

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

**Storm Water Discharges from Small and Large  
Construction Activities and Small MS4**

**Creating Co-Permittee Permit Applications**

May 6, 2016



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## **Construction Storm Water – Electronic Application Overview**

The STREAMS service provides the capability to electronically submit Construction Storm Water copermittee permit applications that 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 Construction Storm Water & Small MS4 copermittee 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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#### **Construction Storm Water & Small MS4 Copermittee**

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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 Copermittee Permit Applications

State of Ohio | Ohio EPA | Logout



# eBusiness Center

eBusiness Center Admin ▾

jrobert1

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.

Form Instructions

Application List 0 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"/> |         |

To fill out and submit a Construction Storm Water & Small MS4 copermittee permit application, first add the permit to your Permit List on your personal dashboard. *You can manage all of your permits by adding them to your Permit List.* Click the **Add Permit** button to begin.

### Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below. If you do not know the permit number, you can search for it here.

**Permit Number**

Enter your permit number and click the *Search* button.

## Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below. If you do not know the permit number, you can search for it here.

**Permit Number**

**Permit Search Results**

| Number      | US EPA #  | Type    | Name                                 | Issue Date | Expiration Date | Status | Properties  |
|-------------|-----------|---------|--------------------------------------|------------|-----------------|--------|---|
| 1GC04269*AG | OHC000003 | GENERAL | STONEBRIDGE MEADOWS PLAN DEVELOPMENT | 5/11/12    | 4/20/13         | ACTIVE | <input type="button" value="properties"/> <input type="button" value="Add Permit"/> |

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 add the permit to your personal dashboard.

Permit List 6
Add Permit

| Permit Number <span style="font-size: 0.8em;">^</span> | Name <span style="font-size: 0.8em;">v</span>   | Type <span style="font-size: 0.8em;">v</span> | Issued <span style="font-size: 0.8em;">v</span> | Coverage <span style="font-size: 0.8em;">v</span>   | Status <span style="font-size: 0.8em;">v</span> | Actions   | Reporting   |
|--|---|---|---|---|---|---|---|
| 0GK00001*BG  | Household Sewage Treatment system               | General                                       | 1/16/2013                                       |   | Active  | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Actions v</span> | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Reporting v</span> |
| 0GK00001*BG  | Household Sewage Treatment system               | General                                       | 1/16/2013                                       |   | Active  | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Actions v</span> | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Reporting v</span> |
| 0GL00134*AG  | Household Sewage Treatment system               | General                                       | 8/21/2013                                       |   | Active  | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Actions v</span> | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Reporting v</span> |
| 3GC06271*AG  | ODOT ASHTABULA FACILITY PID #92265 PID - 92265  | General                                       | 12/11/2012                                      | <span style="background-color: #0070C0; color: white; padding: 2px 5px; border-radius: 3px;">1 Copermittee v</span> | Active  | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Actions v</span> | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Reporting v</span> |
| 3GR01803*AG  | UTC Aerospace Systems Landing Gear Plating Oper | General                                       | 11/2  |   |   | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Actions v</span> | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Reporting v</span> |
| 4IN00085*ED  | Rickenbacker International Airport              | NPDES Industrial                              | 3/3   |   |   | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Actions v</span> | <span style="background-color: #0070C0; color: white; padding: 2px 5px;">Reporting v</span> |

- ✖ Remove Permit from List
- ✖ Terminate Permit
- ➡ Transfer Permit
- 🔄 Renew Permit
- ✔ Create Lot Permit Application ←
- ✔ Create Copermittee Permit Application
- ✖ Terminate Copermittee Permit

isplayed , 6 in total  
📄 Form Instructions

Application List 17
Create New Permit Application

| Application ID <span style="font-size: 0.8em;">v</span> | Number <span style="font-size: 0.8em;">v</span> | Application Type <span style="font-size: 0.8em;">v</span> | Applicant Name <span style="font-size: 0.8em;">v</span> | Updated <span style="font-size: 0.8em;">v</span> | Status <span style="font-size: 0.8em;">v</span> | Actions |
|---|---|---|---|--|---|---------|
|---|---|---|---|--|---|---------|

From your personal dashboard, click the Actions dropdown to access management tools which will allow you to **Create Copermittee Permit Application** and **Terminate Copermittee Permit**. *NOTE: You can also select the **Reporting** dropdown to access any number of reporting forms that can be submitted electronically within minutes – many of which apply to many of the other 20 permit types that can be instantly accessed within STREAMS.*

Click **Create Copermittee Permit Application** to create your Construction Storm Water & Small MS4 copermittee permit application.

**Initial Permit Information**

Select the type of permit application you wish to create

Construction and Small MS4 Co-permit

Existing NPDES permit number you want to add a COPERMITTEE permit to:

Existing NPDES Permit Number Verify Permit Number

Cancel

Additionally, from the personal dashboard you can click *Create New Application* and select *Construction and Small MS4 Co-Permit*. Enter in the existing permit number and click the *Verify Permit Number* button

**Initial Permit Information**

Select the type of permit application you wish to create

Construction and Small MS4 Co-permit

Existing NPDES permit number you want to add a COPERMITTEE permit to:

3GC06271 Verify Permit Number

| Permit Number | US EPA #  | Type    | Name  | Issue Date | Expiration Date | Permit Status | Action   |
|---------------|-----------|---------|---|------------|-----------------|---------------|--|
| 3GC06271*AG   | OHC000003 | GENERAL | ODOT ASHTABULA FACILITY<br>PID #92265 PID - 92265 | 12/11/12   | 4/20/13         | ACTIVE        | <span>Create Application for Permit 3GC06271*AG</span> |

Cancel

If correct click the *Create Application for Permit 3GC06271* button to create the copermitttee application. *It is advised whenever possible to add the permit to the Permits List on the personal dashboard as it will allow you to conduct the various actions that are contained in the Actions dropdown for the permit.*

## Completing the Application

### General Copermittee Notice of Intent Application Form

[Form Instructions](#)

| General Permit Information 191102767               |  |
|--|--|
| <b>Existing NPDES Permit Number</b><br>1GC04269*AG | <b>Initial Permittee Name</b><br>HAMPTON WOODS INC                     |
| <b>General Permit #</b><br>OHC000004               | <b>Type of Activity</b><br>Construction Site Stormwater General Permit |

| Facility/Site Location Information 433252                      |                            |                          |
|--|----------------------------|--------------------------|
| <b>Facility Name</b><br>STONEBRIDGE MEADOWS PLAN DEVELOPMENT   |                            |                          |
| <b>Facility/Site Location</b>                                  |                            |                          |
| <b>Address/Location</b><br>INTERSECTION SR 718 & WASHINGTON RD |                            |                          |
| <b>City</b><br>TROY  | <b>State</b><br>OH         | <b>Zip Code</b><br>45373 |
| <b>County</b><br>Miami   | <b>Township</b><br>CONCORD |                          |
| <b>Facility Contact Information</b>                            |                            |                          |
| <b>First Name</b><br>JUDY                                      | <b>Last Name</b><br>TOMB   | <b>Title</b>             |

To fill out a copermittee permit application, from your personal dashboard use the Actions dropdown and select **Create Copermittee Permit Application** and you will be directed to the form. The majority of the form is prepopulated with information from the master general permit.

Applicant Information

**Company (Applicant) Name**

Company (Applicant) Mailing Address

**Mailing Address**

**City**

**State**  **Zip Code**  **Country**

Company (Applicant) Contact Information

|   |  |
|---|--|
| <b>First Name</b>   | <b>Last Name</b>   |
| <input style="width: 95%;" type="text" value="Contact First Name"/>     | <input style="width: 95%;" type="text" value="Contact Last Name"/> |
| <b>E-mail Address</b>   | <b>Phone</b>   |
| <input style="width: 95%;" type="text" value="Contact E-mail Address"/> | <input style="width: 95%;" type="text" value="(xxx) xxx-xxxx"/>    |
|   | <b>Fax</b>   |
|   | <input style="width: 95%;" type="text" value="(xxx) xxx-xxxx"/>    |

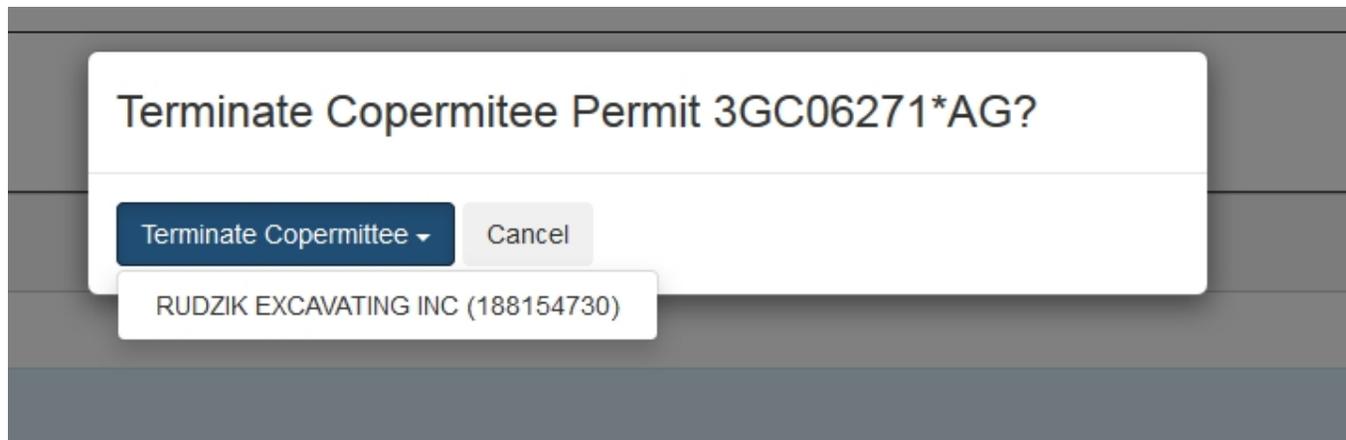
**General Copermittee NOI** EDIT

Construction Site Stormwater General Permit

Validate
Save
Submit
Exit

Finally, fill out the Applicant Information. You can now 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.*

## Terminating Copermittee Permit Applications



To terminate a copermittee, from your personal dashboard use the Actions dropdown and select *Terminate Copermittee Permit*. The above box will appear, click on the dropdown to bring up a list of copermittees for the permit -- simply click on the one for termination and the NOT application form will appear (or click *Cancel* to return back to the dashboard).

# Notice of Termination Application Form

[Form Instructions](#)

**General Application Information**

|   |  |
|---|--|
| <b>Type of Permit</b><br>COPERMITTEE        | <b>Existing NPDES Permit Number</b><br>3GC06271*AG                     |
| <b>General Permit Number</b><br>OHC000004   | <b>Type of Activity</b><br>Construction Site Stormwater General Permit |
| <b>Reason for Termination</b><br>[select] ▼ |  |

**Applicant Information/Mailing Address 188231137**

**Company (Applicant) Name**  
Name

**Company (Applicant) Mailing Address**

**Mailing Address**  
Address

**City**  
City

**State**      **Zip Code**      **Country**  
Select State...      Zip Code      USA

Select a reason for termination and complete the Applicant Information and Facility/Site Location Information section.

| Company (Applicant) Contact Information             |  |   |
|---|--|---|
| <b>First Name</b>                                   | <b>Last Name</b>                               |   |
| <input type="text" value="Contact First Name"/>     | <input type="text" value="Contact Last Name"/> |   |
| <b>E-mail Address</b>                               | <b>Phone</b>                                   | <b>Fax</b>                                  |
| <input type="text" value="Contact E-mail Address"/> | <input type="text" value="(xxx) xxx-xxxx"/>    | <input type="text" value="(xxx) xxx-xxxx"/> |

| Facility/Site Location Information                              |   |                                    |
|---|---|------------------------------------|
| <b>Facility Name</b>  |   |                                    |
| <input type="text" value="ODOT ASHTABULA FACILITY PID #92265"/> |   |                                    |
| <b>Facility/Site Location</b>                                   |   |                                    |
| <b>Address/Location</b>   |   |                                    |
| <input type="text" value="492 SEVEN HILLS ROAD"/>               |   |                                    |
| <b>City</b>   | <b>State</b>  | <b>Zip Code</b>                    |
| <input type="text" value="ASHTABULA"/>                          | <input type="text" value="OH"/>                       | <input type="text" value="44004"/> |
| <b>County and Township Information</b>                          |   |                                    |
| <b>County(ies)</b>  | <b>Township(s)</b>                                    |                                    |
| <input type="text" value="Ashtabula"/>                          | <input type="text" value="PLYMOUTH &amp; ASHTABULA"/> |                                    |

Complete the Applicant Contact Information section and scroll down the application. The Facility/Site Location has been prepopulated with information from the Agency database and is not editable within this form.

Use the map on the right to set the latitude and longitude values and verify they are correct. You may click on the map to choose latitude and longitude coordinates or enter the latitude and longitude values in the input fields below. Alternately, you may enter an address in the input field at the bottom of the map to find coordinates by address.

**Latitude**

**Longitude**

**Collection Method**

**Have these latitude/longitude coordinates been verified?**

**Satellite View**

**Search for Address:**  
 Type an address in the input box below and select a match from the drop down list or select the magnifying glass button to plot the address on the map.

**Facility Contact Information**

**First Name**  **Last Name**  **Title**

**E-mail Address**  **Phone**  **Fax**

**Notice of Termination**

Construction Site Stormwater General Permit

Confirm the coordinates. Utilize the *Search for Address* box if necessary. The facility contact information is not editable. You now have the options to click the *Validate* button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, you can 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

The screenshot shows a web application interface with a modal dialog box overlaid on top. The dialog box contains two paragraphs of text, a security question, and two input fields. The background shows a sidebar with navigation options like 'General Application Type', 'Applicant Information', and 'Company (Applicant)', and a main content area with a 'Form Instruction' tab and a 'General Permit' section.

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:**

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

1 - 2 displayed , 2 in total

Application List 2 Create New Permit Application

| Application ID <sup>v</sup> | Number <sup>v</sup>     | Application Type <sup>v</sup> | Location Name <sup>v</sup> | Created <sup>v</sup> | Status <sup>v</sup> | Actions  |
|-----------------------------|-------------------------|-------------------------------|----------------------------|----------------------|---------------------|--|
| 188228295                   | 4PV00110*CD             | Individual                    | Haden Heights MHP          | 9/22/2015            | Edit                | <span>Actions <sup>v</sup></span>  |
| 188228170                   | <i>not yet assigned</i> | Notice of Intent              | Test Facility              |                      |                     | <ul style="list-style-type: none"> <li>Download Application PDF</li> <li>Edit Application</li> <li>Delete Application</li> <li>Delegate Application</li> </ul> |

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).

State of Ohio | Ohio EPA | Logout



Ohio Environmental Protection Agency

eBusiness Center

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### 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                              | Type            | Issued    | Coverage | Status | Actions | Reporting |
|---------------|-----------------------------------|-----------------|-----------|----------|--------|---------|-----------|
| 3GK00833*BG   | Household Sewage Treatment system | General         | 10/1/2012 |          | Active | Actions | Reporting |
| 4PV00110*CD   | Hayden Heights MHP                | NPDES Municipal | 5/23/2014 |          | Active | Actions | Reporting |

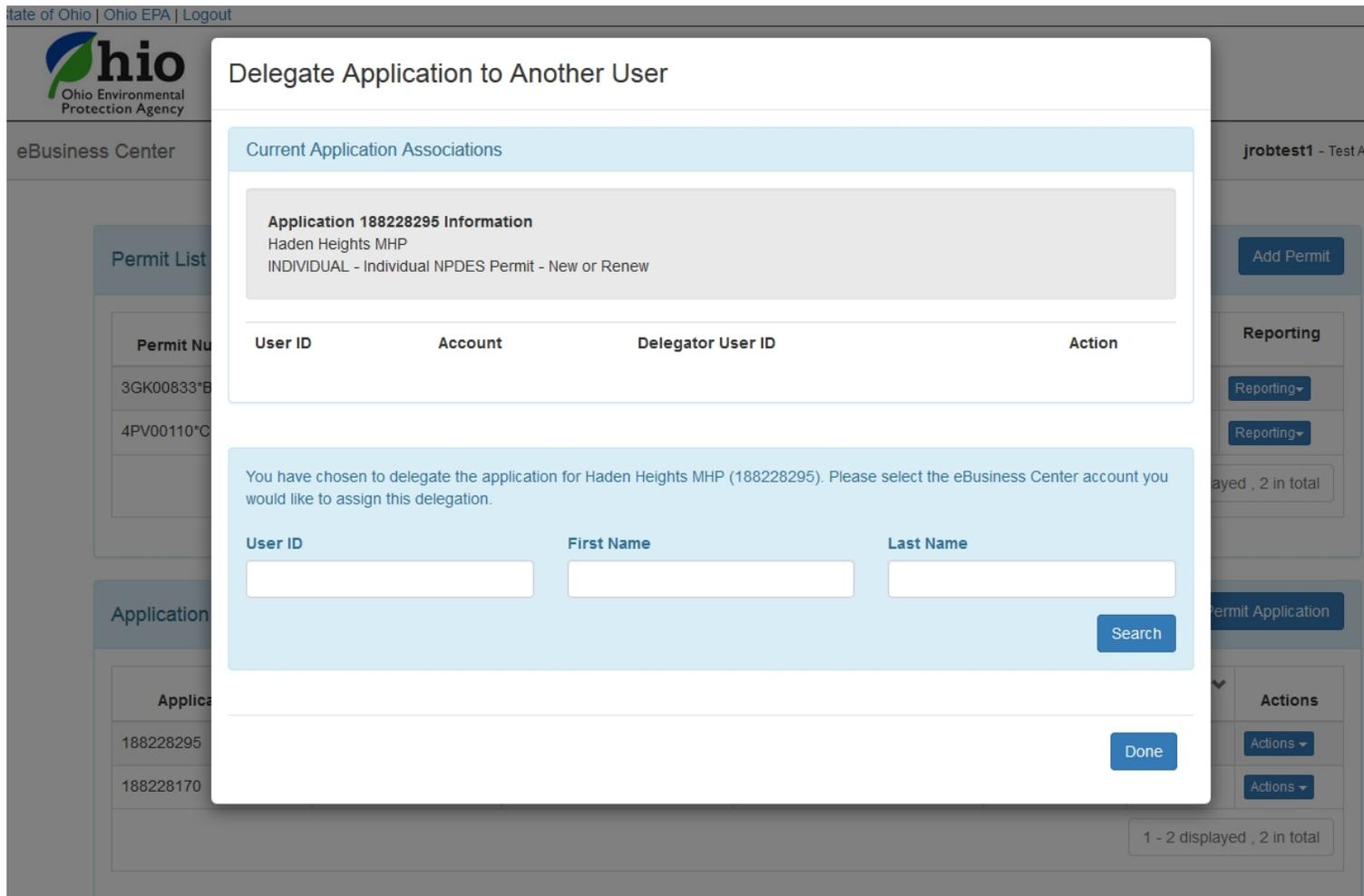
1 - 2 displayed , 2 in total

Application List

Create New Permit Application

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

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**

There are no fees associated with this general permit.

## **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  
Data Systems Analyst  
Division of Surface Water  
50 West Town Street, Suite 700  
Columbus, OH 43215

[James.Roberts@epa.ohio.gov](mailto:James.Roberts@epa.ohio.gov)  
Phone: (614) 644-2054

eBusiness Center (PINS & Passwords): (877) 372-2499

## **Appendix I**

### **Instructions for Completing the Co-Permittee Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage**



## Instructions for Completing the Co-Permittee Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage

### Who must file a Co-Permittee NOI form?

The Co-Permittee Notice of Intent (NOI) application form is used by other operators identified by the initial permittee to request shared coverage under the NPDES construction storm water general permit (CGP). As defined in Part VII.O of the CGP, an "operator" is any party that has operational control over construction plans and specifications or has day-to-day operational control of those activities at a project which are necessary to ensure compliance with the storm water pollution prevention plan (SWP3) for the site covered by the CGP. The applicant must certify their intention to comply with the CGP when submitting the completed Co-Permittee NOI. There is no fee for this application form. The application is required to be submitted online in the Ohio EPA eBusiness Center. If unable to send online, thus demonstrating a hardship, hard copies may be mailed to:

Ohio Environmental Protection Agency  
Division of Surface Water  
General Permit Program  
P.O. Box 1049  
Columbus, OH 43216-1049

### Completing the Form

All responses must be typewritten or printed legibly in the appropriate areas only. Please place each character slightly above the appropriate line on the Co-Permittee NOI application form. If necessary, abbreviate to stay within the space allowed for each item. Use only one space for breaks between words. If the requested information does not apply to your facility, leave it blank. Do not include any symbols or punctuation marks unless otherwise noted in these instructions.

### Section I - Applicant Information/Mailing Address

**Company Name:** Fill in the legal name of the firm, person, public organization, or other entity (other than the original NOI applicant) that operates the facility or site described in this application. The name of the operator may or may not be the same as the facility. The company name is the name of the responsible party that is the legal entity that controls the facility's operation rather than the plant or site manager. Do not use a colloquial name.

**Mailing Address:** Enter the complete mailing address; including street address, city, state, and zip code. The permit and any correspondence will be mailed to this address.

**Contact Person:** Give the name of a contact person who is responsible for addressing NPDES requirements.

**Phone and Fax:** Provide the contact person's phone and fax numbers as: area code exchange numbers.

**E-Mail Address:** Enter the contact person's e-mail address, if available.

### Section II - Facility/Site Location Information

**Existing Ohio EPA Facility General Permit Number:** Enter the facility permit number provided to the initial applicant (permittee) for the facility where you act as an operator. The

facility general permit number is stated on the permit coverage approval letter sent to the initial applicant and was signed by the director of Ohio EPA.

**Initial Permittee Name:** Enter the name of the initial applicant (permittee) whom already obtained coverage for the facility under general permit OHC000002 or OHR100000.

**Facility/Site Name:** Enter the facility or site's official or legal name. The facility/site is the location of the operation and discharge to be covered by the general permit. Do not use a colloquial name.

**City/Township/County/Zip Code:** Enter the city or township, county, and zip code of where the site is located.

**Facility Contact Person:** Give the name of the person who is responsible for the facility/site.

**Phone and Fax:** Provide facility contact person's phone and fax numbers as: area code exchange numbers.

**Facility Contact E-mail Address:** Provide the facility contact person's e-mail address, if available.

### Section III - Certification

Type or print the name and title of the person who will sign the form. Next, sign and date the form. Federal and State statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows:

For a corporation: by a responsible corporate officer, which means: (1) a president, secretary, treasurer, or vice-president of the corporation in charge of a principal business function, or any other person who performs similar policy or decision making functions for the corporation; or (2) the manager of one or more manufacturing, production, or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations and initiating and directing other comprehensive measures to assure long term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

For a partnership or sole proprietorship: by a general partner or the proprietor; respectively, or

For a municipality, state, or other public facility: by either a principal executive officer, the ranking elected official, or other duly authorized employee.