



Vessel Discharge Permit

Completing the e-Services Permit Application

Vessels transiting the Minnesota waters of Lake Superior that are required to obtain coverage under the 2013 U.S. Environmental Protection Agency (EPA) Vessel General Permit (VGP) must apply for coverage under the Minnesota permit.

You can learn more about the Minnesota Vessel Discharge (Ballast Water) program on the Minnesota Pollution Control Agency (MPCA) website <http://www.pca.state.mn.us/index.php/water/water-permits-and-rules/water-permits-and-forms/vessel-discharge-ballast-water-program.html>.

Paper application forms have been updated to reflect the e-Services application. You can use the paper application as a guide prior to completion of the e-Services application. A copy of the paper application can be found on the MPCA website: [Ballast Water General Permit — Application Form \(PDF Version\)](#) (wq-s8-02).

Preparing a Vessel Discharge Permit Application

1. Log in to your account through: [e-Services – Minnesota Pollution Control Agency](#).
2. Click on: [Log in to new e-Services](#).
3. From the My Workspace tab, click **Vessel Discharge Permit**.
4. If you do not see that option, click **Configure Services**, and check the box next to **Vessel Discharge Permit**, then click **OK**.

Vessel Information Screen:

Version: 1.4
Currently logged in: Dave Sahli (DAVESAHL) Help | Logout

VESSEL INFORMATION

Welcome to the Vessel Discharge Permit Application e-Service. You will need your Ballast Water Management Plan in electronic format for your submittal. An electronic payment will be required for your submittal. Fill in all fields below. Use the Help button in the upper right-hand corner of this page for additional information. For more information and guidance, go to Vessel Discharge Program webpage <http://www.pca.state.mn.us/index.php/water/water-permits-and-rules/water-permits-and-forms/vessel-discharge-ballast-water-program.html>. Do not use commas or decimals in numeric fields on the screen.

***Vessel Name:**

***Vessel Identification (at least one required)**

IMO #:

USCG #:

***Vessel Call Sign:**

***Port of Registry:**

***Flag:**

***Vessel Type (CTRL+click to select more than one type):**

If Other, please specify:

***Vessel Length:** ***Units:**

***Maximum Ballast Water Capacity:** ***Units:**

***Maximum Ballast Water Discharge Rate:** ***Units:**

***Vessel Tonnage:**

***Number of Ballast Tanks:**

Number of Ballast Pumps:

*Date Vessel Built: (MM/DD/YYYY)	<input type="text"/>
*Last Dry Dock Date: (MM/DD/YYYY)	<input type="text"/>
*Next Scheduled/Anticipated Dry Dock Date: (MM/DD/YYYY)	<input type="text"/>
*Is Ballast Water Treatment currently being used?:	<input type="text"/>
If Yes, please describe:	
System Type/Design and Manufacturer:	<input type="text"/>
Treatment System Capacity:	<input type="text"/>
Residual (Wastes) Generated by this Treatment System:	<input type="text"/>
How are residuals disposed?:	<input type="text"/>
*Position of Officer responsible for ballast water management:	<input type="text"/>
*Geographic Area of Service:	<input type="text"/>

* Required

[Continue](#)

1. **Vessel Name** is limit to 50 characters.
2. **Vessel Identification numbers:** At least one ID# is required.
 - A. IMO# is international maritime organization number. Limited to seven characters.
 - B. USCG# is United States Coast Guard number. Limited to eight characters.
3. **Vessel Call Sign** is limited to 10 characters.
4. **Port of Registry** is limited to 20 characters.
5. **Flag:** The list contains all of the flags for currently permitted vessels. If the flag country is not shown in the drop-down list, [contact MPCA e-Services](#) to request to have a flag added to the list.
6. **Vessel Type:** This is a multi-select field and appears differently than other fields. More than one vessel type may be selected and the selection will be highlighted blue. To select more than one type, press the Control (Ctrl) key while selecting. Each selection will appear with a blue highlighted bar. If Other, specification is limited to 30 characters.
7. **Vessel Length** is limited to four digits. Do not enter commas or decimals.
8. **Maximum Ballast Water Capacity** is limited to 10 digits. Do not enter commas or decimals.
9. **Maximum Ballast Water Discharge Rate** is limited to six digits. Do not enter commas or decimals.
10. **Vessel Tonnage** is limited to 10 digits. Do not enter commas or decimals.
11. **Number of Ballast Tanks** is limited to two digits.
12. **Number of Ballast Pumps** is limited to two digits.
13. **Date Vessel Built** means the date of when the keel is laid; at least 50 tons or one percent of the estimated mass is assembled; or when the vessel undergoes a major conversion.
14. **Last Dry Dock Date:** If this is a new vessel, use the date vessel built as the last dry dock date.
15. **Next Scheduled/Anticipated Dry Dock Date** is the next expected date that the vessel will be in dry dock.
16. **System Type/Design and Manufacturer** should be used to describe the system or process to treat ballast water discharges. Limited to 500 characters.
17. **Treatment System Capacity** is limited to 25 characters. Include both the capacity and units in this field.

- 18. Residuals (Wastes) Generated by this Treatment System is limited to 500 characters.
- 19. How are residuals disposed is limited to 500 characters.
- 20. Position of Officer responsible for ballast water management is limited to 50 characters.
- 21. Geographic Area of Service:
 - A. Great Lakes/St. Lawrence River (to Anicosti Isld)
 - B. Transoceanic/Costal

Contacts Screen:

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CONTACTS

All 3 contact types must have a person listed. The same person may be used for multiple contact types. A copy of the application will be emailed to all contacts.
Confirm information from existing contact or enter information for the contacts listed below.

1. Vessel Owner
 2. Vessel Operator
 3. Billing Contact

1. Vessel Owner Save to My Favorite Contacts

Note: Selecting an option below will replace all information for this contact.

Insert From Existing Contact(s)...

*First Name:
 *Last Name:
 Title:
 *E-Mail Address:
 *Confirm E-Mail:
 *Organization:
 *Organization Type:

*Address Line 1:
 Address Line 2:
 Address Line 3:
 *State/Country:
 *County:
 *City:
 Foreign State:
 *ZIP/Postal Code:

* At least 1 phone number is required.

*Type	*Contact Number	Extension	Comments	Remove
<input type="text"/>				

* Required

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

Contacts Screen

- 1. Each application must have contact information for the authorized representative of the Vessel Owner, Vessel Operator, and Billing Contact. This may be three different people or one person could serve as all the contacts. The following information must be completed for all contact types.
 - A. First Name
 - B. Last Name
 - C. E-mail address, and confirmation
 - D. Organization
 - E. Address (including street, city, county, and zip code)
 - F. At least one telephone number
 - i. International telephone numbers must be entered with numbers only. You will receive an error message if you any other characters.
- 2. You can use the Save to My Favorite Contacts for people you will use multiple times. You can also use the dropdown list to select a previously entered person and copy their information. For example if the Vessel Owner representative is also the Operator representative, you only need to enter the information for the Owner. On the Operator tab, you can select the Owner’s information from the dropdown list to auto populate the operator information.

- After completing each tab you can use the Previous or Next button to navigate between tabs or simply click on the tab you want to go to.
- Click **Continue**.
- Each contact will receive an email and a Copy of Record of the application upon successful submittal.

USPS Address Validation Screen:

- The e-Services will search for possible USPS address match for the facility address you entered. You can select to use the possible match or continue with the exact address as you entered it.
- Click **Continue**.

Prevention Opportunities Screen:

My Workspace Messages User Profile Electronic Signature Documents and Forms

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PREVENTION OPPORTUNITIES

The MPCA encourages businesses and municipalities to reduce their regulatory requirements and save money through prevention activities that reduce waste, emissions, water, and energy use.

1 - Project Information
2 - Contacts
3 - Prevention Opportunities
4 - Environmental Review
5 - Connections and Flow
6 - Capacity Analysis
7 - Attachments
8 - Certification
9 - Payment

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

Check out MPCA's Pollution Prevention resources (hyperlink to <http://www.pca.state.mn.us/pollutionprevention>) to get started now.

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

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

* Required

[Continue](#)

Minnesota Pollution Control Agency | 651-757-2728, 844-828-0942 | [Assistance](#) | [Web site policy](#)
Technical questions? Comments or concerns? Please contact [MPCA Staff](#) using our [feedback form](#).

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This screen is optional but MPCA staff would appreciate the information provided.

- Have you implemented any prevention activities in the past year? This is a yes or no question. If you select yes, you will be asked, "How did you do it?" You can select from the following:
 - Changes in Inventory Control
 - Energy Conservation/Renewable Energy
 - Equipment Modifications
 - Green Building Practices
 - Green Infrastructure and Sustainable Development
 - Improved Operating Practices
 - Other
- Would you like to be contacted to discuss prevention opportunities? This is a yes or no question.
- Click **Continue**.

Ballast Water Management Plan Screen:

My Workspace
Messages
User Profile
Electronic Signature
Documents and Forms

Version: 1.4
Currently logged in: Dave Sahli (DAVESAHLI) [Help](#) | [Logout](#)

BALLAST WATER MANAGEMENT PLAN

1 - Vessel Information

2 - Contacts

3 - Prevention Opportunities

4 - Ballast Water Management Plan

5 - Attachments

6 - Certification

7 - Payment

The applicant shall include as an attachment an electronic copy of a completed Ballast Water and Sediment Management Plan (Plan) designed to minimize the discharge of aquatic invasive species. The plan should be developed in accordance with the current U.S. Coast Guard Navigation and Vessel Inspection Circular pertaining to ballast water management. In order for the plan to be complete, the Plan must contain the following minimum requirements:

- *1. Details the actions to be taken to implement ballast water management:
- *2. Details procedures to be used for disposal of sediment at sea and on shore:
- *3. Details the safety procedures for the vessel and crew associated with ballast water management:
- *4. Designates the officer on board the vessel in charge of ensuring the Plan is properly implemented:
- *5. Contains reporting requirements for vessels:
- *6. Translates the Plan into English if the vessel's working language is another language:

* Required

[Continue](#)

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

Answer the questions to verify that all relevant information is included in the ballast water management plan that you are submitting.

Attachments Screen:

My Workspace
Messages
User Profile
Electronic Signature
Documents and Forms

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ATTACHMENTS

1 - Vessel Information

2 - Contacts

3 - Prevention Opportunities

4 - Ballast Water Management Plan

5 - Attachments

6 - Certification

7 - Payment

Attach your Ballast Water Management Plan. A single .pdf file format document is preferred. The maximum size for any single attachment is 25 MB.

The following electronic file formats are acceptable: .pdf, .doc

To attach files:
 1. For each of the attachments listed, click the Browse button in the same row.
 2. Navigate to the file on your system that you want to attach and click OK.
 3. Repeat steps 1 and 2 for all additional attachments.

Click the Continue button at the bottom of the screen to save and continue with the application.

Required	Attachment Type	Attachment Description	Upload Filename	Upload Date	Remove
✔	Ballast Water Management Plan	Ballast Water Management Plan	<input type="text"/> Browse...		✕
	Other	Other	<input type="text"/> Browse...		✕
			<input type="text"/> Browse...		

[Continue](#)

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

Vessel Discharge permit applications must include at least one attachment. The e-Services can accommodate individual documents up to 25 MB in size and the following file formats: .pdf, .doc, .docx. If your attachment is more than 25 MB you must save it in multiple pieces and attach them as an "Other" attachment type.

1. Ballast Water Management Plan must be attached. If the application is for a permit reissuance and you have not made any changes to the previously submitted plan, you may attach a document stating that no changes have been made.
2. Click **Continue**.

Certification Screen:

My Workspace
Messages
User Profile
Electronic Signature
Documents and Forms

Version: 1.4
Currently logged in: Dave Sahli (DAVESAHLI) [Help](#) | [Logout](#)

- 1 - Project Information
- 2 - Contacts
- 3 - Prevention Opportunities
- 4 - Environmental Review
- 5 - Environmental Review Mandatory Threshold
- 6 - Connections and Flow
- 7 - Capacity Analysis
- 8 - Attachments
- 9 - Certification
- 10 - Payment

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

CERTIFICATION

As part of the application process, you must agree to the certification statement below, answer any security questions, enter the certification PIN associated with your account profile, and click Certify.

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Not Signed	

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

When you are ready to sign the application, click on the blue ribbon icon under the "Sign Electronically" column.

Certification Screen:

My Workspace
Messages
User Profile
Electronic Signature
Documents and Forms

Version: 1.4
Currently logged in: Dave Sahli (DAVESAHLI) [Help](#) | [Logout](#)

- 1 - Vessel Information
- 2 - Contacts
- 3 - Prevention Opportunities
- 4 - Ballast Water Management Plan
- 5 - Attachments
- 6 - Certification
- 7 - Payment

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

ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY

Electronic Signature of the Signatory

Service ID	Submittal Type	Creation Date	View
8170	Vessel Discharge - Vessel Discharge Permit - Vessel Discharge Permit	05/27/2015	

I certify under penalty of law that I am the owner of the vessel and hold one of the following positions as applicable for my business organization: 1 for a corporation, a principal executive officer of at least the level of vice president; 2. for a partnership or sole proprietorship, a general partner or the proprietor, respectively; or 3. for a municipal, state, federal or other public vessel, either a principal executive officer or ranking executive official. The information in this application and all supporting documents was prepared under my direct supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations. I have read, understand, and accept all terms and conditions of the SDS Ballast Water Discharge General Permit (MNG300000) that authorizes the discharge of ballast water from the vessel noted with this application.

Name of Signing Party: Dave Sahli
User ID of Signing Party: DAVESAHLI

Challenge/Response Question

Prior to signing your submission, you must answer the following Question correctly:

*What high school did you graduate from? (Case-Insensitive)

Electronic Signature PIN

*Electronic Signature PIN: (Case-Sensitive)

* Required

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

The certification reads as follows:

I certify under penalty of law that I am the owner of the vessel and hold one of the following positions as applicable for my business organization:

1. *for a corporation, a principal executive officer of at least the level of vice president;*
2. *for a partnership or sole proprietorship, a general partner or the proprietor, respectively; or*
3. *for a municipal, state, federal or other public vessel, either a principal executive officer or ranking executive official.*

The information in this application and all supporting documents was prepared under my direct supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage this system, or persons directly responsible for gathering the information, the information is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for known violations. I have read, understand, and accept all terms and conditions of the SDS Ballast Water Discharge General Permit (MNG300000) that authorizes the discharge of ballast water from the vessel noted with this application.

1. The e-Services notification must be certified by an authorized representative. Please read the certification statement carefully to determine if you qualify.
 - A. If you have reached this screen and you are not authorized to certify and submit the notification, you can **share** this service with other users. The person you share with must first have their own e-Services account set up.
 - B. To **Share**:
 - i. Click on the **My Workspace** tab
 - ii. In the My Services – In Progress, you should see the notification you started
 - iii. Click the **Share** button for that service
 - iv. Enter the User ID for the person you wish to share with
 - 1) The other person will have set up an e-Services account prior to you sharing
 Search the system for that User ID
 Grant Access to the person you wish to share with
 - v. In the My Services – In Progress, you will see it is pending their acceptance
 - vi. The person you shared with will now see your notification in their My Services – In Progress section when they log in
 - C. If you are authorized:
 - i. Select the icon in the Sign Electronically column
 - ii. Complete the Challenge/Response Question
 - iii. Enter your Electronic Signature PIN
2. To submit the notification to the MPCA, simply click **Continue** after you have completed the certification.

Version: 1.4
 Currently logged in: Dave Sahl (DAVESAHL) [Help](#) | [Logout](#)

CERTIFICATION

As part of the application process, you must agree to the certification statement below, answer any security questions, enter the certification PIN associated with your account profile, and click Certify.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Dave Sahl	Signatory	Signed on 05/26/2015	

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

Continue

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

Payment Summary Screen:

My Workspace
Messages
User Profile
Electronic Signature
Documents and Forms

Version: 1.4
 Currently logged in: Dave Sahli (DAVESAHLI) [Help](#) | [Logout](#)

PAYMENT SUMMARY

1 - Vessel Information

2 - Contacts

3 - Prevention Opportunities

4 - Ballast Water Management Plan

5 - Attachments

6 - Certification

7 - Payment

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

The application fee is \$1,240.

The final step of your application is payment of the fee. After payment, your application will be automatically submitted within one business day.

You can track the status of your application in the My Services - Submitted section on the My Workspace page.

Service ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount	
7749			Vessel Discharge	Vessel Discharge Permit	Vessel Discharge Permit	05/04/2015	\$1,240.00	
							Total:	\$1,240.00

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

Payment Status: Not Paid

Make A Payment
Simulate Payment(Test Only)
Continue

The final step in the application process is to make a payment.

When you click on **Make A Payment**, you will be directed to the U.S. Bank website to complete the payment. Once payment is accepted your application will be automatically submitted to the MPCA. The notification of application receipt will be sent the next business day after the payment is accepted.

You can track the status of your application on My Workspace, My Services Submitted section. You should make a note of the Service ID number for your application to aid in identifying it on the My Workspace Screen.