



## INDIANA DEPARTMENT OF ENVIRONMENTAL MANAGEMENT

*We Protect Hoosiers and Our Environment.*

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Mike Braun  
Governor

Clint Woods  
Commissioner

# **ATTENTION**

## **PLEASE DISTRIBUTE THIS FOUR-PAGE NOTICE TO ALL PROJECT ENGINEERS IN YOUR FIRM WHO MAY BE INVOLVED IN IDEM CONSTRUCTION PERMITTING FOR WASTEWATER COLLECTION SYSTEMS OR MUNICIPAL/INDUSTRIAL WASTEWATER TREATMENT PLANT DESIGN**

At IDEM, we strive to deliver quality and timely service. For this reason, the Office of Water Quality's Facility Construction Section is launching a new system that will allow an applicant's engineer or land surveyor to submit their wastewater construction permit applications, drawings, and specifications electronically. This notice serves to share some important details with you.

**Construction permit applications can be submitted electronically starting July 12, 2024.**

### **HOW TO SIGN UP**

If an applicant's engineer or land surveyor intends to submit applications electronically, they must create a free account with the State of Indiana's Secure File Transfer Protocol method, known as GoAnywhere. The Facility Construction Section has been entrusted with implementing the new electronic submission system. *If found successful, IDEM's multiple offices and branches will start to implement the GoAnywhere approach for their electronic submittal initiatives.*

For first-time electronic submittal applicants and/or the applicant's engineer or land surveyor, the Facility Construction Section requires consulting firms to have discussions among themselves about who they want to have access to upload files. Please note if an email address is not associated with a GoAnywhere account, the user will NOT be able to upload. The invitation link cannot be shared because it **only** works for the **specified** email address.

Once you have generated a list of email addresses of who would need access to GoAnywhere, please fill out a "Notice of Intent, Electronic Submission, Construction Permit Applications" form (see attached at the end of this memo). Please send an email to Missy Nunnery ([mnnunnery@idem.IN.gov](mailto:mnnunnery@idem.IN.gov)) with the completed Notice of Intent form attached. The email subject line should be [**Notice of Intent, Electronic Submission – Consulting Firm Name**].

When you submit your Notice of Intent form if you don't receive an invitation within three (3) business days, first check your SPAM folder to see if it is there. If it isn't, please contact Missy Nunnery. Once an account has been registered/verified, the user can now upload completed applications online.

**Refer to the end of this memo for an example of the GoAnywhere registration & upload process.**

## **ELECTRONIC UPLOADING – NEW CONSTRUCTION PERMIT APPLICATION**

When submitting a new construction permit application, you must create a new folder with the project's name as the folder title (ensure the project name matches what is listed on the application). Please upload the required information listed below in the newly created project folder. Please note, the website is limited by 4GB uploads per file. **DO NOT submit anything unless all required files are complete, ready for review, and can be uploaded to GoAnywhere at the same time.**

### **1. Completed Construction Permit Application and Online Payment Receipt**

- Include all application pages into a single file. **Do NOT upload multiple files**, such as the design summary page, certification forms, and so on, individually.
- Proof of online payment and provide copy of emailed receipt. Make payment here: <https://www.in.gov/idem/resources/e-services/online-payment-options/>
  - Please choose “Wastewater Treatment Plant Construction Permit” as there is no option for Sanitary Sewer in the transaction item list currently.
    - ❖ Company Name = Payee Name
    - ❖ Facility Name = Sanitary Sewer/Project Name

### **2. Potentially affected persons mailing labels** (in word format)

- Including mail code 65-42FC on top of each label
- Formatted for Avery Label 5160 (1” x 2-5/8”; 30 labels per sheet)
  - See for blank templates: <https://www.avery.com/templates/5160>

### **3. Construction Drawings/Plans**

- Include all construction drawing/plan pages into a single file. **Do NOT upload multiple files**, such as uploading each sheet individually.
- Sized 24 in x 36 in (.pdf format only)
- Ensure the project name in the title box matches what is listed on the application

### **4. \*Construction Specifications**

- Include all construction specification pages into a single file and ensure there is a cover page. **Do NOT upload multiple files**, such as uploading each division individually.
- Sized 8.5 in x 11 in (.pdf format only)
- Ensure the project name in the title box matches what is listed on the application

### **5. \*Additional supplemental information as needed**

- Include all supplemental information into a single file. **Do NOT upload multiple files**, such as uploading the project background, design calcs, and pump curves individually.
- If there is no downstream connection, please send Missy Nunnery a variance request.

**There should be no more than five (5) documents uploaded to the project folder in total.**

Once the files have been successfully uploaded, and you are ready to submit your construction permit application to begin the review process, please contact Missy Nunnery ([munnery@idem.IN.gov](mailto:munnery@idem.IN.gov)). The email subject line should be [New Construction Permit Application Uploaded – Project Name]. IDEM will then review the construction permit application as normal. **If this email is not sent to Missy informing her of the new application, IDEM will not be aware that it has been uploaded.**

**DO NOT SEND IDEM HARD COPIES OF ANY PART OF THE APPLICATION**  
**IF YOU PLAN TO SUBMIT IT ELECTRONICALLY**

### **ELECTRONIC UPLOADING – TROUBLE UPLOADING**

While it is unlikely, if you are unable to upload any part of the application or are having trouble registering your GoAnywhere account, please contact Missy Nunnery ([munnery@idem.IN.gov](mailto:munnery@idem.IN.gov)). The email subject line should be [Trouble Uploading to GoAnywhere].

Please include the name of the applicant or consulting firm, the project name (if relevant), and the email address and a phone number of the person attempting to upload who encountered the error or issue. The more detailed the information provided, the sooner the issue can be resolved.

### **ELECTRONIC UPLOADING – INCOMPLETE APPLICATION**

If the application is deemed incomplete, an email will be sent to the address used to upload the project informing them of what is inadequate. **Note that any incomplete application will now be completely deleted from GoAnywhere.** Once the incomplete application issues have been addressed, the full application will need to be uploaded again, as described on the previous page.

### **ELECTRONIC UPLOADING – DEFICIENCY NOTICE RESPONSES**

Responses to Deficiency Notices can be emailed to the technical reviewer identified on the notice. If the response is too large to send by email, coordinate the file transfer with the technical reviewer.

Once all comments have been addressed, the construction permit will be issued and emailed to the applicant, engineer or land surveyor, and county health department. Hard copies of the permit will be issued to potentially affected parties.

**It is envisioned that this method of receiving applications will result in a more convenient and efficient permitting process for IDEM, applicants, engineers, and land surveyors.**

Please contact the Facility Construction & Engineering Support Section (317-234-8226 or [kczerania@idem.in.gov](mailto:kczerania@idem.in.gov)) if you have questions on the construction permit application electronic submittal and uploading process or need any further clarification about the new requirements.

**Sent by: Facility Construction & Engineering Support Section  
Office of Water Quality, IDEM**

## **NOTICE OF INTENT || ELECTRONIC SUBMISSION CONSTRUCTION PERMIT APPLICATIONS**

### **FOR WASTEWATER COLLECTION SYSTEMS OR MUNICIPAL/INDUSTRIAL WASTEWATER TREATMENT PLANT USING STATE FORM**

53159 (Sanitary Sewer) – 53160 (Wastewater Treatment Plant) – 53161 (Industrial Wastewater Treatment)

This hereby serves as a Notice of Intent that the noted applicant, applicant's engineer, or applicant's land surveyor listed below desires to submit construction permit applications online through the State of Indiana's Secure File Transfer Protocol method, known as GoAnywhere. Applications submitted online will no longer be required to submit hard copies.

Printed Name of Applicant / Applicant's Engineer / Applicant's Land Surveyor:

**Please Enter Name of Applicant or Consulting Firm Here**

Year of NOI Request:

**Please Enter Year of Request Here**

Attached List of Email Addresses (one address per line) Who Need Access:

**Choose**

**It is understood to utilize GoAnywhere, a free account must be registered.**

**Choose**

**It is understood that only the people on the attached list will be able to upload to GoAnywhere and that the registration link cannot be shared with others?**

**Choose**

**It is understood that if a construction permit application is being submitted electronically, all aspects (including fee) must be done electronically, and no hard copies will be sent to IDEM.**

**Choose**

If there are changes to any of the information provided in this Notice of Intent, including but limited to a change in status of the applicant, applicant's engineer, or applicant's land surveyor's desire to upload construction permit applications electronically, Missy Nunnery ([mnnunery@idem.IN.gov](mailto:mnnunery@idem.IN.gov)) shall be notified promptly with an explanation.

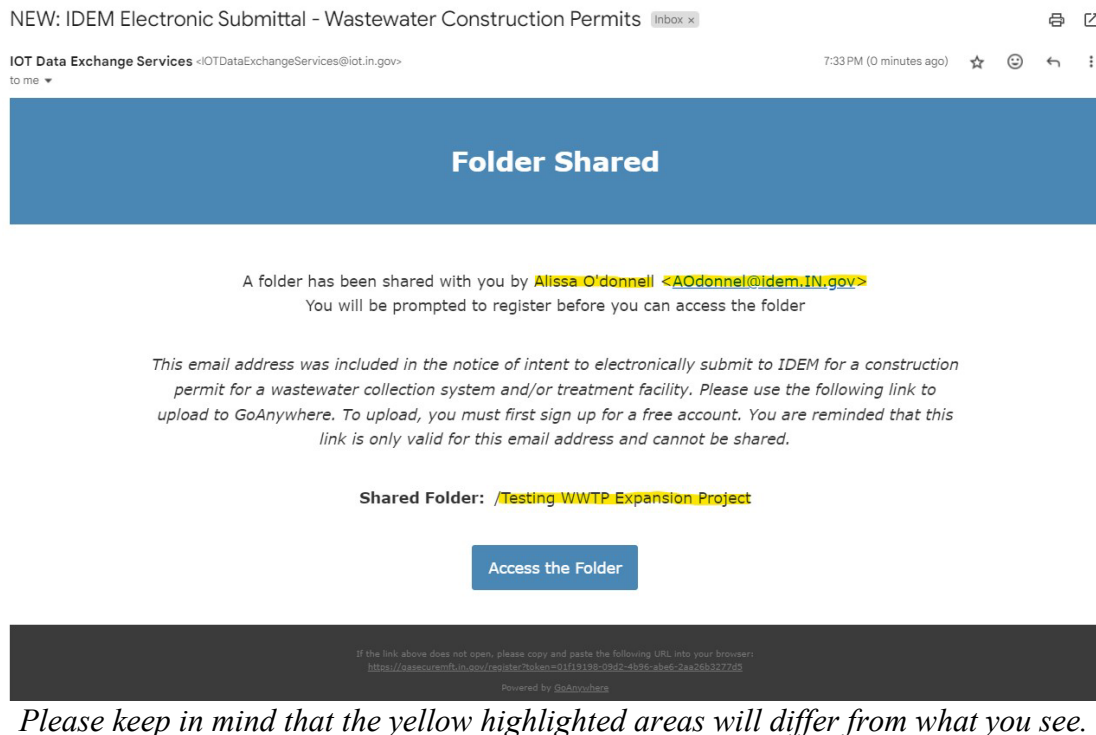
Facility Construction and Engineering Support Section Form (R2 / 6-24)

## **EXAMPLE: GOANYWHERE REGISTRATION & UPLOADING**

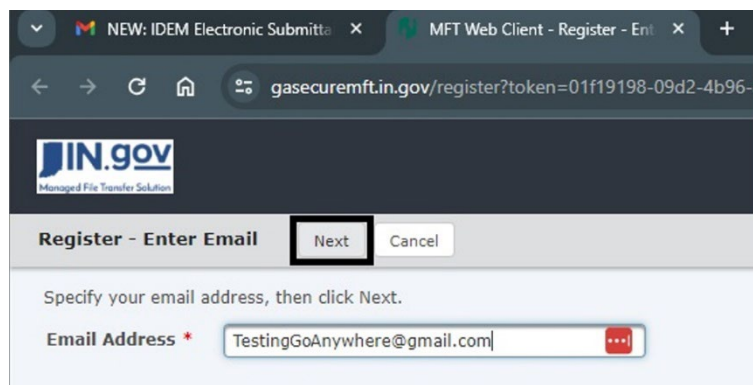
### **Construction Permit Application || Electronic Submittal**

The below example utilizes a Gmail based email and Google Chrome web browser. However, this example will provide you with a step-by-step set of instructions that may be used to facilitate questions around what the free registration process and uploading to GoAnywhere looks like.

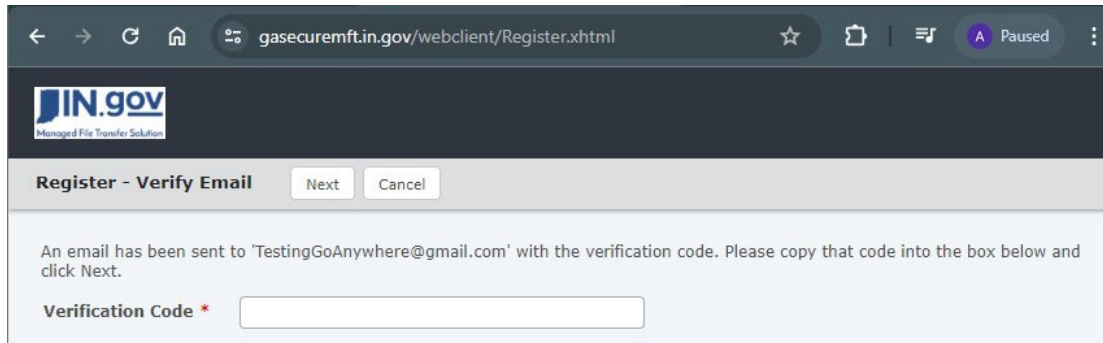
1. Check your email software (e.g., Outlook, Gmail, etc.) for a new email with the subject "NEW: IDEM Electronic Submittal - Wastewater Construction Permits". If you don't see it in your inbox, check your spam folder.



2. Clicking the "Access the Folder" button opens a new web browser window (or new tab if already in a web browser). Enter the email address that was sent the invitation. Click on the "Next" button above where you enter your email address.



3. The web browser tab will refresh. It will now include a location for a verification code.



← → ↻ 🏠 🔍 gasecuremft.in.gov/webclient/Register.xhtml ☆ 📁 📧 A Paused ⋮

**IN.gov**  
Managed File Transfer Solution

**Register - Verify Email** Next Cancel

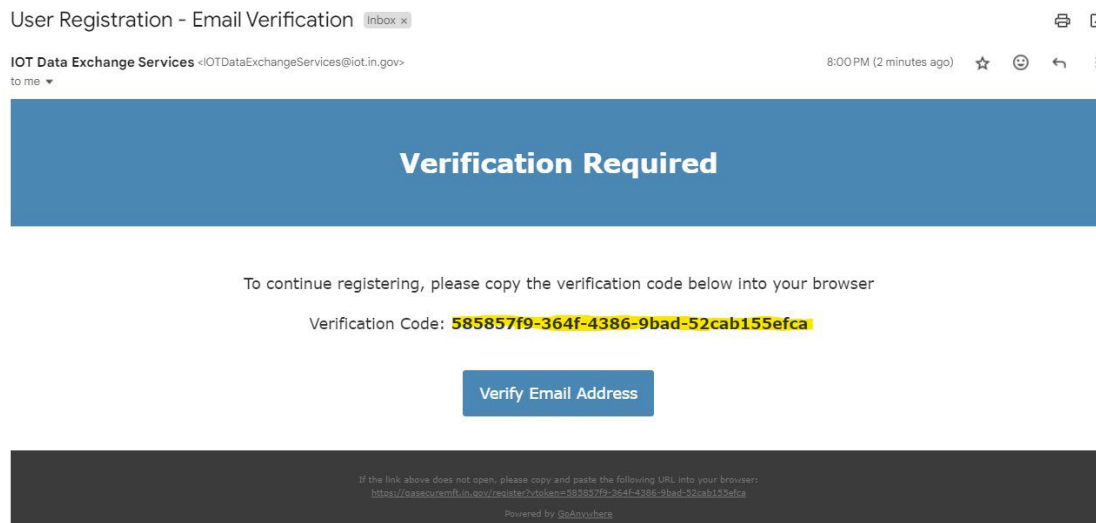
An email has been sent to 'TestingGoAnywhere@gmail.com' with the verification code. Please copy that code into the box below and click Next.

Verification Code \*

4. Check your mailbox for a new email with the subject "User Registration - Email Verification". When you open this email, you will have two choices.

Only do ONE of the following -- they both bring you to the complete registration page.

- First, copy and paste the verification code into your web browser and then click "Next" above where you entered the verification code.
- Second, click the "Verify Email Address" button at the bottom of the email. Doing so will open a new web browser window (or new tab if already in a web browser).



User Registration - Email Verification Inbox x 📧 📧

IOT Data Exchange Services <IoTDataExchangeServices@iot.in.gov> 8:00 PM (2 minutes ago) ☆ 😊 ↩ ⋮

to me ▾

**Verification Required**

To continue registering, please copy the verification code below into your browser

Verification Code: **585857f9-364f-4386-9bad-52cab155efca**

[Verify Email Address](#)

If the link above does not open, please copy and paste the following URL into your browser:  
<https://gasecuremft.in.gov/register?token=585857f9-364f-4386-9bad-52cab155efca>

Powered by GoAnywhere

*Please keep in mind that the yellow highlighted area is unique to you.*

5. Complete the registration form. When finished, click the "Submit" button above where you entered your information. If the system does not like any of the info you have entered, the website will refresh and a red box will appear indicating what is wrong.

The screenshot shows a web browser window with the URL `gasecuremft.in.gov/register?vtoken=585857f9-364f-4386-9bad-52cab155efca`. The page header features the **IN.gov** logo and the text "Managed File Transfer Solution". Below the header, the title "Register - Complete Registration" is displayed, followed by "Submit" and "Cancel" buttons. A message states: "Please enter the information below and click **Submit**." The form is divided into two sections: "Login Credentials" and "Contact Information".

**Login Credentials**

- User Name:
- Password \*:
- Confirm Password \*:

**Contact Information**

- First Name \*:
- Last Name \*:
- Organization \*:
- Phone:

6. After clicking submit, you will be redirected to the GoAnywhere main login page.

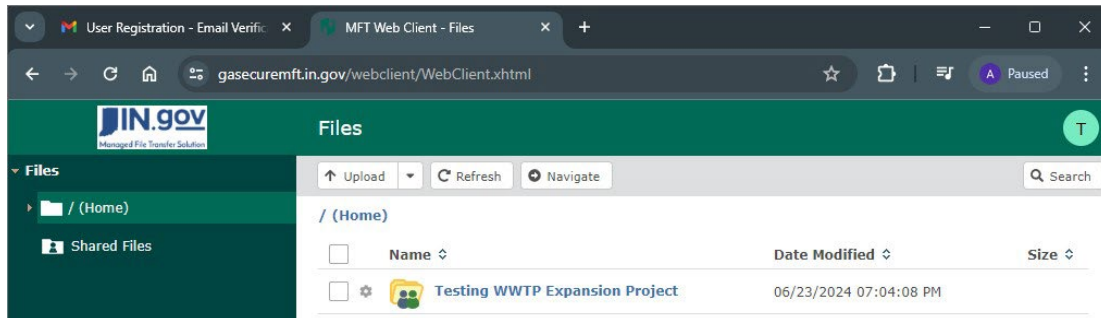
The screenshot shows a web browser window with the URL `gasecuremft.in.gov/webclient/Login.xhtml`. The page features a large image of the Indiana State Capitol dome on the left. On the right, the **IN.gov** logo and "Managed File Transfer Solution" text are displayed. Below this, the email address `TestingGoAnywhere@gmail.com` is entered in a text field. A green "NEXT" button is positioned below the email field. At the bottom, there is a link for "Forgot Password?".

7. Enter your registered email address, then click "Next". The website will refresh and allow you to enter your password. To log into GoAnywhere, click "Login".

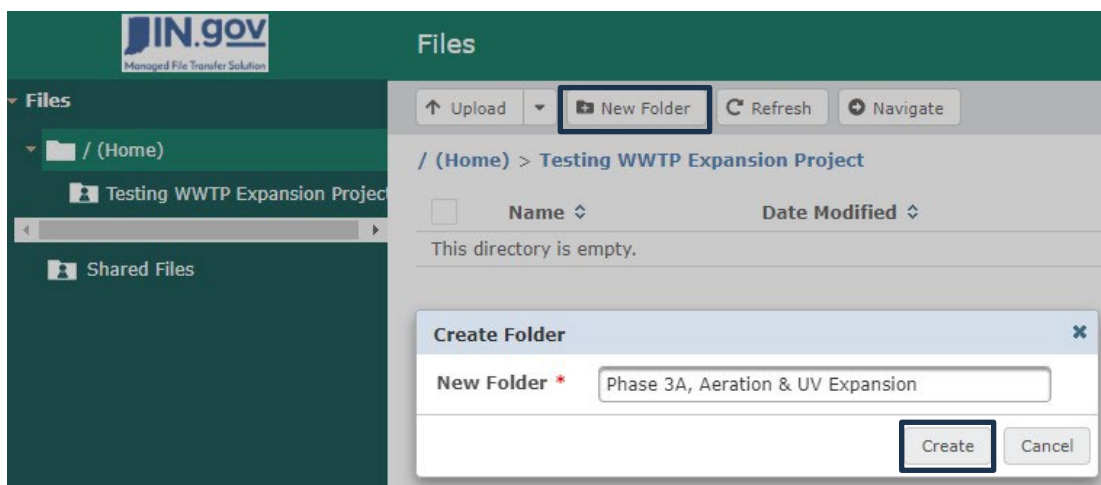


The login form for IN.gov Managed File Transfer Solution. It features the IN.gov logo at the top, followed by the text "Managed File Transfer Solution". Below this is a text input field containing the email address "TestingGoAnywhere@gmail.com" and a red eye icon to toggle password visibility. Underneath is a password input field labeled "Password". At the bottom are two buttons: "CANCEL" and "LOGIN". A link labeled "Forgot Password?" is positioned below the "LOGIN" button.

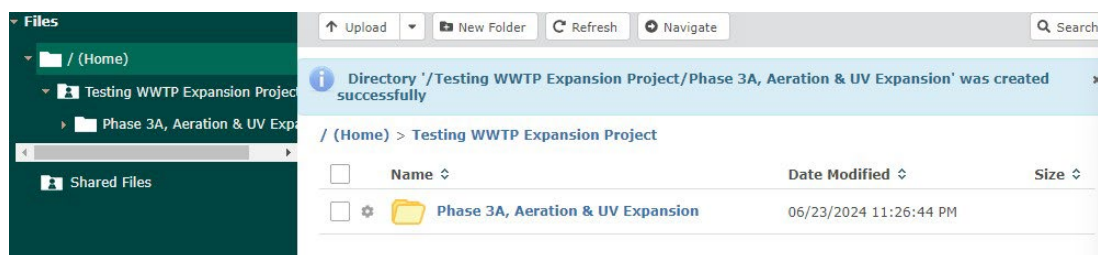
8. You will be sent to the parent folder where you have permission to upload files.



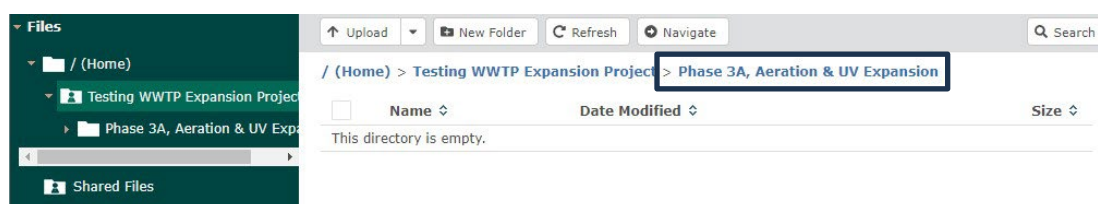
9. Click on the folder name to open the parent folder. The page will refresh to a subfolder area where projects can be uploaded. When you click the "New Folder" button at the top, a pop-up window appears on the screen. Enter the project name as the folder title (make sure it matches what is provided on the application). Click the "Create" button.



10. The website will refresh, displaying the newly formed project folder. A blue banner will also appear above if it has been created successfully.



11. To begin the upload process, open the project folder by clicking on its name. Before uploading any files, double-check that you are in the correct project folder. This is accomplished by double-checking to ensure that the project folder's name is the last component of the directory, as boxed in below for emphasis.



12. You can upload application files using two approaches. The first step is to drag and drop files from your PC into the blank area on the GoAnywhere website. The second step is to click the "Upload" button, which will open a new window allowing you to select numerous files to upload at once.

**From this point forward, go to the "Electronic Uploading - New Construction Permit Application" instructions on page #2 of the memo to ensure that everything required for a complete construction permit application has been uploaded.**

To log into the system in the future, bookmark or favorite the website as shown below:

<https://gasecuremft.in.gov/>