

Industrial Stormwater Program e-Services application guidance

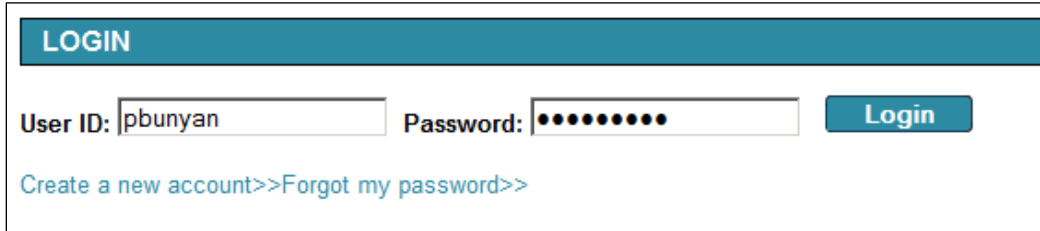
The Industrial Stormwater Program within the Minnesota Pollution Control Agency (MPCA) e-Services allows you to submit information to the MPCA such as permit applications, no exposure exclusion certifications, monitoring reports, annual reports, administrative modifications, and terminations. This guidance is intended to assist users submitting permit or no exposure certification applications.

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Logging into MPCA e-Services

1. Open your Web browser and navigate to <https://rsp.pca.state.mn.us>.
2. In the **User ID** box, type your user ID.
3. In the **Password** box, type your password.
4. Click **Login**.



LOGIN

User ID: Password:

[Create a new account>>](#) [Forgot my password>>](#)

After login, the My Workspace page is displayed.

If you do not already have your own e-Services account, click Create a new account and follow the steps in the [Getting started with MPCA e-Services](#) guide.

Selecting Industrial Stormwater services to display in My Workspace

You must add the services that you want to work with in the Service Selection section of the My Workspace page. You only have to complete this step once; the service will then display every time you log in.

To select services to display,

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.

You do not have access to any services.

Configure Services

2. Select the check box for each service that you want to display in your workspace. For the Industrial Stormwater applications, you will select General Permit and No Exposure Certification Application under the Industrial Stormwater section.
3. Click OK.

Services NOT Requiring Facilities

Construction Stormwater
☐ Construction Stormwater General Permit Application

Hazardous Waste
☐ Notification of Regulated Waste Activity
☐ Hazardous Waste Generator License Application

SSTS
☐ SSTS Business License Renewal

Vessel Discharge
☐ Vessel Discharge Permit

Feedlot
☐ General Permit Coverage Issuance
☐ General Permit Coverage Modification
☐ Individual Permit Issuance
☐ Individual Permit Modification
☐ Individual Permit Reissuance

Industrial Stormwater
☒ General Permit and No Exposure Certification Application

Remediation
☐ Field Work Notification
☐ Voluntary Remediation Program Enrollment Application

Solid Waste
☐ Yard Waste Permit By Rule

Wastewater
☐ Sewer Extension Permit Application

Check All

The services you select will now be located on your My Workspace page.

Adding a facility and requesting Signatory access

1. To add a facility to your account, you must first search for a facility by clicking the **Add Facilities** button on the My Workspace page.

**If you are a new facility without previous history with the MPCA, you must contact MPCA Industrial Stormwater staff at iswprogram.pca@state.mn.us to request addition of your facility to our records.*

The screenshot shows the 'My Workspace' page with a navigation bar at the top containing 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below the navigation bar, the page title is 'MY WORKSPACE'. A 'Service Selection' section is visible, followed by a 'My Facilities' section. In the 'My Facilities' section, there is a table with columns: Facility Name, Facility ID, Program, Access Type, Access Status, Manage Access, Manage Security, View, and Remove. The 'Add Facilities' button is highlighted with an orange box in the bottom right corner of the page.

2. On the **Facility Search** page

Enter your facility's information in either the Facility ID, Facility Name, or Alternate/Historic Name/ID fields, then click **Search**. *Tip: use only one of these three fields at a time for best results.*

- The Facility ID is the unique numeric ID generated by the MPCA's database and assigned to the facility.
- The Alternate/Historic Name/ID field is the alphanumeric ID for the facility's No Exposure Exclusion Certification or Industrial Stormwater Permit. This is often referred to as the Permit Number and starts with MNR (general permit) or MNRNE (no exposure).

The screenshot shows the 'Facility Search' page. It includes a navigation bar at the top with 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below the navigation bar, the page title is 'FACILITY SEARCH'. A section titled 'Use this search tool to find the facilities you want to link with your user account...' provides instructions. Below this, there are several input fields: Facility ID, Facility Name, Alternate/Historic Name/ID, Address, County, Municipality, ZIP, Facility Type, and Facility User Group. The 'Search' button is highlighted with an orange box in the bottom right corner of the page.

3. Select the check box next to your Facility Name.

4. Click **Continue**.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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FACILITY SEARCH RESULTS

1 - Specify Search Criteria

2 - Select Facilities

3 - Select Access Type

4 - Access Change Confirmation

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

Selected	Facility	Facility ID	Physical Address	View
☐	MPCA	49791	11101 Douglas Dr N Champlin, MN 55316-3467	
☐	MPCA	210131		
☒	MPCA	211134	520 Lafayette Rd N Saint Paul, MN 55155	

[Clear/Check All](#) [Add More Facilities](#) [Continue](#)

5. Use the drop-down menu under Select Access Type to select Industrial Stormwater Signatory.

**You must have the Industrial Stormwater Signatory access type for your facility in order to apply for the Industrial Stormwater Permit or No Exposure Exclusion.*

e-Services for businesses, government and partners [Skip Navigation](#)

MINNESOTA POLLUTION CONTROL AGENCY

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SELECT ACCESS TYPE

Please select an Access Type for each facility added.

Facility Name	Facility ID	Current Access Type	Select Access Type	Cancel Access Request
MPCA	211134	No Access	No Change	

Continue

- No Change
- Aboveground Storage Tanks Signatory
- Air General User
- Air Signatory
- CSW Certifier
- DMR Signatory
- Feedlot General User
- Feedlot Signatory
- Hazardous Waste Signatory
- Industrial Stormwater General User**
- Industrial Stormwater Signatory**
- MS4 Preparer
- MS4 Signatory
- Pretreatment Preparer
- Pretreatment Signatory
- Release Reporting Signatory
- SSTS Signatory
- Solid Waste Signatory
- Volunteer Water Monitor

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Orchestration Version: 25

6. Click **Continue**.

7. Click on the blue Word icon to download the Industrial stormwater electronic signature submittal agreement/signatory registration form.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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ACCESS CHANGE CONFIRMATION

1 - Specify Search Criteria
2 - Select Facilities
3 - Select Access Type
4 - Access Change Confirmation

[View/Print Language](#)

Access Change - Requires Form Approval

Your access request for the facility listed below requires form approval. Your request status is **Pending**.

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

Facility Name: MPCA
Facility ID: 211134
Access Type Requested: Industrial Stormwater Signatory

Please fill out the form provided below and send it to MPCA as directed on the form. You will receive an email once your access request form has been reviewed and approved.

Document Name	Word
MPCA e-Services Portal Electronic Signature Submittal Agreement ISW	

[Continue](#)

8. Once the form is downloaded, you can click **Continue**, which will bring you back to the My Workspace page.
9. You must complete this form, sign it, and send it to the email address at the bottom (onlineservices.pca@state.mn.us).

MINNESOTA POLLUTION CONTROL AGENCY
530 Lafayette Road North
St. Paul, MN 55155-4194

Industrial stormwater electronic signature submittal agreement/signatory registration form
MPCA e-Services
Doc Type: Electronic Signature User Agreement

Facility information

* Facility name: * Permit number:

A. Purpose of this form

- Identification and authorization of an industrial stormwater (ISW) e-Service signatory (person with recognized authority to electronically sign ISW documents on behalf of a permit applicant or permittee and submit industrial Stormwater monitoring results).
- Delegation of authority from a responsible official to other qualified staff per Minn. R. 7001.0080.

B. Agreements

By their signature on this agreement, the identified signatory (account holder/user) and the responsible official agrees to:

- Protect the account password, PIN, and answers to challenge questions from compromise.
- Not allow anyone unauthorized access to the account, account password, PIN, or answers to challenge questions.
- Promptly report to the MPCA any evidence of loss, theft, or other compromise of the account, account password, PIN, or answers to challenge questions.
- Change the account password and User PIN if there is reason to suspect or believe that any have been become known to another person.
- Notify the MPCA if the account holder or the responsible official named in this document no longer represents the named facilities in the capacity indicated on or authorized by this form as soon as the change becomes known.
- Review in a timely manner the email onscreen acknowledgements and copies of record submitted and certified through my account to MPCA e-Services.
- Report any evidence of discrepancy between the document submitted and what the MPCA e-Services received.

C. MPCA e-Services signatory (account holder) signature acknowledgments

By typing/signing my name below, as an account holder, I acknowledge that:

- I will be legally bound, obligated, and responsible for the use of my created electronic signature as I would be using my handwritten signature.
- I have read, understand, and accept the terms and condition of this submittal agreement.
- I have read the certification requirements of Minn. R. 7001.0070 and 7001.0540 and understand that certifications are made subject to the penalty of law, including penalties for submitting false information.
- I have a current User ID in place with the MPCA e-Services.
- * Signatory (account holder) user ID:
- ☐ I am the responsible official authorized to submit and sign per Minn. R. 7001.0080.
or
- ☐ I am not the responsible official authorized to submit and sign per Minn. R. 7001.0080. **Section D is required.**

Signatory (account holder) signature

* Signature: * Title:
(This document has been electronically signed.)

* Address: * City:
* State, Zipcode: * Date (mm/dd/yyyy):
* Phone number: * Email address:

D. If the signatory (account holder) is not the responsible official for the listed facility, the responsible official must complete this section.

I, (Responsible official printed legal name) (Responsible official title)
certify that I am the responsible official authorized to submit and sign per Minn. R. 7001.0080.

By typing/signing my name below, I authorize and delegate authority to the user identified in section "C" above. By my signature on this document, I understand that this authorization is valid unless the MPCA is notified by me or the above named user, in writing that the authorization status has changed.

Responsible Official signature

* Signature: * Title:
(This document has been electronically signed.)

* Address: * City:
* State, Zipcode: * Date (mm/dd/yyyy):
* Phone number: * Email address:

E. Final step – Submit to the MPCA

Please sign and date section "C" (if you are the signatory and responsible official) or sections "C" and "D" (if you are the signatory but are not the responsible official), and send completed form via email to onlineservices.pca@state.mn.us, using the subject line: "ISW Signature Registration Form".

**Fields preceded by a single red asterisk (*) indicates a required field.
All required fields must be completed or submittal agreement will be returned.**

The Access Status will now be “Pending” under My Facilities.

My Facilities

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

Facility Name	Facility ID	Program	Access Type	Access Status	Manage Access	Manage Security	View	Remove
MPCA	211134	N/A	Industrial Stormwater Signatory	Pending				

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

Add Facilities

When the Industrial stormwater electronic signature submittal agreement/signatory registration form is processed by MPCA staff, the Access Status will update to “Granted.” You may now apply for a permit.

My Facilities

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

Facility Name	Facility ID	Program	Access Type	Access Status	Manage Access	Manage Security	View	Remove
MPCA	211134	N/A	Industrial Stormwater Signatory	Granted				

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

Add Facilities

Applying for the 2025 Industrial Stormwater General Permit

To start the application service: on the My Workspace page, click the General Permit and No Exposure Certification Application service.

Please click the “Help” option in the top right-hand corner on any page of the service if you need additional assistance.

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Help | Logout

MY WORKSPACE

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.

Industrial Stormwater
General Permit and No Exposure Certification Application

Configure Services

1 – Facility Selection

The facilities that you have Signatory Access for will show up in the table. Select the radio button next to the facility you want to apply for and click Continue.

My Workspace

Messages

User Profile

Electronic Signature

Documents and Forms

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1 - Facility Selection

2 - Facility Information

3 - Contacts

4 - Certification

Please Note

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

FACILITY SELECTION

Select the radio button next to the facility for which you want to submit an Industrial Stormwater General Permit and No Exposure Certification application, then click Continue.

Select	Facility	Facility ID	Municipality	Access Type
☒	MPCA	211134	Saint Paul	Industrial Stormwater Signatory

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

Continue

2 – Sectors

The Sectors screen identifies the industrial activities at your facility. Sector information is pre-populated for existing facilities. Please make any updates/edits as needed to list the current industrial activities at your facility.

Select your primary sector based on your SIC Code/Narrative Activities applicable to your facility.

Click the primary checkbox next to your primary industrial activity.

If none of the narrative activities are applicable to the facility, and none of the SIC codes listed are the primary SIC code, then select the No SIC/Narrative Activities checkbox.

Click **Add Row** to add additional industrial sectors if more than one activity is conducted at the facility.

Click **Continue**.

My Workspace

Messages

User Profile

Electronic Signature

Documents and Forms

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[Help](#) | [Logout](#)

1 - Facility Search

2 - Sectors

3 - Facility Information

4 - Contacts

5 - Certification

Please Note

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

SECTORS

Update or enter your sector information below. Fields marked with an asterisk are mandatory.

Select either the Sector code or the Standard Industrial Classification (SIC) Code/Narrative Activities applicable to your facility by clicking on the drop-down arrow to select a choice, or begin typing in the field to filter and select the choice. The selection will automatically populate the other fields. Click **Add Row** to add additional SIC codes/Narrative Activities.

Select the primary SIC for your facility by clicking the Primary checkbox. One SIC code must be marked primary. Narrative Activities do not need to be marked as Primary.

If none of the SIC/Narrative Activities are applicable to the facility, or if none of the SIC codes listed are the primary source of greatest revenue for your facility, select the "No SIC/Narrative Activities" checkbox.

For more information about the Sector Codes, SIC Codes or Narrative Activities use the Help button in the upper right-hand corner. Once the page is complete, click Continue to advance to the next screen.

*Primary	*Sector	*SIC/Narrative Activities	Subsector	Remove
☒	A Timber Products	2421 Sawmills and Planing Mills, Gr	A1 General Sawmills/Planing Mills	

☐ No SIC/Narrative Activities

Add Row

CancelReturnContinue

3 – No Exposure Exclusion

The No Exposure Exclusion screen includes a list of questions to determine if your facility is eligible for the No Exposure Exclusion certification.

If you answer **NO** for all questions, the system will route you to complete a **No Exposure Certification application** and you should skip down to the No Exposure Certification section of this guidance document.

If any question is answered **YES** to any of the questions you will complete a permit coverage application and you should continue following the directions in this section.

Answer the No Exposure Exclusion questions.

Click the radio button adjacent to each question to answer yes or no.

Click **Continue**.

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Help | Logout

1 - Facility Search

2 - Sectors

3 - No Exposure Exclusion

4 - Facility Information

5 - Contacts

6 - Certification

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

NO EXPOSURE EXCLUSION

Please answer all of the following questions to determine if you are eligible for No Exposure Exclusion. Then click Continue.

Yes

No

*Material or Activity A- Do you or will you conduct any industrial activities outdoors that may be exposed to stormwater?

*Material or Activity B- Do you or will you have, use, clean, or maintain any industrial or commercial equipment outdoors that may be exposed to stormwater? Examples include cutting, welding, painting, sandblasting, etc

*Material or Activity C- Are there any spills or leaks outside on the ground, within storm drains, or in stormwater inlets?

*Material or Activity D- Do you have any equipment, products, or residual pollution from previous owners or past industrial activities outside that may be exposed to stormwater?

*Material or Activity E- Do you or will you have any facility equipment or inadequately maintained vehicles outside that may be exposed to stormwater?

*Material or Activity F- Do you or will you have any fueling activities outside?

*Material or Activity G- Do you or will you have any loading, unloading, or transporting of materials, products or waste materials that may be exposed to stormwater?

*Material or Activity H- Do you have any storage of materials or products that may be exposed to stormwater, except for final products intended to be outside, such as new cars, culverts, etc?

*Material or Activity I- Are any materials contained in open, deteriorated, or leaking drums, totes, barrels, tanks, or similar containers that may be exposed to stormwater?

*Material or Activity J- Do you or will you have waste materials that may be exposed to stormwater?

*Material or Activity K- Do you have a road or railway located at your facility that is owned or maintained by your facility? If yes, are there materials, products or waste that is or will be stockpiled or transferred on that road or railway that may be exposed to stormwater?

*Material or Activity L- Do you or will you have outside disposal of unpermitted wastewater?

*Material or Activity M- Do you or will you have any particulate matter or visible deposits of residuals from roof stacks or vents on the ground or in stormwater discharges?

Cancel

Return

Continue

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4 – Application Readiness

Based on the selections you made on the No Exposure Exclusion page, you are not eligible for the No Exposure Exclusion from the General Permit. You must read the General Permit, linked on this page, and complete all activities required prior to completing this online application. You must verify that your facility is not located within Indian Country, as defined by federal code. To confirm your readiness to apply, please check all of the boxes below.

Click **Continue**.

Version: 1.8.0.7		211134	
Currently logged in: Matthew Moon (MMOONISW)		MPCA	Help Logout
Application Readiness			
1 - Facility Selection	Based on the selections you made on the No Exposure Exclusion page, you are not eligible for No Exposure Exclusion from the General Permit. This online application is for permit coverage under MPCA's Industrial Stormwater Multi-Sector General Permit. You must read the permit and complete all activities required prior to completing this online application. To see if your facility is already covered under the General Permit, you can search here. If you are not ready to complete the application you may save, exit, and complete your application at a later date. To confirm your readiness to apply, select all of the following checkboxes: ☐ I have read the permit and my facility is eligible according to the permit ☐ I have developed a Stormwater Pollution Prevention Plan (SWPPP) as required by the General Permit ☐ I am ready to make payment ☐ My facility is not located within Indian Country. A facility located within Indian Country must obtain permit coverage from the U.S. Environmental Protection Agency (USEPA), not the MPCA About Payment: The application fee is \$400. Payments are made using US Bank's secure transaction service. Pay using your bank account information (e-check) or by credit card (Visa or Master Card). You will receive a separate electronic confirmation from US Bank when your payment transaction is complete.		
2 - Sectors			
3 - No Exposure Exclusion			
4 - Application Readiness			
5 - Facility Information			
6 - Contacts			
7 - Certification			
Please Note You may click on a previously visited page (above) to navigate back to that screen.			
		Save	Return
		Continue	

5 – Prevention Opportunities

This is not required; however, the information is appreciated and helpful to the MPCA. You can complete this section or leave it blank.

Click **Continue**.

My Workspace Messages User Profile Electronic Signature Documents and Forms		
Version: 1.4		
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PREVENTION OPPORTUNITIES		
1 - Facility Search	Although it is not required, we would appreciate that you answer the following questions. To select a value in a list box, click the dropdown arrow. If you wish to select more than one value, hold down the Control (Ctrl) key while you click. Have you implemented any prevention activities in the past year?: Check out MPCA's Pollution Prevention resources website to learn more. Would you like to be contacted to discuss prevention opportunities?: * Required	
2 - Sectors		
3 - No Exposure Exclusion		
4 - Application Readiness		
5 - Prevention Opportunities		
6 - Environmental Review		
7 - Facility Information		
8 - Contacts		
9 - Waterbodies		
10 - Monitoring Locations		
11 - Attachments		
12 - Certification		
13 - Payment		
Please Note You may click on a previously visited page (above) to navigate back to that screen.		
		Continue

6 – Environmental Review

If you answered yes to at least one of the No Exposure Exclusion questions, you need to obtain coverage under the Industrial Stormwater General Permit. The Environmental Review screen is required as part of the permit coverage application. The purpose of this screen is to identify facilities that are impacted by an environmental review.

Proceed to answer the questions about environmental review.

Click **Continue**.

My Workspace	Messages	User Profile	Electronic Signature	Documents and Forms
Version: 1.8.0.7 Currently logged in: Matthew Moon (MMOONISW) 211134 MPCA Help Logout				
Environmental Review				
1 - Facility Selection	Answer the following questions to make sure that you have completed any required environmental review. For additional information on environmental review, visit the MPCA website here .			
2 - Sectors	These are the definitions for the different types of petition status:			
3 - No Exposure Exclusion	• Granted - Petition request has been granted. • Denied/Exempt - Petition request has been denied or is exempt, and there is no ongoing legal review. • Under Review - Petition request is awaiting a decision, OR the petition decision is undergoing a legal review.			
4 - Application Readiness	Permitting			
5 - Prevention Opportunities	*Are you only applying for reissuance of an existing permit? (no construction projects, physical alteration, or operational changes to the facility or process) Yes			
6 - Environmental Review	Environmental Review			
7 - Facility Information	*Has this project been petitioned for an environmental review? No			
8 - Contacts	*Are you required to prepare, are you preparing, or have you completed any of the following items for any responsible governmental unit (RGU) other than the MPCA (e.g. City, Township, County, State or Federal Agency) as part of this project? No			
9 - Certification	- Environmental Assessment Worksheet (EAW) - Environmental Impact Statement (EIS) - Alternative Urban Areawide Review (AUAR) - Federal Environmental Assessment (EA)			
Please Note You may click on a previously visited page (above) to navigate back to that screen.				
Save Return to Workspace Continue				

7 – Facility Information

Facility information is pre-populated for existing facilities.

Update the following, as applicable:

- Facility information
- Location description
- Acreage of industrial activities
- Description of business activity

Click on the map button to manually select the business location and autofill the coordinate system, latitude, and longitude. You must verify that the site is not located within Indian Country again.

**The map button will not bring you to the coordinates listed, you will have to navigate there once the map button is selected.*

Click **Continue**.

The screenshot shows the 'Facility Information' form. A sidebar on the left contains a navigation menu with items 1 through 9. Item 7, 'Facility Information', is highlighted. A red arrow points to the 'Map' button. An orange box highlights the main form area, which includes fields for Facility Name, Address Line 1, Address Line 2, Address Line 3, State, County, City, ZIP/Postal Code, Location Description, Industrial Activities Acreage, and Is the site located within Indian Country?. Below this, another orange box highlights the 'Map' section, which includes fields for Coordinate System, Latitude, Longitude, Collection Date, Collection Method, Reference Point, and Description of Business Activity. A 'Continue' button is located at the bottom right of the form.

Facility Information

Please provide the physical address of the facility to be permitted. Do not enter a PO Box or headquarters building that is not going to be regulated under this permit. Other facility contact information can be input on the Contacts screens.

Please provide the acreage of the regulated activity. Do not enter the total site acreage.

Update or enter the information in the fields below. Fields marked with an asterisk are mandatory.

*Facility Name: Location Description:

*Address Line 1:

Address Line 2:

Address Line 3:

*State: *Industrial Activities Acreage:

*County: *Is the site located within Indian Country?

*City:

*ZIP/Postal Code:

Click the **Map** button to automatically populate coordinate fields by navigating to your location in the map.

Map

*Coordinate System:

*Latitude:

*Longitude:

*Collection Date:

*Collection Method:

*Reference Point:

*Description of Business Activity:

Continue

* Required

Check the closest address and click **Continue**.

The screenshot shows the 'USPS ADDRESS VALIDATION' form. A sidebar on the left contains a navigation menu with items 1 through 9. Item 7, 'Facility Information', is highlighted. The form displays the current location address and a table of possible USPS address matches. A 'Continue' button is located at the bottom right of the form.

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Currently logged in: Matthew Moon (MIMOONISW) 211134
MPCA Help | Logout

USPS ADDRESS VALIDATION

If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click Continue.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the Back button.

If you believe your address is valid and formatted correctly as entered, click Continue without selecting a possible match.

Current Location Address: 11101 Douglas Dr N
Champlin MN 553163467

No valid USPS address found. You can continue by selecting the entered address below.

Select	Possible USPS Address Match
☒	11101 Douglas Dr N Champlin MN 55316-3467

Back **Continue**

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

8 – Contacts

Update all contact information for the facility's owner, operator, permit contact, and billing contact. Some contact information is pre-populated for existing facilities. Each contact tab must be completed before continuing.

You may add additional phone numbers by clicking **Add Number**.

You may also save any contact by checking "Save to My Favorite Contacts."

Then for each contact entry you can use the "Insert From Existing Contacts" drop-down menu to select anyone you have saved to Favorite Contacts.

Additional contacts may be added for each type by selecting the type and clicking **Add Contact** at the bottom of the screen.

Use the **Previous** and **Next** buttons to navigate back and forth through the contacts tabs.

Click **Continue**.

CONTACTS

Please enter or update information for each contact listed below. Fields marked with an asterisk are mandatory. Each contact tab is required. If you would like to add additional contacts, use the Add Contact button in the bottom left corner.

1. Owner 2. Operator 3. Permit Contact 4. Billing Contact

Note: Selecting an option below will replace all information for this contact.
Insert From Existing Contact(s)...

Save to My Favorite Contacts

*First Name: Matt
*Middle Initial:
*Last Name: Moon
Title: Environmental Specialist
*E-Mail Address: matthew.moon@state.mn.us
*Confirm E-Mail: matthew.moon@state.mn.us
*Organization Name: Minnesota Pollution Control Agency
*Organization Type: State Government

*Address Line 1: 504 Firgrounds Rd
Address Line 2:
Address Line 3:
*State/Country: Minnesota
*County: Lyon
*City: Marshall
*Foreign State:
*ZIP/Postal Code: 56258

* At least 1 phone number is required.

*Type	*Contact Number	Extension	Comments	Remove
Office Phone Number	(507) 476-4250			

Add Number

* Required

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

Available Contact Types... Add Contact

Available Contact Types...

Operator

Owner

Permit Contact

Billing Contact

<< Previous Next >> Save Continue

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The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

*If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the **Back** button.*

*If you believe your address is valid and formatted correctly, click **Continue** without selecting a possible match.*

Click **Continue**.

USPS ADDRESS VALIDATION																	
1 - Facility Selection 2 - Sectors 3 - No Exposure Exclusion 4 - Application Readiness 5 - Prevention Opportunities 6 - Environmental Review 7 - Facility Information 8 - Contacts 9 - Certification Please Note You may click on a previously visited page (above) to navigate back to that screen.	If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click Continue. If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the Back button. If you believe your address is valid and formatted correctly as entered, click Continue without selecting a possible match. Current Owner Address: 504 Firgrounds Rd Marshall MN 56258 <table border="1"><thead><tr><th>Select</th><th>Possible USPS Address Match</th></tr></thead><tbody><tr><td>☒</td><td>504 Fairgrounds Rd Marshall MN 56258-1088</td></tr></tbody></table> Current Operator Address: 504 Fairgrounds Road Marshall MN 56258 <table border="1"><thead><tr><th>Select</th><th>Possible USPS Address Match</th></tr></thead><tbody><tr><td>☒</td><td>504 Fairgrounds Rd Marshall MN 56258-1088</td></tr></tbody></table> Current Permit Contact Address: 504 Fairgrounds Road Marshall MN 56258 <table border="1"><thead><tr><th>Select</th><th>Possible USPS Address Match</th></tr></thead><tbody><tr><td>☒</td><td>504 Fairgrounds Rd Marshall MN 56258-1088</td></tr></tbody></table> Current Billing Contact Address: 504 Fairgrounds Road Marshall MN 56258 <table border="1"><thead><tr><th>Select</th><th>Possible USPS Address Match</th></tr></thead><tbody><tr><td>☒</td><td>504 Fairgrounds Rd Marshall MN 56258-1088</td></tr></tbody></table>	Select	Possible USPS Address Match	☒	504 Fairgrounds Rd Marshall MN 56258-1088	Select	Possible USPS Address Match	☒	504 Fairgrounds Rd Marshall MN 56258-1088	Select	Possible USPS Address Match	☒	504 Fairgrounds Rd Marshall MN 56258-1088	Select	Possible USPS Address Match	☒	504 Fairgrounds Rd Marshall MN 56258-1088
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	Select	Possible USPS Address Match															
	☒	504 Fairgrounds Rd Marshall MN 56258-1088															
Back Continue																	

9 – Waterbodies

The Waterbodies screen captures information about your facility's stormwater discharge and the proximity to surface waters.

Answer the questions with the drop-down box.

Fill in the waterbody name, type, and status of special or impaired water.

Rows may be added for more than one water by clicking the **Add Row** button.

**The agency's "search tool" may also be used to locate special and impaired waters. The search tool was developed for Construction Stormwater, so please disregard any reference to Construction Stormwater or CSW requirements.*

Click **Continue**.

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Version: 1.8.0.7
Currently logged in: Matthew Moon (MMOONISW)
211134
MPCA
[Help](#) | [Logout](#)

Waterbodies

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The following questions are about the Facility's proximity to surface waters, drinking water supply management areas, any designated special or impaired waters, and whether stormwater discharges to a Municipal Separate Storm Sewer System (MS4). For assistance in locating special or impaired waters, use the [search tool](#) on our webpage.

For each impaired waterbody, at least one impairment must be identified. Add additional rows as needed to capture each impairment associated with the selected waterbody in the Impairment drop-down. If a specific impairment is not listed, select "Not Listed" from the drop-down.

*Are there surface waters within one mile of your facility that receive your industrial stormwater discharges?

Yes

If yes, identify the surface waters below:

*Waterbody Name	*Type	*Special Water?	*Impaired Water?	Impairment	Remove
Hwy 23 Ditch	Ditch	No	No	Not Applicable	
Unnamed Wetla	Wetland	No	No	Not Applicable	

Add Row

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

*Are there Class 1 surface waters within one mile of your facility that receive your industrial stormwater discharges?

No

*Is your facility within one mile of a Drinking Water Supply Management Area (DWSMA)?

No

*Does your industrial stormwater discharge into a street curb drain or into a manhole cover of a regulated Municipal Separate Storm Sewer System (MS4)?

No

Continue

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10 – Monitoring Locations

All of the benchmark or effluent limit monitoring locations for your facility must be entered in this screen.

At least one monitoring location is required.

To add monitoring locations, navigate to the last monitoring location and click the **Add New Location** button at the bottom of the screen.

If you need to remove a monitoring location, change the status of that monitoring location to “Inactive/Retired.”

Use the **Previous Location** and **Next Location** buttons to navigate between monitoring locations.

The **Map** button may be used to manually navigate to each monitoring location and set the location which will auto-populate once selected in the map.

**It does not auto-navigate to the current coordinates.*

Click **Continue** when all monitoring location are entered or updated.

The screenshot displays the 'Monitoring Locations' screen. The top navigation bar includes 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. The user is logged in as Matthew Moon (MMOONISW) with ID 211134 at MPCA. The sidebar on the left lists navigation options from 1 to 11, with '10 - Monitoring Locations' currently selected. The main content area provides instructions for adding monitoring locations and includes a form for 'Monitoring Location 1 of 1'. The form fields include 'Monitoring Location Type' (Benchmark/Effluent), 'Location ID' (SD 001), 'Brief Monitoring Location Description' (NE of parking lot, near entrance to holding pond), 'Status' (Active / Existing), and 'Subsector' (N1 Scrap Recycling Facilities). There are buttons for 'Add Row', 'Map', 'Previous Location', 'Next Location', 'Add New Location', and 'Delete Location'. A red arrow points to the 'Map' button, and an orange box highlights the 'Continue' button at the bottom right.

If your facility has a primary SIC code listed in Appendix D of the permit, you will need to identify a PFAS Area of Concern monitoring location. Click on **Add New Location**.

Fill out the information for the PFAS Area of Concern. You can add more than one Area of Concern by selecting **Add New Location**.

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Currently logged in: Matthew Moon (MMOONISW)

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Please Note

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

MONITORING LOCATIONS

Identify all benchmark or effluent limit monitoring locations for your facility and complete the required information below. At least one location is required, and all subsectors must be associated with at least one location.

For facilities required to monitor for PFAS, identify all PFAS Area of Concern monitoring locations and complete the required information. Use the Location Type drop-down to specify the type of monitoring location. At least one PFAS monitoring location is required.

If your facility has multiple monitoring locations, use the Previous Location and Next Location buttons to navigate between them.

To add a new location, go to your last monitoring location and click Add New Location.

To remove an existing monitoring location, change its status to Inactive/Retired. To delete a location that was added in error, click Delete Location.

Click the Help button for additional instructions.

Monitoring Location 2 of 2

Monitoring Location Type:

PFAS Area of Concern

*Location ID:

PF 001

*Brief Monitoring Location Description:

Edge of fluff pile

*Status:

Active / Existing

*Subsector:

Subsector Associated with Location

Remove

N1 Scrap Recycling Facilities

Add Row

Click the Map button to automatically populate coordinate fields by navigating to your location in the map.

Map

*Coordinate System:

Lat Long - decimal degrees

*Latitude:

45.156601

*Longitude:

-93.360855

*Collection Date:

08/11/2026

*Collection Method:

Digitized - MPCA online map

*Reference Point:

Center of Feature Represented

Previous Location

Next Location

Add New Location

Delete Location

Save

Continue

11 – Hardness Dependent Metals

Certain sectors that monitor for hardness dependent metals have the option to use the default value of 100 mg/L total hardness, or to use another range if that is appropriate for the industrial stormwater discharge.

If you choose to use a hardness range other than the default 100 mg/L, you must collect data on the hardness of the industrial stormwater discharge and select the associated hardness range in the dropdown below. All hardness data must be retained with your SWPPP on-site.

If you choose to use the default value of 100 mg/L, then click **Continue** without selecting a value from the dropdown.

Version: 1.4
Currently logged in: Samantha Adams (SADAMS)

Help | Logout

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Hardness Dependent Metals

The Industrial Stormwater General Permit (see Appendix C of the [permit](#)) allows adjustment of benchmark values for seven hardness-dependent metals (i.e. cadmium, chromium +3, copper, lead, nickel, silver, and zinc). Based on your subsector selection(s), you are required to conduct benchmark monitoring for hardness-dependent metals.

You have the option to use the default value of 100 mg/L total hardness, or to use another range if that is appropriate for the industrial stormwater discharge. If you choose to use a hardness range other than the default 100 mg/L, you must collect data on the hardness of the industrial stormwater discharge and select the associated hardness range in the dropdown below. All hardness data must be retained with your SWPPP on site.

If you choose to use the default value of 100 mg/L, click **Continue** without selecting a value from the dropdown.

Any sector required to conduct benchmark monitoring for hardness-dependent metals may adjust the benchmark values for these seven metals based on hardness ranges and samples of the industrial Stormwater discharge. If desired, choose the hardness range for your facility, measured in milligrams per liter

Save

Continue

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

12 – Attachments

If your facility meets certain conditions as outlined in the [General Permit](https://www.pca.state.mn.us/water/industrial-stormwater), (found on the MPCA’s website at <https://www.pca.state.mn.us/water/industrial-stormwater>) you may apply for a waiver from benchmark monitoring (not effluent limits).

If you have met the conditions necessary for the waiver and have a completed a waiver form, please attach it under the corresponding type of waiver you are submitting. The document date (date you completed the form) must be filled out for all attachments. The MPCA must review and approve all waiver requests before issuing coverage under the General Permit.

If you are not submitting a waiver, you do not need to complete anything on this screen. Click **Continue**.

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ATTACHMENTS

You may submit a [waiver](#) request to end benchmark monitoring requirements if your facility meets certain conditions as outlined in the [General Permit](#). If you have completed a waiver form, please attach it under the corresponding type of waiver you are submitting. The document date (date you completed the form) must be filled out for all attachments. The MPCA must review and approve all waiver requests before issuing you coverage under the General Permit.
If you are not submitting a waiver, you do not need to complete anything on the screen. Please click **Continue**.

Required	Attachment Type	Attachment Description	Document Date	Upload Filename	Upload Date	Remove
	General Benchmark Monitoring Waiver	General Benchmark Monitoring Waiver		Choose File	No file chosen	X
	Natural Background Pollutant Waiver	Natural Background Pollutant Waiver		Choose File	No file chosen	X
	Run-On Demonstration Waiver	Run-On Demonstration Waiver		Choose File	No file chosen	X
				Choose File	No file chosen	

Continue

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

13 – Certification

Click the blue ribbon under “Sign Electronically.”

The screenshot shows the 'CERTIFICATION' page in the SADAMS system. The left sidebar contains a navigation menu with 14 items, where '13 - Certification' is highlighted. The main content area has a header with tabs: 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below the header, it says 'Version: 1.4' and 'Currently logged in: Samantha Adams (SADAMS)'. The 'CERTIFICATION' section includes instructions: 'Click the blue ribbon to sign electronically.' and 'After you have signed electronically, click Continue.' A table with columns 'Required', 'Name', 'Signature Type', 'Signature Status', and 'Sign Electronically' is displayed. The first row shows a green checkmark in the 'Required' column, 'Signatory' in the 'Signature Type' column, and 'Not Signed' in the 'Signature Status' column. The 'Sign Electronically' column has a blue ribbon icon. A 'Continue' button is at the bottom right. A 'Please Note' box at the bottom left states: 'You may click on a previously visited page (above) to navigate back to that screen.'

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Not Signed	

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.

Complete the certification by answering the challenge/response questions.

Click **Submit**.

Enter your Electronic Signature PIN.

Click **Sign Electronically**.

You may review your application by clicking on the **View button that looks like a stack of papers.*

The screenshot shows the 'ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY' page. The left sidebar is the same as the previous screenshot. The main content area has the same header. Below the header, it says 'Version: 1.4' and 'Currently logged in: Samantha Adams (SADAMS)'. The 'ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY' section includes a table with columns 'Service ID', 'Submittal Type', 'Creation Date', and 'View'. The first row shows '19348', 'Industrial Stormwater - General Permit and No Exposure Certification Application - General Permit and No Exposure Certification Application', '01/21/2020', and a 'View' button with a stack of papers icon. Below the table, there is a 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 gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. Rule 7001.0070).'. Below this, it says 'Name of Signing Party: Samantha Adams' and 'User ID of Signing Party: SADAMS'. The 'Challenge/Response Question' section includes the question: 'In what city was your spouse born?' with a text input field, a 'Submit' button, and a 'Cancel' button. The 'Electronic Signature PIN' section includes a text input field for the PIN, a 'Sign Electronically' button, a 'Forgot PIN' button, and a 'Cancel' button. A 'Please Note' box at the bottom left states: 'You may click on a previously visited page (above) to navigate back to that screen.'

Service ID	Submittal Type	Creation Date	View
19348	Industrial Stormwater - General Permit and No Exposure Certification Application - General Permit and No Exposure Certification Application	01/21/2020	

"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 gathered and evaluated the information submitted. Based on my inquiry of the person, or persons, who manage the system, or those persons directly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete (Minn. Rule 7001.0070)."

Name of Signing Party: Samantha Adams
User ID of Signing Party: SADAMS

Challenge/Response Question

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

*In what city was your spouse born? Case-Insensitive [Submit](#) [Cancel](#)

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.

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

You will see this certification screen next.

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Version: 1.8.0.7
Currently logged in: Matthew Moon (M.MOONISW)211134
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11 - Hardness Dependent Metals
12 - Attachments
13 - Certification

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

CERTIFICATION

Click the blue ribbon to sign electronically.
After you have signed electronically, click Continue.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Matthew Moon	Industrial Stormwater Signatory	Signed on 08/11/2026	

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

Send NotificationsContinue

Click **Continue**.

14 – Payment

Click **Make A Payment**. Each permit application requires a \$400 fee.

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Version: 1.4
Currently logged in: Samantha Adams (SADAMS)Help | Logout

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

PAYMENT SUMMARY

To make a payment, click **Make a Payment**. You'll be directed to US Bank's secure transaction service. Your payment will be processed the following business day. Until then, your service status will be "Awaiting Payment".
After we receive your application and process payment, you will receive a confirmation email.

Service ID	Facility ID	Facility Name	Program	Service	Type	Creation Date	Amount
19348		MPCA	Industrial Stormwater	General Permit and No Exposure Certification Application	General Permit and No Exposure Certification Application	01/21/2020	\$400.00
							Total: \$400.00

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

Make A PaymentSimulate Payment(Test Only)Continue

You will be redirected to a secure US Bank website to enter your Checking/Savings information or your Credit/Debit information.

A confirmation email will be sent upon completion of payment.

Make a Payment

My Payment

Online Applications

Amount Due \$400.00

Payment Information

Frequency One Time

Payment Amount \$400.00

Payment Date Pay Now

You will receive an email from MPCA.OnlineServices@state.mn.us documenting your submittal. Please read and retain for your records.

Please note that it may take up to 24 hours for your Service Status to be updated.

Upon completion of your **General Permit Application**, **Administrative Modification**, or **Coverage Modification**, it is necessary to obtain a document called a Notice of Coverage. Notice of Coverage documents will be emailed to the permit contact upon final processing of the application.

Upon completion of your certification of **No Exposure Exclusion**, it is not necessary to print any additional documentation. You may choose to print the facility detail information found at the link below.

To otherwise locate a copy of your Notice of Coverage, when the application status has changed to “Received,” navigate to <https://webapp.pca.state.mn.us/isw/permits>.

Search for your facility by entering your Industrial Stormwater permit number in the Permit ID field, then the facility name as it was entered in the permit application. Please refrain from filling out every field; try searching by only one unique identifier.

Tip: switch permit status to “either.”

Industrial stormwater permit information

Find detailed facility information about industrial Stormwater facilities, including basic compliance information. Please ensure that the permit status is set to *either*.

Permit ID	Facility Name	Owner Name
City	County	
Permit Status	Industrial Sector	Permit Type
Search	Clear	

Select your facility by clicking on the Permit ID in the search results. Under the Facility Information, click on the Notice of Coverage to download your permit. No Exposure facilities do not need coverage cards and are not required to download any additional information.

Facility Information:
Facility Details / Virtual Permit Application
Notice of Coverage

No Exposure facilities may print the facility details page for their records.

No Exposure Exclusion Certification for 2025

1 – Signatory Access

Since the General Permit and No Exposure use the same application service, the initial step of requesting Industrial Stormwater Signatory access is the same for both. Once Signatory access has been granted, start the application service the same way for the No Exposure Exclusion:

Select the radio button next to your Facility Name.

Click **Continue**.

Version: 1.8.0.7
Currently logged in: Matthew Moon (MMOONISW) [Help](#) | [Logout](#)

FACILITY SELECTION

Select the radio button next to the facility for which you want to submit an Industrial Stormwater General Permit and No Exposure Certification application, then click Continue.

Select	Facility	Facility ID	Municipality	Access Type
☒	MPCA	211134	Saint Paul	Industrial Stormwater Signatory

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

Continue

2 – Sectors

Select your primary sector based on your SIC Code/Narrative Activities applicable to your facility and add any applicable secondary or co-located industrial sectors.

Click the primary checkbox next to your primary sector and SIC code/narrative activities.

If none of the narrative activities are applicable to the facility, and none of the SIC codes listed are the primary SIC code for the facility, then select the No SIC/Narrative Activities checkbox.

Click **Add Row** to add additional co-located sectors.

Click **Continue**.

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SECTORS

Update or enter your sector information below. Fields marked with an asterisk are mandatory.

Select either the Sector code or the Standard Industrial Classification (SIC) Code/Narrative Activities applicable to your facility by clicking on the drop-down arrow to select a choice, or begin typing in the field to filter and select the choice. The selection will automatically populate the other fields. Click **Add Row** to add additional SIC codes/Narrative Activities.

Select the primary SIC for your facility by clicking the Primary checkbox. One SIC code must be marked primary. Narrative Activities do not need to be marked as Primary.

If none of the SIC/Narrative Activities are applicable to the facility, or if none of the SIC codes listed are the primary source of greatest revenue for your facility, select the "No SIC/Narrative Activities" checkbox.

For more information about the Sector Codes, SIC Codes or Narrative Activities use the Help button in the upper right-hand corner. Once the page is complete, click Continue to advance to the next screen.

*Primary	*Sector	*SIC/Narrative Activities	Subsector	Remove
☒	P Land Transportation and Wareho	4225 General Warehousing and Str	P4 Warehousing and Storage: General, Farm Product V	

☐ No SIC/Narrative Activities

Add Row

Cancel **Return** **Continue**

3 – No Exposure Exclusion Questions

Answer all of the No Exposure Exclusion questions. All questions must be answered **NO** in order to apply for No Exposure Exclusion.

Click the radio button adjacent to each question to answer yes or no.

Click **Continue**.

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Please Note

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

NO EXPOSURE EXCLUSION

Please answer all of the following questions to determine if you are eligible for No Exposure Exclusion. Then click Continue.

*Material or Activity A- Do you or will you conduct any industrial activities outdoors that may be exposed to stormwater?

*Material or Activity B- Do you or will you have, use, clean, or maintain any industrial or commercial equipment outdoors that may be exposed to stormwater? Examples include cutting, welding, painting, sandblasting, etc

*Material or Activity C- Are there any spills or leaks outside on the ground, within storm drains, or in stormwater inlets?

*Material or Activity D- Do you have any equipment, products, or residual pollution from previous owners or past industrial activities outside that may be exposed to stormwater?

*Material or Activity E- Do you or will you have any facility equipment or inadequately maintained vehicles outside that may be exposed to stormwater?

*Material or Activity F- Do you or will you have any fueling activities outside?

*Material or Activity G- Do you or will you have any loading, unloading, or transporting of materials, products or waste materials that may be exposed to stormwater?

*Material or Activity H- Do you have any storage of materials or products that may be exposed to stormwater, except for final products intended to be outside, such as new cars, culverts, etc?

*Material or Activity I- Are any materials contained in open, deteriorated, or leaking drums, totes, barrels, tanks, or similar containers that may be exposed to stormwater?

*Material or Activity J- Do you or will you have waste materials that may be exposed to stormwater?

*Material or Activity K- Do you have a road or railway located at your facility that is owned or maintained by your facility? If yes, are there materials, products or waste that is or will be stockpiled or transferred on that road or railway that may be exposed to stormwater?

*Material or Activity L- Do you or will you have outside disposal of unpermitted wastewater?

*Material or Activity M- Do you or will you have any particulate matter or visible deposits of residuals from roof stacks or vents on the ground or in stormwater discharges?

Yes

No

Cancel

Return

Continue

4 – Facility Information

Facility information is pre-populated for existing facilities.

Update the following, as applicable:

- Facility information
- Location description
- Acreage of industrial activities
- Description of business activity

Click on the map button to manually select the business location and autofill the coordinate system, latitude, and longitude.

**The map button will not bring you to the coordinates listed, you will have to navigate there once the map button is selected.*

Click **Continue**.

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

Facility Information

Please update or enter the information below. Fields marked with an asterisk are mandatory.

*Facility Name:

MPCA

*Address Line 1:

7678 College Road.

Address Line 2:

Suite 105

Address Line 3:

*State:

Minnesota

*County:

Crow Wing

*City:

Baxter

*ZIP/Postal Code:

56425

Location Description:

Southeast

Click the **Map** button to automatically populate coordinate fields by navigating to your location in the map.

Map

*Coordinate System:

UTM Zone 15 North - Meters

*Latitude:

4981265.88405309

*Longitude:

473833.19984281

*Collection Date:

09/12/2019

*Collection Method:

Address Matching House Number

*Reference Point:

General Location

*Description of Business Activity:

General Warehousing

* Required

Continue

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The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click **Continue**.

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

Select	Possible USPS Address Match
☒	7678 College Rd Baxter MN 56425-8625

USPS ADDRESS VALIDATION

If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click **Continue**.
If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the **Back** button.
If you believe your address is valid and formatted correctly as entered, click **Continue** without selecting a possible match.

Current Location Address:7678 College Road.
Baxter MN 554224800

Back

Continue

5 – Contacts

Update all contact information for the facility's owner, operator, permit contact, and billing contact. Some contact information is pre-populated for existing facilities. Each contact tab must be completed before continuing.

You may add additional numbers by clicking **Add Number**.

You may also save any contact by checking "Save to My Favorite Contacts."

Then for each contact entry you can use the "Insert From Existing Contacts" drop-down menu to select anyone you have saved to Favorite Contacts.

Additional contacts may be added for each type by selecting the type and clicking "Add Contact" at the bottom of the screen.

Use the **Previous** and **Next** buttons to navigate back and forth through the contacts.

Click **Continue**.

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1 - Facility Search

2 - Sectors

3 - No Exposure Exclusion

4 - Facility Information

5 - Contacts

6 - Certification

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

CONTACTS

Please enter or update information for each contact listed below. Fields marked with an asterisk are mandatory. Each contact tab is required. If you would like to add additional contacts, use the **Add Contact** button in the bottom left corner.

1. Owner

2. Operator

3. No Exposure Contact

1. Owner

Note: Selecting an option below will replace all information for this contact.
Insert From Existing Contact(s)...

*First Name: Bob

*Middle Initial: J

*Last Name: Jones

Title: ▼

*E-Mail Address: sadams0029@gmail.com

*Confirm E-Mail: sadams0029@gmail.com

*Organization Name: Bobs Cars

*Organization Type: Private (Non-Government) ▼

*Address Line 1: 21953 430th St.

Address Line 2: Suite 105

Address Line 3:

*State/Country: Minnesota ▼

*County: Todd ▼

*City: Browerville ▼

*Foreign State: ▼

*ZIP/Postal Code: 56437

* At least 1 phone number is required.

Type	*Contact Number	Extension	Comments	Remove
Mobile Phone Number ▼	(218) 316-3892			

Add Number

* Required

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

Available Contact Types... ▼

Add Contact

<< Previous

Next >>

Save

Continue

The system may provide a USPS address match to the address entered.

Click the check box to change the address to the validated format.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the back button.

If you believe your address is valid and formatted correctly, click continue without selecting a possible match.

Click **Continue**.

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4 - Application Readiness

5 - Prevention Opportunities

6 - Environmental Review

7 - Facility Information

8 - Contacts

9 - Waterbodies

10 - Monitoring Locations

11 - Attachments

12 - Certification

13 - Payment

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

USPS ADDRESS VALIDATION

If a USPS address match is provided, click the check box to change the address to the USPS validated format. Then click **Continue**.

If no match is provided, it was not recognized as a valid mailing address. You can revise the address by clicking the **Back** button.

If you believe your address is valid and formatted correctly as entered, click **Continue** without selecting a possible match.

Current Owner Address:

21953 430th St. Suite 105
Browerville MN 56437

No valid USPS address found. You can continue by selecting the entered address below.

Select

Possible USPS Address Match

☒

21953 430th St. Suite 105
Browerville MN 56437

Current Operator Address:

1234 W Bob St.
Rogers MN 55374-4955

No valid USPS address found. You can continue by selecting the entered address below.

Select

Possible USPS Address Match

☒

1234 W Bob St.
Rogers MN 55374-4955

Current No Exposure Contact Address:

1234 W Bob St.
Rogers MN 55374-4955

No valid USPS address found. You can continue by selecting the entered address below.

Select

Possible USPS Address Match

☒

1234 W Bob St.
Rogers MN 55374-4955

Back

Continue

6 – Certification

Click the blue ribbon under “Sign Electronically.”

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CERTIFICATION

Click the **blue ribbon** to sign electronically.
After you have signed electronically, click **Continue**.

Required	Name	Signature Type	Signature Status	Sign Electronically
		Signatory	Not Signed	

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.

Complete the certification by answering the challenge/response questions.

Click **Submit**.

Enter your Electronic Signature PIN.

Click **Sign Electronically**.

You may review your application by clicking on the **View button that looks like a stack of papers.*

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ELECTRONIC SIGNATURE - SINGLE APPLICATION - SIGNATORY

Electronic Signature of the Signatory

Service ID	Submittal Type	Creation Date	View
19351	Industrial Stormwater - General Permit and No Exposure Certification Application - General Permit and No Exposure Certification Application	01/21/2020	

"I certify under penalty of law that I have read and understand the eligibility requirements for claiming a condition of "no exposure" and obtaining an exclusion from NPDES storm water permitting; and that there are no discharges of storm water contaminated by exposure to industrial activities or materials from the industrial facility identified in this document. I understand that I am obligated to submit a no exposure certification form once every five years to the MPCA and, if requested, to the operator of the local MS4 into which this facility discharges (where applicable). I understand that I must allow the MPCA, or MS4 operator where the discharge is into the local MS4, to perform inspections to confirm the condition of no exposure and to make such inspection reports publicly available upon request. I understand that I must obtain coverage under an NPDES permit prior to any point source discharge of storm water from the facility. 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 gathered and evaluated the information submitted. Based upon my inquiry of the person or persons who manage the system, or those persons directly involved in gathering the information, the information submitted is to the best of my knowledge and belief true, accurate and complete. I am aware there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations. (Minn. Rule 7090.3080)"

Name of Signing Party: Samantha Adams
User ID of Signing Party: SADAMS

Challenge/Response Question

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

*In what city was your spouse born? (Case-Insensitive) [Submit](#) [Cancel](#)

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.

You will see this certification screen next.

Click **Continue**.

The screenshot shows the 'CERTIFICATION' screen. At the top, there are tabs: 'My Workspace', 'Messages', 'User Profile', 'Electronic Signature', and 'Documents and Forms'. Below the tabs, it says 'Version: 1.4' and 'Currently logged in: Samantha Adams (SADAMS)' with a 'Help | Logout' link. On the left, there is a sidebar with a list of items: '1 - Facility Search', '2 - Sectors', '3 - No Exposure Exclusion', '4 - Facility Information', '5 - Contacts', and '6 - Certification'. The main content area has a blue header 'CERTIFICATION' and instructions: 'Click the blue ribbon to sign electronically.' and 'After you have signed electronically, click Continue.' Below this is a table with columns: 'Required', 'Name', 'Signature Type', 'Signature Status', and 'Sign Electronically'. The table has one row with a green checkmark in the 'Required' column, 'Samantha Adams' in the 'Name' column, 'Signatory' in the 'Signature Type' column, and 'Signed on 01/21/2020' in the 'Signature Status' column. Below the table, it says 'Clicking a column title will sort the table by that column.' and there is a 'Continue' button.

Required	Name	Signature Type	Signature Status	Sign Electronically
✓	Samantha Adams	Signatory	Signed on 01/21/2020	

Upon completion of your No Exposure Certification you can check your status on My Workspace under “My Services – Submitted.”

When the certification status has changed to “Received,” navigate to:

<https://webapp.pca.state.mn.us/isw/permits>.

Search for your facility by entering your No Exposure ID in the Permit ID field or the facility name as it was entered in the No Exposure Certification. Please refrain from filling out every field; try searching by only one unique identifier.

Tip: switch permit status to “either.”

Industrial stormwater permit information

Find detailed facility information about industrial Stormwater facilities, including basic compliance information. Please ensure that the permit status is set to *either*.

The screenshot shows a search form with the following fields: 'Permit ID', 'Facility Name', 'Owner Name', 'City', 'County', 'Permit Status' (dropdown), 'Industrial Sector' (dropdown), and 'Permit Type' (dropdown). There are 'Search' and 'Clear' buttons at the bottom.

Select your facility by clicking on the Permit ID in the search results. No Exposure facilities do not need coverage cards and are not required to download any additional information.

No Exposure facilities may print the facility details page for their records.

Industrial stormwater permit information

Facility Summary



Checking the Status of application submittals

Click on the My Workspace tab.

Scroll to the bottom of the page.

There are two “My Services” grids, one for applications in progress and one for submitted applications.

You may share in progress applications with other e-Services users, like a client or consultant, if you have their User ID.

You may also view application documents, and a copy of the record for submitted items.

My Services - In Progress											
Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.											
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel	
<u>19125</u>	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams				
Clicking a column title will sort the table by that column.											

My Services - Submitted											
<< < 1 2 3 > >>											
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record	
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams				

Sharing In Progress application submittals

Click the **Share** button next to any “In Progress” service to share an application with another e-Services user. This will allow them to review the application prior to submittal, or to sign it.

My Services - In Progress										
Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.										
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
19125	MPCA	General Permit and No Exposure Certification Application	Awaiting Certification	Share	12/31/2019	12/31/2019	Samantha Adams			
Clicking a column title will sort the table by that column.										

My Services - Submitted										
<< < 1 2 3 > >>										
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
19127	MPCA	General Permit and No Exposure Certification Application	Submitted		12/31/2019	12/31/2019	Samantha Adams			

Enter the User ID of the recipient you wish to share with.

Click **Search**.

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SHARE SERVICE

Search for User

* User ID:

Search

Cancel

If the User ID is found, it will display in the Result table. Click **Grant Access**.

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SHARE SERVICE

Search for User

* User ID:

Search

Cancel

Result

Name	Email

Grant Access

**If you are sharing the service with another user in order for them to certify it, they must have Industrial Stormwater Signatory access for the facility.*

Further details on sharing services are in the [Getting started with MPCA e-Services](#) guide.

Getting help

If you have questions or problems with your application, email iswprogram.pca@state.mn.us. If you need assistance with setting up or accessing your e-Services account, or checking your facility Access Status, email onlineservices.pca@state.mn.us or call 651-757-2728 (844-828-0942, non-metro only), 8:00 a.m. to 4:00 p.m. CT, Monday through Friday.