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.”

**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.
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.

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."

Click on the "Edit" button in the Edit column for the respective submittal.

Proceed to Completing the Reporting Period Information SMR section of this help sheet.
Completing the Reporting Period Information SMR – Special Discharge

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 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 | Facility Location: 10 TEST LN, ST PAUL, Ramsey, MN 55101 | Permit No.: A326 |
| Mailing Address: 10 TEST Lane box 4, ST PAUL, MN 55101 | Reporting Period: 01/01/2016 - 03/31/2016 |

<table>
<thead>
<tr>
<th>Responsibility Type</th>
<th>Status</th>
<th>Salutation</th>
<th>First Name</th>
<th>Middle Initial</th>
<th>Last Name</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
<td></td>
<td>Mr</td>
<td>Test</td>
<td>E</td>
<td>Person</td>
<td>Primary</td>
</tr>
<tr>
<td>Designated Signatory Environmental Consultant</td>
<td></td>
<td>Mrs</td>
<td>Jane</td>
<td>E</td>
<td>Doe</td>
<td>Boss</td>
</tr>
<tr>
<td>Billing</td>
<td></td>
<td>Mr</td>
<td>Test</td>
<td>E</td>
<td>Person</td>
<td>Primary</td>
</tr>
<tr>
<td></td>
<td></td>
<td>John</td>
<td></td>
<td></td>
<td></td>
<td>Billing Specialist</td>
</tr>
</tbody>
</table>

- **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.

**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 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.
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.

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

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

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.

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

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

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 - Form View
  - Basic Information
  - General Comments

Attachment(s) Summary

- Supporting Documents

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.
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.

Responsible Officials – If you are signed in under an account type Responsible Official you can complete the submittal.

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.

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.

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: metrocouncil.org/ORS

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.

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.

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