

SUBMITTING A STORM WATER POLLUTION PREVENTION PLAN (SWPPP) ANNUAL REPORT IN MIWATERS

**BY JAKE RILEY
KEITH NOBLE**

WEBINAR SET UP

- **ALL LINES WILL BE MUTED**
- **QUESTIONS CAN BE SENT TO US VIA THE QUESTION/CHAT BOX**
- **WE WILL RECORD WEBINAR AND POST ONLINE**

ABOUT US

- JAKE RILEY

- COMPLIANCE STAFF – CADILLAC
- INDUSTRIAL STORM WATER MIWATERS CONTACT

- KEITH NOBLE

- COMPLIANCE STAFF – SAGIANW BAY
- INDUSTRIAL STORM WATER PROGRAM SPECIALIST

MIWATERS

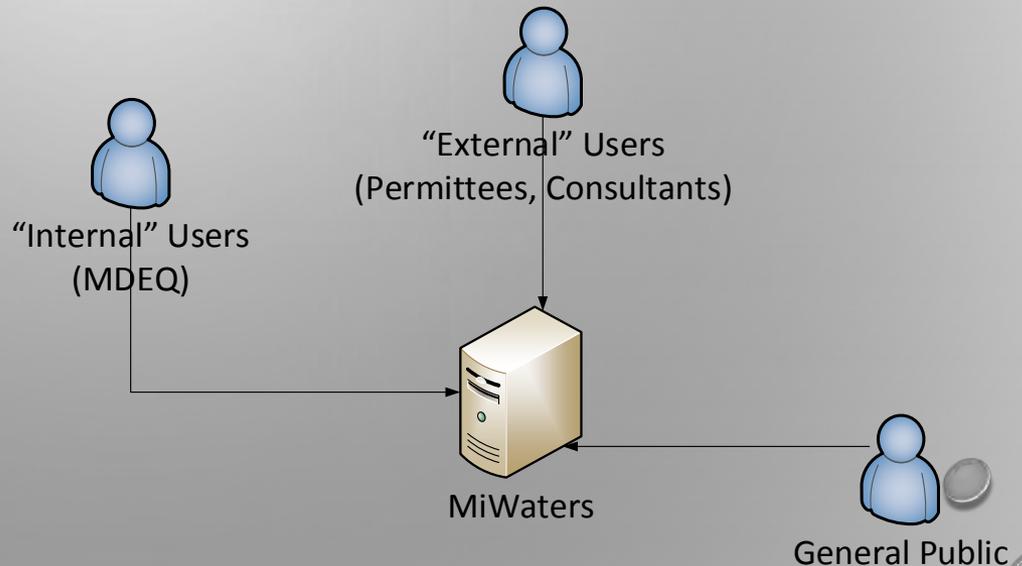
MIWATERS IS AN INTEGRATED SOFTWARE SOLUTION THAT PROVIDES TRACKING, MANAGEMENT, INQUIRY, AND REPORTING OF MICHIGAN DEPARTMENT OF ENVIRONMENTAL QUALITY (MDEQ), WATER RESOURCES DIVISION (WRD) PROGRAM DATA.

MIWATERS FUNCTIONAL OVERVIEW

- **WEB-BASED SOLUTION**

- **ACCESSED BY**

- **MDEQ WRD STAFF**
- **REGISTERED “EXTERNAL”
USERS**
- **GENERAL PUBLIC**



Click on “Create an Account”

The screenshot shows the MiWaters website interface. At the top right, there are navigation links for Home, About, Contact, and Sign In, along with the MI.gov logo. Below this is a dark green header with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. The main content area has a blue background with the title 'MiWaters – Water Resources Information and Forms' and the subtitle 'Create and manage Permit Applications and Service Requests'. A central dark grey box contains the heading 'Why Create a MiWaters Account?' followed by the text 'If you are planning on any of the following:'. Below this are three bullet points: '... Building on a sensitive area, such as a dune or a wetland?', '... Discharging wastewater of any kind?', and '... Applying pesticides to a water body?'. At the bottom of this box, it says '... or similar activities, you'll need to [create a MiWaters account.](#)'. To the right of this text are two buttons: 'CREATE AN ACCOUNT' with a right-pointing arrow, and 'SIGN IN WITH AN EXISTING ACCOUNT' with a right-pointing arrow. The 'CREATE AN ACCOUNT' button is circled in red. Below this section is a dark green bar with the heading 'Public Information and Services' and the text 'Keep informed with our online tools — no account necessary'. At the bottom, there are three dark grey boxes with white text: 'PUBLIC NOTICE' and 'REPORT SPILLS, POLLUTION'. The footer contains links for 'MI.gov Home', 'MiWaters Home', 'Contact', 'Policies', and 'Copyright 2015 State of Michigan'.

Home About Contact Sign In MI.gov

DEQ 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 >

Public Information and Services

Keep informed with our online tools — **no account necessary**

PUBLIC NOTICE

REPORT SPILLS, POLLUTION

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

Enter all the required information, and click “Create Account”

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

* Password

* Confirm Password

Phone Number Extension

Organization or Company Name

Why Create an Account?

Creating a MiWaters account will allow you to manage interactions with the DEQ Water Quality Program. You'll be able to:

- Submit an application for a permit
- Change your permit (transfer, renewal, or modifications)
- Submit reports required by your permit including Discharge Monitoring Reports (DMRs) and other scheduled or unscheduled submittals

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](#)

MiWaters Will Provide a Confirmation Message and Send an Email

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

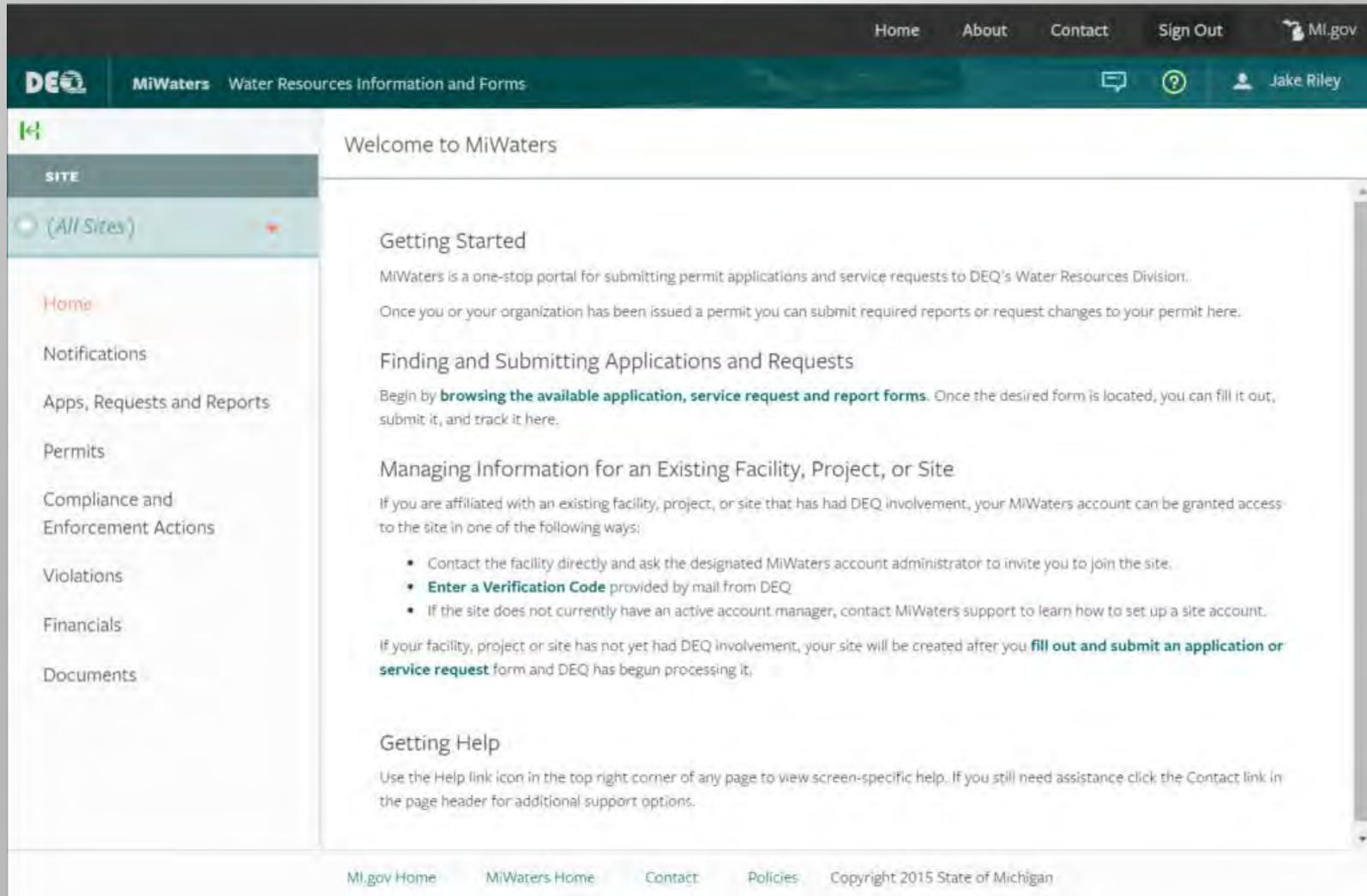
Click on or Paste the Link into your Web Browser to Verify Your Email

ACTIVATING AN ACCOUNT

- A MESSAGE WILL INFORM YOU THAT YOUR ACCOUNT HAS BEEN CREATED SUCCESSFULLY
- YOU CAN NOW LOG INTO MIWATERS
- THE FIRST TIME YOU LOG IN , YOU WILL BE ASKED TO FILL OUT FIVE SECURITY QUESTIONS THAT WILL HELP YOU IN CASE YOU FORGET YOUR PASSWORD

SETTING UP AN AUTHORIZED USER

- CONTACT YOUR DISTRICT TO SETUP AN AUTHORIZED USER



The screenshot displays the MiWaters website interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the MI.gov logo. Below this is a secondary header with the DEQ logo, the text 'MiWaters Water Resources Information and Forms', and a user profile for 'Jake Riley'. A left-hand sidebar contains a 'SITE' menu with options like '(All Sites)', Home, Notifications, Apps, Requests and Reports, Permits, Compliance and Enforcement Actions, Violations, Financials, and Documents. The main content area is titled 'Welcome to MiWaters' and features several sections: 'Getting Started' (explaining the portal's purpose), 'Finding and Submitting Applications and Requests' (guiding users to forms), 'Managing Information for an Existing Facility, Project, or Site' (listing ways to gain access, such as contacting administrators or support), and 'Getting Help' (directing users to help icons and contact links).

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms Jake Riley

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

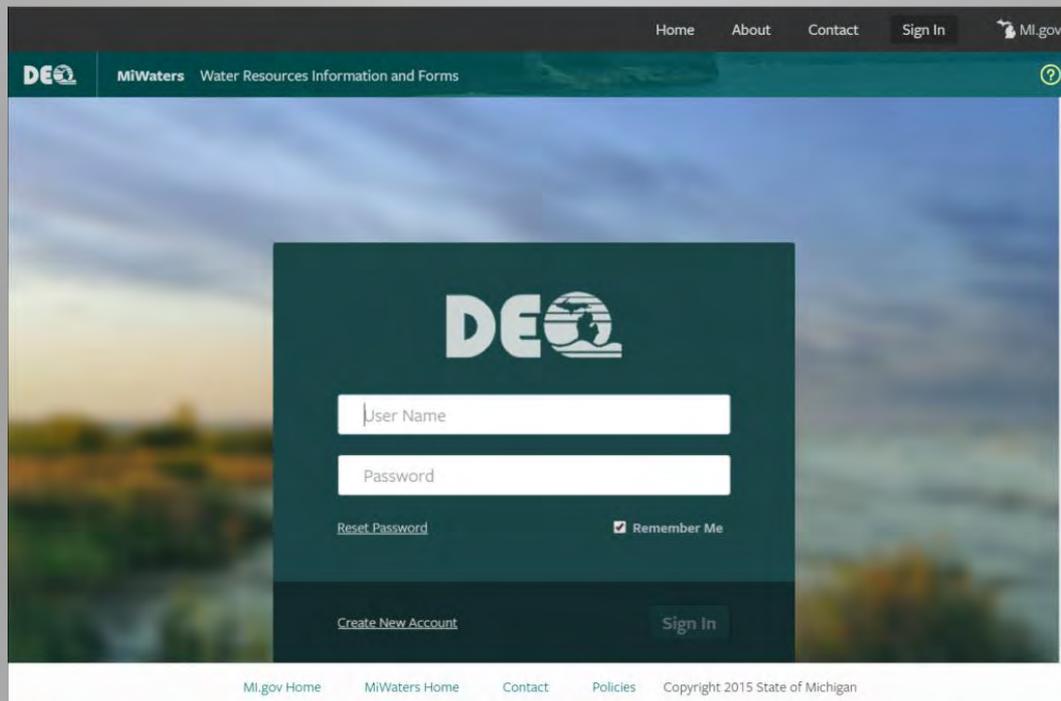
Use the Help link icon in the top right corner of any page to view screen-specific help. If you still need assistance click the Contact link in the page header for additional support options.

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

INVITING ANOTHER PERSON TO VIEW OR MANAGE YOUR SITE INFORMATION

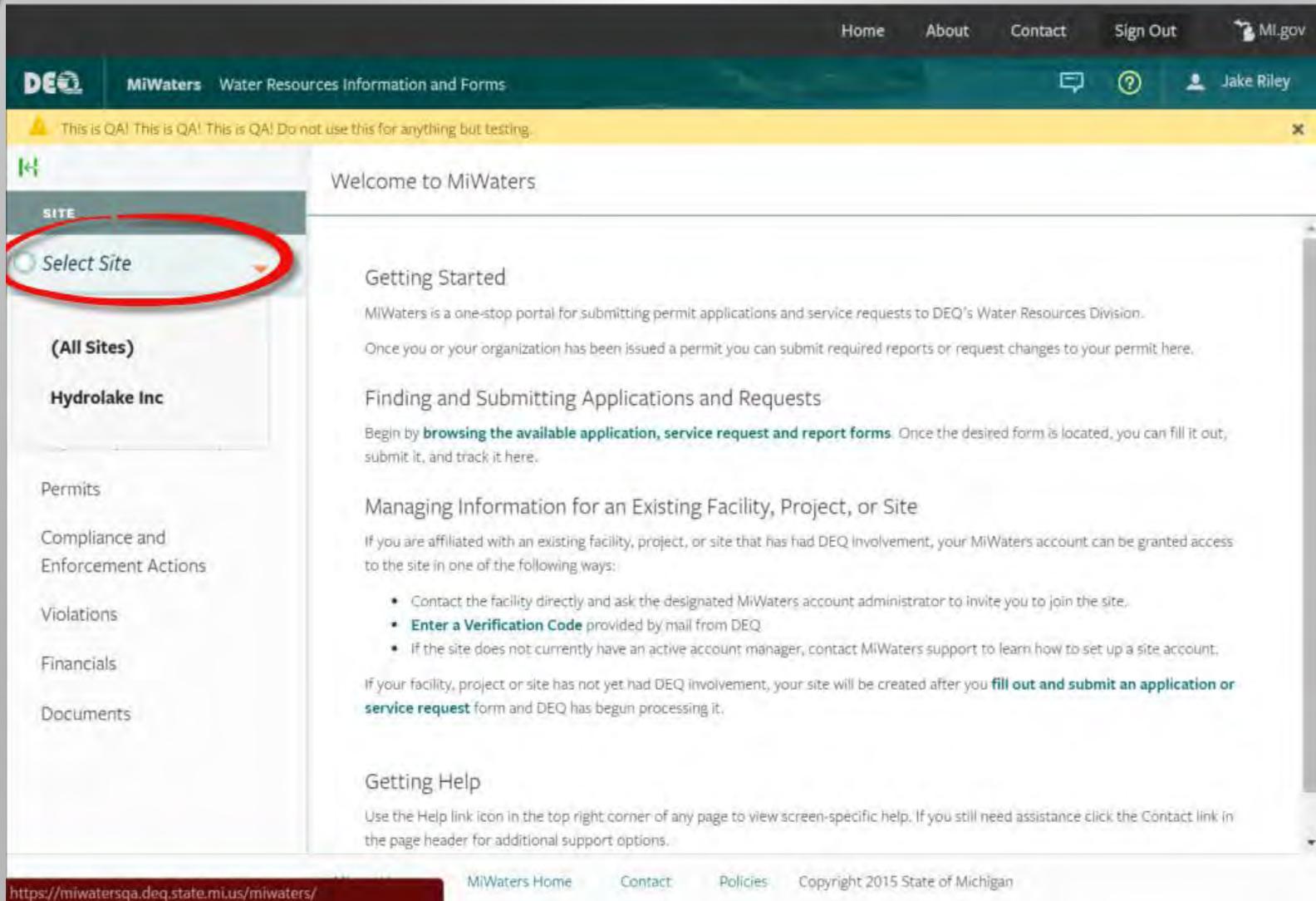
- LOG INTO MIWATERS AT:

[HTTPS://MIWATERS.DEQ.STATE.MI.US/MIWATERS/#/LOGIN](https://miwaters.deq.state.mi.us/miwaters/#/login)



The screenshot shows the login page for the MIWaters portal. The page has a dark green header with the DEQ logo and navigation links: Home, About, Contact, Sign In, and MI.gov. Below the header, the page title is "MiWaters Water Resources Information and Forms". The main content area features a dark green login box with the DEQ logo at the top. Below the logo are two input fields for "User Name" and "Password". There is a "Reset Password" link and a "Remember Me" checkbox. At the bottom of the login box, there are links for "Create New Account" and "Sign In". The footer of the page contains links for "MI.gov Home", "MiWaters Home", "Contact", "Policies", and "Copyright 2015 State of Michigan".

Select Your Site From “All Sites” Dropdown



The screenshot displays the MiWaters website interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the MI.gov logo. Below this is a teal header with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. A yellow warning banner reads 'This is QA! This is QA! This is QA! Do not use this for anything but testing.' The main content area is titled 'Welcome to MiWaters' and contains sections for 'Getting Started', 'Finding and Submitting Applications and Requests', 'Managing Information for an Existing Facility, Project, or Site', and 'Getting Help'. On the left side, there is a 'SITE' dropdown menu with 'Select Site' highlighted by a red circle. Below the dropdown, the text '(All Sites)' and 'Hydrolake Inc' are visible. The footer contains the URL 'https://miwatersqa.deq.state.mi.us/miwaters/' and links for MiWaters Home, Contact, Policies, and Copyright 2015 State of Michigan.

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms Jake Riley

This is QA! This is QA! This is QA! Do not use this for anything but testing.

Welcome to MiWaters

SITE

Select Site

(All Sites)

Hydrolake Inc

Permits

Compliance and Enforcement Actions

Violations

Financials

Documents

Getting Started

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- 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 options.

https://miwatersqa.deq.state.mi.us/miwaters/ MiWaters Home Contact Policies Copyright 2015 State of Michigan

Scroll down to “Authorized Users” a And Click on This

The screenshot shows the MiWaters website interface. At the top right, there are links for Home, About, Contact, and Sign Out, along with the MI.gov logo. Below this is a dark green header with the DEQ logo, the text 'MiWaters Water Resources Information and Forms', and a user profile for 'Jake Riley'. The main content area is titled 'Welcome to MiWaters' and contains sections for 'Getting Started', 'Finding and Submitting Applications and Requests', 'Managing Information for an Existing Facility, Project, or Site', and 'Getting Help'. On the left side, there is a sidebar menu with the following items: SITE, Hydrolake Inc (selected), Home, Notifications, Site Information, Apps, Requests and Reports, Permits, Compliance and Enforcement Actions, Violations, Financials, Documents, and Authorized Users (circled in red). At the bottom of the page, there are links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2015 State of Michigan.

Select “Invite User to Join”, green button top of screen

This is QA! This is QA! This is QA! Do not use this for anything but testing.

This screen lists external users authorized to access and manage data for this site.

Users [Invite User to Join](#)

Name	Role	Login	Joined Date
James Dean	Editor	[REDACTED]	12/01/2015
Jake Riley	Administrator	[REDACTED]	11/30/2015

SITE
Hydrolake Inc

- Home
- Notifications
- Site Information
- Apps, Requests and Reports
- Permits
- Compliance and Enforcement Actions
- Violations
- Financials
- Documents
- Authorized Users

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

Fill out the Information Requested, Including Role and Click Save

The screenshot shows a web application interface for 'MiWaters'. The top navigation bar includes links for Home, About, Contact, and Sign Out, along with a user profile for 'Jake Riley'. The main header displays 'DEQ MiWaters Water Resources Information and Forms'. A left sidebar lists site navigation options, with 'Hydrolake Inc' selected. The main content area is titled 'Invite User' and contains a form with the following fields:

- Name:** A text input field.
- Email:** A text input field.
- Role:** A dropdown menu currently showing 'Select...'.

Below the form is a section titled 'About Inviting Users' with the following text: '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.'

At the bottom of the form are 'Save' and 'Cancel' buttons.

The footer of the page contains links for 'MI.gov Home', 'MiWaters Home', 'Contact', 'Policies', and 'Copyright 2015 State of Michigan'.

SCREEN RESOLUTION WILL EFFECT WHAT YOUR SEE ON YOUR SCREEN

The screenshot displays the MiWaters web application interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with a user profile for Jake Riley. Below this is a teal header with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. A left sidebar contains a 'SITE' menu with 'Hydrolake Inc' selected, and other options like Home, Notifications, Site Information, Apps, Requests and Reports, Permits, Compliance and Enforcement Actions, Violations, Financials, and Documents. The main content area is titled 'Edit Users' Site Role' and shows the user 'Hydrolake Inc (25880)'. The 'Status' section has 'Active' selected. The 'Roles' section lists three roles: Viewer, Editor, and Administrator. The 'Certifier Agreement Form' section includes a link to download the form. The 'Name' field contains 'James Dean'. At the bottom of the form are 'Save' and 'Cancel' buttons. The footer contains links for Mi.gov Home, MiWaters Home, Contact, Policies, and a copyright notice for 2015 State of Michigan.

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms Jake Riley

Hydrolake Inc (25880) Edit User

Hydrolake Inc

Home

Notifications

Site Information

Apps, Requests and Reports

Permits

Compliance and Enforcement Actions

Violations

Financials

Documents

Authorized Users

Edit Users' Site Role < Users

Status

Inactive Active

Roles

Roles provide different capabilities:

- **Viewer** - May view site information but can't make any changes
- **Editor** - May fill out forms and reports. May need to 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](#)

Name

James Dean

Save Cancel

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

SCREEN RESOLUTION WILL EFFECT WHAT YOU SEE ON YOUR SCREEN

The screenshot displays the 'Edit Users' page in the MiWaters system. The page is titled 'Edit Users' Site Role' and shows the user profile for 'James Dean'. The user's email is 'msukid1320@TESTgmail.com' and their role is 'Editor'. The status is 'Active'. A 'Request Certifier Access' button is visible. The page also includes a sidebar with navigation options and a footer with contact information and copyright details.

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms

MI.gov Jake Riley

Hydrolake Inc (25880)

Site: Hydrolake Inc

Name: James Dean

Email: msukid1320@TESTgmail.com

Role: Editor

Status: Inactive Active

Roles

Roles provide different capabilities:

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

Save Cancel

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

An Invitation Email will be Sent out to the Invited User

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

Then Click on or Paste the Link into the Browser to Accept the Invitation

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 ACCESS” BUTTON.
- CLICK THE BUTTON ON THE BOTTOM THAT SAYS “REQUEST CERTIFIER ACCESS”

Start by Going Into “Authorized Users” in MiWaters and Click “Open” to the Right of User

The screenshot displays the MiWaters interface for the 'Hydrolake Inc' site. The top navigation bar includes 'Home', 'About', 'Contact', and 'Sign Out'. The user 'Jake Riley' is logged in. A yellow warning banner at the top states: 'This is QA! This is QA! This is QA! Do not use this for anything but testing.' The main content area is titled 'Users' and features an 'Invite User to Join' button. A blue tooltip indicates: 'This screen lists external users authorized to access and manage data for this site.' Below this is a table of authorized users:

Name	Role	Login	Joined Date	
James Dean	Editor	[REDACTED]	12/01/2015	EDIT
Jake Riley	Administrator	[REDACTED]	11/30/2015	Open

The 'Open' button for Jake Riley is circled in red. The left sidebar contains a navigation menu with items: Home, Notifications, Site Information, Apps, Requests and Reports, Permits, Compliance and Enforcement Actions, Violations, Financials, Documents, and Authorized Users (highlighted in red). The footer shows the URL: <https://miwatersqa.deq.state.mi.us/miwaters/#/site/authorizedUsers/edituser/8797866421328231902?siteId=-1475437938336101067> and the text 'State of Michigan'.

Scroll Down and Click the button on the bottom that says “Request Certifier Access”

The screenshot displays the MiWaters web application interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the MI.gov logo. Below this is a teal header with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. A yellow warning banner reads: 'This is QA! This is QA! This is QA! Do not use this for anything but testing.' The main content area is titled 'Edit Users' Site Role' and shows details for 'Hydrolake Inc (25880)'. The user's name is 'Jake Riley', their email is redacted with a black box, and their role is 'Administrator'. A red circle highlights the 'Request Certifier Access' button. Below this button, a text block states: 'Under federal rules, certifier rights are needed to submit certain types of forms and reports administered by the State under the NPDES Program. Certifier Access requests can only be sent by a site administrator.' At the bottom of the form are 'Save' and 'Cancel' buttons. A left sidebar contains a menu with items like Home, Notifications, Site Information, and Authorized Users. The footer includes links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2015 State of Michigan.

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms Jake Riley

This is QA! This is QA! This is QA! Do not use this for anything but testing.

SITE

Hydrolake Inc

Home

Notifications

Site Information

Apps, Requests and Reports

Permits

Compliance and Enforcement Actions

Violations

Financials

Documents

Authorized Users

Edit Users' Site Role Users Edit User Hydrolake Inc (25880)

Name Jake Riley

Email [REDACTED]

Role Administrator

Under federal rules, certifier rights are needed to submit certain types of forms and reports administered by the State under the NPDES Program. Certifier Access requests can only be sent by a site administrator.

Request Certifier Access

Save Cancel

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

You Should Now See “Certifier Status Pending” Next to Your Role

The screenshot displays the MiWaters user management interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the MI.gov logo. Below this is a green header for 'DEQ MiWaters Water Resources Information and Forms' with a user profile for Jake Riley. A yellow warning banner reads: 'This is QA! This is QA! This is QA! Do not use this for anything but testing.' The main content area is titled 'Users' and includes an 'Invite User to Join' button and a blue informational box: 'This screen lists external users authorized to access and manage data for this site.' A table lists users with columns for Name, Role, Login, and Joined Date. The user 'Jake Riley' is listed with the role 'Administrator (Certifier status Pending)', where the text is circled in red. The left sidebar shows a navigation menu for 'Hydrolake Inc' with various site-related options. The footer contains links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2015 State of Michigan.

Name	Role	Login	Joined Date
James Dean	Editor	[REDACTED]	12/01/2015
Jake Riley	Administrator (Certifier status Pending)	[REDACTED]	11/30/2015

You Can Download Certifier Agreement Form by Clicking the Link on the Page

The screenshot displays the MiWaters web application interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the MI.gov logo. Below this is a secondary navigation bar with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. A yellow warning banner at the top reads 'This is QA! This is QA! This is QA! Do not use this for anything but testing.' The main content area is titled 'Edit Users' Site Role' and shows the user 'Hydrolake Inc (25880)'. The user's status is 'Active'. Under the 'Roles' section, there is a list of capabilities for different roles: Viewer, Editor, and Administrator. The 'Certifier Agreement Form' section explains that certain forms require a certifier agreement form to be submitted. A red circle highlights the link 'Download the Certifier Agreement Form here' in this section. At the bottom of the page, there are links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2015 State of Michigan.

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms Jake Riley

This is QA! This is QA! This is QA! Do not use this for anything but testing.

Hydrolake Inc (25880) Edit User

Site

Hydrolake Inc

Home

Notifications

Site Information

Apps, Requests and Reports

Permits

Compliance and Enforcement Actions

Violations

Financials

Documents

Authorized Users

Edit Users' Site Role Users

Status

Inactive Active

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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](#)

Name

Save Cancel

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

FILLING OUT CERTIFIER AGREEMENT FORM

- FILL OUT FACILITY NAME EXACTLY AS IT IS WRITTEN ON PERMIT
- ENTER THE COC, NEC, OR INDIVIDUAL PERMIT NUMBER
- ALL THREE PAGES OF FORM MUST BE FILLED OUT
- ONE FORM PER PERSON REQUESTING CERTIFIER STATUS MUST BE FILLED OUT
- MUST CONTAIN A WET INK SIGNATURE (NO PHOTOCOPIES)

- Home
- Location
- Settings
- SITE
- Hydrolake Inc
- Site Information
- Contacts List
- Apps, Requests and Reports
- Permits
- Compliance and Enforcement Actions
- Evaluations
- Violations
- Financials
- Documents
- Authorized Users

Users Invite User to Join

This screen lists external users authorized to access and manage data for this site.

Name	Role	Login	Joined Date	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	

Anthony [REDACTED]	Administrator (Certifier status Approved)	[REDACTED]	12/14/2015	Logout
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VERIFY YOUR PROFILE INFORMATION AND NOTIFICATIONS

- MAINTAINING YOUR PROFILE
- LOG INTO MIWATERS.
- HOVER THE MOUSE OVER YOUR NAME IN THE UPPER RIGHT .
- YOUR NAME CHANGES TO PROFILE AND SETTINGS, CLICK ON IT.
- REVIEW AND CHANGE INFORMATION. SCROLL TO THE BOTTOM OF THE SCREEN.
- UPDATE NOTIFICATION PREFERENCES.
- CLICK SAVE.

CONTACT THE WRD TO UPDATE EMAIL ADDRESSES

- CONTACT YOUR DISTRICT STAFF
- YOU WILL NOT RECEIVE NOTIFICATIONS IF THEY ARE NOT CHANGED

SCHEDULES OF COMPLIANCE (SOCs)

- THE SWPPP ANNUAL REPORT SUBMITTAL IS A SCHEDULE OF COMPLIANCE
- SOCs ARE ANY SUBMITTAL TO THE DEPARTMENT THAT IS REQUIRED BY YOUR PERMIT
- EXAMPLES INCLUDE:
 - SHORT-TERM STORM WATER CHARACTERIZATION STUDIES
 - COMPLIANCE ACTION PLANS
 - ANNUAL REPORTS

BEFORE COMPLETING THE ANNUAL REPORT FORM IN MIWATERS REVIEW YOUR PLAN

DEQ - Industrial Program

www.michigan.gov/deq/0,4561,7-135-3313_51002_3682_3716-24018--,00.html

Apps MiWaters - external ... nSpect - Home SOM - State of Mich... sports DEQ - Storm Water Miwaters test MICSC - Gateway

For more information on training sessions and the training you will receive a recertification form that needs to be completed and submitted to the DEQ with a \$95 recertification fee. Contact your district industrial storm water staff person to register for one of the recertification training sessions. Please be aware that the recertification form needs to be post marked by August 31st to be accepted.

- Certified Operator Recertification Training Schedule - 2015
- Certified Operator Recertification Training Schedule - 2016

Industrial Storm Water Certified Operator Training Manual

The DEQ has created a training manual to inform permittees and Industrial Storm Water Certified Operators of the program and permit obligations. In addition the manual is designed to assist in the development of an acceptable SWPPP. The training manual should be reviewed before a training session is attended.

- Industrial Storm Water Certified Operator Training Manual

Storm Water Pollution Prevention Plans (SWPPP)

The DEQ has created a SWPPP template to assist permittees in the development of an approvable SWPPP. A sample SWPPP is also provided as a reference.

- SWPPP Template (Word), (PDF)
- SWPPP Template (Word), (PDF)
- SWPPP Checklist (Word), (PDF)

Storm Water Sampling Info

The documents below will assist in the development of an approvable Short Term Storm Water Characterization Study (STSWCS) plan. An STSWCS plan needs to be developed by facilities in order to comply with the required monitoring conditions in the general permit.

- Short Term Storm Water Characterization Study Document
- Storm Water Sampling Plan Checklist
- EPA Storm Water Sampling Guide

Stay Connected DEQ Contacts Our Performance DEQ Documents DEQ Regulations

Environmental Assistance Center OPEN Michigan DEQ Stormwater Forms Publications DEQ Policies Boards and Advisory Groups

SUBMITTING A SCHEDULE OF COMPLIANCE (SOC)

CLICK ON “APPS, REQUESTS AND REPORTS”

The screenshot shows the MiWaters website interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with a user profile for Jake Riley. Below this is a green header with the DEQ logo and the text "MiWaters Water Resources Information and Forms". A yellow warning banner reads "This is QA! This is QA! This is QA! Do not use this for anything but testing." 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", and "Getting Help". On the left side, there is a navigation menu with the following items: "SITE", "Hydrolake Inc", "Home", "Notifications", "Site Information", "Apps, Requests and Reports" (circled in red), "Permits", "Compliance and Enforcement Actions", "Violations", "Financials", "Documents", and "Authorized Users".

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms Jake Riley

This is QA! This is QA! This is QA! Do not use this for anything but testing.

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 options.

SITE

Hydrolake Inc

Home

Notifications

Site Information

Apps, Requests and Reports

Permits

Compliance and Enforcement Actions

Violations

Financials

Documents

Authorized Users

CLICK “NEW AND DRAFT COMPLIANCE REPORTS”

The screenshot displays the MiWaters website interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the MI.gov logo and a user profile for Jake Riley. Below this is a teal header with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. A yellow warning banner reads 'This is QA! This is QA! This is QA! Do not use this for anything but testing.' The main content area is titled 'Applications, Requests and Reports' and is divided into three sections: 'Applications & Service Requests', 'Compliance Reports', and 'Permit Change Forms'. The 'Compliance Reports' section contains two buttons: 'New and Draft Compliance Reports' (circled in red) and 'Submitted Compliance Reports'. The 'New and Draft Compliance Reports' button includes a document icon with a plus sign and the text 'Browse available schedules required by a permit or compliance action'. The 'Submitted Compliance Reports' button includes a document icon and the text 'View or revise past submittals'. A left sidebar menu lists various site navigation options, with 'Apps, Requests and Reports' highlighted in red. The footer contains links for MI.gov Home, MiWaters Home, Contact, Policies, and Copyright 2015 State of Michigan.

Home About Contact Sign Out MI.gov

DEQ MiWaters Water Resources Information and Forms Jake Riley

This is QA! This is QA! This is QA! Do not use this for anything but testing.

SITE

Hydrolake Inc

Home

Notifications

Site Information

Apps, Requests and Reports

Permits

Compliance and Enforcement Actions

Violations

Financials

Documents

Authorized Users

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

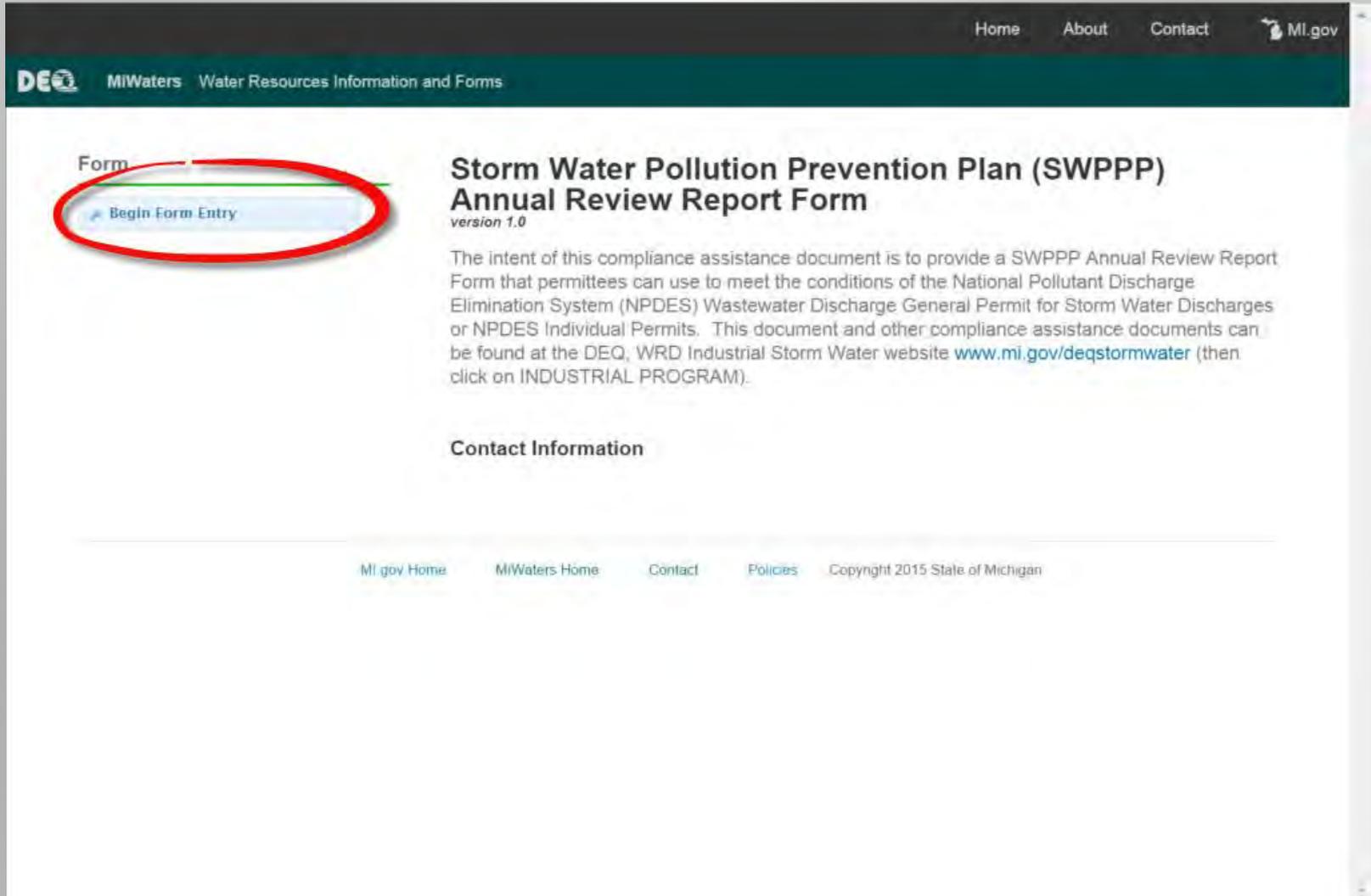
MI.gov Home MiWaters Home Contact Policies Copyright 2015 State of Michigan

FIND THE ANNUAL SWPPP REVIEW REPORT WITH THE EARLIEST DUE DATE AND CLICK “BEGIN SUBMISSION”

The screenshot displays the MiWaters web application interface. At the top, there is a navigation bar with links for Home, About, Contact, and Sign Out, along with the user name Jake Riley. Below this is a green header with the DEQ logo and the text 'MiWaters Water Resources Information and Forms'. A yellow warning banner reads 'This is QA! This is QA! This is QA! Do not use this for anything but testing.' The main content area is titled 'Schedules - Available' and includes a button for 'View All Apps, Requests and Reports'. A sidebar on the left lists navigation options: Home, Notifications, Site Information, Apps, Requests and Reports (highlighted), Permits, Compliance and Enforcement Actions, Violations, Financials, Documents, and Authorized Users. The main table lists schedules for 'Hydrolake Inc' with columns for Schedule Name, Status, Instructions, and Due Date. The table contains four rows of data, with the 'Begin Submission' button for the earliest due date report circled in red.

Schedule Name	Status	Instructions	Due Date	Action
MIS310123 v3.0 - NPDES Various Unscheduled - NPDES Unscheduled Permit Required Reports for Hydrolake Inc	Unstarted	NPDES Unscheduled Permit Required Reports		Begin Submission
MIS310123 v3.0 - Storm Water - Industrial/Commercial - Annual SWPPP Review Report for Hydrolake Inc	Unstarted	Annual SWPPP Review Report	01/10/2018 Due 7+	Begin Submission
MIS310123 v3.0 - Storm Water - Industrial/Commercial - Annual SWPPP Review Report for Hydrolake Inc	Draft	Annual SWPPP Review Report	01/10/2017 Due 7+	Withdraw Draft Submission
MIS310123 v3.0 - Storm Water - Industrial/Commercial - Annual SWPPP Review Report for Hydrolake Inc	Unstarted	Annual SWPPP Review Report	01/10/2016 Due 7+	Begin Submission

CLICK “BEGIN FORM ENTRY”



The screenshot shows a web page for the Michigan Department of Environmental Quality (DEQ) MIWaters section. The page title is "Storm Water Pollution Prevention Plan (SWPPP) Annual Review Report Form" (version 1.0). A blue button labeled "Begin Form Entry" is circled in red. The page also includes a "Form" tab, a "Contact Information" section, and a footer with links to "MI.gov Home", "MIWaters Home", "Contact", "Policies", and "Copyright 2015 State of Michigan".

Home About Contact MI.gov

DEQ MIWaters Water Resources Information and Forms

Form

Begin Form Entry

Storm Water Pollution Prevention Plan (SWPPP) Annual Review Report Form

version 1.0

The intent of this compliance assistance document is to provide a SWPPP Annual Review Report Form that permittees can use to meet the conditions of the National Pollutant Discharge Elimination System (NPDES) Wastewater Discharge General Permit for Storm Water Discharges or NPDES Individual Permits. This document and other compliance assistance documents can be found at the DEQ, WRD Industrial Storm Water website www.mi.gov/deqstormwater (then click on INDUSTRIAL PROGRAM).

Contact Information

[MI.gov Home](#) [MIWaters Home](#) [Contact](#) [Policies](#) Copyright 2015 State of Michigan

CLICK “NEXT STEP”

Home About Contact MI.gov

DEQ MIWaters Water Resources Information and Forms

Processing Information

This step requires you to specify some basic information about your submission

Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record. A red asterisk denotes a required field.

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

Annual SWPPP Review Report

version 1.0

(Submission #: 2BG-RFVV-99NG, revision 1)

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Select the reason for this submission:

New ▼

No Fee : \$0

Steps: [Processing Info](#) > [Entry](#) > [Review](#) > [Certify & Submit](#) > [Payment](#) > [Confirmation](#)

[Save for Later](#) [Next Step](#)

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FILL OUT THE REQUIRED INFORMATION

Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record.

A red asterisk denotes a required field.

Form Sections

★ Facility Information

★ SWPPP Questions

Annual SWPPP Review Report

version 1.0

(Submission #: 2BG-RFVV-99NG, revision 1)

Facility Information

Facility Designated Name: *

clear section

Facility Address: *

Street Address *

City *

Postal Code *

State/Province/Region *

Country *

Certificate of Coverage No. or Individual Permit No.: *

Facility Contact Information: *

Prefix: First Name *

Last Name *

CLICK “NEXT SECTION”

123 Main St

Address Line 2

City * McBain Postal Code * 49999

State * MI Country * USA

Industrial Storm Water Certified Operator Certification Number: *

1-09999

List here additional operators (if applicable):

[Next Section](#)

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Delete Save for Later Previous Step Next Step

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ANSWER SWPPP REVIEW QUESTIONS

value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record.

A red asterisk denotes a required field.

Form Sections

 Facility Information

 SWPPP Questions

before the following 10 questions are completed.

clear section

Is the facility information current and accurate? *

Yes

Is the site map current and accurate? *

Yes

New exposures, processes and related controls have been documented appropriately in the SWPPP. *

Yes

Have spills been recorded and reported as appropriate? *

Yes

Has employee SWPPP training been conducted and documented? *

Yes

Are records of routine preventative maintenance and housekeeping inspections available in the SWPPP file? *

Yes

Have comprehensive site inspections been completed, certified and filed in the SWPPP file? *

Yes

Have corrective actions noted in the inspection reports been completed? *

Yes

Is the SWPPP compliant with the permit and has been reviewed and signed by the Certified Storm Water Operator and the permittee or designated representative? *

Yes

Additional Comments:

Data Entry

This step allows you to fill out the form and to validate the information provided. The form is divided into separate sections as listed on the left. Please fill out each relevant section.

The indicators next to the sections names on the left denote the validity of each section. A red X indicates the section has an omission or invalid value. A yellow star indicates that the section has not yet been visited. A green check indicates a complete section.

Once the form is complete and all sections show a green check, click on the 'Next Step' button to proceed.

Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record.

A red asterisk denotes a required field.

Form Sections

X Facility Information

SWPPP Questions

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

Annual SWPPP Review Report

version 1.0

(Submission #: 2BG-RFVV-99NG, revision 1)

Facility Information

[clear section](#)

Facility Designated Name: *		
<input type="text" value="Hydrolake Inc"/>		
Facility Address: *		
<input type="text" value="123 Main St"/>		
Street Address *		
City *	Postal Code *	
<input type="text" value="McBain"/>	<input type="text" value="49999"/>	
State/Province/Region *	Country *	
<input type="text" value="MI"/>	<input type="text" value="USA"/>	
Certificate of Coverage No. or Individual Permit No.: *		
<input type="text"/>		
Please provide the most current form number.		
Facility Contact Information: *		
Prefix:	First Name *	Last Name *
<input type="text" value="Mr."/> ▼	<input type="text" value="Jake"/>	<input type="text" value="Riley"/>
Title	Company Name *	
<input type="text" value="Environmental Professional"/>	<input type="text" value="Hydrolake Inc"/>	

WHEN FINISHED CLICK “NEXT STEP”

Form Sections

- Facility Information
- SWPPP Questions**

Yes

Has employee SWPPP training been conducted and documented? *

Yes

Are records of routine preventative maintenance and housekeeping inspections available in the SWPPP file? *

Yes

Have comprehensive site inspections been completed, certified and filed in the SWPPP file? *

Yes

Have corrective actions noted in the inspection reports been completed? *

Yes

Is the SWPPP compliant with the permit and has been reviewed and signed by the Certified Storm Water Operator and the permittee or designated representative? *

Yes

Additional Comments:

[Previous Section](#)

Steps: Processing Info > **Entry** > Review > Certify & Submit > Payment > Confirmation

[Delete](#) [Save for Later](#) [Previous Step](#) [Next Step](#)

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THIS WILL TAKE YOU TO A REVIEW CLICK “NEXT STEP” TO PROCEED

SWPPP Questions

Is the facility information current and accurate?

Yes

Is the site map current and accurate?

Yes

New exposures, processes and related controls have been documented appropriately in the SWPPP.

Yes

Have spills been recorded and reported as appropriate?

Yes

Has employee SWPPP training been conducted and documented?

Yes

Are records of routine preventative maintenance and housekeeping inspections available in the SWPPP file?

Yes

Have comprehensive site inspections been completed, certified and filed in the SWPPP file?

Yes

Have corrective actions noted in the inspection reports been completed?

Yes

Is the SWPPP compliant with the permit and has been reviewed and signed by the Certified Storm Water Operator and the permittee or designated representative?

Yes

Additional Comments:

NONE PROVIDED

Steps: Processing Info > Entry > **Review** > Certify & Submit > Payment > Confirmation

Save for Later

Previous Step

Next Step

CLICK “SUBMIT FORM” TO COMPLETE SOC SUBMITTAL

Home About Contact MI.gov

DEQ MIWaters Water Resources Information and Forms

Certify and Submit

This step allows you to certify the form as complete and accurate and to submit the form to MDEQ for review and processing.

Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record.

Steps: Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

Annual SWPPP Review Report

version 1.0

(Submission #: 2BG-RFVV-99NG, revision 1)

Enter the certification text for the form here

Steps: Processing Info > Entry > Review > **Certify & Submit** > Payment > Confirmation

[Save for Later](#) [Previous Step](#) [Submit Form](#)

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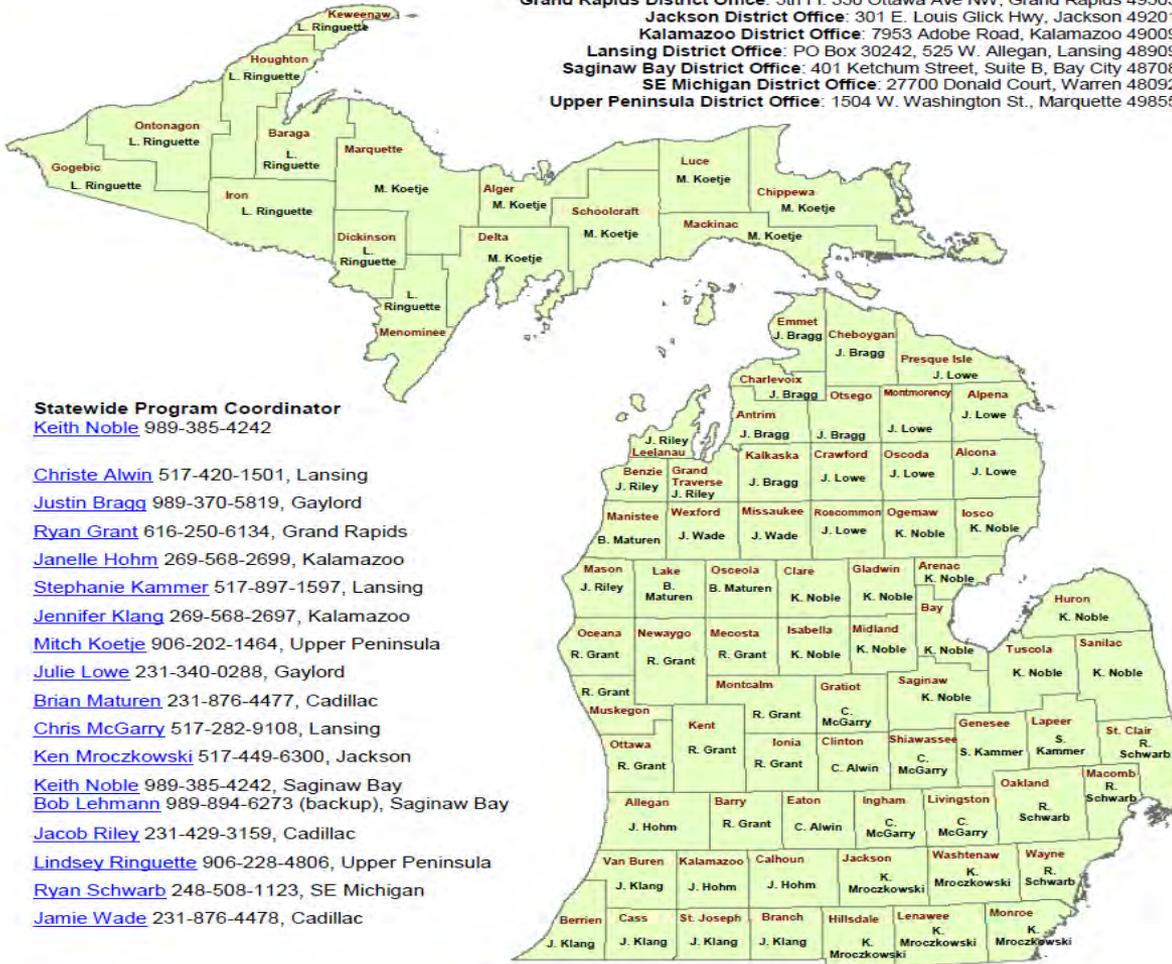
MIWATERS

- A WEBPAGE HAS BEEN ESTABLISHED FOR UPDATING THE PUBLIC ON MIWATERS: WWW.MICHIGAN.GOV/MIWATERS
- THE WEBSITE ABOVE ALSO HAS LINKS TO TUTORIAL VIDEOS ABOUT MANY OF THE ACTIONS WE WATCHED TODAY.
- INDUSTRIAL STORM WATER INFORMATION AND STAFF MAPS CAN BE FOUND ON THE INDUSTRIAL STORM WATER WEBPAGE LOCATED AT:
[HTTP://WWW.MICHIGAN.GOV/DEQ/0,4561,7-135-3313_51002_3682_3716-24018--,00.HTML](http://WWW.MICHIGAN.GOV/DEQ/0,4561,7-135-3313_51002_3682_3716-24018--,00.HTML)

Industrial Storm Water Staff

[Link to Industrial Storm Water program home page](#)

Cadillac District Office: 120 W. Chapin St, Cadillac 49601
Gaylord Field Office: 2100 West M-32, Gaylord 49735
Grand Rapids District Office: 5th Fl. 350 Ottawa Ave NW, Grand Rapids 49503
Jackson District Office: 301 E. Louis Glick Hwy, Jackson 49201
Kalamazoo District Office: 7953 Adobe Road, Kalamazoo 49009
Lansing District Office: PO Box 30242, 525 W. Allegan, Lansing 48909
Saginaw Bay District Office: 401 Ketchum Street, Suite B, Bay City 48708
SE Michigan District Office: 27700 Donald Court, Warren 48092
Upper Peninsula District Office: 1504 W. Washington St., Marquette 49855



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 - [HTTP://WWW.MICHIGAN.GOV/DEQ/0,4561,7-135-3313_72753-360888--,00.HTML](http://WWW.MICHIGAN.GOV/DEQ/0,4561,7-135-3313_72753-360888--,00.HTML)