

Division of Surface Water
401 Certification and Isolated Wetlands Permitting

401 Water Quality Certification Pre-Application

February 4, 2021



Ohio EPA, Division of Surface Water
50 West Town Street, Suite 700
Columbus, Ohio 43215
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401 Water Quality Certification Pre-Application – Electronic Application Overview

This service provides the capability to electronically submit 401 Water Quality Certification pre-applications & applications, Isolated Wetland Permit applications, and 401 Director's Authorization applications. Each of these applications can be accessed via your personal dashboard (i.e., the opening screen which displays your 401 Application List.). Applications 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 401 Application service the go-to destination to submit your application forms.


Detailed steps on how to fully complete each permit application has been graphically displayed below.

CONTENTS


401 Water Quality Certification Pre-Applications

1)	Service Activation	-	-	-	-	-	Page 4
2)	401 Water Quality Certification Pre-Applications	-					Page 6
3)	QHEI Field Sheet	-	-	-	-	-	Page 25
4)	HHEI Field Sheet	-	-	-	-	-	Page 25
5)	ORAM Categorization	-	-	-	-	-	Page 25
6)	Submitting Applications	-	-	-	-	-	Page 26
7)	Editing, Deleting, Delegation, Conversion	-					Page 28
8)	Technical Support	-	-	-	-	-	Page 33



Service Activation

 Language Translation

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SECURITY DEVELOPERS HELP MANAGE OH|ID ACCOUNT

Secure access to State of Ohio services

OH|ID provides users with a more secure and private experience during online interactions with State of Ohio programs. Users with an OH|ID account can access multiple State applications by only entering their username and password once.


Create OH|ID Account

User ID


[FORGOT YOUR USER ID?](#)

Password


[FORGOT PASSWORD?](#)

 Log In

[Get login help](#)



Ohio EPA eBusiness Center
Electronically complete and file reports, make payments and submit permit and grant applications

[Go To Site](#) 

To access the 401 application forms, log in to your personal OHID account and access the Ohio EPA eBusiness Center application. The site is located at: <https://ohid.ohio.gov/wps/portal/gov/ohid/>. If you do not have an account, use these [step by step instructions](#) to create an OHID account and add the eBusiness Center application to your favorites.



Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>			
Service	Action	Facilities	Delegations
Air Services	Request	view/edit	
Conference and Events Registration	Request	view/edit	
Division of Surface Water NPDES Permit Applications (STREAMS)			
DMWM Compliance	Request	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	view/edit	
DMWM Infectious Waste Generator Registration	Request		
DMWM License Registration			
DMWM Scrap Tire Transporter Registration	Request		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Request	view/edit	
DSW 401 Certification and Isolated Wetlands Permit			
DSW Credible Data	Deactivate	view/edit	view/edit
DSW SWIMS CoPermittee Application	Request	view/edit	
e-DMR	Deactivate	view/edit	view/edit
e-Drinking Water Reports	Deactivate	view/edit	view/edit
E2 Administration	Deactivate	view/edit	view/edit
Generic File Upload	Request		
Hazardous Waste Report (eDRUMS)	Request	view/edit	
OEEF Grant Service	Request		
Pay Ohio EPA Fees Online	Request	view/edit	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request		

Once logged into the eBusiness Center you will see the service list. A *service* is a division within Ohio EPA that offers electronic services. To access the 401 application service, click on ***DSW 401 Certification and Isolated Wetlands Permit*** to select the service – you will be directed immediately.

NOTE: To submit applications you must have a PIN (i.e., electronic signature). A PIN can be obtained within minutes by clicking ***MY ACCOUNT*** and then ***Apply for New PIN*** – follow the on-screen instructions to receive your PIN. The majority of PINs are issued on the spot and can be used immediately.

Division of Surface Water 401 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

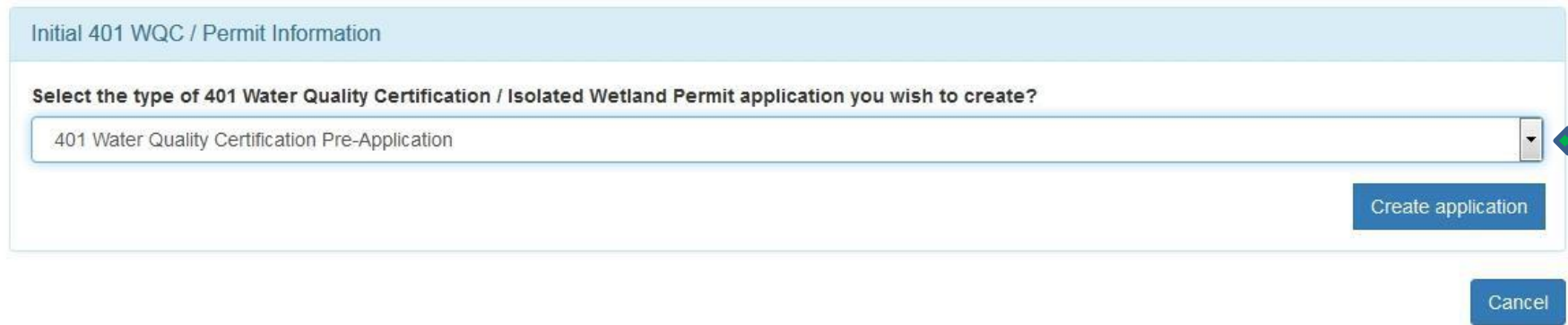
401 Application List

Create New 401 WQC / Isolated Wetland Permit Application

Application ID	Application Type	Created	Status	Actions
No items to display				

From your personal dashboard, click the **Create New 401 WQC / Isolated Wetland Permit Application** button.

401 Water Quality Certification Pre-Applications



Initial 401 WQC / Permit Information

Select the type of 401 Water Quality Certification / Isolated Wetland Permit application you wish to create?

401 Water Quality Certification Pre-Application

Create application

Cancel

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Use the dropdown on the right to select ***401 Water Quality Certification Pre-Application*** and click the ***Create Application*** button.

NOTE: For detailed instructions on completing the 401 Water Quality Certification Pre-Application form please refer to the instruction document located at: https://epa.ohio.gov/Portals/35/401/Pre-Application_Form_Instructions.pdf

As you begin filling out the form, **make sure to hit the Save button on the bottom of the screen frequently to avoid any loss of your information.** Hitting the “Validate” button at the bottom of the screen will highlight those fields that are still required, and you will not be able to submit until all fields are valid.

401 Water Quality Certification Application **EDIT**

Validate Save Submit Exit

401 Water Quality Certification Pre-Application

Form ID# 81

Division of Surface Water - Water Quality Certification and Isolated Wetland Permitting Unit

General Information
<div>Meeting Purpose</div> <p>Please state what you hope to accomplish at the pre-application meeting:</p> <div></div>
<div>Questions</div> <p>Please list any specific questions you have regarding the 401 WQC process</p> <div></div>

Meeting Purpose - include a brief description of what you hope to accomplish during the pre-application meeting with Ohio EPA.

Questions - provide a list of questions or concerns that you hope to have addressed during the pre-application meeting with Ohio EPA.

Applicant Information		
Company Name <input type="text"/>		
Mailing Address		
Address <input type="text"/>		
City <input type="text"/>		
State <input type="text" value="OH"/>	Zip Code <input type="text"/>	Country <input type="text" value="USA"/>
Contact Information		
First Name <input type="text"/>	Last Name <input type="text"/>	Title <input type="text"/>
E-mail <input type="text"/>		
Phone <input type="text" value="(xxx) xxx-xxxx"/>	Extension <input type="text"/>	
Fax <input type="text" value="(xxx) xxx-xxxx"/>	Extension <input type="text"/>	

Provide your name, title, telephone number, fax number, e-mail address. Provide your address (not the project address), including the street, city and zip code. For complex projects or projects with multiple contractors and responsible parties, designation of a single point of contact will speed up the process and enable more timely responses to requests for information.

Statement of Authorization

Check box to agree with statement ☐

I hereby designate and authorize the below-named consultant/agent to act in my behalf in the processing of this Pre-Application Meeting Request, and to furnish supplement information in support of the meeting request.

Consultant/Agent Information

Do you wish to add Consultant/Agent information?

Yes
No

Project Location

Project Name

Statement of Authorization – by checking this box, you are certifying that the consultant/agent named below is authorized to act on your behalf in the processing of the pre-application meeting request and may furnish supplemental information in support of the meeting request.

Consultant Agent Information – select yes if you wish to designate a consultant to act on your behalf. If you select yes, more fields will appear, and you should enter the consultant or agent’s name, title, telephone number, fax number, e-mail address, mailing address including street, city and zip code. These additional fields **must** be filled out for the application to be submitted. You are not required to have an agent.

Project Name – Enter the name of your project. The project name will be used for tracking purposes by Ohio EPA, as well as in all correspondence referencing the project.

Coordinates

Use the map on the right to set the latitude and longitude values and verify they are correct. You may click on the map to choose latitude and longitude coordinates or enter the latitude and longitude values in the input fields below. Alternately, you may enter an address in the input field at the bottom of the map to find coordinates by address.

Enter Coordinates in Degrees, Minutes, Seconds

Latitude

Latitude

Longitude

Longitude

Collection Method

Select Collection Method ...

Satellite View

Search for Address:

Type an address in the input box below and select a match from the drop down list or select the magnifying glass button to plot the address on the map.

Find address or place

Q

Coordinates – Enter the specific GPS coordinates of your proposed project. You may use the map on the right to zoom to your exact project location to determine the coordinates or search for a nearby street address. Select the appropriate collection method that was used to obtain the coordinates. If you project is linear or covers a large area, provide a point near the center of your project.

Project Location

Address

City

State

OH

Location Description

Enter all applicable zip codes

Add New Entry

Zip Code

Actions

Project Location - Provide specific information relating to the location of your proposed project. Give the project address or closest point of reference including the street name or nearest intersection, nearest city, state and zip code. If your project covers a large area, more than one zip code may be entered by clicking the ***Add New Entry*** button.

List county(ies) along with their associated township(s).

County(ies)	Township(s)	Actions
		<div>Add New County/Township</div>

HUC 12 Watersheds (select all that apply).

HUC12	Action
	<div>Add New HUC12</div>

U.S. Army Corps of Engineers District (select all that apply)

Unselected Districts (4)

Buffalo

Huntington

Louisville

Pittsburgh

Add →

← Remove

Selected Districts (0)

Project Location – Click the **Add New County/Township** button to add the counties and associated townships where the project is located. If your project covers a large area, more than one county may be entered.

List the watershed (Hydrologic Unit Code 12) where the project is located by clicking on the **Add New HUC 12** button. You will first be required to select the appropriate HUC 8 watershed and then the HUC 10 and finally the HUC 12 from the dropdown lists. If your project covers a large area, more than one watershed may be entered. If your project is in Lake Erie, DO NOT select the Lake Erie HUC from the dropdown. There is a glitch in the system that needs to be resolved for this HUC. Select the HUC for the river that discharges into Lake Erie that is closest to the project.

Select the appropriate U.S. Army Corps of Engineers (Corps) District for your project on the left-hand side and click **Add** to populate the district on the right-hand side. If your project covers a large area, more than one Corps district may be entered.

Identify the criteria used to select the project site, including stream and wetland impact avoidance and minimization:

Attachments (please place a checkmark next to each item below to indicate that the following attachments are being submitted)

- ☐ Site map with boundaries
- ☐ Site maps for alternative locations considered during site selection
- ☐ Site identified on USGS topographic map
- ☐ Proposed project footprint (including proposed construction limits)
- ☐ Shape File

Criteria – Enter the criteria that were used to select the project site and why was this site chosen. Questions to consider when answering this question include: Was the project site selected to avoid a greater amount or higher quality water resources on an alternative site? Can proposed project components be located in an upland area? Can the footprint of the specific project components be reduced?

Attachments – Select which of the provided attachments will be included in this application submittal. Once a box is selected, you will be able to upload a copy of the document.

Project Information
<div>Description of Project</div> <div></div>
<div>Proposed Project Schedule</div> <div></div>
<div>Description of Project Purpose and Need</div> <div></div>

Description of Project – Provide a narrative description of the proposed project. Examples of project description include stabilizing a stream bank, installing a bridge or culvert in a stream to access a site, developing a site for commercial use, etc.

Proposed Project Schedule – Provide the proposed or actual start date and the anticipated completion date.

Description of Project Purpose and Need - Describe the purpose of the project, the need for this project, and the anticipated benefits from the project. Examples of project purpose include developing a site for mixed commercial and industrial use; the building of a bridge; developing a site for homes; etc.

Investigation of Water Resources and Permitting Considerations

Have you taken photographs of the site?

Yes

No

Attach Photographs

Browse...

You may add another attachment

Did you review a NRCS Soil Survey for the project?

Yes

No

Attach NRCS Soil Survey

Browse...

You may add another attachment

Did you review USGS Stream Stats for this project?

Yes

No

Attach USGS Stream Stats

Browse...

You may add another attachment

Photographs – Select whether you have taken photographs and you may upload those photographs here. Photos must be clearly labeled with the direction of the shot, the area depicted and notes on relevant features. It is recommended that you provide at least 3 pictures for each stream on-site, 4 pictures for each wetland on-site, and 1 picture for other aquatic resources on-site (pond, lake, etc.).

NRCS Soil Survey – Select whether you have reviewed the soil survey map for your project and you may attach a copy of the map here.

USGS Stream Stats – Select whether you have reviewed the Stream Stats for this project and you may attach a copy of the map here.

Did you review a National Wetlands Inventory Map (NWI) for this project?

Yes No

Attach National Wetlands Inventory Map

Browse... You may add another attachment

Have you delineated the water resources on the site?

Yes No

Attach Wetland Delineation

Browse... You may add another attachment

Have you submitted the delineation to the U.S. Army Corps of Engineers?

Yes No

Enter Delineation Submission Date

National Wetlands Inventory Map – Select whether you have reviewed the NWI map for your project and you may attach a copy of the map here.

Delineation of the Water Resources – Select whether a delineation has been done for the project area and you may attach a copy of the report here.

Delineation to the U.S. Army Corps of Engineers - Your delineation must be approved or reviewed by the Corps of Engineers in order for Ohio EPA to determine the impacts to water bodies associated with the project. Select whether you have submitted the delineation to the Corps. If you have submitted your delineation to the Corps, enter the date that it was submitted.

Have you received a Jurisdictional Determination?

Attach Jurisdictional Determination

You may add another attachment

Did you review OAC rules 3745-1-08 to 3745-1-32 and/or 3745-1-53 for each of the water bodies on site to determine if it has a designated use?

Attach Appropriate page(s) from OAC rules indicating designated uses for each designated stream onsite

You may add another attachment

Jurisdictional Determination - Select whether you have received a JD from the Corps and you may attach a copy of the JD here.

Water Quality Use Designation - Select whether you reviewed Ohio EPA's water quality standards to determine if any of the water bodies within your project area are designated in rule. You may attach the appropriate pages from the OAC to demonstrate the designated use.

Have you performed habitat assessments on the streams on site?

Yes No

QHEI Form List 0

Add QHEI

QHEI ID	Location	Name	Validated	Create User	Create Date	Actions
No items to display						

HHEI Form List 0

Add HHEI

HHEI ID	Location	Name	Validated	Create User	Create Date	Actions
No items to display						

Attach Habitat Assessment Score Sheets

Browse... You may add another attachment

Habitat Assessments on Streams – Select whether you have performed any habitat assessments for streams within the project area. By clicking on **Add QHEI** or **Add HHEI**, you can enter the results of the QHEI or HHEI assessments directly into the form. You may also choose to upload scanned copies of your forms if you already have them saved on your computer.

Have you conducted ORAM assessments and made proposed category assignments for the wetlands on site?

Yes No

ORAM Form List 0 Add ORAM

ORAM ID	Wetland ID	Rater Name	Validated	Create User	Create Date	Actions
No items to display						

Attach 10-page ORAM form for each wetland on site

Browse... You may add another attachment

ORAM Assessments on Wetlands – Select whether you performed an ORAM assessment for the wetlands within your project area. By clicking on Add ORAM, you can enter the results of the ORAM assessment directly into the form. You may also choose to upload scanned copies of your forms if you already have them saved on your computer.

Have you performed any other analysis (e.g., biological)?

☒ Yes ☐ No

Attach Other Analysis

☒ Browse... ☐ You may add another attachment

Do you have an Avoidance and Minimization Plan?

☒ Yes ☐ No

Attach Avoidance / Minimization Plan

☒ Browse... ☐ You may add another attachment

Have you selected a Mitigation Site?

☒ Yes ☐ No

Attach Mitigation Site Map

☒ Browse... ☐ You may add another attachment

Other analysis – Select whether you have performed any other sampling of resources in your project area. Some examples may include: mussel survey results, sediment sampling tests, or other biological sampling. You may attach copies of any other sampling results here.

Avoidance and Minimization - Select whether you have developed an avoidance and minimization plan for your project and you may attach the plan here.

Mitigation Site - Select whether you have chosen a potential mitigation site for your project and you may attach a map of the proposed mitigation site here.

Do you have a conceptual Mitigation and Monitoring Plan?

Yes No

Attach Conceptual Mitigation & Monitoring Plan

Browse... You may add another attachment

Are you familiar with Ohio EPA's 401 Water Quality application requirements?

Yes No

Have you read Ohio EPA's Integrated Wetland Assessment Program. Part 6: Standardized Monitoring Protocols and Performance Standards for Ohio Mitigation Wetlands. 2004?

Yes No

Are you familiar with the Wetland Water Quality Standards, Ohio Administrative Code rules 3745-1-50 to 54 and the Isolated Wetland Statute, Ohio Revised Code Â§6111.02 to Â§6111.029?

Yes No

Mitigation & Monitoring Plan – Select whether you have prepared a conceptual mitigation plan and you may attach a copy here by selecting browse. The goals of mitigation must be clearly stated in the mitigation plan.

Ohio EPA's Section 401 Water Quality Certification application requirements – ORC section 6111.30 and OAC 3745-32-03 specifies what items must be submitted for a Water Quality Certification application package to be considered complete. Select whether you are familiar with the 401 WQC application requirements.

Ohio EPA's Integrated Wetland Assessment Program - Select whether you have reviewed the report at: http://www.epa.ohio.gov/portals/35/wetlands/PART6_Std_Mitigation_Protocols.pdf.

Wetland Water Quality Standards Rules and Isolated Wetland Statute – OAC rules 3745-1-50 through 3745-1-54 are available at: http://www.epa.ohio.gov/dsw/rules/3745_1.aspx and ORC sections §6111.02 to §6111.029 are available at: <http://codes.ohio.gov/orc/6111>. Select whether you have read and are familiar with these rules and laws.

Are other permits necessary for the project?

Individual 404 Permit

Yes No Unknown

NPDES Permit

Yes No Unknown

NPDES Permit Type

[select] ▼

Nationwide Permit

Yes No Unknown

Nationwide Permit Type

[select] ▼

Permit to Install

Yes No Unknown

Check the appropriate boxes indicating whether or not other federal, state or local permits are necessary for this project.

Individual Section 404 – Section 404 of the CWA (33 United States Code 1344) requires regulation of the discharge of dredged and fill material into all waters of the U.S., including wetlands. The U.S. Army Corps of Engineers is responsible for issuing 404 permits.

Nationwide Permits –Nationwide Permits (NWP) are activity specific and are designed to relieve some of the administrative burdens associated with permit processing for both the applicant and the federal government. They provide a simplified, expeditious means of authorization under the various authorities of the Corps.

General NPDES – A general NPDES permit covers facilities that have similar operations and types of discharge. There are several types of NPDES general permits including the NPDES general permit for storm water discharges associated with construction activities.

Individual NPDES – An individual NPDES permit is unique to each facility. The limitations and other conditions in an individual permit are based on the facility's operations, type and amount of discharge, and receiving stream, among other factors.

PTI – A Permit to Install (PTI) is needed when a person wishes to construct any wastewater collection, storage or treatment system or wishes to modify any existing wastewater collection, storage or treatment system.

Section 9 Permit

Yes No Unknown

Section 9 Permit #

ODNR Permit

Yes No Unknown

ODNR Permit Type

Section 9 Permit – The U.S. Coast Guard issues Section 9 permits for projects that impacts bridges in navigable waters.

ODNR Permits – If you selected yes, choose the appropriate permit type from the dropdown list.

- Lake Erie Coastal Permits - Ohio Department of Natural Resources (ODNR) Office of Coastal Management issues several permits for activities in the coastal zone along Lake Erie.
- DMRM Permits – ODNR Division of Mineral Resources Management issues coal and industrial minerals permits.
- DOGR Permits – ODNR Division of Oil and Gas Resources issues permits for oil and gas wells.

Section 10 Permit

Yes No Unknown

Section 10 Permit #

Isolated Wetland Permit

Yes No Unknown

Isolated Wetland Permit Level

[select]

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401 Water Quality Certification PreApplication **EDIT**

Validate Save Submit Exit

Check the appropriate boxes indicating whether or not other federal, state or local permits are necessary for this project.

Section 10 – The Corps issues Section 10 Permits. Section 10 of the Rivers and Harbors Act of 1899 requires that regulated activities conducted below the Ordinary High Water Mark (OHWM) elevation of traditionally navigable waters (TNW) of the United States be approved/permitted by the Corps.

Isolated Wetland Permit - Ohio EPA has authority to regulate discharges of fill into isolated wetlands. The laws regarding isolated wetland permits is provided in Ohio Revised Code 6111.02 through 6111.028.

Regional General Permit – The Corps issues a type of general permit known as a Regional General Permit to the Ohio Department of Transportation (ODOT) every five years. This permit authorizes activities in waters of the United States conducted by ODOT in the State of Ohio.

When complete, you can click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, click the **Submit** button to submit the form or the **Save** button to Save and Exit. *NOTE: The option to print, delete, edit, and delegate the application will be available from your personal dashboard.*

Qualitative Habitat Evaluation Index and Use Assessment Field Sheet

For detailed instructions on how to complete a QHEI and fill out the forms, please refer to the QHEI manual located at:
<http://www.epa.ohio.gov/portals/35/documents/QHEIManualJune2006.pdf>

Primary Headwater Habitat Evaluation Index and Use Assessment Field Sheet

For detailed instructions on how to complete a HHEI and fill out the forms, please refer to the PHWH manual located at:
http://www.epa.ohio.gov/portals/35/wqs/headwaters/PHWHManual_2012.pdf

Ohio Rapid Assessment Method for Wetland Categorization (ORAM)

For detailed instructions on how to complete an ORAM and fill out the forms, please refer to the ORAM manual located at:
<http://www.epa.ohio.gov/dsw/401/ecology.aspx>

Submitting Applications

The screenshot shows a web application interface for submitting applications. A modal window is overlaid on the main form, which contains two paragraphs of certification text, a security question, and a PIN field. The modal has 'Submit' and 'Cancel' buttons at the bottom right. The background form is partially visible, showing fields for 'General Permit', 'Applicant Information', 'Company (Applicant)', 'Mailing Address', and 'City'.

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.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Question: What color is red?

...

PIN:


.....

Submit Cancel

When you click the **Submit** button, you will be prompted to answer a security question and enter your PIN (i.e., your personal electronic signature). Enter this information and click the **Submit** button.

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.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

 The PIN entered was incorrect. Please try again.

Security Question: What color is red?

Answer

PIN:

PIN

Last Name

Entering in an incorrect security question answer or PIN will result in a red error message – simply just reenter this information and click the **Submit** button again.

Editing, Deleting, Delegation, Conversion

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Center

jrobert1 - James R

401 Application List 1

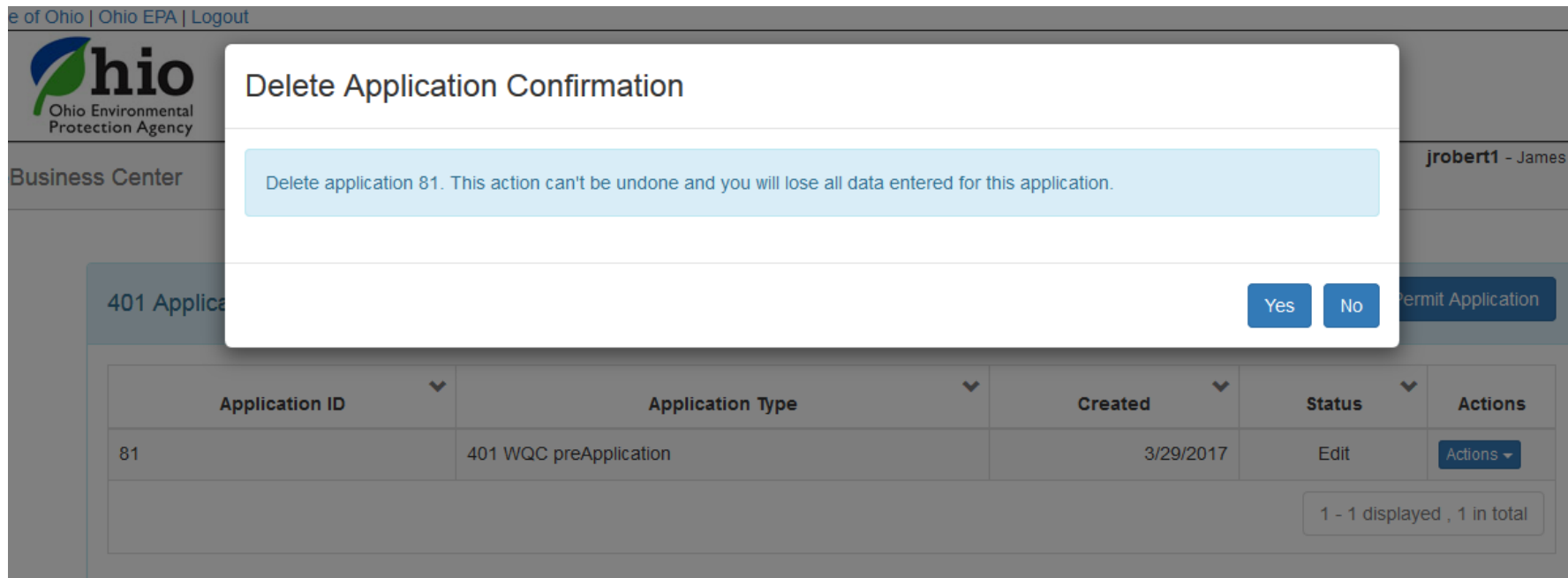
Create New 401 WQC / Isolated Wetland Permit Application

Application ID	Application Type	Created	Status	Actions
81	401 WQC preApplication	3/29/2017	Edit	Actions

1 - 1 displayed , 1 in total


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If you saved the application form and chose not to submit it immediately, it will now be housed on the 401 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, **Download Attachment Zip**, open the application back up in **Edit** mode, **Delete** it, or **Delegate** the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it). The final option is to click **Convert preApp to App**, this will open the pre-application in a new application form.



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.

Ohio | Ohio EPA | Log Out



Ohio Environmental Protection Agency

Business Center

401 Application

81

Delegate Application to Another User

Current Application Associations

Application 81 Information

User ID	Account	Delegator User ID	Action
dshellhaas	Dave Shellhaas dan.overholt@epa.ohio.gov		
jrobert1	James Roberts dan.overholt@epa.ohio.gov		
lisa.downing			

You have chosen to delegate the application for (81). Please select the eBusiness Center account you would like to assign this delegation.

User ID

First Name

Last Name

Search

Done

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**.). This screen also displays all users that have access to the application.

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

Search

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
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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

Search

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

Delegate

Done

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 site specific or detailed 401-related questions, contact:

Joni Lung

401 Section Technical Lead
Division of Surface Water
50 West Town Street, Suite 700
Columbus, OH 43215

Joni.Lung@epa.ohio.gov

(614) 644-2152

For system technical assistance with the 401 Service 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: 8:00 a.m. – 5:00 p.m.