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Online Services – Solid Waste Utilization Application Guidance

Step-by-step instructions for submitting a Case-Specific Beneficial Use Determination or Demonstration/Research Project application.

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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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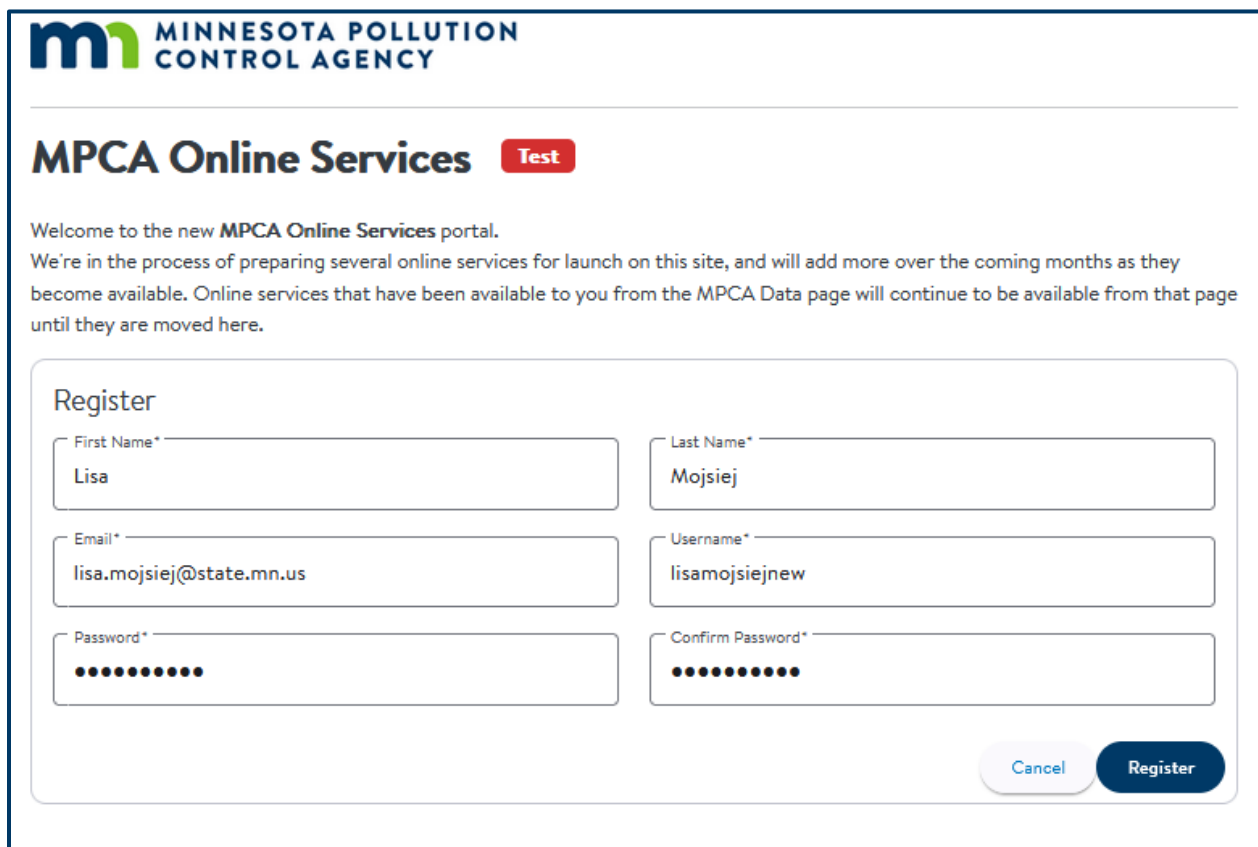
Introduction

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 submittals for case-specific beneficial use (CSBUD) determinations, and demonstration/research projects (DRPs).

Setting up an Account:



1. Login to the 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 registration page. At the top left is the MPCA logo with the text "MINNESOTA POLLUTION CONTROL AGENCY". Below the logo is the heading "MPCA Online Services" with 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" form with the following fields: "First Name*" (containing "Lisa"), "Last Name*" (containing "Mojsiej"), "Email*" (containing "lisa.mojsiej@state.mn.us"), "Username*" (containing "lisamojsiejnew"), "Password*" (masked with dots), and "Confirm Password*" (masked with dots). At the bottom right of the form are "Cancel" and "Register" buttons.

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

TEST: MPCA Online Services - Account Creation

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

  Reply  Reply All  Forward  

Thu 9/18/2025 9:02 AM

In the test database:

Hello,

Thanks for creating an account with MPCA Online Services.

Username: lisamojsiejnew
Email address: lisa.mojsiej@state.mn.us

Please click this link to finish creating your account: <https://webapp-test.pca.state.mn.us/services/verify/3F14635561C23985E063853A600A92A6SMAF4MRJRW2X7CUCYME83>

This link will expire in 24 hours. If you did not make this request, do not click the above link.

If you have questions, please contact us at 651-757-2728, 844-828-0942, or onlineservices.pca@state.mn.us

Thank you,
MPCA Online Services administrators

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.

MPCA Online Services Test

[Add Online Service](#)

My Online Services ▾

- Profile**
Update profile, password change, manage challenge questions [↗](#)
- My Contacts**
View, add, edit, delete contacts [↗](#)
- Work in Progress**
View, edit, or delete any in-progress services you have [↗](#)
- Submittal History**
Click here to see services you've submitted [↗](#)
- My Facilities**
View a list of facilities to which you have access [↗](#)
- Certify and Sign**
Transactions awaiting my certification and signature [↗](#)

Profile

In order to complete any solid waste permitting or approval submittal, an electronic signature is required. For CSBUD and DRP activities, a Solid Waste Activity Owner (Applicant) 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](#)”.

MPCA Online Services Test

[MPCA Online Services](#) / [My Profile](#)

[Change Password](#) [Set Up My Challenge Questions](#)

Contact Information

First Name* In... Last Name* Suffix

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.



The screenshot shows the MPCA Online Services interface. At the top left is the MPCA logo. Below it, the text "MPCA Online Services" is displayed next to a red "Test" button. In the top right corner, there is a blue button labeled "Add Online Service". Below this is a section titled "My Online Services" with an upward arrow. This section contains a list of services, each with a "Launch" button and a checkmark icon:

Service Name	Action
Feedlot Annual Report	Launch
Feedlot Permitting	Launch
Nutrient Management Tool	Launch
Solid Waste Permitting & Approvals	Launch

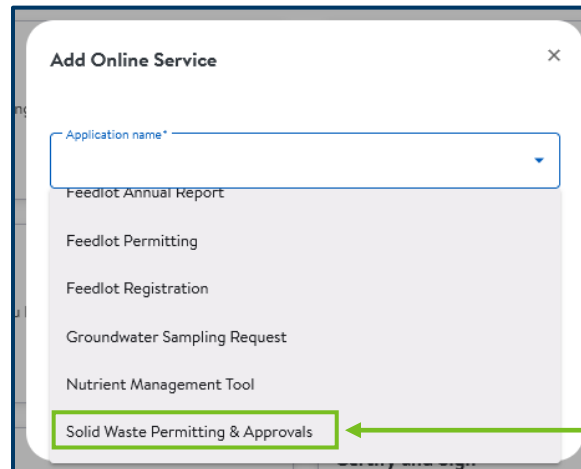
Adding “Solid Waste Permitting & Approvals” Online Service

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**.



This screenshot is identical to the one above, but with a blue box highlighting the "Add Online Service" button in the top right corner. A blue arrow points from the text in the previous section to this button.

For CSBUD and DRP activities, select **“Solid Waste Permitting & Approvals”** services from the drop-down list. Then, click submit.



Add Online Service [X]

Application name*

Feedlot Annual Report

Feedlot Permitting

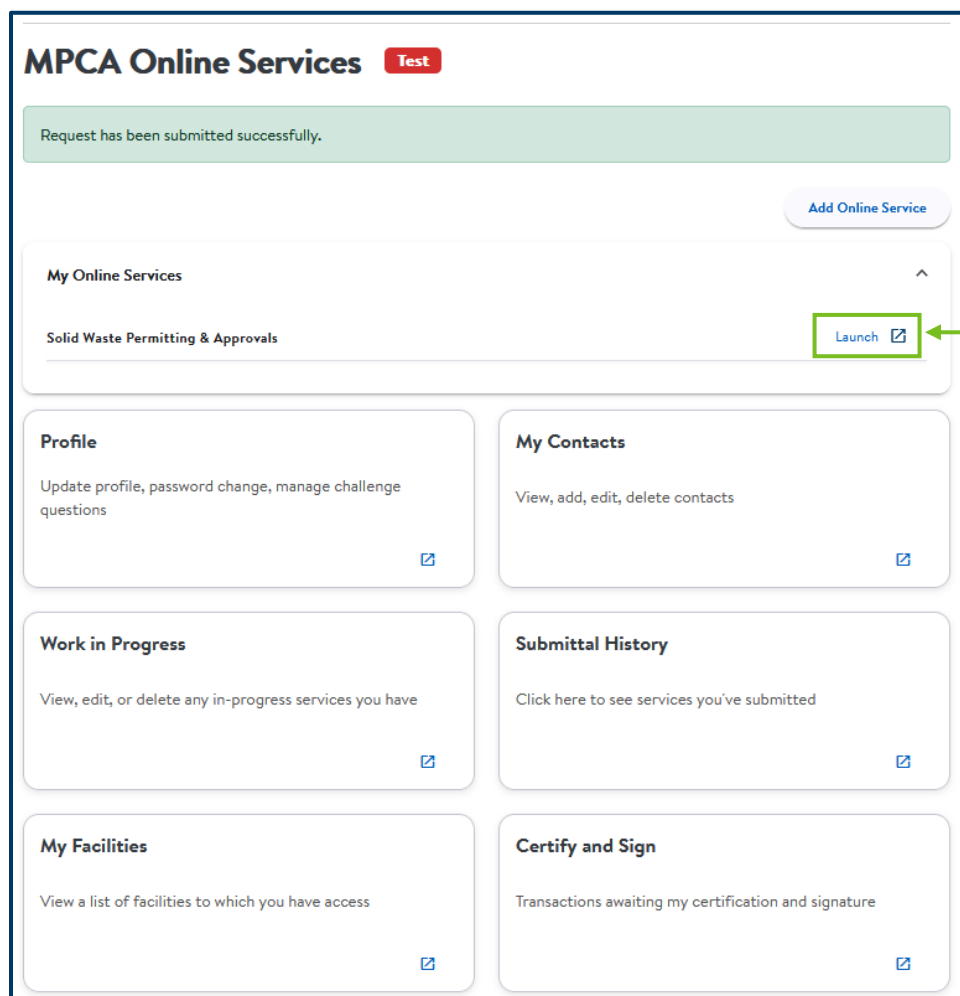
Feedlot Registration

Groundwater Sampling Request

Nutrient Management Tool

Solid Waste Permitting & Approvals

Now 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 []

My Contacts
View, add, edit, delete contacts []

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

Submittal History
Click here to see services you've submitted []

My Facilities
View a list of facilities to which you have access []

Certify and Sign
Transactions awaiting my certification and signature []

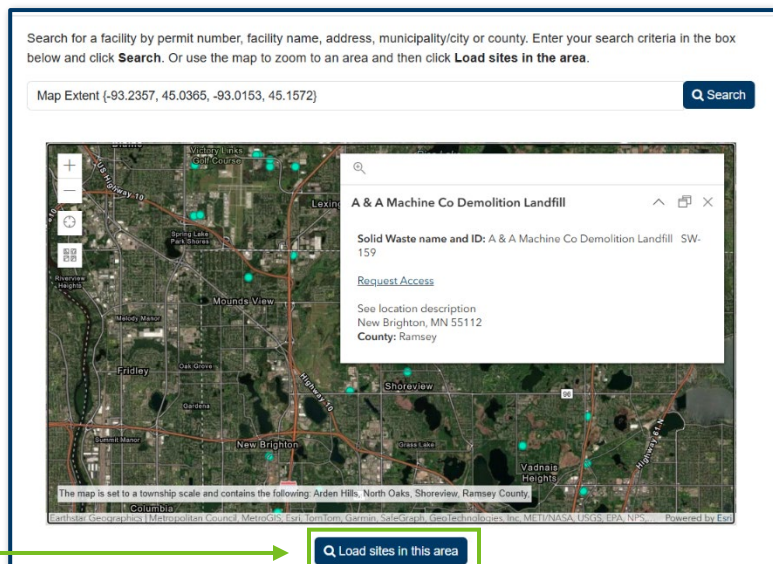
Add a facility

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 the facility doesn't already exist.

If searching by text, enter any portion of the facility's name or Approval number, 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 all the solid waste facilities located within that city or county.



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 all the solid waste facilities located in that area. The results will appear as both dots on the map and a list below the map.



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	228294
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.



[Load sites in this area](#)

Search results:

Count **7**

[New Search](#)

Name	ID
Carver County Environmental Center PBR	96051
Carver County/SET SSOM Compost Facility - UMN Arboretum	37893
Dem-Con Companies	121041
Dem-Con Landfill LLC	128618
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; however, only two of the options apply to CSBUDs and DRPs.

The two different roles for CSBUDs and DRPs are:

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

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

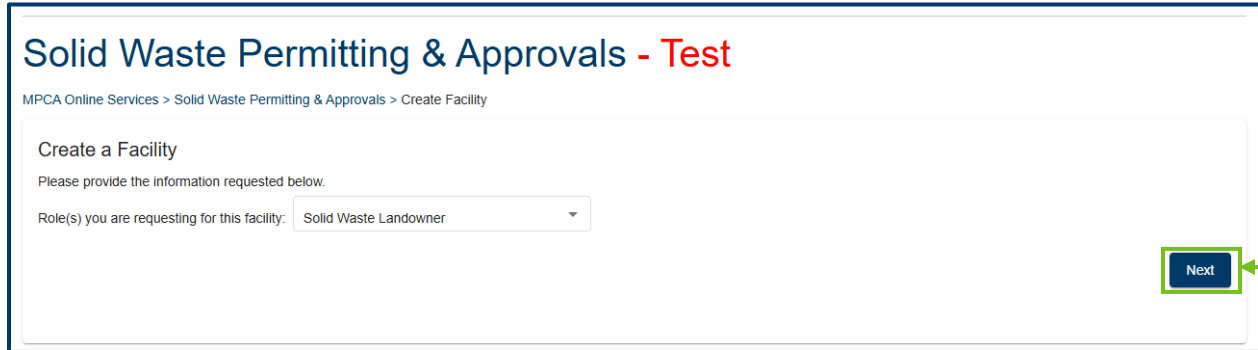
Please note the following:

- For CSBUD and DRP activities, the Solid Waste Activity Owner (Applicant) is required.
- The Solid Waste Landowner and Solid Waste Operator roles are available when creating or adding a facility; however, these roles cannot be used to certify a CSBUD or DRP submittal.

Create a Facility

Prior to creating a facility, verify that the **Solid Waste Permitting & Approvals** service has been launched. See the **Add Online Service** section 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.

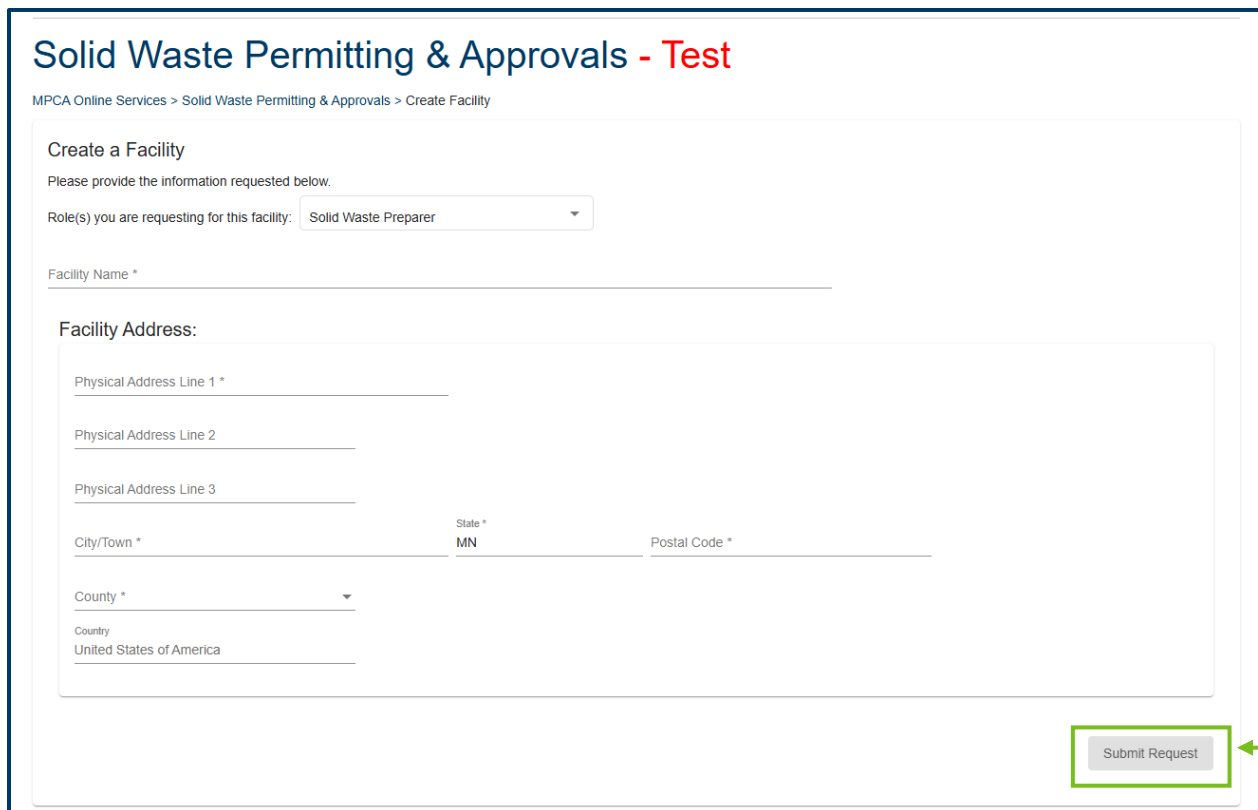
Role(s) you are requesting for this facility: Solid Waste Landowner

Next

This screenshot shows the first step of the 'Create a Facility' process. The user has selected 'Solid Waste Landowner' as their role. A green box highlights the 'Next' button in the bottom right corner, with a green arrow pointing to it from the right side of the page.

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

This screenshot shows the second step of the 'Create a Facility' process. The user has selected 'Solid Waste Preparer' as their role. The form includes fields for Facility Name, Facility Address (Physical Address Line 1, 2, 3), City/Town, State (MN), Postal Code, County, and Country (United States of America). A green box highlights the 'Submit Request' button in the bottom right corner, with a green arrow pointing to it from the right side of the page.

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.** An email notification will be sent 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 an Activity Owner

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 CSBUD and DRP activities, select **“Owner”** from the **“Title”** dropdown list, unless there is another more accurate title that applies.

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 Middle initial Last name Suffix

Title *

Email address *

Organization name

Organization type

Address line 1 * Address line 2 Address line 3

City / Town * State / Province * Postal code *

Country *

Type * Number * Extension

Date *

User name *

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.

ISSUED DATE



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 an email notification will be sent 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.

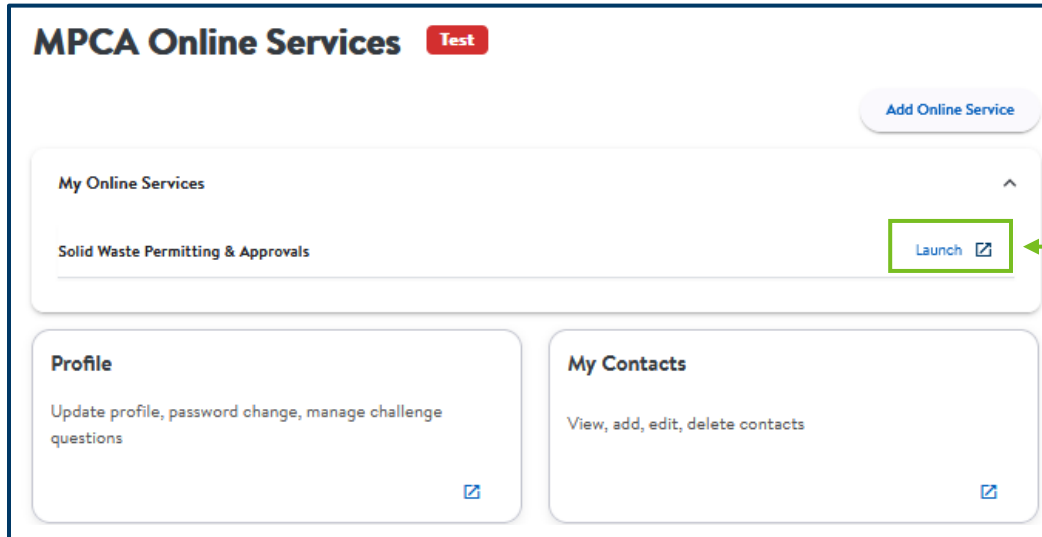
You can log in to MPCA Online Services at <https://webapp-test.pca.state.mn.us/services/login>. On the MPCA Online Services homepage under My Facilities, the access status will indicate Granted.

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.

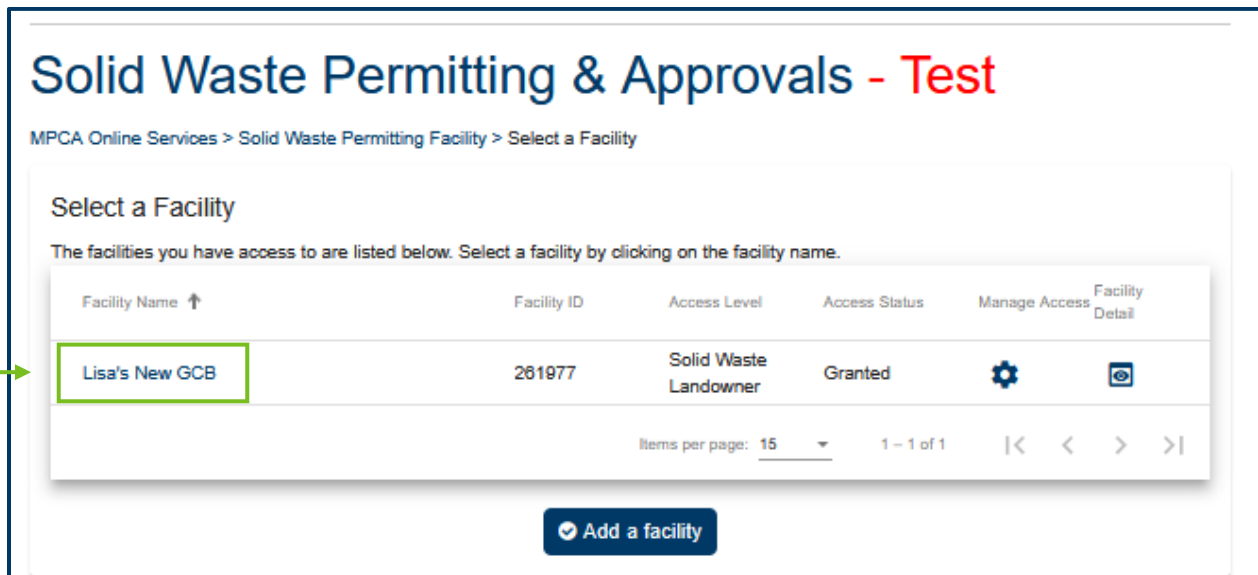
Submittal

Entering the Online Service

With access granted, the submittal can now be created. 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. The facility that was created during the last step should appear here. Select a facility to work on 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 [Create a Facility](#).
- 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 an email notification will be sent 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.

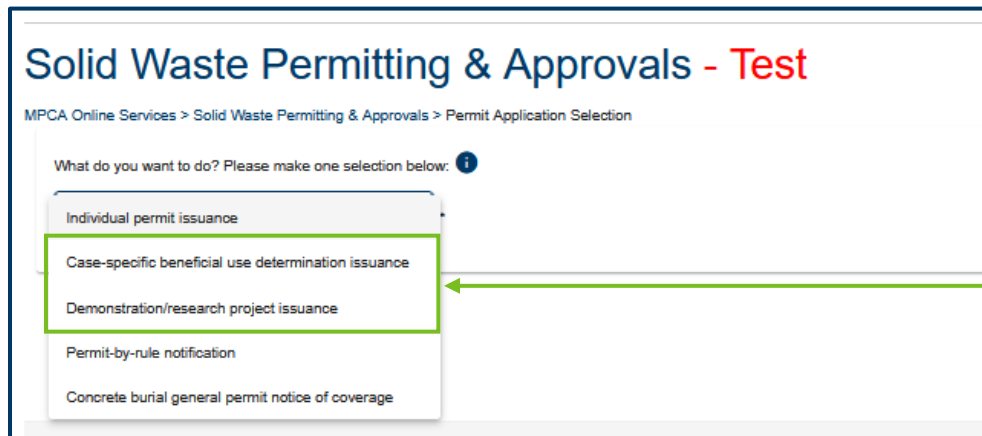
Permit Application Selection

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 the selected facility has already obtained.

There are no restrictions on the number of CSBUDs and DRPs a facility can obtain, nor are there any permits or approvals that hinder a facility’s ability to apply for a CSBUD or DRP.

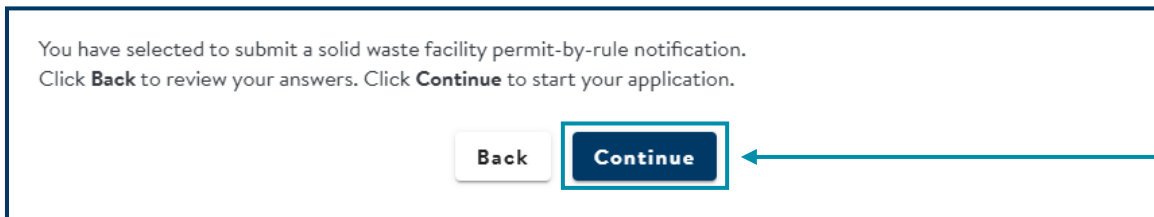
New Facility

For a new facility, the following selections will appear. Select the desired waste utilization project type: “**Case-specific beneficial use determination issuance**” or “**Demonstration/research project issuance**”.



The screenshot shows a web page titled "Solid Waste Permitting & Approvals - Test". Below the title is a breadcrumb trail: "MPCA Online Services > Solid Waste Permitting & Approvals > Permit Application Selection". The main content area asks, "What do you want to do? Please make one selection below:" followed by an information icon. A dropdown menu is open, showing five options: "Individual permit issuance", "Case-specific beneficial use determination issuance" (highlighted with a green box and a green arrow), "Demonstration/research project issuance", "Permit-by-rule notification", and "Concrete burial general permit notice of coverage".

A pop-up window will confirm the correct submittal has been selected. Click the “**Continue**” button to proceed with the CSBUD or DRP submittal.



The screenshot shows a confirmation message: "You have selected to submit a solid waste facility permit-by-rule notification. Click **Back** to review your answers. Click **Continue** to start your application." Below the message are two buttons: "Back" and "Continue". The "Continue" button is highlighted with a blue box and a blue arrow.

Existing Facility

For an existing facility, the selections will vary depending on the facility’s existing permits and approvals. There are two scenarios for existing facilities: a facility without an existing CSBUD or DRP and a facility with an existing CSBUD or DRP.

- For a facility without a CSBUD or DRP, select either **“Case-specific beneficial use determination issuance”** or **“Demonstration/research project issuance”**.

- For a facility with a CSBUD or DRP, the online service will ask if there’s an existing permit or approval that needs to be reissued, modified or terminated. Select **“Yes”** and then select the **CSBUD or DRP needing a reissuance, modification, or termination**. A follow-up question will ask the **type of action being taken on the CSBUD or DRP**. Select the desired activity.

A pop-up window will confirm the correct submittal has been selected. Click the **“Continue”** button to proceed with the selected CSBUD or DRP submittal.

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 > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

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

You have selected to apply for a case-specific beneficial use determination. A case-specific beneficial use determination is a case-by-case determination of whether the proposed management option for the specific solid waste is a beneficial use.

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

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.

- Case-specific beneficial use determination proposal and supporting information

OPTIONAL: These documents may be required in your submittal.

- Environmental Review Document

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.

The final section of this screen identifies what attachments may be needed to complete the submittal. For both CSBUD and DRP submittals, 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 this is necessary and was not submitted.

Required Attachments:

- For CSBUDs:
 - Case-specific beneficial use determination proposal and supporting information.
- For DRPs:
 - Demonstration/research project proposal and supporting information; and
 - Verification that residents were notified of the proposed project.

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 > Permit-by-rule notification
Joe's PBR ID: New

< Application Type Selection Submittal Readiness **Facility Name and Address** Location Contacts Prevention Opportun >

Facility Name*
Joe's PBR
Original Name: Joe's PBR

Facility Physical Address:
Do you need to make a change to the physical address? Yes No

Address Line 1*
12345 Lane
Original Address Line 1: 12345 Lane

Address Line 2

Address Line 3

City / Town*
Saint Paul
Original City: Saint Paul

State*
MN
Original State: MN

Postal Code*
55155-0001
Original Zip Code: 55155-0001

Country
United States of America
Original Country: United States of America

Location Description
Describe the location

Facility Mailing Address:
 Same as facility physical address

Address Line 1*
12345 Lane

Address Line 2

Address Line 3

City / Town*
Saint Paul

State*
MN

Postal Code*
55155-0001

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 > Permit-by-rule notification
Joe's PBR ID: New

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

Facility Coordinates:

Coordinate System*
Lat Long - decimal degrees

Original: Lat Long - decimal degrees

Latitude*
44.95213704

Original: 44.95213704

Longitude*
-93.10234761

Original: -93.10234761


Collection Method*
Zip Code Centroid

Original: Zip Code Centroid

Reference Point*
General Location

Original: General Location

Reset Map



Vantor | Esri Community Maps Contributors, Metropolitan Council, MetroGIS, MN Dept...
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.

County*
Ramsley

Original County: Ramsley

Is the site located in Indian country? * Yes No

Parcel(s): ?

+ Add

PLS Description(s): ?

To...

Rang...

Secti...

Qtr1...

Qtr4...

Qtr10

Qtr2.5

✖

+ Add

Save

Next

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 *	Longitude *
44.95685	-93.08417
Original: 47.5272215	Original: -92.48739227

Collection Method *
Digitized - MPCA online map

Original: Digitized - MPCA internal map


Reference Point *
General Location

Original: General Location

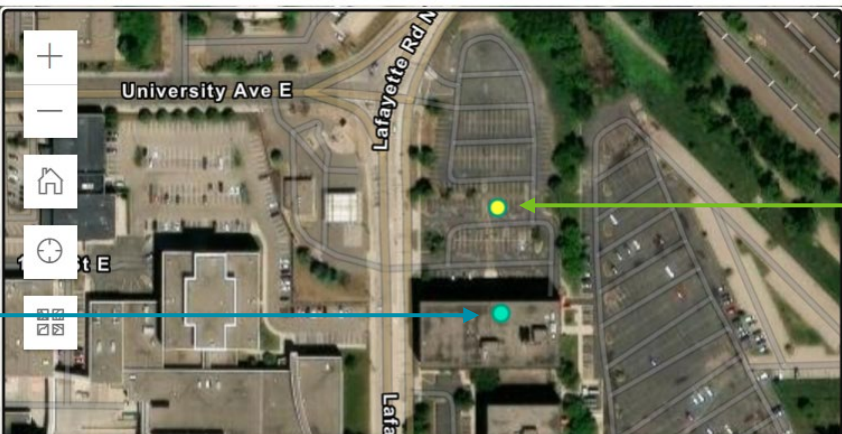


Maxar | Esri Community Maps Contributors, Metropolitan Council, Metr... Powered by Esri


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 the page records the county, parcel, and Public Land Survey (PLS) Quarter-Quarter Sections information.

1. Select the county where the facility is located. A county must be selected.
2. Select if the site is located within Indian Country. If unsure whether the site is located within Indian Country or not, use the [MPCA's map of environmental justice areas](#). "Yes" or "No" must be selected.
3. Identify the parcels where the facility is located. If the facility is located on more than one parcel, add a row for each parcel by clicking the "+ Add" button. Parcel information is optional.
4. Identify the PLS description for the facility. If the facility needs addition PLS descriptions, add additional rows by clicking the "+Add" button. At least one PLS description is required.

County *
Ramsey ▾
Original County: St. Louis

Is the site located in Indian country? * Yes No

Parcel(s): ⓘ

PLS Description(s): ⓘ

Township *	Range *	Section *	Qtr160 *	Qtr40 *	Qtr10	Qtr2.5	
29 ▾	20W ▾	2 ▾	NE ▾	NE ▾	Qtr10 ▾	Qtr2.5 ▾	<input type="button" value=""/>

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

Contacts

The contacts screen details the contact information for all persons and organizations 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 activity owner and engineer (consultant) if needed.

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

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

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

Contacts

Solid Waste Activity Owner (Applicant) Required + Add Solid Waste Activity Owner (Applicant)

Solid Waste Contact Required + Add Solid Waste Contact

Solid Waste Engineer (Consultant) Required + 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. Remove an existing contact by clicking the **trash can icon**.

Solid Waste Activity Owner (Applicant) Required + Add Solid Waste Activity Owner (Applicant)

Joseph Miller	Joseph.P.Miller@state.mn.us 651-757-2310 (Office Phone)	MPCA 520 Lafayette Rd N Saint Paul, MN 55155-4102	
---------------	--	---	--

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 and their information 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 (see next page).
- 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 (see next page).


Contact Information ✕

+ From favorites - From Current Submittal -

What type of owner?

Person Organization

First Name* Middle Initial Last Name* Suffix Title

Email Address* 

+ Add email

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

Note: One office phone type entry is required.

Type* Number* Extension 

Non-US phone number start with +

+ Add phone

Save to favorites

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 > Permit-by-rule notification
Joe's PBR ID: New

< Permit Type Selection Submittal Readiness Facility Name and Address Location Contacts Prevention Opportunities >

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

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

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

The first question is dynamic and will change the list of choices based on if "Yes" or "No" is selected. If prevention activities have been implemented in the past year, select "Yes" and the following prevention activity choices will appear:

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

How did you do it?
Select all that apply:

- Changes in Inventory Control
- Energy Conservation/Renewable Energy
- Equipment Modifications
- Green Building Practices
- Green Infrastructure and Sus Development
- Improved Operating Practices
- Other
- Process Modifications
- Product Modifications
- Raw Mat Modification/Substitution
- Spill and Leak Prevention
- Stormwater Pollution Prevention BMP

If prevention activities have not been implemented in the past year, select “No” and the following reasons will appear:

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

Environmental Review

This screen is standard for all MPCA online services. There is a series of dynamic “Yes” or “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 > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

< Submittal Readiness Facility Name and Address Location Contacts Prevention Opportunities Environmental Review >

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

Attachments

This screen allows the facility to attach/upload the required plans and documents. The online 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 > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

<
Location
Contacts
Prevention Opportunities
Environmental Review
Case-specific Beneficial Use
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).

A case-specific beneficial use determination proposal must contain information supporting the proposed management option for a specific solid waste being a beneficial use. A demonstration/research project may be necessary to supplement any missing information.

Case-specific beneficial use determination proposal and supporting information Required 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

Case-specific beneficial use determination proposal and supporting information Required

Uploaded File

CSBUD Proposal and Supporting Info.docx 📄 🗑️

Document Date*

1/10/2026 📅

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 CSBUDs and DRPs, a certification is required from the solid waste activity owner (applicant).

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 > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

< Prevention Opportunities
Environmental Review
Case-specific Beneficial Use
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 Activity Owner (Applicant) <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Sign Electronically
Notify Signatory

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

Application Preparers

Application preparers are not able to certify and sign the application – the Activity Owner must complete this step. Use the “**Notify Signatory**” button to let the **Activity Owner(s) listed in the table** know that the submittal is ready for a signature and certification. The Activity Owner 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 > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

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>

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 Activity Owner (Applicant) <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Notify Signatory

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

Notify Signatory ×

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
<input checked="" type="checkbox"/> Joseph.P.Miller@state.mn.us	Joseph Miller	Solid Waste Activity Owner (Applicant)

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.

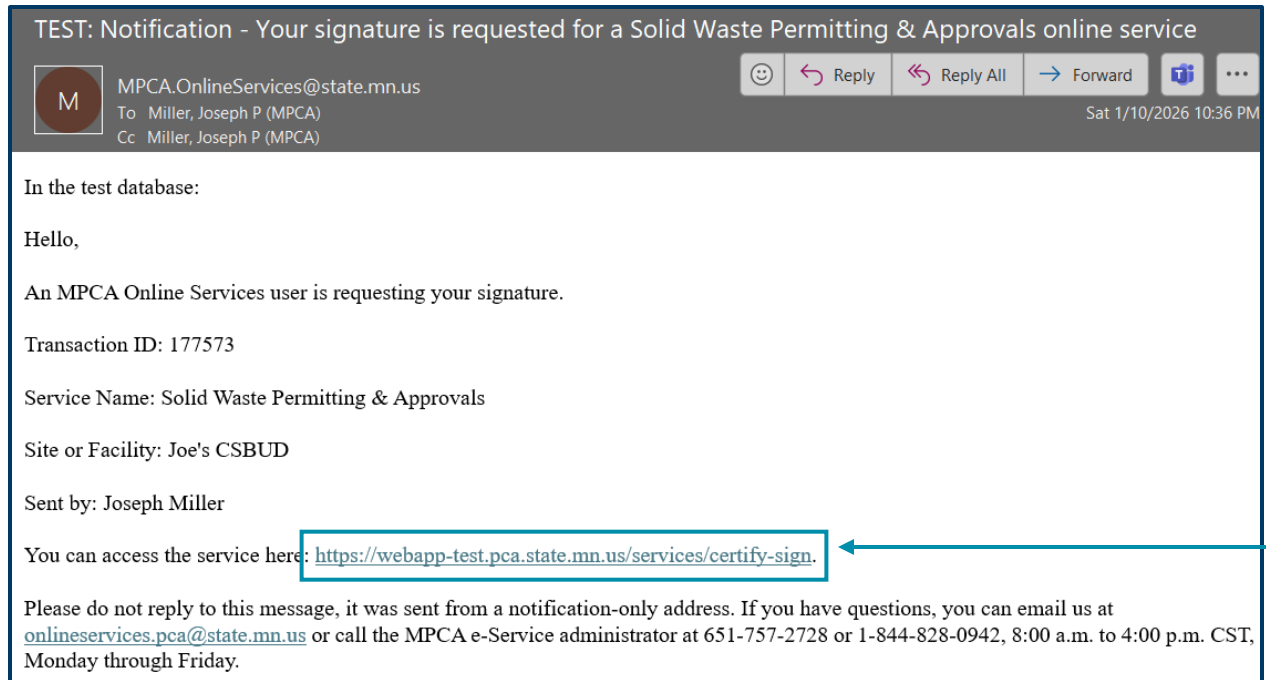
Okay

Activity Owner(s)

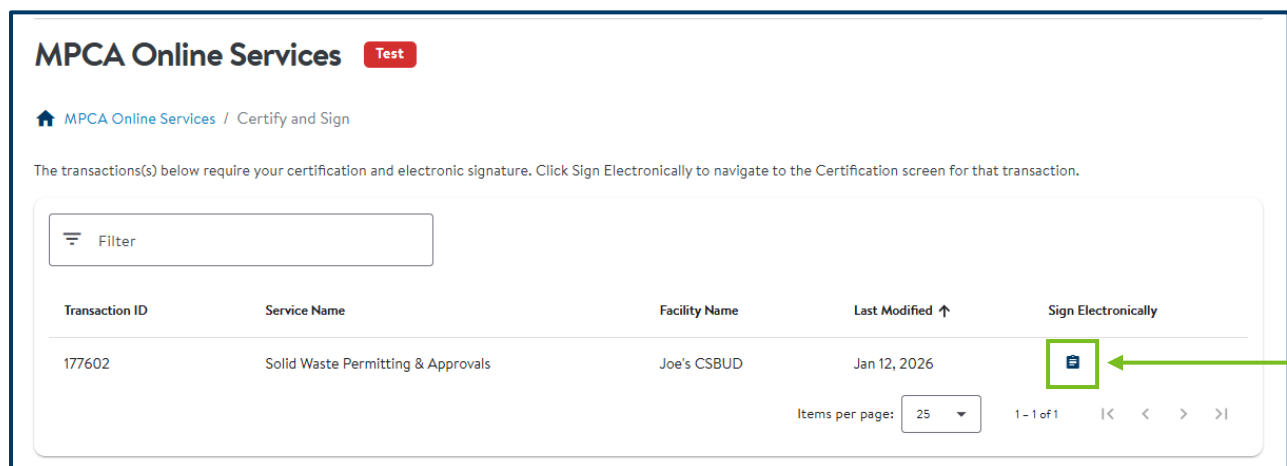
The Activity Owner must sign and certify the CSBUD or DRP submittal before it can be completed. Steps 1 – 3 only apply if an Application Preparer has filled out and prepared the application.

Skip to Step 4 if this is not applicable.

1. An email should have been received that looks like 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 CSBUD or DRP submittal.

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

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

< Prevention Opportunities Environmental Review Case-specific Beneficial Use 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 Activity Owner (Applicant) <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Sign Electronically **Notify Signatory**

5. The “Electronic Signature” section will appear.

- Note:** it is encouraged to review the submittal if it was prepared by an Application Preparer. This ensures all information has been reviewed for accuracy by the Permittee, who is legally responsible for this submittal. To review, 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 > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

< Prevention Opportunities Environmental Review Case-specific Beneficial Use 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 Activity Owner (Applicant) <i>Joseph Miller</i>	Not signed	<input checked="" type="checkbox"/>

Electronic Signature - SolidWaste Permitting & Approvals **Sign Electronically** **Notify Signatory**

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

Transaction ID	Submittal Type	Creation Date	View
177573	Case-specific beneficial use determination issuance	01/10/2026	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: Joseph Miller
Username of signing party: Joseph.P.Miller@state.mn.us

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

Question*
What is your favorite sport?

Answer*

Certify

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

Solid Waste Permitting & Approvals - Test

MPCA Online Services > Solid Waste Permitting & Approvals > Case-specific beneficial use determination issuance
Joe's CSBUD ID: New

< Prevention Opportunities
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Certification
>

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
Joseph Miller	Solid Waste Activity Owner (Applicant) <i>Joseph Miller</i>	Signed on 01/10/2026	Signed

Submit

8. 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 to 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

9. 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 CSBUD or DRP will be received once MPCA review is complete.

MPCA Online Services Test

🏠 [MPCA Online Services](#) / [Submittal History](#)

Transaction ID	Service Name	Name	ID	Submittal Date ↓	Status	Action
177573	Solid Waste Permitting & Approvals	Joe's CSBUD		Jan 12, 2026	Submitted	⋮
177600	Solid Waste Permitting & Approvals	Joe's CSBUD		Jan 12, 2026	Submitted - Routing	⋮
177601	Signatory Request	Joe's CSBUD		Jan 12, 2026	Submittal Pending	⋮

Appendix A: Waste Use(s) and Waste Type(s)

Table A- 1: Waste Use(s)

Case-specific Beneficial Use Methods	
Addition to Compost	Fill Material
Animal Bedding	Land Application
Animal Feed	Product Ingredient
Asphalt Ingredient	Shingle Ingredient
Blast Abrasive Material	Soil Amendment
Class 5 Amendment	Soil Stabilization
Dewatering Agent	Waste to Energy
Fertilizer	Other

Table A- 2: Waste Type(s)

Demonstration/Research Project and Case-Specific Beneficial Use	
Absorbents and Erosion Control Materials	Leachate
Aluminum	Lime
Aluminum Oxide	Mattresses
Animal Carcasses	Meat By-products
Animal Manure	Mining Waste
Appliances	MSW
Asbestos	Naturally Occurring Radioactive Material
Asbestos - Friable Class 1	Non-ferrous Metals
Asbestos - Friable Class 2	Offspec Product
Asbestos - Non-Friable Class 1	Packaging/Containers (Drums, Sacks, etc)
Asbestos - Non-Friable Class 2	Paint Residues, Filter, Dust
Ash - Agricultural Waste	Paper
Ash - Coal Bottom Ash	PCB Containing Waste
Ash - Coal Fly Ash	Plastic
Ash - Coal Mixed Ash	Railroad Ties
Ash - Dregs	Resins
Ash - Mixed Ash	Rock and Sand Catcher Material
Ash - MSW Combustor Ash	Sandblasting Media
Ash - Wood Ash	Sanitary Products
Auto and Window Glass	Sawdust
Autoclave Waste	Shingles (Asphalt)
C&D	Shredder Fluff
C&D Class I	Single Stream/Commingled Recyclables
C&D Class II	Slag

Demonstration/Research Project and Case-Specific Beneficial Use	
C&D Class III	Sludge - Biosolids
Carpet Padding	Sludge - Lime
Ceiling Tiles	Sludge - Other
Chronic Wasting Disease Animal Waste	Sludge - Paper
Clean Wood/Lumber/Pallets	Sludge - Stormwater Pond
Coal Ash	Source Separated Organic Material
Concrete/Asphalt/Brick	Source Separated Recyclable Material
Contaminated Soils - Other	Spent Activated Carbon Filters
Contaminated Soils - Petroleum	Spent Filter Rock
Diapers	Spent Toner Cartridges & Printing Wastes
Diatomaceous Earth	Spilled Non-hazardous Wastes
Eggshells	Steel
Electronics	Street Sweepings
Empty Pesticide Containers	Sugar Beet By-product - Mud Pond Solids
Ferrous Metals	Sugar Beet By-product - Mud Press Solids
Filter Cake	Sugar Beet By-product - Tare 1
Finishing and Deburring Residue	Sugar Beet By-product - Tare 2
Fish Waste	Sugar Beet By-product - Type 3
Food/Beverage Manufacturing Waste	Sugar Beet Juice
Food-derived Vegetative Waste	Sugar Beet Piling Site Clean-Up
Foundry Sands	Sugar Beet Sludge
Glass	Sugar Beet Tailings
Grit and Bar Screening Waste	Sugar Beet Weeds
Gypsum	Textiles
Gypsum Drywall	Tires
Hazardous Waste	Treated Seed
Imprelis Contaminated Yard Waste	Wood Chips
Industrial Solid Waste	

Appendix B: FAQ

1. **How do I decide if I need to create a new facility or use an existing facility?** This will depend on what type of approval you are seeking.
 - a. **For Demonstration/research projects (DRPs):** If the DRP is proposed at a solid waste facility that has an existing permit or approval, that existing facility should be used. If the DRP is proposed at a facility that does not currently have an existing permit or approval, the [“Add a facility”](#) process will double check if a facility already exists at the proposed location. Otherwise, you will need to [“Create a facility”](#) at the location.
 - b. **For Case-specific beneficial use determinations (CSBUDs):** If the CSBUD will only occur at one location, then that location should be used for the facility. If the CSBUD will occur at multiple locations, use the general office location or the location where the waste will be generated. If the [“Add a facility”](#) step shows a facility already exists at the proposed location, that facility should be selected. Otherwise, you will need to [“Create a facility”](#) at the location.