

# Guidance for Cruise Ship Registration – 2015 Season!

## Step by Step Document

This document will assist you in completing the new online registration process. If you need further assistance with the online registration process, please contact the Division of Water at 907-465-5180 or email [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)

### Cruise Ship Registration 2015

1

Go to the Cruise Ship Program Home page:

[http://www.dec.state.ak.us/water/cruise\\_ships/index.htm](http://www.dec.state.ak.us/water/cruise_ships/index.htm)

Select the “2015 Vessel Registration” link under “Highlights”



2

Please review the documents and attachments on this page. Be sure to mark the dates various items are due.

When ready to begin the online registration process, click on the “Complete Registration Online” button.

FILE	REQUIREMENT	AUTHORITY	DUE DATE	UPDATED
	Vessel Registration	AS 46.03.461, 18 AAC 69.010	March 1, 2015	
	2014 Quality Assurance Project Plan (QAPP)	AS 46.03.465(b), 18 AAC 69.025	March 1, 2015	6/2014
	Non-hazardous Solid Waste Offloading and Disposal Plan	AS 46.03.475(e) (1), 18 AAC 69.035	March 1, 2015	
	Hazardous Waste and Substance Offloading Plan	AS 46.03.475(e) (2), 18 AAC 69.040	March 1, 2015	
	Vessel Specific Sampling Plan (VSSP)	18 AAC 69.030	21 days before sampling as required under AS 46.03.465	12/2014
	Small Cruise Ship and Ferry VSSP			12/2014
	Environmental Compliance Fee (calculated as part of online registration)	AS 46.03.480, 18 AAC 69.015	June 1, 2015	
	Vessel Voyage Report	18 AAC 69.015(5)	Nov 15, 2015	
	Deviation Report	18 AAC 69.065	Nov 15, 2015	

NOTE: Please review the 2015 Online Registration Step by Step document before proceeding to fill out the online registration.

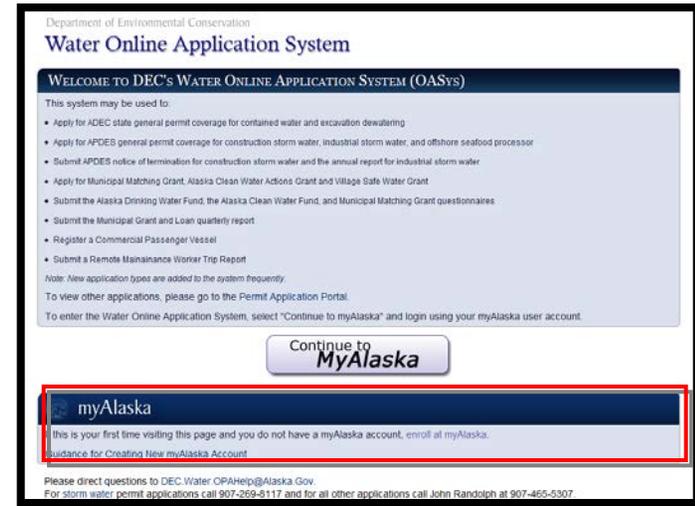
[Complete Registration Online](#)

3

From the OASys home page, you can continue to your application by clicking the **“Continue to MyAlaska”** button.

**TIP:**

OASys requires an active myAlaska account. If you do not have a myAlaska account, you can create one by following the steps outlined in the **“myAlaska”** box at the bottom of the page.



4

You will arrive at the Water Online Application system, ready to fill in the registration!

Select the **“Cruise Ship”** tab from the available categories. Once on the Cruise Ship tab, click on the **“Cruise Ship Registration”** link.



5

**Step 1** asks a series of question on the name of the cruise ship and the number of passengers and voyages for the 2015 cruise season.

Fill out the information on this page as completely as possible.

**TIP:**

Questions with a Star (\*) next to them are required.

**Cruise Ship Registration**

Submission Process Step Timeout 29:57  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 [Progress Bar]

**Facility Information**

**Purpose**  
The Department uses the information that you enter in this step to calculate your Environmental Compliance fee, and your Ocean Ranger fee if it applies. Both fees are based on passenger capacity, determined with reference to the number of lower-berths. The Environmental fee is a flat per-voyage fee. The Ocean Ranger fee is \$4 per voyage for each lower-berth, and applies only to large commercial passenger vessels (250 or more passenger capacity).

Read the linked 2015 Registration letter for your size of vessel. The letters contain additional requirements for cruise ship operators.

Large Vessel Registration Letter  
Small Vessel Registration Letter  
More links for Owners and Operators

\* indicates required field.

**TIP**

When finished with a step, go to the next page by selecting the **“Save & Continue”** button in the lower right corner.

**TIP:**

At any time, you can logout, and your information will be saved.

**NOTE:** Changes to the current page are not saved until you hit **“Save & Continue”**.

**Cruise Ship Registration**

Submission Process Step Timeout 29:10  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1 [Progress Bar]

**Facility Information**

**Purpose**  
The Department uses the information that you enter in this step to calculate your Environmental Compliance fee, and your Ocean Ranger fee if it applies. Both fees are based on passenger capacity, determined with reference to the number of lower-berths. The Environmental fee is a flat per-voyage fee. The Ocean Ranger fee is \$4 per voyage for each lower-berth, and applies only to large commercial passenger vessels (250 or more passenger capacity).

Read the linked 2015 Registration letter for your size of vessel. The letters contain additional requirements for cruise ship operators.

Large Vessel Registration Letter  
Small Vessel Registration Letter  
More links for Owners and Operators

\* indicates required field.

Tracking #:	2015CS0001	Facility:	test	Type:	Cruise Ship Registration
Vessel Name	*	test			
Call Sign	*				
Port of Registry	*	test			
Number of Voyages	*	12			
Total Passenger Capacity based on lower berths	*	22			
Vessel Size Range	*	50-99 passengers (\$75)			

Overview Save & Continue

Update

T  
I  
P

You can also select the “**Overview**” button at the bottom of any page to review your information and to edit previously entered information.

**Cruise Ship Registration**

Submission Process

Step Timeout: 29:45  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 1

Facility Information

**Purpose**  
The Department uses the information that you enter in this step to calculate your Environmental Compliance fee, and your Ocean Ranger fee if it applies. Both fees are based on passenger capacity, determined with reference to the number of lower-berths. The Environmental fee is a flat per-voyage fee. The Ocean Ranger fee is \$4 per voyage for each lower-berth, and applies only to large commercial passenger vessels (250 or more passenger capacity).

Read the linked 2015 Registration letter for your size of vessel. The letters contain additional requirements for cruise ship operators.

Large Vessel Registration Letter  
Small Vessel Registration Letter  
More links for Owners and Operators

\* Indicates required field.

Tracking #:	2015C50001	Facility:		Type:	Cruise Ship Registration
Vessel Name	*				
Call Sign	*				
Port of Registry	*				
Number of Voyages	*				
Total Passenger Capacity based on lower berths	*				
Vessel Size Range	*		50-99 passengers (\$75)		

Overview Save & Continue

6

**Step 2** allows you to add contacts to your registration. Read the directions carefully on this page and completed the required information.

Contact information is required for the following roles:  
**Vessel Owner, Vessel Operator, Alaskan Agent, and Billing Contact.**

**NOTE:** You may make multiple selections for a single contact if they fill more than one role.

State of Alaska

myAlaska My Government Resident Business in Alaska Working Alaska State Employees

Alaska DEC Alaska Department of Environmental Conservation Division of Water

State of Alaska > DEC > Online Services > Water Online Application System

**Cruise Ship Registration**

Submission Process

Step Timeout: 29:53  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

Step 2

Contact Details

**1. This Contact is the...**  
You may make multiple selections if this person fills more than one role

Tracking #

Your Appl. my name (

Vessel Owner\*   
Alaskan Agent\*   
Billing Contact\*   
Vessel Operator\*

Cancel Save

**2. Contact Information...**

Contact Name: \* First MI Last  
Contact Title: \*  
Organization Name: \*  
Mailing Address: \*  
City, State, ZIP: \* AK  
Country: \* USA  
Phone: \*  
Phone (Cell): \*  
Fax: \*  
e-Mail Address: \*  
Web Site: \*

Contacts

that fulfills  
ired field.  
ion

Add  
Remove  
Edit  
Copy

Previous Overview Save & Continue

7

**Step 3** asks whether or not your cruise ship will discharge in Alaska waters.

If you choose “Yes,” please also answer the next two questions.

**Cruise Ship Registration**

Step Timeout 29:54  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

**Submission Process**

Step 3

**Receiving Area**

**Purpose**  
This step will determine if you must provide additional documentation to the Department in order to complete your file.

Large commercial passenger vessels (250 or more passenger capacity) that intend to discharge in Alaskan waters must be authorized prior to discharge under the ADEC Large Commercial Passenger Vessel Wastewater Discharge General Permit. Authorization can be obtained by submitting a Notice of Intent (NOI) following the instructions in the current General Permit.

\* Indicates required field.

<b>Tracking #:</b>	2015CS0001	<b>Facility:</b>	test	<b>Type:</b>	Cruise Ship Registration
--------------------	------------	------------------	------	--------------	--------------------------

**Will this vessel discharge in Alaskan waters during 2015?**  Yes  No

If yes, then you must answer the next two questions in this section.  
Note: A yes to this question is only an initial notification to DEC. It is not a notice of intent to discharge. Registered discharge status can be changed prior to discharge by notifying the cruise ship program.

Commercial passenger vessels that discharge must be authorized under a Department issued discharge permit, unless it is a small cruise ship or ferry with an approved alternative terms and conditions plan (BMP). Vessels that will need permit authorization to discharge must submit a Notice of Intent (NOI) to DEC for approval.  
Small commercial passenger vessels (50-249 passenger capacity) may apply for alternative terms and conditions and submit a Best Management Practices plan to DEC for approval.  
Both large and small discharging vessels must submit a Quality Assurance Project Plan to ADEC for approval on or before March 1, 2015, and a Vessel Specific Sampling Plan (VSSP) for approval at least 21 days prior to wastewater sampling in Alaska.

8

**Step 4** gives you the option to submit any required or optional attachments online.

Please read the directions carefully on this page.

**NOTE:** Some attachments are required, but may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in Juneau.

**Cruise Ship Registration**

Step Timeout 29:48  
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the 'Previous', 'Overview' or 'Save & Continue' buttons.

**Submission Process**

Step 4

**Attachments**

**Purpose**  
You may electronically attach required documents in this step. DEC does not require you to submit these documents electronically during registration. However, you are still required to submit these documents within required deadlines.  
Discharging and non-discharging vessels must submit a non-hazardous waste removal plan, and a hazardous waste removal plan.  
Discharging vessels must also submit a vessel specific sampling plan, and; a quality assurance project plan, unless using the CLIA Northwest and Canada QAPP.

\* Indicates required field.

<b>Tracking #:</b>	2015CS0001	<b>Facility:</b>	test	<b>Type:</b>	Cruise Ship Registration
--------------------	------------	------------------	------	--------------	--------------------------

**Usage Tip:**  
First, use the browse button to select a file from your local system. Then, complete the attachment type, title and description fields before clicking the attach button to add the file to your application attachment list. While the upload is in progress, clicking on any button will cancel the upload. If you would like to remove the file from your application, select it in the list and click the "Remove" button. **File size limit is 20MB for each attachment.** To see what kinds of files may be uploaded, [click here](#).

**Required Attachments**  
The following list of attachments are required to be submitted, but uploading in this step is optional. Alternatively, you may submit via email, fax, traditional mail, or hand delivered to the appropriate DEC office.  
1. Non-Hazardous Waste Removal Plan  
2. Hazardous Waste Removal Plan

**Attach a file**

File:  No file chosen  
Type:   
Title:   
Description:

**Attachments**

9

**Step 5** will allow you to enter any additional comments or important information about your registration.

10

The “**Application Overview**” page (Step 6) gives you an opportunity to review and edit what you have entered so far.

To change any information in a section, select the Edit button that corresponds to that section.

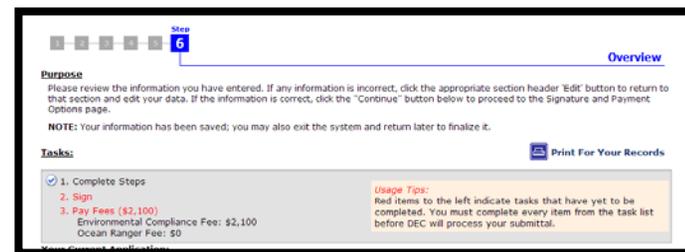
Facility Information	Details
Vessel Name	test
Call Sign	
Port of Registry	test
Number of Voyages	12
Total Passenger Capacity based on lower berths	22
Vessel Size Range	50-99 passengers (\$75)

**11** After all information is entered, you will need to sign and pay for the registration. A check will appear next to task **“1. Complete Application Form”** if the application is complete and ready to be signed and/or paid.

To go to the Sign and Pay page, select either:

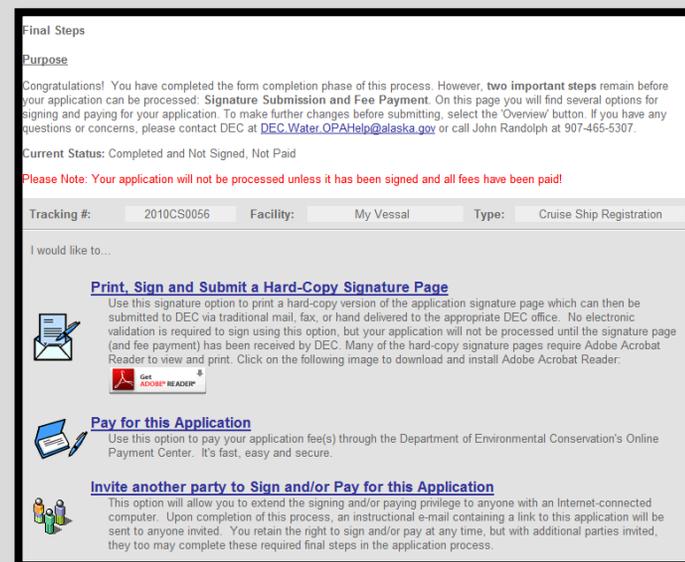
**“2. Sign”** or  
**“3. Pay Fees”**.

You can also click on the **“Continue”** button at the bottom of the page.



**12** The **“Final Steps”** page gives you the following options:

1. Print, Sign and submit a Hard-Copy signature Page
2. Pay for this Application
3. Invite another party to Sign and/or Pay for this Application



## 13 Signing

Select either the **“Print, Sign...”** option; or, if another party such as the vessel owner will sign and/or pay, select the **“Invite another party...”** option.

Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau DEC office.

After signing, you will receive a confirmation email.



**[Print, Sign and Submit a Hard-Copy Signature Page](#)**  
Use this signature option to print a hard-copy version of the application signature submitted to DEC via traditional mail, fax, or hand delivered to the DEC office in Juneau. A notarized signature and fee payment is required to sign using this option, but your application will not be processed until a notarized signature page (and fee payment) has been received by DEC.

**OR**



**[Invite another party to Sign and/or Pay for this Application](#)**  
This option will allow you to extend the signing and/or paying privilege to anyone on a computer. Upon completion of this process, an instructional e-mail containing a link to the application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but you must complete these required final steps in the application process.

14 Finally, pay for the application using Electronic Funds transfer by selecting the **“Pay for this Application”** hyperlink.

After paying, you will receive a confirmation email.

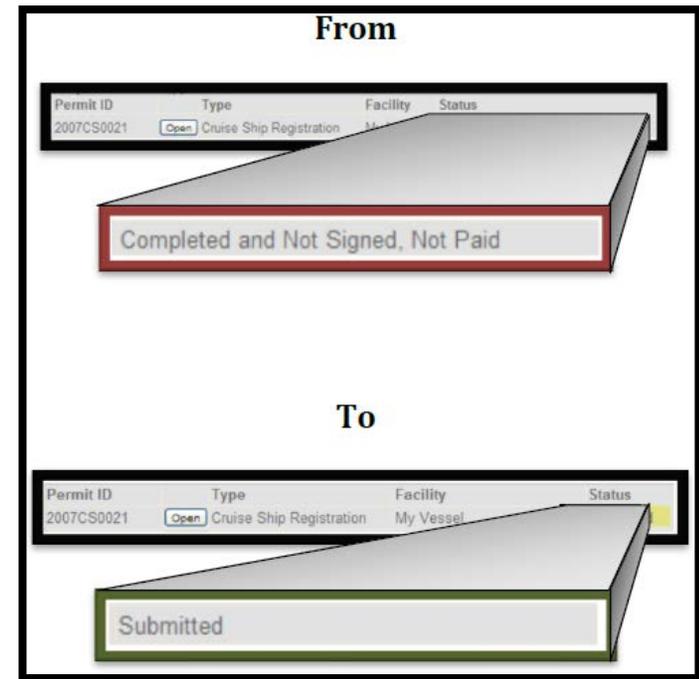
**NOTE:** It is also acceptable to mail a check to DEC.



**[Pay for this Application](#)**  
Use this option to pay your application fee(s) through the Payment Center. It's fast, easy and secure.

**15** Once DEC has received your notarized signature page, we will begin to process your registration.

Note that once the signature page has been marked as received in the online application system and payment has been received by DEC, the status of your application will change to **“Submitted”** on your Online Application home page.



**For assistance, please call**

**Ed White at 907-465-5138, or the Division of Water at  
907-465-5180 or email [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)**