

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

**Notice of Termination (NOT)  
Application Form**

May 5, 2016



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

## **Notice of Termination (NOT) – Electronic Application Overview**

The STREAMS service provides the capability to electronically submit the Notice of Termination (NOT) application form. This form can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports list). NOT application forms 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 the NOT application form has been graphically displayed below.

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# Service Activation

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## eBusiness Center

eBusiness Home My Account ▾

jrobert1



Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
<a href="#">Air Services</a>	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
<a href="#">Division of Surface Water Credible Data</a>	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
<a href="#">Division of Surface Water NPDES Permit Applications</a>		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>	
<a href="#">Water/Wastewater Exam Providers: Apply for Approval and Upload Scores</a>	<a href="#">Request</a>	Inactive		
<a href="#">Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours</a>	<a href="#">Request</a>	Inactive		
<a href="#">Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance</a>	<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>
<a href="#">View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)</a>	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.

## Adding Permits to the Dashboard

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 **Ohio**  
Ohio Environmental Protection Agency

# 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 Notice of Termination application form, 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.*



### 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 List

Permit

Reporting

Items to display

Application List 2

Application ID	Number	Application Type	Location Name	Created	Status	Actions
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Enter your permit number and click *the Search* button.

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Ohio Environmental Protection Agency

eBusiness Center

### 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
3GK00833*BG	OHK000002	GENERAL	Household Sewage Treatment system	10/1/12	12/31/16	ACTIVE	properties <a href="#">Add Permit</a>

[Search](#) [Cancel](#)

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.

## Creating Application Forms

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# eBusiness Center

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

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**. Click **Terminate Permit** to open the Notice of Termination Application Form – the form will immediately open and be prepopulated with information relating to the permit and permit holder.

*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.*



# eBusiness Center

eBusiness Center

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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						

Alternatively, you can also click the **Create New Permit Application** button to access the NOT application form, you will be prompted to search for your facility and add it to your account before you can begin though. It is suggested that you add the permit to your account using the steps provided on the previous pages as it is a quicker method.



Terminate Permit 3GR00847\*EG?

Terminate NOI

Cancel

Permit List 3

Add Permit

Permit Number	Name	Type	Issued	Coverage	Status	Actions	Reporting
3GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active		

From the Actions dropdown, upon clicking *Terminate Permit*, a confirmation box will appear with options to *Terminate the NOI* (i.e., the permit/coverage) or *Cancel*. Click *Terminate the NOI* to open the electronic NOT application form.

## Completing the Application

### Notice of Termination Application Form

[Form Instructions](#)

General Application Information	
<b>Type of Permit</b> REGULAR	<b>Existing NPDES Permit Number</b> 3GR00847*EG
<b>General Permit Number</b> OHR000005	<b>Type of Activity</b> Industrial Stormwater General Permit
<b>Reason for Termination</b> [select] <input type="button" value="v"/>	

  

Applicant Information/Mailing Address		
<b>Company (Applicant) Name</b> Name <input type="text"/>		
<b>Company (Applicant) Mailing Address</b>		
<b>Mailing Address</b> Address <input type="text"/>		
<b>City</b> City <input type="text"/>		
<b>Foreign State</b> Foreign State <input type="text"/>	<b>Foreign Postal Code</b> Foreign Postal Code <input type="text"/>	<b>Country</b> <input type="text"/> <input type="button" value="v"/>
<b>Company (Applicant) Contact Information</b>		

First click the Reason for Termination dropdown to select from 6 different reasons. If you select the last option, labeled as ***Other***, an addition window will appear where you can manually type in a reason. Fill out the ***Applicant Information/ Mailing Address*** section. This includes the Company (Applicant) Mailing Address and Contact Info.



Latitude and Longitude Information

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?**

 Yes  No

**Satellite View**

Satellite View  
+  
-

**Update Latitude and Longitude**

Would you like to update the latitude and longitude values as shown below?

Latitude: 39.958758  
Longitude: -83.000983

**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.

- 50 W Town St, Columbus, Oh...
- 50 E Town St, Columbus, Ohio,...
- 50 W Elm St, Columbus, Ohio, ...
- 50 W Gay St, Columbus, Ohio, ...
- 50 W Long St, Columbus, Ohio...

Facility Contact Information

**First Name**

**Last Name**

**E-mail Address**

**Phone**

**Fax**

Type in latitude and longitude in the fields on the left or simply type in the facility address in the ***Search for Address*** field under the map. Once the location is found click the ***Yes*** button in the Update Latitude and Longitude box. The coordinates will automatically populate the Latitude and Longitude fields on the left. Click the Collection Method dropdown and select from the available options and click the ***Yes*** or ***No*** button under the coordinate verification question. Enter in a facility contact email address. You can now click the ***Validate*** button to check for entry errors or missing fields – they will be highlighted in **Red**, or click ***Save***, ***Submit***, or ***Exit***.

Ohio EPA, Division of Surface Water

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## 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 form is partially visible, showing fields for 'General Permit', 'Applicant Information', 'Company (Applicant)', 'Mailing Address', and 'State'.

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

1 - 2 displayed , 2 in total

Application List 2 Create New Permit Application

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

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

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

1 - 2 displayed , 2 in total

Application List 2

Create New Permit Application

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

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

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### 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
---------	---------	-------------------	--------

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.

## **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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Phone: (614) 644-2054

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

**Appendix I**

**Ohio EPA Division of Surface Water**

**EPA4493 NOT Instructions**



# Instructions - Notice of Termination (NOT) Form For Ohio EPA General Permits

## Where to file NOT form

NOTs should be submitted electronically. If unable to submit electronically forms must be sent to the following address:

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

## Completing the Form

Please complete the online form through the eBusiness Center. If unable to submit electronically, the fill-in form is online at [www.epa.ohio.gov/dsw/permits/gpfact.aspx](http://www.epa.ohio.gov/dsw/permits/gpfact.aspx) or print legibly in the appropriate areas only. Forms transmitted by FAX will not be accepted. Complete all sections of the NOT form. Incomplete forms will be returned to the applicant for resubmittal.

Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item.

## Section I - Permit Information

Enter the existing Ohio NPDES general permit number assigned to the facility or site for which you are submitting this NOT. If you do not know the permit number, contact the Ohio EPA Storm Water Section at (614) 644-2001.

## Section II - Owner/Applicant Information/Mailing Address

This information should appear on the NOT form as it appears on the original Notice of Intent (NOI) form.

Give the legal name of the person, firm, public organization, or any other entity that operates the facility or site described in the application. The name of the operator may or may not be the same as the facility. The operator of the facility is the legal entity which controls the facility's operation rather than the plant or site manager. For construction activities, the responsible party is the owner or the developer of the property. Do not use a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES permit requirements. Enter the complete address and telephone number of the operator (provide phone number as: area code exchange number).

## Section III - Facility/Site Location Information

This information should appear on the NOT form as it appears on the original Notice of Intent (NOI) form.

Enter the facility's or site's official or legal name and complete address, including city, state, zip code, county, township, and section. If the facility lacks a street address, indicate the street name and approximate address number.

## Section IV - Reason for Termination

Indicate your reason for submitting this NOT by placing an "x" on the appropriate space. You may indicate more than one reason.

### Standard Certification

The standard certification should be completed except where a specific certification (listed below) is required.

### Industrial Storm Water and Coal Mining Activity Certification Only

This certification should be completed only if you are submitting this NOT to terminate permit coverage under the storm water general permit associated with industrial activity or the general permit associated with coal mining activity.

### Construction Certification Only

This certification should be completed only if you are submitting this NOT to terminate permit coverage under the storm water general permit associated with construction activity.

Note for all certifications: provide date as month day year using 2 digits for each space.

## Signatory Requirements

Federal 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; or

For a municipality, state, federal, or other public facility; by either a principal executive officer or ranking elected official.