

## eDWR Basics

### Contents:

Getting Started - Short list of Basic Tasks	3
Setting up an eBusiness Account for eDWR	9
PIN – Subscriber Agreement/Electronic Signature	13
Service Authorization	19
Delegation of Authority	25
Navigation	29
Plant Distribution Monthly Operating Report (MOR)	31
Online Entry (Creating, Submitting, Corrections and Re-submitting)	
Excel/XML Upload	35
Printing	39
Surface Water Treatment Plant Monthly Operating Report (MOR)	41
Online Entry (Creating, Submitting, Corrections and Re-submitting)	
Excel/XML Upload	47
MOR Troubleshooting	52
Laboratory Reporting	53
Coliform SSR Report	55
Online Entry (Creating, Submitting, Corrections and Re-submitting)	57
Excel/XML Upload	65
Chemical SSR Report	73
Online Entry (Creating, Submitting, Corrections and Re-submitting)	75
Excel/XML Upload	81
SSR Troubleshooting	89



## eDWR Basics

In order to start using the eDWR system, the operator of record and/or responsible official for the PWS will need to complete the following steps:

1. Create an account on the eBusiness center:
  - a. Go to <https://ebiz.epa.ohio.gov/> and select the link "Create New Account".
  - b. Enter a User ID. The user id identifies you, the user, not your water system or company. The user id stays with you if you were to change jobs
  - c. Enter your first name, last name
  - d. Enter your job title....Operator, Superintendent....
  - e. Enter a password for your account. The password has to meet the following requirements:
    - i. 8 characters long
    - ii. At least one uppercase letter
    - iii. At least one number
    - iv. At least one special character (-, #, \*...)
    - v. Example: BT4326-bt
  - f. Enter a hint that will help you remember what your password if you were ever to forget it.
  - g. Enter your home address,
  - h. Enter your email address. This should be an address that we can contact you if there is a problem with your report.
  - i. Enter your phone number. This should be a number that we can reach you at if there is a problem with one of your reports. So this should be your work or cell number.
  - j. Optional - Enter another email address. This will only be used if the primary address is no longer a valid address.
  - k. Enter a security question and answer. This will be used by the help desk to verify they are speaking to you if they get a call regarding your account.
  - l. At the bottom will be a "Submit" button.
  - m. If everything is complete, the account will be created and you will be able to Log into the eBusiness center with the password and user id that you just created.

2. Request a PIN (electronic signature):
  - a. Log into the eBusiness center with your password and user id.
  - b. Scroll about half way down the page to the section labeled "My Tasks".
  - c. Select the link to create or apply for a new PIN.
  - d. Verify your account information:
    - i. The account information for your PIN should be your home address and phone number. This is where we will mail your PIN.
    - ii. Re-enter or confirm your email address.
    - iii. Ask and answer five security questions. (You make up the questions and give the answers.)
    - iv. At the bottom select the "Request PIN" button.
    - v. If all of the information is complete, the page will indicate the request is complete. The subscriber agreement must be printed, completed and mailed to the agency.
  - e. Select the link labeled "Subscriber Agreement":
    - i. Open the document;
    - ii. Print the document; and,
    - iii. Follow the printed instructions.
    - iv. Sign the subscriber agreement in front of a Notary and mail to the Ohio EPA.
  - f. This PIN is your signature, so do not share it. If someone else needs to be allowed to submit, they will need their own account and PIN.
  - g. The PIN will be mailed to your address. It should take somewhere from 5-7 days to get the PIN returned. When you receive the PIN, you will need to "Activate" the PIN. There will be a link in the "My Tasks" section of the ebusiness home page for you to activate the PIN.

3. Associate yourself to the PWS (Service Authorization):
  - a. Log into the eBusiness center with your password and user id.
  - b. On the home page, there is a list of "Available Services" .
  - c. In the same row as eDrinking Water Reports, **select the view/edit link** under the facilities column. (Fourth column)
  - d. Select "add facility" button.
  - e. Enter the PWS ID in the first search box, labeled "Regulatory Program ID" (Do not fill out any additional fields for your search).
  - f. Click "Search".
  - g. The PWS should be returned in the search
  - h. Select the "Agency Core ID" link for your PWS:
    - i. This will return to where you started in step "d", but with the PWS in the list at the bottom.
    - ii. If you have additional water systems to report for, you may select add facility and search again (Step d)
  - i. Click the "Next" button in the bottom right corner
  - j. Check the Check Box for "Certify/Submit" and then click the "Submit eDWR Service Request" button.
  - k. The service request is complete, however the hard copy Service Authorization Form must be printed signed and sent to Ohio EPA for approval.
  - l. Select the link labeled "Division of Drinking and Ground Waters":
    - i. Open the document;
    - ii. Print the document; and,
    - iii. Follow the printed instructions.
  - m. In addition to the Service Authorization Form, you will need to provide a letter indicating your "Proof of relationship to the facility". This letter needs to state your relationship to the PWS. For Example, "I am the designated operator at the village of XXXX". This letter should be written on company or water system letterhead.
  - n. Sign and fax the documents to (614) 644-2909, Attention: Brian Tarver, or mail to:  
Ohio EPA, Division of Drinking and Ground Waters  
P.O. Box 1049  
Columbus, OH 43216-1049  
Attn: Brian Tarver
  - o. Once approved you will receive an email from the ebusiness center.

**To re-print the Service Authorization Form –**

1. Log into the eBusiness Center
2. Scroll to the My Tasks section of the home page and select the link labeled “View eDrinking Water Reports Service Authorization For.....”
3. Select the link labeled "Division of Drinking and Ground Waters":
  - a. Open the document;
  - b. Print the document; and,
  - c. Follow the printed instructions.
4. Print, sign and fax the document to (614) 644-2909, Attention: Brian Tarver, or mail it to:

Ohio EPA, Division of Drinking and Ground Waters  
P.O. Box 1049  
Columbus, OH 43216-1049  
Attn: Brian Tarver

**Delegation:**

1. To Delegate, log into the ebusiness center.
2. From the home page select the “View/Edit” link under the delegations column in the same row as eDrinking Water Reports
3. Select the “Add User” Link under the PWS.
4. Select the “Add Account” link
5. Enter the user’s name OR user id and click search
6. Select his/her name and click next
7. Click Delegate
8. Select either the Prepare/Review or the Certify/Submit privilege. (this is where you decide what rights he or she has) Click Submit.
9. Enter your PIN and security answer and click submit.

**Update Account Information:**

Account information must be kept up-to-date and accurate. Account information includes your address, email address, phone number and company. Users need to keep this information current.

1. Log into the eBusiness Center.
2. Select My Account (upper left)
3. Select Update account
4. Edit any out of date information and save.

**Update PIN Information:**

PIN information includes your security questions and answers as well as your mailing address.

1. Log into the eBusiness Center.
2. Select My Account (upper left)
3. Select PIN Management – Update PIN holder information
4. Enter your PIN and Security answer
5. Edit any out-of-date information and save.

**Re-Issue PIN:**

If you have lost your PIN, you may request that it be re-issued. Note, your mailing address MUST be correct for you to receive your re-issued PIN.

1. Log into the eBusiness Center.
2. Select My Account (upper left)
3. Select PIN Management – Re-Issue PIN
4. Your original PIN will be re-printed and mailed to your address.





**Create an account on the eBusiness center:**

1. Go to <https://ebiz.epa.ohio.gov/> and select the link "Create New Account".



# eBusiness Center

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

**New Account**

Don't have an account? Click the link below to create a new account.

[Create New Account...](#)

**System Support**

Do you need assistance or have questions about Ohio EPA eBusiness Center?

[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)  
Hours of live support: 8:00 AM - 5:00 PM weekdays,  
except State holidays.

**eBusiness Center Login**

**User ID:**

**Password:**

[Forgot your password?](#)

2. Enter a User ID

## Create New Account

**Account Information**

**Create a New User ID**  
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. **The user ID is case sensitive.**

**User ID**

3. Enter a password. Enter your name, address, email and phone number. At the bottom will be a "Submit" button.

## Create New Account

**Account Information**

**Create a New User ID**  
Please enter your desired user ID. The user ID must be between 1 and 30 characters and cannot contain spaces. **The user ID is case sensitive.**

**User ID**

**First Name**

**Middle Name**

**Last Name**

**Company Name**

**Job Title**

Security Information
Show/Hide Help

**Password Requirements**

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: ! @ # \$ % ^ & \* ( ) - \_ = + | [ ] { } ; : / ? . < >

**Examples**  
 Buckeyes#1, LoneValley?2, Pass@word1, Fire@truck9

<b>Password</b>	<input type="text"/>	<b>Verify Password</b>	<input type="text"/>
<b>Password Hint</b>	<input type="text"/>		
<b>Security Question</b>	<input type="text"/>		
<b>Security Answer</b>	<input type="text"/>		

Contact Information

<b>Address Line 1</b>	<input type="text"/>		
<b>Address Line 2</b>	<input type="text" value="(optional)"/>		
<b>City</b>	<input type="text"/>		
<b>State</b>	<input type="text" value="[select]"/> ▼	<b>Zip</b>	<input type="text"/>
<b>Primary Email Address</b>	<input type="text"/>		
<b>Verify Primary Email Address</b>	<input type="text"/>		
<b>Secondary Email Address</b>	<input type="text" value="(optional)"/>		
<b>Verify Secondary Email Address</b>	<input type="text" value="(optional)"/>		
<b>Phone Number</b>	<input type="text" value="(xxx) xxx-xxxx"/>		

Log into the eBusiness center with the password and user id that you just created.

eBusiness Center Login

The screenshot shows the Ohio EPA eBusiness Center interface. At the top left, there are navigation links: "State of Ohio | Ohio EPA | Logout" (1). Below this is the Ohio EPA logo (2) and the "eBusiness Center" title. A navigation bar contains "eBusiness Home" and "My Account" (3). On the right, it shows the current account name "btarver" (3) and a "Need Help?" button. The main content area features a "Welcome to the Ohio EPA eBusiness Center" message and a "Available Services" table (4). The table lists services like e-DMR, DSIWM Disposal Fees, E2 Administration, DSW Credible Data, e-Drinking Water Reports, and Air Services, with columns for Action, Status, Facilities (5), and Delegations (6). Below the services table is a "My Tasks (3)" table (7) listing reports such as "SWTR Report: Report ID=28" and "Water Plant/Distribution Report: Report ID=30". At the bottom, there is a footer with contact information and navigation links.

**eBusiness home page:**

1. Links: These will be on all pages and will take you to the State of Ohio home page, Ohio EPA home page or to log out of the eBusiness Center
2. eBusiness Home: This link will be on all pages and will return you to this main page
3. Account: This will always indicate your userid for the account logged into the eBusiness Center
4. Available Services: These are currently all of the available services or programs that can be accessed. The eDrinking Water Reports link will take you into eDWR.
5. Facilities: This link is for managing, adding, deleting and requesting water system and laboratory associations to your account.
6. Delegations: This link allows Responsible Officials to delegate access to additional user accounts to prepare or certify reports.
7. My Tasks: Lists all reports that are currently in process or submitted and any pending requests for service or PIN applications.



Request a PIN (electronic signature)

1. In the My Tasks section, select Request New PIN

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account

revrat



Welcome to the Ohio EPA eBusiness Center



Service	Action	Status	Facilities	Delegations
e-DMR	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSIWM Disposal Fees	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DSW Credible Data	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Hazardous Waste Annual Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-Drinking Water Reports	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	

My Tasks (1)				
Name ▼	Status ▼	Created ▼	Action	
<a href="#">Request New PIN</a>	New	02/12/2009 10:01:27	<a href="#">hide</a>	

[show hidden tasks \(3\)](#)

For the latest Ohio EPA news check out our [home page](#).

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v3.24  
[eBusiness Center Home](#) - [About Us](#) - [Privacy Statement](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

1

My Tasks (1)	
Name ▼	Status ▼
<a href="#">Request New PIN</a>	New

### PIN Request

**PIN Holder Information**

Below is the contact information required to request your PIN. By default, it has been populated with the information you entered when you created this account. Your PIN will serve as your legally binding electronic signature and must not be shared. Your PIN will be mailed to the address below. If necessary revise the contact information to ensure PIN confidentiality.

* First Name:	Brian
Middle Name:	
* Last Name:	Tarver
* Address Line 1:	50 W Town St
Address Line 2:	
* City:	Columbus
* State:	OH
* Zip Code:	43215
* Phone Number:	614 . 728 . 1740 Ext:
* Email Address:	brian.tarver@epa.state.oh.us
* Verify Email Address:	

**2** (points to the name and address fields)

**3** (points to the email address field)

- 2. Verify Name, address, phone
- 3. Re-Enter your email address

**Security Questions**

**?** The security question is a question to which only you know the answer. For example, you might enter, "Pet's name?", "Mother's maiden name?", "Favorite color?", etc.  
The security question answer is the correct answer to the security question you entered above.

Each security question and answer must be unique. For example, you can't enter the security question "What is my favorite car?" more than once and you can't use the answer "Corvette" more than once.

Please keep these questions secure and remember to create nonobvious or easily guessable questions. For example: "What high school did I attend?", may be guessable by someone who knows you or where you live. A better question might be: "Who was my favorite high school teacher?"

- Don't write this information down anywhere.
- Never send this information by email.

The answers to your security questions are not case sensitive.

**4**

\* Security Question 1:   
\* Security Answer 1:

\* Security Question 2:   
\* Security Answer 2:

\* Security Question 3:   
\* Security Answer 3:

\* Security Question 4:   
\* Security Answer 4:

\* Security Question 5:   
\* Security Answer 5:

**5**

- 4. Create Five Security Questions and Answers
- 5. Select Request PIN

### PIN Request Complete

#### PIN Request



Your PIN request was successfully submitted. You will also receive an email notification with additional instructions on how to activate your PIN once your PIN has been approved.

To begin, please download the Subscriber Agreement form listed below by clicking the link.

The next step is to sign the Subscriber Agreement in the presence of a notary. After attesting to the statement on the Subscriber Agreement, have it notarized and then mail the Subscriber Agreement as instructed to Ohio EPA. Once approved, Ohio EPA will send your PIN via regular U.S. mail to the address you provided online. If you need assistance or have questions regarding the 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.

Send your notarized Subscriber Agreement to Ohio EPA at one of the following addresses:

Mailing Address

Ohio EPA  
ATTN: ITS PIN Management  
PO Box 1049  
Columbus, OH 43216-1049

Overnight Delivery Address

Ohio EPA  
ATTN: ITS PIN Management  
50 West Town Street, Suite 700  
Columbus, OH 43215

**6**



To download the document listed above 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.



[Continue...](#)

- 6. Open the subscriber agreement form
- 7. Print, Notarize and Send to EPA



7

# Subscriber Agreement

In accordance with the provisions of 40 Code of Federal Regulations Part III (Cross Media Electronic Reporting) part 3.2000 and Ohio Administrative Code Rule 123:3-1-01 (Use of Electronic Signatures and Records, Office of Information Technology), all individuals wishing to submit electronic data to the Ohio EPA shall obtain a personal identification number (PIN) and agree to the certification below prior to submitting information online.

Please read the certification below and sign in the presence of a notary. Please return the notarized Subscriber Agreement to the Ohio EPA per the "Subscriber Agreement Instructions".

Once approved, your PIN will be sent to you by regular U.S. Mail.

**I understand and agree that the electronic signature device (PIN) I obtain from Ohio EPA shall serve as a legally enforceable signature to the same extent as an original handwritten signature on a paper document. I also agree to protect the security of my password and PIN from compromise and shall take all necessary steps to prevent its loss, disclosure, or use by any other person. In the event that I have any reason to believe that the PIN has or may have been compromised, I agree to promptly report the problem to the Ohio EPA.**

**I agree to select challenge questions that call for items of information that are not easily guessed or researched and which call for information that I have committed to long-term memory. I agree to keep any record of my challenge question answers secret and secure. I agree to promptly report any evidence of compromise to Ohio EPA.**

Terri Tarver

\_\_\_\_\_  
PIN Applicant Signature

Sworn before me and subscribed in my presence this \_\_\_\_ day of \_\_\_\_\_(month),  
\_\_\_\_\_(year).

\_\_\_\_\_  
Notary Public Signature



## eDWR Service Request

To begin reporting with eDWR reports, the responsible official of the water system or laboratory must request the eDWR service.

**Note:** Ohio EPA will only be approving responsible officials (RO) for this service. Any other users associated to your facility will be approved by the RO in the delegations service. (This will be explained in the next section)

From the eBusiness home page:

Select the link the “[view/edit](#)” link under the Facilities column.

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>	
<a href="#">e-DMR</a>	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
<a href="#">DMWM Disposal Fees (Pay Existing Invoice)</a>		Inactive		
<a href="#">DMWM Facility Registration</a>	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
<a href="#">DMWM Transporter Registration</a>	<a href="#">Request</a>	Inactive		
<a href="#">DSW Credible Data</a>	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
<a href="#">e-Drinking Water Reports</a>	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
<a href="#">DMWM Disposal Fees (Submit Reports)</a>	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	

This will load the Facility Selection and Service Management page.

### Facility Selection and Service Management

**Select and Manage Facilities Associated with Your Service**

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facilities you wish to add. Once you have added one or more facilities, click 'Request Service' to submit your request. **Note:** If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

**Note to e-Drinking Water Report users:** The first step in activating the e-Drinking Water Reports (eDWR) service is to associate it with one or more Public Water Systems (PWS) and/or Laboratories. To add a PWS and/or Laboratory for use with eDWR, please CLICK the "Add Facility" button below. This will allow you to search for the PWS and/or Laboratory you wish to be associated to for this service.

If you already have a PWS and/or Laboratory associated to this service, you will see it in the listing below. If you wish to add another PWS or Laboratory to this service, CLICK the "Add Facility" button.

Authorization to use e-Drinking Water Reports (eDWR) is only granted to Responsible Officials (RO) of a Public Water System (PWS) or Laboratory. The RO can delegate rights (submit or prepare) to additional eBusiness Center accounts/users as they deem necessary. This can be done using the Delegation Window once you have been approved for the eDWR service.

**PLEASE NOTE:** Ohio EPA will not grant the service to anyone other than an RO. The ROs will be responsible for managing all other service authorizations using the Delegation Window. Additionally, your eBusiness Center Personal Identification Number (PIN) will be required to delegate this service to additional users.

Service: e-Drinking Water Reports Add Facility

---

**Facility Association Information**

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action

Cancel

Select the “Add Facility” button to search for you specific Laboratory or Public Water System. In the Search Screen, search for your water system or laboratory by name, ID, address, etc....

### Service Activation - Facility Search

**Facility Search Criteria**

Use this search to locate a PWS and/or Laboratory for association. The search uses "contains" logic. For example, if the PWS is "Redbrick PWS" you can enter "brick" in the "Name" field below. This will search for all PWSs or Laboratories with "brick" in the name.

Searching by the Regulatory Program ID, which is your PWS or Laboratory ID (e.g. OH1234567, BACTI-6789 or CHEM-1234), is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try less specific criteria if an initial search is not successful.

**NOTE:** Not all fields are required.

Regulatory Program ID:

Agency Core ID:

Name:

Alias:

Address Line 1:

Address Line 2:

City:

County:

Zip:

**Please Note:** For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.

Search Reset Cancel

### Service Activation - Facility Search Results

Your search criteria returned 4 facilities.

To select a facility click on the Agency Core ID. If more than one record for the same facility is found, select the one with the appropriate Agency Core ID and/or Regulatory Program ID for the service you are applying for.

Agency Core ID ▼	Name ▼	Address	Zip	Regulatory Program ID
77231	Bowling Green City	304 N Church St BOWLING GREEN OH	43402	- OH8700311 (PWS)
127868	Bowling Green WTP Laboratory	17549 West River Road Bowling Green OH	43402	- BACTI-80 (LABCE) - CHEM-812 (LABCE)
77516	Jehovahs Witnesses - Bowling Green PWS	10444 Bowling Green Rd E BOWLING GREEN OH	43402	- OH8747912 (PWS)
77297	Northwestern W & S-Bowling Green Road West PWS	1 Courthouse Sq BOWLING GREEN OH	43402	- OH8704003 (PWS)

From the search results, select Agency Core ID Link for the correct PWS or Laboratory. Follow the prompts to add additional facilities or to complete the association.

Service: e-Drinking Water Reports Add Facility

Facility Association Information

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
Bowling Green City (77231)		77231	NEW	<a href="#">remove</a>

Next Cancel

### e-DWR Service Request

**e-DWR Service Request**

Facility Associations

Facility ID	Facility	Certify/Submit
77231	Bowling Green City	<input checked="" type="checkbox"/>

Submit e-DWR Service Request Cancel

Once the service request is complete a pdf file is generated for the hard copy request for service. Note – Click on the PDF icon or “Division of Drinking and Ground Water” link to open the form. This form must be signed and mailed back to the agency. In addition to the request form, the user must send a letter providing proof of relationship to the facility and that you are in a position responsible for reporting drinking water data.



## Ohio EPA

### e-DWR Service Authorization

### To Submit Drinking Water Reports

#### Instructions for Facility Association

Verify that the information Pre-Printed on the form is correct, including your account information and Request ID#. Sign and date the document. Print, complete and mail in the attached form, acknowledging your acceptance of responsibility.

#### **Provide Proof of your relationship to the Facility**

**Provide proof of your relationship for the facilities by including a letter from the water system or lab indicating that you are in a position responsible for reporting drinking water data. The letter should be on company/water system letterhead.**

**For Example:**

**Dear Sir,**

**I am the designated Operator-in-Charge for the City of XXXXX water system.**

**Sincerely,**

**John Doe**

PLEASE NOTE: Authorization to use e-Drinking Water Reports (eDWR) is only granted to Responsible Officials (RO) of a Public Water System (PWS) or Laboratory. The RO can delegate rights (submit or prepare) to additional eBusiness Center accounts/users as they deem necessary.

Ohio EPA will not grant the service to anyone other than a Responsible Official(RO).

Send the Signed Form and Letter to the Ohio EPA Division of Drinking and Ground Waters at one of the following addresses:

Mailing Address:

Ohio EPA,  
Division of Drinking and Ground Water  
ATTN: eDWR Delegation  
PO Box 1049  
Columbus, OH 43216-1049

Overnight Delivery Address:

Ohio EPA  
Division of Drinking and Ground Water  
ATTN: eDWR Delegation  
50 West Town Street, Suite 700  
Columbus, OH 43215

When these documents are received and reviewed, the Ohio EPA Division of Drinking and Ground Waters will grant authority to submit eDrinking Water Reports (eDWR) for the specified facilities. An e-mail will be sent to the applicant when the association has been granted. If for some reason, Ohio EPA is unable to approve this association the applicant will be contacted via e-mail with further information.





**Delegation of Authority**

Responsible Official or Operator of Record grants access to one or more user accounts.

Delegator determines the Access Rights (User Roles) for delegated users:

**User Roles:**

(A) Preparer: Can View and Prepare reports, but not PIN and submit any reports

(B) Certifier: Allowed to prepare, PIN and submit Reports

1. Person to be Delegated to, must have an ebusiness account
2. Select view/edit under Delegations (Same row as e-Drinking Water Reports)
3. Select Role
4. PIN

State of Ohio | Ohio EPA | Logout

**OhioEPA eBusiness Center**

eBusiness Home My Account Current Account: btarver

Welcome to the Ohio EPA eBusiness Center

**Available Services** (What is this?)

Service	Action	Status	Facilities	Delegations
e-DMR	Request	Inac tive	view/edit	
DSIWM Disposal Fees	Request	Inac tive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
DSW Credible Data	Request	Inac tive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
Air Services	Request	Inac tive	view/edit	

Facility	Regulatory Program ID	Role	Delegated By	Accounts				
				Account	Role	Delegated By	Status	Action
Information Management Section PWS (290011) 122 S Front St Columbus, OH 43215	OH2599912	Responsible Official (ACTIVE)		BJTarver	eDWR Preparer	btarver	Active	delete
				brianarver	Delegated Responsible Official	btarver	Active	delete
				rmagni	Responsible Official		Active	delete
				tbrewste	Responsible Official		Active	delete
				twaller	Responsible Official		Active	delete
								<a href="#">Add User</a>

5. Add User

### Service Activation - Selected Account List

**Selected Account List**

**i** To search for the eBusiness Center user account(s) you want to delegate the e-Drinking Water Reports privileges, click 'Add Account' below and enter your account search criteria. You can delegate to multiple accounts from the search results page or by searching for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

Only a Responsible Official as defined by OAC rule 3745-50-42 can delegate access privileges to other users. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

ID	Name/Address	Contact	Created	Action
<input type="button" value="Add Account"/>				
				<input type="button" value="Delegate"/> <input type="button" value="Cancel"/>

#### 6. Add Account

**Account Search Criteria**

**i** To search for the user account(s) you want to delegate the e-Drinking Water Reports privileges, enter your search criteria below. You can delegate to multiple accounts from the search results page or by searching for each user one at a time.

Last Name:

First Name:

User ID:

Email Address:

Company Name:

Please Note: For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.

#### 7. Search name or User ID

### Account Search Results

Your search results returned 4 accounts.

Results				
Select	ID	Name/Address	Contact	Created
<input type="checkbox"/>	bjTarver	Brian Tarver 50 W Town Columbus, OH 43206	brian.tarver@epa.state.oh.us (614) 728-1740	01/26/2010 01:33:29
<input type="checkbox"/>	bjtarver	brian Tarver 50 w town columbus, OH 43205	Brian.tarver@epa.state.oh.us (514) 555-1212	10/28/2009 01:12:24
<input type="checkbox"/>	Briant	Brian Tarver 50 town Columbus, OH 12345	brian.tarver@epa.state.oh.us (555) 121-2323	03/11/2009 09:19:59
<input type="checkbox"/>	revrat	b tarver 50 w main st clos, OH 12345	brian@epa (111) 111-1212	09/24/2009 01:47:43

#### 8. Select User

### Service Activation - Selected Account List

**Selected Account List**

**i** To search for the eBusiness Center user account(s) you want to delegate the e-Drinking Water Reports privileges, click 'Add Account' below and enter your account search criteria. You can delegate to multiple accounts from the search results page or by searching for each user one at a time. Once the user account(s) are displayed in the Selected Account List, click Delegate to go to the next step.

Only a Responsible Official as defined by OAC rule 3745-50-42 can delegate access privileges to other users. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

ID	Name/Address	Contact	Created	Action
bjtarver	brian Tarver 50 w town columbus, OH 43205	Brian.tarver@epa.state.oh.us (514) 555-1212	10/28/2009 01:12:24	<a href="#">remove</a>

[Add Account](#)

### Privilege Delegation

**Privilege Delegation**

As the true and sole authorized user of this Personal Identification Number (PIN), by transmitting this information electronically using this PIN, I certify under penalty of law that: (1) I have not violated any term in my Subscriber Agreement; and (2) I am otherwise without any reason to believe that the confidentiality of my PIN and/or password have been compromised now or at any time prior to this submission; and I further certify that: (1) I am familiar with the information submitted herein and I have had the opportunity to review it in electronic form and the information is true, accurate and complete based on information and belief formed after reasonable inquiry; (2) I understand that this information pertains to the implementation, oversight, and enforcement of a state or federal environmental program; and (3) I understand that there are significant civil and criminal penalties for submitting false information, including the possibility of fine and imprisonment.

Select one of the roles to delegate: 1) Read Only - can view a report but can't make any changes. 2) Prepare/Review - can add or update a report but cannot certify/submit. 3) Certify/Submit - has both of the other privileges and is a Responsible Official or their duly authorized representative. The Responsible Official is liable for any actions taken by users to whom privileges have been delegated.

User	Service to Delegate	Facility	Privilege to Delegate	
bjtarver brian Tarver 50 w town columbus, OH 43205	e-Drinking Water Reports	Information Management Section PWS (290011) 122 S Front St Columbus, OH 43215	Prepare/Review <input type="checkbox"/>	Certify/Submit <input type="checkbox"/>

### 9. Select Role

### PIN Validation

**PIN Validation for Privilege Delegation**

To complete your privilege delegation please answer the questions below:

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.

PIN:

Please answer this security question:  
 What color is red?

### 10. PIN