

ELECTRONIC SUBMISSIONS OF GROUND WATER REPORTS

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

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)*
- 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 <https://ebiz.epa.ohio.gov/>?
 - **Yes:** Has an account and PIN – Move on to the next step
 - **No:** Doesn't have an account, or has an account but not a PIN – Follow the instructions that begin on page 2 to get a PIN.
- Choose "**Generic File Upload**" from the list of **Available Services**
- For **Program**, select "**RCRA C – Hazardous Waste**"
- For **File Type**, choose "**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.

If you are submitting other types of Ground Water Reports, select the applicable File Type but otherwise follow the same instructions. The other File Types are Non-periodic, Quarterly, and Semi-Annual. If you are not submitting a spreadsheet for these three types of reports, i.e. are only submitting a PDF file, you do not need to create a ZIP file prior to logging into eBiz.