

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**.

LOGIN

User ID: 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 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**.

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, it says 'Version: 1.4' and 'Currently logged in: Steven Speltz (SSPELTZ)' with a 'Help | Logout' link. The main section is titled 'MY WORKSPACE' and contains a 'Service Selection' section. A note states: '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.' Below the note, there is a 'Water Quality' section with a link to 'Discharge Monitoring Report'. The 'Configure Services' button is highlighted with an orange box.

The screenshot shows the 'Services Requiring Facilities' page. It lists various services under different categories. The 'Wastewater' section is highlighted with an orange box, showing the 'Industrial Stormwater Annual Report' service selected. Other services listed include 'Aboveground Storage Tanks', 'All Programs', 'Feedlot', 'Air', 'Citizen Water Monitoring', 'Industrial Stormwater', and 'Water Quality'.

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.

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

Help | Logout

1 - Select a Facility

2 - Reporting Year Selection

3 - Stormwater Pollution Prevention Plan

4 - Spills and Leaks

5 - Mobile Industrial Activities

6 - Staff Training

7 - Certification

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

FACILITY SELECTION

Select	Facility	Permit ID	Municipality	Access Type
<input checked="" type="radio"/>	American Iron	MNR053DZP	Minneapolis	Industrial Stormwater Reporting
<input type="radio"/>	Hewitt Machine & Manufacturing Inc	MNR0534JC	Nicollet	Industrial stormwater Reporting
<input type="radio"/>	Hibbing Public Utilities Power Plant	MNR0538VR	Hibbing	Industrial Stormwater Reporting
<input type="radio"/>	WCL Dock #5	MNR0538Z3	Duluth	Industrial Stormwater Reporting
<input type="radio"/>	Waste Management - Baxter	MNR053B4X	Baxter	Industrial Stormwater Reporting

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

Continue

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.)

1 - Select a Facility

2 - Reporting Year Selection

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REPORTING YEAR SELECTION

Select the reporting year to enter data for.
Reports can only be submitted after December 31st of the reporting year.
For example, the 1/1/2021-12/31/2021 annual report may be submitted any time after 12/31/2021.

Current Reporting Year

Select	Reporting Year	Report due date	Previously submitted?
<input type="radio"/>	01/01/2021 - 12/31/2021	03/30/2022	No

Previous Reporting Year(s)

Select	Reporting Year	Report due date	Previously submitted?
<input checked="" type="radio"/>	01/01/2020 - 12/31/2020	03/31/2022	No

Continue

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.

1 - Select a Facility

2 - Reporting Year Selection

3 - Inspections

4 - Stormwater Pollution Prevention Plan

5 - Spills and Leaks

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INSPECTIONS

Please complete the required information regarding the monthly inspections that occurred at your site. To add additional rows for a new inspection, click "Add Row".

Inspection Month	No Inspection conducted	Inspection Date (MM/DD/YYYY)	Did the inspection occur during a runoff event?	Were BMPs functioning as designed?	If no, was it corrected within 7 days or was a backup BMP installed within 48 hours?	Was BMP maintenance conducted during inspection?	Were visible sheens or films identified in runoff?	Comments	Remove
January	<input type="checkbox"/>								
February	<input type="checkbox"/>								
March	<input type="checkbox"/>								
April	<input type="checkbox"/>								
May	<input type="checkbox"/>								
June	<input type="checkbox"/>								
July	<input type="checkbox"/>								
August	<input type="checkbox"/>								
September	<input type="checkbox"/>								
October	<input type="checkbox"/>								
November	<input type="checkbox"/>								
December	<input type="checkbox"/>								

Add Row

* Required

Save Continue

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 - Select a Facility

2 - Reporting Year Selection

3 - Inspections

4 - Inspections - Additional Information

5 - Stormwater Pollution Prevention Plan

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Please Note
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INSPECTIONS - ADDITIONAL INFORMATION

Inspection Month	*Reason inspection was not completed	If other, please describe
January	<input type="text"/>	
February	<input type="text"/>	
March	<input type="text"/>	
April	<input type="text"/>	
May	<input type="text"/>	
June	<input type="text"/>	
July	<input type="text"/>	
August	<input type="text"/>	
November	<input type="text"/>	
December	<input type="text"/>	

* Required

SaveContinue

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 waters is available and linked on this page at; <https://pca-gis02.pca.state.mn.us/ISW/>

1 - Select a Facility

2 - Reporting Year Selection

3 - Inspections

4 - Inspections - Additional Information

5 - Stormwater Pollution Prevention Plan

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

STORMWATER POLLUTION PREVENTION PLAN (SWPPP)

*Did you review your SWPPP during the reporting year?:

Yes

*Does your SWPPP accurately reflect facility conditions?:

Yes

*Were any newly exposed significant materials or activities identified during the reporting year?:

Yes

*If yes, was the SWPPP modified to address them?:

Yes

*Did you conduct a review for impaired waters within one mile of your monitoring location(s)?:

Yes

*Was the water added to the impaired waters list during the reporting year?:

Yes

You must update your SWPPP and complete a permit modification if your facility discharges to a newly listed impaired water which may change your benchmark monitoring limits and/or restart your benchmark monitoring. Check for newly listed impaired waters on the Special and Impaired Waters map available at: <https://pca-gis02.pca.state.mn.us/ISW/>

*Has the facility been included in any US EPA approved TMDLs during the reporting year?:

Yes

Summarize any other SWPPP modifications during the reporting year:

Save

Continue

Click Continue.

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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.

SPILLS AND LEAKS

*Did any spills or leaks (pursuant to Minn. Stat. 115.061) occur at the facility during the reporting year?:

* Required

Save Continue

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

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.

SPILLS AND LEAKS

*Did any spills or leaks (pursuant to Minn. Stat. 115.061) occur at the facility during the reporting year?: Yes

*Date	*Substance	*If other, please describe	*Amount	*Units	*Did substance reach waters of the state?	Remove

-- Add Record --

* Required

Save Continue

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

Describe any mobile industrial activities that occurred during the reporting year.

*Required
"Were mobile industrial activities conducted during the reporting year?"

[Save](#) [Continue](#)

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

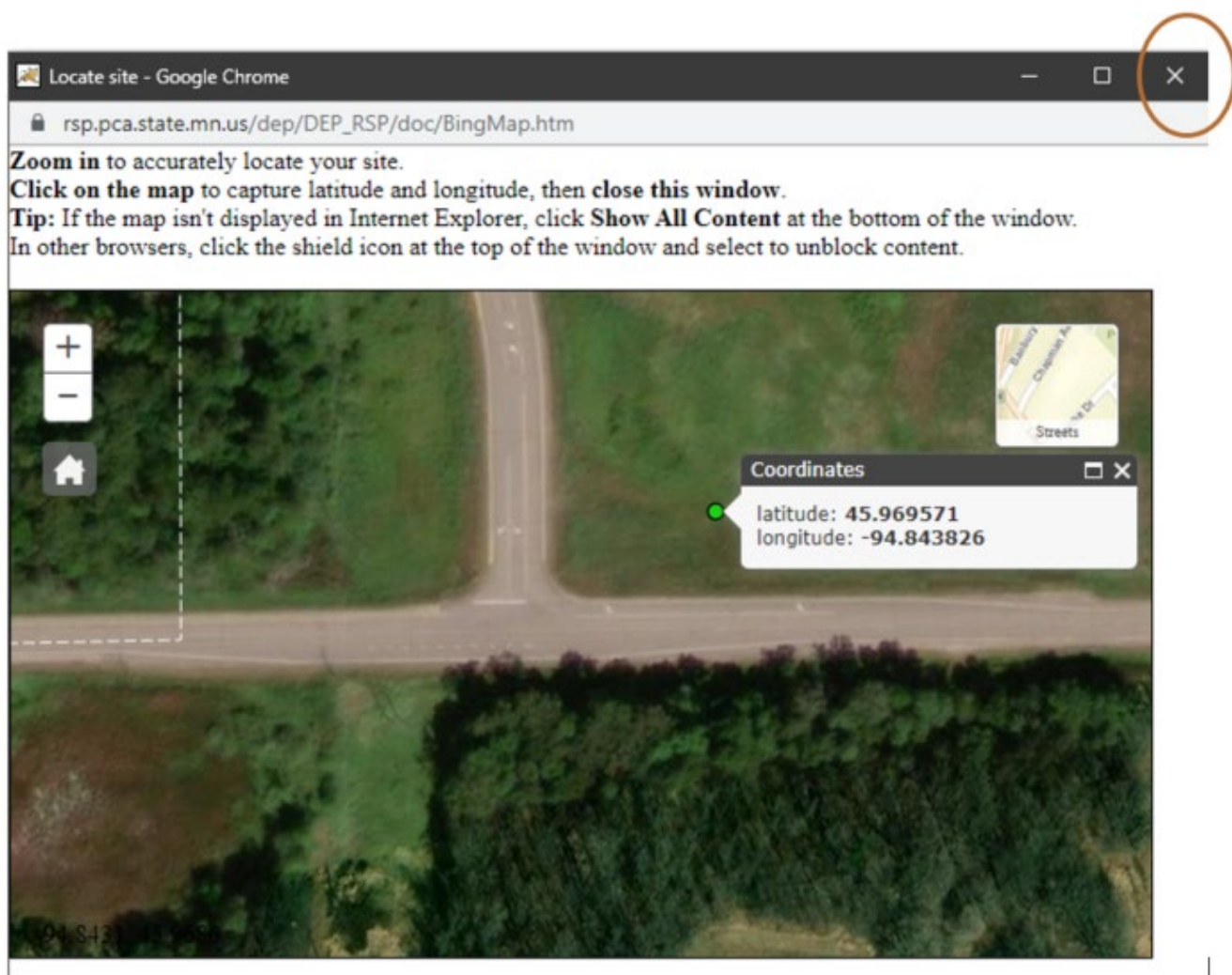
1 - Select a Facility
2 - Reporting Year Selection
3 - Inspections
4 - Inspections - Additional Information
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If you answer **“Yes”** to this question, additional information will be needed as displayed below. You can add additional SIC/Narrative Activities 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.

STAFF TRAINING

Indicate whether industrial stormwater training was completed and the training date(s).

“Was training conducted during the reporting year?” Yes

Date of training	Remove

Add Row

Save **Continue**

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

9 – Certification

Click the blue ribbon under **“Sign Electronically”**.

CERTIFICATION

To sign electronically, please click on the blue ribbon.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Industrial Stormwater Reporting		Not Signed	

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

Send Notifications **Continue**

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

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.

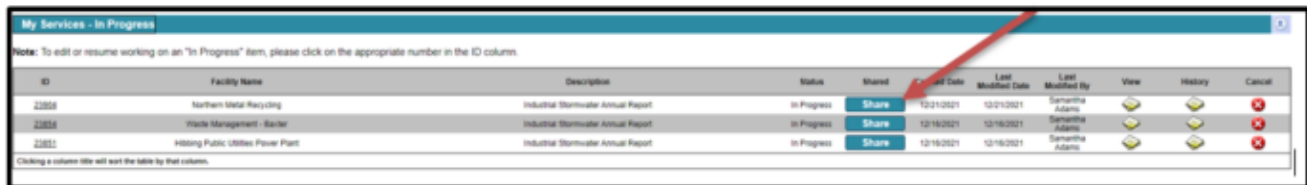
You may also view documents and a copy of the record for submitted items.

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	
23924	Northern Metal Recycling	Industrial Stormwater Annual Report	In Progress	Share	12/21/2021	12/21/2021	Samantha Adams				
23954	Waste Management - Barker	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams				
23951	Hibbing Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams				
Clicking a column title will sort the table by that column.											
My Services - Submitted											
<< < 1234567 > >>											
ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record	
23927	Northern Metal Recycling	Industrial Stormwater Annual Report	Submitted		12/21/2021	12/29/2021	Samantha Adams				
23929	WCL Dock #5	Industrial Stormwater Annual Report	Received		12/22/2021	12/22/2021	Samantha Adams				
23949	WCL Dock #5	Industrial Stormwater Annual Report	Received		12/16/2021	12/16/2021	Samantha Adams				
23751	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		12/16/2021	12/16/2021	Samantha Adams				
23672	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		12/16/2021	12/16/2021	Samantha Adams				
23506	Waste Management - Barker	Industrial Stormwater Annual Report	Received		11/29/2021	11/29/2021	Samantha Adams				
23448	Hibbing Public Utilities Power Plant	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
23445	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
23442	Hevitt Machine & Manufacturing Inc.	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
23432	Northern Metal Recycling	Industrial Stormwater Annual Report	Received		11/24/2021	11/24/2021	Samantha Adams				
Clicking a column title will sort the table by that column.											
<< < 1234567 > >>											

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.

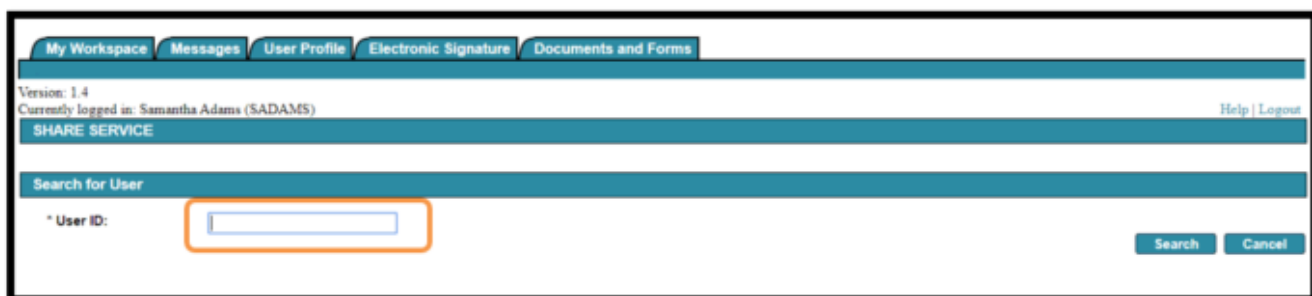


Note: To edit or resume working on an "In Progress" item, please click on the appropriate number in the ID column.

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Cancel
22058	Northern Metal Recycling	Industrial Stormwater Annual Report	In Progress	Share	12/1/2021	12/1/2021	Samantha Adams			
22059	Waste Management - Barker	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams			
22061	Hibbing Public Utilities Power Plant	Industrial Stormwater Annual Report	In Progress	Share	12/16/2021	12/16/2021	Samantha Adams			

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

Enter a user ID of the recipient you wish to share with.



My Workspace Messages User Profile Electronic Signature Documents and Forms

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

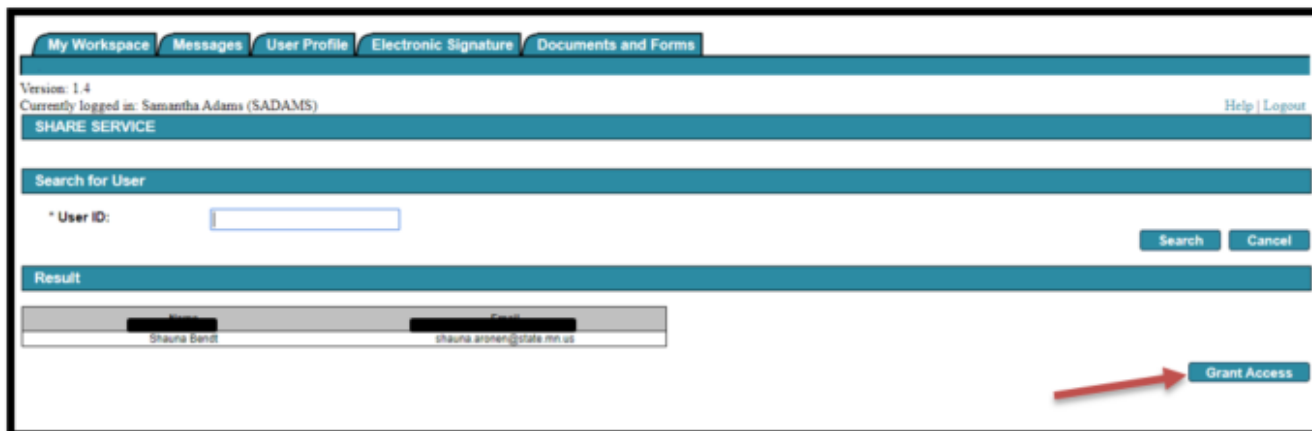
SHARE SERVICE

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

Search for User

* User ID:

[Search](#) [Cancel](#)

Result

Result	Result
Shauna Bendt	shauna.abramen@state.mn.us

[Grant Access](#)