HOW TO CREATE .KML FILES
AND UPLOAD TO MiEnviro Portal
GUIDANCE FOR MUNICIPAL SEPARATE STORM SEWER SYSTEM APPLICANTS

INTRODUCTION

As part of the Municipal Separate Storm Sewer System (MS4) application, applicants are required to upload the identifiers and locations of the regulated MS4 Outfalls and Points of Discharge into the MiEnviro Portal.

The applicant will need to create a .kml file for the Outfalls and a separate .kml file for Points of Discharge. The applicant will then need to upload the .kml files to their MS4's MiEnviro Site. The Michigan Department of Environment, Great Lakes, and Energy (EGLE) has prepared this guide to show applicants how to create a .kml file using Microsoft Excel and Google Earth Pro.

If you already have the .kml files, skip to the **Uploading .kml files to MiEnviro** section (see Page 9).

NOTES

➢ Be sure to separate your Points of Discharge and Outfalls into *separate* Excel and .kml files.

➢ The Excel file must be in .csv format.

➢ MiEnviro only allows .kml files with 100 points or fewer to be uploaded so you may need to create additional files.

CONVERTING A MICROSOFT EXCEL SHEET TO A .KML FILE

Save the Excel file as a **.csv** file. The only information needed for Google Earth and MiEnviro is **Point of Discharge/Outfalls Identifier**, **Latitude**, and **Longitude**.

IMPORTING THE .CSV FILE

Open **Google Earth Pro** and Import the .csv file.

1. Go to **File** and click on **Import**
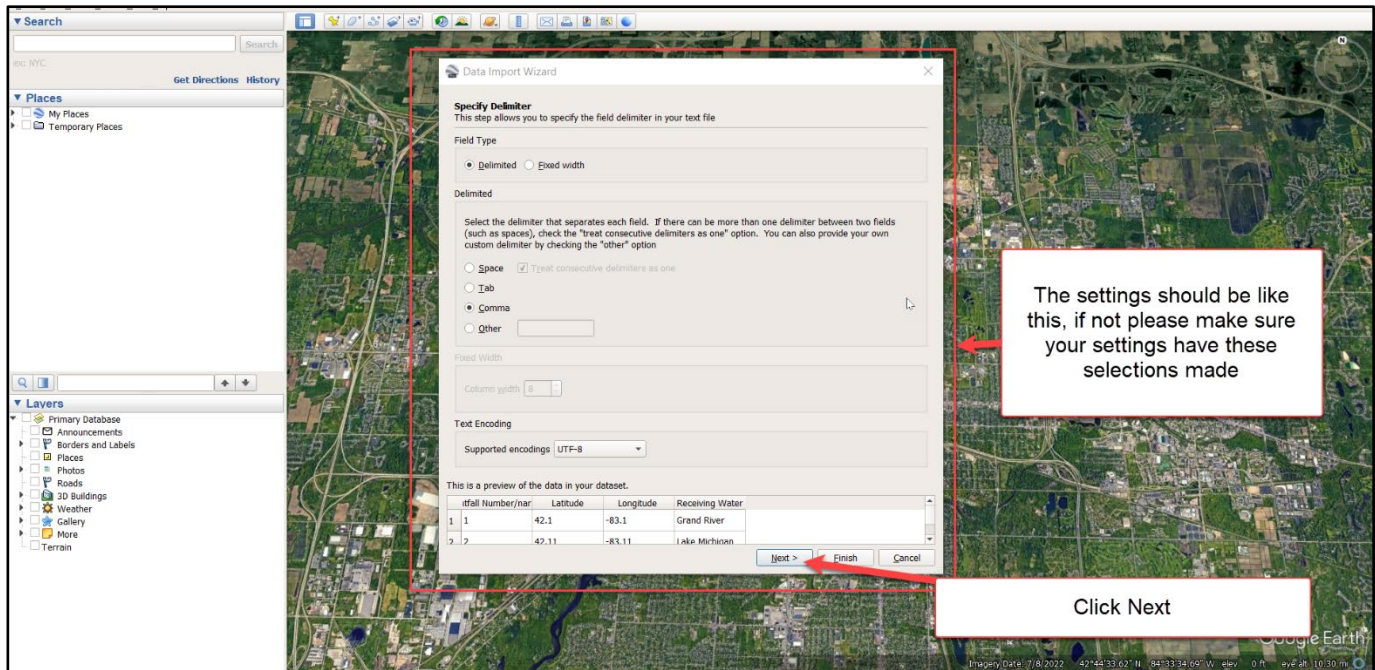2. Select the .csv file you want to convert to .kml
3. Click **Open**.

The Data Import Wizard will appear. Make sure the settings are as follows:
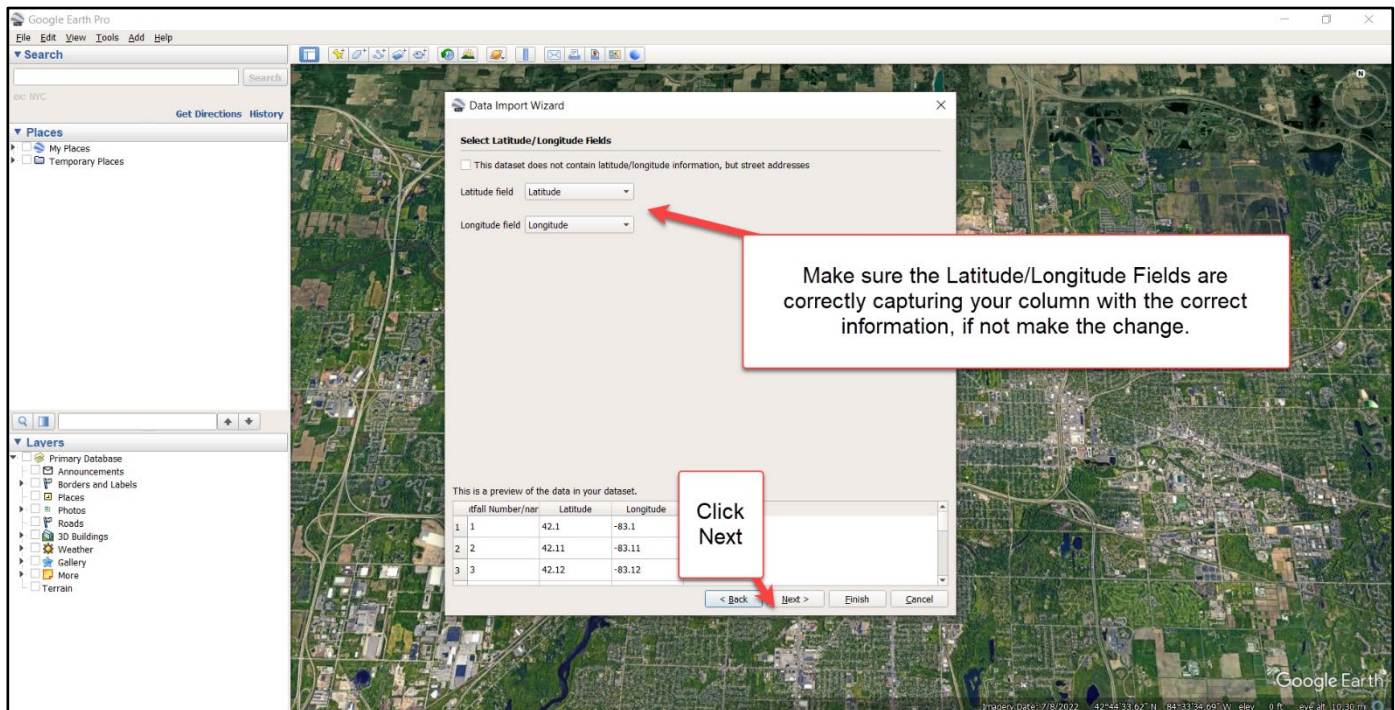
- File Type: Delineated

- Delimated: Set delimiter to Comma
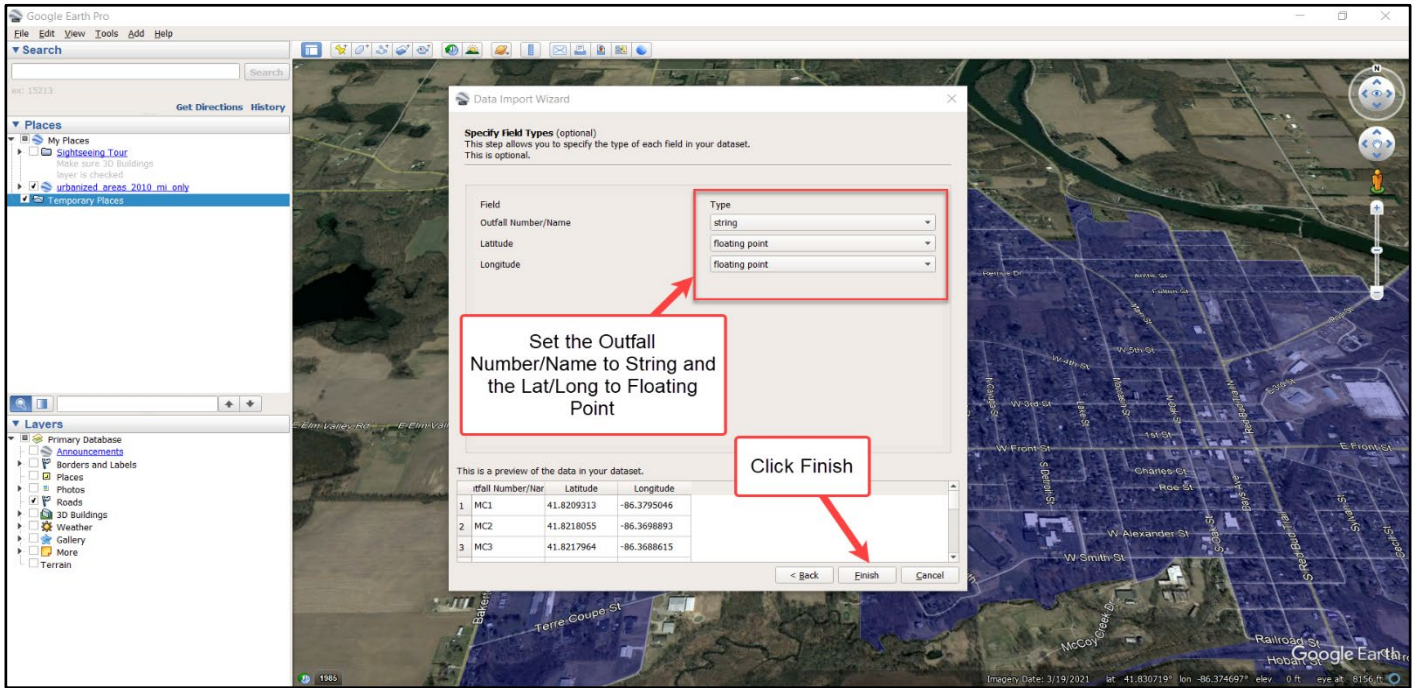- Text Encoding: Set to UTF-8

Click **Next**

On the following window, ensure the Latitute/Longitude fields are correct.
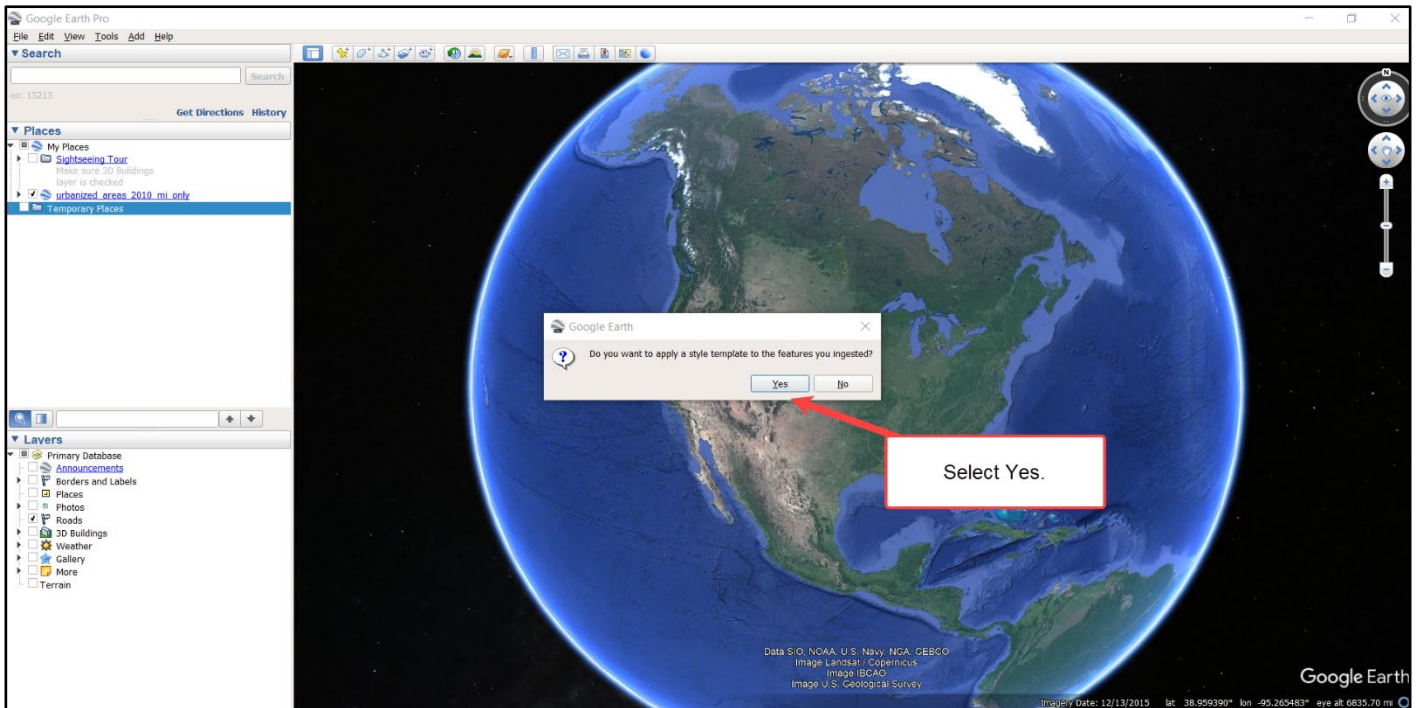
Click **Next**

In the **Specify Field Types** window, set your Latitude and Longitude as a Floating Point type.
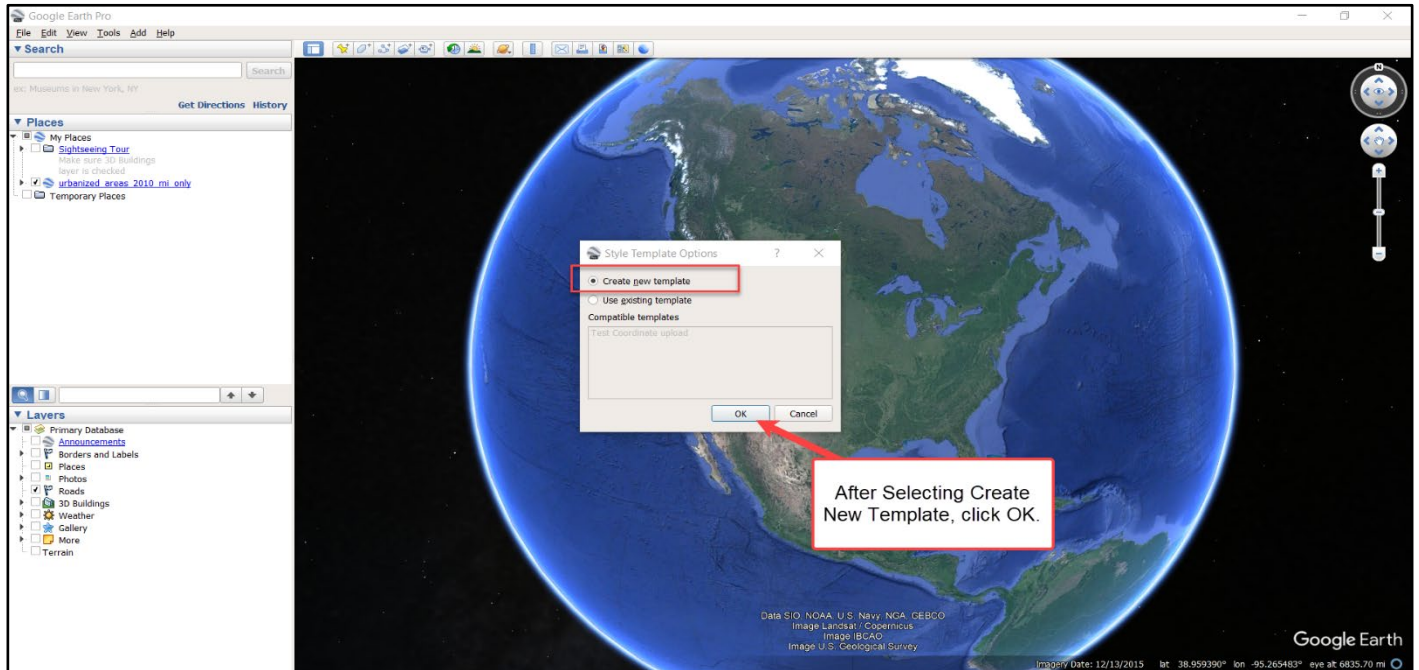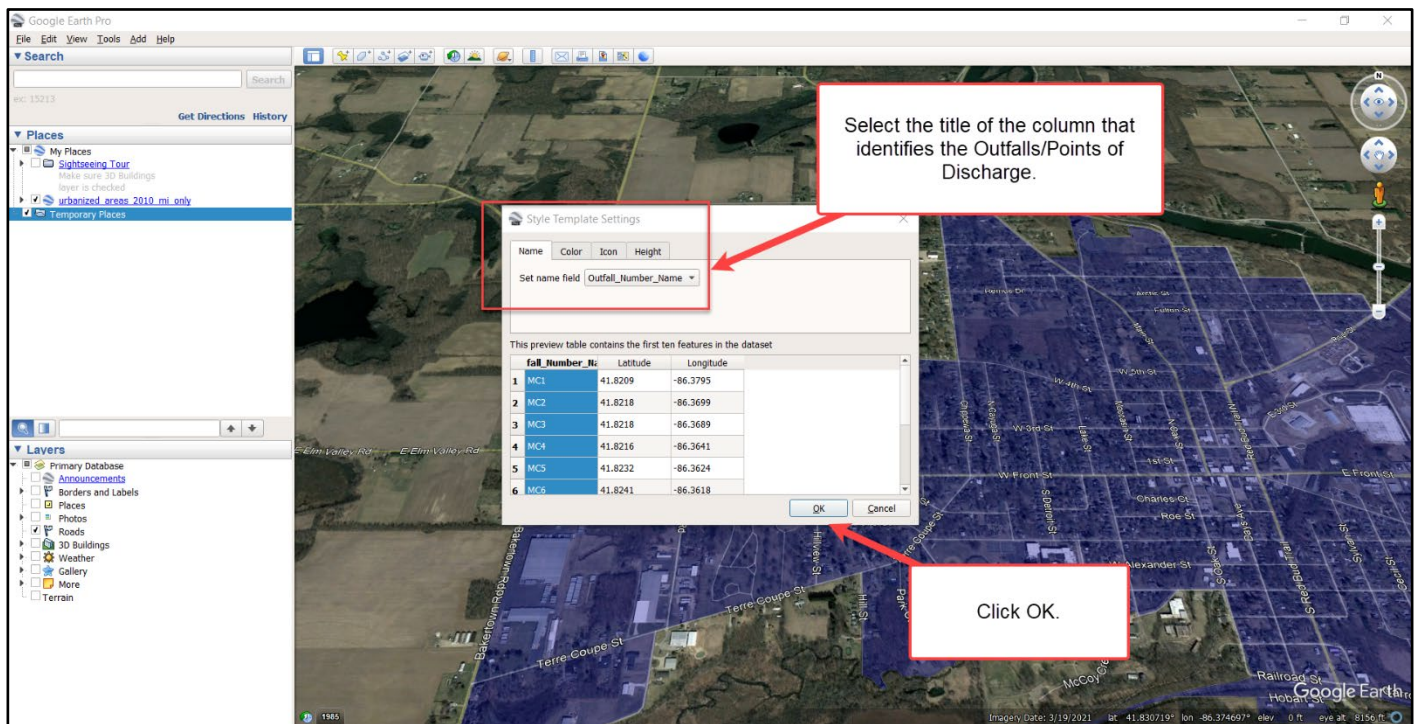
Click **Finish.**

On the pop-up window, select **Yes** to create a template based on the information just entered.
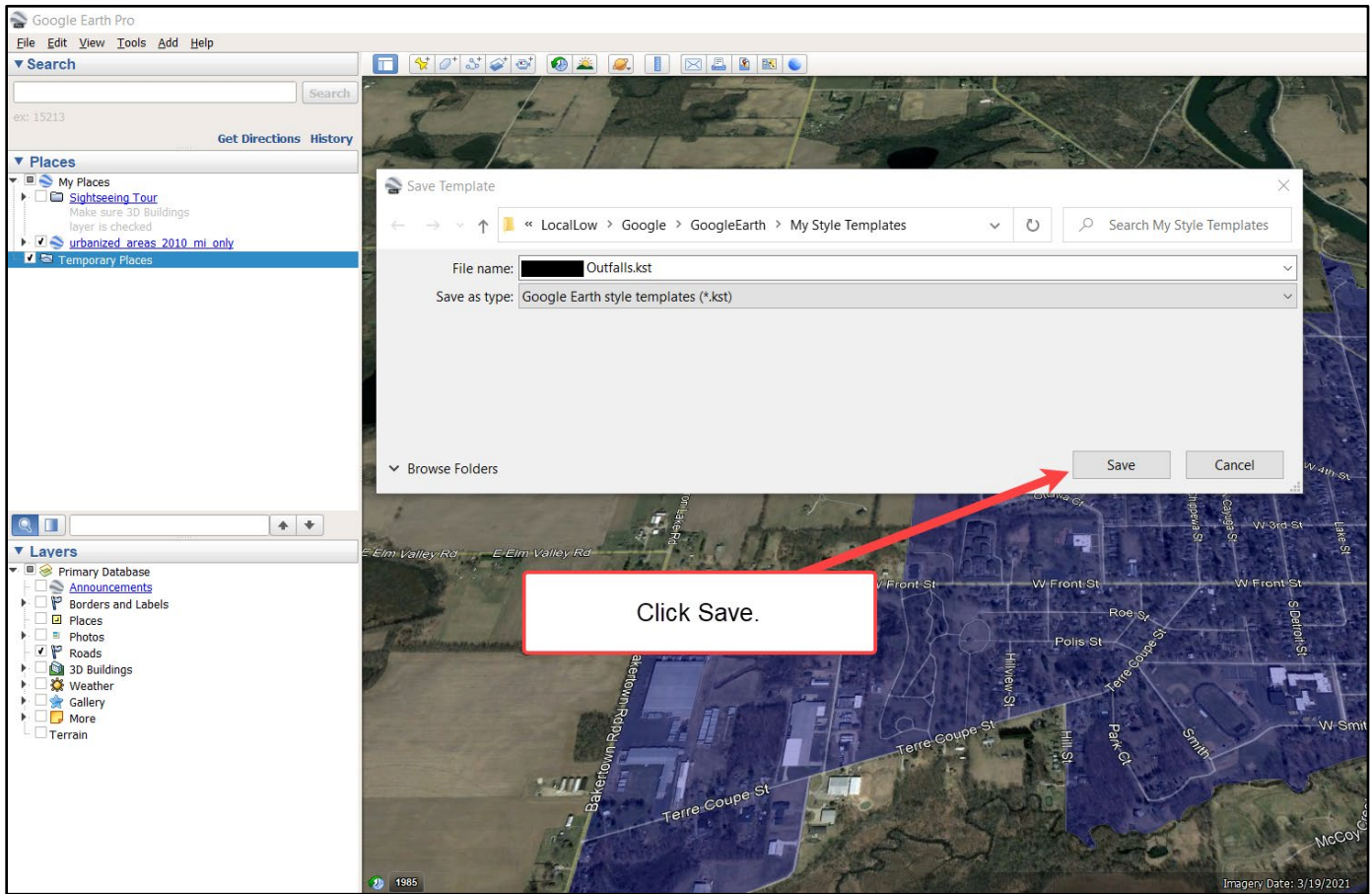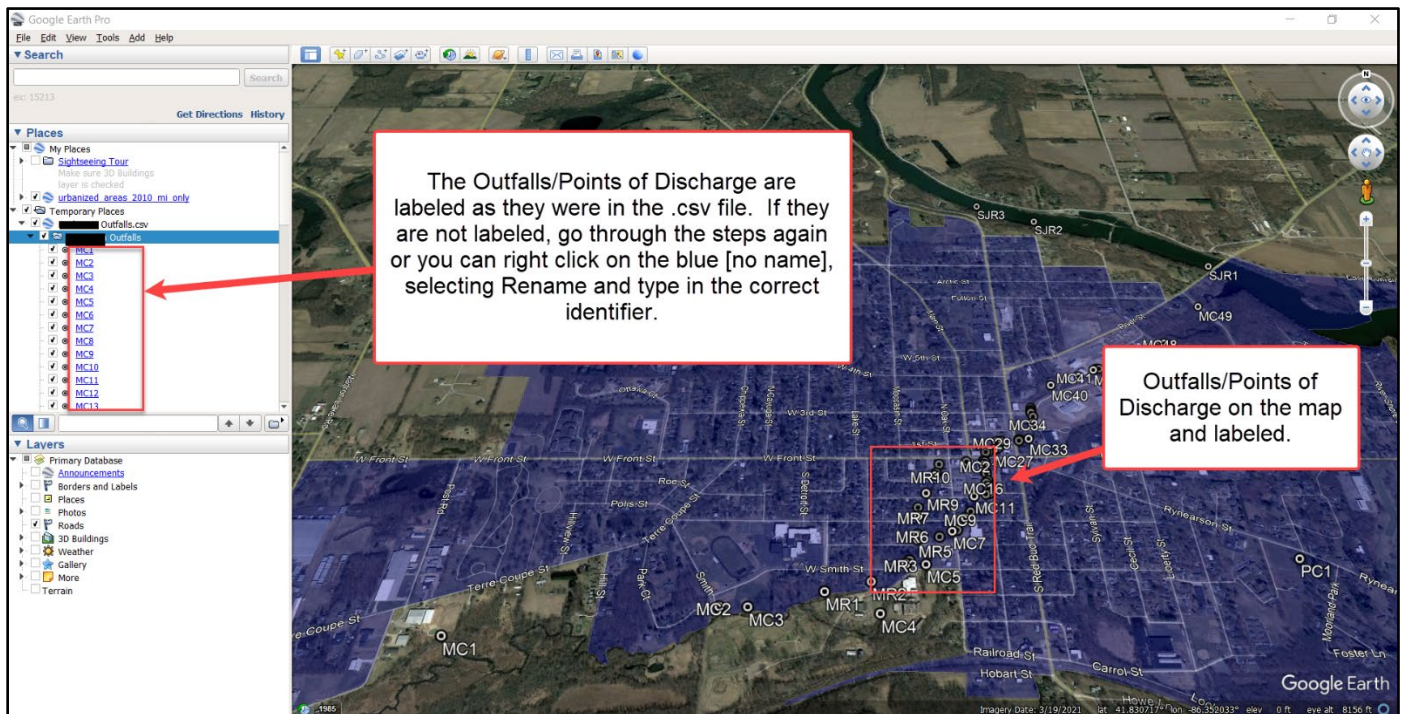
Select **Create new template.** Click **OK.**

On the Style Template Settings Pop-up menu, select the title of the column that identifies the Outfalls or Points of Discharge from the **Set name field** dropdown. Click **OK.**

In the following popup, click **Save.**
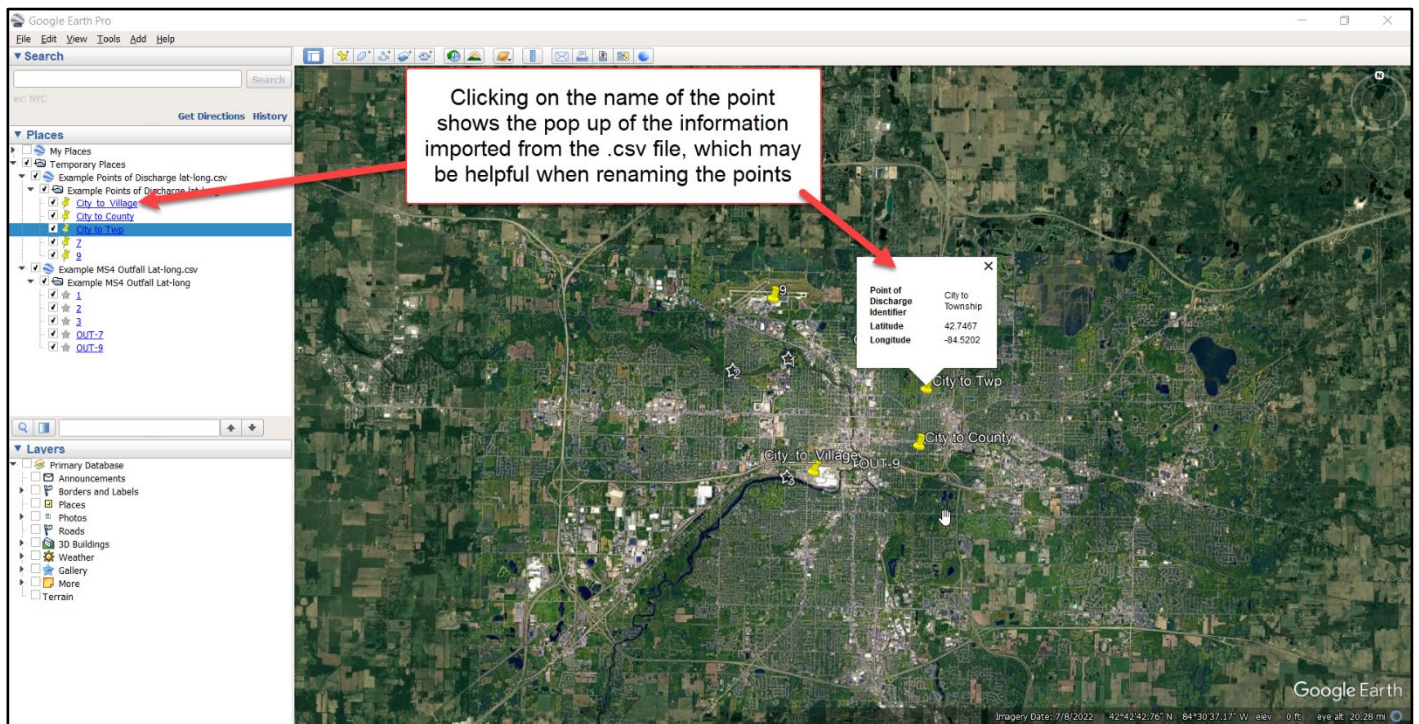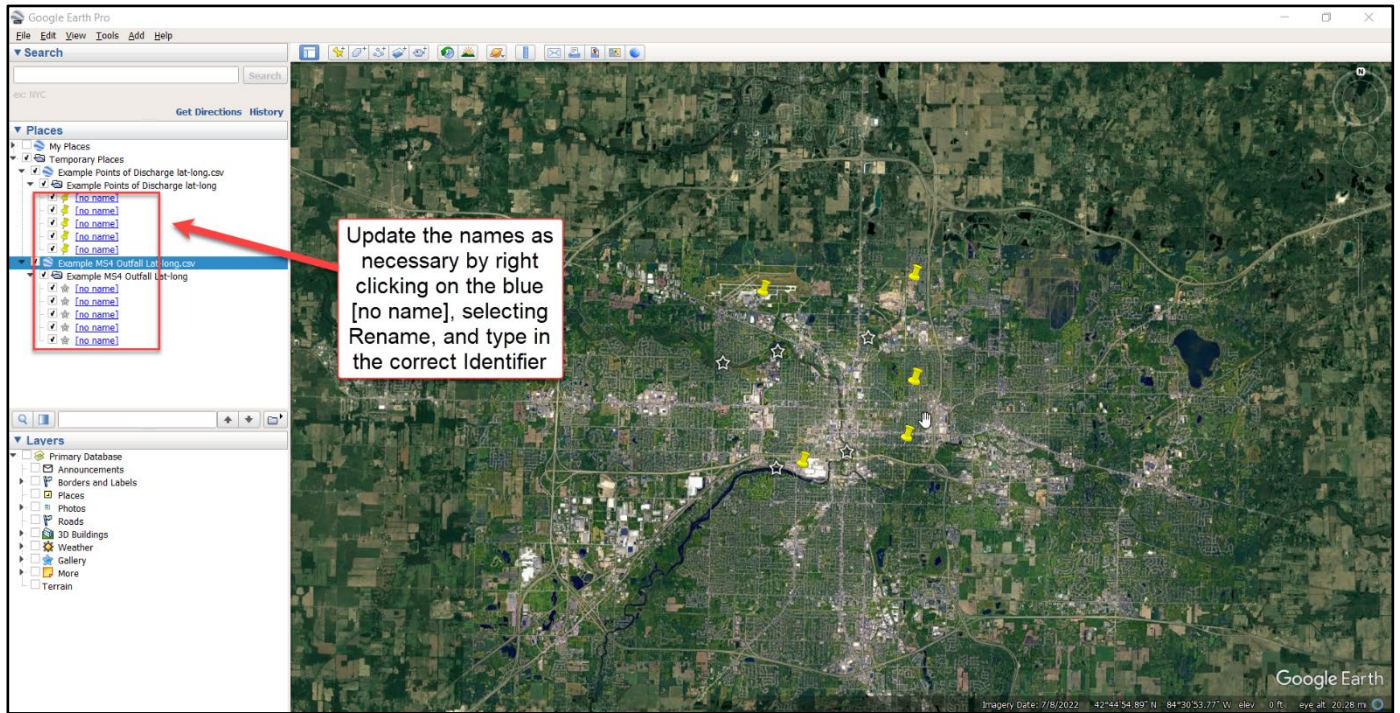

Click Save.

The Outfalls/Points of Discharge are labeled as they were in the .csv file. If they are not labeled, go through the steps again or right click on the blue [no name] and rename. The outfalls/points of discharge should be labeled on the map.
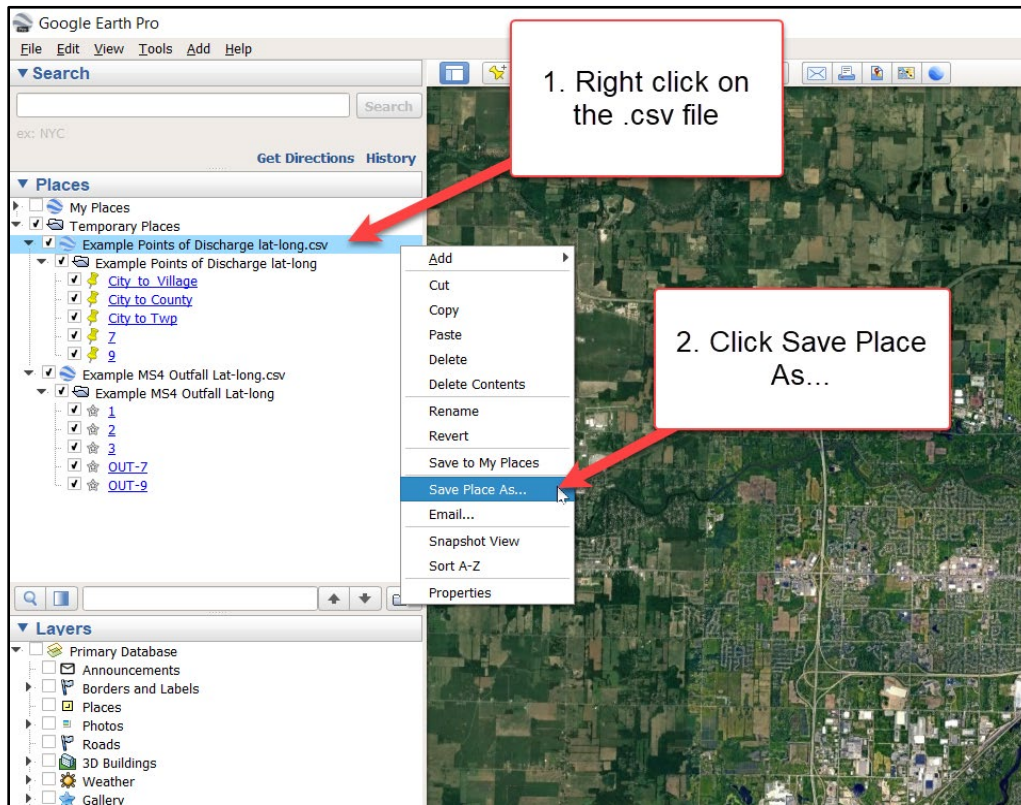

The Outfalls/Points of Discharge are labeled as they were in the .csv file. If they are not labeled, go through the steps again or you can right click on the blue [no name], selecting Rename and type in the correct identifier.

Outfalls/Points of Discharge on the map and labeled.

RENAME POINT NAMES

In the left navigation tree, click on the blue highlighted "**no name**" and select **Rename**. Type in the correct Identfier
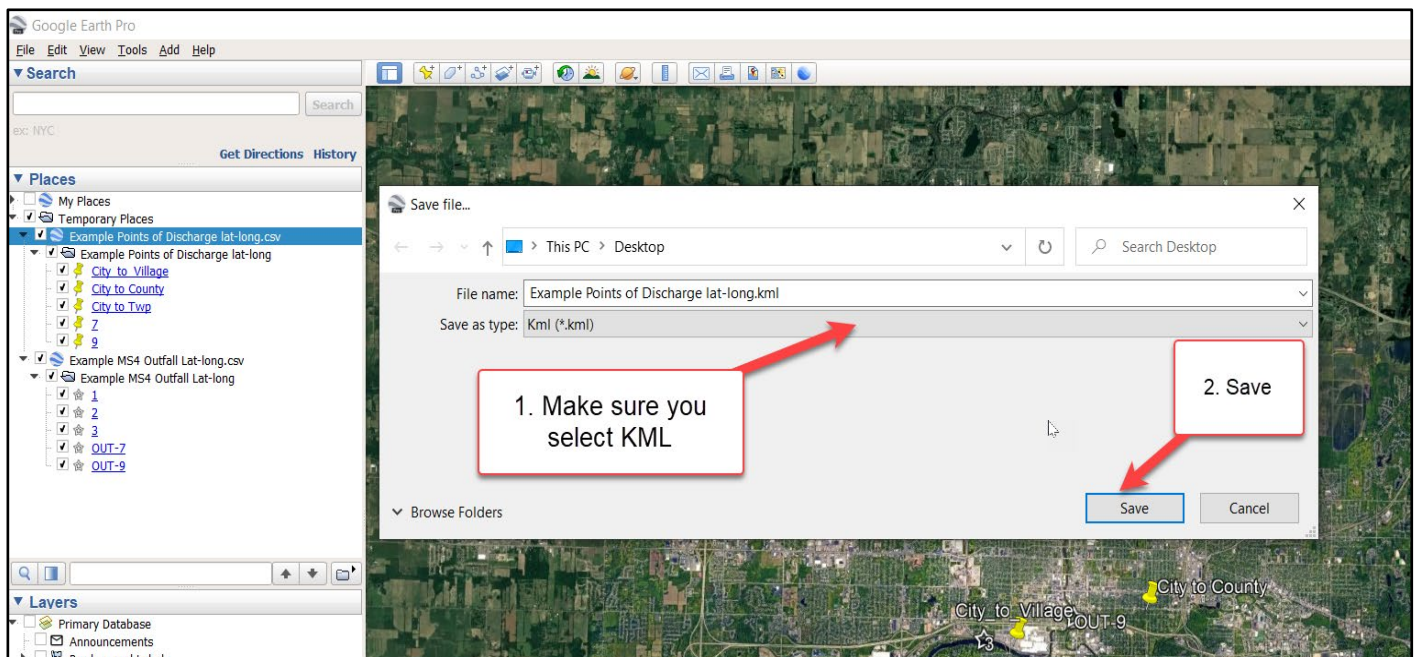

Update the names as necessary by right clicking on the blue [no name], selecting Rename, and type in the correct Identifier

Clicking on the name of the point shows the pop up of the information imported from the .csv file, which may be helpful when renaming the points

SAVING THE FILES AS .KML

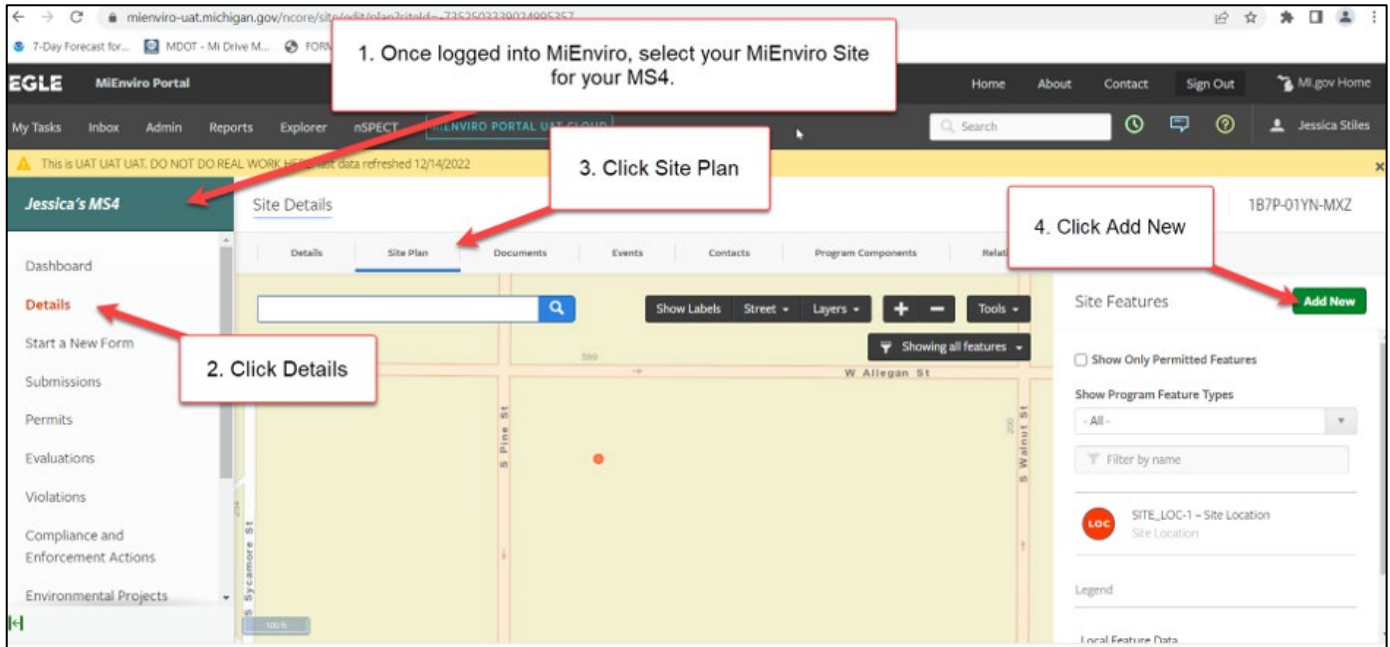In the left navigation tree under "Places," right click on the .csv file and select "Save Place As…"

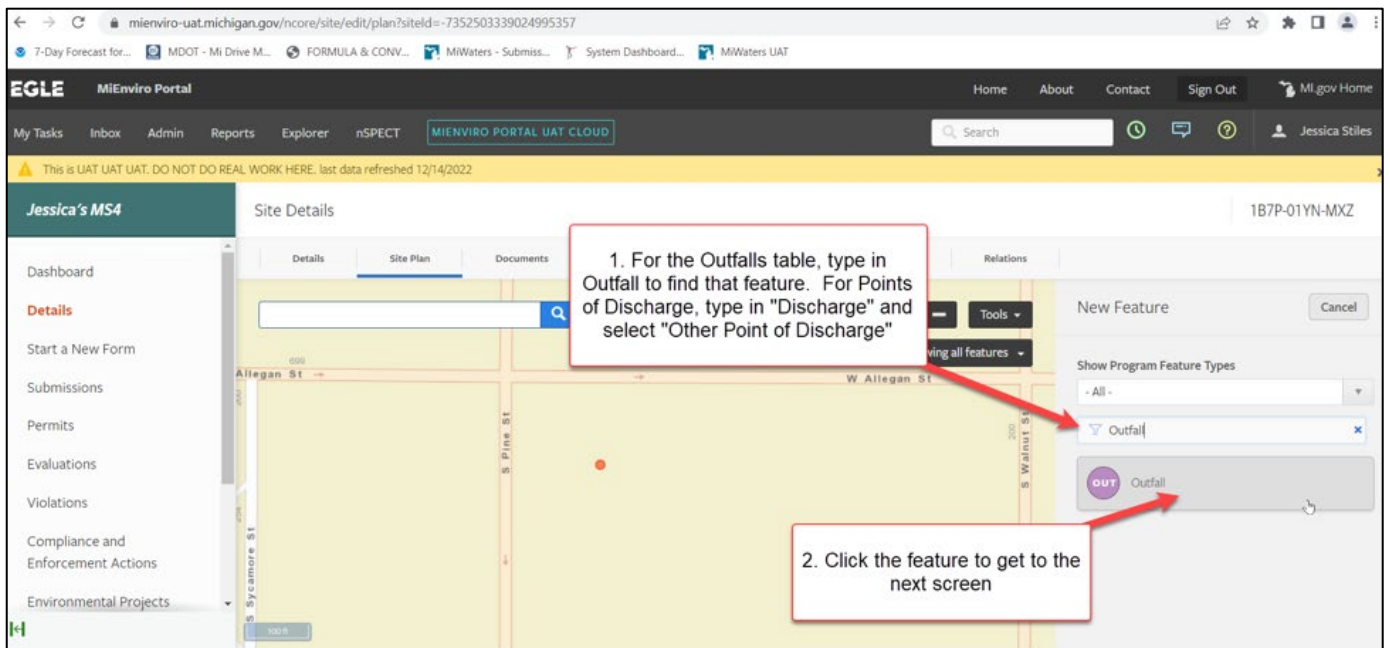Select Kml (".kml") as the "Save as type," and then click Save.

UPLOADING .KML FILES TO MIENVIRO

1. Log in to MiEnviro Portal and selet your MiEnviro Site for your MS4.
2. Click on **Details**
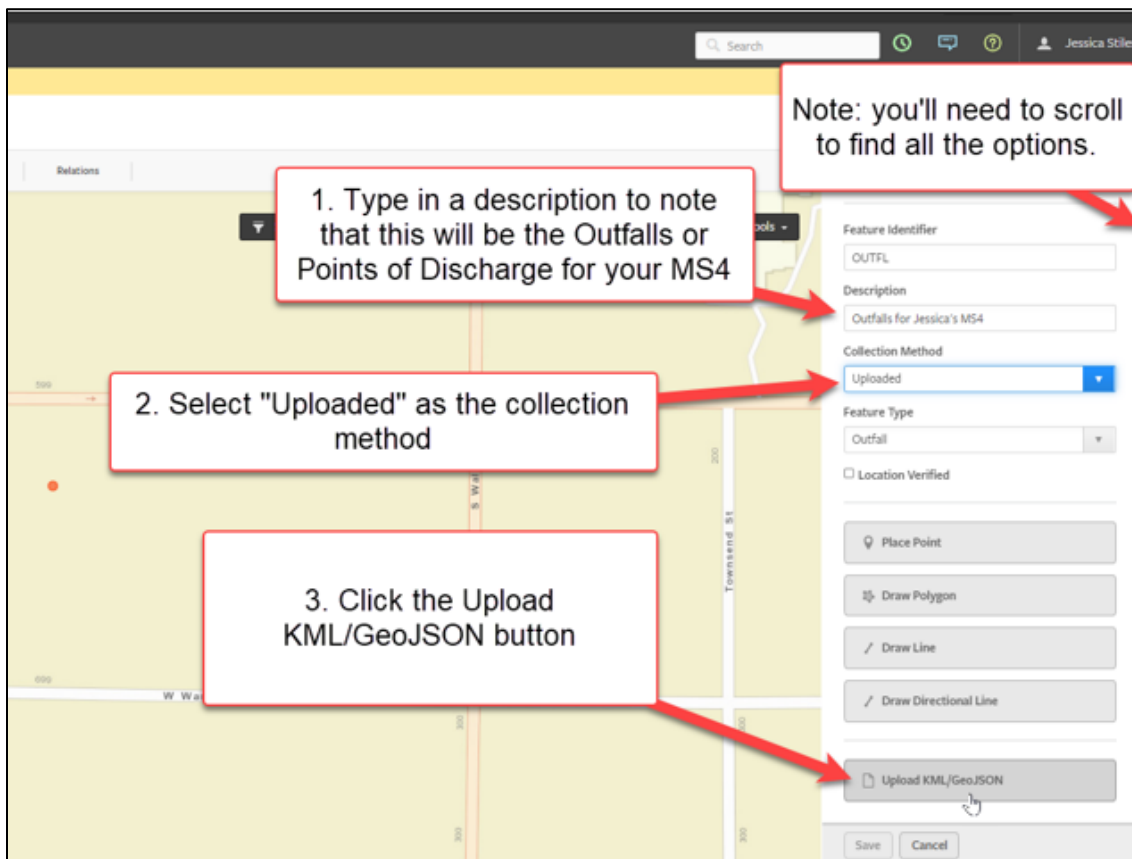3. Click on **Site Plan**
4. Click on the **Add New** button.

ADD NEW FEATURE TO SITE PLAN.

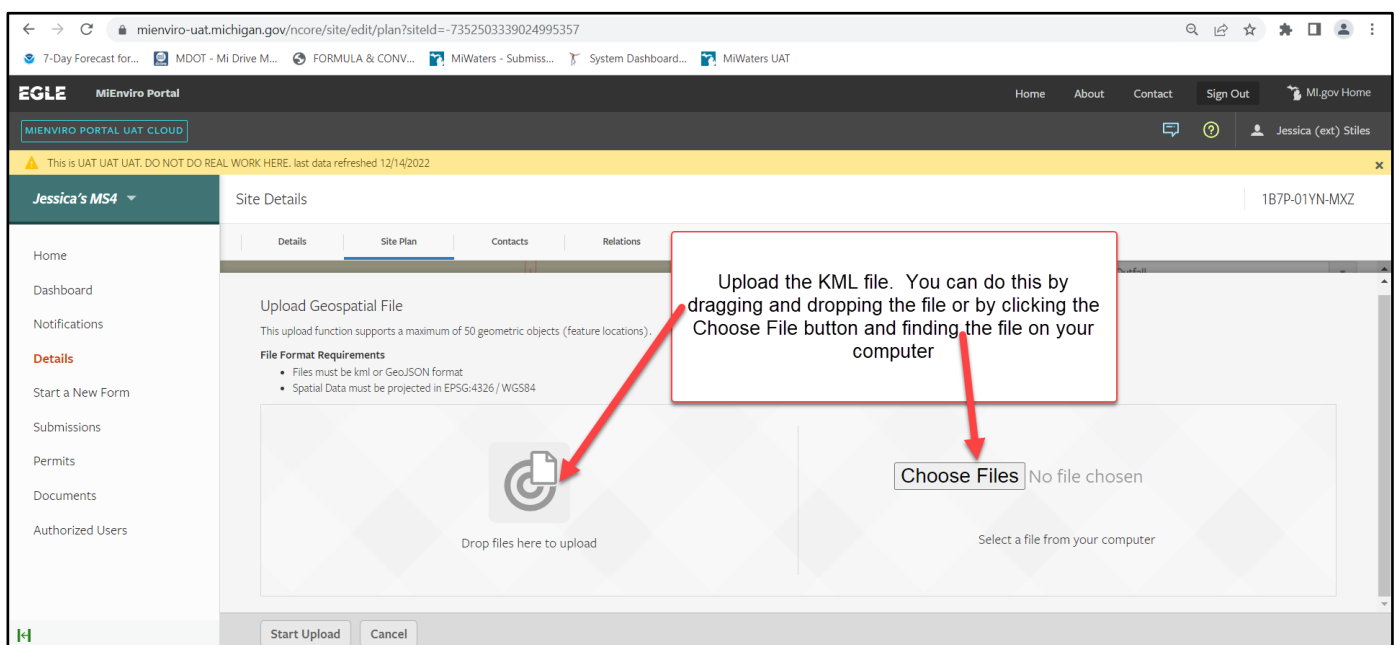Find and select the feature you are adding.
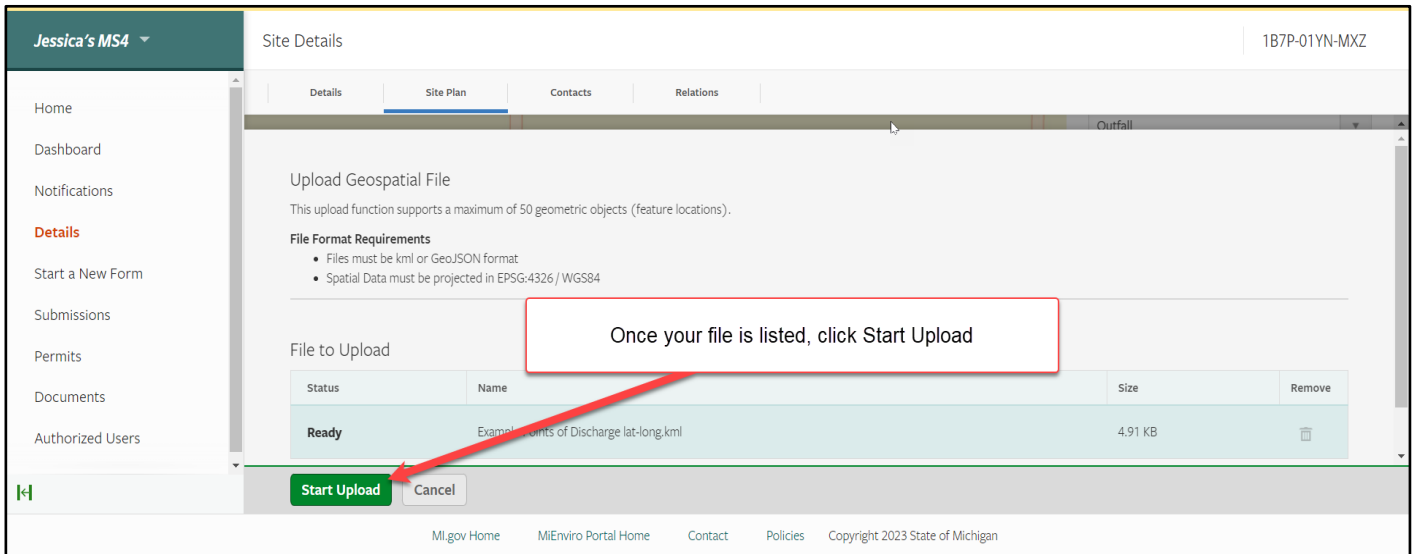
On the folliwng screen:

1. Type in a description
2. Select "**Uploaded**" under **Collection Method**
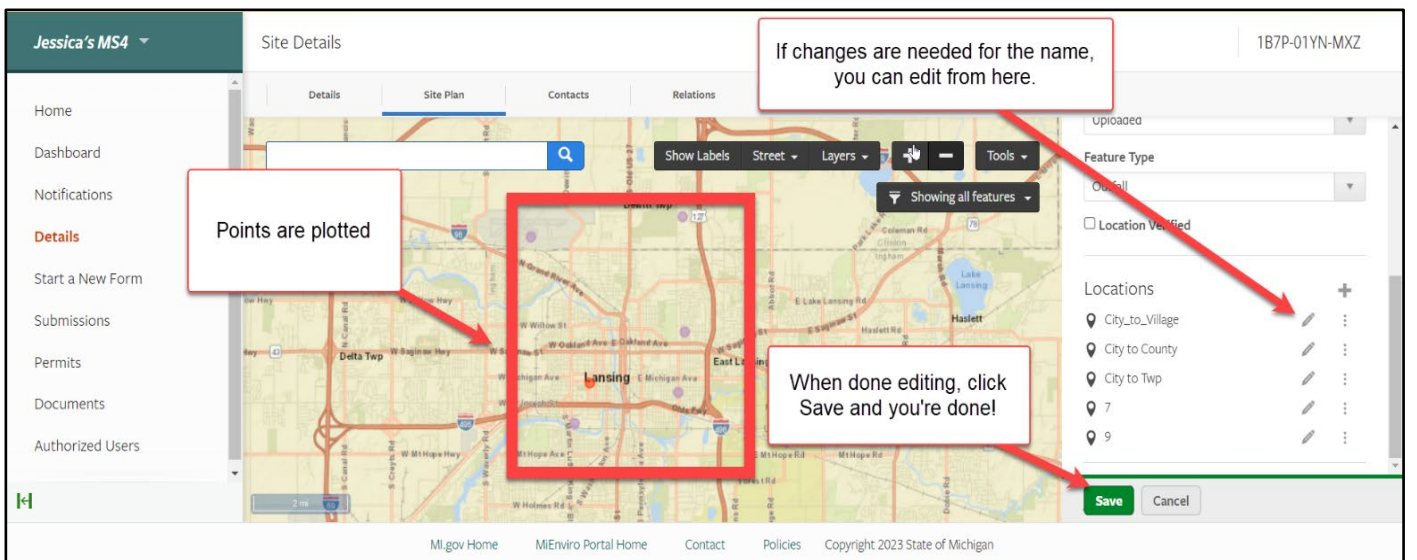3. Click the **Upload KML/GeoJSON** button.

You can drag and drop the file or click on **Choose File** and browse to the .kml file on your computer.

When your file is listed, click **Start Upload**.

The points will be plotted. Make any name changes and click **Save**.

REMEMBER…

- Upload BOTH files separately, one for the Points of Discharge and one for the Outfalls.

- If you have more than 200 of either/both: Points of Discharge or Outfalls, please reach out to your MS4 Compliance staff contact.

If you have any questions regarding this process, please contact your MS4 Compliance Staff Person.