Permit Renewal Application for Water Treatment Plants
Help sheet for the Industrial Online Reporting System

Permit Renewal Application Instructions for Water Treatment Plants

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.

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 availble to submit through the MCES Industrial Online Reporting System.

To select the **Permit Renewal Application for Water Treatment Plants,** 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 – Water Treatment Plants**."

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

Facility Name: ##TEST - ALC H20	Facility Location: 1 TEST LN, ST PAUL, Hennepin, MN 55101	Permit No.: #H201
Mailing Address: 1 TEST Lane , ST PAUL, MN 55101	County: Hennepin	

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 ✅ ico...

		Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title	Contact Mailing Address	Address Line
📝		Field	✅	Mrs	Jane	E	Doe	Boss	12 TEST Lane	
📝		Designated Signatory Primary	✅		John		Smith	title	11 TEST Lane	
📝		Billing	✅	Mr	Test	E	Person	Primary	12 TEST Lane	

Add New Contact

★ 1. Is there any change in facility mailing address? ○ Yes ○ No

★ 2. Does your facility have any other facilities in the seven county metropolitan area that have a discharge other than domestic waste which have not applied for a permit? ○ 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.

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 questions **1** and **2** (question below the blue table) by selecting the appropriate radio button. Depending on the selection, the system may require you to add more information. The required fields are denoted with a **red** asterisk (*).

Step 2: Operations

1. **Number of employees per shift**

   Enter in the number of employees for each shift in the fields provided. Add/update the times for each shift.

2. **Hours of Operation**

   To add: Click on the **yellow** "**Add New Record**" button and an empty row of the table will appear for you to enter information.

   In the row, select the day of the week from the drop-down menu, enter start time, select AM/PM, enter end time, select AM/PM and click on the **green** check mark to complete editing.

   To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

   Note: Only one row of the table can be edited at a time.

Step 3: Production

1. **NAICS Code and Description of Operations**

   To add: Click on the **yellow** "**Add New Record**" button and a row in the table will appear for you to select information.

In the row, select the appropriate NAICS code from the drop-down menu. Once selected, the page will refresh. You will have to scroll back down to the NAICS code table. The NAICS code will be displayed and the description of operations will be completed.

Note: You can also generate the NAICS code by selecting the appropriate description of operations. The NAICS code will generate once a description of operations has been selected.

If this is the **primary operation** at the facility, click on the "**edit**" button and check the box under primary. Then click on the **green** check mark to complete editing.

	NAICS Code	Description of Operations		Primary ?
✔ ✗	▾		▾	☐

Add New Record

To edit: Click on the "**edit**" symbol in the far left column of the table next to the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

   Note: Only one row of the table can be edited at a time.

		NAICS Code	Description of Operations		Primary ?
📝	✗	221310 ▾	Water Supply and Irrigation Systems	▾	☑
📝	✗	237110 ▾	Water and Sewer Line and Related Structures Construction	▾	☐

Add New Record

2. **Principal Chemical Used**

   Trade Secret Information – read the statement and check the appropriate radio button.

   - If "**Yes**" is selected, a paper copy of the permit renewal application must be submtted to MCES which includes the trade secret information. In addition, you must complete a request form to have MCES determine whether or not MCES can grant this request.
     If this applies to your facility, proceed to **Principal Products** section of this help sheet.

   - If "**No**" is selected, a table to enter in the principle (s) information will appear.

   To add: Click on the **yellow** "**Add New Record**" button and an empty row of the table will appear for you to enter information.

	Principle Chemicals Used	Daily Quantity	Unit
✔ ✗			▾

Add New Record

Enter the name of the chemical used, the daily quanity (integer), and select the units from the drop-down menu. Then click on the **green** check mark to complete editing.

		Principle Chemicals Used	Daily Quantity	Unit	
📝	✕	Chlorine Gas	13	Lb	▼
📝	✕	Fluoride	1	Gallons	▼

Add New Record

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

> **Note:** Only one row of the table can be edited at a time.

		Principle Chemicals Used	Daily Quantity	Unit	
📝	✕	Chlorine Gas	13	Lb	▼
📝	✕	Fluoride	1	Gallons	▼

Add New Record

3. **Principal Products**

To add: Click on the **yellow** "**Add New Record**" button.

	Principal Product Name	Daily Quantity	Unit
✓ ✕			▼
1			

Add New Record

In the row, enter the name of the product, daily quantity (integer), and select the appropriate units. Then click on the **green** check mark to complete editing.

	Principal Product Name	Daily Quantity	Unit
	Product	1,000	Gallons
✓ ✕			▼
1			

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

> **Note:** Only one row of the table can be edited at a time.

Next, answer questions **4** through **7** using the radio buttons provided. If any question is answered "Yes," a field will be provided for you to enter an explanation. The explanation is a required field.

Step 4: Wastewater

1. Sources of Industrial Waste

To add: Click on the yellow "Add New Record" button.

		Source	% of Total Facility
✓	✗		
1			

Add New Record

In the row, enter the name of the source and the percent of the total facility discharge that source contributes. Then click on the **green** check mark to complete editing.

To edit: Click on the "edit" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

		Source	% of Total Facility
✏	✗	Process 1	50
✏	✗	Process 2	10

2. Pretreatment Method

Answer the question using the radio button. If "**No**" is selected, proceed to the next question.

To add: Click on the **yellow** "**Add New Record**" button.

Note: Scroll to the right of the screen to see all of the information in the table. The complete table of information does not fit entirely on the viewing window.

In the row, select the method of treatment and the year installed. Next, enter the name of the wastestreams treated, paramter(s) treated and discharge rate (integer). Then select the discharge rate unit and frequency and enter the byproduct disposal method. Finally, click on the **green** check mark to complete editing.

	Method of Treatment	Year Installed (e.g. 2015)	Wastestreams Treated	Parameter(s) Treated	Discharge Rate
✓ ✗					

Add New Record

Discharge Rate Unit	Discharge Frequency	Byproduct Disposal Method

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

		Method of Treatment	Year Installed (e.g. 2015)	Wastestreams Treated	Parameter(s) Treated
✏	✗	Ion Exchange	1991	Preclean of Plating Line	Metals
✏	✗	pH Adjustment	1991	All industrial waste	pH
✏	✗	Oil/Water Separator	1986	Heat treat rinse tanks	oil

Discharge Rate	Discharge Rate Unit	Discharge Frequency	Byproduct Disposal Method	
2,000	GPD	Daily - Operating	Shipped off-site	
4,000	GPD	Daily - Operating	NA	
2,400	Gallons	Monthly	Shipped off-site	

3. Batch Discharges

Answer the question using the radio button. If "**No**" is selected, proceed to the next question.

To add: Click on the **yellow** "**Add New Record**" button.

In the row, enter the name of the source, charactersitics and quanitity (integer). Next, select the quantity units and discharge frequency and enter the pretreatment method (if applicable). Then click on the **green** check mark to complete editing.

		Source	Characteristics	Quantity	Quantity Unit	Discharge Frequency	Pretreatment Method
✔	✖						

Add New Record

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

		Source	Characteristics	Quantity	Quantity Unit	Discharge Frequency	Pretreatment Method
📝	✖	Rinse Tank 1	Detergent	2,400	Gallons	Monthly	Oil/Water Separator
📝	✖	Rinse Tank 2	Detergent	1,000	Gallons	Monthly	Oil/Water Separator

4. Waste hauled off-site for treatment

Answer the question using the radio button. If "**No**" is selected, proceed to the next question.

To add: Click on the **yellow** "**Add New Record**" button.

In the row, enter the name of the wastestream shipped, charactersitics, and quanitity (integer). Next, select the quantity units and shipping frequency. Then enter the company who either transports this waste or where this waste is taken for disposal. Finally, click on the **green** check mark to complete editing.

		Wastestreams Shipped	Characteristics	Quantity	Quantity Unit	Shipping Frequency	Transported By/To
✔	✖						

Add New Record

To edit: Click on the "**edit**" symbol in the far left column of the table next the respective row. Make the necessary changes and click on the **green** check mark to complete editing.

Note: Only one row of the table can be edited at a time.

		Wastestreams Shipped	Characteristics	Quantity	Quantity Unit	Shipping Frequency	Transported By/To
📝	✖	Carbon Filter		4	units	Annually	ABC Company
📝	✖	Sludge	metals	1	Ton	Annually	land applied

Add New Record

Step 5: Permits/Licenses

1. Answer question **2** using the radio buttons.

    If "**No**" is selected, a box will be provided for you to enter in the correct Federal Tax ID number for the facility.

2. Answer question **3** using the radio buttons.

    If "**Yes**" is selected, please enter the permit number in the field provided.

3. Answer question **4** using the radio buttons.

    If "**Yes**" is selected, use the drop down menu to choose the type of license. Click on the **yellow** "**Add New Record**" button. Next, enter in the Permit/License Number and the agency who issued the permit. The click on the **green** check mark to complete editing.

4. Answer question **5** using the radio buttons.

    If "**Yes**" is selected, a table will generate for you to complete about the hazardous waste discharge.Click on the **yellow** "**Add New Record**" button. Enter in the name of the hazardous waste discharge and quantity. Then select the quantity unit and discharge frequency from the drop down menu. Finally, click on the **green** check mark to complete editing.

Step 6: Public Information Policy

Read the statement about the public information policy.

Step 7: Process Flow Schematic(s)

Answer the question using the radio buttons provided.

If "**Yes**" is selected, a paper copy of the permit renewal application must be submtted to MCES which includes the trade secret information. In addition, you must complete a request form to have MCES determine whether or not MCES can grant this request.

Step 8: 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

Attachment
To upload or mail in all required documentations

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

The attachment list for Water Treatment Plant General Permits are:

- Facility/Site Diagrams
- Process Flow Schematics
- Supporting Documents (Optional)

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 selected the raw materials and/or process flow schematics to be classified as trade secret information this information must be mailed 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 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

3 Validation
To validate all required data and documentations

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

❌ • In form Water Treatment Plants Permit:
  ◦ One (1) Signatory Authority contact must be specified in Section A.
  ◦ Please specify contact Phone No , Email in Section A row 1
  ◦ The NAICS Codes table in Section C Question 1 must have at least one row.

Application Form(s) Summary

📋 Water Treatment Plants Permit   📄 Water Treatment Plants Permit - Form View

   ❌ Basic Information
   ✔ General Comments

Attachment(s) Summary

   ✔ Facility/Site Diagrams
   ✔ Supporting Documents
   ✔ Process Flow Schematics

[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

📋 Water Treatment Plants Permit   📄 Water Treatment Plants Permit - Form View

   ❌ Basic Information
   ✔ General Comments

4. Submission

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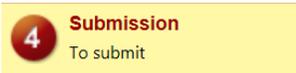
Only users with the account type Responsible Official (RO) can certify, sign, and submit reports using the online reporting system.

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.

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 **Permit Renewal Application**.

Copy of Record

After submitting the Permit Renewal Application, you will see a Copy of Record (COR). The COR 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

Submittal ID: 3490 (Please remember the Report ID for any future references.)

Submitted By:	Owner Info:
Jane Doe 455 Etna Street St Paul, MN 55101 651-602-4789	Jane Doe 455 Etna Street St Paul, MN 55101 651-602-4789

Submitted on: 11/21/2016 12:33:27 PM

Form Detail

- Water Treatment Plants Permit

Attachment Detail

Facility/Site Diagrams (Required) -- Mail

Please mail to:
Industrial Waste & Pollution Prevention Section
Metropolitan Council Environmental Services

Process Flow Schematics (Required) -- Mail

Please mail to:
Industrial Waste & Pollution Prevention Section
Metropolitan Council Environmental Services

Supporting Documents (Optional) --

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/IORS*

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 Water Treatment Plants** 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.

Unfinished Submittals

1 - 1 of 1 item(s)

Delete	Edit	Submittal Information	Facility Name	Form Type	Report Frequency	Monitoring Period	Due Date	Status	Last Updated Date
✖	✎	**3443 - Permit Renewal Application for Water Treatment Plant Permittees** Department Type: PERMIT Program Type: WTDPMT PermitNo.: **#WW4** Status: Open	##TEST - Water TP	Permit Renewal Application - Water Treatment Plant		09/02/2016 ~ 11/01/2016	11/01/2016	Open	11/15/2016 19:15 PM

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**."

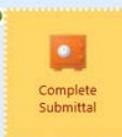Use the search criteria to find the submittal that needs revision.

Submittal List

1 - 3 of 3 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	**3490** - **Permit Renewal Application for Water Treatment Plant Permittees** Department Type: PERMIT Program Type: WTDPMT Form Type: WTDPMT PermitNo.: **#WW4**	11/21/2016 12:33 PM	**Complete Submittal**	##TEST - Water TP	09/02/2016 ~ 11/01/2016	

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.