



## Solid & Infectious Waste / C&DD License Renewal 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 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 renewal license applications for Solid & Infectious Waste / Construction & Demolition Debris facilities 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 license 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 Licensing 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.

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		

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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 appropriate license type, **Construction and Demolition Debris Licenses** or **Solid and Infectious Waste Licenses**.

The screenshot shows the 'eBusiness Center' interface. Under the heading 'Facility License and Registration Services', there is a list of six service options, each with a blue button and a text description. Red arrows point to the first two options: 'Construction and Demolition Debris Licenses' and 'Solid and Infectious Waste Licenses'.

Service Name	Description
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 Facility

Once you have successfully entered the appropriate licensing service, you should see your past facility associations. If you do not have any facilities listed, you will need to re-associate yourself with the facility using the Core ID listed on your previous license certificate.

The screenshot shows the 'Facility License Service' interface. It features a search bar labeled 'Filter Facility Name', two buttons: 'Add Facility' and 'Back to Service Home', and a list of facilities. One facility is listed: 'CLR License Test Facility (537510)', with a 'Remove' button and a plus sign to its right.

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The first step in associating your account with a facility will be to select **Add Facility** to be taken to the Facility Search screen.

## Add Facility

Facility Search

**Searching for Facilities**

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

- Composting - Class 1 (CPST1)
- Composting - Class 2 (CPST2)
- Industrial Solid Waste Landfill (ISWLT)
- Infectious Waste Treatment Facility (INFFF)
- Municipal Solid Waste Landfill (MSWTL)
- Residual Solid Waste Landfill - Class 1 (RSWL1)
- Residual Solid Waste Landfill - Class 2 (RSWL2)
- Residual Solid Waste Landfill - Class 3 (RSWL3)
- Residual Solid Waste Landfill - Class 4 (RSWL4)
- Scrap Tire Collection (STCOL)
- Scrap Tire Monocell (STMON)
- Scrap Tire Monofill Landfill (STMLF)
- Scrap Tire Recovery - Class 1 (STRC1)
- Scrap Tire Recovery - Class 2 (STRC2)
- Scrap Tire Recovery - Mobile (STRCM)
- Scrap Tire Storage - Class 1 (STST1)
- Scrap Tire Storage - Class 2 (STST2)
- Solid Waste Transfer Facility (SOLTF)
- Solid/Infectious Waste Incinerator (SINF1)

<b>Regulatory Program ID</b>	<b>Address</b>
<input type="text"/>	<input type="text"/>
<b>Agency Core ID</b>	<b>City</b>
<input type="text"/>	<input type="text"/>

Next, you will enter information to help you locate your facility. 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 (CID), search using that field only in the Agency Core ID field.

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

## Add Facility

Search Results **5**


Action	Name	Address	Regulatory Program ID	Facility Types
	DMWM CLR Test Facility (315296) <i>(not a valid facility type classification for this request)</i>	50 W Town St Columbus OH 43215	IWG00001 ST00001 ST99999 ST99998 CM00003 CM00004	Infectious Waste Generator (INFST) Composting - Class 3 (CPST3) Composting - Class 4 (CPST4)
<input type="button" value="select"/>	DMWM CLR Scrap Tire Recovery Class 2 (537640)		ST100001	Scrap Tire Recovery - Class 2 (STRC2)
<input type="button" value="select"/>	DMWM CLR Scrap Tire Storage Class 2 (537641)		ST100002	Scrap Tire Storage - Class 2 (STST2)
	DMWM CLR Scrap Tire Transporter (537642) <i>(not a valid facility type classification for this request)</i>		ST100001	Scrap Tire Transporter (SCTFC)
	DMWM CLR Infectious Waste Generator (537643) <i>(not a valid facility type classification for this request)</i>	50 West Town St Columbus OH 43215	IWG100001	Infectious Waste Generator (INFST)

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

## Add Facility

### Role Selection

DMWM CLR Scrap Tire Recovery Class 2 (537640)

 Please click the role you fulfill when creating applications for the DMWM CLR Scrap Tire Recovery Class 2 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="License 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 license application, you **must** select **Responsible Official**. If you select the role of **License Preparer**, you will only be able to complete the application information. A person who has selected the role as a License Preparer is not required to have a PIN. A person with the Responsible Official role will have to submit any applications that a License 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

Review Request

You have requested permission to access DMWM CLR Scrap Tire Recovery Class 2 as a Responsible Official. If this is correct click the 'Create' button below.

<b>Your Selected Facility</b> DMWM CLR Scrap Tire Recovery Class 2	<b>Your Selected Role</b> <b>Responsible Official</b> 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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[Back](#) [Create](#) [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 appropriate licensing service screen and will see your facility listed.

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](#)

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## Entering an Application

Once you have successfully associated your account with your facility, you are ready to start your license application. When in the appropriate licensing service screen, you will want to click on your facility that is listed to expand the view. There will be a list of existing licenses displayed.

When entering a renewal application, it is important to make sure you are using the most recently issued license by clicking the **Actions** button beside the expiration date.

New License Applications Create New License Application

You have no applications.

Existing Licenses

Type	Year	Status	Expiration Date	Action
Municipal Solid Waste Landfill(6238)	2018	Issued	Dec 31, 2018	Actions ▾
Municipal Solid Waste Landfill(5088)	2017	Expired	Dec 31, 2017	Actions ▾
Municipal Solid Waste Landfill(3972)	2016	Expired	Dec 31, 2016	Actions ▾
Municipal Solid Waste Landfill(1539)	2015	Expired	Dec 31, 2015	Actions ▾
Municipal Solid Waste Landfill(128)	2014	Expired	Dec 31, 2014	Actions ▾

To start a renewal application, click the **Actions** button to the right of the most recently issued license.

New License Applications Create New License Application

You have no applications.

Existing Licenses

Type	Year	Status	Expiration Date	Action
Municipal Solid Waste Landfill(6238)	2018	Issued	Dec 31, 2018	Actions ▾
Municipal Solid Waste Landfill(5088)	2017	Expired	Dec 31, 2017	Actions ▾
Municipal Solid Waste Landfill(3972)	2016	Expired	Dec 31, 2016	Actions ▾
Municipal Solid Waste Landfill(1539)	2015	Expired	Dec 31, 2015	Actions ▾
Municipal Solid Waste Landfill(128)	2014	Expired	Dec 31, 2014	Actions ▾

Renew License

Amendment/Modification

Transfer License

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After clicking the **Actions** button, a drop-down will appear, you will want to select *Renew License*. After you have made your selection, the application screen will appear.

The screenshot shows a web form titled "Facility License Application". At the top right, there is a "RENEWAL" button. The form contains several sections:

- Application Type:** A dropdown menu with "Renewal" selected.
- Facility Type:** A dropdown menu with "Municipal Solid Waste Landfill" selected.
- Facility Start Date:** A date picker field.
- Secondary ID:** A text field containing "MSWL018803".
- Facility Operations Changes:** A checkbox labeled "Check here if there are any significant changes in facility operations." which is checked, and a text area below it containing "None".

Once the application has loaded, the information from the previously submitted application will appear. There will be blank fields that are required information that did not copy over from the previous year. In the 2019 license application, there will also be blank fields from the newly updated application. The type of application, renewal, will 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 license application, 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.

The screenshot shows the top header of the application. On the left, it says "License Application 7315" followed by a "RENEWAL" button. Below this, it says "Municipal Solid Waste Landfill". On the right, there is a red arrow pointing to a "Check For Errors" button, followed by "Save", "Submit", and "Exit" buttons.

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

The screenshot shows a green notification bar at the bottom of the page with the text "All fields are valid" and a close button (X) on the right.



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

Pin Validation
REG

**DMWM CLR Infectious Waste Generator**  
50 West Town St  
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 pink?

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 \$100 fee is required for all Solid & Infectious Waste applications. Please consult your invoice for how to make checks payable and the mailing address of your licensing authority. If you are submitting a Construction & Demolition Debris application, there is no fee required.

## Contacts

Subject	Name	Phone / E-mail
Creating an Account & Obtaining a PIN	Debbie Kellough	614-728-5316 <a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a>
Help Associating a Facility	Debbie Kellough	614-728-5316 <a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a>
Help Entering a License	Debbie Kellough	614-728-5316 <a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a>
Questions on Licensing Authority and Paying Invoices	Debbie Kellough	614-728-5316 <a href="mailto:Deborah.Kellough@epa.ohio.gov">Deborah.Kellough@epa.ohio.gov</a>
General Program Questions	Division of Materials and Waste Management	614-644-2621