

# Biosolids Annual Report

A Step by Step Guide to Submittal



EGLE Environmental Assistance Center  
800-662-9278

[Michigan.gov/EGLE](https://www.michigan.gov/EGLE)

08/2020

# 1) Make sure your Site is selected and 2) Click on Apps, Requests and Reports

The screenshot displays the EGLE MiWaters portal interface. At the top, the header includes the EGLE logo, 'MiWaters', and 'Water Resources Information and Forms'. A yellow warning banner states: 'DO NOT DO REAL WORK HERE, THIS IS A TESTING ENVIRONMENT. data refresh occurred on 2/2/2020'. The left sidebar is titled 'SITE' and lists various navigation options. Two red arrows with numbered boxes (1 and 2) point to 'Jackson WWTP' and 'Apps, Requests and Reports' respectively. The main content area is titled 'Forms' and is divided into three sections: 'Applications, Service Requests & Permit Change Forms', 'Compliance Reports', and 'DMRs'. Each section contains one or more action cards with icons and descriptive text.

**EGLE** MiWaters Water Resources Information and Forms QA

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**SITE**

- Jackson WWTP
- Home
- Dashboard
- Notifications
- Details
- Contacts List
- Apps, Requests and Reports
- Permits
- Evaluations
- Violations
- Compliance and Enforcement Actions
- Environmental Projects
- Financials
- Documents
- Authorized Users

**Forms**

### Applications, Service Requests & Permit Change Forms

Begin filling out a **new form** or view or revise a **previous submission**

- Start New Form**  
Permit Applications, Service Requests and Permit Change Forms
- Draft & Submitted Forms**  
View or revise **draft and submitted** Applications, Service Requests, Permit Change Forms and Reports

### Compliance Reports

Reporting forms relating to **current submissions, permits and active compliance actions**

- New and Draft Assigned Forms**  
Browse **reporting forms** relating to a submission, permit or compliance action
- Submitted Reporting Forms**  
View or revise **previously submitted reports**

### DMRs

View, edit, and submit **discharge monitoring reports**

- View DMRs**

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# Click on New and Draft Compliance Reports

Home About Co

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Forms


SITE


Jackson WWTP

- Home
- Dashboard
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- Contacts List
- Apps, Requests and Reports**
- Permits
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### Applications, Service Requests & Permit Change Forms


Begin filling out a **new form** or view or revise a **previous submission**


 **Start New Form**  
Permit Applications, Service Requests and Permit Change Forms

 **Draft & Submitted Forms**  
View or revise **draft and submitted** Applications, Service Requests, Permit Change Forms and Reports

### Compliance Reports


Reporting forms relating to **current submissions, permits** and **active compliance actions**

 **New and Draft Assigned Forms**  
Browse **reporting forms** relating to a submission, permit or compliance action

 **Submitted Reporting Forms**  
View or revise **previously submitted reports**

### DMRs

View, edit, and submit **discharge monitoring reports**

 **View DMRs**

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# Search for "Bio"

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EGLE MiWaters Water Resources Information and Forms QA

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Assigned Forms - New and Draft [View All Apps, Requests and Reports](#) This screen lists available schedules related to the site's permits or compliance actions. Schedules are reports or other notification which a permittee or responsible party mus...

**SITE**

Holland WWTP

Home Dashboard Notifications Details Contacts List **Apps, Requests and Reports** Permits Evaluations Violations Compliance and Enforcement Actions Environmental Projects Financials Documents Authorized Users

Form Name	Created By	Created Date	Due Date	Submission Reference Number	Agency Contact	Instructions	Status	
MI0023108 v6.0 - Report of Discharge (CSO/SSO/RTB/Other) - CSO/SSO/RTB/Other Discharge Event					Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556	Report CSO, SSO, RTB, or other sewer overflow events.	Not Started	<a href="#">Begin Submission</a>
P41-1007937 v1.0 - Part 41 Construction Schedules - Complete Construction (HNW-NSAE-GMVPT)	Theo VanAken	01/10/2020		HNW-NSAE-GMVPT	Keith Zahn zahnk@TESTmichigan.gov	Notify DEQ that construction has been completed	Draft	<a href="#">Continue Draft Submission</a>
MI0023108 v6.0 - Pollutant Minimization and Source Evaluation Program for PFOS-PFOA - Pollutant Minimization and Source Evaluation Program for PFOS-PFOA Report					Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556		Not Started	<a href="#">Begin Submission</a>
MI0023108 v6.0 - Biosolids Program - Residual Management Program (RMP) Submittal or Modification					Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556		Not Started	<a href="#">Begin Submission</a>
P41-1008174 v1.0 - Part 41 Construction Schedules - Start Construction					Keith Zahn zahnk@TESTmichigan.gov	Notify DEQ that construction has begun	Not Started	<a href="#">Begin Submission</a>
P41001712 v1.0 - 41 - Part 41 Completion Notification (HNW-NSAZ-GZAD1)	Theo VanAken	01/10/2020		HNW-NSAZ-GZAD1	Keith Zahn zahnk@TESTmichigan.gov		Draft	<a href="#">Continue Draft Submission</a>
P41-1007937 v1.0 - Part 41 Construction Schedules - Start Construction					Keith Zahn zahnk@TESTmichigan.gov	Notify DEQ that construction has begun	Not Started	<a href="#">Begin Submission</a>

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- 1) Find the right Annual Report,
- 2) Check for proper Due Date,
- 3) Click Begin Submission button  
(will be available 60 days prior to due date)

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EGLE MiWaters Water Resources Information and Forms QA

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This screen lists available schedules related to the site's permits or compliance actions. Schedules are reports or other notification which a permittee or responsible party mus...

Form Name	Created By	Created Date	Due Date	Submission Reference Number	Agency Contact	Instructions	Status
MI0023108 v6.0 - Biosolids Program - Residual Management Program (RMP) Submittal or Modification					Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556		Not Started
MI0023108 v6.0 - Biosolids Program - Biosolids Annual Report			10/30/2020 Due 7+		Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556	Annual Report for Biosolids/Sludge disposal or transport	Not Started
MI0023108 v6.0 - Biosolids Program - Biosolids Annual Report			10/30/2021 Due 7+		Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556	Annual Report for Biosolids/Sludge disposal or transport	Not Started
MI0023108 v6.0 - Biosolids Program - Biosolids Annual Report			10/30/2022 Due 7+		Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556	Annual Report for Biosolids/Sludge disposal or transport	Not Started
MI0023108 v6.0 - Biosolids Program - Biosolids Annual Report			10/30/2023 Due 7+		Chris Veldkamp veldkampc@TESTmichigan.gov (616) 401-1556	Annual Report for Biosolids/Sludge disposal or transport	Not Started

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## Annual Report Form For Reporting Biosolids

VERSION 1.17

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### INSTRUCTIONS

**By Authority of Part 31, Water Resources Protection, of 1994 PA 451, as amended (Part 31), this form is to be used by generators and distributors to report biosolids applied to the land which are subject to Part 31. Failure to properly report this information is a violation of Act 451 and is subject to penalties as provided. The information provided herein will be used to determine fees to support the program in accordance with Part 31.**

### REPORTS ARE DUE OCTOBER 30th

**Please note: All Treatment Works Treating Domestic Sewage (TWTDS) are required to complete and return this form.**


**\*\* If you did not land apply please put 0 for the tons land applied, and click through the remaining sections before hitting submit.**




Begin Form Entry

Click Next Section or Next Bullet Icon on the left side of the screen

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**Biosolids Annual Report** 

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 SAVE PROGRESS

**Processing Info**


- Section I - Biosolids Land Application Report
- Section II - General Facility Information
- Section III - Final Use/Disposal Practices
- Section IV - Land Application Site Information
- Section V - Monitoring Data Summary
- Section VI - Pathogen and Vector Attraction Reduction
- DMR STATUS
- Review
- Certify & Submit

**Processing Info**

Please specify the following:

- The reason for the submission, e.g., new permit or permit modification. If no options are available, the default value is shown and cannot be changed.
- The relevant fee if requested below. Not all forms will indicate a fee at this point. This does not indicate a fee is not required at a later time; you will be notified of any additional necessary fees.

Select the reason for this submission:  
**New**

 NEXT SECTION  
Section I - Biosolids Land Application Report

# Fill out Section I – Biosolids Land Application Report completely – scroll down to see additional information

- Processing Info
- Section I - Biosolids Land Application Report**
- Section II - General Facility Information
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PREVIOUS SECTION  
Processing Info

## Section I - Biosolids Land Application Report

ANNUAL REPORTING YEAR (If you are submitting for the current year please select "2016." If you are submitting a late Annual Report from a previous year please select other, then type the correct year. The date provided here should match the deadline date listed for the schedule of compliance.)

Unassigned

Enter the TOTAL Land-Applied of Bulk Biosolids in MICHIGAN (in DRY Tons; do not enter metric tons)

- +

Generating Facility Name

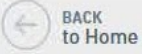


What County is the facility located in?












How many dry tons of biosolids did you land apply outside of Michigan? (Type 0 if none)


- +



# Fill out Section II – General Facility Information and Click Next Section

 **Biosolids Annual Report**   
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-  Processing Info
-  Section I – Biosolids Land Application Report
-  **Section II - General Facility Information** 
-  Section III - Final Use/Disposal Practices
-  Section IV - Land Application Site Information
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 **PREVIOUS SECTION**  
Section I - Biosolids Land Application Report

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## Section II - General Facility Information

Generating Facility Name

Plant Type (Hold down the 'Ctrl' key to select multiple options)

Current Actual Flow Rate (MGD)  
  

Industrial Pretreatment?

 **NEXT SECTION**  
Section III - Final Use/Disposal Practices 

# Fill out Section III – Final Use/Disposal Practices and Click Next Section

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 SAVE PROGRESS

- Processing Info
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### Section III - Final Use/Disposal Practices

What is the total amount land applied (dT)?

What is the total amount of bulk biosolids land applied (dT)?

Which types of land are bulk biosolids applied to? (Select all that apply. Hold down the 'Ctrl' key to select multiple choices)

Unassigned

What is the amount of derived material (dT) land applied?

What types of land have derived material been applied to? (Select all that apply. Hold down the 'Ctrl' key to select multiple choices)

Unassigned

NEXT SECTION  
Section IV - Land Application Site Information

Click to download EGLE template and fill out or upload your own documents in the box below, then click next section

**EGLE** MiWaters Water Resources Information and Forms ?

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- ✓ Processing Info
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### Section IV - Land Application Site Information

Provide a list of the sites your facility applied to. Please either upload a spreadsheet containing the following information or complete and upload the template we have provided:


Information you should provide includes:

- ▶ The land application site name (Land owner first and last name and field number; Ex: TN-01)
- ▶ Site Number (Township, range, section number; Ex: 04N03E25)
- ▶ Owner, Farmer, Applier
- ▶ Representative coordinates of the land application site location
- ▶ Total acres and acres used for the land application site
- ▶ Application rate (tons/acre)
- ▶ Has the 90% CPLR application rate been reached?
- ▶ Anticipated Crop
- ▶ Cumulative load required


Click [HERE](#) to download a template form for providing site information, or you may use your contractor's land application reports

Attach as many copies of the above template as necessary, or you may attach your contractor's Land Application Reports

Drop files here to upload



OR



Upload appropriate laboratory data, make sure your attachment saved, and then click on next section

- ✓ Processing Info
- ✓ Section I - Biosolids Land Application Report
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## Section V - Monitoring Data Summary

**\*\*Include copies of the actual analytical laboratory data sheets as an attachment. All sampling shall be representative of the biosolids applied to land during the reporting period and in accordance with R323.2415 (2) Frequency of Monitoring – Land Application. Analytical methods shall be in accordance with R323.2406 (2) Methods for Biosolids. All analysis should be provided on a dry weight basis.**

### DMR Submittal of Biosolids Monitoring Data

▶▶ **IMPORTANT** ◀◀: Biosolids monitoring data will now need to be submitted using DMR reporting in MiWaters.

Please upload your analytical lab sheets below as well.

### Upload Actual Analytical Laboratory Data

Drop files here to upload



OR

Comment

# Fill out Section VI – Pathogen & Vector Attraction Reduction, upload appropriate documents, and then click next section

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SAVE PROGRESS

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### Section VI - Pathogen and Vector Attraction Reduction

**\*\*Attach all Pathogen Reduction and Vector Attraction Reduction documentation to demonstrate .**

Pathogen Reduction Class A  
*Unassigned*

Pathogen Reduction Class B  
*Unassigned*

Vector Attraction Reduction Method Used:  
*Unassigned*

The following items must be uploaded if you have land applied this fiscal year

- ▶ Pathogen reduction documentation
- ▶ Pathogen certification
- ▶ Vector attraction reduction documentation (If applicable)
- ▶ Vector attraction certification
- ▶ Management practice certification
- ▶ CPLR certification (If applicable)
- ▶ CPLR site restrictions certification (If applicable)

Please upload your certifications/documentation here

Drop files here to upload

# Fill out DMR Status and click next section



- Processing Info
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PREVIOUS SECTION  
Section VI - Pathogen and Vector Attraction Reduction

### DMR STATUS

At the time of submitting this annual report, what is the status of your Biosolids DMR?

Unassigned

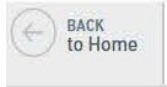
[CLICK HERE](#) to learn more about how to submit Biosolids DMRs. Guidance relating to DMRS begins on slide 22.



NEXT SECTION  
Review



Review all entries for accuracy. \*Note – a section will turn red if something is missing or blank



## Biosolids Annual Report

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- Processing Info
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### PREVIOUS SECTION DMR STATUS

## Review

This step allows you to review the form to confirm the form is populated completely and accurately, prior to certification and submission.

Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the 'Certify & Submit' step.

### SECTION I - BIOSOLIDS LAND APPLICATION REPORT

ANNUAL REPORTING YEAR (IF YOU ARE SUBMITTING FOR THE CURRENT YEAR PLEASE SELECT "2016." IF YOU ARE SUBMITTING A LATE ANNUAL REPORT FROM A PREVIOUS YEAR PLEASE SELECT OTHER, THEN TYPE THE CORRECT YEAR. THE DATE PROVIDED HERE SHOULD MATCH THE DEADLINE DATE LISTED FOR THE SCHEDULE OF COMPLIANCE.

2016

ENTER THE TOTAL LAND-APPLIED OF BULK BIOSOLIDS IN MICHIGAN (IN DRY TONS; DO NOT ENTER METRIC TONS)

0

GENERATING FACILITY NAME

J

WHAT COUNTY IS THE FACILITY LOCATED IN?

J


HOW MANY DRY TONS OF BIOSOLIDS DID YOU LAND APPLY OUTSIDE OF MICHIGAN? (TYPE 0 IF NONE)

0


HOW MANY DRY TONS OF BIOSOLIDS WERE GENERATED?

Once form is complete, if you want a copy click print review first and then click certify and submit

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► Management practice certification  
► CPLR certification (If applicable)  
► CPLR site restrictions certification (If applicable)

Please upload your certifications/documentation here

No files uploaded


COMMENT  
None Specified


"I CERTIFY THAT CURRENT RESIDUALS MANAGEMENT PRACTICES ARE IN ACCORDANCE WITH OUR APPROVED RMP."  
Yes

**DMR STATUS**

AT THE TIME OF SUBMITTING THIS ANNUAL REPORT, WHAT IS THE STATUS OF YOUR BIOSOLIDS DMR?  
A Biosolids DMR has been submitted

[CLICK HERE](#) to learn more about how to submit Biosolids DMRs. Guidance relating to DMRS begins on slide 22.

 NEXT SECTION  
Certify & Submit

 Print Review



# Click Submit Form to complete entry of the Biosolids Annual Report



- Processing Info
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## Certify & Submit

This step allows you to certify the form as complete and accurate and to submit the form to MDEQ for review and processing.

Please note: Any work you perform filling out a form will not be accessible by MDEQ staff or the public until you actually submit the form in the 'Certify & Submit' step. At the time of submission, it will be transmitted to MDEQ and it will become part of the public record.

*"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with the system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system of those persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations."*

You are not currently an approved certifier. Submitting this form requires that you are an approved certifier. To request approval, Click 'Back' to be redirected back to the main home page. Then select your site from the navigation menu, select 'Authorized Users' from the bottom of the navigation menu, and open your user account record. Then, click the "Request Certifier Access" button. You will also need to download, print, sign, and mail a Certifier Agreement which is available on this screen. Agency staff will review and evaluate your request for approval.

