Getting started with MPCA e-Services

The Minnesota Pollution Control Agency (MPCA) e-Services allow you to submit information to the MPCA, such as notifications, reports, and applications. This document will help you get started with creating an MPCA e-Services account and accessing a service.

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Overview

The following information explains the general rules of using MPCA e-Services.

- New and existing services currently operate on two separate systems, and depending on what services you'd like to use, you may need to maintain two accounts with the agency. This document discusses the new e-Services system. A separate existing e-Services, which requires separate accounts is still present for services such as Air Emission Inventory, Solid Waste Permitted Open Landfill Data Submittal, and submitting citizen complaints. We hope to combine these two systems as soon as possible.
- Each person using MPCA e-Services must create his or her own account. Account information is saved for future log-in.
- Each person should create only one account; do not create multiple accounts for the same person.
- MPCA e-Services work best with Internet Explorer 9, 10, or 11 and Firefox 3.5 or later.
- You will be logged out automatically after 30 minutes of inactivity. If you don’t click either Save or Continue on a page within 30 minutes, you can lose the information you entered on that page.
- Within a service, use page buttons and links to navigate between pages (e.g., click Continue); do not use browser buttons.
- At any time, click Help in the upper-right corner of the page for additional information.
- Some services require approved access to a facility. You add a facility by searching for the facility and requesting access. If you are granted access to a facility for a service category (e.g., Air, Water Quality), you can complete services in that service category. Data for the facility (e.g., lists of equipment) is prepopulated from the MPCA database.
- Some services require you to be identified with a specific access type. Different access types are associated with different privileges to complete a service.
  - **Air Signatory, Feedlot Signatory, Water Quality Signatory** – These access types can create a service; enter data; grant and remove general user access to a facility; and electronically sign a service. (Note: If you were authorized to submit DMRs in the e-Services portal, your authorization will be granted at this level after you have created an account and requested access. If you need access to submit DMRs and did not have authorization in the e-Services portal, please request this access level.)
  - **Aboveground Storage Tank Signatory, SSTS Signatory** – These access types can create, enter data, and electronically sign a service.
  - **General User** options – These access types can create and enter data for a service, but cannot electronically sign a service.
Grid of tasks before starting a service

To use MPCA e-Services, you must create an account. In addition, before using some services, you must add a facility to your account, and if you are an electronic signer, possibly send in a submittal agreement.

- **An electronic signer** is a person who "signs" the submittal. To be an electronic signer, you need Signatory access to the facility. For some services, a submittal agreement is required to get Signatory access.
- **A data entry helper** is a person who can do data entry for the submittal, but can’t sign it. To be a data entry helper, you need General User access to the facility.

<table>
<thead>
<tr>
<th>Service</th>
<th>Create Account</th>
<th>Add Facilities</th>
<th>Select Access Type</th>
<th>Data Entry Helper: select access type General User</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboveground Storage Tank Reissuance Permit</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Air Administrative Amendment</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Air Individual Permit Reissuance</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Air Dispersion Modeling</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Construction Stormwater General Permit</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Discharge Monitoring Report (eDMR)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Feedlot Annual Report</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Feedlot NPDES/SDS Permit Application</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Field Work Notification</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hazardous Waste Generator License Application</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Notification of Regulated Waste Activity</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sewer Extension Permit Application</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Subsurface Sewage Treatment System (SSTS)</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Vessel Discharge Permit</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Voluntary Remediation Program Enrollment Application</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Yard Waste Permit by Rule</td>
<td>X</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
Flow of tasks before starting a service

Create an Account

Select Services to Display

Facility Selection Required?

No ➔ Start Service

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Aboveground Storage Tank Signatory, auto access

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Create an Account

Select Services to Display

Facility Selection Required?

No ➔ Start Service

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Aboveground Storage Tank Signatory, auto access

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service

Select Services to Display (again)

Facility Selection Required?

Yes ➔ Add Facilities

Select Access Type for Each Facility per Service Category

Air and Water Quality, Signatory submits submittal agreement, MPCA authorizes access

Air General User and Water Quality General User, granted access by Air Signatory or Water Quality Signatory

Start Service
Creating an account
To create an MPCA e-Services account, go to https://rsp.pca.state.mn.us and complete these steps.

On the Login page:
1. Click Create a new account.

![Login Page](image)

On the Create User ID page:
1. In the User ID box, type a user ID. Your user ID must be between 8 and 40 alphanumeric characters. Do not use punctuation, spaces, or special characters. Choose a User ID you will remember each time you need to log in.
2. Click Continue.

![User ID Page](image)

On the Choose Password page:
2. In the User Password box, type a password. Your password must be between 8 and 40 characters and contain characters from at least two of these groups: lowercase letters, uppercase letters, digits, and special characters (except spaces, quotation marks, <, >, and \). Passwords are case sensitive.
3. In the Retype User Password box, type the same password.
4. Click Continue.
On the Contact pages:

1. Under **Contact Information**, enter your contact information. If an asterisk (*) is present, you must enter that information.

2. Under Contact Numbers, click **Add Contact Number**.

3. From the **Contact # Type** list, select the type of number you are adding.

4. In the **Contact Number** box, type your 10-digit number. Do not enter dashes or spaces between numbers.

5. If desired, enter your extension and add any comments.

6. Click **Save**.

7. Repeat steps 2–6 for additional contact numbers you want to add.

8. Click **Continue**.
On the Challenge/Response Questions page:

1. In the **Question 1** list, select a question
2. For Question 1, type your answer in the text box.
3. Repeat step 1–2 for the remaining questions. You can select each question only one time, and your answers cannot be duplicates. Answers are not case sensitive.
4. Click **Continue**.

![Challenge/Response Questions](image)

On the Electronic Signature PIN page:

A personal identification number (PIN) is used to electronically certify a notification, report, or application. You will need this PIN each time you want to submit a notification, report, or application.

1. In the **Electronic Signature PIN** box, type a PIN. The PIN must be between 8 and 40 characters and contain characters from at least two of these groups: lowercase letters, uppercase letters, digits, and special characters (except spaces, quotation marks, `<`, `>`, and `\`). PINs are case sensitive.
2. In the **Retype Electronic Signature PIN** box, type the same PIN.
3. Click **Continue**.

![Electronic Signature PIN](image)
On the Facility pages:

You can add facilities to your user profile. For many services, you must add a facility before you can use the service for an existing facility.

To complete your account setup without adding a facility, click **Complete Setup** without searching for a facility.

The following services require a facility in your profile.

- Air Administrative Amendment
- Air Individual Permit Reissuance
- Aboveground Storage Tank Reissuance Permit
- Air Dispersion Modeling
- Discharge Monitoring Report (eDMR)
- Feedlot Annual Report
- Subsurface Sewage Treatment System (SSTS)

For details on adding facilities to your profile, see the section **Adding a Facility to Your Profile**.

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](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.
Selecting services to display

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

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**.

If you select a service that requires a facility to be included in your profile, you will be prompted to add a facility.
Starting a service

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

The following services require you to add a facility to your profile before using the service for an existing facility. If you are an electronic signer, you may also need to send in a submittal agreement, one for each facility for which you are requesting access.

<table>
<thead>
<tr>
<th>Service</th>
<th>Add a facility</th>
<th>Send in submittal agreement</th>
</tr>
</thead>
<tbody>
<tr>
<td>Aboveground Storage Tank Reissuance Permit</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Air Administrative Amendment</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Air Individual Permit Reissuance</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Air Dispersion Model</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Discharge Monitoring Report (eDMR)</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Feedlot Annual Report</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Subsurface Sewage Treatment System (SSTS)</td>
<td>X</td>
<td></td>
</tr>
</tbody>
</table>

After adding a facility to your profile, you can request the access level that you want.

To add a facility to your user profile,

1. In your web browser, go to https://rsp.pca.state.mn.us.
2. Log in to your account. For details, see Logging Into MPCA e-Services.
3. Do one of the following to access the Facility Search page:
   - Click the User Profile tab, click Edit Facility Selection, and click Add Facility.
   - On the My Workspace page, in the My Facilities section, click Add Facilities.

Note: When creating your account, you will also be prompted to add a facility.

4. To search for a facility, enter any information about the facility you are looking for.
5. In the text boxes, you can enter partial values followed by an asterisk (*) to search for all records that begin with that value. For example, type how* in the Facility Name box to find facilities named Howe Farm, Howard Janes, and Howell Enterprises.
To search by previous facility ID, select an option from the **Facility User Group** list in combination with entering an ID in the **Alternate/Historic Name/ID** box.

- Select **Air Permit Number** for an 8-digit air permit number
- Select **Wastewater Permit Number** for a water permit number
- Select **Feedlots Preferred ID** for a three digit number, followed by a hyphen and five or more digit number (e.g., 000-00000)
6. In the list of facilities returned by your search, select the check box next to each facility you want to add to your profile. To view details about a facility, click the View (📖) icon.

7. To save your selected facilities and add more facilities, click Add More Facilities. To save your selected facilities without adding more facilities, click Continue.

8. For the facilities you have added, select the access level you want under Change Access Type To.
   - If you will be entering data for the service but not certifying the service, select the appropriate General User option. The Air Signatory, Feedlot Signatory, or Water Quality Signatory will grant access.
   - If you will be certifying the service, select the appropriate Signatory option (e.g., Aboveground Tank Signatory, Air Signatory, Feedlot Signatory, SSTS Signatory, Water Quality Signatory). Note that signatories for Air, Feedlot, and Water Quality must send in a signed submittal agreement.
<table>
<thead>
<tr>
<th>Role</th>
<th>Certify Service (electronically sign)</th>
<th>Manage Roles</th>
<th>Able to Create and Enter Data for Service</th>
</tr>
</thead>
<tbody>
<tr>
<td>Air Signatory</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Air General User</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Aboveground Storage Tank Signatory</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Feedlot Signatory</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Feedlot General User</td>
<td></td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>SSTS Signatory</td>
<td>X</td>
<td>X</td>
<td></td>
</tr>
<tr>
<td>Water Quality Signatory</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Water Quality General User</td>
<td>X</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

9. Click **Continue**.

10. If you are prompted to confirm your request, select I Agree and then click Continue.

11. Depending on the access type you selected, do one of the following:
   - If you selected **Air Signatory**, **Feedlot Signatory**, or **Water Quality Signatory** as the access type, continue to step 12.
   - If you selected **Aboveground Tank Signatory** as the access type, skip to step 14.

12. Click the PDF (PDF) icon for **MPCA e-Services Portal Electronic Signature Submittal Agreement**.
13. Print the PDF document, fill it out, sign it, and mail it to the corresponding address below. The Air and Water Quality submittal agreements are also appended to this document.

Air Submittal Agreement:

   Attn: Air Quality Permit Document Coordinator
   Minnesota Pollution Control Agency
   520 Lafayette Road North
   St Paul, MN 55155-4194

Water Quality Submittal Agreement—Discharge Monitoring Report (eDMR):

   Attn: MPCA e-Services
   Minnesota Pollution Control Agency
   504 Fairgrounds Road, Suite 200
   Marshall, MN 56258

General Submittal Agreement:

   Attn: Online Services Support – 4th floor
   Minnesota Pollution Control Agency
   520 Lafayette Road North
   St. Paul, MN 55155-4194

14. Click **Continue**.

15. When your submittal agreement is processed, you will be notified via email. In addition, on the My Workspace page, the Access Status will change from **Pending** to **Granted**.

16. Click the name of the service on the My Workspace page to start the service.
Managing access to facilities

You can manage security access for facilities to which you have Air Signatory, Feedlot Signatory, or Water Quality Signatory rights. When another user requests general user rights to your facility, as a signatory you will receive an email notifying you of the request.

On the My Workspace page, in the My Facilities section, the general user who requested access will see the Access Status as *Pending*.

As an Air Signatory or Water Quality Signatory, you can grant, deny, or revoke access for the related General User.

To do this, on the My Workspace page, in the My Facilities section, click the Manage Security (🔍) icon to display the administration page.

From the administration page, you can manage the users with access to the facility.

**Granting access to a general user**

On the administration page, *Available Users* have requested access to the facility.

- To grant access for the role requested, select the user and click **Grant Access**.
- To deny access and remove the user from the page, select the user and click **Deny Access**.

After access is granted, the general user who requested access will receive an email notifying him or her that access is granted. On the My Workspace page, in the My Facilities section, the general user will see the Access Status as *Granted*. 
Revoking access from a general user

On the administration page, Assigned Users have been granted access to the facility.

- To revoke access for the role granted and move the user to the Revoked Users list, select the user and click Revoke Access.

The user is removed from the Assigned Users section and moved to the Revoked Users section.

Getting help

If you have questions or problems with MPCA e-Services, email onlineservices.pca@state.mn.us or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.
Electronic Signature Submittal Agreement and Air Signatory Registration Form
Air Quality Permit Program, MPCA e-Services

Doc Type: Permit Application

Modifications to this form are prohibited.

* 1a) Air Permit number: __________________________ 1b) Agency Interest ID No.: __________________________
* 2a) Facility name: __________________________

A. Purposes of this form:
- Identification and authorization of an Air e-Service Signatory (person with recognized authority to electronically sign air quality documents).
- Identification and/or updating of Air Responsible Official in the Minnesota Pollution Control Agency (MCPA) databases per Minn. R. 7007.0100, subp. 21.
- Delegation of authority from Responsible Official to other qualified staff per Minn. R. 7007.0100, subp. 21.

B. Agreements:
By signature on this agreement, the identified Signatory (Account Holder/User) and the Responsible Official agrees to:
1. Protect the account password, PIN, and answers to challenge questions from compromise.
2. Not allow anyone unauthorized access to the account, account password, PIN, or answers to challenge questions.
3. Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, PIN, or answers to challenge questions.
4. Change the account password and User PIN if there is reason to suspect or believe that any have been become known to another person.
5. Notify the MPCA if the account holder or the responsible official named in this document no longer represents the named facilities in the capacity indicated on or authorized by this form as soon as the change becomes known.
6. Review in a timely manner the email onscreen acknowledgements and copies of record submitted and certified through my account to MPCA e-Services.
7. Report any evidence of discrepancy between the document submitted and what the MPCA e-Services received.

C. *MPCA e-Services Signatory (Account Holder) Signature
By signing below as an Account Holder, I acknowledge that:
1. I will be legally bound, obligated, and responsible for the use of my created electronic signature as I would be using my handwritten signature.
2. I have read, understand, and accept the terms and condition of this submittal agreement.
3. I have read the certification requirements of Minn. R. 7001.0070 and 7001.0540 and understand that certifications are made subject to the penalty of law, including penalties for submitting false information.
4. I have a current User ID with the MCPA e-Services.
5. *Signatory (Account holder) User ID ______.
6. *☐ I am the responsible official authorized to submit and sign per Minn. R. 7007.0100, subp. 21.
   
   Note: The individual who is identified as the 'Responsible Official' will be updated in the MPCA database and become the legal and binding Responsible Official for the above named facility.

or

*☐ I am not the Responsible Official authorized to submit and sign per Minn. R. 7007.0100, subp. 21. Section D is required.

Signatory (Account holder)

* Print name: __________________________  * Title: __________________________
* Signature: __________________________  Date (mm/dd/yyyy): __________________________
Phone number: __________________________  Fax number: __________________________

www.pca.state.mn.us  651-296-6300  800-657-3864  TTY 651-282-5332 or 800-657-3864  Available in alternative formats
aq-f7-dg02  6/18/15
D. If the Signatory (Account holder) is not the responsible official for the listed facility, the responsible official must complete this section:

I, ________________________________ ________________________________
Responsible Official printed legal name Responsible Official title

certify that I am the responsible official per Minn. R. 7007.0100, subp. 21, by virtue of my status as one of the following: President of corporation, Vice-President in charge of a principal business function, Secretary of corporation, Treasurer of corporation, or other person who performs policy or decision-making functions for the corporation similar to the functions performed by those listed.

I authorize and delegate authority to the user identified in section ‘C’ above. By signature on this document, I understand that this authorization is valid unless the MCPA is notified by me or the above named User, in writing, that the authorization status has changed.

Note: The individual who is identified as the ‘Responsible Official’ will be updated in the MPCA database and become the legal and binding Responsible Official for the above-named facility.

Responsible Official signature

* Print name: ________________________________ * Title: ________________________________
* Signature: ________________________________ Date (mm/dd/yyyy): ________________________________
Phone number: ________________________________ Fax number: ________________________________

E. Final step – Submit to the MPCA

Print this form, sign and date section ‘C’ (if you are the Signatory and Responsible Official) or sections ‘C’ and ‘D’ (if you are the Signatory but are not the Responsible Official), and mail or hand deliver to:

Attn: Air Quality Permit Document Coordinator
Minnesota Pollution Control Agency
520 Lafayette Rd N
St Paul, MN 55155-4194

Fields proceeded by an asterisk(*) indicates a required field.
All required fields must be completed or submittal agreement will be returned.

For MPCA use only:

Authorizing MPCA staff signature ________________________________ Date ________________________________
Facility information

*Facility name: ____________________________  *Permit number: ____________________________

A. Purpose of this form:

- Identification and authorization of a water quality e-service signatory (person with recognized authority to electronically sign water quality documents on behalf of a permit applicant or permittee).
- Identification and/or updating of water quality responsible official in the Minnesota Pollution Control Agency (MPCA) databases per Minn. R. 7001.0060.
- Delegation of authority from a responsible official to other qualified staff per Minn. R. 7001.0060.

B. Agreements

By their signature on this agreement, the identified signatory (account holder/user) and the responsible official agrees to:

1. Protect the account password, PIN, and answers to challenge questions from compromise.
2. Not allow anyone unauthorized access to the account, account password, PIN, or answers to challenge questions.
3. Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, PIN, or answers to challenge questions.
4. Change the account password and User PIN if there is reason to suspect or believe that any have been become known to another person.
5. Notify the MPCA if the account holder or the responsible official named in this document no longer represents the named facilities in the capacity indicated on or authorized by this form as soon as the change becomes known.
6. Review in a timely manner the email onscreen acknowledgements and copies of record submitted and certified through my account to MPCA e-Services.
7. Report any evidence of discrepancy between the document submitted and what the MPCA e-Services received.

C. MPCA e-Services signatory (account holder) signature acknowledgments

By signing below as an account holder, I acknowledge that:

7. I will be legally bound, obligated, and responsible for the use of my created electronic signature as I would be using my handwritten signature.
8. I have read, understand, and accept the terms and condition of this submittal agreement.
9. I have read the certification requirements of Minn. R. 7001.0070 and 7001.0540 and understand that certifications are made subject to the penalty of law, including penalties for submitting false information.
10. I have a current User ID in place with the MCPA e-Services.
11. *Signatory (account holder) user ID: ____________________________
12. *☐ I am the responsible official authorized to submit and sign per Minn. R. 7001.0060.
   or
13. *☐ I am not the responsible official authorized to submit and sign per Minn. R. 7001.0060. Section D is required.

*Signatory (account holder) signature

Print name: ____________________________  Title: ____________________________
Signature: ____________________________  Date (mm/dd/yyyy): ____________________________
Phone number: ____________________________  Email address: ____________________________
D. If the signatory (account holder) is not the responsible official for the listed facility, the responsible official must complete this section.

I, __________________________ __________________________
(Responsible official printed legal name) (Responsible official title)
certify that I am the responsible official authorized to submit and sign per Minn. R. 7001.0060.

I authorize and delegate authority to the user identified in section ‘C’ above. By my signature on this document, I understand that this authorization is valid unless the MCPA is notified by me or the above named user, in writing that the authorization status has changed.

Responsible official signature

Print name: __________________________ Title: __________________________
Signature: __________________________ Date (mm/dd/yyyy): __________________________
Phone number: __________________________ Email address: __________________________

E. Final step – Submit to the MPCA

Print this form, sign, and date section ‘C’ (if you are the signatory and responsible official) or sections ‘C’ and ‘D’ (if you are the signatory but are not the responsible official), and mail or hand deliver to:

Attn: MPCA e-Services
Minnesota Pollution Control Agency
504 Fairgrounds Road, Suite 200
Marshall, MN  56258

Fields proceeded by an asterisk (*) indicates a required field.
All required fields must be completed or submittal agreement will be returned.

For MPCA use only:

Authorizing MPCA staff signature __________________________ Date __________________________