



Communities served by the Regional Wastewater System are required to submit sanitary data as part of their 2040 Comprehensive Plan Update. This is outlined in the [Local Planning Handbook](#), and included in the checklist of minimum requirements for each community. This information includes:

An electronic map or maps (GIS shape files or equivalent must also be submitted) that show:

- Your existing sanitary sewer system identifying lift stations, existing connection points to the metropolitan disposal system, and future connection points.
- Local sewer service districts by connection point.
- Intercommunity connections and any proposed changes in government boundaries based on Orderly Annexation Agreements.
- The location of all private and public wastewater treatment plants in your community.

GIS Feature Classes, (Geodatabases or GIS Shapefiles), are preferred, however AutoCAD files will also be accepted.

There are three methods for sending the Wastewater GIS Comp Plan data to the Metropolitan Council Environmental Services (MCES):

1. Physical mail sent via USB flash drive or DVDs to our office:
Steve Hack
390 Robert St. N
St. Paul, MN 55101-1805
2. Email data to Steve Hack (steven.hack@metc.state.mn.us) or Meghan Klapper (meghan.klapper@metc.state.mn.us).
3. Upload to our an SharePoint eShare Portal site. Please send an email request to [Steve Hack](#) or [Meghan Klapper](#) for access and instructions. After gaining access to the site, follow the instructions below.

General Information

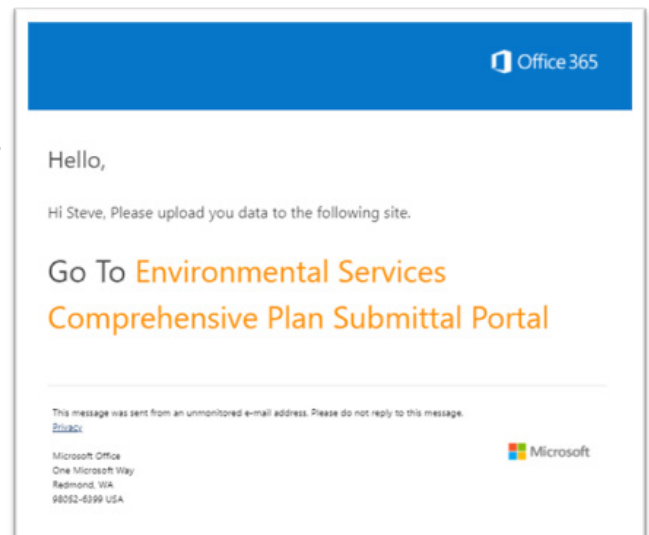
- The MCES Comprehensive Plan eShare site is a secure site shared with external communities, contractors, and consultants for the purpose of uploading Comprehensive Plan GIS Data.
- This replaces the decommissioned FTP environment for higher security.
- This site does not replace the existing tools available for Comprehensive Plan document uploads.

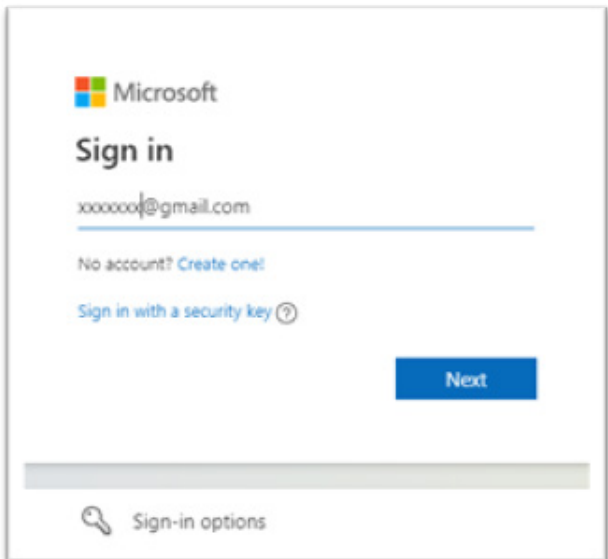
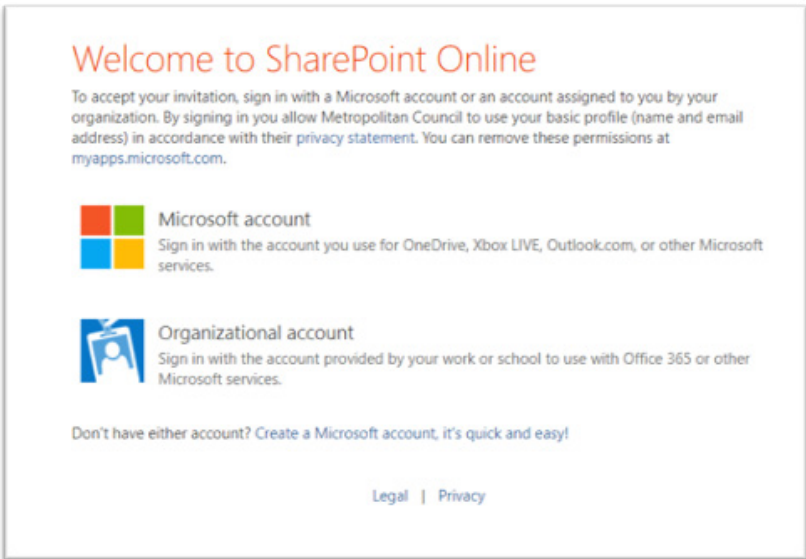
Supported Content Types

Recent improvements in Microsoft SharePoint have removed the limitations on types of files that can be added. There are currently no known types of files that cannot be added. If you encounter any issues, please contact the Site Owner: steven.hack@metc.state.mn.us

Log in Process

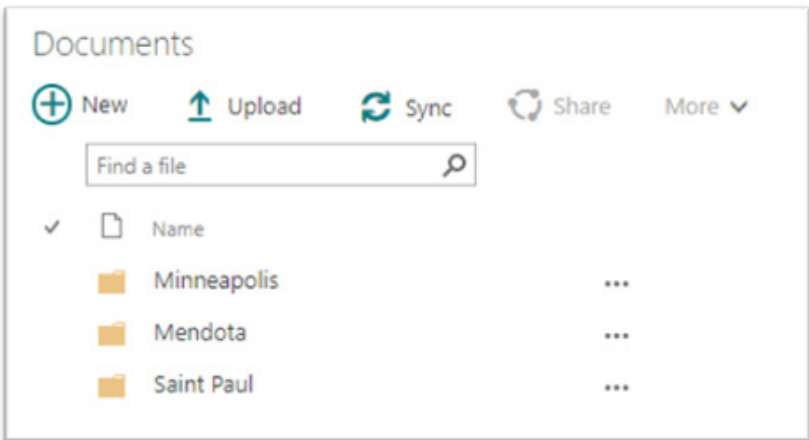
1. After contacting [Steve Hack](#) or [Meghan Klapper](#) you will receive a welcoming email asking you to go to the Environmental Services Comprehensive Plan Submittal Portal. If you have not received this email, check your spam or junk email folders.
2. Depending on your organizations own security settings, logging into the eShare site might be slightly different.
3. Sign in using your email address that received the Share email link.
4. Follow log in directions according you're your organization's profiles.
5. If your organization does not have a Microsoft Account a temporary account can be setup using the Create a Microsoft account link provided.



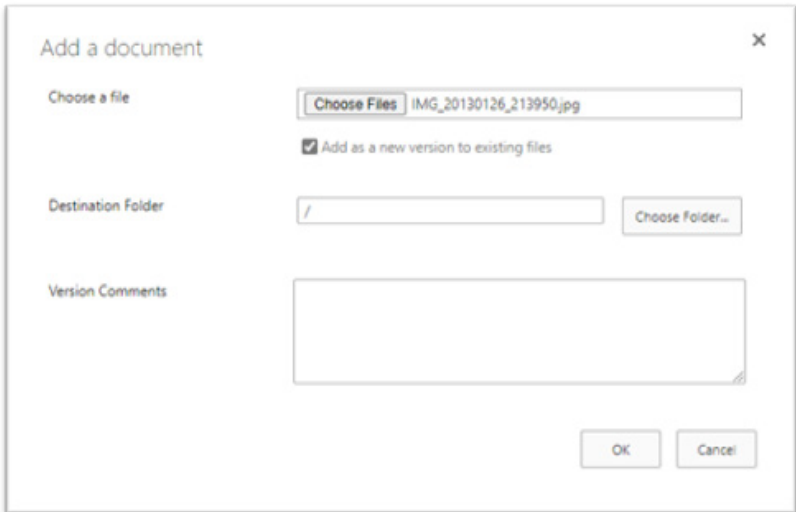


Upload Process

1. Once logged into the Environmental Services Comprehensive Plan Submittal Portal you will have access to the file folders and Upload button.



2. Select Choose Files and click OK to upload your data.
3. If you make a mistake you have the ability to delete your files.
4. Only Steve Hack or Meghan Klapper will have access to your files after your upload is complete.
5. Contact [Steve Hack](#) or [Meghan Klapper](#) if you have question or technical difficulties.



April 2021