

# Individual Industrial Stormwater Annual Report e-Services guidance

This guide is intended for Individual Wastewater permittees and takes you through the submission of your Industrial Stormwater Annual Report in e-services.

## Table of Contents

Logging into MPCA e-Services.....	2
Selecting services to display .....	3
Starting a service.....	3
Facility Selection .....	4
Reporting Year Selection.....	5
Annual Inspections.....	6
Inspections Additional Information .....	7
Stormwater Pollution Prevention Plan .....	8
Spills and Leaks .....	9
Mobile Industrial Activities .....	10
Staff Training.....	12
Certification.....	12
Check Status of Submittals .....	14
Share .....	15

## 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**.

**LOGIN**

User ID:  Password:

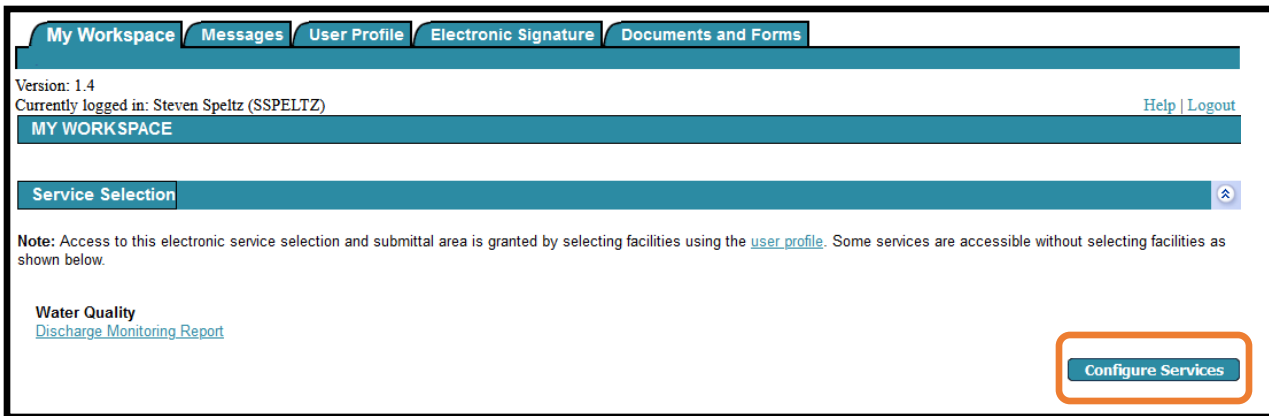
[Create a new account>>](#) [Forgot my password>>](#)

## 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 **Wastewater** - Industrial Stormwater Annual Report
3. Click **OK**.



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

### Wastewater

[Industrial Stormwater Annual Report](#)

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

## Facility Selection

### 1 – Facility Selection

The facilities that you have DMR Signatory access to will be listed on this screen. This is same access type required for DMR submittal. Please select the appropriate facility by clicking the radial button adjacent to the facility name.

Version: 1.4  
Currently logged in: Samantha Adams (SADAMS) [Help](#) | [Logout](#)

- 1 - Select a Facility
- 2 - Reporting Year Selection
- 3 - Stormwater Pollution Prevention Plan
- 4 - Spills and Leaks
- 5 - Mobile Industrial Activities
- 6 - Staff Training
- 7 - Certification

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

FACILITY SELECTION

Select	Facility	Permit ID	Municipality	Access Type
<input checked="" type="radio"/>	American Iron	MNR053DZP	Minneapolis	Industrial Stormwater Reporting
<input type="radio"/>	Hewitt Machine & Manufacturing Inc	MNR0534JC	Nicollet	Industrial Stormwater Reporting
<input type="radio"/>	Hibbing Public Utilities Power Plant	MNR0538VR	Hibbing	Industrial Stormwater Reporting
<input type="radio"/>	WCL Dock #5	MNR0538Z3	Duluth	Industrial Stormwater Reporting
<input type="radio"/>	Waste Management - Baxter	MNR053B4X	Baxter	Industrial Stormwater Reporting

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

[Continue](#)

Click Continue.

# Reporting Year Selection

## 2 – Reporting Year Selection

Select the appropriate year for data entry. Please note that you may not submit an annual report for a year that we are still in. (i.e. if the date is December 27, 2021, you cannot submit an annual report for 2021.)

**REPORTING YEAR SELECTION**

Select the reporting year to enter data for.  
Reports can only be submitted after December 31st of the reporting year.  
For example, the 1/1/2021-12/31/2021 annual report may be submitted any time after 12/31/2021.

**Current Reporting Year**

Select	Reporting Year	Report due date	Previously submitted?
<input type="radio"/>	01/01/2021 - 12/31/2021	03/30/2022	No

**Previous Reporting Year(s)**

Select	Reporting Year	Report due date	Previously submitted?
<input checked="" type="radio"/>	01/01/2020 - 12/31/2020	03/31/2022	No

[Continue](#)

Click Continue.

# Annual Inspections

## 3 – Inspections

Enter facility inspections for each month and answer all associated questions as applicable. Click **“Add Row”** to enter additional rows for multiple inspections that may have occurred. Please note that you need to enter at least two runoff inspections and inspect twice for visible sheens or films, an error will show if you fail to complete two visible sheen inspections.

INSPECTIONS

1 - Select a Facility

2 - Reporting Year Selection

3 - Inspections

4 - Stormwater Pollution Prevention Plan

5 - Spills and Leaks

6 - Mobile Industrial Activities

7 - Staff Training

8 - Certification

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

Please complete the required information regarding the monthly inspections that occurred at your site. To add additional rows for a new inspection, click "Add Row".

Inspection Month	No inspection conducted	*Inspection Date (MM/DD/YYYY)	*Did the inspection occur during a runoff event?	*Were BMPs functioning as designed?	If no, was it corrected within 7 days or was a backup BMP installed within 48 hours?	*Was BMP maintenance conducted during inspection?	Were visible sheens or films identified in runoff?	Comments	Remove
January	<input type="checkbox"/>		▼	▼	▼	▼	▼		
February	<input type="checkbox"/>		▼	▼	▼	▼	▼		
March	<input type="checkbox"/>		▼	▼	▼	▼	▼		
April	<input type="checkbox"/>		▼	▼	▼	▼	▼		
May	<input type="checkbox"/>		▼	▼	▼	▼	▼		
June	<input type="checkbox"/>		▼	▼	▼	▼	▼		
July	<input type="checkbox"/>		▼	▼	▼	▼	▼		
August	<input type="checkbox"/>		▼	▼	▼	▼	▼		
September	<input type="checkbox"/>		▼	▼	▼	▼	▼		
October	<input type="checkbox"/>		▼	▼	▼	▼	▼		
November	<input type="checkbox"/>		▼	▼	▼	▼	▼		
December	<input type="checkbox"/>		▼	▼	▼	▼	▼		

Add Row

Save

Continue

\* Required

Click Save and add more rows or remove rows as appropriate.

Click Continue.

# Inspections Additional Information

## 4 – Inspections Additional Information

Please note that if you click “No Inspection conducted” a reason will be required in this table:

Selection Options:

1. **Forgot or Unaware**
2. **Inactive or Unstaffed** as defined by the permit
3. Other – must add a description
4. Partial year permit coverage
5. Staffing Changes

INSPECTIONS - ADDITIONAL INFORMATION		
Inspection Month	*Reason inspection was not completed	If other, please describe
January	<input type="text"/>	
February	<input type="text"/>	
March	<input type="text"/>	
April	<input type="text"/>	
May	<input type="text"/>	
June	<input type="text"/>	
July	<input type="text"/>	
August	<input type="text"/>	
November	<input type="text"/>	
December	<input type="text"/>	

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

\* Required

Save Continue

# Stormwater Pollution Prevention Plan

## 5 – Stormwater Pollution Prevention Plan

Answer each question and any subsequent question that may be posed as a result of the original answer.

You must also ensure that you conduct a review for impaired waters within one mile of your monitoring location(s), a new map tool built to assist with special and impaired wasters is available and linked on this page at; <https://pca-gis02.pca.state.mn.us/ISW/>

**STORMWATER POLLUTION PREVENTION PLAN (SWPPP)**

1 - Select a Facility  
2 - Reporting Year Selection  
3 - Inspections  
4 - Inspections - Additional Information  
5 - Stormwater Pollution Prevention Plan  
6 - Spills and Leaks  
7 - Mobile Industrial Activities  
8 - Staff Training  
9 - Certification

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

\*Required

\*Did you review your SWPPP during the reporting year?: Yes

\*Does your SWPPP accurately reflect facility conditions?: Yes

\*Were any newly exposed significant materials or activities identified during the reporting year?: Yes

\*If yes, was the SWPPP modified to address them?: Yes

\*Did you conduct a review for impaired waters within one mile of your monitoring location(s)?: Yes

\*Was the water added to the impaired waters list during the reporting year?: Yes

You must update your SWPPP and complete a permit modification if your facility discharges to a newly listed impaired water which may change your benchmark monitoring limits and/or restart your benchmark monitoring. Check for newly listed impaired waters on the Special and Impaired Waters map available at: <https://pca-gis02.pca.state.mn.us/ISW/>

\*Has the facility been included in any US EPA approved TMDLs during the reporting year?: Yes

Summarize any other SWPPP modifications during the reporting year:

Save Continue

Click Continue.



# Spills and Leaks

## 6 – Spills and leaks

Select **“Yes”** or **“No”** to indicate whether or not any spills or leaks occurred at the facility during the calendar reporting year. If there were no spills or leaks, select **“No”** and click Continue.

The screenshot shows a web form titled "SPILLS AND LEAKS". On the left is a navigation menu with items 1 through 9, where item 6 "Spills and Leaks" is highlighted. The main content area contains the question: "\*Did any spills or leaks (pursuant to Minn. Stat. 115.061) occur at the facility during the reporting year?:" followed by a dropdown menu. Below the question is a "\* Required" label and two buttons: "Save" and "Continue". A "Please Note" box at the bottom left states: "You may click on a previously visited page (above) to navigate back to that screen."

If there was a spill or leak, select **“Yes”** and complete the information that is required.

Additional rows may be added for multiples spills or leaks by clicking **“Add Record”**.

Enter a date, select a substance or describe **“other”**, enter an amount, units of measurement, and if the spill or leak reached waters of the state.

You may remove lines by clicking on the button below remove which is only available for multiple lines.

The screenshot shows the "SPILLS AND LEAKS" form with the dropdown menu set to "Yes". Below the question is a table with the following columns: "Date", "Substance", "If other, please describe", "Amount", "Units", "Did substance reach waters of the state?", and "Remove". The table has one empty row. Below the table is a "-- Add Record --" dropdown button. At the bottom right are "Save" and "Continue" buttons. A "\* Required" label is at the bottom left.

# Mobile Industrial Activities

## 7 – Mobile Industrial Activities

The Industrial Stormwater General Permit requires that you indicate if mobile industrial activities occurred. Answer “Yes” or “No”.

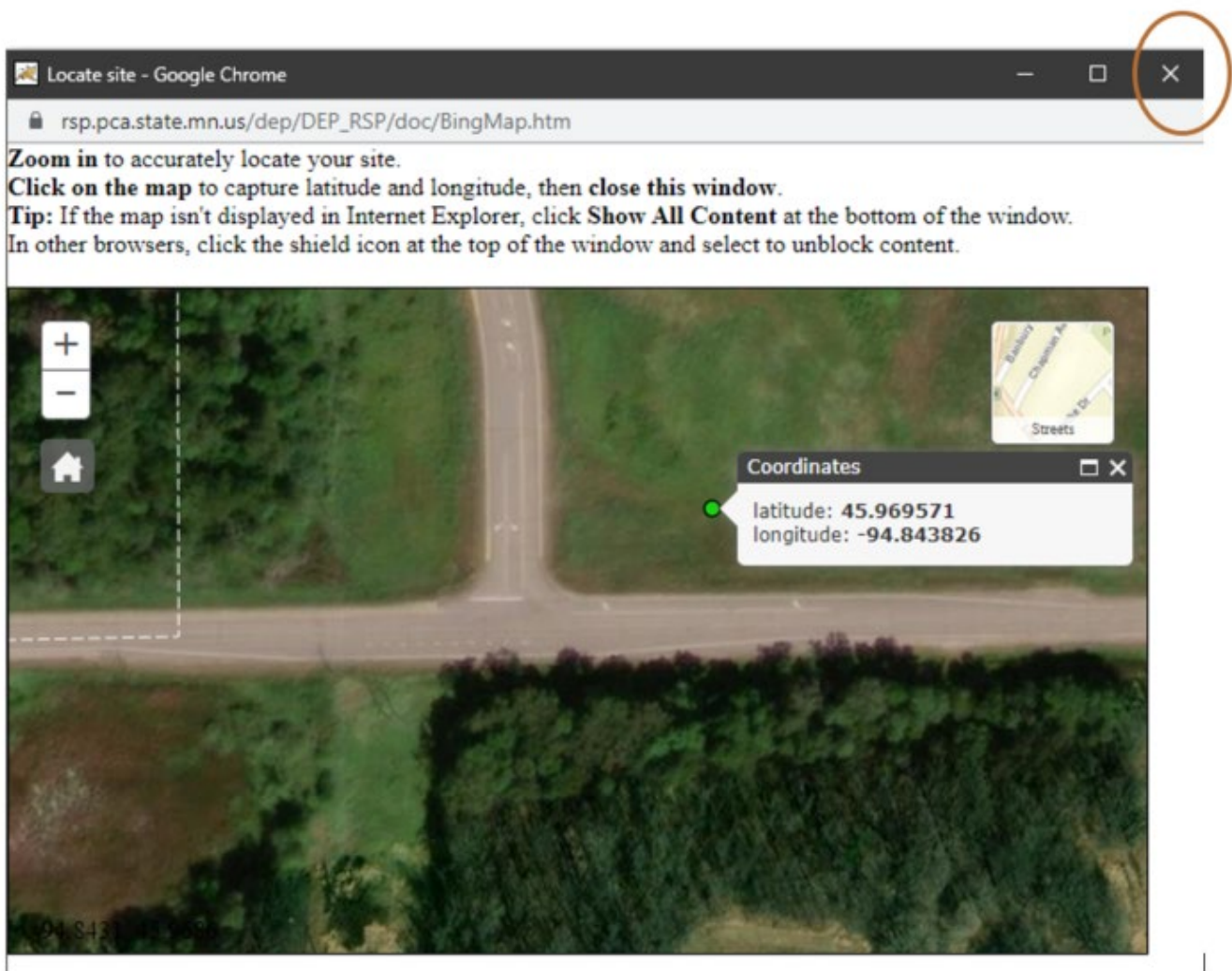
The screenshot shows a web form with a sidebar on the left containing navigation links: 1 - Select a Facility, 2 - Reporting Year Selection, 3 - Inspections, 4 - Inspections - Additional Information, 5 - Stormwater Pollution Prevention Plan, 6 - Spills and Leaks, 7 - Mobile Industrial Activities (highlighted), 8 - Staff Training, and 9 - Certification. A 'Please Note' box at the bottom of the sidebar states: 'You may click on a previously visited page (above) to navigate back to that screen.' The main content area is titled 'MOBILE INDUSTRIAL ACTIVITIES' and contains the text 'Describe any mobile industrial activities that occurred during the reporting year.' Below this is a question: '\*Were mobile industrial activities conducted during the reporting year?' followed by a dropdown menu, which is highlighted with an orange box. To the right of the dropdown are 'Save' and 'Continue' buttons. An asterisk and the word 'Required' are positioned to the left of the question.

If you answer **“Yes”** to this question, additional information will be needed as displayed below. You can add additional SIC/Narrative Activities by clicking the **“Add Row”**. Utilize the **“Map”** button to fill in the proper coordinates, after using the **“Map”** button complete the information by filling the reference point. If you need to add additional location, utilize the **“Add New Record”** button at the bottom and toggle between the locations by using the **“Previous Record”** and **“Next Record”** buttons.

Click Continue.

### **“Map” Button**

In order to populate the coordinate fields, you may click the **“Map”** button and use the mouse to navigate to the location of the mobile activity. In the upper right hand corner of the map tool, you can select a road view, aerial view, or street side view. Please zoom into at least 250 feet in order to select the location by clicking where the activity occurred. Once zoomed in, click on the location and then click the **“X”** (circled in the graphic below) in the far upper right hand corner of the screen.



# Staff Training

## 8 – Staff Training

Answer the question and indicate whether or not Industrial Stormwater Staff training occurred during the reporting year. If **“Yes”** then include the date(s) of the training, additional rows for additional dates may be added by clicking **“Add Row”**.

Click Continue.

**STAFF TRAINING**

Indicate whether industrial stormwater training was completed and the training date(s).

\*Was training conducted during the reporting year?

Date of training	Remove

\* Required

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

## 9 – Certification

Click the blue ribbon under **“Sign Electronically”**.

**CERTIFICATION**

To sign electronically, please click on the blue ribbon.

Required	Name	Signature Type	Signature Status	Sign Electronically
<input checked="" type="checkbox"/>		Industrial Stormwater Reporting	Not Signed	<input type="button" value="Sign Electronically"/>

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

**Please Note**  
You may click on a previously visited page (above) to navigate back to that screen.

You can review your annual report by clicking on the stack of paper under **“view”**.

Click Submit.

Enter your Electronic Signature PIN.

Click Sign Electronically.

*\*If you forgot your PIN, click **“Forgot PIN”**.*

## CERTIFICATION

To sign electronically, please click on the blue ribbon.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Samantha Adams	Industrial Stormwater Reporting	Signed on 12/28/2021	

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

[Send Notifications](#)

[Continue](#)

# 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.

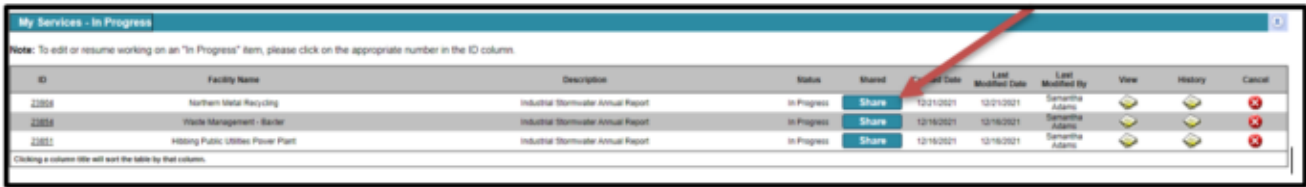
You may also view documents and a copy of the record for submitted items.

My Services - In Progress										
<small>Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.</small>										
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
2394	Northern Metal Recycling	Industrial Stormwater Annual Report	In Progress	<a href="#">Share</a>	12/1/2021	12/1/2021	Samantha Adams			
2395	Waste Management - Barker	Industrial Stormwater Annual Report	In Progress	<a href="#">Share</a>	12/16/2021	12/16/2021	Samantha Adams			
2392	Hibbing Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	<a href="#">Share</a>	12/16/2021	12/16/2021	Samantha Adams			
<small>Clicking a column title will sort the table by that column.</small>										
My Services - Submitted										
<small>&lt;&lt; &lt; 1234567 &gt; &gt;&gt;</small>										
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
2397	Northern Metal Recycling	Industrial Stormwater Annual Report	Submitted		12/7/2021	12/9/2021	Samantha Adams			
2398	WCL Dock #5	Industrial Stormwater Annual Report	Received		12/22/2021	12/22/2021	Samantha Adams			
2389	WCL Dock #5	Industrial Stormwater Annual Report	Received		12/16/2021	12/16/2021	Samantha Adams			
2371	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		12/10/2021	12/10/2021	Samantha Adams			
2372	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		12/09/2021	12/09/2021	Samantha Adams			
2358	Waste Management - Barker	Industrial Stormwater Annual Report	Received		11/29/2021	11/29/2021	Samantha Adams			
2348	Hibbing Public Utilities Power Plant	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams			
2345	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams			
2342	Hevitt Machine & Manufacturing Inc.	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams			
2343	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams			
<small>Clicking a column title will sort the table by that column.</small>										
<small>&lt;&lt; &lt; 1234567 &gt; &gt;&gt;</small>										

# Share

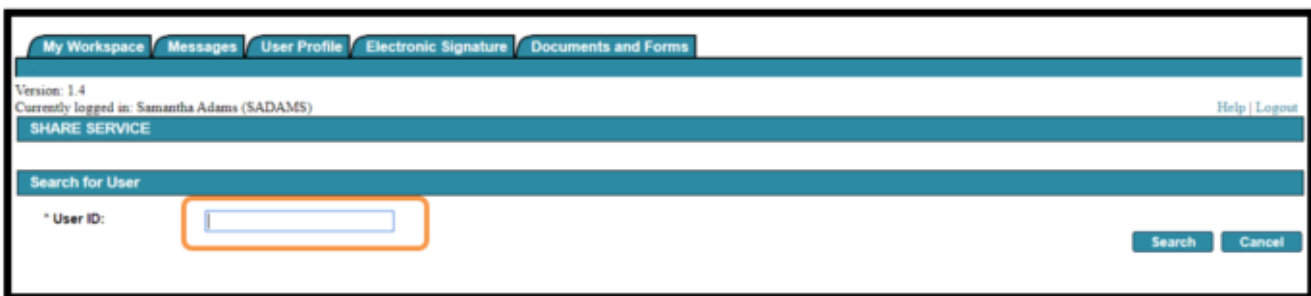
\*This tool is used to share the application with another user for review, signature, or payment.

Click share adjacent to any "In Progress" items.



ID	Facility Name	Description	Status	Share	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
22058	Northern Metal Recycling	Industrial Stormwater Annual Report	In Progress	Share	12/21/2021	12/21/2021	Samantha Adams			
22059	Waste Management - Barker	Industrial Stormwater Annual Report	In Progress	Share	12/18/2021	12/18/2021	Samantha Adams			
22061	Hibbing Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	Share	12/18/2021	12/18/2021	Samantha Adams			

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



My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4  
Currently logged in: Samantha Adams (SADAMS) [Help](#) | [Logout](#)

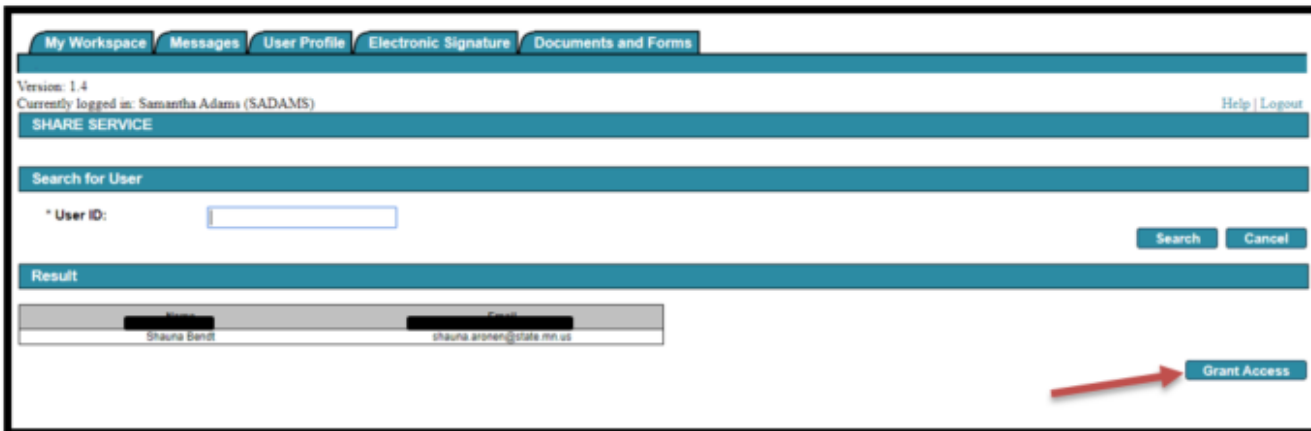
SHARE SERVICE

Search for User

\* User ID:

[Search](#) [Cancel](#)

Click Grant Access when the result registers the desired user.



My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4  
Currently logged in: Samantha Adams (SADAMS) [Help](#) | [Logout](#)

SHARE SERVICE

Search for User

\* User ID:

[Search](#) [Cancel](#)

Result

Shauna Bendt	shauna.arbmen@state.mn.us

[Grant Access](#)