

Guidance for Cruise Ship Registration – 2020 Season!

Step by Step Document

[Updated 1/3/2020]

This document will assist you in completing the online registration process. If you need further assistance with the online registration process, please contact the Division of Water at 907-465-5138 or email DEC.Water.OPAHelp@alaska.gov

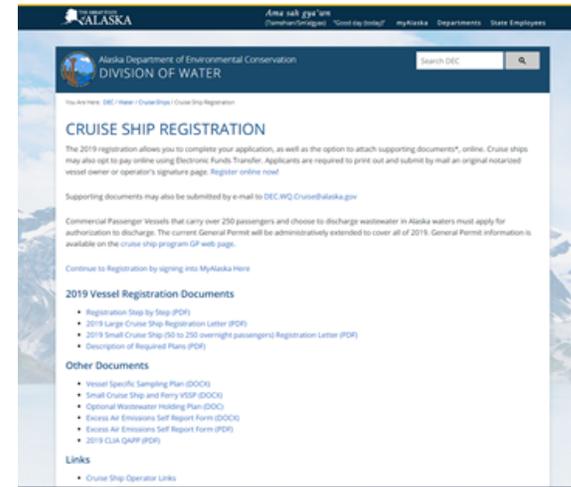
Cruise Ship Registration 2020

1

Go to the Cruise Ship Program REGISTRATION page:

<http://dec.alaska.gov/water/cruise-ships/cruise-registration/>

Click on "Register online now!"



2

Please review the 2020 Registration Letter for required documents and due dates.

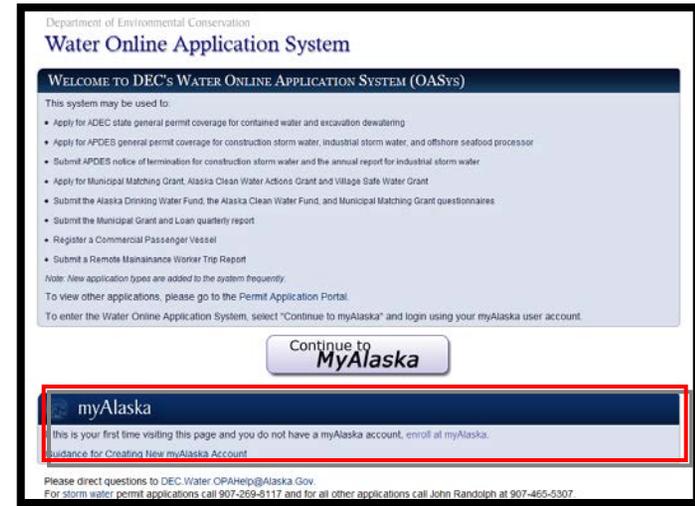
3

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, you can create one by following the steps outlined in the **“myAlaska”** box at the bottom of the page.



4

You will arrive at the Water Online Application system, ready to fill in the registration!

Select the **“Cruise Ship”** tab from the available categories.

Once on the Cruise Ship tab, click on the **“Cruise Ship Registration”** link.



5 Step 1 asks for vessel name, number of passengers and voyages in 2020.

Fill out the information on this page as completely as possible.

TIP:

Questions with a Star (*) next to them are required.

When finished with a step, go to the next page by selecting the **“Save & Continue”** button in the lower right corner.

TIP:

At any time, you can logout, and your information will be saved.

NOTE: Changes to the current page are not saved until you hit **“Save & Continue”**.

Cruise Ship Registration

Submission Process Step Timeout 29:57
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5 6 Facility Information

Purpose

The Department uses the information that you enter in this step to calculate your Environmental Compliance fee, and your Ocean Ranger fee if it applies. Both fees are based on passenger capacity, determined with reference to the number of lower-berths. The Environmental fee is a flat per-voyage fee. The Ocean Ranger fee is \$4 per voyage for each lower-berth, and applies only to large commercial passenger vessels (250 or more passenger capacity).

Read the linked 2015 Registration letter for your size of vessel. The letters contain additional requirements for cruise ship operators.

Large Vessel Registration Letter

Small Vessel Registration Letter

More links for Owners and Operators

* indicates required field.

Cruise Ship Registration

Submission Process Step Timeout 29:10
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 2 3 4 5 6 Facility Information

Purpose

The Department uses the information that you enter in this step to calculate your Environmental Compliance fee, and your Ocean Ranger fee if it applies. Both fees are based on passenger capacity, determined with reference to the number of lower-berths. The Environmental fee is a flat per-voyage fee. The Ocean Ranger fee is \$4 per voyage for each lower-berth, and applies only to large commercial passenger vessels (250 or more passenger capacity).

Read the linked 2015 Registration letter for your size of vessel. The letters contain additional requirements for cruise ship operators.

Large Vessel Registration Letter

Small Vessel Registration Letter

More links for Owners and Operators

* indicates required field.

Tracking #:	2015CS0001	Facility:	test	Type:	Cruise Ship Registration
Vessel Name	*	test			
Call Sign	*				
Port of Registry	*	test			
Number of Voyages	*	12			
Total Passenger Capacity based on lower berths	*	22			
Vessel Size Range	*	50-99 passengers (\$75)			

Overview Save & Continue

TIP:

Select the **“Overview”** button at the bottom of any page to review your information and to edit previously entered information.

Cruise Ship Registration

Submission Process

Step 1

Facility Information

Purpose

The Department uses the information that you enter in this step to calculate your Environmental Compliance fee, and your Ocean Ranger fee if it applies. Both fees are based on passenger capacity, determined with reference to the number of lower-berths. The Environmental fee is a flat per-voyage fee. The Ocean Ranger fee is \$4 per voyage for each lower-berth, and applies only to large commercial passenger vessels (250 or more passenger capacity).

Read the linked 2015 Registration letter for your size of vessel. The letters contain additional requirements for cruise ship operators.

Large Vessel Registration Letter

Small Vessel Registration Letter

More links for Owners and Operators

* Indicates required field.

Tracking #:	2015C50001	Facility:		Type:	Cruise Ship Registration
Vessel Name	*				
Call Sign	*				
Port of Registry	*				
Number of Voyages	*				
Total Passenger Capacity based on lower berths	*				50-99 passengers (\$75)
Vessel Size Range	*				

Overview Save & Continue

6

Step 2 requests contact information.

Required contact information includes:

- Vessel Owner,**
- Vessel Operator,**
- Alaskan Agent, and**
- Billing Contact.**

TIP: You may make multiple selections for a single contact if they fill more than one role.

State of Alaska

Alaska Department of Environmental Conservation
Division of Water

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

Cruise Ship Registration

Submission Process

Step 2

Contact Details

1. This Contact is the...
You may make multiple selections if this person fills more than one role

Vessel Owner*

Alaskan Agent*

Billing Contact*

Vessel Operator*

2. Contact Information...

Contact Name: * First MI Last

Contact Title: *

Organization Name: *

Mailing Address: *

City, State, ZIP: * AK

Country: * USA

Phone: *

Phone (Cell): *

Fax: *

e-Mail Address: *

Web Site: *

Cancel Save

Overview Save & Continue

7

Step 3 asks if the vessel plans to discharge in Alaska waters.

If you choose “Yes,” please also answer the next two questions.

Cruise Ship Registration

Step Timeout 29:54
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Submission Process

Step 3 Receiving Area

Purpose
This step will determine if you must provide additional documentation to the Department in order to complete your file.

Large commercial passenger vessels (250 or more passenger capacity) that intend to discharge in Alaskan waters must be authorized prior to discharge under the ADEC Large Commercial Passenger Vessel Wastewater Discharge General Permit. Authorization can be obtained by submitting a Notice of Intent (NOI) following the instructions in the current General Permit.

* Indicates required field.

Tracking #:	2015CS0001	Facility:	test	Type:	Cruise Ship Registration
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Will this vessel discharge in Alaskan waters during 2015? Yes No

If yes, then you must answer the next two questions in this section.
Note: A yes to this question is only an initial notification to DEC. It is not a notice of intent to discharge. Registered discharge status can be changed prior to discharge by notifying the cruise ship program.

Commercial passenger vessels that discharge must be authorized under a Department issued discharge permit, unless it is a small cruise ship or ferry with an approved alternative terms and conditions plan (BMP). Vessels that will need permit authorization to discharge must submit a Notice of Intent (NOI) to DEC for approval.
Small commercial passenger vessels (50-249 passenger capacity) may apply for alternative terms and conditions and submit a Best Management Practices plan to DEC for approval.
Both large and small discharging vessels must submit a Quality Assurance Project Plan to ADEC for approval on or before March 1, 2015, and a Vessel Specific Sampling Plan (VSSP) for approval at least 21 days prior to wastewater sampling in Alaska.

8

Step 4 allows you to attach required documents during the registration process. Please read the directions carefully on this page.

NOTE: Required plans may also be submitted via separate email, fax, or traditional mail.

Cruise Ship Registration

Step Timeout 29:48
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Submission Process

Step 4 Attachments

Purpose
You may electronically attach required documents in this step. DEC does not require you to submit these documents electronically during registration. However, you are still required to submit these documents within required deadlines.

Discharging and non-discharging vessels must submit a non-hazardous waste removal plan, and a hazardous waste removal plan.
Discharging vessels must also submit a vessel specific sampling plan, and; a quality assurance project plan, unless using the CLIA Northwest and Canada QAPP.

* Indicates required field.

Tracking #:	2015CS0001	Facility:	test	Type:	Cruise Ship Registration
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Usage Tip:
First, use the browse button to select a file from your local system. Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button. **File size limit is 20MB for each attachment.** To see what kinds of files may be uploaded, [click here](#).

Required Attachments
The following list of attachments are required to be submitted, but uploading in this step is optional. Alternatively, you may submit via email, fax, traditional mail, or hand delivered to the appropriate DEC office.

1. Non-Hazardous Waste Removal Plan
2. Hazardous Waste Removal Plan

Attach a file

File: No file chosen
Type:
Title:
Description:

Attachments

9 Step 5 allows you to enter any additional comments or important details relating to your registration.

The screenshot shows the 'Cruise Ship Registration' interface at Step 5, 'Comments and Descriptions'. At the top, a 'Submission Process' progress bar shows five steps, with Step 5 highlighted. A 'Step Timeout 29:57' warning is present. Below the progress bar, the 'Purpose' section states: 'This step will allow you to enter any additional or important information about your application.' A table below shows the current application details: Tracking #: 2015CS0001, Facility: test, and Type: Cruise Ship Registration. A large text area is provided for 'Application Comments and Descriptions'. At the bottom, there are buttons for 'Previous', 'Overview', and 'Save & Continue'.

10 The "Overview" page (Step 6) allows you to edit any information. To change any information in a section, select the Edit button that corresponds to that section.

The screenshot shows the 'Cruise Ship Registration' interface at Step 6, 'Overview'. The progress bar at the top shows Step 6 highlighted. The 'Purpose' section instructs the user to review the information and click 'Edit' to return to a section or 'Continue' to proceed. A 'Tasks' section lists: 1. Complete Steps, 2. Sign, and 3. Pay Fees (\$900). A 'Usage Tips' section notes that red items indicate tasks yet to be completed. Below, the 'Your Current Application' table shows the same details as Step 5. A table of 'Facility Information' is displayed, with an 'Edit' button highlighted by a red box and a red arrow pointing to it.

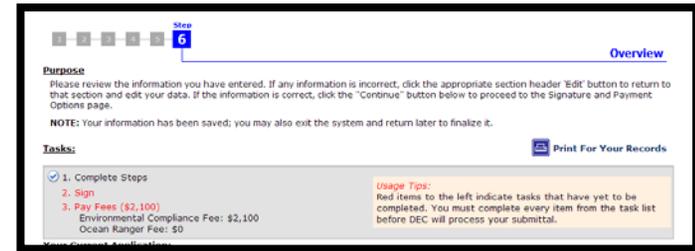
Tracking #:	2015CS0001	Facility:	test	Type:	Cruise Ship Registration
Facility Information		Details			
Vessel Name		test			
Call Sign					
Port of Registry		test			
Number of Voyages		12			
Total Passenger Capacity based on lower berths		22			
Vessel Size Range		50-99 passengers (\$75)			

11 APPLICATION COMPLETE, SIGN & PAY

Note: A check next to task “1. Complete Steps” indicates the application is complete and ready to be signed and/or paid.

Select “2. Sign” or “3. Pay Fees”.

You can also click on the “Continue” button at the bottom of the page.



Progress bar: 6

Overview

Purpose:
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

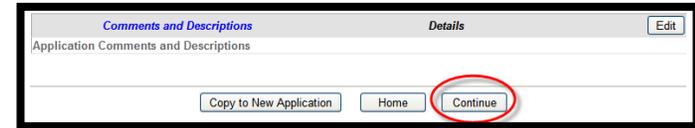
NOTE: Your information has been saved; you may also exit the system and return later to finalize it.

Tasks:

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$2,100)
Environmental Compliance Fee: \$2,100
Ocean Ranger Fee: \$0

Usage Tip: Red items to the left indicate tasks that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

Print For Your Records

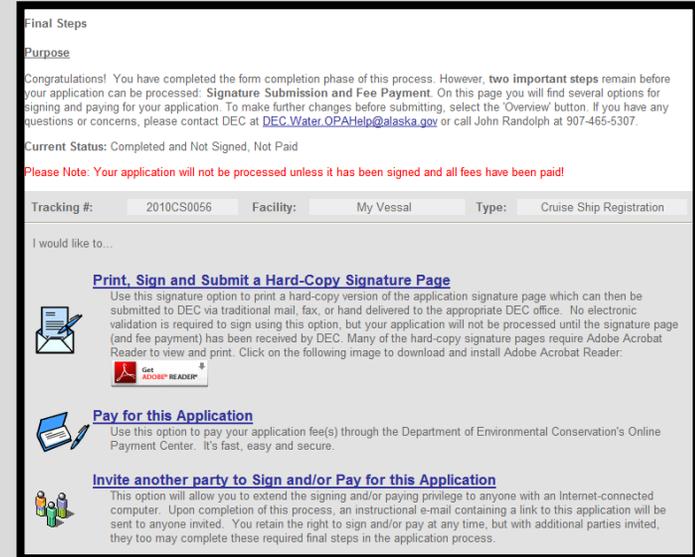


Comments and Descriptions Details Edit

Application Comments and Descriptions

Copy to New Application Home Continue

- ## 12
- The "Final Steps" page gives you options to:
- 1) Print, sign, and submit a hard-copy *Signature Page*
 - 2) Pay for the application
 - 3) Invite another party to sign and/or pay for the application



Final Steps

Purpose:
Congratulations! You have completed the form completion phase of this process. However, two important steps remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at DEC.Water.OPA@alaska.gov or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed, Not Paid

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

Tracking #: 2010CS0056 Facility: My Vessel Type: Cruise Ship Registration

I would like to...

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. 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.

13 SIGNING

Select "**Print, Sign and Submit...**" option or if another party such as the vessel owner will sign and/or pay, select the "**Invite another party...**" option. You will receive a signature confirmation email.

Important: Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.



Print, Sign and Submit a Hard-Copy Signature Page
Use this signature option to print a hard-copy version of the application signature submitted to DEC via traditional mail, fax, or hand delivered to the DEC office in validation is required to sign using this option, but your application will not be processed until a signature page (and fee payment) has been received by DEC.

OR



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 on a computer. Upon completion of this process, an instructional e-mail containing a link will be sent to anyone invited. You retain the right to sign and/or pay at any time, but you may not complete these required final steps in the application process.

14 PAYMENT

Finally, click on "**Pay this Application**" to transfer funds electronically. You will receive a confirmation email for this transaction.

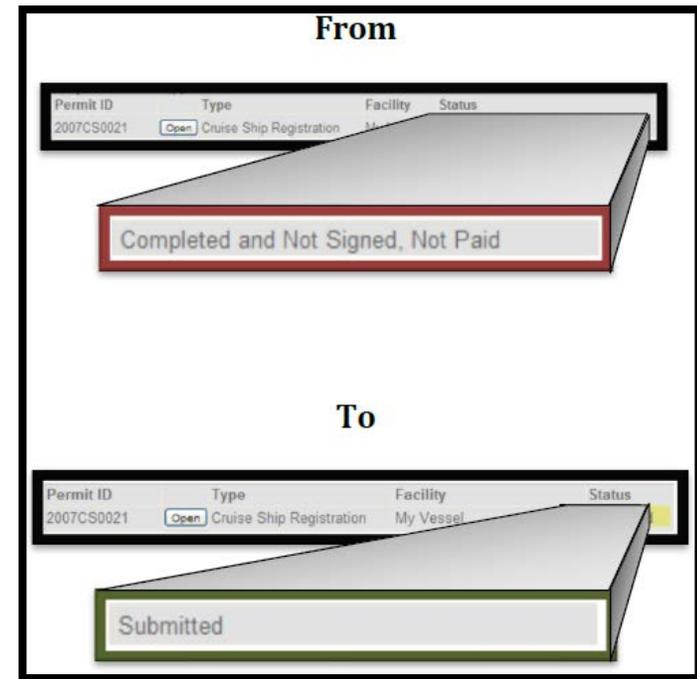
NOTE: It is also acceptable to mail a check to DEC.



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

15 Once ADEC has received your notarized signature page, we will process your registration.

Note: Once the signature page has been marked as received in the online application system and ADEC has received payment, the status of your application will change to **“Submitted”** online.



Questions relating to Cruise Ship operations in Alaska? Please contact:

Johnny Zutz (907) 465-5317, Albert Faure (907) 465-5279

DEC.WQ.Cruise@alaska.gov