



Scrap Tire Transporter Registration User Guide

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 web-based application 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 applying for Scrap Tire Transporter registrations which can be done 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 the latest versions of **Google Chrome** or **Mozilla Firefox**.

New users that 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 any assistance throughout the process.

Locating the Scrap Tire Transporter 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.

Welcome to the Ohio EPA eBusiness Center

Need Help? Click this box for assistance.

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Project Notification		Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Request	Inactive	view/edit	
Division of Surface Water NPDES Permit Applications (STREAMS)		Inactive		
DMWM Compliance	Request	Inactive	view/edit	
DMWM License and Registration Service		Inactive	view/edit	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
e-Discharge Monitoring Reports (eDMR)	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

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 DMWM's License and Registration Service, a list of all available DMWM services is presented, you will select the next to last service, **Scrap Tire Transporter Registrations**.

DMWM Scrap Tire Transporter Registration User Guide

eBusiness Center

Facility License and Registration Services

Construction and Demolition Debris Licenses	Manage your Construction and Demolition Debris licenses
Solid and Infectious Waste Licenses	Manage your Landfill, Transfer, Residual/Industrial, Compost, Scrap Tire and Infectious Waste Treatment Facility licenses
Composting Facility Registrations	Manage your Composting Facility registrations
Scrap Tire Facility Registrations	Manage your Scrap Tire Facility registrations
Scrap Tire Transporter Registrations	Manage your Scrap Tire Transporter registrations ←
Infectious Waste Generator Registrations	Manage your Infectious Waste Generator registrations

Associating a Transporter

Once you have successfully entered the **Scrap Tire Transporter Registration** service, if you are a first-time user, you will most likely have a blank screen similar to below with no associations. Associations are what links your account to your transporter in the system. If you have previously submitted an online application in the eBiz system before, your transporter name should be listed in the service. If you have a transporter associated with your account, please skip ahead to the **Entering an Application** section.

Scrap Tire Transporter Service

To manage your transporter applications and registrations click the facility name.

Filter Text → [Add Transporter](#) [Back to Service Home](#)

If there are no transporters associated with your account, the first step in starting your application will be to select **Add Transporter** to be taken to the Transporter Search screen.

Next, you will enter information to help you locate your transporter. 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. See next page for a view of this screen.

DMWM Scrap Tire Transporter Registration User Guide

Add Transporter

Transporter Search

 **Searching for Transporters**

The first step in activating a new service is to associate it with one or more transporters. Use this search to locate transporters for association. You can enter the partial name of the transporter to do a search. For example, if the transporter name is "Redbrick Enterprises Inc." you can enter "brick" in the "Name" field below. This will search for all transporters with "brick" in the name.

Searching by the Regulatory Program ID or Agency Core ID is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try less specific criteria if an initial search is not successful.

Valid Transporter Classifications:

- Scrap Tire Transporter (SCTFC)

Regulatory Program ID	Address
<input type="text"/>	<input type="text"/>
Agency Core ID	City
<input type="text"/>	<input type="text"/>
Name	County
<input type="text"/>	<input type="text"/>
	Zip
	<input type="text"/>

[Creating a New Transporter](#)

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 at the end of this guide. The second option would be to click **Create New Transporter**. While we recommend option one, either option you decide will work. If you did find your transporter, please skip ahead to the next section, *Associating an Existing Transporter*.

Add Transporter

No Facilities Found

Your search did not return any facilities. Please modify your search criteria.

If you made multiple search attempts using different search criteria and no matches are found, click on the 'Create New Facility' button to go to the Facility Profile screen where you can enter facility identification information.

Please Note: You may be at risk of losing work you perform in the selected service if you are not certain that your facility does not already exist in the agency database and you erroneously create a duplicate facility and begin working in the selected service under the duplicate facility record. If you are uncertain, please continue searching the Agency database using more inclusive (i.e., less specific) search criteria, or contact support staff for the regulatory program to obtain assistance.

DMWM Scrap Tire Transporter Registration User Guide

If you select the **Create New Transporter**, a pop-up window will appear for you to enter the transporter information. It is important to note the transporter information should be for the organization who is the business operating as the Scrap Tire Transporter.

New Facility Information

Facility Name

Facility Address Line 1

Facility Address Line 2

City **State** **Zip Code**

County

Phone Number

Facility Type

Once you have completed the information above, click **Create New Facility** (Transporter) to be taken to the *Role Selection* screen.

DMWM Scrap Tire Transporter Registration User Guide

Add Facility

Role Selection

Leanne's Test Facility (545875)
50 West Town Street
Columbus OH 43215

 Please click the role you fulfill when creating applications for the Leanne's Test Facility facility.

Role	Description
Responsible Official	Use this role for a partnership or sole proprietorship: a general partner or the proprietor, respectively or for a municipality, State, Federal, or other public entity: either a principal executive officer or ranking elected official.
Registration Preparer	Use this role if you are only preparing the application and will not be submitting as the responsible official.

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.

Add Facility

Review Request

 You have requested permission to access Leanne's Test Facility as a Responsible Official. If this is correct click the 'Create' button below.
Please Note: This facility requires reconciliation by the Ohio EPA. (545875)

Your Selected Facility Leanne's Test Facility 50 West Town Street Columbus OH 43215	Your Selected Role Responsible Official Use this role for a partnership or sole proprietorship: a general partner or the proprietor, respectively or for a municipality, State, Federal, or other public entity: either a principal executive officer or ranking elected official.
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DMWM Scrap Tire Transporter Registration User Guide

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.

For the facility listed above, I certify that I am an applicant, registrant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.

Security Question: What color is red?

PIN:

[Submit](#) [Cancel](#)

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 *Scrap Tire Transporter Service* screen and see your transporter listed with *Reconciliation Pending* to the side. Click on your transporter name to expand the view.

Scrap Tire Transporter Service

To manage your transporter applications and registrations click the facility name.

 [Add Transporter](#) [Back to Service Home](#)

Leanne's Test Facility (552908) Reconciliation Pending [Remove](#)

New Transporter Registrations [Create New Transporter Registration](#)

You have no applications.

Existing Transporter Registrations

You have no transporter registration.

DMWM Scrap Tire Transporter Registration User Guide

As a brand new transporter, you will not have any Existing Registrations listed. To start your application, click **Create New Transporter Registration**. How to complete an application is discussed in the next section. As long as your transporter 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 Transporter](#)

If your search results returned your transporter, click the **Select** button on the left.

Add Transporter

Search Results **1**

Action	Name	Address	Regulatory Program ID	Facility Types
<input type="button" value="select"/>	DMWM CLR Scrap Tire Transporter (537642)	50 West Town St Columbus OH 43215	ST100001	Scrap Tire Transporter (SCTFC)

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

Add Transporter

Role Selection

DMWM CLR Scrap Tire Transporter (537642)
50 West Town St
Columbus OH 43215

 Please click the role you fulfill when creating applications for the DMWM CLR Scrap Tire Transporter facility.

Role	Description
<input type="button" value="Responsible Official"/>	Use this role for a partnership or sole proprietorship: a general partner or the proprietor, respectively or for a municipality, State, Federal, or other public entity: either a principal executive officer or ranking elected official.
<input type="button" value="Registration Preparer"/>	Use this role if you are only preparing the application and will not be submitting as the responsible official.

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.

DMWM Scrap Tire Transporter Registration User Guide

Add Transporter

Review Request

 You have requested permission to access DMWM CLR Scrap Tire Transporter as a Responsible Official. If this is correct click the 'Create' button below.

Your Selected Transporter DMWM CLR Scrap Tire Transporter 50 West Town St Columbus OH 43215	Your Selected Role Responsible Official Use this role for a partnership or sole proprietorship: a general partner or the proprietor, respectively or for a municipality, State, Federal, or other public entity: either a principal executive officer or ranking elected official.
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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.

For the facility listed above, I certify that I am an applicant, registrant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.

Security Question: What color is red?

PIN:

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 *Scrap Tire Transporter Service* screen and see your transporter listed.

DMWM Scrap Tire Transporter Registration User Guide

Entering an Application

Once you have successfully associated your account with your transporter, you are ready to start your Scrap Tire Transporter Registration application. When in the *Scrap Tire Transporter Service* screen, you will want to click on your transporter that is listed to expand the view. If it is a brand-new transporter, 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 Transporter Registration**.

The screenshot shows a user interface for a transporter registration. At the top, the facility name "Leanne's Test Facility (552908)" is displayed in blue, with a yellow "Reconciliation Pending" badge to its right and a grey "Remove" button further right. Below this, there are two main sections: "New Transporter Registrations" and "Existing Transporter Registrations". Both sections contain a yellow message box stating "You have no applications." and "You have no transporter registration." respectively. A blue button labeled "Create New Transporter Registration" is located to the right of the "New Transporter Registrations" section. Red arrows point from the facility name and the "Create New Transporter Registration" button.

After clicking the **Create New Transporter Registration** button, the registration application will appear on the screen.

The screenshot shows the "Transporter Registration Service" application form. The title "Transporter Registration Service" is at the top left, and a "NEW" badge is at the top right. The form is divided into several sections: "Application Type" (with a "NEW" badge), "Facility Type" (a dropdown menu set to "Scrap Tire Transporter"), "Secondary ID" (text field with "ST100012"), "Applicant Information" (with a yellow instruction box: "Information for the person filling out this application."), "Name" (text field), "Phone Number" (text field with "(xxx) xxx-xxxx" placeholder), "Mailing Address Line 1" (text field), "Email Address" (text field), and "Mailing Address Line 2" (text field). At the bottom, there is a footer with "Transporter Registration Application 7879" and a "NEW" badge, and a row of buttons: "Check For Errors", "Save", "Submit", and "Exit".

DMWM Scrap Tire Transporter Registration User Guide

When the application loads, some information is pre-populated based on the transporter 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.

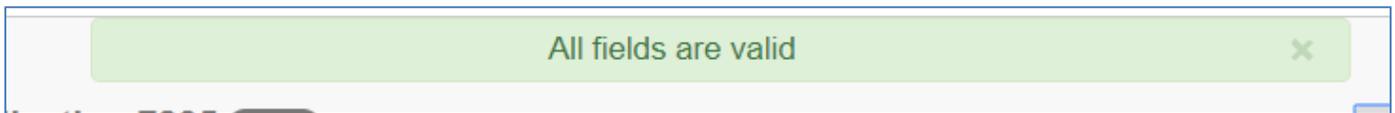
Once you have entered all the required information, before submitting, click the **Save** button. To verify that all the required fields have been completed, click the **Check for Errors** button.



Transporter Registration Application 7879 **NEW**
Scrap Tire Transporter

Check For Errors Save Submit Exit

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



All fields are valid

Once you have clicked **Submit**, you will be required to answer your security question and PIN.



Pin Validation TRAN

DMWM CLR Scrap Tire Transporter
50 West Town Street
Columbus OH, 43215

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.

For the facility listed above, I certify that I am an applicant, registrant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.

What color is green?

PIN

Submit Cancel

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** \$300 fee is required for almost all initial and renewal applications. Transporters who are Licensed Motor Vehicle Salvage Dealers do not have any associated application fees. Transporters who are Retail Tire Dealers and

DMWM Scrap Tire Transporter Registration User Guide

Retreaders have a **non-refundable** \$50 application fee required after submission of the application. This fee can be paid online or by check. The payment information screen will detail this process and amount due.

[Existing Registration](#)

When entering an application for an existing registration, there are two types: Renewal and Amendments. After clicking on your transporter 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.

The screenshot shows the registration page for DMWM CLR Scrap Tire Transporter (537642). It features a 'Remove' button in the top right corner. Below the title, there is a section for 'New Transporter Registrations' with a 'Create New Transporter Registration' button and a message stating 'You have no applications.' Below this is the 'Existing Transporter Registrations' section, which contains a table with the following data:

Type	Year	Status	Expiration Date	Action
Scrap Tire Transporter(7882)	2019	ISSUED	Apr 30, 2019	Actions ▾
Scrap Tire Transporter(7294)	2018	EXPIRED	Apr 30, 2018	Actions ▾

To start a new application, click the **Actions** button to the right of the most recently issued registration. If you have made an amendment in your current 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. It is also important to note that if you are requesting additional certificates, this does **not** require an amendment, a written request needs to be submitted to Ohio EPA – DMWM.

This screenshot is similar to the previous one but shows the 'Actions' dropdown menu open for the 2019 ISSUED registration. A red arrow points to the dropdown menu, which contains two options: 'Renew Transporter' and 'Amendment/Modification'.

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.

DMWM Scrap Tire Transporter Registration User Guide

Transporter Registration Service

Application Type RENEWAL

Application Type	Registration Number
Renewal	25-STT-007294

Choose the type of facility you are wishing to license from the Facility Type list below, then select the appropriate type from the Application Type list (New, Renewal, or Amendment).

Facility Type	Secondary ID
Scrap Tire Transporter	ST100001

Applicant Information

Information for the person filling out this application.

Name	Phone Number
DMWM CLR Scrap Tire Transporter	(614) 555-5555
Mailing Address Line 1	Email Address

Transporter Registration Application 7883 **RENEWAL** Scrap Tire Transporter

Check For Errors Save Submit Exit

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 editing and reviewing the Scrap Tire Transporter Registration, 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.

Transporter Registration Application 7879 **NEW** Scrap Tire Transporter

Check For Errors Save Submit Exit

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

All fields are valid

Once you have clicked **Submit**, you will be required to answer your security question and PIN.

DMWM Scrap Tire Transporter Registration User Guide

Pin Validation
TRAN

DMWM CLR Scrap Tire Transporter
 50 West Town Street
 Columbus OH, 43215

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What color is green?

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** \$300 fee is required for almost all initial and renewal applications. Transporters who are Licensed Motor Vehicle Salvage Dealers do not have any associated application fees. Transporters who are Retail Tire Dealers and Retreaders have a **non-refundable** \$50 application fee required after submission of the application. This fee can be paid online or by check. The payment information screen will detail this process and amount due.

Contacts

Subject	Name	Phone / E-mail
Creating an Account & Obtaining a PIN	Debbie Kellough	614-728-5316 Deborah.Kellough@epa.ohio.gov
Creating a New Transporter	Debbie Kellough	614-728-5316 Deborah.Kellough@epa.ohio.gov
Entering an Application	Debbie Kellough	614-728-5316 Deborah.Kellough@epa.ohio.gov
Paying an Invoice	Debbie Kellough	614-728-5316 Deborah.Kellough@epa.ohio.gov
General Registration Questions	Debbie Kellough	614-728-5316 Deborah.Kellough@epa.ohio.gov
Scrap Tire Program Questions	Channon Cohen	614-728-5336 Channon.Cohen@epa.ohio.gov