

Storm Water Construction General Permit eNOT

Step-by-Step Guide

The Construction General Permit (CGP) Notice of Termination (NOT) can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

Construction General Permit eNOT

1

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

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

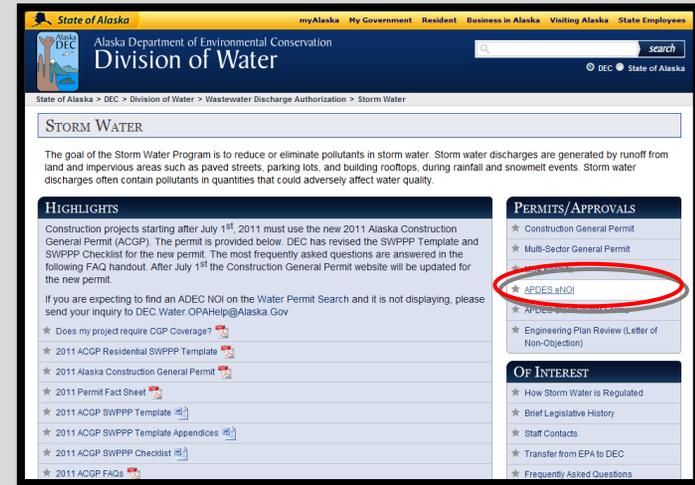
and select the **Stormwater** link under **Program Links**.



2

The Storm Water home page contains links to the Construction General Permit, APDES Storm Water Forms and many other resources for permittees.

When you are ready to begin the online eNOT application process, click on the **APDES eNOI** link under **Permits/Approvals**.

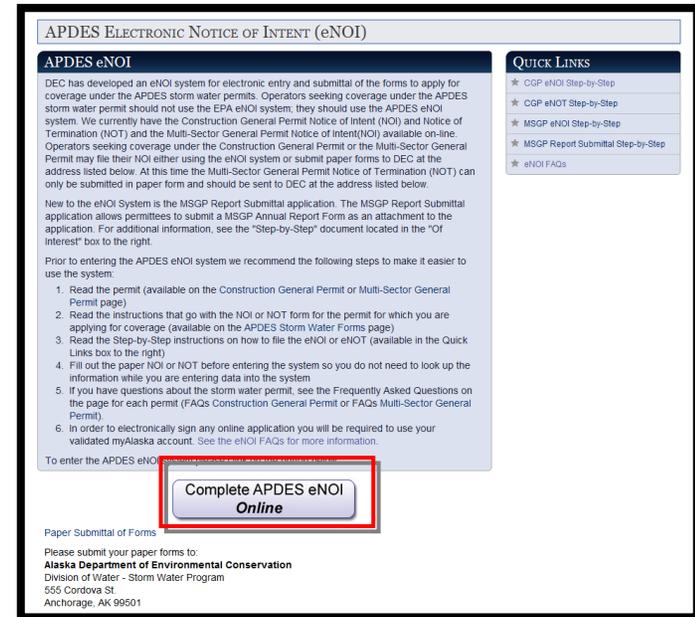


3

On the next page, click the Complete APDES eNOI Online button.

Storm Water eNOI System FAQs are available at:

<http://dec.alaska.gov/water/wnp spc/pdfs/eNOIFAQs.pdf>

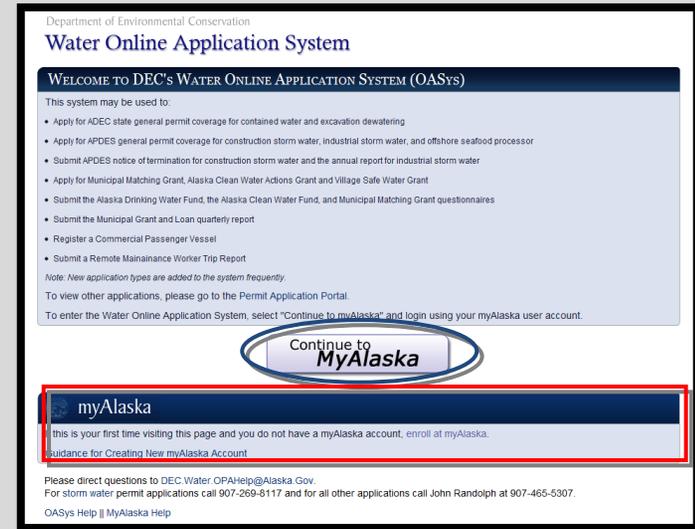


4

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, you can create one by following the steps outlined in the **“myAlaska”** box at the bottom of the page.



5

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

Select the **“Storm Water”** tab then select the **“Storm Water Construction General Permit eNOT”** from the available categories.



6

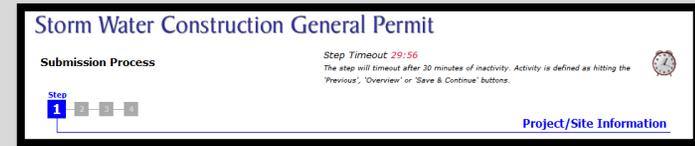
A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible.

TIP:

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

TIP:

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



TIP: 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.

TIP: At any time, you can logout and your information will be saved. **NOTE:** Changes made in the current step are not saved until you hit **“Save & Continue”**.



TIP: 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.

TIP: **NOTE:** Remember, changes to the current page are not saved until you hit **“Save & Continue”**. Any changes made prior to clicking **“Overview”** will be lost.



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

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

P

7 **Step 1** of the application submission process asks for the location of your project.

Answer all questions as required then click **“Save & Continue”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application interface. At the top, it indicates 'Step 1' of a 'Submission Process' with a 'Step Timeout: 28:18'. Below this, a progress bar shows the current step. The main heading is 'Project/Site Information'. A 'Purpose' section states: 'This step will collect information about the project/site. Please read the information below carefully.' A table below shows 'Tracking #': CGPNOT-1240, 'Facility': test, and 'Type': Storm Water Construction General Permit eNOT. A prominent orange box contains a 'Notice of Termination (NOT) of Coverage for Storm Water Discharges Associated with Construction Activity Under an APDES General Permit', explaining that submission constitutes notice of termination and must be submitted within 30 days. Below this, 'Instructions for Completing this Form' are provided. The form fields include: 'Project/Site Name' (text input, value: test), 'Location Address' (text input, value: test), 'City' (text input, value: test), 'State' (dropdown menu, value: AK), 'Zip Code' (text input, value: 99801), and 'Borough or similar government subdivision' (dropdown menu, value: Juneau). 'Find Area' is a button next to the last dropdown. At the bottom, there are 'Overview' and 'Save & Continue' buttons.

8

Step 2 of the application submission process collects contact information for various certification roles.

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

Complete all required contacts then click **“Save & Continue”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 2, 'Contact Information'. The page title is 'Storm Water Construction General Permit' and the subtitle is 'Submission Process'. A 'Step Timeout 29:53' is displayed. The 'Step' indicator shows Step 2 is active. The 'Purpose' section states: 'This step allows you to enter contact information for the Operator and NOT Certifier. All contacts that are marked as required MUST have a contact that fulfills that role.' The main form area is titled 'Contact Details' and is divided into two sections: '1. This Contact is the...' and '2. Contact Information...'. Section 1 has two radio button options: 'Operator*' and 'NOT Certifier*'. Section 2 contains fields for 'Contact Name' (First, MI, Last), 'Contact Title', 'Organization Name', 'Mailing Address', 'City, State, ZIP' (with a dropdown for 'AK'), 'Country' (set to 'USA'), 'Phone', 'Phone (Cell)', 'Fax', 'e-Mail Address', and 'Web Site'. A 'Cancel' and 'Save' button are at the bottom left. A 'NOT' column is visible on the right side of the form.

9

Step 3 of the application submission process asks for the tracking number of the application to be terminated and the reason for termination.

Answer all questions as required then click **“Save & Continue”** to continue to the next step.

The screenshot shows the 'Storm Water Construction General Permit' application submission process at Step 3, 'Permit Information'. The page title is 'Storm Water Construction General Permit' and the subtitle is 'Submission Process'. A 'Step Timeout 29:46' is displayed. The 'Step' indicator shows Step 3 is active. The 'Purpose' section states: 'This step will allow you to enter information about the the permit you are terminating.' The form contains several fields: 'Tracking #' (CGPNOT-1240), 'Facility:' (test), and 'Type:' (Storm Water Construction General Permit eNOT). Below these is a 'CGP NOT Permit Tracking Number:' field with a red asterisk and the value 'test'. The 'Reason for Termination' section has a red asterisk and a radio button selected for 'Final stabilization has been achieved on all portions of the site for which you are responsible.' Other options include 'Another operator has assumed control...', 'Coverage under an alternative APDES permit...', 'For residential only, temporary stabilization has been completed...', and 'The planned construction activity identified on the original NOI was never initiated...'. 'Previous', 'Overview', and 'Save & Continue' buttons are at the bottom.

10 Step 4 is the “**Application 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.

Storm Water Construction General Permit

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: [Print For Your Records](#)

- 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:

Tracking #:	CGPNOT-1239	Facility:	test	Type:	Storm Water Construction General Permit eNOT
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Project/Site Information **Details** [Edit](#)

Project/Site Name:	test
Street/Location:	123
City:	23
State:	123

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

A check will appear next to “**1. Complete Steps**” if the application is complete and ready to be signed.

To go the **Final Steps** page, select the “**2. Sign**” link under tasks on the Application Overview page. You can also click on the “**Continue**” button at the bottom of the page.

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: [Print For Your Records](#)

- 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:

Tracking #:	CGPNOT-1239	Facility:	test	Type:	Storm Water Construction General Permit eNOT
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Project/Site Information **Details** [Edit](#)

Project/Site Name:	test
Street/Location:	123
City:	23
State:	123

Copy to New Home [Continue](#)

12 The “Final Steps” page presents the options for signing your application:

- Sign using an e-Signature
(Skip to the next step of this guide)
- Print and sign a hard-copy
(Skip to step 15 of this guide)
- Invite another party to sign your application
(Skip to step 17 of this guide)

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 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 #: CGPNOT-1239 **Facility:** test **Type:** Storm Water Construction General Permit eNOT

Sign this Application Using e-Signature
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. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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

13 To sign your application with an e-Signature, your account must be validated through MyAlaska.

Select “**Sign this Application Using e-Signature**”.

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

Tracking #: CGPNOT-1239 **Facility:** test **Type:** Storm Water Construction General Permit eNOT

Sign this Application Using e-Signature
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. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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

14 Carefully read the information and signature agreement on this page, check the box if you agree with the Signing Agreement, and enter your **myAlaska Password**. To complete the signing process, click on the “E-Sign” button.

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
(i) 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;
(ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and
(iii) 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:

- 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.
- certify that I am Brin Marx as identified by the myAlaska identity verification system;
- agree that I am signing this notice of termination under the Storm Water Construction general permit and
- agree that I intend to be bound by the electronic record of this notice of termination under the Storm Water Construction general permit and the electronic record of this signature.

I agree with the above statement

MyAlaska Password

15 To print a hard-copy signature page, select “Print, Sign and Submit a Hard-Copy Signature Page”.

Tracking #: CGPNOT-1239 Facility: test Type: Storm Water Construction General Permit eNOT

Sign this Application Using e-Signature
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.

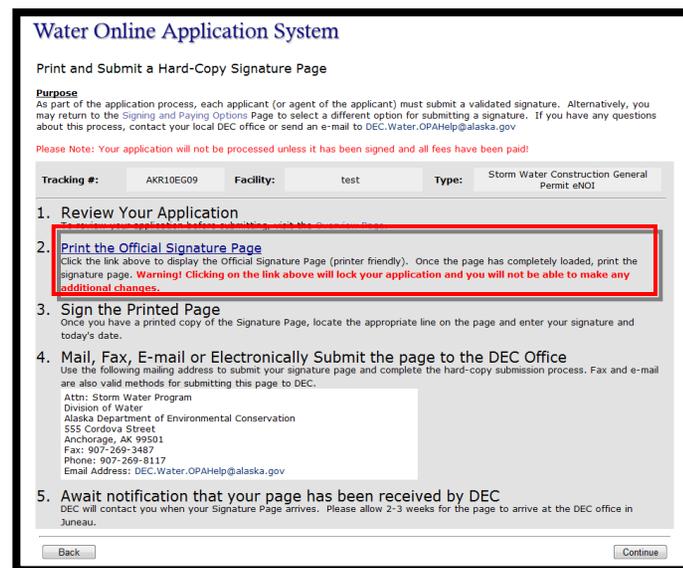
Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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

16 Carefully read the steps to submitting your application on this page. Click the **“Print the Official Signature Page”** link to access your printable signature page.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

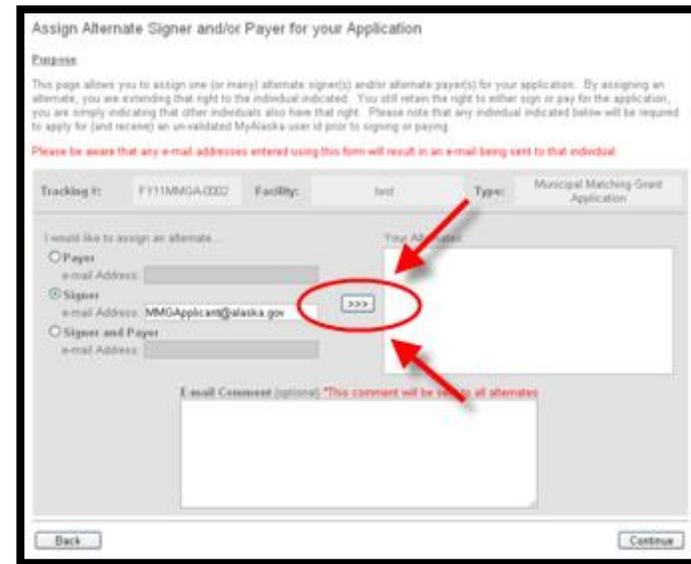


17 If you require another party to sign your application, select the **“Invite another party to Sign and/or Pay for this Application”** and proceed to the next step of this guide.



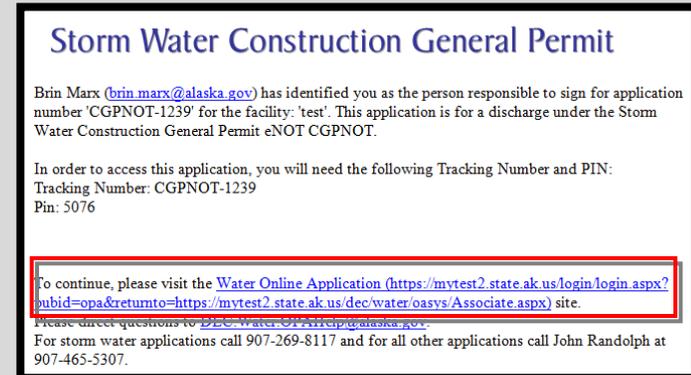
18 Select “**Signer**” from the available options then enter the email address of your alternative signer into the box and click the  button to add that contact to the e-mail list.

Click the “**Continue**” button and an email will be sent to your invited alternate.



19 An instructional email containing a link to this application will be sent to your alternate signer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.



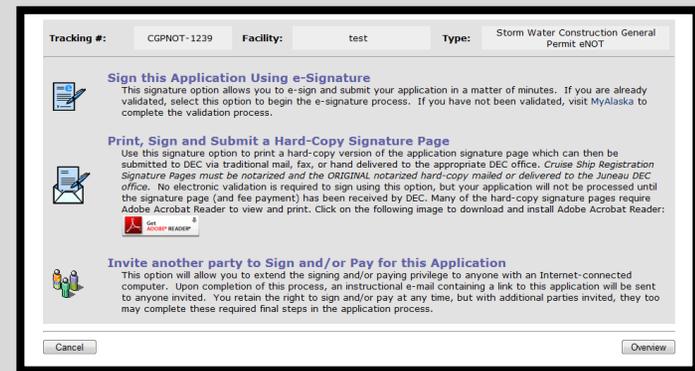
20 After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which are also provided in the email.



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

Tracking Number:
PIN:

21 Alternate signer will be taken to the “Final Steps” page where they will have the option to sign the application.



Tracking #: CGPNOT-1239 Facility: test Type: Storm Water Construction General Permit eNOT

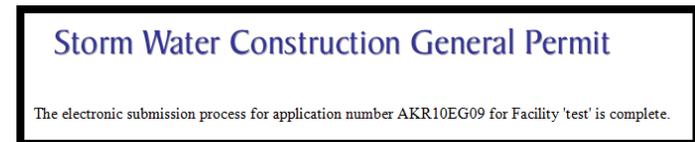
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22 After your application has been signed, you will receive an email certifying that your application has been submitted.

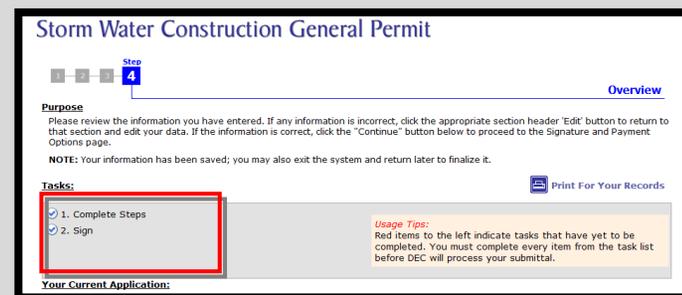
If you submitted a hard-copy signature page, it may take a few days to process.



Storm Water Construction General Permit

The electronic submission process for application number AKR10EG09 for Facility 'test' is complete.

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



For assistance with the online process, please contact the
Division of Water at 907-465-5180 or email
DEC.Water.OPAHelp@alaska.gov