

OPERATOR FEE INSTRUCTIONS (UPDATED MAY 2025)

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

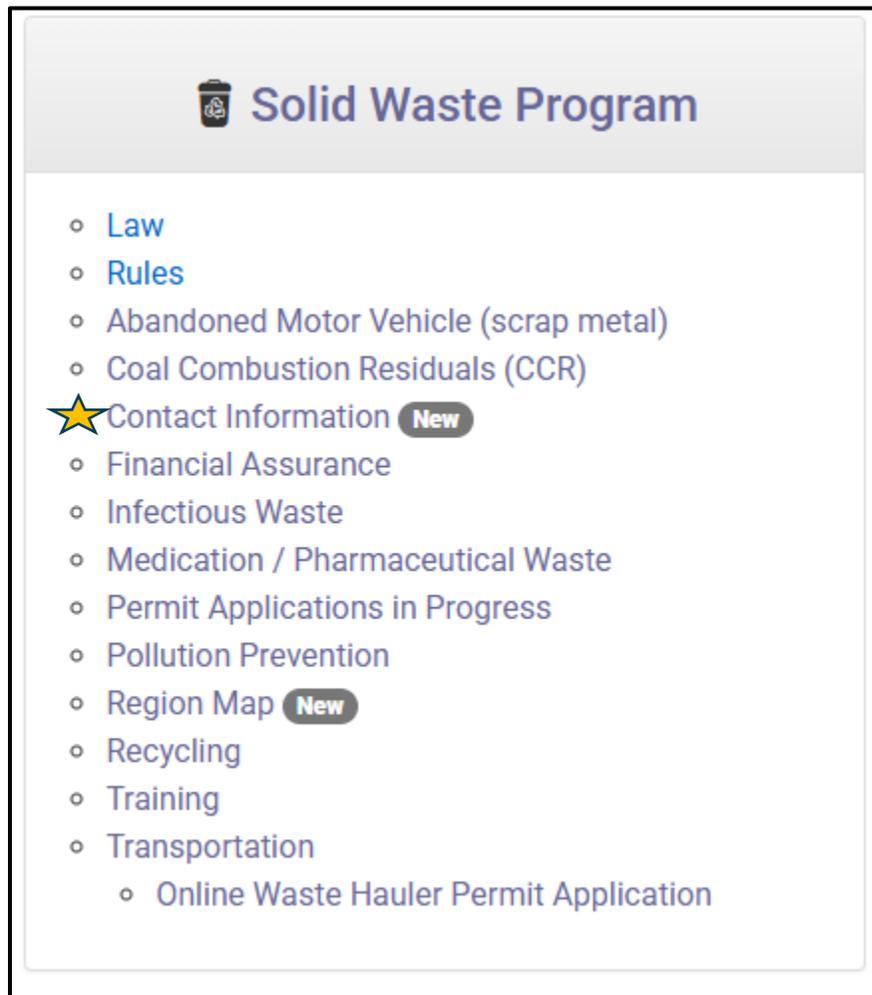


Figure 1

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.

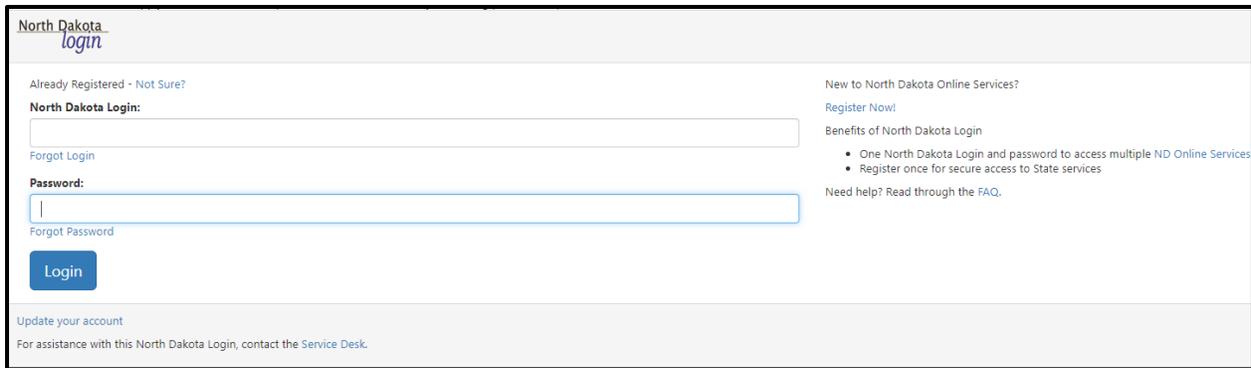


Figure 2

3. Once logged on, you will see three icons. You will want to choose the “Operator” Tab

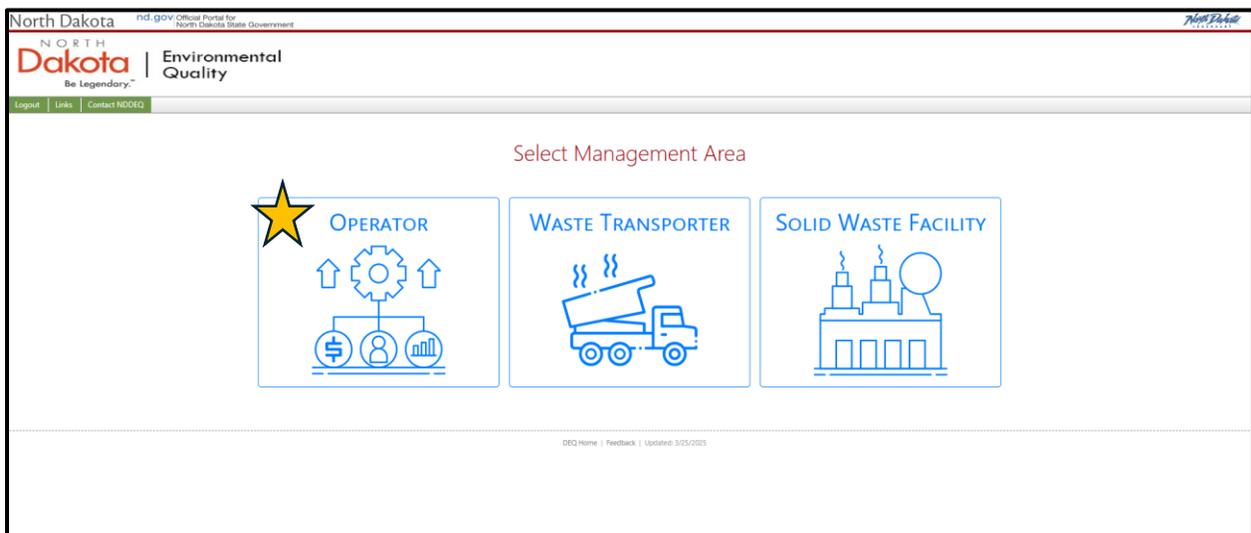


Figure 3: Choose the Operator Icon (Indicated with a yellow star)

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.

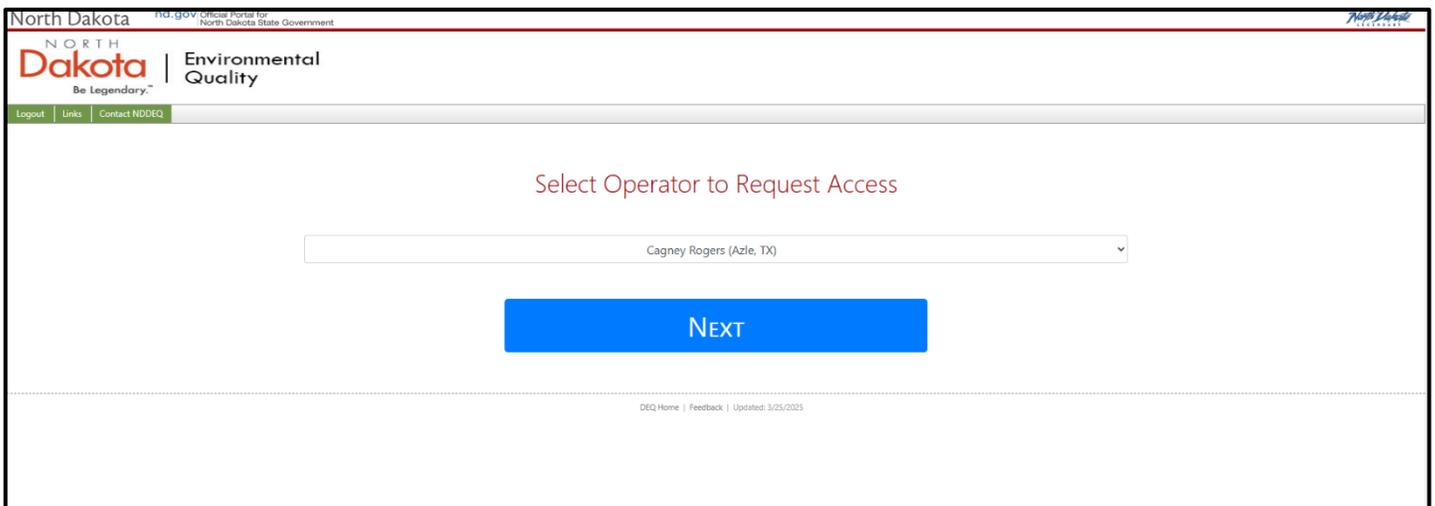


Figure 5

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)

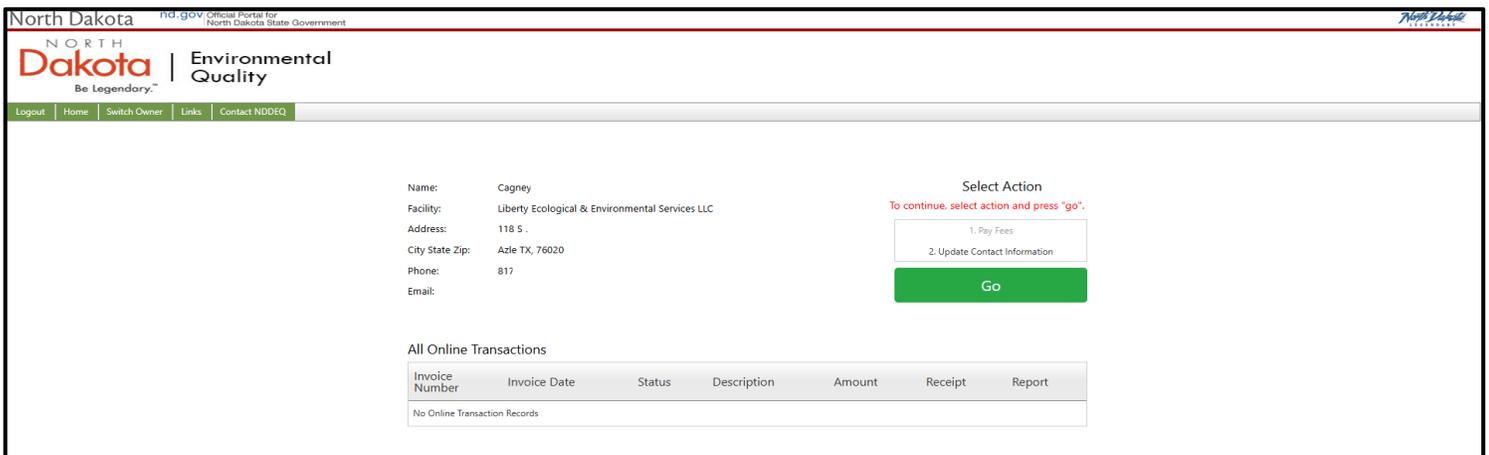


Figure 6

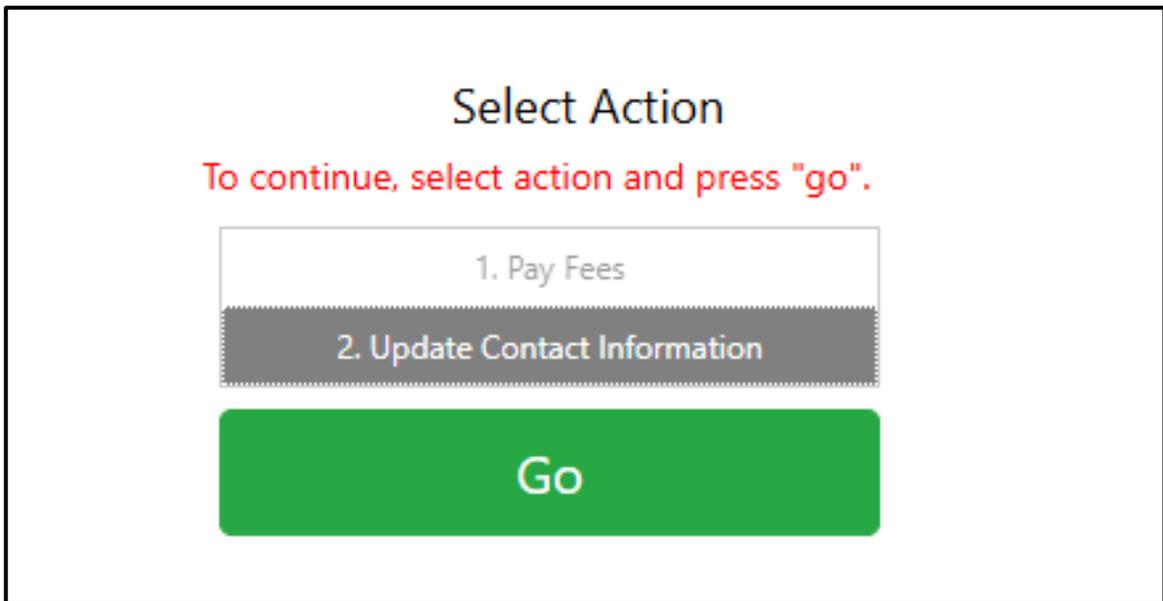


Figure 7

- 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!

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 Business Contact Information

If your Operator contact information is incorrect (i.e., address, telephone number, spelling) please correct the information in the correct fields and click the "Submit Update" button.
If you experience difficulties or need additional help, you may call a NDDAQ representative at 701.328.5166.

Title: First Name: Middle Initial: Last Name: Suffix:

Job Title: Business Name: Contact Method:

Mailing Address:

Physical Address:

City: State: Zip: Zip 4: Work Phone: Alternate Phone:

Email:

Confirm Email:

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 operator fees. You can elect to 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 receipt (Figure 10)

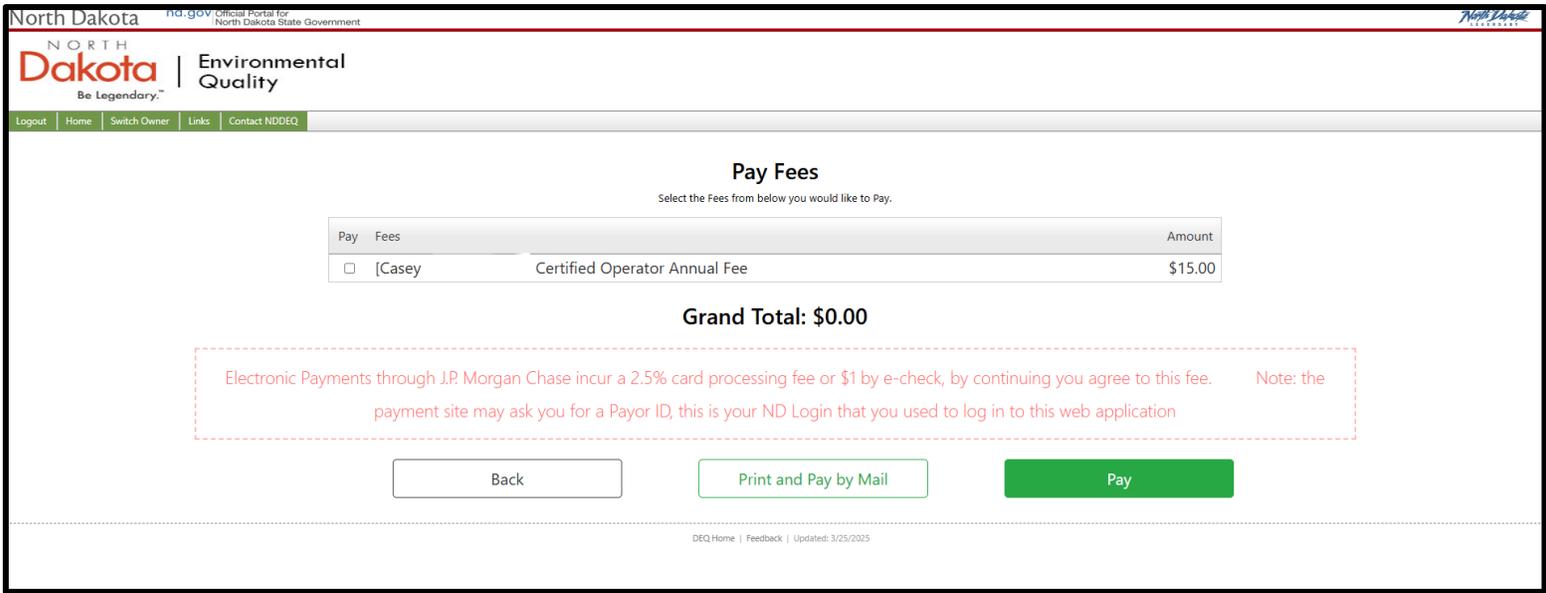


Figure 9

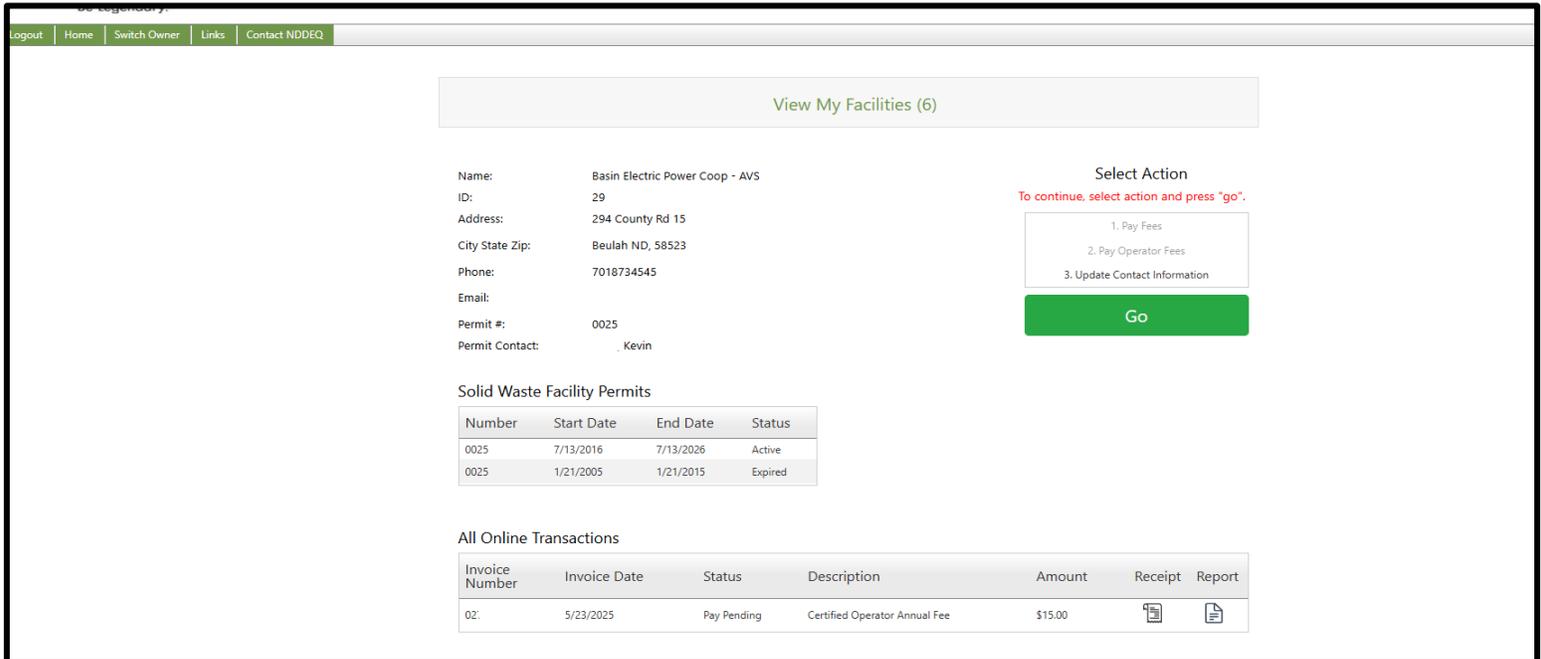


Figure 10

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

Environmental Quality

Logout | Home | Switch Owner | Links | Contact NDDEQ

View My Facilities (1)

Name: Dakota Gasification Company
 ID: 1445
 Address: 420 County Rd 26
 City State Zip: Beulah ND, 58523
 Phone:
 Email:
 Permit #: 0369
 Permit Contact: , Jake

Select Action
 To continue, select action and press "go".

1. Pay Fees
 2. Pay Operator Fees (2)
 3. Update Contact Information

Go

Solid Waste Facility Permits

Number	Start Date	End Date	Status
0369	7/7/2021	7/7/2028	Active
0369	10/20/2016	12/31/2017	Expired
0369	7/8/2013	7/8/2016	Expired

All Online Transactions

Invoice Number	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.

Update Contact Information

If your Waste Hauler contact information is incorrect (i.e., address, telephone number, spelling) please correct the information in the correct fields and click the "Submit Update" button.
If you experience difficulties or need additional help, you may call a NDDCQ representative at 701.328.5174.

Owner Name:
Dakota Gasification Company

Entity Name:
Dakota Gasification Company

Address: 420 County Rd 26 City: Beulah

State: North Dakota Zip: 58523 Zip 4: Phone: () - -

Comment:

[+ Add Contact](#)

Contact Type	First Name	Last Name	Business Name	Comments	Edit	Delete
Permit	Jake		Dakota Gasification Company		Edit	Delete
Responsible	Toni		Dakota Gasification Company		Edit	Delete
Fee	Toni		Dakota Gasification Company		Edit	Delete
Certified Operator	A.J.		Dakota Gasification Company		Edit	Delete
Certified Operator	Jake		Dakota Gasification Company		Edit	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)

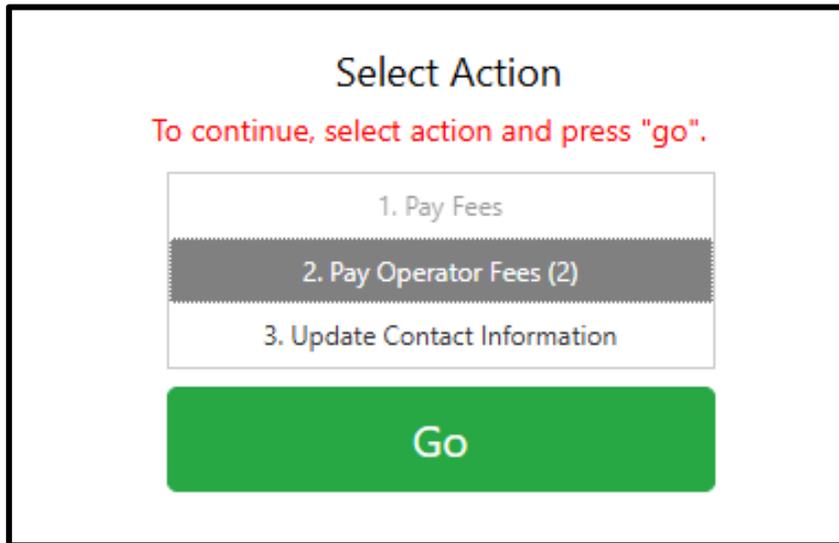


Figure 13

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)

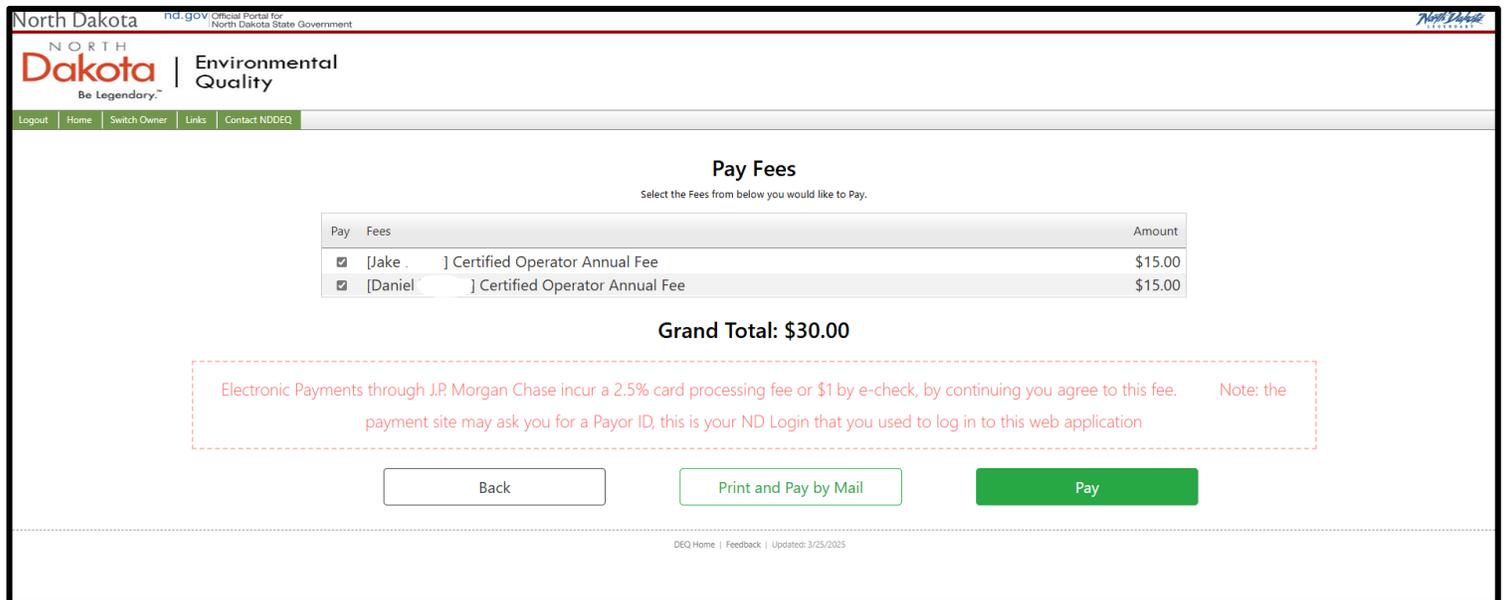


Figure 14: Showing that all the operators are selected to be paid for

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)

View My Facilities (1)

Name: Dakota Gasification Company
ID: 1445
Address: 420 County Rd 26
City State Zip: Beulah ND, 58523
Phone:
Email:
Permit #: 0369
Permit Contact: Miller, Jake

Select Action

To continue, select action and press "go".

1. Pay Fees

2. Pay Operator Fees

3. Update Contact Information

Go

Solid Waste Facility Permits

Number	Start Date	End Date	Status
0369	7/7/2021	7/7/2028	Active
0369	10/20/2016	12/31/2017	Expired
0369	7/8/2013	7/8/2016	Expired

All Online Transactions

Invoice Number	Invoice Date	Status	Description	Amount	Receipt	Report
02*	5/23/2025	Paid	Certified Operator Annual Fee	\$30.00		

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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.

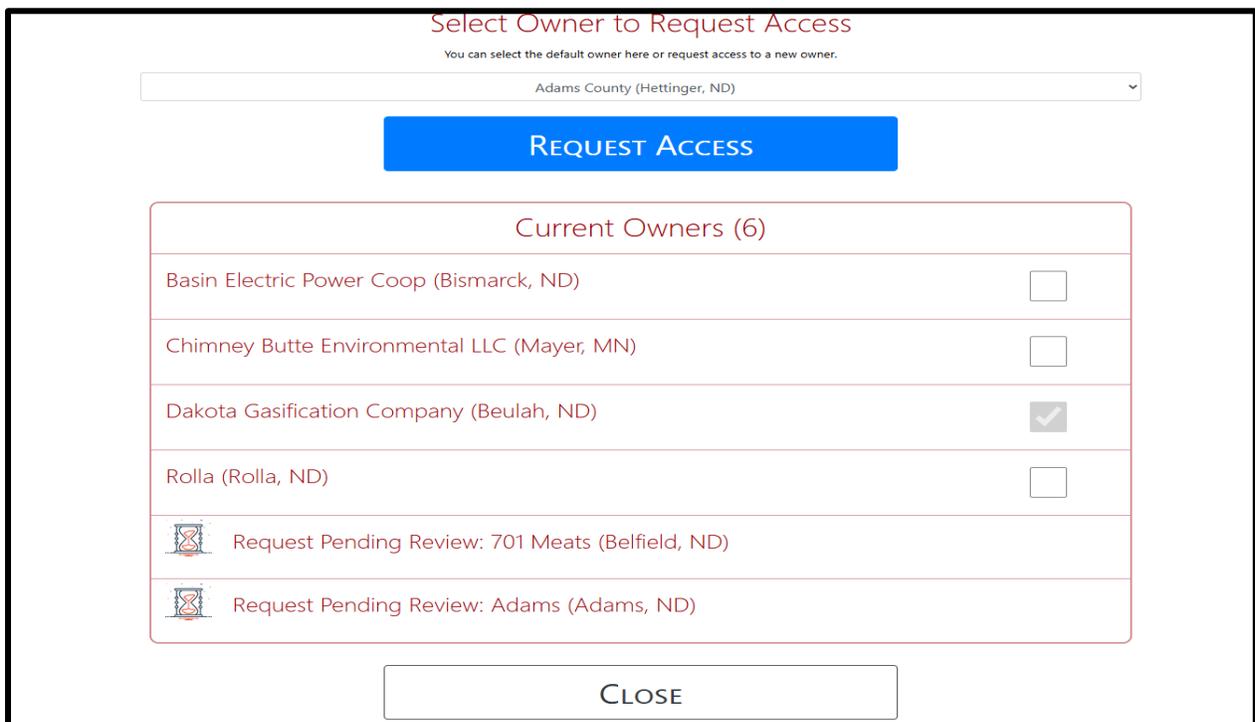


Figure 17