

Zostera Japonica Management on Commercial Clam Beds in Willapa Bay 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](#).¹ 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](#)² (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**.

Submit permit data:


Edit and submit DMRs, annual reports, SWPPPs and other plans, IDDEs, and other necessary submittals

DMR: Discharge Monitoring Report

Submittal: Permit Reports and Submittals


IDDE: Illicit Discharge Detection and Elimination
Municipal Stormwater Permits only

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.

Permit Number	Permit Type	Facility/Site Name	Facility/Site Address	Action
WAG99XXXX	AP Zostera Japonica	Oyster Facility Name/Site Name Goes Here	Address City, State & Zip	 Submittals View - Notifications

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

6. Under the **Action** column click on **Edit/Start New**.

Permit Section	Submittal Name	Due Date	Status	Action
S7.B	Annual Report	12/31/2024	Not Received	 Edit - Remind Me


¹ https://fortress.wa.gov/ecy/ezshare/wq/permits/ZJ_2024_ESAF-Instructions.pdf

² <https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services>

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7. If you click on the **Show Details** link, it provides a definition of the annual reports.

Permit and Submittal Information

Permittee: Facility/Site Name	Permit Number: WAG99XXXX
Submittal Name: Annual Report	Due Date: 12/31/2024
Permit Section: S7.B	 Show Details

8. Adding **Submittal Comments** in the textbox provided is optional. Please add any comments that provide more information related to your treatment, such as challenges encountered or field observations.

Submittal Comments

Please use the textbox below to add a comment related to this submittal (1000 character limit). If you need to add a larger comment, please put it in a document and attach it via the **Upload Files** section.

9. Upload Files:

- Please only attach files that are related to this submittal. You must upload at least one file to complete this process.

Attach Additional Files for Submission

Select additional documents to add to the submission.

Document Name or Description:

Document File Path Name:
 No file chosen

- If you plan to submit a large volume of documents or photos (15 MB or larger), it is recommended that you break the documents into several submissions.
 - You can compress them in a .zip file folder, or multiple compressed files; SAW will time out the system if it takes a long time to upload documents or photos so that's why we recommend splitting them up into batches.
 - Another recommendation is to pdf the documents or photos together and then compress the pdf. Again, the objective is to ensure that SAW doesn't time out while you're attaching your files.

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- Acceptable file types include: .gif, .jpeg, .jpg, .png, .bmp, .tif, .txt, .xlsx, .docx, .zip, .7z, .mb, .accdb, .xml, .csv, .tsv, .mov, .mp4, .aiv, .mkv, .webm, .wmv, .gdb
- This guidance is readily available on the platform as a friendly reminder:

Upload Files

Please **only** attach files that are related to this submittal. There must be at least one file uploaded to submit this submittal.

The following file types can be attached: .gif, .jpeg, .jpg, .png, .bmp, .pdf, .tif, .txt, .xlsx, .docx, .zip, .7z, .mdb, .accdb, .xml, .csv, .tsv, .mov, .mp4, .avi, .mkv, .webm, .wmv, .gdb

Note: Large files (15 MB or larger) will take awhile to upload into our system. Options to reduce the file size:

- PDF the document(s)
- Break the document into several submissions of the same record.

10. Once you've attached your files, click on **Mark as Ready to Submit** and then click **Save and Done**. A popup box will appear to confirm that you are ready to submit this report; click the **OK** button.
11. Checkmark the box of the submittal you want to turn in and then click **Sign Selected Submittals** located in the bottom right corner of your screen.
12. Click **Continue** and then click on the "**Log into Signature Account**" button.
 - Enter username and password that corresponds with your electronic signature account. Answer your security question.

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

Back

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13. Click Ready to Sign.

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⚠ Your signature is valid until 11:41 AM

Ready to Sign

14. Read through the **Signatory Attestation**; checkmark the two (2) boxes and then click **Sign**.

Signatory Attestation

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

I further certify that I:

- a. Have the authority to submit this document and all attached documents on behalf of {YOUR COMPANY NAME} in accordance with appropriate reporting requirements.
- b. Have not violated any of the terms in my Washington State Department of Ecology Electronic Signing Agreement,
- c. Fully understand the use of my signing credential.
- d. Am the owner of the signatory credential used to electronically sign this document and all the attachments in this submission.
- e. Am without any reason to believe that the confidentiality of my signatory credential has been compromised now or at any time prior to this submission and that the use of my signatory credential constitutes an electronic signature equivalent to my written signature.

I understand that this attestation of fact pertains to the implementation, oversight, and enforcement of a federal environmental program and must be true to the best of my knowledge.

I have read and understand the above certifications
 I have had the opportunity to review all pertinent documents and data associated with this submission.

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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.

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Ecology Home | [WQWebPortal Home](#) | [WQWebSubmittal](#)

Your submittal(s) is being processed.

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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