Permit Renewal Application Instructions for Special Discharge Permits

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

Opening the Permit Renewal Application

There are two methods that can be used to open the Permit Renewal Application:

- **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” option.

   ![Submittal Tab]

   **Step 2**: The next screen shows the reports available for submitting on the MCES Industrial Online Reporting System. This screen automatically defaults to the “Category” type Report.
To select a Permit Renewal Application, change the drop-down selected for “Category” from Report to Renewal Application and then click on the blue “Search” button.

The screen will then display all the Permit Renewal Applications available to submit through the MCES Industrial Online Reporting System.

To select the Permit Renewal Application for Special Discharge Permittees, click on the “Start” icon in the lower right hand corner of the submittal type.

**Step 3:** Choose the facility you are submitting the Permit Renewal Application for using the search feature. You need to click on the blue “Search” button each time you make a change to the search criteria in order for it to update your search.

On the search results page, please verify that you are selecting the correct form. The grid shows the application type, permit number, facility name, due date and status. If the due date is in red, this means that the submission is past due.

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

Proceed to Completing the Permit Renewal Application section of this help sheet.
2. Upcoming Submittal Obligations

From the "My Dashboard" tab, look for the submittal type “Permit Renewal Application – Special Discharges.”

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

Proceed to Completing the Permit Renewal Application section of this help sheet.
Completing the Permit Renewal Application

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 – Only Responsible Officials can complete the submission

1. 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.

A. General Information

<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>
<th>Contact Mailing Address</th>
<th>Add</th>
</tr>
</thead>
<tbody>
<tr>
<td>Billing</td>
<td>✔</td>
<td>John</td>
<td>Smith</td>
<td></td>
<td></td>
<td>Billing Specialist</td>
<td>12 TEST Lane</td>
<td></td>
</tr>
<tr>
<td>Signatory Authority</td>
<td>✔</td>
<td>Jane</td>
<td>Doe</td>
<td></td>
<td></td>
<td>Payroll</td>
<td>10 TEST Lane</td>
<td></td>
</tr>
</tbody>
</table>

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 green check mark button in the status column of the table. The status will change to a red “X” mark.

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.

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

Next, answer questions 2 through 6 using the radio buttons to select your answer. If the answer to a question is “Yes,” an additional box will be provided. An explanation or details will be required.

After answering all the questions, click on the blue “Save” button before proceeding to the next page.

**Step 2: General Comments**

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

Then click on the blue “Save” button before clicking on the “Next” button.
2. Attachment

The Attachment page allows you to select a method of attaching supporting documents for the Permit Renewal Application.

Depending on the type of Special Discharge Permit the possible “Required” attachments are:

- Current Site Plan
- Diagram of Existing Pretreatment System
- Groundwater Contamination Plume Map

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.”

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. 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 Permit Renewal Application must pass the system validation before submission to MCES.

- In form Special Discharge Renewal Permit:
  - If "Yes" is selected for Question 4 you must provide an explanation.
  - Question 4 is required.

Application Form(s) Summary

- Special Discharge Renewal Permit
- Special Discharge Renewal Permit - Form View
  - Basic Information
  - General Comments

Attachment(s) Summary

- Current Site Plan
- Groundwater Contamination Plume Map
- Supporting Documents
- Diagram of Existing Pretreatment System

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 Renewal Permit
- Special Discharge Renewal Permit - Form View
  - Basic Information
  - General Comments
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.

**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.

**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.
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 Permit Renewal Application.
Copy of Record

After submitting the Permit Renewal Application 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.

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Go to Submitted List

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

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

Submitted by: Jane Doe
455 Etna Street
St Paul MN 55106
6516024704

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

Owner Info:

Jane Doe
455 Etna Street
St Paul MN 55106
6516024704

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: ******************
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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:

- 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 button “Request for Revision” button.

- **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

- **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

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 Special Discharge Permittees 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 to complete the form and submit it.
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 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.

![MCES Industrial Online Reporting](image)

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** – the submittal with the “Revision” status will contain identical information that was previously submitted. You will not need to start over with the form. You can simply make the change needed, save the changes, and resubmit by stepping through the validation and submission steps.