

# **Industrial Stormwater Reporting Guidance**

The Minnesota Pollution Control Agency (MPCA) e-Services allow you to submit information to the MPCA, such as notifications, reports, and applications. This document will guide you through adding a facility for Industrial Stormwater reporting and submitting the signatory request.

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## Part 1: Signatory access

### Industrial Stormwater Reporting Signatory Submittal

#### On the Facility Search page:

The Industrial Stormwater Program requires the addition of a facility to submit your Stormwater Monitoring Report.

#### Logging into MPCA e-Services

After you complete setting up your account, you are directed to the Login page.

\*If you have not created an account, please access this guidance for assistance: <u>https://www.pca.state.mn.us/sites/default/files/p-gen1-17.pdf</u>

#### To log in

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

LOGIN					
User ID: pbunyan	Password:	••••	Login		
Create a new account>>Forgot my password>>					

After login, the **My Workspace** page is displayed. From this page you can select and start the services you want to use.

### Selecting services to display

You can select the services that you want to display in the Service Selection section of the My Workspace page. The first time you log in after creating your account, this screen will display automatically.

To select services to display,

- 1. On the My Workspace page, click **Configure Services**.
- 2. Select the check box adjacent to "Industrial Stormwater Monitoring Reports".
- 3. Click OK.
- 4. You are returned to the **My Workspace** screen and the services you selected display under Service Selection. These services will always display each time you log in. If you ever want to change your selected services, repeat steps 1-3.

Aboveground Storage Tanks	Air Administrative Amendment Service
	(1) Air Dispersion Modeling
	Individual Permit Reissuance
All Programs	Citizen Water Monitoring
Feedlot Feedlot Annual Report	Industrial Stormwater () Z Industrial Stormwater Monitoring Reports
Water Quality	

## Adding a facility

The following service requires you to add a facility to your profile before using the service. If you are an electronic signer, you will need to send in a submittal agreement, one for each facility for which you are requesting access.

Service	Add a facility	Send in submittal agreement
Industrial Stormwater Monitoring Reports	Х	Х

To add a facility to your user profile:

1. On the My Workspace page, scroll down to the My Facilities section, click Add Facilities.

My Facilities	۲
Note: You may add facilities by clicking the "Add Services/Facilities" button below.	
You do not have any facilities in your profile. You may add facilities by selecting the Add Facility button on the My Workspace screen.	
Add Fac	ilities

- 2. To search for a facility, enter any information about the facility you are looking for.
- 3. In the text boxes, you can enter partial values followed by an asterisk (\*) to search for all records that begin with that value. For example, type how\* in the Facility Name box to find facilities named Howe Farm, Howard Janes, and Howell Enterprises.

FACILITY SEARCH		
Use this search tool to find the facilities you want to link w account. Enter or select information about the facility you associated facility, click <b>Complete Setup</b> . You can add a	are looking for and click Search. If you are	
Recommended ways to search include: • Alternate/Historic Name/ID: Enter your permit number of option from the Facility User Group list in combination with select "Air Permit Number" as the Facility User Group. • Facility Name: Enter your facility name in this field. You value. For example, entering "Car*" in the Facility Name f • Facility ID: Enter your Agency Interest (AI) ID here. This know it. You must enter search terms in at least one field before of	h entering the permit number or site ID. For can enter partial values followed by an aste ield would return all facilities whose names field accepts numeric values only. MPCA s	r example - enter your 8-digit air permit number and erisk(*) to search for all records that begin with that begin with "Car," such as "Carpet Cleaning"
Facility ID:	Address:	
	Address.	
Facility Name:	County:	•
Alternate/Historic Name/ID:	Municipality:	<b>•</b>
Name/ID.	ZIP:	
Facility Type:		•
Facility User Group:		•
		Search Return

To search by the preferred facility ID (such as an alpha-numeric permit number or site ID), select an option from the **Facility User Group** list in combination with entering an ID in the **Alternate/Historic Name/ID** box.

Select Industrial Stormwater Preferred ID for a 9-digit Industrial Stormwater permit number

C)		Address:		
		County:	*	
		Municipality:	*	
		ZIP:		
	v			
Industrial Stormwater Preferred ID	~			
	1.5.2			Search Return
	Industrial Stormwater Preferred ID		County: Municipality: ZIP:	County: v Manicipality: v ZiP:

Click Search.

4. In the list of facilities returned by your search, select the check box next to each facility you want to add to your profile.

To view details about a facility, click the **View** ( $\stackrel{\bigcirc}{>}$ ) icon.

FACILI	TY SEARCH RESULTS				
Selected	<u>Facility</u>	Facility ID	Physical Address	View	
~	Howards Point Marina	1554814	5400 Howards Point Rd Shorewood, MN 55331	<b></b>	
	Howe Co	1546408	4821 Xerxes Ave N Minneapolis, MN 55430-3709		
	Howe Elementary School	1437328	3733 43rd Ave S Minneapolis, MN 55406	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	

- 5. To save your selected facilities and add more facilities, click **Add More Facilities**. To save your selected facilities and proceed, click **Continue**.
- 6. For the facilities you have added, select the access level you want under Change Access Type To.

'ersion: 1.4 'urrently logged in: Samanth	a Adams (SADAMS)				Help   Log
	SELECT ACCESS TYPE				
1 - Specify Search Criteria	Please select an Access Type for ea	ach facility added.			
2 - Select Facilities 3 - Select Access Type					
	Facility Name	Facility ID	Current Access Type	Change Access Type to	Cancel Access Request
4 - Access Change Confirmation	Up North Plastics, Inc.	6795	No Access	No Change ~	8
Piease Note You may click on a previously visited page above) to navigate back to that screen.				Aboveground Storage Tank Signatory Air Signatory CSW Certifier Citizen Monitoring Volunteer DMR Signatory Feedlot General User Feedlot Signatory Hazardrous Waste Signatory	Contin
	Minnesota	Pollution Control Ager	tey   651-757-2728, 844-828-0942   e-Services support Copyright © 2016 Minnesota Pollution Control Agenc	Industrial Stormwater Reporting moustrial Stormwater Signatory MS4 Signatory SSTS Signatory Solid Waste Signatory Wastewater General User Wastewater Signatory	

- 7. Select Industrial Stormwater Reporting in the dropdown list, then click Continue.
- 8. Click the document icon to download a copy of the required submittal agreement form.

Document Name	Ward
MPCA e-Services Portal Electronic Signature Submittal Agreement (S	R
	Continue

- 9. Complete the form and send it in following the instructions on the form.
- 10. Click Continue.
- 11. Your Access Status is *Pending*. After your submittal agreement is processed, you will be notified via email. In addition, on the My Workspace page, the Access Status will change from *Pending* to *Granted*.

Note: You may add facilities by clicking the "Ad	dd Services/Facilities" butto	n below.				
Facility Name Facil	ity ID Progra	am Access Type	Access Status	Change Manage Access Security	View	Remove
Dummy Facility 210 935	015 N/A	Air Signatory	Pending	<i>¥</i>	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	8
Dummy Facility 213 v2.1031 935	071 N/A	Air Signatory	Granted	4	$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$	8
Clicking a column title will sort the table by that column.						

## Part 2: Entering data

Upon completion of Part 1, you can log into e-Services and begin entering data.

### Logging into MPCA e-Services

After you complete setting up your account, you are directed to the Login page.

\*If you have not created an account, please access this guidance for assistance: <u>https://www.pca.state.mn.us/sites/default/files/p-gen1-17.pdf</u>

#### To log in

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

LOGIN		
User ID: pbunyan	Password:	Login
Create a new account>>Forgot my	password>>	

After login, the **My Workspace** page is displayed. From this page, you can select and start the services you want to use.

#### Accessing Industrial Stormwater Monitoring Reports

\*Ensure that you have configured your services to include "Industrial Stormwater Monitoring Reports". If you do not see this, please see page 3, Selecting Services to Display.

Click on Industrial Stormwater Monitoring Reports.

My Workspace Messages User Profile Electronic Signature Documents and Forms	1	
Version: 1.4 Currently logged in: Samantha Adams (SADAMS)		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.	8
All Programs Notification of Permit Termination	Industrial Stormwater General Permit and No Execute Certification Application Industrial Stormwater Monitoring Reports	
		Configure Services

If you have properly added your facilities in Part 1, you will see your facility(ies) populated below Facility Selection.

\*If you do not see your facility, please return to Part 1 and complete the necessary steps.

Select the radial button adjacent to the facility you wish to submit monitoring data for.

Click Continue.

My Workspace Mes	ssages User Profile E	Electronic Signature Documents and Forms						
Version: 1.4								
Currently logged in: Samantha	a Adams (SADAMS)				Help   Logout			
1 - Select a Facility	FACILITY SELECTION							
2 - Permit Selection	Select the radio button adjacent to the facility you wish to submit monitoring data for and click continue.							
3 - Manage Monitoring								
Reports	Select	Facility	Facility ID	Municipality	Access Type			
Please Note You may click on a		Hibbing Public Utilities Power Plant	1145	Hibbing	Industrial Stormwater Reporting			
previously visited page		Wisconsin Central Limited Dock #5	147888	Duluth	Industrial Stormwater Reporting			
(above) to navigate back to	Clicking a column title w. sort the ta	able by that column.						
that screen.		×			Continue			

Select the radial button adjacent to the proper permit you wish to submit monitoring data for, please note that the previous three years of permits are displayed here, and utilize the effective dates to select the correct permit.

Click Continue.

My Workspace Me	ssages 🗸 User P	Profile 🗸 Electronic Signatur	Documents and Forms	
Version: 1.4			1145	
Currently logged in: Samanth	a Adams (SADAMS	S)	Hibbing Public Utilities Power Pla	nt Help   Logout
	PERMIT SELE	ECTION		
1 - Select a Facility	Select the radio b	utton adjacent to the permit you	vish to submit monitoring data for and click continue.	
2 - Permit Selection				
<li>3 - Manage Monitoring Reports</li>	Select	Permit	Effective Dates	
Please Note	0	MNR0538VR	01/01/2018 - 12/31/2028	
You may click on a	Clicking a column title	e will sort the table by that column.		
previously visited page (above) to navigate back to that screen.	1			Continue

This grid will show your outstanding monitoring reports due for submittal.

\*Ensure that you open and enter monitoring data in chronological order, when there are multiple monitoring periods.

Click on the stack of papers below "Enter Monitoring Data" adjacent to the correct monitoring period.

My Workspace Me	ssages User Profile Electronic S	Signature Documents ar	nd Forms					
Version: 1.4			1145					
Currently logged in: Samantha	mantha Adams (SADAMS)     Hibbing Public Utilities Power Plant     Help   Logout							
1 - Select a Facility	MANAGE MONITORING REPORT	S						
2 - Permit Selection     3 - Manage Monitoring     Reports	This page displays the monitoring reports available for submittal. Select the yellow files beneath "enter monitoring data" adjacent to the monitoring period you wish to enter data for. The submitted monitoring reports are visible at the bottom of the page. You may logout from this screen if you have submitted your monitoring data.							
Please Note You may click on a	Monitoring Reports							
previously visited page (above) to navigate back to	Filter By:		04/01/2020 - 06/30/2020 ~			Filter Grid		
that screen.	Monitoring Period	Report Type	Due Date	Status	Status date	Enter Monitoring Data		
	04/01/2020 - 06/30/2020	Benchmark	07/21/2020	Available		<b>\$</b>		
	Clicking a column title will sort the table by that colu	imn.						

### Monitoring data entry

- 1. Your first location is automatically selected in the Monitoring Location dropdown. If you have multiple locations you can select the appropriate monitoring location and then click Go.
- 2. Check that you are in the proper monitoring period that matches your results.
- 3. The Sample Taken selection defaults to 'Yes' so you can quickly and easily enter your monitoring results. If a sample was not taken during the monitoring period, change the selection to "No" and enter a reason for no sample taken.

- 4. For benchmark monitoring requirements, if your benchmark is not met, the result field will be white and you may enter data.
  - a. Ensure that you are entering data in the correct format; ie: milligrams per liter.
- 5. Select the sample type by clicking on the drop-down arrow and selecting the appropriate sample type.
  - b. Automated sample (multiple samples) this means that you use an automated sampler to collect multiples sample in order to create a composite sample.
  - c. Automated sample (single sample) this means that you used an automated sampler to collect one sample.
  - d. Stormwater sample (>30 minutes) this means that you collected the sample after the first 30 minutes of a precipitation event.
  - e. Stormwater sample (<30 minutes) this means that you collected the sample within 30 minutes of the start of a precipitation event.
- 6. Complete monitoring data entry for all of your monitoring locations. You can navigate between location by using the "previous location" and "next location" buttons at the bottom or the Monitoring Location dropdown at the top of the screen.
- 7. Once data entry is complete for all locations click Continue.

\*An error message will appear if you fail to enter all monitoring data.

urrently logged in: Samanth		DAMS) RING DATA ENTRY		Hibbing Publ	1145 ic Utilities Power Plant			Help   Logou		
Entry 2 - Certification Please Note You may click on a previously visited page above) to navigate back to that screen.	sample was the first 30 to enter add Monitoring Monitoring	Liaken on. The permittee minutes of discharge of altional monitoring result Location: SD 004 Period: 04/01/20 Location 4 of 6	e must attempt to d the device must co s for additional mo Storm sewer at co 120 - 06/30/2020 1 o If no si	collect a stormwater sample illect samples throughout the	within the first 30 minutes discharge. MONITORIN are finished, you may cli	o sample was taken, please indicate the reason. If a sample was taken, enter the result, sample type, and the date to the first 30 minutes of a discharge. If an automated sampler is being used, the device must collect one sample during. MONTORING REPORTS MUST BE ENTERED IN CHRONOLOGICAL ORDER. You may click "next location inished, you may click continue. If other, please describe;				
	Benchmark Met	Parameter	'Result	Units	Statistical Basis	Limit:Benchmark Value	*Sample Type	*Sample Date		
			-	mittigrams per itter	penchmark value	< 1.0 milligrams per itter		0		
	No	iton, Total (as Fe)	1	and the second second				*		

Upon complete entry of your data, you must certify your submittal.

Click the blue ribbon.

My Workspace Me	ssages 🗸 User Profile	Electronic Signature Documents a	nd Forms		
Version: 1.4			1145		
Currently logged in: Samantha	a Adams (SADAMS)	1	Hibbing Public Utilities Power Plant		Help   Logout
	CERTIFICATION				
1 - Monitoring Data Entry 2 - Certification	Click the blue ribbon icon to After you have signed elect	sign electronically. ronically, click Continue to complete your su	ıbmittal.		
Please Note You may click on a	Required	Name	Signature Type	Signature Status	Sign Electronically
previously visited page (above) to navigate back to	<b>a</b>		Industrial Stormwater Reporting	Not Signed	*
that screen.	Clicking a column title will sort the	table by that column.			
]					Continue

You may view your submittal by clicking on the yellow stack of papers under the "View" column.

Answer your challenge/response question.

Click Submit.

Enter your Electronic Signature PIN.

Click Sign Electronically.

1 - Monitoring Data	ELECTRONIC SIGNATURE - SINGLE APPLICA	TION - INDUSTRIAL STORMWATER REPORTING								
lintry	Electronic Signature of the Industrial Stormwa	ter Reporting								
2 - Cartification Please Note			(31)							
You may click on a	Service ID	Saturnitai Type	Creation Date View							
previously visited page bove) to navigate back to	21779 Industrial Stormwater - Industrial Stormw	ater Monitoring Reports - Industrial Stormulater Monitoring Reports	12:00/2020							
that screen.	The Minnesota Pollution Control Agency (MPCA) has ele	ctronic filing standards for reports or other data submittals. In order to file electronically, I certify and acknowledge that								
	<ul> <li>1 am the e-Services account holder.</li> </ul>									
	I am the authorized representative for the entity asso	ciated with my electronic signature credential								
	<ul> <li>I submitted a signed original Electronic Signature So</li> </ul>	brilital Agreement/Industrial Stormwater signatory registration form to the MPCA and received authorization for electronic document submittal.								
	<ul> <li>I am in compliance with all terms in my Electronic Se</li> </ul>	inature Submittal Agreement.								
	This attestation is true to the best of my knowledge.									
	Liam submitting this documentation in the format determined by the MPCA as appropriate for my sector.									
	Imay be subject to civil or administrative enforcement and penalties for non-compliance with regulatory reporting requirements for the entity that I represent, and									
	I may be subject to criminal fability for fabilication of the data submitted for that entity.									
	I certify under penalty of law that this document and all at persons, who manage the system, or those persons direct	tachments prepared under my direction or supervision in accordance with a system designed to ensure that qualified personnal properly gathered and eva cly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. (Minn. Rule 7001.0070)	luated the information submitted. Based on my inquiry of the person, or							
	Name of Signing Party: Samantha Adams									
	User ID of Signing Party: SADAMS									
	Challenge/Response Question									
	Prior to signing your submission, you must answer the fo	lowing Duestion correctly.								
	'In what city was your spouse born?	(Case-insensitive) Submit								
	Electronic Signature PIN									
	*Electronic Signature PIN:	(Case-Sensitive)								
	* Reduired		Trigo Electronically Trigget EMI							

Upon successful submittal, you will return to the Certification screen.

Click Continue. Don't forget this step! Your service submittal isn't complete until you hit Continue.

Contraction of the second second	CERTIFICATION		1000 States and States and		h the transmission
	Click the blue robben icon to sign electro Aller you have signed electronically, all	enclually For Continue to complete your submitted.			
Plasse Note	Request	less.	Supremon Figure	Spacing Dates	inger Livermounty
previously visited page	3	Terrer d'a sciente	Initial Stations Reporting	Rgind at 1250-0008	
But person	(Hours a column the sail and the losts by York-	and a second s			

You will return to the Manage Monitoring Reports page.

You can see what reports are left to submit and what reports have been submitted.

From this page you may view the copy of record, amend a submitted report, or enter additional monitoring reports.

ge displays the monitoring reports available for su	ubmittel Select the vallow files beneath "entit	ar monitoring data" adjacent to the monitor	ing pariod you wish to enter data for. The subm	itted monitoring reports are visible at the t	ottom of the page. You may logout from this acr
e submitted your monitoring data.	abilitital. Select the yellow files belieaut entit	a monitoring data adjacent to the monitor	ing period you wish to enter data for. The soon	inted monitoring reports are visible at the t	occorrier of the page. Four may logour more this sci
itoring Reports					
Filter By:		10/01/2020 - 12/31/2020 🗸			Filter Grid
Monitoring Period	Report Type	Due Date	Status	Status date	Enter Monitoring Data
07/01/2020 - 09/30/2020	Benchmark	10/21/2020	Available		$\sim$
10/01/2020 - 12/31/2020	Benchmark	01/21/2021	Available		$\sim$
01/01/2020 - 12/31/2020	Effuent	01/21/2021	Available		$\langle \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \! \!$
a column title will sort the table by that column.					
mitted Monitoring Reports			2		
	<		2	2	Cities Code
Filter By:		~			Filter Grid
Filter By: Monitoring Period	Report Type	Submitted Date	2 Last Amendment Date	Copy of Record	Amend Monitoring Data
Filter By: Monitoring Period 04/01/2020 - 06/30/2020	Report Type Benchmark	Submitted Date		Copy of Record	Amend Monitoring Data
Filter By: Monitoring Period	Report Type	Submitted Date		Copy of Record	Amend Monitoring Data
Filter By: Monitoring Period 6401/2020 - 65/50/2020 0101/2020 - 63/51/2020	Report Type Benchmark Benchmark	Submitted Date 12/30/2020 12/08/2020	Last Amendment Date	Copy of Record	Amend Monitoring Data
Filter By: Monitoring Period 6-4912020 - 069502020 019902020 - 08912020 049012019 - 069302019	Report Type Benchmark Benchmark Benchmark	✓ Submitted Date 12/30/020 12/08/020 11/02/2020	Last Amendment Date	Copy of Record	Amend Monitoring Data
Filter By: Monitoring Period 04012020-00502020 01012020-03512020 04012020-03512020 10012019-00502019 10012019-12312019	Report Type Benchmark Benchmark Benchmark Benchmark	Submitted Date 12/04/0200 12/06/0200 11/06/2020 11/16/2020	Last Amendment Date	Copy of Record	Amend Monitoring Data
Filter By: Monitoring Peniod 0401/2020 - 06/30/2020 0401/2020 - 06/30/2020 0401/2019 - 06/30/2019 1001/2019 - 1231/2019 0101/2019 - 1231/2019	Report Type Benchmark Benchmark Benchmark Benchmark Effluent	Submitted Date 12/90/2020 12/90/2020 11/90/2020 11/02/20 11/02/20	Last Amendment Date	Copy of Record	Amend Monitoring Data
Filter By: Maniforting Period 6-4912020 - 063502020 019192220 - 06350220 04912029 - 06350220 10912029 - 063502019 019192019 - 10312019 019192019 - 063502019	Report Type Benchmark Benchmark Benchmark Benchmark Effuert Benchmark	Submitted Date 12/06/0209 12/06/0209 11/02/0209 11/15/0209 11/15/2020 11/15/2020	Last Amendment Date	Copy of Record 10 10 10 10 10 10 10 10 10	Amend Monitoring Data
Filter by: Monitoring Period 04012029 - 04050229 04012029 - 04050229 04012019 - 040502919 10012019 - 12340219 01012019 - 12340219 01012019 - 03012019 01012019 - 03012019	Report Type Benchmark Benchmark Benchmark Elswert Benchmark Benchmark Benchmark	Submitted Date 12/06/020 12/06/020 15/16/200 15/16/200	Last Amendment Date	Copy of Record 전 전 전 전 전 전 전 전 전 전	Amend Monitoring Data

### **Understanding Benchmark Met status**

For benchmark monitoring requirements on or after the fourth quarter of data results:

If you have met your benchmarks, you will be unable to enter results. The benchmark status will indicate "Yes".

\*All results areas, sample types, and sample dates will be greyed out.

					the second second second second	Construction of the second sec		
	Yes	In Total (as Fe)	1	milligrams per iller	benchmark value	< 1.0 milligrams per liter	1	
1	Benchmark	arameter	'Result	Units	Statistical Basis	Limit/Benchmark Value	*Sample Type	"Sample Date
Please Note You may click on a previously visited page loove) to navigate back to that screen.	to enter add Monitoring Monitoring	ditional monitoring result ) Location: SD 001 ) Period: 04/01/20 ) Location 1 of 6	s for additional m Storm sewer of \$ 020 - 06/30/2020 o If no s	ollect samples throughout the onitoring locations. When you se comer of v @o sample taken, e select reajion:	u are finished, you may cl		INCHRONOLOGICAL	ORDER. You may click "next locat
1 - Monitoring Data Entry 2 - Certification	sample was	s taken on. The permitte	e must attempt to	collect a stormwater sample	within the first 30 minutes	s of a discharge. If an automate	ed sampler is being used, the	e result, sample type, and the date device must collect one sample d
	MONITO	DAMS) DRING DATA ENTRY		Hibbing Publ	ic Utilities Power Plant			Help   Lo

In the Manage Monitoring Reports section, your status will also indicate "Benchmark Met"

MANAGE MONITORING REPORTS								
This page displays the monitoring reports available for submittal. Select the yellow files beneath "enter monitoring data" adjacent to the monitoring period you wish to enter data for. The submitted monitoring reports are visible at the bottom of the page. You may logout from this screen if you have submitted your monitoring data.								
Monitoring Reports								
Filter Dy:		v			Filter Grid			
Monitoring Period	Report Type	Due Date	Status	Status date	Enter Monitoring Data			
01012021-03/312021	Benchmark		Benchmark Met	11/04/2020				
Clicking a column title will sort the table by that column	n							

## Part 3. Amending data

### Amending a monitoring entry

#### To log in

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

LOGIN			
User ID: pbunyan	Password:	•••••	Login
Create a new account>>Forgot my	password>>		

Click on Industrial Stormwater Monitoring Reports.

My Workspace Messages User Profile Electronic Signature Documents and Forms	L	
Version: 1.4 Currently logged in: Samantha Adams (SADAMS)		Help   Logout
MY WORKSPACE		
Service Selection		۲
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	Industrial Stormwater General Permit and No Exposure Certification Application Industrial Stormwater Monitoring Reports	Configure Services

If you have properly added your facilities in Part 1, you will see your facility(ies) populated below Facility Selection.

\*If you do not see your facility, please return to Part 1 and complete the necessary steps.

Select the radial button adjacent to the facility you wish to submit monitoring data for.

Click Continue.

My Workspace Mes Version: 1.4 Currently logged in: Samantha		Electronic Signature Documents and Forms			Help   Logout
1 - Select a Facility 2 - Permit Selection 3 - Manage Monitoring	FACILITY SELECTION	cent to the facility you wish to submit monitoring data for and	l click continue.		
Reports	Select	Facility	Facility ID	Municipality	Access Type
Please Note You may click on a	0	Hibbing Public Utilities Power Plant Wisconsin Central Limited Dock #5	1145 147888	Hibbing Duluth	Industrial Stormwater Reporting
previously visited page (above) to navigate back to that screen.	Clicking a column title wit sort the ta		147000	Lowin	industrial stormwater reporting

Select the radial button adjacent to the proper permit you wish to submit monitoring data for, please note that the previous three years of permits are displayed here, you may use the effective dates in order to select the correct permit.

Click Continue.

My Workspace Me	ssages 🗸 User P	rofile Electronic Signature	Documents and Forms	
Version: 1.4			1145	
Currently logged in: Samanth	a Adams (SADAMS	)	Hibbing Public Utilities Power Pl	ant Help   Logout
	PERMIT SELE	CTION		
<ol> <li>Select a Facility</li> <li>Permit Selection</li> </ol>	Select the radio bu	itton adjacent to the permit you v	vish to submit monitoring data for and click continue.	
<li>3 - Manage Monitoring Reports</li>	Select	Permit	Effective Dates	
Please Note	0	MNR0538VR	01/01/2018 - 12/31/2028	
You may click on a	Clicking a solumn title	will sort the table by that column.		
previously visited page (above) to navigate back to that screen.	1			Continue

You will now be in the "Manage Monitoring Reports" step.

Scroll down to your submitted monitoring reports. As you see, you have the option of viewing the "Copy of Record" or "Amend Monitoring Data".

If you wish to proceed with an amendment, click on the yellow stack of papers adjacent to the correct monitoring submittal in the "Amend Monitoring Data" column.

whig Reports					
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You may now amend your data by completing this screen.

- 1. Check that you are in the proper monitoring period that matches your results.
- 2. Enter the correct result, in the correct unit, ie: milligrams per liter.
- 3. Select the sample type by clicking on the drop-down arrow and selecting the appropriate sample type.
  - a. Automated sample (multiple samples) this means that you use an automated sampler to collect multiples sample in order to create a composite sample.
  - b. Automated sample (single sample) this means that you used an automated sampler to collect one sample.
  - c. Stormwater sample (>30 minutes) this means that you collected the sample after the first 30 minutes of a precipitation event.
  - d. Stormwater sample (<30 minutes) this means that you collected the sample within 30 minutes of the start of a precipitation event.
- 4. Enter the Sample date.
- 5. Enter the Reason for Amendment.

- 6. Complete monitoring data entry for all of your monitoring locations necessary to edit. You can navigate between location by using the "previous location" and "next location" buttons at the bottom or the Monitoring Location dropdown at the top of the screen.
- 7. Once data entry is complete for all locations click Continue.

1 - Amend Monitoring Data       Update results for each monitoring location and parameter as necessary in the amendment, ensure that the reason for the amendment is filled out. When finished click "next location" to access the next monitoring location. When finished select continue.         2 - Getfination Previously wished page (above) to navigate back to that screen.       Monitoring Location: SD 001 Storm server of SE comer of v       Go.         Monitoring Location 1 of 6       Section: Team team team team team team team team t	gan manaka kata kata an	AMEND	MONITORING E	DATA	02/17	10510-1072-1070-1070	et server an			0.2010/2012/02/02
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Upon complete entry of your data, you must certify your submittal.

#### Click the blue ribbon.

My Workspace Me	ssages 🗸 User Profile	Electronic Signature Documents	and Forms		
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You may view your submittal by clicking on the yellow stack of papers under the "View" column.

Answer your challenge/response question.

Click Submit.

Enter your Electronic Signature PIN.

Click Sign Electronically.

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	<ul> <li>1 am the e-Services account holder.</li> </ul>			
	· 1 am the authorized representative for the entity ass	sociated with my electronic signature credential		
	I submitted a signed original Electronic Signature S	ubmittal Agreement Industrial Stormwater signatory registration form to the MPCA and received authorization	for electronic document submittal	
	· I am in compliance with all terms in my Electronic S	Ignature Submittal Agreement		
	<ul> <li>This attestation is true to the best of my knowledge</li> </ul>			
	I am submitting this documentation in the format de	termined by the MPCA as appropriate for my sector.		
	<ul> <li>I may be subject to civil or administrative enforcement</li> </ul>	ent and penalties for non-compliance with regulatory reporting requirements for the entity that I represent, and	1 · · · · · · · · · · · · · · · · · · ·	
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	I certify under penalty of law that this document and all a persons, who manage the system, or those persons dire	attachments prepared under my direction or supervision in accordance with a system designed to ensure that ectly responsible for gathering the information submitted is, to the best of my knowledge and belief, true, accur	qualified personnel property gathered and evaluated the information submitted. Based on my inquiry of the rate, and complete. (Minn. Rule 7001 0070)	person or
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Upon successful submittal, you will return to the Certification screen.

Click Continue. Don't forget this step! Your service submittal isn't complete until you hit Continue.

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You will return to the Manage Monitoring Reports page.

## My Workspace

This page will display your facilities and the access type you have, it will display any services "in progress" and your services "submitted".

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Return to My Workspace by clicking the tab at the top or "Logout".

## Getting help

If you have questions or problems with MPCA e-Services, email <u>onlineservices.pca@state.mn.us</u> or call 651-757-2728 or 1-844-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday. When reporting issues to us, please include information such as: the service ID number, facility name, facility ID, name of the online service you were using, description of the issue.