Volunteer water monitoring online service – instruction guide for current volunteers

Welcome to the Minnesota Pollution Control Agency (MPCA) Volunteer Water Monitoring Program (VWMP) Online Service. You can use the VWMP Online Service to submit your water monitoring results to the MPCA throughout the monitoring season or at the end of the season. You can also use the VWMP Online Service to update your contact information or select a new/additional waterbody to monitor.

Here is a link to our MPCA eServices portal - https://rsp.pca.state.mn.us/TEMPO_RSP/Orchestrate.do.

The VWMP Online Service can be accessed from your desktop computer, smart phone, or tablet. The following internet browsers are recommended for the best functionality: Chrome, Firefox, or Edge.

Contents

Minnesota Pollution Control Agency
651-296-6300 | 800-657-3864 or use your preferred relay service | Info.pca@state.mn.us

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Available in alternative formats
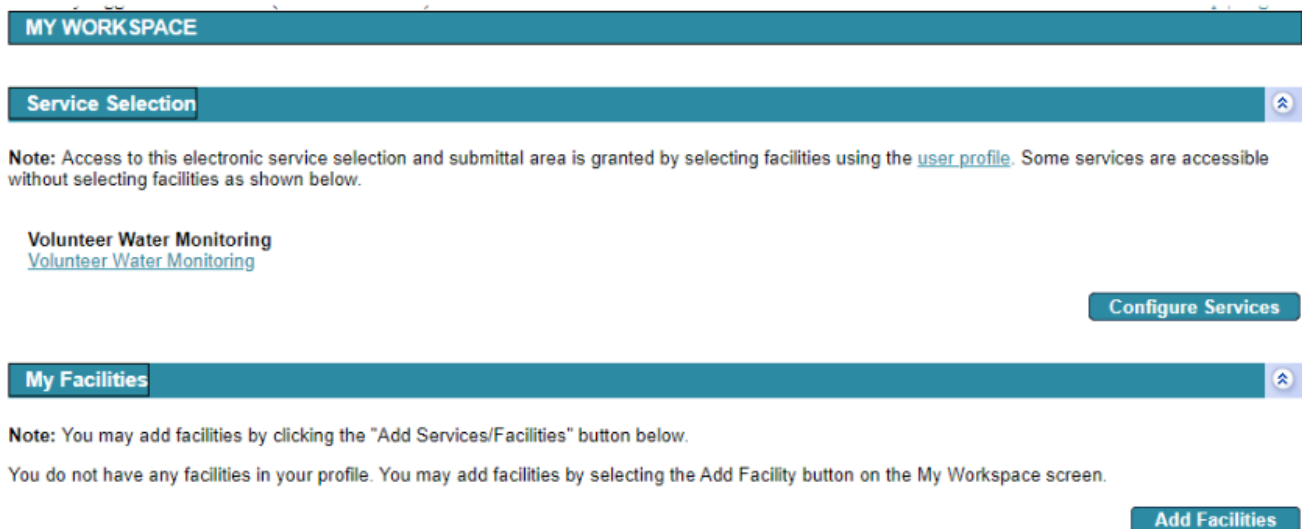
1. How to add your facility

After your enrollment request has been approved, MPCA staff provide your Facility ID, and instructions for adding it in the online system. You may have chosen to complete the "add facility" step immediately after receiving the email with this information. If you didn't, you'll need to add your facility now. You won't be able to access the data entry pages until you complete this step. Follow these instructions to add your Facility ID to your account. **Note: your Facility ID and Volunteer ID <u>are the same number</u>**.

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**.

On the My Workspace page

1. Under the My Facilities section, click the **Add Facilities** button.

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.

Volunteer Water Monitoring
Volunteer Water Monitoring

Configure Services

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

On the Facility Search screen

1. In the **Facility ID** field, type your Facility ID/Volunteer ID.
   a. Your Facility ID/Volunteer ID is the numeric ID that the MPCA staff provided to you.
2. Click **Search**.

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:		Address:	
Facility Name:		County:	
Alternate/Historic Name/ID:		Municipality:	
		ZIP:	

Facility Type:

Facility User Group:

Search   **Return**

On the Facility Search Results screen

1. Verify that the search result matches your name (under Facility) and your volunteer ID (under Facility ID).
2. Check the box under **Selected**, and then click **Continue**.

FACILITY SEARCH RESULTS

Selected	Facility	Facility ID	Physical Address	View
☐	Your Name	000000		◇

Clear/Check All   **Add More Facilities**   **Continue**

On the Select Access Type screen

1. Click the dropdown arrow under **Change Access Type to**.
2. Click on **Volunteer Water Monitor** to select it from the dropdown list.
3. Click **Continue**.

SELECT ACCESS TYPE

Please select an Access Type for each facility added.

Facility Name	Facility ID	Current Access Type	Select Access Type	Cancel Access Request
Your Name	000000	No Access	Volunteer Water Monitor	❌

Continue

On the Access Change Confirmation screen

1. Note that your Volunteer Water Monitor access is Granted.
2. Click **Continue**.

ACCESS CHANGE CONFIRMATION

View/Print Language

Access Change - Online Approval

Your access request is **Granted**.
Facility Name: Your Name
Facility ID: 000000
Access Type Requested: Volunteer Water Monitor

Continue

3. You are returned to the **My Workspace** home page. Note that your Name and Volunteer ID now display under My Facilities. You can now enter water monitoring data that you collect in the field through your eServices account, and update your contact information or request a new waterbody at any time.

My Facilities

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

Facility Name	Facility ID	Program	Access Type	Access Status	Manage Access	Manage Security	View	Remove
Your Name	000000	N/A	Volunteer Water Monitor	Granted				❌

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

Add Facilities

2. How to submit your monitoring results

Follow these steps to submit your monitoring results to the MPCA. You can use this online service to submit your results throughout the monitoring season, or you can submit all your results the end of the season. The service allows you to submit monitoring results for one waterbody at a time.

Login

To log in:

5. If you are not already at the Login page, go to https://rsp.pca.state.mn.us in your web browser.

6. In the **User ID** box, type your user ID. As a reminder, your user ID is your VLMP or VSMP Volunteer ID. VLMP volunteers should enter 'CLMP-<your number>' and VSMP volunteers should enter 'CSMP-<your number>'. Example, CLMP-8071 or CSMP-3468.

7. In the **Password** box, type your password.

8. Click **Login**.

On the My Workspace page

1. Under the "Service Selection" heading, click the **Volunteer Water Monitoring** hyperlink to open the online service.

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.

Volunteer Water Monitoring
Volunteer Water Monitoring

Configure Services

On the Path Selection screen

1. Select the radio button next to **Submit Monitoring Results**.

2. Click **Continue**.

PATH SELECTION

Please select the action you wish to take. You may either submit monitoring results for a previously approved waterbody or update your contact information and/or request another availbale waterbody for monitoring.

- ○ **Submit Monitoring Results**
- ○ **Update Contact Information or Request Another Waterbody**

Continue

On the Monitoring Results screen

1. Click the **Waterbody** dropdown arrow to select the Lake or Stream you want to submit results for.

For lakes

Note: Fields marked with an asterisk (*) are required fields.

1. Enter the **Year** the monitoring was conducted.

2. Optional: Enter the **Lake Depth** at Site (ft.). Please enter Lake Depth at Site in whole numbers and round up.

3. Optional: Enter the **Ice-off** and **Ice-on** dates.

4. Enter the monitoring **Date**.

5. Enter the **Time** using the format (HH:MM AM/PM).

6. Optional: Enter the **Secchi Depth** (to the nearest ½ foot).

7. For **On Bottom?**, enter "B" if your Secchi disk reached the bottom of the lake.

8. Enter the **Physical Condition** using the drop-down list.

9. Enter the **Recreational Suitability** using the drop-down list.

10. Enter the **Water Color** using the drop-down list.

11. Optional: Enter any **Comments** you want to include that may affect your Secchi reading such as recent rain events, windy conditions or algae bloom.

12. To add additional monitoring records, use the **Add Row** button. Repeat Steps 4 through 11 to add additional monitoring records as needed.

    a. To remove a row that you added, click the Remove "X" icon.

13. If you entered several rows of data for one monitoring location and then try to select another monitoring location in the same screen, you will receive a warning that is shown at the top of the screen. Click Cancel or all the data you entered will be deleted.

14. Click **Save** to save your entries. See Step 3 under **To view your data submission** if you monitor multiple locations.

15. Once you are ready to submit the data, click **Submit**.

16. Skip ahead to the "On the Confirmation screen" section.

For streams

Note: Fields marked with an asterisk (*) are required fields.

1. Enter the **Year** the monitoring was conducted.

2. Enter the monitoring **Date**.

3. Enter the **Time** using the format HH:MM AM/PM.

4. Enter the **Appearance** using the drop-down list.

5. Enter the **Recreational Suitability** using the drop-down list.

6. Optional: Enter the **Secchi Tube Depth** (cm). Enter '100' if you could see the Secchi disk at the bottom of the tube and recorded '>100' (greater than) on your datasheet. The '>' (greater than) will be added automatically when you enter '100'.

7. For **Rainfall Event**, select Yes if you monitored in response to a rain event. Otherwise, select No.

8. Enter the **Stream Stage Estimate** using the drop-down list.

9. Optional: Enter the **Temp (deg. F).**

10. Optional: Select Yes to **Photo Taken?** If you took a photo.

11. Optional: Enter any **Comments** you want to include. Use the "Comments" space to record anything unusual observed during a sampling visit; note things like recent severe weather, construction activities occurring upstream, changes in adjacent land use, or a dramatic change in the appearance of stream water.

12. To add additional monitoring records for the same monitoring location, use the **Add Row** button. Repeat Steps 2 through 11 to add additional monitoring records as needed.
   a. To remove a row that you added, click the Remove "X" icon.
13. If you entered several rows of data for one monitoring location and then try to select another monitoring location in the same screen, you will receive a warning – that is shown at the top of the screen. Click Cancel or all the data you entered will be deleted.

14. Click **Save** to save your entries. See Step 3 under **To view your data submission** if you monitor multiple locations.
15. Once you are ready to submit the data, click **Submit.**

On the Confirmation screen

1. After pressing **Submit,** you will be taken to the Confirmation screen. If you need to make changes to the data you just entered, click the **Return** button to return to the Monitoring Results screen and edit the information. Otherwise, click **Submit** to send in your monitoring data.

To view your data submission

1. After submitting, you will be redirected to the My Workspace home screen.
2. Scroll to the My Services – Submitted section to view your request. There may be a lag between your request and the submittal appearing in this section (up to 5 minutes). You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.

ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
24859	Your Name	Volunteer Water Monitoring	Received		03/28/2022	03/28/2022				
24858	Your Name	Volunteer Water Monitoring	Received		03/28/2022	03/28/2022				
24857	Your Name	Volunteer Water Monitoring	Received		03/28/2022	03/28/2022				

My Services - Submitted

`<< < 1 2 3 4 5 6 7 8 > >>`

3. If you want to submit data for another lake or stream that you monitor, then click the Volunteer Water Monitoring Service hyperlink to bring you back into the service where you can select another water body in the Monitoring Results screen.

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.

Volunteer Water Monitoring
Volunteer Water Monitoring

Configure Services

4. Click **Logout** at the top, right corner of the page once you are finished.

Email receipt

You will receive a confirmation email within 15 minutes. The email includes an attached file called a **Copy of Record**. The Copy of Record shows all the details of your data submittal. We recommend you keep a copy of this email for your records.

Note: You can submit data as many times as you would like during a monitoring season. Once you press Submit, that data comes in to MPCA and will no longer be viewable on the data entry screen. To view the data you previously submitted, follow the steps in section "To view your data submission."

3. How to update your contact information

Follow these steps to update your contact information or request to monitor an additional waterbody.

Login

To log in:
1. If you are not already at the Login page, go to https://rsp-test.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**.

On the My Workspace page

1. Click the **Volunteer Water Monitoring** hyperlink to open the online service.

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.

Volunteer Water Monitoring
Volunteer Water Monitoring

Configure Services

On the Path Selection screen

1. Select the radio button next to Update Contact Information or Request Another Waterbody.

2. Click Continue.

PATH SELECTION

Please select the action you wish to take. You may either submit monitoring results for a previously approved waterbody or update your contact information and/or request another availbale waterbody for monitoring.

○ **Submit Monitoring Results**

● **Update Contact Information or Request Another Waterbody**

Continue

On the Contact Information screen

1. Review your contact information and make updates as needed. Fields marked with an asterisk (*) are required fields. Your last name may be updated on this screen.

2. Click **Continue**.

Contact Information

Please add or update Contact Information on this screen.

Use the Help in the upper right-hand corner of this page for additional instructions.

*First Name:	Laura
Middle Initial:	
*Last Name:	Lake
*Address Line 1:	520 Lafayette Rd N
Address Line 2:	
Address Line 3:	
County:	Ramsey
*State:	Minnesota
*City:	Saint Paul
*Zip/Postal Code:	55155

Both a phone number and email address are required.

*Type	*Contact Number	Remove
Email Address	ingrid.verhagen@state.mn.us	
Office Phone Number	6512966300	

Add Number

Save **Back** **Continue**

* Required

On the USPS Address Validation screen

This screen displays potential address matches based on the USPS (U.S. Postal Service) standard formatting. If the address you entered matched USPS standard formatting, you will not be taken through this screen.

1. Review the **Possible USPS Address Match**(es) that display(s).

2. To update your address to one of the potential matches, click the **Select** check box next to the updated address you wish to use. If the address you entered is correct and you do not wish to change it, skip to Step 3.

3. Click **Continue**.

On the Select Waterbody screen

1. Skip this screen. Click **Continue**.

On the Confirmation screen

1. If you need to make changes, click the **Return** button to return to the appropriate screen and edit the information. Otherwise, click **Submit**.

To review your submission

1. After submitting, you will be automatically redirected to the My Workspace screen.

2. Scroll to the My Services – Submitted section to view your request. You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.

3. Click **Logout** at the top, right corner of the page once you are finished.

Email receipt

You will receive a confirmation email receipt shortly after submitting your request. The email includes a summary of next steps and includes an attached file called a Copy of Record. The Copy of Record shows all the details of your submittal. We recommend you keep a copy of this email for your records.

4. How to request an additional waterbody

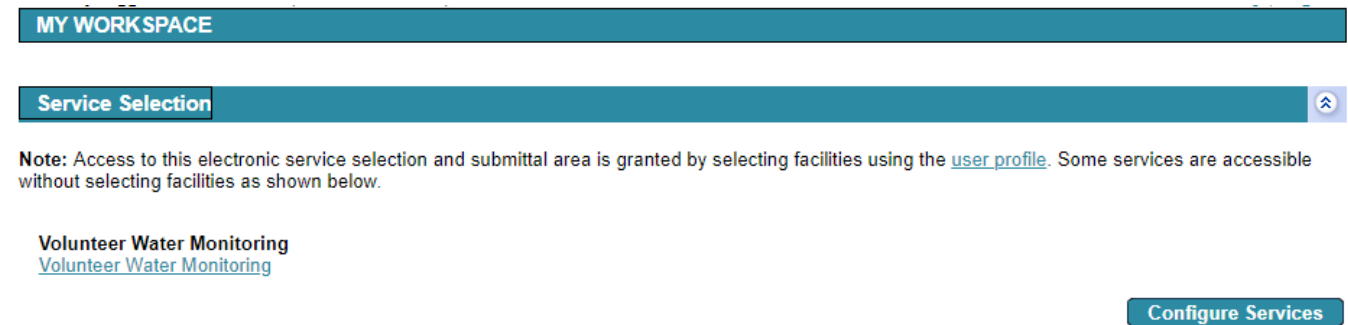Follow these steps to request to monitor an additional waterbody.

Login

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.
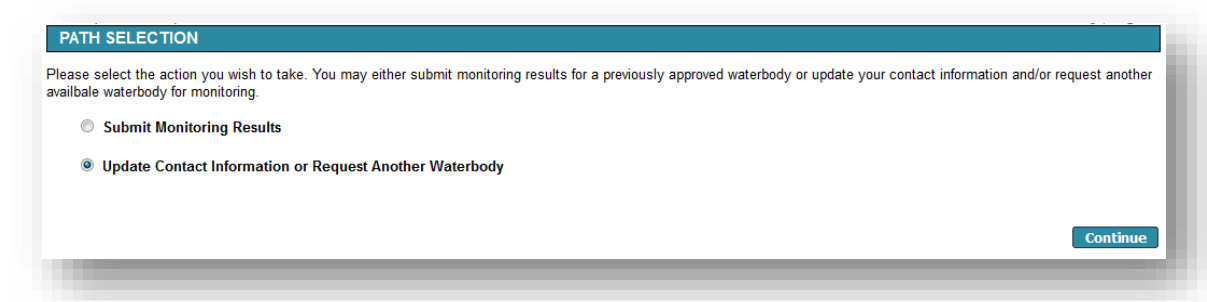3. In the **Password** box, type your password.
4. Click **Login**.

On the My Workspace page

1. Click the **Volunteer Water Monitoring** hyperlink to open the online service.

On the Path Selection screen

1. Select the radio button next to **Update Contact Information or Request Another Waterbody**.
2. Click **Continue**.

On the Contact Information screen

1. Skip this screen. Click **Continue**.

On the USPS Address Validation screen

Note: This screen will not display if your address already matches USPS formatting. Skip to section "On the Select Waterbody Screen:

1. Review the **Possible USPS Address Match**(es) that display(s).

2. To update your address to one of the potential matches, click the **Select** check box next to the updated address you wish to use. If the address you entered is correct and you do not wish to change it, skip to Step 3.

3. Click **Continue**.

On the Select Waterbody screen

1. Click the **Map** button. A separate map window will open.
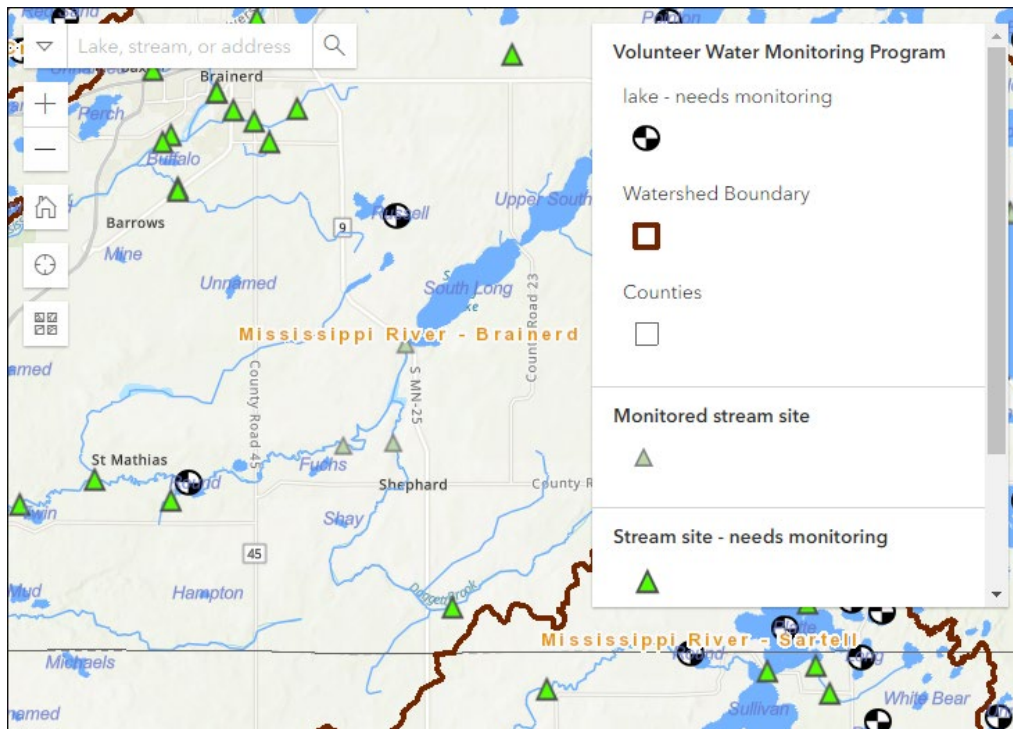
2. Use the map to locate and select the waterbody you are interested in monitoring.
    a. Click and hold your cursor to drag across the map.
    b. A search tool located in the top left of the map allows you to search for a lake, stream or address.
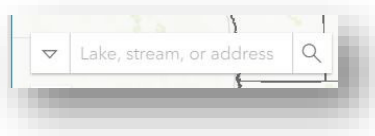
    c. Use the +/- buttons to zoom in or out, or double click the area of interest to zoom in.
    d. The Home icon returns you to the statewide view.

    e. The "Find my location" icon marks your location.

    f. The icon allows you to choose different base map views – imagery, imagery hybrid, streets, navigation, etc. The default is topographic.
    g. Click the waterbody you would like to monitor. **This will fill in information on the main screen.**

3. Close the Map window by clicking the X in the top right corner. Return to the Select Waterbody screen.

4. Confirm that the Map automatically filled out the Selected Waterbody fields on the screen with the lake or stream you intend to monitor.

5. If you selected a Lake, answer whether you need a Secchi disk.

6. Click **Continue**.

On the Confirmation screen

1. If you need to make changes, click the **Return** button to return to the appropriate screen and edit the information. Otherwise, click **Submit**.

To review your submission

1. After submitting, you will be automatically redirected to the My Workspace screen.

2. Scroll to the My Services – Submitted section to view your request. You can identify it using the Service ID and Date. Click the **View** icon or **Copy of Record** icon to view a copy of what you submitted.

3. Click **Logout** at the top, right corner of the page once you are finished.

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ID	Facility Name	Description	Status	Shared	Created Date	Last Modified Date	Last Modified By	View	History	Copy of Record
24859	Your Name	Volunteer Water Monitoring	Received		03/28/2022	03/28/2022		📩	📩	📄
24858	Your Name	Volunteer Water Monitoring	Received		03/28/2022	03/28/2022		📩	📩	📄
24857	Your Name	Volunteer Water Monitoring	Received		03/28/2022	03/28/2022		📩	📩	📄

Email receipt

You will receive a confirmation email receipt shortly after submitting your request. The email includes a summary of next steps and includes an attached file called a Copy of Record. The Copy of Record shows all the details of your submittal. We recommend you keep a copy of this email for your records.