

Overview

The Division of Materials and Waste Management (DMWM) Facility Licensing software is a service provided in the Ohio Environmental Protection Agency's (EPA) eBusiness Center (eBiz). eBiz is a secure Internet-based site that enables users to quickly and securely access Ohio EPA services and electronically complete and submit reports and license and registration applications. Access to the eBiz and the DMWM Facility Licensing service is restricted to authorized personnel. If you are a new user and need to set up an eBiz account, refer to the [eBiz User's Guide](#).

This Facility Licensing User Guide is written for users who will be creating, editing and filing license applications electronically in eBiz from anywhere there is access to the Internet and a printer.

This guide is intended for the operators and owners of facilities to obtain a license from the Ohio EPA or an approved local Health Department (HD). Facilities include:

- Solid waste landfills
- Solid waste incinerators
- Solid waste transfer facilities
- Compost facilities
- Scrap tire facilities

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DMWM Facility Licensing User Guide

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Filing a Facility License Application

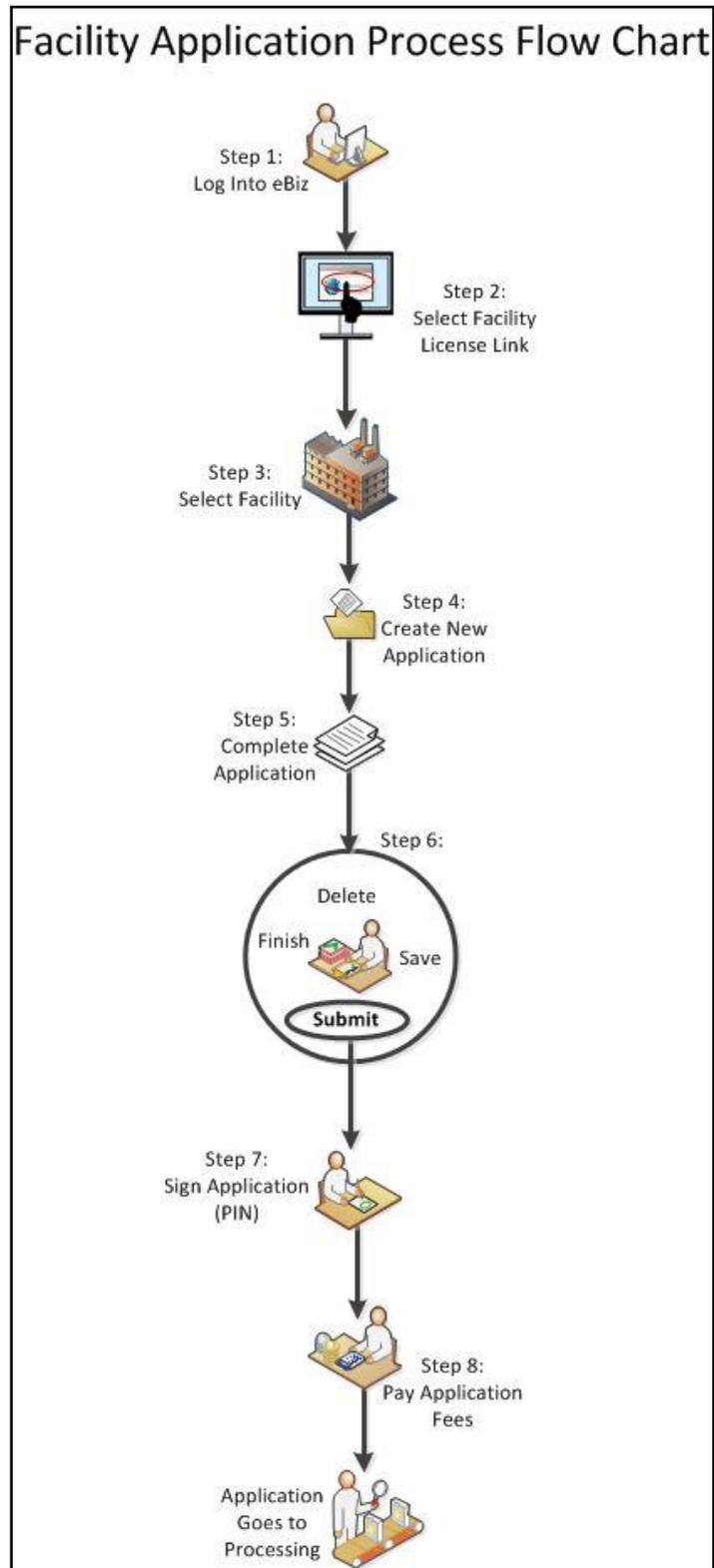
The facility user role has permissions to create, edit and file electronic license applications. The facility user is typically the owner or operator of a facility, and is referred to as the Responsible Official.

Only the Responsible Official can electronically sign an application once it is completed. However, the Responsible Official must first apply for and obtain a personal identification number (PIN). If you are a new user and need to set up an eBiz account, refer to the [eBiz User’s Guide](#).

A PIN uniquely identifies a user and serves as a legally binding electronic signature. The PIN represents an official signature and should be kept confidential.

The following sections describe how to create, submit, sign and pay for facility license applications.

Facility Application Process Flow Chart



Log On to eBiz and Select Service

The following section describes how to log into eBiz and select the **DMWM Facility Licensing Service**.

Note: It is recommended to use Microsoft Internet Explorer, version 7.0 or later as the web browser when using eBiz.

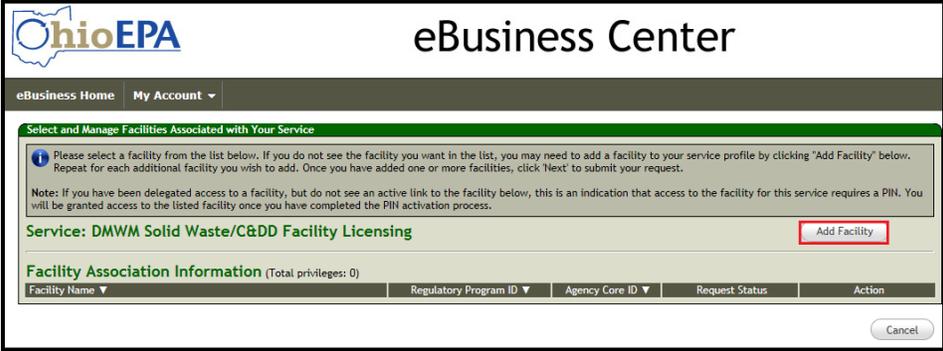
| Step | Instruction |
|------|--|
| 1 | <p>Open a web browser and type into the address field: https://ebiz.epa.ohio.gov/.</p>  |
| 2 | <p>Type your User ID and Password and then click <input type="button" value="Login"/>.</p> |
| 3 | <p>Select the DMWM Solid Waste/C&DD Facility Licensing link.</p>  |

Adding a Facility Association

If you are a new eBiz user or a current eBiz user and need to add a new facility, you need to associate the facility with your eBiz account.

Facility users can only file applications for the facilities that they are associated with in the licensing service. The facilities associated with a user are listed on the service home page.

Follow these steps to add a facility.

| Step | Instruction |
|------|--|
| 1 | <p>Log on to eBiz and select DMWM Solid Waste/C&DD Facility Licensing link. The Service: DMWM Solid Waste/C&DD Facility Licensing page displays.</p>  |
| 2 | <p>Click . The Service Activation – Facility Search page displays.</p> |

| Step | Instruction |
|------|--|
| 3 | <p>The first step in activating a new service is to associate the user's account with one or more facilities. A search page enables users to quickly find a specific facility based on specific criteria. For example, if the facility name is Redbrick Enterprises Inc., enter "brick" in the Name field. This will search for all facilities with brick in the name.</p> <p>Notes:</p> <ul style="list-style-type: none"> • Searching by the Agency Core ID (if known) 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. • You are not granted permission to associate a facility until your Personal Identification Number (PIN) is activated. If you are a new user and need to set up a PIN for your eBiz account, refer to the eBiz User's Guide. <div data-bbox="418 701 1354 1115" style="border: 1px solid black; padding: 5px;"> <p>Service Activation - Facility Search</p> <p>Facility Search Criteria</p> <p>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.</p> <p>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.</p> <p>Regulatory Program ID: <input type="text"/></p> <p>Agency Core ID: <input type="text"/></p> <p>Name: <input type="text"/></p> <p>Address Line 1: <input type="text"/></p> <p>Address Line 2: <input type="text"/></p> <p>City: <input type="text"/></p> <p>County: <input type="text" value="<none>"/></p> <p>Zip: <input type="text"/></p> <p style="text-align: right;"> <input type="button" value="Search"/> <input type="button" value="Reset"/> <input type="button" value="Cancel"/> </p> <div style="border: 1px solid red; padding: 2px; width: fit-content; margin: 10px auto;"> <p>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.</p> </div> </div> |
| 4 | <p>Enter search criteria.</p> <p>Note: Try less specific criteria if an initial search is not successful. For best results, enter only 1 or 2 criteria.</p> |
| 5 | <p>Click .</p> |

| Step | Instruction | | | | | | | | | | | | | | | |
|------------------|---|--------------------------|----------|----------------|-------|---|--------------------------|-------|-----------------------------------|---------------------|-------|-------------------------------------|---------------------|-------|---|---------------------|
| 6 | <p>Review the search results and select the Agency Core ID number of the appropriate facility.</p> <div data-bbox="597 331 1208 835" data-label="Image"> <p>Service Activation - Facility Search Results</p> <p>Your search criteria returned 11 facilities. To select a facility click on the Agency Core ID. If more than one record for the are applying for:</p> <table border="1"> <thead> <tr> <th>Agency Core ID ▼</th> <th>Name ▼</th> <th>Address</th> </tr> </thead> <tbody> <tr> <td>14306</td> <td>Wilson Rd DUCHESS</td> <td>850 N W Columbu</td> </tr> <tr> <td>15005</td> <td>Franklin County Sanitary Landfill</td> <td>3851 Lor Grove C</td> </tr> <tr> <td>15062</td> <td>Georgesville Road Transfer Facility</td> <td>1550 Ged Columbu</td> </tr> <tr> <td>15274</td> <td>Waste Management of Ohio Transfer & Recycling</td> <td>1046 Wal Canal W</td> </tr> </tbody> </table> </div> <p>The Facility Association Information screen displays.</p> <p>Note: Repeat the procedure until all associated facilities have been added.</p> | Agency Core ID ▼ | Name ▼ | Address | 14306 | Wilson Rd DUCHESS | 850 N W Columbu | 15005 | Franklin County Sanitary Landfill | 3851 Lor Grove C | 15062 | Georgesville Road Transfer Facility | 1550 Ged Columbu | 15274 | Waste Management of Ohio Transfer & Recycling | 1046 Wal Canal W |
| Agency Core ID ▼ | Name ▼ | Address | | | | | | | | | | | | | | |
| 14306 | Wilson Rd DUCHESS | 850 N W Columbu | | | | | | | | | | | | | | |
| 15005 | Franklin County Sanitary Landfill | 3851 Lor Grove C | | | | | | | | | | | | | | |
| 15062 | Georgesville Road Transfer Facility | 1550 Ged Columbu | | | | | | | | | | | | | | |
| 15274 | Waste Management of Ohio Transfer & Recycling | 1046 Wal Canal W | | | | | | | | | | | | | | |
| 7 | <p>Click . The DMWM License Service Request page displays. Select the Check the Certify/Submit check box, read the agreement and then select the I have read and agree with the above statement check box. Enter your PIN and answer the security question set up when the PIN was requested.</p> <div data-bbox="435 1178 1370 1654" data-label="Image"> <p>DMWM License Service Request</p> <p>DMWM License Service Request</p> <table border="1"> <thead> <tr> <th>Facility ID</th> <th>Facility</th> <th>Certify/Submit</th> </tr> </thead> <tbody> <tr> <td>15005</td> <td>Franklin County Sanitary Landfill 3851 London Groveport Rd Grove City, OH 43123</td> <td><input type="checkbox"/></td> </tr> </tbody> </table> <p>For the facility listed above, I certify that I meet the signatory qualifications of Ohio Administrative Code rule 3745-500-50. I am an applicant, owner, or operator and qualify as one of the following: (1) in the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) in the case of a partnership, a general partner; (3) in the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) in the case of sole proprietorship, the owner; or (5) in the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.</p> <p>By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.</p> <p><input type="checkbox"/> I have read and agree with the above statement.</p> <p>PIN: <input type="text"/></p> <p>Please answer this security question: What color is red? <input type="text"/></p> <p><input type="button" value="Submit DMWM License Service Request"/> <input type="button" value="Cancel"/></p> </div> | Facility ID | Facility | Certify/Submit | 15005 | Franklin County Sanitary Landfill 3851 London Groveport Rd Grove City, OH 43123 | <input type="checkbox"/> | | | | | | | | | |
| Facility ID | Facility | Certify/Submit | | | | | | | | | | | | | | |
| 15005 | Franklin County Sanitary Landfill 3851 London Groveport Rd Grove City, OH 43123 | <input type="checkbox"/> | | | | | | | | | | | | | | |

| Step | Instruction |
|------|---|
| 8 | <p>Click . The Service Activation Request Complete page displays. Select the Continue link.</p> <div data-bbox="475 380 1334 640" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Service Activation Request Complete</p> <p> The DMWM Facility Licensing activation request was successfully received. You will receive an email notification when your service request has been processed.</p> <p style="text-align: right;">Continue...</p> </div> <p>Note: After the request has been submitted the above message appears. An email notification is sent to the user when the service request is processed.</p> |
| 9 | <p>Selecting Continue redisplay the Welcome to the Ohio EPA eBusiness page. When you have received the email notification that your service request is processed, do one of the following:</p> <ul style="list-style-type: none"> • For new users or new facility applications, see <i>Submitting a License Application – New Applications</i>. • For existing users who have previously submitted license applications for existing facilities, see <i>Submitting a License Application – Copy Detail from a Previously Submitted Application to your Current Year Application</i>. |

Submitting a License Application – New Applications

The following section describes the **Facility License Service** page and how to create a new license application. Users can also edit and delete any application that has yet to be submitted.

| Step | Instruction | | | | | | | | | | | | | | | |
|---|--|------------------|-------------------------|------------------|----------------|--------|---|--|-------|--------|---|--|--|-------|--------|---|
| 1 | <p>Log on to eBiz and select DMWM Facility Licensing link. The Service: DMWM Solid Waste/C&DD Facility Licensing page displays.</p> | | | | | | | | | | | | | | | |
| 2 | <p>Find the facility you wish to file a new application for in the Select and Manage Facilities Associated with Your Service screen.</p> <div data-bbox="436 1566 1378 1795" style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p>Select and Manage Facilities Associated with Your Service</p> <p> 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 facility you wish to add. Once you have added one or more facilities, click 'Next' to submit your request.</p> <p><small>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.</small></p> <p>Service: DMWM Solid Waste/C&DD Facility Licensing <input type="button" value="Add Facility"/></p> <p>Facility Association Information (Total privileges: 2)</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th>Facility Name ▼</th> <th>Regulatory Program ID ▼</th> <th>Agency Core ID ▼</th> <th>Request Status</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Franklin County Sanitary Landfill</td> <td></td> <td>15005</td> <td>ACTIVE</td> <td style="text-align: center;">✗</td> </tr> <tr> <td>Holmes County Landfill</td> <td></td> <td>22641</td> <td>ACTIVE</td> <td style="text-align: center;">✗</td> </tr> </tbody> </table> </div> | Facility Name ▼ | Regulatory Program ID ▼ | Agency Core ID ▼ | Request Status | Action | Franklin County Sanitary Landfill | | 15005 | ACTIVE | ✗ | Holmes County Landfill | | 22641 | ACTIVE | ✗ |
| Facility Name ▼ | Regulatory Program ID ▼ | Agency Core ID ▼ | Request Status | Action | | | | | | | | | | | | |
| Franklin County Sanitary Landfill | | 15005 | ACTIVE | ✗ | | | | | | | | | | | | |
| Holmes County Landfill | | 22641 | ACTIVE | ✗ | | | | | | | | | | | | |

| Step | Instruction | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
|---|---|---------------------|-----------------|------|--------|---|---------|---------------------|-----------------|---|---------|---------------------|-----------------|-----------------------------|-----|---------------------|-----------------|-----------------------|---------|---------------------|-----------------|-----------------------|---------|---------------------|-----------------|-------------------------------|---------|---------------------|-----------------|---------------------------|---------|---------------------|-----------------|----------------------------|---------|---------------------|-----------------|--------------------------------|-----|---------------------|-----------------|------|--------|------|--------|---------------------------------------|--------|---------------------|--------|----------------------------------|--------|---------------------|--------|
| 3 | <p>Click on the facility name to add a new license application for that facility. The Facility License Service page displays.</p> <p>Notes:</p> <ul style="list-style-type: none"> • If the facility is not in the list, ensure the user account has been authorized to submit applications for that facility. For additional information, refer to the eBiz User's Guide. • If this is a new facility or if you are a new user, see <i>Adding a Facility Association</i>. <div data-bbox="418 573 1352 1041" data-label="Image"> <table border="1" data-bbox="618 688 1321 888"> <caption>In Process Facility License Application</caption> <thead> <tr> <th>Type</th> <th>Status</th> <th>Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Residual Solid Waste - Class 1 Landfill</td> <td>PENDING</td> <td>08/15/2013 09:14:07</td> <td>[edit] [delete]</td> </tr> <tr> <td>Residual Solid Waste - Class 1 Landfill</td> <td>PENDING</td> <td>08/15/2013 09:37:01</td> <td>[edit] [delete]</td> </tr> <tr> <td>Scrap Tire Recovery Class 1</td> <td>NEW</td> <td>08/15/2013 10:05:50</td> <td>[edit] [delete]</td> </tr> <tr> <td>Scrap Tire Collection</td> <td>PENDING</td> <td>08/15/2013 10:06:38</td> <td>[edit] [delete]</td> </tr> <tr> <td>Scrap Tire Collection</td> <td>PENDING</td> <td>08/15/2013 11:18:58</td> <td>[edit] [delete]</td> </tr> <tr> <td>Solid Waste Transfer Facility</td> <td>PENDING</td> <td>08/15/2013 11:24:12</td> <td>[edit] [delete]</td> </tr> <tr> <td>Composting Site - Class 2</td> <td>PENDING</td> <td>08/15/2013 11:38:36</td> <td>[edit] [delete]</td> </tr> <tr> <td>Scrap Tire Storage Class 2</td> <td>PENDING</td> <td>08/15/2013 11:50:27</td> <td>[edit] [delete]</td> </tr> <tr> <td>Municipal Solid Waste Landfill</td> <td>NEW</td> <td>08/19/2013 11:03:51</td> <td>[edit] [delete]</td> </tr> </tbody> </table> <table border="1" data-bbox="618 930 1321 993"> <caption>Facility License Application History</caption> <thead> <tr> <th>Type</th> <th>Status</th> <th>Date</th> <th>Action</th> </tr> </thead> <tbody> <tr> <td>Municipal Solid Waste Landfill (1527)</td> <td>ISSUED</td> <td>08/15/2013 10:20:50</td> <td>[view]</td> </tr> <tr> <td>Composting Site - Class 1 (1532)</td> <td>ISSUED</td> <td>08/15/2013 11:55:45</td> <td>[view]</td> </tr> </tbody> </table> </div> <p>From this page, users can also click:</p> <ul style="list-style-type: none"> • - edit in-process applications • - delete in-process applications • - copy the previous year's application which can be used for the current year's application <p>Note: This is available only if the user was the one who submitted the original application. For detailed information, see <i>Submitting a License Application – Copy Detail from a Previously Submitted Application to your Current Year Application</i>.</p> <ul style="list-style-type: none"> • - view a copy of the invoice for a submitted application • Click to return to the Welcome to the Ohio EPA eBusiness page. • There will not be facility license history until applications are electronically submitted using the license service. | Type | Status | Date | Action | Residual Solid Waste - Class 1 Landfill | PENDING | 08/15/2013 09:14:07 | [edit] [delete] | Residual Solid Waste - Class 1 Landfill | PENDING | 08/15/2013 09:37:01 | [edit] [delete] | Scrap Tire Recovery Class 1 | NEW | 08/15/2013 10:05:50 | [edit] [delete] | Scrap Tire Collection | PENDING | 08/15/2013 10:06:38 | [edit] [delete] | Scrap Tire Collection | PENDING | 08/15/2013 11:18:58 | [edit] [delete] | Solid Waste Transfer Facility | PENDING | 08/15/2013 11:24:12 | [edit] [delete] | Composting Site - Class 2 | PENDING | 08/15/2013 11:38:36 | [edit] [delete] | Scrap Tire Storage Class 2 | PENDING | 08/15/2013 11:50:27 | [edit] [delete] | Municipal Solid Waste Landfill | NEW | 08/19/2013 11:03:51 | [edit] [delete] | Type | Status | Date | Action | Municipal Solid Waste Landfill (1527) | ISSUED | 08/15/2013 10:20:50 | [view] | Composting Site - Class 1 (1532) | ISSUED | 08/15/2013 11:55:45 | [view] |
| Type | Status | Date | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Residual Solid Waste - Class 1 Landfill | PENDING | 08/15/2013 09:14:07 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Residual Solid Waste - Class 1 Landfill | PENDING | 08/15/2013 09:37:01 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scrap Tire Recovery Class 1 | NEW | 08/15/2013 10:05:50 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scrap Tire Collection | PENDING | 08/15/2013 10:06:38 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scrap Tire Collection | PENDING | 08/15/2013 11:18:58 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Solid Waste Transfer Facility | PENDING | 08/15/2013 11:24:12 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Composting Site - Class 2 | PENDING | 08/15/2013 11:38:36 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Scrap Tire Storage Class 2 | PENDING | 08/15/2013 11:50:27 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipal Solid Waste Landfill | NEW | 08/19/2013 11:03:51 | [edit] [delete] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Type | Status | Date | Action | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Municipal Solid Waste Landfill (1527) | ISSUED | 08/15/2013 10:20:50 | [view] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Composting Site - Class 1 (1532) | ISSUED | 08/15/2013 11:55:45 | [view] | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

| Step | Instruction |
|------|---|
| 4 | <p>Click Create New License Application to create a new license application. The Facility License Service application information page displays.</p> |

Each facility license application contains the following common sections:

- Applicant Information
- Facility Information
- Facility Operator and Site Manager Information
- Property Owner Information

Application Information

The **Application Information** section enables a user to select the facility type and application type for the license.

The **Facility List** displays the following facilities that can be selected for the in-process license application:

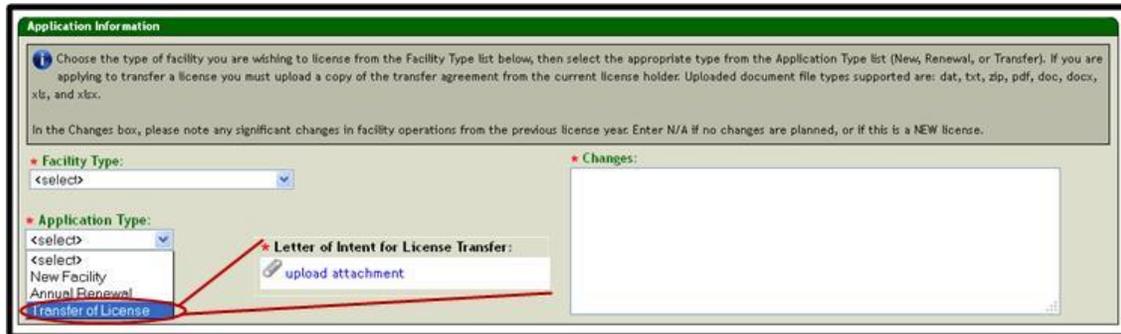
- Composting Site (Class 1, Class 2)
- Construction & Demolition Debris Landfill
- Industrial Solid Waste Landfill

- Municipal Solid Waste Landfill
- Residual Solid Waste – Landfill (Class 1, Class 2, Class 3, Class 4)
- Scrap Tire Collection
- Scrap Tire (Monocell, Monofill)
- Scrap Tire Recovery (Class 1, Class 2, Mobile)
- Scrap Tire Storage (Class 1, Class 2)
- Solid Waste Incinerator
- Solid Waste Transfer Facility
- Solid/Infectious Waste Incinerator

There are three application types that can be selected:

- New Facility
- Annual Renewal
- Transfer of License

If the **Transfer of License** application type is selected, a new section displays that allows users to upload documentation supporting the license transfer.



Note: If applying to transfer a license, the user must upload a copy of the transfer agreement from the current license holder. Applicable document file types include: dat, txt, zip, pdf, doc, docx, docx, xls and xlsx.

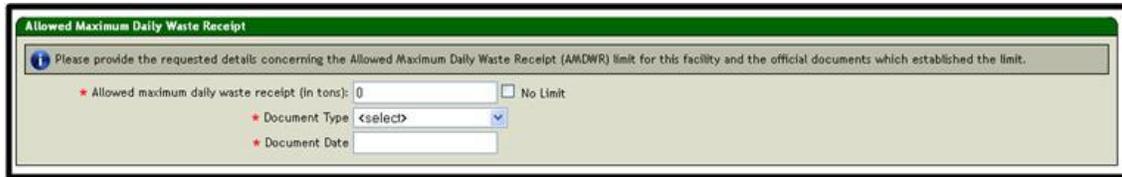
Facility-Specific Sections

There are a variety of facilities supported in the licensing service ranging from compost to scrap tire storage. Depending on the facility type selected in the Application Information section, new sections are added to the end of the application. These facility-specific sections are described in the following paragraphs.

Allowed Maximum Daily Waste Receipt (AMDWR)

Selecting one of the following facility types displays this section of the application:

- Municipal and industrial solid waste landfills
- Residual solid waste landfills
- Compost facilities
- Scrap tire monofill and monocell



Allowed Maximum Daily Waste Receipt

Please provide the requested details concerning the Allowed Maximum Daily Waste Receipt (AMDWR) limit for this facility and the official documents which established the limit.

* Allowed maximum daily waste receipt (in tons): No Limit

* Document Type:

* Document Date:

Note: The document type and date refer to the official documents that established the limit.

Daily Designed Input Capacity (DDIC)

Selecting **Scrap Tire Class I** and **Class II Recovery** and **Mobile Recovery** facility types displays this section of the application:



Daily Designed Input Capacity

Please provide the requested details concerning the DDIC limit for this facility and the official documents which established the limit.

* Daily design input capacity: (in tons)

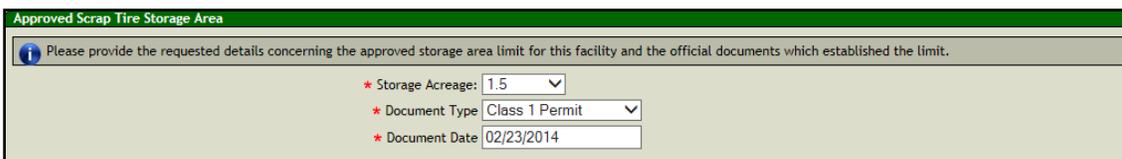
* Document Type:

* Document Date:

Note: The document type and date refer to the official documents that established the limit.

Approved Scrap Tire Storage Facility

Selecting the **Class 1 Storage Facility** type displays this section of the application.



Approved Scrap Tire Storage Area

Please provide the requested details concerning the approved storage area limit for this facility and the official documents which established the limit.

* Storage Acreage:

* Document Type:

* Document Date:

Note: The document type and date refer to the official documents that established the limit.

Disposal Fee Contact Information

Selecting one of the following facility types displays this section of the application:

- Municipal solid waste landfills
- Solid waste transfer
- Construction and demolition debris

The **Disposal Fee Contact Information** is used to indicate where the disposal fee related correspondences are sent.

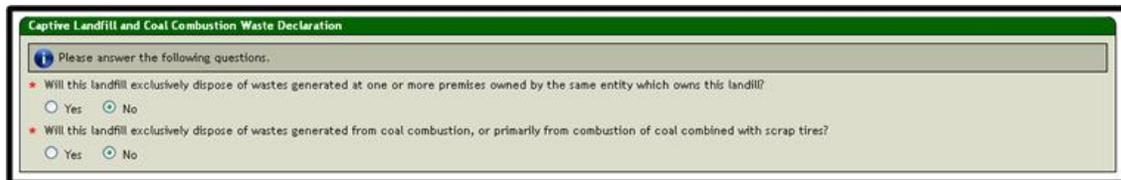


The screenshot shows a web form titled "Disposal Fee Contact Information". It contains a blue information icon and a message: "The facility type chosen for this license application is covered under one or more waste disposal fee requirements of the Ohio Revised Code. Please provide information concerning where disposal fee related correspondences should be directed." Below this are several input fields: "Contact Name:", "Billing Address Line 1:", "Billing Address City:", "State:" (a dropdown menu), "Zip:" (with a placeholder "(xxx) xxx-xxxx"), "Country:" (a dropdown menu showing "USA"), "Contact Phone:", and "Contact Email Address:".

Captive Landfill and Coal Combustion Waste Declaration

Selecting one of the following facility types displays this section of the application:

- Industrial solid waste landfill
- Residual solid waste classes I to IV landfill



The screenshot shows a web form titled "Captive Landfill and Coal Combustion Waste Declaration". It contains a blue information icon and a message: "Please answer the following questions." Below this are two questions, each with radio button options for "Yes" and "No":
1. "Will this landfill exclusively dispose of wastes generated at one or more premises owned by the same entity which owns this landfill?"
2. "Will this landfill exclusively dispose of wastes generated from coal combustion, or primarily from combustion of coal combined with scrap tires?"

Construction and Demolition Debris (C&DD) Information

Selecting the **C&DD Landfill** facility type displays this section of the application. Use this section to provide information about the facility's design professional engineer, qualified ground water scientist and other permitting requirements.

The **Construction and Demolition Debris Facility Design and Permitting Information** section is used to provide information about design and required air pollution and surface water management permits.



Construction and Demolition Debris Facility Design and Permitting Information

Please provide the requested information concerning the designing professional engineer and ground water scientist for this facility.

Facility Design Professional Engineer

- Name:
- PE Registration Number:
- Company Name:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip:
- Country: USA
- Email Address:
- Phone: (xxx) xxx-xxxx

Facility Qualified Ground Water Scientist

- Name:
- Company Name:
- Address Line 1:
- Address Line 2:
- City:
- State:
- Zip:
- Country: USA
- Email Address:
- Phone: (xxx) xxx-xxxx

Other Permitting Requirements

Please provide information concerning air pollution control and surface water management permits required for the construction and/or operation of this facility.

- Air Pollution Permit Status:
- Air Pollution Permit Number:
- Air Pollution Permit Date:
- Surface Water Permit Status:
- Surface Water Permit Number:
- Surface Water Permit Date:

Notes:

- The status for air pollution and surface water permits is required. The permit number and date are not required to complete the application.
- The registration number is a required field for the professional engineer and is not applicable for the facility scientist.
- Tabs 1 to 13 must be completed and accompany a printed copy of the C&DD application. Mail or deliver in person the completed application to the appropriate licensing authority.

Applicant Information

The **Applicant Information** section is used to record basic applicant information.



Applicant Information

In accordance with the applicable provisions of the Ohio Administrative Code, the applicant for a facility license must be either the facility owner or operator. The applicant may be either a person or an organization. Please enter the appropriate applicant information in the spaces below.

- Applicant Name:
- Mailing Address Line 1:
- Mailing Address Line 2:
- City:
- State:
- Zip:
- Country: USA
- Email Address:
- Phone Numbers: (xxx) xxx-xxxx
- Applicant Type:

There are three applicant types that can be selected:

- Property Owner
- Facility Operator
- Both Owner/Operator

Facility Information

The **Facility Information** section is used to record facility contact information including name, address and phone number. Most of this information is prepopulated from the most recent information available for the facility.

Facility Information

The details listed below represent the most recent license application information submitted to Ohio EPA for this facility. Please review this information for accuracy before submitting your application.

If you wish to change any of the list facility information click the "edit facility information" link below. This link will also allow you to change the facility name by adding an alias.

| | | |
|--|--|------------------------------|
| Facility Name: Evergreen Recycling & Disposal (45177) | Phone Number: (614) 666-6666 | Location Description: |
| Address: 2625 E Broadway Northwood OH 43619 | * Latitude: 41.604083 | <input type="text"/> |
| * County: | * Longitude: -83.509895 | |
| Township: | Facility Health District: Franklin County Public Health | |

[edit facility information](#)

If the facility information needs to be updated, select the **edit facility information** link. The **Facility Information** screen displays.

Facility Information

You may change the name of your facility by selecting one of the alternate names available in the "Use Alias" dropdown list. You may add new names to the "Use Alias" list by clicking the "add/edit alias" link. Other selected facility information can be changed or added via the "edit facility information" link. To obtain a single lat/long point for your facility, click the "view map" link. On the map page, right click on the red location symbol and choose "What's here?". The address's lat/long point will then display in the search box. Provide a physical description of the facility location, if needed in addition to the address, to find the facility.

Facility Name: Athens Hocking Reclamation Center Landfill [view map](#)

Use Alias: <select> [add/edit alias](#)

* **Address Line 1:**

* **Address City:**

* **Address State:**

* **Address Zip:**

* **Address County:**

Address Township:

* **Facility Phone Number:**

* **Latitude:**

* **Longitude:**

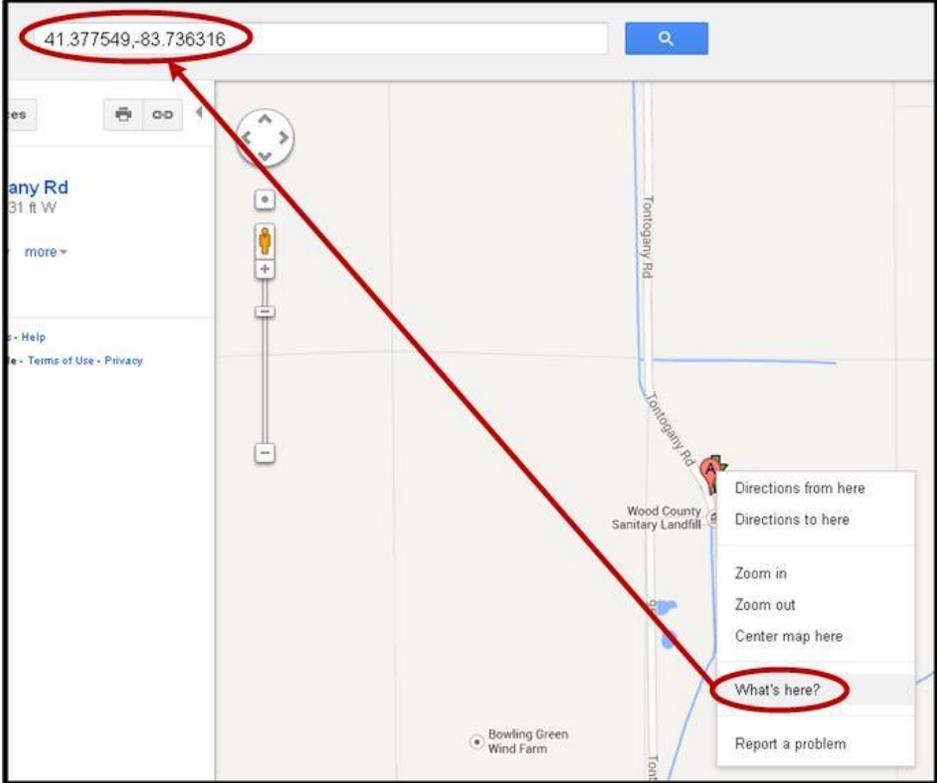
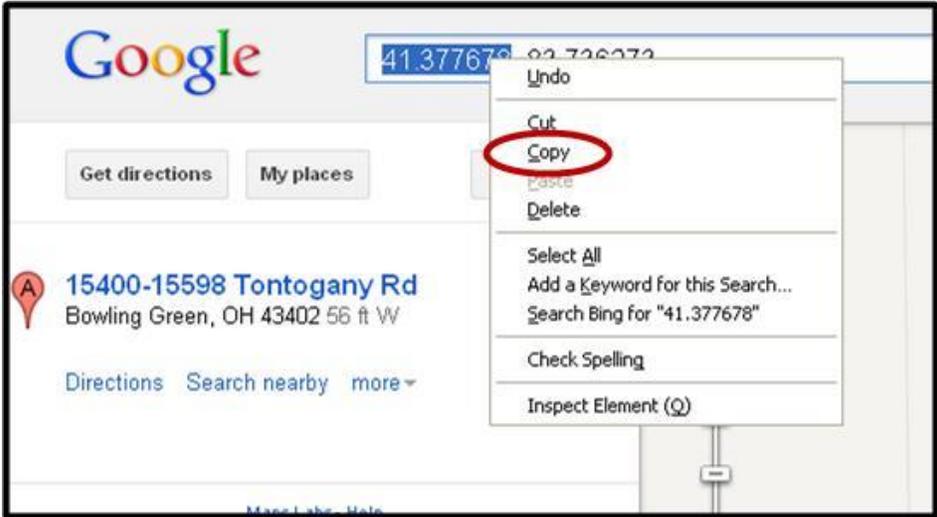
Health District: Athens County Health Department

After adding or editing the information on the screen, click . All fields with a red asterisk must be completed.

Note: Typically, the facility's latitude and longitude fields are completed. However, latitude and longitude can be added.

Follow these steps to find a facility's latitude and longitude if necessary. Otherwise, continue to the *Facility Owner Information* section.

| Step | Instruction |
|------|--|
| 1 | Access the appropriate license application and scroll down the page until the Facility Information sections display. |
| 2 | Select edit facility information . |
| 3 | Select view map .  |

| Step | Instruction |
|------|---|
| 4 | <p>Right-click  and select What's Here? The latitude and longitude displays in the browser's search field, separated by a comma.</p> <p>Note: Latitude displays on the left, longitude on the right.</p>  |
| 5 | <p>Select the latitude coordinate, right-click and select Copy.</p>  |

| Step | Instruction |
|------|--|
| 6 | Return to the facility information edit screen, right-click and select Paste .  |
| 7 | Repeat step 7 and step 8 for the longitude coordinate. |
| 8 | Click  . |

Facility Owner Information

The **Facility Owner Information** section enables users to enter contact information for the owner of the facility. All fields with a red asterisk must be completed.



Facility Owner

Please supply the names and contact information for the facility owner.

* Owner Name: Emmanuel Cope

* Address Line 1: 4239 London-Groveport Road

Address Line 2:

* City: Grove City

* State: OH

* Zip: 43213

* Country: USA

Email Address: info@swaco.org

* Phone Number: (614) 871-5100 (xxx) xxx-xxxx

Facility Operator and Site Manager Information

The **Facility Operator and Site Manager Information** section contains fields to record the names and contact information for the facility operator and site manager.

The facility operator has oversight and overall control of operations at the facility.

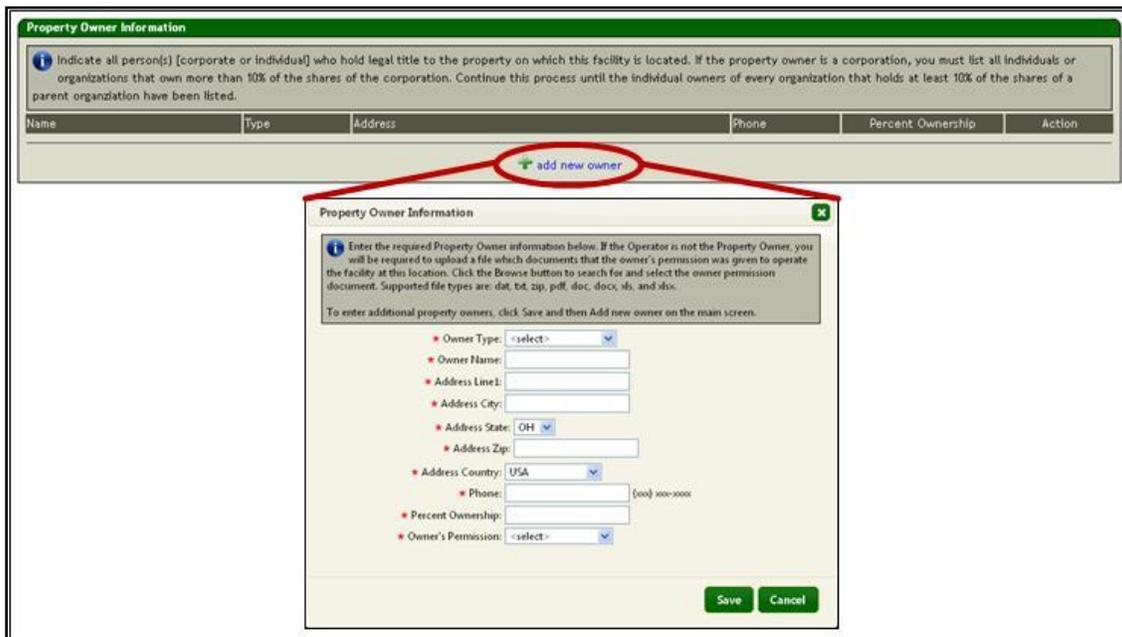
The site manager has the direct responsibility for day-to-day operations at the site and will be contacted by the licensing authority in case of emergencies.



Property Owner Information

The **Property Owner Information** section enables users to list all person(s), corporate or individual, who hold legal title to the property on which the selected facility is located.

Select the + **add new owner** link to enter owner contact information.



There are six owner types that can be selected:

- Corporation
- Government
- LLC
- Individual

- Partnership
- Sole Proprietorship

The **Owner's Permission** drop-down list is used to indicate if the owner gave the operator permission to operate at the recorded location.

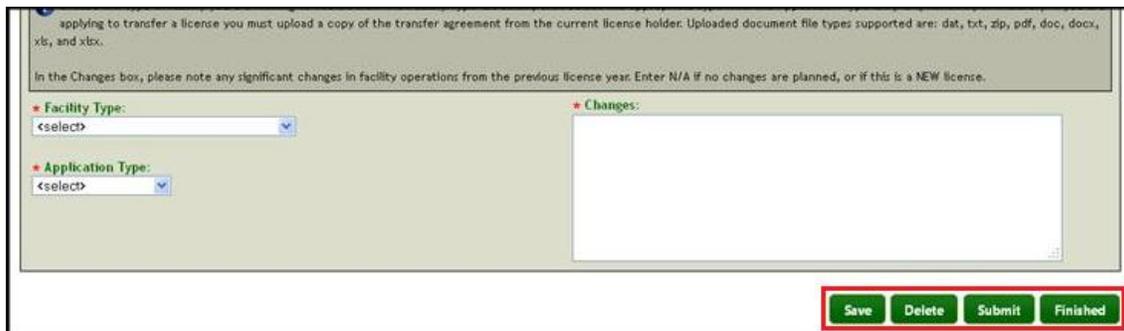
The choices are:

- Yes
- No
- Owner is Operator

Note: If the property owner is a corporation, list all individuals or organizations that own 10% or more of the shares of the corporation. Continue this process until the individual owners of every organization that hold at least 10% of the shares of a parent organization are listed.

Submitting the Application

The following section describes the choices the user after completing the license application.



applying to transfer a license you must upload a copy of the transfer agreement from the current license holder. Uploaded document file types supported are: dat, txt, zip, pdf, doc, docx, xls, and xlsx.

In the Changes box, please note any significant changes in facility operations from the previous license year. Enter N/A if no changes are planned, or if this is a NEW license.

* Facility Type: <select>

* Application Type: <select>

* Changes:

Save Delete Submit Finished

Users can click:

- **Save** to save changes that were made and keeps the current application displayed.
- **Delete** to cancel any changes to the current application since the last save and returns the user to the **Facility Licensing Service** page.
- **Finished** to save any changes that were made to the application since the last save and returns the user to the **Facility License Service** page.

Notes:

- If you click **Finish** before **Save**, data you typed in will be saved, but data selected via menu, (e.g. - a drop-down list), is lost.
- If you collapse the screen, ( located in the upper right corner of the window), prior to **Save** all data is lost.

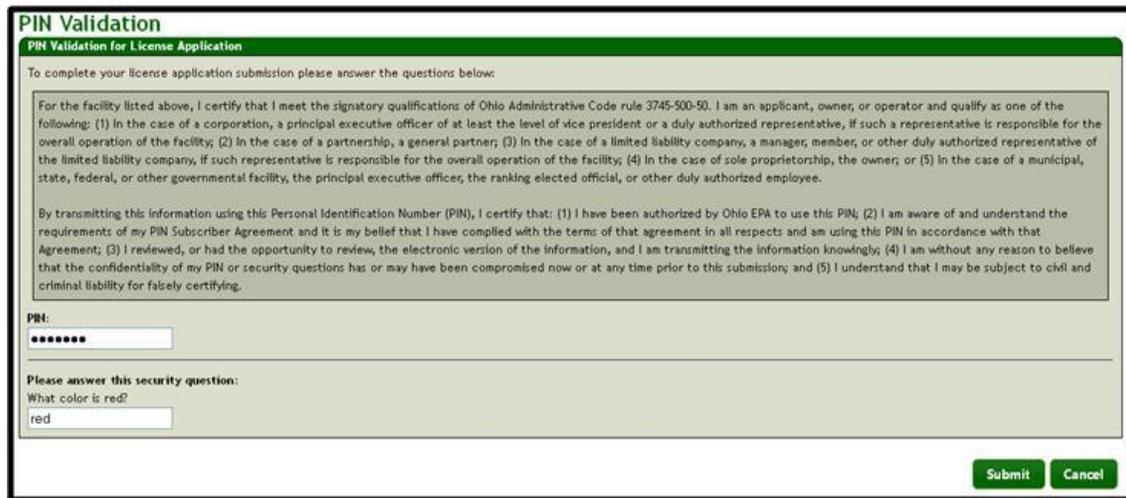
- **Submit** to send the application for review and approval once it is complete.

Note: Once an application has been submitted, changes cannot be made.

Signing the Application (PIN)

The following section describes how to electronically sign the license application once it has been submitted.

The **PIN Validation for License Application** page displays when the user clicks **Submit** after completing the application information.



PIN Validation
PIN Validation for License Application

To complete your license application submission please answer the questions below:

For the facility listed above, I certify that I meet the signatory qualifications of Ohio Administrative Code rule 3745-500-50. I am an applicant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

PIN:

Please answer this security question:
What color is red?
red

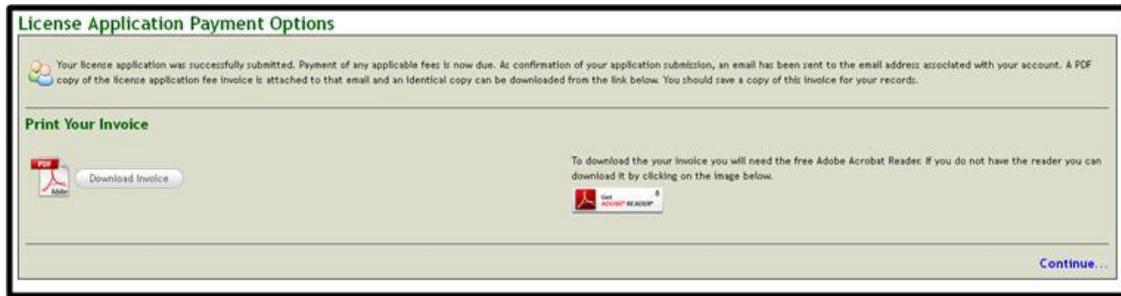
Submit **Cancel**

Enter your PIN and the answer to the security question and then click **Submit**. The **License Application Payment Options** screen displays

Note: An email, with the invoice attached, will also be sent to the user from eBiz that acknowledges the application was received.

Pay Application Fees

Once a user successfully submits an application, the **License Application Payment Options** page displays. The first paragraph is a notification that the application was successfully submitted and that a confirmation email is being sent to the email address associated with your account. This page includes instructions on how to download the invoice and pay the application fee (a copy of the invoice emailed to you).



The invoice also contains the instructions for paying the application fee including who to make the payment to and where to send the check. If the user's facility is licensed by the Ohio EPA, payment can be made by check.

If the facility is licensed by a local health department, the payment must be made by check. The invoice also contains the instructions for paying the application fee including who to make the payment to and where to send the check.

Select **Continue** to return to the **Welcome to the Ohio EPA eBusiness Center** page.

Application Processing

Once payment is received, the application will be processed by the appropriate licensing authority (Ohio EPA or local health department).

License Issuance

An email is generated to you from eBiz when the appropriate licensing authority has issued the facility's license. Attached to the email is an invoice for any balance due for the license fee.

| Ohio EPA License Fee Invoice Division of Materials and Waste Management | |  | | | | | | | | | | | | | | |
|---|---|---|-------------|-------------|---|------------------|-------------------------------|--|---------------------------------|--|--------------------|--|-------------|--|----------------|--|
| License Authority: Holmes County General Health District | | | | | | | | | | | | | | | | |
| Billed to Applicant: Ingrahm Collett 999 Nowhere Dr. Narnia, OH 45449 | DATE: 03/03/2014 Payment Due: 04/02/2014 | | | | | | | | | | | | | | | |
| Facility: Holmes County Landfill 6601 Twp Rd 326 Millersburg, OH 44654 | License Issued: 03/03/2014 Application Number: 547 | | | | | | | | | | | | | | | |
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| Balance Due | | | | | | | | | | | | | | | | |
| \$59,900.00 | | | | | | | | | | | | | | | | |
| In accordance with ORC 3734.06 or 3734.82, failure to pay the full fee by the due date as indicated may invalidate your license. | | | | | | | | | | | | | | | | |
| Include a copy of this document with all payments and document submissions. You must write the Revenue ID (if shown below) on your check to ensure proper credit. | | | | | | | | | | | | | | | | |
| Pay To: Holmes County General Health District | <table border="1"> <tr> <td>Revenue ID:</td> <td align="center"><N/A></td> </tr> <tr> <td>Amount Due:</td> <td align="right">\$59,900.00</td> </tr> <tr> <td>Amount Enclosed:</td> <td></td> </tr> </table> | Revenue ID: | <N/A> | Amount Due: | \$59,900.00 | Amount Enclosed: | | <table border="1"> <thead> <tr> <th align="center" colspan="2">For internal Ohio EPA use only.</th> </tr> </thead> <tbody> <tr> <td>Check #:</td> <td></td> </tr> <tr> <td>Check ID #:</td> <td></td> </tr> <tr> <td>Postmark Date:</td> <td></td> </tr> </tbody> </table> | For internal Ohio EPA use only. | | Check #: | | Check ID #: | | Postmark Date: | |
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| Postmark Date: | | | | | | | | | | | | | | | | |
| Mail All Submissions To: 85 N Grant St, Suite B Millersburg, OH 44654 | | | | | | | | | | | | | | | | |

Notes:

- If there is a concern about the status of an application, contact Ohio EPA or the local health department. The actual certificate document can NOT be delivered electronically and is sent by mail or by whatever means the licensing authority uses.
- In compliance with Ohio law, **DMWM Facility Licensing** service does not permit the issuance of a renewal license before December 1st.
- Follow the instructions on the invoice for payment, if appropriate.

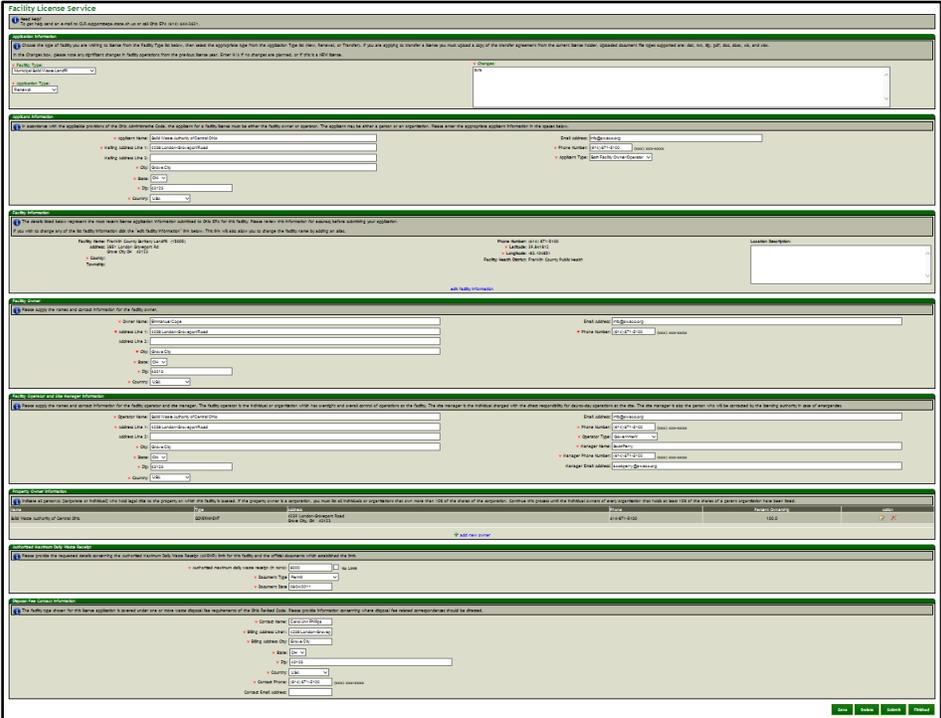
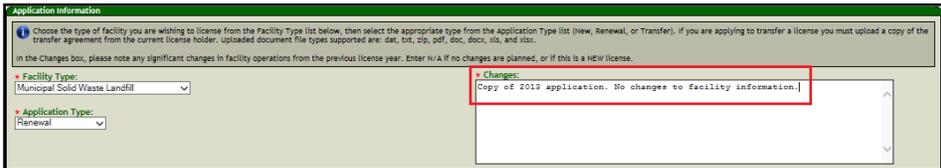
Submitting a License Application – Copy Detail from a Previously Submitted Application to your Current Year Application

Typically, when you are submitting a license for a new year, the basic information for your facility will have changed little, if at all. In these instances, you do not need to create an entirely new application. You can copy a previously submitted application, edit any facility information that may have changed, and then submit the application for the current year.

Copying a Previously Submitted Application to the Current Year Application

Follow these steps to copy detail from a previously submitted application to your current year application.

| Step | Instruction |
|------|---|
| 1 | Log on to eBiz and select DMWM Solid Waste/C&DD Facility Licensing link. The Service: DMWM Solid Waste/C&DD Facility Licensing page displays. |
| 2 | Find the facility you wish to file a current year application for in the Select and Manage Facilities Associated with Your Service screen. <div data-bbox="435 976 1377 1209" data-label="Image"> </div> |
| 3 | Click on the facility name. The Facility License Service page displays. <div data-bbox="435 1289 1377 1591" data-label="Image"> </div> |

| Step | Instruction |
|------|---|
| 4 | <p>In the Action column, click the copy button . The Facility License Service application information screen displays.</p>  |
| 5 | Review the application form for any facility information that has changed. |
| 6 | <p>Edit any required application information (indicated by a red *) if necessary by clicking within the textbox of the information to be edited. For example, to edit the Changes textbox within the Application Information section, click within the Changes textbox and type the updated information.</p>  |

Submitting the Application

The following section describes the choices the user has when filling out the license application.

Users can click:

- **Save** to save changes that were made and keeps the current application displayed.
- **Delete** to cancel any changes to the current application since the last save and returns the user to the **Facility Licensing Service** page.
- **Finished** to save any changes that were made to the application since the last save and returns the user to the **Facility License Service** page.
- **Submit** to send the application for review and approval once it is complete.

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Signing (PIN) the Application

The following section describes how to electronically sign the license application once it has been submitted.

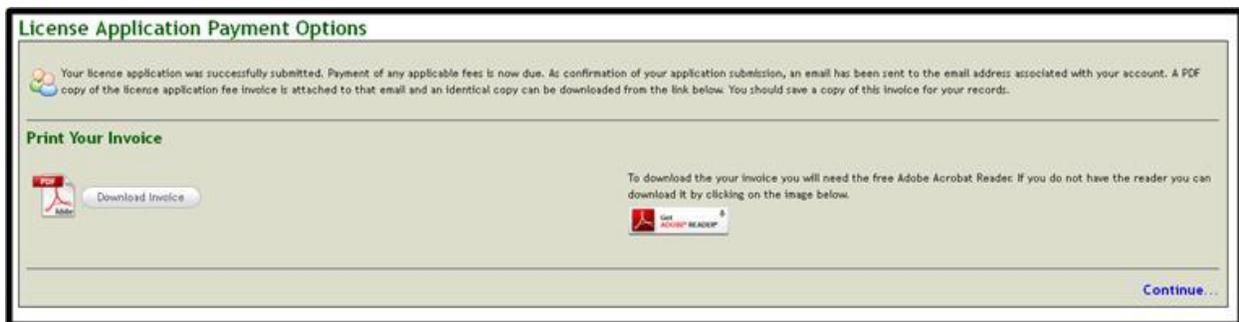
The **PIN Validation for License Application** page displays when the user clicks **Submit** after completing the application information.

Enter your PIN and the answer to the security question and then click . The **License Application Payment Options** screen displays

Note: An email, with the invoice attached, will also be sent to the user from eBiz that acknowledges the application was received.

Pay Application Fees

Once a user successfully submits an application, the **License Application Payment Options** page displays. The first paragraph is a notification that the application was successfully submitted and that a confirmation email is being sent to the email address associated with your account. This page includes instructions on how to download the invoice and pay the application fee (a copy of the invoice emailed to you).



The invoice also contains the instructions for paying the application fee including who to make the payment to and where to send the check. If the user's facility is licensed by the Ohio EPA, payment can be made by check.

If the facility is licensed by a local health department, the payment must be made by check. The invoice also contains the instructions for paying the application fee including who to make the payment to and where to send the check.

Select **Continue** to return to the **Welcome to the Ohio EPA eBusiness Center** page.

Application Processing

Once payment is received, the application will be processed by the appropriate licensing authority (Ohio EPA or local health department).

Issuing a License

An email is generated to you from eBiz when the appropriate licensing authority has issued the facility's license. Attached to the email is an invoice for any balance due for the license fee.



DMWM Facility Licensing User Guide

| Ohio EPA License Fee Invoice Division of Materials and Waste Management | |  | | | | | | | | | | | | | | |
|---|--|---|-------------|-------------|---|------------------|-------------------------------|--|---------------------------------|--|--------------------|--|-------------|--|----------------|--|
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| For internal Ohio EPA use only. | | | | | | | | | | | | | | | | |
| Check #: | | | | | | | | | | | | | | | | |
| Check ID #: | | | | | | | | | | | | | | | | |
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- Follow the instructions on the invoice for payment, if appropriate.

Updates

This document was last updated on 08/12/2014.