

Air Online Services

E-Signer and Document Editor

User's Guide

Overview

The purpose of this document is to provide definitions for online user roles and navigation help for E-Signers and Document Editors.

Created by:
Department of Environmental Conservation
Air Quality Division
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Online User Roles

Before a user will be allowed to sign into Air Online Services, they must first go to myAlaska (<https://myalaska.state.ak.us>) and setup a user account. The username they choose will be used to create their online account with Air Online Services. A user does not have to be an Alaskan to set up a myAlaska user account.

These roles do not have a hierarchical value. Each role has its own specific set of permissions. It is possible, and intended, for one user to have multiple roles across multiple stationary sources and possibly across multiple organizations. In smaller organizations where one person would fill all the roles for online use, each role must be assigned to the individual.

Organization Web Administrator

The user for this role is identified by the organization with an Administrator Request form (<http://www.dec.state.ak.us/air/ap/docs/adrqst.pdf>). Once DEC processes this form, the Organization Web Administrator has permission to edit stationary source contact information, and add/edit the Source Web Administrator role for each stationary source within that organization. The Organization Web Administrator also has permission to add/edit organization-level e-signer and document editor role holders for permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns. **There is only one Organization Web Administrator for each Organization/Company/Entity.**

The Organization Web Administrator is intended to be a responsible, employed member of the organization with a sufficient level of responsibility to basically meet the intent of the regulatory definition of a responsibility party or owner. It would be in the organization's best interest that the Organization Web Administrator is a person or position that does not experience a high level of turn-over.

Main Responsibilities

1. Assign and maintain Source Web Administrator(s) for each source submitting reports through Air Online Services.
2. Assign and maintain Organization Web E-Signer(s) for creating, editing, and submitting permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
3. Assign and maintain Organization Web Document Editors(s) for creating and editing permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.

Future Responsibilities

1. Maintain Contact Information for the Organization and stationary sources.
2. Establish a new stationary source for the organization.

Source Web Administrator

This role has permission to add/edit e-signer and document editor roles for a specific stationary source. The Source Web Administrator will only have permission for adding e-signers or editors to the stationary sources that have been assigned by the Organization Web Administrator. A Source Web Administrator can be the administrator for more than one stationary source. There

can be more than one Source Web Administrator per stationary source. However this is not recommended.

The Web Administrator is intended to be a responsible, employed member of the organization. It would be in the organizations best interest that the Source Web Administrator be a person or position that does not experience a high level of turn-over, and is familiar with the stationary source(s) being assigned.

Main Responsibilities

1. Assign and maintain Stationary Source Web E-Signer(s).
2. Assign and maintain Stationary Source Web Document Editor(s).

Web E-Signer

This role has permission to create/edit/save/submit/pay online applications and reports. When the user for this role is assigned by the Organization Web Administrator or the Source Web Administrator, an Electronic Signature Validation form in PDF format, <http://www.dec.state.ak.us/air/ap/docs/validate.pdf>, will be made available for the Source Web Administrator to print and give to the user to fill out and send into DEC for identity verification. Even though a user has been assigned the role of e-signer, without the electronic signature validation form submitted and processed by DEC, the potential e-signer will not be able to submit or pay online any applications or reports.

E-Signers may be anyone, employed or under contract, by an organization or stationary source. Due to the level of responsibility, however, care should be taken on who is given this permission.

Main Responsibilities

1. Submit applications and/or reports electronically.
2. Pay for applications and/or reports electronically.

Web Document Editor

This role has permission to create/edit/save online and/or applications. A Web Document Editor is not required to submit any additional paperwork or identity verification. A Web Document Editor may be anyone, employed or under contract, by an organization or stationary source.

Main Responsibilities

1. Create and save an application.
2. Create and save a report.

Again, these roles do not have a hierarchical value. Each role has its own specific set of permissions. It is possible, and intended for one user to have multiple roles across multiple stationary sources and possibly across multiple organizations. In smaller organizations where one person would fill all the roles for online use, each role must be assigned to the individual.

Brief summary: In order for an organization create have access to use Air Online Services to create and submit permits online, one user must first be identified as an Organization Web

Administrator and submit the paperwork. Once that account has been created by DEC, the Organization Administrator must logon to Air Online Services and go to the Organization Web Administrator Home page. This is where the Organization Web Administrator may assign the following roles:

- Source Web Administrator roles
- Organization E-Signer roles either to themselves or others.
- Organization Document Editor roles either to themselves or others.

If the Organization Web Administrator wishes to have the ability to Web E-Sign or be a Web Document Editor to create and submit applications and/or reports for a stationary source, they must assign themselves as a Source Web Administrator and then return to the Organization Home page. From here the user must select the stationary source for which they are an administrator for. This will bring them to the Stationary Source Home Page where they can now select the User Administration link located under the page title (see page 15) and assign themselves the E-Sign and/or Editor roles.

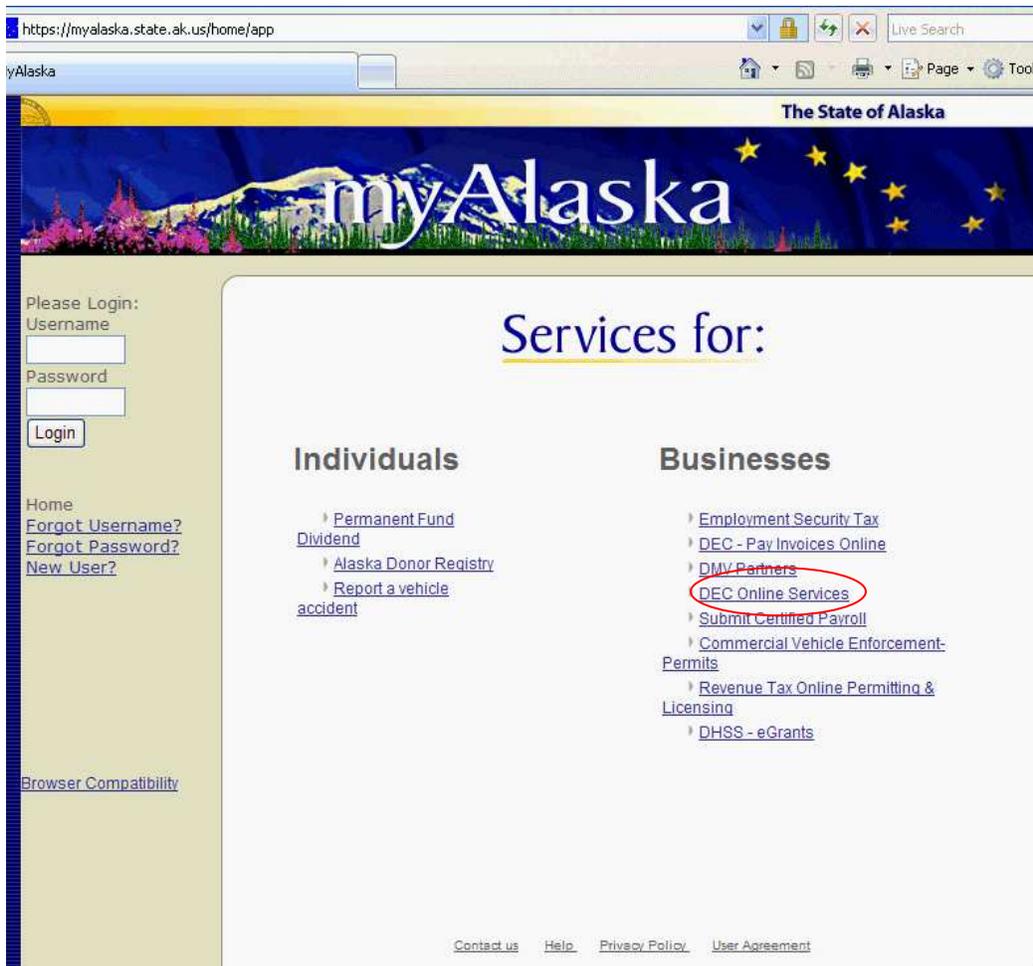
If the Organization Web Administrator wishes to have the ability to Web E-Sign or be a Web Document Editor to create, edit, and submit applications a for portable oil and gas operation permits or open burn permits, they must assign themselves as an Organization E-Signer or Organization Document Editor and then return to the Organization Home page. From here the user may create a new MG1 (portable oil and gas operation) notification or a new open burn permit (this option is not yet available) or continue editing and/or submit a saved permit.

Once the Source Web Administrator is assigned AND ACTIVE (paperwork submitted and processed) the Source Web Administrator will add any additional users and their assignments for the specific stationary sources they are assigned to. Source Web Administrators must also assign themselves roles if they wish to e-sign and pay.

Creating a myAlaska account for Air Online Services

All Air Online Services users must have a myAlaska account and be subscribed to DEC Online Services. Do not use a myAlaska account that has been created for any other purpose (for example, to apply for a Permanent Fund Dividend). To create the appropriate myAlaska account, navigate to <https://myalaska.state.ak.us>, select the 'DEC Online Services' link from the 'Businesses' column on the right side of the page (see figures below).

On the New Account page create a new account with your chosen username and password. You will also be required to submit additional information as required by myAlaska. In order to be subscribed to DEC Online Services you must agree to abide by the restrictions for using your myAlaska password as your electronic signature. As part of this agreement you must agree not to divulge your myAlaska password (you may not allow any other user to use your login information and impersonate you as an E-Signer). Each E-Signer must create their own account.



Logging into Air Online Services

Before you can log into Air Online Services:

1. You must have registered for a myAlaska account subscribed to DEC Air Online Services (see section above).
2. You must have notified your Organization Web Administrator or your Source Web Administrator of your new myAlaska Username (not your password). They must enter your username on the User Administration page (where they created you as a user and selected your role(s)) before you can proceed.
3. If you are an E-Signer **ONLY**, you must complete a copy of the Alaska Department of Environmental Conservation (ADEC) Electronic Signature Validation Form, and have it notarized (<http://www.dec.state.ak.us/air/ap/docs/validate.pdf>). Your administrator must send this document to DEC Air Quality before you can apply your electronic signature, which is your password, to any document.

To log in (see figures below):

1. Open your browser to <https://myalaska.state.ak.us/deca/air/airtoolsweb>
2. Click on 'Enter Air Online Services'.
3. Enter your myAlaska username and password and log in.
4. If this is your first time logging in to Air Online Service AND you are an E-Signer, you will be asked to verify information on your validation form.

Air Online Services - Microsoft Internet Explorer

Address: http://mytest2.state.ak.us/airtoolsWeb/

Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases **DEC Home** find

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Online Services > Air Online Services

Air Online Services

Enter Air Online Services

Restricted only to persons or organizations that have a current Air Quality Permit or Enforceable Limit. Access limited to individuals authorized by stationary source.

Quick Links...
Emission Inventory

Items currently under construction

- Minor General Permit 1 for Oil and Gas Operations
- Amendments 1 & 2 for M&I Oil and Gas Operations
- Annual Self Certification
- A basic air database query tool
- Electronic Facility Operating Reports

Items currently available for electronic submittal

- Organization Administrative pages for Stationary Source user management
- Excess Emissions Report
- Deviation Report

(Help?) Exit to Online Services

Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases **DEC Home** find

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Login

Login

You need to be logged in to access those pages.

Login with your myAlaska account:

User Name:

Password:

Login

Forgot your password?
Forgot your user name?

Please login using your myAlaska user account. (First time? See below *)

By logging into air-on-line services, the following options may be available to you. For the regulated community: apply for a permit or an enforceable action within the Minor Source Program, or electronically submit information, such as an excess emissions report.

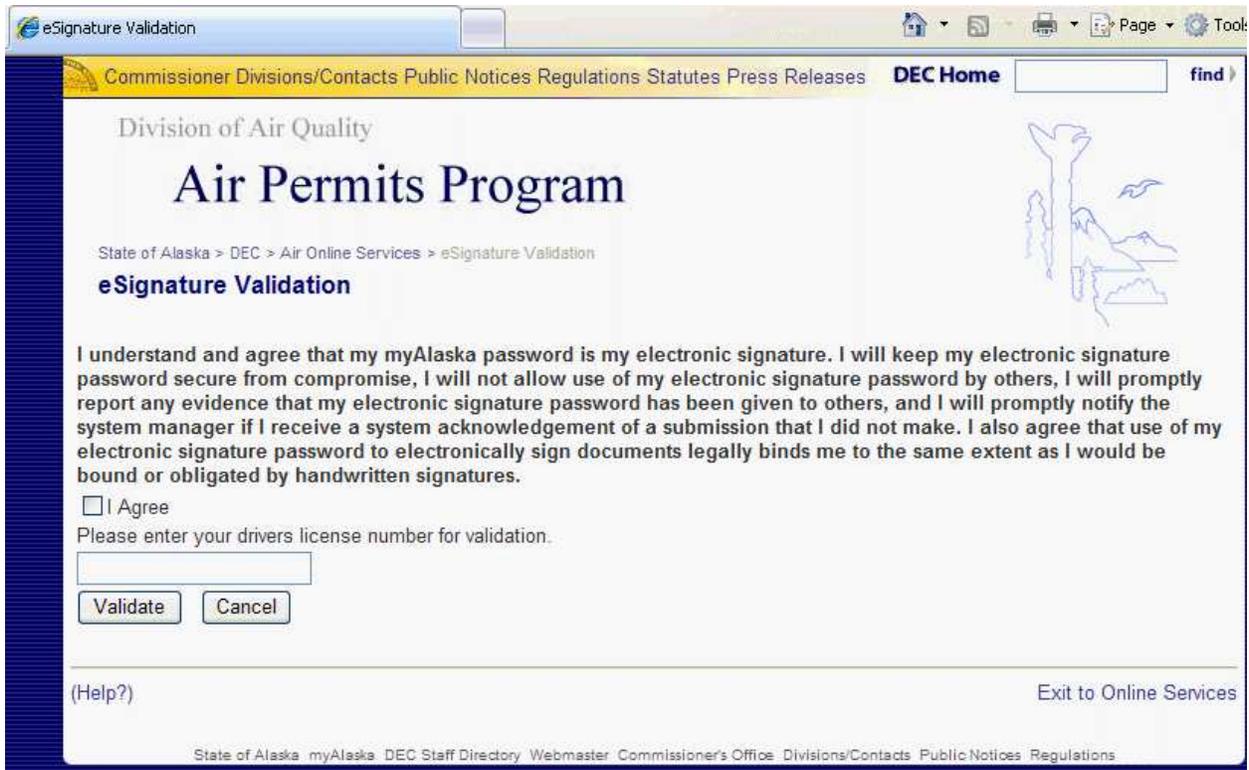
Quick Links...
DEC Online Services
Air Online Services

* If this is your first time visiting this page and you have a myAlaska account, enter your myAlaska user name and password into the fields on the left side of this page. Otherwise, please set up a user account by enrolling at myAlaska.

Please direct questions to AOSHelp.

(Help?) Exit to Online Services

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Public Notices Regulations

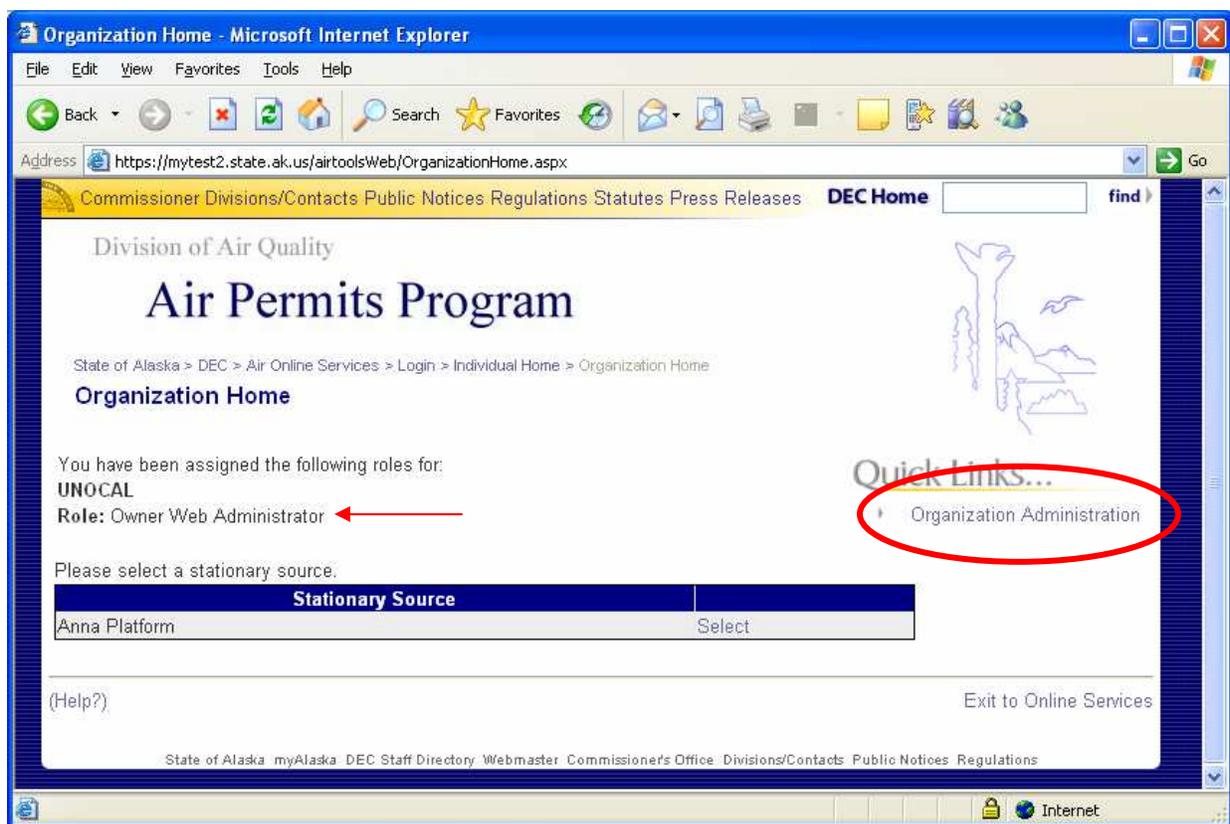


Individual Home Page

After a successful login, the user will be directed to their individual home page, where they can select from the list of organizations in which they hold a role. In most cases there will be only one organization in this list. Click on the organization for which you will be creating, editing and/or submitting a report. You will be redirected to that organization's home page.

Organization Home Page

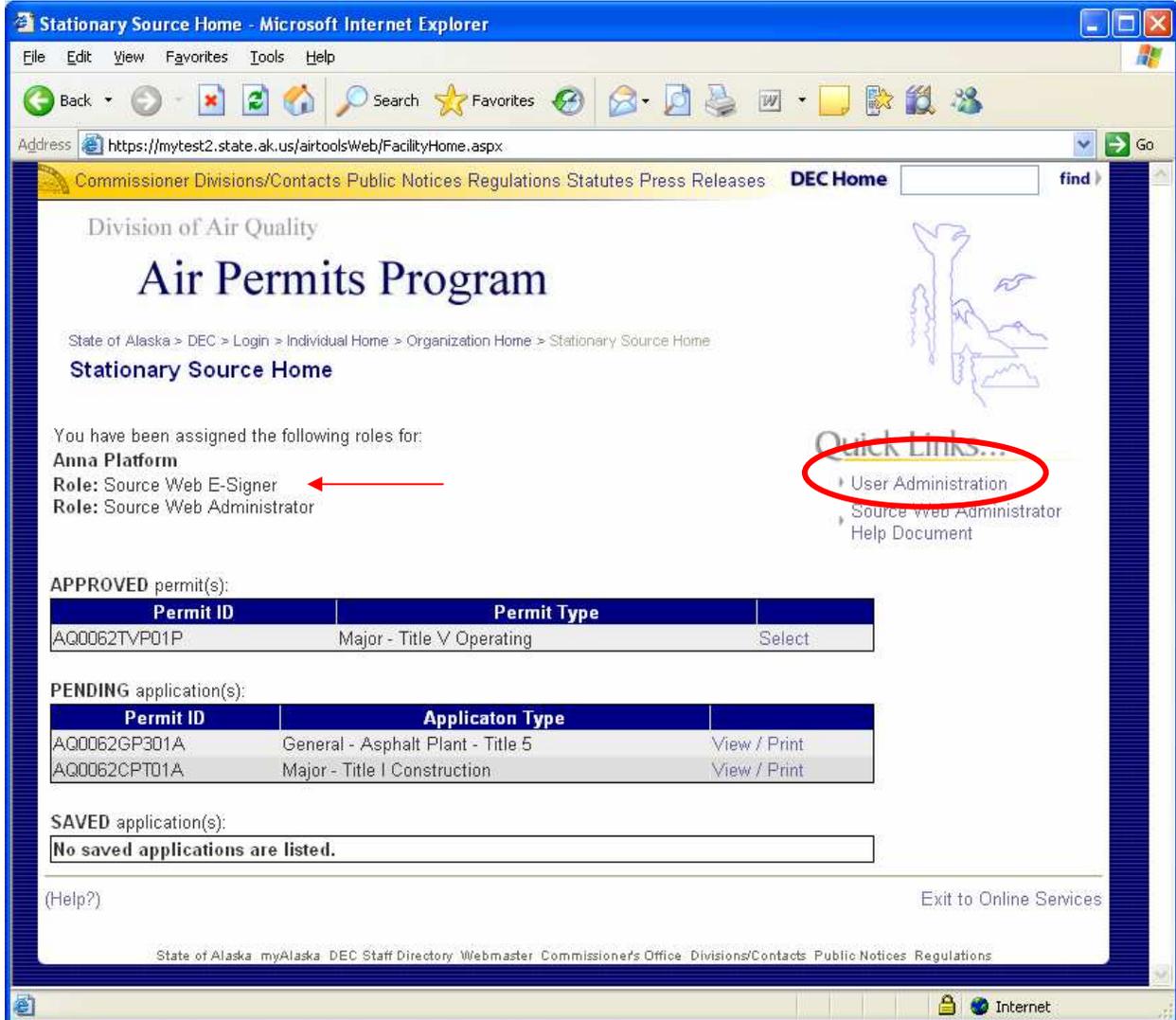
Once logged in, this is the second page a user will see after they have selected an organization.



Organization Web Administrators will see a link to the **Organization Administration** home page (circled in red). Organization Web Administrators should select this link the first time they enter the system to begin assigning Source Web Administrators.

This page will also list all of the roles the user has for the selected organization (red arrow) and also list all of the stationary sources the user has an active role for (once the roles have been assigned).

Stationary Source Home Page



On the Stationary Source Home page, Source Web Administrators will see a link to the **User Administration** page. The User Administration page is the same page layout described above for the Organization Web Administrator. Select this link to add and edit online users (E-Signers, and Document Editors).

The Stationary Source Home page will also list all the roles that have been assigned to the user for the selected stationary source (red arrow).

Viewing Signed and Submitted Documents

A web-formatted version of all permits, permit applications, and reports for your organization are available for viewing online whether or not they were submitted online.

Step 1: To view these web documents, start at the Organization Home page and select either a stationary source or a non-stationary source permit from the permits or applications grid.

State of Alaska > DUC > All Online Services > Individual Home > Organization Home

Organization Home

You have been assigned the following roles for:
UNOCAL
Role: Web E-Signer
Role: Web Document Editor
Role: Owner Web Administrator

Please select a stationary source.

Stationary Source	
Anna Platform	Select

APPROVED permit(s):

Permit ID	Permit Type	
AQ1018MG101P	Minor General - Portable Oil and Gas Unit	Select

PENDING application(s):

Quick Links...
› Organization Administration
› New MG1 Notification

Step 2: If you want to view a report or permits bound to a stationary source, select that stationary source (Step 1) and you will be directed to that stationary source’s home page. You will find all a stationary sources approved permits, the pending permit applications, and saved, but not yet submitted permit application forms, on the 3 grids on this page.

Select the permit to which the document (permit or report) is bound. If it is an approved permit, you will be directed to the permit home page, where you will have an opportunity to view or print any of the permit’s revisions or reports (See Step 3) If you select a pending application, you will see a copy of the pending application, whether or not it was submitted online.

Documents that were submitted online will display the document and data that was submitted and signed by the E-Signer. It also includes the E-Signer’s name and the date of submittal. Documents that were not submitted online will display only basic permit or report data.

Stationary Source Home

You have been assigned the following roles for:

Anna Platform

Role: Source Web Administrator

Role: Web E-Signer

Quick

- › User
- › Source
- › Help

APPROVED permit(s):

Permit ID	Permit Type	
AQ0062TVP01P	Major - Title V Operating	Select

PENDING application(s):

Permit ID	Applicaton Type	
AQ0062GP301A	General - Asphalt Plant - Title 5	View / Print
AQ0062CPT01A	Major - Title I Construction	View / Print

Step 3: The permit home page for each permit can be toggled to display grids of either approved revisions, pending revisions, saved revisions OR submitted reports or saved reports.

Step 4: Select a report (or revision) to view the report (or revision) document for this permit. Revision '0' represents the originally submitted permit.

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Air Online Services > Individual Home > Organization Home > Stationary Source Home > Permit Home



Permit Home

Permit ID:	AQ0062TVP01P
Permit Type:	Major - Title V Operating
Permit Status:	Active
Effective Date:	7/1/2003
Expire Date:	6/30/2008

Quick Links...

[New Report](#)

3 [View Revisions / Amendments: Approved\(3\), Pending\(0\), Saved\(0\)](#)

SUBMITTED report(s):

Received Date	Report Type	View / Print
7/25/2007 2:39:38 PM	Excess Emissions	View / Print
7/23/2007 11:29:04 AM	Permit Deviation	View / Print
7/23/2007 11:26:22 AM	Excess Emissions	View / Print
7/23/2007 9:40:53 AM	Permit Deviation	View / Print
6/26/2007 1:18:46 PM	Excess Emissions	View / Print
5/2/2007 10:09:41 AM	Permit Deviation	View / Print
5/2/2007 9:49:49 AM	Permit Deviation	View / Print
4/24/2007 1:00:51 PM	Permit Deviation	View / Print
1/5/2007 12:30:06 PM	Permit Deviation	View / Print
12/12/2006 4:01:20 PM	Excess Emissions	View / Print

1 2 3 4

SAVED report(s):

Last Save Date	Report Type	View / Edit	Delete
7/26/2007 7:14:17 AM	Permit Deviation	View / Edit	Delete

[\(Help?\)](#)

[Exit to Online Services](#)

* Please print this page and keep a copy for your records.

*** UNOFFICIAL COPY ***

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Excess Emissions

Organization: UNOCAL
Stationary Source: Anna Platform
Permit ID: AQ0062TVP01P
Discovery Date: 7/20/2007 12:00:00 AM

(a) Exceedance was: Intermittent

(b) Excess Emission Events:

Start Date	End Date	Duration
7/18/2007 12:00:00 AM	7/19/2007 12:00:00 AM	24
Total (hrs):		24

(c) Cause of event: Bad Fuel/Coal/Gas
No description of event noted.

(d) Type of Incident: Control Equipment Down

(e) Emission Limit(s) Exceeded:

Condition	Emissions Value	Limit	Observation
24	343	No specific limit.	Inferred

(f) Emission Units Involved:

Unit Id	Description
03	Pump Drive (Bingham #1) - NG
05	Generator Drive (AC #2) - NG/Diesel

(g) Corrective Actions:
No corrective actions noted.

(h) Unavoidable Emissions:
Do you intend to assert that these excess emissions were unavoidable? Yes

Do you intend to assert the affirmative defense of 18 AAC 50.235(b)? Yes

Attachments:
No attachments are listed.

Report submitted on: 7/25/2007 2:39:38 PM
By: Jackie Shoaf

Creating, Editing and Saving New Documents

If you are an E-Signer or a Document Editor you will be creating, editing and saving permit applications and reports using Air Online Services. At the present time, the reports and permits that may be created, edited, saved, and submitted (E-Signers only) and the user role(s) required are:

1. MG1 Notification, for portable oil and gas operations (Organization level E-Signer/Document Editor)
2. Amendment 1 (revision) to an MG1 Notification (Organization level E-Signer/Document Editor)
3. Amendment 2 (revision) to an MG1 Notification (Organization level E-Signer/Document Editor)
4. Excess Emissions report (Stationary Source E-Signer/Document Editor)
5. Permit Deviation report (Stationary Source E-Signer/Document Editor)

If you are an Organization level E-Signer or Document Editor:

1. The link to the online MG1 Notification form will appear under the Quick Links section of the Organization Home Page (see the figure on page 12).
2. The link to the online Amendment 1 and Amendment 2 to an MG1 Notification will appear under the Quick Links section of the Permit Home page for an MG1 (non-stationary source specific) permit selected from the Organization Home Page.
3. Click on one of these links and you will open a new application form which you can fill out and either submit (if you are an E-Signer) or save online partially filled out (if you are a Document Editor or you don't have all the information to finish before submitting).

If you are a Stationary Source E-Signer or Document Editor:

1. The New Report link will appear under the Quick Links section of the Permit Home Page for creating, editing and saving a new Excess Emissions or Permit Deviation report (see the figure on page 14).
2. Click on the link and you will be able to select the online form for the report type you wish to create. As with all the online forms, you can fill out and either submit (if you are an E-Signer) or save online partially filled out (if you are a Document Editor or you don't have all the information to finish before submitting).

When a partially filled-out form is saved it is not considered submitted. However, you can come back to edit and complete the form at any time in the future. Incomplete saved reports and permits are located in the 'Saved Reports' or 'Saved Applications' grid on either the Organization Home Page (for non-stationary source specific permits) or the Stationary Source Home Page (for stationary source specific permits and reports).

Air Permits Program

State of Alaska > DEC > Air Online Services > Individual Home > Organization Home

Organization Home

You have been assigned the following roles for:

UNOCAL

Role: Owner Web Administrator

Role: Web E-Signer

Role: Web Document Editor

Quick

Org

Nei

Please select a stationary source.

Stationary Source	
Baker Platform	Select
Anna Platform	Select

APPROVED permit(s):

Permit ID	Permit Type	
AQ1018MG101P	Minor General - Portable Oil and Gas Unit	Select

PENDING application(s):

Permit ID	Applicaton Type	
AQ1018OBR01A	Open Burn Request	View / Print

SAVED application(s):

Last Save Date	Applicaton Type			
8/8/2007	Minor General - Portable Oil and Gas Unit	View / Edit	Delete	
8/10/2007	Minor General - Portable Oil and Gas Unit	View / Edit	Delete	
7/26/2007	Minor General - Portable Oil and Gas Unit	View / Edit	Delete	

Saved non-source specific Permit Applications

Air Permits Program

State of Alaska > DEC > Air Online Services > Individual Home > Organization Home > Stationary Source Home > Permit Home

Permit Home

Permit ID:	AQ0062TVP01P
Permit Type:	Major - Title V Operating
Permit Status:	Active
Effective Date	7/1/2003
Expire Date:	6/30/2008

Quick

View Revisions / Amendments: Approved(3), Pending(0), Saved(0)

SUBMITTED report(s):

Received Date	Report Type	
7/25/2007 2:39:38 PM	Excess Emissions	View / Print
7/23/2007 11:29:04 AM	Permit Deviation	View / Print
7/23/2007 11:26:22 AM	Excess Emissions	View / Print
7/23/2007 9:40:53 AM	Permit Deviation	View / Print
6/26/2007 1:18:46 PM	Excess Emissions	View / Print
5/2/2007 10:09:41 AM	Permit Deviation	View / Print
5/2/2007 9:49:49 AM	Permit Deviation	View / Print
4/24/2007 1:00:51 PM	Permit Deviation	View / Print
1/5/2007 12:30:06 PM	Permit Deviation	View / Print
12/12/2006 4:01:20 PM	Excess Emissions	View / Print

1 2 3 4

SAVED report(s):

Last Save Date	Report Type		
7/26/2007 7:14:17 AM	Permit Deviation	View / Edit	Delete

Saved Reports

Submitting a Completed Permit or Report

If you have an E-Signer role, you may submit your permit application or report online. At the bottom of every form is the 'Save, Print, Submit' section shown below (if you are a Document Editor you will not see the 'Submit' button).

Save, Submit, Review or Print (Available options depend on user's credentials)

Select **Save** to save all of the information entered. Select **Print to Review** to view or print an unofficial copy of this document.

Select **Print Document** to print an official copy of this document to physically sign and mail to the department. All information entered will be saved within the department's database for retrieval and expedited processing.

To submit this document electronically, please complete the items below.
Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document are true, accurate and complete.

I certify that the above statement is correct.
 I can not certify that the above statement is correct.

[\(Help?\)](#) [Exit to Online Services](#)

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Public Notices Regulations

The 'Save' Button:

You may save the data in a partially completed form in almost any state by clicking on the 'Save' button. If there are any items in the report or application that must be first be corrected or there is a problem in saving the document you will see an error message. Otherwise you will see the words 'Document Saved' printed below the save button. To resume editing at a later time, go back to the 'Saved Reports' or 'Saved Applications' grid on the appropriate page and select the document based on the value on in the 'Last Saved Date' column to resume editing the form.

The Print to Review Button:

You may print out a printable, but not submit-able, copy of a partially completed form by clicking on the 'Print to Review' button at almost anytime during the edit process.

The 'Submit' Button:

If you are an E-Signer, in addition to the buttons mentioned above, there will also be a 'Submit' button at the bottom of the form. This will allow you to pay for (if there is a fee) and submit a completed, validated application or report directly from the form. You must assert that the information that is in the form is correct before the form will be validated. When you click on the 'Submit' button, Air Online Services will check for the correct format and acceptable value ranges for all data input and make sure that all the appropriate assertions have been checked. If there are one or more validation errors on the form, there will be an error message, and the user will need to scroll to the red error messages in the form and correct the input data as described. When the errors have been corrected, the user must click on the 'Submit' button again to proceed.

When your data input is completely validated, a signable form will load and the focus will be on the input box for your **electronic signature** (your myAlaska password).

Before you sign, you should check all the data to be sure that everything you wanted to submit is contained as you intended, on the form. Read all of the assertions and be sure that you agree. **If you want to change anything on the form**, click on the 'Cancel' button. The saved application or report will be available for editing in the 'Saved Applications' or 'Saved Reports' grid on the Permit Home or Organization Home page.

If you are happy with the signable form, go back to the input box for your signature, sign the form with your myAlaska password and **explicitly** click on the 'Submit' button.

* Please print this page and keep a copy for your records.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Amendment 1 To MG1 Notification of Intent to Operate

Permit Number: AQ1004MG107P

Organization:	BP Exploration (Alaska) Inc
Prospect:	New Prospect
Date of Initial Notification:	8/15/2007 11:08:02 AM
Drilling Rig (Amended):	Drill Rig A

Revision* last saved on:8/21/2007 8:45:47 AM . *This revision has not yet been submitted.
By: Jackie Shoaf

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document are true, accurate and complete.

Please enter your myAlaska password here, which is your electronic signature attesting to the above certification, and then select the **Submit** button to continue.

Password:

If there is a fee to pay, you will be directed to the DEC Online Payment Center where you may pay for the application by credit card or electronic funds transfer. **If the fee is not paid at this time**, you will not be able to complete the transaction online (your document will still be saved, however). Alternatively, if you wish to print out a copy of the completed form and mail it in with a signature and payment, 1) exit the signable form by clicking the 'Cancel' button, 2) select the saved document on the Permit Home or Organization Home page, and 3) reopen the editable form. Click on the 'Print Document' button on the form (described in the section below, '**The Print Document Button**'). You can then mail the wet-ink signed, completed document to DEC with the payment instead of paying online. Your application or report cannot be considered 'submitted' without payment.

The Print Document Button:

If you would rather print out a submit-able copy of a COMPLETED form for submittal by mail (you might want to do this if you are a Document Editor but not an E-Signer), click on the 'Print

Document' button. A complete, validated document will appear in a pop-up window and will contain a signature block at the bottom. This form can be printed and mailed in by the an organization representative at a later time. The form is saved as if the 'Save' Button had been clicked. If the printable document is signed and processed by DEC, then the report or application will be moved to the 'Approved Permits' or 'Approved Reports' grid on the appropriate page. If not, it will stay in the 'Saved Reports' or 'Saved Applications' grid.

* Please print this page and keep a copy for your records.

DEPARTMENT OF ENVIRONMENTAL CONSERVATION

Permit Deviation

Organization: UNOCAL
 Stationary Source: Anna Platform
 Permit ID: AQ0082TVP01P
 Discovery Date: 10/2/2008 10:00:00 AM

(a) Permit Deviation Type: General Source Test/Monitoring Requirements

(b) Deviation Events:

Start Date	End Date	Duration
10/1/2008 10:00:00 AM	10/1/2008 11:11:00 AM	1.18
Total (hrs):		1.18

(c) Deviation From: Deviation from COBC, CO, or Settlement Agreement

Condition	Limit
03	[Bituminous/Subbituminous Coal] 40000 Pounds/Hour

(f) Emission Units Involved:

Unit Id	Description
01	this is my emission unit!
02	Generator Drive (AC #3) - NG

(e) Description of Potential Deviation:
 Cause notes. Cause notes.

(f) Corrective Actions:
 Corrective actions notes. Corrective actions notes. Corrective actions notes. Corrective actions notes.

Attachments:

Description	File Extension
Cause of Event	.TXT
Corrective Actions	.TXT

Report last saved on: 3/26/2007 9:26:26 AM
 By: Jackie Shoaf

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document are true, accurate and complete.

REQUIRED SIGNATURE
 YOUR SIGNATURE: _____
 PRINTED NAME: _____
 DATE SIGNED: _____

Because this will be a completed document, all user input will be validated by Air Online Services for the correct format and acceptable value ranges before the printable form is created. Air Online Services will also check to make sure that all the appropriate assertions have been checked. If there are one or more validation errors on the form, there will be an error message,

and the user will need to scroll to the red error messages in the form and correct the input data as described.

DEC Online Payment Center

If your permit application or report submission includes a fee, you will be directed to the DEC Online Payment Center after you have electronically signed the document (see the section ‘**The Submit Button**’ above). In order to pay online you will need to be able either to use your organization’s credit card account or make an electronic funds transfer from your organization’s bank account. Follow the instructions at the site to make your payment. Check the invoice for any errors before you continue and complete your payment. If there are any errors, please report them to DEC.

Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases **DEC Home** find

Department of Environmental Conservation

Online Payment Services

State of Alaska > DEC > Online Services > Online Payment Center > Choose Payment Method

Please select your method of payment.

Use a credit card to make a payment.

Transfer funds electronically from your bank account.

[\(help?\)](#) [Exit](#)

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Press Releases Public Notices Regulations

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Department of Environmental Conservation

Online Payment Services

State of Alaska > DEC > Online Services > Online Payment Center > Make Payment

Make Payment

The items you have selected to pay for are listed below. Enter your billing information and select "Make Payment." You will be directed to a confirmation page before the payment is processed. Late fees are not currently displayed in the Online Payment Center. To pay a late fee, consult your invoice/statement and enter the total amount in the 'To Pay' field.

Item Description	Invoice No.	Due	To Pay
AQ1004MG108P-Rev:822104	AIR	\$743.00	\$743.00
Total:			\$743.00

Billing Information

Credit Card Type:

Credit Card No.: Exp. Date: /

Name on Card: CVV Code

Check number of items and amount.

After you have completed the payment process at OPC, you are automatically redirected back to the Payment and eSign Confirmation page.

The screenshot shows a web browser window with the title "Payment and eSign Confirmation". The browser's address bar shows "Home", "Feeds (J)", "Print", "Page", "Tools", and "Help". The website header includes "Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases DEC Home" and a search box with the text "find". The main content area is titled "Division of Air Quality" and "Air Permits Program". Below this, a breadcrumb trail reads: "State of Alaska > DEC > Login > Individual Home > Organization Home > Permit Home > Amendment 2 to MG1 Notification of Intent to Operate > Payment and eSign Confirmation". The page title is "Payment and eSign Confirmation". A message states: "Your application has been electronically signed and paid for. Thank you for using Air Online Services." Below this, it says: "The following number has been assigned to your permit revision: AQ1004MG107P Rev. 2. This number will appear on your invoices. Please use this number when referencing any items associated with this permit revision." A red arrow points to the text "Permit Home Page". A black box with white text says "Return to Permit Home to view the submitted application". At the bottom, there is a "(Help?)" link and a "to Online Services" link. The footer contains: "State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Public Notices Regulations".

Email Confirmation

If you are an E-Signer and have successfully concluded your submission, you will also receive an automated email from DEC Air Quality (from email address "airtools_noreply@alaska.gov") which confirms your submission.

The screenshot shows an email interface with the following content:

Cc:
Subject: TEST - Alaska DEC E-Signature Receipt - TEST

Thank you for your online document submittal to the State of Alaska's Department of Environmental Conservation.

Permit ID: AQ1004MG107P

Revision #: 2
Date Received: 8/21/2007 10:22:50 AM
Permit Type: Minor General - Portable Oil and Gas Unit

Please contact [AOSHelp](#) if you have any questions.

This is an automated message - please do not reply to this email.