

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

**Storm Water Discharges from Small and Large
Construction Activities and Small MS4**

Creating Co-Permittee Permit Applications

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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

Construction Storm Water – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Construction Storm Water & Small MS4 copermittee permit applications that 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 on them (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 Construction Storm Water & Small MS4 copermittee 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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Construction Storm Water & Small MS4 Copermittee

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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

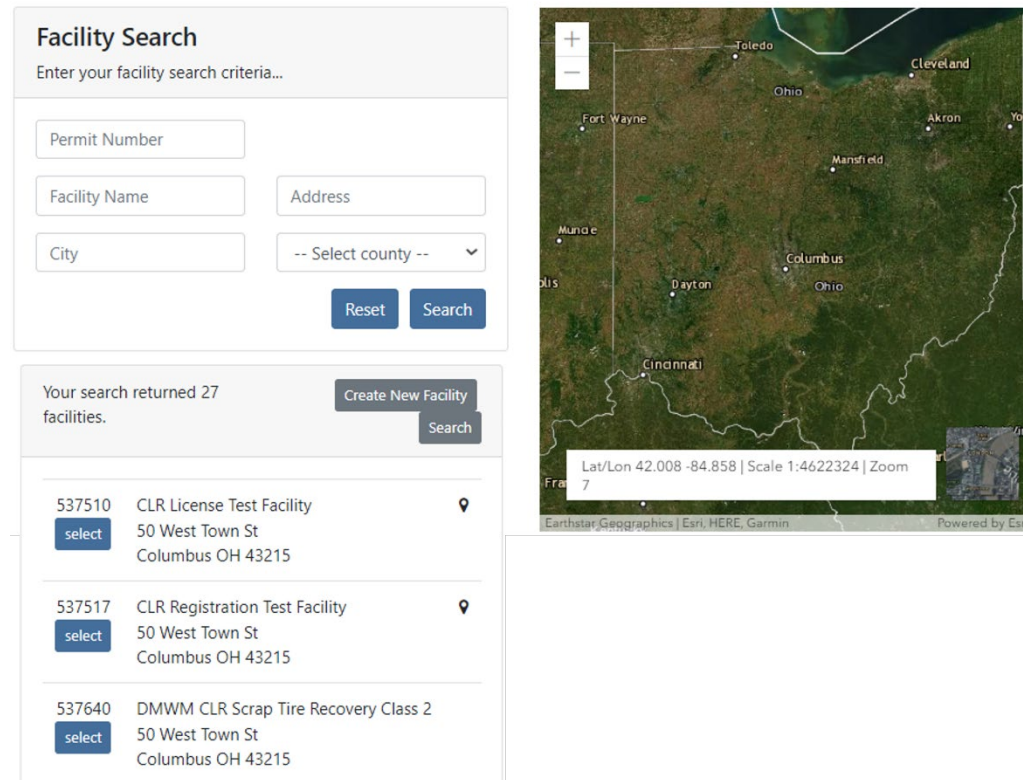
Shown above is the EPA eBusiness Center website (<https://ebiz.epa.ohio.gov>). A *service* is a division within Ohio EPA that offers electronic services.

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 renewal applications, submitting applications, and editing, deleting, and delegating applications.

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.



The screenshot displays a web interface for finding facilities. On the left, a 'Facility Search' form contains input fields for Permit Number, Facility Name, Address, City, and a county dropdown menu. Below the form are 'Reset' and 'Search' buttons. A message indicates that the search returned 27 facilities. A 'Create New Facility' button is also present. The search results list three facilities, each with a 'select' button and a location pin icon. The first two facilities are 'CLR License Test Facility' and 'CLR Registration Test Facility', both located at 50 West Town St, Columbus OH 43215. The third is 'DMWM CLR Scrap Tire Recovery Class 2' at the same address. On the right, a satellite map of Ohio is shown with a location pin at Columbus. A tooltip displays the coordinates 'Lat/Lon 42.008 -84.858' and the scale 'Scale 1:4622324 | Zoom 7'. The map is powered by Esri.

Permit Number	Facility Name	Address	City	County
537510	CLR License Test Facility	50 West Town St	Columbus	OH 43215
537517	CLR Registration Test Facility	50 West Town St	Columbus	OH 43215
537640	DMWM CLR Scrap Tire Recovery Class 2	50 West Town St	Columbus	OH 43215

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

Creating Copermittee Permit Applications

The screenshot displays the Ohio EPA - Division of Surface Water web application. At the top, a dark header contains the title 'Ohio EPA - Division of Surface Water' on the left and 'STREAMS' with a user profile icon and 'sw-user' on the right. Below the header is a navigation bar with three items: 'Home' (with a house icon), 'Add Facility/Permit' (with a plus icon), and 'Create New Permit Application' (with a plus icon). The main content area is titled 'My Facilities' and lists three facilities, each with a set of action buttons:

Facility Name (ID)	Facility Information	Delegate	Remove
BROOKSIDE CROSSING (3GC00862)			
GRI construction site (4GC08217)			
McClure WWTP (2PA00056)			

1. From your facilities dashboard, click the facility of interest, this will show all related Permits and Applications.

Ohio EPA - Division of Surface Water STREAMS

[Home](#) [Add Facility/Permit](#) [Create New Permit Application](#)

BROOKSIDE CROSSING (401445) Facility Profile

▼ Permit 3GC00862

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
191902951	3GC00862*AG	Construction Stormwater	NA	05/27/2004	04/20/2008	Active	<div style="border: 1px solid #ccc; padding: 5px; width: 150px;"> <ul style="list-style-type: none"> Renewal Terminate Transfer Create Report Create Lot Permit Application Create Copermittee Permit Application Download Cover Letter </div>

[▶ Lot Permits 3](#)
[▶ Applications 2](#)

2. Select the *Actions* dropdown to access management tools which will allow you to **Renew, Terminate, or Transfer** the permit— you may also see options to **Create Lot Permit Application** and **Terminate Lot Permit** as well as **Create Copermittee Permit Application** and **Terminate Copermittee Permit**. *NOTE: You can also select **Create Report** to access any number of reporting forms that can be submitted electronically – many of which apply to many of the other 20 permit types that can be accessed within STREAMS.*
3. Click **Create Copermittee Permit Application** to open the Copermittee permit application form.

Completing the Application

Copermittee Application Form [Form Instructions](#)

General Permit Information

Existing NPDES Permit Number 4GQ00026*BG	Initial Permittee Name CITY OF CIRCLEVILLE
General Permit Number: OHQ000004	Type of Activity: Small MS4 General Permit

Facility/Site Location Information

Facility Name
CITY OF CIRCLEVILLE

Facility/Site Location

Address/Location
104 E FRANKLIN ST

Address Line 2
Address

City State Zip Code

1. Begin by reviewing the General Permit Information and Facility/Site Location Information sections. These sections are prepopulated with information from the master general permit.
2. Enter the Company (Applicant) name and mailing address.
3. Finally, fill out the Applicant Contact Information. 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.*

Terminating Copermittee Permit Applications

CITY OF CIRCLEVILLE (396739) Facility Profile

▼ Permit 4GQ00026

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
190964107	4GQ00026*BG	Small Municipal Separate Storm Sewer System	NA	12/26/2014	09/10/2019	Active	Actions ▾
190964443	4GQ00026*AG	Small Municipal Separate Storm Sewer System	NA	06/05/2009	01/29/2014	Expired	Actions ▾

▼ CoPermittee Permits **2**

ID	Name	Permit Number	Effective Date	Expiration Date	Status	Actions
257531935	Test Company	4GQ00026*BG	02/02/2022	02/08/2022	Terminated	N/A
257539704	Co Co.	4GQ00026*BG	02/18/2022	09/10/2019	Active	Actions ▾

Filter all columns

First Previous

- View Application
- Terminate
- Download Cover Letter
- Download Application PDF

1. To terminate a copermittee, click the facility of interest on your facility dashboard, then click the permit of interest. Click the **Actions** dropdown and select **Terminate**.
2. First click the Reason for Termination dropdown to select from 6 different reasons. If you select the last option, labeled as Other, an addition window will appear where you can manually type in a reason.

Notice of Termination Application Form

[Form Instructions](#)

General Application Information

Type of Permit
Copermittee

General Permit Number:
4GQ00026*BG

Type of Activity:
Small Municipal Separate Storm Sewer System

Reason for Termination
--Select a Reason For Termination --

Original Applicant Information

Company (Applicant) Name
Co Co.

Company (Applicant) Mailing Address

Country
USA

Mailing Address

3. Review and complete the Applicant Information/ Mailing Address section. This includes the Company (Applicant) Mailing Address and Contact Info.
4. The Facility/Site Location Information section is prepopulated from the agency permit database and cannot be changed on the form.
5. Once complete, click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, you can 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 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 Applications

CITY OF CIRCLEVILLE (396739) Facility Profile

▼ Permit 4GQ00026

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
190964107	4GQ00026*BG	Small Municipal Separate Storm Sewer System	NA	12/26/2014	09/10/2019	Active	Actions ▾
190964443	4GQ00026*AG	Small Municipal Separate Storm Sewer System	NA	06/05/2009	01/29/2014	Expired	Actions ▾

► CoPermittee Permit 1

▼ Application 1

ID	Permit Number	Type	Coverage	Application Type	Updated	Status	Visibility	Actions
257539697	4GQ00026*BG	Small Municipal Separate Storm Sewer System	Copermittee	New	02/18/2022	Edit	Private	Actions ▾

Filter all columns

First Previous 1 Next

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

If you saved the application form and chose not 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**. TIP: 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**.)

Search Account and Delegate Application ×

You have chosen to delegate application (257476868). 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"/>
73006610	Joseph Robertson	<input type="radio"/>
76252667	Mark Roberts	<input type="radio"/>
76991916	Larry 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, simply click the **Select** button to delegate access to the application/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 application/report listed on their dashboard.

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.

Michael Joseph, (614) 752-0782, Mike.Joseph@epa.ohio.gov

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

Appendix I

Instructions for Completing the Co-Permittee Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage