Surface Water Tracking, Reporting, and Electronic Application Management System (STREAMS)

Pretreatment Program – Indirect Discharge Permits
Creating New, Renewal, and Modification Applications

April 26, 2018
Indirect Discharge Permits – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Indirect Discharge initial coverage permit applications as well as renewal applications. Each of these applications can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports 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 STREAMS service the go-to destination to submit your Indirect Discharge permit application forms – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. non-compliance, priority pollutant report, annual reports, etc.)

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

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Appendix

1. Ohio EPA Indirect Discharge Permit Application for A New or Renewed Permit – General Instructions Page 36
Service Activation

A service is a division within Ohio EPA that offers electronic services. To access STREAMS, click on Division of Surface Water NPDES Permit Applications (i.e., STREAMS) to select the service – you will be directed immediately.
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 and various reports, and make fee payments using the ePayment Service.
From your personal dashboard, select *Create New Permit Application*. 
From your dropdown, select *Indirect Discharge NPDES Permit – New, Renew, or Modification* from the list and click *Find Facility*. 
Enter one of the search criteria fields and click **Search by Name/ID** (or **Search by Address**).
From the search results, click the *Select this Facility* button to select the given facility.
Confirm the facility location information, once complete click the **Confirm Data and Continue** button to select the given facility.
If no facilities were found using the given search criteria and 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.

Create New Facility

If no results were returned from the facility search of the Agency database, scroll down to the bottom of the page and click the **Create New Facility** button.
If you selected to create a facility, fill in the on-screen facility information and locational information and click the *Create New Facility* button at the bottom of the screen.
Confirm the Facility/Site Location information and click the **Create Permit Application** button to launch the application form.
Select **Proposed** or **Existing** and fill out the **Applicant Information** section. This includes the Company (Applicant) Mailing Address and Contact Info.
Fill out the **Billing Information** section and Facility/Site Location Information.
Enter all information in the Facility Operations Details section including relevant SIC codes.

<table>
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<th>POTW Receiving Wastewater Discharge</th>
<th>Describe Products Made, Services Performed and Materials Used</th>
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<tr>
<td>Number of Production Days per Week</td>
<td>Shifts/Day</td>
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<tr>
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<td>0</td>
</tr>
<tr>
<td>Number of 1st Shift Employees</td>
<td>Number of 2nd Shift Employees</td>
</tr>
<tr>
<td>0</td>
<td>0</td>
</tr>
<tr>
<td>Number of 3rd Shift Employees</td>
<td></td>
</tr>
<tr>
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<td></td>
</tr>
</tbody>
</table>

**Description of Wastewater Treatment System**

**SIC Codes**

- **SIC1**
  - Enter SIC Code or Name

- **SIC2**
  - Enter SIC Code or Name

- **SIC3**
  - Enter SIC Code or Name

- **SIC4**
  - Enter SIC Code or Name
Enter the information in the Discharge Information section for each location – click the **Add New Location** (+) link to add additional locations. Additionally, click the **Add New Manufacturing Process Row** button and/or the **Add New Dilution Water Source Process Row** button to add additional rows to these sections.
If applicable, enter the additional Manufacturing Process and click the *Save* button to return to the application form.
If applicable, enter the additional Dilution Water Source Process and click the **Save** button to return to the application form.

Select whether there are sludges/residuals generated, and if applicable click the **Add Sludge/Residual Source** button to add the sources.
If applicable, enter the Sludge/Residual Source and click the Save button to return to the application form.
Upload required attachments and enter responses in the Additional Information section. The final fee is shown at the bottom of the application form. You now have the option to click the Validate button to see if all fields have been filled out correctly, Save, Exit, or click Submit to submit the application to the Agency. A saved application will be housed in your Application List on your personal dashboard until submitted, deleted, or delegated to another individual to submit. NOTE: The option to print, delete, edit, and delegate the application will be available from your personal dashboard.
To fill out and submit an Industrial Storm Water renewal application, first add the permit to your Permit List on your personal dashboard. Click the Add Permit button to begin. You can manage all your permits by adding them to your Permit List.
Enter your permit number and click the Search button.
If a valid permit number has been entered, the system will find the permit and display it in the Permit Search Results section. Click the **Add Permit** button to add the permit to your personal dashboard.
From your personal dashboard, click the **Actions** dropdown to access management tools which will allow you to **Remove Permit from your List**, **Transfer Permit**, **Renew Permit**, and **Modify Permit**.  NOTE: You can also select the **Reporting** dropdown to access any number of reporting forms that can be submitted electronically within minutes – many of which apply to many of the other 20 permit types that can be instantly accessed within STREAMS.

Click the **Actions** dropdown and select **Renew Permit** to renew your current permit coverage.  The application is the same as shown in the “Creating New Applications” section of this document but many of the fields are already populated with information from the Agency database.

Click the **Actions** dropdown and select **Modify Permit** to modify your current permit coverage.  The application will appear with most of the fields prepopulated with information from the Agency database.  Update, remove, or add new fields where applicable.
Terminating Permits

Contact the Division of Surface Water District Office to discuss the reasons for termination.

**Central Office**
Phoebe Low  
Ohio EPA, Division of Surface Water  
Pretreatment Program  
P.O. Box 1049  
Columbus, OH 43216-1049  
Phone: (614) 644-2134  
FAX: (614) 644-2754  
E-mail: phoebe.low@epa.ohio.gov

**Northwest District Office**
Elizabeth Wick, P.E.  
Ohio EPA, Division of Surface Water  
Pretreatment Program  
347 N. Dunbridge Road  
Bowling Green, Ohio 43402  
Phone: (800) 686-6930  
FAX: (419) 352-8468  
E-mail: elizabeth.wick@epa.ohio.gov

**Central District Office**
Greg Sanders  
Ohio EPA, Division of Surface Water  
Pretreatment Program  
P.O. Box 1049  
Columbus, OH 43216-1049  
Phone: (800) 686-2330  
FAX: (614) 728-3898  
E-mail: greg.sanders@epa.ohio.gov

**Southwest District Office**
Sarah Harvey  
Ohio EPA, Division of Surface Water  
Pretreatment Program  
401 E. Fifth St.  
Dayton, Ohio 45402-2911  
Phone: (937) 285-6444  
FAX: (937) 285-6249  
E-mail: sarah.harvey@epa.ohio.gov

**Northeast District Office**
Donna Kniss  
Ohio EPA, Division of Surface Water  
Pretreatment Program  
2110 E. Aurora Road  
Twinsburg, Ohio 44087  
Phone: (800) 686-6330  
FAX: (330) 487-0769  
E-mail: donna.kniss@epa.ohio.gov

**Southeast District Office**
Christopher Walton  
Ohio EPA, Division of Surface Water  
Pretreatment Program  
2195 Front Street  
Logan, Ohio 43138  
Phone: (740) 380-5447  
FAX: (740) 385-6490  
E-mail: christopher.walton@epa.ohio.gov
**Transferring Permits**

As stated in Part III, General Conditions, Section #14 of the permit:

This permit cannot be transferred or assigned nor shall a new owner or successor be authorized to discharge from this facility, until the following requirements are met:

A. The permittee shall notify the Ohio EPA Pretreatment Unit at least sixty days in advance of the proposed transfer date;

B. The notice includes a written agreement containing a specific date for transfer of permit responsibility and coverage between the current and new permittee (including acknowledgement that the existing permittee is liable for violations up to that date, and that the new permittee is liable for violations from that date on); and

C. The director does not exercise his right to notify the current permittee and the new permittee of his or her intent to modify or revoke the permit and to require that a new application be filed.
Submitting Application Forms

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

If you saved the application form and chose **not** to submit it immediately, it will now be housed on the 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, 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).
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 – you can now continue working in STREAMS or even create another application.
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.)
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.
A confirmation will be shown of the account holder that you selected. 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.
The preferred method of fee payment is through ePay. After submitting the application, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both application and invoice). You can pay immediately, or pay later by logging back into your account and clicking Pay EPA Fees Online in the available service list. To pay immediately, click the Download Invoice button to proceed with the online payment. The invoice information will appear on screen where the payer may select Pay with Credit Card, Pay with ACH or Exit (to return to the eBusiness Center home page). If paying via credit card, a 1.9% fee is applied – no fee is applied if using electronic check (Note: If the payer does not have an eBusiness Center PIN their only payment option is to pay by credit card. If your preferred method of payment is by electronic check simply return to the eBusiness Center and click Apply for PIN. On average you will receive a PIN in five business days where you can return to your account and click Pay EPA Fees Online in the available service list to return to the invoice payment screens to pay the fee.)
**Technical Support**

For permit-specific questions, contact the particular permit section at Ohio EPA or your Ohio EPA permit writer assigned to the particular permit. Click [here](#) to view the current pretreatment contacts.

For technical assistance with STREAMS or any of the Division of Surface Water’s Electronic Business Services, contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to streamline efforts obtain value-added guidance.

The preferred method of communication is via email, as the administrator can send you personalized step-by-step instructions. Most technical assistance requests are resolved same-day but can take up to 24 hours if the administrator is out of the office or away from the desk.

<table>
<thead>
<tr>
<th>Currently Vacant</th>
<th>Jamie Roberts</th>
</tr>
</thead>
<tbody>
<tr>
<td>eDMR/STREAMS Administrator</td>
<td>Data Systems Analyst</td>
</tr>
<tr>
<td>Division of Surface Water</td>
<td>Division of Surface Water</td>
</tr>
<tr>
<td>50 West Town Street, Suite 700</td>
<td>50 West Town Street, Suite 700</td>
</tr>
<tr>
<td>Columbus, OH 43215</td>
<td>Columbus, OH 43215</td>
</tr>
<tr>
<td></td>
<td><a href="mailto:James.Roberts@epa.ohio.gov">James.Roberts@epa.ohio.gov</a></td>
</tr>
<tr>
<td></td>
<td>Phone: (614) 644-2054</td>
</tr>
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</table>

eBusiness Center (PINS & Passwords): (877) 372-2499
Appendix I

Ohio EPA Indirect Discharge Permit
Application for a New or Renewed Permit
General Instructions
GENERAL INSTRUCTIONS

Rule 3745-36-03 of the Ohio Administrative Code requires any significant industrial user, as defined in rule 3745-36-02 of the Ohio Administrative Code, to apply for and to obtain an individual indirect discharge permit. If you have any questions concerning the applicability of the Indirect Discharge Permit program to your facility, please contact the Ohio EPA, Division of Surface Water, Pretreatment Unit, at (614) 644-2001 or your Ohio EPA district representative. For a list of central office and district office pretreatment contacts, please visit the website: http://www.epa.ohio.gov/dsw/pretreatment/district.aspx.

Procedures for filing: Completed applications should be submitted to Ohio EPA 180 days prior to commencement of discharge for new facilities, or 180 days prior to the expiration date if you have an existing permit. Applications should be submitted to Ohio EPA via the Ohio EPA eBusiness Center. If unable to submit online, thus demonstrating a hardship, hard copies may be mailed to either of the following addresses:

FOR U.S. MAIL: Ohio EPA
Fiscal Administration
P.O. Box 1049
Columbus, Ohio 43216-1049

FOR ALL OTHER DELIVERY METHODS:
Ohio EPA - Lazarus Government Center
Fiscal Administration
50 West Town Street, Suite 700
Columbus, Ohio 43215

The following items are required with the application:

A. Permit Fees: an application fee of $200.

Payments should be made directly through the ePayment system in the Ohio EPA eBusiness Center or alternatively in the form of a check or money order, payable to the “Treasurer of the State of Ohio”, is required. You will receive a bill for this amount if you submit your application electronically. A discharge fee, based on the design discharge flow of your facility, will be billed when your permit is issued.

B. POTW authorization to discharge: a written statement from the POTW authorizing the discharge to the POTW and containing any special conditions the POTW wishes to have placed on the discharge is required with an application for a new permit. This statement is not required with an application for permit renewal.

C. A list of other environmental control permits held by the facility (such as air
 permits, NPDES permits, or RCRA permits) is required.

D. **A site plan** showing property lines, buildings, material storage areas, treatment facilities, and major areas of the plant, particularly those areas where wastewaters are generated, is required. All sewers, floor drains, and manholes should be shown. Also show the location(s) of connections to the public sewers and sampling locations.

E. **A process flow schematic diagram** showing: all production processes; water flow including process, sanitary, and cooling water flow; and wastewater treatment units.

F. **Sampling results:** results of effluent sampling performed as described on the attached form EPA 4224 may be required. Please contact Ohio EPA, Central Office at (614) 644-2001 or your Ohio EPA district representative before sampling to discuss sampling requirements.

G. **The application must be signed by:**
   1. For a corporation, a principle executive officer of at least the level of vice-president, or his duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates;
   2. For a partnership, by a general partner;
   3. For a sole proprietorship, by the proprietor.

**Confidentiality:** The information contained in the application will be considered public records of the Ohio EPA. If you believe trade secrets are included with the application, you should request confidentiality at the time of submission, in accordance with the procedures of rule 3745-3-07 of the Ohio Administrative Code. Amounts of pollutants in effluent discharges cannot be considered confidential.

**ITEMIZED INSTRUCTIONS**

1. **Permit action:** specify whether this application is for a new permit or a renewed permit.

2. **Waste water source:** indicate whether discharge is proposed or existing.

3. **Company name:** give the legal name of the entity responsible for the facility producing the discharge (if applicable).

4. **Contact name:** give the name and title of the contact for the company.
5. Mailing address: list the company address.

6. Billing address: give the billing address and contact if different from above.

7-9. Facility information: give the name, address, etc. for the facility producing the discharge, and the latitude and longitude of the facility (if known).


14. Wastewater treatment system: list the wastewater treatment system units and method of operation, if applicable. Example language: “the treatment system includes a holding tank, pH adjustment, flocculation, and clarification. The system is electronically controlled and operated in batch. Final pH and flow are monitored continuously during discharge.”

15. Description of discharge location: for each location of discharge to the sewer, describe the sewer connection and location. Example language: “all Finishing Line #2 waste water, #6 furnace blowdown, and south office sanitary waste flows to an 8 inch ductile iron pipe connected to the city sewer at the manhole located at the intersection of Fifth and Broad Streets.” If there is more than one sewer connection, make copies of this page and report the information requested in this Item for each sewer connection.

A. Manufacturing process: list manufacturing process water source(s) tributary to the discharge location. For each source, list the average and maximum daily flow and specify whether the discharge is released continuously or in batch. If the discharge is in batch, give the frequency of the batch discharge. Example language: "2000 gallons approximately once per month." If the manufacturing process is subject to production based standards, report the average daily production rate for the process in the units specified by the standards, if known. Example language: "5000 pounds per day of aluminum poured." Finally, report the approximate date the manufacturing process began operation or is expected to begin operation.

B. Dilute water sources: list the dilute waste water sources tributary to the discharge location. For purposes of this application, dilute waste water sources include but are not limited to: non-contact cooling water; air compressor condensate; cooling tower, boiler or other blowdown; filter backwash; demineralizer backwash; reverse osmosis concentrate; storm water; ground water; and sanitary wastes. For each source, list the average and maximum daily flow and specify whether the discharge is released continuously or in batch. If the discharge is in batch, give the frequency of the batch discharge.
C. A site plan and a process and flow schematic diagram should be attached to illustrate the information listed in Item 15 above. Attached figures 1 and 2 are examples of a site plan and a process and flow schematic diagram, respectively.

16. **Sludges/Residuals**: if sludges or residuals are or will be generated from wastewater related activities, list the source, whether the sludge is considered a RCRA hazardous waste, the off site hauler, disposal method, disposal frequency, and amount generated for each type of residual or sludge.

17. **Permit-To-Install**: indicate whether a Permit-To-Install application corresponding to this discharge permit application was submitted to Ohio EPA and give the Ohio EPA Permit-To-Install number.

18. Leave this section blank.

19. **Other environmental permits**: if your facility holds other environmental control permits (such as air permits, NPDES permits, or RCRA permits) list each of these here.

The application must be signed as described in item G of the General Instructions above. A checklist of required elements for the application is provided below to help you be sure your application is complete.

**Did you include:**

1. [ ] Correct application fee
2. [ ] POTW authorization to discharge (for new discharge)
3. [ ] Sampling results
4. [ ] Site plan
5. [ ] Process/flow schematic diagram
6. [ ] Production rates, if applicable
7. [ ] Flow rates
8. [ ] Correct signature
Sampling Location

FIGURE 1: EXAMPLE SITE PLAN
FIGURE 2: EXAMPLE PROCESS FLOW SCHEMATIC DIAGRAM
Rule 3745-36-03 of the Ohio Administrative Code (OAC) identifies requirements for modification of Indirect Discharge Permits. Facilities having an Indirect Discharge Permit must apply for a permit modification if there are alterations to the permitted facility or activity. A Permit-to-Install may be required in addition to an Indirect Discharge Permit modification if a wastewater disposal system will be added or modified. If you are not sure whether a modification to your Indirect Discharge Permit or a Permit-to-Install is needed, contact the Ohio EPA Central Office Pretreatment Unit at (614) 644-2001, or your Ohio EPA district representative. For a list of central office and district pretreatment contacts, please visit the website: http://www.epa.ohio.gov/dsw/pretreatment/district.aspx.

Required Information and Instructions

The following information is required with the application:

A. **Permit Fees:** an *application fee of $200*, in the form of a check or money order, payable to the “Treasurer of the State of Ohio”. You will receive a bill for this amount if you submit your application electronically. A discharge fee, based on the design discharge flow of your facility, will be billed when your modified permit is issued.

B. **The application must be signed by:**

1. For a corporation, a principle executive officer of at least the level of vice-president, or his duly authorized representative, if such representative is responsible for the overall operation of the facility from which the discharge originates;

2. For a partnership, by a general partner;

3. For a sole proprietorship, by the proprietor.

C. **Items 1-9, and 17-18 must be completed.**

1. **Permit action:** specify that this application is for a permit modification.

2. **Waste water source:** indicate whether discharge is proposed or existing.

3. **Company name:** give the legal name of the entity responsible for the facility producing the discharge (if applicable).
4. **Contact name**: give the name and title of the contact for the responsible entity.

5. **Mailing address**: address of entity in item 3.

6. **Billing address**: give billing address and contact if different from above.

7-9. **Facility information**: give the name, address, etc. for the facility producing the discharge, and the latitude and longitude of the facility.

17. **Permit-To-Install**: state whether an application for a Permit-To-Install was submitted to Ohio EPA for this modification and the Ohio EPA Permit-To-Install number, if applicable.

18. **Modification description**: describe the requested modification in sufficient detail to allow Ohio EPA to process your request. You may complete any of the optional portions of the application (10-16 & item 19) if you think it will help in describing the modification. Attach extra sheets if needed.

**Procedures for filing**: Completed applications should be submitted to Ohio EPA as soon as practical before the changes to the facility are made to allow sufficient time for processing. Applications should be submitted to Ohio EPA at either of the following address:

**FOR U.S. MAIL**: Ohio EPA  
Division of Surface Water/Pretreatment Unit  
P.O. Box 1049  
Columbus, Ohio 43216-1049

**FOR ALL OTHER DELIVERY METHODS**:  
Ohio EPA  
Division of Surface Water/Pretreatment Unit  
Lazarus Government Center  
50 West Town Street, Suite 700  
Columbus, OH 43215

**Have you included the following required items?**

1. [ ] Correct application fee
2. [ ] Correct signature
3. [ ] Items 1-9 and 17-18 completed

**Confidentiality**: The information contained in the application will be considered public records of the Ohio EPA. If you believe trade secrets are included with the application, you should request confidentiality at the time of submission, in accordance with the procedures
of rule 3745-3-07 of the Ohio Administrative Code. Amounts of pollutants in effluent discharges cannot be considered confidential.