

Notice of termination online – construction stormwater permits

This guide takes you through submitting a permit termination using e-Services

To complete this e-Service you must have:

- An e-Services account. If you do not have an account, learn how to create one here: Getting started with MPCA e-Services <https://www.pca.state.mn.us/sites/default/files/p-gen1-17.pdf>

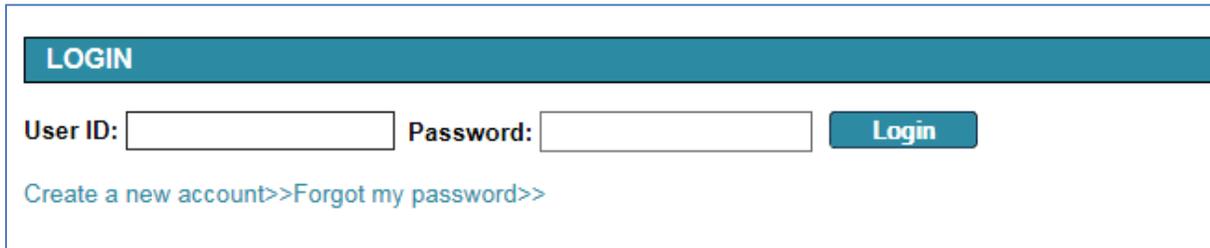
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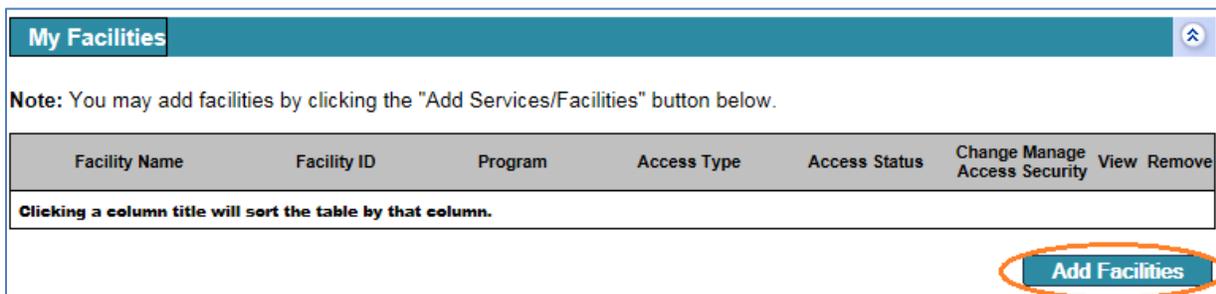
Follow these instructions to access and complete the Notification of Permit Termination e-Service.

Log in and set up permit access

1. Log in to your e-Services account at: <https://rsp.pca.state.mn.us/>.



2. On the My Workspace page, click **Add Facilities**. A “facility” is the specific permit you wish to terminate.



3. On the Facility Search page, enter your permit number (looks like “C00012345” or “SUB0001234”) in the **Alternate/Historic Name/ID** field. If you do not know the permit number you can search for it at: <https://webapp.pca.state.mn.us/csw/permitswq-strm>.

If searching by permit number doesn’t yield results, try searching with the project name in the field Facility Name. The project name must be entered exactly as it appears in our records. The project name can be found with the permit search tool (see above).



- In the list of permits returned by your search, select the check box next to the permit you want to add to your account.

To save your selected permit and add more, click **Add More Facilities**. To save your selected permit without adding more, click **Continue**.

FACILITY SEARCH RESULTS

Selected	Facility	Facility ID	Physical Address	View
<input checked="" type="checkbox"/>	Rose Hill	220573	Savage, MN 55378	

Clear/Check All
Add More Facilities
Continue

- Select "CSW certifier" on the drop down menu under **Change Access Type to**. Then click **Continue**.

SELECT ACCESS TYPE

Please select an Access Type for each facility added.

Facility Name	Facility ID	Current Access Type	Change Access Type to	Cancel Access Request
Rose Hill	220573	No Access	No Change ▼	

Continue

- On the Access Change Confirmation screen, click **Continue**.

ACCESS CHANGE CONFIRMATION

[View/Print Language](#)

Access Change - Online Approval

Your access request is **Granted**.

Facility Name: Rose Hill
Facility ID: 220573
Access Type Requested: CSW Certifier

Continue

- On the My Workspace page under My Facilities, your facility access will display as *Granted*.

My Facilities
⌆

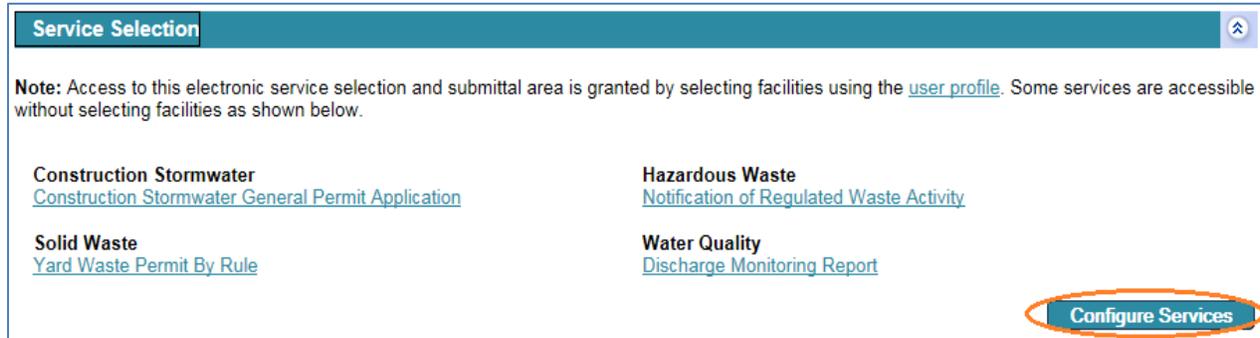
Note: You may add facilities by clicking the "Add Services/Facilities" button below.

Facility Name	Facility ID	Program	Access Type	Access Status	Change Manage Access Security	View	Remove	
Rose Hill	220573	N/A	CSW Certifier	Granted				

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

Add the e-Service to your My Workspace page

1. On the My Workspace page, click **Configure Services**.



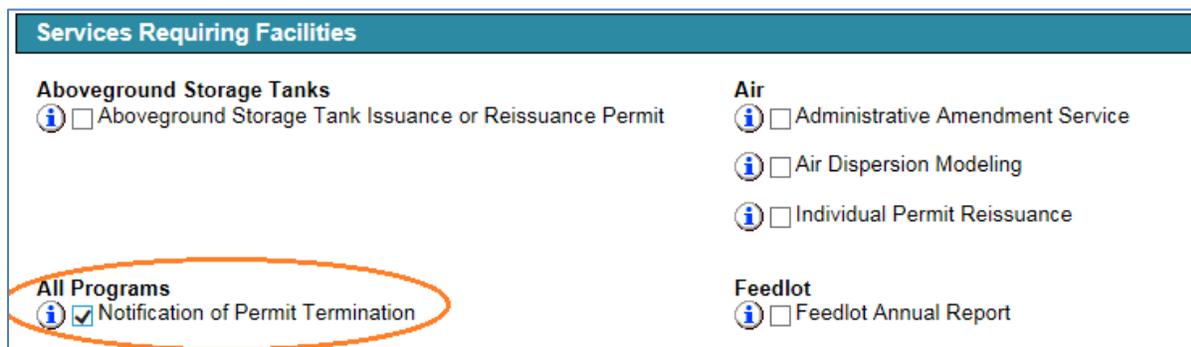
Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

Construction Stormwater Construction Stormwater General Permit Application	Hazardous Waste Notification of Regulated Waste Activity
Solid Waste Yard Waste Permit By Rule	Water Quality Discharge Monitoring Report

Configure Services

2. Select the check box next to **Notification of Permit Termination**. This service is listed under Services Requiring Facilities, All Programs.



Services Requiring Facilities

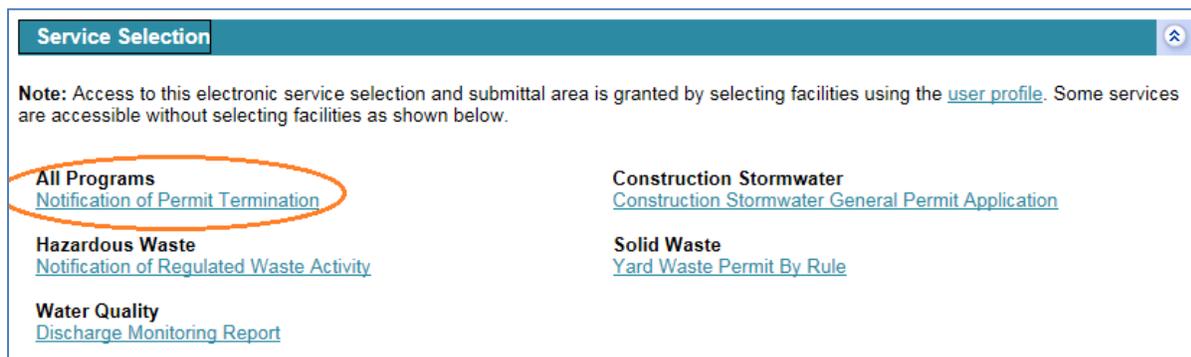
Aboveground Storage Tanks <input type="checkbox"/> Aboveground Storage Tank Issuance or Reissuance Permit	Air <input type="checkbox"/> Administrative Amendment Service <input type="checkbox"/> Air Dispersion Modeling <input type="checkbox"/> Individual Permit Reissuance
All Programs <input checked="" type="checkbox"/> Notification of Permit Termination	Feedlot <input type="checkbox"/> Feedlot Annual Report

3. Click **OK**.

Note: Once you complete these steps, the service link will automatically display on your My Workspace page each time you log in.

Complete the e-Service

1. On the My Workspace page, click **Notification of Permit Termination**.



Service Selection

Note: Access to this electronic service selection and submittal area is granted by selecting facilities using the [user profile](#). Some services are accessible without selecting facilities as shown below.

All Programs Notification of Permit Termination	Construction Stormwater Construction Stormwater General Permit Application
Hazardous Waste Notification of Regulated Waste Activity	Solid Waste Yard Waste Permit By Rule
Water Quality Discharge Monitoring Report	

- On the List of Permits Authorized to Terminate page, select the permit you wish to terminate, then click **Continue**.

List of Permits Authorized to Terminate

This table lists the permits you are authorized to terminate. One permit termination per service is allowed. For Construction Stormwater, all Subdivision permits must be terminated before the overall permit can be terminated.

Select the permit for termination by clicking Select on the row, then click Continue. Click Cancel if you wish to discontinue this service.

Select	Program	Permit ID	Effective Dates	Name	Address	City
<input type="radio"/>	Const Stormwater	C00040646	06/03/2015 - 02/01/2020	Pheasant Run of Lakeville	Address Unknown	Lakeville
<input checked="" type="radio"/>	Const Stormwater	SUB0046966	06/28/2017 - 02/01/2020	Pheasant Run of Lakeville		Lakeville
<input type="radio"/>	Const Stormwater	SUB0047148	07/18/2017 - 02/01/2020	Pheasant Run of Lakeville		Lakeville

Note: If you do not see your permit listed, click **Cancel**. Follow the steps in section “Log in and set up permit access” on page 1 to ensure your facility is properly added to your account.

- On the Permit Termination page, select your **Reason** for termination using the drop-down menu.

Permit Termination

Program	Permit ID	Effective Dates	Name	Address	City
Const Stormwater	SUB0046966	06/28/2017 - 02/01/2020	Pheasant Run of Lakeville		Lakeville

*Reason:

Comments:

Other Instructions:
Selection of other as a permit termination reason requires an explanation in the Comments field before continuing.

- Each permit type shows a unique list of Reason options
- If you select “Other” as a reason, you **MUST** include an explanation in the Comments box.
- Use the Comments box if you wish to add any other details such as date of facility closure (optional).

- Click **Continue**.

Certification

- 5. Click the blue ribbon icon under Sign Electronically.

CERTIFICATION

To sign electronically, please click on the blue ribbon.

Required	Name	Signature Type	Signature Status	Sign Electronically
		CSW Certifier	Not Signed	

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

- 6. Enter your answer to the Challenge/Response Question, then click **Submit**.

Challenge/Response Question

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

*Who is the person you most admire? (Case-Insensitive) **Submit** **Cancel**

- 7. Enter your electronic signature PIN, then click **Sign Electronically**.

Electronic Signature PIN

*Electronic Signature PIN: (Case-Sensitive)

* Required **Sign Electronically** **Forgot PIN** **Cancel**

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

- 8. Click Continue to submit your termination request. CSW permits terminate automatically. You will receive an email confirmation receipt within 1-2 minutes. Contact the MPCA if you do not receive an email [include contact info here directing users to the Online Services hotline and/or the Program-specific staff]. Please do not submit another termination request.

CERTIFICATION

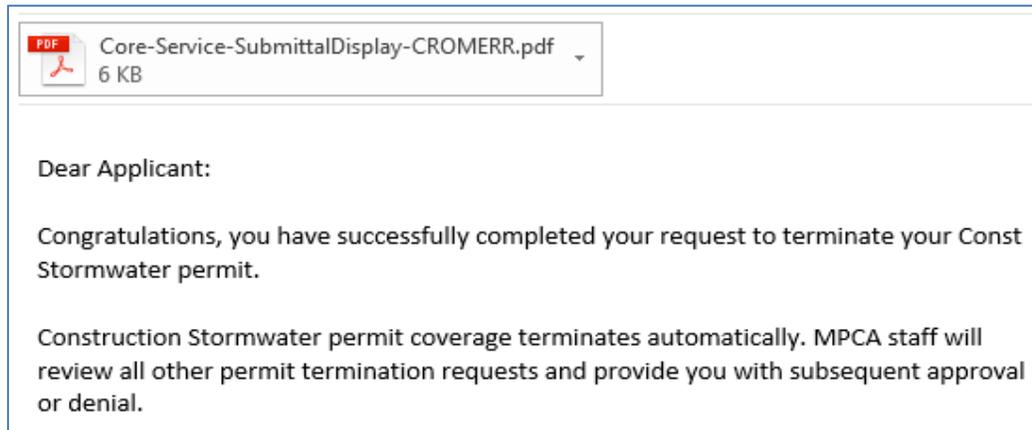
Required	Name	Signature Type	Signature Status	Sign Electronically
	Kaitlin Jamieson	CSW Certifier	Signed on 12/04/2018	

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

Continue

Submittal receipt

9. You will receive an email confirmation of your submittal. The email includes the Copy of Record.



10. You can also access your Copy of Record from the My Workspace page. Under My Services – Submitted find the row of your recent permit termination submittal and click the Copy of Record icon.

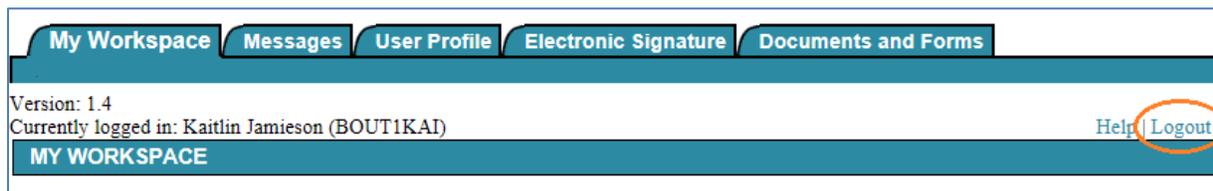
The screenshot shows a table titled "My Services - Submitted". The table has the following columns: ID, Facility Name, Description, Status, Shared, Created Date, Last Modified Date, Last Modified By, View, History, and Copy of Record. The "Copy of Record" column contains a red icon representing a document with a checkmark. The table contains one row of data:

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
16846	Pheasant Run of Lakeville	Notification of Permit Termination	Received		12/04/2018	12/04/2018	Kaitlin Jamieson			

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

Exit

11. After the submittal, you will be returned to the My Workspace page. You can complete another service or click **Logout** to end your session.



Getting help

If you have questions or problems with MPCA e-Services, email onlineservices.pca@state.mn.us or call 651-757-2728 or 1-800-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.