

Reporting Period Information SMR for Special Discharge Permittees

Help sheet for the Industrial Online Reporting System

Reporting Period Information SMR - Special Discharge

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

Opening the Reporting Period Information SMR

There are two methods that can be used to open the Reporting Period Information SMR:

- Start a New Submittal from the “Submittal” tab.
- Upcoming Submittal Obligations from the “My Dashboard” tab.

1. Start a New Submittal

Step 1: Click on the “Submittal” tab and select the “Start a New Submittal.”

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	7/1/2015 - 9/30/2015	10/20/2015	Over Due	
Edit	Test Fortune 500 Company	Reporting Period Info SMR - Standard Discharges	SP-01	7/1/2015 - 9/30/2015	10/20/2015	Over Due	
Edit	Test Food Producer	Sampling Results SMR - Standard Discharges	SP-01	7/1/2015 - 9/30/2015	10/31/2015	Over Due	
Edit	Test Fortune 500 Company	Sampling Results SMR - Standard Discharges	SP-02	7/1/2015 - 9/30/2015	10/31/2015	Over Due	
Edit	Test Fortune 500 Company	Sampling Results SMR - Standard Discharges	SP-01	7/1/2015 - 9/30/2015	10/31/2015	Over Due	
Edit	# #TEST - Microbrew 2	Annual SMR - Microbrewery/Brewpubs	SP-01	1/1/2015 - 12/31/2015	01/20/2016	Over Due	
Edit	# #TEST - Standard 2	Reporting Period Info SMR - Standard Discharges	SP-01	7/1/2015 - 12/31/2015	01/20/2016	Over Due	
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	Nobles County Landfill	Sampling Results SMR - Special Discharges	SP-01	10/1/2015 - 12/31/2015	01/30/2016	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 - Standard 2	Permit Renewal Application - Standard Discharges	SP-01	12/2/2015 - 1/31/2016	01/31/2016	Over Due	
Edit	Test Fortune 500 Company	Permit Renewal Application - Standard Discharges	SP-01	12/2/2015 - 1/31/2016	01/31/2016	Over Due	

Step 2: Select the Reporting Period Information SMR for Special Discharge Permittees by clicking on the “Start” icon in the lower right hand corner of the submittal type.

MCES Department Submittal Type List

Total 8 Items

- Annual SMR for Healthcare Facilities
- Annual SMR for Microbreweries & Brewpubs
- Annual SMR for Water Treatment Plants
- Annual SMR for Zero Discharge Categorical Industrial Users
- Dental Office Amalgam Recovery Program Annual Statement
- Reporting Period Information SMR for Special Discharge Permittees
- Reporting Period Information SMR for Standard Discharge Permittees
- Sampling Results SMR

Step 3: Choose the facility you are submitting the Reporting Period Information SMR for using the search feature.

Note - You need to click on the blue “Search” button each time you make a change to the search criteria.

Search for Reporting Period Information SMR for Special Discharge Permittees Reporting Requirement

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

Search Result

Items per page:

1 - 10 of 10 item(s)

Online Entry	Excel	Reporting Requirement	Facility Name	Form Type	Report Frequency	Monitoring Period	Due Date	Status
		Req. ID: 8780 Department Type: MCES Program Type: WasteWater Application Type: Reporting Period Information SMR for Special Discharge Permittees PermitNo.: #019	##TEST - Special 4	SPEC		01/01/2013 ~ 03/31/2013	04/20/2013	New

Step 4: Verify that you are selecting the correct form. The grid shows the permit number, monitoring point, facility name, monitoring period, due date, and status. A **red** due date means that the submission is past due.

To start this form, click the “**Edit**” button in the “Online Entry” column of the grid.

Proceed to **Completing the Reporting Period Information SMR** section of this help sheet.

2. Upcoming Submittal Obligations

From the “My Dashboard” tab, look for the submittal type “Reporting Period Information SMR – Special Discharges.”

The screenshot shows the 'Upcoming Submittal Obligations' section of the MCES Industrial Online Reporting dashboard. It features a table with 16 items, each with an 'Edit' button in the first column. The table columns are: Edit, Facility, Submittal Type, Monitoring Point, Monitoring Period, Due Date, Status, and Submit Date.

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 CIUs	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.

The screenshot shows the 'Upcoming Submittal Obligations' section of the MCES Industrial Online Reporting dashboard. It features a table with 16 items, each with an 'Edit' button in the first column. The table columns are: Edit, Facility, Submittal Type, Monitoring Point, Monitoring Period, Due Date, Status, and Submit Date. The row for 'Nobles County Landfill' with 'Reporting Period Info SMR - Special Discharges' is highlighted with a red border.

Edit	Facility	Submittal Type	Monitoring Point	Monitoring Period	Due Date	Status	Submit Date
Edit	Test Metal Finisher	Sampling Results SMR - Standard Discharges	SP-01	7/1/2015 - 12/31/2015	01/31/2016	Over Due	
Edit	Test Fortune 500 Company	Sampling Results SMR - Standard Discharges	SP-02	10/1/2015 - 12/31/2015	01/31/2016	Over Due	
Edit	Test Fortune 500 Company	Sampling Results SMR - Standard Discharges	SP-01	10/1/2015 - 12/31/2015	01/31/2016	Over Due	
Edit	Nobles County Landfill	Permit Renewal Application - Special Discharges	SP-01	1/1/2016 - 3/1/2016	03/01/2016	Over Due	
Edit	Test Metal Finisher	Permit Renewal Application - Standard Discharges	SP-01	1/1/2016 - 3/1/2016	03/01/2016	Over Due	
Edit	Nobles County Landfill	Reporting Period Info SMR - Special Discharges	SP-01	1/1/2016 - 3/31/2016	04/20/2016	Not Started	
Edit	Test Food Producer	Reporting Period Info SMR - Standard Discharges	SP-01	1/1/2016 - 3/31/2016	04/20/2016	Not Started	
Edit	Nobles County Landfill	Sampling Results SMR - Special Discharges	SP-01	1/1/2016 - 3/31/2016	04/30/2016	Not Started	
Edit	Test Food Producer	Sampling Results SMR - Standard Discharges	SP-01	1/1/2016 - 3/31/2016	04/30/2016	Not Started	
Edit	# #TEST - Standard 2	Reporting Period Info SMR - Standard Discharges	SP-01	1/1/2016 - 6/30/2016	07/20/2016	Pending	
Edit	Test Food Producer	Reporting Period Info SMR - Standard Discharges	SP-01	4/1/2016 - 6/30/2016	07/20/2016	Not Started	
Edit	# #TEST - Standard 2	Sampling Results SMR - Standard Discharges	SP-02	1/1/2016 - 6/30/2016	07/30/2016	Not Started	
Edit	# #TEST - Standard 2	Sampling Results SMR - Standard Discharges	SP-01	1/1/2016 - 6/30/2016	07/30/2016	Not Started	
Edit	Test Food Producer	Sampling Results SMR - Standard Discharges	SP-01	4/1/2016 - 6/30/2016	07/31/2016	Not Started	

Proceed to **Completing the Reporting Period Information SMR** section of this help sheet.

Completing the Reporting Period Information SMR – Special Discharge

SPECIAL DISCHARGE SMR (SUBMITTAL ID: 4009)

Please fill out the form below.

General Information

Facility Name: #TEST - ALC Special 5 Facility Location: 10 TEST LN, ST PAUL, Ramsey, MN 55101 Permit No.: #020
Mailing Address: 10 TEST Lane box 4, ST PAUL, MN 55101 County: Ramsey Reporting Period: 01/01

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.

	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address	Address
	Primary		Mr	Primary	C	Contact	Main	10 Test Lane	
	Designated Signatory Environmental Consultant		Dr	Billing	B	Person	Accountant	10 Test Lane	
	Billing			Jane	C	Doe	Payroll	10 Test Lane	

Add New Contact

* 1. Is there any change in Facility Mailing address? Yes No

Discharge Information

Indicate whether the wastewater was discharged on-site and/or hauled during this reporting period, and complete the associated questions. If no wastewater was disposed to MCES during this reporting period:

* 2. Was there any discharge to MCES facilities or tributaries during the reporting period? Yes No

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

Standard SMR

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: Basic Information


Below the grey header there is a blue table that displays the facility's contact information.

Note: Scroll to the right of the screen to see all the information about the contact.

General Information

Facility Name: ##TEST - ALC Special 5 Mailing Address: 10 TEST Lane box 4, ST PAUL, MN 55101	Facility Location: 10 TEST LN, ST PAUL, Ramsey, MN 55101 County: Ramsey	Permit No.: #020 Reporting Period: 01/01/2016 ~ 03/31/2016
---	--	---









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 the

	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address	Address Line 2
	Primary		Mr	Primary	C	Contact	Main	10 Test Lane	
	Designated Signatory Environmental Consultant		Dr	Billing	B	Person	Accountant	10 Test Lane	
	Billing			Jane	C	Doe	Payroll	10 Test Lane	box 5

Add New Contact

* 1. Is there any change in Facility Mailing address? Yes 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: <input type="text"/>	Job Title: <input type="text"/>
* First Name: <input type="text"/>	Mid Initial: <input type="text"/> * Last Name: <input type="text"/>
Status: Active <input type="button" value="v"/>	
* Contact Mailing Address: <input type="text"/>	Mailing Address Line 2: <input type="text"/>
* City: <input type="text"/>	* State: Minnesota <input type="button" value="v"/> * Zip: <input type="text"/>
* Phone No.: (XXX-XXX-XXXX) <input type="text"/>	Ext: <input type="text"/> Fax No.: (XXX-XXX-XXXX) <input type="text"/>
* Email: <input type="text"/>	* Responsibility: <input type="checkbox"/> Alternate <input type="checkbox"/> Billing <input type="checkbox"/> Designated Signatory <input type="checkbox"/> Environmental Consultant <input type="checkbox"/> Field <input type="checkbox"/> Primary <input type="checkbox"/> Signatory Authority

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.

Facility Contact

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

Salutation:	Job Title:	
<input type="text" value="Mrs"/>	<input type="text" value="Boss"/>	
* First Name:	Mid Initial:	* Last Name:
<input type="text" value="Jane"/>	<input type="text" value="E"/>	<input type="text" value="Doe"/>
Status:	Name Change and Reason:	
<input type="button" value="Active"/> ▼	<input type="text" value="Name is now Jane Smith. Recently married!"/> <input type="button" value="AEC"/>	
* Contact Mailing Address:	Mailing Address Line 2:	
<input type="text" value="12 TEST Lane"/>	<input type="text"/>	
* City:	* State:	* Zip:
<input type="text" value="ST PAUL"/>	<input type="text" value="Minnesota"/> ▼	<input type="text" value="55101"/>
* Phone No.: (XXX-XXX-XXXX)	Ext:	Fax No.: (XXX-XXX-XXXX)
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Email:	* Responsibility:	
<input type="text"/>	<input type="checkbox"/> Alternate <input type="checkbox"/> Billing <input type="checkbox"/> Designated Signatory <input type="checkbox"/> Environmental Consultant <input type="checkbox"/> Field <input type="checkbox"/> Primary <input checked="" type="checkbox"/> Signatory Authority	

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

Next, answer question 1 (question 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 (*).

Step 2: Discharge Information

Indicate whether any wastewater was discharged during this reporting period.

If no wastewater was discharged to the sanitary sewer or hauled for disposal at an MCES facility, then check the “No” button and proceed to **Step 3**.

If wastewater was discharged during the reporting period, check the “Yes” radio button.

On-Site Discharge:

For on-site discharge, provide information in boxes A and B. The system will generate a value for C based on the information you provided in A and B. The value for C will appear when you select an answer from the drop-down menu for D.

I. On-Site Discharge

- * A. Total volume discharged during this reporting period (Gallons) :
- * B. Total discharge days during this reporting period (days):
- C. Average Volume discharged per day (gallons/day):
- D. Method of volume determination for this period: Comment:

Hauled Discharge:

For hauled discharge to the Metropolitan Disposal System (MDS), provide information in boxes A, B, and C. The system will generate a value for D based on the information provided in B and C. The value for D will appear when you select an answer from the drop-down menu for E.

Select the name of the Liquid Waste Hauler (LWH) that hauled the waste from this facility to the MDS. The LWH is required to have an LWH Permit with MCES. Once you select the name of the hauler from the drop-down menu, the Permit Number for the LWH will appear.

II. Hauled Discharge

- * A. Total number of loads hauled during this reporting period :
- * B. Total volume hauled during this reporting period (gallons) :
- * C. Total days of discharge during this reporting period (days) :
- D. Average Volume discharged per day (gallons/day) :
- * E. Method of volume determination for this period : Comment:
- * F. Liquid Waste Hauler name and permit number : Permit Number:

Note: There are some rare cases where wastewater is both discharged on-site and hauled to the Metropolitan Disposal System. If this is the case, please check the boxes for on-site discharge and hauled discharge and complete the information provided for each section.

Step 3: Supplemental Information

Supplemental Information

- * 3. I certify that all sampling data that occurred during this reporting period has been submitted to MCES. Yes No
- * 4. Are the analytical results submitted during this reporting period representative of the wastewater discharged during this reporting period? Yes No
- * 5. Have there been any significant process problems/changes during this reporting period? Yes No
- * 6. Are there any planned or expected future changes that will impact discharge volume or quality? Yes No

Select the appropriate radio button to answer questions 3 through 6. Depending on the selection, the system may require you to add an explanation. A box will be provided when an explanation is required.

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

General Comments

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

Note: If you have multiple monitoring points in the Permit, you may want to provide a breakdown of the discharge volumes for each monitoring point in the comments field. The previous page only requires that you list the total volume discharged during the reporting period.

Click on the blue **“Save”** button before clicking on the **“Next”** button to proceed to 2. Attachments.

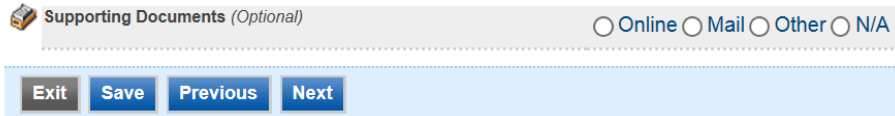
2. Attachments

2 Attachment
To upload or mail in all required documentations

The Attachment page allows you to select a method of attaching additional documents and forms necessary to complete the **Reporting Period Information SMR**.

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

Attachment

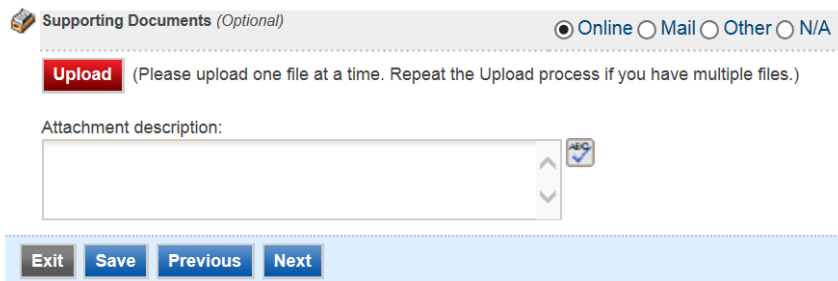


Supporting Documents (Optional) Online Mail Other N/A

Exit Save Previous Next

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

Attachment



Supporting Documents (Optional) Online Mail Other N/A

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

Attachment description:

Attachment description text area with a 'Browse' button.

Exit Save Previous Next

To proceed, click on the **Upload** button and the **“Browse”** button to search for the document that you would like to attach. Below the file name there is a comment field for you to add in a document description. The comment field is not required.

Click on the blue **“Save”** button to attach the document to this submission.

The Attachment page will update and show the name and the description that you entered.

Note: More than one document can be uploaded to each attachment type.

If you attached a document in error, please click on the **red “X”** button to remove the attachment.

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


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

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

3. Validation

3 Validation
To validate all required data and documentations

The **Reporting Period Information SMR** must pass the system validation before submission to MCES.

 • In form Special Discharge SMR:

- One (1) Signatory Authority contact must be specified in General Information Section.
- Please select at least one of the options (Onsite Discharge or Hauled Discharge)

Application Form(s) Summary

 Special Discharge SMR  Special Discharge SMR - Form View

-  Basic Information
-  General Comments

Attachment(s) Summary

 Supporting Documents

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

A **red** “X” indicates that this section of the form did not pass the validation.

To navigate to the error and make corrections, click on the wording next to the **red** “X.” Make the appropriate changes and save before going back to the validation page. **You will not be able to submit the report until the red “X” is cleared.**

A **green** check mark indicates that this section of the form passes the validation.

After passing all validation checks, proceed to the Submission page by clicking on the blue **“Next”** button.

Previewing your Submission

On the Validation page, there is a pdf link for you to preview the submission. To view, click on the link following the pdf symbol (see image). 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.

Application Form(s) Summary

 Special Discharge SMR  Special Discharge SMR - Form View

-  Basic Information
-  General Comments

4. Submission

4 Submission
To submit

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 PIN number in the appropriate boxes.

If you forgot your security question or PIN, hit exit and go to **My Account** on the homepage to get a new one. Then go back to complete the submission. For instructions on opening an unfinished submittal, see **Editing an Unfinished Submittal** in this help sheet.

Click on the blue **“Submit”** button at the bottom of the page to submit the **Reporting Period Information SMR**.

Copy of Record

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

[Go to Submitted List](#)

Please note that the Owner listed on the submission receipt is the person submitting this self-monitoring report.

Submittal ID: **2363** (Please remember the Report ID for any future references.)

Submitted By:	Owner Info:
Jane Doe 455 Etna Street St Paul MN 55106 6516024704	Jane Doe 455 Etna Street St Paul MN 55106 6516024704

Submitted on: 3/21/2016 2:26:34 PM

Form Detail

- Special Discharge SMR

Attachment Detail

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 book?
Certification Question Answer:	*****
PIN Number:	*****

If you would like to view and save the information you submitted, click on the blue button called “**Go to Submitted List.**”

You will then be directed to the “**Manage Submitted Cases**” page. This page allows you to search for a specific submittal.

View Submittals

To view the information submitted, click on the blue button called **“Go to Submitted List.”** from the Copy of Record page. 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:

- Not Started
- Overdue
- Open – Started but not completed. This status type shows only in the **“Edit Pending Submittal”** window.
- Complete Submittal – Report has been submitted by the Responsible Official.
- Approved – Report has been accepted by MCES and is under further review.
- Revision – MCES has reviewed the report and determined revisions are needed.

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

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

[Back to Search](#) [Copy Submittal](#)



Complete Submittal

(2364) Reporting Period Information SMR for Standard Discharge Permittees

Submitted on: 3/21/2016 4:11:09 PM (Timespan: 15 days)

Facility: #TEST - Standard 2

Address: 2 TEST Lane STD2 , 55101

Owner: Ashley Corbeille

Form Type: STD

Permit#: #002

Monitoring Period: 07/01/2015 ~ 12/31/2015

Due Date:

Required Documents: 1 (Non-Review: 1)

Receipt: [Click on this](#)

Send **Notification**

Original/Revision

[Submittal](#) [Attachment](#) [Correspondence](#) [Email History](#)

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

Application Basic Information

Submittal ID: **2364**
 App Name: **Reporting Period Information SMR for Standard Discharge Permittees**
 Submitted Date: **3/21/2016 4:11:09 PM**
 Submitted by:
 Jane Doe
 455 Etma Street
 St Paul MN 55106
 6516024704
 Review Status: **Complete Submittal**

Application Form(s) Detail

[Online Standard SMR](#) [Standard SMR - Form View](#)

Application Revision

* Reason for Revision:

Request for Revision

Submittal Information Tabs

- Submittal** – for viewing the submission in an online form or an Adobe pdf file.

If you found an error in the information submitted and would like to resubmit, enter in a reason in the box provided under the heading “Application Revision” and click on the blue “Request for Revision” button. See **“Editing a Completed Submittal”** for further instructions.
- Attachment** – for viewing documents that you attached to the submittal and the method of attachment. 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: metro council.org/IORS

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

Use the search criteria to locate the **Reporting Period Information SMR** 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: **Report** Department: **(All)** Program: **(All)** Submittal Type:

Reporting Period Information SMR for Special Discharge Permittees

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

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

Unfinished Submittals

1 - 3 of 3 item(s)

Delete	Edit	Submittal Information	Facility Name	Form Type	Report Frequency	Monitoring Period	Due Date	Status	Last Updated Date
		2381 - Reporting Period Information SMR for Special Discharge Permittees Department Type: REPORT Program Type: SPEC PermitNo.: #020 Status: Open	##TEST - Special 5	Reporting Period Info SMR - Special Discharges		10/01/2012 ~ 12/31/2012	01/20/2013	Open	04/05/2016 11:45 AM

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

Editing a Completed Submittal – Request for Revision

Once a submittal is completed you must send a Request for Revision to MCES to make changes.

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

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

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

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

Category: Report Department: (All) Program: (All) Submittal Type: Reporting Period Information SMR for Standard Discharge Permittees

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

Monitoring Period: ~ Report Due Date: ~

Request for:

Submittal List

1 - 4 of 4 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	2364 - Reporting Period Information SMR for Standard Discharge Permittees Department Type: REPORT Program Type: STD Form Type: STD PermitNo.: #002	03/21/2016 16:11 PM	Complete Submittal	##TEST - Standard 2	07/01/2015 ~ 12/31/2015	
View	2310 - Reporting Period Information SMR for Standard Discharge Permittees Department Type: REPORT Program Type: STD Form Type: STD PermitNo.: #005	03/11/2016 15:39 PM	Approved	##TEST - Standard 5	07/01/2012 ~ 12/31/2012	

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

Back to Search **Copy Submittal**

Complete Submittal

(2364) Reporting Period Information SMR for Standard Discharge Permittees

Submitted on: 3/21/2016 4:11:09 PM (Timespan: 15 days)

Facility: #TEST - Standard 2

Address: 2 TEST Lane STD2 , 55101

Owner: Ashley Corbeille

Form Type: STD

Permit#: #002

Monitoring Period: 07/01/2015 - 12/31/2015

Due Date:

Required Documents: 1 (Non-Review: 1)

Receipt: [Click on this](#)

Send [Notification](#)

[Original/Revision](#)

Submittal Attachment Correspondence Email History

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

Application Basic Information

Submittal ID: **2364**

App Name: **Reporting Period Information SMR for Standard Discharge Permittees**

Submitted Date: **3/21/2016 4:11:09 PM**

Submitted by:

Jane Doe
455 Etna Street
St Paul MN 55108
6516024704

Review Status: **Complete Submittal**

Application Form(s) Detail

[Online Standard SMR](#) [Standard SMR - Form View](#)

Application Revision

* Reason for Revision:

Request for Revision

From the **"Submittal" tab**, under **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 and click on the Edit button
- make the change and resubmit the report

Note – an identical submittal will open containing all the information that was previously sent. You will not need to start over with the form. You can simply make the changes needed, save the changes, and resubmit by stepping through the validation and submittal steps.