Industrial Stormwater annual report e-Services 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 certifications, monitoring reports, annual reports, administrative modifications, and terminations.

Table of contents

Logging into MPCA e-Services	2
Selecting services to display	2
Starting a service	3
Facility selection	4
Reporting year selection	4
Annual inspections	5
Inspections additional information	5
Stormwater pollution prevention plan	6
Spills and leaks	7
Mobile industrial activities	8
Staff training	11
Certification	11
Check status of submittals	13
Share	14

*Do not use your browser buttons to navigate in the service.

Logging into MPCA e-Services

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

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>>	

Selecting services to display

You can select the services that you want to display in the Service Selection section of the My Workspace page. You must complete this step the first time you want to access the service.

To select services to display,

- 1. On the My Workspace page, click **Configure Services**.
- 2. Select the check box for each service that you want to display in your workspace.
- 3. Click **OK**.



Services Requiring Facilities	
Aboveground Storage Tanks	Air Administrative Amendment Service Air Dispersion Modeling Individual Permit Reissuance
All Programs	Citizen Water Monitoring
Feedlot Feedlot Annual Report	Industrial Stormwater (i) ♥ Industrial Stormwater Annual Report (i) ♥ Industrial Stormwater Monitoring Reports
Wastewater	Water Quality (i) Discharge Monitoring Report

To start a service, on the My Workspace page, click the service name.

Please also see the "Help" option in the top right-hand corner available throughout the service if you need additional assistance.

Industrial Stormwater Annual Report.

Service Selection	(8)
Note: Access to this electronic service selection and submittal area is granted by sele shown below.	cting facilities using the <u>user profile</u> . Some services are accessible without selecting facilities as
All Programs Notification of Permit Termination	Industrial Stormwater General Permit and No Exposure Certification Application Industrial Stormwater Annual Report Industrial Stormwater Monitoring Reports

Facility selection

1 – Facility selection.

The facilities that you have access to will be listed on this screen. Please select the appropriate facility by clicking the radial button adjacent to the facility name.

If you do not see the correct facility available on this screen, please follow the directions in Part 1 of <u>https://www.pca.state.mn.us/sites/default/files/wq-strm3-98.pdf</u>.

Version: 1.4 Currently logged in: Samantha Adams (SADAMS) Help Logout							
1 - Select a Facility	FACILITY SELE	ECTION					
2 - Reporting Year Selection	Select	Facility	Permit ID	Municipality	Access Type		
3 - Stormwater Pollution Prevention Plan	۲	American Iron	MNR053DZP	Minneapolis	Industrial Stormwater Reporting		
4 - Spills and Leaks	0	Hewitt Machine & Manufacturing Inc	MNR0534JC	Nicollet	Industrial Stormwater Reporting		
5 - Mobile Industrial	0	Hibbing Public Utilities Power Plant	MNR0538VR	Hibbing	Industrial Stormwater Reporting		
6 - Staff Training	•	WCL Dock #5	MNR0538Z3	Duluth	Industrial Stormwater Reporting		
7 - Certification	0	Waste Management - Baxter	MNR053B4X	Baxter	Industrial Stormwater Reporting		
Please Note	Clicking a column title v	ill sort the table by that column.					
You may click on a previously visited page (above) to navigate back to that screen.					Continue		

Reporting year selection

2 – Reporting year selection.

Select the appropriate year for data entry. Please note that you may not submit an annual report for a year that we are still in, i.e.; if the date is December 27, 2021, you cannot submit an annual report for 2021.

Select a Facility Select a Facility Selection Selection Stormwater Pollution Prevention Plan Spills and Leaks S - Mobile Industrial	REPORTING YEAR S Select the reporting year to Reports can only be subm For example, the 1/1/2021 Current Reporting Ye	ELECTION o enter data for. itted after December 31st of the reporting year. -12/31/2021 annual report may be submitted any ear	time after 12/31/2021.	
Activities	Select	Reporting Year	Report due date	Previously submitted?
6 - Staff Training	0	01/01/2021 - 12/31/2021	03/30/2022	No
Please Note You may click on a previously visited page	Previous Reporting	Year(s)		
(above) to navigate back to that screen	Select	Reporting Year	Report due date	Previously submitted?
that screen.	L •	01/01/2020 - 12/31/2020	03/31/2022	No
				Continue

Annual inspections

3 – Inspections.

Enter facility inspections for each month and answer all associated questions as applicable. Click "Add Row" to enter additional rows for multiple inspections that may have occurred. Please note that you need to enter at least two runoff inspections and inspect twice for visible sheens or films, an error will show if you fail to complete two visible sheen inspections.

- Select a racitly	Please or	molete the	required inform	ation reparting the mo	while inspections that o	coursed at your site. To	add additional mus for	a new inspection click "A	dd Brw"	
2 - Reporting Year Selection	r reade to	ingrete are	required intern	and regarding the me	any maposition that o			a non naposon, one r		
3 - Inspections	Inspection	No	"Inspection Date	'Did the inspection occur	Were BMPs functioning	If no, was it corrected within 7 days or was a	Was BMP maintenance	Here visible sheers or		
4 - Stormwater Pollution Prevention Plan	Month	inspection conducted	(MMED/YYYY)	during a runoff event?	as designed?	backup BMP installed within 48 hours?	conducted during inspection?	films identified in runoff?	Comments	Remove
- Spills and Leaks	Jenuary	0		v	v	v	~	Ŷ		
- Mobile Industrial	February	0		v	Y	v	v	×		
Activities	March	0		v	v	v	v	×		
- Statt Training	April	0		v	v	v	v	×		
- Certification	May	0		v	v	v	v	Ŷ		
Please Note	June	0		v	v	v	v	v		
You may click on a reviously visited page	July	0		· · ·	v	v	v	v		
ove) to navigate back to	August	0		v	v	v	v	v		
that screen.	Septembe	0		v	~	v	~	~		
	October	0		v	v	v	~	v		
	November	0		v	v	v	v	v		
	December	0	-	~	v	Ý	~	v		

Click save and add more rows or remove rows as appropriate.

Click continue.

Inspections additional information

4 – Inspections additional information.

Please note that if you click "No Inspection conducted" a reason will be required in this table:

Selection options:

- 1. Forgot or unaware.
- 2. Inactive or unstaffed as defined by the permit.
- 3. Other must add a description.
- 4. Partial year permit coverage.
- 5. Staffing changes.

1 00	×		1 4	1.1.1.10
	INSPECTI	ONS - ADDITIONAL INFORMATION		
1 - Select a Facility				
2 - Reporting Year Selection	Inspection Month	"Reason inspection was not completed	If other, please describe	
3 - Inspections	January	v		
4 - Inspections -	February	×		
Information	March	×		
5 - Stormwater Pollution	April	×		
Prevention Plan	May	v)		
6 - Spills and Leaks	June	×		
7 - Mobile Industrial Activities	July	<pre>v</pre>		
8 - Staff Training	August	×		
9 - Certification	November	· · · · · · · · · · · · · · · · · · ·		
Please Note	December	×		
You may click on a previously visited page (above) to navigate back to that screen.				
	* Required			Save Continue

5 – Stormwater pollution prevention plan.

Answer each question and any subsequent question that may be posed as a result of the original answer.

You must also ensure that you conduct a review for impaired waters within one mile of your monitoring location(s), a new map tool built to assist with special and impaired wasters is available and linked on this page at; https://pca-gis02.pca.state.mn.us/ISW/

*	STORMWATER POLLUTION PREVENTION PLAN (SWPPP)		10.00 M
1 - Select a Facility			
2 - Reporting Year Selection	*Did you review your SWPPP during the reporting year?:	Yes	~
3 - Inspections	*Does your SWPPP accurately reflect facility conditions?:	Yes	~
4 - Inspections - Additional	"Were any newly exposed significant materials or activities identified during the reporting year?:	Yes	v
Information	"If yes, was the SWPPP modified to address them?:	Yes	~
5 - Stormwater Pollution Prevention Plan	*Did you conduct a review for impaired waters within one mile of your monitoring location(s)?:	Ves	
6 - Spills and Leaks			
7 - Mobile Industrial Activities	"Was the water added to the impaired waters list during the reporting year?: You must update your SWPPP and complete a permit modification if your facility discharges to a	Yes	~
8 - Staff Training	newly listed impaired water which may change your benchmark monitoring limits and/or restart your	1	
9 - Certification	map available at: https://bca-gis02.coa.state.mn.us/ISW/	1	
Please Note You may click on a previously visited page (above) to navigate back to that screen.	*Has the facility been included in any US EPA approved TMDLs during the reporting year?: Summarize any other SWPPP modifications during the reporting year:	Yes	~
		C	
	* Required		Save Continue

Spills and leaks

6 – Spills and leaks.

Select "Yes" or "No" to indicate whether any spills or leaks occurred at the facility during the calendar reporting year. If there were no spills or leaks, select "No" and click Continue.

1 00	SPILLS AND LEAKS	
1 - Select a Facility		
2 - Reporting Year Selection	*Did any spills or leaks (pursuant to Minn. Stat. 115.061) occur at the facility during the reporting year?:	
3 - Inspections		
4 - Inspections - Additional Information	* Required	Save Continue
5 - Stormwater Pollutio Prevention Plan		
6 - Spills and Leaks	_	
7 - Mobile Industrial Activities		
8 - Staff Training		
9 - Certification		
Please Note You may click on a previously visited page (above) to navigate back t that screen.	p	

Additional rows may be added for multiples spills or leaks by clicking "Add Record".

Enter a date, select a substance or describe "other", enter an amount, units of measurement, and if the spill or leak reached waters of the state.

You may remove lines by clicking on the button below remove which is only available for multiple lines.

SPILLS AND LE	AKS	í x				
*Did any spills or le	eaks (pursuant to Minn. Stat. 115.061) oc	cur at the facility during the reporting	year?: Yes	*		
*Date	*Substance	"If other, please describe	"Amount	"Units	"Did substance reach waters of the state?	Remove
	· ·			J. ~	1	-
Add Record	~					
* Required					Save Cont	inue

Mobile industrial activities

7 – Mobile industrial activities.

The Industrial Stormwater General Permit requires that you indicate if mobile industrial activities occurred. Answer "Yes" or "No".

		MOBILE INDUSTRIAL ACTIVITIES
1.	 Select a Facility 	Powerline new mobile industrial anti-files that accounted during the specifice und
2 -	 Reporting Year Selection 	Describe any model industrial activities that occurred during the reporting year.
3 -	 Inspections 	*Were mobile industrial activities conducted during the reporting year?
4	 Inspections - Additional Information 	
5	 Stormwater Pollution Prevention Plan 	* Required Save Continue
6 -	 Spills and Leaks 	
7 -	 Mobile Industrial Activities 	
8 -	 Staff Training 	
9 -	 Certification 	
pri (abo	Please Note You may click on a eviously visited page we) to navigate back to that screen.	

Click continue.

*Were mobile industrial activities conducted du	uring the reporting year?: Ye	s 🗸
*SIC/Narrative Activity:	SIC/Narrative Activity	Remove
		~
	Add Row	
*Total time spent at location (in days):		
*Location description:		
Click the Map button to automatically populate cod	ordinate fields.	
Мар		
*Coordinate System:		~
*Latitude:		
*Longitude:		
*Collection Date:		
*Collection Method:		~
*Reference Point:		~
Previous Record Next Record Add New	Record Delete Record	
* Required		
	See the Map button dire	ections on
	page 10.	

"Map" button

In order to populate the coordinate fields, you may click the "Map" button and use the mouse to navigate to the location of the mobile activity. In the upper right-hand corner of the map tool, you can select a road view, aerial view, or street side view. Please zoom into at least 250 feet in order to select the location by clicking where the activity occurred. Once zoomed in, click on the location and then click the "X" (circled in the graphic below) in the far upper right-hand corner of the screen.



Staff training

8 – Staff training.

Answer the question and indicate whether Industrial Stormwater Staff training occurred during the reporting year. If "Yes" then include the date(s) of the training, additional rows for additional dates may be added by clicking "Add Row".

Click continue.

	····· · · · · · · · · · · · · · · · ·	· · · · · · · · · · · · · · · · · · ·	
	Data da Da Ma	STAFF TRAINING	
	Select a Facility	Indicate whether industrial stormwater training was completed and the training date(s).	
2	 Reporting Year Selection 		
3	- Inspections	*Was training conducted during the reporting year?	
4	Inspections - Additional Information	Tate of training Remove	
5	 Stormwater Pollution Prevention Plan 		
6	 Spills and Leaks 	Add Row	
7	 Mobile Industrial Activities 		
8	 Staff Training 		
9	 Certification 	* Required Save	Continue
	Please Note		
pr	reviously visited page		
(abo	ove) to navigate back to		
	mar screight.		

9 – Certification.

Click the blue ribbon under "Sign Electronically".



Electronic Signature of the Industrial Stormwater Reporting			
Service ID	Sebevital Type	Oversion Date	Vev
2357 Industrial Stormuster - Industrial Stormuster Annual Report - Industrial Stormuster An	nua Rapot	10270821	9
The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or o	ther data submittals. In order to file electronically, I certify and acknowledge that		\Box
I am the e-Services account holder;			
- I am the authorized representative for the entity associated with my electronic signature or	edential;		
I submitted a signed original Electronic Signature Submittal Agreement/Industrial Stormus	ter signatory registration form to the MPCA and received authorization for electronic docum	nent submital;	
I am in compliance with all terms in my Electronic Signature Submittal Agreement;			
 This attestation is true to the best of my knowledge; 			
· I am submitting this documentation in the format determined by the MPCA as appropriate	for my sector;		
· I may be subject to civil or administrative enforcement and penalties for non-compliance w	ith regulatory reporting requirements for the entity that I represent; and		
· I may be subject to criminal liability for falsification of the data submitted for that entity			
I certify under penalty of law that this document and all attachments prepared under my directly persons, who manage the system, or those penans directly responsible for gathering the infor	on or supervision in accordance with a system designed to ensure that qualified personnel mation submitted is, to the best of my knowledge and belief, true, accurate, and complete.	properly gathered and evaluated the information submitted. Based on my inquiry of the pr (Minn. Rule 7001.0070).	arson, or
Name of Signing Party: Samantha Adams			
User ID of Signing Party: SADAMS			
ChallengeResponse Question			
Prior to citatine your submission, you must answer the following Duestine constitu-			
I and a start for the start of			
What was your first job? (Case-Itsens ve) Submit	Cancel		
Electronic Signature PIN			
*Electronic Signature PIN: (Case Sensitive)			
* Required		Construction of Construction (Construction of Construction of	
Cardification of once DN constitutes an electronic simulates of this submitted in presedunce with	the advanced on the state of the		

You can review your annual report by clicking on the stack of paper under "view".

Click submit.

Enter your electronic signature PIN.

Click sign electronically.

*If you forgot your PIN, click "Forgot PIN".

CERTIFICATION								
To sign electronically, please click on the blue ribbon.								
Required	Name	Signature Type	Signature Status	Sign Electronically				
I	Samantha Adams	Industrial Stormwater Reporting	Signed on 12/28/2021					
Clicking a column title will s	sort the table by that column.							
Send Notifications Continue								

Check status of submittals

Click on My Workspace tab.

Scroll to the bottom of the page.

There are two "My Services" grids for applications in progress and submitted applications.

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

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

10	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	Vev	History	Cancel
23934	Northern Metal Recycling	Industrial Stormwater Annual Report	In Progress	Share	12212121	12210021	Samartha Adams	9		0
23854	Viade Management - Barber	Industrial Stommater Asrual Report	in Propress	Share	12/16/2021	12/16/2021	Sanartha Adams	-		0
20851	Hooing Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samartha Adans	١	9	0
Dicking a column title w	ill eart the table by that column.									
My Services - S	lubmitted									
cc	<	1234567					2			1
Ð	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	Vev	History	Copy of Rec
23937	Nothern Websi Recycling	Industrial Stormuşlar Annual Report	Submitted		12272821	12282021	Sanarita	0	0	1
23920	WCLDeck#5	Industrial Stormusiler Annual Report	Received		12/22/2021	12722003	Sanantra. Adams	-	Q	1
23849	WCLDeck#5	Industrial Stormwater Annual Report	Received		12162021	12162021	Sanartha Adams			1
23751	Nothern Metal Recycling	Industrial Stormwalter Annual Report	Received		12182021	12/10/2021	Sanarita Adams	Q	>	1
23672	Nothern liketal Recycling	Industral Stormuster Annual Report	Received		12062021	12082021	Sanartha Adams	9	۵	1
23508	Waste Management - Barter	Industrial Stormwater Annual Report	Received		11/29/2021	11/29/2021	Sanantra Adams	0	Q	1
23448	Hotorg Public Utilities Power Plant	Industrial Stormuster Annual Report	Received		11242021	11242021	Sanantha Adams	0	9	1
2346	Nothern Metal Recycling	industral Stormalier Annual Report	Received		11242021	11/24/2821	Sanaritra Adanti	0	-	1
23442	Hevit Machine & Manufacturing Inc.	Industrial Stormwater Annual Report	Received		11243021	11242821	Sanantha Adams	0	0	1
23432	Northern Metal Recycling	Industrial Stormuster Annual Report	Received		11242021	11/24/2021	Sanarita	0	0	

Share

*This tool is used to share the application with another user for review or signature.

Click share adjacent to any "In Progress" items.

My Services - In P	frogress									0
Note: To edit or resume working on an "In Progress" tem, please click on the appropriate number in the ID column.										
0	Facility Name	Description	Nature	Bard	al bea	Last Modified Date	Last Modified By	View	History	Cancel
22804	Northern Metal Recycling	Inductrial Stormwater Annual Report	In Progress	Share	12/21/2021	13/21/3921	Samantha Adams	-	<i>~</i>	0
22854	Waste Management - Baster	Industrial Stormvater Annual Report	In Progress	Share	12/16/2021	13/16/2021	Sanantha Adams	\sim	\sim	0
22611	Hobing Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams	-	\sim	0
Clicking a column title will a	Colorg a cutum title will work the fabric by that cutums.									

Click search.

My Workspace	Messages User Profile Electroni	c Signature Documents and Forms	
Version: 1.4 Currently logged in: Samar	atha Adams (SADAMS)		Help Logout
SHARE SERVICE			
Search for User			
" User ID:]	Search Cancel

Click Grant Access when the result registers the desired user.

My Workspace Messages User Profile Electronic Signature Documents and Forms	
Version: 1.4 Currently logged in: Samantha Adams (SADAMS)	Help Logout
SHARE SERVICE	
*UserID:	Search Cancel
Result	
Shauna Bendt shauna asonen@state.mn.us	
	Grant Access