Updating Facility Contacts in Your Next Online Submittal

Help sheet for the Industrial Online Reporting System

Updating Facility Contacts in Your Next Online Submittal

To effectively manage your permit with the Metropolitan Council, it is important to keep your contacts up to date. Contacts can only be updated using the Industrial Online Reporting System (IORS) when submitting self-monitoring reports, permit renewal applications, and dental clinic annual statements. This help sheet provides step-by-step instructions on how to update your facility contacts and covers the following permit types and submittal types.

| Permit Type | Submittal Type | | | |
|---|---|--|--|--|
| Standard Discharge Permit | Reporting Period Information SMR for Standard Discharges Permit Renewal Application for Standard Discharges | | | |
| Special Discharge Permit | Reporting Period Information SMR for Special Discharges Permit Renewal Application for Special Discharges | | | |
| General Permit – Microbrewery/Brewpub | Annual SMR for Microbreweries & Brewpubs Permit Renewal Application for Microbreweries & Brewpubs | | | |
| General Permit – Healthcare Facilities | Annual SMR for Healthcare Facilities Permit Renewal Application for Healthcare Facilities | | | |
| General Permit – Water Treatment Plants | Annual SMR for Water Treatment Plants Permit Renewal Application for Water Treatment Plants | | | |
| General Permit – Zero Discharge ClUs | Annual SMR for Zero Discharge Categorical Industrial Users Permit Renewal Application for Zero Discharge Categorical Industrial Users | | | |
| General Permit – Sewer Cleaning Waste Haulers | Sewer Cleaning Waste Hauler SMR Permit Renewal Application for Sewer Cleaning Waste Haulers | | | |
| Liquid Waste Hauler Permit | Liquid Waste Hauler Discharge Report Permit Renewal Application for Liquid Waste Haulers | | | |
| Dental Clinics | Dental Clinic Amalgam Recovery Program Annual Statement | | | |

Step 1: Getting Started

Log into your account in the Met Council's Industrial Online Reporting System at: https://www.govonlinesaas.com/MN/SPL/Public2/GovEnt/Shared/Pages/Main/Login.aspx

Step 2: Open your upcoming submittal

Please start by opening your upcoming submittal from the Upcoming Submittal Obligations grid in your dashboard. Click on the edit button in the "**Edit**" column for the respective submittal.

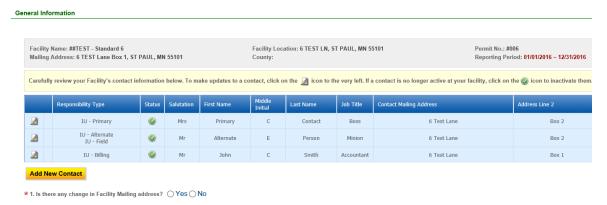




Step 3: Review the current contact information for your facility

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

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



Step 4: Make the needed changes in the blue table

Changes to contacts will fall into one of three categories:

- 1. A contact no longer works at your facility and needs to be inactivated.
- 2. You need to add a new contact for your facility.
- 3. You need to update information about a contact in the blue table.

Scenario 1: A contact no longer works at your facility

If a person listed in the blue table no longer works at your facility, simply change the status from "Active" to "Inactive" by clicking on the green check mark button in the status column of the table. The green check mark button will change to a red "X" mark. If you make a mistake inactivating someone, simply check the red "X" mark to make it a green check mark button again.

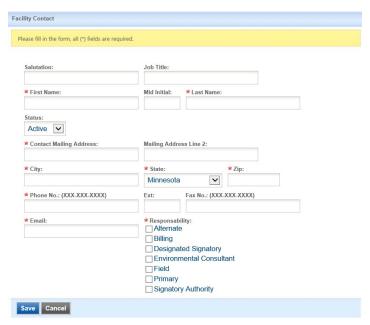
| | Responsibility Type | Status | Salutation | First Name | Middle Initial | Last Name | Job Title |
|---|---------------------|----------|------------|------------|-------------------|-----------|-----------------------|
| | Field | <u> </u> | Mr | Test | Е | Person | Primary |
| 2 | Signatory Authority | 0 | Mrs | Jane | E | Doe | Boss |
| 2 | Primary | 0 | Mr | Test | Е | Person | Primary |
| | Billing | © | | John | | Smith | Billing Specialist |

Scenario 2: I need to add a new contact for my facility

Click on the yellow "Add New Contact" button located beneath the blue table.



The page will display a pop-up window for you to enter in the information for a new contact. The required fields of information are denoted with a **red** asterisk. You must select at least one- (1) responsibility (located in the bottom righthand quadrant of the pop-up window. When you are finished entering all the information, click on the blue "Save" button.

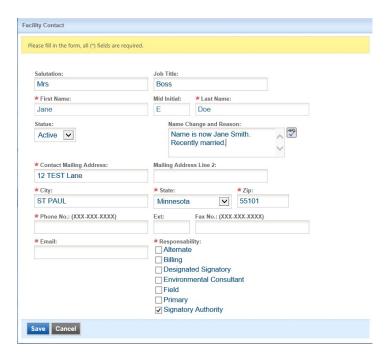


The blue table will be updated with the new contact person.

Scenario 3: I need to update information for a facility contact

Click on the "edit" symbol (paper and pencil icon in the far-left column) in the row of the person whose information needs to be updated. A pop-up window will appear for you to enter in the updated information. The required fields of information are denoted with a red asterisk. When you are finished with your updates, click on the blue "Save" button.

If you wish to update a contact's first or last name, enter in the correct/updated name in the box labeled 'Name Change and Reason:' 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.