

MiWaters: Topics for the Experienced User

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Revising Submittals

- Applications/Service Requests
 - Go to “Apps, Requests, and Reports,” then to “Drafts/Submitted Applications.” Find the submission that needs to be revised and click “View or Revise Submission.”
 - Once submission is open, you will see the option on the left hand side to “Revise Submission.”
 - Applications/Service Requests can only be made if the application/service request is listed as “In Process.”
- Schedules
 - Go to “Apps, Requests, and Reports” and then “Submitted Compliance Reports.” Find the submission that needs to be revised, click “View or Revise Submission”
 - Once submission is open, you will see the option on the left hand side to “Revise Submission.”
 - Schedules can only be revised if a decision has not been made yet
- Discharge Monitoring Reports (DMRs)
 - Go to “Apps, Requests, and Reports” and then “View DMRS.” Find the DMR that needs to be revised and click “Revise.”
 - Only one revision can be edited at a time. Once a revision is opened, the original submission cannot be edited.

User Roles/Profile Tips

- Roles
 - Administrator – may fill out forms and reports, edit site information and invite other users to join the site
 - Administrators can do everything, so a person who is an administrator does not need the role of Editor or Viewer
 - Administrators can also change the user role of other users, and mark other users inactive
 - Editor – may fill out forms and reports. Editors cannot invite new users to the site or change user status
 - Editors can view everything, so a person in an editor role does not need a viewer role
 - Viewer - May view site information but cannot make any changes
- Profile Tips
 - Enter profile by clicking the user’s display name in the upper right hand corner
 - Going to the “Groups” tab allows the user to “Hide” or “Show” different sites with which they are associated

Site Explorer

- Searching for Information in General
 - 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> – click “Site Map Explorer” (you may need to logout of your MiWaters Account to reach the main home page)
 - 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”

- What is Visible to the Public From Your Site
 - Permits – once issued/effective and WRD Contact
 - Evaluations/Inspections that have been completed – Date Completed and General Title of Inspection or Evaluation
 - Violations – Date of Violation, Violation Type, Status of Violation, Notes (if applicable) since October 1, 2015. Inactive – entry error violations will not be visible to the public
 - Enforcement Actions – issued/entered Compliance Communications, Violations Notices, and Consent Agreements
 - Documents – All DEQ “published” documents for site including reports, letters, permits, etc. (this is the same as your site “documents” tab)

Financials

- Making a payment – from NForm
- Making a payment – from Financials
- Permit Processing occurs upon payment receipt
 - Do not mail payment without voucher
 - Do not mail payment prior to application being entered in MiWaters
- Credit Card Payments 2% use fee
- Adjusted fees – from financials
 - Comment on voucher if payment is not the same as the total amount of the voucher (e.g paid \$50 initially, fee was \$400 – resulting payment \$350 – total on voucher \$400)

DMR

- How to video on submitting a DMR can be found at: www.youtube.com/watch?v=yqGOn1qXsa4
- Go to “Apps, Requests, and Reports”, then to “View DMRS”, find the DMR that needs to be submitted
 - Must have certifier status to submit DMR
 - To see non-numeric report codes, type “*” into a field to see the list of options
 - You can use the “Convert data from text” button to copy data from an excel sheet directly into the DMR
 - Have excel sheet set up with the same columns and same order as DMR
 - Enter comments on any cells
- To see old or upcoming DMRs, use the “Search” bar at the top of the DMR screen to enter a date range

Editing Information

- Must have Editor or Administrator role
 - Site Information
 - Revise Submittals
 - Permit Modification
 - How to see processor/compliance manager to call if you have questions

Password Expiration

- Passwords will expire every 60 days, regardless of how often a user logs on
- When a password expires, the user will be prompted to create a new one at the login screen
- Passwords must contain 1 upper case letter, 1 lower case letter, 1 number, 1 special character, and be 8 characters long

Information and other Training Resources are available at: www.michigan.gov/miwaters