Surface Water Tracking, Reporting, and Electronic Application Management System (STREAMS)

Dashboard Quick Guide

October 6, 2015

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About this Document

This document is intended to provide a quick summary of the primary functions of the Ohio EPA Division of Surface Water (DSW) Tracking, Reporting, and Electronic Application Management System (STREAMS). STREAMS is a self-service feature available through Ohio EPA's eBusiness Center for submittal of permit applications, make fee payments, conduct permit approvals, and for compliance and reporting. It will replace the paper-based permit application process with electronic applications and payments, provide permit approval process status to applicants electronically, and allow permit holders to submit monitoring reports electronically. The document is intended to provide quick on-the-fly assistance of the capabilities available within STEAMS. For a complete A-to-Z graphical walkthrough of the entire STREAMS system capabilities, download the "STREAMS Graphical Walkthrough" document from the Division of Surface Water Electronic Business Services website at http://epa.ohio.gov/dsw/ebs.aspx. – will be released late October 2015.

Recent Changes to this Document

10/6/15   -   Initial Release w/current screen shots.

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eBusiness Center Login

This is your starting point. If you currently have an account, you will use that to access all available Ohio EPA eBusiness Center services. If you have not created a personal account, you must initially do so by clicking the ***Create New Account*** link to the left of the screen – *only takes a minute!* Once you create your account User ID and password, you can immediately return to this point and log on to the Ohio EPA eBusiness Center.

Ohio EPA's eBusiness Center is an enhanced, secure portal for online business. This portal is the entry point for the regulated community and consultants to electronically complete and file reports and permit applications and to pay fees. Authorized users will be able to update their facility and contact information directly. All DSW Electronic Business Services will be accessed through Ohio EPA's eBusiness Center at the following web link: *https://ebiz.epa.ohio.gov/login.html*.

Creating a Personal Account

Create New User Account

Enter new user account information below. If you need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ).
* = required field.

User Information

* User ID:	
	(The user ID is case-sensitive)
* First Name:	
Middle Name:	
* Last Name:	
Company Name:	
* Job Title:	jrobert1

Password

Your new password has the following minimum requirements:

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: ! @ # $ % ^ & * ( ) - _ = + | [ ] { } ; : / ? . < >

Examples:
Pittsburgh#1, LoneValley?2, Pass@word1, Fire@truck9

* Password:	••••••••
* Verify Password:	
* Password Hint:	

Contact Information

* Address Line 1:	
Address Line 2:	

If you are new to Ohio EPA's eBusiness Center, create a personal account by filling in the *User Information* section by selecting a login User ID. This ID is your choice – you will enter it each time you log in so select a User ID that is easy to remember (ex. jmiller). Create a password adhering to the minimum requirements (ex. BlackCats-2). Finish the new account creation process by clicking the *Submit* button at the bottom of the screen – you will be directed to an *Account Creation Successful* screen, receive and email, and will be immediately directed back to the log in screen where you can enter your User ID and Password to log into your new personal account.

Personal ID Number (PIN)

A Personal Identification Number (PIN) is a number assigned to the account holder which represents their legal signature. To be able to submit data, an application, and/or pay fees via electronic check the account holder needs a PIN. (Those preparing reports/applications or paying fees via credit card do not need a PIN.) An account holder only needs a single PIN to do all business with the agency – so if you don't have a PIN simply click on the *Request New PIN* link under MY TASKS and fill out the simple onscreen PIN application. It may be advantageous to get a PIN even though you may not need it at the moment – that way you are all setup in case you need to submit a future report, application, or electronic check fee payment.

Service Selection

eBusiness Center

Ohio Environmental Protection Agency

| eBusiness Home | My Account ▼ | | | jrobert1 |

Welcome to the Ohio EPA eBusiness Center

Need Help? Click this box for assistance.

Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Deactivate	Active	view/edit	view/edit
Division of Surface Water NPDES Permit Applications		Active	view/edit	
DMWM Compliance	Request	Inactive	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
DMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Request	Inactive	view/edit	
e-DMR	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Deactivate	Active		

My Tasks (2)

Name ▼	Status ▼	Created ▼	Action
PIN Activated	Active	03/30/2009 15:01:27	hide
View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)	Pending	10/05/2015 09:02:49	hide

A *service* is a division within Ohio EPA that offers electronic services. To access STREAMS, click on *Division of Surface Water NPDES Permit Applications (i.e., STREAMS)* to select the service – you will be directed immediately.

Service Selection

Ohio Environmental Protection Agency

eBusiness Center

Division of Surface Water NPDES Permit Applications Service Activation

Would like to activate this service for you account?

[Yes] [Cancel]

The first time you select this service you will be prompted to activate it – simply click *Yes*. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications and various reports, and make fee payments using the ePayment Service.

Personal Dashboard

This opening screen is your personal dashboard to the STREAMS application. *Permit List* is a place you can add and list all of your permits in. *Application List* will house all of your applications – it acts as an archive for all processed applications as well as a working location for all applications you are still working on. The *Report List* is houses all reports that you are working on or have submitted in the past (NOTE: The *Report List* will be deployed and made available in November/December 2015.)

Adding Permits

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Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below.

Permit Number

2PA00030

Search   Cancel

Permit List   Add Permit

Per   Reporting

No items to display

Application List   Create New Permit Application

Application ID	Number	Application Type	Location Name	Created	Status	Actions

No items to display

Click the *Add Permit* button on the right to add the permits that you want in your permits list. Type the permit number inside the field provided and click the *Search* button to have the system return the permit information.

Adding Permits

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Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below.

Permit List

Permit Number

2PA00030

Add Permit

Permit Search Results

Per

Reporting

Number	US EPA #	Type	Name	Issue Date	Expiration Date	Status	Properties
2PA00030*KD	OH0025160	MUNICIPAL	Fort Recovery WWTP	6/1/12	6/30/17	ACTIVE	properties

items to display

Application

ermit Application

Search   Cancel

Application ID	Number	Application Type	Location Name	Created	Status	Actions

No items to display

Once the permit record is returned, click the *hyperlinked number* to the left to select it – this permit is now in your list. Click *Cancel* to return to your personal dashboard. Any number of permits can be added to your account within seconds. Once you have access you then have the ability to conduct various actions as well as have access to various forms and reports that are associated with the particular permit.

Adding Permits

Add Existing Permit

Unable to find an active permit with number 3GC02161

Use this page to associate an existing permit to your account. Simply enter your permit number below.

Permit Number

3GC02161

Search   Cancel

If the permit you have attempted to add is not a valid permit number in the system you will receive the above message. You can re-attempt to enter a valid permit number or if you do not know the correct number you can contact James.Roberts@epa.ohio.gov, the eDMR administrator for assistance in obtaining the correct permit number associated with your facility.

Performing Actions

Once you have added the permit to your list you can add another permit or click the *Actions* or *Reporting* dropdown buttons to perform available actions on the particular permit. The *Actions* button can include Transfer, Terminate, Renew, Modify, or simply remove the permit from your personal dashboard. The *Reporting* button provides access to various reports associated to the type of permit that you added. Examples include: Non-compliance report, sanitary sewer overflow annual report, annual sewage sludge report, priority pollutant report, baseline monitoring report…and many more. (<u>NOTE</u>: The reporting section does not include and is not related to the eDMR discharge data reporting system)

Performing Actions

By clicking the *Actions* button, a dropdown will appear of the available actions that you can take based on the type of permit and its status. Click on an action and be directed to the corresponding electronic fillable form. These forms will be pre-populated where appropriate with information from our database. You will be able to save the forms, edit, delete, download a PDF of a completed form, and even immediately delegate the form to the appropriate submitter within a couple button clicks.

Accessing Various Reporting Forms

By clicking the **Reporting** button, a dropdown will appear of the available reports that one would want to access over the life of the particular permit – specifically populated with reports based on the type of permit. Click on the desired report to be directed to the corresponding electronic fillable form. These reporting forms will be pre-populated where appropriate with information from our database. As with nearly everything in STREAMS, you will be able to save the reporting forms, edit, delete, download a PDF of a completed reporting form, and even immediately delegate the reporting form to the appropriate submitter within a couple simple button clicks.

Creating Applications

The center area of the main dashboard is a location that all applications that you are working on, submitted, or delegated to other system users will be housed. To access an extensive list of permitting application forms click the *Create New Permit Application* button on the right of the application list.

Creating Applications

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Initial Permit Information

Select the type of permit application you wish to create

[select] ▼

Cancel

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v??.?
eBusiness Center Home - About Us - Privacy Statement - Contact Us - Feedback - Logout

You will be prompted to select the type of permit application form you wish to create. Use the dropdown on the right of the screen and scroll through the list of available forms. There are currently 27 different NPDES general and individual application forms in the list – accessible by simply clicking on the one you want.

Creating Reports

AVAILABLE NOVEMBER/DECEMBER 2015 - The lower section of the main dashboard is a location that all reports that you are working on, submitted, or delegated to other system users will be housed. To access an extensive list of applicable reports click the *Create Report* button on the right of the Report List. **NOTE:** *This section is not related to eDMR reporting; examples of available reports in this section include: non-compliance report, priority pollutant report, sanitary sewer overflow annual report, annual discharge report, and many other previously hard-copy only reports that are submitted to the Division of Surface Water.*

Creating Reports

Depending on the type of permit the reports available will differ. Enter your permit number and click *Find Permit*. If the permit you have attempted to add is not a valid permit number in the system you will receive a red error message. You can re-attempt to enter a valid permit number or if you do not know the correct number you can contact James.Roberts@epa.ohio.gov, the eDMR administrator for assistance in obtaining the correct permit number associated with your facility.

Creating Reports

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Permit List ❶   Add Permit

Permit Number	Name	Type	Issued	Coverage	Status	Actions	Reporting
2PA00030*KD	Fort Recovery WWTP	NPDES Municipal	6/1/2012		Active	Actions ▾	Reporting▾

1 - 1 displayed , 1 in total

Application List   Create New Permit Application

Application ID	Number	Application Type	Location Name	Created	Status	Actions
						No items to display

Reports can also be accessed for a particular permit by adding the permit to the Permit List. Once added, you can perform a variety of actions (by clicking **Actions**) and access the specific reports (by clicking **Reporting**) that are associated to the type of permit you added.

Creating Reports

By clicking the *Reporting* dropdown a list of reports will appear. Click on the particular report that you are interested in creating and the appropriate report will open. Once you save the report it will be visible in the Report List at the bottom of the personal dashboard.

Editing Applications/Reports

						Actions	Reporting
Permit Number ▲	**Name** ▼	**Type** ▼	**Issued** ▼	**Coverage** ▼	**Status** ▼		
3GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active	Actions ▾	Reporting▾
4PV00110*CD	Hayden Heights MHP	NPDES Municipal	5/23/2014		Active	Actions ▾	Reporting▾

Permit List ② — Add Permit — 1 - 2 displayed , 2 in total

Application List ② — Create New Permit Application

Application ID ▼	**Number** ▼	**Application Type** ▼	**Location Name** ▼	**Created** ▼	**Status** ▼	**Actions**
188228295	4PV00110*CD	Individual	Haden Heights MHP	9/22/2015	Edit	Actions ▾
188228170	not yet assigned	Notice of Intent	Test Facility			

⊕ Download Application PDF
✎ Edit Application
✖ Delete Application
↻ Delegate Application

Once you create an application/report, you can submit it or save it. The application/report will now be housed in your Application List (or Report List) on the dashboard. If you saved the application/report, you can now perform the tasks under the **Actions** dropdown.   You have the ability to ***Download a PDF copy*** of the application to print, open the application back up in ***Edit*** mode, ***Delete*** it, or ***Delegate*** the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it).

Deleting Applications/Reports

If you choose to delete an application or report that you have created, simply click on the *Actions* dropdown and select *Delete Application (or Report).* A confirmation window will prompt you to confirm the deletion. If confirmed, the application/report will no longer be present on your dashboard – you can now continue working in STREAMS or even create another application/report.

Delegating Applications/Reports

If you choose to delegate an application/report, simply click on the *Actions* dropdown and select *Delegate Application (or Report).* The system will prompt you to search for the account holder that you want to delegate to. If you know their eBusiness Center account User ID, simply type it in and click *Search*. <u>TIP:</u> Do not fill in all search fields (for example, if you do not know the User ID, simply type in their last name and click *Search*.)

Delegating Applications/Reports

Delegate Application to Another User

Current Application Associations

Application 188228295 Information
Haden Heights MHP
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action

You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
		Roberts

Search

Account Search Results 41

Filter:

User ID	Name
0857731524	John Roberts
1122324	stephen roberts
12049043	Lisa Roberts
6231741131	Craig Roberts

The example above is a search by the Last Name of "Roberts". The system returns a list of all user names that match, simply click the User ID to the left to delegate access to the application/report that you have created and saved.

Delegating Applications/Reports

Delegate Application to Another User

Current Application Associations

Application 188228295 Information
Haden Heights MHP
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action

You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
		Roberts

Search

You have selected the following account. If this is correct select the 'Delegate' button to associate this account with your application. If this is not the correct account please refine your search criteria and search again.

jrobert1
James Roberts
50 West Town Street
Columbus OH, 43215

Delegate

Done

A confirmation will be shown of the account holder that you selected, simply click the *Delegate* button to complete the delegation. At this point, the account holder you have delegated can log into their personal eBusiness Center account and will have the application/report listed on their dashboard.

Technical Support

For permit specific questions, contact the particular permit section at Ohio EPA or your Ohio EPA permit writer assigned to the particular permit. For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, don't hesitate to contact the eDMR administrator. The administrator urges each account holder to develop a positive working relationship with DSW to remain current on relevant topics, obtain value-added tips, streamline efforts, and to always have a go-to contact when you need one.

The preferred method of communication is through email as the administrator can email you personalized click-by-click instructions. If you leave a voice mail or send an email, you will receive expert advice from the administrator -- nearly 95% of technical assistance requests are handled within minutes, but can take up to 24 hours if the administrator is out of the office or away from the desk.

BUSINESS HOURS: Mon-Fri: 8:15 a.m. – 4:45p.m

Jamie Roberts
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Division of Surface Water
50 West Town Street, Suite 700
Columbus, OH 43215

James.Roberts@epa.ohio.gov
Phone: (614) 644-2054

eBusiness Center (PINS & Passwords): (877) 372-2499