

# Liquid Waste Hauler Discharge Report

Help sheet for the Industrial Online Reporting System

## Liquid Waste Hauler Discharge Report

Log into the Industrial Online Reporting System at:

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

## Opening the Liquid Waste Hauler Discharge Report

From the “My Dashboard” tab, look for the submittal type “Liquid Waste Hauler Discharge Report.”

| Edit                 | Facility                 | Submittal Type                                   | Monitoring Point | Monitoring Period      | Due Date   | Status   | Submit Date |
|----------------------|--------------------------|--------------------------------------------------|------------------|------------------------|------------|----------|-------------|
| <a href="#">Edit</a> | Test Food Producer       | Reporting Period Info SMR - Standard Discharges  | SP-01            | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| <a href="#">Edit</a> | Test Metal Finisher      | Reporting Period Info SMR - Standard Discharges  | SP-01            | 7/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| <a href="#">Edit</a> | Test Fortune 500 Company | Reporting Period Info SMR - Standard Discharges  | SP-01            | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| <a href="#">Edit</a> | #TEST - Microbrew 1      | Annual SMR - Microbrewery/Brewpubs               | SP-01            | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| <a href="#">Edit</a> | #TEST - Special 6        | Reporting Period Info SMR - Special Discharges   | SP-01            | 10/1/2015 - 12/31/2015 | 01/20/2016 | Over Due |             |
| <a href="#">Edit</a> | #TEST - Zero 1           | Annual SMR - Zero Discharge CIUs                 | SP-01            | 1/1/2015 - 12/31/2015  | 01/20/2016 | Over Due |             |
| <a href="#">Edit</a> | #TEST - Standard 2       | Sampling Results SMR - Standard Discharges       | SP-02            | 7/1/2015 - 12/31/2015  | 01/30/2016 | Over Due |             |
| <a href="#">Edit</a> | #TEST - Standard 2       | Sampling Results SMR - Standard Discharges       | SP-01            | 7/1/2015 - 12/31/2015  | 01/30/2016 | Over Due |             |
| <a href="#">Edit</a> | #TEST - Special 6        | Sampling Results SMR - Special Discharges        | SP-01            | 10/1/2015 - 12/31/2015 | 01/30/2016 | Over Due |             |
| <a href="#">Edit</a> | #TEST - Special 6        | Sampling Results SMR - Special Discharges        | SP-02            | 10/1/2015 - 12/31/2015 | 01/30/2016 | Over Due |             |
| <a href="#">Edit</a> | #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 Liquid Waste Hauler Discharge Report

**General Information**

Facility Name: #TEST - JLC LWH2  
Facility Address: 11 TEST Lane, ST PAUL, MN 55101  
City: Ramsey  
State: MN  
Zip: 55101  
Phone: 651-452-4700

Permit No: 0000  
Reporting Period: 01/01/2001 - 03/31/2001

Report Type: Liquid Waste Hauler

1. Is there any change in facility mailing address? ☐ Yes ☒ No

2. Did you test any loads to MCES facilities during the reporting period? ☐ Yes ☒ No

Total Volume of Liquid Waste Discharged into the Disposal Systems during the Reporting Period

| Disposal Site | Waste Type | Volume | Unit |
|---------------|------------|--------|------|
|               |            |        |      |

### 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: General 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            |

**Add New Contact**

|                                                                                    |                                                                    |                                                                |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|
| Facility Name: #TEST - LWH ALC<br>Mailing Address: 11 TEST Lane, ST PAUL, MN 55101 | Facility Location: 11 TEST LN, ST PAUL, MN 55101<br>County: Ramsey | Permit No.: #4000<br>Reporting Period: 04/01/2015 - 06/30/2015 |
|------------------------------------------------------------------------------------|--------------------------------------------------------------------|----------------------------------------------------------------|

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 to inactivate them. If you need to add a new co

|                                                                                   | Responsibility Type                                | Status                                                                            | Salutation | First Name | Middle Initial | Last Name | Job Title | Contact Mailing Address | Address Line 2 | City    |
|-----------------------------------------------------------------------------------|----------------------------------------------------|-----------------------------------------------------------------------------------|------------|------------|----------------|-----------|-----------|-------------------------|----------------|---------|
|  | Signatory Authority<br>Billing<br>Field<br>Primary |  | Mr         | Test       | E              | Person    | Primary   | 12 TEST Lane            |                | ST PAUL |

**Add New Contact**

\* 1. Is there any change in facility mailing address? ☐ 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.

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 (pencil icon) in the row of the respective person whose 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 “Name Change and Reason” box and provide a brief reason for the 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** (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 (\*).

Next, answer question **2** using the radio buttons provided. If there were no loads hauled to Metropolitan Council facilities answer “No.” By selecting no, you are not required to enter any totals in the fields below, but you will still need to answer the last two questions on this page. Once you have completed the questions click on the blue “Save” button and then click “Next.”

## Step 2: Reporting Period Total Volumes

### Total Volume of Liquid Waste Discharged into the Disposal Systems during the Reporting Period

| Disposal Site                                | Waste Type | Volume               | Unit |
|----------------------------------------------|------------|----------------------|------|
| <b>Add New Record</b>                        |            |                      |      |
| <a href="#">(Show/Hide Copy and Paste)</a>   |            |                      |      |
| Metropolitan LWR Total Volume:               |            | <input type="text"/> | 0    |
| Fridley LWR Total Volume:                    |            | <input type="text"/> | 0    |
| Blue Lake LWR Total Volume:                  |            | <input type="text"/> | 0    |
| Seneca LWR Total Volume:                     |            | <input type="text"/> | 0    |
| Empire LWR Total Volume:                     |            | <input type="text"/> | 0    |
| 3rd and Commercial Total Volume:             |            | <input type="text"/> | 0    |
| <b>Calculate Total Disposal Site Volumes</b> |            |                      |      |
| Total Reported Volume:                       |            | <input type="text"/> | 0    |

In this section, you will enter in the total volume of liquid waste hauled to each disposal site during the reporting period.

There are two ways to enter the data into the table:

- Manually Enter Data
- Upload the data from the Microsoft Excel template

#### A. Manually Enter Data

**To add:** Click on the **yellow** “**Add New Record**” button. A window will open for you to select the Disposal Site, Waste Type and enter the Volume in gallons. Click the Save button.

Discharge Information

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

\* Disposal Site:

▼

\* Waste Type:

▼

\* Volume:

Unit(Gallons)

Save
Cancel

**Note:** Please do not include a comma or a period when entering the volume. Round to the nearest whole number. The record you entered will be displayed in the table. You'll notice that the total for the Disposal Site will automatically calculate a total as you enter records.

|  | Disposal Site    | Waste Type       | Volume | Unit    |
|--|------------------|------------------|--------|---------|
|  | Metropolitan LWR | Domestic Septage | 10000  | Gallons |

Add New Record

(Show/Hide Copy and Paste)

Metropolitan LWR Total Volume:

Fridley LWR Total Volume:

Blue Lake LWR Total Volume:

Seneca LWR Total Volume:

Empire LWR Total Volume:

3rd and Commercial Total Volume:

10000

0

0

0

0

0

Calculate Total Disposal Site Volumes

Total Reported Volume:

10000

You can further edit the existing record, if needed, by clicking the pencil and paper icon. This will open the “Discharge Information” window so that you can update the information. Then click the Save button.

This record can be deleted by clicking the red x button. This will remove the row from the table.

To add another record to the table, click the yellow “Add New Record” button and repeat steps above.

After the data has been entered into the table, click the “Calculate Total Disposal Site Volumes” button to get a final total volume for the period.

|                                                                                   |                                                                                   | Disposal Site    | Waste Type       | Volume | Unit    |
|-----------------------------------------------------------------------------------|-----------------------------------------------------------------------------------|------------------|------------------|--------|---------|
|  |  | Metropolitan LWR | Domestic Septage | 10000  | Gallons |
|  |  | Metropolitan LWR | Industrial       | 12000  | Gallons |
|  |  | Metropolitan LWR | Portable Toilet  | 12000  | Gallons |
|  |  | Fridley LWR      | Domestic Septage | 12000  | Gallons |

#### Add New Record

(Show/Hide Copy and Paste)

Metropolitan LWR Total Volume:

Fridley LWR Total Volume:

Blue Lake LWR Total Volume:

Seneca LWR Total Volume:

Empire LWR Total Volume:

3rd and Commercial Total Volume:

Total Reported Volume:

Proceed to step 3.

### B. Upload Data Using Microsoft Excel file

This section describes how to upload the total volume hauled for the period from the LWH Load Tracker template.

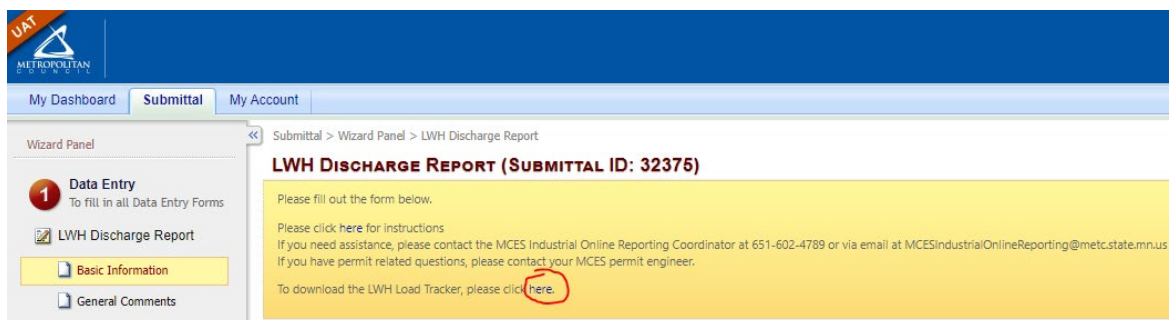
The LWH Load Tracker template is available on our Online Reporting website:

<https://metro council.org/Wastewater-Water/Services/Industrial-Waste/Industrial-Online-Reporting-System.aspx>

Go down to the “Help sheets for online reporting” section and click on the plus symbol for the “Liquid waste hauler permit submittals” section and click on the link for the LWH Load Tracker.

OR

You can download the template from the Liquid Waste Discharge Hauler Report in the online form. In the yellow box at the top the of the page the LWH Load Tracker template can be downloaded by clicking the “here” link.



The LWH Load Tracker can be used to track all the hauled loads during the reporting period. For each hauled load, you will want to enter information in columns A through E.

For these waste types, you will also need to enter data into the following fields:

Commercial Loads – Fill out columns H, I & J

Domestic Septage – No additional fields are required. Fill out H if load is from out of service area.

Holding Tank – Fill out column H & O

Industrial - Fill out columns H, K, L, & M

Landfill Leachate - Fill out column N

OSA – Hauled – Fill out columns G & H (When out of service area is Septage)

Portable Toilet – No additional fields are required.

Column P is an optional field and can be entered on any load that was hauled.

Below is an example of the LWH Load Tracker template:

| A         | B          | C                         | D                | E                 | F                | G                               | H                                       | I                        | J                            | K                                               |
|-----------|------------|---------------------------|------------------|-------------------|------------------|---------------------------------|-----------------------------------------|--------------------------|------------------------------|-------------------------------------------------|
| Date      | Split Load | MatreX Transaction Number | Disposal Site    | Waste Type        | Volume (gallons) | Out of Service Area Description | Address/City/Location                   | Commercial Business Name | Commercial Waste Description | Name of Industry (Industrial Hauled Loads Only) |
| 1/8/2024  | No         | 12344                     | Metropolitan LWR | Commercial        | 6000             |                                 | 54 First Ave, White Bear Lake, MN 55127 | Paul Bunyan Eatery       | Restaurant Grease Trap       |                                                 |
| 1/9/2024  | No         | 12345                     | Metropolitan LWR | OSA-Hauled        | 6000             | Septage                         | 1234 Hiawatha Ave, Duluth, MN 55802     |                          |                              |                                                 |
| 1/15/2024 | No         | 12346                     | Metropolitan LWR | Portable Toilet   | 6000             |                                 |                                         |                          |                              |                                                 |
| 1/16/2024 | No         | 12347                     | Metropolitan LWR | Industrial        | 6000             |                                 | 986 Commercial Ave, Shakopee, MN 55379  |                          |                              | Roofs Are US                                    |
| 1/17/2024 | No         | 12348                     | Fridley LWR      | Domestic Septage  | 6000             |                                 |                                         |                          |                              |                                                 |
| 2/5/2024  | No         | 12400                     | Metropolitan LWR | Landfill Leachate | 5000             |                                 |                                         |                          |                              |                                                 |
| 2/6/2024  | No         | 12401                     | Fridley LWR      | Domestic Septage  | 6000             |                                 |                                         |                          |                              |                                                 |
| 2/7/2024  | No         | 12402                     | Metropolitan LWR | Commercial        | 6000             |                                 |                                         |                          |                              |                                                 |
| 2/26/2024 | No         | 12405                     | Metropolitan LWR | Holding Tank      | 6000             |                                 | 8921 Steam Road, Maple Grove, MN 55311  |                          |                              |                                                 |

To get the data from the LWH Load Tracker template into the Liquid Waste Hauler Discharge Report you will copy data from the excel file and paste it into the online form. Here are the steps:

- Highlight the data by clicking in cell A2 and then left click on the mouse and drag down to the last row of data (so data in the first column are highlighted).

|    | A         | B          | C                         | D                | E                 | F                | G                               |
|----|-----------|------------|---------------------------|------------------|-------------------|------------------|---------------------------------|
|    | Date      | Split Load | MatreX Transaction Number | Disposal Site    | Waste Type        | Volume (gallons) | Out of Service Area Description |
| 1  |           |            |                           |                  |                   |                  |                                 |
| 2  | 1/8/2024  | No         | 12344                     | Metropolitan LWR | Commercial        | 6000             |                                 |
| 3  | 1/9/2024  | No         | 12345                     | Metropolitan LWR | OSA-Hauled        | 6000             |                                 |
| 4  | 1/15/2024 | No         | 12346                     | Metropolitan LWR | Portable Toilet   | 6000             |                                 |
| 5  | 1/16/2024 | No         | 12347                     | Metropolitan LWR | Industrial        | 6000             |                                 |
| 6  | 1/17/2024 | No         | 12348                     | Fridley LWR      | Domestic Septage  | 6000             |                                 |
| 7  | 2/5/2024  | No         | 12400                     | Metropolitan LWR | Landfill Leachate | 5000             |                                 |
| 8  | 2/6/2024  | No         | 12401                     | Fridley LWR      | Domestic Septage  | 6000             |                                 |
| 9  | 2/7/2024  | No         | 12402                     | Metropolitan LWR | Commercial        | 6000             |                                 |
| 10 | 2/26/2024 | No         | 12405                     | Metropolitan LWR | Holding Tank      | 6000             |                                 |
| 11 |           |            |                           |                  |                   |                  |                                 |
| 12 |           |            |                           |                  |                   |                  |                                 |

- Scroll to the right so the cells are highlighted from column A to P. Column A row 2 down to the last row of data in column P should be highlighted. Right click on the mouse and click “Copy”.

|    | I                        | J                            | K                                               | L                            | M                      | N                      | O                | P          | Q |
|----|--------------------------|------------------------------|-------------------------------------------------|------------------------------|------------------------|------------------------|------------------|------------|---|
|    | Commercial Business Name | Commercial Waste Description | Name of Industry (Industrial Hauled Loads Only) | Industrial Waste Description | Approval/Permit Number | Landfill Permit Number | Failed or Frozen | Load Notes |   |
| 1  |                          |                              |                                                 |                              |                        |                        |                  |            |   |
| 2  | 55127                    | Paul Bunyan Eatery           | Restaurant Grease Trap                          |                              |                        |                        |                  |            |   |
| 3  | 15802                    |                              |                                                 |                              |                        |                        |                  |            |   |
| 4  |                          |                              |                                                 |                              |                        |                        |                  |            |   |
| 5  | 455379                   |                              | Roofs Are US                                    | Trap cleaning                | 4567                   |                        |                  |            |   |
| 6  |                          |                              |                                                 |                              |                        |                        |                  |            |   |
| 7  |                          |                              |                                                 |                              |                        | 2001                   |                  |            |   |
| 8  |                          |                              |                                                 |                              |                        |                        |                  |            |   |
| 9  |                          |                              |                                                 |                              |                        |                        |                  |            |   |
| 10 | 455311                   |                              |                                                 |                              |                        |                        |                  |            |   |
| 11 |                          |                              |                                                 |                              |                        |                        |                  |            |   |
| 12 |                          |                              |                                                 |                              |                        |                        |                  |            |   |

- Go to the Liquid Waste Hauler Discharge Report and click on the blue link that says “Show/Hide Copy and Paste).

Total Volume of Liquid Waste Discharged into the Disposal Systems during the Reporting Period

| Disposal Site                                | Waste Type | Volume | Unit |
|----------------------------------------------|------------|--------|------|
| <b>Add New Record</b>                        |            |        |      |
| (Show/Hide Copy and Paste)                   |            |        |      |
| Metropolitan LWR Total Volume:               |            | 0      |      |
| Fridley LWR Total Volume:                    |            | 0      |      |
| Blue Lake LWR Total Volume:                  |            | 0      |      |
| Seneca LWR Total Volume:                     |            | 0      |      |
| Empire LWR Total Volume:                     |            | 0      |      |
| 3rd and Commercial Total Volume:             |            | 0      |      |
| <b>Calculate Total Disposal Site Volumes</b> |            |        |      |

- Click in this box.

Total Volume of Liquid Waste Discharged into the Disposal Systems during the Reporting Period

| Disposal Site                   | Waste Type | Volume | Unit |
|---------------------------------|------------|--------|------|
| <b>Add New Record</b>           |            |        |      |
| (Show/Hide Copy and Paste)      |            |        |      |
| FILL FORM USING COPY AND PASTE: |            |        |      |
|                                 |            |        |      |
| <b>Update Data</b>              |            |        |      |

- Right click on the mouse and click “Paste”.

| (Show/Hide Copy and Paste)      |    |       |                  |                   |      |                                        |              |               |      |
|---------------------------------|----|-------|------------------|-------------------|------|----------------------------------------|--------------|---------------|------|
| FILL FORM USING COPY AND PASTE: |    |       |                  |                   |      |                                        |              |               |      |
| 1/15/2024                       | No | 12346 | Metropolitan LWR | Portable Toilet   | 6000 |                                        |              |               |      |
| 1/16/2024                       | No | 12347 | Metropolitan LWR | Industrial        | 6000 | 986 Commercial Ave, Shakopee, MN 55379 | Roofs Are US | Trap cleaning | 4567 |
| 1/17/2024                       | No | 12348 | Fridley LWR      | Domestic Septage  | 6000 |                                        |              |               |      |
| 2/5/2024                        | No | 12400 | Metropolitan LWR | Landfill Leachate | 5000 |                                        | 2001         |               |      |
| 2/6/2024                        | No | 12401 | Fridley LWR      | Domestic Septage  | 6000 |                                        |              |               |      |
| 2/7/2024                        | No | 12402 | Metropolitan LWR | Commercial        | 6000 |                                        |              |               |      |
| 2/26/2024                       | No | 12405 | Metropolitan LWR | Holding Tank      | 6000 | 8921 Steam Road, Maple Grove, MN 55311 |              |               |      |
| <b>Update Data</b>              |    |       |                  |                   |      |                                        |              |               |      |

- Click the “Update Data” button.  
The total volumes for the reporting period will be populated in the table above. The totals for each disposal site will also be generated.

Data uploaded successfully.

|  | Disposal Site    | Waste Type        | Volume | Unit    |
|--|------------------|-------------------|--------|---------|
|  | Metropolitan LWR | Commercial        | 12000  | Gallons |
|  | Metropolitan LWR | OSA-Hauled        | 6000   | Gallons |
|  | Metropolitan LWR | Portable Toilet   | 6000   | Gallons |
|  | Metropolitan LWR | Industrial        | 6000   | Gallons |
|  | Fridley LWR      | Domestic Septage  | 12000  | Gallons |
|  | Metropolitan LWR | Landfill Leachate | 5000   | Gallons |
|  | Metropolitan LWR | Holding Tank      | 6000   | Gallons |

Add New Record

(Show/Hide Copy and Paste)

Metropolitan LWR Total Volume:

Fridley LWR Total Volume:

Blue Lake LWR Total Volume:

Seneca LWR Total Volume:

Empire LWR Total Volume:

3rd and Commercial Total Volume:

Calculate Total Disposal Site Volumes

Total Reported Volume:

**Note:** If the total volumes for the reporting period do not populate in the table, scroll up to the top of the page to see what the warning message says. You may need to make corrections to the LWH Load Tracker template and the validation message will tell you what is missing. If corrections are needed, you will need to redo the copy and paste from the excel file. When you go to paste the data into the box you will see the data that was pasted previously. Please erase all the data in the box first and then paste updated data into the box. Then click the Update Data button.

Click the “Calculate Total Disposal Site Volumes” button to get a final total volume for the reporting period.

### Step 3: Answer additional questions

★ 1. Have there been any significant changes in your business or operations during this reporting period? ☐ Yes ☒ No

★ 2. I certify that all reported volume information is accurate. ☐ Yes ☒ No

Answer question #1 and respond to certification statement #2 using the radio buttons. 1) If “Yes” is selected, a box will be provided for you to enter in a description of the signification changes that occurred during the reporting period. 2) If “No” is selected, a box will be provided for you to enter in a reason for the volume information not being accurate.

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

### General Report Comments and Explanation

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 **Liquid Waste Hauler Discharge Report**.

You will need to provide information on the individual loads hauled during the reporting period. If you use the LWH Load Tracker template, you will need to attach the file to your report.

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

### Attachment

The maximum file size allowed is 10MB. Please make sure the file you want to upload is smaller than 10MB.

 **Liquid Waste Hauler Load Tracker** *(Optional)*  
Please attach this reporting periods Liquid Waste Hauler Load Tracker excel file. Please consult your MCES permit staff if you need help. ☐ Online ☐ Mail ☐ Other ☐ N/A

 **Supporting Documents** *(Optional)*  
Please consult your permit document for any required attachments. ☐ Online ☐ Mail ☐ Other ☐ N/A

Exit

Save

Previous

Next

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

### Attachment

The maximum file size allowed is 10MB. Please make sure the file you want to upload is smaller than 10MB.

 **Liquid Waste Hauler Load Tracker** *(Optional)*  
Please attach this reporting periods Liquid Waste Hauler Load Tracker excel file. Please consult your MCES permit staff if you need help. ☒ Online ☐ Mail ☐ Other ☐ N/A

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

Attachment description:



 **Supporting Documents** *(Optional)*  
Please consult your permit document for any required attachments. ☐ Online ☐ Mail ☐ Other ☐ N/A

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

Click on the “**Save**” button before proceeding to the next page.

### 3. Validation

The **Liquid Waste Hauler Discharge Report** must pass the system validation before submission.

 • In form LWH Discharge Report:  
• Please click Calculate Total Disposal Site Volume

**Application Form(s) Summary**

Click on the [hyperlinks](#) below to return to a specific section of the online form  
Click on the PDF  [hyperlink](#) below to open/save/print the PDF form

 [LWH Discharge Report](#)  [Preview My Submittal](#)

 [Basic Information](#)  
 [General Comments](#)

**Attachment(s) Summary**

 [Liquid Waste Hauler Load Tracker](#)  
 [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 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**

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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.

[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 4-digit PIN number in the appropriate boxes.

If you forgot your security question answers 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 **Liquid Waste Hauler Discharge Report**.

## Copy of Record

After submitting the Liquid Waste Hauler Discharge Report, 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](#)

Submittal ID: **6169**

### Submitted By:

Jane Doe  
455 Etna Street  
St Paul, MN 55101  
651-602-4789

### Owner Info:

Jane Doe  
455 Etna Street  
St Paul, MN 55101  
651-602-4789

Submitted on: 4/2/2018 4:19:22 PM

### Form Detail

- LWH Discharge Report

### Attachment Detail

#### Excel File with Individual Hauled Loads (Required) -- Online

- BlankExcelTestFile.xlsx

#### Liquid Waste Hauler Summary Report (PDF) (Required) -- Online

- #4001-P180313-180301-Permit.pdf

#### 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 fruit?

## 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 background shows a table of 'Upcoming Submittal Obligations' with 25 items.

| 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 'Submittal List' search interface with various filters and a table of results.

**Submittal List**

1 - 3 of 3 Item(s)

| Detail               | Submittal Information                                                                                                                    | Submitted Date      | Review Status             | Facility Information | Monitoring Period       | Due Date |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------|---------------------------|----------------------|-------------------------|----------|
| <a href="#">View</a> | <b>6180 - Liquid Waste Hauler Discharge Report</b><br>Department Type: REPORT<br>Program Type: LWH<br>Form Type: LWH<br>PermitNo.: #4000 | 04/03/2018 15:55 PM | <b>Complete Submittal</b> | ##TEST - LWH ALC     | 10/01/2015 ~ 12/31/2015 |          |

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

[Back to Search](#)

  
Complete Submittal

( 6169 ) Liquid Waste Hauler Discharge Report  
Submitted on: 4/2/2018 4:19:22 PM ( Timespan: 0 Business Days)  
Facility: ##TEST - LWH ALC  
Address: 11 TEST Lane , ST PAUL, MN 55101  
Owner: Ashley Corbeille

Form Type: LWH  
Permit#: #4000  
Monitoring Period: 04/01/2015 ~ 06/30/2015  
Due Date:  
Required Documents: 2 ( Non-Review: 2 )

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: 6169

App Name: Liquid Waste Hauler Discharge Report

Submitted Date: 4/2/2018 4:19:22 PM

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

Review Status: Complete Submittal

**Application Form(s) Detail**

 Online LWH Discharge Report  LWH Discharge Report - 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 “Edit Pending Submittals.”

**MCES Industrial Online Reporting**

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

**Start a New Submittal**  
 Apply New Submittal  
 Submit New Submittal

**Message Center**  
 Submittals  
 45 Recent submittals  
 0 payments  
 Permits/Licenses  
 No message  
 Inspections  
 No message

**Begin Submittal**  
 Start a New Submittal  
 Apply new submittal  
 My Favorite Submittal Types  
 My favorite submittal type list  
**Edit Pending Submittals**  
 Edit unfinished submittal  
 Track Submittal

**Upcoming Submittal Obligations**  
 29 item(s)

| 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 -             | 01/20/2016 | Over     |             |

Use the search criteria to locate the **Liquid Waste Hauler Discharge Report** 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   |
|--------|------|----------------------------------------------------------------------------------------------------------------------------------------|------------------|--------------------------------------|------------------|-------------------------|------------|--------|---------------------|
|        |      | <b>6162 - Liquid Waste Hauler Discharge Report</b><br>Department Type: REPORT<br>Program Type: LWH<br>PermitNo.: #4000<br>Status: Open | ##TEST - LWH ALC | Liquid Waste Hauler Discharge Report |                  | 04/01/2015 ~ 06/30/2015 | 07/31/2015 | Open   | 04/02/2018 15:32 PM |

To open up the unfinished submittal, click on the button in the “Edit” button (pencil and paper icon). Proceed to the **Completing the Liquid Waste Hauler Discharge Report** section.

## Editing a Complete 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 the cursor over the “Submittal” tab and select “**Manage Submitted Cases.**”

The screenshot shows the MCES Industrial Online Reporting system. The 'Submittal' tab is active, and the 'Manage Submitted Cases' option is selected from the dropdown menu. The main area displays a table of submittals with the following columns: Facility, Submittal Type, Monitoring Point, Application Category, Monitoring Period, Due Date, Status, and Submit Date. The table shows 12 items, all with a status of 'Over Due'.

| 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.

The screenshot shows the search criteria form in the MCES Industrial Online Reporting system. The form includes fields for Submittal ID, Submittal Status (All), Submitted Date, Category (Report), Department (All), Program (All), Submittal Type (Liquid Waste Hauler Discharge Report), Facility Name (All), Permit Number (All), Monitoring Period, Report Due Date, and Request for (Search).

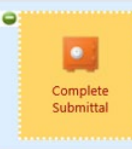
### Submittal List

1 - 3 of 3 item(s)

| Detail               | Submittal Information                                                                                                                    | Submitted Date      | Review Status      | Facility Information | Monitoring Period       | Due Date |
|----------------------|------------------------------------------------------------------------------------------------------------------------------------------|---------------------|--------------------|----------------------|-------------------------|----------|
| <a href="#">View</a> | <b>6180 - Liquid Waste Hauler Discharge Report</b><br>Department Type: REPORT<br>Program Type: LWH<br>Form Type: LWH<br>PermitNo.: #4000 | 04/03/2018 15:55 PM | Complete Submittal | ##TEST - LWH ALC     | 10/01/2015 ~ 12/31/2015 |          |

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

[Back to Search](#)



( 6169 ) Liquid Waste Hauler Discharge Report

Submitted on: 4/2/2018 4:19:22 PM ( Timespan: 0 Business Days)

Facility: ##TEST - LWH ALC

Address: 11 TEST Lane , ST PAUL, MN 55101

Owner: Ashley Corbeille

Form Type: LWH

Permit#: #4000

Monitoring Period: 04/01/2015 ~ 06/30/2015

Due Date:

Required Documents: 2 ( Non-Review: 2 )

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: **6169**

App Name: **Liquid Waste Hauler Discharge Report**

Submitted Date: **4/2/2018 4:19:22 PM**

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

Review Status: **Complete Submittal**

---

**Application Form(s) Detail**

 [Online LWH Discharge Report](#)  [LWH Discharge Report - Form View](#)

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**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.

## Questions?

If you have questions, please call the Industrial Online Reporting Helpline at 651.602.4789 or send an email to [IndustrialOnlineReporting@metc.state.mn.us](mailto:IndustrialOnlineReporting@metc.state.mn.us)