

Online Open Burn Application Instructions

Resource Management and Land Clearing

March 2015

DEC has established an online option for obtaining air quality open burn approvals and submitting post burn reports through the Permittee Portal. Additional features for the system are planned, including reminders of required actions and notifications when staff have acted on an application. Using the online application option reduces DEC staff time needed to process open burn permits, and we hope this system streamlines the process for applicants, as well.



**Alaska
Department of
Environmental
Conservation**

**Division of Air
Quality**

Before you can apply for a permit online, you must establish an organization account and delegate authority and responsibility to individuals in your organization. These instructions begin with the steps to set up online accounts, followed by the steps to submit your open burn application online. At the end, instructions for submitting 24-hour notifications and post burn reports are included.

Roles

There are four roles assigned within the online permitting system:

- Organization Web Administrator
- Source Web Administrator – not used for open burns
- Document Editor
- E-signer

The specific responsibilities and positions for each role are outlined in the table below. One person can fill multiple roles.

myAlaska Accounts

Individuals fulfilling any of the roles listed above must have a myAlaska account. The state prefers that individuals have only one account that is used for both personal (e.g., PFD application) and business uses. DEC's Permittee Portal uses your myAlaska accounts to verify your identity, but does not access any personal information from your account.

E-Signer Verification

All e-signers must complete an e-Signer form and return to it DEC. The first time you log on after you registered with DEC as an e-Signer, you must validate your driver's license number and complete five security questions. Your driver's license number is only used to validate your identity once; the security questions will be used to verify your identity anytime you sign an application.

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Online Permitting System Roles

Role	Key Responsibilities	Permissions
Organization Web Administrator	First account established for an organization. Delegates administrative duties. Assigns Document Editors for creating and editing applications. Assigns e-Signers for creating, editing, and submitting applications.	May create and save any report, application, or document required for any permit or approval in the system.
Source Web Administrator	This role is not used for organizations only requesting open burn permits.	
Document Editor		May create and save any report, application, or document required for any permit or approval.
E-signer	Required to keep credentials confidential.	May create and save any report, and sign any application or document required for any permit or approval. May request an electronic submittal be 'deleted' – returned to an unofficial copy for updating or deleting within 30-days of a submittal if an error is found.

Establishing an Organization Online Account

Before applying for a permit through the online system, you organization must select an Organization Web Administrator who will establish the organizational account and delegate roles to users.

1. Fill out and return the **Organization Web Administrator Request Form**. If the OWA will also be an e-Signer for burn applications, you can submit your e-Signer form at the same time. Once DEC receives your OWA form, we will establish your online account and let you know that it's active. Both documents are available in the middle box at: <http://dec.alaska.gov/Applications/Air/airtoolsweb/AosHelp>.
2. Access your account via the **Permittee Portal**:
 - a. From DEC's Air Quality home page, click on the Online Services Homepage link, then select Permittee Portal.
 - b. Sign in using your myAlaska info.

3. Assign people as Document Editors and e-Signers. You can add additional people at any time, and change roles as needed.
 - a. On the right hand side, click on **User Admin**.
 - b. If the person you want to assign a role to is not already associated with your organization, you will first need to add them.
 - i. In order to add someone, you will need to know their myAlaska user name (just the user name, not their password).
 - ii. At the top of the table, click on **Create New User**.
 - iii. Fill in the fields and click on **Save**.
 1. For open burn approvals, you will only assign Document Editors and e-Signers.
 - iv. The next page will show a match with the myAlaska user name. Select the user.
 - c. To assign someone a role, click User Admin, then select the user's name from the list
 - i. Select the **Role Type** (see table for explanations), and select the **Organization**. (Stationary sources are not used for open burn applications.)
 - ii. You can set an **Expiration Date** for a user if you want. You can also **Expire a Role** from this page.
 - iii. Be sure to click **Save** at the bottom of the page.
 - d. If you, the OWA, will be a document signer, you will need to assign this role to yourself through this process.
 - e. Anytime you add someone as an e-Signer, you will get a pop up window letting you know that they need to sign the e-Signer form. The pop up window will include a link to the e-Signer form. An e-Signer must complete and return the signature form to DEC before being able to sign documents.

Applying for an Open Burn Permit Online

1. Log in to the **Permittee Portal** with your **myAlaska user name and password**.
2. **Select the organization** you wish to apply for an approval for. You will most likely only have one choice.
3. In the right hand column, select **Approval Applications**.
4. From the list, **select the type of approval you need**.
 - a. Land managers typically need **Controlled Burning for Resource Management** approvals. Or, if your approval has expired and you wish to renew it, select the **renewal** option.

5. Complete the online application form. This requires the same information you would provide in a paper application. Remember to save your work as you go. The **Save** button is at the bottom of the page.
 - a. **Permit Contacts** section – the four contact roles (Emergency Contact, Fire Manager, Land Owner, and Responsible Official) must be assigned. One individual can fulfill multiple roles.
 - b. Contacts do not need a myAlaska account to be listed.
 - c. To add a new contact
 - i. Click on **Create New Contact**.
 - ii. Fill in the individual's information. Click on **Save and Return**.
 - d. Assign the role
 - i. **Select the individual** from the drop down menu.
 - ii. Click on **Add Contact From List**.
 - iii. **Select the role type** for the individual.
 - iv. If you later need to edit the individual's information, you can do so through the **Edit** button.
6. A map is required for all open burn applications. The upload function is near the bottom of the application.
7. **Save** your application to keep your work.
8. **Print Draft** allows you to print the document without the signature panel. You must have all fields completed to print a draft. If any fields are missing information, you will receive an error message and the field will be highlighted in red.
9. **Print Document** prints a copy of the application with the signature panel. You must have all fields completed to print the document. If any fields are missing information, you will receive an error message and the field will be highlighted in red.
10. To invite another user to review or sign the application, click on the yellow **Invitations** bar at the right side of the bottom of the application, across from Save and Print. Put in the recipient's email and write a comment if needed. Clicking on **Share Application URL** automatically send them an email.
11. To sign and submit the application to DEC, click on the **Submit Permit Application Electronically**. The button will only appear if you are an authorized e-Signer. DEC staff will be notified when you have submitted an application.
 - a. You will be given a chance to review the full application. After you have signed the document, you will also receive an email receipt.
 - b. Read and check the **Certification** box. Click on **e-sign Document**.
 - c. Verify your identification by entering your password and answering the security question. Click on **Sign and Submit**.
 - d. Select your payment method: credit card or checking/savings account. completed the required information and submit.

Submitting a 24-Hour Notification Online

1. Log into the **Permittee Portal**.
2. Select your **Organization**.
3. Select the **Burn Approval** you are providing notification on (click on the ID number).
4. On the right hand side of the page, select **New Report**.
5. Select **24-Hour Notification**.
6. Fill in the form.
7. Save your work as you go – **Save** button is at the bottom of the page.
8. When the notification is complete, click on **Submit Report Electronically**. This option will only appear if you are a designated e-Signer. You will receive an email confirmation.

Submitting a Post-Burn Report

1. Log into the **Permittee Portal**.
2. Select your **Organization**.
3. Select the **Burn Approval** you are providing notification on (click on the ID number).
4. On the right hand side of the page, select **New Report**.
5. Select **Post Burn**.
6. Fill in the form.
7. Save your work as you go – **Save** button is at the bottom of the page.
8. When the notification is complete, click on **Submit Report Electronically**. This option will only appear if you are a designated e-Signer. You will receive an email confirmation.

If you have any questions, please contact DEC.

- Staff assigned to burn permits are noted on the first page of the Open Burn Policy and Guidelines document at <http://dec.alaska.gov/air/ap/docs/obrguide2016.pdf>.