Ohio Environmental Protection Agency

DMWM Facility Licensing Service

User's Guide

Version 1.0

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Module 1:
Introduction

Introduction

The Division of Materials and Waste Management (DMWM) Facility Licensing software is a service provided in 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.

About this User's Guide

The DMWM Facility License Service User Guide provides information about the different processes and procedures associated with using the facility license service in eBiz.

Some of the topics discussed in this document include:

- Establishing an account
- Obtaining a personal identification number (PIN)
- Creating, editing and submitting applications
- Approving and denying applications
- Downloading and printing invoices

Access to the eBiz and the DMWM Facility Licensing service 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.

Module Contents

This module contains information about:

- Intended audience
- Module overview
- Facility license software overview
- Benefits of using the software
- User roles
- Getting started
- Downloading and uploading files
- Finding a facility's latitude and longitude

Intended Audience

The DMWM Facility License Service User Guide is written for users that participate in the licensing process ranging from completing and submitting the application to approving and issuing licenses.

There are four audiences for this guide. The first audience is the operators and owners of facilities that want to obtain a license from the Ohio EPA or approved local health departments (HD). Facilities include:

- Landfills of non-hazardous waste
- Solid waste incinerators
- Solid waste transfer facilities
- Compost facilities
- Scrap tire facilities

The second audience is the district/central office user that reviews licensing applications.

The third audience is the HD user that will review, approve and issue facility license.

The last audience is the DMWM office staff.

Module Overview

The DMWM Facility Licensing Service User Guide is divided into individual standalone chapters, referred to as a module. Each module is written for a specific user role and contains only the information that a user with that role needs to know to perform the tasks they need to do in the application process.

For example, a user with the facility role will not receive a module that provides information about the HD user role.

Each module is briefly described in the following table.

Module	Description
Module 1: Introduction	This module contains basic information applicable to every user role including: • Overview of the facility license software • How to request and activate a user name and PIN • User roles • How to get started using the DMWM Facility Licensing service.
Module 2: Facility User	This module contains information for the users that: • Create, edit and submit applications • Sign applications • Perform tasks related to the application as assigned by the licensing authority (the HD department or DMWM)
Module 3: Health Department User	This module contains information for users who: • View, approve and deny license applications • Download invoices and certificates • Assign review tasks
Module 4: Process and Record Management Unit (PRMU) User	This module contains information specific to EPA employees such as the ability to maintain the lists of licensable facilities and health departments and link users to those health departments.

For more specific information on user roles, refer to the user role section.

Tips/Notes/Caution

The following is a list of tips, notes and cautions used in this user guide.

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

A tip is a hint that will make using the DMWM Facility Licensing 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 Licensing service.

DMWM Facility Licensing Service Overview

The DMWM Facility Licensing service enables facility owners or operators to electronically apply for licenses. Facility users can create, edit and submit application forms anywhere there is access to the Internet and a printer.

HDs use the DMWM Facility Licensing to electronically assign review tasks, approve applications and download invoices and licenses.

Facility license applications are 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 license applications invoices or certificates.

Benefits

eBiz's DMWN Facility Licensing service ensures a faster and more accurate application filing process. Filing electronically guarantees that all information in an application is consistent and complete.

Fee rates are also calculated automatically which eliminates guess work and meeting deadlines becomes easier.

Additional benefits include:

- Reduced paperwork requirements
- Accurate calculation of license fees
- Access application records at any time
- Automatic notifications by email when applications are approved or rejected
- No longer have to wait to receive invoices
- Future license renewals submittal and approval are faster
- Telephone and email tech support

User Roles

This section provides a brief introduction to user roles. Each user role has specific rights and permissions that determine their level of access to the facility licensing service.

Overview

There are four types of users that can access facility license software:

- DMWM district office/central office/HD read-only user
- Facility (standard) user
- HD user
- DMWM PRMU user

User roles follow a hierarchy of responsibilities in the application submittal, approval and issuance of license process.

- The facility user completes and submits the application
- The Ohio EPA district office/central office/HD review-only user reviews the application
- The HD user assigns review tasks to other users, approves applications and issues licenses
- The PRMU user has all the permissions that HD and facility users and also acts as the system administrator that maintains lists and accounts

District Office/Central Office/HD Read-Only User

The district office/central office/HD read-only user is the most basic user type in the DMWM Facility Licensing service. These users are usually only assigned a review task pertinent to the processing of an application.

This user role has read-only access to the facility licensing service and cannot edit, delete or approve license applications.

Facility User

The facility user is the most common (standard) user type role. This user role has the permissions to complete, sign, certify and submit electronic license applications. The facility user is usually the owner or operator of a facility, often referred to as the Responsible Official.

Only the Responsible Official can electronically sign applications once they are completed and ready to be submitted. However, the Responsible Official must first apply for and obtain a PIN before signing up for the licensing service.

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.

HD User

The HD user can perform many administrator functions in the Facility Licensing software. This user role approves or proposes to deny license applications.

This user role has permissions to:

- Issue licenses
- Generate and download invoices
- Assign review tasks to other users
- Enter a paper application
- Complete tasks and review applications

PRMU User

The PRMU user is the top of the role hierarchy. These users are EPA DMWM employees and have the same permissions and access to the license software as the other three user types.

In addition, the PRMU staff user can:

- Process and approve applications
- Assign review tasks to other users
- Maintain lists of licensable facilities and the health departments

Getting Started

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

NOTE   Refer to the eBiz User's Guide for more detail requesting a PIN.

Overview

Helpful Tip   Microsoft Internet Explorer, version 7 or later is recommended when using the DMWM Facility License service.

This section describes how to get started using the DMWM Facility Licensing service.

NOTE   This process is only done once for new users.

To get started:

- Create an eBiz user account
- Request a PIN
- Getting a Subscriber Agreement notarized and mailed to Ohio EPA
- Activate the PIN
- Request use of license service

Applying for the DMWM License Service

The following sections briefly describe how to create an eBiz account and get authorization to use the license service.

NOTE   Refer to the eBiz User's Guide for more detail on creating an account, requesting the PIN and other information on using the eBiz center.

Helpful   Users that already have an account and PIN start the following process at step 6.
Tip

Each step in the process flow chart is described in the following sections.

Applying for DMWM Facility Licensing Service Process Flow Chart

Need to Apply for DMWM Licensing Service

Step 1: Log into eBiz Web Site

Step 2: Select Create New Account Link

Step 3: Complete and Submit Form

Step 4b: Print Agreement and Get Notarized

Step 4a: Complete PIN Request Form

Step 4: Request a PIN

Confirmation Email Sent

Step 4c: Mail Notarized Agreement to EPA

ITS Processes PIN Request

Email Confirmation PIN was Assigned

PIN Mailed

Step 5: Activate PIN When Received

Step 6b: Add Desired Facilities

Step 6a: Select DMWM Facility Licensing Link

Step 6: Request Facility Licensing Service

Step 6c: Complete Facility Request and Submit

Confirmation Email Sent (Approval or Denial)

Creating an Account

The following section briefly describes how to create an eBiz account that includes step 1 through step 3 in the process flow chart.

To create an account:

1. Open a web browser and type https://ebiz.epa.ohio.gov// into the address field.

2. Select **Create New Account**.
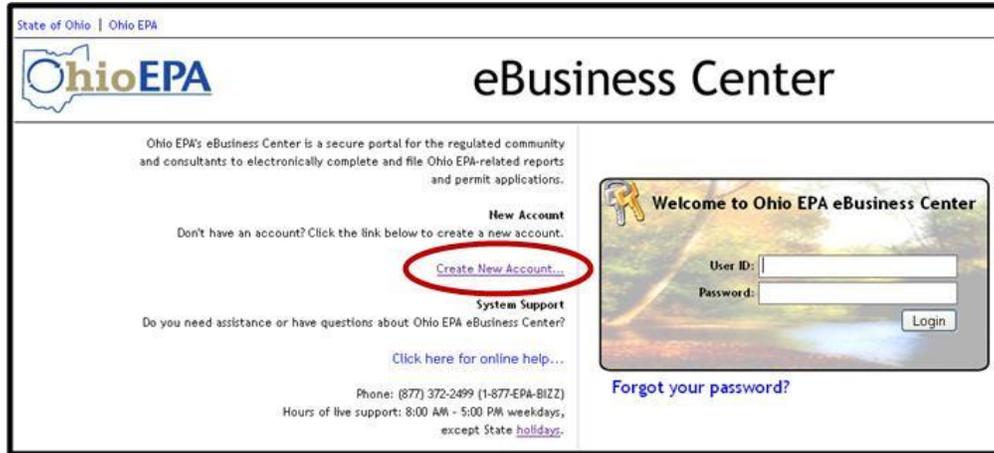
3. Complete the Create New User Account form.

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

4. Click **Submit**. A confirmation screen will display indicating if the account was successfully created.
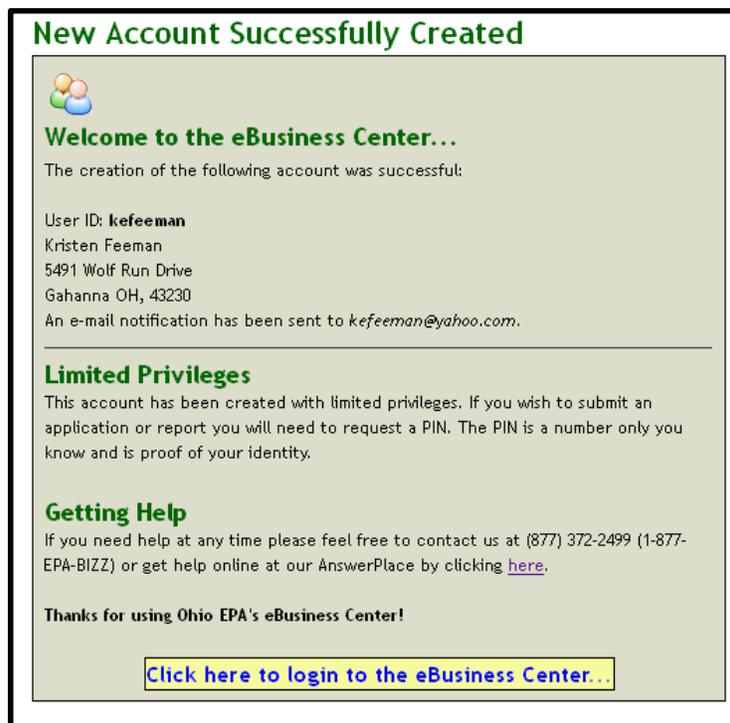
A confirmation email that the account was successfully created will be sent to the user. Once the email is received, the account can be used.

5. Select **Click here to login to the eBusiness Center…** to go to eBiz log in page.

Requesting a PIN

The following section briefly describes how to request a PIN to use in eBiz, step 4 in the process flow chart.

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.

Refer to the eBiz User's Guide for more detail on requesting a PIN.

To request a PIN:

1. Open a web browser and type https://ebiz.epa.ohio.gov// into the address field.

2. Log into the eBiz.

3. Locate the menu bar at the top of the screen and select:

   a. My Account

   b. Request New PIN

4. Verify information displayed is correct and make any changes that are necessary.

5. Enter 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 from the eBusiness when the PIN request is approved. The user will receive a PIN in the mail within a few days after receiving the confirmation email.

Activate PIN

The following section briefly describes how to activate a PIN, step 5 in the process flow chart. The PIN must be activated in the facility licensing service in order to sign applications.

To activate a PIN:

1. Open a web browser and type https://ebiz.epa.ohio.gov// into the address field.

2. Log into the eBiz with the User ID and Password.

3. Scroll to bottom of the page until the My Task section displays and select the **Activate a PIN**.

4. Follow the instructions that display.

Service Request Authorization

The following section briefly describes how to request the use of the DMWM Facility Licensing service in eBiz, step 6 in the process flow chart.

As a security measure, Ohio EPA will only permit the electronic submission of license applications for facilities after verifying that the facility user who made the request is the appropriate person to submit an application.

To request service use authorization:

1. Open a web browser and type https://ebiz.epa.ohio.gov// into the address field.

2. Log into the eBiz with User ID and Password.

3. Select **DMWM Facility Licensing**.

4. Click [Add Facility].

5. Enter search criteria.

Limit the search criteria. Too much information will display a larger number of facilities. Use the Facility Core ID for best search results.

6. Click [Search].

7. Select the appropriate **Agency Core ID**.

8. Add another facility to the list, if appropriate, by repeating steps 4 through 7.

9. Click [Next] when finished selecting facilities to submit the license service request.

> **NOTE**
> A confirmation email will be issued when the account has been granted access to submit licenses for the requested facilities. Once the request is approved, license applications can be entered. A confirmation email with an explanation will also be sent to the user if the request was denied.

Downloading and Uploading Documents

When filing a facility application or issuing a license it will be necessary to download or upload documents or other files.

For an example, a user may need to upload a letter of transfer or download an invoice once a license has been approved and issued.

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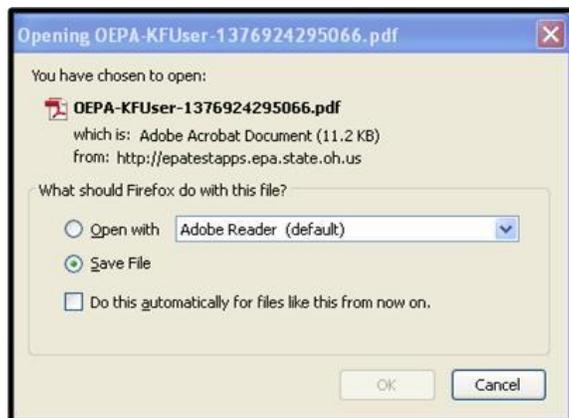
If the **Open with** option is selected, the document will open in the application of choice, the default is Adobe Acrobat.

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

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

When files can be uploaded, links enable users to browse the local hard drive. Click [Browse...] to search for the appropriate file.
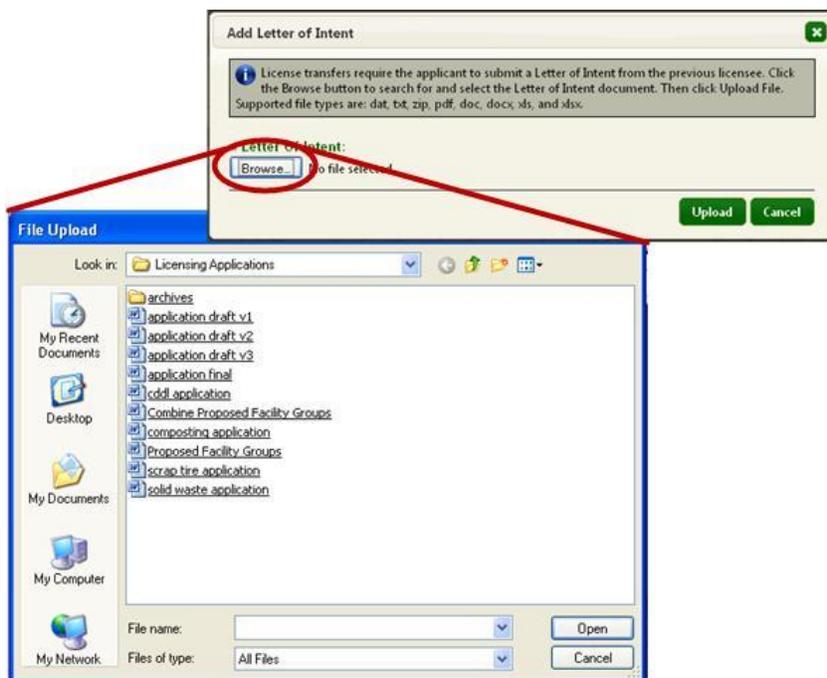
Click [Open] to upload the file.

Finding Longitude and Latitude

Each license 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 license application submitted to Ohio EPA.

Some information may need to be provided including a facility's:

- County
- Township
- Health district
- Latitude and longitude

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

To find a facility's longitude and latitude:

1. Access the appropriate license application and scroll down the page until the Facility Information sections displays.

2. Select **edit facility information**.

3. Select **view map**.
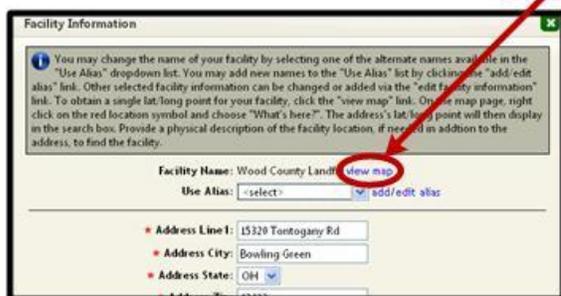
4. Right-click and select **What's Here?** The latitude and longitude displays in the browser's search field.
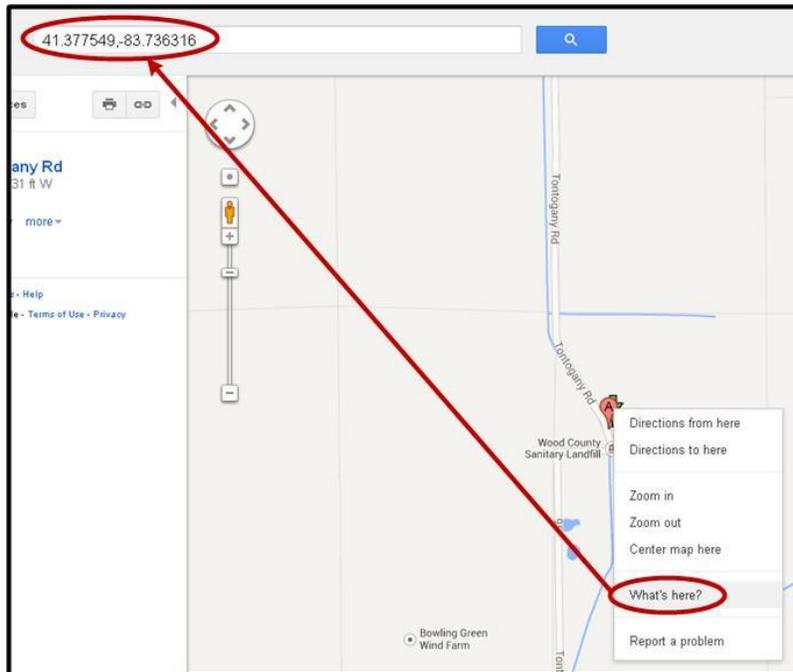
5. Select the latitude coordinate, right-click and select **Copy**.
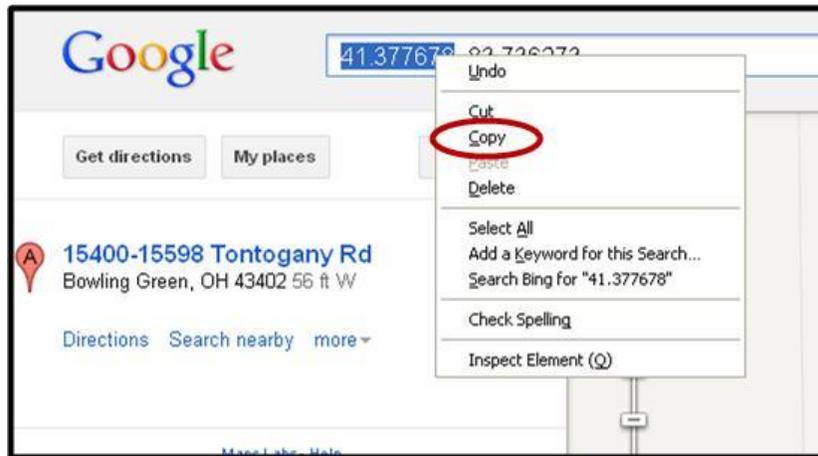
Helpful Tip   Another way to copy the coordinate is to press **Ctrl+C** on the keyboard.

6. Return to the facility information edit screen, right-click and select **Paste**.

Helpful Tip   Another way to paste the coordinate is to press **Ctrl+V** on the keyboard.

7. Repeat step 7 and step 8 for the longitude coordinate.

8. Click **Update**.

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