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

Small Municipal Separate Storm Sewer Systems (MS4s)

Creating New & Renewal Applications

May 6, 2016

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

Small Municipal Separate Storm Sewer Systems – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Small Municipal Separate Storm Sewer Systems 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 Small Municipal Separate Storm Sewer Systems 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.

CONTENTS

Small Municipal Separate Storm Sewer Systems

1) Service Activation - - - - Page 3
2) Creating New Permit Applications - Page 5
3) Completing the Application - - - Page 7
4) Creating Permit Renewal Applications - Page 11
5) Submitting Application - - - Page 15
6) Editing, Deleting, and Delegation - - Page 17
7) ePay Fee Payment - - - - Page 22
8) Technical Support - - - - Page 23

Appendix

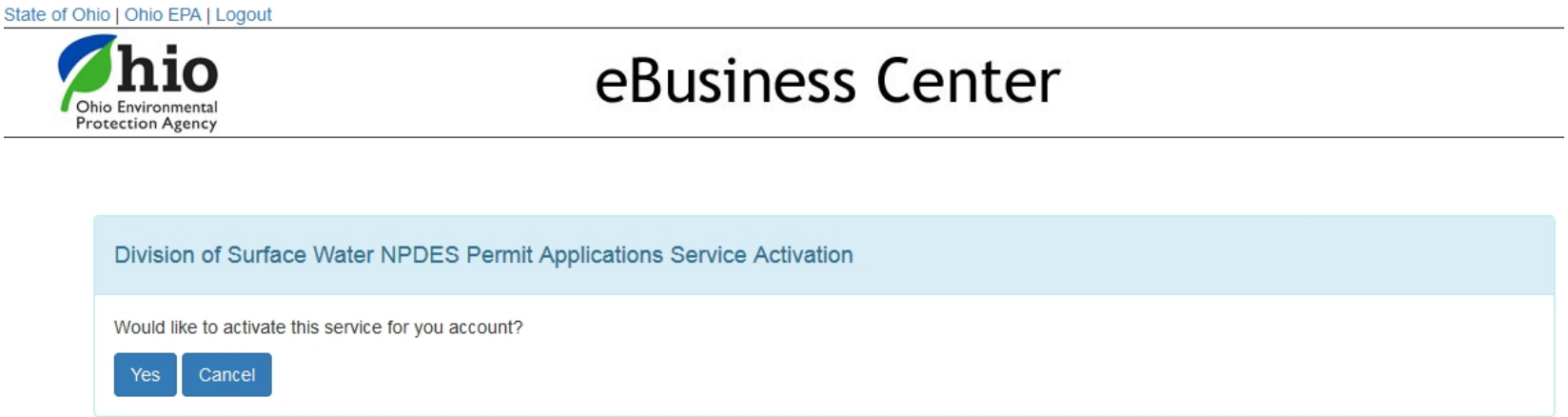
I. Instructions - NOI Application Form for Requesting Coverage Under an Ohio Environmental Protection Agency General Permit Page 24

Service Activation

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		

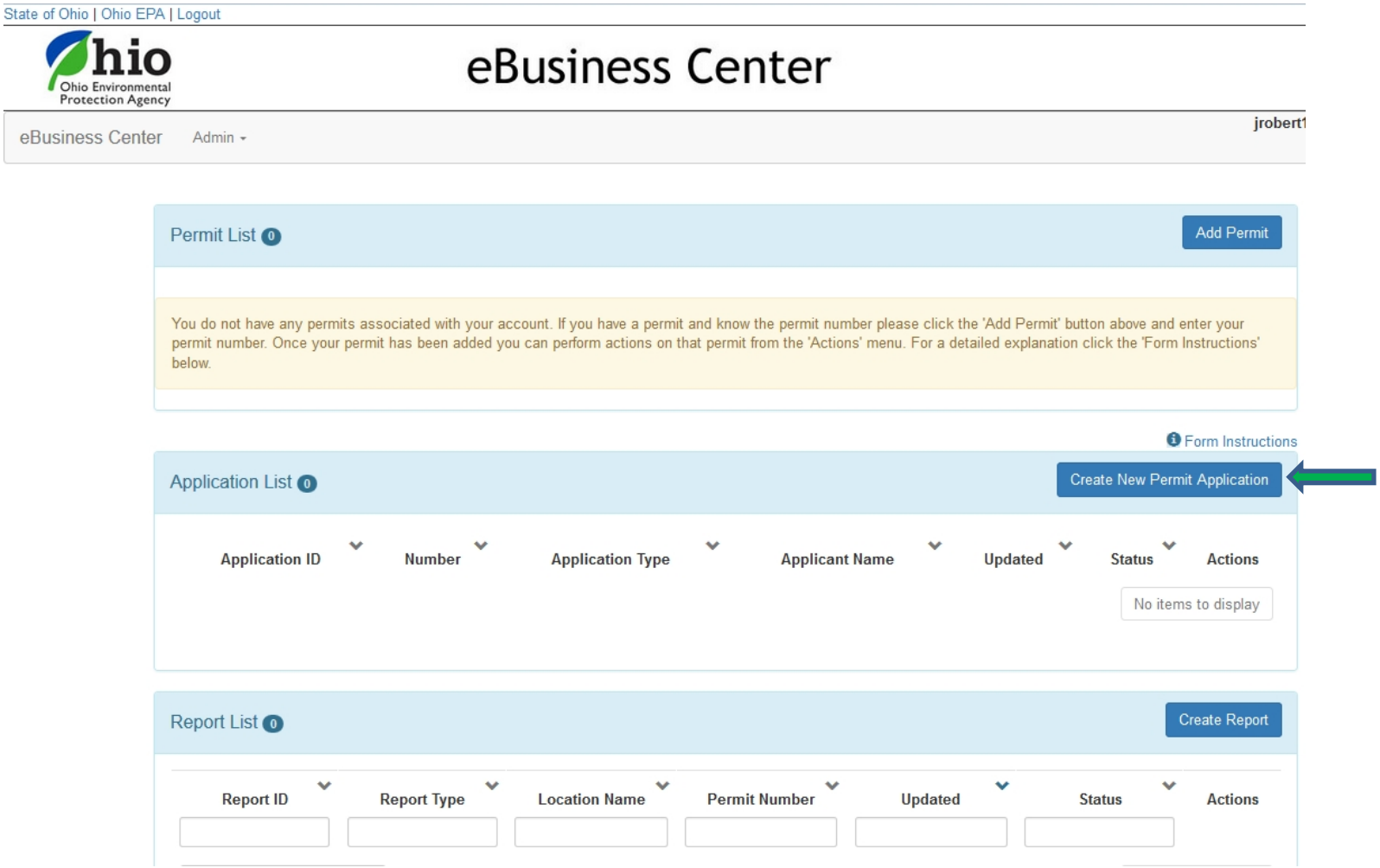
Name ▼	Status ▼	Created ▼	Action
PIN Activated	Active	03/30/2009 15:01:27	hide
View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)	Pending	10/05/2015 09:02:49	hide

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.

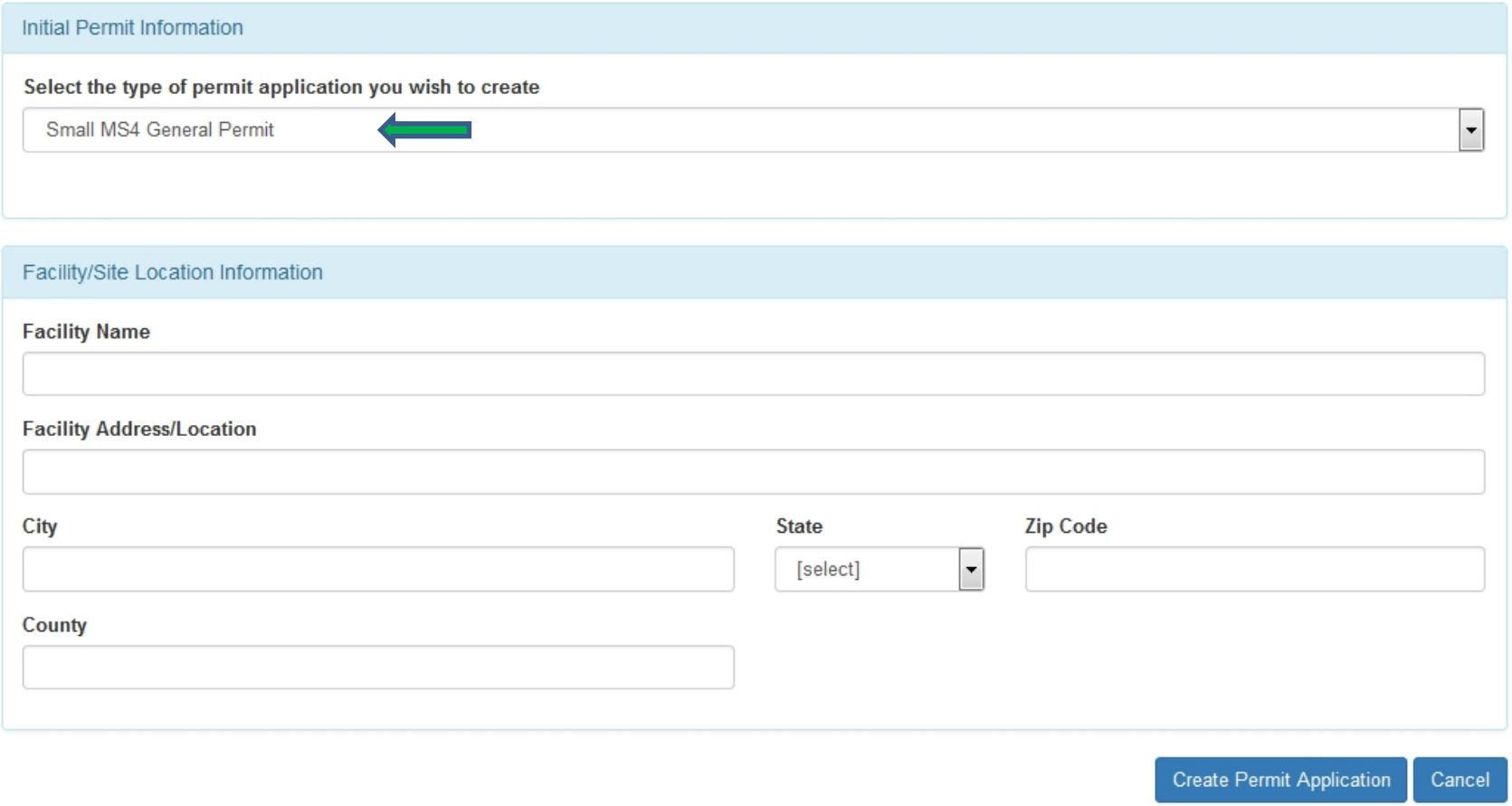


The first time you select this service you will be prompted to activate it – simply click ***Yes***. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications and various reports, and make fee payments using the ePayment Service.

Creating New Permit Applications

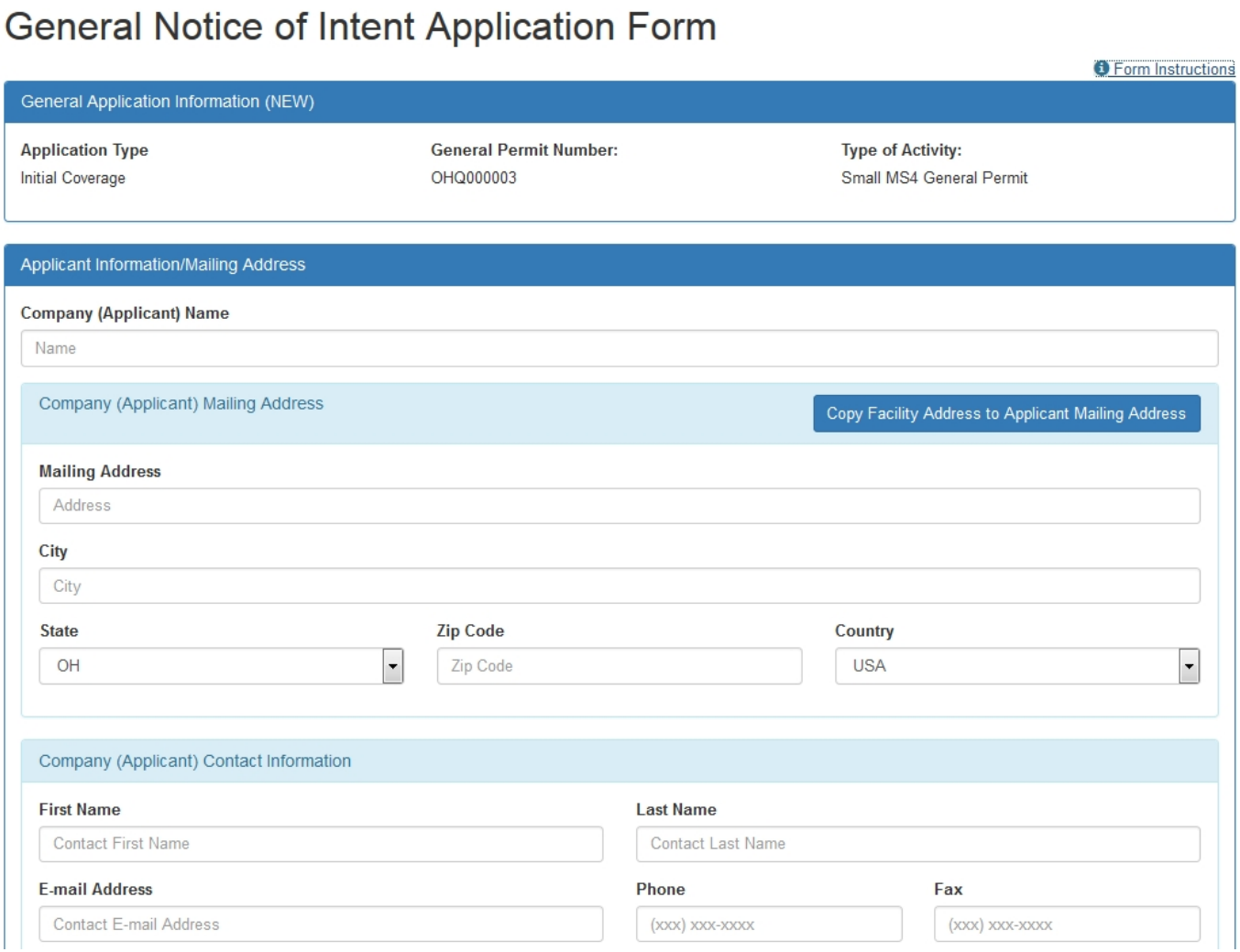


From your personal dashboard, select ***Create New Permit Application***.

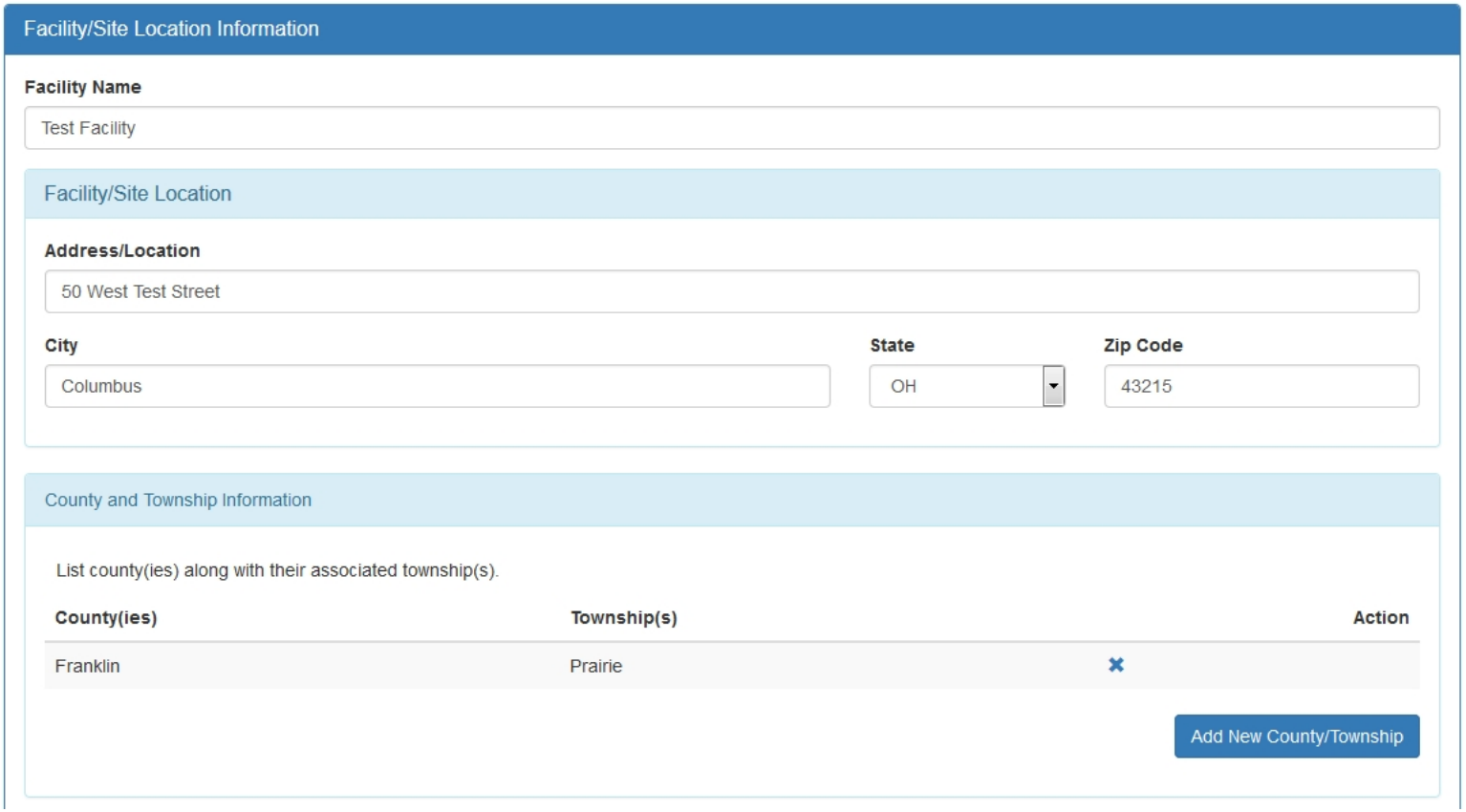


From your dropdown, select ***Small Municipal Separate Storm Sewer Systems General Permit*** from the list. Enter the Facility/Site Location Information and click the ***Create Permit Application*** button to open the application.

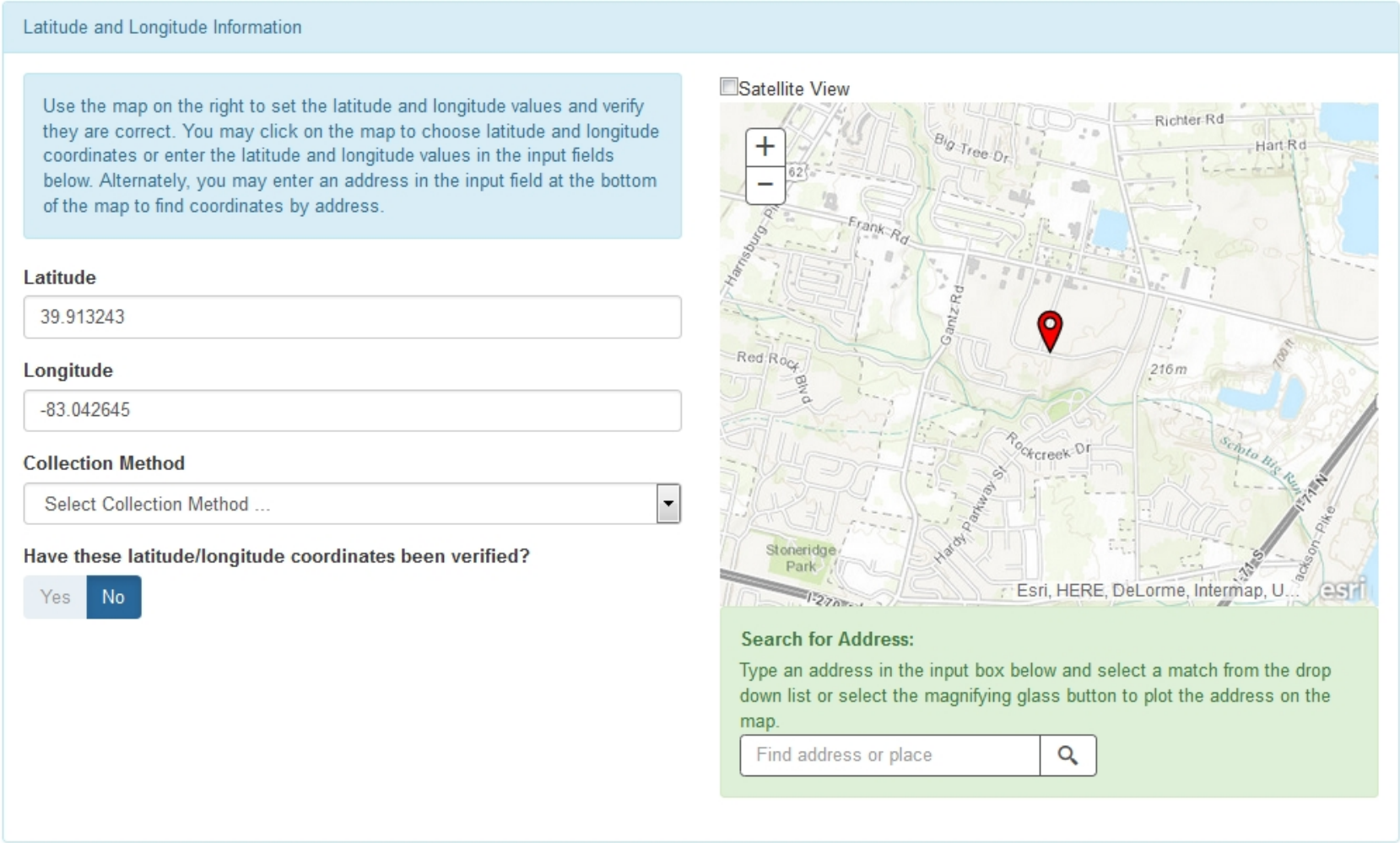
Completing the Application



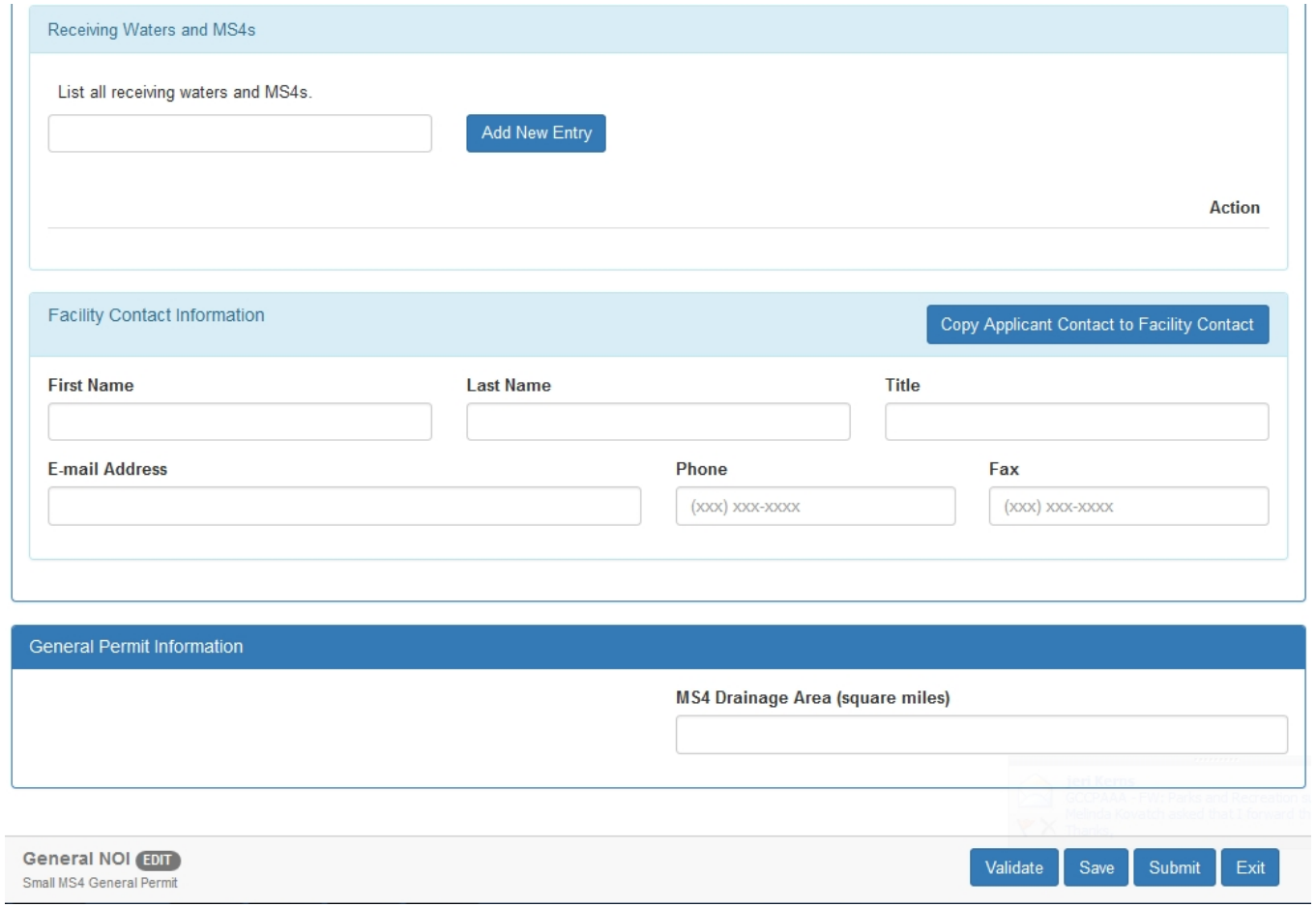
Fill out the ***Applicant Information/Mailing Address*** section. This includes the Company (Applicant) Mailing Address and Contact Info.



Fill out the ***Facility/Site Location Information*** section. These sections may be the same, or different depending on the situation and parties involved. 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.

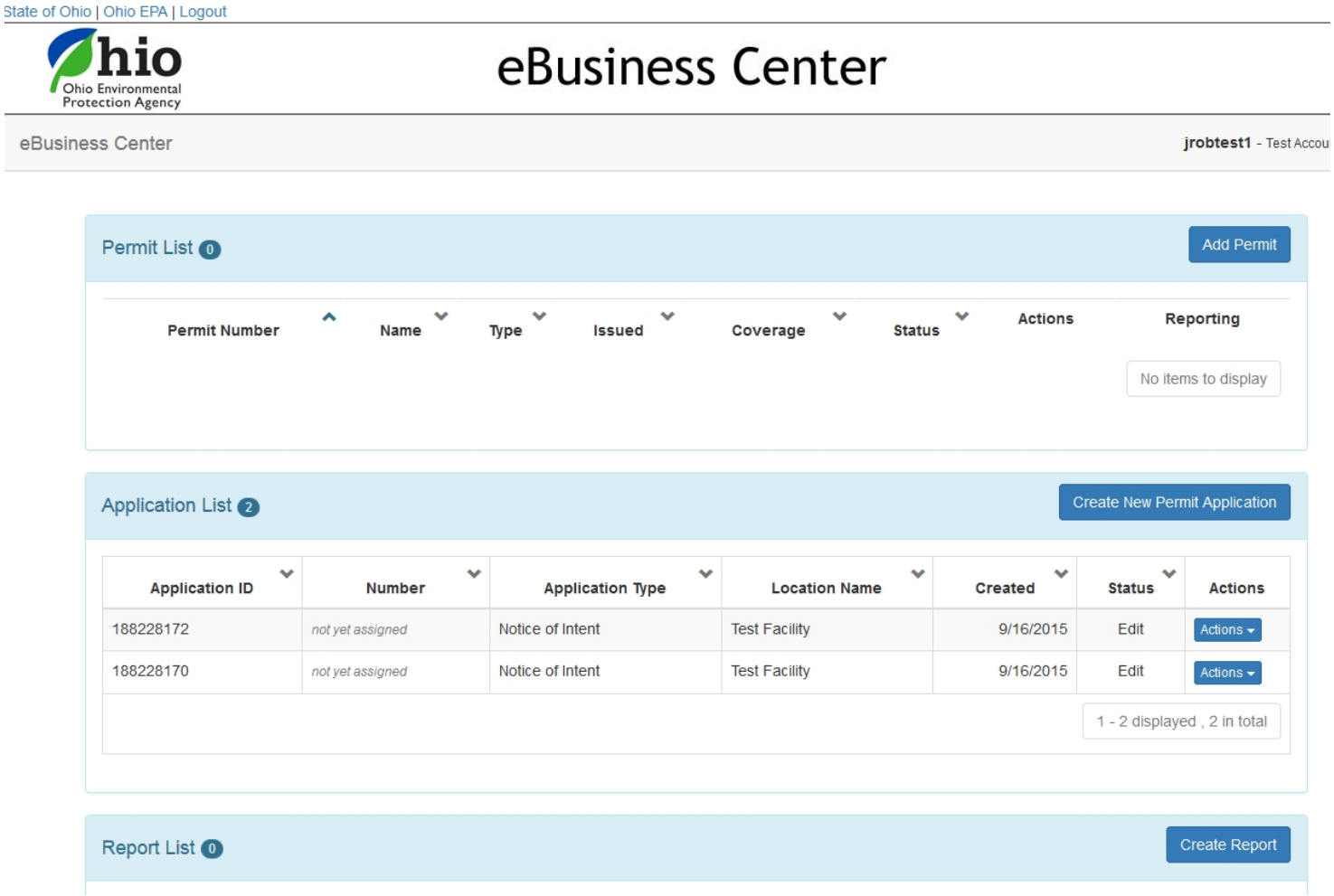


Confirm the coordinates. Utilize the ***Search for Address*** box if necessary.

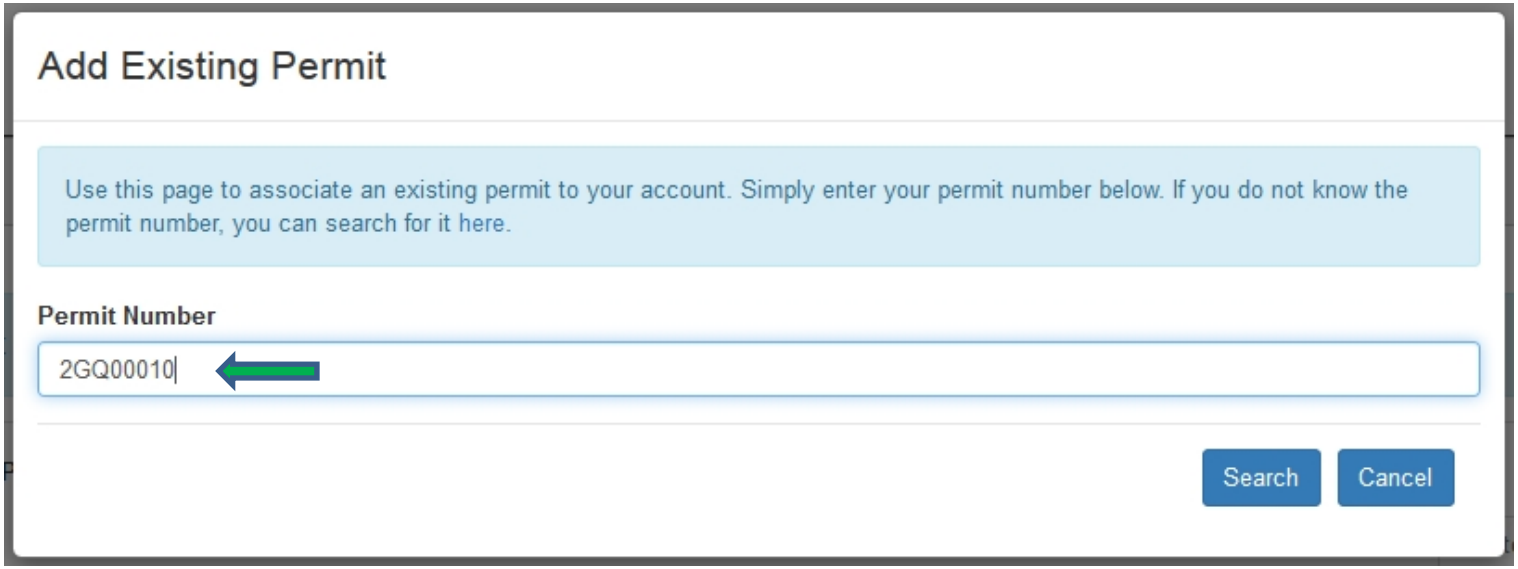


Fill out the Receiving Water, Facility Contact Information, and General Permit Information. You now have the option to click the ***Validate*** button to see if all fields have been filled out correctly, ***Save***, ***Exit***, or click ***Submit*** to submit the application to the agency. A saved application 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.*

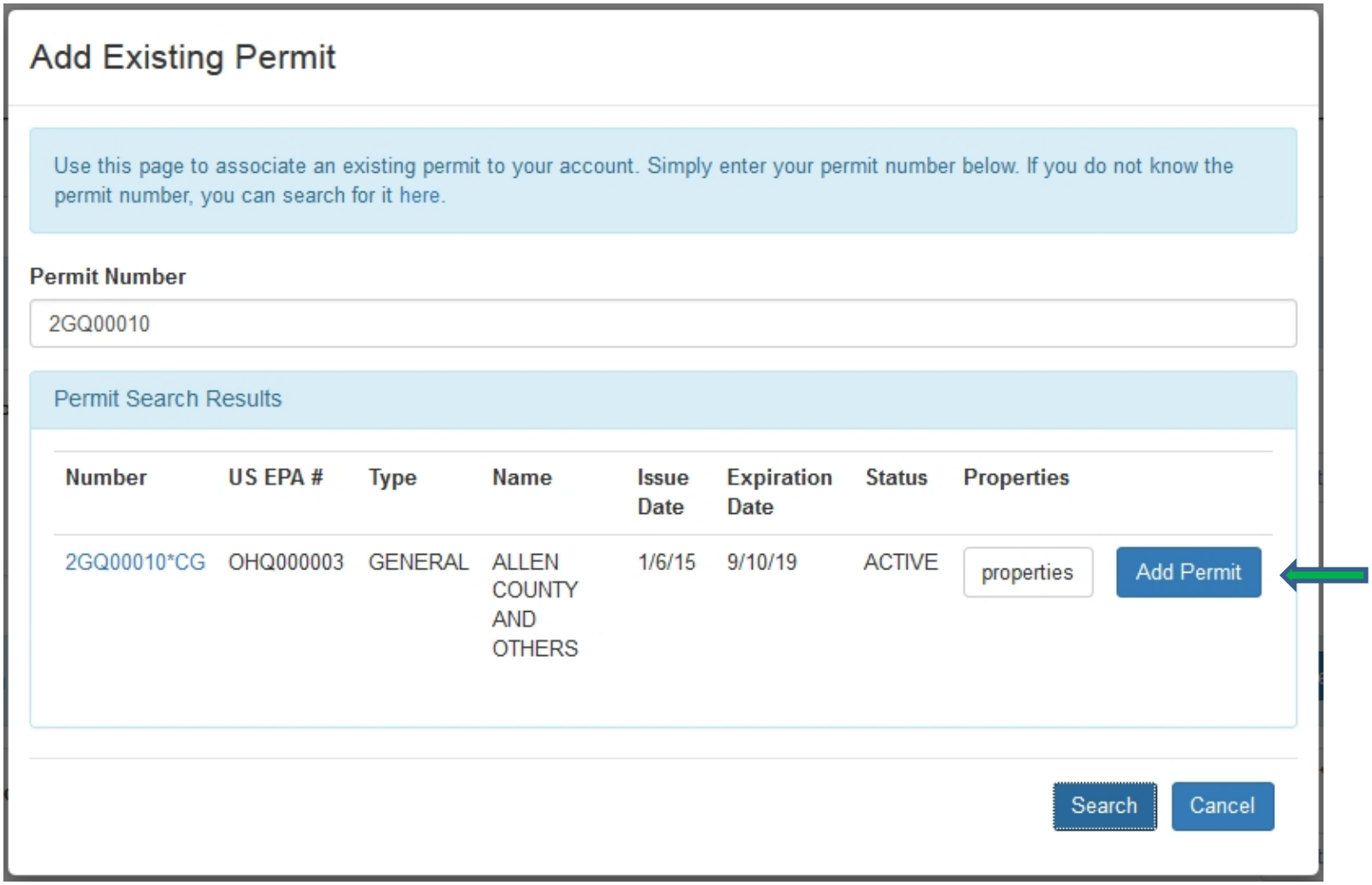
Creating Permit Renewal Applications



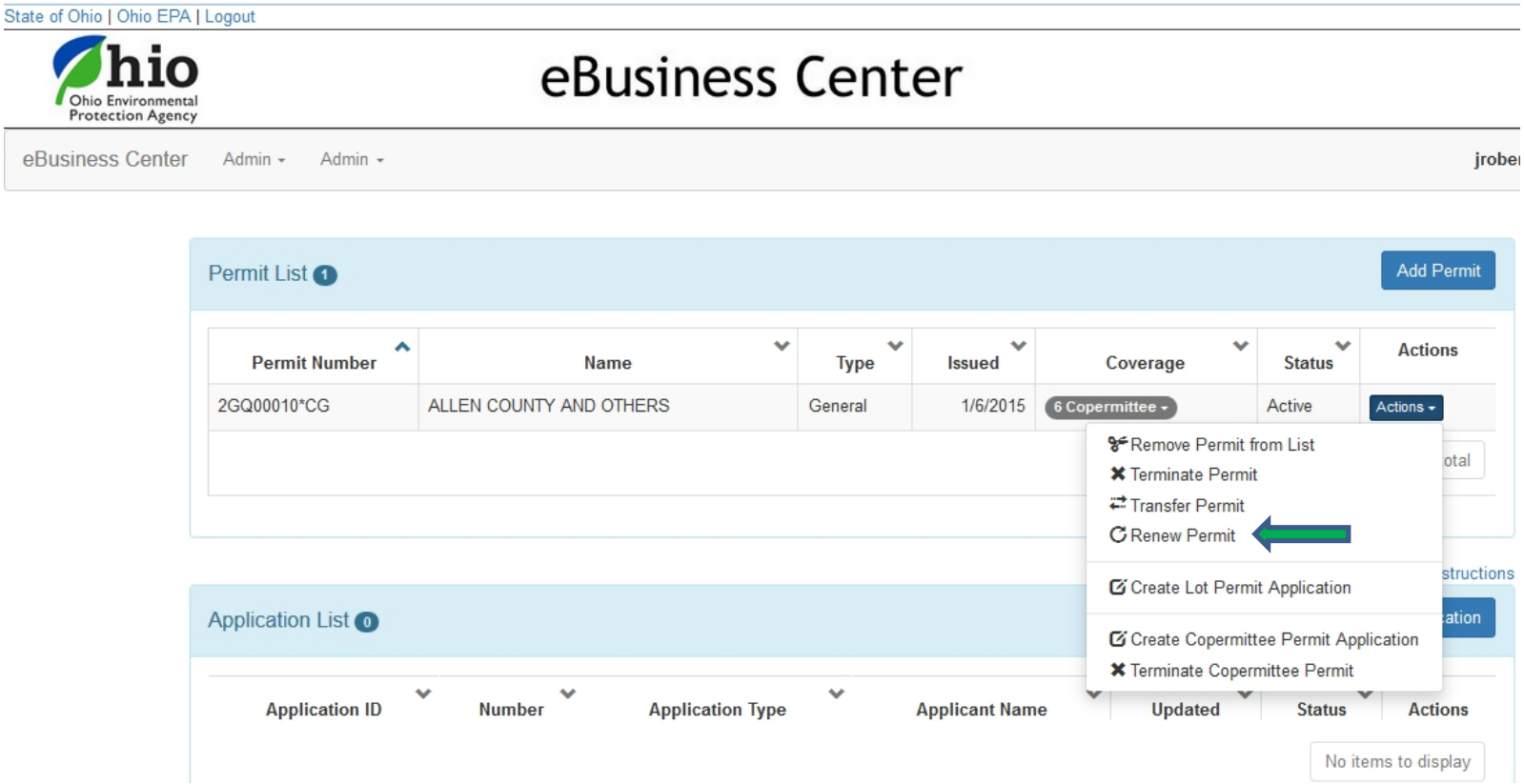
To fill out and submit a Small Municipal Separate Storm Sewer Systems renewal application, first add the permit to your Permit List on your personal dashboard. You can manage all of your permits by adding them to your Permit List.



Click the ***Add Permit*** button, enter your permit number and click ***the Search*** button.



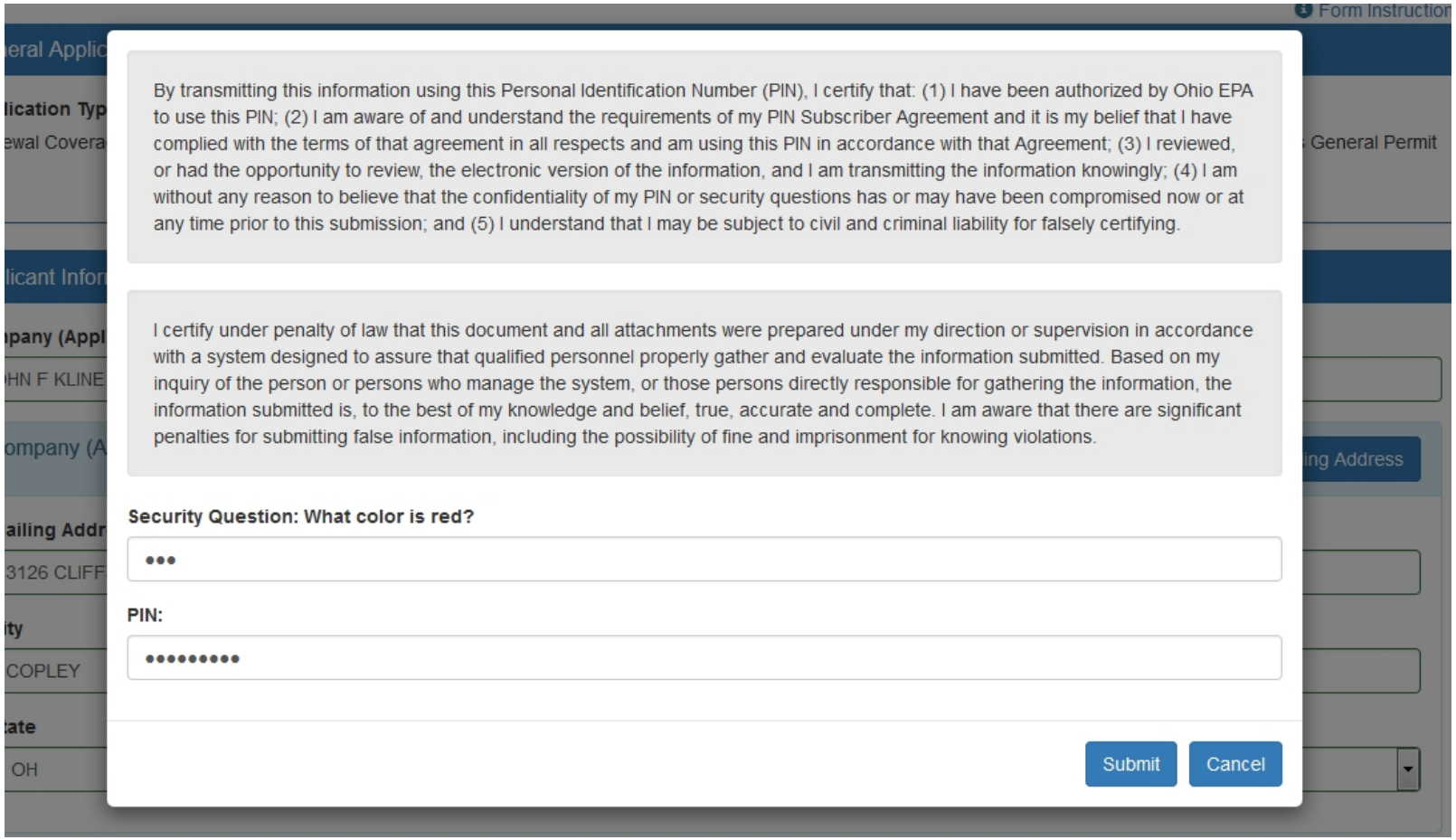
If a valid permit number has been entered the system will find the permit and display it in the Permit Search Results section. Click the ***Add Permit*** button to add the permit to your personal dashboard.



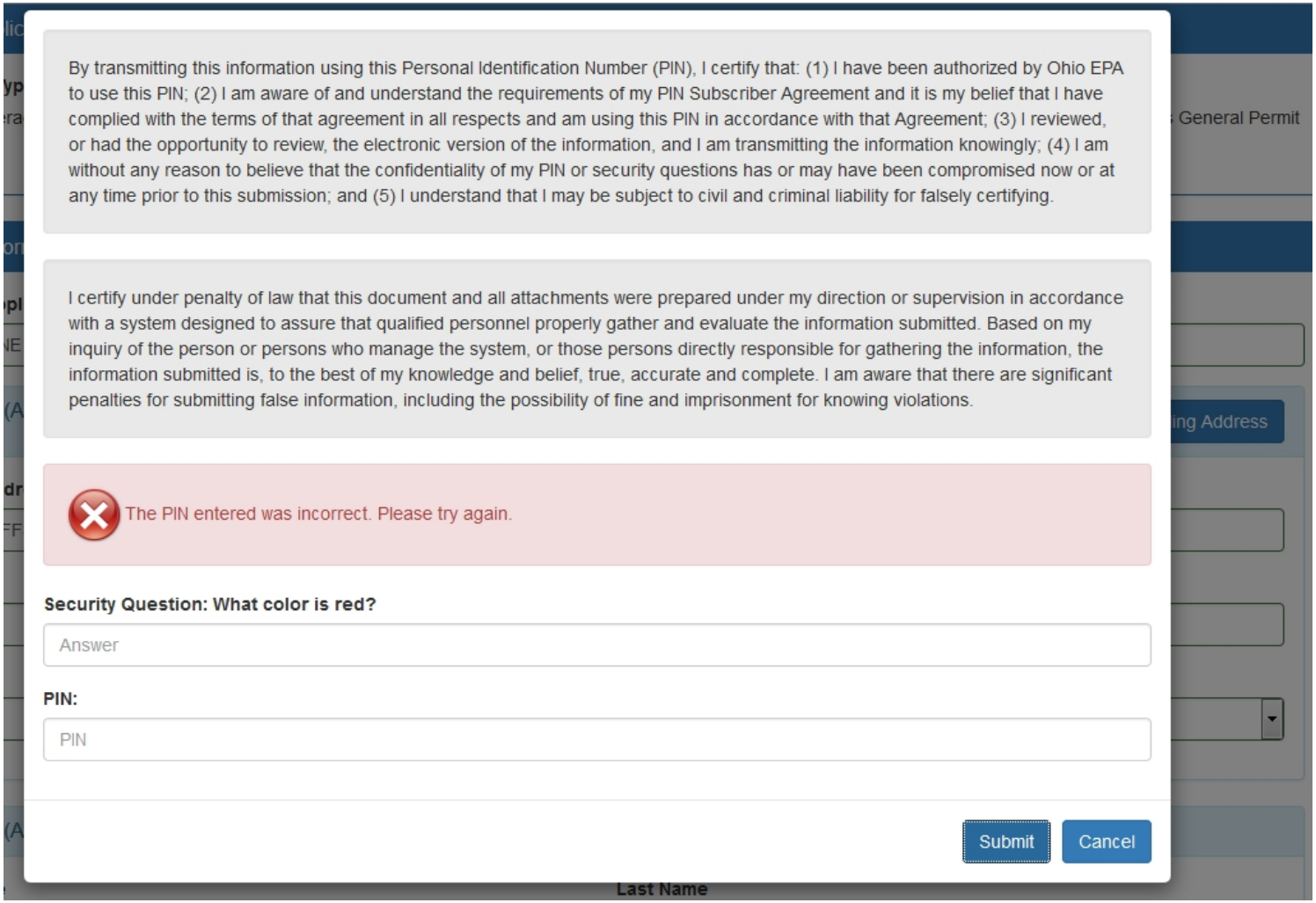
From your personal dashboard, click the Actions dropdown to access management tools which will allow you to ***Remove Permit from your List***, ***Terminate Permit***, ***Transfer Permit***, and ***Renew Permit***. *NOTE: You can also select the* ***Reporting*** *dropdown to access any number of reporting forms 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 Non-Contact Cooling Water 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 system.

Submitting Applications

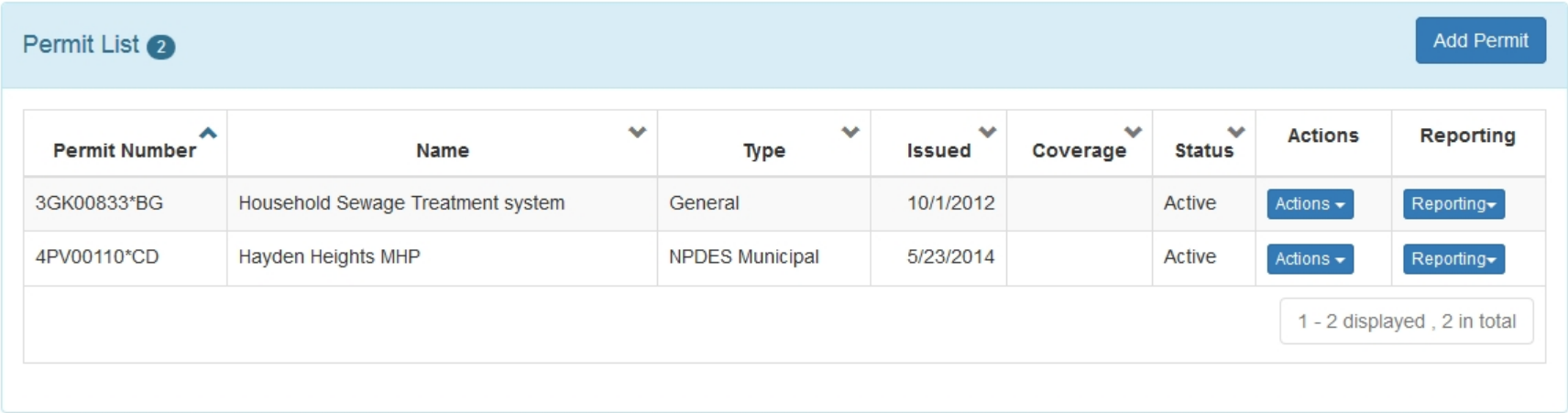


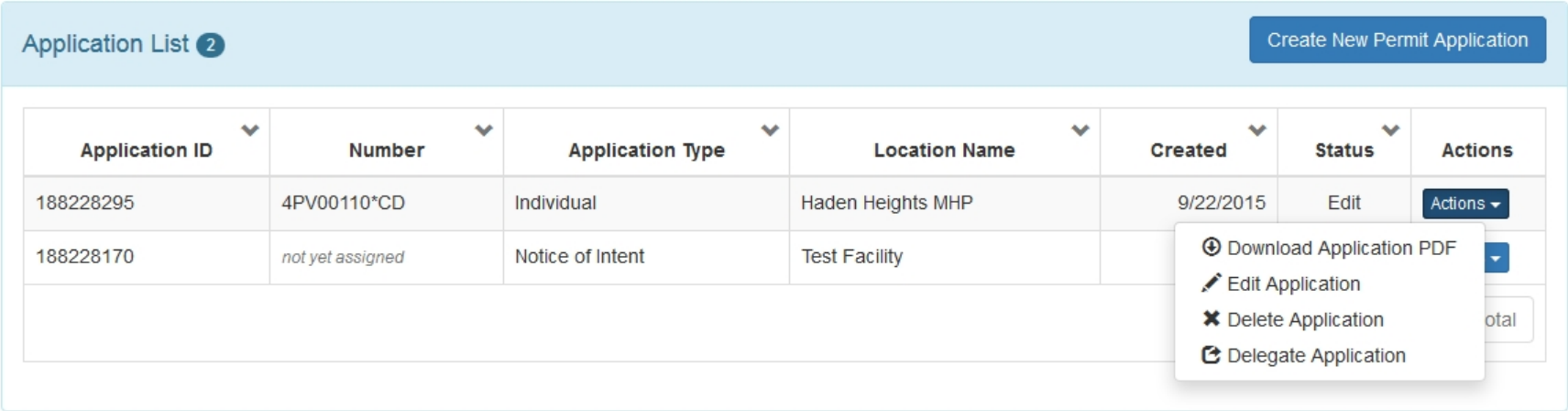
When you click the ***Submit*** button, you will be prompted to answer a security question and enter your PIN (i.e., your personal electronic signature). Enter this information and click the ***Submit*** button.



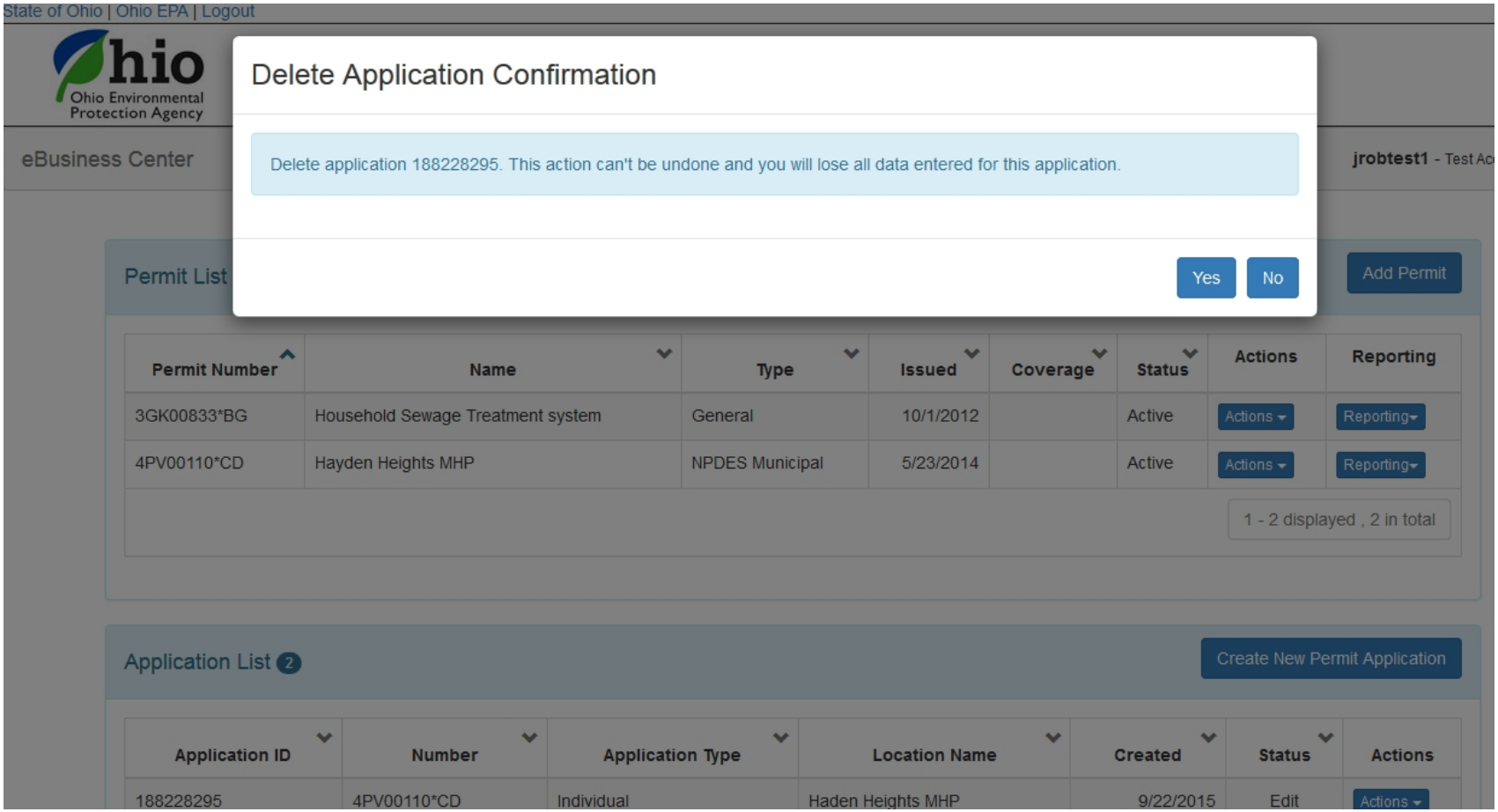
Entering in an incorrect security question answer or PIN will result in a red error message – simply just reenter this information and click the ***Submit*** button again.

Editing, Deleting, and Delegation

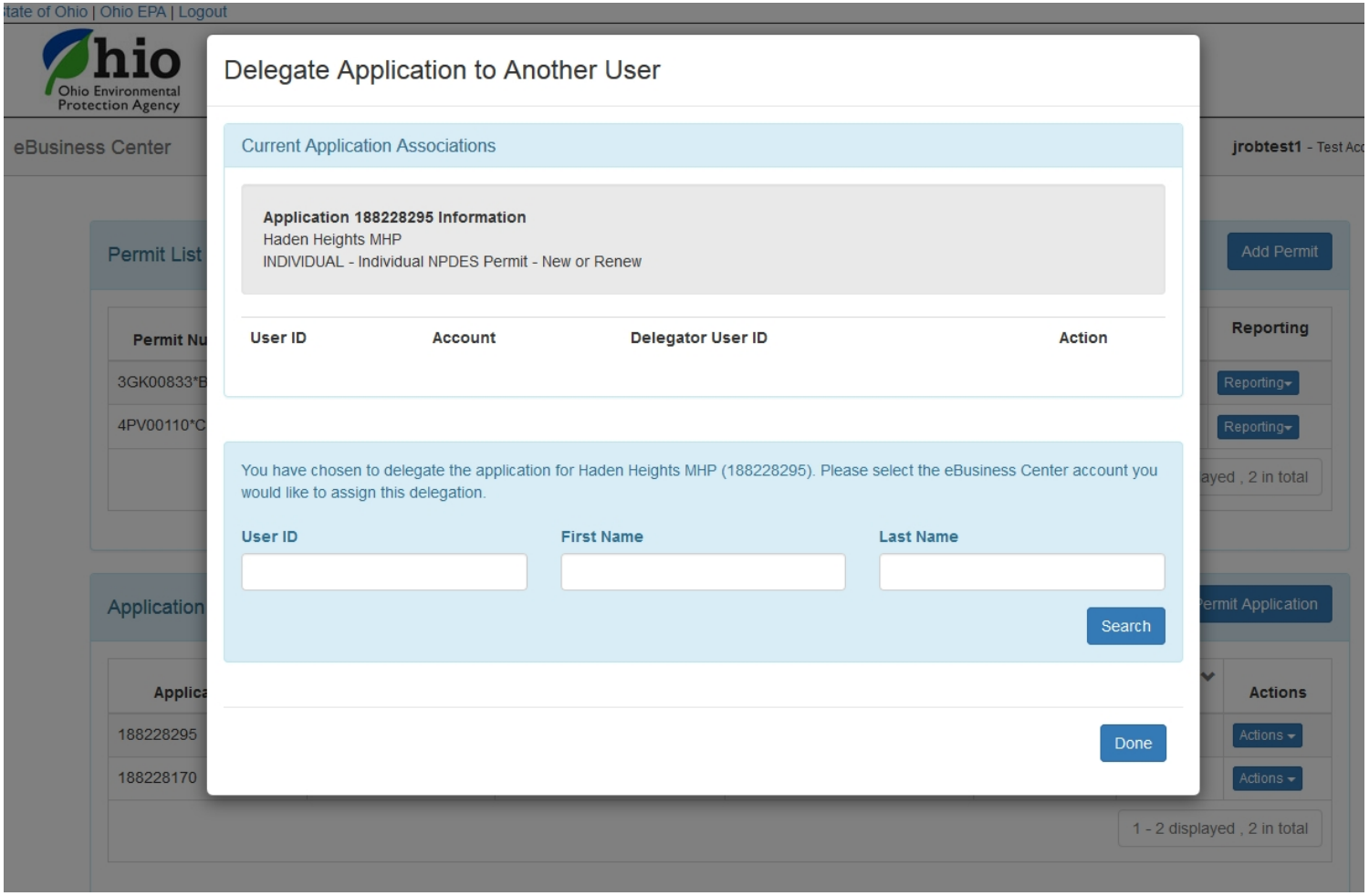




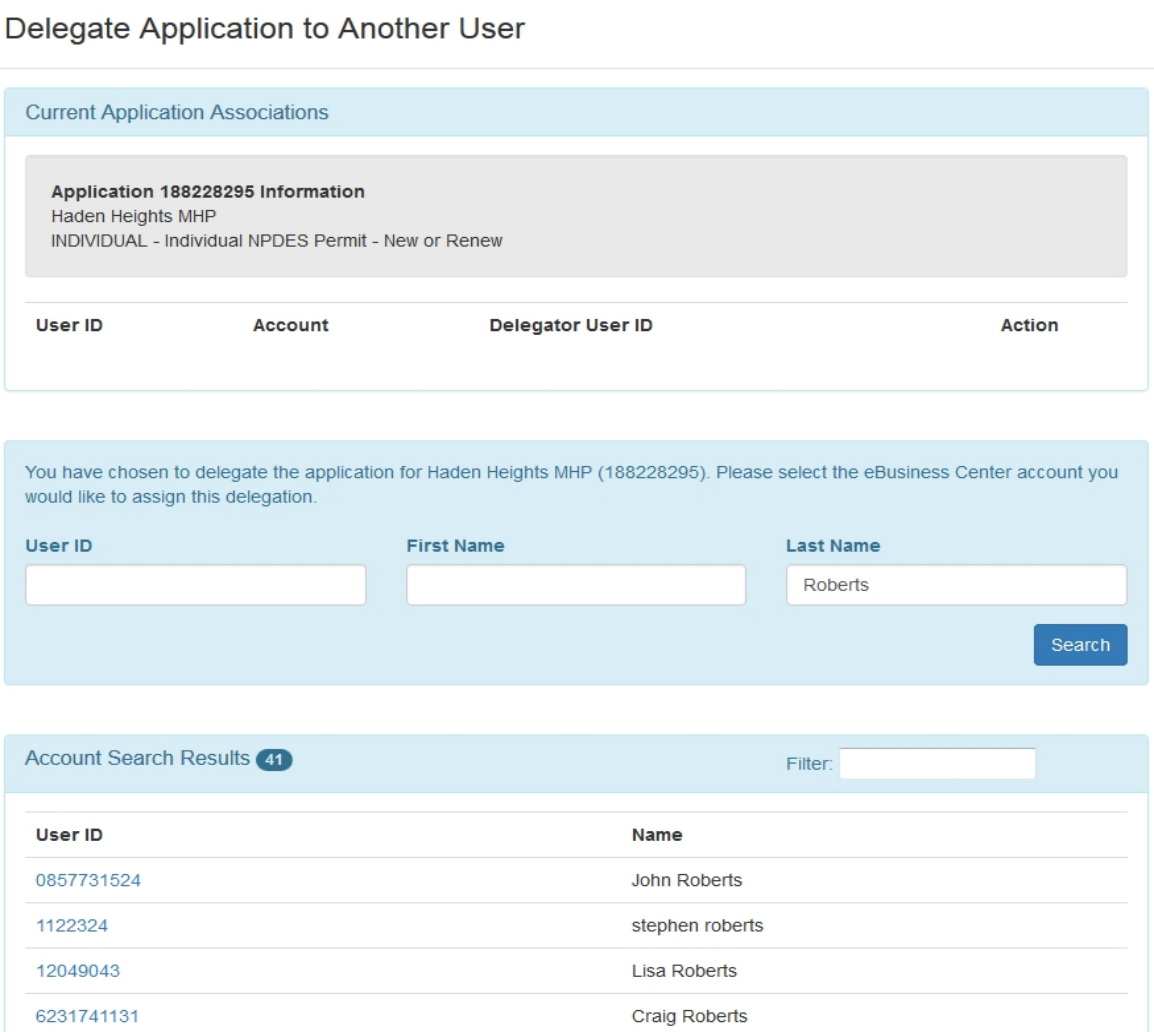
If you saved the application form and chose <u>not</u> to submit it immediately, it will now be housed on the Application List on your personal dashboard where you can now perform the tasks under the ***Actions*** dropdown. You have the ability to ***Download a PDF copy*** of the application, open the 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).



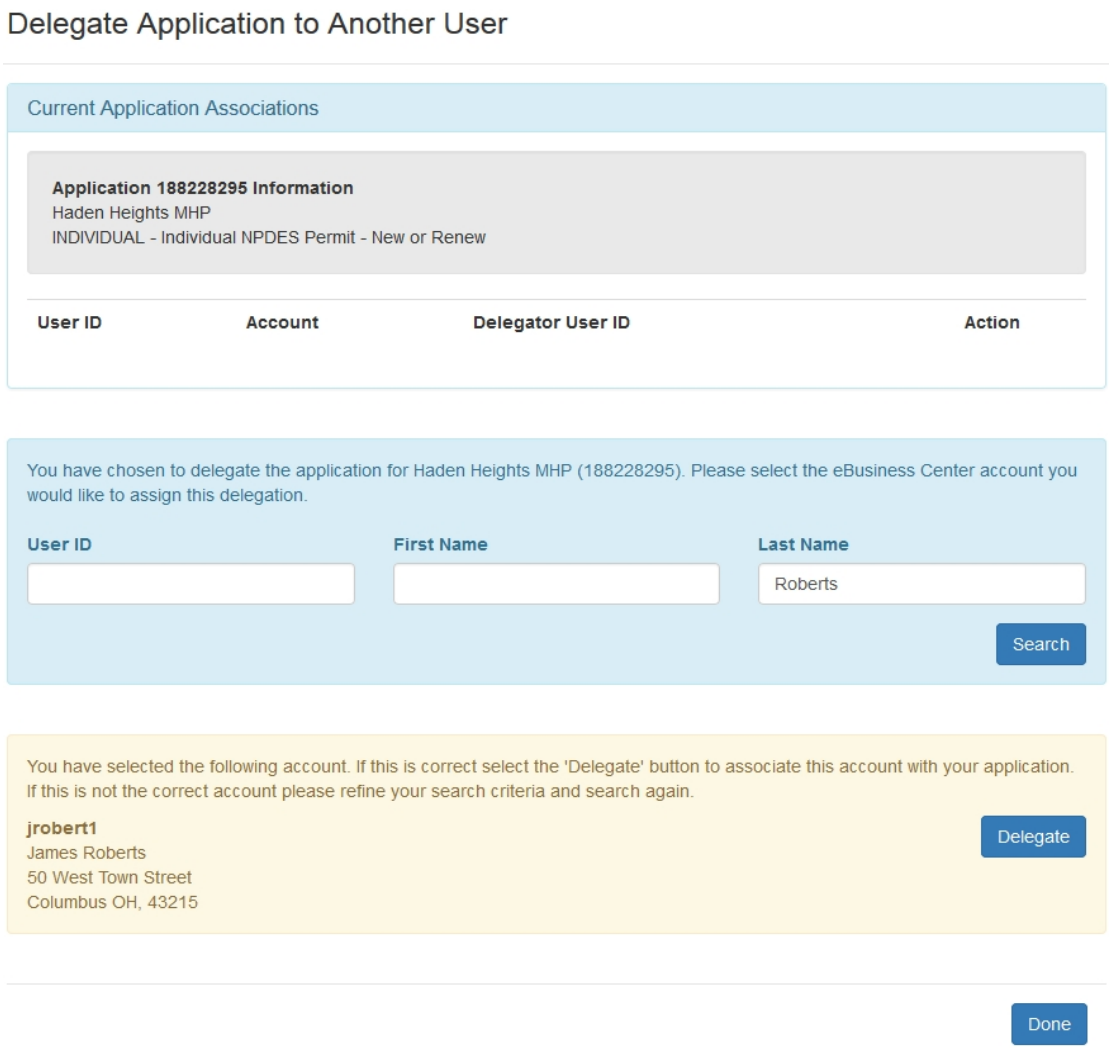
If you decide to delete the application form that you have created, simply click on the ***Actions*** dropdown and select ***Delete Application.*** A confirmation window will prompt you to confirm the deletion of the application. If confirmed, the application will no longer be present on your dashboard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



If you choose to delegate an application form, simply click on the ***Actions*** dropdown and select ***Delegate Application.*** The system will prompt you to search for the account holder that you want to delegate to. If you know their eBusiness Center account User ID, simply type it in and click ***Search***. TIP: Do not fill in all search fields (for example, if you do not know the User ID, simply type in their last name and click ***Search***.)

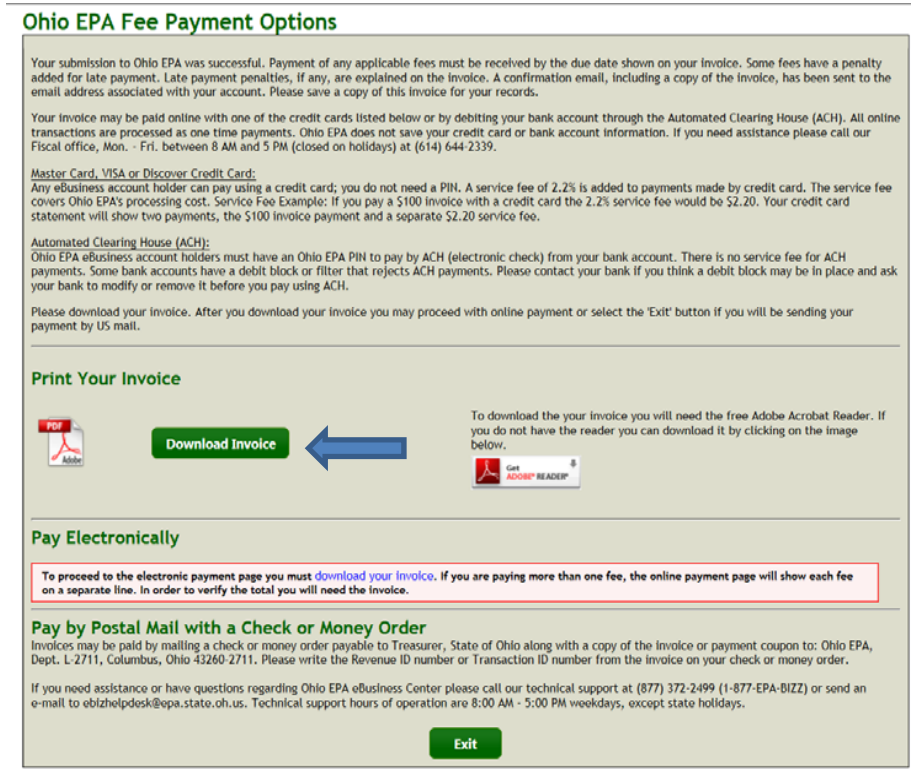


The example above is a search by the Last Name of “Roberts”. The system returns a list of all user names that match, simply click the User ID to the left to delegate access to the application/report that you have created and saved.



A confirmation will be shown of the account holder that you selected, simply click the ***Delegate*** button to complete the delegation. At this point, the account holder you have delegated can log into their personal eBusiness Center account and will have the application/report listed on their dashboard.

ePay – Fee Payment



Ohio EPA Fee Payment Options

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

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

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

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

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

Print Your Invoice

Download Invoice

To download the 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

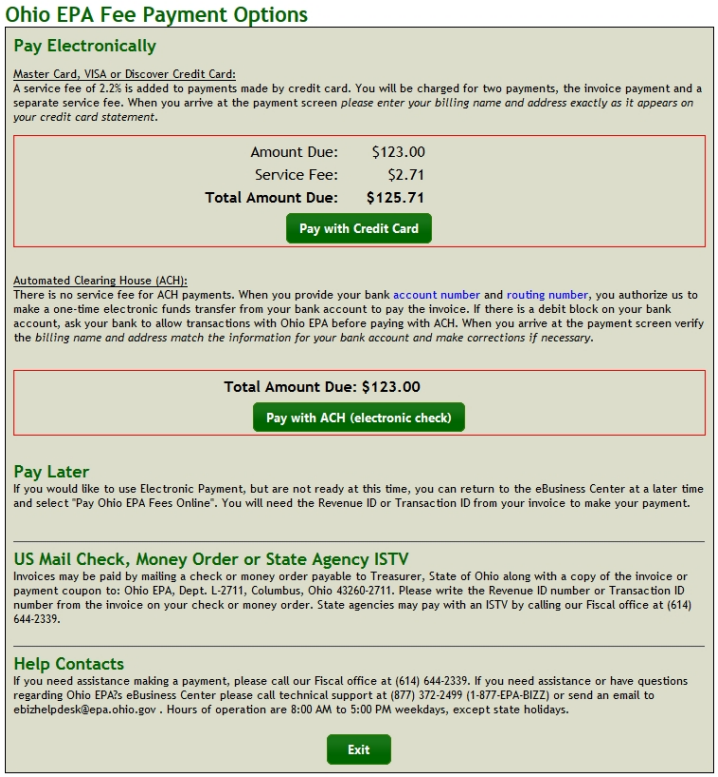
To proceed to the electronic payment page you must download your invoice. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

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

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

Instructions - NOI Application Form for Requesting Coverage Under an Ohio Environmental Protection Agency General Permit

Instructions - Notice of Intent (NOI) Application form
For Requesting Coverage Under An Ohio Environmental Protection Agency General Permit

**** IMPORTANT****
DO NOT COMPLETE THE NOI WITHOUT FIRST READING THESE INSTRUCTIONS.

What is a NOI Application Form?

NOI stands for Notice of Intent. It is a one-page application form to request initial coverage or to renew coverage under a general permit. The applicant must certify their intention to comply with a general permit by submitting a complete NOI. The application shall be submitted to Ohio EPA's Central Office.

Who Must File a NOI Application Form?

Any discharge of water, with certain exceptions for storm water, from a point source must be covered by a permit from Ohio EPA. Federal regulations at 40 CFR 122 and the Ohio Revised Code at section 6111.04 prohibit point source discharges to waters of the state without first obtaining a National Pollutant Discharge Elimination System (NPDES) permit. This includes point source discharges of storm water associated with industrial and construction activity and certain municipal separate storm sewer systems (MS4s).

There are two types of NPDES permits: 1) individual permits and 2) general permits. A facility with a discharge must apply for one of these permits using either this NOI application form (for general permit coverage, assuming a general permit exists for the type of discharge) **OR** Form 1 and the appropriate supplementary forms (for an individual permit, which can be written for any type of discharge). If a facility applies for coverage under a general permit, and if all of the eligibility requirements of the general permit are not met, the facility will be required to submit an application for an individual permit. If a facility is eligible to be covered under the general permit and has additional waste streams that are not covered by the general permit, it is preferred that all discharges be covered by one permit (i.e., the individual permit).

Each applicant must meet the requirements found in the general permits regarding eligibility and applicability. **Do not** submit the NOI application form unless you meet **all** of those requirements.

These instructions may be used for coverage under the following general permits. Please note that these names are shortened versions of the actual names on the general permits.

General Permit Authorization to Discharge:	General Permit Number:
1. Coal Surface Mining Activities	OHM000003
2. Construction Site Storm Water	OHC000004
3. Construction Site SW - Big Darby Cr Watershed	OHCD00002
4. Construction Site SW - Olentangy R Watershed	OHCO00002
5. Geothermal System Discharges	OHO000001
6. Hydrostatic Test Water	OHH000002
7. Marina Storm Water	OHRM00002
8. Non-contact Cooling Water	OHN000004
9. Bulk Fuel Storage Facilities	OHB000002
10. Petroleum-related Corrective Actions	OHU000005

11.	Small MS4	OHQ000003
12.	Small Sanitary Dischargers	OHS000004
13.	Small Sanitary Dischargers (not BADCT)	OHV000003
14.	Temporary Wastewater Discharges	OHT000002
15.	Water Treatment Plants	OHW000003

Where to file NOI Application Form

NOIs must be sent to the following address:

Ohio Environmental Protection Agency
Office of Fiscal Administration
P.O. Box 1049
Columbus, OH 43216-1049

**** IMPORTANT ****

Responses must be typewritten or printed legibly in the spaces provided. NOIs transmitted by FAX will not be accepted. Incomplete NOI application forms, including those submitted without the application fee, will be returned to the applicant for resubmission.

Completing the Form

All responses must be type written or printed legibly in the appropriate areas only. Please place each character slightly above the appropriate line on the NOI application form. If necessary, abbreviate to stay within the space allowed for each item. Use only one space for breaks between words. If the requested information does not apply to your facility, leave it blank. Do not include any symbols or punctuation marks unless otherwise noted in these instructions. Each NOI application form must be accompanied by a check for payment of the proper application fee. **Be sure to read the instructions printed at the top of NOI application form before completing the form.**

I. Applicant Information/Mailing Address

Company Name: Fill in the legal name of the firm, person, public organization, or other entity that operates the facility or site described in this application. The name of the operator may or may not be the same as the facility. The company name is the name of the responsible party that is the legal entity that controls the facility's operation rather than the plant or site manager. For construction activities, the responsible party is the operator (e.g., owner or general contractor).

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

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

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

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

II. Facility/Site Location Information

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

Facility Address/Location: **Do NOT** enter P.O. Box numbers. Do **ONE** of the following:

1. Enter the facility's or site's complete physical address, including number and street, city/township, state, zip code, county, **OR**
2. If the facility lacks a street address, indicate the quarter, sections, county, township, and range (to the nearest quarter section) of the approximate center of the facility. If a site is located in more than one township and/or section, please list all townships/sections. The first listed township/section should be the one that contains the main entrance to the facility. (If there is not adequate space provided on the NOI form, please provide an additional sheet of paper with this information.)

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

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

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

Latitude/Longitude: Construction Activities and **Coal Surface Mining Operations** must provide the latitude and longitude of their site on the NOI form. Your coordinates should be taken from the approximate center of the site. The latitude and longitude must be provided in decimal format (6 decimals) as indicated in the following example (i.e., Latitude: 39.958832, Longitude: -83.001022). These coordinates can be determined through the use of global positioning system (GPS) receivers and web-based tools. An example of a web-based tool to determine your site's latitude and longitude is Google Maps. Here are instructions for Google Maps:

1. Go to http://maps.google.com
2. Zoom the map to the location of your site.
3. Right-click on the map at the approximate center of your site.
4. Select "What's here?" from the context menu.
5. Left-click on the green arrow. The latitude and longitude of your site will be displayed in the box.

IN THE CASE OF CONSTRUCTION ACTIVITY, attach an 8 1/2" x 11" site map to each NOI. The map shall clearly show the location of the project with its perimeter outlined and existing adjacent identifiable roads. The perimeters of the project are the boundaries that ground disturbance will occur within and for which a storm water pollution prevention plan has been developed. Provide the facility contact person and project name on the map.

IN THE CASE OF COAL SURFACE MINING OPERATIONS, attach to NOIs an 8 1/2" x 11" site map [using 7.5 min. United States Geological Survey (USGS) topo map]; the map shall clearly show the affected area and location of treatment ponds with outfalls labeled 001, 002, etc. Also, the map shall indicate whether the ponds are existing or proposed. The map shall be labeled with its USGS topo map name. For proposed ponds at new mine sites, the NOI will serve as a Permit-to-Install application. USGS maps are available from:

1. Map Distribution, US Geological Survey, Building 41, Box 25286, Federal Center, Denver, Colorado 80225;
2. Their website at http://mapping.usgs.gov
3. By calling USGS at 1 (888) ASK-USGS
4. Commercial map dealers, which would be listed in the phone book; or
5. A public library.

Receiving Stream or MS4: If a facility discharges directly to receiving water(s), enter the name of the receiving water. If the initial receiving water(s) does not have a name, then write as "unnamed tributary to" first subsequent water that has a name. It is important that the name of the receiving water body where the discharge directly goes is listed. If a facility discharges to more than one receiving stream, list all receiving streams (if necessary, attach a separate sheet of paper). An MS4 is defined as "a conveyance that is owned or operated by a state, city, town, township, county, district, association, or other public entity that is designed or used for collecting or conveying storm water." If you discharge storm water to an MS4, then enter the name of the operator of the municipal separate storm sewer system (MS4) (e.g. municipality name, county name,...).

III. General Permit Information

General Permit Number: Enter the general permit number for which coverage is being sought (i.e. in the case of renewing coverage, do not use your current general permit number). The first two spaces of the number are "OH". Please refer to the above section entitled "Who Must File a NOI Form?" (front page of these instructions) for a list of general permit names and associated permit numbers or select the permit from the drop-down list on the form if available. Do not enter any number in this space other than the general permit number for which coverage is being sought.

Initial/Renewal Coverage: The NOI form may be submitted to initiate first-time coverage under a general permit or to continue coverage under a renewed general permit. Place an "X" in the appropriate space.

Type of Activity: Enter the title of the general permit for which you are applying for coverage. Please refer to the above section entitled "Who Must File a NOI Form?" for a list of general permits names and numbers or select an activity from the drop-down list on the form if available. Please note the names listed in that section are shortened versions of the actual names on the general permits.

1. Petroleum corrective actions: According to Part I.C.4. of this general permit, the applicant may request a waiver from the "limitations of coverage" if the applicant has an effluent monitoring requirement or limitation in their individual permit that is not in the applicable general permit. In order to request a waiver, enter "WAIVER REQUESTED" after the title of the general permit. Otherwise, as stated under Part I.C.2. of the permits, an applicant is not eligible for general permit coverage.

SIC Code(s): Industrial applicants must list (excluding construction activity storm water discharges), in descending order of significance, up to four 4-digit standard industrial classification (SIC) codes that best describe the principal product or services provided at the facility identified in Section II of this application. For storm water discharges defined in 40 CFR 122.26(b)(14)(i)-(ix) and (xi) that do not have SIC codes that accurately describe the principal products produced or services provided, leave the space blank. SIC code numbers may be found in the "Standard Industrial Classification Manual" prepared by the Executive Office of the President, Office of Management and Budget. This text may be found in a public library or may be ordered from the US Government Printing Office, 200 North High Street, Columbus, Ohio 43215, (614) 469-6955. Another source is the following website provided by the Occupational Health and Safety Administration:
http://www.osha.gov/oshstats/sicser.html

Existing NPDES Permit Number(s): If the facility identified in Section II of this application has ever been issued an individual NPDES permit and/or general permit coverage(s), enter the (facility specific) permit number(s) here. In the case of an individual NPDES permit, give the permit

number (e.g. 3IA00555*AD). In the case where general permit coverage is being renewed, it is *extremely important* to give the individual Ohio EPA general permit identification number assigned in the previous approval for coverage letter received from Ohio EPA. Examples of such numbers are: 0GQ009876 (Small MS4) and 0GN009876 (non-contact cooling water).

ODNR Coal Surface Mining Application Number: For coal surface mining activity general permit applicants only. Enter the Ohio **D**epartment of **N**atural **R**esources coal mining permit application number here. You must obtain this number from ODNR before submitting this application.

Outfall: This item does not apply to construction or small MS4 general permit applicants. List the numbers of the outfalls for which you desire permit coverage. Please enter the outfall numbers as three digits (e.g. 001, 002, etc.). If you have five or more outfalls, please list the additional outfalls on an additional sheet. An outfall is the point source discharge of wastewater leaving your site that will be entering a surface water body and does not enter a sewer system tributary to a publicly-owned sewage treatment plant. An outfall could be a pipe, ditch, channel, or other conveyance leaving your site.

Design Flow: This item does not apply to construction, small MS4, or coal surface mining general permit applicants For the corresponding outfall, please indicate in **m**illion **g**allons per **d**ay (MGD) the average design flow of each outfall or each outfall's treatment system (e.g. 100,000 gallons per day (gpd) = 0.1 million gallons per day (MGD); in this case, enter 0.1 in the space provided). Facilities applying for coverage under the small sanitary general permit shall submit their design flow and an estimated sewage flow rate in gallons per day. The sewage flow rate should be estimated, using OAC 3745-42-05, and entered on the NOI form on the line directly underneath the design flow.

Effluent Table: This item does not apply to construction, small MS4, or coal surface mining general permit applicants. Select the appropriate effluent table for each outfall to be covered under the general permit. For example, applicants seeking coverage under the small sanitary general permit (OHS000003) for a non-lagoon sanitary discharge greater than 5,000 gallons per day to the Ohio River should select Table 002 – Non-lagoons, Ohio R. direct, flow 5,000 gpd or greater. See the list below or select a table from the drop-down list on the form if available.

OHB000002 – Table 001, Type A or Type B facilities	OHS000004 – Table 005, Non-lagoons, not Ohio R., flow 1-1,499 gpd
OHB000002 – Table 002, Type C facilities	OHS000004 – Table 006, Non-lagoons, Ohio R. direct, flow 1-1,499 gpd
OHH000002 – Table 001, Discharge from new/unused pipes & tanks	OHS000004 – Table 001, Continuous Discharge Lagoons
OHH000002 – Table 002, Discharge from used pipes & tanks	OHT000002 – Table 001
OHK000002 – Table A.1, Non-lake Erie dischargers	OHU000005 – Table 001, Low to medium hardness watersheds
OHK000002 – Table A.2, Lake Erie direct dischargers	OHU000005 – Table 002, Medium to high hardness watersheds
OHN000004 – Table 001, Flow 1-9,999 gpd	OHV000003 – Table 001
OHN000004 – Table 002, Flow 10,000 – 99,999 gpd	OHW000003 – Table 001, Plain Purification, Ohio R.
OHN000004 – Table 003, Flow 100,000 gpd or more	OHW000003 – Table 002, Plain Purification, non-Ohio R., low flow stream
OHO000001 – Table 001	OHW000003 – Table 003, Plain Purification, non-Ohio R., high flow
OHS000004 – Table 001, Non-lagoons, not Ohio R., flow 5,000 gpd or more	OHW000003 – Table 004, Lime-soda, low flow stream
OHS000004 – Table 002, Non-lagoons, Ohio R. direct, flow 5,000 gpd or more	OHW000003 – Table 005, Lime-soda, high flow stream
OHS000004 – Table 003, Non-lagoons, not Ohio R., flow 1,500-4,999 gpd	OHW000003 – Table 006, Iron & Manganese, low flow stream
OHS000004 – Table 004, Non-lagoons, Ohio R. direct, flow 1,500-4,999 gpd	OHW000003 – Table 007, Iron & Manganese, high flow stream

Latitude/Longitude: This item does not apply to construction or small MS4 general permit applicants. Please indicate the latitude and longitude of the point of discharge (outfall). Provide coordinates as: degrees minutes seconds using 2 digits in each space; e.g. latitude 40 15 35, longitude 80 41 22; do not use symbols. You can follow the instructions provided above (see "Section II. Facility/Site Location Information, Latitude/Longitude on p. 3 of these instructions) to determine your outfall's coordinates.

Other DSW Permits Required: Identify other Division of Surface Water (DSW) permits that are either pending with DSW or for which you are aware that you need to apply for the facility/site identified on the NOI. This is of particular importance for construction storm water sites. For each type of permit (PTI, 401 Water Quality Certification, Isolated Wetland, Arm y Corps Nationwide, and Individual NPDES) indicate whether it's not applicable ("no") or applicable ("yes - approved", "yes - pending", "yes - yet to apply").

Project Start/Completion Dates: For construction activity and coal surface mining applicants, enter the project approximate start date and estimated completion date for the entire development plan or for final bond release. Provide dates as: month day year using two digits in each space (e.g. September 28, 1994 = 09 28 94); do not use symbols or letters. Applicants for coverage under the small sanitary discharge general permit should include the date that the facility commenced discharging in the space entitled "Project Start Date."

Total Land Disturbance (Acres): For construction activity and coal surface mining applicants only, provide an estimate of the total number of acres of land that will be disturbed during the life of the project. In the case of construction activity, the total area disturbed is to be addressed by the storm water pollution prevention plan which is to have been developed by the time the NOI is submitted to Ohio EPA. Disturbed land is land in which vegetation has been cleared and soils are exposed to storm water.

MS4 Drainage Area (square miles): For MS4 general permit applicants only, provide, in square miles, the area served by the MS4. This information will be used to determine an MS4 operator's annual discharge fee (which will be due annually starting January 30, 2004). The fee is $100 per square mile of MS4 permitted with a maximum fee of $10,000 [per Ohio Revised Code 3745.11(L)(6)]. Ohio will send an annual notification regarding an MS4's specific fee prior to it being due.

IV. Payment Information

A check made payable to "Treasurer, State of Ohio" must accompany all NOI applications. The check number, check amount, and check date must be on the NOI to ensure complete processing. Provide dates as: month day year using two digits in each space (e.g. September 28, 1994 = 09 28 94); do not use symbols. For the appropriate NOI application fee, see Attachment B below.

Certification

Type or print the name and title of the person who will sign the form. Next, sign and date the form. Federal and State statutes provide for severe penalties for submitting false information on this application form. In the case of co-permittees, attach a separate sheet of paper re-stating then NOI certification statement and each co-permittee is to provide the individual's name, title, name of the entity represented, signature, and date. Federal regulations require this application to be signed as follows:

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

application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures.

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

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

For facilities applying for coverage under the Small Sanitary General permit attach, on a separate sheet of paper, a list of the parameters and limits included in the existing individual NPDES permit. Also, indicate the type of treatment used at the facility (extended aeration, lagoon (controlled or continuous discharge) etc.) and whether or not the facility has a requirement to be under the supervision of a certified operator.

Facilities applying for coverage under either small MS4 general permit are required to submit the original NOI and a copy of their storm water management program (SWMP) to Ohio EPA's Central Office, Office of Fiscal Administration, P.O. Box 1049, Columbus, Ohio 43216- 1049 and a copy of the NOI and SWMP to the Ohio EPA at the appropriate district office, DSW - Storm Water (see page 8 for the appropriate district office and mailing address).

Operators applying for coverage under the Construction Activity Located within the Big Darby Creek Watershed general permit (OHCD00002) or Construction Activity Located within Portions of the Olentangy River Watershed general permit (OHCO00002) are required to include a copy of their storm water pollution prevention plan (SWPPP) with NOI submittal for approval at least 45 days prior to the commencement of construction activity.

Attachment A

CDO **Central District Office**
50 West Town Street, Suite 700
Columbus, Ohio 43215
(614) 728-3778

SEDO **Southeast District Office**
2195 Front Street
Logan, Ohio 43138
(740) 385-8501

NEDO **Northeast District Office**
2110 East Aurora Road
Twinsburg, Ohio 44087
(330) 963-1200

SWDO **Southwest District Office**
401 East Fifth Street
Dayton, Ohio 45402
(937) 285-6357

NWDO **Northwest District Office** 347
North Dunbridge Road
Bowling Green, Ohio 43402
(419) 352-8461

Attachment B

As of July 1, 2001, the industrial storm water NOI fee is $350. All construction storm water NOI fee is $200 plus $20 per whole disturbed acre (do not round-up) above 5 whole acres, with a maximum disturbed acreage fee of $300. Under this fee schedule, site with twenty or more disturbed acres would pay the maximum fee of $500. These fees can be found in paragraph (S)(1) of Ohio Revised Code (ORC) Section 3745.11.

GENERAL PERMIT NOI FEES

Industrial Storm Water NOI **Total Fee Due = $350.00**

Marina Storm Water **Total Fee Due = $350.00**

All Construction Storm Water NOI Fees

Disturbed Acreage	Base Fee	Additional Acreage Fee	Total Fee Due	
1 - 5.99 acres	$200	$0	$200	
6 - 6.99 acres	200	20	220	
7 - 7.99 acres	200	40	240	
8 - 8.99 acres	200	60	260	
9 - 9.99 acres	200	80	280	
10 - 10.99 acres	200	100	300	
11 - 11.99 acres	200	120	320	
12 - 12.99 acres	200	140	340	
13 - 13.99 acres	200	160	360	
14 - 14.99 acres	200	180	380	
15 - 15.99 acres	200	200	400	
16 - 16.99 acres	200	220	420	
17 - 17.99 acres	200	240	440	
18 - 18.99 acres	200	260	460	
19 - 19.99 acres	200	280	480	
20 acres and up	200	300	500	**MAXIMUM FEE**

All other NOIs **Total Fee Due = $200.00**