



MICHIGAN DEPARTMENT OF
ENVIRONMENT, GREAT LAKES, AND ENERGY

MiEnviro Portal

General Overview

What is MiEnviro Portal?

MiEnviro is the system used to submit information to the Air Quality Division.

NOW	MiEnviro
Paper forms, applications, letters by mail to the AQD	All forms, applications, and information submitted to the AQD in MiEnviro
Email	Staff may email directly, plus there are system email notifications
Phone Calls	Not changing
Virtual Meetings	Not changing
In Person Meetings	Not changing

Overall Implementation Schedule

Program Area Sequence	Target Go-Live
1. Dry Cleaning Program	Complete
2. Annual Emissions Reporting 2024	Complete
3. Billable Emission Estimates (2023 data)	Complete
4. Annual Equipment Inventory Review 2024	Complete
5. Permit to Install, Renewable Operating Permits, Compliance Reporting, and Other	Late 2024/Early 2025
6. Asbestos	2025

Terminology

Term	MiEnviro Definition/Term
Submission	Any application, form, or report submitted to the AQD
Notifications	System generated emails
Evaluations	Inspections
Site Admin	The person at your company who manages user access to your site
Certifier	The person at your company who can submit forms and reports
Site	Your company/facility
Schedule	Forms and reports added to your site for easy access

General Process for Submitting Information

1. Create a user account
2. Access a site or sites
3. Access forms, applications, and reports from your Dashboard
4. Add/remove/edit data, submit forms, applications and reports.
5. Receive/read system email notifications about your submissions.
6. AQD reviews and approves submissions **OR** AQD reviews and requests more information (Correction Request)
7. Address any corrections and resubmit.

View and Access Information

- Permit records
- Evaluations (Inspections) - Inspection Reports, Test results, all documents relating to an inspection
- Emissions (if you are required to report annual emissions)
- Compliance reports
- Violation Notices
- Enforcement actions
- All documents related to a site

Permit Application Packages

A **Submission Package** is a group of applications/forms used to apply for a Permit to Install, General Permit to Install or a modification to a Renewable Operating Permit.

- Each submission package has 2 or more individual applications.
- Submission packages will have required applications and optional (as needed) applications.
- Application Equipment Inventory Form is a required form in a package.

Example of PTI Submission Package

- There are approximately 25 applications **AVAILABLE** within the PTI NEW submission package. Some will be required, some are available “As Needed”
- Buttons to Begin, Continue Draft, Delete Draft, and Delete Package are readily available.

The screenshot shows a web application interface for managing PTI Submission Packages. At the top left, there is a '< BACK' button. The main heading is 'Air Permit to Install (PTI) Submission Package - New Permit'. To the right of the heading, the package ID 'PKG-01026' is displayed, along with a green 'Draft' button and a 'Delete Package' button. Below the heading is a 'SHOW INSTRUCTIONS' button with a downward arrow. A search bar labeled 'Filter' is present, followed by the text 'Showing 25 of 25'. The interface lists two submission packages:

Submission Package	Status	Buttons
Air Permit to Install - New Site Name: Sample Corp #02 (X0002) Form Description: Application Program Area: AQD - Air	Not Started	Begin
Application Equipment Inventory Form Site Name: Sample Corp #02 (X0002) Form Description: Equipment Review Form Program Area: AQD - Air	Draft	Continue Draft, Delete Draft

Master Facility Inventory

Each site with an Air Permit in MiEnviro will have a Master Facility Inventory (MFI). The MFI is a list of equipment at your site.

The MFI includes:

- Release Points (stacks)
- Control Devices
- Control Paths
- Emission Units (may include exempt EUs for ROPs)
- Unit Processes (Source Classification Codes (SCCs))
- Flexible Groups (grouped Emission Units for ease of permitting only)

Updating the Master Facility Inventory

Sites update their MFI by submitting one of the four forms below. All four forms are identical.

Form Name	Who	When/Where
Annual Equipment Inventory Review Form	Sites required to submit an Annual Emissions Report	Access 9/1, submit by 11/1
Off-Permit Equipment Inventory Update	Any site who wants to change equipment data	Access *any time from your Dashboard in the As Needed category
Application Equipment Inventory Form	Sites who are applying for a new or modification Permit to Install (PTI) or General Permit	Access from Start a New Form screen
Notification of Installation	Sites who install permitted equipment	Access from Dashboard

*For sites required to submit the Annual Emissions Report, do not use the Off-Permit form during the Annual EIR period of September-November.

Master Facility Inventory

	Annual Equipment Inventory Review Form	Off- Permit Equipment Inventory Update	Application Equipment Inventory Form	Notification of Installation
Where to access:	Dashboard	Dashboard – As Needed category	PTI/General Permit submission packages	Dashboard
Reviewed By:	District Inspector	District Inspector	Permit Engineer	District Inspector
Who needs this?	Sites required to submit an Annual Emissions Report.	This form is used when not using the other equipment forms shown here.	Sites applying for a new PTI/General Permit or modification of a PTI/General Permit.	Sites who are installing permitted equipment.

Schedules

MiEnviro refers to forms and reports added to your site by the AQD as Schedules. The types of forms and reports added as Schedules depends on the compliance requirements for your sites. Sites will access the forms and reports to submit required information to the AQD.

There are "general" forms available if you need to submit something to the AQD and you aren't finding the appropriate Schedule on your site.

Examples of Schedules with a due date	Examples of As Needed Schedules
Annual Emissions Report	Notification of Installation
Annual Equipment Inventory Review Form	Air Visible Emissions Test
ROP Annual Compliance Certification	Air Malfunction Abatement Plan

Dashboard

- The MiEnviro Dashboard allows a user to find applications, forms and reports that need to be submitted.
- Items on the dashboard are sorted by category
 - Click on each category to find different applications, forms and reports specific to your site

Example of Dashboard View

Sample Corp #02 (X0002)

Priority **3** Upcoming **7** As Needed **49** Draft **3** To Be Signed **0** In Process **5**

HIGH PRIORITY

- Sample Corp #02 (X0002)**
Package PKG-01026 — **Air Permit to Install (PTI) Submission Package - New Permit** Manage Package
*** DRAFT** Total forms in the package: 25. Status: Completed: 0. Corrections Requested: 0. Submitted: 0. Draft: 2. Required Unstarted: 1.
- Sample Corp #02 (X0002)**
Package PKG-01036 — **Air Renewable Operating Permit (ROP) Submission Package - Initial** Manage Package
*** DRAFT** Total forms in the package: 2. Status: Completed: 0. Corrections Requested: 0. Submitted: 0. Draft: 2. Required Unstarted: 0.
- Sample Corp #02 (X0002)**
Package PKG-01035 — **Air Renewable Operating Permit (ROP) Submission Package - Modification**
*** DRAFT** Total forms in the package: 2. Status: Completed: 0. Corrections Requested: 0. Submitted: 0. Draft: 2. Required Unstarted: 0.

UPCOMING

- Sample Corp #02 (X0002)**
Schedule on Permit ROP0000047 v1.0 — **ROP Annual Compliance Certification**
UPCOMING The schedule is due 03/15/2025. The schedule is not available for submission until 01/14/2025.
Not Available
- Sample Corp #02 (X0002)**
Schedule on Permit ROP0000047 v1.0 — **ROP Semi-Annual Compliance Certification**
UPCOMING The schedule is due 09/15/2025. The schedule is not available for submission until 07/17/2025.
Not Available
- Sample Corp #02 (X0002)**
Schedule on Permit ROP0000047 v1.0 — **ROP Annual Compliance Certification**
UPCOMING The schedule is due 03/15/2026. The schedule is not available for submission until 01/14/2026.

Home

Dashboard

Notifications

Details

Start a New Form

Submissions

Permits

Evaluations

Documents

Equipment and Emissions

Inventories

Authorized Users

Example of Attachment Box

- Most applications/forms have one or more places available for attachments.
- Attach documents such as Excel spreadsheets, pictures, Word documents, maps, charts, etc.

* Project Description Attachment

Attach the written project description

Please be aware that files exceeding 500 MB in size are not allowed

Drop files here to upload



OR

CHOOSE FILE

Comment

Summary

- Sites will submit everything to AQD electronically.
- Sites will be able to access all AQD business processes in one place.
- AQD will provide trainings, guidance documents, videos and support for sites accessing and learning the system.
- [Sign up](#) for MiEnviro specific outreach
- Access MiEnviro webpage: Michigan.gov/MiEnviro

Michigan Department of
Environment, Great Lakes, and Energy

800-662-9278

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