Reporting Period Information SMR for Standard Discharge Permittees

Help sheet for the Industrial Online Reporting System

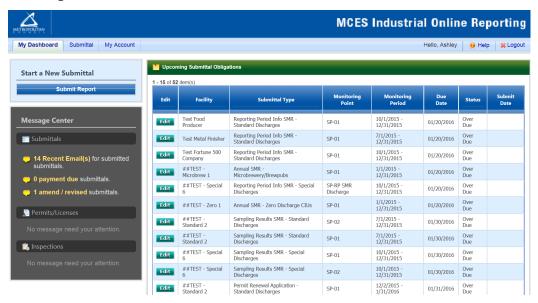
Reporting Period Information SMR – Standard Discharge

Log into the Industrial Online Reporting System at:

https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx

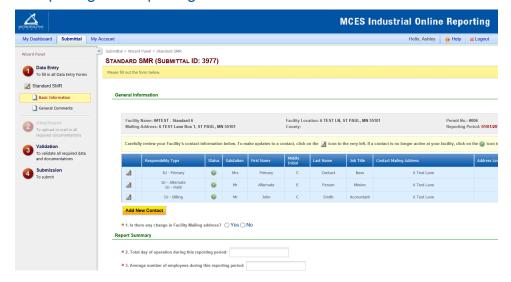
Opening the Reporting Period Information SMR

From the "My Dashboard" tab, look for the submittal type "Reporting Period Information SMR – Standard Discharges."



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

Completing the Reporting Period Information SMR - Standard Discharge Permit



Data Entry

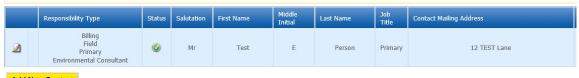
The grey header displays the facility's basic information. Before adding any information to the form, tab below, confirm that the information in this grey header is for the correct facility. If the information is incorrect, please go back to the previous page and select the correct submission.



Step 1: 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.

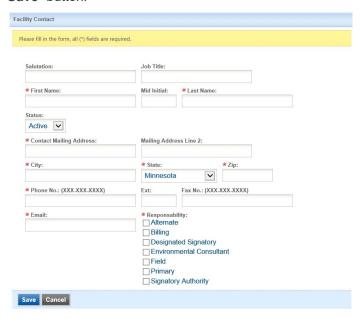


Add New Contact

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
2	Field	<u> </u>	Mr	Test	Е	Person	Primary
2	Signatory Authority	0	Mrs	Jane	E	Doe	Boss
2	Primary	©	Mr	Test	Е	Person	Primary
2	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 "**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 the "**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 "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: Report Summary

Report Summary

★2. Total day of operation during this reporting period:	
★ 3. Average number of employees during this reporting peri	od:
★ 4. Number of working hours during a typical operating day	:

Answer questions **2** through **4** for the reporting period listed in the grey header.

- 2. Enter the number of days of operation in the box provided. Each calendar day with typical or greater than typical discharge activities, as allowed under this Permit, shall be considered one operating day. All other days shall be calculated as an appropriate fraction of one operating day.
- 3. Enter the average number of full-time employees working at the facility during the reporting period. Include office personnel and count two- (2) part-time employees as one- (1) full-time employee. Drivers, sales people, or other personnel who spend approximately ½ their time away from the office should be considered part-time employees. Round up to the nearest whole number.
- 4. Enter the number of working hours during a typical operating day.

Step 3: Volume Determinations for this Reporting Period

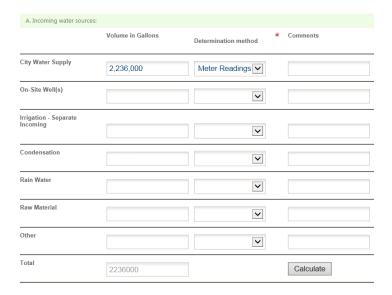
The volume determination is split into three sections:

- A) Incoming water sources
- B) Water not discharged to the sanitary sewer
- C) Wastewater discharged to the sanitary sewer

All volumes must be listed in gallons. To convert volume data from cubic feet to gallons, multiply the number in cubic feet by <u>7.48</u>. Note that the difference between the "A Total" and the "B Total" must equal the "C Total." However, volume determinations should follow the instructions listed in Section B.1.iii of the Industrial Discharge Permit.

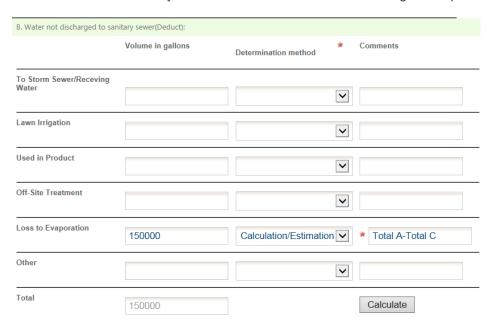
A) Incoming Water Sources:

- 1. Enter volumes for all applicable water source categories that enter the facility during the reporting period.
- 2. Select the appropriate determination method from the drop-down menu.
- 3. Add in comments about the determination method or the volume itself. In some instances comments will be a required field.
- 4. Click on the calculate button at the bottom of the section. A value for the total incoming water sources will appear as a "read-only" field. If you make any changes to the volume in the rows above you must click on the calculate button again to update the total volume.



B) Water <u>not discharged</u> to the sanitary sewer:

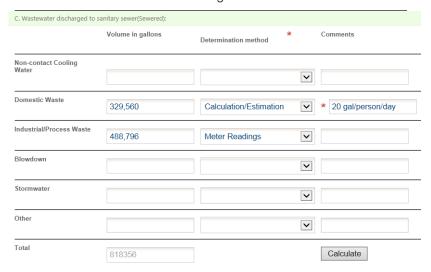
- 1. Enter the volumes for all applicable categories of water and/or wastewater that leave the facility by methods other than the sanitary sewer during the reporting period.
- 2. Select the appropriate determination method from the drop-down menu.
- 3. Add in comments about the determination method or the volume itself. In some instances comments will be a required field.
- 4. Click on the calculate button at the bottom of the section. A value for the total volume of water not discharged to the sanitary sewer will appear as a "read-only" field. If you make any changes to the volume in the rows above you must click on the calculate button again to update the total volume.



C) Wastewater discharged to the sanitary sewer:

- 1. Enter the volumes for all applicable categories of water and/or wastewater that leave the facility through discharge to the sanitary sewer during the reporting period.
- 2. Select the appropriate determination method from the drop-down menu.
- 3. Add in comments about the determination method or the volume itself. In some instances comments will be required field.
- 4. Click on the calculate button at the bottom of the section. A value for the total volume discharged to the sanitary sewer will appear as a "read-only" field. If you make any changes to the volume in the rows above you must click on the calculate button again to update the total volume.

Note: Unless metered separately (or noted differently in the Industrial Discharge Permit), the "Domestic Waste" volume may be calculated by assuming a generation rate of 20 gallons per day per full-time employee per operating day (i.e., (20) x (# of employees listed in #3 above) x (# operating days listed in #2 above)). In certain situations, "Industrial Waste" may be determined by subtracting from "A Total" minus "B Total" minus all other categories in "C."



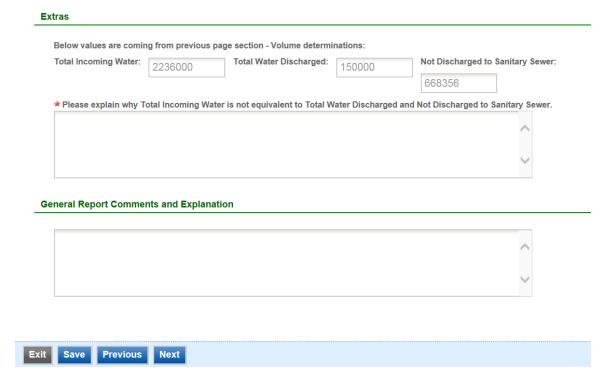
Step 4: Supplemental Information

* 5. I certify that all sampling data that occurred during this reporting period has been submitted to MCES. ● Yes ○ No * 6. Have there been significant changes in the process, the production rate, pretreatment, or discharge volumes since the last reporting period? ○ Yes ● No * 7. Have there been any significant changes to this facility's square footage since the last reporting period ○ Yes ● No * 8. Are the analytical results submitted during this reporting period representative of the wastewater discharged during this reporting period? ● Yes ○ No

Select the appropriate radio button to answer questions **5** through **8**. 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



Extras

If the volumes you listed on the previous page do not balance to zero, this page will display an "**Extras**" section and you are required to enter an explanation for why the balance isn't zero.

If the volumes do not balance but should (math error/data entry error), click on the blue "**Previous**" button on the bottom of the page to make corrections to the volume information.

If the volumes from the previous page do balance to zero, you will not see the "Extras" heading and the page will have a section for "General Report Comments and Explanation."

General Report Comments and Explanation

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

Then click on the "Save" button before clicking on the "Next" button.

2. Attachment

The Attachment page allows you to select a method of providing supporting documents for the **Reporting Period Information SMR**.

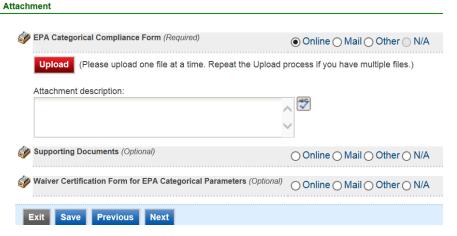
More than one document can be uploaded to each attachment type.

Not all document 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 information will be submitted.



Online – 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 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.

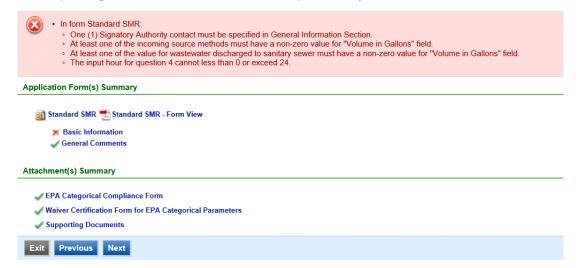
If you attached a document in error, please click on the red "X" button to remove the attachment.

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

3. Validation

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



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 does not mean that you have submitted the form. Look over the form but do not save a copy of the preview. When the form is successfully submitted, you will receive a final signed pdf version of the form via email.

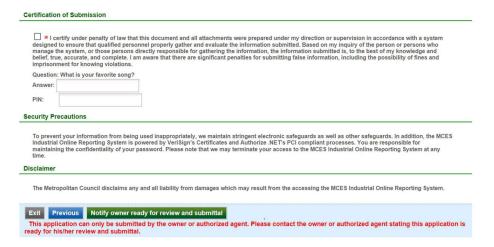
After passing all validation checks, proceed to the Submission page by clicking on the blue "Next" button.

4. Submission

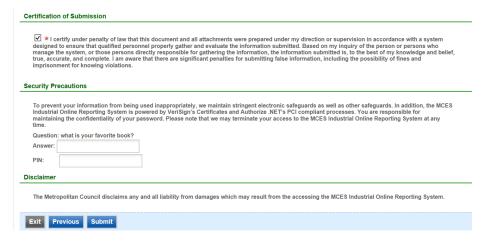
Only users with the account type Responsible Official (RO) can certify, sign, and submit reports using the online reporting system.

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.



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

Click on the blue "Submit" button at the bottom of the page to submit the 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.



Viewing Submittals

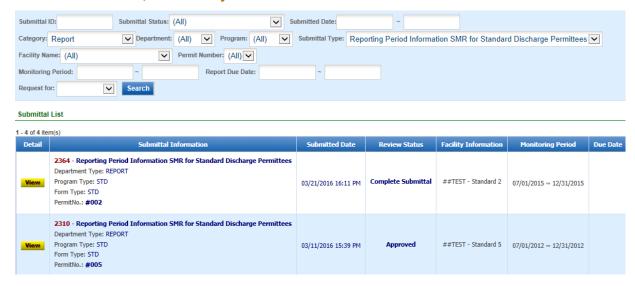
From the home page, hover over the "Submittal" tab and select "Manage Submitted Cases."



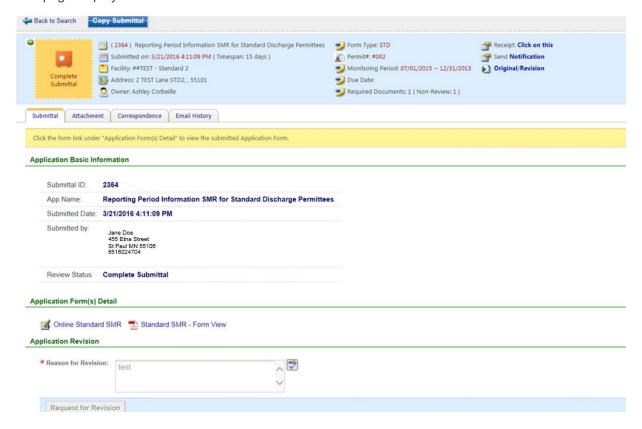
The grid view under the "Submittal List" shows details about the submittal, submitted date, review status, and monitoring period. The **Status** types are:

- 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 the Metropolitan Council and is under further review.
- Revision Archived You or the Metropolitan Council has requested a revision on the submittal.

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. 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 your Industrial Waste & Pollution Prevention permit administrator.
- **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

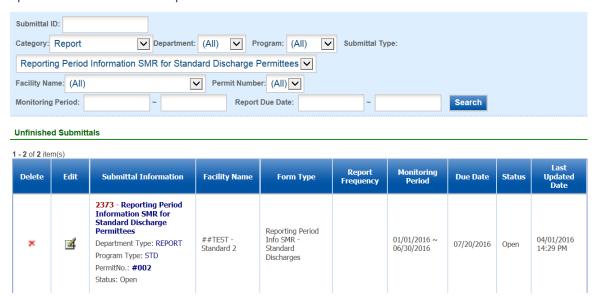
Log into the Industrial Online Reporting System at: https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx

Hover the cursor over the "Submittal" tab and click on "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 (pencil and paper icon). Proceed to Completing the Reporting Period Information SMR for Standard Discharge section.

Editing a Completed Submittal – Request for Revision

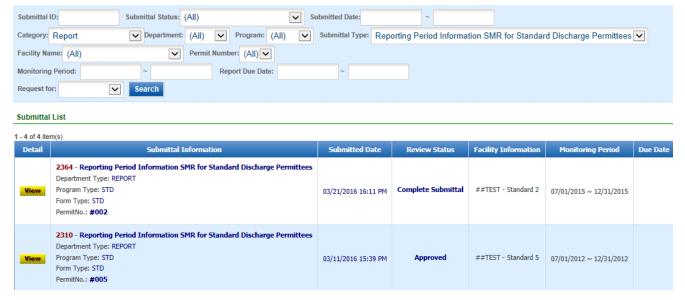
Once you have made a submission, you will need to send a **Request for Revision** to the Metropolitan Council to make changes.

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

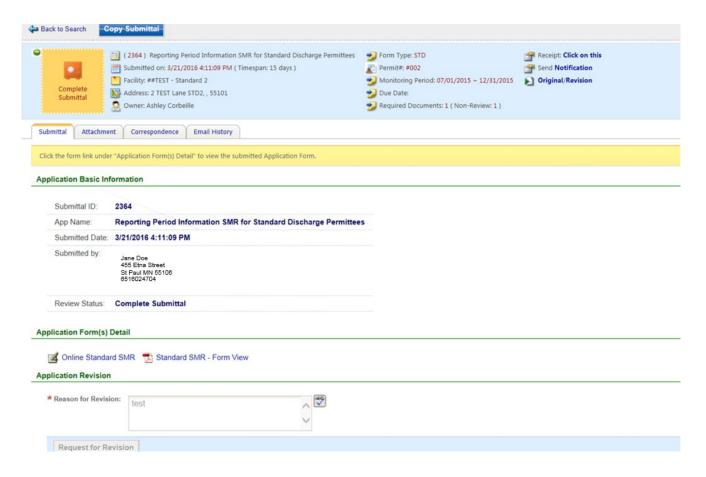


Use the search criteria to find the submittal that needs revision.

Note: You will only be able to request a revision online if the Metropolitan Council has not yet reviewed and accepted the submittal (Review Status is Complete or Partial Submittal). If the submittal has the Review Status of "Approved" you will need to contact your Industrial Waste & Pollution Prevention permit administrator to make changes.



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 with the status of "Revision" 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.