

Alaska Department of Environmental Conservation

# Instructions for Online Compliance Reports

Division of Air Quality, Revised November 2020

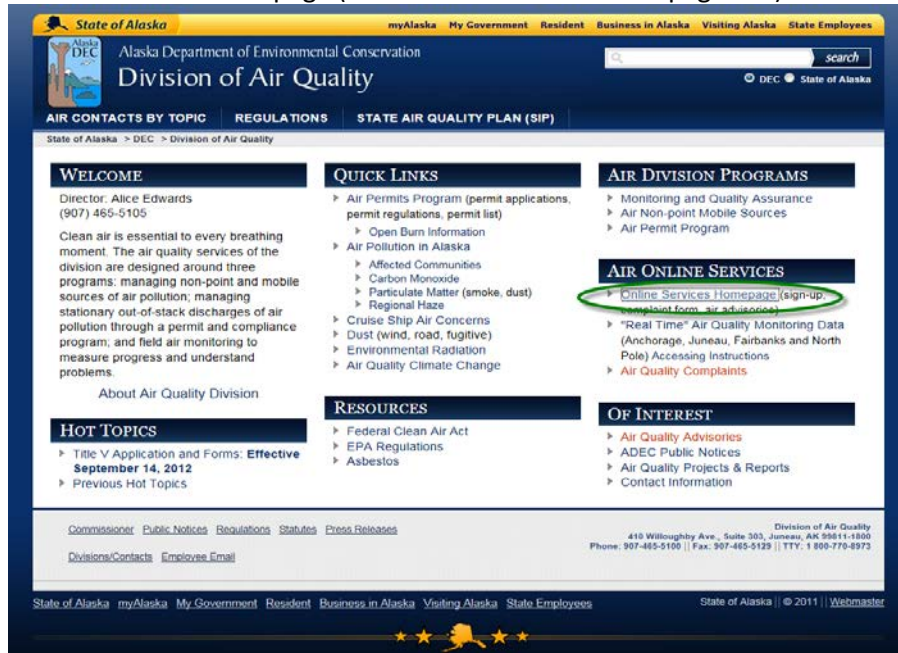
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## Instructions on how to fill out the various online compliance reports

The following steps will walk you through how to set up an account for the Permittee Portal so that you submit various air quality compliance reports online. Various security roles have been created so that someone can prepare the report and the responsible party can e-sign it. Also there are various options for submittal: You can create a hard copy by entering the data and printing the form to mail or fax to us. Or fill out the form then electronically sign it (you will go through an electronic signing ceremony).

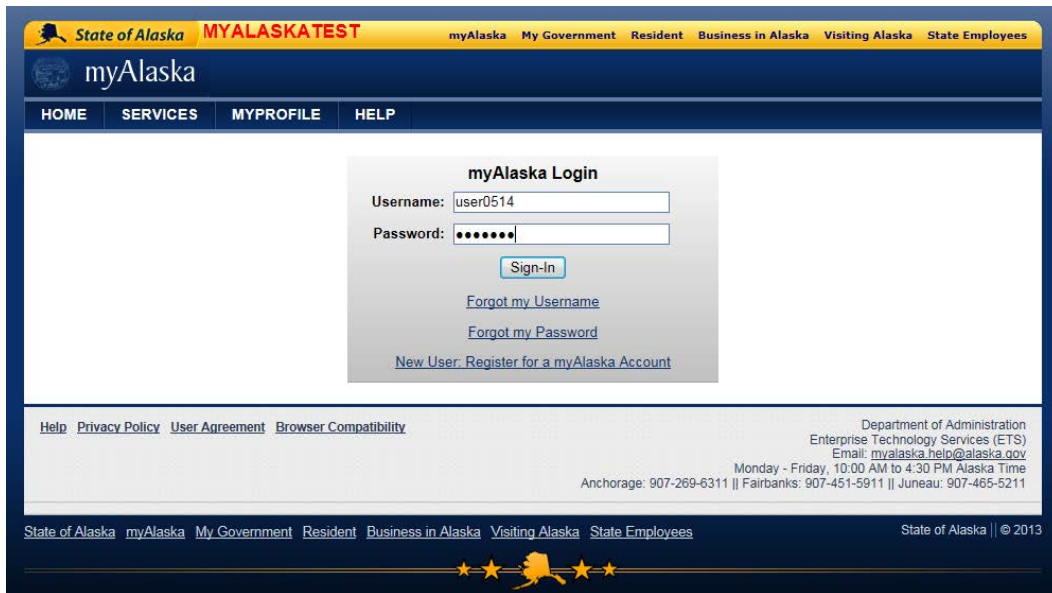
1. Navigate to the Alaska Division of Air Quality website <http://dec.alaska.gov/air/index.htm>. Click on the Online Services Homepage (under the Air Online Homepage link).



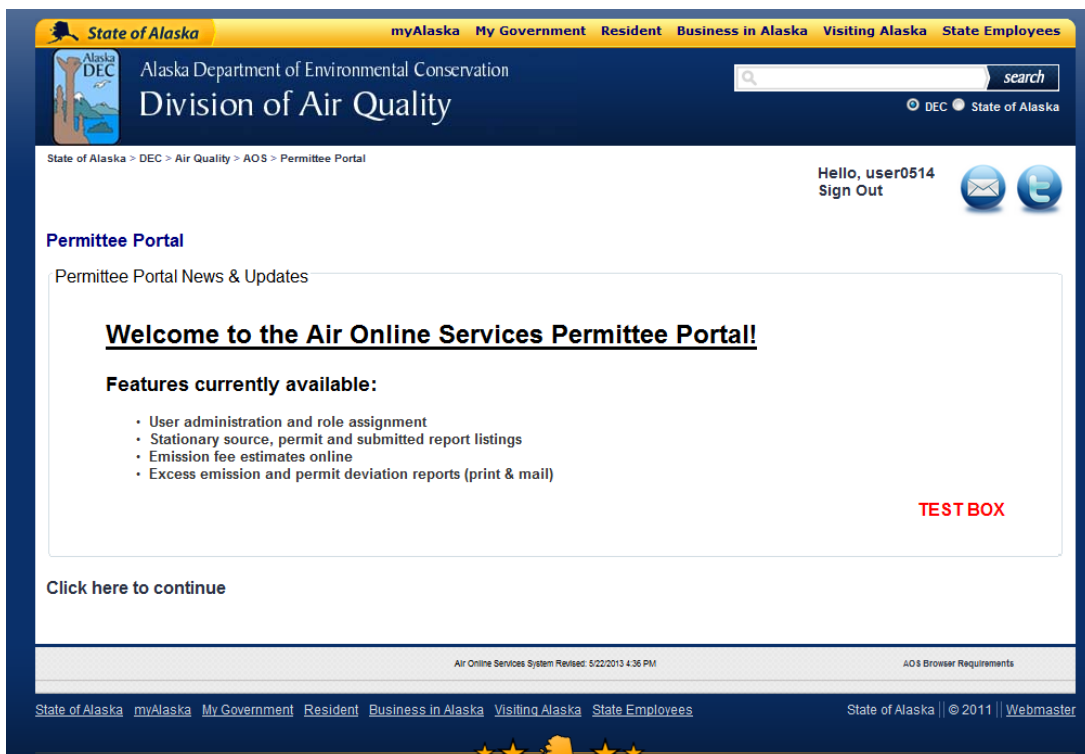
2. You will be directed to the Air Online Services homepage. Click on the Permittee Portal link



- 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.



- 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.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska DEC Alaska Department of Environmental Conservation  
Division of Air Quality

State of Alaska > DEC > Air Quality > AOS > Portal > Individual Home

Hello, user0514  
Sign Out

**Individual Home**

Hello Kitty

**ORGANIZATIONS (CLICK TO SELECT)**

Alaska Electric and Energy Cooperative
Alaska Electric Light & Power
BP Exploration (Alaska) Inc.
Cordova Electric Cooperative
Golden Valley Electric Association
Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC)
McGrath Light & Power

Showing 1 to 7 of 7 entries

**LINKS**

- > User Admin
- > Org Admin Help
- > E-signer / Doc Editor Help

Air Online Services System Revised: 5/22/2013 4:36 PM AOS Browser Requirements

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska | © 2011 | Webmaster

- Click on the desired stationary source.

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska DEC Alaska Department of Environmental Conservation  
Division of Air Quality

State of Alaska > DEC > Air Quality > AOS > Portal > Individual > Organization Home

Hello, amy123  
Sign Out

**Organization Home**

Alaska Power & Telephone

Your Roles:  
Organization Web Administrator  
Web E-Signer

Show 10 entries

**STATIONARY SOURCES (CLICK TO SELECT)**

Alatna Generating Station
Alcan Border Generating Station
Allakaket Generating Station
Bettles Generating Station
Chistochina Generating Station
Coffman Cove Generating Station
Craig Power Generating Station
Craig Substation Standby Diesel
Dot Lake Generating Station
Dyea Valley Diesel Facility

Showing 1 to 10 of 27 entries

First Previous 1 2 3 Next Last

**LINKS**

- > Approval Applications
- > User Admin
- > Org Admin Help
- > Documentation & Forms

8. 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".

The screenshot shows the 'Permit Home' page for a permit issued to Hilcorp Alaska, LLC. The page includes a navigation menu, a search bar, and a user profile for 'user0514'. A 'LINKS' menu is visible on the right, with 'New Report' highlighted by a green circle. Below the permit details, there is a table of 'APPROVED revisions/amendments' and a table of 'FINAL, OFFICIAL reports (green highlight - past week)'. The reports table lists various report types such as Relocation Notification, Facility Operating Report (FOR), Emission Fee Estimate, Excess Emissions, and Permit Deviation, each with columns for REC'D, REC'D VIA, CERTIFIED BY, SCHEDULES, REVIEWED, and ATTACHMENTS.

9. Select the type of report you wish to submit.

The screenshot shows the 'Permit Reports' page, which lists various report types available for submission. The reports are categorized into two groups: 'REPORT NAME/TYPE (WEB FORM - REPORT DETAIL COLLECTED ONLINE)' and 'REPORT NAME/TYPE (NO WEB FORM - REPORT DETAIL COLLECTED THROUGH ATTACHMENT UPLOAD)'. The 'LINKS' menu on the right is visible, with 'User Admin' highlighted. The page footer includes the text 'Air Online Services System Revised: 5/22/2013 4:36 PM' and 'AOS Browser Requirements'.

## Annual Compliance Certification

**ANNUAL COMPLIANCE CERTIFICATION DETAILS**

Due Date  
3/31/2013 1

Period Start Date: 1/1/2012      Period End Date: 12/31/2012 2

3  Enter line-item condition compliance (optional)

1. Due Date – the date when the Annual Compliance Certification is due. Usually it is listed as a permit condition. This date is prefilled; if it is prefilled with the wrong date please edit as you see fit.
2. Period Start and End Date: this is the time period covered by the annual compliance certification covers.
3. 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:

**ANNUAL COMPLIANCE CERTIFICATION DETAILS**

Due Date  
3/31/2013

Period Start Date: 1/1/2012      Period End Date: 12/31/2012

Enable popup text editor.

#	TITLE/DESCRIPTION	METHOD USED/NOTES	STATUS	OCCURRENCE	[DEL]*
*Delete only available for added custom conditions.					
Added Custom Conditions (once saved these will appear in the normal list)					
A	B	C	D	E	F
*Delete only available for added custom conditions.					
<input type="button" value="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 (no more than 3.7MB total). [Click to View Accepted File Types](#)

Attachments

File Name	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

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

Air Online Services System Revised: 6/3/2013 10:14 AM

AO's 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.
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

## 18 AAC 50.990 (93) "Responsible Official" Definition

"responsible official" means:

- 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

Select which "Responsible Official" Definition Applies  2

Remove Existing Responsible Official(s)

3

Add New Responsible Official(s)

4

## 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

5

## REPORT OPTIONS\*

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.

9

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

## CHANGE OF RESPONSIBLE PARTY DETAILS

Select which "Responsible Official" Definition Applies

Remove Existing Responsible Official(s)

NAME	TITLE	[DEL]
3a	3b	[DEL]

Add New Responsible Official(s)

FIRST	MIDDLE	LAST	TITLE	PHONE	EMAIL	[DEL]
4a	4b	4c	4d	4e	4f	[DEL]

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.
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 2019**

POLLUTANT	ACTUAL REPORTED EMISSIONS	ASSESSABLE
CRITERIA POLLUTANTS		
CO	<input type="text"/>	<input type="text"/>
NOX	<input type="text"/>	2
PM10	1	<input type="text"/>
SO2	<input type="text"/>	<input type="text"/>
VOC	<input type="text"/>	<input type="text"/>
ADDITIONAL POLLUTANTS		
CO2E	<input type="text" value="0"/>	<input type="text" value="0"/>
THAP	<input type="text" value="0"/>	<input type="text" value="0"/>
ACTUAL TOTALS		
Totals	0	0

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

POLLUTANT	PTE FULL	PTE ASSESSABLE
CRITERIA POLLUTANTS		
CO	339.4	339
NOX	347.3	347
PM10	14.7	15
SO2	20.7	21
VOC	22.1	22
ADDITIONAL POLLUTANTS		
CO2E	72688	0
THAP	4.3	0
PTE TOTALS		
Totals	73436.5	744

Note: PTE Totals are for reference only.

**Add Pollutants**

Add Pollutant

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.

### ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (max 50MB or 3.7MB 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.

I  
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S

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.
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.
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# Excess Emission Report

State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees

Alaska DEC Alaska Department of Environmental Conservation  
Division of Air Quality search

State of Alaska - DEC -> Air Quality -> AQS -> Portal -> Individual -> Organization -> Stationary Source -> Permit -> Excess Emissions Report

Hello, user0514  
Sign Out

### Excess Emissions Report

Organization Hilcorp Alaska, LLC (formerly Union Oil Company of California UOCC)  
Stationary Source King Salmon Platform  
Permit ID AQ0068TVP02P  
Permit Type Major - Title V Operating (TVP)

When did you discover the Excess Emission?  
Date 1  
Time 2 (24-hour clock)

#### EXCESS EMISSION DETAILS

(a) Exceedance Continuity **a**  
 Intermittent  Continuous

(b) Event Information (Intermittent exceedances may be listed as one event or multiple events.)  
 **b**  
No Events Listed.

(c) Cause of Event **c**  
--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 **d**  
--SELECT--

(e) Emission Limits Potentially Exceeded (Identify each emission standard potentially exceeded during the event.)  
 **e**  
  
No Permit Conditions Listed.

(f) Emission Units Involved **f**  
  
  
No Emission Units Listed.

1. Discovery date of the excess emissions
  2. Discovery time of the excess emissions
- Excess Emission Details
- a. Exceedance Continuity
  - b. Event Information – intermittent exceedances as one event
  - c. Cause of event – please use drop down to select
  - d. Type of incident
  - e. Emission Limits Potentially Exceeded
  - f. Emission Units involved

- g. Corrective action taken (please describe)
- h. Unavoidable emissions

(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.)

g

(h) Unavoidable Emissions h

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

**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="button" value="Browse..."/> <span style="color: red; font-size: 24px;">3</span>		

**REPORT OPTIONS\***

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

4

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

(Opens in a new Window) 5

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) 6

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

7

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

3. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
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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 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.

## Permit Deviation

When did you discover the Permit Deviation?

Date **1**

Time **2** (24-hour clock)

### PERMIT DEVIATION DETAILS

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

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

Add Event **b**

START DATE	START TIME	END DATE	END TIME	DURATION (HH:MM)	[DEL]
	00:00			0	<input type="checkbox"/>

(c) Deviation From **c**

Permit Conditions  COBC, CO, or Settlement Agreement

Identify each condition deviation or potential deviation.

ADD NEW/UNLISTED CONDITION

Add Permit Condition

CONDITION #	POTENTIAL DEVIATION	LIMIT	[DEL]
			<input type="checkbox"/>

(d) Emission Units Involved **d**

ADD NEW/UNLISTED EMISSION UNIT

Add Emission Unit

UNIT ID	DESCRIPTION	[DEL]
		<input type="checkbox"/>

(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.)

**e**

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

#### Permit Deviation Details

- a. Deviation Type
- b. Event Information – intermittent exceedances as one event
- c. Deviation From: click on one of the radio button and then identify each permit condition or potential deviate.
- d. List the emission units involved
- e. Description of potential deviation
- f. Correction Action taken

(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.)

f

#### 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

3

#### REPORT OPTIONS\*

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(Opens in a new Window) 6

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

7

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

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A08 Browser Requirements

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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.
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## 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 2012**  
 Limit: 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	5	6	7				1	2	3	4
8	9	10	11	12	13	14	5	6	7	8	9	10	11
15	16	17	18	19	20	21	12	13	14	15	16	17	18
22	23	24	25	26	27	28	19	20	21	22	23	24	25
29	30	31					26	27	28	29			

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	1	2	3	4	5	6	7
4	5	6	7	8	9	10	8	9	10	11	12	13	14
11	12	13	14	15	16	17	15	16	17	18	19	20	21

Please fill in the amount of fuel transferred per day through out 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 (no more than 3.7MB total). Click to [View Accepted File Types](#)

Attachments

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

1

---

**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.

(Opens in a new Window) 3

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) 4

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

5

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

Air Online Services System Revised: 5/22/2013 4:36 PM AO3 Browser Requirements

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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.
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## PAEL 2 Fuel Usage Report

PL2 FUEL USAGE DETAILS		
PL2 Fuel Usage (reported in full gallons), for the year 2012		
Limit: gallons consumed, over a rolling 12 month period (Rolling Totals over limit highlighted)		
<b>2011</b>		
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	<input type="text"/>	
July	<input type="text"/>	
August	<input type="text"/>	
September	<input type="text"/>	
October	<input type="text"/>	
November	<input type="text"/>	
December	<input type="text"/>	
<b>2012</b>		
Month	Gallons Consumed	Rolling Total
January	<input type="text"/>	<input type="text" value="0"/>
February	<input type="text"/>	<input type="text" value="0"/>
March	<input type="text"/>	<input type="text" value="0"/>
April	<input type="text"/>	<input type="text" value="0"/>
May	<input type="text"/>	<input type="text" value="0"/>
June	<input type="text"/>	<input type="text" value="0"/>
July	<input type="text"/>	<input type="text" value="0"/>
August	<input type="text"/>	<input type="text" value="0"/>
September	<input type="text"/>	<input type="text" value="0"/>
October	<input type="text"/>	<input type="text" value="0"/>
November	<input type="text"/>	<input type="text" value="0"/>
December	<input type="text"/>	<input type="text" value="0"/>

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

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

**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

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.

Air Online Services System Revised: 5/22/2013 4:36 PM AD 8 Browser Requirements

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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.

## 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)

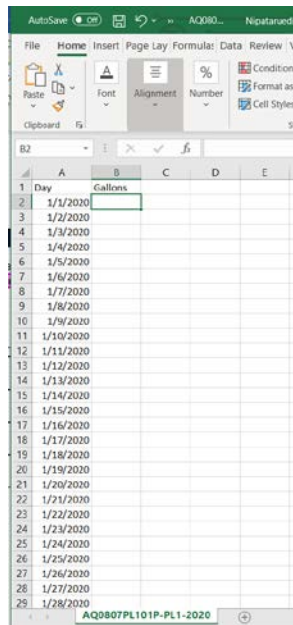
### PL1 FUEL USAGE DETAILS

**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.

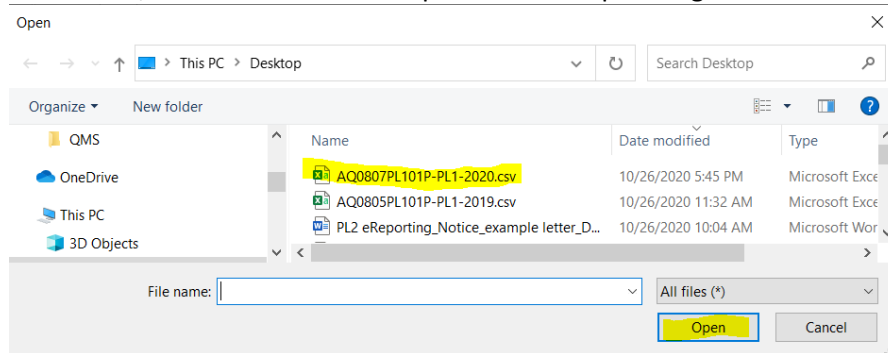
**PL1 FUEL USAGE DETAILS**

**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
17	18	19	20	21	22	23	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
99	99	99	99	99	99	99				99	99	99	99
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.

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

Contact Person  2 Contact Phone  3

New Location  
4

New Latitude  5 New Longitude  6

New Datum  
--SELECT-- 7

Estimated Start-Up Date  8 Estimated Shut-Down Date

Distance from Plant boundary to nearest inhabited structure (in feet)  
9

Nearest inhabited structures are on --SELECT-- terrain 10

Comments  
11

**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

12

**REPORT OPTIONS\***

Select Save to save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)  
 13

Select Print Draft to view or print a draft, unofficial copy of this report.  
 (Opens in a new Window) 14

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) 15

To submit & e-sign this document electronically, please click below.  
 16

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

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 and shut down of the moved emission unit.
9. Distance in feet to the nearest inhabited structure.
10. Use drop down to select terrain type
11. Comments
12. Attachment Browse Button: Allows the user to attach a file to upload to ADEC.
13. Save button – you can save what you have entered. Exit and come back later to finish the report.
14. Print Draft – this will open another window in which you can print an unofficial draft of the report.
15. 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.
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# 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.
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## 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

 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

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1. Due date of the report (should be a permit condition)
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