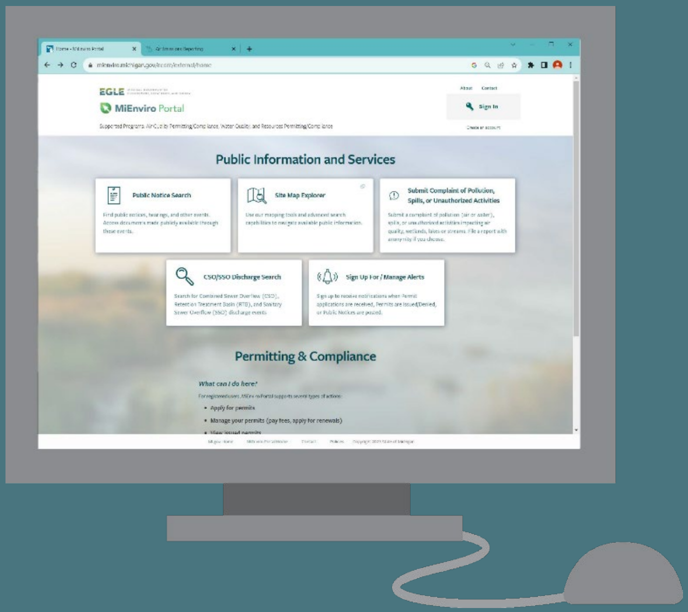
MiEnviro Portal

Air Program

COMPLIANCE

USER GUIDE



EGLE
MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

Michigan.gov/MiEnviro | 800-662-98

December 2024

MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

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1 Introduction

Overview of MiEnviro Portal

The Michigan Department of Great Lakes, Environment, and Energy (EGLE), Air Quality Division (AQD) is utilizing MiEnviro Portal (MiEnviro) for electronic notifications, permitting, dry cleaning licenses, emissions reporting, and compliance information.

MiEnviro Portal Resources and Contact Information

This guide and other resources can be found at Michigan.gov/MiEnviroPortal. For AQD-specific assistance, please contact EGLE-Air-MiEnviro@Michigan.gov or call 800-662-9278.

EGLE MiEnviro Portal Website

This site provides an overview of the divisions that utilize MiEnviro in addition to the AQD and provides answers to frequently asked questions. You can access the MiEnviro website at Michigan.gov/EGLE/maps-data/MiEnviroPortal.

Contact Email for MiEnviro

The AQD, maintains the EGLE-Air-MiEnviro@Michigan.gov email to accept, track and administer MiEnviro related correspondence. Facilities should use this email whenever they need assistance.

2 System Requirements - Browser Information

Participating users must be able to access MiEnviro. The performance of MiEnviro will vary based on the computer's internet connection speed, central processing unit, operating system, and available memory.

EGLE recommends the following system and browser configuration:

- Broadband Internet Connection or higher
- Pentium II processor or higher
- Microsoft Windows XP or higher
- 256 MB of RAM or higher
- The latest version internet browser.
- Turn off auto-fill settings on your browser.
- Do not log into the system more than once in the same browser.
- Clear the cache in your browser if you are experiencing issues.

3 Accessing Public Information and Services

Access the MiEnviro login at [MiEnviro.Michigan.gov.](MiEnviro.Michigan.gov) You will be greeted by the screen shown below.

Public users may use some features of MiEnviro without creating a user account. The options for users who do not have a user account are on the top of the screen under **Public Information and Services.**

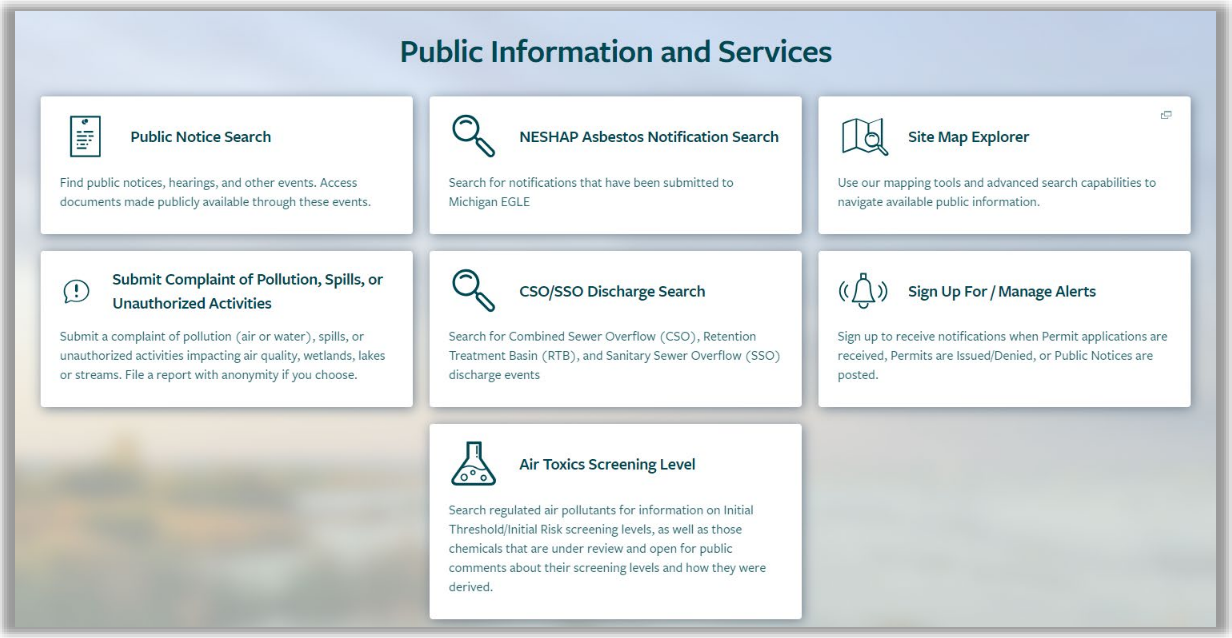


Figure 3-1 – Public Information Screen

Public Notice Search

Users can view all current public notices or search for a specific one. To comment on a public notice, click the **View/Submit Comment** button to the right of the public notice. **See Figure 3-2.** Documents associated with the public notice can be viewed and comments submitted by clicking **Add Comment**.

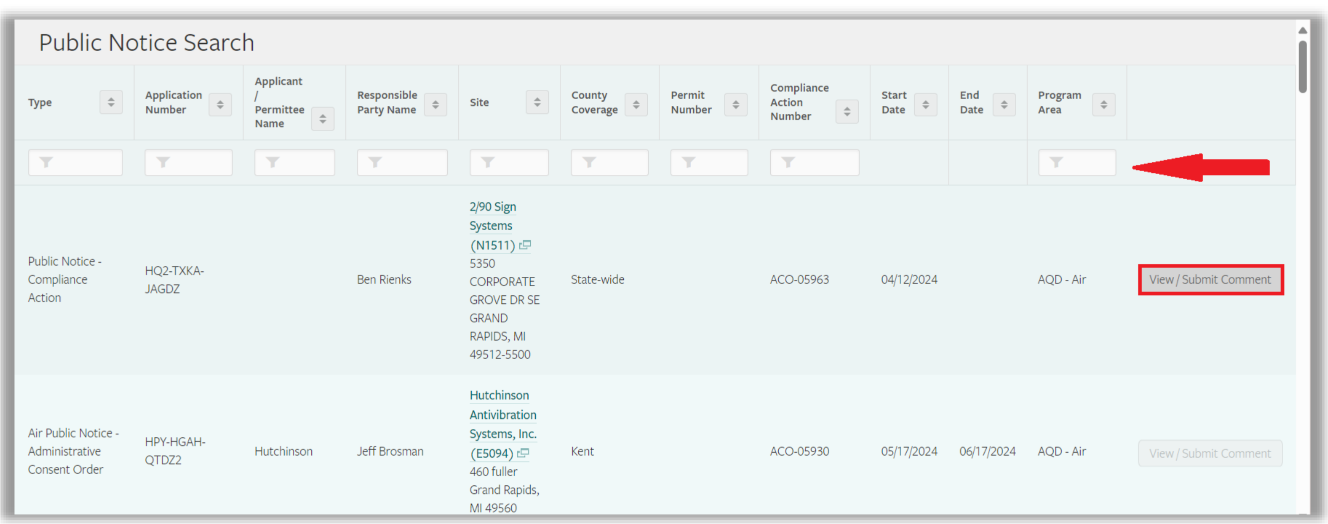


Figure 3-2 – View/Submit Comment

Click the **Add Comment** tab at the top/middle. See Figure 3-3.

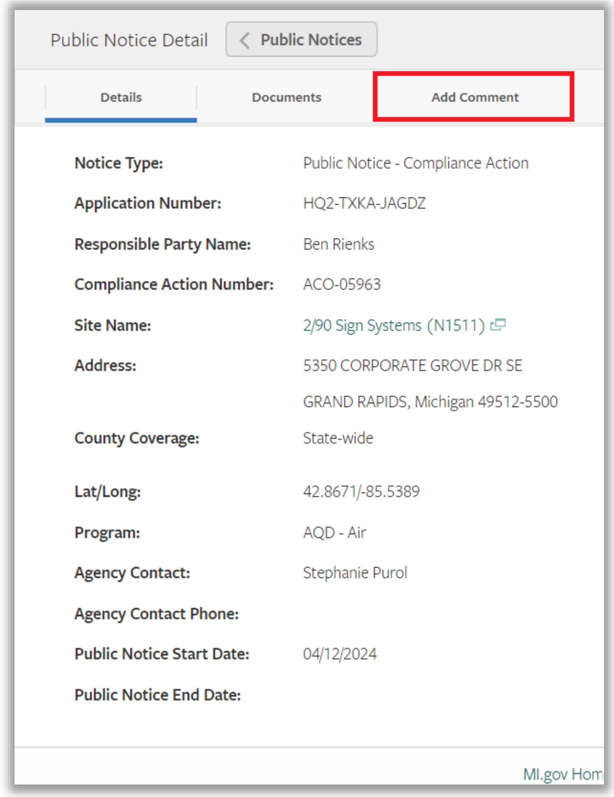


Figure 3-3 – Add Comment Tab

At a minimum, you must complete the required fields before you can submit. Required fields are marked with a red dot. Click Submit at the lower left after your complete the form. The form has two boxes for attachments. Click, drag and drop your documents or click Choose Files and select documents from your computer.

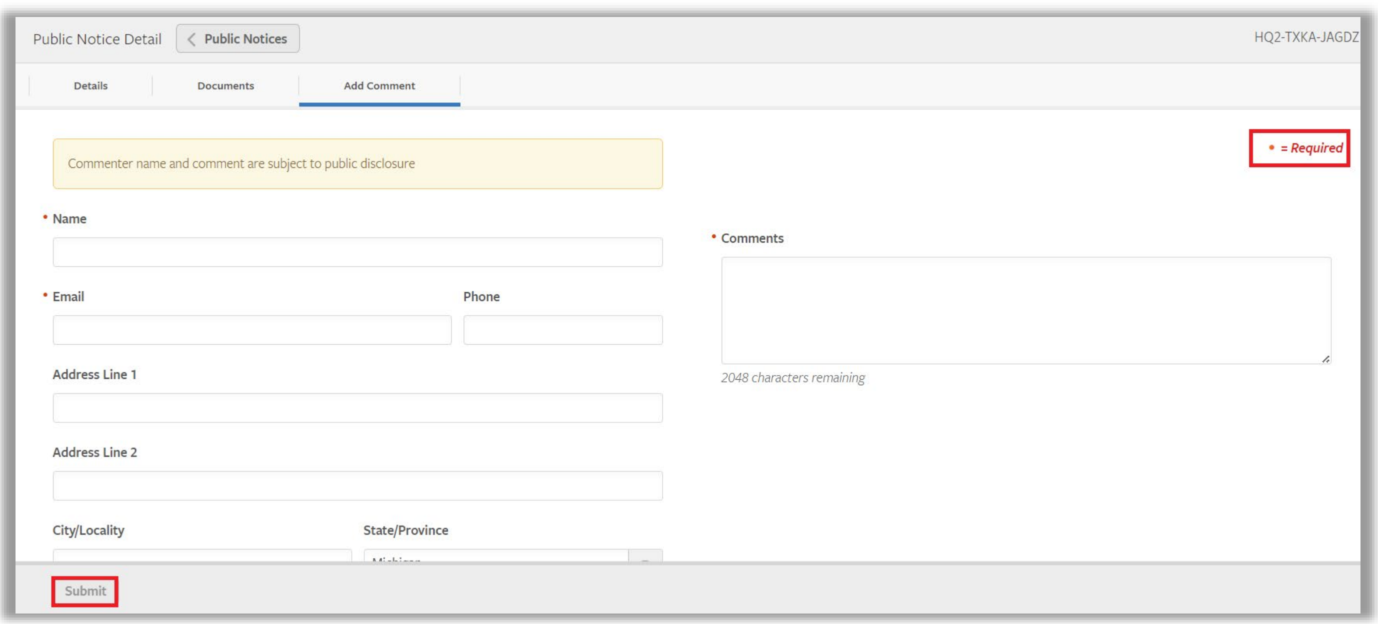


Figure 3-4 Required fields and Submit button

The system will briefly display a message thanking you for submitting your comment and the data on the form will go away.

NESHAP Asbestos Notification Search

To be added at a later date.

Site Map Explorer

This is an interactive map for the State of Michigan that displays permitted site locations. Users can enter a variety of criteria to search for a specific site or see sites within a specific area.

Submit Complaint of Pollution, Spills, or Unauthorized Activities

Provides the ability to file a complaint online.

CSO/SSO Discharge Search

Provides information on combined Sewer Overflow/Separate Sewer Overflow discharge.

Sign Up For/Manage Alerts

Sign up to receive notifications when permit applications are received, issued, and denied. Also, to receive notifications when Public Notices are posted.

Air Toxics Screening Level

Search regulated air pollutants for information on Initial Threshold/Initial Risk screening levels. This page also identifies those chemicals that are under review and open for public comments and provide information about their screening levels and how they were derived.

4 Accessing MiEnviro for Business

To apply for permits or dry-cleaning licenses, pay fees, apply for permit renewals, view issued permits, submit reports required by your permit, submit compliance notifications, view email notifications, or review evaluations (site inspections), you will need to create a user account. Go to MiEnviro.Michigan.gov to get started. Shared accounts are **not** authorized within MiEnviro. User accounts must represent an individual and cannot be transferred to another person.

Users who need to access site data already saved in MiEnviro will need to create a user account, then contact the Site Administrator to access site data. To access existing site data, see Authorized Users in Section 6 *Navigating the System*.

First time MiEnviro Users for Existing Sites in the System

Existing Sites are sites that conducted AQD business prior to MiEnviro Portal

1. Must register for a user account.
2. Complete security questions upon activating a user account.
3. Asbestos program users who have submitted any notifications in the Asbestos Notification System (ANS) will automatically be connected to their sites in MiEnviro if they use the same email to register for their user account.
4. Existing sites were mailed a letter with a verification code.
5. Users who are not the Site Administrator should contact the Site Administrator for the site to get linked to the site data.

First time MiEnviro Users for Sites not in the System

1. Must register for a user account.
2. Complete security questions upon activating a user account.
3. If you are not sure if a site is registered in the system, contact the AQD.
4. Asbestos program users – new contractors need to complete a **New Contractor Registration Form** prior to submitting an **Asbestos Notification of Intent to Renovate/Demolish.**
5. Submit an application. Submitting the first application for a new site creates a site in the system. The person who creates a site in the system, is the Site Administrator. New site users who want to submit a Permit Application must first submit a New Air Site Request form.
6. New users who are not the Site Administrator for a new site, must contact the Site Administrator for the site to get linked to the site data.

5 Create a User Account

Step 1: Click on **Create an account**.

Step 2: Fill in the required data.

a. First Name and Last Name

b. Email address – this must be unique. Enter the email address, and then enter again to confirm. They are case sensitive.

c. Enter the password in the **Password** field and re-enter it in the **Confirm Password** field. Passwords must be 8 characters with at least one number, one special character such as !,@,#, one upper case letter, and one lower case letter. Passwords expire every 90 days.

d. Enter the phone number the AQD should call to contact you.

e. Enter your organization or Company Name.

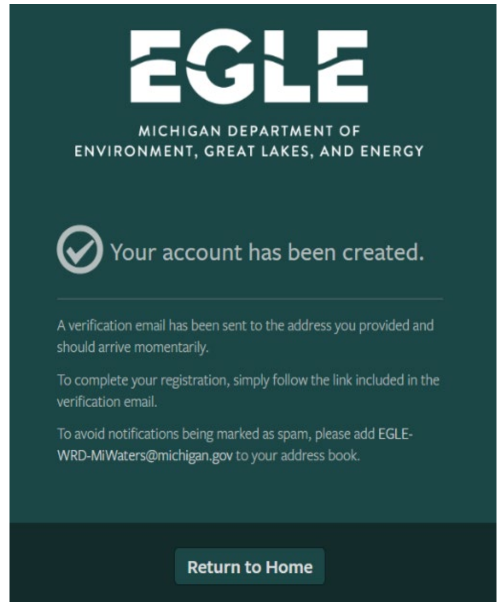


Figure 5-1 – Account Created

Step 3: Click **Create Account** – The pop-up window (Figure 5-1) will state your account has been created.

Step 4: Check your email for a MiEnviro email message. If the message doesn't appear in your inbox, check your junk email folder.

a. The email will provide your username and a link. Your username is the email address you used for your account.

b. Click the link to activate your account. You will see a pop-up window that states "Account Activated." (Figure 5-2.)

c. Click on **Sign In** on the pop-up window to log into MiEnviro or go to the home page and click on **Sign in.**

d. Enter your username (email address) and password, then press "Enter."

Step 5: First time logging in after the account is activated: the system will prompt you to select and answer five security questions. The security questions will not appear on subsequent log-ins.

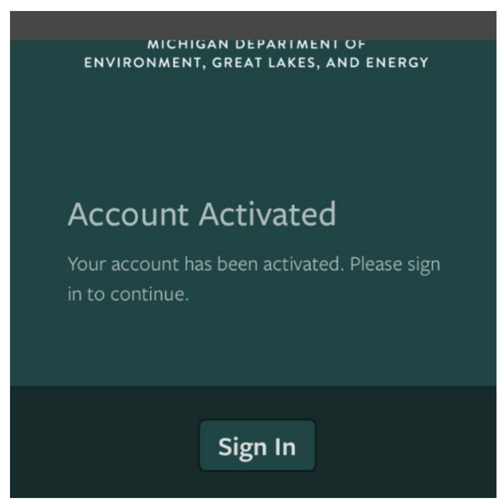


Figure 5-2 – Account Activated

Set up Security Questions

Select and answer five security questions. If you forget the answers to your security questions, email EGLE-Air-MiEnviro@michigan.gov to request they be reset. You will be asked to verify your identity.

Subsequent log ins

After you have created a user account, any time you log in you will c**lick on Sign In on the log in screen. See Figure 5-3**

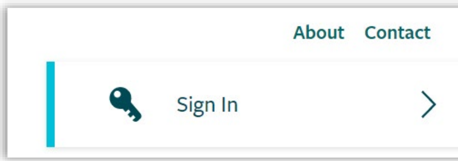


Figure 5-3 – Sign Ins

Email Address Changes

Send an email request to EGLE-Air-MiEnviro@Michigan.gov including your registered account email, your new email, and the reason for the change. The system will send an email to both email addresses when the change has occurred. **If you changed employers, you'll need to create a new user account with the new email.**

Locked Account

Three failed attempts to log in will lock your user account. Contact EGLE-Air-MiEnviro@Michigan.gov to have your account unlocked.

Certifier Access

Some applications or forms require a user to be certified to submit. Dry Cleaning and Asbestos Notification applications do not require a user to have Certifier rights. The Equipment Inventory Review form and the Annual Emissions Report require a user to have certifier rights to submit. To become a Certifier, submit the Certifier Agreement form found on the **Authorized Users** tab or under your user profile on the **Signing Authority** tab. See Authorized Users in Section *6 Navigating the System* for more information. The original form must be mailed to EGLE for processing. EGLE cannot accept electronic versions of the form. It can take up to two weeks to receive and process the form.

6 Navigating the System

Getting Started

This screen only displays when the user doesn't have access to any sites.

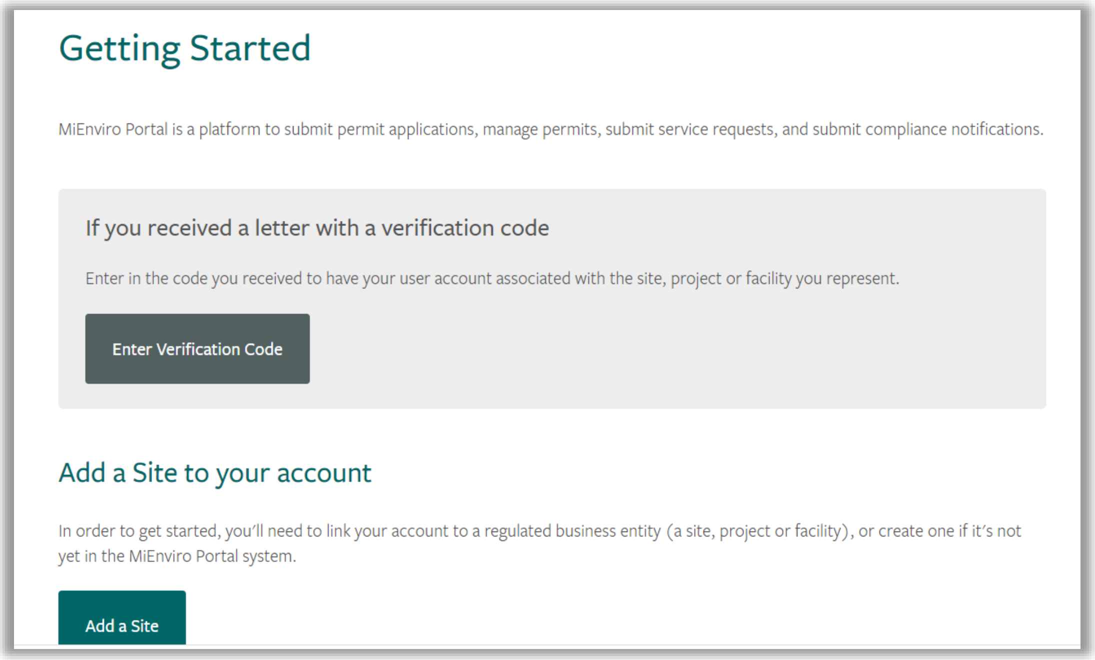


Figure 6-1 – Verification Code

Enter Verification Code

Sites who have previously done business with the AQD will be mailed a letter with a verification code. Click Enter Verification Code, then enter the code to be connected to the site. The site user who enters the code will become the Site Administrator for the site.

Add a Site to your Account

This button provides two options. If you aren't sure if a site is registered with the AQD, email EGLE-Air-MiEnviro@michigan.gov.

1. ***It has been registered with EGLE*** – This is a site that is already in the MiEnviro system. This includes sites with permits, dry cleaning licenses and submittals for asbestos. This may also include dry cleaning sites without licenses. **This option will direct you to contact the Site Administrator. The Site Administrator will authorize you access to a site.**
2. ***It has never been registered with EGLE*** – This is a site that has **never** been permitted, licensed, inspected, or submitted anything to EGLE. Selecting this option will take you to **Start a New Form.** Completing and submitting an application/form adds a site to the system. As the person who submits the application, you have access to the site data and become the Site Administrator. Users who are applying for a permit for a site that has never been registered must first submit the New Air Site Request Form.

Welcome Screen

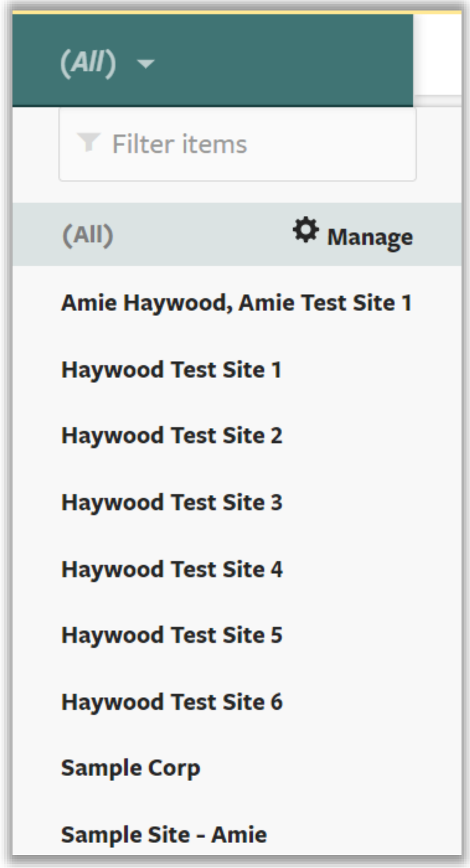


Figure 6-2 – (All)

This is the landing screen upon logging into the system. First time users or new facilities will see less options prior to submitting an application, form, report or registering a site. After you complete a submittal, more options will automatically be available upon subsequent log ins.

If you have more than one site associated with your user account, the screen will show **(All)** with a triangle or down arrow. Search for a specific site by entering the name in the **Filter items** box.

1. Click the down arrow to see a list of your sites and click on the site you want to work on or view. See Figure 6-2.
2. Click on **Manage** to view a list of your sites with more information. You can choose to hide or show your sites in the list under **(All)**. The hide/show function can also be accessed by clicking on the display name at the top right corner, which is your User Profile.

Home

Once you have added a site to your account, the Home screen is the landing screen upon logging in if you don't have any items on your Dashboard.

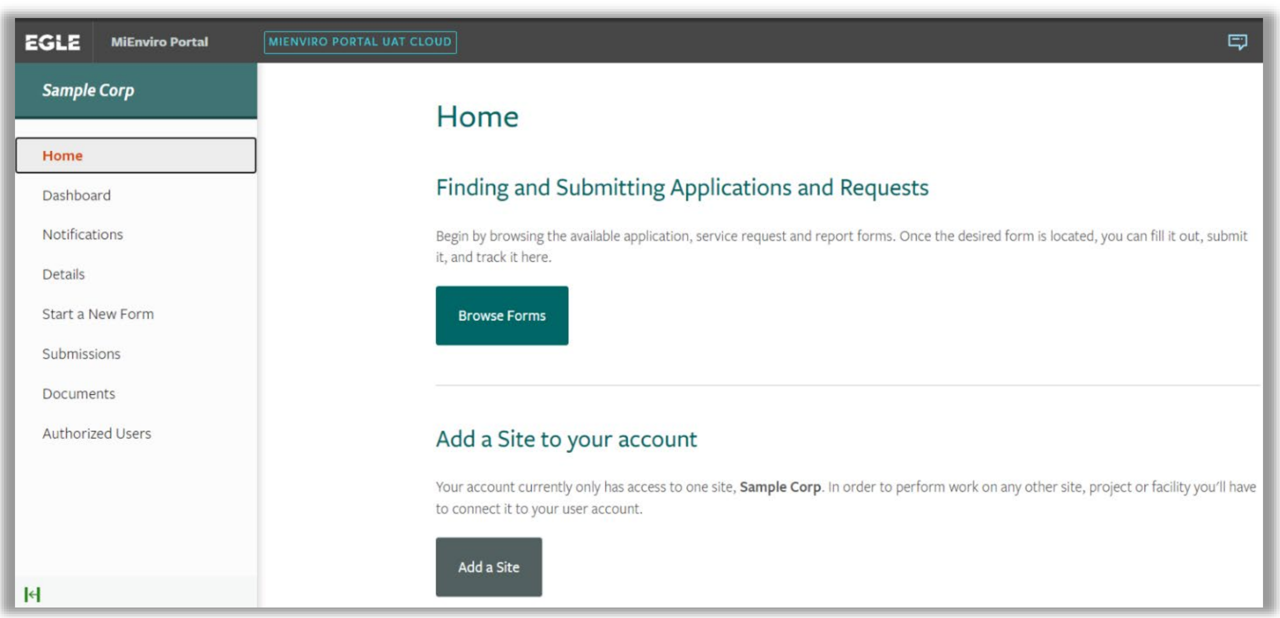


Figure 6-3 – Home, Browse Forms, Add a Site

Browse Forms

Once you are linked to a site, the additional option of **Browse Forms** becomes available on the **Home** screen. This button provides the same functions as **Start a New Form** on the left. Search for applications and forms by scrolling or entering key words in search or filter fields. See Figure 6-3.

Top Right Links

Home – Takes you to the Dashboard

About – Access MiEnviro Portal webpage

Contact – Access contact emails for asking questions about MiEnviro

Sign Out – Exit the system

MI.gov/Home – Access the State of Michigan Webpage

Dashboard

The dashboard provides a list of active work items. Some examples of what appears on the dashboard are any draft submissions (also accessible on the Submissions tab), documents the AQD needs your signature for, outstanding invoices, compliance reports, etc. If there are items on the Dashboard, it will be the landing screen upon logging in.

- When a site user has access to more than one site, the site selection box displays **(All).**
- When the site selection box is set at (All), the Dashboard will display items for all the sites you have access to.
- Select a specific site to view/access only items for that site.

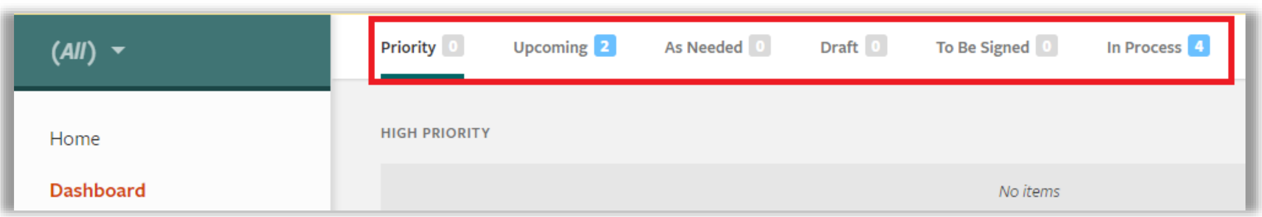


Figure 6-4 – Dashboard Categories

Dashboard Categories

The items displayed on the Dashboard are separated by categories. Click on each category title, see Figure 6-4, to view items within the specific category.

Priority

Items that require your immediate attention or your attention very soon.

Upcoming

Items that are coming up soon.

As Needed

Access reports, forms, applications here to use “as needed.” As needed items generally do not have a due date. An example of an As Needed item is the ad hoc Equipment Inventory Review Form. This form will always be available in the As Needed category on your Dashboard.

Draft

Access forms, applications, and reports you have started, but not yet submitted.

To Be Signed

The AQD is currently not using this category.

In Process

This allows quick view access to items submitted to the AQD that they are currently working on.

Notifications

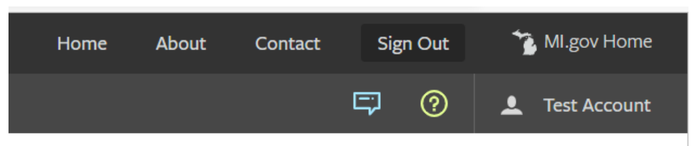


Figure 6-5 – Notification Charm

Check here for system emails regarding items that may require your response, status notifications, receipts for submittals, and notifications regarding your user account. Access notifications by clicking on **Notifications** on the left or by clicking on Notification ‘charm’ on the “Charm Bar.” See Figure 6-5. The notification charm looks like a speech bubble to the left of the question mark or “help” charm.
If you don’t have any notifications, the screen will be blank.

Site Details

This screen provides information about your site. For updates needed to data on the Details screen, email the Compliance Manager/District Inspector or EGLE-Air-MiEnviro@michigan.gov.

Details: Provides the Designated Name for the site, Site Type, Address, City, County, State, Postal Code and Country. Includes the Compliance Manager which is your district inspector.

Site Plan: Provides an interactive map of the site location.

Contacts: Displays contacts associated with the site. Allows additional contact information to be added by clicking on **Add Contact**. Click **Open** next to a contact to edit their information. Contacts cannot be deleted for historical record purposes. Note: contacts are not necessarily users. Users are people who have created a user account. Updates to contacts do not update users.

> **NOTE:** The contacts tab is view only. Contacts shown/listed on the Contacts tab do not interact with letters or invoices AQD staff generate for your site. Contacts on you Permit records or submitted applications is where the system will access contact information. Submit the Contact Information Update form to ensure your contacts ae updated in the correct places in the system.

Relations: Provides a list of additional sites that are related to the site. Provides the Category, Related Entity Name, Relationship with Current Entity, Related Entity Number, Active Permits, and Status.

Start a New Form

Select applications to submit to the AQD. See Figure 6-6.

I want to start a new application **–** Provides a list of application forms and a filter field. Type key words in the filter field to narrow your search. Click **Begin** next to the form you want to open. Examples of key words are dry cleaning, asbestos, permit to install. When entering "air" as the filter word, the system will display every application with the word "air" in it. See Figure 6-7 to view the filter field.

I have a ***reporting obligation*** *to fulfill* – Access any form the AQD has scheduled specifically for your site.

I want to make a ***service request*** – Access the Air Notification of Transfer of Ownership.

I want to file a ***complaint or report an incident*** - Provides the form to file a complaint with EGLE.

I'm not sure – Access all forms except the Equipment Inventory Review form.

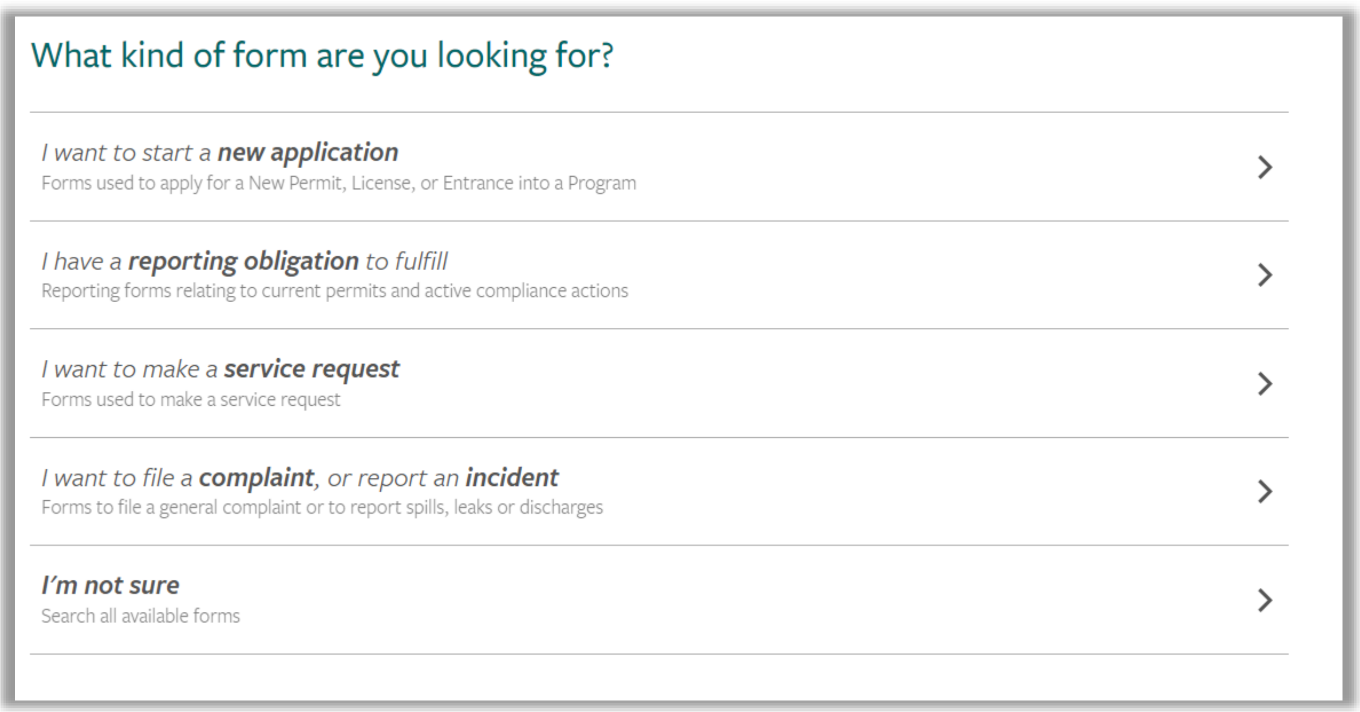


Figure 6-6 – Form Selection

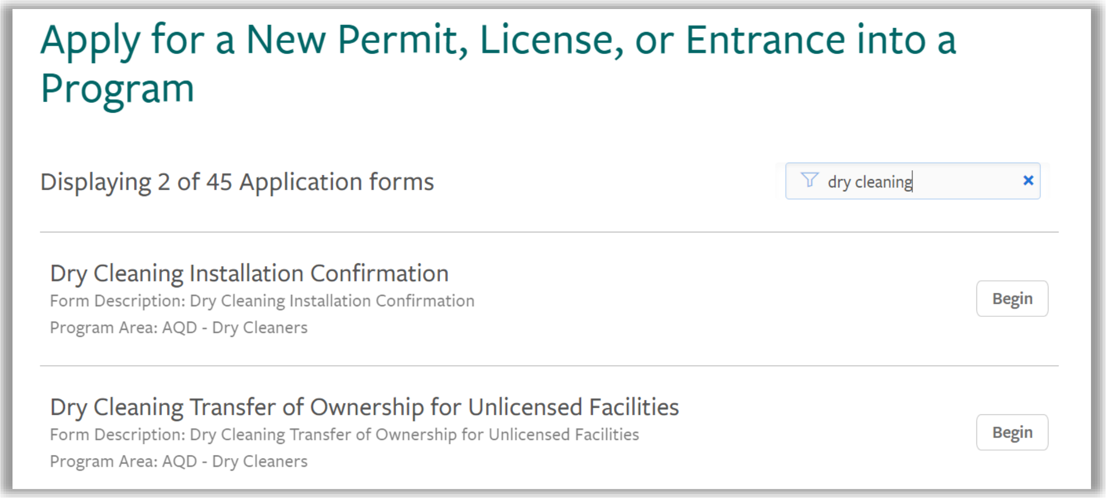


Figure 6-7 – Filter

Submissions

Started and saved (draft) applications, forms and reports or submitted applications, forms and reports will be accessible on the **Submissions** screen (see Figure 6-8). Go to **Submissions** to continue working on a draft item; view all submissions; or use filters to view specific types of applications, forms or reports. See Figure 6-8. If the Filter by Status selection is changed to a specific status, you may need to change it to "(All)" again to see all submission types.

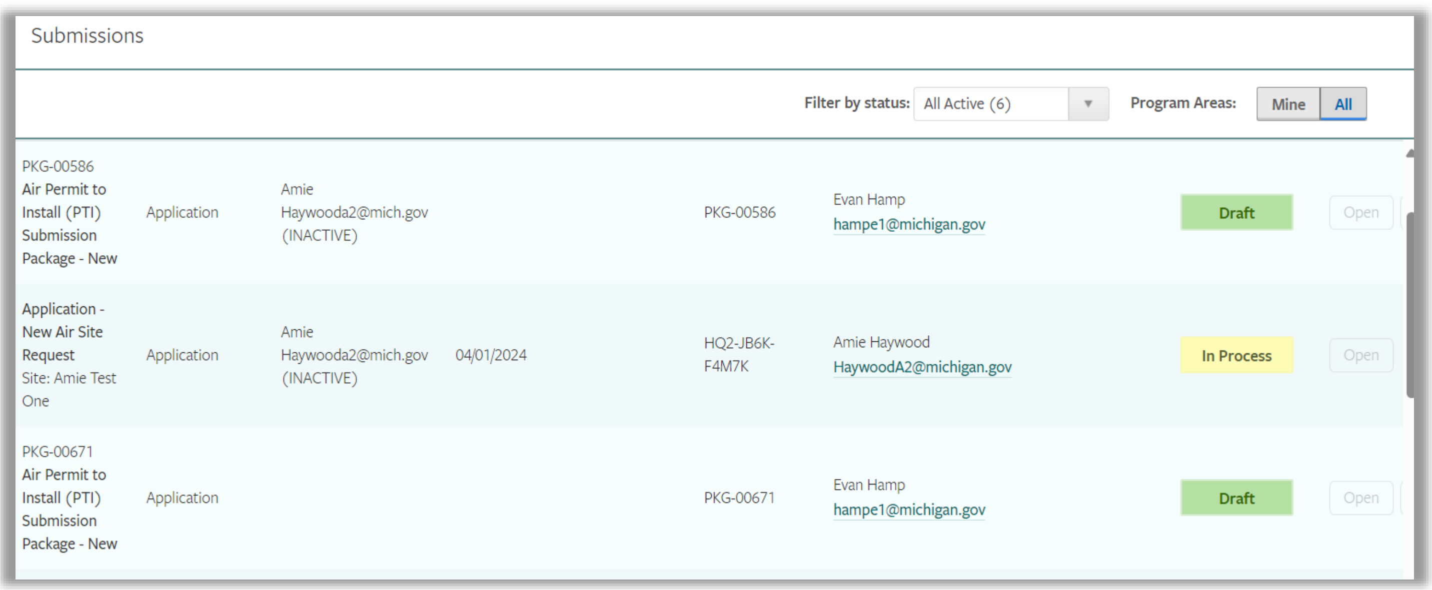


Figure 6-8 – Access Submissions

Permits (Dry Cleaning Licenses)

Access permits or dry-cleaning licenses on the Permit screen. The system refers to licenses as permits. The system will display any permits or licenses associated with a site. There are filter options by permit number, permit type, a variety of dates and permit status. Click on the permit status at the far right to view, download or print the permit or license.

Each site will have a permit labeled RPT. This is not a permit. It's a required placeholder in the system which allows the AQD to schedule forms/applications for sites to submit data to the AQD. Scheduled forms/applications have a due date.

Evaluations

Access information on completed site inspections.

Violations

Access issued violation notices.

Compliance & Enforcement Actions

Access enforcement and compliance actions for a site.

Financials – Paying a fee or fine

Access fees or invoices, print a copy of the invoice, generate a voucher to mail in payment for an invoice, or pay invoices online. Fees acquired through the enforcement process must be paid by mail.

Step 1: Click **Financials.**

Step 2: Click **Open** on the line item you want to view.

Paying by Mail

Acceptable payments by mail are checks, cashier's checks or money orders. Make your payment payable to State of Michigan. **The AQD will not issue a dry cleaning license until payment is received in full**.

Step 1: Click **Financials**.

Step 2: Click **Open** on the line item you want to pay.

Step 3: Click on **Generate Payment Voucher**. See Figure 6-9.

Step 4: Click **Open File** to open/view the invoice.

Step 5: Print the voucher.

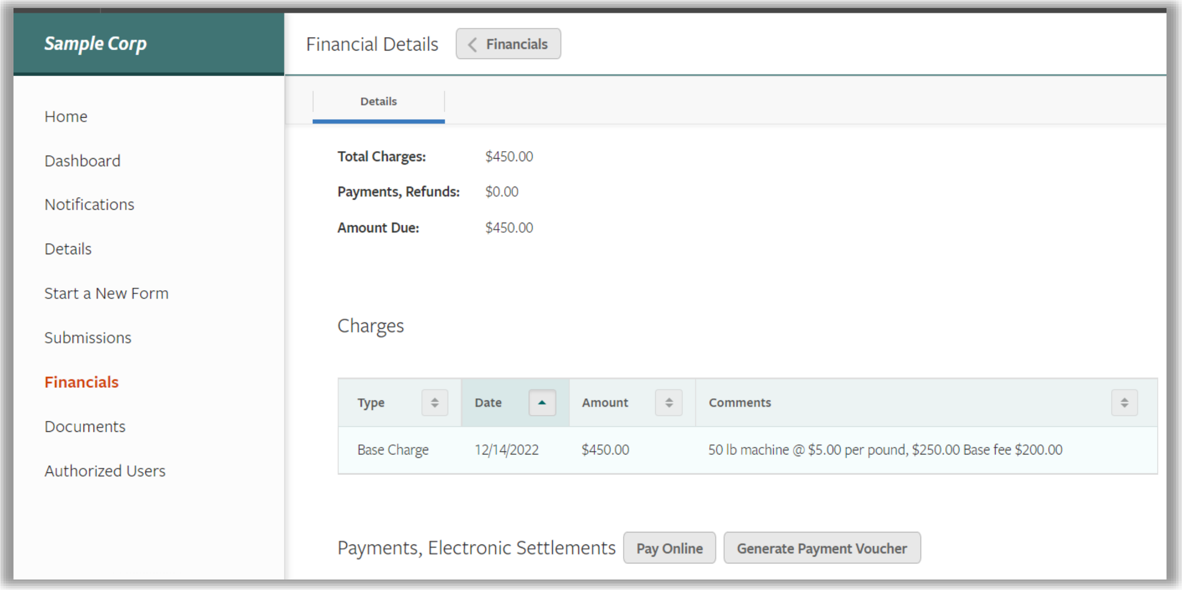


Figure 6-9 – Pay Online or Generate Payment Voucher

Mail the payment and voucher to the address on the invoice which are listed below.

Regular Mail
EGLE - Cashiers Office
PO BOX 30657
Lansing, Michigan 48909-8157

Overnight Mail
EGLE – Cashiers Office
425 West Ottawa Street
Lansing, Michigan 48933

Paying Online

Acceptable methods of payment online are credit cards or an electronic check. Partial payments are not allowed online. There is a 2% transaction fee if you pay by credit card. Example, if your invoice is $100, there will be an additional $2 charged to your credit card. The payment system does not charge a transaction fee when paying by electronic check.

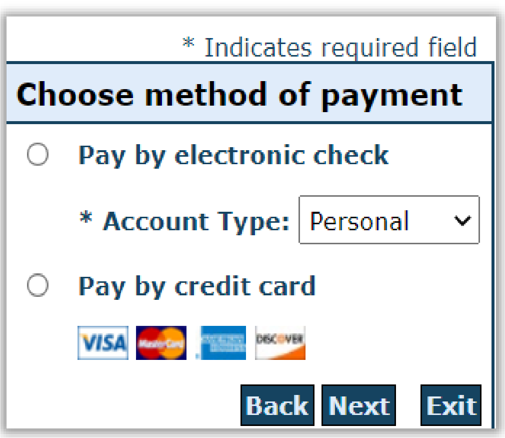


Figure 6-10 – Online Payment Method

Step 1: Click on the **Financials** screen on the left.

Step 2: Click **Open** on the line item you want to view.

Step 3: Click **Pay Online**.

Step 4: Select **Pay by electronic check** or **Pay by credit card**, when selecting **Pay by electronic check**, select Account type. The selections are Personal or Business depending on which checking account you want the funds to be drawn from. See Figure 6-10.

Step 5: Click ***NEXT***.

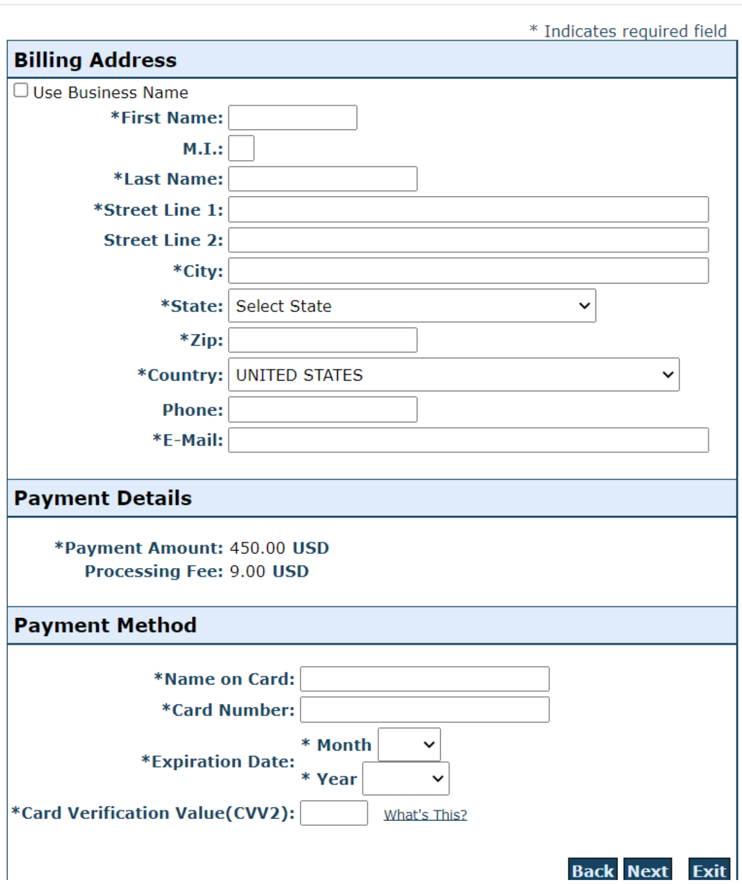
Step 6: Enter First name, last name, Street Line 1, City, State, Zip, Country, email for the billing address on your credit card.

Step 7a: When paying by credit card, enter the Name on the Card, Card Number, month and year for the expiration date and the Card Verification Value. See Figure 6-11.

Step 7b: When paying by electronic check, select the payment date, enter the name on the account, the account number and the routing number.

Step 8: Click **Next**.

Step 9: Review the information for accuracy. If accurate, click **Pay Now**.



* Indicates required field

Billing Address

☐ Use Business Name

*First Name:
M.I.:
*Last Name:
*Street Line 1:
Street Line 2:
*City:
*State: Select State
*Zip:
*Country: UNITED STATES
Phone:
*E-Mail:

Payment Details

*Payment Amount: 450.00 USD
Processing Fee: 9.00 USD

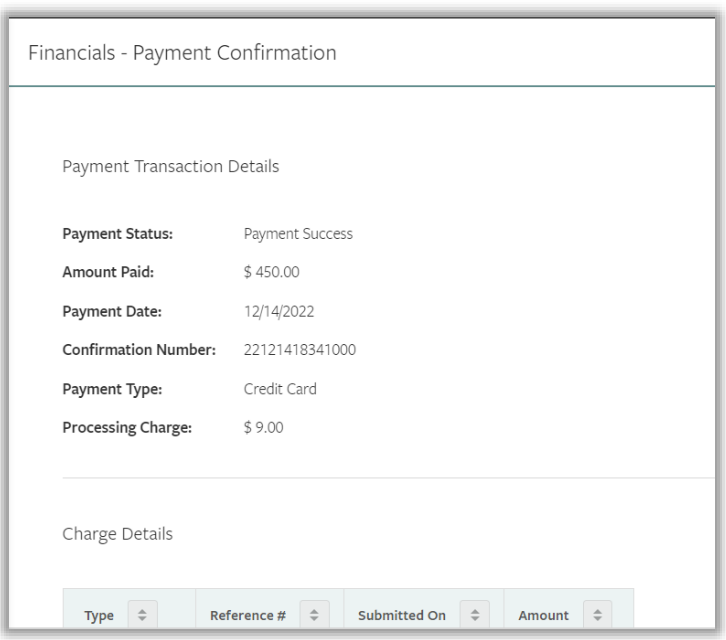
Payment Method

*Name on Card:
*Card Number:
*Expiration Date: * Month * Year
*Card Verification Value(CVV2): What's This?

Back Next Exit

Figure 6-11 – Card information form

The system will display a Payment Confirmation. See Figure 6-12 below. Click **OK**.



Financials - Payment Confirmation

Payment Transaction Details

Payment Status:	Payment Success
Amount Paid:	$ 450.00
Payment Date:	12/14/2022
Confirmation Number:	22121418341000
Payment Type:	Credit Card
Processing Charge:	$ 9.00

Charge Details

Type	Reference #	Submitted On	Amount

Figure 6-12 – Payment Confirmation

Documents

Provides access to documents associated with the site. To download a document on the list, check the box on the left next to the document, then click *download*. Then open the document.

Previewing the document is an additional option. Click the ellipsis (three dots) to the far right of the document you want to Preview or Download. Click **Preview**. To view all pages of the document selected, click **View Full PDF**. Then use the small arrows at the top of the document to go back and forth through the pages of the document as shown below in Figure 6-13. Use the magnifying glass with the – and + to zoom in and out of the document. Use download to download the document to your computer. To exit, click off the document.

Figure 6-13 – Page arrows, zoom and download in Preview document.

Continue Draft or Delete Draft

Access a saved application, form, or report that hasn't been submitted by clicking on ***Continue* from Dashboard** or ***Continue Draft* from Submissions**. If the system has any updates to the form since you originally started the draft, the window below will pop up. Click ***Promote*** to enter the draft application. If there haven't been any system updates to the form, clicking on ***Continue*** will take you directly to the draft application. Click on ***Delete Draft*** from the **Dashboard** to delete the draft. See Figure 6-14.

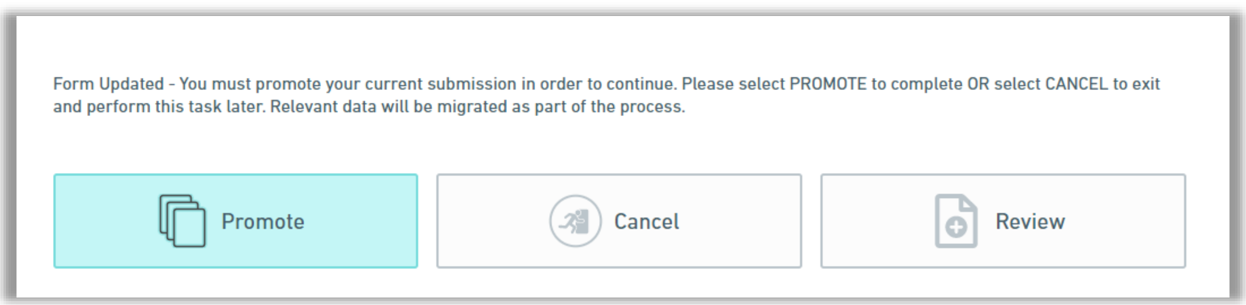


Figure 6-14 – Continue Draft

PROMOTE: Enter the draft to make edits.

CANCEL: Exit.

REVIEW: View the application data.

Equipment and Emissions Inventories

Access the Annual Emissions Reports and Equipment Forms. Click on the button under Actions to enter a specific report or form.

Figure 6-15 – Equipment and Emissions Inventories Links

Back to MiEnviro Portal – click here to go back to MiEnviro Home – Access welcome screen and guidance documents.

My Facilities – Displays a list of facilities you have access to

My Profile – Provides some user information. Your profile is not managed in the Equipment and Emissions Inventories portion of the system. Your user profile is managed in MiEnviro.

Authorized Users - Linking a Site to a User Account

Site users with Site Admin access manage who has access to their site. Use this screen to link or authorize other users to site data. After you create a MiEnviro user account, you will not be able to see any existing site data until a Site Administrator sends you an email invitation. Sites can have more than one Site Administrator. Follow **Step 1** or **Step 2** below.

Step 1: Contact the Site Administrator if there is one and they will send you an invite to connect you to the source data.

Step 2: Contact the AQD if you don't know who your Site Administrator is.

Site Administrator

Only a Site Administrator can invite another user to access their source data.

Step 1: To invite another user to access the source data, click on **Authorized Users.**

Step 2: Click on **Invite User to Join** (see Figure 6-16).

- Enter the first and last name.
- Enter the email they used for their MiEnviro user account.
- Select a Role:
  - Viewer – Can view site information but can't make any changes.
  - Editor – Can fill out forms and reports. May require certifier permissions to submit, depending on the form.
  - Administrator – Can edit site information, invite other uses to join the site, inactivate users, and request certifier permissions for users.

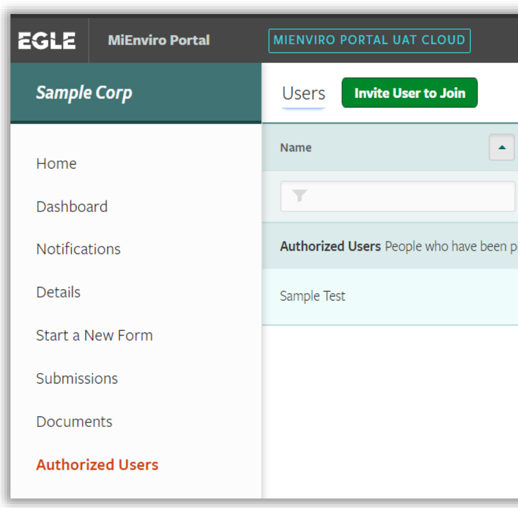


Figure 6-16 – Invite User

Step 3: Click **Send Invitation** -The system will send the user an email with a link. The system will also email the Site Administrator.

Step 4: The invited user can access the source data through the link in the MiEnviro email.

Update user information-View sites I have access to

User Profile

Click on your name (upper right corner, next to the person icon) to access the User Profile screen. See Figure 6-17 below. The name in this example is ***Test Account.***

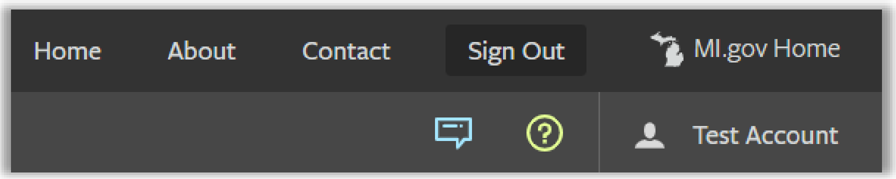


Figure 6-17 – Update Profile Information

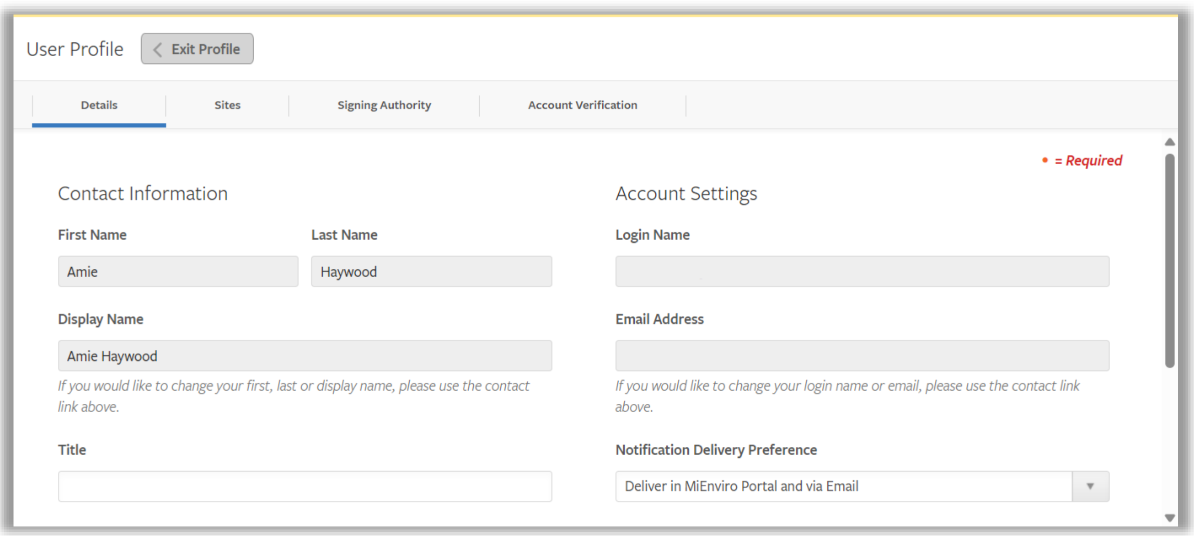


Figure 6-18 – User Profile Tabs

Details – Provides your contact information and account settings, and the ability to change your password. Select notification delivery preference for system notifications.

Sites – Provides a list of your sites and allows you to manage which sites show up in your list under **(All)** by clicking on the Site tab, then click on Hide if you do not want to see the site in your list. Hiding the site from your list will not delete the site. If you hide a site and then later want it to show up in your list again, make sure the *Visibility* filter is at **All or Hidden**, then click on *Show* to see the site listed.

Signing Authority – Access the Certifier Agreement Form for submitting specific applications that require a certifier. Dry Cleaning and Asbestos applications do not require a user to be certified.

Account Verification - If the AQD has provided you a verification code to access additional sites, enter it here and then click **Submit.**

7 Air Compliance Reports

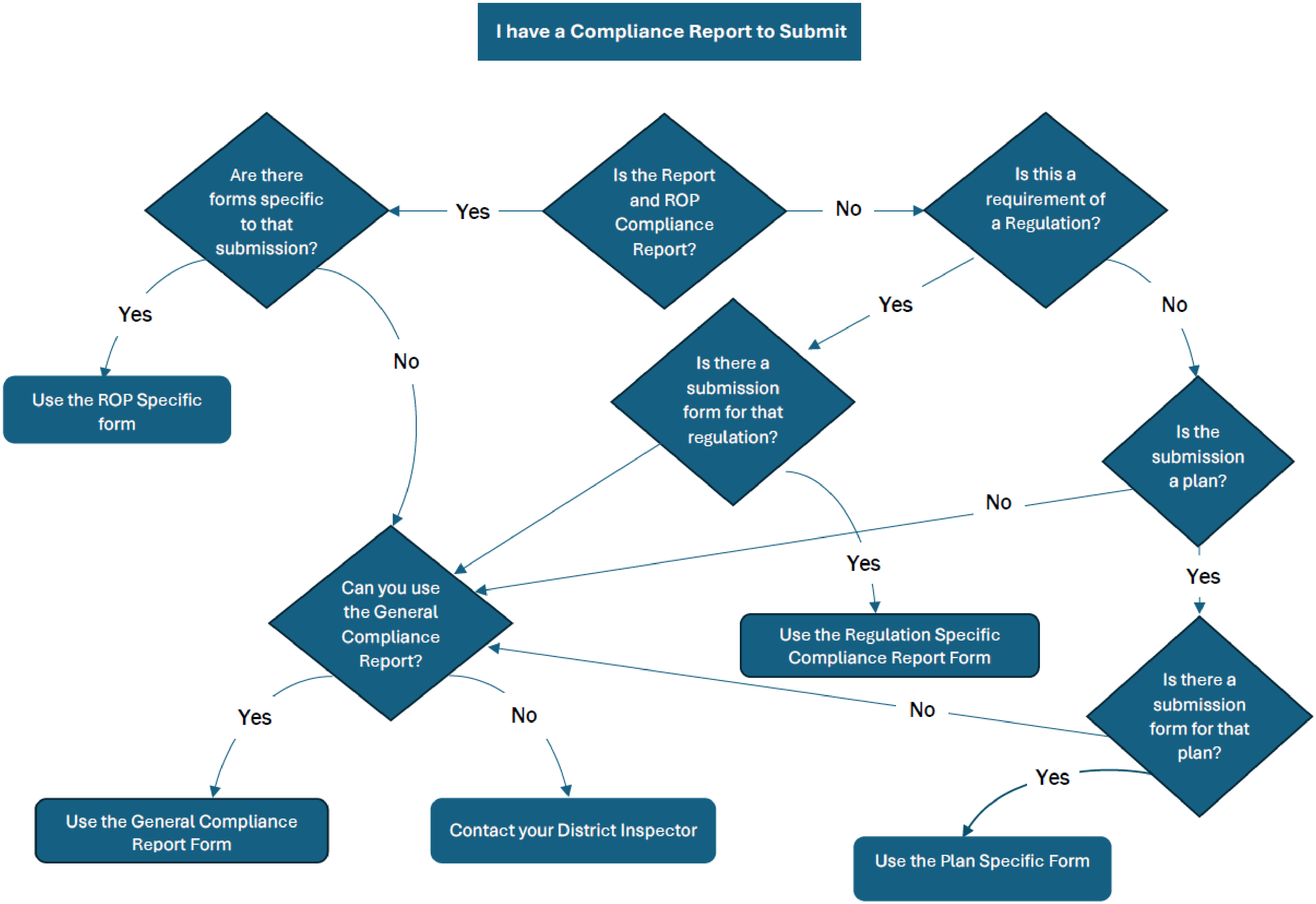
Air compliance reports consist of forms and documents submitted by a site to the AQD in order to demonstrate compliance with a permit, rule or standard. In MiEnviro, compliance reports are submitted through a series of forms where the site answers questions, attaches documents and submits the form or report with a certified statement. Depending on your permit, the AQD may have added compliance reports required to be submitted for your site. The system refers to these reports as schedules.

The AQD may also add compliance reports any time throughout the year. When you have a compliance report, it will appear on your Dashboard. Depending on the due date, if there is one, will depend on which Dashboard category the report appears in. For a list of the compliance reports and a brief description, see Appendix A.

It is important to use the forms and reports available on your site. If there isn't the appropriate form, use the Air General Compliance Report. See the process below and the following flow chart to determine the proper report form.

Compliance Report Submission Process

1. Is the Report and ROP Compliance Report?
    a. If yes, are there forms specific to that report submission?
        ii. If yes, Use the ROP Specific form
        iii. If no, can you use the General Compliance Report?
            1. If yes, Use the General Compliance Report Form.
            2. If no, contact your District Inspector
    b. If No, Is the submission a requirement of a regulation?
        i. If yes, is there a submission form for that regulation?
            1. If yes, use the Regulation Specific Compliance Report form.
            2. If no, can you use the General Compliance Report?
                a) If Yes, Use the General Compliance Report Form.
                b) If no, contact your District Inspector
        ii. If no, is the submission a plan?
            3. If yes, is there a submission form for that plan?
                a) If yes, use the Plan Specific Form.
                b) If no, can you use the General Compliance Report?
                    i. If yes, Use the General Compliance Report Form.
                    ii. If no, contact your District Inspector


I have a Compliance Report to Submit
Is the Report and ROP Compliance Report?
Yes
No
Are there forms specific to that submission?
Is this a requirement of a Regulation?
Yes
Use the ROP Specific form
No
Yes
No
Is there a submission form for that regulation?
Is the submission a plan?
No
Yes
Yes
Can you use the General Compliance Report?
Use the Regulation Specific Compliance Report Form
Is there a submission form for that plan?
No
Yes
No
Yes
Use the General Compliance Report Form
Contact your District Inspector
Use the Plan Specific Form

8 How to Submit a Compliance Report

There are three ways to access your reports/forms. The system defaults to your Dashboard and your reports and forms can be accessed there. In addition, they can be accessed on the Submissions screen or the Start a New Form screen.

Dashboard Screen

If you have access to more than one site, be sure to select the site in the site selection box to view items that pertain to just that site.

The Dashboard sorts items into categories displayed at the top. Priorities, Upcoming, As Needed, Draft, In Process. The categories are defined in the Dashboard section above. The image in Figure 8-1 displays a specific site selected and Priority reports in the center screen. On the right panel, the system displays reports that are upcoming.

In Figure 8-1 the category selected is Priority. All the items that are overdue or are due soon are shown in the middle of the screen. Upcoming items appear on the right side of the screen.

Reminder: The system refers to a form that the AQD has added to your site as a Schedule.

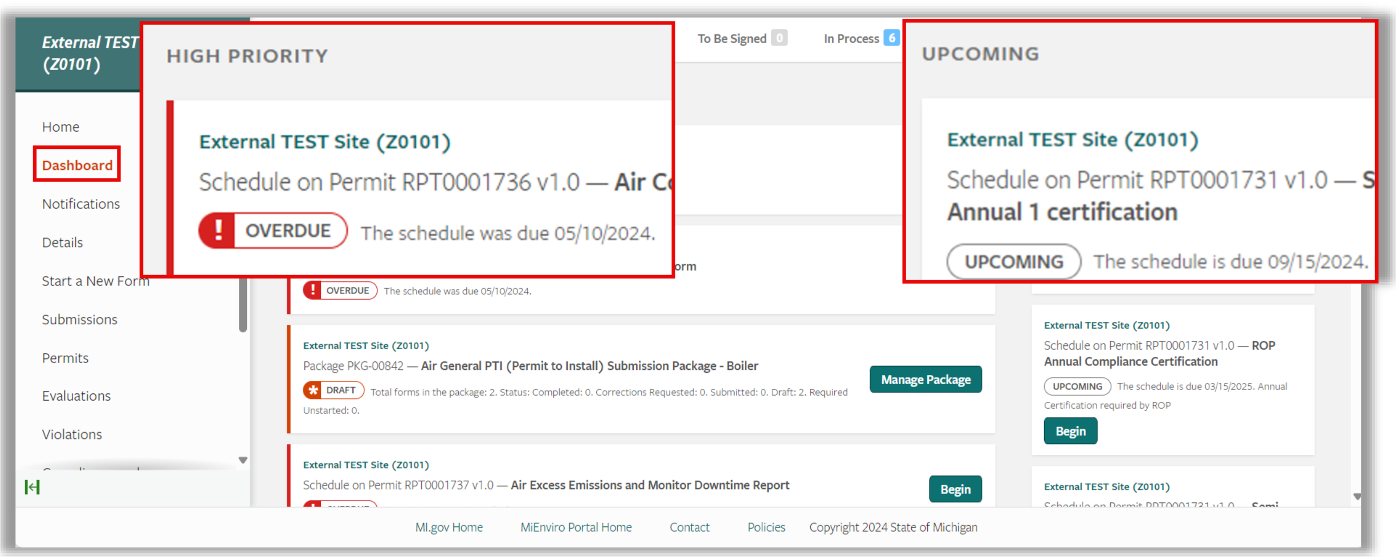


Figure 8-1 Dashboard Priority and Upcoming Forms

Click on **Begin**, **Manage Package**, or **Continue** to enter the form. The system will open the form and provide some instructional text and contact information if needed.

Click on **Begin Form Entry** as shown in Figure 8-2.

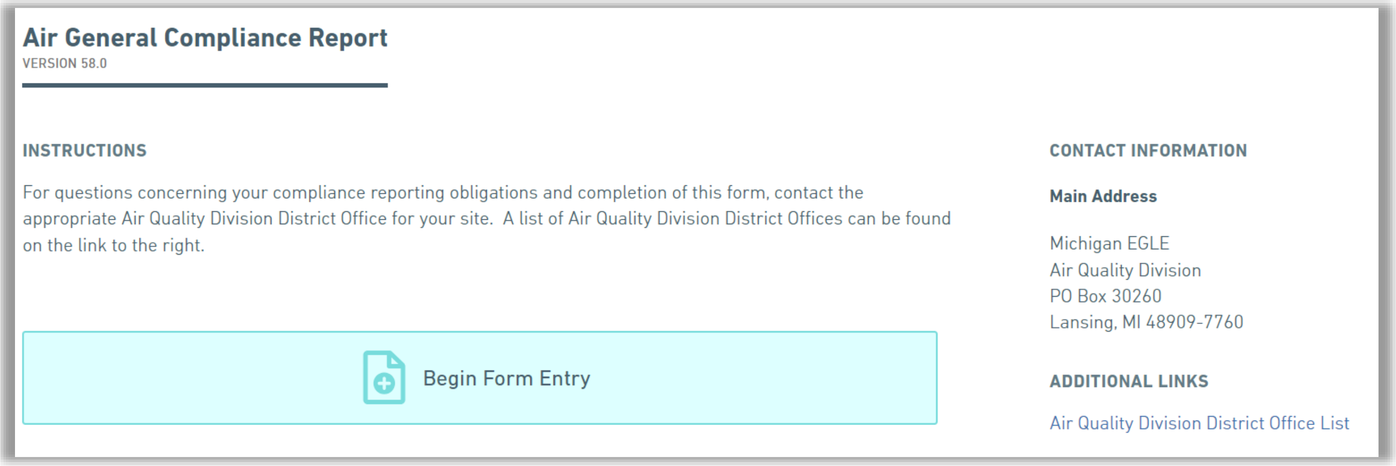


Figure 8-2 Begin Form Entry

All forms will have section names on the left of the form. Complete each section by entering data into all the required fields. Some fields are optional. Filling in optional fields helps reduce questions later. Required fields are marked with a red asterisk (*) as shown below in Figure 8-3. Some questions have drop down lists to select an answer. Depending on the answer, more questions may appear.

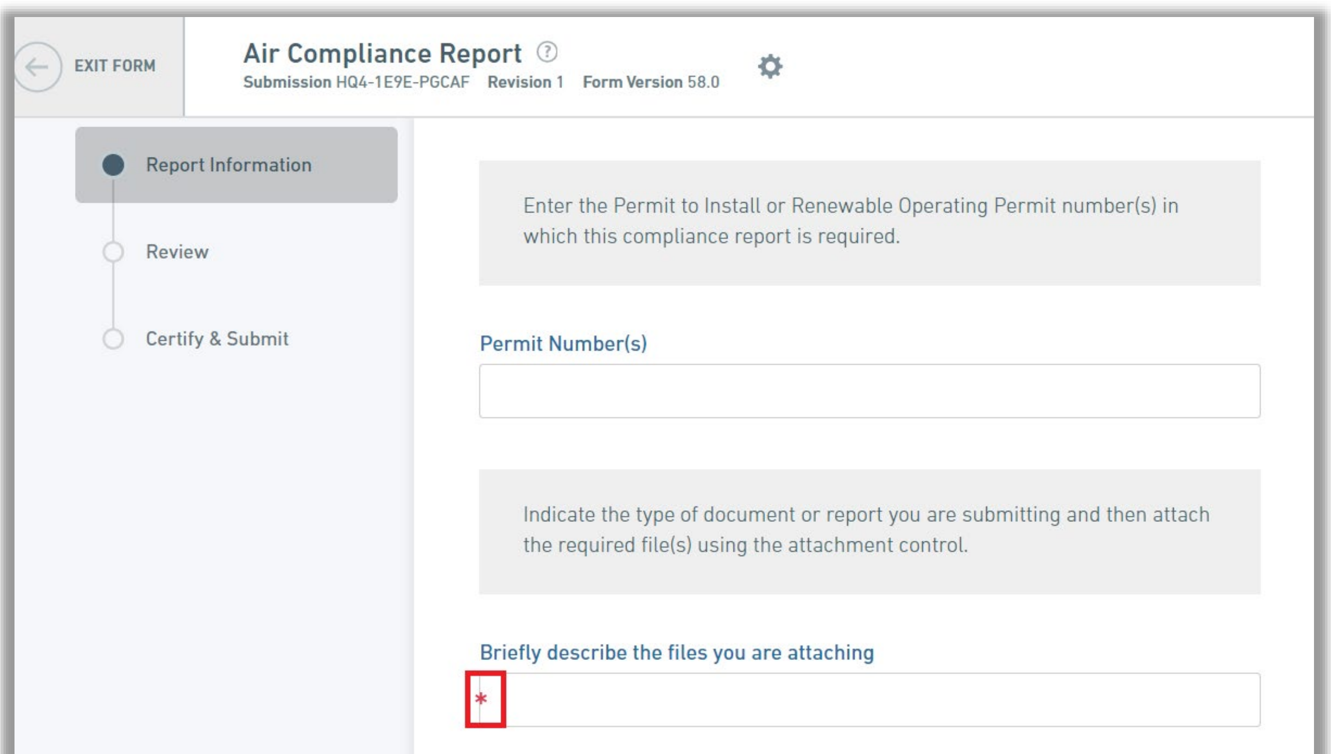


Figure 8-3 – Required Field Asterisk

Some forms require you to attach documents. The form will provide a box for you to click, drag, and drop your file/document into or you can click **Choose File** and select the file you want to upload from your computer. The system supports most file types but limits the size to 500MB. See Figure 8-4.

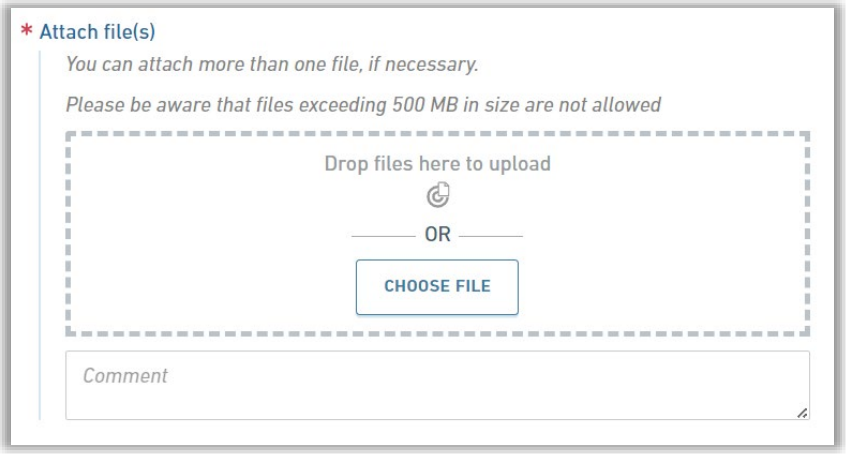


Figure 8-4 – Attach File(s) Box

After the last section of the form, every form will have a Review section. Click **Next Section Review.**

Review the data you entered for accuracy. If there are any corrections to make, click on the appropriate section title on the left, then make any corrections. If you click on another section after you click Next Section Review, you must click on Next Section Review again. See Figure 8-5.

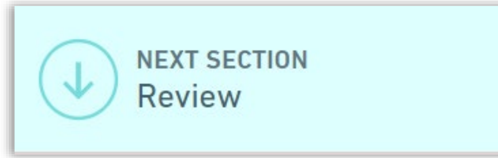


Figure 8-5 – Review section

Forms can be saved and not submitted. Click **Save Progress** in the upper right corner.

Every form has a Certify & Submit section. Most compliance forms require a user to be certified. See the [Certifier Access section](). Click **Submit Form**. See Figure 8-6.

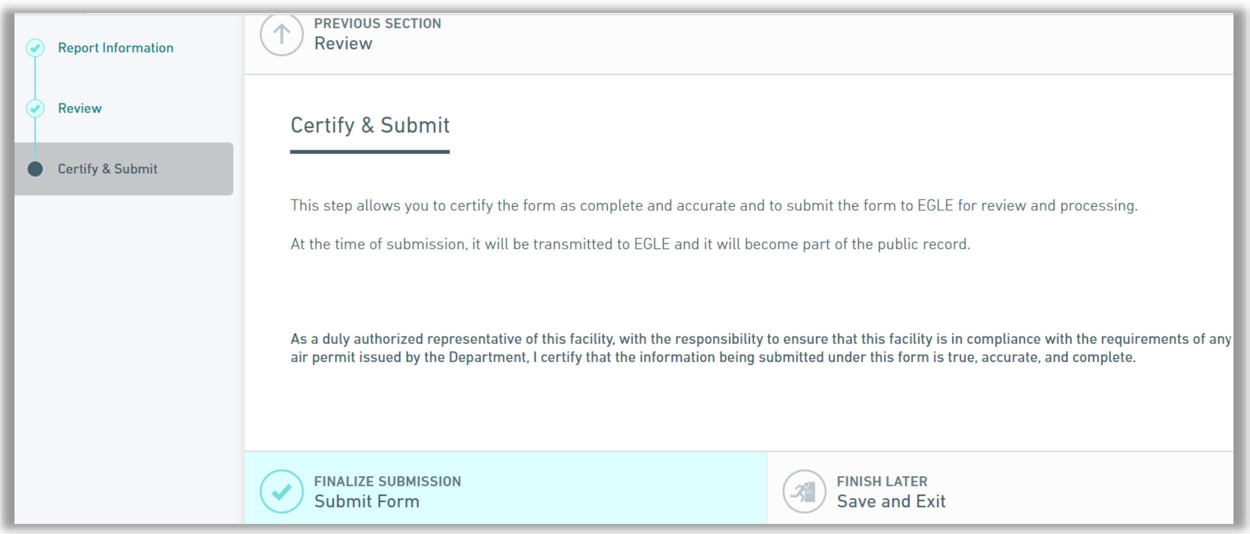


Figure 8-6 – Submit Form

The system will display a window stating your submission has been received. See Figure 8-7.

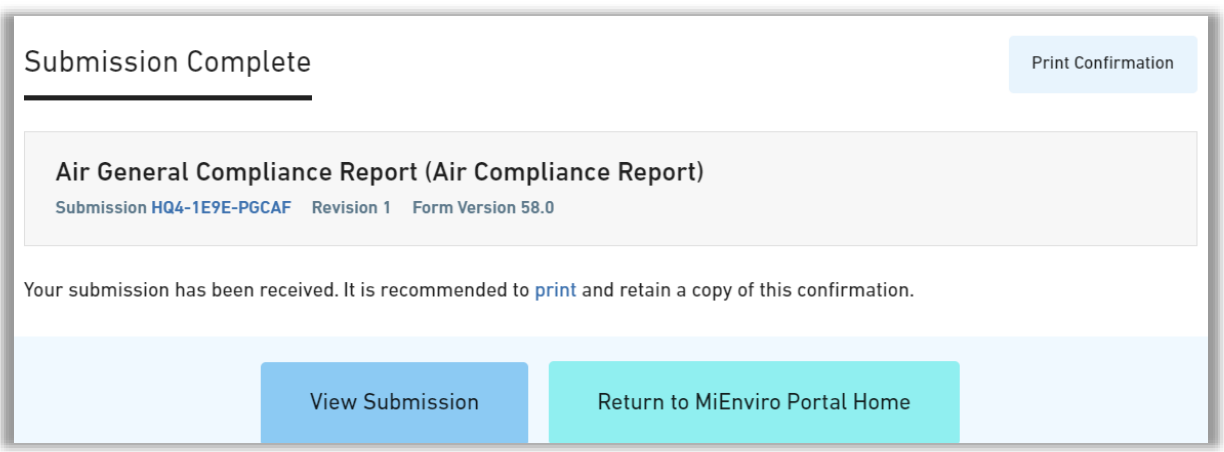


Figure 8-7 – Submission Received

Submissions Screen

Draft, ***In Process***, ***Not Started*** and ***Submitted*** forms can be accessed on the Submissions screen.

Hover your cursor of the "action" buttons to highlight the button. In Figure 8-8, Manage Package is highlighted. You don't have to hover and highlight. You can click any button to enter the form,

In Process forms and reports mean the AQD is in possession of the form/report but has not yet completed its review.

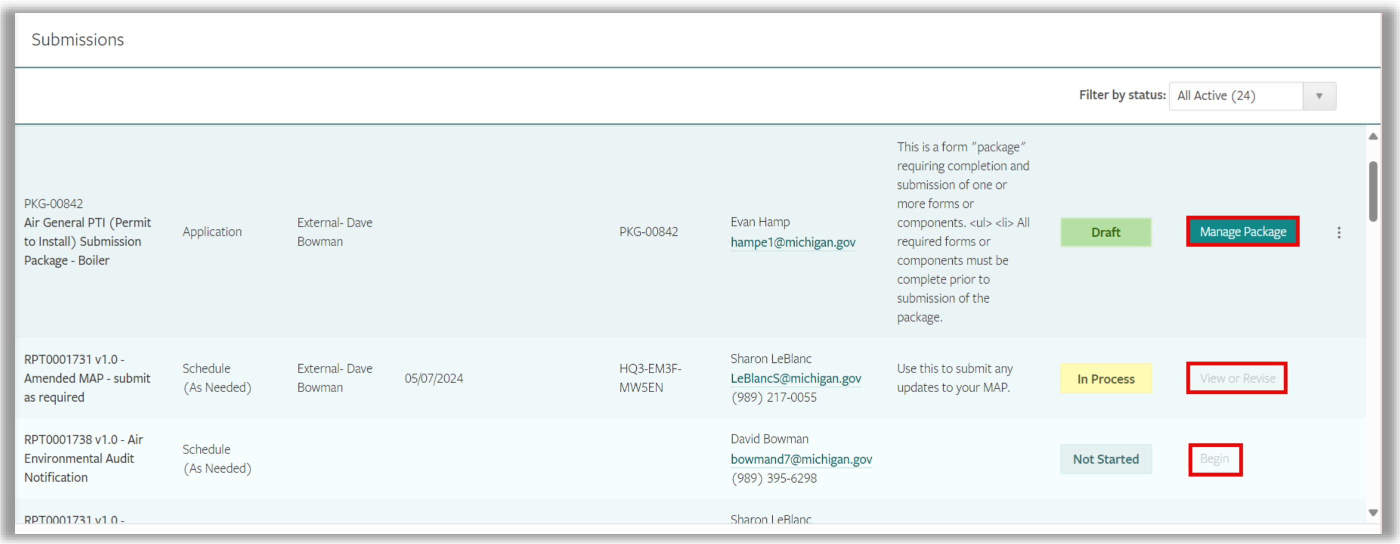


Figure 8-8 – Submission Screen Form Access

Start a New Form Screen

This functional area/screen provides numerous searching options to find applications, forms and reports in the system. First, make sure to select a site in the site selection box.

Compliance reports are forms added to a site by the AQD. The system calls these forms schedules. To access the scheduled reports from the Start a New Form screen, click ***I have a reporting obligation to fulfill.*** See Figure 8-9. This selection will provide a list of the forms that are required for the site you've selected. Enter key words into the filter to narrow your search. When you enter a key word into the filter field, it will stay there until you change it for a different search.

Other forms and applications are available through the other selections available, however, the ones found in the ***I have a reporting obligation to fulfill*** should always be completed if there is one. If you know of a reporting obligation you have and do not see the appropriate form, you may contact the District Inspector for your site or use the **Air General Compliance Report.**

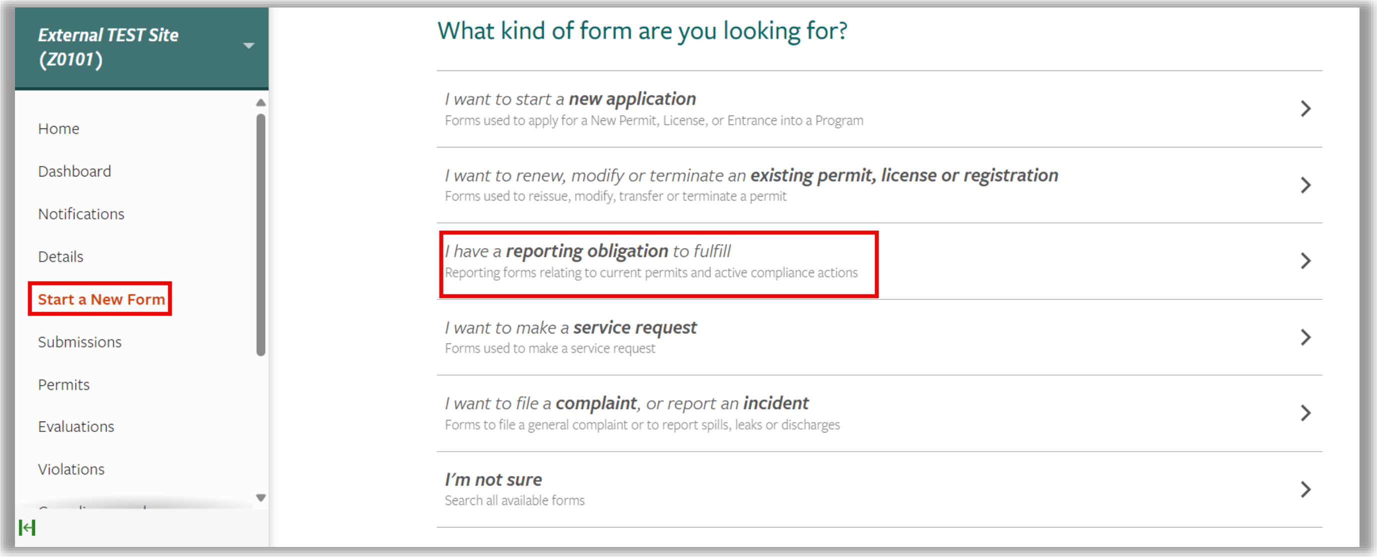


Figure 8-9 – I have a reporting obligation

Click on **Begin** or **Continue Draft** to enter a form.

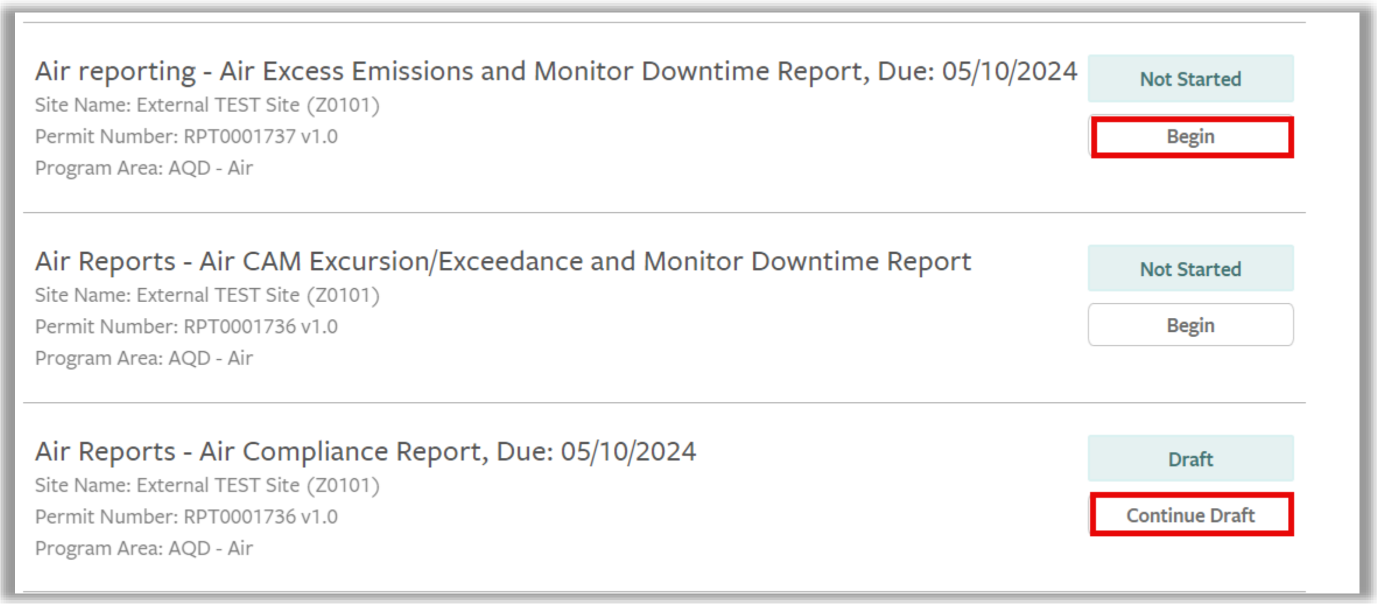


Figure 8-10 – Begin and Continue Draft buttons

What happens after I submit a form?

The submitted form will be routed to your Compliance Manager/District Inspector for their review. If the AQD requires additional information, they will initiate a correction request. This will place an additional form on your site for you to complete and submit.

If AQD does not have any additional questions and there are no corrections needed, the submittal will be complete.

You will receive a system notification that the submittal is Completed-Acknowledged. Completed-Acknowledged means the AQD has completed their review of your submittal. If your submittal is still In Process, the AQD review and or approval has not been done. Any documents/letters generated by the AQD, if applicable, will appear on the Documents screen for your site.

If you submit a form and want to add something prior to the AQD completing its review, go to the Submissions screen. Find your form and click on View or Revise. See Figure 8-11.

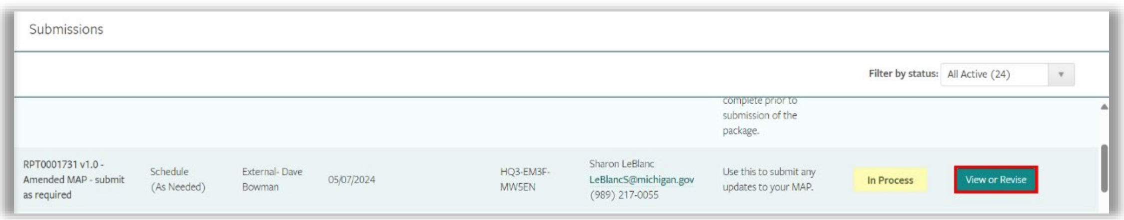


Figure 8-11 – View or Revise

- Clicking **View** or **Revise** allows you to do several things. See Figure 8-12.
- Click **View Form** to view the form
- Click **Print** to print the form.
- Click **Download/Export** to download the report.
- Click **View Confirmation** to view the confirmation receipt.
- Click **Revise Submission** to enter the form to edit it. Clicking **Revise Submission** will return the form from submitted back to you for editing. The form will need to be submitted again after you complete the edits.

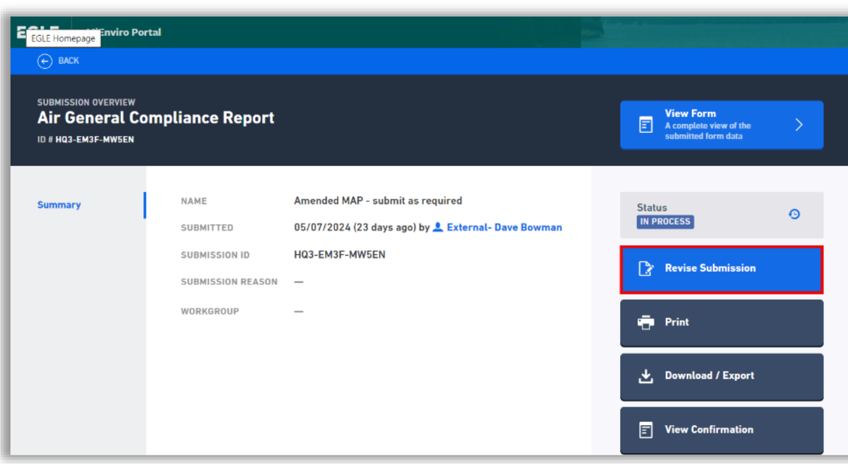


Figure 8-12 – Revise Submission

9 Transfer of Ownership

The terms and conditions of an air permit automatically apply to the new owner or operator. The new owner must submit an Air Notification of Transfer of Ownership form. To access and submit the form, follow the steps outlined below.

Step 1: Select a site

Step 2: Click **Start a New Form** on the left navigation menu.

Step 3: Click **I want to make a Service Request**

Step 4: Click **Begin** at the right of Air Notification of Ownership

Step 5: The system will display a Select Site window with the site you selected shown. Click Select.

Step 6: **Click Begin Form Entry**.

Step 7: Complete each section of the form by entering data into the required fields.

You need to attach a written and signed agreement between the current owner and the new owner. The document will need to contain the following:

1) the legal name and address of the new owner/controller;
2) the date on which the transfer of permit responsibility, coverage and liability becomes effective; and
3) a certification of the continuity of, or a description of any changes in, operations. The signatures of both parties should appear on this written agreement. The document can be attached in the attachment drobox on the bottom of the form.

Step 8: In the Review section, review the data for accuracy. If any data needs to be corrected, click on the section title on the left and then edit the data as needed. If you make any changes, you'll need to click the Review section again.

Step 9: Submit the form. You must be a certified user to submit this form.

10 Air Quality Test Plan Submittal

Complete this form for a new or revised stack test or relative accuracy test audit (RATA) plan. Submitting a test plan requires information relating to the test be submitted as well as the test plan.

Access the Air Quality Test Plan Submittal Form

Step 1: Select the site in the site selection box at the top of the left navigation menu.

Step 2: Click on the **As Needed** dashboard category See Figure 10-1

Step 3: Locate the Air Quality Test Plan Submittal and click **Begin**

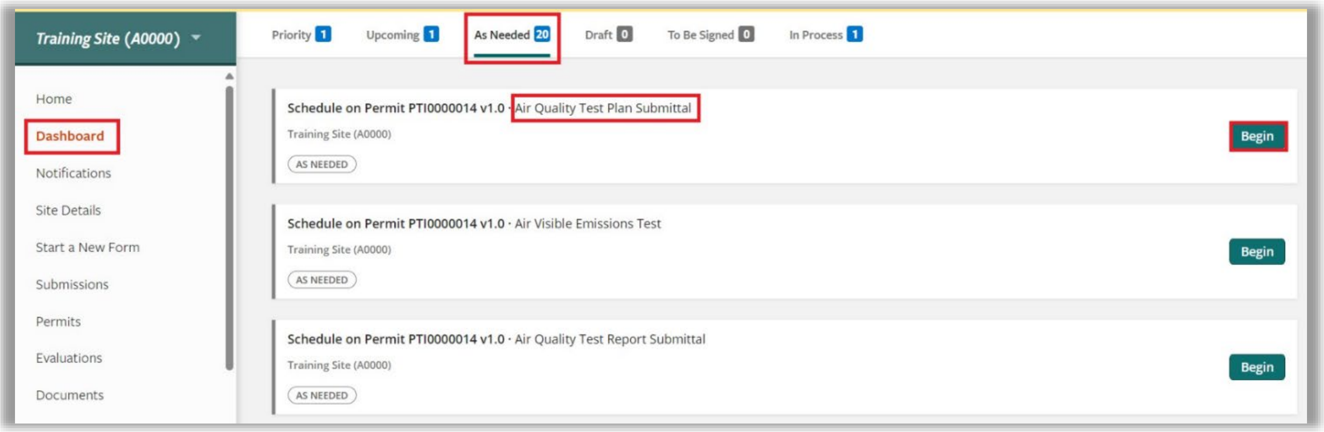


Figure 10-1 – Dashboard As Needed Category

Step 4: To enter the form, click on **Begin Form Entry**. To exit this screen without beginning the form click on Home at the top left of the screen.

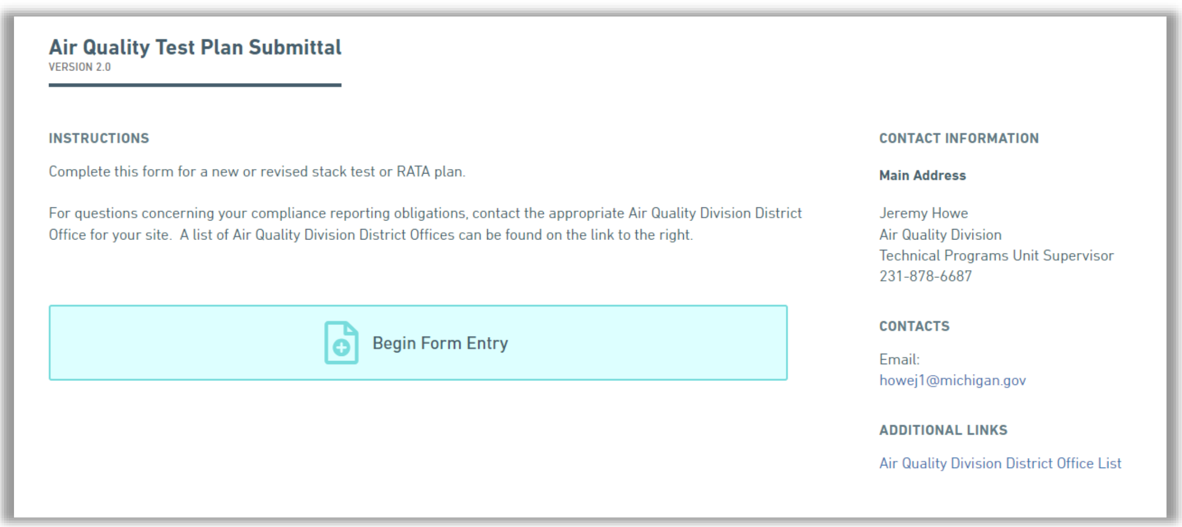


Figure 10-2 Begin Form Entry

If you leave the form without submitting it, the form will be in Draft. To access Draft forms, go to your Dashboard and click on the Draft category.

Completing the Air Quality Test Plan Submittal

- The specific sections for the form are displayed on the left side of the screen. At the bottom of each section, there is a Next Section button. Click the button to go to the next section or click on the section title on the left side of the screen.
- Complete each section by entering data into all the required fields. Required fields are marked with a red "*" as shown in Figure 10-3.
- Click Save Progress at the top right to save.
- Some fields are optional. Filling in optional fields helps reduce questions later.
- Some questions have drop down lists to select an answer. Depending on the answer, more questions may be displayed with additional required information.
- Click on Next Section at the bottom of each section to go to the next section or click on the section title on the left.

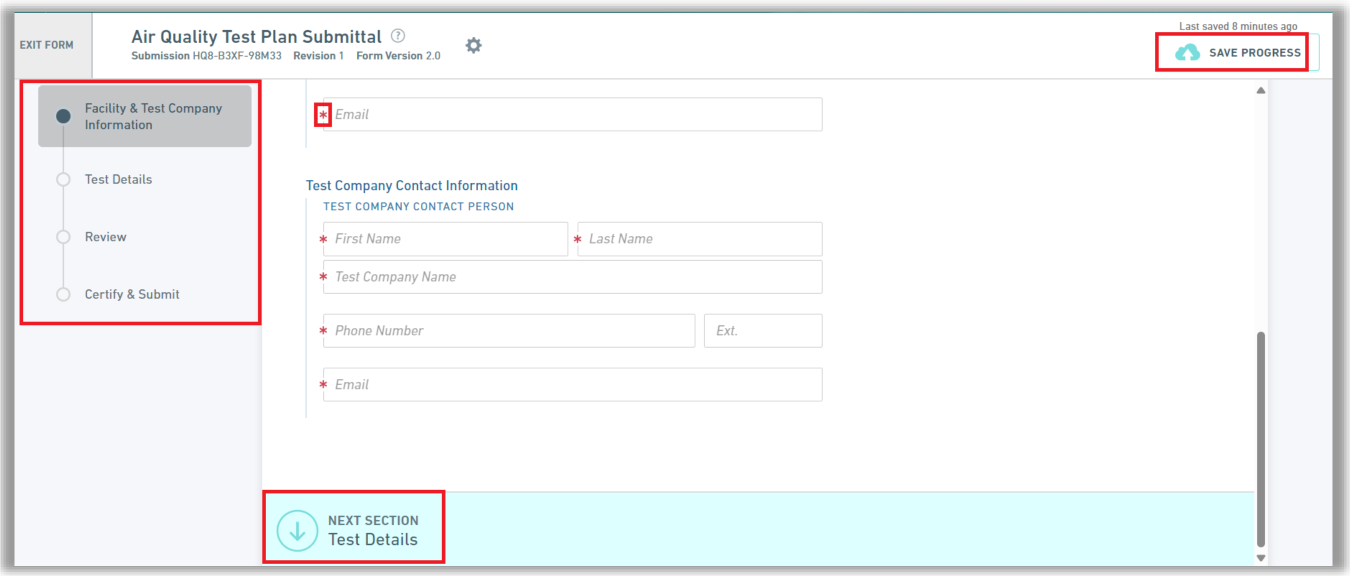


Figure 10-3 Required Field Asterisk

Facility and Test Company Information Section

This section of the form collects information about the facility and test company contact information. The contact information should be for the person the AQD may contact if they have questions.

Test Details Section

This section collects information about the test and the test plan.

Depending on the answers you select, additional questions and tables will be available on the form.

Example: When you select Stack Test or RATA for the Test Type, a table will be available with additional required fields. See Figure 10-4.

- Click on the box next to Fullscreen to help ensure that all of the form is displaying or scroll left to right to ensure the entire form is filled out. In figure 10-4, there are two additional columns not visible on the screen. **All columns will be displayed in Fullscreen mode.** To exit Fullscreen mode, hover your mouse at the top of the screen and click the "X" when it appears.
- Click on **+Add** to add additional rows if needed.
- Click on the fields beneath the column titles to add data. The Emission Unit, Pollutant Unit of Measure and Subject To columns have a drop down list. The Pollutant column is a type ahead field. Begin typing the name of the pollutant, the click on the correct pollutant when the system displays a list.

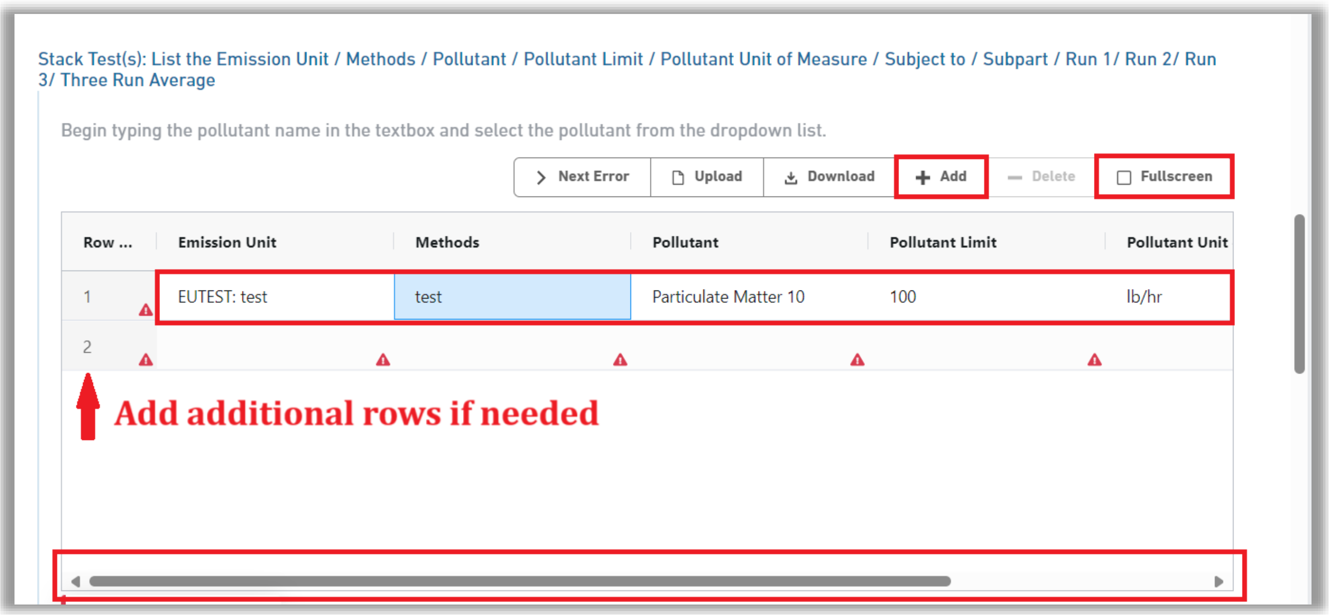


Figure 10-4 – Additional Information Table

Test Plan

It is advised to keep an electronic copy of the plan in an easily located place or you may access it on the Documents functional area. When you submit the final test report you are required to submit a copy of the test plan.

The form will provide a box for you to click, drag and drop your file/document into or you can click **Choose File** and select the file from your computer that you want to upload. The system supports most file types but limits the size to 500MB. See Figure 10-5.

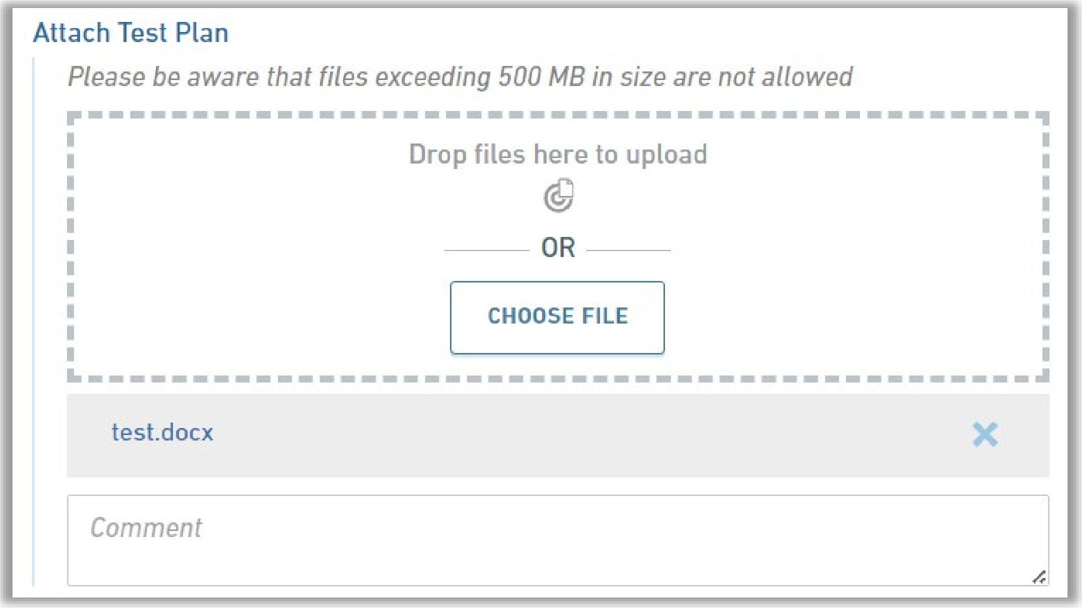


Figure 10-5 – Attach Test Plan Box

Review Section

Review the data entered for accuracy. If you click on a section to correct data, you must click on the Review section again. When all required fields are entered and your review is complete, you may submit the form. All sections should have a check mark as shown in Figure 10-6.

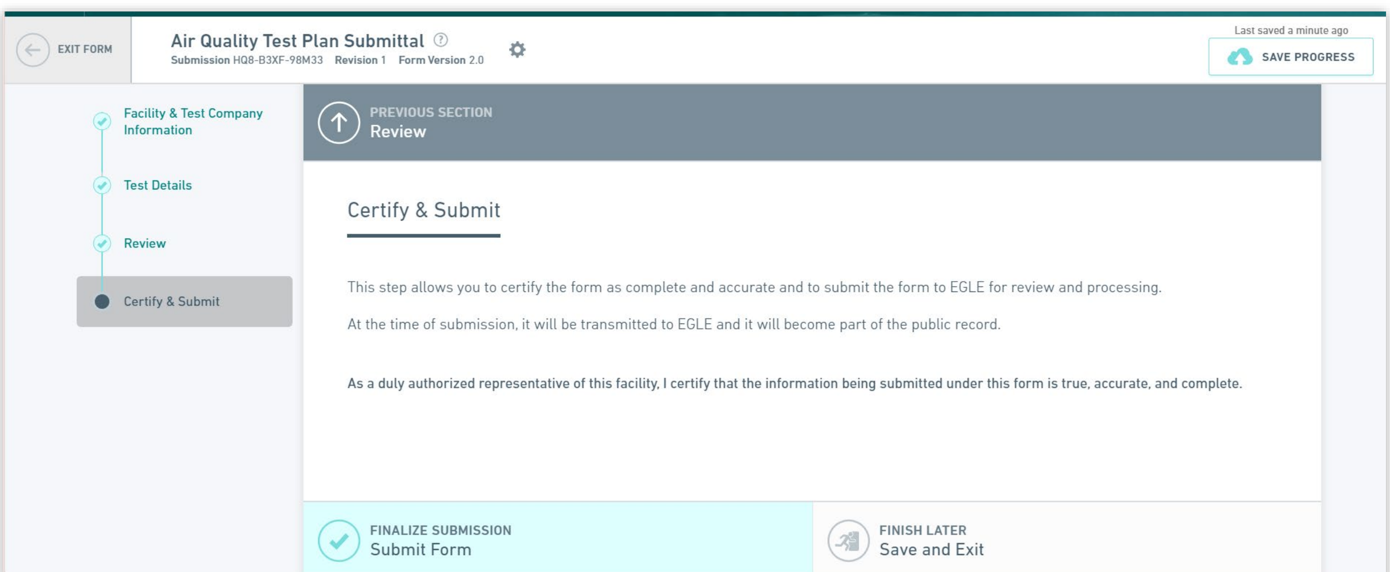


Figure 10-6 – Completed Sections Ready to Submit

Ready to Submit

Click **Submit Form.** See Figure 10-7.

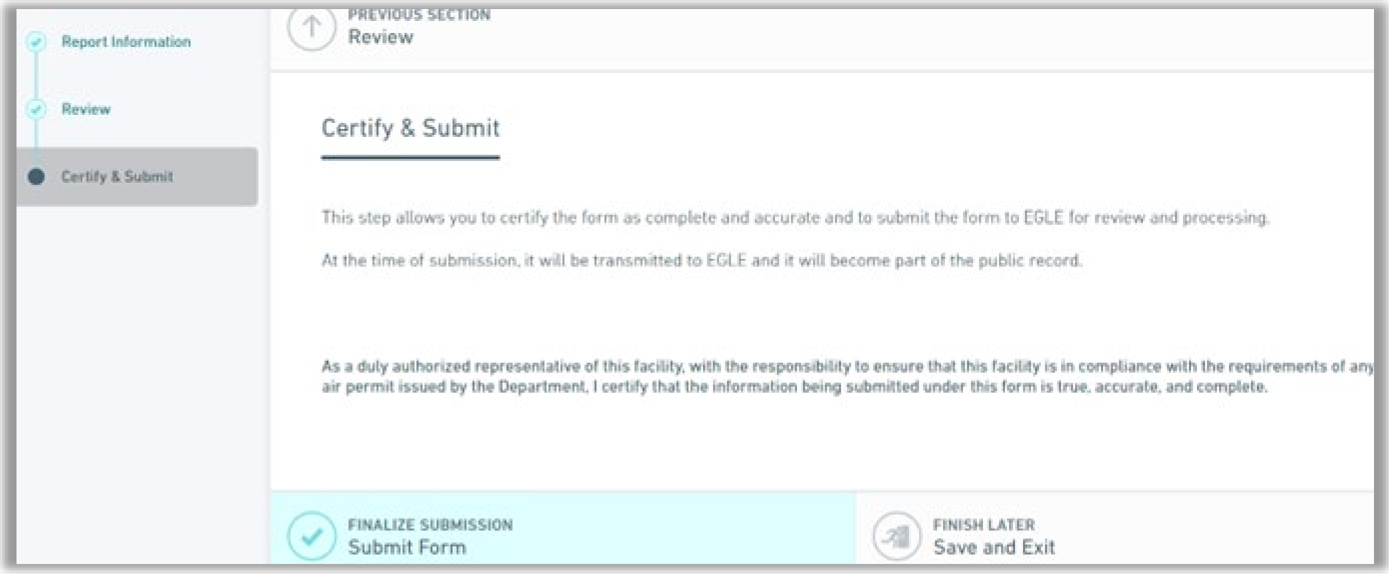


Figure 10-7 – Submit Form

After Submittal

The system will display a window stating your submission has been received.

You will receive the test protocol letter via MiEnviro and it is recommended that you keep this letter easily accessible. The letter will be available in the Documents functional area for your site. This required for submission of the test report.

11 Air Quality Test Report Submittal

Use this form to submit test results for stack, RATA or other related tests.

Accessing and **completing** this form is the same as section 10 Air Quality Test Plan Submittal.

Attachments

You must attach your Test Plan, the Test Plan Approval Letter, and the Test Report to the Air Quality Test Report Submittal in the appropriate attachment box. See Figure 11-1

Click, drag and drop your file/document into or you can click **Choose File** and select the file from your computer that you want to upload. The system supports most file types but limits the size to 500MB.

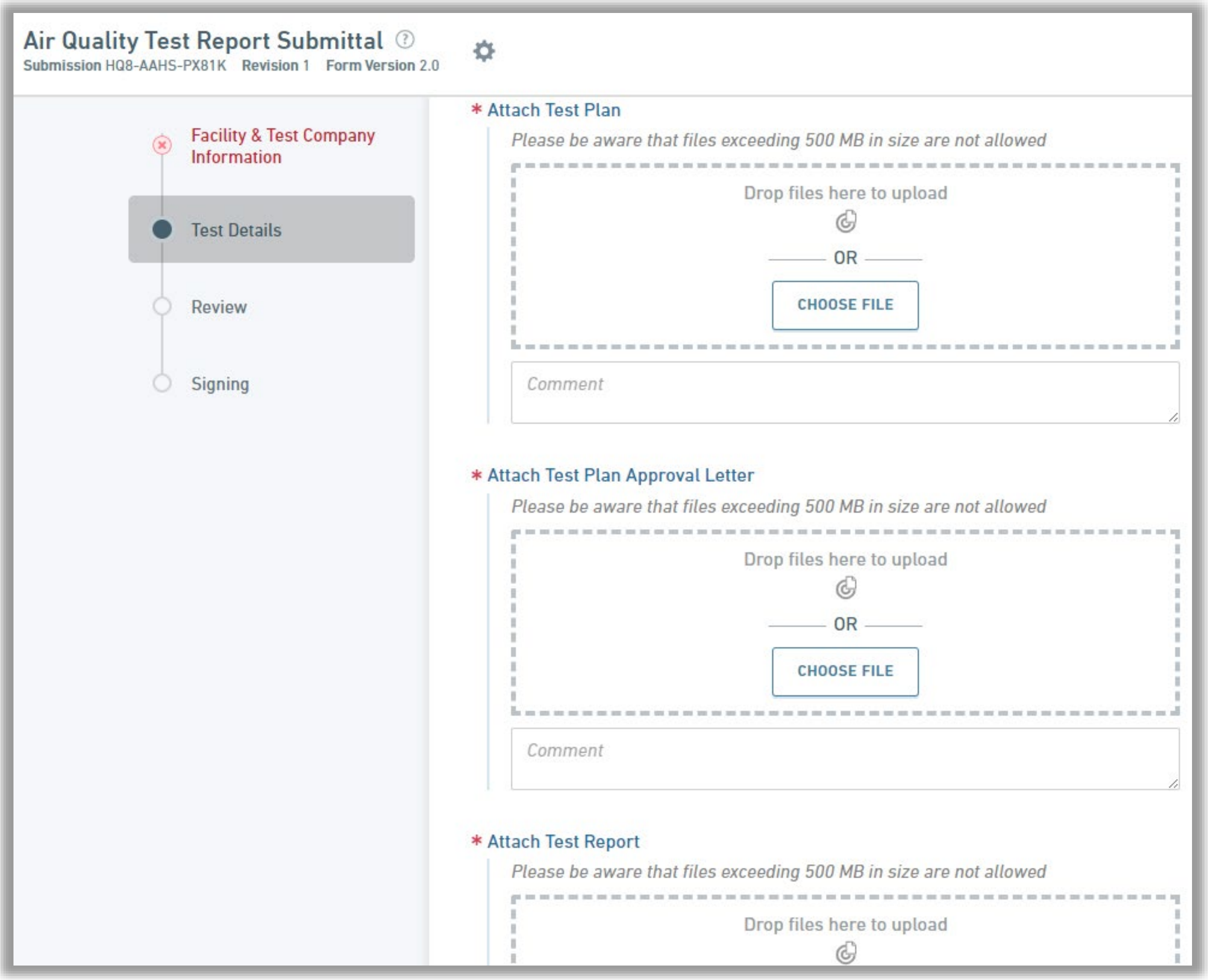


Figure 11-1 – Attach File(s) Box

Submittal Requirements for the Air Quality Test Results Submittal

You must be certified to submit this form. If you are a Title V ROP source the final submission must be by the Responsible Official. This takes the place of the EQP5736 ROP certification form. See the Certifier Access section. Click **Submit Form.**

12 Environmental Audit Forms

Michigan recognizes the importance of businesses, municipalities and public agencies that take initiative in evaluating their environmental compliance. To encourage self-evaluation, Part 148 of Michigan's Natural Resources and Environmental Protection Act (NREPA) gives organizations incentive to conduct and disclose the results of environmental audits by offering special protections and immunities against violation, fines, and penalties – for more information relating to Environmental Audits visit Environmental Audit Privilege and Immunity (michigan.gov).

Appendix A: Compliance Reports/Schedule names

Schedule Name	Description	Form Name
Air 40 CFR Part 60 NSPS Compliance Form	Initial Notification and Compliance Reporting	Air 40 CFR Part 60 NSPS Compliance Form
Air 40 CFR Part 61 NESHAP Compliance Form	Initial Notification and Compliance Reporting	Air 40 CFR Part 61 NESHAP Compliance Form
Air 40 CFR Part 63 NESHAP Compliance Form	Initial Notification and Compliance Reporting	Air 40 CFR Part 63 NESHAP Compliance Form
Air Asphalt Shingle Recycling Plan	Industry specific plan to minimize process emissions associated with recycling of asphalt shingles.	Air General Compliance Report
Air CAM Excursion/Exceedance and Monitor Downtime Report	Compliance Assurance Monitoring (CAM) reporting for Major Sources in ROP Program	Air CAM Excursion/Exceedance and Monitor Downtime Report
Air Compliance Assurance Monitoring Plan	CAM reporting for Major Sources in ROP Program	Air General Compliance Report
Air Continuous Parameter Monitoring Plan	Compliance Assurance Monitoring (CAM) Plan defining monitoring and operational practices to ensure proper operation of control devices for Major Sources in ROP Program	Air General Compliance Report
Air Construction Deadline Extension Request	Request to extend PTI limit of 180 days for construction.	Air General Compliance Report
Air Crushing Plant Relocation Calendar Year List	List of Proposed worksites for Portable Crushers for the calendar year. Is not a replacement for Air General PTI (Permit to Install) Relocation Notice Form	Air Crushing Plant Relocation Calendar Year List
Air Emergency Response Plan	Plan outlining response actions in case of air pollution emergency.	Air General Compliance Report
Air Emission Monitoring Plan	Plan outlining parameters to be monitored, frequency, et al for process equipment and associated control devices.	Air General Compliance Report
Air Enforcement Schedule of Compliance	Schedule of actions to be taken and timeline to bring the Facility back into compliance with State and/or Federal regulations.	Air Enforcement Schedule of Compliance Response

Schedule Name	Description	Form Name
Air Excess Emissions and Monitor Downtime Report	Quarterly report detailing occurrences of excess emissions or monitor downtime during the period.	Air Excess Emissions and Monitor Downtime Report
Air Fuel Procurement & Monitoring Plan	Plan specifying types, quantities, and sources of fuel to be used on site as well as handling and storage practices if applicable.	Air General Compliance Report
Air Fugitive Dust Plan	Plan of actions to be taken to minimize fugitive dust onsite.	Air General Compliance Report
Air Fugitive Emissions Plan	Plan outlining actions to be taken to reduce/minimize fugitive emissions of dust as well as other process emissions not associated with a stack.	Air General Compliance Report
Air Gas Collection Control System Design Plan	Plan identifying specific engineering details of landfill gas collection and control system.	Air General Compliance Report
Air Gas Collection/Management Plan	Plan outlining/identifying steps taken to ensure collection system is designed operated and monitored to ensure compliance.	Air General Compliance Report
Air General Compliance Report	Use this when submitting compliance reports that are not identified by a specific schedule.	Air General Compliance Report
Air General PTI (Permit to Install) Relocation Notice Form	Required notification under General Permit for all Portable Crushers of change in plant location.	Air Permit to Install Relocation Notice - Nonmetallic Mineral Crushing Plants
Air Landfill Design Capacity Plan	Determination of maximum amount of solid waste a landfill can accept based on material already in-place and volumes allowed per the most recent permit.	Air General Compliance Report
Air Landfill Gas Monitoring Plan	Plan outlining the parameters monitored to indicate that the gas collection is performing effectively, as well as any surface emission monitoring (SEM) scans.	Air General Compliance Report

Schedule Name	Description	Form Name
Air Landfill Initial Design Capacity Plan & NMOC Emission Rate	Determination of maximum amount of solid waste a landfill can accept and where the volume exceeds 2.5 million cubic meters or 2.5 megagrams and triggers Federal regulatory applicability. Submittal shall also include a determination of the nonmethane organic compound (NMOC) emission rate for landfill.	Air General Compliance Report
Air Landscape Plan	Program to monitor for landfill cover integrity and implement landfill cover repairs as necessary.	Air General Compliance Report
Air Leachate Evaluation Plan	Program to monitor and manage leachate levels in the landfill.	Air General Compliance Report
Air Leachate Recirculation Plan	Monitoring and operational plan for removal of leachate from gas collection wells to other parts of the landfill.	Air General Compliance Report
Air Leak Detection Plan	Monitoring and operational plan to prevent and correct leaks identified onsite. Example: detection of baghouse leaks or gas leaks at oil and gas facilities.	Air General Compliance Report
Air Malfunction Abatement Plan (MAP)	Plan outlining actions to be taken to properly correct for a malfunction occurrence of process equipment or their associated pollution control devices.	Air - Malfunction Abatement Plan (MAP)
Air Material Processing Plan	Plan describing storage and handling of materials used in processes to minimize emissions.	Air General Compliance Report
Air Monitoring Plan	General plan outlining monitoring activities and schedules.	Air General Compliance Report
Air Notification of Transfer of Ownership	Notifies AQD Staff of change in ownership for permitted facility.	Air General Compliance Report
Air NSR Emissions Report	Compliance report necessary to satisfy Permit to Install condition(s).	Air General Compliance Report

Schedule Name	Description	Form Name
Air Odor Management Plan	Outlines actions to be taken to control/minimize odors from process equipment or other process related sources onsite. Example: settling ponds, composting operations, landfills.	Air General Compliance Report
Air Operation & Maintenance Plan	Outlines proper operation and maintenance activities for process equipment and associated control devices.	Air General Compliance Report
Air Pollution Incident Prevention Plan	Compliance report for pollution incident prevention.	Air General Compliance Report
Air Pressure Differential Monitoring Plan	Outlines the location and monitoring schedule for collection of differential pressures from process or associated pollution control devices.	Air General Compliance Report
Air Preventative Maintenance Plan	Outlines preventative maintenance activities to be conducted by the Facility to ensure proper operation of process equipment and associate control devices.	Air General Compliance Report
Air Quality Assurance & Quality Control Plan	Outlines activities to ensure quality of data from continuous emission monitoring systems and their associated components.	Air General Compliance Report
Air Quality CEM Plan Submittal	Continuous Emission Monitor Information/monitor specifications	Air Quality CEM Plan Submittal
Air Quality Test Plan Submittal	Stack/RATA Performance Test Plan	Air Quality Test Plan Submittal
Air Quality Test Report	Stack/RATA Performance Test Report for results submission	Air Quality Test Report Submittal
Air Renewable Operating Permit Notification of Change	Notification of change as required under Rule 215 for ROP Facilities. Ex. Change in Responsible Party, et al.	Air Renewable Operating Permit (ROP) Notification of Change (Rule 215)
Air Rule 912 Abnormal Condition/Malfunction Report	Required reporting of any Rule 912 abnormal condition or malfunction for permitted process and/or associated control equipment.	Air Rule 912 Abnormal Condition/Malfunction Report

Schedule Name	Description	Form Name
Air Sampling Plan	Outlines proper sample collection techniques, sampling schedule and or shipment protocols. Example: fuel or coating samples for laboratory analysis, colorific tube samples, etc.	Air General Compliance Report
Air Site Specific Monitoring Plan	Site specific monitoring plan for operational parameters for process equipment and/or pollution control devices.	Air General Compliance Report
Air Spill Prevention Control & Countermeasure Plan	Outlines practices to be taken to prevent and control spills onsite, as well as actions that may be taken as a countermeasure to correct for occurrence.	Air General Compliance Report
Air Startup, Shutdown, Malfunction Plan	Outlines proper actions to be taken for proper startup and shut down of process equipment and associated pollution control devices, as well as proper actions to be taken in case of a malfunction of referenced equipment.	Air General Compliance Report
Air Termination Request	Formal request for termination of Administrative Consent Order.	Request to Terminate Administrative Consent Order
Air Treatment System Monitoring Plan	Plan outlining/defining monitoring to be conducted to ensure the proper operation of remediation treatment system with respect to air emissions.	Air General Compliance Report
Air Visible Emissions Test	Performance test for opacity levels by certified readers using EPA Method 9 or Method 22. Required testing for some industry specific processes (example: crushing plants).	Air General Compliance Report
Air Work Practice Plan	Plan outlining work practices to ensure proper operation of process equipment and associated control devices.	Air General Compliance Report
ROP Annual Compliance Certification	Statement of compliance status for a site for calendar year. Due date is March 15 for previous calendar year.	Air Renewable Operating Permit (ROP) Annual Compliance Certification

Schedule Name	Description	Form Name
ROP General Compliance Report	General compliance report submittal required under ROP requirements.	Air General Compliance Report
ROP Monthly Compliance Certification	Statement of compliance status for any required monthly submittals.	Air Renewable Operating Permit (ROP) Periodic Compliance Certification
ROP Quarterly Compliance Certification	Statement of compliance status for any required quarterly submittals.	Air Renewable Operating Permit (ROP) Periodic Compliance Certification
ROP Semi-Annual Compliance Certification	Semi-annual statement of compliance for a site for 6-month period of January 1 through June 30 or July 1 through December 31, and due September 15 or March 15, respectively.	Air Renewable Operating Permit (ROP) Semi-Annual Compliance Certification
Violation Response	Formal response to Violation Notice issued to the site.	Violation Response