

eDRUMS: Changes in Roles

January 2020

From one reporting cycle to the next, there may be a need to change who prepares the report and or who certifies it as the Responsible Official (RO). Here's how to deal with role changes within the eBusiness Center:

If the former RO has left employment and the new one has not yet signed up for eDRUMS, it is important that they do so before March 1. Otherwise, the report cannot be submitted after the preparer completes it. Note that preparers do not lose their access rights when the RO changes.

Per Ohio Administrative Code rule [3745-50-42](#), the person signing a report must be a RO or their Duly Authorized Representative. RO examples are corporate president, secretary, treasurer or vice-president; facility manager; general partner or proprietor; or for a public agency, a principal executive officer or ranking elected official.

If the former RO had an eBusiness Center account but no longer works there, the new RO will need to:

- Get an [eBusiness Center](#) account, apply for a PIN, and then apply for the eDRUMS service once the PIN is assigned. See the Training Materials on the [Hazardous Waste Report](#) web page for more information on this process.
- After the eDRUMS service request has been approved by the HW Report support staff in the Division of Environmental Response & Revitalization, remove the former RO's access privileges. Follow the steps listed below for "To remove a user's permissions".
- The new RO does not need to re-delegate access to any existing preparer(s) that are already associated with the facility.

To remove a user's permissions, the RO should delete that privilege for the user's account.

- Click on "view/edit" in the Delegations column for the eDRUMS row in the eBusiness Center Home page.
- Find the row for the facility.
- Find the user you wish to remove facility permissions for and click "delete".
- Click "OK" when the pop-up asks if you are sure.
- The user and the RO will both get an e-mail acknowledging the privilege removal.
- At any time you can delegate privileges to a new user by clicking "add user" in the Privilege Delegation Management screen.

If the RO will not be replaced and facility management wishes to cease using eDRUMS for report submittal, Ohio EPA HW Report support staff can terminate eDRUMS-related privileges upon request. However, support staff cannot delete user accounts. For administrative assistance with user accounts, contact the eBusiness Center's technical support staff at (877) 372-2499 (1-877-EPA-BIZZ) or send an e-mail to ebizhelpdesk@epa.ohio.gov. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except State holidays.

For eDRUMS-specific help, see the list of [Contacts](#) on the HW Report web page.