

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

**Transfer of Ownership
Application Form**

May 5, 2016



Ohio EPA, Division of Surface Water
50 West Town Street, Suite 700
Columbus, Ohio 43215
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Transfer of Ownership – Electronic Application Overview

The STREAMS service provides the capability to electronically submit the Transfer of Ownership 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). Transfer of Ownership 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 Transfer of Ownership application form has been graphically displayed below.

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Submittal of the Application for Transfer Form

Complete the Notice of Transfer form through the eBusiness Center. The form cannot be submitted online due to the multiple signature requirement. Please print the completed general permit transfer application form that is created in the eBusiness Center and send it with the original signatures of the previous and new owners or those responsible for the permit. Send to the following address:

Ohio EPA, Division of Surface Water Attn: DSW Permits Processing
50 West Town Street, Suite 700
P.O. Box 1049
Columbus, Ohio 43216-1049

A letter will be sent to the transferee and a copy of the letter will be sent to the transferor after the application is reviewed.

For more information, contact Ohio EPA, Division of Surface Water at 614-644-2001.

Service Activation

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eBusiness Home My Account ▾

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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.

Adding Permits to the Dashboard

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eBusiness Center Admin ▾

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Permit List 0 Add Permit

You do not have any permits associated with your account. If you have a permit and know the permit number please click the 'Add Permit' button above and enter your permit number. Once your permit has been added you can perform actions on that permit from the 'Actions' menu. For a detailed explanation click the 'Form Instructions' below.

Form Instructions

Application List 0 Create New Permit Application

Application ID ▾	Number ▾	Application Type ▾	Applicant Name ▾	Updated ▾	Status ▾	Actions
No items to display						

Report List 0 Create Report

Report ID ▾	Report Type ▾	Location Name ▾	Permit Number ▾	Updated ▾	Status ▾	Actions
<input type="text"/>						

To fill out and submit a Transfer of Ownership 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.*

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Permit List

Permit

Application List ²

Create New Permit Application

Application ID Number Application Type Location Name Created Status Actions

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Add Permit

Reporting

Items to display

Add Existing Permit

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

Permit Number

3GK00833

Search Cancel

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

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Add Existing Permit

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

Permit Number

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	<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.

Creating Application Forms

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Permit List 1 Add Permit

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

Remove Permit from List
Terminate Permit
Transfer Permit ←
Renew Permit

- 1 displayed , 1 in total

Application List 2 Create New Permit Application

From your personal dashboard, click the **Actions** dropdown to access management tools which will allow you to **Remove Permit from your List**, **Terminate Permit**, **Transfer Permit**, and **Renew Permit**. Click **Transfer Permit** to open the Transfer of Ownership 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.*



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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 Transfer of Ownership 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.

Completing the Application

Permit Transfer Application Form

[Form Instructions](#)

General Permit Information 188231001		
Type of Permit GENERAL	Existing NPDES Permit Number 0GR00073*EG	
General Permit Number: OHR000005	Type of Activity: Industrial Stormwater General Permit	
Facility Name CENTRIA		
Facility Address/Location 530 North 2nd Street		
City Cambridge	State OH	Zip Code 43725

The first section labeled **General Permit Information** has been prepopulated with information contained in the Agency permit database. This information cannot be updated.

Existing Permit Holder Information (Transferor)

Initial Permittee Name
CENTRIA

Existing Permit Holder Contact Person Information:

First Name Tye	Last Name Long	Title
Phone (740) 435-2226	E-mail Address 	

What will the mailing address of the existing permit holder be after the transfer?

Address
530 North 2nd Street

City
Cambridge

State OH	Zip Code 43725	Country USA
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The *Existing Permit Holder Contact Person information* and *Mailing Address Information* section is prepopulated from the Agency permit database but can be updated to reflect changes.

Proposed Permit Holder Information (Transferee)

What will the new facility mailing address be for the facility AFTER the transfer has been completed?

New Facility Name

New Permittee Name

New Facility Mailing Address:

same as existing permit holder mailing address

New Permit Holder Contact Person Information:

First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Phone

What address would you like to use for all permit related correspondences?

same as new facility mailing address

Please list the name and mailing address for the new facility operator.

First Name	Last Name	Title
<input type="text"/>	<input type="text"/>	<input type="text"/>

Address

Enter in the **Proposed Permit Holder Information** above. Click the **Same As** buttons if the same information can be entered into each section's field to save data entry time.

Old permittee coverage ending date



New permittee coverage commencement date



Agreement date



Application Authorization
 Pursuant to OAC 3745-33-03(F), list the individual authorized to sign applications and transfer agreements: Must be the principal executive officer, vice president or higher for a corporation; a general partner of a partnership; the proprietor of a proprietorship; principal executive officer, ranking elected official or duly authorized employee of a public entity

Report Authorization
 Pursuant to 40 CFR Part 122.22(b), list the individual or position identified in this space is duly authorized by the individual named in [item 33] to sign all reports required by permit and other information that may be required by the Director.

Modifications
 Describe any material modifications to production or facilities, subsequent to the transfer, which may alter the volume or characteristics of this discharge (including change of SIC codes).

Transfer Application EDIT

Industrial Stormwater General Permit

Validate
Save
Submit
Exit

Enter the **Coverage Ending Date**, **Commencement Date**, and **Agreement Date** and type in responses to the **Application Authorization**, **Report Authorization**, and **Modifications sections**. You can now click the **Validate** button to check for entry errors or missing fields – they will be highlighted in **Red**, or click **Save** and **Exit**. Please print the form and mail it to the address provided on Page 3 of this document

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

When you save the application form 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 to print. (not submit as the Transfer form can only be submitted by hard copy due to the multiple signature requirement).

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

1 - 2 displayed , 2 in total

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.

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