

Alaska Department of Environmental Conservation (ADEC)

“ORGANIZATION WEB ADMINISTRATOR” REQUEST FORM

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 on-line services for electronic submittals and reports, and permit actions for the company’s stationary sources.

The Organization Web Administrator should be a responsible, employed member of the organization with a sufficient level of responsibility to meet the intent of the regulatory definition of a responsible official (18 AAC 50.990).

Note: If you do not complete and forward the requested information, you will not have access to your data via Air On-Line services. Air On-Line Services data for identified individuals will pre-fill company/stationary source data in applications or actions that are submitted online. Although we encourage you to use ADEC’s On-line services, it is not required. You may still submit paper documents as directed by your permit(s) and/or state statute and regulation.

After you have identified your Organization Web Administrator, fill in the requested information in items 1 through 7. If your web administrator does not have a myAlaska user account, a myAlaska account must also be created in order to complete this form. To establish a myAlaska account, logon to <https://myalaska.state.ak.us>.

Because myAlaska is linked to ADEC’s *AirTools* electronic database, we DO NOT need your myAlaska password! We ONLY need your logon USER NAME. Please provide the information requested below and forward it to the address at the bottom of this form. Once the department has received your completed Web Administrator form, we will establish an account in our AirTools database and will send you verification that your company has an established Web Administrator.

WEB ADMINISTRATOR’S INFORMATION: **(Please Print Clearly in Blue/Black Ink)**

- 1) Company Name: _____
- 2) First Name: _____
- 3) Middle Name: _____
- 4) Last Name: _____
- 5) E-Mail Address: _____
- 6) myAlaska Login ID: _____
- 7) Signature / Date: _____ / _____

Organization Web Administrators are the “gate keepers” for your company’s information. Organization Web Administrators authorize who can/cannot access online air compliance report and open burn applications for their company. Once established, the Organization Web Administrator’s roles include adding/expiring a company user’s permissions when staff changes occur or establishing expiration dates for consultants working on permits to coincide with the completion date of the project or contract expiration. The Organization Web Administrator also decides the level of responsibility authorized users will be allowed (i.e. electronically sign permits, submit applications, or e-pay).

It is very important that industry realize that the department will maintain the ONLY the name of the Organization Web Administrator, as listed above, in the department’s Air Tools database. Only those persons granted access by the Organization Web Administrator will be authorized to submit various air compliance reports along with open burn permit applications electronically. It is the Organization Web Administrator’s responsibility to determine roles of those authorized access to their company’s permitting actions and the company’s responsibility to submit another Organization Web Administrator Request Form if a new Organization Web Administrator is designated.

Please forward the completed form to:

State of Alaska
Department of Environmental Conservation
Division of Air Quality
RE: Air Online Services
555 Cordova Street
Anchorage, AK 99501