



MICHIGAN DEPARTMENT OF  
ENVIRONMENT, GREAT LAKES, AND ENERGY

# Guide to Electronic Reporting

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Remediation and Redevelopment Division  
Remediation Information Data Exchange (RIDE)  
Notice of On-Site Work Activity Tutorial

# Inventory of Facilities Home Screen

Inventory of Facilities    Project Managers    Project Managers by County

## Facilities

**Become a RIDE User**

Inventory of Residential Closures

Show

Hide

All existing filters will be cleared when changing this value

My Facilities Only

Yes

No

Display:

Export

Facility ID ▾    EPA ID ⇅    Facility Name ⇅    LUST Name ⇅    Regulatory Program ⇅    Full Address ⇅    City ⇅

Facility ID:    EPA ID:    Facility Name:    LUST Name:    Regulatory Program: ▾    Full Address:    City:

83000185		567 5th Street		201	567 5th Street, Cadillac, MI, 49601	Cadillac	...
83000184		1911-2025 North Mitchell Street		201	1911-2025 North Mitchell Street, Cadillac, MI, 49601	Cadillac	...
83000183		1005 Leeson Avenue		201	1005 Leeson Avenue, Cadillac, MI, 49601	Cadillac	...

Click to become a registered user of the system. This is a requirement for online report submittal.

The Inventory of Facilities features Third Party registered user access to submit Notice of On-Site Work Activities and other reports electronically.

The account is registered with the MiLogin system like many other State of Michigan applications.

Click on the "Become a RIDE User" button and follow the prompts. Enter required data to create your account.

Clear Filters

# Registered Account Allows for Online Submittals



[HELP](#) [CONTACT US](#)

Every Third Party has a unique login and user account to be able to submit reports to EGLE RRD online.

## MILogin for Third Party

User ID

Password

**LOGIN**

Don't have an account?

**SIGN UP**

[Forgot your User ID?](#)

[Forgot your password?](#)

[Need Help?](#)

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# MiLogin Home Page Displays RIDE Application

## Home Page of

 Your password will expire in      days

Access your applications by clicking on the application links below

After logging into MiLogin, the Home Page opens, and the RIDE application displays for selection. Click on RIDE to open the application.



Michigan Department of Environment, Great Lakes, and Energy (EGLE)

RIDE

Click on RIDE to open the application.

# Inventory of Facilities Home Screen

Home

**EGLE**

Remediation Information Data Exchange  
Michigan Department of Environment, Great Lakes, and Energy

Home Screen

Contact - EGLE

## Inventory of Facilities

Click on the slider to hide the description below.

Inventory of Facilities

### Disclaimer

#### Inventory of Residential Closures

The Inventory of Residential Closures represents a subset of residential closures approved by the EGLE. These residential closures were submitted to the EGLE in a No Further Action Report, satisfy the limited residential cleanup criteria under section 20120a(1)(c) of Part 201 or the site-specific residential cleanup criteria under sections 20120a(2) and 20120b of Part 201, include land use or resource use restrictions, and were specifically requested by the submitter of the No Further Action Report.

#### Inventory of Facilities

As part of an information technology improvement project, the Remediation Information Data Exchange (RIDE) system now hosts the Remediation and Redevelopment Division's Inventory of Facilities. The Inventory of Facilities has two data sources: Facilities under [Part 201](#), Environmental Remediation, of the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (NREPA) identified through state funded or private party response activities (Projects) and Facilities under [Part 213](#), Leaking Underground Storage Tanks of the NREPA; and Facilities identified through submittals of [Baseline Environmental Assessments \(BEA\)](#) submitted pursuant to Part 201 or Part 213 of the NREPA. BEAs are displayed as a submittal to Facilities listed on the Inventory if they exist. This webpage is an intermediate step to providing all the information under required [Section 20112a](#) of Part 201. The Department of Environment, Great Lakes, and Energy (EGLE) has information technology projects in progress that will have the capacity to provide all the information required under Section 20112a.

The Part 201 Projects Inventory does not include all of the facilities that are subject to regulation under Part 201 because owners are not required to inform EGLE about the facilities and can pursue cleanup independently. Facilities that are not known to EGLE are not on the Inventory, nor are locations with releases that resulted in low environmental impact.

Part 213 facilities listed here may have more than one release; a list of releases for which corrective actions have been completed and list of releases for which corrective action has not been completed are on now on the Inventory replacing the Leaking Underground Storage Tank Site Search webpage. EGLE may or may not have reviewed and concurred with the conclusion that the corrective actions described in a closure report meets criteria.

A BEA is a document that new or prospective property owners/operations disclose to EGLE identifying the property as a facility pursuant to Part 201 and Part 213. The Inventory of BEA Facilities overlaps in part with the Part 201 Projects facilities and Part 213 facilities and has therefore been removed as a separate listing. BEAs may now be viewed as submittals to their respective Facility within the Inventory." BEAs are now documented and may be viewed as submittals to their respective Facility in the Inventory. There may be more than one BEA for each facility.

Questions regarding any one facility should be directed to the district in which the facility is located. District contact information can be found on the [RRD office location map](#).

For instructions on [searching](#) the new system and submitting a [Notice of On-Site Work Activity](#), step-by-step guides are available.

Inventory Statistics

The Inventory of Facilities Home Screen features a description of the Inventory. This description may be hidden by clicking on the Inventory of Facilities slider in the upper right of the screen.

# Notice of On-Site Work Activity Submittal

The first step in submitting a Notice of On-Site Work Activity is to search the Inventory of Facilities for the facility where the work will be performed.

The Inventory allows for multiple search options using the columns displayed.

Inventory of Facilities | Project Managers | Project Managers by County

**Facilities**

Inventory of Residential Closures  
Show Hide  
My Facilities Only  
Yes No

Display: [dropdown] Export Clear Filters

Facility ID	EPA ID	Facility Name	LUST Name	Regulatory Program	Full Address	City
83000184		1911-2025 North Mitchell Street		201	1911-2025 North Mitchell Street, Cadillac, MI, 49601	Cadillac
83000183		1005 Leeson Avenue		201	1005 Leeson Avenue, Cadillac, MI, 49601	Cadillac
83000182		Wexford County Road Commission Surface Water Storage		201	10390 North Hodenpyle Dam Road, MI, 49668	
83000181		Wright Street		201	Wright Street, MI, 49601	
83000180		T24N, R12W		201	T24N, R12W, Buckley, MI, 49601	Buckley
83000179		3822 North Mackinaw Trail Manton		201	3822 North Mackinaw Trail Manton, Manton, MI, 49663	Manton
83000178		916 South Mitchell Street		201	916 South Mitchell Street, Cadillac, MI, 49601	Cadillac
83000177		905 Frisbie Street		201	905 Frisbie Street, MI, 49601	
83000176		805, 811, 815 North Mitchell St		201	805, 811, 815 North Mitchell St, MI, 49601	
83000175		7110 East 34 Road		201	7110 East 34 Road, MI, 49601	

# Additional Search Column Categories

Additional searchable columns include:

- Township
- County
- Risk Condition
- Release Status
- EGLE District
- Project Manager
- Senate District
- House District
- U.S. Congressional District
- Latitude
- Longitude

You may select multiple columns including all.

Click to show and select additional categories to search.

When additional columns are selected, they will be added to the right. You will need to scroll to the bottom the page and scroll to the right to view these columns.

Inventory of Facilities | Project Managers | Project Managers by County

Facilities

Inventory of Residential Closures

Show Hide

My Facilities Only

Yes No

Deselect All Select All Export

Facility Name	LUST Name	Regulatory Program	Full Address	City
1-2025 North Mitchell Street		201	1911-2025 North Mitchell Street, Cadillac, MI, 49601	Cadillac
15 Leeson Avenue		201	1005 Leeson Avenue, Cadillac, MI, 49601	Cadillac
83000182	Commission Surface Water Storage	201	10390 North Hodenpyle Dam Road, MI, 49668	
83000181	Wright Street	201	Wright Street, MI, 49601	
83000180	T24N, R12W	201	T24N, R12W, Buckley, MI, 49601	Buckley
83000179	3822 North Mackinaw Trail Manton	201	3822 North Mackinaw Trail Manton, Manton, MI, 49663	Manton

Clear Filters

# Facility Column Searching

Searching by one column or multiple columns is possible to find a facility or list of facilities.

To search, click on a category and type or select from a list of the items.

Inventory of Facilities    Project Managers    Project Managers by County

**Facilities**

Inventory of Residential Closures  
Show Hide

My Facilities Only  
Yes No

Display:    Export    Clear Filters

Facility ID	EPA ID	Facility Name	LUST Name	Regulatory Program	Full Address	City
50005978		Monroe Muffler Brake Inc	Monroe Muffler Brake Inc	213	3603 BYRON CENTER AVE, GRAND RAPIDS, MI, 49519	GRAND RAPIDS
50005953		1202 Bridge NW	1202 Bridge NW	213	1202 BRIDGE ST, GRAND RAPIDS, MI, 49504	GRAND RAPIDS
50005934		Bridge NW	Bridge NW	213	405 BRIDGE ST, GRAND RAPIDS, MI, 49504	GRAND RAPIDS
50005908		1056 Wealthy Street SE	1056 Wealthy Street SE	213	1056 WEALTHY ST, GRAND RAPIDS, MI, 49506	GRAND RAPIDS
50005824		515 Michigan Street Former Filling Station	515 Michigan Street Former Filling Station	213	515 MICHIGAN ST, GRAND RAPIDS, MI, 49503	GRAND RAPIDS
50005675		B & B Party Stop	B & B Party Stop	213	501 LEONARD ST, GRAND RAPIDS, MI, 49503	GRAND RAPIDS
50005525		Woody's Cane Stop	Woody's Cone Stop	213	730 28TH ST, GRAND RAPIDS, MI, 49548	GRAND RAPIDS
50005418		Grooters Asset Development LLC	Grooters Asset Development LLC	213	201 MATILDA ST, GRAND RAPIDS, MI, 49503	GRAND RAPIDS

In this example, the search categories selected are **Part 213** sites in the City of **Grand Rapids**.

# Open Facility Details

When the facility is found, open the facility details to view the Location Submittals feature.

Statutorily required reports are defined as submittals on the Inventory of Facilities.

Inventory of Facilities    Project Managers    Project Managers by County

**Facilities**

Inventory of Residential Closures  
Show Hide

My Facilities Only  
Yes No

Display:    Export

Clear Filters

Facility ID	EPA ID	Facility Name	LUST Name	Regulatory Program	Full Address	City	
Facility ID:	EPA ID:	Facility Name:	LUST Name:	Regulatory Program: 213	Full Address:	City: GRAND RAPIDS	
50005978		Monroe Muffler Brake Inc	Monroe Muffler Brake Inc	213	3603 BYRON CENTER AVE, GRAND RAPIDS, MI, 49519	GRAND RAPIDS	...
50005953		1202 Bridge NW	1202 Bridge NW	213	1202 BRIDGE ST, GRAND RAPIDS, MI, 49504	GRAND RAPIDS	...
50005934		Bridge NW	Bridge NW	213	405 BRIDGE ST, GRAND RAPIDS, MI, 49504	GRAND RAPIDS	...
50005908		1056 Wealthy Street SE	1056 Wealthy Street SE	213	1056 WEALTHY ST, GRAND RAPIDS, MI, 49506	GRAND RAPIDS	...
50005824		515 Michigan Street Former Filling Station	515 Michigan Street Former Filling Station	213	515 MICHIGAN ST, GRAND RAPIDS, MI, 49503	GRAND RAPIDS	...
50005675		B & B Party Stop	B & B Party Stop	213	501 LEONARD ST, GRAND RAPIDS, MI, 49503	GRAND RAPIDS	...
50005525		Woody's Cane Stop	Woody's Cone Stop	213	730 28TH ST, GRAND RAPIDS, MI, 49548	GRAND RAPIDS	...
50005418		Grooters Asset Development LLC	Grooters Asset Development LLC	213	201 MATILDA ST, GRAND RAPIDS, MI, 49503	GRAND RAPIDS	...

To view more details about a specific facility, click on the three dots on the right side of the table.



# Notice of On-Site Work Activity Report

Facilities are also identified as locations in RIDE and the inventory. Click on the arrow in the blue bar to the left of the Location Submittals to view more information.

Clicking the arrows, opens new views to see details about the submittals. The (1) behind the title Location Submittals indicates the number of submittals for this location.

The screenshot displays the 'Facilities' section of the EGLE RRD system. It includes filters for 'Inventory of Residential Closures' (Show/Hide) and 'My Facilities Only' (Yes/No). An 'Export' button and 'Clear Filters' button are also visible. The main table lists facilities with columns for Facility ID, EPA ID, Facility Name, and LUST Name. For the facility 'Monroe Muffler Brake Inc', the 'Location Submittals (3)' row is highlighted with a red box. Below this, a list of submittals is shown, including 'EQP3801 - Notice of On-Site Work Activity - 0', which has a red box around its plus sign icon. A red arrow points from a text box to this plus sign.

Facilities

Inventory of Residential Closures  
Show Hide

All existing filters will be cleared when changing this value

My Facilities Only  
Yes No

Display: Export Clear Filters

Facility ID	EPA ID	Facility Name	LUST Name
50005978		Monroe Muffler Brake Inc	Monroe Muffler Brake Inc
Contaminant Class: Petroleum Volatile and Semi Volatile Organic Compounds			
Releases (1)			
Location Submittals (3)			
Baseline Environmental Assessment - 3 - 05/01/2018			
Notice of Migration - 0			
EQP3801 - Notice of On-Site Work Activity - 0			

EGLE RRD is currently accepting **only** Notices of On-Site Work Activities. (In the coming months, EGLE RRD will be adding more reports to the electronic submittals including Part 213 Reports like Initial Assessment Reports, Final Assessment Reports, Supplemental Information, and Closures.

Click on the "plus" to report on-site work.

# Notice of On-site Work Activity Reporting – Step 1

The first step in the Notice of On-Site Work Activity Report displays the facility information including name, Facility ID, address and mapped geographic location.

No data entry is required in Step 1. This step is for the user to verify that the notification is for the correct facility. Click next.

## Notice of On-Site Work Activity

### 1 Site Information

#### EQP3801 - NOTICE OF ON-SITE WORK ACTIVITY

Authorized by the Natural Resources and Environmental Protection Act, 1994 PA 451, as amended (Act 451), Part 213

**INSTRUCTIONS:** Complete this form to notify the Remediation and Redevelopment Division (RRD) 48 hours in advance of on-site activities as required under Act 451. Failure to provide this notification may result in fines as provided in Act 451.

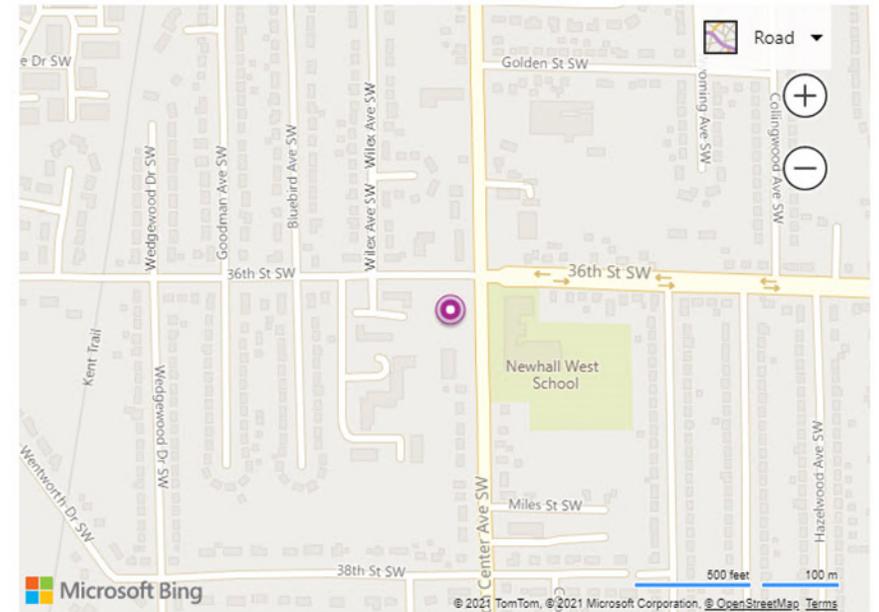
Facility Name: Monroe Muffler Brake Inc  
Facility ID: 50005978

Street Address: 3603 BYRON CENTER AVE

City: GRAND RAPIDS  
State: Michigan

Zip Code: 49519  
County: Kent

Latitude: 42.89891827  
Longitude: -85.72503524



Verify that the report is being submitted for the correct facility and click next.

Next

# Notice of On-site Work Activity Reporting – Step 2

Step 2 includes the details about the activities being conducted. All fields are required to be completed to move to the next step. Dates, times, activity, location, and comments about the activities are required. If one of these is missed, the system will show a warning in red to signify a missing information.

Once completed. Click Next.

[← Back](#)

### Notice of On-Site Work Activity

- 1 Site Information
- 2 Submittal Information**

**On-Site Work Activity Information**

Beginning Date: \*  Ending Date: \*

**NOTIFY THE DISTRICT OFFICE ASAP IF SCHEDULE CHANGES**

Starting Time: \*  Ending Time: \*

Type of Activity: \*  Location: \*

Comments: \*

[Previous](#) [Next](#)

Information is required for each of the elements below. Click Next upon completion.

# Notice of On-site Work Activity Reporting – Step 3

Step 3 requires you to add your organization name. Type in your organization name in the search. The name will appear as you begin typing narrowing the selection as more characters are typed.

Once completed. Click Next.

< Back

### Notice of On-Site Work Activity

- Site Information
- Submittal Information
- 3** Organization/Company

Choose one of the following:  
Search for Existing Organization/Company:  
sample organization

Search for your organization here. Type in your organization's name and click Next.

Previous Next

# Notice of On-site Work Activity Reporting – Step 4

Step 4 is where the name of the person who is the contact for the organization is added. Click on the “plus” to the right to add the contact’s name(s).

Once completed. Click Next.

< Back

### Notice of On-Site Work Activity

- Site Information
- Submittal Information
- Organization/Company
- 4** Contacts

Contacts - 1110 Evergreen LLC

Contact Type	Full Name	Full Address	Start Date
There are currently no contacts selected.			

Previous Next

Add the contact’s name by clicking on the plus. Additional information is requested for the contact. All fields with an asterisk are required to submit the report.

# Notice of On-site Work Activity Reporting – Step 5

Step 5 is the final step where all information entered for this notification is displayed. This is the review and submit step.

Once the information is reviewed for accuracy, click Submit and Exit. If there is an error in the information, click on the previous button to go back and edit the information on the appropriate step.

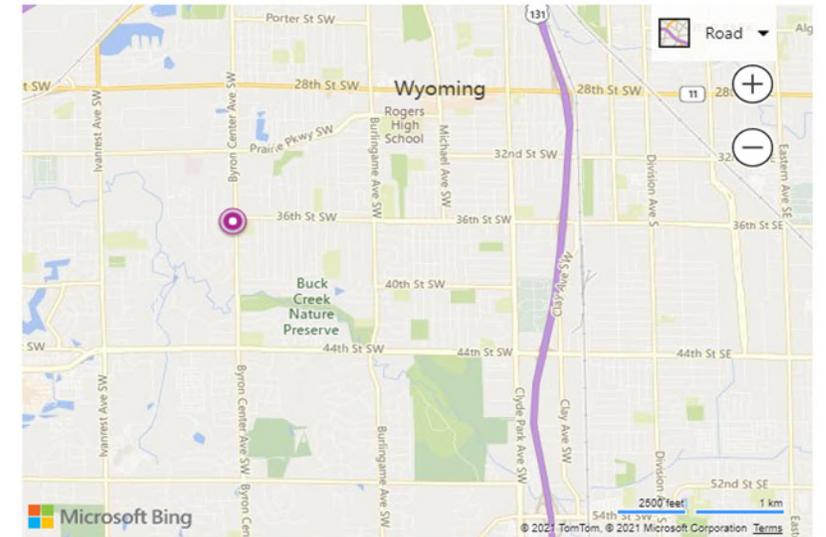
Once completed click Submit and Exit.

## 5 Review and Submit

### Site Information

#### EQP3801 - NOTICE OF ON-SITE WORK ACTIVITY

Facility Name: Monroe Muffler Brake Inc	Facility ID: 50005978
Street Address: 3603 BYRON CENTER AVE	
City: GRAND RAPIDS	State: Michigan
Zip Code: 49519	County: Kent
Latitude: 42.89891827	Longitude: -85.72503524



### Submittal Information

#### On-Site Work Activity Information

Beginning Date: 02/01/2021	Ending Date: 02/02/2021
Starting Time: 8:00 AM	Ending Time: 5:00 PM
Type of Activity: groundwater sampling	Location: on-site and off-site

When the notification is submitted, a message will display that the submittal was successful, and the application will return to the Inventory of Facilities list displaying the new report as show here.

The application then automatically sends an email the appropriate EGLE RRD district staff that the notification was submitted.

If a notification requires a modification, EGLE RRD requests that a new report be submitted with a note about the change in the comments section of the report.

# Report Submitted

Facility ID	EPA ID	Facility Name	LUST Name	Regulatory Program	Full Address	City
Facility ID:	EPA ID:	Facility Name:	LUST Name: Monroe Muffler Brake Inc	Regulatory Program:	Full Address:	City:
50005978		Monroe Muffler Brake Inc	Monroe Muffler Brake Inc	213	3603 BYRON CENTER AVE, GRAND RAPIDS, MI, 49519	GRAND RAPIDS

Contaminant Class:  
Petroleum Volatile and Semi Volatile Organic Compounds

- > Releases (1)
- ▼ Location Submittals (4)
  - > Baseline Environmental Assessment - 3 - 05/01/2018
  - > Notice of Migration - 0
  - ▼ EQP3801 - Notice of On-Site Work Activity - 1

Facilities Submittals

Submittal ID	Received Date	Contains Attachment(s)
Submittal ID:	Received Date:	Contains Attachment(s):
50005978-NWA-1		

Michigan Department of  
**Environment, Great Lakes, and Energy**

800-662-9278  
Michigan.gov/EGLE



EGLE RRD will be adding more reports to the Inventory of Facilities for electronic submittal in the upcoming months. Be sure to watch for more announcements from EGLE as these become available.

Please direct all questions to [EGLE-RIDE-Admin@Michigan.gov](mailto:EGLE-RIDE-Admin@Michigan.gov).

Follow us at: [Michigan.gov/EGLEConnect](https://Michigan.gov/EGLEConnect)