

Permit Renewal Application for Liquid Waste Hauler

Help sheet for the Industrial Online Reporting System

Permit Renewal Application for Liquid Waste Hauler

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

Opening the Permit Renewal Application

In the grid below the “Upcoming Submittal Obligations,” look for the submittal type “Permit Renewal Application – Liquid Waste Hauler.”

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

PERMIT RENEWAL APPLICATION - LIQUID WASTE HAULER (SUBMITTAL ID: 7953)

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 651.402.4789 or via email at MCESIndustrialOnlineReporting@metc.state.mn.us
If you have permit related questions, please contact your MCES permit engineer.

A. General Information

Facility Name: #FTEST - ALC LWN Facility Location: 11 TEST LN, ST PAUL, MN 55191 Permit No.: #4000
Mailing Address: 11 TEST Lane, ST PAUL, MN 55101 County: Ramsey

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 deactivate them. If you need to add a new contact, please click on the icon to the very left.

Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address	Address Line 2	City	State
Signatory Authority Field - Primary		Mr	Test	E	Person	Primary	12 TEST Lane		ST PAUL	MN
Field			Peter	M	Pat		11 Test Ave		ST PAUL	MN
Billing			Test	M	Person2		13 test lane		ST PAUL	MN

Add New Contact

* 1. Is there any change in facility mailing address? Yes No
 * 2. Do you own or lease your place of business? Own Lease Other
 * 3. MPCA(SST) License Number: MN # 97654321
 4. Display Federal Tax ID Number: 41-75143
 * Is the Federal Tax ID from Question 4 value provided accurate? Yes No

B. Vehicle Information:

Status	License No	Class Make	Year	Cab Color	Tank Color	Capacity(Gal)	Hose connection diameter(in)
	YA12024	KiaSorento	2010	Purple	Steel	6250	
	YT96593	Peterbilt	2010	Blue	Steel	6250	

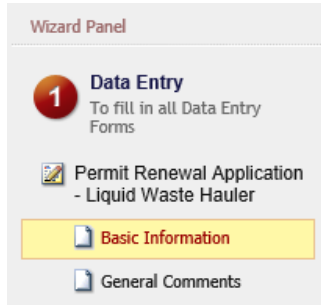
Add New Record

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



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

Step 1: General Information

Below the grey Authority 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.

A. General Information

Facility Name: ##TEST - ALC LWH Mailing Address: 11 TEST Lane , ST PAUL, MN 55101		Facility Location: 11 TEST LN, ST PAUL, MN 55101 County: Ramsey				Permit No.: #4000					
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 contact, please											
	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address	Address Line 2	City	State
	Signatory Authority Field Primary		Mr	Test	E	Person	Primary	12 TEST Lane		ST PAUL	MN
	Field			Peter	M	Pan		11 Test Ave		ST PAUL	MN
	Billing			Test	M	Person2		11 test lane		ST PAUL	MN
Add New Contact											

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

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

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

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

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

Next, answer questions 1 through 4 by selecting the appropriate radio button or typing into the box provided on screen. Depending on the selection, the system may require you to add more information. The required fields of information are denoted with a red asterisk.

- ★ 1. Is there any change in facility mailing address? Yes No
- ★ 2. Do you own or lease your place of business? Own Lease Other
- ★ 3. MPCA(SSTS) License Number :
- ★ 4. Display Federal Tax ID Number:
- ★ Is the Federal Tax ID from Question 4 value provided accurate? Yes No

Step 2: Vehicle Information

B. Vehicle Information:

	Status	License No	Class Make	Year	Cab Color	Tank Color	Capacity(Gal)	Hose connection diameter(in)
		PAJ6734	Sterling	1987	Purple	Purple	6000	10
		PAJ6735	Sterling	1989	Purple	Purple	6500	8

Add New Record

Displayed on screen is a list of vehicles.

To remove: If the vehicle is no longer being used the status should be changed “Active” to “Inactive.” To make a vehicle inactive click on the **green** check mark button in the status column of the table. The status will change to a **red** “X” mark.

	Status	License No	Class Make	Year	Cab Color	Tank Color	Capacity(Gal)	Hose connection diameter(in)
		PAJ6734	Sterling	1987	Purple	Purple	6000	10

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

	Status	License No	Class Make	Year	Cab Color	Tank Color	Capacity(Gal)	Hose connection diameter(in)
		PAJ6734	Sterling	1987	Purple	Purple	6000	10
		PAJ6735	Sterling	1989	Purple	Purple	6500	8

In the row, enter the license number, class make, year, cab color, tank color, capacity (gallons) and the hose connection diameter in (inches). Then click on the **green** check mark to complete editing of the row.

To edit: Click on the “edit” symbol (pencil icon) in the row of the appropriate vehicle. 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.

	Status	License No	Class Make	Year	Cab Color	Tank Color	Capacity(Gal)	Hose connection diameter(in)
		PAJ6734	Sterling	1987	Purple	Purple	6000	10
		PAJ6735	Sterling	1989	Purple	Purple	6500	8

Step 3: Operations

C. Operations:

* 1a. Hours of Operation:

	Day of Week	Start Time	End Time
	Monday	4:30 AM	8:00 PM
	Tuesday	4:30 AM	8:00 PM
	Wednesday	4:30 AM	8:00 PM
	Thursday	4:30 AM	8:00 PM
	Friday	4:30 AM	8:00 PM

Add New Record

* 1b. Number of Drivers:

1. Hours of Operation

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

	Day of Week	Start Time		End Time	
✓ ✗	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

Add New Record

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

	Day of Week	Start Time		End Time	
✗	Monday <input type="text"/>	8:00	AM <input type="text"/>	5:00	PM <input type="text"/>

Add New Record

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

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

	Day of Week	Start Time		End Time	
✗	Monday <input type="text"/>	8:00	AM <input type="text"/>	5:00	PM <input type="text"/>
✗	Tuesday <input type="text"/>	8:00	AM <input type="text"/>	5:00	PM <input type="text"/>
✗	Wednesday <input type="text"/>	8:00	AM <input type="text"/>	5:00	PM <input type="text"/>
✗	Thursday <input type="text"/>	7:00	AM <input type="text"/>	5:00	PM <input type="text"/>
✗	Friday <input type="text"/>	8:00	AM <input type="text"/>	5:00	PM <input type="text"/>

Add New Record

Next, enter the number of drivers in the box provided.

2. Type(s) of Waste

Check all the boxes that apply.

★ 2. Indicate the type(s) of waste to be hauled and discharged at MCES disposal sites:

- Domestic Septage
- Domestic Holding Tanks
- Commercial Waste
- Commercial Holding Tanks
- Industrial Waste
- Landfill Leachate
- Portable Toilet Waste
- Out-of-Service Area(OSA) Grease Traps
- Out-of-Service Area(OSA) Domestic Waste(from 13 counties adjacent to Metro Area)
- Other

* 3. List the counties that this company is currently serving or plans to serve:

* 4. Indicate the approved MCEs disposal site(s) that this company plans to use:

Metropolitan LWR Fridley LWR Blue Lake LWR Empire LWR Seneca Disposal Site

* 5. Does this company currently use land application as a disposal method? Yes No

* 6. Does this company current use other disposal locations outside of the Metro Area? Yes No

* 7. Have there been any significant changes in your company's business or operation in the last three years? Yes No

* 8. Does this company plan to add services or trucks and/or expand areas of operation? Yes No

3. In the box provided, enter the name of counties that the company is currently serving or plans to serve.

4. Check all the boxes that apply.

Next, answer questions 5 through 8 by selecting the appropriate radio button. Depending on the selection, the system may require you to add more information. The required fields of information are denoted with a red asterisk.

Finally, read the statement and check the box in front of #9. Then click on the blue "Save" button before clicking on the "Next" button.

Step 4: General Comments

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. Then 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 Permit Renewal Application.

Note: Not all attachment types are required. You do not have to select a radio button for attachments that are “Optional.”

To the right of each attachment type is a radio button to select how the 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.

 Supporting Documentation (Optional) Online Mail Other N/A


Exit **Save** **Previous** **Next**

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

 Supporting Documentation (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:



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



 • In form Permit Renewal Application - Liquid Waste Hauler:

- Section C question 3 is required.


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

 [Permit Renewal Application - Liquid Waste Hauler](#)  [Preview My Submittal](#)

-  [Basic Information](#)
-  [General Comments](#)

Attachment(s) Summary

-  [Supporting Documentation](#)

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

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

Copy of Record

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

[Go to Submitted List](#)

Submittal ID: **7953**

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: 11/29/2018 7:24:20 AM

Form Detail

- Permit Renewal Application - Liquid Waste Hauler

Attachment Detail

[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 breed of dog do you prefer?

Certification
Question Answer:

PIN Number:

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'. Below the menu, a table titled 'Incoming Submittal Obligations' displays 25 items. The table columns are: 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 MCES and is under further review.
- Revision Archived – You or MCES has requested a revision on the submittal.

To view a permit renewal application, change the “Category” in the blue banner near the top of the page from “**Report**” to “**Renewal Application**” and click the blue Search button. The screen will display all permit renewal applications submitted online.

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

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

Category: **Renewal Application** Department: (All) Program: (All) Submittal Type: **Permit Renewal Application - Liquid Waste Hauler**

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

Monitoring Period: ~ Report Due Date: ~

Request for:

Submittal List

1 - 1 of 1 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	7953 - Permit Renewal Application - Liquid Waste Hauler Department Type: PERMIT Program Type: LWHPMT Form Type: LWHPMT PermitNo.: #4000	11/29/2018 07:24 AM	Complete Submittal	##TEST - ALC LWH	01/31/2018 ~ 04/01/2018	

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

[Back to Search](#)



(7953) Permit Renewal Application - Liquid Waste Hauler
Submitted on: 11/29/2018 7:24:20 AM (Timespan: 0 Business Days)
Facility: ##TEST - ALC LWH
Address: 11 TEST Lane , ST PAUL, MN 55101
Owner: Ashley Corbeille

Form Type: LWHPMT
Permit#: #4000
Monitoring Period: 01/31/2018 ~ 04/01/2018
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: **7953**

App Name: **Permit Renewal Application - Liquid Waste Hauler**

Submitted Date: **11/29/2018 7:24:20 AM**

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

Review Status: **Complete Submittal**

Application Form(s) Detail

 [Online Permit Renewal Application - Liquid Waste Hauler](#)  [Permit Renewal Application - Liquid Waste Hauler - 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 button "**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/>

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

Use the search criteria to locate the **Permit Renewal Application for Liquid Waste Haulers** 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: **Renewal Application** Department: **(All)** Program: **(All)** Submittal Type: **Permit Renewal Application - Liquid Waste Hauler**

Permit Number: **(All)**

Monitoring Period: ~ Report Due Date: ~ **Search**

Unfinished Submittals

1 - 3 of 3 item(s)

Delete	Edit	Submittal Information	Form Type	Report Frequency	Monitoring Period	Due Date	Status	Last Updated Date
		7422 - Permit Renewal Application - Liquid Waste Hauler Department Type: PERMIT Program Type: LWHPMT PermitNo.: #4008 Status: Open	Permit Renewal Application - Liquid Waste Hauler		09/02/2018 ~ 11/01/2018	11/01/2018	Open	10/25/2018 15:17 PM

To open up the unfinished submittal, click on the button in the “**Edit**” column of the table. Proceed to the **Completing the Permit Renewal Application** 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.”**

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: Department: (All) Program: (All) Submittal Type:

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

Monitoring Period: ~ Report Due Date: ~

Request for:


Submittal List

1 - 1 of 1 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	7953 - Permit Renewal Application - Liquid Waste Hauler Department Type: PERMIT Program Type: LWHPMT Form Type: LWHPMT PermitNo.: #4000	11/29/2018 07:24 AM	Complete Submittal	##TEST - ALC LWH	01/31/2018 ~ 04/01/2018	

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

[Back to Search](#)



Complete Submittal

(7953) Permit Renewal Application - Liquid Waste Hauler

Submitted on: 11/29/2018 7:24:20 AM (Timespan: 0 Business Days)

Facility: ##TEST - ALC LWH

Address: 11 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbeille

Form Type: LWHPMT

Permit#: #4000

Monitoring Period: 01/31/2018 ~ 04/01/2018

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: **7953**



App Name: **Permit Renewal Application - Liquid Waste Hauler**

Submitted Date: **11/29/2018 7:24:20 AM**


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

Review Status: **Complete Submittal**

Application Form(s) Detail

 [Online Permit Renewal Application - Liquid Waste Hauler](#)  [Permit Renewal Application - Liquid Waste Hauler - 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.