

# Notification of permit termination e-Service

## This guide takes you through submitting a permit termination request 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

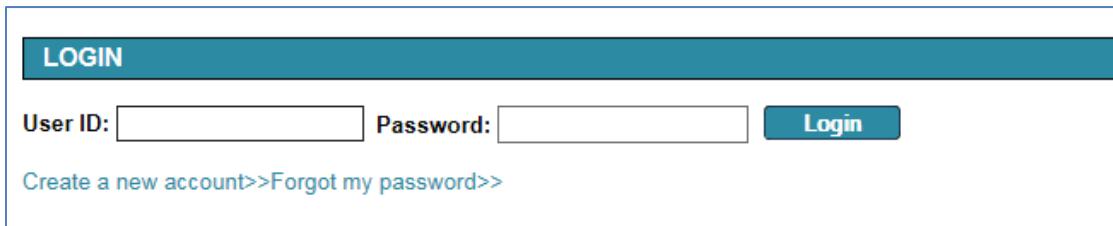
Submit a permit termination request .....	2
Log in and set up permit access .....	2
Add the e-Service to your My Workspace page .....	4
Complete the e-Service.....	5
Attachments.....	6
Certification.....	6
Submittal receipt.....	7
Exit.....	7
Getting help .....	7

# Submit a permit termination request

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

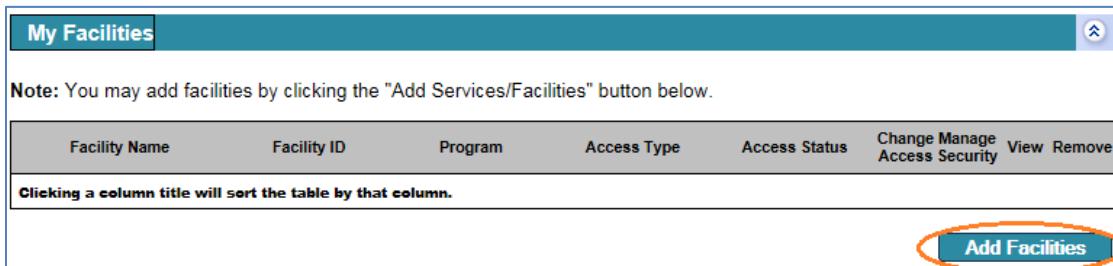
## Log in and set up permit access

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



The image shows a 'LOGIN' screen with fields for 'User ID' and 'Password', and a 'Login' button. Below the fields are links for 'Create a new account' and 'Forgot my password'.

2. On the My Workspace page, click **Add Facilities**.



The image shows a 'My Facilities' screen with a table header for Facility Name, Facility ID, Program, Access Type, Access Status, Change Manage Access Security, View, and Remove. A note below the table says 'Clicking a column title will sort the table by that column.' A blue 'Add Facilities' button is highlighted with a red circle.

3. On the Facility Search page, enter any information about the facility you are looking for. Then click **Search**.

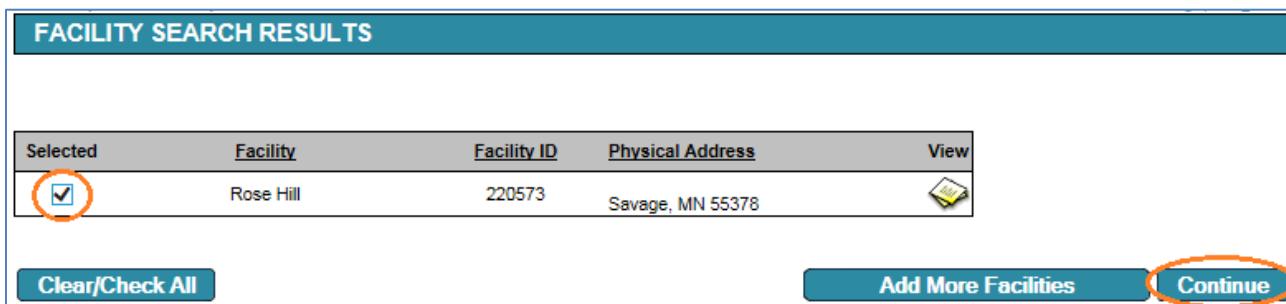
Tip: Search by entering your permit number in the **Alternate/Historic Name/ID** field.



The image shows a search form with fields for Facility ID, Facility Name, Alternate/Historic Name/ID, Address, County, Municipality, ZIP, Facility Type, and Facility User Group. The 'Alternate/Historic Name/ID' field is circled in red.

4. In the list of facilities returned by your search, select the check box next to the facility you want to add to your account.

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



The image shows a 'FACILITY SEARCH RESULTS' screen with a table. The table has columns for Selected, Facility, Facility ID, Physical Address, and View. A checkbox in the 'Selected' column for 'Rose Hill' is circled in red. At the bottom are buttons for 'Clear/Check All', 'Add More Facilities', and 'Continue' (which is also circled in red).

5. Select the account access level by clicking the drop-down menu under **Change Access Type to**. Then click **Continue**.

**SELECT ACCESS TYPE**

Please select an Access Type for each facility added.

Facility Name	Facility ID	Current Access Type	Change Access Type to	Cancel Access Request
Rose Hill	220573	No Access	No Change	

**Continue**

6. Use the table below to help you determine which access type you need.

Permit Program	Access Type
Air Quality	Air Signatory
Aboveground Storage Tanks	Aboveground Storage Tanks Signatory
Construction Stormwater	CSW Certifier
Feedlots	Feedlot Termination
Hazardous Waste*	Hazardous Waste Signatory
Industrial Stormwater	Industrial Stormwater Termination
Municipal Stormwater	MS4 Termination
Solid Waste	Solid Waste Signatory
Wastewater	Wastewater Termination

\*Note - the Hazardous Waste Signatory type is for permitted sites only. Follow this [guide](#) if you need to inactivate your Hazardous Waste ID number.

7. On the Access Change Confirmation screen:

a. **For Air Signatory access only:** Click the PDF icon to download and print a copy of the submittal agreement form. Complete the form and mail it to the address indicated on the form. Then click **Continue**.

**ACCESS CHANGE CONFIRMATION**

**Access Change - Requires Paper Form Approval**

Your access request for the facility listed below requires paper form approval. Your request status is **Pending**.

Facility Name: Rose Hill  
 Facility ID: 220573  
 Access Type Requested: Air Signatory

Please fill out the form provided below and mail it to the address indicated on the form. You will receive an email once your access request form has been reviewed and approved.

Document Name	PDF
MPCA e-Services Portal Electronic Signature Submittal Agreement Air	

**Continue**

b. For all other access types, simply click **Continue**.

## ACCESS CHANGE CONFIRMATION

[View/Print Language](#)

### Access Change - Online Approval

Your access request is Granted.

Facility Name: Rose Hill  
Facility ID: 220573  
Access Type Requested: CSW Certifier

[Continue](#)

8. On the My Workspace page under My Facilities, your facility access will display as *Granted*.

## 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
Rose Hill	220573	N/A	CSW Certifier	Granted			

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

- If you requested Air Signatory access and mailed in the submittal agreement form, you will receive an email once your submittal agreement has been processed. In addition, on the My Workspace page, the Access Status will change from *Pending* to *Granted*.

## Add the e-Service to your My Workspace page

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

## 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.

### Construction Stormwater

[Construction Stormwater General Permit Application](#)

### Solid Waste

[Yard Waste Permit By Rule](#)

### Hazardous Waste

[Notification of Regulated Waste Activity](#)

### Water Quality

[Discharge Monitoring Report](#)

[Configure Services](#)

2. Select the check box next to **Notification of Permit Termination**. This service is listed under Services Requiring Facilities, All Programs. Select any other services that you want to display in your workspace.

## Services Requiring Facilities

### Aboveground Storage Tanks

  Aboveground Storage Tank Issuance or Reissuance Permit

### Air

  Administrative Amendment Service

  Air Dispersion Modeling

  Individual Permit Reissuance

### All Programs

  Notification of Permit Termination

### Feedlot

  Feedlot Annual Report

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**.

**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.

<b>All Programs</b> <a href="#">Notification of Permit Termination</a>	<b>Construction Stormwater</b> <a href="#">Construction Stormwater General Permit Application</a>
<b>Hazardous Waste</b> <a href="#">Notification of Regulated Waste Activity</a>	<b>Solid Waste</b> <a href="#">Yard Waste Permit By Rule</a>
<b>Water Quality</b> <a href="#">Discharge Monitoring Report</a>	

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

**List of Permits Authorized to Terminate**

This table lists the permits you are authorized to terminate. One permit termination per service is allowed. For Construction Stormwater, all Subdivision permits must be terminated before the overall permit can be terminated.

Select the permit for termination by clicking **Select** on the row, then click **Continue**. Click **Cancel** if you wish to discontinue this service.

Select	Program	Permit ID	Effective Dates	Name	Address	City
<input checked="" type="radio"/>	Const Stormwater	C00040646	06/03/2015 - 02/01/2020	Pheasant Run of Lakeville	Address Unknown	Lakeville
<input checked="" type="radio"/>	Const Stormwater	SUB0046966	06/28/2017 - 02/01/2020	Pheasant Run of Lakeville		Lakeville
<input type="radio"/>	Const Stormwater	SUB0047148	07/18/2017 - 02/01/2020	Pheasant Run of Lakeville		Lakeville

**Cancel** **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.

**Permit Termination**

Program	Permit ID	Effective Dates	Name	Address	City
Const Stormwater	SUB0046966	06/28/2017 - 02/01/2020	Pheasant Run of Lakeville		Lakeville

**\*Reason:**

**Comments:**

**Other Instructions:**  
Selection of other as a permit termination reason requires an explanation in the Comments field before continuing.

**Cancel** **Return** **Continue**

- Each permit type shows a unique list of Reason options
- If you select “Other” as a reason, you MUST include an explanation in the Comments box.
- Use the Comments box if you wish to add any other details such as date of facility closure (optional).

4. Click **Continue**.

## Attachments

5. If an attachment is not required, you will progress to the Certification screen.

If an attachment is required, you will progress to the Attachments screen. Attachments are only required for Construction Stormwater permits.

**ATTACHMENTS**

In order to proceed with this termination a Vegetative Cover Photograph(s) is required.

Please attach all applicable photos in the grid below.

Required	Attachment Type	Attachment Description	Document Date	Upload Filename	Upload Date	Remove
<input checked="" type="checkbox"/>	Veg Cover Photograph	Vegetative Cover Photograph(s) Document	<input type="text"/>	<input type="button" value="Choose File"/>	No file chosen	
			<input type="text"/>	<input type="button" value="Choose File"/>	No file chosen	

**Continue**

- The Attachment screen is used to include all necessary attachments with the service submission.
- Upload your Vegetative Cover Photograph(s) and select your Document Date.
- Click **Continue**.

## Certification

6. 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
<input checked="" type="checkbox"/>	CSW Certifier		Not Signed	

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

7. 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)

8. Enter your electronic signature PIN, then click Sign Electronically.

**Electronic Signature PIN**

\*Electronic Signature PIN:  (Case-Sensitive)

\* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

9. Click **Continue** to submit your termination request.

CERTIFICATION				
Required	Name	Signature Type	Signature Status	Sign Electronically
	Kaitlin Jamieson	CSW Certifier	Signed on 12/04/2018	
<b>Clicking a column title will sort the table by that column.</b>				
<b>Continue</b>				

## Submittal receipt

10. You will receive an email confirmation after you submit the termination request. Please allow a couple minutes for this to occur. The email includes the Copy of Record.

Core-Service-SubmittalDisplay-CROMERR.pdf 6 KB

Start your reply all with: [Thank you!](#) [Thank you for your confirmation.](#) [Here is the information.](#) [Feedback](#)

Dear Applicant:

You have successfully submitted your request to terminate your Const Stormwater permit.

Construction Stormwater permit coverage terminates automatically with this service. MPCA staff will review all other permit termination requests and provide you with subsequent approval or denial.

11. 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.

My Services - Submitted										
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
16846	Pheasant Run of Lakeville	Notification of Permit Termination	Received		12/04/2018	12/04/2018	Kaitlin Jamieson			
<b>Clicking a column title will sort the table by that column.</b>										

## Exit

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

My Workspace    Messages    User Profile    Electronic Signature    Documents and Forms

Version: 1.4  
Currently logged in: Kaitlin Jamieson (BOUT1KAI)

**MY WORKSPACE**

[Help](#) | [Logout](#)

## Getting help

If you have questions or problems with MPCA e-Services, email [onlineservices.pca@state.mn.us](mailto: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.