

Correction Requests



MiEnviro Portal for Air

A Correction Request is an action item the AQD may create on a **submitted** application, form, or report when they need more information from you. The application, form or report will be returned to you to make edits.

- If the AQD issues a correction request on your submission (application/form), you will receive a system notification. See **Figure 1-1** below.
 - The notification will provide the name of the AQD staff who issued the correction request. In **Figure 1-1**, below, the staff name has been left blank for instructional purposes only.
 - The notification will also display the name of the submission. In this example the name is Air Renewable Operating Permit (ROP) Application – Modification. This name will change depending on the type of submission.
- After you receive the notification and log into MiEnviro, select the site at the top of the left navigation menu.
- The submission will appear on your Dashboard, see **Figure 1-2**. You can also access the submission with the correction request from the Submissions screen on the left navigation menu.

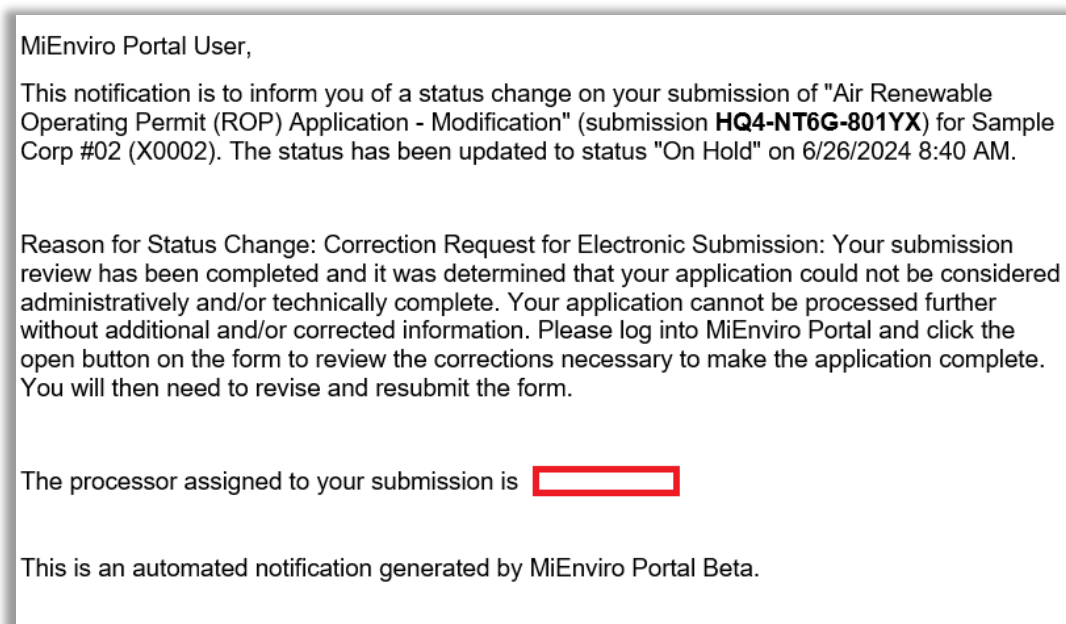


Figure 1-1 Correction Request Notification

The screenshot shows the MiEnviro Portal dashboard for 'Sample Corp #01 (X0000)'. The top navigation bar includes a 'Priority 5' filter (highlighted with a red box), and status counts for 'Upcoming 6', 'As Needed 9', 'Draft 4', 'To Be Signed 0', and 'In Process 2'. The left sidebar contains navigation options: 'Home', 'Dashboard' (highlighted with a red box), 'Notifications', 'Details', 'Start a New Form', and 'Submissions'. The main content area is titled 'HIGH PRIORITY' and displays a submission for 'Sample Corp #01 (X0000)' with package 'PKG-01116 - Air Renewable Operating Permit (ROP) Submission Package - Renewal'. A red warning icon indicates 'REQUIRES RESUBMISSION - ACTION NEEDED'. The text states: 'Total forms in the package: 2. Status: Completed: 0. Corrections Requested: 1. Submitted: 0. Draft: 1. Required Unstarted: 0. Your submission review has been completed and it was determined that your application could not be considered administratively and/or technically complete. Your application cannot be processed further without additional and/or corrected information. Please log into MiEnviro Portal and click the open button on the form to review the corrections necessary to make the application complete. You will then need to revise and resubmit the form. Contact Julie Brunner at (517) 275-0415 or brunnerj1@michigan.gov with questions.' A 'Manage Package' button is highlighted with a red box.

Figure 1-2 Correction Request on Dashboard, Priority Category

1. Click on **Manage Package** to the right of the submission to access the application on the Dashboard screen or the Submissions screen.
2. Click on **View or Revise**. In **Figure 1-3** the image shows two applications within a submission package. In this example, the Air Renewable Operating Permit (ROP) Application – Modification is the application that requires a correction.

The screenshot shows a list of applications in the MiEnviro Portal. At the top, there is a 'Filter' dropdown and the text 'Showing 2 of 2'. The list contains two entries:

<p>Air Renewable Operating Permit (ROP) Application - Modification ! REQUIRED</p> <p>Site Name: Sample Corp #02 (X0002)</p> <p>Form Description: Permit Change</p> <p>Program Area: AQD - Air</p>	<p>On Hold</p> <p>View or Revise</p>
<p>Application Equipment Inventory Form ! REQUIRED</p> <p>Site Name: Sample Corp #02 (X0002)</p> <p>Form Description: Equipment Review Form</p> <p>Program Area: AQD - Air</p>	<p>In Process</p> <p>View</p>

Figure 1-3 View or Revise

3. Information about the correction request appear under **Notes & Issues** as shown in **Figure 1-4** below. Click on the arrow to the right of **Action Required** or select **Revise Submission**.

SUBMISSION OVERVIEW

Air Renewable Operating Permit (ROP) Application - Modification

ID # HQ4-NT6G-801YX

[View Form](#)
A complete view of the submitted form data

Summary

NAME: Air Renewable Operating Permit (ROP) Application - Modification

SUBMITTED: 06/26/2024 (0 days ago) by [Amie Haywood](#)

SUBMISSION ID: HQ4-NT6G-801YX

SUBMISSION REASON: —

WORKGROUP: —

Status: **ON HOLD**

Revise Submission
Your form requires corrections. Please address them by modifying your form and resubmitting.

Print

Download / Export

View Confirmation

Notes & Issues

SUBMITTAL TYPE → NEW SOURCE REVIEW PERMIT(S) TO INSTALL (PTI) ASSOCIATED WITH THIS APPLICATION?

Correction Request — Please include the PTI number for the amendment.
Added by Julie Brunner: 2024-06-26 11:40 AM

ACTION REQUIRED

Figure 1-4 Action Required and Revise Submission

4. Click **Revise Submission**. See Figure 1-5.

Revise Submission
Your form requires corrections. Please address them by modifying your form and resubmitting.

CORRECTION REQUEST
Correction Request

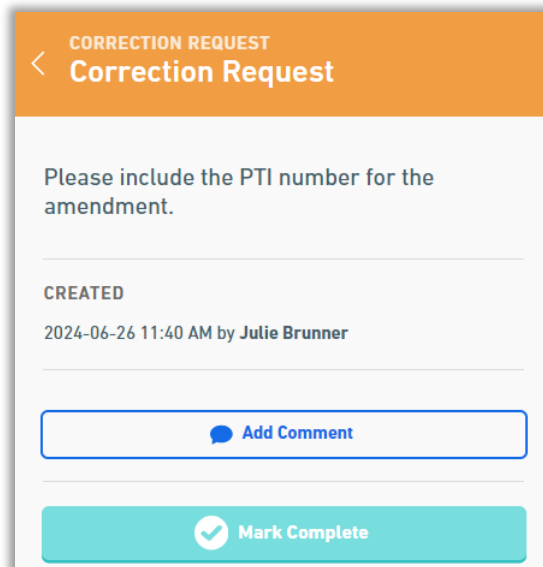
Please include the PTI number for the amendment.

CREATED
2024-06-26 11:40 AM by Julie Brunner

Revise Submission

Figure 1-5 Revise Submission

- The system will display a message reminding you to resubmit the application after you've completed making corrections. Click **OK** to continue.
- The system will display a list of corrections on the right of the screen. Click on the Correction Request to locate the area within the application where the correction is needed. Make the requested correction. It is optional to click on **Add Comment** to leave a comment to the AQD staff if you think it is needed.
- After completing the correction, click **Mark Complete**.



CORRECTION REQUEST
Correction Request

Please include the PTI number for the amendment.

CREATED
2024-06-26 11:40 AM by Julie Brunner

Add Comment

Mark Complete

Figure 1-6 Add Comment and Mark Complete

8. When all the corrections are marked as complete, the system will display a message that you are finished. Click **Proceed to Review**. See **Figure 1-7**.

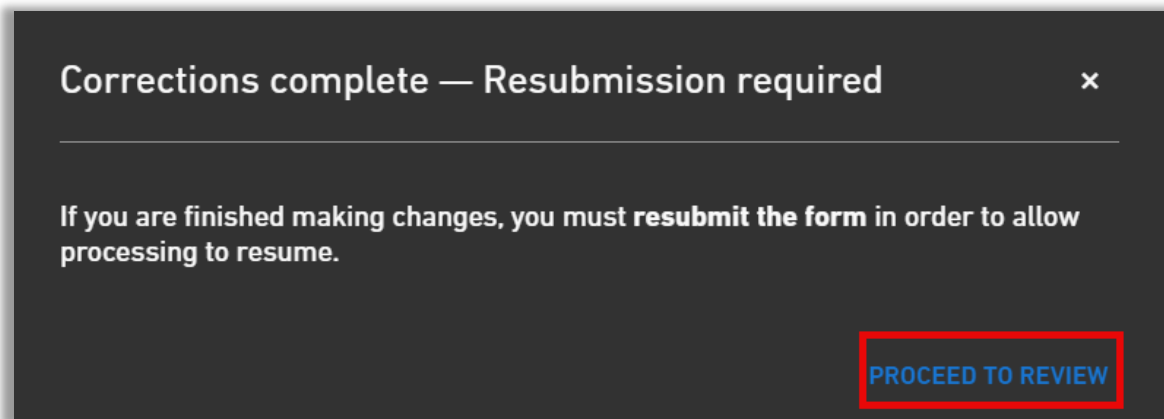


Figure 1-7 Proceed to Review

9. Review the data for accuracy then click **Next Section Signing**
10. Check the boxes to agree to the terms, enter your password and security answer. Click **Sign**.
- You have now completed the Correction Request and resubmitted your application.

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