

Permit Renewal Application for Special Discharge Permittees

Help sheet for the Industrial Online Reporting System

Permit Renewal Application for Special Discharge Permits

Log into the Industrial Online Reporting System at:

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

Opening the Permit Renewal Application

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

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 Permit Renewal Application

SPECIAL DISCHARGE RENEWAL PERMIT (SUBMITTAL ID: 4017)

Please fill out the form below.

A. General Information

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

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 If a contact is no longer active at your facility, click on the icon.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 Line
Billing			John		Smith	Billing Specialist	12 TEST Lane	
Signatory Authority Field Primary			Jane	C	Doe	Payroll	10 TEST Lane	

Add New Contact

1. Display Federal Tax ID Number:

* 2. Is the Federal Tax ID from Question 1 value provided accurate? ☐ Yes ☐ No

* 3. Were there any significant operational or pretreatment changes in the past three (3) years? ☐ Yes ☐ No

* 4. Is there a pretreatment system installed at the facility? ☐ 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 Field Primary Environmental Consultant		Mr	Test	E	Person	Primary	12 TEST Lane

Add New Contact

To remove: If the person no longer works at the facility change the status from **“Active”** to **“Inactive”** by clicking on the **green** check mark button in the status column of the table. The status will change to a **red** “X” mark.

	Responsibility Type	Status	Salutation	First Name	Middle Initial	Last Name	Job Title
	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.

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:

Minnesota

* 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.

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 (*).

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

2. Attachment

The Attachment page allows you to select a method of providing supporting documents for the 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.”

To the right of each attachment type is a radio button to select how the information will be submitted.

Attachment

 Current Site Plan <i>(Required)</i>	☐ Online ☐ Mail ☐ Other ☐ N/A
 Groundwater Contamination Plume Map <i>(Required)</i>	☐ Online ☐ Mail ☐ Other ☐ N/A
 Supporting Documents <i>(Optional)</i>	☐ Online ☐ Mail ☐ Other ☐ N/A

Exit **Save** **Previous** **Next**

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

 Facility/Site Diagrams <i>(Required)</i>	☒ Online ☐ Mail ☐ Other ☐ N/A
Upload (Please upload one file at a time. Repeat the Upload process if you have multiple files.)	
Attachment description: ABC	

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



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

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.

Previewing your Submission

On this page, there is a pdf link for you to preview the submission. To view, click on the “Preview My Submittal” link. This will launch a window for you to view your submission.

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

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

4. Submission

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

Consultants – If you are signed under an account type Consultant, you will see a **green** button “**Notify owner ready for review and submittal.**” Click on the button and an email notification will be sent to all Responsible Officials for this submittal stating that the submittal is ready for their review and submittal.

The Responsible Official must locate the submittal under the “Edit Pending Submittals” option from the “Submittal” tab on the home page. For instructions on how to find the submission, go to the “Editing an Unfinished Submittal” instructions to complete the submittal.

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.

[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.

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.

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

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

[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 **Permit Renewal Application**.

Copy of Record

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

Jane Doe
455 Etna Street
St Paul MN 55106
6516024704

Owner Info:

Jane Doe
455 Etna Street
St Paul MN 55106
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 of 'Incoming 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. It includes filters for Submittal ID, Status, Submitted Date, Category, Department, Program, Submittal Type, Facility Name, Permit Number, Monitoring Period, and Report Due Date. A 'Search' button is present. Below the search area, the 'Submittal List' is displayed, showing 1 - 15 of 26 item(s).

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period	Due Date
View	3214 - Sampling Results SMR Department Type: REPORT Program Type: SMR Form Type: SMR-SPEC PermitNo.: #020 Monitoring Point: SP-01	06/22/2016 15:37 PM	Approved	#TEST - Special 5	10/01/2012 ~ 12/31/2012	

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

[Back to Search](#) [Copy Submittal](#)



Complete Submittal

(2374) Reporting Period Information SMR for Special Discharge Permittees

Submitted on: 4/1/2016 3:56:24 PM (Timespan: 0 days)

Facility: ##TEST - Special 4

Address: 9 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbelle

Form Type: SPEC

Permit#: #019

Monitoring Period: 10/01/2012 ~ 12/31/2012

Due Date:

Required Documents: 0 (Non-Review: 0)

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.

Application Basic Information

Submittal ID: 2374

App Name: Reporting Period Information SMR for Special Discharge Permittees

Submitted Date: 4/1/2016 3:56:24 PM

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

Review Status: Complete Submittal

Application Form(s) Detail

 Online Special Discharge SMR  Special Discharge SMR - Form View

Application Revision

★ Reason for Revision:



[Request for Revision](#)

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 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.

Submittal ID:

Category: Department: Program: Submittal Type:

Facility Name: Permit Number:

Monitoring Period: ~ Report Due Date: ~

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
		2684 - Permit Renewal Application for Special Discharge Permittees Department Type: PERMIT Program Type: SDRPMT PermitNo.: #020 Status: Open	# #TEST - Special 5	Permit Renewal Application - Special Discharges		01/31/2015 ~ 04/01/2015	04/01/2015	Open	04/21/2016 15:58 PM

To open up the unfinished submittal, click on the “**Edit**” button (pencil and paper icon). Proceed to the **Completing the Permit Renewal Application** 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.**”

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	

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: (All) Submitted Date: ~

Category: Report Department: (All) Program: (All) Submittal Type: (All)

Facility Name: (All) Permit Number: (All)

Monitoring Period: ~ Report Due Date: ~

Request for:

Submittal List

1 - 15 of 31 item(s)

Detail	Submittal Information	Submitted Date	Review Status	Facility Information	Monitoring Period
View	2363 - Sampling Results SMR Department Type: REPORT Program Type: SMR Form Type: SMR-STD PermitNo.: #002 Monitoring Point: SP-01	03/21/2016 14:26 PM	Complete Submittal	#TEST - Standard 2	07/01/2013 ~ 12/31/2013
View	2345 - Sampling Results SMR Department Type: REPORT Program Type: SMR Form Type: SMR-STD PermitNo.: #101 Monitoring Point: SP-01	03/16/2016 15:25 PM	Approved	Test Metal Finisher	01/01/2013 ~ 06/30/2013

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

[Back to Search](#)
[Copy Submittal](#)

Complete Submittal

(2374) Reporting Period Information SMR for Special Discharge Permittees

Submitted on: 4/1/2016 3:56:24 PM (Timespan: 0 days)

Facility: ##TEST - Special 4

Address: 9 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbelle

Form Type: **SPEC**

Permit#: #019

Monitoring Period: 10/01/2012 ~ 12/31/2012

Due Date:

Required Documents: 0 (Non-Review: 0)

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.

Application Basic Information

Submittal ID: **2374**

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

Submitted Date: **4/1/2016 3:56:24 PM**

Submitted by:

Jane Doe
455 Etna Street
St Paul MN 55106
6516024704

Review Status: **Complete Submittal**

Application Form(s) Detail

Online Special Discharge SMR
 Special Discharge SMR - Form View

Application Revision

★ 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.