Individual Industrial Stormwater Annual Report e-Services guidance

This guide is intended for Individual Wastewater permittees and takes you through the submission of your Industrial Stormwater Annual Report in e-services.

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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 https://rsp.pca.state.mn.us 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**.

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 only have to 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 **Wastewater** - Industrial Stormwater Annual Report

3. Click **OK**.
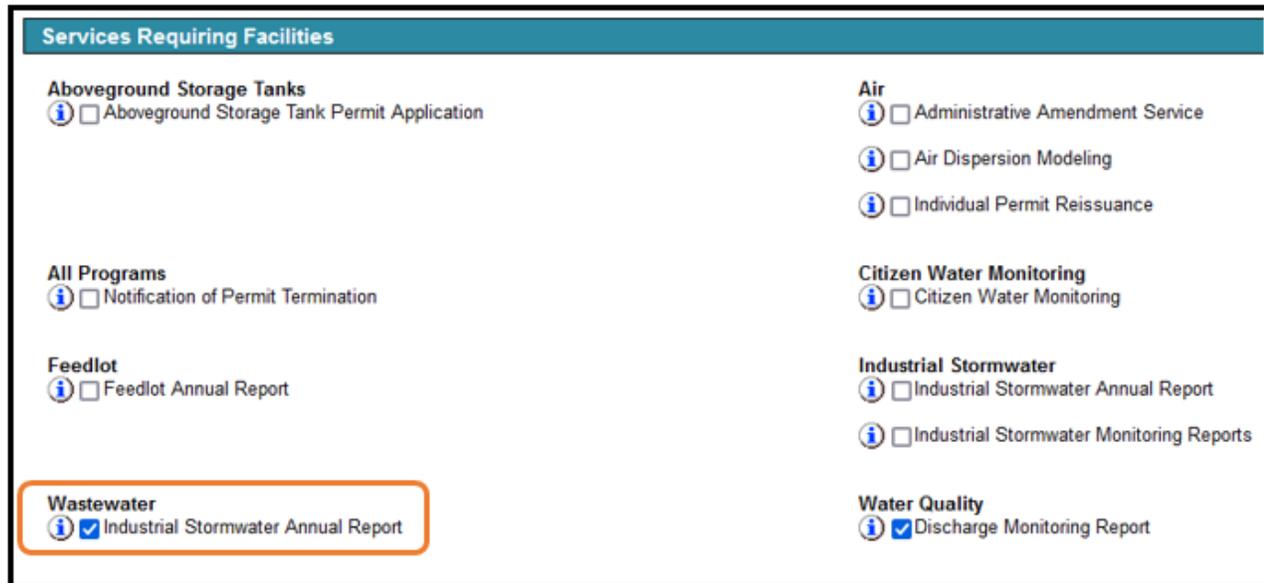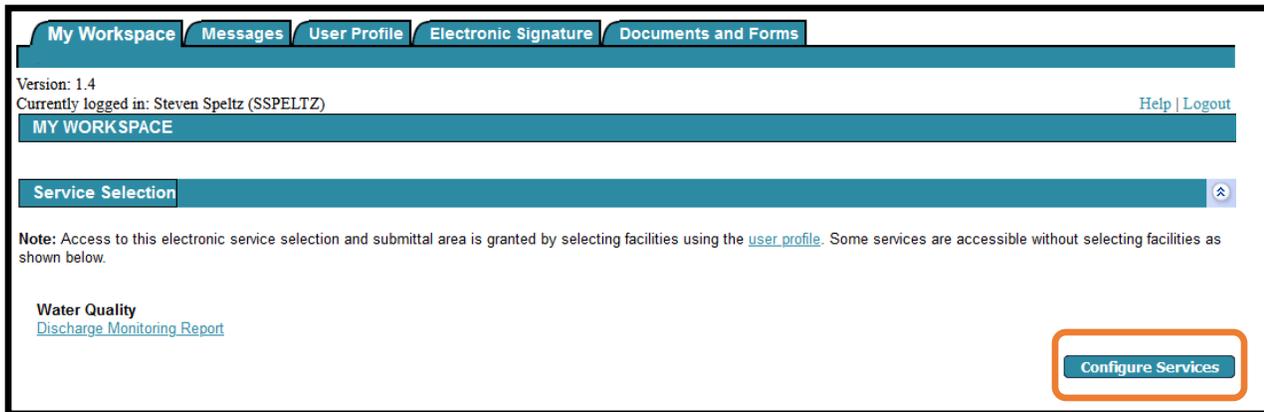
To start a service, on the My Workspace page, click the service name.

Wastewater

Industrial Stormwater Annual Report

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

Facility Selection

1 – Facility Selection

The facilities that you have DMR Signatory access to will be listed on this screen. This is same access type required for DMR submittal. Please select the appropriate facility by clicking the radial button adjacent to the facility name.

Click 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.)

Click 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.

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

Stormwater Pollution Prevention Plan

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/

Click Continue.

Spills and Leaks

6 – Spills and leaks

Select **"Yes"** or **"No"** to indicate whether or not 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.

If there was a spill or leak, select **"Yes"** and complete the information that is required.

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.

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"**.

If you answer **"Yes"** to this question, additional information will be needed as displayed below. You can add additional SIC/Narrative Activities by clicking the **"Add Row"**. Utilize the **"Map"** button to fill in the proper coordinates, after using the **"Map"** button complete the information by filling the reference point. If you need to add additional location, utilize the **"Add New Record"** button at the bottom and toggle between the locations by using the **"Previous Record"** and **"Next Record"** buttons.

Click Continue.

"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.
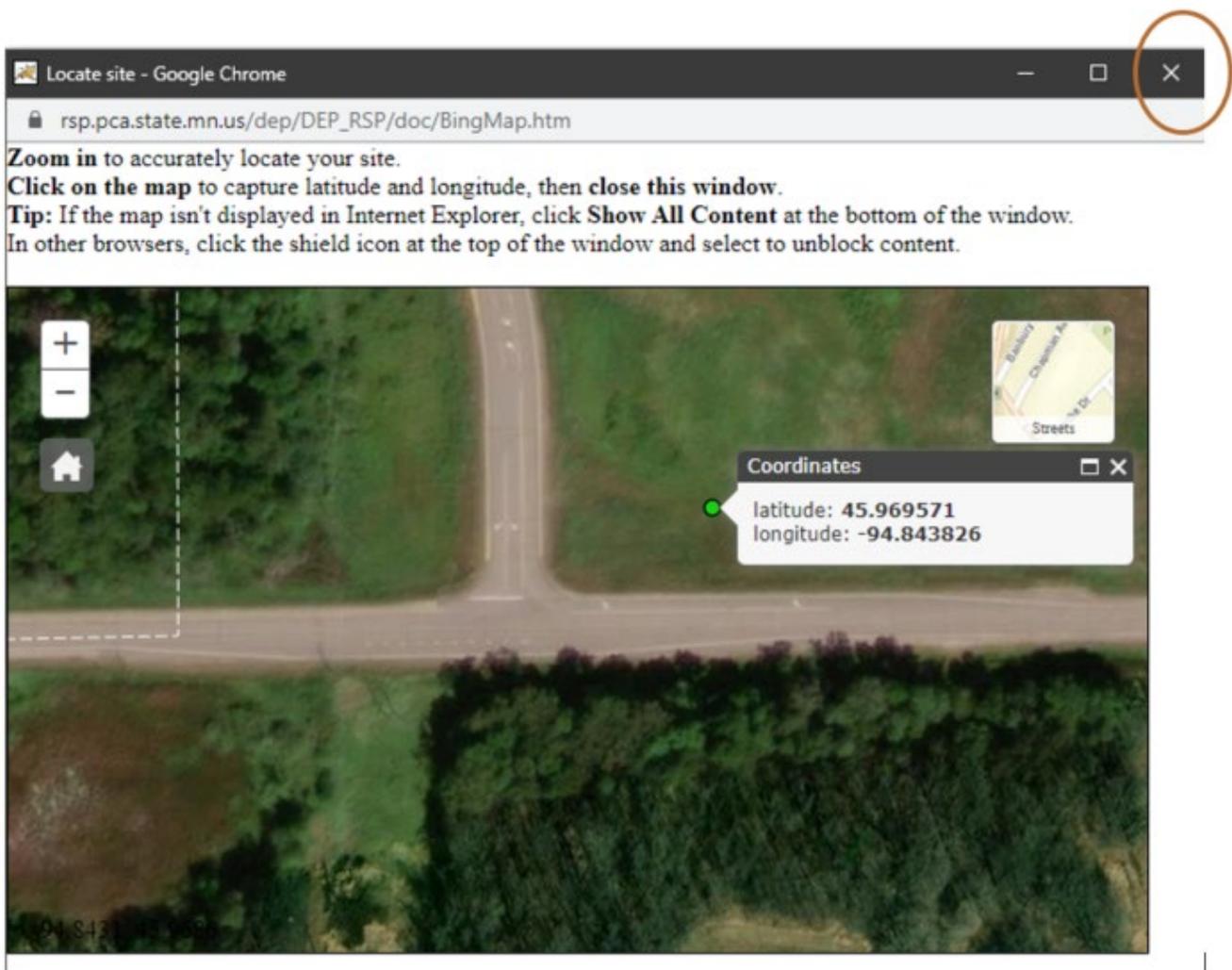
Staff Training

8 – Staff Training

Answer the question and indicate whether or not 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.

9 – Certification

Click the blue ribbon under **"Sign Electronically"**.

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
✅	Samantha Adams	Industrial Stormwater Reporting	Signed on 12/28/2021	

Clicking a column title will 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.

Share

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

Click share adjacent to any **"In Progress"** items.

Enter a user ID of the recipient you wish to share with.
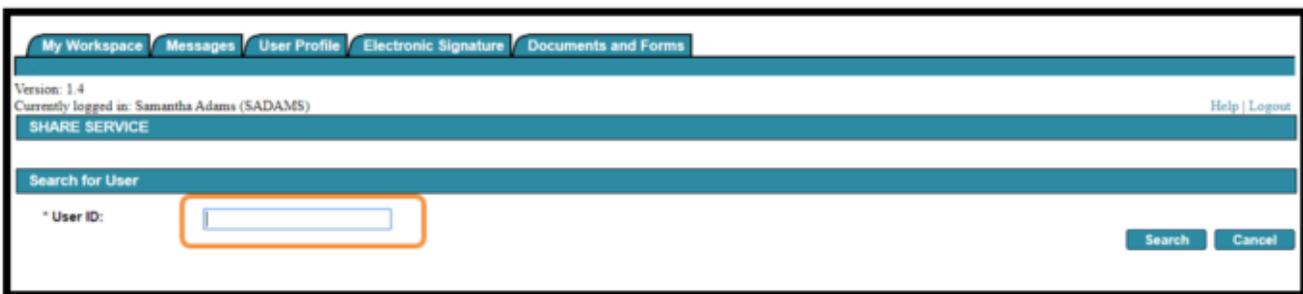
Click Grant Access when the result registers the desired user.