

Air Online Services (AOS): Submitting MG1 Notification and MG1 Notification Amendments

INSTRUCTIONS

Basic 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 Air Online Services (AOS):

Anyone attempting to log into AOS to submit a permit or report in production,

- Must have a myAlaska account to submit an MG1 Notification and/or MG1 Amendments,
- Must be subscribed to DEC Online Services (signed the online agreement),
- Their organization's web administrator must have added them as an E-Signer for your organization, and
- They 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.

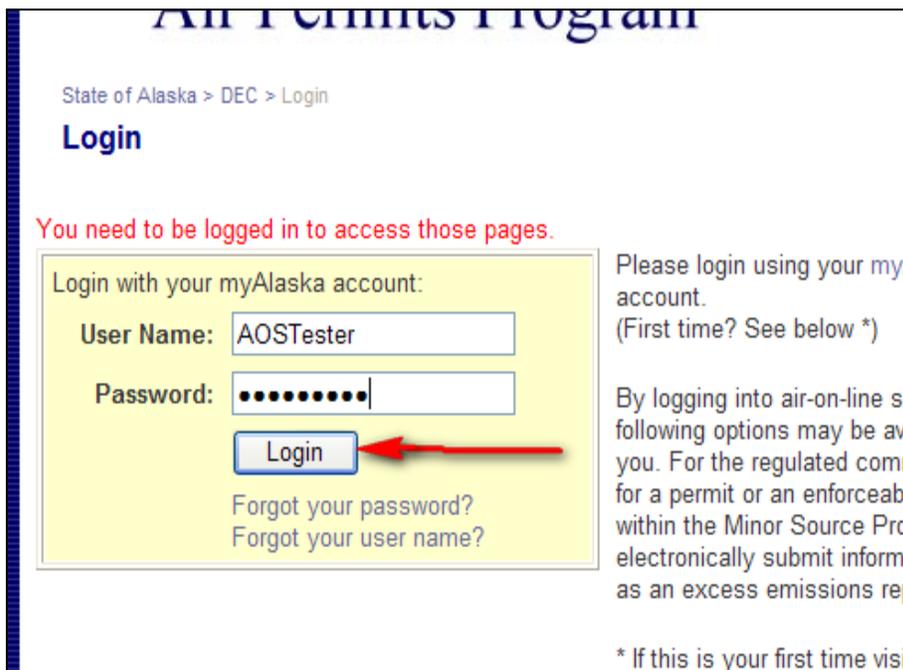
Once the paperwork is completed and you have a myAlaska account, all you have to do now is log in (Fig 1, Fig 2).

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 a New MG1 Notification:

When you have logged in, you will be sent to your user's home page.

1. Click on the 'Select' link next to one of these organizations to access the organization home page for the organization

You are now at your organization home page. This 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.

- To create a NEW MG1 permit notification click on the link 'New MG1 Notification' under the 'Quick Links' label (Figure 3).

Figure 3. Organization Home Page

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

Organization Home

You have been assigned the following roles for:
ASRC Energy Services
Role: Web E-Signer

Please select a stationary source.
You have not been assigned to any stationary sources.

APPROVED permit(s):

Permit ID	Permit Type	
AQ1003MG101P	Minor General - Portable Oil and Gas Unit	Select

PENDING application(s):

Permit ID	Application Type	
AQ1003OBR01A	Open Burn Request	View / Print

SAVED application(s):

Last Save Date	Application Type		
7/26/2007	Minor General - Portable Oil and Gas Unit	View / Edit	Delete

Quick Links...
New MG1 Notification

You will see a blank form for a new MG1 Notification (Figure 4). 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 Applications' grid to reopen it and continue editing.
- To get a printed copy of an incomplete application, select the 'Print for Review' button on the bottom.
- To get a printable copy of a completed application 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, and pay online, 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 signable, MG1 Notification document (Figure 5).

- (Submit form, continued) Check all the information on the signable document (Figure 5). 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. Explicitly click on the Submit button after enter your password.
- You will see a message to 'Please wait while you are being transferred to the Online Payment Center', and then you will directed to the homepage for DEC's Online Payment Services (Fig 6).

Figure 4. Blank MG1 Notification

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 > MG1 Notification of Intent to Operate

MG1 Notification of Intent to Operate

Organization: ASRC Energy Services
Prospect Name: My Prospect
Drilling Rig Name:

Legal Owner

Name: ASRC Energy Services
 Telephone:
 Email:
 Mail Address: 123 K St.
 Mail City: Anchorage
 Mail State: AK
 Mail Zip: 99511

Billing Contact Person

Name: GGreene
 Telephone: (907) 333-3333
 Email:
 Mail Address: 123 A St.
 Mail City: Anchorage
 Mail State: AK
 Mail Zip: 99999

Contact your organization administrator to change the permit contact information.

Operator

This is an: Organization Individual

Name: BBlue
 Telephone:
 Email:
 Mail Address:
 Mail City:
 Mail State:
 Mail Zip:

Designated Agent (for service of process)

This is an: Organization Individual

Name: WWhite
 Telephone: (907) 666-6666
 Email:
 Mail Address: 234 B St
 Mail City: Anchorage
 Mail State: AK
 Mail Zip: 99999
 Phys Address:
 Phys City:
 Phys State:
 Phys Zip:

Dates of Operation Covered under this Notification:
 7/30/2007 to 8/21/2008

Number of Wells to Be Drilled in First Fiscal Year
 If operating SOUTH of 69 degrees, 30 minutes North latitude, select the number of wells to be drilled during the fiscal year (the period from July 1 through the following June 30) covered under this notification from the dropdown list below.
 Select the number of wells to be drilled during the first fiscal year of this notification.
 1 - 5
 Drill site is SOUTH of 69 degrees, 30 minutes N. latitude.

Drilling Site
 What type of pad will you operate on?
 Gravel
 Ice

Locations
 Please enter the coordinates for each drilling pad/site under this notice as reasonably accurate latitude and longitude values in decimal format (to at least 2 decimal places). Use negative values for west longitude. For example, 150 deg. 50" 25.88" W longitude, WGS-84 datum = -150.840522 degrees, WGS-84 datum (use coordinate conversion tool below). Note: WGS-84 is the datum most commonly used by most commercial GPS units

[Coordinate Conversion Tool](#)

Pad Name or Location Description	Latitude	Longitude	Datum	Edit	Remove
X Pad	62	-150	WGS-1984	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Attach a map showing the drill site locations including roads, buildings, water bodies, topography, and adjacent activities. Attach as many maps as necessary to show all sites under this notification.
 Map(s) Attached

Fuel Sulfur
 Do you intend to use fuel with a sulfur content that requires exclusion of the general public under Conditions 2 and 3 of the permit?
 No
 Yes

Attachments
 Attachments:
 When viewing an attachment, it's recommended that you save the document to your desktop before viewing it.

Description	File Extension	View	Delete
Location Map	.BMP	<input type="button" value="View"/>	<input type="button" value="Delete"/>
Location Map	.BMP	<input type="button" value="View"/>	<input type="button" value="Delete"/>

Logs
 I agree to maintain daily logs that are readily accessible and that are adequate to demonstrate compliance with the applicability criteria and conditions of MG1.

Fees
 I agree to pay fees required by MG1. Condition 4 as follows: \$2,928.00

Save, Submit, Review or Print (Available options depend on user's credentials)
 Select **Save** to save all of the information entered. Select **Print to Review** to view or print an unofficial copy of this document.

Select **Print Document** to print an official copy of this document to physically sign and mail to the department. All information entered will be saved within the department's database for retrieval and expedited processing.

To submit this document electronically, please complete the items below.
 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.
 I certify that the above statement is correct.
 I can not certify that the above statement is correct.

(Help?) Exit to Online Services

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

Figure 5 Signature box at the bottom of the Signable MG1 Notification Document

Type: Location Map FileExtension: .BMP Cat

I agree to maintain daily logs that are readily
of MG1.

I agree to pay fees required by MG1, Condition

Application* last saved on: 7/26/2007 8:17:35 AM . *This appli
By: AOSTester AOSTester

**Based on information and belief formed after r
accurate and complete.**

Please enter your myAlaska password here, which

Password:

Submit Payment for the Permit at the DEC Online Payment Center:

After AOS has transferred you to the DEC Online Payment Center home page, you will have a choice of payment options: credit card or electronic funds transfer.

The following figures show screenshots assuming you are using a credit card

Follow the instructions online to make your payment. When you have completed your transaction, you will be directed back to Air Online Services. (Note: if there is more than one person submitting permits for your organization, such as this test environment, you may see other permits on the invoice that were not yet paid for.). When you are done making your payment you will be directed back to the Confirmation Page at Air Online Services (Figure 8).

Figure 6. DEC Online Payment Services Home Page

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

Department of Environmental Conservation

Online Payment Services

State of Alaska > DEC > Online Services > Online Payment Center > Choose Payment Method

Please select your method of payment.

Use a credit card to make a payment.

Transfer funds electronically from your bank account.

[\(help?\)](#) [Exit](#)

Figure 7 Entering your Account Information at OPC

Online Payment Services

State of Alaska > DEC > Online Services > Online Payment Center > Make Payment

Make Payment

The items you have selected to pay for are listed below. Enter your billing information and select "Make Payment." You will be directed to a confirmation page before the payment is processed. Late fees are not currently displayed in the Online Payment Center. To pay a late fee, consult your invoice/statement and enter the total amount in the 'To Pay' field.

Item Description	Invoice No.	Due	To Pay
AQ1003MG102P:Rev0:821551	AIR	\$2,928.00	\$2,928.00
Total:			\$2,928.00

Billing Information

Credit Card Type:

Credit Card No.: Exp. Date: /

Name on Card: CVV Code

[\(help?\)](#) [Exit](#)

If you have successfully submitted and paid for the permit, you will be directed to the eSign Confirmation page, otherwise you will get a page that explaining that payment processing could not be completed.

- Click on the Organization Home Page link at the bottom of the page to navigate back to the Organization Home Page and the new permit will be highlighted in the Approved Permits Grid (Figure 9).
- The user will also get email notification confirmations (Figures 11, 12) from AOS for their permit submission to DEC and an OPC payment receipt from OPC (for development testing, all email is sent to the test address, so you won't be seeing it as a tester). In addition, DIAS and our local admin staff will receive an email from AOS with information about the payment and the permit. This will allow them to set up a BillQuick account for the permit.

Figure 8. Air Online Services, Payment Confirmation 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 > MG1 Notification of Intent to Operate > Payment and eSign Confirmation

Payment and eSign Confirmation

Your application has been electronically signed and paid for. Thank you for using Air Online Services. The minor general permit for oil and gas drilling is in effect after a proper notification of intent to operate is received by the department. No paper permit is issued, however the applicant must operate in accordance with the permit. Please print a copy of this permit for your records.
[Minor General - Portable Oil and Gas Unit](#)

The following number has been assigned to your permit: AQ1003MG102P
 This number will appear on your invoices. Please use this number when referencing any items associated with this permit.
[Organization Home Page](#)

(Help?) Exit to Online Services

Figure 9. New MG1 is Highlighted on Approved Permits Grid

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

Organization Home

You have been assigned the following roles for:
ASRC Energy Services
 Role: Web E-Signer

Please select a stationary source.

Permit has been successfully submitted.

APPROVED permit(s):

Permit ID	Permit Type	
AQ1003MG101P	Minor General - Portable Oil and Gas Unit	Select
AQ1003MG102P	Minor General - Portable Oil and Gas Unit	Select

PENDING application(s):

Permit ID	Applicaton Type	
AQ1003OBR01A	Open Burn Request	View / Print

SAVED application(s):

Creating and Submitting MG1 Amendments

After you have successfully submitted an MG1 Notification you may create and submit Amendments 1 and 2 in the same way that you created the MG1 Notification.

- Navigate to the Organization Home Page and click 'Select' next to the MG1 permit you wish to amend
- On the Permit page for your selected permit, click one of the links under 'Quick Links' to create an Amendment 1 or Amendment 2 for this permit (Figure 10).
- The following applies to Amendment 1:
 - The purpose of the MG1 Amendment 1 is to specify or change the name of the drilling rig under the notification being amended in order to comply with the terms of that notification. The only information that can be added/changed/edited on an Amendment 1 is the drilling rig name.
 - There is no payment for this amendment, so the user is returned to the Permit Home Page once the user has submitted the amendment.
- The following applies to Amendment 2 only;
 - The purpose of the MG1 Amendment 2 is to increase the number of wells that will be drilled during the current fiscal year when the original notification specifies that the location(s) are south of 69.5 degrees latitude
 - The additional payment amount will be calculated based on an internal fee table based on the fiscal year and the amended number of wells. Consequently, the user will be directed to OPC to make the payment after the permit is e-signed (with the user's password) and submitted.

Figure 10. View or Print Initial MG1 Notification or Submit MG1 Amendment 1 or Amendment 2

The screenshot shows the 'Air Permits Program' web interface. At the top, there is a navigation bar with links for 'Commissioner', 'Divisions/Contacts', 'Public Notices', 'Regulations', 'Statutes', 'Press Releases', 'DEC Home', and a search box labeled 'find'. Below the navigation bar, the page title is 'Division of Air Quality' and 'Air Permits Program'. A breadcrumb trail reads 'State of Alaska > DEC > Login > Individual Home > Organization Home > Permit Home'. The main heading is 'Permit Home'. A table displays permit details: Permit ID: AQ1003MG102P, Permit Type: Minor General - Portable Oil and Gas Unit, Permit Status: Active, Effective Date: 7/30/2007, and Expire Date: 8/21/2008. Below the table, it says 'View Reports: Submitted(0), Saved(0)'. A section for 'APPROVED revision(s) / amendment(s):' contains a table with one row: Revision Number 0, Revision / Amendment Type Initial, and a 'View / Print' link. Below this, sections for 'PENDING revision(s) / amendment(s):' and 'SAVED revision(s) / amendment(s):' both state 'No pending revisions / amendments are listed.' and 'No saved revisions / amendments are listed.' respectively. On the right side, there is a 'Quick Links...' section with two links: 'New Amendment 1 to MG1' and 'New Amendment 2 to MG1'. At the bottom left is a '(Help?)' link, and at the bottom right is a link to 'Exit to Online Services'.

Figure 11. Email Confirmation of OPC Payment

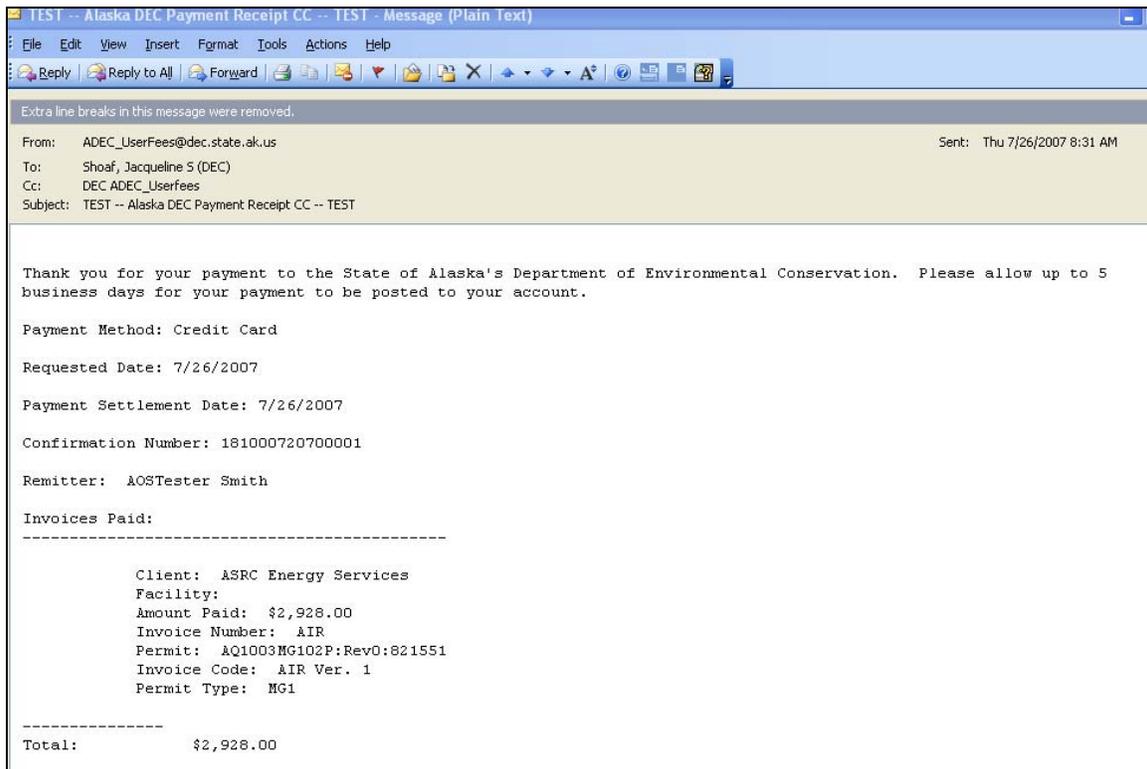


Figure 12. Email Confirmation of Permit Submission to DEC

