

Alaska Department of Environmental Conservation

Storm Water eNOI System

Frequently Asked Questions

This document contains answers to frequently asked questions (FAQs) related to the Storm Water eNOI system (online applications). It is organized in four sections:

1. [Frequently Asked Questions- eNOI system overall](#)
2. [Section two covers CGP eNOI specific questions](#)
3. [Section three covers MSGP eNOI specific questions](#)
4. [Section four covers “myAlaska” specific questions](#)

NOTE:

For assistance with the Water Online Application System, please call:

Division of Water at 907-465-5180 or email

DEC.Water.OPAHelp@alaska.gov.

For more Storm Water related assistance visit:

<http://dec.alaska.gov/water/wnpssc/stormwater/index.htm>

Frequently Asked Questions- eNOI System Overall

Q1: How do I get to the eNOI System?

A1: The Storm Water eNOI System (electronic Notice of Intent system) is hosted by ADEC's Water Online Application System (OASys). Go to [OASys](#), either [create a myAlaska account](#) or log-in to your account by clicking "**Continue to myAlaska**". Once into your account, select the "**Storm Water**" tab which will give you a list of forms available online.

Q2: In order to file an eNOI, do I have to be an Alaskan resident?

A2: You do NOT have to be an Alaskan resident to file an eNOI. You DO need to have a myAlaska account and anyone can create a myAlaska account.

Q3: Can I make a change to my eNOI after I log out?

A3: You can continue to make changes to the application until the application has been e-signed or the signature page has been printed.

Q4: What type of files can I attach to my eNOI application?

A4: The following types of files can be attached to an eNOI application: (.jpg, .doc, .pdf, .png, .tif, .gif). If your file is not in this list, contact DEC.Water.OPAHelp@alaska.gov for assistance.

Q5: If I assign an "Alternate Signer/Payer", can I still sign or pay for the application?

A5: When you assign an Alternate for signing or paying the application, you are "extending" that right to the individual, however you still retain the right to either sign or pay for the application.

Q6: What does the alternate signer/payer need?

A6: The alternate signer/payer will need a validated myAlaska account to access the application. They will receive an email from the Online Application System with instructions to either sign or pay. In order to e-sign, their myAlaska account must be validated. If their myAlaska account is *not* validated, they will need to print, sign and submit a signature page. Instructions for submitting the signature page are included on the page.

Q7: How do I "void" an eNOI application I started, but no longer need or entered in error?

A7: OASys system users can now void their applications. To do so, open your submittal, go to the Overview page and select the "Void" option at the bottom.

Q8: Who receives the final email with the completed NOI form and Acknowledgment Letter from the eNOI system?

A8: The completed NOI Form and Acknowledgment Letter are sent to the eNOI applicant in a final confirmation email sent to their myAlaska email account.

Q9: How do I access the completed NOI form and/or the Acknowledgment Letter if I didn't get the final confirmation email from the Online Application System?

A9: The completed NOI Form and Acknowledgment Letter can be accessed by the public on [DEC's Water Permit Search](#) the day following a complete submittal of the application (signed and paid).

Q10: Can I add additional recipients of the final email with the important attachments?

A10: We currently cannot add additional recipients for this confirmation email.

Q11: I do not want the final email to go to my personal email account (ex: Yahoo, Gmail).

A11: If you prefer that the final email go to your work email account, you can change the email address associated with your myAlaska account by signing into myAlaska and clicking on "Profile" under the Main Menu. When you are finished submitting eNOIs, you can change your email address back to your personal email account.

Q12: The "NOI Certifier" for our projects is often unavailable to e-sign the eNOI. Can he/she create a business myAlaska account that can be used by them or their delegate for e-signing these eNOI applications?

A12: No, by e-signing an application, the "signer" agrees to the terms and conditions, which include certifying that you are the individual as identified by the myAlaska identity verification system.

Q13: If I want to submit a paper NOI instead of using the eNOI system, where can I download a paper copy of the NOI forms?

A13: Forms related to CGP and MSGP that are currently available can be found at: <http://www.dec.state.ak.us/water/wnpspc/stormwater/Forms.htm>

Note: If you use a paper copy, mail the completed form and a check for the general permit authorization fee (**\$490** for CGP, **\$530** for MSGP) to the address below:

*Alaska Dept. of Environmental Conservation
Wastewater Discharge Authorization Program
555 Cordova Street
Anchorage, AK 99501*

Frequently Asked Questions- CGP eNOI

Q14: When does coverage under the Construction General Permit (CGP) begin?

A14: Coverage begins seven **(7) calendar days** after acknowledgment of receipt of the permittee's completed CGP NOI is posted on [ADEC's Storm Water Permit Search website](#). For additional information, see "Authorization to Discharge Date" Part 2.3 of the Construction General Permit. *NOTE: variable processing times can occur for both paper CGP NOI forms and CGP eNOI applications.*

Q15: How do I determine who the various contacts are for my CGP eNOI? (Operator, Certifier, etc.)

A15: Refer to Sections I, II, IV and VII of the instructions pages in the CGP NOI form <http://www.dec.state.ak.us/water/wnpspc/pdfs/CGPNOI.pdf>

Q16: Who can sign (certify) a CGP eNOI application?

A16: The same criteria for signing a paper CGP NOI form apply to signing an electronic CGP NOI. Refer to Section VII of the instructions pages in the CGP NOI form for more information <http://www.dec.state.ak.us/water/wnpspc/pdfs/CGPNOI.pdf>

Q17: How do I pay the one-time \$490 fee for the CGP eNOI?

A17: You can pay with a *credit card* or *electronic funds transfer* in the Final Step of the online application. *NOTE: Electronic funds transfer may take up to 5 business days to process.*

Q18: What type of files can I attach to my CGP eNOI application?

A18: The following types of files can be attached to a CGP eNOI application: (.jpg, .doc, .pdf, .png, .tif, .gif). If your file is not in this list, contact DEC.Water.OPAHelp@alaska.gov

Q19: How soon after signing and paying for the CGP eNOI can I find out whether the application has been approved?

A19: With the eNOI system, CGP NOI coverage begins **(7) calendar days** after acknowledgment of receipt of the permittee's completed NOI is posted on [ADEC's Storm Water Permit Search website](#). If your eNOI application status does not appear to reflect the status you are expecting, contact DEC.Water.OPAHelp@alaska.gov for assistance. Please note that variable processing times can occur for both paper NOI forms and eNOI applications.

Q20: How do I modify a CGP NOI?

A20: The CGP eNOI Modification form allows operators to electronically file the CGP Notice of Intent Modification form. For additional information, see the "[Step-by-Step](#)" [guidance document](#). A paper NOI Modification form can be completed and submitted to the address listed in question 14. The *paper* CGP NOI Modification form can be found at: <http://www.dec.state.ak.us/water/wnpspc/stormwater/Forms.htm>

Q21: When should I modify my CGP Notice of Intent with a NOI Modification form?

A21: Please use the CGP eNOI Modification or the paper CGP NOI Modification form to *update or correct* information on your NOI. This includes the Owner/Operator address and contact information, the Site Information, start or end dates, small changes to the number of acres to be disturbed and SWPPP location and contact information. For more information, see section “Instructions for Completing a Modification to an NPDES or APDES Notice of Intent” on page one of the NOI Modification Form: <http://www.dec.state.ak.us/water/wnpspc/pdfs/CGPNOIMod.pdf>

Q22: When must I submit a CGP Notice of Termination (NOT) instead of a CGP NOI modification form?

A22: Two examples of when you must submit a CGP NOT are: when the owner/operator has changed and during significant changes in the land area disturbed. For more information, see section “Instructions for Completing a Modification to an NPDES or APDES Notice of Intent” on page one of the [NOI Modification Form](#)

Q23: Do you have a list of useful website links?

A23: Below is a list of useful and relevant Storm Water CGP links:

DEC’s Water Online Application System (including eNOIs):

<http://www.dec.alaska.gov/water/oasys/index.html>

CGP eNOI application guidance document:

http://www.dec.alaska.gov/water/OASysHelp/attachments/CGP_eNOI_guidance.pdf

Storm Water Homepage (take a look at the APDES eNOI link, etc.):

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

Frequently Asked Questions- MSGP eNOI

Q25: When does coverage under the Multi-Sector General Permit (MSGP) begin?

A25: Coverage begins **(30) calendar days** after the MSGP eNOI application is complete (signed and paid) in DEC's Online Application System and the authorization is issued if the applicant posted their SWPPP on the internet through a URL site. If no SWPPP was posted for viewing on the internet coverage begins **(60) calendar days** after the MSGP eNOI application is complete (signed and paid) in DEC's Online Application System and the authorization is issued. *NOTE: variable processing times can occur for both paper MSGP NOI forms and MSGP eNOI applications.*

Q26: How do I determine who the various contacts are for my MSGP eNOI application? (Operator, Billing, SWPPP, and Certifier)

A26: Refer to Sections I, II, V and VIII of the instructions pages in the MSGP NOI form <http://www.dec.state.ak.us/water/wnpssc/pdfs/MSGPNOI.pdf>

Q27: Who can sign (certify) a MSGP eNOI application?

A27: The same criteria for signing a paper MSGP NOI form apply to signing an electronic MSGP NOI. Refer to Section VIII of the instructions pages in the MSGP NOI form for more information <http://www.dec.state.ak.us/water/wnpssc/pdfs/MSGPNOI.pdf>

Q28: How do I pay the annual \$530 fee for the MSGP eNOI?

A28: You can pay with a *credit card* or *electronic funds transfer* in the Final Step of the online application. *NOTE: Electronic funds transfer may take up to 5 business days to process.*

Q29: What type of files can I attach to my MSGP eNOI application?

A29: The following types of files can be attached to a MSGP eNOI application: (.jpg, .doc, .pdf, .png, .tif, .gif). If your file is not in this list, contact DEC.Water.OPAHelp@alaska.gov

Q30: How do I modify an MSGP NOI?

A30: Please send an email to DEC.Water.OPAHelp@alaska.gov with the tracking number of the application you would like modified, and DEC staff will assist you with the modification.

Frequently Asked Questions- myAlaska

Q30: Why does DEC use myAlaska? Is the information in my myAlaska account safe or is it accessible to DEC staff?

A30: DEC uses myAlaska as the personal identity system for many reasons but primarily because of the high number of Alaskan residents that have a PFD/DMV validated account and can therefore “e-sign” an application. Your myAlaska account is not accessible to DEC staff. For more information please see question 36 below. For general information about myAlaska, go to: <https://my.alaska.gov/Popups/Help.htm>

Q31: How do I submit a NOI if I don't want to use myAlaska?

A31: If you do not want to use myAlaska, then you cannot use the eNOI system. You will need to submit a hardcopy NOI form. Forms related to CGP and MSGP that are currently available can be found at: <http://www.dec.state.ak.us/water/wnpssc/stormwater/Forms.htm>
If you use this paper copy, mail the completed form and a check for the general permit authorization fee (\$490 for CGP, \$530 for MSGP) to the address below:

*Alaska Dept. of Environmental Conservation
Wastewater Discharge Authorization Program
555 Cordova Street
Anchorage, AK 99501*

Q32: Do I have to use myAlaska and the eNOI system to complete a NOI for coverage under the CGP or MSGP?

A32: You do not have to use the eNOI system to submit a NOI for coverage under the CGP or MSGP. A myAlaska account is required to use the eNOI system.

Q33: Once I use my myAlaska account to submit an eNOI are the two linked forever?

A33: Your myAlaska account will always be linked to the eNOI application in the DEC's Online Application System.

Q34: I don't want to use my personal myAlaska account. Can I create a myAlaska account for my work duties?

A34: Think of your myAlaska account as an “electronic driver's license.” We encourage people to use their personal account so that they have one account for all business with the State of Alaska, though understand that some prefer not to. If you want, you can create a separate account but this second account cannot receive a PFD/DMV validation (see question 36 below).

Q35: Several people in my organization work on each application. We'd like to have one shared account for the organization.

A35: We don't currently have a way for one organization to have multiple people accessing the same application, though we do provide the ability for a user to assign an application to another user for signing and/or paying. The myAlaska account is an account for a single user, and should not be shared.

Q36: What do you mean by a “validated account”?

A36: While anyone can create a myAlaska account, for certain activities the State of Alaska must confirm your identity. For example, you can initiate an application in the Online Application System without DEC having confirmed your identity, but in order to e-sign, we must have verified that you are who you say you are. DEC Water Division currently accepts the PFD/DMV validation (the one required in order to e-sign a PFD application) and is developing a DEC Water validation for accounts not eligible for the PFD/DMV validation.

Q37: Explain the difference between “validated” myAlaska accounts and “non-validated” myAlaska accounts.

A37: myAlaska accounts can either be “validated” or “non-validated”. The validation process confirms your identity (verifies that you are who you say you are). Validated myAlaska account holders can “e-sign” their applications. Currently a myAlaska account is “validated” through the PFD/DMV validation process (which requires you to be an Alaskan Resident). Non-validated myAlaska account holders cannot “e-sign” their accounts. They will need to print and sign the hardcopy signature page and submit via email, fax or mail.

Q38: Can I have more than one myAlaska validated account?

A38: Currently, you cannot have more than one PFD/DMV validated account. Although we don’t encourage it, you can have a second account. DEC is currently finalizing the rules and processes for validating an account that is not eligible for a PFD/DMV validation.

Q39: How do I get my myAlaska account validated?

A39: Currently you will need to get PFD/DMV validated through myAlaska and the PFD application process. myAlaska can be found at: <https://myalaska.state.ak.us/login/login.aspx>. The DEC Division of Water is in the process of finalizing the processes to provide a second DEC Water validation method for the eNOI system.

Q40: How does a myAlaska electronic signature work?

A40: A myAlaska electronic signature uses cryptography-based mechanisms to bind the data to be signed with the identity of the signer and the date and time of the signing act. Due to this cryptographic binding, at any time after the signing act an independent third party can confirm non-repudiation (i.e., a person with knowledge of a particular myAlaska user name and password signed it, and no one else could have) and integrity (if any element of the content is changed, the cryptographic mechanism will indicate that a change; i.e., the signature makes the content tamper-evident).

Q41: I am a state/federal agency employee and have concerns about using my personal myAlaska account for work-related business such as the eNOI application. Can I create a separate myAlaska account for my work duties?

A41: Think of your myAlaska account as an “electronic driver’s license.” We encourage people to use their personal account so that they have one account for all business with the State of Alaska, though understand that some prefer not to. If you want, you can create a separate account but this second account cannot receive a PFD/DMV validation.

Q42: Can multiple users be registered with a single business myAlaska account to submit eNOIs for different offices in the same business or government agency?

A42: Each myAlaska account is a personal account in the same way that a signature belongs to only one person. It cannot be shared by more than one person, and therefore it’s not possible to use one account for users in different offices, with different email addresses. In the same way that one person signs a paper application with their personal signature for business purposes, a single person must sign an online application using their own myAlaska account for business purposes.

Q43: When I use my myAlaska account for the DEC eNOI application, does DEC staff have access to my individual account information?

A43: The DEC Online Application System, which hosts the eNOI application, accesses only an applicant’s myAlaska account code, name and email address that is associated with their myAlaska account. Only the account code is saved in the Online Application System, therefore ADEC staff does not have access to any additional individual myAlaska account information.

