Notice of termination online – construction stormwater permits

This guide takes you through submitting a permit termination using e-Services

To complete this e-Service you must have:

- An e-Services account. If you do not have an account, learn how to create one here: Getting started with MPCA e-Services https://www.pca.state.mn.us/sites/default/files/p-gen1-17.pdf
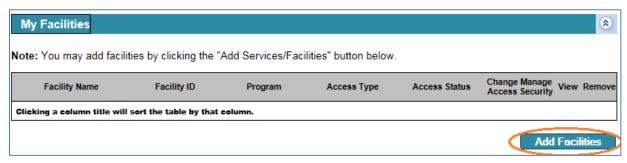
Contents

Follow these instructions to access and complete the Notification of Permit Termination e-Service.

Log in and set up permit access

1. Log in to your e-Services account at: https://rsp.pca.state.mn.us/.

LOGIN

User ID: [   ] Password: [   ] [Login]

Create a new account>>Forgot my password>>

2. On the My Workspace page, click **Add Facilities**. A "facility" is the specific permit you wish to terminate.

My Facilities

Note: You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Manage Access Security	View	Remove

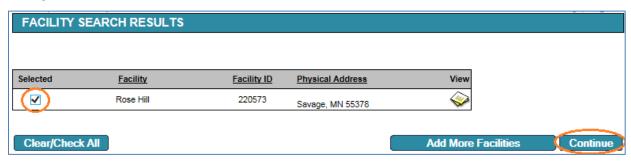Clicking a column title will sort the table by that column.

[Add Facilities]

3. On the Facility Search page, enter your permit number (looks like "C00012345" or "SUB0001234") in the **Alternate/Historic Name/ID** field. If you do not know the permit number you can search for it at: https://webapp.pca.state.mn.us/csw/permitswq-strm.

   If searching by permit number doesn't yield results, try searching with the project name in the field Facility Name. The project name must be entered exactly as it appears in our records. The project name can be found with the permit search tool (see above).

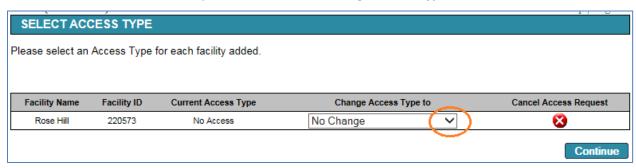|				
Facility ID:	[ ]	Address:	[ ]
Facility Name:	[ ]	County:	[▾]
Alternate/Historic Name/ID:	[ ]	Municipality:	[▾]
		ZIP:	[ ]
Facility Type:	[▾]		
Facility User Group:	[▾]		

4. In the list of permits returned by your search, select the check box next to the permit you want to add to your account.
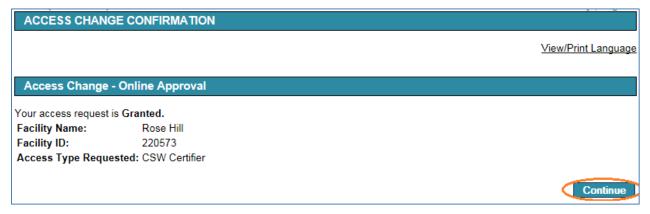
   To save your selected permit and add more, click **Add More Facilities**. To save your selected permit without adding more, click **Continue**.
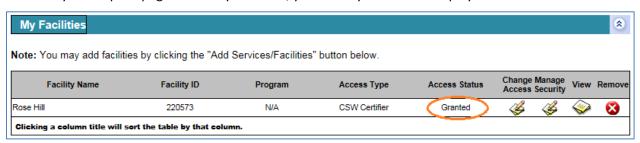

5. Select "CSW certifier" on the drop down menu under **Change Access Type to**. Then click **Continue**.

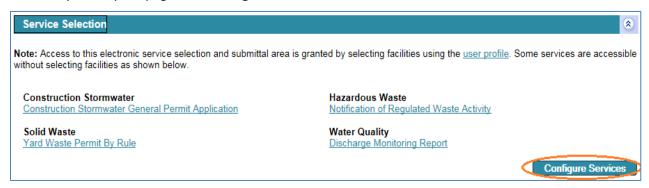6. On the Access Change Confirmation screen, click **Continue.**

7. On the My Workspace page under My Facilities, your facility access will display as *Granted*.
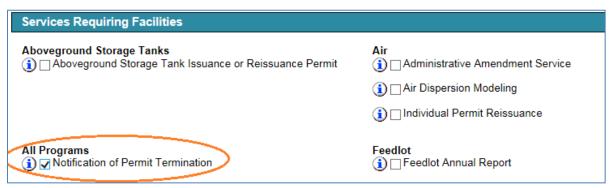
Add the e-Service to your My Workspace page

1. On the My Workspace page, click **Configure Services**.

2. Select the check box next to **Notification of Permit Termination.** This service is listed under Services Requiring Facilities, All Programs.
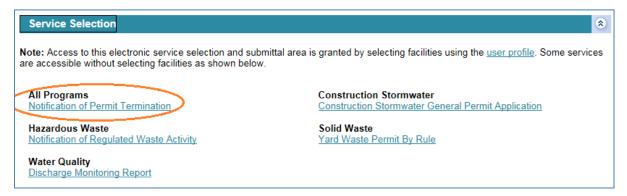

3. Click **OK.**

   Note: Once you complete these steps, the service link will automatically display on your My Workspace page each time you log in.
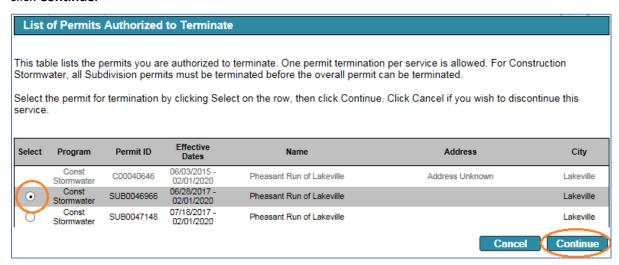
Complete the e-Service

1. On the My Workspace page, click **Notification of Permit Termination**.

2. On the List of Permits Authorized to Terminate page, select the permit you wish to terminate, then click **Continue**.

Note: If you do not see your permit listed, click **Cancel.** Follow the steps in section "Log in and set up permit access" on page 1 to ensure your facility is properly added to your account.
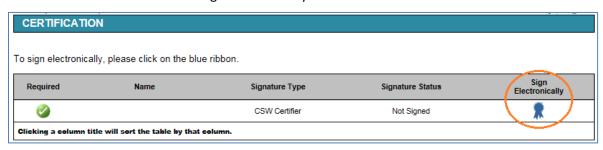
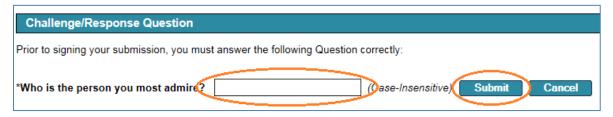3. On the Permit Termination page, select your **Reason** for termination using the drop-down menu.

   a. Each permit type shows a unique list of Reason options

   b. If you select "Other" as a reason, you MUST include an explanation in the Comments box.

   c. Use the Comments box if you wish to add any other details such as date of facility closure (optional).
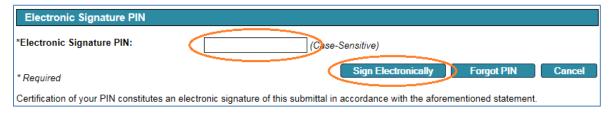
4. Click **Continue**.

Certification

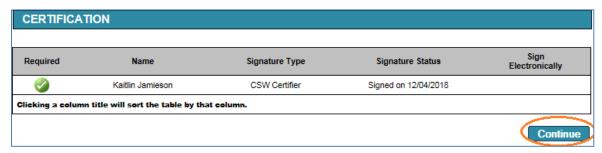5. Click the blue ribbon icon under Sign Electronically.

CERTIFICATION

To sign electronically, please click on the blue ribbon.

Required	Name	Signature Type	Signature Status	Sign Electronically
✅		CSW Certifier	Not Signed	🎗️

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

6. Enter your answer to the Challenge/Response Question, then click **Submit**.

Challenge/Response Question

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

*Who is the person you most admire? [_____] (Case-Insensitive) **Submit**   **Cancel**

7. Enter your electronic signature PIN, then click **Sign Electronically**.

Electronic Signature PIN

*Electronic Signature PIN: [_____] (Case-Sensitive)

Sign Electronically   **Forgot PIN**   **Cancel**

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.
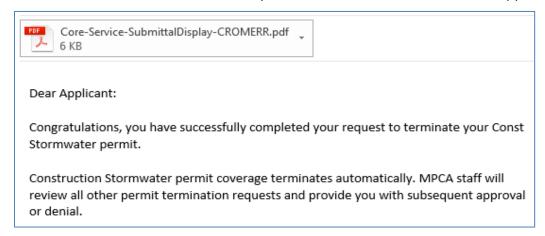
8. Click Continue to submit your termination request. CSW permits terminate automatically. You will receive an email confirmation receipt within 1-2 minutes. Contact the MPCA if you do not receive an email [*include contact info here directing users to the Online Services hotline and/or the Program-specific staff*]. Please do not submit another termination request.

CERTIFICATION

Required	Name	Signature Type	Signature Status	Sign Electronically
✅	Kaitlin Jamieson	CSW Certifier	Signed on 12/04/2018	

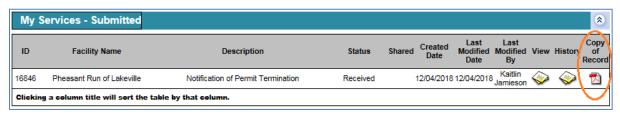Clicking a column title will sort the table by that column.

Continue

Submittal receipt

9. You will receive an email confirmation of your submittal. The email includes the Copy of Record.

10. You can also access your Copy of Record from the My Workspace page. Under My Services – Submitted find the row of your recent permit termination submittal and click the Copy of Record icon.

Exit

11. After the submittal, you will be returned to the My Workspace page. You can complete another service or click **Logout** to end your session.

Getting help

If you have questions or problems with MPCA e-Services, email onlineservices.pca@state.mn.us or call 651-757-2728 or 1-800-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.