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Chapter 1: Introduction

The Division of Materials and Waste Management (DMWM) Facility Registration service is provided as part of the Ohio Environmental Protection Agency’s (EPA) eBusiness Center (eBiz). eBiz is a secure Internet-based site that enables users to quickly and securely access Ohio EPA services and electronically complete and submit reports, license and registration applications.

The DMWM Facility Registration service enables users to electronically register compost and scrap tire facilities. Users can create, edit and submit registration application forms anywhere there is access to the Internet.

Registration applications are securely and safely stored in the eBiz on Ohio EPA’s protected data servers. Only authorized personnel with a valid user name and PIN can log into eBiz at any time to submit, view, modify or print registration applications.

About this User’s Guide

The DMWM Facility Registration User Guide contains information about the different procedures and screens associated with using the registration services in eBiz.

Some of the topics discussed in this document include:

- Establishing an account
- Obtaining a personal identification number (PIN)
- Associating facilities with a user account
- Creating, editing and submitting a facility registration

Access to the eBiz and the DMWM Facility Registration services is restricted to authorized personnel. A brief description of requesting a user name and PIN is provided in this guide.

For additional information about obtaining user names and PINs, refer to the eBiz User’s Guide available on the eBiz home page, www.ebiz.epa.ohio.gov.

Intended Audience

The DMWM Facility Registration Service User Guide is written for users that will be submitting registration applications for compost and scrap tire facilities.
Tips/Notes/Caution

A note highlights special information that will aid in using or understanding the DMWM Facility Registration service.

A tip is a hint that will make using the DMWM Facility Registration service easier or a shortcut to a specific step in a procedure.

A caution is a warning that special attention should be given to a specific action within the DMWM Facility Registration service.

Facility Registration Service Overview

The DMWM Facility Registration service enables users to electronically register facilities that generate compost or store scrap tires. Users can create, edit and submit registration applications anywhere there is access to the Internet and a printer.

Registration applications are securely and safely stored in the eBiz on Ohio EPA’s protected data servers. Only authorized personnel with a valid user name and PIN can log into eBiz and submit, view, modify or print registration applications.

Benefits

eBiz’s DMWM Facility Registration service ensures a faster and more accurate registration filing process. Filing electronically guarantees that all information in an application is consistent and complete.

Additional benefits include:

- Reduced paperwork requirements
- Accurate calculation of fees for scrap tire facilities
- Access application records at any time
- Automatic email notifications
- Decreased time between submitting an application and receiving the application
Getting Started

Users must have an eBiz account to use the DMWM Facility Registration service. If the user will be signing (submitting) registration applications, a PIN is needed. The PIN serves as an electronic signature and requires completion of a notarized mail-in Subscriber Agreement form.

Refer to the eBiz User’s Guide for more detail on creating a user account, requesting and activating a PIN.

Only new users to eBiz will need to get an account, request and activate a PIN, if they are signing applications.

To get started:

- Create an eBiz user account
- Request a PIN
- Download a Subscriber Agreement, print second page, get it notarized and mailed to Ohio EPA
- Activate the PIN
- Associate one or more facility with a user account

Microsoft Internet Explorer, version 7 or later is recommended when working with the Ohio EPA eBiz center.

The process of getting started is shown in the following process flow chart.
Creating a User Account

The following section briefly describes how to create an eBiz account, step 1 through step 3.

To create an account:

1. Open a web browser, Internet Explorer is recommended, and type https://ebiz.epa.ohio.gov/ into the address field.
2. Select Create New Account…
3. Complete the Create New User Account form.

The red asterisk (*) indicates that the field is required.

4. Click [Submit]. If the account was successfully created, a confirmation screen will display.
5. Select **Click here to login to the eBusiness Center**... to go to eBiz log in page.

### Requesting a PIN

A PIN uniquely identifies a user and serves as a legally binding electronic signature. The PIN represents an official signature and it should be kept confidential. **DO NOT** share the PIN with other users. For more information on PINs, refer to the eBiz user’s guide.

The following section briefly describes how to request a PIN, step 4 and step 5.

Refer to the eBiz User’s Guide for more detail on creating and requesting a PIN.
To request a PIN:

1. Open a web browser, Internet Explorer is recommended, and type https://ebiz.epa.ohio.gov/ into the address field.

2. Log into the eBiz.

3. Select:
   a. My Account
   b. Request New PIN

4. Verify information displayed is correct and make any necessary changes.
5. Enter security questions and answers.

![NOTE]

There are four sets of security questions and answers.

6. Click [Request PIN]

7. Download the Subscriber Agreement PDF file. Print the agreement and get the second page notarized.

8. Mail notarized agreement to the EPA.

![NOTE]

A confirmation email will be sent to the user once the PIN request is approved. The user will receive a PIN in the mail within a few days after receiving the confirmation email.

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**Activating a PIN**

The PIN must be activated in order to submit facility registration applications.

**To activate a PIN:**

1. Open a web browser and type [https://ebiz.epa.ohio.gov/](https://ebiz.epa.ohio.gov/) into the address field.
2. Log into eBiz.
3. Scroll to bottom of the page until the My Task section displays. Select **Activate a PIN**.
4. Follow the instructions.

**Downloading and Uploading Documents**

When filing a registration application it may be necessary to download or upload files.

When downloading files, a user has a choice to open the file or save the file to a specific location. Depending on which option is selected, a different result will occur.
If the **Open with** option is selected, the document will open in the application of choice, the default is Adobe Acrobat.

If the **Save File** option is selected, the user can select the location on the computer’s hard drive to save the file.

![Image](image1.png)

**NOTE**

The default location for saving the file is in the Downloads folder.

When files can be uploaded, links enable users to browse the computer's hard drive or local network. Click **Browse** to search for the appropriate file.

![Image](image2.png)

Select the appropriate file and click **Open** to upload and attach that file to the registration application.
Finding Longitude and Latitude

Each registration application contains facility information that includes name, address, phone number etc.

Typically, most of the facility information section is prefilled with information from the most recent registration application submitted to Ohio EPA.

Information that may need to be provided include:

- County
- Township
- Health District
- Latitude and Longitude

Typically, the facility's latitude and longitude fields will be completed.

To find a facility's longitude and latitude:

1. Access the registration application and scroll down the page until the Facility Information section displays.
2. Select **edit facility information**.
3. Select **view map**.
4. Right-click and select **What’s Here?** The latitude and longitude displays in the browser's search field.

![Latitude and Longitude Display](image1.png)

5. Select the latitude coordinate, right-click and select **Copy**.

![Copy Option](image2.png)

Optional way to copy is to press **Ctrl+C** on the keyboard.

6. Return to the facility information edit screen, right-click and select **Paste**.
Optional way to paste is to use press **Ctrl+V** on the keyboard.

7. Repeat step 5 and step 6 for the longitude coordinate.

8. Click **Update**
Chapter 2: Registration Applications

Chapter 2 describes how to create and submit a DMWM Facility Registration application using eBiz.

Introduction

The DMWM Facility Registration service provides users with the ability to register composting and scrap tire facilities. To submit facility registrations, users must have:

- An eBiz account and a PIN
- Authorization to use the DMWM Facility Registration service
- Facilities associated with their account

For more information on getting an eBiz account, PIN and authorization to use the service, refer to Chapter 1.

Facility Associations

This section discusses how to associate facilities with a user account.

Users can only file registration applications for the facilities that they are associated with in the registration service that are listed on the service home page. If no facilities are associated to the user's account, the page will be blank.

If the user has permission to add facility associations to their account, the page will have
Users must have user account and PIN (if electronically signing applications) to add facility associations. Users will not be granted permissions to associate a facility until their PIN is activated.

Service Activation – Facility Search

The first step in activating the registration service is to associate the user’s account with one or more facility. A search page enables users to quickly find a specific facility based on specific criteria. For example, if the facility name is Redbrick Enterprises Inc., enter “brick” in the Name field. This will search for all facilities with brick in the name.

To associate a facility:

1. Login to eBiz and select **DMWM Facility Registration** link.
2. Click **Add Facility**
3. Enter desired search criteria.
   - **Helpful Tip**: Try less specific criteria if an initial search is not successful. For best results, enter only 1 or 2 criteria.
4. Click **Search**.

Searching by the Agency Core ID (if known) is the quickest and most accurate way to find a facility. Using street name and county is also an efficient way to search.
5. Review the search results and select the **Agency Core ID** of the appropriate facility.

![Service Activation - Facility Search Results](image)

Repeat the procedure until all desired facilities to be associated to the account have been added.

6. Click **Next**.

7. Select the **Check the Certify/Submit**, read the agreement and select the confirmation check box. Enter the PIN and answer the security question that was setup when the PIN was requested.

![DMWM Registration Service Request](image)

8. Click **Submit DMWM Registration Service Request**.

9. Select the **Continue** link.
After the request has been submitted, a Service Activation Request Complete page displays that the request was successfully received. An email notification will also be sent to the user when the service request has been processed.

Selecting Continue returns the user to the Welcome to the Ohio EPA eBbusiness page.

Facility Registration Service Page

The Facility Registration Service page is divided into three sections:

- My Registration (facility’s address)
- In Process Facility Registration Application
- Facility Registration Application History

There will not be a facility registration history until applications have been electronically submitted using the service.

Click to create new registration applications.
If there are applications in process, users can click:

- 📝 to edit in-process registration applications
- ✗ to delete in-process registrations applications
- 📊 to view a copy of the invoice for a submitted registration application

Click ✗ to return to Welcome to the Ohio EPA eBbusiness page.

**Creating a New Registration**

The following sections describe how to create and submit a DMWM Facility Registration application.

The process is shown in the following flow chart.
Registration Application Form

Users enter registration information into an application form including the applicant, application type, facility information, etc. Once all information is complete, the user can submit the registration application.

Click [Create Registration Application] to display the Facility Registration Service page where users create and submit the facility registration. Each registration application contains the following common sections:

- Applicant Information
- Facility Information
- Property Owner Information
- Application Information
Applicant Information

Use the Applicant Information section to record basic applicant information such as name, address and phone number.

The red asterisk (*) indicates that a field is required.

There are three applicant types:

- Property Owner
- Facility Operator
- Both Owner/Operator
Facility Information

Use the Facility Information section to record contact information including facility name, address and phone number. Most of this information is prepopulated from the most recent information available for the facility.

The red asterisk (*) indicates that a field is required.

Select edit facility information to make any necessary changes.
Property Owner Information

Use the Property Owner Information section to list all person(s), corporate or individual, who hold legal title to the property on which the selected facility is located.

Select the + add new owner link to enter owner contact information.

The red asterisk (*) indicates that a field is required.

There are six owner types:

- Corporation
- Government
- LLC
- Individual
- Partnership
- Sole Proprietorship

If the property owner is a corporation, list all individuals or organizations that own more than 10% of the shares of the corporation. Continue this process until the individual owners of every organization that holds at least 10% of the shares of a parent organization are listed.
The Owner’s Permission drop-down list is used to indicate if the owner gave the facility permission to operate at the specified location.

The choices are:

- Yes
- No
- Owner is Operator

Application Information

Use the Application Information section to select the facility type and application type for the registration.

The red asterisk (*) indicates that a field is required.

The Facility List drop-down list provides the following available facilities that can be selected:

- Composting (Class 2, Class 3 and Class 4)
- Scrap Tire Collection
- Scrap Tire Recovery (Class 2 and Mobile)
- Scrap Tire Storage – Class 2

There are two application types that can be selected:

- New
- Modification of Existing

If the Modification of Existing application type is selected, the Original Approval Date and the Original Registration Number fields display.
Facility Specific Sections

There are a variety of facilities supported in the facility registration service ranging from compost to scrap tire storage. Depending on the facility type selected, new sections will be added to the registration application. These facility-specific sections are described in the following paragraphs.

Facility Processing Area and Operations

Selecting Composting Class 2, Class 3 or Class 4 facility type displays this section.

Use the Facility Processing Area and Operations section to indicate how the facility will operate including the composting method, the amount of waste received a day and if food scraps are accepted.

The red asterisk (*) indicates that a field is required.

Available compost methods are:

- Windrows
- In Vessel
- Aerated Static Piles
- Static Piles
- Other
Use **Ctrl** and left click to select multiple composting methods.

The Allowable Maximum Daily Waste Receipt drop-down lists provides predefined amounts, in tons.

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**Closure Cost Estimate**

Selecting the Composting Class 2 facility type displays this section.

Use the Closure Cost Estimate section to input information about the cost of closing the facility. Users can enter storage capacity amounts and both closure and total cost estimates will be automatically calculated.

If the closure cost estimate exceeds $3,500 a financial assurance document must be submitted with the registration application.
Financial Assurance documents provide evidence that the necessary funds are available to cover final closure costs. Composting Class 2 Facilities are required to maintain fiscal resources to adequately pay for any cost related to closure, post-closure care, and corrective measures.

**Plan View Drawings**

Selecting one of the following facility types displays this section:

- Composting (Class 2, Class 3 or Class 4)
- Scrap Tire Collection
- Scrap Tire Recovery – Class 2
- Scrap Tire Storage – Class 2

Use the Plan View Drawings section to upload a document that provides details about the proposed facility including property lines, location of all buildings and access roads.

**Letter(s) of Intent**

Selecting the Composting Class 2 facility type displays this section.

Use the Letters(s) of Intent section to upload copies of the letter(s) of intent to be sent to an individual or organization, such as zoning authority, local government, solid waste management districts, local fire departments, etc. recipients. Letters of intent indicate that the facility plans to establish a composting facility at a specified location within the rules and regulations established by the Ohio EPA.
Supported document file types include: dat, txt, zip, pdf, doc, docx, xls and xlsx.

Additional Details – Scrap Tire Collection

Select the Scrap Tire Collection facility type to display this section.

Use this section to indicate if the facility is licensed to handle scrap tires.

If the applicant is a licensed motor vehicle salvage dealer, enter the:

- MVSD License Number
- MVSD License Issue Date
- Name of MVSD License

Facility Operational Details

Selecting one of the following facility types displays this section:

- Scrap Tire Recovery – Class 2
- Scrap Tire Recovery Mobile
- Scrap Tire Storage – Class 2
Depending on the facility type selected, the Facility Operational Details section has different required information.

When Scrap Tire Recovery – Class 2 facility type is selected, additional text fields display.

When Scrap Tire Recovery – Mobile facility type is selected, additional text fields display.
When Scrap Tire Storage – Class 2 facility type is selected, additional text fields display.

![Facility Operational Details]

Submit Registration Applications

Once all information is complete, click:

- ![Save](Image) to save changes that were made and keeps the current registration displayed.
- ![Delete](Image) to cancel any changes to the current registration since the last save and returns the user to the Facility Registration Service page.
- ![Finished](Image) to save any changes that were made to the application since the last save and returns the user to the Facility Registration Service page.

**CAUTION** Once a registration has been submitted, changes cannot be made.

Click ![Submit](Image) to submit the registration application. The PIN Validation page displays.
Enter PIN and the answer to the security question. If the PIN and security answer match, a submission confirmation screen displays. Users can download the registration application invoice.

Select **Continue** to return to the Welcome to the Ohio EPA eBusiness Center home page.
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