

# 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**.

Example Points of Discharge lat-long.csv • Saved

File Home Insert Draw Page Layout Formulas Data Review View Automate Help Kofax PDF

Clipboard Font Alignment Sensitivity Number Styles Cells

POSSIBLE DATA LOSS Some features might be lost if you save this workbook in the comma-delimited (.csv) format. To preserve these features, save it in an Excel file format. Don't show again Save As...

Point of Discharge Identifier	Latitude	Longitude
City to Village	42.72091	-84.5662
City to County	42.7295	-84.5228
City to Township	42.74668	-84.5202
7	42.77891	-84.521
9	42.77327	-84.5842

## 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**.

1. From File, click on Import

2. Select the file you want to import

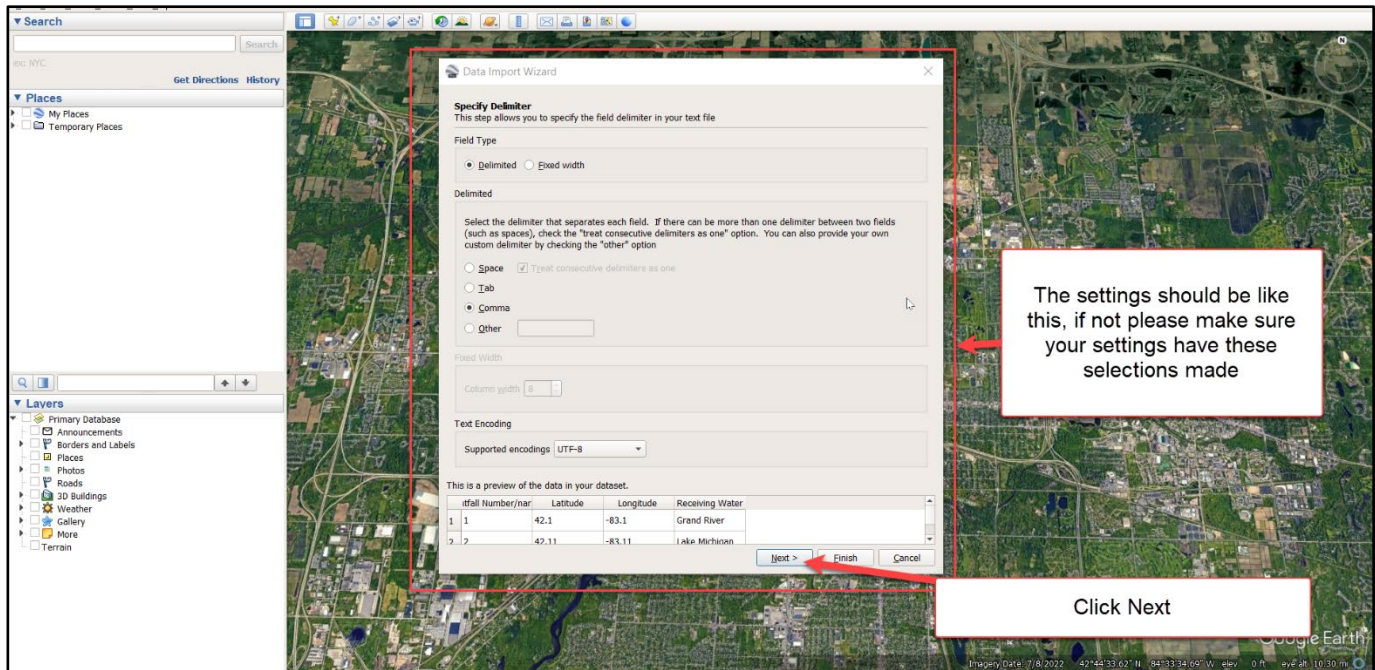
3. Click on Open

The Data Import Wizard will appear. Make sure the settings are as follows:

- File Type: Delineated

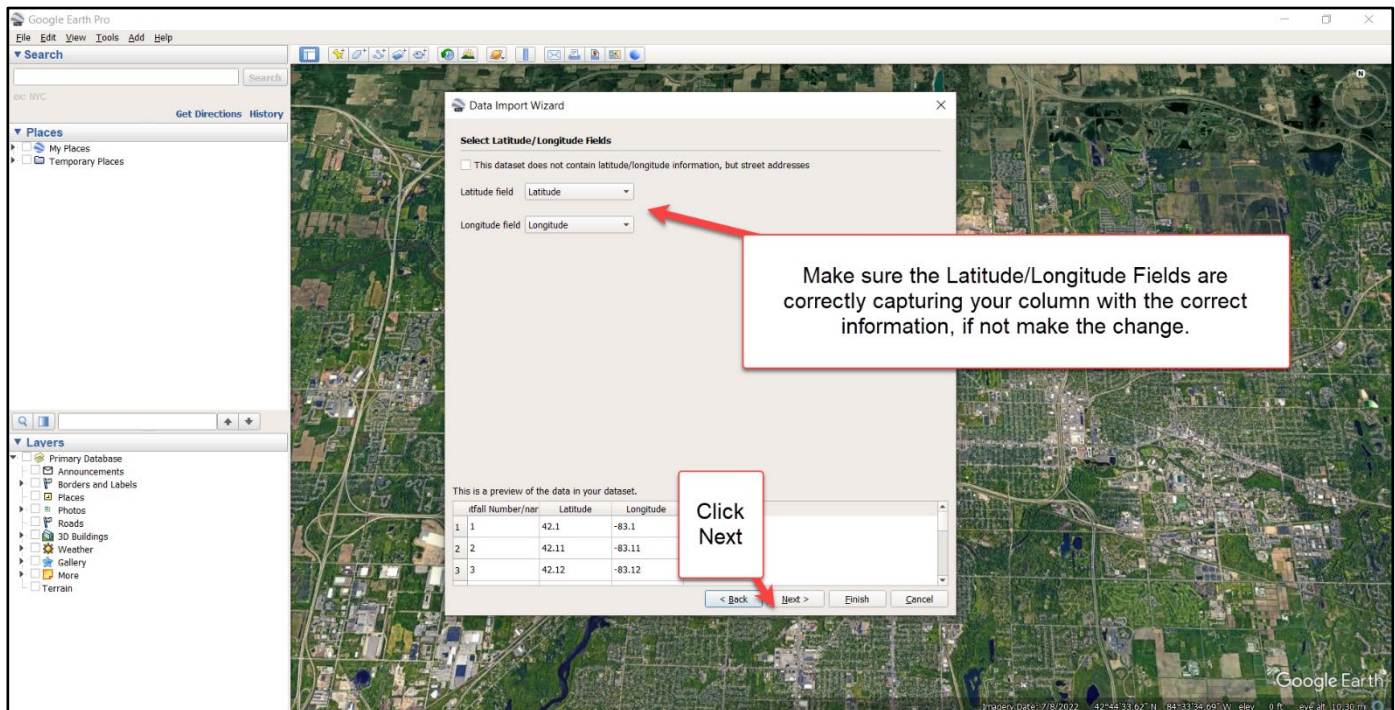
- Delimited: Set delimiter to Comma
- Text Encoding: Set to UTF-8

Click Next



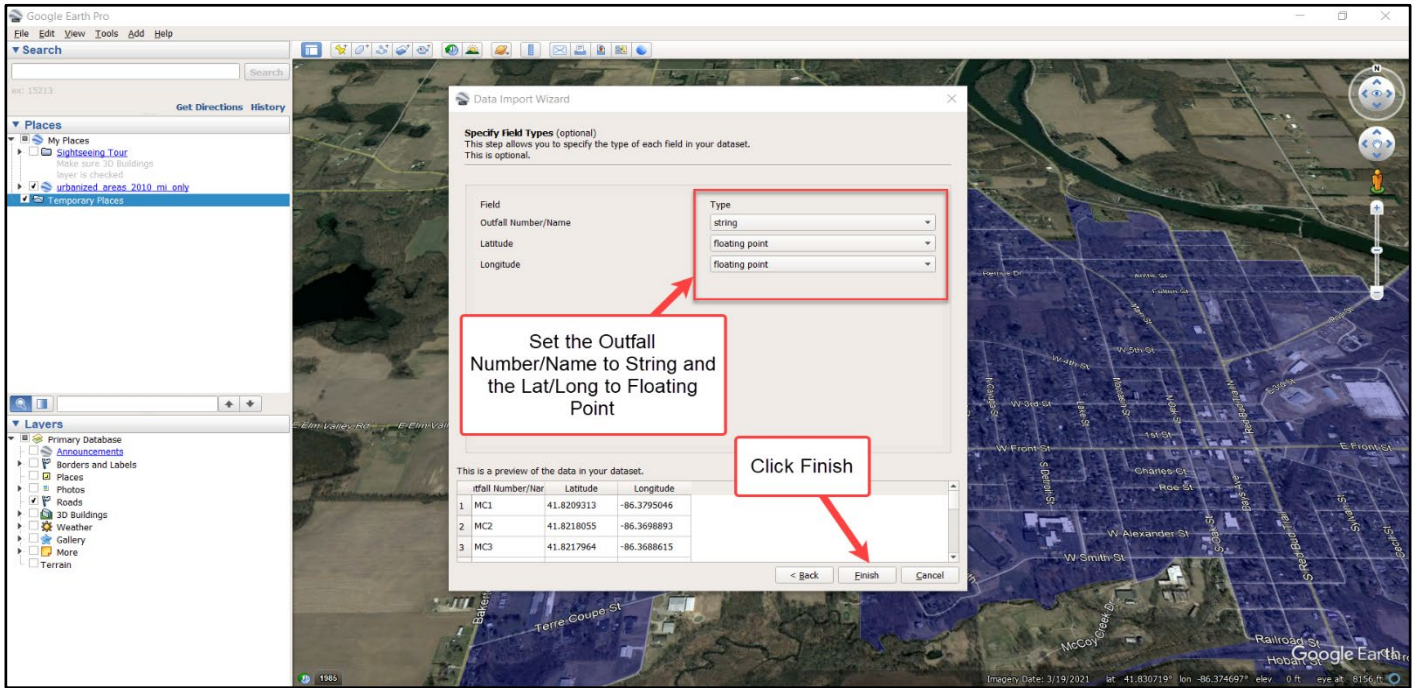
On the following window, ensure the Latitude/Longitude fields are correct.

Click Next

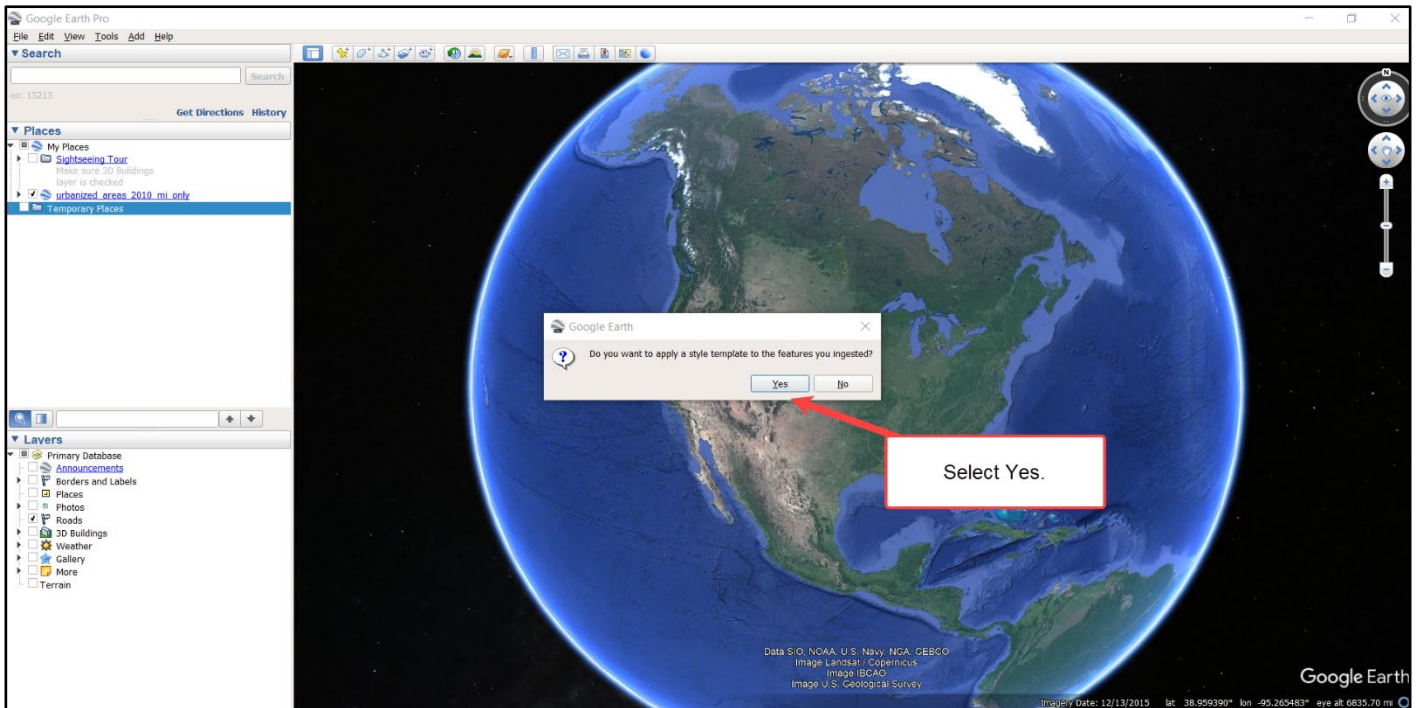


In the **Specify Field Types** window, set your Latitude and Longitude as a Floating Point type.

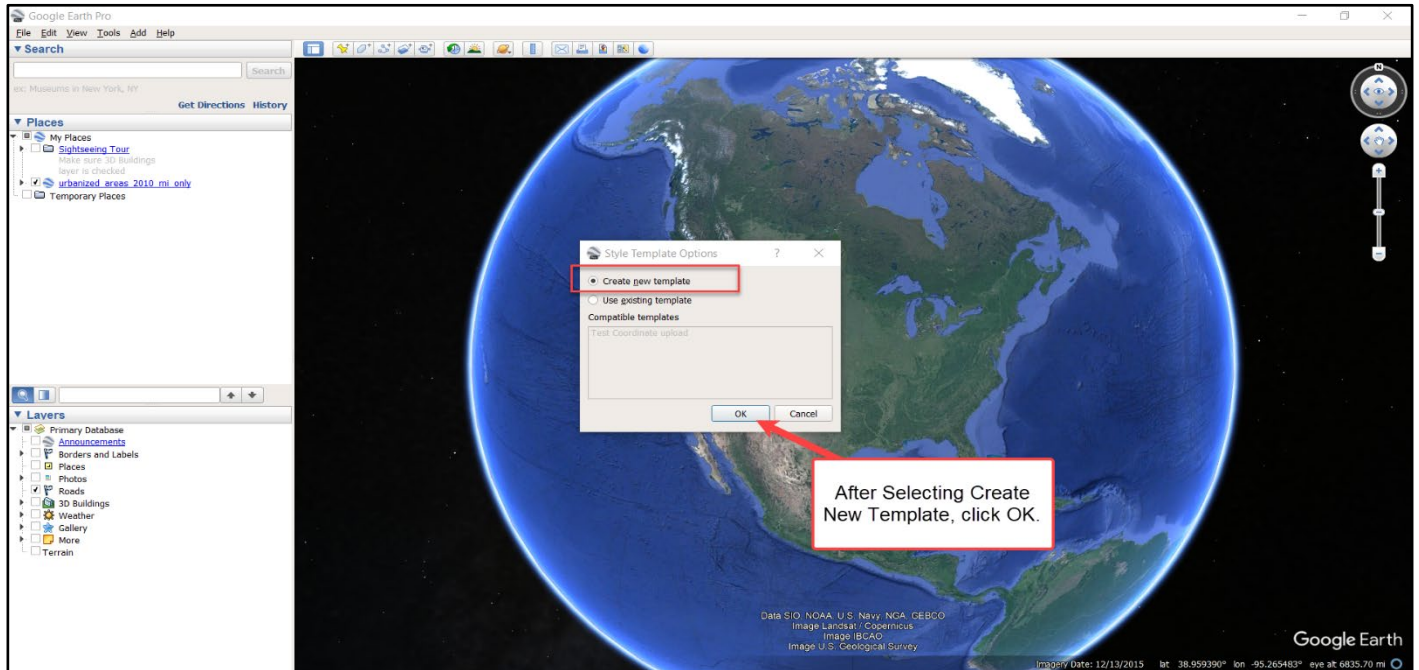
Click **Finish**.



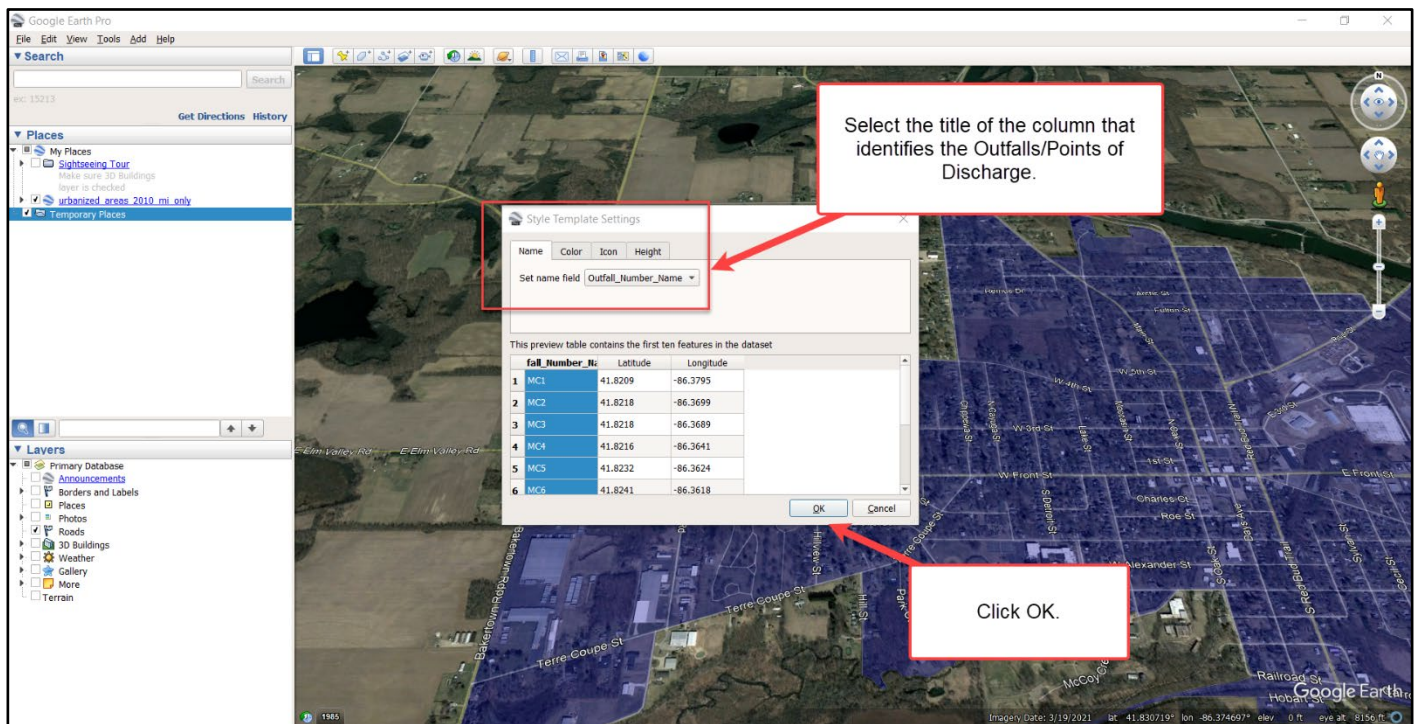
On the pop-up window, select **Yes** to create a template based on the information just entered.



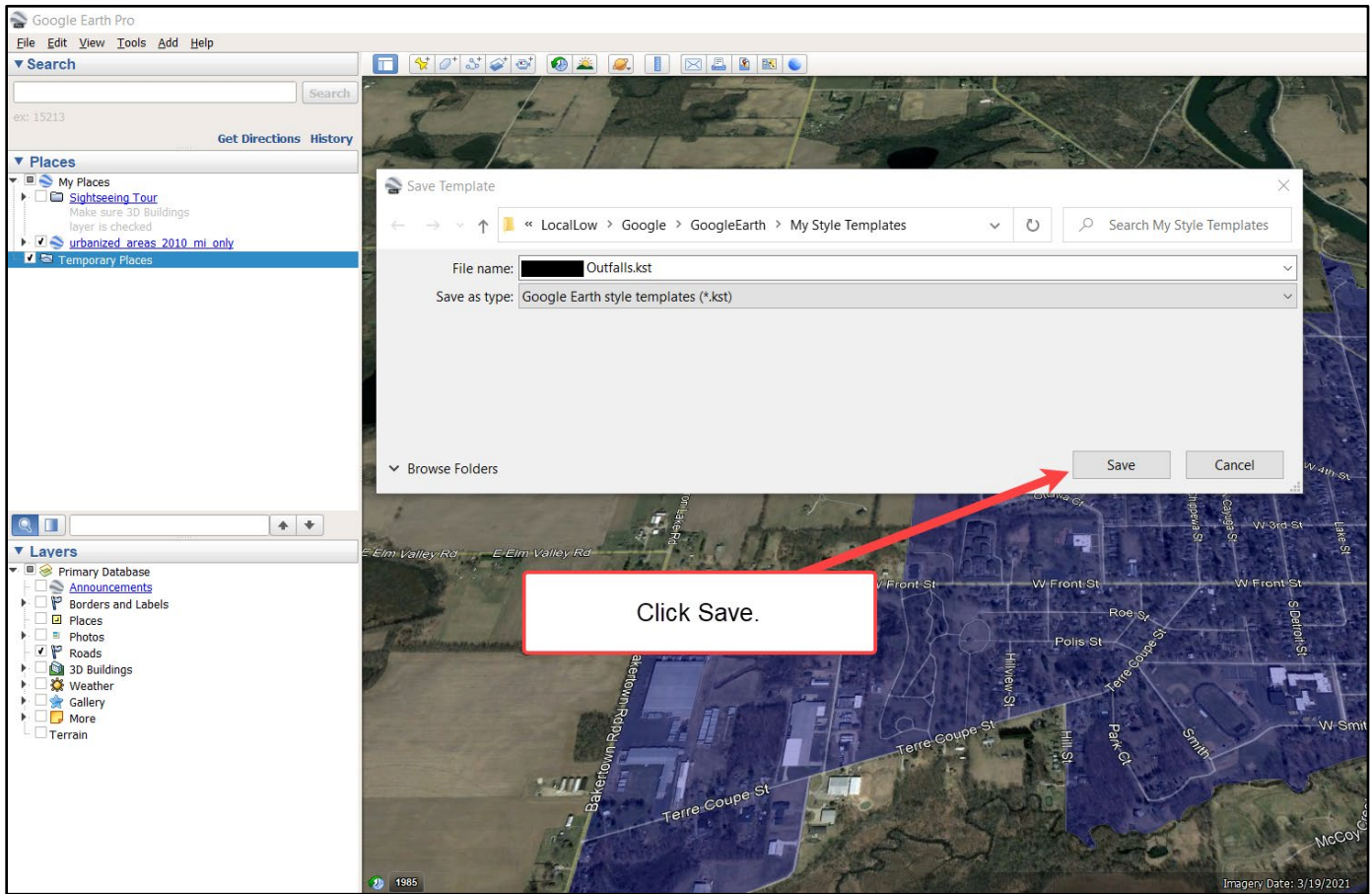
Select **Create new template**. Click **OK**.



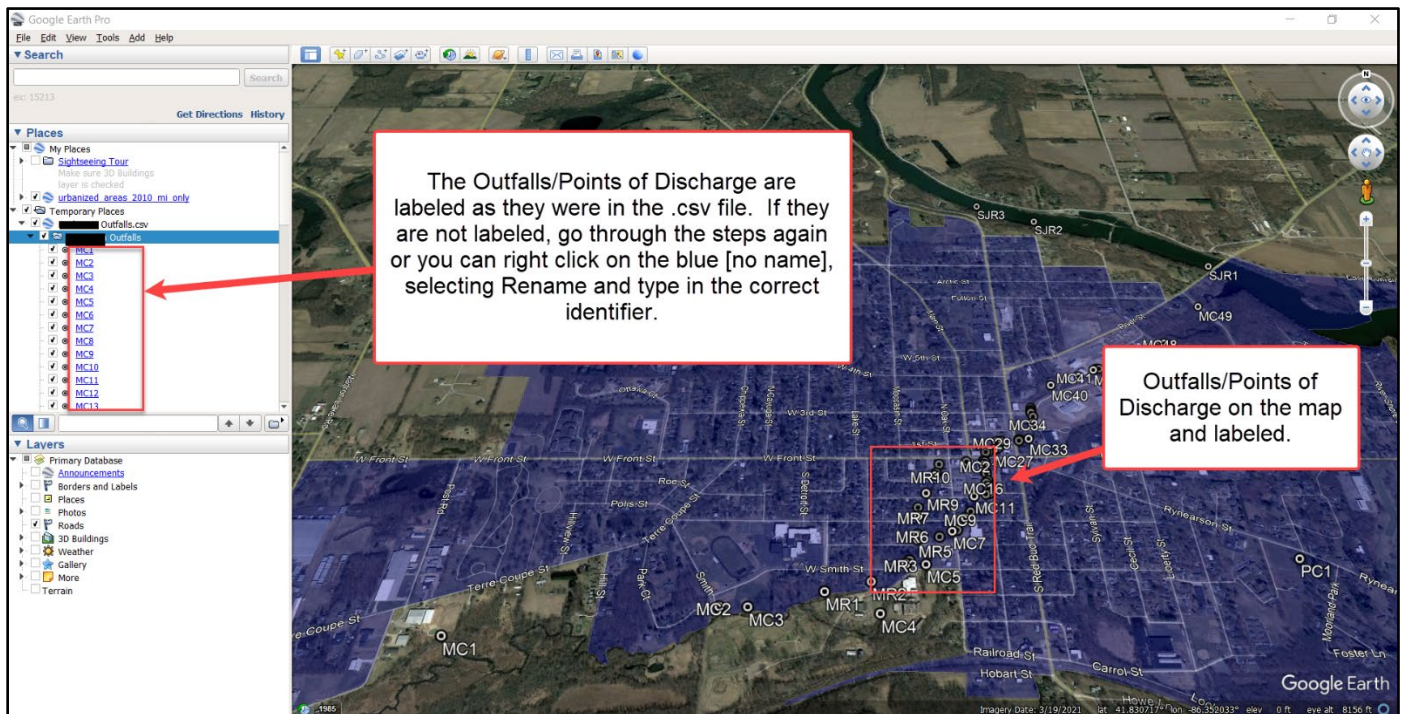
On the Style Template Settings Pop-up menu, select the title of the column that identifies the Outfalls or Points of Discharge from the **Set name field** dropdown. Click **OK**.



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

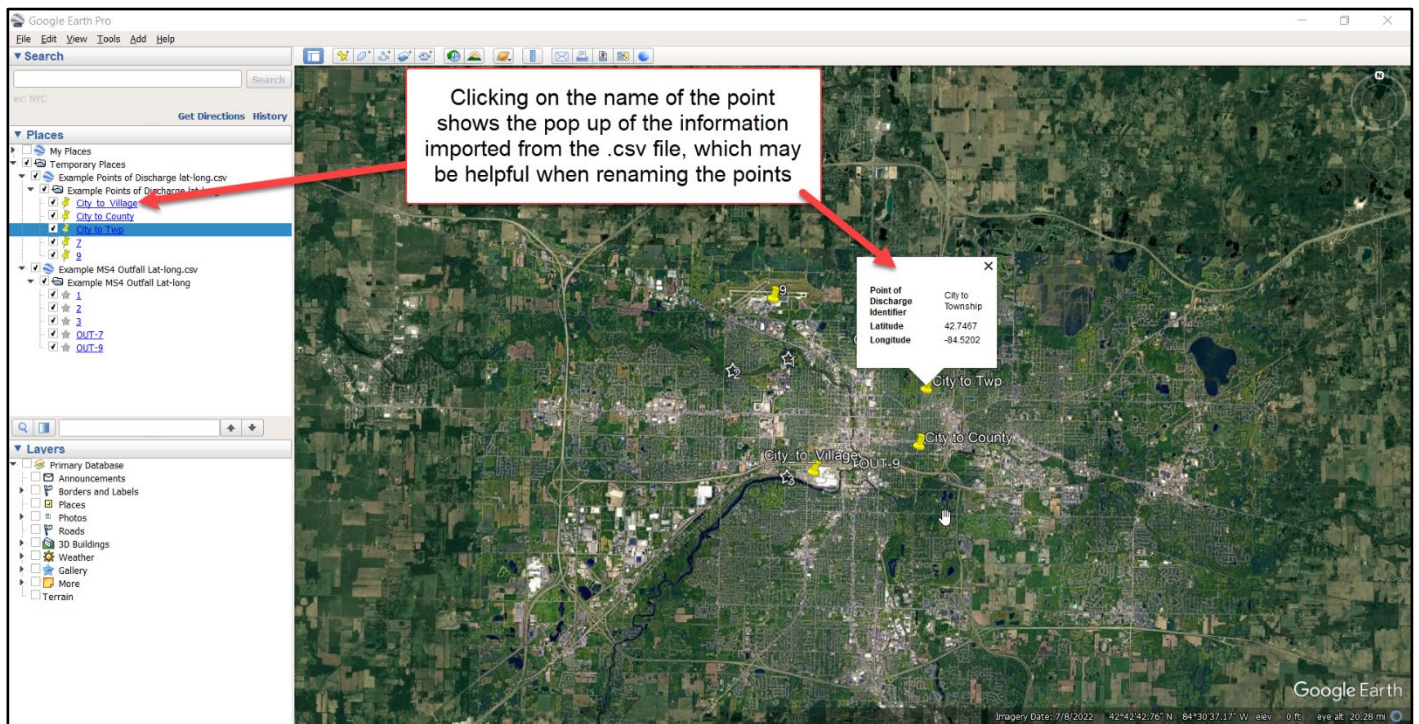
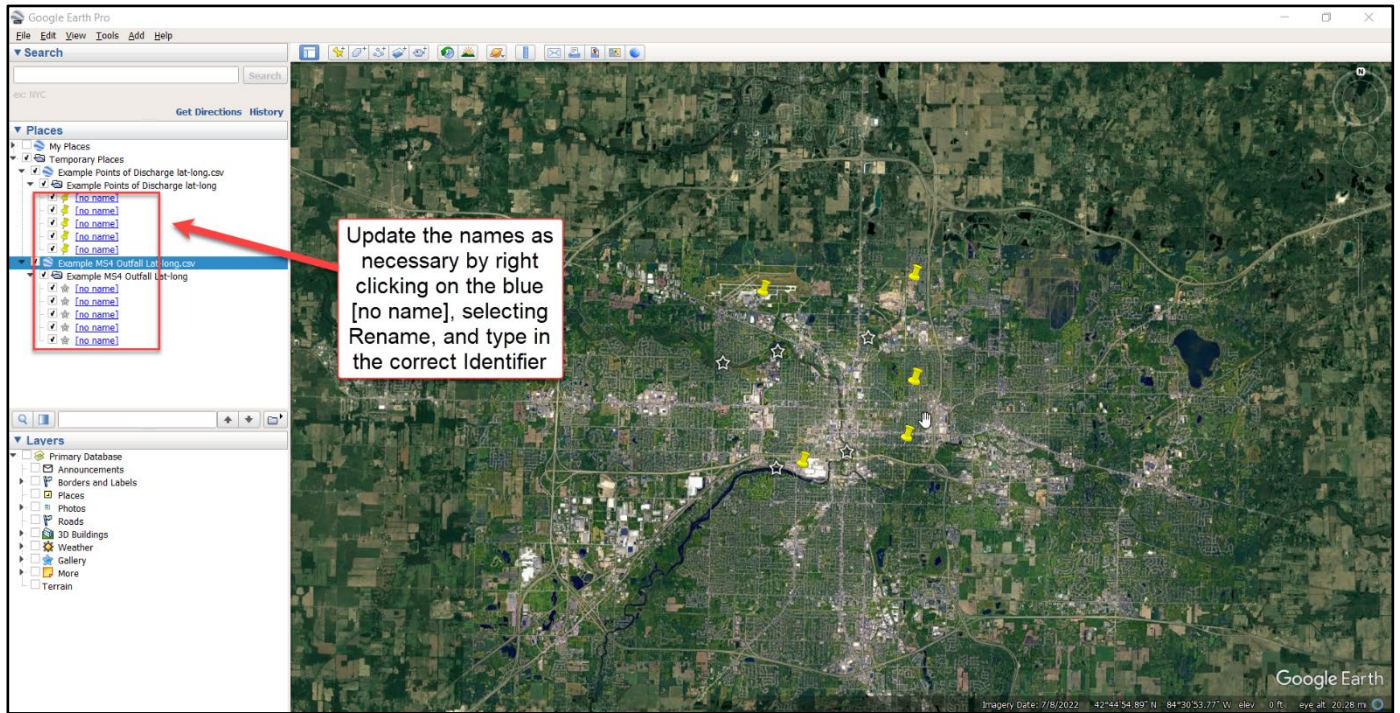


The Outfalls/Points of Discharge are labeled as they were in the .csv file. If they are not labeled, go through the steps again or right click on the blue [no name] and rename. The outfalls/points of discharge should be labeled on the map.



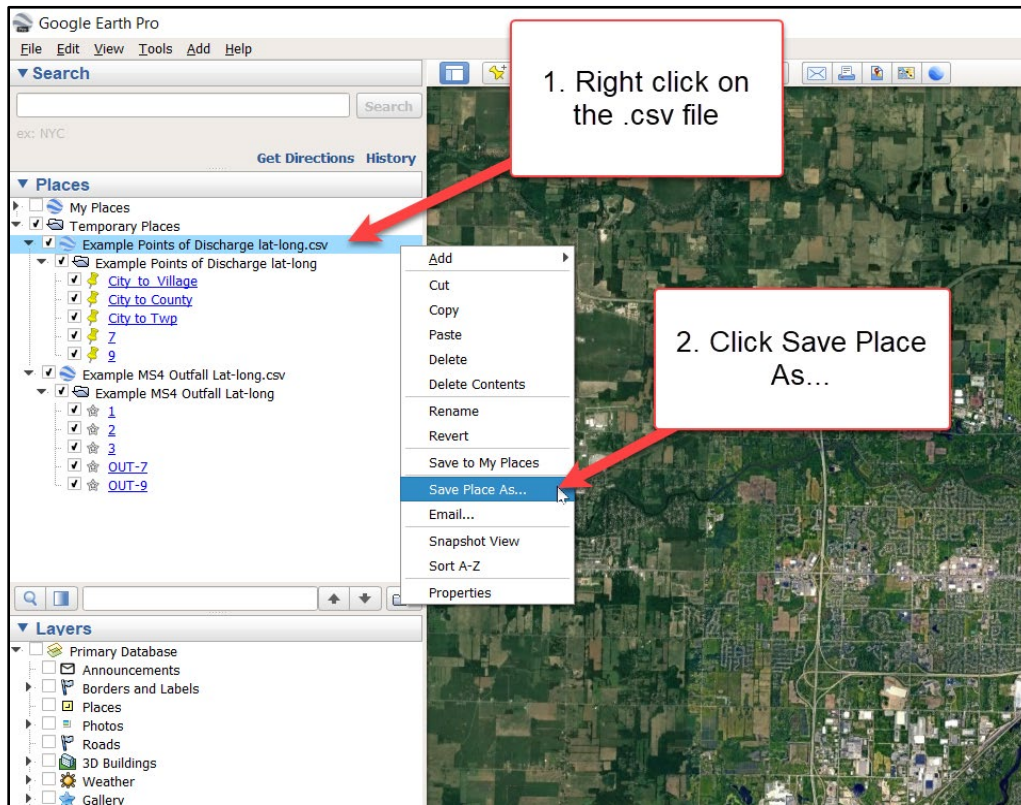
## RENAME POINT NAMES

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

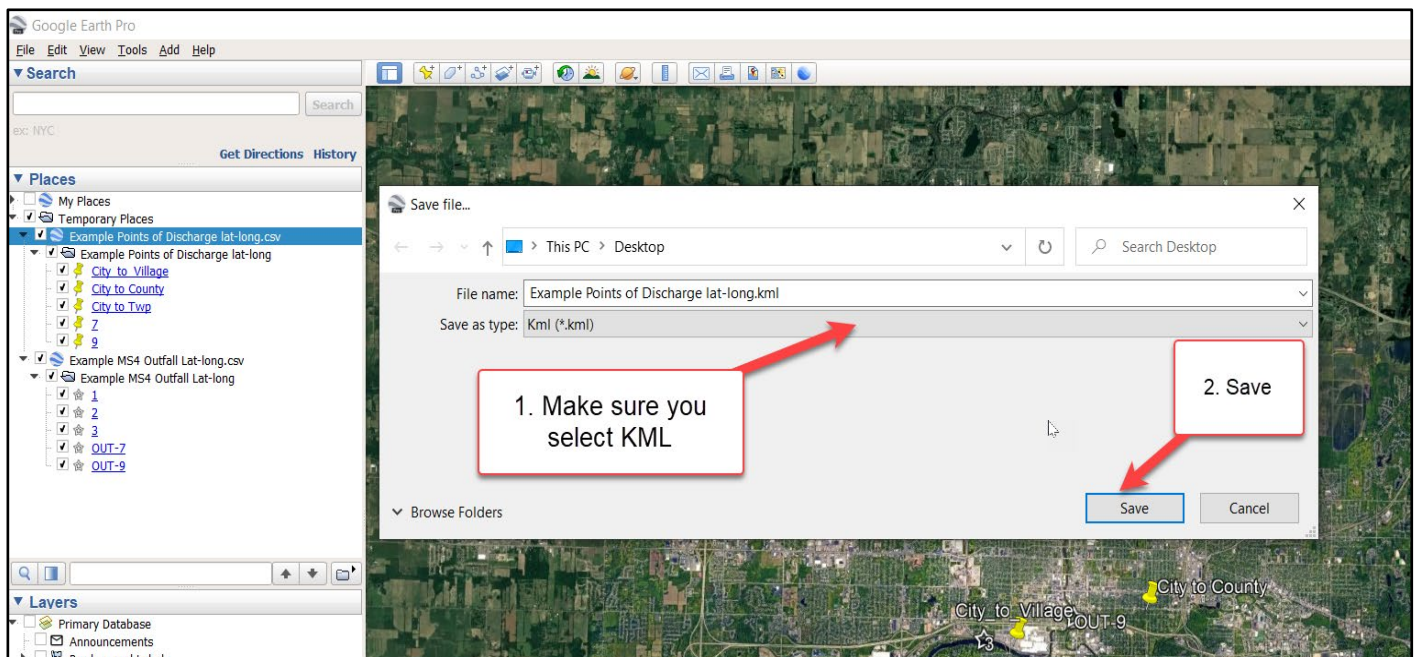


## SAVING THE FILES AS .KML

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



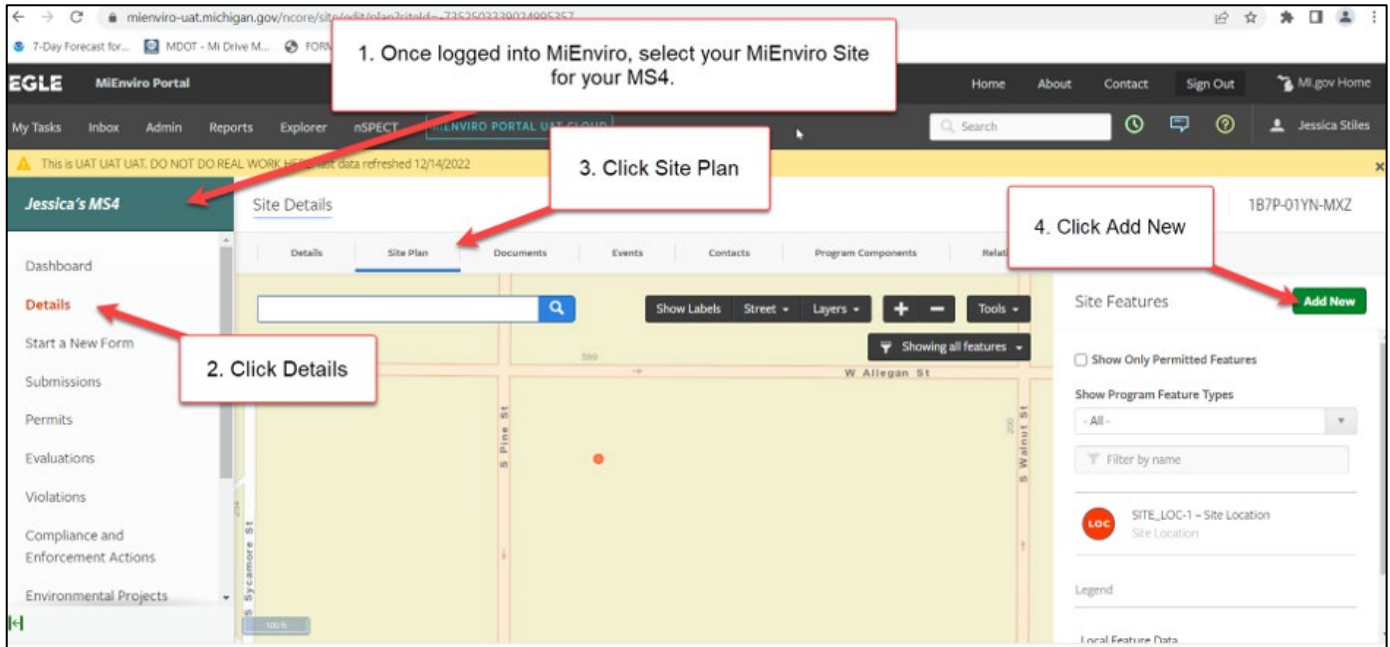
Select Kml (“.kml”) as the “Save as type,” and then click Save.





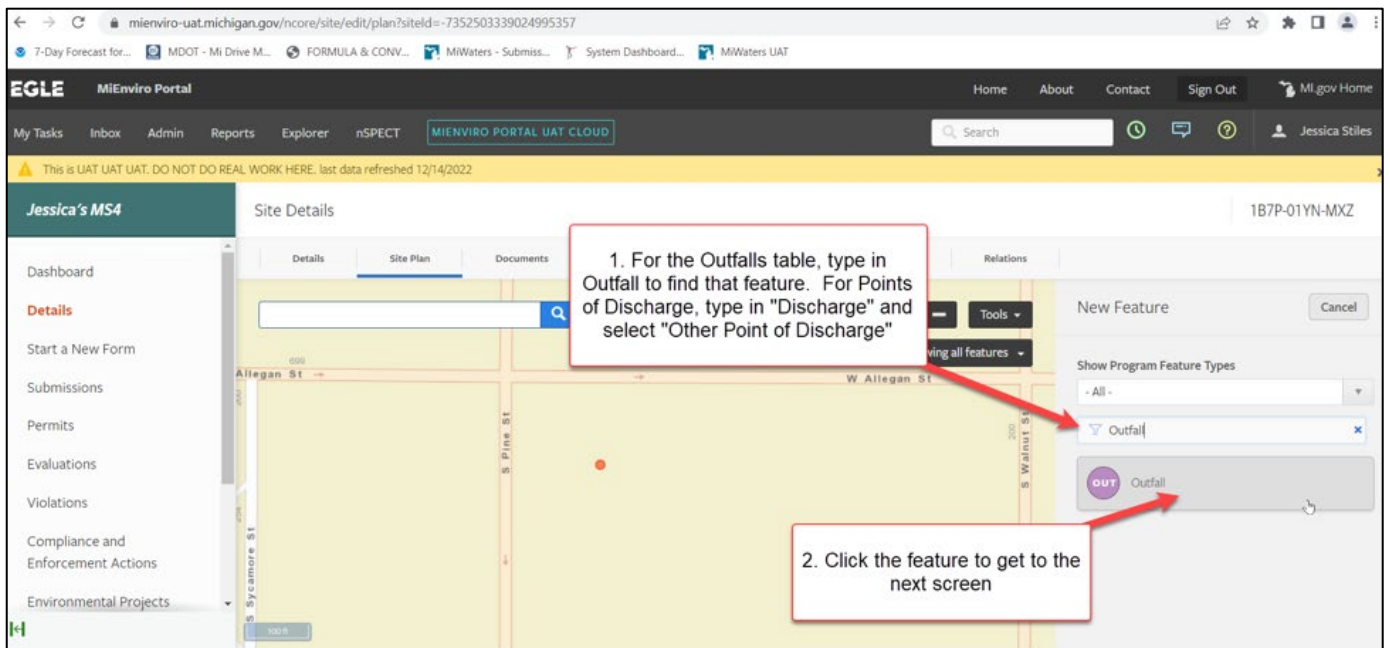
## UPLOADING .KML FILES TO MIENVIRO

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



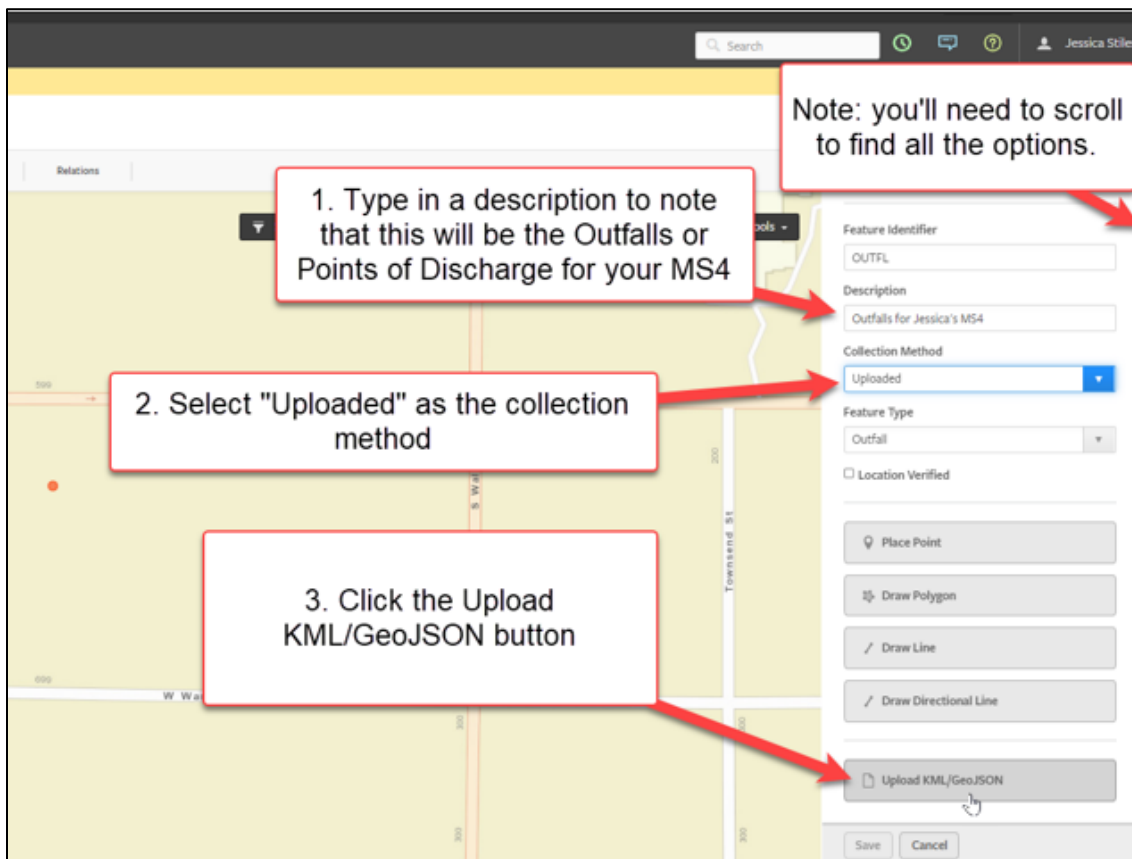
## ADD NEW FEATURE TO SITE PLAN.

Find and select the feature you are adding.

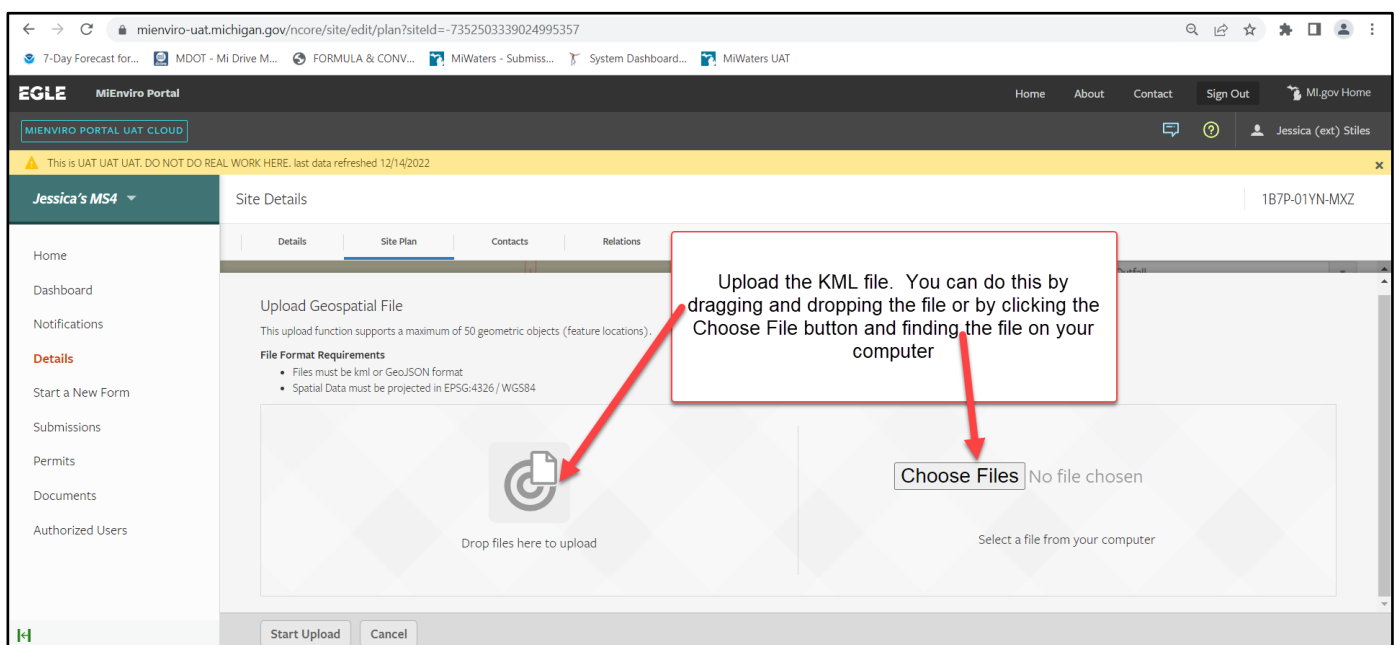


On the following screen:

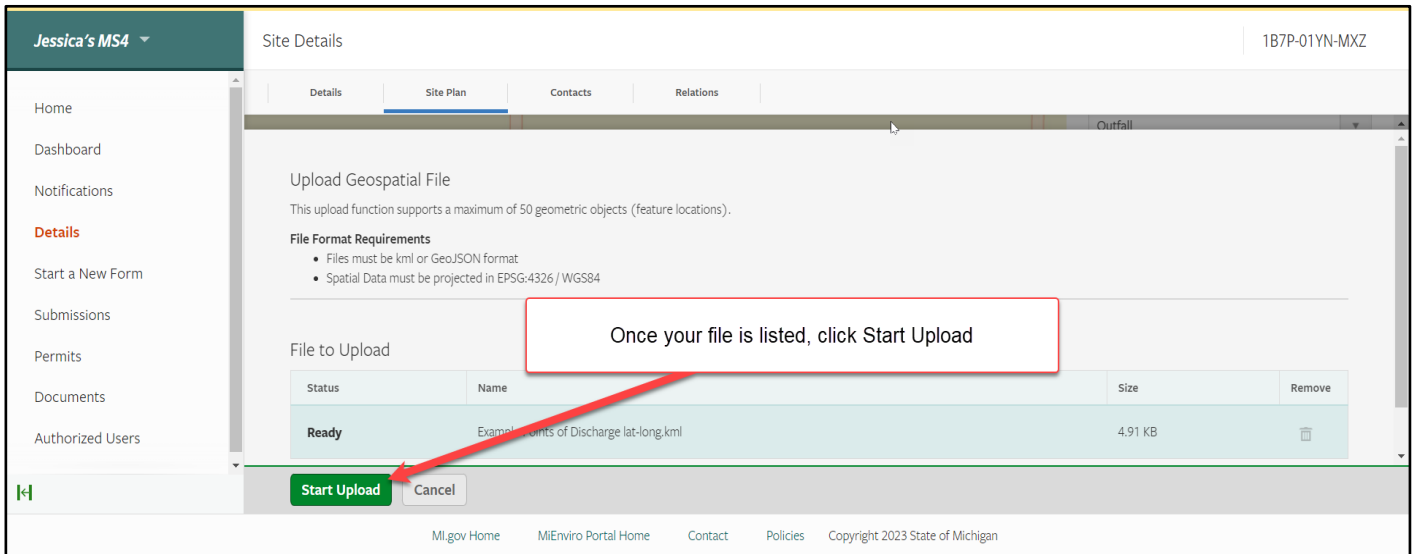
1. Type in a description
2. Select “**Uploaded**” under **Collection Method**
3. Click the **Upload KML/GeoJSON** button.



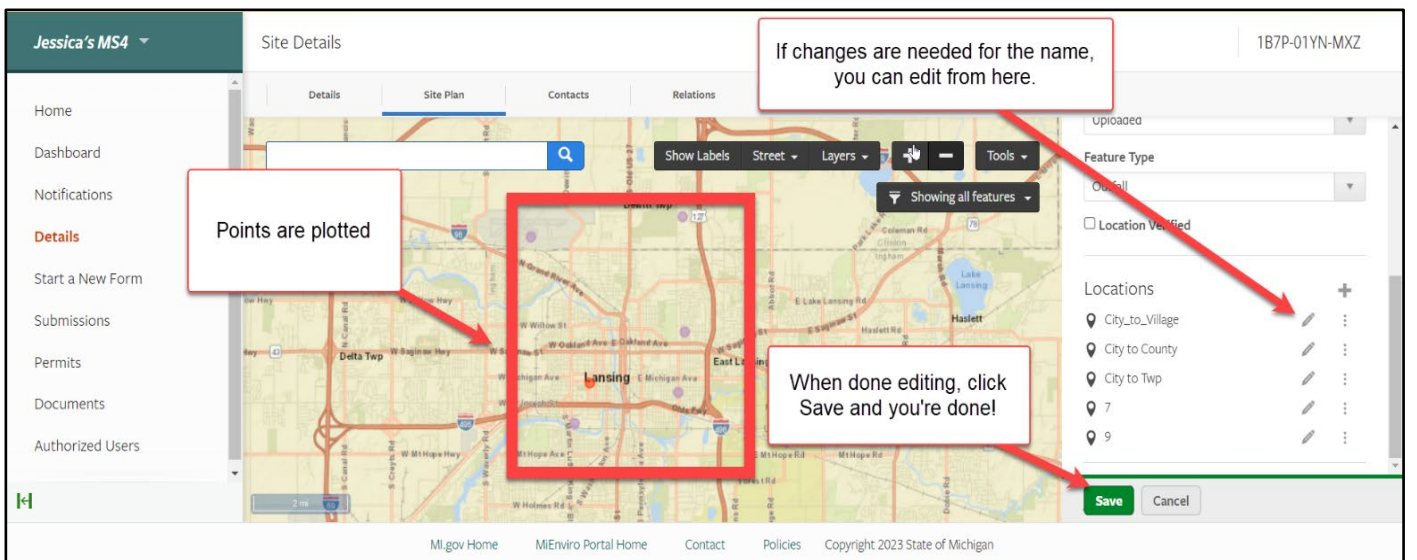
You can drag and drop the file or click on **Choose File** and browse to the .kml file on your computer.



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](#).

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