Vessel Discharge Permit

Completing the e-Services Permit Application

Vessels transiting the Minnesota waters of Lake Superior that are required to obtain coverage under the 2013 U.S. Environmental Protection Agency (EPA) Vessel General Permit (VGP) must apply for coverage under the Minnesota permit.

You can learn more about the Minnesota Vessel Discharge (Ballast Water) program on the Minnesota Pollution Control Agency (MPCA) website http://www.pca.state.mn.us/index.php/water/water-permits-and-rules/water-permits-and-forms/vessel-discharge-ballast-water-program.html.

Paper application forms have been updated to reflect the e-Services application. You can use the paper application as a guide prior to completion of the e-Services application. A copy of the paper application can be found on the MPCA website: Ballast Water General Permit — Application Form (PDF Version) (wq-s8-02).

Preparing a Vessel Discharge Permit Application

1. Log in to your account through: e-Services – Minnesota Pollution Control Agency.

2. Click on: Log in to new e-Services.

3. From the My Workspace tab, click **Vessel Discharge Permit**.

4. If you do not see that option, click **Configure Services**, and check the box next to **Vessel Discharge Permit**, then click **OK**.

Vessel Information Screen:

The form shows the following fields:

- *Date Vessel Built: (MM/DD/YYYY)
- *Last Dry Dock Date: (MM/DD/YYYY)
- *Next Scheduled/Anticipated Dry Dock Date: (MM/DD/YYYY)
- *Is Ballast Water Treatment currently being used?:
- If Yes, please describe:
- System Type/Design and Manufacturer:
- Treatment System Capacity:
- Residual (Wastes) Generated by this Treatment System:
- How are residuals disposed?:
- *Position of Officer responsible for ballast water management:
- *Geographic Area of Service:

*Required

Continue

1. **Vessel Name** is limit to 50 characters.

2. **Vessel Identification numbers:** At least one ID# is required.

    A. IMO# is international maritime organization number. Limited to seven characters.

    B. USCG# is United States Coast Guard number. Limited to eight characters.

3. **Vessel Call Sign** is limited to 10 characters.

4. **Port of Registry** is limited to 20 characters.

5. **Flag:** The list contains all of the flags for currently permitted vessels. If the flag country is not shown in the drop-down list, contact MPCA e-Services to request to have a flag added to the list.

6. **Vessel Type:** This is a multi-select field and appears differently than other fields. More than one vessel type may be selected and the selection will be highlighted blue. To select more than one type, press the Control (Ctrl) key while selecting. Each selection will appear with a blue highlighted bar. If Other, specification is limited to 30 characters.

7. **Vessel Length** is limited to four digits. Do not enter commas or decimals.

8. **Maximum Ballast Water Capacity** is limited to 10 digits. Do not enter commas or decimals.

9. **Maximum Ballast Water Discharge Rate** is limited to six digits. Do not enter commas or decimals.

10. **Vessel Tonnage** is limited to 10 digits. Do not enter commas or decimals.

11. **Number of Ballast Tanks** is limited to two digits.

12. **Number of Ballast Pumps** is limited to two digits.

13. **Date Vessel Built** means the date of when the keel is laid; at least 50 tons or one percent of the estimated mass is assembled; or when the vessel undergoes a major conversion.

14. **Last Dry Dock Date:** If this is a new vessel, use the date vessel built as the last dry dock date.

15. **Next Scheduled/Anticipated Dry Dock Date** is the next expected date that the vessel will be in dry dock.

16. **System Type/Design and Manufacturer** should be used to describe the system or process to treat ballast water discharges. Limited to 500 characters.

17. **Treatment System Capacity** is limited to 25 characters. Include both the capacity and units in this field.

18. **Residuals (Wastes) Generated by this Treatment System** is limited to 500 characters.

19. **How are residuals disposed** is limited to 500 characters.

20. **Position of Officer responsible for ballast water management** is limited to 50 characters.

21. **Geographic Area of Service:**

    A.   Great Lakes/St. Lawrence River (to Anicosti Isld)

    B.   Transoceanic/Costal

Contacts Screen:

Contacts Screen

1.   Each application must have contact information for the authorized representative of the Vessel Owner, Vessel Operator, and Billing Contact. This may be three different people or one person could serve as all the contacts. The following information must be completed for all contact types.

    A.   First Name

    B.   Last Name

    C.   E-mail address, and confirmation

    D.   Organization

    E.   Address (including street, city, county, and zip code)

    F.   At least one telephone number

        i.   International telephone numbers must be entered with numbers only. You will receive an error message if you any other characters.

2.   You can use the Save to My Favorite Contacts for people you will use multiple times. You can also use the dropdown list to select a previously entered person and copy their information. For example if the Vessel Owner representative is also the Operator representative, you only need to enter the information for the Owner. On the Operator tab, you can select the Owner's information from the dropdown list to auto populate the operator information.

3. After completing each tab you can use the Previous or Next button to navigate between tabs or simply click on the tab you want to go to.

4. Click **Continue**.

5. Each contact will receive an email and a Copy of Record of the application upon successful submittal.

USPS Address Validation Screen:

1. The e-Services will search for possible USPS address match for the facility address you entered. You can select to use the possible match or continue with the exact address as you entered it.

2. Click **Continue**.

Prevention Opportunities Screen:

This screen is optional but MPCA staff would appreciate the information provided.

1. Have you implemented any prevention activities in the past year? This is a yes or no question. If you select yes, you will be asked, "How did you do it?" You can select from the following:

    A. Changes in Inventory Control

    B. Energy Conservation/Renewable Energy

    C. Equipment Modifications

    D. Green Building Practices

    E. Green Infrastructure and Sustainable Development

    F. Improved Operating Practices

    G. Other

2. Would you like to be contacted to discuss prevention opportunities? This is a yes or no question.

3. Click **Continue**.

Ballast Water Management Plan Screen:

Answer the questions to verify that all relevant information is included in the ballast water management plan that you are submitting.

Attachments Screen:

Vessel Discharge permit applications must include at least one attachment. The e-Services can accommodate individual documents up to 25 MB in size and the following file formats: .pdf, .doc, .docx. If your attachment is more than 25 MB you must save it in multiple pieces and attach them as an "Other" attachment type.

1. Ballast Water Management Plan must be attached. If the application is for a permit reissuance and you have not made any changes to the previously submitted plan, you may attach a document stating that no changes have been made.

2. Click **Continue**.

Certification Screen:

When you are ready to sign the application, click on the blue ribbon icon under the "Sign Electronically" column.

Certification Screen:

The certification reads as follows:

I certify under penalty of law that I am the owner of the vessel and hold one of the following positions as applicable for my business organization:

1. for a corporation, a principal executive officer of at least the level of vice president;

2. for a partnership or sole proprietorship, a general partner or the proprietor, respectively; or

3. for a municipal, state, federal or other public vessel, either a principal executive officer or ranking executive official.

The information in this application and all supporting documents was prepared under my direct supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations. I have read, understand, and accept all terms and conditions of the SDS Ballast Water Discharge General Permit (MNG300000) that authorizes the discharge of ballast water from the vessel noted with this application.

1. The e-Services notification must be certified by an authorized representative. Please read the certification statement carefully to determine if you qualify.

   A. If you have reached this screen and you are not authorized to certify and submit the notification, you can **share** this service with other users. The person you share with must first have their own e-Services account set up.

   B. To **Share:**

      i. Click on the **My Workspace** tab

      ii. In the My Services – In Progress, you should see the notification you started

      iii. Click the **Share** button for that service

      iv. Enter the User ID for the person you wish to share with

         1) The other person will have set up an e-Services account prior to you sharing

            Search the system for that User ID

            Grant Access to the person you wish to share with

      v. In the My Services – In Progress, you will see it is pending their acceptance

      vi. The person you shared with will now see your notification in their My Services – In Progress section when they log in

   C. If you are authorized:

      i. Select the icon in the Sign Electronically column

      ii. Complete the Challenge/Response Question

      iii. Enter your Electronic Signature PIN

2. To submit the notification to the MPCA, simply click **Continue** after you have completed the certification.

Payment Summary Screen:

The final step in the application process is to make a payment.

When you click on **Make A Payment**, you will be directed to the U.S. Bank website to complete the payment. Once payment is accepted your application will be automatically submitted to the MPCA. The notification of application receipt will be sent the next business day after the payment is accepted.

You can track the status of your application on My Workspace, My Services Submitted section. You should make a note of the Service ID number for your application to aid in identifying it on the My Workspace Screen.