

Storm Water Multi-Sector General Permit eNEC

Step-by-Step Guide

The Multi-Sector General Permit (MSGP) No Exposure Certification (NEC) can now be filled out using the Division of Water's Online Application System. This document will guide you through this online process.

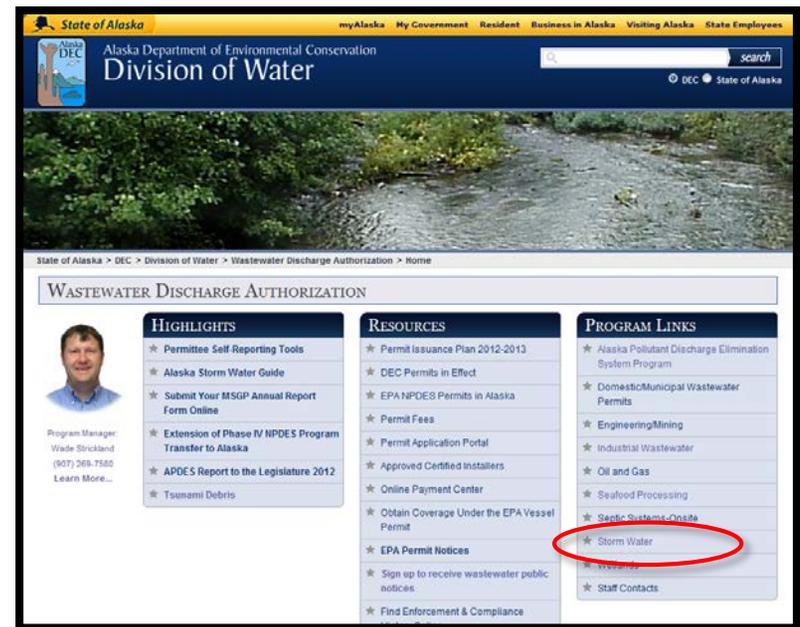
2015 Multi-Sector General Permit eNEC

1

Go to the Division of Water's Wastewater Discharge Authorization home page at:

<http://www.dec.state.ak.us/water/wwdp/index.htm>

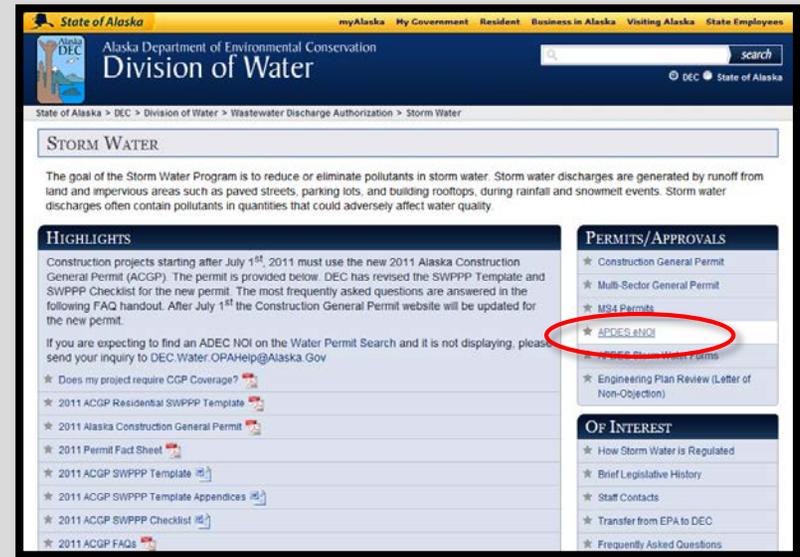
Select the "Storm Water" link under **Program Links**.



2

The Storm Water home page contains links to the Multi-Sector General Permit, APDES Storm Water Forms and many other resources for permittees.

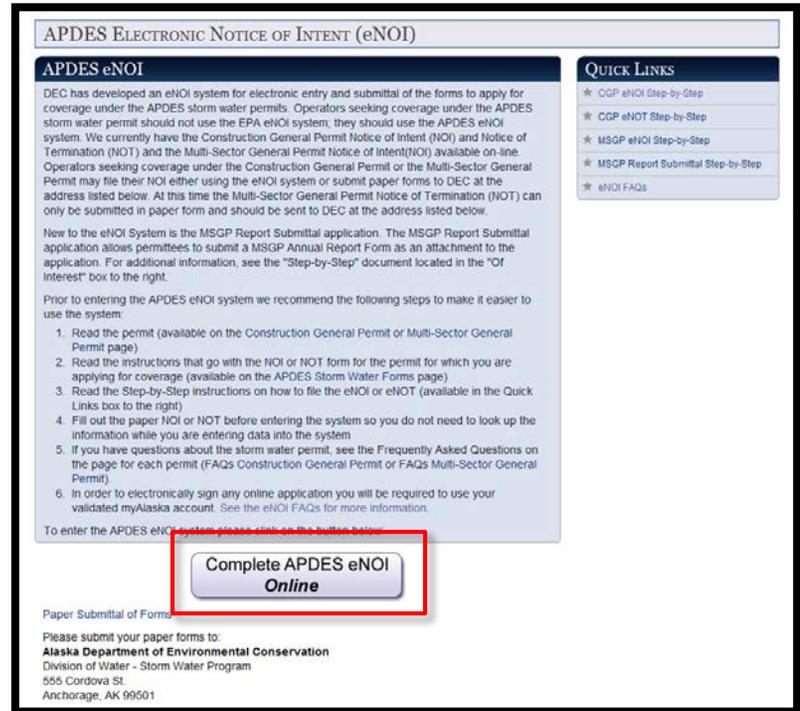
When you are ready to begin the online eNOI application process, click on the "APDES eNOI" link under **Permits/Approvals**.



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>

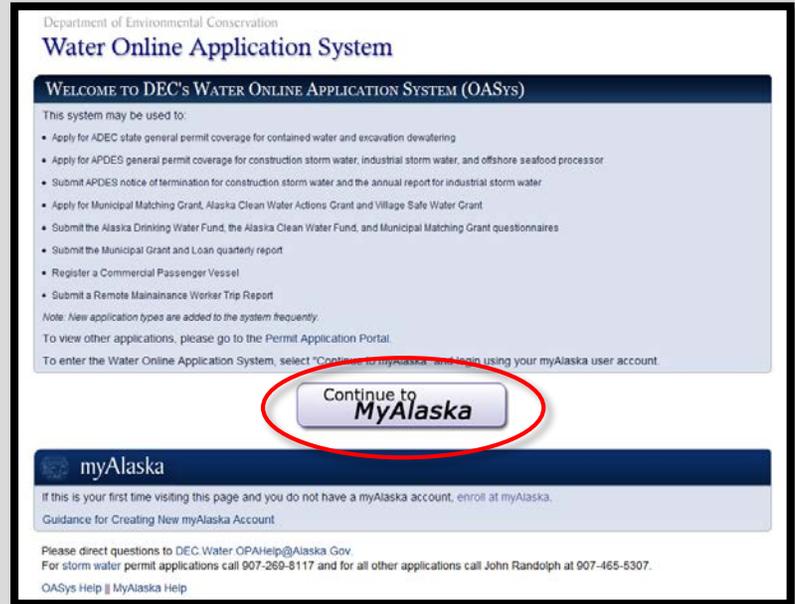


4

Welcome to the **Water Online Application System (OASys)**! 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 skip to step 6 below.

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



5

Log in to your myAlaska account and skip to step 7 in this guidance.

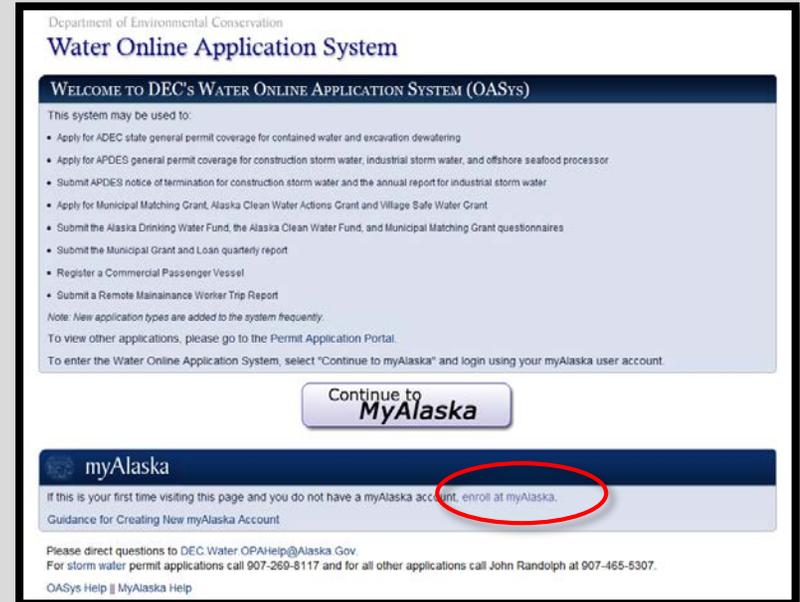


6

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



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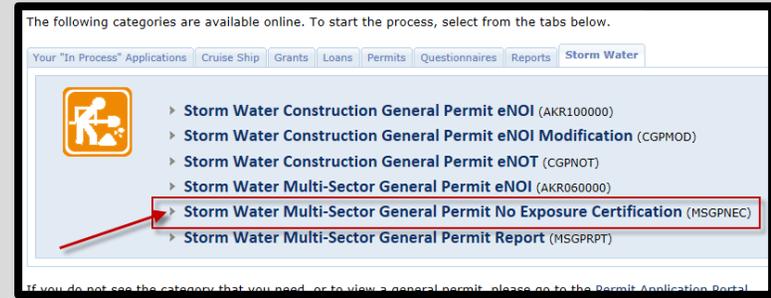
After successfully logging in to myAlaska, you will arrive at the Water Online Application system.

Select the "Storm Water" tab.



8

Select the “**Storm Water Multi-Sector General Permit eNOI**” from the available categories.



9

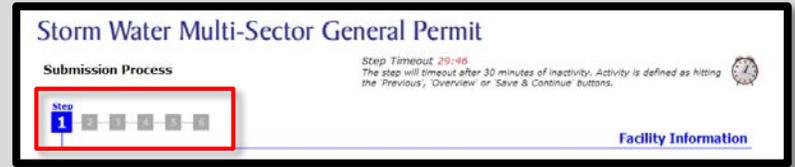
A series of steps will take you through the application, asking for information pertinent to your project. Fill out the information on these pages as completely and thoroughly as possible.

(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
I
P

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

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".



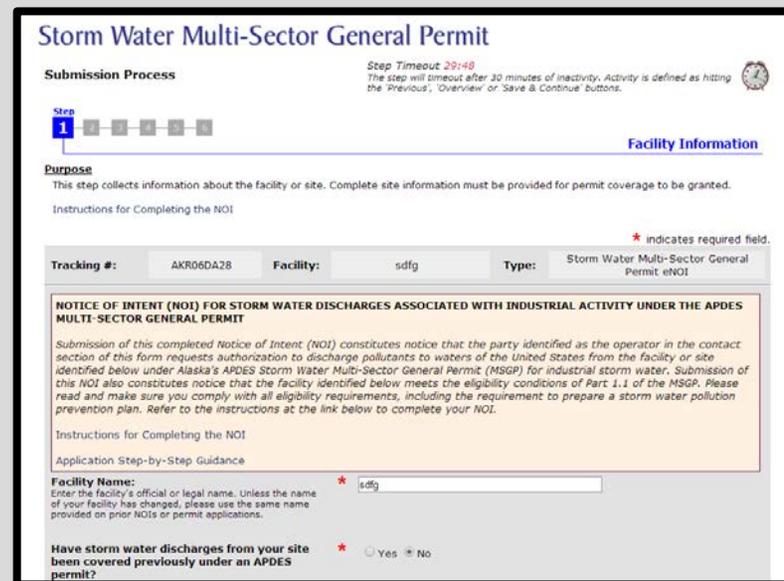
T
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P

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.



10

For **Step 1** of the application process carefully read the information provided on this page and answer all questions as required. then click **“Save & Continue”** to continue to the next step.



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Step 2 requires you to enter contact information for the Facility Operator and **Signatory Official**.

Click the **"Add"** button to access the Contact Details window. You must enter contact information for all required persons before continuing.

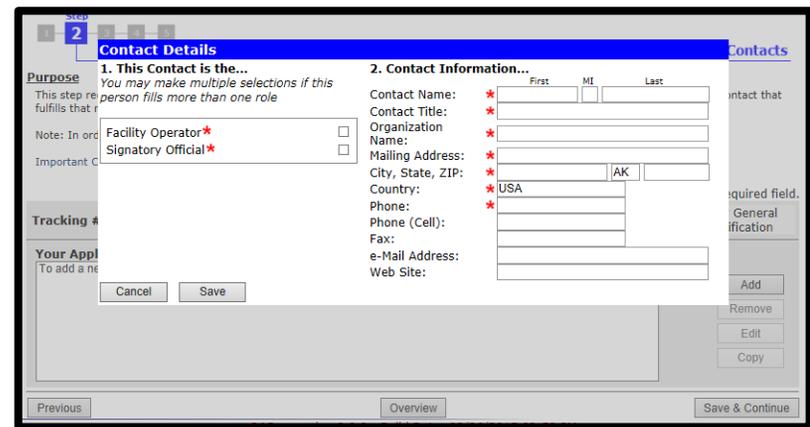
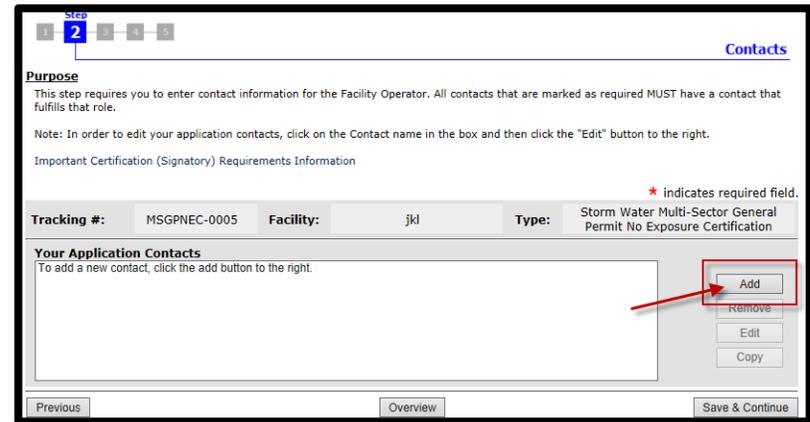
In the Contact Details pop out window answer all required fields and click the **"Save"** button.

Once completed, click **"Save & Continue"** to move to the next step.

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

IMPORTANT: The **Signatory Official** must have the signing authority as required by [18 AAC 83.385](http://dec.alaska.gov/commish/regulations/pdfs/18%20AAC%2083.pdf#page=71) to sign the eNEC.

<http://dec.alaska.gov/commish/regulations/pdfs/18%20AAC%2083.pdf#page=71>



11

Highlighted Feature #1:

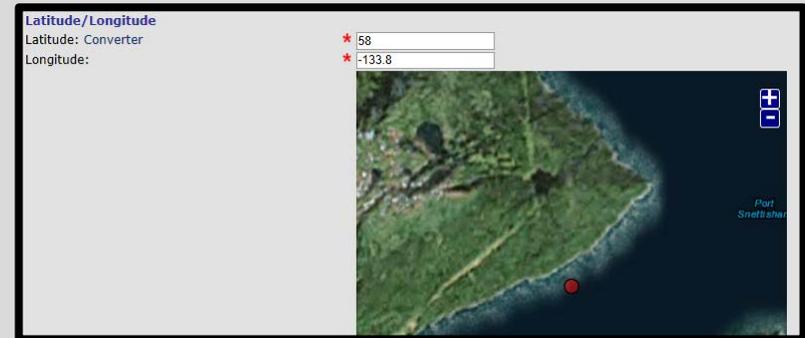
Step 1 contains a question regarding previous coverage. If your site was previously covered, you can select the tracking number from a list of valid MSGP authorizations in our database.



Was the facility or site previously covered under an NPDES or APDES storm water permit? * Yes No
If previously covered, provide the tracking number: AKR05DC87 Knight Oil Tools

Highlighted Feature #2:

Step 1 contains a map that will display the location of the latitude and longitude you enter. This is for display purposes only. Note that you cannot move the red dot to update the latitude and longitude values.



Latitude/Longitude
Latitude: Converter * 58
Longitude: * -133.8

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Step 3 collects information regarding **materials or activities exposed to precipitation**. Answer all questions as required then click “**Save & Continue**” to continue to the next step.

IMPORTANT: If you answer "Yes" to any of these questions, (1) through (11), you are not eligible for the no exposure exclusion.



Storm Water Multi-Sector General Permit

Submission Process Step Timeout 29:55
The step will timeout after 30 minutes of inactivity. Activity is defined as hitting the Previous, Overview or Save & Continue buttons.

Step 2

Discharge Information

Purpose
This step collects information regarding your storm water discharge. Note that Receiving Water and Wetlands information will be entered in step 3.

Instructions for Completing the NOI * indicates required field.

Tracking #: AKR06DA28 Facility: sdfg Type: Storm Water Multi-Sector General Permit eNOI

Municipal Separate Storm Sewer Systems
Does your facility discharge storm water into a Municipal Separate Storm Sewer System (MS4)? * Yes No
If yes, name of MS4 operator: _____

Federal Effluent Limitation Guidelines and Sector-Specific Requirements
a. Are you requesting permit coverage for any storm water discharges subject to effluent limitation guidelines? * Yes No

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Step 4 allows you to electronically submit any supporting documents. If you don't supply the required documents here, you will need to send them in later.

To attach a file:

- Click the **"Browse..."** button
- A file browser window will open. Select the file you want to upload then click the button. The name of the file you selected will appear next to the "Browse..." button.
- Select what kind of file it is from the drop-down menu and add a title and description.
- Click **"Attach"** when you have all the information completed to submit your document.

Click **"Save & Continue"** to continue to the next step.

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Step 5 is the overview page. Here you can review all the information you have entered and make sure it is correct. You can use the **"Edit"** button for any given section to go back and make any necessary adjustments.

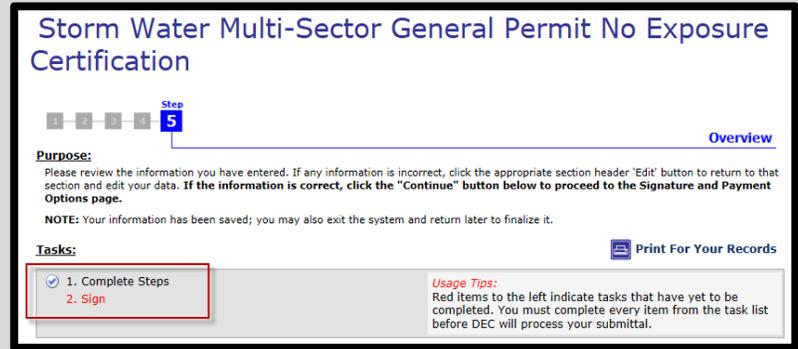
Any fields you have left blank will be highlighted yellow, so you can go back and edit them if you need to.

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

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.

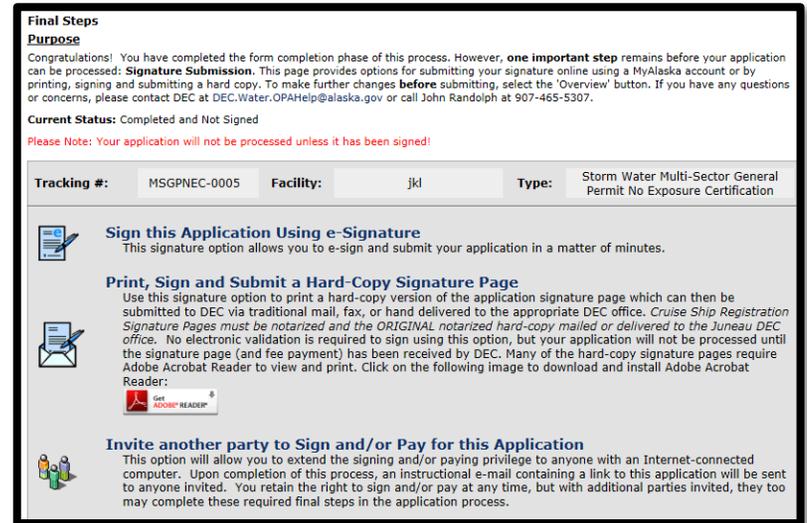


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The **“Final Steps”** page presents the options for signing your application.

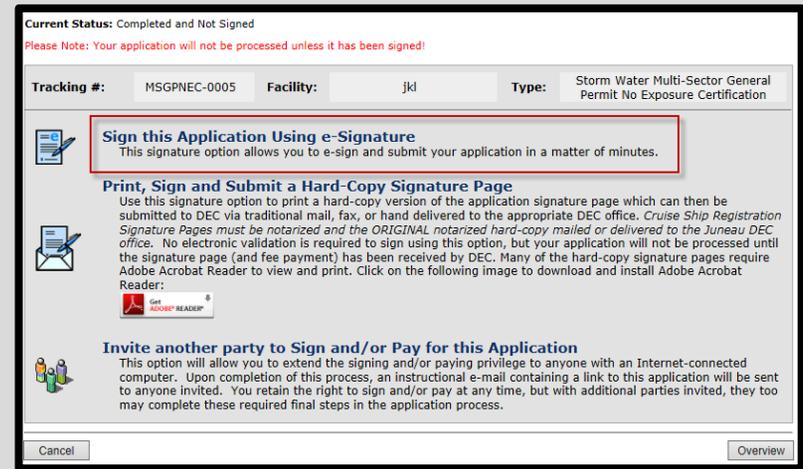
To sign your application, you may:

- Sign using an e-Signature
(Continue to the step 19 of this guide)
- Print and sign a hard-copy
(Skip to step 22 of this guide)
- Invite another party to sign your application
(Skip to step 28 of this guide)



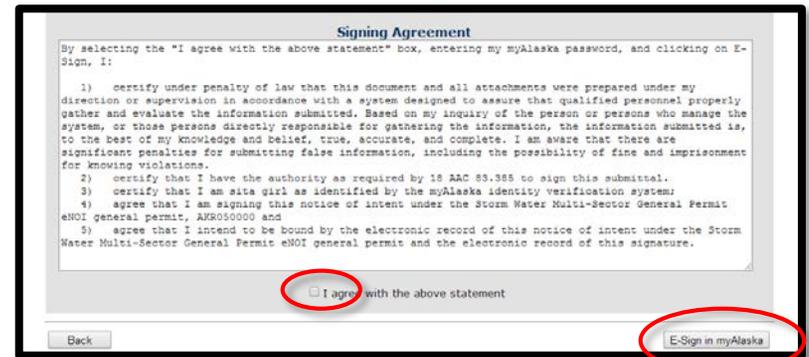
89

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



20

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.



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To complete the signature process enter your myAlaska password, answer the secret question and click the **“Sign & Submit”** button to submit your signature. (Skip to step 25 of 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: Storm Water Multi-Sector General Permit eNOI
Description: AKR06DA28 - sdlg
Department: Alaska Department of Environmental Conservation
Division: Division of Water
Size: 18117 bytes
Certified Date: [View Document](#)

Password:

What school did you attend for sixth grade?

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To print a hard-copy signature page, select **“Print, Sign and Submit a Hard-Copy Signature Page”**.

Current Status: Completed and Not Signed
 Please Note: Your application will not be processed unless it has been signed!

Tracking #: MSGPNEC-0005 **Facility:** jkl **Type:** Storm Water Multi-Sector General Permit No Exposure Certification

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:



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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Carefully read the steps to submitting your application on this page. Click the **“Print the Official Signature Page”** link to access your printable signature page.

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

Water Online Application System

Print and Submit a Hard-Copy Signature Page

Purpose
As part of the application process, each applicant (or agent of the applicant) must submit a validated signature. Alternatively, you may return to the [Signing and Paying Options Page](#) to select a different option for submitting a signature. If you have any questions about this process, contact your local DEC office or send an e-mail to DEC.Water.OPAHelp@alaska.gov

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

Tracking #: AKR10EG09 Facility: test Type: Storm Water Construction 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.
Attn: Storm Water Program
Division of Water
Alaska Department of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501
Fax: 907-269-3487
Phone: 907-269-8117
Email Address: 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. Please allow 2-3 weeks for the page to arrive at the DEC office in Juneau.

Back Continue

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When your document has finished downloading print it, sign it on the appropriate line and send it to the address provided in the Signature NOI:

Attn: Storm Water Program
Division of Water
Alaska Dept. of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501



THE STATE
of ALASKA
GOVERNOR SEAN PARNELL

Department of Environmental Conservation
DIVISION OF WATER
Wastewater Discharge Authorization Program
555 Cordova St
Anchorage, Alaska 99501-2617
Main: 907.269.6285
Fax: 907.334.2415

Thank you for using the DEC Water Online Application System. In order to sign your electronic Notice of Intent (eNOI) application, you the NOI Certifier must sign and submit this Signature NOI. The ADEC needs to verify your signature in order to update the status of your eNOI to a signed status.

Please sign on the appropriate line in the Certification Information Section (Section VIII, page 3) of this Signature NOI. Submit all pages of this Signature MSGP NOI via mail, fax, or email to:

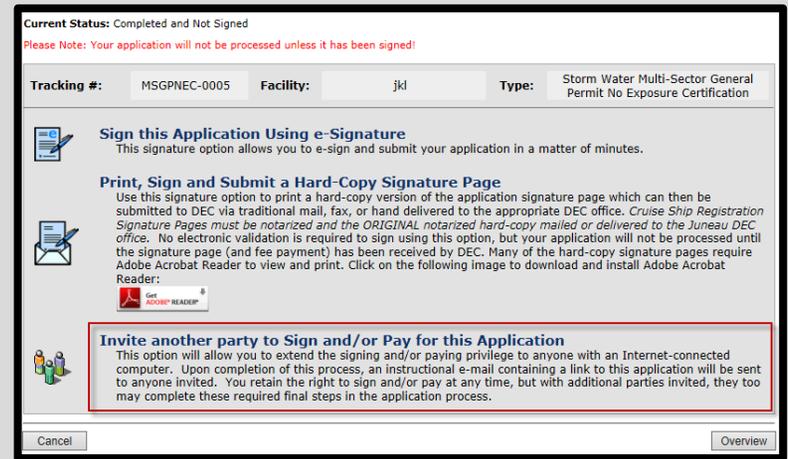
Attn: Storm Water Program
Division of Water
Alaska Department of Environmental Conservation
555 Cordova Street
Anchorage, AK 99501
Fax Number: (907) 269-3487
Phone Number: (907) 269-8117
Email Address: DEC.Water.OPAHelp@alaska.gov

If you have any questions regarding this signature page or other questions concerning the eNOI System, please call ADEC at: (907) 269-8117.

Thank you for using the ADEC eNOI system.

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If you require another party to sign your application, select the “**Invite another party to Sign this Application**” and proceed to the next step of this guide.



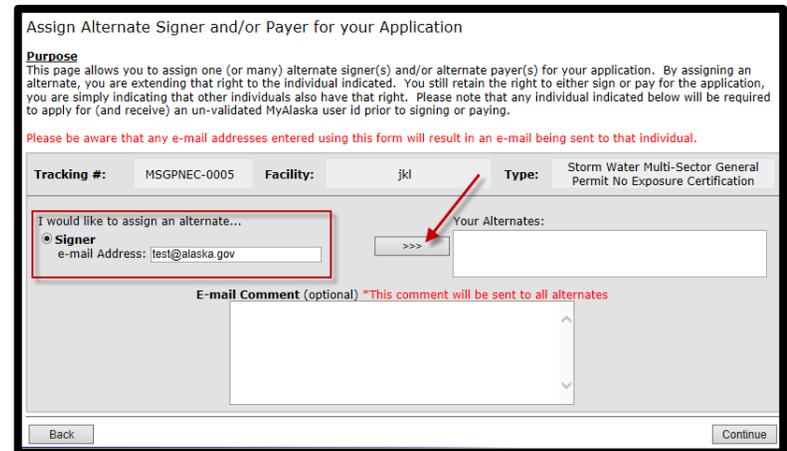
29

Enter the email of your alternative signer into the input field and click the button to add that contact to the e-mail list.

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.

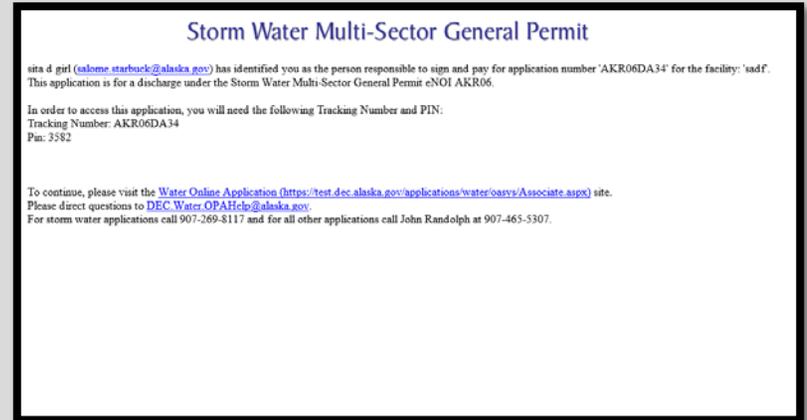
WARNING: You must click the button to add the e-mail to the displayed list of alternates before clicking the “Continue” button or else they won’t receive an e-mail.



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

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



31

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



32 The alternate signer 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.

Final Steps
Purpose
Congratulations! You have completed the form completion phase of this process. However, **one important step** remains before your application can be processed: **Signature Submission**. This page provides options for submitting your signature online using a MyAlaska account or by printing, signing and submitting a hard copy. 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 or call John Randolph at 907-465-5307.

Current Status: Completed and Not Signed

Please Note: Your application will not be processed unless it has been signed!

Tracking #:	MSGPNEC-0005	Facility:	jkl	Type:	Storm Water Multi-Sector General Permit No Exposure Certification
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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:*

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.

33 After your application has been signed, you will receive an email confirming that your application was signed another that your application was successfully submitted.

To: Randolph, John R. (DEC); DEC-Water WQ OPA, Help (DEC sponsored)

Cc: DEC-Water WQ OPA, Help (DEC sponsored)

Message MSGPNEC-0005.pdf (426 KB)

The electronic submission process for application number MSGPNEC-0005 for Facility 'jkl' was completed at 10:15 PM on 3/30/2015.

If you submitted a hard-copy signature page, it may take a few days to process.

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

Step 5 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 Steps
- 2. Sign

View Copy of Record

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.

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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.



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