Water Quality Program
Puget Sound Nutrient General Permit

Puget Sound Nutrient General Permit - Annual Reporting Instructions for Year 1

Access your Puget Sound Nutrient General Permit via SecureAccess Washington (SAW), a secure gateway to many government services, and the Water Quality Permitting Portal.

Step 1: Sign up for a SecureAccess Washington (SAW) account. If you have a SAW account, go to Step 2.

- Visit https://secureaccess.wa.gov
- Complete the sign-up sequence by creating a new account
- SecureAccess Washington (SAW) will send you an email to activate your account (check your spam folder)

Step 2: Add a service for WQWebPortal. If you have access to the WQWebPortal app, start go to Step 3.

- Log into your SecureAccess Washington (SAW) account
- Click on "Add New Service"
- Click in the box "I would like to browse a list of services"
- Click on "Department of Ecology"
- Look for "Water Quality Permitting Portal (WQWebPortal)" and click "Apply"
- Click "Ok" and then Click "Access" and then "Continue" to the Home Page

Step 3: Establish your role for the permit. If your permit already has a Signer and a Preparer role assigned, go to Step 4.

- Under the My Services tab, click the Water Quality Permitting Portal (WQWebPortal).
- Click the "Permit Submittals" link on the portal home page.
- Choose the appropriate role for yourself:
  - Coordinator Role – Prepare Submittals, Sign Submittals Electronically, and Assign New Users
  - Signer Role – Prepare Submittals and Sign Submittals Electronically
  - Preparer – Prepare Submittals only
  - Administrator – Prepare Submittals and Assign Additional Users only
- Each person with a role in preparing or submitting the Annual Report must establish a SAW account.
  - If you choose Preparer or Administrator then stop here and wait for the Coordinator of the permit to approve your account. If there is no Coordinator assigned to the permit, contact your permit administrator at Ecology to have the permit added to your account.

December 8, 2022

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- o If you choose the Coordinator or Signer role, then select Create Electronic Signature Account.
- After the account is created, click on Next to select the Permit # you want to access. Enter just the permit number (no spaces or dashes) and click Search. Leave the other boxes blank.
- Complete the Electronic Signature Agreement Form (ESAF) which will be emailed to you after your signature account has been created.
- Print and mail the ESAF to the address on the form for approval
- You will not have access to the WQ Permitting Portal until the ESAF has been approved.

Step 4: Access the Annual Report Form

- Within WQ Permitting Portal click on Permit Submittals under the "Submit data for" box.
- In Permit Submittals select the "My Permits" tab.
- Under Action, click on "Submittals".
- Your Annual Report should appear in the "Scheduled Submittal Search" tab. It will be titled "Nitrogen Optimization Report for MODERATE Loaders" or "Nitrogen Optimization Report for DOMINANT Loaders" with a due date of 3/31/2023.
- Click "Edit" to begin filling out the report.

Step 5: Filling out the Annual Report Form

The Annual Report form corresponds to the questions in Appendices C or D in the Puget Sound Nutrient General Permit for Moderate or Dominant Loaders, respectively. The electronic format splits the questions into two categories (Questions 1 and 2 and Questions 3 through 20). The Annual Report allows you to save your progress at any point, log out, log back in, and continue working. The form is interactive and responsive to your answers (for example, answering No to Question 18 will prompt another question) and only includes questions that are relevant for this year in the permit (for example, Question 6 will not appear in the first year because it is not relevant to year 1). You must complete all of the questions that appear. If you would like to provide additional information, descriptions, or comments for any answer, you may click the 💬 symbol next to the question number.

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Step 5a: Questions 1 and 2

- Click "Questions 1 and 2" from the category selection screen to access those questions in the Annual Report
- Once you have answered, click "Save and Next" to go to Questions 3 through 20 or "Back to Categories" to return to the category selection screen.

Tips:
• Question 1: If you do not have a full year (January 2022 – December 2022) of TIN loading data to compare to your action level, choose "Not Applicable". This will be treated the same way as answering "Yes" in determining if further questions are required.
• Question 1a: If your facility is not part of a bubble allocation or if you do not have a full year of TIN loading data for the facilities in your bubble allocation, choose "Not Applicable"
• Question 2: When calculating the annual average concentration of TIN, use only the months that you have TIN concentration data. For example, if you have only have TIN concentration data for March 2022 through December 2022, average your TIN concentration data over 10 months instead of the full year.

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Submittals WQWebSubmittal

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Nitrogen Optimization Report for MODERATE Loaders

Category Name: Questions 1 and 2

Help

Click the 🗨 symbol next to each question number to leave an extended comment for that question. These comments do not count for answering the question.

Number	Permit Section	Question
1 🗨	S5.C.2.b.i	Did your facility stay below the Action Level in S5.b, Table 8 or Table 9 for applicable jurisdictions with bubbled action levels? ○ Yes ○ No ○ Not Applicable
1a 🗨	S5.C.2.b.i	Attach a document listing the contribution of each of your individual facilities to the total bubble allocation for the reporting period Choose File | No file chosen ☐ Not Applicable
2 🗨	S5.C.2.b.i	Did your facility stay below a 10 mg/L annual average TIN concentration? ○ Yes ○ No

Back to Categories ◀   Save and Next ➡   Save 🖫   Cancel ✖

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Step 5b: Questions 3 through 20

- Questions 3 through 20 can be accessed by clicking "Save and Next" when you are finished with Step 5a or by clicking "Questions 3 through 20" from the category screen if you clicked "Back to Categories" when you finished Step 5a.
- Depending on the answers to Questions 1 and 2, you will either be exempt from this category or there will be further questions in this category. If you see the message "There are no questions in this category this submittal, they are non applicable due to permit rules and / or your responses to other questions" then you may proceed to validation and submittal – see Step 6. Otherwise fill out the questions that appear for you in this category.
- Click "Save and Complete" or "Back to Categories" when you are finished.

Tips:
- If you have prepared a report that satisfies the Annual Reporting requirement, you may attach the full report for all the applicable questions that require an attachment. Use the 💬 function to specify the applicable section of the report. Please note that answers will still be required for the individual questions that do not require attachments.   - Question 7: Consult with your permit manager before answering "No" to this question for assistance in determining if there are viable optimization strategies for your process.   - Question 7a: Include any potential optimization strategies that you considered for your facility in this list whether you determined them to be viable or not.   - Question 9: Include information related to any delays you may have experienced in the selection of the preferred optimization strategy.   - Question 12: Express the observed removal rate as a percentage. This question is referring to the removal rate observed during the full reporting period, not just the removal rate post optimization.

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Submittals WQWebSubmittal

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Nitrogen Optimization Report for MODERATE Loaders

Category Name: Questions 3 through 20

Help

Click the 💬 symbol next to each question number to leave an extended comment for that question. These comments do not count for answering the question.

Number	Permit Section	Question
3 💬	S5.C.1.a	Attach a document describing the assessment method applied to evaluate the existing treatment process. Choose File | No file chosen

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Step 6: Validate and Submit the Annual Report (see highlighted area in figure below)

- From the category screen check the box "Mark as Ready to Submit"
- Click the "Validation" button. This checks that there are answers and / or attachments for each of the required questions for your Annual Report. You must fix any errors that are identified in the Validation step to successfully submit the Annual Report.
- To submit the completed Annual Report after you have passed validation:
  - Click "Notify Signer" if you are the Preparer or Administrator for your permit. This will notify the signer via email that the Annual Report that it is ready to be signed and submitted.
  - Click "Sign Selected Submittals" if you are the Coordinator or Signer for your permit. This will allow you to sign and submit the Annual Report.

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- Click "View" to review the Annual Report (only if you have not reviewed yet)
- Click "Continue"

Review Submittals					

Review your "Ready to Submit" submittals before signing.

Facility/Site Name	Permit Number	Permit Type	Submittal Name	Due Date	Action
				3/31/2022	View - Remove

Back Continue

- Click "Log into Signature Account"

Certify and Sign Submittals

If you are ready to sign your submittal(s)
1. Click the "Log into Signature Account" button.
2. Complete the log on process and click the "Done Viewing" button.
3. Click the "Ready to Sign" button.
4. Read the certification attestation.
5. Click the "Sign" button.

If you have any problems with your signature account, please contact help staff at: WQWebPortal@ecy.wa.gov

⚠ **Important**
Remember to take time to review your submittal(s) before signing. Use the "Back" button to return to the Review Submittal screen.

Once you have signed your submittal(s), it becomes an official record at Washington State Department of Ecology.

Log into Signature Account

- Enter User Name and Password and click "Login"

If you are ready to sign your submittal(s)
1. Click the "Log into Signature Account" button.
2. Complete the log on process and click the "Done Viewing" button.
3. Click the "Ready to Sign" button.
4. Read the certification attestation.
5. Click the "Sign" button.

If you have any problems with your signature account, please contact help staff at: WQWebPortal@ecy.wa.gov

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Water Quality Electronic Signature Account

Forgot my password

Enter User Name:

Enter Password:

Login

Don't have an account? Create one

If you have any problems with your signature account, please contact WQWebPortal customer support at:
WQWebPortal@ecy.wa.gov

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- Answer Security Question and click Submit Answer

- Click "Ready to Sign"

- Read through the Attestation and click both boxes
- Click "Sign" – the system will email you a copy of your submitted report

ADA Accessibility

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request ADA Accommodation, contact Water Quality Reception at 360-407-6600. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's ADA Accessibility web page[1] for more information.

For document translation services, call Water Quality Reception at 360-407-6600.

Por publicaciones en espanol, por favor llame Water Quality Reception al 360-407-6600.

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[1] https://ecology.wa.gov/About-us/Accessibility-equity/Accessibility