

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

**Pretreatment Program – Indirect Discharge Permits
Creating New, Renewal, and Modification Applications**

December 2, 2016



Ohio EPA, Division of Surface Water
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Indirect Discharge Permits – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Indirect Discharge 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 Indirect Discharge 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 ▾

jrobert



Welcome to the Ohio EPA eBusiness Center



Available Services (What is this?)

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.



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.

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*.



eBusiness Center

eBusiness Center Admin ▾

jrober

Initial Permit Information

Select the type of permit application you wish to create

Indirect Discharge NPDES Permit - New, Renew, or Modification ←

This application will require you to lookup your facility before you can proceed. [Find Facility](#)

[Cancel](#)

From your dropdown, select *Indirect Discharge NPDES Permit – New, Renew, or Modification* from the list and click *Find Facility*.

Facility/Site Name Search Criteria

Facility Name Facility ID

Facility/Site Address Search Criteria

Facility Address/Location State

City Zip Code

County

Enter one of the search criteria fields and click *Search by Name/ID* (or *Search by Address*).

Facility Search Results 40

Map ID	Facility	Actions
1	PPG Industries Ohio at Matlack 1795 Feddern Ave Grove City, OH 43123 Latitude: 39.913243 Longitude: -83.042645	Select this facility
2	PPG Industries Reporting Facility 559 Pittsburgh Rd Circleville, OH 43113 Latitude: 0.000000 Longitude: 0.000000	Select this facility
3	PPG Resins & Coatings 876 Pittsburgh Dr DELAWARE, OH 43015 Latitude: 0.000000 Longitude: 0.000000	Select this facility
4	PPG Industries Mid-State Warehouse 325 W Main St Newark, OH 43055 Latitude: 0.000000 Longitude: 0.000000	Select this facility

« « 1 2 ... » » 1 - 4 displayed , 40 in total

Satellite View

From the search results, click the *Select this Facility* button to select the given facility.

Confirm Facility Location

Please verify that the latitude and longitude coordinates shown below are correct.

Facility

PPG Industries Ohio at Matlack

Address

1795 Feddem Ave

City

Grove City

State

OH

Zip Code

43123

Use the map on the right to confirm that the latitude and longitude values are correct for the selected facility.

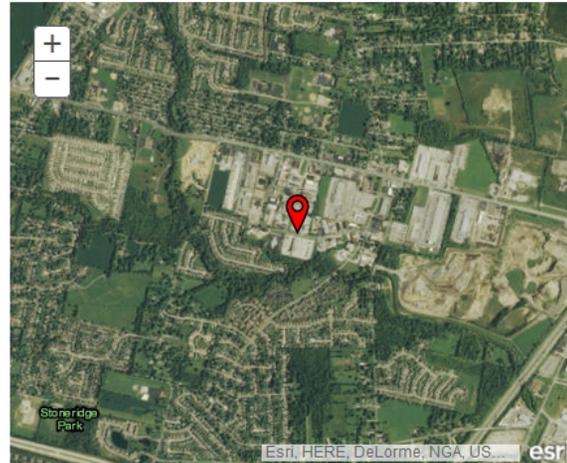
Latitude

39.913243

Longitude

-83.042645

Satellite View



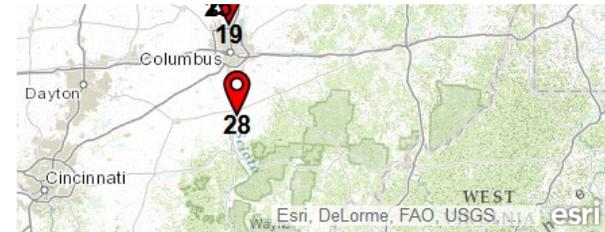
Confirm Data and Continue

Cancel

Confirm the facility location information, once complete click the *Confirm Data and Continue* button to select the given facility.

3	PPG Resins & Coatings 876 Pittsburgh Dr DELAWARE, OH 43015 Latitude: 0.000000 Longitude: 0.000000	Select this facility
4	PPG Industries Mid-State Warehouse 325 W Main St Newark, OH 43055 Latitude: 0.000000 Longitude: 0.000000	Select this facility

Search « < 1 2 ... > » 1 - 4 displayed , 40 in total



If no facilities were found using the given search criteria and you made multiple search attempts using different search criteria and no matches are found, click on the 'Create New Facility' button to go to the Facility Profile screen where you can enter facility identification information.

Please note: You may be at risk of losing work you perform in the selected service if you are not certain that your facility does not already exist in the agency database and you erroneously create a duplicate facility and begin working in the selected service under the duplicate facility record. If you are uncertain, please continue searching the Agency database using more inclusive (i.e., less specific) search criteria, or contact support staff for the regulatory program to obtain assistance.

Create New Facility

If no results were returned from the facility search of the Agency database, scroll down to the bottom of the page and click the **Create New Facility** button.

New Facility Information

Facility Name

Facility Address Line 1

Facility Address Line 2

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

County

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

Satellite View



If you selected to create a facility, fill in the on-screen facility information and locational information and click the ***Create New Facility*** button at the bottom of the screen.

Indirect Discharge Permit Application Form

[Form Instructions](#)

General Application Information

Application Type New	Waste Water Source is: <input type="radio"/> Proposed <input checked="" type="radio"/> Existing
--------------------------------	---

Applicant Information

Company (Applicant) Name Name			
Contact First Name Contact First Name	Contact Last Name Contact Last Name	Contact Title Contact Title	Contact Phone (xxx) xxx-xxxx
Mailing Address Address			
City City	State OH	Zip Code Zip Code	Country USA
Contact E-mail Address Contact E-mail Address			

Select **Proposed** or **Existing** and fill out the **Applicant Information** section. This includes the Company (Applicant) Mailing Address and Contact Info.

Billing Address same as mailing address

Billing First Name Billing First Name	Billing Last Name Billing Last Name	Billing Contact Title Billing Contact Title	Billing Phone (xxx) xxx-xxxx
Billing Address Billing Address			
City City	State Select State...	Zip Code Zip Code	Country USA

Facility/Site Location Information

Facility Name
Blue Beacon of Beaverdam

Facility Address/Location
413 E Main St

City Beaverdam **State** OH **Zip Code** 45808 **County** Allen

Latitude 40.833149 **Longitude** -83.967561

Contact First Name Facility Contact First Name **Contact Last Name** Contact Last Name **Contact Title** Facility Contact Title

Fill out the **Billing Information** section and Facility/Site Location Information.

Facility Operation Details

POTW Receiving Wastewater Discharge

Describe Products Made, Services Performed and Materials Used

Number of Production Days per Week

Shifts/Day

Hours/Shift

Number of 1st Shift Employees

Number of 2nd Shift Employees

Number of 3rd Shift Employees

Description of Wastewater Treatment System

SIC Codes

SIC1

SIC2

SIC3

SIC4

Enter all information in the Facility Operations Details section including relevant SIC codes.

Discharge Information

Location ✕
Add New Location +

Discharge Location Information

Location Number

Description of discharge location

Manufacturing Process (tributary to this discharge location)

Process Name	Average Flow (gpd)	Maximum Flow (gpd)	Flow Type	Frequency of Batch Discharge	Production Rate	Date Installed (month/year)	Comments	Action
Total Flow:	0	0						

Add New Manufacturing Process Row

Dilution Water Sources (tributary to this discharge location)

Water Source	Average Flow (gpd)	Maximum Flow (gpd)	Flow Type	Frequency of Batch Discharge	Action
Total Flow:	0	0			

Add New Dilution Water Source Process Row

Enter the information in the Discharge Information section for each location – click the **Add New Location (+)** link to add additional locations. Additionally, click the **Add New Manufacturing Process Row** button and/or the **Add New Dilution Water Source Process Row** button to add additional rows to these sections.

Manufacturing Process

Process Name

Average Flow (gpd)

Maximum Flow (gpd)

Flow Type

Production Rate (please indicate units)

Date Installed (month/year)

Comments

If applicable, enter the additional Manufacturing Process and click the *Save* button to return to the application form.

Dilution Water Source

Water Source

Average Flow (gpd)

Maximum Flow (gpd)

Flow Type

If applicable, enter the additional Dilution Water Source Process and click the *Save* button to return to the application form.

Sludge/Residual Sources

Are sludges/residuals generated?
 Yes No

Sludge/Residual Sources						
Source of sludge/residual	Hazardous Waste	Name of Hauler	Disposal Method	Frequency	Amount	Action
<input type="button" value="Add Sludge/Residual Source"/>						

Select whether there are sludges/residuals generated, and if applicable click the *Add Sludge/Residual Source* button to add the sources.

Additional Improvement Information

Source of Sludge/Residual

Hazardous Waste?

Name of Hauler

Disposal Method

Frequency

Amount

If applicable, enter the Sludge/Residual Source and click the *Save* button to return to the application form.

Attachment Reports

Facility Map/Site Plan Attachment	Process Diagram Attachment
Browse... No file chosen	Browse... No file chosen
Sampling Report Attachment Blank Form	Production Rates Attachment
Browse... No file chosen	Browse... No file chosen

Additional Information

Was a Permit to Install obtained?	PTI#
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input type="text" value="PTI Number"/>
Is the facility regulated by any other environmental permits?	List them here:
<input checked="" type="radio"/> Yes <input type="radio"/> No	<input style="width: 100%; height: 40px;" type="text"/>

Fee Due

\$200.00

Indirect Discharge EDIT

Upload required attachments and enter responses in the Additional Information section. The final fee is shown at the bottom of the application form. You now have the option to click the **Validate** button to see if all fields have been filled out correctly, **Save**, **Exit**, or click **Submit** to submit the application to the Agency. A saved application will be housed in your Application List on your personal dashboard until submitted, deleted, or delegated to another individual to submit. *NOTE: The option to print, delete, edit, and delegate the application will be available from your personal dashboard.*

Renewal & Modification Applications

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

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**

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
4DP00002*DP	OHP000005	INDIRECT	American Showa Inc	7/27/11	8/31/16	ACTIVE	<input type="text" 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 1 Add Permit

Permit Number ^	Name v	Type v	Issued v	Coverage v	Status v	Actions	Reporting
9DP00001*AP	e-DMR Test Facility 2	Indirect			Active	Actions v	Reporting v

- Remove Permit from List
- Transfer Permit
- Renew Permit ←
- Modify Permit ←

1 - 1 displayed , 1 in total

From your personal dashboard, click the **Actions** dropdown to access management tools which will allow you to **Remove Permit from your List**, **Transfer Permit**, **Renew Permit**, and **Modify 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 the **Actions** dropdown and select **Renew Permit** to renew your current permit coverage. The application is the same as shown in the “Creating New Applications” section of this document but many of the fields are already populated with information from the Agency database.

Click the **Actions** dropdown and select **Modify Permit** to modify your current permit coverage. The application will appear with most of the fields prepopulated with information from the Agency database. Update, remove, or add new fields where applicable.

Terminating Permits

Contact the Division of Surface Water District Office to discuss the reasons for termination.

Central Office

Phoebe Low
Ohio EPA, Division of Surface Water
Pretreatment Program
P.O. Box 1049
Columbus, OH 43216-1049
Phone: (614) 644-2134
FAX: (614) 644-2754
E-mail: Phoebe.Low@epa.ohio.gov

Central District Office

Greg Sanders
Ohio EPA, Division of Surface Water
Pretreatment Program
P.O. Box 1049
Columbus, OH 43216-1049
Phone: (800) 686-2330
FAX: (614) 728-3898
E-mail: greg.sanders@epa.ohio.gov

Northeast District Office

Donna Kniss
Ohio EPA, Division of Surface Water
Pretreatment Program
2110 E. Aurora Road
Twinsburg, Ohio 44087
Phone: (800) 686-6330
FAX: (330) 487-0769
E-mail: donna.kniss@epa.ohio.gov

Northwest District Office

Elizabeth Wick, P.E.
Ohio EPA, Division of Surface Water
Pretreatment Program
347 N. Dunbridge Road
Bowling Green, Ohio 43402
Phone: (800) 686-6930
FAX: (419) 352-8468
E-mail: elizabeth.wick@epa.ohio.gov

Southeast District Office

Fred Snell
Ohio EPA, Division of Surface Water
Pretreatment Program
2195 Front Street
Logan, Ohio 43138
Phone: (800) 686-7330
FAX: (740) 385-6490
E-mail: fred.snell@epa.ohio.gov

Southwest District Office

Marianne Piekutowski or Matt Walbridge
Ohio EPA, Division of Surface Water
Pretreatment Program
401 E. Fifth St.
Dayton, Ohio 45402-2911
Phone: (800) 686-8930
FAX: (937) 285-6249
E-mail: marianne.piekutowski@epa.ohio.gov
matt.walbridge@epa.ohio.gov

Transferring Permits

As stated in Part III, General Conditions, Section #14 of the permit:

This permit cannot be transferred or assigned nor shall a new owner or successor be authorized to discharge from this facility, until the following requirements are met:

- A. The permittee shall notify the Ohio EPA Pretreatment Unit at least sixty days in advance of the proposed transfer date;
- B. The notice includes a written agreement containing a specific date for transfer of permit responsibility and coverage between the current and new permittee (including acknowledgement that the existing permittee is liable for violations up to that date, and that the new permittee is liable for violations from that date on); and
- C. The director does not exercise his right to notify the current permittee and the new permittee of his or her intent to modify or revoke the permit and to require that a new application be filed.

Submitting Application Forms

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

Editing, Deleting, and Delegation

Permit List 2 Add Permit

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 2 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
188228170	<i>not yet assigned</i>	Notice of Intent	Test Facility			<ul style="list-style-type: none"> Download Application PDF Edit Application Delete Application Delegate Application

total

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 jrobtst1 - Test Ac

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

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 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.

State of Ohio | Ohio EPA | Logout



Ohio Environmental Protection Agency

eBusiness Center

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
<p>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.</p>			
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="button" value="Search"/>

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
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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"/>

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
---------	---------	-------------------	--------

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.

Ohio EPA, Division of Surface Water

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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 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

Whitney Works

eDMR/STREAMS Administrator
Division of Surface Water
50 West Town Street, Suite 700
Columbus, OH 43215

Whitney.Works@epa.ohio.gov

Phone: (614) 644-2135

Jamie Roberts

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

James.Roberts@epa.ohio.gov

Phone: (614) 644-2054

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

Appendix I

**Ohio EPA Indirect Discharge Permit
Application for a New or Renewed Permit
General Instructions**

OHIO EPA INDIRECT DISCHARGE PERMIT
APPLICATION FOR A NEW OR RENEWED PERMIT

GENERAL INSTRUCTIONS

Rule 3745-36-03 of the Ohio Administrative Code requires any significant industrial user, as defined in rule 3745-36-02 of the Ohio Administrative Code, to apply for and to obtain an individual indirect discharge permit. If you have any questions concerning the applicability of the Indirect Discharge Permit program to your facility, please contact the Ohio EPA, Division of Surface Water, Pretreatment Unit, at (614) 644-2001 or your Ohio EPA district representative. For a list of central office and district office pretreatment contacts, please visit the website:
<http://www.epa.ohio.gov/dsw/pretreatment/district.aspx>.

Procedures for filing: Completed applications should be submitted to Ohio EPA 180 days prior to commencement of discharge for new facilities, or 180 days prior to the expiration date if you have an existing permit. Applications should be submitted to Ohio EPA via the Ohio EPA eBusiness Center. If unable to submit online, thus demonstrating a hardship, hard copies may be mailed to either of the following addresses:

FOR U.S. MAIL: Ohio EPA
 Fiscal Administration
 P.O. Box 1049
 Columbus, Ohio 43216-1049

FOR ALL OTHER DELIVERY METHODS:
 Ohio EPA - Lazarus Government Center
 Fiscal Administration
 50 West Town Street, Suite 700
 Columbus, Ohio 43215

The following items are required with the application:

- A. **Permit Fees: *an application fee of \$200.***
 Payments should be made directly through the ePayment system in the Ohio EPA eBusiness Center or alternatively in the form of a check or money order, payable to the "Treasurer of the State of Ohio", is required. You will receive a bill for this amount if you submit your application electronically. A discharge fee, based on the design discharge flow of your facility, will be billed when your permit is issued.
- B. **POTW authorization to discharge:** a written statement from the POTW authorizing the discharge to the POTW and containing any special conditions the POTW wishes to have placed on the discharge is required with an application for a new permit. This statement is not required with an application for permit renewal.
- C. **A list of other environmental control permits held by the facility** (such as air

permits, NPDES permits, or RCRA permits) is required.

- D. **A site plan** showing property lines, buildings, material storage areas, treatment facilities, and major areas of the plant, particularly those areas where wastewaters are generated, is required. All sewers, floor drains, and manholes should be shown. Also show the location(s) of connections to the public sewers and sampling locations.
- E. **A process flow schematic diagram** showing: all production processes; water flow including process, sanitary, and cooling water flow; and wastewater treatment units.
- F. **Sampling results:** results of effluent sampling performed as described on the attached form EPA 4224 may be required. Please contact Ohio EPA, Central Office at (614) 644-2001 or your Ohio EPA district representative before sampling to discuss sampling requirements.
- G. **The application must be signed by:**
 - 1. For a corporation, a principle executive officer of at least the level of vice-president, or his duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates;
 - 2. For a partnership, by a general partner;
 - 3. For a sole proprietorship, by the proprietor.

Confidentiality: The information contained in the application will be considered public records of the Ohio EPA. If you believe trade secrets are included with the application, you should request confidentiality at the time of submission, in accordance with the procedures of rule 3745-3-07 of the Ohio Administrative Code. Amounts of pollutants in effluent discharges cannot be considered confidential.

ITEMIZED INSTRUCTIONS

- 1. **Permit action:** specify whether this application is for a new permit or a renewed permit.
- 2. **Waste water source:** indicate whether discharge is proposed or existing.
- 3. **Company name:** give the legal name of the entity responsible for the facility producing the discharge (if applicable).
- 4. **Contact name:** give the name and title of the contact for the company.

5. **Mailing address:** list the company address.
6. **Billing address:** give the billing address and contact if different from above.
- 7-9. **Facility information:** give the name, address, etc. for the facility producing the discharge, and the latitude and longitude of the facility (if known).
- 10-13. **Self explanatory.**
14. **Wastewater treatment system:** list the wastewater treatment system units and method of operation, if applicable. Example language: "the treatment system includes a holding tank, pH adjustment, flocculation, and clarification. The system is electronically controlled and operated in batch. Final pH and flow are monitored continuously during discharge."
15. **Description of discharge location:** for each location of discharge to the sewer, describe the sewer connection and location. Example language: "all Finishing Line #2 waste water, #6 furnace blowdown, and south office sanitary waste flows to an 8 inch ductile iron pipe connected to the city sewer at the manhole located at the intersection of Fifth and Broad Streets." If there is more than one sewer connection, make copies of this page and report the information requested in this item for each sewer connection.
 - A. **Manufacturing process:** list manufacturing process water source(s) tributary to the discharge location. For each source, list the average and maximum daily flow and specify whether the discharge is released continuously or in batch. If the discharge is in batch, give the frequency of the batch discharge. Example language: "2000 gallons approximately once per month." If the manufacturing process is subject to production based standards, report the average daily production rate for the process in the units specified by the standards, if known. Example language: "5000 pounds per day of aluminum poured." Finally, report the approximate date the manufacturing process began operation or is expected to begin operation.
 - B. **Dilute water sources:** list the dilute waste water sources tributary to the discharge location. For purposes of this application, dilute waste water sources include but are not limited to: non-contact cooling water; air compressor condensate; cooling tower, boiler or other blowdown; filter backwash; demineralizer backwash; reverse osmosis concentrate; storm water; ground water; and sanitary wastes. For each source, list the average and maximum daily flow and specify whether the discharge is released continuously or in batch. If the discharge is in batch, give the frequency of the batch discharge.

- C. A **site plan** and a **process and flow schematic diagram** should be attached to illustrate the information listed in Item 15 above. Attached **figures 1 and 2** are examples of a site plan and a process and flow schematic diagram, respectively.
16. **Sludges/Residuals:** if sludges or residuals are or will be generated from wastewater related activities, list the source, whether the sludge is considered a RCRA hazardous waste, the off site hauler, disposal method, disposal frequency, and amount generated for each type of residual or sludge.
 17. **Permit-To-Install:** indicate whether a Permit-To-Install application corresponding to this discharge permit application was submitted to Ohio EPA and give the Ohio EPA Permit-To-Install number.
 18. Leave this section blank.
 19. **Other environmental permits:** if your facility holds other environmental control permits (such as air permits, NPDES permits, or RCRA permits) list each of these here.

The application must be signed as described in **item G** of the General Instructions above. **A checklist of required elements** for the application is provided below to help you be sure your application is complete.

Did you include:

1. **Correct application fee**
2. **POTW authorization to discharge (for new discharge)**
3. **Sampling results**
4. **Site plan**
5. **Process/flow schematic diagram**
6. **Production rates, if applicable**
7. **Flow rates**
8. **Correct signature**

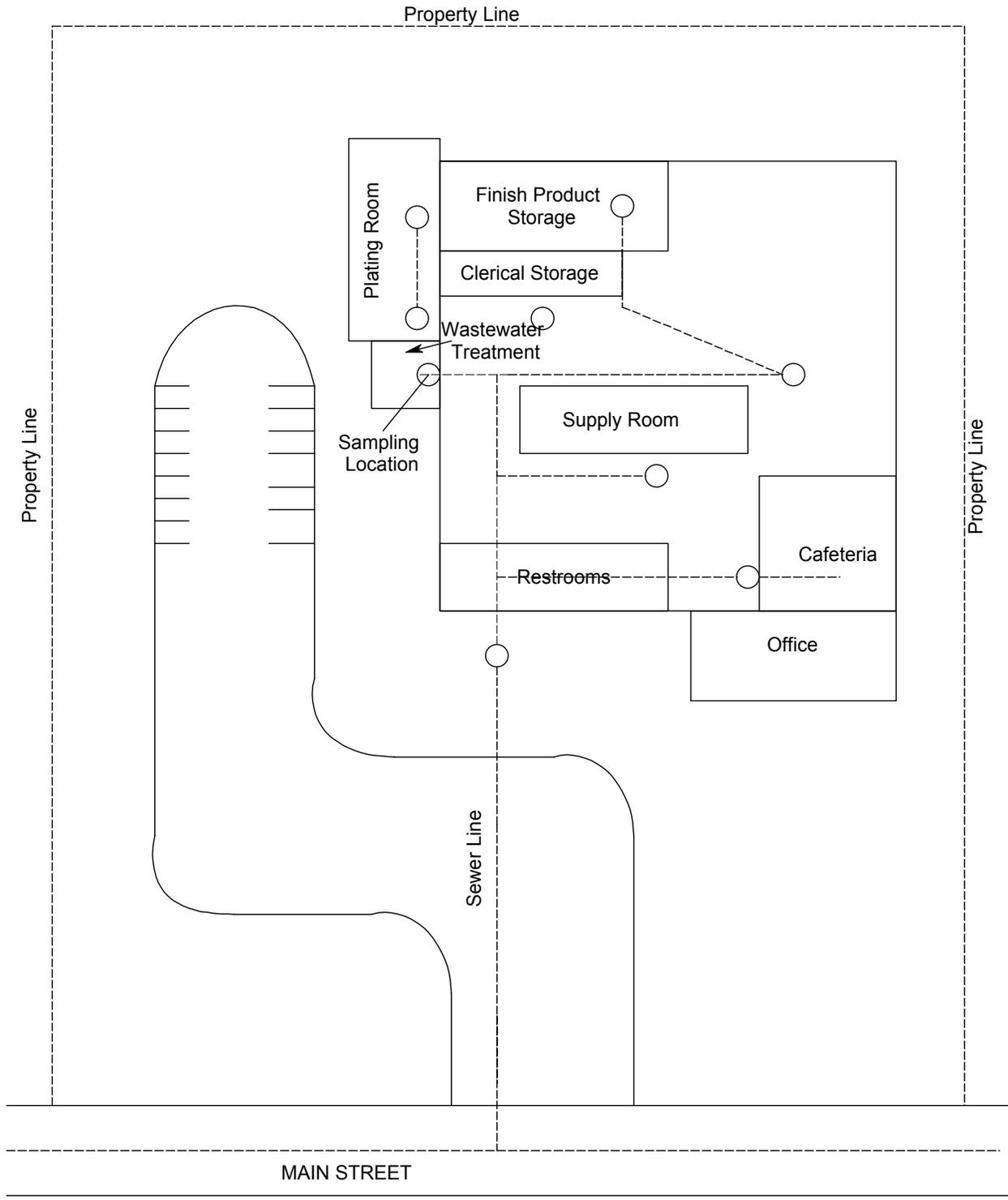


FIGURE 1: EXAMPLE SITE PLAN

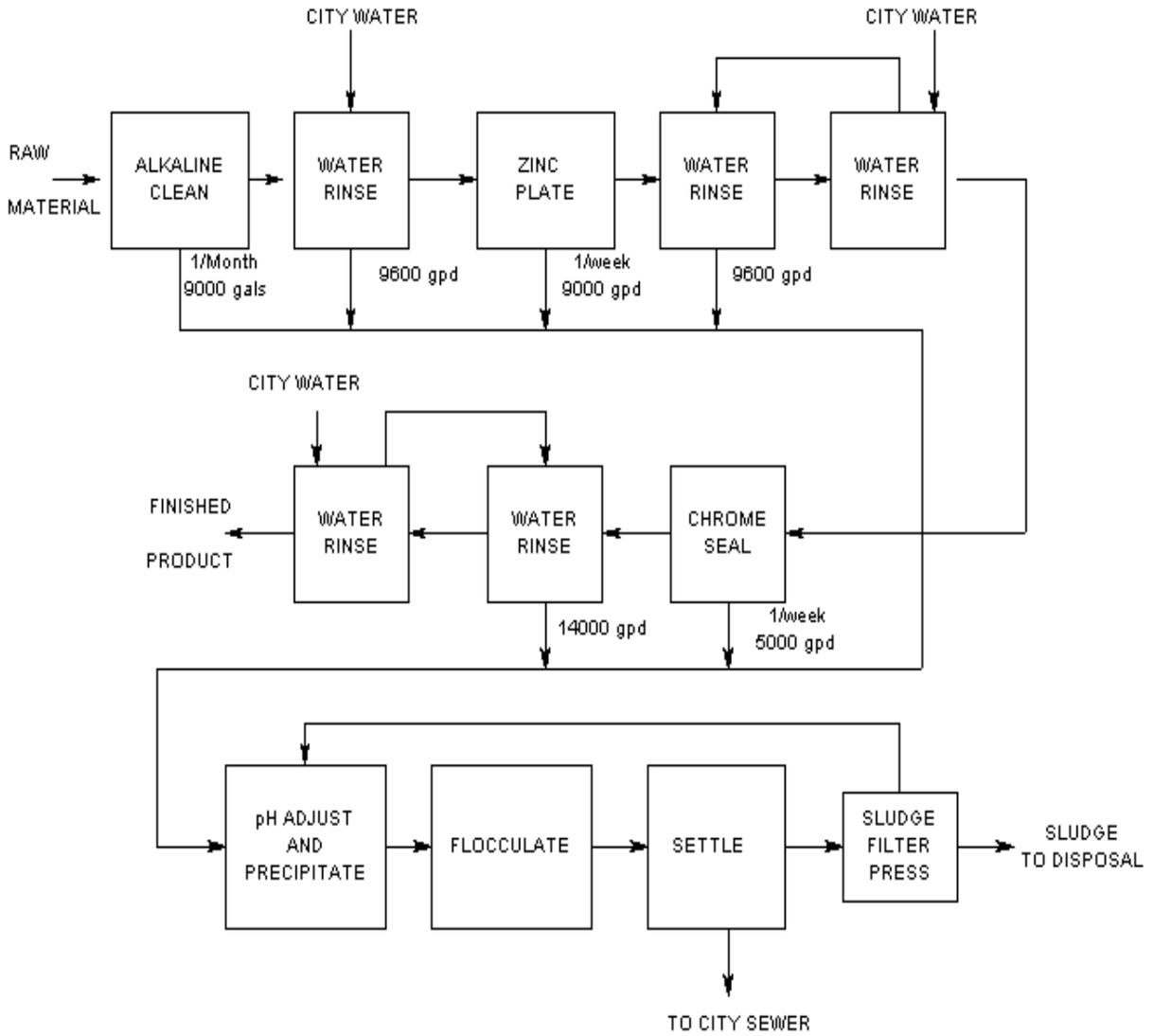


FIGURE 2: EXAMPLE PROCESS / FLOW SCHEMATIC DIAGRAM

OHIO EPA INDIRECT DISCHARGE PERMIT APPLICATION FOR MODIFICATION

Rule 3745-36-03 of the Ohio Administrative Code (OAC) identifies requirements for modification of Indirect Discharge Permits. Facilities having an Indirect Discharge Permit must apply for a permit modification if there are alterations to the permitted facility or activity. A Permit-to-Install may be required in addition to an Indirect Discharge Permit modification if a wastewater disposal system will be added or modified. If you are not sure whether a modification to your Indirect Discharge Permit or a Permit-to-Install is needed, contact the Ohio EPA Central Office Pretreatment Unit at (614) 644-2001, or your Ohio EPA district representative. For a list of central office and district pretreatment contacts, please visit the website: <http://www.epa.ohio.gov/dsw/pretreatment/district.aspx>.

Required Information and Instructions

The following items are required with the application:

- A. **Permit Fees: *an application fee of \$200***, in the form of a check or money order, payable to the “Treasurer of the State of Ohio”. You will receive a bill for this amount if you submit your application electronically. A discharge fee, based on the design discharge flow of your facility, will be billed when your modified permit is issued.

- B. **The application must be signed by:**
 - 1. For a corporation, a principle executive officer of at least the level of vice-president, or his duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates;
 - 2. For a partnership, by a general partner;
 - 3. For a sole proprietorship, by the proprietor.

- C. **Items 1-9, and 17-18 must be completed.**
 - 1. **Permit action:** specify that this application is for a permit modification.
 - 2. **Waste water source:** indicate whether discharge is proposed or existing.
 - 3. **Company name:** give the legal name of the entity responsible for the facility producing the discharge (if applicable).

4. **Contact name:** give the name and title of the contact for the responsible entity.
5. **Mailing address:** address of entity in item 3.
6. **Billing address:** give billing address and contact if different from above.
- 7-9. **Facility information:** give the name, address, etc. for the facility producing the discharge, and the latitude and longitude of the facility.
17. **Permit-To-Install:** state whether an application for a Permit-To-Install was submitted to Ohio EPA for this modification and the Ohio EPA Permit-To-Install number, if applicable.
18. **Modification description:** describe the requested modification in sufficient detail to allow Ohio EPA to process your request. You may complete any of the optional portions of the application (10-16 & item 19) if you think it will help in describing the modification. Attach extra sheets if needed.

Procedures for filing: Completed applications should be submitted to Ohio EPA as soon as practical before the changes to the facility are made to allow sufficient time for processing. Applications should be submitted to Ohio EPA at either of the following address:

FOR U.S. MAIL: Ohio EPA
 Division of Surface Water/Pretreatment Unit
 P.O. Box 1049
 Columbus, Ohio 43216-1049

FOR ALL OTHER DELIVERY METHODS:
 Ohio EPA
 Division of Surface Water/Pretreatment Unit
 Lazarus Government Center
 50 West Town Street, Suite 700
 Columbus, OH 43215

Have you included the following required items?

1. **Correct application fee**
2. **Correct signature**
3. **Items 1-9 and 17-18 completed**

Confidentiality: The information contained in the application will be considered public records of the Ohio EPA. If you believe trade secrets are included with the application, you should request confidentiality at the time of submission, in accordance with the procedures

of rule 3745-3-07 of the Ohio Administrative Code. Amounts of pollutants in effluent discharges cannot be considered confidential.