



STATE OF WASHINGTON
DEPARTMENT OF ECOLOGY

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711 for Washington Relay Service • Persons with a speech disability can call 877-833-6341

December 20, 2016

RKT, Inc dba Toners Excavating
4321 E Eloika Rd
Chattaroy, WA 99003-9729

**Reminder: Time to Report Your Production Number Range
Sand and Gravel General Permit Number: WAG507008**

By January 30, 2017 you must report the range your production of asphalt and/or concrete fell within during the past year. You must report your production number range through Ecology's Water Quality Permitting Portal (WQWebPortal).

Steps to Report Your Production Number Range(s):

1. Login to your SAW (Secure Access Washington) account. To login go to <https://secureaccess.wa.gov/ecy/wqwebportal>.
2. Then click on "Click on Water Quality Permitting Portal (WQWebPortal)" under the "My Services" tab.
3. Under the "Submit data for:" heading click on "Permit Submittals (Annual Reports, SWPPP, etc)."
4. Click on the "My Permits" tab.
5. For the permit that you need to submit your production numbers for click on "Submittals" under the Action column.
6. You should see "Production Numbers Report" listed on the Search Results screen. If the "Production Numbers Report" is not listed please contact your regional office for technical assistance. Click on "Edit" in the Action column.
7. On the Annual Report Submittal screen under Categories click on "Production".
8. Answer the questions then click on "Save and Complete".
9. On the Annual Report Submittal screen check the "Mark as Ready to Submit" box. Click on "Save and Done".

10. If you clicked on "Save and Done" a popup box may appear stating: "All the required fields of this Questionnaire will be validated before marking this submittal as Ready to Submit. Do you wish to continue?" Click on "OK".
11. On the Search Results screen click on box for the "Production Numbers Report" in the submit column; then click on "Sign Selected Submittals".
12. Click on "View" to review your submittal before signing. If everything is correct, click "Continue" button; if changes are needed then click the "Back" button.

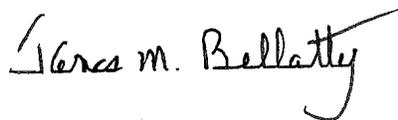
Note: You can sign all your Submittals from the WQWebSubmittal Home. Click on "Sign my ready submittals now." When you are ready to submit them all click on the "Continue" button.
13. On the Certify and Sign Submittals page click the "Log into Signature Account" button.
14. Enter your user name and password for your Electronic Signature Account.
15. Answer the "Security Question." If you answer the question successfully the first time then you move on. If not, then another question will come up. After 3 unsuccessful tries, your account will be locked. If you lock your account contact us at WQWebPortal@ecy.wa.gov.
16. Click on the "Ready to Sign" button.
17. Read the "Signatory Attestation." You will not be able to click "Sign" until you have checked the boxes verifying that you have read the "Signatory Attestation" and that you have reviewed your submittals.
18. Click the "Sign" button. You and the Department of Ecology will receive an email with the submittals.

Additional Information or Help:

If you have questions about how to submit your production ranges please contact Gail Wright at GWRI461@ecy.wa.gov or (509) 329-3565.

If you have questions about logging in to your account please contact the WQWebPortal staff at WQWebPortal@ecy.wa.gov, or (800) 633-6193/option 3, or (360) 407-7097 (Olympia Area).

Sincerely,



James M. Bellatty
Section Manager, Eastern Regional
Office
Water Quality Program