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

Storm Water Discharges associated with Bridge Maintenance Activity - General Permit

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Bridge Maintenance Activity – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Bridge Maintenance Activity permit applications as well as renewal applications. Each of these applications can be accessed via your facilities dashboard (i.e., the opening screen in STREAMS which displays your facilities list). Applications that are created will be displayed on the Application List where additional actions may be performed (ex. downloading PDF application, 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 Bridge Maintenance Activity permit application forms – 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 fully complete each permit application has been displayed below.

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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 this service is selected 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.

Creating New Permit Applications
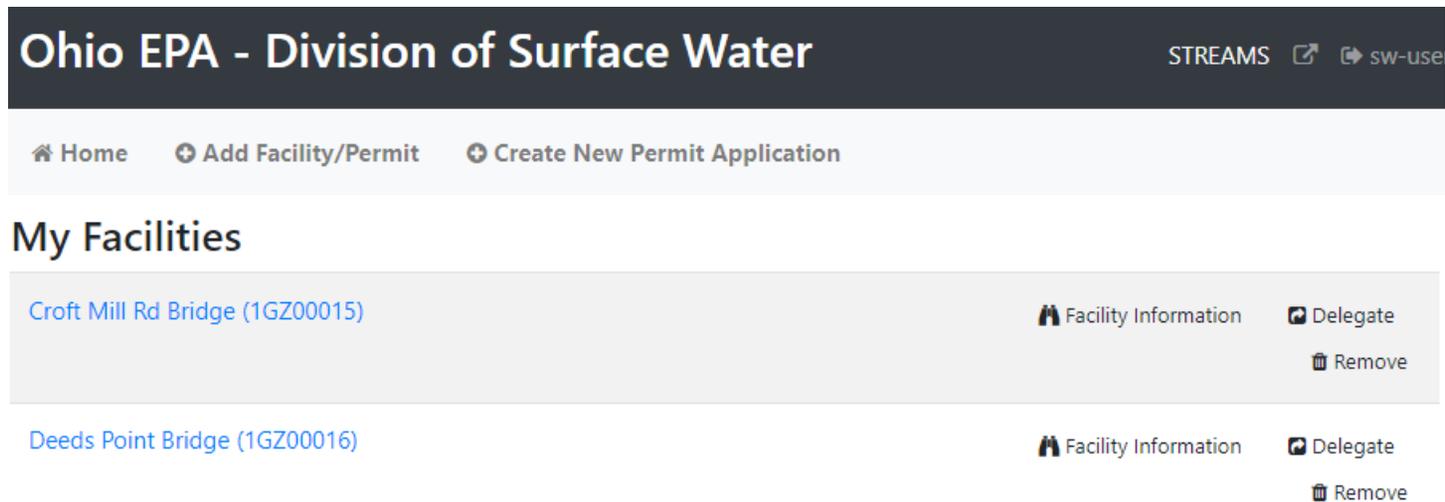
1. From your facilities dashboard, select *Create New Permit Application* located on the top menu bar.

Completing the Application

1. From the dropdown menu, select the applicable permit type (***Bridge Maintenance***)
2. Fill out the Facility/Site Location Information and click ***Add Facility***. *NOTE: If the NOI will cover multiple bridges, include your office mailing information for the Facility/Site Location. For County, please provide the County for which the bridge(s) are located- not the County of your office (the NOI will require an attachment which includes facility information associated with each bridge location).*
3. Select ***Create New Permit Application***.

General Notice of Intent Application Form

General Application Information (Edit)

Application Type	General Permit Number:	Type of Activity:
Initial Coverage	OHZ000002	Bridge Maintenance - General Permit

Applicant Information/Mailing Address

Company (Applicant) Name

Company (Applicant) Mailing Address   [Copy Facility Address to Applicant Mailing Address]

Country

USA

Mailing Address

Address

Address Line 2

Address

4. Enter the Company (Applicant) name and mailing address – utilize the ***Copy Facility Address to Applicant Mailing Address*** button if addresses are the same within the form.
5. Enter Applicant contact information.
6. The Facility/Site Location information is pre-populated from previously entered data about the Facility. – Additional county information can be added if required.

Latitude and Longitude Information

Use the map on the right to set the latitude and longitude values and verify they are correct. You may click on the map to choose latitude and longitude coordinates or enter the latitude and longitude values in the input fields below. Alternately, you may enter an address in the input field at the top of the map to find coordinates by address.

Search for Address:

Type an address in the input box below and select a match from the drop down list or select the magnifying glass button to plot the address on the map.

Find address or place

Enter Coordinates in Degrees, Minutes, Seconds

Latitude

Latitude

Longitude

Longitude

Collection Method

--Select Collection Method--

Lat/Lon 40.369 -83.818 | Scale

7. Enter or select the coordinates for one of the bridges that this NOI will cover. Utilize the *Search for Address* box, if necessary.
8. In the Receiving Waters and MS4s section, enter "See Attachment". *(As required by the general permit, you will need to attach an attachment (i.e., Excel document) to the electronic NOI which includes Bridge name/identifier, coordinates of approximate center of bridge, name of receiving stream(s) that will receive the discharge, and the estimated schedule for cleaning operation.)*
9. Populate the Facility Contact Information (or utilize the *Copy Applicant Contact to Facility Contact* button if they are the same).

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10. Click **Browse** to upload the required attachment. *NOTE: The attachment should identify the bridge cleaning operation discharges that are applying for coverage under the NOI. An applicant, under one NOI, may include all scheduled bridge cleaning operations for each County for the permit term (i.e., one NOI per County for 5-year permit term). For each bridge cleaning operation, the following information shall be included: Bridge name/identifier, Latitude and Longitude coordinates of the approximate center of bridge, Name of receiving streams that will receive the discharge, An estimated schedule for cleaning operation.*

11. When complete, click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, click the **Submit** button to submit the form or the **Save** button to Save and Exit. *NOTE: The option to print, delete, edit, and delegate the application will be available from the Facility Profile.*

Submitting Applications

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 eBuisiness 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 Applications

If you saved the application form and chose <u>not</u> to submit it immediately, it will now be housed on the Application List on the Facility Profile 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***. A confirmation window will prompt you to confirm the deletion of the application. If confirmed, the application will no longer be accessible on the STREAMS system.

If you choose to delegate an application form, simply click on the **Actions** dropdown 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, simply type it in and click **Search**. <u>TIP:</u> 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 usernames that match, simply click the **Select** button to delegate access to the application/report that was 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 have the report listed on their dashboard.

ePay – Fee Payment

The preferred method of fee payment is 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). 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 permit-specific questions, contact the permit section at Ohio EPA or your Ohio EPA permit writer assigned to your permit.

Jason Fyffe, (614) 728-1793, Jason.Fyffe@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 IRM Team encourages users to develop a positive working relationship with DSW to streamline efforts and obtain valuable guidance.

The preferred method of communication is via email, as the administrator can send you detailed step-by-step instructions. Most technical assistance requests are resolved within 24 hours, but can take longer 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