

ELECTRONIC SUBMISSIONS OF GROUND WATER REPORTS

Using the Generic File Upload Service in Ohio EPA's eBusiness (eBiz) Center

NOTE: As of 11/6/2020, users must first go to the OH|ID portal to reach eBiz. See the help materials at the old eBiz URL <https://ebiz.epa.ohio.gov> or the access instructions at <https://epa.ohio.gov/Portals/47/facts/OHIDStepbyStepInst.pdf>. For future reference, bookmark the OH|ID portal login page at <https://ohid.ohio.gov>

INSTRUCTIONS

- Create a zip file of the XLS and PDF documents for the Ground Water Report Submission
 - The file names should contain the EPA ID of the facility in them for unique identification once they are uncompressed
 - Hold down the CTRL key and click on each of the two files to highlight them. (It is recommended that you already have all the report documents in the same folder.)
 - Right-click and select "Send to"
 - Select "Compressed (zipped) folder." You will then be prompted to create a name for the folder.
 - The zip file should be named as follows:
 - *RCRA ID# Year GW Report (example: OHD123456789 2017 GW Report.zip)*
 - Note: If you are only submitting a PDF, compressing the file is not required
- Does a person with signatory authority for the facility as defined in [OAC rule 3745-50-42](#) have an account and a PIN for Ohio EPA's eBusiness Center?
 - **Yes:** Has an eBiz account and PIN – Move on to the next step
 - **No:**
 - Doesn't have an account – Follow the instructions in <https://epa.ohio.gov/Portals/47/facts/OHIDStepbyStepInst.pdf>
 - Has an account but not a PIN – For instructions go to the eBiz Help Wizard available at <https://ebiz.epa.ohio.gov>
- Login to the **OH|ID portal** and select the **Ohio EPA eBiz tile**. For help see the instructions at <https://epa.ohio.gov/Portals/47/facts/OHIDStepbyStepInst.pdf>.
- In eBiz Home, choose "**Generic File Upload**" from the list of **Available Services**
- For **Program**, select "**RCRA C – Hazardous Waste**"
- For **File Type**, choose the appropriate report type such as "**Ground Water Monitoring Report – Supplementary Annual**".
- In **Description**, please provide a description of the files being uploaded
- Click the **Browse** button and select the zip file
- Check the "I'm not a robot" box and complete the verification
- Click the **Upload File** button. If this isn't done promptly the verification will expire.

- You will then be prompted to answer a security question, enter your PIN, and then click Submit.
- Designated Ohio EPA staff will be notified of your submission and retrieve your submittal.

The available File Types are Supplementary Annual, Non-periodic, Quarterly, and Semi-Annual.

If a consultant is submitting a report on behalf of a client, it is recommended that the consultant have a written authorization for this from the client on file and available upon request. Refer to Signatories for permit applications and reports, OAC rule 3745-50-42.