

# Liquid Waste Hauler Discharge Report

Help sheet for the Industrial Online Reporting System

## Liquid Waste Hauler Discharge Report

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

### Opening the Liquid Waste Hauler Discharge Report

In the grid below the “Upcoming Submittal Obligations,” look for the submittal type “**Liquid Waste Hauler Discharge Report**.”

From the “**My Dashboard**” tab, look for the submittal type “**Liquid Waste Hauler Discharge Report**”

The screenshot shows the MCES Industrial Online Reporting System dashboard. The top navigation bar includes 'My Dashboard', 'Submittal', and 'My Account'. The user is logged in as 'Hello, Ashley'. The 'Upcoming Submittal Obligations' table lists 15 items, including 'Test Food Producer', 'Test Metal Finisher', 'Test Fortune 500 Company', and various 'TEST' entries. Each row has an 'Edit' button in the first column.

Edit	Facility	Submittal Type	Monitoring Point	Monitoring Period	Due Date	Status	Submit Date
<a href="#">Edit</a>	Test Food Producer	Reporting Period Info SMR - Standard Discharges	SP-01	10/1/2015 - 12/31/2015	01/20/2016	Over Due	
<a href="#">Edit</a>	Test Metal Finisher	Reporting Period Info SMR - Standard Discharges	SP-01	7/1/2015 - 12/31/2015	01/20/2016	Over Due	
<a href="#">Edit</a>	Test Fortune 500 Company	Reporting Period Info SMR - Standard Discharges	SP-01	10/1/2015 - 12/31/2015	01/20/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Microbrew 1	Annual SMR - Microbrewery/Brewpubs	SP-01	1/1/2015 - 12/31/2015	01/20/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Special 6	Reporting Period Info SMR - Special Discharges	SP-RP SMR Discharge	10/1/2015 - 12/31/2015	01/20/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Zero 1	Annual SMR - Zero Discharge CIUs	SP-01	1/1/2015 - 12/31/2015	01/20/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Standard 2	Sampling Results SMR - Standard Discharges	SP-02	7/1/2015 - 12/31/2015	01/30/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Standard 2	Sampling Results SMR - Standard Discharges	SP-01	7/1/2015 - 12/31/2015	01/30/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Special 6	Sampling Results SMR - Special Discharges	SP-01	10/1/2015 - 12/31/2015	01/30/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Special 6	Sampling Results SMR - Special Discharges	SP-02	10/1/2015 - 12/31/2015	01/30/2016	Over Due	
<a href="#">Edit</a>	# #TEST - Standard 2	Permit Renewal Application - Standard Discharges	SP-01	12/2/2015 - 1/31/2016	01/31/2016	Over Due	

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

### Completing the Liquid Waste Hauler Discharge Report

The screenshot shows the 'LWH Discharge Report' form for Submittal ID: 5594. The form includes sections for 'General Information' and 'Total Volume of Liquid Waste Discharged into the Disposal Systems during the Reporting Period'. The 'General Information' section contains fields for Facility Name, Location, and Contact Information. The 'Total Volume' section includes a table for recording discharge data.

**General Information**

Facility Name: #TEST - LWH ALC  
Mailing Address: 123 Test Way, OAKDALE, MN 55128  
County: Washington  
Permit No.: #4001  
Reporting Period: 01/01/2017 - 03/31/2017

Carefully review your Facility's contact information below. To make updates to a contact, click on the icon to the very left. If a contact is no longer active at your facility, click on the icon to inactive.

Responsibility Type	Status	Salutation	First Name	Initial	Last Name	Job Title	Contact Mailing Address	Address Line 2
Signatory Authority Field Primary		Mr	Test	E	Person	Primary	4 TEST Lane	
Billing		Mr	Money	Z	Rocks	Finance Specialist	123 Test Lane	

[Add New Contact](#)

\* 1. Is there any change in facility mailing address? ☐ Yes ☐ No

\* 2. Did you have any loads to MCE's facilities during the reporting period? ☐ Yes ☐ No

**Total Volume of Liquid Waste Discharged into the Disposal Systems during the Reporting Period**

Metropolitan LWR

Discharge Type	Volume	Unit

[Add New Record](#)

Total Volume:  Calculate



**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

**LWH Discharge Report**

**Basic Information**

**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 and reporting period. If the information is incorrect, please go back to the previous page and select the correct submission.

### Step 1: General 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.

Facility Name: ##TEST - LWH ALC Mailing Address: 11 TEST Lane , ST PAUL, MN 55101				Facility Location: 11 TEST LN, ST PAUL, MN 55101 County: Ramsey				Permit No.: #4000 Reporting Period: 04/01/2015 ~ 06/30/2015			
Carefully review your Facility's contact information below. To make updates to a contact, click on the  icon to the very left. If a contact is no longer active at your facility, click on the  icon to inactivate them. If you need to add a new co											
	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address	Address Line 2	City	
	Signatory Authority Billing Field Primary		Mr	Test	E	Person	Primary	12 TEST Lane		ST PAUL	
<b>Add New Contact</b>											
* 1. Is there any change in facility mailing address? <input type="radio"/> Yes <input checked="" type="radio"/> No											

**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 blue “Save” button.

Facility Contact

Please fill in the form, all (\*) fields are required.

Salutation:

Job Title:

\* First Name:

Mid Initial:

\* Last Name:

Status:

Active

\* Contact Mailing Address:

Mailing Address Line 2:

\* City:

\* State:

Minnesota

\* Zip:

\* Phone No.: (XXX-XXX-XXXX)

Ext:

Fax No.: (XXX-XXX-XXXX)

\* Email:

\* Responsibility:

☐ Alternate

☐ Billing

☐ Designated Signatory

☐ Environmental Consultant

☐ Field

☐ Primary

☐ Signatory Authority

Save
Cancel

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

**To edit:** Click on the “edit” symbol (pencil icon) 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 on the blue “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 “Name Change and Reason” box and provide a brief reason for the correction.

To save the record, click on the blue “Save” button.

Facility Contact

Please fill in the form, all (\*) fields are required.

Salutation:

Job Title:

\* First Name:

Mid Initial:

\* Last Name:

Status:

Active

\* Contact Mailing Address:

Mailing Address Line 2:

\* City:

\* State:

Minnesota

\* Zip:

55101

\* Phone No.: (XXX-XXX-XXXX)

Ext:

Fax No.: (XXX-XXX-XXXX)

\* Email:

\* Responsibility:

☐ Alternate

☐ Billing

☐ Designated Signatory

☐ Environmental Consultant

☐ Field

☐ Primary

☒ Signatory Authority

Name Change and Reason:

Name is now Jane Smith.  
Recently married

Save
Cancel

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

Answer question 1 (below the blue table) to update the facility mailing address. If you select “Yes” for changes, additional fields will be displayed. The required fields are denoted with a **red** asterisk (\*).

Next, answer question 2 using the radio buttons provided. If there were no loads hauled to MCES facilities answer “No.” By selecting no, you are not required to enter any totals in the fields below, but you are will still need to answer the last two questions on this page. Once you have completed the questions click on the blue “Save” button and then click “Next.”

## Step 2: Reporting Period Total Volumes

### Total Volume of Liquid Waste Discharged into the Disposal Systems during the Reporting Period

Metropolitan LWR

Discharge Type	Volume	Unit
----------------	--------	------

Add New Record



Total Volume:

Calculate

In this section, you will enter in the total volume of liquid waste discharged at each disposal site during the reporting period. The disposal sites are Metropolitan Liquid Waste Receiving (LWR), Fridley LWR, Blue Lake LWR, Seneca Disposal Site, and Empire LWR. You will only enter in volume information for the disposal site you used.

**To add:** Go to the heading for the appropriate disposal site and click on the **yellow** “Add New Record” button. An empty row of the table will appear for you to enter information.

Metropolitan LWR

	Discharge Type	Volume	Unit
 	<input type="text" value=""/>	<input type="text" value=""/>	Gallons

Add New Record

Total Volume:

Calculate

In the row, select the discharge type from the drop-down menu and then enter in a volume. Finally, click on the **green** check mark.

**Note:** Please do not enter a comma or a period when entering the volume.

Metropolitan LWR

	Discharge Type	Volume	Unit
 	Portable Toilet <input type="text" value=""/>	26000	Gallons
 	Domestic Septage <input type="text" value=""/>	130000 	Gallons

Add New Record

Total Volume:

Calculate






**To edit:** Click on the pencil icon in the far-left column of the table next to the respective row you want to edit. 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.

After you have entered all the volume information for one disposal site, click on the grey **“Calculate”** button below the table.

**Note:** If you make any further changes to the volume in the table above, you will need to click the calculate button after each change for the total volume to be updated.

#### Metropolitan LWR

	Discharge Type	Volume	Unit
 	Portable Toilet ▼	26000	Gallons
 	Domestic Septage ▼	130000	Gallons
 	Industrial ▼	19500	Gallons
 	OSA-Hauled ▼	6500	Gallons
 	Commercial ▼	32500	Gallons

**Add New Record**

Total Volume:

**Calculate**

If you hauled waste to more than one disposal site, please follow the instructions in step 2 above to enter the results in each table.

### Step 3: Answer additional questions

★ 1. Have there been any significant changes in your business or operations during this reporting period? ☐ Yes ☐ No

★ 2. I certify that all reported volume information is accurate. ☐ Yes ☐ No

Answer question #1 and respond to certification statement #2 using the radio buttons. 1) If “Yes” is selected, a box will be provided for you to enter in a description of the signification changes that occurred during the reporting period. 2) If “No” is selected, a box will be provided for you to enter in a reason for the volume information not being accurate.

Click on the blue **“Save”** button before clicking the **“Next”** button.

### General Report Comments and Explanation

If you have any comments about the information provided, please enter the comments in the field. This is not a required field, so you can leave it blank. Click on the blue **“Save”** button before clicking on the **“Next”** button.

## 2. Attachment

The Attachment page allows you to select a method of submitting supporting documents for the **Liquid Waste Hauler Discharge Report**.

The required attachments for the Liquid Waste Hauler Discharge Reports are:

- Excel file with individual hauled loads
- Liquid Waste Hauler Summary Report

**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.

 Excel File with Individual Hauled Loads (Required)	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
 Liquid Waste Hauler Summary Report (PDF) (Required)	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
 Supporting Documents (Optional)	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A

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

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

### Attachment

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

 Excel File with Individual Hauled Loads (Required)	<input checked="" type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
--	--

[Upload](#) (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 **Liquid Waste Hauler Discharge Report** must pass the system validation before submission.




- In form LWH Discharge Report:
  - Section 2 question 1 is required.
  - Section 2 question 2 is required.
  - Please fill at least one table of discharge type
  - Question 1 in Section A is required.
- Excel File with Individual Hauled Loads is missing, please go to Attachment page to upload/mail required attachment.


**Application Form(s) Summary**


 **LWH Discharge Report**  **Preview My Submittal**


 **Basic Information**

 **General Comments**

**Attachment(s) Summary**

 **Excel File with Individual Hauled Loads**

 **Supporting Documents**

 **Liquid Waste Hauler Summary Report (PDF)**

**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 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, 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 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 4-digit PIN number in the appropriate boxes.

**Note:** 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 **Liquid Waste Hauler Discharge Report**.

## Copy of Record

After submitting the **Liquid Waste Hauler Discharge Report**, 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: **6169**

### Submitted By:

Jane Doe  
455 Etna Street  
St Paul, MN 55101  
651-602-4789

### Owner Info:

Jane Doe  
455 Etna Street  
St Paul, MN 55101  
651-602-4789

Submitted on: 4/2/2018 4:19:22 PM

### Form Detail

- LWH Discharge Report

### Attachment Detail

#### Excel File with Individual Hauled Loads (Required) -- Online

- BlankExcelTestFile.xlsx

#### Liquid Waste Hauler Summary Report (PDF) (Required) -- Online

- #4001-P180313-180301-Permit.pdf

#### Supporting Documents (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 fruit?

## View 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 List

1 - 3 of 3 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
<a href="#">View</a>	<b>6180 - Liquid Waste Hauler Discharge Report</b> Department Type: REPORT Program Type: LWH Form Type: LWH PermitNo.: #4000	04/03/2018 15:55 PM	<b>Complete Submittal</b>	##TEST - LWH ALC	10/01/2015 ~ 12/31/2015	
<a href="#">View</a>	<b>6170 - Liquid Waste Hauler Discharge Report</b> Department Type: REPORT Program Type: LWH Form Type: LWH PermitNo.: #4000	04/02/2018 16:25 PM	<b>Approved</b>	##TEST - LWH ALC	07/01/2015 ~ 09/30/2015	

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

[Back to Search](#)

  
Complete Submittal

( 6169 ) Liquid Waste Hauler Discharge Report  
Submitted on: 4/2/2018 4:19:22 PM ( Timespan: 0 Business Days)  
Facility: ##TEST - LWH ALC  
Address: 11 TEST Lane , ST PAUL, MN 55101  
Owner: Ashley Corbeille

Form Type: LWH  
Permit#: #4000  
Monitoring Period: 04/01/2015 ~ 06/30/2015  
Due Date:  
Required Documents: 2 ( Non-Review: 2 )

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:	6169
App Name:	Liquid Waste Hauler Discharge Report
Submitted Date:	4/2/2018 4:19:22 PM
Submitted by:	Jane Doe 455 Etna Street St Paul, MN 55101 651-602-4789
Review Status:	Complete Submittal

**Application Form(s) Detail**

 Online LWH Discharge Report  LWH Discharge Report - 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 the MCES Engineer in charge of your Permit.
- **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 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.**”

**MCES Industrial Online Reporting**

My Dashboard | Submittal | My Account | Hello, Ashley | Help | Logout

**Start a New Submittal**

- Apply new submittal
- My Favorite Submittal Types
- Edit Pending Submittals** (Edit unfinished submittal)
- Track Submittal
- Manage Submitted Cases
- Manage Permits/Certs.
- Correspondence Msg
- Email History
- Link Paper Submissions

**Upcoming Submittal Obligations**

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 **Liquid Waste Hauler Discharge Report** 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
		<b>6162 - Liquid Waste Hauler Discharge Report</b> Department Type: REPORT Program Type: LWH PermitNo.: #4000 Status: Open	#TEST - LWH ALC	Liquid Waste Hauler Discharge Report		04/01/2015 ~ 06/30/2015	07/31/2015	Open	04/02/2018 15:32 PM

To open up the unfinished submittal, click on the button in the “**Edit**” column of the table. Proceed to the **Completing the Liquid Waste Hauler Discharge Report** section.

## Editing a Complete 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.**”

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:  Submitted Date:  ~

Category:  Department:  Program:  Submittal Type:

Facility Name:  Permit Number:

Monitoring Period:  ~  Report Due Date:  ~

Request for:

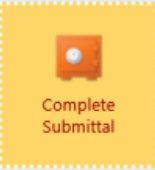
### Submittal List

1 - 3 of 3 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
<a href="#">View</a>	<b>6180 - Liquid Waste Hauler Discharge Report</b> Department Type: REPORT Program Type: LWH Form Type: LWH PermitNo.: #4000	04/03/2018 15:55 PM	<b>Complete Submittal</b>	##TEST - LWH ALC	10/01/2015 ~ 12/31/2015	
<a href="#">View</a>	<b>6170 - Liquid Waste Hauler Discharge Report</b> Department Type: REPORT Program Type: LWH Form Type: LWH PermitNo.: #4000	04/02/2018 16:25 PM	<b>Approved</b>	##TEST - LWH ALC	07/01/2015 ~ 09/30/2015	

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

[Back to Search](#)



( 6169 ) Liquid Waste Hauler Discharge Report

Submitted on: 4/2/2018 4:19:22 PM ( Timespan: 0 Business Days)

Facility: ##TEST - LWH ALC

Address: 11 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbeille

Form Type: LWH

Permit#: #4000

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

Due Date:

Required Documents: 2 ( Non-Review: 2 )

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: **6169**



App Name: **Liquid Waste Hauler Discharge Report**

Submitted Date: **4/2/2018 4:19:22 PM**

Submitted by: Jane Doe  
455 Etna Street  
St Paul, MN 55101  
651-602-4789

Review Status: **Complete Submittal**

### Application Form(s) Detail

 [Online LWH Discharge Report](#)  [LWH Discharge Report - 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 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.