In January 2018, the Ohio EPA Division of Materials and Waste Management launched a new version of the licensing and registration software in the agency’s 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.

This guide is written for users that will be entering Infectious Waste Generator registrations through eBiz system from anywhere there is access to the Internet. While our system is compatible with various internet browsers, it is recommended that anyone entering an application use Google Chrome or Mozilla Firefox.

New users that will enter a registration application will need to have an account with the eBiz Center and acquire a PIN (Personal Identification Number). To create an account and obtain a PIN, please visit http://ebiz.epa.ohio.gov/. A list of contacts is included at the end of this guide if you need an assistance throughout the process.

**Locating the Infectious Waste Generator Service**
After you have successfully created an account, obtained a PIN, and activated the PIN (new users), log into the eBiz center. The main screen will list out all the available Ohio EPA eBiz services.

From the list of available services, click **DMWM License and Registration Service**. If you see a status of **Inactive** to the right, that is ok. This will not prevent you from using the service.
Once you have entered the License and Registration Service, you will be provided with a list of applications available with the service. You will want to click the bottom service, **Infectious Waste Generator Registrations**.

### Associating a Facility
Once you have successfully entered the **Infectious Waste Generator Registration** service, you will most likely have a screen like the following:
The first step in starting your application will be to select **Add Facility** to be taken to the Facility Search screen.

**Add Facility**

Next, you will enter information to help you locate your facility. If you are an Infectious Waste Generator with multiple generating locations, please only search for the applicant information. When using this search feature, it is recommended that you do not use all fields, performing a basic search with the address line will help produce more accurate results. If you know your Core ID, search using that field only.

**Creating a New Facility**

If your search comes back with no results after multiple attempts, you have two options. The first option would be to call or e-mail the contact person for *New Registrations* listed below. The second option would be to click **Create New Facility**. While we recommend option one, either option you decide will work. If you did find your facility, please skip ahead to the next section, *Associating an Existing Facility*. 
If you select the **Create New Facility**, a pop-up window will appear for you to enter the facility information. It is important to note the facility information should be for the organization who is the applicant of this registration. The applicant can also be listed as a generator of infectious waste, which will be discussed later.
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Once you have completed the information above, click Create New Facility to be taken to the Role Selection screen.

On this screen, you will want to select the appropriate role. If you are the person who will be submitting this registration application, you must select Responsible Official. If you select the role of Registration Preparer, you will only be able to complete the application information. A person who has selected the role of a Registration Preparer is not required to have a PIN. A person with the Responsible Official role will have to submit any applications that a Registration Preparer has entered.

After selecting your role, you will be taken to the Review Request screen where you will click Create to have a window pop-up for your PIN information.
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After completing the Security Question and PIN, click **Submit** to receive a confirmation screen where you will click **Continue**.

You will be redirected back to the *Infectious Waste Generator Service* screen and see your facility listed with **Reconciliation Pending** to the side. Click on your facility name to expand the view.
As a new facility, you will not have any Existing Registrations listed. To start your application, click **Create New IWG Registration**. How to complete an application is discussed in the next section. As long as your facility has *Reconciliation Pending* beside it, you will not be able to submit the application. Once the reconciliation has been completed by Ohio EPA, you will have the ability to submit your application and pay any associated fees.

**Associating an Existing Facility**
If your search results returned your facility, click the **Select** button on the left.

After clicking **Select** you will be directed to the *Role Selection* screen.

On this screen, you will want to select the appropriate role. If you are the person who will be **submitting** this registration application, you **must** select **Responsible Official**. If you select the role of **Registration Preparer**, you will only be able to complete the application information. A person who has selected the role of a Registration Preparer is not required to have a PIN. A person with the Responsible Official role will have to submit any applications that a Registration Preparer has entered.
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After selecting your role, you will be taken to the *Review Request* screen where you will click **Create** to have a window pop-up for your PIN information.

![Add Facility](image)

After completing the Security Question and PIN, click **Submit** to receive a confirmation screen where you will click **Continue**.

![Security Question](image)

You will be redirected back to the *Infectious Waste Generator Service* screen and see your facility listed.
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Entering an Application
Once you have successfully associated your account with your facility, you are ready to start your Infectious Waste Generator Registration application. When in the Infectious Waste Generator Service screen, you will want to click on your facility that is listed to expand the view. If it is a brand-new facility, there will not be any existing registrations. If there is an existing registration(s), the history will be displayed.

New Registration
To enter a new, initial registration, click Create New IWG Registration.

![Image of Create New IWG Registration](image_url)

After clicking the Create New IWG Registration button, the registration application will appear on the screen.
When the application loads, some information is pre-populated based on the facility information. This information can be changed if necessary. It is recommended that anyone completing an application click **Save** periodically to prevent loss of work. The numbers listed in the lower left side of the page are useful if you have to call Ohio EPA for assistance with your application.

Once you have completed the Applicant Information, it is time to add the Infectious Waste Generator Premises. Every application will have at a minimum one generator which may or may not be the same as the applicant information.

To add a generator, click **Add Infectious Waste Generator Premise** button.

A pop-up window will appear with a **Premise Search** button. The premise search works the same as the Facility Search that was previously done. The steps detailed in the above sections can be used to complete this area.
DMWM Infectious Waste Generator Registration User Guide

Once you have located and selected your generator, a pop-up will appear with information on that specific generator premise to be completed. After completing all the fields, you will click **Save Generator** to add it to your application.

![Infectious Waste Generator Registration Form]

Once you have completed adding all the Infectious Waste Generator Premise to the application and reviewed all entered information, you are ready to submit your application.

Before submitting, click the **Save** button. To verify that all the required fields have been completed, click the **Check for Errors** button.

![Infectious Waste Generator Application Form]

If you received the **All fields are valid** on bottom of the page, you are ready to click the **Submit** button.
Once you have clicked **Submit**, you will be required to answer your security question and PIN.

After clicking **Submit** on the **PIN Validation** screen, you will be directed to a screen that will say it is processing your application. Do not click the back button or refresh this screen. Once the application has finished processing, it will take you to the payment information screen. A non-refundable $140 fee is required for all initial and renewal applications. This fee can be paid online or by check. The payment information screen will detail this process.

**Existing Registration**

When entering an application for an existing registration, there are two types: Renewal and Amendments. After clicking on your facility name, you should see any previously issued registrations listed. When entering a renewal or amendment application, it is important to make sure you are using the most recently issued registration.
To start a new application, click the **Actions** button to the right of the most recently issued registration. If you have made multiple amendments in your current three-year registration cycle, select the previously issued registration with the highest four-digit number (####) listed in the **Type** column. If you are unsure, please refer to the contact section for assistance.

After clicking the **Actions** button, a drop-down will appear, you will want to either select **Renew Registration** or **Amendment/Modification** based on the type of application you are submitting. After you have made your selection, the application screen will appear.
Once the application has loaded, the information from the previously submitted application will appear. The type of application, renewal or amendment, will also be stated on the bottom left-hand side by the Application ID (####). This is the step where you can make any edits necessary to the application before submitting.

Once you have completed the Applicant Information, it is time to verify the Infectious Waste Generator Premises that are currently listed in the active registration and make any edits, additions, and/or deletions. Every application will have at a minimum one generator which may or may not be the same as the applicant information.

To add a generator, click **Add Infectious Waste Generator Premise** button.

A pop-up window will appear with a **Premise Search** button. The premise search works the same as the Facility Search that was previously done. The steps detailed in the above sections can be used to complete this area.
Once you have located and selected your generator, a pop-up will appear with information on that specific generator premise to be completed. After completing all the fields, you will click **Save Generator** to add it to your application.

To edit a generator, you will need to click the little paper and pencil icon under **Actions**. A pop-up will appear similar to adding a generator.
To delete a generator, you will simply click the X button under Actions.

Once you have completed editing and reviewing the Infectious Waste Generator Premises to the application and reviewed all entered information, you are ready to submit your application.

Before submitting, click the Save button. To verify that all the required fields have been completed, click the Check for Errors button.

If you received the All fields are valid on bottom of the page, you are ready to click the Submit button.

Once you have clicked Submit, you will be required to answer your security question and PIN.
After clicking **Submit** on the *PIN Validation* screen, you will be directed to a screen that will say it is processing your application. Do not click the back button or refresh this screen. Once the application has finished processing, it will take you to the payment information screen. A non-refundable $140 fee is required for all initial and renewal applications. This fee can be paid online or by check. The payment information screen will detail this process. If you are submitting an amendment, there is no fee required.

**Contacts**

<table>
<thead>
<tr>
<th>Subject</th>
<th>Name</th>
<th>Phone / E-mail</th>
</tr>
</thead>
<tbody>
<tr>
<td>Creating an Account &amp; Obtaining a PIN</td>
<td>Greg Nichols</td>
<td>614-728-5327</td>
</tr>
<tr>
<td></td>
<td></td>
<td><a href="mailto:Gregory.Nichols@epa.ohio.gov">Gregory.Nichols@epa.ohio.gov</a></td>
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<tr>
<td>Creating a New Facility</td>
<td>Greg Nichols</td>
<td>614-728-5327</td>
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<td><a href="mailto:Gregory.Nichols@epa.ohio.gov">Gregory.Nichols@epa.ohio.gov</a></td>
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<tr>
<td>Entering an Application</td>
<td>Greg Nichols</td>
<td>614-728-5327</td>
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<td><a href="mailto:Gregory.Nichols@epa.ohio.gov">Gregory.Nichols@epa.ohio.gov</a></td>
</tr>
<tr>
<td>Paying an Invoice</td>
<td>Greg Nichols</td>
<td>614-728-5327</td>
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<td><a href="mailto:Gregory.Nichols@epa.ohio.gov">Gregory.Nichols@epa.ohio.gov</a></td>
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<tr>
<td>General Registration Questions</td>
<td>Greg Nichols</td>
<td>614-728-5327</td>
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<td><a href="mailto:Gregory.Nichols@epa.ohio.gov">Gregory.Nichols@epa.ohio.gov</a></td>
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<tr>
<td>Infectious Waste Program</td>
<td>Angel Arroyo-Rodriguez</td>
<td>614-728-5336</td>
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<tr>
<td>Questions</td>
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<td><a href="mailto:Angel.Arroyo-Rodriguez@epa.ohio.gov">Angel.Arroyo-Rodriguez@epa.ohio.gov</a></td>
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