

Industrial Stormwater annual report 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.

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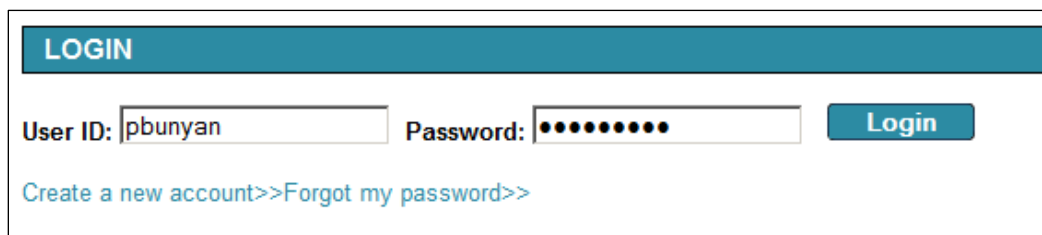
**Do not use your browser buttons to navigate in the service.*

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**.

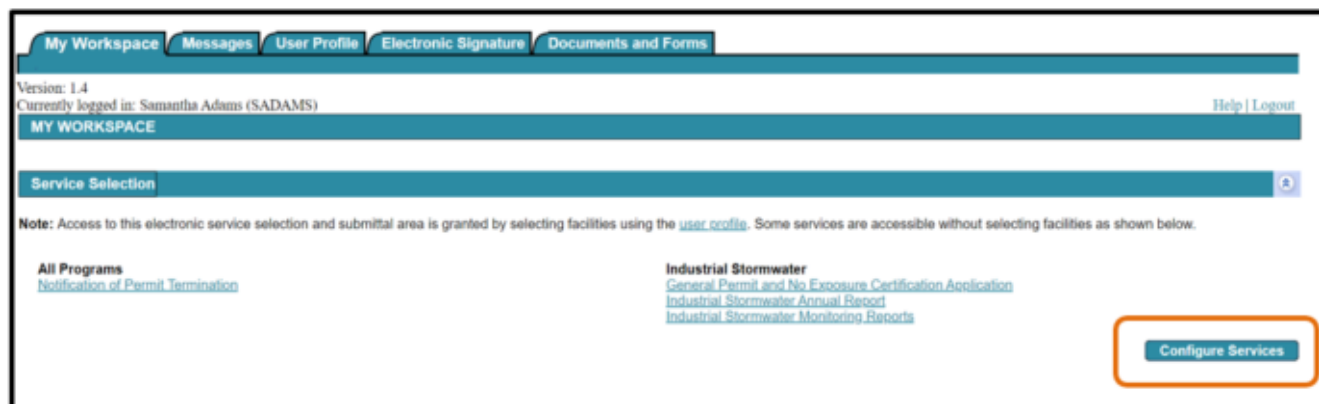


Selecting services to display

You can select the services that you want to display in the Service Selection section of the My Workspace page. You must 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**.



Services Requiring Facilities

Aboveground Storage Tanks
 Aboveground Storage Tank Permit Application

All Programs
 Notification of Permit Termination

Feedlot
 Feedlot Annual Report

Wastewater
 Industrial Stormwater Annual Report

Air
 Administrative Amendment Service
 Air Dispersion Modeling
 Individual Permit Reissuance

Citizen Water Monitoring
 Citizen Water Monitoring

Industrial Stormwater
 Industrial Stormwater Annual Report
 Industrial Stormwater Monitoring Reports

Water Quality
 Discharge Monitoring Report

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.

Industrial Stormwater Annual Report.

Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

All Programs
[Notification of Permit Termination](#)

Industrial Stormwater
[General Permit and No Exposure Certification Application](#)
 [Industrial Stormwater Annual Report](#)
 [Industrial Stormwater Monitoring Reports](#)

Facility selection

1 – Facility selection.

The facilities that you have access to will be listed on this screen. Please select the appropriate facility by clicking the radial button adjacent to the facility name.

If you do not see the correct facility available on this screen, please follow the directions in Part 1 of <https://www.pca.state.mn.us/sites/default/files/wq-strm3-98.pdf> .

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	Nicolet	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](#)

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.

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.

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](#)

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

*Required

Save
Continue

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.

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January 2022 | p-gen1-24

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

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 waters 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	*Did you review your SWPPP during the reporting year?: <input type="text"/>
3 - Inspections	*Does your SWPPP accurately reflect facility conditions?: <input type="text"/>
4 - Inspections - Additional Information	*Were any newly exposed significant materials or activities identified during the reporting year?: <input type="text"/>
5 - Stormwater Pollution Prevention Plan	*If yes, was the SWPPP modified to address them?: <input type="text"/>
6 - Spills and Leaks	*Did you conduct a review for impaired waters within one mile of your monitoring location(s)?: <input type="text"/>
7 - Mobile Industrial Activities	*Was the water added to the impaired waters list during the reporting year?: <input type="text"/>
8 - Staff Training	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/
9 - Certification	*Has the facility been included in any US EPA approved TMDLs during the reporting year?: <input type="text"/>
Please Note You may click on a previously visited page (above) to navigate back to that screen.	Summarize any other SWPPP modifications during the reporting year: <input type="text"/>

* Required

Save Continue

Spills and leaks

6 – Spills and leaks.

Select “Yes” or “No” to indicate whether 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 vertical navigation menu with items 1 through 9. Item 6, "Spills and Leaks", is highlighted. Below the menu is a "Please Note" box. 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".

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 question dropdown 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 left is a "* Required" label, and at the bottom right are "Save" and "Continue" buttons.

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 a list of steps: 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. Below the sidebar is a 'Please Note' section. The main content area has a title 'MOBILE INDUSTRIAL ACTIVITIES' and a text prompt '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. The dropdown menu is highlighted with an orange box. At the bottom right of the form are 'Save' and 'Continue' buttons.

Click continue.

*Were mobile industrial activities conducted during the reporting year?: Yes

*SIC/Narrative Activity:

SIC/Narrative Activity	Remove
<input type="button" value="v"/>	

*Total time spent at location (in days):

*Location description:

Click the **Map** button to automatically populate coordinate fields.

*Coordinate System:

*Latitude:

*Longitude:

*Collection Date:

*Collection Method:

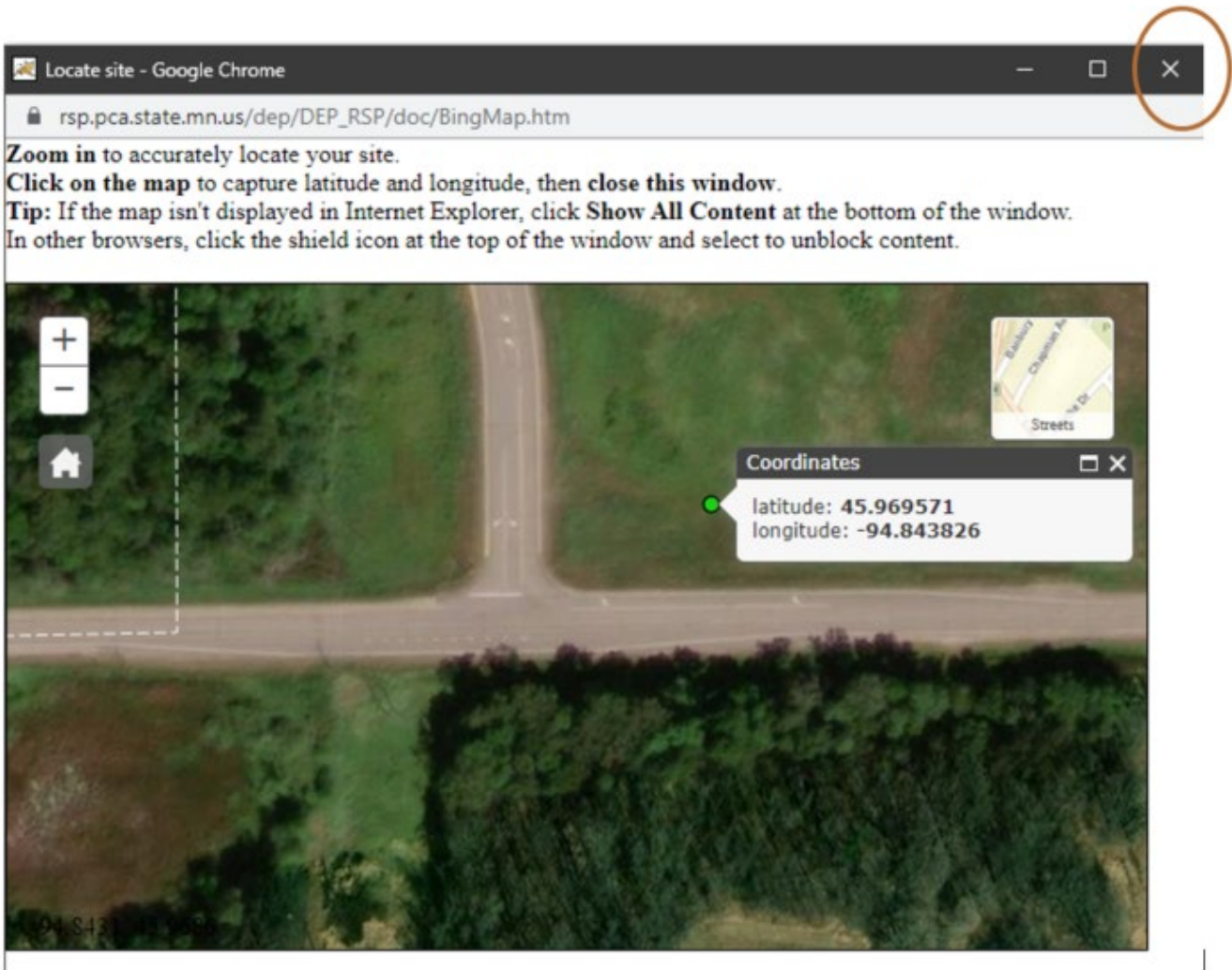
*Reference Point:

* Required

See the Map button directions on page 10.

“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 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

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	

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.

Electronic Signature of the Industrial Stormwater Reporting

Service ID	Submittal Type	Creation Date	View
23827	Industrial Stormwater - Industrial Stormwater Annual Report - Industrial Stormwater Annual Report	12/27/2021	

The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or other data submittals. In order to file electronically, I certify and acknowledge that:

- I am the e-Services account holder.
- I am the authorized representative for the entity associated with my electronic signature credential.
- I submitted a signed original Electronic Signature Submittal Agreement/Industrial Stormwater signatory registration form to the MPCA and received authorization for electronic document submittal.
- I am in compliance with all terms in my Electronic Signature Submittal Agreement.
- This attestation is true to the best of my knowledge.
- I am submitting this documentation in the format determined by the MPCA as appropriate for my sector.
- I may be subject to civil or administrative enforcement and penalties for non-compliance with regulatory reporting requirements for the entity that I represent; and
- I may be subject to criminal liability for falsification of the data submitted for that entity.

I certify under penalty of law that this document and all attachments prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnel properly gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. (Minn. Rule 7001.0070)

Name of Signing Party: Samantha Adams
 User ID of Signing Party: SADAMS

Challenge/Response Question

Prior to signing your submission, you must answer the following Question correctly:

What was your first job? (Case-Insensitive)

Electronic Signature PIN

Electronic Signature PIN: (Case Sensitive)

* Required
 Certification of your PIN constitutes an electronic signature of this submittal in accordance with the above-stated statement

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	<input type="button" value="Sign Electronically"/>

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

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.

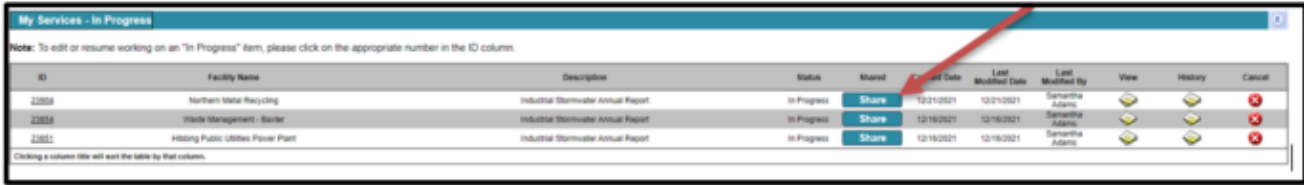
You may also view documents and a copy of the record for submitted items.

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	
22024	Northern Metal Recycling	Industrial Stormwater Annual Report	In Progress	Share	12/21/2021	12/21/2021	Samantha Adams				
22054	Waste Management - Barber	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams				
22052	Hiborg Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams				
Clicking a column title will sort the table by that column.											
My Services - Submitted											
<< < 1234567 > >>											
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record	
22927	Northern Metal Recycling	Industrial Stormwater Annual Report	Submitted		12/21/2021	12/29/2021	Samantha Adams				
22920	WCL Dock #5	Industrial Stormwater Annual Report	Received		12/23/2021	12/23/2021	Samantha Adams				
22849	WCL Dock #5	Industrial Stormwater Annual Report	Received		12/16/2021	12/16/2021	Samantha Adams				
22751	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		12/16/2021	12/16/2021	Samantha Adams				
22672	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		12/16/2021	12/16/2021	Samantha Adams				
22536	Waste Management - Barber	Industrial Stormwater Annual Report	Received		11/29/2021	11/29/2021	Samantha Adams				
22448	Hiborg Public Utilities Power Plant	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
22445	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
22442	Hevitt Machine & Manufacturing Inc	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
22432	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
Clicking a column title will sort the table by that column.											
<< < 1234567 > >>											

Share

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

Click share adjacent to any "In Progress" items.

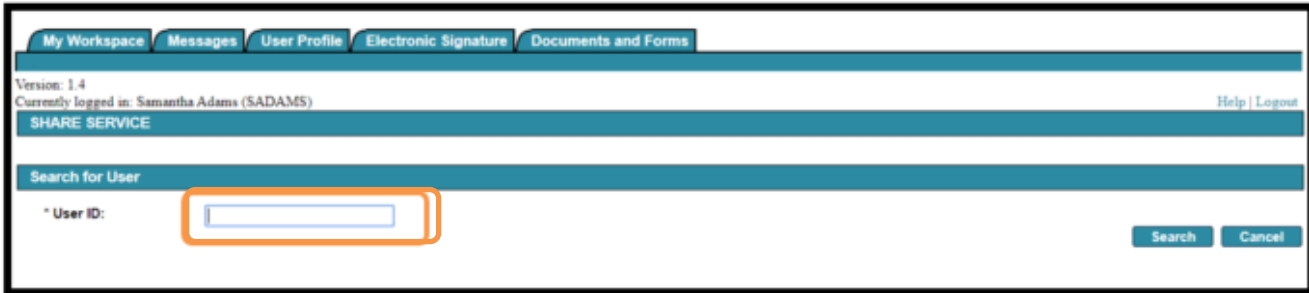


Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Facility Name	Description	Status	Share	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
22058	Northern Metal Recycling	Industrial Stormwater Annual Report	In Progress	Share	12/1/2021	12/1/2021	Samantha Adams			
22054	Waste Management - Baxter	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams			
22051	Hibbing Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams			

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

Click search.



My Workspace Messages User Profile Electronic Signature Documents and Forms

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

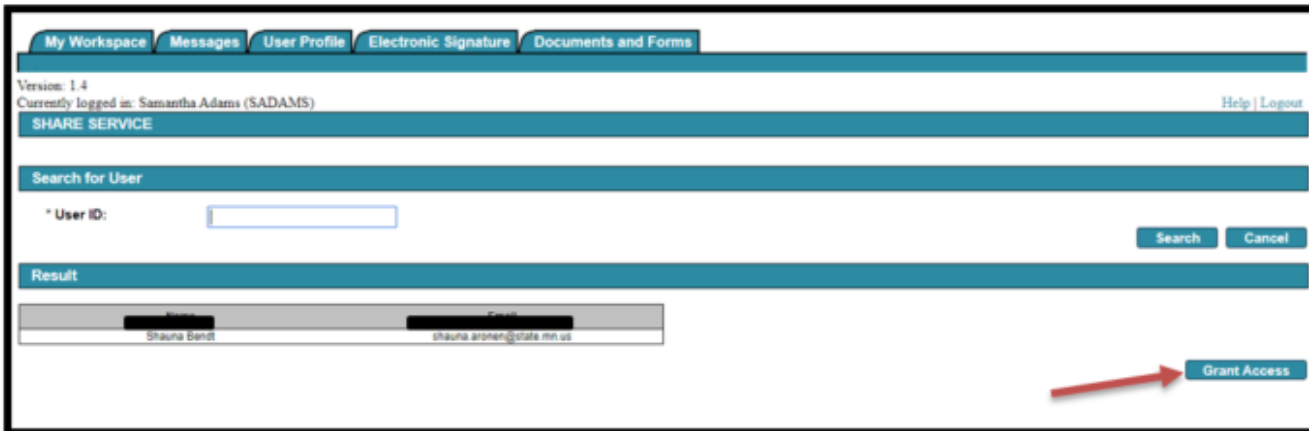
SHARE SERVICE

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.aroneng@state.mn.us

[Grant Access](#)