

How to Submit a Noncompliance Notification Form in EDMS

- 1) Log into your EDMS account at dec.alaska.gov
- 2) Navigate to the menu on the left side and click **'Start a New Form.'**
- 3) Click **'I Have a Reporting Obligation to Fulfill.'**

[Your Site Name]

Start New Form

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 >

- 4) On the next page, find **'Standard As-Needed Reporting Forms – Noncompliance Notification Form.'**
- 5) Click **'Begin.'**

Standard As-Needed Reporting Forms - Noncompliance Notification Form Not Started

Site Name: [Your Site Name Will Display Here]

Permit Number: [Your Permit Number Will Display Here]

Program Area: Domestic/Industrial

Begin

- 6) The next screen will show instructions and DEC contact information – click the **'Begin Form Entry'** button.

Noncompliance Reporting Form

VERSION 1.3

INSTRUCTIONS

Enter the required facility information and use the attachment control to upload and attach required documentation of the noncompliance.

CONTACT INFORMATION


Main Address

Alaska Dept. of Environmental Conservation
Wastewater Discharge Authorization Program
555 Cordova Street
Anchorage, AK 99501
Phone: (907) 269-6285

CONTACTS

Email:
dec-wqreporting@alaska.gov

FORMS MUST BE SUBMITTED WITHIN FIVE DAYS OF BECOMING AWARE OF THE EVENT.

 **Begin Form Entry**

7) Complete the **'Contact Information'** section.

- Two contact roles are required: **Reporter** and **Operator or Owner**.
- **If the Reporter is *also* the Owner or Operator**, check two boxes:

Contact Role(s)

Agent Operator

Owner Reporter

Contact

First Name: Daria Last Name: Morgendorfer

Phone Type: Mobile Phone Number: 555-555-5555

Email: example@email.com

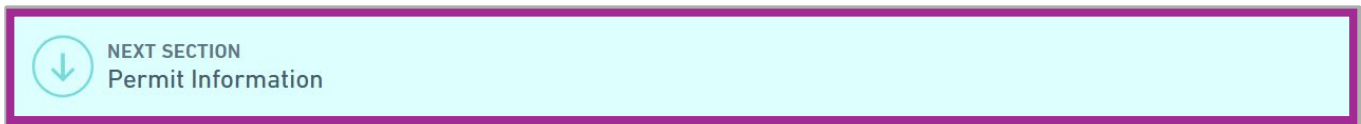
- **If the Reporter is *different* from the Owner or Operator**, add a second contact and designate one as Reporter and the other as Owner or Operator.
- The **'Add New Contact Information'** button creates a new row for you to add a new contact.
- The **'Delete'** button removes a contact.
- The **'Duplicate'** button creates a new contact with the same name and information.
- The **'Clear'** button erases what you have typed.

3 Contact Information [DUPLICATE] [DELETE]

4 Contact Information

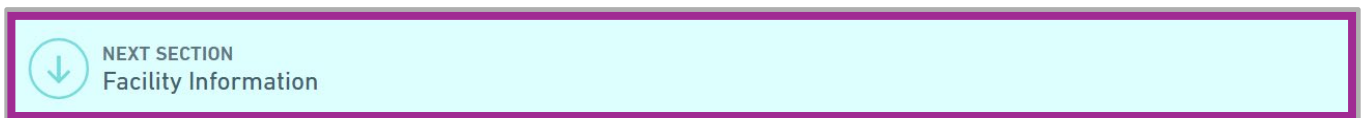
ADD NEW CONTACT INFORMATION

8) Click the light blue bar at the bottom of the page that says **'Next Section → Permit Information'**



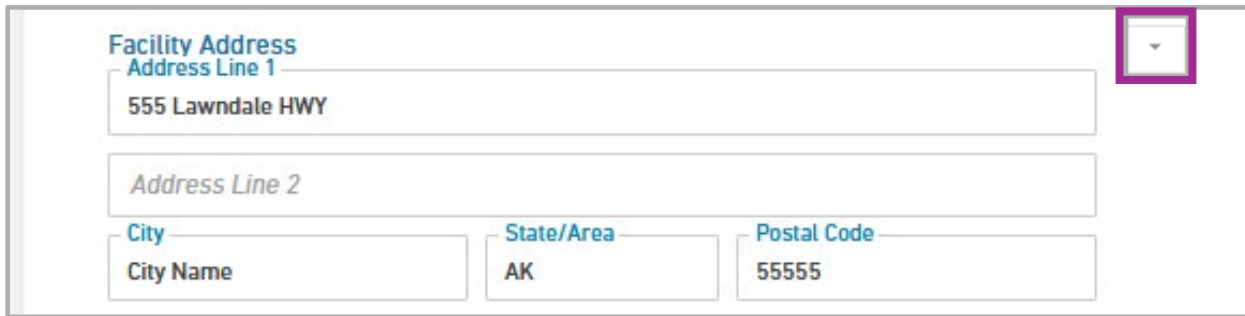
9) View your **Permit Number** to confirm it is correct.

10) Click the light blue bar at the bottom of the page that says **'Next Section → Facility Information'**



11) Fill out the **Facility Information** Section.

- Type your facility's address, or auto-fill an address by clicking the downward triangle symbol: 



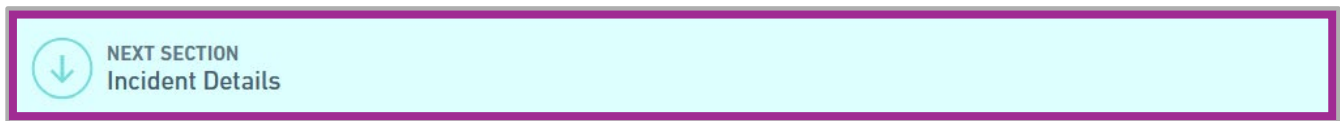
The form is titled "Facility Address" and contains several input fields. "Address Line 1" contains "555 Lawndale HWY". "Address Line 2" is empty. "City" contains "City Name", "State/Area" contains "AK", and "Postal Code" contains "55555". A downward triangle symbol is highlighted in a purple box in the top right corner.

- Click the next downward triangle symbol to select your facility's borough from the drop-down list.
- To clear your selection click the 'x' symbol: 




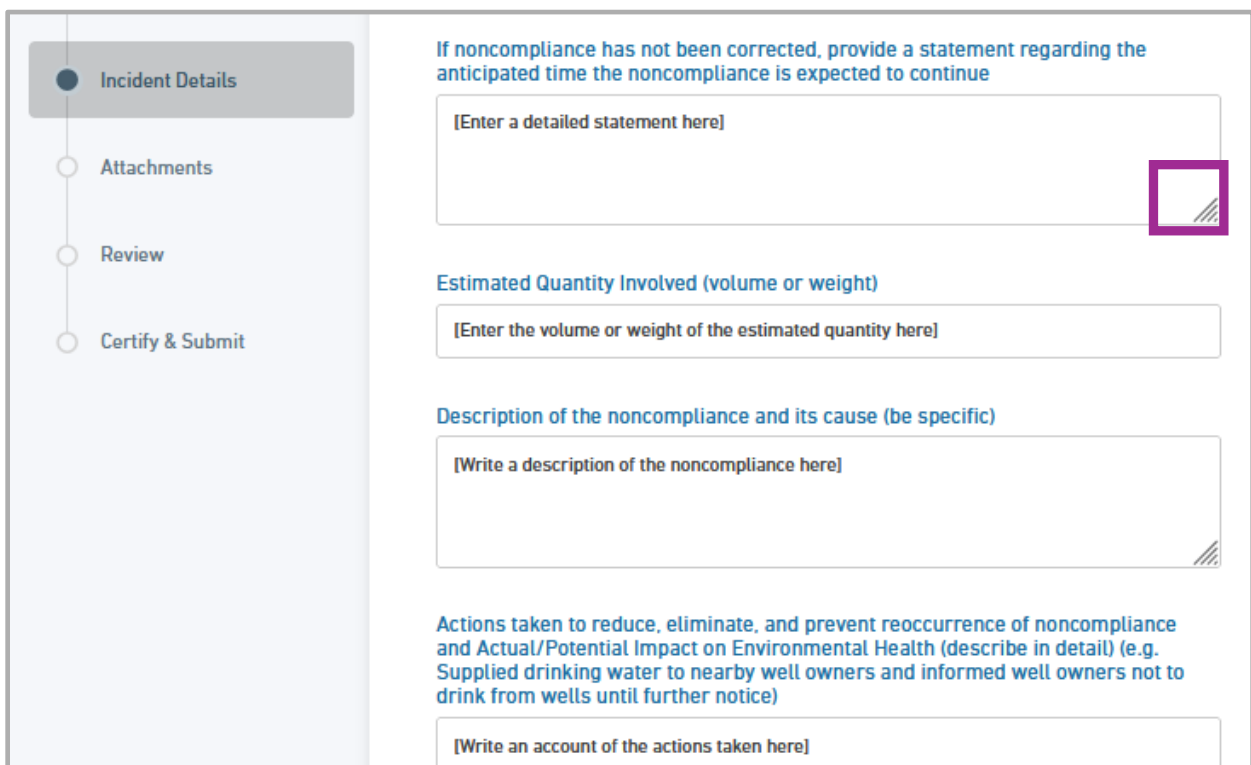
The form is titled "Borough or Similar Government Subdivision" and contains a dropdown menu with "City and Borough of Juneau" selected. A purple box highlights the 'x' symbol and the dropdown arrow.

12) Click the light blue bar at the bottom of the page that says **'Next Section → Incident Details'**



13) Complete the **'Incident Details'** section.

- To change the size of a text box, *click and drag* this symbol: 



The "Incident Details" section features a sidebar with navigation links: "Incident Details" (selected), "Attachments", "Review", and "Certify & Submit". The main content area includes:

- A text box for a statement regarding noncompliance, with a purple box highlighting the "click and drag" symbol in the bottom right corner.
- A text box for "Estimated Quantity Involved (volume or weight)".
- A text box for "Description of the noncompliance and its cause (be specific)".
- A text box for "Actions taken to reduce, eliminate, and prevent reoccurrence of noncompliance and Actual/Potential Impact on Environmental Health (describe in detail) (e.g. Supplied drinking water to nearby well owners and informed well owners not to drink from wells until further notice)".

- Scroll down to complete the **'Permit Condition Deviation'** subsection.

The screenshot shows a sidebar on the left with four items: 'Incident Details' (selected with a dark circle), 'Attachments', 'Review', and 'Certify & Submit'. The main content area is titled 'Permit Condition Deviation' and contains the instruction: 'Identify each permit condition exceeded during the event.' Below this are four text input fields, each with an example: 'Parameter (e.g. BOD pH)' with '[Example: Effluent BOD]', 'Permit Limit' with '[Example: 200 mg/L]', 'Exceedance (sample result)' with '[Example: 30 mg/L]', and 'Sample Date' with '[Example: 12/09/2024]'. Each field has a small diagonal icon in the bottom right corner.

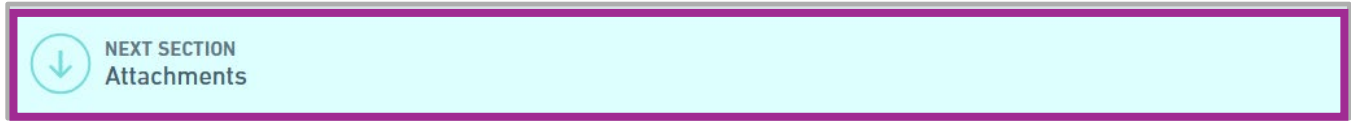
- Scroll down to complete the **'Corrective Actions'** subsection.

The screenshot shows the sidebar with 'Incident Details' selected. The main content area is titled 'Corrective Actions' and contains the instruction: 'Describe corrective actions taken to restore the system to normal operation and to minimize or eliminate chances of recurrence.' Below this is a large text input field with the placeholder text '[Describe corrective actions here]' and a diagonal icon in the bottom right corner.

- Under **'Environmental Damage?'** click the downward triangle symbol to see the drop-down list.
 - Select **'Yes'** if environmental damage occurred as a result of the event.
 - Select **'No'** if there was no environmental damage resulting from the event.
 - Select **'Unknown'** if it is unknown whether environmental damage occurred.
- If **Yes** is selected, an additional text box will appear for you to describe the impact of the damage.

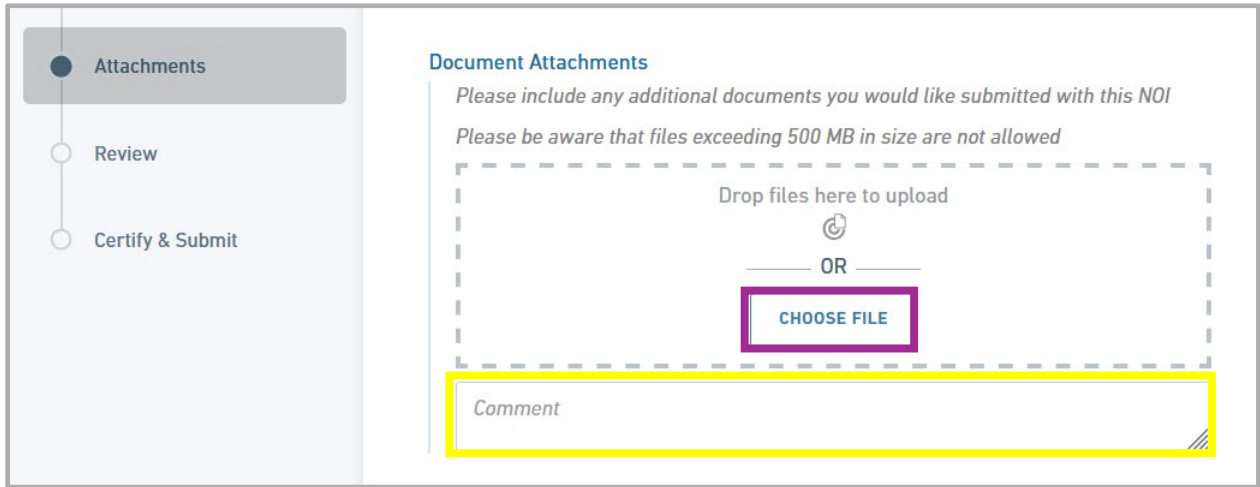
The screenshot shows the sidebar with 'Certify & Submit' selected. The main content area is titled 'Environmental Damage?' and has a dropdown menu with 'Yes' selected. A purple box highlights the dropdown arrow. Below this is a yellow-bordered text input field with the instruction: 'Actual / Potential Impact on Environment / Public Health (describe in detail)' and the placeholder text '[Describe the impact of the event on the environment and/or public health here]'. A diagonal icon is in the bottom right corner of the text box.

14) Click the light blue bar at the bottom of the page that says 'Next Section → Attachments'

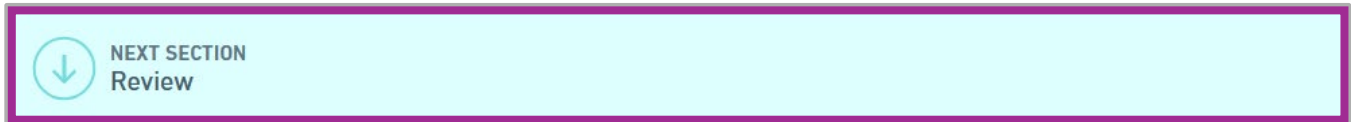


15) The 'Attachments' section allows you to include additional documents you would like to submit.

- Click the 'Choose File' button to navigate to the file you wish to attach.
- You may also drag-and-drop files from your computer onto the gray rectangle to attach them.
- Note that a comment can be left in the box under the Choose File button.
- **If you cannot upload, please check your file size - files over 500 MB in size are not allowed.**

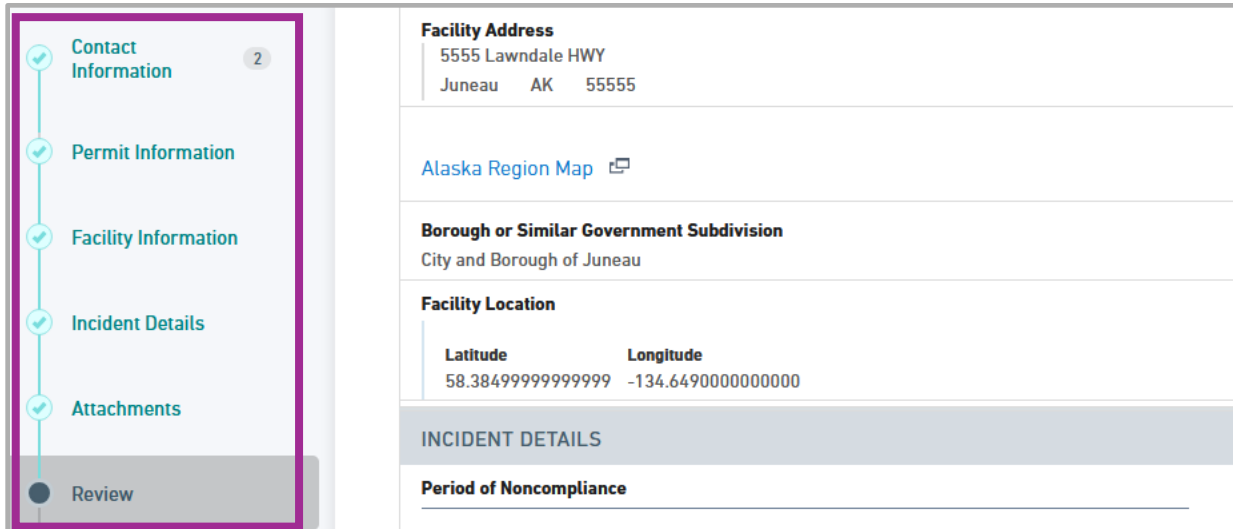


16) Click the light blue bar at the bottom of the page that says 'Next Section → Review'



17) The 'Review' section allows you to look over the form.

- Note the sections of the form on the left – an incomplete section will appear in red: ⊗ Permit Information
- To complete an unfinished section, click on the section name and correct any missing or invalid fields.



- To *print* a paper copy of the **Review** section, click **'Print Review'** on the bottom right.
- To *save* a copy to your computer, click **'Print Review,'** then print as a PDF.

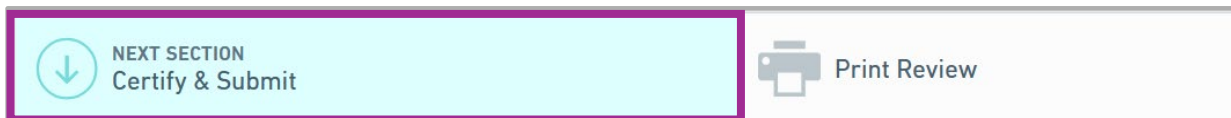


18) Click the light blue bar at the bottom left that says **'Next Section → Certify and Submit'**

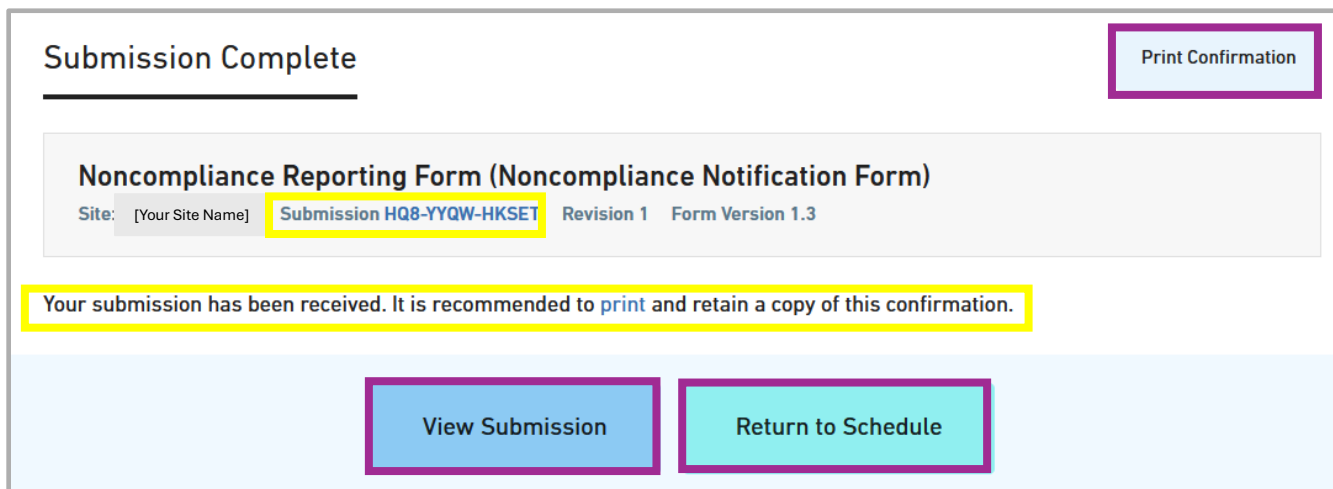


19) The **'Certify & Submit'** section allows you to submit - or save - the form.

- To save your progress as a draft and finish later, click **'Save and Exit.'**
- The authority to certify and submit the form depends on whether the EDMS user meets signature requirements as outlined in Alaska Administrative Code ([18 AAC 83.385](#)).
- If you do not meet signature requirements, click **'Save and Exit'** and notify the Responsible Official (RO) for the facility – **the RO can then log in to complete the final 'Certify & Submit' step.**
- If signature requirements are met, click **'Certify & Submit'** on the left to confirm the certification statement and submit the form to DEC.



20) A **Submission Complete** message will appear when the form has been submitted successfully.



- Note your unique submission code (numbers and letters with dashes) for future reference.
- Clicking the **'Print Confirmation'** button will allow you to print - or save - this confirmation.
- Clicking the **'View submission'** button will allow you to review the submitted form.
- Clicking the **'Return to Schedule'** button will take you back to 'Submission Details.'

Please reach out to the EDMS helpdesk with questions, or to request assistance:

(907) 465-5353

edms.help@alaska.gov