

# Submitting Compliance Deliverables in EDMS

## What is EDMS?

Alaska DEC’s Environmental Data Management System (EDMS) and Customer Service Portal is an online data management system designed to improve communication, enable sharing of information, and increase the ease and accessibility of business conducted between Alaska DEC Division of Water (DOW) and the public. EDMS can be accessed by both DEC agency staff, external partners, the public, and the regulated community to create and manage applications, submissions, reports, inspections, and other compliance activities.

DEC compliance and enforcement staff have entered associated compliance action deliverables into EDMS. Registered Users can directly address the deliverables via Schedules in EDMS.

## How to submit Materials

Users can submit deliverables via Schedules, which can be accessed by three different methods to provide submissions to DEC: **the Dashboard, the Submissions** page, **and the Start a New Form** page. Each method of providing submissions is outlined below with associated screenshots for reference.

1. **The Dashboard:** The Site Dashboard displays information of significant interest such as submissions, expiring permits, and fees. Use the following steps to submit deliverables from the Dashboard:
  1. Log into your EDMS account
  2. Select Dashboard on the left-hand menu
  3. Refer to the right side of the screen for Upcoming deliverables (*Figure 1*)
    - a. Users can also filter deliverables based on status at the top of the page and view high priority deliverables
  4. Click the “Begin” button to start a submission for that deliverable
    - a. Deliverables that are due farther in the future and are not yet open for submissions will be faded and labeled as “Not Available”
  5. Click the “Choose File” button to navigate to the file you wish to upload (*Figure 2*)
    - a. Comments can be added prior to submission
  6. Select Review Prior to Certify and Submit your submission
  7. You have now completed the submission process for that deliverable. Continue for other deliverables as needed

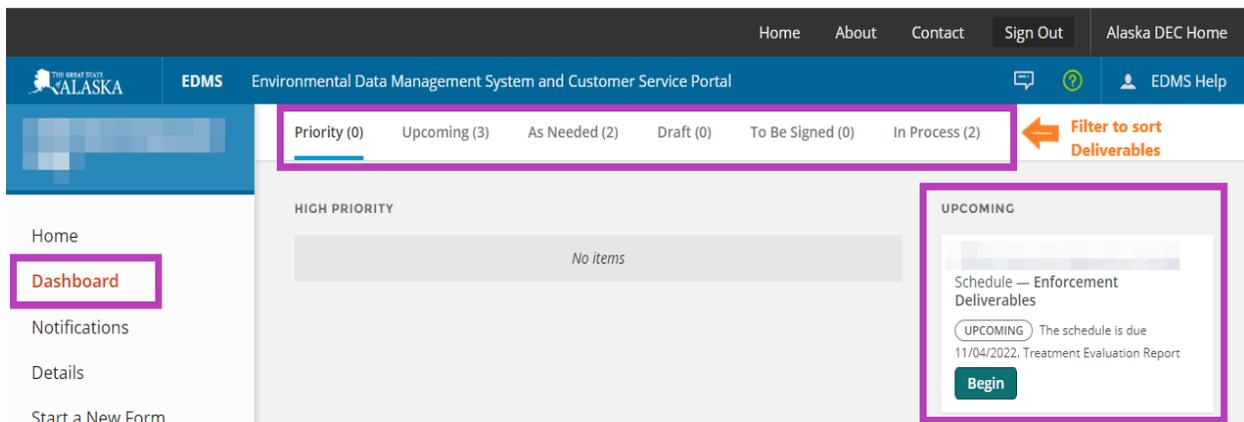


Figure 1- Dashboard View

Figure 2- Process to upload attachment(s), Review, Certify & Submit to DEC

## 2. Start a New Form Page:

1. Log into your EDMS account
2. Navigate to the Start a New Form page on the left-hand menu
3. Select “I have a reporting obligation to fulfill” (Figure 3)
4. On the Reporting Forms page, identify the deliverable you wish to address (Figure 4)
5. Click “Begin” to start the form
6. Click the “Choose File” button to navigate to the file you wish to upload (Figure 2)
  - a. Comments can be added prior to submission
7. Select Review Prior to Certify and Submit your submission
8. You have now completed the submission process for that deliverable. Continue for other deliverables as needed

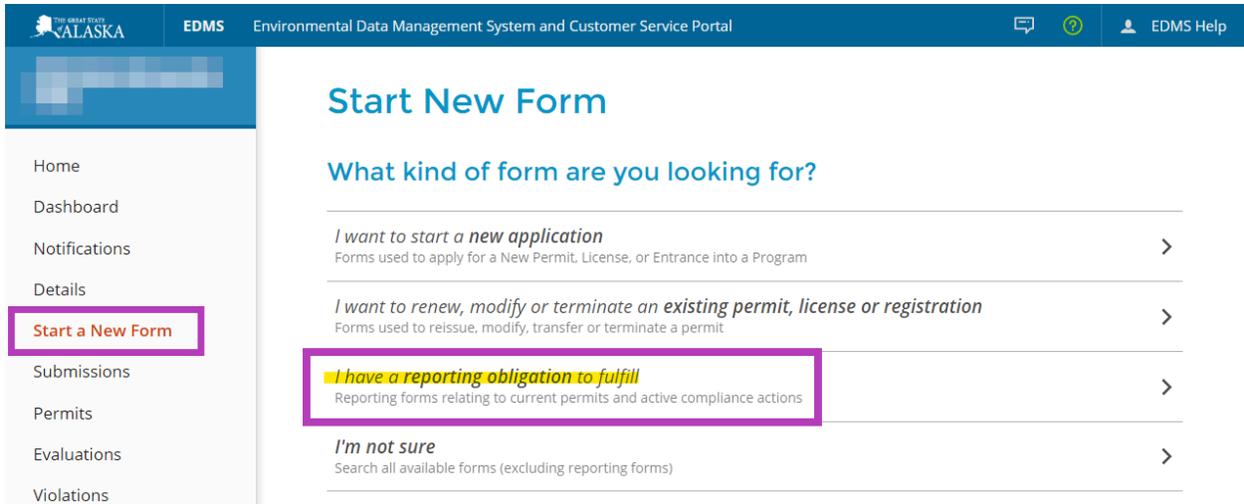


Figure 3- Start a New Form Page

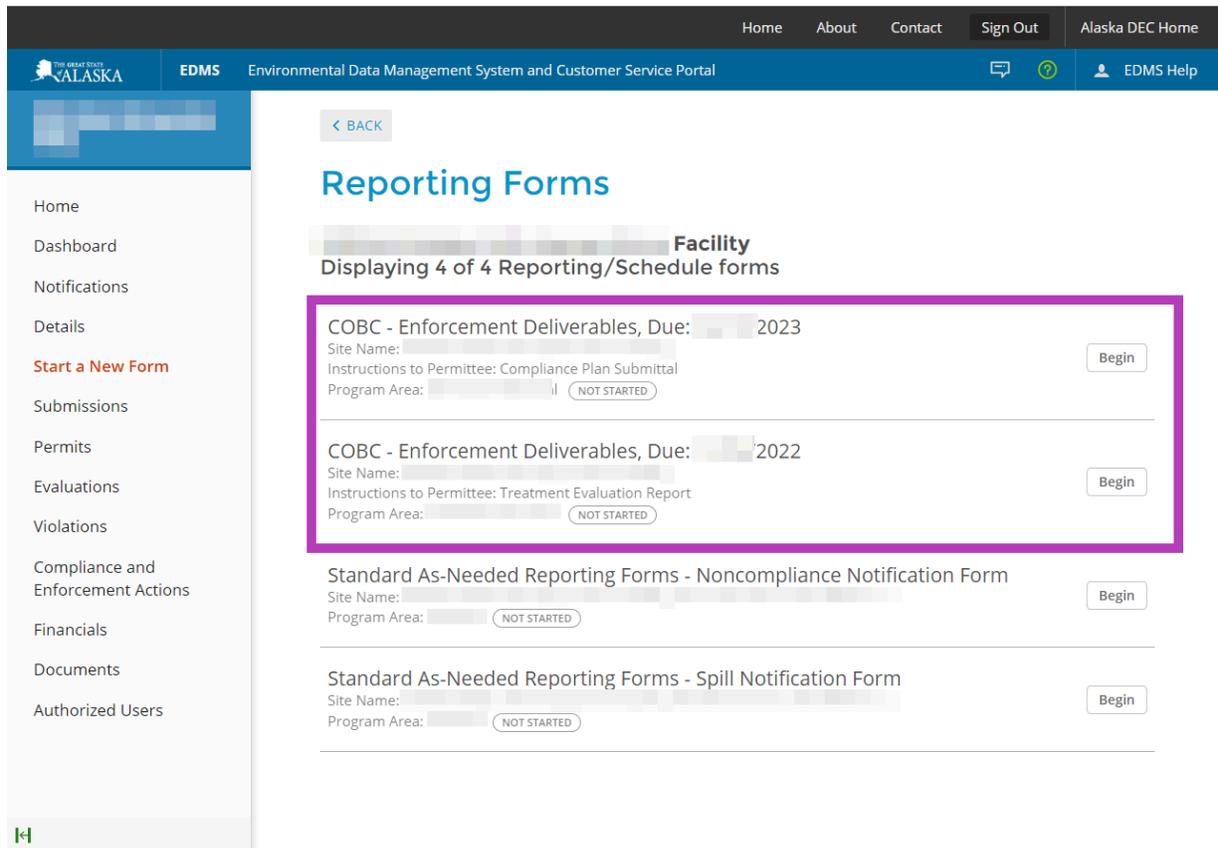


Figure 4- Listed Deliverables under the Reporting Forms Page

### 3. Submissions Page:

The **Submissions** page provides a view of all deliverables via schedules that have been entered by DEC. Each row on the page is an individual deliverable. The page provides additional information pertaining to each deliverable such as form name, form type, who created the form, the date the form was received in EDMS, due date, DEC contact information for any questions you may have, instructions, and deliverable status. Users can filter schedules based on status at the top of the page (Figure 5). Use the following steps to submit deliverables from the Submissions page:

**TIP:** When making submissions to DEC please refer to the provided instructions within the schedule to see what documents and information DEC requires, and how DEC is requesting the materials be submitted. This streamlines the review process.

1. Log into your EDMS account
2. Select Submissions on the left-hand menu
3. Navigate to the schedule you wish to provide a submission (Figure 5)
4. Click the “Begin” button at the right side of the screen
5. Click the “Choose File” button to navigate to the file you wish to submit (Figure 2)
  - a. Comments can be added prior to submission
6. Select Review Prior to Certify and Submit your submission
7. You have now completed the process for that deliverable and the status will be updated to “In Process”
8. Continue for other schedules as needed

The screenshot shows the EDMS Submissions page. At the top, there is a navigation bar with links for Home, About, Contact, Sign Out, and Alaska DEC Home. Below this is the EDMS logo and the text "Environmental Data Management System and Customer Service Portal". The main content area is titled "Submissions" and features a filter bar with buttons for "All Active (8)", "Not Started (6)", "Received (1)", "In Process (1)", and "Completed (5)". An orange arrow points to the "Filter to sort Schedules" link. Below the filter bar is a table with columns for Form Name, Form Type, Created By, Received Date, Due Date, Submission Reference Number, and Agency Contact. The table lists several schedules, including "v1.1 - Spill Notification Form", "Permit Change - Facilities Authorization - Reissuance", "Application - Conversion - Submission", and "v1.1 - Noncompliance Notification Form". The "Enforcement Deliverables" row is highlighted with a purple box. A sidebar menu on the left contains links for Home, Dashboard, Notifications, Details, Start a New Form, Submissions (highlighted with a purple box), Permits, Evaluations, Violations, Compliance and Enforcement Actions, Financials, Documents, and Authorized Users.

Form Name	Form Type	Created By	Received Date	Due Date	Submission Reference Number	Agency Contact
v1.1 - Spill Notification Form	Schedule (As Needed)					
Permit Change - Facilities Authorization - Reissuance	Permit Change		2022			
Application - Conversion - Submission	Application	dbDataConversion	2020			
v1.1 - Noncompliance Notification Form	Schedule (As Needed)					
Enforcement Deliverables	Schedule		2022			Smodey, Melinda J (DEC) melinda.smodey@alaska.gov (907) 269-7580

Figure 5- List of Schedules on Submissions Page

## Revising Submissions

Registered users can revise submissions at any time. However, the submittal will be temporarily locked if the submittal is actively open by an individual. For example, if DEC staff is reviewing the associated document, the registered user will be unable to submit a revision until the document has been closed. A notification will be sent to assigned DEC staff alerting them when a submission has been revised. Complete the following steps to revise a deliverable submission in EDMS:

1. Log into your EDMS account
2. Navigate to the associated schedule via any of the three methods listed above
3. Open the schedule you wish to revise
4. Select Begin a New Revision
5. Make edits as needed and submit the new, revised version.

## Next Steps

DEC staff will review submitted deliverables and follow up with you via email or directly in EDMS regarding the status of your deliverables. Deliverables will receive an updated status in EDMS including but not limited to Acknowledged, Approved, Withdrawn, and Not Approved. Registered users can view updates by navigating to the Notifications page on the left-hand menu (*Figure 6*). Notifications will populate on the page once DEC staff have provided an update for the deliverable. Email notifications are sent to the address associated with the EDMS account of the individual that made the submission. If the user wishes to no longer receive email notifications and only receive notifications within EDMS, they can update their Notification Delivery Preference in their user profile (*Figure 7*).

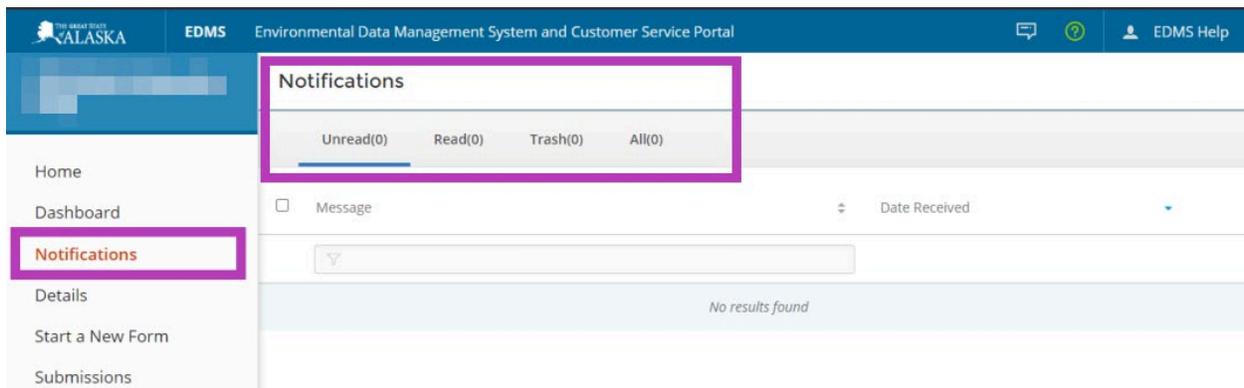


Figure 6- Notifications Page

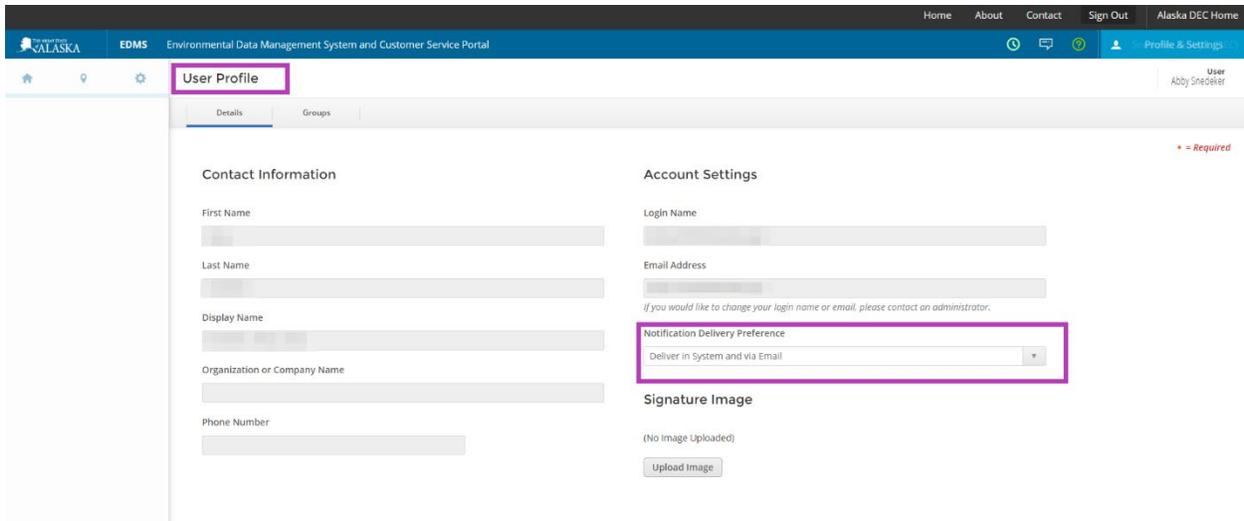


Figure 7- Notification Delivery Settings on User Profile Page

## EDMS Disclosure

Currently all submissions made by registered users via EDMS are defaulted to be publicly viewable. However, users can make requests to DEC staff that their submissions be set to internal view.