

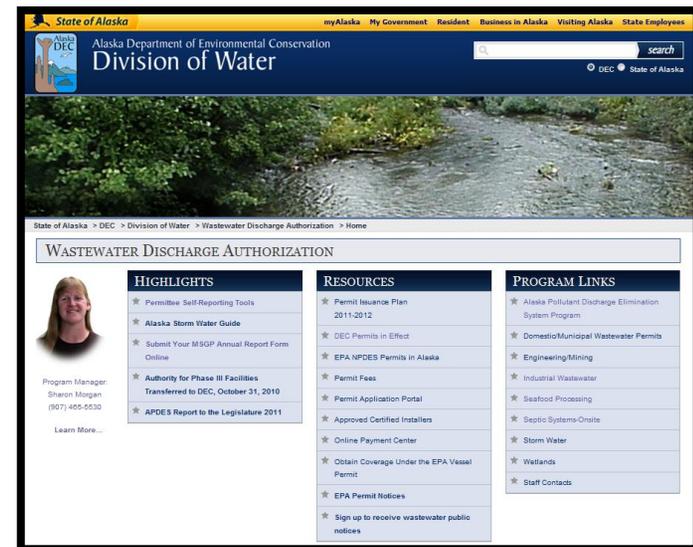
# Submitting a Modified eNOI for Alaska Offshore Seafood Processors General Permit

## Step by Step Document

Alaska Offshore Seafood Processors General Permit (AKG523000) Notice of Intent (NOI) can be submitted using the Division of Water's Online Application System. This document will guide you through the online eNOI modification process.

### AKG523000 eNOI Modification Step by Step Document

- 1 Go to the Division of Water's Wastewater Discharge Authorization homepage at:  
<http://www.dec.state.ak.us/water/wwdp/index.htm>  
and select the **"Seafood Processing"** link under **"Program Links"**.



- 2 This page discusses the Seafood Processors permits. When ready to begin the online application process (eNOI), click on the **"Online Application"** link under **"Quick Links"**.

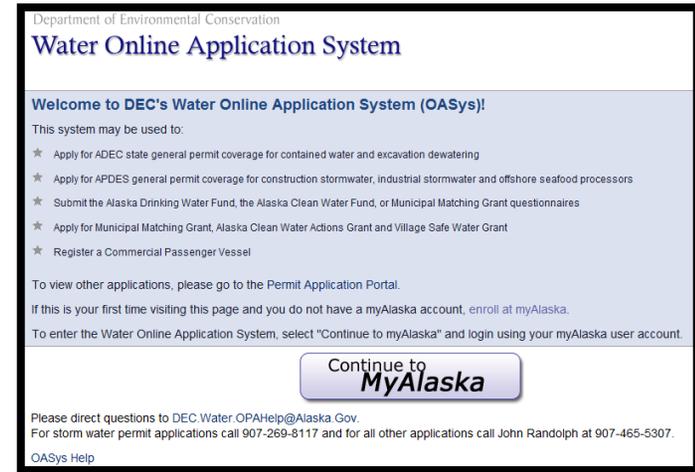


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### Welcome to the **Water Online Application System** (OASys)!

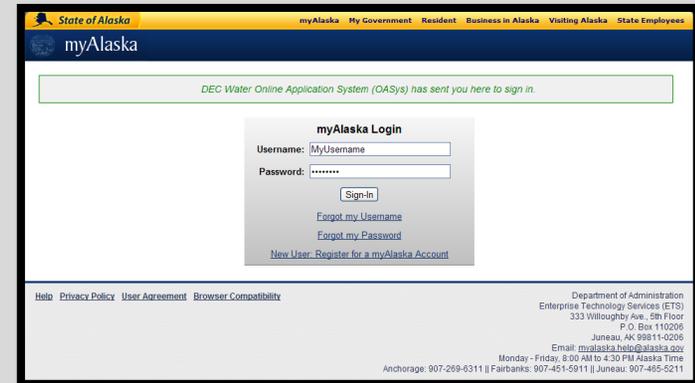
**IMPORTANT:** Ensure you have access to the **myAlaska** account which the original permit was created then click on *“Continue to myAlaska”* button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to create you modification. If you don't have a myAlaska account, continue to the next step in this document to create one.



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Next, you will be directed to the **myAlaska** login page. Enter your username and password and click **“Sign-in”** to continue.



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After logging into your **myAlaska** account, you will arrive in the Online Application System.



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Locate the previously submitted eNOI that you would like to modify by tracking number and facility name. Click the **“Open”** button next to the permit tracking number to begin the modification process.

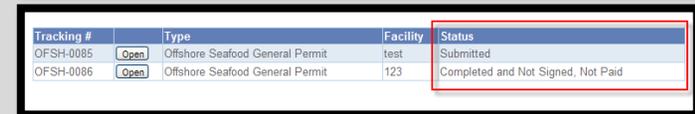
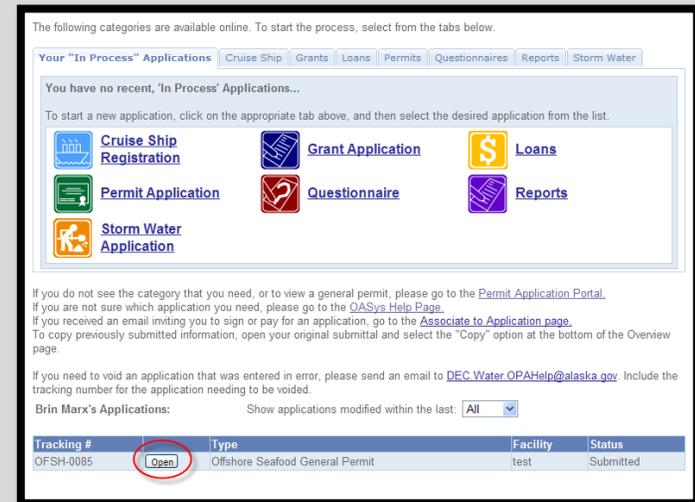
**Note:**

In order to create a modification eNOI, the original eNOI must be in **“Submitted”** status.

If your application is not marked **“Submitted”** you must complete the tasks listed before continuing your application.

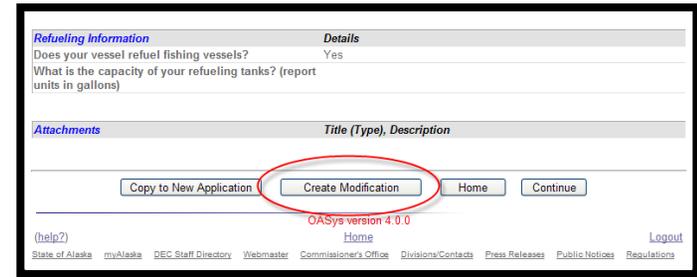
See the seafood eNOI guidance document for more information on completing an application:

[http://dec.alaska.gov/water/OASysHelp/attachments/AKG523\\_eNOI\\_guidance.pdf](http://dec.alaska.gov/water/OASysHelp/attachments/AKG523_eNOI_guidance.pdf)



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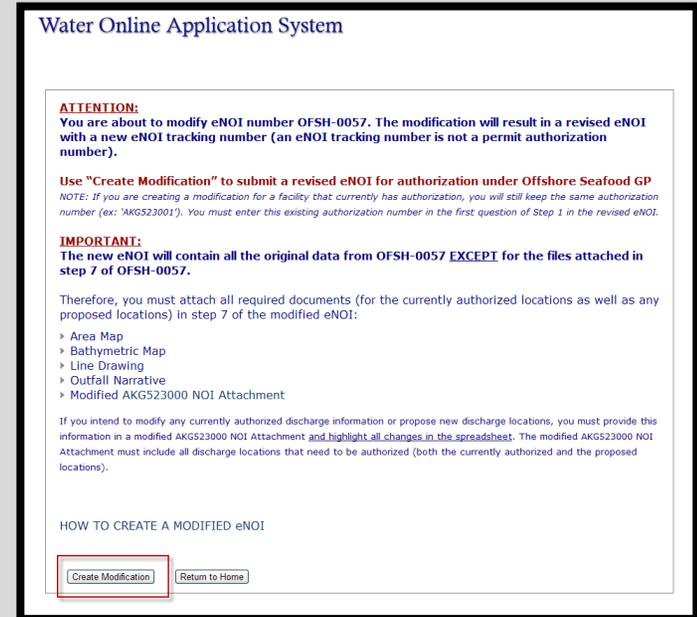
You will be taken to the overview page of your original eNOI. Click the **“Create Modification”** button at the bottom of the page.



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Carefully read the next page, which contains information about modifying a submitted eNOI. When you are ready to start your modification form, click the **“Create Modification”** button at the bottom of the page.

**NOTE:** The modification will result in a revised eNOI with a new eNOI tracking number!!



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You will be taken to a new application with all information from the original permit pre-entered into the appropriate fields. Move through each step of the application, checking that the entered information is correct and changing any information that needs to be modified.

**Note:**

You must click “Save & Continue” on every step to verify the information entered is correct. You will be unable to submit your modification form if any steps are skipped.

**Note:**

No attached documents are copied to the modification form. You must attach all documents (including unchanged documents) to the modification form.

**Note:**

A new permit tracking number will be generated for the modification form.

State of Alaska  
Alaska Department of Environmental Conservation  
Division of Water

State of Alaska > DEC > Online Services > Water Online Application System

### Offshore Seafood General Permit Application

**Application Submission Process**

Step 1 [Progress bar]

**Purpose**  
Permit Information: This step will collect information about your facility, permit and vessel. \* indicates required field.

Tracking #: OFSH-0058 Facility: 123 Type: Offshore Seafood General Permit

**Notice of Intent (NOI) to be covered under APDES General Permit AKG523000 Alaska Offshore Seafood Processors**  
Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form intends to be covered by the APDES permit authorizing discharges from seafood processing activities in Alaska occurring between 0.5 and 3.0 nautical miles from shore or baseline and obligates permittee to comply with the terms and conditions of the permit. Refer to the link below for instructions on completing this form:  
[Instructions for Completing this Form](#)  
[Application Step-by-Step Guidance](#)

**Permit Information**  
Current APDES Permit No. (s):   
ADEC Environmental Health processor permit No.:

**Seafood Processor Facility Information**  
Current Facility Name: \* 123

Tracking #: OFSH-0005

Tracking #: OFSH-0083

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If you are modifying an eNOI that has been authorized coverage under the Alaska Offshore Seafood Processors GP, you must enter the authorization number in **Step 1**. (ex. AKG523001)

State of Alaska  
Alaska Department of Environmental Conservation  
Division of Water

State of Alaska > DEC > Online Services > Water Online Application System

### Offshore Seafood General Permit Application

**Application Submission Process**

Step 1 [Progress bar]

**Purpose**  
Permit Information: This step will collect information about your facility, permit and vessel. \* indicates required field.

Tracking #: OFSH-0083 Facility: Facility Name Type: Offshore Seafood General Permit

**Notice of Intent (NOI) to be covered under APDES General Permit AKG523000 Alaska Offshore Seafood Processors**  
Submission of this completed Notice of Intent (NOI) constitutes notice that the party identified as the operator in the contact section of this form intends to be covered by the APDES permit authorizing discharges from seafood processing activities in Alaska occurring between 0.5 and 3.0 nautical miles from shore or baseline and obligates permittee to comply with the terms and conditions of the permit. Refer to the link below for instructions on completing this form:  
[Instructions for Completing this Form](#)  
[Application Step-by-Step Guidance](#)

**Permit Information**  
Current APDES Permit No. (s):   
ADEC Environmental Health processor permit No.:

**11** In order to avoid paying another fee, you must select “Yes” indicating that you have already paid a fee. In addition, you must provide the DEC invoice number or the eNOI tracking number for which the payment was paid.

Fee Information  
Have you paid an AKG523000 general permit authorization fee for this calendar year?  Yes  No  
If yes, provide the DEC invoice number:   
Overview Save & Continue

**12** On **Step 7**, you must re-submit all five required documents, even if they haven’t changed from the original eNOI attached documents.

**No documents will be transferred from the original eNOI to the modified eNOI!!!!!!**

Application Submission Process  
Step 7 Attachments  
Purpose  
The following documents are required to be attached to the NOI:  
1. **Area Map.** A legible area map of the location of the processor and all outfalls.  
2. **Bathymetric Map.** A bathymetric map of the receiving water within one nautical mile of the discharge.  
3. **Line Drawing.** The owner or operator shall submit a line drawing of the water flow through the facility.  
4. **Outfall Narrative.** A narrative identifying each type of process, operation, or production area that contributes wastewater to the effluent for each outfall.  
5. **AKG523000 NOI Attachment.** A table containing seafood processing waste discharge and receiving water required information.  
BMP Certification. A previously permitted owner or operator under AKG523000 shall submit certification that the BMP Plan has been reviewed and revised, as needed.  
Attach the required attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.) to your application using the form below. There is a file size limit of 20 MB. Contact [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov) for assistance with submitting your attachments.  
\* indicates required field  
Tracking #: OFSH-0083 Facility: test Type: Offshore Seafood General Permit  
1. Choose a file to attach:  
Choose File No file chosen  
2. Add the file to the list:  
As Type: Area Map  
Title:  
Description:  
Attach  
3. Your file attachments:  
Remove  
Usage Tips:  
First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button.  
File size limit is 20MB for each attachment.  
Required Attachments\*  
1. Area Map  
2. Bathymetric Map  
3. Line Drawing  
4. Outfall Narrative  
5. AKG523000 NOI Attachment  
\*Please note that the above list of attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the appropriate DEC office.

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In **Step 8**, you are taken to the Application Overview. Make sure to check for full accuracy of information. When satisfied that all fields are correct, select, “Continue”

Department of Environmental Conservation  
**Offshore Seafood General Permit Application**  
State of Alaska > DEC > Online Services > Water Online Application System

Step 8 Application 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 page.  
NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:** [Print For Your Records](#)

- 1. Complete Application Form
- 2. Sign This Application

**Usage Tips:**  
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

**Your Current Application:**

Tracking #:	OFSH-0083	Facility:	Facility Name	Type:	Offshore Seafood General Permit
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**Permit Information** **Details** [Edit](#)

Current APDES Permit No.(s):  
ADEC Environmental Health processor permit No.:  
Current Facility Name: Facility Name  
Facility Name: Name A  
Date of Name Change: 10/31/2011  
Facility Name:  
Date of Name Change:  
Facility Name:  
Date of Name Change:

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Complete your modification form by signing or e-signing your application.

Department of Environmental Conservation  
**Offshore Seafood General Permit Application**  
[State of Alaska > DEC > Online Services > Water Online Application System](#)

**Final Steps**  
**Purpose**

Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov) or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

**Please Note: Your application will not be processed unless it has been signed!**

Tracking #: OFSH-0083    Facility: Facility Name    Type: Offshore Seafood General Permit

I would like to...

 **Sign this Application Using e-Signature (identity not validated)**  
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

 **Print, Sign and Submit a Hard-Copy Signature Page**  
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader.  


 **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.

Cancel    Overview

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When you have signed and submitted your modification form, you will receive an “**Application Submitted**” email containing a copy of your application as an attachment.

**Offshore Seafood General Permit Application**

The electronic submission process for application number OFSH-0083 for Facility 'Facility Name' is complete.

**For assistance with the online process, please contact the Division of Water at 907-465-5180 or email [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)**