

EDMS Overview

Alaska Department of Environmental Conservation

Division of Water (DOW) Data Team



Department of Environmental Conservation
Division of Water



DEC Division of Water (DOW)

'Improve and Protect Alaska's Water Quality'

- Establish Standards for water cleanliness
- Regulate discharges to waters and wetlands
- Provide financial assistance
 - Water and wastewater facility construction
 - Waterbody assessment and remediation
- Train, certify, and assist water & wastewater system operators
- Monitor and Report on water quality



DOW Programs

Water Quality Programs

- Water Quality Standards, Assessment, and Restoration (WQSAR)
- Permitting (WDAP)
- Compliance and Enforcement

Facility Programs

- Village Safe Water
- Technical Assistance
- State Revolving Fund

Water Information Programs

- Data and Helpdesk
- Water Info Management

Financial & Admin Programs

- DOW Admin



DOW Programs

Water Quality Program Purposes

Permitting

- Industrial discharges such as Seafood, Oil & Gas Development, Construction run off, Domestic Wastewater Treatment Facilities (WWTFs)

Compliance & Enforcement

- APDES Inspection
- CPV Inspection (Cruise Ships)
- Enforcement

Monitoring & Standards

- Monitor background levels
- Set standards for water quality



DOW vs Drinking Water?

Division of Environmental Health

- **Drinking Water Program**
 - Ensure access to safe drinking water
 - Prevent waterborne disease outbreaks
 - Regulates Public Water Systems

How to remember?

- **Division of Water** → Water you recreate in
- **Drinking Water Program** → Water you drink!



EDMS Overview



EDMS Overview

What is EDMS?

'Environmental Data Management System'

- Web-based Application
 - Online permit applications, payments, and tracking
- Permit Database
- Improve Communication
- Enable Sharing of Information
- Increase ease of business between DOW and Public
- Replaces multiple previous systems

Rationale

- E-Reporting Rule
- Enhance transparency
- One database for the Division of Water
- Reporting capabilities
- Provides an online payment option



EDMS Overview

Which DOW permit programs are supported?

Permitting

- Clean Water Act 401 Certifications
- Cruise Ships
- Domestic & Industrial Wastewater
- Mining
- Oil and Gas
- Seafood Processing
- Stormwater

Engineering Support and Plan Reviews (ESPR)

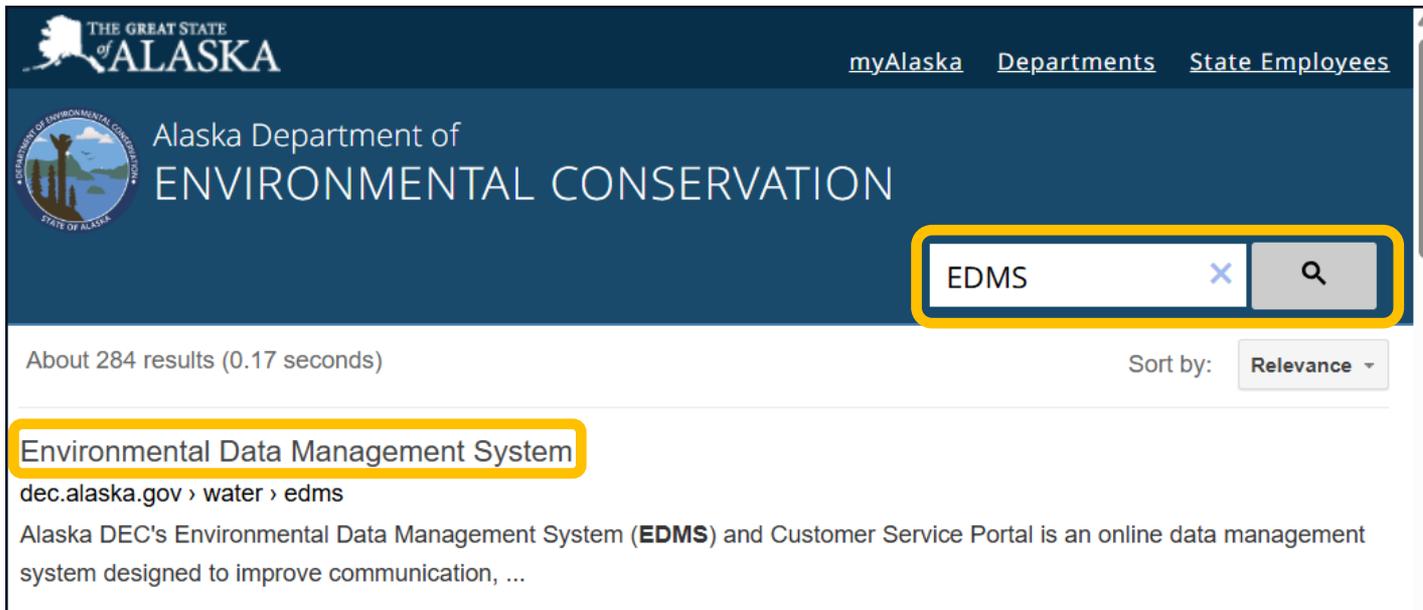
- Documents of Construction
- 'Certified Installer Registration Form'
- Engineered System Plan Reviews



EDMS Overview

How do I get to EDMS?

- Search 'Alaska EDMS' in your browser
- my.alaska.gov → Services for Businesses → 'DEC – EDMS'
- dec.alaska.gov → Search 'EDMS'



The screenshot shows the website for the Alaska Department of Environmental Conservation. The header includes the state logo and navigation links for 'myAlaska', 'Departments', and 'State Employees'. The main navigation bar features the department's name and a search bar containing the text 'EDMS'. Below the search bar, it indicates 'About 284 results (0.17 seconds)' and a 'Sort by: Relevance' dropdown menu. The first search result is 'Environmental Data Management System', which is highlighted with a yellow box. Below the title, the breadcrumb path 'dec.alaska.gov > water > edms' is shown, followed by a brief description: 'Alaska DEC's Environmental Data Management System (EDMS) and Customer Service Portal is an online data management system designed to improve communication, ...'.



EDMS Overview

Who can use EDMS?

Any permittee (or organization) that has regulatory involvement with Division of Water:

- Individuals
 - Consultants
 - Contractors
 - Facility owners & operators
-
- **External EDMS services can be accessed by anyone, without registration**
 - See *Public Services* on EDMS Home Page (Next Slide)



Environmental Data Management System (EDMS)

EDMS is a one-stop portal for submitting permit applications, requesting permit changes, and submitting reports to Alaska DEC Division of Water.

Supported Programs: Cruise Ships, Domestic/Industrial, Mining, Oil and Gas, Onsite Wastewater Registration, Seafood, Stormwater, Water Quality

 [Sign In](#)

[Create an account](#)

Public Services



Public Notice Search

Keep informed about public notices and hearings, access related documents, and submit comments online.



Site Map Explorer

Use our Explorer mapping tools and advanced search capabilities to navigate all available Alaska DEC site information.



Pay Invoices Online

Pay for invoices or fees electronically by check or credit card. No login required.

Permitting & Compliance

What can I do here?

- Apply for permits
- Manage your permits (pay fees, request a renewal, modification, transfer, or permit termination)
- Submit reports required by your permit
- Request online access to a site for which you are a responsible

To get started, you'll need an account.

[CREATE A EDMS ACCOUNT](#)



EDMS Overview

Do I need to register?

Unregistered users can:

- View publicly available documents regarding active facilities throughout the state
- Search, find, or filter active permits
- View current and historical data for permits, inspections, and compliance actions with Map Explorer
- Pay an Invoice online

Registration is required to:

- Apply for Permits
- Manage data for a Site or Project



EDMS Overview

How do I register?

Register through myAlaska:

- 1) my.alaska.gov → Account Services → Register for myAlaska account
- 2) Complete Registration/User Agreement (triggers myAlaska email)
- 3) Open email from myAlaska and click link (opens sign-in page for myAlaska)
- 4) Enter your new credentials & Sign-In to myAlaska



Account Services

Sign into myAlaska

If you're already registered, sign in and begin using applications or manage your profile through the registered user portal.

Register for a myAlaska Account

It's quick, easy and provides the tools you need to start using myAlaska applications in just a few minutes.

Forgot my Username

Provide your email and your username(s) will be emailed to that account.

Forgot my Password

Follow these steps to create a new password for your account.



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- 4) Enter your new credentials & sign-in to myAlaska

Sign in to EDMS to finalize:

- 5) myAlaska Services tab → Services for Businesses → “DEC – EDMS”
- 6) EDMS Home → Sign In
- 7) myAlaska sign-in page for EDMS will open
- 8) Enter credentials & sign in
- 9) Set up your Security Questions to proceed to EDMS





Under Services, scroll down to



Services for Businesses

Then, scroll down to **D** for *DEC*

[DEC Environmental Data Management System \(EDMS\)](#)

Apply for permits, submit reports, and pay fees related to the mining, seafood, stormwater, oil & gas, domestic/industrial wastewater, and cruise ship permit programs within the Division of Water

[DEC Pay Invoices Online](#)

The Environmental Conservation Online Payment Center enables you to pay for invoices or fees electronically by check or credit card.



Environmental Data Management System (EDMS)

 [Sign In](#)

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- [Manage your permits \(pay fees, request a renewal, modification, transfer, or permit termination\)](#)
- [Submit reports required by your permit](#)
- [Request online access to a site for which you are a responsible](#)

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EDMS Overview

How do I register?

EDMS Security Questions (Registration Last Step)

- Choose 5 questions to answer
- Keep answers safe like a password
- Use your answers to reset password if forgotten!

Set Up Security Questions

To continue using the EDMS system, you must first set security questions for your account.

For each of the following fields, choose a challenge question prompt from the available options, and provide a corresponding answer.
To help keep your account secure, choose question/answer pairs that will be both easy to remember and difficult for others to guess.

Security Question 1

In what city did you meet your spouse/significant other? ▼

Elgin



EDMS Overview

FAQ – Registration

‘Why can’t we use one account as a group?’

- Cannot track who is signing when multiple people use an account

‘I have a myAlaska account for the PFD, can’t I use that?’

- We recommend creating a separate myAlaska account with a work email for EDMS (to prevent any issues with filing for PFD)

‘I can’t login and keep getting Error 400?’

- Trying to sign-in with account using the same email address as another account already in EDMS
- Or, first and last name is null (left blank) in myAlaska profile



EDMS Overview

What can I do in EDMS?

After logging in with your myAlaska account, you can:

- Apply for DOW permits
- Request access to your facilities, sites, and projects

Once your access request is approved, you can:

- View your permits, inspection and compliance history
- View and download documents related to your sites
- Submit forms to renew, modify, or terminate a permit
- Submit Annual or other periodic reports
- Invite coworkers, contractors and associates to co-manage
- View invoices



EDMS Overview

What Can I do in EDMS?

Authorized User Roles:

- **Viewer** – Can view info, cannot make changes.
- **Editor** – Can fill out forms and reports.
- **Limited Editor** – Can fill out forms and reports. Cannot edit drafts started by others.
- **Administrator** – Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users.



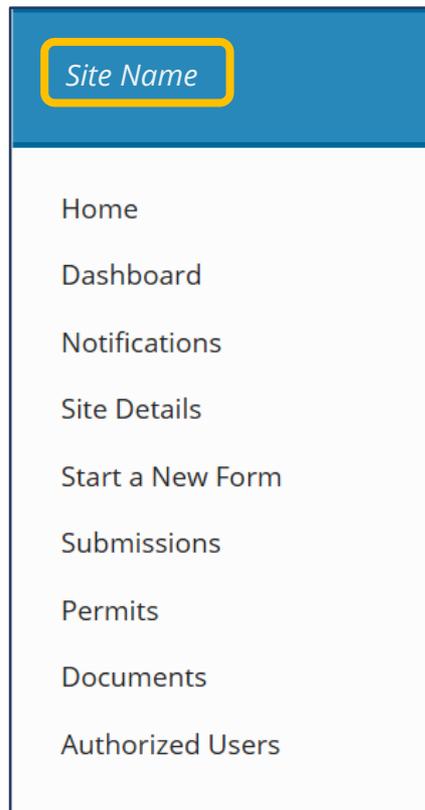
EDMS Menu Navigation



EDMS Menu Navigation

Single Site

If your account is associated with one site:



← The site name will show above 'Home'

- A menu option will not appear if no items in that category
 - e.g. 'Permits' will not appear for a site that has no permits

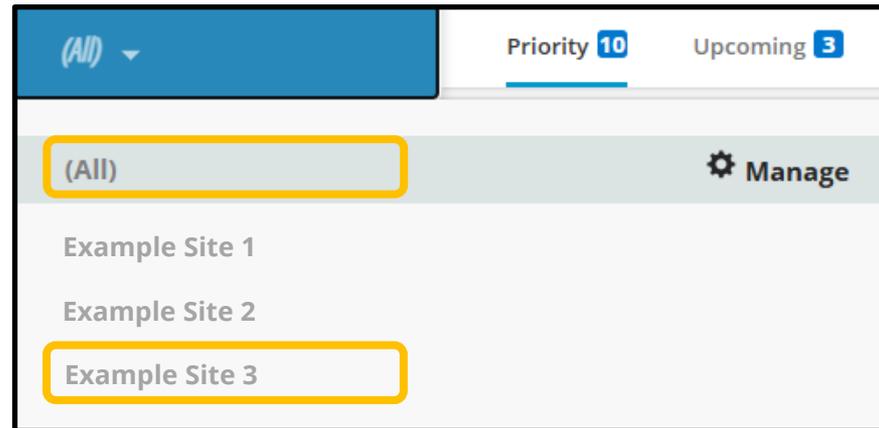
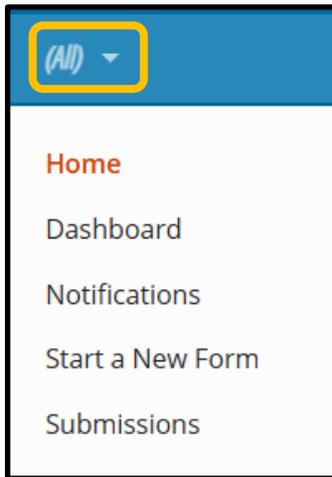


EDMS Menu Navigation

Multiple Sites

If your account is associated with more than one site:

- Use the drop-down arrow above 'Home'
- Select *(All)* to access info across all your sites at the same time
- Select a single site to view info and options for that site



EDMS Menu Navigation

(All) ▾
Home
Dashboard
Notifications
Start a New Form
Submissions
Permits
Evaluations
Violations
Compliance and Enforcement Actions
Financials
Documents

Home – Browse forms, add site, help info

Finding and Submitting Applications and Requests

Begin by browsing the available application, service request and report forms. Once the desired form is located, you can fill it out, submit it, and track it here.

[Browse Forms](#)

Add a Site to your account

Your account currently has access to 8 sites. In order to perform work on additional sites, you'll have to connect them to your user account.

[Add a Site](#)

Need Help?

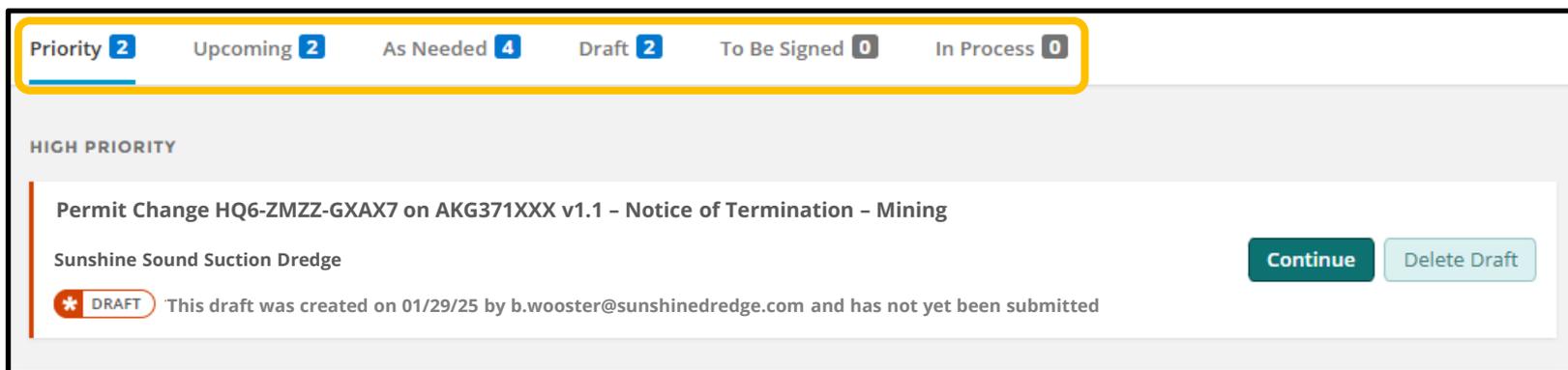
Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance, [Contact Us](#) for additional support options.



EDMS Menu Navigation

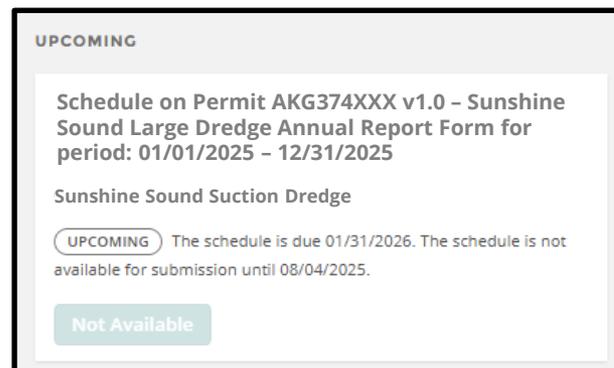
Dashboard – ‘For reporting & payment, go to your Dashboard’

- Displays a summary of priority and active actions



The screenshot shows a dashboard with a navigation bar at the top containing the following items: Priority 2, Upcoming 2, As Needed 4, Draft 2, To Be Signed 0, and In Process 0. Below the navigation bar, there is a section titled "HIGH PRIORITY" containing a card for a permit change. The card title is "Permit Change HQ6-ZMZZ-GXAX7 on AKG371XXX v1.1 - Notice of Termination - Mining". Below the title is the project name "Sunshine Sound Suction Dredge". On the right side of the card are two buttons: "Continue" and "Delete Draft". At the bottom left of the card is a red "DRAFT" label with an asterisk, followed by the text: "This draft was created on 01/29/25 by b.wooster@sunshinedredge.com and has not yet been submitted".

- Tiles for upcoming action items will appear to the right →



The screenshot shows a tile titled "UPCOMING". The main text reads: "Schedule on Permit AKG374XXX v1.0 - Sunshine Sound Large Dredge Annual Report Form for period: 01/01/2025 - 12/31/2025". Below this is the project name "Sunshine Sound Suction Dredge". At the bottom of the tile is a button labeled "Not Available".



EDMS Menu Navigation

- **Notifications** - Alerts about your site(s)
 - Use search bar to locate a specific message
 - Or filter by 'Date Received'

Hilltop Property Service LLC

Notifications

Unread **46** Read **0** Trash **0**

Message Date Received

Permit Issued

Permit Issued - Authorization Ready - Peggy Hill - Hilltop Property Service LLC 04/18/2025 07:19 AM

This is to notify you that Alaska Department of Environmental Conservation has issued the authorization/registration for Peggy Hill, Hilltop Property Services LLC. Details are...



EDMS Menu Navigation

- **Start a New Form** – Find and start a form, continue a draft, view and revise submitted forms

The screenshot shows a web application interface for starting a new form. On the left is a vertical navigation menu with the following items: Site Name (highlighted in blue), Dashboard, Site Details, Start a New Form (highlighted in grey), Submissions, Permits, Evaluations, Violations, Compliance and Enforcement Actions, Environmental Projects, Financials, Documents, and Authorized Users. The main content area is titled 'Start New Form' and contains the question 'What kind of form are you looking for?'. Below this question are five options, each with a right-pointing chevron: 1. 'I want to start a new application' (Forms used to apply for a New Permit, License, or Entrance into a Program); 2. 'I want to renew, modify or terminate an existing permit, license or registration' (Forms used to reissue, modify, transfer or terminate a permit); 3. 'I have a reporting obligation to fulfill' (Reporting forms relating to current permits and active compliance actions); 4. 'I want to make a service request' (Forms used to make a service request); 5. 'I'm not sure' (Search all available forms). A yellow rounded rectangle highlights the main content area.



EDMS Electronic Forms

Find NCN Form – Example 1

- Dashboard → 'As Needed'
 - Each tile is a form you can start anytime
 - Find the tile for 'Noncompliance Notification Form'
 - Click 'Begin' to start a draft

Sunshine Sound Aquaculture Facility

Priority 8 Upcoming 1 **As Needed 8** Draft 5 To Be Signed 0 In Process 3

Schedule on Permit AKG130XXX v1.0 - Noncompliance Notification Form
Sunshine Sound Aquaculture Facility
AS NEEDED **Begin**

Schedule on Permit AKG130XXX v1.0 - Spill Notification Form
Sunshine Sound Aquaculture Facility
AS NEEDED **Begin**

Home
Dashboard
Notifications
Site Details
Start a New Form
Submissions



EDMS Electronic Forms

Find NCN Form - Example 2

- Start a New Form → 'I Have a Reporting Obligation...'

Site Details

Start a New Form

Submissions

Permits

Evaluations

Violations

Compliance and Enforcement Actions

What kind of form are you looking for?

I want to start a new application
Forms used to apply for a New Permit, License, or Entrance into a Program >

I want to renew, modify or terminate an existing permit, license or registration
Forms used to reissue, modify, transfer or terminate a permit >

I have a reporting obligation to fulfill
Reporting forms relating to current permits and active compliance actions >

- On the next page, find 'Noncompliance Notification Form'

Standard As-Needed Reporting Forms - Noncompliance Notification Form

Site Name: Sunshine Bay WWTF
Permit Number: AKG572XXX v1.1
Program Area: Domestic/Industrial

Not Started

Begin

- Verify correct permit number is displayed under form title
- Click 'Begin'



EDMS Menu Navigation

Submissions – Displays submitted forms and status

Form Name	Form Type	Created By	Received Date	Due Date	Reference Number	Agency Contact	Instructions	Submission Status
Application - Small Suction Dredge (SSD) Placer Mines GP Registration	(All)	Elaine Benes			HQF-C4XZ-135Y6			Draft

Form Name	Form Type	Created By	Received Date	Due Date	Reference Number	Agency Contact	Instructions	Submission Status
AKG130XXX v1.0 - Aquaculture Annual Report Form	(All)	C. Kramer	03/13/2024	03/15/2024	HQ2-PCJR-7XD86	Anne Weaver anne.weaver@alaska.gov (907) 269-7483		In Process



EDMS Menu Navigation

Permits – Displays list of active & historical permits for site

AKG374X XX v2.0 (F2340 – MV Miss Sunshine)	Mining Authorization AKG374XXX Sunshine Sound Large Dredge Placer Miners GP Mining	Nick Dallman nicholas.dallman@alaska.gov (907) 451-2142	03/06/2025	03/07/2025	06/30/2029	In Effect	⋮
AKG371XXX v1.0	Mining Authorization AKG371XXX Medium Size		03/02/2022	09/20/2023	02/28/2026	Terminated	⋮

PERMIT CATEGORY Mining Authorization

ISSUED ON 03/06/2025

EFFECTIVE ON 03/07/2025

EXPIRES ON 06/30/2029

Permittee
Homer Simpson
742 Evergreen Terrace
Springfield, AK 99555

Agency Contact
Nick Dallman
nicholas.dallman@alaska.gov
(907) 451-2142

Documents 2 Select All

AKG374XXX CoverLtr 2025.pdf 03/06/2025 5:01 PM

← Click on a Permit to view:

- Permit Details
- Permittee Contact
- DEC Agency Contact
- Documents linked to the permit



EDMS Overview

Permit Contact Roles

- Common Contact Roles:
 - **Applicant** – Primary Contact Role for Submissions
 - **Permittee/Responsible Party** – Primary Contact Role for Permits
 - **Billing contact** – Primary Contact Role for Invoices
 - **Inspection Contact** – Primary Contact role for Evaluations
 - **Notification Recipient** – Can receive various email notifications
- Every permit Contact has one or more Contact Roles
 - Initial contact information received on NOI (Notice of Intent) submission



EDMS Menu Navigation

Evaluations – Completed Evaluations (Inspections)

Number	Program Area	Type	Evaluator	Scheduled Date	Start Date	Decision	Status
E-03641 Permit: AKG130XXX v3.0	Seafood	Routine (Seafood)	Elizabeth Stergiou	08/18/2023	08/18/2023	Complete	⋮

Inspection Contact

Marge Simpson
Asst Production Manager
742 Evergreen Terrace
Springfield, AK 99555

Agency Contact

Elizabeth Stergiou
elizabeth.stergiou@alaska.gov
(907) 269-6287

Documents 1

AKG130XXX 2025.05.09 IR.pdf 09/14/2023 10:44 AM

- ← Click the symbol to view
- Evaluation details
 - Inspection Contact
 - DEC Agency Contact
 - Linked Documents



EDMS Menu Navigation

Violations – A list of issues identified at a site

Violation Category	Violation Type	Description	Evaluation Permit Number	Non-Compliance Date	Status
Individual Permit SEVs	Monitoring Violations - Frequency of Sampling Violation (18 AAC 83.405 (k) Monitoring and records)	Violation found during Routine (Domestic/Industrial)	AK0021XXX	06/15/2023	Inactive - Resolved

- If **(All)** is selected in drop-down, additional filter *Site Name* will appear

Site Name	Violation Category	Violation Type	Description	Evaluation Permit Number	Non-Compliance Date	Status
Riverdale Aquaculture Facility	AKG130000 Aquaculture	AKG130(6.2.5) At a minimum, a QAPP must include the items identified in this Part. (18 AAC 83.405(b) Duty to comply SEV:B0041)	Violation found during Seafood Routine (Seafood)	AKG130XXX	08/18/2023	Inactive - Resolved



EDMS Menu Navigation

Compliance & Enforcement Actions - A list of all C&E actions taken at the site and their status

Action Type	Action Number	Primary Program	Responsible Party	Action Date	Action Status
Notice of Enforcement	NOE-0000X0 Case: XX-XXXX-XX	Domestic/Industrial		04/22/2021	Issued
Notice of Violation	Case: XX-XXXX-XX	Domestic/Industrial	Ned Flanders City of Springfield PO Box 700 Springfield, AK 99555	07/14/2023	Closed
Compliance Letter	CL-XXXX	Domestic/Industrial		05/23/2019	Closed



EDMS Menu Navigation

Financials – A list of all fees and fines assessed to a site

- Reference Number + LF = Late Fee for missing item with that #

Seafood Processor GP 2025 AKG521XXX Late Fees	AKG521XXX- WQ:48143-2025-LF	02/21/2025	02/21/2025	\$60.00	\$60.00	Open
Seafood Processor GP 2025 AKG521XXX	AKG521XXX- WQ:48143-2025	01/21/2025		\$1,715.00	\$1,715.00	Open
Seafood Processor GP 2024 AKG521XXX Late Fees	AKG521XXX- WQ:48143-2024-LF	01/20/2024		\$60.00	\$0.00	Open

Type	Date	Amount
Late Fee	02/21/2025	\$20.00
Late Fee	03/21/2025	\$20.00
Late Fee	04/21/2025	\$20.00

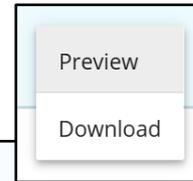
- Click 'Open' for a financial to view:
 - ← Total charges
 - 'Pay Online' button
 - 'Generate Payment Voucher' button
 - Payment history & adjustment requests



EDMS Menu Navigation

Documents – Copies of documents submitted for site

- View as *List* (all documents) or *Groups* (by type)
- Checkbox = select document for download
- Click  to *Preview* document, or *Download* a copy →



▶	Schedule							
▶	Receivable							
▼	Permit							
<input checked="" type="checkbox"/>	 AKG572XXX Authorization.pdf	Domestic & Industrial Permit Documents	Permit	AKG572XXX v1.0	02/22/2023 11:54 AM	DEC Agency Contact Name		



EDMS Menu Navigation

Authorized Users – A list of people who have been approved to view or edit data for a site

- If *(All)* sites are selected *Authorized Users* will not appear on menu
- Administrator role can invite others → **Invite User to Join**
- Invitee receives email with prompt to click link to accept

Archie Andrews	Administrator	aandrews@work-email.com	01/13/2025	Active	Open
Betty Cooper	Editor	betty.cooper@work-email.com	01/13/2025	Active	Open

You have been invited by **Janna Lindley-Machalek** at janna.lindley-machalek@alaska.gov to be associated to site [REDACTED] with a role of **Editor** in EDMS.

Click the link below or copy and paste the link into your web browser to accept the invitation:

[https://dec.alaska.gov/Applications/Water/EDMS/ncore/acceptinvite?
token=6C6AD01A559263F84403EDF4613CDC36](https://dec.alaska.gov/Applications/Water/EDMS/ncore/acceptinvite?token=6C6AD01A559263F84403EDF4613CDC36)



EDMS Resources

Need assistance with EDMS?

- Email us at: edms.help@alaska.gov
- Call our Helpdesk line: **907-465-5353**
- Self Service Option: [EDMS Helpdesk Webpage](#)

Questions about permit requirements?

- Reach out to your [DEC Agency Contact](#) (Permitting Staff)

Questions about Drinking Water?

- Contact [Drinking Water Staff](#)

