Industrial Stormwater Program e-Services guidance

The Industrial Stormwater Program within the Minnesota Pollution Control Agency (MPCA) e-Services allows you to submit information to the MPCA such; as permit applications, no exposure certifications, monitoring reports, annual reports, administrative modifications, and terminations.

Table of contents

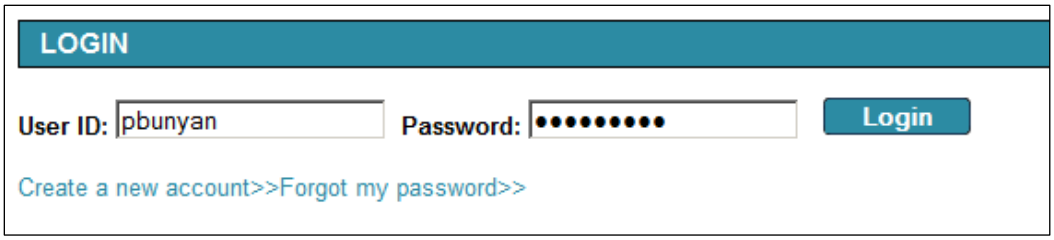
Logging into MPCA e-Services 2
Selecting services to display 3
Starting a service 4
Searching for a Facility 5
Coverage Issuance under the Industrial Stormwater General Permit for 2020 6
Check Status of Submittals 21
Share 22
No Exposure Exclusion Certification for 2020 23
Check Status of Submittals 32
Share 33
Request permit termination 33
Administrative Modification 34

Logging into MPCA e-Services

After you complete setting up your account, you are directed to the **Login** page.

To log in,

1. If you are not already at the Login page, go to https://rsp.pca.state.mn.us in your web browser.
2. In the **User ID** box, type your user ID.
3. In the **Password** box, type your password.
4. Click **Login**.



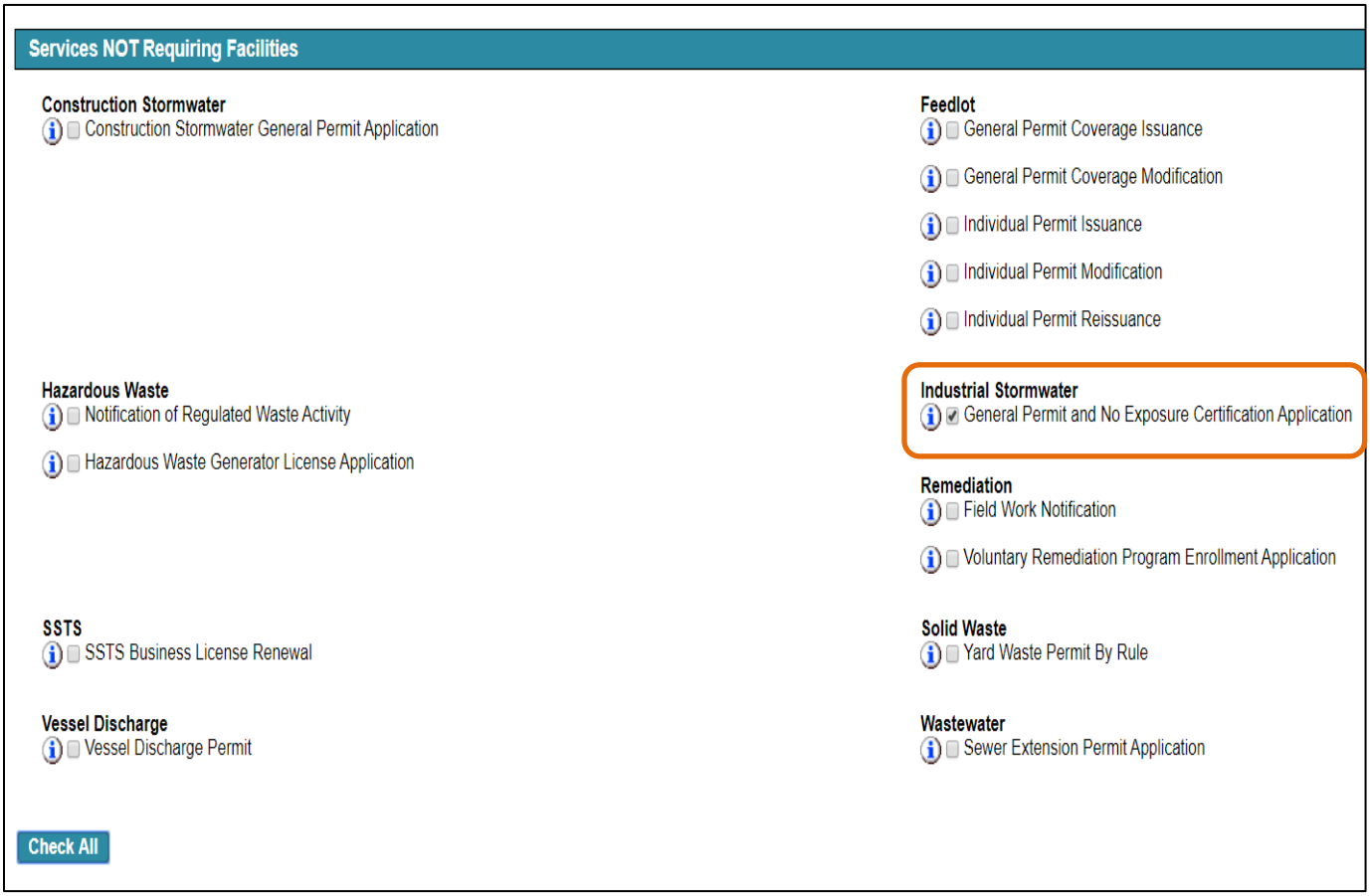
After login, the **My Workspace** page is displayed. From this page you can select and start the services you want to use - zzzzz

Selecting services to display

You can select the services that you want to display in the Service Selection section of the My Workspace page. You only have to complete this step the first time you want to access the service.

To select services to display,

1. On the My Workspace page, click **Configure Services**.
2. Select the check box for each service that you want to display in your workspace.
3. Click **OK**.

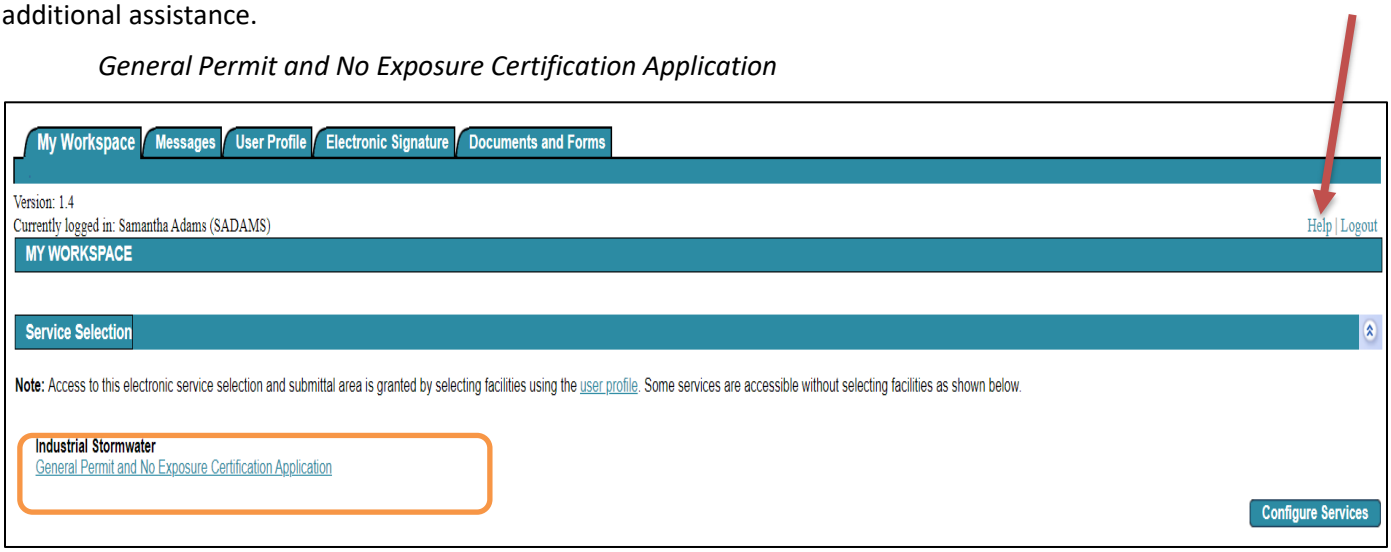


Starting a service

To start a service, on the My Workspace page, click the service name.

Please also see the “Help” option in the top right hand corner available throughout the service if you need additional assistance.

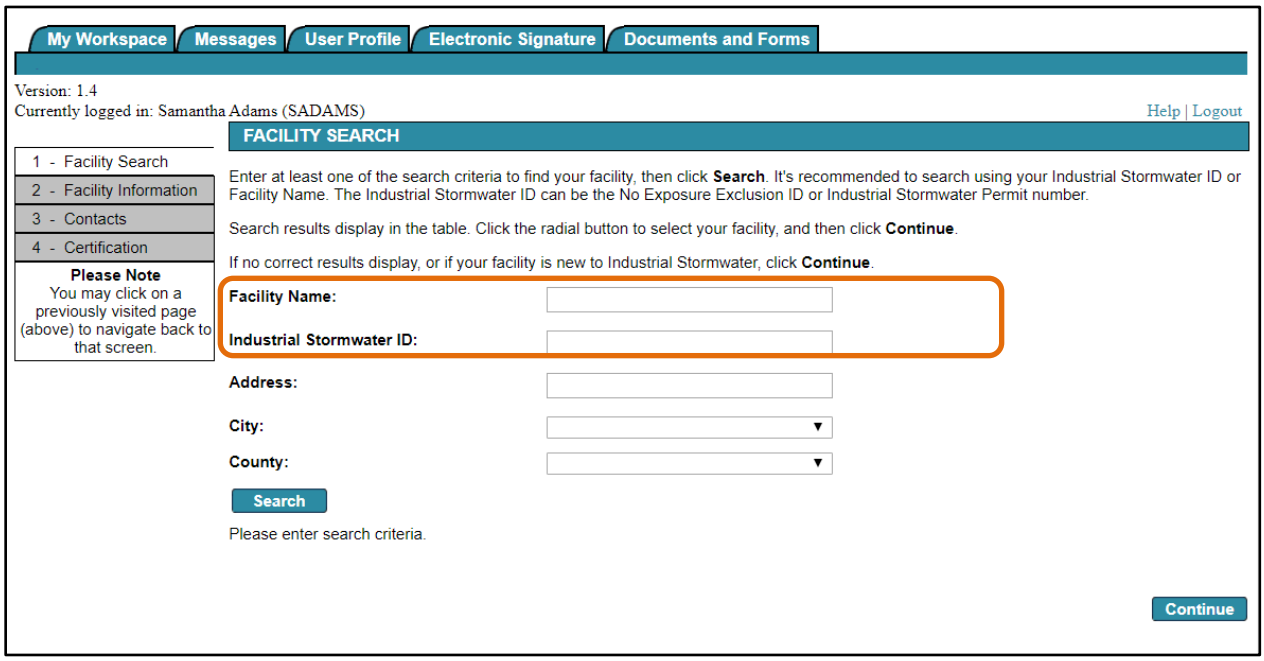
General Permit and No Exposure Certification Application



Searching for a Facility

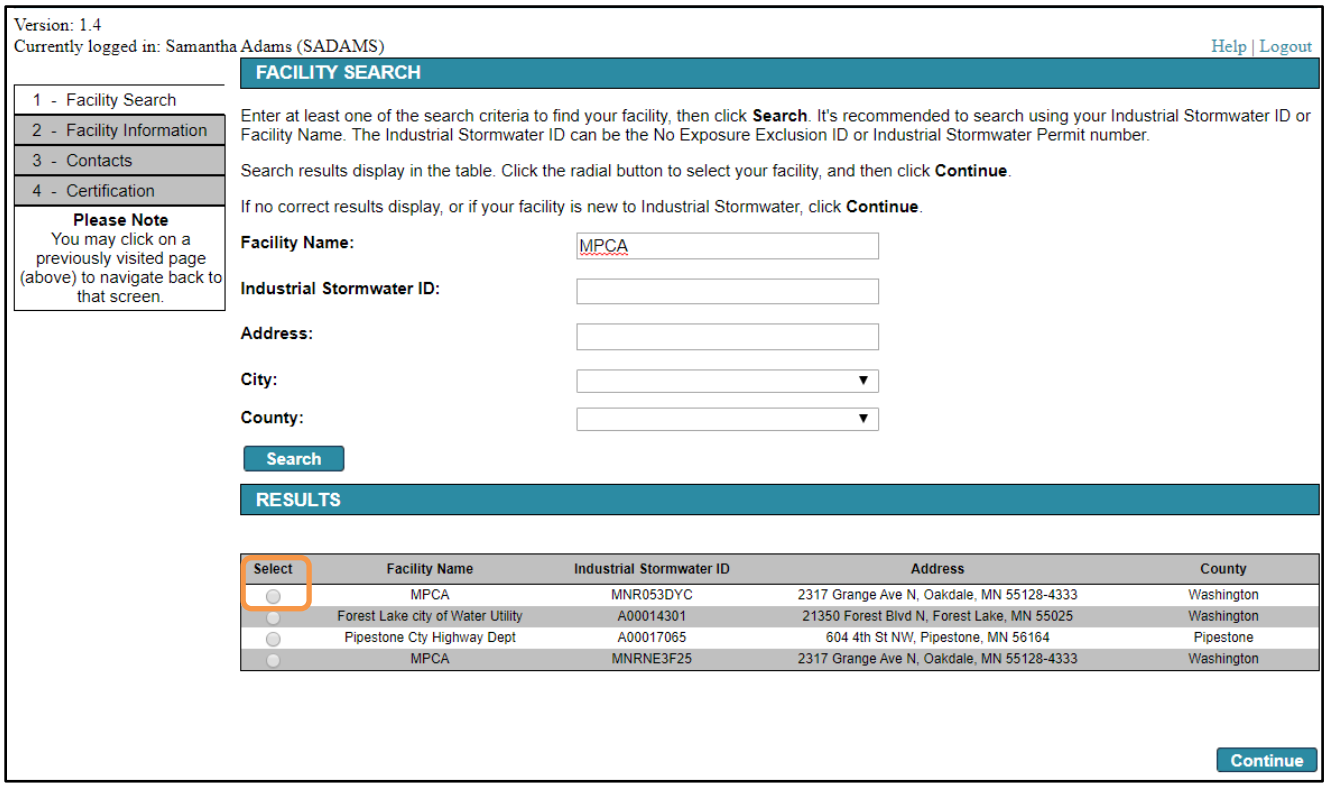
1 – Facility Search

Search for your facility by entering a Facility Name or Industrial Stormwater ID or other optional criteria and then clicking Search. The Industrial Stormwater ID is the ID for the No Exposure Exclusion or the Industrial Stormwater Permit. If you are a brand new facility you can click Continue through this screen without searching.



Select the radial button next to your Facility Name

Click Continue.



Coverage Issuance under the Industrial Stormwater General Permit for 2020

The Sectors screen identifies the industrial activities at your facility. Sector information is pre-populated for existing facilities. Please make any updates/edits as needed to list the current industrial activities at your facility.

2 – **Sectors**

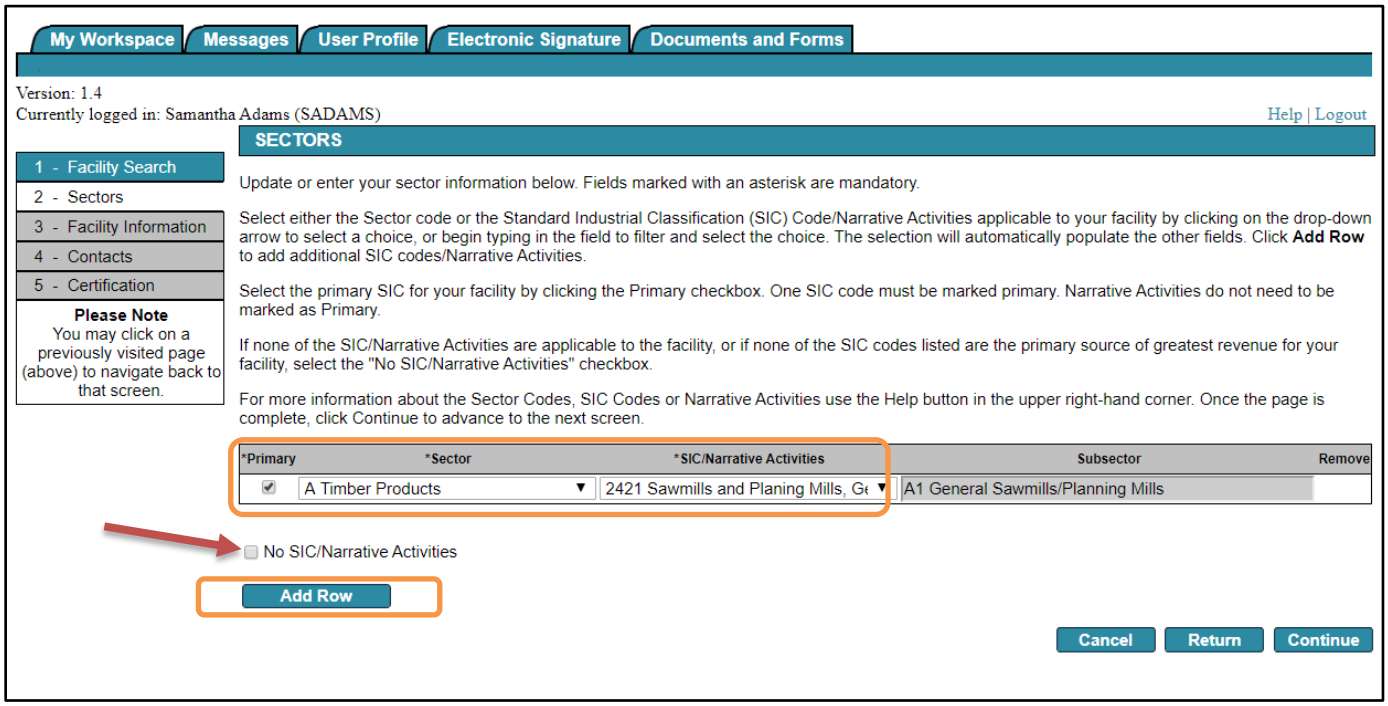
Select your primary sector based on your SIC Code/Narrative Activities applicable to your facility.

Click the primary checkbox.

If none of the narrative activities are applicable to the facility, and none of the SIC codes listed are the primary source or greatest revenue for your facility, then select the No SIC/Narrative Activities checkbox.

Click “Add Row” to add additional sectors.

Click Continue.



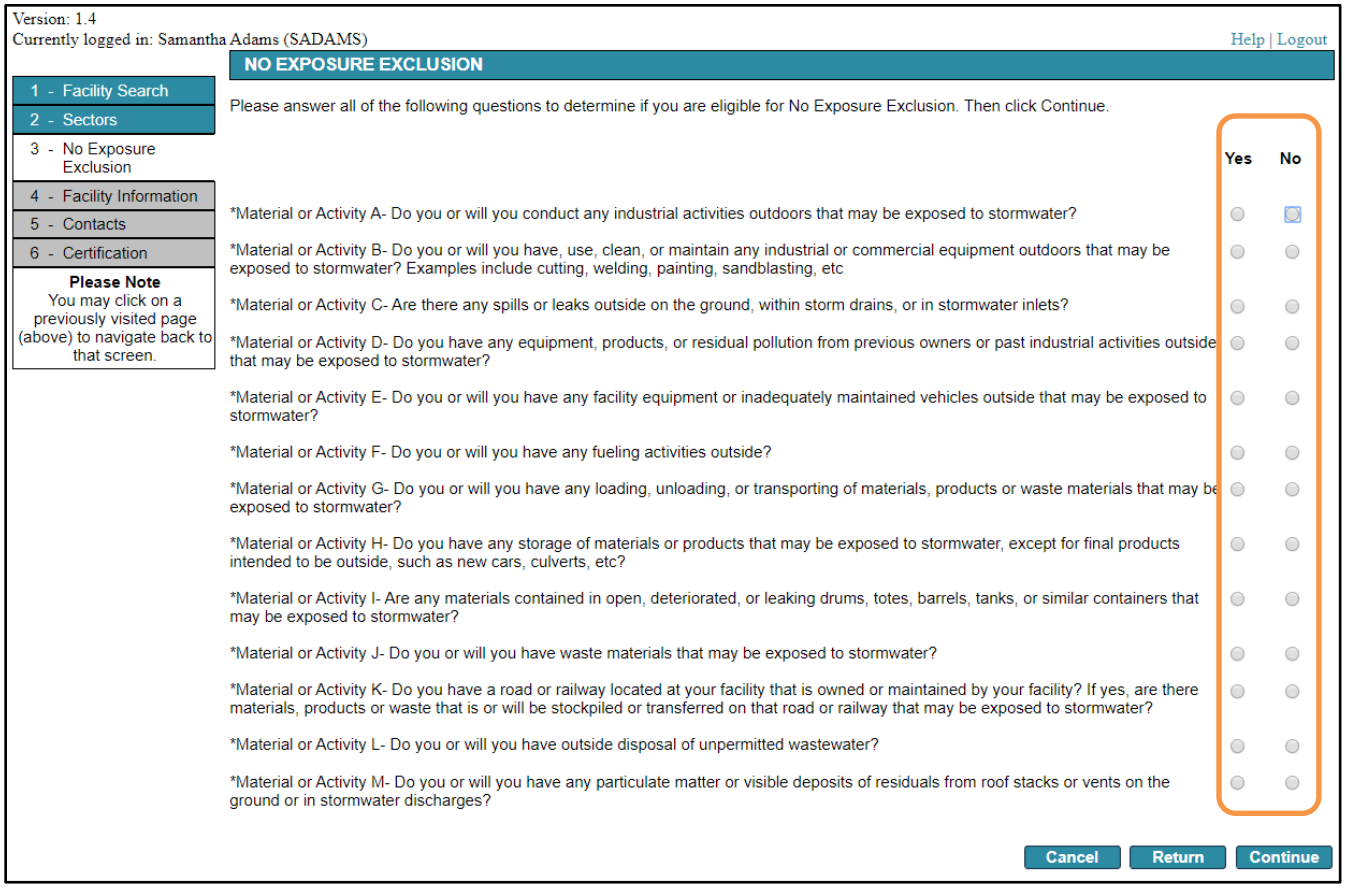
3 – No Exposure Exclusion

The No Exposure Exclusion screen includes a list of questions to determine if your facility is eligible for the No Exposure Exclusion certification. If you answer no for all questions, you will complete a No Exposure Certification application. If any question if answered yes, you will complete a permit coverage application.

Answer the No Exposure Exclusion questions.

Click the radial button adjacent to each question to answer yes or no.

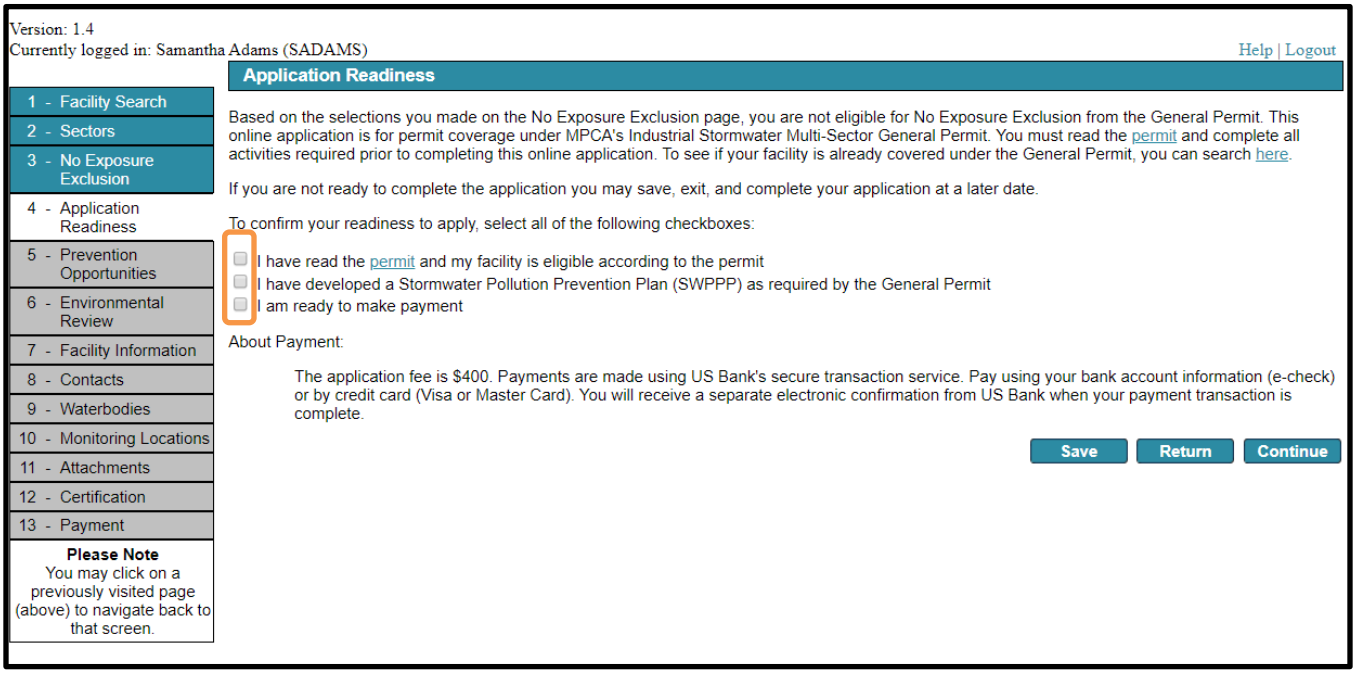
Click Continue.



4 – Application Readiness

Based on the selections you made on the No Exposure Exclusion page, you are not eligible for the No Exposure Exclusion from the General Permit. You must read the General Permit, linked on this page, and complete all activities required prior to completing this online application. To confirm your readiness to apply, please check all of the boxes below.

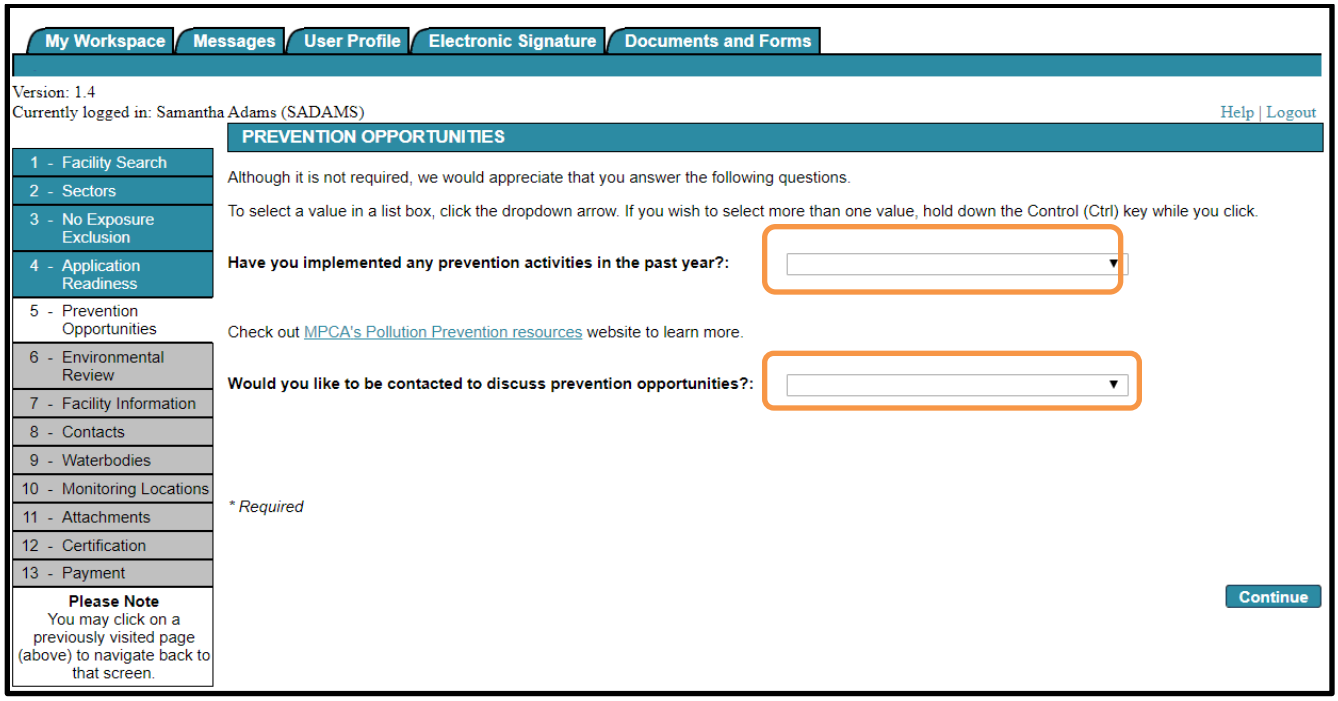
Click Continue.



5 – Prevention Opportunities

This is not required, however, the information is appreciated and helpful to the MPCA. You can fill out or leave blank.

Click Continue.

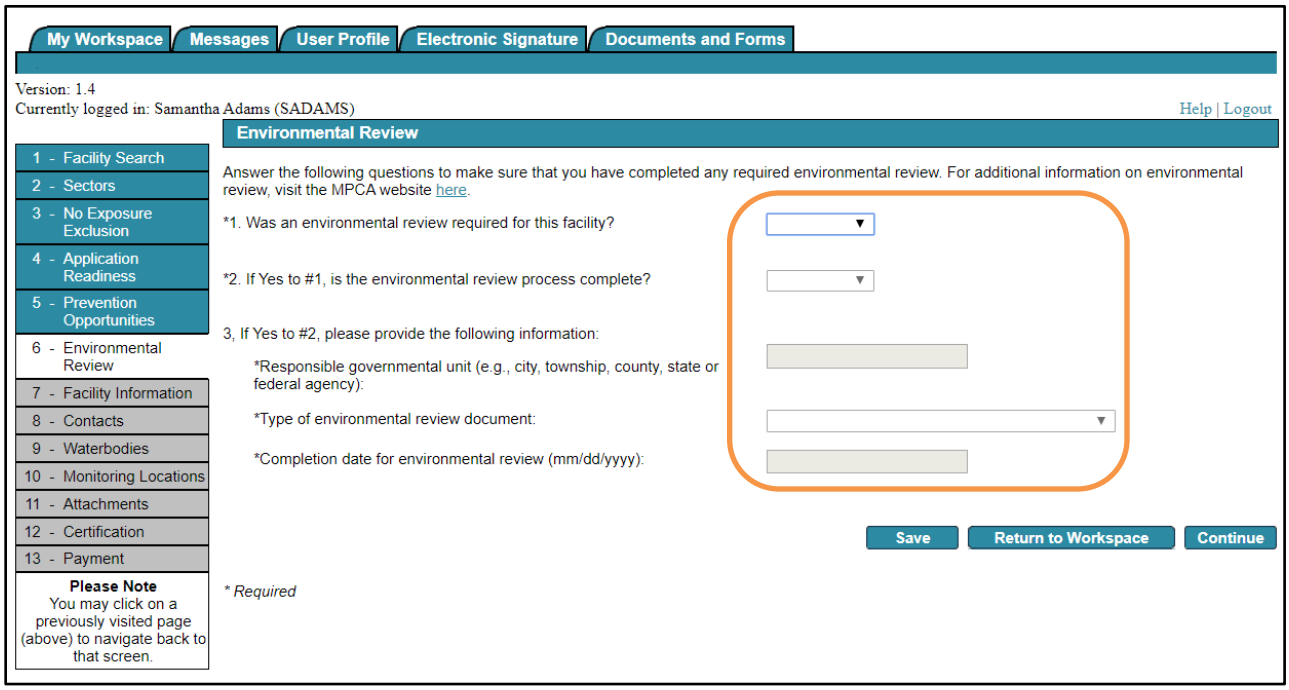


6 – Environmental Review

If you selected yes to at least one of the No Exposure Exclusion questions you will need to obtain coverage under the Industrial Stormwater General Permit. The Environmental Review screen is required as part of the permit coverage application. The purpose of this screen is to identify facilities that are impacted by an environmental review.

Proceed to answer to the questions about environmental review.

Click Continue.



7 – Facility Information

Facility information is pre-populated for existing facilities. Update as needed.

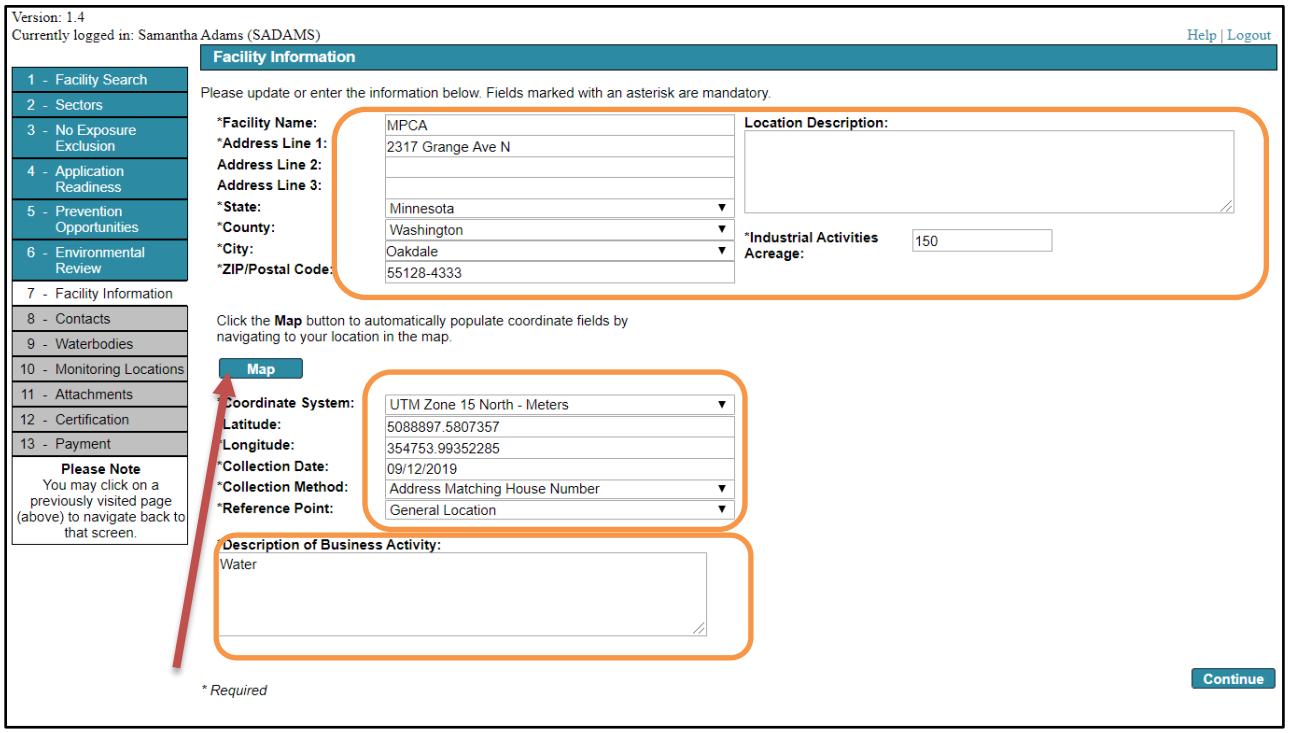
Update the following, as applicable:

- Facility information
- Location description
- Acreage of industrial activities
- Description of business activity

Click on the map button to manually select the business location and autofill the coordinate system, latitude, and longitude.

**The map button will not bring you to the coordinates listed, you will have to navigate there once the map button is selected.*

Click Continue.



8 – Contacts

Update all contact information with owner information, operator information, permit contact, and billing contact. Some contact information is pre-populated for existing facilities. Each contact tab must be completed before continuing.

You may add additional numbers by clicking “Add Number”.

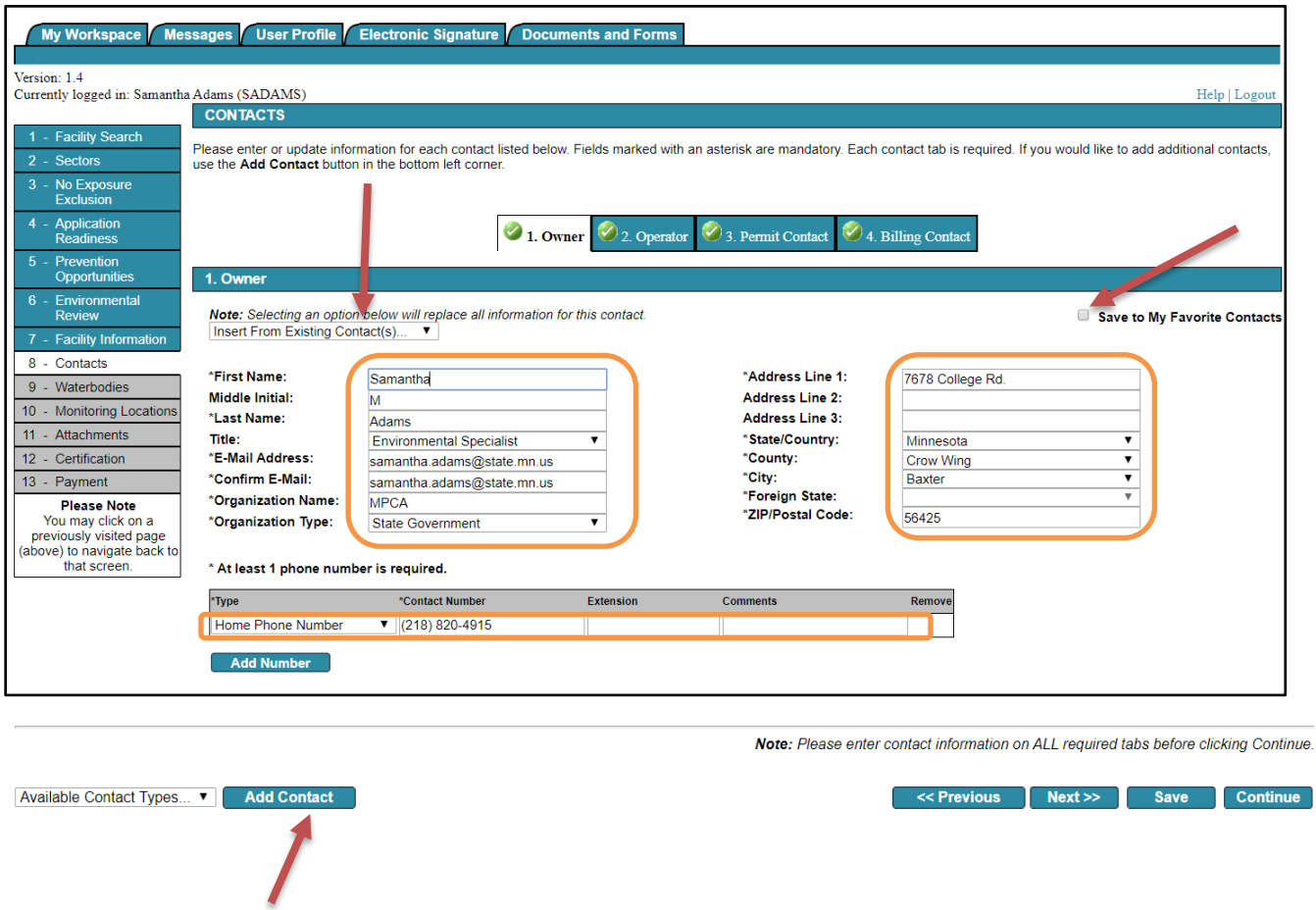
You may also save contact by selecting the “Save to My Favorite Contacts”.

Then for each contact selection you can select from the dropdown menu of any that have been “Saved to My Favorites” for the “Insert From Existing Contacts”.

Additional contacts may be added for each type by selecting the type and clicking “Add Contact” at the bottom of the screen.

Use the ‘previous’ and ‘next’ buttons to navigate back and forth through the contacts.

Click Continue.



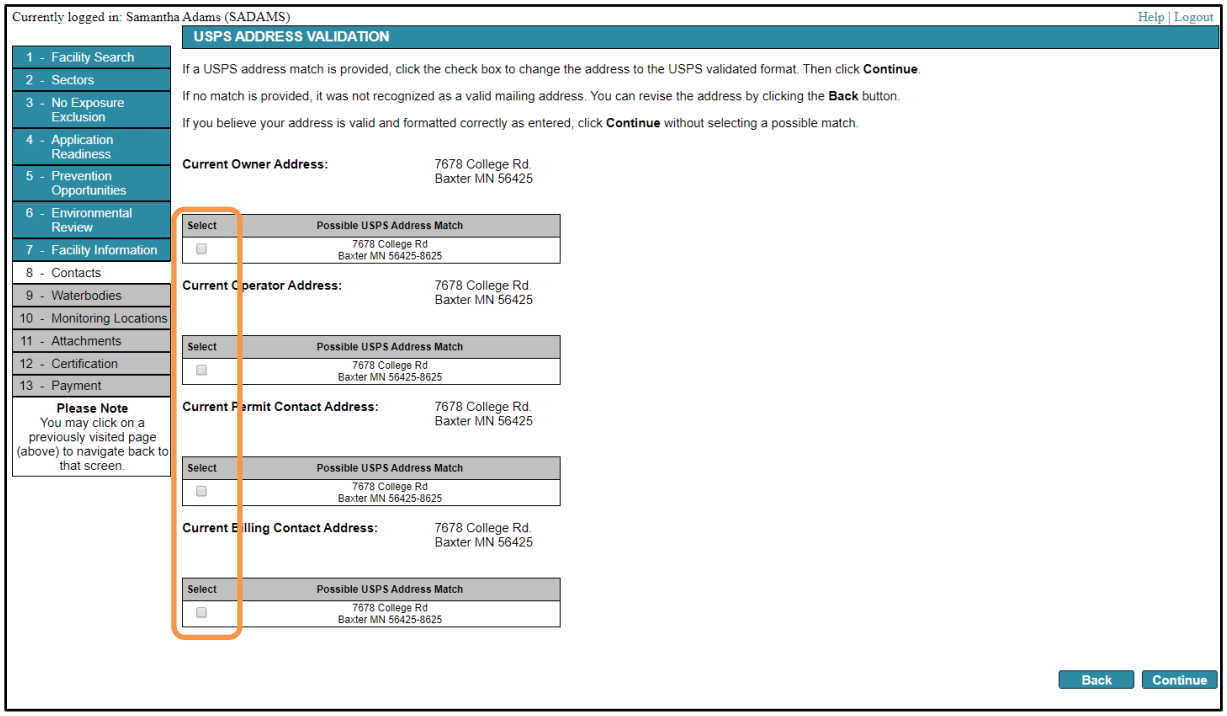
The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click continue.



9 – Waterbodies

The Waterbodies screen captures information about your facility's stormwater discharge and the proximity to surface waters.

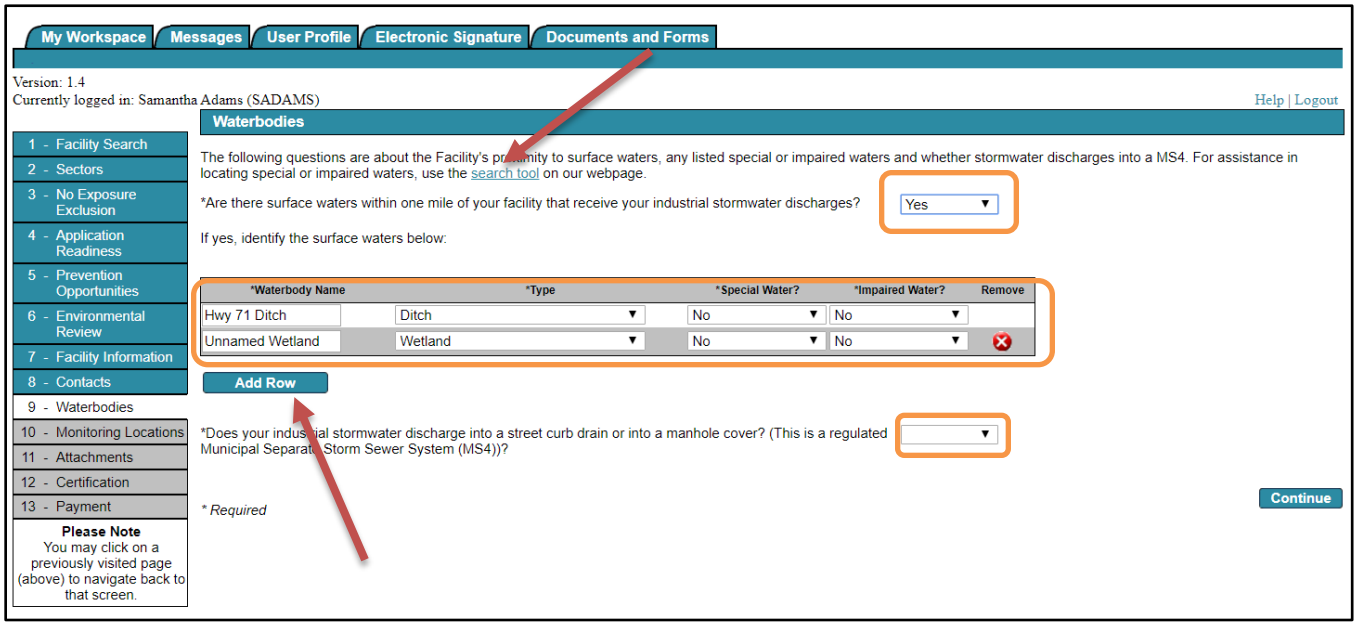
Answer the questions with the drop down box.

Fill in the waterbody name, type, and status of special or impaired water.

Rows may be added for more than one water by clicking the "Add Row" button.

**The agency's "search tool" may also be used to locate special and impaired waters. The search tool was developed for construction Stormwater, so please disregard any reference to Construction Stormwater or CSW requirements.*

Click Continue.



10 – Monitoring Locations

All of the benchmark or effluent limit monitoring locations for your facility must be entered in this screen.

At least one location is required.

To add monitoring locations, navigate to the last monitoring location and click “Add New Location” button at the bottom of the screen.

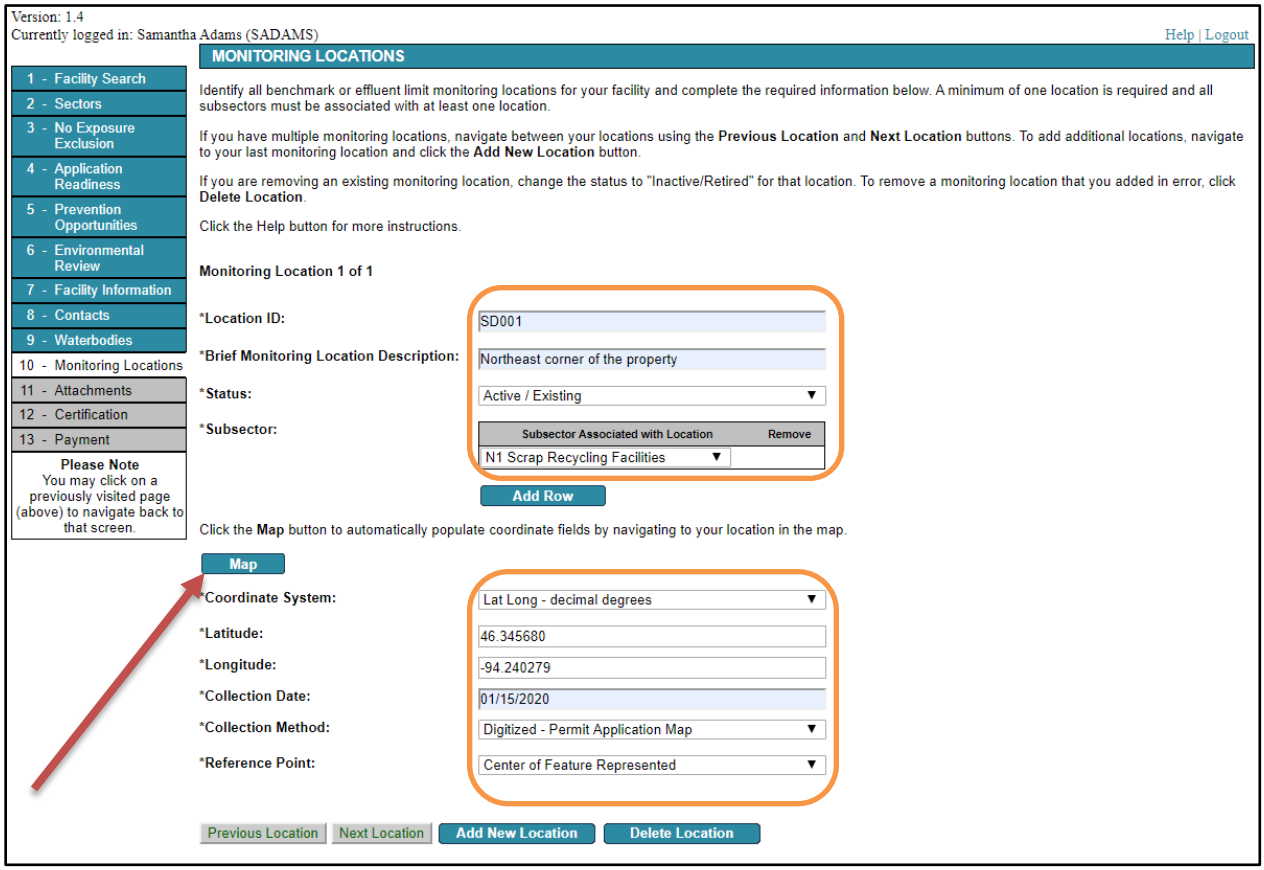
If you need to remove a monitoring location, chance the status of that monitoring location to “Inactive/Retired”.

Use the previous and next buttons to navigate between monitoring locations.

The “Map” button may be used to manually navigate to each monitoring location and set the location which will auto populate once selected in the map.

**It does not auto navigate to the current coordinates.*

Click Continue.

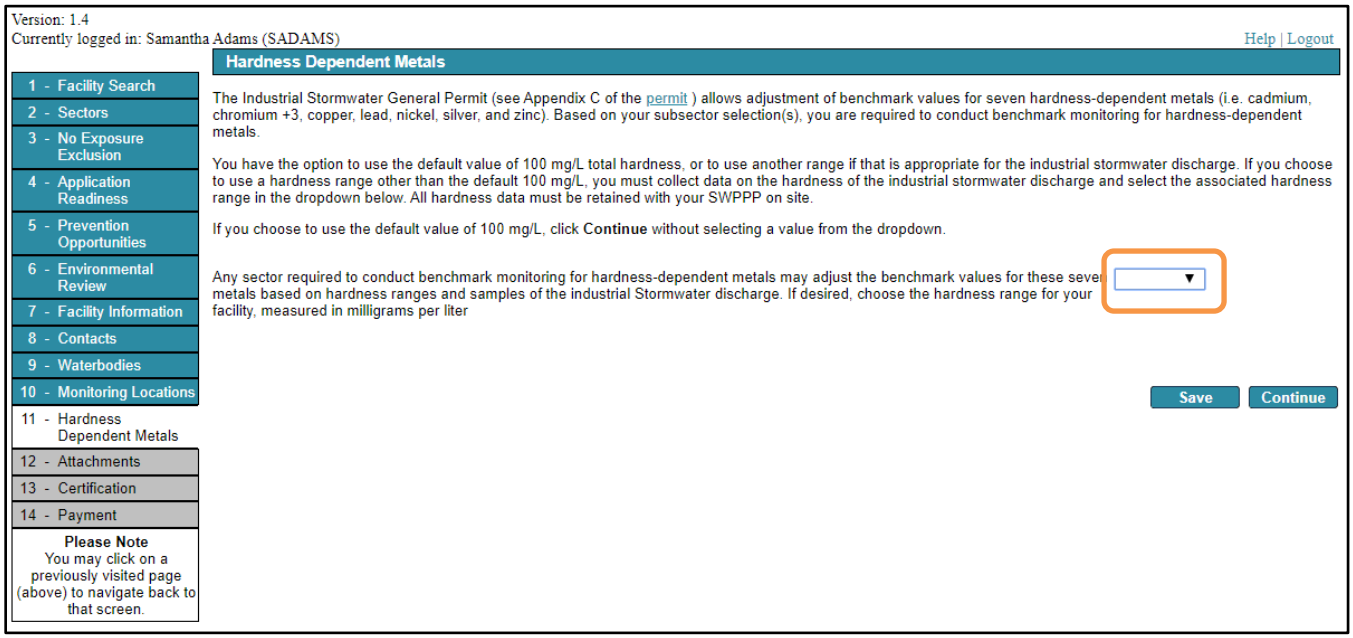


11 – Hardness Dependent Metals

Certain sectors that monitor for hardness dependent metals have the option to use the default value of 100 mg/L total hardness, or to use another range if that is appropriate for the industrial stormwater discharge.

If you choose to use a hardness range other than the default 100 mg/L, you must collect data on the hardness of the industrial stormwater discharge and select the associated hardness range in the dropdown below. All hardness data must be retained with your SWPPP on site.

If you choose to use the default value of 100 mg/L, then click Continue without selecting a value from the dropdown.

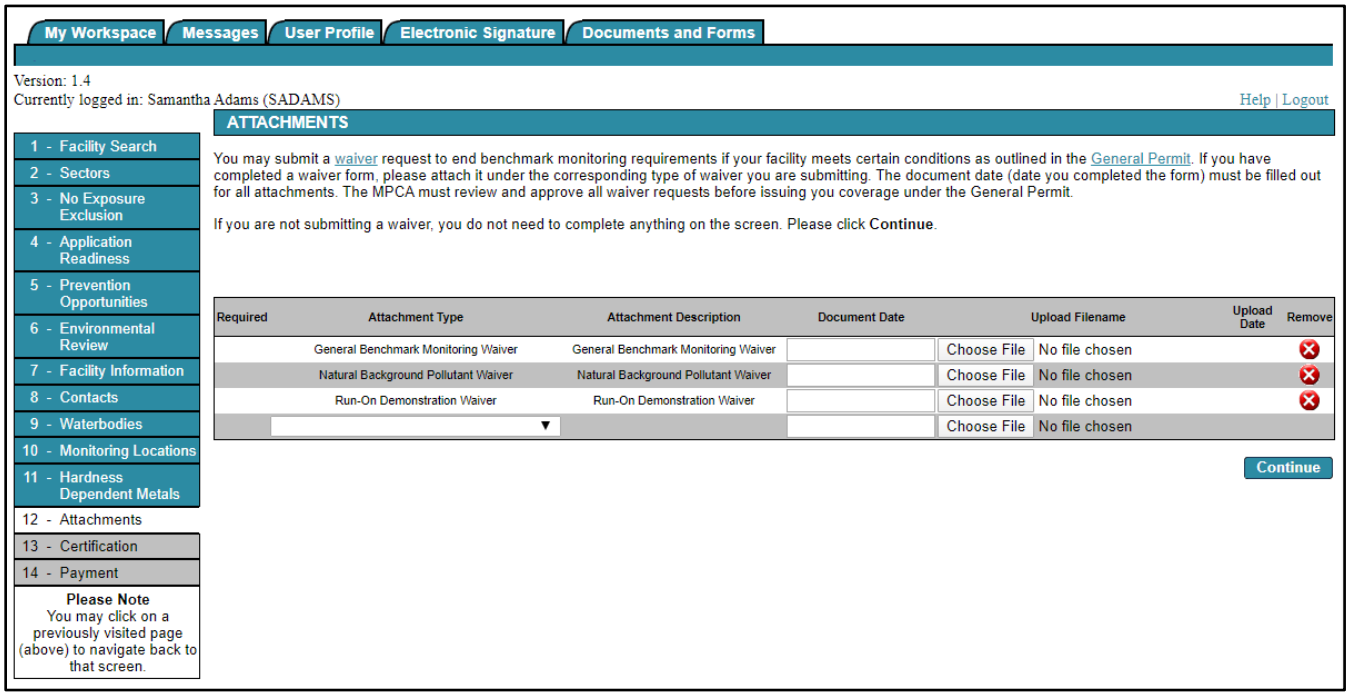


12 – Attachments

If your facility meets certain conditions as outlined in the general permit, (found on the MPCA's website at https://www.pca.state.mn.us/water/industrial-stormwater) you may apply for a waiver from benchmark monitoring (not effluent limits).

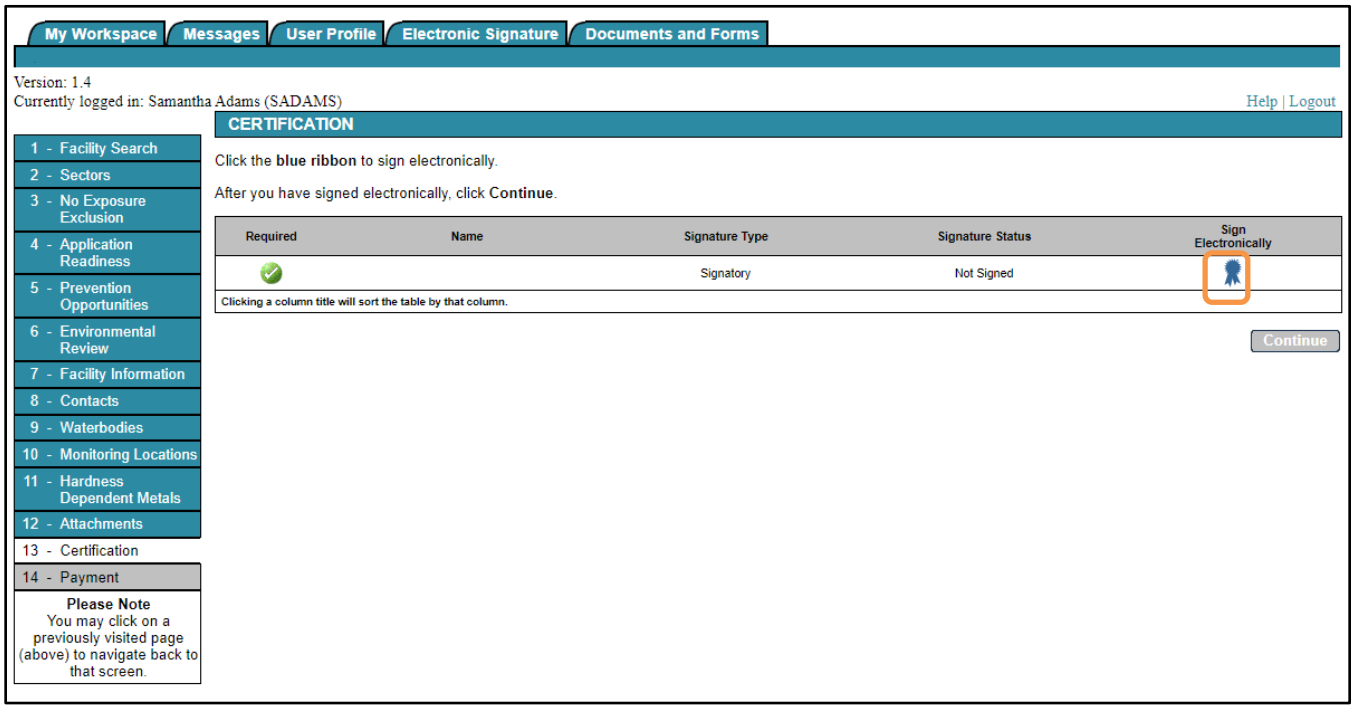
If you have met the conditions necessary for the waiver and have a completed a waiver form, please attach it under the corresponding type of waiver you are submitting. The document date (date you completed the form) must be filled out for all attachments. The MPCA must review and approve all waiver requests before issuing you coverage under the General Permit.

If you are not submitting a waiver, you do not need to complete anything on the screen. Click Continue.



13 – Certification

Click the blue ribbon under “Sign Electronically”.



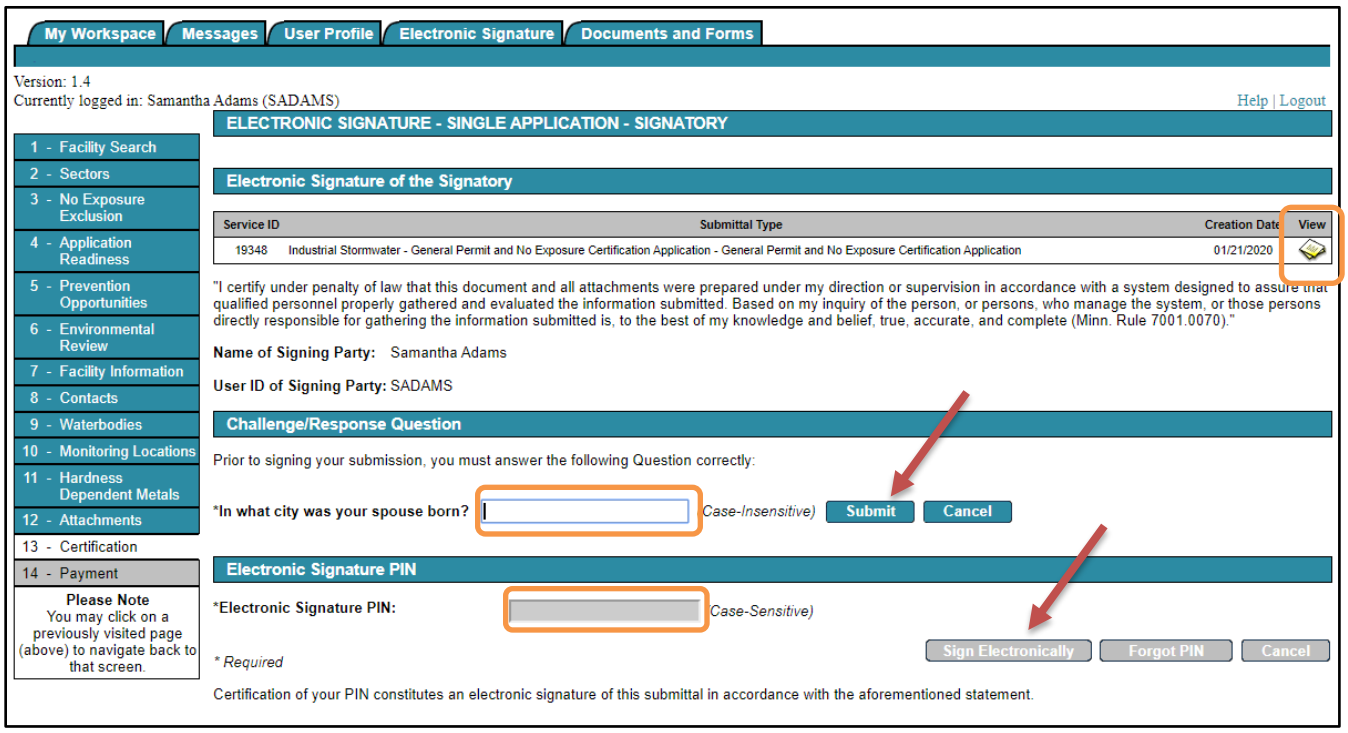
Complete the certification by answering the challenge/response questions.

Click Submit.

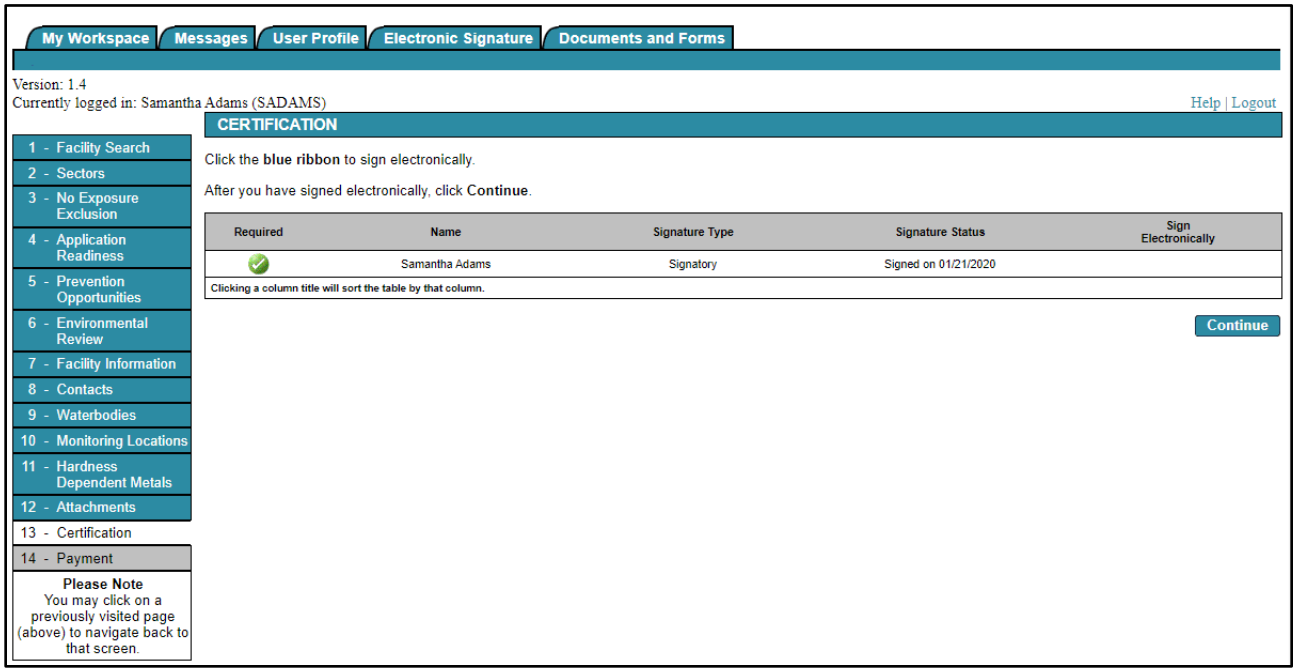
Enter your Electronic Signature PIN.

Click Sign Electronically.

**You may view your application by clicking on “View” button that looks like a stack of papers.*



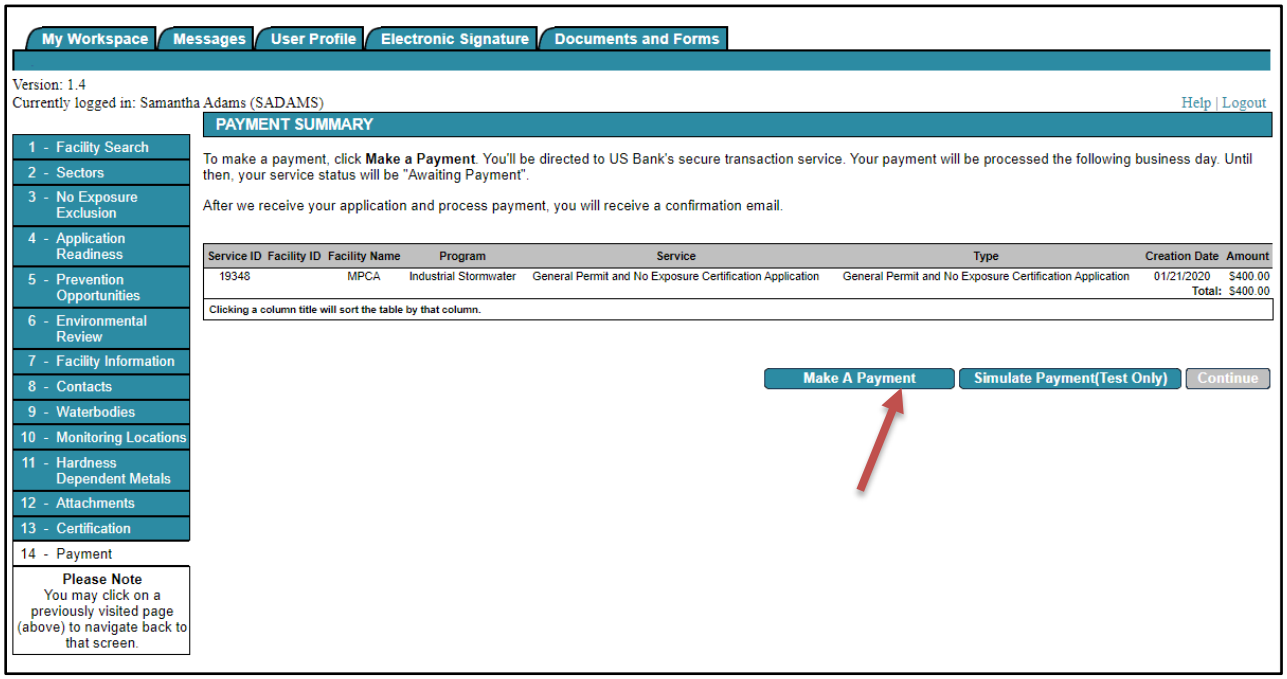
You will see this certification screen next.



Click Continue.

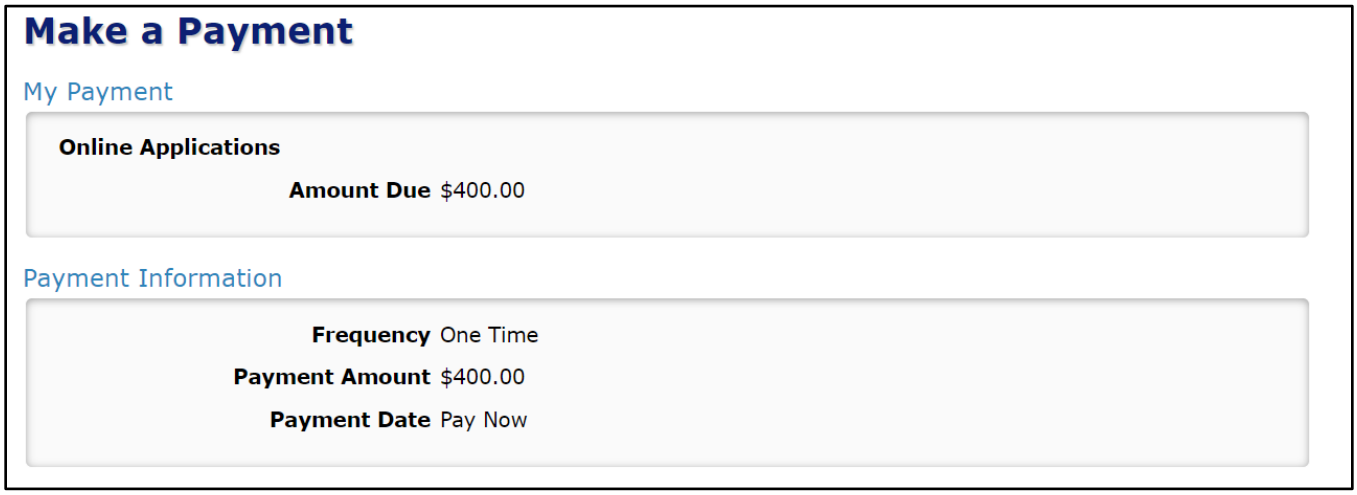
14 – Payment

Click “Make A Payment”. A permit application requires a $400 fee.



This will link you to a secure US Bank website to enter your Checking/Savings information or your Credit/Debit information.

A confirmation email will be sent upon completion of payment.



An email will be sent from MPCA.OnlineServices@state.mn.us documenting your submittal. Please read and retain for your records.

Please note that it may take up to 24 hours for your status to be updated in the service.

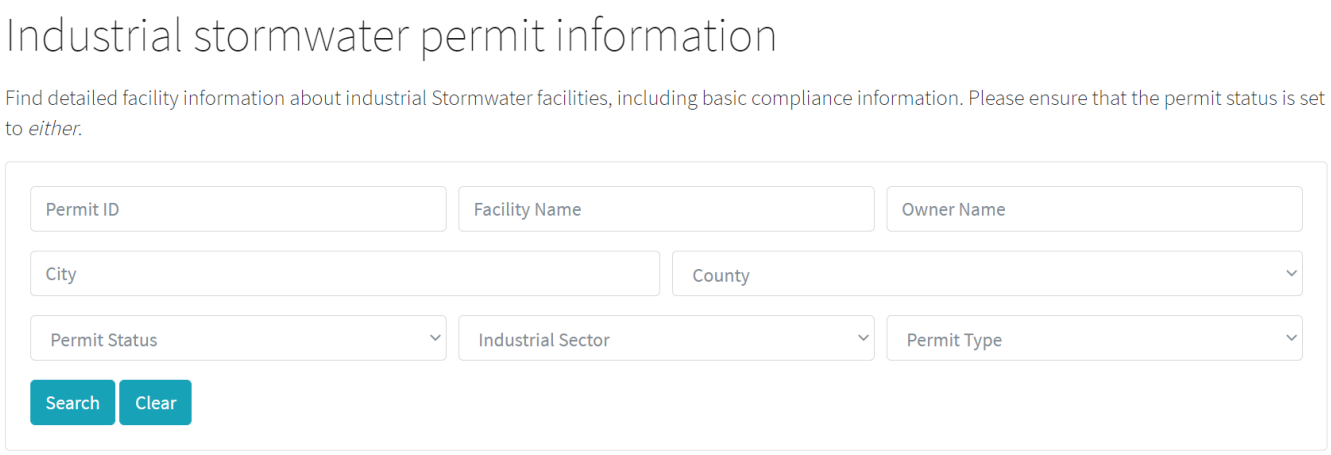
Upon completion of your General Permit Application, Administrative Modification, or Coverage Modification it is necessary to obtain a document called a Notice of Coverage. Please wait 24 – 48 hours after completing your work in e-Services to obtain your notice of Coverage.

Upon completion of your certification of No Exposure Exclusion it is not necessary to print any additional documentation. You may choose to print the facility detail information found at the link below.

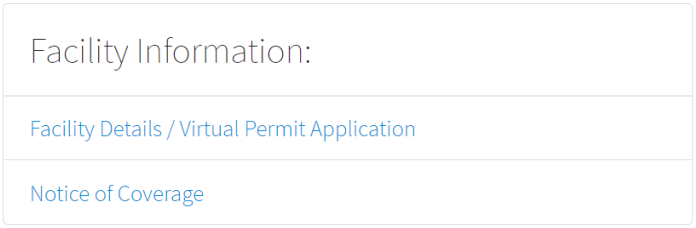
When the application status has changed to "received", navigate to:
https://webapp.pca.state.mn.us/isw/permits

Search for your facility by entering your Industrial Stormwater permit number in the Permit ID field, the facility name as it was entered in the permit application. Please refrain from filling out every piece of information, try searching by just one unique identifier.

**Consider switching permit status to "either".*



Select your facility by clicking on the Permit ID after searching. Under the Facility Information you will click on the Notice of Coverage to download your permit. No Exposure facilities do not need coverage cards and are not required to download any additional information.



No Exposure facilities may print the facility details page for their records.

Check Status of Submittals

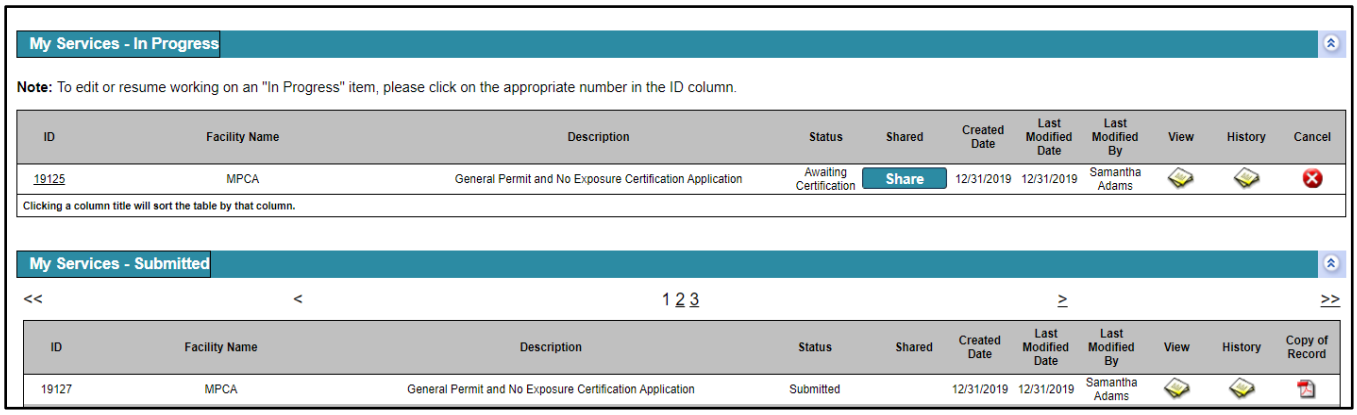
Click on My Workspace tab.

Scroll to the bottom of the page.

There are two “My Services” grids for applications in progress and submitted applications.

You may share application in progress with other e-Services users, like a client or consultant if you have their username.

You may also view documents and a copy of the record for submitted items.



My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
19125	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			

Clicking a column title will sort the table by that column.

My Services - Submitted

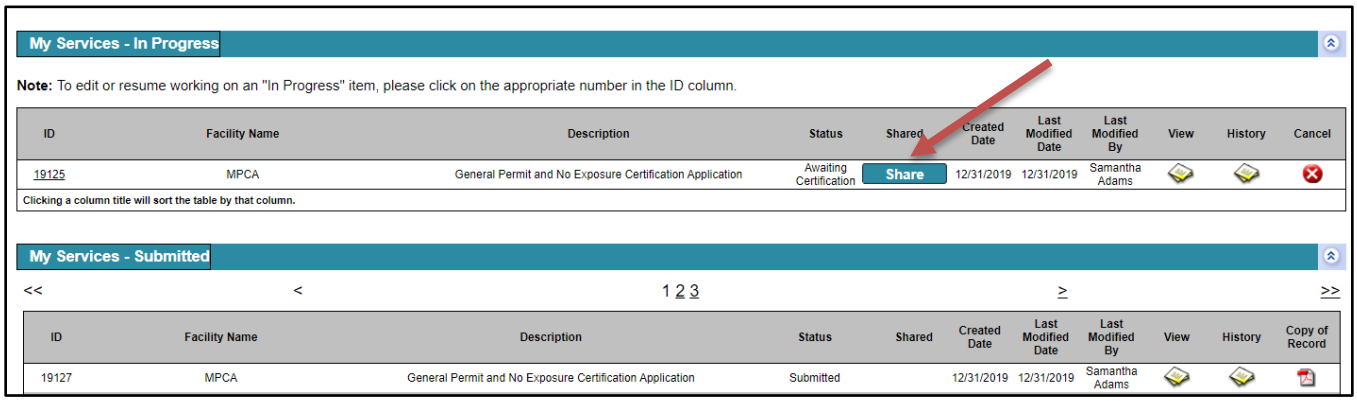
<< < 1 2 3 > >>

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams			

Share

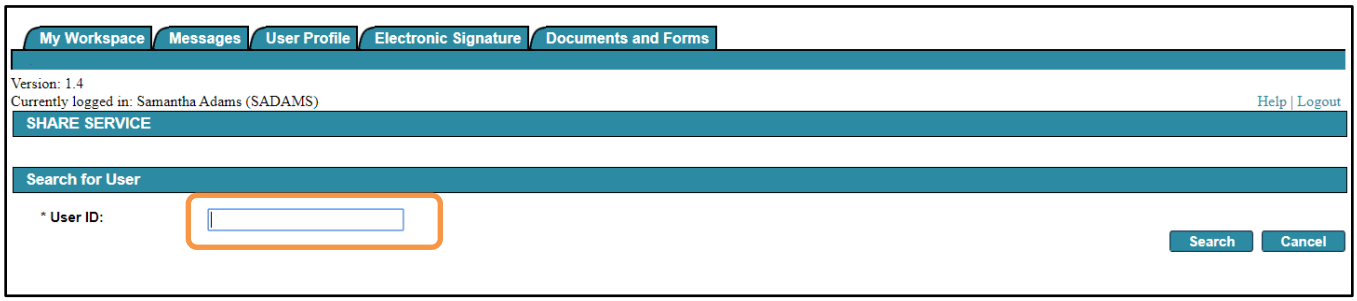
**This tool is used to share the application with another user for review, signature, or payment.*

Click share adjacent to any “In Progress” items.

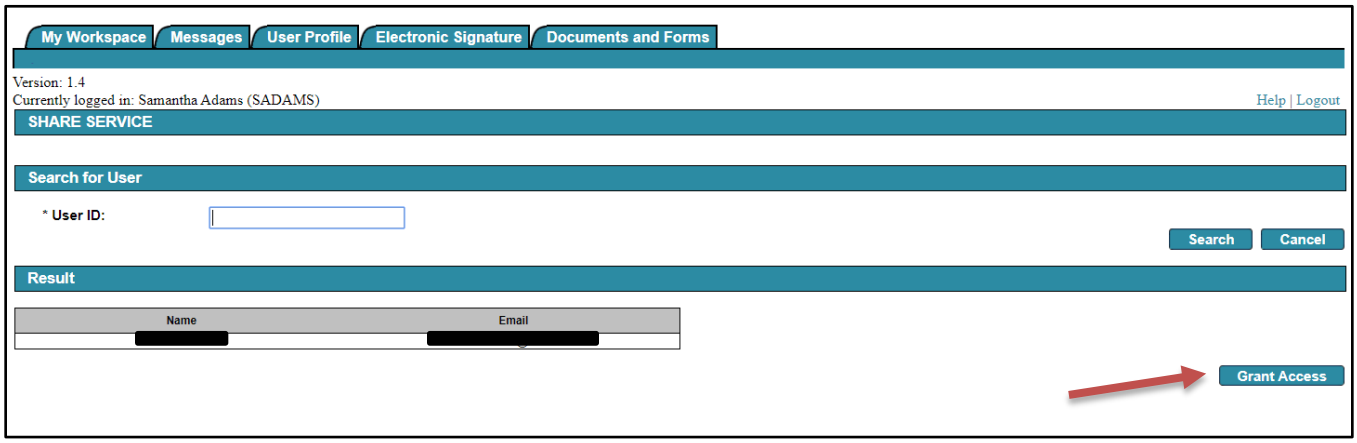


Enter a user ID of the recipient you wish to share with.

Click Search



Click Grant Access when the result registers the desired user.

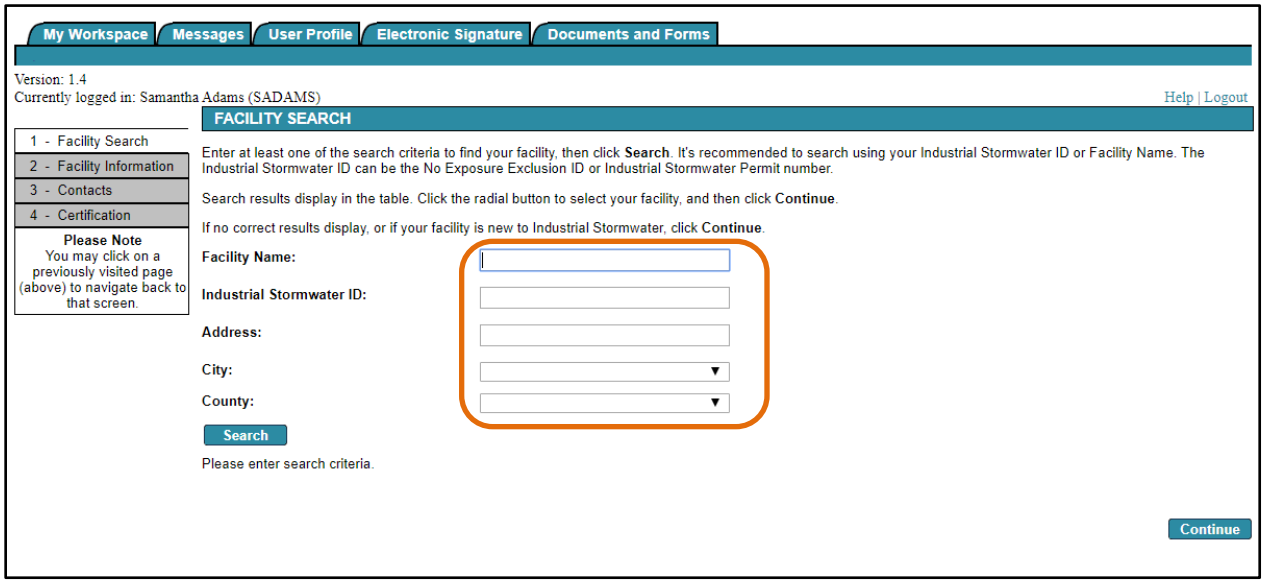


No Exposure Exclusion Certification for 2020

1 – Facility Search

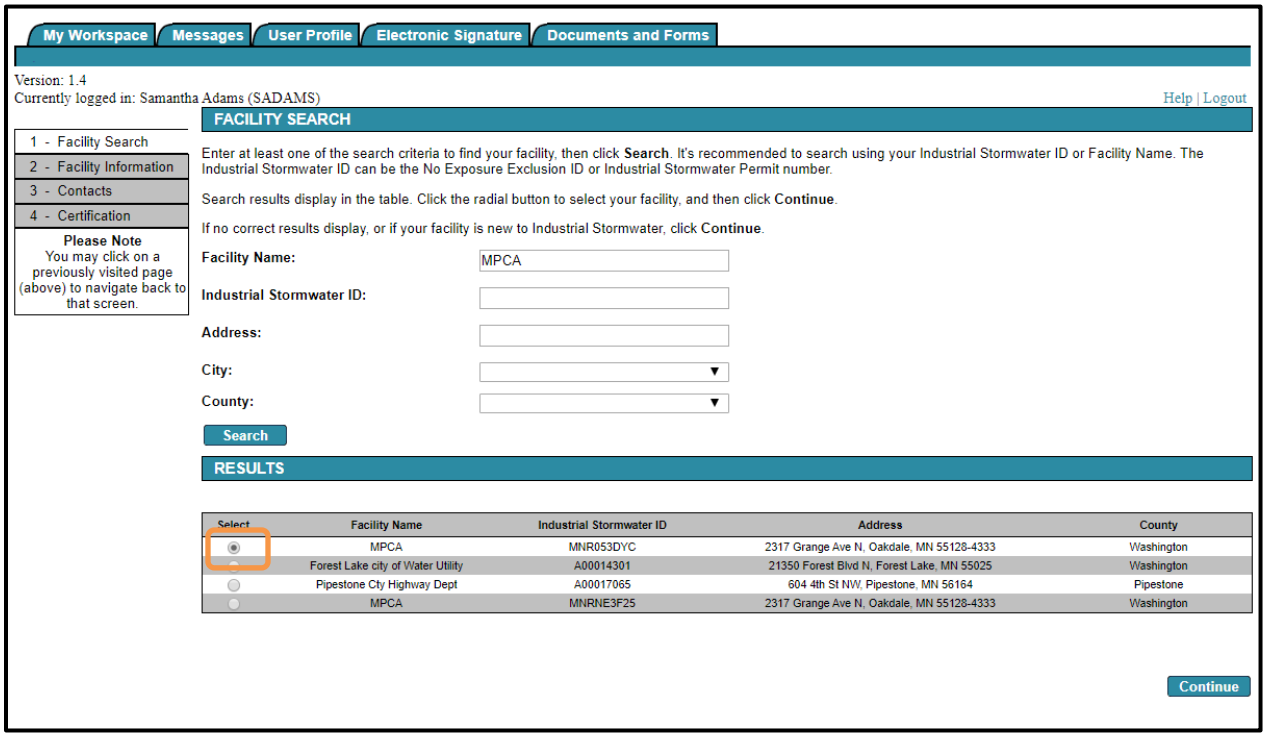
The Industrial Stormwater service requires you to begin the service by searching for your facility. You may search for your facility by entering a Facility Name or Industrial Stormwater ID or other optional criteria. The Industrial Stormwater ID is the ID for the No Exposure Exclusion or the Industrial Stormwater Permit. Click Search.

If you are a brand new facility you can click continue without searching.



Select the radial button next to your Facility Name.

Click Continue.



2 – Sectors

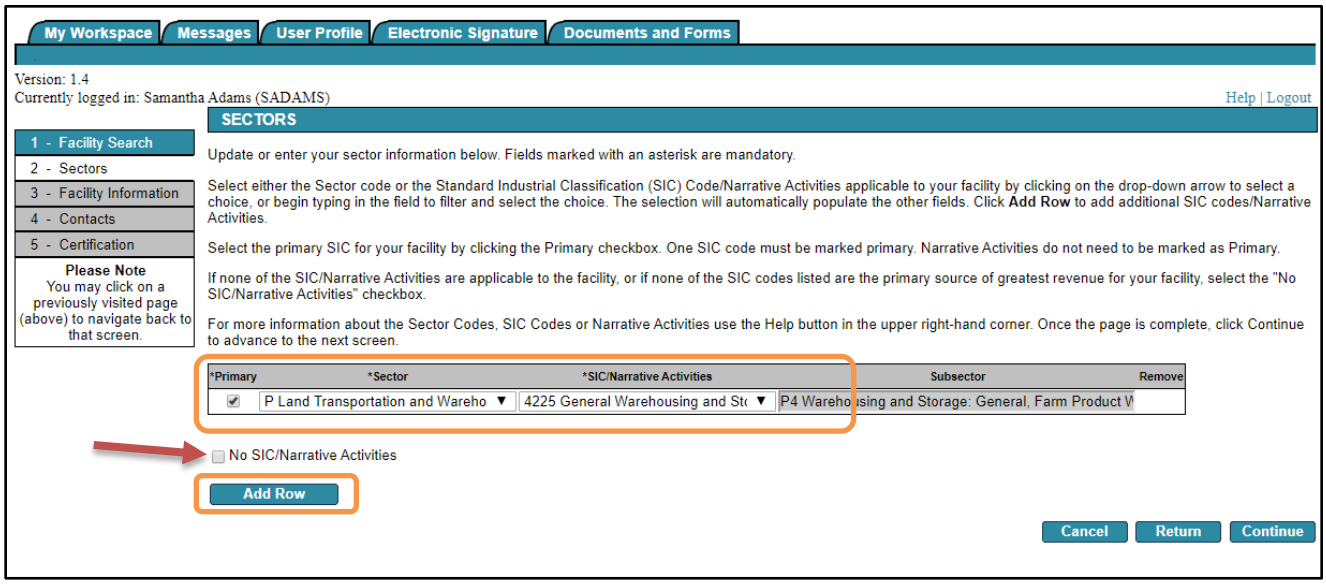
Select your primary sector based on your SIC Code/Narrative Activities applicable to your facility.

Click the primary checkbox.

If none of the narrative activities are applicable to the facility, and none of the SIC codes listed are the primary source or greatest revenue for your facility, then select the No SIC/Narrative Activities checkbox.

Click “Add Row” to add additional sectors.

Click Continue.

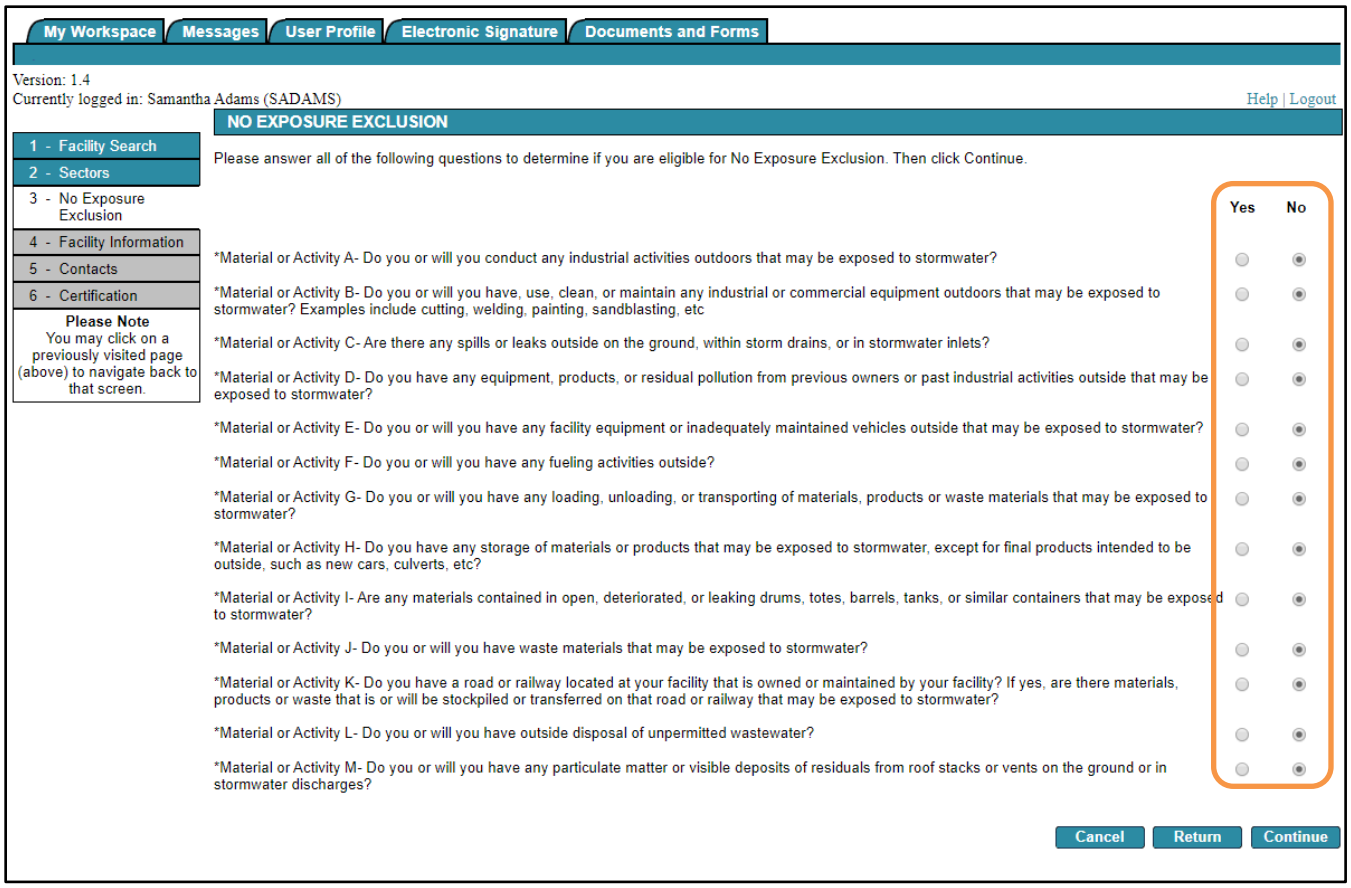


3 – No Exposure Exclusion

Answer the No Exposure Exclusion questions. All questions must be answered no in order to apply for No Exposure Exclusion.

Click the radial button adjacent to each question to answer yes or no.

Click Continue.



4 – Facility Information

Facility information is pre-populated for existing facilities. Update as needed.

Update the following, as applicable:

- Facility information
- Location description
- Acreage of industrial activities
- Description of business activity

Click on the map button to manually select the business location and autofill the coordinate system, latitude, and longitude.

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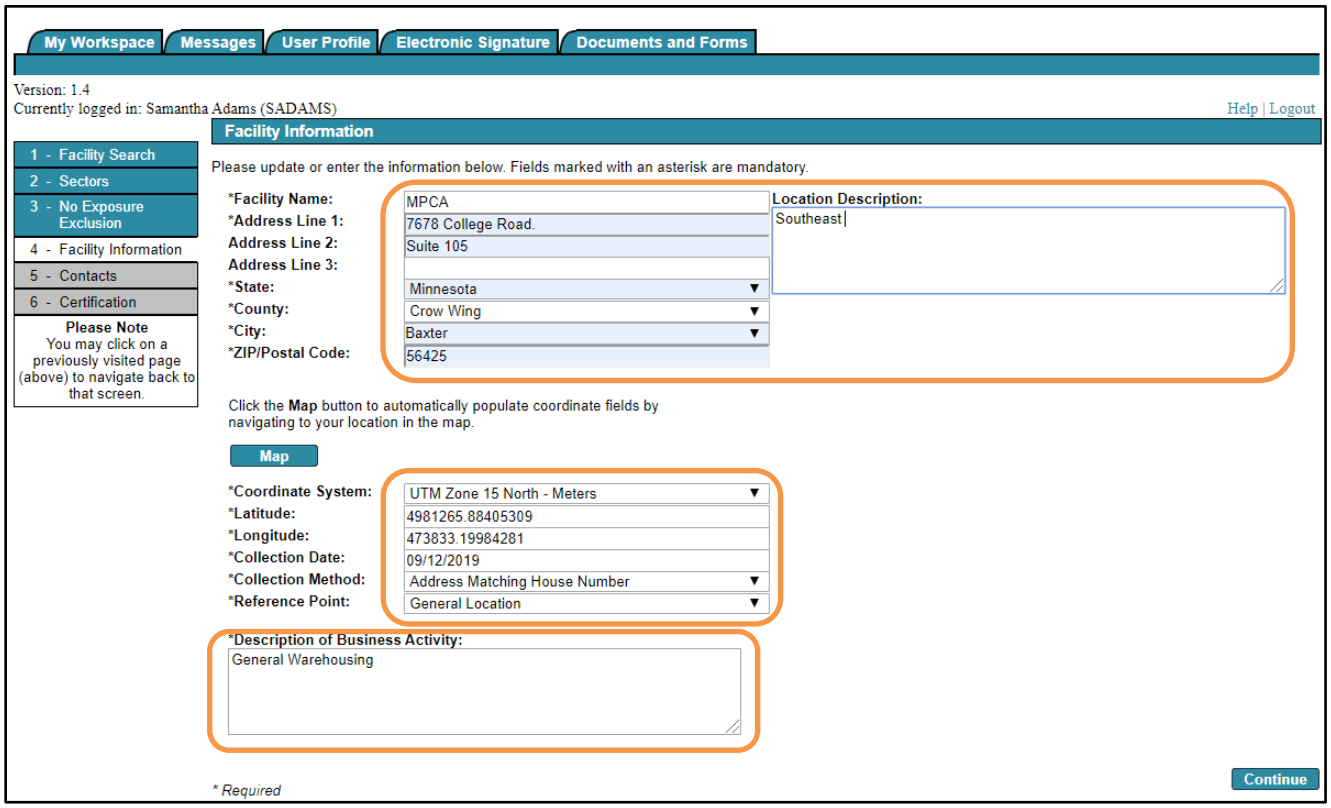
Click Continue.



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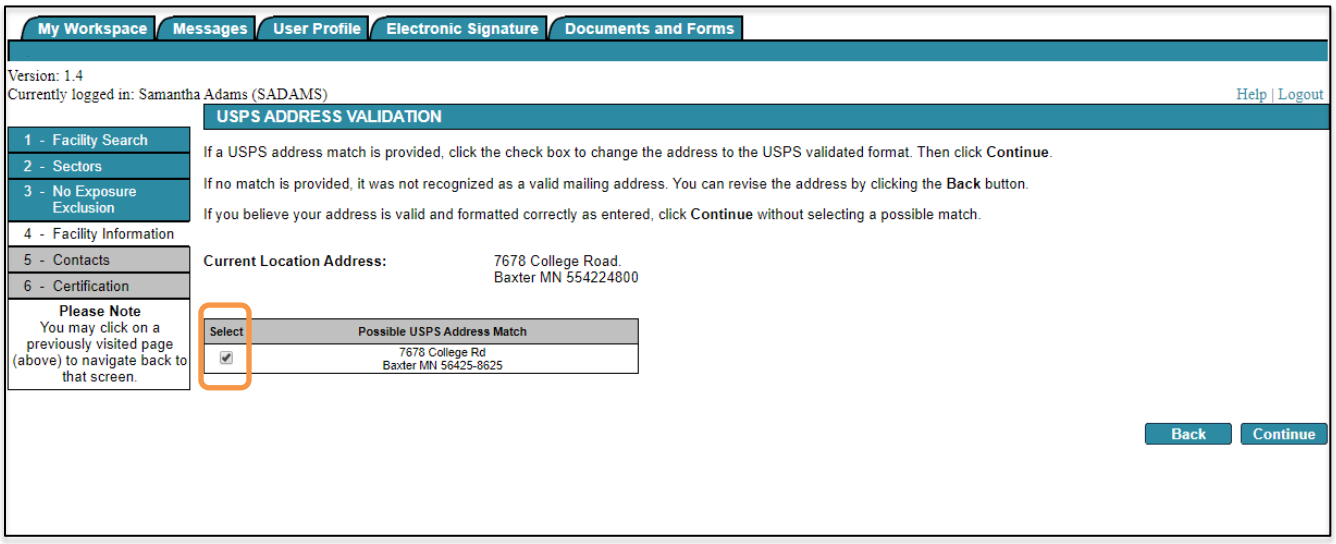

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You may add additional numbers by clicking “Add Number”.

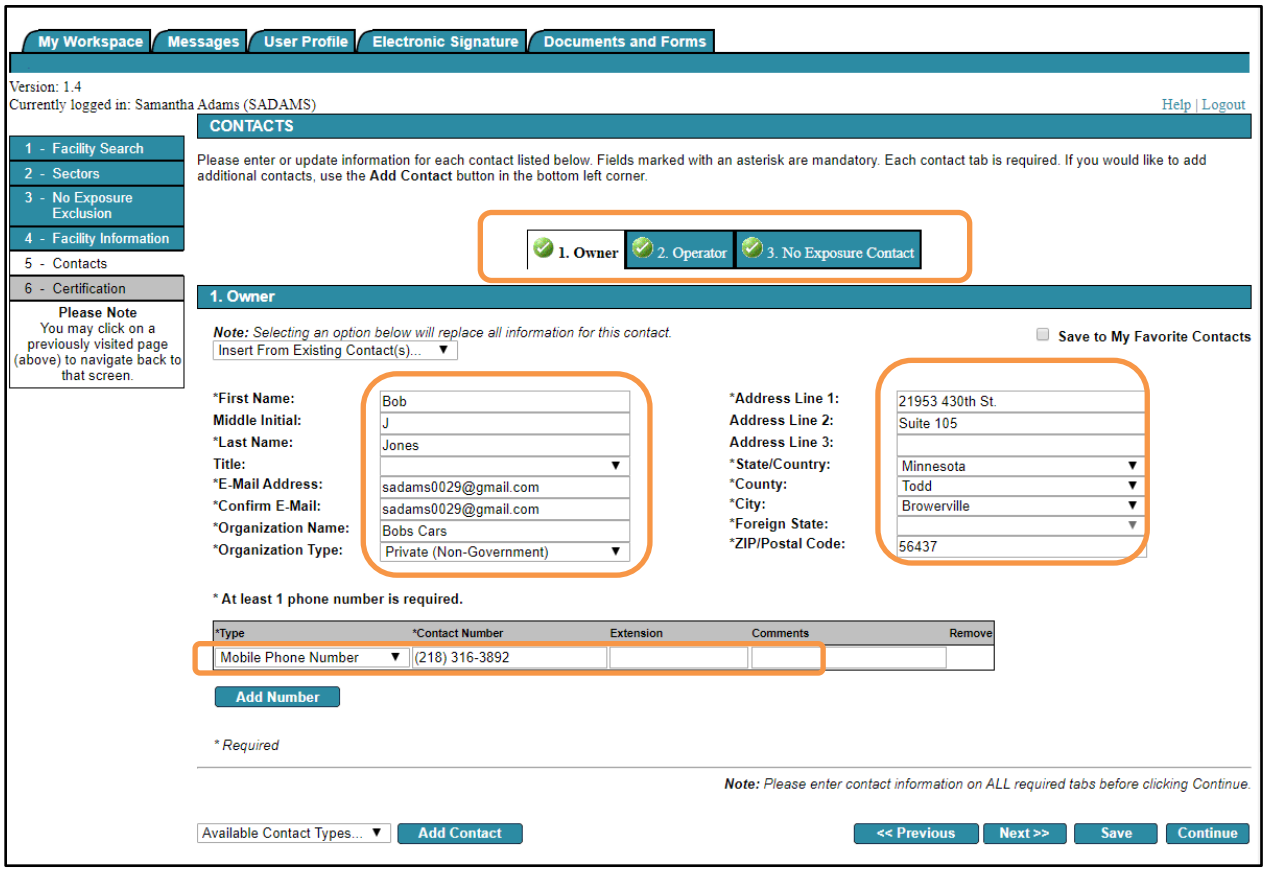
You may also save contact by selecting the “Save to My Favorite Contacts”.

Then for each contact selection you can select from the dropdown menu of any that have been “Saved to My Favorites” for the “Insert From Existing Contacts”.

Additional contacts may be added for each type by selecting the type and clicking “Add Contact” at the bottom of the screen.

Use the ‘previous’ and ‘next’ buttons to navigate back and forth through the contacts.

Click Continue.



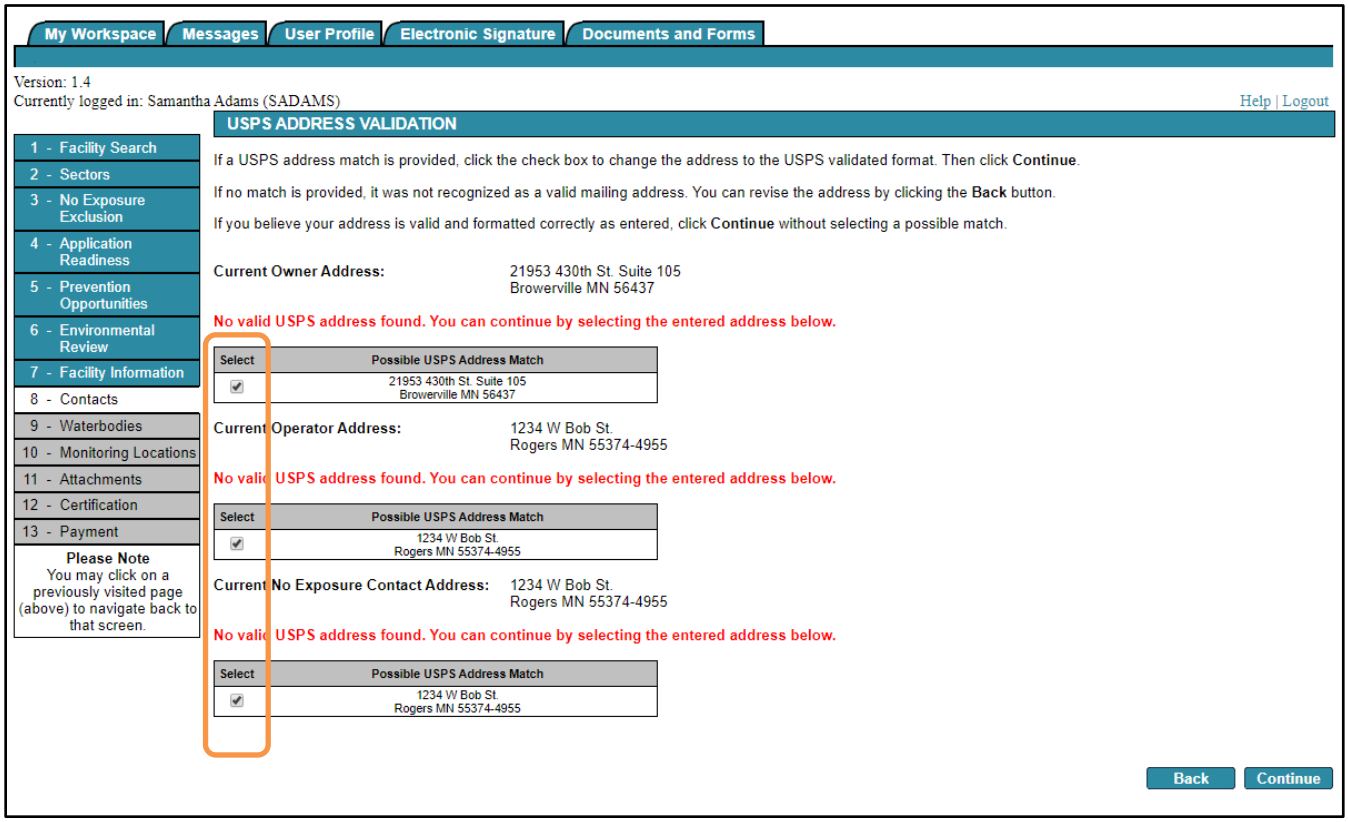
The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

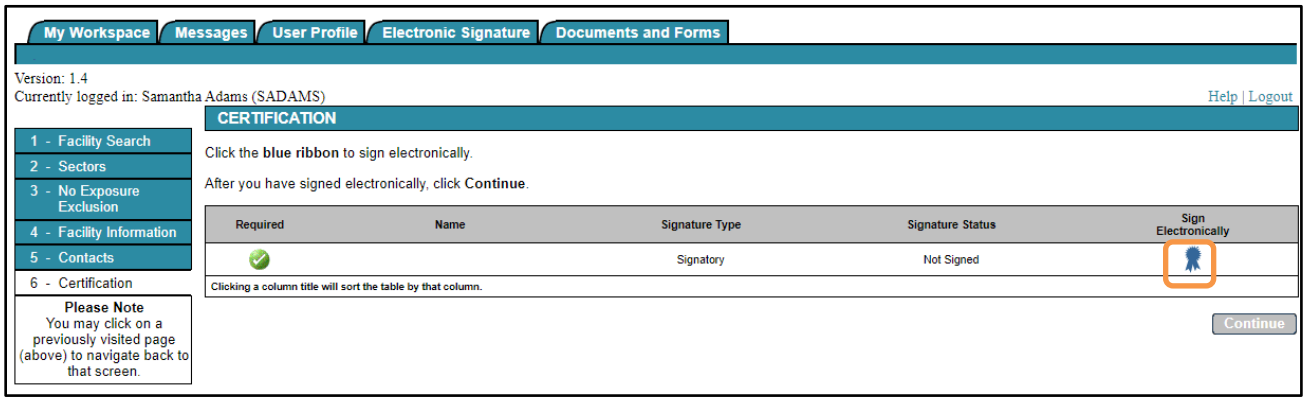
If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click continue.



6 – Certification

Click the blue ribbon under “sign electronically”.



The following screen will appear to electronically sign your no exposure certification.

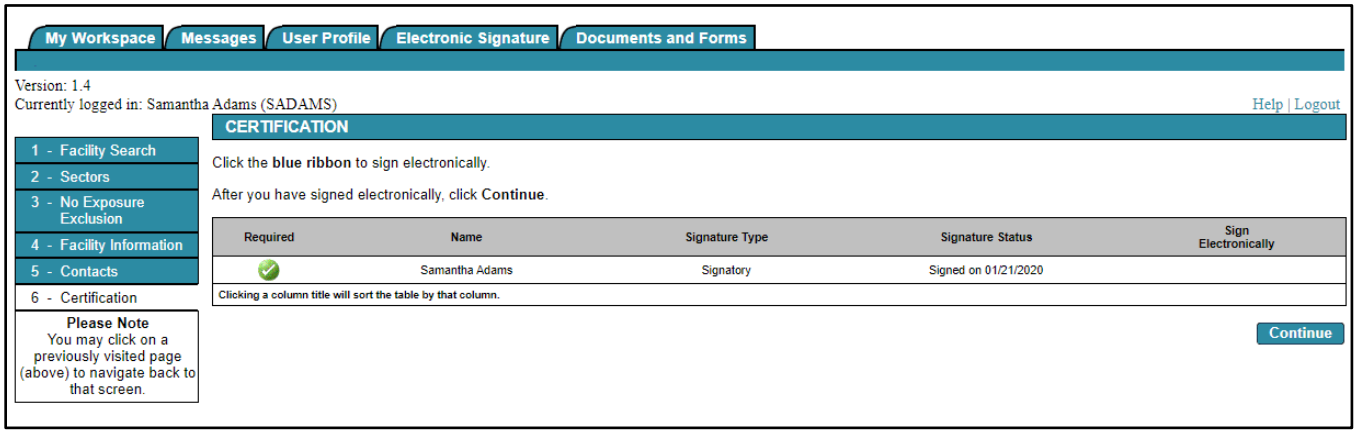
You may view your no exposure certification by clicking on the stack of papers.

Answer the challenge/response question and click submit.

The electronic signature PIN will turn white and you may enter your PIN.

Click Sign Electronically.

Click Continue.

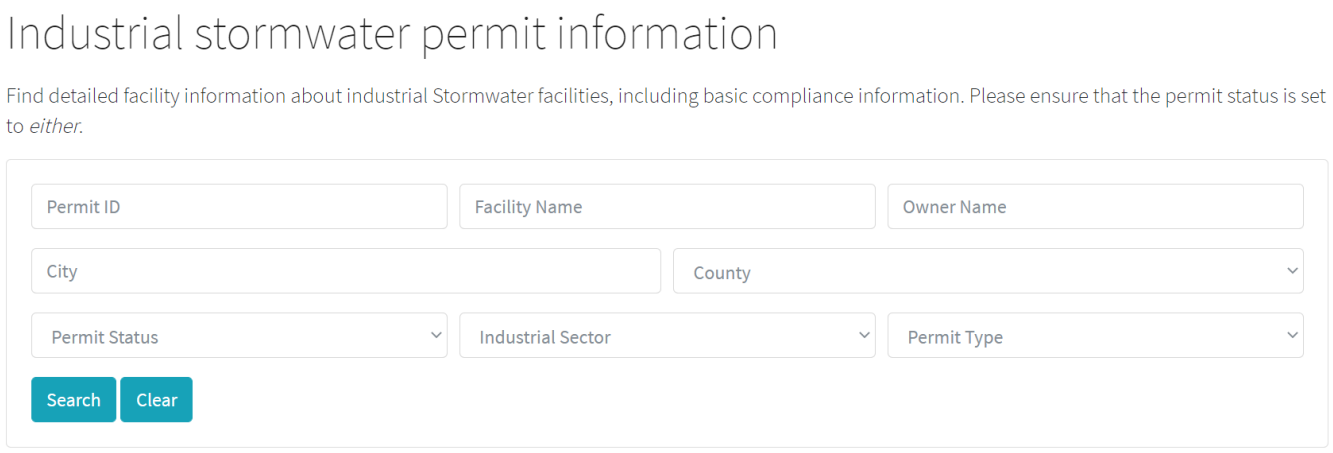


Upon completion of your No Exposure Certification you can check you status at our data driven webpage.

When the certification status has changed to “received”, navigate to: https://webapp.pca.state.mn.us/isw/permits

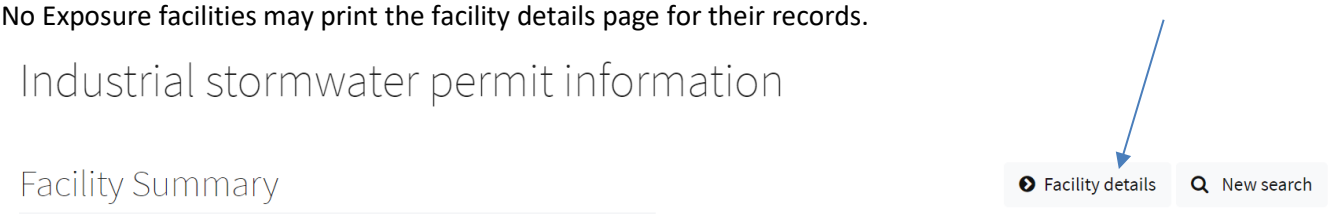
Search for your facility by entering your No Exposure ID in the Permit ID field or the facility name as it was entered in the No Exposure Certification. Please refrain from filling out every piece of information, try searching by just one unique identifier.

**Consider switching permit status to “either”.*



Select your facility by clicking on the Permit ID after searching. No Exposure facilities do not need coverage cards and are not required to download any additional information.

No Exposure facilities may print the facility details page for their records.



Check Status of Submittals

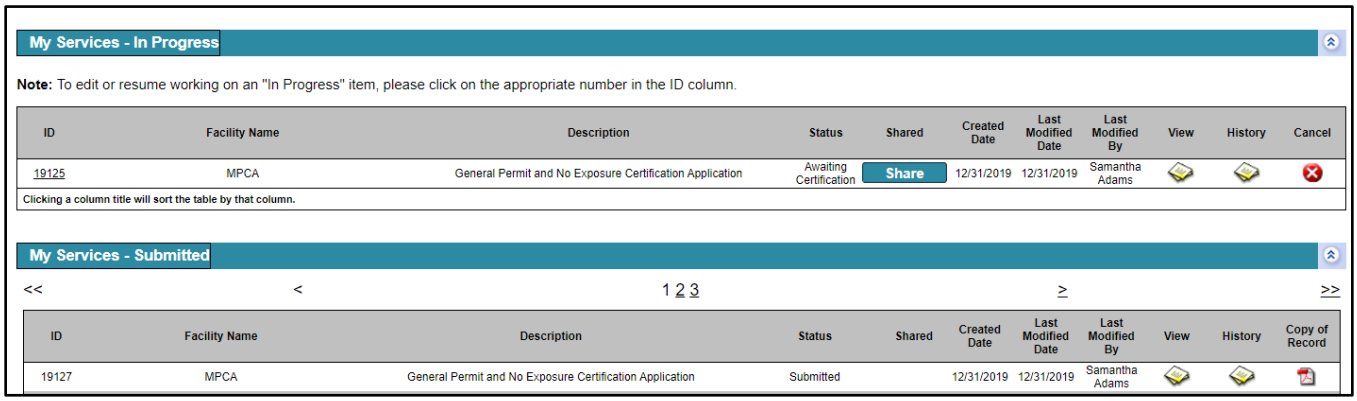
Click on My Workspace tab.

Scroll to the bottom of the page.

There are two “My Services” grids for applications in progress and submitted applications.

You may share application in progress with other e-Services users, like a client or consultant if you have their username.

You may also view documents and a copy of the record for submitted items.



My Services - In Progress

Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
19125	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			

Clicking a column title will sort the table by that column.

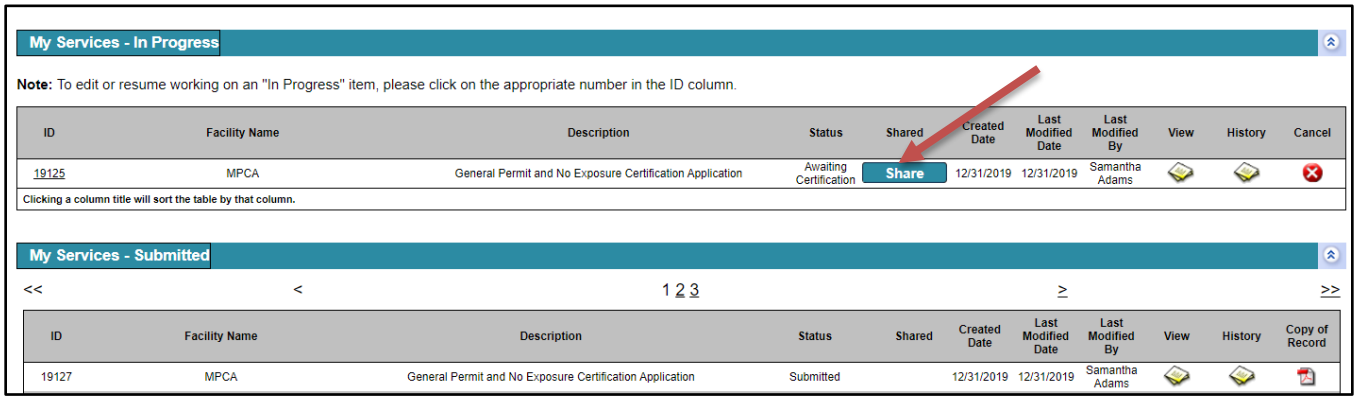
My Services - Submitted

<< < 1 2 3 > >>

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams			

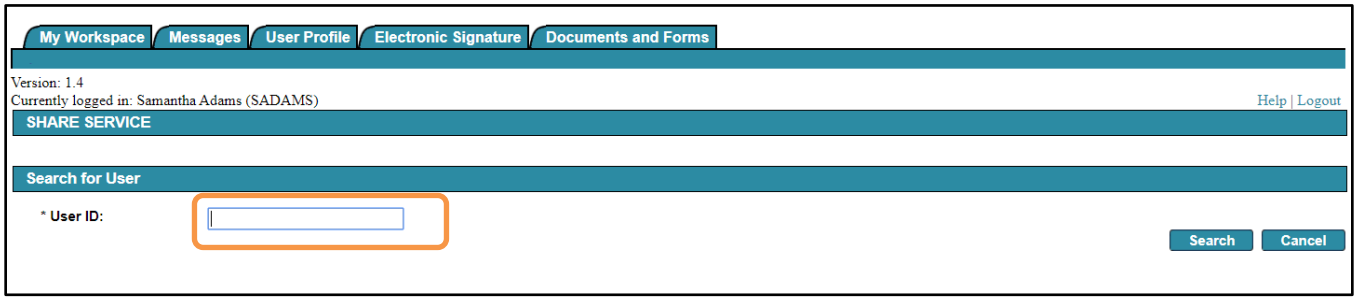
Share

If you need to share the application with another user to review the application or sign for it prior to submittal you can use the “Share” functionality. Click share adjacent to any “In Progress” items.

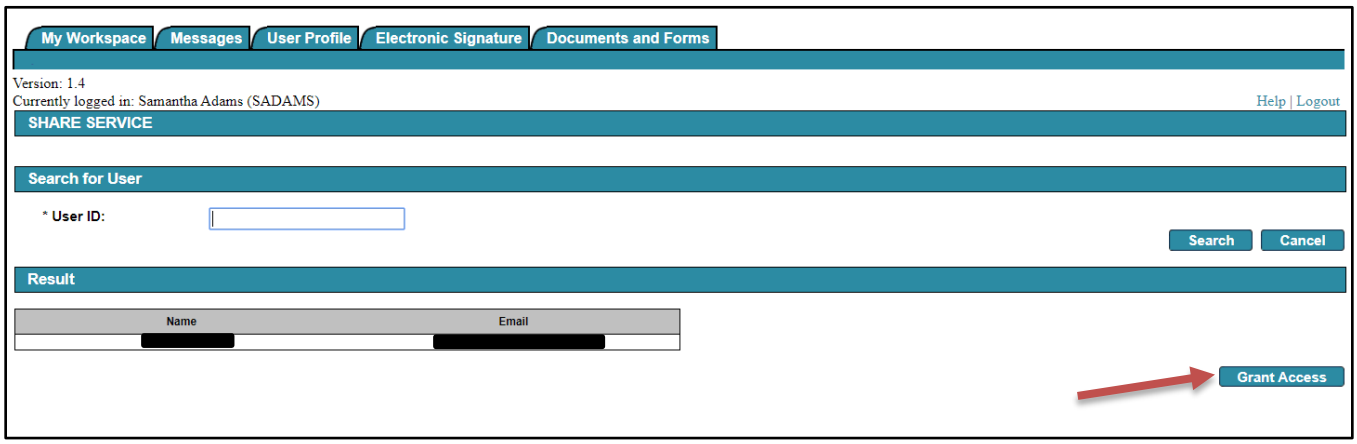


Enter a user ID of the recipient you wish to share with.

Click Search.



Click Grant Access when the result registers the desired user.



Request permit termination

If you are no longer conducting industrial activities that are regulated by the MPCA you can submit a request for permit termination using the online service “Notification of Permit Termination.” The Guidance: Notification of permit termination e-Service (p-gen1-18) document includes the instructions for that service (available on the MPCA’s website at https://www.pca.state.mn.us/data/e-services).

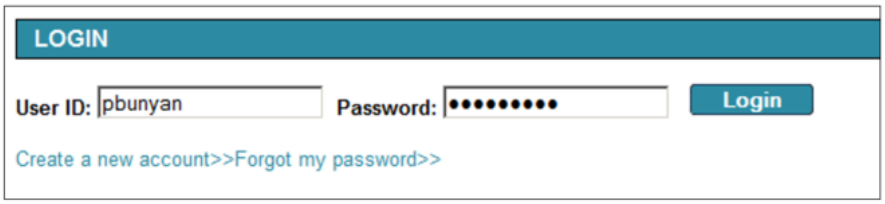
Administrative Modification

If your facility is an existing facility with coverage under the Industrial Stormwater General Permit the option of an administrative modification is available in this screen.

Administrative Modification (no application fee):

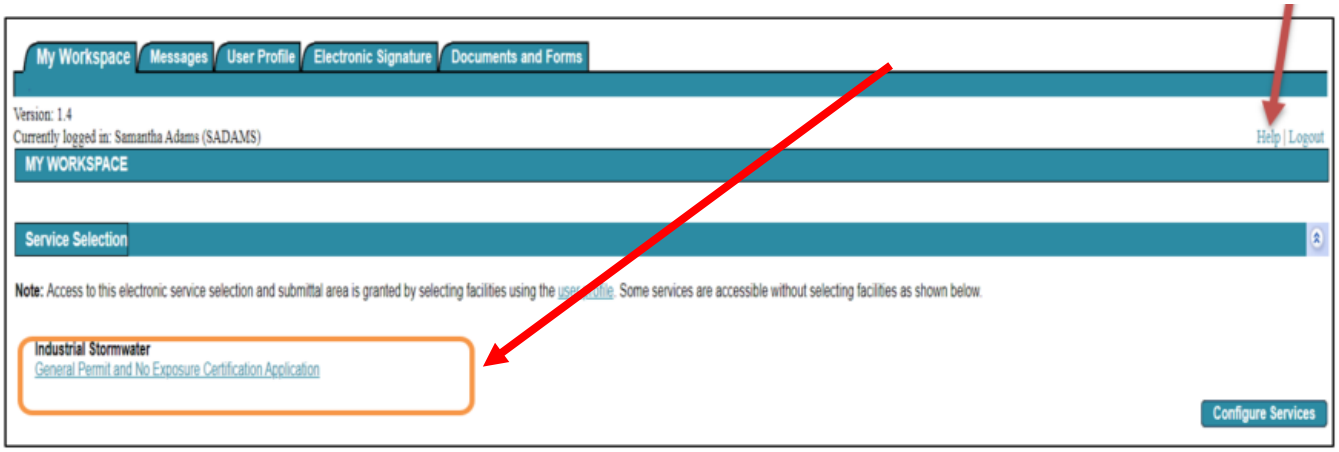
- Update Facility Name.
- Change description of business activity or acreage of industrial activity.
- Update contact information – contact names, phone numbers, emails, etc.
- Change acreage of industrial activity.
- Discharge to newly impaired water. Note: this restarts benchmark monitoring.

To begin an administrative modification log into e-Services with you user name and password.



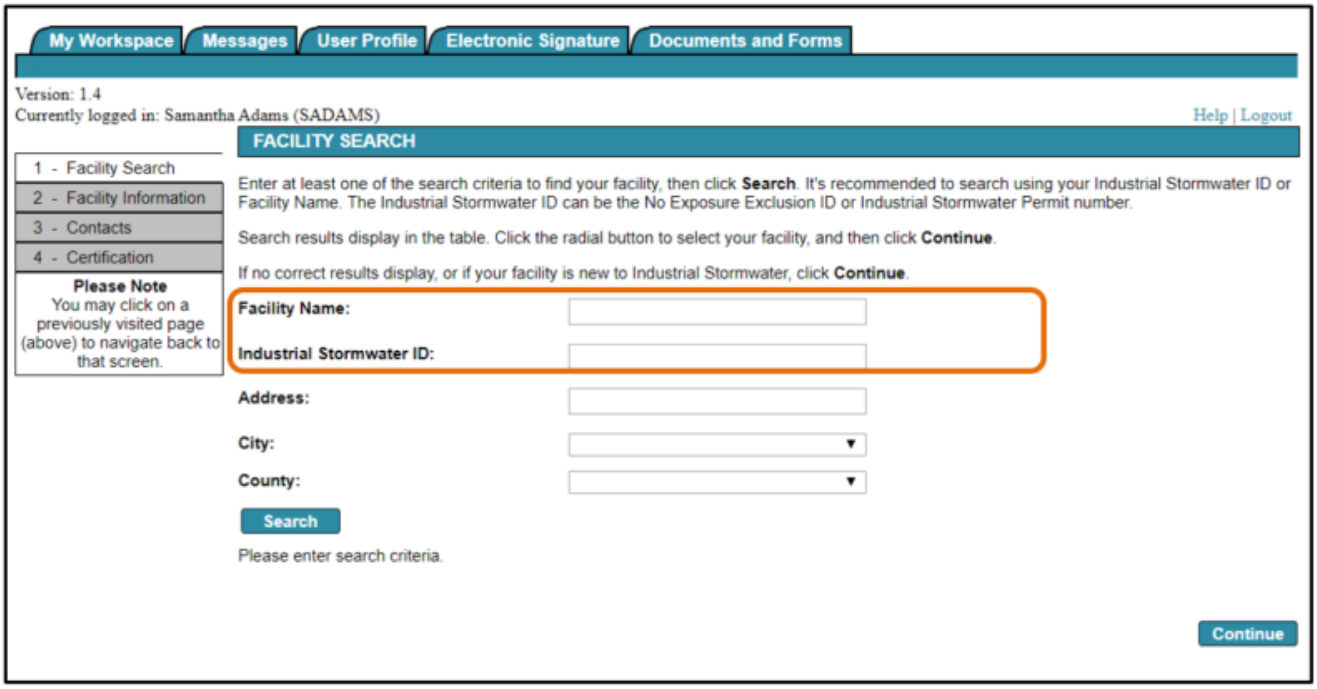
Begin the administrative modification by clicking on the "General Permit and No Exposure Certification Application.

**This is the same service you initially completed your permit application in.*



Search for your facility by entering a Facility Name or Industrial Stormwater ID or other optional criteria and then clicking Search. The Industrial Stormwater ID is the ID for the No Exposure Exclusion or the Industrial Stormwater Permit number. Please only search by entering one unique identifier.

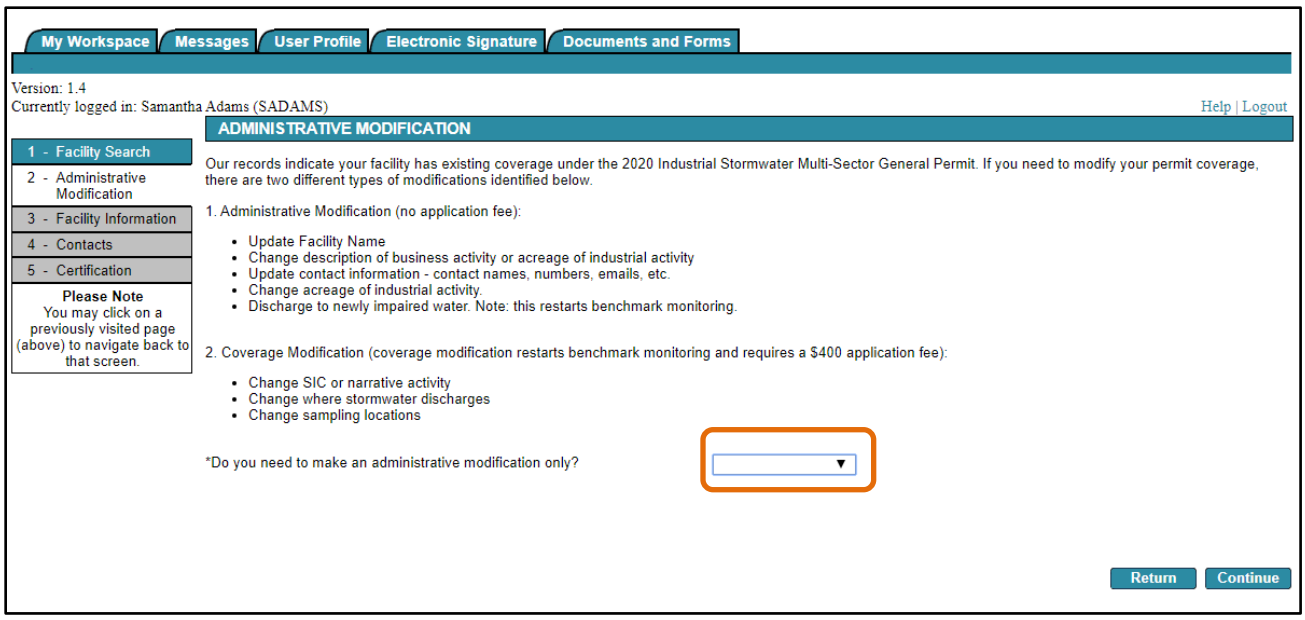
Click continue.



Click Yes or No in the drop down field as appropriate for the type of modification you are making.

**It is important to note that if you are changing or modifying a SIC (Standard Industrial Classification) code or narrative activity, discharge point, or monitoring location this will require another payment of $400 as it is a coverage modification.*

**It is also important to note that your monitoring may re-start based on these changes.*

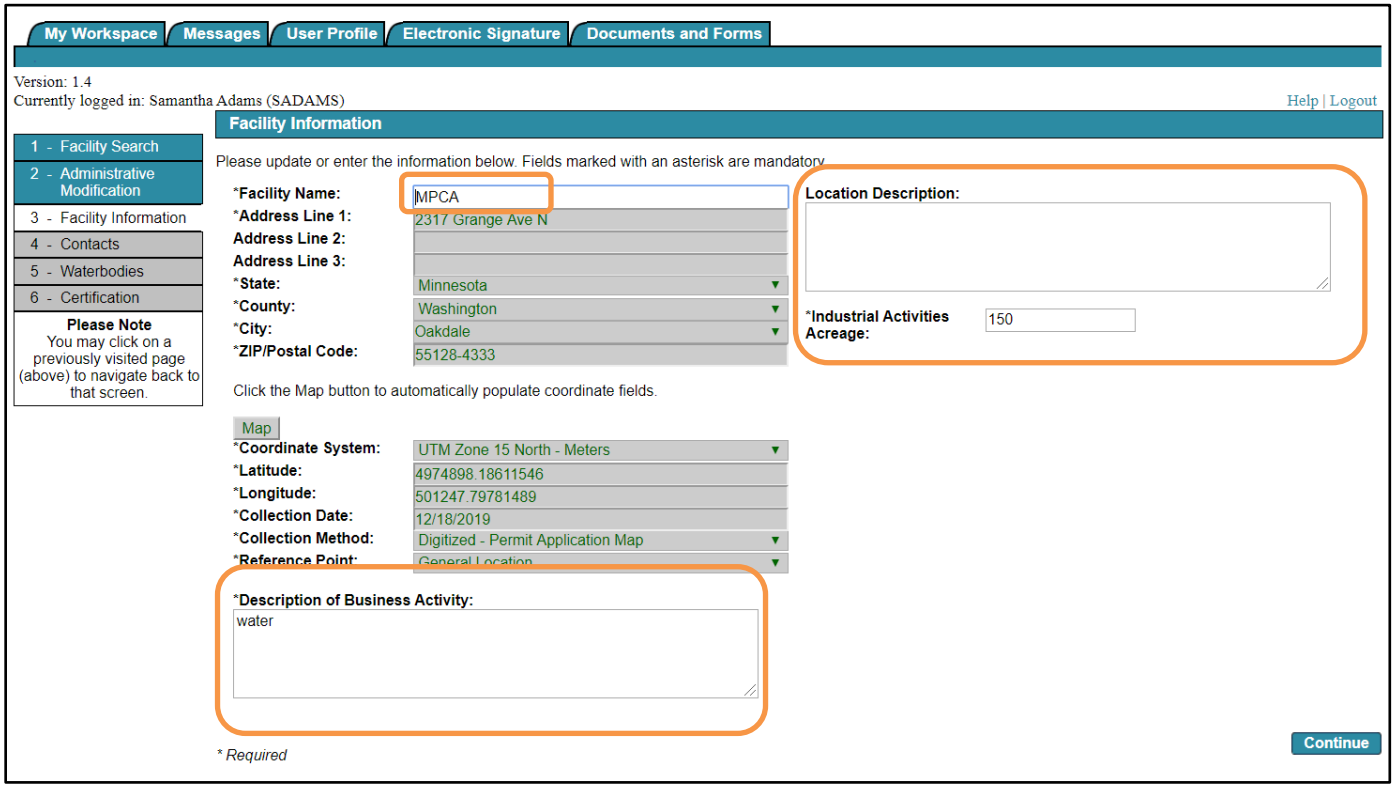


If you select yes, the service will bring you to the following series of screens to allow for administrative modifications.

The following fields may be modified in the Facility Information screen:

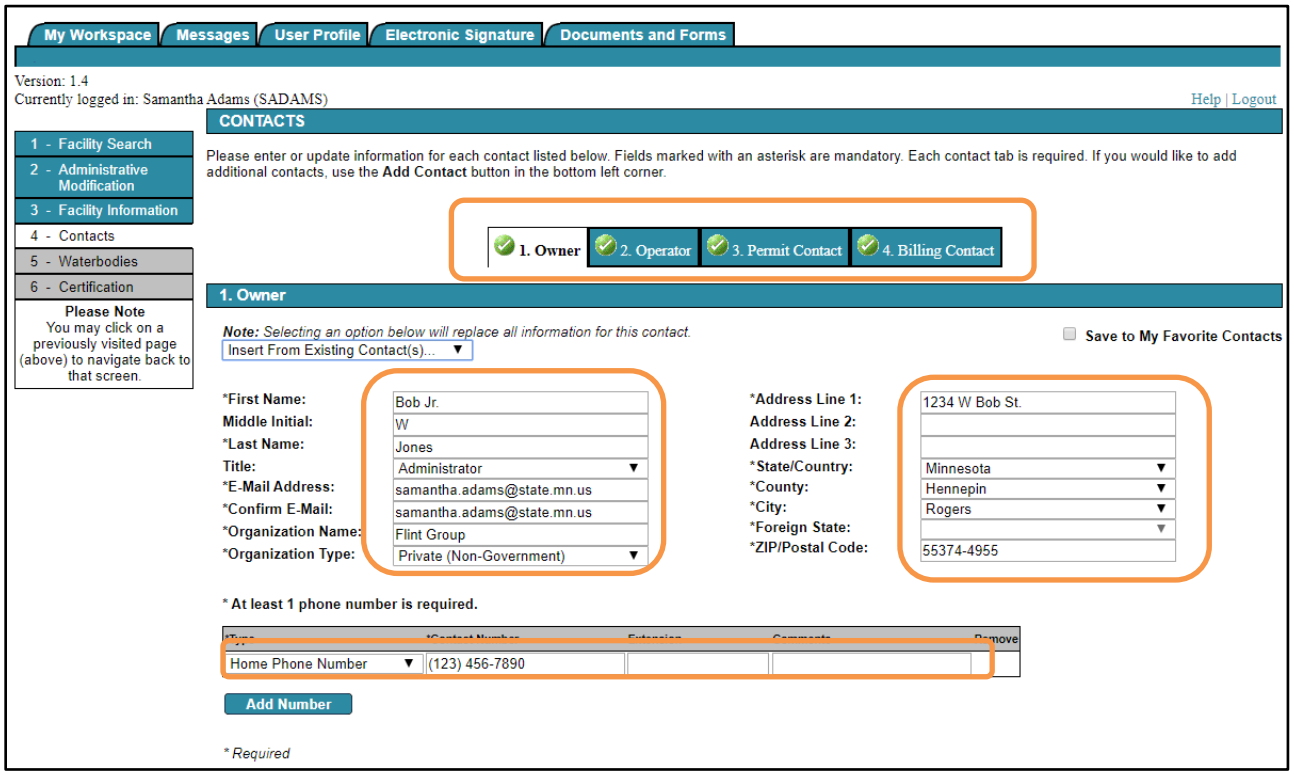
1. Facility Name
2. Location Description
3. Industrial Activities Acreage
4. Description of Business Activity

Click Continue.



The facility contacts for owner, operator, permit contact, and billing contact may be updated. Fields marked with an asterisk are mandatory.

Click continue.



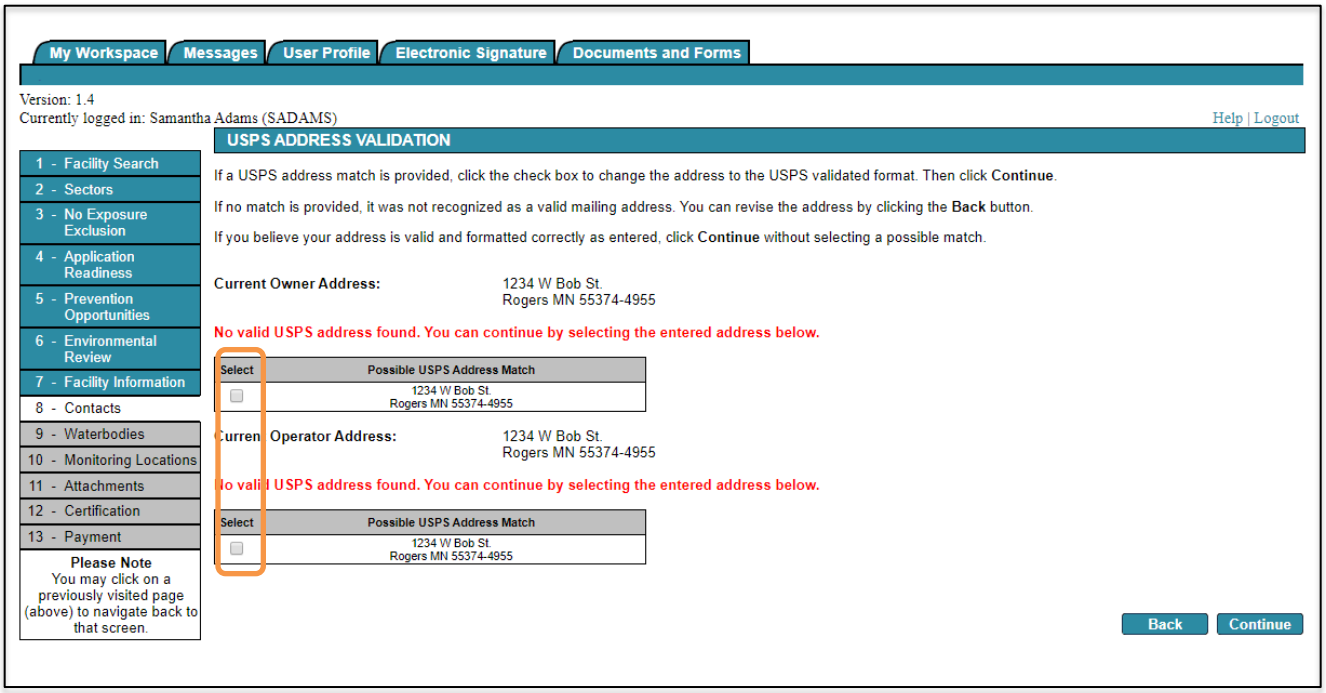
The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

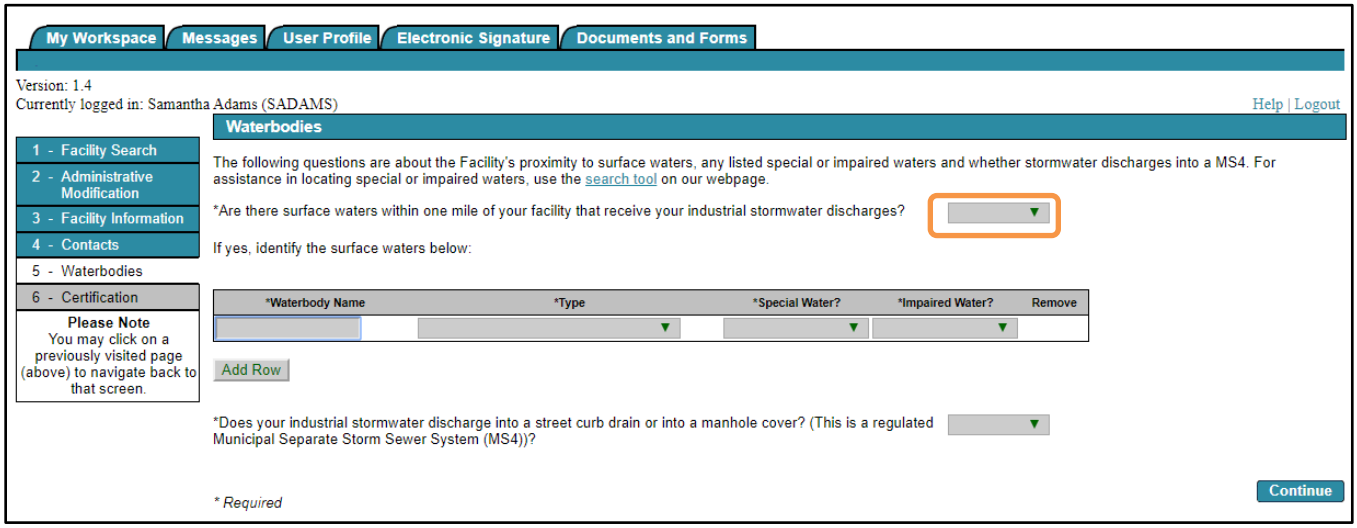
Click continue.



The only item that may be modified for Waterbodies under an administrative modification is answering the initial question, as “Yes” or “No”. This will trigger a manual review of the administrative modification by Industrial Stormwater Staff.

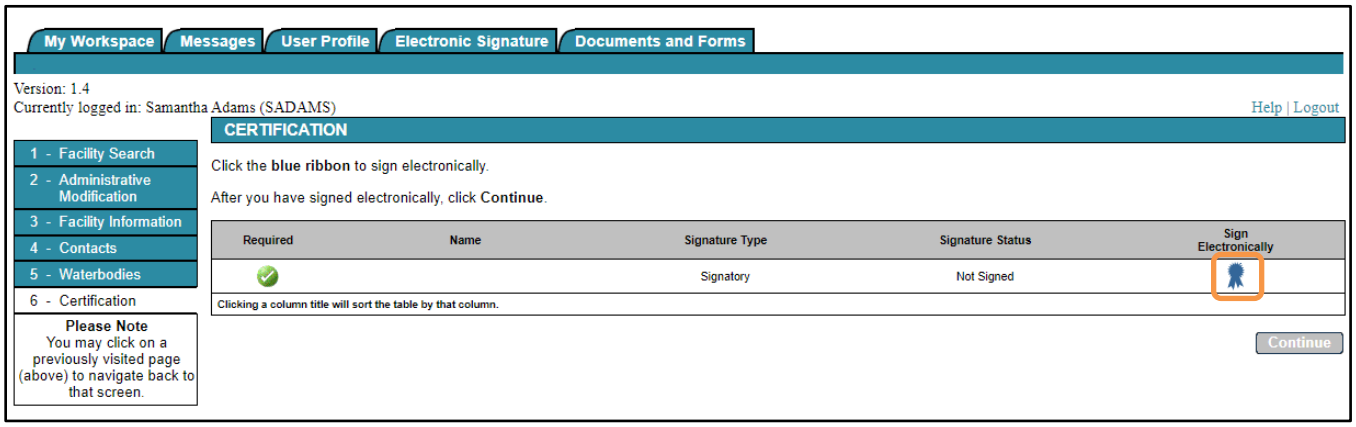
If you do not have any waterbodies within one mile of the Facility then this entire screen will be grey and unavailable to edit.

Click Continue.



The administrative modification will need to be certified.

Click the blue ribbon under “sign electronically”.



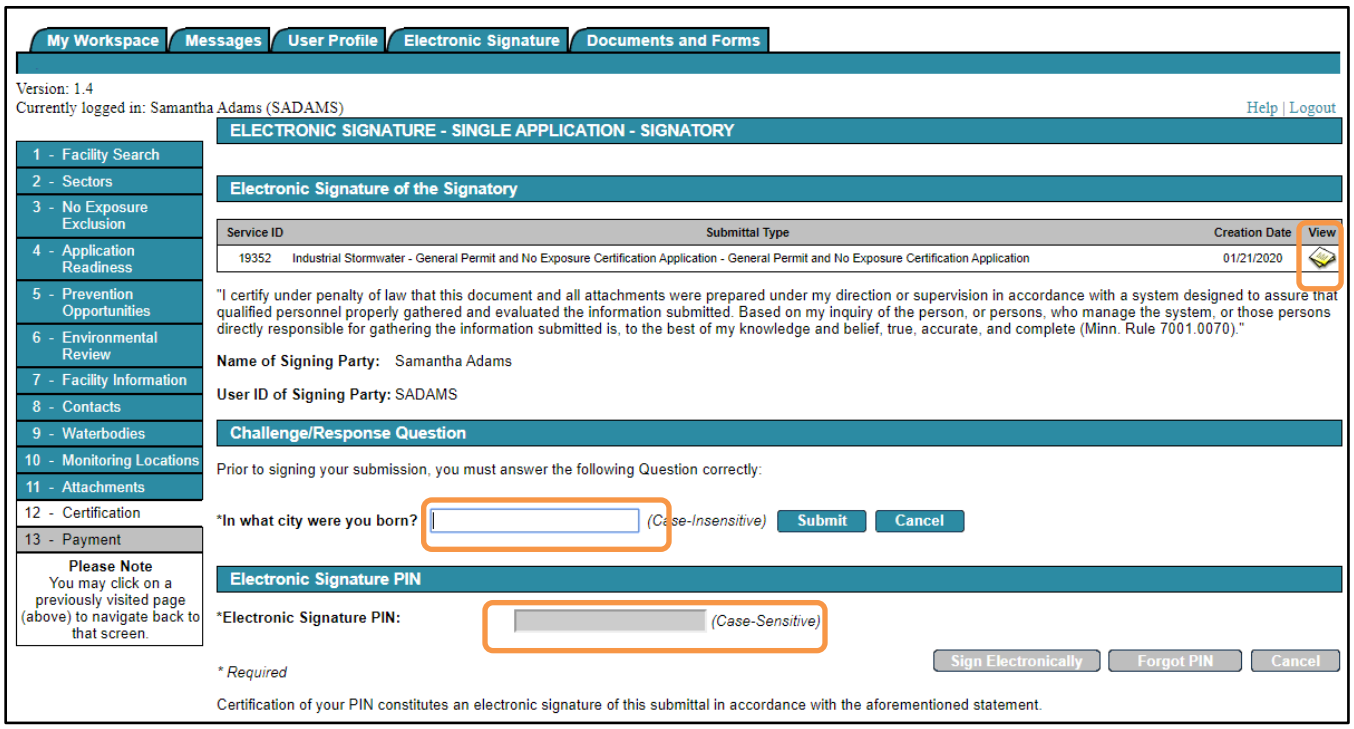
The following screen will appear to electronically sign your administrative modification.

If you wish to review your administrative modification(s) before signing, click on the stack of papers.

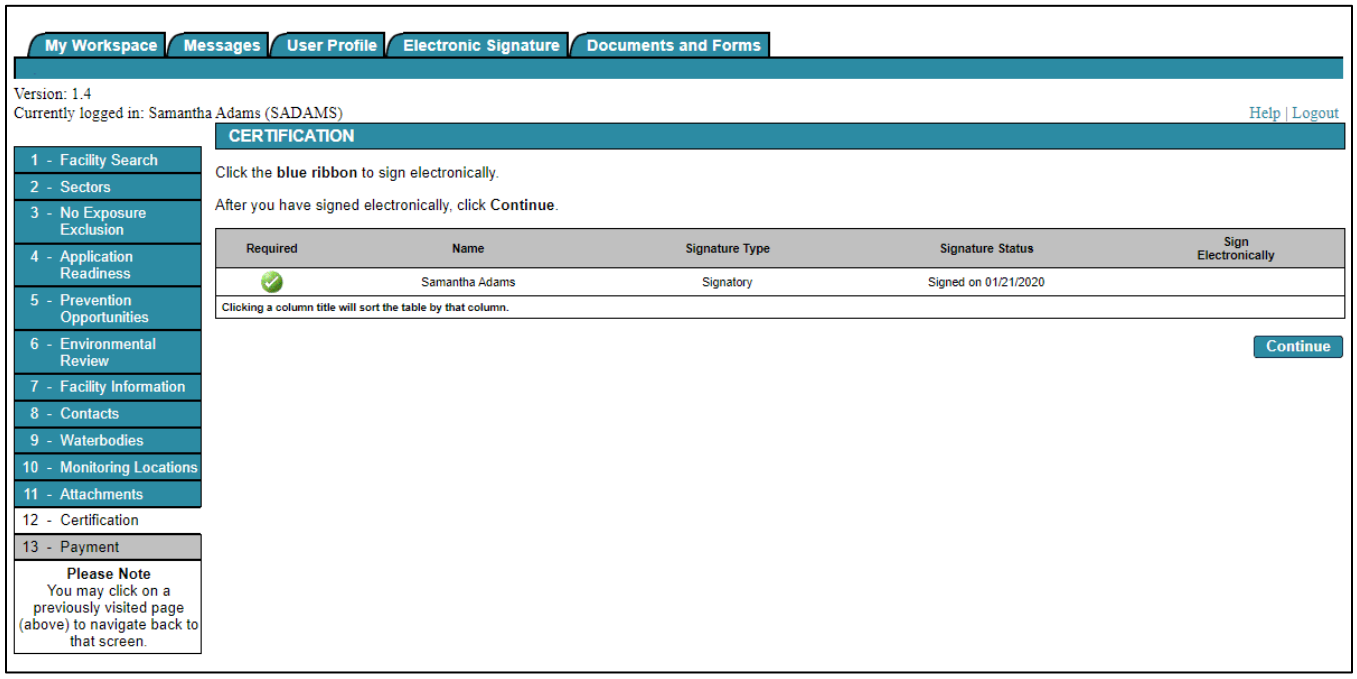
Answer the challenge/response question and click submit.

The electronic signature PIN will turn white and you may enter your PIN.

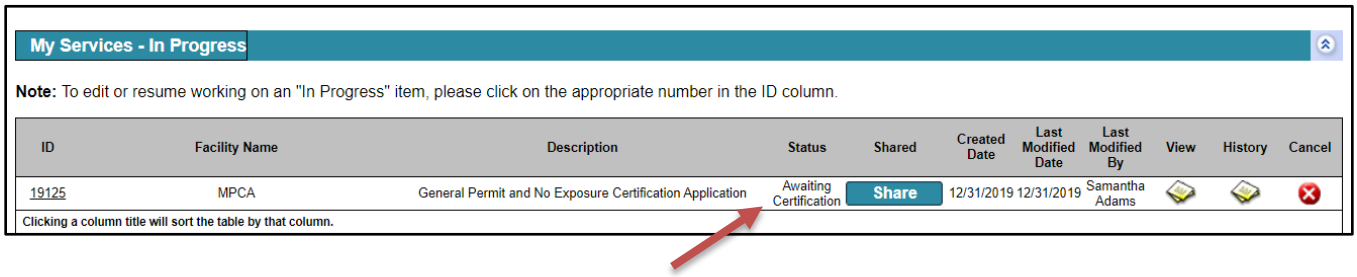
Click Sign Electronically.



Click Continue.



If you return to My Workspace, you can see the status of your administrative modification.

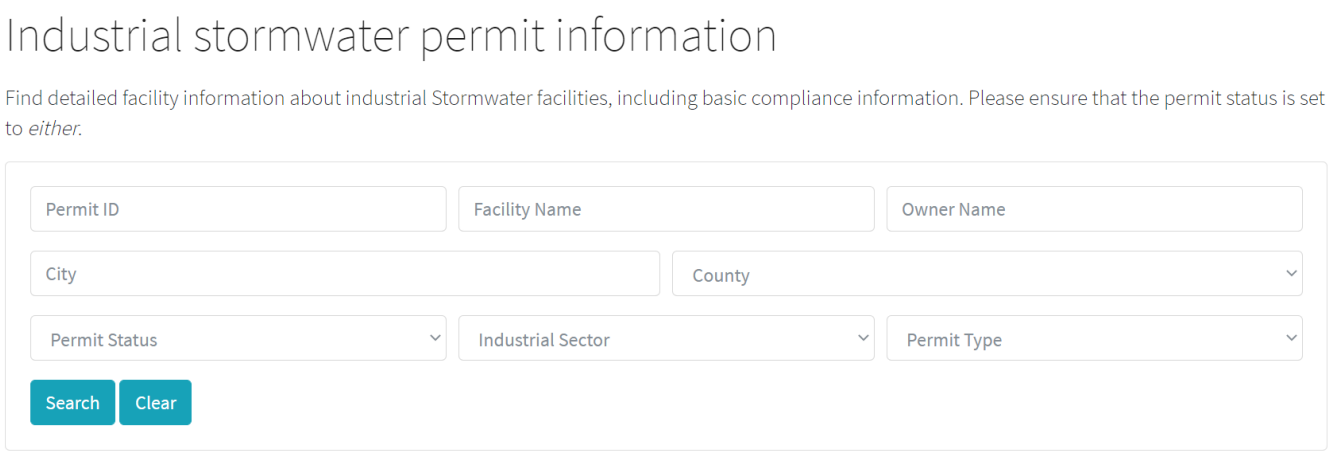


Upon completion of your General Permit Application, Administrative Modification, or Coverage Modification it is necessary to obtain a document called a Notice of Coverage. Please wait 24 – 48 hours after completing your work in e-Services to obtain your notice of Coverage.

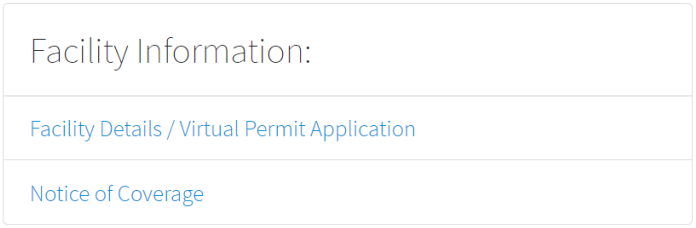
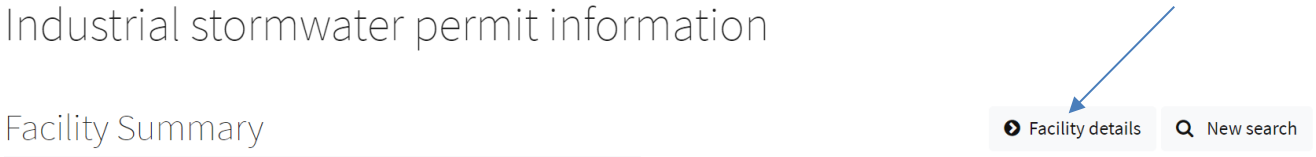
When the application status has changed to “received”, navigate to:
https://webapp.pca.state.mn.us/isw/permits

Search for your facility by entering your Industrial Stormwater permit number in the Permit ID field, the facility name as it was entered in the permit application. Please refrain from filling out every piece of information, try searching by just one unique identifier.

**Consider switching permit status to “either”.*



Select your facility by clicking on the Permit ID after searching. Under the Facility Information you will click on the Notice of Coverage to download your permit. No Exposure facilities do not need coverage cards and are not required to download any additional information.



No Exposure facilities may print the facility details page for their records.