

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

**Storm Water Discharges associated with  
Bridge Maintenance Activity - General Permit**

October 25, 2016



Ohio EPA, Division of Surface Water  
50 West Town Street, Suite 700  
Columbus, Ohio 43215  
Telephone: (614) 644-2001 • Fax: (614) 644-2745

## **Bridge Maintenance Activity – Electronic Application Overview**

The STREAMS service provides the capability to electronically submit Bridge Maintenance Activity initial coverage permit applications as well as renewal applications. Each of these applications can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports list.). Applications that are created will be listed on the Application List where additional actions may be performed on them (ex. downloading PDF application, 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 Bridge Maintenance Activity permit application forms – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. non-compliance, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete each permit application has been graphically displayed below.

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# Service Activation

State of Ohio | Ohio EPA | Logout



## eBusiness Center

eBusiness Home My Account ▾

robert!



Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water Credible Data	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Division of Surface Water NPDES Permit Applications		Active	<a href="#">view/edit</a>	
DMWM Compliance	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>	Inactive		
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-DMR	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
E2 Administration	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
OEEF Grant Service (No PIN Required)	<a href="#">Request</a>	Inactive		
Pay Ohio EPA Fees Online	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	<a href="#">Request</a>	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	<a href="#">Deactivate</a>	Active		

My Tasks (2)			
Name ▾	Status ▾	Created ▾	Action
PIN Activated	Active	03/30/2009 15:01:27	<a href="#">hide</a>
View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)	Pending	10/05/2015 09:02:49	<a href="#">hide</a>

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.



# eBusiness Center

## Division of Surface Water NPDES Permit Applications Service Activation

Would like to activate this service for you account?

Yes

Cancel

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

# Creating New Permit Applications



Permit List 0 Add Permit

You do not have any permits associated with your account. If you have a permit and know the permit number please click the 'Add Permit' button above and enter your permit number. Once your permit has been added you can perform actions on that permit from the 'Actions' menu. For a detailed explanation click the 'Form Instructions' below.

Application List 0 Form Instructions Create New Permit Application

Application ID ▾	Number ▾	Application Type ▾	Applicant Name ▾	Updated ▾	Status ▾	Actions
No items to display						

Report List 0 Create Report

Report ID ▾	Report Type ▾	Location Name ▾	Permit Number ▾	Updated ▾	Status ▾	Actions
<input type="text"/>						

From your personal dashboard, select *Create New Permit Application*.

Initial Permit Information

Select the type of permit application you wish to create

Bridge Maintenance - General Permit

Facility/Site Location Information

Facility Name

Facility Address/Location

City State Zip Code

County

Create Permit Application Cancel

From your dropdown, select **Bridge Maintenance - General Permit** and fill out the Facility/Site Location Information and click **Create Permit Application**. If the NOI will cover multiple bridges, include your office mailing information for the Facility/Site Location (the NOI will require an attachment which includes facility information associated with each bridge location).

## Completing the Application

# General Notice of Intent Application Form

 Form Instructions

General Application Information (NEW)		
<b>Application Type</b> Initial Coverage	<b>General Permit Number:</b> OHZ000001	<b>Type of Activity:</b> Bridge Maintenance - General Permit

Applicant Information/Mailing Address		
<b>Company (Applicant) Name</b>		
<input type="text" value="Name"/>		
<b>Company (Applicant) Mailing Address</b>		<a href="#">Copy Facility Address to Applicant Mailing Address</a>
<b>Mailing Address</b>		
<input type="text" value="Address"/>		
<b>City</b>		
<input type="text" value="City"/>		
<b>State</b>	<b>Zip Code</b>	<b>Country</b>
<input type="text" value="OH"/>	<input type="text" value="Zip Code"/>	<input type="text" value="USA"/>
<b>Company (Applicant) Contact Information</b>		

Enter the Company (Applicant Information) – utilize the *Copy Facility Address to Applicant Mailing Address* button if addresses are the same within the form.

**Facility/Site Location Information**

**Facility Name**

**Facility/Site Location**

**Address/Location**

**City**  **State**  **Zip Code**

**County and Township Information**

List county(ies) along with their associated township(s).

County(ies)	Township(s)	Action
Franklin	Prairie	

[Add New County/Township](#)

The Facility/Site Location information is pre-populated – you can edit this information and update the County/Township.

**Receiving Waters and MS4s**

List all receiving waters and MS4s.

Add New Entry

---

**Actions**

**Facility Contact Information**

Copy Applicant Contact to Facility Contact

<b>First Name</b>	<b>Last Name</b>	<b>Title</b>
<input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>
<b>E-mail Address</b>	<b>Phone</b>	<b>Fax</b>
<input style="width: 95%; height: 25px; border: 1px solid #ccc;" type="text"/>	<input style="width: 95%; height: 25px; border: 1px solid #ccc; text-align: center; font-size: small;"/> (xxx) xxx-xxxx	<input style="width: 95%; height: 25px; border: 1px solid #ccc; text-align: center; font-size: small;"/> (xxx) xxx-xxxx

In the receiving water field, enter “See Attachment”. *(As required by the general permit, you will need to attach an attachment (i.e., Excel document) to the electronic NOI which includes Bridge name/identifier, coordinates of approximate center of bridge, name of receiving stream(s) that will receive the discharge, and the estimated schedule for cleaning operation.)*

Populate the Facility Contact Information (or utilize the ***Copy Applicant Contact to Facility Contact*** button if they are the same).

General Permit Information

### Attachment Uploads

The NOI shall include an attachment that identifies the bridge cleaning operation discharges that are applying for coverage under the NOI. An applicant, under one NOI, may include all scheduled bridge cleaning operations for each County for the permit term (i.e., one NOI per County for 5 year permit term). For each bridge cleaning operation, the following information shall be included:

- Bridge name / identifier
- Latitude and Longitude coordinates of approximate center of bridge
- Name of receiving stream(s) that will receive the discharge
- An estimated schedule for cleaning operation

**Attachment**

[Browse...](#) You may add another attachment

General NOI [EDIT](#)  
Bridge Maintenance - General Permit

[Validate](#) [Save](#) [Submit](#) [Exit](#)

Click **Browse** to upload the required attachment. When complete, you can click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, click the **Submit** button to submit the form or the **Save** button to Save and Exit. *NOTE: The option to print, delete, edit, and delegate the application will be available from your personal dashboard.*

## Submitting Applications

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.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Question: What color is red?

●●●

PIN:

●●●●●●●●

Submit Cancel

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.

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.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

 The PIN entered was incorrect. Please try again.

**Security Question: What color is red?**

Answer

**PIN:**

Last Name

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

Permit List 2 Add Permit

Permit Number <sup>^</sup>	Name <sup>^</sup>	Type <sup>^</sup>	Issued <sup>^</sup>	Coverage <sup>^</sup>	Status <sup>^</sup>	Actions	Reporting
3GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active	<span>Actions</span>	<span>Reporting</span>
4PV00110*CD	Hayden Heights MHP	NPDES Municipal	5/23/2014		Active	<span>Actions</span>	<span>Reporting</span>

1 - 2 displayed , 2 in total

Application List 2 Create New Permit Application

Application ID <sup>^</sup>	Number <sup>^</sup>	Application Type <sup>^</sup>	Location Name <sup>^</sup>	Created <sup>^</sup>	Status <sup>^</sup>	Actions
188228295	4PV00110*CD	Individual	Haden Heights MHP	9/22/2015	Edit	<span>Actions</span>
188228170	<i>not yet assigned</i>	Notice of Intent	Test Facility			<span>Actions</span>

- Download Application PDF
- Edit Application
- Delete Application
- Delegate Application

If you saved the application form and chose not to submit it immediately, it will now be housed on the Application 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 application, open the application back up in **Edit** mode, **Delete** it, or **Delegate** the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it).

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Ohio Environmental Protection Agency

eBusiness Center

jobtest1 - Test Ac

### Delete Application Confirmation

Delete application 188228295. This action can't be undone and you will lose all data entered for this application.

Yes No

Permit List

Permit Number ^	Name v	Type v	Issued v	Coverage v	Status v	Actions	Reporting
3GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active	Actions v	Reporting v
4PV00110*CD	Hayden Heights MHP	NPDES Municipal	5/23/2014		Active	Actions v	Reporting v

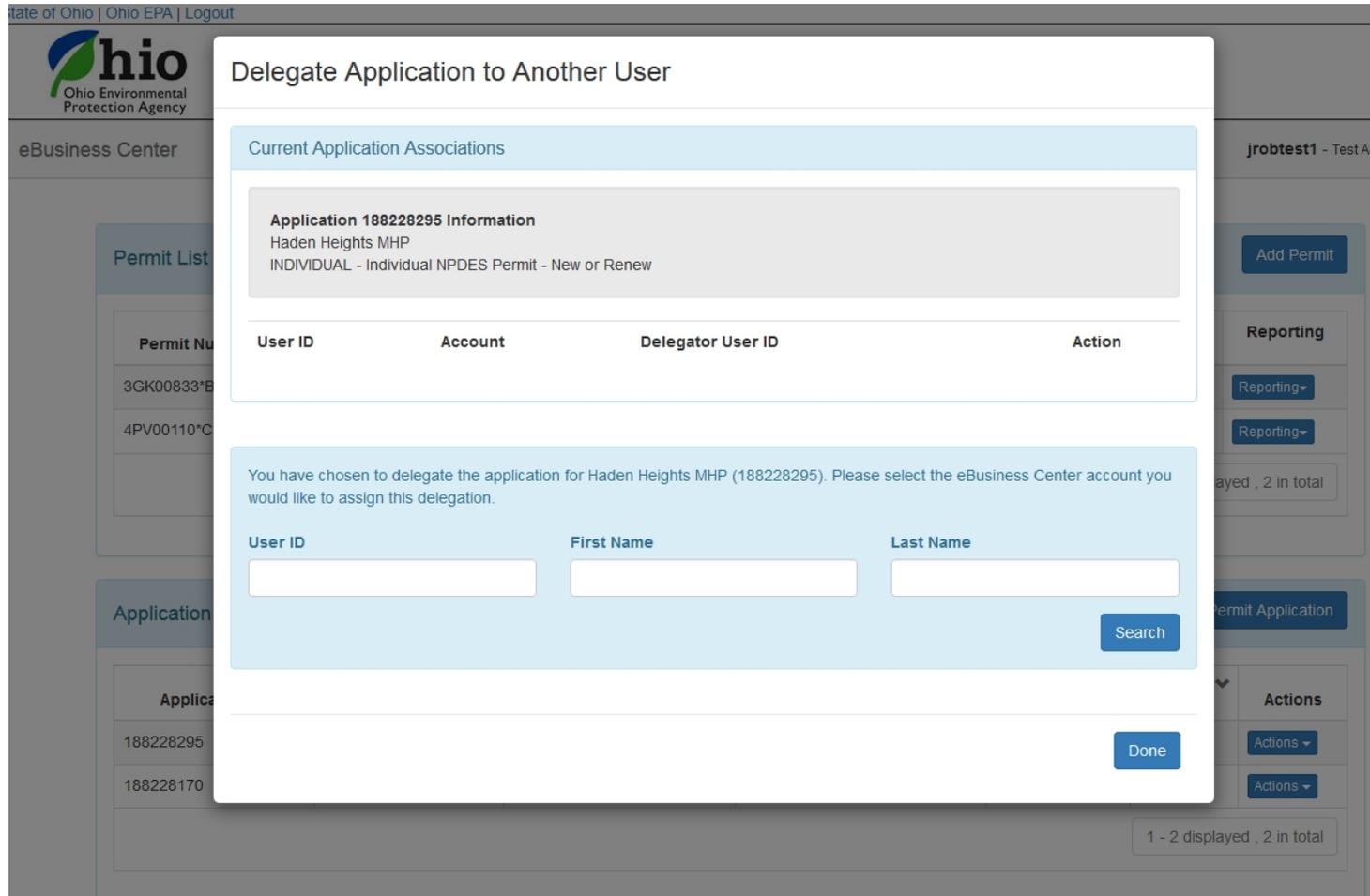
1 - 2 displayed , 2 in total

Application List 2

Create New Permit Application

Application ID v	Number v	Application Type v	Location Name v	Created v	Status v	Actions
188228295	4PV00110*CD	Individual	Haden Heights MHP	9/22/2015	Edit	Actions v

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



If you choose to delegate an application form, simply click on the **Actions** dropdown and select **Delegate Application**. 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**.)

## Delegate Application to Another User

Current Application Associations

**Application 188228295 Information**  
Haden Heights MHP  
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action
---------	---------	-------------------	--------

You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text" value="Roberts"/>

Account Search Results **41** Filter:

User ID	Name
<a href="#">0857731524</a>	John Roberts
<a href="#">1122324</a>	stephen roberts
<a href="#">12049043</a>	Lisa Roberts
<a href="#">6231741131</a>	Craig Roberts

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.

## Delegate Application to Another User

Current Application Associations

**Application 188228295 Information**  
Haden Heights MHP  
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action
---------	---------	-------------------	--------

You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	Roberts

You have selected the following account. If this is correct select the 'Delegate' button to associate this account with your application. If this is not the correct account please refine your search criteria and search again.

**jrobert1**  
James Roberts  
50 West Town Street  
Columbus OH, 43215

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.

# ePay – Fee Payment

## Ohio EPA Fee Payment Options

Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

### Master Card, VISA or Discover Credit Card:

Any eBusiness account holder can pay using a credit card; you do not need a PIN. A service fee of 2.2% is added to payments made by credit card. The service fee covers Ohio EPA's processing cost. Service Fee Example: If you pay a \$100 invoice with a credit card the 2.2% service fee would be \$2.20. Your credit card statement will show two payments, the \$100 invoice payment and a separate \$2.20 service fee.

### Automated Clearing House (ACH):

Ohio EPA eBusiness account holders must have an Ohio EPA PIN to pay by ACH (electronic check) from your bank account. There is no service fee for ACH payments. Some bank accounts have a debit block or filter that rejects ACH payments. Please contact your bank if you think a debit block may be in place and ask your bank to modify or remove it before you pay using ACH.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

## Print Your Invoice



Download Invoice

To download 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.



## Pay Electronically

To proceed to the electronic payment page you must **download your invoice**. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

### Pay by Postal Mail with a Check or Money Order

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order.

If you need assistance or have questions regarding Ohio EPA eBusiness Center please call our technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Exit

## Ohio EPA Fee Payment Options

### Pay Electronically

#### Master Card, VISA or Discover Credit Card:

A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$123.00
Service Fee:	\$2.71
<b>Total Amount Due:</b>	<b>\$125.71</b>

Pay with Credit Card

#### Automated Clearing House (ACH):

There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

Total Amount Due: \$123.00

Pay with ACH (electronic check)

### Pay Later

If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

### US Mail Check, Money Order or State Agency ISTV

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

### Help Contacts

If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

Exit

The preferred method of fee payment is through ePay. After submitting the application, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both application and invoice). You can pay immediately, or pay later by logging back into your account and clicking **Pay EPA Fees Online** in the available service list. To pay immediately, click the **Download Invoice** button to proceed with the online payment. The invoice information will appear on screen where the payer may select **Pay with Credit Card**, **Pay with ACH** or **Exit** (to return to the eBusiness Center home page). If paying via credit card, a 2.2% fee is applied – no fee is applied if using electronic check (Note: If the payer does not have an eBusiness Center PIN their only payment option is to pay by credit card. If your preferred method of payment is by electronic check simply return to the eBusiness Center and click **Apply for PIN**. On average you will receive a PIN in five business days where you can return to your account and click **Pay EPA Fees Online** in the available service list to return to the invoice payment screens to pay the fee.)

## **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

### Jamie Roberts

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