Alaska Department of Environmental Conservation
Divison of Water

Module 3C

How to Apply for Coverage Under an APDES General Permit

2012 Seafood Processing Waste Permitting & Compliance Workshop

Anchorage, Alaska • February 28-29, 2012

Module 3C – Applying for Coverage Under APDES General Permit

Shawn Stokes

Environmental Program Manager

Module 3C – OBJECTIVES

- Introduce DEC APDES General Permit Portal Web page.
- Walk through the process of submitting an eNOI APDES application.
- Discuss permit modification requests.

Module 3C – What Will You Learn

- How to create a myAlaska account, navigate to the DEC Seafood Processing website and Permitting Portal.
- Establish a basic understanding of OASys.
- Learn how to successfully submit an eNOI.
- Required specifics for permit modifications.

DEC Seafood Processing Waste Permit Application Portal

MODULE 3C

Seafood Processing Application Portal

Notice of Intent Form Location

DEC Seafood Processing Waste Permit Application Portal

State of Alaska – Departmen

dec.alaska.gov/water/wwdp/seafood/seafoodww.html

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Alaska Department of Environmental Conservation
Division of Water

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DEC State of Alaska

State of Alaska > DEC > Division of Water > Wastewater Discharge Authorization > Seafood Processing > Seafood Processing Wastewater

Seafood Processing Waste Permit Application Portal

Seafood Processing Waste Discharge Applications

General Permits (Seafood Processors)

A number of Alaskan seafood processors are authorized to discharge wastewater under general permit AKG520000 which expired in 2006. Since AKG520000 expired, DEC has issued a new general permit for offshore processors, AKG523000, and is developing a new shorebased GP, AKG521000, to replace the old permit. During this transitional period, permittees covered by administrative extension of expired permit AKG520000 should be aware of the following:

1. Shorebased processors discharging between shore at mean lower low water (MLLW) and 0.5 nautical miles (nm) may continue permit coverage under AKG520000 until the new permit, AKG521000, is in effect. Continued authorization to discharge under AKG520000 is contingent upon compliance with permit requirements. Permittees must submit monitoring data reports and updated NOIs for material changes to facilities in a timely manner.
2. Near shore and offshore processors discharging seafood wastewater between, 0.5 to 3.0 nm from shore at MLLW or baseline, must seek authorization under the new general permit, AKG523000. Currently permitted operators must submit an NOI before December 1, 2011 to ensure coverage under AKG523000. New processors must submit an NOI at least 90 days prior to their intended start of discharge date.
3. Offshore processors discharging seafood wastewater more than 3.0 nm from shore at MLLW or baseline must seek coverage under EPA permit AKG524000.

Use Table 1 to navigate to the appropriate permit or application/NOI information.

Individual Permits (Seafood Processors)

Use Table 2 to navigate to the appropriate individual permit or application information.

All applicants requesting an individual permit must complete APDES Form 1 listed in Table 2 along with any category specific applications, such as existing source, new source, or mixing zone. Individual permits are issued to large facilities and those processors discharging to restricted waters that are not covered by a general permit.

http://dec.alaska.gov/water/wwdp/seafood/seafoodww.html

Electronic Notice of Intent (eNOI)

Electronic vs. Paper

The website specifically allows for eNOI submittal and modifications of an eNOI.

Electronic Application

eNOI- Electronic Notice of Intent

DEC Seafood Processing Waste Permit Application Portal

MODULE 3C

Electronic Notice of Intent (eNOI)

State of Alaska - Departmen

dec.alaska.gov/water/wwdp/seafood/seafoodww.html

Table 1 General Permit Application/Notice of Intent (NOI)

Permit Number	Permit Name	Resources	Description
AKG520000	Seafood Processors in Alaska	Notice of Intent	NOI must be completed for modifications to administratively continued facilities. DEC cannot authorize new discharges under this expired general permit.
AKG523000	Alaska Offshore Seafood Processor	Online Application System	Seafood processors discharging in State waters between 0.5 and 3.0 nm form shore at MLLW or baseline must submit an electronic (eNOI) by December 1, 2011 or 90 days prior to start of a new discharge.
AKG524000	NPDES Offshore Seafood Processors in Alaska	Notice of Intent	Current EPA General Permit for Offshore processors discharging more than 3.0 nm from shore at MLLW or baseline in U.S. water off Alaska.

Table 2 Individual Permit Applications (Seafood Processors)

Form Number	Form Name	Form Link
APDES Form 1	**General Application Form** Must be completed by all applicants required to obtain an individual APDES permit.	
APDES Form 2C	**Existing Industrial Facilities** Includes Seafood Processors Contact DEC: Shawn.Stokes@alaska.gov or (907) 269-7504	
APDES Form 2D	**New Sources and New Dischargers** Application for Permit to Discharge Seafood Process Wastewater for facilities without prior permits. Contact DEC: Shawn.Stokes@alaska.gov or (907) 269-7504	
APDES Form 2M	**Request for a Mixing Zone** Must be completed by an applicant requesting a mixing zone for a discharge.	

Return to Seafood Processing Waste Home Page

Commissioner Public Notices Regulations Statutes Press Releases

Divisions/Contacts Employee Email

Department of Environmental Conservation
Division of Water
410 Willoughby Ave., Ste. 303, P.O. Box 111800, Juneau, AK 99811-1800
Phone: (907) 465-5180 || Fax: (907) 465-5177 || TDD: Alaska Relay: 1 (800) 770-8973

Electronic Notice of Intent (eNOI)

Electronic vs. Paper

The State is currently using the eNOI system for Stormwater Construction GP and successfully processes 400 to 500 eNOI per year using the State Online Application System (OASys.)

Electronic Notice of Intent (eNOI)

Electronic vs. Paper

Although, eNOIs are the preferred method of submittal; paper NOIs can still be submitted but will require additional processing time by DEC.

Electronic Notice of Intent (eNOI)

At this point, only the Alaska Offshore Seafood Processor (AKG523000) eNOI is available on OASys, but in the future additional eNOIs for upcoming Alaska General Permits will be available:

- Coastal Fish Waste GP
- Freshwater Fish Waste GP
- Hatchery GP

Electronic Notice of Intent (eNOI)

Future OASys upgrades will include auto-filled eNOI information supplied from DEC databases and/or previous application submittals.

How to Complete an eNOI

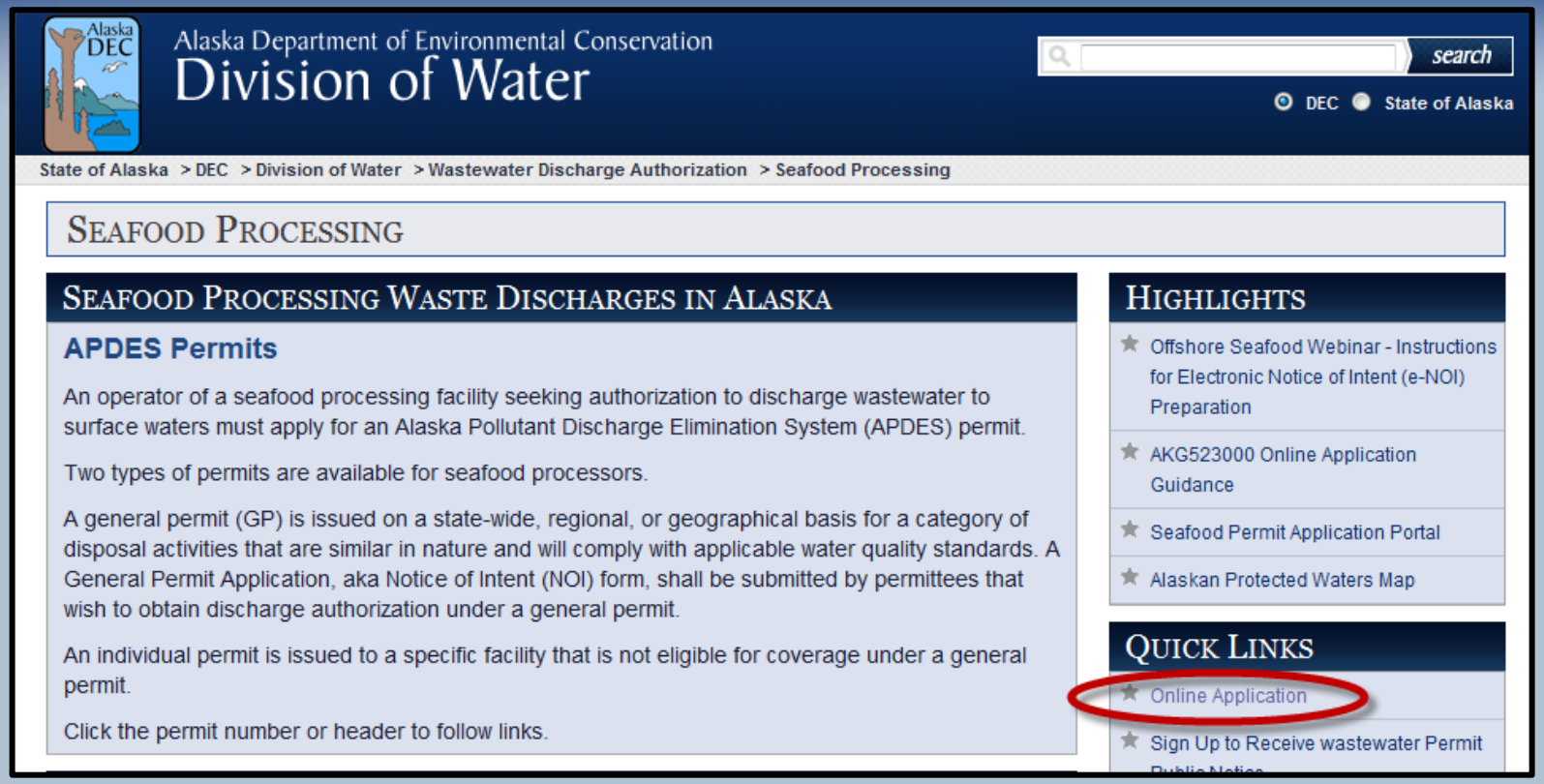
The next several slides will walk you through submitting an eNOI using the DEC's Online Application System – OASys.

How to Complete an eNOI

To begin the process of submitting an eNOI, navigate to the DEC Water website.

http://www.dec.alaska.gov/water/wwdp/index.htm

How to Complete an eNOI



You will be directed to the Seafood Processing webpage. To start the eNOI, select Online Application located under Quick Links.

How to Complete an eNOI

MODULE 3C

State of Alaska – Departmen

dec.alaska.gov/water/wwdp/seafood/seafoodww.html

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DEC State of Alaska

State of Alaska > DEC > Division of Water > Wastewater Discharge Authorization > Seafood Processing > Seafood Processing Wastewater

Seafood Processing Waste Permit Application Portal

Seafood Processing Waste Discharge Applications

General Permits (Seafood Processors)

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1. Shorebased processors discharging between shore at mean lower low water (MLLW) and 0.5 nautical miles (nm) may continue permit coverage under AKG520000 until the new permit, AKG521000, is in effect. Continued authorization to discharge under AKG520000 is contingent upon compliance with permit requirements. Permittees must submit monitoring data reports and updated NOIs for material changes to facilities in a timely manner.
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Use Table 1 to navigate to the appropriate permit or application/NOI information.

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Use Table 2 to navigate to the appropriate individual permit or application information.

All applicants requesting an individual permit must complete APDES Form 1 listed in Table 2 along with any category specific applications, such as existing source, new source, or mixing zone. Individual permits are issued to large facilities and those processors discharging to restricted waters that are not covered by a general permit.

This is the DEC Permit Portal website. Scroll down to the Notice of Intent section, and click on the Online Application System link.

How to Complete an eNOI

State of Alaska - Departmen

dec.alaska.gov/water/wwdp/seafood/seafoodww.html

Table 1 General Permit Application/Notice of Intent (NOI)

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APDES Form 2M	**Request for a Mixing Zone** Must be completed by an applicant requesting a mixing zone for a discharge.	

Return to Seafood Processing Waste Home Page

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Divisions/Contacts Employee Email

Department of Environmental Conservation
Division of Water
410 Willoughby Ave., Ste. 303, P.O. Box 111800, Juneau, AK 99811-1800
Phone: (907) 465-5180 || Fax: (907) 465-5177 || TDD: Alaska Relay: 1 (800) 770-8973

How to Complete an eNOI

This will send you to the DEC Water – Online Application System or OASys.

Each applicant will need to have a myAlaska account in order to submit an eNOI. A link is provided for enrolling in myAlaska.

How to Complete an eNOI

State of Alaska – Departmen

www.dec.alaska.gov/water/oasys/index.html

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Alaska DEC

Alaska Department of Environmental Conservation
Division of Water

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DEC State of Alaska

State of Alaska > DEC > Division of Water

Department of Environmental Conservation

Water Online Application System

Welcome to DEC's Water Online Application System (OASys)!

This system may be used to:

- Apply for ADEC state general permit coverage for contained water and excavation dewatering
- Apply for APDES general permit coverage for construction stormwater, industrial stormwater a
- Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching
- Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Wate
- Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.

If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

Continue to MyAlaska

Use this link to create a myAlaska account

Please direct questions to DEC.Water.OPAHelp@Alaska.Gov.
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help

Enrolling in myAlaska

You will arrive at the myAlaska new account page.

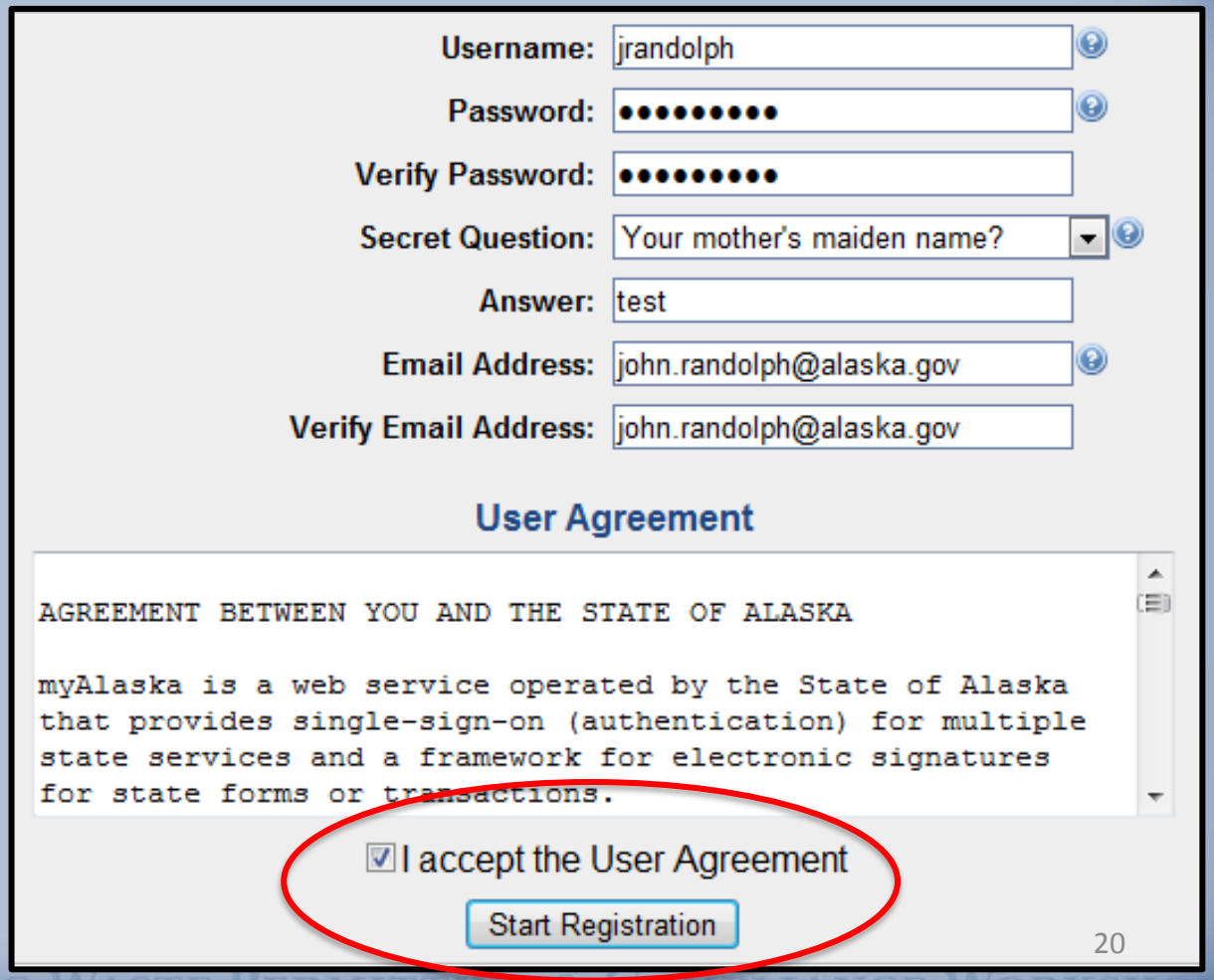
Enter your

- Username
- Password
- Secret Question
- Email Address

Read the User Agreement and Accept

Then –

Start Registration



Enrolling in myAlaska

To verify your myAlaska account, close the browser window and open the email used to enroll.

FROM	SUBJECT	DATE
myAlaska	myAlaska - Account Verification	8:13 AM

Open the Account Verification email and select the hyperlink listed in the message.

myAlaska - Account Verification

This message was sent to you by a computer program, DO NOT REPLY to this message.

To continue with the registration process of your new myAlaksa account, please verify your email address by visiting the following URL WITHIN 24 HOURS of registration:

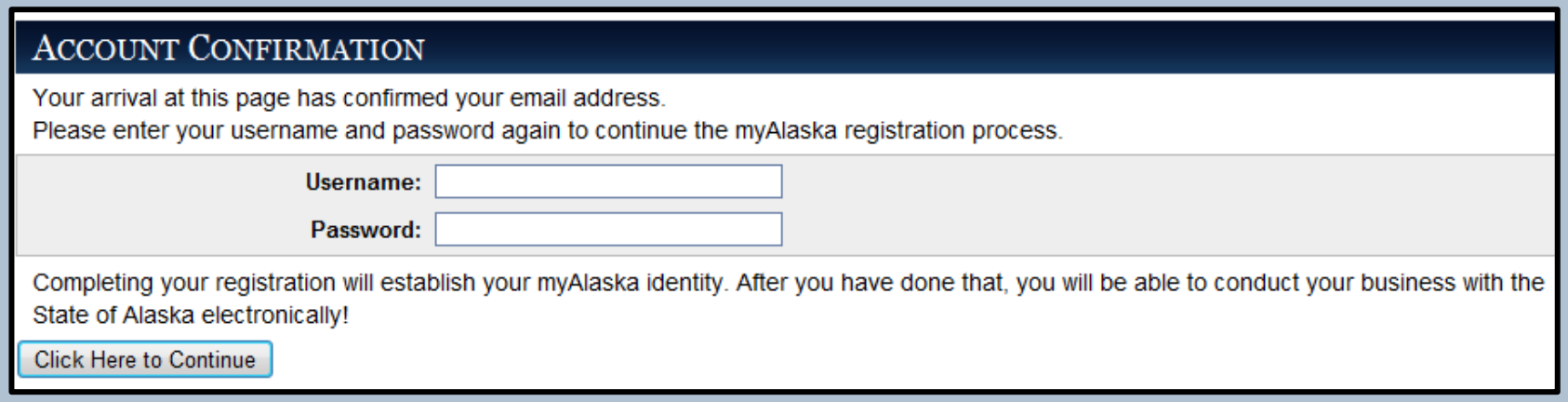
https://my.alaska.gov/Confirm?type=NewAccount&ticketid=358931d5-6fa7-499c-9904-6e07f31cbf25

*If you cannot locate the myAlaska verification email, be sure to check your **junk mail** folder.*

Enrolling in myAlaska

The Account Confirmation page appears.

- Enter your Username and Password.
- Then **Click Here to Continue**.



Enrolling in myAlaska

MODULE 3C

Your account has been confirmed successfully.

Welcome **watertest32**. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

Services

Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.
View Your Services

MyProfile

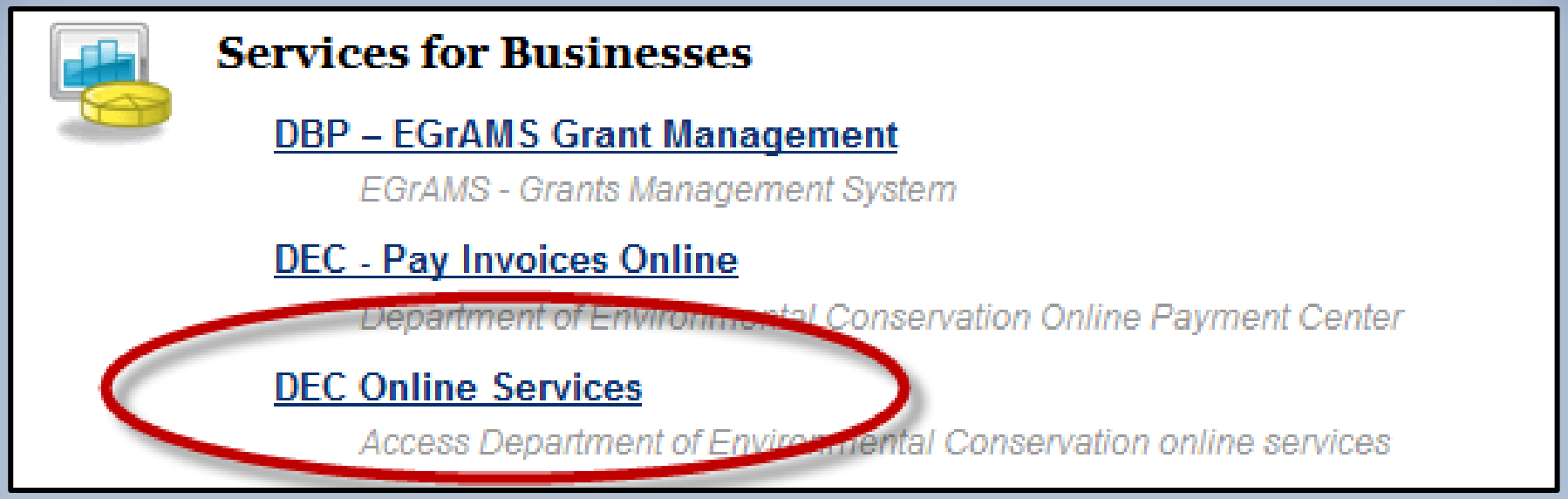
Manage, update, or change your myAlaska account and user information.
Manage Your Profile

Help

Get help using myAlaska or one of the myAlaska applications.
Get Help

You will be taken to the myAlaska Registered User Portal; to proceed select **View Your Services**.

Enrolling in myAlaska



Then, click on **DEC Online Services**, listed under Services for Businesses.

Enrolling in myAlaska

- Read the Privacy Agreement
- Check the I Accept box
- Select **Continue**

Enrolling in myAlaska

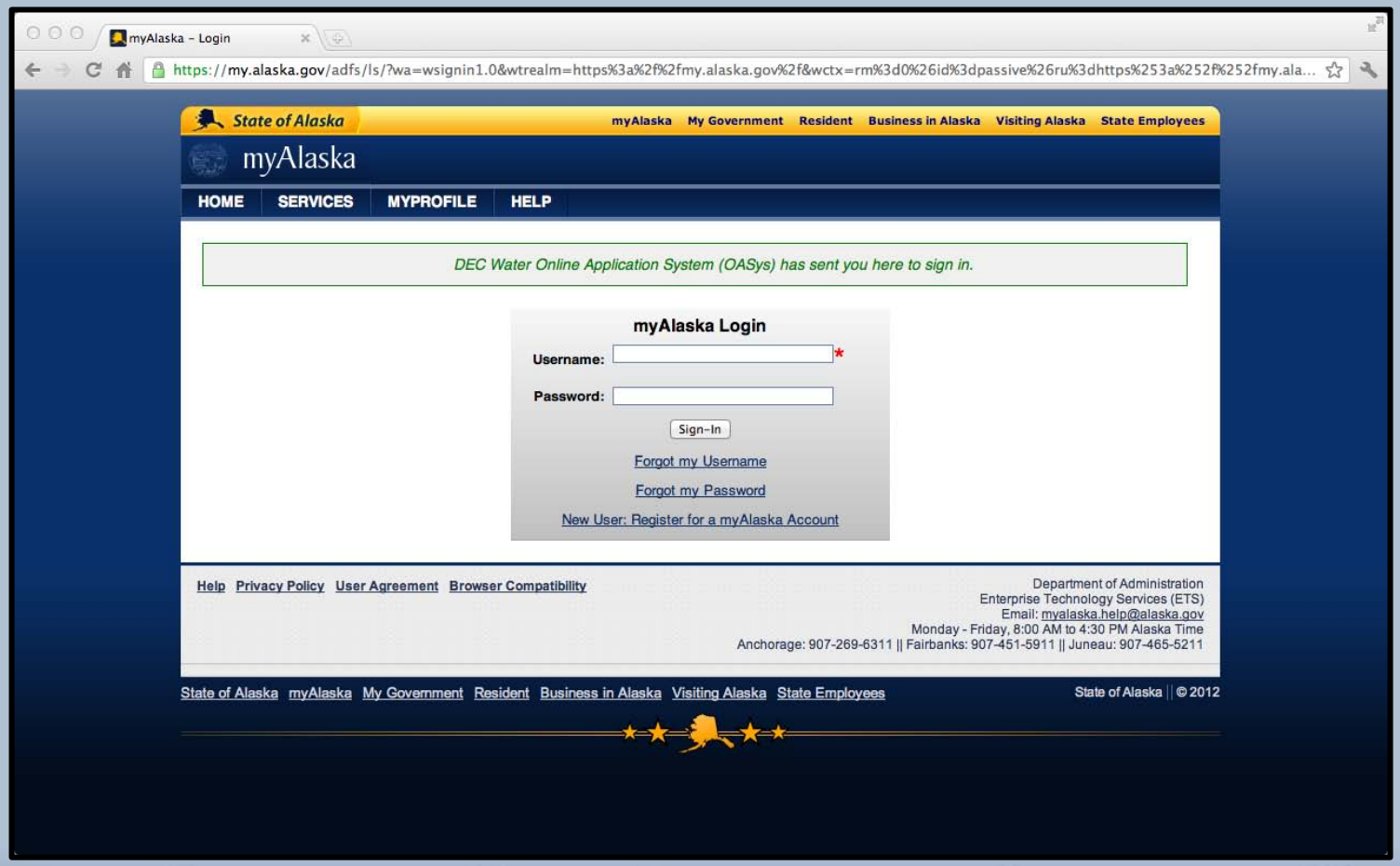
MODULE 3C

You will be directed to DEC myAlaska Online Services Page

Then navigate to OASys - Water Application System

How to Complete an eNOI

You will arrive at the DEC Water OASys login page.



How to Complete an eNOI

Logging in will bring you to the DEC OASys page.

Welcome

https://myalaska.state.ak.us/dec/water/oasys/

State of Alaska

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Alaska Department of Environmental Conservation
Division of Water

search

DEC | State of Alaska

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

Water Online Application System

Select the Permits tab.

Welcome

The following categories are available online. To start the process, select from the tabs below.

Your "In Process" Applications | Cruise Ship | Grants | Loans | Permits | Questionnaires | Reports | Storm Water

The following 'In Process' applications are those from the last month which you have not yet submitted:

Tracking #		Type	Facility	Status
OFSH-0035	Open	Offshore Seafood General Permit		Incomplete and Not Signed, Not Paid - In Process

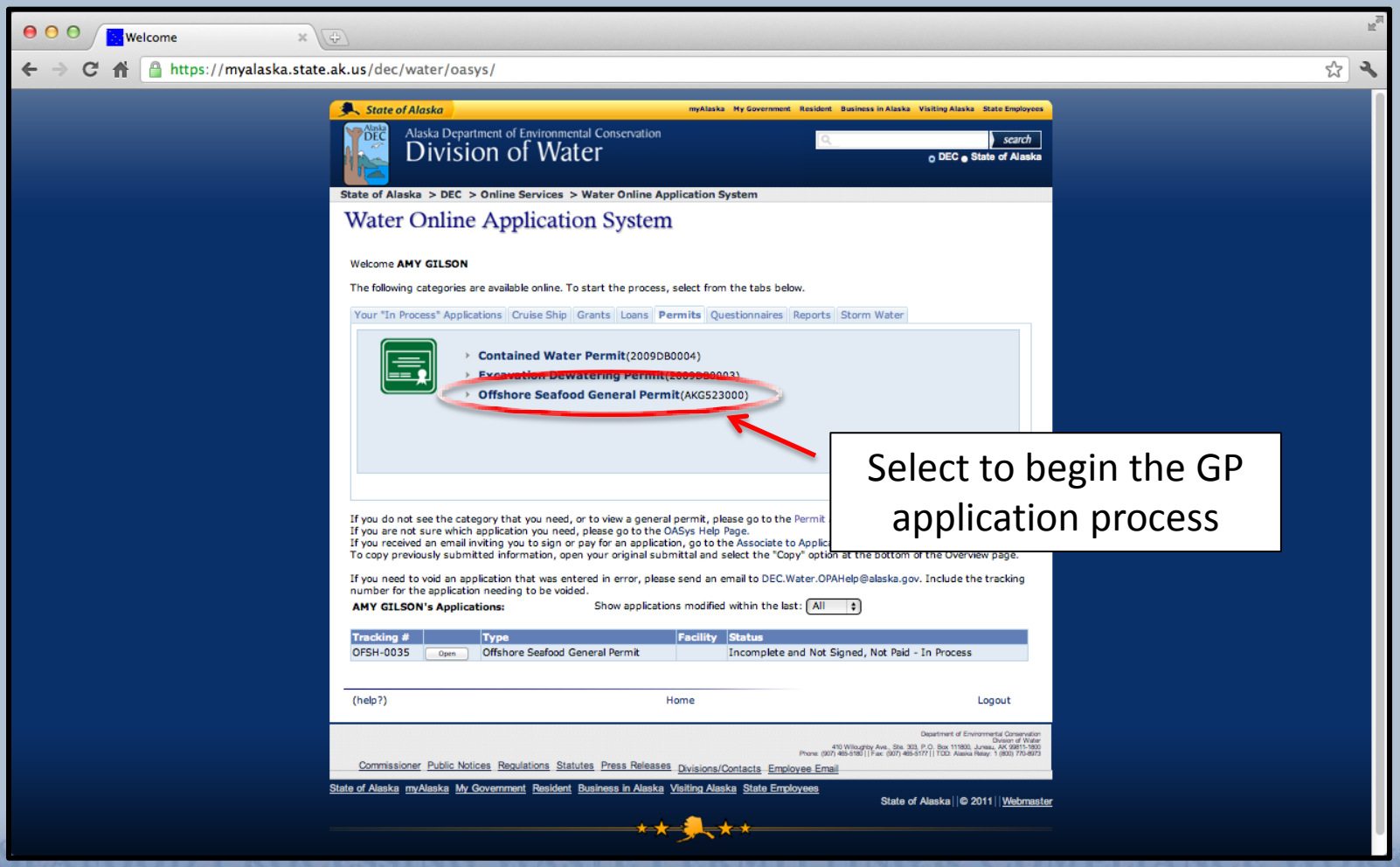
To start a new application, click on the appropriate tab above, and then select the desired application from the list.

If you do not see the category that you need, or to view a general permit, please go to the Permit Application Portal.
If you are not sure which application you need, please go to the OASys Help Page.
If you received an email inviting you to sign or pay for an application, go to the Associate to Application page.
To copy previously submitted information, open your original submittal and select the "Copy" option at the bottom of the Overview page.

If you need to void an application that was entered in error, please send an email to DEC.Water.OPAHelp@alaska.gov. Include the tracking number for the application needing to be voided.

How to Complete an eNOI

Logging in will bring you to the DEC OASys page.



How to Complete an eNOI

You are now on the GP Application Page.

Permit Information

https://myalaska.state.ak.us/dec/water/oasys/Wizard.aspx

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

Offshore Seafood General Permit Application

Application Submission Process

Step 1 2 3 4 5 6 7 8

Permit Information

Purpose

Permit Information: This step will collect information about your facility, permit and vessel.

* indicates required field.

Tracking #:	OFSH-0038	**Facility:**		**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 occuring 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.:

This link will take you to the Application Step-by-Step Guidance document.

Offshore Seafood General Permit Application

MODULE 3C

A series eight of steps will take you through the Offshore Seafood General Permit Application, requiring information pertinent to your vessel.

Offshore Seafood General Permit Application

Application Submission Process

Step 1 2 3 4 5 6 7 8

Permit Information

Purpose

Permit Information: This step will collect information about your facility, permit and vessel.

* indicates required field.

Tracking #: OFSH-0057 **Facility:** **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 occuring 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: *

Previous Name of Facility Over the Last Five Years:

1. Previous Facility

Facility Name:

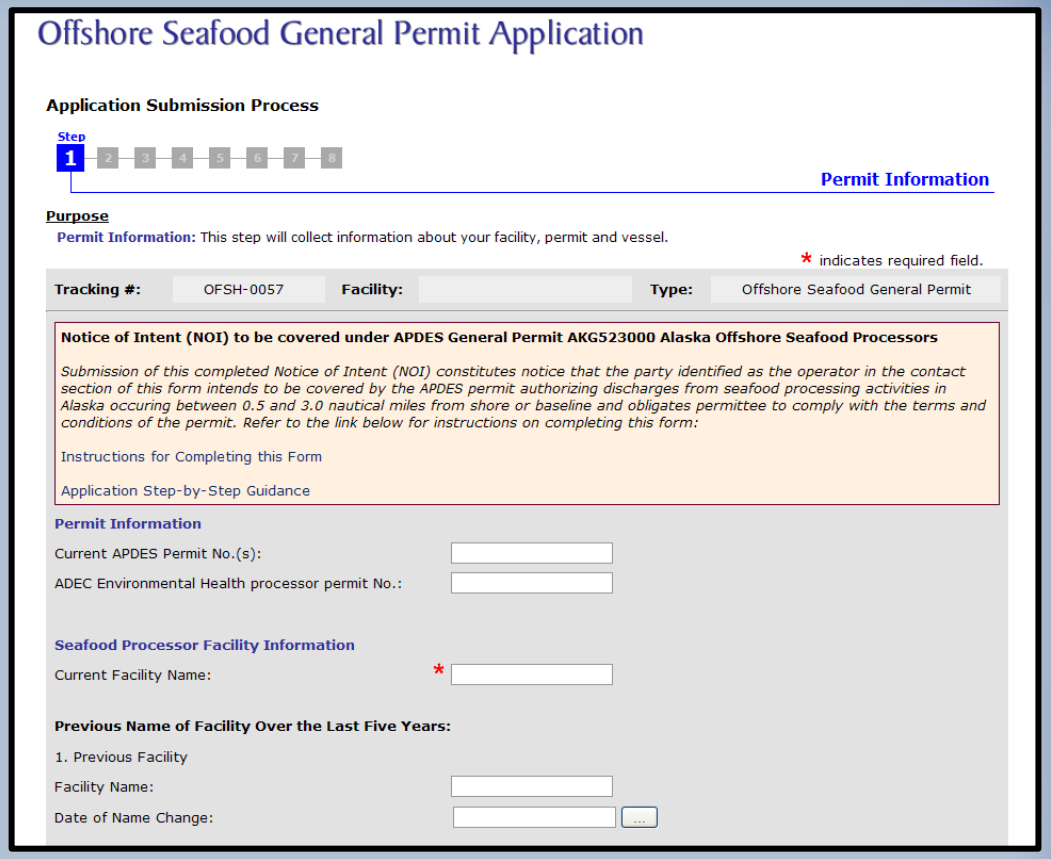
Date of Name Change: ...

Offshore Seafood General Permit Application – eNOI Required Information

MODULE 3C

Fill out the information as completely and thoroughly as possible.

Questions with a star (*) indicate required information.



Offshore Seafood General Permit Application

Application Submission Process

Step 1 2 3 4 5 6 7 8

Permit Information

Purpose

Permit Information: This step will collect information about your facility, permit and vessel.

* indicates required field.

Tracking #:	OFSH-0057	**Facility:**		**Type:**	Offshore Seafood General Permit

Notice of Intent (NOI) to be covered under APDES General Permit AKG523000 Alaska Offshore Seafood Processors

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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: *

Previous Name of Facility Over the Last Five Years:

1. Previous Facility

Facility Name:

Date of Name Change: ...

Offshore Seafood General Permit Application

MODULE 3C

When finished with a step, go the next page by selecting the **Next** button located at the bottom.

Processor Classification

Indicate the classification that describes the type of operations for this vessel (check each that applies): *

- ☐ Stationary offshore, discharging in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Mobile offshore, discharging while in transit in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Stationary offshore, discharging in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.
- ☐ Mobile offshore, discharging while in transit in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.

Fee Information

Have you paid your annual fee for the current calendar year? * ○ Yes ○ No

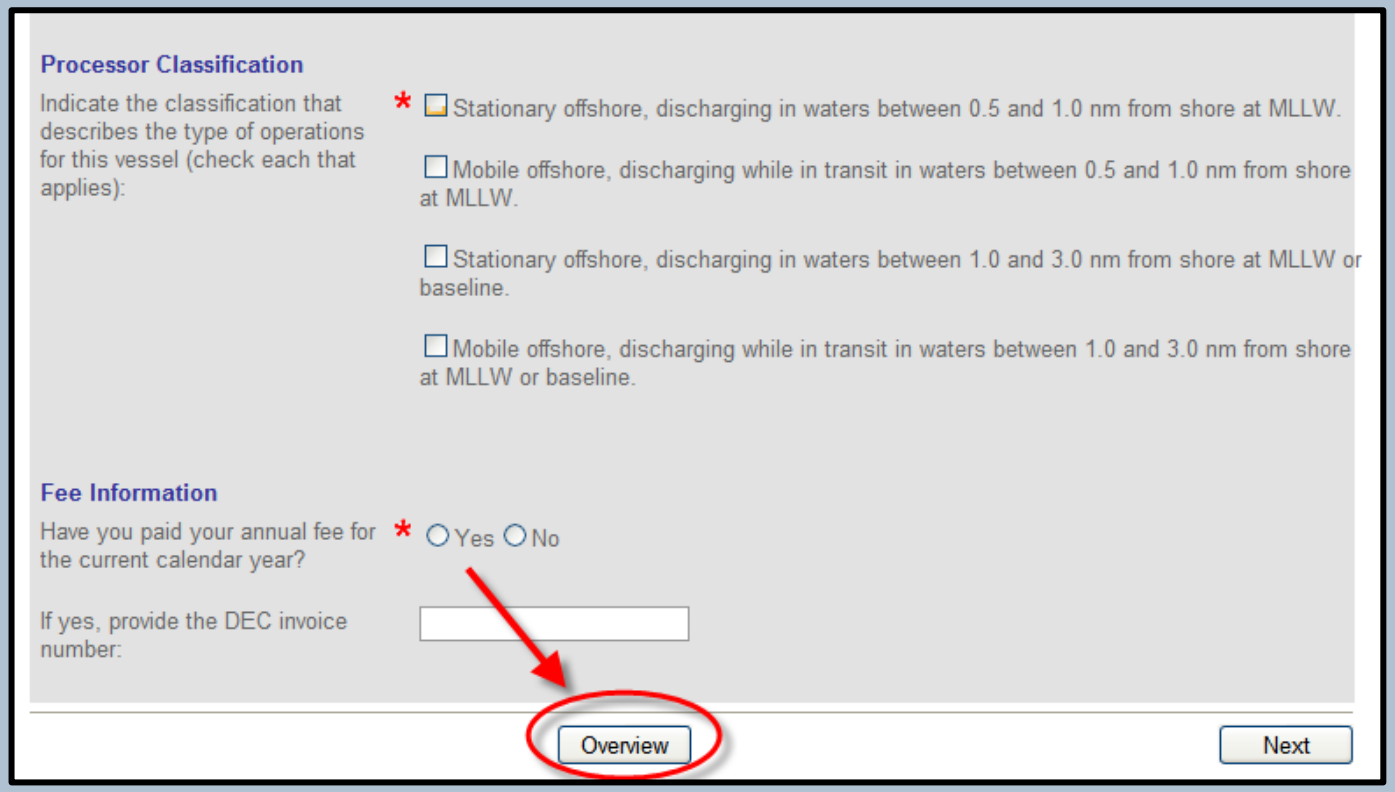
If yes, provide the DEC invoice number:

Overview | Next

Offshore Seafood General Permit Application

MODULE 3C

Use the **Overview** button at the bottom of the page to review and edit the previous step.



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- ☐ Stationary offshore, discharging in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Mobile offshore, discharging while in transit in waters between 0.5 and 1.0 nm from shore at MLLW.
- ☐ Stationary offshore, discharging in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.
- ☐ Mobile offshore, discharging while in transit in waters between 1.0 and 3.0 nm from shore at MLLW or baseline.

Fee Information

Have you paid your annual fee for the current calendar year? * ○ Yes ○ No

If yes, provide the DEC invoice number:

Overview | Next

Offshore Seafood General Permit Application

MODULE 3C

Helpful Tips

- At any time, you can logout and your application information will be saved for completion at a later time.
- Changes to the current page are not saved until you use the **Next** button.

Offshore Seafood General Permit Application – Step 1

Application Submission Process

Step 1 2 3 4 5 6 7 8

Permit Information

Purpose

Permit Information: This step will collect information about your facility, permit and vessel.

* indicates required field.

Tracking #:	AKG523029	Facility:		Type:	Offshore Seafood General Permit

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Permit Information

Current APDES Permit No.(s): *

ADEC Environmental Health processor permit No.:

Seafood Processor Facility Information

Current Facility Name: *

Previous Name of Facility Over the Last Five Years:

1. Previous Facility

Facility Name:

Date of Name Change: ...

Step 1 Enter:

- APDES Permit
- Facility Name
- Vessel Information

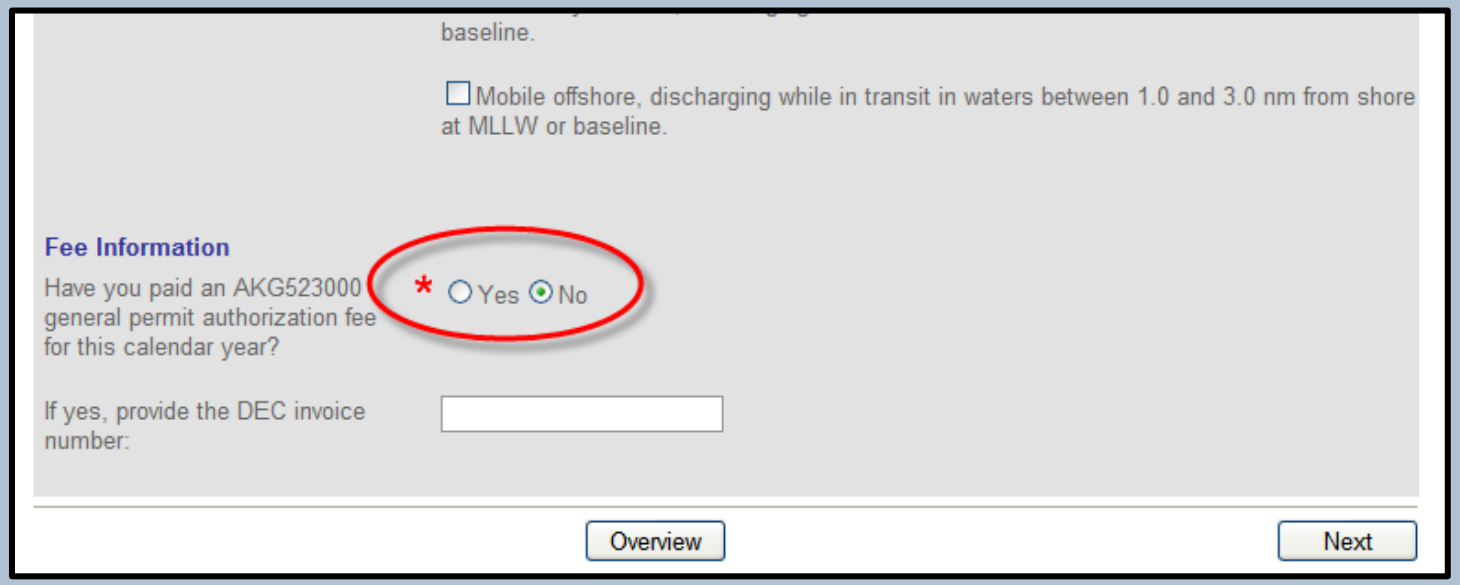
Select **Next** when all information is entered.

Offshore Seafood General Permit Application – Step 1

MODULE 3C

IMPORTANT:

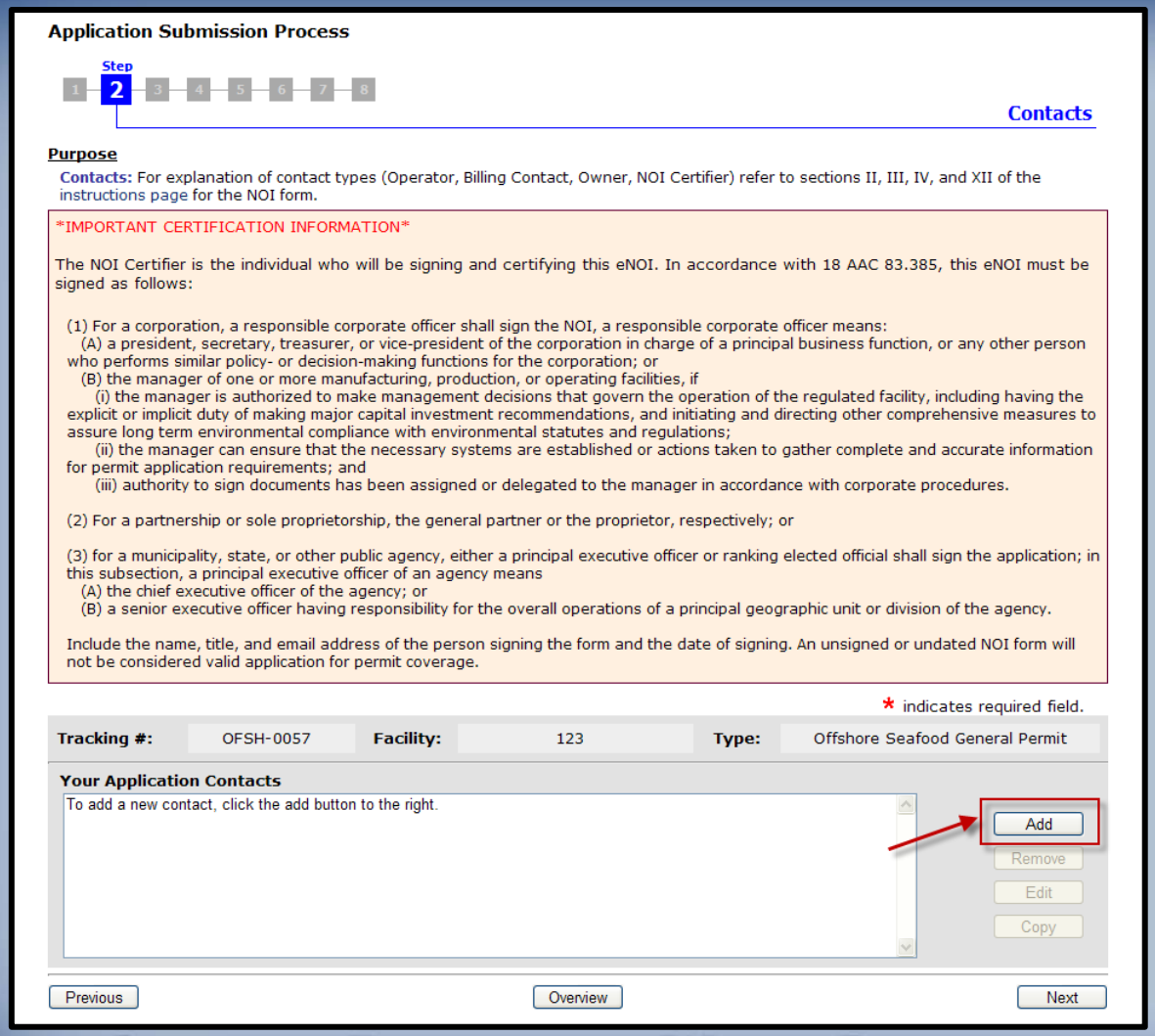
Only answer **No** to the Fee Information question, at the end of step 1 if you have already paid.



All New Applicants Are Required to Pay the Fee.

Offshore Seafood General Permit Application – Step 2

MODULE 3C



Application Submission Process

Step 2 — Contacts

Purpose

Contacts: For explanation of contact types (Operator, Billing Contact, Owner, NOI Certifier) refer to sections II, III, IV, and XII of the instructions page for the NOI form.

IMPORTANT CERTIFICATION INFORMATION

The NOI Certifier is the individual who will be signing and certifying this eNOI. In accordance with 18 AAC 83.385, this eNOI must be signed as follows:

(1) For a corporation, a responsible corporate officer shall sign the NOI, 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; or

(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.

Include the name, title, and email address of the person signing the form and the date of signing. An unsigned or undated NOI form will not be considered valid application for permit coverage.

* indicates required field.

Tracking #:	OFSH-0057	Facility:	123	Type:	Offshore Seafood General Permit

Your Application Contacts

To add a new contact, click the add button to the right.

Add
Remove
Edit
Copy

Previous | Overview | Next

Step 2:

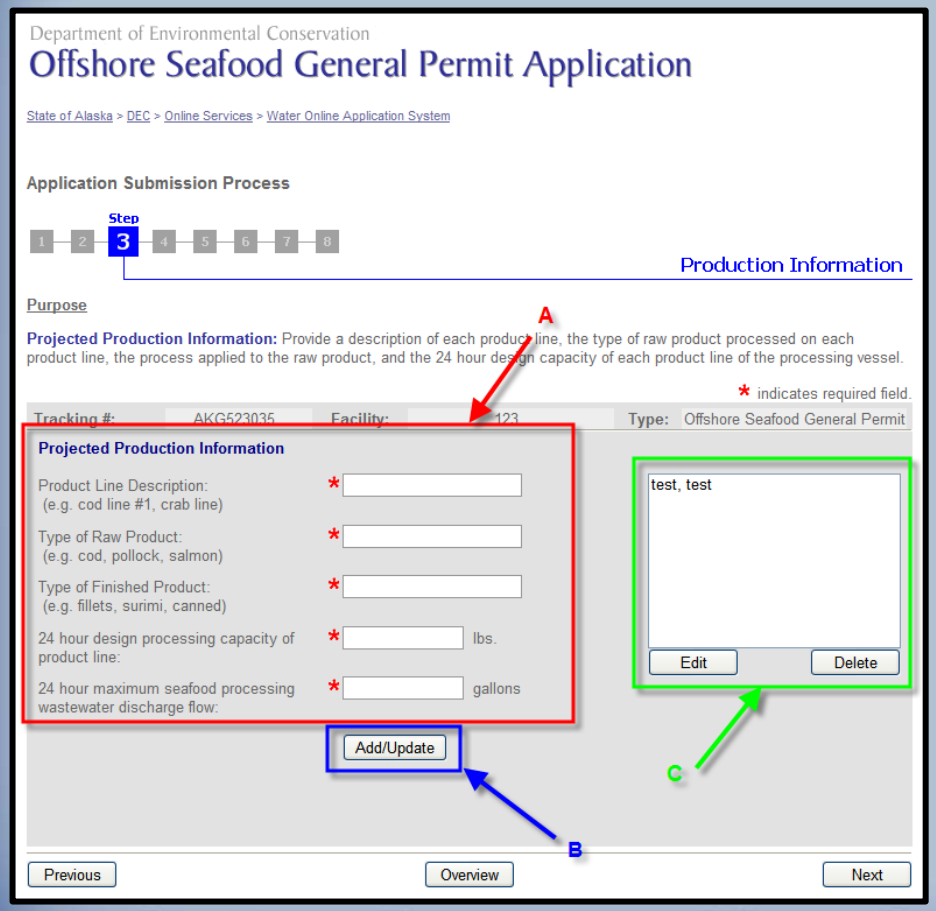
Enter contact information for all required persons.

Use the **Add** button to add a new contact.

Offshore Seafood General Permit Application – Step 3

MODULE 3C

Step 3 – Production Information



A. For each product, enter appropriate information into each * field.

B. Use **Add/Update** button to save box A information.

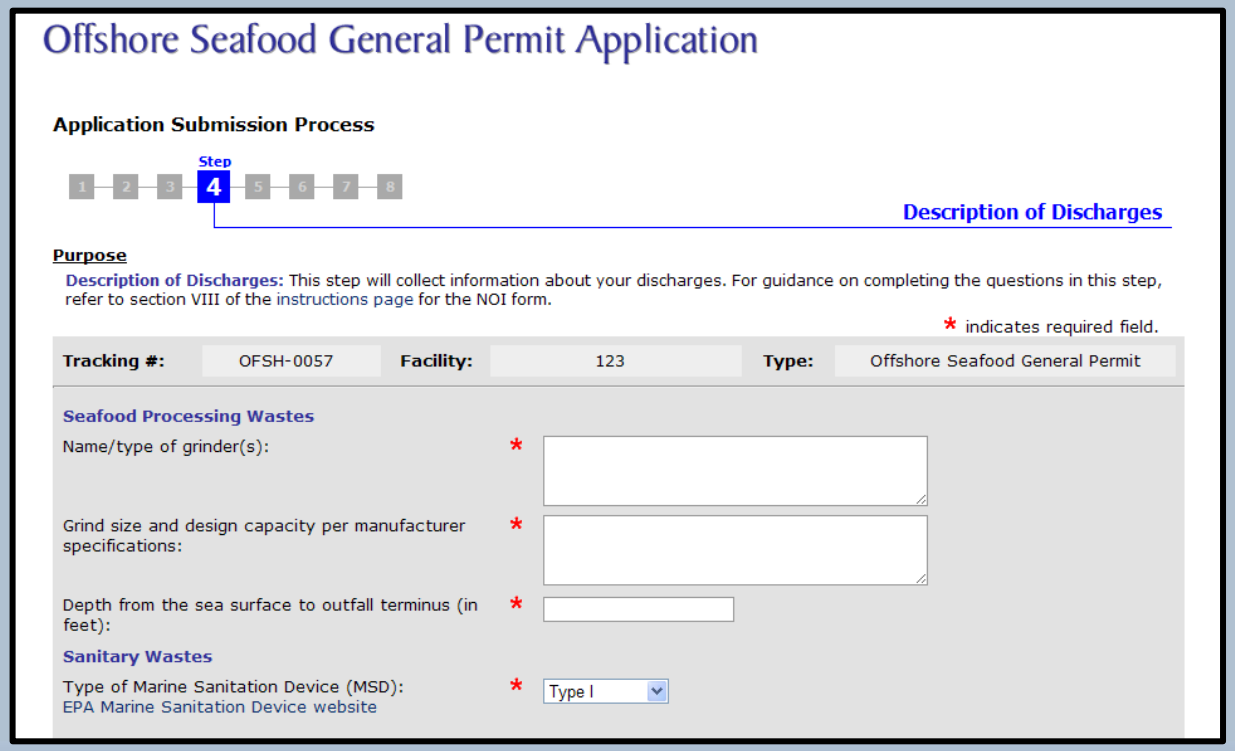
C. Saved product information is displayed in box C.

Offshore Seafood General Permit Application – Step 4

MODULE 3C

Step 4 – Discharge Information

Enter all required and applicable information.



Offshore Seafood General Permit Application

Application Submission Process

Step 1 2 3 **4** 5 6 7 8

Description of Discharges

Purpose

Description of Discharges: This step will collect information about your discharges. For guidance on completing the questions in this step, refer to section VIII of the instructions page for the NOI form.

* indicates required field.

Tracking #:	OFSH-0057	Facility:	123	Type:	Offshore Seafood General Permit

Seafood Processing Wastes

Name/type of grinder(s): *

Grind size and design capacity per manufacturer specifications: *

Depth from the sea surface to outfall terminus (in feet): *

Sanitary Wastes

Type of Marine Sanitation Device (MSD): * Type I

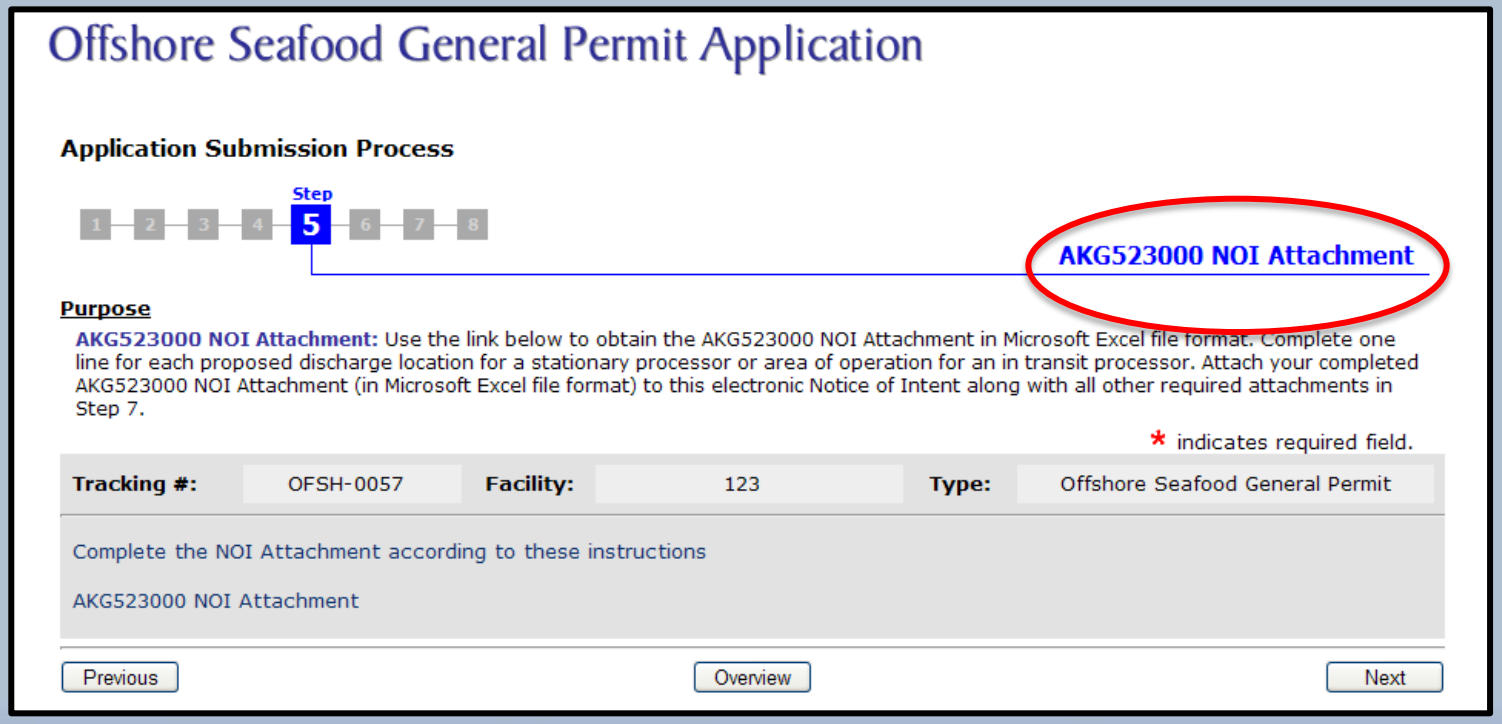
EPA Marine Sanitation Device website

Offshore Seafood General Permit Application – Step 5

MODULE 3C

Step 5 – Notice of Intent Attachment

An NOI Attachment must be completed and submitted along with eNOI in **Step 7**.



Offshore Seafood General Permit Application

Application Submission Process

Step 1 2 3 4 **5** 6 7 8

AKG523000 NOI Attachment

Purpose

AKG523000 NOI Attachment: Use the link below to obtain the AKG523000 NOI Attachment in Microsoft Excel file format. Complete one line for each proposed discharge location for a stationary processor or area of operation for an in transit processor. Attach your completed AKG523000 NOI Attachment (in Microsoft Excel file format) to this electronic Notice of Intent along with all other required attachments in Step 7.

* indicates required field.

Tracking #:	OFSH-0057	**Facility:**	123	**Type:**	Offshore Seafood General Permit

Complete the NOI Attachment according to these instructions

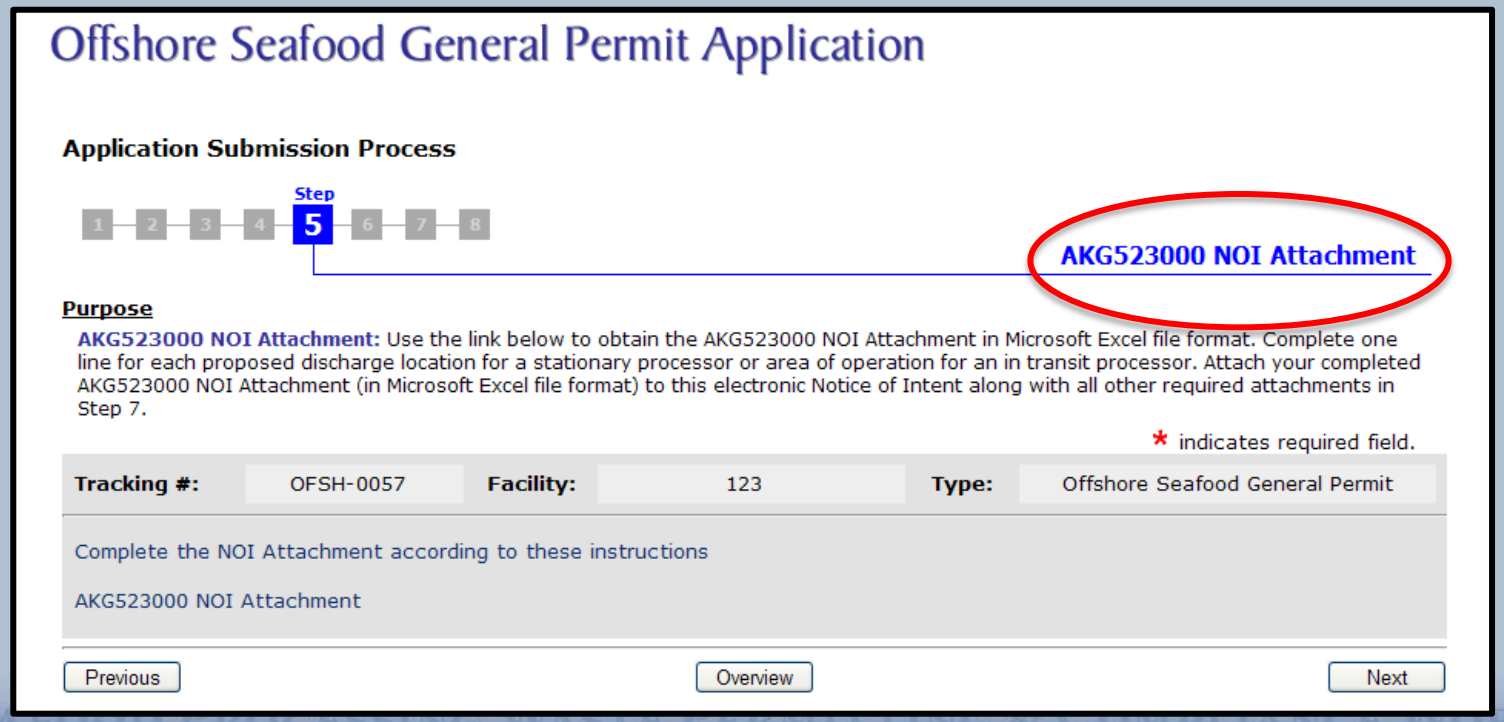
AKG523000 NOI Attachment

Previous | Overview | Next

Offshore Seafood General Permit Application – Step 5

Step 5 – Notice of Intent Attachment

Open the instructions and AKG523000 NOI Attachment and complete the excel form with all discharge and receiving water information.



Offshore Seafood General Permit Application – Step 5

MODULE 3C

Step 5 – Notice of Intent Attachment

Save completed excel file to your computer and attach it to your eNOI in **Step 7** (must be in excel.)

	A	B	C	D	E	F	G	H	I	J	K
1	Stationary or In-Transit	Seafood processing waste discharge location name (Receiving Water Name or Operational Area Designation)	Name(s) of any larger, adjacent waterbodies within 3 miles	Name(s) of any Protected/Excluded Waters within 3 miles	Latitude	Longitude	Distance from Shore or Baseline	Depth of the receiving water	Estimated dates of discharge at location or operational area	Seafloor survey anticipated	Average Curre within 300 feet Outfall
2											
3											
4											
5											
6											
7											
8											
9											
10											
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31											

Offshore Seafood General Permit Application – Step 6

Step 6 – Refueling Information

Enter all refueling information for your facility/vessel.

Offshore Seafood General Permit Application – Step 7

MODULE 3C

Step 7 – Submit Required eNOI Attachments

IMPORTANT: This is where you submit the discharge and receiving water excel file from **Step 5**.

Application Submission Process

Step

1 2 3 4 5 6 **7** 8

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.

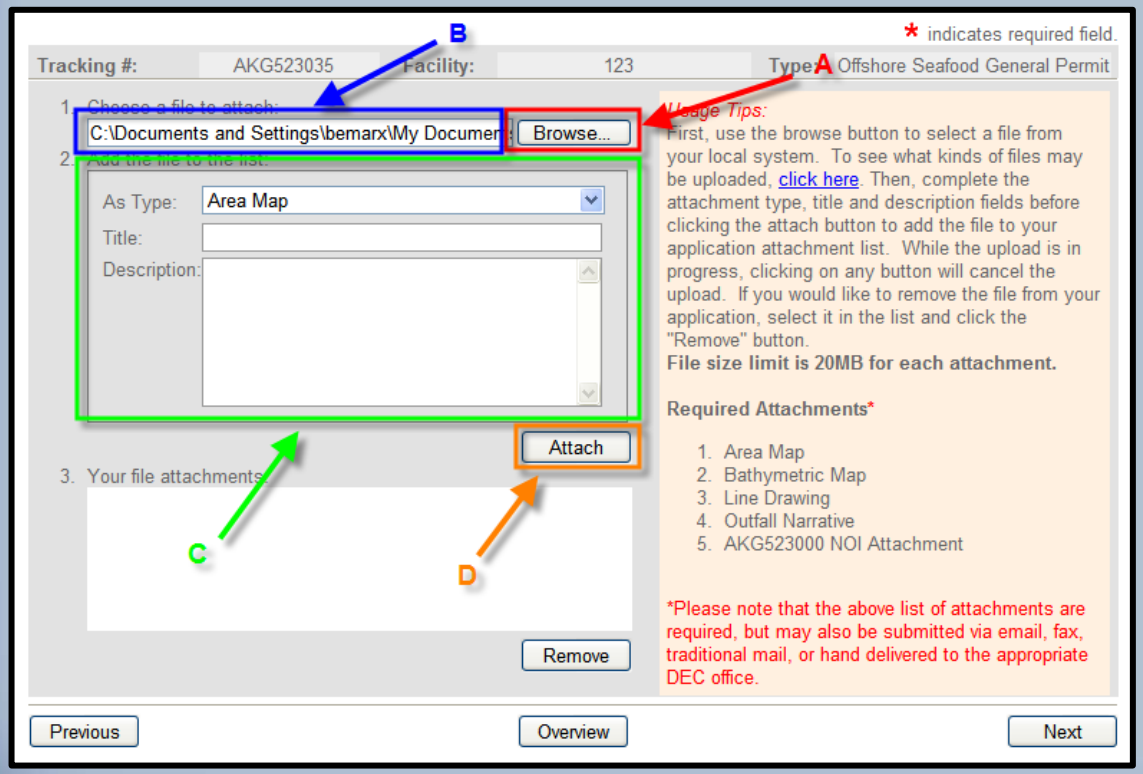
Attach the required attachments in a digital format (Word Doc, PDF, GIF, JPG, etc.) to your application using the form below. There is a file size limit of 20 MB. Contact DEC.Water.OPAHelp@alaska.gov for assistance with submitting your attachments.

Offshore Seafood General Permit Application – Step 7

MODULE 3C

Step 7 – Submit Required eNOI Attachments.

To attach a file, follow steps A to D.



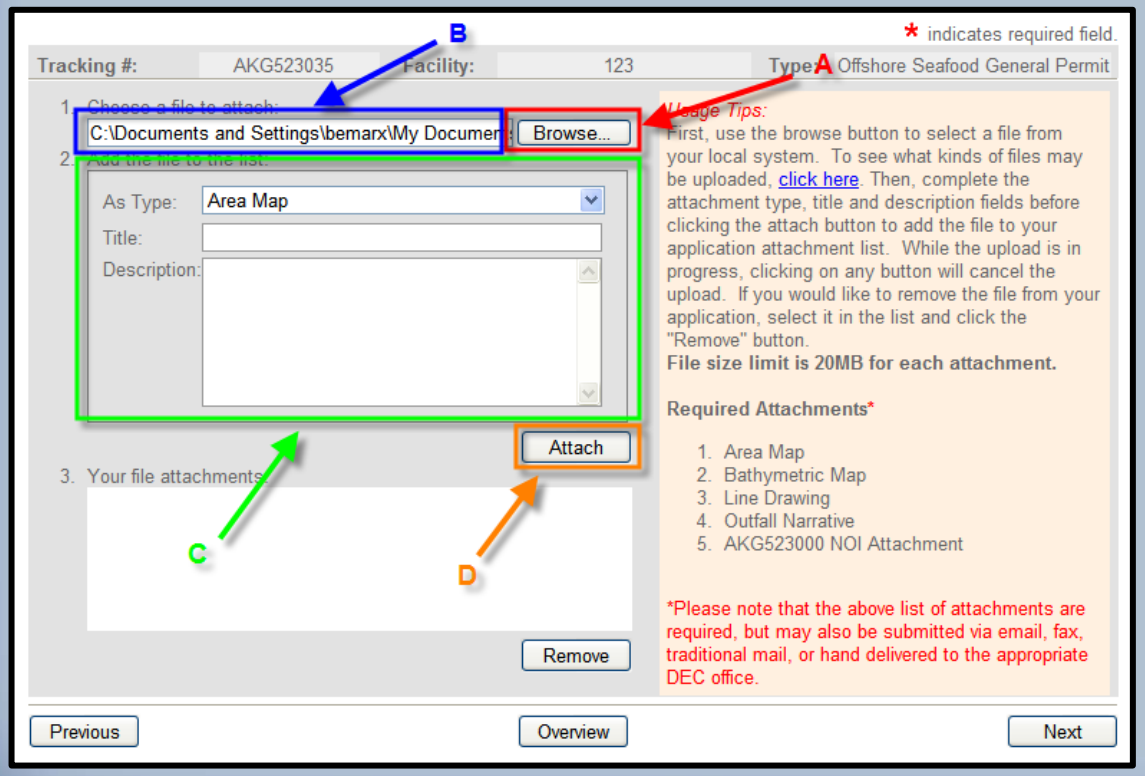
A. Click **Browse**

B. A new window appears. Select your file, then click **Open**. Your file will appear to the left of the **Browse** button.

Offshore Seafood General Permit Application – Step 7

Step 7 – Submit Required eNOI Attachments.

To attach a file, follow steps A to D.



C. Select file type from **As Type** pull down menu. Add a title and description.

D. Click **Attach**.

Offshore Seafood General Permit Application – Step 8

MODULE 3C

Step 8 – Application Overview

Offshore Seafood General Permit Application

1 2 3 4 5 6 7 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 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 Application Form
2. Sign This Application
3. Pay Application Fees ($410)

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-0057	Facility:	123	Type:	Offshore Seafood General Permit

Permit Information	*Details*	Edit
Current APDES Permit No.(s):		
ADEC Environmental Health processor permit No.:		
Current Facility Name:	123	
Facility Name:		
Date of Name Change:		
Facility Name:		
Date of Name Change:		
Facility Name:		
Date of Name Change:		
Facility Name:		

To change any information, select the edit button that corresponds to the eNOI step.

Offshore Seafood General Permit Application – Step 8

Step 8 – Application Overview

After all information is entered and you have finished adding all online attachments, you will need to sign and pay for your eNOI.

Offshore Seafood General Permit Application – Step 8

Step 8 – Application Overview

1. Complete Application Form
2. Select **Sign this Application** or **Pay Application Fees** or **Continue** (at bottom of page.)

NOTE: A check will appear next to tasks if application is complete and ready for signature and payment.

Offshore Seafood General Permit Application – Final Steps

Final Steps

This page gives you the signature options available for signing your eNOI application.

- Sign this Application Using e-Signature: slide 52.
- Print, Sign and Submit a Hard-Copy Signature Page: slide 54.
- Invite another party to Sign for this Application: slide 58.

Offshore Seafood General Permit Application – Final Steps

MODULE 3C

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. However, **two important steps** remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. 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, Not Paid

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

Tracking #:	AKG523025	**Facility:**	123	**Type:**	Offshore Seafood General Permit

I would like to...

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. 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:

Get ADOBE® READER®

Pay for this Application

Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

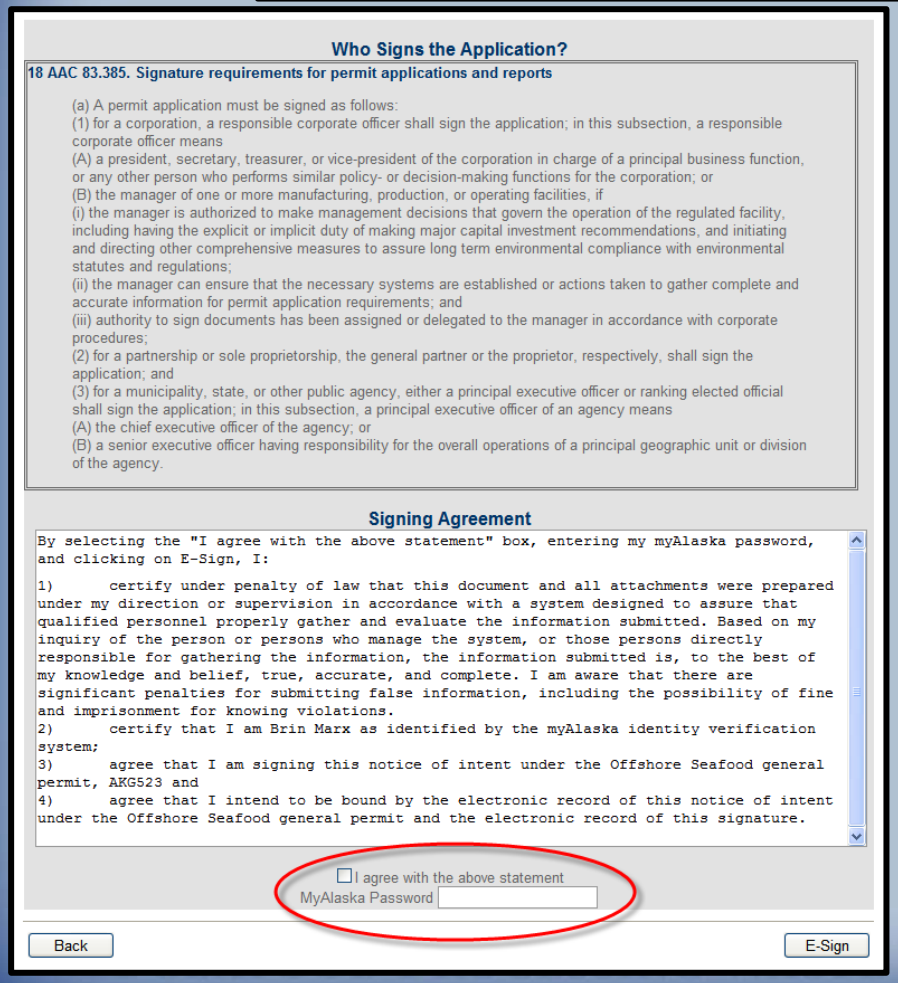
Invite another party to Sign and/or Pay for this Application

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

Offshore Seafood General Permit Application – Final Steps

MODULE 3C



Select **Sign this Application Using e-Signature** if you are already validated to e-sign an application (i.e. account used for PFD.)

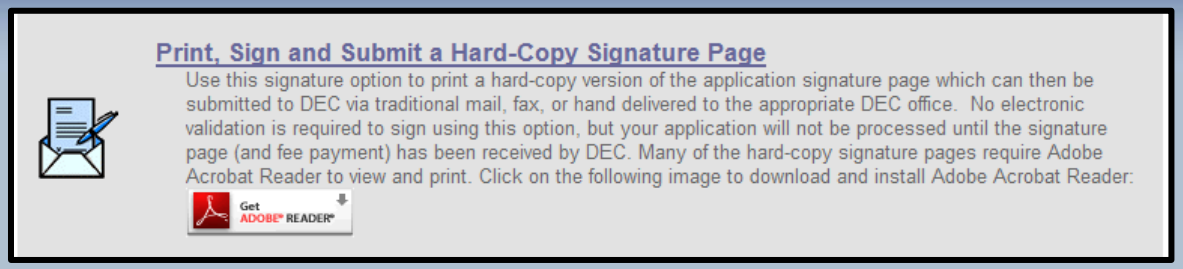
Check the box indicating you agree with the Signing Agreement and enter your myAlaska password.

Select **E-Sign.**

Back

Offshore Seafood General Permit Application – Final Steps

MODULE 3C



Select **Print, Sign and Submit a Hard-Copy Signature Page** to print a hard-copy version of the application signature page.

Click on **Print the Official Signature Page** link.

(This will lock your application. Changes may be made through eNOI modification process .)

Offshore Seafood General Permit Application – Final Steps

MODULE 3C

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 #:	AKG523025	Facility:	123	Type:	Offshore Seafood General Permit

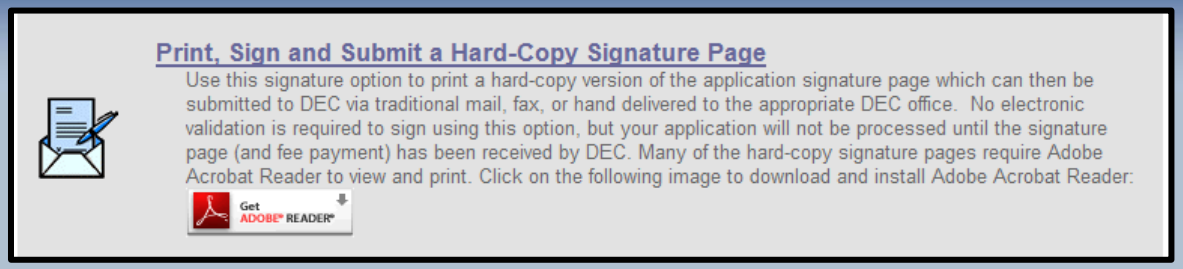
1. **Review Your Application**
   To review your application before submitting, visit the Overview Page.
2. **Print the Official Signature Page**
   Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! 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.

   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

Offshore Seafood General Permit Application – Final Steps

MODULE 3C



Once printed, sign at the bottom of the page.

Then mail, fax or email **<u>all pages</u>** of the **Signature Page** to address information shown at the top of the page.

Your signature page will typically be processed within a few days of being received and your eNOI will then be 'signed.'

Offshore Seafood General Permit Application – Final Steps

MODULE 3C

OPA Signature Page

Page 1 of 4

Alaska Department of Environmental Conservation
Offshore Seafood General Permit Signature Page

Thank you for using the DEC Water Online Application System. In order to sign your application and validate your myAlaska account, you must send this signed form to the following address:

Attn: Water Information Management
Division of Water
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

myAlaska User ID: bmtest

Name: Brin Marx

Project Name: test

Tracking Number: AKG523037

Address:

Phone No:

Email: brin.marx@alaska.gov

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.

Signature | Printed Signature | Date

Back

Offshore Seafood General Permit Application – Final Steps

MODULE 3C

Select **Invite another party to Sign/Pay for this Application** if you need to assign an alternate signer for your Application.

Assign Alternate Signer and/or Payer for your Application

Purpose

This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #:	CGPNOI-0010	Facility:	test	Type:	Storm Water Construction General Permit eNOI

I would like to assign an alternate...

- ○ Payer
  e-mail Address:
- ◉ Signer
  e-mail Address:
- ○ Signer and Payer
  e-mail Address:

>>>

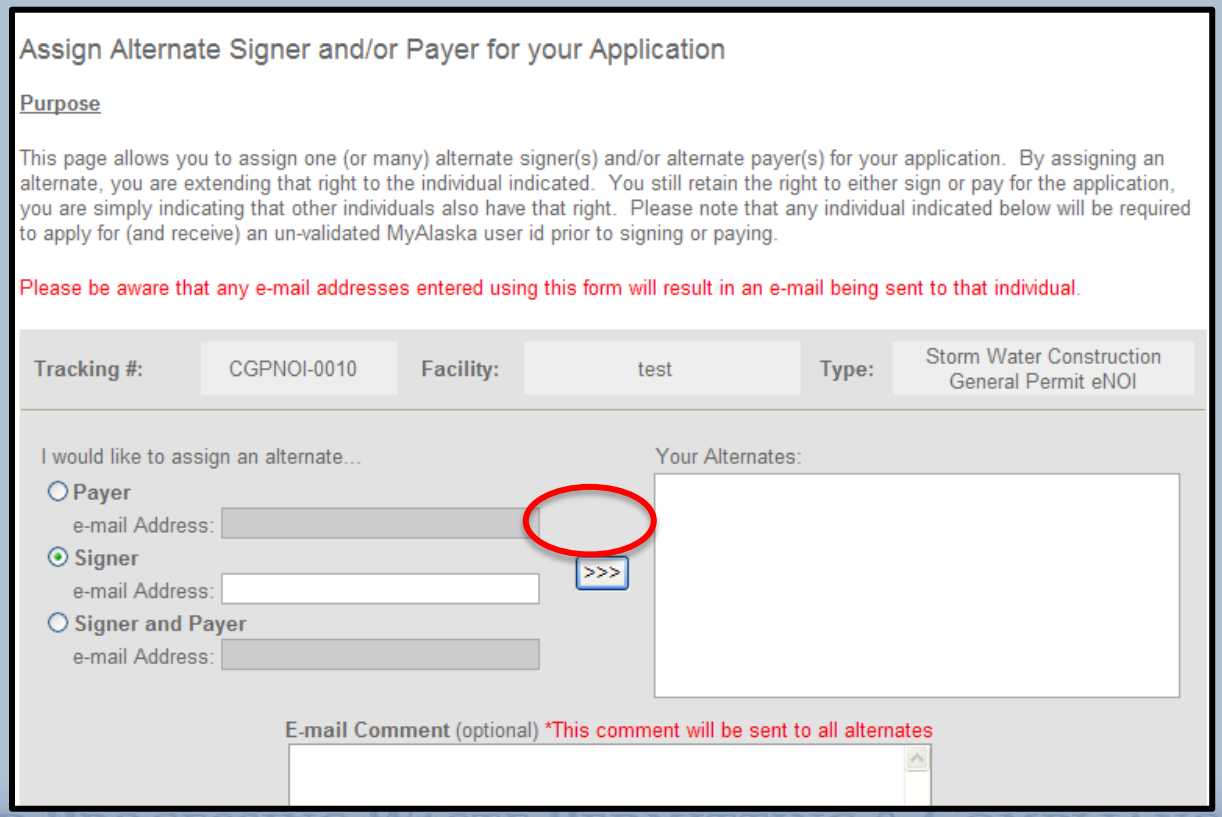
Your Alternates:

E-mail Comment (optional) *This comment will be sent to all alternates

Offshore Seafood General Permit Application – Final Steps

MODULE 3C

Enter the email address for the signer and press the highlighted button below.

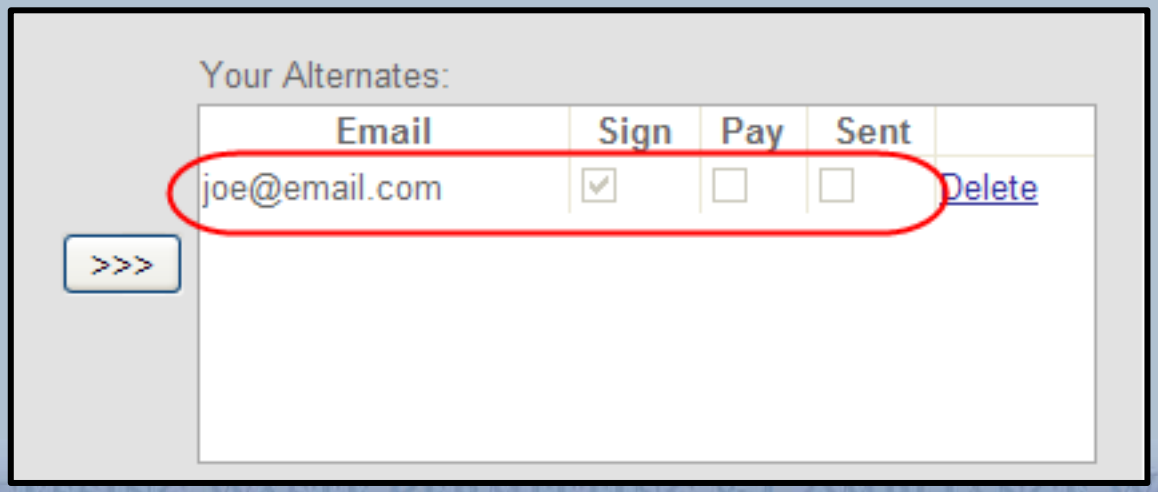


Offshore Seafood General Permit Application – Final Steps

MODULE 3C

You must press this button to add the alternate signer. The email will be displayed in the 'Your Alternates' box to the right.

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



Offshore Seafood General Permit Application – Final Steps

Department of Environmental Conservation

Water Online Application System

Brin Marx (brin.marx@alaska.gov) has identified you as the person responsible to sign for application number 'AKG523043' for the facility: '123'. This application is for a discharge under the Offshore Seafood General Permit AKG523.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: AKG523043
Pin: 9167

To continue, please visit the Water Online Application (https://mydev.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mydev.state.ak.us/dec/water/opa/Associate.aspx) site.
Please direct questions to DEC.Water.OPAHelp@alaska.gov.
For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

Offshore Seafood General Permit Application – Final Steps

The alternate signer will need a myAlaska account to sign the application.

After clicking on the the link in the email, the alternate signer will login to OASys with their myAlaska account and enter the Tracking Number and PIN (also provided in the email.)

The alternate signer has the option of e-signing or hard-copy signature page for the eNOI application.

Offshore Seafood General Permit Application – Step 8

MODULE 3C

Step 8 – Application Overview

1. Complete Application Form (check)
2. Sign This Application (check)
3. **Pay Application Fees ($430)**

Offshore Seafood General Permit Application – Final Steps

Final Steps

This page gives you the options available for paying the fee for your eNOI application.

- Pay for this Application.
- Invite another party to Pay for this Application.

Offshore Seafood General Permit Application – Final Steps

Final Steps

Purpose

Congratulations! You have completed the form completion phase of this process. However, **two important steps** remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. 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 Signed, but Not Paid

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

Tracking #:	AKR10DA77	Facility:	Test Project	Type:	Storm Water Construction General Permit eNOI

I would like to...

Sign this Application Using e-Signature (Complete)
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 (Complete)
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.

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

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.

Offshore Seafood General Permit Application – Final Steps

When you select **Pay for this Application** you can pay the application fees using Online Payment Services.

Alaska DEC

Online Payment Center Test Mode

Payment Summary

Description	Permit #	Invoice #	Quantity	Cost Each
DEC Permit - Tracking Number OFSH-0014	OFSH-0014		1	$430.00
			Total	$430.00

VISA MasterCard DISCOVER NETWORK

POWERED BY InternetSecure

Pay with Credit Card

Pay with Checking/Savings Account

Offshore Seafood General Permit Application – Final Steps

MODULE 3C

Assign Alternate Signer and/or Payer for your Application

Purpose

This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #:	AKR10DA77	Facility:	Test Project	Type:	Storm Water Construction General Permit eNOI

I would like to assign an alternate...

- (•) **Payer**
  e-mail Address:
- ( ) **Signer**
  e-mail Address:
- ( ) **Signer and Payer**
  e-mail Address:

>>>

Your Alternates:

E-mail Comment (optional) *This comment will be sent to all alternates

Offshore Seafood General Permit – Final Steps

MODULE 3C

Select **Invite another party to Pay for this Application** if you need to assign an alternate payer for your Application.

Assign Alternate Signer and/or Payer for your Application

Purpose

This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #:	CGPNOI-0010	Facility:	test	Type:	Storm Water Construction General Permit eNOI

I would like to assign an alternate...

- Payer
  e-mail Address:
- Signer
  e-mail Address:
- Signer and Payer
  e-mail Address:

>>>

Your Alternates:

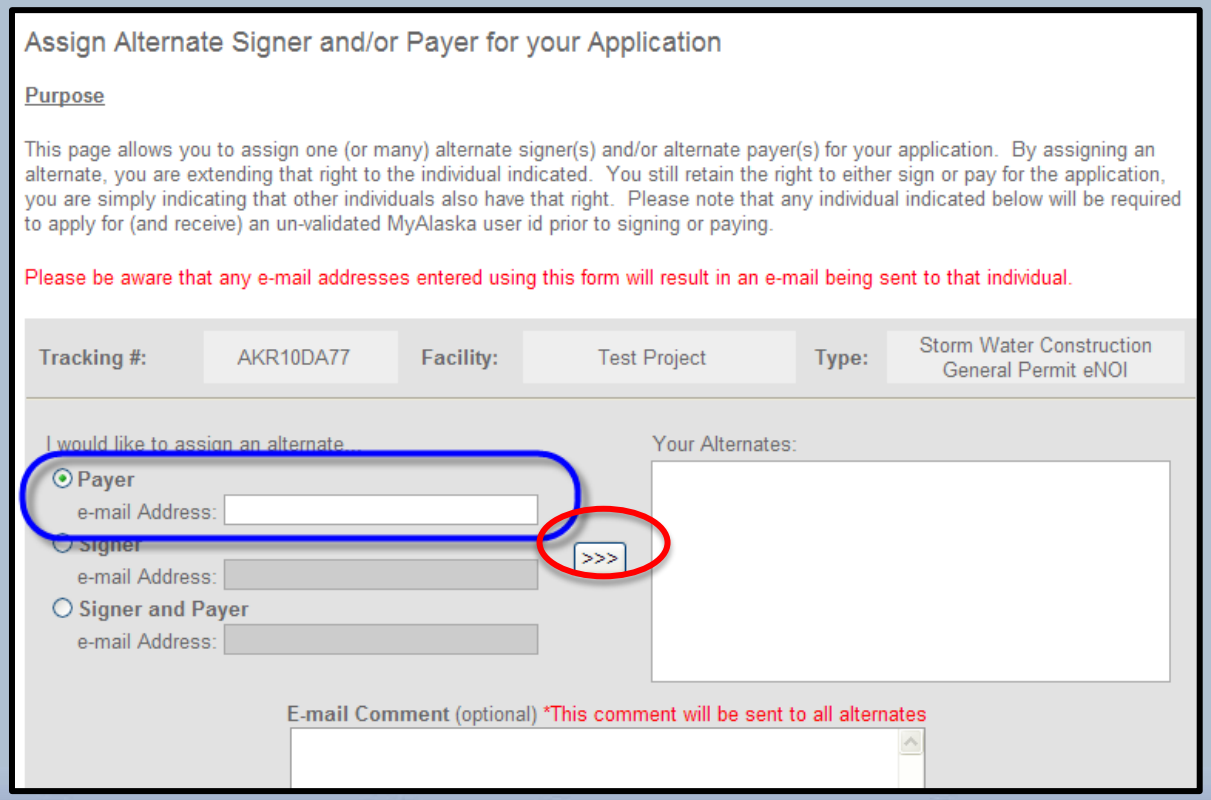
E-mail Comment (optional) *This comment will be sent to all alternates

2012 Seafood Processing Waste Permitting & Compliance Workshop

Offshore Seafood General Permit eNOI – Final Steps

MODULE 3C

Enter the email address for the payer and press the highlighted button below.

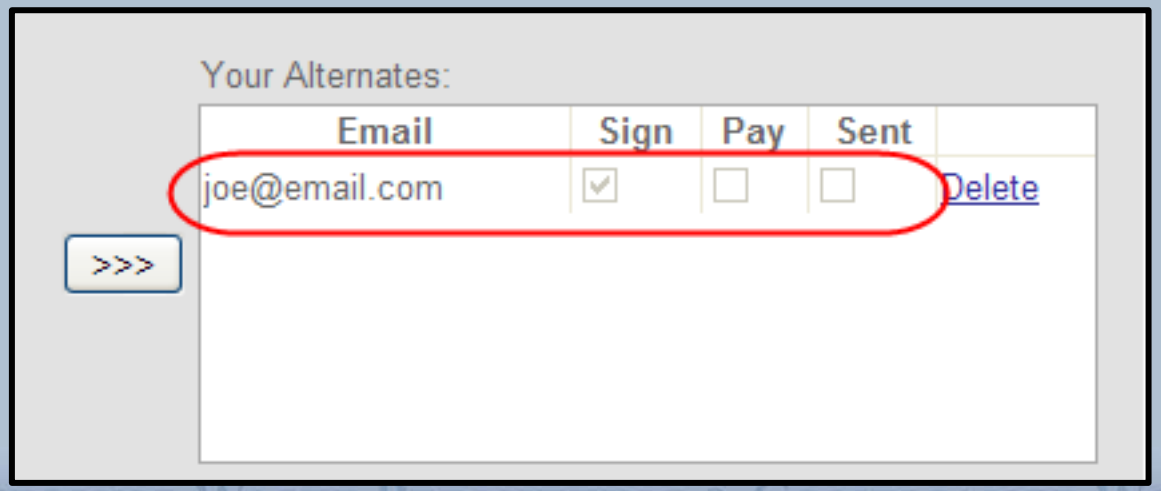


Offshore Seafood General Permit eNOI – Final Steps

MODULE 3C

You must press this button to add the alternate payer. The email will be displayed in the 'Your Alternates' box to the right.

An instructional email with a link to this application will be sent to the alternate payer allowing them to complete the final steps in the application process.



Offshore Seafood General Permit eNOI – Final Steps

Department of Environmental Conservation

Water Online Application System

Brin Marx (brin.marx@alaska.gov) has identified you as the person responsible to pay for application number 'AKG523043' for the facility: '123'. This application is for a discharge under the Offshore Seafood General Permit AKG523.

In order to access this application, you will need the following Tracking Number and PIN:
Tracking Number: AKG523043
Pin: 6644

To continue, please visit the Water Online Application (https://mydev.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mydev.state.ak.us/dec/water/opa/Associate.aspx) site.
Please direct questions to DEC.Water.OPAHelp@alaska.gov.
For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

Offshore Seafood General Permit eNOI – Final Steps

The alternate signer will need a myAlaska account to pay for the application.

After clicking on the the link in the email, the alternate payer will login to OASys with their myAlaska account and enter the Tracking Number and PIN (also provided in the email.)

Offshore Seafood General Permit eNOI – Final Steps

Offshore Seafood General Permit Application

The electronic submission process for application number AKG523025 for Facility '123' is complete.

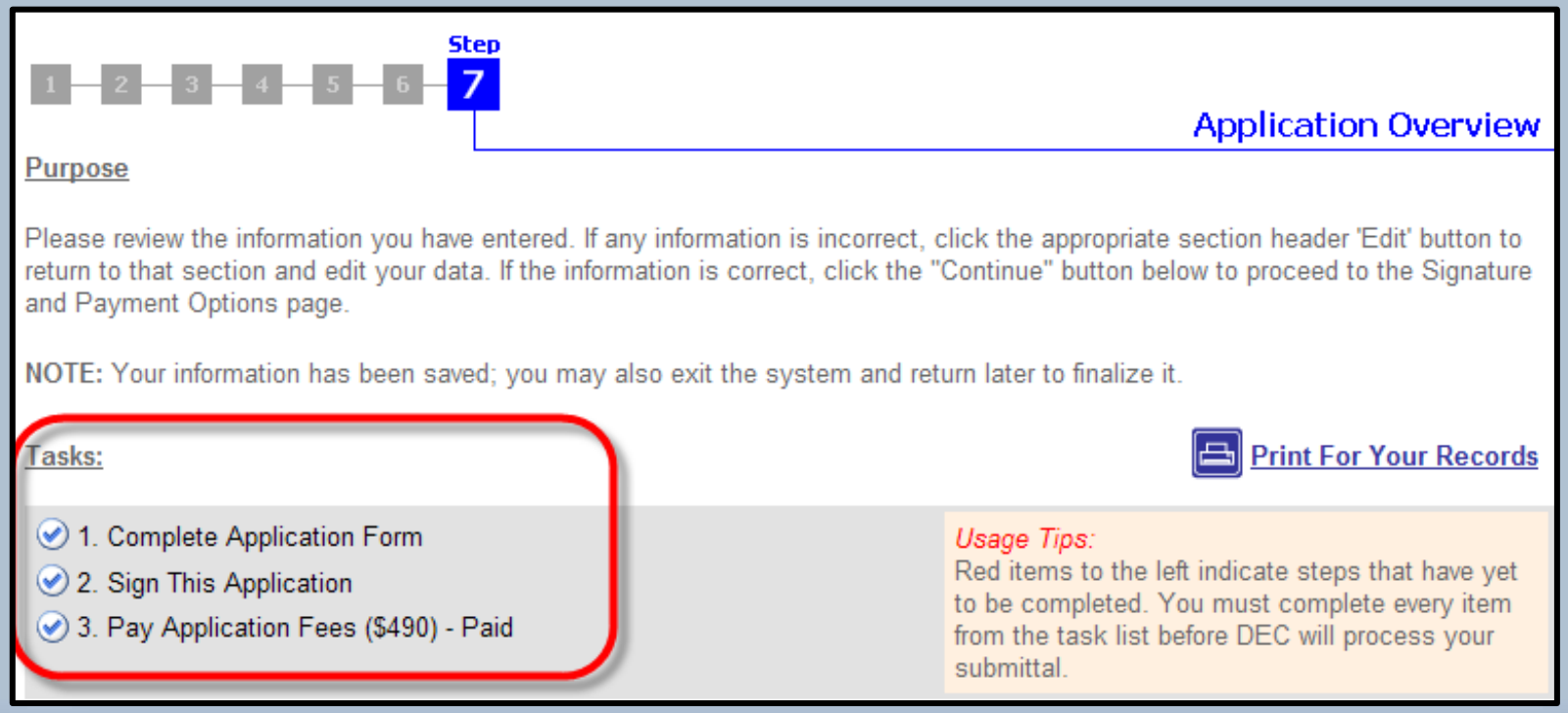
Once the signature and payment steps are complete, an acknowledgement email will be sent to the eNOI Preparer's myAlaska account email address.

IMPORTANT: Attached to this email are PDFs of the completed application and eNOI form and acknowledgment letter.

Offshore Seafood General Permit eNOI – Final Steps

MODULE 3C

When you return to the eNOI, the Application Overview will display all tasks as completed.



Offshore Seafood General Permit eNOI

MODULE 3C

eNOI Required Information

Fill out responses with reasonable expected responses to questions.

If necessary, refer to an attached document to clarify the response, but only when *necessary.*

Offshore Seafood General Permit Application

eNOI Important Terms

- Estimate- there should be a basis for the estimate such as a pump curve, amount of water treated, number of times per day a tank is filled.
- Flow meters not currently required- IP requirement due to specific concerns, impaired waters, sensitive environments, site specific mixing zones.

Offshore Seafood General Permit Application

Outfall / Facility Location Requirements

Locations coordinates from a GPS or from GIS (Geographic Information System)

- Shorebased facilities need to provide:
  - All outfall locations
    - Seafood processing waste outfall
    - Non-contact cooling water outfalls
    - Stormwater outfalls or areas.

Offshore Seafood General Permit Application

Outfall / Facility Location Requirements

- Shorebased facility coordinates:
  - Facility Location – indicate if
    - Facility Front Door
    - Center of Facility
    - Specific location needing to be identified.

Offshore Seafood General Permit Application

Outfall / Facility Location Requirements

- Vessel facility coordinates:
  - Facility Location
    - Single point for a stationary
    - Boundary points of an area of operation for an in transit processor
      - Center point
      - 4 corners of a square or rectangle

Offshore Seafood General Permit Application

Accuracy

- Decimal Degrees are preferred and should be to at least the 5th decimal (if not 6th.)
  - Providing coordinate in Degrees Minutes Seconds or Degrees Decimal Minutes is less efficient for DEC processing.
- + or – 100 meters is the goal for accuracy.

Offshore Seafood General Permit Application

Vessels

- Projected Locations (+ or – 100 meters) but will need updating once vessel is at anchor.
- Provide all reasonable and potential locations within a specific body of water.
- Excluded water concerns, be sure to include anchor swing when considering location in proximity to an excluded area.

Offshore Seafood General Permit Application

ADPES & eNOI: Trainings and Webinars

In the future, DEC will provide additional opportunities for training on all of the new electronic permitting requirements.

Waivers & Modification Requests

Future APDES Seafood Processing Permits will not include waiver provisions.

- Fresh Water Discharge
- Depth Waivers
- Excluded Areas
- Maximum Discharge Amount (10 million lb limit)
- Seafloor Survey

Waivers & Modification Requests

Future APDES Seafood Processing Permits will not include waiver provisions.

Site specific conditions that warranted waivers previously under AKG52000 now will be:

- evaluated during reissuance of the GP
- evaluated after issuance of the GP and if appropriate result in a modification to the GP
- result in issuance of an individual permit

Waivers & Modification Requests

General Permit Modifications

BIG DEAL

- Require the full public notice process
- Ten day potential permittee review
- Thirty day public comment period
- Five day potential permittee review, prior to DEC final decision.

Waivers & Modification Requests

General Permit Modifications

- Only the modification is subject to public comment
- Expiration date of the permit does not change

Waivers & Modification Requests

General Permit Modifications

- Alternative
  - Issuance of an individual permit
  - If a vessel, the permit would likely be for all facility discharge locations.

Waivers & Modification Requests

Modification Submittal Requirements

- Case by case basis depending on the requested reason for modification.

Waivers & Modification Requests

Modification Submittal Requirements

- A detailed description of the circumstances requiring discharge to the excluded area.
- A detailed description of any historic processing activity in the area.
- A detailed description of the alternatives to discharging in the

Waivers & Modification Requests

Modification Submittal Requirements

- A detailed description of the estimated amount of discharge and duration of seafood processing operations in the excluded area.

Waivers & Modification Requests

Modification Submittal Requirements

- A detailed map showing the proposed location(s) of seafood processing operations.
- The map shall show the boundary of the excluded water, any baselines or closure lines (for determination of whether the discharge is to an inland water or to the ocean or territorial seas)
- areas of special interest, such as a critical habitat area or special aquatic site, within 3 nm of the proposed discharge.

Waivers & Modification Requests

Modification Submittal Requirements

- A description of how and why the seafood processing waste discharge and other associated discharges will not cause a significant degradation of the physical, chemical, or biological integrity of the receiving water.
- Examples of significant degradation might include;
- persistent seafood processing waste seafloor deposits
- increased contact with threatened or endangered species
- increased mortality in communities of marine life.

Waivers & Modification Requests

Modification Submittal Requirements

- A description of how and why the discharge will not harm or impair the reproduction and growth of any threatened or endangered species located within 3 nm of the operation and discharge.
- Copies of correspondence between the operator and the managing agency of the excluded area regarding the acceptability of a seafood processing waste discharge in the excluded area.

Waivers & Modification Requests

Modification of Permit

- Public Notice is required
- Modification Request with Justification
- Sufficient data to back up request
- Permanent, but
  - subject to specific conditions
  - degradation/impacts not anticipated at the time of modification.
- Complete eNOI

Module Review

What we learned

- How to apply for permit coverage using the eNOI system
- Key terms and issues when completing an eNOI
- What is required now if your discharge previously required a waiver

End of Module 3C