2025 Certified Installer Training Day 3

Division of Water Engineering Support and Plan Review Section

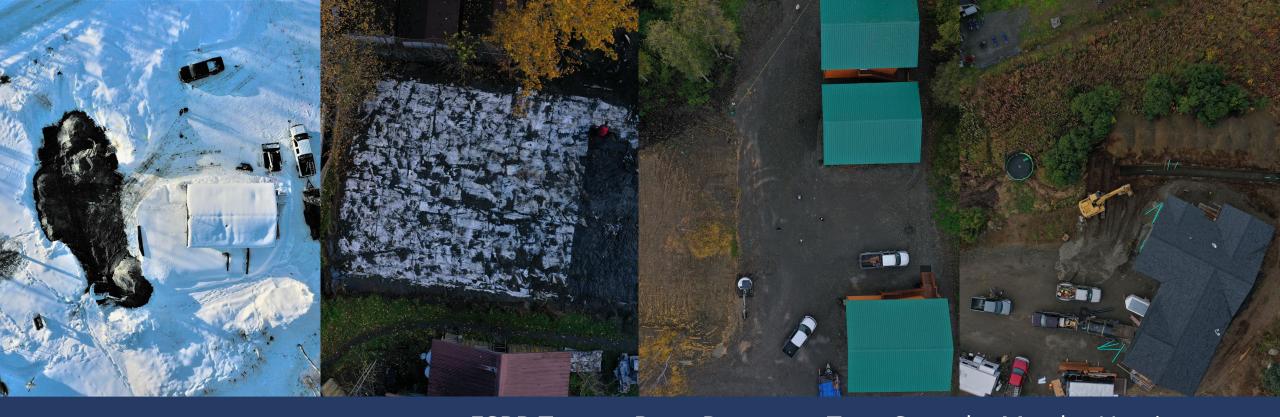
March 20, 2025



Agenda

- Introduction
- Website
- Account Creation and First Time Login
- Ed Navigation (internal)
- Live Demos & DOC Submission Requirements
- Break 11-11:05
- Ed Notifications
- Ed Map Explorer
- Technology and Other Resources



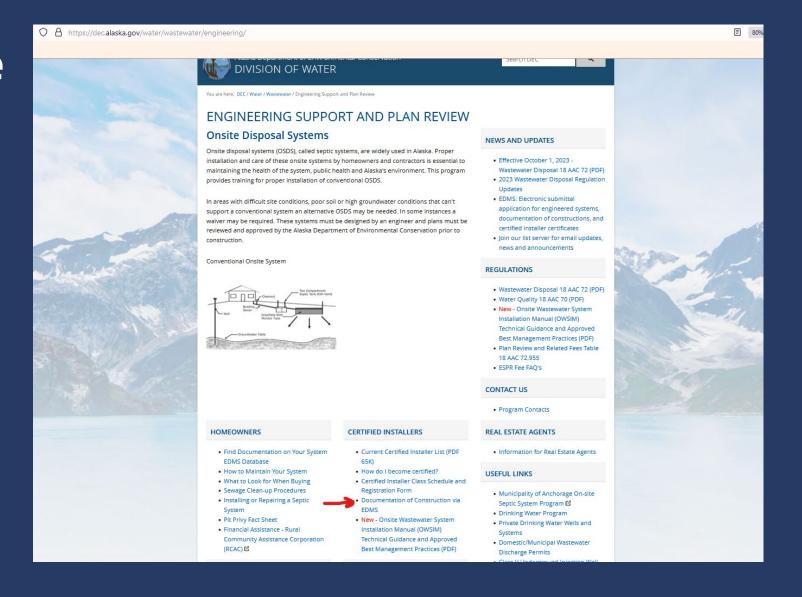


Introduction . EDA

- ESPR Team Ryan Peterson, Tony Sonoda, Martha Harrison
- Manager Tonya Bear
- EDMS support staff. Jessica Davison
- General EDMS Help (help on signing in etc.)



Current Website





Proposed Website (Draft)

2025 Planned total reorganization of the ESPR website. Reorganization will focus on need based responses.

Planned link to EDMS to be placed near "welcome"

Suggestions? Please let me know!

Engineering Support and Plan Review (ESPR) Welcome to the updated ESPR website. Please contact us if you have trouble navigating the new site News and Updates Welcome to the newly organized webpage. Please contact us if you have trouble navigating the new site. Wastewater disposal systems, commonly referred to as septic systems, are widely used in Alaska. Proper installation and care of these systems is essential to maintaining the health of the system, public health and Alaska's environment. This program provides training for FIND RECORDS **ENVIRONMENTAL DATA CERTIFIED INSTALLERS** MANAGEMENT SYSTEM REGULATIONS DISPOSAL SYSTEM FOR A., Wastewater Disposal 18 AAC 72 (PDF 234K) Water Quality 18 AAC 70 (PDF 833K) Rrivate Residence Onsite Wastewater System Installation Manual (OWSIM) with Interim Guidance Commercial Facility City or Municipality

Domestic/Municipal Wastewater Discharge

You are here: DEC / Water / Wastewater / Engineering / Testing Page for new Homepage

ACCOUNT CREATION (FIRST TIME LOGIN)



Account creation (first time login)

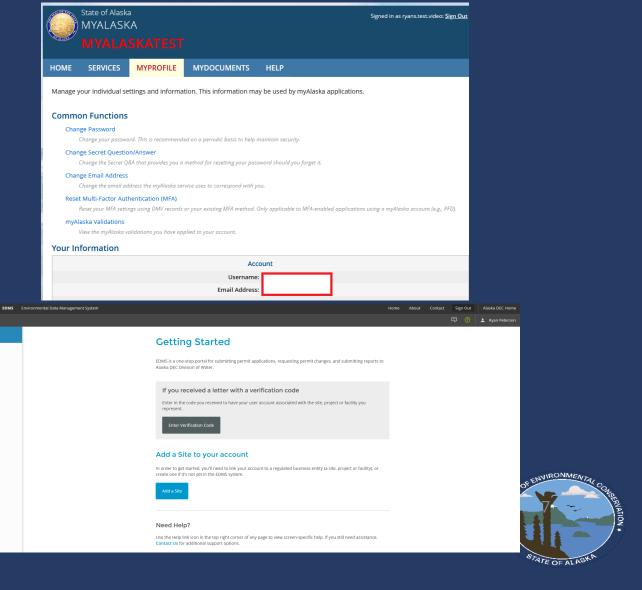
Home

Notifications

First time users or login may be prompted for security questions. This is a one time prompt.

It is extremely important to verify that your my. Alaska. gov and your CI email are the same. If different you may not see any information. You can create a new my. Alaska. gov account or change. Department recommends to have a personal and a business email address.

If logged in correct, you should automatically be associated with your existing certification account!

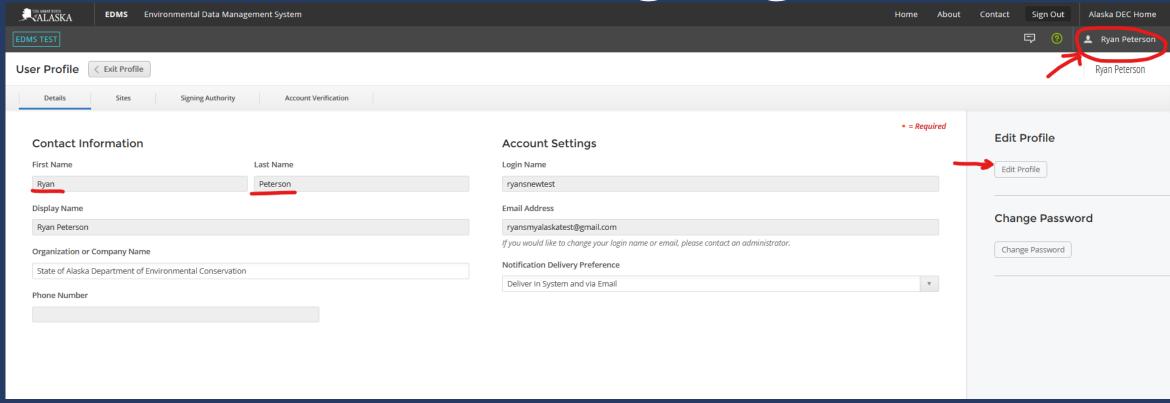


Account creation (first time login)

Set Up Security Questions	
To continue using the EDMS system, you must first set security questions for your account.	About Security Questions
For each of the following fields, choose a challenge question prompt from the available options, and provide a corresponding answer.	Security questions are used in the event you forgot your account password or wish
To help keep your account secure, choose question/answer pairs that will be both easy to remember and difficult for others to guess.	to change your existing password. EDMS will also ask you to answer a randomly
	chosen security question when submitting certain types of applications and reports.
Security Question 1	certain types of applications and reports.
In what city did you meet your spouse/significant other?	
Your answer	Resetting Security Questions
Security Question 2	Contact EDMS support if you need to reset your Security Questions.
Choose a question prompt	
Your answer	A
Security Question 3	
Choose a question prompt	A
Your answer	A
Security Question 4	A
Choose a question prompt v	
Your answer	
TOUL DESTREE	
Security Question 5	



Account creation (eSigning)



If properly setup, first name and last name will be pre-populated. If it shows your email address, you must go to "Edit Profile" and add that information!

*Update, the "Edit Profile" link was removed sometime in 2024. Users must go to "my.alaska.gov → MyProfile → and add your name and click **Save Profile**

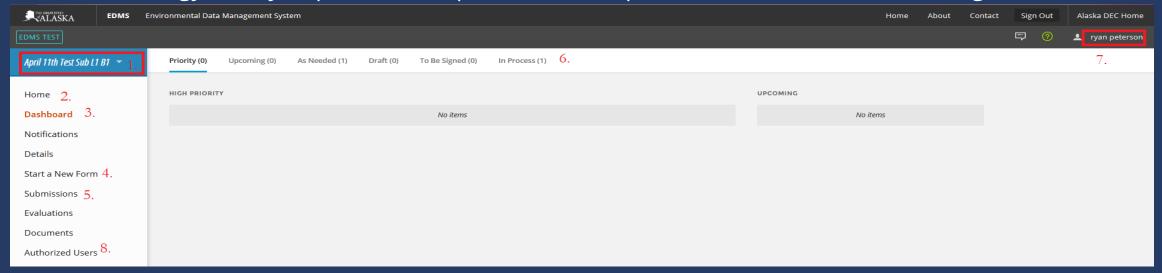
The link to "Edit Profile" has been requested to be added back in; however, unknown timeframe of this being accomplished



ED NAVIGATION (INTERNAL)

Ed navigation and terminology

Remember the first time you operated an excavator or a car? Becoming familiar with the options and terminology is very important! Deep breath, don't panic, this shouldn't take to long.



EDMS based concepts
"Sites" – Basis of system.
Facilities, persons, etc.
"Form Types" – E.g., submittal
types. Applications, Permits,
Schedules, Service Request

- 1. Selected "Site".
- 2. Home page of the "Site"
- 3. "Site" dashboard [note bold highlighted]
- 4. A place to start a new form
- 5. Submissions history on a site.
- 6. Dashboard of items needed on a site
- 7. User "Profile & Settings"
- 8. Authorized Users "add new users"

Many buttons can be redundant; however, nice to get where you are going many different ways.

Click around and provide feedback!

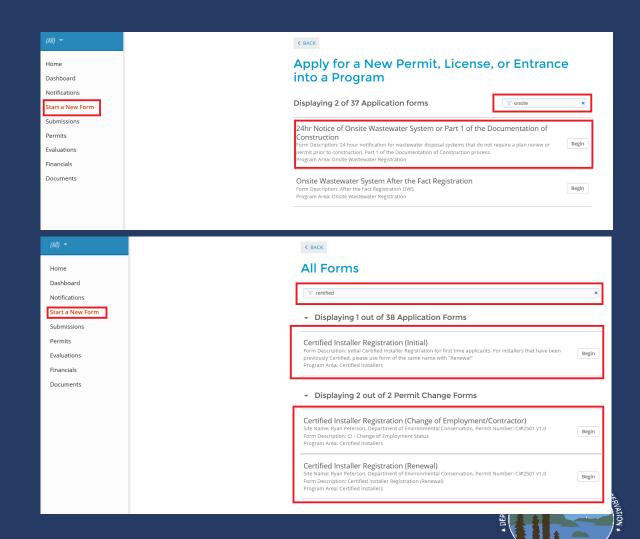
Available forms

Forms for "Onsite Wastewater Registration"

- 24hr Notice of Onsite Wastewater System or Part 1 of the Documentation of Construction Application Form
 - 1. On receipt, a Document of Construction Part 2 Schedule form becomes immediately available
 - 2. Always available on the site, a 24 hr notice cancellation Service Request form is available
- 2. Onsite Wastewater System After the Fact Registration (Registered Engineers **only** but this is the form they'll use)

Forms for "Certified Installers"

- 1. Certified Installer Registration (Initial) Application Form
- 2. Certified Installer (Renewal) Permit Change Form
- 3. Certified Installer 2nd Annual Installment Schedule Form
- 4. Certified Installer (Change of Employment Contractor) Permit Change form



LIVE DEMOS & DOC SUBMISSION REQUIREMENTS

- Certified installer forms
- Submitting 24-hour notifications
- Submitting a Documentation of Construction
- Service request 24hr notice cancellation
- Notes on Documentation of Constructions
- Ed map explorer



Documentation of Construction Requirements SECTION 40 06 TYPICAL SITE PLAN

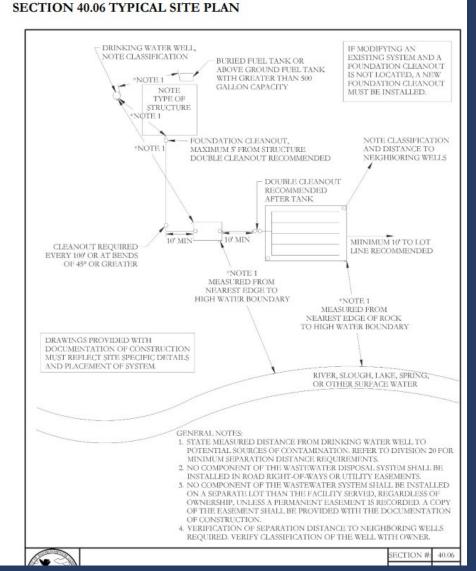
OWSIM 2.3.2
General submission requirements

Website: DOC diagrams and form itself

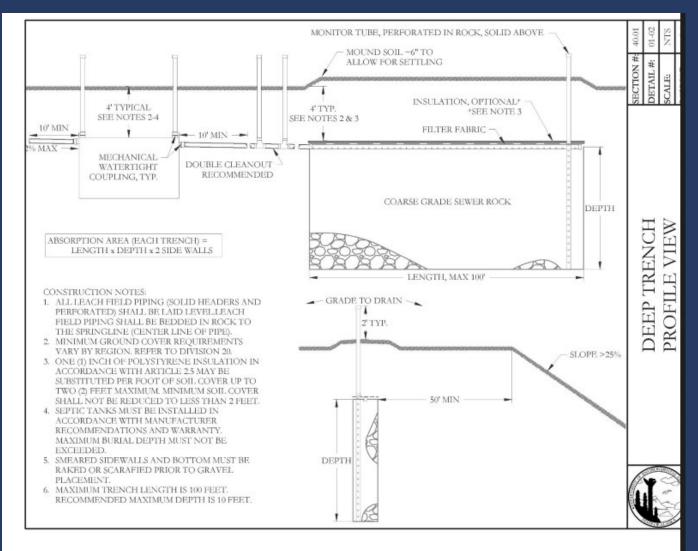
Standard drawings: OWSIM Appendix C

*Planned OWSIM updates and website revisions are to include many more standard system layouts and more example submissions such as "Cut and fill systems"

*Some submission requirements are not listed, planned updates April 2025, E.g., standard guidance for percolation tests and pressure distribution calcs







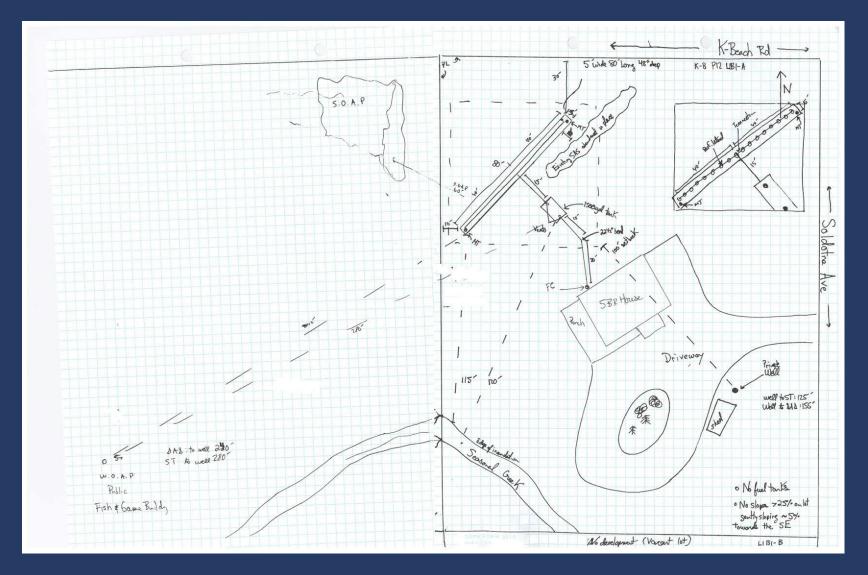


gal Description:		I	nstaller Name:		Г	Pate Installed:	
				le View Diagram			
structions for Dia	gram: (use space below or	attach additional sheets as	necessary; engineer	s may attach separate	sealed record drav	vings)	
☐ Final Grade ☐ S	EW of the entire septic syst oil Cover and Insulation □ p □ Septic Tank(s) □ Soi	Sewer Lines Sewer Li	ne Junctions (if appl				

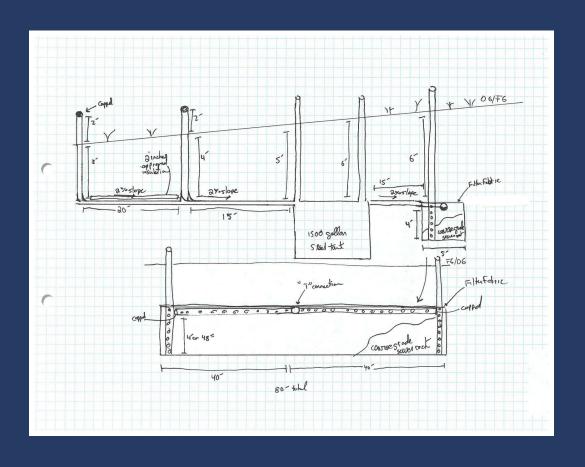
Legal Description:		Installer Name:	Date Installed:
			ew Diagram and Testhole Log
Instructions for Diagr	am: (use space below or atta	ch additional sheets as necessary	y; engineers may attach separate sealed record drawings)
☐ Final Grade ☐ Ori ☐ Drainfield Pipe ☐	ginal Grade (major grade ch Depth of Sewer Rock and S	hanges) Filter Fabric Mo	nd label the following: Soil Absorption Medium nitor Tubes Soil Cover and Insulation e Soil Absorption System Vertical Separation ls
		awing should be vertically to so impermeable soils encountere	cale and correspond to the depth indicated by the id in testhole.
Groundwater/Seeps: [Yes No At (feet belo	ow original grade):	
Impermeable Soils (Clay	//Bedrock/Permafrost):	Yes No At (feet below of	original grade):
Testhole Inspected B	<u>, </u>	Son Absorptio	on System Cross Section
	+4 ft		
	+3 ft		
Date:	+2 ft		
	+1 ft		
Original Grade	0 ft		
	1 ft		
	2 ft		
	3 ft		
	4 ft		
	5 ft		
	6 ft		

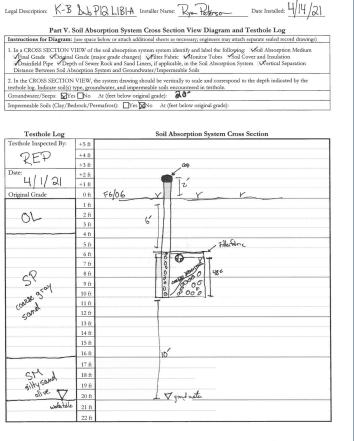
	Installer Name:	Date Installed:
	Part III. Plan View Dia	gram
Instructions for Diagram: (use space	e below or attach additional pages as necessary	; engineers may attach separate sealed record drawings)
□ Septic Tank □ Soil Absorption S □ All Sewer Lines and Perforated Pi □ Closest Well on Adjacent Propert 2. In the PLAN VIEW, label the hor high water boundary to all potentic Onsite Wastewater System Installa	ystem Fuel Tank(s) (identify above or belonge All Cleanouts and Monitor Tubes y (identify classification) Closest Septic Talizontal separation distances, to the nearest hall sources of contamination listed above in ac	Water Source Waterline(s) Surface Water ow ground and size) Property Line(s) Testhole All Structures Slopes >25% and >10 feet in height and Soil Absorption System on Adjacent Properties all foot, between well(s), water lines, and surface water recordance with Section 40.06 Typical Site Plan in the teen soil absorption system and slopes exceeding 25%. In the system is the surface of the surface water soil absorption system and slopes exceeding 25%.











Documentation of Construction Form

all previous versions obsolete, Effective April 1, 2020



ED NOTIFICATIONS

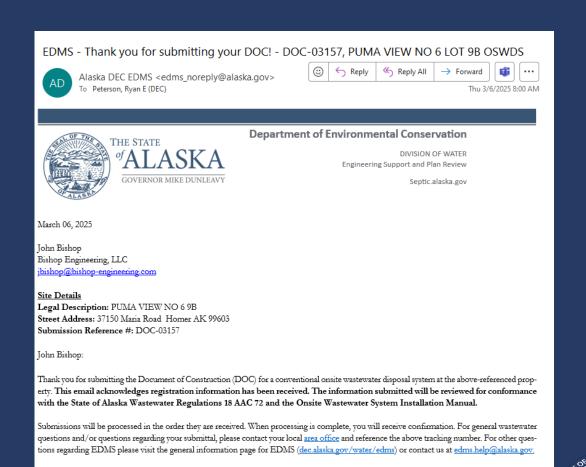
ED Submission Notifications

- This was accidentally not covered yesterday; EDMS provides automatic notifications to users.
 - Automatic notification that your submission was submitted to the State of Alaska (often used for real estate transactions)
 - Notifications upon the 90 day due date for construction paperwork
- Notifications that your certification term is about to expire
 It is also extremely important to read the emails "EDMS -Schedule Submission Řeview Notification - DOC-#####, Property Name". The two things to note are:
- Decision: Acknowledged or Requires Resubmission
- Reviewer Notes to Submitter: Your submission review has been completed and it was determined that your submission is not approved.



Example Submission Email

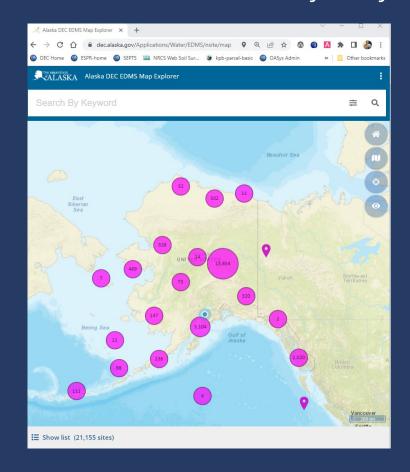
• Example of the current DOC submission notification form

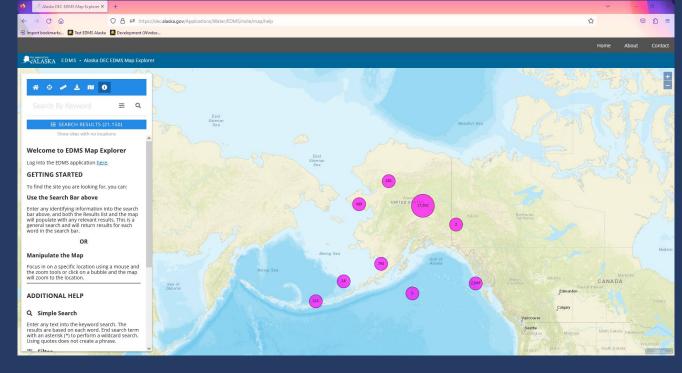


ED MAP EXPLORER

Septic.Alaska.gov

Use "Find Documentation on your system EDMS Database"



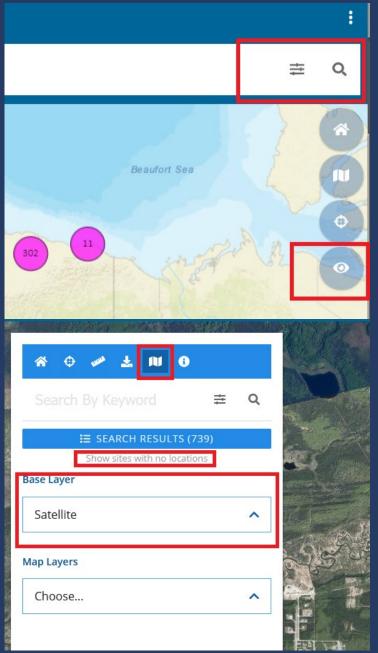


EDMS Map on a large monitor/screen

EDMS Map on a "Smaller" monitor

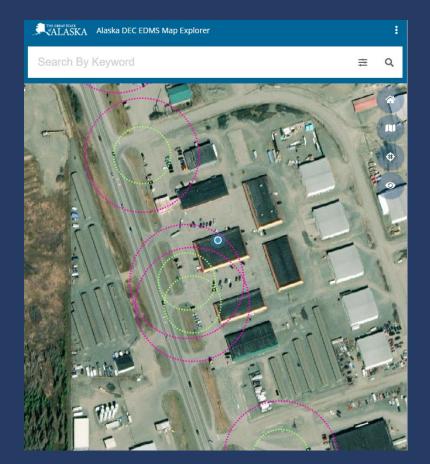


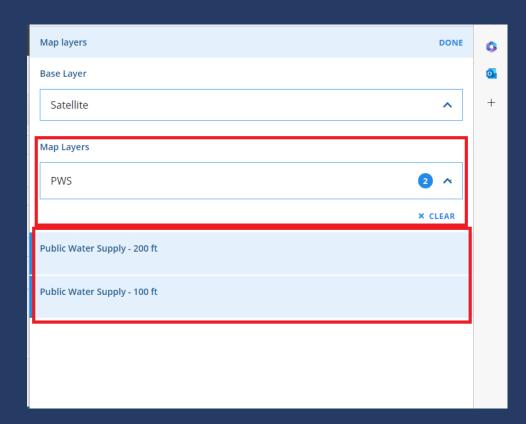
- For SEPTS DOCS use the "Eyeball Looking Icon" or "Show sites with no locations". Currently, of the 69,065 Documentation of Construction records, only 16,228 have a latitude/longitude data inputted so far.
- Search by Keyword allows users to search by an index list of multiple items all at once including "Legal Description or the site name" and "Physical Address".
- To view satellite imagery during searching, please select the 3 pane window and change the base layer to "Satellite"





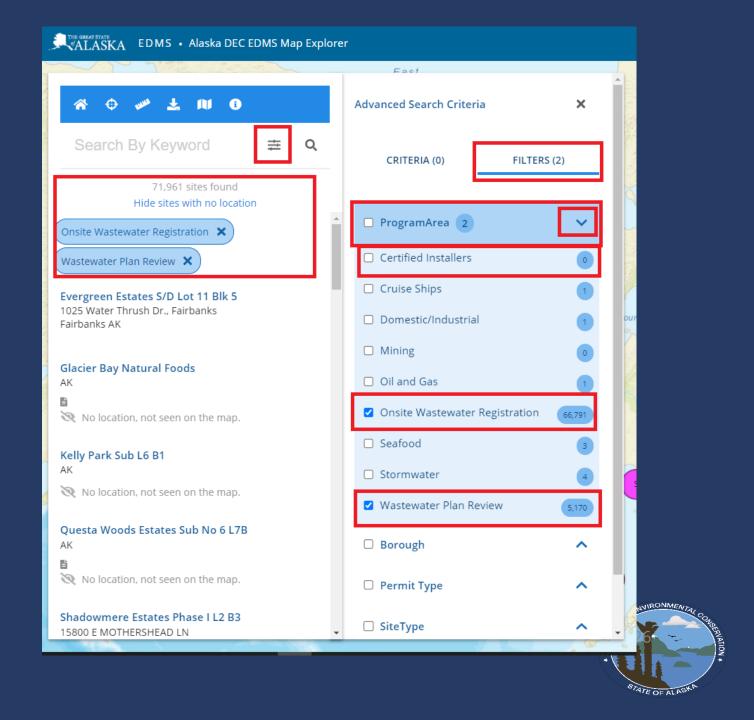
- To show public water systems (PWS) on the map select "Map layers" and scroll to "PWS" and select.
 - Important, you must click on layer item for it to show on the map! It should be highlighted
- Hit done on the top of the map and nearby pws's are shown!



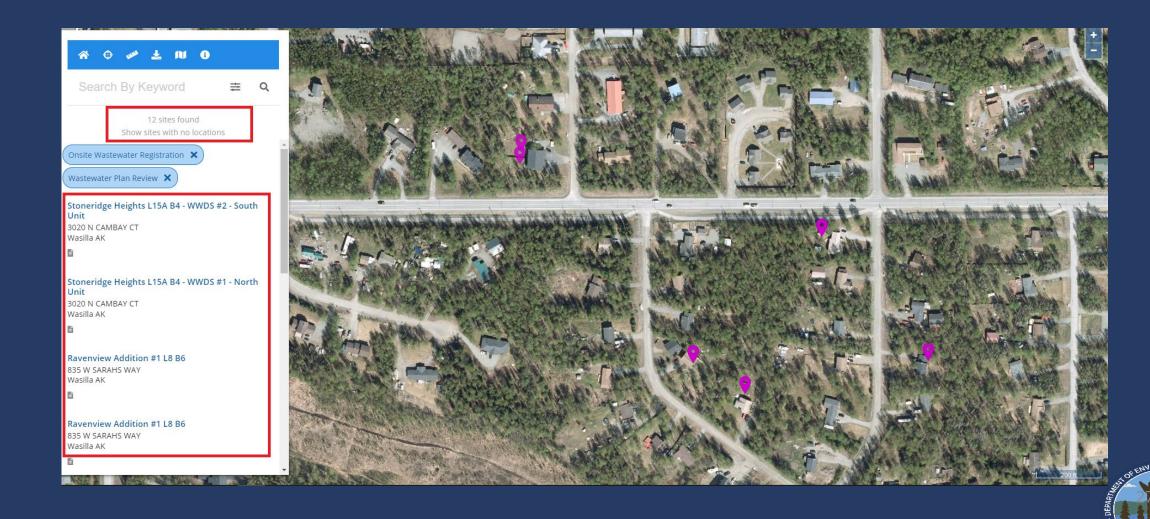




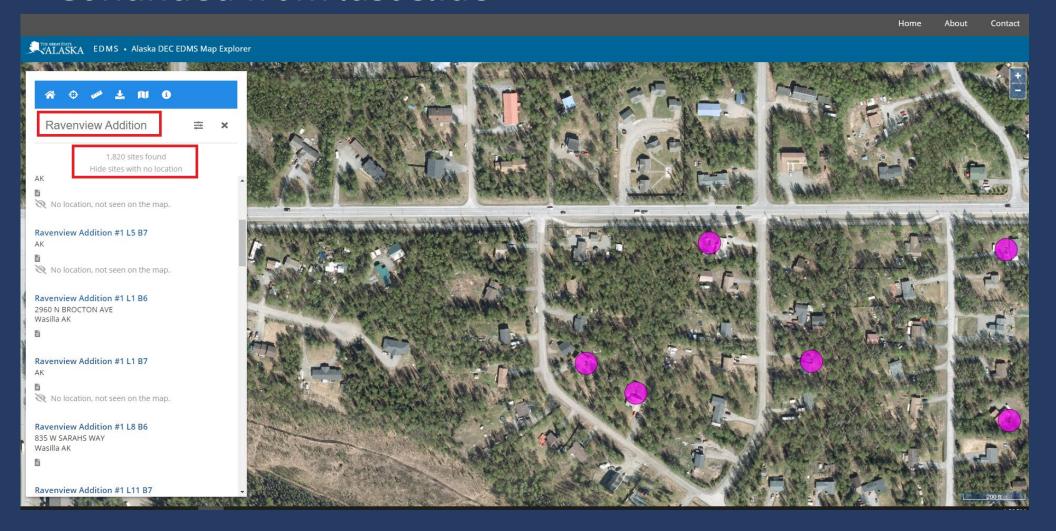
- Ed is shared by the entire Division of water and as such there are multiple programs.
- recommended to limit the results you want to see to only Documentation of Constructions and onsite systems you will need to apply a "filter"
- Click the three lines next to the magnifying glass, click "filters", click the " ^ " symbol and select the boxes "Onsite wastewater registration" and "Wastewater plan Review"



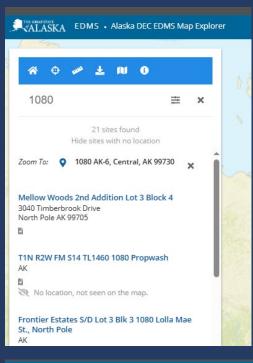
Zoom into an area to find nearby subdivision names and/or look at recently installed wastewater system documentation! Toggle between "show sites with no locations" to view the rest of the subdivision information

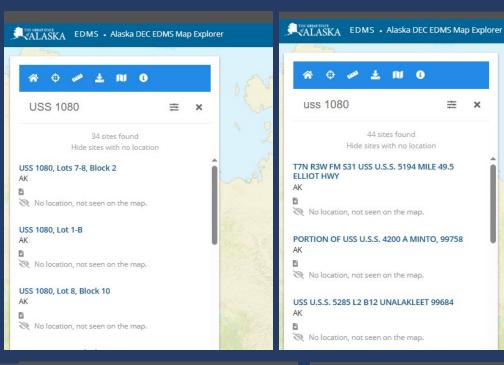


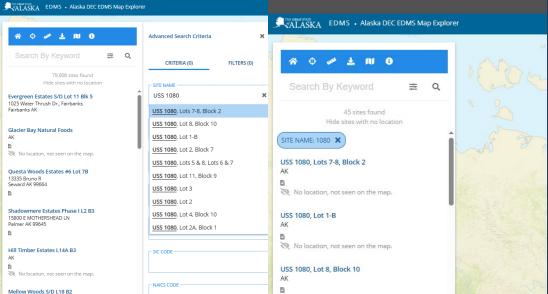
Continued from last slide

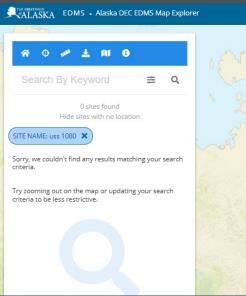










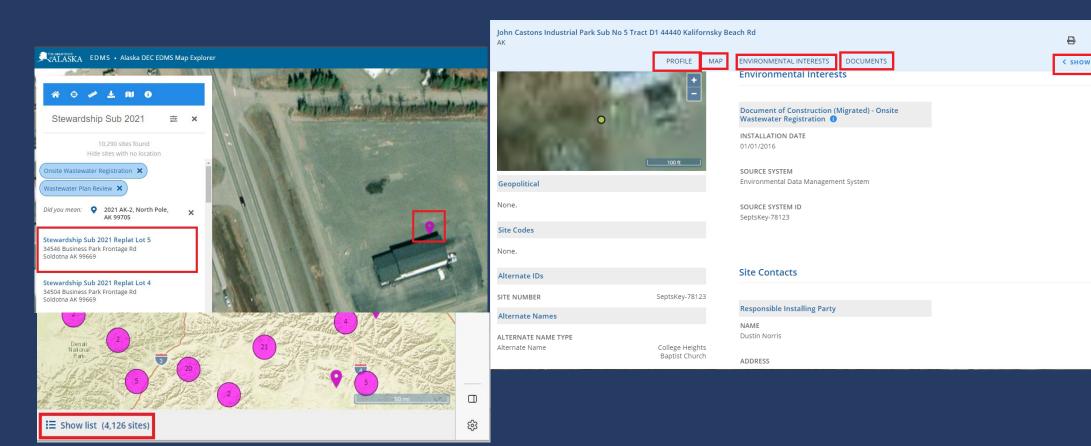


- Search results may vary
- Searching can be case sensitive
- Search by "Site Name" is very powerful and similar to the previous search engine. Must enter in data and click "enter"
- Search "site name" drop down menu may present options that are not available on the map



To view onsite wastewater information

- You may click on the tear drop symbol, or the site name on the left of the screen to open the site. For smaller monitors the, the menu that shows this list is at the bottom and doesn't show at the same time as the map icons.
- Once open you can click "Show more information" or select "documents" to go directly to the doc. Brief site information is available on the



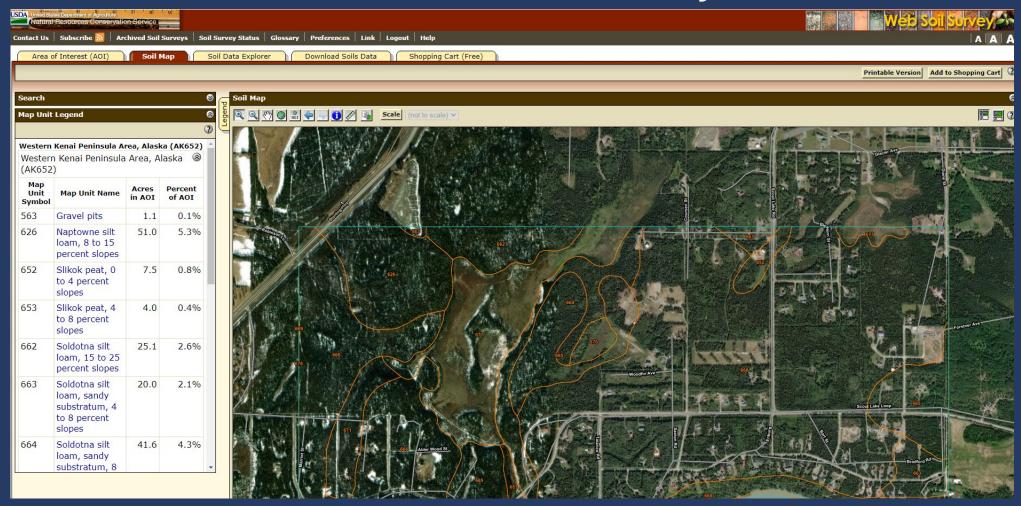


- USDA Soil Survey
- Borough / Internet webmaps
- Borough / Department soil records
- DEC records in the office
- Drones for imagery



USDA Soil Survey

https://websoilsurvey.nrcs.usda.gov/app/WebSoilSurvey.aspx or search the internet for "USDA Soil Survey"





Technology Resources

Drones





Technology Resources

Smart Phone Applications such as PDF Scanner tools, location and measurement applications

Handheld distance measurements – Right angle prism (demo coming soon!)



Comments & Questions?

- There are many additional search features capabilities of the new system. This highlights the ability to search for recent installations with an inputted latitude/longitude.
- Don't be afraid to click around
- You do not have to be logged in ed to search
- Future projects: Adding layers for soil/groundwater/impermeable soils
- Department is aware of many sites located in odd locations
- Comment: When Submitting a DOC with lat/Long, please put the point somewhere in the soil absorption system to take advantage of some of the new capabilities
- Comment: there are some quirks with the new system, for feedback or any questions feel free to contact ESPR staff at septic. Alaska.gov

Comments & Questions?

This session is recorded and can be rewatched later.

Smaller training videos and the learning module will be completed as time allows

If additional training is requested, additional sessions may be provided and/or please contact your local ESPR staff for questions



Thank You

- Ryan Peterson
- Ryan.Peterson@alaska.gov
- 907-262-3402
- Septic.Alaska.gov



