

Overview

The Division of Materials and Waste Management (DMWM) 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, license and registration applications.

The Health Department (HD) user module is written for users that are reviewing, approving, and issuing facility licenses electronically in eBiz from anywhere there is access to the Internet and a printer. HD users may also have the same permissions as Facility Users. Facility User tasks are included in this user guide.

New HD users that will enter or process facility license applications need to have their user account added to their HD's profile. This can only be done by calling or emailing the Ohio EPA and requesting the user account be associated with a HD. Once done, users can perform tasks associated with the HD user role.

The HD user has permissions to perform the following:

- Review and issue licenses
- Generate and download invoices
- Assign tasks to other HD users or anyone having an eBiz account
- May obtain an eBiz PIN if required to enable the same privileges as a Facility user

Note: A HD user required to enter a paper submitted application for any facility in their jurisdiction must have a PIN and request association with that facility via Service Request to DMWM. For more information on setting up a PIN for eBiz, refer to the [eBiz User's Guide](#).

This module contains the following information:

- Establishing an account
- Associating an account to the HD
- HD role and permissions
- HD User Procedures:
 - Review applications
 - Assign tasks
 - Issue licenses
- Obtaining a personal identification number (PIN)
- Facility User role and permissions



- Facility User Procedures
- A flowchart illustrating the facility license application process

Table of Contents

This document contains the following sections:

Overview.....	1
Table of Contents.....	2
Processing License Applications – HD User.....	4
High-Level Process Flow.....	4
Receiving the Application Notice.....	5
Logging into eBiz and Select DMWM Apps Admin.....	5
Finding an Application to Review.....	7
Review Application.....	8
Assign Review Tasks.....	9
Notes.....	12
Mark Task Complete.....	13
Approve and Issue the License – HD User.....	14
Mark Deficient.....	14
Download Invoice for Applicant.....	16
Download Invoice for HD.....	16
Download Certificate.....	17
Facility User: Selecting the DMWM Solid Waste/C&DD Facility Licensing Service.....	17
Facility User: Adding a Facility Association.....	18
Facility User: Submitting a License Application – New Applications.....	21
Application Information.....	24
Facility-Specific Sections.....	25
Allowed Maximum Daily Waste Receipt (AMDWR).....	25
Daily Designed Input Capacity (DDIC).....	25
Approved Scrap Tire Storage Facility.....	26
Disposal Fee Contact Information.....	26
Captive Landfill and Coal Combustion Waste Declaration.....	26
Construction and Demolition Debris (C&DD) Information.....	27
Applicant Information.....	27
Facility Information.....	28

Facility Owner Information 31

Facility Operator and Site Manager Information 32

Property Owner Information 32

Submitting the Application 34

Signing (PIN) the Application 34

Pay Application Fees 35

Application Processing 36

License Issuance 36

Existing Facility User: Submitting a License Application - Copy Detail from a Previously Submitted Application to your Current Year Application 38

Copying a Previously Submitted Application to the Current Year Application..... 38

Submitting the Application 39

Signing (PIN) the Application 40

Pay Application Fees 41

Application Processing 42

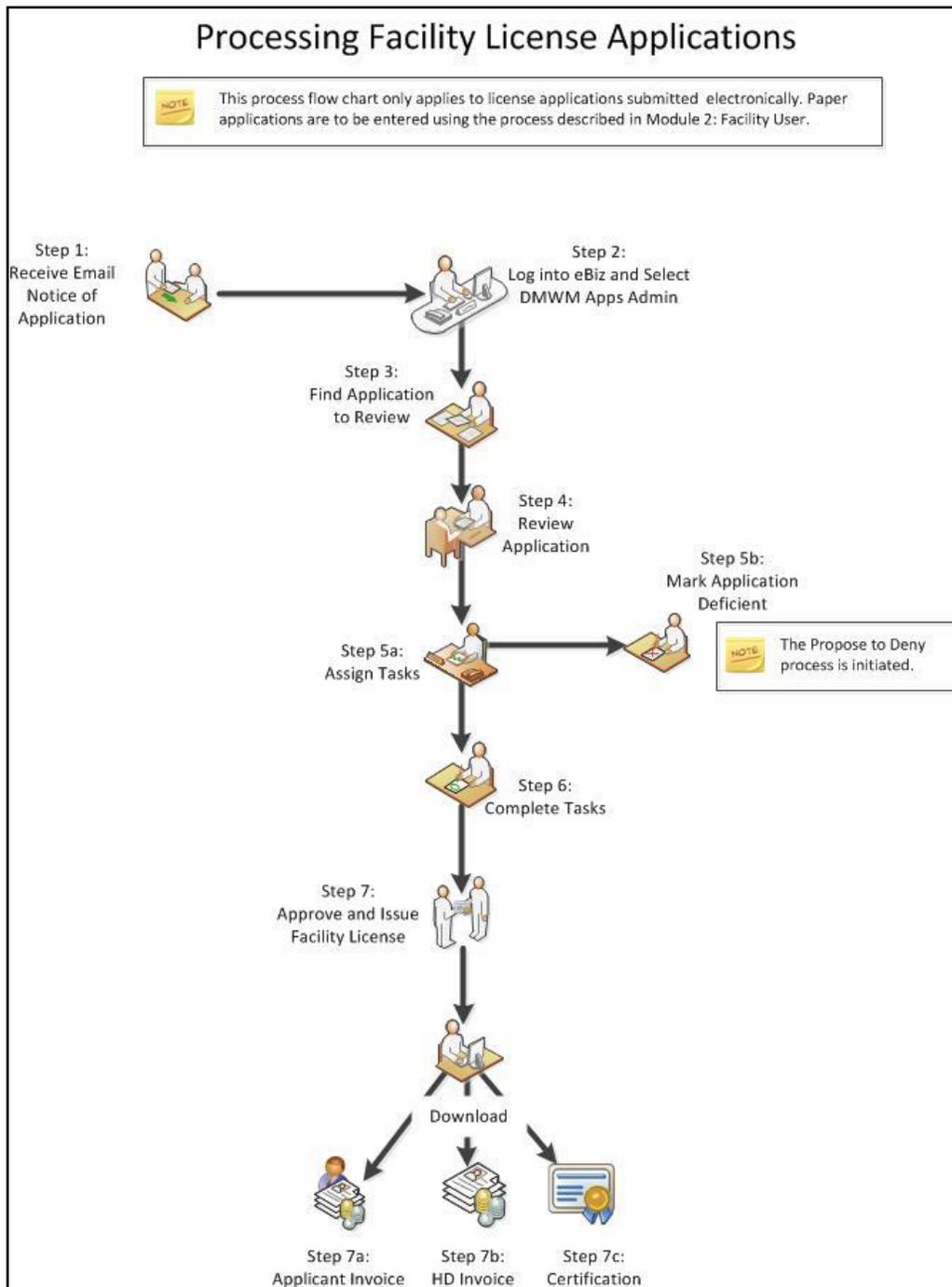
Issuing a License..... 42

Updates 43

Processing License Applications – HD User

The following sections describe how the HD user reviews applications, assign tasks, approves/issues licenses and prints invoices.

High-Level Process Flow



Receiving the Application Notice

The first step in issuing a license for a facility is to review the application notice email from the facility requesting a license. The email contains the following information:

- Date the application was submitted
- Facility that submitted the application
- Name of the user who submitted the application
- Facility address
- EPA support phone number and email address
- Instructions on how to view previous submissions
- Contact information for technical assistance or questions about eBiz

Logging into eBiz and Select DMWM Apps Admin

The following section describes how to log into eBiz and find the application to review and approve.

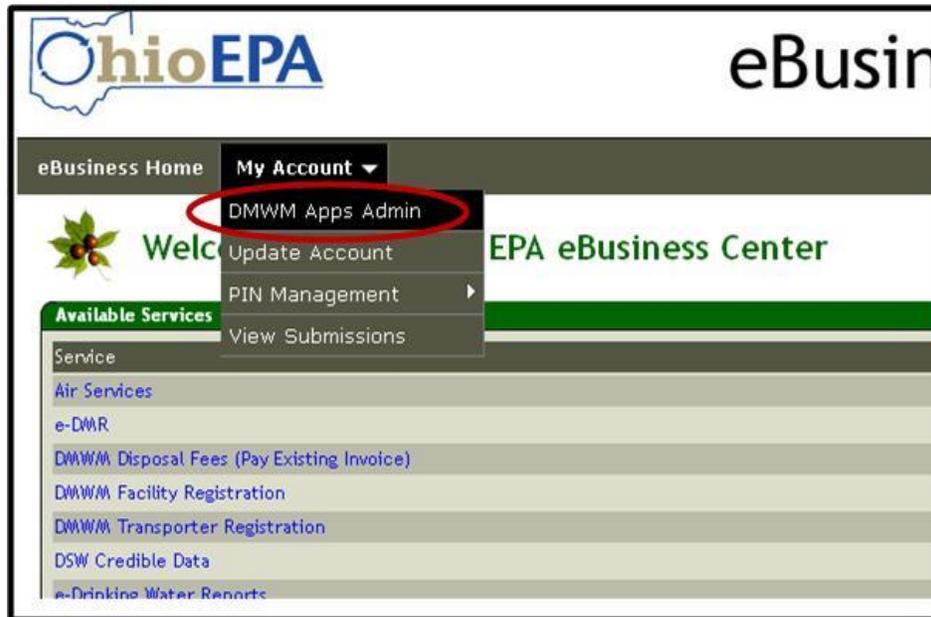
Follow these steps to log into eBiz.

Step	Instruction
1	<p>Open a web browser and type in https://ebiz.epa.ohio.gov/. Microsoft Internet Explorer, version 7 or later is recommended.</p> 

Step	Instruction
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2	Enter User ID and Password and click Login . The Welcome to Ohio EPA eBusiness Center screen displays. Note: For detailed information refer to the eBiz User's Guide .
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3	Select My Account menu from the top of the Welcome to the Ohio EPA eBusiness Center page and then click DMWM Admin Apps .
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The **Search DMWM Applications** page displays. This page is divided in two parts; an application search section and a list of applications.



When the **Search DMWM Application** page is first opened, the applications with a status of **Pending** will be listed by default.

The **Application Search Criteria** section enables the HD user to search for a facility if it is not in the list at the bottom section. The **Results** section of the page list the facility license applications that are available to be reviewed and

Step	Instruction
	approved. This is where the HD user can find all of their licensed facilities.

Finding an Application to Review

If the application is not in the search results, the HD user can enter specific criteria into the **Application Search Criteria** section of the **DMWM Applications** page. This section is used to narrow the search results displayed in the bottom part of the screen. Results can be refined for a specific account, applicant, or review status.

Applications Search Criteria

Application ID: <input type="text"/>	User ID: <input type="text"/>	Applicant Name: <input type="text"/>	Review Status: <select>
Start Date: <input type="text"/>	End Date: <input type="text"/>	Type: <select>	Application Status: <select>

Note: Try less specific criteria if the initial search is not successful. For best results, enter only one or two search criteria.

The bottom of the page contains the search results.

Your search results returned 5 Application applications.

Results									
Type	Account	Applicant	Facility	Lic Authority	Facility Type	Review Status	Status	Last Updated	Action
LIC (930)	KPHealth	Max Maxwell (666) 777-5555	Apex Sanitary Landfill	Franklin County Public Health	Scrap Tire Monofill	PENDING	PENDING	12/12/2012 10:17:02	
LIC (1528)	KFUser	Melissa Muck (614) 923-4444	Evergreen Recycling & Disposal	Franklin County Public Health	Scrap Tire Collection	PENDING	PENDING	08/15/2013 11:18:58	
LIC (1529)	KFUser	Freddy Freshman (614) 090-2233	Evergreen Recycling & Disposal	Franklin County Public Health	Solid Waste Transfer Facility	PENDING	PENDING	08/15/2013 11:24:12	
LIC (1530)	KFUser	Billy Bob Joes (614) 909-9999	Evergreen Recycling & Disposal	Franklin County Public Health	Composting Site - Class 2	PENDING	PENDING	08/15/2013 11:38:36	
LIC (1531)	KFUser	Mary Tootall (614) 871-2346	Evergreen Recycling & Disposal	Franklin County Public Health	Scrap Tire Storage Class 2	PENDING	PENDING	08/15/2013 11:50:27	

Click the down arrow to sort each column in the search results table alphabetically.

The information in the search results are read-only and cannot be edited except for the **Action Column**. The **Action Column** contains buttons that enable HD users to process an application, described in the following table.

Button	Description
	Delete the application from the license service. Note: Once deleted, the application cannot be recovered.
	Review the application information. This button displays an application review page where tasks are assigned and the license can be issued.
	View the application. This button displays a read-only version of the submitted facility license. The information cannot be changed or deleted.
	View the application invoice. This button displays the official confirmation of receipt of the facility licensing application submission.

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

Review Application

Click  to display the **Review Application** page to.

- Review and approve the application
- Assign review tasks
- Add notes, if applicable

Review Application

Application Review

1 Click the View Application button to review the license or registration application. You will not be able to alter the application so if any information is incorrect, the application must be marked deficient and then re-submitted by the applicant.

To begin the review process, assign review tasks to individual users by clicking the Assign button and searching for their account. The assigned reviewer will receive an email notification and will see a row under My Tasks on eBiz Home. Clicking on a task will bring them to this Review Application screen. To delete an assigned user, click the red X in the Assigned To column. It can then be re-assigned to someone else.

Note that a single review step may represent more than one criteria of assessment. For example, compliance can include multiple verifications which are dependent on the applicant type. Use the Notes field to record pertinent information. Multiple users can add notes for the same review step. To add notes about a review step, click the notepad icon. To mark a review step as complete, click on the green circle.

Once all required review steps are marked as complete, a user with administrator rights will see an Issue Application button and can issue the license or registration. Additional buttons will appear for generating invoice(s) and the certification. If the issuance information needs to be changed, click on the "edit issuance information" link to re-enter.

Application Information

Facility Evergreen Recycling & Disposal (45177) 2625 E Broadway Northwood, OH 43619 View Application	Applicant Freddy Freshman 111 Slippery Slick Lane Maintown, OH 44444 (614) 090-2233 Revenues Issuance	Status: PENDING Application ID: 1529 Business Type: License Application Type: New Facility Type: Solid Waste Transfer Facility License Authority: Franklin County Public Health Data Submission ID: 122862 Application Fee: \$100.00
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Review Step	Status	Assigned To	Assigned To Date	Date Completed	Action
APPLICATION_FEE	PENDING	Assign			<input type="checkbox"/>
COMPLETE	PENDING	Assign			<input type="checkbox"/>
COMPLIANCE	PENDING	Assign			<input type="checkbox"/>
FINANCIAL_ASSURANCE	PENDING	Assign			<input type="checkbox"/>
INSPECTED	PENDING	Assign			<input type="checkbox"/>

[Mark Deficient](#)
[Finished](#)

The Application Information section displays basic facility information.

Click [View Application](#) to review details about the license application.

The bottom of the page contains a table where HD users assign and complete tasks.

Assign Review Tasks

The following describes how to assign review tasks and where necessary, mark an application as deficient.

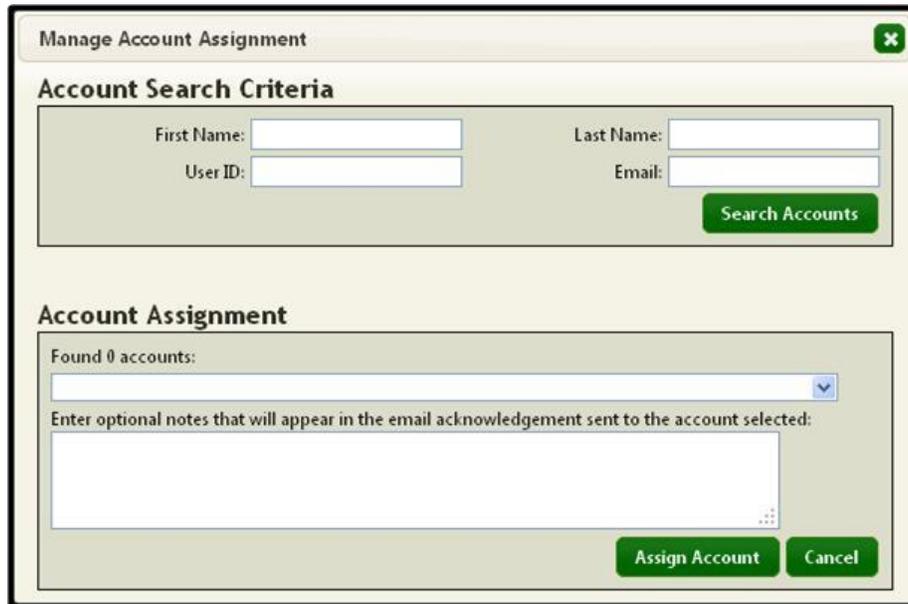
Up to five review tasks must be completed before an application can be approved and the license issued:

- Application Fee: Have the fees associated with the application been received?
- Compliance: Has an enforcement action been escalated? For example, has it been referred to prosecution or have orders been issued but not signed?
- Financial Assurance: Is the documentation current and complete?
- Inspected: Was the site recently inspected?

- Complete: Is the application accurate and the required documentation adequate?

Note: Typically, the user performing review tasks will be a member of the HD and must have an eBiz account. Depending on the size of the HD, the person assigning the review task may be the same user performing the review.

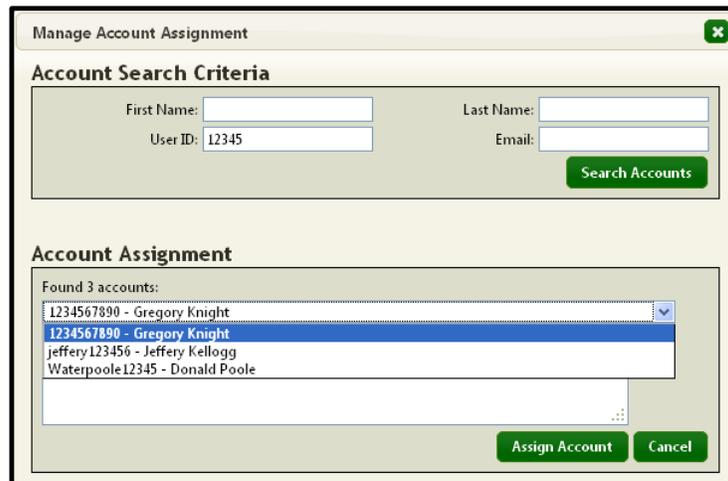
To assign a task, click  to display the Manage Account Assignment dialog box. The top contains the search criteria fields and the bottom displays the results from the search.



Note: Try less specific criteria if an initial search is not successful. For best results, enter only one or two search criteria. Search criteria are not case sensitive.

Once search criteria are entered, click .

The search results display in the Account Assignment section. If there are multiple users that contain the same search criteria (for example, first name Joseph) the drop-down list contains all results that match.



Select the appropriate user from the list and click . An email notification is sent to the selected user that a task has been assigned and needs to be completed.

Clicking  redisplay the Application Information page without assigning the task.

Once a task has a user assigned to it, the associated columns in the **Application Information** page are updated as described in the following table.

Column	Description
Status	Changes from PENDING to ASSIGNED .
Assigned To	Contains the user assigned to the task. To delete the assignment click  .  redisplay in the Assigned To column and the Status column changes from COMPLETE back to PENDING .
Assigned To Date	Displays the date that the task was assigned.
Action	Contains  used to mark the task as complete.

Note: A new row will be added to the **My Tasks** section of the eBiz home page of the HD user who was assigned the task. Clicking on this row takes the assigned user to the **Application Information** screen where their task can be accessed and the application viewed. In addition, an email is forwarded from eBiz to inform the HD user of the assigned task.

Application Information

<p>Facility Evergreen Recycling & Disposal (45177) 2625 E Broadway Northwood, OH 43619</p> <p>View Application</p>	<p>Applicant Melissa Muck 45323 Stoner Blvd Anytown, OH 44444 (614) 923-4444</p>	<p style="text-align: right;">Status: PENDING</p> <p>Application ID: 1528 Business Type: License Application Type: New Facility Type: Scrap Tire Collection License Authority: Franklin County Public Health Data Submission ID: 122861 Application Fee: \$100.00</p>
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Review Step	Status		Assigned To	Assigned To Date	Date Completed	Action
APPLICATION_FEE	ASSIGNED	✗	Test Account (KFAdmin)	08/22/2013		<input type="checkbox"/> <input checked="" type="checkbox"/>
COMPLETE	PENDING		Assign			<input type="checkbox"/>
COMPLIANCE	PENDING		Assign			<input type="checkbox"/>
FRANCIAL_ASSURANCE	COMPLETE	✗	Test Account (KFHealth)	08/16/2013	08/16/2013	<input type="checkbox"/> ✗
INSPECTED	COMPLETE	✗	Test Account (KFHealth)	08/16/2013	08/16/2013	<input type="checkbox"/> ✗

Continue to assign a user to each task until all five tasks are assigned.

Notes

The icon is used to record any additional pertinent information about a task.

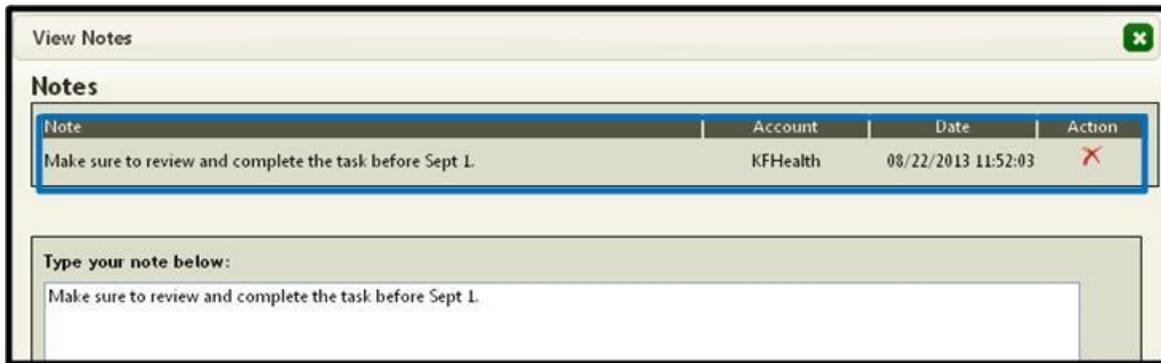
View Notes ✕

Notes

Type your note below:

Add Note
Finished

Type the note into the dialog box. Once complete, click Add Note. The note displays at the top of the **View Notes** page. Notes are saved with the task and can be reviewed at any time.



Note: Use notes to create a historical record of comments made about that task.

The  icon is used to delete notes.

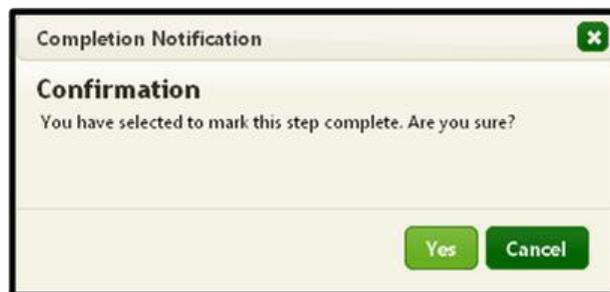
Click  to redisplay the **Review Application** page.

The  icon indicates that the task has one or more notes attached.

Mark Task Complete

Click  in the Action column to display the **Complete Notification** dialog box. Click  to confirm the task was completed.

Click  to stop marking the task as complete.



 in the **Action** column is then replaced with  which indicates the task is completed.

Note: If the HD user needs to reactivate a review step or assign it to another user, they can click on the  and the  redisplay. The HD user can then assign the task to the same person to review it again, or reassign the task to someone else.

Approve and Issue the License – HD User

This section describes how to approve the application and issue the license.

Once all tasks are marked as completed, **Issue Application** is now available below the **Application Information** section.

Application Information

<p>Facility Evergreen Recycling & Disposal (45177) 2625 E Broadway Northwood, OH 43619</p> <p>View Application</p>	<p>Applicant Mary Tootall 8686 Uphill Lane Denton, OH 43434 (614) 871-2346</p> <p>Revenues</p> <p>Issuance</p>	<p>Status: PENDING</p> <p>Application ID: 1531 Business Type: License Application Type: Renewal Facility Type: Scrap Tire Storage Class 2 License Authority: Franklin County Public Health Data Submission ID: 122849 Application Fee: \$100.00</p>
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Review Step	Status	Assigned To	Assigned To Date	Date Completed	Action
APPLICATION_FEE	COMPLETE	Test Account (KFAdmin)	08/23/2013	08/23/2013	✖
COMPLETE	COMPLETE	Test Account (KFAdmin)	08/23/2013	08/23/2013	✖
COMPLIANCE	COMPLETE	Test Account (KFAdmin)	08/23/2013	08/23/2013	✖
FINANCIAL_ASSURANCE	COMPLETE	Test Account (KFAdmin)	08/23/2013	08/23/2013	✖
INSPECTED	COMPLETE	Test Account (KFAdmin)	08/23/2013	08/23/2013	✖

Issue Application Mark Deficient Finished

Mark Deficient

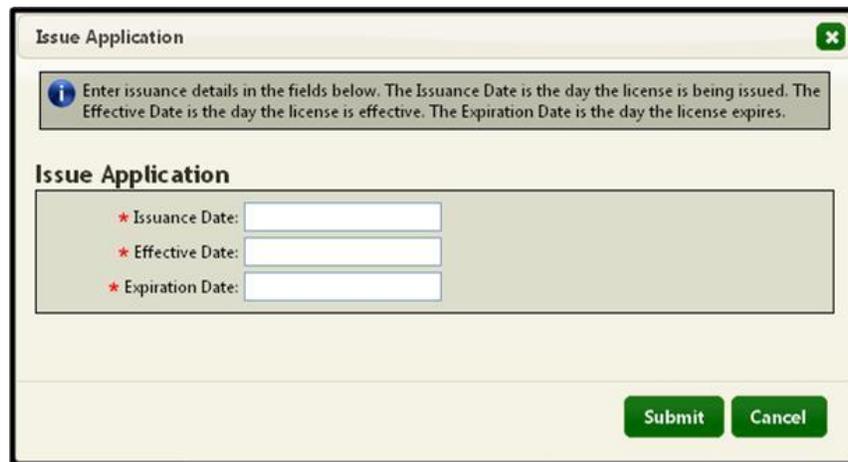
Use **Mark Deficient** to indicate that an application cannot be processed as submitted.

Note: Once marked as deficient, the application will not be processed further and the facility will need to resubmit the application.

Mark Deficient can also be used to start the Propose to Deny process for the selected application.

Note: Propose to Deny is a business process that is not covered in this document.

Click **Issue Application** to display the **Issue Application** dialog box. The red asterisk (*) indicates that a field is required.

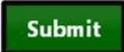


The Issuance Date is used to indicate when the license is being issued. This date is when the health commissioner will sign the license.

Note: Health Departments cannot begin to issue licenses until December 1 of each calendar year.

Effective Date is used to indicate when the license will be in effect. For license renewals, the effective date is January 1st. For a new facility, the effective date can be the same date when the license was issued or a date the HD chooses.

Expiration Date is when the license expires. The expiration date of all licenses is December 31st.

Click  to continue or  to return to the Application Review page. The following three buttons display:

- 
- 
- 

Application Information

<p>Facility Evergreen Recycling & Disposal (45177) 2625 E Broadway Northwood, OH 43619</p> <p>View Application</p> <p>Download Invoice for Applicant</p> <p>Download Invoice for HD</p> <p>Download Certificate</p>	<p>Applicant joe joe 12 main Dirrtytown, OH 44444 (614) 333-4444</p> <p>Revenues FLICF (931487) 557,500.00</p> <p>Issuance Issuance Date: 08/15/2013 Effective Date: 08/21/2013 Expiration Date: 08/28/2013</p> <p>edit issuance information</p>	<p>Status: ISSUED</p> <p>Issue Date: 08/15/2013 Issue User ID: KFHealth</p> <p>Application ID: 1527 Business Type: License Application Type: New Facility Type: Municipal Solid Waste Landfill License Authority: Franklin County Public Health Data Submission ID: 122860 Application Fee: \$100.00 Total Fee: \$60,000.00 Total HD Fee: \$2,500.00</p>
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Review Step	Status	Assigned To	Assigned To Date	Date Completed	Action
APPLICATION_FEE	COMPLETE	Test Account (KFHealth)	08/15/2013	08/15/2013	📄 ✖
COMPLETE	COMPLETE	Test Account (KFHealth)	08/15/2013	08/15/2013	📄 ✖
COMPLIANCE	COMPLETE	Test Account (KFHealth)	08/15/2013	08/15/2013	📄 ✖
FINANCIAL_ASSURANCE	COMPLETE	Test Account (KFHealth)	08/15/2013	08/15/2013	📄 ✖
INSPECTED	COMPLETE	Test Account (KFHealth)	08/15/2013	08/15/2013	📄 ✖

Finished

Note: Click on **edit issuance information** to change the issuance information. This returns you to the previous screen to change the dates if needed.

Download Invoice for Applicant

Upon issuance of the license, an email is sent to the facility that indicates that their license has been issued. Attached to the email is the invoice for their portion of the license fees due to the HD.

Note: A copy of the license is not included in the email to the applicant.

Click Download Invoice for Applicant to download a PDF version of the applicant invoice. The invoice can be saved to the user's computer or can be opened using Adobe Acrobat or other PDF viewer. The invoice can be printed and mailed to the applicant if necessary.

Download Invoice for HD

Click Download Invoice for HD to download a PDF version of the HD invoice. The invoice can be saved to the user's computer or can be opened using Adobe Acrobat or other PDF viewer.

This invoice includes the license issuance details for the facility and indicates the portion of the license fee that is owed to Ohio EPA from the HD (licensing authority). This document must be printed and mailed to the Ohio EPA address along with the appropriate portion of the license fee.

The form and appropriate fees must be sent to Ohio EPA by the HD within 45 days of receipt of the license fees from the facility.

Note: The certification statement that has been used in the past is no longer required.

Download Certificate

The actual license certificate must be downloaded, printed and signed by the health commissioner. The date the health commissioner signs should coincide with the issuance date entered in eBiz.

Click  to download a PDF version of the facility license. The license can be saved to the user's computer or can be opened using Adobe Acrobat or other PDF viewer.

To enhance security, Ohio EPA recommends that licenses be printed on a type of paper that cannot be easily reproduced such as safety paper.

Facility User: Selecting the DMWM Solid Waste/C&DD Facility Licensing Service

Follow these steps to log on to eBiz and select the DMWM Solid Waste/C&DD 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> 

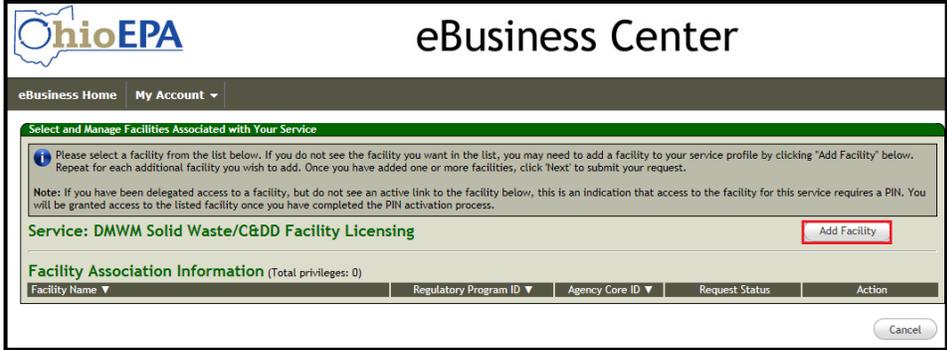
Step	Instruction
2	Type your User ID and Password and then click <input type="button" value="Login"/> .
3	<p>Select the the DMWM Solid Waste/C&DD Facility Licensing link.</p> <div style="border: 1px solid black; padding: 5px;">  <p>The screenshot shows the 'Welcome to the Ohio EPA eBusiness Center' page. Under the 'Available Services' section, there is a list of services. The service 'DMWM Solid Waste/C&DD Facility Licensing' is highlighted with a red rectangular box.</p> </div>

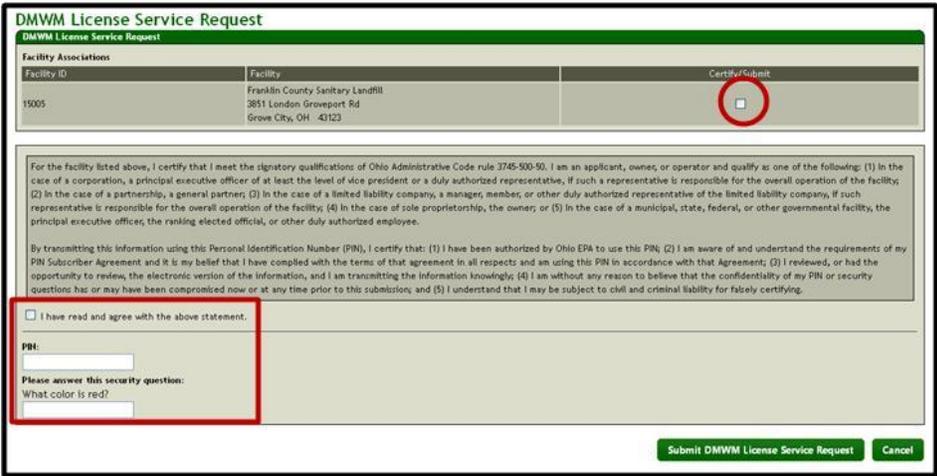
Facility User: Adding a Facility Association

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 association.

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>  <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. • Users will not be granted permissions to associate a facility until their PIN is activated. For additional information, refer to the eBiz User’s Guide.
3	<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>

Step	Instruction
4	Click
5	Review the search results and select the Agency Core ID number of the appropriate facility. <div style="text-align: center; margin: 10px 0;">  </div> <p>Note: Repeat the procedure until all associated facilities have been added.</p>
6	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 that was setup when the PIN was requested. <div style="text-align: center; margin: 10px 0;">  </div>

Step	Instruction
7	<p>Click . The Service Activation Request Complete page displays. Select the Continue link.</p> <div data-bbox="461 432 1321 695" style="border: 1px solid black; padding: 10px; margin: 10px 0;"> <p style="text-align: center;">Service Activation Request Complete</p> <p style="text-align: center;">  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>
8	<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>Facility User: Submitting a License Application – New Applications</i>. • For existing users and existing facilities who have previously submitted license applications see <i>Copying a Previously Submitted Application to the Current Year Application</i>.

Facility User: 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.

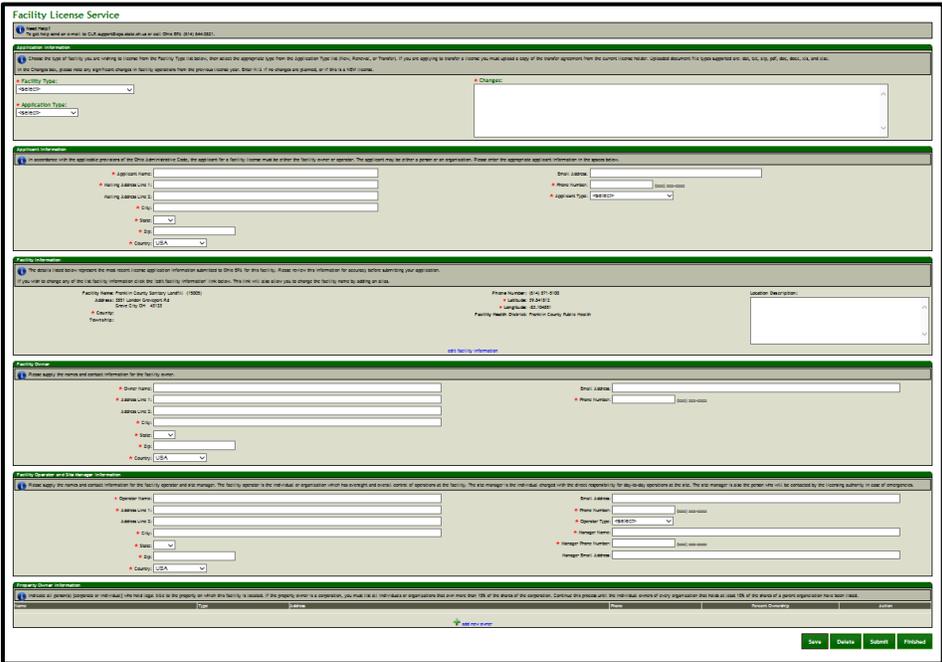
Follow these steps to submit a new license application.

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.

Step	Instruction																																																				
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 style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Select and Manage Facilities Associated with Your Service</p> <p style="font-size: x-small; margin: 0;">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 style="font-size: x-small; margin: 0;">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.</p> <p style="margin: 0;">Service: DMWM Solid Waste/C&DD Facility Licensing Add Facility</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Facility Name</th> <th style="text-align: left;">Regulatory Program ID</th> <th style="text-align: left;">Agency Core ID</th> <th style="text-align: left;">Request Status</th> <th style="text-align: left;">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	✖																																					
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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>Facility User: Adding a Facility Association</i>. If this is an existing facility, and you are renewing your application see <i>Copying a Previously Submitted Application to the Current Year Application</i> section of this document. <div style="border: 1px solid black; padding: 5px; margin: 10px 0;"> <p style="font-size: small; margin: 0;">Facility License Service</p> <p style="font-size: x-small; margin: 0;">Use this page to manage the facility licenses associated with your account.</p> <div style="display: flex; justify-content: space-between;"> <div style="width: 30%;"> <p>My Facility</p> <p style="font-size: x-small;">Evergreen Recycling & Disposal (45177) 2625 E Broadway Northwood, OH 43619</p> </div> <div style="width: 65%;"> <p style="text-align: right; font-size: small;">Create New License Application</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Type</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">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 style="text-align: center;">✎ ✖</td></tr> <tr><td>Residual Solid Waste - Class 1 Landfill</td><td>PENDING</td><td>08/15/2013 09:37:01</td><td style="text-align: center;">✎ ✖</td></tr> <tr><td>Scrap Tire Recovery Class 1</td><td>NEW</td><td>08/15/2013 10:05:50</td><td style="text-align: center;">✎ ✖</td></tr> <tr><td>Scrap Tire Collection</td><td>PENDING</td><td>08/15/2013 10:06:38</td><td style="text-align: center;">✎ ✖</td></tr> <tr><td>Scrap Tire Collection</td><td>PENDING</td><td>08/15/2013 11:18:58</td><td style="text-align: center;">✎ ✖</td></tr> <tr><td>Solid Waste Transfer Facility</td><td>PENDING</td><td>08/15/2013 11:24:52</td><td style="text-align: center;">✎ ✖</td></tr> <tr><td>Composting Site - Class 2</td><td>PENDING</td><td>08/15/2013 11:38:36</td><td style="text-align: center;">✎ ✖</td></tr> <tr><td>Scrap Tire Storage Class 2</td><td>PENDING</td><td>08/15/2013 11:50:27</td><td style="text-align: center;">✎ ✖</td></tr> <tr><td>Municipal Solid Waste Landfill</td><td>NEW</td><td>08/19/2013 11:03:51</td><td style="text-align: center;">✎ ✖</td></tr> </tbody> </table> <p style="font-size: small; margin-top: 10px;">Facility License Application History</p> <table border="1" style="width: 100%; border-collapse: collapse; font-size: x-small;"> <thead> <tr style="background-color: #f2f2f2;"> <th style="text-align: left;">Type</th> <th style="text-align: left;">Status</th> <th style="text-align: left;">Date</th> <th style="text-align: left;">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 style="text-align: center;">✎ ✖</td></tr> <tr><td>Composting Site - Class 1 (1532)</td><td>ISSUED</td><td>08/15/2013 11:55:45</td><td style="text-align: center;">✎ ✖</td></tr> </tbody> </table> <p style="text-align: right; font-size: small; margin-top: 5px;">Finished</p> </div> </div> </div>	Type	Status	Date	Action	Residual Solid Waste - Class 1 Landfill	PENDING	08/15/2013 09:14:07	✎ ✖	Residual Solid Waste - Class 1 Landfill	PENDING	08/15/2013 09:37:01	✎ ✖	Scrap Tire Recovery Class 1	NEW	08/15/2013 10:05:50	✎ ✖	Scrap Tire Collection	PENDING	08/15/2013 10:06:38	✎ ✖	Scrap Tire Collection	PENDING	08/15/2013 11:18:58	✎ ✖	Solid Waste Transfer Facility	PENDING	08/15/2013 11:24:52	✎ ✖	Composting Site - Class 2	PENDING	08/15/2013 11:38:36	✎ ✖	Scrap Tire Storage Class 2	PENDING	08/15/2013 11:50:27	✎ ✖	Municipal Solid Waste Landfill	NEW	08/19/2013 11:03:51	✎ ✖	Type	Status	Date	Action	Municipal Solid Waste Landfill (1527)	ISSUED	08/15/2013 10:20:50	✎ ✖	Composting Site - Class 1 (1532)	ISSUED	08/15/2013 11:55:45	✎ ✖
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From this page, users can click one of the following:

- to edit in-process applications
- to delete in-process applications
- to copy the previous year's application which can be used for the current year's application. This is available only if the user was the one who submitted the original application. For detailed information, see Error!

Step	Instruction
	<p>reference source not found..</p> <ul style="list-style-type: none">  to view a copy of the invoice for a submitted application Click  to return to Welcome to the Ohio EPA eBusiness page. There will not be facility license history until applications are electronically submitted using the license service. There is no facility license history until applications are electronically submitted using the license service.
4	<p>Click  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.

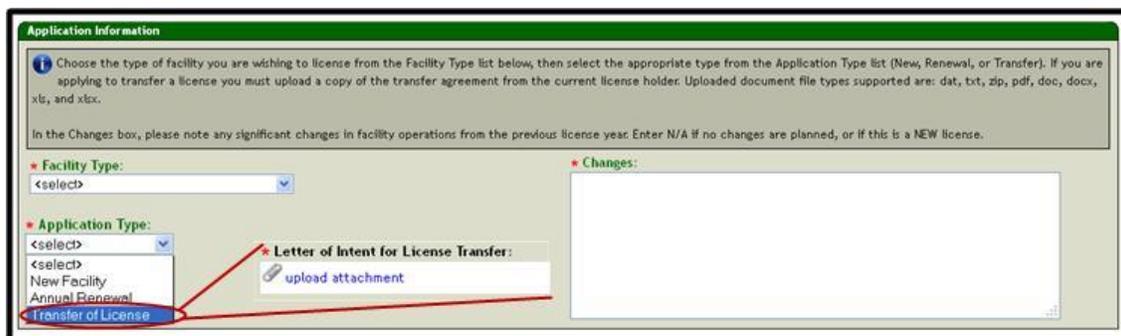
The **Facility List** displays the following facilities that can be selected for the in-process license application:

- 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.



The screenshot shows the 'Application Information' form. At the top, there is a green header with the title 'Application Information'. Below the header, there is a blue information icon and a paragraph of instructions: 'Choose the type of facility you are wishing to license from the Facility Type list below, then select the appropriate type from the Application Type list (New, Renewal, or Transfer). If you are 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.' Below this is another paragraph: '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.'

The form contains several fields:

- Facility Type:** A dropdown menu with '<select>' as the placeholder.
- Application Type:** A dropdown menu with '<select>' as the placeholder. The options listed are 'New Facility', 'Annual Renewal', and 'Transfer of License'. The 'Transfer of License' option is highlighted with a blue circle and a red arrow pointing to it.
- Letter of Intent for License Transfer:** A text area with an 'upload attachment' button and a red asterisk indicating it is required.
- Changes:** A large text area for entering changes, with a red asterisk indicating it is required.

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, 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

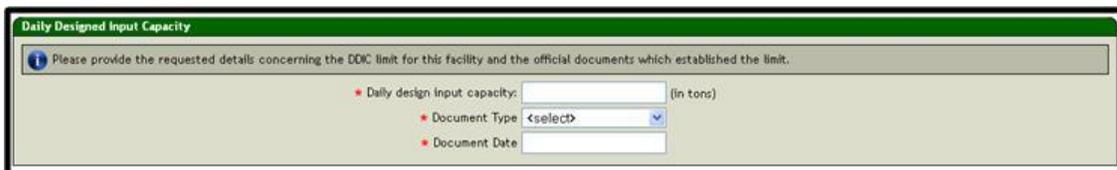


The screenshot shows a form titled "Allowed Maximum Daily Waste Receipt". It contains a message box with an information icon and the text: "Please provide the requested details concerning the Allowed Maximum Daily Waste Receipt (AMDWR) limit for this facility and the official documents which established the limit." Below this are three fields: "Allowed maximum daily waste receipt (in tons):" with a text input field containing "0" and a "No Limit" checkbox; "Document Type" with a dropdown menu showing "<select>"; and "Document Date" with a text input field.

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:



The screenshot shows a form titled "Daily Designed Input Capacity". It contains a message box with an information icon and the text: "Please provide the requested details concerning the DDIC limit for this facility and the official documents which established the limit." Below this are three fields: "Daily design input capacity:" with a text input field and "(in tons)" to its right; "Document Type" with a dropdown menu showing "<select>"; and "Document Date" with a text input field.

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.

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.

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

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	Facility Qualified Ground Water Scientist
Name: <input type="text"/>	Name: <input type="text"/>
PE Registration Number: <input type="text"/>	Company Name: <input type="text"/>
Company Name: <input type="text"/>	Address Line 1: <input type="text"/>
Address Line 1: <input type="text"/>	Address Line 2: <input type="text"/>
Address Line 2: <input type="text"/>	City: <input type="text"/>
City: <input type="text"/>	State: <input type="text"/>
State: <input type="text"/>	Zip: <input type="text"/>
Zip: <input type="text"/>	Country: USA <input type="text"/>
Country: USA <input type="text"/>	Email Address: <input type="text"/>
Email Address: <input type="text"/>	Phone: <input type="text"/> (xxx) xxx-xxxx
Phone: <input type="text"/> (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: <input type="text"/>	Surface Water Permit Status: <input type="text"/>
Air Pollution Permit Number: <input type="text"/>	Surface Water Permit Number: <input type="text"/>
Air Pollution Permit Date: <input type="text"/>	Surface Water Permit Date: <input type="text"/>

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.

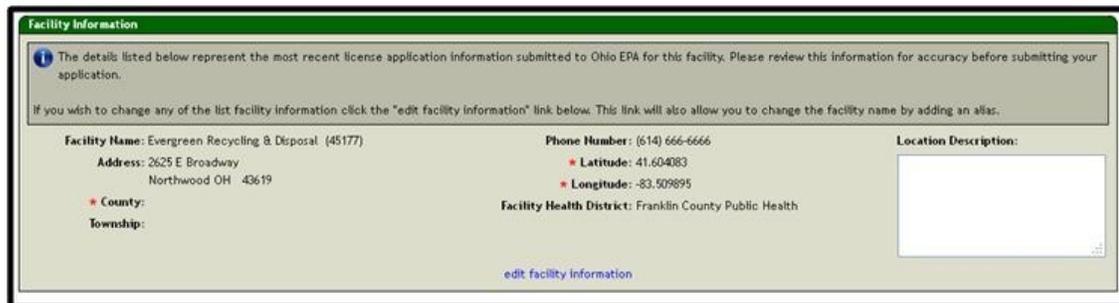


There are three applicant types that can be selected:

- 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.



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

Facility Information ✕

i 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:

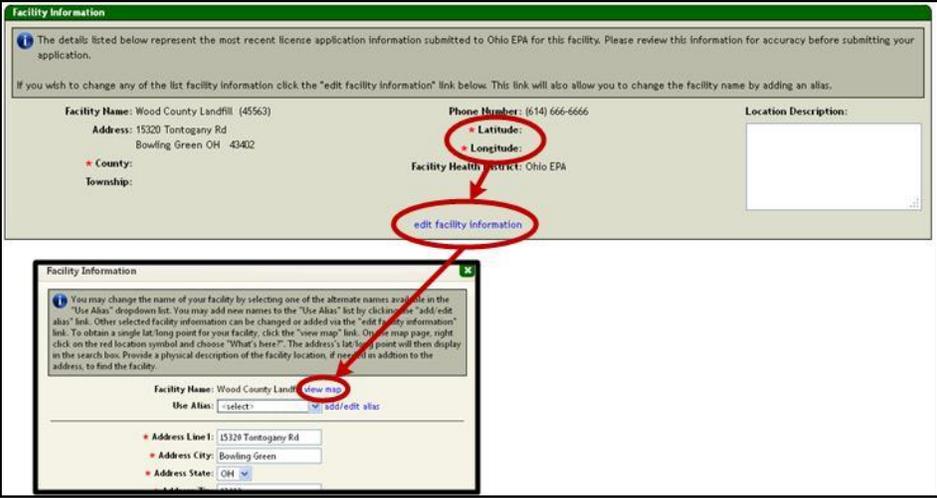
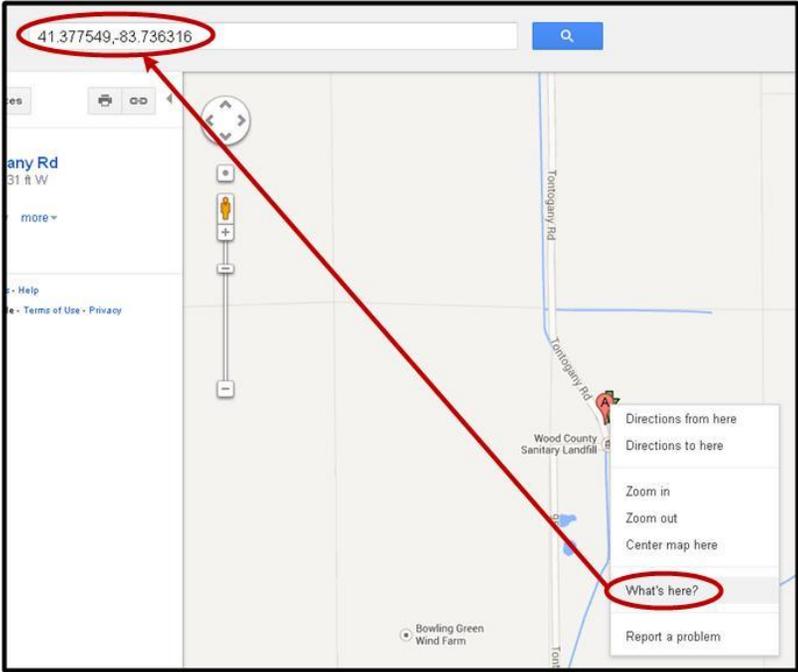
Health District: Athens County Health Department

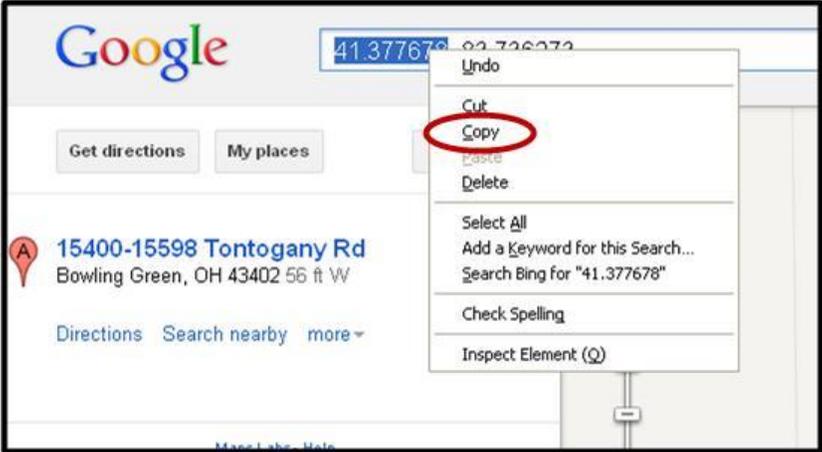
After adding or editing the information on the screen, click . All fields with a red asterisk must be completed.

Note: Typically, the facility's latitude and longitude fields will be 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.

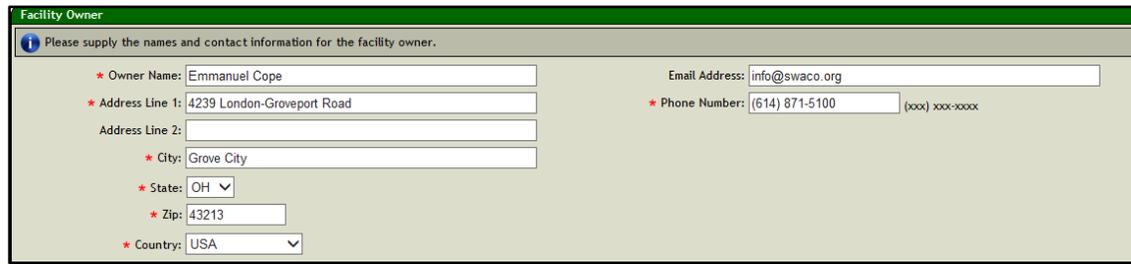
Step	Instruction
1	Access the appropriate license application and scroll down the page until the Facility Information sections displays.
2	Select edit facility information .

Step	Instruction
3	<p>Select view map.</p> 
4	<p>Right-click  and select What's Here? The latitude and longitude displays in the browser's search field.</p> <p>Note: Latitude displays on the left, longitude on the right.</p> 

Step	Instruction
5	<p>Select the latitude coordinate, right-click and select Copy.</p> 
6	<p>Return to the facility information edit screen, right-click and select Paste.</p> 
7	<p>Repeat step 7 and step 8 for the longitude coordinate.</p>
8	<p>Click .</p>

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.

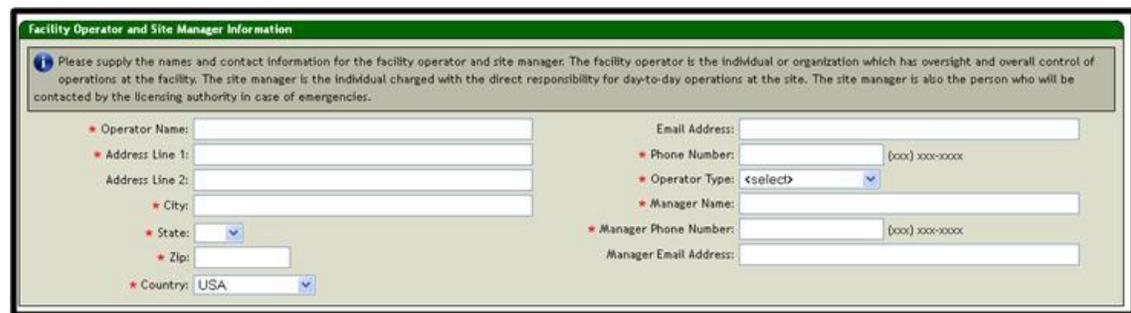


Facility Operator and Site Manager Information

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.

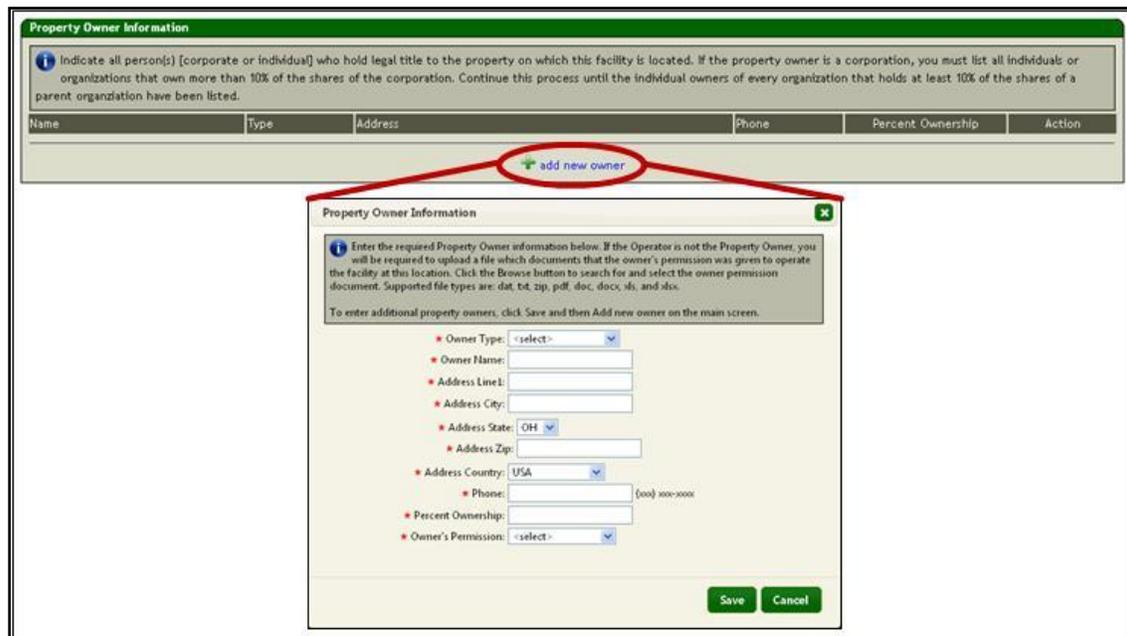
The site manager has the direct responsibility for day-to-day operations at the site and will be contacted by the licensing authority in case of emergencies.



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.



Property Owner Information

Indicate all person[s] [corporate or individual] who hold legal title to the property on which this facility is located. If the property owner is a corporation, you must list all individuals or organizations that own more than 10% of the shares of the corporation. Continue this process until the individual owners of every organization that holds at least 10% of the shares of a parent organization have been listed.

Name	Type	Address	Phone	Percent Ownership	Action
------	------	---------	-------	-------------------	--------

+ add new owner

Property Owner Information

Enter the required Property Owner information below. If the Operator is not the Property Owner, you will be required to upload a file which documents that the owner's permission was given to operate the facility at this location. Click the Browse button to search for and select the owner permission document. Supported file types are: .dat, .t4, .zip, .pdf, .doc, .docx, .xls, and .xlsx.

To enter additional property owners, click Save and then Add new owner on the main screen.

* Owner Type:

* Owner Name:

* Address Line 1:

* Address City:

* Address State:

* Address Zip:

* Address Country:

* Phone:

* Percent Ownership:

* Owner's Permission:

Save Cancel

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 facility permission to operate at the recorded location.

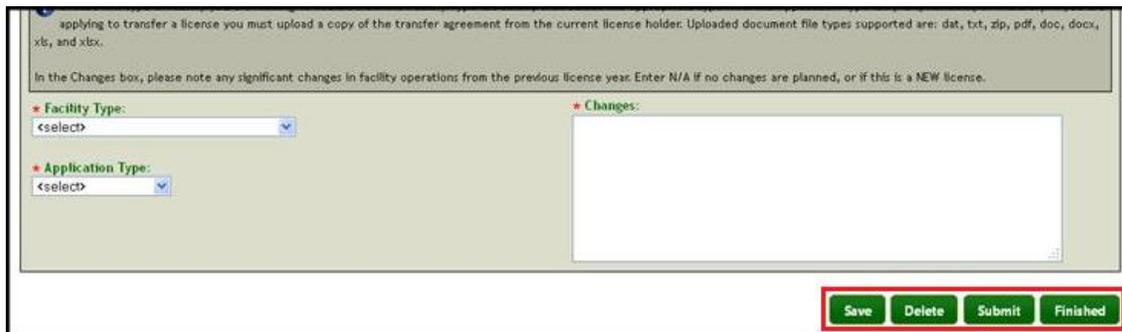
The choices are:

- Yes
- No
- Owner is Operator

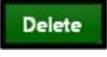
Note: If the property owner is a corporation, list all individuals or organizations that own 10% or more of the shares of the corporation. Continue this process until the individual owners of every organization that holds at least 10% of the shares of a parent organization are listed.

Submitting the Application

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



Users can click:

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

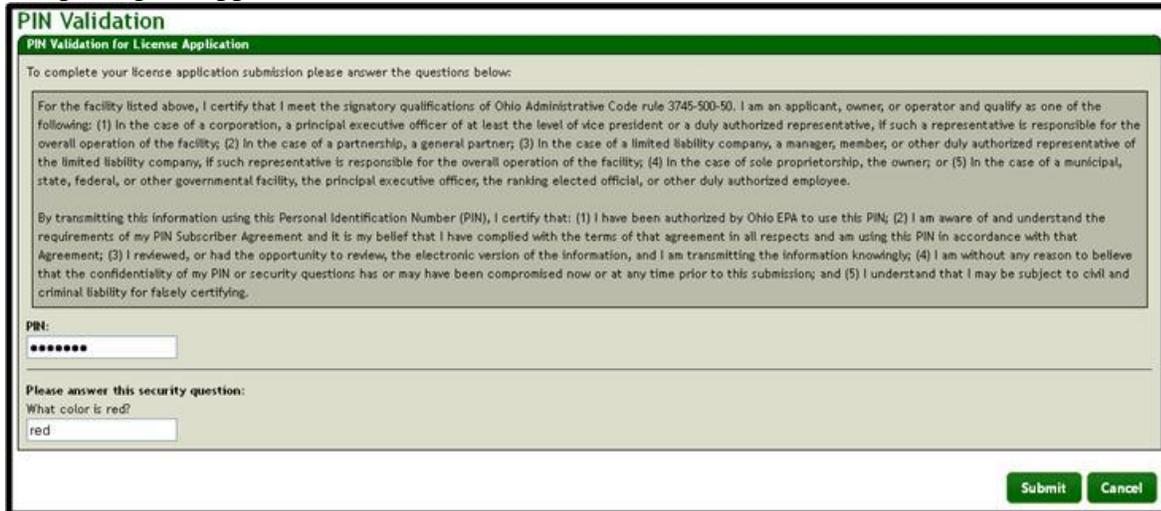
- If you click **Finish** before **Save**, data you typed in will be saved, but data selected via menu, (e.g. - a drop-down list), is lost.
- If you collapse the screen, ( located in the upper right corner of the window), prior to **Save** all data is lost.
-  to send the application for review and approval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

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

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  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

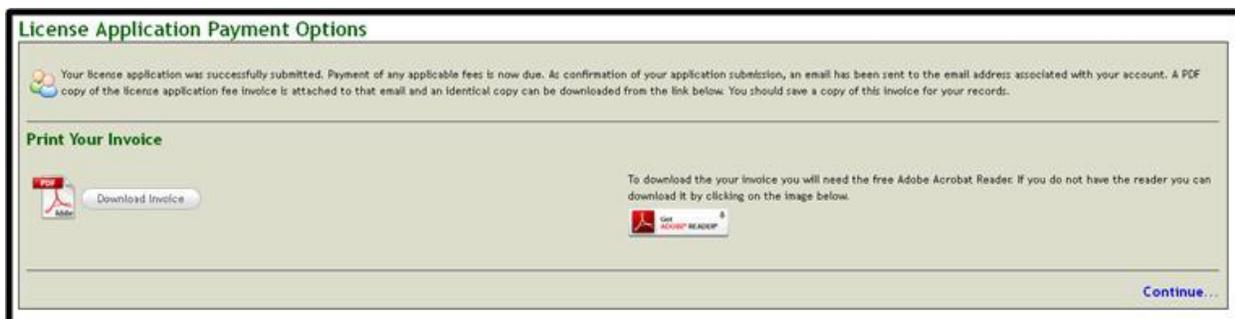
 

Enter your PIN and the answer to the security question and then click . The **License Application Payment Options** screen displays

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).



License Application Payment Options

Your license application was successfully submitted. Payment of any applicable fees is now due. As confirmation of your application submission, an email has been sent to the email address associated with your account. A PDF copy of the license application fee invoice is attached to that email and an identical copy can be downloaded from the link below. You should save a copy of this invoice for your records.

Print Your Invoice

 [Download Invoice](#)

To download the your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



[Continue...](#)



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									
DESCRIPTION		AMOUNT									
2014 Municipal Solid Waste Landfill - Total Fee Due		\$60,000.00									
Amount Paid (application fee)		(\$100.00)									
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.											
Balance Due			\$59,900.00								
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	Revenue ID: <N/A> Amount Due: \$59,900.00 Amount Enclosed:	<table border="1" style="width: 100%; border-collapse: collapse;"> <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:	
For internal Ohio EPA use only.											
Check #:											
Check ID #:											
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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.
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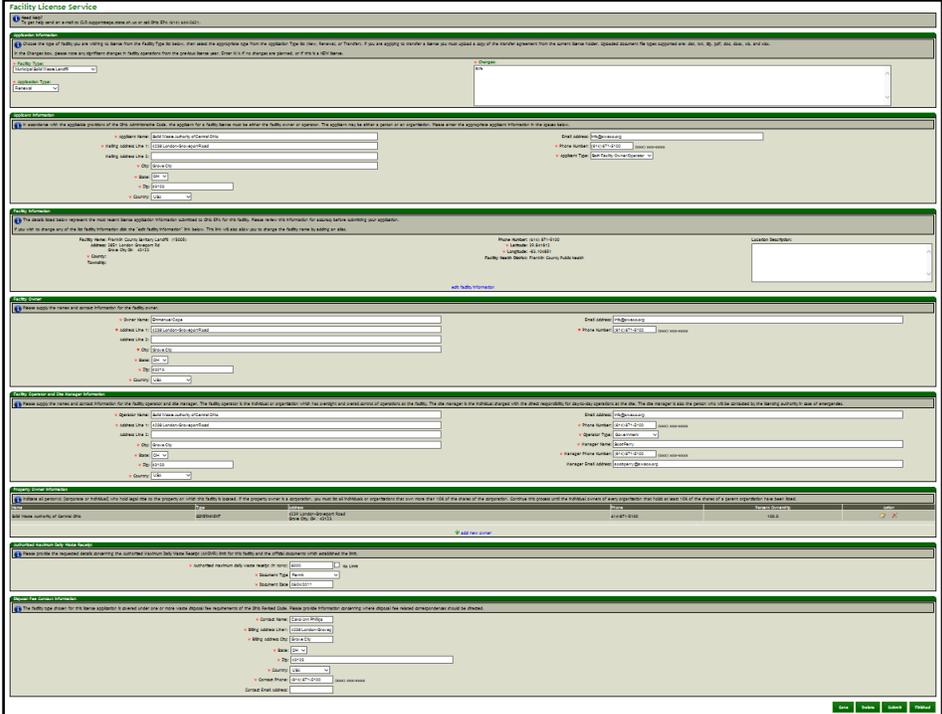
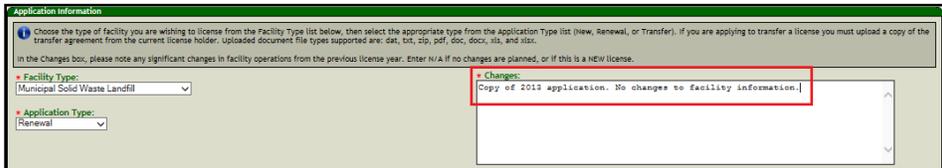
Existing Facility User: Submitting a License Application - Copy Detail from a Previously Submitted Application to your Current Year Application

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

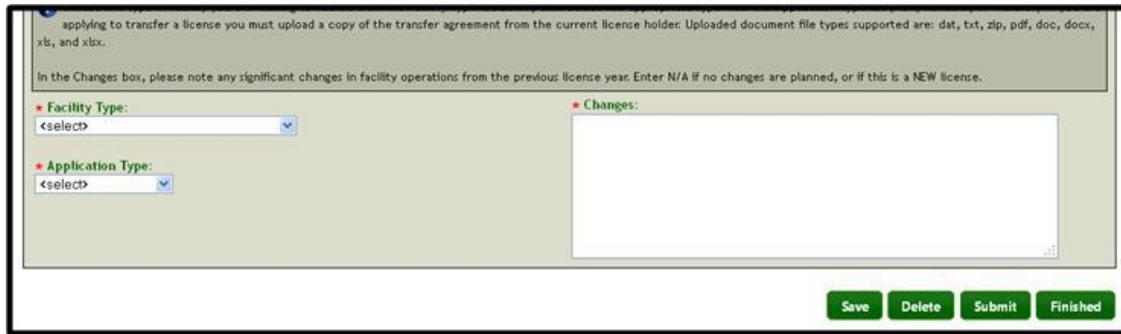
Follow these steps to copy detail from a previously submitted application to your current year application.

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 style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </div>
3	Click on the facility name. The Facility License Service page displays. <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> </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.



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:

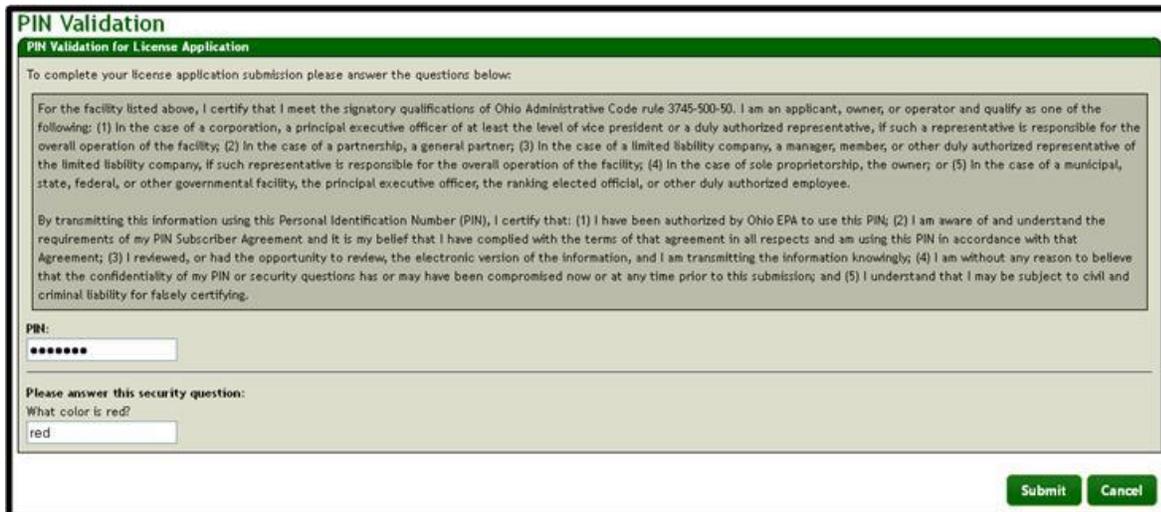
- **Save** to save changes that were made and keeps the current application displayed.
- **Delete** to cancel any changes to the current application since the last save and returns the user to the **Facility Licensing Service** page.
- **Finished** to save any changes that were made to the application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



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

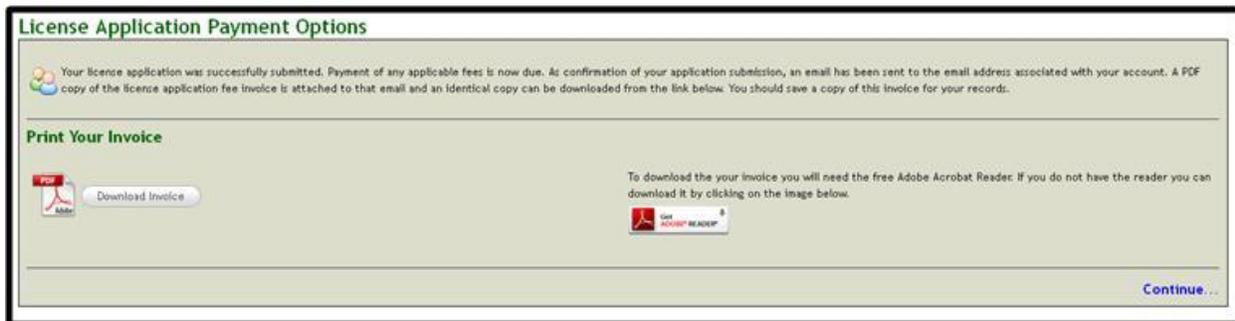
Submit **Cancel**

Enter your PIN and the answer to the security question and then click . 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).



License Application Payment Options

Your license application was successfully submitted. Payment of any applicable fees is now due. As confirmation of your application submission, an email has been sent to the email address associated with your account. A PDF copy of the license application fee invoice is attached to that email and an identical copy can be downloaded from the link below. You should save a copy of this invoice for your records.

Print Your Invoice

 [Download Invoice](#)

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[Continue...](#)

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DMWM Health Department Licensing User Guide

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.

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Application Processing

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Updates

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