

## MIWATERS – WHAT IS IT, WHY IT EXISTS, AND HOW TO GET STARTED

- Introduction
  - MiWaters is the Department of Environmental Quality, Water Resources Division's (WRD) online permitting and compliance database
    - Supports Explorer and sometimes/for some purposes Chrome and Firefox browsers
  - MiWaters can be found at the following Web address <https://miwaters.deq.state.mi.us>
  - General MiWaters information can be found at [www.mi.gov/miwaters](http://www.mi.gov/miwaters)
  - WRD-administered permits applications processed through MiWaters
    - National Pollutant Discharge Elimination System (NPDES) permits must apply through MiWaters
    - MiWaters accepts payment by credit card or mail
  - Public Information Interface
    - No account needed
      - View permits and sites in your area and associated documents, inspections, and violations
      - Review and comment on public noticed permits
      - Report spills, discharges, or complaints
  - The Environmental Protection Agency (EPA) requires individuals with an NPDES Permit to report electronically to the EPA. MiWaters addresses this reporting requirement for NPDES permittees in Michigan.
  - MiWaters Overview Video <https://www.youtube.com/watch?v=1R8xZ3LU9G4>
- Establishing an Account Video <https://www.youtube.com/watch?v=8whu6eiuTVA>
  - An account is needed to:
    - Submit new permit applications
    - Submit service requests for existing permits
    - Submit schedules, reports, and Discharge Monitoring Reports (DMRs) for existing permits
  - Each user should have a unique e-mail address/account
- Maintaining Your Profile <https://www.youtube.com/watch?v=ccpJq4qRh2Q>
  - A user can set notification preferences
  - A user can change passwords
  - Passwords will expire every 60 days, regardless of how often a user logs on
  - When a password expires, the user will be prompted to create a new one at the login screen
  - Passwords must contain 1 upper case letter, 1 lower case letter, 1 number, 1 special character, and be 8 characters long
- Inviting Other Users to View or Manager your Site
  - Have potential invitee create an account before inviting them in MiWaters
  - Roles of Users
    - A user can only have one role
    - Multiple users can hold a role type
    - Administrator – may fill out forms and reports, edit site information, and invite other users to join the site

- Administrators can do everything, so a person who is an administrator does not need the role of Editor or Viewer
  - Editor – may fill out forms and reports. Editors cannot invite new users to the site or change user status
    - Editors can view everything, so a person in an editor role does not need a viewer role
  - Viewer - May view site information but cannot make any changes
- Certifier Status
  - Certifier status required for NPDES, Ground Water, and Part 41 submittals
  - Certifier status will be required in the future for Resource Program submittals
  - Site administrators or editors can become certifiers
  - Site administrators must designate which users on the site should be certifiers by checking the certifier box associated with the user
  - The prospective certifier must print out, complete and sign the certifier agreement form, and submit it to the DEQ for approval
    - The form does require a signature of an Administrator
- Inviting Another Person to View or Manage Your Site Video  
<https://www.youtube.com/watch?v=ZnofMzCOyv0>
- Finding an Application or Request to Submit  
<https://www.youtube.com/watch?v=4qJgwXIE1H8&feature=youtu.be>
  - All applications are found under “Apps, Requests and Reports”
  - Applications can be searched for by using filters
  - Applications can be submitted for a preexisting or a new site
- Submitting an Application or Request
  - General [https://www.youtube.com/watch?v=IEeQ6IZR\\_AI](https://www.youtube.com/watch?v=IEeQ6IZR_AI)
  - Various Topic-Specific [www.mi.gov/miwaters](http://www.mi.gov/miwaters) then click on the link under “Training” called “Seminars, Webinars, Videos, and other training material”
  - Every application or request has a Submission Number at the top. Users should document this number
- Submitting Permit-Required Documents Through MiWaters
  - Submitting a Report Required by Your Permit  
<https://www.youtube.com/watch?v=N8wBdBnKvXA>
  - Submitting a DMR <https://www.youtube.com/watch?v=yqGOn1qXsa4>
    - Go to “Apps, Requests, and Reports,” then to “View DMRS,” and find the DMR that needs to be submitted
    - Must have certifier status to submit DMRs
    - To see non-numeric report codes, type “\*” into a field to see the list of options
    - You can use the “Convert data from text” button to copy data from an excel spreadsheet directly into the DMR
      - Have excel spreadsheet set up with the same columns and order as the DMR
    - Enter comments on any cells
    - To see old or upcoming DMRs, use the “Search” bar at the top of the DMR screen to change the date range

- To revise, open your list of DMRs and click on the “Revise” button to the right of DMR in the DMR list
- Only one revision can be edited at a time. Once a revision is opened, the original submission cannot be edited
- Various Topic-Specific [www.mi.gov/miwaters](http://www.mi.gov/miwaters) then click on the link under “Training” called “Seminars, Webinars, Videos, and other training material”
- Schedules, reports, and DMRs are found under “Apps, Requests, and Reports”
- What Is Visible to the Public From Your Site
  - Permits – once issued/effective and WRD Contact
  - Evaluations/Inspections that have been completed – Date Completed and General Title of Inspection or Evaluation
  - Violations – Date of Violation, Violation Type, Status of Violation, Notes (if applicable) since October 1, 2015. Inactive – entry error violations will not be visible to the public
  - Enforcement Actions – issued/entered Compliance Communications, Violations Notices, and Consent Agreements
  - Documents – All DEQ “published” documents for site, including reports, letters, permits, etc. (this is the same as your site “documents” tab)
- Viewing Information Related to Your Site  
<https://www.youtube.com/watch?v=hKnTuwtAmo&feature=youtu.be>

**Bonus Information for Lagoon Operators:**

- There is a new (February 2017) Frequently-Asked-Questions (FAQs) document for Lagoons available for use by lagoon operators. [http://www.michigan.gov/documents/deq/deq-waste-Lagoon-system-FAQ\\_393390\\_7.pdf](http://www.michigan.gov/documents/deq/deq-waste-Lagoon-system-FAQ_393390_7.pdf)
- There is a recently updated DMR FAQ document available as well. [http://www.michigan.gov/documents/deq/wrd-npdes-compliance-MiWatersFAQ\\_550414\\_7.pdf](http://www.michigan.gov/documents/deq/wrd-npdes-compliance-MiWatersFAQ_550414_7.pdf)