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Online Services – General Permit for Concrete Burial Coverage

Step-by-step instructions for submitting a notice of coverage request.

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This report is available in alternative formats upon request, and online at www.pca.state.mn.us.

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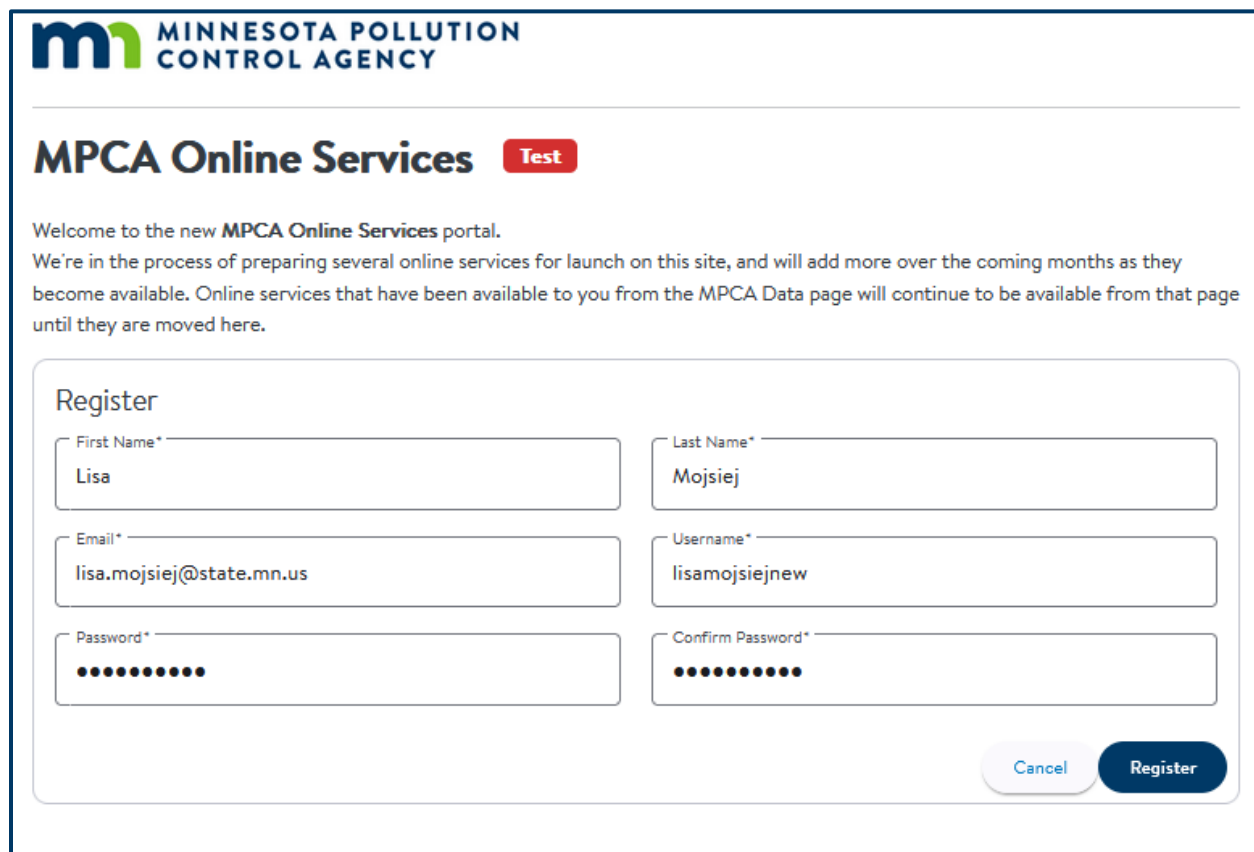
Introduction

This service is designed to replace the current paper application forms for solid waste permits and approvals. This includes individual permits, permit-by-rules, notices of coverage under the general permit, case-specific beneficial use determinations, and demonstration/research projects. This is the first of several releases. Future releases will enhance these services and add more services, such as reporting, planning, and notifications.

This document is specific to the General Permit Notice of Coverage service.

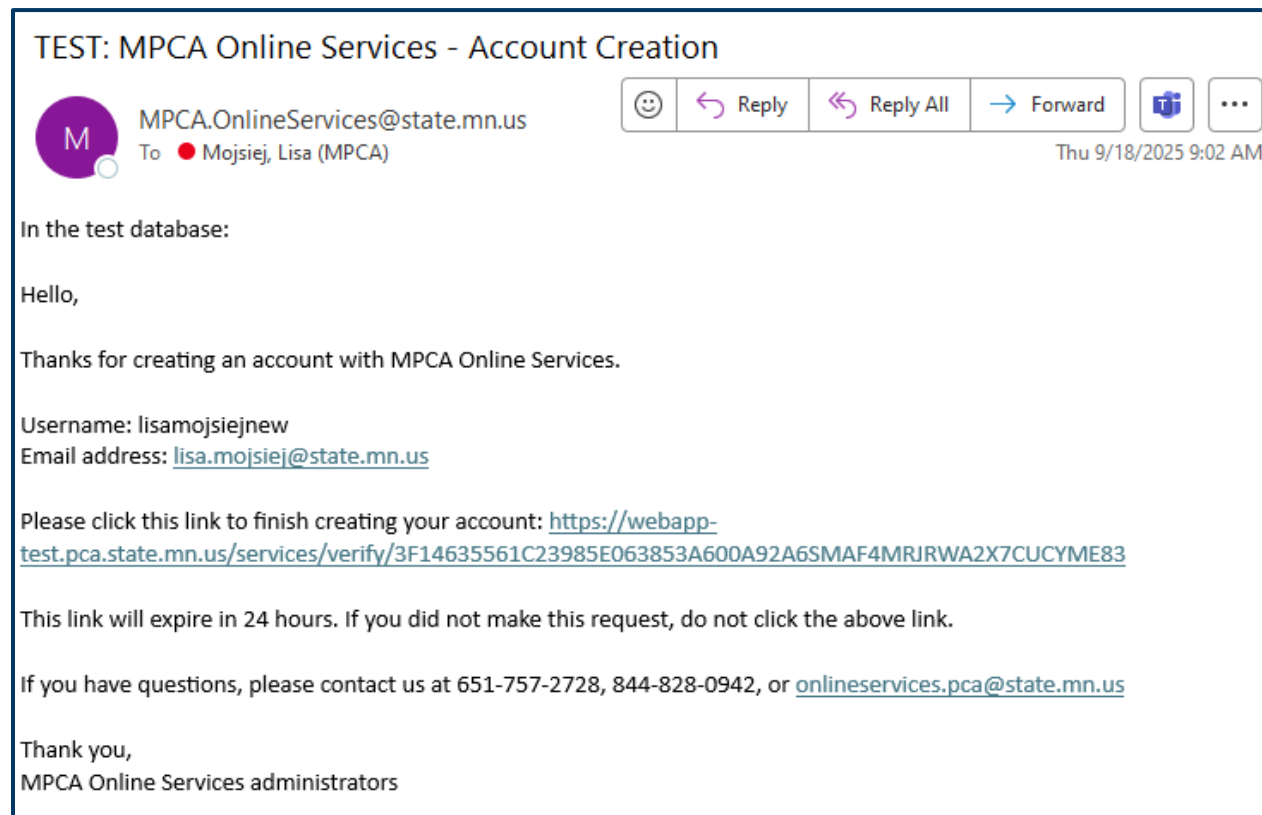
Setting up an account:

1. Login to the Minnesota Pollution Control Agency (MPCA) Online Services portal.
 - <https://webapp.pca.state.mn.us/services/login>.
2. Create an account if it's the first time using the online service portal for MPCA services (e.g., feedlot permitting, environmental data submittal, etc.). An electronic signature will also be created, which is needed for signing and certifying a submittal.
 - Instructions for setting up an account and navigating the portal can be found in [MPCA online services general portal guide \(p-gen1-23\)](#).
 - **If New Account:** Once successfully logged in, add information to the profile and add contacts using the "Profile" and "My Contacts" tabs. More details for these tabs are provided in this guide.



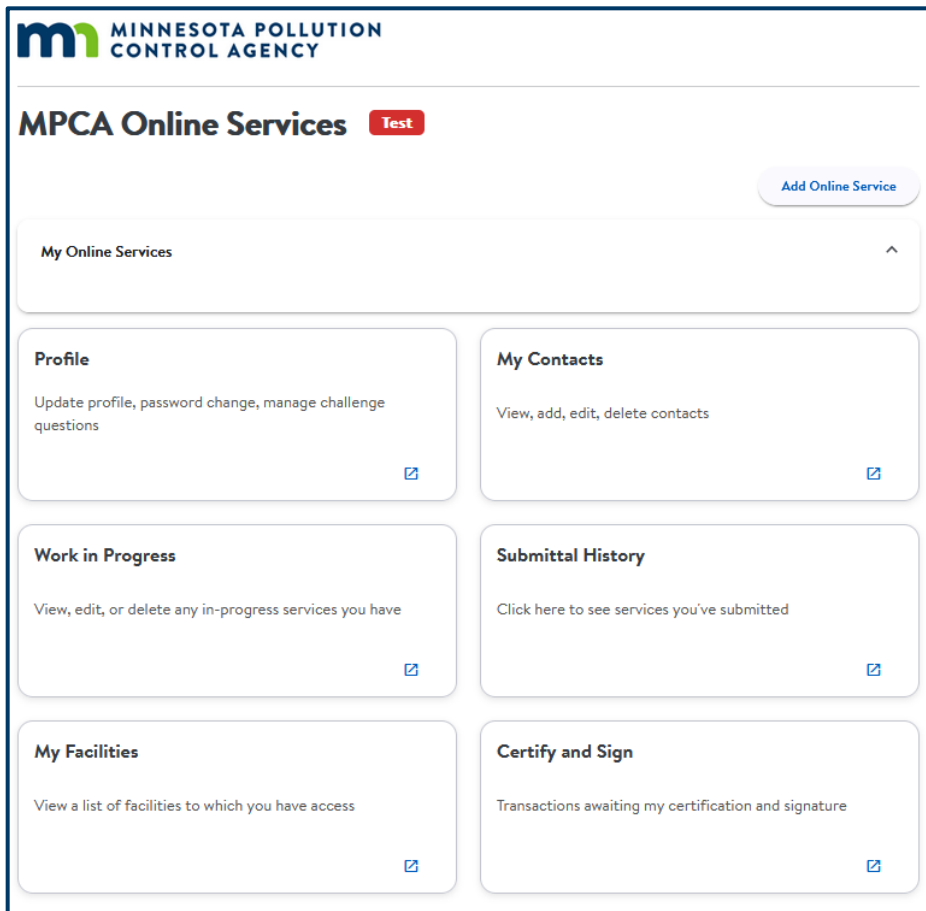
The screenshot shows the MPCA Online Services portal. At the top is the MPCA logo. Below it, the text "MPCA Online Services" is displayed next to a red "Test" button. A welcome message states: "Welcome to the new MPCA Online Services portal. We're in the process of preparing several online services for launch on this site, and will add more over the coming months as they become available. Online services that have been available to you from the MPCA Data page will continue to be available from that page until they are moved here." Below this is a "Register" section with a form containing six input fields: "First Name*" (filled with "Lisa"), "Last Name*" (filled with "Mojsiej"), "Email*" (filled with "lisa.mojsiej@state.mn.us"), "Username*" (filled with "lisamojsiejnew"), "Password*" (masked with dots), and "Confirm Password*" (masked with dots). At the bottom right of the form are two buttons: "Cancel" and "Register".

Once registered, the MPCA will send an email to the email address provided. The email will contain a link to finish creating the account.



Clicking the link will open the login screen for the Online Services webpage. Enter the username and password that were recently created to enter the Online Services. Once logged in, the Home Screen will appear.

The Home Screen has many tools and features to help manage solid waste facilities.

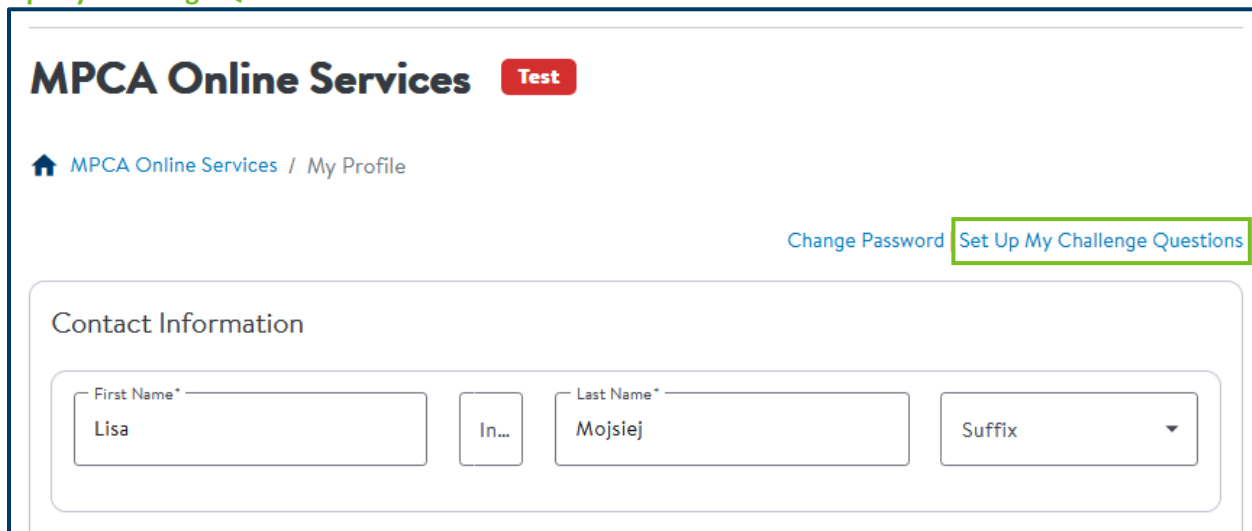


The screenshot shows the MPCA Online Services Home Screen. At the top left is the MPCA logo with the text "MINNESOTA POLLUTION CONTROL AGENCY". Below the logo is the heading "MPCA Online Services" followed by a red "Test" button. In the top right corner, there is a button labeled "Add Online Service". The main content area is titled "My Online Services" with an upward arrow icon. It contains six service tiles arranged in a 3x2 grid:

- Profile**: Update profile, password change, manage challenge questions. Includes an external link icon.
- My Contacts**: View, add, edit, delete contacts. Includes an external link icon.
- Work in Progress**: View, edit, or delete any in-progress services you have. Includes an external link icon.
- Submittal History**: Click here to see services you've submitted. Includes an external link icon.
- My Facilities**: View a list of facilities to which you have access. Includes an external link icon.
- Certify and Sign**: Transactions awaiting my certification and signature. Includes an external link icon.

Profile

In order to complete any solid waste permitting or approval submittal, an electronic signature is required. For the General Permit for Concrete Burial, the Landowner needs to set up challenge questions to authenticate the electronic signature. This is done on the Profile Page. Click the link to “**Set Up My Challenge Questions**”.



The screenshot shows the MPCA Online Services Profile Page. At the top left is the heading "MPCA Online Services" followed by a red "Test" button. Below the heading is a breadcrumb trail: "MPCA Online Services / My Profile". In the top right corner, there are two links: "Change Password" and "Set Up My Challenge Questions". The "Set Up My Challenge Questions" link is highlighted with a green box and a green arrow pointing to it from the text above. Below the links is a section titled "Contact Information" containing a form with the following fields:

- First Name***: Text input field containing "Lisa".
- In...**: Text input field.
- Last Name***: Text input field containing "Mojsiej".
- Suffix**: Dropdown menu.

Set up my challenge questions

Select a question from the available list of challenge questions and enter the answers. These will be used for authentication when using an electronic signature on submittals.

MPCA Online Services **Test**

[MPCA Online Services](#) / [My profile](#) / Set Up My Challenge Questions

Set Up My Challenge Questions

From this screen you can select new challenge questions or change the answer to one or more of your existing challenge questions.

Question 1*	Enter your answer here
Question 2*	Enter your answer here
Question 3*	Enter your answer here
Question 4*	Enter your answer here
Question 5*	Enter your answer here

[Cancel](#) [Set Up my challenge questions](#)

Once complete, the “Set Up my challenge questions” button on the bottom will be activated. Click this button to save the questions and answers. Once saved, the service reopens the “My Profile” Page and will display “Challenge questions update successful” at the top of the page. Additional changes to the “My Profile” page may be made if necessary. Click on the “Save Changes” button in the lower right section of the page to save any updates. Click on the “MPCA Online Services” link in the upper left section of the page to navigate back to the Home Page.

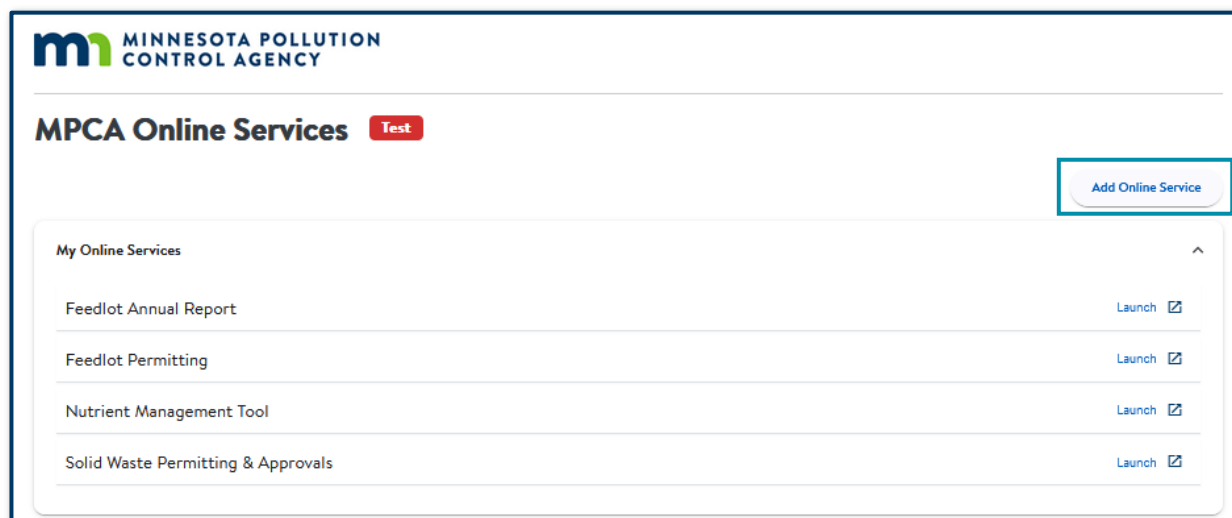
My online services

If an online services account exists with access established for certain services, those services will appear under “My Online Services”. These services may be opened by clicking the “Launch” button.

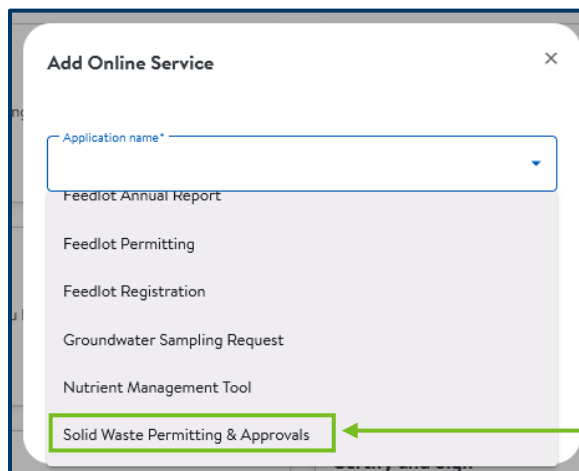


Add online service

If Solid Waste Permitting & Approvals does not appear in the “My Online Services” list, or this is the first time entering the service, add the Solid Waste Permitting & Approvals service using the “Add Online Service” button in the upper right corner of the page. Other online services, such as Environmental Data Submittal, may also be added this way. **This step must be completed before creating a new facility or requesting access to an existing facility.**



For the Burial of Concrete General Permit Notice of Coverage, select the “**Solid Waste Permitting & Approvals**” service from the drop-down list. And then click submit.

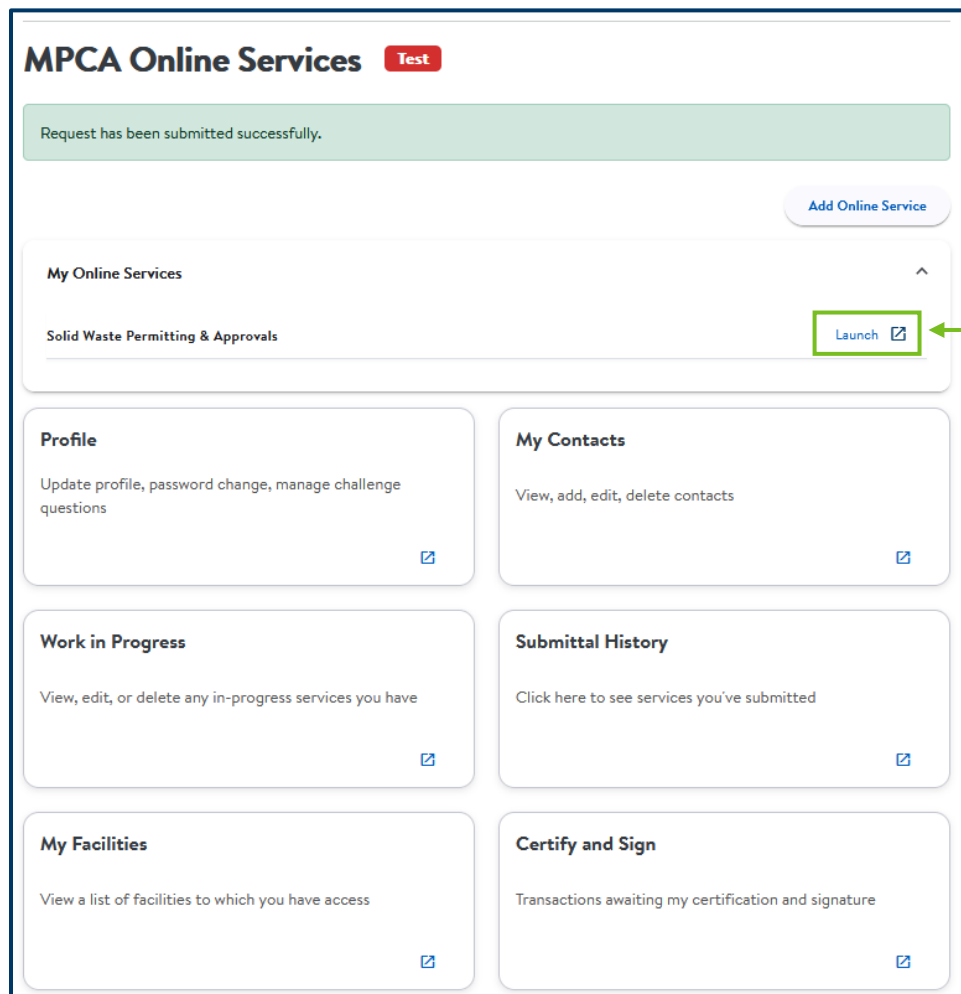


Add Online Service

Application name*

- Feedlot Annual Report
- Feedlot Permitting
- Feedlot Registration
- Groundwater Sampling Request
- Nutrient Management Tool
- Solid Waste Permitting & Approvals**

Back on the Home Page, the “Solid Waste Permitting & Approvals” should appear in the “My Online Services” section. Click on the “**Launch**” link to enter the Solid Waste Permitting & Approvals service.



MPCA Online Services Test

Request has been submitted successfully.

[Add Online Service](#)

My Online Services

Solid Waste Permitting & Approvals [Launch](#)

Profile
Update profile, password change, manage challenge questions [Link](#)

My Contacts
View, add, edit, delete contacts [Link](#)

Work in Progress
View, edit, or delete any in-progress services you have [Link](#)

Submittal History
Click here to see services you've submitted [Link](#)

My Facilities
View a list of facilities to which you have access [Link](#)

Certify and Sign
Transactions awaiting my certification and signature [Link](#)

Add a facility

Once in the Solid Waste Permitting & Approvals service, the first step is to find the desired facility. The search tool allows search via text or the maptool. Before a new facility can be created in the service, a search must first be done to ensure that the facility doesn't already exist.

If searching by text, enter any portion of the facility's name and the search will show the results based on what has been entered. Text searches can also be done by using the city or county, and the search will return the solid waste facilities located within that city or county.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Facility > Facility Search

Search for a facility by permit number, facility name, address, municipality/city or county. Enter your search criteria in the box below and click **Search**. Or use the map to zoom to an area and then click **Load sites in the area**.

Search

Becker (County)

Becker (Municipality)

Becker Apartments

Becker Compost Facility PBR

Becker County Courthouse

Becker County Highway Outshop & Waste PBR

Becker County Solid Waste Management Facility

Becker County Transfer Station and Demolition Landfill

Great River Energy - Becker Ash Landfill

Northern Metal Recycling-Becker



The map is set to a state scale and contains the following: zoom in to identify cities, townships, and counties

Earthstar Geographics | Esri, TomTom, Garmin, FAO, NOAA, USGS, EPA, USFWS

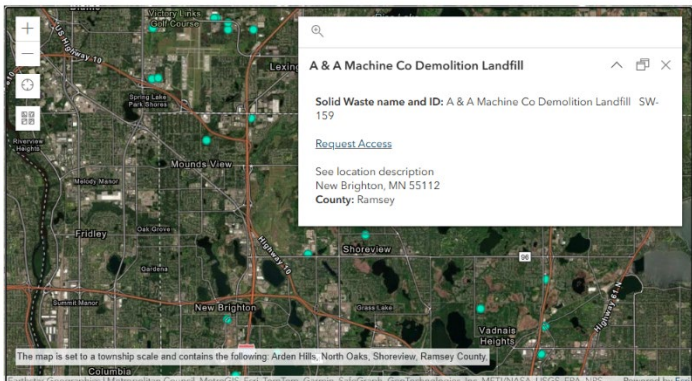
Powered by Esri

Load sites in this area

If searching using the maptool feature, zoom into the area where the facility is located and click the **“load sites in this area”** button below the map. The search tool will then display the solid waste facilities located in that area. The results will appear as both dots on the map and a list below the map.

Search for a facility by permit number, facility name, address, municipality/city or county. Enter your search criteria in the box below and click **Search**. Or use the map to zoom to an area and then click **Load sites in the area**.

Search



A & A Machine Co Demolition Landfill

Solid Waste name and ID: A & A Machine Co Demolition Landfill SW-159

[Request Access](#)

See location description

New Brighton, MN 55112

County: Ramsey

Load sites in this area

Name	ID
A & A Machine Co Demolition Landfill	1792
Arden Hills Yard Waste Site PBR	103061
BFI of MN North Transfer Station	1799
Dem-Con Blaine	59526
Gondek Demolition Landfill	1552
Lisa's Transfer Station	261903
Minnesota Mulch & Soil - White Bear Lake Site	135297
Pioneer Industries International	259917
Ramsey County Highways	226294
Ramsey County Mounds View Yard Waste Site OM-PBR	125025
Ramsey Cty White Bear Twp Yard Waste Site OM-PBR	103057

If the desired facility is not appearing, a new facility may be created. Below the search results, click on the “**New Facility**” button.

The map is set to a township scale and contains the following: Chanhassen, Chaska, Jackson Township, Carver County, Scott County.

Earthstar Geographics | Metropolitan Council, MetroGIS, Three Rivers Park District, Esri, TomTom, Garmin, SafeGraph, G... Powered by Esri

[Load sites in this area](#)

Search results:

Count **7**

[New Search](#)

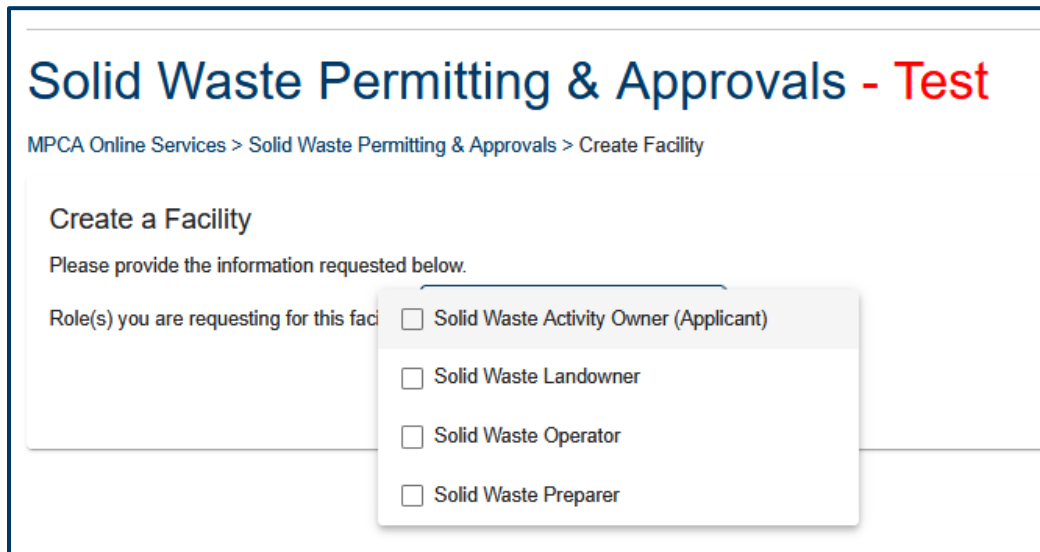
Name	ID
Carver County Environmental Center PBR	98051
Carver County/SET SSOM Compost Facility - UMN Arboretum	37893
Dem-Con Companies	121041
Dem-Con Landfill LLC	128616
Dem-Con Recovery & Recycling LLC	3337
Ferrellgas - Chaska	30265
OTI Inc Yard Waste and SSOM Facility	140496

Items per page: 25 1 – 7 of 7 |< < > >|

Can't find your facility? [New Facility](#) [New Search](#)

Roles/access level

Select the appropriate role for the facility. For solid waste permitting, there are four options.



Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility

Create a Facility

Please provide the information requested below.

Role(s) you are requesting for this facility

- ☐ Solid Waste Activity Owner (Applicant)
- ☐ Solid Waste Landowner
- ☐ Solid Waste Operator
- ☐ Solid Waste Preparer

The four different roles for the solid waste general permit are:

- Activity Owner – Permittee – MPCA review prior to approval (usually by next business day).
- Landowner – Permittee – MPCA review prior to approval (usually by next business day).
- Operator – Permittee – MPCA review prior to approval (usually by next business day).
- Preparer – non-permittee – access granted by a permittee.

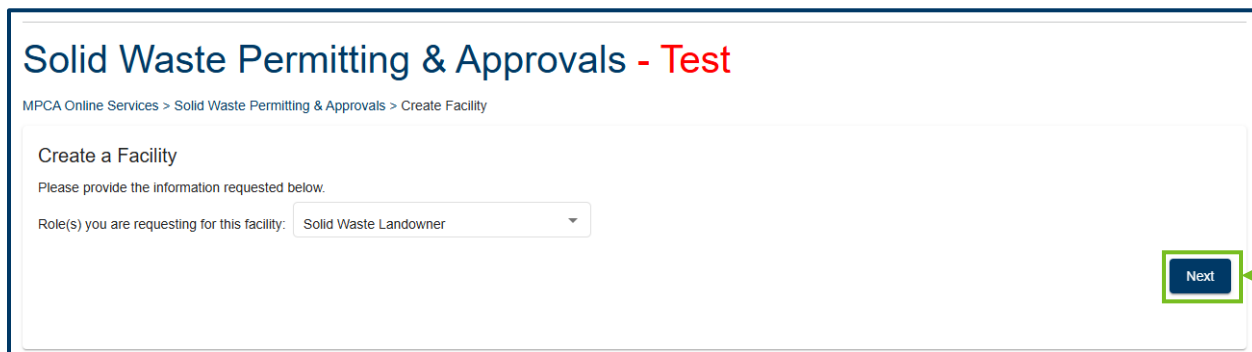
One person may have all three permittee types, but a preparer cannot also be a permittee.

For Notice of Coverage under the General Permit for Concrete Burial, a Solid Waste Landowner is required.

Create a facility

Prior to creating a facility, verify that the **Solid Waste Permitting & Approvals** service has been launched. See section **Add online service** for additional guidance.

After selecting a role and clicking “**Next**”, the service will ask for the following information about the facility.



Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility

Create a Facility

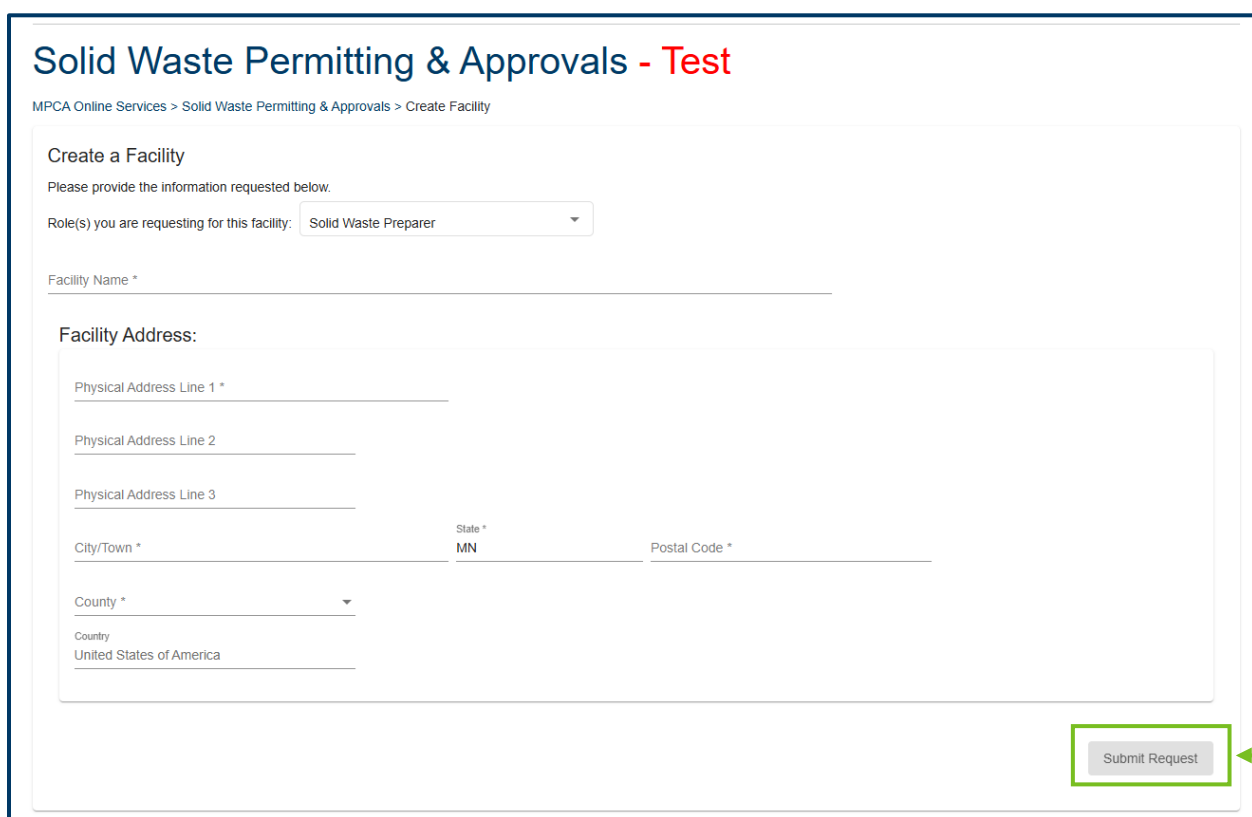
Please provide the information requested below.

Role(s) you are requesting for this facility: Solid Waste Landowner

Next

For a solid waste preparer:

Once the required fields are completed, click the “**Submit Request**” button in the bottom right corner of the screen.



Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility

Create a Facility

Please provide the information requested below.

Role(s) you are requesting for this facility: Solid Waste Preparer

Facility Name *

Facility Address:

Physical Address Line 1 *

Physical Address Line 2

Physical Address Line 3

City/Town * State * MN Postal Code *

County *

Country
United States of America

Submit Request

A pop-up window titled “Address verification” will appear. The address verification uses the address provided and compares it to the USPS database. If there are potential matches, it will offer the option to use a more specific address or the address that was originally entered. Click the “**Use this address**” button next to the desired address to finish submitting the request.

Address verification ×

Potential address matches. Please select one:

520 Lafayette Rd Saint Paul, MN 55155	Use this address
520 Lafayette Rd N Saint Paul, MN 55155-4102	Use this address

Once the request has been submitted, the following verification message will appear. The MPCA reviews all new facility requests to ensure duplicate facilities are not created. **This review may take 1-3 business days.** The MPCA will send an email notification once the facility has been created.

Solid Waste Permitting & Approvals - Test

Your request has been received and will be reviewed promptly. You will be notified by email.

MPCA Online Services

Start a new transaction

Sign Off

For a landowner:

Once the required fields are completed, click the “**Next**” button in the bottom right corner of the screen.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Create Facility

Create a Facility

Please provide the information requested below.

Role(s) you are requesting for this facility: Solid Waste Landowner

Facility Name *

Facility Address:

Physical Address Line 1 *

Physical Address Line 2

Physical Address Line 3

City/Town * State * MN Postal Code *

County *

Country
United States of America

Next

A pop-up window titled “Address verification” will appear. The address verification uses the address provided and compares it to the USPS database. If there are potential matches, it will offer the option to use a more specific address or the address that was originally entered. Click the “**Use this address**” button next to the desired address to finish submitting the request.

Address verification

Potential address matches. Please select one:

520 Lafayette Rd
Saint Paul, MN 55155 Use this address

520 Lafayette Rd N
Saint Paul, MN 55155-4102 Use this address

Once the request has been submitted, the signatory registration page will appear.

Signatory registration

This form must be completed to register as a signatory or legally responsible party for a solid waste permit or approval submittal. Please read the agreement information and complete the form.

For Notice of Coverage under the General Permit for Concrete Burial, the property owner should select “**Land Owner**” for the Title in the dropdown list below.

Signatory Registration and Electronic Signature Submittal Agreement Form

Fill out this form to complete your request for Signatory access to the facility shown below.

Facility: Lisa's New GCB
Facility ID: New
Access level requested: Solid Waste Landowner

A. Purposes of this form

- 1 - Identification and authorization of a Signatory or submitter for the above-named facility. This person has the authority to electronically sign and submit documents on behalf of a permit applicant, permittee, or facility.
- 2 - Identification and/or updating of the Responsible Official in the Minnesota Pollution Control Agency (MPCA) databases per [Minn. R. 7001.0060](#), [Minn. R. 7007.0100, subp. 21](#) (air emission permits only), where applicable.
- 3 - Delegation of authority from a Responsible Official to other qualified staff per [Minn. R. 7007.0100, subp. 21](#), where applicable.

B. Agreements

By signature on this agreement, the identified Signatory (account holder/user) and the Responsible Official agree to:

1. Protect the account password and answers to challenge questions from compromise.
2. Not allow anyone unauthorized access to the account, account password, or answers to challenge questions.
3. Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, or answers to challenge questions.
4. Change the account password if there is reason to suspect or believe that it has become known to another person.
5. Notify the MPCA if the account holder or Responsible Official named on this form no longer represents the named facility 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 Online Services.
7. Report any evidence of discrepancy between the document(s) submitted and what the MPCA Online Services received.

C. MPCA Online Services account holder acknowledgements and 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 conditions of this submittal agreement.
3. I have read the certification requirements of [Minn. R. 7001.0070](#) and [Minn. R. 7001.0540](#), where applicable, 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 MPCA Online Services.

First name: Lisa Middle initial: Last name: Mojsiej Suffix:

Title *

Email address * lisa.mojsiej@state.mn.us

Organization name

Organization type

Address line 1 * Address line 2 Address line 3

City / Town * State / Province * MN Postal code *

Country * United States of America

Type * Office Phone Number * 651-757-2373 Extension

Date * 9/24/2025

User name * lisamojsiejnew

Signature *

Are you the responsible official authorized to submit and sign per [Minn. R. 7001.0060](#), and/or for air emission permits [Minn. R. 7007.0100, subp. 21](#) ? * ☐ Yes ☐ No

Note: The individual who is identified as the responsible official will be updated in the MPCA database and become a legal and binding responsible official for the above named facility.

Once all required fields have been completed, the “Submit” button will be activated. If the “Submit” button is not activated, it means there may be a required field that was missed. Carefully review the form to ensure all fields have been completed.

After the request has been submitted, the following verification message will appear. The MPCA reviews all new facility requests to ensure duplicate facilities are not created. **This review may take 1-3 business days**, and the MPCA will send an email notification once the facility has been created.

Your form has been submitted and your request will be reviewed by the MPCA. You will be notified by email when your access is granted or denied.

The MPCA will send an email when the review is complete and access has been granted.

MPCA Online Services – Facility access request granted



MPCA.OnlineServices@state.mn.us
To  Mojsiej, Lisa (MPCA)

  Reply  Reply All  Forward  

Wed 9/24/2025 3:16 PM

 CopyOfRecord.pdf
121 KB

In the test database:

Facility Name: Lisa's New GCB

Facility Address: 1234 Main, Shovel Lake, MN 55111

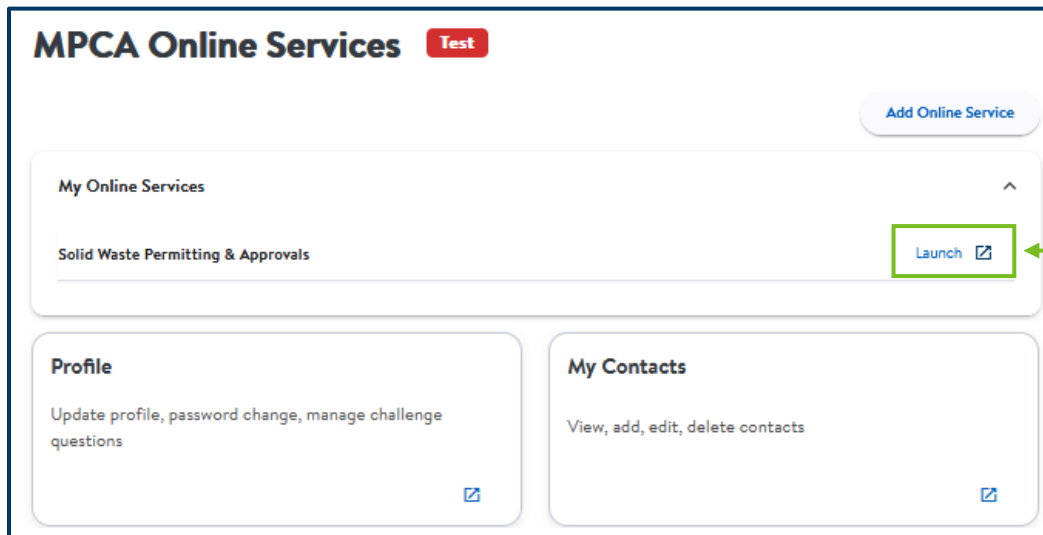
Hello Lisa Mojsiej,

Your request for Solid Waste Landowner access in MPCA Online Services has been GRANTED.

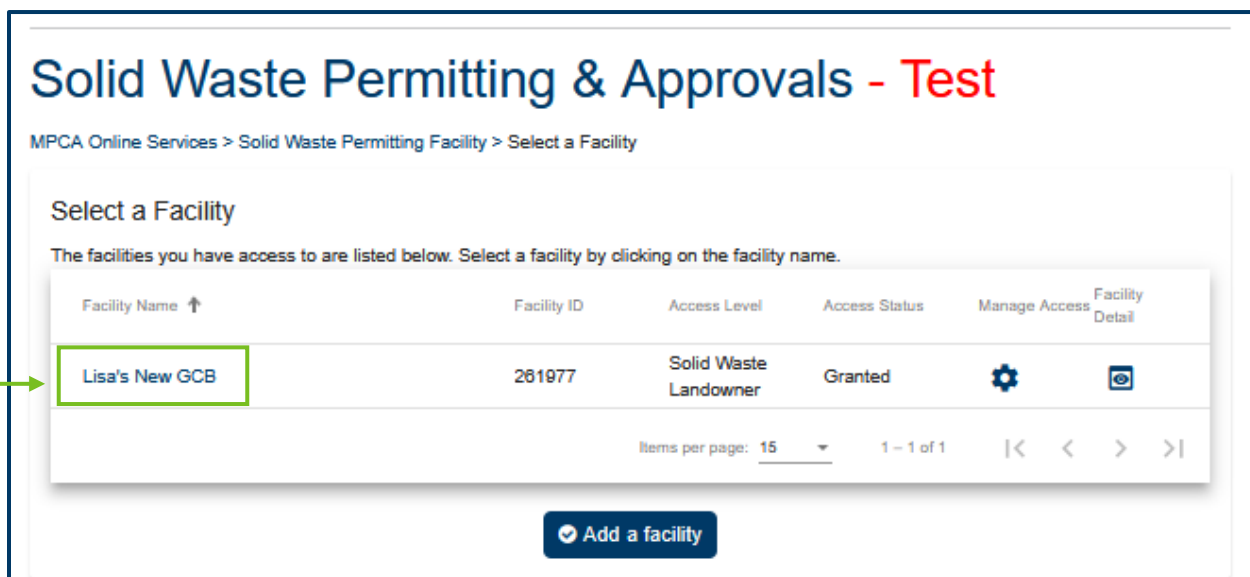
You can log in to MPCA Online Services at <https://webapp-test.pca.state.mn.us/services/login>. On the MPCA Online Services homepage under My Facilities, the access status will indicate Granted.

Please do not reply to this message, it was sent from a notification-only address. If you have questions, you can email us at onlineservices.pca@state.mn.us or call the MPCA e-Service administrator at 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.

With access granted, the submittal can now be completed. To start the submittal, click the “**Launch**” link for the Solid Waste Permitting & Approvals services.



Once in the service, the “Select a Facility” page will appear. Select which facility to work on. The facility that was created during the last step should appear here. Select this facility by clicking on the **Facility Name**.



If the desired facility is not appearing, it may be due to one of the following reasons:

- The “Create a Facility” steps were skipped. Please follow the guidance for creating a new facility, [here](#).
- The MPCA is still reviewing the “Create a Facility” request. The MPCA reviews all new facility requests to ensure duplicate facilities are not created. **This review may take 1-3 business days**, and the MPCA will send an email notification once the facility has been created.
 - If a notification has been received that the facility has been created, and it is still not appearing in the “Select a Facility” page, please reach out to the MPCA.

Submittal

Permit application selection

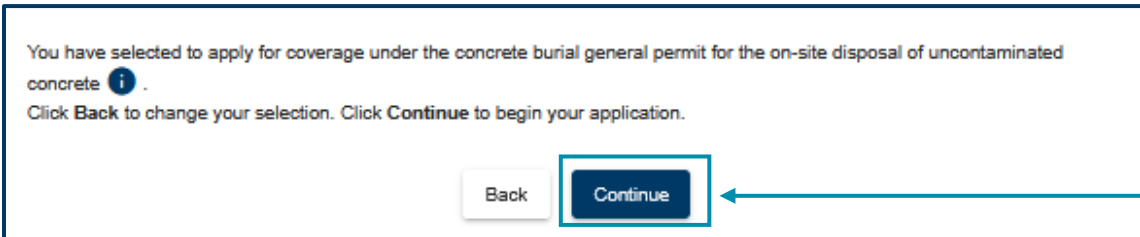
The “Permit Application Selection” page provides a list of the permits and approvals that the selected facility can submit. The list is based on the existing permits and approvals for the selected facility.

For example, if the facility already has an Individual Permit for a Demolition Debris Land Disposal Area, the Concrete Burial General Permit Notice of Coverage would not be available. For a full list of the criteria for the Concrete Burial General Permit Notice of Coverage, see our webpage (<https://www.pca.state.mn.us/business-with-us/general-permit-for-concrete-burial>).

Select “Concrete burial general permit notice of coverage”.

The screenshot shows a web interface titled "Solid Waste Permitting & Approvals - Test". Below the title is a breadcrumb trail: "MPCA Online Services > Solid Waste Permitting & Approvals > Permit Application Selection". A prompt asks, "What do you want to do? Please make one selection below:" followed by a help icon. A dropdown menu is open, listing five options: "Individual permit issuance", "Case-specific beneficial use determination issuance", "Demonstration/research project issuance", "Permit-by-rule notification", and "Concrete burial general permit notice of coverage". The last option is highlighted with a green box, and a green arrow points from the text above to it.

A pop-up window will confirm the correct submittal has been selected. Click the “Continue” button to proceed with the concrete burial general permit notice of coverage.

The screenshot shows a confirmation message: "You have selected to apply for coverage under the concrete burial general permit for the on-site disposal of uncontaminated concrete." followed by a help icon. Below the message, it says: "Click Back to change your selection. Click Continue to begin your application." At the bottom, there are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a blue box, and a blue arrow points from the text above to it.

Submittal readiness

This screen is intended to assist in the preparation of the application by identifying what will be needed for the submittal, such as the attachments that may be required.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Application Type Selection Submittal Readiness Facility Name and Address Location >

You have selected to submit an application to receive coverage under the [concrete burial general permit](#) for the on-site disposal of uncontaminated concrete .

The following information is required in order to successfully complete this online submittal. Answer the questions and read each statement. If you are not ready to continue, click Save and you can continue your submittal later.

Is the facility located in a city or township with a local building or zoning official? * ☐ Yes ☐ No

The following criteria must be met in order to qualify:

- dispose of only uncontaminated concrete that originated at the site
- dispose of no more than 2,500 cubic yards of uncontaminated concrete, including cover materials
- operate for no more than 12 months

Supporting documents and attachments

All documents must accurately represent the facility's current and proposed design and operations. You will be able to add/upload documents on the Attachments screen. Guidance on completing solid waste attachments is available on the [MPCA website](#).

REQUIRED: You are required to include these documents with this submittal.

- Sensitive Areas

OPTIONAL: These documents may be required in your submittal.

- Engineering Report
- Environmental Review Document

Save Next

There is one question on this screen that must be answered to continue with the submittal. The question asks if there is a local (city or township) zoning official. If applicable, entering “yes” will ensure that the MPCA receives that person’s contact information so that they can be notified of the submittal.

Then, the screen details the eligibility requirements for coverage under the general permit. This includes the volume limitations, timeframe, and that uncontaminated concrete is the only acceptable waste type to be managed.

The final section of this screen identifies what attachments may be needed to complete the submittal. For this submittal, the Sensitive Areas form ([w-sw7-60](#)) is required and can be found on the [MPCA's webpage](#) under “Application supplemental forms”. An engineering report or an environmental review document may be required depending on how subsequent questions are answered during the submittal. The MPCA will also contact the facility if it is determined these are necessary and were not submitted.

Facility name and address

This screen captures the facility’s physical and mailing address. The physical address will be prepopulated with the address entered during the “Create a Facility” process or from the MPCA’s database if it is an existing facility. However, the address may be updated if necessary. If the mailing

address is the same as the physical address, click the checkbox for **“Same as facility physical address”**. Otherwise, enter the desired mailing address. Once the required fields are completed, click the “Next” button.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

<

Application Type Selection

Submittal Readiness

Facility Name and Address

Location

>

Facility Name *

Lisa's New GCB

Original Name: Lisa's New GCB

Facility Physical Address:

Do you need to make a change to the physical address? ☐ Yes ☒ No

Address Line 1 *

1234 Main

Original Address Line1: 1234 Main

Address Line 2

Address Line 3

City / Town *

Shovel Lake

Original City: Shovel Lake

State *

MN

Original State: MN

Postal Code *

55111

Original Zip Code: 55111

Country *

United States of America

Original Country: United States of America

Location Description

Describe the location

building foundation near southwest corner of the property

Facility Mailing Address:

☒ Same as facility physical address

Address Line 1 *

1234 Main

Address Line 2

Address Line 3

City / Town *

Shovel Lake

State *

MN

Postal Code *

55111

Country *

United States of America

Save

Next

Location

This screen helps refine the actual location of the facility, especially when the physical address doesn't precisely pinpoint the correct location.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

<

Application Type Selection

Submittal Readiness

Facility Name and Address

Location

>

Facility Coordinates:

Coordinate System *

Lat Long - decimal degrees

Original: Lat Long - decimal degrees

Latitude *
44.8880889

Longitude *
-93.2020655

Collection Method *

Address Matching House Number

Reference Point *

General Location

Original: General Location

Reset Map

Latitude: 45.26402, Longitude: -92.80698

Use the Map to Locate Your Facility

1. Zoom in or out and drag across the map to locate your site.

2. Click (or tap) a point in the center of your facility.

3. When a dot appears, click on the save icon . Your location will automatically be entered into the coordinate fields.

County *

Original County: Hennepin

Is the site located in Indian country? * ☐ Yes ☐ No

Parcel(s):

+ Add

PLS Description(s):

Towns... Ran... Sect... Qtr1... Qtr4... Qtr10 Qtr2.5

+ Add

Save

Next

Solid Waste General Permit Coverage Application Guidance • October 2025

Minnesota Pollution Control Agency

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Facility coordinates

This section will prepopulate based on the physical address information entered during the previous step. Corrections can be made by **entering new latitude and longitude coordinates** or **selecting a location on the map**.

Facility Coordinates:

Coordinate System *

Lat Long - decimal degrees

Original: Lat Long - decimal degrees

Latitude *

44.95685

Original: 47.5272215

Longitude *

-93.08417

Original: -92.48739227

Collection Method *

Digitized - MPCA online map

Original: Digitized - MPCA internal map

Reference Point *

General Location

Original: General Location

Reset Map

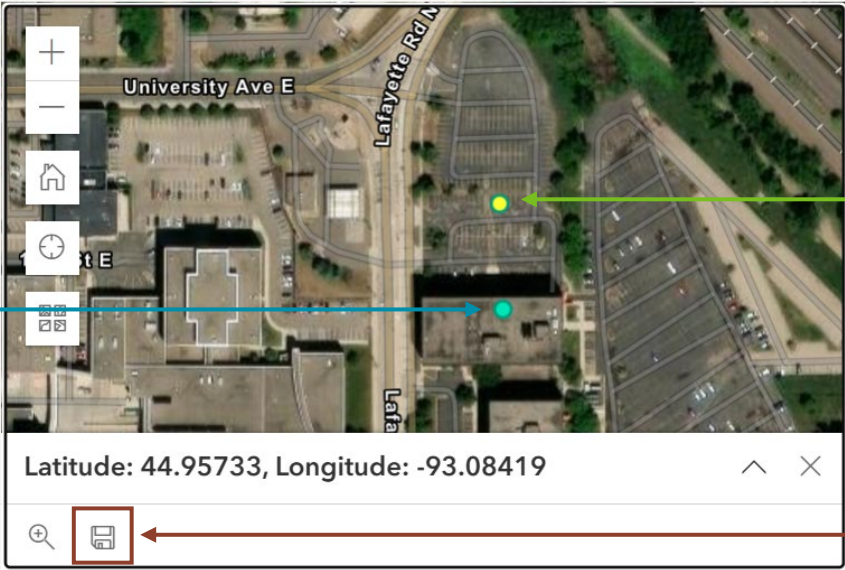


Maxar | Esri Community Maps Contributors, Metropolitan Council, Metr... Powered by Esri

Use the Map to Locate Your Facility

1. Zoom in or out and drag across the map to locate your site.
2. Click (or tap) a point in the center of your facility.
3. When a dot appears, click on the save icon . Your location will automatically be entered into the coordinate fields.

When selecting a new location on the map, the **new location will appear as a yellow dot** and the **existing location will appear as a cyan dot**. Click the **save icon** to update the location.



Latitude: 44.95733, Longitude: -93.08419

Use the Map to Locate Your Facility

1. Zoom in or out and drag across the map to locate your site.
2. Click (or tap) a point in the center of your facility.
3. When a dot appears, click on the save icon . Your location will automatically be entered into the coordinate fields.

Additional location detail

This section of this page records the county, parcel, and Public Land Survey (PLS) Quarter-Quarter Sections information. If the facility is located on more than one parcel, add a row for each parcel by clicking the “+ Add” button. Similarly, if the facility has more than one PLS, please add additional rows.

County *
Ramsey
Original County: St. Louis
Is the site located in Indian country? * ☐ Yes ☒ No

Parcel(s): ⓘ

+ Add

PLS Description(s): ⓘ

Township *	Range *	Section *	Qtr160 *	Qtr40 *		
29	20W	2	NE	NE	Qtr10	Qtr2.5 

+ Add

Save

Next

Once all the required information has been provided, click on the “Next” button to proceed with the submittal.

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Contacts

The contacts screen details the contact information for all persons associated with the facility. This could include permittees, consultants, and local officials. This screen also prepopulates with information already entered in the service. Please verify all information here and make updates as needed. All required contact types must have at least one entry. Multiple entries are allowed for the landowner, activity owner, or operator.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage

Lisa's New GCB ID: New

[Previous](#) [Submittal Readiness](#) [Facility Name and Address](#) [Location](#) [Contacts](#) [Previous](#)

All contacts will receive a confirmation email and copy of record.

Contacts

Solid Waste Landowner Required [+ Add Solid Waste Landowner](#)

Lisa Mojsiej

lisa.mojsiej@state.mn.us
6517572373 (Office Phone)

Testing, LLC. inc
1234 Main
Shovel Lake, MN 55111



Solid Waste Activity Owner (Applicant) Optional [+ Add Solid Waste Activity Owner \(Applicant\)](#)

Solid Waste Operator Optional [+ Add Solid Waste Operator](#)

Solid Waste Contact Required [+ Add Solid Waste Contact](#)

Solid Waste Engineer (Consultant) Optional [+ Add Solid Waste Engineer \(Consultant\)](#)

Solid Waste County Representative Required [+ Add Solid Waste County Representative](#)

Solid Waste Municipality Representative Required [+ Add Solid Waste Municipality Representative](#)

[Next](#)

Modify Contacts:

1. Add a new contact by clicking the “+ Add _____” button.
 - Note: not all contact types allow multiple contacts.
2. Edit an existing contact by clicking the **pencil icon**.
 - A screen will open with that contact's information.
3. Delete an existing contact by clicking the **trash can icon**.

Solid Waste Landowner Required [+ Add Solid Waste Landowner](#)

Lisa M Mojsiej

lisa.mojsiej@state.mn.us
651-757-2373 (Office Phone)

MPCA
1313 Lane
Rich Valley Township, MN 55555



Contact information can be quickly added to contact cards using the “+ From favorites” and “From Current Submittal” drop down lists at the top of the screen. This helps reduce the amount of time it takes to provide the same contact or multiple contacts, as manual entry of a contact should only be necessary once.

- The “+ From favorites” list is generated from the contacts saved in the “My Contacts” tab of the Online Services Account.
- The “From Current Submittal” list is generated from the contacts entered during this submittal. This would be useful if one person is a contact for multiple roles.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

Contact Information [X]

+ From favorites **From Current Submittal**

First Name * **Lisa** Last Name * **Mojsiej** Middle Initial Suffix Title

Email Address * **lisa.mojsiej@state.mn.us** [X]

+ Add email

Organization name * **Testing, LLC. inc**

Organization type * **Private (Non-Government)**

Address Line 1 * **1234 Main** Address Line 2 Address Line 3

City / Town * **Shovel Lake** State / Province * **MN** Postal Code * **55111**

Country * **United States of America**

Note: One office phone type entry is required.

Type * **Office Phone** Number * **6517572373** Extension [X]

Non-US phone number start with +

+ Add phone **Cancel** **Save**

Once all required contacts have been entered, click the “Next” button. If not all of the information is readily available, there is an option to save the submittal and come back later to continue.

Prevention opportunities

This screen is optional and is intended to help facilities determine if there are pollution prevention opportunities available.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage

Lisa's New GCB ID: New

<

Facility Name and Address

Location

Contacts

Prevention Opportunities

Environ

>

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

Have you implemented any prevention activities in the past year? ☐ Yes ☒ No

Why not?

Select all that apply.

☐ Concern for product quality

☐ Existing P2, further efforts infeasible

☐ Insufficient capital

☐ Lack of technical information

☐ New facility, site or project

☐ Not economically feasible

☐ Other

☐ Production process technical limitations

☐ Specific regulatory/permit burdens

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

Would you like to be contacted to discuss prevention opportunities? ☒ Yes ☐ No

Save

Next

Environmental review

This screen is standard for all MPCA online services. It is a series of dynamic, yes/no questions designed to aid facilities in determining if an environmental review may be needed. If an environmental review is already underway, this screen will capture that information. There is also the option to attach any environmental review documents that have already been prepared.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage

Lisa's New GCB ID: New

<

ss

Location

Contacts

Prevention Opportunities

Environmental Review

Lan

>

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

Are you only applying for reissuance of an existing permit? (no construction projects ⓘ, physical alteration, or operational changes to the facility or process) * ☐ Yes ☒ No

Has this project been petitioned for an environmental review? ☐ Yes ☐ No

Save

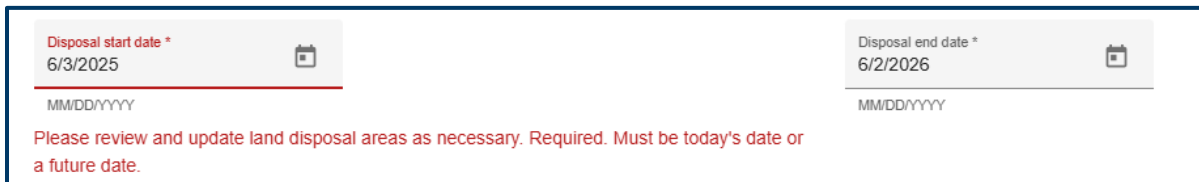
Next

Land disposal

This screen captures the information specific to each land disposal area where concrete will be left in-place. If a facility has multiple land disposal areas, there should be an individual entry for each of the separate areas.

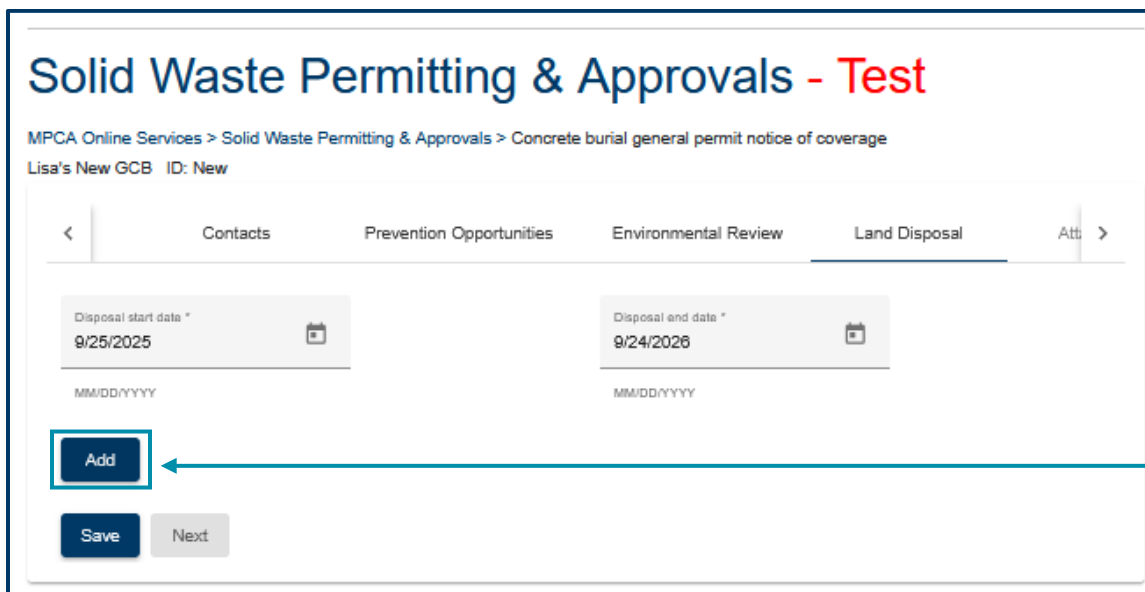
First, enter the dates when the disposal of uncontaminated concrete will start and end. This period cannot be more than 12 months, and the start date cannot be prior to the date of the submittal.

1. **Please Note:** if a date is initially selected for the start date but the submittal is not completed prior to that date, the following error message will occur. To correct this error, select a new start date that meets the criteria outlined in the error message below.



The screenshot shows a form with two date input fields. The first field, labeled "Disposal start date *", contains the date "6/3/2025". The second field, labeled "Disposal end date *", contains the date "6/2/2026". Below the first field, there is a red error message: "Please review and update land disposal areas as necessary. Required. Must be today's date or a future date." The date format "MM/DD/YYYY" is indicated below each field.

Once the dates have been entered, add the disposal area(s) by clicking the “Add” button.



The screenshot shows the "Solid Waste Permitting & Approvals - Test" interface. The breadcrumb trail is "MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage". The user is identified as "Lisa's New GCB ID: New". The interface has a navigation bar with tabs: "Contacts", "Prevention Opportunities", "Environmental Review", "Land Disposal", and "Att". The "Land Disposal" tab is selected. Below the navigation bar, there are two date input fields. The first field, labeled "Disposal start date *", contains the date "9/25/2025". The second field, labeled "Disposal end date *", contains the date "9/24/2026". Below the first field, there is a blue "Add" button. Below the "Add" button, there are "Save" and "Next" buttons. A blue arrow points to the "Add" button.

After clicking the “Add” button, the “Land Disposal – Concrete Burial” pop-up widow will appear.

The following fields within the “Land Disposal – Concrete Burial” pop-up window are prepopulated and cannot be modified due to the limitations of the General Permit.

- Status – defaults to “New”.
- Waste activity type – defaults to “Demolition Debris Solid Waste”.
- Subtype – defaults to “Concrete Burial”.
- Waste type(s) accepted – defaults to “Concrete”.

The following fields need information to be input. This information should be site specific.

- Description – a short description of the activity.
 - Example: Concrete Foundation Burial.
- Size of disposal area – the size of the area where the concrete will be buried.
 - Note: this is not the whole parcel or property size, it should be limited to the area where concrete will be left in-place.
- Size of land disposal area units – dropdown of available units for the size of this activity.
 - “Acres” or “Square feet” are the options for this field.
- Anticipated capacity – the estimated volume for the uncontaminated concrete and cover materials.
 - This volume must be in cubic yards.
 - The **total volume for all disposal areas** is limited to 2,500 cubic yards; otherwise, the following error message will appear:

Anticipated capacity *

1,500

cubic yards 

You have exceeded the disposal volume allowed under the General Permit for the burial of clean concrete. Adjust entries until the total is 2,500 or less.
Available capacity: -500 units.

- To correct this error, reduce the “Anticipated capacity”. The “Available capacity” at the bottom of the error message displays how many cubic yards need to be removed from the disposal area(s) to meet the 2,500 cubic yard limit.
 - If the anticipated capacity is over the 2,500 cubic yard limit, the General permit for concrete burial is not the correct permit or approval for the facility. Please review guidance on the [MPCA’s webpage](#) to determine what permit or approval is needed.
- Boundary – use the polygon tool to draw a shape around this land disposal area. This is not a regulatory boundary and is for spatial data only. The latitude and longitude coordinates may also be used to define the boundary.

Boundary

Select the “Draw boundary” button to create an outline and SAVE. Instructions for mouse and keyboard navigation display when you are drawing. Select “Enter numeric coordinates” to provide numeric coordinates instead of drawing the map.

For assistance contact MPCA Online Services Support at ☎851-757-2728 or ☎844-828-0942 or ✉email onlineservices.pca@state.mn.us

Draw or edit boundary Enter numeric coordinates



Maxar, Microsoft | Esri Community Maps Contributors, Co... Powered by Esri

Save Cancel

Once completed, click the “Save” button to save the entered information. The service will then close the “Land Disposal – Concrete Burial” pop-up window and return to the Land Disposal tab.

Back at the Land Disposal tab, the area just entered should appear. If disposing of uncontaminated concrete in multiple areas, click the “Add” button. The process and information collected is the same for each area, as outlined in the steps above.

Because the General Permit limits the volume of concrete disposal to 2,500 cubic yards, the combined volume from all the separate disposal areas will be added up and must be less than or equal to 2,500 cubic yards. This value will be shown below the disposal areas as the “**Total Permit Capacity**”. An error message will appear if that total volume exceeds 2,500 cubic yards, as detailed in the steps above.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Contacts Prevention Opportunities Environmental Review **Land Disposal** Attachments >

Disposal start date * 9/25/2025
MM/DD/YYYY

Disposal end date * 9/24/2026
MM/DD/YYYY

Please review and update land disposal areas as necessary. ⓘ

Demolition Debris Solid Waste
Concrete Burial
Concrete foundation

New
✎ 🗑

Demolition Debris Solid Waste
Concrete Burial
Barn foundation

New
✎ 🗑

Total Permit Capacity: 2300 (Max allow 2500 cubic yards)

Add

Save Next

Once all disposal areas have been entered, click the “Next” button to continue with the submittal.

Attachments

This screen allows the facility to attach/upload the required plans and documents. A completed Sensitive Areas form ([w-sw7-60](#)) is required for general permit coverage and can be found on the [MPCA's webpage](#) under "Application supplemental forms". The service can accept different file types such as PDFs, Word documents, Excel files, or image files. Once a document has been uploaded, enter the date the document was prepared/finalized.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Contacts Prevention Opportunities Environmental Review Land Disposal **Attachments** >

Upload attachments and supporting documents here. The file name must be less than 65 characters, including the extension. Be sure to scroll through to the bottom of this page to ensure all required attachments are included. Please name the file using the facility's permit or approval number (if available) and name along with the document title (example: SW-000 Minnesota Landfill Operations Plan).

Facility Plans

The engineering report is the textual information supporting the design plans. This must specify how and why the facility will be (or was) constructed.

Engineering Report Optional Upload File

Other

The sensitive areas attachment must include the name and distance of the specified features within one mile of the facility. Please complete and attach the [sensitive areas form](#) to detail the area surrounding the facility.

Sensitive Areas Required Upload File

A variance application must include the rule from which a variance is sought, documentation to support the need for the variance, and other additional data or information relevant to obtaining the variance.

Variance Application Optional Upload File

Environmental Review

Environmental Review Required - Environmental Review Document
Attach any existing documentation here or see [Environmental Review Minnesota Pollution Control Agency](#) for more information.

Environmental Review Document Optional Upload File

Save Next

Sensitive Areas Required

Uploaded File

Lisas GCB Sensitive Areas Forms.pdf  

Document Date * 

Date the document was prepared/finalized

[Minn. R. 7001.3150](#) requires that all technical documents, such as design drawings and specifications, engineering reports, and hydrogeologic studies, be certified by an engineer registered in Minnesota. In addition, all hydrogeologic reports and all related ground water and surface water monitoring reports must be signed by a person knowledgeable in the field of hydrogeology. The certifications and signatures should be on each technical document submitted with the application.

Once all attachments are uploaded, click the "Next" button to move to the next screen.

Summary

This is a compilation of all the information contained in the submittal. Review the summary for accuracy and make edits as necessary.

Certification

This is the final step in the submittal process. For the Concrete burial general permit notice of coverage, a certification is required from the solid waste landowner(s). In cases where there are more than one landowner, a signature is required from each landowner. The online services can accommodate only one electronic signature for the landowner, so additional signatures must be submitted using the Additional permittees signatures form ([w-sw7-57](#)), which can be found on the [MPCA's webpage](#) under "Application signatures". This attachment must be provided in the attachments section, when necessary.

The service will display the people that have signatory access and can certify the application.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Environmental Review Land Disposal Attachments Summary **Certification** >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.

If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
	Solid Waste Landowner Lisa Mojsiej	Not signed	☒

Sign Electronically Notify Signatory

Different steps are required for Application Preparers and Landowners. These steps are outlined below for each role.

Application preparers

Application preparers are not able to certify and sign the application – the Landowner(s) must complete this step. Use the “**Notify Signatory**” button to let the **Landowner(s) listed in the table** know that the submittal is ready for a signature and certification. The Landowner will receive an email requesting a signature and certification. The submittal will also appear in the “Certify and Sign” section of the Online Services Home Screen.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Environmental Review Land Disposal Attachments Summary **Certification** >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.
If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
	Solid Waste Landowner Lisa Mojsiej	Not signed	☒

Sign Electronically **Notify Signatory**

Once the “Notify Signatory” button is selected, the following pop-up window will appear.

Notify Signatory [X]

All signatories for this facility are displayed below. Select all signatories you wish to notify. They'll receive an email notification that the service is ready for their certification.

Username	Name	Signature Type
☒ Joseph.P.Miller@state.mn.us	Joseph Miller	Solid Waste Landowner

Cancel **Notify**

Click the “Notify” button. The following message will appear, confirming an email has been sent to notify the necessary parties.

An email has been sent to the selected Signatory/Signatories for this service and facility, and you have been cc'd.

Okay

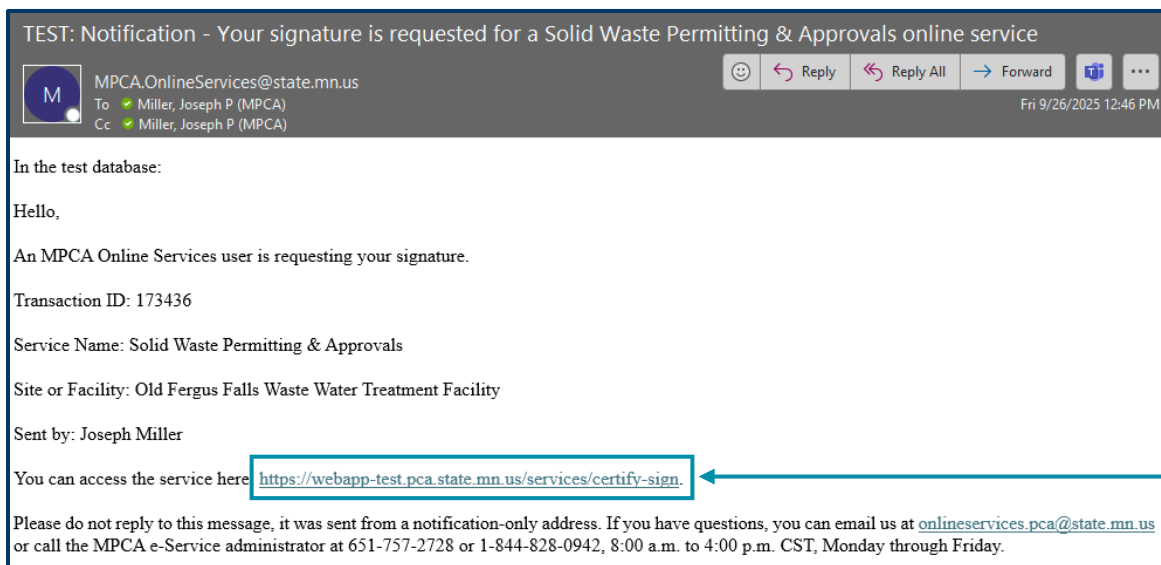
Landowner(s)

The Landowner must sign and certify the Concrete burial general permit notice of coverage submittal before it can be completed.

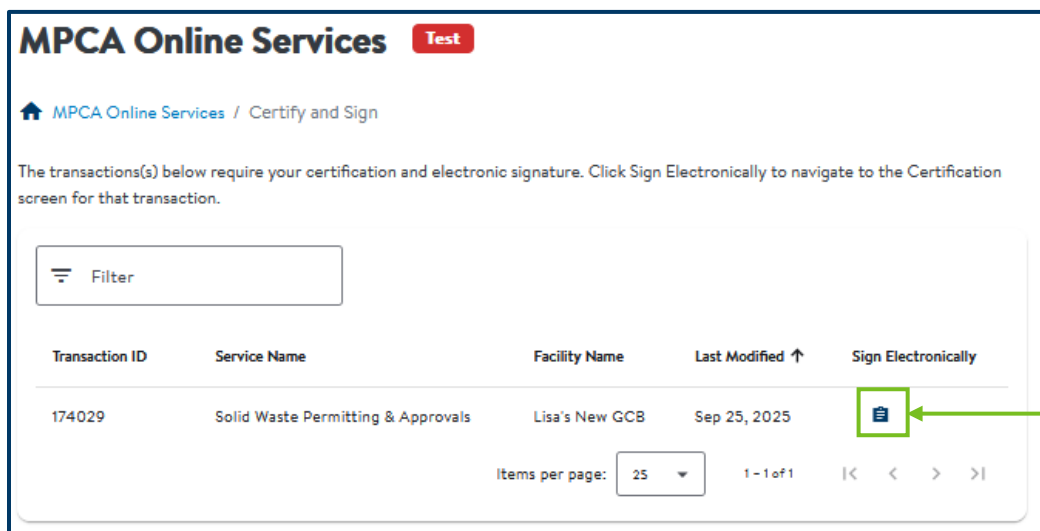
Steps 1 – 3 only apply if an **application preparer** has filled out and prepared the application.

Skip to Step 4 if this is not applicable.

1. An email should have been received that looks similar to the email below. Click the [link](#) to login and access the Online Services.



2. The link will open the "Certify and Sign" tab from the Online Services Home Page.
 - Note: Signing in to the Online Service is required before this screen will appear.



3. Click the '**Clipboard**' icon under the "Sign Electronically" column. This will open the Certification page of the Concrete burial general permit notice of coverage submittal.

4. Once at the “Certification” page, click the “Sign Electronically” button.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Environmental Review Land Disposal Attachments Summary Certification >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.
If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
Solid Waste Landowner Lisa Mojsiej		Not signed	☒

Sign Electronically Notify Signatory

5. After clicking the “Sign Electronically” button, the “Electronic Signature” section will appear.
- Note: it is encouraged to review the “Summary” tab if an Application Preparer has prepared the submittal. This ensures all information has been reviewed for accuracy by the Landowner, who is legally responsible for this submittal. Click on the “Summary” tab or on the “View Summary” link in the “Electronic Signature” section.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Environmental Review Land Disposal Attachments Summary Certification >

Certification

Click the Sign Electronically button to certify. Note that you must be a Signatory in order to sign electronically; if you are not a Signatory you will not be able to access the button.
If you want to notify a signatory/signatories, click the Notify Signatory button.

Certified By	Signature Type	Signature Status	Sign Electronically
Solid Waste Landowner Lisa Mojsiej		Not signed	☒

Electronic Signature - SolidWaste Permitting & Approvals

Read the certification statement below and answer the challenge question to sign electronically.

Transaction ID	Submittal Type	Creation Date	View
174029	Concrete burial general permit notice of coverage	09/24/2025	View Summary

Certification Statement

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 gather and evaluate the information submitted.

Name of signing party: Lisa Mojsiej
Username of signing party: lisamojsiejnew

To electronically sign this service, you must correctly answer a challenge question.

Question *
What is your mother's maiden name? Answer *

Certify

- Once the summary has been reviewed and the challenge question has been successfully answered, click the “**Certify**” button (see previous page).
- Once certified, the “Submit” button will be available on the Certification page.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Concrete burial general permit notice of coverage
Lisa's New GCB ID: New

< Contacts Prevention Opportunities Environmental Review Land Disposal Attachments >

Certification

Thank you for certifying and signing the service below. Note that the Submit button will not be available until all required signatory access types have certified.

Certified By	Signature Type	Signature Status	Sign Electronically
Lisa Mojsiej	Solid Waste Landowner Lisa Mojsiej	Signed on 09/25/2025	Signed

[Submit](#)

- Once the “Submit” button is selected, the service will provide a notification that the submittal has been successfully submitted, and a confirmation email will be sent for all listed contacts.

Solid Waste Permitting & Approvals - Test

Your transaction has been successfully submitted. Your transaction ID is 174029. You will also receive a confirmation email.

[MPCA Online Services](#)

[Start a new transaction](#)

[Sign Off](#)

- This submittal and the status of this submittal will appear in the “Submittal History” section of the Home Screen. MPCA staff will review the submittal and will reach out with any questions. A notice of coverage will be received once MPCA review is complete.

[MPCA Online Services](#) / Submittal History

Transaction ID	Service Name	Name	ID	Submittal Date	Status	Action
174029	Solid Waste Permitting & Approvals	Lisa's New GCB	GCB000130	Sep 25, 2025	Submitted	⋮
174027	Signatory Request	Lisa's New GCB		Sep 24, 2025	Submitted	⋮

Items per page: 1 - 3 of 3 [|<](#) [<](#) [>](#) [>|](#)

General permit for concrete burial FAQ

- Why do I get an error message about Challenge Questions when I am trying to create my facility?
 - Your challenge questions have not been set up yet. You can create your challenge questions from your My Profile.