

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

Annual Sewage Sludge Report

January 31, 2022



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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.

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	Annual Sewage Sludge Report Instructions					

Service Activation

Ohio Environmental Protection Agency

eBusiness Center

eBusiness Home My Account sw-user

Welcome to the Ohio EPA eBusiness Center OH|ID Need Help? Click this box for assistance.

Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive		
Certified Operator Minimum Staffing Reporting		Inactive		
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)		Active		
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)	Deactivate	Active	view/edit	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		

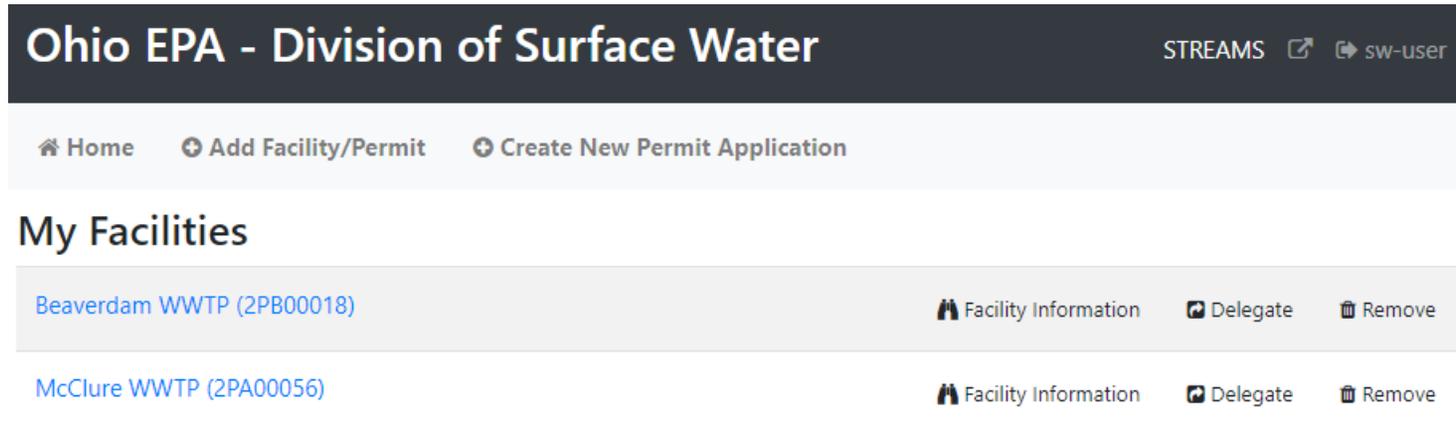
My Tasks (0)			
Name	Status	Created	Action

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.



The screenshot displays the 'Ohio EPA - Division of Surface Water' dashboard. At the top, there is a dark header with the title and a 'STREAMS' link. Below the header is a navigation bar with 'Home', 'Add Facility/Permit', and 'Create New Permit Application' buttons. The main section is titled 'My Facilities' and lists two facilities:

Facility Name (Permit Number)	Facility Information	Delegate	Remove
Beaverdam WWTP (2PB00018)			
McClure WWTP (2PA00056)			

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.

Facility Search

Enter your facility search criteria...

Permit Number

Facility Name Address

City -- Select county --

Your search returned 27 facilities.

537510	CLR License Test Facility 50 West Town St Columbus OH 43215	<input type="button" value="select"/>	
537517	CLR Registration Test Facility 50 West Town St Columbus OH 43215	<input type="button" value="select"/>	
537640	DMWM CLR Scrap Tire Recovery Class 2 50 West Town St Columbus OH 43215	<input type="button" value="select"/>	

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

Creating New Reports

Ohio EPA - Division of Surface Water

STREAMS SW-US

Home Add Facility/Permit Create New Permit Application

Beaverdam WWTP (1936) Facility Profile

▼ Permit 2PB00018

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
257476454	2PB00018*ND	Municipal	NA	NA	NA	Draft	N/A
201224748	2PB00018*MD	Municipal	Minor	03/01/2017	02/28/2022	Active	Actions
191006541	2PB00018*LD	Municipal	Minor	02/01/2016	01/31/2017		

First Previous 1 2 3 4 5 N

> Report 1

- Renewal
- Modify Permit
- Transfer
- Create Report
- Download Permit

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

Annual Sewage Sludge Report

[Form Instructions](#)

Reporting Year

2021

Facility Information

Facility Name

Beaverdam WWTP

Ohio NPDES Permit Number

2PB00018*MD

Facility Mailing Address

Address

111 Dixie Hwy

City State Zip Code

Beaverdam OH 45808

Facility County

Allen

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.

Class B Biosolids Biosolids Verification Information ×

Enter your Class B Biosolids Biosolids Verification data here.

Pathogen Reduction Alternative

Vector Attraction Reduction (VAR) Options (select all that apply)

Unselected VAR Options

- 38% Volatile Solids reduction (VA-1)
- Anaerobic Bench Scale Analysis (VA-2)
- Aerobic Bench Scale Analysis (VA-3)
- Specific Oxygen Uptake Rate (VA-4)
- Aerobic Time and Temperature (VA-5)
- Alkali Addition (VAR-6)
- >75% Solids without Unstabilized Solids (VAR-7)
- >90% Solids with Unstabilized Solids (VAR-8)
- Injection (VAR-9)
- Immediate Incorporation (VAR-10)



Selected VAR Options

-

Sewage Sludge Weight (dry tons) DMR Reporting Code 70316

Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129

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.

Sewage Sludge/Biosolids Disposal Methods

Table 3 - Sewage Sludge/Biosolids Disposal Methods ²

▼ Station Code	▼ Disposal Method	▼ Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129	▼ Sewage Sludge Weight (dry tons) DMR Reporting Code 70316	▼ Sewage Sludge Volume gallons) DMR Reporting Code 80991	Actions
588	Transfer to Another NPDES Permit Holder			25000	Actions ▾
586	Landfill	17			Actions ▾

Filter all columns

First Previous **1** Next Last Show All Rows

* indicates a correction has been made to the original Fee Weight value reported in DMR

Add New Disposal Method

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.

Sewage Sludge Monitoring											
The Pollutant Analysis and Sewage Sludge Characteristics tables below have been pre-populated with data from the DMR report but may be edited.											
Table 5 - Metal Pollutant Analysis											
Reporting Month	Station Code	01003 Arsenic (mg/kg)	01028 Cadmium (mg/kg)	01043 Copper (mg/kg)	01052 Lead (mg/kg)	01068 Nickel (mg/kg)	01093 Zinc (mg/kg)	01148 Selenium (mg/kg)	71921 Mercury (mg/kg)	78465 Molybdenum (mg/kg)	Action
January	Max										
	Avg										
February	Max										
	Avg										
March	Max										
	Avg										
April	Max										
	Avg										

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).

Attachments

Pathogen reduction and vector attraction reduction monitoring results

No files uploaded

Were there any complaints during the reporting period?

Summary of complaints received and implemented corrective actions

No files uploaded

Please attach the agronomic rate calculations for each Ohio EPA Site listed in Table 8 — Agronomic Rate Summary

No files uploaded

Please attach the site certification required by OAC 3745-40-06(F) for each beneficial use site listed in Table 8 - Agronomic Rate Summary. An example site certification form can be found at <https://epa.ohio.gov/dsw/sludge/biosolid>

No files uploaded

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

Beaverdam WWTP (1936) Facility Profile

▼ Permit 2PB00018

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
257476454	2PB00018*ND	Municipal	NA	NA	NA	Draft	N/A
201224748	2PB00018*MD	Municipal	Minor	03/01/2017	02/28/2022	Active	Actions ▾
191006541	2PB00018*LD	Municipal	Minor	02/01/2016	01/31/2017	Expired	Actions ▾

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➤ Report 1

ID	Type	Permit Number	Updated	Status	Actions
14043905	Annual Sewage Sludge	2PB00018*MD	01/27/2022	Edit	Actions ▾

Filter all columns

First Previous 1 Next

- Edit
- Delete
- Modify Visibility
- Delegate

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**.)

Search Account and Delegate Report

You have chosen to delegate application (14043905). Please select the eBusiness Center account you would like to assign this delegation.

User ID First Name Roberts

Your search returned 88 accounts.

User ID	User Details	Select
1061202	Johnathon Roberts	<input type="radio"/>
6231741131	Craig Roberts	<input type="radio"/>
71448170	darius roberts	<input type="radio"/>
72108865	Kenneth Roberts	<input type="radio"/>

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

Ohio EPA Fee Payment Options



Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

Master Card, VISA or Discover Credit Card:

You can pay your balance due now via credit card. If you would like to pay now, click the 'Pay with Credit Card' button below. A service fee of 1.9% is added to payments made by credit card. When you arrive at the payment screen, please enter the *billing name and address exactly as it appears on your credit card statement*. Please have your credit card or statement ready.

Automated Clearing House (ACH):

There is no service fee for ACH payments. When you provide your bank [routing number](#) and bank [account number](#), you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the *billing name and address match the information for your bank account* and make corrections if necessary.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

Print Your Invoice



Download Invoice

To download your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



Pay Electronically

To proceed to the electronic payment page you must download your invoice. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

Check or Money Order via US Mail

If your invoice has a bar code at the bottom you may pay by check/money order, payable to Treasurer, State of Ohio, by mailing the check/money order and the bottom portion of the invoice with the bar code to Ohio EPA, PO Box 77005, Cleveland, Ohio 44194-7005. Sending payments without a bar code on the invoice to the Cleveland location will result in a processing delay.

If your invoice does not have a bar code, please include a copy of the invoice with your check/money order and mail to Ohio EPA, PO Box 1049, Columbus Ohio 43215-1049. Please record the Revenue ID Number from the invoice on your check/money order.

All checks/money orders should be made payable to "Treasurer, State of Ohio".

Ohio EPA Fee Payment Options

Pay Electronically

Master Card, VISA or Discover Credit Card:

A service fee of 1.9% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your *billing name and address exactly as it appears on your credit card statement*.

Amount Due: \$200.00
Service Fee: \$3.80
Total Amount Due: \$203.80

Pay with Credit Card

Automated Clearing House (ACH):

There is no service fee for ACH payments. When you provide your bank [account number](#) and [routing number](#), you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the *billing name and address match the information for your bank account* and make corrections if necessary.

Total Amount Due: \$200.00

Pay with ACH (electronic check)

Pay Later

If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

Download Your Invoice

Check or Money Order via US Mail

If your invoice has a bar code at the bottom you may pay by check/money order, payable to Treasurer, State of Ohio, by mailing the check/money order and the bottom portion of the invoice with the bar code to Ohio EPA, PO Box 77005, Cleveland, Ohio 44194-7005. Sending payments without a bar code on the invoice to the Cleveland location will result in a processing delay.

If your invoice does not have a bar code, please include a copy of the invoice with your check/money order and mail to Ohio EPA, PO Box 1049, Columbus Ohio 43215-1049. Please record the Revenue ID Number from the invoice on your check/money order.

All checks/money orders should be made payable to "Treasurer, State of Ohio".

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