

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

Compliance Schedule Update Report

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

Compliance Schedule Update Report – Electronic Report Overview

The STREAMS service provides the capability to electronically submit the Compliance Schedule Update Report. This report can be accessed via your facilities dashboard (i.e., the opening screen in STREAMS which displays your facilities list). Compliance Schedule Update Reports that are created will be listed on the Report List where additional actions may be performed on them (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 Compliance Schedule Update Report – as well as applications for nearly 20 other permit types and additional reports (ex. annual sewage sludge, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete the Compliance Schedule Update Report has been displayed below.

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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		

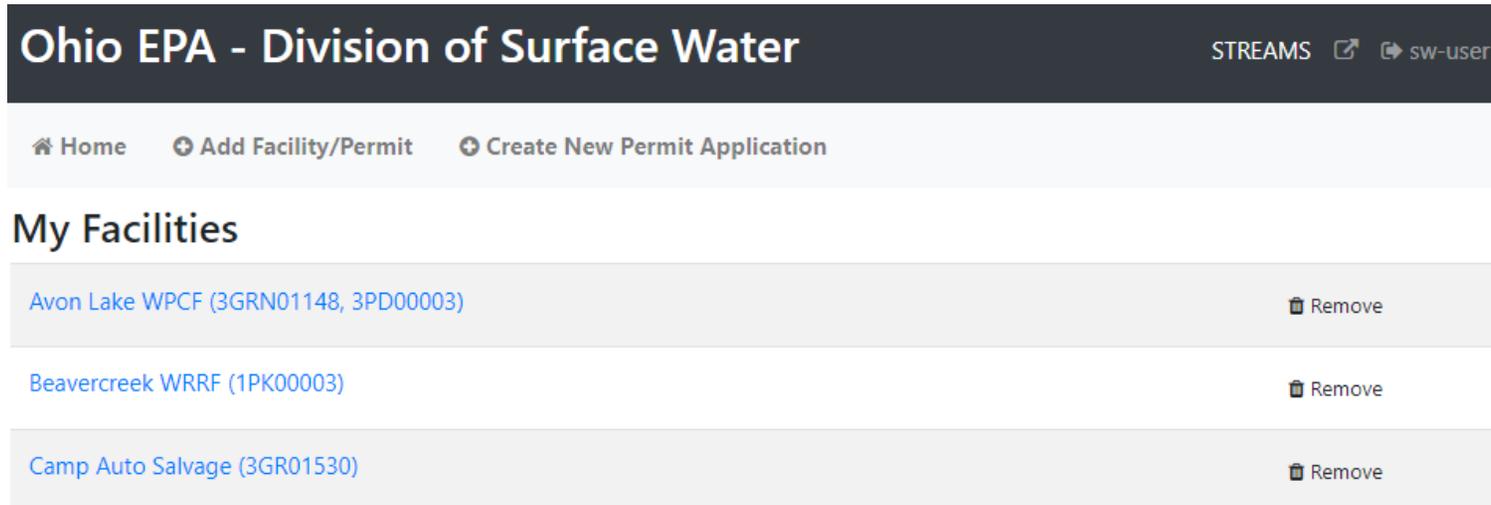
My Tasks (0)			
Name	Status	Created	Action

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 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.

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 user information 'STREAMS sw-user'. Below the header is a navigation bar with three items: 'Home', 'Add Facility/Permit', and 'Create New Permit Application'. The main section is titled 'My Facilities' and contains a list of three facilities, each with a 'Remove' button.

Facility Name (ID)	Action
Avon Lake WPCF (3GRN01148, 3PD00003)	Remove
Beavercreek WRRF (1PK00003)	Remove
Camp Auto Salvage (3GR01530)	Remove

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



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

Camp Auto Salvage (311493) Facility Profile

▼ Permit 3GR01530

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
161235434	3GR01530*EG	Industrial Stormwater	NA	06/01/2012	12/31/2016	Active	Actions ▼

- Terminate
- Transfer
- Create Report
- Download Cover Letter

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, Modify, Transfer, or Terminate** the permit.
2. Select **Create Report**, then use the dropdown menu to select the applicable report type (**Permit Compliance Schedule Update**).

Completing the Report

Compliance Schedule Update Report

Permit Information

Facility Information	Ohio NPDES Permit Number	US EPA Permit Number
Avon Lake WPCF 201 Miller Road Avon Lake, OH 44012	3PD00003*PD	OH0023981

Contact Information

First Name	Last Name
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>
Title	
<input type="text" value="Title"/>	
E-mail Address	Phone
<input type="text" value="Email"/>	<input type="text" value="(xxx) xxx-xxxx"/>
Country	
<input type="text" value="USA"/>	

1. Once the report opens you will notice that it is prepopulated with the permit information from the Ohio EPA database. Begin by confirming this information is accurate.
2. Fill out the contact information section.

Permit Compliance Schedules

[Click here to add permit compliance schedules to your list](#)

Description	Status	Category	Code	Scheduled Date	Completed Date	Actions
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First Previous **1** Next Last Show All Rows

- Click the **Click here to add permit schedules to your list** button to select the schedules that are included in the permit. If compliance schedules are not included in the permit, you will be notified on screen with the message “No schedules were found for this permit”.

Compliance Schedules ×

Selected ×	Status	Description	Category	Code	Scheduled Date	Completed Date
<input type="checkbox"/>	INCOMPLETE	Eff Limits For Pollutants	Pretreatment	52599	01/01/2023	
<input type="checkbox"/>	INCOMPLETE	Final Compliance w/ Eff Limits	Construction	5699	01/01/2025	
<input type="checkbox"/>	INCOMPLETE	Initiate Facility Plans	Construction	999	04/01/2022	
<input type="checkbox"/>	INCOMPLETE	1st Rpt Construction Progress	Construction	3599	01/01/2023	
<input type="checkbox"/>	INCOMPLETE	Combined Sewer Report	Bypass	11099	01/01/2023	

Filter all columns First Previous **1** Next Last Show All Rows

Save Cancel

- If schedules are present, the list will appear. All compliance schedules that are complete will show a complete status. Check the box to select the compliance schedule. When complete, click the **Save** button to return to the main form. The selected compliance schedules will appear on the table. Click the **Actions** dropdown to delete an entry or select the  to provide the completion date.
- Upload any supporting documents by clicking the **Browse** button and selecting the electronic file you would like to upload.
- Once complete, click the **Validate** button to see if all fields have been filled out correctly. Click **Save and Close**, or click **Submit** to submit the report to the agency. A saved report will be housed in Report List for the permit on the Facility Profile until submitted, deleted, or delegated to another individual to submit.

Editing, Deleting, and Delegating Reports

Avon Lake WPCF (26001) Facility Profile

▼ Permit 3PD00003

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
250047870	3PD00003*PD	Municipal	NA	01/01/2022	12/31/2026	Active	Actions ▾
224339435	3PD00003*OD	Municipal	NA	08/01/2019	05/31/2021	Expired	Actions ▾
189841290	3PD00003*ND	Municipal	Major	06/01/2016	05/31/2021	Expired	Actions ▾

First Previous 1 2 3 4 5 ... Next Last Show All Rows

➤ Report 1

ID	Type	Permit Number	Updated	Status	Actions
14708718	NPDES Permit Compliance Schedule Update	3PD00003*PD	03/28/2022	Edit	Actions ▾

Filter all columns

First Previous 1 Next

- Edit
- Delete
- Modify Visibility
- Delegate
- Download PDF

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.

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.

Technical Support

For permit specific questions, contact the particular permit section at Ohio EPA or your Ohio EPA permit writer assigned to the particular permit. For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, don't hesitate to contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to remain current on relevant topics, obtain value-added tips, streamline efforts, and to always have a go-to contact when you need one.

The preferred method of communication is through email as the administrator can email you personalized click-by-click instructions. If you leave a voice mail or send an email, you will receive expert advice from the administrator -- nearly 95% of technical assistance requests are handled within minutes, 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