

Alaska Department of Environmental Conservation

# Instructions for Online Compliance Reports

Division of Air Quality, Revised April 2024

## Table of Contents

Instructions on how to fill out the various online compliance reports .....	3
Annual Compliance Certification .....	7
Change of Responsible Party Report .....	9
Emission Fee Estimate .....	11
Excess Emission Report.....	13
Permit Deviation .....	15
PAEL 1 Fuel Usage Report.....	17
PAEL 2 Fuel Usage Report .....	19
PAEL 1 and PAEL 2 Fuel Usage Report using CSV.....	21
Relocation Notification Form.....	23
Annual Affirmation Report.....	24
Annual Operating Report.....	26
NSPS Semi-Annual Report.....	27
Facility Operating Report .....	28

## Instructions on how to fill out the various online compliance reports

This document will walk you through how to submit various air quality compliance reports online through the Permittee Portal. Various security roles have been created so that certain users can prepare reports and the responsible party [designated e-signers] can e-sign it. E-signers will need to fill out additional paperwork along with validating themselves and setting up security questions

1. Navigate to the [Alaska Division of Air Quality website](#). Click on the [Online Services Homepage](#) (under the Air Online Services section).

Alaska Department of Environmental Conservation  
DIVISION OF AIR QUALITY

You are here: DEC / Division of Air Quality

### WELCOME

Clean air is essential to every breathing moment. The air quality services of the division are designed around four programs: managing non-point and mobile sources of air pollution; managing stationary out-of-stack discharges of air pollution through a permit and a compliance program; and field air monitoring to measure progress and understand problems.

Director:  
Jason Olds  
907-465-5100

#### RESOURCES

- Federal Clean Air Act
- EPA Regulations
- Asbestos
- Reference Materials for 18 AAC 50

#### HOT TOPICS

- 18 AAC 50, 2024 Fairbanks PM<sub>2.5</sub> SIP Fix Amendments, Public Comment Period ends May 10, 2024
- 2nd Annual Fairbanks PM<sub>2.5</sub> Air Quality Report (PDF)
- 18 AAC 50, 2022 Air Quality Permit Fees Regulation changes went into

#### POPULAR CONTENT

- Air Permit Program (permit applications, permit regulations, permit list)
  - Open Burn Information
- Air Pollution in Alaska
  - Affected Communities
    - Fairbanks PM<sub>2.5</sub>
  - Carbon Monoxide
  - Particulate Matter (smoke, dust)
  - Regional Haze
- Alaska Fire Restrictions
- Cruise Ship Program

#### AIR DIVISION PROGRAMS

- Air Permit Program
- Air Compliance Program
- Monitoring and Quality Assurance
- Air Non-Point & Mobile Sources

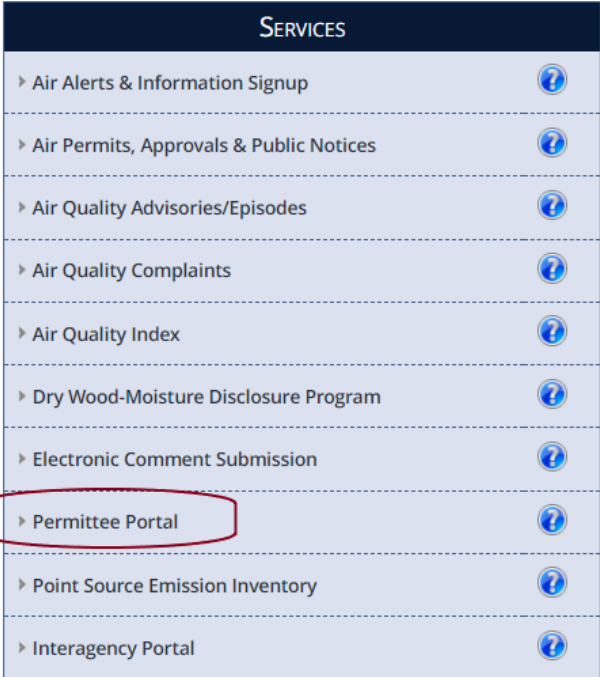
#### AIR ONLINE SERVICES

- Online Services Homepage (sign-up, complaint form, air advisories)
- Air Online Services Help
- "Real Time" Air Quality Monitoring Data (Anchorage, Mat-Su, Juneau, Fairbanks and North Pole)
- Air Quality Complaints

2. You will be directed to the Air Online Services homepage. Click on the Permittee Portal link

You Are Here: [DEC / Air Quality / AOS](#)

**Air Online Services**



The image shows a web page titled "Air Online Services" with a breadcrumb trail "You Are Here: DEC / Air Quality / AOS". In the top right corner, there are icons for email and Twitter. The main content is a "SERVICES" menu with the following items, each with a right-pointing arrow and a help icon:

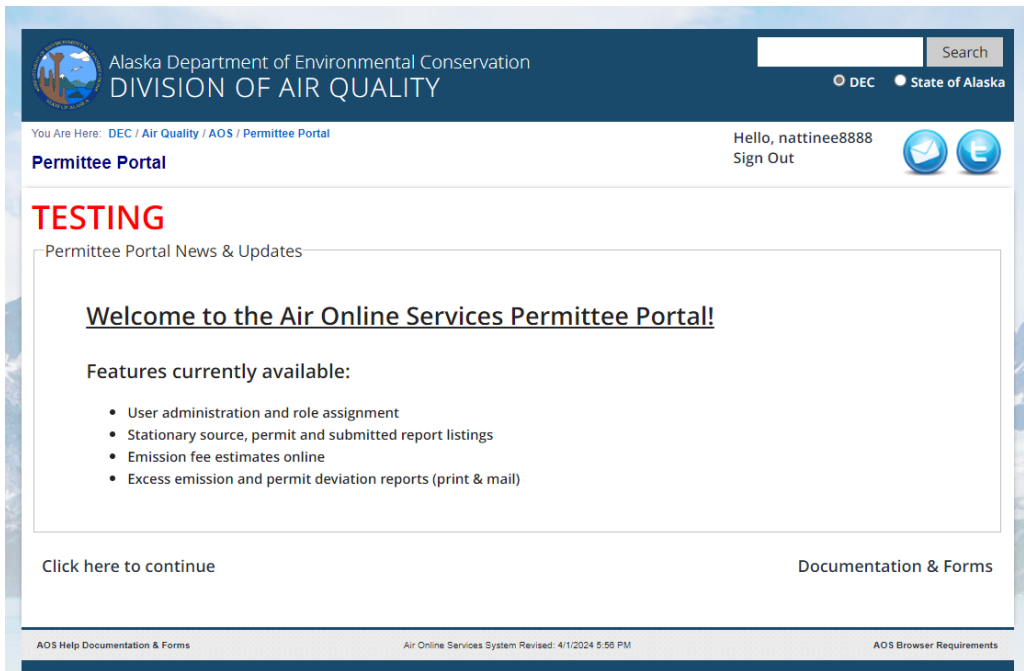
- Air Alerts & Information Signup
- Air Permits, Approvals & Public Notices
- Air Quality Advisories/Episodes
- Air Quality Complaints
- Air Quality Index
- Dry Wood-Moisture Disclosure Program
- Electronic Comment Submission
- Permittee Portal** (highlighted with a red oval)
- Point Source Emission Inventory
- Interagency Portal

- Input your active myAlaska username and password. If you do not have an active myAlaska account, you may click on the "New User- Register for a myAlaska Account" hyperlink to go obtain a myAlaska account.

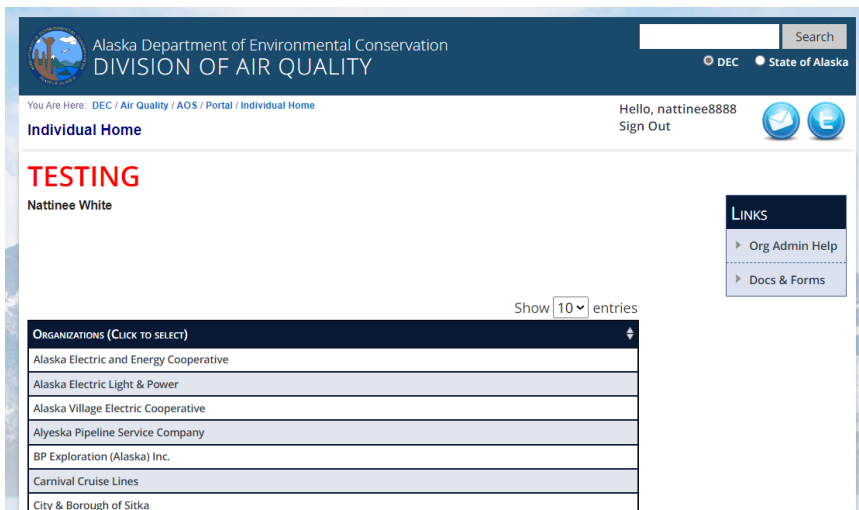


The image shows the myAlaska login page. On the left is a vertical image of a glacier. The page features the myAlaska logo (a gold seal with "DEPARTMENT OF THE ENVIRONMENT" and "STATE OF ALASKA" around it) and the text "myAlaska". Below the logo is a "Sign in" section with two input fields: the first contains the username "myalaskatest.local\nattinee8888" and the second contains masked characters ".....". A blue "Sign in" button is positioned below the password field. At the bottom of the sign-in section are three links: "Forgot my Username", "Forgot my Password", and "New User: Register for a myAlaska Account".

- Once signed-in, the Air Online Services Permittee Portal page will appear. Select “click here to continue”



- Prior to submitting documents online. **Each company MUST FIRST appoint an ORGANIZATION WEB ADMINISTRATOR.** The Organization Web Administrator will designate the person(s) within the company who will have access to ADEC’s Permittee Portal for electronic submittals and reports, and permit actions for the company’s stationary Sources. Instructions for creating an Organization Web Administrator and details concerning authorizations for submitting documents online are located at <http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>
- Once you receive authorization from your Organization Web Administration to submit documentation, you will be view a list of organizations (companies) for which you may submit reports. Click on the desired Organization.



- You should now see a list of stationary sources that are owned or operated by that organization. Click on the desired stationary source.

Alaska Department of Environmental Conservation  
DIVISION OF AIR QUALITY

You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization Home

Organization Home

## TESTING

Alaska Electric Light & Power

Your Roles:  
Web E-Signer  
Organization Web Administrator

STATIONARY SOURCES (CLICK TO SELECT)

Auke Bay Standby Generation Station
Gold Creek Generating Station
Industrial Power Plant (Juneau)
Lemon Creek Standby Generation Station

LINKS

- Approval Applications
- User Admin
- Contact Management
- Org Admin Help
- Docs & Forms

- Next you will see a list of permits. Click on the one that you would like to submit a report for. You will be taken to the following screen. It will list the reports that have been previously submitted for that permit. In the upper right-hand corner click on the link that says "New Report".

You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization / Stationary Source / Permit Home

Permit Home

## TESTING

Organization: Alaska Electric Light & Power  
Stationary Source: Auke Bay Standby Generation Station  
Permit ID: AQ0208TVP04P  
Permit Type: Major - Title V Operating (TVP)  
Application Received: 2/5/2015  
Issued: 1/8/2016  
Effective: 2/7/2016  
Expires: 1/8/2022  
Permit Status: Expired (Permit Shield)

APPROVED revisions/amendments

REVISION NUMBER	REVISION/AMENDMENT TYPE	Rec'd	Rec'd Via	SUBMITTED BY	ISSUED
None					

FINAL, OFFICIAL reports (green highlight - past week)

Show 10 entries

REPORT TYPE	Rec'd	Rec'd Via	CERTIFIED BY	SCHEDULES	REVIEWED	ATTACHMENTS
Annual Operating Report (ORL)	9/18/2023	Web	Nattinee White	Due: 9/18/2023 Period Start: 1/1/2023 Period End: 8/31/2023	Request DEL	Attachment 1
Annual Affirmation Report	9/18/2023	Web	Nattinee White	Due: 9/22/2023 Period Start: 1/1/2023 Period End: 8/31/2023	Request DEL	Attachment 1

LINKS

- New Report
- User Admin
- Contact Management
- Org Admin Help
- Emission Inventory
- Docs & Forms

- Select the type of report you wish to submit.

Alaska Department of Environmental Conservation  
DIVISION OF AIR QUALITY

You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization / Stationary Source / Permit / Permit Reports

Permit Reports

## TESTING

REPORT NAME/TYPE (WEB FORM - REPORT DETAIL COLLECTED ONLINE)
Annual Compliance Certification
Change of Responsible Party
Emission Fee Estimate
Excess Emissions
Permit Deviation
PL1 Fuel Usage
PL2 Fuel Usage
Relocation Notification
REPORT NAME/TYPE (NO WEB FORM - REPORT DETAIL COLLECTED THROUGH ATTACHMENT UPLOAD)
Annual Affirmation Report
Annual Operating Report (ORL)
Facility Operating Report
NSPS Semi-Annual Report
REPORT NAME/TYPE (FOR TESTING & COMMENTING PURPOSES ONLY)

**LINKS**

- ▶ User Admin
- ▶ Contact Management
- ▶ Org Admin Help
- ▶ Emission Inventory
- ▶ Docs & Forms

AOS Help Documentation & Forms      Air Online Services System Revised: 4/1/2024 5:58 PM      AOS Browser Requirements

## Annual Compliance Certification

Organization Alaska Electric Light & Power  
 Stationary Source Auke Bay Standby Generation Station  
 Permit ID AQ0208TVP04P  
 Permit Type Major - Title V Operating (TVP)

**ANNUAL COMPLIANCE CERTIFICATION DETAILS**

**Due Date**  1

**Period Start Date**  **Period End Date**  2

3  Enter line-item condition compliance (optional)

- Due Date – the date when the Annual Compliance Certification is due. Listed as reporting requirement in most permit as a permit condition. This date is prefilled, if incorrect edit as needed.
- Period Start and End Date: this is the period covered by the annual compliance certification.
- Add Custom Conditions: this button allows the user to enter any missing permit conditions that need to be included in the annual compliance certification. **Please note that this is optional. If you prefer to upload a pdf of the completed ACC form.** When clicked the following will appear:

Enter line-item condition compliance (optional)

No Existing Permit Conditions

Added Custom Conditions (once saved these will appear in the normal list)

#	TITLE/DESCRIPTION	METHOD USED/NOTES	STATUS	OCCURRENCE	[DEL]*
A	B	C	---SELECT---	---SELECT---	[DEL]

\*Delete only available for added custom conditions.

Add Custom Condition

- A. Permit Condition number – for example 1 or 1.1 or 1.1.a
- B. Permit Condition Title
- C. Method Used/Note: Method used to show compliance with the permit condition.
- D. Status – In compliance, out of compliance or N/A
- E. Occurrence – intermittent or continuous
- F. Delete button – you can only delete the permit condition that you entered.

**ATTACHMENTS**

Attachments notes for the current document type.  
If submitting without line-item condition compliance an attachment containing report details is required.

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

**Attachments**

File Name	Delete
Choose File	No file chosen

**REPORT OPTIONS\***

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

Select **Print Draft** to view or print a draft, unofficial copy of this report.

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

To submit & e-sign this document electronically, please click below.

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

AOS Help Documentation & Forms | Air Online Services System Revised: 4/1/2024 5:56 PM | AOS Browser Requirements

4. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
5. Save button – you can save what you have entered. Exit and come back later to finish the report.
6. Print Draft – this will open another window in which you can print an unofficial draft of the report.
7. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC. In which you would need to sign the certification statement. Next you will need to email this form to [DEC.AQ.Airreports@alaska.gov](mailto:DEC.AQ.Airreports@alaska.gov).

8. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer on of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## Change of Responsible Party Report

"Responsible Official" Definition

"responsible official" means:

- 1 A. for a corporation, 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 a duly-authorized representative of that person if the representative is responsible for the overall operation of one or more manufacturing, production, or operating facilities applying for or subject to a permit under AS 46.14 or this chapter, and
  - i. the facilities employ more than 250 persons or have gross annual sales or expenditures exceeding \$25 million in second quarter 1980 dollars; or
  - ii. the delegation of authority to the representative is approved in advance by the department;
- B. for a partnership or sole proprietorship, a general partner or the proprietor, respectively; and
- C. for a public agency, a principal executive officer or ranking elected official; for the purposes of this chapter, a principal executive officer of a federal agency includes the chief executive officer with responsibility for the overall operations of a principal geographic unit in this state.

### CHANGE OF RESPONSIBLE PARTY DETAILS

"Responsible Official" Definition  (Select which applies, definitions listed above.)

Remove Existing Responsible Official(s)

Add New Responsible Official(s)

### ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

Attachments

File Name	Delete
No file chosen	

### REPORT OPTIONS\*

6 Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

7 Select **Print Draft** to view or print a draft, unofficial copy of this report.

(Opens in a new Window)

8 Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window)

9 To submit & e-sign this document electronically, please click below.

I N V I T A T I O N S

1. Definition for Responsible Official.
2. Selection of the definition of responsible official that is applicable.

**CHANGE OF RESPONSIBLE PARTY DETAILS**

"Responsible Official" Definition --SELECT-- (Select which applies, definitions listed above.)

Remove Existing Responsible Official(s)

Name	Title	[DEL]
<span style="color: red;">3a</span>	<span style="color: red;">3b</span>	<span style="color: red;">[DEL]</span>

Add Responsible Official to remove

Add New Responsible Official(s)

First	Middle	Last	Title	Phone	Email	[DEL]
<span style="color: red;">4a</span>	<span style="color: red;">4b</span>	<span style="color: red;">4c</span>	<span style="color: red;">4d</span>	<span style="color: red;">4e</span>	<span style="color: red;">4f</span>	<span style="color: red;">[DEL]</span>

Add New Responsible Official

3. Remove Responsible Official: request to remove already existing responsible official
  - a. First Name and Last Name is needed
  - b. Person's Business title
  - c. Delete button
4. Add new responsible official (you can multiple persons).
  - a. Responsible person's First Name
  - b. Responsible person's Middle Initial
  - c. Responsible person's Last Name
  - d. Responsible person's Title
  - e. Responsible person's Phone number
  - f. Responsible person's Email
  - g. Delete button
5. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
6. Save button – you can save what you have entered. Exit and come back later to finish the report.
7. Print Draft – this will open another window in which you can print an unofficial draft of the report.
8. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC. In which you would need to sign the certification statement. Next you will need to email this form to [DEC.AQ.Airreports@alaska.gov](mailto:DEC.AQ.Airreports@alaska.gov).
9. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be ask to answer one of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## Emission Fee Estimate

### EMISSION FEE ESTIMATE DETAILS

**Actual emissions in tons, for the calendar year 2021**

POLLUTANT	ACTUAL REPORTED EMISSIONS	ASSESSABLE
CRITERIA POLLUTANTS		
CO	0.0	0.0
NOX	0	0
PM10	1 0	2 0
SO2	0	0
VOC	0	0
ACTUAL TOTALS		
Totals	0	0

**Potential To Emit (PTE), TPY**

POLLUTANT	PTE FULL	PTE ASSESSABLE
CRITERIA POLLUTANTS		
CO	0	0
NOX	2500	2500
PM10	3 0	0
SO2	0	0
VOC	0	0
PTE TOTALS		
Totals	2500	2500

Note: PTE Totals are for reference only.

**Add Pollutants**

4

The Permittee shall include as part of the assessable emission report, all the assumptions and calculations used to estimate the assessable emissions, in sufficient detail, so the Department can verify the estimate.

Please use the attachment feature below to attach the information required above. Excel spreadsheets are preferred.

1. Type in actual emission (in TPY) of criteria pollutant.
2. Calculate the emission fee.
3. Potential to Emit – data is pulled from State of Alaska database of what the stationary source has the potential to emit. If actuals are not submitted, then the potential is charged.
4. If a pollutant is missing, please use the drop down to select the pollutant and then click on the “Add Pollutant” button to add.

### ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

Attachments

File Name	Delete
5	

No file chosen

### REPORT OPTIONS\*

6  
7  
8  
9

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

Select **Print Draft** to view or print a draft, unofficial copy of this report.

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

To submit & e-sign this document electronically, please click below.

I  
N  
V  
I  
T  
A  
T  
I  
O  
N  
S

5. Attachment Browse Button: Allows the user to attach a file to upload to ADEC. For Emission Fee Estimates please attach the calculations used to derive emission estimates. Excel spreadsheets are preferred.
6. Save button – you can save what you have entered. Exit and come back later to finish the report.
7. Print Draft – this will open another window in which you can print an unofficial draft of the report.
8. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC. In which you would need to sign the certification statement. Next you will need to email this form to [DEC.AQ.Airreports@alaska.gov](mailto:DEC.AQ.Airreports@alaska.gov) .
9. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer one of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## Excess Emission Report

**EXCESS EMISSION DETAILS**

**When did you discover the Excess Emission?**

1   2    
Date Time

**(a) Exceedance Continuity**  
 Intermittent  Continuous

**(b) Event Information** (Intermittent exceedances may be listed as one event or multiple events.)

Start Date	Start Time	End Date	End Time	Duration (hh:mm)	[DEL]
<input type="text"/>	<input type="text" value="00:00"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="0"/>	<input type="checkbox"/>

**(c) Cause of Event**  
 ---SELECT---  
 Describe briefly what happened and the cause. Include the parameters/operating conditions exceeded, limits, monitoring data and exceedance. Attach supporting information below if necessary.

**(d) Type of Incident**  
 ---SELECT---

**(e) Emission Limits Potentially Exceeded** (Identify each emission standard potentially exceeded during the event.)  
 ADD NEW/UNLISTED CONDITION

**(f) Emission Units Involved**  
 ADD NEW/UNLISTED EMISSION UNIT

**(g) Corrective Actions** (Describe corrective actions taken to restore the system to normal operation and to minimize or eliminate chances of a recurrence. **Attach** supporting information below if necessary.)

**(h) Unavoidable Emissions**  
 Do you intend to assert that these excess emissions were unavoidable?  No  Yes  
 Do you intend to assert the affirmative defense of 18 AAC 50.235?  No  Yes

1. Discovery date of the excess emissions
2. Discovery time of the excess emissions

### Excess Emission Details

- a. Exceedance Continuity [select one]
- b. Event Information – intermittent exceedances as one event or multiples. When you click on “Add Event” additional data fields of start and end date and time will appear. Please fill in as needed.
- c. Cause of event – use dropdown to select an event type.
- d. Type of incident - use dropdown to select an incident type.
- e. Emission Limits Potentially Exceeded- use the drop down to select the permit type. Next click on the button “Add Permit Condition” so that the permit condition sticks.
- f. Emission Units involved -use the drop down to select an emission unit. Next click on the add emission unit button for the emission unit to stick.
- g. Corrective action taken (please describe)
- h. Unavoidable emissions

**ATTACHMENTS**

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

**Attachments**

File Name	Delete
<input type="button" value="Choose File"/> No file chosen	

**REPORT OPTIONS\***

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

Select **Print Draft** to view or print a draft, unofficial copy of this report.

(Opens in a new Window)

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window)

**To submit & e-sign this document electronically, please click below.**

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

I  
N  
V  
I  
T  
A  
T  
I  
O  
N  
S

3. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
4. Save button – you can save what you have entered. Exit and come back later to finish the report.
5. Print Draft – this will open another window in which you can print an unofficial draft of the report.
6. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign the certification statement. Next you will need to email this form to [DEC.AQ.Airreports@alaska.gov](mailto:DEC.AQ.Airreports@alaska.gov) .
7. Submit Report Electronically – this will allow you to e-sign your report which is comparable to “wet” signing and certifying that the data being submitted is the true to your knowledge. You will be asked for your myAlaska password along with answering one of your security questions. An e-mail confirmation will be sent to you and ADEC personnel are notified that a report has been submitted.

## Permit Deviation

### PERMIT DEVIATION DETAILS

When did you discover the Permit Deviation?

1  2   
Date Time

**a** (a) Deviation Type  
---SELECT---

**b** (b) Event Information (Intermittent exceedances may be listed as one event or multiple events.)

Start Date	Start Time	End Date	End Time	Duration (hh:mm)	[DEL]
<input type="text"/>	00:00	<input type="text"/>	<input type="text"/>	0	<input type="checkbox"/>

Add Event

**c** (c) Deviation From  
 Permit Conditions  COBC, CO, or Settlement Agreement  
Identify each condition deviation or potential deviation.  
ADD NEW/UNLISTED CONDITION  
None  
Add Permit Condition

**d** (d) Emission Units Involved  
ADD NEW/UNLISTED EMISSION UNIT  
None  
Add Emission Unit

**e** (e) Description of Potential Deviation (Describe briefly what happened and the cause. Include the parameters/operating conditions and the potential deviation. **Attach** supporting information below if necessary.)

**f** (f) Corrective Actions (Describe corrective actions taken to restore the system to normal operation and to minimize or eliminate chances of a recurrence. **Attach** supporting information below if necessary.)

1. Discovery date of the Permit Deviation
2. Discovery time of the Permit Deviation

### Permit Deviation Details

- a. Deviation Type – use the dropdown to select deviation.
- b. Event Information – intermittent exceedances as one event. When you click on “Add Event” additional data fields of start and end date and time will appear. Please fill in as needed.
- c. Deviation From: click on one of the radio buttons and then identify each permit condition or potential deviate. Use the dropdown to select permit condition and then click on the “Add Permit Condition” button.
- d. List the emission units involved. Use the dropdown to select the permit unit and then click on the “Add Emission Unit” button to make the emission unit stick.
- e. Description of potential deviation
- f. Correction Action taken.

**ATTACHMENTS**

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

Attachments	
File Name	Delete
3 Choose File	No file chosen

**REPORT OPTIONS\***

4 Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

5 Select **Print Draft** to view or print a draft, unofficial copy of this report.  
 (Opens in a new Window)

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

6  (Opens in a new Window)

**To submit & e-sign this document electronically, please click below.**

7

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

AOS Help Documentation & Forms
AOS Browser Requirements

[Public Notices](#) • [Regulations](#) • [Statutes](#)  
[Newsroom](#) • [Contact](#) • [Accessibility](#)

 Department of Environmental Conservation  
 Mailing Address: P.O. Box 111800

3. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
4. Save button – you can save what you have entered. Exit and come back later to finish the report.
5. Print Draft – this will open another window in which you can print an unofficial draft of the report.
6. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC. In which you would need to sign the certification statement. Next you will need to email this form to [DEC.AQ.Airreports@alaska.gov](mailto:DEC.AQ.Airreports@alaska.gov) .
7. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer one of your security questions and your myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## PAEL 1 Fuel Usage Report

There are 2 ways of filling out PAEL Fuel Usage Reports by either filling it in as seen below. Or a CSV file (which can be opened with excel) can be downloaded filled in and then uploaded. Please see page 20 for details.

**PL1 FUEL USAGE DETAILS**

**PL1 Fuel Usage (reported in full gallons), for the year 2023**  
**Limit: gallons transferred daily (days over limit highlighted)**

**January**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

NOTE: Every cell requires a whole number (0 if not reporting).

**February**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28				

NOTE: Every cell requires a whole number (0 if not reporting).

**March**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18

**April**

Sun	Mon	Tue	Wed	Thu	Fri	Sat
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15

Please fill in the amount of fuel transferred per day throughout the year. Remember to save often as you will be timed out if there is 20 minutes of inactivity.

**ATTACHMENTS**

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

	Attachments	
	File Name	Delete
1	<input type="button" value="Choose File"/> No file chosen	

**REPORT OPTIONS\***

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

2

Select **Print Draft** to view or print a draft, unofficial copy of this report.

3  (Opens in a new Window)

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

4  (Opens in a new Window)

**To submit & e-sign this document electronically, please click below.**

5

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

I  
N  
V  
I  
T  
A  
T  
I  
O  
N  
S

AOS Help Documentation & Forms
Air Online Services System Revised: 4/5/2024 2:10 PM
AOS Browser Requirements

1. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
2. Save button – you can save what you have entered. Exit and come back later to finish the report.
3. Print Draft – this will open another window in which you can print an unofficial draft of the report.
4. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC. In which you would need to sign the certification statement. Next you will need to email this form to [DEC.AQ.Airreports@alaska.gov](mailto:DEC.AQ.Airreports@alaska.gov) .
5. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer one of your security questions and your myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## PAEL 2 Fuel Usage Report

**PL2 FUEL USAGE DETAILS**

**PL2 Fuel Usage (reported in full gallons), for the year 2023**  
**Limit: gallons consumed, over a rolling 12 month period (Rolling Totals over limit highlighted)**

2022		
Month	Gallons Consumed	Rolling Total
January	<input type="text"/>	
February	<input type="text"/>	
March	<input type="text"/>	
April	<input type="text"/>	
May	<input type="text"/>	
June	1	
July	<input type="text"/>	
August	<input type="text"/>	
September	<input type="text"/>	
October	<input type="text"/>	
November	<input type="text"/>	
December	<input type="text"/>	

2023		
Month	Gallons Consumed	Rolling Total
January	<input type="text"/>	0
February	<input type="text"/>	0
March	<input type="text"/>	0
April	<input type="text"/>	0
May	2	0
June	<input type="text"/>	3
July	<input type="text"/>	0
August	<input type="text"/>	0
September	<input type="text"/>	0
October	<input type="text"/>	0
November	<input type="text"/>	0
December	<input type="text"/>	0

\*Each Gallons Consumed field requires a whole number (0 if not reporting).

1. Gallons consumed 2 years ago
2. Gallons consumed 1 year ago
3. Rolling total (automatically calculated)

**ATTACHMENTS**

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

**Attachments**

File Name	Delete
<input type="button" value="Choose File"/>	No file chosen

**REPORT OPTIONS\***

**5** Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

**6** Select **Print Draft** to view or print a draft, unofficial copy of this report.  
 (Opens in a new Window)

**7** Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.  
 (Opens in a new Window)

**8** **To submit & e-sign this document electronically, please click below.**

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

AOS Help Documentation & Forms
AOS Browser Requirements

[Public Notices](#) • [Regulations](#) • [Statutes](#)  
[Newsroom](#) • [Contact](#) • [Accessibility](#)

Department of Environmental Conservation  
 Mailing Address: P.O. Box 111800

4. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
5. Save button – you can save what you have entered. Exit and come back later to finish the report.
6. Print Draft – this will open another window in which you can print an unofficial draft of the report.
7. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC. In which you would need to sign the certification statement. Next you will need to email this form to [DEC.AQ.Airreports@alaska.gov](mailto:DEC.AQ.Airreports@alaska.gov).
8. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer one of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## PAEL 1 and PAEL 2 Fuel Usage Report using CSV

- Once you navigate to your Fuel Usage report in the upper left-hand corner is the download CSV button. Click on the download CSV button.

Organization Delta Western LLC  
 Stationary Source Yakutat Bulk Fuel Plant  
 Permit ID AQ0807PL101P  
 Permit Type Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)

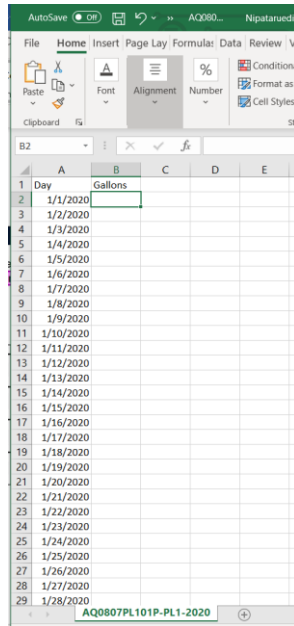
### PL1 FUEL USAGE DETAILS

**PL1 Fuel Usage (reported in full gallons), for the year 2020**  
 Limit: 19900 gallons transferred daily (days over limit highlighted)

January							February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1
			1	2	3	4							
5	6	7	8	9	10	11	2	3	4	5	6	7	8
11	12	13	14	15	16	17	9	10	11	12	13	14	15
17	18	19	20				16	17	18	19	20	21	22
							23	24	25	26	27	28	29
26	27	28	29	30	31								

NOTE: Every cell requires a whole number (0 if not reporting).

- Open in Excel. Fill in the Gallons. A number is needed for every date. If no fuel was transferred, then please put in 0 (zero). Decimal places are NOT accepted. Remember to save in CSV format.



- Navigate back to PAEL fuel usage report in AOS and click on the upload CSV file button.

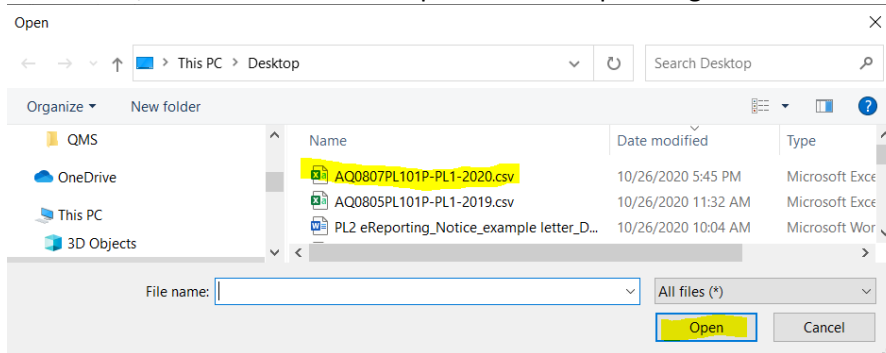
**PL1 FUEL USAGE DETAILS**

**PL1 Fuel Usage (reported in full gallons), for the year 2020**  
**Limit: 19900 gallons transferred daily (days over limit highlighted)**

Download CSV  
 Upload CSV...

January							February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1
5	6	7	8	9	10	11	2	3	4	5	6	7	8

4. Navigate to saved/filled out CSV file. And proceed with uploading file.



5. Once the file open it should autofill. Scroll to the bottom and click on save. The save will trigger data validation to ensure all the dates have a number. If there is no number the day will be highlighted in red. You will not be able to submit unless all the days have a number or zero.

**PL1 FUEL USAGE DETAILS**

**PL1 Fuel Usage (reported in full gallons), for the year 2020**  
**Limit: 19900 gallons transferred daily (days over limit highlighted)**

Download CSV  
 Upload CSV...

January							February						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
			1	2	3	4							1
5	6	7	8	9	10	11	2	99	99	99	99	99	99
12	13	14	15	16	17	18	9	99	99	99	99	99	99
19	20	21	22	23	24	25	16	99	99	99	99	99	99
26	27	28	29	30	31		23	99	99	99	99	99	99

NOTE: Every cell requires a whole number (0 if not reporting).

March							April						
Sun	Mon	Tue	Wed	Thu	Fri	Sat	Sun	Mon	Tue	Wed	Thu	Fri	Sat
1	2	3	4	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	99	99	99	99	99	99
15	16	17	18	19	20	21	12	99	99	99	99	99	99

6. Next go through the submission process in which the Responsible official electronically signs and does the final submission.

## Relocation Notification Form

### RELOCATION NOTIFICATION DETAILS

Submit the information specified below ten days before relocation.

1 Make and Model of the Equipment/Stationary Source to be relocated

Contact Person 2

Contact Phone 3

New Location Name 4

New Latitude 5

New Longitude 6

New Datum  
---SELECT--- 7

Estimated Start-Up Date 8

Estimated Shut-Down Date 9

Distance from Plant boundary to nearest inhabited structure (in feet)  
10

11 Nearest inhabited structures are on ---SELECT--- terrain

Comments  
12

1. Make and Model of the emission unit to be relocated.
2. Contact Person (First and Last Name)
3. Contact Person's phone number.
4. New Location (address or highway and mile number)
5. New Latitude (in degree decimal)
6. New Longitude (in degree decimal)
7. Datum (map projection of the new latitude and longitude)
8. Estimate start-up of moved emission unit.
9. Estimate Shut-Down Date
10. Distance in feet to the nearest inhabited structure.
11. Use drop down to select terrain type
12. Comments

**ATTACHMENTS**

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

**Attachments**

File Name	Delete
<a href="#">Choose File</a>	No file chosen

**REPORT OPTIONS\***

13 [Choose File](#) No file chosen

14 Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

15 Select **Print Draft** to view or print a draft, unofficial copy of this report.  
 (Opens in a new Window)

16 Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.  
 (Opens in a new Window)

17 **To submit & e-sign this document electronically, please click below.**

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

AOS Help Documentation & Forms
AOS Browser Requirements
Air Online Services System Revised: 4/5/2024 2:10 PM

[Public Notices](#) • [Regulations](#) • [Statutes](#)  
[Newsroom](#) • [Contact](#) • [Accessibility](#)

**Department of Environmental Conservation**  
 Mailing Address: P.O. Box 111800

13. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
14. Save button – you can save what you have entered. Exit and come back later to finish the report.
15. Print Draft – this will open another window in which you can print an unofficial draft of the report.
16. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
17. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer one of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## Annual Affirmation Report

## ANNUAL AFFIRMATION DETAILS

Due Date

1

Period Start Date

2

Period End Date

3

Notes/General Comments

4

Attach Report Form to Attachments Section below.

This report type requires at least one attachment. Please attach the completed report in the attachment section below.

## ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

Attachments

File Name Delete

5 Choose File No file chosen

## REPORT OPTIONS\*

6 Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

Save

7 Select **Print Draft** to view or print a draft, unofficial copy of this report.

Print Draft (Opens in a new Window)

8 Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

Print Document (Opens in a new Window)

9 To submit & e-sign this document electronically, please click below.

Submit Report Electronically (e-signature)

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

I  
N  
V  
I  
T  
A  
T  
I  
O  
N  
S

1. Due Date.
2. Period Start Date
3. Period End Date.
4. Notes/General Comments
5. Attachment
6. Save
7. Print Draft
8. Print Document
9. Submit Report Electronically (e-signature)

# Annual Operating Report

### ANNUAL OPERATING (ORL) DETAILS

1

Period Start Date  2 Period End Date  3

Notes/General Comments

4

Attach Report Form to Attachments Section below.

This report type requires at least one attachment. Please attach the completed report in the attachment section below.

### ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (max 50MB or 19.7MB for e-signed documents). [View Accepted File Types](#)

Attachments	
File Name	Delete
<input type="button" value="Choose File"/>	No file chosen

### REPORT OPTIONS\*

6  Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

7  Select **Print Draft** to view or print a draft, unofficial copy of this report. (Opens in a new Window)

8  Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing. (Opens in a new Window)

9  To submit & e-sign this document electronically, please click below.

\*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

I  
N  
V  
I  
T  
A  
T  
I  
O  
N  
S

1. Due Date.
2. Period Start Date
3. Period End Date.
4. Notes/General Comments
5. Attachment
6. Save
7. Print Draft
8. Print Document
9. Submit Report Electronically (e-signature)

# NSPS Semi-Annual Report

**NSPS SEMI-ANNUAL REPORT DETAILS**

Due Date  1

Period Start Date  Period End Date  2

Notes/General Comments  3

Attach Report Form to Attachments Section below.

This report type requires at least one attachment. Please attach the completed report in the attachment section below.

**ATTACHMENTS**

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). [Click to View Accepted File Types](#)

Attachments	
File Name	Delete
<input type="text"/>	<input type="button" value="Browse..."/>

 4

**REPORT OPTIONS\***

Select Save to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

5

Select Print Draft to view or print a draft, unofficial copy of this report.

(Opens in a new Window) 6

Select Print Document to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window) 7

To submit & e-sign this document electronically, please click below.

8

\*Printing or e-signing will automatically save the report as currently entered, provided that no data validation errors occur.

1. Due date of the report (should be a permit condition)
2. Start and end date of the period the report covers.
3. General comments about the report.
4. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
5. Save button – you can save what you have entered. Exit and come back later to finish the report.
6. Print Draft – this will open another window in which you can print an unofficial draft of the report.
7. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
8. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked security questions and your myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.

## Facility Operating Report

### FACILITY OPERATING (FOR) DETAILS

Due Date  1

Period Start Date  Period End Date  2

Notes/General Comments  3

Attach Report Form to Attachments Section below.

This report type requires at least one attachment. Please attach the completed report in the attachment section below.

### ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (no more than 3.7MB total). Click to [View Accepted File Types](#)

Attachments	
File Name	Delete
<input type="text"/>	<input type="button" value="Delete"/>

4

### REPORT OPTIONS\*

Select **Save** to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)

5

Select **Print Draft** to view or print a draft, unofficial copy of this report.

(Opens in a new Window) 6

Select **Print Document** to print an official copy of this report, and physically sign and mail to DEC. This report will be stored in DEC's air permit database, for retrieval and expedited processing.

(Opens in a new Window) 7

To submit & e-sign this document electronically, please click below.

8

1. Due date of the report (should be a permit condition)
2. Start and end date of the period the report covers.
3. General comments about the report.
4. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
5. Save button – you can save what you have entered. Exit and come back later to finish the report.
6. Print Draft – this will open another window in which you can print an unofficial draft of the report.
7. Print Document- this will open another window in which you can print an official and final draft of the report. In which you would need to sign certify and mail or fax in this report to ADEC.
8. Submit Report Electronically – this will allow you to e-sign your report and certify that what you are submitting is the true to your knowledge. To validate that you are an e-signer, you will be asked to answer one of your security questions and myAlaska password. You will receive e-mail confirmation that your report has been submitted ADEC personnel will also be notified that you have submitted a report.