

## Compliance Monitoring Submittal

Log into the MCES Industrial Online Reporting System at: <https://www.govonlinesaas.com/MN/SPL/Public/>.

### Opening the Compliance Monitoring Submittal

In the table below the green “Upcoming Submittal Obligations” banner, look for submittal type “**Compliance Monitoring Submittal.**”

The screenshot shows the MCES Industrial Online Reporting System interface. At the top, there is a blue header with the Metropolitan Council logo and the text "MCES Industrial Online Reporting". Below the header, there are navigation tabs: "My Dashboard", "Submittal", and "My Account". The user is logged in as "Hello, Ashley" and has a "Logout" button.

On the left side, there is a "Start a New Submittal" section with a "Submit Report" button. Below that is a "Message Center" section with "Submittals" and "Permits/Licenses" categories. The "Submittals" category shows "0 Recent Email(s) for submitted submittals." and "0 payment due submittals.".

The main content area features a green banner titled "Upcoming Submittal Obligations". Below the banner, there is a table with 10 columns: "Edit", "Facility", "Permit No", "Submittal Type", "Monitoring Point", "Application Category", "Monitoring Period", "Due Date", "Status", and "Submit Date". The table contains one row of data:

Edit	Facility	Permit No	Submittal Type	Monitoring Point	Application Category	Monitoring Period	Due Date	Status	Submit Date
<a href="#">Edit</a>	##TEST - ALC Standard 6	#006	Compliance Monitoring Submittal - Standard SMR	SP-01	Report	2/26/2020 - 4/30/2020	05/01/2020	Not Started	

Below the table, there are two buttons: "View All Pending Submittals" and "View all Historical Submittals".

Below the table, there is a green banner titled "Permits / Licenses - Click the icon to print your permit/certificate". Below this banner, there is a yellow box with a warning icon and the text "No items found. Please try again."

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

Proceed to **Competing the Compliance Submittal** section.

## Completing the Compliance Monitoring Submittal

**COMPLIANCE MONITORING SUBMITTAL (SUBMITTAL ID: 14068)**

Please fill out the form below.

Don't forget to click the save button or green check mark ✓ for tables to save your input!  
 If you need assistance, please contact the MCES Industrial Online Reporting Coordinator at 651-602-4789 or via email at MCESIndustrialOnlineReporting@metc.state.mn.us  
 If you have permit related questions, please contact your MCES permit engineer.

**Self-Monitoring Information**

Facility Name: #FTEST - ALC    Reporting Period: 02/26/2020 - 04/30/2020    Report Type: Compliance Monitoring Submittal - Standard SMR    Monitoring Point: SP-01  
 Standard 6    Permit No: #906    Mailing Address: 6 TEST Lane Box 1, ST PAUL, MN 55101    Facility Location: 6 TEST LN, ST PAUL, MN 55101     No Discharge / No Sampling

**Daily Data Form**    Flow Reading

Please enter substance results in table below OR expand 'Show/Hide Copy and Paste' section and copy and paste Daily Data excel into box provided.

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>						Mercury							
<input type="checkbox"/>						Zinc							

**Wizard Panel** - The Wizard Panel will appear as a grey panel to the left of the form. This panel will help you navigate through completing the form. The following instructions correspond to the Wizard Panel. There are four steps to follow:

1. Data Entry
2. Attachment
3. Validation
4. Submission

### 1. Data Entry

**Wizard Panel**

**1 Data Entry**  
To fill in all Data Entry Forms

Compliance Monitoring Submittal

Compliance Monitoring Submittal

General Comments

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

### Daily Data Form tab

If you have analytical results, please enter the results into this form. Users have two options to enter the analytical data:

- Manually enter data
- Upload the data from Microsoft Excel template

## A. Manually Enter Data

The results will need to be entered one substance at a time. To enter results, click the “Edit” button. The “Edit” button is the pencil and paper icon (see red box in image below).

Daily Data Form    Flow Reading

Please enter substance results in table below OR expand 'Show/Hide Copy and Paste' section and copy and paste Daily Data excel into box provided.

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>						Mercury							
<input type="checkbox"/>						Zinc							

The “Sampling Results Detail” window will open. This window allows you to enter information about the result.  
**Note:** The minimum required fields are denoted with a red asterisk (\*).

Sampling Result Detail

After modify the record, click the update button to save the change to database.

\* Sampling Start Date:  \* Start Time (HH:MM):  /

\* Sampling End Date:  \* End Time (HH:MM):  /

\* Substance:

\* Analytical Result:

\* Analytical Result Unit:

Detection Limit:

Reporting Limit:

\* Analysis Method:

Sampling Method:

Sample Collection Method:  Please explain:

Sample(s) Collected by:

Compositing Method:  Please explain:

Sample(s) Compositing by:

Bottle Container:

\* Analytical Laboratory Name:

**Note:** For a result that was reported as Not Detected or ND, select the “less than” symbol (<) from the drop-down box and enter the reporting limit as the result.

\* Analytical Result:

\* Analytical Result Unit:

Complete the required fields and click on the blue “Update” button.

If you missed a required field, an error message will display in **red** at the top of the window. Corrections must be made before the record will save. After making corrections, click on “Update” button.

Update Successful

Please enter substance results in table below OR expand 'Show/Hide Copy and Paste' section and copy and paste Daily Data excel into box provided.

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>						Zinc							
<input type="checkbox"/>		02/27/2020	8:00 AM	02/28/2020	8:00 AM	Mercury	<0.002	ug/L		EPA 245.1	Grab - Composite		Other

The results will be populated in the table. To enter another result, click the “Edit” button in the respective row.

To add a substance not listed, click on the image of the two chemistry bottles (see image below).

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>						Zinc							
<input type="checkbox"/>		02/27/2020	8:00 AM	02/28/2020	8:00 AM	Mercury	<0.002	ug/L		EPA 245.1	Grab - Composite		Other

The “Add New Sampling Result” window will open. Enter the required information in section 1.

Add New Sampling Result

Please select the Sample Date, Grab Time and Substance

**\* 1. Sample Date & Time**

\* Sampling Start Date:  \* Grab Start Time (HH:MM):  /

\* Sampling End Date:  \* Grab End Time (HH:MM):  /

**\* 2. Substance**

Substance Code:  Substance Name:  Search

**3. Sampling Result**

\* Analytical Result:

\* Analytical Result Unit:

Detection Limit:  (mg/L)

Reporting Limit:  (mg/L)

\* Analysis Method:

Sampling Method:

Bottle Container:

\* Laboratory Name:

Add Cancel

In section 2, leave the “Substance Code” box blank and enter the name of the substance in box provided. Then click on the blue “**Search**” button. If the substance you are looking for does not appear as the first few choices, use the scroll bar on the right to see more substances. Click on box in the respective row to select the substance.

★ 2. Substance

Substance Code:  Substance Name:

	ID	Substance Code	Substance Name	Description
<input checked="" type="checkbox"/>	17		Mercury	Mercury

Complete the required field in section 3.

Click on the blue “Add” button to save and close this window.

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>						Zinc							
<input type="checkbox"/>		02/27/2020	8:00 AM	02/28/2020	8:00 AM	Mercury	<0.002	ug/L		EPA 245.1	Grab - Composite		Other
<input type="checkbox"/>		03/02/2020	8:00 AM	03/03/2020	8:00 AM	Mercury	0.004	ug/L		EPA 245.1	Composite - Flow Proportional		Other

The substance that you added will appear at the bottom of the table. You can further edit this information by clicking the Edit button in the respective row.

If there is a substance listed in the table that you don’t have a result for, leave that row blank or click the red “X” button to remove it from the table. Refer to your Permit to see what results are required.

Enter all the results, then click then proceed to **Flow Reading**.

**B. Upload Results Using Microsoft Excel file**

This section describes how to upload the analytical data from the MCES SMR Sampling Results template.

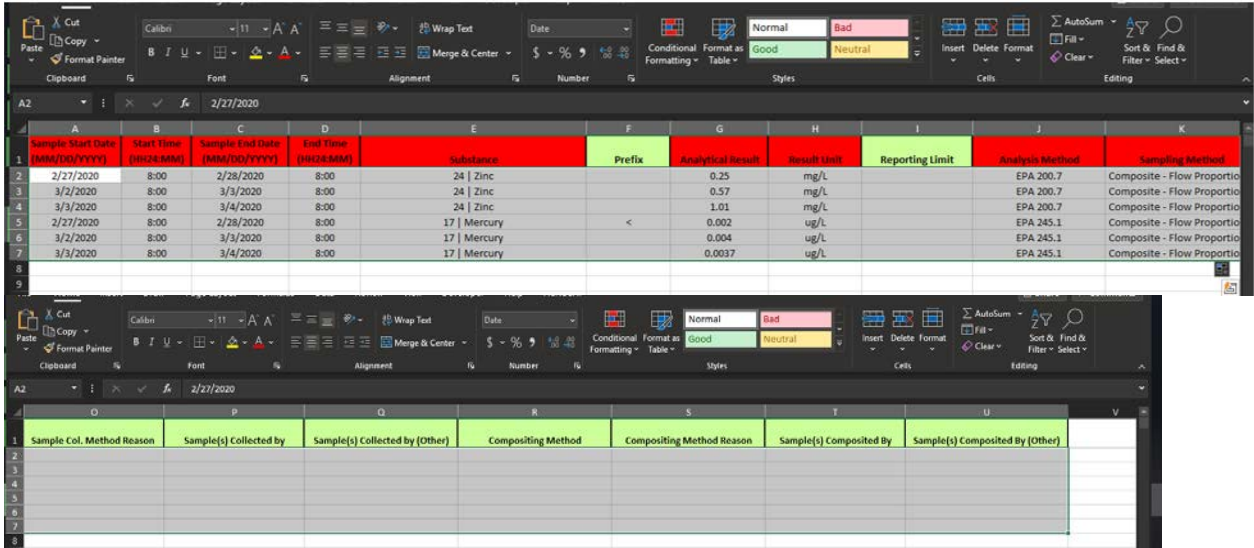
If the lab did not provide the data to you in a Microsoft Excel file, you can enter the data into a template which is available at: <https://metro council.org/Wastewater-Water/Services/Industrial-Waste/Industrial-Online-Reporting-System.aspx?source=child>. Scroll down to the bottom of the page until you see the title “Templates for submitting sample results online” heading.

- Click the link for the SMR Sample Results Template to open up the file. Save the file to your computer.
- Enter all analytical results.
  - There are 21 columns of data per substance. For fields that have a drop-down option, select the appropriate option. If you don’t see what you need from the drop-down choose “Other” or “NA” when appropriate.
  - The required fields are denoted with a red heading.
- Save the completed file to your computer and keep open.

Below is an example of a completed MCES SMR Sampling Results template.

Sample Start Date (MM/DD/YYYY)	Start Time (HH:MM)	Sample End Date (MM/DD/YYYY)	End Time (HH:MM)	Substance	Prefix	Analytical Result	Result Unit	Reporting Limit	Analysis Method	Sampling Method
2/27/2020	8:00	2/28/2020	8:00	24   Zinc		0.25	mg/L		EPA 200.7	Composite - Flow Proportio
3/2/2020	8:00	3/3/2020	8:00	24   Zinc		0.57	mg/L		EPA 200.7	Composite - Flow Proportio
3/3/2020	8:00	3/4/2020	8:00	24   Zinc		1.01	mg/L		EPA 200.7	Composite - Flow Proportio
2/27/2020	8:00	2/28/2020	8:00	17   Mercury	<	0.002	ug/L		EPA 245.1	Composite - Flow Proportio
3/2/2020	8:00	3/3/2020	8:00	17   Mercury		0.004	ug/L		EPA 245.1	Composite - Flow Proportio
3/3/2020	8:00	3/4/2020	8:00	17   Mercury		0.0037	ug/L		EPA 245.1	Composite - Flow Proportio

Highlight the data by clicking in cell A2 and then left click and drag down to the last row of data (so that the first column is highlighted). Then scroll all the way across the file until you have column U highlighted as well.



With all data highlighted, right click on the mouse and select “Copy.”

Go to the Sampling Results SMR form online. Click the “Show/Hide Copy and Paste” link below the table (link is highlighted in image below).

**Self-Monitoring Information**

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Facility Name: ##TEST - ALC Standard 6  
 Permit No: #006  
 Reporting Period: 02/26/2020 - 04/30/2020  
 Mailing Address: 6 TEST Lane Box 1, ST PAUL, MN 55101  
 Report Type: Compliance Monitoring Submittal - Standard SMR  
 Facility Location: 6 TEST LN, ST PAUL, MN 55101  
 Monitoring Point: SP-01  
 No Discharge / No Sampling

**Daily Data Form** | **Flow Reading**

Please enter substance results in table below OR expand 'Show/Hide Copy and Paste' section and copy and paste Daily Data excel into box provided.

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>						Mercury							
<input type="checkbox"/>						Zinc							

[\(Show/Hide Copy and Paste\)](#)

A blank box will appear.

(Show/Hide Copy and Paste)

FILL FORM USING COPY AND PASTE:

**Update Data**

Click in the blank box, right click on the mouse and select “Paste.”

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>						Mercury							
<input type="checkbox"/>						Zinc							

(Show/Hide Copy and Paste)

**FILL FORM USING COPY AND PASTE:**

3/3/2020	8:00	3/4/2020	8:00	24	Zinc	1.01	mg/L	EPA 200.7	Composite - Flow Proportional	Other			
2/27/2020	8:00	2/28/2020	8:00	17	Mercury	<	0.002	ug/L	EPA 245.1	Composite - Flow Proportional	Other		
3/2/2020	8:00	3/3/2020	8:00	17	Mercury	0.004	ug/L	EPA 245.1	Composite - Flow Proportional	Other			
3/3/2020	8:00	3/4/2020	8:00	17	Mercury	0.0037	ug/L	EPA 245.1	Composite - Flow Proportional	Other			

**Update Data**

Press the blue “**Update Data**” button. The data will populate in the table above. If it does not, scroll up to the top of the page to see what the warning message says. You may need to make corrections to the file or redo the copy and paste from the Excel file.

Daily Data Form Flow Reading

Data uploaded successful.

Please enter substance results in table below OR expand 'Show/Hide Copy and Paste' section and copy and paste Daily Data excel into box provided.

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>		02/27/2020	8:00 AM	02/28/2020	8:00 AM	Mercury	< 0.002	ug/L		EPA 245.1	Composite - Flow Proportional		Other
<input type="checkbox"/>		02/27/2020	8:00 AM	02/28/2020	8:00 AM	Zinc	0.25	mg/L		EPA 200.7	Composite - Flow Proportional		Other
<input type="checkbox"/>		03/02/2020	8:00 AM	03/03/2020	8:00 AM	Mercury	0.004	ug/L		EPA 245.1	Composite - Flow Proportional		Other
<input type="checkbox"/>		03/02/2020	8:00 AM	03/03/2020	8:00 AM	Zinc	0.57	mg/L		EPA 200.7	Composite - Flow Proportional		Other
<input type="checkbox"/>		03/03/2020	8:00 AM	03/04/2020	8:00 AM	Mercury	0.0037	ug/L		EPA 245.1	Composite - Flow Proportional		Other
<input type="checkbox"/>		03/03/2020	8:00 AM	03/04/2020	8:00 AM	Zinc	1.01	mg/L		EPA 200.7	Composite - Flow Proportional		Other

Then proceed to **Flow Reading**.

### Flow Reading tab

To enter the discharge volume from your monitoring event, click the “**Flow Reading**” tab.

#### Self-Monitoring Information

Facility Name: #TEST - ALC Standard 6 Permit No: #006	Reporting Period: 02/26/2020 - 04/30/2020 Mailing Address: 6 TEST Lane Box 1, ST PAUL, MN 55101	Report Type: Compliance Monitoring Submittal - Standard SMR Facility Location: 6 TEST LN, ST PAUL, MN 55101	Monitoring Point: SP-01 <input type="checkbox"/> No Discharge / No Sampling
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Daily Data Form Flow Reading

Data uploaded successful.

Please enter substance results in table below OR expand 'Show/Hide Copy and Paste' section and copy and paste Daily Data excel into box provided.

Batch Update		Sampling Start Date	Sampling Start Time	Sampling End Date	Sampling End Time	Substance	Analytical Result	Analytical Result Unit	Reporting Limit (mg/L)	Analysis Method	Sampling Method	Bottle Container	Analytical Laboratory Name
<input type="checkbox"/>													

	Start Date	End Date	Discharge Volume	Discharge Volume Units	Comment
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(Show/Hide Copy and Paste)

On this page, you will need to enter the discharge volume from your monitoring event. Users have two options to enter the volume:

- Manually enter data
- Upload the data from Microsoft Excel template

**A. Manually Enter Data**

Click the **yellow** plus (+) symbol in the left corner of the table. This opens the **Flow Reading Information** window.

**Flow Reading Information**

★ Start Date:  HH:MM:  /

★ End Date:  HH:MM:  /

★ Discharge Volume:

★ Discharge Volume Unit:

Comment:

Enter “Start Date” and “End Date” and times. These dates need to match the start and end dates from the monitoring event. Next enter the “Discharge Volume.” The discharge volume is the volume of discharge through the monitoring point during the monitoring event. This value is NOT the volume of the sample collected. The volume reported should be in gallons. Add any comments, if applicable, and click the “Save” button.

	Start Date	End Date	Discharge Volume	Discharge Volume Units	Comment
 	02/27/2020 08:00	02/28/2020 08:00	1500	GPD	

The page will show the flow reading in the table. You can further edit this information by clicking on the pencil and paper symbol. Or you can delete the information by clicking the **red** “x” symbol.

You can add another record to this table by clicking the **yellow** plus (+) symbol and repeating the steps described above.

Once you have entered all the flow readings, click the “Daily Data Form” tab to get back to the analytical results table. Click **Save** and then **Next**.



## B. Upload Results Using Microsoft Excel file

If you used the Microsoft Excel file to upload your analytical results, you can also use this same file to upload the flow readings from your monitoring event.

Sample Start Date (MM/DD/YYYY)	Start Time (HH:MM)	Sample End Date (MM/DD/YYYY)	End Time (HH:MM)	Substance	Prefix	Analytical Result	Result Unit	Reporting Limit	Analysis Method	Sampling Method
2/27/2020	8:00	2/28/2020	8:00	24   Zinc		0.25	mg/L		EPA 200.7	Composite - Flow Proportional
3/2/2020	8:00	3/3/2020	8:00	24   Zinc		0.57	mg/L		EPA 200.7	Composite - Flow Proportional
3/3/2020	8:00	3/4/2020	8:00	24   Zinc		1.01	mg/L		EPA 200.7	Composite - Flow Proportional
2/27/2020	8:00	2/28/2020	8:00	17   Mercury	<	0.002	ug/L		EPA 245.1	Composite - Flow Proportional
3/2/2020	8:00	3/3/2020	8:00	17   Mercury		0.004	ug/L		EPA 245.1	Composite - Flow Proportional
3/3/2020	8:00	3/4/2020	8:00	17   Mercury		0.0037	ug/L		EPA 245.1	Composite - Flow Proportional

At the bottom of the Excel file, click on the “Daily Flow Readings” tab (in red box in image above). The required fields are denoted with a red heading.

Reading Start Date (MM/DD/YYYY)	Start Time (HH:MM)	Reading End Date (MM/DD/YYYY)	End Time (HH:MM)	Discharge Volume (GPD)	Comments

Enter the volume information from the monitoring event. Highlight the data by clicking in cell A2 and then left click on the mouse and drag down to the last row of data (so that the first column is highlight). Then scroll across to the screen to column F.

Reading Start Date (MM/DD/YYYY)	Start Time (HH:MM)	Reading End Date (MM/DD/YYYY)	End Time (HH:MM)	Discharge Volume (GPD)	Comments
2/27/2020	8:00	2/28/2020	8:00	1500	
3/2/2020	8:00	3/3/2020	8:00	2250	
3/3/2020	8:00	3/4/2020	8:00	1832	

With all data highlighted, right click on the mouse and select “Copy.”

Go to the Compliance Monitoring Submittal SMR form online. Click the “Show/Hide Copy and Paste” link below the table (link is highlighted in image below).

Daily Data Form | **Flow Reading**

+	Start Date	End Date	Discharge Volume	Discharge Volume Units	Comment
---	------------	----------	------------------	------------------------	---------

(Show/Hide Copy and Paste)

A blank box will appear.

Daily Data Form | **Flow Reading**

+	Start Date	End Date	Discharge Volume	Discharge Volume Units	Comment
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(Show/Hide Copy and Paste)

**FILL FORM USING COPY AND PASTE:**

**Update Data**

Click in the blank box, right click on the mouse and select "Paste."

Daily Data Form | **Flow Reading**

+	Start Date	End Date	Discharge Volume	Discharge Volume Units	Comment
---	------------	----------	------------------	------------------------	---------

(Show/Hide Copy and Paste)

**FILL FORM USING COPY AND PASTE:**

```
2/27/2020 8:00 2/28/2020 8:00 1500
3/2/2020 8:00 3/3/2020 8:00 2250
3/3/2020 8:00 3/4/2020 8:00 1832
```

**Update Data**

Press the blue "Update Data" button. The data will populate in the table above. If it does not, scroll up to the top of the page to see what the warning message says. You may need to make corrections to the file or redo the copy and paste from the Excel file.

Daily Data Form | **Flow Reading**

Data uploaded successful.

+	Start Date	End Date	Discharge Volume	Discharge Volume Units	Comment
	02/27/2020 08:00	02/28/2020 08:00	1500	GPD	
	03/02/2020 08:00	03/03/2020 08:00	2250	GPD	
	03/03/2020 08:00	03/04/2020 08:00	1832	GPD	


(Show/Hide Copy and Paste)

When complete, click the "Daily Data Form" tab to get back to the analytical results table. Click **Save** and then **Next**.

## Data Exceeding Discharge Limit

If any data point exceeds the discharge limit(s) in the Permit, the user will see a Warning message.

Warning

 Substance: Chromium sampled on 2012-07-05  
Analytical Result: 6.7 mg/L exceeds Monthly Average permit limit of 1.10 mg/L  
**(Please contact your MCES Permit Engineer.)**

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Substance: Chromium sampled on 2012-07-05  
Analytical Result: 6.7 mg/L exceeds Daily Maximum permit limit of 1.78 mg/L  
**(Please contact your MCES Permit Engineer.)**

Next StepsCancel

The message will specify which substance(s) exceeds a discharge limit in the Permit. If you see this message, please contact your MCES Permit Engineer.

If you need to make a correction, click the “Cancel” button. To move on to the next page, click the “Next Steps” button.

## General Comments

### Step 1: Additional Information

#### Additional Information

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\* A. Were all samples collected and composited according to Permit requirements?

\* B. Were analyses conducted per Permit Requirements?

\* C. Are the analytical results representative of the wastewater discharged during this monitoring event?

\* D. Compare the analytical results with the corresponding discharge limits in your Permit. Do any analytical results exceed the corresponding discharge limit(s) in your Permit?

\* Please select one of the following options.

- I certify this facility is in **compliance** with all applicable MCES permit standards and conditions. (Attach all applicable analytical data.)
- I certify this facility is **NOT in compliance** with all applicable MCES permit standards and conditions. (Attach all applicable analytical data and a list of proposed corrective actions.)

Please read through questions **A** through **C** and select either “**Yes**” or “**No**” from the drop-down menu. If the answer is “No”, the system will require an explanation to proceed.

For information on the requirements related to sample collection, compositing, and analysis, please refer to the Industrial Discharge Permit. The requirements are stated in the Permit.

Please compare the results to the discharge limit(s) in the Permit. Answer question **D** by selecting from the drop-down menu. If you answer “**Yes**,” a box for an explanation will appear along with an additional question. You will also be prompted to answer question **E**. Click in the box and select a date from the calendar.

Next certify whether the data from your compliance monitoring was in compliance or not. If not in compliance, you will need to attach the results from the monitoring event as well as a list of proposed corrective actions.

**Step 2: General Report Comments and Explanation**

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

Click on the blue **“Save”** button and then click the **“Next”** to proceed to 2. Attachment.

## 2. Attachment


The Attachment page allows you to select a method of submitting supporting documents for the **Compliance Monitoring Submittal**.


**Note:** For an attachment type that is Optional, you do not need to select a radio button.

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

**Attachment**


The maximum file size allowed is 10MB. Please make sure the file you want to upload is smaller than 10MB.

 **Laboratory Analytical Data & QA-QC Report (Required)**  
Laboratory report containing all analytical results and associated QA/QC data.  Online  Mail  Other  N/A

 **Supporting Documentation (Optional)**  
Provide any additional documentation that is required by your Permit or is pertinent to MCES' review of this submittal.  Online  Mail  Other  N/A


Examples of attachments applicable to this submittal type are documents with hourly and continuous pH monitoring data.

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

 **Laboratory Analytical Data & QA-QC Report (Required)**  
Laboratory report containing all analytical results and associated QA/QC data.  Online  Mail  Other  N/A

(Please upload one file at a time. Repeat the Upload process if you have multiple files.)

Attachment description:



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

Finally, click on the blue **"Save"** button before proceeding to the next page.

### 3. Validation

The **Compliance Monitoring Submittal** must pass the system validation before submission.

#### VALIDATION (SUBMISSION ID: 14069)

Review your Application and any Attachments. Save any changes you make before returning to this page. If you fail any validation check (indicated by the error). Proceed to Submission by clicking NEXT if you pass all validation checks



• Laboratory Analytical Data & QA-QC Report is missing, please go to Attachment page to upload/mail required attachment.

#### Application Form(s) Summary

Click on the [hyperlinks](#) below to return to a specific section of the online form  
Click on the PDF [hyperlink](#) below to open/save/print the PDF form

[Compliance Monitoring Submittal](#) [Preview My Submittal](#)

- [Compliance Monitoring Submittal](#)
- [General Comments](#)

#### Attachment(s) Summary

- [Laboratory Analytical Data & QA-QC Report](#)
- [Supporting Documentation](#)

[Exit](#) [Previous](#) [Next](#)

A **yellow** exclamation mark indicates that some information is missing from the form. The message states what information is missing.

To enter in the missing data, use one of the following methods to navigate back to the Daily Data form:

- Click on the blue words “Daily Data” next to the **yellow** exclamation mark.
- From the Wizard Panel (left hand side bar menu) under Data Entry, click on the “Daily Data” link.
- Click on the blue “Previous” button three times to get back to the Daily Data form.

If no further data is available, you can still proceed with submission as long as you do not have a **red** “X” on this page.

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 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 copy of the form.

After passing all validation checks, click 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.

**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**

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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**

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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 4-digit PIN number in the appropriate boxes.

If you forgot your security question answers 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 **Compliance Monitoring Submittal**.

## Copy of Record

After submitting the **Compliance Monitoring Submittal**, 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: **9668**

### Submitted By:

Jane Doe  
MCES IWPP  
455 Etma Street  
St Paul, MN 55101  
651-602-4789  
MCES.IndustrialOnlineReporting@metc.state.mn.us

### Owner Info:

Jane Doe  
MCES IWPP  
455 Etma Street  
St Paul, MN 55101  
651-602-4789  
MCES.IndustrialOnlineReporting@metc.state.mn.us

Submitted on: 2/26/2020 2:52:25 PM

### Form Detail

- Compliance Monitoring Submittal

### Attachment Detail

#### Laboratory Analytical Data & QA-QC Report (Required) – Online

- COMPLIANCE-SMR-Template.pdf

#### Supporting Documentation (Optional) –

### Certification Receipt

Certification  
Statement:

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.

Certification  
Question:

What is your favorite book?



## View Past 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 MCES and is under further review.
- Revision Archived – You or MCES has requested a revision on the submittal.

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

Submittal ID:  Submittal Status: (All)  Submitted Date:  ~

Category: Report  Department: (All)  Program: (All)  Submittal Type: Compliance Monitoring Submittal

Facility Name: (All)  Permit Number: (All)

Monitoring Period:  ~  Report Due Date:  ~

Request for:

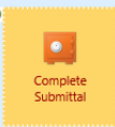
**Submittal List**

1 - 6 of 6 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
<a href="#">View</a>	<b>9668 - Compliance Monitoring Submittal</b> Department Type: REPORT Program Type: SMRC-STD Form Type: SMRC-STD PermitNo.: #0008	02/26/2020 14:52 PM	<b>Complete Submittal</b>	##TEST - ALC Standard 7	04/01/2015 ~ 06/30/2015	
<a href="#">View</a>	<b>9596 - Compliance Monitoring Submittal</b> Department Type: REPORT Program Type: SMRC-STD Form Type: SMRC-STD PermitNo.: #002	12/10/2019 13:10 PM	<b>Approved</b>	##TEST - ALC Standard 2	07/01/2019 ~ 12/31/2019	

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

[Back to Search](#)



**Complete Submittal**

( 9668 ) Compliance Monitoring Submittal

Submitted on: 2/26/2020 2:52:25 PM ( Timespan: 0 Business Days)

Facility: ##TEST - ALC Standard 7

Address: 6 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbeille

Form Type: SMRC-STD

Permit#: #0008

Monitoring Period: 04/01/2015 ~ 06/30/2015

Due Date:

Required Documents: 1 ( Non-Review: 1 )

Receipt: [Click on this](#)

Send **Notification**

[Original/Revision](#)

Click the form link under "Application Form(s) Detail" to view the submitted Application Form.

**Application Basic Information**

---

Submittal ID: **9668**

App Name: **Compliance Monitoring Submittal**

Submitted Date: **2/26/2020 2:52:25 PM**

Submitted by: **Jane Doe**  
 455 Etna Street  
 St Paul, MN 55101  
 651-602-4789  
 MCESIndustrialOnlineReporting@metc.state.mn.us

Review Status: **Complete Submittal**

**Application Form(s) Detail**

---

[Online Compliance Monitoring Submittal](#) [Compliance Monitoring Submittal - Form View](#)

**Application Revision**

---

\* Reason for Revision:

[Request for Revision](#)

## 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 chose 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

## Editing an Unfinished Submittal

Log into the MCES Industrial Online Reporting System at: <https://www.govonlineaas.com/MN/SPL/Public/>.

From the home page, hover the cursor over the “**Submittal**” tab and click on the “**Edit Pending Submittals.**”

Use the search criteria to locate the **Compliance Monitoring Submittal** 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.

Submittal ID:

Category:  Department:  Program:  Submittal Type:

Permit Number:

Monitoring Period:  ~  Report Due Date:  ~

### Unfinished Submittals

1 - 1 of 1 item(s)

Delete	Edit	Submittal Information	Facility Name	Form Type	Report Frequency	Monitoring Point	Monitoring Period	Due Date	Status	Last Updated Date
		<b>14070 - Compliance Monitoring Submittal</b> Department Type: REPORT Program Type: SMRC-STD PermitNo.: #006 Status: Open	# #TEST - ALC Standard 6	Compliance Monitoring Submittal - Standard SMR		SP-01	02/26/2020 ~ 04/30/2020	05/01/2020	Open	02/26/2020 08:42 AM

To open up the unfinished submittal, click on the button in the “**Edit**” column of the table. Proceed to the **Completing the Compliance Monitoring Submittal** section.

## Editing a Completed Submittal – Request for Revision

Once you have made a submission, you will need to send a **Request for Revision** to MCES to make changes. From the home page, hover the cursor over the “**Submittal**” tab and select “**Manage Submitted Cases.**”

The screenshot shows the MCES Industrial Online Reporting system. The user is logged in as Ashley. The 'Submittal' tab is selected, and a dropdown menu is open showing options like 'Start a New Submittal', 'My Favorite Submittal Types', 'Edit Pending Submittals', and 'Manage Submitted Cases'. The 'Manage Submitted Cases' option is highlighted. Below the menu, a table titled 'Incoming Submittal Obligations' displays 25 items. The table has columns for Facility, Submittal Type, Monitoring Point, Application Category, Monitoring Period, Due Date, Status, and Submit Date. The first few rows show submittals for 'Standard 6' and 'Special 5' with various monitoring points and application categories, all with a status of 'Over Due'.

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

**Note:** You will only be able to request a revision online if MCES has not yet reviewed and accepted the submittal (Review Status = “Complete Submittal”). If the submittal has the Review Status of “Approved” you will need to contact your MCES Engineer to make changes.

Submittal ID:  Submittal Status: (All)  Submitted Date:  ~

Category: Report  Department: (All)  Program: (All)  Submittal Type: Compliance Monitoring Submittal

Facility Name: (All)  Permit Number: (All)

Monitoring Period:  ~  Report Due Date:  ~

Request for:

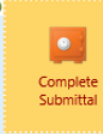
### Submittal List

1 - 6 of 6 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
<a href="#">View</a>	<b>9668 - Compliance Monitoring Submittal</b> Department Type: REPORT Program Type: SMRC-STD Form Type: SMRC-STD PermitNo.: #0008	02/26/2020 14:52 PM	Complete Submittal	##TEST - ALC Standard 7	04/01/2015 ~ 06/30/2015	
<a href="#">View</a>	<b>9596 - Compliance Monitoring Submittal</b> Department Type: REPORT Program Type: SMRC-STD Form Type: SMRC-STD PermitNo.: #002	12/10/2019 13:10 PM	Approved	##TEST - ALC Standard 2	07/01/2019 ~ 12/31/2019	

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

[Back to Search](#)



**Complete Submittal**

( 9668 ) Compliance Monitoring Submittal

Submitted on: 2/26/2020 2:52:25 PM ( Timespan: 0 Business Days)

Facility: ##TEST - ALC Standard 7

Address: 6 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbeille

Form Type: SMRC-STD

Permit#: #0008

Monitoring Period: 04/01/2015 ~ 06/30/2015

Due Date:

Required Documents: 1 ( Non-Review: 1 )

Receipt: [Click on this](#)

Send [Notification](#)

[Original/Revision](#)

Submittal
Attachment
Correspondence
Email History

Click the form link under "Application Form(s) Detail" to view the submitted Application Form.

---

**Application Basic Information**

Submittal ID: **9668**

App Name: **Compliance Monitoring Submittal**

Submitted Date: **2/26/2020 2:52:25 PM**

Submitted by: **Jane Doe**  
 455 Etna Street  
 St Paul, MN 55101  
 651-602-4789  
 MCEIndustrialOnlineReporting@metc.state.mn.us

Review Status: **Complete Submittal**


---

**Application Form(s) Detail**

[Online Compliance Monitoring Submittal](#) [Compliance Monitoring Submittal - Form View](#)

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**Application Revision**

\* Reason for Revision:  

[Request for Revision](#)

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 MCES.

MCES will review the request and send the user an email message approving or denying the request.

If the request is approved:

- log into the MCES 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 button in the edit column
- make the change, save, and go through the validation and submission process again

**Note:** The submission with the status of “Revision” is the exact copy of what you previously submitted.