

Alaska Department of Environmental Conservation

Oil Discharge and Contingency Plan

Application Package Submittal Guidance

1. Application Packages¹ Submitted After 04/15/2016 and Before 10/17/2016

Until 10/17/2016, the submittal requirements for application packages will be the same as those prior to 04/16/2016, with most copies being paper, some electronic, and no documents posted on the department's website. However, the department will allow the applicant to follow the submittal procedures that go into effect after 10/16/16, as outlined in 2, if the applicant chooses to.

2. Application Packages Submitted After 10/16/2016

The format for application packages submitted after 10/16/2016 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/apply_contingency_plan.htm

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/contacts.htm>

¹ "Application package" means the application form, plan, and supporting documentation as requested by the department.