

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

**Household Sewage Treatment System (HSTS)
Creating New & Renewal Applications**

May 5, 2016



Ohio EPA, Division of Surface Water
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HSTS – Electronic Application Overview

The STREAMS service provides the capability to electronically submit both Household Sewage Treatment System (HSTS)-Local (MOU) and HSTS-State (Non-MOU) new permit applications, as well as for existing HSTS permit holders, the permit renewal application is available. 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 HSTS 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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Household Sewage Treatment System (HSTS)

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Service Activation

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eBusiness Home My Account ▾

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Welcome to the Ohio EPA eBusiness Center



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

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

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.



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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](#)

Permit Number	Name	Type	Issued	Coverage	Status	Actions	Reporting
No items to display							

Application List [Create New Permit Application](#)

Application ID	Number	Application Type	Location Name	Created	Status	Actions
No items to display						

Report List 0 [Create Report](#)

Report ID	Report Type	Location Name	Permit Number	Created	Status	Actions
No items to display						



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



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Initial Permit Information

Select the type of permit application you wish to create

[select] 

[Cancel](#)



From your dropdown, select either *HSTS – Local (MOU)* or *HSTS – State (Non-MOU)* from the list.



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Initial Permit Information

Select the type of permit application you wish to create

Household Sewage Treatment Systems General Permit - State

Facility/Site Location Information

Facility Name

Facility Address/Location

City

State

Zip Code

County

Create Permit Application

Cancel

Enter the Facility/Site (household where the system is installed) Location Information section and click the **Create Permit Application** button.

Completing the Application

General Notice of Intent Application Form

[Form Instructions](#)

General Application Information (NEW)		
Application Type Initial Coverage	General Permit Number: OHL000002	Type of Activity: Household Sewage Treatment Systems General Permit - State

Applicant Information/Mailing Address 188228170		
Company (Applicant) Name		
<input type="text" value="Name"/>		
Company (Applicant) Mailing Address		
Mailing Address		
<input type="text" value="Address"/>		
City		
<input type="text" value="City"/>		
State	Zip Code	Country
<input type="text" value="OH"/>	<input type="text" value="Zip Code"/>	<input type="text" value="USA"/>

Fill out the **Applicant Information/ Mailing Address** section. This includes the Company (Applicant) Mailing Address and Contact Info. The name should be the same as the Facility Name.

Facility/Site Location Information

Facility Name

Facility/Site Location

Address/Location

City	State	Zip Code
<input style="width: 95%;" type="text" value="Columbus"/>	<input style="border-bottom: none; border-top: none; border-left: none; border-right: none; text-align: center; font-size: 0.8em; color: #555; background-color: #eee; padding: 2px 5px;" type="text" value="OH"/> <div style="border: 1px solid #ccc; width: 10px; height: 10px; margin: 0 auto; background-color: #555; color: white; text-align: center; line-height: 10px; font-size: 0.6em;">▼</div>	<input style="width: 95%;" type="text" value="43215"/>

County and Township Information

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

County(ies)	Township(s)	Action
Franklin	Prairie	✕

Facility/Site Location Information section is pre-populated. You can update this information if needed. The option to select a new county or Township is available, click the ***Add New County/Township*** button or if no changes apply, continue down the form.

Receiving Waters and MS4s

List all receiving waters and MS4s.

Action

Facility/Site Map Upload

No file chosen

Facility Contact Information

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

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

Fill out the ***Receiving Water and MS4s*** section and upload a ***Facility/Site map*** (not required). Enter the ***Facility Contact Information*** – it can often be the same as the information entered above, or different depending on the situation and parties involved.

General Permit Information

Household Sewage Type

[select] ▼

Attachment Uploads

Attachment

Browse... You may add another attachment

General NOI EDIT

Household Sewage Treatment Systems General Permit - State

Validate Save Submit Exit

Select the Household Sewage Type from the dropdown list – select either *New Home* or *Replacement System*. The required attachments depends on the county (or other local jurisdiction), review the table below to determine the required documents needed to be attached. 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.*

<p>Allen County Ashland County Auglaize County Belmont County Brown County Butler County Cincinnati City Clark County Clermont County Clinton County Columbus City Coshocton County Crawford County Cuyahoga County Darke County Defiance County Delaware County Erie County Fayette County Franklin County Fulton County Guernsey County</p>	<p>Hamilton County Hancock County Hardin County Harrison County Henry County Highland County Holmes County Jefferson County Know County Lake County Lawrence County Licking County Logan County Lorain County Lucas County Madison County Medina County Meigs County Miami County Montgomery County Morrow County Muskingum County</p>	<p>Noble County Ottawa County Paulding County Pickaway County Portage County Preble County Putnam County Richland County Sandusky County Seneca County Shelby City Stark County Summit County Trumbull County Union County Van Wert County Warren County Washington County Wayne County Williams County Wood County Wyandot County</p>
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Projects in the above counties (or jurisdictions) are required to only attach a recommendation letter from the local health department. For all other counties (or jurisdictions), Ohio EPA would like to you to attach recommendation letters, soil reports, drawings, maps, aerial photos, etc. as appropriate.

Permit List 0 Add Permit

Permit Number	Name	Type	Issued	Coverage	Status	Actions	Reporting
No items to display							

Application List 1 Create New Permit Application

Application ID	Number	Application Type	Location Name	Created	Status	Actions
188228170	not yet assigned	Notice of Intent	Test Facility	9/16/2015	Edit	Actions <ul style="list-style-type: none"> Download Application PDF Edit Application Delete Application Delegate Application

Report List 0 Create Report

Report ID	Report Type	Location Name	Permit Number	Created	Status	Actions
No items to display						

The application just created is now housed on your personal dashboard under the *Application List*. Click on the *Actions* dropdown and the option to *Download Application PDF* will be present, *Edit Application* is available if you did not submit the application yet, *Delete Application* if you wish to discard the application, thus not submit it, and *Delegate Application* if you wish to delegate the application to another eBusiness Center user for reasons such as having them do the actual submittal.

Creating Permit Renewal Applications

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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 an HSTS renewal application to renew your coverage, first add the permit to your Permit List on your personal dashboard. Click the **Add Permit** button to begin. *You can manage all of your permits by adding them to your Permit List.*

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 Ohio Environmental Protection Agency

eBusiness Center

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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

Search Cancel

Permit List

Reporting

Items to display

Application List ² Create New Permit Application

Application ID	Number	Application Type	Location Name	Created	Status	Actions
----------------	--------	------------------	---------------	---------	--------	---------

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

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Permit List

Permit Application

188228172

188228170

not yet assigned

notice of intent

test facility

9/16/2013

Edit

Reporting

Items to display

Permit Application

Actions

Actions

Actions

jobtest1 - Test Acc

Add Permit

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

3GK00833

Permit Search Results

Number	US EPA #	Type	Name	Issue Date	Expiration Date	Status	Properties
3GK00833*BG	OHK000002	GENERAL	Household Sewage Treatment system	10/1/12	12/31/16	ACTIVE	properties Add Permit

Search Cancel

If a valid facility 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.



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eBusiness Center

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Permit List 1
Add Permit

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

- ✂ Remove Permit from List
- ✕ Terminate Permit
- ⇄ Transfer Permit
- 🔄 Renew Permit

- 1 displayed , 1 in total

Application List 2
Create New Permit Application

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**. *NOTE: You can also select the **Reporting** dropdown to access any number of reporting forms relevant to the specific permit 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 **Renew Permit** to renew your HSTS coverage.

General Application Information (NEW)		
Application Type Renewal Coverage	General Permit Number: OHK000002	Type of Activity: Household Sewage Treatment Systems General Permit - Local

Applicant Information/Mailing Address 188230696		
Company (Applicant) Name		
JOHN F KLINE JR		
Company (Applicant) Mailing Address		Copy Facility Address to Applicant Mailing Address
Mailing Address		
3126 CLIFFSIDE DR		
City		
COPLEY		
State	Zip Code	Country
OH	44321	USA
Company (Applicant) Contact Information		
First Name	Last Name	
Contact First Name	Contact Last Name	
E-mail Address	Phone	Fax
Contact E-mail Address	(330) 666-5066	(xxx) xxx-xxxx
General NOI EDIT Validate Save Submit Exit 		
Household Sewage Treatment Systems General Permit - Local		

The electronic renewal form will be displayed with many address/contact info fields prepopulated from data already existing in the Agency’s database. The user has the ability to streamline data entry by clicking the *Copy Facility Address to Applicant Mailing Address* button. As with new permit applications, the bottom bar provides the *Validate*, *Save*, *Submit*, and *Exit* buttons.

Facility Contact Information
Copy Applicant Contact to Facility Contact

First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>
E-mail Address	Phone	Fax
<input type="text"/>	<input type="text" value="(330) 666-5066"/>	<input type="text" value="(xxx) xxx-xxxx"/>

General Permit Information

Household Sewage Type

[select]
▼

Attachment Uploads

For an initial application, please refer to the instructions to determine what attachments are required.
For a renewal application, no attachments are required.

Attachment

Browse...
You may add another attachment

General NOI EDIT
 Household Sewage Treatment Systems General Permit - Local

Validate
Save
Submit
Exit

The Facility Contact Information can be manually entered or if it is the same as the Applicant Contact information simply click the ***Copy Applicant Contact to Facility Contact*** button. Use the dropdown to select Household Sewage Type (options include: New Home Construction, Replacement of Failed System, and Renewal of Installed System). No attachments are required for a renewal application. Click the ***Validate*** button to check for errors or missed fields. You now have the option to click ***Submit*** to submit the application or click the ***Save*** button and the application will be listed in the Application List on your personal dashboard where you have 1-click options to ***Edit*** the application at a later date, ***Delegate*** it to another account holder to submit, ***Download a PDF*** copy, or ***Delete*** the application.

Submitting Applications

The image shows a web application interface for submitting applications. A modal window is overlaid on the form, containing two certification statements and input fields for a security question and PIN. The background form is partially visible, showing fields for 'Application Type', 'Applicant Information', 'Company (Applicant)', 'Mailing Address', 'City', 'State', and 'OH'. The modal window has a white background and a grey border. It contains two text boxes with grey backgrounds for certification statements. Below these are two input fields: one for a security question and one for a PIN. At the bottom right of the modal are two blue buttons: 'Submit' and 'Cancel'.

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.

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
Total Amount Due:	\$125.71

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 report, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both report 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.)

Editing, Deleting, and Delegation

Permit List 2 Add Permit

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
188228170	<i>not yet assigned</i>	Notice of Intent	Test Facility			Actions ^v

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

total

If you saved the application 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

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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.

Permit List

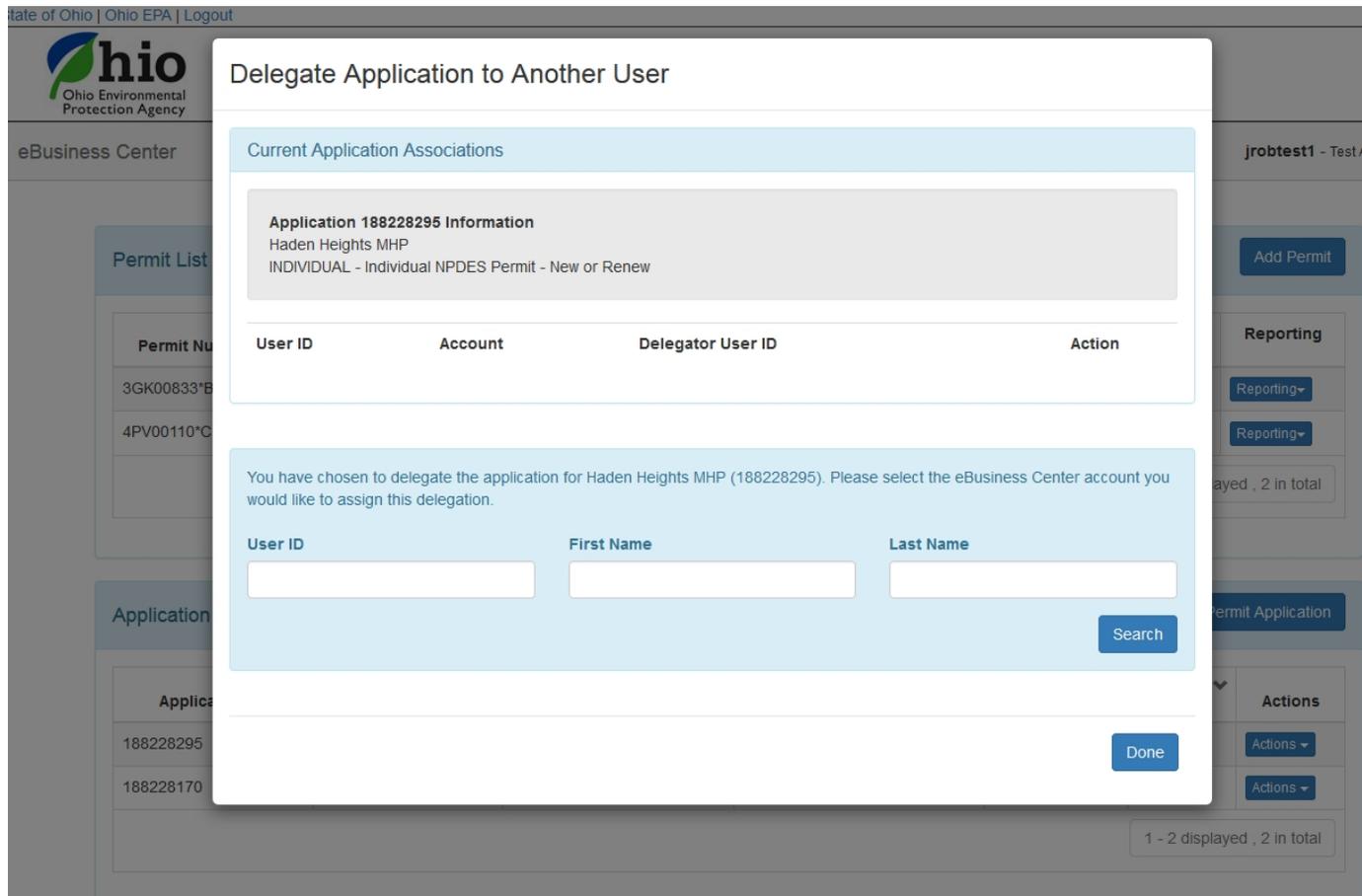
Permit Number ^	Name v	Type v	Issued v	Coverage v	Status v	Actions	Reporting
3GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active	<input type="button" value="Actions v"/>	<input type="button" value="Reporting v"/>
4PV00110*CD	Hayden Heights MHP	NPDES Municipal	5/23/2014		Active	<input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

1 - 2 displayed , 2 in total

Application List 2

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	<input type="button" value="Actions v"/>

If you decide to delete the application 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, 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
0857731524	John Roberts
1122324	stephen roberts
12049043	Lisa Roberts
6231741131	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
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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"/>

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.

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