
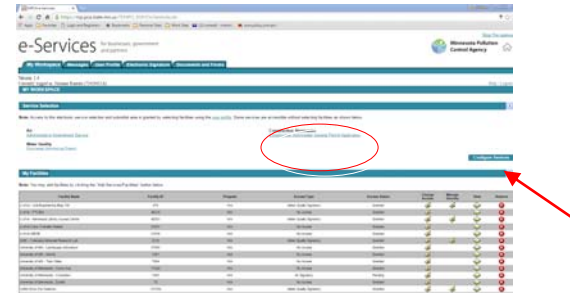




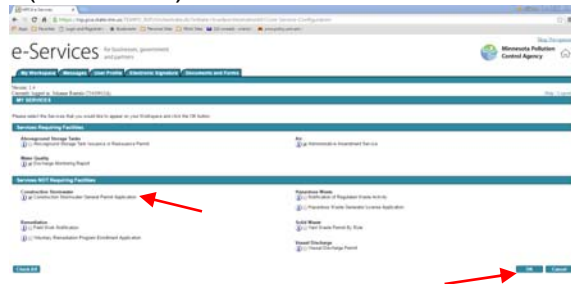
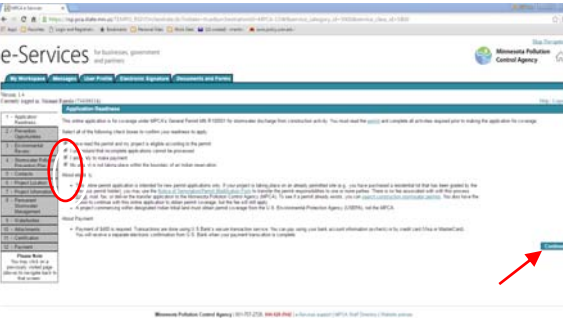

Applying for a Construction Stormwater (CSW) Permit Online Application Process

- Procedure summary** Use this procedure to prepare, draft, get approval, and submit an electronic CSW permit application form for a project requiring general coverage under the MPCA General Construction Stormwater permit. *Note: Hard copy permit applications are only allowed under specific circumstances that generally don't apply to University projects.*
- Start** After DEHS approves MS4 Project Initiation Form and Stormwater Pollution Prevention Plan (SWPPP) for the project.
- Materials**
- Completed and approved DEHS MS4 Project Initiation Form
 - Access to University Project Manager and planning documents
 - Online access and e-Services account.
 - Payment Method
- Notes** Refer to the DEHS construction stormwater webpage for complete procedures, templates and forms referenced in this SOP:
http://www.dehs.umn.edu/envircomp_swm_csw.htm.



If the e-Services session gets interrupted mid-process, log back in and look for the draft application in the “My Services – In Progress” window on the “My Workspaces” page. Click on the ID for the application of interest to open the in-progress application.

Actions:	Do This:
<p>1. Open the MPCA e-Services page and Login.</p> 	<p>a. Open the MPCA e-Services web page at: https://rsp.pca.state.mn.us.</p> <p>b. Login to your Online Services account, or create a new account, if this is your first time to the site.</p>
<p>2. Create a new CSW Permit Application.</p> 	<p>a. The main e-Services page consists of several tabs, with the navigational screens for permit application on the “My Workspace” tab. This is the tab presented on login.</p> <p>b. Select “Construction Stormwater General Permit Application” from the “Service Selection” part of the page.</p> <ul style="list-style-type: none"> • If “Construction Stormwater” services have not been configured, this option will not be available. • Add Construction Stormwater services by clicking on the “Configure Services” button.



Actions:	Do This:
<p>2. (continued)</p> 	<ul style="list-style-type: none"> Click on the “Construction Stormwater General Permit Application” box and click the “OK” button to return to the “My Workspace” page
<p>3. Complete Application Readiness screen.</p> 	<ol style="list-style-type: none"> Click on all four boxes on the application readiness page. Click on the “Continue” button to move to the next screen.
<p>4. Complete Prevention Opportunities screen.</p> 	<ol style="list-style-type: none"> Answer the two pollution prevention questions on this screen. Click on the “Continue” button to move to the next screen.

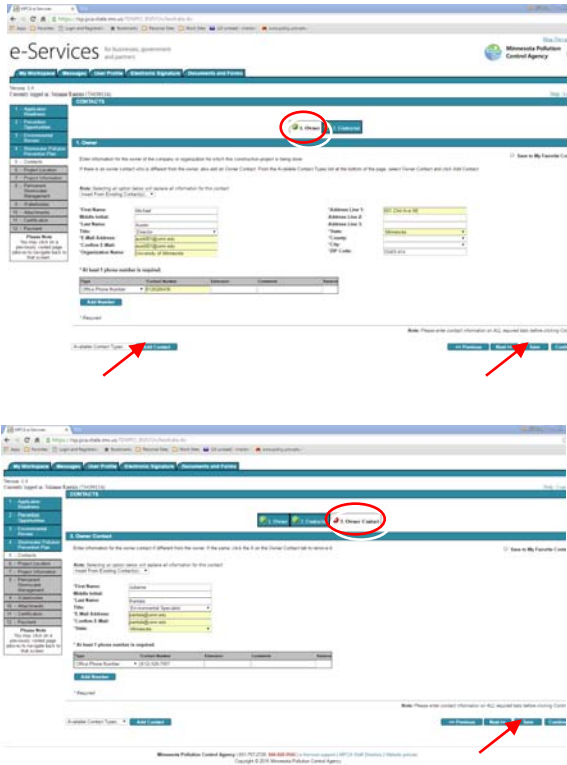


Actions:	Do This:
<p>5. Complete Environmental Review screen.</p> 	<p>a. Using information provided by the University Project Manager and/or planning documents for the project, complete the questions on this page.</p> <ul style="list-style-type: none"> • DEHS staff are involved in project planning and will inform University Project Managers if Environmental Review requirements are triggered by the project. • If an environmental review was required but is not yet complete, consult with DEHS staff before applying for the permit. <p>b. Click on the “Continue” button to move to the next screen.</p>
<p>6. Complete the Stormwater Pollution Prevention Plan screen.</p> 	<p>a. Answer the questions on the Stormwater Pollution Prevention Plan screen using the DEHS-approved MS4 Project Initiation Form.</p> <ul style="list-style-type: none"> • Approval of the DEHS form indicates that SWPPP review is complete and approved. • Impaired water listings are provided on the DEHS-approved MS4 Project Initiation Form and are also included on a table in the narrative portion of the DEHS-approved SWPPP. • Appendix A provisions are included, if applicable, in a DEHS-approved SWPPP. Most impairment listings are not sediment-based, and are therefore not typically addressed in the SWPPP. <p>b. Click on the “Continue” button to move to the next screen.</p>



Actions:

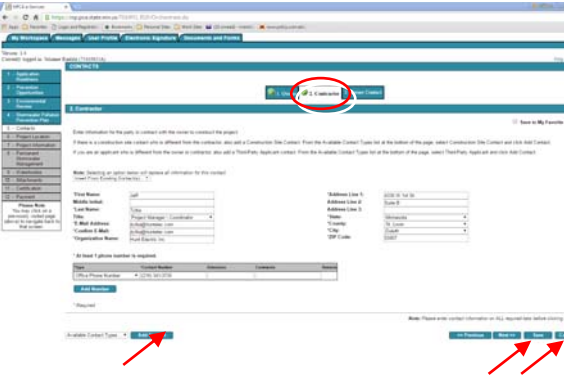
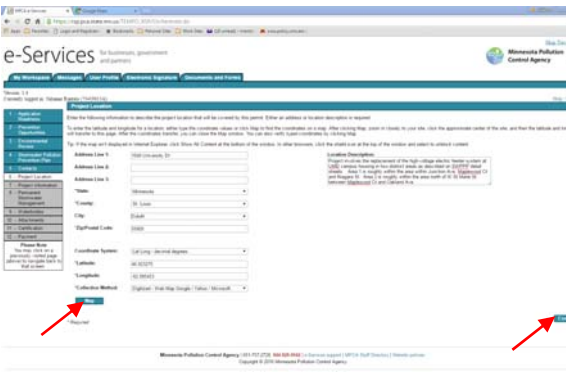
7. Complete the 'Owner' tab in Contacts screen.



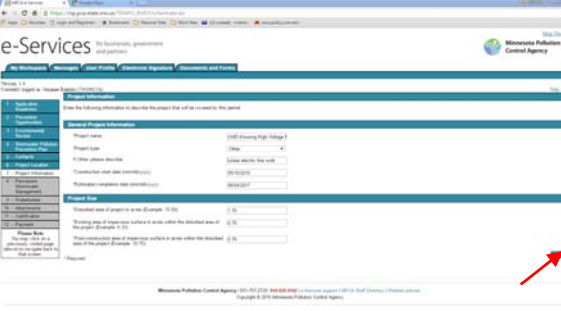

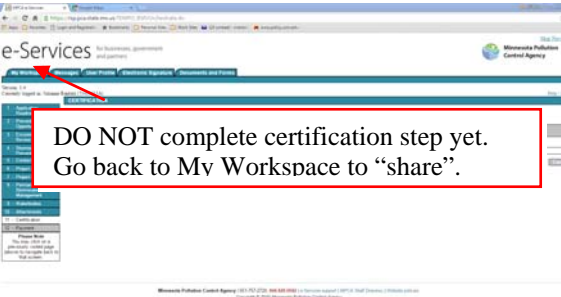
Do This:

- a. For projects affiliated with the Twin Cities campus, add the primary owner contact for the University on the "1. Owner" contact screen presented:
 - first name, last name, title: Michael Austin, Director
 - email: austi001@umn.edu
 - Organization Name: University of Minnesota
 - Address Line 1, State, County: 501 23rd Ave SE, MN, Hennepin
 - City, Zip Code: Minneapolis, 55414
- b. In the table below the contact address, select "Office Phone Number" from the "Type" drop-down list and add (612) 626-6436 to the "Contact Number" column.
- c. Click on the "Save" button.
- d. Select "Owner Contact" from the dropdown to the left of the "Add Contact" button and click on "Add Contact" to add a second contact to the permit application.
- e. A new "Owner Contact" tab will be created and presented. Add the following contact information:
 - first name, last name, title: Julianne Rantala, Environmental Specialist
 - email: jrantala@umn.edu
 - Organization Name: University of Minnesota
 - Address Line 1, State, County: 501 23rd Ave SE, MN, Hennepin
 - City, Zip Code: Minneapolis, 55414
- f. In the table below the contact address, select "Office Phone Number" from the "Type" drop-down list and add 6126267657 to the "Contact Number" column.
- g. Click on the "Save" button.
- h. Projects on other campuses may have different owner contacts. Consult with DEHS staff for correct information.

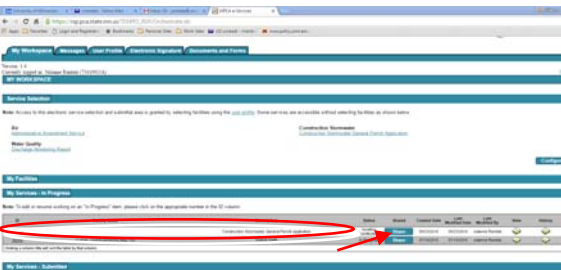




<p>Actions:</p> <p>8. Complete the ‘Contractor’ tab in Contacts screen.</p> 	<p>Do This:</p> <p>a. Click on the “2. Contractor” tab and add the primary contractor contact information.</p> <ul style="list-style-type: none"> If the contact person is the same as the person logged in, you can fill in the screen by selecting yourself from the “Insert from Existing Contact(s)…” drop-down listing. This will prefill all of the address and contact information. If different or additional contractor contacts are needed, enter contacts and/or add new contacts using the “Add Contacts” process described above. <p>b. Click on the “Save” button between entering each contact to avoid losing entered information.</p> <p>c. Click on the “Continue” button.</p> <p>d. Select addresses on the “USPS Address Validation” screen, if presented. Click on the “Continue” button.</p>
<p>9. Complete the Project Location screen.</p> 	<p>a. Complete either “Address Line 1” or the “Location Description” to describe the location of the project.</p> <ul style="list-style-type: none"> For linear projects, use the “Location Description” field; for other types of projects, use the official project address (see project documentation or DEHS-approved MS4 Project Initiation Form). <p>b. Complete the latitude and longitude spaces for the project address.</p> <p>c. Click on the “Map” button to determine the coordinates associated with the project. The “Latitude”, “Longitude” and “Collection Method” will automatically populate the e-Services screen.</p> <p>d. Click on the “Continue” button to save and move to the next screen.</p>

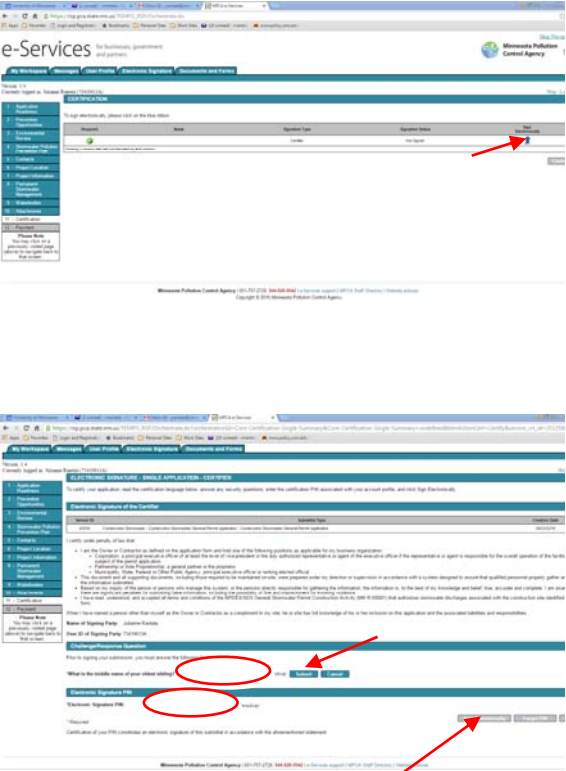


<p>Actions:</p> <p>10. Complete the Project Information screen.</p> 	<p>Do This:</p> <p>a. Indicate the project name using the following naming convention:</p> <ul style="list-style-type: none"> • UMxx-project name (project number), for example, the project in the example is UMD-Housing High Voltage Feeder Replacement (03-500-16-1493). An example project affiliated with the Twin Cities campus is UMTC-Bell Museum and Planetarium (02-489-15-1409). • Project size and disturbed areas can be found on the MS4 Project Initiation form. <p>b. Click on the “Continue” button to save and move to the next screen.</p>
<p>11. Complete the Waterbodies screen.</p> 	<p>a. Indicate whether there are waters within 1 mile of the site.</p> <ul style="list-style-type: none"> • Assume any waterbody within a mile will receive stormwater and enter the information. Waterbody information can be found on the DEHS-approved MS4 Project Initiation Form. • Click on the “Add Row” button to add additional waters. <p>b. Click on the “Continue” button to save and move to the next screen.</p>
<p>12. “Share” draft permit application with University staff.</p> 	<p>a. STOP WORKING on the electronic draft here.</p> <p>b. Prior to completing the certification and payment steps, exit the permit application and “share” the digital file with University SWPPP contact for review.</p> <p>c. To “Share”, click on the “My Workspace” tab from any screen.</p>



Actions:	Do This:
<p>12. (continued)</p>  	<p>c. Scroll to the “My Services – In Progress” window on the My Workspace page and click on the “Share” button next to the in progress permit application of interest.</p> <p>d. When the Share Service screen is presented, indicate the University SWPPP contact’s User ID in the field provided.</p> <ul style="list-style-type: none"> • For UMD Projects: EJARLSON → Erik Larson • For UMTC and other projects: 73419613A → Julianne Rantala <p>e. Click on the “Search” button.</p>
<p>13. Grant access to the draft permit application.</p> 	<p>a. When the Result window is presented, click on the “Grant Access” button.</p> <ul style="list-style-type: none"> • An email will be sent by the e-Services system to the user granted access. • The granted user may review and edit the electronic file and make changes to any of the pages. • The University SWPPP contact will review the draft information for consistency, completeness and accuracy, making changes as necessary. • The University SWPPP contact will contact the contractor contact indicated on the “2. Contractor” screen of the draft permit application when review has been completed.



Actions:	Do This:
<p>14. Complete certification of the permit application.</p> 	<ol style="list-style-type: none"> Open the MPCA e-Services web page at: https://rsp.pca.state.mn.us and login to your Online Services account. Scroll to the “My Services – In Progress” window on the My Workspace page, and click on the underlined “ID” for the in progress permit application of interest. Using the left-hand navigational menu and the “Continue” buttons at the bottom of each page, review each page and advance to the “Certification” screen. On the Certification screen, click on the blue ribbon icon to “sign electronically”. <ul style="list-style-type: none"> Note that the “Continue” button will not be available until the electronic signature screen has been completed successfully. Enter the answer to the Challenge question and click on the “Submit” button. <ul style="list-style-type: none"> Note that the Electronic Signature PIN field will not be available until the challenge question is validated. Enter your Electronic Signature PIN and click on the “Sign Electronically” button
<p>15. Complete Payment of the permit application.</p>	<ol style="list-style-type: none"> Using the screen presented, enter payment information and submit payment. After payment, the contacts in the permit application will receive an email indicating that a permit application has been successfully submitted and is being processed. Typically on the day following submittal of the permit application, another set of emails will be sent to the contacts in the permit application to indicate that the letter of coverage and Coverage Card are available on the e-Services site. <ul style="list-style-type: none"> Print the Coverage Card and post in the job site trailer. Wait until the effective date indicated on the Coverage Card to begin earth disturbing work.
<p>Result</p> <p>Task standards</p>	<p>A permit covering stormwater discharges associated with an earth disturbing project on University-owned or operated property is issued by the MPCA.</p> <ul style="list-style-type: none"> Permit application data is complete and accurate, and consistent with University conventions. Permit application data is reviewed and approved by all Permittees prior to application submittal.