PWS LTO Pre-Application Instructions

The Division of Drinking and Ground Waters’ (DDAGW) has developed an online application for a public water system owner or administrative contact to update water system information. The application allows the user to update the phone numbers, email address and mailing address for owner, administrative, and financial contacts. In addition, the user can also update the water system populations, service connections and seasonal period if they are closed partially during the year. It also allows the user to generate a “PWS Operator of Record (ORC) Notification Form” that you can print off for signatures and hard copy submittal to DDAGW’s Operations Section.

The application should be accessed and water system information verified or updated by November of each year so accurate information can be used to generate the water system’s License to Operate (LTO) invoice. And to ensure the invoice is mailed to the correct location. The application will provide a preliminary projection of what the expected LTO fee will be for the water system.

The application will contain the certification statement for fulfilling the Asset Management and Contingency Plan requirements.

To access the application use the link listed here to the agency’s Customer Support Center Ohio EPA Customer Support Center. Applicants have been sent a login id associated to their water system(s). Your first step will be to re-set the password for your account. Once you have set your password and logged into the application, a list of your water system(s) will be displayed. Each PWS has a link to revise the water system information.

In order to complete the PWS inventory application the following information is required:

1. Population served
2. Service connections and the annual operating period (if not open year-round)
3. Contact information for the owner, financial contact and the administrative contact.
   a. Name
   b. Address
   c. Phone numbers
   d. Email
4. Certified operators for each classified facility (Treatment Plant and Distribution).
   a. Name
   b. Certification number and expiration date

The completed application will generate a form indicating any changes you have made; a certified operator change form for each classified facility and the preliminary LTO fee amount for the water system.
The following are detailed steps for accessing and using the PWS Inventory Application.

In order to access the PWS Inventory application, you will follow this link to the agency’s Customer Support Center [Ohio EPA Customer Support Center](#). If you have an existing account, you will log in using your username and password. If this is your first time accessing the customer support center, you will need to re-set your password. Select the forgot your username or password link below the login fields.
Account usernames were sent to each administrative or owner contact for the public water system. If you did not receive a notification, please contact Brian Tarver at brian.tarver@epa.ohio.gov or by phone at (614) 728-1740. Enter your email address into the username field and select Reset my Password. You will receive an email containing a link to reset your password.
Support Account Password Assistance

You recently requested to reset your password. If you receive an expired session message, please copy and paste the entire link into your browser. Some email clients remove trailing characters from the link.

Click the following link to continue to a page where you can enter your new password.

Reset my password

Please note that this link will expire 24 hours from the time it was sent.

Enter a new password for your account and verify the password and click submit.

You will be logged in and asked to update your personal account information. Once you have updated your information select Save Changes.
Account Settings

Contact Information

First Name:
Last Name:
Email Address:
Street:
City:

Country:
State/Province:
Postal Code:
Home Phone:
Office Phone:
Mobile Phone:

Account

Subscriptions

Save Changes

Subscriptions

This section is for individuals interested in getting on electronic mailing lists maintained by Ohio EPA’s divisions and offices to receive resources such as division newsletters, fact sheets, training announcements, information on training opportunities, etc. For several divisions, this also includes notification of new items or changes in rates. You can also subscribe to receive general information, updates and news about Ohio EPA.

Signing Up

Please review the information below and check the appropriate boxes to subscribe to any of the mailing lists below. You will need to provide us with your email address. After subscribing, you will get a confirmation notice for the resources/information you’ve signed up to receive.
### Division of Drinking and Ground Waters

<table>
<thead>
<tr>
<th>Newsletter Topic</th>
<th>Subscribe</th>
<th>Unsubscribe</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sign-up to receive an electronic version of Spigot News from the Division of Drinking and Ground Waters</td>
<td>☑️</td>
<td></td>
</tr>
<tr>
<td>Sign-up to receive a hard copy version of Spigot News from the Division of Drinking and Ground Waters. Note: Please provide your full address for mail delivery.</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Resiliency and Water Security - Emergency management information for public works</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Information for certified laboratories submitting public water system drinking water data to the DDAGW using electronic Drinking Water Reports (eDWR).</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Information regarding monitoring and compliance for public drinking water systems.</td>
<td>☐️</td>
<td>☐️</td>
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<tr>
<td>Information from the Operator Certification Program for drinking water and wastewater operators.</td>
<td>☐️</td>
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<tr>
<td>Information on rulemaking activity from the Division of Drinking and Ground Waters</td>
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<tr>
<td>Information on rulemaking activity from the Division of Drinking and Ground Waters, Underground Injection Program</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Information for public water systems submitting data to DDAGW using electronic Drinking Water Reports (eDWR).</td>
<td>☐️</td>
<td>☐️</td>
</tr>
<tr>
<td>Harmful Algal Blooms (HAB) Mailing List - updates for public water systems and laboratories</td>
<td>☐️</td>
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</tr>
</tbody>
</table>
Under the section labeled My Ohio EPA Support Center Submittals there will be an “LTO Application for XXXXX. Click on the blue Revise Link in the Action column to get into the Inventory application.
If needed update your Contact Information. Click on the Next button to advance to the next section.
On this page you can update your water system’s service connections. The PWS information is for reference only and cannot be updated. Click on the Next button to advance to the next section.
On this page you can update your Season Information (or operating period) and Population Information. Click on the Next button to advance to the next section.
PWS Contact Information:

GREENVILLE CITY PWS

Update the contact information. You may only update mailing address, phone numbers and email addresses. If a name or company name changes, you will need to replace with a new contact. If you need to change a contact, select ‘Replace this Contact’ and you will be prompted to add a replacement on the next page.

None: If you remove a Contact you will be required to add a new contact to replace it. The application will stop your through adding the name, address and phone numbers for the new contact.

Public Water Systems Contacts:
Administrative Contact: Systems may only have one administrative contact. This contact must be an individual, not a company. If you select replace this contact, you will be required to add another to replace the contact. The Administrative Contact is our primary point of contact in case of an emergency at the system and Ohio EPA needs to reach the system. This contact is required to have an emergency phone number.
Financial Contact: The License to Operate is sent to this contact. Systems may only have one Financial contact. If you select replace this contact, you will be required to add another to replace the contact.
Owner Contact: All Correspondence (with the exception of the License to Operate) are sent to this contact. Systems are required to have at least one Owner contact. If you select replace this contact, you will be required to add another to replace the contact.

Contact Type: Financial Contact

Company name:
GREENVILLE, CITY OF - FC

Address line 1
SERVICE DIRECTOR

Address line 2
100 PUBLIC SQUARE

City
GREENVILLE

Country
US

State
OH

Zip Code
45331

Phone and Email Information

Remove

Type

Phone Number

0
Business
937-549-9415
On this page you can update owner, administrative and financial contact information. The only information that can be updated for a contact is the address, phone and email address. If any of these items are currently blank, you will be prompted to add them before you can move to the next page. If a contact name needs to be changed or a contact needs to be removed, you will select the “Replace this Contact” check box. Then on the following page you will enter the new information for the new/additional contact.
Once you have entered all the information for the new contact click the Next button to move to the next page.
If your water system has one or more classified facilities (Treatment Plant and/or Distribution) this page will list the current designated operators for each of these facilities. Under each facility you will be able to add additional operators and/or remove operators. If you remove your only operator, you will be required to add a new operator.

To add an additional designated operator, check the box next to “Add an additional operator to the facility name”.

To remove an operator, check the box next to “Remove operator name from the facility name”.

If you are adding an operator, you are required to enter the operator’s name, certification number and certification expiration date.

After you complete the application you will be prompted to download and save the applications for your records. In the completed application you will find the “PWS Operator of Record (ORC) Notification Form” that you can print off and mail into the Operations Unit.
<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Operator Certificate Number</th>
<th>Certificate Expiration Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>GARY</td>
<td>EVANS</td>
<td>WS3-106409-04</td>
<td>12/31/2020</td>
</tr>
<tr>
<td>SCOTT P</td>
<td>WILSON</td>
<td>WS3-1105448-12</td>
<td>12/31/2020</td>
</tr>
</tbody>
</table>

Facility: GREENVILLE WTP

Add an additional operator to the GREENVILLE WTP facility

If Add Operator is selected, you will be stepped through adding the new operator's name, certification number and expiration date.
Add additional operators for the GREENVILLE, CITY OF DISTRIBUTION facility

Operator first name          Operator last name

James  Smith

Add another operator for the GREENVILLE, CITY OF DISTRIBUTION facility

Give Feedback
## Operator certificates

**Facility:** GREENVILLE, CITY OF DISTRIBUTION

<table>
<thead>
<tr>
<th>Certificate number</th>
<th>Certificate expiration date</th>
</tr>
</thead>
<tbody>
<tr>
<td>James Smith</td>
<td>WSI-12345678-19</td>
</tr>
<tr>
<td></td>
<td>12/31/2019</td>
</tr>
</tbody>
</table>

The Operator Certificate must have the format of the license type - core ID - issue year (XXX-YYYYY-NN). For example, a water system 2 certification would be entered as WSI-12345678-08.

Give Feedback
On the certification page you need acknowledge that you have reviewed the requirements and are implementing Asset Management and Contingency Plan requirements for your system. Once you have answered the questions and signed the form you will click the Next button.
On this page you should open the preliminary form and review to make sure your changes are accurate. Once you confirm that all your changes are correct click on the check box next to “I have reviewed the draft application.” Then click the Next button.
Click the Submit Final Form button to lock your application in for upload. Once your application has been submitted, it will be locked until Ohio EPA transfers the information into their database. If for some reason you need to make additional changes, please contact Brian Tarver at brian.tarver@epa.ohio.gov or by phone at (614) 728-1740.

If you are unsure if your application has been submitted check the status on the Account Overview section. If the status is listed as “Received by Ohio EPA”, your application has been locked.
It is recommended that you either print a copy or download and save copy of your application for your records. If you have made any changes to the Operator of Record, you **MUST** print the form and mail a signed hardcopy to DDAGW's Operation Unit.
The following submission has been received:

Contact Information
Email Address: brian.tarver@epa.ohio.gov
First Name: Brian
Last Name: Tarver

Reference #: 190712-001644
Date Created: 07/12/2019 09:49 AM
Date Last Updated: 08/08/2019 09:29 AM
Status: Received by Ohio EPA

Auto Note By (Administrator) (08/08/2019 09:29 AM)
Thank you! Ohio EPA has received your LTO Application for GREENVILLE CITY PWS. Your reference number is: 190712-001644. Please refer to the reference number whenever you contact Ohio EPA about this application.

You can see the status of your application and submit additional information for this application to Ohio EPA by logging into our Ohio EPA Customer Support Center and clicking on the Subject Link next to Reference Number: 190712-001644

You should receive an email confirmation that your application has been submitted and received by Ohio EPA.
If you try to open the application after it has been submitted, you will receive the following message above. If for some reason you need to make additional changes, please contact Brian Tarver at brian.tarver@epa.ohio.gov or by phone at (614) 728-1740.