



STATE OF WASHINGTON  
DEPARTMENT OF ECOLOGY

PO Box 47600 • Olympia, WA 98504-7600 • 360-407-6000  
711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

May 25, 2016

**Permit Number: WAG501123**

Gary's Bulldozing LLC  
5142 Yearley Dr NE  
Olympia, WA 98516-2251

**Reminder: You Have Not Submitted an Electronic Signature Account Form**

The May 1, 2016 deadline to submit your Electronic Signature Account Form (ESAF) has passed. You are receiving this letter because our records show that you have not submitted an ESAF (or an Electronic Reporting Waiver Request Form instead), or you submitted an ESAF with incomplete information.

**Please set up your WQWebDMR account and submit a complete ESAF.**

If you do not submit an ESAF (or an Electronic Reporting Waiver Request Form instead) you will be unable to submit your Discharge Monitoring Reports and will be out of compliance with your Sand & Gravel General Permit.

**Steps to Submit an ESAF**

1. The first step is to get a Secure Access Washington (SAW) account setup. This online video, created for the permit renewal, explains how to set up a SAW Account: <https://youtu.be/kfwArIq8z1g>. If you applied online for the Sand & Gravel General Permit then you already have a SAW account setup. You can just sign in to your existing account.
2. Once you have your SAW account setup and you are logged into it (to login go to <https://secureaccess.wa.gov/ecy/wqwebportal/>) click on "Manage Signature Account".
3. Then you click on "Create one" and follow the steps to Create Signature Account.
4. Once you create the signature account, the ESAF will be sent by email. **Print it, fill it out, and mail it to your regional Ecology office for approval.**

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The *How to Register for WQWebDMR* document goes through this process step-by-step and provides additional help. To download this document visit <http://www.ecy.wa.gov/programs/wq/permits/paris/HowtoRegisterforWQWebDMR.pdf>.

If you get stuck on one of the steps above you can call (800) 633-6193/Option 3 for help.

**If You Cannot Submit an ESAF, Submit an Electronic Reporting Waiver Request Form**

Ecology typically only grants Electronic Reporting Waivers to permittees that do not have a computer or internet connection.

If you think you may qualify, and would like a waiver, please contact Carey Cholski at (360) 407-6279 to request an Electronic Reporting Waiver Request Form. You will need to fill it out and mail it back to Ecology.

Ecology will either approve or deny your request depending on the information you give. If Ecology denies your request, you will need to register for a WQWebDMR account and submit an ESAF in order to submit your Discharge Monitoring Reports.

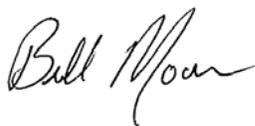
**Additional Information or Help**

If you have questions about how to submit an ESAF please contact the WQWebPortal staff at [WQWebPortal@ecy.wa.gov](mailto:WQWebPortal@ecy.wa.gov), or (800) 633-6193/option 3, or (360) 407-7097 (Olympia Area).

If you have already submitted either an ESAF, or Electronic Reporting Waiver Request Form, or if you have additional questions about your permit please contact Chris Johnson at [chris.johnson@ecy.wa.gov](mailto:chris.johnson@ecy.wa.gov) or (360) 407-7194.

You can also go to the Sand and Gravel General Permit webpage for more information:  
<http://www.ecy.wa.gov/programs/wq/sand/index.html>.

Sincerely,



Bill Moore, P.E., Manager  
Program Development Services Section  
Water Quality Program