

Storm Water Construction General Permit eNOI

Step-by-Step Guide

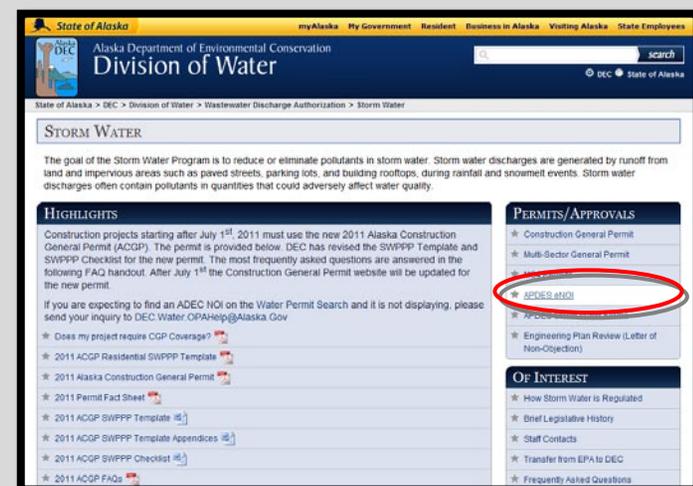
The Construction General Permit (CGP) Notice of Intent (NOI) can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Construction General Permit eNOI

- 1 Go to the Division of Water's Wastewater Discharge Authorization home page at:
<http://www.dec.state.ak.us/water/wwdp/index.htm>
and select the **Stormwater** link under **Program Links**.



- 2 The Storm Water home page contains links to the Construction General Permit, APDES Storm Water Forms and many other resources for permittees.
When you are ready to begin the online eNOI application process, click on the **APDES eNOI** link under **Permits/Approvals**.



3

On the next page, click the Complete APDES eNOI Online button.

Storm Water eNOI System FAQs are available at:

<http://dec.alaska.gov/water/wnp spc/pdfs/eNOIFAQs.pdf>

APDES ELECTRONIC NOTICE OF INTENT (eNOI)

APDES eNOI

DEC has developed an eNOI system for electronic entry and submittal of the forms to apply for coverage under the APDES storm water permits. Operators seeking coverage under the APDES storm water permit should not use the EPA eNOI system; they should use the APDES eNOI system. We currently have the Construction General Permit Notice of Intent (NOI) and Notice of Termination (NOT) and the Multi-Sector General Permit Notice of Intent (NOI) available on-line. Operators seeking coverage under the Construction General Permit or the Multi-Sector General Permit may file their NOI either using the eNOI system or submit paper forms to DEC at the address listed below. At this time the Multi-Sector General Permit Notice of Termination (NOT) can only be submitted in paper form and should be sent to DEC at the address listed below.

New to the eNOI System is the MSGP Report Submittal application. The MSGP Report Submittal application allows permittees to submit a MSGP Annual Report Form as an attachment to the application. For additional information, see the "Step-by-Step" document located in the "Of Interest" box to the right.

Prior to entering the APDES eNOI system we recommend the following steps to make it easier to use the system:

1. Read the permit (available on the Construction General Permit or Multi-Sector General Permit page)
2. Read the instructions that go with the NOI or NOT form for the permit for which you are applying for coverage (available on the APDES Storm Water Forms page)
3. Read the Step-by-Step instructions on how to file the eNOI or eNOT (available in the Quick Links box to the right)
4. Fill out the paper NOI or NOT before entering the system so you do not need to look up the information while you are entering data into the system
5. If you have questions about the storm water permit, see the Frequently Asked Questions on the page for each permit (FAQs Construction General Permit or FAQs Multi-Sector General Permit)
6. In order to electronically sign any online application you will be required to use your validated myAlaska account. See the eNOI FAQs for more information.

To enter the APDES eNOI

Complete APDES eNOI Online

Paper Submittal of Forms

Please submit your paper forms to:
Alaska Department of Environmental Conservation
 Division of Water - Storm Water Program
 855 Cordova St.
 Anchorage, AK 99501

4

From the OASys home page, you can continue to your application by clicking the "Continue to MyAlaska" button.

TIP:

OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the "myAlaska" box at the bottom of the page.

Department of Environmental Conservation
Water Online Application System

WELCOME TO DEC'S WATER ONLINE APPLICATION SYSTEM (OASys)

This system may be used to:

- Apply for ADEC state general permit coverage for contained water and excavation dewatering
- Apply for APDES general permit coverage for construction storm water, industrial storm water, and offshore seafood processor
- Submit APDES notice of termination for construction storm water and the annual report for industrial storm water
- Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, and Municipal Matching Grant questionnaires
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report

Note: New application types are added to the system frequently.

To view other applications, please go to the Permit Application Portal.

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to MyAlaska

myAlaska

This is your first time visiting this page and you do not have a myAlaska account. enroll at myAlaska.
[Guidance for Creating New myAlaska Account](#)

Please direct questions to DEC Water OPA/Help@Alaska.Gov.
 For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help | MyAlaska Help

5

After successfully logging to myAlaska, you will arrive at the Water Online Application system.

Select the “**Storm Water**” tab then select the “**Storm Water Construction General Permit eNOI**” from the available categories.



6

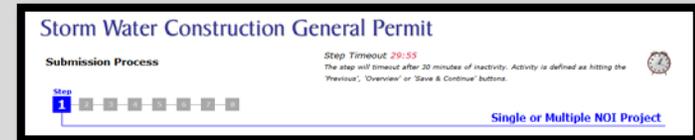
A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible.

TIP:

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

TIP:

Any question with a red star (*) next to it is required and must be completed before the current step can be completed.



T When you have finished a step, you can go to the next step by selecting the “**Save & Continue**” button at the bottom of the page.

I **TIP:**

P At any time, you can logout and your information will be saved. **NOTE:** Changes made in the current step are not saved until you hit “**Save & Continue**”.

A screenshot of a web form with two input fields. The first field is labeled "Enter the name of your Project/Site:" and the second is labeled "Enter the name of the Operator paying the fee:". Below the fields are two buttons: "Overview" on the left and "Save & Continue" on the right. The "Save & Continue" button is circled in red.

T At any time, you can also select the “**Overview**” button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information from all steps and to edit previously entered information.

P **NOTE:** Remember, changes to the current page are not saved until you hit “**Save & Continue**”. Any changes made prior to clicking “**Overview**” will be lost.

A screenshot of a web form with two input fields. The first field is labeled "Enter the name of your Project/Site:" and the second is labeled "Enter the name of the Operator paying the fee:". Below the fields are two buttons: "Overview" on the left and "Save & Continue" on the right. The "Overview" button is circled in red.

T If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to: DEC.Water.OPAHelp@alaska.gov.

I Please include the tracking number for the application needing to be voided.

P

7

Step 1 of the application process asks whether your project has multiple NOIs. And, if so, if your fee will be paid with this application.

Answer all questions as required then click **“Save & Continue”** to continue to the next step.

Storm Water Construction General Permit

Submission Process Step Timeout 27:47
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 [Progress Bar] Single or Multiple NOI Project

Purpose
This step collects information to determine if the one-time fee is or is not required for your CGP NOI application. * indicates required field.

Tracking #:	AKR10EG14	Facility:	test	Type:	Storm Water Construction General Permit eNOI
-------------	-----------	-----------	------	-------	--

The Alaska Department of Environmental Conservation recently changed the fee regulations to include a one-time fee for authorizations to operate under the construction general permit (CGP) for storm water runoff. Under the current Construction General Permit some projects may have multiple NOI. Only one fee payment is required per project. Typically projects with multiple NOI are government funded projects with the agency and main contractor each filing an NOI. These organizations need to decide among themselves who will pay the fee prior to submitting the NOI or filing the eNOI.

Is this eNOI for a project with a single NOI? * Yes No

If you answer Yes, skip the questions below and proceed to Step 2 of the application.

If you answered No to the question above, this eNOI is for a project that has multiple NOI. Will the fee be paid with this NOI?

If you answer No, you must answer the questions below.

PLEASE NOTE: By entering the information below, you are confirming that this eNOI is for a project that has multiple NOI and the fee will be paid with a different NOI for this project. You will be certifying that, to the best of your knowledge and belief, the information submitted is true, accurate, and complete.

Enter the name of your Project/Site:

Enter the name of the Operator paying the fee:

8

Step 2 of the application submission process collects general information about your project such as name and location.

Answer all questions as required then click **“Save & Continue”** to continue to the next step.

Storm Water Construction General Permit

Submission Process Step Timeout 29:47
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 2 [Progress Bar] Project/Site Information

Purpose
This step collects information about the project/site. Please read the information below carefully. Complete site information must be provided for permit coverage to be granted. * indicates required field.

Tracking #:	AKR10EG14	Facility:	test	Type:	Storm Water Construction General Permit eNOI
-------------	-----------	-----------	------	-------	--

Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity Under an APDES General Permit

Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form requests authorization to discharge pursuant to the APDES Construction General Permit (CGP). Submission of this NOI also constitutes notice that the party identified as the operator in the contact section of this form meets the eligibility requirements of the CGP for the project identified in Step 2 of this form. Permit coverage is required prior to commencement of construction activity until you are eligible to terminate coverage as detailed in the CGP. To obtain authorization, you must submit a complete and accurate NOI form. Refer to the link below for instructions on completing this form:

Instructions for Completing this Form
Application Step-by-Step Guidance

9

Step 3 of the application submission process collects contact information for various certification roles.

Note: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

Complete all required contacts then click **“Save & Continue”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 3, 'Contact Details'. The page title is 'Storm Water Construction General Permit' and the subtitle is 'Submission Process'. A progress bar indicates Step 3 is the current step. The 'Step Timeout' is 29:43. The purpose of this step is to enter contact information for the Operator, SWPPP Contact, NOI Preparer, Billing Contact, and NOI Certifier. The form is divided into two main sections: '1. This Contact is the...' and '2. Contact Information...'. Section 1 includes checkboxes for roles: Operator, SWPPP Contact, NOI Preparer, Billing Contact, and NOI Certifier. Section 2 includes fields for Contact Name (First, MI, Last), Contact Title, Organization Name, Mailing Address, City, State, ZIP, Country (USA), Phone, e-Mail Address, and Web Site. There are 'Cancel' and 'Save' buttons at the bottom. A note at the bottom states: 'Include the name, title, and email address of the person signing the form and the date of signing. An unsigned or undated NOI form will not be considered valid application for permit coverage. If the NOI was prepared by someone other than the certifier (for example, if the NOI was prepared by the facility SWPPP contact or a consultant for the certifier's signature), include the name, organization, telephone number and email address of the NOI preparer.'

10

Step 4 of the application submission process asks if an SWPPP has been prepared in advance of this application and its location for viewing.

Note: You will be unable to continue your application if no SWPPP has been prepared. You may close your application and, after completing an SWPPP, return to your application at a later date.

Answer all questions as required then click **“Save & Continue”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 4, 'SWPPP Information'. The page title is 'Storm Water Construction General Permit' and the subtitle is 'Submission Process'. A progress bar indicates Step 4 is the current step. The 'Step Timeout' is 29:54. The purpose of this step is to enter information about the Storm Water Pollution Prevention Plan (SWPPP). The form includes a table with columns for Tracking #, Facility, and Type. Below the table are questions: 'Has the SWPPP been prepared in advance of filing this eNOI?' (Yes/No), 'For projects of 5 or more acres has a SWPPP been submitted to DEC as required per Part 2.1.3 of the 2011 CGP?' (Yes), and 'Location of SWPPP for Viewing' (Project Address in Step 2, Operator's Address in Step 3, Other). There are also fields for 'If other: Street/Location, City, State, Zip Code'. There are 'Previous', 'Overview', and 'Save & Continue' buttons at the bottom.

11 **Step 5** of the application submission process collects the name(s) of the water bodies to which you discharge.

Note: If your project has no potential of a storm water discharge to waters of the U.S. your project does not meet permit coverage requirements as stated in Part 1.1 of the 2011 CGP.

Enter the names of all receiving water bodies then click **“Save & Continue”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 5, 'Discharge Information'. The page includes a progress bar with Step 5 highlighted, a 'Step Timeout: 29:55' indicator, and a 'Purpose' section stating the step allows for providing receiving waterbodies. A table shows 'Tracking #': AKR10EG14, 'Facility': test, and 'Type': Storm Water Construction General Permit eNOI. A required field asks to 'Identify the name(s) of the waterbodies to which you discharge.' with a text input box containing 'test'. Another required field asks if the discharge is consistent with EPA requirements, with 'Yes' selected. 'Previous', 'Overview', and 'Save & Continue' buttons are at the bottom.

12 **Step 6** of the application submission process collects information on any treatment chemicals used to reduce erosion from the land or sediment in a storm water discharge.

If any chemicals are used, check **“Yes”** and select any applicable chemicals.

Answer all questions as required then click **“Save & Continue”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 6, 'Treatment Chemical Information'. The page includes a progress bar with Step 6 highlighted, a 'Step Timeout: 29:56' indicator, and a 'Purpose' section. A note states that if unsure, 'No' should be selected. A required field asks 'Will you use control measures such as polymers, flocculants or other treatment chemicals at your construction site?' with 'Yes' selected. Below, a list of chemicals is shown with checkboxes: Alum (checked), Gypsum (checked), Polyacrylamide (PAM) (unchecked), Polyaluminum Chloride (unchecked), and Other (unchecked). A text input box for 'Other' chemicals is empty. 'Previous', 'Overview', and 'Save & Continue' buttons are at the bottom.

13 **Step 7** allows you to submit any required or optional attachments online including the SWPPP. Please read the directions carefully on this page.

NOTE: Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

The screenshot shows a web interface for uploading attachments. At the top, it displays 'Tracking #: FY11MMGA-0002', 'Facility: test', and 'Type: Municipal Matching Grant Application'. The main area is divided into three steps:

- 1. Choose a file to attach:** A 'Choose File' button is shown with the text 'No file chosen'.
- 2. Add the file to the list:** This section includes a dropdown menu for 'As Type' (currently set to 'Force Account Approval'), a 'Title' field, and a 'Description' text area. An 'Attach' button is located at the bottom right of this section.
- 3. Your file attachments:** This section is currently empty and has a 'Remove' button at the bottom right.

On the right side, there is a 'Usage Tips' box with instructions on how to use the browse button and a 'Required Attachments' section stating 'There are no required attachments for this application type.'

14 **Step 8** is the “**Application Overview**” page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

To change any information in a section, select the edit button that corresponds to that section.

The screenshot shows the 'Storm Water Construction General Permit' application overview page. At the top, it says 'Storm Water Construction General Permit' and 'Overview'. A progress bar shows 'Step 8' as the current step. Below this, there is a 'Purpose' section with instructions on how to edit information and a 'NOTE' stating 'Your information has been saved; you may also exit the system and return later to finalize it.' There is also a 'Print For Your Records' button.

The 'Tasks' section lists three items:

1. Complete Steps (checked)
2. Sign
3. Pay Fees (\$490)

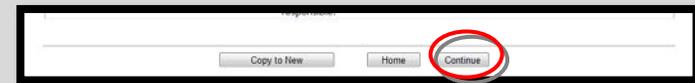
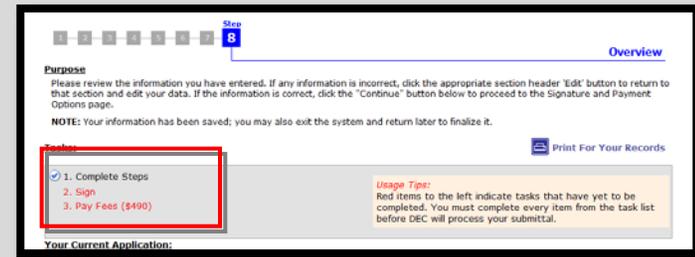
A 'Usage Tip' box explains that red items indicate tasks that have yet to be completed. Below the tasks is the 'Your Current Application:' section, which shows 'Tracking #: AKR10EG09', 'Facility: test', and 'Type: Storm Water Construction General Permit eNOI'. There is a 'Print For Your Records' button and an 'Edit' button circled in red.

The 'Single or Multiple NOI Project' section has a 'Details' tab and a question: 'Is this eNOI for a project with a single NOI?' with 'Yes' and 'Select' options.

15 After all information is entered and you have finished adding all online attachments, you will need to sign and submit your application.

A check will appear next to “1. Complete Steps” if the application is complete and ready to be signed.

To go the **Final Steps** page, select the “2. Sign” or “3. Pay Fees” link under tasks on the Application Overview page. You can also click on the “Continue” button at the bottom of the page.



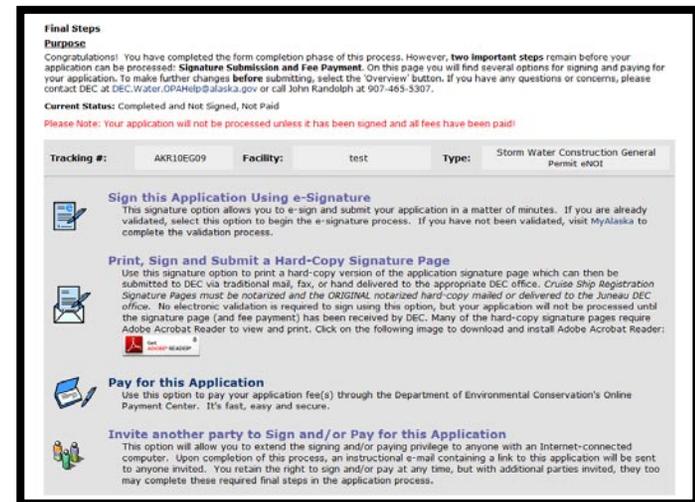
16 The “Final Steps” page presents the options for signing and paying for your application.

To sign you application, you may:

- Sign using an e-Signature (Skip to the next step of this guide)
- Print and sign a hard-copy (Skip to step 19 of this guide)
- Invite another party to sign your application (Skip to step 23 of this guide)

To pay for your application, you may either:

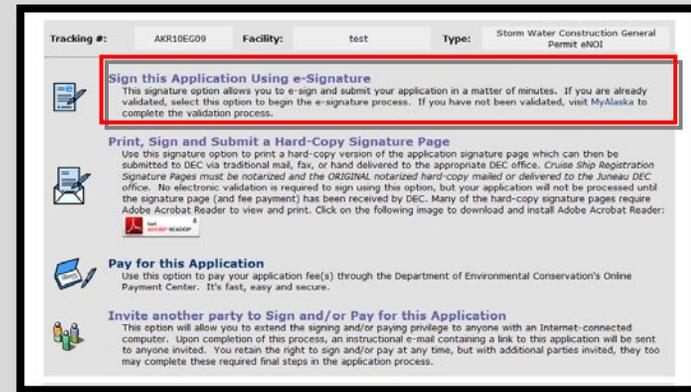
- Pay by credit card or electronic funds transfer (Skip to step 21 of this guide)
- Invite another party to pay for your application (Skip to step 23 of this guide)



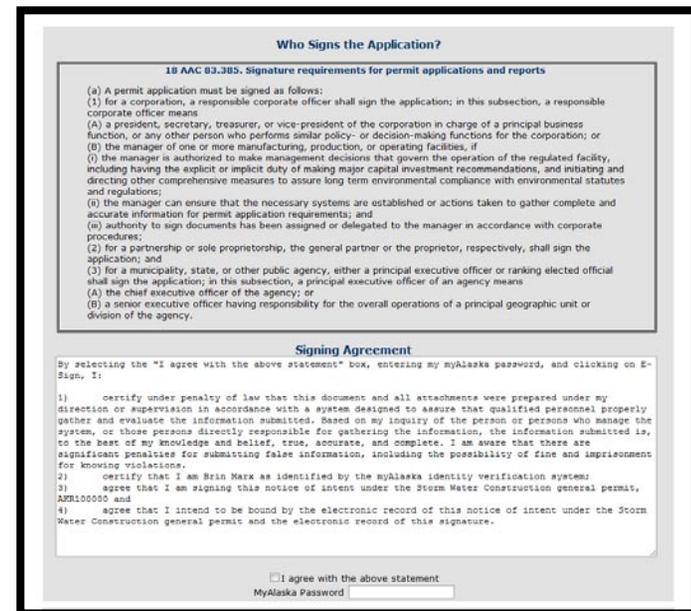
17 To sign your application with an e-Signature, your account must be validated through MyAlaska.

Select **“Sign this Application Using e-Signature”**.

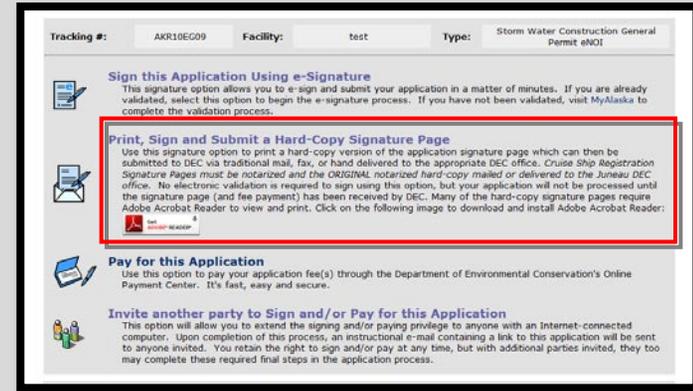
NOTE: If you use a **myAlaska** account that has been used to apply and e-sign for a PFD, you are automatically validated.



18 Carefully read the information and signature agreement on this page, check the box if you agree with the Signing Agreement, and enter your **myAlaska Password**. To complete the signing process, click on the **“E-Sign”** button.

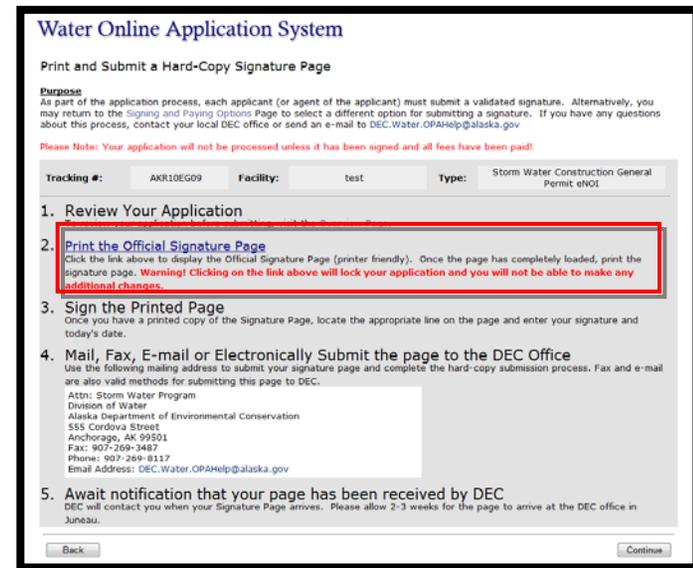


19 To print a hard-copy signature page, select “Print, Sign and Submit a Hard-Copy Signature Page”.

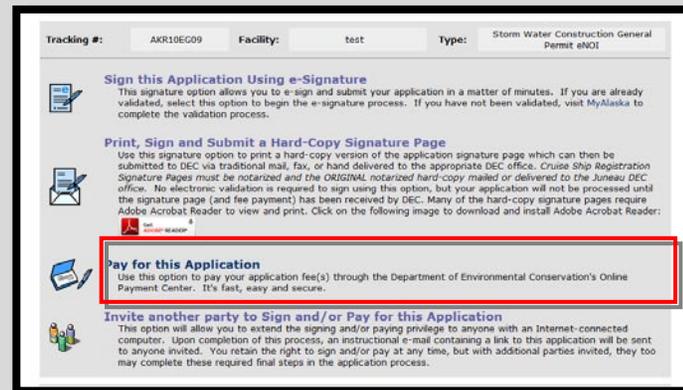


20 Carefully read the steps to submitting your application on this page. Click the “Print the Official Signature Page” link to access your printable signature page.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

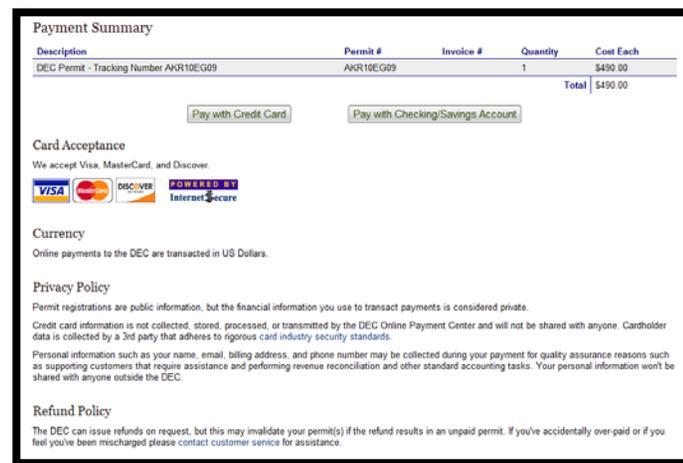


21 To pay for your application, select “Pay for this Application”



22 You will be taken to the **Payment Summary** page. From here, you can choose to pay via credit card or an electronic funds transfer from a checking or savings bank account.

Follow the on-screen instructions, you will be taken back to your application.



23 If you require another party to sign and/or pay for your application, select the **“Invite another party to Sign and/or Pay for this Application”** and proceed to the next step of this guide.

Tracking #: AKR10EG09 Facility: test Type: Storm Water Construction General Permit eNOI

Sign this Application Using e-Signature
The signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy, and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

24 Depending on whether you are inviting another party to sign, pay, or both, select from the available options: **Payer, Signer, or Signer and Payer**. Then enter the email of your alternative signer/payer into the box and click the **>>>** button to add that contact to the e-mail list.

TIP:

You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the **>>>** button after each contact.

Click the **“Continue”** button and an email will be sent to each of your invited alternates.

Assign Alternate Signer and/or Payer for your Application

EMailss

This page allows you to assign one (or many) alternate signer(s) and/or alternate payee(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #: FY11MGA-002 Facility: test Type: Municipal Matching Grant Application

I would like to assign an alternate:

Your Alt. List

Payer
e-mail Address:

Signer
e-mail Address: MMGApplicant@alaska.gov **>>>**

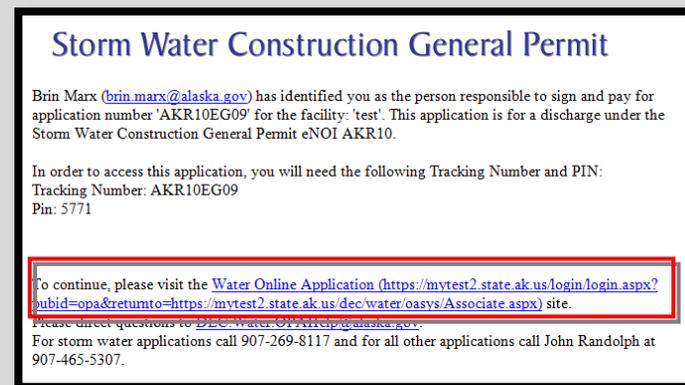
Signer and Payer
e-mail Address:

E-mail Comment (optional) This comment will be visible to all alternates

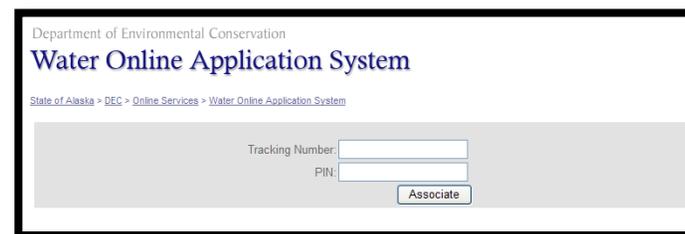
Back Continue

25 An instructional email containing a link to this application is sent to each alternate signer/payer allowing them to complete the final steps in the application process.

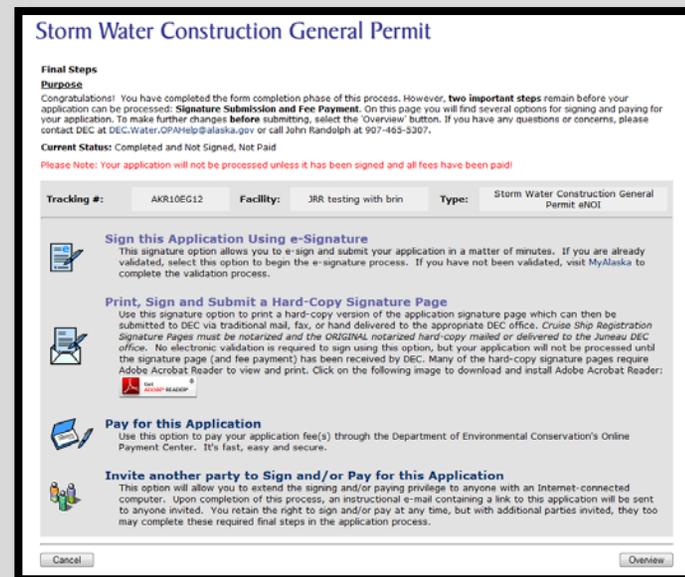
NOTE: The alternate signer will need to have a myAlaska account.



26 After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which are also provided in the email.



27 Alternate signer will be taken to the "Final Steps" page. They will only have the option to sign or pay the application depending on whether you specified them as the signer or payer.



28 After your application has been signed or paid, you will receive an email certifying that your application was signed or paid and another after being both signed and paid that your application was successfully submitted.

If you submitted a hard-copy signature page, it may take a few days to process.

29 If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

Storm Water Construction General Permit

The electronic submission process for application number AKR10EG09 for Facility 'test' is complete.

Storm Water Construction General Permit

Purpose
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$490) - Paid

Usage Tips:
Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Your Current Application:

For assistance with the online process, please contact the
Division of Water at 907-465-5180 or email
DEC.Water.OPAHelp@alaska.gov