

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

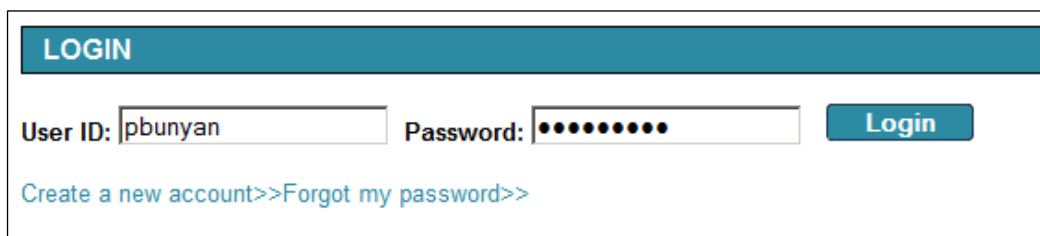
After you complete setting up your account, you are directed to the **Login** page.

*If you have not created an account, please access this guidance for assistance:

<https://www.pca.state.mn.us/sites/default/files/p-gen1-17.pdf>

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**.



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.

Services Requiring Facilities

Aboveground Storage Tanks
☐ Aboveground Storage Tank Issuance or Reissuance Permit

All Programs
☒ Notification of Permit Termination

Feedlot
☐ Feedlot Annual Report

Water Quality
☐ Discharge Monitoring Report

Air
☐ Administrative Amendment Service
☐ Air Dispersion Modeling
☐ Individual Permit Reissuance

Citizen Water Monitoring
☐ Citizen Water Monitoring

Industrial Stormwater
☒ Industrial Stormwater Monitoring Reports

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	X	X

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

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 Facilities

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 with your user account. Some online services require you to have a facility associated with your account. Enter or select information about the facility you are looking for and click **Search**. If you are creating an account and don't know if you need an associated facility, click **Complete Setup**. You can add a facility later if you need it.

Recommended ways to search include:

- Alternate/Historic Name/ID: Enter your permit number or site ID in this field. This field accepts alpha and numeric values. To refine your search, select an option from the Facility User Group list in combination with entering the permit number or site ID. For example - enter your 8-digit air permit number and select "Air Permit Number" as the Facility User Group.
- Facility Name: Enter your facility name in this field. You can enter partial values followed by an asterisk(*) to search for all records that begin with that value. For example, entering "Car*" in the Facility Name field would return all facilities whose names begin with "Car," such as "Carpet Cleaning"
- Facility ID: Enter your Agency Interest (AI) ID here. This field accepts numeric values only. MPCA staff can help you retrieve this ID number if you do not know it.

You must enter search terms in at least one field before clicking the Search button

Facility ID:

Facility Name:

Alternate/Historic Name/ID:

Address:

County:

Municipality:

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

Facility ID:

Facility Name:

Alternate/Historic Name/ID:

Address:

County:

Municipality:

ZIP:

Facility Type:

Facility User Group: Industrial Stormwater Preferred ID

Search
Return

Click Search.

- 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** () icon.

FACILITY SEARCH RESULTS

Selected	Facility	Facility ID	Physical Address	View
☒	Howards Point Marina	1554814	5400 Howards Point Rd Shorewood, MN 55331	
☐	Howe Co	1546408	4821 Xerxes Ave N Minneapolis, MN 55430-3709	
☐	Howe Elementary School	1437328	3733 43rd Ave S Minneapolis, MN 55406	

Clear/Check All
Add More Facilities
Continue

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

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SELECT ACCESS TYPE

Please select an Access Type for each facility added.

Facility Name	Facility ID	Current Access Type	Change Access Type to	Cancel Access Request
Up North Plastics, Inc.	6795	No Access	No Change No Change Aboveground Storage Tank Signatory Air General User Air Signatory CSW Certifier Citizen Monitoring Volunteer DMR Signatory Feedlot General User Feedlot Signatory Hazardous Waste Signatory Industrial Stormwater Reporting Industrial Stormwater Signatory MS4 Signatory SSTS Signatory Solid Waste Signatory Wastewater General User Wastewater Signatory	

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

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Orchestration Version: 25

Continue

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

Document Name

MPCA e-Services Portal Electronic Signature Submittal Agreement (SW)

Continue

- Complete the form and send it in following the instructions on the form.
- Click **Continue**.
- 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*.

My Facilities

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

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
Dummy Facility 210	935015	N/A	Air Signatory	Pending				
Dummy Facility 213 v2.1031	935071	N/A	Air Signatory	Granted				

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

Add Facilities

Part 2: Entering data

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

Logging into MPCA e-Services

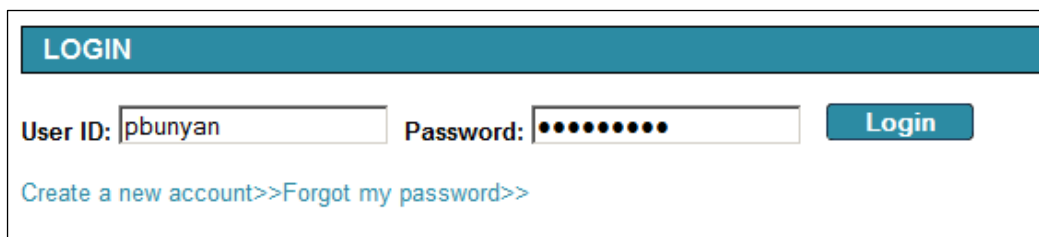
After you complete setting up your account, you are directed to the **Login** page.

*If you have not created an account, please access this guidance for assistance:

<https://www.pca.state.mn.us/sites/default/files/p-gen1-17.pdf>

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**.



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.



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 Messages User Profile Electronic Signature Documents and Forms

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1 - Select a Facility
2 - Permit Selection
3 - Manage Monitoring Reports

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

FACILITY SELECTION
Select the radio button adjacent to the facility you wish to submit monitoring data for and click continue.

Select	Facility	Facility ID	Municipality	Access Type
☒	Hibbing Public Utilities Power Plant	1145	Hibbing	Industrial Stormwater Reporting
☐	Wisconsin Central Limited Dock #5	147888	Duluth	Industrial Stormwater Reporting

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

[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.

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1145
Hibbing Public Utilities Power Plant

1 - Select a Facility
2 - Permit Selection
3 - Manage Monitoring Reports

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

PERMIT SELECTION
Select the radio button adjacent to the permit you wish to submit monitoring data for and click continue.

Select	Permit	Effective Dates
☒	MNR0538VR	01/01/2018 - 12/31/2028

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

[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.

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1145
Hibbing Public Utilities Power Plant

1 - Select a Facility
2 - Permit Selection
3 - Manage Monitoring Reports

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

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 By: [Filter Grid](#)

Monitoring Period	Report Type	Due Date	Status	Status date	Enter Monitoring Data
04/01/2020 - 06/30/2020	Benchmark	07/21/2020	Available		

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

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.*

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

Click the blue ribbon.

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.

ELECTRONIC SIGNATURE - SINGLE APPLICATION - INDUSTRIAL STORMWATER REPORTING

Electronic Signature of the Industrial Stormwater Reporting

Service ID	Submitter Type	Creation Date	View
21779	Industrial Stormwater - Industrial Stormwater Monitoring Reports - Industrial Stormwater Monitoring Reports	12/30/2020	

The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or other data submittals. In order to file electronically, I certify and acknowledge that:

- I am the e-Services account holder.
- I am the authorized representative for the entity associated with my electronic signature credential.
- I submitted a signed original Electronic Signature Submittal Agreement/Industrial Stormwater regulatory registration form to the MPCA and received authorization for electronic document submittal.
- 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 with 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 direction or supervision in accordance with a system designed to ensure 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 7001.0075)

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)

Electronic Signature PIN

*Electronic Signature PIN: (Case-Sensitive)

* Required
Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

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.

CERTIFICATION

Click the blue ribbon icon to sign electronically.
After you have signed electronically, click Continue to complete your submittal.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Samantha Adams	Industrial Stormwater Reporting	Signed on 12/30/2020	Continue

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

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.

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 By: 10/01/2020 - 12/31/2020

Monitoring Period	Report Type	Due Date	Status	Status date	Enter Monitoring Data
07/01/2020 - 09/30/2020	Benchmark	10/21/2020	Available		
10/01/2020 - 12/31/2020	Benchmark	01/21/2021	Available		
01/01/2020 - 12/31/2020	Effluent	01/21/2021	Available		

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

Submitted Monitoring Reports

Filter By:

Monitoring Period	Report Type	Submitted Date	Last Amendment Date	Copy of Record	Amend Monitoring Data
04/01/2020 - 06/30/2020	Benchmark	12/30/2020			
01/01/2020 - 03/31/2020	Benchmark	12/08/2020			
04/01/2019 - 06/30/2019	Benchmark	11/02/2020	11/18/2020		
10/01/2019 - 12/31/2019	Benchmark	11/15/2020			
01/01/2019 - 12/31/2019	Effluent	11/16/2020			
07/01/2019 - 09/30/2019	Benchmark	11/16/2020			
01/01/2019 - 03/31/2019	Benchmark	11/02/2020			
10/01/2018 - 12/31/2018	Benchmark	11/02/2020			
01/01/2018 - 12/31/2018	Effluent	11/02/2020			
07/01/2018 - 09/30/2018	Benchmark	11/02/2020			

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.*

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Hibbing Public Utilities Power Plant Help | Logout

MONITORING DATA ENTRY

Select the appropriate monitoring location, then enter if a sample was taken or not. If no sample was taken, please indicate the reason. If a sample was taken, enter the result, sample type, and the date the sample was taken on. The permittee must attempt to collect a stormwater sample within the first 30 minutes of a discharge. If an automated sampler is being used, the device must collect one sample during the first 30 minutes of discharge or the device must collect samples throughout the discharge. MONITORING REPORTS MUST BE ENTERED IN CHRONOLOGICAL ORDER. You may click "next location" to enter additional monitoring results for additional monitoring locations. When you are finished, you may click continue.

Monitoring Location: SD 001 Storm sewer of SE corner of

Monitoring Period: 04/01/2020 - 06/30/2020

Monitoring Location 1 of 6

Sample Taken: ☒ Yes ☐ No If no sample taken, please select reason: If other, please describe:

Benchmark Met	Parameter	Result	Units	Statistical Basis	Limit/Benchmark Value	Sample Type	Sample Date
Yes	Iron, Total (as Fe)		milligrams per liter	benchmark value	< 1.0 milligrams per liter		
Yes	Solids, Total Suspended (TSS)		milligrams per liter	benchmark value	< 100 milligrams per liter		

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 By:					Filter Grid
Monitoring Period	Report Type	Due Date	Status	Status Date	Enter Monitoring Data
01/01/2021 - 03/31/2021	Benchmark		Benchmark Met	11/04/2020	

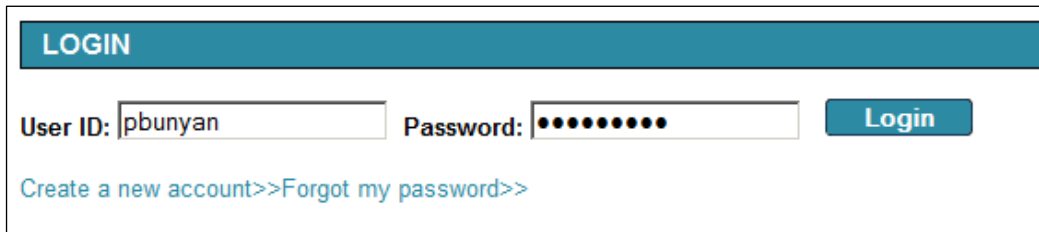
Clicking a column title will sort the table by that column.

Part 3. Amending data

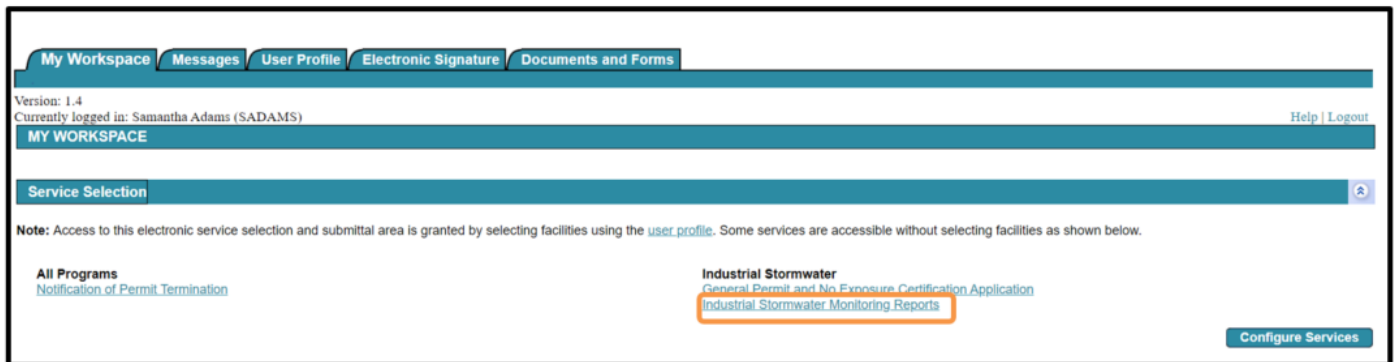
Amending a monitoring entry

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.
5. Click **Login**.



Click on Industrial Stormwater Monitoring Reports.

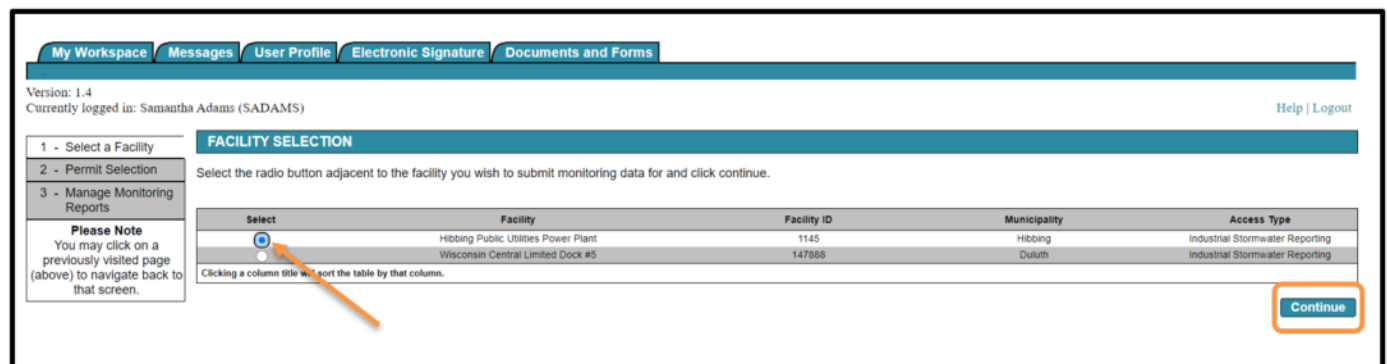


If you have properly added your facilities in Part 1, you will see your facility(ies) populated below Facility Selection.

**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.



Select	Facility	Facility ID	Municipality	Access Type
☐	Hibbing Public Utilities Power Plant	1145	Hibbing	Industrial Stormwater Reporting
☐	Wisconsin Central Limited Dock #5	147666	Duluth	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 Messages User Profile Electronic Signature Documents and Forms

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PERMIT SELECTION

Select the radio button adjacent to the permit you wish to submit monitoring data for and click continue.

Select	Permit	Effective Dates
☐	MNR0536VR	01/01/2016 - 12/31/2026

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

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

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.

MANAGE MONITORING REPORTS

This page displays the monitoring reports available for submittal. Select the yellow flag 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 input from this screen if you have submitted your monitoring data.

Monitoring Reports

Filter By: 11/01/2020 - 12/31/2020 Filter Count

Monitoring Period	Report Type	Due Date	Status	Status Date	Enter Monitoring Data
07/01/2020 - 08/31/2020	Stormwater	10/21/2020	Available		
09/01/2020 - 10/31/2020	Stormwater	10/21/2020	Available		
11/01/2020 - 12/31/2020	Effluent	01/21/2021	Available		

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

Submitted Monitoring Reports

Filter By: 12 2

Monitoring Period	Report Type	Submitted Date	Last Amendment Date	Copy of Record	Amend Monitoring Data
06/01/2020 - 06/30/2020	Stormwater	12/01/2020			
07/01/2020 - 07/31/2020	Stormwater	12/01/2020			
08/01/2020 - 08/31/2020	Stormwater	11/02/2020	11/02/2020		
09/01/2020 - 09/30/2020	Stormwater	11/02/2020			
10/01/2020 - 10/31/2020	Stormwater	11/02/2020			
11/01/2020 - 11/30/2020	Stormwater	11/02/2020			
12/01/2020 - 12/31/2020	Stormwater	11/02/2020			
01/01/2021 - 01/31/2021	Effluent	11/02/2020			
02/01/2021 - 02/28/2021	Stormwater	11/02/2020			

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.

- 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.
- Once data entry is complete for all locations click Continue.

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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.

Monitoring Location: SD 001 Storm sewer of SE corner of Go

Monitoring Period: 04/01/2020 - 06/30/2020

Monitoring Location 1 of 6

Benchmark Met	Parameter	Result	Units	Statistical Basis	Limit/Benchmark Value	Sample Type	Sample Date	Reason for Amendment
Yes	Iron, Total (as Fe)		milligrams per liter	Benchmark value	< 1.0 milligrams per liter			
Yes	SODI, Total Suspended (TSS)		milligrams per liter	Benchmark value	< 100 milligrams per liter			

Previous Location Next Location Cancel Save Continue

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

Click the blue ribbon.

My Workspace Messages User Profile Electronic Signature Documents and Forms

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CERTIFICATION

Click the blue ribbon icon to sign electronically.
After you have signed electronically, click Continue to complete your submittal.

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

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.

ELECTRONIC SIGNATURE - SINGLE APPLICATION - INDUSTRIAL STORMWATER REPORTING

1 - Monitoring Data Entry
2 - Certification

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

Electronic Signature of the Industrial Stormwater Reporting

Service ID	Submital Type	Creation Date	View
21779	Industrial Stormwater - Industrial Stormwater Monitoring Reports - Industrial Stormwater Monitoring Reports	12/30/2020	

The Minnesota Pollution Control Agency (MPCA) has electronic filing standards for reports or other data submittals. In order to file electronically, I certify and acknowledge that:

- I am the e-Services account holder.
- I am the authorized representative for the entity associated with my electronic signature credential.
- I submitted a signed original Electronic Signature Submittal 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 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 with 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 direction or supervision in accordance with a system designed to ensure 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 7091.0275)

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)

Electronic Signature PIN

*Electronic Signature PIN: (Case-Sensitive)

* Required

Certification of your PIN constitutes an electronic signature of this submittal in accordance with the aforementioned statement.

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.

CERTIFICATION

1 - Monitoring Data Entry
2 - Certification

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

Click the blue ribbon icon to sign electronically.
After you have signed electronically, click Continue to complete your submittal.

Required	Name	Signature Type	Signature Status	Sign Electronically
	Samantha Adams	Industrial Stormwater Reporting	Signed on 12/30/2020	

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

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”.

My Workspace | Messages | User Profile | Electronic Signature | Documents and Forms

Version: 1.4
Currently Signed as: 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.

Service Selection	Configure Services
Hazardous Waste Notification of Reported Release Activity Hazardous Waste Generator Access Application	Industrial Stormwater General Permit and No Exposure Certification Application

My Facilities

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

Facility Name	Facility ID	Program	Access Type	Access Status	Change Access	Manage Security	View	Remove
Circle K Fuel Facility	1234567	SPR	No Access	Created				

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

My Services - In Progress

Note: To add or remove working on an "In Progress" item, please click on the appropriate number in the ID column.
You do not have any "In Progress" Services.

My Services - Submitted

You do not have any "Submitted" Services.

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 onlineservices.pca@state.mn.us 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.