

# Introduction to MiWaters for Facilities under the CAFO Permit

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# About Us

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# MiWaters

MiWaters is an integrated software solution that provides tracking, management, inquiry, and reporting of Michigan Department of Environmental Quality (MDEQ), Water Resources Division (WRD) Program Data.



# MiWaters

In planning and development for 4+ years (prior to WRD)

- Took over 2 years just to get to put out a Request for Proposal
- Our consultants have been on board since June 2013

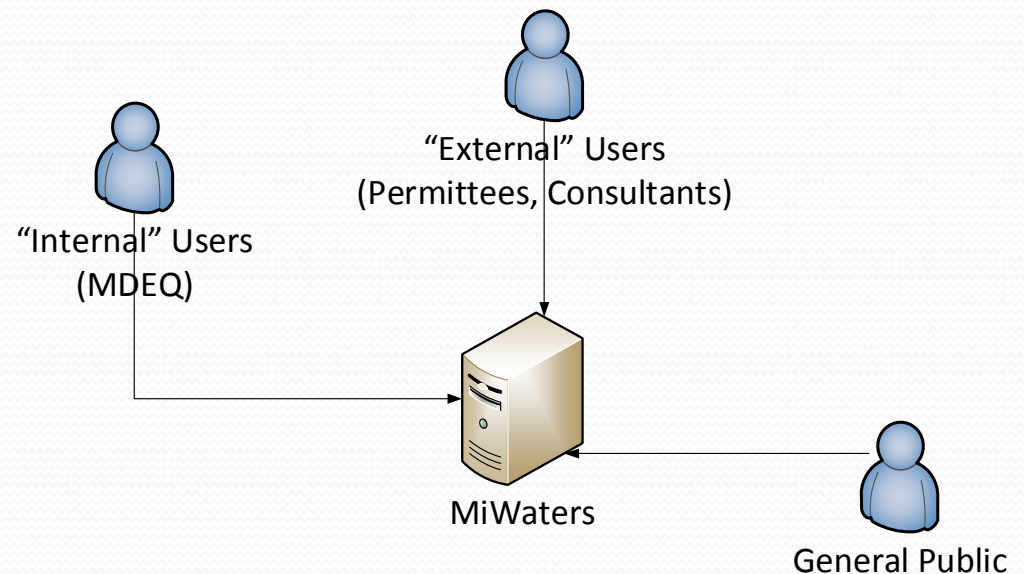
Replaces 25+ databases

Includes 5 permitting programs

- National Pollutant Discharge Elimination System (NPDES)
- Groundwater Discharge
- Part 41 Construction
- Aquatic Nuisance Control (ANC)
- Land/Water Interface (Wetlands, Lakes & Streams, Great Lakes)

# MiWaters Functional Overview

- **Web-Based Solution**
- **Accessed by**
  - **MDEQ WRD Staff**
  - **Registered “External” Users**
  - **General Public**





# MiWaters

It benefits regulated stakeholders by letting you:

- Manage your accounts.
- Submit applications electronically, follow the change in status.
- Submit permit required reports electronically.
- Be reminded of upcoming schedules of compliance.
- Have access to historic submissions (applications, reports, etc.).
- Be able to view violations.



# MiWaters

## Topics for Today:

- Establishing an Account
- Maintaining Your Profile
- Becoming Associated with Your Site
- Inviting Another Person to View or Manage Your Site Information
- Finding an Application or Request to Submit
- Submitting an Application
- Submitting a Report Required by Your Permit (Annual Report)
- Viewing Information Related to Your Site
- Transition into MiWaters



# MiWaters

## Establishing an Account

- Go to the MiWaters website, click on the “Create an Account” button
- Enter all the required information, click Save.
- MiWaters will provide a confirmation message.
- Respond to the e-mail sent to the e-mail address you supplied.
- MiWaters will provide a message stating that your account has been activated.
- You’ll now be able to log into MiWaters.





# MiWaters

Melissa,

Welcome to the MDEQ MiWaters Information System. You have successfully created a new MiWaters account.

Your user name is: [REDACTED]

Please click on the link below or copy and paste it into your browser to verify your request:

<https://miwaters.windsorsolutions.biz/beta/#/validateexternaluser?token=D8A4293D866F14C5BB15F04BBDD092ED>

If you have not requested to register an account, or if you are having difficulty accessing or using the system please contact us.

Thank you,

Water Resources Division - Michigan Department of Environmental Quality



# MiWaters

## Maintaining Your Profile

- Log into MiWaters.
- Hover the mouse over your name in the upper right.
- Your name changes to Profile and Settings.
- Review and change information.
- Click Save.
- Update notification preferences.
- Contact the MDEQ to update email address.



# General Site Navigation

- [Contacts](#)
- [DEQ Home](#)
- [About](#)
- [Etc.](#)



# Becoming Associated with Your Site

- Using the verification code (Individual permit holders)
- Being invited by your MDEQ compliance staff



# MiWaters

## Inviting Another Person to View or Manage Your Site Information

- Log into MiWaters.
- Scroll down to “Authorized Users”, select this.
- Select “Invite User to Join”, green button top of screen.
- Fill out the information requested, including role.
- Save.
- Then e-mails are sent out.....



melissa s,

You have been invited by Melissa Schrauben (Admn) at Admn\_schraubenm3@michiganTEST.gov to be associated to site [REDACTED] CAFO' with a role of 'Administrator' in the DEQ MiWaters Information System.

Click the link below or copy and paste the link into your web browser to accept the invitation:

<https://miwaters.windsorsolutions.biz/beta/#/acceptinvite?token=DAFCE129CFB32B84285309EAB3727250>

Thank you,

Water Resources Division - Michigan Department of Environmental Quality



# Certifier Status

- Needed to submit applications, reports, and other items that require a signature.
- Two step process: fill out certifier agreement form and click “request certifier status” button.



# MiWaters

## Finding an Application or Request to Submit

- Finding the CAFO application – new permit
- Finding the CAFO Application - Reissuance





# MiWaters

## Submitting an Application or Request

- Start with the application we found.
- Click the “Begin Submission” button on far right.
- Next screen describes application you selected.
- Click “Begin Form Entry” in the upper left.
- Next screen is the start of the electronic application record.
- **Please** refer to online tutorials or step-by-step instructions for detailed information. There’s a lot of information, and it’s not always intuitive.



# MiWaters

## Submitting a Report Required by Your Permit (Annual Report)

- MiWaters will send notifications to account holders of upcoming obligations for reporting.
- Go to “App, Requests and Reports.”
- Select Compliance Reports.
- Find the report of interest, then select Begin Submittal.
- Click “Begin Form Entry” in the upper left corner.
- Follow the instructions.



# MiWaters

## Viewing Information Related to Your Site

- Notifications.
- Site Information - Details, Site Plan, Contacts (at the site level), and Related Sites.
- Applications, Requests and Reports.
- Permits – a list of all permits, but you can initiate an action on your current permit from here.
- Compliance and Enforcement Actions – a list of actions taken by the MDEQ.
- Violations
  - A list of violations is provided. Review this list occasionally.
  - MiWaters will automatically generate some violations.



# MiWaters

## Viewing Information Related to Your Site (cont'd)

- Financials
  - Is a listing of all financial obligations and whether you met that obligation.
  - Expect to see application fees, annual permit fees, and penalties required by an enforcement order.
  - Note that fees paid prior to implementation of MiWaters will not show. But if you have an unpaid obligation, that should be migrated into MiWaters.
  - You should be able to initiate payment of the fee from this page.
- Documents A listing of all public documents that the MDEQ has is provided here
- Authorized Users – discussed in another session.



# Land Application Sites - Future

- We will eventually be moving toward having each field created as its own separate site in MiWaters.
- When this time comes, there will also be a Naming Convention for field names
- We will contact you when the time comes, as we will need to get information from you.



# MiWaters

We established a webpage for updating the public on MiWaters: [www.michigan.gov/miwaters](http://www.michigan.gov/miwaters)

The website above also contains tutorial videos about many of the actions we watched today.

A CAFO staff map can be located at the DEQ – CAFO website



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