

Storm Water Multi-Sector General Permit eNOI

Step-by-Step Guide

The Multi-Sector General Permit (MSGP) Notice of Intent (NOI) can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

2015 Multi-Sector General Permit eNOI

1

Go to the Division of Water's Wastewater Discharge Authorization home page at:

<http://www.dec.state.ak.us/water/wwdp/index.htm>

Select the "Storm Water" link under **Program Links**.

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

Alaska Department of Environmental Conservation
Division of Water

search

DEC State of Alaska

State of Alaska > DEC > Division of Water > Wastewater Discharge Authorization > Home

WASTEWATER DISCHARGE AUTHORIZATION

HIGHLIGHTS

- ★ Permittee Self Reporting Tools
- ★ Alaska Storm Water Guide
- ★ Submit Your MSGP Annual Report Form Online
- ★ Extension of Phase IV NPDES Program Transfer to Alaska
- ★ APDES Report to the Legislature 2012
- ★ Tsunami Debris

RESOURCES

- ★ Permit Issuance Plan 2012-2013
- ★ DEC Permits in Effect
- ★ EPA NPDES Permits in Alaska
- ★ Permit Fees
- ★ Permit Application Portal
- ★ Approved Certified Installers
- ★ Online Payment Center
- ★ Obtain Coverage Under the EPA Vessel Permit
- ★ EPA Permit Notices
- ★ Sign up to receive wastewater public notices
- ★ Find Enforcement & Compliance

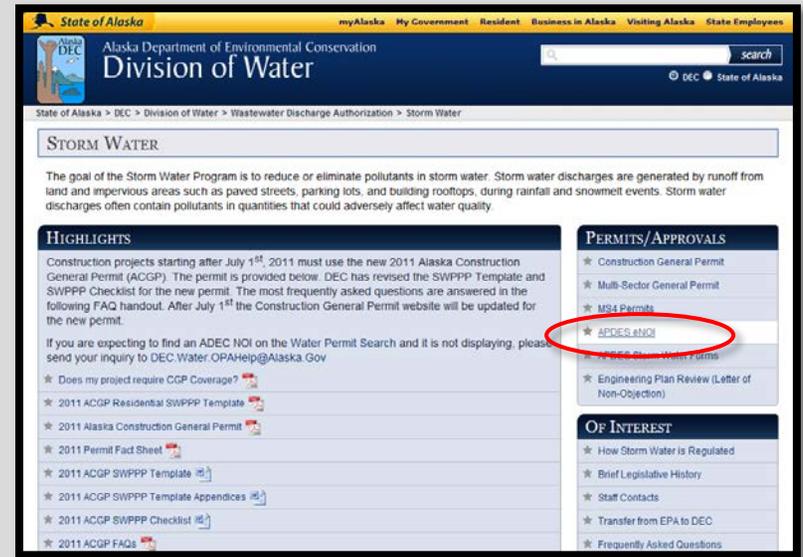
PROGRAM LINKS

- ★ Alaska Pollutant Discharge Elimination System Program
- ★ Domestic/Municipal Wastewater Permits
- ★ Engineering/Mining
- ★ Industrial Wastewater
- ★ Oil and Gas
- ★ Seafood Processing
- ★ Sewer Systems/Onsite
- ★ Storm Water
- ★ Wastewater
- ★ Staff Contacts

2

The Storm Water home page contains links to the Multi-Sector General Permit, APDES Storm Water Forms and many other resources for permittees.

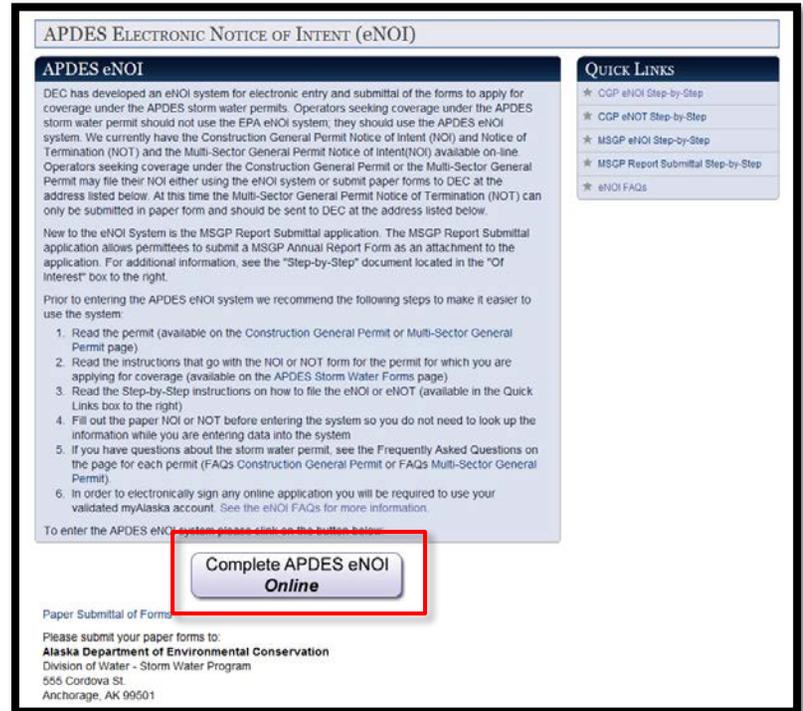
When you are ready to begin the online eNOI application process, click on the "APDES eNOI" link under **Permits/Approvals**.



3

On the next page, click the "Complete APDES eNOI Online" button.

Storm Water eNOI System FAQs are available at:
<http://dec.alaska.gov/water/wnpssp/pdf/eNOIFAQs.pdf>

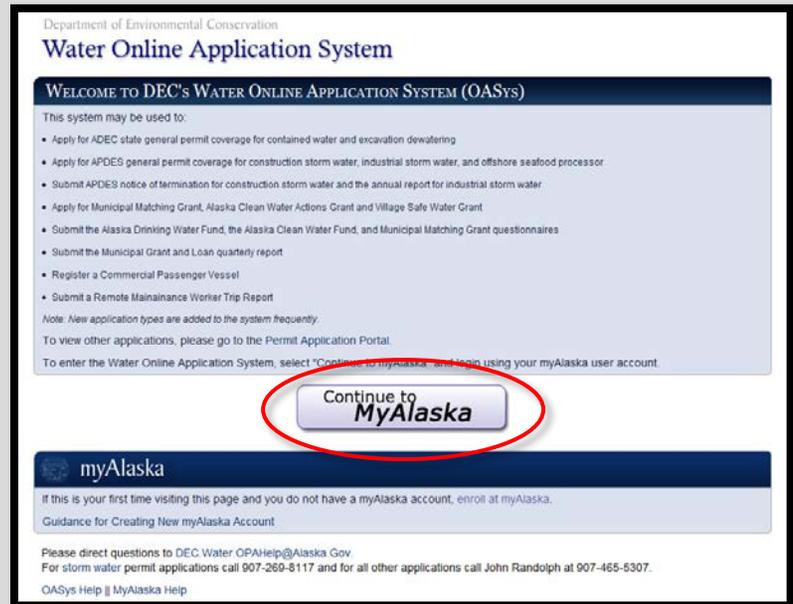


4

Welcome to the **Water Online Application System (OASys)**! From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

TIP: OASys requires an active myAlaska account. If you do not have a myAlaska account skip to step 6 below.

NOTE: If you have used a **myAlaska** account to apply for and e-sign a PDF then you already have an active myAlaska account.



5

Log in to your myAlaska account and skip to step 7 in this guidance.

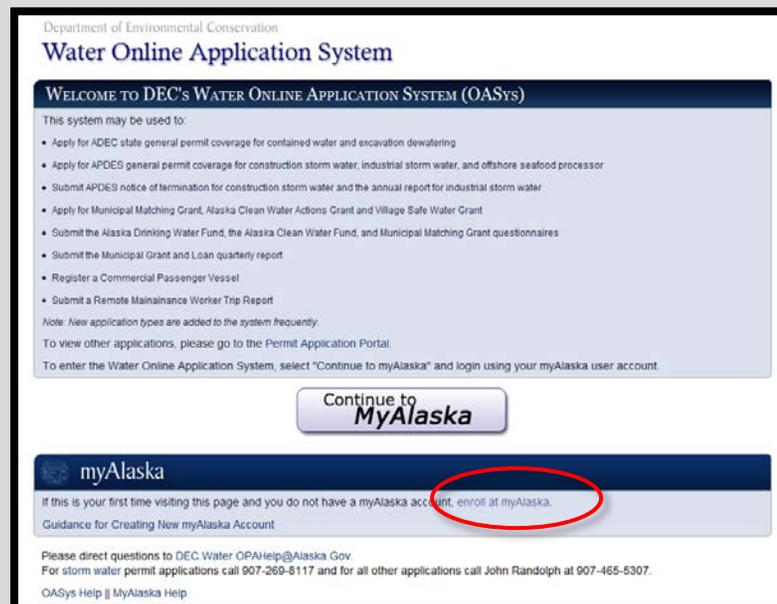


6

If you don't have a myAlaska account, select the "enroll at myAlaska" link. You only need to create a myAlaska account once.

Guidance for creating a new myAlaska account is available at:

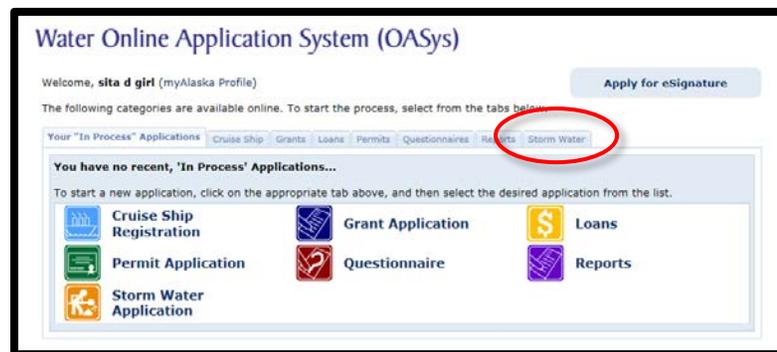
http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf



7

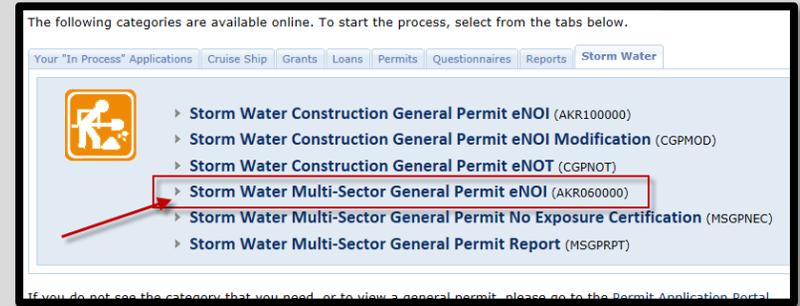
After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the "Storm Water" tab.



8

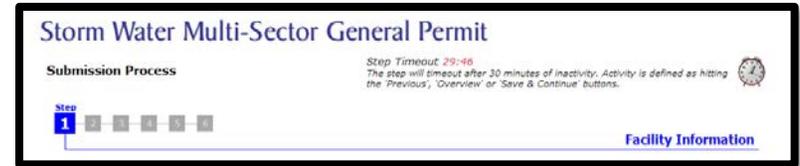
Select the “**Storm Water Multi-Sector General Permit eNOI**” from the available categories.



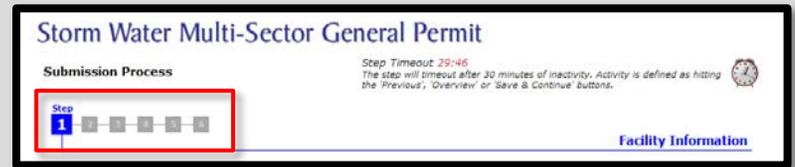
9

A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible.

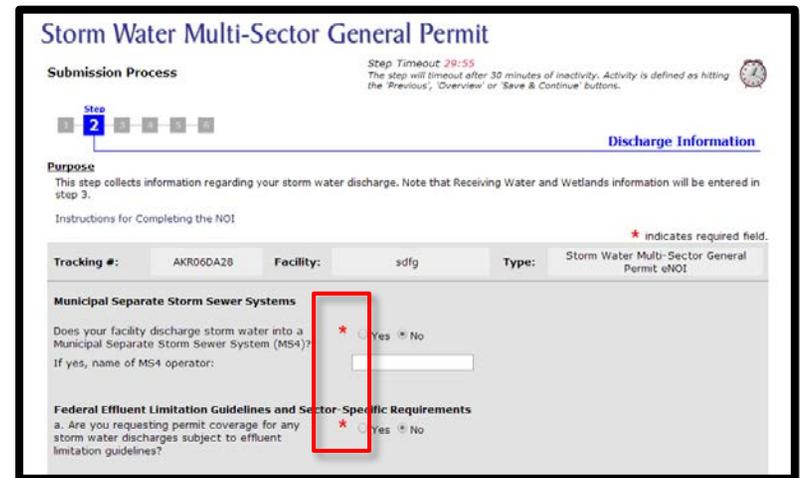
(Below you will find a few “Tips” that provide additional information regarding navigation of these steps.)



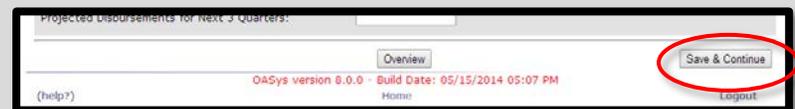
The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.



10 Any question with a red star (*) next to it is required and must be completed before the current step can be completed.



11 When finished with a step, go to the next page by selecting the "Save & Continue" button in the lower right corner of the page.



NOTE: At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit "Save & Continue".

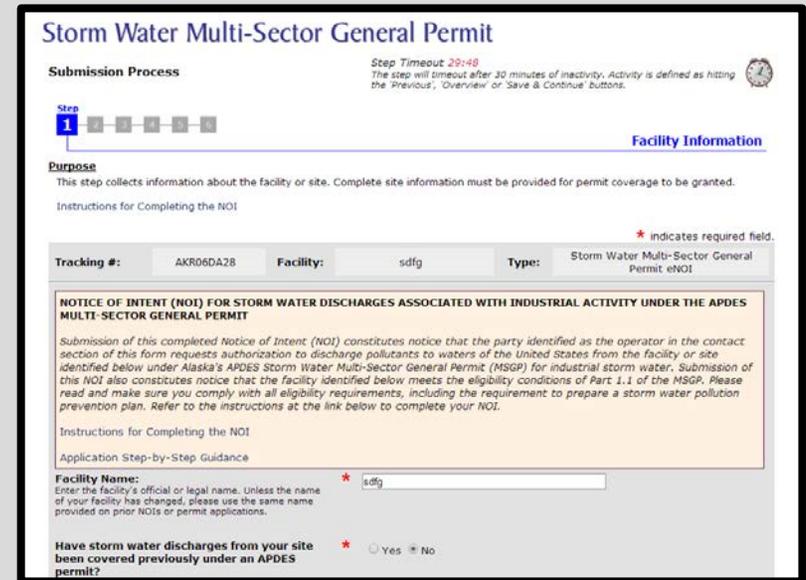
12

At any time, you can also select the **“Overview”** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.



13

For **Step 1** of the application process carefully read the information provided on this page and answer all questions as required. then click **“Save & Continue”** to continue to the next step.



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Highlighted Feature #1:

Step 1 contains a question regarding previous coverage. If your site was previously covered, you can select the tracking number from a list of valid MSGP authorizations in our database.

Have storm water discharges from your site been covered previously under an APDES permit? * Yes No

If previously covered:
 a.1 provide the tracking number:
 a.2 have you paid a Multi-Sector General Permit (MSGP) authorization fee for this calendar year?

If not previously covered:
 b.1 was your facility in operation and discharging storm water on or before September 30, 2012?

Highlighted Feature #2:

Step 1 contains a map that will display the location of the latitude and longitude you enter. This is for display purposes only. Note that you cannot move the red dot to update the latitude and longitude values.

Latitude/Longitude
 Latitude: Converter
 Longitude:

Map showing a red dot on a coastal area.

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Step 2 collects information regarding your storm water discharge. Answer all questions as required then click "Save & Continue" to continue to the next step.

Storm Water Multi-Sector General Permit

Submission Process Step Timeout 29:55
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the Previous, Overview or Save & Continue buttons.

Step 2 of 5

Discharge Information

Purpose
 This step collects information regarding your storm water discharge. Note that Receiving Water and Wetlands information will be entered in step 3.

Instructions for Completing the NOI * indicates required field.

Tracking #: AKR06DA28 Facility: sdfg Type: Storm Water Multi-Sector General Permit eNOI

Municipal Separate Storm Sewer Systems
 Does your facility discharge storm water into a Municipal Separate Storm Sewer System (MS4)? * Yes No
 If yes, name of MS4 operator:

Federal Effluent Limitation Guidelines and Sector-Specific Requirements
 a. Are you requesting permit coverage for any storm water discharges subject to effluent limitation guidelines? * Yes No

16 **Step 3** collects information regarding the receiving waters into which storm water from your facility will discharge.

For each receiving water, complete the required questions "a." and "b." and if applicable, questions in part "c." and then click the blue **"Save Receiving Water"** button.

Once all receiving waters have been entered, click **"Save & Continue"** to continue to the next step.

The screenshot shows a web form with the following sections:

- a.** What is the name(s) of your receiving water(s) that receive storm water directly and/or through an MS4? If your receiving water is impaired then identify the name of the impaired segment, if applicable, in parentheses following the receiving water name. (Text input field)
- b.** Are any of your discharges directly into any segment of an "impaired" water? (Radio buttons: Yes, No)
- c.** If you answered yes, then answer the following three questions:
 - c.1** What pollutant(s) are causing the impairment? (Text input field)
 - c.2** Are the pollutant(s) causing the impairment present in your discharge? (Radio buttons: Yes, No)
 - c.3** Has a TMDL been completed for the pollutant(s) causing the impairment? (Radio buttons: Yes, No)
- d.** Add Receiving Water to the List: (List area)

A blue button labeled "Save Receiving Water" is circled in red. Below the list area are "Edit" and "Delete" buttons.

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Step 4 requires you to enter contact information for the Facility Operator, SWPPP Contact, NOI Preparer, Billing Contact and **NOI Certifier**. All contacts that are marked as required **MUST** have a contact that fulfills that role.

Click the **“Add”** button to access the Contact Details window. You must enter contact information for all required persons before continuing.

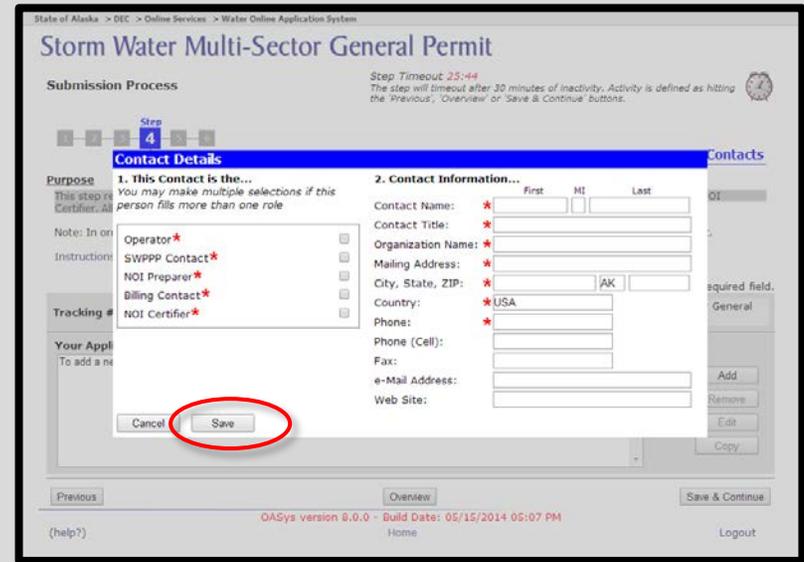
In the Contact Details pop out window answer all required fields and click the **“Save”** button.

Once completed, click **“Save & Continue”** to move to the next step.

TIP: You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

IMPORTANT: The **NOI Certifier** must have the signing authority as required by [18 AAC 83.385](http://dec.alaska.gov/commish/regulations/pdfs/18%20AAC%2083.pdf#page=71) to sign the eNOI.

<http://dec.alaska.gov/commish/regulations/pdfs/18%20AAC%2083.pdf#page=71>



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Step 5 allows you to electronically submit any supporting documents. If you don't supply the required documents here, you will need to send them in later.

To attach a file:

- Click the **"Browse..."** button
- A file browser window will open. Select the file you want to upload then click the button. The name of the file you selected will appear next to the "Browse..." button.
- Select what kind of file it is from the drop-down menu and add a title and description.
- Click **"Attach"** when you have all the information completed to submit your document.

Click **"Save & Continue"** to continue to the next step.

The screenshot shows a web form for attaching documents. At the top, it displays tracking information: Tracking #: AKR06NG01, Facility: e, Type: Storm Water Multi-Sector General Permit eNOI. Below this is a 'Usage Tips' section. The main section is titled 'Required Attachments' and lists one requirement: '1. SWPPP'. Underneath, there is an 'Attach a file' section with a 'File:' input field, a 'Browse...' button, a 'Type:' dropdown menu (set to SWPPP), a 'Title:' input field, and a 'Description:' text area. An 'Attach' button is located below these fields. At the bottom of the form, there is an 'Attachments' section with a 'Remove' button. Navigation buttons for 'Previous', 'Overview', and 'Save & Continue' are at the very bottom.

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Step 6 is the overview page. Here you can review all the information you have entered and make sure it is correct. You can use the **"Edit"** button for any given section to go back and make any necessary adjustments.

Any fields you have left blank will be highlighted yellow, so you can go back and edit them if you need to.

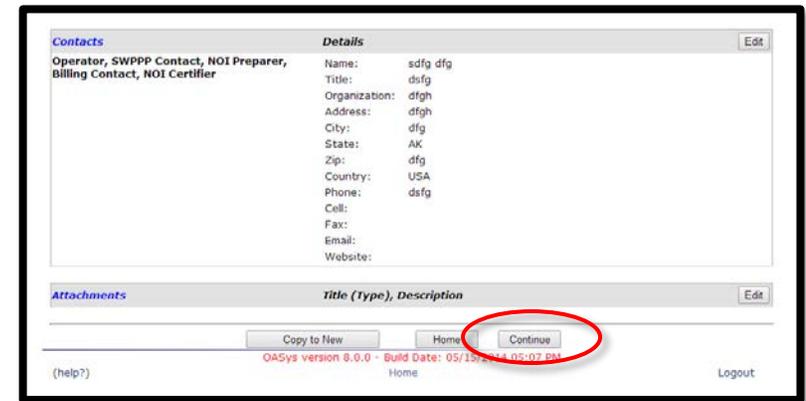
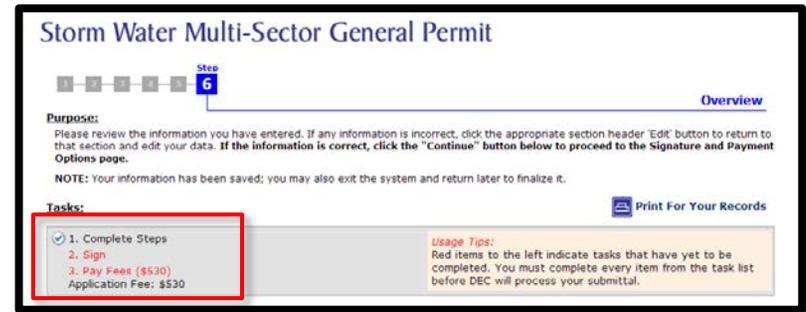
The screenshot shows the 'Overview' page for a Storm Water Multi-Sector General Permit. At the top, it says 'Storm Water Multi-Sector General Permit' and 'Step 6 Overview'. A progress bar shows five steps, with the sixth step highlighted. Below the progress bar is a 'Purpose:' section with instructions to review information and use 'Edit' or 'Continue' buttons. A 'NOTE:' states that information has been saved. There is a 'Print For Your Records' button. A 'Tasks:' section lists three items: '1. Complete Steps', '2. Sign', and '3. Pay Fees (\$530) Application Fee: \$530'. A 'Usage Tip:' notes that red items indicate tasks yet to be completed. Below the tasks is a 'Your Current Application:' section with tracking information: Tracking #: AKR06DA28, Facility: sdfg, Type: Storm Water Multi-Sector General Permit eNOI. The main part of the page is a table with 'Facility Information' and 'Details' columns. An 'Edit' button is circled in red in the top right corner of the table.

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After all information is entered and you have finished adding all online attachments, you will need to sign and submit your application.

A check will appear next to **“Complete Steps”** if the application is complete and ready to be signed.

To go the **Final Steps** page, select the **“Sign”** link under tasks on the Application Overview page. You can also click on the **“Continue”** button at the bottom of the page.

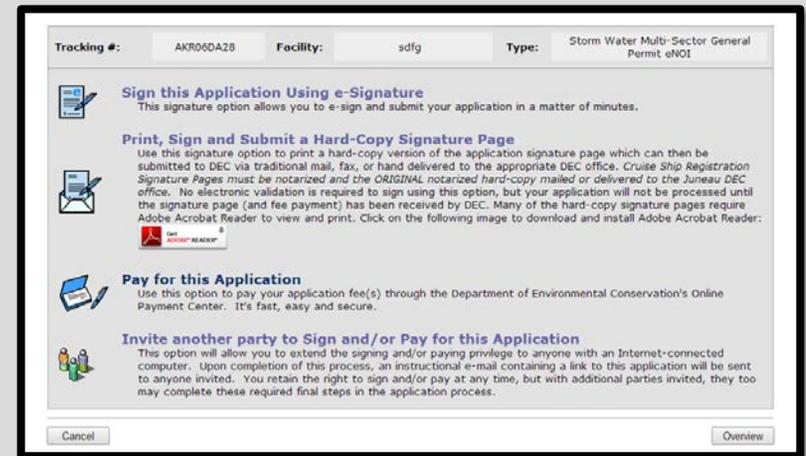


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The **“Final Steps”** page presents the options for signing and paying for your application.

To sign your application, you may:

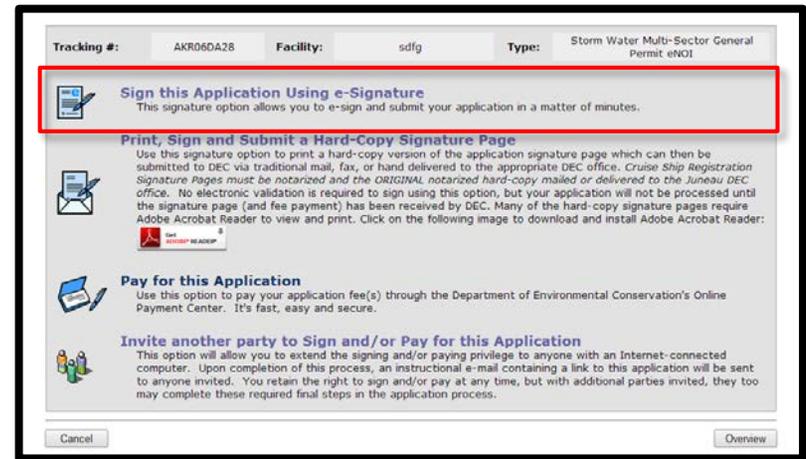
- Sign using an e-Signature (Continue to the step 19 of this guide)
- Print and sign a hard-copy (Skip to step 22 of this guide)
- Invite another party to sign your application (Skip to step 28 of this guide)



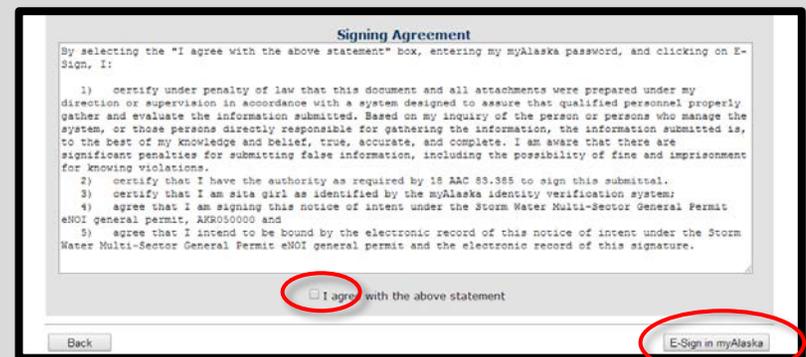
To pay for your application, you may either:

- Pay by credit card or electronic funds transfer (Skip to step 24 of this guide)
- Invite another party to pay for your application (Skip to step 27 of this guide)

22 Select **“Sign this Application Using e-Signature”** if you are already approved to electronically sign an application.



23 Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the **“E-Sign in myAlaska”** button to continue to the Signing Ceremony.



24 To complete the signature process enter your myAlaska password, answer the secret question and click the **“Sign & Submit”** button to submit your signature. (Skip to step 25 of this guidance)

Return to [DEC Water Online Application System \(OASys\)](#)

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: Storm Water Multi-Sector General Permit eNOI
Description: AKR06DA28 - sdfg
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 18117 bytes
Certified Date: [View Document](#)

Password:

What school did you attend for sixth grade?

25 To print a hard-copy signature page, select **“Print, Sign and Submit a Hard-Copy Signature Page”**.

Tracking #: AKR06DA28 **Facility:** sdfg **Type:** Storm Water Multi-Sector General Permit eNOI

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.* No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

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Carefully read the steps to submitting your application on this page. Click the **“Print the Official Signature Page”** link to access your printable signature page.

WARNING: Printing your official signature page will lock your application and you will not be able to make any additional changes.

Water Online Application System

Print and Submit a Hard-Copy Signature Page

Purpose
As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the [Signing and Paying Options Page](#) to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov

Please Note: Your application will not be processed unless it has been signed and all fees have been paid!

Tracking #: AKR10EG09 Facility: test Type: Storm Water Construction General Permit eNOI

1. Review Your Application
[To review your application before submitting, visit the Overview Page.](#)
2. **Print the Official Signature Page**
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! Clicking on the link above will lock your application and you will not be able to make any additional changes.**
3. Sign the Printed Page
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC.
Attn: Storm Water Program
Division of Water
Alaska Department of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501
Fax: 907-269-3487
Phone: 907-269-8117
Email Address: DEC.Water.OPAHelp@alaska.gov
5. Await notification that your page has been received by DEC
DEC will contact you when your Signature Page arrives. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

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When your document has finished downloading print it, sign it on the appropriate line and send it to the address provided in the Signature NOI:

Attn: Storm Water Program
Division of Water
Alaska Dept. of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501



THE STATE
of ALASKA
GOVERNOR SEAN PARNELL

Department of Environmental Conservation
DIVISION OF WATER
Wastewater Discharge Authorization Program
555 Cordova St
Anchorage, Alaska 99501-2617
Main: 907.269.6285
Fax: 907.334.2415

Thank you for using the DEC Water Online Application System. In order to sign your electronic Notice of Intent (eNOI) application, you the NOI Certifier must sign and submit this Signature NOI. The ADEC needs to verify your signature in order to update the status of your eNOI to a signed status.

Please sign on the appropriate line in the Certification Information Section (Section VIII, page 3) of this Signature NOI. Submit all pages of this Signature MSGP NOI via mail, fax, or email to:

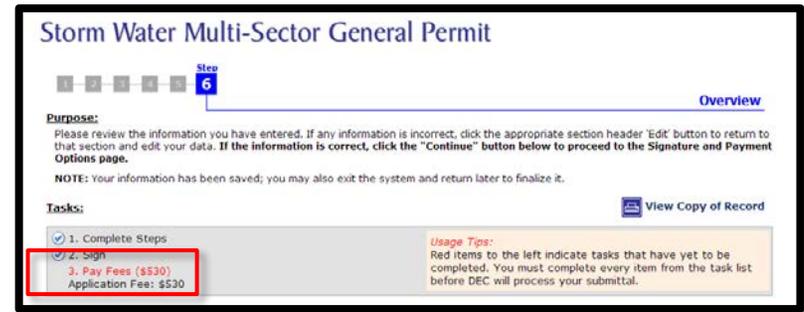
Attn: Storm Water Program
Division of Water
Alaska Department of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501
Fax Number: (907) 269-3487
Phone Number: (907) 269-8117
Email Address: DEC.Water.OPAHelp@alaska.gov

If you have any questions regarding this signature page or other questions concerning the eNOI System, please call ADEC at: (907) 269-8117.

Thank you for using the ADEC eNOI system.

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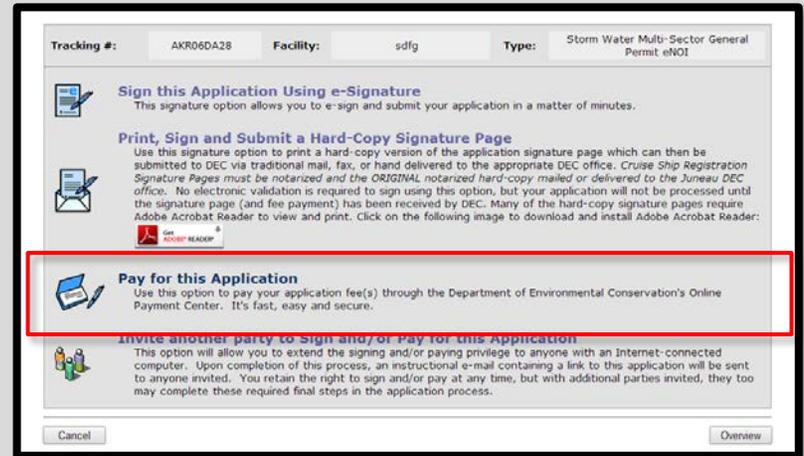
To pay for your application, on the Overview page click the “Pay Fees (\$530)” link.



29

Select “Pay for this Application.”

(If you will be inviting another party to pay for this application skip to step 28 of this guidance.)



30

You will be taken to the **Payment Summary** page. From here, you can choose to pay via credit card or an electronic funds transfer from a checking or savings bank account.

Follow the on-screen instructions, you will be taken back to your application.

(Skip to step 33 of this guidance.)

Payment Summary

Description	Permit #	Invoice #	Quantity	Cost Each
DEC Permit - Tracking Number AKR10EG09	AKR10EG09		1	\$490.00
Total				\$490.00

Card Acceptance
We accept Visa, MasterCard, and Discover.

Currency
Online payments to the DEC are transacted in US Dollars.

Privacy Policy
Permit registrations are public information, but the financial information you use to transact payments is considered private. Credit card information is not collected, stored, processed, or transmitted by the DEC Online Payment Center and will not be shared with anyone. Cardholder data is collected by a 3rd party that adheres to rigorous card industry security standards. Personal information such as your name, email, billing address, and phone number may be collected during your payment for quality assurance reasons such as supporting customers that require assistance and performing revenue reconciliation and other standard accounting tasks. Your personal information won't be shared with anyone outside the DEC.

Refund Policy
The DEC can issue refunds on request, but this may invalidate your permit(s) if the refund results in an unpaid permit. If you've accidentally over-paid or if you feel you've been mischarged please contact customer service for assistance.

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If you require another party to sign or pay for your application, select the **"Invite another party to Sign and/or Pay for this Application"** and proceed to the next step of this guide.

Tracking #: AKR10EG09 Facility: test Type: Storm Water Construction General Permit eNOI

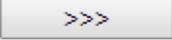
Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit MyAlaska to complete the validation process.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:*

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

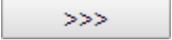
Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

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Depending on whether you are inviting another party to sign, pay, or both, select from the available options: **Payer, Signer, or Signer and Payer**. Then enter the email of your alternative signer/payer into the input field and click the  button to add that contact to the e-mail list.

TIP: You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the  button after each contact.

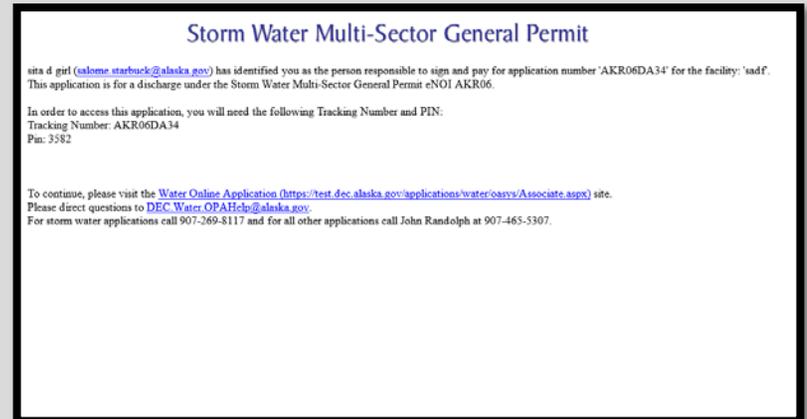
Click the “**Continue**” button and an email will be sent to each of your invited alternates.

WARNING: You must click the  button to add the e-mail to the displayed list of alternates before clicking the “Continue” button or else they won’t receive an e-mail.

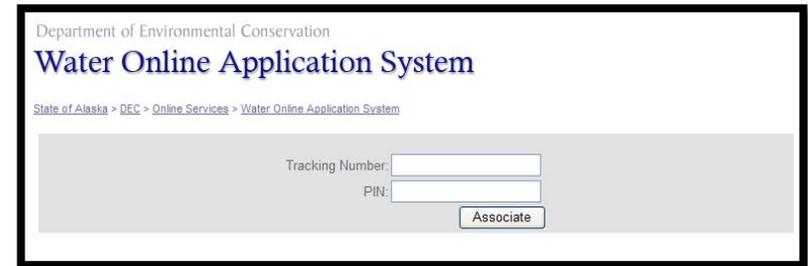
33

An instructional email containing a link to this application is sent to each alternate signer/payer allowing them to complete the final steps in the application process.

NOTE: The alternate signer will need to have a myAlaska account.



34 After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which are also provided in the email.

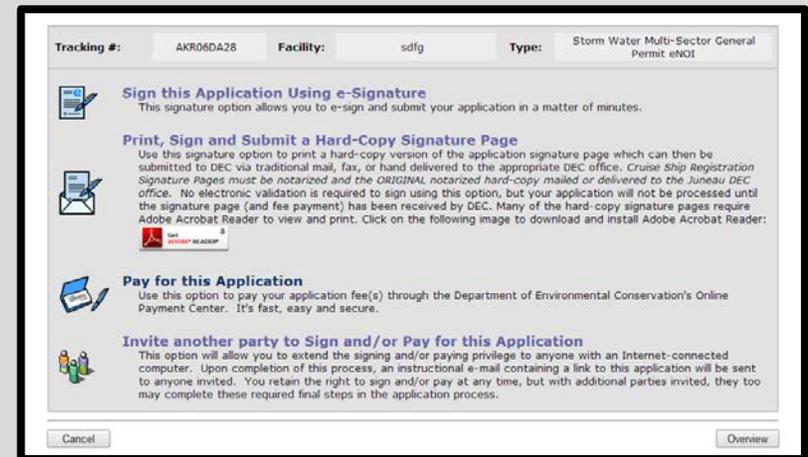


Department of Environmental Conservation
Water Online Application System

State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:
PIN:

35 The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign (if validated) or print, sign and submit a hard-copy signature page.



Tracking #: AKR06DA28 Facility: sdfg Type: Storm Water Multi-Sector General Permit eNOI

Sign this Application Using e-Signature
This signature option allows you to e-sign and submit your application in a matter of minutes.

Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:*

Pay for this Application
Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

36 After your application has been signed or paid, you will receive an email certifying that your application was signed or paid and another after being both signed and paid that your application was successfully submitted.

If you submitted a hard-copy signature page, it may take a few days to process.

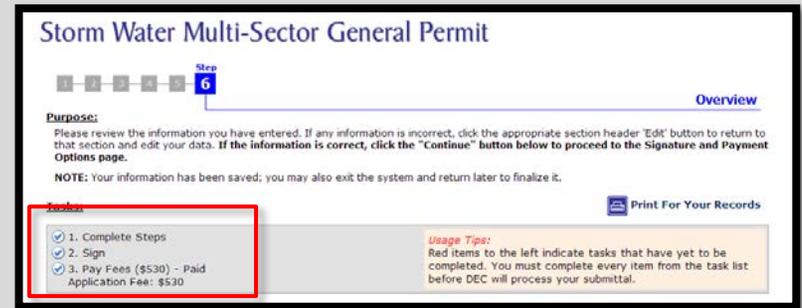


Storm Water Multi-Sector General Permit

The electronic submission process for application number AKR05DC34 for Facility 'test' is complete.

37

If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.



38

Highlighted Feature:

The “Copy to New” button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select “Copy to New” at the bottom of the questionnaire overview page.



For assistance with the online process, please contact the Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov