

Navigating MiWaters for Aquatic Nuisance Control Permit Applicants

September 17, 2015

Aquatic Nuisance Control Program

Water Resources Division

Michigan Department of Environmental Quality

deq-wrd-anc@michigan.gov

517-284-5593

www.michigan.gov/anc



Webinar process

- James Ostrowski of the DEQ Office of Environmental Assistance is moderating this webinar.
- You may submit written questions at any time. They will be addressed during several pauses in this presentation.
- A recording of this webinar will be posted on the DEQ web site.



Introduction and Overview

- Basic overview of MiWaters
- Creating an account and entering verification codes
- Account maintenance and inviting users
- Certifier agreement form
- Submitting a permit application
- Permit reporting submittals (treatment reports and other submittals)
- Q & A



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

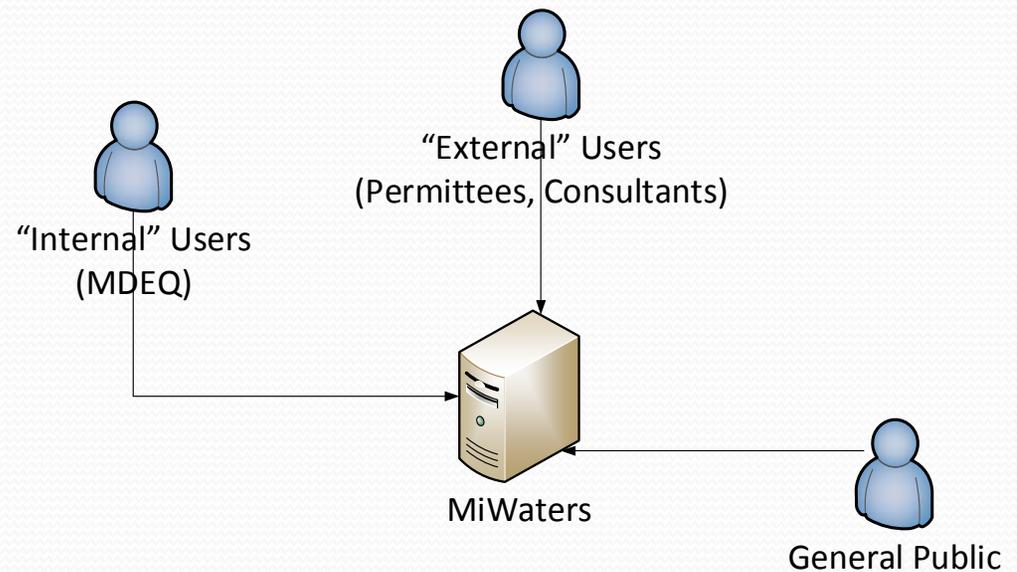
Replaces 25+ databases

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 the MDEQ as follows:

- Replaces many aging systems that do not meet today's needs.
- Provides a consistent method for processing applications for permits.
- Streamlines data collection.
- Lets us put more data on the Web for public access.

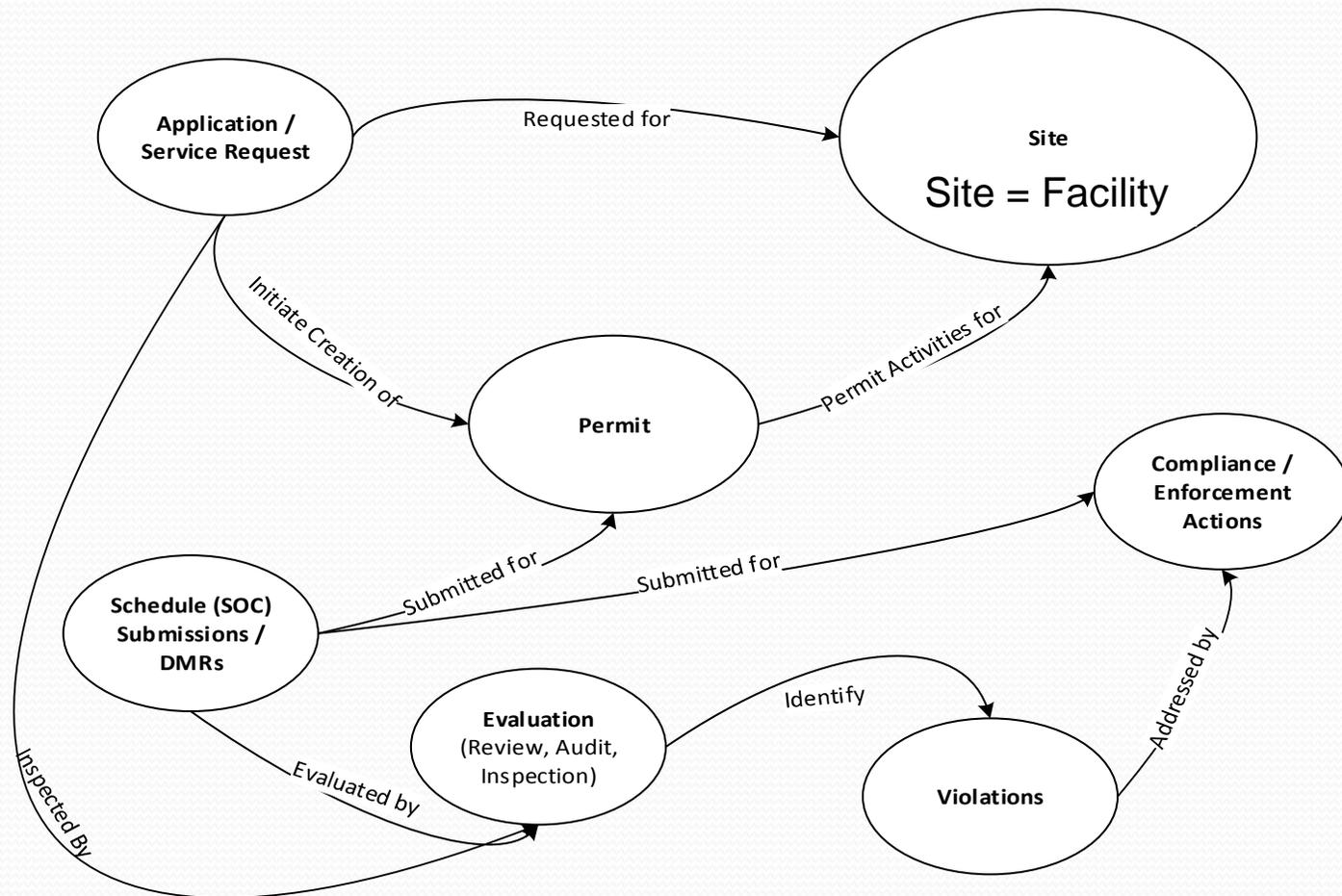


MiWaters

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 compliance and enforcement history, if any.

MiWaters Functional Overview



Questions on MiWaters Functional Overview

[Home](#) [About](#) [Contact](#)

MiWaters Water Resources Information and Forms

MiWaters – Water Resources Information and Forms

Create and manage **Permit Applications** and **Service Requests**

Why Create a MiWaters Account?

If you are planning on any of the following:

... Building on a sensitive area, such as a **dune** or a **wetland**?

... **Discharging wastewater** of any kind?

... Applying **pesticides** to a **water body**?

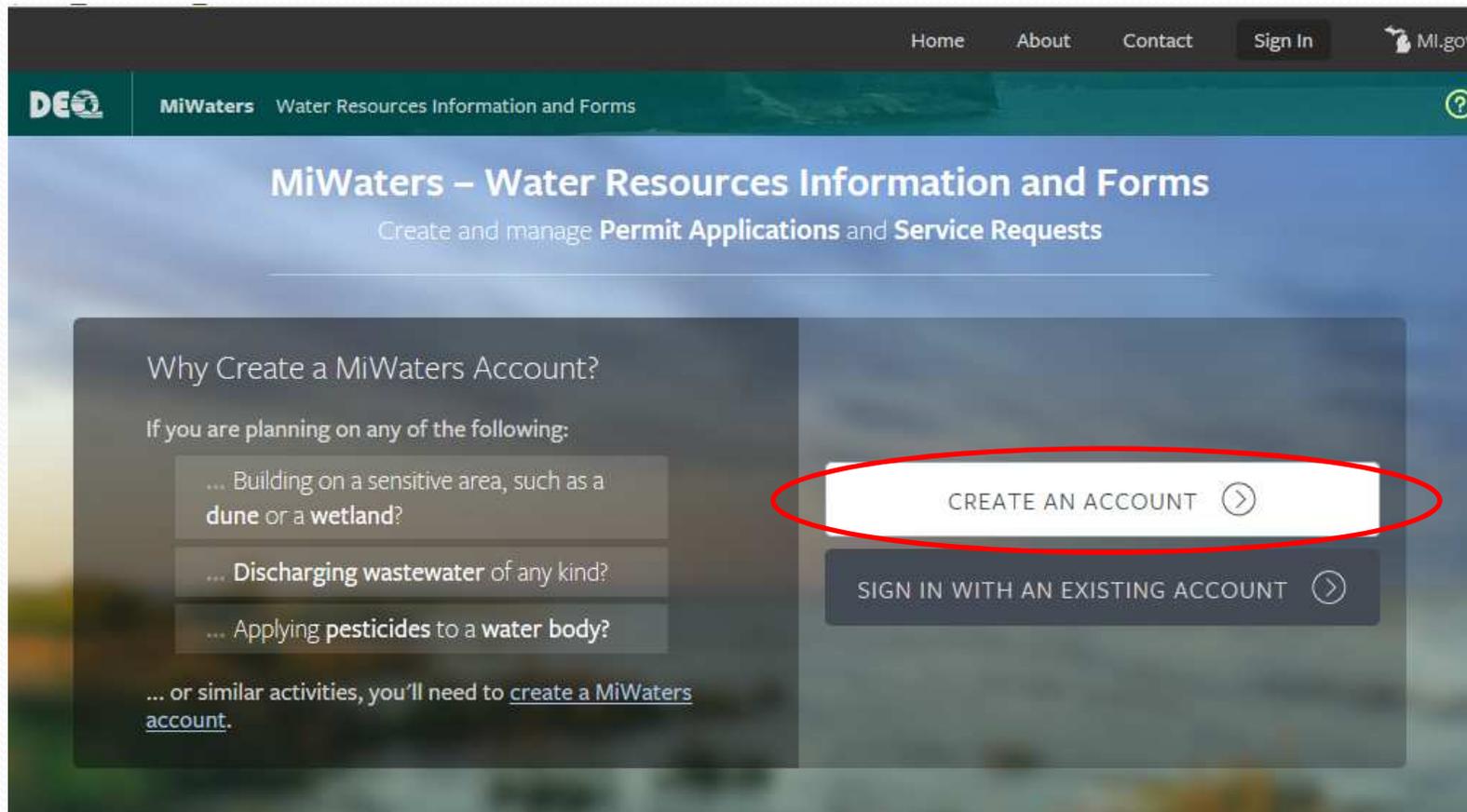
... or similar activities, you'll need to [create a MiWaters account](#).

CREATE AN ACCOUNT >

SIGN IN WITH AN EXISTING ACCOUNT >

Establishing an Account

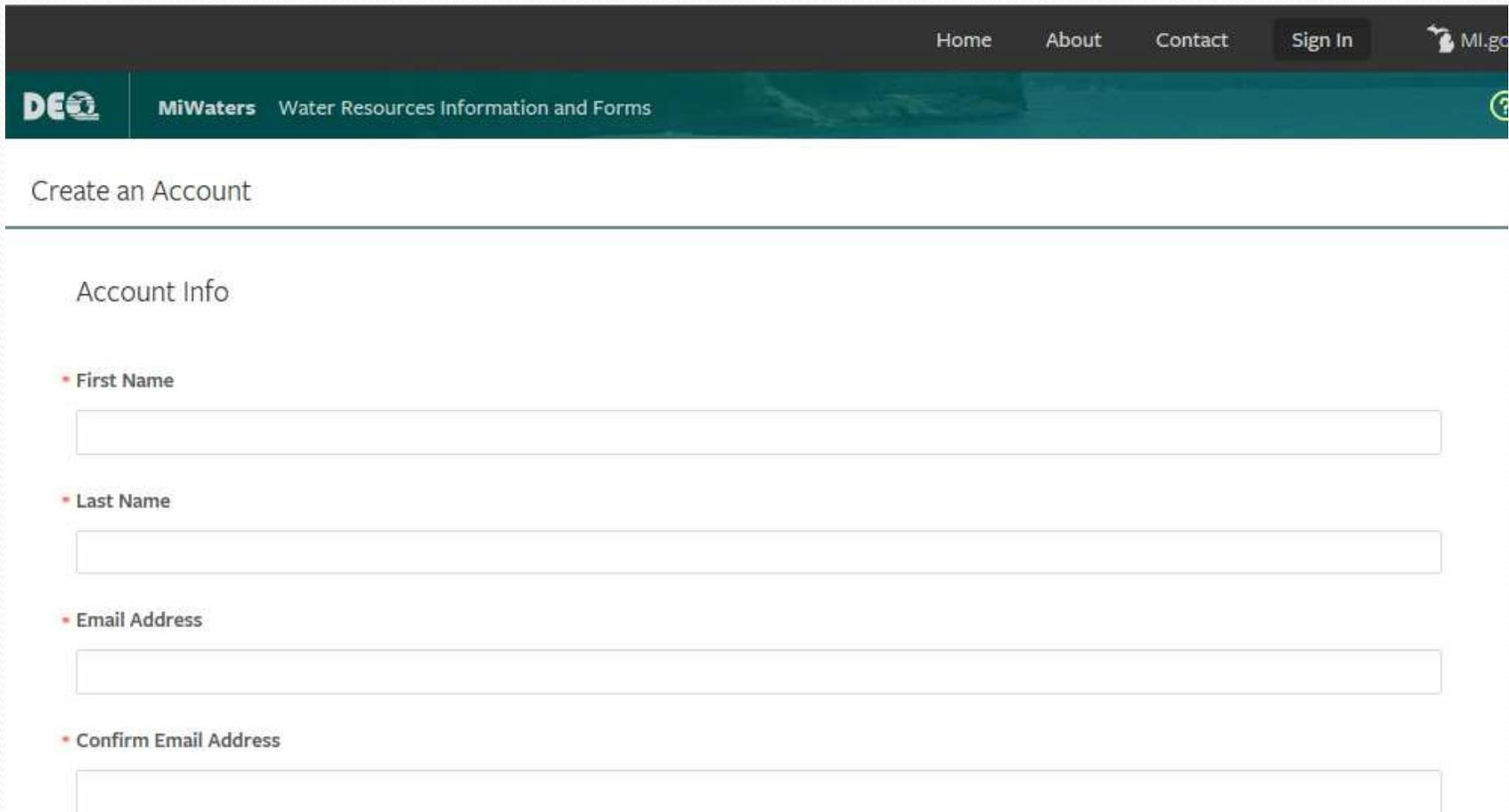
- Go to the MiWaters website <https://miwaters.deq.state.mi.us>
- Click on the “Create an Account” button



The screenshot displays the MiWaters website interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign In, along with a Michigan state logo and 'MI.gov'. Below this is a dark green header with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. The main content area features the title 'MiWaters – Water Resources Information and Forms' and the subtitle 'Create and manage Permit Applications and Service Requests'. A central panel contains the heading 'Why Create a MiWaters Account?' followed by the text 'If you are planning on any of the following:'. Three bullet points are listed: '... Building on a sensitive area, such as a dune or a wetland?', '... Discharging wastewater of any kind?', and '... Applying pesticides to a water body?'. Below these is the text '... or similar activities, you'll need to create a MiWaters account.' To the right of this text are two buttons: 'CREATE AN ACCOUNT' and 'SIGN IN WITH AN EXISTING ACCOUNT'. The 'CREATE AN ACCOUNT' button is circled in red.

Establishing an Account

- Enter the required information, click Create Account.



The screenshot shows the 'Create an Account' form on the DEQ MiWaters website. The page has a dark blue header with navigation links: Home, About, Contact, Sign In, and a Michigan state icon with 'MI.gov'. Below the header is a green banner with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. The main content area is white and titled 'Create an Account'. Underneath, there is a section labeled 'Account Info' with four required fields, each marked with a red asterisk: 'First Name', 'Last Name', 'Email Address', and 'Confirm Email Address'. Each field is represented by a white rectangular input box.

Home About Contact Sign In MI.gov

DEQ MiWaters Water Resources Information and Forms

Create an Account

Account Info

- First Name
- Last Name
- Email Address
- Confirm Email Address

Establishing an Account

Create an Account

• Password

• Confirm Password

Phone Number

Extension

Organization or Company Name

Create Account

Cancel



✓ Your account has been created.

A verification email has been sent to the address you provided and should arrive momentarily.

To complete your registration simply follow the link included in the verification email.

Establishing an Account

- MiWaters will send an Account Confirmation message to your email account.

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

Your user name is:

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

<https://miwaters.deq.state.mi.us/miwaters#/validateexternaluser?token=1D82BC689E9936C8A621EACEF2491C56>

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

This is an automated email sent by the MiWaters system.

Thank you,

Water Resources Division - Michigan Department of Environmental Quality

- Click on the link provided in the MiWaters Account Confirmation email message. You will be sent to the MiWaters log in page.

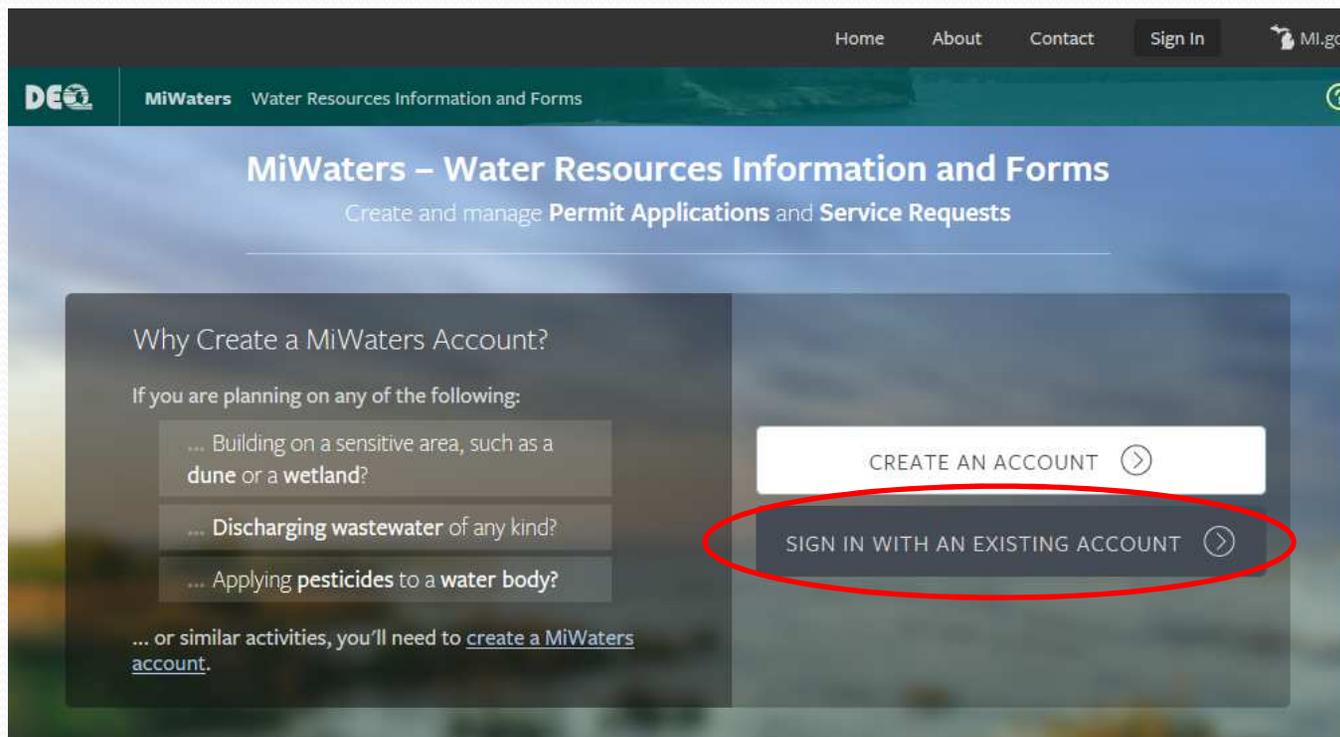


Establishing an Account

- MiWaters will provide a message stating that your account has been activated.
- You'll now be able to log in to MiWaters.

Establishing an Account

- Click the “SIGN IN” button on the verification popup **OR** gain access to your MiWaters account later by selecting “SIGN IN WITH AN EXISTING ACCOUNT” on the MiWaters Home Screen.





Establishing an Account

- Upon logging in for the first time, you must select and answer 5 security questions.
- The “Save” button turns green when you have selected and answered 5 questions.
- Click “Save” to finish the process of first log in.

Verification Codes

- Verification codes establish the administrator status for currently permitted waterbodies and treatment sites.
- During the week of July 13, the WRD sent letters to ANC permittees containing instructions for setting up an administrator's account in MiWaters and entering the unique "verification code" supplied in the letter to create their administrator rights for each waterbody or treatment site. You may have received an Excel sheet with the verification codes for waterbodies and treatment sites for which you hold a permit.
- Verification codes can be used only one time.



Verification Codes

Site administrator qualifications (“facility” = waterbody or treatment site):

- For a corporation, a principal executive officer of at least the level of vice president; or a designated representative if the representative is responsible for the overall operation of the facility from which the discharge originates;
- For a partnership, a general partner;
- For a sole proprietorship, the proprietor;
- For a municipal, state, or other public facility, either a principal executive officer, the mayor, village president, city or village manager, or other duly authorized employee, or;
- A duly authorized representative such as an individual having responsibility for the overall operation of the regulated facility or activity such as the position of plant manager, operator of a well or a well field, superintendent, position of equivalent responsibility, or an individual having overall responsibility for environmental matters for the facility



Verification Codes

- Verification codes were sent to ANC permittees for pending applications and permits issued as of June 8, 2015
- If you did not receive the administrator's letter, or if you did not receive a verification code for a waterbody or treatment site for which you are permitted, ANC staff can invite you to be an administrator. Contact the ANC program at the general telephone number.

Verification Codes

The screenshot shows the MiWaters website interface. The browser address bar displays <https://miwaters.deq.state.mi.us/miwaters/#/site/home>. The page header includes navigation links for Home, About, Contact, and Sign Out, along with the user name Jaimee Conroy. The main content area is titled "Welcome to MiWaters" and contains several sections: "Getting Started", "Finding and Submitting Applications and Requests", "Managing Information for an Existing Facility, Project, or Site" (highlighted with a red rounded rectangle), and "Getting Help". The "Managing Information..." section explains that users affiliated with existing facilities can be granted access through three methods: direct contact with the facility administrator, entering a verification code provided by mail, or contacting support if no active manager is present. It also notes that new sites are created after submitting an application or service request form.

DEQ MiWaters Water Resources Information and Forms

Home About Contact Sign Out MI.gov

Jaimee Conroy

Welcome to MiWaters

Getting Started

MiWaters is a one-stop portal for submitting permit applications and service requests to DEQ's Water Resources Division.

Once you or your organization has been issued a permit you can submit required reports or request changes to your permit here.

Finding and Submitting Applications and Requests

Begin by **browsing the available application, service request and report forms**. Once the desired form is located, you can fill it out, submit it, and track it here.

Managing Information for an Existing Facility, Project, or Site

If you are affiliated with an existing facility, project, or site that has had DEQ involvement, your MiWaters account can be granted access to the site in one of the following ways:

- Contact the facility directly and ask the designated MiWaters account administrator to invite you to join the site.
- **Enter a Verification Code** provided by mail from DEQ
- If the site does not currently have an active account manager, contact MiWaters support to learn how to set up a site account.

If your facility, project or site has not yet had DEQ involvement, your site will be created after you **fill out and submit an application or service request** form and DEQ has begun processing it.

Getting Help

Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance click the Contact link in the page header for additional support.

MI.gov Home MiWaters Home Contact Policies Copyright 2015 State of Michigan

1:23 PM 9/15/2015

Verification Codes

The screenshot shows a web browser window displaying the MiWaters user profile page. The browser address bar shows the URL <https://miwaters.deq.state.mi.us/miwaters/#/useradm>. The page title is "MiWaters - Profile Sites".

The page header includes navigation links: Home, About, Contact, Sign Out, and MI.gov. The user is logged in as "Jaimee Conroy".

The main content area is titled "User Profile" and shows the user's name "Jaimee Conroy". Below this, there are two tabs: "Details" and "Sites". The "Sites" tab is active, displaying a table of sites:

Site Name	Role	User	Actions
WB-996-1: Lakeview Business Center Pond Professional Lake Management	Administrator	Jaimee Conroy (jaimeec@plmcorp.net)	Hide Show
WB-996-1: Lincoln Lake: Professional Lake Management	Administrator	Jaimee Conroy (jaimeec@plmcorp.net)	Hide Show

Below the table, there is a section titled "Site Account Verification". It contains the following text: "If DEQ has provided you a verification code, enter it below to associate your user account with the site." Below this text is a text input field labeled "Verification Code" and a "Submit" button.

The footer of the page includes links to "MI.gov Home", "MiWaters Home", "Contact", "Policies", and "Copyright 2015 State of Michigan".



Questions about Creating an account and entering verification codes

The screenshot displays the MiWaters website interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign In. Below this, a header section reads "MiWaters – Water Resources Information and Forms" and "Create and manage Permit Applications and Service Requests".

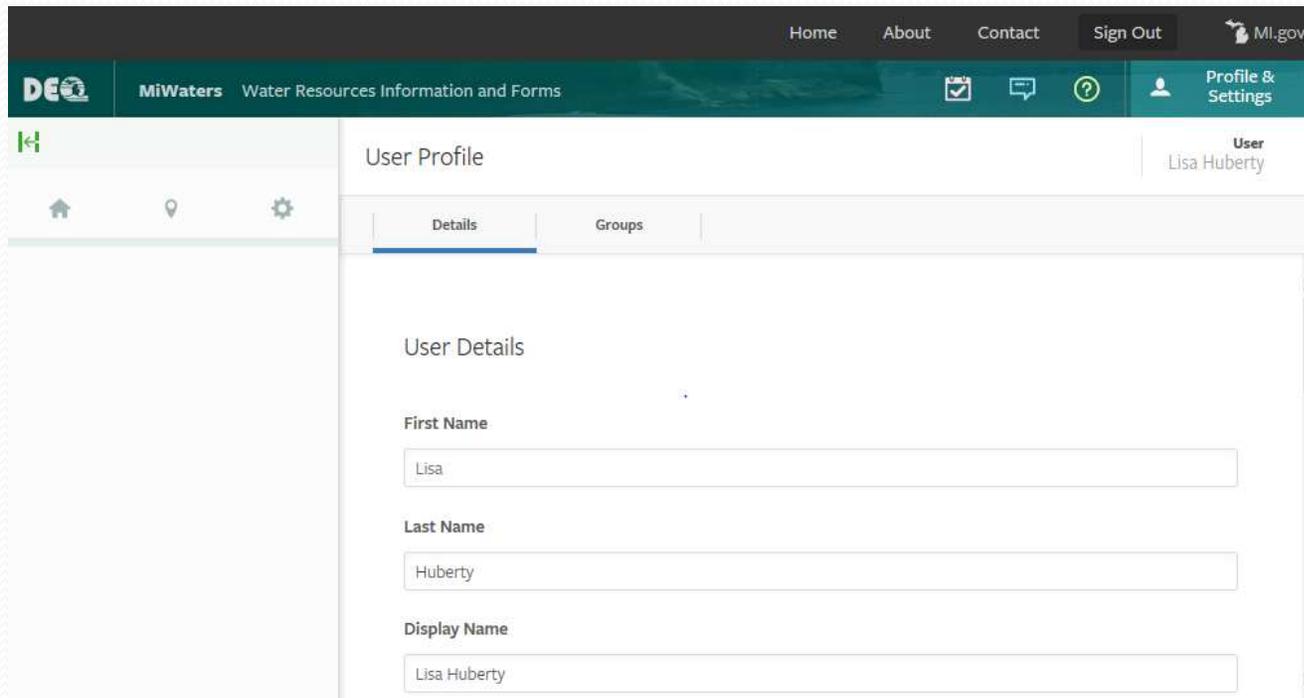
A central panel titled "Why Create a MiWaters Account?" lists scenarios where an account is needed: building on sensitive areas, discharging wastewater, and applying pesticides. Below this list are two buttons: "CREATE AN ACCOUNT" and "SIGN IN WITH AN EXISTING ACCOUNT".

The main content area includes a sidebar with navigation links: Apps, Requests and Reports; Permits; Compliance and Enforcement Actions; Violations; Financials; and Documents. The main text area discusses "Managing Information for an Existing Facility, Project, or Site" and provides instructions on how to get help.

At the bottom of the page, there is a footer with links for Mi.gov Home, MiWaters Home, Contact, Policies, and Copyright 2015 State of Michigan. The Windows taskbar at the very bottom shows the system clock as 1:23 PM on 9/15/2015.

Maintaining Your Profile

- Log in to MiWaters.
- Hover the mouse over your name in the upper right.
- Your name changes to Profile and Settings. Click.



The screenshot displays the MiWaters web application interface. At the top, a dark navigation bar contains links for Home, About, Contact, and Sign Out, along with a Michigan state icon and the text 'MI.gov'. Below this, a teal banner features the DEQ logo, the text 'MiWaters Water Resources Information and Forms', and icons for a calendar, chat, and help. A user profile dropdown menu is open, showing 'Profile & Settings' as the selected option. The main content area is titled 'User Profile' and shows the user's name as 'User Lisa Huberty'. Below this, there are tabs for 'Details' and 'Groups'. The 'Details' tab is active, displaying a 'User Details' section with three input fields: 'First Name' (containing 'Lisa'), 'Last Name' (containing 'Huberty'), and 'Display Name' (containing 'Lisa Huberty'). A blue arrow points from the third bullet point in the list above to the 'Profile & Settings' menu item in the screenshot.

Maintaining Your Profile

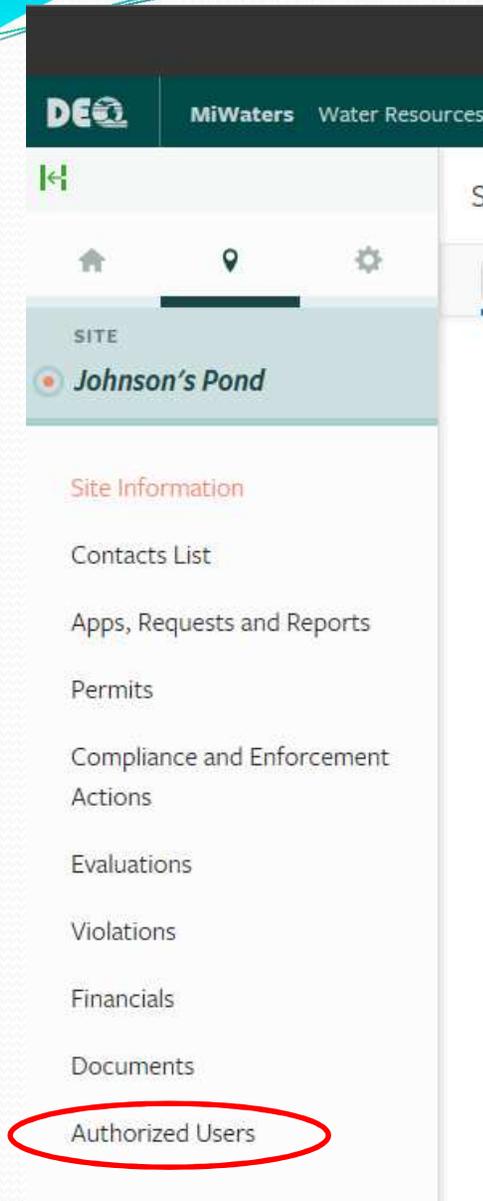
The screenshot displays the MiWaters web application interface. At the top, a dark navigation bar contains links for Home, About, Contact, and Sign Out, along with the MI.gov logo. Below this, a teal header bar features the DEQ logo, the text 'MiWaters Water Resources Information and Forms', and user information for Lisa Huberty. A left-hand sidebar menu lists various application sections: My Tasks, Notifications, Apps/Requests - Inbox, Apps/Requests - All, Permits, Compliance and Enforcement, Evaluations, Financial Instruments, and Conservation Easements. The main content area is titled 'Inspection Plans' and includes a search bar with a 'Search' button and a refresh icon. The footer contains links to MI.gov Home, MiWaters Home, Contact, Policies, and a copyright notice for 2015 State of Michigan.



Maintaining Your Profile

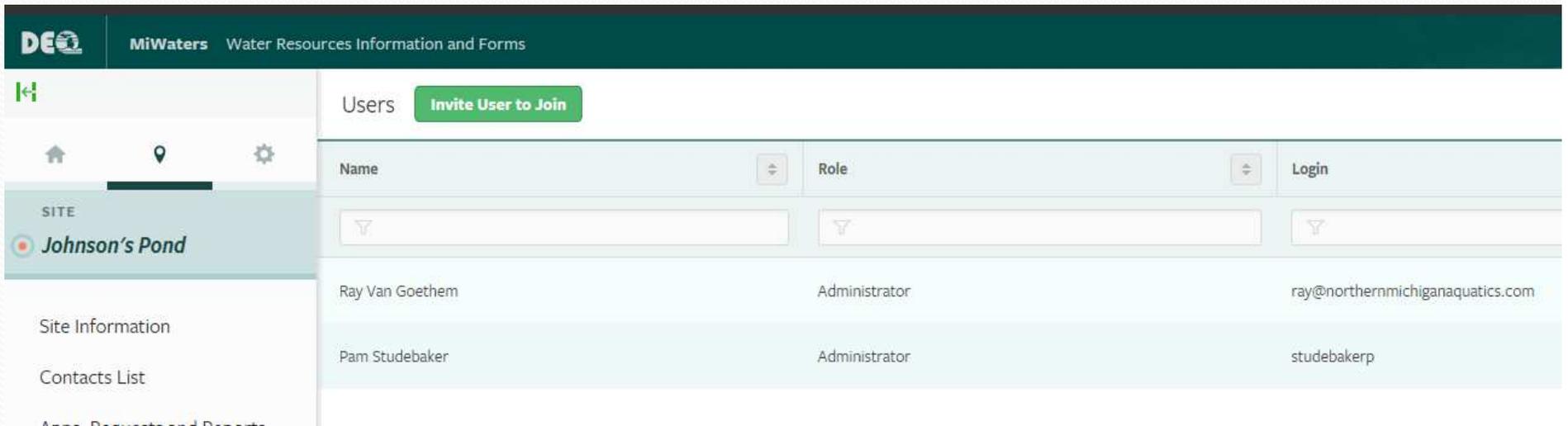
- Review and change profile information.
- Update notification preferences.
- Click Save.
- Contact the MDEQ to update email address.

Inviting Other Users



- Invite collaborators to Site
 - Lake management consultant
 - Government entity
 - Non-governmental organization
 - Customer
- Log in to MiWaters
- Select a Site from the Site drop down
- Scroll down and select “Authorized Users”

Inviting Other Users



The screenshot displays the 'Users' management interface in the MiWaters application. At the top left, the 'DEQ' logo and 'MiWaters Water Resources Information and Forms' are visible. The main header shows 'Users' and a prominent green 'Invite User to Join' button. Below this, there are three filter dropdown menus for 'Name', 'Role', and 'Login'. The user list contains two entries:

Name	Role	Login
Ray Van Goethem	Administrator	ray@northernmichianaquatics.com
Pam Studebaker	Administrator	studebakerp

- Click “Invite User to Join,” the green button at the top of the screen.

Inviting Other Users

DEQ MiWaters Water Resources Information and Forms

Invite User < Users

• Name

• Email

• Role

Select...

SITE

Johnson's Pond

Site Information

Contacts List

Apps, Requests and Reports

Permits

- Complete Name, Email, and **Role**
- Save
- MiWaters sends an email to the invited user
- You may wish to ask the invited user to create a MiWaters account prior to inviting them
- “Request Certifier Access” button

About Inviting Users

Invite users to view or edit a site's information. An email will be sent to the address you supply. The email will contain a link for the invitee to activate the invitation. The invitee will be asked to make a MiWaters account if they do not have one already. You may wish to contact the invitee to ensure they look out for the invitation email.

Roles

Roles provide different capabilities:

- **Viewer** - May view site information but can't make any changes
- **Editor** - May fill out forms and reports. May require certifier permissions to submit, depending on form type
- **Administrator** - Can edit site information, invite other users to join the site, inactivate users, and request certifier permissions for users

Certifier Agreement Form

Certain types of forms and reports, particularly those administered under the federal NPDES program, require that the user submit a Certifier Agreement Form that must be approved by the department before these forms and reports can be submitted.

[Download the Certifier Agreement Form here](#)

Certifier agreement form



Michigan Department of Environmental Quality
Water Resources Division

MiWaters Certifier Agreement

This Agreement will allow you to electronically submit forms and reports using the Michigan Department of Environmental Quality's MiWaters system when those forms and reports require a signature, using the account identified by your e-mail address. To receive the necessary authorization, you must fill out this form completely, sign it, have the verification signed by a MiWaters Site Administrator (see below) and send the original to:

Certifier Agreement Administrator
Michigan Department of Environmental Quality
P.O. Box 30458
Lansing, MI 48909-7958

Faxes, photocopies, and other facsimiles will not suffice.

If you are a certifier for multiple facilities, a separate MiWaters Certifier Agreement is required for each site.

Site/Facility/Permittee Name:	
Your First and Last Name:	
Your Street Address:	
Your City:	
Your State:	
Your Zip Code:	
Your Telephone:	
Your E-mail:	

Certifier Agreement Form

Certain types of forms and reports, particularly those administered under the federal NPDES program, require that the user submit a Certifier Agreement Form that must be approved by the department before these forms and reports can be submitted.

[Download the Certifier Agreement Form here](#)

- Certifies your signature for submission of electronic forms
- A separate form is required for each waterbody or treatment site
- Send hard copy of this form to DEQ
- Also available on MiWaters information web page

Questions about Maintaining Your Profile Inviting Other Users Certifier Agreement Form



Michigan Department of Environmental Quality
Water Resources Division

MiWaters Certifier Agreement

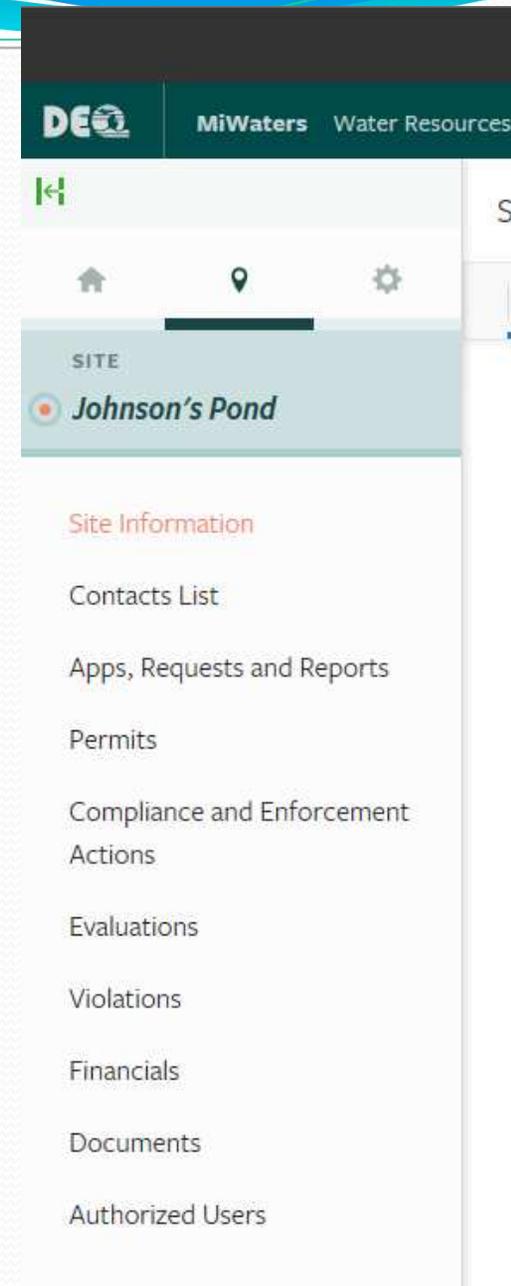
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Site/Facility/Permittee Name:	
Your First and Last Name:	





Submit an Application or Request

- Select “Apps, Request and Reports” from the left side menu.
 - If the application is for a new site - “Start a New Form” .
 - If the application is for an existing site – select site, then “Start a New Form” (must be associated with site!)
 - If requesting change on an existing permit - select “Permit Change Forms.”
- There are lots of applications and requests available—select appropriately! Permit and COC apps are separate.
- Use the filters to find what you’re looking for, but use the filters wisely.

Questions about Applications in MiWaters

Applications, Requests and Reports

Applications & Service Requests

Including any other forms **not related to existing permits or compliance actions**



Start New Form

Permit Applications, Service Requests, and more



Drafts & Submitted Apps / Requests

View or revise **drafts and submitted forms**

Compliance Reports

Forms relating to **active compliance actions** and **current permits**



New and Draft Compliance Reports

Browse **available schedules** required by a permit or compliance action



Submitted Compliance Reports

View or revise **past submittals**

Permit Change Forms

Forms to **reissue, modify, transfer** or **terminate** a permit



New Permit Change Form



MiWaters

Submitting a Report Required by Your Permit

- 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.

Questions about Submittals in MiWaters

Applications, Requests and Reports

Applications & Service Requests

Including any other forms **not related to existing permits or compliance actions**



Start New Form

Permit Applications, Service Requests, and more



Drafts & Submitted Apps / Requests

View or revise **drafts and submitted forms**

Compliance Reports

Forms relating to **active compliance actions** and **current permits**



New and Draft Compliance Reports

Browse **available schedules** required by a permit or compliance action



Submitted Compliance Reports

View or revise **past submittals**

Permit Change Forms

Forms to **reissue, modify, transfer** or **terminate** a permit



New Permit Change Form



MiWaters-Viewing Site Info

- Notifications
- Site Information - Details, Site Plan, Contacts (at the site level), and Related Sites.
- Applications, Requests and Reports.
- Permits – a list of all permits, initiate a permit change.
- Compliance and Enforcement Actions – a list of actions taken by the MDEQ.
- Violations-MiWaters may auto-generate some. Review occasionally.
- Financials-list of fees/fines. Should be able to pay from here.
- Documents—a list of all public documents (your permit is here!)
- Authorized Users – users who can view and/or administer a site

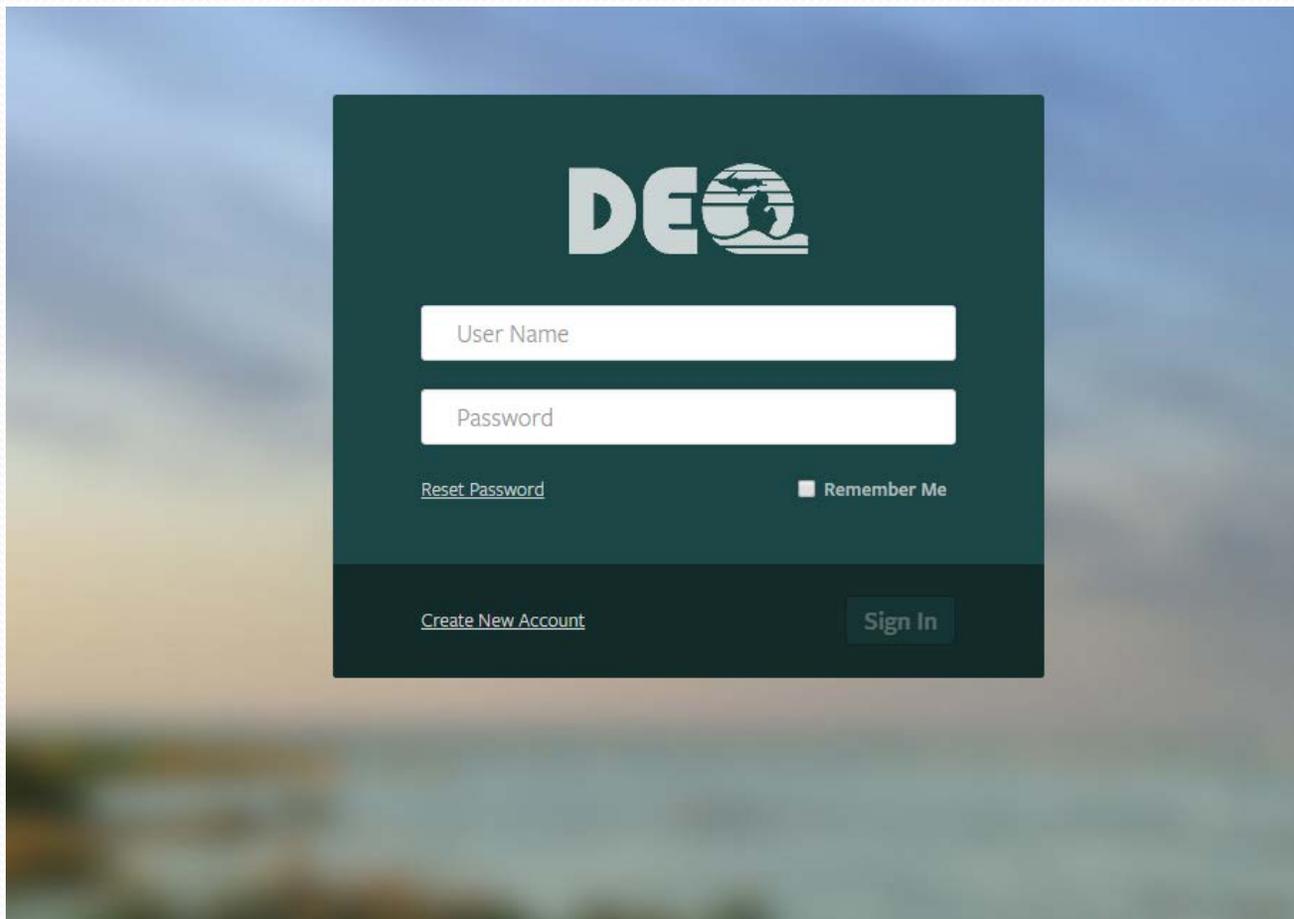


MiWaters

We established a webpage for updating the public on MiWaters: www.michigan.gov/miwaters

You'll have access to MiWaters there, or with a link on the bottom of the DEQ/Water page.

General Q & A



The image shows a login form for a system named DEO. The form is centered on a blurred background. At the top of the form is the DEO logo, which consists of the letters 'DEO' in a bold, sans-serif font, with a globe icon integrated into the letter 'O'. Below the logo are two input fields: 'User Name' and 'Password'. Under the 'User Name' field is a link for 'Reset Password'. To the right of the 'Password' field is a checkbox labeled 'Remember Me'. At the bottom left of the form is a link for 'Create New Account', and at the bottom right is a 'Sign In' button.

DEO

User Name

Password

[Reset Password](#) Remember Me

[Create New Account](#)

Aquatic Nuisance Control Program

Water Resources Division
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