

Industrial Stormwater Program 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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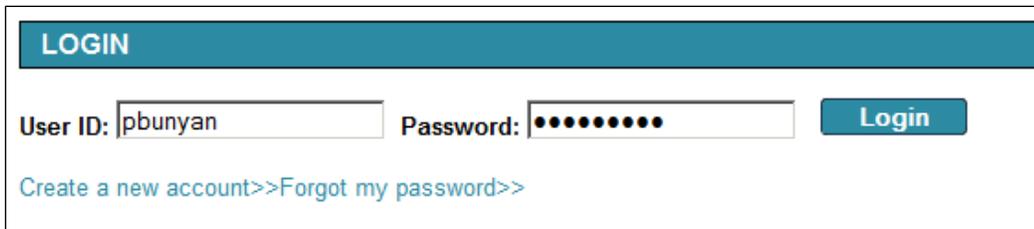
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Logging into MPCA e-Services

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**.



LOGIN

User ID: Password:

[Create a new account>>](#) [Forgot my password>>](#)

After login, the **My Workspace** page is displayed. From this page you can select and start the services you want to use - zzzzz

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 only have to 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 NOT Requiring Facilities

<p>Construction Stormwater</p> <p><input type="checkbox"/> Construction Stormwater General Permit Application</p>	<p>Feedlot</p> <p><input type="checkbox"/> General Permit Coverage Issuance</p> <p><input type="checkbox"/> General Permit Coverage Modification</p> <p><input type="checkbox"/> Individual Permit Issuance</p> <p><input type="checkbox"/> Individual Permit Modification</p> <p><input type="checkbox"/> Individual Permit Reissuance</p>
<p>Hazardous Waste</p> <p><input type="checkbox"/> Notification of Regulated Waste Activity</p> <p><input type="checkbox"/> Hazardous Waste Generator License Application</p>	<p>Industrial Stormwater</p> <p><input checked="" type="checkbox"/> General Permit and No Exposure Certification Application</p>
<p>SSTS</p> <p><input type="checkbox"/> SSTS Business License Renewal</p>	<p>Remediation</p> <p><input type="checkbox"/> Field Work Notification</p> <p><input type="checkbox"/> Voluntary Remediation Program Enrollment Application</p>
<p>Vessel Discharge</p> <p><input type="checkbox"/> Vessel Discharge Permit</p>	<p>Solid Waste</p> <p><input type="checkbox"/> Yard Waste Permit By Rule</p>
	<p>Wastewater</p> <p><input type="checkbox"/> Sewer Extension Permit Application</p>

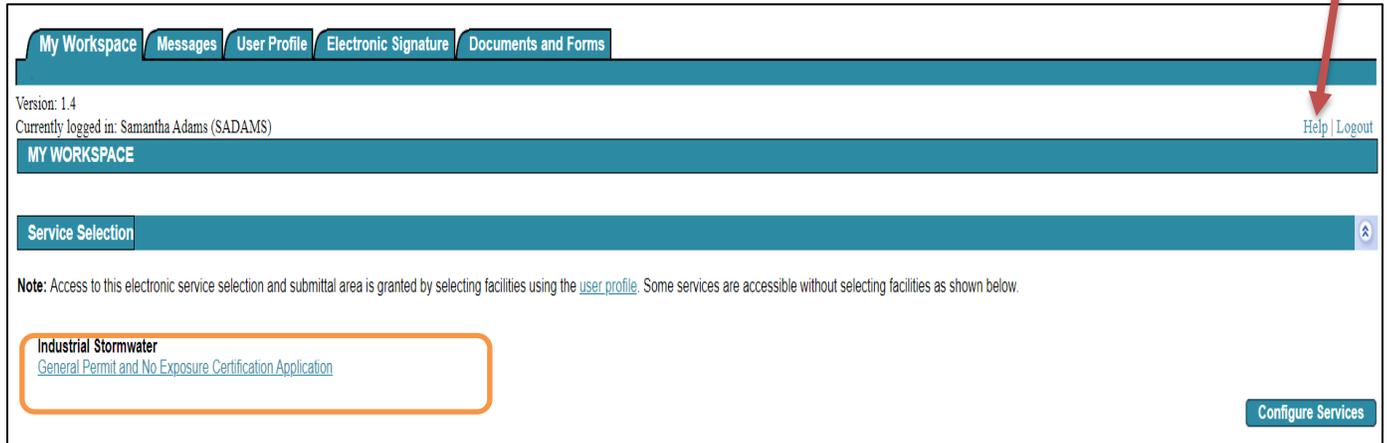
Check All

Starting a service

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.

General Permit and No Exposure Certification Application



The screenshot displays the 'My Workspace' interface. At the top, there is a navigation bar with tabs for 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below this, the user is identified as 'Samantha Adams (SADAMS)' and the version is '1.4'. A 'Help | Logout' link is located in the top right corner, with a red arrow pointing to it. The main content area is titled 'MY WORKSPACE' and features a 'Service Selection' section. A note states: '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.' Underneath, a service named 'Industrial Stormwater' is listed with the sub-item 'General Permit and No Exposure Certification Application'. A 'Configure Services' button is visible in the bottom right corner.

Searching for a Facility

1 – Facility Search

Search for your facility by entering a Facility Name or Industrial Stormwater ID or other optional criteria and then clicking Search. The Industrial Stormwater ID is the ID for the No Exposure Exclusion or the Industrial Stormwater Permit. If you are a brand new facility you can click Continue through this screen without searching.

[My Workspace](#) [Messages](#) [User Profile](#) [Electronic Signature](#) [Documents and Forms](#)

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FACILITY SEARCH

- 1 - Facility Search
- 2 - Facility Information
- 3 - Contacts
- 4 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Enter at least one of the search criteria to find your facility, then click **Search**. It's recommended to search using your Industrial Stormwater ID or Facility Name. The Industrial Stormwater ID can be the No Exposure Exclusion ID or Industrial Stormwater Permit number.

Search results display in the table. Click the radial button to select your facility, and then click **Continue**.

If no correct results display, or if your facility is new to Industrial Stormwater, click **Continue**.

Facility Name:

Industrial Stormwater ID:

Address:

City:

County:

Please enter search criteria.

Select the radial button next to your Facility Name

Click Continue.

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FACILITY SEARCH

- 1 - Facility Search
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- 3 - Contacts
- 4 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Enter at least one of the search criteria to find your facility, then click **Search**. It's recommended to search using your Industrial Stormwater ID or Facility Name. The Industrial Stormwater ID can be the No Exposure Exclusion ID or Industrial Stormwater Permit number.

Search results display in the table. Click the radial button to select your facility, and then click **Continue**.

If no correct results display, or if your facility is new to Industrial Stormwater, click **Continue**.

Facility Name:

Industrial Stormwater ID:

Address:

City:

County:

RESULTS

Select	Facility Name	Industrial Stormwater ID	Address	County
<input checked="" type="radio"/>	MPCA	MNR053DYC	2317 Grange Ave N, Oakdale, MN 55128-4333	Washington
<input type="radio"/>	Forest Lake city of Water Utility	A00014301	21350 Forest Blvd N, Forest Lake, MN 55025	Washington
<input type="radio"/>	Pipestone Cty Highway Dept	A00017065	604 4th St NW, Pipestone, MN 56164	Pipestone
<input type="radio"/>	MPCA	MNRNE3F25	2317 Grange Ave N, Oakdale, MN 55128-4333	Washington

Coverage Issuance under the Industrial Stormwater General Permit for 2020

The Sectors screen identifies the industrial activities at your facility. Sector information is pre-populated for existing facilities. Please make any updates/edits as needed to list the current industrial activities at your facility.

2 – Sectors

Select your primary sector based on your SIC Code/Narrative Activities applicable to your facility.

Click the primary checkbox.

If none of the narrative activities are applicable to the facility, and none of the SIC codes listed are the primary source or greatest revenue for your facility, then select the No SIC/Narrative Activities checkbox.

Click “Add Row” to add additional sectors.

Click Continue.

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SECTORS

1 - Facility Search
2 - Sectors
3 - Facility Information
4 - Contacts
5 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Update or enter your sector information below. Fields marked with an asterisk are mandatory.

Select either the Sector code or the Standard Industrial Classification (SIC) Code/Narrative Activities applicable to your facility by clicking on the drop-down arrow to select a choice, or begin typing in the field to filter and select the choice. The selection will automatically populate the other fields. Click **Add Row** to add additional SIC codes/Narrative Activities.

Select the primary SIC for your facility by clicking the Primary checkbox. One SIC code must be marked primary. Narrative Activities do not need to be marked as Primary.

If none of the SIC/Narrative Activities are applicable to the facility, or if none of the SIC codes listed are the primary source of greatest revenue for your facility, select the “No SIC/Narrative Activities” checkbox.

For more information about the Sector Codes, SIC Codes or Narrative Activities use the Help button in the upper right-hand corner. Once the page is complete, click Continue to advance to the next screen.

*Primary	*Sector	*SIC/Narrative Activities	Subsector	Remove
<input checked="" type="checkbox"/>	A Timber Products	2421 Sawmills and Planing Mills, Gr	A1 General Sawmills/Planing Mills	

No SIC/Narrative Activities

Add Row

Cancel **Return** **Continue**

3 – No Exposure Exclusion

The No Exposure Exclusion screen includes a list of questions to determine if your facility is eligible for the No Exposure Exclusion certification. If you answer no for all questions, you will complete a No Exposure Certification application. If any question is answered yes, you will complete a permit coverage application.

Answer the No Exposure Exclusion questions.

Click the radial button adjacent to each question to answer yes or no.

Click Continue.

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NO EXPOSURE EXCLUSION

Please answer all of the following questions to determine if you are eligible for No Exposure Exclusion. Then click Continue.

		Yes	No
1 - Facility Search			
2 - Sectors			
3 - No Exposure Exclusion			
4 - Facility Information			
5 - Contacts			
6 - Certification			
Please Note You may click on a previously visited page (above) to navigate back to that screen.			
	*Material or Activity A- Do you or will you conduct any industrial activities outdoors that may be exposed to stormwater?	<input type="radio"/>	<input checked="" type="radio"/>
	*Material or Activity B- Do you or will you have, use, clean, or maintain any industrial or commercial equipment outdoors that may be exposed to stormwater? Examples include cutting, welding, painting, sandblasting, etc	<input type="radio"/>	<input type="radio"/>
	*Material or Activity C- Are there any spills or leaks outside on the ground, within storm drains, or in stormwater inlets?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity D- Do you have any equipment, products, or residual pollution from previous owners or past industrial activities outside that may be exposed to stormwater?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity E- Do you or will you have any facility equipment or inadequately maintained vehicles outside that may be exposed to stormwater?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity F- Do you or will you have any fueling activities outside?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity G- Do you or will you have any loading, unloading, or transporting of materials, products or waste materials that may be exposed to stormwater?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity H- Do you have any storage of materials or products that may be exposed to stormwater, except for final products intended to be outside, such as new cars, culverts, etc?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity I- Are any materials contained in open, deteriorated, or leaking drums, totes, barrels, tanks, or similar containers that may be exposed to stormwater?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity J- Do you or will you have waste materials that may be exposed to stormwater?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity K- Do you have a road or railway located at your facility that is owned or maintained by your facility? If yes, are there materials, products or waste that is or will be stockpiled or transferred on that road or railway that may be exposed to stormwater?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity L- Do you or will you have outside disposal of unpermitted wastewater?	<input type="radio"/>	<input type="radio"/>
	*Material or Activity M- Do you or will you have any particulate matter or visible deposits of residuals from roof stacks or vents on the ground or in stormwater discharges?	<input type="radio"/>	<input type="radio"/>

Cancel Return Continue

4 – Application Readiness

Based on the selections you made on the No Exposure Exclusion page, you are not eligible for the No Exposure Exclusion from the General Permit. You must read the General Permit, linked on this page, and complete all activities required prior to completing this online application. To confirm your readiness to apply, please check all of the boxes below.

Click Continue.

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Application Readiness

Based on the selections you made on the No Exposure Exclusion page, you are not eligible for No Exposure Exclusion from the General Permit. This online application is for permit coverage under MPCA's Industrial Stormwater Multi-Sector General Permit. You must read the [permit](#) and complete all activities required prior to completing this online application. To see if your facility is already covered under the General Permit, you can search [here](#).

If you are not ready to complete the application you may save, exit, and complete your application at a later date.

To confirm your readiness to apply, select all of the following checkboxes:

- I have read the [permit](#) and my facility is eligible according to the permit
- I have developed a Stormwater Pollution Prevention Plan (SWPPP) as required by the General Permit
- I am ready to make payment

About Payment:

The application fee is \$400. Payments are made using US Bank's secure transaction service. Pay using your bank account information (e-check) or by credit card (Visa or Master Card). You will receive a separate electronic confirmation from US Bank when your payment transaction is complete.

[Save](#) [Return](#) [Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

5 – Prevention Opportunities

This is not required, however, the information is appreciated and helpful to the MPCA. You can fill out or leave blank.

Click Continue.

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PREVENTION OPPORTUNITIES

Although it is not required, we would appreciate that you answer the following questions.

To select a value in a list box, click the dropdown arrow. If you wish to select more than one value, hold down the Control (Ctrl) key while you click.

Have you implemented any prevention activities in the past year?:

Check out [MPCA's Pollution Prevention resources](#) website to learn more.

Would you like to be contacted to discuss prevention opportunities?:

* Required

[Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

6 – Environmental Review

If you selected yes to at least one of the No Exposure Exclusion questions you will need to obtain coverage under the Industrial Stormwater General Permit. The Environmental Review screen is required as part of the permit coverage application. The purpose of this screen is to identify facilities that are impacted by an environmental review.

Proceed to answer to the questions about environmental review.

Click Continue.

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Environmental Review

Answer the following questions to make sure that you have completed any required environmental review. For additional information on environmental review, visit the MPCA website [here](#).

1 - Facility Search	*1. Was an environmental review required for this facility?	<input type="text"/>
2 - Sectors	*2. If Yes to #1, is the environmental review process complete?	<input type="text"/>
3 - No Exposure Exclusion	3. If Yes to #2, please provide the following information:	
4 - Application Readiness	*Responsible governmental unit (e.g., city, township, county, state or federal agency):	<input type="text"/>
5 - Prevention Opportunities	*Type of environmental review document:	<input type="text"/>
6 - Environmental Review	*Completion date for environmental review (mm/dd/yyyy):	<input type="text"/>
7 - Facility Information		
8 - Contacts		
9 - Waterbodies		
10 - Monitoring Locations		
11 - Attachments		
12 - Certification		
13 - Payment		

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

* Required

7 – Facility Information

Facility information is pre-populated for existing facilities. Update as needed.

Update the following, as applicable:

- Facility information
- Location description
- Acreage of industrial activities
- Description of business activity

Click on the map button to manually select the business location and autofill the coordinate system, latitude, and longitude.

**The map button will not bring you to the coordinates listed, you will have to navigate there once the map button is selected.*

Click Continue.

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Facility Information

Please update or enter the information below. Fields marked with an asterisk are mandatory.

*Facility Name:	MPCA	Location Description:	
*Address Line 1:	2317 Grange Ave N		
Address Line 2:			
Address Line 3:			
*State:	Minnesota		
*County:	Washington	*Industrial Activities Acreage:	150
*City:	Oakdale		
*ZIP/Postal Code:	55128-4333		

Click the **Map** button to automatically populate coordinate fields by navigating to your location in the map.

Map

*Coordinate System:	UTM Zone 15 North - Meters
Latitude:	5088897.5807357
Longitude:	354753.99352285
*Collection Date:	09/12/2019
*Collection Method:	Address Matching House Number
*Reference Point:	General Location

Description of Business Activity:
Water

* Required **Continue**

8 – Contacts

Update all contact information with owner information, operator information, permit contact, and billing contact. Some contact information is pre-populated for existing facilities. Each contact tab must be completed before continuing.

You may add additional numbers by clicking “Add Number”.

You may also save contact by selecting the “Save to My Favorite Contacts”.

Then for each contact selection you can select from the dropdown menu of any that have been “Saved to My Favorites” for the “Insert From Existing Contacts”.

Additional contacts may be added for each type by selecting the type and clicking “Add Contact” at the bottom of the screen.

Use the ‘previous’ and ‘next’ buttons to navigate back and forth through the contacts.

Click Continue.

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CONTACTS

Please enter or update information for each contact listed below. Fields marked with an asterisk are mandatory. Each contact tab is required. If you would like to add additional contacts, use the **Add Contact** button in the bottom left corner.

1. Owner 2. Operator 3. Permit Contact 4. Billing Contact

1. Owner

Note: Selecting an option below will replace all information for this contact.
Insert From Existing Contact(s)...

*First Name: Samantha
Middle Initial: M
*Last Name: Adams
Title: Environmental Specialist
*E-Mail Address: samantha.adams@state.mn.us
*Confirm E-Mail: samantha.adams@state.mn.us
*Organization Name: MPCA
*Organization Type: State Government

*Address Line 1: 7678 College Rd.
Address Line 2:
Address Line 3:
*State/Country: Minnesota
*County: Crow Wing
*City: Baxter
*Foreign State:
*ZIP/Postal Code: 56425

* At least 1 phone number is required.

Type	*Contact Number	Extension	Comments	Remove
Home Phone Number	(218) 820-4915			

Add Number

Save to My Favorite Contacts

Note: Please enter contact information on ALL required tabs before clicking Continue.

Available Contact Types...

Add Contact

<< Previous

Next >>

Save

Continue

The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click continue.

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USPS ADDRESS VALIDATION

If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click **Continue**.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the **Back** button.

If you believe your address is valid and formatted correctly as entered, click **Continue** without selecting a possible match.

Current Owner Address: 7678 College Rd.
Baxter MN 56425

Select	Possible USPS Address Match
<input type="checkbox"/>	7678 College Rd Baxter MN 56425-8625

Current Operator Address: 7678 College Rd.
Baxter MN 56425

Select	Possible USPS Address Match
<input type="checkbox"/>	7678 College Rd Baxter MN 56425-8625

Current Permit Contact Address: 7678 College Rd.
Baxter MN 56425

Select	Possible USPS Address Match
<input type="checkbox"/>	7678 College Rd Baxter MN 56425-8625

Current Billing Contact Address: 7678 College Rd.
Baxter MN 56425

Select	Possible USPS Address Match
<input type="checkbox"/>	7678 College Rd Baxter MN 56425-8625

[Back](#) [Continue](#)

9 – Waterbodies

The Waterbodies screen captures information about your facility’s stormwater discharge and the proximity to surface waters.

Answer the questions with the drop down box.

Fill in the waterbody name, type, and status of special or impaired water.

Rows may be added for more than one water by clicking the “Add Row” button.

**The agency’s “search tool” may also be used to locate special and impaired waters. The search tool was developed for construction Stormwater, so please disregard any reference to Construction Stormwater or CSW requirements.*

Click Continue.

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Waterbodies

The following questions are about the Facility's proximity to surface waters, any listed special or impaired waters and whether stormwater discharges into a MS4. For assistance in locating special or impaired waters, use the [search tool](#) on our webpage.

*Are there surface waters within one mile of your facility that receive your industrial stormwater discharges? Yes ▾

If yes, identify the surface waters below:

*Waterbody Name	*Type	*Special Water?	*Impaired Water?	Remove
Hwy 71 Ditch	Ditch	No ▾	No ▾	
Unnamed Wetland	Wetland	No ▾	No ▾	✖

Add Row

*Does your industrial stormwater discharge into a street curb drain or into a manhole cover? (This is a regulated Municipal Separate Storm Sewer System (MS4))? ▾

* Required

Continue

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

10 – Monitoring Locations

All of the benchmark or effluent limit monitoring locations for your facility must be entered in this screen.

At least one location is required.

To add monitoring locations, navigate to the last monitoring location and click “Add New Location” button at the bottom of the screen.

If you need to remove a monitoring location, change the status of that monitoring location to “Inactive/Retired”.

Use the previous and next buttons to navigate between monitoring locations.

The “Map” button may be used to manually navigate to each monitoring location and set the location which will auto populate once selected in the map.

**It does not auto navigate to the current coordinates.*

Click Continue.

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MONITORING LOCATIONS

- 1 - Facility Search
- 2 - Sectors
- 3 - No Exposure Exclusion
- 4 - Application Readiness
- 5 - Prevention Opportunities
- 6 - Environmental Review
- 7 - Facility Information
- 8 - Contacts
- 9 - Waterbodies
- 10 - Monitoring Locations
- 11 - Attachments
- 12 - Certification
- 13 - Payment

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Identify all benchmark or effluent limit monitoring locations for your facility and complete the required information below. A minimum of one location is required and all subsectors must be associated with at least one location.

If you have multiple monitoring locations, navigate between your locations using the **Previous Location** and **Next Location** buttons. To add additional locations, navigate to your last monitoring location and click the **Add New Location** button.

If you are removing an existing monitoring location, change the status to "Inactive/Retired" for that location. To remove a monitoring location that you added in error, click **Delete Location**.

Click the Help button for more instructions.

Monitoring Location 1 of 1

*Location ID:

*Brief Monitoring Location Description:

*Status:

Subsector Associated with Location	Remove
<input type="text" value="N1 Scrap Recycling Facilities"/>	<input type="button" value="Remove"/>

Click the **Map** button to automatically populate coordinate fields by navigating to your location in the map.

*Coordinate System:

*Latitude:

*Longitude:

*Collection Date:

*Collection Method:

*Reference Point:

11 – Hardness Dependent Metals

Certain sectors that monitor for hardness dependent metals have the option to use the default value of 100 mg/L total hardness, or to use another range if that is appropriate for the industrial stormwater discharge.

If you choose to use a hardness range other than the default 100 mg/L, you must collect data on the hardness of the industrial stormwater discharge and select the associated hardness range in the dropdown below. All hardness data must be retained with your SWPPP on site.

If you choose to use the default value of 100 mg/L, then click Continue without selecting a value from the dropdown.

Version: 1.4		Currently logged in: Samantha Adams (SADAMS)		Help Logout
		Hardness Dependent Metals		
1 - Facility Search		The Industrial Stormwater General Permit (see Appendix C of the permit) allows adjustment of benchmark values for seven hardness-dependent metals (i.e. cadmium, chromium +3, copper, lead, nickel, silver, and zinc). Based on your subsector selection(s), you are required to conduct benchmark monitoring for hardness-dependent metals.		
2 - Sectors		You have the option to use the default value of 100 mg/L total hardness, or to use another range if that is appropriate for the industrial stormwater discharge. If you choose to use a hardness range other than the default 100 mg/L, you must collect data on the hardness of the industrial stormwater discharge and select the associated hardness range in the dropdown below. All hardness data must be retained with your SWPPP on site.		
3 - No Exposure Exclusion		If you choose to use the default value of 100 mg/L, click Continue without selecting a value from the dropdown.		
4 - Application Readiness		Any sector required to conduct benchmark monitoring for hardness-dependent metals may adjust the benchmark values for these seven metals based on hardness ranges and samples of the industrial Stormwater discharge. If desired, choose the hardness range for your facility, measured in milligrams per liter	<input type="text" value=""/>	
5 - Prevention Opportunities				
6 - Environmental Review				
7 - Facility Information				
8 - Contacts				
9 - Waterbodies				
10 - Monitoring Locations				
11 - Hardness Dependent Metals				<input type="button" value="Save"/> <input type="button" value="Continue"/>
12 - Attachments				
13 - Certification				
14 - Payment				
Please Note You may click on a previously visited page (above) to navigate back to that screen.				

12 – Attachments

If your facility meets certain conditions as outlined in the [general permit](https://www.pca.state.mn.us/water/industrial-stormwater), (found on the MPCA’s website at <https://www.pca.state.mn.us/water/industrial-stormwater>) you may apply for a waiver from benchmark monitoring (not effluent limits).

If you have met the conditions necessary for the waiver and have a completed a waiver form, please attach it under the corresponding type of waiver you are submitting. The document date (date you completed the form) must be filled out for all attachments. The MPCA must review and approve all waiver requests before issuing you coverage under the General Permit.

If you are not submitting a waiver, you do not need to complete anything on the screen. Click Continue.

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ATTACHMENTS

- 1 - Facility Search
- 2 - Sectors
- 3 - No Exposure Exclusion
- 4 - Application Readiness
- 5 - Prevention Opportunities
- 6 - Environmental Review
- 7 - Facility Information
- 8 - Contacts
- 9 - Waterbodies
- 10 - Monitoring Locations
- 11 - Hardness Dependent Metals
- 12 - Attachments
- 13 - Certification
- 14 - Payment

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

You may submit a [waiver](#) request to end benchmark monitoring requirements if your facility meets certain conditions as outlined in the [General Permit](#). If you have completed a waiver form, please attach it under the corresponding type of waiver you are submitting. The document date (date you completed the form) must be filled out for all attachments. The MPCA must review and approve all waiver requests before issuing you coverage under the General Permit.

If you are not submitting a waiver, you do not need to complete anything on the screen. Please click [Continue](#).

Required	Attachment Type	Attachment Description	Document Date	Upload Filename	Upload Date	Remove
	General Benchmark Monitoring Waiver	General Benchmark Monitoring Waiver		Choose File	No file chosen	✖
	Natural Background Pollutant Waiver	Natural Background Pollutant Waiver		Choose File	No file chosen	✖
	Run-On Demonstration Waiver	Run-On Demonstration Waiver		Choose File	No file chosen	✖
	<input type="text" value=""/>			Choose File	No file chosen	

Continue

13 – Certification

Click the blue ribbon under “Sign Electronically”.

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CERTIFICATION

Click the **blue ribbon** to sign electronically.
After you have signed electronically, click **Continue**.

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Not Signed	

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

[Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Complete the certification by answering the challenge/response questions.

Click Submit.

Enter your Electronic Signature PIN.

Click Sign Electronically.

**You may view your application by clicking on “View” button that looks like a stack of papers.*

My Workspace Messages User Profile **Electronic Signature** Documents and Forms

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

ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY

Electronic Signature of the Signatory

Service ID	Submittal Type	Creation Date	View
19348	Industrial Stormwater - General Permit and No Exposure Certification Application - General Permit and No Exposure Certification Application	01/21/2020	

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure 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:

*In what city was your spouse born? (Case-Insensitive) [Submit](#) [Cancel](#)

Electronic Signature PIN

*Electronic Signature PIN: (Case-Sensitive)

* Required

[Sign Electronically](#) [Forgot PIN](#) [Cancel](#)

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

You will see this certification screen next.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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

CERTIFICATION

Click the **blue ribbon** to sign electronically.
After you have signed electronically, click **Continue**.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Samantha Adams	Signatory	Signed on 01/21/2020	

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

[Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Click Continue.

14 – Payment

Click “Make A Payment”. A permit application requires a \$400 fee.

My Workspace Messages User Profile Electronic Signature Documents and Forms

Version: 1.4
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PAYMENT SUMMARY

To make a payment, click **Make a Payment**. You'll be directed to US Bank's secure transaction service. Your payment will be processed the following business day. Until then, your service status will be "Awaiting Payment".
After we receive your application and process payment, you will receive a confirmation email.

Service ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
19348		MPCA	Industrial Stormwater	General Permit and No Exposure Certification Application	General Permit and No Exposure Certification Application	01/21/2020	\$400.00
							Total: \$400.00

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

[Make A Payment](#) [Simulate Payment\(Test Only\)](#) [Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

This will link you to a secure US Bank website to enter your Checking/Savings information or your Credit/Debit information.

A confirmation email will be sent upon completion of payment.

Make a Payment

My Payment

Online Applications

Amount Due \$400.00

Payment Information

Frequency One Time

Payment Amount \$400.00

Payment Date Pay Now

An email will be sent from MPCA.OnlineServices@state.mn.us documenting your submittal. Please read and retain for your records.

Please note that it may take up to 24 hours for your status to be updated in the service.

Upon completion of your General Permit Application, Administrative Modification, or Coverage Modification it is necessary to obtain a document called a Notice of Coverage. Please wait 24 – 48 hours after completing your work in e-Services to obtain your notice of Coverage.

Upon completion of your certification of No Exposure Exclusion it is not necessary to print any additional documentation. You may choose to print the facility detail information found at the link below.

When the application status has changed to “received”, navigate to:

<https://webapp.pca.state.mn.us/isw/permits>

Search for your facility by entering your Industrial Stormwater permit number in the Permit ID field, the facility name as it was entered in the permit application. Please refrain from filling out every piece of information, try searching by just one unique identifier.

**Consider switching permit status to “either”.*

Industrial stormwater permit information

Find detailed facility information about industrial Stormwater facilities, including basic compliance information. Please ensure that the permit status is set to *either*.

Permit ID	Facility Name	Owner Name
City	County	
Permit Status	Industrial Sector	Permit Type
<input type="button" value="Search"/>	<input type="button" value="Clear"/>	

Select your facility by clicking on the Permit ID after searching. Under the Facility Information you will click on the Notice of Coverage to download your permit. No Exposure facilities do not need coverage cards and are not required to download any additional information.

Facility Information:
Facility Details / Virtual Permit Application
Notice of Coverage

No Exposure facilities may print the facility details page for their records.

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
19125	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			

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

My Services - Submitted
⌵

<<
<
1 2 3
>
>>

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams			

Share

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

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	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
19125	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			

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

My Services - Submitted

<< < 1 2 3 > >>

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams			

Enter a user ID of the recipient you wish to share with.

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

Name	Email

[Grant Access](#)

No Exposure Exclusion Certification for 2020

1 – Facility Search

The Industrial Stormwater service requires you to begin the service by searching for your facility. You may search for your facility by entering a Facility Name or Industrial Stormwater ID or other optional criteria. The Industrial Stormwater ID is the ID for the No Exposure Exclusion or the Industrial Stormwater Permit. Click Search.

If you are a brand new facility you can click continue without searching.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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

FACILITY SEARCH

1 - Facility Search
2 - Facility Information
3 - Contacts
4 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Enter at least one of the search criteria to find your facility, then click **Search**. It's recommended to search using your Industrial Stormwater ID or Facility Name. The Industrial Stormwater ID can be the No Exposure Exclusion ID or Industrial Stormwater Permit number.

Search results display in the table. Click the radial button to select your facility, and then click **Continue**.

If no correct results display, or if your facility is new to Industrial Stormwater, click **Continue**.

Facility Name:

Industrial Stormwater ID:

Address:

City:

County:

Search

Please enter search criteria.

Continue

Select the radial button next to your Facility Name.

Click Continue.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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

FACILITY SEARCH

1 - Facility Search
2 - Facility Information
3 - Contacts
4 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Enter at least one of the search criteria to find your facility, then click **Search**. It's recommended to search using your Industrial Stormwater ID or Facility Name. The Industrial Stormwater ID can be the No Exposure Exclusion ID or Industrial Stormwater Permit number.

Search results display in the table. Click the radial button to select your facility, and then click **Continue**.

If no correct results display, or if your facility is new to Industrial Stormwater, click **Continue**.

Facility Name:

Industrial Stormwater ID:

Address:

City:

County:

Search

RESULTS

Select	Facility Name	Industrial Stormwater ID	Address	County
<input checked="" type="radio"/>	MPCA	MNR053DYC	2317 Grange Ave N, Oakdale, MN 55128-4333	Washington
<input type="radio"/>	Forest Lake city of Water Utility	A00014301	21350 Forest Blvd N, Forest Lake, MN 55025	Washington
<input type="radio"/>	Pipestone Cty Highway Dept	A00017065	604 4th St NW, Pipestone, MN 56164	Pipestone
<input type="radio"/>	MPCA	MNRNE3F25	2317 Grange Ave N, Oakdale, MN 55128-4333	Washington

Continue

2 – Sectors

Select your primary sector based on your SIC Code/Narrative Activities applicable to your facility.

Click the primary checkbox.

If none of the narrative activities are applicable to the facility, and none of the SIC codes listed are the primary source or greatest revenue for your facility, then select the No SIC/Narrative Activities checkbox.

Click “Add Row” to add additional sectors.

Click Continue.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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

SECTORS

Update or enter your sector information below. Fields marked with an asterisk are mandatory.

Select either the Sector code or the Standard Industrial Classification (SIC) Code/Narrative Activities applicable to your facility by clicking on the drop-down arrow to select a choice, or begin typing in the field to filter and select the choice. The selection will automatically populate the other fields. Click **Add Row** to add additional SIC codes/Narrative Activities.

Select the primary SIC for your facility by clicking the Primary checkbox. One SIC code must be marked primary. Narrative Activities do not need to be marked as Primary.

If none of the SIC/Narrative Activities are applicable to the facility, or if none of the SIC codes listed are the primary source of greatest revenue for your facility, select the "No SIC/Narrative Activities" checkbox.

For more information about the Sector Codes, SIC Codes or Narrative Activities use the Help button in the upper right-hand corner. Once the page is complete, click Continue to advance to the next screen.

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

*Primary	*Sector	*SIC/Narrative Activities	Subsector	Remove
<input checked="" type="checkbox"/>	P Land Transportation and Wareho	4225 General Warehousing and Str	P4 Warehousing and Storage: General, Farm Product V	

No SIC/Narrative Activities

Add Row

[Cancel](#) [Return](#) [Continue](#)

4 – Facility Information

Facility information is pre-populated for existing facilities. Update as needed.

Update the following, as applicable:

- Facility information
- Location description
- Acreage of industrial activities
- Description of business activity

Click on the map button to manually select the business location and autofill the coordinate system, latitude, and longitude.

**The map button will not bring you to the coordinates listed, you will have to navigate there once the map button is selected.*

Click Continue.

My Workspace | **Messages** | **User Profile** | **Electronic Signature** | **Documents and Forms**

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

Facility Information

Please update or enter the information below. Fields marked with an asterisk are mandatory.

*Facility Name:	MPCA	Location Description:	
*Address Line 1:	7678 College Road.		Southeast
Address Line 2:	Suite 105		
Address Line 3:			
*State:	Minnesota		
*County:	Crow Wing		
*City:	Baxter		
*ZIP/Postal Code:	56425		

Click the **Map** button to automatically populate coordinate fields by navigating to your location in the map.

Map

*Coordinate System:	UTM Zone 15 North - Meters
*Latitude:	4981265.88405309
*Longitude:	473833.19984281
*Collection Date:	09/12/2019
*Collection Method:	Address Matching House Number
*Reference Point:	General Location

*Description of Business Activity:
General Warehousing

* Required

Continue

The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click continue.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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

USPS ADDRESS VALIDATION

1 - Facility Search
2 - Sectors
3 - No Exposure Exclusion
4 - Facility Information
5 - Contacts
6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click **Continue**.
If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the **Back** button.
If you believe your address is valid and formatted correctly as entered, click **Continue** without selecting a possible match.

Current Location Address: 7678 College Road.
Baxter MN 554224800

Select	Possible USPS Address Match
<input checked="" type="checkbox"/>	7678 College Rd Baxter MN 56425-8625

[Back](#) [Continue](#)

5 – Contacts

Update all contact information with owner information, operator information, permit contact, and billing contact. Some contact information is pre-populated for existing facilities. Each contact tab must be completed before continuing.

You may add additional numbers by clicking “Add Number”.

You may also save contact by selecting the “Save to My Favorite Contacts”.

Then for each contact selection you can select from the dropdown menu of any that have been “Saved to My Favorites” for the “Insert From Existing Contacts”.

Additional contacts may be added for each type by selecting the type and clicking “Add Contact” at the bottom of the screen.

Use the ‘previous’ and ‘next’ buttons to navigate back and forth through the contacts.

Click Continue.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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

CONTACTS

Please enter or update information for each contact listed below. Fields marked with an asterisk are mandatory. Each contact tab is required. If you would like to add additional contacts, use the **Add Contact** button in the bottom left corner.

1. Owner 2. Operator 3. No Exposure Contact

1. Owner

Note: Selecting an option below will replace all information for this contact. Save to My Favorite Contacts

Insert From Existing Contact(s)...

*First Name: Bob
*Middle Initial: J
*Last Name: Jones
Title:
*E-Mail Address: sadams0029@gmail.com
*Confirm E-Mail: sadams0029@gmail.com
*Organization Name: Bobs Cars
*Organization Type: Private (Non-Government)

*Address Line 1: 21953 430th St.
*Address Line 2: Suite 105
*Address Line 3:
*State/Country: Minnesota
*County: Todd
*City: Browerville
*Foreign State:
*ZIP/Postal Code: 56437

* At least 1 phone number is required.

Type	Contact Number	Extension	Comments	Remove
Mobile Phone Number	(218) 316-3892			

Add Number

* Required

Note: Please enter contact information on ALL required tabs before clicking Continue.

Available Contact Types... **Add Contact** << Previous Next >> Save Continue

The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click continue.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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

USPS ADDRESS VALIDATION

If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click **Continue**.
If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the **Back** button.
If you believe your address is valid and formatted correctly as entered, click **Continue** without selecting a possible match.

Current Owner Address: 21953 430th St. Suite 105
Browerville MN 56437

No valid USPS address found. You can continue by selecting the entered address below.

Select	Possible USPS Address Match
<input checked="" type="checkbox"/>	21953 430th St. Suite 105 Browerville MN 56437

Current Operator Address: 1234 W Bob St.
Rogers MN 55374-4955

No valid USPS address found. You can continue by selecting the entered address below.

Select	Possible USPS Address Match
<input checked="" type="checkbox"/>	1234 W Bob St. Rogers MN 55374-4955

Current No Exposure Contact Address: 1234 W Bob St.
Rogers MN 55374-4955

No valid USPS address found. You can continue by selecting the entered address below.

Select	Possible USPS Address Match
<input checked="" type="checkbox"/>	1234 W Bob St. Rogers MN 55374-4955

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

[Back](#) [Continue](#)

6 – Certification

Click the blue ribbon under “sign electronically”.

My Workspace Messages User Profile **Electronic Signature** Documents and Forms

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

CERTIFICATION

1 - Facility Search
2 - Sectors
3 - No Exposure Exclusion
4 - Facility Information
5 - Contacts
6 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Click the **blue ribbon** to sign electronically.
After you have signed electronically, click **Continue**.

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Not Signed	

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

[Continue](#)

The following screen will appear to electronically sign your no exposure certification.

You may view your no exposure certification by clicking on the stack of papers.

Answer the challenge/response question and click submit.

The electronic signature PIN will turn white and you may enter your PIN.

Click Sign Electronically.

My Workspace Messages User Profile **Electronic Signature** Documents and Forms

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

ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY

Electronic Signature of the Signatory

Service ID	Submittal Type	Creation Date	Menu
19351	Industrial Stormwater - General Permit and No Exposure Certification Application - General Permit and No Exposure Certification Application	01/21/2020	

"I certify under penalty of law that I have read and understand the eligibility requirements for claiming a condition of "no exposure" and obtaining an exclusion from NPDES storm water permitting; and that there are no discharges of storm water contaminated by exposure to industrial activities or materials from the industrial facility identified in this document. I understand that I am obligated to submit a no exposure certification form once every five years to the MPCA and, if requested, to the operator of the local MS4 into which this facility discharges (where applicable). I understand that I must allow the MPCA, or MS4 operator where the discharge is into the local MS4, to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request. I understand that I must obtain coverage under an NPDES permit prior to any point source discharge of storm water from the facility. I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly involved in gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. (Minn. Rule 7090.3080)"

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:

*In what city was your spouse born? (Case-Insensitive) [Submit](#) [Cancel](#)

Electronic Signature PIN

*Electronic Signature PIN: (Case-Sensitive)

* Required

[Sign Electronically](#) [Forgot PIN](#) [Cancel](#)

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

Click Continue.

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

CERTIFICATION

Click the **blue ribbon** to sign electronically.
After you have signed electronically, click **Continue**.

Required	Name	Signature Type	Signature Status	Sign Electronically
<input checked="" type="checkbox"/>	Samantha Adams	Signatory	Signed on 01/21/2020	

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.

Continue

Upon completion of your No Exposure Certification you can check you status at our data driven webpage.

When the certification status has changed to “received”, navigate to:

<https://webapp.pca.state.mn.us/isw/permits>

Search for your facility by entering your No Exposure ID in the Permit ID field or the facility name as it was entered in the No Exposure Certification. Please refrain from filling out every piece of information, try searching by just one unique identifier.

**Consider switching permit status to “either”.*

Industrial stormwater permit information

Find detailed facility information about industrial Stormwater facilities, including basic compliance information. Please ensure that the permit status is set to *either*.

Permit ID Facility Name Owner Name

City County

Permit Status Industrial Sector Permit Type

Search Clear

Select your facility by clicking on the Permit ID after searching. No Exposure facilities do not need coverage cards and are not required to download any additional information.

No Exposure facilities may print the facility details page for their records.

Industrial stormwater permit information

Facility Summary



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
<u>19125</u>	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			

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

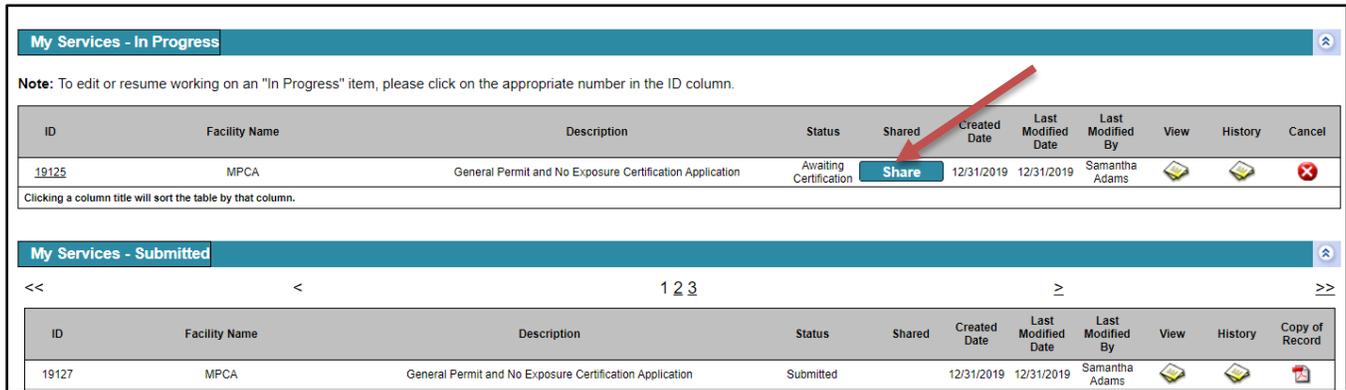
My Services - Submitted
⌵

<<
<
1 2 3
>
>>

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams			

Share

If you need to share the application with another user to review the application or sign for it prior to submittal you can use the “Share” functionality. 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	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
19125	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			

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

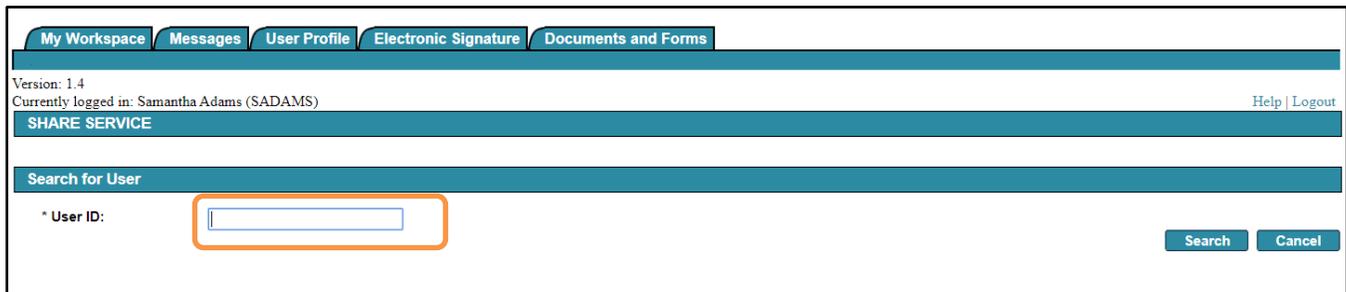
My Services - Submitted

<< < 1 2 3 > >>

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams			

Enter a user ID of the recipient you wish to share with.

Click Search.



My Workspace Messages User Profile Electronic Signature Documents and Forms

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

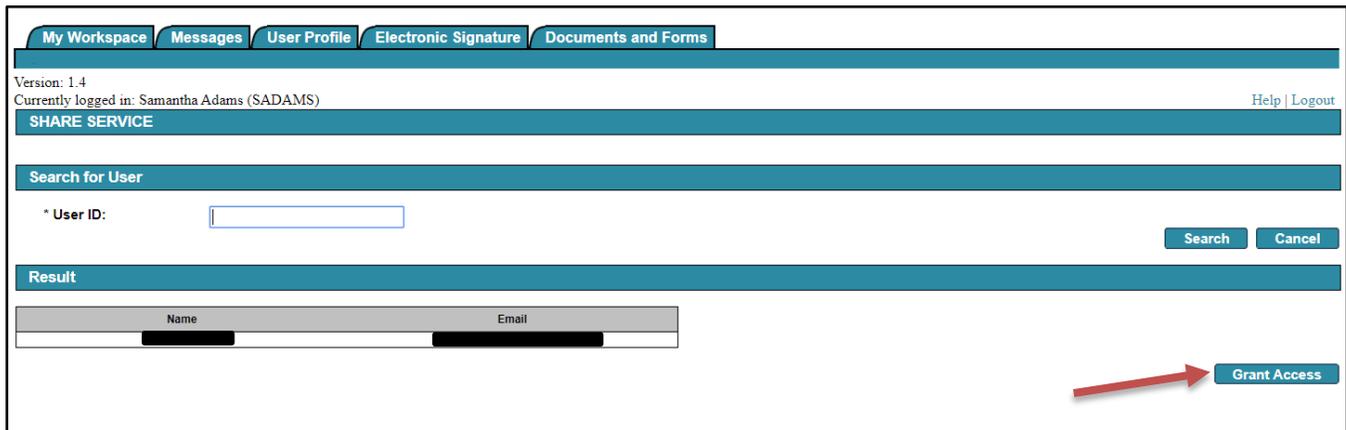
SHARE SERVICE

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

Name	Email

Grant Access

Request permit termination

If you are no longer conducting industrial activities that are regulated by the MPCA you can submit a request for permit termination using the online service “Notification of Permit Termination.” The [Guidance: Notification of permit termination e-Service \(p-gen1-18\)](#) document includes the instructions for that service (available on the MPCA’s website at <https://www.pca.state.mn.us/data/e-services>).

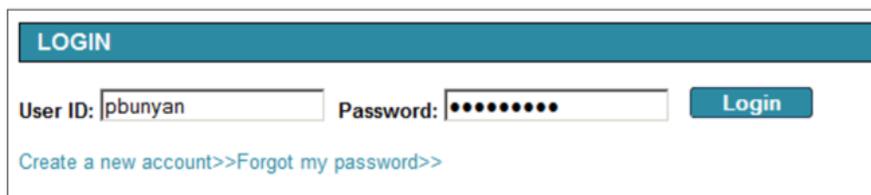
Administrative Modification

If your facility is an existing facility with coverage under the Industrial Stormwater General Permit the option of an administrative modification is available in this screen.

Administrative Modification (no application fee):

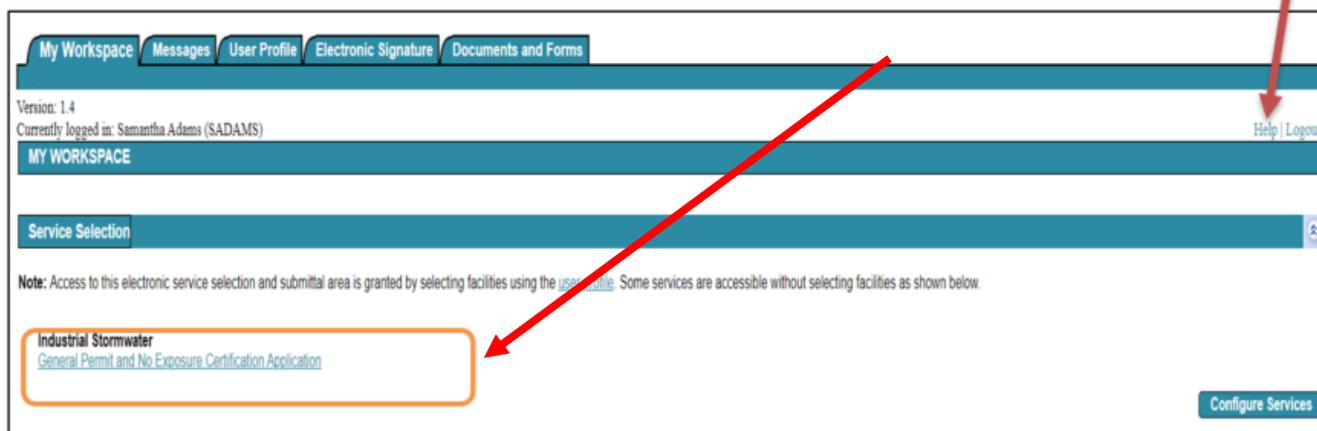
- Update Facility Name.
- Change description of business activity or acreage of industrial activity.
- Update contact information – contact names, phone numbers, emails, etc.
- Change acreage of industrial activity.
- Discharge to newly impaired water. Note: this restarts benchmark monitoring.

To begin an administrative modification log into e-Services with you user name and password.



Begin the administrative modification by clicking on the “General Permit and No Exposure Certification Application.”

**This is the same service you initially completed your permit application in.*



Search for your facility by entering a Facility Name or Industrial Stormwater ID or other optional criteria and then clicking Search. The Industrial Stormwater ID is the ID for the No Exposure Exclusion or the Industrial Stormwater Permit number. Please only search by entering one unique identifier.

Click continue.

[My Workspace](#) [Messages](#) [User Profile](#) [Electronic Signature](#) [Documents and Forms](#)

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

FACILITY SEARCH

1 - Facility Search
2 - Facility Information
3 - Contacts
4 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Enter at least one of the search criteria to find your facility, then click **Search**. It's recommended to search using your Industrial Stormwater ID or Facility Name. The Industrial Stormwater ID can be the No Exposure Exclusion ID or Industrial Stormwater Permit number.

Search results display in the table. Click the radial button to select your facility, and then click **Continue**.

If no correct results display, or if your facility is new to Industrial Stormwater, click **Continue**.

Facility Name:

Industrial Stormwater ID:

Address:

City:

County:

Please enter search criteria.

Click Yes or No in the drop down field as appropriate for the type of modification you are making.

**It is important to note that if you are changing or modifying a SIC (Standard Industrial Classification) code or narrative activity, discharge point, or monitoring location this will require another payment of \$400 as it is a coverage modification.*

**It is also important to note that your monitoring may re-start based on these changes.*

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ADMINISTRATIVE MODIFICATION

1 - Facility Search

2 - Administrative Modification

3 - Facility Information

4 - Contacts

5 - Certification

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Our records indicate your facility has existing coverage under the 2020 Industrial Stormwater Multi-Sector General Permit. If you need to modify your permit coverage, there are two different types of modifications identified below.

1. Administrative Modification (no application fee):

- Update Facility Name
- Change description of business activity or acreage of industrial activity
- Update contact information - contact names, numbers, emails, etc.
- Change acreage of industrial activity.
- Discharge to newly impaired water. Note: this restarts benchmark monitoring.

2. Coverage Modification (coverage modification restarts benchmark monitoring and requires a \$400 application fee):

- Change SIC or narrative activity
- Change where stormwater discharges
- Change sampling locations

*Do you need to make an administrative modification only?

[Return](#) [Continue](#)

If you select yes, the service will bring you to the following series of screens to allow for administrative modifications.

The following fields may be modified in the Facility Information screen:

1. Facility Name
2. Location Description
3. Industrial Activities Acreage
4. Description of Business Activity

Click Continue.

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Facility Information

Please update or enter the information below. Fields marked with an asterisk are mandatory.

*Facility Name:	MPCA	Location Description:	
*Address Line 1:	2317 Grange Ave N		
Address Line 2:			
Address Line 3:			
*State:	Minnesota		
*County:	Washington		
*City:	Oakdale	*Industrial Activities Acreage:	150
*ZIP/Postal Code:	55128-4333		

Click the Map button to automatically populate coordinate fields.

Map	
*Coordinate System:	UTM Zone 15 North - Meters
*Latitude:	4974898.18611546
*Longitude:	501247.79781489
*Collection Date:	12/18/2019
*Collection Method:	Digitized - Permit Application Map
*Reference Point:	General Location

*Description of Business Activity:
water

[Continue](#)

* Required

The facility contacts for owner, operator, permit contact, and billing contact may be updated. Fields marked with an asterisk are mandatory.

Click continue.

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CONTACTS

Please enter or update information for each contact listed below. Fields marked with an asterisk are mandatory. Each contact tab is required. If you would like to add additional contacts, use the **Add Contact** button in the bottom left corner.

1. Owner 2. Operator 3. Permit Contact 4. Billing Contact

1. Owner

Note: Selecting an option below will replace all information for this contact. Save to My Favorite Contacts

*First Name:	<input type="text" value="Bob Jr."/>	*Address Line 1:	<input type="text" value="1234 W Bob St."/>
Middle Initial:	<input type="text" value="W"/>	Address Line 2:	<input type="text"/>
*Last Name:	<input type="text" value="Jones"/>	Address Line 3:	<input type="text"/>
Title:	<input type="text" value="Administrator"/>	*State/Country:	<input type="text" value="Minnesota"/>
*E-Mail Address:	<input type="text" value="samantha.adams@state.mn.us"/>	*County:	<input type="text" value="Hennepin"/>
*Confirm E-Mail:	<input type="text" value="samantha.adams@state.mn.us"/>	*City:	<input type="text" value="Rogers"/>
*Organization Name:	<input type="text" value="Flint Group"/>	*Foreign State:	<input type="text"/>
*Organization Type:	<input type="text" value="Private (Non-Government)"/>	*ZIP/Postal Code:	<input type="text" value="55374-4955"/>

* At least 1 phone number is required.

Type	Contact Number	Extension	Comments	Remove
Home Phone Number	(123) 456-7890			

* Required

The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click continue.

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USPS ADDRESS VALIDATION

If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click **Continue**.
If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the **Back** button.
If you believe your address is valid and formatted correctly as entered, click **Continue** without selecting a possible match.

Current Owner Address: 1234 W Bob St.
Rogers MN 55374-4955

No valid USPS address found. You can continue by selecting the entered address below.

Select	Possible USPS Address Match
<input checked="" type="checkbox"/>	1234 W Bob St Rogers MN 55374-4955

Current Operator Address: 1234 W Bob St.
Rogers MN 55374-4955

No valid USPS address found. You can continue by selecting the entered address below.

Select	Possible USPS Address Match
<input checked="" type="checkbox"/>	1234 W Bob St Rogers MN 55374-4955

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

[Back](#) [Continue](#)

The only item that may be modified for Waterbodies under an administrative modification is answering the initial question, as “Yes” or “No”. This will trigger a manual review of the administrative modification by Industrial Stormwater Staff.

If you do not have any waterbodies within one mile of the Facility then this entire screen will be grey and unavailable to edit.

Click Continue.

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Waterbodies

The following questions are about the Facility's proximity to surface waters, any listed special or impaired waters and whether stormwater discharges into a MS4. For assistance in locating special or impaired waters, use the [search tool](#) on our webpage.

*Are there surface waters within one mile of your facility that receive your industrial stormwater discharges?

If yes, identify the surface waters below:

*Waterbody Name	*Type	*Special Water?	*Impaired Water?	Remove

[Add Row](#)

*Does your industrial stormwater discharge into a street curb drain or into a manhole cover? (This is a regulated Municipal Separate Storm Sewer System (MS4))?

* Required

[Continue](#)

The administrative modification will need to be certified.

Click the blue ribbon under “sign electronically”.

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CERTIFICATION

Click the **blue ribbon** to sign electronically.
After you have signed electronically, click **Continue**.

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Not Signed	

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

[Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

The following screen will appear to electronically sign your administrative modification.

If you wish to review your administrative modification(s) before signing, click on the stack of papers.

Answer the challenge/response question and click submit.

The electronic signature PIN will turn white and you may enter your PIN.

Click Sign Electronically.

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ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY

Electronic Signature of the Signatory

Service ID	Submittal Type	Creation Date	View
19352	Industrial Stormwater - General Permit and No Exposure Certification Application - General Permit and No Exposure Certification Application	01/21/2020	

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure 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:

*In what city were you born? (Case-Insensitive) [Submit](#) [Cancel](#)

Electronic Signature PIN

*Electronic Signature PIN: (Case-Sensitive)

* Required [Sign Electronically](#) [Forgot PIN](#) [Cancel](#)

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

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

Click Continue.

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CERTIFICATION

Click the **blue ribbon** to sign electronically.
After you have signed electronically, click **Continue**.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Samantha Adams	Signatory	Signed on 01/21/2020	

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

[Continue](#)

Please Note
You may click on a previously visited page (above) to navigate back to that screen.

If you return to My Workspace, you can see the status of your administrative modification.

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
19125	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			

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

Upon completion of your General Permit Application, Administrative Modification, or Coverage Modification it is necessary to obtain a document called a Notice of Coverage. Please wait 24 – 48 hours after completing your work in e-Services to obtain your notice of Coverage.

When the application status has changed to “received”, navigate to:

<https://webapp.pca.state.mn.us/isw/permits>

Search for your facility by entering your Industrial Stormwater permit number in the Permit ID field, the facility name as it was entered in the permit application. Please refrain from filling out every piece of information, try searching by just one unique identifier.

**Consider switching permit status to “either”.*

Industrial stormwater permit information

Find detailed facility information about industrial Stormwater facilities, including basic compliance information. Please ensure that the permit status is set to *either*.

Permit ID	Facility Name	Owner Name
City	County	
Permit Status	Industrial Sector	Permit Type
Search	Clear	

Select your facility by clicking on the Permit ID after searching. Under the Facility Information you will click on the Notice of Coverage to download your permit. No Exposure facilities do not need coverage cards and are not required to download any additional information.

Facility Information:
Facility Details / Virtual Permit Application
Notice of Coverage

No Exposure facilities may print the facility details page for their records.

Industrial stormwater permit information

Facility Summary

