

# Reporting Period Information SMR for Special Discharge Permittees

Help sheet for the Industrial Online Reporting System

## Reporting Period Information SMR - Special 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 – Special Discharges.**”

**MCES Industrial Online Reporting**

My Dashboard | Submittal | My Account | Hello, Ashley | Help | Logout

**Start a New Submittal**  
Submit Report

**Message Center**  
Submittals  
14 Recent Email(s) for submitted submittals.  
0 payment due submittals.  
1 amend / revised submittals.  
Permits/Licenses  
No message need your attention.  
Inspections  
No message need your attention.

**Upcoming Submittal Obligations**  
1 - 16 of 62 item(s)

| Edit | Facility                 | Submittal Type                                   | Monitoring Point    | Monitoring Period      | Due Date   | Status   | Submit Date |
|------|--------------------------|--------------------------------------------------|---------------------|------------------------|------------|----------|-------------|
| Edit | Test Food Producer       | Reporting Period Info SMR - Standard Discharges  | SP-01               | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| Edit | Test Metal Finisher      | Reporting Period Info SMR - Standard Discharges  | SP-01               | 7/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| Edit | Test Fortune 500 Company | Reporting Period Info SMR - Standard Discharges  | SP-01               | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| Edit | ##TEST - Microbrew 1     | Annual SMR - Microbrewery/Brewpubs               | SP-01               | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| Edit | ##TEST - Special 6       | Reporting Period Info SMR - Special Discharges   | SP-RP SMR Discharge | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| Edit | ##TEST - Zero 1          | Annual SMR - Zero Discharge CIUs                 | SP-01               | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| Edit | ##TEST - Standard 2      | Sampling Results SMR - Standard Discharges       | SP-02               | 7/1/2015 - 12/31/2015  | 01/30/2016 | Over Due |             |
| Edit | ##TEST - Standard 2      | Sampling Results SMR - Standard Discharges       | SP-01               | 7/1/2015 - 12/31/2015  | 01/30/2016 | Over Due |             |
| Edit | ##TEST - Special 6       | Sampling Results SMR - Special Discharges        | SP-01               | 10/1/2015 - 12/31/2015 | 01/30/2016 | Over Due |             |
| Edit | ##TEST - Special 6       | Sampling Results SMR - Special Discharges        | SP-02               | 10/1/2015 - 12/31/2015 | 01/30/2016 | Over Due |             |
| Edit | ##TEST - Standard 2      | Permit Renewal Application - Standard Discharges | SP-01               | 12/2/2015 - 1/31/2016  | 01/31/2016 | Over Due |             |

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

### Completing the Reporting Period Information SMR – Special Discharge

**MCES Industrial Online Reporting**

My Dashboard | Submittal | My Account | Hello, Ashley | Help | Logout

**Wizard Panel**  
1 Data Entry  
To fill in all Data Entry Forms  
Special Discharge SMR  
Basic Information  
General Comments  
2 Attachment  
To upload or mail in all required documentations  
3 Validation  
To validate all required data and documentations  
4 Submission  
To submit

**Submittal > Wizard Panel > Special Discharge SMR**  
**SPECIAL DISCHARGE SMR (SUBMITTAL ID: 4009)**  
Please fill out the form below.  
**General Information**  
Facility Name: ##TEST - ALC Special 5  
Mailing Address: 10 TEST Lane box 4, ST PAUL, MN 55101  
Facility Location: 10 TEST LN, ST PAUL, Ramsey, MN 55101  
County: Ramsey  
Permit No.: #020  
Reporting Period: 01/01/2016  
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 icon.  

|  | Responsibility Type                           | Status | Salutation | First Name | Middle Initial | Last Name | Job Title  | Contact Mailing Address | Address |
|--|-----------------------------------------------|--------|------------|------------|----------------|-----------|------------|-------------------------|---------|
|  | Primary                                       |        | Mr         | Primary    | C              | Contact   | Main       | 10 Test Lane            |         |
|  | Designated Signatory Environmental Consultant |        | Dr         | Billing    | B              | Person    | Accountant | 10 Test Lane            |         |
|  | Billing                                       |        |            | Jane       | C              | Doe       | Payroll    | 10 Test Lane            |         |

  
**Add New Contact**  
\* 1. Is there any change in Facility Mailing address? ☐ Yes ☐ No  
**Discharge Information**  
Indicate whether the wastewater was discharged on-site and/or hauled during this reporting period, and complete the associated questions. If no wastewater was disposed to MCES during this reporting period:  
\* 2. Was there any discharge to MCES facilities or tributaries during the reporting period? ☐ Yes ☐ No

## 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.

|                                                                                   | Responsibility Type                                     | Status                                                                            | Salutation | First Name | Middle Initial | Last Name | Job Title | Contact Mailing Address |
|-----------------------------------------------------------------------------------|---------------------------------------------------------|-----------------------------------------------------------------------------------|------------|------------|----------------|-----------|-----------|-------------------------|
|  | Billing<br>Field<br>Primary<br>Environmental Consultant |  | Mr         | Test       | E              | Person    | Primary   | 12 TEST Lane            |
| <b>Add New Contact</b>                                                            |                                                         |                                                                                   |            |            |                |           |           |                         |

**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 “**Save**” button.

Facility Contact

Please fill in the form, all (\*) fields are required.

Salutation:

Job Title:

\* First Name:

Mid Initial:

\* Last Name:

Status:

Active

\* Contact Mailing Address:

Mailing Address Line 2:

\* City:

\* State:

\* Zip:

\* Phone No.: (XXX-XXX-XXXX)

Ext:

Fax No.: (XXX-XXX-XXXX)

\* Email:

\* Responsibility:

☐ Alternate

☐ Billing

☐ Designated Signatory

☐ Environmental Consultant

☐ Field

☐ Primary

☐ Signatory Authority

Save

Cancel

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.

☒ I. On-Site Discharge

★ A. Total volume discharged during this reporting period (Gallons) :

★ B. Total discharge days during this reporting period (days):

C. Average Volume discharged per day (gallons/day):

D. Method of volume determination for this period:  ☒ Comment:

### 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.

☒ II. Hauled Discharge

★ A. Total number of loads hauled during this reporting period :

★ B. Total volume hauled during this reporting period (gallons) :

★ C. Total days of discharge during this reporting period (days) :

D. Average Volume discharged per day (gallons/day) :

★ E. Method of volume determination for this period :  ☒ Comment:

★ F. Liquid Waste Hauler name and permit number :  ☒ ★ Permit Number:

**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

### Supplemental Information

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- ★ 3. I certify that all sampling data that occurred during this reporting period has been submitted to MCES. ☒ Yes ☐ No
- ★ 4. Are the analytical results submitted during this reporting period representative of the wastewater discharged during this reporting period? ☒ Yes ☐ No
- ★ 5. Have there been any significant process problems/changes during this reporting period? ☐ Yes ☒ No
- ★ 6. Are there any planned or expected future changes that will impact discharge volume or quality? ☐ Yes ☒ No

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.

Then click on the **“Save”** button before clicking on the **“Next”** button.

## 2. Attachments

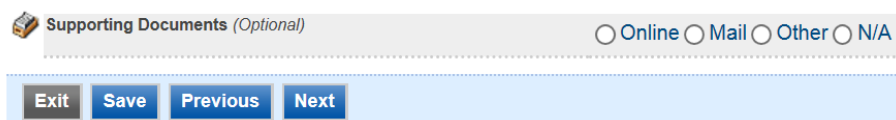
The Attachment page allows you to select a method of providing additional documents for the **Reporting Period Information SMR**.

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.

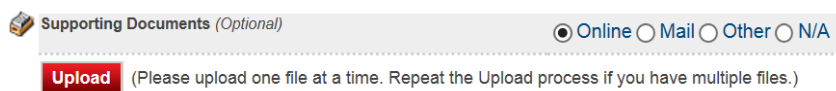
### Attachment



Supporting Documents (Optional) ☐ Online ☐ Mail ☐ Other ☐ N/A

Exit Save Previous Next

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



Supporting Documents (Optional) ☒ Online ☐ Mail ☐ Other ☐ N/A

**Upload** (Please upload one file at a time. Repeat the Upload process if you have multiple files.)

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.



- 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



Special Discharge SMR - Form View



Basic Information



General Comments

#### Attachment(s) Summary



Supporting Documents

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 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 **“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.

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**Certification of Submission**

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☐ \* 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:

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**Security Precautions**

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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.

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**Disclaimer**

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The Metropolitan Council disclaims any and all liability from damages which may result from the accessing the MCES Industrial Online Reporting System.

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[Exit](#) [Previous](#) [Notify owner ready for review and submittal](#)

**This application can only be submitted by the owner or authorized agent. Please contact the owner or authorized agent stating this application is ready for his/her review and submittal.**

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

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**Certification of Submission**

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☒ \* 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.

---

**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.

Question: what is your favorite book?

Answer:

PIN:

---

**Disclaimer**

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The Metropolitan Council disclaims any and all liability from damages which may result from the accessing the MCES Industrial Online Reporting System.

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[Exit](#) [Previous](#) [Submit](#)

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.

[Go to Submitted List](#)

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

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

| Submitted By:                                                 | Owner Info:                                                   |
|---------------------------------------------------------------|---------------------------------------------------------------|
| Jane Doe<br>455 Etna Street<br>St Paul MN 55106<br>6516024704 | Jane Doe<br>455 Etna Street<br>St Paul MN 55106<br>6516024704 |

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

[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:                    | *****                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |

## Viewing Submittals

From the home page, hover over the “**Submittal**” tab and select “**Manage Submitted Cases.**”

The screenshot shows the MCES Industrial Online Reporting interface. A dropdown menu is open under the 'Submittal' tab, highlighting 'Manage Submitted Cases'. The main area displays a table titled 'Upcoming Submittal Obligations' with 25 items. The table columns are: Facility, Submittal Type, Monitoring Point, Application Category, Monitoring Period, Due Date, Status, and Submit Date.

| Facility              | Submittal Type                                  | Monitoring Point | Application Category | Monitoring Period      | Due Date   | Status   | Submit Date |
|-----------------------|-------------------------------------------------|------------------|----------------------|------------------------|------------|----------|-------------|
| ##TEST - Standard 6   | Reporting Period Info SMR - Standard Discharges | SP-01            | 1                    | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| ##TEST - Special 5    | Reporting Period Info SMR - Special Discharges  | SP-01            | 1                    | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| ##TEST - Std Pmt      | Reporting Period Info SMR - Standard Discharges | SP-01            | 1                    | 7/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| ##TEST - Zero 1       | Annual SMR - Zero Discharge CIUS                | SP-01            | 1                    | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| ##TEST - Standard Pmt | Reporting Period Info SMR - Standard Discharges | SP-01            | 1                    | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| ##TEST - Standard 6   | Sampling Results SMR - Standard Discharges      | SP-01            | 1                    | 1/1/2015 - 12/31/2015  | 01/30/2016 | Over Due |             |
| ##TEST - Special 5    | Sampling Results SMR - Special Discharges       | SP-01            | 1                    | 12/1/2015 - 12/31/2015 | 01/30/2016 | Over Due |             |
| ##TEST - Special 5    | Sampling Results SMR - Special Discharges       | SP-01            | 1                    | 1/1/2016 - 1/31/2016   | 03/30/2016 | Over Due |             |
| ##TEST - Special 5    | Sampling Results SMR - Special Discharges       | SP-01            | 1                    | 2/1/2016 - 2/29/2016   | 03/30/2016 | Over Due |             |
| ##TEST - Special 5    | Reporting Period Info SMR - Special Discharges  | SP-01            | 1                    | 1/1/2016 - 3/31/2016   | 04/20/2016 | Over Due |             |

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.

The screenshot shows the search interface for the Submittal List. Search criteria include Submittal ID, Status (All), Submitted Date, Category (Report), Department (All), Program (All), Submittal Type (Reporting Period Information SMR for Special Discharge Permittees), Facility Name (All), Permit Number (All), Monitoring Period, and Report Due Date. A 'Search' button is present.

**Submittal List**

1 - 5 of 5 item(s)

| Detail               | Submittal Information                                                                                                                                                  | Submitted Date      | Review Status             | Facility Information | Monitoring Period       | Due Date |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|----------------------|-------------------------|----------|
| <a href="#">View</a> | <b>2374 - Reporting Period Information SMR for Special Discharge Permittees</b><br>Department Type: REPORT<br>Program Type: SPEC<br>Form Type: SPEC<br>PermitNo.: #019 | 04/01/2016 15:56 PM | <b>Complete Submittal</b> | ##TEST - Special 4   | 10/01/2012 ~ 12/31/2012 |          |
| <a href="#">View</a> | <b>2324 - Reporting Period Information SMR for Special Discharge Permittees</b><br>Department Type: REPORT<br>Program Type: SPEC<br>Form Type: SPEC<br>PermitNo.: #021 | 03/15/2016 10:52 AM | <b>Approved</b>           | ##TEST - Special 6   | 10/01/2012 ~ 12/31/2012 |          |

This page displays the basic information about the submittal with tabs to click on for further information.

The screenshot displays the 'Copy-Submittal' page for a 'Complete Submittal'. At the top, there are navigation links for 'Back to Search' and 'Copy-Submittal'. The main content area is divided into two columns. The left column contains a 'Complete Submittal' icon and details for submittal (2364), including the submission date (3/21/2016 4:11:09 PM), facility name (#TEST - Standard 2), address (2 TEST Lane STD2, 55101), and owner (Ashley Corbeille). The right column shows form details: Form Type (STD), Permit# (#002), Monitoring Period (07/01/2015 - 12/31/2015), Due Date, and Required Documents (1 Non-Review: 1). Action links include 'Receipt: Click on this', 'Send Notification', and 'Original/Revision'. Below this is a tabbed interface with 'Submittal', 'Attachment', 'Correspondence', and 'Email History'. A yellow banner instructs the user to click the form link under 'Application Form(s) Detail' to view the submitted Application Form. The 'Application Basic Information' section lists the Submittal ID (2364), App Name (Reporting Period Information SMR for Standard Discharge Permittees), Submitted Date (3/21/2016 4:11:09 PM), Submitted by (Jane Doe, 455 Etna Street, St Paul MN 55106, 6516024704), and Review Status (Complete Submittal). The 'Application Form(s) Detail' section shows links for 'Online Standard SMR' and 'Standard SMR - Form View'. The 'Application Revision' section includes a text box for 'Reason for Revision' (containing 'test') and a 'Request for Revision' button.

## 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.”

**MCES Industrial Online Reporting**

My Dashboard | Submittal | My Account | Hello, Ashley | Help | Logout

**Start a New Submittal**

- Apply New Submittal
- My Favorite Submittal Types
- Edit Pending Submittals** (Edit unfinished submittal)
- Track Submittal
- Manage Submitted Cases
- Manage Permits/Certs.
- Correspondence Msg
- Email History
- Link Paper Submissions

**Upcoming Submittal Obligations**

| Facility                 | Submittal Type                                  | Monitoring Point | Monitoring Period      | Due Date   | Status   | Submit Date |
|--------------------------|-------------------------------------------------|------------------|------------------------|------------|----------|-------------|
| Test Food Producer       | Reporting Period Info SMR - Standard Discharges | SP-01            | 7/1/2015 - 9/30/2015   | 10/20/2015 | Over Due |             |
| Test Fortune 500 Company | Reporting Period Info SMR - Standard Discharges | SP-01            | 7/1/2015 - 9/30/2015   | 10/20/2015 | Over Due |             |
| Test Fortune 500 Company | Sampling Results SMR - Standard Discharges      | SP-01            | 7/1/2015 - 9/30/2015   | 10/31/2015 | Over Due |             |
| Test Fortune 500 Company | Sampling Results SMR - Standard Discharges      | SP-02            | 7/1/2015 - 9/30/2015   | 10/31/2015 | Over Due |             |
| Test Fortune 500 Company | Sampling Results SMR - Standard Discharges      | SP-01            | 7/1/2015 - 9/30/2015   | 10/31/2015 | Over Due |             |
| #TEST - Microbrew 2      | Annual SMR - Microbrewery/Brewpubs              | SP-01            | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| Test Food Producer       | Reporting Period Info SMR - Standard Discharges | SP-01            | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| Test Metal Finisher      | Reporting Period Info SMR - Standard Discharges | SP-01            | 7/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| Test Fortune 500 Company | Reporting Period Info SMR - Standard Discharges | SP-01            | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| Nobles County Landfill   | Sampling Results SMR - Special Discharges       | SP-01            | 10/1/2015 - 12/31/2015 | 01/30/2016 | Over Due |             |
| #TEST -                  | Sampling Results SMR - Standard                 | SP-02            | 7/1/2015 -             | 01/30/2016 | Over     |             |

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.

Submittal ID:

Category:  Department:  Program:  Submittal Type:

Facility Name:  Permit Number:

Monitoring Period:  ~  Report Due Date:  ~

**Unfinished Submittals**

1 - 3 of 3 item(s)

| Delete | Edit | Submittal Information                                                                                                                                               | Facility Name     | Form Type                                      | Report Frequency | Monitoring Period       | Due Date   | Status | Last Updated Date   |
|--------|------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------|------------------------------------------------|------------------|-------------------------|------------|--------|---------------------|
|        |      | <b>2381 - Reporting Period Information SMR for Special Discharge Permittees</b><br>Department Type: REPORT<br>Program Type: SPEC<br>PermitNo.: #020<br>Status: Open | #TEST - Special 5 | Reporting Period Info SMR - Special Discharges |                  | 10/01/2012 ~ 12/31/2012 | 01/20/2013 | Open   | 04/05/2016 11:45 AM |

To open the unfinished submittal, click on the “Edit” button (pencil and paper icon). Proceed to the **Completing the Reporting Period Information SMR** 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.

Submittal ID:  Submittal Status:  Submitted Date:  ~

Category:  Department:  Program:  Submittal Type:

Facility Name:  Permit Number:

Monitoring Period:  ~  Report Due Date:  ~

Request for:

### Submittal List

1 - 4 of 4 item(s)

| Detail               | Submittal Information                                                                                                                                                 | Submitted Date      | Review Status      | Facility Information | Monitoring Period       | Due Date |
|----------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|----------------------|-------------------------|----------|
| <a href="#">View</a> | <b>2364 - Reporting Period Information SMR for Standard Discharge Permittees</b><br>Department Type: REPORT<br>Program Type: STD<br>Form Type: STD<br>PermitNo.: #002 | 03/21/2016 16:11 PM | Complete Submittal | ##TEST - Standard 2  | 07/01/2015 ~ 12/31/2015 |          |
| <a href="#">View</a> | <b>2310 - Reporting Period Information SMR for Standard Discharge Permittees</b><br>Department Type: REPORT<br>Program Type: STD<br>Form Type: STD<br>PermitNo.: #005 | 03/11/2016 15:39 PM | Approved           | ##TEST - Standard 5  | 07/01/2012 ~ 12/31/2012 |          |

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

Back to Search **Copy Submittal**

---

Complete Submittal

( 2364 ) Reporting Period Information SMR for Standard Discharge Permittees

Submitted on: 3/21/2016 4:11:09 PM ( Timespan: 15 days )

Facility: ##TEST - Standard 2

Address: 2 TEST Lane STD2 , 55101

Owner: Ashley Corbeille

Form Type: STD

Permit#: #002

Monitoring Period: 07/01/2015 ~ 12/31/2015

Due Date:

Required Documents: 1 ( Non-Review: 1 )

Receipt: [Click on this](#)

Send [Notification](#)

[Original/Revision](#)

Submittal Attachment Correspondence Email History

Click the form link under "Application Form(s) Detail" to view the submitted Application Form.

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**Application Basic Information**

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Submittal ID: **2364**

App Name: **Reporting Period Information SMR for Standard Discharge Permittees**

Submitted Date: **3/21/2016 4:11:09 PM**

Submitted by:

Jane Doe  
455 Etna Street  
St Paul MN 55106  
6516024704

Review Status: **Complete Submittal**

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**Application Form(s) Detail**

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Online Standard SMR Standard SMR - Form View

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**Application Revision**

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\* Reason for Revision:

Request for Revision

From the “**Submittal**” tab, under the heading **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 the Metropolitan Council.

The Metropolitan Council will review the request and send the User an email message approving or denying the request.

If the request is approved:

- log into the 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 submission with the status of “Revision” is the exact copy of what you previously submitted.