

Citizen Water Monitoring Online Service – Instruction Guide for Current Volunteers

Welcome to the Minnesota Pollution Control Agency (MPCA) Citizen Water Monitoring Program (CMP) Online Service. You can use the CMP Online Service to submit your water monitoring results to the MPCA throughout the monitoring season or at the end of the season. You can also use the CMP Online Service to update your contact information or select a new/additional waterbody to monitor.

Here is a link to our MPCA eServices portal - https://rsp.pca.state.mn.us/TEMPO_RSP/Orchestrate.do.

The CMP Online Service can be accessed from your desktop computer, smart phone, or tablet. The following internet browsers are recommended for the best functionality: Chrome, Firefox, or Edge.

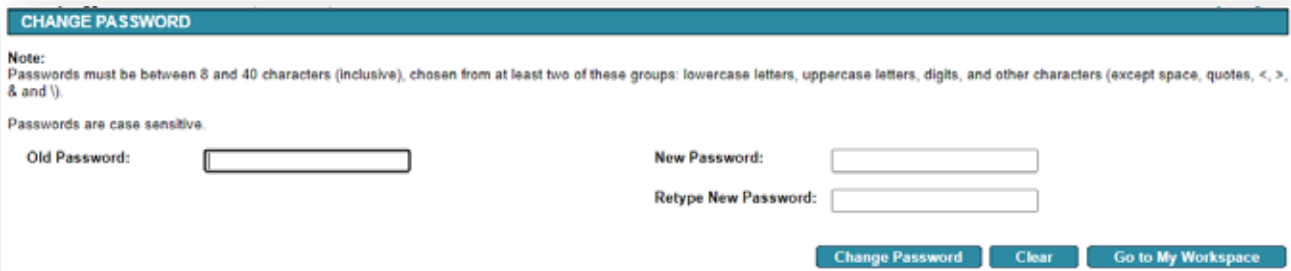
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1. Activate your account

Follow these instructions to Log in and reset your password. Note: You will only do this once, the first time you log into the system.

1. Go to <https://rsp.pca.state.mn.us> in your web browser.
2. In the User ID field enter the User ID we sent you with this document.
3. Enter the temporary password we sent you with this document into the password field. Click **Login**.
4. Change your password.
 - a. On the My Workspace screen, click **User Profile** at the top of the screen.
 - b. Click **Change Password** option at the top of the screen.
 - c. Enter your old password.
 - d. Enter your new password, twice.
 - e. Click **Change Password**.



- f. On the Change password confirmation screen. Choose **Return** to return to user profile.
- g. Click the **My Workspace** tab on the top left of the screen to return to the home screen.

2. How to submit your monitoring results

Follow these steps to submit your monitoring results to the MPCA. You can use this online service to submit your results throughout the monitoring season, or you can submit all your results the end of the season. The service allows you to submit monitoring results for one waterbody at a time.

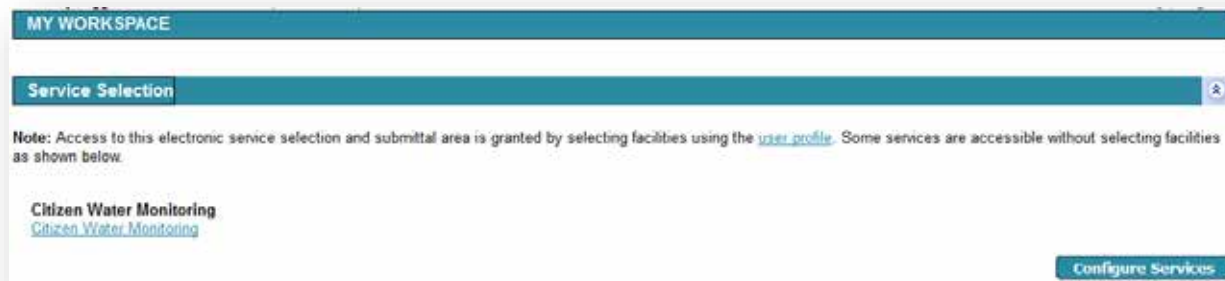
Login

To log in:

1. If you are not already at the Login page, go to <https://rsp.pca.state.mn.us> in your web browser.
2. In the **User ID** box, type your user ID. As a reminder, your user ID is your CLMP or CSMP Volunteer ID. CLMP volunteers should enter 'CLMP-<your number>' and CSMP volunteers should enter 'CSMP-<your number>'. Example, CLMP-8071 or CSMP-3468.
3. In the **Password** box, type your password.
4. Click **Login**.

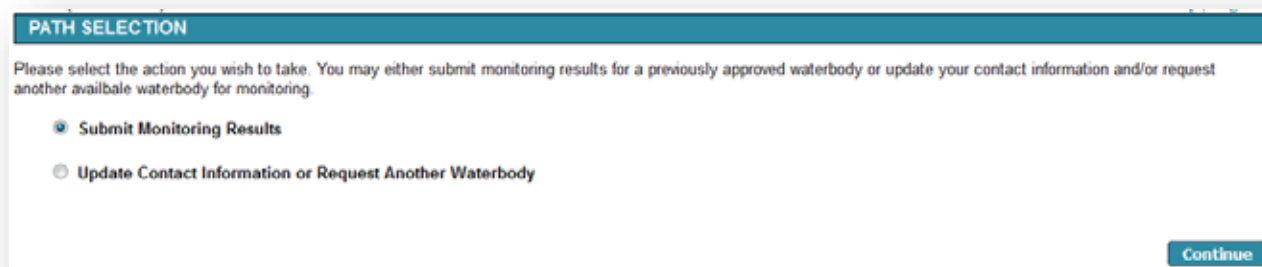
On the My Workspace page

1. Under the "Service Selection" heading, click the **Citizen Water Monitoring** hyperlink to open the online service.



On the Path Selection screen

1. Select the radio button next to **Submit Monitoring Results**.
2. Click **Continue**.



On the Monitoring Results screen

1. Click the **Waterbody** dropdown arrow to select the Lake or Stream you want to submit results for.

For lakes

Note: Fields marked with an asterisk (*) are required fields.

1. Enter the **Year** the monitoring was conducted.
2. Optional: Enter the **Lake Depth** at Site (ft.). Please enter Lake Depth at Site in whole numbers and round up.
3. Optional: Enter the **Ice-off** and **Ice-on** dates.
4. Enter the monitoring **Date**.
5. Enter the **Time** using the format (HH:MM AM/PM).
6. Enter the **Secchi Depth** (to the nearest ½ foot).
7. For **On Bottom?**, enter "B" if your Secchi disk reached the bottom of the lake.
8. Enter the **Physical Condition** using the drop-down list.
9. Enter the **Recreational Suitability** using the drop-down list.
10. Enter the **Water Color** using the drop-down list.
11. Optional: Enter any **Comments** you want to include that may affect your Secchi reading such as recent rain events, windy conditions or algae bloom.
12. To add additional monitoring records, use the **Add Row** button. Repeat Steps 4 through 11 to add additional monitoring records as needed.
 - a. To remove a row that you added, click the Remove "X" icon.

- If you entered several rows of data for one monitoring location and then try to select another monitoring location in the same screen you will receive a warning that is shown at the top of the screen. Click Cancel or all the data you entered will be deleted.

- Click **Save** to save your entries. See Step 3 under **To view your data submission** if you monitor multiple locations.
- Once you are ready to submit the data, click **Submit**.
- Skip ahead to the “On the Confirmation screen” section.

For streams

Note: Fields marked with an asterisk (*) are required fields.

- Enter the **Year** the monitoring was conducted.
- Enter the monitoring **Date**.
- Enter the **Time** using the format HH:MM AM/PM.
- Enter the **Appearance** using the drop-down list.
- Enter the **Recreational Suitability** using the drop-down list.
- Enter the **Secchi Tube Depth** (cm). Enter '100' if you could see the Secchi disk at the bottom of the tube and recorded '>100' (greater than) on your datasheet. The '>' (greater than) will be added automatically when you enter '100'.
- For **Rainfall Event**, select Yes if you monitored in response to a rain event. Otherwise, select No.
- Enter the **Stream Stage Estimate** using the drop-down list.
- Optional: Enter the **Temp (deg. F)**.
- Optional: Select Yes to **Photo Taken?** if you took a photo.
- Optional: Enter any **Comments** you want to include. Use the “Comments” space to record anything unusual observed during a sampling visit; note things like recent severe weather, construction activities occurring upstream, changes in adjacent land use, or a dramatic change in the appearance of stream water.

12. To add additional monitoring records for the same monitoring location, use the **Add Row** button. Repeat Steps 2 through 11 to add additional monitoring records as needed.
 - a. To remove a row that you added, click the Remove “X” icon.
13. If you entered several rows of data for one monitoring location and then try to select another monitoring location in the same screen you will receive a warning – that is shown at the top of the screen. Click Cancel or all the data you entered will be deleted.

Version: 1.4
Currently logged in:

MONITORING RESULTS

Please select the waterbody and year for which you wish to enter monitoring results. Observations may then be entered into the table below.

For additional guidance on entering lake and stream monitoring data, please click on the Help link in the upper right hand corner of this page.

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

*Monitoring Location: 21-0106-01-203 - Latoka (North Bay)

*Year: 2020

Lake Depth at Site (ft): 15

Ice-off (MM/DD/YYYY): 03/31/2020

Ice-on (MM/DD/YYYY):

*Date (MM/DD)	Time (HH:MM AMPM)	*Secchi Depth (feet)	On Bottom?	Physical Condition	Recreational Suitability	Water Color	Comments	Remove
07/01	08:00 AM	10		1 = Crystal clear w	2 = Very minor aes	Green water cause	this data is not real	
07/02	08:00 AM	11		1 = Crystal clear w	2 = Very minor aes	Green water cause	this data is not real	X

Add Row

Save **Submit**

14. Click **Save** to save your entries. See Step 3 under **To view your data submission** if you monitor multiple locations.
15. Once you are ready to submit the data, click **Submit**.

On the Confirmation screen

1. After pressing **Submit**, you will be taken to the Confirmation screen. If you need to make changes to the data you just entered, click the **Return** button to return to the Monitoring Results screen and edit the information. Otherwise, click **Submit** to send in your monitoring data.

CONFIRMATION

Are you sure you're ready to submit your monitoring data? Click **Submit** to finish and submit your data. Click **Return** to go back and review your entries.

Return **Submit**

To view your data submission

1. After submitting, you will be redirected to the My Workspace home screen.
2. Scroll to the My Services – Submitted section to view your request. There may be a lag between your request and the submittal appearing in this section (up to 5 minutes). You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.

My Services - Submitted										
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
20673	Lisa Lake	Citizen Water Monitoring	Received		09/10/2020	09/10/2020	Lisa Lake			
20670	Lisa Lake	Citizen Water Monitoring	Received		09/10/2020	09/10/2020	Lisa Lake			
20668	Lisa Lake	Citizen Water Monitoring	Received		09/10/2020	09/10/2020	Lisa Lake			
20501	Lisa Lake	Citizen Water Monitoring	Received		08/18/2020	08/18/2020	Lisa Lake			
20500	Lisa Lake	Citizen Water Monitoring	Received		08/17/2020	08/17/2020	Lisa Lake			

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

- If you want to submit data for another lake or stream that you monitor, then click the Citizen Water Monitoring Service hyperlink to bring you back into the service where you can select another water body in the Monitoring Results screen.



- Click **Logout** at the top, right corner of the page once you are finished.

Email receipt

You will receive a confirmation email within 15 minutes. The email includes an attached file called a **Copy of Record**. The Copy of Record shows all the details of your data submittal. We recommend you keep a copy of this email for your records.

Note: You can submit data as many times as you would like during a monitoring season. Once you press Submit, that data comes in to MPCA and will no longer be viewable on the data entry screen. To view the data you previously submitted, follow the steps in section "To view your data submission."

3. How to update your contact information

Follow these steps to update your contact information or request to monitor an additional waterbody.

Login

To log in:

- If you are not already at the Login page, go to <https://rsp-test.pca.state.mn.us> in your web browser.
- In the **User ID** box, type your user ID.
- In the **Password** box, type your password.
- Click **Login**.

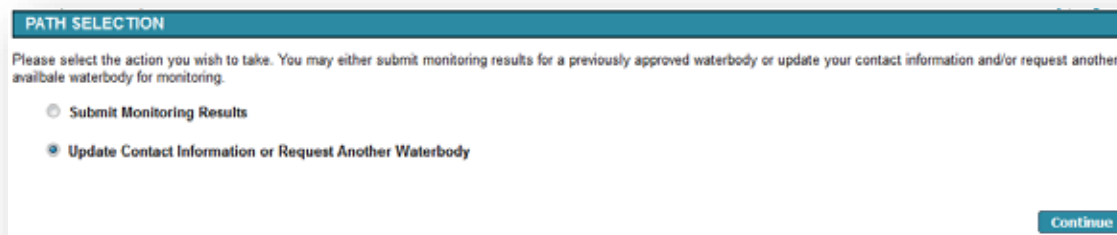
On the My Workspace page

- Click the **Citizen Water Monitoring** hyperlink to open the online service.



On the Path Selection screen

1. Select the radio button next to Update Contact Information or Request Another Waterbody.
2. Click Continue.



On the Contact Information screen

1. Review your contact information and make updates as needed. Fields marked with an asterisk (*) are required fields. Your last name may be updated on this screen.
2. Click Continue.

Contact Information

Please add or update Contact Information on this screen.

Use the Help in the upper right-hand corner of this page for additional instructions.

*First Name:

Middle Initial:

*Last Name:

*Address Line 1:

Address Line 2:

Address Line 3:

County:

*State:

*City:

*Zip/Postal Code:

Both a phone number and email address are required.

*Type	*Contact Number	Remove
Email Address	ingrid.verhagen@state.mn.us	
Office Phone Number	6512966300	

Add Number

* Required

Save **Back** **Continue**

On the USPS Address Validation screen

This screen displays potential address matches based on the USPS (U.S. Postal Service) standard formatting. If the address you entered matched USPS standard formatting, you will not be taken through this screen.

1. Review the **Possible USPS Address Match(es)** that display(s).
2. To update your address to one of the potential matches, click the **Select** check box next to the updated address you wish to use. If the address you entered is correct and you do not wish to change it, skip to Step 3.
3. Click **Continue**.

Select	Possible USPS Address Match
<input checked="" type="checkbox"/>	520 Lafayette Rd N Saint Paul MN 55155-4102

On the Select Waterbody screen

1. Skip this screen. Click **Continue**.

On the Confirmation screen

1. If you need to make changes, click the **Return** button to return to the appropriate screen and edit the information. Otherwise, click **Submit**.

Thank you for your willingness to monitor additional water bodies and/or for updating your contact information. Your assistance is appreciated, and providing your current contact information allows us to keep you informed on updates and news about the program. Click **Submit** to finish and submit your request. Click **Return** to go back and review your entries.

To review your submission

1. After submitting, you will be automatically redirected to the My Workspace screen.
2. Scroll to the My Services – Submitted section to view your request. You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.
3. Click **Logout** at the top, right corner of the page once you are finished.

Email receipt

You will receive a confirmation email receipt shortly after submitting your request. The email includes a summary of next steps and includes an attached file called a Copy of Record. The Copy of Record shows all the details of your submittal. We recommend you keep a copy of this email for your records.

4. How to request an additional waterbody

Follow these steps to request to monitor an additional waterbody.

Login

To log in:

1. If you are not already at the Login page, go to <https://rsp.pca.state.mn.us> in your web browser.
2. In the **User ID** box, type your user ID.
3. In the **Password** box, type your password.
4. Click **Login**.

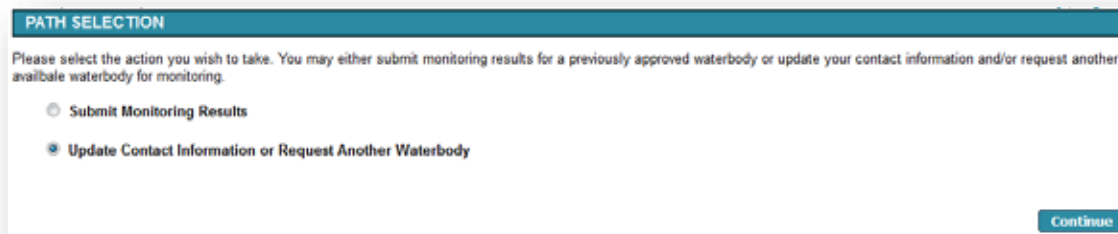
On the My Workspace page

1. Click the **Citizen Water Monitoring** hyperlink to open the online service.



On the Path Selection screen

1. Select the radio button next to **Update Contact Information or Request Another Waterbody**.
2. Click **Continue**.



On the Contact Information screen

1. Skip this screen. Click **Continue**.

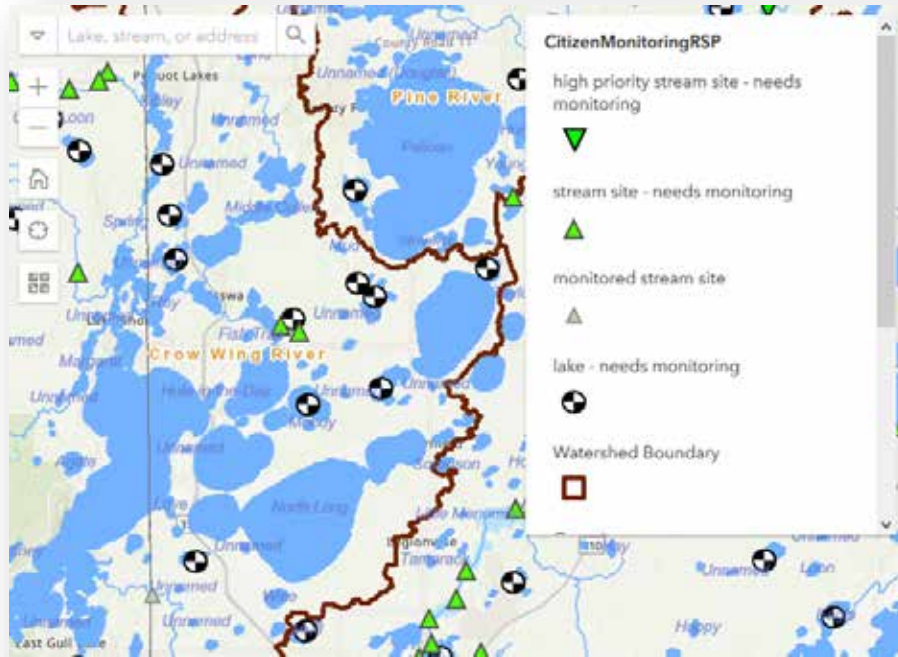
On the USPS Address Validation screen

Note: This screen will not display if your address already matches USPS formatting. Skip to section "On the Select Waterbody Screen":

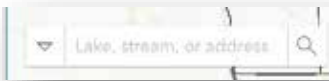
1. Review the **Possible USPS Address Match(es)** that display(s).
2. To update your address to one of the potential matches, click the **Select** check box next to the updated address you wish to use. If the address you entered is correct and you do not wish to change it, skip to Step 3.
3. Click **Continue**.



On the Select Waterbody screen

1. Click the **Map** button. A separate map window will open.



2. Use the map to locate and select the waterbody you are interested in monitoring.
 - a. Click and hold your cursor to drag across the map.
 - b. A search tool located in the top left of the map allows you to search for a lake, stream or address.



- c. Use the +/- buttons to zoom in or out, or double click the area of interest to zoom in.
- d. The Home icon returns you to the statewide view.
- e. The "Find my location" icon  marks your location.
- f. The  icon allows you to choose different base map views – imagery, imagery hybrid, streets, navigation, etc. The default is topographic.
- g. Click the waterbody you would like to monitor. **This will fill in information on the main screen.**

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SELECT WATERBODY

Click the **Map** button to find and select the lake or stream you want to monitor. After you open the map, click on the location you want to monitor. In the fields below, click **Continue**.

(For current volunteers only: If you're already approved to monitor a site and do not wish to request an additional site, click **Continue**.)

"Waterbody Selection Map:

Selected Waterbody

Type:

ID:

Description:

Do you need a Secchi disk?

3. Close the Map window by clicking the X in the top right corner. Return to the Select Waterbody screen.
4. Confirm that the Map automatically filled out the Selected Waterbody fields on the screen with the lake or stream you intend to monitor.
5. If you selected a Lake, answer whether you need a Secchi disk.
6. Click **Continue**.

On the Confirmation screen

1. If you need to make changes, click the **Return** button to return to the appropriate screen and edit the information. Otherwise, click **Submit**.

CONFIRMATION

Thank you for your willingness to monitor additional water bodies and/or for updating your contact information. Your assistance is appreciated, and providing your current contact information allows us to keep you informed on updates and news about the program. Click **Submit** to finish and submit your request. Click **Return** to go back and review your entries.

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1. After submitting, you will be automatically redirected to the My Workspace screen.
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20668	Lisa Lake	Citizen Water Monitoring	Received		09/10/2020	09/10/2020	Lisa Lake			
20501	Lisa Lake	Citizen Water Monitoring	Received		08/18/2020	08/18/2020	Lisa Lake			
20500	Lisa Lake	Citizen Water Monitoring	Received		08/17/2020	08/17/2020	Lisa Lake			

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