OPERATOR FEE INSTRUCTIONS (UPDATED MAY 2025)

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



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: I 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. Once logged on, you will see three icons. You will want to choose the "Operator" Tab



Figure 3: Choose the Operator Icon (Indicated with a yellow star)

Once you are in the operator icon, you can choose between an individual operator or operators by owner (Figure 4)

- Individual Operators are for those who want to pay for their own operator fee. If this is you, follow steps 4-7, which starts on page 4.
- Operators by Owner are for those whose companies/owners want to pay for **multiple** of their operators. If this is you, follow steps 8-12 which starts on page 8.



Figure 4

Part 1: Individual Operators

4. For **Individual Operators** you will click on the icon and will see "Select Operator to Request Access". There will be a drop down and you can select the name of the operator you are searching for, then hit "next" (Figure 5). Once you hit next, it will show a pending icon, and you will receive a notification once your request has been approved.

North Dakota nd.gov Official Portal for North Dakota State Gove	vnent	Horth Dalada
Dakota Be Legendary."	1	
Logout Links Contact NDDEQ		
	Select Operator to Request Access	
	Cagney Rogers (Azle, TX)	
	Next	
	DEQ Home Feedback Updated: 3/25/2025	

Figure 5

5. Once approved, you will be taken to a page that looks like figure 6. Once here, you can select the action you want to take, either updating the contact information or pay fees. (Figure 7)

North Dakota nd.gov Official Portal for North Dakota State Government								North Dakette
Be Legendary."								
Logout Home Switch Owner Links Contact NDDEQ								
	Name:	Cagney				Sele	ct Action	
	Facility:	Liberty Ecological & Envir	onmental Service	IS LLC		lo continue, select ad	tion and press "go".	
	Address:	118 S .				1. Pa	y Fees	
	City State Zip:	Azle TX, 76020				2. Update Cont	tact Information	
	Phone:	817						
	Email:					G	60	
	All Online Tra	nsactions						
	Invoice Number	Invoice Date	Status	Description	Amount	Receipt	Report	
	No Online Transac	ion Records						

Figure 6

Select Action To continue, select action and press "go".
1. Pay Fees 2. Update Contact Information
Go



6. To select an option, you will hover over the choice, and it will turn dark gray. Once you have selected the choice, pick **Go** and the next screen will open.

|--|

Be sure to add your correct address and indicate mail or email for contact method (Figure 8) Once you submit the update, it will come up that it is pending review.

Update Busine	ss Contact Informati	tion							
If your Operator co	intact information is incorrect	t (i.e., address, telephone nun	nber, spelling) ple	ease correct th	e information in	the correct field	ls and click the "Subm	nit Update" but	tton.
If you experience d	ifficulties or need additional h	help, you may call a NDDEQ	representative at	701.328.5166.					
Title: First N	Name:		Middle Initial:	Last Name:				Suf	ffix:
Mr 🗸 Ca	gney			Rogers					Jr Y
Job Title:	Busi	siness Name:					Contact Method:		
	L	Liberty Ecological					Mail		~
Mailing Address:									
118									
Physical Address:									
118 S									
City:	Stat	ate:	Zip:		Zip 4:	Work Phone:	Alter	rnate Phone:	
Azle	1	Texas 🗸	76020			(817)	(8)	317)	
	Email:								
	Confirm	m Email:							
			Submit (Jpdate					

Figure 8

7. Once your contact information is correct, you can now select the "Pay Fees" option and click **Go** (Figure 7). It will open a screen that gives you the option to pay for your operor fees. You can elect ot either print and pay by mail, or you can pay online (Figure 9). No matter which way you pay, the record will be kept on the portal and you can see the invoice and recepit (Figure 10)

North Dakota	North Dakota State Govern	nment				Worth Diabastie
Dakota Be Legendary."	Environmentc Quality	al				
Logout Home Switch Owner Lin	ks Contact NDDEQ					
			Pay Fees Select the Fees from below you would li	ke to Pay.		
		Pay Fees		A	mount	
		Casey	Certified Operator Annual Fee	\$	\$15.00	
			Grand Total: \$0.(00		
	Electronic Payn	nents through J.P. Mo payment site n	organ Chase incur a 2.5% card processing fee or \$ nay ask you for a Payor ID, this is your ND Login th	1 by e-check, by continuing you agree to thi nat you used to log in to this web application	s fee. Note: the	
			Back Print and Pay b	y Mail Pay		
			DEQ Home Feedback Updated: 3/25	2025		

Figure 9

			Viev	v My Facilities (6)			
Name: ID:	Basin Elect 29	tric Power Coop	AVS		Sele To continue, select	ect Action	oress "go".
Address:	294 Count	ty Rd 15			1.	Pay Fees	
City State Zip: Phone:	70187345	45			2. Pay (Operator Fees	tion
Email:					5. Opdate C	ontact informa	luon
Permit #:	0025					Go	
Permit Contact:	. Kevi	n					
Solid Waste	Facility Permit	s					
Number	Start Date	End Date	Status				
0025	7/13/2016	7/13/2026	Active				
0025	1/21/2005	1/21/2015	Expired				
All Online Tr	ansactions						
Invoice Number	Invoice Date	Statu	IS	Description	Amount	Receipt	Report
02:	5/23/2025	Pay Pe	nding	Certified Operator Annual Fee	\$15.00	1	Ē

Part 2: Operators By Owner

- 8. For **Operators By Owner** start by clicking on the icon for operators by owner (Figure 4).
 - a. You will be asked to request access to a facility if you are not already associated with a facility. If you are not associated with a facility, use the dropdown menu to select your facility and request access. You will receive a notification when you have been approved.
 - b. If you are already associated with a facility when you click on the button you will see your facility on the screen. Here you can update your contact information as well as pay operator fees for operators that are associated with your facility (Figure 11)

North Dakota nd.gov Official Portal for North Dakota State Government		Horth Dakote
NORTH Environmental Be Legendary." Environmental Logatt Home Switch Owner		
	View My Facilities (1)	
	Name:Dakota Gasification CompanySelect ActionID:1445To continue. select action and press "go".Address:420 County Rd 261. Pay FeesCity State Zip:Beulah ND, 585232. Poy Operator Fees (2)Phone:	
	All Online Transactions Invoice Invoice Date Status Description Amount Receipt Report	
	No Online Transaction Records	
	DEQ.Home Feedback Updated: 3/25/2025	

Figure 11

9. To select an option, you will hover over the choice, and it will turn dark gray. Once you have selected the choice, pick **Go** and the next screen will open.

Be sure that your contact information is up to date!

Facilities will have options for multiple types of contacts. If you need to update a contact, such as removing Toni because they no longer work there, you must first delete the contact and then click "Add Contact".

Be sure to add your correct address and indicate mail or email for contact method (Figure 12) Once you submit the update, it will come up that it is pending review.

h Owner Links Contact NDDEQ								
	Update Contact Information If your Waste Hauler contact informat If you experience difficulties or need a	7 on is incorrect (i.e., address, tel dditional help, you may call a N	ephone number, spellin IDDEQ representative a	g) please correct t 701.328.5174.	t the information in the correc	t fields and click the "Submit Update" button.		
	Owner Name:							
	Dakota Gasification Company							
	Entity Name:							
	Dakota Gasification Company							
	Address:				City:			
	420 County Rd 26				Beulah			
	State:	Zip:		Zip 4:		Phone:		
	Comment:							
+ Add Contact Contact Type	First Name	Last Name	Business Name		c	omments		
+ Add Contact Contact Type Permit	First Name Jake	Last Name	Business Name Dakota Gasification C	Company	c	omments	Edit	Delete
+ Add Contact Contact Type Pemil: Reponsible	First Name Jake Toni	Last Name	Business Name Dakota Gasification C Dakota Gasification C	Company	C	omments	Edit	Delete
+ Add Contact Contact Type Permit Responsible Fee	First Name Jake Tani Tani	Last Name	Business Name Dakota Gasification O Dakota Gasification O Dakota Gasification O	Company Company Company	c	omments	Edit Edit Edit	Delete Delete Delete
+ Add Contact Contact Type Permit Responsible Fee Centified Operator	First Name Jake Tani Tani A.J.	Last Name	Business Name Dakota Gasification C Dakota Gasification C Dakota Gasification C Dakota Gasification C	Company Company Company Company	c	omments	Edit Edit Edit Edit	Delete Delete Delete Delete

Figure 12

10.Now that you have updated your contacts, you can go and select "Pay Operator Fee". It will show you how many operators the facility currently has, in this case there are two. Select "Go" to open the next screen. (Figure 13)





11.Now you will see each operator that is assigned to the facility. You can select some or all to pay for the annual fees (Figure 14)

North Dakota ^{nd.g}	DV/Official Portal for North Dakota State Government		Worth Davesta
Dakota Be Legendary."	Environmental Quality		
Logout Home Switch Owner L	aks Contact NDDEQ		
	Select 1	Pay Fees the Fees from below you would like to Pay.	
	Pay Fees	Amount	
	 [Jake.] Certified Operator Annual Fee [Daniel] Certified Operator Annual Fe 	\$15.00 ee \$15.00	
	G	irand Total: \$30.00	
	Electronic Payments through J.P. Morgan Chase incur a 2.5% car	rd processing fee or \$1 by e-check, by continuing you agree to this fee.	Note: the
	Back	Print and Pay by Mail Pay	
		DBQ Home Feedback Updated: 3/25/2025	

Figure 14: Showing that all the operators are selected to be paid for

12. You can elect to either print and pay by mail, or you can pay online (Figure 14). No matter which way you pay, the record will be kept on the portal and you can see the report and receipt (Figure 15)

Namo	Dakota	Gasification C	ompany		S	elect Action	
ID:	1445	Gasincation C	ompany		To continue, sel	ect action and i	press "ao".
Address:	420 Cc	unty Rd 26				1. Dev Cener	
City State Zip:	Beulah	ND. 58523				1. Pay rees	
Phone:					2. P	ay Operator Fees	
Emails					3. Updat	e contact informa	100
Lindli.	0350					Go	
remit #:	0369	Inter					
Solid Wast	e Facility Perm	nits					
Solid Wast Number	e Facility Perm Start Date	iits End Date	e Statu	S			
Solid Wast Number 0369	e Facility Perm Start Date 7/7/2021	iits End Date 7/7/2028	e Statu Active	S			
Solid Wast Number 0369 0369	e Facility Perm Start Date 7/7/2021 10/20/2016	tits End Date 7/7/2028 12/31/2017	e Statu Active Z Expirec	S			
Solid Wast Number 0369 0369 0369	e Facility Perm Start Date 7/7/2021 10/20/2016 7/8/2013	tits End Date 7/7/2028 12/31/2017 7/8/2016	e Statu Active Z Expirec	S			
Solid Wast Number 0369 0369 0369 0369 All Online Invoice Number	e Facility Perm Start Date 7/7/2021 10/20/2016 7/8/2013 Transactions	tts End Date 7/7/2028 12/31/2017 7/8/2016	e Statu Active Expirec Expirec Status	s I Description	Amount	Receipt	Report

Figure 15

If you need help, give us a call at (701)-328-5166 and ask to speak to a Solid Waste Program member **If you own multiple facilities**, you can switch between them by clicking the "Switch Owner" Tab on the top left under the large North Dakota Environmental Quality Logo (Figure 16)



Figure 16

You will then see the list of facilities you are listed as owner for: You can switch between them by clicking on the white box of the facility you want (Figure 17). This will bring you to their facility page and you can now update contact information or pay any fees associated with the facility.

	Select Owner to Request Access	
	You can select the default owner here or request access to a new owner.	
	Adams County (Hettinger, ND)	~
	Request Access	
	Current Owners (6)	
Basin Electric Power Co	Basin Electric Power Coop (Bismarck, ND)	
Chimney Butte Environ	Chimney Butte Environmental LLC (Mayer, MN)	
Dakota Gasification Co	Dakota Gasification Company (Beulah, ND)	
Rolla (Rolla, ND)	Rolla (Rolla, ND)	
Request Pending	g Review: 701 Meats (Belfield, ND)	
Request Pending	g Review: Adams (Adams, ND)	
ſ	Close	

Figure 17