

Applying for and Delegating the Hazardous Waste Annual Report Service (eDRUMS)

Division of Hazardous Waste
Management
January 2010



Before you begin...

- The Responsible Official (RO) or duly authorized representative as defined in [3745-50-42](#) needs to have an eBusiness Center (eBiz) account and an activated PIN.
- Verify that Job Title is stored with your eBiz account information. To view or revise, click on My Account->Update Account.
- If you will delegate access to other people, each of them must have their own eBiz account.

If you are an Authorized Representative, before you start:

- Send to Ohio EPA/DHWM the written statement from the RO stating that you are his/her duly authorized representative
- Please include the facility identification in the letter so we know which facility the service request is for

This portion of the presentation will cover how the Responsible Official or their authorized representative requests the eDRUMS Service.

1. APPLYING FOR THE SERVICE



Select the Service

- “Service” is a generic label for something you can do in eBiz such as submit a report, an application, or pay fees.
- To get started, the RO logs into eBiz.
- The RO clicks on “Hazardous Waste Annual Report (eDRUMS)” in the list of Available Services.
- The next step is to begin the process of associating the RO with a specific facility.

Select a Facility

- Click the Add Facility button to get started.
- The next step is to search for a facility.

Select and Manage Facilities Associated with Your Service

 Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facilities you wish to add. Once you have added one or more facilities, click 'Request Service' to submit your request.

Note: If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Service: Hazardous Waste Annual Report (eDRUMS) 

Facility Association Information

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
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Search for a Facility

- Search by RCRA EPA ID Number in the Regulatory Program ID field. All facilities who filed a report between 1995 & 2008 can be found by an ID search.
- Otherwise, use one or two other criteria and be succinct.

Service Activation - Facility Search

Facility Search Criteria

The first step in activating a new service is to associate it with one or more facilities. Use this search to locate facilities for association. The search uses "contains" logic. For example, if the facility name is "Redbrick Enterprises Inc." you can enter "brick" in the "Name" field below. This will search for all facilities with "brick" in the name.

Searching by the Regulatory Program ID or Agency Core ID is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try less specific criteria if an initial search is not successful.

 **Regulatory Program ID:**

Agency Core ID:

Name:

Alias:

Address Line 1:

Address Line 2:

City:

County:

Zip:

Please Note: For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.

Viewing Search Results

- List below is for ‘bp’ in Madison County.
- Use the “Search Again” button if the facility of interest isn’t displayed and you want to try again.
- Note the Regulatory Program ID information.
- Only facilities with RCRA EPA IDs will display in the Search Results.

Service Activation - Facility Search Results

Service Activation - Facility Search Results

Search Again

I do not see my facility listed below and would like to change my search criteria.

Search Again

Cancel

Service Activation - Facility Search Results

Your search criteria returned 3 facilities.

To select a facility click on the Agency Core ID. If more than one record for the same facility is found, select the one with the appropriate Agency Core ID and/or Regulatory Program ID for the service you are applying for.

Agency Core ID ▼	Name ▼	Address	Zip	Regulatory Program ID
28478	BP Oil Co	51 High St London OH	43140	- 0149010096 (AIRFI) - OHD987013463 (RCRA)
28480	BP Oil Co	Rte 2 1324 US Rte 42 London OH	43140	- 4936912 (DWSTU) - OH4936912 (PWS) - OHD987013455 (RCRA)
28479	BP Amoco Oil Corp Bulk Plant London	59 S Madison Rd London OH	43140	- OHD000727438 (RCRA) - 0149010090 (AIRFI)

What is an Agency Core ID?

- Unique ID number for a facility in Ohio EPA's core database.
- Some regulatory programs use it in place of or in addition to program ID numbers.
- For the RCRA program we use the US EPA RCRA ID numbers to identify facilities but eBiz also lists the core IDs.
- Goal is to not have duplicates in core but sometimes there is no other option.

Search Result Tips

- Potential duplicates in the agency core database are flagged with “*” after the facility name. Don’t worry about that.
- If you search by criteria other than RCRA EPA ID and observe duplicates for the same facility, be sure to select the one with the RCRA EPA ID.
- Contact DHWM if you have questions about what you are seeing.

No Results Found

- Try again with different criteria if you're fairly certain the facility is in the database. Contact DHWM to verify ID numbers or get help.
- Click Create New Facility only after you've exhausted the possibilities.

Facility Search Results Empty

 Your search did not return any facilities.
Please modify your search criteria.

If you made multiple search attempts using different search criteria and no matches are found, click on the 'Create New Facility' button to go to the Facility Profile screen where you can enter facility identification information.

Please note: You may be at risk of losing work you perform in the selected service if you are not certain that your facility does not already exist in the agency database and you erroneously create a duplicate facility and begin working in the selected service under the duplicate facility record. If you are uncertain, please continue searching the Agency database using more inclusive (i.e., less specific) search criteria, or contact support staff for the regulatory program to obtain assistance.

Create New Facility screen 1

- Basic information about the facility location is required.
- Click Save and then Submit when done.

Physical Location of Facility

Facility

* Name: eDRUMS Test Facility

Aliases:

Alias:

* Address Line 1: 50 W Town St Suite 700

Address Line 2:

* City/Township: Columbus

* State: OH

* Zip: 43215

* County: Franklin

Latitude: 00.000

Longitude: 00.000

Description of Location: Lazarus Govt Center

Notes: This is a test

Facility Search...

Create New Facility screen 2

- Enter PIN and click Submit.
- The RO will get an e-mail acknowledgement.

Facility Profile Submission

Facility Profile

Your Facility Profile

eDRUMS Test Facility

50 W Town St Suite 700	Latitude: 0 0 0
Columbus OH 43215	Longitude: 0 0 0
Franklin County	Physical Location:

Owners **Operators**

this PIN,
I certify under penalty of law that:

(1) (a) I have personally examined and am familiar with the information submitted herein and had the opportunity to review it in electronic form; and the information is true to the best of my knowledge; or
(b) For transmittals pursuant to R.C. Chapter 3704 (air pollution control law), I am familiar with the information submitted herein and I have had the opportunity to review it in electronic form and the information is true, accurate and complete based on information and belief formed after reasonable inquiry;
(2) I understand that this information pertains to the implementation, oversight, and enforcement of a state or federal environmental program;
(3) I understand that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment.

I have read and agree with the above statement.

PIN:

Wait for Reconciliation Process

- Ohio EPA will manually process the request to add the facility to the database.
- Note that acknowledgement rows were added under My Tasks.

Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
e-DMR	Deactivate	Active	view/edit	view/edit
DSIWM Disposal Fees	Request	Inactive	view/edit	
E2 Administration	Request	Inactive	view/edit	
DSW Credible Data	Request	Inactive	view/edit	
Hazardous Waste Annual Report (eDRUMS)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
Air Services	Request	Inactive	view/edit	

My Tasks (2)

Name ▼	Status ▼	Created ▼	Action
Facility 290646 submitted for reconciliation.	Pending	12/23/2009 02:46:29	hide
Facility eDRUMS Test Facility submitted for processing.	Pending	12/23/2009 02:46:29	hide

Processing Complete

- Once reconciliation occurs, the RO is notified by the appearance of a new row in My Tasks.
- The RO can then select the service, search for the facility, and complete the service request.

You found the facility-What's next?

- Click on the Agency Core ID in **blue**.
- You'll be returned to the Select and Manage Facilities screen.
- At this time you can click Add Facility again to search for another facility if you are requesting the service for more than one.
- Click Next when ready for the next step, role selection.

Role Selection for the RO

- The RO should click the check box for Certify/Submit.

Hazardous Waste Annual Report Service Request

Hazardous Waste Annual Report Service Request		
Facility Associations		
Facility ID	Facility	Certify/Submit
290653	eDRUMS Test Facility 50 W Town St Suite 700 Columbus, OH 43215	<input type="checkbox"/>

For the facility listed above, I certify that I am a Responsible Official as defined in Ohio Administrative Code rule [3745-50-42 \(A\)](#): (1) For a corporation: By a responsible corporate officer. For the purpose of this rule, a "responsible corporate officer" means: (a) A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (b) The manager of one or more manufacturing, production, or operating facilities employing more than two hundred fifty persons or having gross annual sales or expenditures exceeding twenty-five million dollars (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. (2) For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or (3) For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this rule, a principal executive officer of a federal agency includes: (a) The chief executive officer of the agency, or (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of U.S. EPA);

Or:
I am a duly authorized representative as defined in [3745-50-42\(B\)](#) and have been authorized to sign reports by a Responsible Official of my organization. I have submitted to the Director of the Ohio EPA the authorization in writing as required by [3745-50-42 \(B\)\(1\)](#).

As the true and sole authorized user of this Personal Identification Number (PIN), by transmitting this information electronically using this PIN, I certify under penalty of law that: (1) (a) I have personally examined and am familiar with the information submitted herein and had the opportunity to review it in electronic form; and the information is true to the best of

Attestation

- Attestation contains certifications for “I am the Responsible Official or duly authorized representative” and “I am the sole authorized user of this PIN”. The latter is on all the screens that require PIN entry.

For the facility listed above, I certify that I am a Responsible Official as defined in Ohio Administrative Code rule [3745-50-42](#) (A): (1) For a corporation: By a responsible corporate officer. For the purpose of this rule, a “responsible corporate officer” means: (a) A president, secretary, treasurer, or vice president of the corporation in charge of a principal business function, or any other person who performs similar policy-making or decision-making functions for the corporation, or (b) The manager of one or more manufacturing, production, or operating facilities employing more than two hundred fifty persons or having gross annual sales or expenditures exceeding twenty-five million dollars (in second quarter 1980 dollars), if authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures. (2) For a partnership or sole proprietorship: By a general partner or the proprietor, respectively; or (3) For a municipality, state, federal, or other public agency: By either a principal executive officer or ranking elected official. For purposes of this rule, a principal executive officer of a federal agency includes: (a) The chief executive officer of the agency, or (b) A senior executive officer having responsibility for the overall operations of a principal geographic unit of the agency (e.g., regional administrator of U.S. EPA);

Or:

I am a duly authorized representative as defined in [3745-50-42](#)(B) and have been authorized to sign reports by a Responsible Official of my organization. I have submitted to the Director of the Ohio EPA the authorization in writing as required by [3745-50-42](#) (B)(1).

As the true and sole authorized user of this Personal Identification Number (PIN), by transmitting this information electronically using this PIN, I certify under penalty of law that: (1) (a) I have personally examined and am familiar with the information submitted herein and had the opportunity to review it in electronic form; and the information is true to the best of my knowledge; or (b) For transmittals pursuant to R.C. Chapter 3704 (air pollution control law), I am familiar with the information submitted herein and I have had the opportunity to review it in electronic form and the information is true, accurate and complete based on information and belief formed after reasonable inquiry; (2) I understand that this information pertains to the implementation, oversight, and enforcement of a state or federal environmental program; (3) I understand that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment; (4) I have not violated any term in my Subscriber Agreement; and (5) I am otherwise without any reason to believe that the confidentiality of my PIN and/or password have been compromised now or at any time prior to this submission.

I have read and agree with the above statement.

PIN and Security Question Answer

- Click the “I have read and agree” check box to enable the Submit button.
- Enter PIN and answer security question.
- Click Submit.

pertains to the implementation, oversight, and enforcement of a state or federal environmental program; (3) I understand that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment; (4) I have not violated any term in my Subscriber Agreement; and (5) I am otherwise without any reason to believe that the confidentiality of my PIN and/or password have been compromised now or at any time prior to this submission.

I have read and agree with the above statement.

PIN:

Please answer this security question:

Xmas card 2009 color

Submit DHWM Annual Report Service Request

Cancel

Successful Request Submission

- The RO will see a screen stating that the submission was successful and will receive an e-mail to acknowledge the submission.
- A row appears in My Tasks with a status of Pending.

My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
View Hazardous Waste Annual Report (eDRUMS) Service Request for eDRUMS Test Facility (290653) with regulatory program ID (OHD123456789)	Pending	01/12/2010 11:45:07	hide

This section covers what happens after the RO submits the eDRUMS Service Request

2. DHWM REVIEW



Request Processing

- DHWM staff use an administrative application to look at each request.
- The reviewer sees the RO's account info and the facility name, including their job title.
- The requirements for who can electronically sign a report are in OAC rule [3745-50-42](#), signatories for permit applications and reports.

Job Title

- Job Title is captured at the time the RO submits the report and is a required field.
- If Title is blank, DHWM will not act on the service request because it is required for the report.
- To view or revise Title, click on My Account->Update Account.
- DHWM will contact you if Title is blank.

Approved!

- The RO will promptly receive an e-mail once the request has been approved by DHWM.
- The RO can now click on the eDRUMS service and:
 - Begin working on a report; or
 - Delegate access to other users

Deactivating the Service

- The RO would click **Deactivate** in the Action column for eDRUMS in Available Services.
- This will inactivate the service for all facilities the RO is associated with. Be sure this is what you want.
- To re-establish the service, a RO must start from scratch and search for the facility etc.

This section explains how the RO can delegate access roles to other eBiz users.

3. DELEGATION OF PRIVILEGES

What is a Role?

- A Role is an access privilege granted by the RO.
- Roles can be delegated by the RO after their eDRUMS service request has been approved.
- The eDRUMS roles are:
 - Read-Only
 - Preparer
 - Certify/Submit

Read-Only and Preparer

- Read-Only users can view a report but can't alter data or submit.
- A Preparer can add, change, or delete data but can't submit the report.
- These two roles do not require the user to have a PIN.

Certify/Submit

- If the RO delegates this role, the person should meet the definition of “authorized representative” in OAC rule [3745-50-42](#).
- The delegated authorized representative needs to have a PIN before they can submit a report.

How is an Authorized Representative designated?

- The authorization can be for a named individual or for any person occupying a named position of responsibility.
- Two ways to designate:
 - Electronic: If both have a PIN, in eBiz the RO can delegate the certify/submit privilege to the authorized representative.
 - Paper: RO authorizes in writing, sends that to Ohio EPA/DHWM, and the authorized representative with a PIN applies for the service.

RO Responsibility

- The RO is liable for any actions taken by delegated users.
- The delegation attestation contains language stating this.
- Read-Only and Preparer roles can be delegated to consultants as well as to facility employees.

How to Delegate

- The RO will click on [view/edit](#) in the Delegations column for eDRUMS

Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
e-DMR	Deactivate	Active	view/edit	view/edit
DSIWM Disposal Fees	Request	Inactive	view/edit	
E2 Administration	Request	Inactive	view/edit	
DSW Credible Data	Request	Inactive	view/edit	
Hazardous Waste Annual Report (eDRUMS)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
Air Services	Request	Inactive	view/edit	

Add Account

- Click Add Account to start searching for an eBiz user to be delegated privileges

Service Activation - Selected Account List

Selected Account List

 To search for the eBusiness Center user account(s) you want to delegate the Hazardous Waste Annual Report (eDRUMS) privileges, click 'Add Account' below and enter your account search criteria. You can delegate to multiple accounts from the search results page or by searching for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

Only a Responsible Official as defined by OAC rule 3745-50-42 can delegate access privileges to other users. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

ID	Name/Address	Contact	Created	Action
Add Account 				<input type="button" value="Delegate"/> <input type="button" value="Cancel"/>

Account Search

- If you know the user's account ID, this is the quickest way to search.
- Searching by first and last name would be the next best method.

The screenshot shows a web application interface with a dialog box titled "Account Search Criteria". The dialog box has a green header and contains the following elements:

- Header:** "Account Search Criteria"
- Information Icon:** A blue circle with a white 'i'.
- Text:** "To search for the user account(s) you want to delegate the Hazardous Waste Annual Report (eDRUMS) privileges, enter your search criteria below. You can delegate to multiple accounts from the search results page or by searching for each user one at a time."
- Form Fields:** Five input fields labeled "Last Name:", "First Name:", "User ID:", "Email Address:", and "Company Name:".
- Note:** A red-bordered box containing the text: "Please Note: For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help."
- Buttons:** "Search" and "Cancel" buttons at the bottom right of the dialog.

The background shows a partial view of the "Service A" page with a table of "Selected Accounts" and a "Current Account: pca" indicator in the top right corner.

Account Search Results

- If the user you are searching for displays in the results, click the Select check box adjacent to their account and click Next.
- Otherwise, click Cancel and search again.

Account Search Results

Your search results returned 1 accounts.

Results				
Select	ID	Name/Address	Contact	Created
<input checked="" type="checkbox"/>	testeDRUMS2	mary ann silagy 50 w town st columbus, OH 43215	maryann.silagy@epa.state.oh.us (614) 644-2891	12/22/2009 02:24:49

Next

Cancel

Selected Account List

- At this point you can search for another user by clicking Add Account, or click Delegate to move on to the next step, Privilege Delegation.

Service Activation - Selected Account List

Selected Account List



To search for the eBusiness Center user account(s) you want to delegate the Hazardous Waste Annual Report (eDRUMS) privileges, click 'Add Account' below and enter your account search criteria. You can delegate to multiple accounts from the search results page or by searching for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

Only a Responsible Official as defined by OAC rule 3745-50-42 can delegate access privileges to other users. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

ID	Name/Address	Contact	Created	Action
testeDRUMS2	mary ann silagy 50 w town st columbus, OH 43215	maryann.silagy@epa.state.oh.us (614) 644-2891	12/22/2009 02:24:49	remove

[Add Account](#)

Delegate

Cancel

Privilege Delegation

- Click the check box for the role to be delegated to this person.
- Click Submit.

Privilege Delegation

Privilege Delegation

I am a Responsible Official as defined by OAC rule 3745-50-42 and am aware that I am liable for any actions taken by users to whom I have delegated access privileges. If I have delegated the Certify/Submit privilege, the person to whom I have delegated this role qualifies as a duly authorized representative as defined in 3745-50-42 (B)(2): an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, operator of a well or a well field, superintendent, or position of equivalent responsibility. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)

If in the future the authorization I am approving today is no longer accurate because a different individual or position has responsibility for the overall operation of a facility, I am aware that it is my responsibility to remove the delegation of this privilege from the formerly authorized representative's account.

Select one of the roles to delegate: 1) Read Only - can view a report but can't alter data or certify/submit; 2) Prepare - can add or update a report but cannot certify/submit; 3) Certify/Submit - has both of the other privileges and is a Responsible Official or their duly authorized representative. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

User	Service to Delegate	Facility	Privilege to Delegate		
testeDRUMS2 mary ann silagy 50 w town st columbus, OH 43215	Hazardous Waste Annual Report (eDRUMS)	eDRUMS Test Facility (290653) 50 W Town St Suite 700 Columbus, OH 43215	Read Only <input type="checkbox"/>	Preparer <input type="checkbox"/>	Certify/Submit <input type="checkbox"/>

Submit

Cancel

PIN Validation

- The RO will enter their PIN, answer the security question, and then click Submit.
- Note the attestation that the RO is liable for delegated users' actions and must remove privileges from users when their responsibilities change.

PIN Validation

PIN Validation for Privilege Delegation

To complete your privilege delegation please answer the questions below:

As the true and sole authorized user of this Personal Identification Number (PIN), by transmitting this information electronically using this PIN, I certify under penalty of law that: (1) (a) I have personally examined and am familiar with the information submitted herein and had the opportunity to review it in electronic form; and the information is true to the best of my knowledge; or (b) For transmittals pursuant to R.C. Chapter 3704 (air pollution control law), I am familiar with the information submitted herein and I have had the opportunity to review it in electronic form and the information is true, accurate and complete based on information and belief formed after reasonable inquiry; (2) I understand that this information pertains to the implementation, oversight, and enforcement of a state or federal environmental program; (3) I understand that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment; (4) I have not violated any term in my Subscriber Agreement; and (5) I am otherwise without any reason to believe that the confidentiality of my PIN and/or password have been compromised now or at any time prior to this submission.

I am a Responsible Official as defined by OAC rule 3745-50-42 and am aware that I am liable for any actions taken by users to whom I have delegated access privileges. If I have delegated the Certify/Submit privilege, the person to whom I have delegated this role qualifies as a duly authorized representative as defined in 3745-50-42(B)(2): an individual or a position having responsibility for the overall operation of the regulated facility or activity, such as the position of plant manager, operator of a well or a well field, superintendent, or position of equivalent responsibility. (A duly authorized representative may thus be either a named individual or any individual occupying a named position.)

If in the future the authorization I am approving today is no longer accurate because a different individual or position has responsibility for the overall operation of a facility, I am aware that it is my responsibility to remove the delegation of this privilege from the formerly authorized representative's account.

PIN:

E-mail Notifications

- The RO and the users who were given privileges all receive an e-mail acknowledgement.
- The e-mail includes the facility name, the name of the RO who delegated the privilege, and the user information for the person who was assigned a privilege.

Removing Privileges

- The RO will click [delete](#) and then be asked “are you sure” to confirm.
- An e-mail will be sent to the RO and to the user whose privilege was removed.
- If you need to change privileges, delete and re-assign.

Envrite of Ohio Inc * (38512) 2050 Central Ave SE Canton, OH 44707	- OHD980568992 - 1576051209 - 76-4953-861 - 44707NVRTF2050C	Responsible Official (ACTIVE)	Account	Role	Delegated By	Status	Action
			do	Responsible Official		Active	delete
Add User							



This section covers how to get help with Service Requests and Delegation

4. HOW TO GET HELP

On your own

- eBusiness Center User Guide: covers everything in this presentation in a general manner.
 - Access through “Click here for online help” on the [eBiz login screen](#)
- Go to [Answer Place](#) and browse the eBusiness category. There are over 70 answers related to eBiz from basic to detailed.

eDRUMS-Specific

- Questions about eDRUMS or RCRA EPA ID numbers should be directed to the Division of Hazardous Waste Management (614-644-2917)
- HWannualreport@epa.state.oh.us
- Paula Canter (614-644-2923)
 - paula.canter@epa.state.oh.us
- Mary Ann Silagy (614-644-2891)
 - maryann.silagy@epa.state.oh.us