

# Noncompliance Notification Form Guidance

## Step by Step Document

This document will assist you in completing the new online reporting process. 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)

### Noncompliance Notification Form 2013

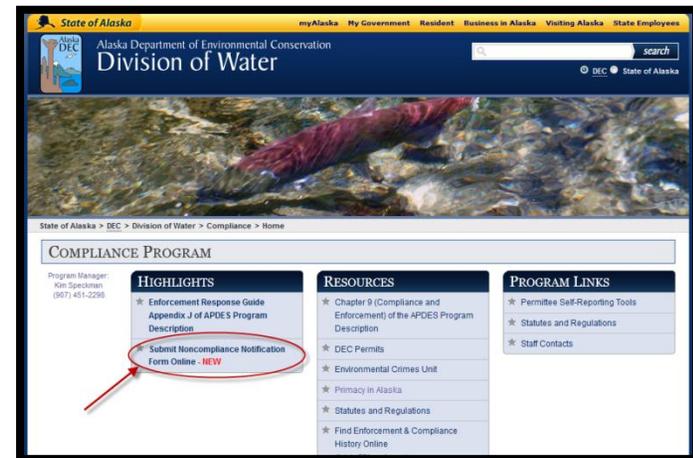
1

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

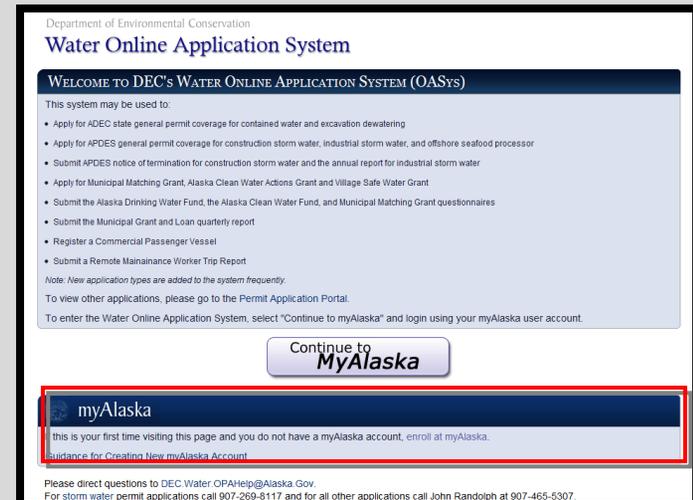


2

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.

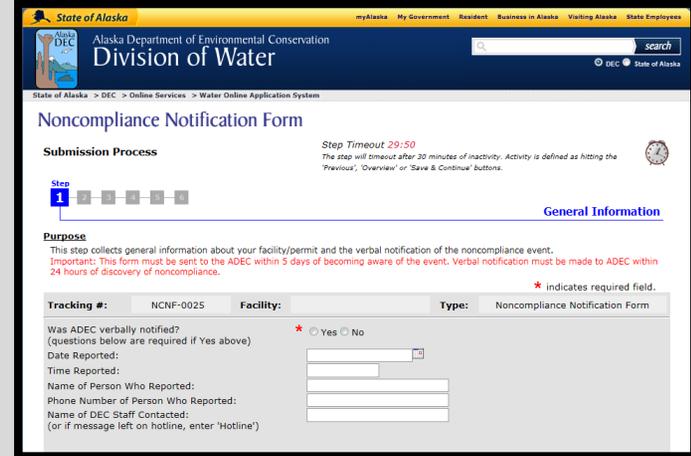


4

**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.



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

**TIP:**  
**P** 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”**.

This screenshot shows the 'General Information' section of the Noncompliance Notification Form. The form is titled 'Step 1' and includes a 'Purpose' section explaining that the form collects general information about the facility/permit and the verbal notification of the noncompliance event. It also states that the form must be sent to ADEC within 5 days of becoming aware of the event and that verbal notification must be made to ADEC within 24 hours of discovery of noncompliance. The form includes fields for Tracking # (NCNF-0025), Facility, and Type (Noncompliance Notification Form). A red asterisk indicates required fields. The form includes several required fields marked with a red asterisk: 'Was ADEC verbally notified?' (Yes/No), 'Date Reported', 'Time Reported', 'Name of Person Who Reported', 'Phone Number of Person Who Reported', 'Name of DEC Staff Contacted', 'Operator', 'Owner (if different than above)', 'Facility/Project Name', 'Permit Number (if any)', 'List Any Additional Related Permits', 'Facility Location', 'Receiving Water(s)', 'Date Event was Noticed', and 'Time Event was Noticed'. There is a text area for providing an explanation if ADEC was not verbally notified within 24 hours of discovery of noncompliance. At the bottom right, the 'Save & Continue' button is highlighted with a red circle and a red arrow points to it.

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

**P**

This screenshot shows the same 'General Information' section of the Noncompliance Notification Form as the previous one. The form is titled 'Step 1' and includes a 'Purpose' section explaining that the form collects general information about the facility/permit and the verbal notification of the noncompliance event. It also states that the form must be sent to ADEC within 5 days of becoming aware of the event and that verbal notification must be made to ADEC within 24 hours of discovery of noncompliance. The form includes fields for Tracking # (NCNF-0025), Facility, and Type (Noncompliance Notification Form). A red asterisk indicates required fields. The form includes several required fields marked with a red asterisk: 'Was ADEC verbally notified?' (Yes/No), 'Date Reported', 'Time Reported', 'Name of Person Who Reported', 'Phone Number of Person Who Reported', 'Name of DEC Staff Contacted', 'Operator', 'Owner (if different than above)', 'Facility/Project Name', 'Permit Number (if any)', 'List Any Additional Related Permits', 'Facility Location', 'Receiving Water(s)', 'Date Event was Noticed', and 'Time Event was Noticed'. There is a text area for providing an explanation if ADEC was not verbally notified within 24 hours of discovery of noncompliance. At the bottom left, the 'Overview' button is highlighted with a red circle and a red arrow points to it.

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.

The screenshot shows the 'Noncompliance Notification Form' at Step 2, 'Contact Details'. The page header includes the State of Alaska logo and navigation links. The main content area is titled 'Submission Process' and shows a progress bar with Step 2 highlighted. Below the progress bar, there are two sections: '1. This Contact is the...' and '2. Contact Information...'. Section 1 includes checkboxes for 'Person Reporting' and 'Certifier'. Section 2 includes fields for 'Contact Name', 'Contact Title', 'Organization Name', 'Mailing Address', 'City, State, ZIP', 'Country', 'Phone', 'Phone (Cell)', 'Fax', 'e-Mail Address', and 'Web Site'. A 'Contacts' sidebar on the right allows for adding, removing, editing, or copying contacts. At the bottom, there are 'Previous', 'Overview', and 'Save & Continue' buttons.

6

**Step 3** asks to give details about the incident itself.

The screenshot shows the 'Noncompliance Notification Form' at Step 3, 'Incident Details (General)'. The page header is the same as in Step 2. The main content area is titled 'Submission Process' and shows a progress bar with Step 3 highlighted. Below the progress bar, there is a 'Purpose' section and a 'Tracking #' table. The 'Tracking #' table has columns for 'Tracking #', 'Facility', and 'Type'. Below the table, there is a 'Period of Noncompliance' section with fields for 'Start Date', 'Start Time (Exact)', 'End Date', and 'End Time (Exact)'. There is also a section for 'Has the noncompliance event been corrected?' with a radio button for 'Yes' and a checkbox for 'No'. At the bottom, there is a text area for providing a statement regarding the anticipated time the noncompliance is expected to cease.

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

The screenshot shows the 'Noncompliance Notification Form' at Step 4. The page title is 'Noncompliance Notification Form' and the breadcrumb trail is 'State of Alaska > DEC > Online Services > Water Online Application System'. A 'Submission Process' progress bar shows Step 4 is active. The 'Purpose' section states: 'This step collects one or more permit conditions exceeded during the event.' Below this, there are fields for 'Tracking #:' (NCNF-0002), 'Facility:' (test), and 'Type:' (Noncompliance Notification Form). A section titled 'Non-Compliance Incident Details' contains a checkbox for 'Not Applicable'. 'Usage Tips' are provided, and there are input fields for 'Parameter:', 'Permit Limit:', 'Exceedance (sample result):', and 'Sample Date:'. 'Edit' and 'Delete' buttons are at the bottom right.

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.

The screenshot shows the 'Noncompliance Notification Form' at Step 5. The page title is 'Noncompliance Notification Form' and the breadcrumb trail is 'State of Alaska > DEC > Online Services > Water Online Application System'. A 'Submission Process' progress bar shows Step 5 is active. The 'Purpose' section states: 'Attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.) may be attached to your noncompliance notification using the form below. There is a file size limit of 20MB.' Below this, there are fields for 'Tracking #:' (NCNF-0002), 'Facility:' (test), and 'Type:' (Noncompliance Notification Form). A section titled 'Attachments' contains instructions for adding files, including a 'Browse...' button and a table with columns for 'As Type:', 'Title:', and 'Description:'. 'Usage Tips' and 'Required Attachments' are also listed. An 'Attach' button is at the bottom right.

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.

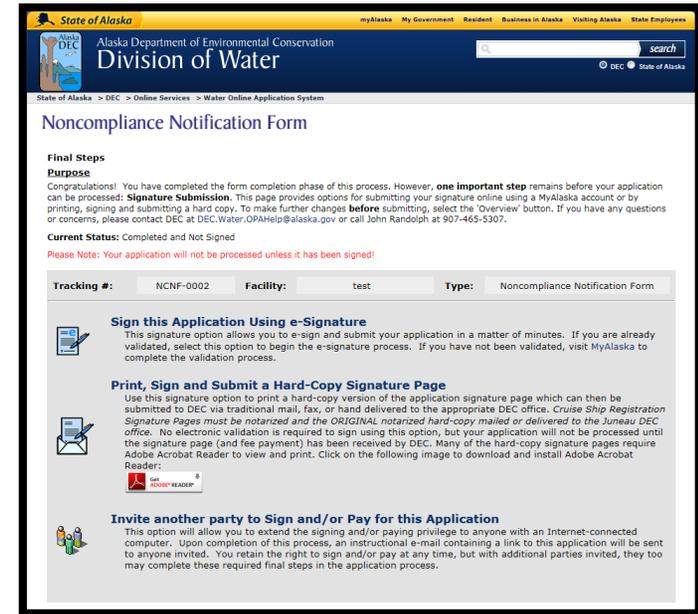
10

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



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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  
(B) 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

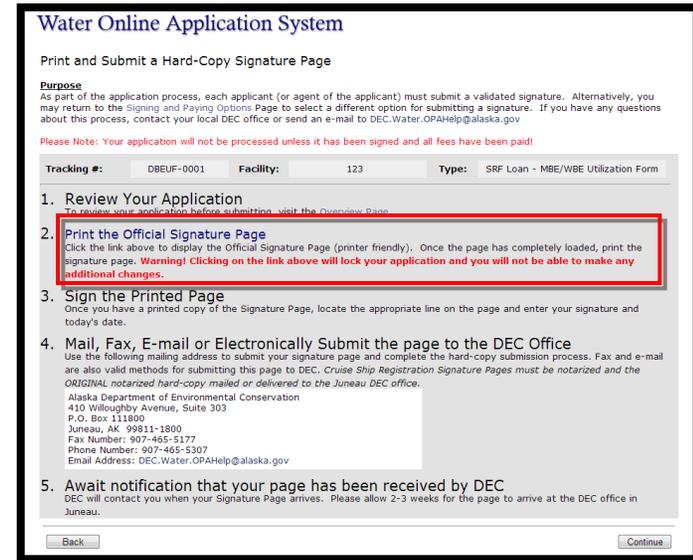
**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

**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.



**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.

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