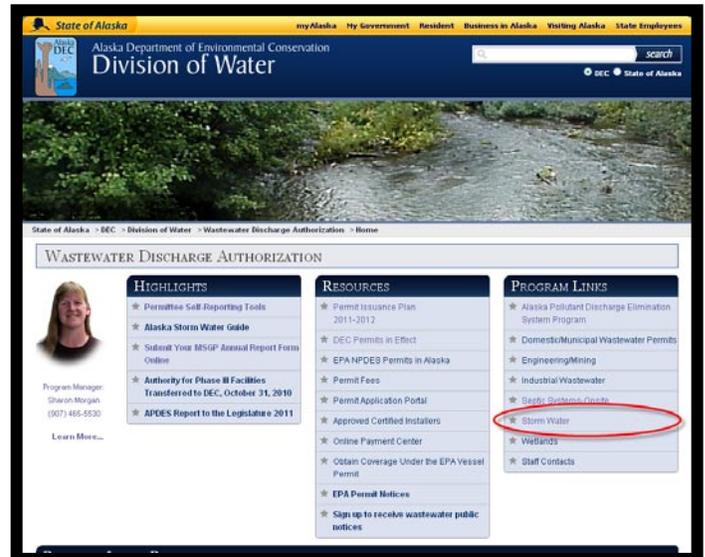


# Storm Water Construction General Permit eNOI Step-by-Step

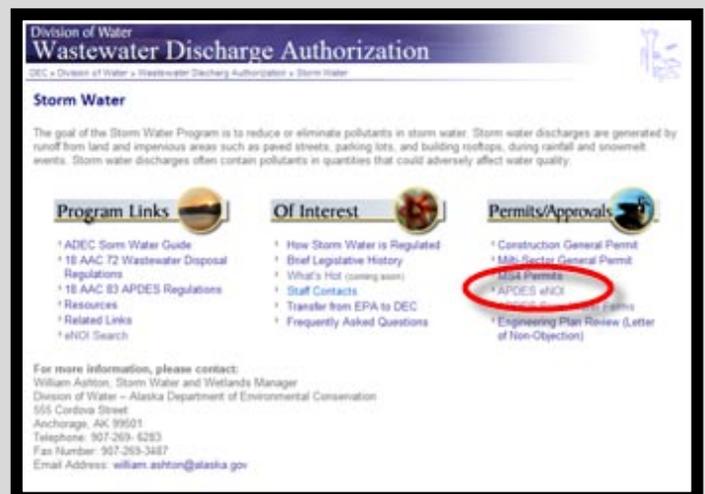
The Construction General Permit (CGP) Notice of Intent (NOI) can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process. For assistance, please call Jake Greuey at 907-269-8117.

## Construction General Permit eNOI

- 1 Go to the Division of Water's Wastewater Discharge Authorization home page at: <http://www.dec.state.ak.us/water/wwdp/index.htm> and select the **Storm water** link under **Program Links**.



- 2 The Storm Water home page contains links to the Construction General Permit, APDES Storm Water Forms and many other resources for permittees. When ready to begin the online eNOI application process, click on the **APDES eNOI** link under **Permits/Approvals**.



3

On the next page, click the **Complete APDES eNOI Online** button.

Storm Water eNOI System FAQs are available at:

<http://dec.alaska.gov/water/wnpspc/pdfs/eNOIFAQs.pdf>

Division of Water  
Wastewater Discharge Authorization

DEC • Division of Water • Wastewater Discharge Authorization • Storm Water • APDES eNOI

**APDES eNOI**  
APDES Electronic Notice of Intent (eNOI)

DEC has developed an eNOI system for electronic entry and submittal of the forms to apply for coverage under the APDES storm water permits. Operators seeking coverage under the APDES storm water permit should not use the EPA eNOI system; they should use the APDES eNOI system. We currently have the Construction General Permit Notice of Intent (NOI) and Notice of Termination (NOT) available on-line. Operators seeking coverage under the Construction General Permit may file their NOI either using the eNOI system or submit paper forms to DEC at the address listed below. At this time the Multi-Sector General Permit forms can only be submitted in paper form and should be sent to DEC at the address listed below.

Prior to entering the APDES eNOI system we recommend the following steps to make it easier to use the system:

1. Read the permit (available on the Construction General Permit page).
2. Read the instructions that go with the NOI or NOT form (available on the APDES Storm Water Forms page).
3. Read the Step-by-Step instructions on how to file the eNOI or eNOT (available in the Of Interest box to the right).
4. Fill out the paper NOI or NOT before entering the system so you do not need to look up the information while you are entering data into the system, and
5. If you have questions about the Construction General Permit see the Frequently Asked Questions (CGP FAQs available on the Construction General Permit page).

To enter the APDES eNOI system, please click on the button below:

**Complete APDES eNOI Online**

Paper Submittal of Forms

Please submit your paper forms to:

Alaska Department of Environmental Conservation  
Division of Water - Storm Water Program  
555 Cordova St  
Anchorage, Alaska 99501

4

Welcome to the **Water Online Application System (OASys)**!

**IMPORTANT:** Submitting an eNOI requires a **myAlaska** account with a username and password.

If you already have a **myAlaska** account, click on *“Continue to myAlaska”* button to login.

After entering your **myAlaska** user name and password, you will be directed to the Online Application System, ready to fill in the eNOI. **Skip to step 13 in this document.**

If you don’t have a myAlaska account, continue to the next step in this document to create one.

Department of Environmental Conservation  
**Water Online Application System**

**Welcome to DEC's Water Online Application System (OASys)!**

This system may be used to:

- ★ Apply for ADEC state general permit coverage for contained water and excavation dewatering
- ★ Apply for APDES general permit coverage for construction stormwater, industrial stormwater and offshore seafood processors
- ★ Submit the Alaska Drinking Water Fund, the Alaska Clean Water Fund, or Municipal Matching Grant questionnaires
- ★ Apply for Municipal Matching Grant, Alaska Clean Water Actions Grant and Village Safe Water Grant
- ★ Register a Commercial Passenger Vessel

To view other applications, please go to the Permit Application Portal.

If this is your first time visiting this page and you do not have a myAlaska account, [enroll at myAlaska](#).

To enter the Water Online Application System, select "Continue to myAlaska" and login using your myAlaska user account.

**Continue to MyAlaska**

Please direct questions to DEC Water. OPAHelp@Alaska.Gov.  
For storm water permit applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

OASys Help

**NOTE:** If you do not want to use myAlaska and the eNOI system, paper Storm Water forms are online at: <http://www.dec.state.ak.us/water/wnpspc/stormwater/Forms.htm>

# 5

If you don't have a **myAlaska** account, select the **“enroll at myAlaska”** link. You only need to create a myAlaska account once!

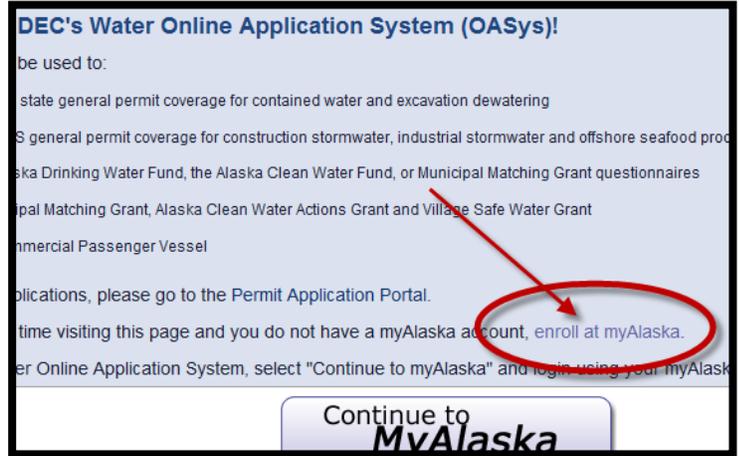
The next few steps will walk you through setting up a **myAlaska** account.

**TIP:**

Think of a personal myAlaska account as a driver's license. It is completely acceptable to use it for submitting these applications. However, you can also set up a separate “business” myAlaska account if you would prefer.

**TIP:**

MyAlaska help:  
<https://my.alaska.gov/Popups/Help.htm>



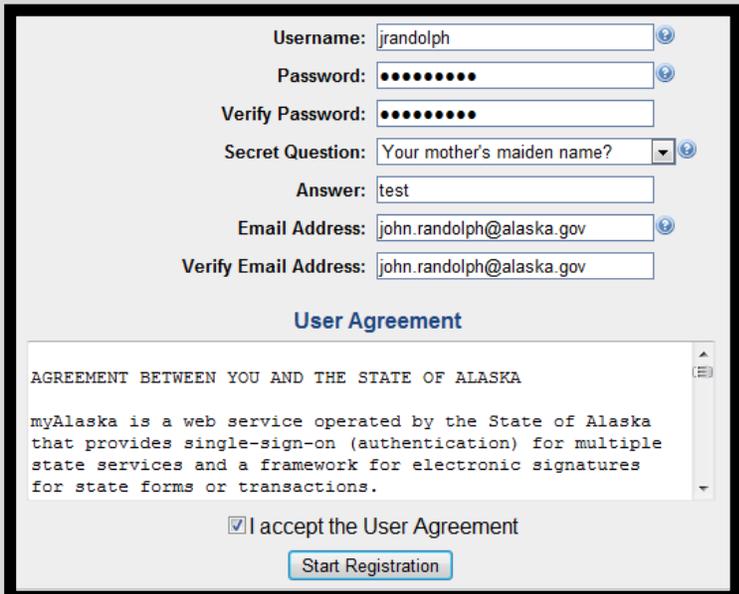
# 6

*NOTE: If you already have a myAlaska account, you can skip down to step 13.*

After you click on the **“enroll at myAlaska”** link, you will arrive at the **new account** page for myAlaska.

Enter a Username, Password, “Secret Question,” and Email Address for your new myAlaska account.

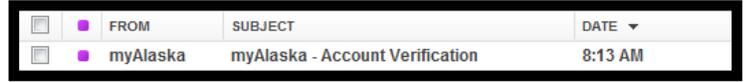
Review the User Agreement, check the **“I accept the User Agreement”** box, and select the **“Start Registration”** button.



7

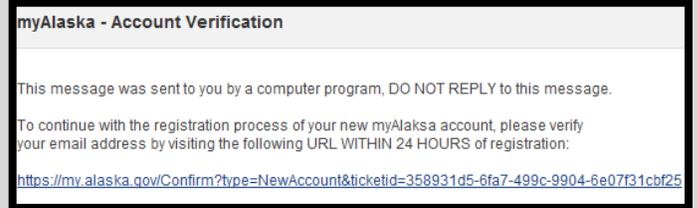
Close the internet browser window and check the email account you entered in Step 5.

*If you cannot locate the email in your inbox, be sure to check your junk mail folder.*



8

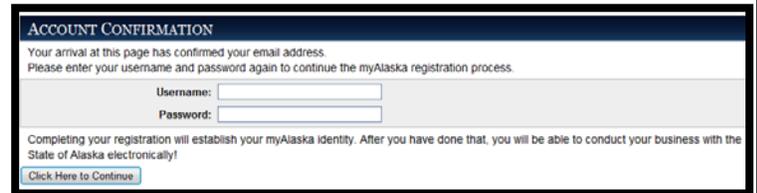
Open the **myAlaska - Account Verification** email and select the hyperlink in the email.



9

The Account Confirmation page will load.

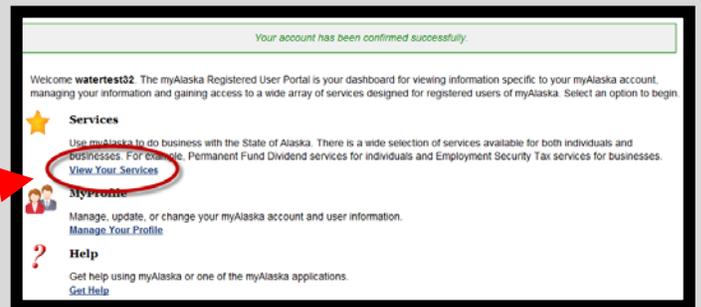
Enter your Username and Password and select the **“Click Here to Continue”** button to confirm your new **myAlaska** account.



10

You will be taken to the **myAlaska Registered User Portal**.

Click on **“View Your Services”**.



Then, click on **“DEC Online Services”** under **Services for Businesses**.



11 Read the privacy agreement, check the **Accept** check box, and select Continue.

**NOTE:** The only myAlaska account information DEC will use is the address and email information.



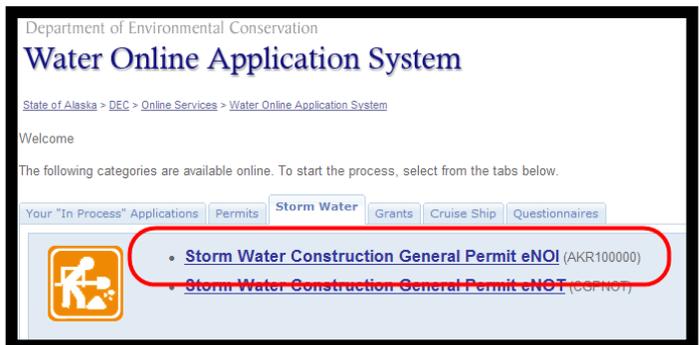
12 You will be directed to the **DEC myAlaska Online Services**.

Click on the link to the **Water Application System (OASys)**



13 After successfully registering for a myAlaska account or after entering your existing username and password, you will arrive at the Water Online Application system.

Select the **Storm Water** tab then select the **Storm Water Construction General Permit eNOI** from the available categories.



# 14

A series of steps will take you through the application, asking for information pertinent to your project.

Fill out the information on these pages as completely and thoroughly as possible. *(Below you will find a few tips that provide additional information regarding navigation of these steps.)*

**TIP:**

The step numbers at the top of the page can be used to navigate directly to pages that have already been completed.

**TIP:**

Any question with a red star (\*) next to it is required and must be completed before the current step can be completed.

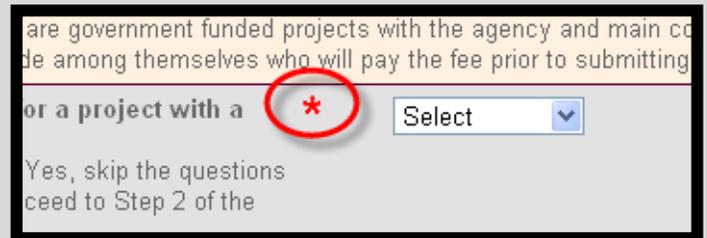
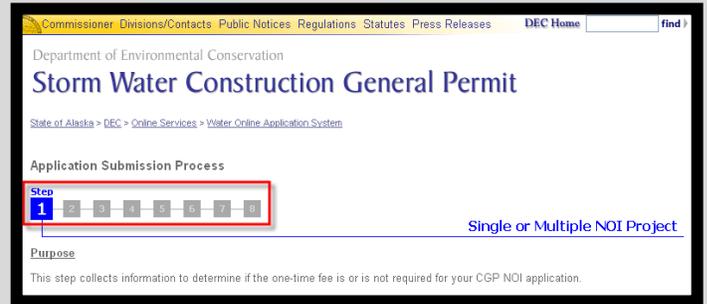
**TIP**

When finished with a step, go to the next page by selecting the “Next” 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 “Next”.



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P

At any time, you can also select the **“Overview”** button at the bottom of any page to go to the overview step (**last step**). This step allows you to review your information and to edit previously entered information.

**NOTE:** Remember, changes to the current page are not saved until you hit **“Next”**.

A screenshot of a web form with two input fields: "Enter the name of your Project/Site:" and "Enter the name of the Operator paying the fee:". Below the second field is a button labeled "Overview" which is circled in red. To the right of the "Overview" button is a "Next" button.

15

**Step 1** in the Application Submission Process collects information to determine if the one-time fee **is** or **is not** required for your CGP NOI application.

Read the information in the yellow box very carefully before completing Step 1.

A screenshot of the "Storm Water Construction General Permit" application submission process, Step 1. The page title is "Storm Water Construction General Permit". Under "Application Submission Process", Step 1 is highlighted. The "Purpose" section states: "This step collects information to determine if the one-time fee is or is not required for your CGP NOI application." Below this, there are fields for "Tracking #:" (AKR10DY57), "Facility:", and "Type:" (Storm Water Construction General Permit eNOI). A yellow box contains a notice: "The Alaska Department of Environmental Conservation recently changed the fee regulations to include a one-time fee for authorizations to operate under the construction general permit (CGP) for storm water runoff. Under the current Construction General Permit some projects may have multiple NOI. Only one fee payment is required per project. Typically projects with multiple NOI are government funded projects with the agency and main contractor each filing an NOI. These organizations need to decide among themselves who will pay the fee prior to submitting the NOI or filing the eNOI." Below the yellow box are two questions with dropdown menus: "Is this eNOI for a project with a single NOI?" and "If you answered No to the question above, this eNOI is for a project that has multiple NOI. Will the fee be paid with this NOI?". A "PLEASE NOTE" section follows, stating that by entering information, the user is certifying that the information is true, accurate, and complete. At the bottom, there are input fields for "Enter the name of your Project/Site:" and "Enter the name of the Operator paying the fee:", and "Overview" and "Next" buttons.

16

**Step 2** in the application submission process collects information about the project/site.

A screenshot of the "Storm Water Construction General Permit" application submission process, Step 2. The page title is "Storm Water Construction General Permit". Under "Application Submission Process", Step 2 is highlighted. The "Purpose" section states: "This step collects information about the project/site. Please read the information below carefully. Complete site information must be provided for permit coverage to be granted." Below this, there are fields for "Tracking #:" (AKR10DY57), "Facility:", and "Type:" (Storm Water Construction General Permit eNOI). A yellow box contains a "Notice of Intent (NOI) for Storm Water Discharges Associated with Construction Activity Under an APDES General Permit" section, explaining that the NOI constitutes notice to the party identified as the operator in the contact section of the form. Below the yellow box is "Application Step-by-Step Guidance". The "Project/Site Name:" field is marked with a red asterisk. The "Project/Site Address" section includes fields for "Street/Location:", "City:", "State:" (AK), "Zip Code:", and "Borough or similar government subdivision: Find Area" (Choose Area). The "Latitude/Longitude" section includes fields for "Latitude: Converter", "Longitude:", and "Mapping Technique:" (USGS topographic map). Red asterisks indicate required fields.

**17** **Step 3** in the Application Submission Process requires you to enter contact information for your eNOI. Click the **“Add”** button to access the Contact Details window.

The **Contact Details** window allows you to enter contact information. One person may fulfill multiple roles, check all boxes that apply.

**NOTE:** All five contact types are required.

**NOTE:** First & Last name fields must contain only First and Last names of a person, not an organization or governmental agency.

**18** **Step 4** in the Application Submission Process allows you to enter information about the SWPPP.

**19** **Step 5** in the Application Submission Process allows you to provide the discharge information.

**NOTE:** List multiple receiving waters separated by commas.

**NOTE:** Answer “YES” if there is no TMDL established for the receiving waters.

**Storm Water Construction General Permit**

**Application Submission Process**

Step 5: Discharge Information

**Purpose**  
This step allows you to provide the receiving waterbodies to which the project's storm water will discharge.

\* indicates required field.

Tracking #: AKR100Y60 Facility: Test Type: Storm Water Construction General Permit eNOI

Identify the name(s) of the waterbodies to which you discharge. \*

Enter multiple receiving waters separated by commas, "Receiving Water #1, Receiving Water #2, Receiving Water #3, etc."

Is this discharge consistent with the assumptions and requirements of applicable EPA approved or established TMDL(s)? \*  Yes  No

Previous Overview Next

**20** **Step 6** asks about any treatment chemicals you plan to use.

**Storm Water Construction General Permit**

**Application Submission Process**

Step 6: Treatment Chemical Information

**Purpose**  
This step collects information on any treatment chemicals used to reduce erosion from the land or sediment in a storm water discharge.

**NOTE:** if you are unsure at the filing of the NOI, select "No" and then if you do use them file an NOI Modification form indicating "Yes".

\* indicates required field.

Tracking #: AKR100Y60 Facility: Test Type: Storm Water Construction General Permit eNOI

Will you use control measures such as polymers, flocculants or other treatment chemicals at your construction site? \*

Yes  No

If you selected 'Yes' above, select any of the following polymers, flocculants or other treatment chemicals that will be used at your construction site:

- Alum
- Cypsum
- Polyacrylamide (PAM)
- Polyaluminum Chloride
- Other:

If you selected 'Other', list chemicals:

Previous Overview Next

# 21

**Step 7** allows you to submit any required or optional attachments online.

Please read the directions carefully on this page.

**NOTE:** Attachments may also be submitted via email, fax, traditional mail, or hand delivered to the DEC office in **Anchorage**.

*Address:*

Attn: Storm Water Program  
ADEC, Division of Water  
555 Cordova Street  
Anchorage, AK 99501  
Fax: 907-269-3487  
Phone: 907-269-8117  
Email Address:

[DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)

**Storm Water Construction General Permit**

**Application Submission Process**

Step 7 Attachments

**Purpose**  
This step will allow you to electronically submit any supporting documents. If you don't supply the required documents here, you will need to send them in later.

\* indicates required field.

Tracking #: AKR100Y60 Facility: Test Type: Storm Water Construction General Permit eNOI

1. Choose a file to attach:

2. Add the file to the list:

As Type: Project Description Material  
Title:   
Description:

3. Your file attachments:

**Usage Tips:**  
First, use the browse button to select a file from your local system. To see what kinds of files may be uploaded, [click here](#). 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.**

**Required Attachments**  
There are no required attachments for this application type.

# 22

**Step 8** is the "Application Overview" page (last step). It gives you an opportunity to review and edit the information that you have entered so far.

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

**Storm Water Construction General Permit**

Step 8 Application Overview

**Purpose**  
Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

**NOTE:** Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:**

1. Complete Application Form  
2. Sign This Application  
3. Pay Application Fees (\$490)

**Usage Tips:**  
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

**Your Current Application:**

Tracking #: AKR100Y60 Facility: Test Type: Storm Water Construction General Permit eNOI

**Single or Multiple NOI Project Details**

Is this eNOI for a project with a single NOI? Yes  
If you answer Yes, skip the questions below and proceed to Step 2 of the application.  
If you answered No to the question above, this eNOI is for a project that has multiple NOI. Will the fee be paid with this NOI? Select  
If you answer No, you must answer the questions below.

Enter the name of your Project/Site:  
Enter the name of the Operator paying the fee:

**Project/Site Information Details**

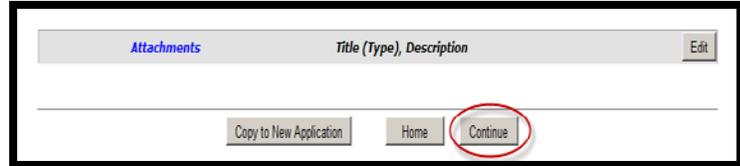
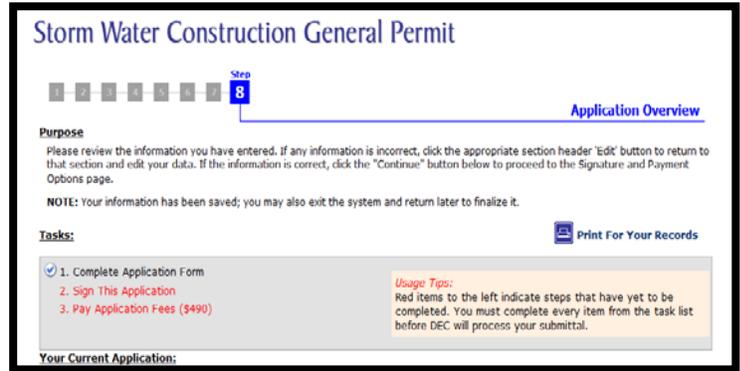
Project/Site Name: Test  
Street/Location: Test

# 23

After all information is entered and you have finished adding all online attachments, you will need to sign and pay for your application.

To sign and pay, select either **“Sign This Application”** or **“Pay Application Fees”** link under tasks on the Application Overview page. You can also click on the **“Continue”** button at the bottom of the page.

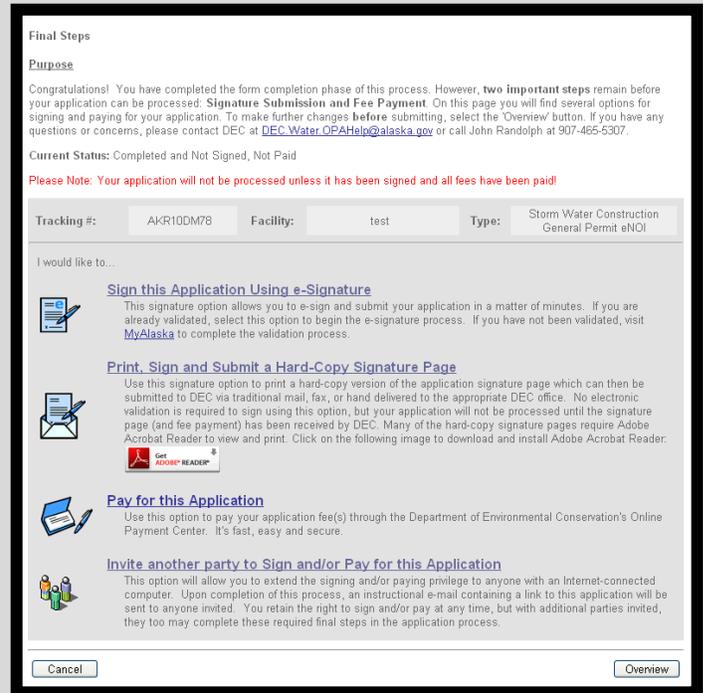
**NOTE:** A check will appear next to each step that has been completed. A check should appear next to **“Complete Application Form”** if you have completed your application.



# 24

The **“Final Steps”** page gives you the signature options available for signing your eNOI application.

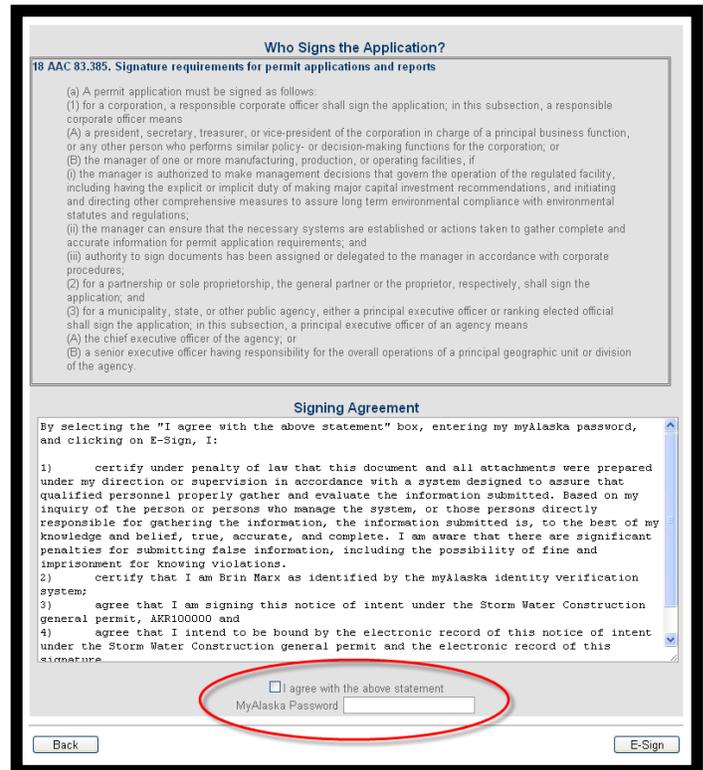
- Sign this Application Using e-Signature (go to step 25 in this guidance)
- Print, Sign and Submit a Hard-Copy Signature Page (skip to step 26 in this guidance)
- Invite another party to Sign and/or Pay for this Application (skip to step 28 in this guidance)



**25** Select **“Sign this Application Using e-Signature”** if you are already validated to electronically sign an application.

**NOTE:** If you use a **myAlaska** account that has been used to apply and sign for a PFD, you are automatically validated.

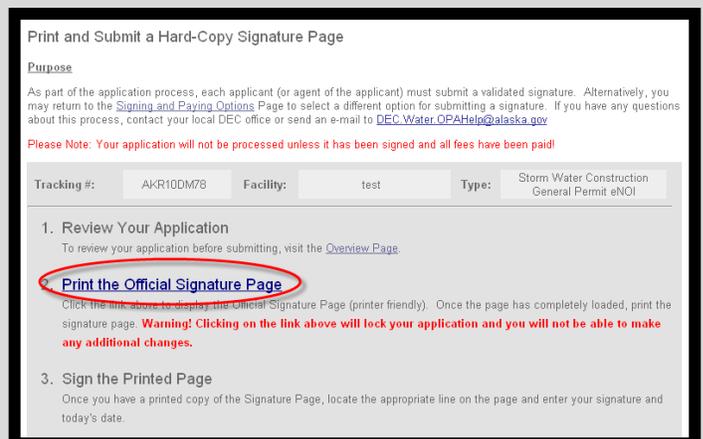
Check the box indicating that you agree with the Signing Agreement and enter your **myAlaska** Password. To complete the signing process, click on the **“E-Sign”** button.  
(skip to step 28 in this guidance)



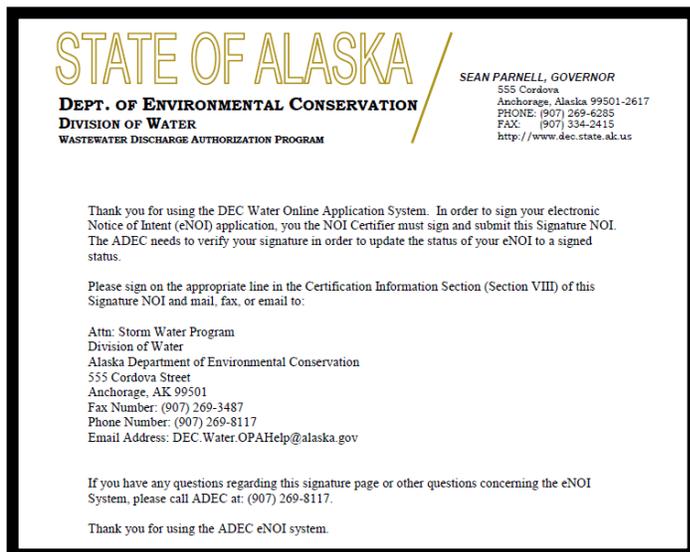
**26** Select **“Print, Sign and Submit a Hard-Copy Signature Page”** to print a hard-copy version of the application signature page.

This page explains the steps for printing and submitting a hard-copy signature page. Click on **“Print the Official Signature Page”** link.

**WARNING:** Printing your official signature page will lock your application and you will not be able to make any additional changes.



**27** Once printed, sign on the last page, then mail it to Anchorage’s DEC office, at the address shown on the first page.  
(skip to step 29 in this guidance)

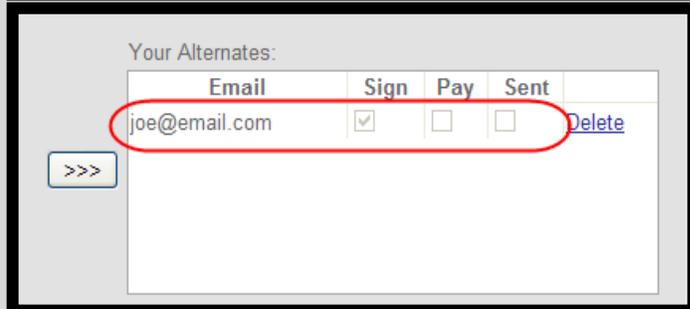
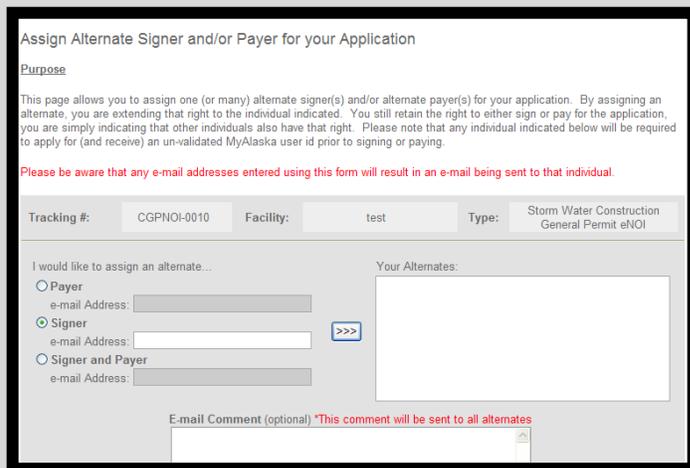


**28** Select “Invite another party to Sign/Pay for this Application” if you need to assign an alternate signer for your Application.

Enter the email address for the Signer and press the  button.

**WARNING:**

You **must** press the  button to add your alternate signer. The email will be displayed in the “Your Alternates” box to the right.



An instructional email containing a link to this application is sent to the alternate signer allowing them to complete the final steps in the application process.

**NOTE:** *The alternate signer will need to have a myAlaska account.*

After clicking on the link provided in the email, the alternate payer will login to OASys and enter the Tracking Number and PIN (also provided in the email).

Alternate signer will be taken to the **“Final Steps”** page, giving them the opportunity to e-sign (if validated) or print and sign a hard-copy signature page for your eNOI application. (See step 24)

## 29

A check will appear next to the task **“2. Sign This Application”** when the application is signed.

To pay for this application, select the **“3. Pay Application Fees”** link under tasks on the Application Overview page.

# 30

The **“Final Steps”** page gives you the options available for paying the fee for your eNOI application.

- Pay for this Application (go to step 28 in this guidance)
- Invite another party to Sign and/or Pay for this Application (skip to step 29 in this guidance)

**Final Steps**

**Purpose**

Congratulations! You have completed the form completion phase of this process. However, **two important steps** remain before your application can be processed: **Signature Submission and Fee Payment**. On this page you will find several options for signing and paying for your application. To make further changes before submitting, select the 'Overview' button. If you have any questions or concerns, please contact DEC at [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov) or call John Randolph at 907-465-5307.

Current Status: Completed and Signed, but Not Paid

**Please Note: Your application will not be processed unless it has been signed and all fees have been paid!**

Tracking #:	AKR10DA77	Facility:	Test Project	Type:	Storm Water Construction General Permit eNOI
-------------	-----------	-----------	--------------	-------	--

I would like to...

**Sign this Application Using e-Signature (Complete)**  
 This signature option allows you to e-sign and submit your application in a matter of minutes. If you are already validated, select this option to begin the e-signature process. If you have not been validated, visit [MyAlaska](#) to complete the validation process.

**Print, Sign and Submit a Hard-Copy Signature Page (Complete)**  
 Use this signature option to print a hard-copy version of the application signature page which can then be submitted to DEC via traditional mail, fax, or hand delivered to the appropriate DEC office. No electronic validation is required to sign using this option, but your application will not be processed until the signature page (and fee payment) has been received by DEC.

**Pay for this Application**  
 Use this option to pay your application fee(s) through the Department of Environmental Conservation's Online Payment Center. It's fast, easy and secure.

**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 with an Internet-connected computer. Upon completion of this process, an instructional e-mail containing a link to this application will be sent to anyone invited. You retain the right to sign and/or pay at any time, but with additional parties invited, they too may complete these required final steps in the application process.

# 31

When you select **“Pay for this Application”** you can pay the application fees using Online Payment Services. (skip to step 31 in this guidance after paying)

Department of Environmental Conservation

## Online Payment Services

State of Alaska > DEC > Online Services > Online Payment Center > Choose Payment Method

Please select your method of payment.

Credit Card Use a credit card to make a payment.

Electronic Funds Transfer Transfer funds electronically from your bank account.

[\(help?\)](#) [Exit](#)

# 32

Select “**Invite another party to Pay for this Application**” if you need to assign an alternate payer for your Application.

Enter the email address for the Payer and press the  button.

**NOTE:** *The alternate payer will need to have a myAlaska account.*

An instructional email containing a link to this application is sent to the alternate payer allowing them to complete the final steps in the application process. The NOI Preparer will get a copy of this email.

Assign Alternate Signer and/or Payer for your Application

**Purpose**

This page allows you to assign one (or many) alternate signer(s) and/or alternate payer(s) for your application. By assigning an alternate, you are extending that right to the individual indicated. You still retain the right to either sign or pay for the application, you are simply indicating that other individuals also have that right. Please note that any individual indicated below will be required to apply for (and receive) an un-validated MyAlaska user id prior to signing or paying.

Please be aware that any e-mail addresses entered using this form will result in an e-mail being sent to that individual.

Tracking #: AKR10DA77 Facility: Test Project Type: Storm Water Construction General Permit eNOI

I would like to assign an alternate:

Payer  
e-mail Address:

Signer  
e-mail Address:  

Signer and Payer  
e-mail Address:

Your Alternates:

E-mail Comment (optional) \*This comment will be sent to all alternates

Department of Environmental Conservation

## Water Online Application System

Brin Marx ([brin.marx@alaska.gov](mailto:brin.marx@alaska.gov)) has identified you as the person responsible to pay for application number 'AKR10DM78' for the facility: 'test'. This application is for a discharge under the Storm Water Construction General Permit eNOI AKR10.

In order to access this application, you will need the following Tracking Number and PIN:  
Tracking Number: AKR10DM78  
Pin: 8326

To continue, please visit the [Water Online Application \(https://mytest2.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mytest2.state.ak.us/dec/water/opa/Associate.aspx\)](https://mytest2.state.ak.us/login/login.aspx?pubid=opa&returnto=https://mytest2.state.ak.us/dec/water/opa/Associate.aspx) site.

Please direct questions to [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov).  
For storm water applications call 907-269-8117 and for all other applications call John Randolph at 907-465-5307.

# 33

After clicking on the link provided in the email, the alternate payer will log into OASys and enter the Tracking Number and PIN (also provided in the email).

Alternate payer will be taken to the “**Final Steps**” page, giving them the opportunity to pay the fee for your eNOI application.

Department of Environmental Conservation

## Water Online Application System

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

Tracking Number:   
PIN:

Department of Environmental Conservation

## Online Payment Services

State of Alaska > DEC > Online Services > Online Payment Center > Choose Payment Method

Please select your method of payment.

Use a credit card to make a payment.  
 Transfer funds electronically from your bank account.

[\(help?\)](#) [Exit](#)

**34** Once the signature and payment steps are complete, an Acknowledgment Email will be sent to the NOI Preparer's **myAlaska** account email address.

Attached to this email are PDFs of the completed AKR100000 NOI form and Acknowledgment Letter.

### Storm Water Construction General Permit

The electronic submission process for application number AKR10DM78 for Facility 'test' is complete.

**35** If you choose to return to the application in the Water Online Application System, the Application Overview will display all tasks completed.

**Application Overview**

**Step 8**

**Purpose**

Please review the information you have entered. If any information is incorrect, click the appropriate section header 'Edit' button to return to that section and edit your data. If the information is correct, click the "Continue" button below to proceed to the Signature and Payment Options page.

**NOTE:** Your information has been saved; you may also exit the system and return later to finalize it.

**Tasks:**

- 1. Complete Application Form
- 2. Sign This Application
- 3. Pay Application Fees (\$490) - Paid

**Usage Tips:**  
Red items to the left indicate steps that have yet to be completed. You must complete every item from the task list before DEC will process your submittal.

[Print For Your Records](#)

**For assistance, please call**

**Jake Greuey at 907-269-8117  
John Randolph at 907-465-5307, or  
Kaitee Fleck at 907-451-5337**