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

Annual Sewage Sludge Report

January 31, 2022

Ohio Environmental Protection Agency

Ohio EPA, Division of Surface Water
50 West Town Street, Suite 700
Columbus, Ohio 43215
Telephone: (614) 644-2001 • Fax: (614) 644-2745

Annual Sewage Sludge Report – Electronic Report Overview

A requirement to submit an Annual Sewage Sludge report to Ohio EPA appears in Part II of most National Pollutant Discharge Elimination System permits issued to Publicly Owned Treatment Works. This report is now available to be completed through Ohio EPA's STREAMS service and is due March 1 each year. You will have met the Annual Sludge Reporting requirements of your NPDES permit by submitting the electronic report, please do not print out and mail Ohio EPA a hard copy of the report.

The STREAMS service provides the capability to electronically submit the Annual Sewage Sludge Report. This report can be accessed via your facilities dashboard (i.e., the opening screen in STREAMS which displays your facilities list). Annual Sewage Sludge Reports that are created will be listed on the Report List where additional actions may be performed (ex. downloading report PDF, edit, delete, and delegate).

Working within your secure eBusiness Center account, the easy-to-use smart forms, paperless one-click submittals, and the ability to make fee payments online make the STREAMS service the go-to destination to submit your Annual Sewage Sludge Report – as well as applications for nearly 20 other permit types and additional reports (ex. non-compliance, priority pollutant report, annual reports, etc.)

Detailed steps on how to complete the Annual Sewage Sludge Report are explained in this document.

CONTENTS

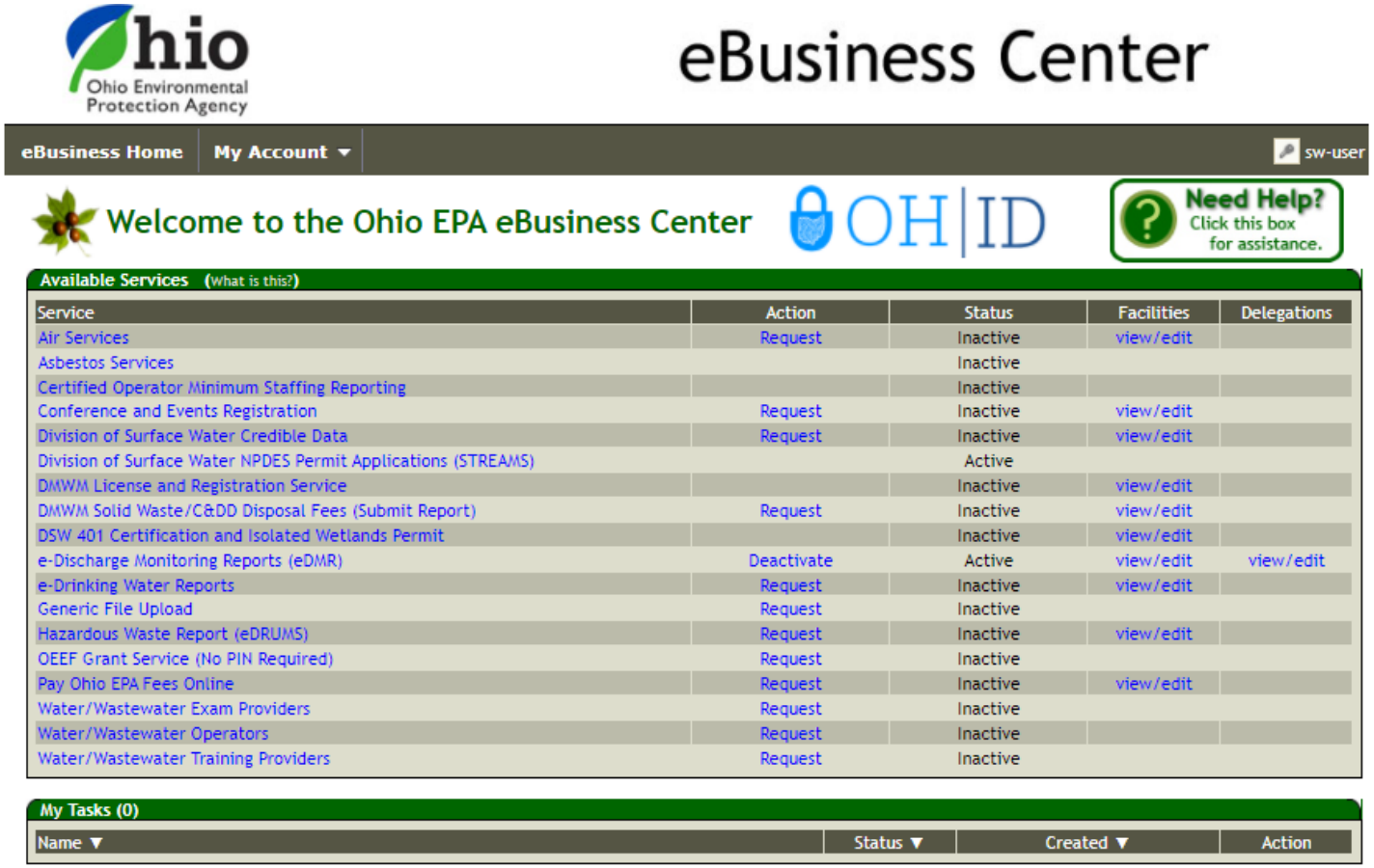
Annual Sewage Sludge Report

1) Service Activation - - - - Page 3
2) Finding Facilities and Permits - - Page 4
3) Creating New Reports - - - Page 6
4) Completing the Report - - - Page 7
5) Saving Reports - - - Page 11
6) Submitting Reports - - - - Page 12
7) Editing, Deleting, and Delegating Reports - Page 12
8) ePay Fee Payment - - - - Page 14
9) Technical Support - - - - Page 15

Appendix

I. Ohio EPA Division of Surface Water - - Page 16
Annual Sewage Sludge Report Instructions

Service Activation

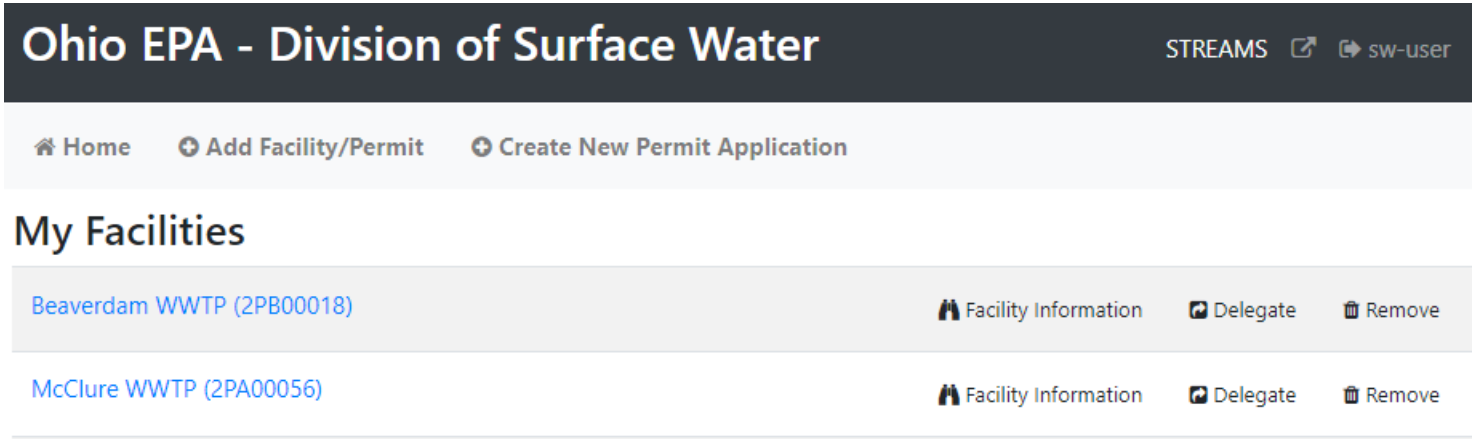


Shown above is the EPA eBusiness Center website (https://ebiz.epa.ohio.gov). A *service* is a division within Ohio EPA that offers electronic services.

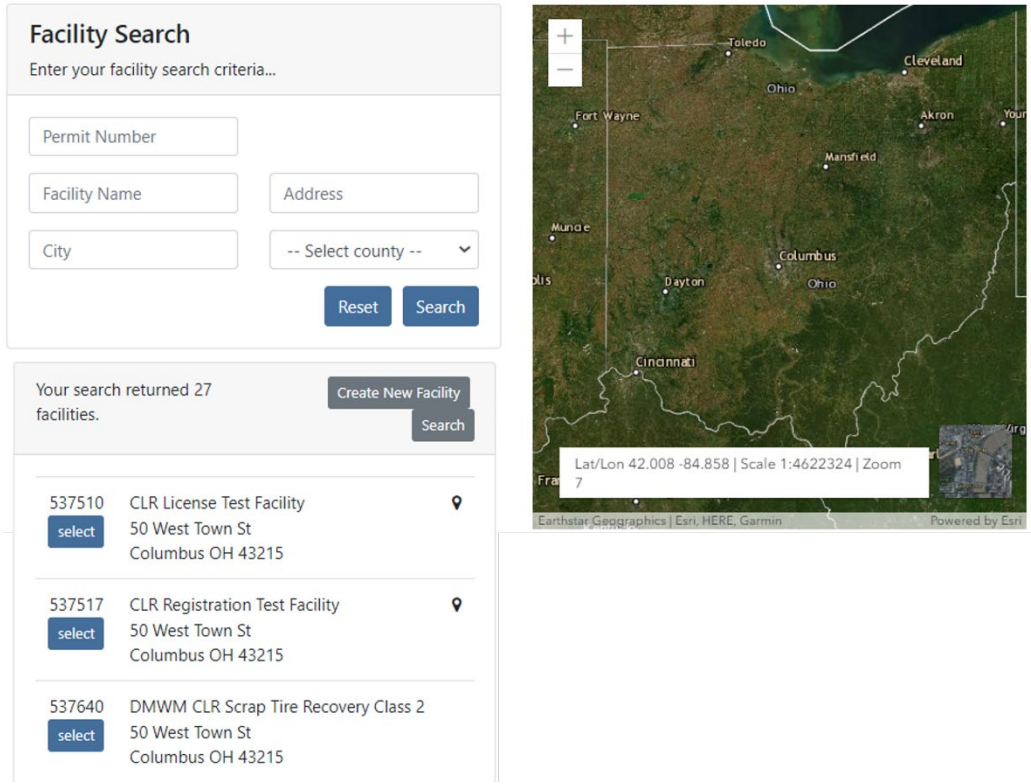
1. To access STREAMS, click on ***Division of Surface Water NPDES Permit Applications (STREAMS)*** to select the service. The first time you select this service you will be prompted to activate it – simply click ***Yes***. You will now be directed to your facilities dashboard where you can add permits to your personal list/view, complete permit applications and various reports, and make fee payments using the ePayment Service.

Finding Facilities and Permits

Searching for and adding a facility/permit to your facilities dashboard will allow you to manage all your permits, including creating reports.

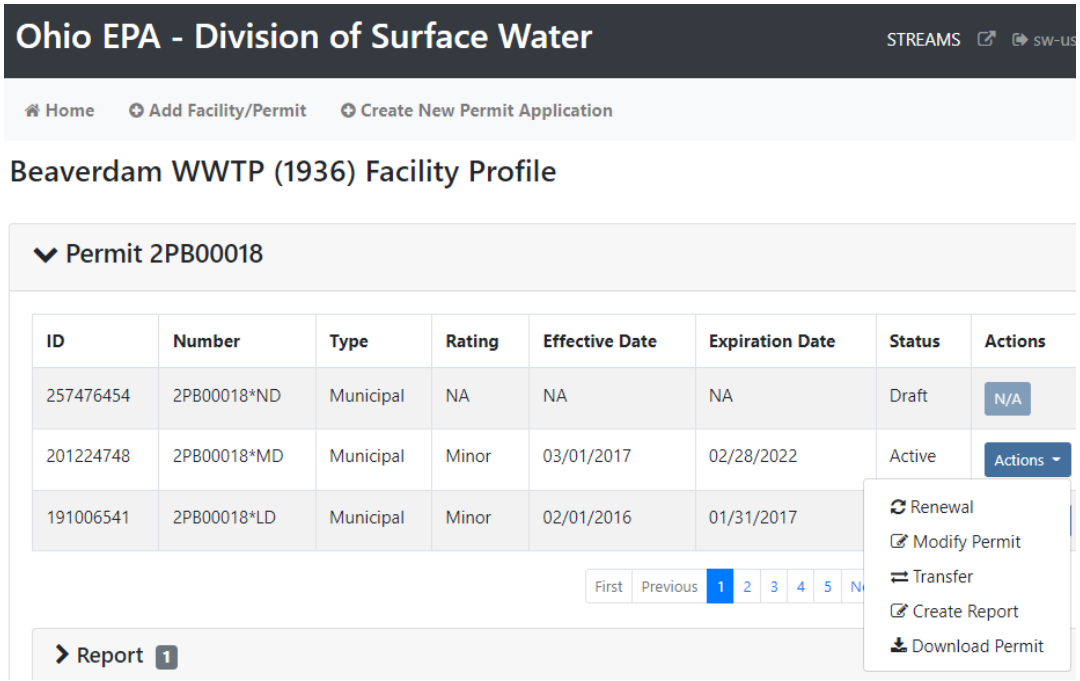


1. From your facilities dashboard, click the ***Add Facility/Permit*** button located on the top menu bar, enter the permit number and click the ***Search*** button. If the permit number is unavailable, select ***"I don't have a permit number"*** to enter identifying information into another search field. If valid permit or facility information has been entered, the system will find the facility and display it in the Search Results section.



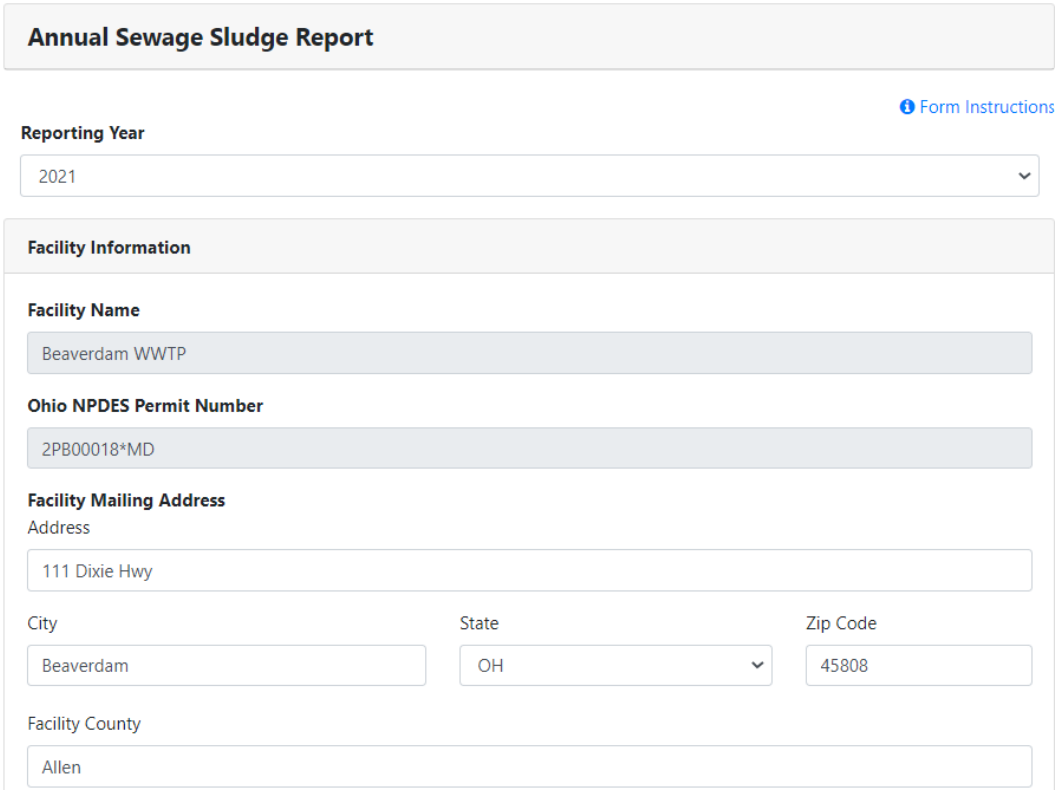
2. Click the ***Select*** button to add the facility to your facilities dashboard.

Creating New Reports

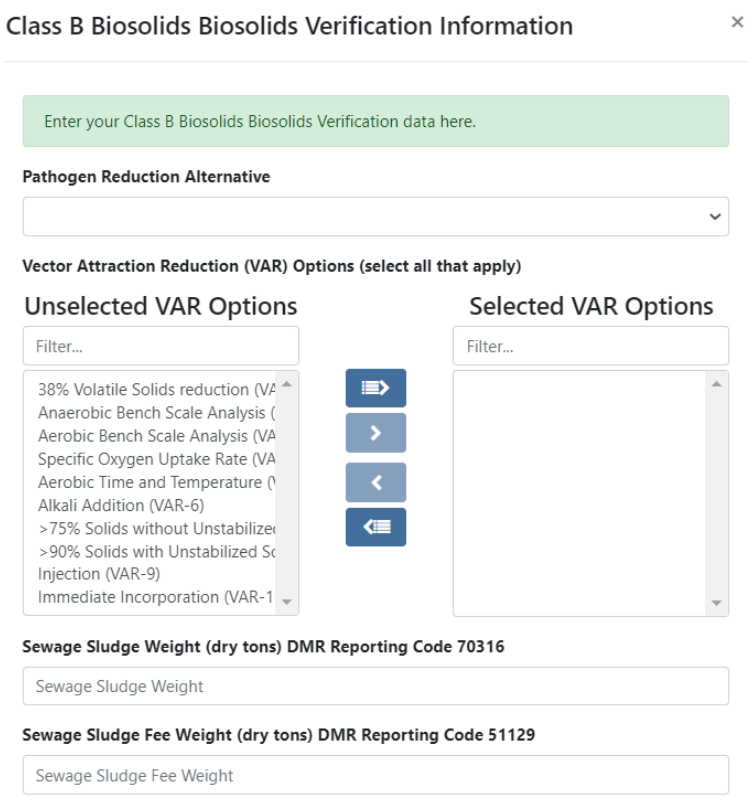


1. From your facilities dashboard, click the facility of interest, this will show all related Permits, Applications and Reports. Select the ***Actions*** dropdown for the applicable permit to access management tools which will allow you to ***Create a Report*** and ***Renew, Terminate, or Transfer*** the permit.
2. Select ***Create Report***, then use the dropdown menu to select the applicable report type (***Annual Sewage Sludge***).

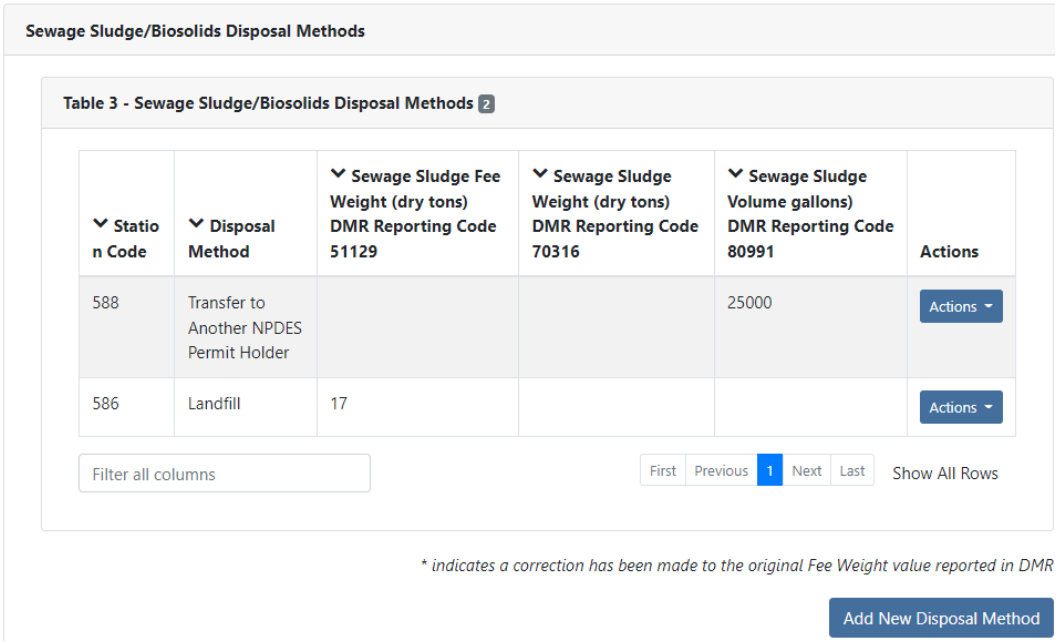
Completing the Report



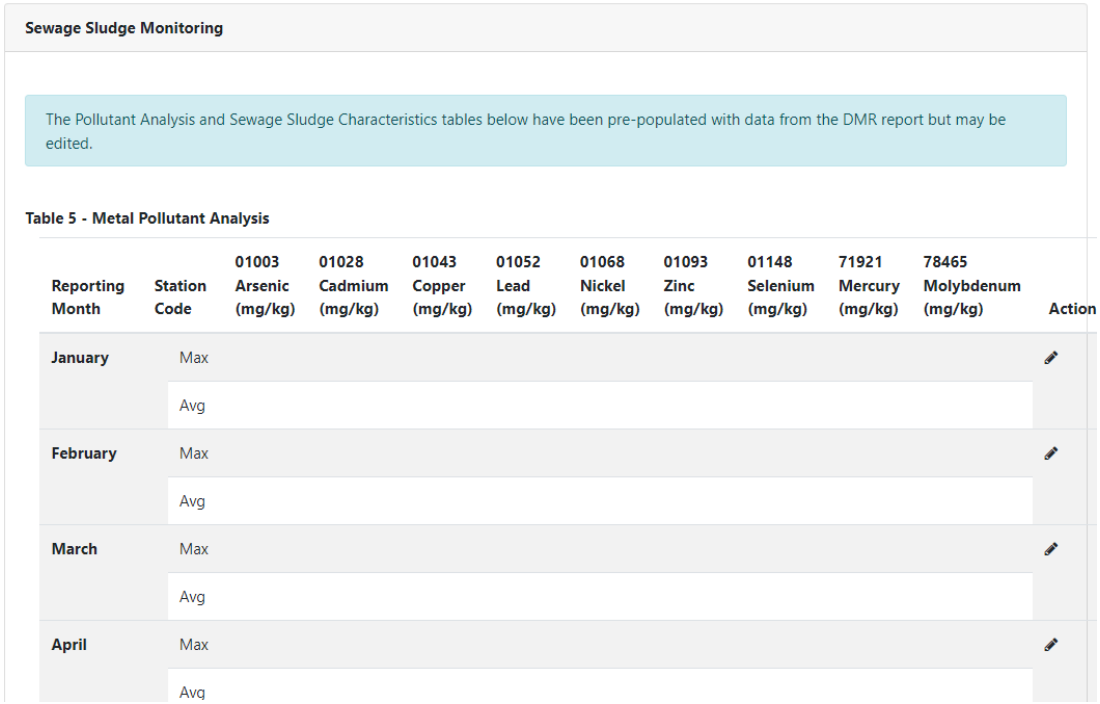
1. Once the report opens, begin by verifying the reporting year, the facility information, and billing contact information sections. Annual Sludge Fee invoices will be generated automatically after the report is submitted.
2. Verify the prepopulated Average Daily Discharge and correct, if necessary. Depending on the selections made in the Additional Information section, the Annual Sewage Sludge report will automatically add the appropriate sections that are required to be completed. See Appendix 1 for instructions provided by Ohio EPA's biosolids program that details each section that may apply to your facility.
3. If Class B beneficial use is selected, the Class B Biosolids Verification matrix will be populated. Click the ***Add New Class B Biosolids Verification Row*** button. See Appendix 1 for more detailed instructions.



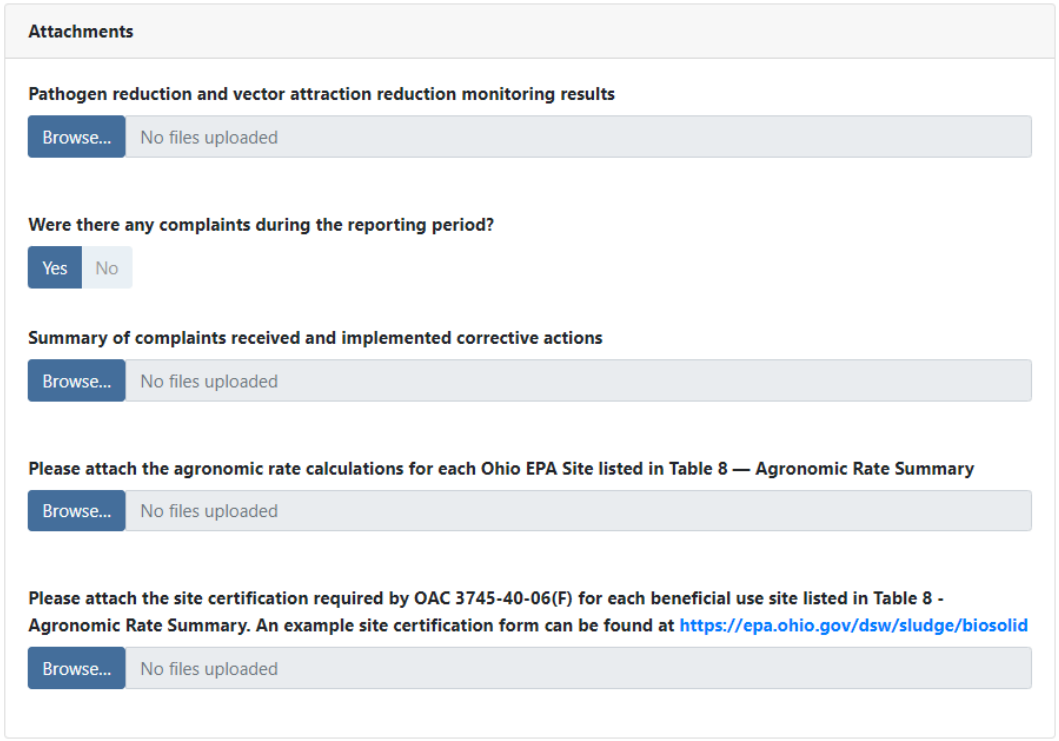
4. Select the applicable Pathogen Reduction Alternative, then highlight a VAR option on the left and click the > button. If you have added an incorrect VAR option, highlight it in the area to the right and click the < button. Click the ***Save*** button to proceed with the report.
5. If Exceptional Quality beneficial use is selected, the Exceptional Quality Biosolids Verification Matrix will be populated. Click the ***Add New Exceptional Quality Biosolids Verification Row*** button. See Appendix 1 for more detailed instructions.
6. Select the applicable Pathogen Reduction Alternative. Then highlight a VAR option on the left and click the > button. If you have added the incorrect VAR option, highlight it in the area to the right and click the < button. Click the ***Save*** button to proceed with the report.



7. If incineration, landfill or transfer of sludge was selected, Table 3 will be prepopulated with outfalls from the existing active permit and the total Disposal Sewage Sludge Fee is calculated. If new disposal methods need to be added to the form, click the ***Add New Disposal Method*** button to enter in the new disposal method information.
8. For transfers, each facility that received sewage sludge should be listed in Table 4. *If any fee weights for volumes are incorrect, click the pencil icon to edit the data. This data is copied from the eDMR submittal, so you may need to go back into eDMR and revise the corresponding reports to ensure that the appropriate data is in the Agency database.* See Appendix 1 for more detailed instructions.
9. If applicable, click ***Add New Sewage Sludge Transfer*** and enter in the new Sewage Sludge Transfer information.



10. The Pollutant Analysis and Sewage Sludge Characteristics Tables 5 and 6 have been pre-populated with data from the DMR report. *If any monitoring data is incorrect, click the pencil icon to edit the data. This data is copied from the eDMR submittal, so you may need to go back into eDMR and revise the corresponding reports to ensure that the appropriate data is in the Agency database.*
11. Fill in the information pertaining to the Cumulative Pollutant Loading Rate (CPLR) in Table 7 and Class B Agronomic Rate in Table 8. Only submit Table 7 for CPLR sites on which biosolids were beneficially used during the previous calendar year. Add a new row for each by clicking the corresponding button on the right. See page 2 of Appendix 1 for further instructions.
12. Complete the Agronomic Rate information for each beneficial use site where biosolids were beneficially used during the previous calendar year. See Appendix I for further instructions.
13. Upload the required attachments (if they are not readily accessible, you can click the ***Save*** button at the bottom of the screen. To return to report by click the ***Actions*** drop-down and ***Edit Report*** from the dashboard).



14. A summary of the Annual Sewage Sludge Fees is provided. Fees are calculated automatically based on the sludge fee weights entered in the report.
15. Select responses in the Certification Statements section (upload file, where applicable). You now have the option to click the ***Validate*** button to see if all fields have been filled out correctly. If any fields are invalid, a message will appear at the bottom of the report. Incomplete fields will be highlighted in red. Once validated, the report may be submitted. Click ***Submit*** to submit the report to the Agency.

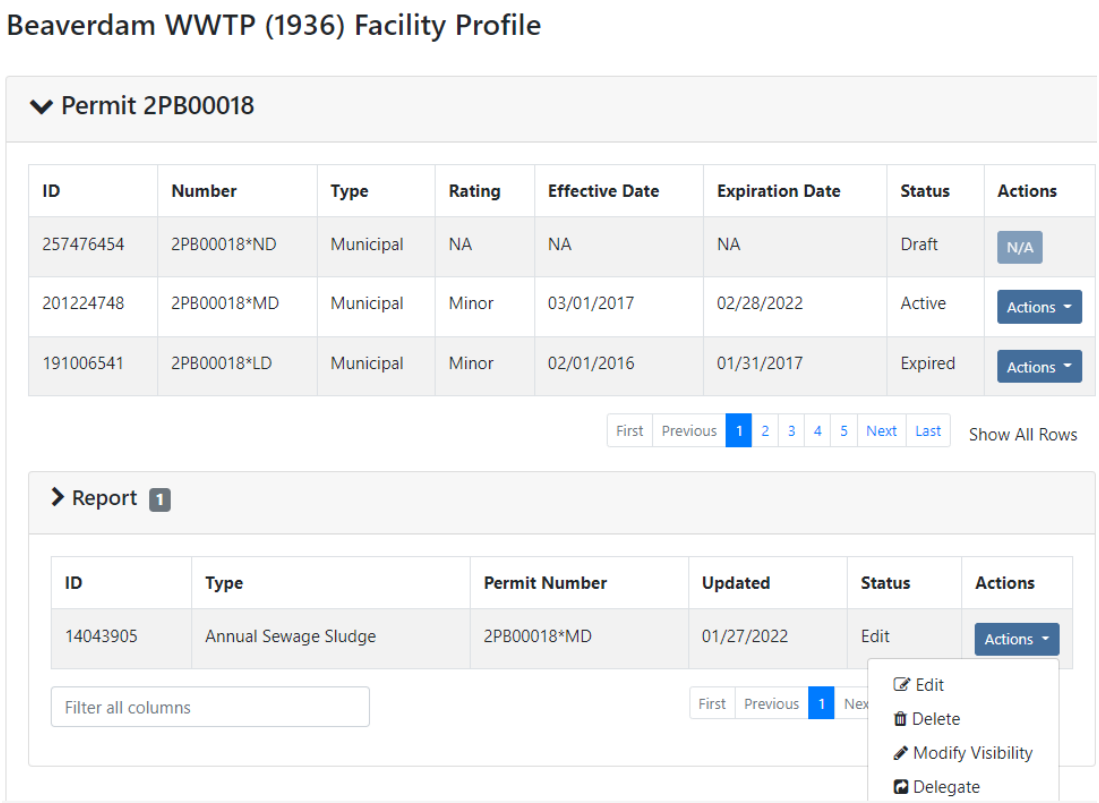
Saving Reports

If you need to exit the Annual Sludge Report before completion, remember to click the ***Save*** button at the bottom of the screen then ***Close***. A saved report will be in your Report List for the permit on your facilities dashboard until submitted, deleted, or delegated to another individual to submit. To return to the report, click on the related facility and permit, then select the ***Actions*** drop-down and click ***Edit***.

Submitting Reports

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) setup when first creating your eBusiness Center account. Enter this information and click the ***Submit*** button. Entering in an incorrect security question answer or PIN will result in a red error message. If you need assistance recovering a PIN, refer to eBiz Help on the Ohio EPA's eBusiness Center main page.

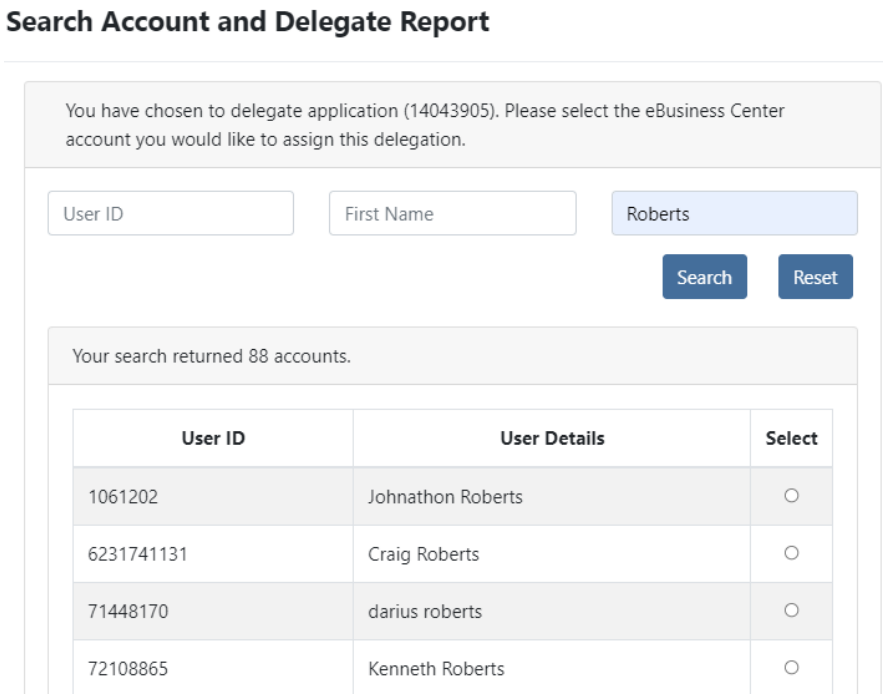
Editing, Deleting, and Delegating Reports



If you saved the report and chose not to submit it immediately, it will now appear in the Report List for the permit on the Facility Profile where you can now perform the tasks under the ***Actions*** drop-down. Here, you can open the report back up in ***Edit*** mode, ***Delete***, or ***Delegate*** the report to another eBusiness Center account holder.

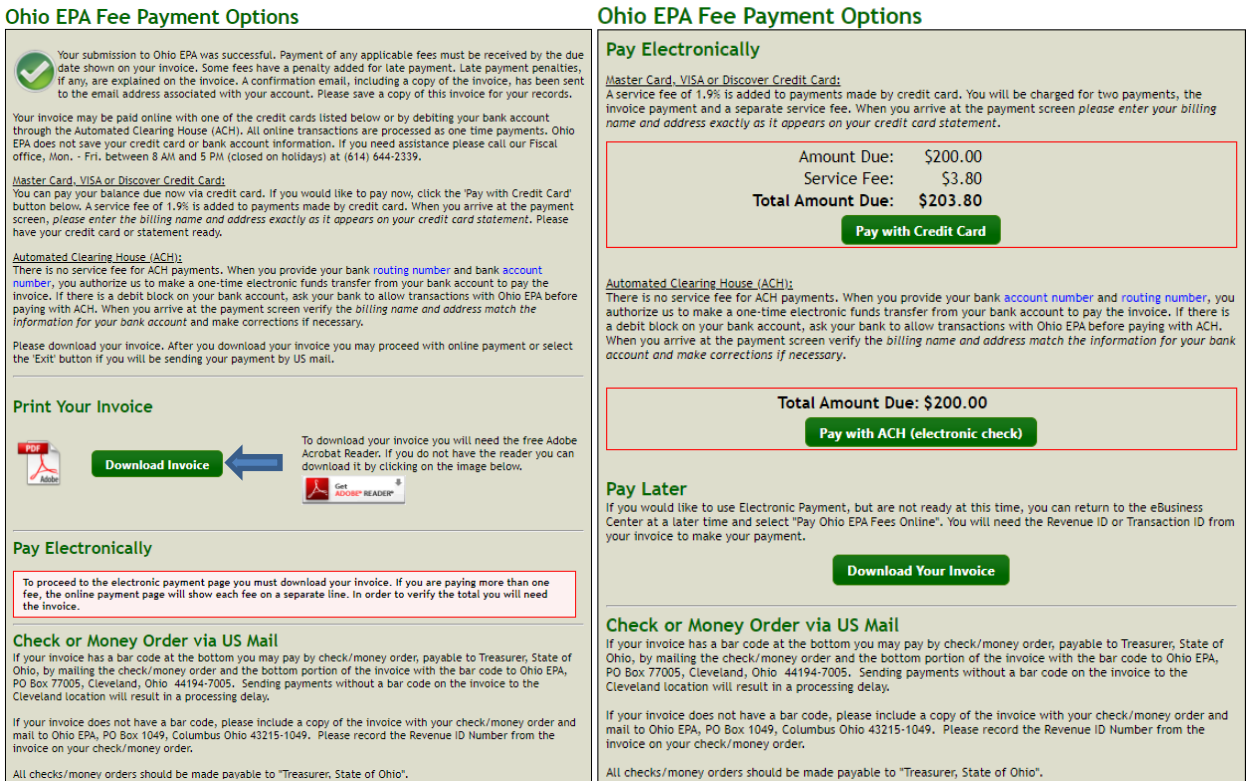
If you decide to delete the report that you have created, click on the ***Actions*** drop-down and select ***Delete.*** A confirmation window will prompt you to confirm the deletion of the report. If confirmed, the report will no longer be accessible on the STREAMS system.

If you choose to delegate a report, click on the ***Actions*** drop-down and select ***Delegate.*** 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, type it in and click ***Search***. TIP: Do not fill in all search fields (for example, if you do not know the User ID, 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, click the ***Select*** button to delegate access to the 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 report listed on their dashboard.

ePay – Fee Payment



The preferred method of fee payment is ePay. After submitting the report, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both report and invoice). Payment can be made immediately or 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, return to the eBusiness Center and click ***Apply for PIN***. Once a PIN is assigned, 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 biosolids specific questions, contact the biosolids coordinator at your Ohio EPA district office.

Central, Southeast, Southwest, and Northeast Districts	Kennedy Van Horn, kennedy.vanhorn@epa.ohio.gov
Northwest District	John Takas, john.takas@epa.ohio.gov

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.

BUSINESS HOURS: Mon- Fri: 7:00 a.m. – 5:00 p.m.

For further assistance, contact us at dsw.eBIZhelp@epa.ohio.gov

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

Appendix I

Ohio EPA Division of Surface Water

Annual Sewage Sludge Report Instructions