Aquatic Mosquito Control (AMC) General Permit – Online Submittals

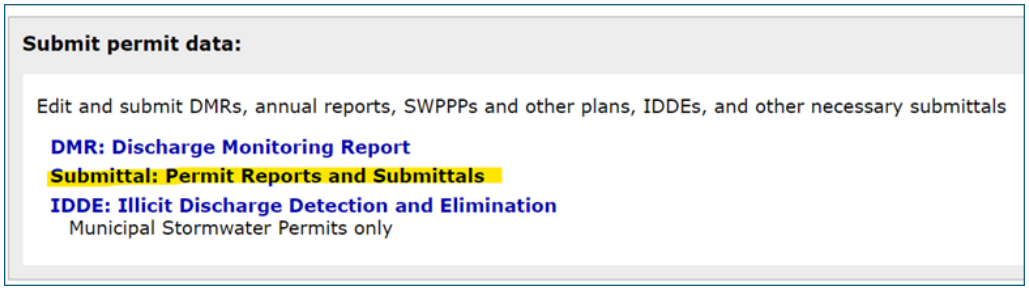
Submit Your Annual Report Online

Annual reports are due December 31 and must be submitted online using the Water Quality Program's Permitting Portal (WQWebPortal). The previous software to submit annual reports in SAW is being decommissioned, and that process will now be done using WQWebPortal.

Reminder! If you haven't already set up your new account in WQWebPortal, please complete the process described in: **"Setting Up Your Electronic Signature Account."** You won't be able to submit documents online without completing this beforehand.

The instructions below will guide you on how to submit your annual report:

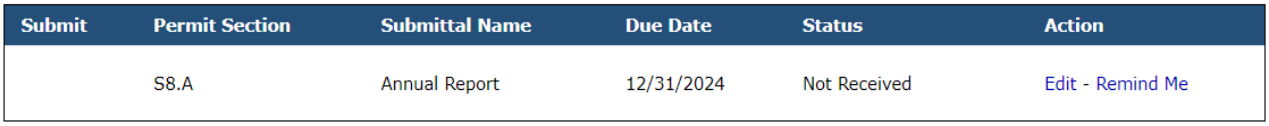
1. Log into Secure Access Washington[1] (SAW).
2. Access the "Water Quality Permitting Portal" (WQWebPortal) service.
3. Navigate to the "Submit Permit Data" box and select "Submittal: Permit Reports and Submittals."



4. Select the tab that says: "My Permits."
5. Under the search results, find your permit number and click on the "Submittals" link located under the "Action" column.

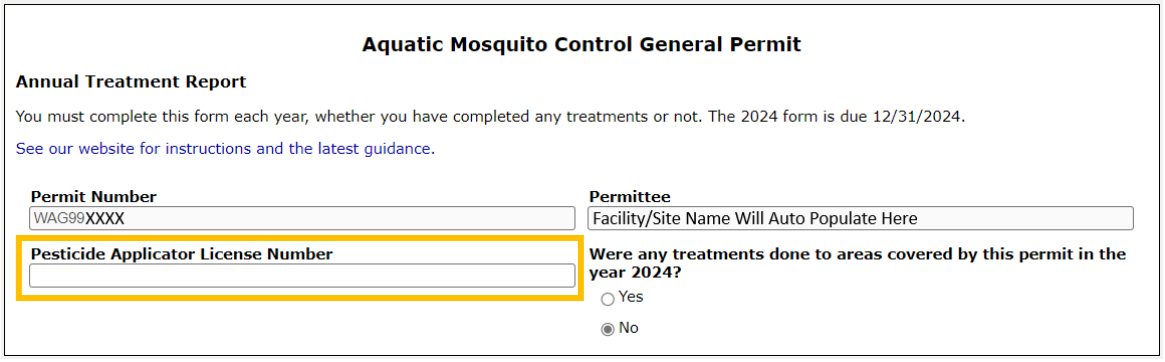
TIP! Make sure to check the tabs and ensure you are under the "Scheduled Submittal Search."

6. Under the "Action" column click on "Edit."

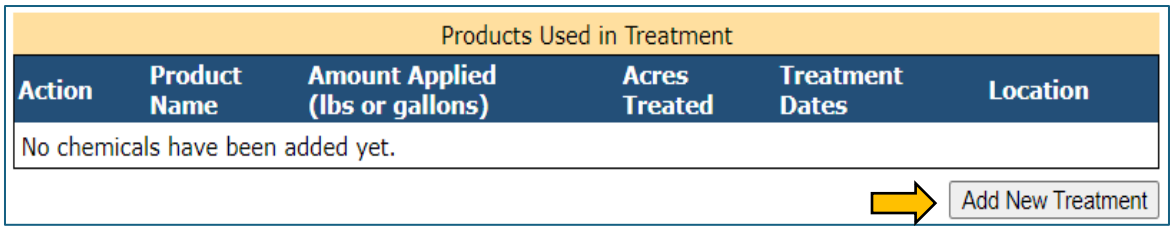


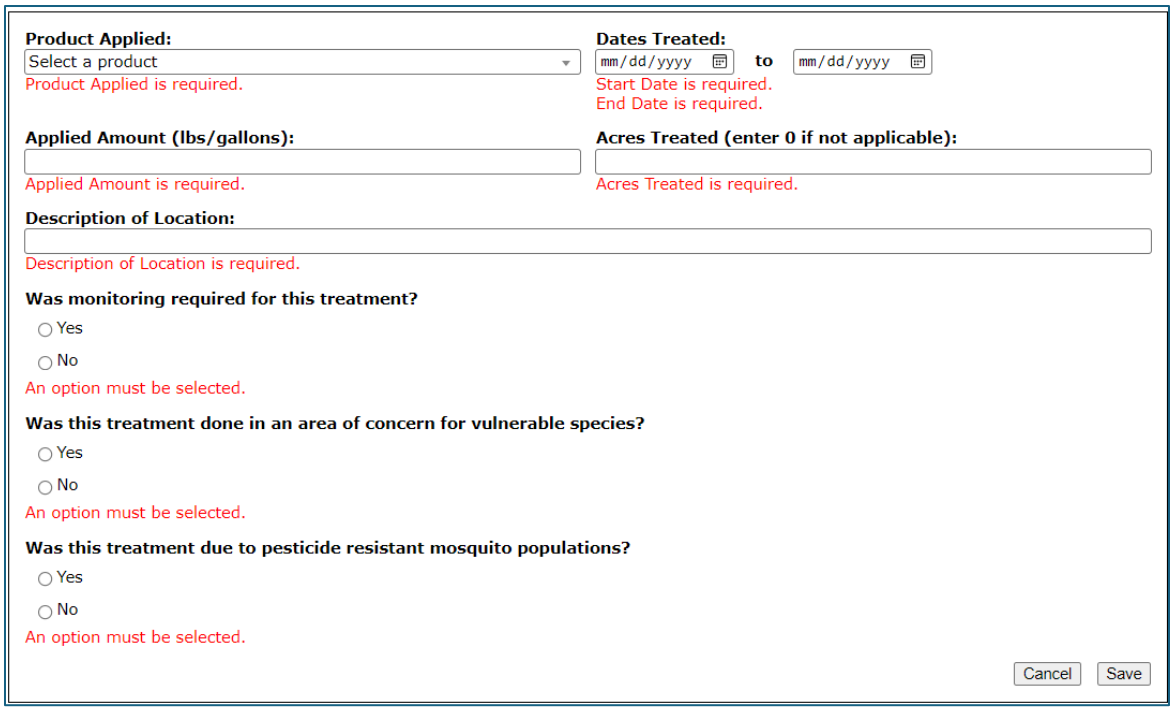
[1] https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services

7. Add your pesticide applicator license number.



8. Regarding treatments:
   a. If no treatments were done, choose "No" and then click on "Mark as Ready to Submit" at the bottom left-hand side of the screen and then click the "Save and Done" button. Proceed to **Step 9**.
   b. If treatments were done during the year, choose "Yes" and then:
      i. Click the "Add New Treatment" button to add information to your report.





ii. Choose the product used from the Product Applied drop-down list.
- If the product is not listed, select ***Other / Unlisted (EPA Number Required)*** and fill in the product name, EPA registration number, and the active ingredients the product contains.

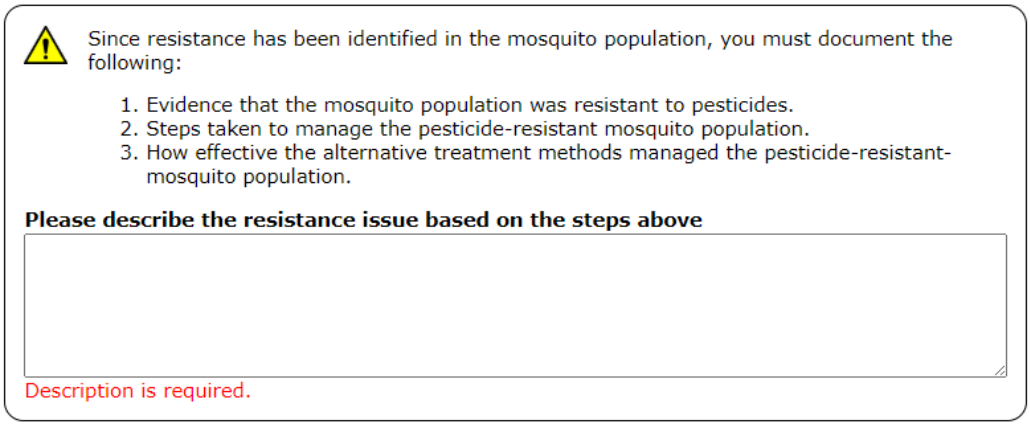
iii. Fill in the information about the product, which includes how much and where it was used. Answer the following questions:

a) *Was monitoring required for this treatment?*
You must select an option.
If "Yes," add results of monitoring to textbox.

b) *Was this treatment done in an area of concern for vulnerable species?*
You must select an option.

⚠ If "Yes," before applying pesticides other than Bacillus sphaericus or BTI in areas of concern for vulnerable species (shown on this WDFW map[2]), you must submit an "**Areas of Concern Plan**" to Ecology for review and approval. See the AMC permit section S4.C.5 for plan requirements. Until Ecology approves the plan, you may only apply Bacillus sphaericus or BTI in areas of concern.

c) *Was this treatment due to pesticide resistant mosquito populations?*
You must select an option.
If "Yes," since resistance has been identified in the mosquito population, you must document the following points (a, b, and c, listed below) in the textbox provided.
- Evidence that the mosquito population was resistant to pesticides.
- Steps taken to manage the pesticide-resistant mosquito population.
- How effective the alternative treatment methods managed the pesticide-resistant-mosquito population.



iv. Click the "Save" button to save the treatment product.

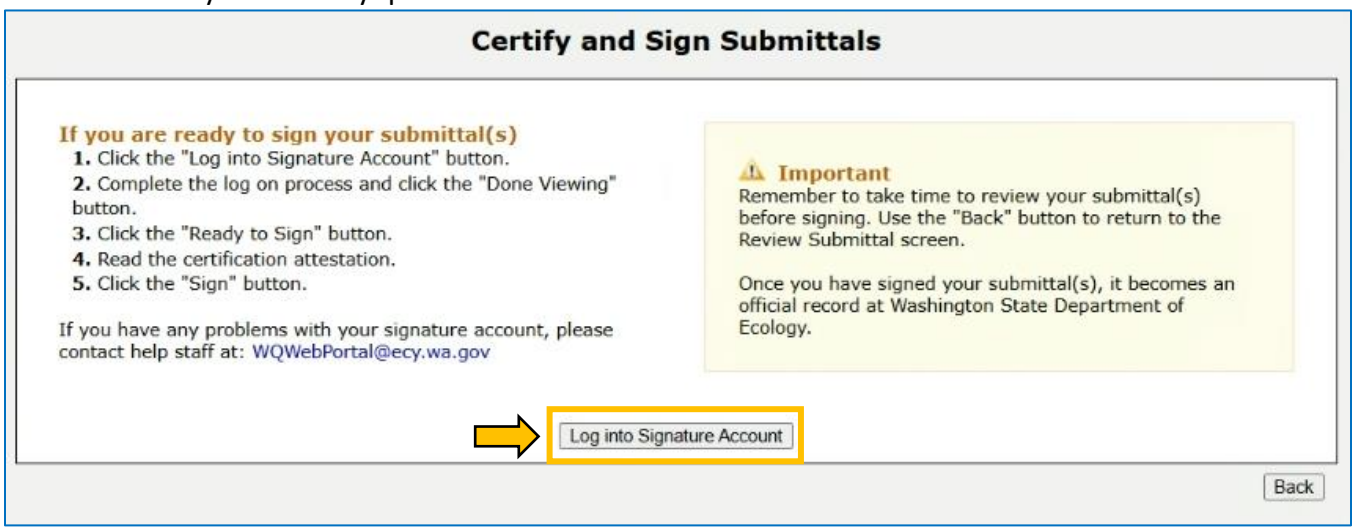
v. If you want to add another treatment, click on "Add New Treatment" button and repeat the process.

[2] https://wdfw.maps.arcgis.com/apps/MapSeries/index.html?appid=34533b2dd4f84932b5fd1a46e494bde6

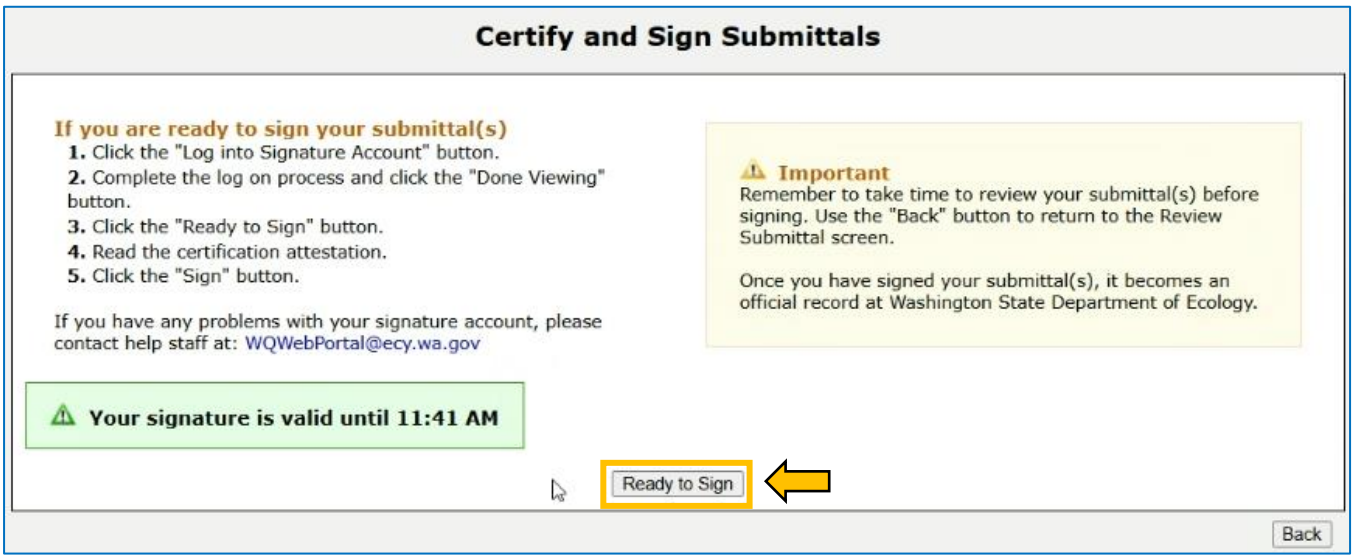
vi. When finished entering all your report information for the project, check the "Mark as Ready to Submit" box and click the "Save and Done" button.
- If you are authorized to sign for this permit and already have an electronic signature established and an electronic signature agreement form (ESAF) approved by Ecology, proceed to **step vii**.
- If you are simply preparing the submittal and do not have permission to sign, click on "Mark as Ready to Submit" and then click on the "Notify Signer" button. No further action is needed.

vii. A popup box will appear to confirm that you are ready to submit this report; click the "OK" button.

9. Checkmark the box of the submittal you want to turn in and then click "Sign Selected Submittals."
10. Click "Continue" and then log into your electronic signature account by clicking the "Log into Signature Account" button.
    - Enter username and password that corresponds with your electronic signature account. Answer your security question.



11. Click "Ready to Sign."



12. Read through the "Signatory Attestation;" click the two (2) boxes and then click "Sign."

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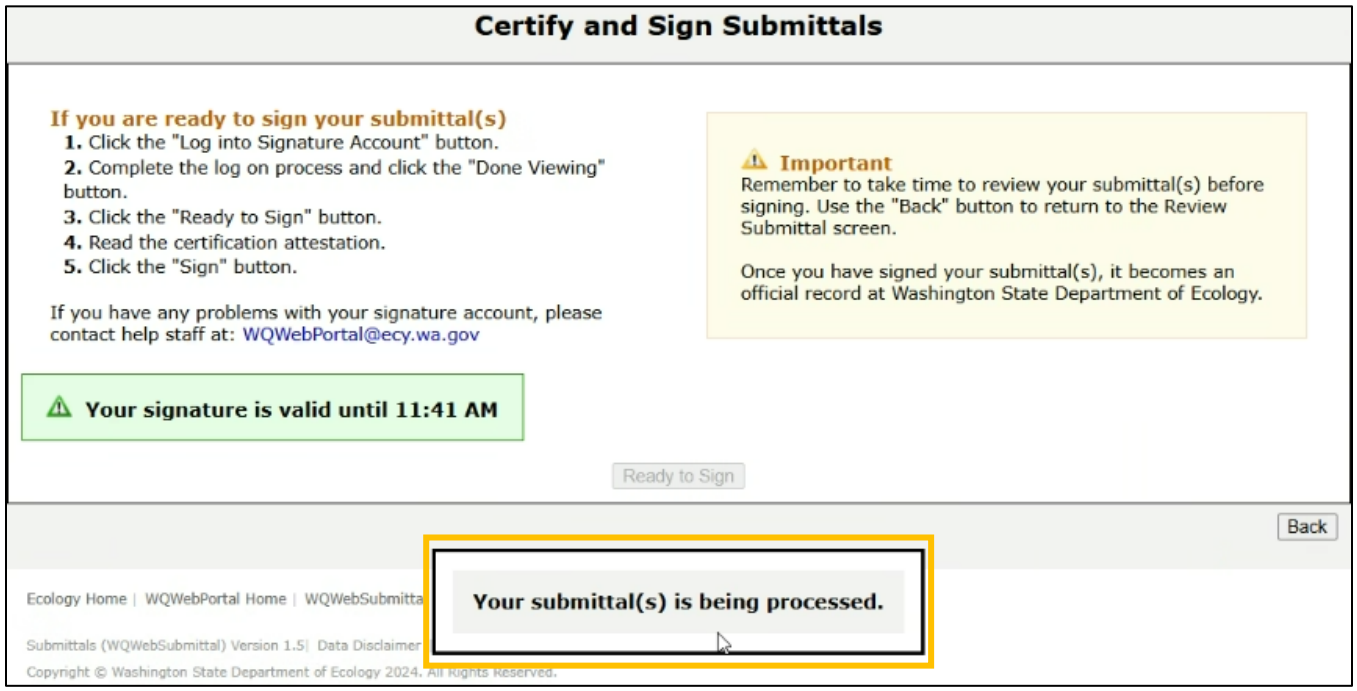
The “Submittal Receipt Confirmation” screen will pop-up to show that you’ve submitted your report, and you’ll also receive an email for your records.



Should you have any concerns or questions, don’t hesitate to contact Ecology at 360-407-6600 and ask for the Aquatics General Permit Administrator or you can also email us at: aquaticpesticideperm@ecy.wa.gov