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

NPDES Biomonitoring Report Form
Acute Toxicity Test

April 29, 2016

Ohio Environmental Protection Agency

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NPDES Biomonitoring Report Form Acute Toxicity Test – Electronic Report Overview

The STREAMS service provides the capability to electronically submit the NPDES Biomonitoring Report Form Acute Toxicity Test. This report can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports list). NPDES Biomonitoring Reports that are created will be listed on the Report List where additional actions may be performed on them (ex. downloading report PDF, edit, delete, and delegate).

Working within your secure eBusiness Center account, the ease of use of the new innovative smart forms, one-click submittals without having to mail paper forms to the agency, and the ability to make fee payments online make the STREAMS service the go-to destination to submit your NPDES Biomonitoring Report Form Acute Toxicity Test – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. annual sewage sludge, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete the NPDES Biomonitoring Reports has been graphically displayed below.

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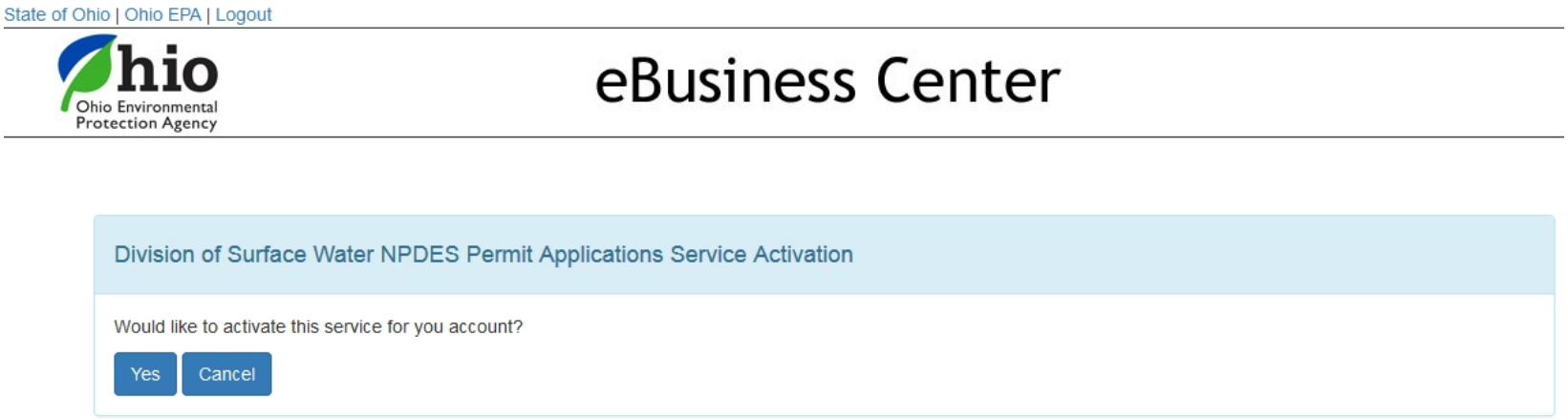
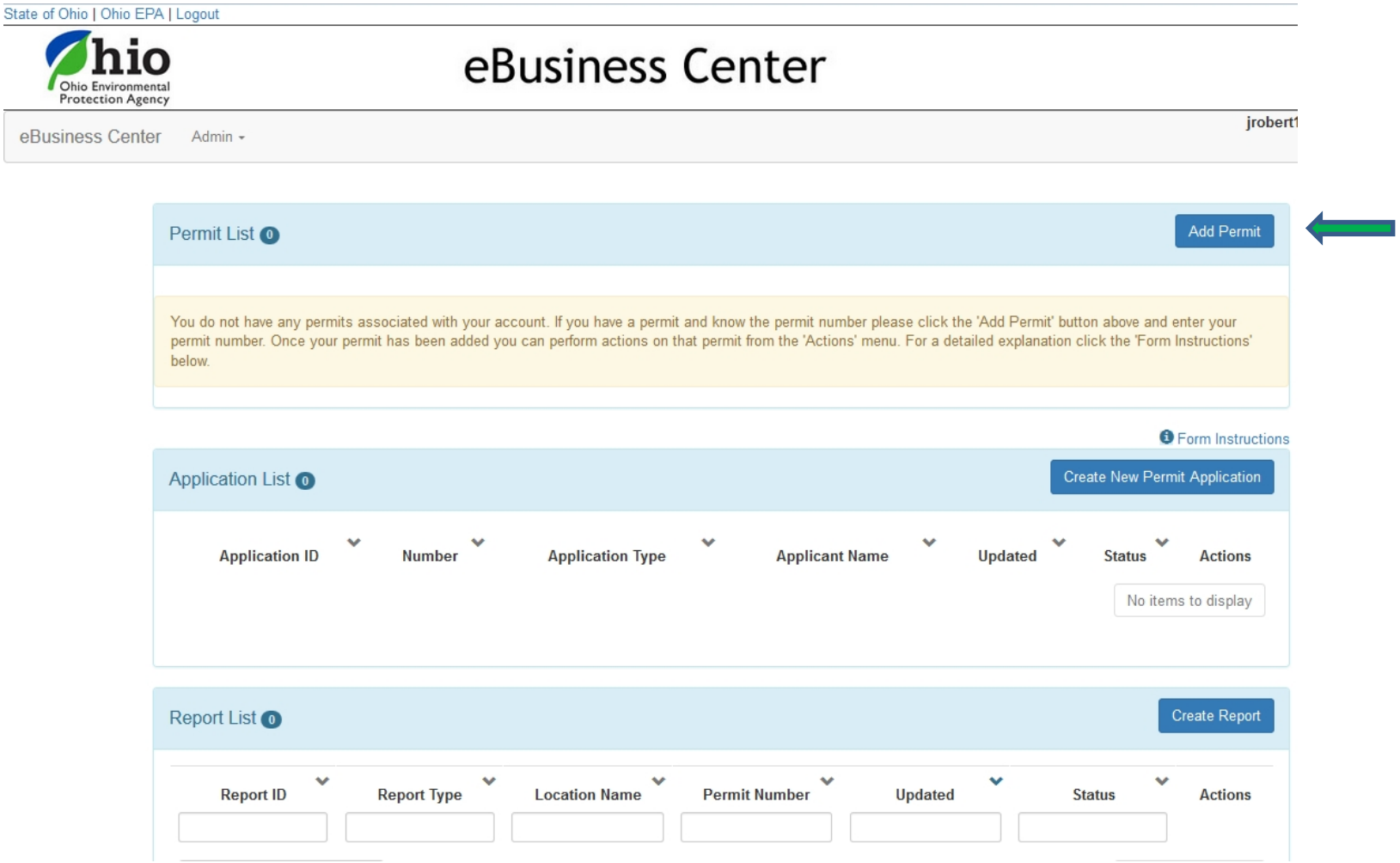
Service Activation

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

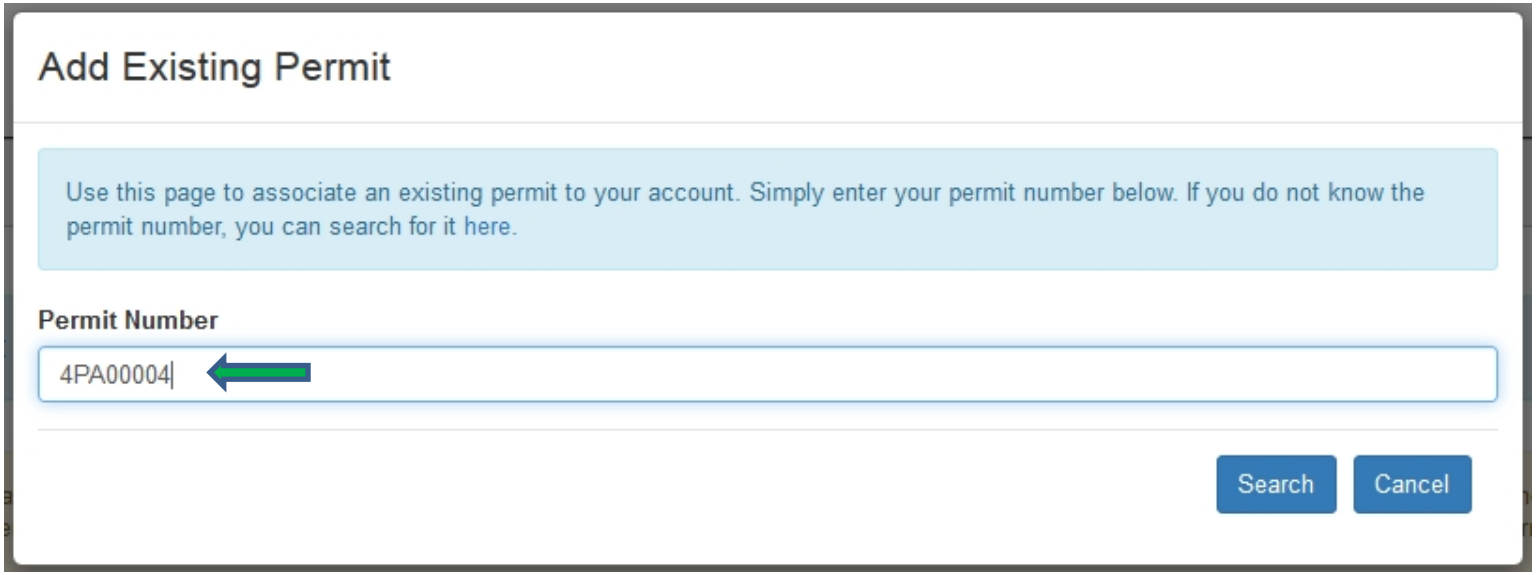


The first time you select this service you will be prompted to activate it – simply click the ***Yes*** button. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications and various reports, and make fee payments using the ePayment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

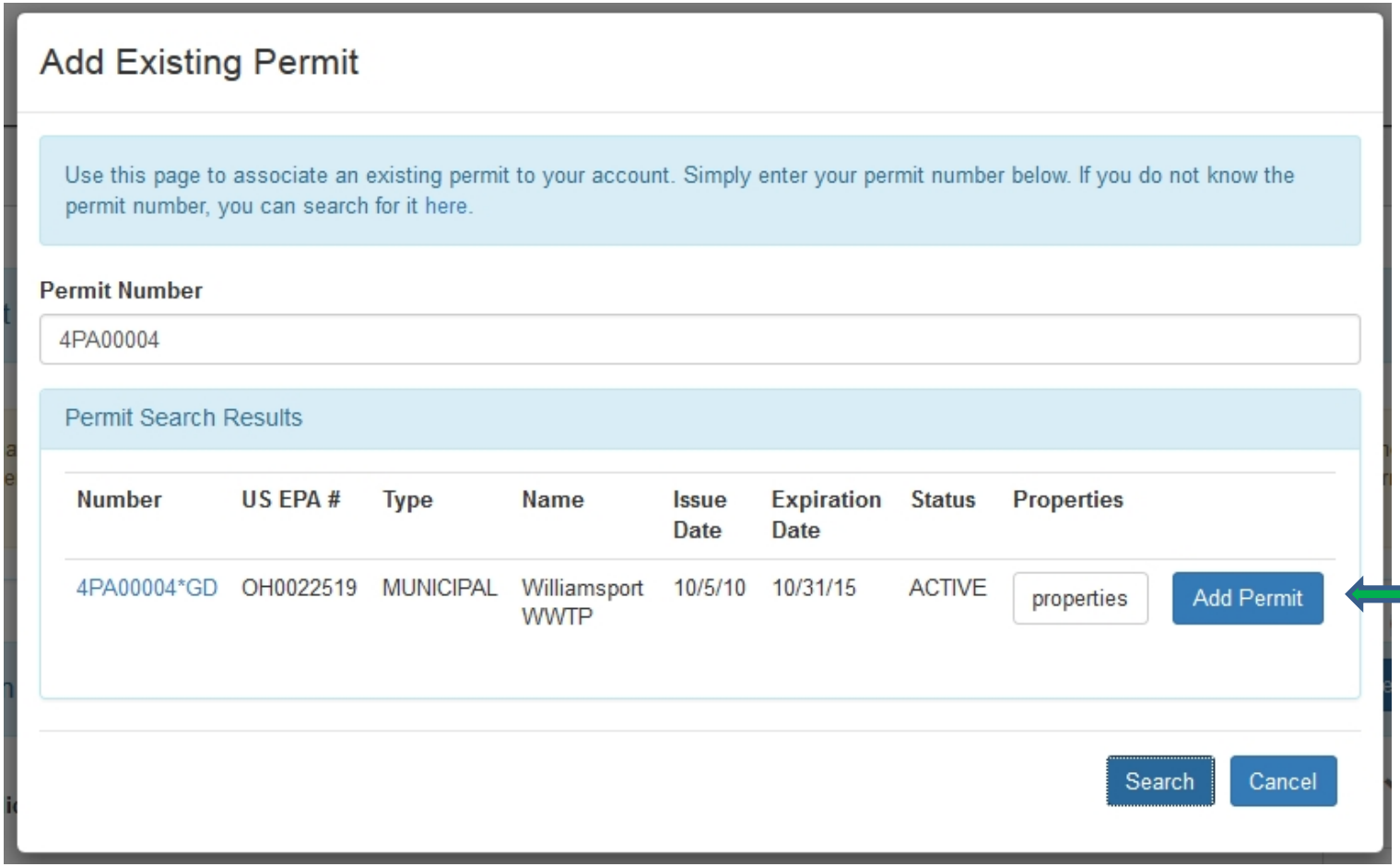
Creating New Reports



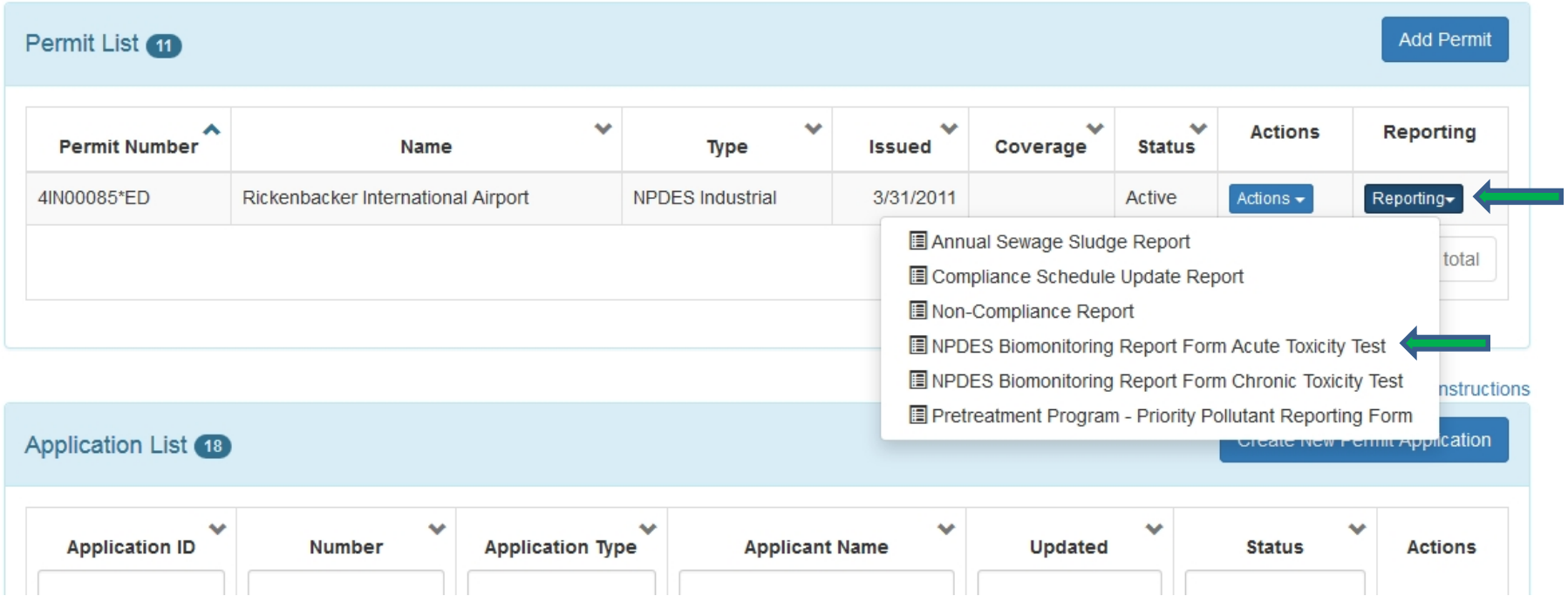
To fill out and submit a NPDES Biomonitoring Report Form Acute Toxicity Test, first add the permit to your Permit List on your personal dashboard by clicking the ***Add Permit*** button. *You can manage all of your permits by adding them to your Permit List.*



Enter your permit number and click the ***Search*** button (with or without the *AG permit version extension).

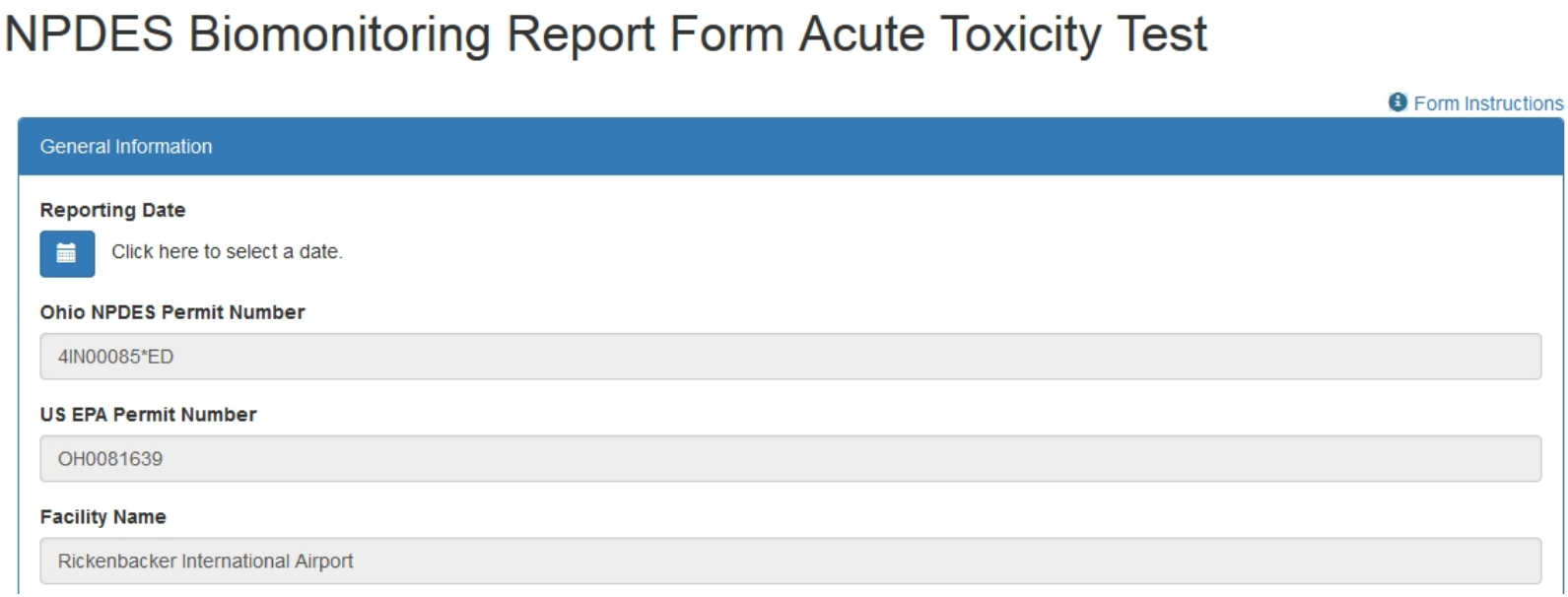


If a valid permit number has been entered, the system will find the permit and display it in the Permit Search Results section. Click the ***Add Permit*** button to select the permit – it will now be added to your personal dashboard.

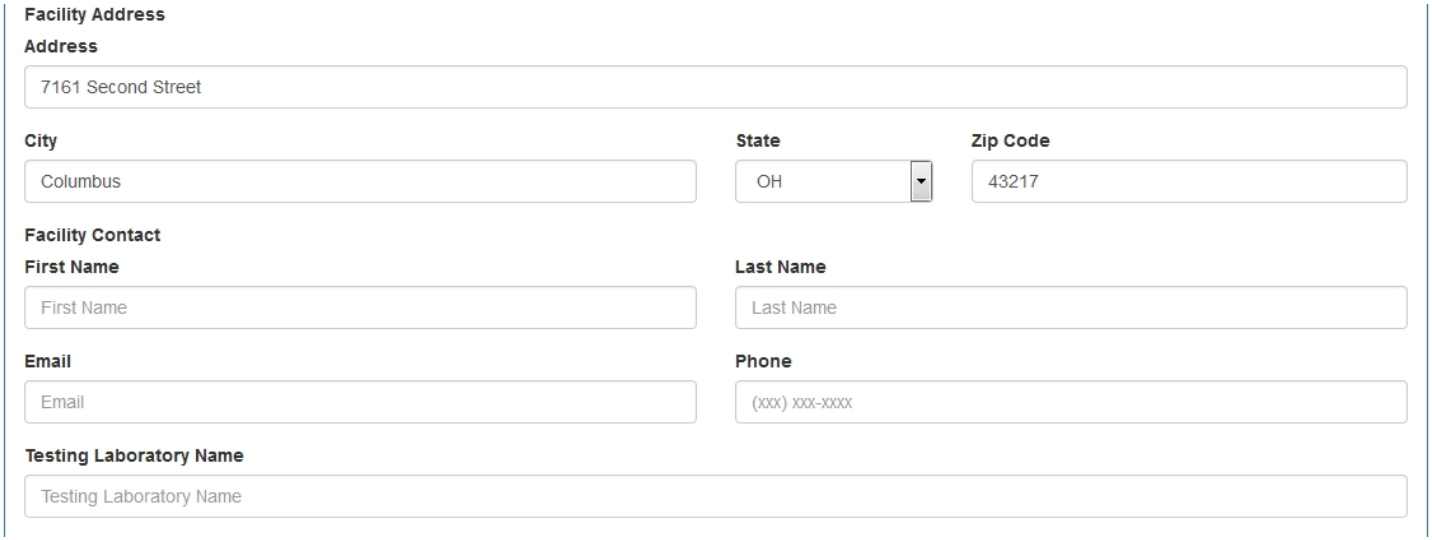


From your personal dashboard, click the ***Actions*** dropdown to access management tools which will allow you to ***Remove Permit from your List***, ***Terminate Permit***, ***Transfer Permit***, and ***Renew Permit***. Select the ***Reporting*** dropdown to access any number of reporting forms that can be submitted electronically within minutes. Click the ***Reporting*** dropdown and select ***NPDES Biomonitoring Report Form Acute Toxicity Test*** to launch the report.

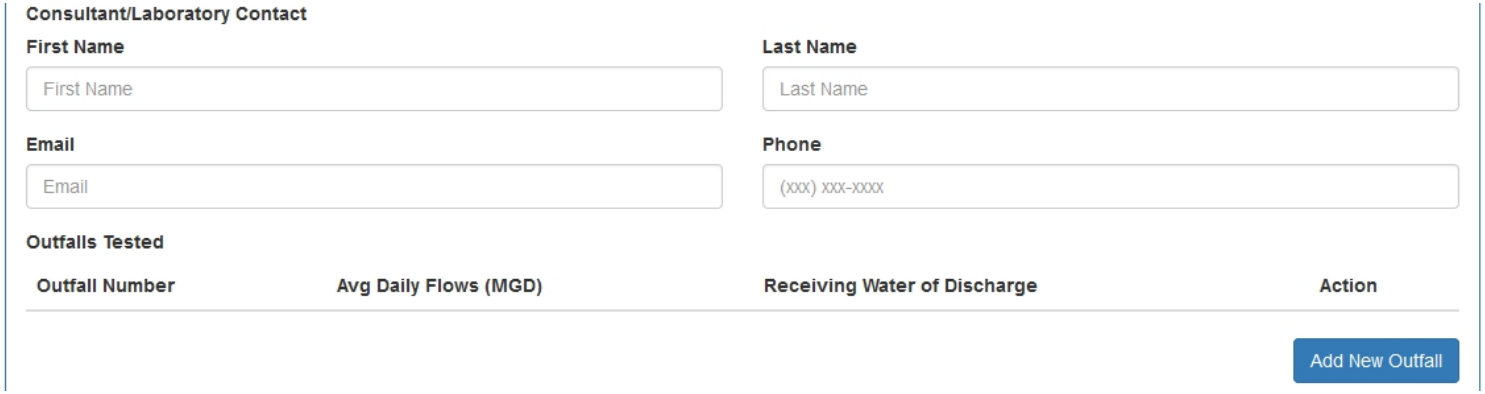
Completing the Report



Once the report opens you will notice that it is prepopulated with a variety of information from the Ohio EPA database. Begin by clicking the ***Reporting Date*** icon to select a date from the popup calendar.

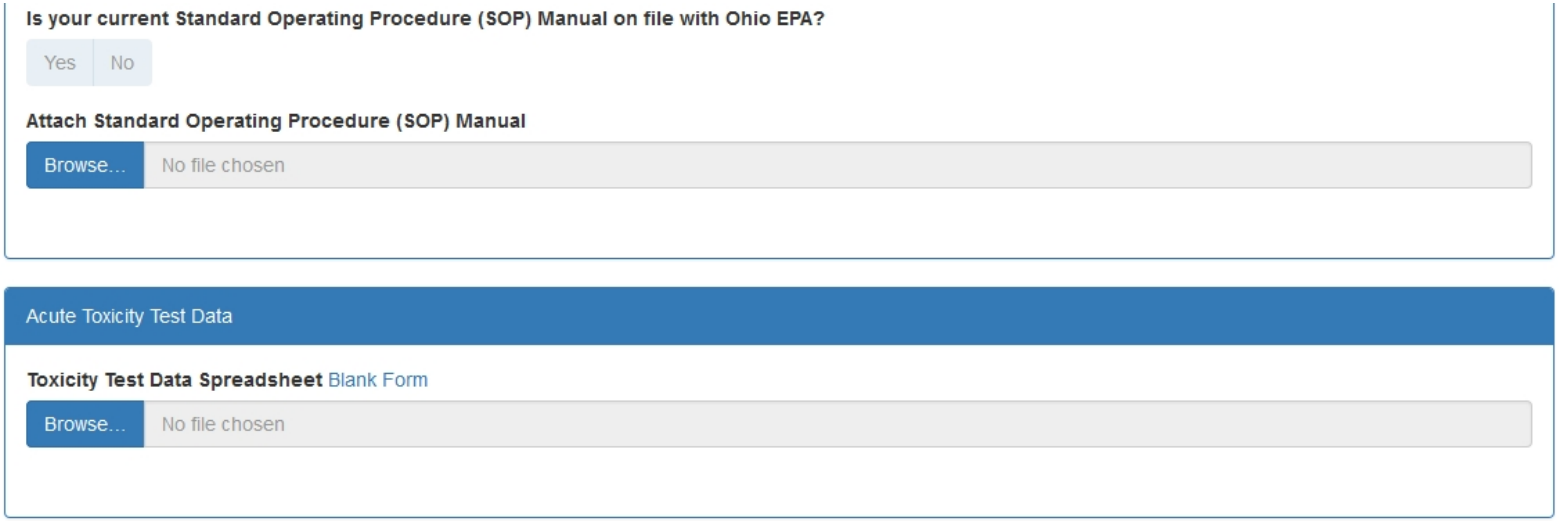


Continue down the form by entering in the facility information and testing laboratory name.

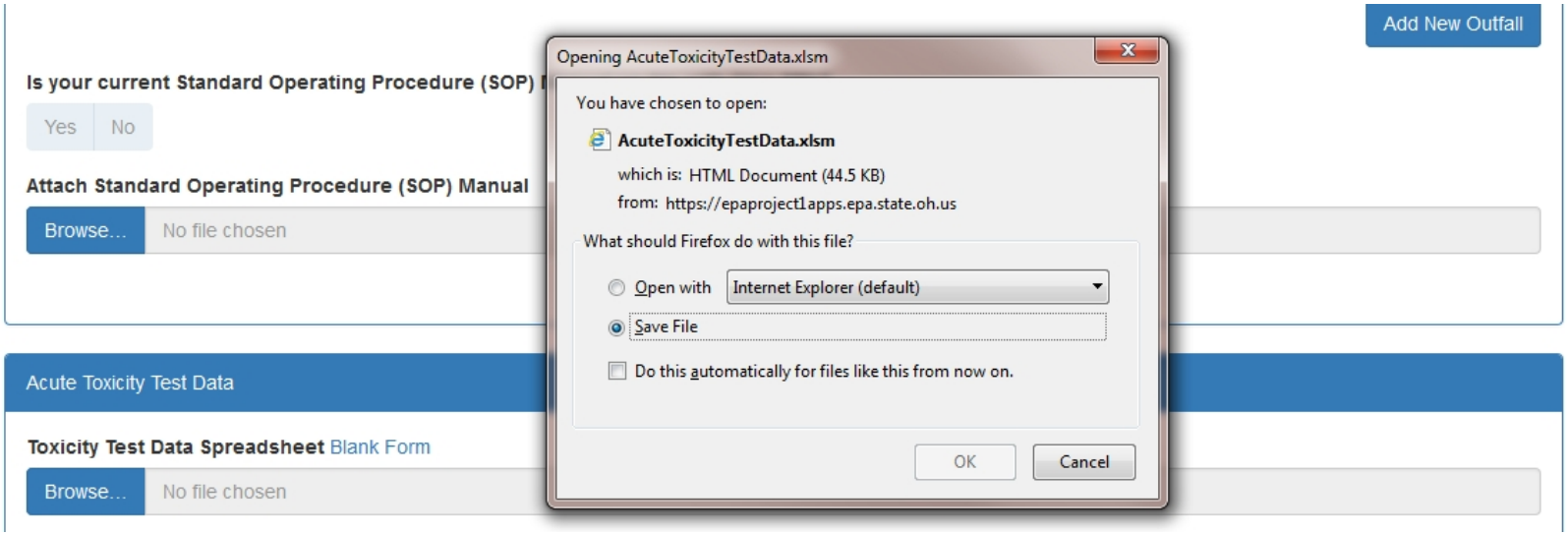


Fill out the Consultant/Laboratory Contact section and click the ***Add New Outfall*** button to enter outfall information.

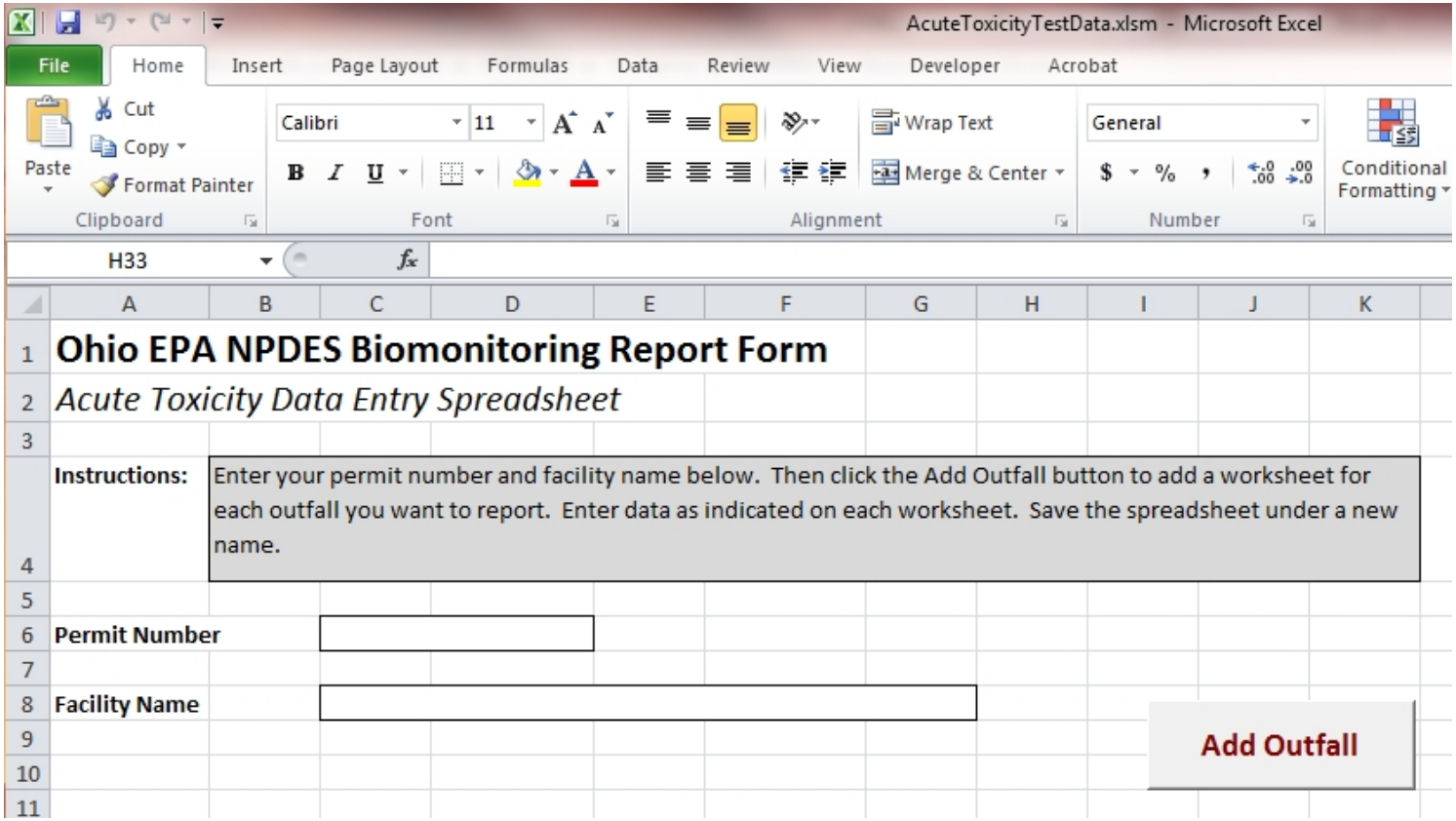
Fill out the outfall information from the popup window by selecting the outfall number from the dropdown field, enter flow and receiving water information – click the ***Save*** button when finished. Click the ***Add New Outfall*** button to add additional outfall information, each outfall selected will be summarized on the report form.



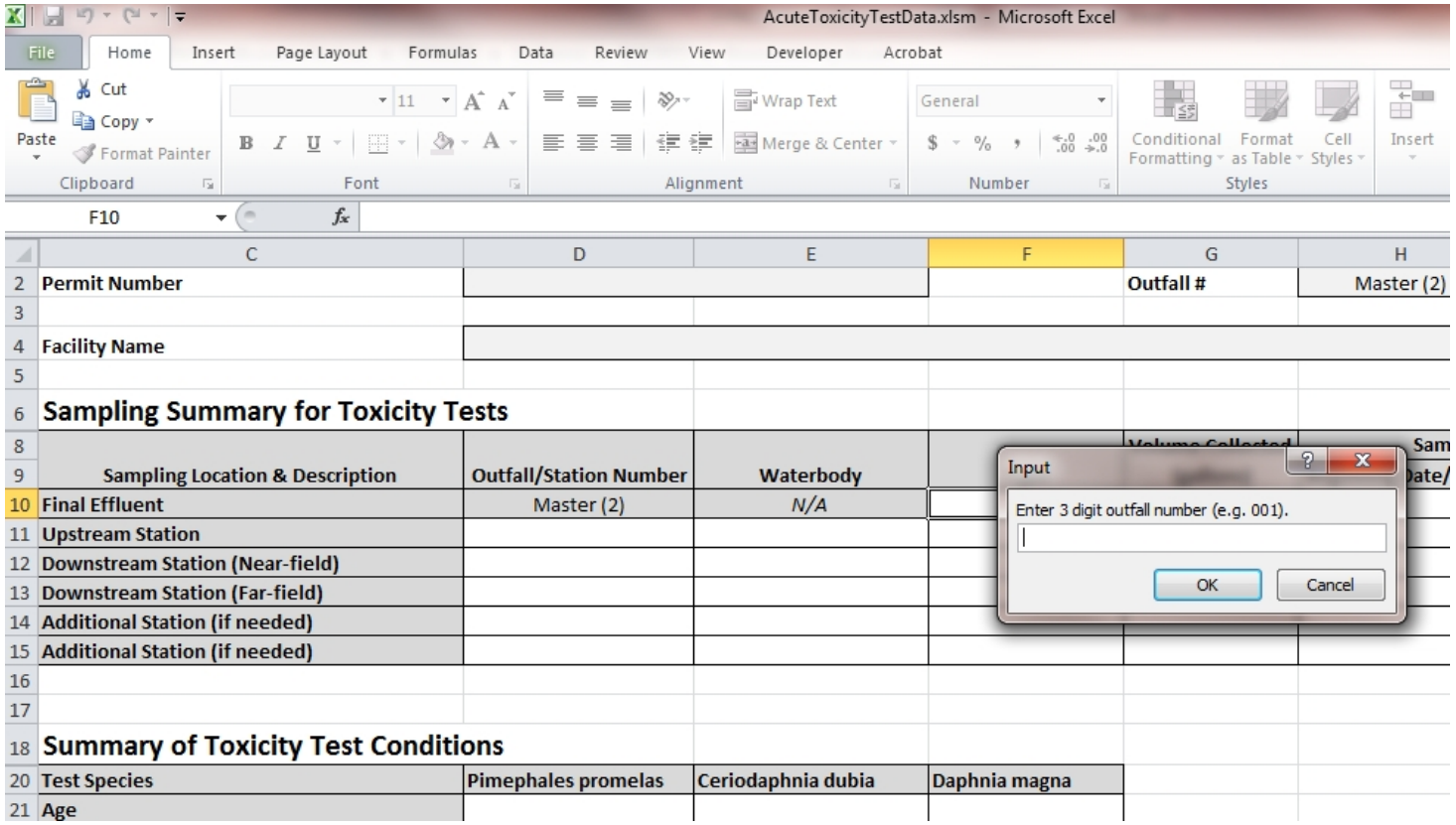
Respond to whether the SOP manual is current and click on the ***Browse*** button to upload an electronic file of the SOP manual. To access the Acute Toxicity Data Spreadsheet, click the link for ***Blank Form***.



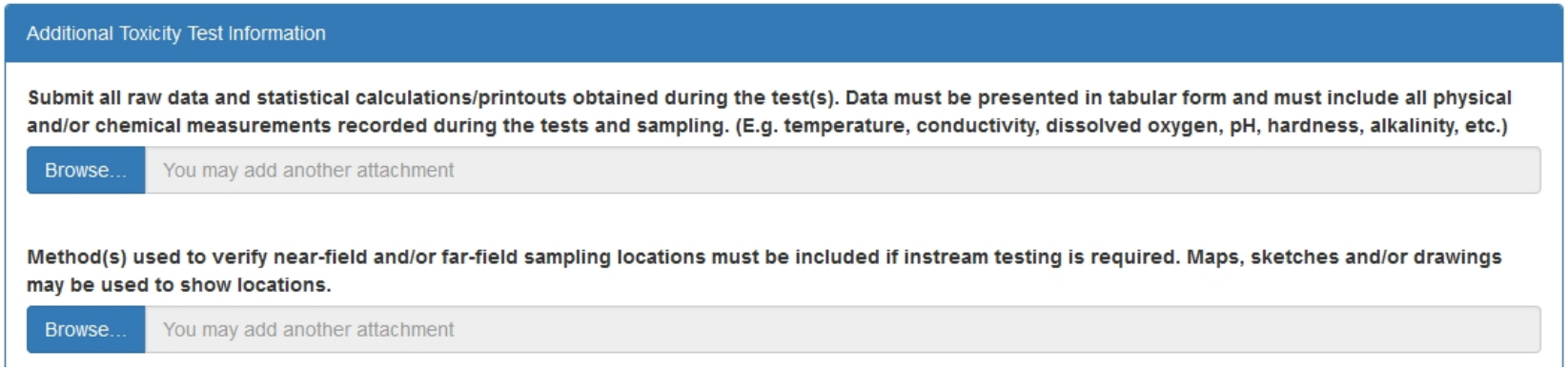
Select the ***Save File*** option and click the ***OK*** button. Open the spreadsheet from your saved location.



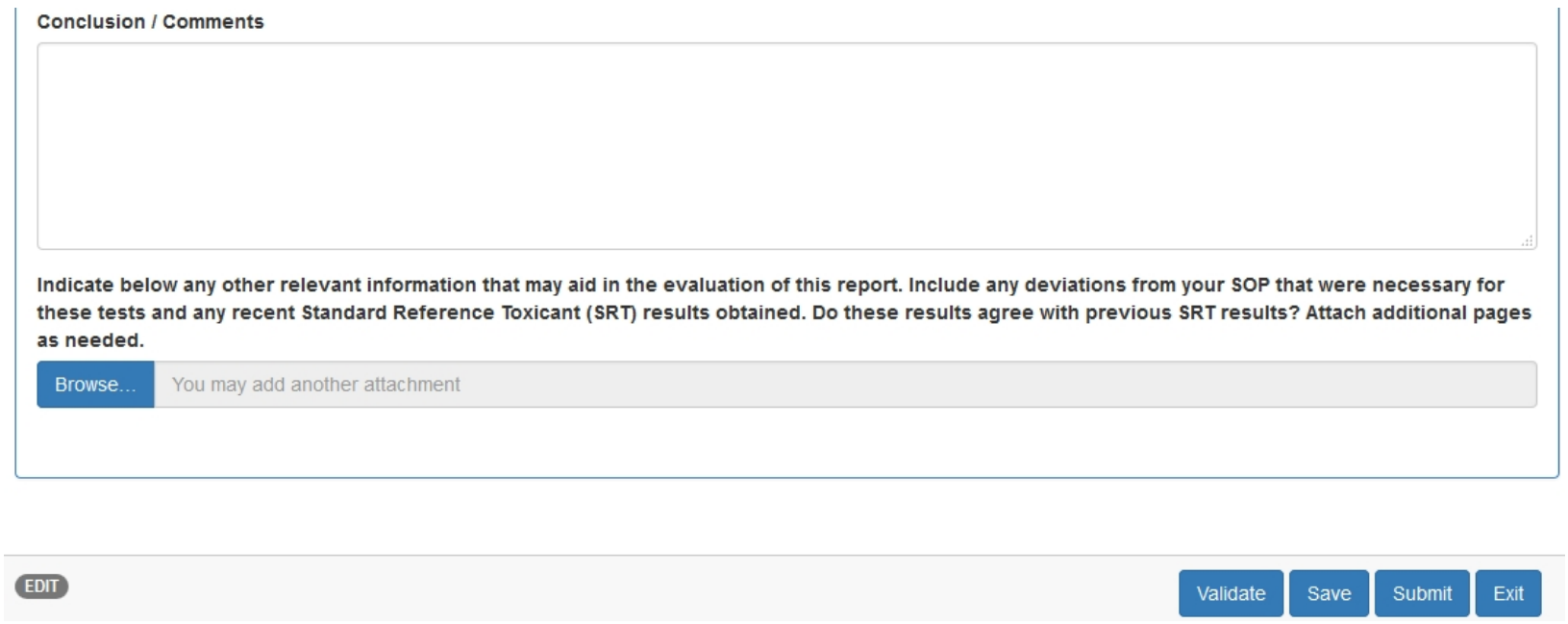
Click the ***ADD Outfall*** button to begin.



Enter a 3 digit outfall number and click the ***OK*** button. Once the spreadsheet is complete, return to the online reporting form to upload the file and complete the report submittal. Click on the ***Browse*** button to upload the completed Microsoft Excel file and select the file's location.

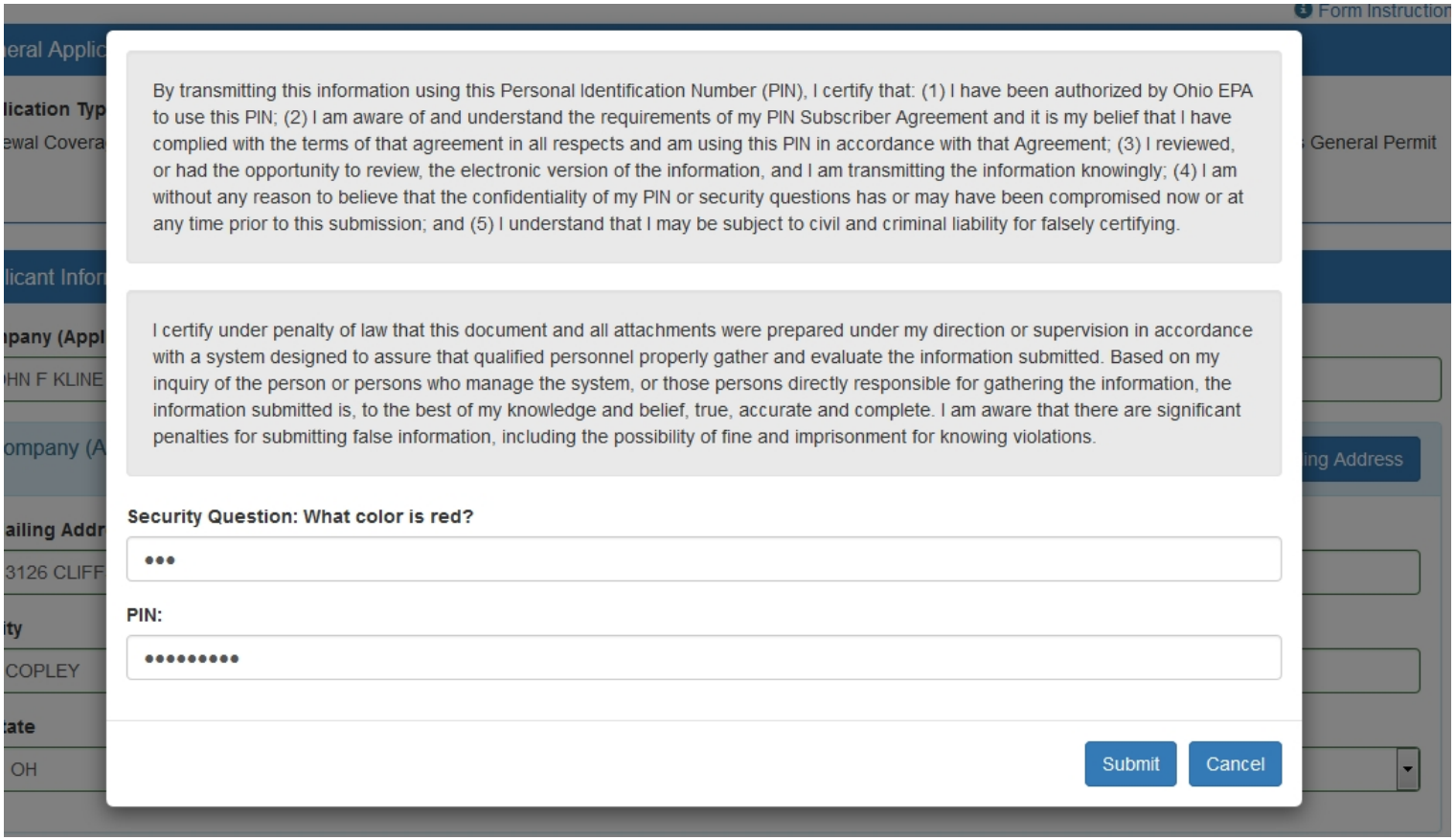


Click on the ***Browse*** button to upload raw data and statistical calculations as well as sampling locations requested above.

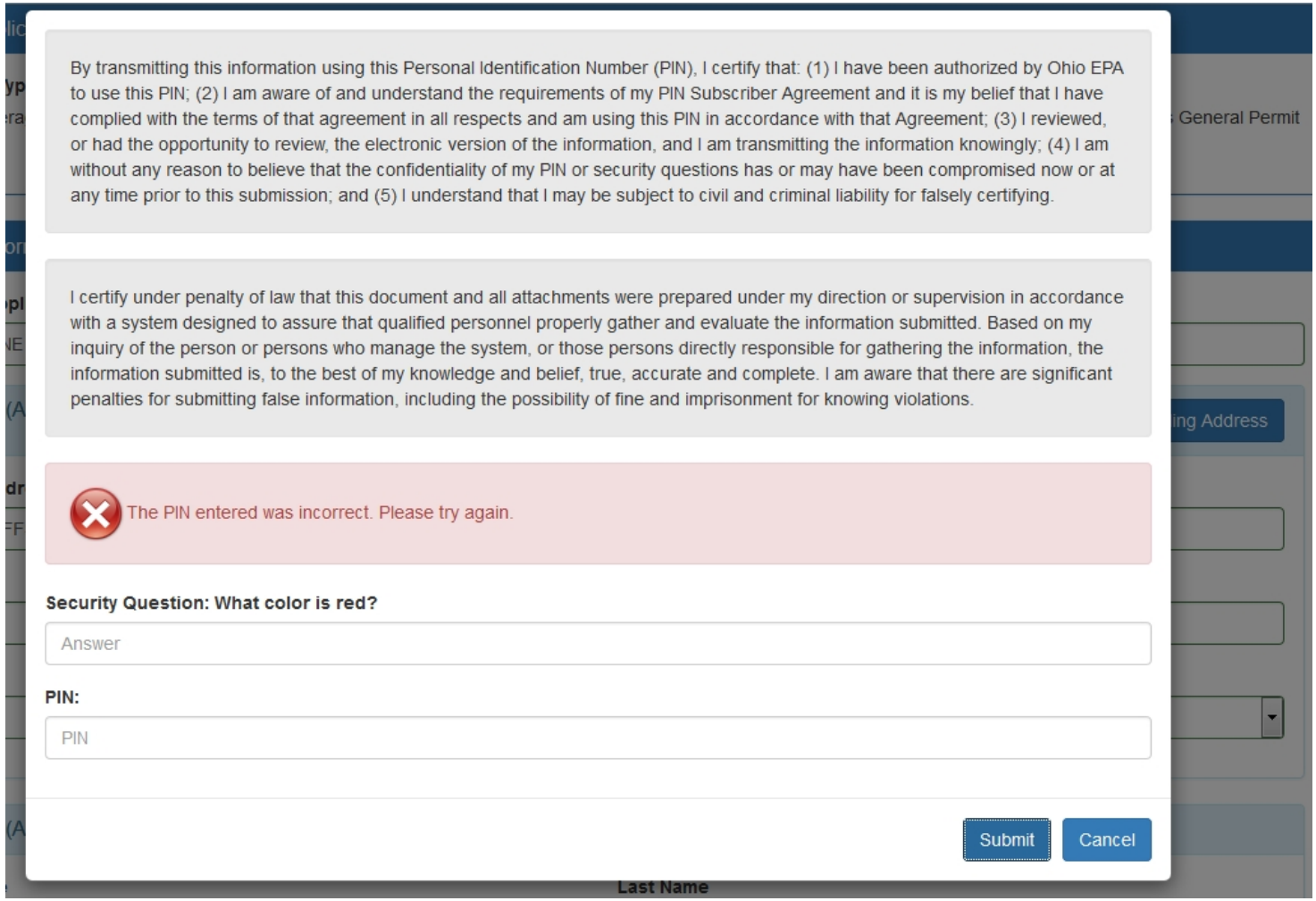


Enter in any additional comments, click on the ***Browse*** button to upload an electronic file as needed. You now have the option to click the ***Validate*** button to see if all fields have been filled out correctly, ***Save***, ***Exit***, or click ***Submit*** to submit the report to the agency. A saved report will be housed in your Report List on your personal dashboard until submitted, deleted, or delegated to another individual to submit.

Submitting Reports

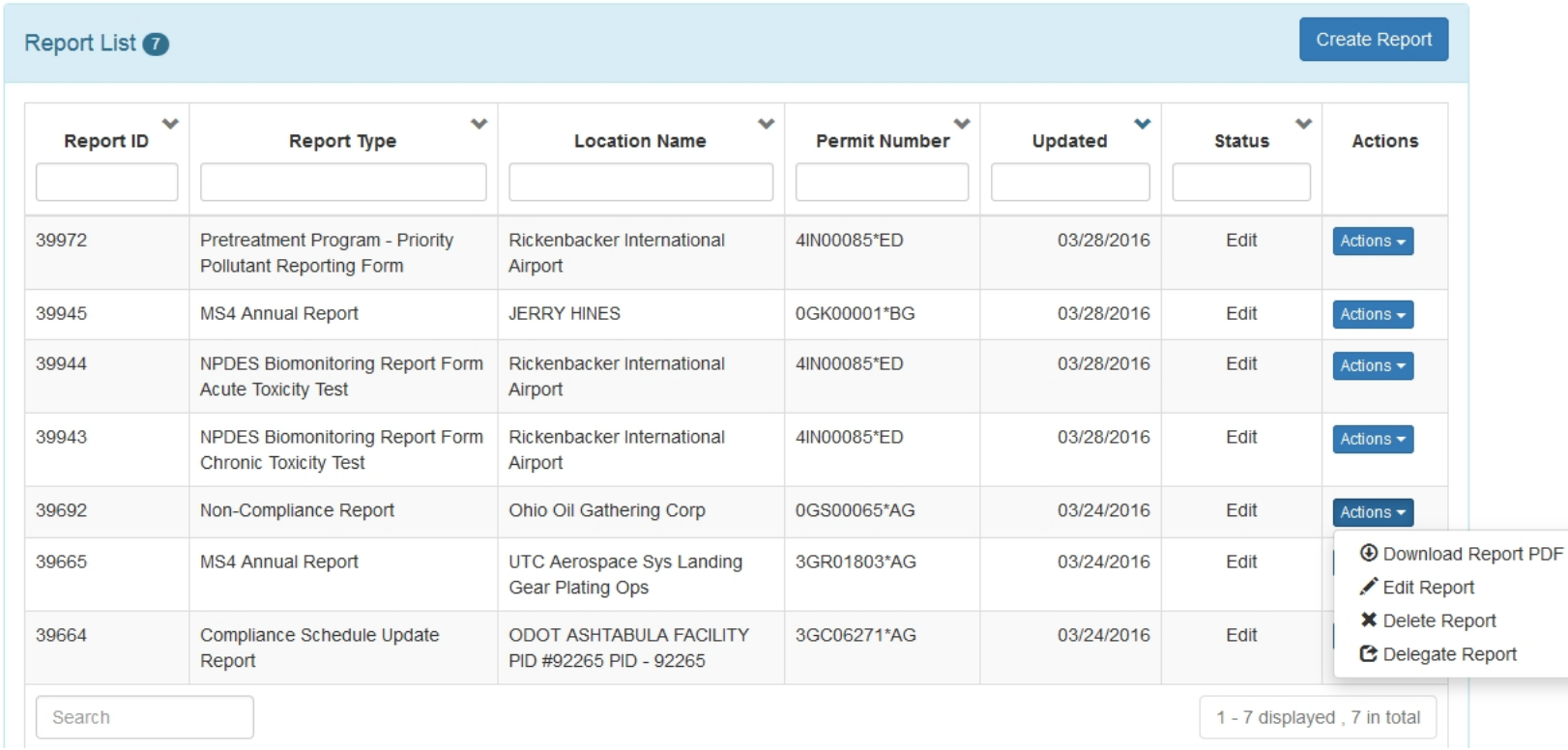


When you click the ***Submit*** button, you will be prompted to answer a security question and enter your PIN (i.e., your personal electronic signature). Enter this information and click the ***Submit*** button.

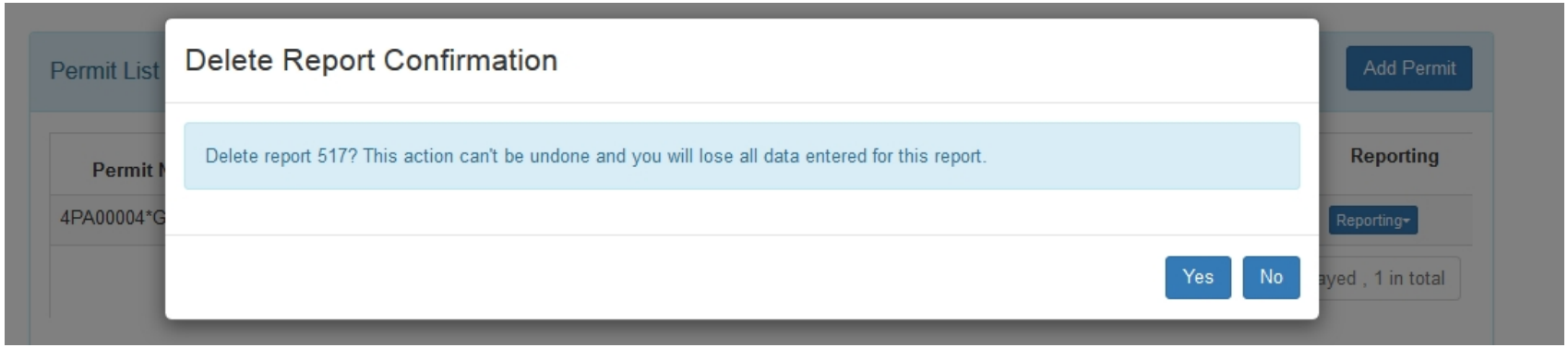


Entering in an incorrect security question answer or PIN will result in a red error message – simply just reenter this information and click the ***Submit*** button again.

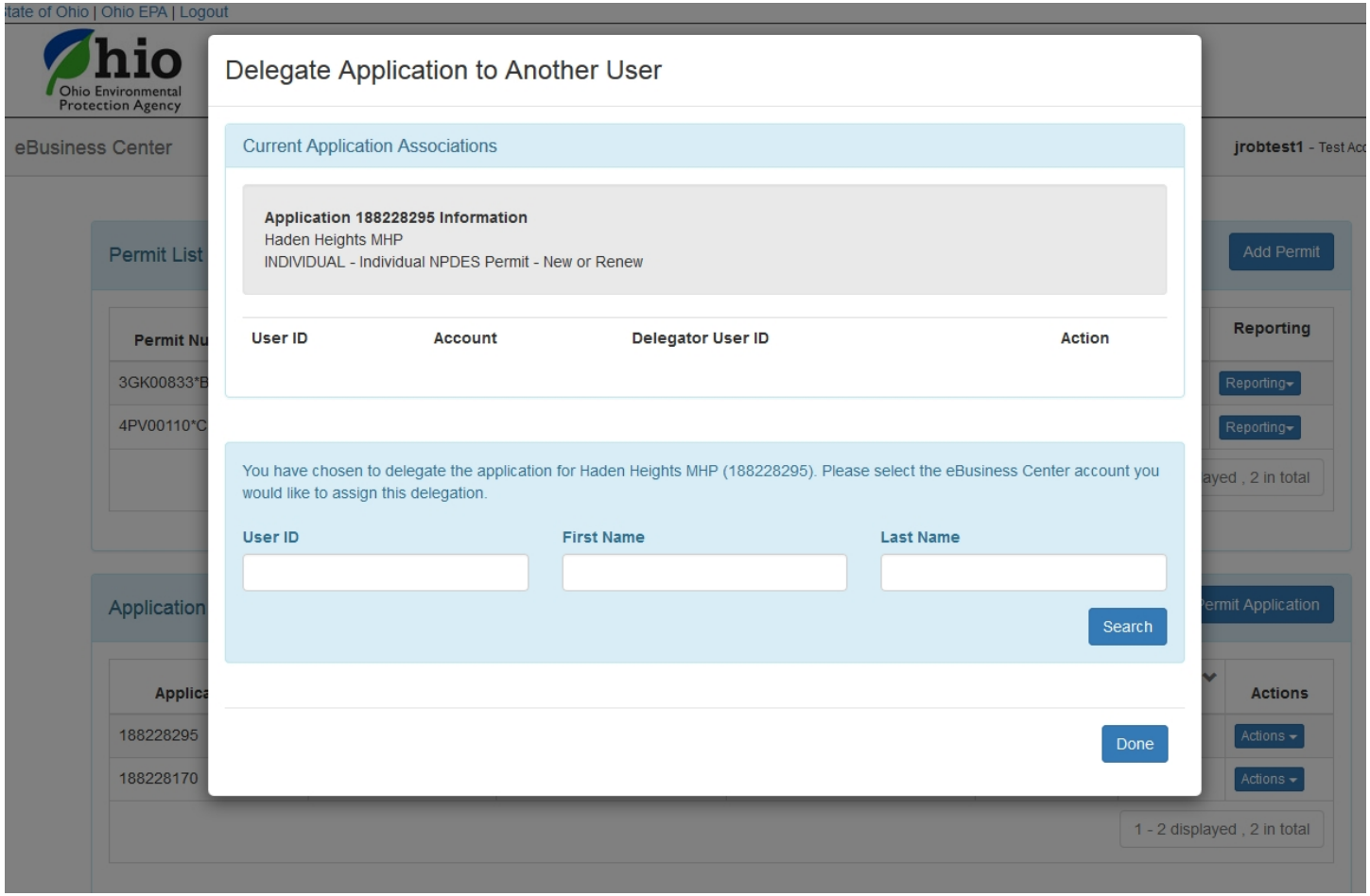
Editing, Deleting, and Delegation



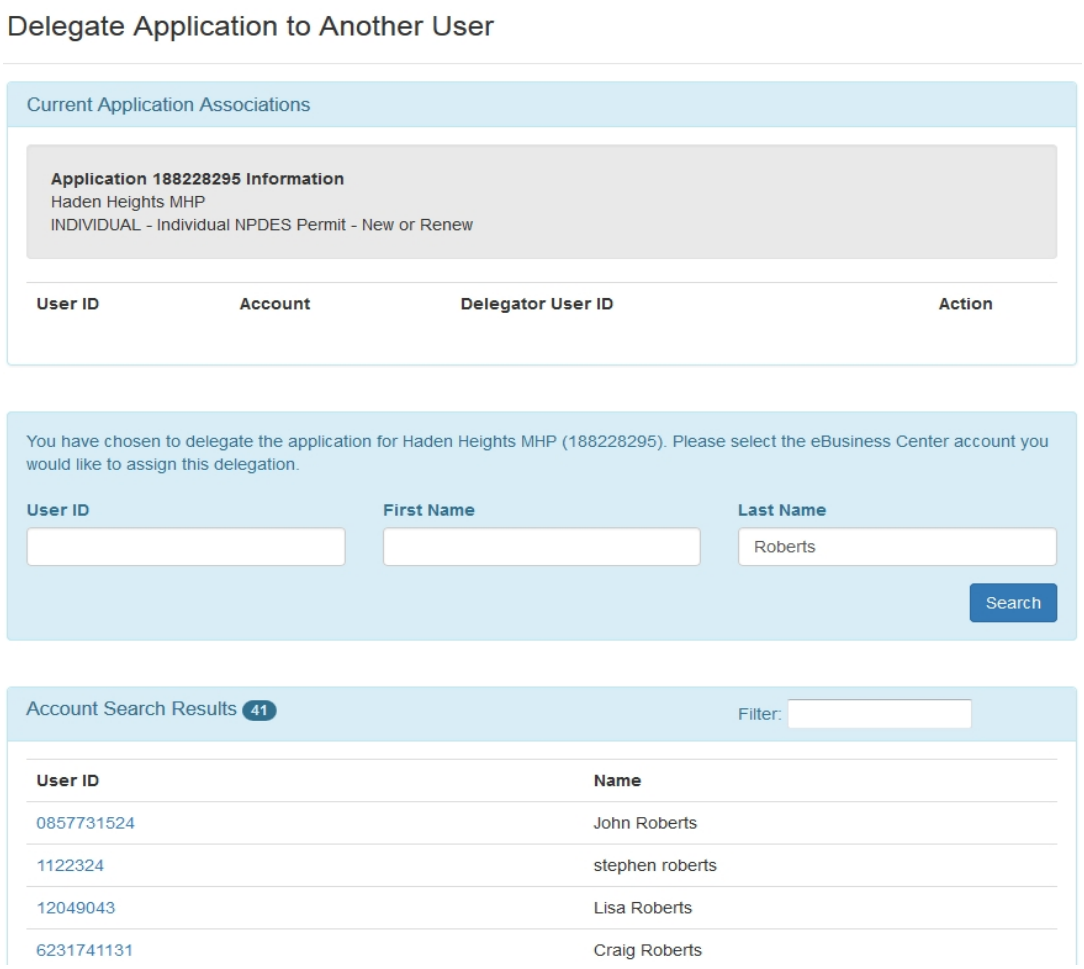
If you saved the report and chose <u>not</u> to submit it immediately, it will now be housed on the Report List on your personal dashboard where you can now perform the tasks under the ***Actions*** dropdown. You have the ability to ***Download a PDF copy*** of the report, open the report back up in ***Edit*** mode, ***Delete*** it, or ***Delegate*** the report to another eBusiness Center account holder (ex. one person prepares the report, another person submits it).



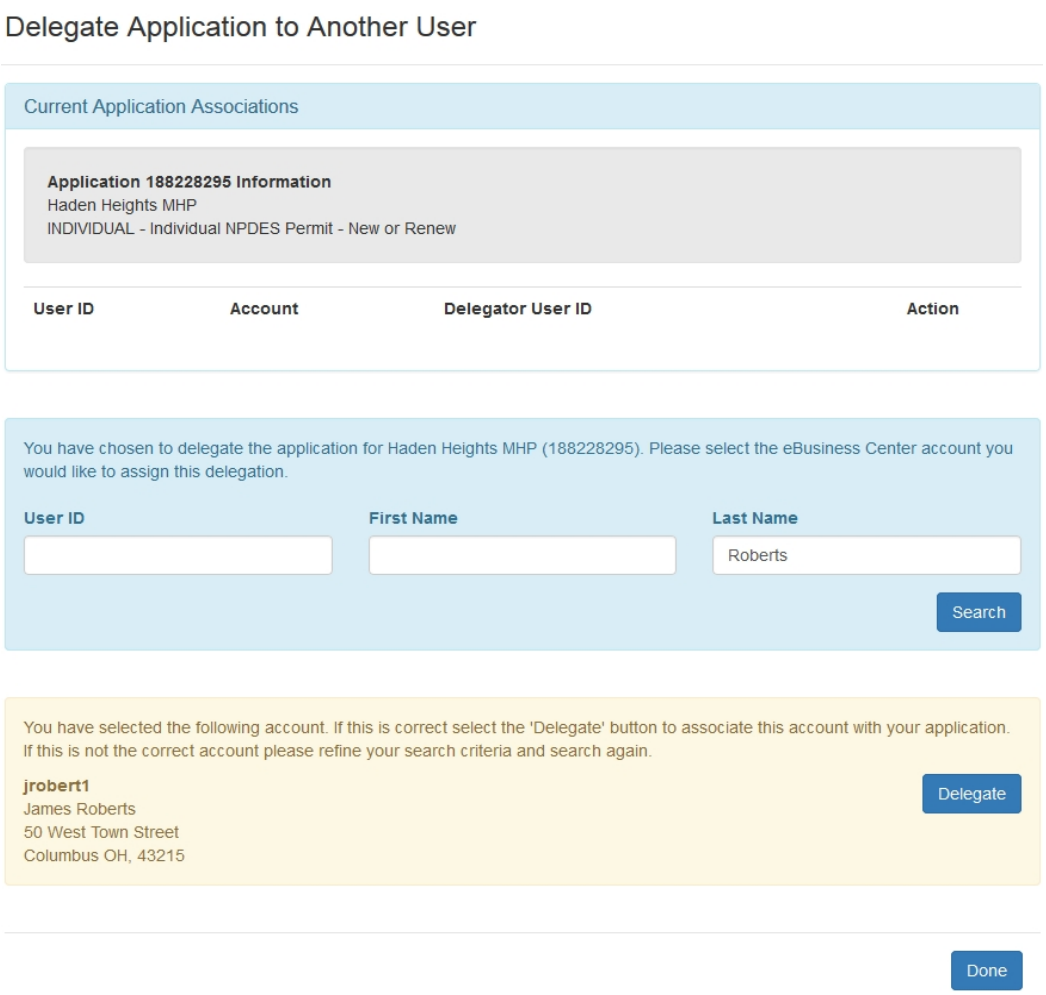
If you decide to delete the report that you have created, simply click on the ***Actions*** dropdown and select ***Delete Report.*** A confirmation window will prompt you to confirm the deletion of the report. If confirmed, the report will no longer be present on your dashboard – you can now continue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



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



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



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

Technical Support

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

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

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

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