



### What is MiEnviro?

The Water Resource Division of EGLE has an online Permitting System for all required by the federal government in Michigan permits (see below). It has been in effect since Aug 2015. The process to obtain environmental permits are all by electronic. No more Hard copy submissions.

- <https://www.michigan.gov/egle/maps-data/mienviroportal> for frequently asked questions, how to create an account and other information.
- The MiEnviro application can be accessed at <https://mienviro.michigan.gov/ncore/external/home>.
- A series of on-demand video tutorials demonstrating how to use the system are available

### How does this affect you?

All current and future submissions to EGLE are through the MiEnviro application. This includes but is not limited to Construction Joint permits, NPDES Ph II permit applications and compliance submissions, such as reporting, sanitary overflow reporting, industrial discharge permits. This program is for the following 5 permitting programs: NPDES, Groundwater Discharge, Part 41 Construction, Aquatic Nuisance Control and Land/Water interface (wetlands, Lakes & Streams, Great lakes)

### Things to Know:

- Each person must have their own personal account.
- Then administrator can invite them to work on behalf of the organization. NOTE: it is easier for the administrator to invite someone who has already established an account before they respond to invite. Even if you have a contractor/ engineering firm (agent) applying for permits on your behalf, your entity will still have to set up the administrator's account and then can assign permissions to your Agent.
- A personal account can be an Administrator, Editor or Viewer for a linked permit.
  - A viewer can log in and view any info for that permit.
  - An editor can fill out a permit or report.
  - The permit needs to have an Administrator that can submit reports (certifier) or grants permissions for the account invite other individuals with personal accounts by clicking Authorized users in lower left of main screen.
  - Administrators/certifiers have to submit a signed document and mail to EGLE. [https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Forms/WRD/MiEnviro/EQP9227-MiEnviro-Certifier-Agreement.pdf?rev=6a0643870ec64a1d90c222b8894cd5c1&hash=6979D8B62C6C016DE2BA74FDC43\\_0C78A](https://www.michigan.gov/egle/-/media/Project/Websites/egle/Documents/Forms/WRD/MiEnviro/EQP9227-MiEnviro-Certifier-Agreement.pdf?rev=6a0643870ec64a1d90c222b8894cd5c1&hash=6979D8B62C6C016DE2BA74FDC43_0C78A)
- Due to staff changes or other changes you will have to change the people linked to the permit from time to time. It is recommended to have 2 or more people linked to a NPDES ph II permit. If the person who is administrator needs to change, the new person needs to fill out & submit a MiEnviro Certifier Agreement by mail with signature and contact EGLE.
- MiEnviro has been tested and will work with Internet Explorer 10 or 11 (preferred) and current versions of Chrome and Firefox. Initial testing of Microsoft Edge has not uncovered any problems. From the training class the instructor expressed that Chrome works best.
- Email addresses are unique. Changes to email addresses must be done over phone. There is no way to change that in your account.
- The **submission number is unique. Always write it down** and make sure anyone who works on that individual permit has it so that you will be able to find it later.
- When you are working in MiEnviro, you can hit SAVE FOR LATER if you have to leave program and come back later.