

NDDEQ Solid waste Facility Online Contact Update Instructions (JAN 2025)

Head to the following URL: [Waste Management - North Dakota Department of Environmental Quality](#)

1. Under the Programs section, under solid waste program, click on Contact Information (Figure 1, yellow star)

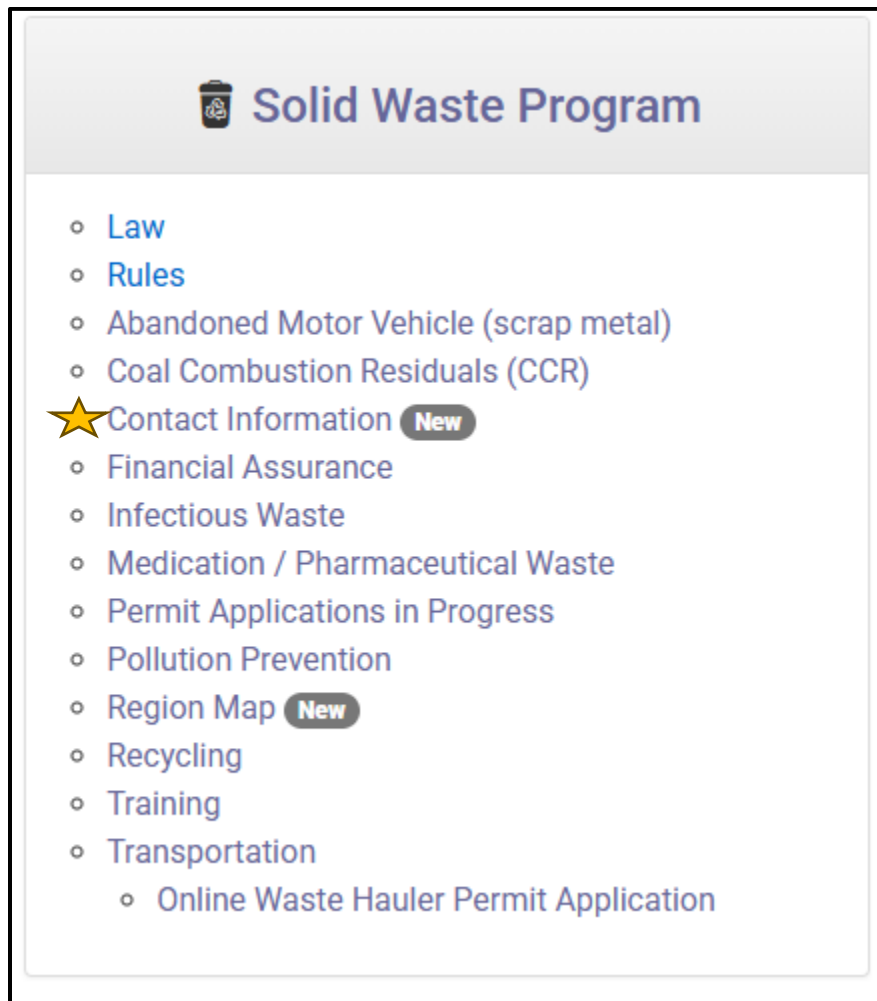


Figure 1

2. Login into your North Dakota Login Account (Figure 2). If you do not have an account or are unsure if you have an account; you can follow the prompts to recover your account, or you can register for an account for free.

North Dakota
login

Already Registered - Not Sure?

North Dakota Login:

Forgot Login

Password:

Forgot Password

Login

New to North Dakota Online Services?
Register Now!

Benefits of North Dakota Login

- One North Dakota Login and password to access multiple ND Online Services
- Register once for secure access to State services

Need help? Read through the FAQ.

Update your account
For assistance with this North Dakota Login, contact the Service Desk.

Figure 2

3. Select on the Solid Waste Facility icon (Figure 3).



Figure 3

4. Using the drop down, select your facility, and request access by pressing the blue **request access** button (Figure 4)
 - An email will be generated to the solid wastes program staff, informing that access has been requested. When approved/denied access, you will receive an email stating if request has been approved or denied.
 - If it is denied, it is likely that a mistake was made. A solid waste program staff member will reach out to you.

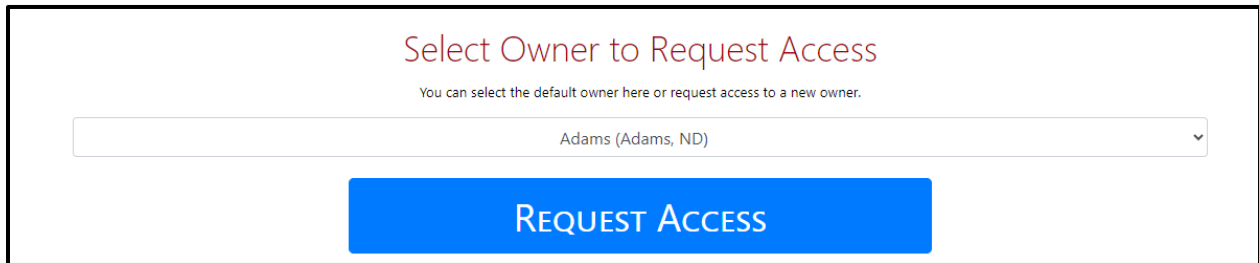


Figure 4

5. Upon Approval, re-login to you North Dakota Login Account following previous instructions. Your screen will look like the following (Figure 5). (The information will be filled out according to the Facility Selected)
 - Select action option 1. or 2. (depending on applicability) (Figure 6) And press the green **Go** button.

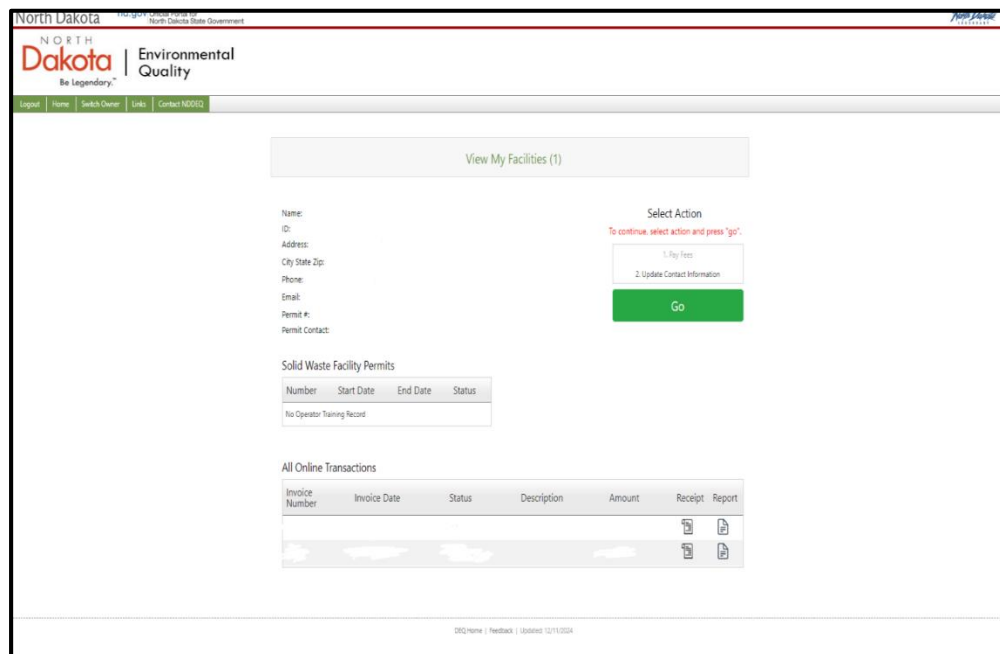


Figure 5

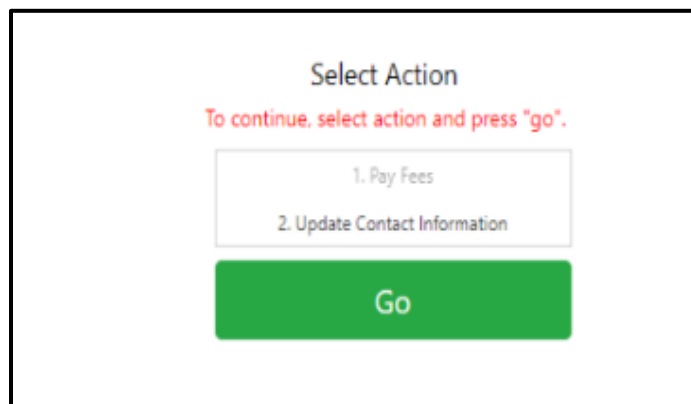


Figure 6

6. From there you will be able to process/pay fees, and or update facility contacts, as well as update personnel for those selected facilities.

IMPORTANT: Be sure to choose if you would prefer Email or USPS for correspondence, otherwise it will automatically revert to USPS. The Department encourages Email correspondence to be more efficient and to save paper.

7. **If you have more than one facility, you will need to update all your facilities.** This can be done by clicking on the Green “View my facilities (#)” (Figure 7). This will bring you to a drop down with a list of facilities.

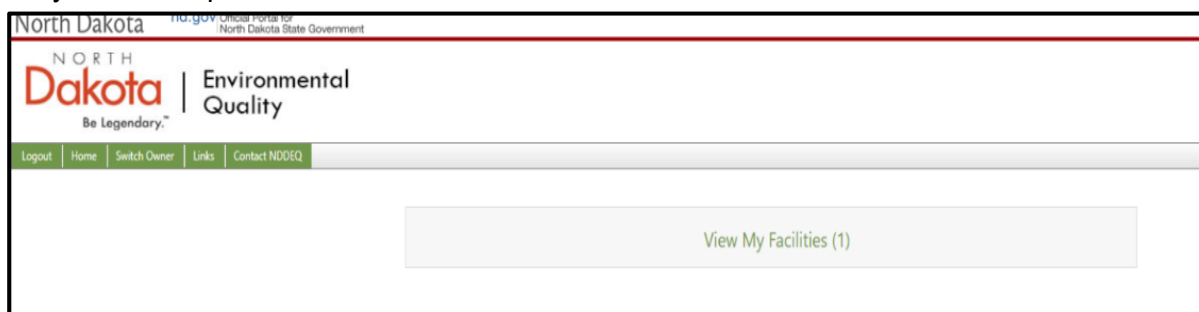


Figure 7

Once you see the list of facilities, they each will have a toggle button on the right side of the drop down. The active one that is showing below will be green, while the others are gray. To change to a different facility, simply toggle the button to green, and it should update below.



To find more information on who to put as what contact, you can find that here <https://deq.nd.gov/WM/ContactInformation/SolidWasteContactInfo.pdf>



If you have any questions, contact the Solid Waste Program at *701-328-5166*.