



# ***ACCESSDEQ USER GUIDE***

## ***YARD WASTE NOTIFICATION***

**Department of Environmental Quality (DEQ)**  
**Division of Waste Management (DWM)**  
**Yard Waste Notifications (YWN)**  
**Permitting Transformation Program (PTP)**

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# Contents

|                                                                   |           |
|-------------------------------------------------------------------|-----------|
| <b>Document Overview.....</b>                                     | <b>2</b>  |
| <b>General Instructions for Portal Users .....</b>                | <b>3</b>  |
| <b>AccessDEQ Home &amp; Registration .....</b>                    | <b>4</b>  |
| <b>Overview for Completing Applications.....</b>                  | <b>7</b>  |
| <b>Contacts.....</b>                                              | <b>8</b>  |
| <b>Location/Facility: Add New .....</b>                           | <b>9</b>  |
| <b>Location/Facility: Add Existing .....</b>                      | <b>10</b> |
| <b>Renewing a Yard Waste Notification.....</b>                    | <b>12</b> |
| <b>Starting A New Yard Waste Notification .....</b>               | <b>12</b> |
| <b>New Notification Intro &amp; Step 1.....</b>                   | <b>14</b> |
| <b>New Notification Step 2: Details .....</b>                     | <b>15</b> |
| <b>New Notification Step 3: Documents .....</b>                   | <b>17</b> |
| <b>New Notification Steps 4 &amp; 5: Review and Complete.....</b> | <b>19</b> |
| <b>Application Sharing .....</b>                                  | <b>20</b> |
| <b>Request Access to a Permit.....</b>                            | <b>23</b> |
| <b>Applications Grid.....</b>                                     | <b>25</b> |
| <b>View Yard Waste Permits/Cease Operations.....</b>              | <b>26</b> |
| <b>Appendix A – Document Management .....</b>                     | <b>28</b> |
| <b>Appendix B – Helpful Information.....</b>                      | <b>28</b> |
| <b>Appendix C – Parent and Child Locations .....</b>              | <b>29</b> |

## Document Overview

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This document walks through the AccessDEQ Application Portal in the Permitting Transformation Program (PTP) solution created for the Yard Waste Notification program..

A revision history and approvals for this document are recorded in [Appendix A](#).

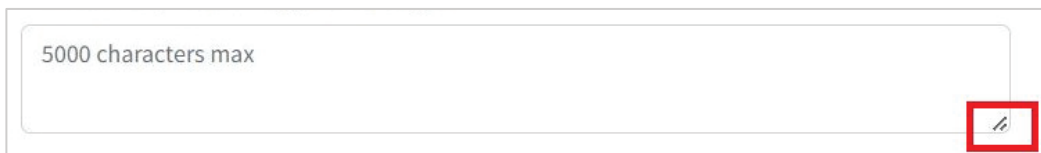
Helpful reference information may be found in [Appendix B](#) and [Appendix C](#).

Brief instructional videos can be found on DEQ’s YouTube channel in the [AccessDEQ Portal Instructional Video](#) playlist.

## General Instructions for Portal Users

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- The left-hand navigation panel is accessible throughout AccessDEQ and can be toggled open or closed by clicking the hamburger icon ☰ in the top left of the screen.
- Clicking the **Action** button on the Applications grid displays available options, such as sharing, viewing, or editing.
- Fields or grid rows with a pencil icon ✎ allow editing upon clicking the icon.
- Fields displaying a down caret ▼ indicate a drop-down list is available. In some cases, an **+ Add New** option displays indicating an option to create a new choice.
- Fields on the application marked with an **asterisk \*** are mandatory fields and cannot be left blank. Users will not be able to proceed if a mandatory field is left blank.
- The **+ Add Existing** option on grids will display a list of existing records that can be selected from a drop-down list and added to the grid.
- The **+ Create New** option on grids can be used to create a new record which will then show up under the drop-down list when a user selects "Add Existing".
- Location and contact information records are stored with the portal user account allowing the user to select from their own list for certain fields. Upon using the portal for the first time, a user may have none of these associated records.
- Columns in most tables can be sorted by clicking the column heading. Where vertical ellipses (dots) appear in the column heading, clicking on the ellipses displays a menu of available options, such as column sorting and filtering.
- Text boxes appearing with diagonal lines at the bottom right can be expanded or reduced by clicking in the area then dragging the box's bottom line down or up.

A screenshot of a text input field. The field is rectangular with a light gray border. Inside the field, the text "5000 characters max" is displayed in a small, gray font. At the bottom right corner of the text field, there is a small square button with a red border and a pencil icon, which is used to expand or collapse the text area.



## AccessDEQ Home & Registration

The home page for AccessDEQ is <https://accessdeq.nc.gov>. The user portal home page is <https://portal.deq.nc.gov/my-accessdeq>. Users who are not signed in will be presented with the login screen where new users can use the **Register now** link to register for a new account. This screen can also be reached using <https://portal.deq.nc.gov/login>.

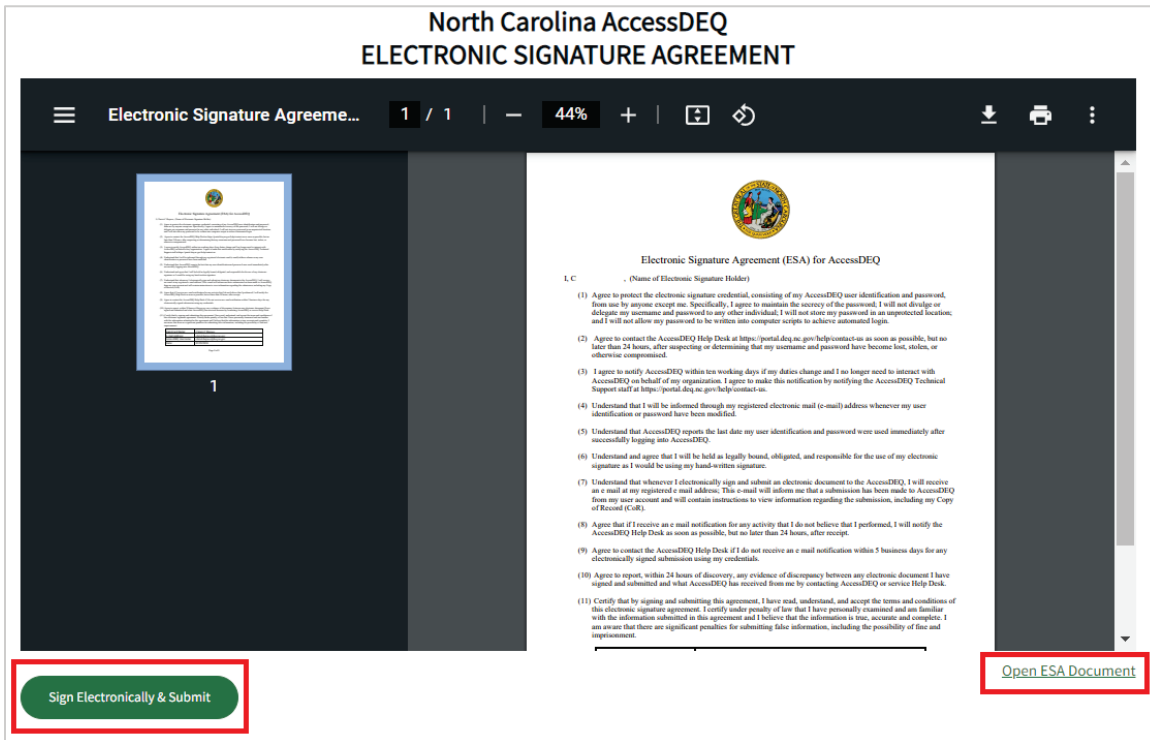
The screenshot shows the 'AccessDEQ Permit Portal' login interface. It features the North Carolina Department of Environmental Quality logo at the top left. Below the logo, the title 'AccessDEQ Permit Portal' is centered. There are two input fields: 'Email / Username' and 'Password'. A green 'Log in' button is positioned below the password field. To the left of the 'Log in' button, there is a red rectangular box containing the text 'Not registered yet?' and a green link 'Register now'. A green link 'Forgotten Password' is located above the 'Log in' button.

Applicants can fill out the required information and click **Register**. Applicants should use their legal first and last names if they will need to be [identity proofed](#).

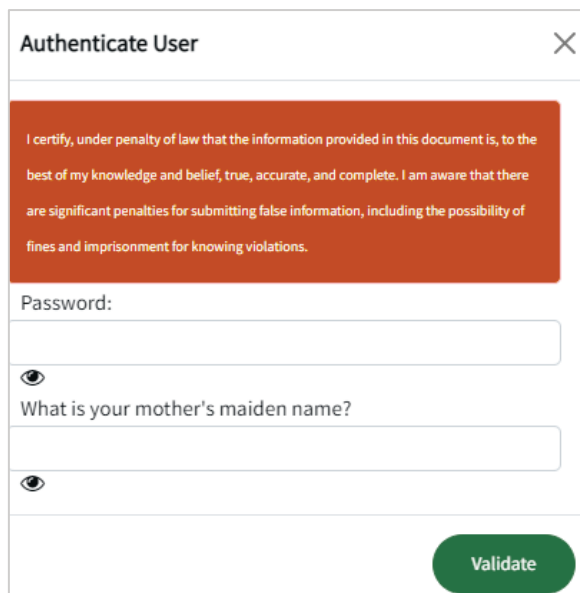
The screenshot shows the 'Register' page of the AccessDEQ Permit Portal. It features the North Carolina Department of Environmental Quality logo at the top left. Below the logo, the title 'Register' is centered, followed by the subtitle 'Registration'. There are five input fields: 'First name', 'Last name', 'Email', 'Password (must contain at least 1 lowercase letter, 1 uppercase letter, 1 number, and between 10 - 24 characters in length)', and 'Repeat password'. A green 'Register' button is positioned below the 'Repeat password' field. At the bottom left, there is a link 'Already registered? Log in'.

A confirmation email from the address **DEQTPCAdmin@deq.nc.gov** containing a link to activate the account will be sent to the email address on the registration. Upon logging in for the first time the user will be prompted to set up security questions and answers for their account. Then the user must sign the Electronic

Signature Agreement (ESA). This will only be required once. To sign the document click **Sign Electronically & Submit**.



Some browsers may not display the preview of the agreement document. The agreement can be opened by clicking the **Open ESA Document** link.

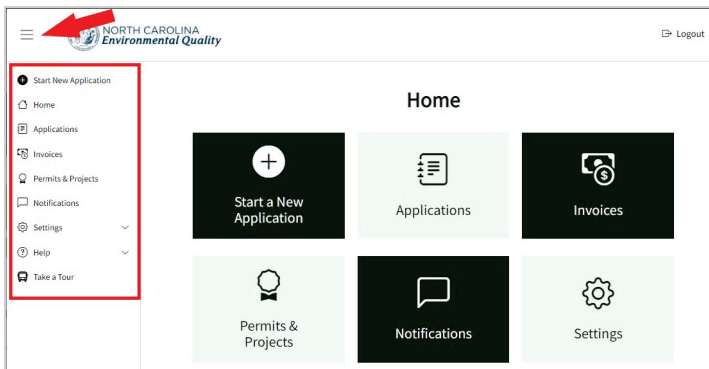


Next, the user will enter their password and answer a security question to complete signing.

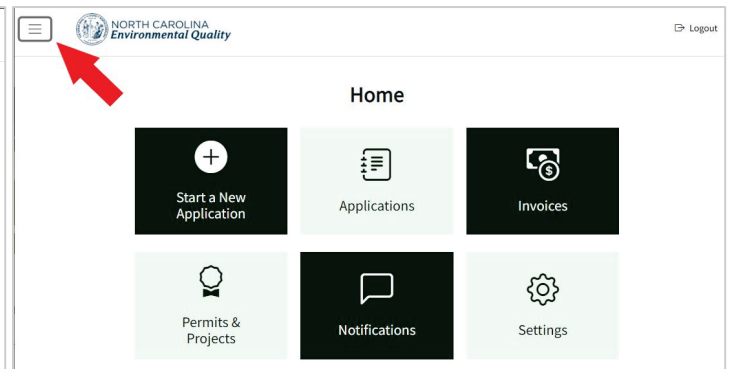
Once that is complete, the user will be directed to their account Profile to enter a phone number.

Other optional fields can also be completed. Adding entries for such fields as company name and job title is advisable for consultants and those who will be signing and submitting applications.

The left-hand navigation menu is accessible anywhere within AccessDEQ. Users may toggle it open or closed by clicking the hamburger icon ☰ in the top left of the screen. Each tile on the **Home** page is also an entry in the navigation menu.

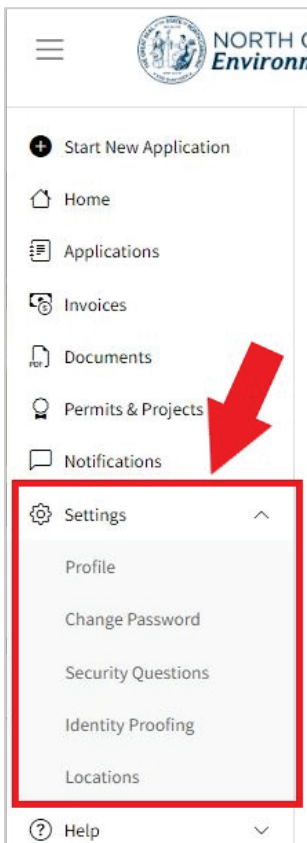


*Left-hand Navigation Menu Expanded*

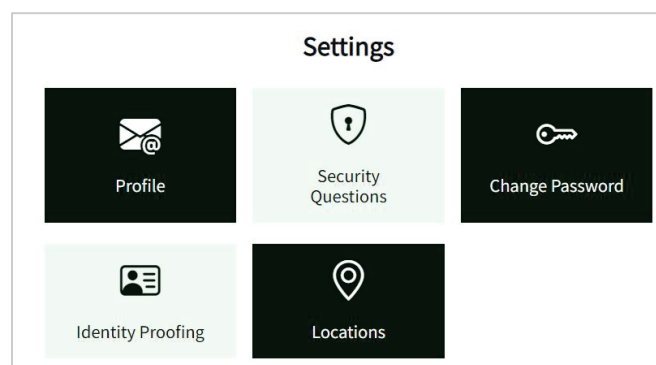
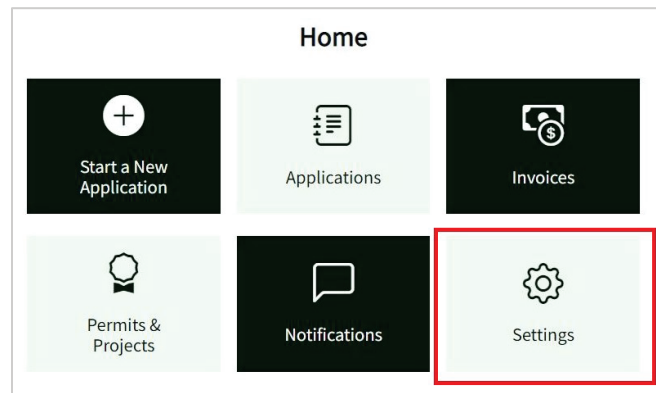


*Left-hand Navigation Menu Collapsed*

From the Settings menu, users may perform operations such as updating their security questions or profile. Settings can be reached anywhere within AccessDEQ from the ⚙️ **Settings** section in the left menu and navigation panel. Clicking the heading will expand or collapse the section. Settings may also be reached by clicking the **Settings** tile on the Home page.



OR



## Overview for Completing Applications

Required fields are indicated by an asterisk \*. Users will not be able to advance screens without completing the required fields. The tracker on the left-hand side of the screen indicates in what stage of the application the user is working.

### Yard Waste Notification - Renewal Facility Notification

Special Wastes and Alternative Handling

✓ Application

2 Details

3 Documents

4 Review

5 Complete

Permit Application Number

PA-025250

Facility Owner

Moose Lake Mulching, LLC

Facility Contact

Moose Lake Mulching, LLC

1. What types of yard waste are accepted at this facility?

Land Clearing Debris \*

Yes

Land Clearing Debris Options (Check all that apply) \*

Stumps X Tree Limbs X Branches X

▼

Search

⊕ Add New

Anson County Facility

Beachside Food Hall - New Name

Ceres Station

Fields with a down caret display a list of options from which to choose. For certain fields there may be an option to add entries or edit existing ones. Records for contacts and location/facility are stored with the portal user account allowing the user to select their own options for these fields.

While completing the application, a user can step back to previously completed screens by clicking the **Back** button and step forward again by clicking **Save and Continue**. Information previously entered will not be lost once the user has advanced to the next form. A user can also step forward or back one step by clicking on the corresponding tracker circle.

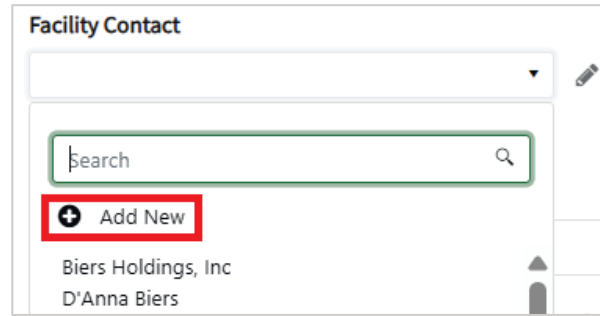
Back

Save and Continue

## Contacts

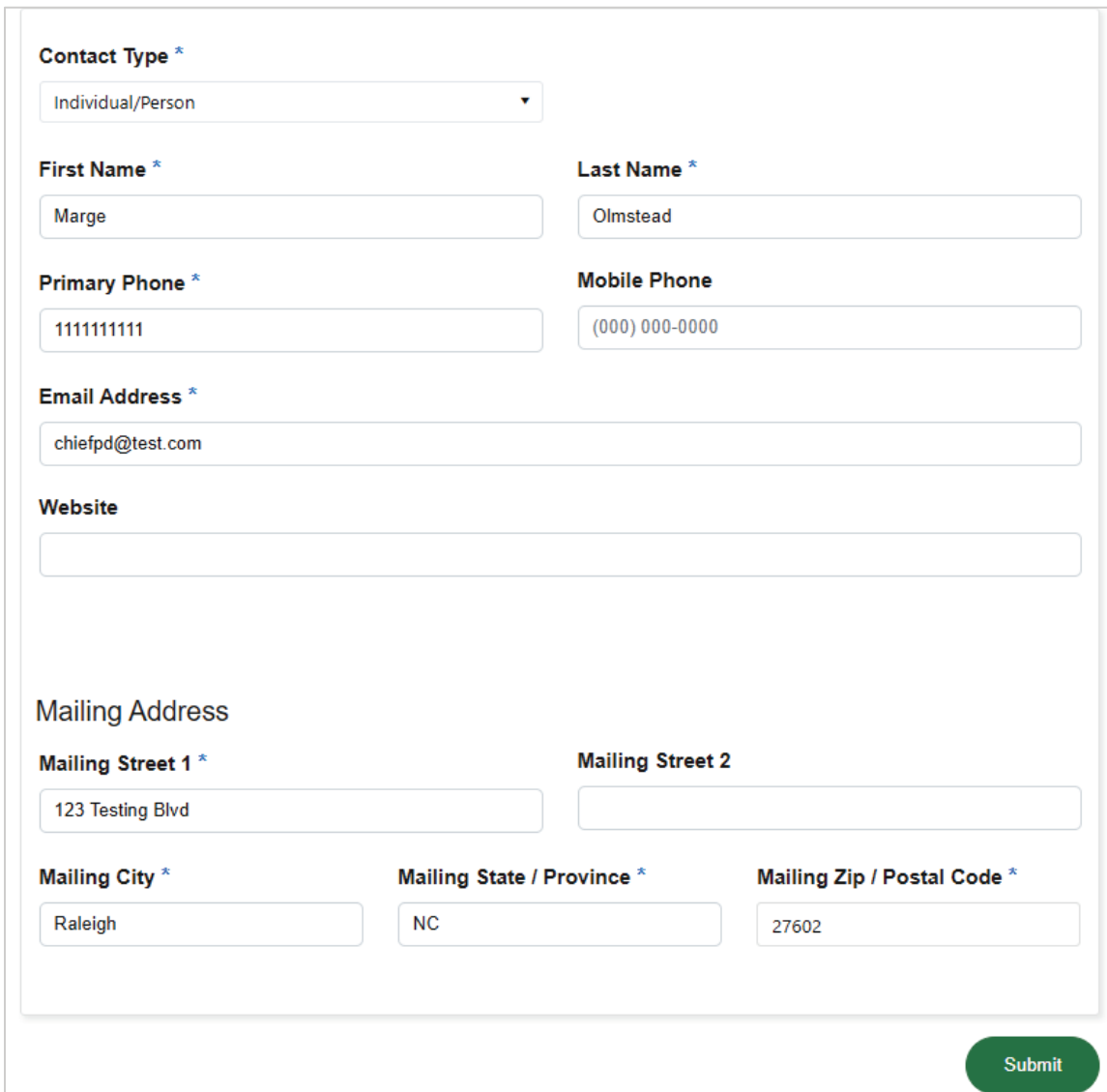
Fields for application contacts, such as the facility owner or site manager, display a drop-down list of available contact records. This list may be blank for new AccessDEQ users.

Users can select **Add New** to create new contact records. By selecting a contact from the list then clicking the **pencil** icon, users can edit existing contact information.



The image shows a 'Facility Contact' dropdown menu. At the top is a search bar with the placeholder text 'Search'. Below the search bar is a red-bordered button with a plus icon and the text 'Add New'. Below this button, the first contact is listed: 'Biers Holdings, Inc' followed by 'D'Anna Biers' on the next line. A pencil icon is visible to the right of the contact list.

When adding or editing contacts, users can fill in and submit the contact form



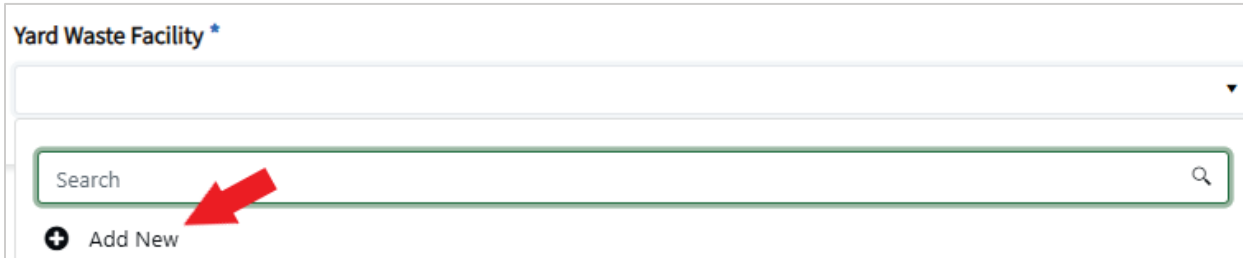
The image shows a contact form with the following fields:

- Contact Type \***: A dropdown menu with 'Individual/Person' selected.
- First Name \***: Text input field containing 'Marge'.
- Last Name \***: Text input field containing 'Olmstead'.
- Primary Phone \***: Text input field containing '1111111111'.
- Mobile Phone**: Text input field containing '(000) 000-0000'.
- Email Address \***: Text input field containing 'chiefpd@test.com'.
- Website**: Empty text input field.
- Mailing Address**:
  - Mailing Street 1 \***: Text input field containing '123 Testing Blvd'.
  - Mailing Street 2**: Empty text input field.
  - Mailing City \***: Text input field containing 'Raleigh'.
  - Mailing State / Province \***: Text input field containing 'NC'.
  - Mailing Zip / Postal Code \***: Text input field containing '27602'.
- Submit**: A green button at the bottom right of the form.



## Location/Facility: Add New

The user's options for **Yard Waste Facility** appear in the drop-down list. The first time users are in AccessDEQ this list may be blank. Users can add access for themselves to locations/facilities already existing in the system. They can also add brand new ones. To add new location, users can click **+ Add New**.



Yard Waste Facility \*

Search

+ Add New

The user can fill out and submit the form to create the details of their facility.

DWM Yard Waste Facility Location

Please enter the details of your Yard Waste Facility. We consider a facility to be an entity related to a permit.

**Location Name \***  
Moose Lake Mulching

**Location Type(s) \***  
Facility x

**Location Address Type \***  
My location has a physical street address

**Street 1 \***  
1234 Testing Ave.

**Street 2**

**City \***  
Raleigh

**State \***  
NC

**Zip / Postal Code \***  
27602

**County \***  
Wake

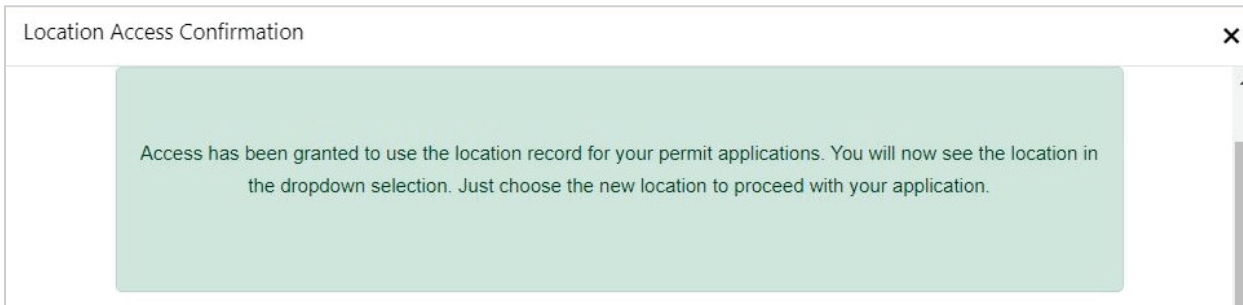
**Latitude \***  
35.7773050000

**Longitude \***  
-78.6447660000

If your location has a "parent" location, you may select that here. If the parent location does not exist, create the parent location first and then create the child locations.

**Parent Location**

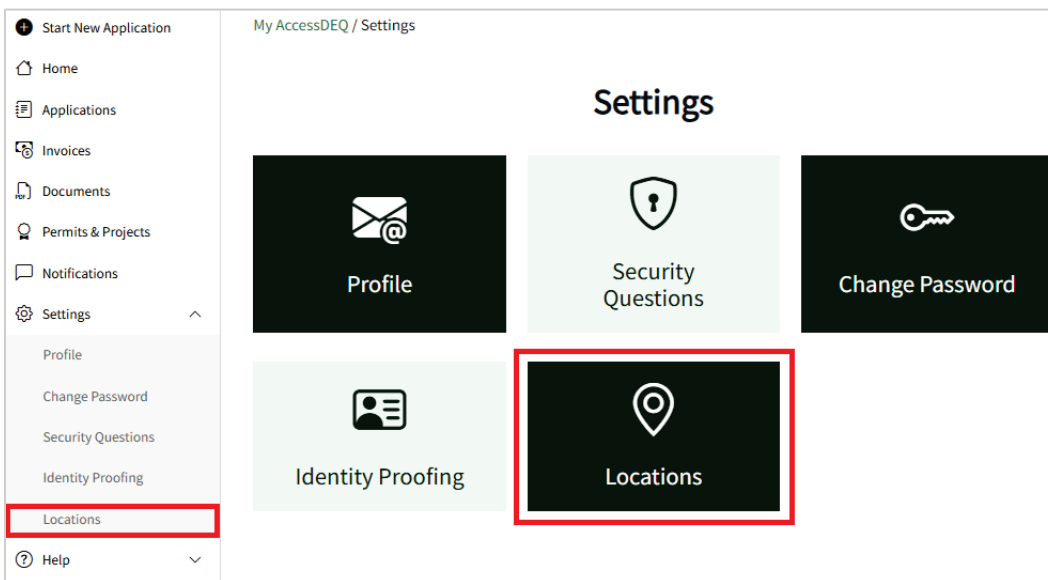
Once the form has been submitted, a message confirming access will display. Clicking the **X** at the upper right will return the user to the application where the newly added location can be selected.



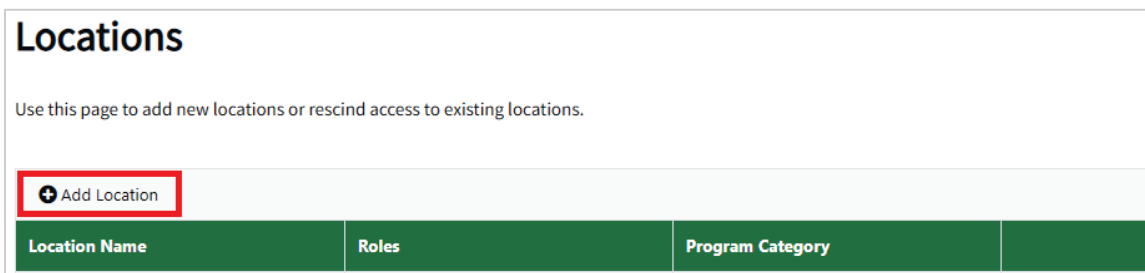
Locations can be organized as parent and child. [Appendix C](#) contains more information.

### Location/Facility: Add Existing

Users may also add access for themselves to a Yard Waste Facility which is already in the system. They can go to the [Locations](#) grid to select the option to search for an existing location to add access to. It can be accessed from the **Locations** entry in left-hand navigation or from the tile in Settings.



This screen lists the Locations/Facilities the user's AccessDEQ account already has access to. It may be blank. From here users can search for a facility/location already existing in the system and add access to it for themselves. Clicking the **Add Location** link at the top of the grid will open the location search.



To find an existing location users can use the search bar at the top to narrow down the list. The search works on words contained in the **Location Name** or **Address** columns.

For instance, searching on “renai” will pull up all locations containing those letters in either the Location Name or Address columns. Clicking **Select** will add the location to the user’s list.

Search for your location using the Search box, click "Select" & "Confirm" if you find it.

| renai |        |                                       |      |                                                    |         |                 |
|-------|--------|---------------------------------------|------|----------------------------------------------------|---------|-----------------|
| View  | Select | Location Name                         | Type | Address                                            | Mailing | Parent Location |
|       | Select | American Renaissance School Gymnasium |      |                                                    |         |                 |
|       | Select | Retreat @ Renaissance II              | Site | 398 South Franklin Street<br>Wake Forest, NC 27587 |         |                 |

The location will then appear in the user’s dropdown list.

Retreat @ Renaissance II

Search

+ Add New

- 1 Tycho Station (4321 Avenue)
- A Wake Forest Food Hall (303 Testing Ave...
- Medina Station (1234 Test Ave)
- Patrick Starfish Food Hall (1234 Beach)
- Pur & Kleen (1234 Test St)
- Retreat @ Renaissance II (398 South Fran...

## Renewing a Yard Waste Notification

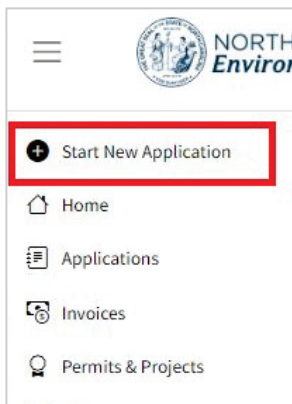
Yard Waste Notification permits must be renewed on June 1 of each year. Due to the migration to the new system, for this year current permit holders can create and submit an application for a new Yard Waste Facility that will serve as their Renewal. Users can follow the instructions in this guide for [Starting A New Yard Waste Notification](#) to complete their renewal application.

In future years permit holders will be able to submit renewal applications without re-filling out all the application information.

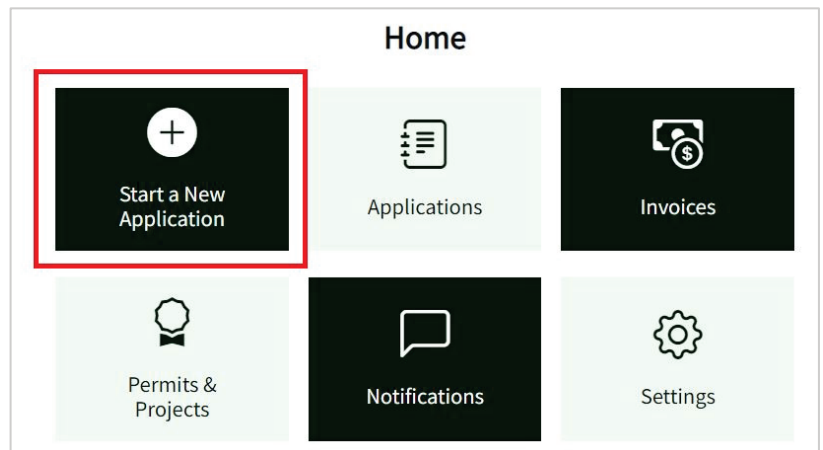
Users who do not yet have an AccessDEQ account can register for one before starting their application. The [AccessDEQ Home and Registration](#) section in this guide contains more information about registering for an account.

## Starting A New Yard Waste Notification

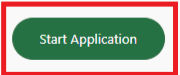
After signing into the portal, a user may create an application from the application Directory by clicking **+ Start New Application** from the left-hand navigation or by clicking the **Start a New Application** tile on the Home screen.



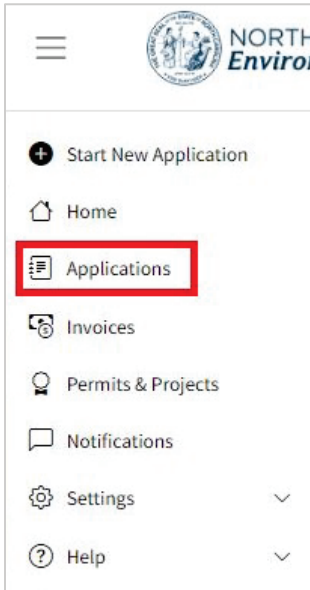
OR



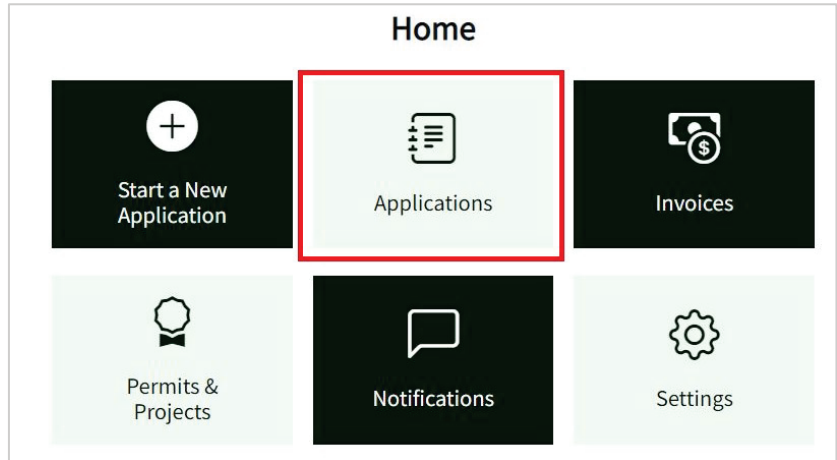
The application Directory will open from which a new application may be started for a new Yard Waste Notification by finding the selection for Yard Waste and clicking **Start Application**. The introduction screen for a new application opens.

| Division ↑             |                                       |                                                                                                                                                                                                                                                                                                                                                                  |        | yard  |
|------------------------|---------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|--------------------------------------------------------------------------------------------|
| Permit Type            | Description                           | Code                                                                                                                                                                                                                                                                                                                                                             |        |                                                                                            |
| Waste Management (DWM) | Solid Waste - Yard Waste Notification | Yard Waste Notification facilities (or YWN sites) are small-scale composting and/or mulching yard waste and clean wood. These operations are classified as Small Type 1 yard waste facilities and do not require a permit from the Division of Waste Management to operate; however, the facility owner/operator is required to notify and get approval from the | DWM-YW |       |

The Directory may also be accessed from the **Applications** page of My AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



OR



The Applications grid displays the user's applications. It may be blank for new AccessDEQ users. Clicking on **Start New Application** at the top of the list will open the application Directory.

## Applications

Use this page to start a new application, share an application, edit an existing application or check the status of a submitted application.

Status: All ▾

**Start New Application**  Export to Excel

| Application               | Program                  | Application Type                                      | Status              | Application For | Primary Applicant |
|---------------------------|--------------------------|-------------------------------------------------------|---------------------|-----------------|-------------------|
| <a href="#">PA-019756</a> | Air Curtain Incinerators | Air Curtain Incinerators - General Title V Air Permit | Completeness Review | Venus Trees     | Gordon Sims       |

## New Notification Intro & Step 1

The first page contains information about the Yard Waste Notification program. Users can click **Continue** to proceed to the application.

### Yard Waste Notification - Application

Special Wastes and Alternative Handling

#### What is a Yard Waste Notification facility?

Yard Waste Notification facilities (or YWN sites) are small-scale composting and/or mulching operations designed to repurpose yard waste into a soil amendment or beneficial landscaping material. These operations are classified as Small Type 1 yard waste facilities and do not require a permit from the Division of Waste Management to operate; however, the facility owner/operator is required to notify and get approval from the DWM prior to beginning operations. The rules governing Yard Waste Notification sites are found the [NC Solid Waste Compost Rules 15A NCAC 13B .1400](#).

#### Staff Contact for Assistance

For questions or more information about Yard Waste Notifications sites or help with completing the notification form, please contact Dylan Friedenbergh at the Division of Waste Management Solid Waste Section at [dylan.friedenbergh@deq.nc.gov](mailto:dylan.friedenbergh@deq.nc.gov), Phone Number 919-707-8248 or visit the website at [Yard Waste Notifications](#)

Continue

The first field to complete is **Yard Waste Facility**. The [Location/Facility](#) section of this guide contains instructions on completing this field.

### Yard Waste Notification - New Facility Application

Special Wastes and Alternative Handling

#### 1 Application

2 Details

3 Documents

4 Review

5 Complete

#### Instructions:

1. If you do not see your facility in the list below, you may not be authorized to access it.  
To gain access to an existing facility click here [Locations](#).
2. To create a new facility click the dropdown list and click "New"

#### Yard Waste Facility \*

Moose Lake Mulching

x ▼

Save and Continue

## New Notification Step 2: Details

On the next page the user can enter information about the facility and click **Save & Continue** at the bottom of the screen to proceed to the next step.

More information about completing contact fields, such as **Facility Owner**, **Property Owner**, **Facility Contact**, and **Site Manager**, can be found in the [Contacts](#) section of this guide.

### Yard Waste Notification - New Facility Application

Special Wastes and Alternative Handling

- ✓ Application
- 2 Details**
- 3 Documents
- 4 Review
- 5 Complete

#### Permit Application Number

PA-025358

#### Facility Owner

Moose Lake Mulching, LLC

#### Facility Contact

Marge Olmstead

#### 1. What types of yard waste are accepted at this facility?

##### Land Clearing Debris \*

Yes

##### Land Clearing Debris Options (Check all that apply) \*

Tree Limbs × Branches ×

##### Yard Trash \*

Yes

##### Yard Trash Clearing Debris Options (Check all that apply) \*

Other Yard Trimmings × Brush/Shrubs ×

#### Additional Comments

#### Site Manager \*

Marge Olmstead

**Note:** When applicant is not the Property owner for the facility listed on the Permit application, a Property Owners Authorization letter is required.

#### Is the Applicant the property owner for the facility? \*

No

Property Owner \*

Linda Cooksey

2. Will this facility be a temporary holding site or is material processed on-site? \*

Processed on-site

Are you Composting your Yard Waste? \*

No

**Note:** The description of the compost process must minimally include formation of windrows and annual turning of compost (i.e. passive composting). Temperatures of each new pile must be monitored to maintain a temperature of at least 131°F for three days. If additional processing is done, explain briefly (e.g. usage of tub grinder, monthly aeration, etc.).

Are Mulching your Yard Waste? \*

Yes

**Note:** The description of the mulching process must minimally include a description of the process, usage of a tub grinder, etc. If you checked anything under the yard trash category, you must either compost or sell the mulched product for boiler fuel.

4. Describe the mulching process to be used and the end use of the finished "mulch" product. \*

description of the mulching process and use of the finished mulch product

5. The Land on which this facility is located is described in the deed recorded in.

Deed Book \*

987654321

Deed Page \*

12345

Back

Save and Continue



## New Notification Step 3: Documents

On the **Documents** form users can upload supporting documents. There is a maximum size of 100MB per file. Note that a Property Owner Authorization letter will appear as a required document if the application indicated the facility owner is not the property owner. There is an optional field for uploading any additional documents relevant to the application.

### Yard Waste Notification - New Facility Application

Special Wastes and Alternative Handling

- ✓ Application
- ✓ Details
- 3 Documents**
- 4 Review
- 5 Complete

#### Permit Application Number

PA-025358

*Note: When applicant is not the Property owner for the facility listed on the Permit application, a Property Owners Authorization letter is required.*

#### Property Owner Authorization letter \*

Select files...

Drop files here to upload

*Note: All Aerial Photographs of the site should be combined and uploaded in one single PDF document.*

#### Upload Aerial Photograph of the site (Showing the approximate facility boundary). \*

Select files...

Drop files here to upload

*Note: Only Zoning Authorization Letters from the County in PDF format are approved.*

#### Upload a Zoning Authorization Letter from local unit of government. \*

Select files...

Drop files here to upload

#### Other Documents

Select files...

Drop files here to upload

Uploaded documents can be removed by clicking the **x** next to the file, or from the document grid at the bottom of the screen by clicking the **Remove** button next to the file.

*Note: Once the application has been submitted, it cannot be edited and the files cannot be removed.*

Upload Aerial Photograph of the site (Showing the approximate facility boundary). \*

Select files...

✓ Done

 AerialPhotos.pdf

File(s) uploaded successfully.

✕

Note: Only Zoning Authorization Letters from the County in PDF format are approved.

Upload a Zoning Authorization Letter from local unit of government. \*

Select files...

✓ Done

 ZoningAuth.pdf

File(s) uploaded successfully.

✕

Other Documents

Select files...

Drop files here to upload

|        | Original File Name                            |           | Description                         |
|--------|-----------------------------------------------|-----------|-------------------------------------|
| Remove | <a href="#">Aerial photo AerialPhotos.pdf</a> | Actions ▾ | Aerial Photograph of the site       |
| Remove | <a href="#">ZoneAuth ZoningAuth.pdf</a>       | Actions ▾ | Zoning Authorization Letter         |
| Remove | <a href="#">PropertyOwn Auth.pdf</a>          | Actions ▾ | Property Owner Authorization letter |

## New Notification Steps 4 & 5: Review and Complete

The next steps are reviewing and submitting the application. The Review screen displays the application information that has been entered. Users may go back to previous screens and revise information before submitting the application.

**Note:** Until an application has been submitted, users can come back to the application at any time to change information. Information entered is saved once the **Save and Continue** button is clicked. The section on the [Applications Grid](#) has more information about accessing applications.

Users can click **Yes** to attest to the statement and click **Submit** to submit the application.

### Yard Waste Notification - New Facility Application

Special Wastes and Alternative Handling

✓ Application

✓ Details

✓ Documents

**4 Review**

5 Complete

#### Yard Waste Application Review

|                                                                            |                                                                       |
|----------------------------------------------------------------------------|-----------------------------------------------------------------------|
| <b>Permit Application Number</b><br><input type="text" value="PA-025358"/> | <b>Facility</b><br><input type="text" value="Moose Lake Mulching"/>   |
| <b>Applicant</b><br><input type="text" value="Moose Lake Mulching, LLC"/>  | <b>Primary Contact</b><br><input type="text" value="Marge Olmstead"/> |

**1. What types of yard waste are accepted at this facility?**

|                                                                 |                                                                                          |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|
| <b>Land Clearing Debris</b><br><input type="text" value="Yes"/> | <b>Land Clearing Debris Options</b><br><input type="text" value="Tree Limbs, Branches"/> |
|-----------------------------------------------------------------|------------------------------------------------------------------------------------------|

To the best of my knowledge and belief, I certify [ ] the information provided in this notification is true, accurate, and complete. Furthermore, the facility will comply with the operational and setback requirements of Small Type 1 Facilities (yard waste) as outlined in Rule .1406(1 -11,16) and .1404(a)(1)-(a)(10) of the Solid Waste Compost Rules.

**Acknowledgement**

☒ Yes

Back

Submit

The completion page displays after the application has been submitted.

## Thank you

Your Permit Application has been Submitted.

You will find your permit application [here](#), where you can edit/update/submit incomplete applications and view the status of a submitted application. You will receive a response from the Solid Waste Section within 10 business days.



## Application Sharing

Users may grant access to an application and resulting permit to other users by using the Share Application feature. If an application is in “New – Pending Submission” or “Awaiting Applicant” status, share recipients can also edit the application.

Applications can be shared by selecting the **Share Application** option from the Actions menu on the application grid.

| Application               | Program ↑                | Application Type                                      | Status                   | Location              | Primary Applicant     | Submitted On      | Created On         |                                                       |
|---------------------------|--------------------------|-------------------------------------------------------|--------------------------|-----------------------|-----------------------|-------------------|--------------------|-------------------------------------------------------|
| <a href="#">PA-021805</a> | Air Curtain Incinerators | Air Curtain Incinerators - General Title V Air Permit | Issued                   | FCR Eastern Extention | J. Marlowe Consulting | 6/25/2024 2:12 PM | 5/16/2024 10:27 AM | Actions ▾                                             |
| <a href="#">PA-022109</a> | Air Curtain Incinerators | Air Curtain Incinerators - General Title V Air Permit | Issued                   | Medina Station        | Camina Drummer        | 6/27/2024 8:51 AM | 6/25/2024 3:59 PM  | Actions ▾                                             |
| <a href="#">PA-022267</a> | Air Curtain Incinerators | Air Curtain Incinerators - General Title V Air Permit | New - Pending Submission | Tycho Station         | Camina Drummer        |                   | 7/19/2024 1:24 PM  | Actions ▾                                             |
| <a href="#">PA-021428</a> | Air Curtain Incinerators | Air Curtain Incinerators - General Title V Air Permit | New - Pending Submission | Anson County Facility | Gordon Sims           |                   | 3/12/2024 3:58 PM  | View Details<br>Edit Application<br>Share Application |

After selecting Share Application, a modal window appears allowing the user to enter the email address of the share recipient, select their role(s), add comments that will be sent to the share recipient, and click **Send Sharing Invitation**. For Yard Waste Notification applications, the Role of **Preparer** can be selected if the user is unsure which role to select.

**It is important that the email address for the sharing invitation matches the email address that is/will be associated with the invitee’s AccessDEQ portal account.** In the event a user sends a sharing request to the wrong email address, the sharer can re-share using the correct email address for the recipient.

Fill out the information below and then click "Send Sharing Invitation". This will generate an email to the email address provided with a link to redeem the sharing invitation.

**Initiating Contact**

**Email Address Of The Person You Would Like To Share The Application With \***

**Role(s) \***

**Comments**

optional comments that will be included in the share invitation



When a user shares an application, the recipient will receive a message from the email address **DoNotReply-DEQPermits@deq.nc.gov** which will include a link to redeem the shared invitation. The subject line of the email will say *[name of sharer] Has Requested For You To Register With Access DEQ*.

If the recipient does not already have a portal account in AccessDEQ, they can register an account then accept the sharing invitation.

This is an example of an email message sent which includes instructions to register an account then return to the email to redeem the invitation:

Request to Register with AccessDEQ

AccessDEQ user PTP Test User 3 (ptp.test.user3@deq.nc.gov) has invited you to join AccessDEQ to access a permit application for FCR Eastern Extention.

**Location Name:** FCR Eastern Extention

**Permit Application Number:** PA-022258

**Inviting User Comments:**

Hey Sue, this is the application we need your help with. Thanks!

In order to join AccessDEQ, you must register first. Once you have completed the registration and activated your AccessDEQ account, return to this email and use the link in Step 2 below to redeem the invitation to join the environmental interest.

Step 1: [Register with AccessDEQ](#)

Step 2: After completing your registration, [Click Here](#) to redeem your invitation to join FCR Eastern Extention.

[AccessDEQ Home Page](#)

Thank You,  
North Carolina Department of Environmental Quality



This is an example of a message sent to a share recipient whose email address matches a current AccessDEQ portal account:

Request to contribute on AccessDEQ

AccessDEQ user PTP Test User 1 (ptp.test.user1@deq.nc.gov) has invited you to gain access to a permit application for Delphi Museum.

**Location Name:** Delphi Museum

**Permit Application Number:** PA-025038

**Permit:** NCC256014

**Inviting User Comments:**  
Testing share from applications grid for NCG01 app

It looks like you already have an account with AccessDEQ so all you need to do is use the link below to redeem your invitation to join Delphi Museum.

[Click Here](#) to redeem your invitation to join Delphi Museum.

[AccessDEQ Home Page](#)

Thank You,  
North Carolina Department of Environmental Quality

Once the redemption link is clicked, access to the permit application will be granted and the shared permit application will now appear in the recipient's **Applications** section in My AccessDEQ.

If the share recipient is not logged into the AccessDEQ portal at the time of clicking the invitation redemption link, the recipient is automatically routed to the sign in screen first. After signing in, the sharing invitation will automatically be redeemed, and a message will display.

You have successfully redeemed the invitation. You now have access to Permit PA-021329 .

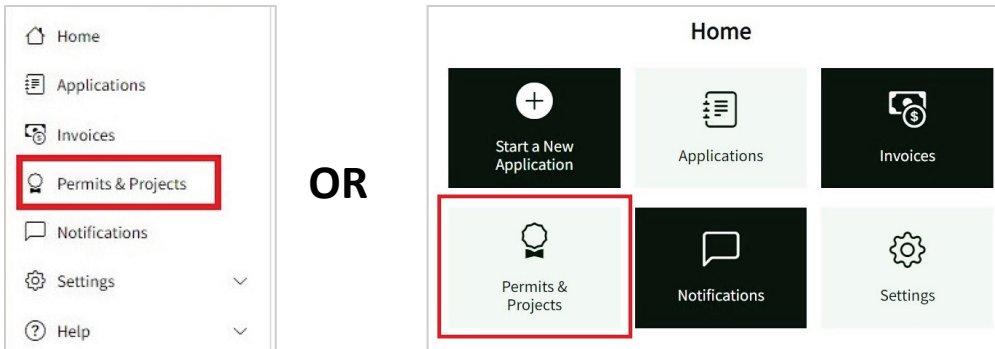
✓ Validating Invitation Code

✓ Granting Access to the Permit Application

The shared application will now be available to the recipient in their **Applications** section in AccessDEQ.

## Request Access to a Permit

A user can request access to an existing Yard Waste Notification permit from the Permits & Projects screen.



Clicking on the link in **Request access here.** at the bottom of the grid brings up the permit search grid.

### Permits & Projects

Use this page to view the details of permits, projects, and other certificates.

Expiration: All ▾

Export to Excel

| Permit / Project                                                                                                                            | Program | Permit Type | Status | Issued | Effective | Expires |
|---------------------------------------------------------------------------------------------------------------------------------------------|---------|-------------|--------|--------|-----------|---------|
| <div> <div>1</div> <div>100 items per page</div> </div> <div> Don't see your permit or project? Request access <a href="#">here.</a> </div> |         |             |        |        |           |         |

The user can scroll through permits or enter a search term to narrow down the list. The **Number**, **Alternate**, and **Location** columns are evaluated for the search term. The search accepts partial numbers and names.

Search for your permit or project using the Search box, click "Select" & "Confirm" if you find it.

| Select | Number    | Alternate       | Location                                                       | Type                       | Primary Permittee               | Issued     |
|--------|-----------|-----------------|----------------------------------------------------------------|----------------------------|---------------------------------|------------|
| Select | NCC213160 | NCG01-2021-3160 | NCSU Dairy Facility at CVM                                     | NCG01 - NPDES Construction | North Carolina State University | 04/01/2024 |
| Select | NCC230390 | NCG01-2023-0390 | NCSU Electrical Distribution Upgrade-Package 3 (WAKE-2023-029) | NCG01 - NPDES Construction | North Carolina State University | 04/01/2024 |
| Select | NCC215953 | NCG01-2021-5953 | NCSU Electrical Distribution Upgrade-Package 1 (WAKE-2021-029) | NCG01 - NPDES Construction | North Carolina State University | 11/04/2021 |

The user can click **Select** then **Confirm** to select the permit for which they are requesting access.

| Select | Number    | Alternate       | Location                   | Type                       | Primary Pe                      | Issued     |
|--------|-----------|-----------------|----------------------------|----------------------------|---------------------------------|------------|
| Select | NCC213160 | NCG01-2021-3160 | NCSU Dairy Facility at CVM | NCG01 - NPDES Construction | North Carolina State University | 04/01/2024 |

| Select  | Number    | Alternate       | Location                   | Type                       | Primary Pe                      | Issued     |
|---------|-----------|-----------------|----------------------------|----------------------------|---------------------------------|------------|
| Confirm | NCC213160 | NCG01-2021-3160 | NCSU Dairy Facility at CVM | NCG01 - NPDES Construction | North Carolina State University | 04/01/2024 |

The user can enter explanatory comments about the request for access. These are evaluated by DEQ staff and should include information about who the user is and why they should have access. Users are encouraged to also complete their AccessDEQ [Profile](#). This may help the process go more smoothly.

### Request Access

Please explain your relationship to the permit or project. \*

Enter an explanatory note to DEQ staff.

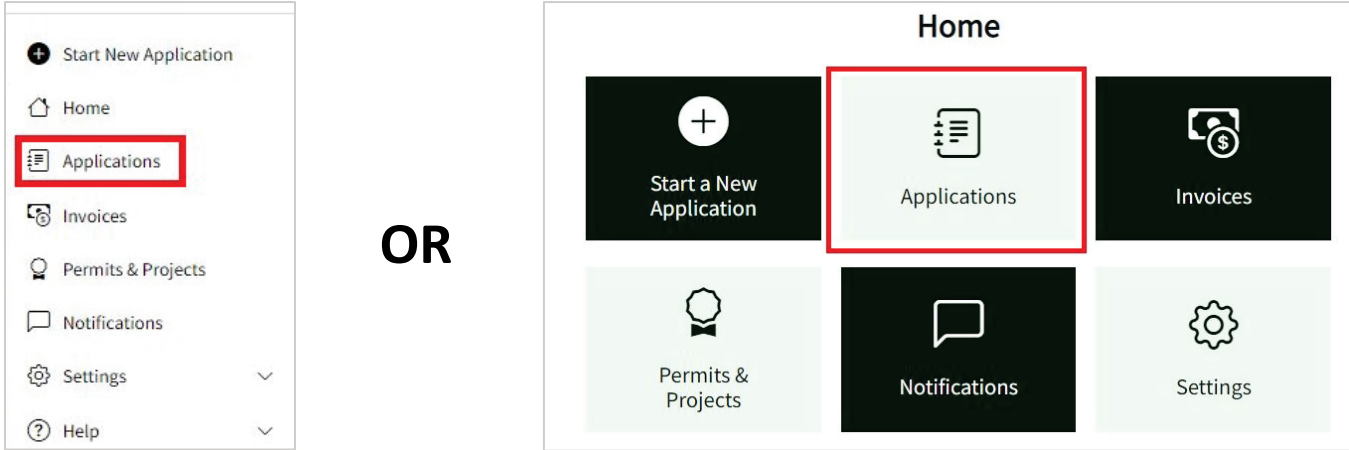
Submit

Clicking **Submit** sends the request to DEQ. The user will be notified via email about the decision for the request. If the request is granted, the Permit will appear in the Permits & Projects for the user's AccessDEQ account.



## Applications Grid

A list of a user's applications may be accessed from the **Applications** page in AccessDEQ. It can be reached by selecting it from the left-hand navigation menu or the tile on the Home screen.



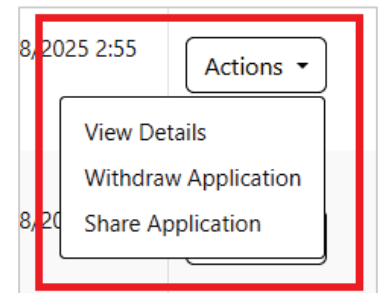
The **Applications** grid shows the applications to which the user has access. This includes applications created by the user or shared with the user.

Clicking on the permit application number (**PA-#####**) in the **Application** column will take the user to the application. If the application is in the status of "New – Pending Submission" or "Awaiting Applicant", it will open for editing. If the application is in any other status, the **Application Details** screen is displayed.

| Application               | Program                                 | Application Type                          | Status                                                            | Location              | Primary Applicant        | Submitted        | Created On ↑      |           |
|---------------------------|-----------------------------------------|-------------------------------------------|-------------------------------------------------------------------|-----------------------|--------------------------|------------------|-------------------|-----------|
| <a href="#">PA-025250</a> | Special Wastes and Alternative Handling | DWM - Yard Waste Notification             | New - Pending Submission                                          | Moose Lake Mulching   | Moose Lake Mulching, LLC |                  | 5/15/2025 5:08 PM | Actions ▾ |
| <a href="#">PA-025100</a> | NPDES Stormwater                        | Stormwater COC - NCG01 NPDES Construction | New - Pending Submission                                          | Picon                 | CyDev                    |                  | 4/30/2025 4:29 PM | Actions ▾ |
| <a href="#">PA-025080</a> | Brownfields Redevelopment Section (BRS) | Brownfields Property Agreement            | <div> <div></div> <div></div> <div></div> </div> Technical Review | FCR Eastern Extention | Bailey Quarters          | 5/1/2025 4:48 PM | 4/28/2025 2:08 PM | Actions ▾ |

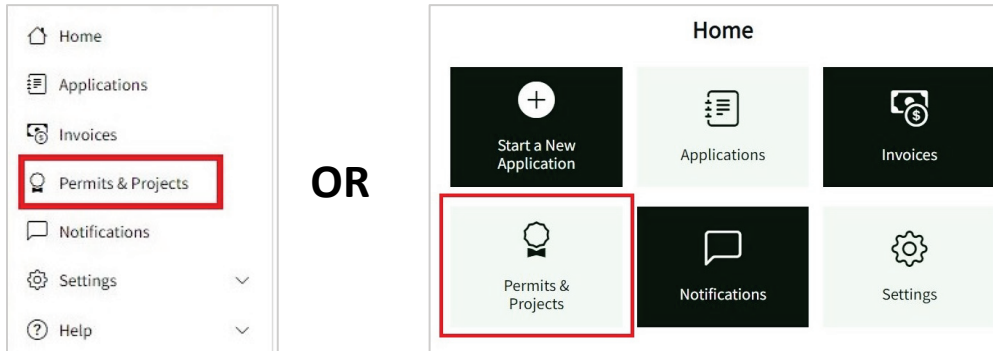
The **Actions** button also allows users to view the Applications Details screen by selecting **View Details**. There are other options such as **Share Application** or **Edit Application**.

**Note:** the **Edit Application** selection is only available if the application is in status "New – Pending Submission" or "Awaiting Applicant".



## View Yard Waste Permits/Cease Operations

The user can select **Permits & Projects** from the left-hand navigation menu or click the tile on the Home screen to see their Yard Waste Notification facility permits. From the Permit Details screen of a Yard Waste permit, users can also enter a notice of ceased operations.



The Permits & Projects grid displays the permits and projects to which the user has access. To view a project's information the user can click the project number link in the **Permit/Project** column or select **View** from the **Actions** menu.

My AccessDEQ / Permits & Projects

### Permits & Projects

Use this page to view the details of permits, projects, and other certificates.

Expiration: All ▾

Export to Excel

| Permit / Project             | Program ▴                               | Permit Type                | Location            | Status | Issued     | Effective  | Expires    |                                                           |
|------------------------------|-----------------------------------------|----------------------------|---------------------|--------|------------|------------|------------|-----------------------------------------------------------|
| <a href="#">YWN-092-0011</a> | Special Wastes and Alternative Handling | DWM - Yard Waste           | Moose Lake Mulching | Active | 05/16/2025 | 05/16/2025 | 05/29/2026 | <div>Actions ▾</div> <div>View</div> <div>Actions ▾</div> |
| <a href="#">NCC256014</a>    | NPDES Stormwater                        | NCG01 - NPDES Construction | Delphi Museum       | Active | 04/03/2025 | 04/03/2025 | 03/11/2025 | <div>Actions ▾</div>                                      |
| <a href="#">29008-25-092</a> | Brownfields Redevelopment Section (BRS) | Standard                   | New Caprica         | Draft  |            |            |            | <div>Actions ▾</div>                                      |

*Note: The user can request access to a permit or project not appearing in this list using the link beneath the grid. The [Request Access to a Project](#) section of this guide contains more information.*



The Permit Details screen displays information about the permit. At the top of the screen is an option to enter a **Notice of Ceased Operation of a Yard Waste Facility**.

## Permit Details

Special Wastes and Alternative Handling

This is an overview of your permit. If you have questions about your permit, please contact Dylan Friedenberg at [dylan.friedenberg@deq.nc.gov](mailto:dylan.friedenberg@deq.nc.gov) or call (919) 707-8248.

Notice of Ceased Operation of a Yard Waste Facility

### Permit Number

YWN-092-0020

### Environmental Interest

Venus Trees III

### Effective Date

Wednesday, May 28, 2025 3:27:03 PM

### Permit Type

DWM - Yard Waste

### Primary Permittee

Gordon Sims

Users can click the button to open the notice of ceased operation, which displays some information about the permit and has a field at the bottom where the user can enter the date of the ceasing of operations and click **Continue and Close Yard Waste Facility Permit**. This will close the permit.

YWN-092-0020

DWM - Yard Waste

### Environmental Interest

Venus Trees III

### Primary Permittee

Gordon Sims

### Effective Date

Wednesday, May 28, 2025

### Expiration Date

Friday, May 29, 2026

By submitting this form, I confirm that the facility has been formally closed, which includes removing all materials, and if applicable, restoring the site to its original condition. To the best of my knowledge and belief, I certify the information provided in this notice is true, accurate, and complete.

### Facility Ceased Operation Date:

Monday, May 12, 2025

Continue and Close Yard Waste Facility Permit.

## Appendix A – Document Management

### Document History

The change history of the document is recorded in the Revision History Table.

| Version | Version Description                | Details                                    |
|---------|------------------------------------|--------------------------------------------|
| 1.0     | Initial version of the user guide. | Author: Christi Haynes<br>Date: 05/28/2025 |

## Appendix B – Helpful Information

| Description                                           | Web Address                                                                                                             |
|-------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------|
| North Carolina AccessDEQ homepage                     | <a href="https://deq.nc.gov/accessdeq">https://deq.nc.gov/accessdeq</a>                                                 |
| Sign into or sign up for an AccessDEQ portal account  | <a href="https://portal.deq.nc.gov/login">https://portal.deq.nc.gov/login</a>                                           |
| My AccessDEQ user portal homepage                     | <a href="https://portal.deq.nc.gov/my-accessdeq">https://portal.deq.nc.gov/my-accessdeq</a>                             |
| General guide to the My AccessDEQ portal              | <a href="https://portal.deq.nc.gov/help/getting-started-guide">https://portal.deq.nc.gov/help/getting-started-guide</a> |
| Answers to FAQs and commonly used acronyms            | <a href="https://portal.deq.nc.gov/help/faqs-and-acronyms">https://portal.deq.nc.gov/help/faqs-and-acronyms</a>         |
| Links to all AccessDEQ portal application user guides | <a href="https://portal.deq.nc.gov/help/user-guides">https://portal.deq.nc.gov/help/user-guides</a>                     |
| North Carolina DEQ YouTube Playlists                  | <a href="https://youtube.com/@NCDEQ/playlists">https://youtube.com/@NCDEQ/playlists</a>                                 |

The North Carolina Department of Environmental Quality (DEQ) Permitting Transformation Program (PTP) is the initiative behind AccessDEQ. Information about it can be found at <https://www.deq.nc.gov/accessdeq/permitting-transformation-program>.

Information about all DEQ permitting and a link to a list of all permits, including those not currently part of AccessDEQ, can be found at this web address: <https://www.deq.nc.gov/accessdeq/permit-directory>.

## Appendix C – Parent and Child Locations

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A “Location” is the facility, subdivision, lot, landfill, plant, other project site or entity name related to a permit, certificate, or other agreement with the NCDEQ. For many users, only one Location is needed.

“Child” Locations can be created for smaller, individually-permitted projects within larger “parent” Locations. Every “child” Location must first have one “parent” Location that shares the same Financially Responsible Party and Responsible Official. “Parent” Locations can be created based on the extent of responsibilities for “child” projects or Locations within the organization.

For project sites that involve multiple build-out phases, lots, extensions, expansions or those that otherwise involve similar names, you will need to include in the Location name (i.e., project name) the phase number/letter, lot numbers, store number, extension number/name, or other unique identifying text.

For the purposes of an erosion and sedimentation control permit, every land-disturbing activity seeking a certificate of plan approval must be tied to one “parent” or “child” Location created specifically for that individual land disturbance (i.e., project).

Examples of Parent and Child Locations:

- “Flowers Subdivision, Phase 1” as the name of the Location with the developer as the Responsible Official.
- “Flowers Subdivision, Phase 1, Lots 1-20” as the name of a separate Location with the homebuilder as the Responsible Official.
- “City of Raleigh Public Utilities” as the name of the “parent” Location with the public utilities director as the Responsible Official.
- “Main Street Water Line Extension” as the name of the “child” Location for a “parent” Location named “City of Raleigh Public Utilities” with the public utilities director as the Responsible Official. In this example, the Financially Responsible Party’s Responsible Official or delegate share both the parent and child locations.