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MiWaters 101: What it is, what it does, and how to get started

Introduction

- MiWaters is the Department of Environmental Quality Water Resources Division's (WRD) online permitting and compliance database
 - Supports Chrome, Explorer, and Firefox browsers
- MiWaters can be found at the following web address <https://miwaters.deq.state.mi.us>
- General MiWaters information can be found at www.michigan.gov/miwaters
- WRD administered permits applications processed through MiWaters
 - NPDES permits must apply through MiWaters
 - Resource program permits may apply through MiWaters
 - MiWaters accepts payment by credit card or by mail
- Public Information Interface
 - No account needed
 - View permits and sites in your area and associated documents, inspections and violations
 - Review and comment on public noticed permits
 - Report spills, discharges or complaints
- The Environmental Protection Agency (EPA) requires individuals with a National Pollutant Discharge Elimination Permit (NPDES) to report electronically to EPA. Miwaters addresses this reporting requirement for NPDES permittees in Michigan.
- [MiWaters Overview Video](http://www.youtube.com/watch?v=1R8xZ3LU9G4) (www.youtube.com/watch?v=1R8xZ3LU9G4)

[Establishing an Account Video](http://www.youtube.com/watch?v=8whu6eiuTVA) (www.youtube.com/watch?v=8whu6eiuTVA)

- An account is needed to:
 - Submit new permit applications
 - Submit service requests for existing permits
 - Submit schedules, reports, and DMRs for existing permits
- Each user should have a unique email address/account

[Maintaining Your Profile](http://www.youtube.com/watch?v=ccpJq4qRh2Q) (www.youtube.com/watch?v=ccpJq4qRh2Q)

- A user can set notification preferences
- A user can change password

Inviting Other Users to View or Manager Your Site

- Have potential invitee create an account before inviting them in MiWaters
- Roles of Users
 - A user can only have one role
 - Multiple users can hold a role type
 - Administrator may fill out forms and reports, edit site information and invite other users to join the site
 - Editor – may fill out forms and reports. Editors cannot invite new users to the site or change user status
 - Viewer - May view site information but cannot make any changes
- Certifier Status
 - Certifier status required for NPDES, Ground Water, and Part 41 submittals
 - Certifier status will be required in the future for Resource Program submittals
 - Site administrators or editors can become certifiers

- Site administrator must designate which users on the site should be certifiers by checking the certifier box associated with the user.
- The prospective certifier must print out, complete and sign the certifier agreement form and submit to DEQ for approval
 - The form does require a signature from an Administrator
- [Inviting Another Person to View or Manage Your Site Video](http://www.youtube.com/watch?v=ZnofMzCOyv0) (www.youtube.com/watch?v=ZnofMzCOyv0)

[Finding an Application or Request to Submit](http://www.youtube.com/watch?v=4qlgwXIE1H8&feature=youtu.be) (www.youtube.com/watch?v=4qlgwXIE1H8&feature=youtu.be)

- All applications are found under “Apps, Requests and Reports”
- Applications can be searched for by using filters
- Applications can be submitted for a pre-existing site or for a new site

Submitting an Application or Request

- General (www.youtube.com/watch?v=IEeQ6IZR_AI)
- Various Topic Specific www.mi.gov/miwaters then click on the link under “Training” called “Seminars, Webinars, Videos, and other training material”
- Every application or request has a Submission Number at the top. Users should document this number

Submitting Permit Required Documents through MiWaters

- [Submitting a Report Required by Your Permit](http://www.youtube.com/watch?v=N8wBdBnKvXA) (www.youtube.com/watch?v=N8wBdBnKvXA)
- [Submitting a Discharge Monitoring Report \(DMR\)](http://www.youtube.com/watch?v=yqGOn1qXsa4) (www.youtube.com/watch?v=yqGOn1qXsa4)
- Various Topic Specific www.mi.gov/miwaters then click on the link under “Training” called “Seminars, Webinars, Videos, and other training material”
- Schedules, reports, and DMRs are found under “Apps, Requests, and Reports”

[Viewing Information Related to Your Site](http://www.youtube.com/watch?v=_hKnTuwtAmo&feature=youtu.be) (www.youtube.com/watch?v=_hKnTuwtAmo&feature=youtu.be)

How to Find Information about Sites

- Consider attending MECC June 22, 2016 10:50 – 11:30am session titled “MiWaters – Finding Data Using Site Explorer”
- From the [MiWaters home screen](https://miwaters.deq.state.mi.us/miwaters/#/external/home) (<https://miwaters.deq.state.mi.us/miwaters/#/external/home>), click “Site Map Explorer” (you may need to logout of your MiWaters Account to reach the main home page)
 - No account needed
- Search using keywords or scroll/zoom to area of interest
- Filter to narrow results
- Add or remove layers
- Click the site name on the pink site dot that you are interested in
- Use the tabs to view “Site Map,” “Compliance,” and “Documents”

How to View Public Notices

- From the home screen, click “Public Notice Search” (you may need to logout of your MiWaters Account to reach the main home page)
- Search by the parameters you are interested in
- Select the Public Notice you are interested in and click “View” to open the record
- Use the tabs to view “documents” and/or “add Comment”

How to submit complaints

- From the home screen, click “Report Spills, Pollution, Unauthorized Activities” (you may need to logout of your MiWaters Account to reach the main home page)
- Determine whether your complaint is about pollution or unauthorized activity to select the appropriate report form template
- Complete the form and submit

The videos referenced are available at: www.michigan.gov/miwaters under Training. Click on “Seminars, Webinars, Videos, and Other Training Material.” The videos are near the bottom of the page.