

Seafood Annual Report

Step-by-Step Guide

The Seafood Annual Report can now be submitted using the Division of Water's Online Application System. This document will guide you through this online process.

Seafood Annual Report

1

Go to the Division of Water's Wastewater Discharge Authorization home page at:

<http://www.dec.state.ak.us/water/wwdp/index.htm>

Select the "Seafood Processing" link under Program Links.



2

The Seafood Processing Waste home page contains links to the resources for permittees.

When you are ready to begin the online reporting process, click on the "Seafood Annual Report Submit Online" link under HIGHLIGHTS.

3

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, skip to step 5 below.

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

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

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
- Submit APDES Seafood Annual Report
- 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 Forms.

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

NEW: START E-SIGNING IN OASYS

DEC Water's validation of myAlaska accounts for e-signing in OASys is now available!
Guidance for DEC Water Validation of your myAlaska Account

Continue to MyAlaska

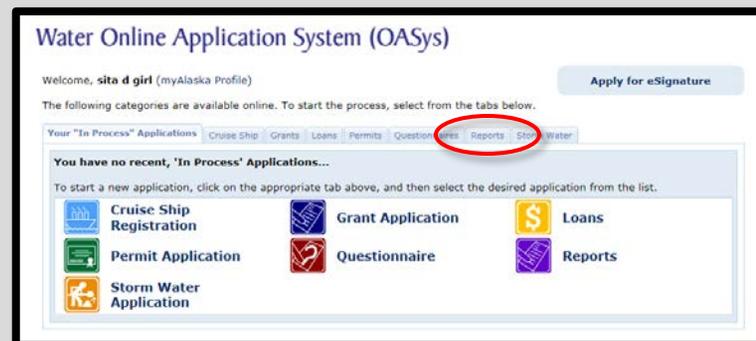
myAlaska

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

6

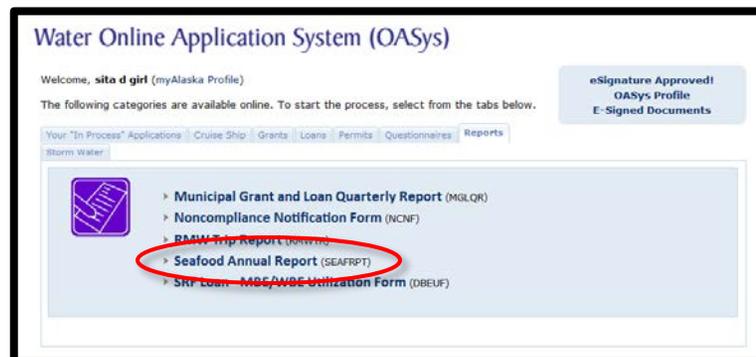
After successfully logging in to myAlaska, you will arrive at the Water Online Application system (OASys).

Select the "Reports" tab.



7

Select "Seafood Annual Report" from the available categories.

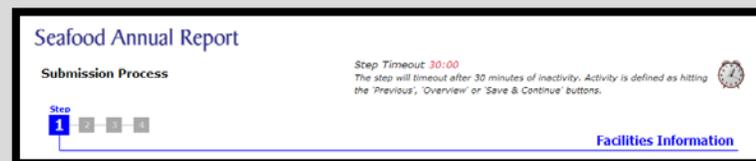


8

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.)



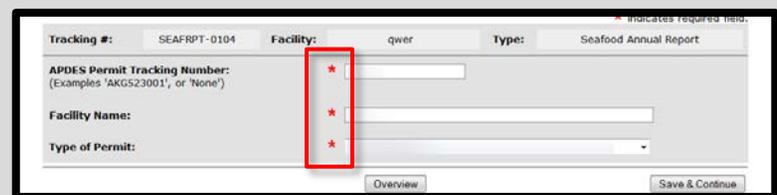
T The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

I
P



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

I
P



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.

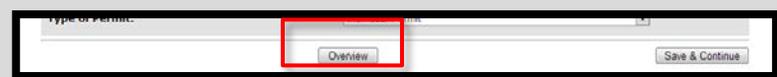
I **NOTE:** At any time, you can logout and your information will be saved, however changes made in the current step are not saved until you hit "Save & Continue".

P



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.

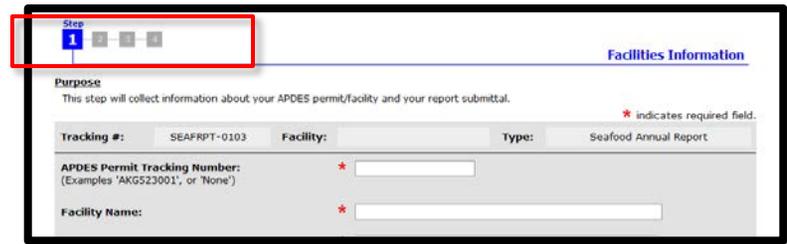
I
P



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

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

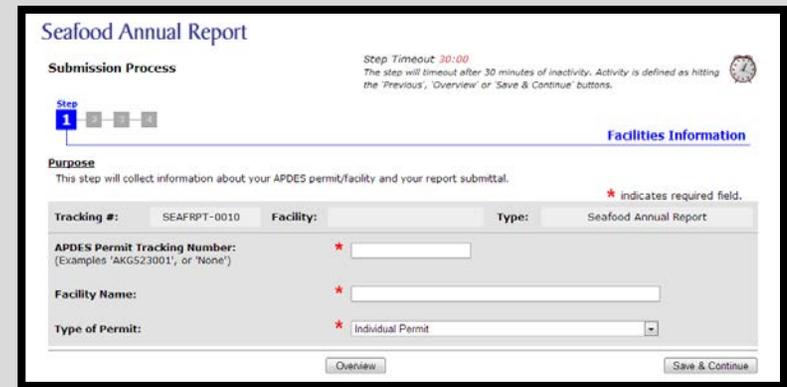
P



9 **Step 1** of the reporting process asks for information on which permit you are reporting on.

Enter your permit's tracking number, facility name, and type of permit you are covered under then click "**Save & Continue**" to continue to the next step.

Note: If you don't have a permit, type "None" for the tracking number.



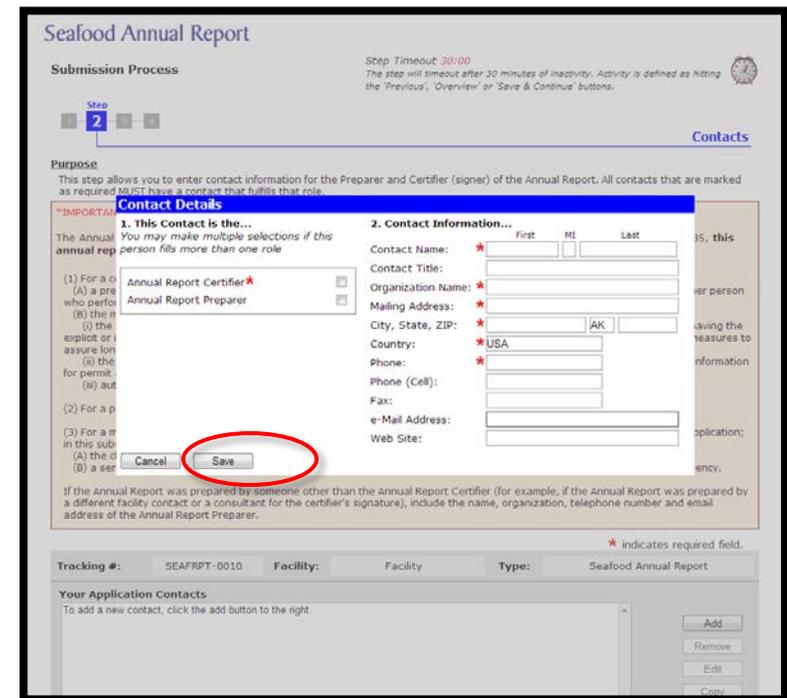
10 Step 2 of the reporting process collects contact information for the signatory authority (Certifier) and/or the annual report preparer (if different from signer). Please read the important certification information provided on this step.

Click the **"Add"** button to access the Contact Details window. You must enter contact information for all required persons before continuing.

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

In the Contact Details pop out window answer all required fields and click the **"Save"** button.

Once completed, click **"Save & Continue"** to move to the next step.



11

Step 3 allows you to submit any attachments associated with your Seafood Annual Report, including the annual report form. Please read the directions carefully on this page.

The links at the top of the page open the General Permit documents, which includes information on the required attachments for your annual report. Click on the link pertaining to your permit type. If you have an Individual Permit, refer to it for required attachments for your annual report.

To attach a file:

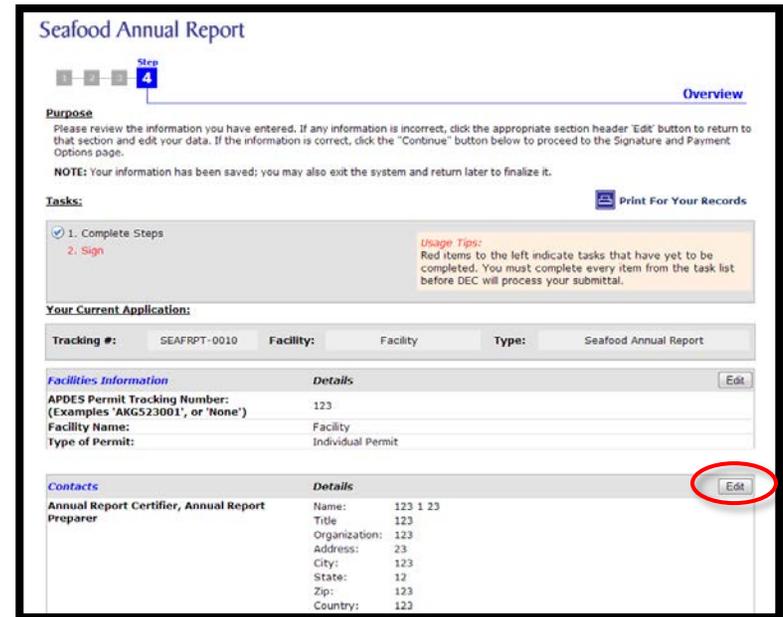
- Click the **"Browse..."** button
- A file browser window will open. Select the file you want to upload then click the button. The name of the file you selected will appear next to the "Browse..." button.
- Select what kind of file it is from the drop-down menu and add a title and description.

Click **"Attach"** when you have all the information completed to submit your document.

The screenshot shows the 'Seafood Annual Report' submission process at Step 3, 'Attachments'. The page includes a progress indicator with steps 1, 2, 3, and 4, where step 3 is highlighted. A 'Step Timeout: 30:00' warning is present. The 'Purpose' section explains that this step is for attaching and submitting the completed report form. Below this, there are links to 'See AKGS20000 General Permit for required Items' and 'See AKGS23000 General Permit for required Items'. A table at the top lists tracking information: Tracking # SEAFRPT-0010, Facility Facility, and Type Seafood Annual Report. The main form area is divided into three sections: 1. 'Choose a file to attach:' with a 'Choose File' button and 'No file chosen' text; 2. 'Add the file to the list:' with a dropdown menu set to 'Seafood Annual Reporting Form', 'Title' and 'Description' input fields, and an 'Attach' button; 3. 'Your file attachments:' with a 'Remove' button. A 'Usage Tips' box provides instructions on file selection and upload process, noting a 20MB file size limit. A 'Required Attachments*' list includes: 1. Seafood Annual Reporting Form, 2. AKGS20000 General Permit required items, 3. AKGS23000 General Permit required items, and 4. Individual Permit required items. A note at the bottom states that these attachments are required but may also be submitted via email, fax, traditional mail, or hand delivered.

12 Step 4 is the “Overview” page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

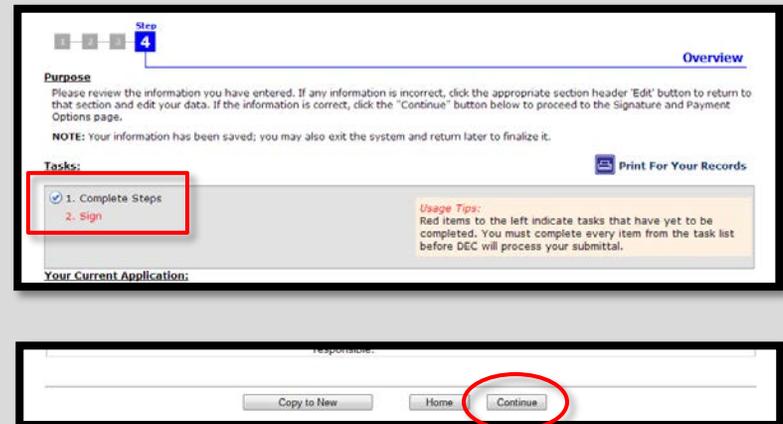
To change any information in a section, select the “edit” button that corresponds to that section.



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

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

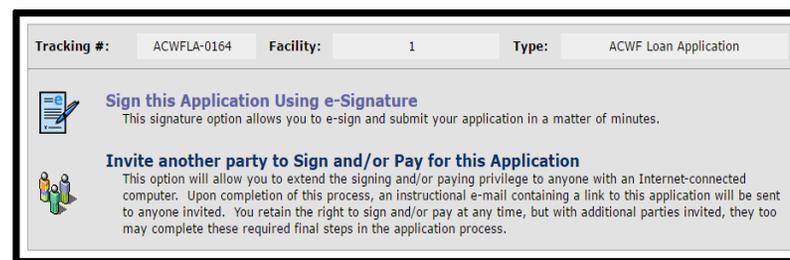
To go to the **Final Steps** page, select the “Sign” link under tasks on the Overview page. You can also click on the “Continue” button at the bottom of the page.



14 The “**Final Steps**” page presents the options for signing your report.

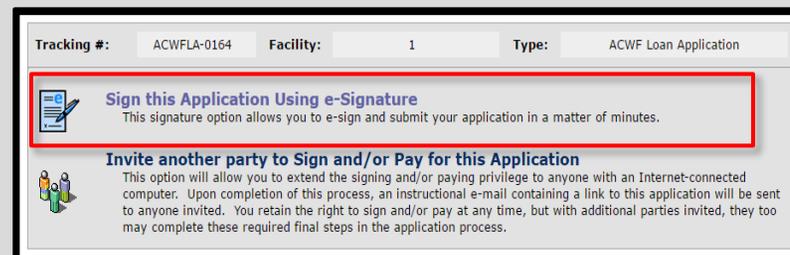
To sign you application, you may:

- Sign using an e-Signature
(Continue to step 15 of this guidance)
- Invite another party to sign your application
(Skip to step 18 of this guidance)



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

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



16 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
(2) 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;
(b) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
(c) 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 a site girl as identified by the myAlaska identity verification system;
- 4) agree that I am signing this report submittal, SEAFRPT-0103 and
- 5) agree that I intend to be bound by the electronic record of this report submittal and the electronic record of this signature.

I agree with the above statement

Back E-Sign in myAlaska

17 Enter your password and the answer to your secret question into the respective fields and click the “sign and submit” button.

(Skip to step 23 of 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: Seafood Annual Report
Description: SEAFRPT-0103 - qwer
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 7111 bytes
Certified Date:

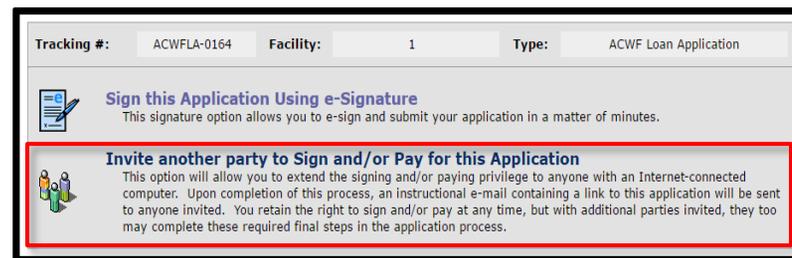
[View Document](#)

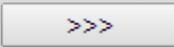
Password:

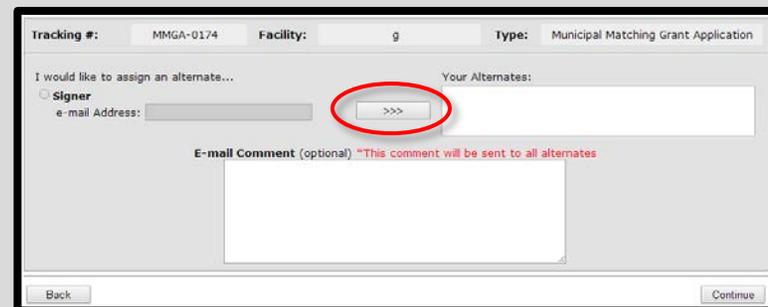
What was your dream job as a child?

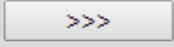
Sign and Submit Cancel

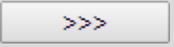
18 If you require another party to sign your report, select the “**Invite another party to Sign and/or Pay for this Application**” and proceed to the next step of this guide.



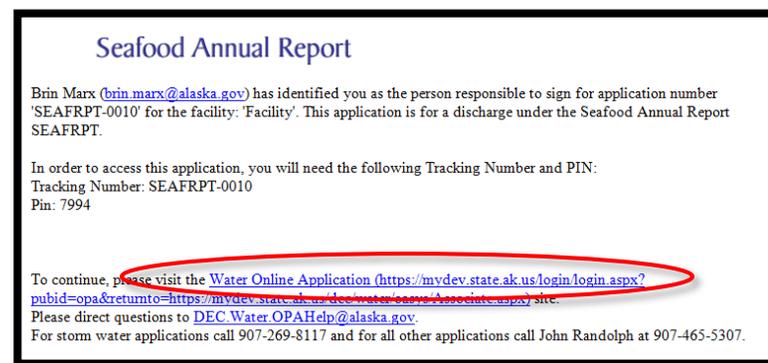
19 Select **Signer** from the available options then enter the email of your alternative signer into the box and click the  button to add that contact to the e-mail list.



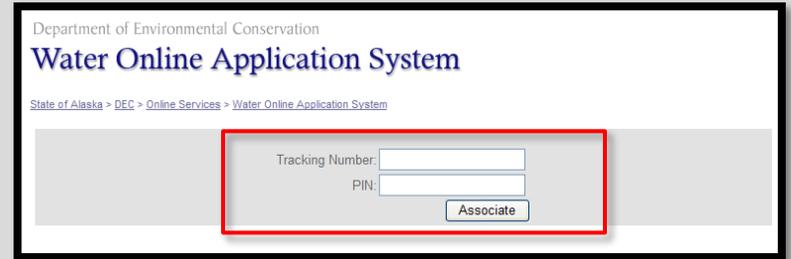
TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the  button after each contact. Click the “**Continue**” button and an email will be sent to your invited alternate.

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.

20 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.



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



Department of Environmental Conservation
Water Online Application System
State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:
PIN:

22 Alternate signer will be taken to the “Final Steps” page. They will have the option to sign the application via e-signature as described above.

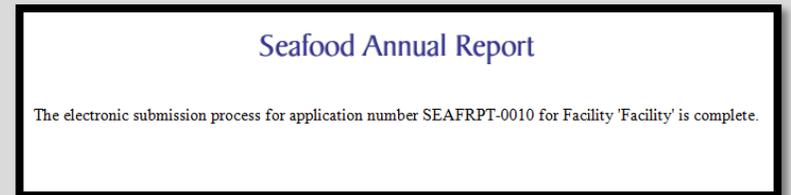


Tracking #: ACWFLA-0164 Facility: 1 Type: ACWF Loan Application

 **Sign this Application Using e-Signature**
This signature option allows you to e-sign and submit your application in a matter of minutes.

 **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.

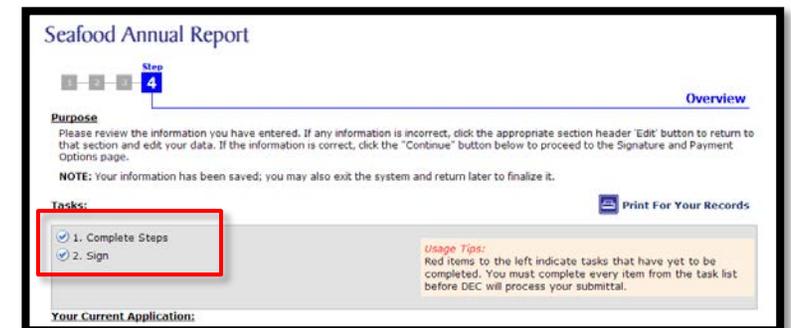
23 After your application has been signed, you will receive an email certifying that your application was successfully signed and submitted.



Seafood Annual Report

The electronic submission process for application number SEAFRPT-0010 for Facility 'Facility' is complete.

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



Seafood Annual Report

Step 4 [Overview](#)

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

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:

28

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 please call:

The Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov