

Permit Renewal Application for Sewer Cleaning Waste Haulers

Help sheet for the Industrial Online Reporting System

Permit Renewal Application for Sewer Cleaning Waste Haulers

Log into the MCES Industrial Online Reporting System at: <https://www.govonlineaas.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 for Sewer Cleaning Waste Haulers.”

The screenshot shows the MCES Industrial Online Reporting System dashboard. The user is logged in as Ashley. The dashboard includes a navigation menu with 'My Dashboard', 'Submittal', and 'My Account'. The main content area is divided into several sections:

- Start a New Submittal:** A button labeled 'Submit Report'.
- Message Center:** A sidebar with sections for 'Submittals' (3 Recent Email(s) for submitted submittals, 0 payment due submittals, 1 amend / revised submittals), 'Permits/Licenses' (No message need your attention), and 'Inspections' (No message need your attention).
- Upcoming Submittal Obligations:** A table with 10 columns: Edit, Facility, Permit No, Submittal Type, Monitoring Point, Application Category, Monitoring Period, Due Date, Status, and Submit Date. It lists two items:

Edit	Facility	Permit No	Submittal Type	Monitoring Point	Application Category	Monitoring Period	Due Date	Status	Submit Date
	#TEST - ALC Vactor	#V002	Permit Renewal Application for Sewer Cleaning Waste Haulers	SP-01	Renewal Application	5/3/2020 - 7/2/2020	07/01/2020	Over Due	12/3/2020
Edit	#TEST - ALC Vactor 2	#V003	Permit Renewal Application for Sewer Cleaning Waste Haulers	SP-v	Renewal Application	7/3/2020 - 9/1/2020	09/01/2020	Over Due	
- Permits / Licenses - Click the icon to print your permit/certificate:** A table with 5 columns: Facility, Owner Info, Issuance Info, and Critical Dates. It lists three items:

Facility	Owner Info	Issuance Info	Critical Dates
#TEST - ALC Vactor 2	[User Icon]	#V003 - General - Vactor Status: Issued Permit Name: General - Vactor App#: -	Issued on 12/02/2020 Effective on 11/01/2015 Expired on 10/31/2020
#TEST - ALC Sewer Cleaning Waste Hauler	[User Icon]	#V001 - General - Vactor Status: Issued Permit Name: General - Vactor App#: -	Issued on 12/10/2018 Effective on 01/01/1995 Expired on 12/31/1999
#TEST - ALC Sewer Cleaning Waste Hauler	[User Icon]	#V001 - General - Vactor Status: Issued Permit Name: General - Vactor App#: -	Issued on 10/29/2018 Effective on 01/01/1990 Expired on 12/31/1994

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

Completing the Permit Renewal Application

The screenshot shows the 'Permit Renewal Application for Sewer Cleaning Waste Haulers' form. The form is titled 'PERMIT RENEWAL APPLICATION FOR SEWER CLEANING WASTE HAULERS (SUBMITTAL ID: 19278)'. It includes a sidebar with steps: 1. Data Entry, 2. Attachment, 3. Validation, and 4. Submission. The main form area is divided into sections:

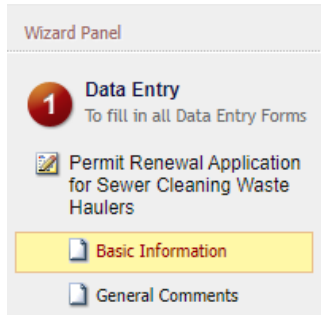
- A. General Information:** Facility Name: #TEST - ALC Sewer Cleaning Waste Hauler, Facility Location: 11 TEST LN., ST PAUL, MN 55101, County: Ramsey, Permit No: #V001, Mailing Address: 11 TEST Lane, ST PAUL, MN 55101, Report Type: Permit Renewal Application - Sewer Cla.
- Contact Information:** A table with columns: Responsibility Type, Status, Salutation, First Name, Middle Initial, Last Name, Title, Contact Mailing Address, Address Line 2, City, State, Zip, Phone, Permit No., E-mail. It lists three contacts: Field Primary, Designated Signatory, and another Designated Signatory.
- Questions:**
 - 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. Display Federal Tax ID Number: 98-7654321
 - 4. Is the Federal Tax ID shown above accurate? Yes No
- B. Vehicle Information:** A table with columns: Status, License No, Comp. Make, Year, Cab Color, Tank Color, Tank Capacity, Tank Capacity Unit, Hose connection diameter. It lists three vehicles: A1551B (1999, Teal), 123-456 (1998, Purple), and ABCDEFG (2000, Purple).



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 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: #HTEST - ALC Sewer Cleaning Waste Hauler Mailing Address: 11 TEST Lane , ST PAUL, MN 55101		Facility Location: 11 TEST LN., ST PAUL, MN 55101 County: Ramsey		Permit No.: #V001		Report Type: Permit Renewal Application - Sewer C									
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 click on the button 'Add New Contact'.															
	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address	Address Line 2	City	State	Zip	Phone	Phone Ext.	E-mail
	Signatory Authority Billing Field Primary		Mr	Test	E	Person	Primary	12 TEST Lane		ST PAUL	MN	55101	651-602-4703		test@test.com
	Designated Signatory			John		Doe		11 Test Lane		ST PAUL	MN	55101	651-602-4706		test@test.com
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.

- ★ 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. Display Federal Tax ID Number:
- ★ Is the Federal Tax ID shown above accurate? Yes No

Next, answer questions 1 through 3 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.

Step 2: Vehicle Information

B. Vehicle Information:

	Status	License No	Class Make	Year	Cab Color	Tank Color	Tank Capacity	Tank Capacity Unit	Hose connection diameter(in)
		A15018	Peterbilt	1989	Teal	Teal	60	cubic yd	
		123-456	Sterling	1998	Purple	Purple	6000	Gallons	
		ABCDEG	Sterling	2000	Purple	Purple	6000	Gallons	2

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	Tank Capacity	Tank Capacity Unit	Hose connection diameter(in)
		A15018	Peterbilt	1989	Teal	Teal	60	cubic yd	

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

	Status	License No	Class Make	Year	Cab Color	Tank Color	Tank Capacity	Tank Capacity Unit	Hose connection diameter(in)
		A15018	Peterbilt	1989	Teal	Teal	60	cubic yd	
		123-456	Sterling	1998	Purple	Purple	6000	Gallons	
		ABCDEG	Sterling	2000	Purple	Purple	6000	Gallons	2

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	Tank Capacity	Tank Capacity Unit	Hose connection diameter(in)
		A15018	Peterbilt	1989	Teal	Teal	60	cubic yd	
		123-456	Sterling	1998	Purple	Purple	6000	Gallons	
		ABCDEG	Sterling	2000	Purple	Purple	6000	Gallons	2

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 accepted waste to be hauled and discharged at MCES disposal sites:

- Lift Station Waste (Sanitary)
- City Sanitary Sewer Lines
- Sanitary Line Connections
- MCES Waste
- Other

* 3. List the counties in the MCES service area 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 Dry Vector Site
- Metropolitan Wet Vector Site

* 5. Does this company currently use other disposal locations inside or outside the Metro Area? Yes No

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

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

* 8. The Permittee hereby certifies to the Metropolitan Council that the "Facility Location" listed for the facility submitting this renewal application either constitutes the "property served" by the Metropolitan Disposal System and is therefore subject to the collection mechanisms defined in the Minnesota Statute regarding this application, please contact the MCES engineer assigned to your Permit.

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 **7** 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 **#8**. 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

2 Attachment
To upload or mail in all required documentations




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.

 Certification of Signatory Authority <i>(Required)</i> Facility must submit this form for at least one Signatory Authority, which certifies that they meet the definition of a signatory authority and that they accept the responsibility for the compliance with all regulatory requirements for the facility's wastewater discharges. Click to download the form: Certification Of Signatory Authority-LWH	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
 Photo of Truck(s) <i>(Required)</i> Submit a photo of each of your trucks.	<input type="radio"/> Online <input type="radio"/> Mail <input type="radio"/> Other <input type="radio"/> N/A
 Supporting Documents <i>(Optional)</i>	<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.

 Certification of Signatory Authority <i>(Required)</i> Facility must submit this form for at least one Signatory Authority, which certifies that they meet the definition of a signatory authority and that they accept the responsibility for the compliance with all regulatory requirements for the facility's wastewater discharges. Click to download the form: Certification Of Signatory Authority-LWH	<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: <input type="text"/>	

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



3 Validation
To validate all required data and documentations



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

 • Certification of Signatory Authority is missing, please go to Attachment page to upload/mail required attachment.
• Photo of Truck(s) 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

 [Permit Renewal Application for Sewer Cleaning Waste Haulers](#)  [Preview My Submittal](#)

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

Attachment(s) Summary

-  [Certification of Signatory Authority](#)
-  [Photo of Truck\(s\)](#)
-  [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.

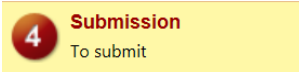
Previewing your Submission

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 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.

Submittal ID: **15009**

Submitted By:

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

Owner Info:

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

Submitted on: 12/3/2020 10:24:49 AM

Form Detail

- Permit Renewal Application for Sewer Cleaning Waste Haulers

Attachment Detail

Certification of Signatory Authority (Required) -- Online

- Certification Of Signatory Authority.pdf

Photo of Truck(s) (Required) -- Mail

Please mail to:
Industrial Waste & Pollution Prevention Section
Metropolitan Council Environmental Services

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

Viewing Submittals

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

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

- Complete Submittal – Report has been submitted by the Responsible Official.
- Partial Submittal – Report has been submitted by the Responsible Official, however, the user designated that they would mail in an attachment rather than submitting the document online.
- Approved – Report has been accepted by 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 List

1 - 15 of 21 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	19278 - Permit Renewal Application for Sewer Cleaning Waste Haulers Department Type: PERMIT Program Type: SCWHPMT Form Type: SCWHPMT PermitNo.: #V001	03/16/2021 14:52 PM	Partial Submittal	#TEST - ALC Sewer Cleaning Waste Hauler		

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

Partial Submittal

(19278) Permit Renewal Application for Sewer Cleaning Waste Haulers
Submitted on: 3/16/2021 2:52:02 PM (Timespan: 0 Business Days)
Facility: ##TEST - ALC Sewer Cleaning Waste Hauler
Address: 11 TEST Lane , ST PAUL, MN 55101
Owner: Ashley Corbeille

Form Type: SCWHPMT
Permit#: #V001
Monitoring Period: 09/02/2009 ~ 11/01/2009
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: **19278**

App Name: **Permit Renewal Application for Sewer Cleaning Waste Haulers**

Submitted Date: **3/16/2021 2:52:02 PM**

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

Review Status: **Partial Submittal**

Application Form(s) Detail

[Online Permit Renewal Application for Sewer Cleaning Waste Haulers](#)
[Permit Renewal Application for Sewer Cleaning Waste Haulers - 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 Sewer Cleaning 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.

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: Submitted Date: ~

Category: Department: Program: Submittal Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~


Request for:

Submittal List

1 - 15 of 21 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	19278 - Permit Renewal Application for Sewer Cleaning Waste Haulers Department Type: PERMIT Program Type: SCWHPMT Form Type: SCWHPMT PermitNo.: #V001	03/16/2021 14:52 PM	Partial Submittal	##TEST - ALC Sewer Cleaning Waste Hauler		

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



Partial Submittal

(19278) Permit Renewal Application for Sewer Cleaning Waste Haulers

Submitted on: 3/16/2021 2:52:02 PM (Timespan: 0 Business Days)

Facility: ##TEST - ALC Sewer Cleaning Waste Hauler

Address: 11 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbelle

Form Type: SCWHPMT

Permit#: #V001

Monitoring Period: 09/02/2009 ~ 11/01/2009

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: **19278**


App Name: **Permit Renewal Application for Sewer Cleaning Waste Haulers**


Submitted Date: **3/16/2021 2:52:02 PM**

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

Review Status: **Partial Submittal**


Application Form(s) Detail

 [Online Permit Renewal Application for Sewer Cleaning Waste Haulers](#)

 [Permit Renewal Application for Sewer Cleaning Waste Haulers - 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.