Noncompliance Notification Form Guidance

Step by Step Document

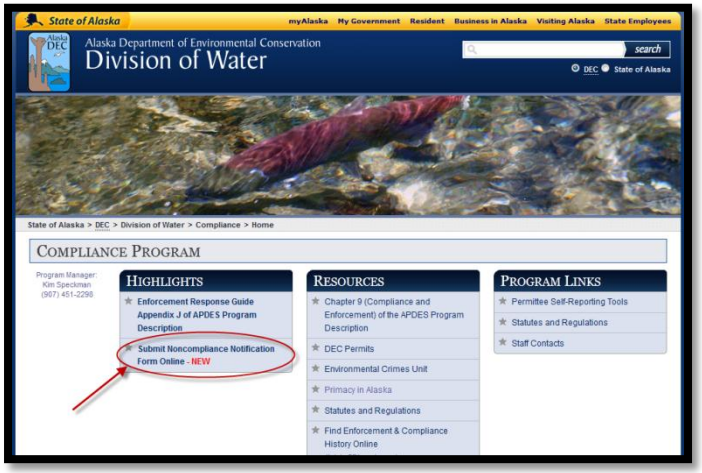
This document will assist you in completing the new online reporting process. If you need further assistance with the online reporting process, please contact John Randolph at 907-465-5307

Noncompliance Notification Form 2013

1 To begin your online report submittal, go to the DEC Division of Water Compliance Homepage: http://dec.alaska.gov/Water/Compliance/index.htm

And click the "Submit Noncompliance Notification Form Online"

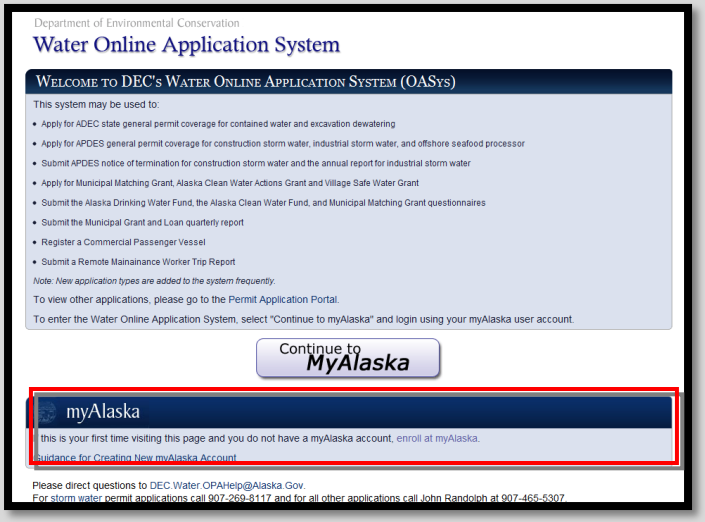
You will be redirected to the OASys Homepage



2 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.



3

You will arrive at the Water Online Application system, ready to fill in the registration!

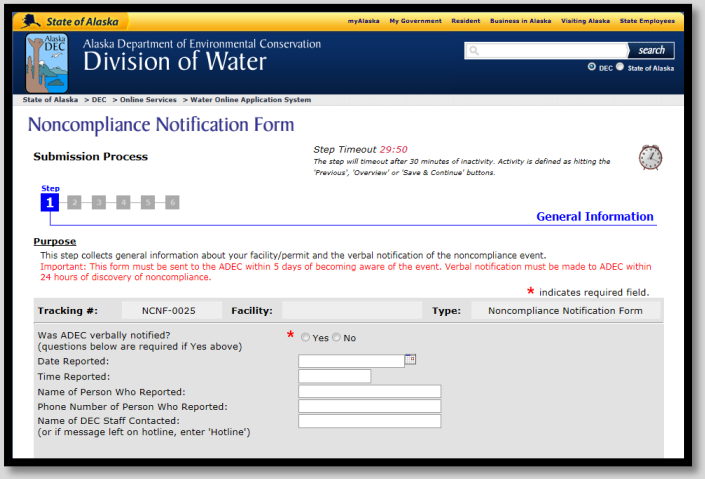
Select the **"Reports"** tab from the available categories. Once on the Cruise Ship tab, click on the "**Noncompliance Notification Form**" link.

4

Step 1 fill questions as accurately as possible. When the event was noticed, when the ADEC was notified, time of the event.

TIP:

Questions with a Star (*) next to them are required.



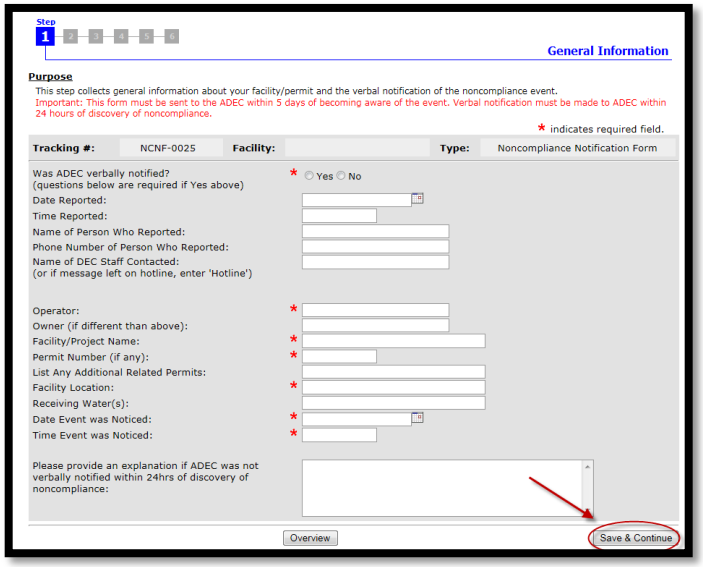
TIP

When finished with a step, go to the next page by selecting the "**Save & Continue**" button in the lower right corner.

TIP:

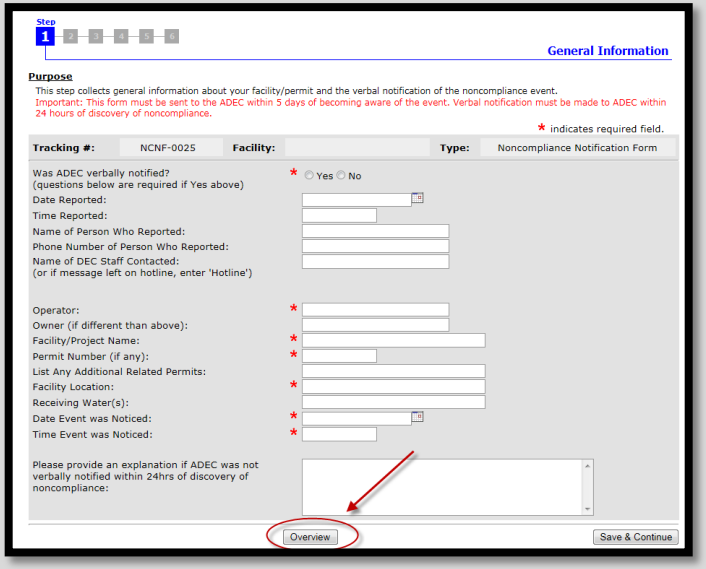
At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit "**Save & Continue**".



TIP

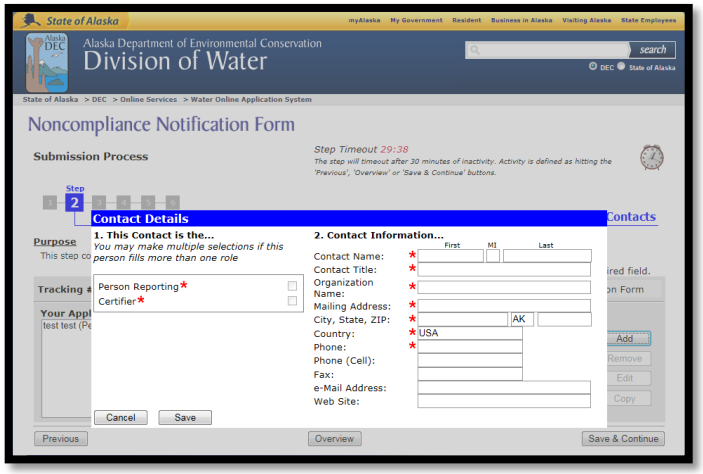
You can also select the "**Overview**" button at the bottom of any page to review your information and to edit previously entered information.



5

Step 2 provide contact information. Add as many as necessary and how to reach them.

NOTE: You may make multiple selections for a single contact if they fill more than one role.



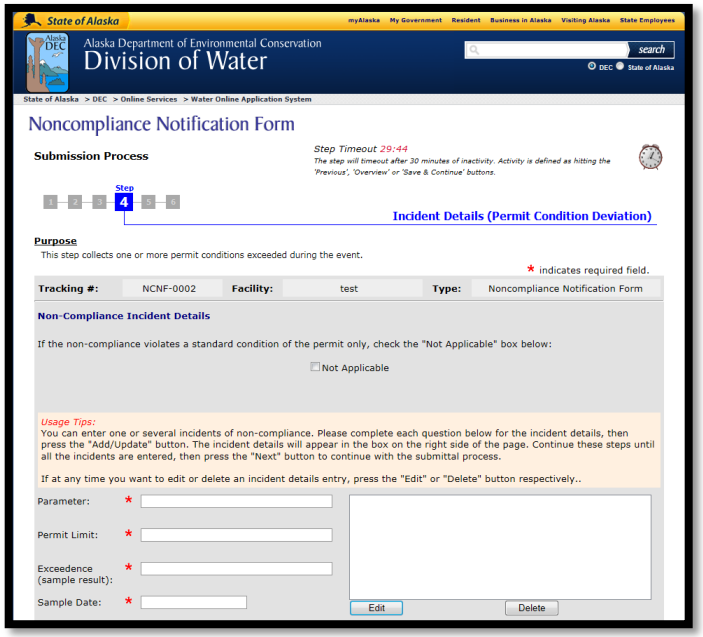
6

Step 3 asks to give details about the incident itself.

7

Step 4 asks to detail the deviation in the permit parameters.

Or select "Not Applicable" if the noncompliance is only in violation of a standard condition of the permit

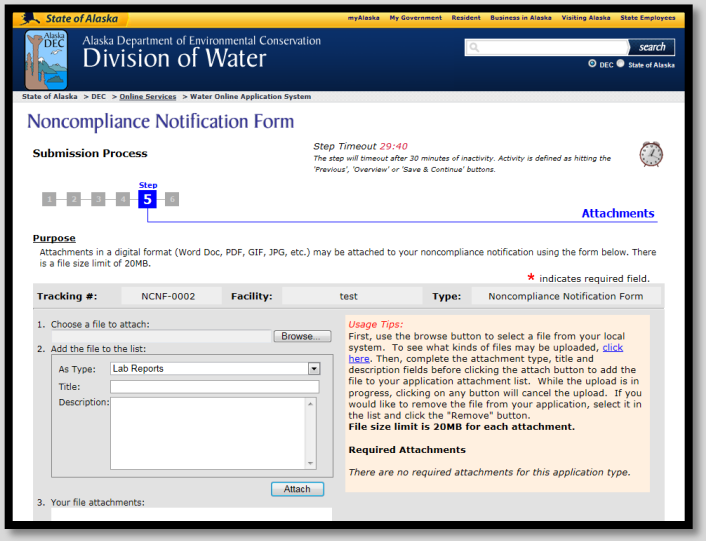


8

Step 5 gives you the option to submit any required or optional attachments online.

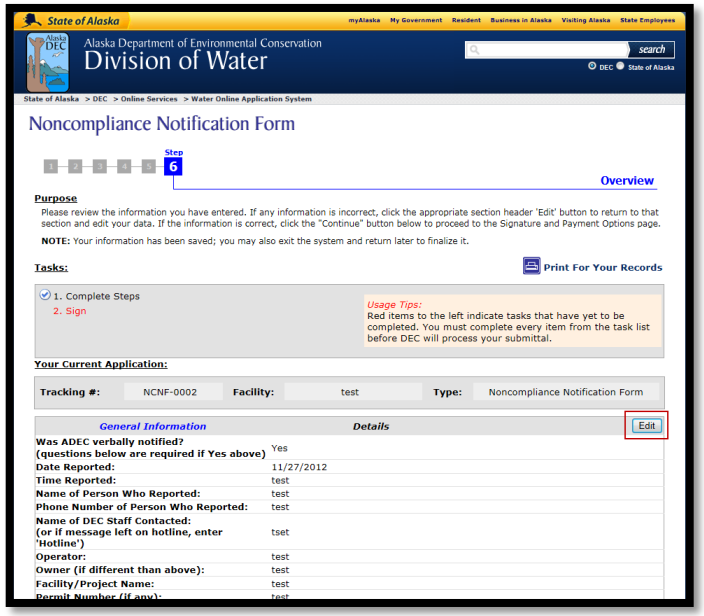
Please read the directions carefully on this page.

NOTE: Some attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

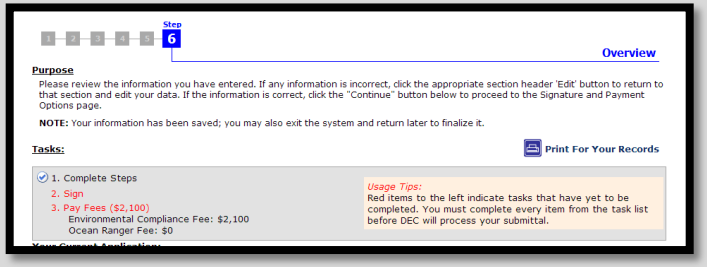


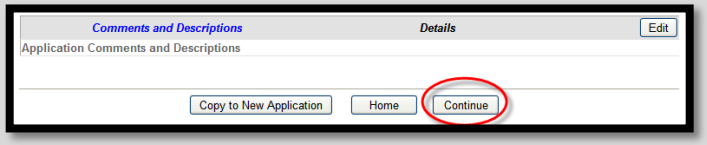
9 The "**Application Overview**" page (Step 6) gives you an opportunity to review and edit what you have entered so far.

To change any information in a section, select the Edit button that corresponds to that section.



10 You can also click on the "**Continue**" button at the bottom of the page.



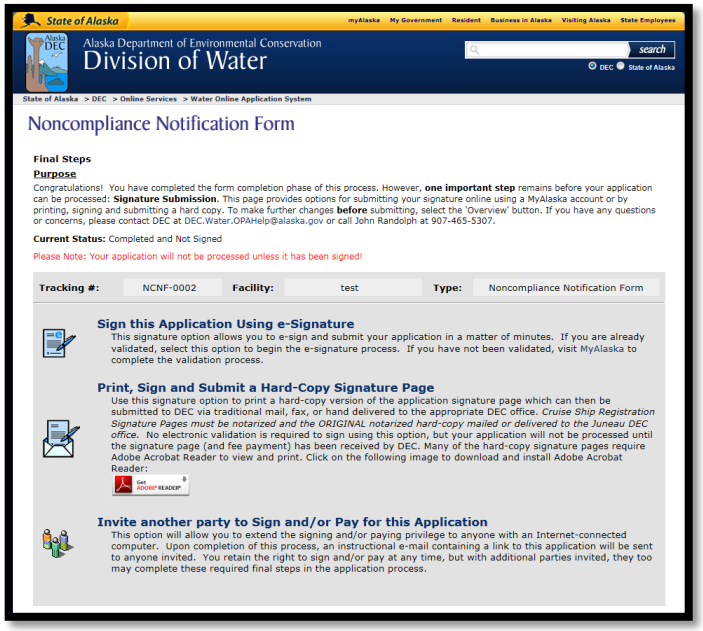


11 The "**Final Steps**" page gives you the following options:

1. Sign this Application Using e-Signature

2. Print, Sign and Submit a Hard-Copy Signature Page

3. Invite another party to Sign and/or Pay for this Application

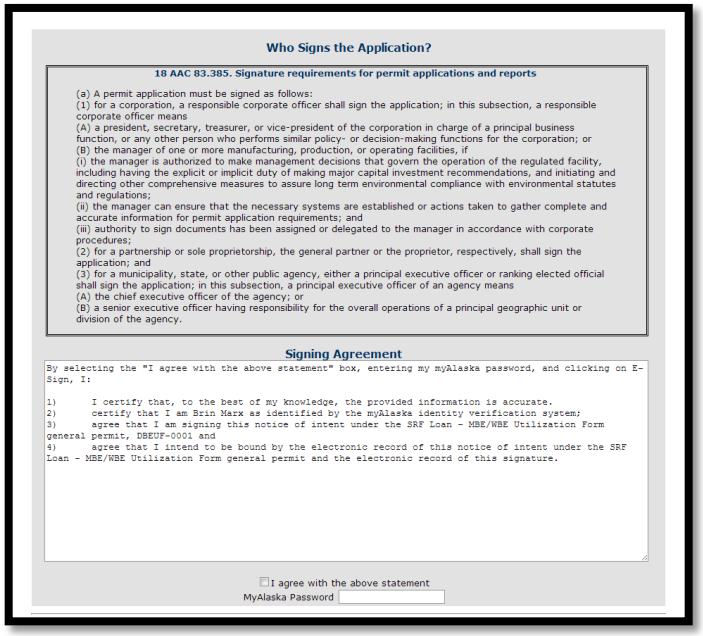


12 To sign your application with an e-Signature, your account must be validated through MyAlaska.

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.

13 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.

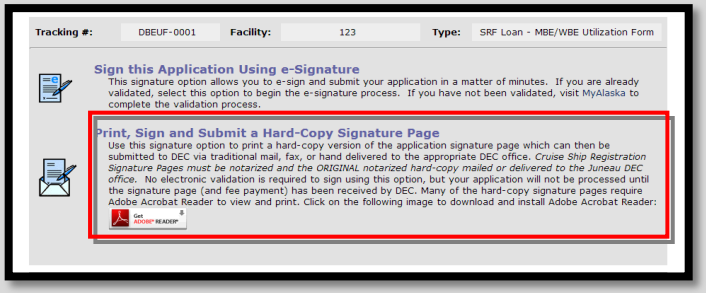
Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

1) I certify that, to the best of my knowledge, the provided information is accurate.
2) certify that I am Brin Marx as identified by the myAlaska identity verification system;
3) agree that I am signing this notice of intent under the SRF Loan - MBE/WBE Utilization Form general permit, DBEUF-0001 and
4) agree that I intend to be bound by the electronic record of this notice of intent under the SRF Loan - MBE/WBE Utilization Form general permit and the electronic record of this signature.

☐ I agree with the above statement
MyAlaska Password

14 To print a hard-copy signature page, select **"Print, Sign and Submit a Hard-Copy Signature Page"**.



Tracking #: DBEUF-0001 **Facility:** 123 **Type:** SRF Loan - MBE/WBE Utilization Form

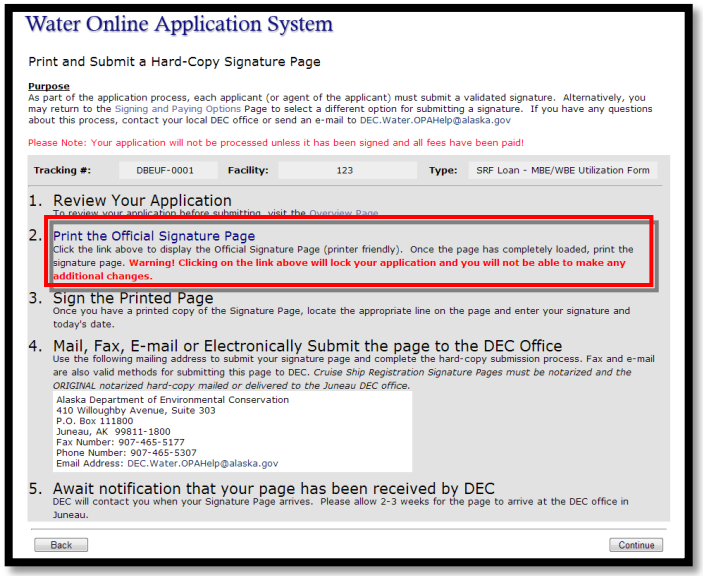
Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

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:

15 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.

The Recipient's Authorized Representative must sign the signature page and all pages must be mailed, faxed, or emailed to the DEC Office for processing.


Water Online Application System

Print and Submit a Hard-Copy Signature Page

Purpose
As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the Signing and Paying Options Page to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #:	DBEUF-0001	Facility:	123	Type:	SRF Loan - MBE/WBE Utilization Form

1. Review Your Application
To review your application before submitting, visit the Overview Page
2. Print the Official Signature Page
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! Clicking on the link above will lock your application and you will not be able to make any additional changes.**
3. Sign the Printed Page
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.*
Alaska Department of Environmental Conservation
410 Willoughby Avenue, Suite 303
P.O. Box 111800
Juneau, AK 99811-1800
Fax Number: 907-465-5177
Phone Number: 907-465-5307
Email Address: DEC.Water.OPAHelp@alaska.gov
5. Await notification that your page has been received by DEC
DEC will contact you when your Signature Page arrives. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

Back Continue

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

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

For assistance, please call:

John Randolph at 907-465-5307, or
Kaitee Perisich at 907-451-5337