

# Excavation Dewatering General Permit eNOI Step by Step Document

Excavation Dewatering General Permit eNOI (ExDW) can be submitted using the Division of Water's Online Application System. This document will guide you through the online submission process.

## Excavation Dewatering eNOI Step by Step

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Go to the Division of Water's Excavation Dewatering/Aquifer Pump Test General Permits homepage:

<http://dec.alaska.gov/water/wnpssp/stormwater/edhsgp.html>

Select the **APDES eNOI** link under "Of Interest".

This will take you directly to the DEC's Water Online Application System homepage.

**EXCAVATION DEWATERING, HYDROSTATIC/AQUIFER PUMP TEST GENERAL PERMITS**

**HIGHLIGHTS**

On June 30, 2014 ADEC issued general permits for Excavation Dewatering (AKG002000) and Hydrostatic & Aquifer Pump Testing (AKG003000) General Permits, that are effective August 1, 2014.

AKG002000 – Excavation Dewatering General Permit. Dewatering discharges eligible for coverage under this general permit consist of water pumped from excavation areas through the use of temporary dewatering wells or submersible pumps to lower the water table to support a construction activity. The dewatering of accumulated groundwater and storm water that accumulates within an excavation area is an authorized discharge under the permit. The permit does provide discharge authorization for dewatering conducted within 1,500 feet of a permit defined "DEC-identified contaminated site" although special permit conditions apply and additional requirements may be added in the discharge authorization. The special conditions will provide assurance that the dewatering activities does not pull contamination from known contaminated sites.

AKG003000 – Hydrostatic & Aquifer Pump Testing General Permit. This General Permit provides discharge authorization to entities conducting hydrostatic testing including flushing and aquifer pump testing discharges. Hydrostatic discharges including flushing that consist of either potable or non-potable water discharges used to pressurize a tank or vessel to conduct leak detection tests.

Aquifer pump testing discharges covered under AKG003000 that consist of groundwater pump tests conducted to determine well yields, recharge rates, and hydrogeological conditions in support of mineral mining development and exploration. Aquifer pump testing discharges would contain pumped groundwater from a water well discharged to either the surface or to a water body. The primary pollutants would be suspended solids, dissolved solids, and potentially naturally occurring trace metals.

**WHAT ARE THE PERMITTING REQUIREMENTS TO DISCHARGE EXCAVATION DEWATERING OR HYDROSTATIC/AQUIFER PUMP TESTING WATER?**

Review the Excavation Dewatering NOI submission flow chart or the Hydrostatic/Aquifer pump testing NOI submission flow chart to determine if permit coverage is required. Information about either mapped contaminated sites or identified large groundwater plumes can be viewed by accessing the first two items in the "CSP Resources" box. Once you have determined general permit coverage is required for your discharge please do the following:

- Obtain and read the entire Excavation Dewatering or Hydrostatic/Aquifer Pump Testing general permit.
- Develop a BMP Plan in accordance to Permit Part 2.9. The BMP plan is a critical component of the permit to provide assurance all wastewater will be properly managed, treated, and discharged in accordance to the permit.
- Submissions to DEC
  - Submit an NOI either by hardcopy or electronically
  - With a paper NOI submit a check payable to the "State of Alaska" for the amount of the general permit authorization found in the DEC permit fee table
  - Submit a certified BMP plan with the completed NOI and payment.
- Upon receipt of a DEC authorization letter the applicant will be granted a permit tracking number granting them authority to discharge.

**CSP RESOURCES**

- Map of Contaminated Sites
- Listing of Large Groundwater Plumes
- Contaminated Sites Database
- Contaminated Site Summaries
- Contaminated Sites Program Home Page

**OF INTEREST**

- Dewatering NOI Submission Requirements
- Hydrostatic NOI Submission Requirements
- APDES Excavation Dewatering General Permit - AKG002000
- APDES Excavation Dewatering Fact Sheet - AKG002000
- APDES Hydrostatic/Aquifer Pump Testing General Permit - AKG003000
- APDES Hydrostatic/Aquifer Pump Testing Fact Sheet - AKG003000
- APDES eNOI
- APDES Storm Water Forms

**PROGRAM LINKS**

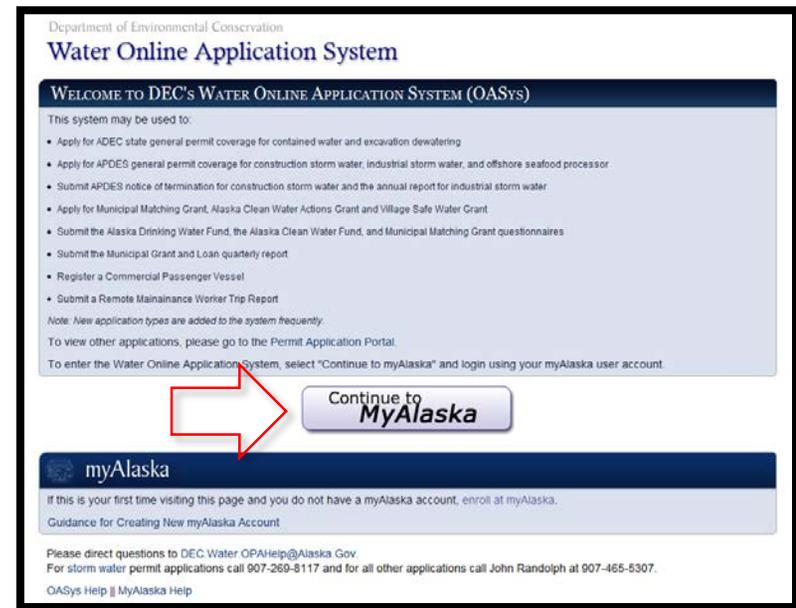
- ADEC Storm Water Guide
- 18 AAC 72 Wastewater Disposal Regulations
- 18 AAC 83 APDES Regulations
- Resources
- Related Links
- eNOI Search

2

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 clicking the **enroll at myAlaska** link in the myAlaska box at the bottom of the page.

**NOTE:** If you have used a myAlaska account to apply for and e-sign a PDF then you already have an active myAlaska account.



3

Log in to your myAlaska account and skip to step 5 in this guidance.

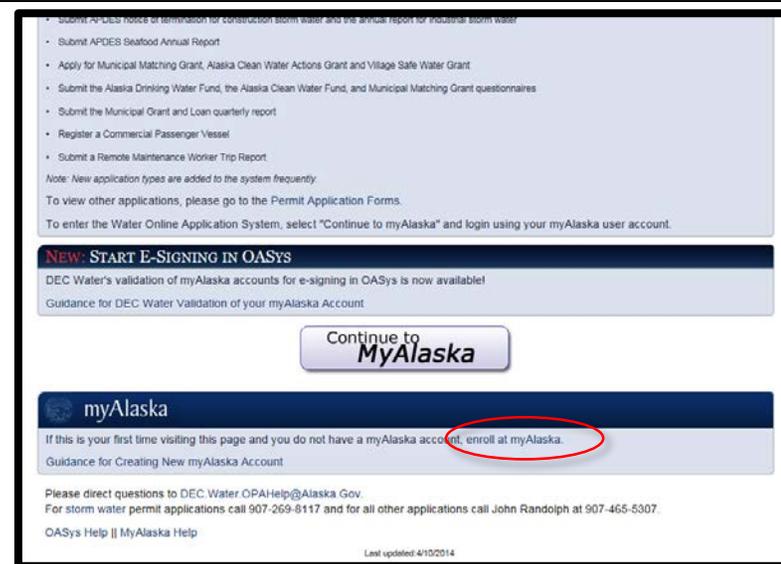


4

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

Guidance for creating a new myAlaska account is available at:

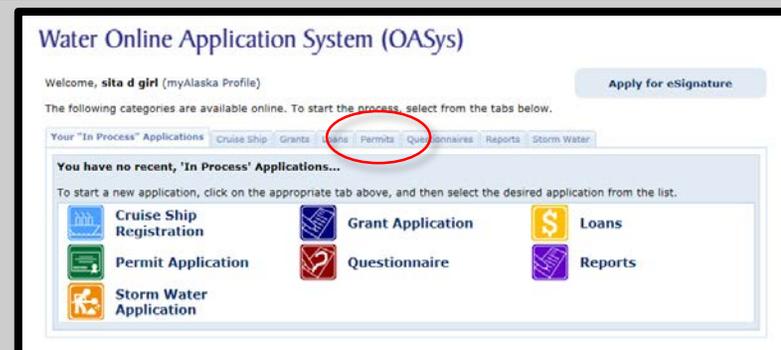
[http://dec.alaska.gov/water/OASysHelp/attachments/myAK\\_Reg\\_guidance.pdf](http://dec.alaska.gov/water/OASysHelp/attachments/myAK_Reg_guidance.pdf)



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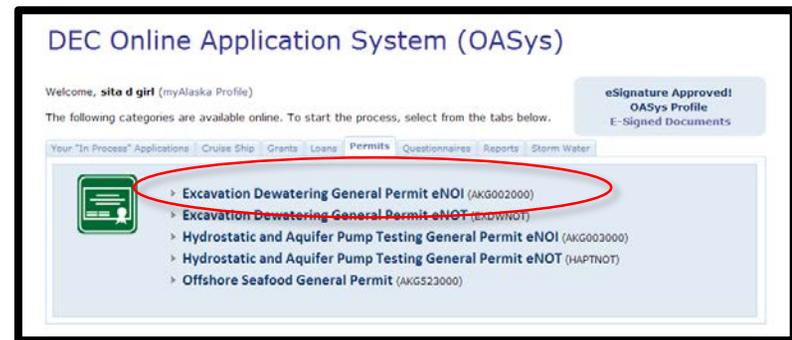
After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the **Permits** tab.



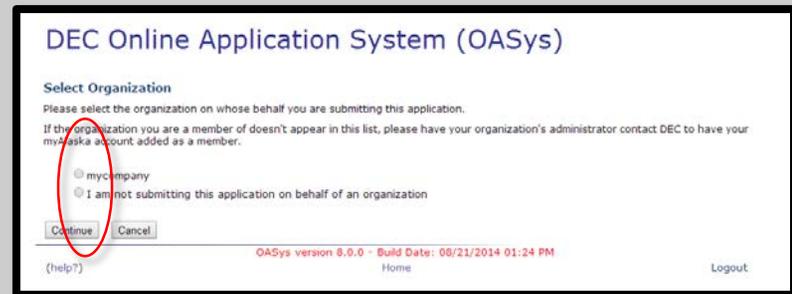
6

Select the **Excavation Dewatering General Permit eNOI** from the available categories.



7

Select the organization on whose behalf you are submitting this application.

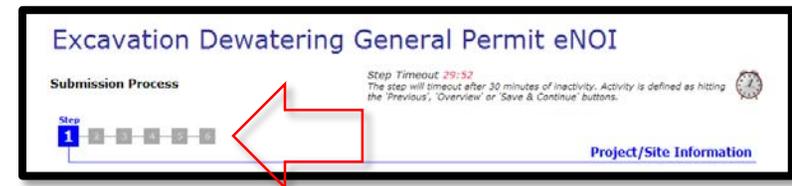


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A series of steps will take you through the application, asking for information pertinent to your project.

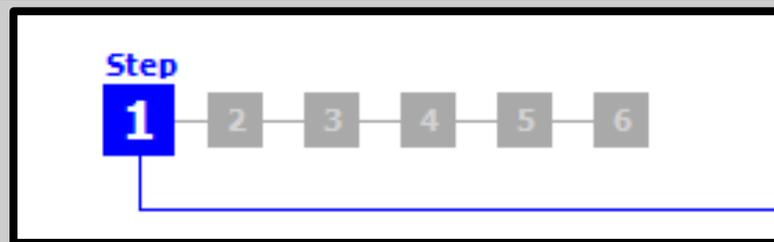
Fill out the information on these pages as completely and thoroughly as possible.

(Below you will find a few **Tips** that provide additional information regarding navigation of these steps.)



T  
I  
P

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



T  
I  
P

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

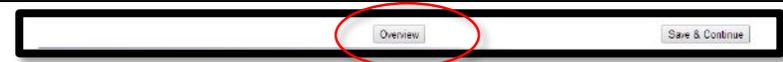
T  
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When finished with a step, go to the next page by selecting the **Save & Continue** button in the lower right corner.

**NOTE:** At any time, you can logout, and your information will be saved, however changes to the current page are not saved until you hit **Save & Continue**.

T  
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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 from all steps and to edit previously entered information.



T  
I  
P

If you need to void an application (questionnaire, application, or quarterly report) that was entered in error, please send an email to:  
[DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)

Please include the **tracking number** for the application needing to be voided.



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Step 1 collects information about the project/site. Please read the information carefully. Complete site information must be provided for permit coverage to be granted.

Tracking #: EXDW-0045      Facility:      Type: Excavation Dewatering General Permit eNOI

**Notice of Intent (NOI) for Excavation Dewatering Under an APDES General Permit**

Submission of this Notice of Intent (NOI) constitutes notice that the party identified in Step 5 of this NOI requests authorization to discharge pursuant to the APDES Excavation Dewatering GP. Submission of this NOI also constitutes notice that the party identified in Step 5 of this NOI meets the eligibility requirements of the Excavation Dewatering GP for the project identified below. Permit coverage is required prior to commencement of the dewatering activity until you are eligible to terminate coverage as detailed in the Excavation Dewatering GP. To obtain authorization, you must submit a complete and accurate NOI form and pay the permit application fee.

Instructions for Completing this Form

**Project/Site Name:** \*   
(Limit 50 characters)

**Project Description:** \*   
(Please limit to 50 words)

**Project Street/Location:** \*

**City:** \*

**State:** \* AK

**Zip Code:** \*

**Borough or similar government subdivision:** \* Choose Area

**Latitude/Longitude**

**Latitude: Converter** \*

**Longitude:** \*

**Mapping Technique:** \* USGS topographic map

If "Other" is selected, please list the mapping technique used:

If you used a USGS topographic map, what was the scale?

**Estimated Project Start Date** \*

**Estimated Project Completion Date** \*

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Step 2 will collect discharge information for the project.

Tracking #:	EXDW-0045	Facility:	sdfc	Type:	Excavation Dewatering General Permit eNOI
<b>Discharge Flow Rates:</b>					
Maximum anticipated discharge flow rate (gallons per day - GPD):	*	<input type="text"/>			
Average anticipated discharge flow rate (gallons per day - GPD):	*	<input type="text"/>			
Total anticipated discharge (gallons):	*	<input type="text"/>			
Discharge velocity at end of pipe (feet per second - FPS):	*	<input type="text"/>			
General Description of Dewatering Best Management Plans:	*	<input type="text"/>			
Is the discharge to land?	*	<input type="radio"/> Yes <input type="radio"/> No			
Identify the name of the water bodies to which you discharge:	*	<input type="text"/>			
<small>A contaminated site or groundwater plume with an "Active" or "Cleanup Complete-Institutional Controls" status identified by DEC Contaminated Sites Program. For assistance in locating mapped contaminated sites and listing of groundwater plumes, please see the Division of Water's Excavation Dewatering General Permit webpage: <a href="http://dec.alaska.gov/Water/wspspc/stormwater/edhspp.html">http://dec.alaska.gov/Water/wspspc/stormwater/edhspp.html</a>.</small>					
Is there a DEC identified contaminated site either in "Active" or "Cleanup Complete-Institutional Controls" status located within 1,500 feet of the proposed dewatering activities?	*	<input type="radio"/> Yes <input type="radio"/> No			
Do you have excavation dewatering activities located within 1,500 feet of a DEC identified "contaminated groundwater plume" with discharges to land or to waters of the U.S.?	*	<input type="radio"/> Yes <input type="radio"/> No			

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Step 3 collects information about your BMP

Tracking #:	EXDW-0045	Facility:	sdfc	Type:	Excavation Dewatering General Permit eNOI
Has a BMP Plan been developed in accordance to Part 2.2.7 of the Excavation Dewatering general permit?	*	<input type="radio"/> Yes <input type="radio"/> No			
The certified BMP Plan will be submitted with this eNOI in step 4:	*	<input type="radio"/> Yes <input type="radio"/> No			

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Step 4 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.

Use the **Choose File** 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.

**NOTE:** File size limit is 20MB for each attachment.

The screenshot shows a web form for attaching files. At the top, it displays 'Tracking #: EXDW-0045', 'Facility: sdfc', and 'Type: Excavation Dewatering General Permit eNOI'. Below this is a 'Usage Tips' section with instructions on how to use the file upload feature, including a note that the file size limit is 20MB. The main form area is titled 'Attach a file' and contains a 'File:' field with a 'Choose File' button and 'No file chosen' text. Below this is a 'Type:' dropdown menu set to 'Project Description Material', a 'Title:' text input field, and a 'Description:' text area. An 'Attach' button is located below the description field. At the bottom of the form, there is an 'Attachments' section with a 'Remove' button circled in red. Red arrows point to the 'Choose File' button and the 'Remove' button.

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Step 5 will allow you to enter contacts that fulfill different roles.

Click the **Add** button.

The screenshot shows a web form for managing application contacts. At the top, it displays 'Tracking #: EXDW-0045', 'Facility: sdfc', and 'Type: Excavation Dewatering General Permit eNOI'. Below this is a section titled 'Your Application Contacts' with the instruction 'To add a new contact, click the add button to the right.' On the right side of the form, there are four buttons: 'Add', 'Remove', 'Edit', and 'Copy'. The 'Add' button is circled in red.

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A new window will open where you can enter all of your contact details. All contacts that are marked as required must have a contact that fulfills that role.

Click **Save**.

**NOTE:** You may enter multiple contacts and a single contact may fulfill multiple roles. Simply check all applicable roles for each contact.

**Contact Details**

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

Applicant\*   
Billing Contact\*   
NOI Certifier\*   
NOI Preparer

**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:

Cancel Save

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Step 6, the Application Overview page (last step), 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.

**Excavation Dewatering General Permit eNOI**

Step 6 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.  
Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

**Tasks:** [Print For Your Records](#)

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$350)  
Application Fee: \$350

**Usage Tips:**  
Red items to the left indicate tasks 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 #:	Facility:	Type:
EXDW-0045	sdfc	Excavation Dewatering General Permit eNOI

**Project/Site Information** **Details** [Edit](#)

Project/Site Name: (Limit 50 characters)	sdfc
Project Description: (Please limit to 50 words)	sad
Project Street/Location:	ASD
City:	sd
State:	AK
Zip Code:	asdf
Borough or similar government subdivision:	Anchorage
Find Area	
Latitude: Converter	58
Longitude:	134
Mapping Technique:	GPS

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

**NOTE:** A check will appear next to **Complete Steps** if the application is complete and ready to be signed.

To go the Final Steps page, select the **Sign** link under tasks on the Application Overview page. You can also click on the **Continue** button at the bottom of the page.

**Excavation Dewatering General Permit eNOI**

Step 6 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.  
Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

**Tasks:** [Print For Your Records](#)

- ✓ 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$350)  
Application Fee: \$350

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

Copy to New Home Continue

# 17

The Final Steps page presents the options for signing and paying for your application.

To sign you application, you may:

- Sign using an e-Signature  
(Continue to step 18 of this guide)
- Print and sign a hard-copy  
(Skip to step 21 of this guide)
- Invite another party to sign your application  
(Skip to step 26 of this guide)

To pay for your application, you may either:

- Pay by credit card or electronic funds transfer  
(Skip to step 24 of this guide)
- Invite another party to pay for your application  
(Skip to step 26 of this guide)

Tracking #: EXDW-0045    Facility: sdfc    Type: Excavation Dewatering General Permit eNOI

**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes.

**Print, Sign and Submit a Hard-Copy Signature Page**  
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. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

**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.

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

**NOTE:** If you have used a **myAlaska** account to apply for and e-sign a PDF then you are already automatically validated.

Tracking #: EXDW-0045    Facility: sdfc    Type: Excavation Dewatering General Permit eNOI

**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes.

**Print, Sign and Submit a Hard-Copy Signature Page**  
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. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:

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Check the box indicating that you agree with the Signing Agreement. To complete the signing process, click on the ***E-Sign in myAlaska*** button to continue to the Signing Ceremony.

**Who Signs the Application?**

**18 AAC 83.385. Signature requirements for permit applications and reports**

(a) A permit application must be signed as follows:  
(1) for a corporation, a responsible corporate officer shall sign the application; in this subsection, a responsible corporate officer means  
(A) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy- or decision-making functions for the corporation; or  
(B) the manager of one or more manufacturing, production, or operating facilities, if  
(i) the manager is authorized to make management decisions that govern the operation of the regulated facility, including having the explicit or implicit duty of making major capital investment recommendations, and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental statutes and regulations;  
(ii) the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and  
(iii) authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;  
(2) for a partnership or sole proprietorship, the general partner or the proprietor, respectively, shall sign the application; and  
(3) for a municipality, state, or other public agency, either a principal executive officer or ranking elected official shall sign the application; in this subsection, a principal executive officer of an agency means  
(A) the chief executive officer of the agency; or  
(B) a senior executive officer having responsibility for the overall operations of a principal geographic unit or division of the agency.

**Signing Agreement**

By selecting the "I agree with the above statement" box, entering my myAlaska password, and clicking on E-Sign, I:

- 1) certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.
- 2) certify that I have the authority as required by 18 AAC 83.385 to sign this submittal.
- 3) certify that I am site girl as identified by the myAlaska identity verification system;
- 4) agree that I am signing this notice of intent under the Offshore Seafood General Permit general permit, AKGS23000 and
- 5) agree that I intend to be bound by the electronic record of this notice of intent under the Offshore Seafood General Permit general permit and the electronic record of this signature.

I agree with the above statement

Back E-Sign in myAlaska

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Enter your password and the answer to your secret question into the respective fields and click the **Sign and Submit** button.

(Skip to step 24 in this guidance.)

Return to [DEC Water Online Application System \(OASys\)](#)

### SIGNING CEREMONY

By using your electronic signature to sign this document, you legally bind yourself to it to the same extent as you would by signing a paper copy of the document.

Please take a moment to verify that the document you are about to electronically sign is in a readable format, and is an accurate copy of the electronic document you submitted.

This is important because, under Alaska law, criminal penalties apply for falsely certifying a document. If you submit information that you know is false, you could face imprisonment, fines, or both.

You are legally obligated to protect the security of your myAlaska electronic signature. That means you cannot share your myAlaska password with anyone else - even a family member - or let anyone else use your myAlaska electronic signature. If you discover any evidence that anyone else has used your electronic signature or gained access to your password, you must report it promptly to the [myAlaska Help Center](#).

#### Document Details

Title: Offshore Seafood General Permit  
Description: OFSH-0143 - gh  
Department: Alaska Department of Environmental Conservation  
Division: Division of Water  
Size: 19394 bytes  
Certified Date: [View Document](#)

Password:

What was the last name of your third grade teacher?

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

Tracking #: EXDW-0045    Facility: sdfc    Type: Excavation Dewatering General Permit eNOI

#### Sign this Application Using e-Signature

This signature option allows you to e-sign and submit your application in a matter of minutes.

#### Print, Sign and Submit a Hard-Copy Signature Page

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#### 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.

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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.

Tracking #: EXDW-0045    Facility: sdfc    Type: Excavation Dewatering General Permit eNOI

1. Review Your Application  
To review your application before submitting, visit the Overview Page.
2. Print the Official Signature Page  
Click the link above to display the Official Signature Page (printer friendly). Once the page has completely loaded, print the signature page. **Warning! Clicking on the link above will lock your application and you will not be able to make any additional changes.**
3. Sign the Printed Page  
Once you have a printed copy of the Signature Page, locate the appropriate line on the page and enter your signature and today's date.
4. Mail, Fax, E-mail or Electronically Submit the page to the DEC Office  
Use the following mailing address to submit your signature page and complete the hard-copy submission process. Fax and e-mail are also valid methods for submitting this page to DEC. **IMPORTANT:** All pages of your signature page must be submitted.  
Attn: Storm Water Program  
Division of Water  
Alaska Department of Environmental Conservation  
555 Cordova Street  
Anchorage, AK 99501  
Fax Number: 907-269-3487  
Phone Number: 907-269-8117  
Email Address: [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)
5. Await notification that your page has been received by DEC  
DEC will contact you when your Signature Page arrives.

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Once printed, sign and date the signature page in the Certification Information section.

Then mail, fax or email **all pages** of the Signature Page to the address shown at the top of the page.

Attn: Storm Water Program  
Division of Water  
Alaska Department of Environmental Conservation  
555 Cordova Street  
Anchorage, AK 99501  
Fax Number: (907) 269-3487  
Phone Number: (907) 269-8117  
Email Address: [DEC.Water.OPAHelp@alaska.gov](mailto:DEC.Water.OPAHelp@alaska.gov)

VI. Certification Information		
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.		
Printed Name: lkjh k kjh	Title: klhk	
Organization: klh		
Signature:	Date:	Email:
Application Preparer (Complete if NOI was prepared by someone other than the certifier)		
Prepared By: lkjh k kjh		
Organization: klh		
Phone: lkjh	Email:	

Your signature page will typically be processed within a few days of being received and your eNOI will then be "signed".

# 24

To pay for your application, select **Pay for this Application**.

(If you will be inviting another party to pay for or sign this application skip to step 26 of this guidance.)

Tracking #: EXDW-0045    Facility: sdfc    Type: Excavation Dewatering General Permit eNOI

**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes.

**Print, Sign and Submit a Hard-Copy Signature Page**  
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. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:



**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.

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You will be taken to the Payment Summary page. From here, you can choose to pay via credit card or an electronic funds transfer from a checking or savings bank account.

Follow the on-screen instructions, you will be taken back to your application.

(Skip to step 31 of this guidance.)

**Payment Summary**

Description	Permit #	Invoice #	Quantity	Cost Each
DEC Permit - Tracking Number AKR10EG09	AKR10EG09		1	\$490.00
<b>Total</b>				<b>\$490.00</b>

**Card Acceptance**  
We accept Visa, MasterCard, and Discover.



**Currency**  
Online payments to the DEC are transacted in US Dollars.

**Privacy Policy**  
Permit registrations are public information, but the financial information you use to transact payments is considered private.  
Credit card information is not collected, stored, processed, or transmitted by the DEC Online Payment Center and will not be shared with anyone. Cardholder data is collected by a 3rd party that adheres to rigorous card industry security standards.  
Personal information such as your name, email, billing address, and phone number may be collected during your payment for quality assurance reasons such as supporting customers that require assistance and performing revenue reconciliation and other standard accounting tasks. Your personal information won't be shared with anyone outside the DEC.

**Refund Policy**  
The DEC can issue refunds on request, but this may invalidate your permit(s) if the refund results in an unpaid permit. If you've accidentally over-paid or if you feel you've been mischarged please contact customer service for assistance.

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If you require another party to sign or pay for your application, select the **Invite another party to Sign and/or Pay for this Application** from the Final Steps Page.

Tracking #: EXDW-0045 Facility: sdfc Type: Excavation Dewatering General Permit eNO1

**Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes.

**Print, Sign and Submit a Hard-Copy Signature Page**  
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. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:*

**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.

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Depending on whether you are inviting another party to sign, pay, or both, select from the available options: **Payer**, **Signer**, or **Signer and Payer**. Then enter the email of your alternative signer/payer into the input field and click the **>>>** button to add that contact to the e-mail list.

Tracking #: OFSH-0144 Facility: hmn Type: Offshore Seafood General Permit

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

>>>

**TIP:** You can enter multiple emails in this step. Simply enter each additional contact as described above, pressing the **>>>** button after each contact. Click the **Continue** button and an email will be sent to each of your invited alternates.

**WARNING:** You must click the **>>>** button to add the e-mail to the displayed list of alternates before clicking the Continue button or else they won't receive an e-mail.

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

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

sita d girl ([salome.starbuck@alaska.gov](mailto:salome.starbuck@alaska.gov)) has identified you as the person responsible to sign for application number 'EXDW-0045' for the facility: 'sdfe'. This application is for a discharge under the Excavation Dewatering General Permit eNOI EXDW.

In order to access this application, you will need the following Tracking Number and PIN:  
Tracking Number: EXDW-0045  
Pin: 6510

To continue, please visit the [Water Online Application \(https://test.dec.alaska.gov/applications/water/oasys/Associate.aspx\)](https://test.dec.alaska.gov/applications/water/oasys/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.

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After clicking on the link provided in the email, the alternate signer/payer will login to OASys and enter the Tracking Number and PIN which is also provided in the email.

Department of Environmental Conservation  
**Water Online Application System**  
State of Alaska > DEC > Online Services > Water Online Application System

Tracking Number:   
PIN:

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The alternate signer/payer will be taken to the Final Steps page, giving them the opportunity to e-sign (if validated) or print, sign and submit a hard-copy signature page for your Excavation Dewatering eNOI.

Tracking #: EXDW-0045    Facility: sdfc    Type: Excavation Dewatering General Permit eNOI

 **Sign this Application Using e-Signature**  
This signature option allows you to e-sign and submit your application in a matter of minutes.

 **Print, Sign and Submit a Hard-Copy Signature Page**  
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. *Cruise Ship Registration Signature Pages must be notarized and the ORIGINAL notarized hard-copy mailed or delivered to the Juneau 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. Many of the hard-copy signature pages require Adobe Acrobat Reader to view and print. Click on the following image to download and install Adobe Acrobat Reader:  


 **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.

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

**IMPORTANT:** Attached to this email is the PDF of the completed Excavation Dewatering NOI form.

Message  EXDW-0045.pdf (629 KB)

The electronic submission process for application number EXDW-0045 for Facility 'sdfc' was completed at 9:09 AM on 8/26/2014.

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When you return to the eNOI, the Application Overview will display all tasks as completed.

Excavation Dewatering General Permit eNOI

Step 6 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.

Please also be aware that the highlighted fields do not yet contain data. Please review to assure that they should remain empty before submitting. To add information, select the Edit button(s).

**Tasks:**

- 1. Complete Steps
- 2. Sign
- 3. Pay Fees (\$350) - Paid Application Fee: \$350

**Usage Tips:**  
Red items to the left indicate tasks 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 #: EXDW-0045 Facility: sdfc Type: Excavation Dewatering General Permit eNOI

View Copy of Record

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**Highlighted Feature:**

The **Copy to New** button allows you to create a new questionnaire of the same type that pre-populates with information from a previous questionnaire.

To copy previously submitted information, open your original submittal and select **Copy to New** at the bottom of the questionnaire overview page.

OFSH-0144.pdf Merged OFSH documents

Copy to New Create Modification Home

(help?) OASys version 6.0.0 - Build Date: 05/26/2014 05:06 PM Logout

For assistance with the online process, please contact the Division of Water at 907-465-5180 or email DEC.Water.OPAHelp@alaska.gov