

Alaska Department of Environmental Conservation

Instructions for Online Compliance Reports

Division of Air Quality, June 2013

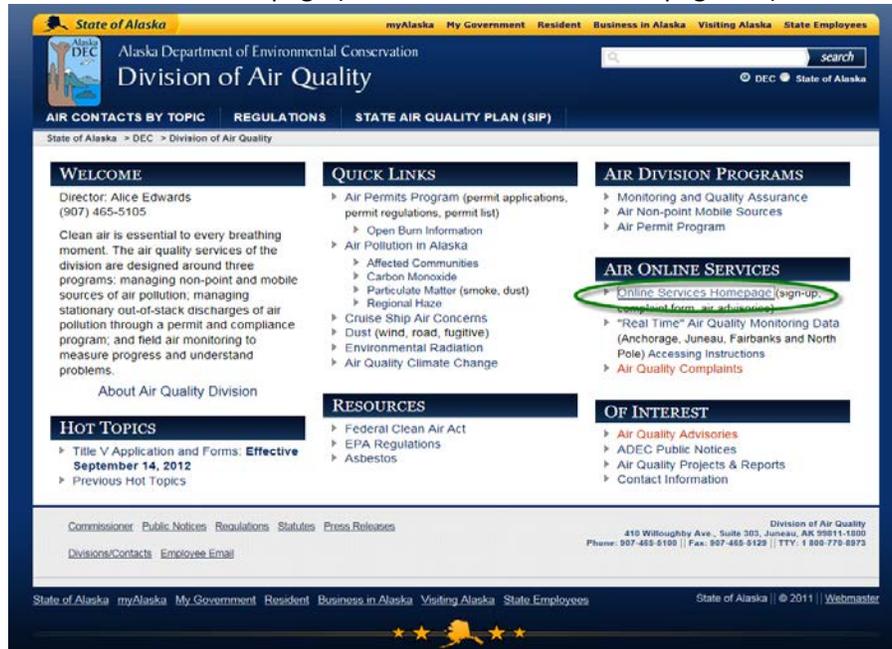
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Instructions on how to fill out the various online compliance reports

The following steps will walk you through how to set up an account for the Permittee Portal so that you submit various air quality compliance reports online. Various security roles have been created so that someone can prepare the report and the responsible party can e-sign it. Also there are various options for submittal: You can create a hard copy by entering the data and printing the form to mail or fax to us. Or fill out the form then electronically sign it (you will go through an electronic signing ceremony).

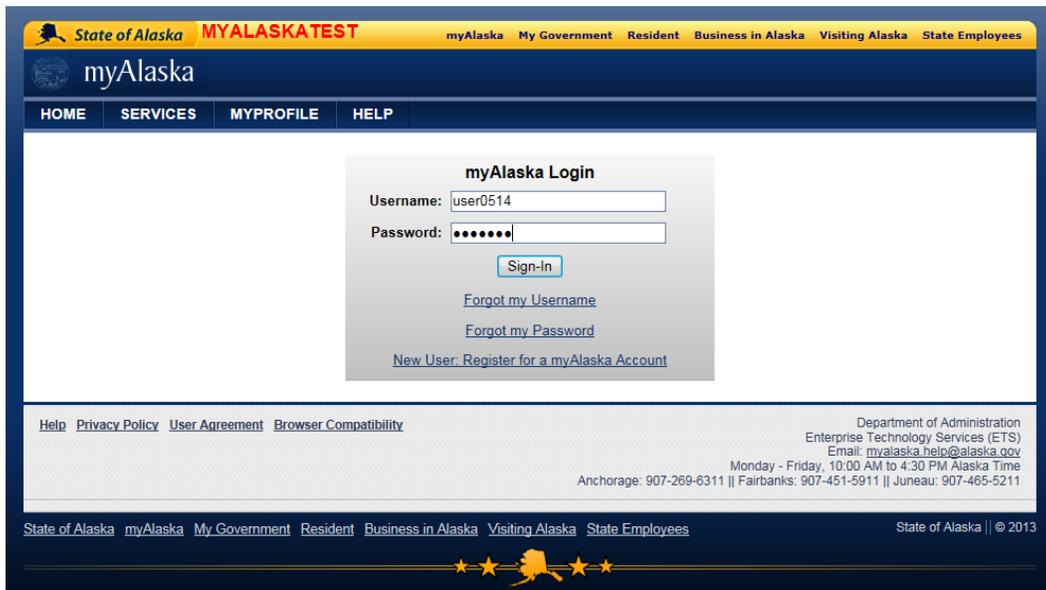
1. Navigate to the Alaska Division of Air Quality website <http://dec.alaska.gov/air/index.htm>. Click on the Online Services Homepage (under the Air Online Services link).



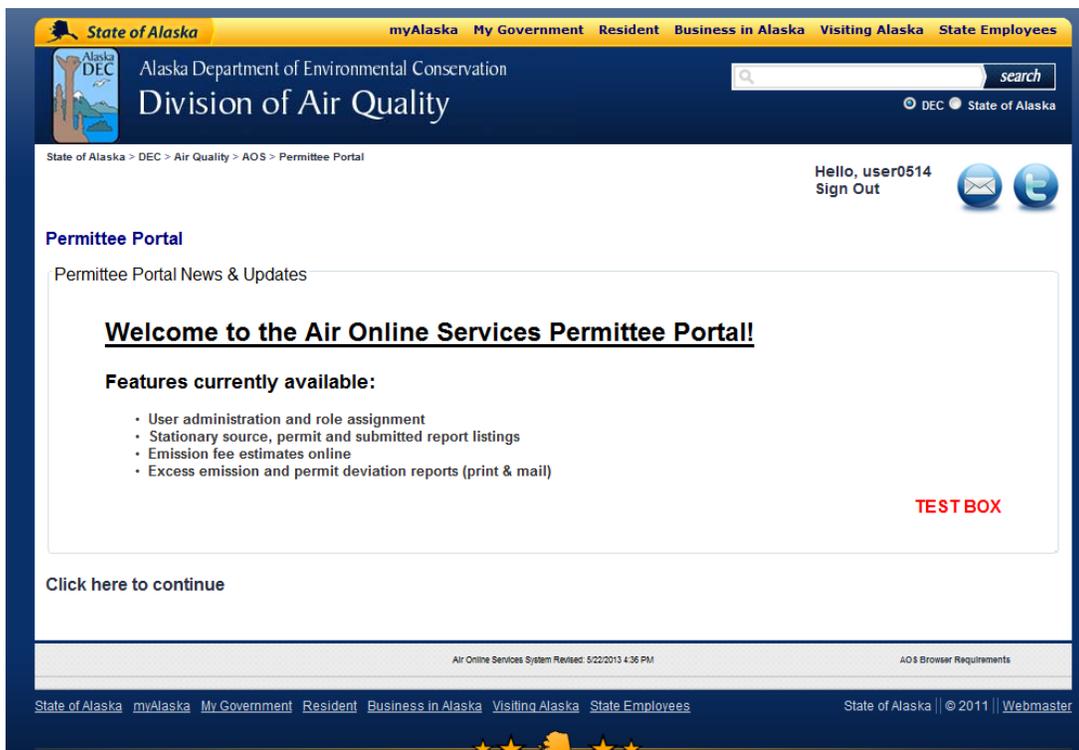
2. You will be directed to the Air Online Services homepage. Click on the Permittee Portal link



- Input your active myAlaska username and password. If you do not have an active myAlaska account, you may click on the “New User- Register for a myAlaska Account” hyperlink to go obtain a myAlaska account.



- Once signed-in, the Air Online Services Permittee Portal page will appear. Select “click here to continue”



- Prior to submitting documents online. **Each company MUST FIRST appoint an ORGANIZATION WEB ADMINISTRATOR.** The Organization Web Administrator will designate the person(s) within the company who will have access to ADEC’s Permittee Portal for electronic submittals

and reports, and permit actions for the company's stationary Sources. Instructions for creating an Organization Web Administrator and details concerning authorizations for submitting documents online are located at

<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>

- Once you receive authorization from your Organization Web Administration to submit documentation, you will be view a list of organizations (companies) for which you may submit reports.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska DEC Alaska Department of Environmental Conservation
Division of Air Quality

State of Alaska > DEC > Air Quality > AOS > Portal > Individual Home

Hello, user0514
Sign Out

Individual Home

Hello Kitty

ORGANIZATIONS (CLICK TO SELECT)

| |
|---|
| Alaska Electric and Energy Cooperative |
| Alaska Electric Light & Power |
| BP Exploration (Alaska) Inc. |
| Cordova Electric Cooperative |
| Golden Valley Electric Association |
| Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC) |
| McGrath Light & Power |

Showing 1 to 7 of 7 entries

LINKS

- > User Admin
- > Org Admin Help
- > E-signer / Doc Editor Help

Air Online Services System Revised: 5/22/2013 4:36 PM AOS Browser Requirements

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska | © 2011 | Webmaster

- Click on the desired stationary source.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska DEC Alaska Department of Environmental Conservation
Division of Air Quality

State of Alaska > DEC > Air Quality > AOS > Portal > Individual > Organization Home

Hello, amy123
Sign Out

Organization Home

Alaska Power & Telephone

Your Roles:
Organization Web Administrator
Web E-Signer

Show 10 entries

STATIONARY SOURCES (CLICK TO SELECT)

| |
|---------------------------------|
| Alatna Generating Station |
| Alcan Border Generating Station |
| Allakaket Generating Station |
| Bettles Generating Station |
| Chistochina Generating Station |
| Coffman Cove Generating Station |
| Craig Power Generating Station |
| Craig Substation Standby Diesel |
| Dot Lake Generating Station |
| Dyea Valley Diesel Facility |

Showing 1 to 10 of 27 entries

First Previous 1 2 3 Next Last

LINKS

- > Approval Applications
- > User Admin
- > Org Admin Help
- > Documentation & Forms

8. Next you will see a list of permits. Click on the one that you would like to submit a report for. You will be taken to the following screen. It will list the reports that have been previously submitted for that permit. In the upper right hand corner click on the link that says “New Report”.

The screenshot shows the 'Permit Home' page for a permit held by Hllcorp Alaska, LLC. The permit details include: Stationary Source: King Salmon Platform; Permit ID: AQ0068TVP02P; Permit Type: Major - Title V Operating (TVP); Issued: 2/6/2012; Effective: 7/29/2010; Expires: 6/29/2015; Permit Status: Active.

Under 'APPROVED revisions/amendments', there is one entry: Revision 1, Admin. Amendment, received via Mail on 2/6/2012.

Under 'FINAL, OFFICIAL reports (green highlight - past week)', there are five reports: Relocation Notification, Facility Operating Report (FOR), Emission Fee Estimate, Excess Emissions, and Permit Deviation. Each report has a 'Request Delete' link and some have attachments.

In the upper right corner, there is a 'LINKS' menu with the following options: New Report (circled in green), User Admin, Org Admin Help, and E-signer / Doc Editor Help.

9. Select the type of report you wish to submit.

The screenshot shows the 'Permit Reports' page, which lists various report types available for submission. The reports are categorized into two groups: those collected online and those collected through attachment upload.

REPORT NAME/TYPE (WEB FORM - REPORT DETAIL COLLECTED ONLINE)

- Annual Compliance Certification
- Change of Responsible Party
- Emission Fee Estimate
- Excess Emissions
- Permit Deviation
- PL1 Fuel Usage
- PL2 Fuel Usage
- Relocation Notification

REPORT NAME/TYPE (NO WEB FORM - REPORT DETAIL COLLECTED THROUGH ATTACHMENT UPLOAD)

- NSPS Semi-Annual Report
- Facility Operating Report

In the upper right corner, there is a 'LINKS' menu with the following options: User Admin, Org Admin Help, and E-signer / Doc Editor Help.

At the bottom of the page, there is a footer with the text: 'Air Online Services System Revised: 5/22/2013 4:36 PM' and 'AO S Browser Requirements'.

Annual Compliance Certification

ANNUAL COMPLIANCE CERTIFICATION DETAILS

Due Date
3/31/2013 **1**

Period Start Date
1/1/2012

Period End Date
12/31/2012 **2**

3 Enter line-item condition compliance (optional)

1. Due Date – the date when the Annual Compliance Certification is due. Usually it is listed as a permit condition. This date is prefilled; if it is prefilled with the wrong date please edit as you see fit.
2. Period Start and End Date: this is the time period covered by the annual compliance certification covers.
3. Add Custom Conditions: this button allows the user to enter any missing permit conditions that need to be included in the annual compliance certification. Please note that this is optional. If you prefer to upload a pdf of the completed ACC form When clicked the following will appear:

ANNUAL COMPLIANCE CERTIFICATION DETAILS

Due Date
3/31/2013

Period Start Date
1/1/2012

Period End Date
12/31/2012

Enable popup text editor.

| # | TITLE/DESCRIPTION | METHOD USED/NOTES | STATUS | OCCURRENCE | [DEL] |
|----------|-------------------|-------------------|---------------------|---------------------|----------|
| A | B | C | --SELECT-- D | --SELECT-- E | F |

- A. Permit Condition number – for example 1 or 1.1 or 1.1.a
- B. Permit Condition Title
- C. Method Used/Note: Method used to show compliance with the permit condition.
- D. Status – In compliance, out of compliance or N/A
- E. Occurrence – intermittent or continuous
- F. Delete button – you can only delete the permit condition that you entered.

ATTACHMENTS

[Attachments notes for the current document type.](#)

If submitting without line-item condition compliance an attachment containing report details is required.

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). [Click to View Accepted File Types](#)

| Attachments | |
|-------------|--------|
| File Name | Delete |
| | |

4

REPORT OPTIONS*

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

5

Select **Print Draft** to view or print a draft, unofficial copy of this report.

(Opens in a new Window)

6

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window)

7

To submit & e-sign this document electronically, please click below.

8

*Printing or e-signing will automatically save the report as currently entered, provided that no data validation errors occur.

Air Online Services System Revised: 6/3/2013 10:14 AM

AO S Browser Requirements

4. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
5. Save button – you can save what you have entered. Exit and come back later to finish the report.
6. Print Draft – this will open another window in which you can print an unofficial draft of the report.
7. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
8. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer on of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

Change of Responsible Party Report

18 AAC 50.990 (93) "Responsible Official" Definition

"responsible official" means:

- A. for a corporation, 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 a duly-authorized representative of that person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit under AS 46.14 or this chapter, and
 - i. the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million in second quarter 1980 dollars; or
 - ii. the delegation of authority to the representative is approved in advance by the department;
- B. for a partnership or sole proprietorship, a general partner or the proprietor, respectively; and
- C. for a public agency, a principal executive officer or ranking elected official; for the purposes of this chapter, a principal executive officer of a federal agency includes the chief executive officer with responsibility for the overall operations of a principal geographic unit in this state.

CHANGE OF RESPONSIBLE PARTY DETAILS

Select which "Responsible Official" Definition Applies 2

Remove Existing Responsible Official(s)

3

Add New Responsible Official(s)

4

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). [Click to View Accepted File Types](#)

Attachments
File Name Delete

5

REPORT OPTIONS*

Select Save to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

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(Opens in a new Window) 7

Select Print Document to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window) 8

To submit & e-sign this document electronically, please click below.

9

1. Definition for Responsible Official.
2. Selection of the definition of responsible official that is applicable.

CHANGE OF RESPONSIBLE PARTY DETAILS

Select which "Responsible Official" Definition Applies

Remove Existing Responsible Official(s)

| NAME | TITLE | [DEL] |
|------|-------|-------|
| 3a | 3b | [DEL] |

Add New Responsible Official(s)

| FIRST | MIDDLE | LAST | TITLE | PHONE | EMAIL | [DEL] |
|-------|--------|------|-------|-------|-------|-------|
| 4a | 4b | 4c | 4d | 4e | 4f | [DEL] |

3. Remove Responsible Official: request to remove already existing responsible official
 - a. First Name and Last Name is needed
 - b. Person's Business title

- c. Delete button
- 4. Add new responsible official (you can multiple persons).
 - a. Responsible person's First Name
 - b. Responsible person's Middle Initial
 - c. Responsible person's Last Name
 - d. Responsible person's Title
 - e. Responsible person's Phone number
 - f. Responsible person's Email
 - g. Delete button
- 5. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
- 6. Save button – you can save what you have entered. Exit and come back later to finish the report.
- 7. Print Draft – this will open another window in which you can print an unofficial draft of the report.
- 8. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
- 9. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be ask to answer one of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

Emission Fee Estimate

EMISSION FEE ESTIMATE DETAILS

Actual emissions in tons, for the year 2012

| POLLUTANT | FULL | ASSESSABLE |
|---------------------|----------------------|----------------------|
| CRITERIA POLLUTANTS | | |
| CO | <input type="text"/> | <input type="text"/> |
| NOX | 1 | 2 |
| PM10 | <input type="text"/> | <input type="text"/> |
| SO2 | <input type="text"/> | <input type="text"/> |
| VOC | <input type="text"/> | <input type="text"/> |
| ACTUAL TOTALS | | |
| Totals | 0 | 0 |
| | Fee per ton x | \$28.57 |
| | Estimated Fee | \$0.00 |

Potential To Emit (PTE), TPY

| POLLUTANT | FULL | ASSESSABLE |
|---------------------|---------------|-------------|
| CRITERIA POLLUTANTS | | |
| CO | 383 | 383 |
| NOX | 4 | 1197 |
| PM10 | 28.1 | 28.1 |
| SO2 | 507 | 507 |
| VOC | 83 | 83 |
| PTE TOTALS | | |
| Totals | 2158.1 | 2158.1 |
| | Fee per ton x | \$28.57 |
| | Fee | \$61,656.92 |

Note: PTE Totals are for reference only.

Add Pollutants

5

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). [Click to View Accepted File Types](#)

| Attachments |
|--|
| File Name Delete |
| <input type="button" value="Browse..."/> 6 |

REPORT OPTIONS*

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Select **Print Draft** to view or print a draft, unofficial copy of this report.

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

To submit & e-sign this document electronically, please click below.

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1. Type in actual emission (in TPY) of criteria pollutant.
2. Will automatically calculate if the emission is assessable
3. Calculate the emission fee
4. Potential to Emit – data is pulled from State of Alaska database of what the stationary source has the potential to emit. If actuals are not submitted then the potential is charged.
5. If a pollutant is missing please use the drop down to select the pollutant and then click on the “Add Pollutant” button to add.
6. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.

7. Save button – you can save what you have entered. Exit and come back later to finish the report.
8. Print Draft – this will open another window in which you can print an unofficial draft of the report.
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Excess Emission Report

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska DEC Alaska Department of Environmental Conservation
Division of Air Quality search

state of Alaska > DEC > Air Quality > AOS > Portal > Individual > Organization > Stationary Source > Permit > Excess Emissions Report

Hello, user0514
Sign Out

Excess Emissions Report

Organization Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC)
Stationary Source King Salmon Platform
Permit ID AQ0068TVP02P
Permit Type Major - Title V Operating (TVP)

When did you discover the Excess Emission?
Date 1
Time 2 (24-hour clock)

EXCESS EMISSION DETAILS

(a) Exceedance Continuity **a**
 Intermittent Continuous

(b) Event Information (Intermittent exceedances may be listed as one event or multiple events.)
 b
No Events Listed.

(c) Cause of Event **c**
--SELECT--
Describe briefly what happened and the cause. Include the parameters/operating conditions exceeded, limits, monitoring data and exceedance. Attach supporting information below if necessary.

(d) Type of Incident **d**
--SELECT--

(e) Emission Limits Potentially Exceeded (Identify each emission standard potentially exceeded during the event.)
 e

No Permit Conditions Listed.

(f) Emission Units Involved **f**

No Emission Units Listed.

1. Discovery date of the excess emissions
2. Discovery time of the excess emissions

Excess Emission Details

- a. Exceedance Continuity
- b. Event Information – intermittent exceedances as one event
- c. Cause of event – please use drop down to select
- d. Type of incident
- e. Emission Limits Potentially Exceeded
- f. Emission Units involved

- g. Corrective action taken (please describe)
- h. Unavoidable emissions

(g) Corrective Actions (Describe corrective actions taken to restore the system to normal operation and to minimize or eliminate chances of a recurrence. Attach supporting information below if necessary.)

g

(h) Unavoidable Emissions h

Do you intend to assert that these excess emissions were unavoidable?

No Yes

Do you intend to assert the affirmative defense of 18 AAC 50.235?

No Yes

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). [Click to View Accepted File Types](#)

| Attachments | File Name | Delete |
|--|-----------|--------|
| <input type="button" value="Browse..."/> 3 | | |

REPORT OPTIONS*

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

4

Select **Print Draft** to view or print a draft, unofficial copy of this report.

(Opens in a new Window) 5

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window) 6

To submit & e-sign this document electronically, please click below.

7

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3. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
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Permit Deviation

When did you discover the Permit Deviation?

Date **1**

Time **2** (24-hour clock)

PERMIT DEVIATION DETAILS

(a) Deviation Type **a**
 --SELECT--

(b) Event Information (Intermittent exceedances may be listed as one event or multiple events.)

Add Event **b**

| START DATE | START TIME | END DATE | END TIME | DURATION (HH:MM) | [DEL] |
|------------|------------|----------|----------|------------------|-------|
| | 00:00 | | | 0 | |

(c) Deviation From **c**
 Permit Conditions COBC, CO, or Settlement Agreement
 Identify each condition deviation or potential deviation.

ADD NEW/UNLISTED CONDITION

Add Permit Condition

| CONDITION # | POTENTIAL DEVIATION | LIMIT | [DEL] |
|-------------|---------------------|-------|-------|
| | | | |

(d) Emission Units Involved **d**

ADD NEW/UNLISTED EMISSION UNIT

Add Emission Unit

| UNIT ID | DESCRIPTION | [DEL] |
|---------|-------------|-------|
| | | |

(e) Description of Potential Deviation (Describe briefly what happened and the cause. Include the parameters/operating conditions and the potential deviation. Attach supporting information below if necessary.)

e

1. Discovery date of the Permit Deviation
2. Discovery time of the Permit Deviation

Permit Deviation Details

- a. Deviation Type
- b. Event Information – intermittent exceedances as one event
- c. Deviation From: click on one of the radio button and then identify each permit condition or potential deviate.
- d. List the emission units involved
- e. Description of potential deviation
- f. Correction Action taken

(f) Corrective Actions (Describe corrective actions taken to restore the system to normal operation and to minimize or eliminate chances of a recurrence. Attach supporting information below if necessary.)

f

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). Click to [View Accepted File Types](#)

Attachments

File Name Delete

Browse... 3

REPORT OPTIONS*

Select Save to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

Save 4

Select Print Draft to view or print a draft, unofficial copy of this report.

Print Draft (Opens in a new Window) 5

Select Print Document to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

Print Document (Opens in a new Window) 6

To submit & e-sign this document electronically, please click below.

Submit Report Electronically (e-signature) 7

*Printing or e-signing will automatically save the report as currently entered, provided that no data validation errors occur.

Air Online Services System Revised: 5/22/2013 4:36 PM

AO 8 Browser Requirements

[State of Alaska](#) [myAlaska](#) [My Government](#) [Resident](#) [Business in Alaska](#) [Visiting Alaska](#) [State Employees](#)

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PAEL 1 Fuel Usage Report

PL1 FUEL USAGE DETAILS

PL1 Fuel Usage (reported in full gallons), for the year 2012
 Limit: gallons transferred daily (days over limit highlighted)

| January | | | | | | | February | | | | | | |
|---------|-----|-----|-----|-----|-----|-----|----------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 1 | 2 | 3 | 4 | | | |
| 8 | 9 | 10 | 11 | 12 | 13 | 14 | 5 | 6 | 7 | 8 | 9 | 10 | 11 |
| 15 | 16 | 17 | 18 | 19 | 20 | 21 | 12 | 13 | 14 | 15 | 16 | 17 | 18 |
| 22 | 23 | 24 | 25 | 26 | 27 | 28 | 19 | 20 | 21 | 22 | 23 | 24 | 25 |
| 29 | 30 | 31 | | | | | 26 | 27 | 28 | 29 | | | |

NOTE: Every cell requires a whole number (0 if not reporting).

| March | | | | | | | April | | | | | | |
|-------|-----|-----|-----|-----|-----|-----|-------|-----|-----|-----|-----|-----|-----|
| Sun | Mon | Tue | Wed | Thu | Fri | Sat | Sun | Mon | Tue | Wed | Thu | Fri | Sat |
| | | | | 1 | 2 | 3 | 1 | 2 | 3 | 4 | 5 | 6 | 7 |
| 4 | 5 | 6 | 7 | 8 | 9 | 10 | 8 | 9 | 10 | 11 | 12 | 13 | 14 |
| 11 | 12 | 13 | 14 | 15 | 16 | 17 | 15 | 16 | 17 | 18 | 19 | 20 | 21 |

Please fill in the amount of fuel transferred per day through out the year. Remember to save often as you will be timed out if there is 20 minutes of inactivity.

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). Click to View Accepted File Types

| Attachments | File Name | Delete |
|-------------|-----------|--|
| | | <input type="button" value="Browse..."/> |

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Air Online Services System Revised: 5/22/2013 4:36 PM AOS Browser Requirements

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PAEL 2 Fuel Usage Report

PL2 FUEL USAGE DETAILS

PL2 Fuel Usage (reported in full gallons), for the year 2012

Limit: gallons consumed, over a rolling 12 month period (Rolling Totals over limit highlighted)

| 2011 | | |
|-----------|------------------|---------------|
| Month | Gallons Consumed | Rolling Total |
| January | | |
| February | | |
| March | | |
| April | | |
| May | 1 | |
| June | | |
| July | | |
| August | | |
| September | | |
| October | | |
| November | | |
| December | | |
| 2012 | | |
| Month | Gallons Consumed | Rolling Total |
| January | | 0 |
| February | | 0 |
| March | | 0 |
| April | | 0 |
| May | 2 | 0 3 |
| June | | 0 |
| July | | 0 |
| August | | 0 |
| September | | 0 |
| October | | 0 |
| November | | 0 |
| December | | 0 |

*Each Gallons Consumed field requires a whole number (0 if not reporting).

1. Gallons consumed 2 years ago
2. Gallons consumed 1 year ago
3. Rolling total (automatically calculated)

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). Click to [View Accepted File Types](#)

| Attachments | |
|----------------------|--|
| File Name | Delete |
| <input type="text"/> | <input type="button" value="Browse..."/> |

REPORT OPTIONS*

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

Select **Print Draft** to view or print a draft, unofficial copy of this report.

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

To submit & e-sign this document electronically, please click below.

*Printing or e-signing will automatically save the report as currently entered, provided that no data validation errors occur.

Air Online Services System Revised: 5/22/2013 4:36 PM AD 8 Browser Requirements

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4. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
5. Save button – you can save what you have entered. Exit and come back later to finish the report.
6. Print Draft – this will open another window in which you can print an unofficial draft of the report.
7. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
8. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer one of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

Relocation Notification Form

RELOCATION NOTIFICATION DETAILS

Submit the information specified below ten days before relocation.

Make and Model of the Equipment/stationary Source to be relocated
1

Contact Person Contact Phone
2 3

New Location
4

New Latitude New Longitude
5 6

New Datum
--SELECT-- 7

Estimated Start-Up Date Estimated Shut-Down Date
8

Distance from Plant boundary to nearest inhabited structure (in feet)
9

Nearest inhabited structures are on --SELECT-- terrain 10

Comments
11

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). Click to [View Accepted File Types](#)

Attachments
File Name Delete

12

REPORT OPTIONS*

Select Save to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)
 13

Select Print Draft to view or print a draft, unofficial copy of this report.
 (Opens in a new Window) 14

Select Print Document to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.
 (Opens in a new Window) 15

To submit & e-sign this document electronically, please click below.
 16

*Printing or e-signing will automatically save the report as currently entered, provided that no data validation errors occur.

1. Make and Model of the emission unit to be relocated
2. Contact Person (First and Last Name)
3. Contact Person's phone number
4. New Location (address or highway and mile number)
5. New Latitude (in degree decimal)
6. New Longitude (in degree decimal)

7. Datum (map projection of the new latitude and longitude)
8. Estimate start up and shut down of the moved emission unit.
9. Distance in feet to the nearest inhabited structure.
10. Use drop down to select terrain type
11. Comments
12. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
13. Save button – you can save what you have entered. Exit and come back later to finish the report.
14. Print Draft – this will open another window in which you can print an unofficial draft of the report.
15. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
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NSPS Semi-Annual Report

NSPS SEMI-ANNUAL REPORT DETAILS

Due Date 1

Period Start Date Period End Date 2

Notes/General Comments 3

Attach Report Form to Attachments Section below.

This report type requires at least one attachment. Please attach the completed report in the attachment section below.

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). [Click to View Accepted File Types](#)

| Attachments | |
|----------------------|--|
| File Name | Delete |
| <input type="text"/> | <input type="button" value="Browse..."/> |

 4

REPORT OPTIONS*

Select Save to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

5

Select Print Draft to view or print a draft, unofficial copy of this report.

(Opens in a new Window) 6

Select Print Document to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window) 7

To submit & e-sign this document electronically, please click below.

8

*Printing or e-signing will automatically save the report as currently entered, provided that no data validation errors occur.

1. Due date of the report (should be a permit condition)
2. Start and end date of the period the report covers.
3. General comments about the report.
4. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
5. Save button – you can save what you have entered. Exit and come back later to finish the report.
6. Print Draft – this will open another window in which you can print an unofficial draft of the report.
7. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
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Facility Operating Report

FACILITY OPERATING (FOR) DETAILS

Due Date

 1

Period Start Date

Period End Date

 2

Notes/General Comments

 3

Attach Report Form to Attachments Section below.

This report type requires at least one attachment. Please attach the completed report in the attachment section below.

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). Click to [View Accepted File Types](#)

Attachments

| File Name | Delete |
|-----------|--------|
|-----------|--------|

 4

REPORT OPTIONS#

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

 5

Select **Print Draft** to view or print a draft, unofficial copy of this report.

 (Opens in a new Window) 6

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

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