

Excavation Dewatering General Permit eNOT Step by Step Document

Excavation Dewatering General Permit eNOT can be submitted using the Division of Water's Online Application System. This document will guide you through the online submission process.

Excavation Dewatering eNOT Step by Step

1

Go to the Division of Water's Excavation Dewatering/Aquifer Pump Test General Permits homepage:

<http://dec.alaska.gov/water/wnpssp/stormwater/edhsgp.html>

Select the **APDES eNOI** link under "Of Interest."

EXCAVATION DEWATERING, HYDROSTATIC/AQUIFER PUMP TEST GENERAL PERMITS

HIGHLIGHTS

On June 30, 2014 ADEC issued general permits for Excavation Dewatering (AKG002000) and Hydrostatic & Aquifer Pump Testing (AKG003000) General Permits, that are effective August 1, 2014.

AKG002000 – Excavation Dewatering General Permit. Dewatering discharges eligible for coverage under this general permit consist of water pumped from excavation areas through the use of temporary dewatering wells or submersible pumps to lower the water table to support a construction activity. The dewatering of accumulated groundwater and storm water that accumulates within an excavation area is an authorized discharge under the permit. The permit does provide discharge authorization for dewatering conducted within 1,500 feet of a permit defined "DEC-identified contaminated site" although special permit conditions apply and additional requirements may be added in the discharge authorization. The special conditions will provide assurance that the dewatering activities does not pull contamination from known contaminated sites.

AKG003000 – Hydrostatic & Aquifer Pump Testing General Permit. This General Permit provides discharge authorization to entities conducting hydrostatic testing including flushing and aquifer pump testing discharges. Hydrostatic discharges including flushing that consist of either potable or non-potable water discharges used to pressurize a tank or vessel to conduct leak detection tests.

Aquifer pump testing discharges covered under AKG003000 that consist of groundwater pump tests conducted to determine well yields, recharge rates, and hydrogeological conditions in support of mineral mining development and exploration. Aquifer pump testing discharges would contain pumped groundwater from a water well discharged to either the surface or to a water body. The primary pollutants would be suspended solids, dissolved solids, and potentially naturally occurring trace metals.

WHAT ARE THE PERMITTING REQUIREMENTS TO DISCHARGE EXCAVATION DEWATERING OR HYDROSTATIC/AQUIFER PUMP TESTING WATER?

Review the Excavation Dewatering NOI submission flow chart or the Hydrostatic/Aquifer pump testing NOI submission flow chart to determine if permit coverage is required. Information about either mapped contaminated sites or identified large groundwater plumes can be viewed by accessing the first two items in the "CSP Resources" box. Once you have determined general permit coverage is required for your discharge please do the following:

- Obtain and read the entire Excavation Dewatering or Hydrostatic/Aquifer Pump Testing general permit.
- Develop a BMP Plan in accordance to Permit Part 2.9. The BMP plan is a critical component of the permit to provide assurance all wastewater will be properly managed, treated, and discharged in accordance to the permit.
- Submissions to DEC
 - Submit an NOI either by hardcopy or electronically.
 - With a paper NOI submit a check payable to the "State of Alaska" for the amount of the general permit authorization found in the DEC permit fees table.
 - Submit a certified BMP plan with the completed NOI and payment.
- Upon receipt of a DEC authorization letter the applicant will be granted a permit tracking number granting them authority to discharge.

CSP RESOURCES

- ★ Map of Contaminated Sites
- ★ Listing of Large Groundwater Plumes
- ★ Contaminated Sites Database
- ★ Contaminated Site Summaries
- ★ Contaminated Sites Program Home Page

OF INTEREST

- ★ Dewatering NOI Submission Requirements
- ★ Hydrostatic NOI Submission Requirements
- ★ APDES Excavation Dewatering General Permit - AKG002000
- ★ APDES Excavation Dewatering Fact Sheet - AKG002000
- ★ APDES Hydrostatic/Aquifer Pump Testing General Permit - AKG003000
- ★ APDES Hydrostatic/Aquifer Pump Testing Fact Sheet - AKG003000
- ★ APDES eNOI
- ★ APDES Storm Water Forms

PROGRAM LINKS

- ★ ADEC Storm Water Guide
- ★ 18 AAC 72 Wastewater Disposal Regulations
- ★ 18 AAC 83 APDES Regulations
- ★ Resources
- ★ Related Links
- ★ eNOI Search

2

On the APDES Electronic Notice of Intent (eNOI) page click the **Complete APDES eNOI Online** link.

This will take you directly to the DEC's Water Online Application System homepage.

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) available on-line. Operators seeking coverage under the Construction 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 CGP eNOI Modification submittal. This submittal allows operators to electronically file the CGP Notice of Intent Modification form. For additional information, see the "Step-by-Step" document located in the "Quick Links" 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 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).
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 system please click on the button below:

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
 555 Cordova St
 Anchorage, AK 99501

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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 clicking the **enroll at myAlaska** link in the myAlaska box at the bottom of the page.

NOTE: If you have used a myAlaska account to apply for and e-sign a PDF then you already have an active myAlaska account.

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

If 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 OPAHelp@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

4

Log in to your myAlaska account and skip to step 6 in this guidance.

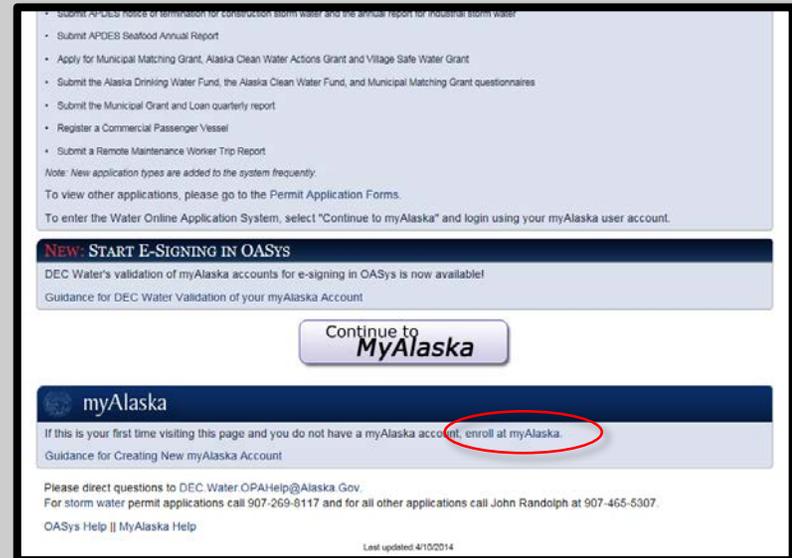


5

If you don't have a myAlaska account, select the **enroll at myAlaska** link. You only need to create a myAlaska account once.

Guidance for creating a new myAlaska account is available at:

http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf



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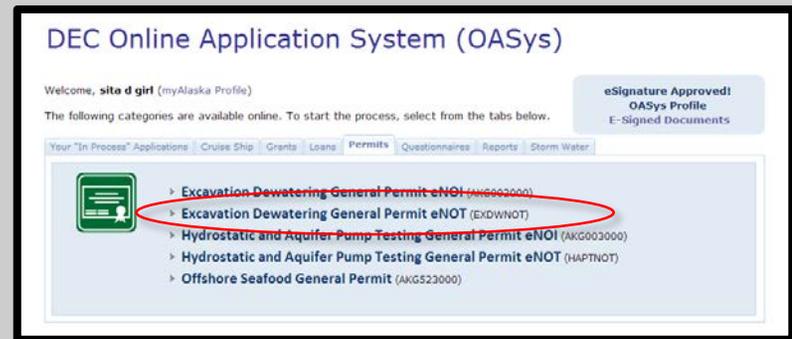
After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the **Permits** tab.



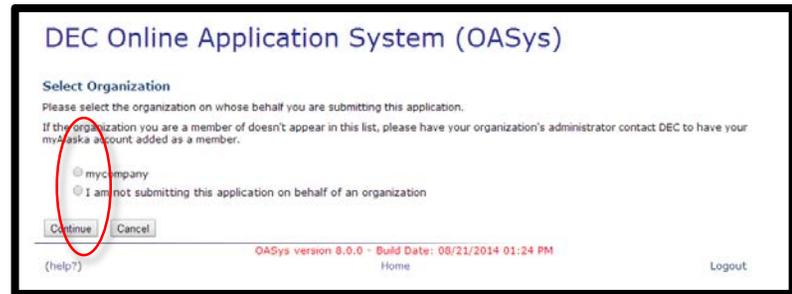
7

Select the **Excavation Dewatering General Permit eNOT** from the available categories.



8

Select the organization on whose behalf you are submitting this application.

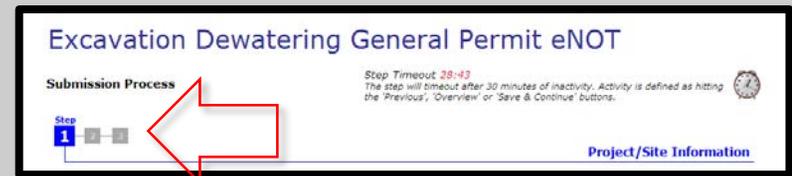


9

A series of steps will take you through the application, asking for information pertinent to your project.

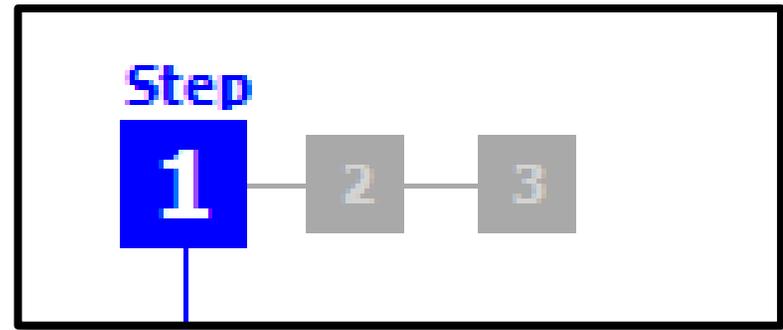
Fill out the information on these pages as completely and thoroughly as possible.

(Below you will find a few **Tips** that provide additional information regarding navigation of these steps.)



T
I
P

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



T
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P

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

Project/Site Name: * (Limit 50 characters)
Project Description: * (Please limit to 50 words)
Project Street/Location: *
City: *
State: * AK
Zip Code: *
Borough or similar government subdivision: * Choose Area

T
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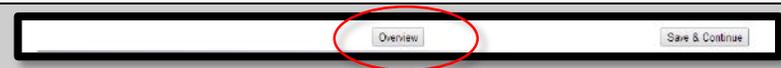
When finished with a step, go to the next page by selecting the **Save & Continue** button in the lower right corner.

NOTE: At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit **Save & Continue**.

Overview Save & Continue

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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.



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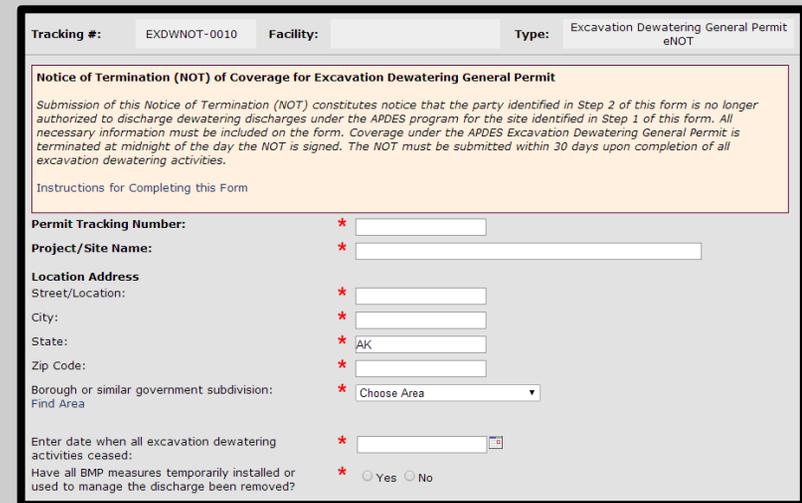
If you need to void an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to:
DEC.Water.OPAHelp@alaska.gov

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



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Step 1 collects information about the project/site. Please read the information carefully.



Tracking #: EXDWNOT-0010 **Facility:** **Type:** Excavation Dewatering General Permit eNOT

Notice of Termination (NOT) of Coverage for Excavation Dewatering General Permit

Submission of this Notice of Termination (NOT) constitutes notice that the party identified in Step 2 of this form is no longer authorized to discharge dewatering discharges under the APDES program for the site identified in Step 1 of this form. All necessary information must be included on the form. Coverage under the APDES Excavation Dewatering General Permit is terminated at midnight of the day the NOT is signed. The NOT must be submitted within 30 days upon completion of all excavation dewatering activities.

Instructions for Completing this Form

Permit Tracking Number: *

Project/Site Name: *

Location Address

Street/Location: *

City: *

State: * AK

Zip Code: *

Borough or similar government subdivision: * Choose Area

Find Area

Enter date when all excavation dewatering activities ceased: *

Have all BMP measures temporarily installed or used to manage the discharge been removed? * Yes No

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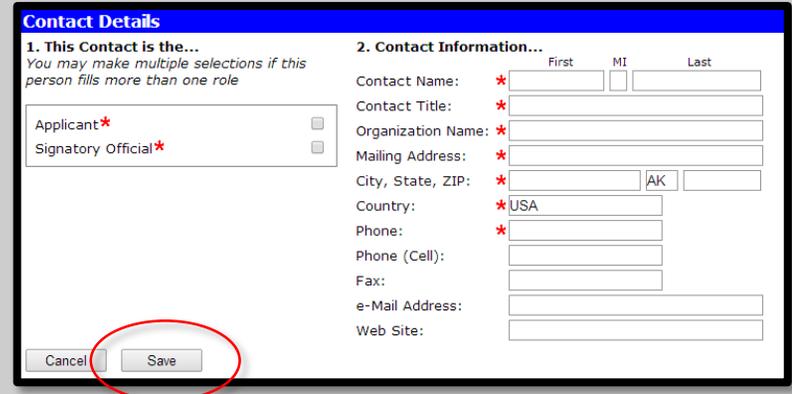
Step two allows you to enter contact information for the Operator and Signatory Official. All contacts that are marked as required MUST have a contact that fulfills that role. Click the **Add** button.



12

A new window will open where you can enter all of your contact details. All contacts that are marked as required must have a contact that fulfills that role. Click **Save**.

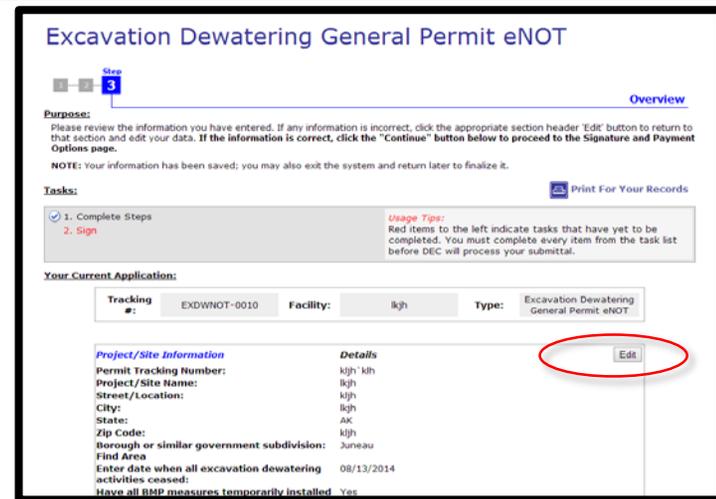
NOTE: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.



13

Step 3, the Application Overview page (last step), gives you an opportunity to review and edit the information that you have entered so far.

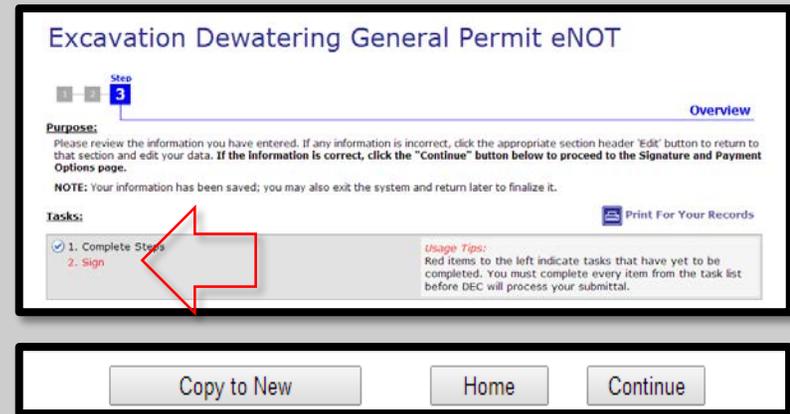
To change any information in a section, select the **Edit** button that corresponds to that section.



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To go to the Final Steps page, select the **Sign** link under tasks on the Application Overview page. You can also click on the **Continue** button at the bottom of the page.

NOTE: A check will appear next to **Complete Steps** if the application is complete and ready to be signed.

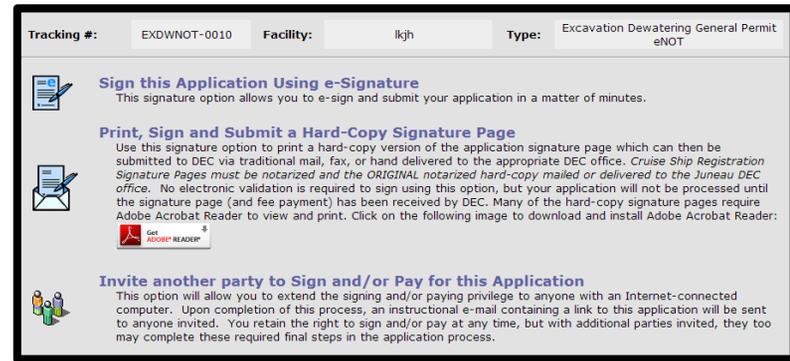


15

The Final Steps page presents the options for signing your application.

To sign you application, you may:

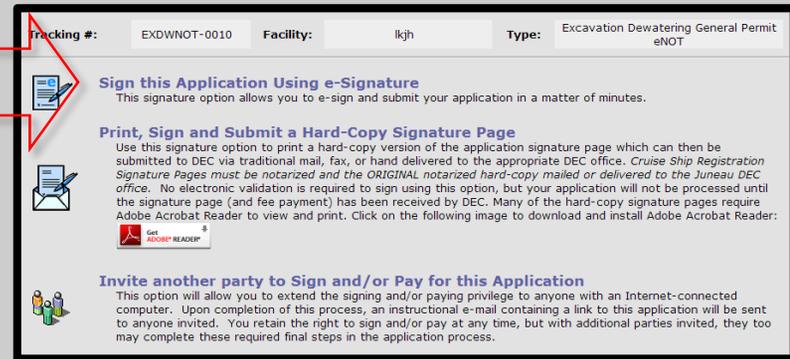
- Sign using an e-Signature (Continue to step 16 of this guide)
- Print and sign a hard-copy (Skip to step 19 of this guide)
- Invite another party to sign your application (Skip to step 22 of this guide)



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Select **Sign this Application Using e-Signature** if you are already validated to electronically sign an application.

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you are already automatically validated.



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Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the **E-Sign in myAlaska** button to continue to the Signing Ceremony.

Who Signs the Application?

18 AAC 83.385. Signature requirements for permit applications and reports

(a) A permit application must be signed as follows:
(1) for a corporation, a responsible corporate officer shall sign the application; in this subsection, a responsible corporate officer means
(A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or
(B) the manager of one or more manufacturing, production, or operating facilities, if
(i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;
(ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
(iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;
(2) for a partnership or sole proprietorship, the general partner or the proprietor, respectively, shall sign the application; and
(3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means
(A) the chief executive officer of the agency; or
(B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- 2) certify that I have the authority as required by 18 AAC 83.385 to sign this submittal.
- 3) certify that I am aita girl as identified by the myAlaska identity verification system;
- 4) agree that I am signing this notice of intent under the Offshore Seafood General Permit general permit, AKSS23000 and
- 5) agree that I intend to be bound by the electronic record of this notice of intent under the Offshore Seafood Permit general permit and the electronic record of this signature.

I agree with the above statement

Back E-Sign in myAlaska

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Enter your password and the answer to your secret question into the respective fields and click the **Sign and Submit** button.

(Skip to step 27 in this guidance.)

[Return to DEC Water Online Application System \(OASys\)](#)

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

Document Details

Title: Offshore Seafood General Permit
Description: OFSH-0143 - gh
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 19384 bytes
Certified Date:
[View Document](#)

Password:

What was the last name of your third grade teacher?

19

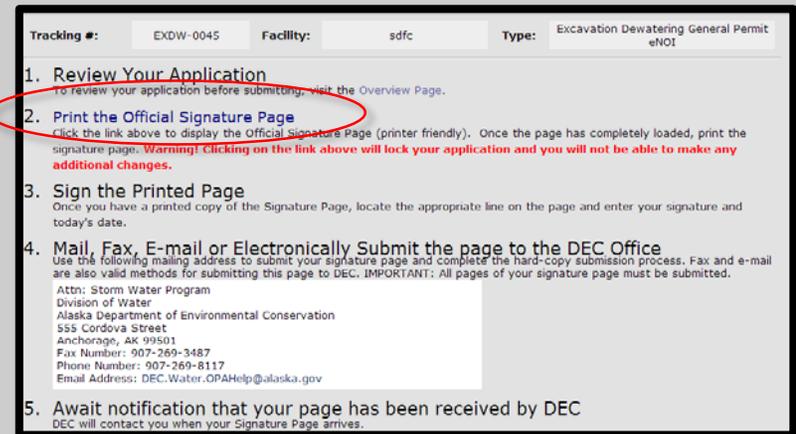
Select **Print, Sign and Submit a Hard-Copy Signature Page** to print a hard-copy version of the application signature page.



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This page explains the steps for printing and submitting a hard-copy signature page. Click on **Print the Official Signature Page** link.

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



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Once printed, sign and date the signature page in the Certification Information section.

Then mail, fax or email **all pages** of the Signature Page to the address shown at the top of the page.

Attn: Storm Water Program
 Division of Water
 Alaska Department of Environmental Conservation
 555 Cordova Street
 Anchorage, AK 99501
 Fax Number: (907) 269-3487
 Phone Number: (907) 269-8117
 Email Address: DEC.Water.OPAHelp@alaska.gov

Your signature page will typically be processed within a few days of being received and your eNOT will then be "signed".

(Skip to step 27 in this guidance.)

22

If you require another party to sign your application, select the **Invite another party to Sign and/or Pay for this Application** from the Final Steps Page.

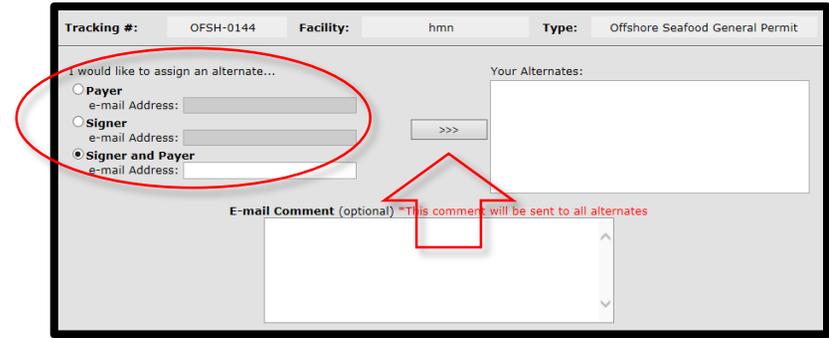
| IV. Certification Information | | |
|--|------------|--------|
| I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. | | |
| Organization: lk | | |
| Printed Name: kjh l lkj | Title: klj | |
| Signature: | Date: | Email: |

| | | | | | |
|---|--|-----------|------|-------|---|
| Tracking #: | EXDWWOT-0010 | Facility: | lkjh | Type: | Excavation Dewatering General Permit eNOT |
|  | Sign this Application Using e-Signature This signature option allows you to e-sign and submit your application in a matter of minutes. | | | | |
|  | 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. <i>Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.</i> 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:  | | | | |
|  | 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. | | | | |

23

Select **Signer** from the available options. Then enter the email of your alternative signer into the input field 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.

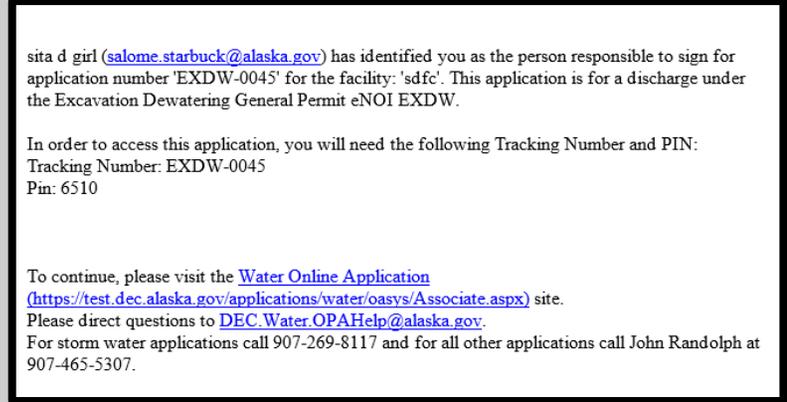


WARNING: You must click the button to add the e-mail to the displayed list of alternates before clicking the Continue button or else they won't receive an e-mail.

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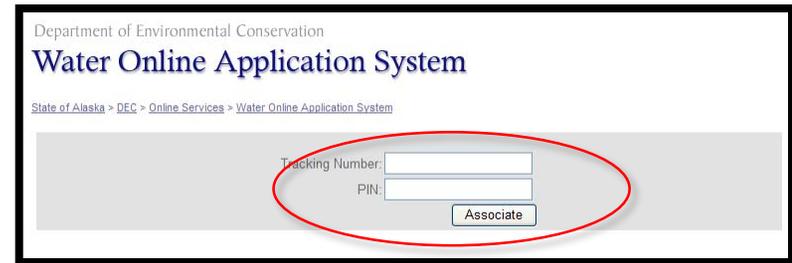
An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

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



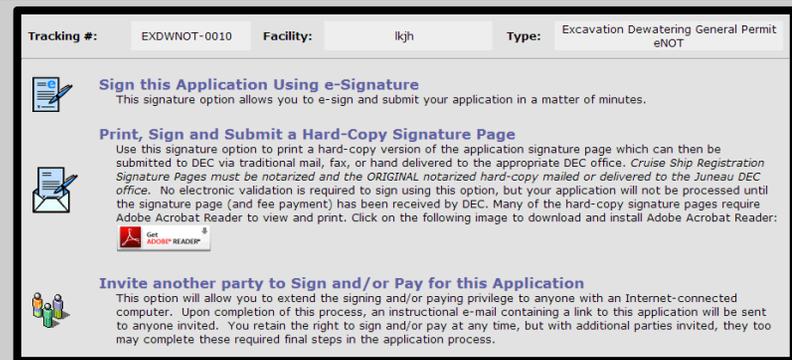
25

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 is also provided in the email.



26

The alternate signer will be taken to the Final Steps page, giving them the opportunity to e-sign (if validated) or print, sign and submit a hard-copy signature page for your Notice of Termination.



27

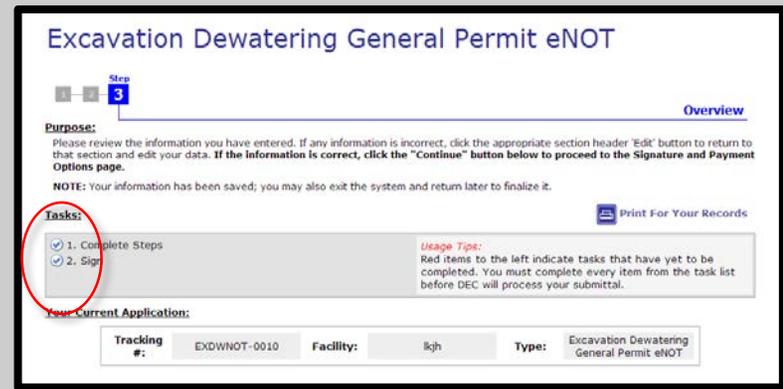
Once the signature steps are complete, an acknowledgment email will be sent to the NOI Preparer's myAlaska account email address.

IMPORTANT: Attached to this email is the PDF of the completed ExDW NOT form.



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When you return to the eNOT, the Application Overview will display all tasks as completed.



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Highlighted Feature:

The **Copy to New** button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select **Copy to New** at the bottom of the questionnaire overview page.



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