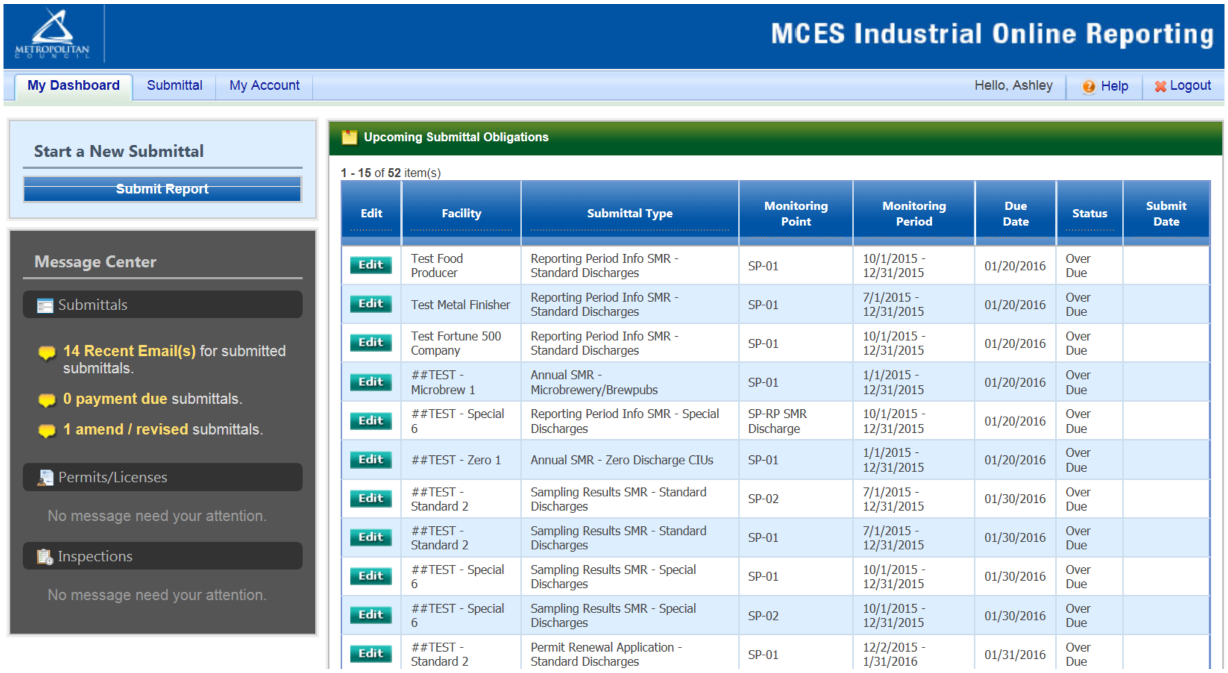
Permit Renewal Application for Standard Discharge Permits

Log into the Industrial Online Reporting System at: metrocouncil.org/IORS

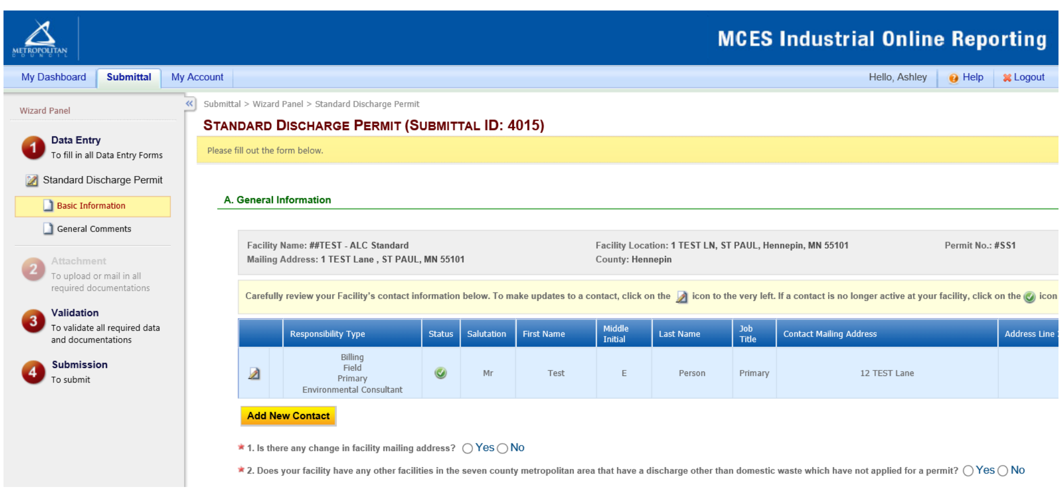
Opening the Permit Renewal Application

From the "**My Dashboard**" tab, look for the submittal type "**Permit Renewal Application – Standard Discharges**."



Click on the edit button in the "**Edit**" column for the respective submittal.

Completing the Permit Renewal Application



1. Data Entry

The grey header displays the facility's basic information. Before adding any information to the form, tab below, confirm that the information in this grey header is for the correct facility. If the information is incorrect, please go back to the previous page and select the correct submission.

Step 1: Basic Information

Below the grey header there is a blue table that displays the facility's contact information.

> **Note**: Scroll to the right of the screen to see all the information about the contact.

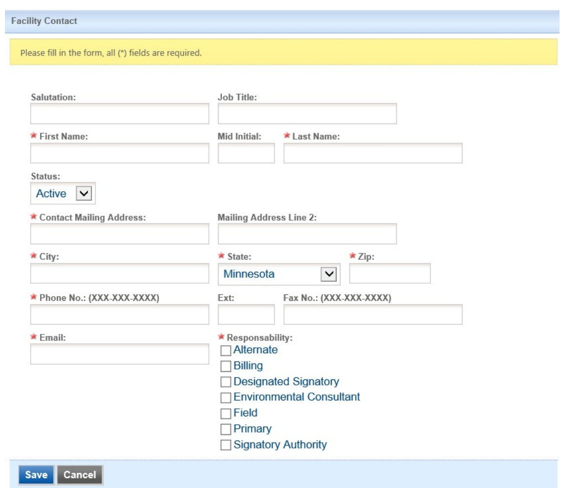
	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address
	Billing Field Primary Environmental Consultant		Mr	Test	E	Person	Primary	12 TEST Lane

Add New Contact

To remove: If the person no longer works at the facility change the status from "**Active**" to "**Inactive**" by clicking on the **green** check mark button in the status column of the table. The status will change to a **red** "X" mark.

	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title
	Field		Mr	Test	E	Person	Primary
	Signatory Authority		Mrs	Jane	E	Doe	Boss
	Primary		Mr	Test	E	Person	Primary
	Billing			John		Smith	Billing Specialist

To add: Click on the **yellow** "**Add New Record**" button. The page will display a pop up window for you to enter in the contact information for a new contact person. The required fields of information are denoted with a **red** asterisk. Then click on the "**Save**" button.



The blue table will be updated with the new contact person.

To edit: Click on the "**edit**" symbol (far left column) in the row of the respective person who's contact information needs to be updated. The page will display a pop up window for you to enter in the updated information. The required fields of information are denoted with a **red** asterisk. Then click the "**Save**" button.

> **Name Change**: If the person listed has a change in their name or you need to make a correction to the spelling of the name the form will not allow you to make the change. To make the correction, enter in the correct name in the box provided. Please also include a reason for the name correction.

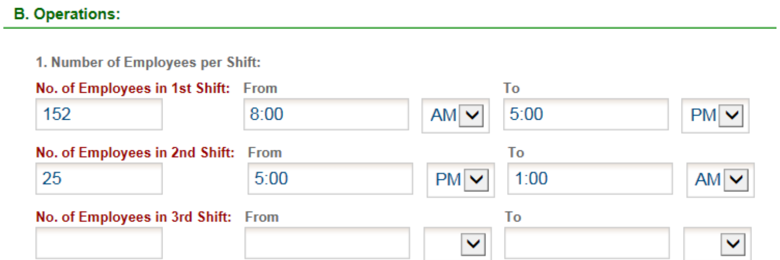
To save the record, click on the "**Save**" button.

The blue table will be updated with the information that was provided in the pop-up window.

Answer questions **1** and **2** (question below the blue table) by selecting the appropriate radio button. Depending on the selection, the system may require you to add more information. The required fields are denoted with a **red** asterisk (*).

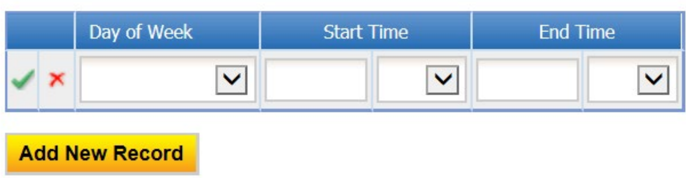
Step 2: Operations

1. **Number of employees per shift**
   Enter in the number of employees for each shift in the fields provided. Add/update the times for each shift.

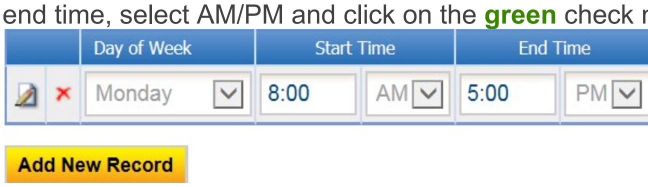


2. **Hours of Operation**

   To add: Click on the **yellow** "**Add New Record**" button and an empty row of the table will appear for you to enter information.

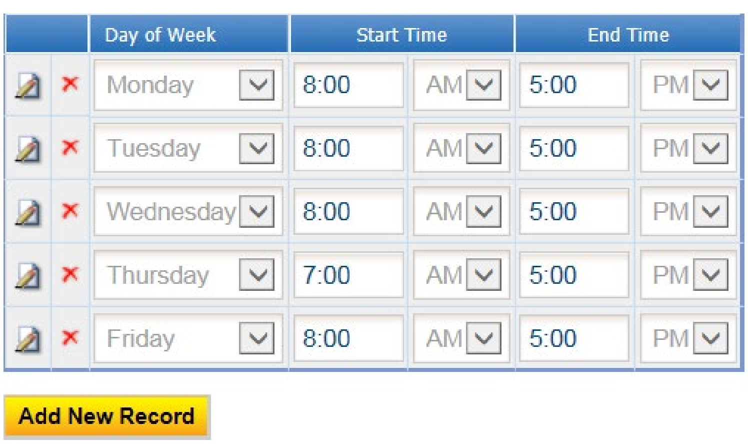


In the row, select the day of the week from the drop-down menu, enter start time, select AM/PM, enter end time, select AM/PM and click on the **green** check mark to complete editing.



To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.



Step 3: Production

1. NAICS Code and Description of Operations

To add: Click on the yellow "**Add New Record**" button and a row in the table will appear for you to select information.

In the row, select the appropriate NAICS code from the drop-down menu. Once selected, the page will refresh. You will have to scroll back down to the NAICS code table. The NAICS code will be displayed and the description of operations will be completed.

Note: You can also generate the NAICS code by selecting the appropriate description of operations. The NAICS code will generate once a description of operations has been selected.

If this is the **primary operation** at the facility, click on the "**edit**" button and check the box under primary. Then click on the **green** check mark to complete editing.

		NAICS Code	Description of Operations	Primary ?
✔	✘			☐

Add New Record

To edit: Click on the "**edit**" symbol in the far left column of the table next to the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

		NAICS Code	Description of Operations	Primary ?
	✘	332812	Metal Coating, Engraving (except Jewelry and Silverware), and Allied Services to Manufacturers	☑
	✘	332811	Metal Heat Treating	☐

Add New Record

2. Raw Materials

You may request that information regarding raw materials be classified as confidential if you consider the specific information to be "trade secret information" as defined by the Minnesota Government Data Practices Act (Minnesota Statutes § 13.37).

To make this request, check the box "**Yes**". You'll need to submit a Confidential Business Information request form and a list of raw materials with quantities used. Both of these will need to be submitted via a secure method. See Attachment section for more information on the request process.

If "**No**" is selected, a table to enter in the raw material(s) information will appear.

To add: Click on the yellow "**Add New Record**" button and an empty row of the table will appear for you to enter information.

		Raw Material Name	Daily Quantity	Unit
✔	✘			

Add New Record

Enter the name of the raw material, the daily quanity (integer), and select the units from the drop-down menu. Then click on the **green** check mark to complete editing.

		Raw Material Name	Daily Quantity	Unit
	×	Electroless Nickel Platinc	5	GPD

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

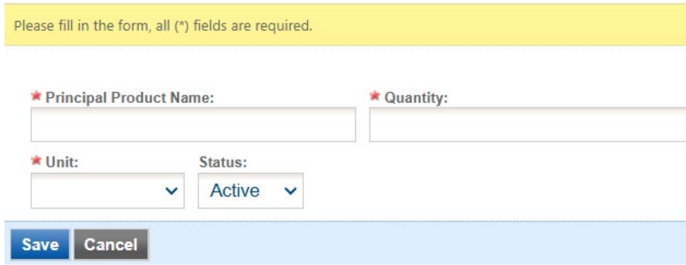
Note: Only one row of the table can be edited at a time.

		Raw Material Name	Daily Quantity	Unit
	×	Electroless Nickel Platinc	5	GPD
	×	Gold Plating Solution	1	GPD
	×	Immersion Tin	0.5	GPD
	×	Immersion Silver	0.25	GPD
	×	Marquench "B"	95	Lbs/Day
	×	Liquid Nitrogen	780	Lbs/Day

Add New Record

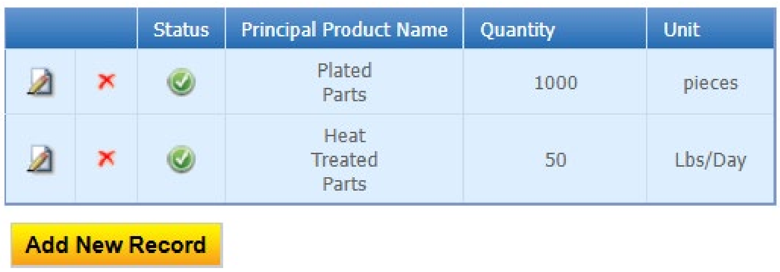
3. **Principal Products**

To add: Click on the **yellow** "**Add New Record**" button. The page will display a pop-up window for you to enter information on the principal product produced at the facility. Then click on the **Save** button.



To edit: Click on the pencil and paper icon in the row you want to correct. This opens up the principal products window. Make the necessary changes and click on **Save** button.

Note: Only one row of the table can be edited at a time.



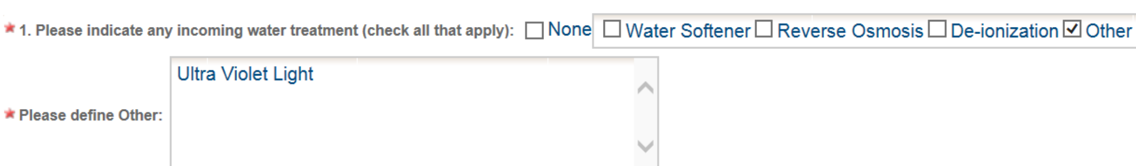
		Status	Principal Product Name	Quantity	Unit
			Plated Parts	1000	pieces
			Heat Treated Parts	50	Lbs/Day

To remove: If the product is no longer made at the facility, please change the status from active to inactive by clicking on the **green** check mark button in the satus column of the table. This will change the status to a **red** "X".

Answer questions **4** through **7** using the radio buttons provided. If any question is answered "Yes," a field will be provided for you to enter an explanation. The explanation is a required field.

Step 4: Wastewater

1. Use the radio buttons to indicate the incoming water treatment that is used at the facility. More than one water treatment may apply to your facility. Please select all methods that are used. If you select "Other," please define what other method is being used at the facility.



2. Use the radio button to answer the question. If the facility has a reject waste stream, such as back wash from a water softener, check "Yes." The form will update and provide a box for you to enter the total volume of the reject waste stream discharged to the sanitary sewer. Enter the value in the box provided (gallons per year).

3. Chemcials added to re-circulating cooling water and/or boiler makeup water

To add: Click on the **yellow** “**Add New Record**” button.

	Chemical Added	System Being Treated	Chemical Make-Up	Gallons Used Per Year
✔ ✖				
1				

Add New Record

In the row, enter the name of the chemical added, the system being treated, chemical make-up and the number of gallons used per year. Then click on the **green** check mark to complete editing.

To edit: Click on the “**edit**” symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

		Chemical Added	System Being Treated	Chemical Make-Up	Gallons Used Per Year
		KRISS RP-750	Cooling Tower	Potassium Hydroxide	60
		KRISS CWT - 540	Cooling Tower	Sodium Hydroxide	120
		Nalco 352 (corrosion inhibitor)	Boiler Makeup	Morpholine	10
		Nalco 1720 (oxygen scavenger)	Boiler Makeup	Sodium Bisulfite, Potassium Bisulfite	10

4. Sources of Industrial Waste

To add: Click on the yellow “Add New Record” button.

	Source	% of Total Facility
✔ ✖		
1		

Add New Record

In the row, enter the name of the source and the percent of the total facility discharge that source contributes. Then click on the **green** check mark to complete editing.

To edit: Click on the “edit” symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

		Source	% of Total Facility
		Process 1	50
		Process 2	10

5. Pretreatment Method

Answer the question using the radio button. If "**No**" is selected, proceed to the next question.

To add: Click on the **yellow** "**Add New Record**" button.

Note: Scroll to the right of the screen to see all of the information in the table. The complete table of information does not fit entirely on the viewing window.

In the row, select the method of treatment and the year installed. Next, enter the name of the wastestreams treated, paramter(s) treated and discharge rate (integer). Then select the discharge rate unit and frequency and enter the byproduct disposal method. Finally, click on the **green** check mark to complete editing.

	Method of Treatment	Year Installed (e.g. 2015)	Wastestreams Treated	Parameter(s) Treated	Discharge Rate

Add New Record

Discharge Rate Unit	Discharge Frequency	Byproduct Disposal Method

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

	Method of Treatment	Year Installed (e.g. 2015)	Wastestreams Treated	Parameter(s) Treated
	Ion Exchange	1991	Preclean of Plating Line	Metals
	pH Adjustment	1991	All industrial waste	pH
	Oil/Water Separator	1986	Heat treat rinse tanks	oil

Discharge Rate	Discharge Rate Unit	Discharge Frequency	Byproduct Disposal Method
2,000	GPD	Daily - Operating	Shipped off-site
4,000	GPD	Daily - Operating	NA
2,400	Gallons	Monthly	Shipped off-site

6. Batch Discharges

Answer the question using the radio button. If "**No**" is selected, proceed to the next question.

To add: Click on the **yellow** "**Add New Record**" button.

In the row, enter the name of the source, charactersitics and quanitity (integer). Next, select the quantity units and discharge frequency and enter the pretreatment method (if applicable). Then click on the **green** check mark to complete editing.

	Source	Characteristics	Quantity	Quantity Unit	Discharge Frequency	Pretreatment Method

Add New Record

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

	Source	Characteristics	Quantity	Quantity Unit	Discharge Frequency	Pretreatment Method
	Rinse Tank 1	Detergent	2,400	Gallons	Monthly	Oil/Water Separator
	Rinse Tank 2	Detergent	1,000	Gallons	Monthly	Oil/Water Separator

7. Waste hauled off-site for treatment

Answer the question using the radio button. If “**No**” is selected, proceed to the next question.

To add: Click on the **yellow** “**Add New Record**” button.

In the row, enter the name of the wastestream shipped, charactersitics, and quanitity (integer). Next, select the quantity units and shipping frequency. Then enter the company who either transports this waste or where this waste is taken for disposal. Finally, click on the **green** check mark to complete editing.

	Wastestreams Shipped	Characteristics	Quantity	Quantity Unit	Shipping Frequency	Transported By/To

Add New Record

To edit: Click on the “**edit**” symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

	Wastestreams Shipped	Characteristics	Quantity	Quantity Unit	Shipping Frequency	Transported By/To
	Immersion Gold Bath	Corrosive	50	Gallons	Monthly	ABC Company
	Ion Exchange	Heavy Metals	50	Lb	Monthly	XYZ Inc

Step 5: Permits/Licenses

1. Answer question **2** using the radio buttons.

   If “**No**” is selected, a box will be provided for you to enter in the correct Federal Tax ID number for the facility.

2. Answer question **3** using the radio buttons.

   If “**Yes**” is selected, please enter the permit number in the field provided.

3. Answer question **4** using the radio buttons.

   If “**Yes**” is selected, use the drop down menu to choose the type of license. Click on the **yellow** “**Add New Record**” button. Next, enter in the Permit/License Number and the agency who issued the permit. The click on the **green** check mark to complete editing.

* If Yes, Please indicate the type of license: VSQG

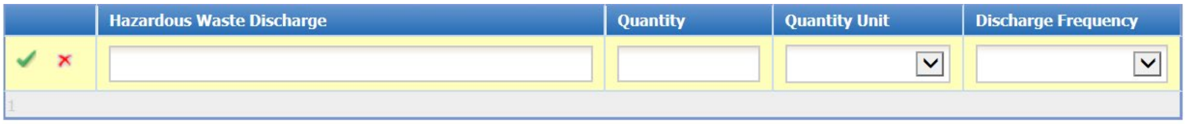
* Please provide detail:

	Permit/License Number	Issued By
	MND0000000000	Ramsey County

Add New Record

4. Answer question **5** using the radio buttons.

If “**Yes**” is selected, a table will generate for you to complete about the hazardous waste discharge.Click on the **yellow** “**Add New Record**” button. Enter in the name of the hazardous waste discharge and quantity. Then select the quantity unit and discharge frequency from the drop down menu. Finally, click on the **green** check mark to complete editing.



Step 6: Public Information Policy

Read the statement about the public information policy.

Step 7: Process Flow Schematic(s)

You may request that the process flow schematic be classified as confidential if you consider the specific information to be “trade secret information” as defined by the Minnesota Government Data Practices Act (Minnesota Statutes § 13.37).

Answer the question using the radio buttons provided.

If “**Yes**” is selected, you’ll need to submit a Confidential Business Information Request Form and the process flow schematic. Both of these will need to be submitted via a secure method. See Attachment section for more information on the request process.

If “**No**” is selected, you will either mail or attach the process flow schematic to this submission.

Step 8: General Comments

If you have any comments about the information provided, please enter the comments in the field provided.

Then click on the “**Save**” button before clicking on the “**Next**” button.

2. Attachment

The Attachment page allows you to select a method of attaching supporting documents for the **Permit Renewal Application**.

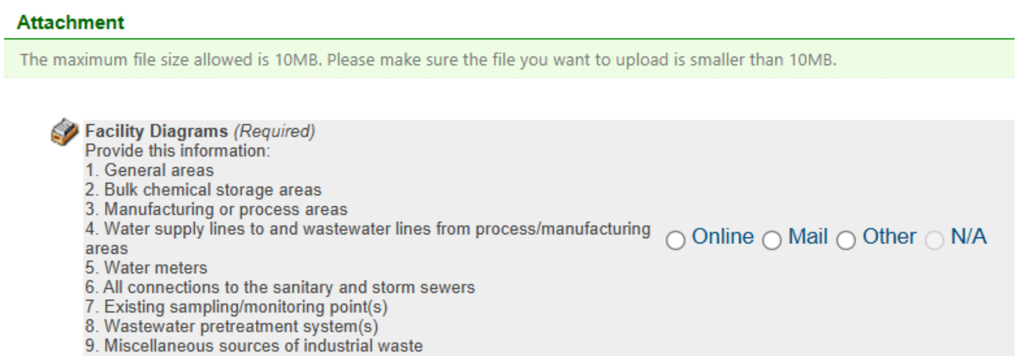
The attachment list for the Standard Discharge Permit is:

- Categorical Parameter Waiver Application (Optional)
- Certification of Signatory Authority Form
- Facility Diagrams
- List of Chemicals Stored in Quantities Greater than 5 Gallons (Optional)
- List of Equipment or Processes that Use Non-Contact Cooling Water (Optional)
- Process Flow Schematics
- Raw Materials
- Spill Control Plan (only for Significant Industrial Users)
- Supporting Documents (Optional)
- TTO Management Plan (only required for facility's subject to the Metal Finishing/Electroplating pretreatment standard)

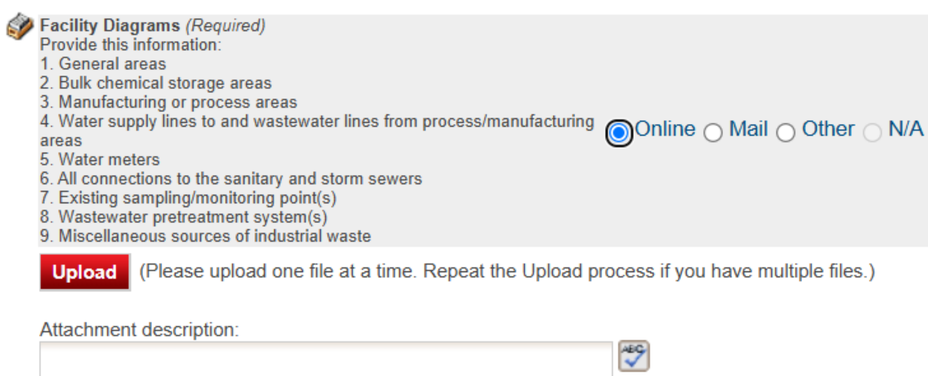
More than one document can be uploaded to each attachment type.

Not all document types are "Required." You do not have to select a radio button for attachments that are "Optional."

To the right of each attachment type is a radio button to select how the information will be submitted.



Online – If you select the "Online" option, the screen will show a **red** "Upload" button.



To proceed, click on the **Upload** button and the "**Browse**" button to search for the document that you would like to attach. Below the file name there is a comment field for you to add in a description about the attachment. The comment field is not required. Click on the blue "**Save**" button to attach the document to this submission. The Attachment page will update and show the name and the description of the document that you entered.

Note: More than one document can be uploaded to each attachment type.

If you attached a document in error, please click on the **red** "X" button to remove the attachment.

Mail - If you select the "Mail" option, the page will update to show the address the document should be mailed to. Please mail documents to:

Industrial Waste & Pollution Prevention Section
Metropolitan Council Environmental Services
390 Robert Street North
St Paul, MN 55101

Trade Secret Information

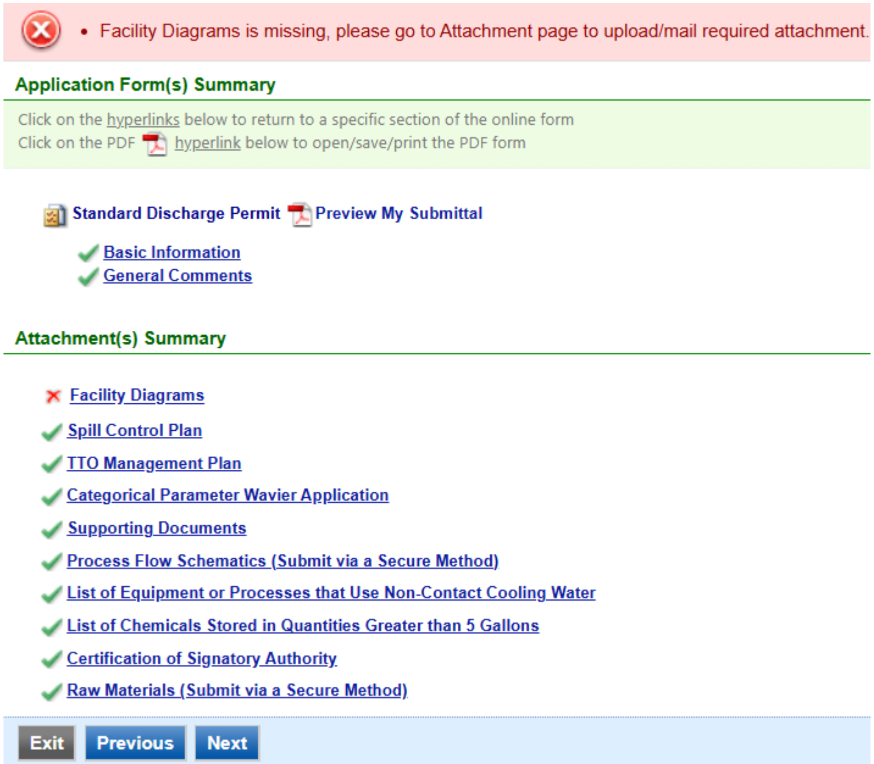
Only the Raw Materials list and/or the Process Flow Schematics can be classified as "trade secret information". If you selected that one or both of these are, the attachment page will show these on the page with "Submit via a Secure Method" in parenthesis.

In the description, you will see a blue link to the Confidential Business Information procedure and the request form. Click the link to download it. Then select either the Mail or Other radio button to specify how you will submit the request form and the required information. If you have any questions, please contact your Permit Manager.

Click on the "**Save**" button before proceeding to the next page.

3. Validation

The **Permit Renewal Application** must pass the system validation before submission.



A **red** “X” indicates that this section of the form did not pass the validation.

To navigate to the error and make corrections, click on the wording next to the **red** “X.” Make the appropriate changes and save before going back to the validation page. **You will not be able to submit the report until the red X is cleared.**

A **green** check mark indicates that this section of the form passes the validation.

Previewing your Submission

On this page, there is a pdf link for you to preview the submission. To view, click on the “Preview My Submittal” link. This will launch a window for you to view your submission.

Note: Viewing this pdf does not mean that you have submitted the form. Look over the form but do not save a copy of the preview. When the form is successfully submitted, you will receive a final signed pdf version of the form via email.

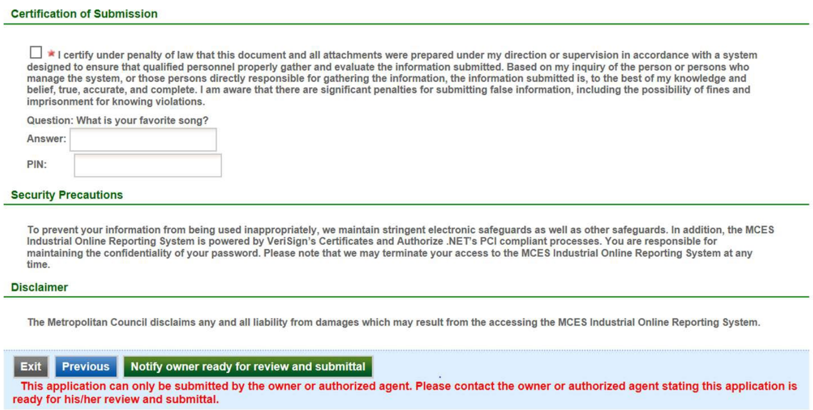
After passing all validation checks, proceed to the Submission page by clicking on the “**Next**” button.

4. Submission

Only users with the account type Responsible Official (RO) can certify, sign, and submit reports using the online reporting system.

Consultants – If you are signed under an account type Consultant, you will see a **green** button "**Notify owner ready for review and submittal.**" Click on the button and an email notification will be sent to all Responsible Officials for this submittal stating that the submittal is ready for their review and submittal.

The Responsible Official must locate the submittal under the "Edit Pending Submittals" option from the "Submittal" tab on the home page. For instructions on how to find the submission, go to the "Editing an Unfinished Submittal" instructions to complete the submittal.


Certification of Submission

* 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 ensure that qualified personnel properly gather and evaluate 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 fines and imprisonment for knowing violations.

Question: What is your favorite song?

Answer:

PIN:

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as other safeguards. In addition, the MCES Industrial Online Reporting System is powered by VeriSign's Certificates and Authorize .NET's PCI compliant processes. You are responsible for maintaining the confidentiality of your password. Please note that we may terminate your access to the MCES Industrial Online Reporting System at any time.

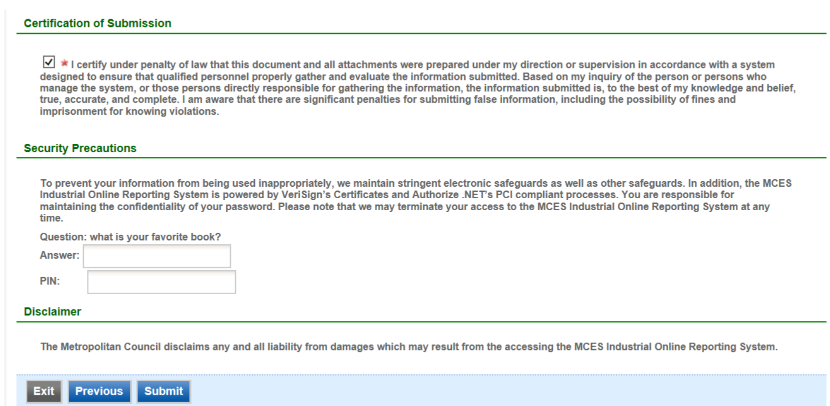
Disclaimer

The Metropolitan Council disclaims any and all liability from damages which may result from the accessing the MCES Industrial Online Reporting System.

Exit | Previous | Notify owner ready for review and submittal

This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.

Responsible Officials – If you are signed in under an account type Responsible Official you can complete the submittal.


Certification of Submission

* 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 ensure that qualified personnel properly gather and evaluate 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 fines and imprisonment for knowing violations.

Security Precautions

To prevent your information from being used inappropriately, we maintain stringent electronic safeguards as well as other safeguards. In addition, the MCES Industrial Online Reporting System is powered by VeriSign's Certificates and Authorize .NET's PCI compliant processes. You are responsible for maintaining the confidentiality of your password. Please note that we may terminate your access to the MCES Industrial Online Reporting System at any time.

Question: what is your favorite book?

Answer:

PIN:

Disclaimer

The Metropolitan Council disclaims any and all liability from damages which may result from the accessing the MCES Industrial Online Reporting System.

Exit | Previous | Submit

Please read through the certification statement and check the box.

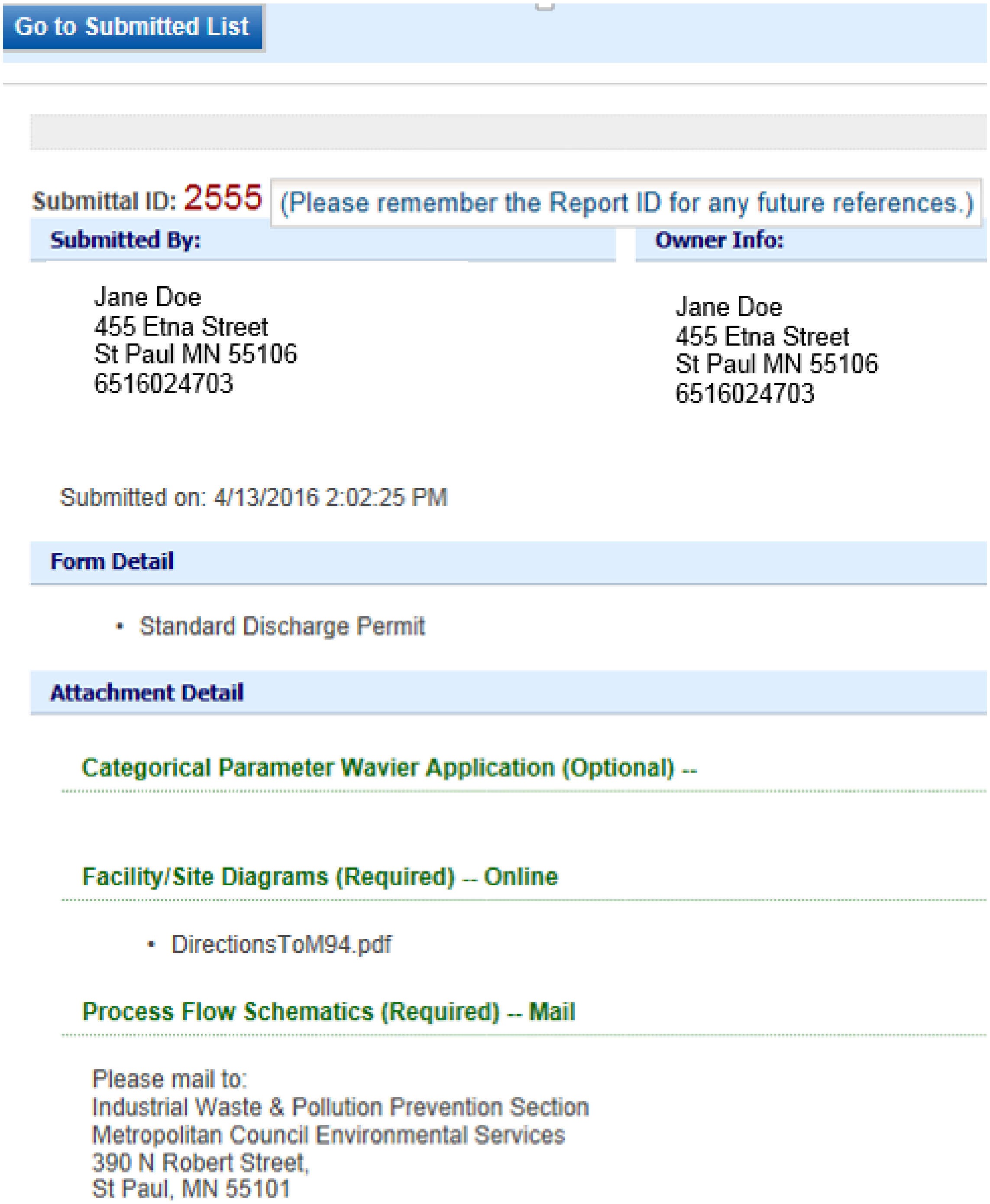
Answer the security question and enter your PIN number in the appropriate boxes.

> If you forgot your security question or PIN, hit exit and go to **My Account**. You can reset your security question answers and request a new PIN. After you have made changes, go back to the submittal to complete the submission process. For instructions on opening an unfinished submittal, see section **Editing an Unfinished Submittal**.

Click on the blue "**Submit**" button at the bottom of the page to submit the **Permit Renewal Application**.

Copy of Record

After submitting the Permit Renewal Application, you will see a Copy of Record (COR) receipt. The COR includes information on who submitted the form, which form was submitted, attachments, etc. You will also receive an email that includes this information. The email includes an Adobe Acrobat pdf file of the submission for your records.



Go to Submitted List

Submittal ID: 2555 (Please remember the Report ID for any future references.)

Submitted By:

Jane Doe
455 Etna Street
St Paul MN 55106
6516024703

Owner Info:

Jane Doe
455 Etna Street
St Paul MN 55106
6516024703

Submitted on: 4/13/2016 2:02:25 PM

Form Detail

- Standard Discharge Permit

Attachment Detail

Categorical Parameter Wavier Application (Optional) --

Facility/Site Diagrams (Required) -- Online

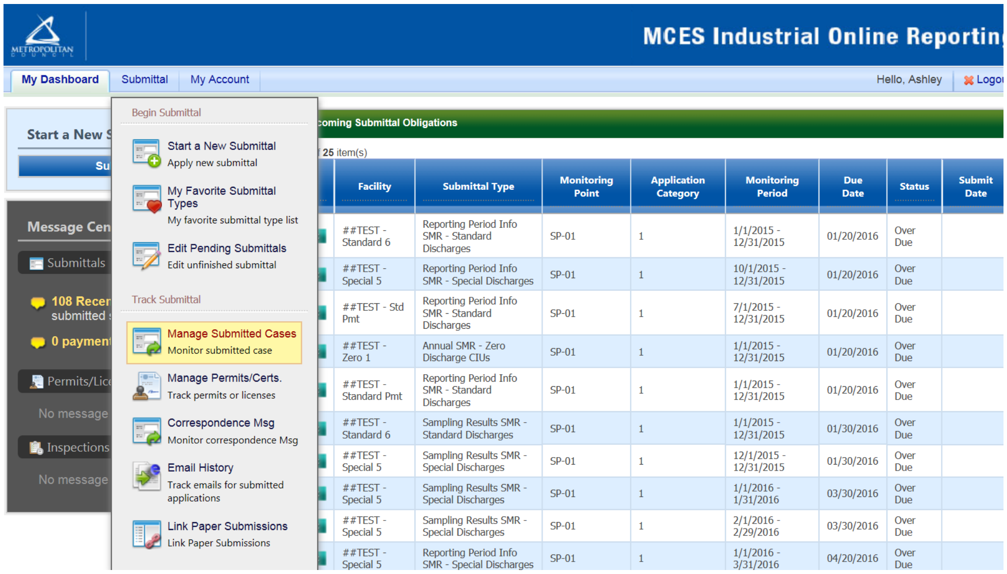
- DirectionsToM94.pdf

Process Flow Schematics (Required) -- Mail

Please mail to:
Industrial Waste & Pollution Prevention Section
Metropolitan Council Environmental Services
390 N Robert Street,
St Paul, MN 55101

Viewing Submittals

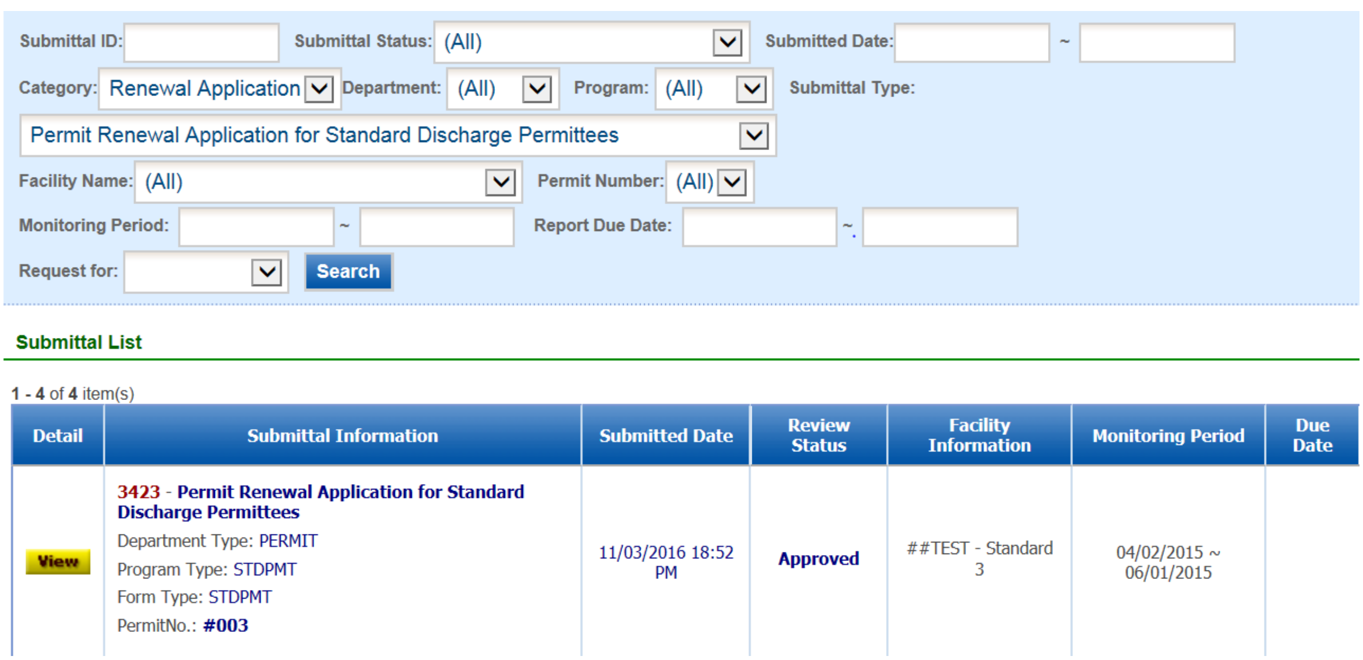
From the home page, hover over the "**Submittal**" tab and select "**Manage Submitted Cases**."



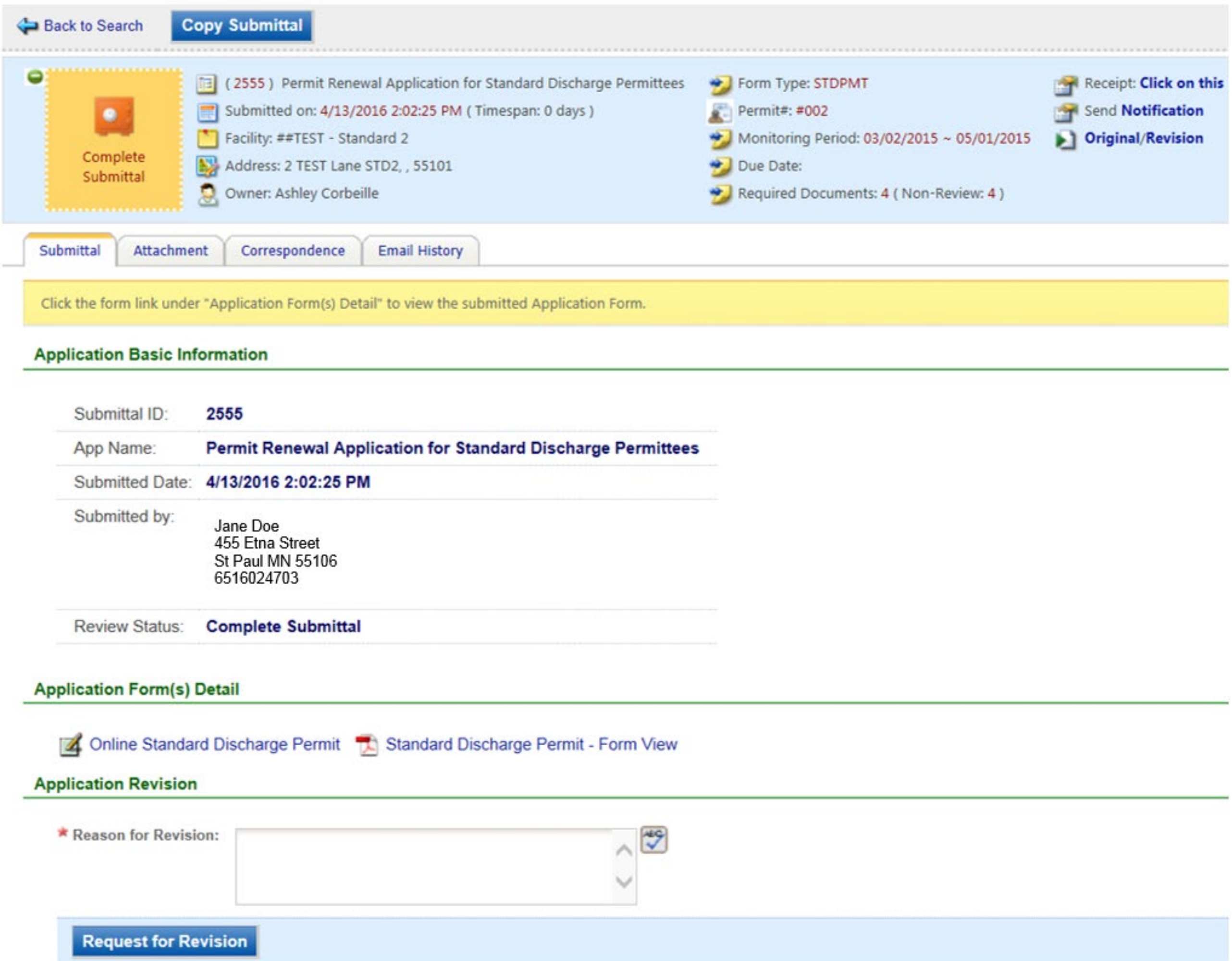
The grid view under the "Submittal List" shows details about the submittal, submitted date, review status, and monitoring period. The **Status** types are:

- Complete Submittal – Report has been submitted by the Responsible Official.
- Partial Submittal – Report has been submitted by the Responsible Official, however, the user designated that they would mail in an attachment rather than submitting the document online.
- Approved – Report has been accepted by the Metropolitan Council and is under further review.
- Revision Archived – You or the Metropolitan Council has requested a revision on the submittal.

To view a submission, click on the **yellow** "**View**" button.



This page displays the basic information about the submittal with tabs to click on for further information.



Submittal Information Tabs

- **Submittal** – for viewing the submission in an online form or an Adobe pdf file.

  If you found an error in the information submitted and would like to resubmit, enter in a reason in the box provided under the heading “Application Revision” and click on the blue “**Request for Revision**” button. See “**Editing a Completed Submittal**” for further instructions.
- **Attachment** – for viewing documents that you attached to the submittal. If you choose to mail in the documentation, please mail to:

  Industrial Waste & Pollution Prevention Section
  Metropolitan Council Environmental Services
  390 Robert Street North
  St Paul, MN 55101
- **Correspondence** – for sending messages to your Industrial Waste & Pollution Prevention permit administrator.
- **Email History** – for viewing system generated emails that are tied to the submittal. You can click on the icon under the “Detail” column to see the contents of the email.

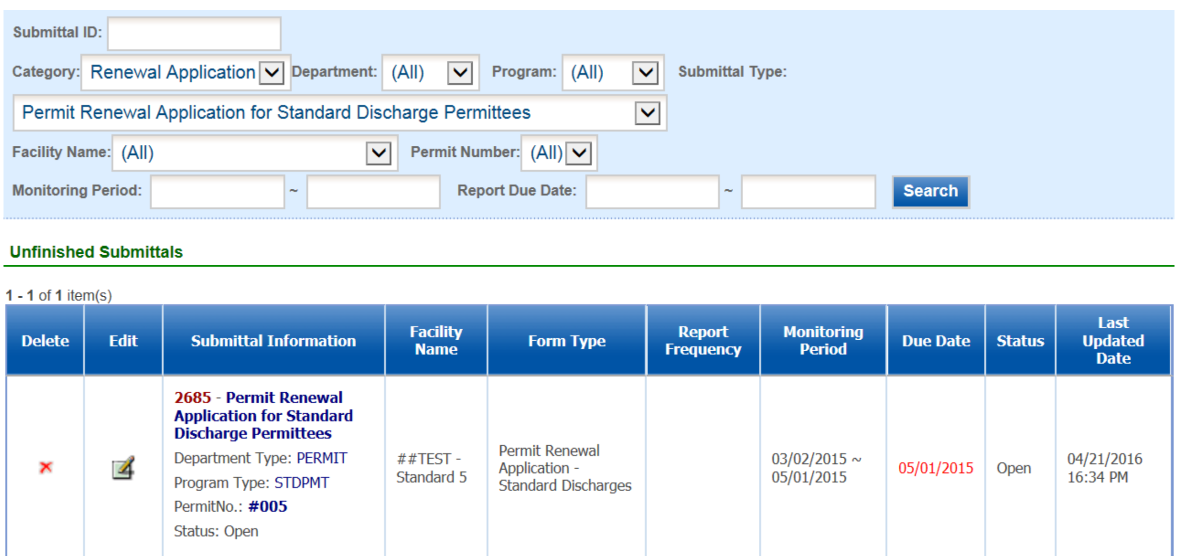
Editing an Unfinished Submittal

Log into the Industrial Online Reporting System at: *metrocouncil.org/IORS*

Hover the cursor over the "Submittal" tab and click on "Edit Pending Submittals."

Use the search criteria to locate the **Permit Renewal Application for Standard Discharge Permittees** that was previously started.

Note: Click on the blue "**Search**" each time you make a change to the search criteria. The search feature only updates when this button is pressed.

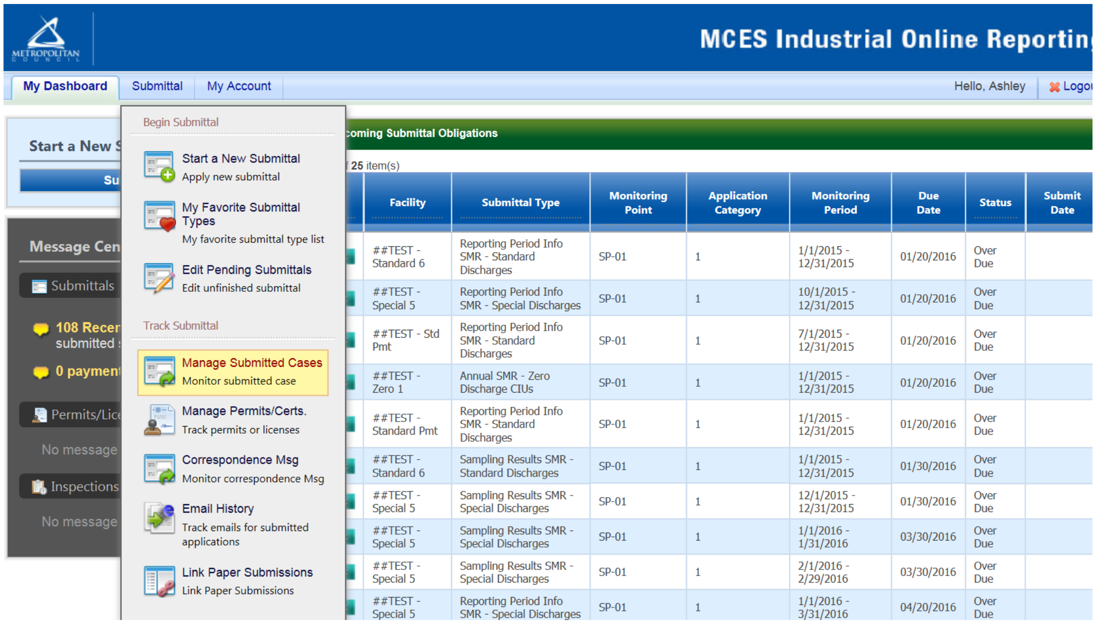


To open the unfinished submittal, click on the "**Edit**" button (pencil and paper icon). Proceed to the **Completing the Permit Renewal** section.

Editing a Completed Submittal – Request for Revision

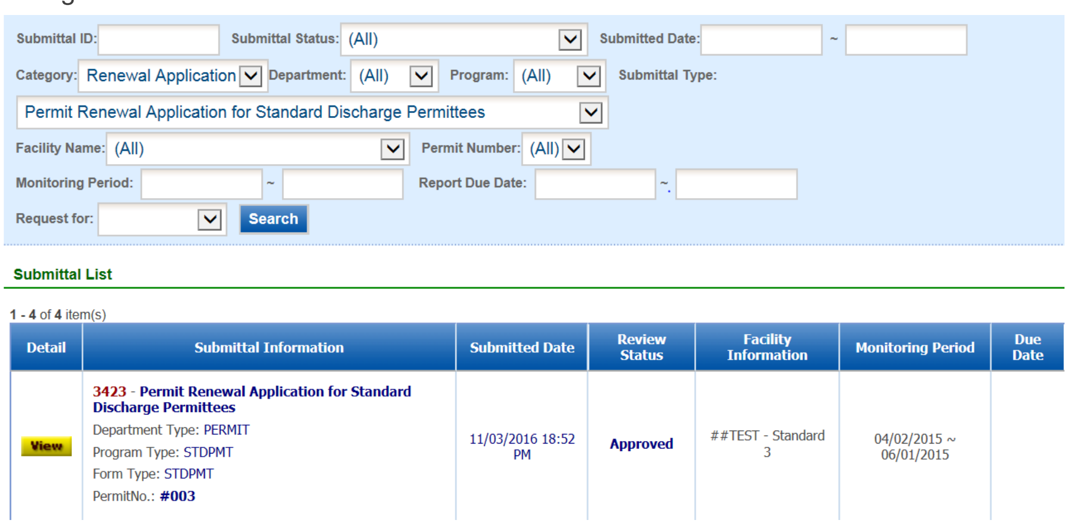
Once you have made a submission, you will need to send a **Request for Revision** to the Metropolitan Council to make changes.

From the home page, hover over the “Submittal” tab and select “**Manage Submitted Cases**.”

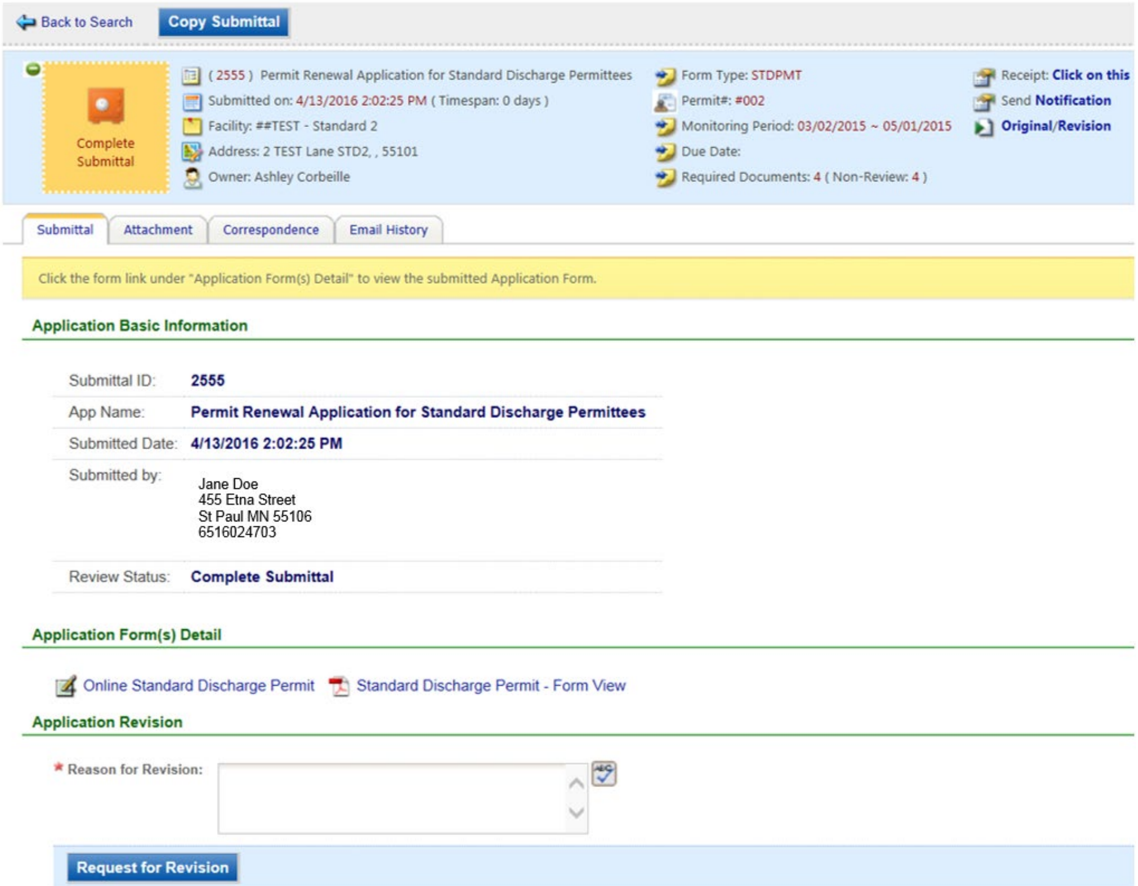


Use the search criteria to find the submittal that needs revision.

Note: You will only be able to request a revision online if the Metropolitan Council has not yet reviewed and accepted the submittal (Review Status is Complete or Partial Submittal). If the submittal has the Review Status of “Approved” you will need to contact your Industrial Waste & Pollution Prevention permit administrator to make changes.



Click on the **yellow** **View** button adjacent to the submittal you want to edit.



From the **"Submittal"** tab, under the heading **Application Revision** click in the "**Reason for Revision**" box and provide an explanation for the revision. Click the blue button **Request for Revision**. This will send an email message to the Metropolitan Council.

The Metropolitan Council will review the request and send the User an email message approving or denying the request.

If the request is approved:

- log into the Industrial Online Reporting System
- hover the cursor over the "Submittal" tab and click on the "Edit Pending Submittals"
- search for the submittal with the status of "Revision" and click on the edit button
- make the change and resubmit the report

Note – The submission with the status of "Revision" is the exact copy of what you previously submitted.