Alaska Department of Environmental Conservation

Permittee Portal Organization Web Administrator User's Guide

Division of Air Quality, August 2023, Revision 4

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Introduction

The Permittee Portal is for creating and electronically submitting air quality compliance reports and open burn approvals online. It is a secure system, meaning you will need to set up an <u>myAlaska</u> account to be able to access/create Air Quality compliance reports. Extra security has been set up for the submission of these reports in order to comply with federal reporting requirements found in the Cross Media Electronic Reporting Rule (CROMERR). Various forms need to be submitted to start the process depending on the level of responsibility. Not all users are required to submit forms, however at least one representative from the permitted organization must do so. This document walks a user through the signing up and compliance form submission process. If you have any suggestions or improvements, please let ADEC know through <u>DEC.AQ.AOSHelp@alaska.gov</u>.

Getting Started in Permittee Portal

Step 1. Get a myAlaska account.

Before any user can sign into the Permittee Portal, they must first have a myAlaska (<u>https://my.alaska.gov</u>) user account. You are using your myAlaska account (username) to authorize and gain access to various State of Alaska Service portals; the Air Online Services (AOS) Permittee Portal is one of them. A user does not have to be an Alaska resident to set up a myAlaska user account.

Establishing a link between the AOS Permittee Portal and your myAlaska username does not mean that ADEC has access to any other State of Alaska service portals you may use. **ADEC DOES NOT HAVE ACCESS** to information in the other State of Alaska service portals such as the Permanent Fund Dividend, hunting and fishing licenses, etc. The link simply allows you authorized access to ADEC's AOS Permittee Portal.

If a user already has a myAlaska account, another one is not needed (proceed to <u>Organization Web</u> <u>Administration Directions</u>).

If you **do not have** a myAlaska account: setting up the <u>myAlaska</u> account will look like the screenshot below. Fill in the questions and click on the "I accept the user agreement" then the "start registration" button.

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Help Priv	acy Policy User Ac	greement Browser C	Compatibility		Enter	Department of Administrat prise Technology Services (ET
				Anabarran 007	Monday - Friday, 1	mail: <u>myalaska help@alaska i</u> 0:00 AM to 4:30 PM Alaska Ti
				Anchorage: 907-	-208-0311 Fairbanks: 907-45	1-3911 [] Juneau: 907-465-5.

Once you have set up your account you will be emailed a confirmation email (with a confirmation hyperlink) which will link you to your account confirmation webpage. Please enter your username and password to confirm your account.

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Completing your State of Alaska e Click Here to Con	Password: registration will esta electronically! tinue	eser Compatibility	a identity. After you have	done that, y	pu will be able to co fi Monday - Fid 9-6311 Fairbanks 9	Departme Departme Enterprise Technol Email: <u>myalask</u> ay, 10:00 AM to 4. Dr.451.5911 Jun	iness with th nt of Administrr ogy Services (<u>a help@alaski</u> 30 PM Alaska eau: 907-465-

Step 2. Determining Your Role

Determine your role within the Air Quality Permittee Portal. The Permittee Portal identifies four roles that a user can be assigned. Each role has its own specific set of permissions and does not have a hierarchical value. The assigned role determines what you will be authorized to do within the Permittee Portal and what subsequent paperwork will need to be submitted.

Individuals can be assigned more than one role. As an example, one user may have multiple roles across multiple stationary sources and possibly across multiple organizations, while in a smaller organization one person may fill all the roles. Please look at the roles below to determine which

one(s) apply to you.

- 1. Organization Web Administrator:
 - Determines, creates, and controls other users' Permittee Portal accounts for submitting and creating compliance reports for their company/stationary sources/permits. At a minimum, must assign at least once Source Web Administrator (SWA), and that individual can assign and maintain all other individuals.
 - Can assign Source Web Administrators (SWAs).
 - Creates and edits compliance reports.
 - One person is to be identified for a company/organization/entity.
 - Has read access to information stored in the Air Quality Database.
 - Ability to review and edit contact information for main points of contact within organization.

2. <u>Web E-Signer:</u>

- Creates and edits compliance reports.
- Electronically signs and submits compliance reports to ADEC.
- There can be more than one Web E-Signer as long as each person meets the definition of Responsible Official as defined in 18 AAC 50.990 (93). Or in accordance with sources under Title 18 AAC 50.230 (c)(H) or (d)(D), an e-signer that is the owner or operator. An operator "directing" (AS 46.14.990) or reporting on emissions from units at of the above-mentioned facility and company.

3. Source Web Administrator:

- Determines, creates, and controls other users' Permittee Portal roles for submitting and creating compliance reports for a stationary source.
- Creates and edits compliance reports.
- Ability to review and edit contact information for main points of contact within organization.

4. Web Document Editor:

- Creates and edits compliance reports.
- There can be more than one Web Document Editor who is authorized to review and edit documents for a company/organization/stationary source.
- <u>Can work directly within the company/organization/stationary source OR can be</u> an assigned contractor.
- <u>Access can be controlled by dates; past an expiration date, for example, an</u> <u>assigned contractor would no longer have access to a</u> <u>company/organization/stationary source's database entries to create or edit</u> <u>draft compliance reports or have read-only access to previously submitted</u> <u>information.</u>

Each role must be assigned to the individual. An individual can have multiple roles. For more information about each role and its duties please refer to the information below.

Organization Web Administrator

This role is identified by the organization and requires the submittal of the Organization Web Administrator Request form

(http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp).

<u>There is only one Organization Web Administrator (OWA) for each organization, company, or entity.</u> <u>The OWA does not have to be a Responsible Official as defined by 18 AAC 50.990 (93).</u>

The individual assigned the role of OWA should be an staff member of the organization with a sufficient level of responsibility equal to that of a responsible official or owner. The individual should be versed in (but not limited to) knowledge of the stationary source's air quality compliance needs and permits along with the company's standard operating policies. This person is likely to contact ADEC for the required sign-up forms and to trouble shoot with ADEC staff if problems arise. In addition, it is the responsibility of this person (OWA) to assign each role to an individual employed/contracted by the organization. Please note it would be in the organization's best interest that the OWA is a person or position that does not experience a high level of turn-over.

Once the form has been submitted and ADEC processes the form and links the OWA to the organization, the OWA will have the ability to add/edit stationary source contact information, Source Web Administrator (SWA) role(s), Web E-Signer role(s), and Web Document Editor (WDE) role(s) for each stationary source within that organization.

Main Responsibilities

- 1. Assigns and maintains SWA(s) for each source submitting reports through AOS.
- 2. Assigns and maintains organization's Web E-Signer(s) for creating, editing, and submitting permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
- 3. Assigns and maintains stationary source's Web E-Signer for creating, editing, and submitting compliance forms bound to a particular air quality permit.
- 4. Assigns and maintains organization's WDE(s) for creating and editing permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
- 5. Maintains contact information for the organization and stationary sources.

Future Responsibilities

1. Establishes a new stationary source(s) for the organization.

An OWA may assign more than one Source Web Administrator. Only OWAs and Web E-Signers are required to submit paperwork; all other users within the Permittee Portal for a company/organization/entity are added and maintained by one of the OWAs or SWAs.

In short, the Permittee Portal has been designed to allow either a single person to have many roles (a small company/organization/entity), or for multiple individuals to have multiple or individual roles.

Web E-Signer

The individual assigned the role as Web E-Signer should be a Responsible Official of the organization or stationary source as defined by 18 AAC 50.990 (93) and have permission to create/edit/save/submit/pay online applications and reports.

This role requires submitting the Electronic Signature Validation form

(<u>http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp</u>). To establish the Web E-Signer role, the OWA or the SWA can print and give the form to the potential Web E-Signer to fill out, or the potential Web E-Signer can print out the form themselves and send the filled out form to ADEC for identity verification.

Bottom line: ADEC will need the required Web E-Signer form and documentation to begin the process of establishing a Web E-Signer. Without the electronic signature validation form submitted and processed by ADEC, the Web E-Signer will not be able to submit or pay any applications or reports online.

Once the Web E-Signer paperwork has been processed by ADEC, the OWA will be granted access to the Web E-Signer, and the OWA will be able to assign the Web E-Signer their role within the permittee portal.

Main Responsibilities

1. Submits applications and/or reports electronically.

Source Web Administrator

This role has permission to add/edit Web E-Signer and WDE roles for a specific stationary source. The SWA will only have permission to add Web E-Signers or WDEs to the stationary sources that have been assigned by the OWA. A SWA can be the administrator for more than one stationary source. There can be more than one SWA per stationary source. However, this is not recommended. A SWA is not required to submit any additional paperwork or identity verification other than being added by the OWA.

The SWA is intended to be a responsible, employed member of the organization. It would be in the organization's best interest that the SWA be a person or position that does not experience a high level of turn-over and be someone familiar with the stationary source(s) being assigned.

Main Responsibilities

- 1. Assigns and maintains stationary source's Web E-Signer(s).
- 2. Assigns and maintains stationary source's WDE(s).
- 3. Maintains contact information for the organization and stationary sources.

Web Document Editor

This role has permission to create/edit/save applications online and understands the compliance needs/forms for that facility. A WDE is not required to submit any additional paperwork or identity verification. The WDE may be anyone employed or contracted by the organization or stationary sources. The WDE's role is set up and granted by the OWA or SWA. A person assigned the role of WDE can create and edit compliance forms and submit the documents to others to review or e-signature. Only the Web E-signer is authorized to finalize and submit the documents to ADEC.

Main Responsibilities

- 1. Creates and saves an application.
- 2. Creates and saves a report.
- 3. Forwards prepared documents to Web E-Signer for submittal of reports

Organization Web Administrator Sign up and Duties.

Step A. Fill in and Submit an Organization Web Administrator Request Form

Once the myAlaska account is established, you will need to determine to whom to assign the role of OWA if your organization doesn't already have a person in this role. The <u>Organization Web Administrator Request</u> Form (http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp) will need to be filled out. The form (screenshot example below) must be emailed (<u>DEC.AQ.AOShelp@alaska.gov</u>) and then mailed to State of Alaska Department of Environmental Conservation, Attn: AOS Specialist, 555 Cordova Street, Anchorage, Alaska 99501.

ADEC requires the completed form to grant access to the AOS Permittee Portal and database. An email notification will be sent to you once your myAlaska account is registered with ADEC and access has been granted to use the Permittee Portal. After receiving notification from ADEC that your account has been registered, you will need to go into the Permittee Portal to finish the account registration and activation process, which includes verifying access has been properly established.

"ORGANIZATION WEB	ADMINISTRATOR"	REQUEST FORM
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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 on-line services for electronic submittals and reports, and permit actions for the company's stationary sources.

The Organization Web Administrator should be a responsible, employed member of the organization with a sufficient level of responsibility to meet the intent of the regulatory definition of a responsible official (18 AAC 50.990).

Note: If you do not complete and forward the requested information, you will not have access to your data via Air On-Line services. Air On-Line Services data for identified individuals will pre-fill company/stationary source data in applications or actions that are submitted online. Although we encourage you to use ADEC's On-line services, it is not required. You may still submit paper documents as directed by your permit(s) and/or state statute and regulation.

After you have identified your Organization Web Administrator, fill in the requested information in items 1 through 7. If your web administrator does not have a myAlaska user account, a myAlaska account must also be created in order to complete this form. To establish a myAlaska account, logon to https://my.alaska.gov.

Because myAlaska is linked to ADEC's *AirTools* electronic database, we DO NOT need your myAlaska password! We ONLY need your logon USER NAME. Please provide the information requested below and forward it to the address at the bottom of this form. Once the department has received your completed Web Administrator form, we will establish an account in our AirTools database and will send you verification that your company has an established Web Administrator.

WEB ADMINISTRATOR'S INFORMATION: (Please Print Clearly in Blue/Black Ink)

1)	Company Name:
2)	First Name:
3)	Middle Name:
4)	Last Name:
5)	E-Mail Address:
6)	myAlaska Login ID:
7)	Signature / Date: /

At a minimum, for large entities, an OWA needs to assign at least one SWA; there are no further requirements for the OWA to monitor overall activities other than through receiving emails. However, if there is a need to submit applications for approvals (open burn, black smoke, or firefighting) or to monitor or submit information regarding Minor General Permits 1 (MG1), then an OWA will need to assign themselves as a Web E-Signer. Therefore, if you want the ability to electronically submit/certify open burn approvals, MG1 information, or other reports requiring certification you must submit an <u>Electronic Signature Validation Form</u>. (http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp).

Once an OWA is assigned AND IS ACTIVE, the OWA may add any additional users and assign them roles for the specific stationary sources to which they are assigned. OWAs must also assign themselves the Web E-Signer role if they wish to e-sign and pay.

An OWA may assign more than one SWA for a stationary source. Only OWAs and Web E-Signers are required to submit paperwork; all other users within the Permittee Portal for a company/organization/entity are added and maintained by the OWA or SWA.

The points below summarize the duties and obligations of being an OWA. It also explains how to sign others up to electronically submit air compliance reports and open burn approval applications. Various security roles have been created so that someone can prepare the report for review and signature and the responsible party can e-sign it (For details see <u>Step J</u>). There is only one **OWA** for each organization/company/entity. Back-ups may be permitted on a case-by-case basis.

Summary of Roles and Responsibilities:

- May create and save any report, application, or document required for any permit or approval in the system.
- May delegate all administrative duties specific to a particular source or group of sources.
- Assigns and maintains SWA(s) for each source or group of sources.
 SWAs must be staff employed with the organization.
- Assigns and maintains organization's or stationary source's Web E-Signer(s) who create, edit, and submit compliance report(s) bound to a particular stationary source. Web E-Signers for portable oil and gas operations and open burn approvals are bound to the organization.
 - Web E-Signers must meet the definition of a Responsible Official, just as those providing hard copy signatures do.
- Assigns and maintains organization's or stationary source's WDE(s) who create and edit permits not bound to a particular stationary source, such as permits for portable oil and gas operations and open burns.
 - WDEs may be anyone either employed within the organization or a contractor to the organization. OWAs can set expiration dates for anyone assigned a role.
- May not e-sign unless they also assign the Web E-Signer role to themselves and submit required paperwork.
- OWA will receive any updates or information from the Air Permit Program pertaining to the PermitteePortal.
- Permittee Portal has a help page that contains instructions and forms on how to sign up for accounts, fill out reports, and submit open burn approvals.
 http://dec.alaska.gov/Applications/Air/airtoolsweb/PermitteePortalHelp/Index
- Will receive monthly reports that contain: 1) list of all documents that have been electronically signed and submitted on behalf of the organization and 2) list of all individuals active within the Permittee Portal, including those individuals that may have been established by SWAs.

Step B. Assigning Roles in the Permittee Portal

The OWA assigns roles to other users (or themselves) in the Permittee Portal. If the OWA wants to assign the role of Web E-Signer to themself, if needed, or to others, please proceed to <u>E-Signer</u> <u>Instruction</u>. This process is used to assign a user a role for a stationary source.



In the User Admin page, click the user's name to edit the account profile.

User Admin	>5 / Portal / Individual / Organization / User	r Admin		Hello, Sign O	nattinee8888 ut		
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Under the **Role Detail** portion of the page use the drop down to select the role type (1) and if that role (the screenshot above shows Web Document Editor) is to be applied to the stationary source (2). Next click on the add role (3) and then the save user button (4). The expiration date is optional.

Please note that for preparing or e-signing online open burn and MG1 applications, the user role is added under the organization (2). For Air Quality compliance forms the role is added with the stationary source.

Step C. Setting up New Permittee Portal User

Navigate to the User Admin page (refer to the breadcrumbs in the screenshot below).

Alaska Department	of Environmental Conserva AIR QUALITY	tion	O DEC	Search State of Alaska
You Are Here: DEC / Air Quality / AOS / Port User Admin	al / Individual / Organization / User Admin		Hello, nattinee8888 Sign Out	
Delta Western LLC	Select User to Edit OR CREA	TE NEW USER (Not alrea ortal Users Only	idy in list) 2	ow All – entries
NAME (LAST, FIRST)	Organization/s	TITLE	MYALASKA USERNAME	PORTAL USER
55 Minute Mar 1	Date Washington U.C.			

1: Select Existing User and Edit User Role(s): The Users grid will contain a list of all role holders for the stationary source or organization selected from the drop-down list. Click the user's name to display and edit their data and their roles for the selected stationary source or organization in AOS.

OR

2: Create a New User and Add User Role(s)

New User: This will display a form that will allow you to enter the new user's name and myAlaska username, as well as assign the necessary roles to the new user for the selected stationary source or organization. Please note that if the new user is a Web E-Signer they will need to print the Electronic Signature Validation form

(http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp) and sign and mail it to ADEC.

Step D. Filling in data and assigning a Role

DIVISION	OF AIR QUALITY	O DEC	C State of Ala
ou Are Here: DEC / Air Quality / AOS	Portal / Individual / Organization / User Admin	Hello, nattinee8888 Sign Out	
iser Aumin		5,5,1,042	
Delta Western LLC			
User Detail			
Permittee Portal User IY	es ONo		
mullaska Usornamo			
Note: Once a user has logged in s	uccessfully, the myAlaska Username cannot be changed. For furth	er information, please email DEC.AQ.AOShel	o@alaska.gov.
First Name			
Middle Initial			
Last Name			
Last Name Title			
Last Name Title Work Address Line 1			
Last Name Title Work Address Line 1 Work Address Line 2			
Last Name Title Work Address Line 1 Work Address Line 2 Work City			
Last Name Title Work Address Line 1 Work Address Line 2 Work City Work State			
Last Name Title Work Address Line 1 Work State Work Zip 2			
Last Name Title Work Address Line 1 Work City Work City Work Zip Work Email			

1. Enter User's Name and myAlaska Username:

myAlaska Username: User's registered myAlaska username.

NOTE: This myAlaska Username must exactly match the myAlaska username as stated on the

<u>application</u>. Any misspellings or mismatch in case/font will result in the user not being able to log into AOS. <u>Required field</u>

First Name: User's first name. Required field

Middle Initial: User's middle initial. This is <u>not</u> a required field. However, it does help differentiate individuals with the same first and last names.

Last Name: User's last name. Required field

Title: User's title or position. Required field

2. Enter User's Work Address:

Work Address Line 1: User's primary work address. <u>Required field</u> Work Address Line 2: User's secondary work address. Work City: User's work city. <u>Required field</u> Work State: User's work state. <u>Required field</u> Work Zip: User's work Zip. <u>Required field</u> Work Email: User's work email. <u>Required field</u> Work Number: User's work number. <u>Required field</u>

moune monoci	JRequired for sor	ne portal applications and reports	s.		
Role Detail (List cont	ains all roles you may manage for th	e currently selected	user)		
Role Type 3					
	tationary Source				
Add Role 5		Roles			
Organizatión	STATIONARY SOURCE	Role	EXPIRATION	EXPIRE *	
None					
* Roles are maintained for h	istorical purposes and cannot be deleted. To inac	tivate a user's role, click Expi	re Role.		
Save User Cancel	Changes				

3: Enter and Configure User Roles:

Roles Type: Drop down list contains the available roles that may be assigned to the selected user.

4: Set up User Access:

Use the drop downs to select an organization or stationary source.

5: Add Role

Adds the user's selected role(s) for a particular stationary source from the **Roles** drop down list and allows the OWA to set an **expiration date** to limit user's access to the system. After the set expiration date, this user will no longer have the privileges of this role. Select expiration date by clicking on the calendar image and selecting a date. Expiration date can be left empty

by clicking the update link. If the expiration date is left empty, the role never expires. To remove the role, click the delete link in the row of the role you wish to remove.

6: Save User

After making any changes to the selected user (including adding or deleting roles), click the Save User button to save your changes. You can then return to the User Administration page and find that person listed among the users for the appropriate stationary source or organization.

Only an OWA may add/edit/delete or change the expiration date for other users connected to the same stationary source. The expiration date is not a required field; however, it is a good security measure to ensure the assigned role is not used past the period it is required.

Cancel Changes: Click this button to cancel changes made to the selected user (including adding or deleting roles).

Step E. Duplicate New User

If a user's myAlaska account already exists a possible match will appear. If it is a match, click the **SELECT** radio button (in the pink box) and then click on the "Select Match" button. If it is not the same person, the person should have a different myAlaska username. Click "**Cancel**" to return to the previous screen and please email <u>DEC.AQ.AOSHelp@alaska.gov</u> with the details.

User Admin		
The user details you provid and select from the provide	led have at leased options.	st one possible match. Please confirm the submitted values
Provided User Details myAlaska Username user0514 Full Name Hello Kitty Title tester Work Contact Info 1122 Test Street Juneau, AK 99801 Email: natlinee.nipataruedi@alaska.gov Phone: 907-465-5128 Since a user already has the supplie back to User Admin. If you believe thi	d myAlaska Usernar s to be in error, plea	ne in use 'user0514' you may only match to that record or cancel and continue se contact DEC.AQ.AOShelp@alaska.gov with details.
Possible Matches		
© [SELECT AOSID: 16603492] myAlaska Username user0514 Full Name Hello Kitty Title Tester Work Contact Info 1122 Test Street Juneau, AK 99801 Email: nattinee.nipataruedi@alaska.go	Home Contact Info Juneau, AK 99801 v	
Cancel		

Web E-Signer Sign-Up Directions

Step A. Determine if the user meets the definition of a Responsible Official

A potential Web E-Signer must submit an Electronic Signature Validation Form. Please note that a

Web E-Signer for an organization or stationary source will need to be a Responsible Official as defined in 18 AAC 50.990 (93). An OWA is not required to assign themselves as a Web E-Signer unless they wish to submit open burn approvals, MG1s, or any other item that must be submitted at the organizational level. The OWA determines if the user meets the definition of a Web E-Signer.

The Electronic Signature Validation form requires notarization and a photocopy of your driver license.

must complete ALL sections of this electronic signa	s, and to provide your signature using ADEC's Online Air Permit Program, you ature validation form.
Requestor's Information: First/Last Name Present Title Company Name Stationary Source Name Phone Number myAlaska user ID E-mail Address	Submit Completed Form to: State of Alaska Department of Environmental Conservation Division of Air Quality RE: Air Online Services 555 Cordova Street Anchorage, Alaska 99501
Upon confirmation of information provided on this completed fo account will provide enabling access for company administrate notified via email when your account is activated. For security purposes, you will be required to re-validate your i electronic signature. Note: Your Company's Organization Web Administrator must a In accordance with Title 18 AAC 50.345(j), I certify that I an	rm, the department will establish an on-line air permit program user account. This user provide the second
photo I.D. verify my identity for use of the departments' Air I further understand and agree that my <i>myAlaska</i> passwor from compromise, I will not allow use of my electronic sig signature password has been given to others. and I will pr	On-Line Services. d is my electronic signature. I will keep my electronic signature password secure nature password by others, I will promptly report any evidence that my electronic omptly notify the system manager if I receive a system acknowledgement of a g this form, I agree that use of my electronic signature password to electronically
submission that I did not make. I also agree that by signin sign documents legally binds me to the same extent as I w	ould be bound or obligated by handwritten signatures.
submission that I did not make. I also agree that by signin sign documents legally binds me to the same extent as I w Based on information and belief formed after reasonable in document, and in any document I electronically sign and s	rould be bound or obligated by handwritten signatures. nquiry, I certify that the statements and information in and attached to this ubmit to the department, are true, accurate, and complete.
submission that I did not make. I also agree that by signin sign documents legally binds me to the same extent as I w Based on information and belief formed after reasonable in document, and in any document I electronically sign and s	rould be bound or obligated by handwritten signatures. nquiry, I certify that the statements and information in and attached to this ubmit to the department, are true, accurate, and complete.

Once ADEC receives the electronic signature validation form (via mail and email), the data will be entered into the ADEC database.

Step B. Assigning an E-Signer Role to a User

The **OWA** must go into the Permittee portal to assign the role of Web E-Signer to themself (only if they wish to be a Web E-Signer) or others, which is done through the User Admin hyperlink in the Permittee Portal. This same process would also be followed for SWAs who assign themselves the Web E-Signer role.



On the Organization Home screen, click on the User Admin Link.

Alaska Department of Envir DIVISION OF AIR	ronmental Conservatior QUALITY	ı	O DEC	Search State of Alaska
You Are Here: DEC / Air Quality / AOS / Portal / Individua User Admin	al / Organization / User Admin		Hello, nattinee8888 Sign Out	$\bigcirc \bigcirc$
Delta Western LLC	Jser to Edit OR CREATE I □ Show Porta	NEW USER (Not already in I Users Only	list)	All v entries
Name (Last, First)	Organization/s	Tinle 🔶	myAlaska Username	PORTAL USER
Nipata, Natt	Delta Western LLC	Tester	nattinee8888	×

On the User Admin page, click on your name. This will open the user's name to the Role Detail page where you will be able to edit the account profile.

Role Type Web Document Editor	⊻ 1				
Organization ORGANIZATION V (MG1 & OBR Permits)	Stationary Source DR	2			
Add Role 3	Dutch Harbor Bulk Plant Haines Bulk Plant Haines II Bulk Plant	Roles			
ORGANIZATION	Juneau Bulk Fuel Plant	STATIONARY SOURCE	Role 🔶	Expiration 🔶	Expire *
Delta Western LLC	POA Bulk Terminal Delta Western		Organization Web Administrator	NOT SET	UNAVAILABLE
Delta Western LLC	St. George Bulk Fuel Plant Yakutat Bulk Fuel Plant	Dutch Harbor Bulk Plant	Web E-Signer		Clear Date Expire Role
Showing 1 to 2 of 2	entries				
* Roles are maintained for I	nistorical purposes and cannot be deleted	d. To inactivate a user's role,	click Expire Role.		

Under the Role Detail portion of the page use the drop down to select the role type (1) and if that role (the screenshot above shows Web Document Editor) is to be applied to the stationary source (2). Next click on the add role (3) and then the save user button (4). The expiration date is optional.

Step C. E-Signer Validation process

Once assigned the role of Web E-Signer, you will need to navigate back to the portal welcome page.

<u>http://dec.alaska.gov/Applications/Air/airtoolsweb/PermitteePortal</u> and reload the page. Once you have logged into the Permittee Portal, you should see the webpage (below or something similar.) Click on hyperlink in this web page to validate your driver's license.



You will only need to validate your driver's license number once by entering it, clicking on the "I Agree" checkbox, and then clicking the Validate button. It will look like the screenshot below.

Alaska Department of Environmental Conservation	O DEC	Search State of Alaska
You Are Here: DEC / Air Quality / AOS State ID Verification	Hello, nattinee8888 Sign Out	$\bigcirc \bigcirc$
TESTING		
I understand and agree that my myAlaska password is my electronic signatur password secure from compromise, I will not allow use of my electronic signature report any evidence that my electronic signature password has been given to system manager if I receive a system acknowledgement of a submission that my electronic signature password to electronically sign documents legally bir bound or obligated by handwritten signatures.	re. I will keep my electronic sig ature password by others, I wi o others, and I will promptly nc I did not make. I also agree th nds me to the same extent as I	nature ll promptly tify the at use of would be
Please enter your driver's license number below for validation. Validate Cancel		
AOS Help Documentation & Forms Air Online Services System Revised: 12/21/2020 10.21 AM	A	DS Browser Requirements

Step D. E-Signer setting up security questions for e-signing

Along with validation of your driver's license number, you will need to set up 5 security questions. When esigning you will be required to enter your myAlaska password and answer one of your security questions.

NOTE: Security questions are established/set through the myAlaska interface and can be changed if needed through your myAlaska user profile.

🔍 State of Alaska 🕅	YALASKATEST	myAlas	ka My Governm	ent Resident	Business in Alask	a Visiting Alaska State Employe
💮 myAlaska						Signed in as nattinee8888: Sign O
HOME SERVICES	MYPROFILE M	YDOCUMENTS	HELP			
		Go	o <u>DEC Air Too</u>	<u>ls</u>		
SECURITY OUESTIC	ONS					
Enter your existing pass	sword, choose 5 se	ecurity questions,	and enter you	ur answers to	o authorize the	change to your security
questions.	Password:		_			
□ In what city or town o	did vour mother and	d father meet?				
□ In what city or town v	was your first job?					
□ What is the middle n	ame of your oldest	child?				
□ What is the name of	your favorite childh	ood friend?				
□ What is the street nu	Imber of the house	you grew up in?				
□What is your oldest s	sibling's birthday m	onth and year?				
□What school did you	attend for sixth gra	ide?				
□ What street did you I	live on in third grad	e?				
□ What was the last na	ame of your third gr	ade teacher?				
\Box What was the name	of your first stuffed	animal?				
□ What was your childl	hood nickname?					
□ What was your drear	m job as a child?					
□ What was your favor	rite place to visit as	a child?				

Once the security questions have been set up, the Web E-Signer will need to log out and log in again to complete the e-signing validation process. As a Web E-Signer you should be able to create/edit/sign/submit an AQ compliance form or open burn approval. Proceed to "Directions how to create/edit/electronically submit a report" if you wish to submit a compliance report.

Web Document Editor Directions

Step A. Determine if the user meets the definition of Web Document Editor

Potential WDEs are identified by the OWA. The WDE can create and edit a compliance form. They are employed or contracted by the stationary source's company and understand the compliance needs/forms for that facility.

Step B. Assign the role of Web Document Editor

The OWA will need to assign the role of WDE through the User Admin page of the Permittee Portal.

Please refer to <u>Step B. Assigning a Role to a User</u> under Web E-Signer directions. The WDE role can create and edit compliance forms. They cannot electronically sign a compliance form or online burn application. Please proceed to "<u>Directions on how to create/edit/electronically submit a report</u>" to find the assigned responsibilities.

Directions how to create/edit/electronically submit a report

Once request forms are submitted, Permittee Portal accounts authorized and activated, users assigned the correct role(s) for stationary sources/organization, validation completed, and security questions set up (as applicable), you can then begin to use the Permittee Portal. You will need to navigate to the AOS home page http://dec.alaska.gov/Applications/Air/airtoolsweb/Home/Index. Click on the link 'Permittee Portal'.

Are Here: DEC / Air Quality / AOS			
r Online Services			
	Services		
	> Air Alerts & Information Signup	۲	
	> Air Permits, Approvals & Public Notices	۲	
	> Air Quality Advisories/Episodes	۲	
	Air Quality Complaints	۲	
	> Air Quality Index	۲	
	> Dry Wood-Moisture Disclosure Program	۲	
	Electronic Comment Submission	۲	
	> Permittee Portal	۲	
	Point Source Emission Inventory	۲	
	Interagency Portal	۲	

Step A. Log into the Permittee Portal

Enter your myAlaska username and password and click the 'Sign-In' button to log into the Permittee Portal.

Stat	e of Alaska		myAla	aska My Gove	rnment Resident	Business in Alaska	Visiting Alaska	State Employees
💮 m	yAlaska							
HOME	SERVICES	MYPROFILE	MYDOCUMENTS	HELP				
			m Username: [Password: [yAlaska Lo Sign-In	gin			
			For For New User: Reg	rgot my Userr rgot my Pass lister for a my	<u>name</u> word (Alaska Account			
Help Priv	Help Privacy Policy User Agreement Browser Compatibility							
State of Alas	State of Alaska myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees State of Alaska @ 2020							

Step B. Permittee Portal homepage

The Permittee Portal will show Permittee Portal News and Updates. Next click on the "Click here to continue" to proceed.

	• DEC	State of Alaska
ou Are Here: DEC / Air Quality / AOS / Permittee Portal	Hello, nattinee8888	
'ermittee Portal	Sign Out	
Permittee Portal News & Updates		
Welcome to the Air Online Services Permittee Por	tal!	
Features currently available:		
User administration and role assignment		
 Stationary source, permit and submitted report listings 		
Emission fee estimates online		

Step C. Individual Page lists your organizations

Click on the organization for which you want to submit a report. Please note that in most cases there will only be a single organization listed.

Alaska Department of Environmer DIVISION OF AIR QUA	ital Conservation LITY	O DEC	Search State of Alaska
You Are Here: DEC / Air Quality / AOS / Portal / Individual Home Individual Home		Hello, nattinee8888 Sign Out	$\bigcirc \bigcirc$
Natt Nipata			NKS Org Admin Help Docs & Forms
ORGANIZATIONS (CLICK TO SELECT) Accumulate Energy Alaska, Inc		\$	
Delta Western LLC			
Showing 1 to 2 of 2 entries			
AOS Help Documentation & Forms	Air Online Services System Revised: 2/11/2020 2:08 PM	۵	OS Browser Requirements
Public Notices · Regulations · Statutes Press Releases · Contact f y v		Department of Environn 410 W Ju	nental Conservation illoughby, Suite 303 P.O. Box 111800 Ineau, Alaska 99811

Step D. Organization Home page lists the Stationary Sources

On the Organization home page click on the stationary source for which you want to submit a report. In the example below, the report submittal process for "Dutch Harbor Bulk Plant" starts when you click on the stationary source's name (highlighted).

Alaska Department of Environmental Conservation	Or	Search DEC State of Alaska
You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization Home Organization Home	Hello, nattinee88 Sign Out	88 🕗 💽
Delta Western LLC Your Roles:	LINI	۲S
Organization Web Administrator	> A > U	pproval Applications Iser Admin
	ס א ס א	org Admin Help
Stationary Sources (Click to select)	\$	
Delta Western, LLC. Sitka Dillingham Bulk Plant		
Dutch Harbor Bulk Plant		
Haines II Bulk Plant		
Juneau Bulk Fuel Plant		
Naknek Bulk Plant		
POA Bulk Terminal Delta Western		
Yakutat Bulk Fuel Plant		

Step E. Stationary Source home page lists the permits

On the Stationary Source page, click on the permit for which you want to submit a report. Please note that for a rescinded permit, you will only be able to submit a report a year after the rescission date. For the screenshot below you would click on permit ID "AQ0806PL101P".

	Alaska De DIVISIO	partment of Environmental Conservatio DN OF AIR QUALITY	n	O DEC	Search State of Alaska
	You Are Here: DEC / Air Qualit Stationary Source	y / AOS / Portal / Individual / Organization / Stationary Source Home	Home	Hello, nattinee8888 Sign Out	$\bigcirc \bigcirc$
0 - 2	Delta Western LLC / Du You have not been assigned APPROVED permit	tch Harbor Bulk Plant I any roles for this stationary source. s (all except OBR and MG1)		LINK > U > O > Er > D	CS ser Admin rrg Admin Help mission Inventory ocs & Forms
	PERMIT ID (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS	\$	
	AQ0806PL101P	Pre-Approved Emission Limit - Gasoline Bulk Stora	ge (PL1) Active		
SUS -	Showing 1 to 1 of 1 e	ntries pplications (all except OBR and MG1)	(green highlight - past w	veek)	
	None Type	REC D REC D VIA		ATTACHMENTS	

Step F. Permit home page lists the compliance forms

On the Permit Home page click on "New Report" under Links on the right side of the screen.

Alaska DIV	a Department ISION OF	of Environr	nental Cons JALITY	servation			O DEC	Search State of Alaska
You Are Here: DEC / Air Permit Home	r Quality / AOS / Port	al / Individual / Org	janization / Statio	onary Source / Permit H	ome	Hello, na Sign Out	ttinee8888	$\bigcirc \bigcirc$
Organization Stationary Source Permit ID Permit Type Application Received Issued Effective Expires Permit Status	Delta Western LLC Dutch Harbor Bull AQ0806PL101P Pre-Approved Emi 4/22/2003 6/24/2003 6/24/2003 Active	k Plant ssion Limit - Gas	oline Bulk Stora	oge (PL1)			LINKS Ne Us For	w Report er Admin g Admin Help
APPROVED rev Revision Number None FINAL, OFFICIA	visions/amen Revision/Am	dments ENDMENT TYPE reen highlig	Rec ht - past w	'o Rec'o Via	Submitted By	İSSUED	► Do	cs & Forms
APPROVED rev Revision Numeer None FINAL, OFFICIA Report Type	visions/amen Revision/Am AL reports (gr	dments ENDMENT TYPE reen highlig REC'D	Rec ht - past w Rec'o Via ♦	'o Rec'd Via eek) Certined By	Submitted By	ISSUED	► Do Sho Reviewed	cs & Forms w $10 \lor$ entries ATTACHMENTS
APPROVED rev Revision Numeer None FINAL, OFFICIA REPORT TYPE PL1 Fuel Usage Rep	visions/amen Revision/And AL reports (gr \$	dments ENDMENT TYPE reen highlig REC'D	Rec ht - past w Rec'o Via 🗳	'р Rec'р Via eek) Сектнер Ву Donal Stone	Suemmed By Schedules Due: 1/31/2020 Period End: 12/31/2	SSUED	Sho Reviewed \$ 2/19/2020	x Forms w 10 ∨ entries
APPROVED rev Revision Number None FINAL, OFFICIA Report Type PL1 Fuel Usage Rep Change of Responsi	visions/amen Revision/Au AL reports (gr ort ible Party	dments ENDMENT TYPE Teen highlig REC'D ♠ 2/10/2020 11/8/2019	Rec ⁱ o Via 🔶 Web Email	'о Rec'o Via eek) Сектяно Ву Donal Stone Joel Lawrence	SUBMITTED BY SCHEDULES Due: 1/31/2020 Period Start: 1/1/20' Period End: 12/31/20	SSUED \$ 19 019	Sho 2/19/2020	xxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxxx
APPROVED rev Revision Numeer None FINAL, OFFICIA REPORT TYPE PL1 Fuel Usage Rep Change of Responsi PL1 Fuel Usage Rep	AL reports (gr	dments ENDMENT TYPE een highlig 2/10/2020 11/8/2019 2/1/2019	Rec ht - past w Rec'o Via Web Email Mail	b Rec'd Via еек) Сектинер Ву Joel Lawrence Tim Hunter	SURMITTED BY SCHEDULES Due: 1/31/2020 Period Start: 1/1/20' Period Start: 1/1/20' Period Start: 1/1/20' Period Start: 1/1/20' Period Start: 1/1/20'	\$\$\$\$\$ \$ 19 019 18 18 018	Sho Reviewed 2/19/2020 12/3/2019 2/8/2019	w 10 √ entries ATTACHMENTS ♦

You, and anyone with assigned roles, will be able to start the following reports:

- Annual Compliance Certification
- Change in Responsible Party
- Emission Fee Estimate
- Excess Emissions
- PermitDeviation
- PL1 Fuel Usage
- PL2 Fuel Usage
- Relocation Notification
- NSPS Semi-Annual Report
- Facility Operating Report
- Emission Inventory

Click on the compliance report you need to complete:

fou Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization / Stationary Source / Permit / Permit Reports Permit Reports	Hello, nattinee8888 Sign Out	
Report Name/Type (web form - report detail collected online)	Links	s
Annual Compliance Certification		
Change of Responsible Party	Us	er Admin
Emission Fee Estimate		
Excess Emissions	Or	g Admin Help
Permit Deviation		
PL1 Fuel Usage	> En	lission Inventor
PL2 Fuel Usage		
Relocation Notification	P Do	CS & FORMS
Report Name/Type (no web form - report detail collected through attachment upload)		
Facility Operating Report		

Step G. Start/Edit/Save a compliance report

Please SAVE any compliance report that you start or edit! Sessions that are inactive for 15 minutes will automatically end. If you haven't saved during an active session, all the information you entered during that session will be lost. A warning message will appear saying that it will log you out if nothing is done within 5 minutes (there will be a countdown). After saving the report you can exit the system and come back later to work on the report. So please save often.

Once you have filled out a report, as the OWA or WDE, you will have the following report options:

- → Save
- ➔ Print Draft
- ➔ Print Document
- → Invite another user to view, edit, or sign the document (yellow bar on the right-hand side)

Please note that as the OWA and/or WDE you can save the report and invite the Web E-Signer to view, edit or e-sign the report at this point. Please proceed to <u>Step I</u> if you want to invite a Web E-Signer to electronically sign and officially submit a compliance report.

Step H. Navigating back to a saved DRAFT report

If you have exited the Permittee Portal and need to get back to the saved report, you will need to follow Steps A to E. Once you are back at the permit home page you should see your draft report. You might need to scroll down, but it should look like the screenshot below. Your draft report should be listed under "DRAFT, UNOFFICIAL reports". For the draft report you want to edit, click on the corresponding "View/Edit" hyperlink.

Report Type	REC'D	Rec'd Via	CERTIFIED BY	SCHEDI	JLES	REVIE	WED	4 Аттасны	IENTS
Facility Operating Report (FOR)	4/23/2020	1/30/2020 3 Start: 1/1/2020 3 End: 3/31/2020	Requ	iest DEL	Attachr	nent 1			
PL1 Fuel Usage Report	2/10/2020	/31/2020 Start: 1/1/2019 End: 12/31/2019	2/19	/2020					
Change of Responsible Party	11/8/2019		12/3	/2019					
PL1 Fuel Usage Report	2/1/2019	Mail	Tim Hunter	Due: 1 Period Period	/31/2019 Start: 1/1/2018 End: 12/31/2018	2/8/2	2019		
Change of Responsible Party	12/28/2018	Email	Shannon Price			1/3/2	2019		
PL1 Fuel Usage Report	1/10/2018	Email	Tim Hunter	Due: 1 Period Period	/31/2018 Start: 1/1/2017 End: 12/31/2017	1/10	/2018		
PL1 Fuel Usage Report	1/27/2017	Email	Tim Hunter	Due: 1 Period Period	/31/2017 Start: 1/1/2016 End: 12/31/2016	3/23	/2017		
PL1 Fuel Usage Report	1/19/2016	Mail	Tim Hunter	Due: 1 Period Period	/31/2016 Start: 1/1/2015 End: 12/31/2015	1/26	/2016		
PL1 Fuel Usage Report	1/20/2015	Mail	Tim Hunter	Due: 1 Period Period	/31/2015 Start: 1/1/2014 End: 12/31/2014	2/3/2	2015		
PL1 Fuel Usage Report	2/3/2014	Mail	Tim Hunter	Due: 1 Period Period	/31/2014 Start: 1/1/2013 End: 12/31/2013	2/7/2	2014		
ihowing 1 to 10 of 21 entrie	s	•	Fi	rst	Previous 1	2	З	Next	Last
RAFT, UNOFFICIAL repo	rts				Mary/Fare		A 0		
	REPORT TYPE	VIEW/EDIT		⇒ Del	ete				
10/30/2020	PL1 Fuel Usage Report				View/Edit		Del	Delete	

Once you are in a report and it has been edited, saved, and is ready for submittal proceed to Step I below.

Step I. Inviting an E-Signer to sign/submit a report

The OWA/SWA or WDE can invite a Web E-Signer to "sign" a report when it is ready. Click on the "INVITATIONS" banner (light yellow) on the right of the Report Options screen:

V
1
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T
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S
1

Input the full email address of the individual you wish to review/e-sign the report, adding comments if desired, and then click on the **Share Report URL** button to send the email with an embedded report link to your invitee:

Select Print Document to print an o and expedited processing. Print Document (Opens in a new)	Select Save to save a draft of this re Save Select Print Draft to view or print a o Print Draft (Opens in a new Winde	I N V I T A	<u>To invite anot</u> Email Comments	Document Invi her user to review and/or e-sign this Report, fill in e-nipataruedi@alaska.gov Share Report URL Please click on following link to review report and electronically sien/submit report.	tations	d and click Share Report URL.
To submit & e-sign this document	Select Print Document to print an o and expedited processing. Print Document (Opens in a new V To submit & e-sign this document			,,,,,,,		Close Pan

You will receive a message that the report was successfully sent to your invitee.



Return to the report menu by closing the invite panel.

Document Invitations sign this Report, fill in the email field and click Share Report URL.							
share Report URL email found.) hat I can get the 🔺							
ed for the User's	Close Panel						

Step J. E-Signer to sign/submit a report

The invitee (Web E-Signer) will receive an email notifying them that they have a web document for review and/or e-signature. The email contains a link to the document that has been prepared for their review and signature. The email should look like the screenshot below.

Alaska ADEC AOS Portal Document Invitation			
Nattinee (<u>nattinee.nipataruedi@alaska.gov</u>) has invited you	u to review ar	nd/or e-sign a document. (The link	k appears at the bottom of this email.)
	Rep	ort Detail	
Organization	n Name	Delta Western LLC	
Stationary S	ource Name	Delta Western, LLC. Sitka	
Туре		Facility Operating Report (FOR)	
Nattinee's Comments please electronically sign			
<u>Click here to View the Report.</u>			

The invitee will "Click here to View the Report" to access the submittal and be directed to the myAlaska sign-in page where they will be required to log in. From there they will automatically be directed to the prepared report; under the Report Options the Web E-Signer (invitee) should click on the Submit Report Electronically (e-signature) button.

	NG
rganization	Delta Western LLC
tationary Sour	ce Delta Western, LLC. Sitka
ermit ID	AQ1418PL101P
ermit Type	Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
Due Date	
die Date	
1/31/2021	
Period Start	Date Period End Date
6/1/2020	12(1/2020
0	
Notes/Gener	al Comments
test	
Attach Repor	Form to Attachments Section below.
This report ty	pe requires at least one attachment. Please attach the completed report in the attachment section below.
Аттаснме	NTS
ATTACHME File attachme	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types
ATTACHME File attachme Attachmen File Name Medium TE	NTS Its for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Its Topology Contents ST.PDF
ATTACHME File attachme Attachmen File Name Medium TE	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Is Delete ST.PDF
ATTACHME File attachmen Attachmen File Name Medium TE Choose File	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types IST.PDF ST.PDF No file chosen
ATTACHME File attachmen Attachmen File Name Medium TE Choose File	NTS Its for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Is IN o file chosen
ATTACHME File attachme Attachmen File Name Medium TE Choose File	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Telete ST.PDF No file chosen
ATTACHME File attachmen Attachmen File Name Medium TE Choose File	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Is Delete ST.PDF IN No file chosen INTIONS*
ATTACHME File attachmen Attachmen File Name Medium TE Choose File REPORT O	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Is Is INDE Delete IND file chosen INDE CHONS*
ATTACHME File attachmen File Name Medium TE Choose File REPORT O	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Is ST.PDF Delete No file chosen
ATTACHME File attachmen File Name Medium TE Choose File REPORT O	NTS Its for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Its Its Its Its Its Its Its Its Its It
ATTACHME File attachmen File Name Medium TE Choose File REPORT O Select Save Save	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Is ST.PDF No file chosen PTIONS* o save a draft of this report record. (Note: This is the only option that will save without enforcing validation.)
ATTACHME File attachmen File Name Medium TE Choose File REPORT O Select Save Salect Print	NTS Ints for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). View Accepted File Types Is ST_PDF Oelete No file chosen PTIONS* o save a draft of this report record. (Note: This is the only option that will save without enforcing validation.) Output: to view or print a draft, unofficial copy of this report.
ATTACHME File attachmen File Name Medium TE Choose File REPORT O Select Save 1 Save Select Print Print Draft	
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ATTACHME File attachmen File Name Medium TE Choose File REPORT O Select Save 1 Save Select Print Print Draft Select Print Select Print Select Print	
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Click on the certification check mark box and then the e-sign Document button.

Period Start Date: 6/1/2020	
Period End Date: 12/1/2020	
Notes/General Comments:	
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Attachments	
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Based on information and belie	e accurate and complete
ttached to this document are true	e, accurate and complete.
ttached to this document are true	

The Web E-Signer will be taken to the e-signing screen asking for their password and an answer to one of their security questions. Once those have been filled in, click on the "Sign and Submit" button.

State of Alaska M	YALASKATE	ST myAla	ska My Go	vernment	Resident	Business in Ala	ska Visiting Alask	a State Employees			
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By using your electronic copy of the document.	signature to sign	this document, you le	gally bind y	ourself to	it to the sa	me extent as	ou would by sign	ning a paper			
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You are legally obligated with anyone else - even anyone else has used yo	You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the <u>myAlaska Help Center</u> .										
Document Details											
Title	Title: Facility Operating Report (FOR)										
Description	Description: Permit ID: AQ1418PL101P										
Division	Department: Department of Environmental Conservation Division: Air Division										
Size	Size: 2410 bytes										
	View Document										
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	myAlaska Password:										
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You will be taken back to the permit home screen with a "Thank you for your submission." screen. Please note that the report is now in the FINAL OFFICIAL report queue.

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As a Web E-Signer, you will get an email saying the report you submitted has been received by the system. At this point you have completed the submittal process. If you have any questions, please contact the ADEC inspector for this facility.

This message was sent to you by a computer program, DO NOT REPLY to this message.
This email is being sent to notify you that your electronically signed document was successfully received.
Document Confirmation Code: A64E818141C5F824D211C8FEB837A4AF
Title: Facility Operating Report (FOR) Department: Department of Environmental Conservation Division: Air Division Certified Date: 1/14/2021 12:50 PM Attachments: 1
This document is available from your myAlaska account under the myDocuments tab or by visiting the following URL:
https://mytest.alaska.gov/ESignature/DocumentDetails.aspx?doc=A64E818141C5F824D211C8FEB837A4AF
If you have not recently used myAlaska to electronically sign a document, this message may be evidence of unauthorized use of your myAlaska account. If you believe this activity is related to unauthorized access, please forward this message to <u>myalaska.help@alaska.gov</u> for additional assistance.
No unsolicited email will be sent to you from myAlaska, and myAlaska will not share your email address with other parties without your authorization.
The myAlaska Team <u>myalaska.help@alaska.gov</u>

Submittal via the "Print Report" Option

Step A. Permittee selected "Print Document" Option

This is another way to submit a completed compliance report if electronic signing is not an option.

The Permittee Portal user can click on the "Print Document" button under the Report Option.

Due Date 3/31/2021	
Period Start Date Period End Date	
Notes/General Comments	
neting .	
Atlach Report Form to Atlachments Section below	
This report type requires at east one attachment. Please attach the completed report in the attachment section below	
IT I ACHMENTS	
File attactments for pertinent photos, maps, documents, etc. (mail SOANB or 3 7448 for e-signed documents). View Accepted File Types	
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Step B. Print and Fill out Certification Form

After clicking on the "Print Document" button, the certification screen appears in a new browser window. The user will need to print and fill out the certification portion of the form. The Responsible Official needs to sign the form. Scan and submit the document to the Air Reports email (<u>DEC.AQ.Airreports@alaska.gov</u>). ADEC staff will proceed to retrieve the compliance form from AOS.

Report Type: Pacific Uprit a Device Prime Details Operating Stream Stream Stream Stream Stream Stream Prime Stream Stream Prime Stream	Department of Environmental Conservation Air Quality Division	
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Step C. ADEC Intake Staff to retrieve report

When intake ADEC staff receives the PDF of the certification form, it will be retrieved from AOS and imported into the ADEC internal database. Once it is imported, the permittee will see that the report is no longer a "DRAFT" but has been moved to the "OFFICIAL" report queue.

Departmen Air Quality	t of Environmental Conservation Division
Report Type: Facil	ity Operating Report (FOR)
Permit Details Organization: Stationary Source: Permit ID: Permit Type: Report ID:	Alaska Electric Light & Power Auke Bay Standby Generation Station AQ0208TVP04P Major - Tille V Operating (TVP) 16882425
Eacility Operating	Report (FOR) - Details
Due Date:	3/31/2021

Other Actions and Issues

Viewing Signed and Submitted Documents

A web-formatted version of reports for your organization is available for viewing if the forms were submitted online.

<u>Step 1</u>: To view web documents, start at the Organization Home page and select either a stationary source or a non-stationary source permit from the permits or applications grid.

Alaska Department of Environmental Conservation DIVISION OF AIR QUALITY	Search O DEC O State of Alaska
You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization Home Organization Home	Hello, nattinee8888 Sign Out
Delta Western LLC Your Roles: Organization Web Administrator	LINKS Approval Applications
	User Admin Org Admin Help Docs & Forms
Stationary Sources (Click to select) Delta Western, LLC. Sitka	\$
Dillingham Bulk Plant Dutch Harbor Bulk Plant	
Haines Bulk Plant Haines II Bulk Plant	
Juneau Bulk Fuel Plant Annu Search Suite Plant	
POA Bulk Terminal Delta Western St. George Bulk Fuel Plant	
Yakutat Bulk Fuel Plant	
Showing 1 to 10 of 10 entries APPROVED permits (OBP and MG1 only)	
Резил Ти (Сискто select) Резил Тите	Status

<u>Step 2</u>: To view reports bound to a stationary source you will need to navigate to that stationary source's home page. It will list the stationary source's approved permits and any pending permit applications.

Select the permit to which the document report is bound. If it is an approved permit, you will be directed to the permit home page, where you will have an opportunity to view or print any of the permit's revisions or reports (See Step 3). If you select a pending application, you will see a copy of the pending application, whether or not it was submitted orige. No reports will be bound to a pending application.

	Stationary Source Hom	e		Sign O	ut	
	Delta Western LLC / Dutch H	larbor Bulk Plant				Links
	Your Roles: Web E-Signer					User Admin
4	APPROVED permits (al	l except OBR and MG1)				 Org Admin Help Emission Inventory
						Docs & Forms
	Регміт ID (Сціск то select)	Permit Type	¢	Permit Status 🔶		
	AQ0806PL101P 2	Pre-Approved Emission Limit - Gasoline Bulk Storage (PL	1)	Active		
1	Showing 1 to 1 of 1 entrie	25				
	PENDING permit appli	cations (all except OBR and MG1) (gree	en highlig	ht - past week)		
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Documents submitted online will display the hyperlink to that document, submittal data, and confirmation of signature by the Web E-Signer (certified by). Documents that were not submitted online will display only basic permit or report data.

<u>Step 3</u>: The permit home page for each permit will list approved revisions/amendments, pending revisions, "FINAL, SUBMITTED" submitted reports, and "DRAFT, UNOFFICIAL" reports, displayed on toggleable grids.

Permit Home						Sign Out		
Organization	Delta Western LLC						1.0	
Stationary Source	Dutch Harbor Bulk	Plant					LI	NKS
Permit ID	AQ0806PL101P							New Demont
Permit Type	Pre-Approved Emis	sion Limit - Ga	soline Bulk Stora	ige (PL1)				New Report
Application Received	4/22/2003							Licor Admin
lssued	6/24/2003							USET AUTITIT
Effective	6/24/2003							Org Admin Help
Expires								org Autilit Help
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Revision Number None	REVISION/AMEN	IDMENT TYPE	Rec ²	'd Rec'd Via	Submitted By	İssued		
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<u>Step 4</u>: Select a report (or revision) to view the report (or revision) document for this permit.

Accidental Submittals

If a document is submitted electronically in error, the user can click on "Request DEL" which stands for Request Deletion.

FINAL, OFFICIAL reports (green highlight - past week) Show 10 ~ entries					
REPORT TYPE	🔷 Rec'd	🖨 Rec'd Via 🗧	CERTIFIED BY		REVIEWED ATTACHMENTS
Facility Operating Report (FOR)	1/14/2021	Web	Nattinee White	Due: 1/31/2021 Period Start: 6/1/2020 Period End: 12/1/2020	Request DEL Attachment 1

This can only be done if the report has NOT been reviewed and is within 30 days of the submission. When the Request DEL is clicked you will see the repudiation screen that will ask the user to contact their inspector with a listed information in the repudiation screen.



This is a misnomer since the submission cannot be deleted. However, the inspector can take the submittal and return it to the user's DRAFT, unofficial report queue. At this point the user can make changes as needed to the report and then resubmit.

Open Burn Application and Approvals

From the Organization Home page, you can submit open burn approvals. Under the Links box on the Organization Home page, you will need to click on the Approval Applications to access the various open burn approval applications.

Alaska Department of Environmental Conservation	0 0	Search EC State of Alaska
You Are Here: DEC / Air Quality / AOS / Portal / Individual / Organization Home Organization Home	Hello, nattinee88 Sign Out	88 🚫 🕒
Accumulate Energy Alaska, Inc Your Roles: Organization Web Administrator		CS pproval Applications ser Admin rg Admin Help ocs & Forms
You have not been assigned to any stationary sources.		

You can submit the following open burn approval applications:

- Black Smoke Approval
- Controlled Burning for Land Clearing
- Controlled Burning for Resource Management
- Controlled Burning for Resource Management (Renewal)
- Fire Fighter Training Fuels
- Fire Fighter Training Fuels (Renewal)
- Fire Fighter Training Structures
- Fire Fighter Training Structures (Renewal)

Approval Applications are created, saved and E-Signed using the <u>same process</u> as a Report submittal.

Departme Air Quali	ent of Environmental Conservation ty Division
Report Type: Fa	cility Operating Report (FOR)
Organization: Stationary Source Permit ID: Permit Type: Report ID: <u>Facility Operatin</u> Due Date: Period Start Da Period End Da Notes/Genera	Permit Details Delta Western LLC Delta Western LLC Dutch Harbor Bulk Plant AQ0806PL101P Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1) 16881648 Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1) 16881648
Testing	
Attachments	
Attachment #	File Name
1	EsignatureValidationForm4-2020.PDF
Report last saved on: 4/23/2020 By: Natt Nipata	

If you have any questions about the Permittee Portal, you can email <u>DEC.AQ.AOSHelp@alaska.gov</u>

Invalidate a Compromised myAlaska Login for an Existing User

If you have reason to believe that a user's myAlaska has been stolen, misused, or compromised, navigate to the User Administration page. Open the compromised user profile and set the account to expire on today's date. This will disable that person's account. Next send an email to <u>DEC.AQ.AOSHelp@alaska.gov</u> with the reasons for the account being disabled.

Email Notifications

As the OWA for your organization(s), you will be receiving monthly email messages from AOS. These are automatically generated messages that will enumerate the following:

- Each document, application or report that was submitted by an authorized user from your organization for the previous month.
- All the current authorized users for your organization and their role in AOS.

Note: Whenever a signed document is successfully submitted the submitter, the Web E-Signer will receive a "receipt" email message and payment confirmation (if applicable). The automated messages have the following sender address: airtools_noreply@alaska.gov