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 <a href="http://epa.ohio.gov/dsw/ebs.aspx">http://epa.ohio.gov/dsw/ebs.aspx</a>. – 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**

#### State of Ohio | Ohio EPA



# eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit	eBusiness Center Login
applications.	User ID:
New Account Don't have an account? Click the link below to create a new account.	jrobert1
Create New Account	Password:
System Support	••••••
Do you need assistance or have questions about Ohio EPA eBusiness Center?	Login
Click here for online help	
Phone: (877) 372-2499 (1-877-EPA-BIZZ) Hours of live support: 8:00 AM - 5:00 PM weekdays, except State holidays.	Forgot your password?
It is recommended that you use <b>Microsoft Internet Explore</b> If you would like to download the latest versi	r version 9.0 or higher when using the eBusiness Center. on of Internet Explorer please click here.

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: <u>https://ebiz.epa.ohio.gov/login.html</u>.

#### **Creating a Personal Account**

Enter new user account information below. If you * = required field.	need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ).
lleen lefermetien	
User Information	
* User ID:	
	(The user ID is case-sensitive)
+ First Name	
A THSC Mane.	
Middle Name:	
* Last Name:	
Company Name:	
* Job Title:	irobert1
	JIODELL
Password	
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Your new password has the following minimum re • Length of at least 8 characters • At least one uppercase and at least one lo • At least one digit: (0 - 9)	equirements: owercase letter: (A - Z and a - z)
Your new password has the following minimum re • Length of at least 8 characters • At least one uppercase and at least one lu • At least one digit: (0 - 9) • At least one special character: ! @ # \$ %	equirements: owercase letter: (A - Z and a - z) ^ & * ( ) = +   [ ] { } ; : / ? . < >
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Your new password has the following minimum re • Length of at least 8 characters • At least one uppercase and at least one lo • At least one digit: (0 - 9) • At least one special character: ! @ # \$ % Examples: Pittsburgh#1, LoneValley?2, Pass@word1, Fire@tru * Password: * Verify Password: * Password Hint:	equirements: owercase letter: (A - Z and a - z) ^ & * ( ) = +   [ ] { } ; : / ? . < > uck9 ••••••••
Your new password has the following minimum re • Length of at least 8 characters • At least one uppercase and at least one lo • At least one digit: (0 - 9) • At least one special character: ! @ # \$ % Examples: Pittsburgh#1, LoneValley?2, Pass@word1, Fire@tru * Password: * Verify Password: * Password Hint:	equirements: owercase letter: (A - Z and a - z) ^ & * ( ) = +   [ ] { } ; : / ? . <> uck9 •••••••••
Your new password has the following minimum re • Length of at least 8 characters • At least one uppercase and at least one lo • At least one digit: (0 - 9) • At least one special character: ! @ # \$ % Examples: Pittsburgh#1, LoneValley?2, Pass@word1, Fire@tru * Password: * Verify Password: * Password Hint: Contact Information	equirements: owercase letter: (A - Z and a - z) ^ & * ( ) = +   [ ] { } ; : / ? . <> uck9 •••••••••
Your new password has the following minimum re • Length of at least 8 characters • At least one uppercase and at least one lo • At least one digit: (0 - 9) • At least one special character: ! @ # \$ % Examples: Pittsburgh#1, LoneValley?2, Pass@word1, Fire@tru * Password: * Verify Password: * Password Hint: Contact Information * Address Line 1:	equirements: owercase letter: (A - Z and a - z) ^ & * () = +   [] { } ; : / ? . <> uck9 •••••••••

#### **Create New User Account**

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)

Protection Agency eBusine	ess Center	~		
Business Home My Account V				
🔆 Welcome to the Ohio EPA eBusiness Center			?	Need He Click this box
Available Services (What is this?)				TOF assista
ienice	Action	Status	Facilities	Delegation
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Vivision of Surface Water 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
Division of Surface Water Credible Data	Request	Inactive	view/edit	
Division of Surface Water NPDES Permit Applications		Inactive	view/edit	
OMWM Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
OMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/Cⅅ Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/Cⅅ Facility Licensing	Request	Inactive	view/edit	
DSW SWIMS Indirect Discharge Application	Request	Inactive	view/edit	
DSW SWIMS No Exposure Application	Request	Inactive	view/edit	
OSW SWIMS NOI Lot Application	Request	Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
DEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Nater/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request	Inactive		
Nater/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Vater/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request	Inactive		
My Tasks (1)				
Name V	Stat	us 🔻 Cr	eated 🔻	Action
Request New PIN	N	ew 08/28/	2015 15:35:13	hide

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A Personal Identification Number (PIN) is a number assigned to the account holder which represents their legal signature. To be able to <u>submit</u> data, an application, and/or pay fees via electronic check the account holder needs a PIN. (Those <u>preparing</u> 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**

State of Ohio | Ohio EPA | Logout



# eBusiness Center

eBusiness Home My Account 🔻				🥒 jrobe
Kelcome 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/Cⅅ Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/Cⅅ 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**

State of Oh	nio   Ohio EPA   Logout
OI	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**

State of Ohio	Ohio EPA   Log	out							
Ohio Prote	hio Environmental ection Agency	Add Existi	ng Permit						
eBusines	ss Center	Use this page t	o associate an existing	permit to your account. S	Simply enter yo	ur permit number bel	OW.		jrobert2 - James Roberts
		Permit Number							
	Permit List	2PA00030							Add Permit
	Perr						Search	Cancel	Reporting
									No items to display
	Application	List						Create Ne	ew Permit Application
	Appli	cation ID	Number	Application Type	*	Location Name	❤ Created	❤ Statu	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**

State of Ohio	Ohio EPA   Logo	out										
Ohio	hio Environmental ection Agency	Add Existin	g Permit									
eBusines	ss Center	Use this page to	associate an e	xisting permit	to your account. Simply e	nter your perm	it number below.				<b>jrobert2</b> - James Rol	bert
		Permit Number										
	Permit List	2PA00030									Add Permit	
	-	Permit Search	Results								Reporting	
	Perr	Number	US EPA #	Туре	Name	Issue Date	Expiration Date	Status	Properties		Reporting	
		2PA00030*KD	OH0025160	MUNICIPAL	Fort Recovery WWTP	6/1/12	6/30/17	ACTIVE	properties		items to display	
	Application							Sea	Irch Cancel	:1	ermit Application	
	Applie	cation ID	Number	Ар	plication Type	Locati	ion Name	Creat	ted S	tatus	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**

State of Ohio	Ohio EPA   Logo	gout	
Ohio	hio Environmental ection Agency	Add Existing Permit	
eBusines	ss Center	Unable to find an active permit with number 3GC02161	obert2 - James F
	Permit List	Use this page to associate an existing permit to your account. Simply enter your permit number below.	Add Permit
	Permit N 2PA00030*Ki	Permit Number Report	eporting orting <del>-</del>
		Search Cancel ayed	, 1 in total
	Application	n List Create New Permit	jrobert2 - James F Add Permit Reporting ancel ayed , 1 in total Create New Permit Application
	Applie	vlication ID V Number Application Type Location Name Created Status	
			to dispicy

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 reattempt to enter a valid permit number or if you do not know the correct number you can contact <u>James.Roberts@epa.ohio.gov</u>, the eDMR administrator for assistance in obtaining the correct permit number associated with your facility.

#### **Performing Actions**

tate of Ohio   Ohio EPA	Logout										
Ohio Environment Protection Agence	al -y		e	Busin	ess	Cen	ter				
eBusiness Center										jro	obert2 - James I
Permit L	.ist 🚹										Add Permit
Perm	nit Number 🔦	Name	*	Туре	*	Issued	Coverage 💙	Status	Actions	F	Reporting
2PA0003	0*KD	Fort Recovery WW	TP	NPDES Municipal		6/1/2012		Active	Actions -	Rep	orting
									1 - 1	displaye	d , 1 in total
Applicat	ion List								Create	New Perm	it Application
Applicati											
Ap	pplication ID	♥ Number	*	Application Type	*	Location	n Name	Created	❤ Sta	tus 💙	Actions
										No item	s to display
Report L	list 🕕									C	reate Report
Rep	port ID	Report Type	*	Location Name	*	Permit Nu	umber 🗸	Created	❤ Sta	tus 💙	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**

of Ohio	Ohio EPA   Logout									
Ohic	Environmental section Agency		e	Busine	ess	Cen	ter			
usine	ss Center									<b>jrobert2</b> - Jam
	Permit List 1									Add Permit
	Permit Number	Name	*	Туре	*	Issued 💙	Coverage 💙	Status	Actions	Reporting
	2PA00030*KD	Fort Recovery WWTP		NPDES Municipal		6/1/2012		Active	Actions 🗸	Reporting
							Remo Trans C Rene Modif	ove Permit fro ofer Permit w Permit y Permit	m List 1 - 1	displayed , 1 in total
	Application List								Create N	ew Permit Applicatio
	Application ID	♥ ♥ Number		Application Type	*	Location	v Name	Created	❤ Stat	us Actions
										No items to display
	Report List 0									Create Report

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**

	out									
Ohio Environmental Protection Agency			e	Busine	ess	Cen	iter			
isiness Center										jrobert2 - Jan
Permit List	0									Add Permi
Permit N	umber 🔨	Name	~	Туре	*	Issued 💙	Coverage 💙	Status	Actions	Reporting
2PA00030*KE	)	Fort Recovery WWTP		NPDES Municipal		6/1/2012		Active	Actions 🗸	Reporting
Application	List						Non-compliance R Sanitary Sewer Ov MS4 Annual Repo Annual Sewage SI Pretreatment Prog Quarterly Industria Generic Baseline I	eport verflow Annual rt udge Report ıram Annual R ıl User Violatio Monitoring Rej	Report eport Certification n Report Certific port (BMR)	in total
Applic	ation ID	♥ Number		Application Type	*	Locatio	Pretreatment Prog Pretreatment Prog	ram - Priority	Pollutant Report Statu	ing Form s Actions
										No items to display
										No items to disp

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**

or onlo	Ohio EPA   Logout									
Ohio Prote	hio Environmental acction Agency		e	Busine	ess	Cen	ter			
usines	ss Center									jrobert2 - Ja
	Permit List 1									Add Perr
	Permit Number	Name	*	Туре	~	Issued 💙	Coverage 💙	Status	Actions	Reporting
	2PA00030*KD	Fort Recovery WWTP		NPDES Municipal		6/1/2012		Active	Actions -	Reporting
									1 - 1 di	isplayed , 1 in tota
									Create Ne	w Permit Applicat
	Application List									

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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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.

state of Oni	o   Onio EPA   Logout							
Ohi Pro	o Environmental tection Agency		eBusine	ss Cen	ter			
eBusine	ess Center							j <b>robert2</b> - James R
	Permit List 1							Add Permit
	Permit Number	Name	√ Туре	V Issued	Coverage 💙	Status	Actions	Reporting
	2PA00030*KD	Fort Recovery WWTP	NPDES Municipal	6/1/2012		Active	Actions -	Reporting
	Application List						1 - 1 dis Create New	played , 1 in total
	Application ID	♥ Number ♥	Application Type	♥ Locatio	n Name 👻	Created	♥ Status	Actions
	Report List 🕕							Create Report
	Report ID	Report Type	Location Name	Permit N	v lumber	Created	Status	Actions

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.* 

State of Onio   Onio EPA   Logout		
Chio Environmental Protection Agency	eBusiness Center	
eBusiness Center		<b>jrobert2</b> - James R
Initial Report Information		
Existing NPDES permit number for	which you want to create a report:	
Existing NPDES Permit Number		Find Permit
		Cancel

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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 <u>James.Roberts@epa.ohio.gov</u>, the eDMR administrator for assistance in obtaining the correct permit number associated with your facility.

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Ohio Environmental Protection Agency

# eBusiness Center

eBusiness Center

jrobert2 - James Ro

Permit List 1								Add Permit
Permit Number	Name	Туре	*	Issued 💙	Coverage 💙	Status	Actions	Reporting
2PA00030*KD	Fort Recovery WWTP	NPDES Municipal		6/1/2012		Active	Actions -	Reporting-
Application List							Create New	v Permit Application
Application ID	* Number	Application Type	۷	Locatio	v ∾	Created	♥ Status	Actions 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.

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# eBusiness Center

eBusiness Center

jrobert2 - James Rob

Permit Number	Name	*	Туре	*	Issued 💙	Coverage	Status	Actions	Reporting
PA00030*KD	Fort Recovery WWTP		NPDES Municipal		6/1/2012		Active	Actions 🗸	Reporting-
oplication List						MS4 Annual Repor Annual Sewage Slu Pretreatment Prog Quarterly Industria Generic Baseline N	t udge Report ram Annual Re I User Violation Nonitoring Rep	eport Certification Report Certification	ition plicati
Application ID	♥ ♥		Application Type	*	Locatio	Pretreatment Prog	ram - Priority F Created	Pollutant Reportin Status	g Form
								N	o items to displa

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**

Permit Number		Name	~	Туре	*	Issued 💙	Coverage	Status	Actions	Reporting
GK00833*BG	Hou	isehold Sewage Treatmen	t system	General		10/1/2012		Active	Actions 🗸	Reporting
PV00110*CD	Нау	den Heights MHP		NPDES Munic	cipal	5/23/2014		Active	Actions 🗸	Reporting
oplication List 2	*	↓ Number	Applicatio	∽ on Type		Location Name	*	Created	Create New Post	ermit Applicati
Application List 2 Application ID 88228295	*	Number 4PV00110*CD	Applicatio	on Type	Haden H	Location Name	*	Created 9/22/2015	Create New Post	ermit Applicati Actions

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**

Chio I Ohio EPA   Lo Chio Environmental Protection Agency	Delete	Application Con	firmation							
usiness Center	Delete a	pplication 188228295. This	action can't be un	ndone and you w	ill lose all	data entered for	this application	۱.		jrobtest1 -
Permit Lis	st							Ye	s No	Add Perm
Permit I	Number	Name	~	Туре	~	Issued	Coverage	Status	Actions	Reporting
3GK00833	*BG Ho	usehold Sewage Treatment	system	General		10/1/2012		Active	Actions -	Reporting <del>-</del>
4PV00110	*CD Ha	yden Heights MHP		NPDES Munici	pal	5/23/2014		Active	Actions -	Reporting <del>-</del>
									1 - 2 display	red , 2 in tota
Applicatio	on List 2							C	Create New Pe	rmit Applicatio
Appli	ication ID	• Number	Applicatio	on Type		Location Name	~	Created	Status	Actions
18822829	5	4PV00110*CD	Individual		Haden H	leights MHP		9/22/2015	Edit	Actions -

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**

tate of Ohio   Ohio EPA	Logout					
Chio Environment Protection Agence	Delegate Applic	ation to Anoth	er User			
eBusiness Center	Current Application A	ssociations				jrobtest1 - Test Acc
Permit	Application 188228 Haden Heights MHP INDIVIDUAL - Individu	295 Information	or Renew			Add Permit
Perm	it Nu User ID	Account	Delegator User ID		Action	Reporting
3GK008	33*B					Reporting <del>~</del>
4PV001	10*C					Reporting
	You have chosen to del would like to assign this	egate the application for delegation.	Haden Heights MHP (188228295).	Please select the el	Business Center account you	ayed , 2 in total
	User ID	F	irst Name	Last Name		
Applica	tion				Search	
Ар	plica					Actions
188228	295				Done	Actions -
188228	170					Actions -
					1 - 2 dis	played , 2 in total

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

Application 18 Haden Heights	38228295 Information MHP				
INDIVIDUAL - Ir	idividual NPDES Permit - Ne	w or Renew			
User ID	Account	Delegator	User ID		Action
ou have chosen ould like to assig	to delegate the application f n this delegation.	or Haden Heights MH	IP (188228295). Plea	se select the eBusine	ess Center account
ser ID		First Name		Last Name	
				Roberts	
					Sear
ccount Search	Results (41)			Filter	
ccount Search	Results (41)			Filter:	
ccount Search Jser ID	Results (41)		Name	Filter:	
ccount Search Jser ID 0857731524	Results (41)		Name John Roberts	Filter:	
ccount Search Jser ID )857731524 1122324	Results 41		Name John Roberts stephen rober	Filter:	
ccount Search User ID 0857731524 1122324 12049043	Results (41)		Name John Roberts stephen rober Lisa Roberts	Filter:	

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

Application 18 Haden Heights INDIVIDUAL - In	8228295 Information MHP Idividual NPDES Permit - N	√ew or Renew		
User ID	Account	Delegator User ID		Action
ou have chosen t ould like to assig	to delegate the applicatior n this delegation.	n for Haden Heights MHP (188228295).	Please select the eBusiness	Center account y
iser ID	Ū	First Name	Last Name	
iser ID		First Name	Last Name Roberts	
iser ID		First Name	Last Name Roberts	Searc
lser ID		First Name	Last Name Roberts	Searc
ou have selected this is not the col	the following account. If the following account please refine	First Name	Last Name Roberts	Searc ith your application

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 e-DMR Administrator 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