

Storm Water Multi-Sector General Permit

Report Submittal Step-by-Step

The Multi-Sector General Permit Annual Report Form can now be submitted using the Division of Water's Online Application System. This step-by-step document will guide you through this online process.

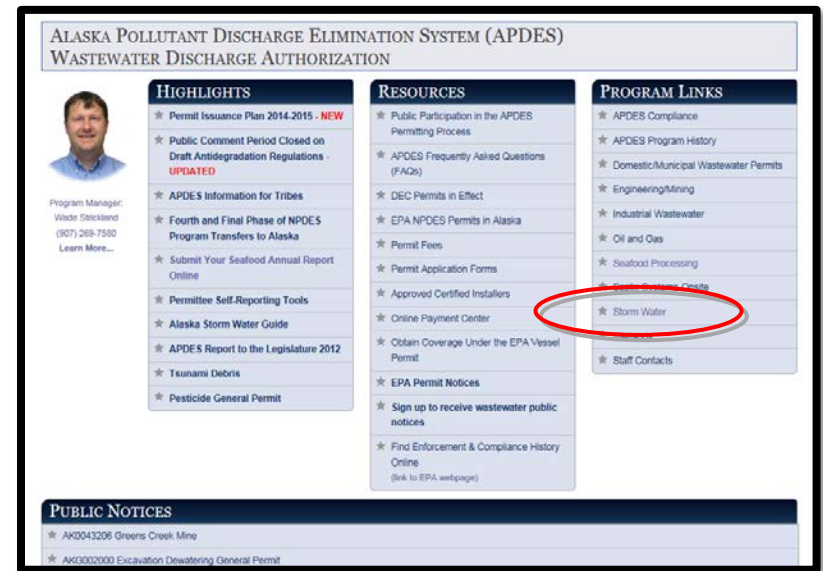
Storm Water MSGP Report Submittal

1

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

<http://dec.alaska.gov/water/wwdp/index.htm>

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



2

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

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

STORM WATER

The goal of the Storm Water Program is to reduce or eliminate pollutants in storm water. Storm water discharges are generated by runoff from land and impervious areas such as paved streets, parking lots, and building rooftops, during rainfall and snowmelt events. Storm water discharges often contain pollutants in quantities that could adversely affect water quality.

HIGHLIGHTS OF PERMIT REISSUANCE FOR THE STATE DEWATERING AND CONTAINED WATER PERMITS

The state Contained Water permit (2009DB0004) expired on March 18, 2014 and the Excavation Dewatering permit (2009DB0003) expired on March 23, 2014 and both were administratively extended until replacement permits are issued. While entities with coverage under these permits were automatically granted an administrative continuance of permit coverage and are required to continue to comply with the respective permits after its expiration, any new entities are not able to obtain general permit coverage until a new permit is issued. The Department of Environmental Conservation (DEC) will exercise enforcement discretion to cover these newly-discharging entities, provided that these entities:

1. Meet the respective permit eligibility criteria;
2. Notify DEC of their intention to operate in accordance with the respective permit; and
3. Comply with all requirements of the respective permit.

Applicants wanting to notify DEC of their intention to operate may submit a Notice of Intent (NOI) to Email Address: DEC.Water.OPAHelp@Alaska.gov.

- ★ 2009DB0003 Excavation Dewatering NOI
- ★ 2009DB0004 Contained Water NOI

HIGHLIGHTS - CONSTRUCTION GENERAL PERMIT

Construction projects starting after July 1st, 2011 must use the new 2011 Alaska Construction General Permit (ACGP). The permit is provided below. DEC has revised the SWPPP Template and SWPPP Checklist for the new permit. The most frequently asked questions are answered in the following FAQ handout. After July 1st the Construction General Permit website will be updated for the new permit.

If you are expecting to find an ADEC NOI on the Water Permit Search and it is not displaying, please send your inquiry to DEC.Water.OPAHelp@Alaska.gov

New to the eNOI System is the CGP eNOI Modification submittal. This submittal allows operators to electronically file the CGP Notice of Intent Modification form. For additional information, see the "Step-by-Step" guidance document.

PERMITS/APPROVALS

- ★ Construction General Permit
- ★ Multi-Sector General Permit
- ★ MSGP Permits
- ★ Excavation Dewatering State Permit
- ★ Contained or test water from man made containers or structures State Permit
- ★ Transfer of Plastic/Pipe General Permit
- ★ (Report) from EPA to DEC NEW
- ★ **APDES eNOI**
- ★ APDES Storm Water Forms
- ★ Engineering Plan Review (Letter of Non-Objection)

OF INTEREST

- ★ How Storm Water is Regulated
- ★ Storm Water Exemption for Oil and Gas Activities
- ★ Brief Legislative History
- ★ Staff Contacts
- ★ Transfer from EPA to DEC
- ★ Frequently Asked Questions
- ★ Storm Water Training

3

To access the APDES eNOI System and the MSGP Report Submittal application, click on the **"Complete APDES eNOI Online"** button.

Storm Water eNOI System FAQs are available at:

<http://dec.alaska.gov/water/wnpspc/pdfs/eNOIFAQs.pdf>

APDES ELECTRONIC NOTICE OF INTENT (eNOI)

APDES eNOI

DEC has developed an eNOI system for electronic entry and submittal of the forms to apply for coverage under the APDES storm water permits. Operators seeking coverage under the APDES storm water permit should not use the EPA eNOI system; they should use the APDES eNOI system. We currently have the Construction General Permit Notice of Intent (NOI) and Notice of Termination (NOT) available on-line. Operators seeking coverage under the Construction General Permit may file their NOI either using the eNOI system or submit paper forms to DEC at the address listed below. At this time the Multi-Sector General Permit Notice of Termination (NOT) can only be submitted in paper form and should be sent to DEC at the address listed below.

New to the eNOI System is the CGP eNOI Modification submittal. This submittal allows operators to electronically file the CGP Notice of Intent Modification form. For additional information, see the "Step-by-Step" document located in the "Quick Links" box to the right.

Prior to entering the APDES eNOI system we recommend the following steps to make it easier to use the system:

1. Read the permit (available on the Construction General Permit page)
2. Read the instructions that go with the NOI or NOT form for the permit for which you are applying for coverage (available on the APDES Storm Water Forms page)
3. Read the Step-by-Step instructions on how to file the eNOI or eNOT (available in the Quick Links box to the right)
4. Fill out the paper NOI or NOT before entering the system so you do not need to look up the information while you are entering data into the system
5. If you have questions about the storm water permit, see the Frequently Asked Questions on the page for each permit (FAQs Construction General Permit).
6. In order to electronically sign any online application you will be required to use your validated myAlaska account. See the eNOI FAQs for more information.

To enter the APDES eNOI system please click on the button below:

Complete APDES eNOI Online

QUICK LINKS

- ★ CGP eNOI Step-by-Step
- ★ CGP eNOI Modification Step-by-Step
- ★ CGP eNOT Step-by-Step
- ★ MSGP Report Submittal Step-by-Step
- ★ eNOI FAQs

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 PFD then you already have an active myAlaska account.

Department of Environmental Conservation
Water Online Application System

WELCOME TO DEC'S WATER ONLINE APPLICATION SYSTEM (OASys)

This system may be used to:

- Apply for ADEC state general permit coverage for contained water and excavation dewatering
- Apply for APDES general permit coverage for construction storm water, industrial storm water, and offshore seafood processor
- Submit APDES notice of termination for construction storm water and the annual report for industrial storm water
- Submit APDES Seafood Annual Report
- Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, and Municipal Matching Grant questionnaires
- Submit the Municipal Grant and Loan quarterly report
- Register a Commercial Passenger Vessel
- Submit a Remote Maintenance Worker Trip Report

Note: New application types are added to the system frequently.

To view other applications, please go to the Permit Application Forms.

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

NEW: START E-SIGNING IN OASys

DEC Water's validation of myAlaska accounts for e-signing in OASys is now available!

Guidance for DEC Water Validation of your myAlaska account

Continue to MyAlaska

myAlaska

If this is your first time visiting this page and you do not have a myAlaska account, enroll at myAlaska.

Guidance for Creating New myAlaska Account

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

DEC Water Online Application System (OASys) has sent you here to sign in.

myAlaska Login

Username:

Password:

[Forgot my Username](#)

[Forgot my Password](#)

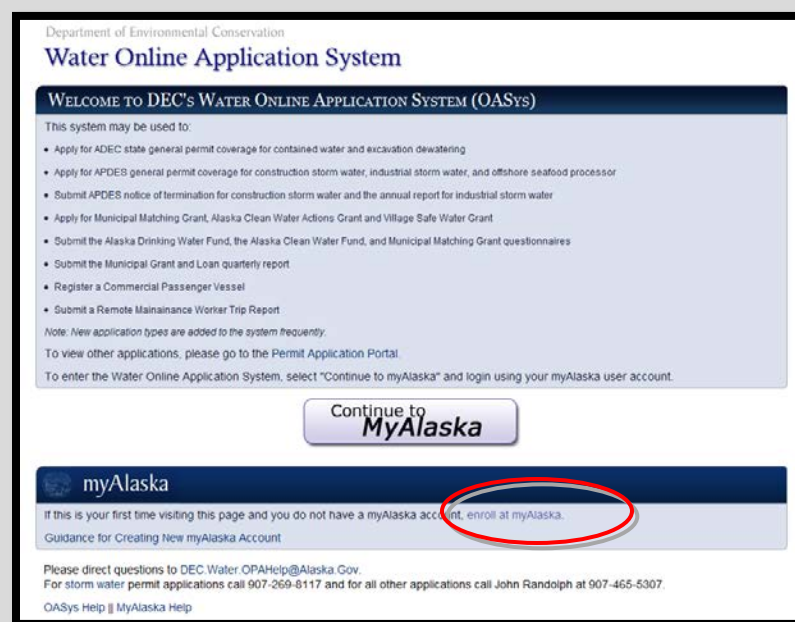
[New User: Register for a myAlaska Account](#)

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:

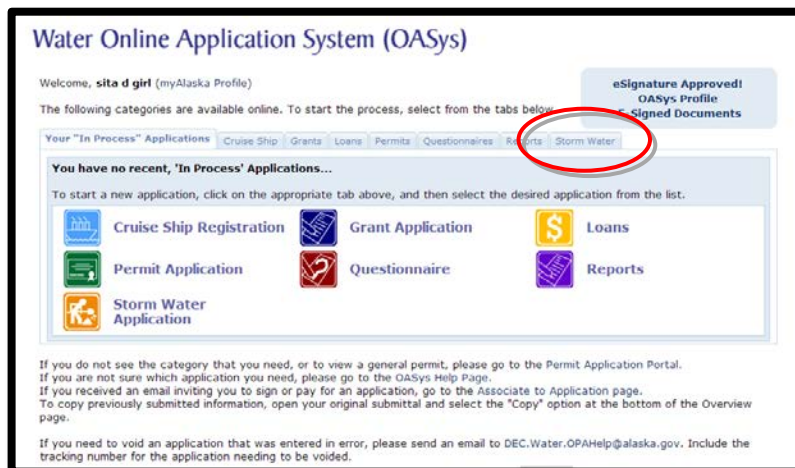
http://dec.alaska.gov/water/OASysHelp/attachment_s/myAK_Reg_guidance.pdf



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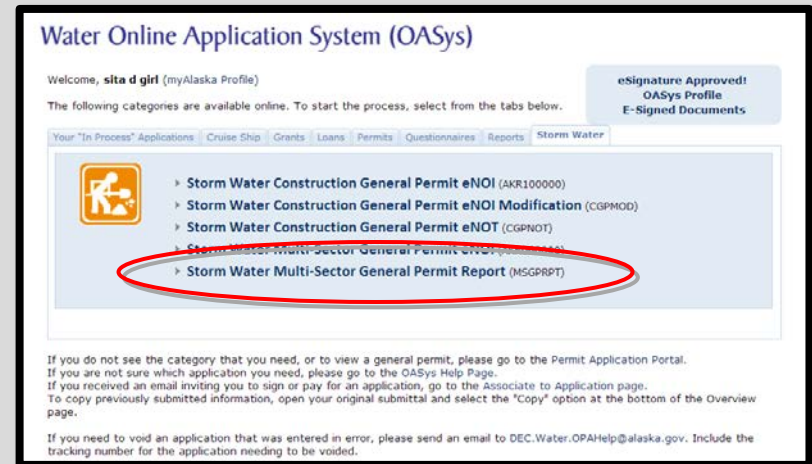
After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the **"Storm Water"** tab.



8

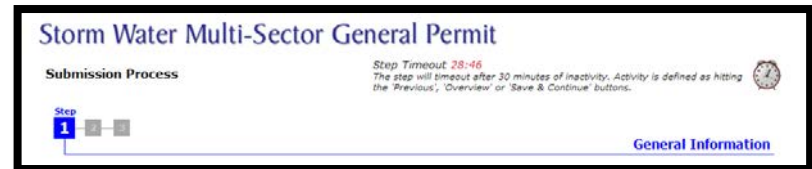
Select **“Storm Water Multi-Sector General Permit Report”** from the available categories.



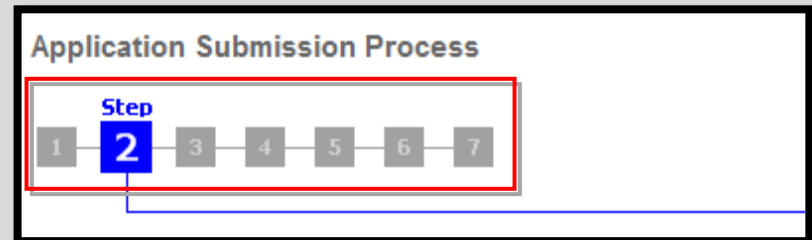
9

A series of steps will take you through the report submittal application, asking for information pertinent to your facility and allowing you to attach your report. Fill out the information on these steps as completely and thoroughly as possible.

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

T
I
P

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



T
I
P

Questions with a star (*) next to them are required. It is completely acceptable to copy and paste text from another document.

T
I
P

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

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"**.

T
I
P

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.

T If you need to **void** an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to: DEC.Water.OPAHelp@alaska.gov

P Please include the **tracking number** for the application needing to be voided.

The screenshot shows the 'Submission Process' interface for Step 1, 'General Information'. The 'Tracking #' field is highlighted with a red box and contains the value 'MSGPRPT-0058'. The 'Facility' field contains 'test' and the 'Type' field contains 'Storm Water Multi-Sector General Permit Report'. Below these fields are several input fields for facility details, each marked with a red asterisk to indicate they are required: 'MSGP Permit Tracking Number' (test), 'Facility Name' (test), 'Facility Street' (test), 'Facility City' (test), 'Facility State' (AK), and 'Facility Zip Code' (test). The 'Type of Report Submitted' dropdown is set to 'Annual Report'. At the bottom right, there are 'Overview' and 'Save & Continue' buttons. A clock icon in the top right corner indicates a 'Step Timeout 29:54'.

10 Step 1 in the report submission process collects general information about the permit and related facility.

This is a duplicate of the screenshot above, showing the 'Submission Process' interface for Step 1, 'General Information'. The 'Tracking #' field is highlighted with a red box and contains the value 'MSGPRPT-0058'. The 'Facility' field contains 'test' and the 'Type' field contains 'Storm Water Multi-Sector General Permit Report'. Below these fields are several input fields for facility details, each marked with a red asterisk to indicate they are required: 'MSGP Permit Tracking Number' (test), 'Facility Name' (test), 'Facility Street' (test), 'Facility City' (test), 'Facility State' (AK), and 'Facility Zip Code' (test). The 'Type of Report Submitted' dropdown is set to 'Annual Report'. At the bottom right, there are 'Overview' and 'Save & Continue' buttons. A clock icon in the top right corner indicates a 'Step Timeout 29:54'.

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Step 2 in the report submission process allows you to submit your completed report form and any other related documents by attaching them to the application.

Application Submission Process

Step 2

[Attachments](#)

Purpose
This step will allow you to attach and submit your completed report form.

★ indicates required field

Tracking #: MSGPRPT-0007 Facility: sdf Type: Storm Water Multi-Sector General Permit Report

1. Choose a file to attach: [Browse...](#)

2. Add the file to the list:

As Type: MSGP Annual Reporting Form

Title:

Description:

[Attach](#)

3. Your file attachments:

Usage Tips:
First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). 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.

Required Attachments*

1. MSGP Annual Reporting Form

*Please note that the above list of attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the appropriate DEC office.

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Step 3 in the report submission process is the "Application Overview" page, which gives you an opportunity to review and edit what you have entered so far.

To change any information entered in a previous step, select the [Edit](#) button corresponding to that section.

Storm Water Multi-Sector General Permit

Step 3

[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.

[Print For Your Records](#)

Tasks:

1. Complete Steps
2. Sign

Usage Tips:
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.

Your Current Application:

Tracking #: MSGPRPT-0091 Facility: werqf Type: Storm Water Multi-Sector General Permit Report

General Information	Details	Edit
MSGP Permit Tracking Number:	2341	
Facility Name:	werqf	
Facility Street:	asdf	
Facility City:	asdf	
Facility State:	AK	
Facility Zip Code:	1234	
Type of Report Submitted:	Annual Report	

Attachments

Title (Type), Description	Edit

13

After all information is entered and you have reviewed it, you will need to sign your application in order to submit it.

A check will appear next to the task **“Complete Application Form”** if the application is completed and ready to be signed.

To go to the **Signature** 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.

Storm Water Multi-Sector General Permit

Step 3

[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

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](#)

Copy to New [Home](#) [Continue](#)

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The **“Final Steps”** page gives you the signature options available for signing your Report Submittal application.

- Sign this Application Using e-Signature (Continue to step 15 in this guidance.)
- Invite another party to Sign and/or Pay for this Application (Skip to step 18 in this guidance.)

Tracking #: ACWFLA-0164 Facility: 1 Type: ACWF Loan Application

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

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.

15

Select **"Sign this Application Using e-Signature"** if you are already validated to electronically sign an application.

Tracking #: ACWFLA-0164 Facility: 1 Type: ACWF Loan Application

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

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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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.

Signing Agreement

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- 2) certify that I have the authority as required by 18 AAC 83.365 to sign this submittal.
- 3) certify that I am site girl as identified by the myAlaska identity verification system;
- 4) agree that I am signing this notice of intent under the Storm Water Multi-Sector General Permit eNOI general permit, AKR030000 and
- 5) agree that I intend to be bound by the electronic record of this notice of intent under the Storm Water Multi-Sector General Permit eNOI general permit and the electronic record of this signature.

☐ I agree with the above statement

Back E-Sign in myAlaska

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Enter your Password and the answer to your secret question and click the **"Sign & Submit"** button.

(Skip to step 23 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 Report
Description: MSGPRPT-0091 - wengf
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 5698 bytes
Certified Date:

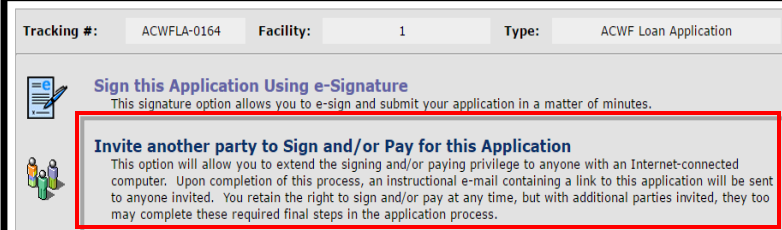
[View Document](#)

Password:

What school did you attend for sixth grade?

Sign and Submit Cancel

18 Select “Invite another party to Sign this Application” if you need to assign an alternate signer for your Application.



Tracking #: ACWFLA-0164 Facility: 1 Type: ACWF Loan Application

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

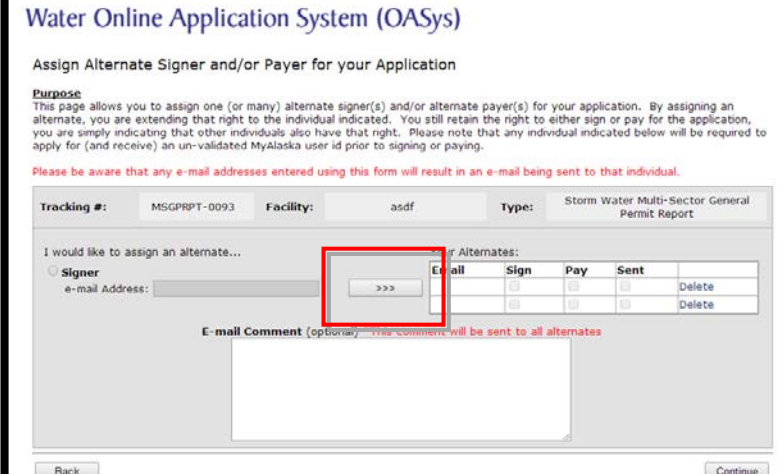
Invite another party to Sign and/or Pay for this Application
This option will allow you to extend the signing and/or paying privilege to anyone with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. 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.

19 Select “Signer” from the available options. Then enter the email of your alternative signer 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.



Water Online Application System (OASys)

Assign Alternate Signer and/or Payer for your Application

Purpose
This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #: MSGPRPT-0093 Facility: asdf Type: Storm Water Multi-Sector General Permit Report

I would like to assign an alternate...

☒ Signer
e-mail Address: >>>

or Alternates:

Email	Sign	Pay	Sent	Delete
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete
	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	Delete

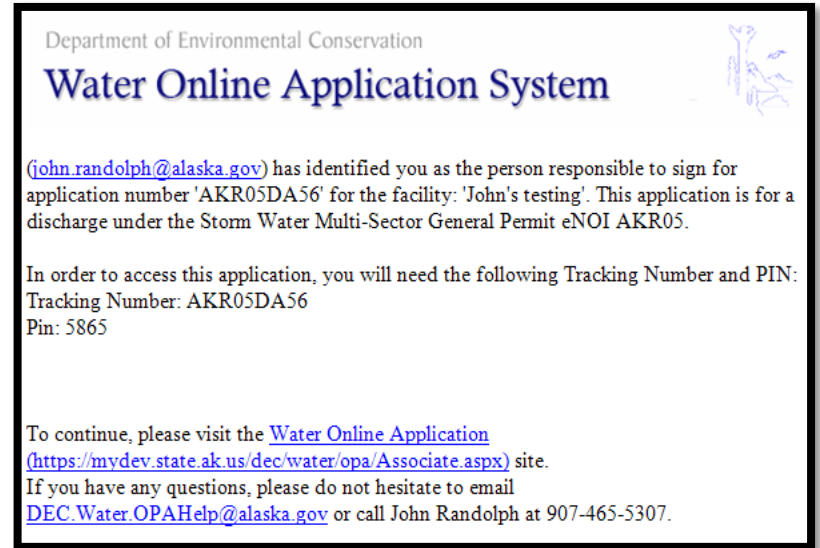
E-mail Comment (optional) - This comment will be sent to all alternates

Back Continue

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

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



Department of Environmental Conservation

Water Online Application System

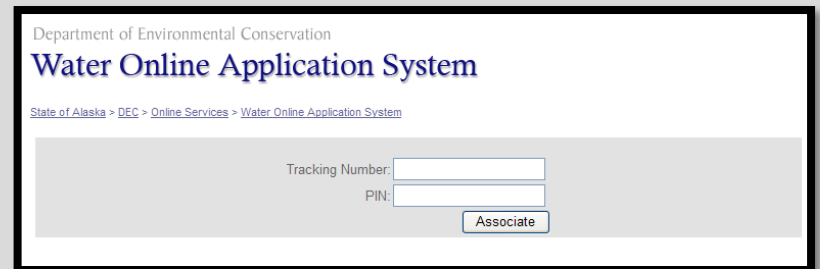
(john.randolph@alaska.gov) has identified you as the person responsible to sign for application number 'AKR05DA56' for the facility: 'John's testing'. This application is for a discharge under the Storm Water Multi-Sector General Permit eNOI AKR05.

In order to access this application, you will need the following Tracking Number and PIN:
 Tracking Number: AKR05DA56
 Pin: 5865

To continue, please visit the [Water Online Application](https://mydev.state.ak.us/dec/water/opa/Associate.aspx) (<https://mydev.state.ak.us/dec/water/opa/Associate.aspx>) site.
 If you have any questions, please do not hesitate to email DEC.Water.OPAHelp@alaska.gov or call John Randolph at 907-465-5307.

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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

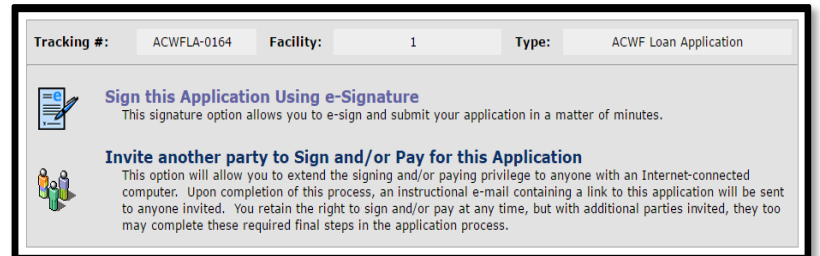
State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:


PIN:


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The alternate signer will be taken to the “Final Steps” page, giving them the opportunity to e-sign (if validated).



Tracking #: ACWFLA-0164 Facility: 1 Type: ACWF Loan Application

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

 **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.

23 Once the signature step is complete, an Acknowledgment Email will be sent to the email address associated with the applicant's **myAlaska** account.

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

Storm Water Multi-Sector General Permit

The electronic submission process for application number MSGPRPT-0091 for Facility 'werqf' was completed at 1:46 PM on 5/20/2014.

Storm Water Multi-Sector General Permit

Step 3 [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

Usage Tips:
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.

[View Copy of Record](#)

Your Current Application:

Tracking #:	MSGPRPT-0091	Facility:	werqf	Type:	Storm Water Multi-Sector General Permit Report
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General Information	Details
MSGP Permit Tracking Number:	2341
Facility Name:	werqf
Facility Street:	asdf
Facility City:	asdf
Facility State:	AK
Facility Zip Code:	1234
Type of Report Submitted:	Annual Report

Attachments	Title (Type), Description
-------------	---------------------------

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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 please call:

The Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov