



THE STATE
of **ALASKA**
GOVERNOR MIKE DUNLEAVY

**Department of Environmental
Conservation**

DIVISION OF WATER
Juneau

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January 9th, 2023

Dear Responsible Party,

The Alaska Department of Environmental Conservation (DEC, Department) - Cruise Ship Program has transitioned to a new online system named the Environmental Data Management System (EDMS). This new system streamlines communication between regulators, industry, and the public and makes it easier for operators to submit and access permit and compliance information. EDMS replaces the DEC Online Application System (OASys) for online form submissions.

Effective Monday, January 9th, 2023, all cruise ship required submissions, including applications (e.g., Cruise Ship Season Registration, Notices of Intent) and all reporting requirements (e.g., DMRs) may be submitted electronically through EDMS. Submitting this information through EDMS will provide a more direct line of communication with the Department.

Please review the information and step-by-step instructions on the following pages to connect your myAlaska account with your vessel(s).

Sincerely,

A handwritten signature in cursive script that reads "Kaitlyn Raffier".

Kaitlyn Raffier, Cruise Ship Program Manager
Division of Water

Logging into EDMS and Connecting to Your Facilities (Vessels)

If you or a representative of your cruise line has registered a vessel previously through the DEC OASys system, you will already be affiliated as an Administrator to your vessels in EDMS after logging into EDMS for the first time, using your myAlaska account.

1. Visit the EDMS Home page at <https://dec.alaska.gov/Applications/Water/EDMS>.
2. Click “Sign-in”. You will be taken to the myAlaska sign-in page.
3. Either log in with your existing myAlaska account or click the “New User: Register for a myAlaska Account” button to create a new My Alaska account and complete the registration process.
4. After logging in to myAlaska, you will be redirected back to EDMS.
5. Set up your five security questions.

To request access to an existing vessel:

1. From the home screen click “Add a site to your account.”
2. From the second step, click the option “For a previously registered site.”
3. From the third step, click the “Search for a site” button.
4. Using the EDMS map explorer, search for your vessel by ‘vessel name’ or ‘previous registration number’.
5. Once the vessel is located, click the “Claim this site” button, provide your contact information, and submit.

You will receive an email when DEC approves your access request.

If you are affiliated with additional vessels, you can request access from within EDMS again.

Inviting Others to Manage Your Vessels

When DEC approves your access request, you will be designated as an “Administrator” for your vessel in EDMS. As an administrator, you can invite coworkers, associates, and consultants/contractors to view and submit data on behalf of your vessel. To invite others:

1. Click “Authorized Users” menu item
2. Click the “Invite User” button at the top of the screen
3. Type the name, email, and select the role you wish to grant to the user
4. Click the “Invite User” button

An email will be sent to the email address provided containing a special link that activates the invitation.

For More Information

For more information, visit the EDMS Help Page at <https://dec.alaska.gov/water/edms/edms-help>

If you have any questions regarding the transition to EDMS or need technical assistance, please submit a Help Request to edms.help@alaska.gov include a phone number where you can be reached for assistance.

Cruise Ship Information – 2023 Season

- EDMS is the primary means for all submittals (applications/deliverables)
If necessary, you may still submit items to the general email (DEC.WQ.Cruise@alaska.gov).
- Please check EDMS frequently.
See Tables 1 and 2 for Required Due Dates.
- If you have any questions or concerns through the season, please use our general email at DEC.WQ.Cruise@alaska.gov.
Emailing DEC staff members directly may result in a delayed response.
- DEC requires that all unauthorized incidents that may result in a violation of the General Permit be reported:
 - verbally within 24 hours of discovery of the incident, and
 - written (EDMS/email) submission of noncompliance notification within 5 days after discovery of the incident.

Please contact Mark Chryss at 907-269-4720 with these verbal reports.

- DEC Cruise Ship Program staff will be conducting underway inspections of all large discharging vessels this season. DEC intends to have an inspection plan in place before the season and expects all vessels to be aware/prepared for accommodating DEC inspectors.
- DEC staff will need access to Wi-Fi while conducting their underway inspection. Please make sure this is communicated to onboard staff and provided to inspectors upon boarding. We appreciate your help with this.
- Vessel Specific Sampling Plans (VSSPs) should include a key describing all overboard discharge valves (i.e., all valves mentioned/described in discharge logs submitted to DEC).
- All post-season document requirements will now be due within 14 days of the vessel's last voyage in Alaska waters. See the Tables 1 and 2.
- In addition to the Cruise Ship Program, separate divisions within DEC and Federal Agencies also have jurisdiction on commercial passenger vessels operating in Alaska waters. Correspondence on the following should go directly to the specific agency listed as follows:
 - Division of Air Quality: All items relating to monitoring and reporting of air emissions/opacity items moved to DEC, Division of Air Quality.
 - Division of Water – Wastewater Discharge Authorization and APDES Program (DOW-WDAP): All Discharge Authorizations (GP / BMP)
 - Division of Spill Prevention and Response (SPAR): Requirements for obtaining a Certificate of Financial Responsibility (COFR) and/or a Contingency Plan (C-Plan) are handled by the Prevention Preparedness and Response (PPR) Program. Cruise Ships are categorized as Nontank Vessels (NTVs).
 - EPA Vessel General Permit Information can be found at: <https://www.epa.gov/npdes/vessels-vgp>
 - U.S. Coast Guard Sector Juneau can be contacted at 907-463-2980.

Table 1. CPVEC Requirements and Due Dates: Large Cruise Ships

Document	Due Date (2023)
Registration Requirements:	
Registration with original notarized signature page submitted (AS 46.03.461, 18 AAC 69.010)	March 1
Nonhazardous Solid Waste Offloading and Disposal Plan (AS 46.03.475(e)(1), Plan requirements at 18 AAC 69.035)	March 1
Hazardous Waste and Hazardous Substance Offloading Plan (AS 46.03.475(e)(2), Plan requirements at 18 AAC 69.040)	March 1
Environmental Compliance Fee and Ocean Ranger Fee	June 1
Requirements while IN ALASKA WATERS:	
Reporting of hourly vessel location (Monthly Report)	Due by 5 th day of the following month
Requirements if discharging IN ALASKA WATERS:	
NOI to request discharge under the Wastewater Discharge General Permit.	Due 30 days prior to discharge
Wastewater Sampling Quality Assurance Project Plan (QAPP requirements at 18 AAC 69.025)	March 1
Sampler qualifications for approval	Due 21 days prior to the first sample event
Vessel Specific Sampling Plan (VSSP) – Approved by ADEC (Requirements at 18 AAC 69.030)	Approved VSSP required 21 days before sampling
Discharge Monitoring Report: Required of all GP vessels regardless of actual discharge. (Monthly)	Due by the 21 st day of the following month
Effluent sample reports and electronic sample data (Twice per month)	Due 21 days after analytical testing is completed
Reporting of daily discharge logs, discharge records (Monthly)	Due by the 5 th day of the following month
OTHER Requirements:	
Discharge or offloading of hazardous waste (copy of report or notice as required by US or Canadian laws, per AS 46.03.475(d))	Due 21 days after providing report/notice to US/Canadian agency
POST-SEASON Requirements:	
Voyage Report: written or electronic vessel voyage report (highlight deviations if different from registration count)	14 days after last voyage in AK waters
Deviation Reports	14 days after last voyage in AK waters
Additional payment/Refund request (for added/deleted voyages): regulations require a signed refund request. NOTE: Request for refund is required by owner/operator. Refunds will not be issued based on end of season voyage reports.	14 days after last voyage in AK waters

Table 2. CPVEC Requirements and Due Dates: Small Cruise Ships

Document	Due Date (2023)
Registration Requirements:	
Registration with original notarized signature page submitted (AS 46.03.461, 18 AAC 69.010)	March 1
Nonhazardous Solid Waste Offloading and Disposal Plan (AS 46.03.475(e)(1), Plan requirements at 18 AAC 69.035)	March 1
Hazardous Waste and Hazardous Substance Offloading Plan (AS 46.03.475(e)(2), Plan requirements at 18 AAC 69.040)	March 1
Environmental Compliance Fee and Ocean Ranger Fee	June 1
Requirements if discharging IN ALASKA WATERS:	
Best Management Practices (BMP) Plan (AS 46.03.462(k))	March 1
Wastewater Sampling Quality Assurance Project Plan (QAPP requirements at 18 AAC 69.025)	March 1
Sampler qualifications for approval	Due 21 days prior to the first sample event
Vessel Specific Sampling Plan (VSSP) – Approved by ADEC (Requirements at 18 AAC 69.030)	Approved VSSP required 21 days before sampling
Effluent sample reports and electronic sample data (As required by DEC)	Due 21 days after analytical testing is completed
OTHER Requirements:	
Discharge or offloading of hazardous waste (copy of report or notice as required by US or Canadian laws, per AS 46.03.475(d))	Due 21 days after providing report/notice to US/Canadian agency
POST-SEASON Requirements:	
Voyage Report: written or electronic vessel voyage report (highlight deviations if different from registration count)	14 days after last voyage in AK waters
Deviation Reports	14 days after last voyage in AK waters
Additional payment/Refund request (for added/deleted voyages): regulations require a signed refund request. NOTE: Request for refund is required by owner/operator. Refunds will not be issued based on end of season voyage reports.	14 days after last voyage in AK waters

CPV Online Resources for AK Operations

CPVEC

- Cruise Ship Program: <http://dec.alaska.gov/water/cruise-ships/>
- Links for Cruise Ship Operators:
<http://dec.alaska.gov/water/cruise-ships/cruise-operator/>
- Cruise Ship Program Laws (AS 46.03.460 – 490) and Regulations 18 AAC 69):
<http://dec.alaska.gov/water/cruise-ships/laws-regs/>

Division of Air – Visible Emissions (Opacity Requirements)

- Air Compliance Program: <https://dec.alaska.gov/air/air-compliance/>
- Air Quality Control Regulations 18 AAC 50: <http://dec.alaska.gov/water/cruise-ships/laws-regs/>
- Excess Emission Self Report Form: <http://dec.alaska.gov/water/cruise-ships/cruise-air/>

SPAR Division – Oil Spill Prevention Requirements (COFR and C-Plan)

- <http://dec.alaska.gov/spar/ppr.aspx>

Note: Cruise Ships are categorized as Nontank Vessels (NTVs). see AS 46.04.900 (12).

- NTV requirements for operations in AK waters:
 - Certificate of Financial Responsibility (COFR):
<http://dec.alaska.gov/spar/ppr/contingency-plans/financial-responsibility/apply-for-fr>
 - Contingency Plan (C-Plan):
<http://dec.alaska.gov/spar/ppr/contingency-plans>
- Regulations and Technical Guidance: <http://dec.alaska.gov/spar/ppr/regulations-guidance>

EPA – Vessel General Permit (VGP)

- <https://www.epa.gov/npdes/vessels-vgp>

USCG – District 17 (Alaska)

- <https://www.pacificarea.uscg.mil/Our-Organization/District-17/>
- <https://www.pacificarea.uscg.mil/d17/contact-us/>