

Alaska Department of Environmental Conservation

Permittee
Portal
Organization
Web
Administrator
User's Guide

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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 [myAlaska](#) 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 DEC.AQ.AOSHelp@alaska.gov.

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 (<https://my.alaska.gov>) 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 [Organization Web Administration Directions](#)).

If you **do not have** a myAlaska account: setting up the [myAlaska](#) 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.

System Notifications

- WARNING! Some PFD applicants have received fraudulent emails requesting they login to myAlaska or the PFD site and update their Alaska Residency verifiers. These emails WERE NOT sent by the State of Alaska. We recommend anyone who clicked on links in these emails to update their myAlaska password and security question/answer immediately. myAlaska does not send unsolicited emails or texts to users requesting they update their passwords or account details.**

New Account
Many applications require use of the same myAlaska account. If you have forgotten your user name or password use the following links to recover them:

[Forgot my Username](#)
[Forgot my Password](#)

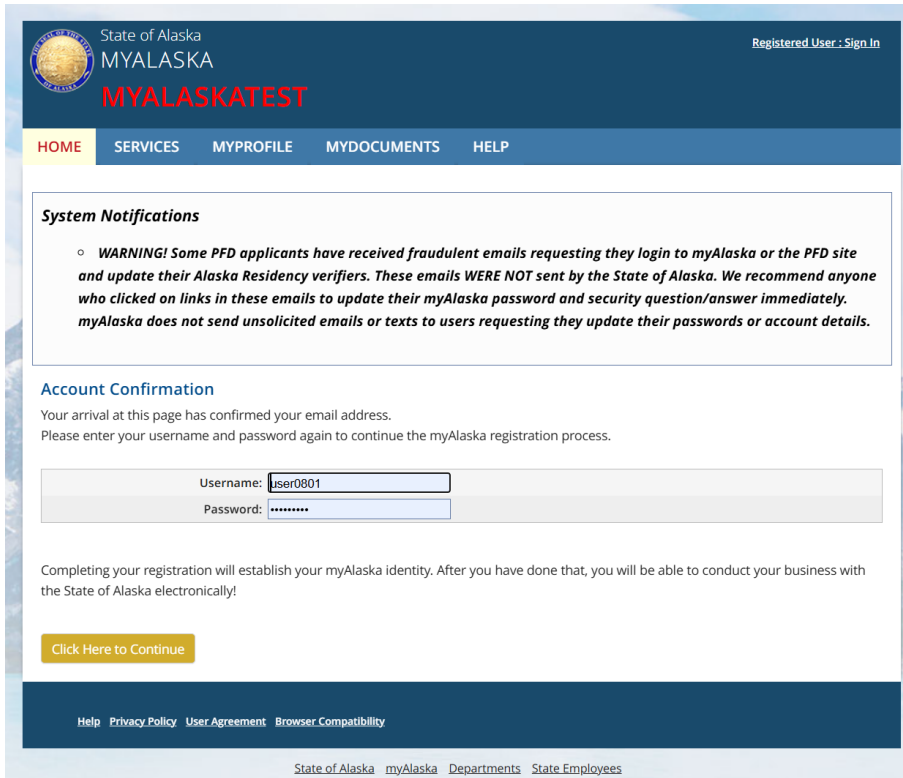
To register for an account with myAlaska, fill in the new account information required below. You must have a valid email address. Next, read the user agreement. If you accept the agreement (required to use myAlaska), click on the I accept the User Agreement box. Then click on the Start Registration button.

Username:	<input type="text"/>	ⓘ
Password:	<input type="password"/>	ⓘ
Verify Password:	<input type="password"/>	
Secret Question:	- Select -	ⓘ
Answer:	<input type="text"/>	
Email Address:	<input type="text"/>	ⓘ
Verify Email Address:	<input type="text"/>	

[User Agreement](#)

AGREEMENT BETWEEN YOU AND THE STATE OF ALASKA

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.



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. Web E-Signer:

- 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.
- Can work directly within the company/organization/stationary source OR can be an assigned contractor.
- Access can be controlled by dates; past an expiration date, for example, an assigned contractor would no longer have access to a company/organization/stationary source’s database entries to create or edit draft compliance reports or have read-only access to previously submitted information.

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

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

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](http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp) (<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>). 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 [Organization Web Administrator Request Form](http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp) (<http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp>) will need to be filled out. The form (screenshot example below) must be emailed (DEC.AQ.AOShelp@alaska.gov) 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

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 [Electronic Signature Validation Form](http://dec.alaska.gov/Applications/Air/airtoolsweb/AOSHelp). (<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 [Step J](#)). 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.

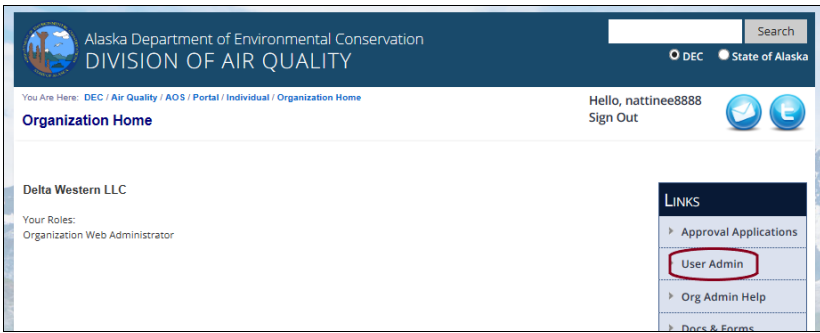
- OWA will receive any updates or information from the Air Permit Program pertaining to the PermitteePortal.

- 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>

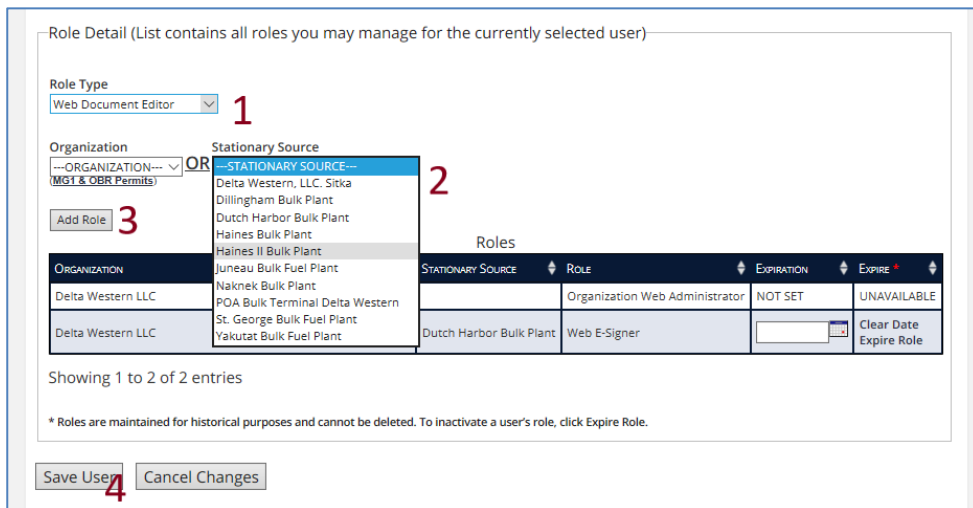
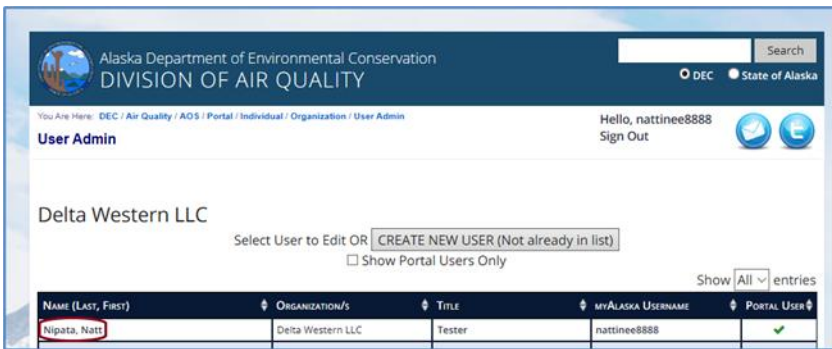
- Will receive monthly reports that contain: 1) list of all documents that have been electronically signed and submitted on behalf of the organization and 2) list of all individuals active within the Permittee Portal, including those individuals that may have been established by SWAs.

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 himself, if needed, or to others, please proceed to [E-Signer Instruction](#). 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.

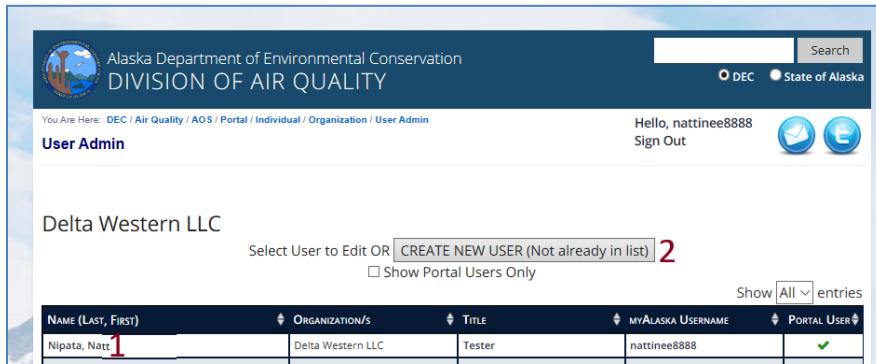


Under the **Role Detail** portion of the page use the drop down to select the role type (1) and if that role (the screenshot above shows Web Document Editor) is to be applied to the stationary source (2). Next click on the add role (3) and then the save user button (4). The expiration date is optional.

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).



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

Permittee Portal User Yes No

myAlaska Username:

Note: Once a user has logged in successfully, the myAlaska Username cannot be changed. For further information, please email DEC.AQ.AOShelp@alaska.gov.

First Name:

Middle Initial:

Last Name:

Title:

Work Address Line 1:

Work Address Line 2:

Work City:

Work State:

Work Zip:

Work Email:

Work Number:

Mobile Number:

Will be used as contact number. Required for some portal applications and reports.

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

First Name: User's first name. Required field

Middle Initial: User's middle initial. This is not 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. Required field

Work Address Line 2: User's secondary work address.

Work City: User's work city. Required field

Work State: User's work state. Required field

Work Zip: User's work Zip. Required field

Work Email: User's work email. Required field

Work Number: User's work number. Required field

Role Detail (List contains all roles you may manage for the currently selected user)

Role Type **3**

Source Web Administrator
Web Document Editor
Web e-signer
Stationary Source

Organization **4**
Dutch Harbor Bulk Plant
(MG1 & OBR Permits) (All Permits Except MG1 & OBR)

Add Role **5**

ORGANIZATION	STATIONARY SOURCE	ROLE	EXPIRATION	EXPIRE *
None				

* Roles are maintained for historical purposes and cannot be deleted. To inactivate a user's role, click Expire Role.

Save User **6** 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 DEC.AQ.AOSHelp@alaska.gov with the details.

The screenshot shows a web interface titled "User Admin". At the top, a message states: "The user details you provided have at least one possible match. Please confirm the submitted values and select from the provided options." Below this, there are two sections: "Provided User Details" and "Possible Matches".

Provided User Details:

myAlaska Username	user0514
Full Name	Hello Kitty
Title	tester

Work Contact Info

1122 Test Street
Juneau, AK 99801
Email: nattinee.nipataruedi@alaska.gov
Phone: 907-465-5128

Since a user already has the supplied myAlaska Username in use 'user0514' you may only match to that record or cancel and continue back to User Admin. If you believe this to be in error, please 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.gov

Home Contact Info

Juneau, AK 99801

Buttons: "Select Match" and "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.

**Alaska Department of Environmental Conservation (ADEC)
Electronic Signature Validation**

To electronically submit applications, reports, payments, and to provide your signature using ADEC's Online Air Permit Program, you must complete ~~ALL~~ sections of this electronic signature validation form.

<p>Requestor's Information:</p> <p>First/Last Name <input style="width: 90%;" type="text"/></p> <p>Present Title <input style="width: 90%;" type="text"/></p> <p>Company Name <input style="width: 90%;" type="text"/></p> <p>Stationary Source Name <input style="width: 90%;" type="text"/></p> <p>Phone Number <input style="width: 90%;" type="text"/></p> <p>myAlaska user ID <input style="width: 90%;" type="text"/></p> <p>E-mail Address <input style="width: 90%;" type="text"/></p>	<p>Submit Completed Form to:</p> <p>State of Alaska Department of Environmental Conservation Division of Air Quality RE: Air Online Services 555 Cordova Street Anchorage, Alaska 99501</p>
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Upon confirmation of information provided on this completed form, the department will establish an on-line air permit program user account. This user account will provide enabling access for company administrators to authorize others to access the on-line electronic permitting program. You will be notified via email when your account is activated.

For security purposes, you will be required to re-validate your identify with the information provided above in order for your password to become your electronic signature.

Note: Your Company's Organization Web Administrator must assign privileges to you in order for you to electronically sign documents.

In accordance with Title 18 AAC 50.345(j), I certify that I am responsible official for the above identified company. My signature and photo I.D. verify my identity for use of the departments' Air On-Line Services.

I further understand and agree that my *myAlaska* password is my electronic signature. I will keep my electronic signature password secure from compromise, I will not allow use of my electronic signature password by others, I will promptly report any evidence that my electronic signature password has been given to others, and I will promptly notify the system manager if I receive a system acknowledgement of a submission that I did not make. I also agree that by signing this form, I agree that use of my electronic signature password to electronically sign documents legally binds me to the same extent as I would be bound or obligated by handwritten signatures.

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document, and in any document I electronically sign and submit to the department, are true, accurate, and complete.

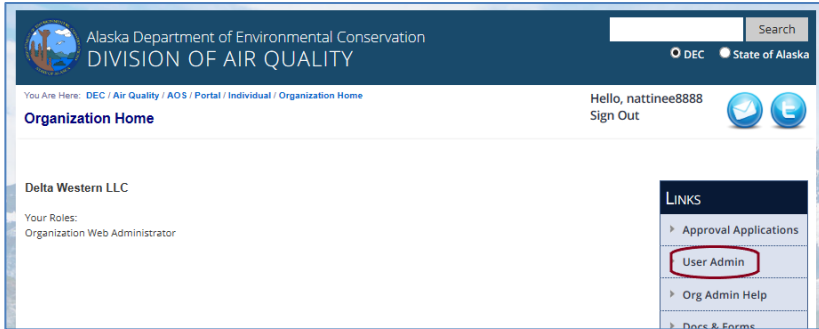
Signature	Printed Name (In CAPS)	Date

Please attach a photocopy of your valid driver's license in the space provided below. This privileged information is CONFIDENTIAL and will ONLY be used by ADEC to verify identity of electronic transactions completed in on-line. Once Notarized, you may blacken SSN#, and other personal information; Please LEAVE your name, Drivers License Number & STATE of license issuance visible.

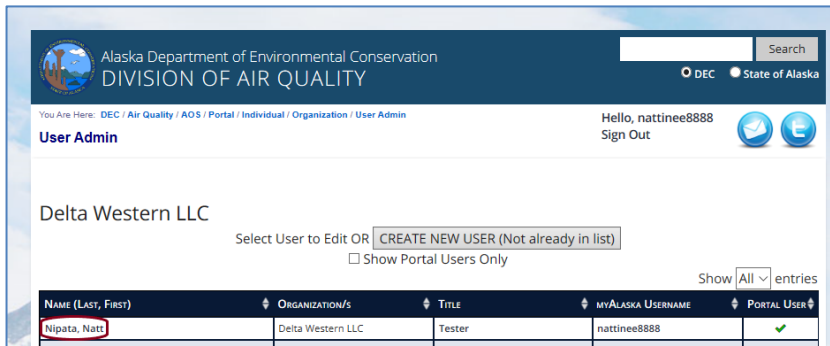
Once ADEC receives the electronic signature validation form (via mail and email), the data will be entered into the ADEC database.

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

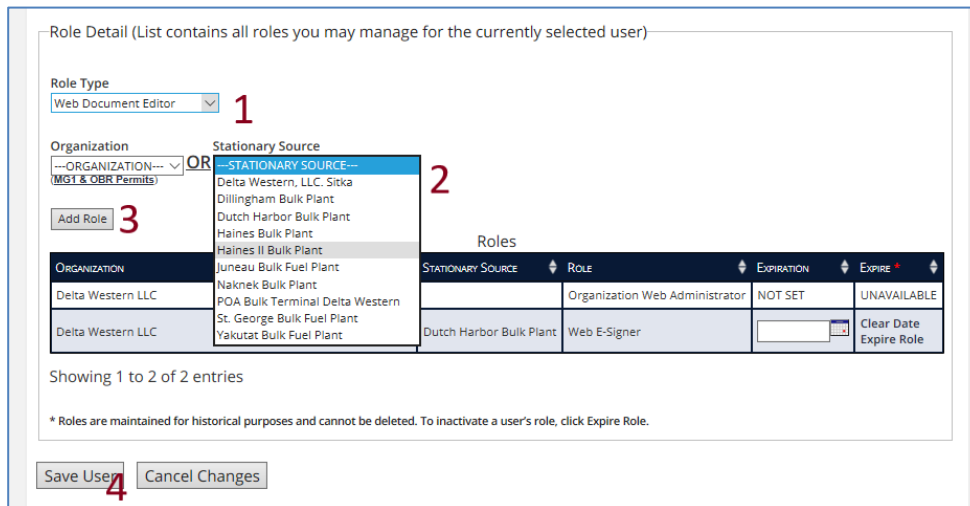
The OWA must go into the Permittee portal to assign the role of Web E-Signer to themselves (only if they wish to be a Web E-Signer) or others, which is done through the User Admin hyperlink in the Permittee Portal. This same process would also be followed for SWAs who assign themselves the Web E-Signer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



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



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.



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.

<http://dec.alaska.gov/Applications/Air/airtoolsweb/PermitteePortal> 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.

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

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

Hello, nattinee8888
Sign Out

TESTING

PLEASE NOTE A MESSAGE ABOUT YOUR ACCOUNT
You have been assigned an e-signer role, and DEC has received your electronic signature validation form. For the final setup step, please validate your driver's license number that was submitted on your electronic signature validation form.
Click here to Validate your driver's license number.

PLEASE NOTE ABOUT YOUR E-SIGNATURE PRIVILEGES
You have been assigned an e-signer role, but according to myAlaska you have not yet provided the required Security Questions. You will not be able to e-sign any submission without first setting these questions. Click here to provide the Security Questions and answers that will be used as part of the e-signing ceremony. Once complete return to this site to continue.
If you have entered your questions and are still seeing this message - please log out and log back in to the system.

Permittee Portal News & Updates

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
DIVISION OF AIR QUALITY

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

Hello, nattinee8888
Sign Out

TESTING

I understand and agree that my myAlaska password is my electronic signature. I will keep my electronic signature password secure from compromise, I will not allow use of my electronic signature password by others, I will promptly report any evidence that my electronic signature password has been given to others, and I will promptly notify the system manager if I receive a system acknowledgement of a submission that I did not make. I also agree that use of my electronic signature password to electronically sign documents legally binds me to the same extent as I would be bound or obligated by handwritten signatures.

I Agree

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 AOS 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 e-signing 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 MYALASKATEST myAlaska My Government Resident Business in Alaska Visiting Alaska State Employees Signed in as nattinee8888: Sign Out

HOME SERVICES MYPROFILE MYDOCUMENTS HELP

Go to [DEC Air Tools](#)

SECURITY QUESTIONS

Enter your existing password, choose 5 security questions, and enter your answers to authorize the change to your security questions.

Password:

- In what city or town did your mother and father meet?
- In what city or town was your first job?
- What is the middle name of your oldest child?
- What is the name of your favorite childhood friend?
- What is the street number of the house you grew up in?
- What is your oldest sibling's birthday month and year?
- What school did you attend for sixth grade?
- What street did you live on in third grade?
- What was the last name of your third grade teacher?
- What was the name of your first stuffed animal?
- What was your childhood nickname?
- What was your dream job as a child?
- What was your favorite 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.

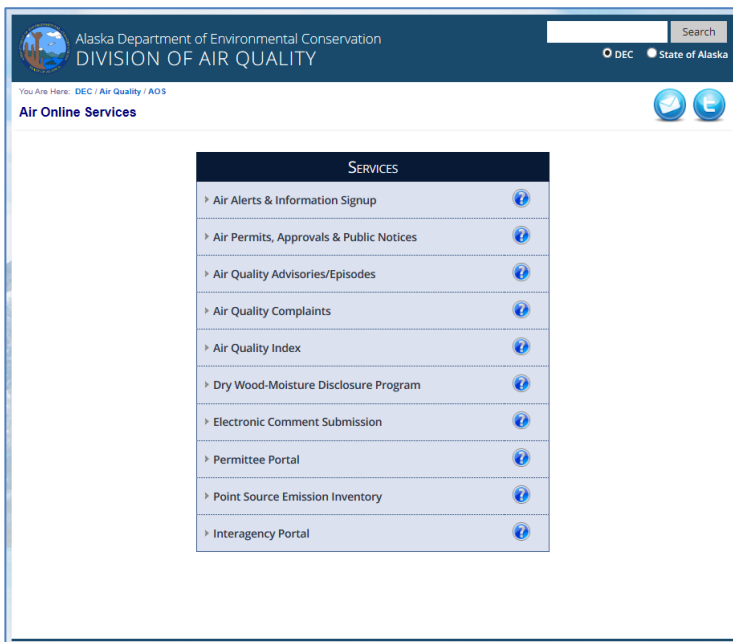
Step B. Assign the role of Web Document Editor

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

Please refer to [Step B. Assigning a Role to a User](#) 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 “[Directions on how to create/edit/electronically submit a report](#)” to find the assigned responsibilities.

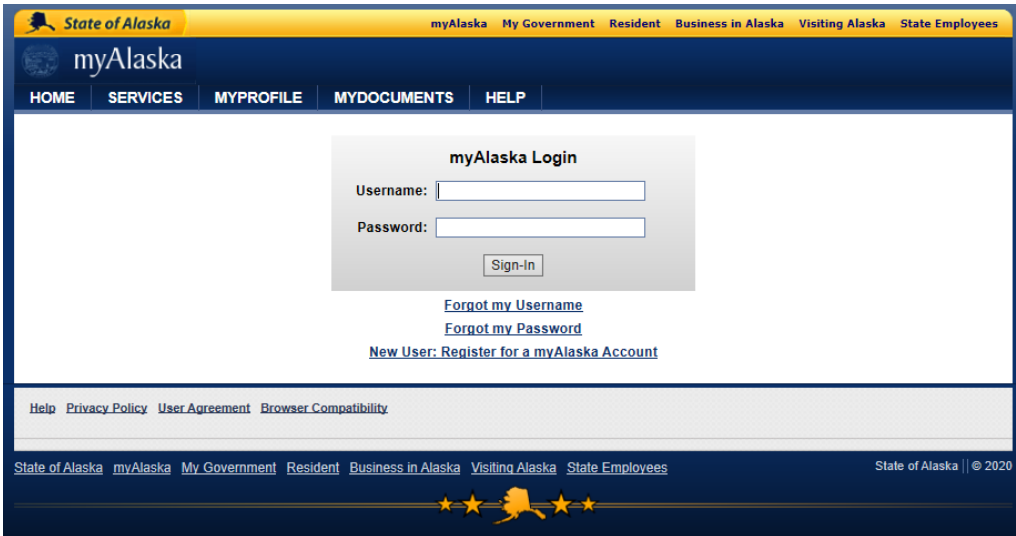
Directions how to create/edit/electronically submit a report

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’.



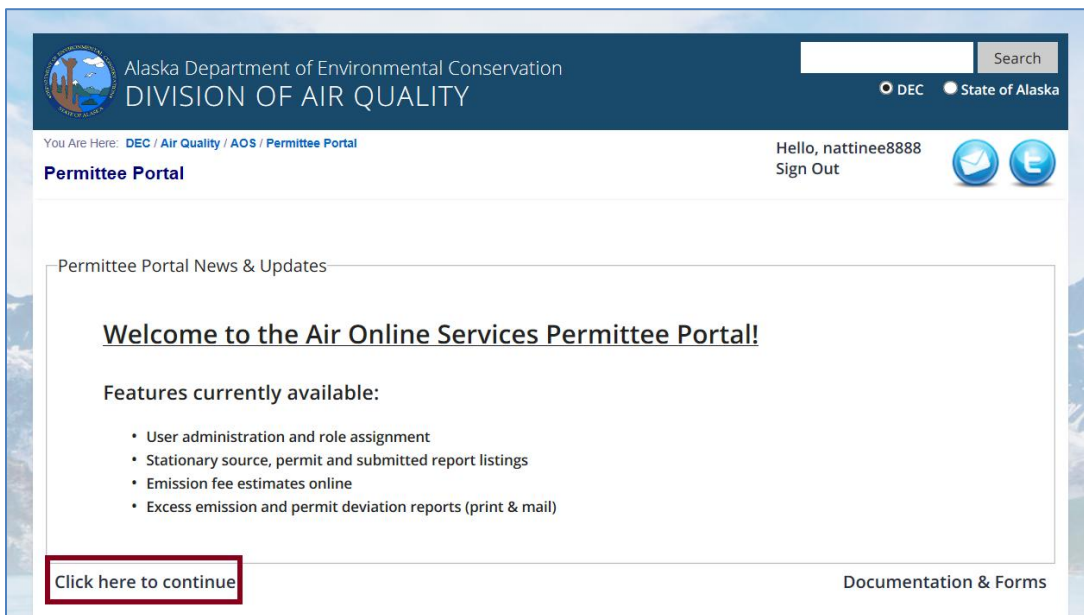
Step A. Log into the Permittee Portal

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



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.



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 Environmental Conservation
DIVISION OF AIR QUALITY

DEC State of Alaska

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

Individual Home Hello, nattinee8888 Sign Out

Natt Nipata

ORGANIZATIONS (CLICK TO SELECT)

Accumulate Energy Alaska, Inc
Delta Western LLC

Showing 1 to 2 of 2 entries

LINKS

- Org Admin Help
- Docs & Forms

AOS Help Documentation & Forms Air Online Services System Revised: 2/11/2020 2:08 PM AOS Browser Requirements

Public Notices - Regulations - Statutes
Press Releases - Contact

Department of Environmental Conservation
410 Willoughby, Suite 303
P.O. Box 111800
Juneau, 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
DIVISION OF AIR QUALITY

DEC 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

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
Naknek Bulk Plant
POA Bulk Terminal Delta Western
St. George Bulk Fuel Plant
Yakutat Bulk Fuel Plant

Showing 1 to 10 of 10 entries

LINKS

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

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 Department of Environmental Conservation
DIVISION OF AIR QUALITY

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

Hello, nattinee8888
Sign Out

Stationary Source Home

Delta Western LLC / Dutch Harbor Bulk Plant

You have not been assigned any roles for this stationary source.

APPROVED permits (all except OBR and MG1)

PERMIT ID (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS
AQ0806PL101P	Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)	Active

Showing 1 to 1 of 1 entries

PENDING permit applications (all except OBR and MG1) (green highlight - past week)

ID	TYPE	REC'D	REC'D VIA	CERTIFIED BY	ATTACHMENTS
None					

LINKS

- User Admin
- Org Admin Help
- Emission Inventory
- Docs & Forms

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 Department of Environmental Conservation
DIVISION OF AIR QUALITY

DEC State of Alaska

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

Permit Home Hello, nattinee8888 Sign Out

Organization: Delta Western LLC
 Stationary Source: Dutch Harbor Bulk Plant
 Permit ID: AQ0806PL101P
 Permit Type: Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
 Application Received: 4/22/2003
 Issued: 6/24/2003
 Effective: 6/24/2003
 Expires:
 Permit Status: Active

LINKS

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

APPROVED revisions/amendments

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

FINAL, OFFICIAL reports (green highlight - past week)

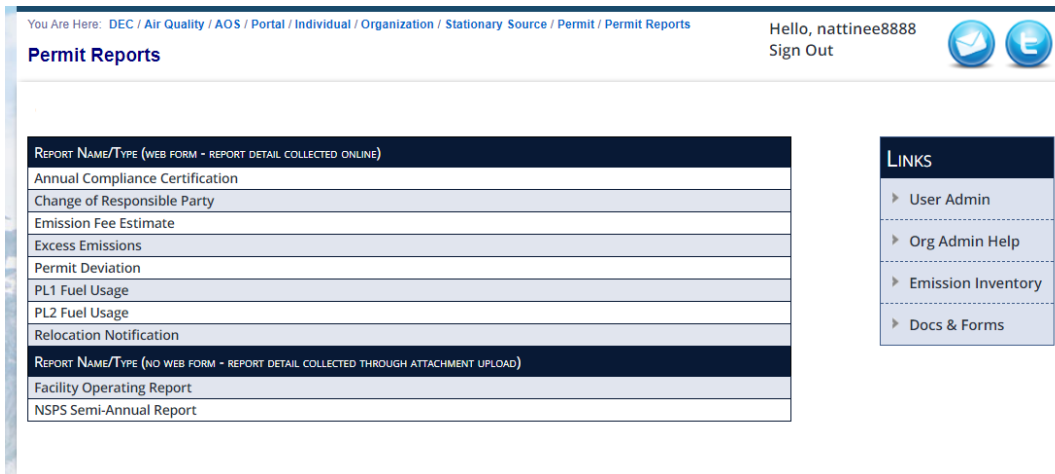
Show 10 entries

REPORT TYPE	Rec'd	Rec'd Via	CERTIFIED BY	SCHEDULES	REVIEWED	ATTACHMENTS
PL1 Fuel Usage Report	2/10/2020	Web	Donal Stone	Due: 1/31/2020 Period Start: 1/1/2019 Period End: 12/31/2019	2/19/2020	
Change of Responsible Party	11/8/2019	Email	Joel Lawrence		12/3/2019	
PL1 Fuel Usage Report	2/1/2019	Mail	Tim Hunter	Due: 1/31/2019 Period Start: 1/1/2018 Period End: 12/31/2018	2/8/2019	
Change of Responsible Party	12/28/2018	Email	Shannon Price		1/3/2019	

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
- Permit Deviation
- 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:



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 [Step I](#) 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.

FINAL, OFFICIAL reports (green highlight - past week) Show 10 entries

REPORT TYPE	Rec'd	Rec'd Via	CERTIFIED BY	SCHEDULES	REVIEWED	ATTACHMENTS
Facility Operating Report (FOR)	4/23/2020	Web	Natt Nipata	Due: 4/30/2020 Period Start: 1/1/2020 Period End: 3/31/2020	Request DEL	Attachment 1
PL1 Fuel Usage Report	2/10/2020	Web	Donal Stone	Due: 1/31/2020 Period Start: 1/1/2019 Period End: 12/31/2019	2/19/2020	
Change of Responsible Party	11/8/2019	Email	Joel Lawrence		12/3/2019	
PL1 Fuel Usage Report	2/1/2019	Mail	Tim Hunter	Due: 1/31/2019 Period Start: 1/1/2018 Period End: 12/31/2018	2/8/2019	
Change of Responsible Party	12/28/2018	Email	Shannon Price		1/3/2019	
PL1 Fuel Usage Report	1/10/2018	Email	Tim Hunter	Due: 1/31/2018 Period Start: 1/1/2017 Period End: 12/31/2017	1/10/2018	
PL1 Fuel Usage Report	1/27/2017	Email	Tim Hunter	Due: 1/31/2017 Period Start: 1/1/2016 Period End: 12/31/2016	3/23/2017	
PL1 Fuel Usage Report	1/19/2016	Mail	Tim Hunter	Due: 1/31/2016 Period Start: 1/1/2015 Period End: 12/31/2015	1/26/2016	
PL1 Fuel Usage Report	1/20/2015	Mail	Tim Hunter	Due: 1/31/2015 Period Start: 1/1/2014 Period End: 12/31/2014	2/3/2015	
PL1 Fuel Usage Report	2/3/2014	Mail	Tim Hunter	Due: 1/31/2014 Period Start: 1/1/2013 Period End: 12/31/2013	2/7/2014	

Showing 1 to 10 of 21 entries First Previous **1** 2 3 Next Last

DRAFT, UNOFFICIAL reports

LAST SAVE	REPORT TYPE	VIEW/EDIT	DELETE
10/30/2020	PL1 Fuel Usage Report	View/Edit	Delete
10/30/2020	PL1 Fuel Usage Report	View/Edit	Delete

Showing 1 to 2 of 2 entries

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:

REPORT OPTIONS*

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

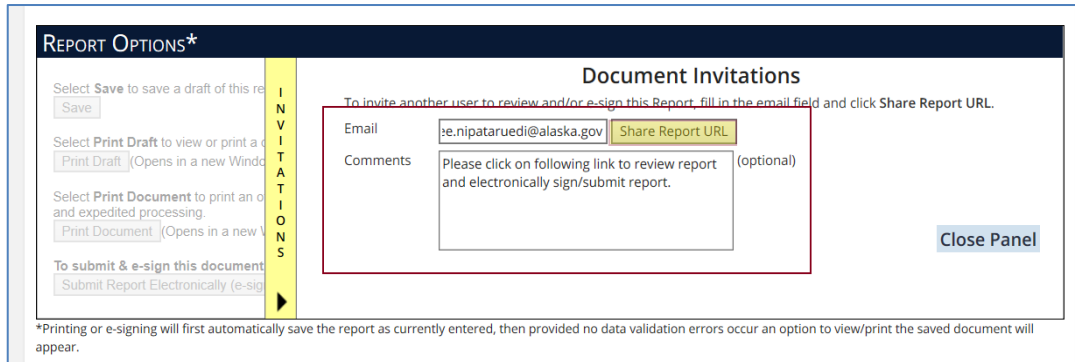
Select **Print Draft** to view or print a draft, unofficial copy of this report.
 (Opens in a new Window)

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

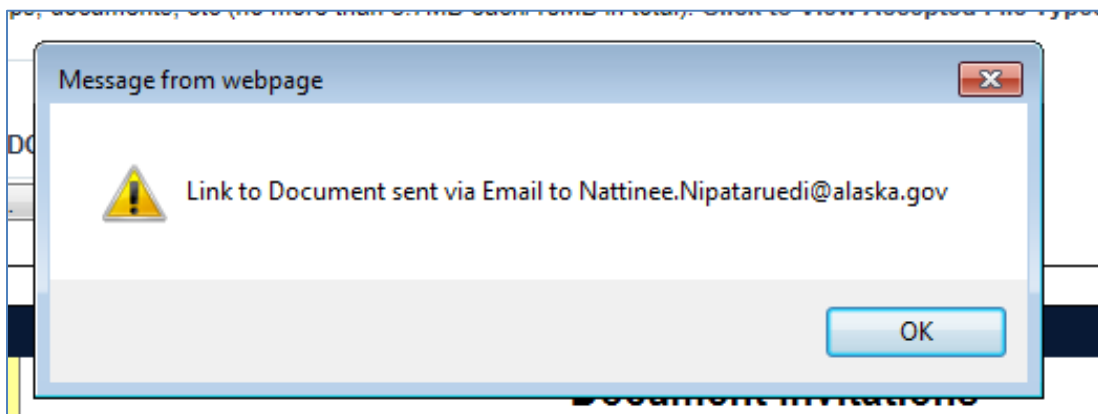
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*Printing or e-signing will first automatically save the report as currently entered, then provided no data validation errors occur an option to view/print the saved document will appear.

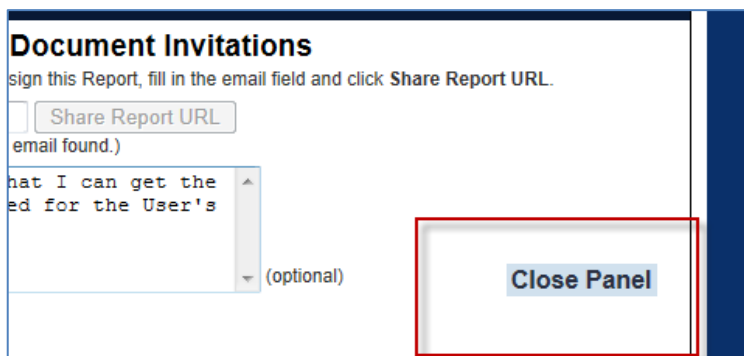
Input the full email address of the individual you wish to review/e-sign the report, adding comments if desired, and then click on the **Share Report URL** button to send the email with an embedded report link to your invitee:



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



Return to the report menu by closing the invite 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 (nattinee.nipataruedi@alaska.gov) has invited you to review and/or e-sign a document. (The link appears at the bottom of this email.)

Report Detail	
Organization Name	Delta Western LLC
Stationary Source Name	Delta Western, LLC. Sitka
Type	Facility Operating Report (FOR)

Nattinee's Comments

please electronically sign

[Click here to View the Report.](#)

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.

TESTING

Organization Delta Western LLC
Stationary Source Delta Western, LLC, Sitka
Permit ID AQ1418PL101P
Permit Type Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)

FACILITY OPERATING (FOR) DETAILS

Due Date

1/31/2021

Period Start Date Period End Date

6/1/2020

12/1/2020

Notes/General Comments

test

Attach Report Form to Attachments Section below.

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

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc (max 50MB or 3.7MB for e-signed documents). [View Accepted File Types](#)

Attachments

File Name Delete

Medium TEST.PDF

No file chosen

REPORT OPTIONS*

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

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

(Opens in a new Window)

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

(Opens in a new Window)

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

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

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Click on the certification check mark box and then the e-sign Document button.

Facility Operating Report (FOR) - Details

Due Date: 1/31/2021
 Period Start Date: 6/1/2020
 Period End Date: 12/1/2020

Notes/General Comments:
 test

Attachments

Attachment #	File Name
1	Medium TEST.PDF

Report last saved on: 1/14/2021
 By: Natinee White

Certification

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document are true, accurate and complete.

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.

Go to [DEC Air Tools](#)

SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

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 [myAlaska Help Center](#).

Document Details

Title: Facility Operating Report (FOR)
 Description: Permit ID: AQ1418PL101P
 Department: Department of Environmental Conservation
 Division: Air Division
 Size: 2410 bytes

[View Document](#)

Attachments

Medium TEST.PDF (3017619 bytes) [View Attachment](#)

I have viewed the document I am about to sign.

myAlaska Password:

What is the middle name of your oldest child?

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.

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

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

Organization: Delta Western LLC
Stationary Source: Delta Western, LLC, Sitka
Permit ID: AQ1418PL101P
Permit Type: Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
Application Received: 10/31/2014
Issued: 11/7/2014
Effective: 11/1/2014
Expires:
Permit Status: Active

TESTING

E-signature Successfully Processed
Thank you for your submission.
To view your submission details close this dialog.
Your submission is marked as new with

APPROVED revisions/ame

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

FINAL, OFFICIAL reports (green highlight - past week)

REPORT TYPE	Rec'd	Rec'd Via	CERTIFIED BY	SCHEDULES	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
PL1 Fuel Usage Report	10/30/2020	Web	Natt Nipata	Due: 1/31/2020 Period Start: 1/1/2019 Period End: 12/31/2019	Request DEL	Attachment 1

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 myalaska.help@alaska.gov 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
myalaska.help@alaska.gov

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.

FACILITY OPERATING (FOR) DETAILS

Due Date: 3/31/2021

Period Start Date: 6/1/2020 Period End Date: 12/31/2020

Notes/General Comments:
testing

Attach Report Form to Attachments Section below.
This report type requires at least one attachment. Please attach the completed report in the attachment section below.

ATTACHMENTS

File attachments for pertinent photos, maps, documents, etc; (max 50MB or 3.7MB for e-signed documents). View Accepted File Types

File Name	Delete
TEST.PDF	<input type="checkbox"/>
Medium TEST.PDF	<input type="checkbox"/>

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.)
Save

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

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

To submit & e-sign this document electronically, please click below:
Submit Report Electronically (e-signature)

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

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 (DEC.AQ.Airreports@alaska.gov). ADEC staff will proceed to retrieve the compliance form from AOS.

**Department of Environmental Conservation
Air Quality Division**

Report Type: Facility Operating Report (FOR)

Permit Details
 Organization: Alaska Electric Light & Power
 Stationary Source: Auke Bay Standby Generation Station
 Permit ID: AQ0208TVP04P
 Permit Type: Major - Title V Operating (TVP)
 Report ID: 15882425

Facility Operating Report (FOR) - Details
 Due Date: 3/31/2021
 Period Start Date: 6/1/2020
 Period End Date: 12/31/2020
 Notes/General Comments:
 Testing

Attachments

Attachment #	File Name
1	TEST.PDF
2	Medium TEST.PDF

Report last saved on: 12/17/2020
By: Nympha White

Based on information and belief formed after reasonable inquiry, I certify that the statements and information in and attached to this document are true, accurate and

CERTIFICATION

YOUR SIGNATURE: _____
 PRINTED NAME: _____
 TITLE: _____
 PHONE: _____
 DATE SIGNED: _____

THIS SECTION IS REQUIRED FOR ALL OFFICIAL SUBMISSIONS

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.

**Department of Environmental Conservation
Air Quality Division**

Report Type: Facility Operating Report (FOR)

Permit Details
 Organization: Alaska Electric Light & Power
 Stationary Source: Auke Bay Standby Generation Station
 Permit ID: AQ0208TVP04P
 Permit Type: Major - Title V Operating (TVP)
 Report ID: 15882425

Facility Operating Report (FOR) - Details
 Due Date: 3/31/2021
 Period Start Date: 6/1/2020

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.

Step 1: 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

DEC State of Alaska

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

Hello, nattinee8888
 Sign Out

Organization Home

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
Naknek Bulk Plant
POA Bulk Terminal Delta Western
St. George Bulk Fuel Plant
Yakutat Bulk Fuel Plant

Showing 1 to 10 of 10 entries

APPROVED permits (OBR and MG1 only)

PERMIT ID. (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS
None		

Step 2: 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 online. No reports will be bound to a pending application.

Stationary Source Home Sign Out

Delta Western LLC / Dutch Harbor Bulk Plant

Your Roles:
Web E-Signer

LINKS
 ▶ User Admin
 ▶ Org Admin Help
 ▶ Emission Inventory
 ▶ Docs & Forms

APPROVED permits (all except OBR and MG1)

PERMIT ID (CLICK TO SELECT)	PERMIT TYPE	PERMIT STATUS
AQ0806PL101P 2	Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)	Active

Showing 1 to 1 of 1 entries

PENDING permit applications (all except OBR and MG1) (green highlight - past week)

ID	TYPE	Rec'd	Rec'd VIA	CERTIFIED BY	ATTACHMENTS
None					

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.

Step 3: 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
 Stationary Source: Dutch Harbor Bulk Plant
 Permit ID: AQ0806PL101P
 Permit Type: Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
 Application Received: 4/22/2003
 Issued: 6/24/2003
 Effective: 6/24/2003
 Expires:
 Permit Status: Active

LINKS
 ▶ New Report
 ▶ User Admin
 ▶ Org Admin Help
 ▶ Emission Inventory
 ▶ Docs & Forms

APPROVED revisions/amendments

REVISION NUMBER	REVISION/AMENDMENT TYPE	Rec'd	Rec'd VIA	SUBMITTED BY	ISSUED
None 3					

FINAL, OFFICIAL reports (green highlight - past week)

Show entries

REPORT TYPE	Rec'd	Rec'd VIA	CERTIFIED BY	SCHEDULES	REVIEWED	ATTACHMENTS
Facility Operating Report (FOR) 4	4/23/2020	Web	Natt Nipata	Due: 4/30/2020 Period Start: 1/1/2020 Period End: 3/31/2020	Request DEL	Attachment 1
PL1 Fuel Usage Report	2/10/2020	Web	Donal Stone	Due: 1/31/2020 Period Start: 1/1/2019 Period End: 12/31/2019	2/19/2020	
Change of Responsible Party	11/8/2019	Email	Joel Lawrence		12/3/2019	

Step 4: 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	SCHEDULES	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.

Repudiation Request Details & Pre-fill Request Email

To request repudiation of this report submittal, please contact Hunter Mallinger at hunter.mallinger@alaska.gov (or call 907-465-5103) and please provide the details listed below:

Report ID: 16882437
Permit ID: AQ1418PL101P
Report Type: Facility Operating Report (FOR)
Submitted Date: 1/14/2021
Organization Name: Delta Western LLC
Facility Name: Delta Western, LLC. Sitka
Requested By Name: [redacted]
Requested By Email: [redacted]@alaska.gov

Click here to create email with these values.

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.



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 [same process](#) as a Report submittal.

Department of Environmental Conservation Air Quality Division

Report Type: Facility Operating Report (FOR)

Permit Details

Organization: Delta Western LLC
Stationary Source: Dutch Harbor Bulk Plant
Permit ID: AQ0806PL101P
Permit Type: Pre-Approved Emission Limit - Gasoline Bulk Storage (PL1)
Report ID: 16881648

Facility Operating Report (FOR) - Details

Due Date: 4/30/2020
Period Start Date: 1/1/2020
Period End Date: 3/31/2020

Notes/General Comments:
 Testing

Attachments

Attachment #	File Name
1	EsignatureValidationForm4-2020.PDF

Report last saved on: 4/23/2020
By: Nat Nipata

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

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 DEC.AQ.AOSHelp@alaska.gov 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

Permittee Portal Contact Management Feature

Contact Management feature is found under the organization and stationary source homepage and allows the OWA to edit and add contacts for their stationary sources and permits. This differs from the AOS User Admin, which dictates who submits and prepares Air Online Services documents. The contacts management feature directly controls the contacts used by the department for billing and other permitting/compliance matters.

Screen 1 Access. On Organization Home page, right sidebar under "LINKS" is the "Contact Management" link which takes you to the Contact Management" screen containing contacts' summary data.

“Contact Management” link can be accessed on either the “Organization” or “Stationary Source” home page. Through the Organization Home page, the drop down has “*** All Sources ***” which display all contact information for each stationary source under that organization. At the “Stationary Source Home” page displays that source’s contact information.

ROLE	ACTIVE RECORDS	DEFINITION
Billing Contact (Primary)	2	Individual or Organization receiving physical invoices, and statements (must include mailing address. E-mail address is optional).
Billing Contacts (Secondary)	0	Individual or Organization to receive copies of invoices and statements electronically.
Designated Agents	5	Designated Agents are identified through the permit application. Designated Agents receive formal information or requests by the department.
Point of Contacts	1	Sources may have more than one Point of Contact (POC). POC's should, at a minimum, be individuals knowledgeable regarding: source operations and layout, reporting requirements, and environmental compliance. If a single POC is used their main point of contact at DEC will be a Compliance Inspector.
Responsible Officials	3	Defined by 18 AAC 50.990 (93) There may be more than one Responsible Official (RO). A person may be identified as a responsible official upon written request and approval by the department. Only the contact information may be edited through this system.
Owners	1	The Owner is established on the Stationary Source Information table in the Air Quality Permit. Owner and Operator may either be the same entity or they could be separate.
Operators	1	The Operator is established on the Stationary Source Information table in the Air Quality Permit. This could also be the Permittee or Air Quality Permit Holder.

Users change the summary information by selecting a source in the drop down. And then clicking on the “View All Contacts” button.

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Search

DEC State of Alaska

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

Hello, DECTEST01
 Sign Out

Contact Management

TESTING

Alaska Power & Telephone

Alatna Generating Station View All Contacts

ROLE	ACTIVE RECORDS	DEFINITION
Billing Contact (Primary)	0	Individual or Organization receiving physical invoices, and statements (must include mailing address. E-mail address is optional).
Billing Contacts (Secondary)	0	Individual or Organization to receive copies of invoices and statements electronically.
Designated Agents	0	Designated Agents are identified through the permit application. Designated Agents receive formal information or requests by the department.
Point of Contacts	0	Sources may have more than one Point of Contact (POC). POC's should, at a minimum, be individuals knowledgeable regarding: source operations and layout, reporting requirements, and environmental compliance. If a single POC is used their main point of contact at DEC will be a Compliance Inspector.
Responsible Officials	1	Defined by 18 AAC 50.990 (93) There may be more than one Responsible Official (RO). A person may be identified as a responsible official upon written request and approval by the department. Only the contact information may be edited through this system.
Owners	1	The Owner is established on the Stationary Source Information table in the Air Quality Permit. Owner and Operator may either be the same entity or they could be separate.
Operators	1	The Operator is established on the Stationary Source Information table in the Air Quality Permit. This could also be the Permittee or Air Quality Permit Holder.

Please note for Open Burn Request permits contacts are accessible through the organization home page.

Screen 2 View Contact. Click the “View All Contacts” button in the upper right to display all contact types, or click on a role name to display only that contact type.

The “View Contacts” page has a number of features:

- A contact with more than one source/permit, will have an “Expand” link, which when clicked provides details.
- Billing contacts and Point of contacts have an add button above their respective table on the right hand side.
- Contacts that allow edits (all roles except owners and operators) have an edit link at the end of the row.

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View Contacts

TESTING

Alaska Power & Telephone

Billing Contacts (Primary) Add

NAME	SOURCE(s)	EMAIL	MAILING ADDRESS	PHONE	
Brooks (TEST), John	1 Sources (Expand)	john.brooks@alaska.gov	555 Cordova St. Anchorage, AK 99501	555-555-5555	Edit
Fode, Kevin	2 Sources (Expand)	kevin.fode@alaska.gov	555 Cordova St. Anchorage, AK 99501	555-555-5555	Edit

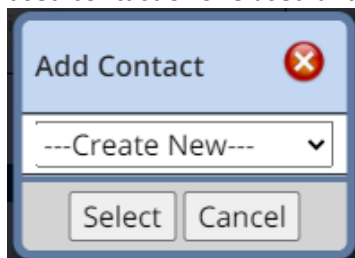
Billing Contacts (Secondary) Add

NAME	SOURCE(s)	EMAIL
No Contacts Found		

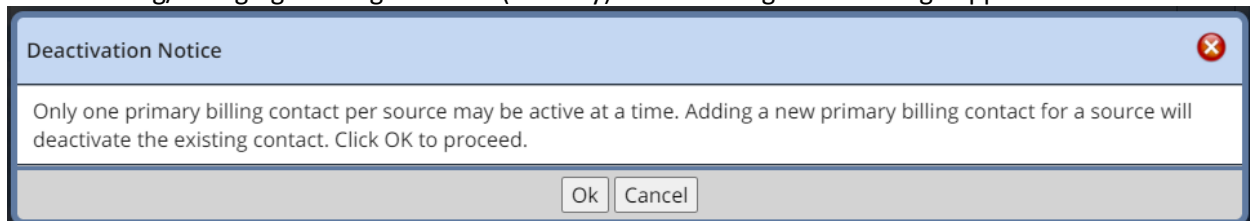
Designated Agents To add or change a name, please contact Air Quality directly.

NAME	SOURCE(s)	EMAIL	MAILING ADDRESS	PHONE	
CSC (Corporation Service Company)	Tok Power Generating Station, 1 Permits (Expand)	N/A	9360 Glacier Highway, Suite 202 Juneau, AK 99801		Edit
CT Corporation Systems	(Collapse) <ul style="list-style-type: none"> Craig Power Generating Station (Collapse) <ul style="list-style-type: none"> AQ0223TVP02P AQ0223TVP03P AQ0223TVP04P Haines Power Generating Station, 6 Permits (Expand) Skagway Power Generating Station, 4 Permits (Expand) Tok Power Generating Station, 5 Permits (Expand) 	N/A	9360 Glacier Highway Suite 202 Juneau, AK 99801	907-586-3340	Edit

Screen 3 Add Contact. The “Add” button is available for contact types that allow adds. A pop-up with a drop down appears when clicked. “Create New” is the default but will allow selection of a previously used contact or one used under a different contact type.



When adding/changing a Billing Contacts (Primary) the following alert message appears:



The “Add Contact” page has several required fields along with a list of sources and checkboxes. You

must select at least one source to complete the add.

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Add Contact

TESTING

Add Point of Contacts

Note: Fields marked with an * are required.

First Name*

Middle Initial

Last Name*

Title*

Email*

Street 1*

Street 2

City*

State*

Zip*

Phone*

Activation Date*

Sources

- Kasaan Generating Station
- Thorne Bay Power Plant
- Craig Power Generating Station
- Skagway Power Generating Station
- Tok Power Generating Station

Screen 4 Replacing a contact. Replace an existing primary billing contact for another person by adding a new contact (fill in the required fields) and then select a source(s) along which will also list who is to be replaced.



Search

You Are Here: [DEC](#) / [Air Quality](#) / [AOS](#) / [Portal](#) / [Individual](#) / [Organization](#) / [Contact Management](#)

Hello, DECTEST01
[Sign Out](#)



Add Contact

TESTING

Add Billing Contacts (Primary)

Contact Type

- Individual
 Organization

Note: Fields marked with an * are required.

First Name*

Middle Initial

Last Name*

Email*

Street 1*

Street 2

City*

State*

Zip*

Phone*

Activation Date*

Sources

- Kasaan Generating Station (will replace Fode, Kevin)
 Thorne Bay Power Plant (will replace Brooks (TEST), John)

Screen 5 Matching Contact. After submitting the add contact form, the “Select Matching Contact” page could appear. This occurs when the system finds an individual/organization record that matches the entered data. If there are no matches, a new record is created, and this page is skipped. A match can be found from the following:

- For individuals:
 - First and Last Name match
 - Email match
 - Phone match
- For organizations:
 - Name match
 - Phone match
 - Street 1 and Zip match





Alaska Department of Environmental Conservation

DIVISION OF AIR QUALITY

● DEC ● State of Alaska

Select Matching Contact

Hello, DECTEST01
Sign Out

TESTING

Select an Existing Contact

At least one existing contact was found in our system. Please select one that matches the contact you wish to add, or select "Create New Contact" to create a new contact record.

You entered:

Fode, Kevin
 kevin.fode@alaska.gov
 555 Cordova St.
 Anchorage, AK 99501
 555-555-5555

	NAME	EMAIL	MAILING ADDRESS	PHONE
<input type="radio"/>	Fode, Kevin	kevin.fode@alaska.gov	555 Cordova St. Anchorage, AK 99501	555-555-5555
<input type="radio"/>	Fode (TEST), Kevin	kevin.fode@alaska.gov	AK	
<input type="radio"/>	Fode, Kevin	kevin.fode@alaska.gov		
<input type="radio"/>	Fode, Kevin		AK	
<input type="radio"/>	Fode, Kevin		AK	
<input type="radio"/>	Fode, Kevin		AK	
<input type="radio"/>	Fode, Kevin		AK	
<input type="radio"/>	Fode, Kevin		AK	
<input type="radio"/>	Create New Contact			

Screen 6. The “Edit Contact” page allows for the editing of contact information and source linkage.

- The “Add Source” button will appear above the sources.
- Each source for a contact has either “Deactivate” or “Reactivate” (depending on the contact’s status) that allows the OWA to set an effective or end date.

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DIVISION OF AIR QUALITY

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Edit Contact

TESTING

Edit Billing Contacts (Primary) Contact Information for Fode, Kevin

Note: Fields marked with an * are required.

Email* kevin.fode@alaska.gov

Street 1* 555 Cordova St.

Street 2

City* Anchorage

State* Alaska

Zip* 99501

Phone* 555-555-5555

Save Cancel

Sources Add Source

SOURCE(S)	STATUS	
Craig Power Generating Station	Active	Deactivate
Kasaan Generating Station	Active	Deactivate

Set Deactivate Date

Date to Deactivate

Save Cancel

If you are adding a source to a primary billing contact and another contact is already assigned to that source, the add source permit screen shows who is being replaced.

Add Source/Permit

Thorne Bay Power Plant (will replace Brooks (TEST), John)

Craig Power Generating Station (will replace Brooks (TEST), John)

Skagway Power Generating Station

Tok Power Generating Station

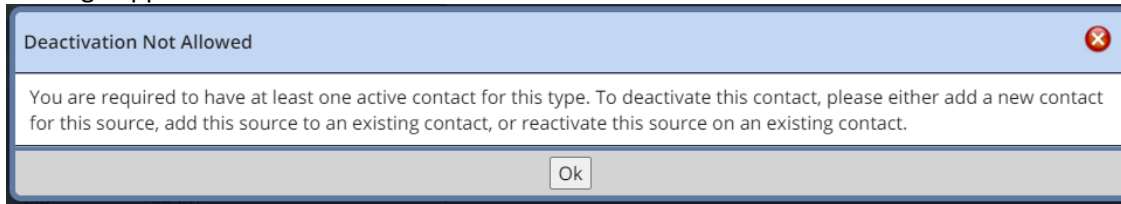
Haines Power Generating Station

Whale Pass Generating Station

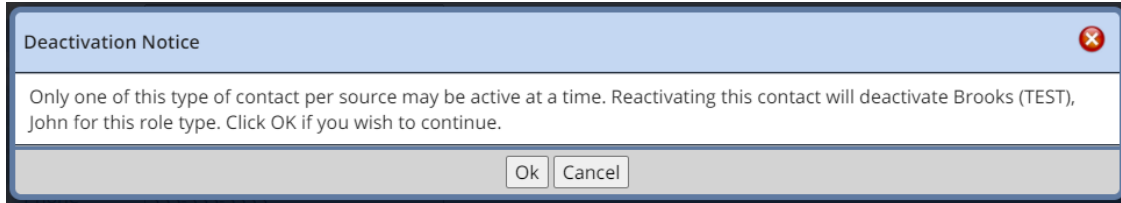
Screens 7 Error messages:

If the OWA attempts deactivate a source’s only primary billing or point of contact the following error

message appears:



If you attempt to reactivate a source's primary billing when there is an existing active contact, the following error message appears:



Screen 8 Verification and Restriction for email change. Editing a contact email address may be restricted. Updates are allowed, if **ONE** of the following is true:

- The individual is **not** tied to a myAlaska account
- The permittee portal user and the individual being edited are the same individual
- The work email address of the individual is either null or empty
- The work email address of the individual has been flagged as a bad email address
- The work email address is invalid (example: this@that)

If none of the above is true, the user will see the following message on the "Edit Contact" page:



In this case, if the user submits a change to the email address, a request is emailed to the current work email address. The email language:

Subject: ADEC E-Notice / Kevin Fode Has Requested a Change to Your Work Email Address

Message: Kevin Fode has requested a change to your work email address, as part of your role as a Billing Contacts (Primary) for Alaska Power & Telephone. The requestor would like to update your email to: test.change@alaska.gov
To accept this change, please go to the following link:
<http://test.dec.alaska.gov/Applications/Air/airtoolsweb/UpdateEmail?guid=8e215272-cdb0-45ac-9545-e288d745f0a7>
This link will expire on Tuesday, May 25, 2021.

The link expires in 15 days. The pending change request is noted on the “View Contacts” screen along with a “Cancel” link to cancel the pending change.

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

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

Hello, DECTEST01
Sign Out

TESTING

Alaska Power & Telephone

Billing Contacts (Primary) Add

NAME	SOURCE(S)	EMAIL	MAILING ADDRESS	PHONE	
Brooks (TEST), John	2 Sources (Expand)	john.brooks@alaska.gov • Pending Change Requests: ◦ Change to: john.brooks@somethingelse.gov (Cancel)	555 Cordova St. Anchorage, AK 99501	555-555-5555	Edit
Fode, Kevin	2 Sources (Expand)	kevin.fode@alaska.gov	555 Cordova St. Anchorage, AK 99501	555-555-5555	Edit

On the individual’s side, following the link will execute the change request, without logging in, looks like the following:

Alaska Department of Environmental Conservation
DIVISION OF AIR QUALITY

Update Work Email

TESTING

Your work email has been updated successfully.

Old Email: john.brooks@alaska.gov
New Email: test.change@alaska.gov

AOS Help Documentation & Forms Air Online Services System Revised: 5/10/2021 10:08 AM AOS Browser Requirements

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