Notification of permit termination e-Service

This guide takes you through submitting a permit termination request using e-Services

To complete this e-Service you must have:

- An e-Services account. If you do not have an account, learn how to create one here: Getting started with MPCA e-Services https://www.pca.state.mn.us/sites/default/files/p-gen1-17.pdf

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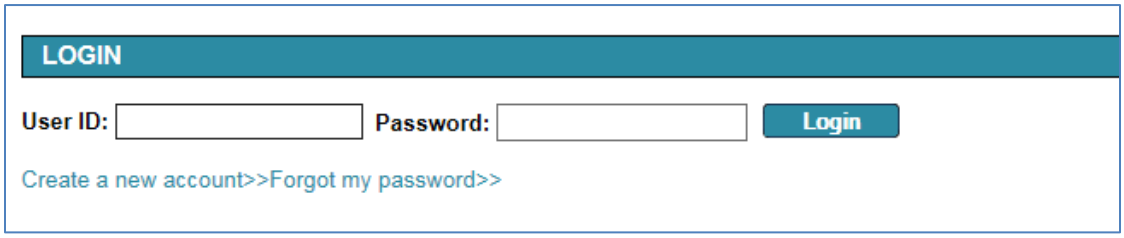
Submit a permit termination request

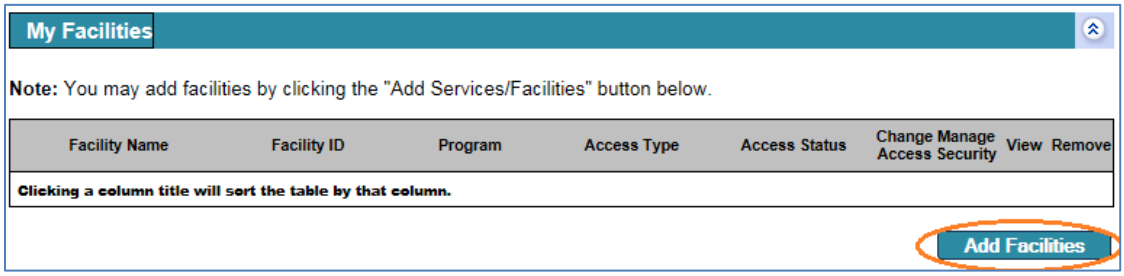
Follow these instructions to access and complete the Notification of Permit Termination e-Service.

Log in and set up permit access

1. Log in to your e-Services account at: https://rsp.pca.state.mn.us/



2. On the My Workspace page, click **Add Facilities**.

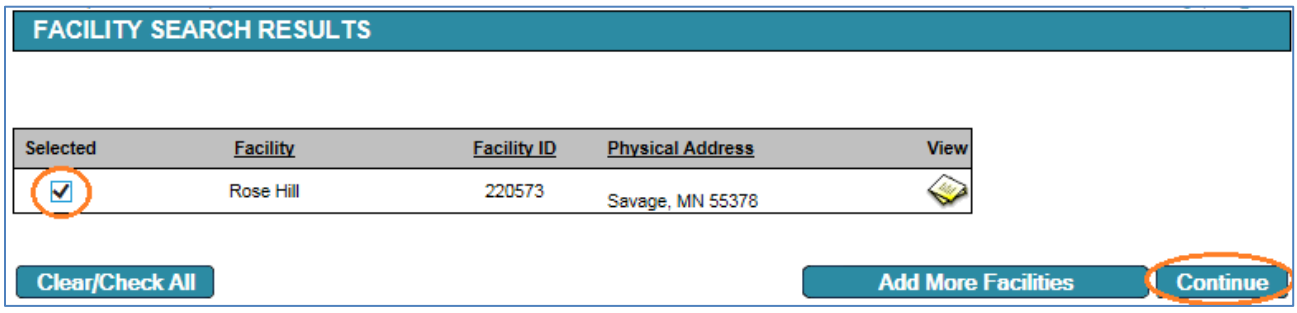


3. On the Facility Search page, enter any information about the facility you are looking for. Then click **Search**.

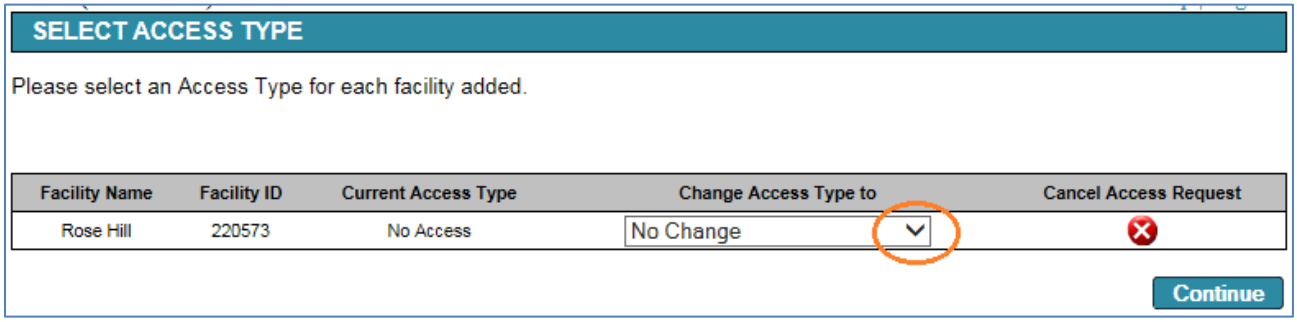
   Tip: Search by entering your permit number in the **Alternate/Historic Name/ID** field.

4. In the list of facilities returned by your search, select the check box next to the facility you want to add to your account.

   To save your selected facility and add more facilities, click **Add More Facilities**. To save your selected facility without adding more facilities, click **Continue**.



5. Select the account access level by clicking the drop-down menu under **Change Access Type to**. Then click **Continue**.

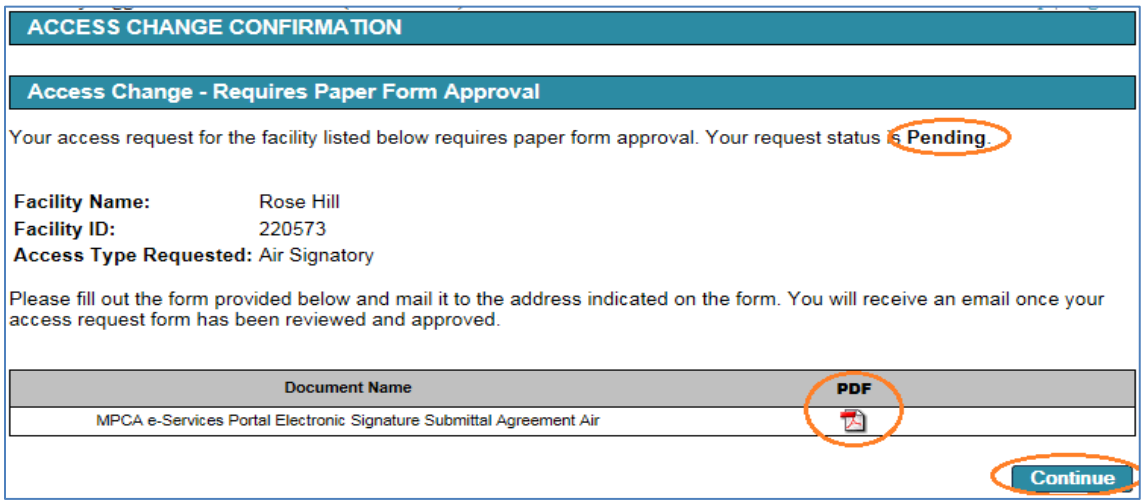


6. Use the table below to help you determine which access type you need.

Permit Program	Access Type
Air Quality	Air Signatory
Aboveground Storage Tanks	Aboveground Storage Tanks Signatory
Construction Stormwater	CSW Certifier
Feedlots	Feedlot Termination
Hazardous Waste	Hazardous Waste Signatory
Industrial Stormwater	Industrial Stormwater Termination
Municipal Stormwater	MS4 Termination
Solid Waste	Solid Waste Signatory
Wastewater	Wastewater Termination

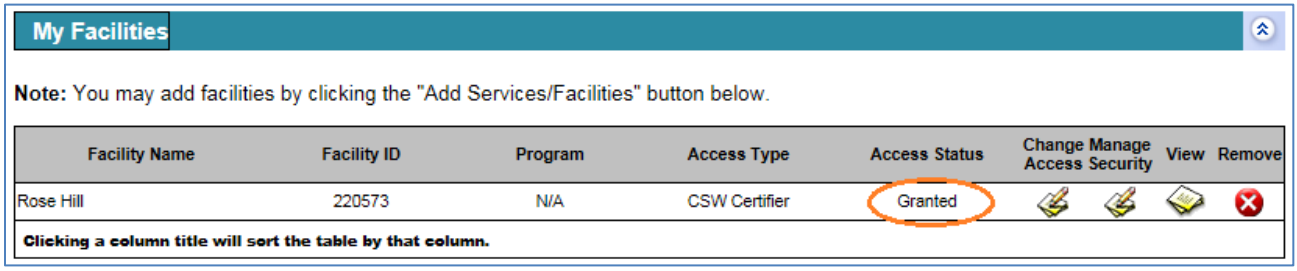
7. On the Access Change Confirmation screen:

   a. **For Air Signatory access only**: Click the PDF icon to download and print a copy of the submittal agreement form. Complete the form and mail it to the address indicated on the form. Then click **Continue**.



b. For all other access types, simply click **Continue**.

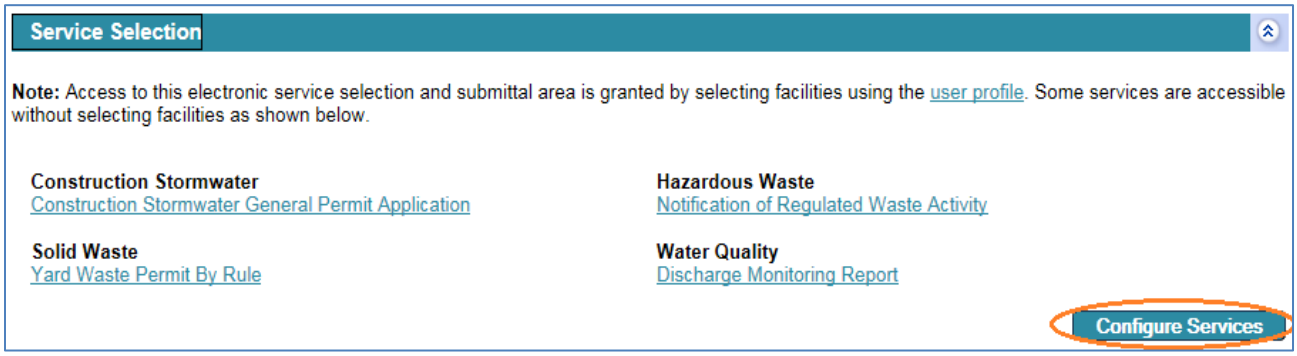
8. On the My Workspace page under My Facilities, your facility access will display as *Granted*.



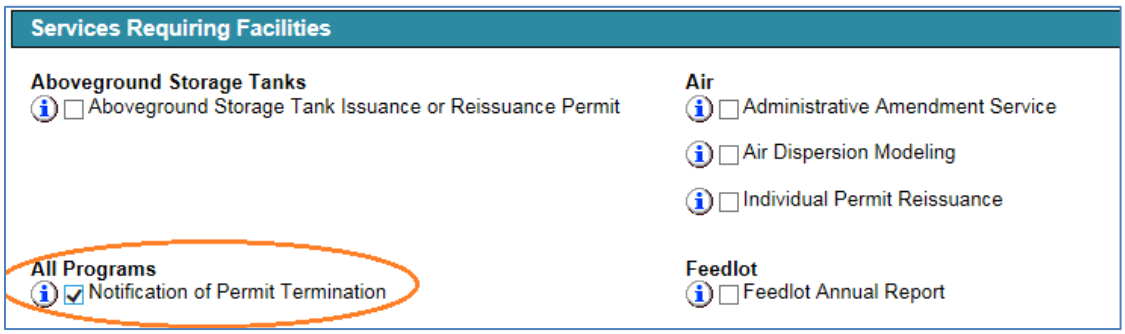
a. If you requested Air Signatory access and mailed in the submittal agreement form, you will receive an email once your submittal agreement has been processed. In addition, on the My Workspace page, the Access Status will change from *Pending* to *Granted*.

Add the e-Service to your My Workspace page

1. On the My Workspace page, click **Configure Services**.



2. Select the check box next to **Notification of Permit Termination.** This service is listed under Services Requiring Facilities, All Programs. Select any other services that you want to display in your workspace.

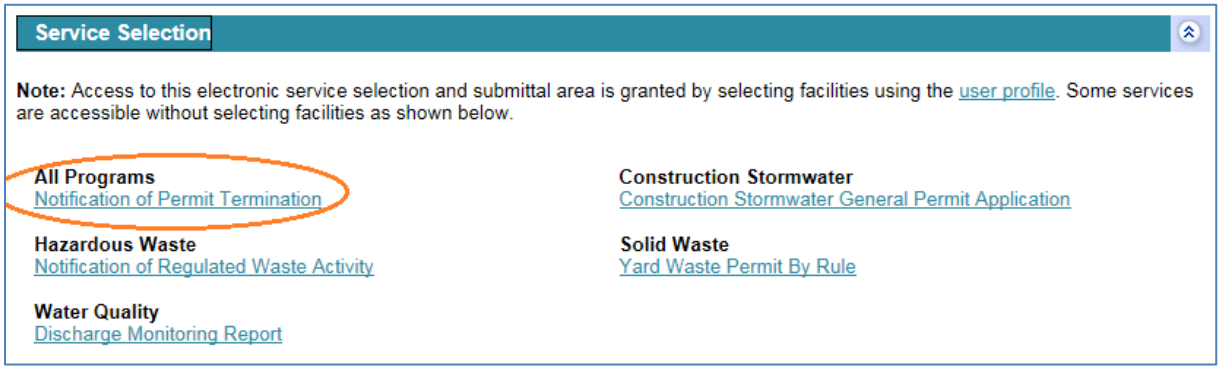


3. Click **OK.**

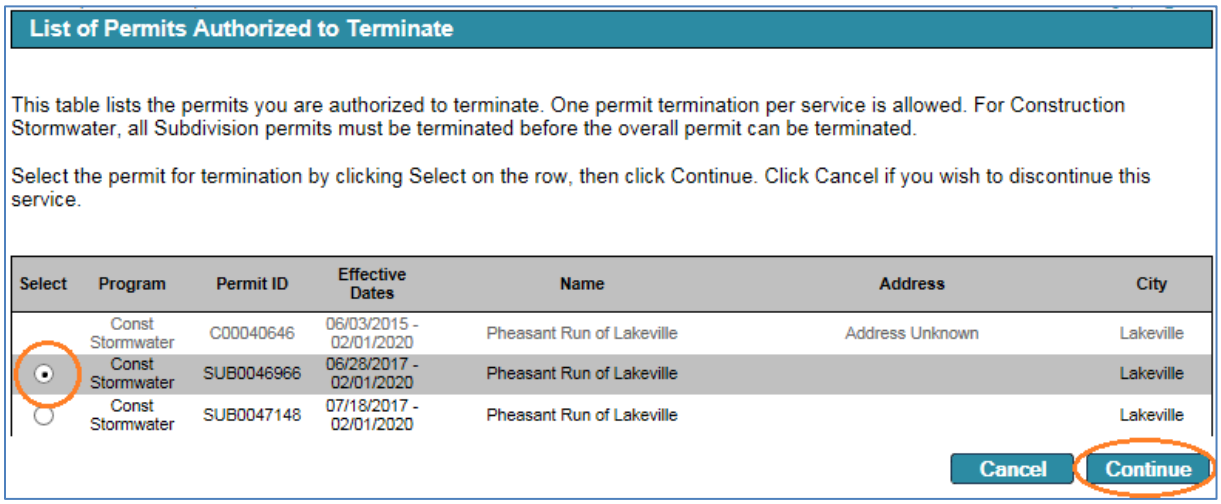
Note: Once you complete these steps, the service link will automatically display on your My Workspace page each time you log in.

Complete the e-Service

1. On the My Workspace page, click **Notification of Permit Termination**.

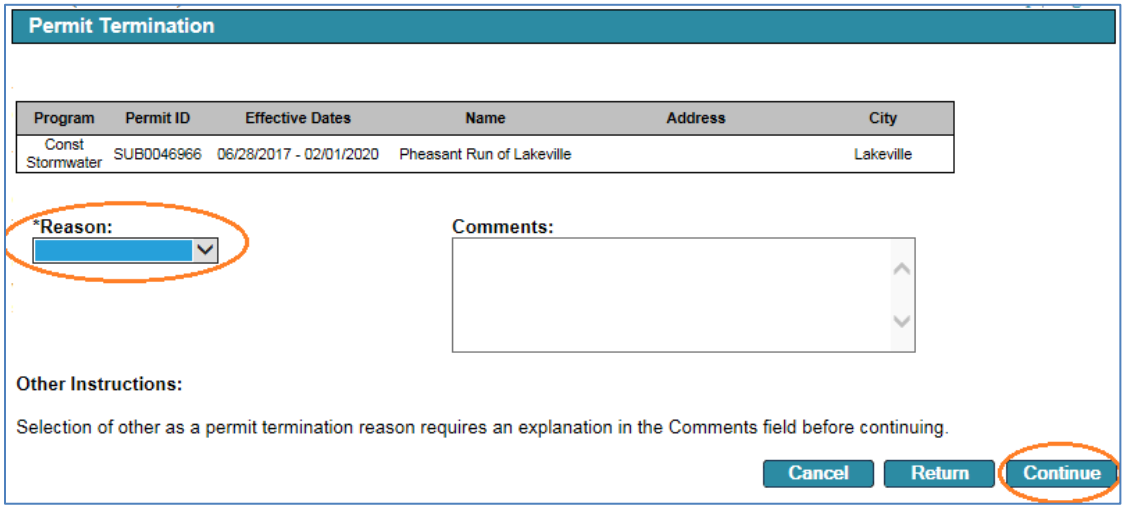


2. On the List of Permits Authorized to Terminate page, select the permit you wish to terminate, then click **Continue**.



Note: If you do not see your permit listed, click **Cancel.** Follow the steps in section "Log in and set up permit access" on page 1 to ensure your facility is properly added to your account.

3. On the Permit Termination page, select your **Reason** for termination using the drop-down menu.



   a. Each permit type shows a unique list of Reason options

b. If you select “Other” as a reason, you MUST include an explanation in the Comments box.

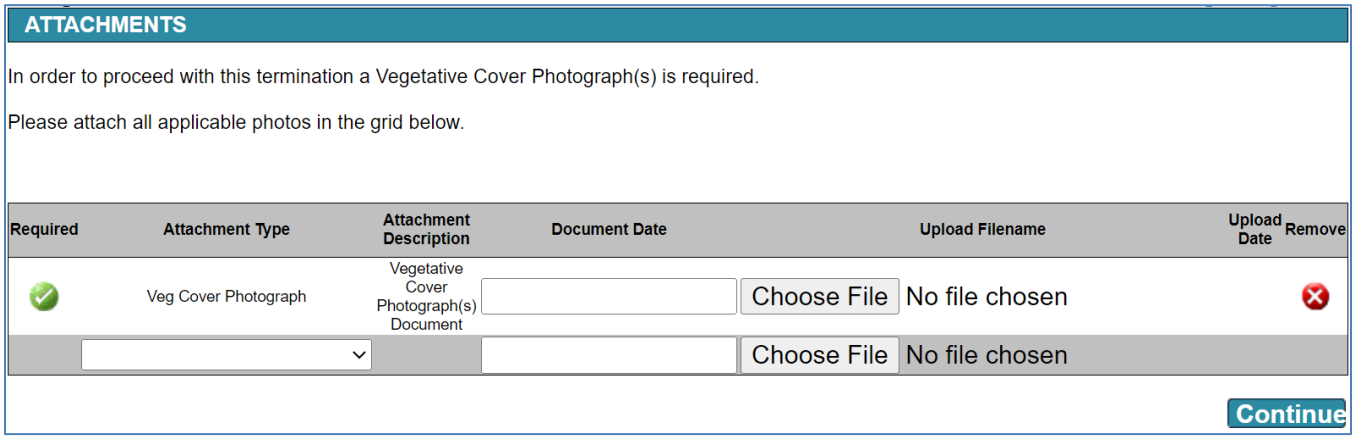
c. Use the Comments box if you wish to add any other details such as date of facility closure (optional).

4. Click **Continue**.

Attachments

5. If an attachment is not required, you will progress to the Certification screen.

   If an attachment is required, you will progress to the Attachments screen. Attachments are only required for Construction Stormwater permits.



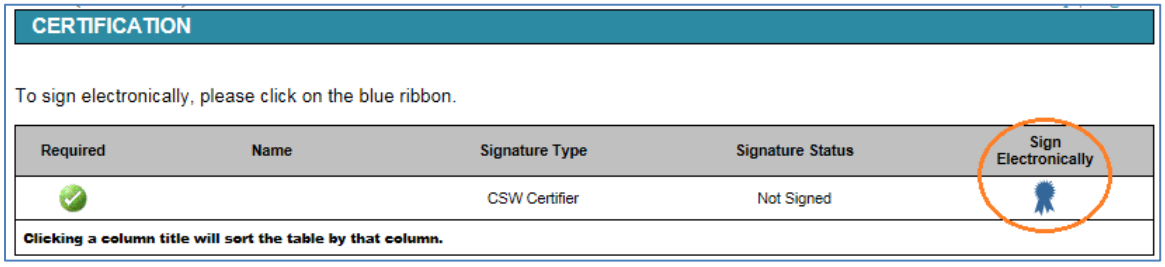
a. The Attachment screen is used to include all necessary attachments with the service submission.

b. Upload your Vegetative Cover Photograph(s) and select your Document Date.

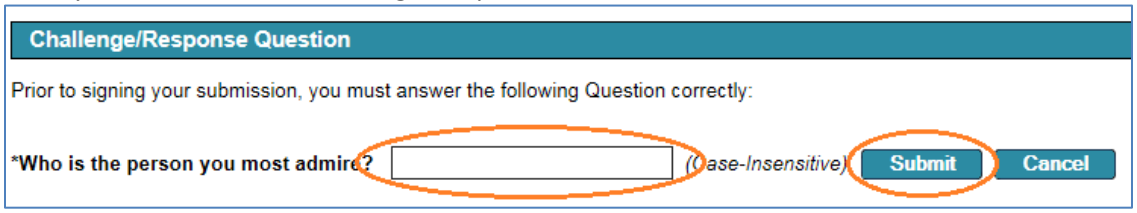
c. Click **Continue.**

Certification

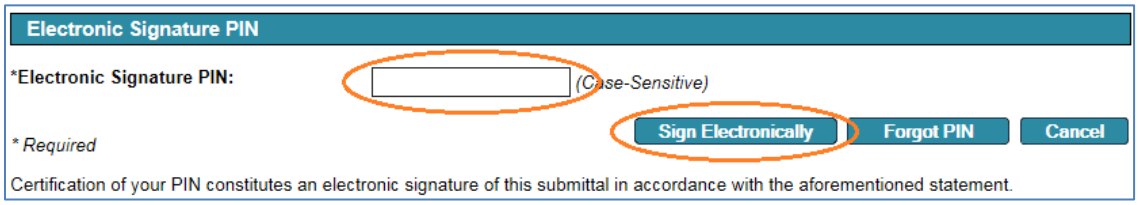
6. Click the blue ribbon icon under Sign Electronically.



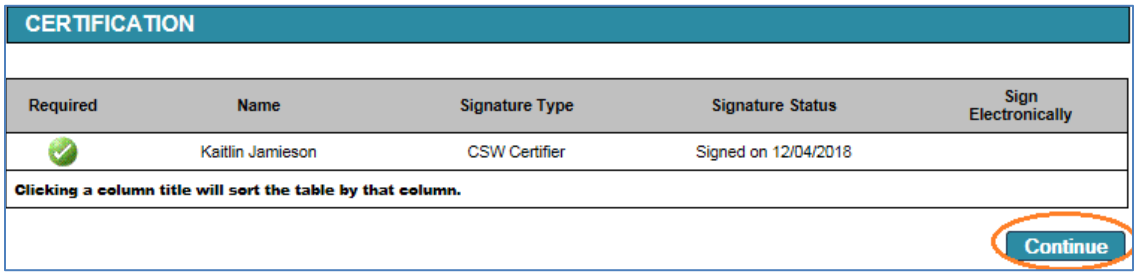
7. Enter your answer to the Challenge/Response Question, then click Submit.



8. Enter your electronic signature PIN, then click Sign Electronically.

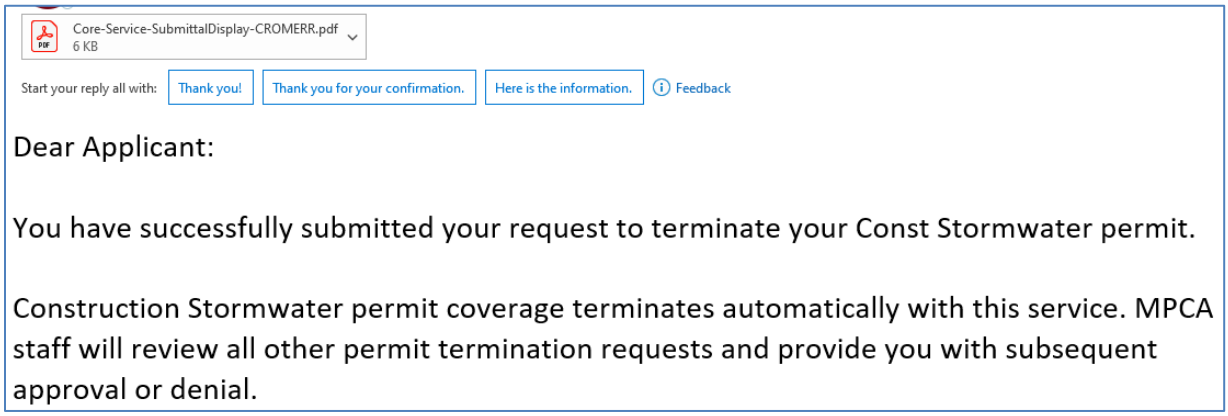


9. Click **Continue** to submit your termination request.

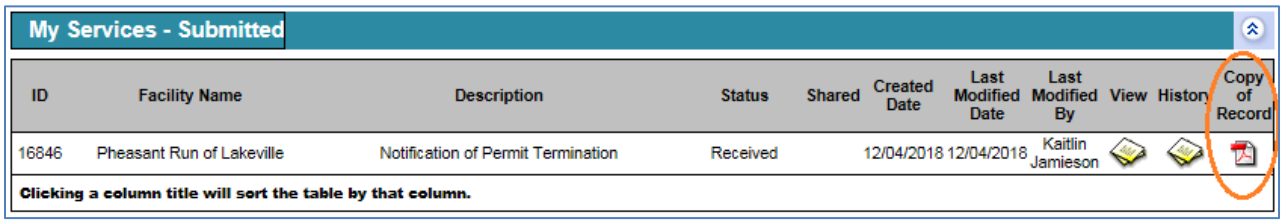


Submittal receipt

10. You will receive an email confirmation after you submit the termination request. Please allow a couple minutes for this to occur. The email includes the Copy of Record.

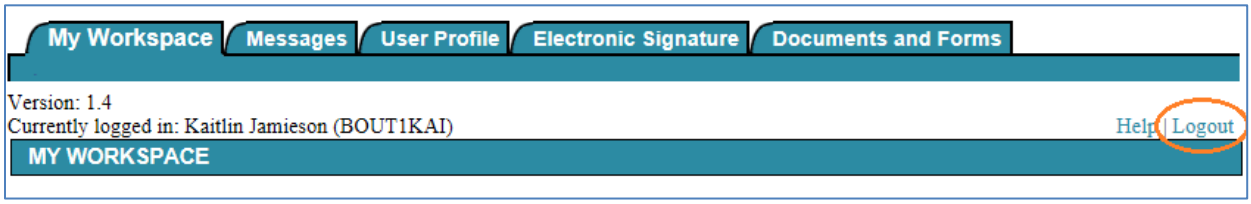


11. You can also access your Copy of Record from the My Workspace page. Under My Services – Submitted, find the row of your recent permit termination submittal and click the Copy of Record icon.



Exit

12. After the submittal, you will be returned to the My Workspace page. You can complete another service or click Logout to end your session.



Getting help

If you have questions or problems with MPCA e-Services, email onlineservices.pca@state.mn.us or call 651-757-2728 or 1-800-828-0942, 8:00 a.m. to 4:00 p.m. CST, Monday through Friday.