

Metropolitan Council Industrial Online Reporting System

Annual Statement Submittal Instructions for Dental Clinics

Industrial Online Reporting System – Annual Statement Submittal

Log into the Metropolitan Council's Industrial Online Reporting System at:

<https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx>

1. Submitting your Annual Statement

From the “**My Dashboard**” tab, look for submittal type “**Annual Certification Statement – Dental Offices.**”

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

1. Data Entry

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 and reporting period. 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 add: Click on the **yellow** “Add New Contact” button. The page will display a pop-up window for you to enter in the contact information for a new contact person. Then click on the blue “**Save**” button. The blue table will be updated with the new contact person.

	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title
	Primary Responsible Dentist		Mr	Test	E	Person	Primary
	Field			Jane	C	Doe	Payroll

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.

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. Then click on the blue “**Save**” button. Note for a **Name Change**: 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 blue “**Save**” button. The blue table will be updated with the information that was provided in the pop-up window.

Step 2: Amalgam Separator Information

Amalgam Separator Information

Please review and correct amalgam separator information as needed:

★ Separator Manufacturer:	TEST	★ Model Name/Number:	123-293847
★ Serial Number:	123568-1357	★ Date Installed:	03/31/2017
I have added or replaced my amalgam separator in the past year. ☐			
★ Operatories with Amalgam Placements/Removals:		★ Number of Full-Time Equivalent Dentists:	
★ Operatories with Hygiene and Non-Amalgam Work:			

Update the information about the amalgam separator using the boxes provided. If you added or replaced an amalgam separator within the last year check the box and additional fields will be provided for you to enter in the new information about the separator.

Step 3: Supplemental Information

Supplemental Information

★ Company(s) shipping waste amalgam and separator solids:	
★ Company(s) receiving waste amalgam and separator solids:	
★ How often is your amalgam separator inspected?	
Any concerns or comments on the operation of your separator?	^ ^

In the boxes provided, enter the information about how the amalgam separator solids are disposed of and how often the separator is inspected.

General Comments

General Report Comments and Explanation

^

^

AEC

Exit Save Previous Next

General Report Comments and Explanation

If you have any comments about the information provided, please enter the comments in the field provided. Click on the blue **“Save”** button before clicking on the **“Next”** to proceed.

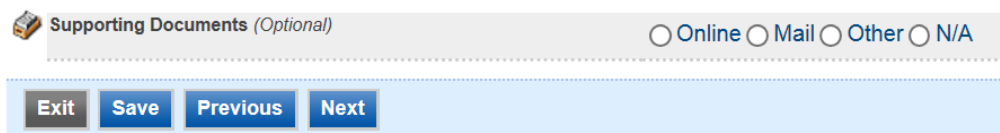
2. Attachment

The Attachment page allows you to select a method of providing additional documents and forms necessary to complete the **Dental Amalgam Annual Certification Statement**.

Note: Adding supporting documents is optional for this submission type. If you do not have anything to attach click on the blue “**Next**” button.

Select a radio button to the right of each attachment type to specify how the document will be submitted to the Met Council.

Attachment

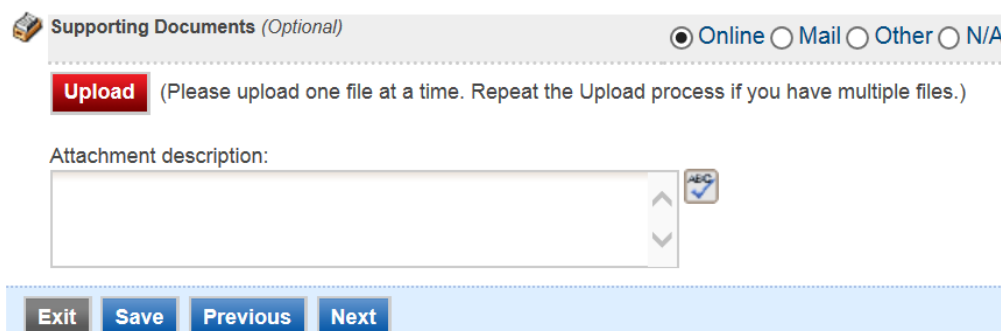


Supporting Documents (Optional) ☐ Online ☐ Mail ☐ Other ☐ N/A

Exit Save Previous **Next**

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

Attachment



Supporting Documents (Optional) ☒ Online ☐ Mail ☐ Other ☐ N/A

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

Attachment description:



Exit Save Previous **Next**

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 document description. 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 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.

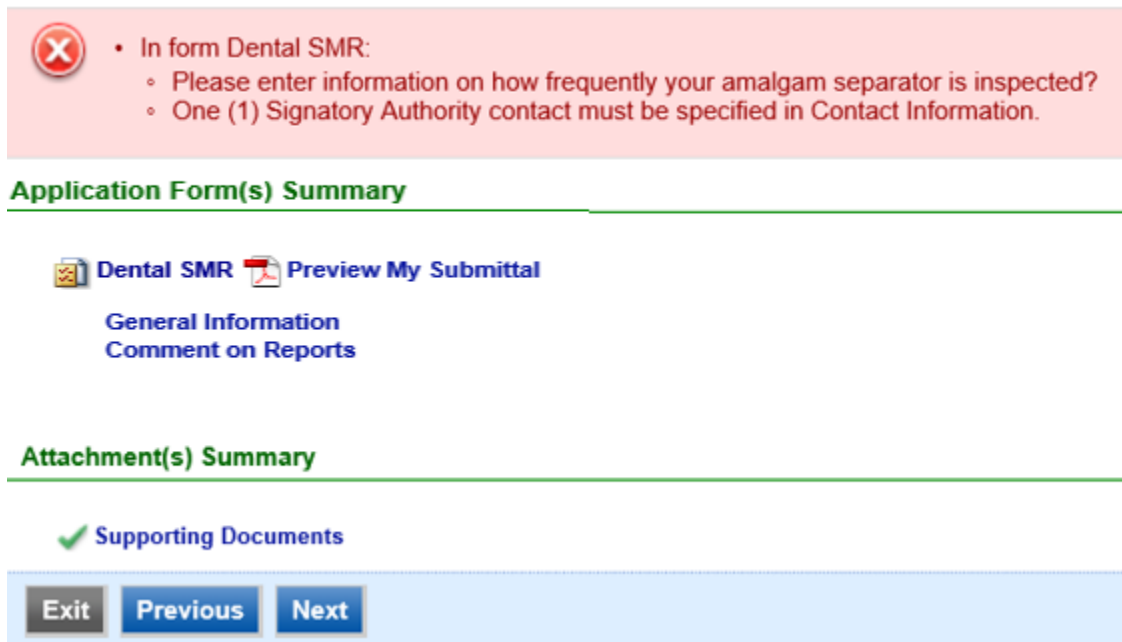
If you select the “**Mail**” option, the page will update to show the address the document should be mailed to. Please mail documents to:

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

Click on the blue “**Save**” button before proceeding to the next page.

3. Validation

The **Dental Office Amalgam Recovery Program Annual Statement** must pass the system validation before submission.



 • In form Dental SMR:

- Please enter information on how frequently your amalgam separator is inspected?
- One (1) Signatory Authority contact must be specified in Contact Information.

Application Form(s) Summary

 [Dental SMR](#)  [Preview My Submittal](#)

[General Information](#)
[Comment on Reports](#)

Attachment(s) Summary

 [Supporting Documents](#)

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

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 blue **“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 that this dental office's amalgam separator for treating vacuum system wastewater is being properly operated and maintained and that amalgam and other office wastes are being managed in accordance with the American Dental Association's Best Management Practices and county, state, and federal regulations. See the Minnesota Pollution Control Agency's (MPCA) website for related information: <http://www/pca/state/mn.us/index.php/topics/mercury/managing-dental-waste/html>.

Question: What breed of dog do you prefer?

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 that this dental office's amalgam separator for treating vacuum system wastewater is being properly operated and maintained and that amalgam and other office wastes are being managed in accordance with the American Dental Association's Best Management Practices and county, state, and federal regulations. See the Minnesota Pollution Control Agency's (MPCA) website for related information: <http://www/pca/state/mn.us/index.php/topics/mercury/managing-dental-waste/html>.

Question: What breed of dog do you prefer?

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](#) [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 or PIN, hit exit and go to **My Account** on the homepage to get a new one. Then go back to complete the submission. 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 **Dental Office Amalgam Recovery Program Annual Statement**.

Copy of Record

After submitting the **Dental Office Amalgam Recovery Program Annual Statement**, 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.

5. Viewing Submittals

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

The screenshot shows the MCES Industrial Online Reporting interface. A dropdown menu is open under the 'Submittal' tab, highlighting 'Manage Submitted Cases'. The menu options include: Start a New Submittal, My Favorite Submittal Types, Edit Pending Submittals, Track Submittal, Manage Submitted Cases (selected), Manage Permits/Certs., Correspondence Msg, Email History, and Link Paper Submissions. In the background, a table titled 'Upcoming Submittal Obligations' displays 25 items with columns for Facility, Submittal Type, Monitoring Point, Application Category, Monitoring Period, Due Date, Status, and Submit Date.

Facility	Submittal Type	Monitoring Point	Application Category	Monitoring Period	Due Date	Status	Submit Date
##TEST - Standard 6	Reporting Period Info SMR - Standard Discharges	SP-01	1	1/1/2015 - 12/31/2015	01/20/2016	Over Due	
##TEST - Special 5	Reporting Period Info SMR - Special Discharges	SP-01	1	10/1/2015 - 12/31/2015	01/20/2016	Over Due	
##TEST - Std Pmt	Reporting Period Info SMR - Standard Discharges	SP-01	1	7/1/2015 - 12/31/2015	01/20/2016	Over Due	
##TEST - Zero 1	Annual SMR - Zero Discharge CIUS	SP-01	1	1/1/2015 - 12/31/2015	01/20/2016	Over Due	
##TEST - Standard Pmt	Reporting Period Info SMR - Standard Discharges	SP-01	1	1/1/2015 - 12/31/2015	01/20/2016	Over Due	
##TEST - Standard 6	Sampling Results SMR - Standard Discharges	SP-01	1	1/1/2015 - 12/31/2015	01/30/2016	Over Due	
##TEST - Special 5	Sampling Results SMR - Special Discharges	SP-01	1	12/1/2015 - 12/31/2015	01/30/2016	Over Due	
##TEST - Special 5	Sampling Results SMR - Special Discharges	SP-01	1	1/1/2016 - 1/31/2016	03/30/2016	Over Due	
##TEST - Special 5	Sampling Results SMR - Special Discharges	SP-01	1	2/1/2016 - 2/29/2016	03/30/2016	Over Due	
##TEST - Special 5	Reporting Period Info SMR - Special Discharges	SP-01	1	1/1/2016 - 3/31/2016	04/20/2016	Over Due	

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.

Submittal ID: Submittal Status: Submitted Date: ~

Category: Department: Program: Submittal Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Request for:

Submittal List

1 - 2 of 2 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	4022 - Dental Office Amalgam Recovery Program Annual Statement Department Type: REPORT Program Type: DENTAL Form Type: DENTAL PermitNo.: #AD1	03/31/2017 16:22 PM	Complete Submittal	##TEST - ALC Dental	01/01/2000 ~ 12/31/2000	

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

[Back to Search](#)

**Complete Submittal**

(4022) Dental Office Amalgam Recovery Program Annual Statement

Submitted on: 3/31/2017 4:22:28 PM (Timespan: 0 Business Days)

Facility: ##TEST - ALC Dental

Address: 1 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbeille

Form Type: DENTAL

Permit#: #AD1

Monitoring Period: 01/01/2000 ~ 12/31/2000

Due Date:

Required Documents: 0 (Non-Review: 0)

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: **4022**

App Name: **Dental Office Amalgam Recovery Program Annual Statement**

Submitted Date: **3/31/2017 4:22:28 PM**

Submitted by: **Jane Doe**
455 Etna Street
St Paul, MN 55106
6516024789

Review Status: **Complete Submittal**

Application Form(s) Detail

 [Online Dental SMR](#)  [Dental SMR - 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 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.

6. Editing an Unfinished Submittal

Log into the Industrial Online Reporting System at:

<https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx>

Hover the cursor over the “Submittal” tab and click on “**Edit Pending Submittals.**”

MCES Industrial Online Reporting

My Dashboard Submittal My Account Hello, Ashley Help Logout

Start a New Submittal

Apply new submittal

My Favorite Submittal Types

My favorite submittal type list

Edit Pending Submittals

Edit unfinished submittal

Track Submittal

Edit unfinished submittal

Manage Submitted Cases

Monitor submitted case

Manage Permits/Certs.

Track permits or licenses

Correspondence Msg

Monitor correspondence Msg

Email History

Track emails for submitted applications

Link Paper Submissions

Link Paper Submissions

Facility	Submittal Type	Monitoring Point	Monitoring Period	Due Date	Status	Submit Date
Test Food Producer	Reporting Period Info SMR - Standard Discharges	SP-01	7/1/2015 - 9/30/2015	10/20/2015	Over Due	
Test Fortune 500 Company	Reporting Period Info SMR - Standard Discharges	SP-01	7/1/2015 - 9/30/2015	10/20/2015	Over Due	
Test Food Producer	Sampling Results SMR - Standard Discharges	SP-01	7/1/2015 - 9/30/2015	10/31/2015	Over Due	
Test Fortune 500 Company	Sampling Results SMR - Standard Discharges	SP-02	7/1/2015 - 9/30/2015	10/31/2015	Over Due	
Test Fortune 500 Company	Sampling Results SMR - Standard Discharges	SP-01	7/1/2015 - 9/30/2015	10/31/2015	Over Due	
#TEST - Microbrew 2	Annual SMR - Microbrewery/Brewpubs	SP-01	1/1/2015 - 12/31/2015	01/20/2016	Over Due	
Test Food Producer	Reporting Period Info SMR - Standard Discharges	SP-01	10/1/2015 - 12/31/2015	01/20/2016	Over Due	
Test Metal Finisher	Reporting Period Info SMR - Standard Discharges	SP-01	7/1/2015 - 12/31/2015	01/20/2016	Over Due	
Test Fortune 500 Company	Reporting Period Info SMR - Standard Discharges	SP-01	10/1/2015 - 12/31/2015	01/20/2016	Over Due	
Nobles County Landfill	Sampling Results SMR - Special Discharges	SP-01	10/1/2015 - 12/31/2015	01/30/2016	Over Due	
#TEST -	Sampling Results SMR - Standard	SP-02	7/1/2015 -	01/30/2016	Over	

Use the search criteria to locate the **Dental Office Amalgam Recovery Program Annual Statement** 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:

Facility Name: 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 Period	Due Date	Status	Last Updated Date
		4022 - Dental Office Amalgam Recovery Program Annual Statement Department Type: REPORT Program Type: DENTAL PermitNo.: #AD1 Status: Open	#TEST - ALC Dental	Annual Certification Statement - Dental Offices		01/01/2000 ~ 12/31/2000	01/31/2001	Open	03/31/2017 16:03 PM

To open up the unfinished submittal, click on the “**Edit**” button and follow instructions above to complete the form and submission.

7. 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.

Submittal ID: Submittal Status: Submitted Date: ~

Category: Department: Program: Submittal Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Request for:

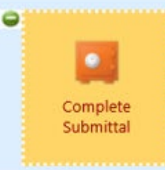
Submittal List

1 - 2 of 2 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	4022 - Dental Office Amalgam Recovery Program Annual Statement Department Type: REPORT Program Type: DENTAL Form Type: DENTAL PermitNo.: #AD1	03/31/2017 16:22 PM	Complete Submittal	##TEST - ALC Dental	01/01/2000 ~ 12/31/2000	

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

[Back to Search](#)



(4022) Dental Office Amalgam Recovery Program Annual Statement

Submitted on: 3/31/2017 4:22:28 PM (Timespan: 0 Business Days)

Facility: ##TEST - ALC Dental

Address: 1 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbeille

Form Type: DENTAL

Permit#: #AD1

Monitoring Period: 01/01/2000 ~ 12/31/2000

Due Date:

Required Documents: 0 (Non-Review: 0)

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: 4022

App Name: Dental Office Amalgam Recovery Program Annual Statement

Submitted Date: 3/31/2017 4:22:28 PM

Submitted by: Jane Doe
455 Etna Street
St Paul, MN 55106
6516024789

Review Status: Complete Submittal

Application Form(s) Detail

 Online Dental SMR  Dental SMR - Form View

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 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.

Questions

If you have questions, please call the Industrial Online Reporting Helpline at 651.602.4789 or send an email to MCESIndustrialOnlineReporting@metc.state.mn.us