

Secondary Certification of a Submittal

Introduction

For certain submittals, it is a requirement of the RIDE system that the business owner/operator or other entity responsible for providing the information to EGLE certify the submittal, a process known as “secondary certification”. The secondary certification acts as the electronic signature for the submitter. The RIDE system does not allow for scanned letters, submittal forms, or other documents as a form of electronic signature; this must be done through the certification process. As an alternative, a submittal form with original signatures and a copy of the report on a CD may be provided to the appropriate district office through the regular mail.

- **Primary Certification** – Usually completed by environmental consultant, attorney, or other entity acting on behalf of a client.
- **Secondary Certification** – Must be completed by the business or other entity owner or designated representative responsible for providing the information to EGLE.

Uploading and certifying submittals requires a valid RIDE user account. For information on obtaining a RIDE user account, please see the Become a RIDE User guidance document.

Secondary Certifying a Submittal

1. Navigate to the [MILogin for Third Party](#) website, log in and select the RIDE application.
2. Select the Inventory of Facilities (IOF) module.
3. Scroll to the table below and search for your facility by entering the facility ID, name, address, or other known fields.

My Facilities Only

Yes No

Display: Export Clear Filters

Facility ID	EPA ID	Facility Name	LUST Name	Regulatory Program	Full Address	City	Cou
Facility ID:	EPA ID:	Facility Name:	LUST Name:	Regulatory Pr	Full Address:	City:	Cou
83000188		411 North Michigan Avenue		201	411 North Michigan Avenue, Manton, MI, 49663	Manton	Wex
83000187		Wexford Missaukee AOI		201	9901 East Thirteenth Street, MI, 49601		Wex
83000186		509 5th Street		201	509 5th Street, Cadillac, MI, 49601	Cadillac	Wex
83000185		567 5th Street		201	567 5th Street, Cadillac, MI, 49601	Cadillac	Wex
83000184		1911-2025 North Mitchell Street		201	1911-2025 North Mitchell Street, Cadillac, MI, 49601	Cadillac	Wex
83000183		1005 Leeson Avenue		201	1005 Leeson Avenue, Cadillac, MI, 49601	Cadillac	Wex

4. When you find your facility, select the ellipses on the far right. You may need to scroll to the right.

PA ID	Facility Name	LUST Name	Regulatory Program	Full Address	City	County	
PA ID:	Facility Name:	LUST Name:	Regulatory Pr	405 BRIDGE ST, GRAND RAPI	City:	County:	
	Bridge NW	Bridge NW	213	405 BRIDGE ST, GRAND RAPIDS, MI, 49504	GRAND RAPIDS	Kent	...

5. Click on "Location Submittals", find the submittal that you want to certify, and select the "Plus" button.

Location Submittals (3)	
> EQ 4025 - Baseline Environmental Assessment - 1 - 09/05/2014	
> Notice of Migration - 1 - 01/13/2015	
> EQP3801 - Notice of On-Site Work Activity - 0	+
> EQP4004 - Closure Report - Conditional Approval - 0	+
> Non Form - 1 - 05/18/2016	+
> EQP4002 - Initial Assessment Report - Cover Sheet - 0	+

6. Use the "Submittal Action" dropdown and select "Certify in Progress". You can also amend the report if desired. Select the submittal that you want to certify.

[Back](#)

Submittal Information

Submittal Action:

- Create New
- Revise Existing
- Certify In Progress**
- Revise per EGLE Audit
- Amendment to Initial Assessment Report

- 7. Review the information provided in the submittal. If the submittal information is accurate, scroll to the Submitter Authorization section. As Secondary Certifier, identify your Role, the Certification Status, and the Organization/Company you represent (this should match the organization you used to set up your user account).

Submitter Authorization

Primary Certifier	Secondary Certifier
Role: Qualified Consultant	Role: * [Dropdown]
Certification Status: I Certify	Certification Status: * [Dropdown]
First Name: [Redacted] Last Name: [Redacted]	First Name: [Redacted] Last Name: [Redacted]
Organization/Company: [Redacted]	Organization/Company: * [Dropdown]
Address: [Redacted]	Phone: [Redacted] Email Address: [Redacted]
Phone: [Redacted] Email Address: [Redacted]	Date: 06/29/2022
Date: 06/29/2022	Status Comments: [Text Area] <small>0/250 characters</small>

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This form and its contents are subject to the Freedom of Information Act and may be released to the public.

Submit & Exit

- 8. Once you Submit and Exit, the submittal will be transmitted to EGLE to review for administrative completeness. You will be contacted if the submittal is not administratively complete and cannot be accepted by EGLE.
- 9. For questions related to RIDE use, please email EGLE-RIDE-Admin@michigan.gov

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