

Alaska Department of Environmental Conservation Oil Discharge and Contingency Plan Application Package Submittal Guidance

Submitting Application Packages

The required format for submitting application packages changed in October 2016. The format will be electronic, paper, or both – as determined by the department. The department's plan reviewer will make the format determination after surveying the needs of the department and review participants. An electronic version must always be submitted to the department so it can be posted on the department's website. Refer to the process below for submitting electronic documents.

Process for submitting electronic application package documents to the department

1. The applicant saves each application package document as a searchable Portable Document Format (PDF) file. The document must be less than 100MB (megabytes) in size. Plans or supporting documents larger than this will need to be saved as separate volumes that are each smaller than 100MB.
2. The applicant submits the application package to the plan reviewer:
 - a. Via email if the file is less than 19MB; or
 - b. On a CD-ROM or DVD or uploaded via State of Alaska ZendTo – <https://drop.state.ak.us> (use Internet Explorer or Mozilla Firefox) – if the file is 19MB or larger.

Resources for submitting application package documents to the department

The application and associated documents can be found on the department's website:

<http://dec.alaska.gov/spar/ppr/contingency-plans/industry/apply-for-plan/>

For help with ZendTo, refer to the "About Alaska ZendTo" which can be accessed from the bottom bar of the webpage: <https://drop.state.ak.us>

If you are unsure who your plan reviewer is, please contact the Unit Manager for the region that you operate in. Their contact information can be found on the department's website:

<http://dec.alaska.gov/spar/ppr/about/contacts/>