

Air Online Services (AOS) Submitting an Excess Emission or Permit Deviation Report

INSTRUCTIONS

Background Information:

Air On-Line Services is developed with the goal to decrease workload and increase efficiency. The On-Line Services web pages interact with the Air Quality Division's database so that permit applications and other reports, such as, excess emissions report can be "pre-filled" with information previously provided to DEC such as facility/companies information and information on sources already listed in existing permits. This reduces the amount of information that must be entered and increased the efficiency of the permitting process.

By submitting your reports electronically, you will eliminate the time DEC staff spends deciphering and typing faxed reports into our database. The online system will maintain the exact information provided by you, thus reducing the potential for input error and streamlining the handling of reports, which translates into cost saving for your stationary source.

*** Please note that the web page screenshots provided in this document are for example only and do not reflect actual data. ***

Logging Into AOS:

Before you can submit a permit application or report on-line;

- Users must have a myAlaska account to prepare, save and/or submit documents on-line,
- Each Company/Organization/Entity must have one Organization Administrator
- Users must be subscribed to DEC Online Services (signed the online agreement),
- The organization's web administrator must have added them as an E-Signer for your organization, and
- Users must have a signed and notarized form on file at DEC.

Forms for establishing an Organization Administrator may be downloaded from the following website:

<http://www.dec.state.ak.us/air/ap/docs/adrqst.pdf>.

Additional help and information for preparations for using Air Online Services are provided in Attachment A.

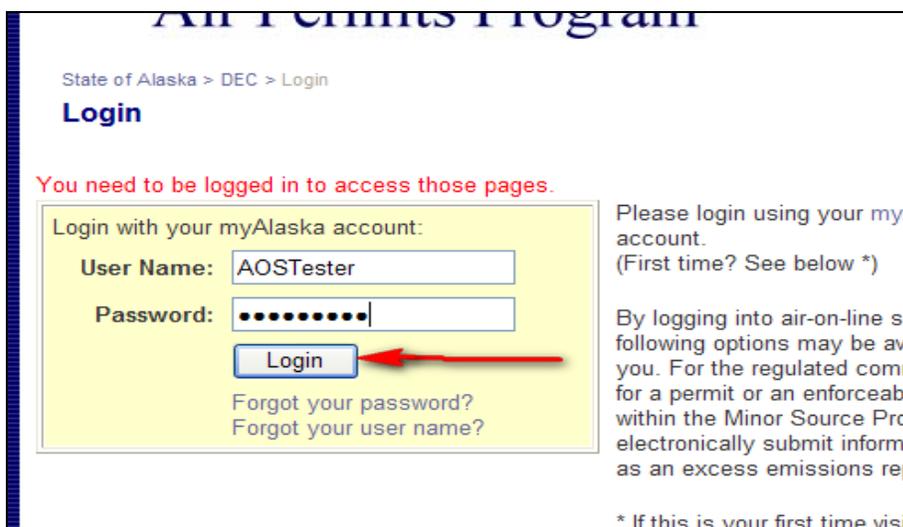
Once the paperwork is completed and you have a myAlaska account, all you have to do now is log in (Fig 1, Fig 2).

1. Click on the link 'Enter Air Online Services' to go to the myAlaska log in page.
2. Enter your user name and your Password, and click on 'Login'

Figure 1. AOS Home Page



Figure 2. Log In Page



Creating an on-line Excess Emission or Permit Deviation Report:

When you log in, you will be sent to your user's home page

1. Click on the 'Select' link next to one of the organizations to access the organization home page (Figure 3)

The "home page" will display the stationary sources for this organization and all the organization's non-stationary source permits (to see the permits for each stationary source, you must select the stationary source), such as Open Burns and MG1's, as well as saved and pending applications and reports

- To submit an excess emission or permit deviation report (ee/pd), first select the permit for which the exceedance or deviation occurred:

Figure 3. Organization Home Page

Stationary Source Home - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Refresh Home Search Favorites

Address <https://mytest2.state.ak.us/airtoolsWeb/FacilityHome.aspx> Go Links

Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases DEC Home find

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Login > Individual Home > Organization Home > Stationary Source Home

Stationary Source Home

You have been assigned the following roles for:
Anna Platform2
Role: Source Web Administrator
Role: Web E-Signer

Quick Links...

- User Administration
- Source Web Administrator
- Help Document

APPROVED permit(s):

Permit ID	Permit Type	
AQ0062VP01P	Major - Title V Operating	Select

PENDING application(s):

Permit ID	Application Type	
AQ0062GP301A	General - Asphalt Plant - Title 5	View / Print
AQ0062CPT01A	Major - Title I Construction	View / Print

SAVED application(s):
No saved applications are listed.

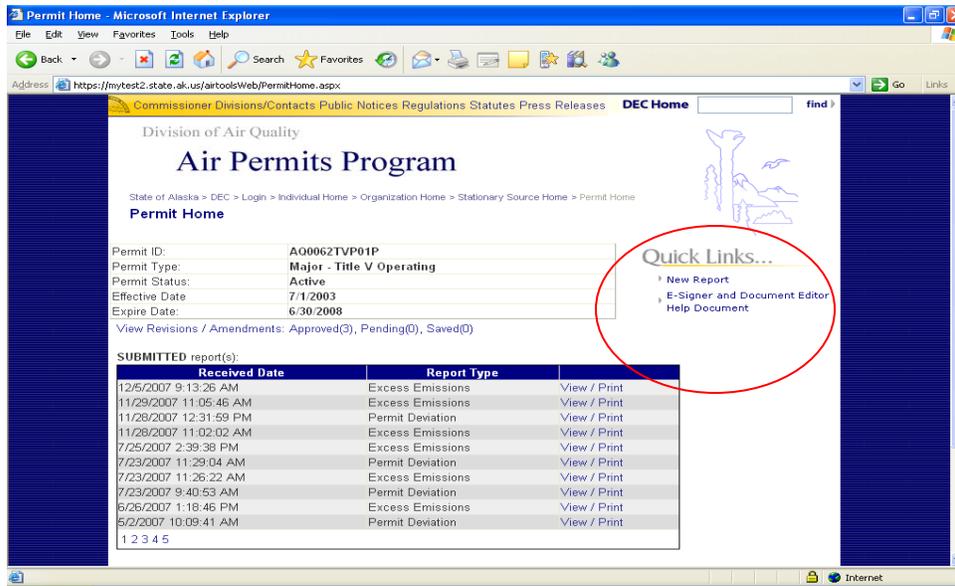
(Help?) Exit to Online Services

State of Alaska myAlaska DEC Staff Directory Webmaster Commissioner's Office Divisions/Contacts Public Notices Regulations

Internet

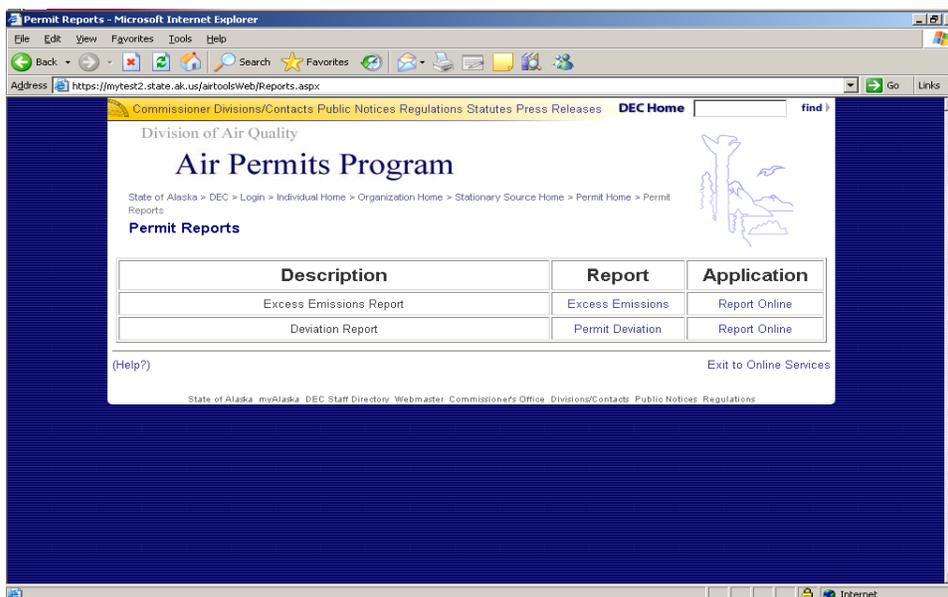
- Select New Report, found under Quick Links on the right hand side of the page (Figure 4):

Figure 4. Organization Permits Home Page



- Select the type of report you wish to submit under the “Application” column – Report Online (Figure 5)
- To review the regulations and standard permit conditions concerning Excess Emission and Permit Deviation reporting, click on the Report column options (Figure 5).

Figure 5. Permit Reports Page



Filling in an On-line Report:

Upon clicking option “online report”, you will see blank for the report selected. (Figure 6). Fill in the form. You may stop and save an incomplete form at any time and come back to finish it later (the only requirement before you do this is that you must provide a name for each of the contact types on the form). However, anything you enter on the form, including the contact information, is editable until you actually submit the form.

- To save an incomplete form, click on the ‘Save’ button at the bottom of the form.
- To re-open and continue editing the form, select the incomplete application from the ‘Saved Reports’ grid to reopen it and continue editing. (Note: Once submitted, you will not be able to edit the final report, but you may view or print the information submitted)
- To get a printed copy of an incomplete report, select the ‘Print to Review’ button on the bottom.
- To get a printable copy of a completed report for mailing in, rather than submission over the web, select the ‘Print Document’ button at the bottom of the form. The form will be checked for all errors or omissions, and you will need to make all corrections highlighted by error messages before the mail-in document will be displayed for printout.
- To submit a completed form to DEC, select the ‘Submit’ button at the bottom of the form. The form will be checked for all errors or omissions, and you will need to make all corrections before you can proceed. When the form is complete, you will be directed to the certification page for the report (Figure 7).
- Check all the information on the online report formsle document (Figure 7). If anything is incorrect, hit the back button on your browser, make the changes on the editable form before re-submitting. If everything is OK, enter your myAlaska password in the box at the bottom of the form, indicating that you agree with all the info and want to submit this notification. You must click on the Submit button after enter your password. Remember, you must fill in your password in order to submit the report.
- The information will be saved and you’ll be directed back to the Permit Home Page (Figure 8). You’ll notice that the page indicates that you have successfully submitted the report.
- You may view or print a copy of the report by selecting the report from the Submitted reports grid on the Permits Home Page (Figure 8).

Figure 6. Blank EXCESS EMISSION Report Form (PD form is very similar – instructions for completing are the same)

EEinteractive.pdf - Adobe Reader

File Edit View Document Tools Window Help

Commissioner's Division/Contacts Public Notices Regulations Statutes Press Releases DEC Home

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Login > Individual Home > Organization Home > Stationary Source Home > Permit Home > Excess Emissions

Excess Emissions

Organization: UNDCAL
 Stationary Source: Arma Platform2
 Permit Number: AQ0062TVP81P

When did you discover the Excess Emission (use 24 hour clock):
 Date: 11/26/2007
 Time: 00:00

(a) Was the exceedance:
 Intermittent Continuous

(b) Event Information (use 24 hour clock):
 Intermittent exceedances may be listed as one event or multiple events.

Add Event

Start Date	Start Time	End Date	End Time	Duration (hrs)	
11/7/2007	00:00	11/8/2007	00:00	24	Edit Delete
				Total (hrs): 24	

(c) Cause of Event (please select one item from the list box):
 Control Equipment Failure

Describe briefly what happened and the cause. Include the parameters/operating conditions exceeded, limits, monitoring data and exceedance. Attach supporting information if necessary (1000 characters max).

wardward

Add new attachment: Show... Attach

(d) Type of Incident: (please select one item from the list box):
 Emission Limit Exceeded

(e) Emission Limits Potentially Exceeded:
 Identify each emission standard potentially exceeded during the event and the accuracy of the observation.

- Select -

Add Permit Condition

Condition	Emissions Value	Limit	Observation	Edit	Delete
01	345	No specific limit	Known		

(f) Emission Units Involved:
 Identify all emission units involved.

- Select -

Add Emission Unit

Unit ID	Description	Delete
02	Pump Drive (Brigham #1) - NG	

(g) Corrective Actions:
 Describe corrective actions taken to restore the system to normal operation and to minimize or eliminate chances of a recurrence. Attach supporting information if necessary (1000 characters max).

wardward

Add new attachment: Show... Attach

Figure 7 Signature box at the bottom of the EE/PD Report forms:

Remember, you must fill in your password in order to submit the report.

(d) Type of Incident: Fugitive Emissions

(e) Emission Limit(s) Exceeded:

Condition	Emissions Value	Limit	Observation
03		[Bituminous/Subbituminous Coal] 40000 Pounds/Hour	Unknown

(f) Emission Units Involved:

Unit Id	Description
01	this is my emission unit!

(g) Corrective Actions:
No corrective actions noted.

(h) Unavoidable Emissions:
Do you intend to assert that these excess emissions were unavoidable? No
Do you intend to assert the affirmative defense of 18 AAC 50.235(b)? No

Attachments:
No attachments are listed.

Report last saved on: 12/10/2007 9:56:06 AM
By: ADSTester ADSTester

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.

Please enter your myAlaska password here, which is your electronic signature attesting to the above certification, and then select the **Submit** button to continue.

Password:

Figure 8 Permits Home Page

Commissioner Divisions/Contacts Public Notices Regulations Statutes Press Releases **DEC Home** find

Division of Air Quality

Air Permits Program

State of Alaska > DEC > Login > Individual Home > Organization Home > Stationary Source Home > Permit Home

Permit Home

Permit ID:	AQ0062TVP01P
Permit Type:	Major - Title V Operating
Permit Status:	Active
Effective Date:	7/1/2003
Expire Date:	6/30/2008

View Revisions / Amendments: Approved(3), Pending(0), Saved(0)

SUBMITTED report(s): **Document has been successfully submitted.**

Received Date	Report Type	
12/10/2007 10:01:50 AM	Excess Emissions	View / Print
12/5/2007 9:13:26 AM	Excess Emissions	View / Print
11/29/2007 11:05:46 AM	Excess Emissions	View / Print
11/28/2007 12:31:59 PM	Permit Deviation	View / Print
11/28/2007 11:02:02 AM	Excess Emissions	View / Print
7/25/2007 2:39:38 PM	Excess Emissions	View / Print
7/23/2007 11:29:04 AM	Permit Deviation	View / Print
7/23/2007 11:26:22 AM	Excess Emissions	View / Print
7/23/2007 9:40:53 AM	Permit Deviation	View / Print
6/26/2007 1:18:46 PM	Excess Emissions	View / Print

1 2 3 4 5

Quick Links...

- New Report
- E-Signer and Document Editor
- Help Document