

MiWaters Schedules of Compliance (SOCs): How to View, Submit, and Revise

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Schedules of Compliance (SOCs)

- Submissions required by a permit
 - Examples:
 - Annual Reports
 - Asset Management Plans
 - SWPPP Reports
 - Start-Up/Completion Notifications
- Discharge Monitoring Reports (DMRs)
 - Separate mechanism for submitting DMRs
 - Apps, Requests, Reports – View DMRs

Types of SOCs

- Specific Due Dates
 - Submissions with stated due dates
 - Example: 4/1/2018, 1/1/2018, 10/30/18
- As Needed
 - One-time submission without a stated due date.
- As Needed/Reoccurring
 - Available as many times as needed, no set due date.
 - Various Unscheduled
 - Lagoon Discharge Requests

How to Find New and Draft SOCs

1. Pull up specific site in upper left hand corner.
2. Click “Apps, Requests, and Reports”.
3. Click “New and Draft Compliance Reports”.

How to Find New and Draft SOCs cont.

- Available Information
 - Schedule name, status, instructions, due date
 - No “Begin Submission” or “Continue Draft Submission” button means schedule is not yet available.

Viewing New and Draft SOCs

- Due Date tags
 - SOCs with specific due dates have a colored flag indicating deadline.
 - Green – due date more than 7 days away
 - Orange – due date within 7 days
 - Red – late SOC
 - Late SOCs can be opened and submitted.

How to delete draft SOCs

1. To delete, you must open the draft submission.
2. Click on the gear icon.
3. Click “Delete Draft”.

How to view submitted SOCs

1. Pull up specific site in upper left hand corner.
2. Click “Apps, Requests, and Reports”.
3. Click “Submitted Compliance Reports”.
 - Available Information
 - Schedule name, status, due date, received date
 - No “View or Revision Submission” means schedule is not yet available to view or revise.

How to Revise SOCs

1. Go to “Submitted Compliance Reports”.
2. Click “View or Revise Submission”.
3. Click “Revise Submission”.
 - If you save your draft revision for later:
 - You will see the draft revision in “New and Draft Compliance Reports” and “Submitted Compliance Reports”.
 - Click “Continue Draft Submission” in either location to continue working on the draft.
 - Once the revision is submitted, you will see information for both versions under “Submitted Compliance Reports”.

SOC Notifications

- Types of SOC Notifications
 - SOC due date reminders
 - Only for SOCs with specific due dates
 - Send out 30 days before due date, 7 days before due date, and on due date
 - SOC received confirmation
 - Decision Notification
 - Approved/not approved or Acknowledged
 - Comment
- Notification Preferences
 - Email or Email and MiWaters.
 - Can change preference by going to your profile.
 - Name in upper right hand corner of MiWaters
- Who receives notifications
 - SOC Reminder Notifications
 - All authorized users on site
 - SOC Decision Notifications
 - All authorized users on site
 - SOC Received Confirmation Notifications
 - All authorized users on site

Changes to SOCs

- We are looking to make potential improvements to the SOC viewing and submitting process in the upcoming year.
 - Fundamentals will remain the same.

Questions about SOCs

- Contact Permit Compliance Manager
 - Listed on “Permits” tab