued, please note the approval date. The special events fee waiver's approval date must be entered when completing the Quarterly Return.

If approved: Please ensure that weights or volumes from participating vehicles are documented and recorded as received from this event. All waste received at the landfill from this event must be weighed. If the landfill scales are inoperative, the volume must be recorded. The total amount of waste received by the landfill on these days must be included in the "Total Weight Handled" Column on the Monthly Report (Column 3). Additionally, the weights or volumes from this event should be noted in the "Emergency or Special Event Fee Waiver" Column (Column 5). We understand that landfill tipping fees will not be charged for this event. The fee waiver does not apply to commercial customers who use the landfill.

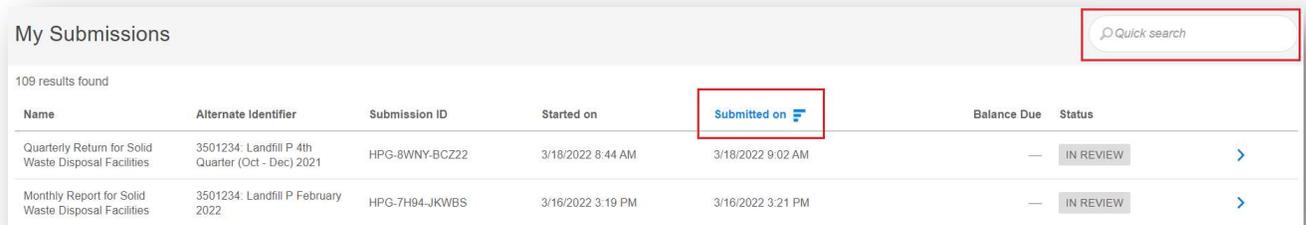
3 SUBMISSION OVERVIEW

The Submission Overview page allows you to view your submission, view its status (Draft, In Review, Complete), make revisions, print or download your submission, or make a payment.

To get to this page, click My Submissions (at the top of the page).



To locate your submission, you can use the Quick Search (top right corner) to search for the form. For example, you can search by Submission ID (ex. HPG-8WNY-BCZ22). You can also click the columns to sort by Name (form name) or the Submission Date.



The screenshot shows a table titled "My Submissions" with a "Quick search" input field in the top right corner. The table has 109 results found and contains two rows of submission data. The "Submitted on" column header is highlighted with a red box.

Name	Alternate Identifier	Submission ID	Started on	Submitted on	Balance Due	Status
Quarterly Return for Solid Waste Disposal Facilities	3501234: Landfill P 4th Quarter (Oct - Dec) 2021	HPG-8WNY-BCZ22	3/18/2022 8:44 AM	3/18/2022 9:02 AM	—	IN REVIEW
Monthly Report for Solid Waste Disposal Facilities	3501234: Landfill P February 2022	HPG-7H94-JKWBS	3/16/2022 3:19 PM	3/16/2022 3:21 PM	—	IN REVIEW

Once you locate the form you wish to view, click the blue arrow on the right.

Submitted on 	Balance Due	Status	
3/18/2022 9:02 AM	—	IN REVIEW	

This will take you to the Submission Overview page.

3.1 SUBMISSION STATUSES

During the creation and submission of a form, it will be in different statuses.

- Draft – your form has not yet been submitted.
- In Review – your form is currently being reviewed by DEQ staff.
- Complete – your form has been reviewed by DEQ staff and has been deemed complete.

3.2 PRINT OR DOWNLOAD A COPY

On the right side of the Submission Overview page, there is an option to Print or Download/Export a copy of the submission.



3.3 SHARING ACCESS TO FORMS

Any form, whether it's in draft or already submitted, can be shared with multiple users. This is useful if one person will be completing a Quarterly Report and another person will be completing the payment. To share the form, the user must have already created an account.

On the right side of the Submission Overview page, select click "Share with..."

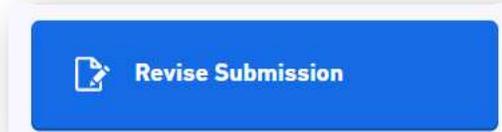


Next enter the email address of the user you would like to grant access. After clicking “Add” and “Confirm” the user will receive an email with a link to the form.

3.4 REVISING A SUBMISSION

The ability to revise a submission depends on the status of the submission.

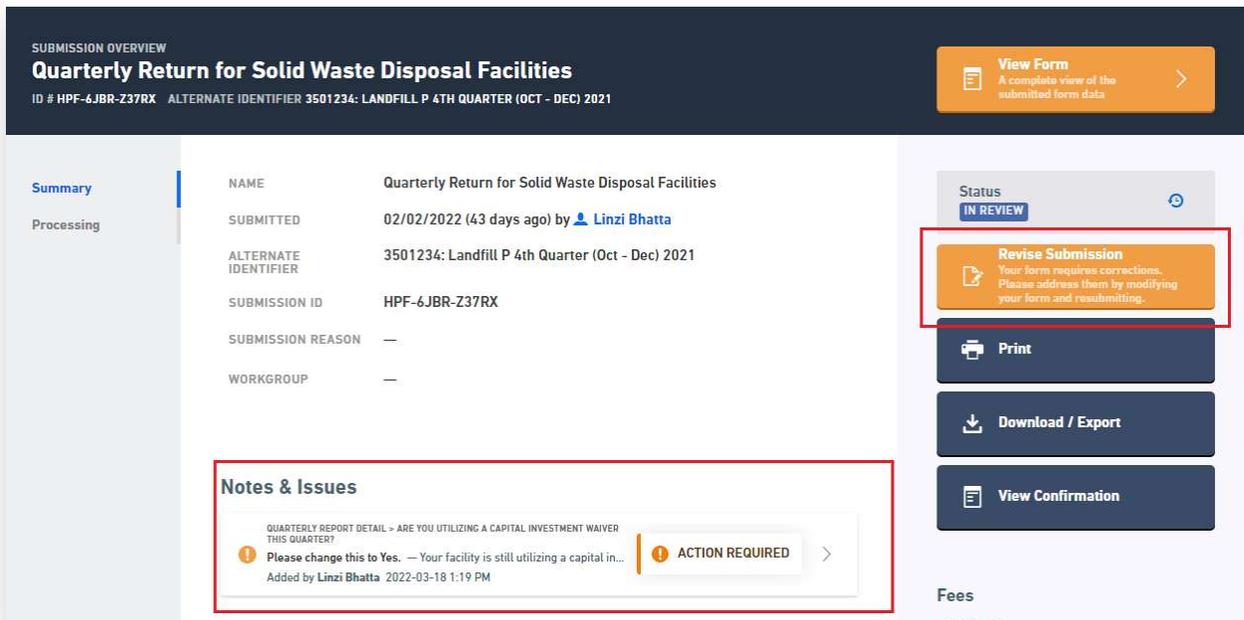
- If the status of your submission is “**Draft**”, you have not yet submitted your submission. Click “Continue Editing Draft” to complete your submission.
- If the status of your submission is “**In Review**”, you may click the “Revise Submission” button on the right side of the page. If prompted to update the form, select “Promote.” Please make any edits and submit the form again.
- If the status of your submission is “**Complete**”, please contact a Solid Waste team member at solidwastereports@deq.ok.gov or 405-702-5100. They will place the submission back to “In Review” status so that it may be revised.



3.5 DEQ-REQUESTED CORRECTIONS

If DEQ staff notice an issue with your submission, you will receive an email letting you know that a correction needs to be made. Your form will not be deemed complete until these revisions are made. To revise and resubmit the form, click the link in the email or open the submission’s Submission Overview.

Under “Notes & Issues” you will see the change(s) that needs to be made. To make these corrections, click “Revise Submission” on the right side of the screen.



Selecting “Revise Submission” will open your submission. On the right side will be a list of any changes that were requested.

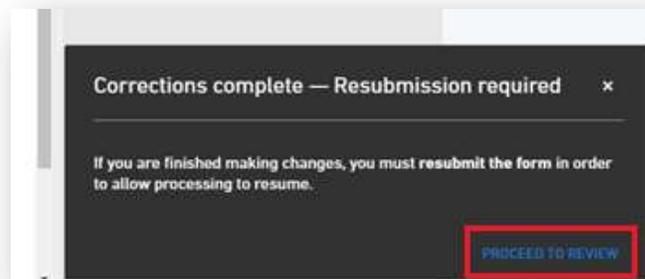


Clicking on each item will open the comments and will take you to each item. After completing each correction, click “Mark Complete.” You will not be able to resubmit the form until “Mark Complete” has been selected for each item.

You may also click “Add Comment” to comment stating if the correction was or wasn’t made. If a correction wasn’t made, please explain why

The image shows a web form with a sidebar on the right. The sidebar is titled "CORRECTION REQUEST" and contains the text "Please change this to Yes." Below this, it says "Your facility is still utilizing a capital investment waiver. Please change your answer to Yes." There is a "CREATED" section with the date "2022-03-18 1:19 PM" and the name "Linzi Bhatta". At the bottom of the sidebar, there are two buttons: "Add Comment" and "Mark Complete". The main form area has a question "Are you utilizing a capital investment waiver this quarter?" with "Yes" selected. Below this is a text input field with "38,000.00". A blue information box contains instructions: "Please enter the total capital investment fees retained as of the previous quarter. Enter 40,000 if you have recouped your total capital investment waiver. Enter 0 if your facility is a commercial composting facility, or if you chose to never use the capital investment waiver." Below this are two more text input fields: "Allowed Capital Investment Fees Retained This Quarter (\$)" with "1,790.17" and "Capital Investment Fees Retained to Date (\$)".

After marking all corrections as complete, the following popup will appear. You may now review and resubmit your form.



4 CONTACTS

If you have any questions or need assistance, please contact a solid waste compliance team member at 405-702-5100 or solidwastereports@deg.ok.gov .

Home Address

Land Protection Division
P.O. Box 1677
Oklahoma City, OK 73101

Billing Address

Oklahoma DEQ
Administrative Services Division
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