Alaska Department of Environmental Conservation (ADEC)

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 Air Online 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 Online services. Air Online Services data for identified individuals will fill company/stationary source data in applications or actions that are submitted online. ADEC encourage you to use Air Quality's Online Services for monetary savings, timeliness, and efficiency. You may still submit paper documents as directed by your permit(s) and/or state statute and regulation.*

The determined Organization Web Administrator will need to fill in the requested information, items 1 through 7. A myAlaska account is needed in order to complete this form. To establish a myAlaska account (if you do not already have one), navigate to https://my.alaska.gov .

The myAlaska username is used to create a link in ADEC's *AirTools* 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 ADEC has received a completed Web Administrator form, we will establish an account in our database and will send verification to the Web Administrator that their account has been established.

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:* _____ / _____

Organization Web Administrators are the "gate keepers" for the company's information. Organization Web Administrators authorize who can access and submit online air compliance report and open burn applications for their company. Once established, the Organization Web Administrator's roles include adding/expiring a company user's permissions when staff changes occur or establishing expiration dates for consultants working on permits to coincide with the completion date of the project or contract expiration. The Organization Web Administrator decides the level of responsibility authorized users will be allowed (i.e. electronically sign permits, submit applications, or e-pay).

It is important for industry to realize ADEC will maintain the name of the Organization Web Administrator, as listed above, in the department's AirTools database. Only those persons granted access by the Organization Web Administrator will be authorized to submit various air compliance reports along with open burn permit applications electronically. It is the Organization Web Administrator's responsibility to determine roles of others' access to the company's permitting/compliance actions in Air Online Services. It is the company's responsibility to submit another Organization Web Administrator Request Form if a new Organization Web Administrator is designated.

Please forward the completed form to:
State of Alaska
Department of Environmental Conservation
Division of Air Quality
RE: Air Online Services
555 Cordova Street
Anchorage, AK 99501