

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

Holding Tank Management Plans

Creating New, Renewal, and Modification Applications

April 4, 2022



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Holding Tank Management Plan – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Holding Tank Management Plan 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 Holding Tank Management Plan 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

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		

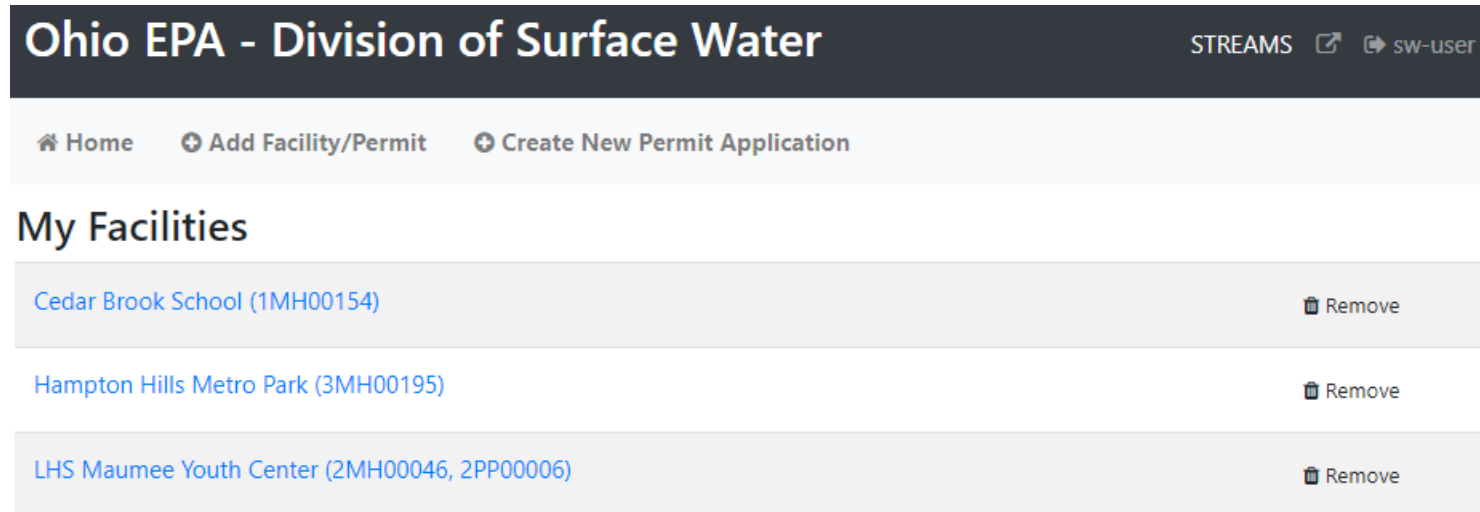
My Tasks (0)			
Name	Status	Created	Action

Shown above is the EPA eBusiness Center website (<https://ebiz.epa.ohio.gov>). A *service* is a program within Ohio EPA that offers electronic access to data as well as management and reporting tools.

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.

New Permit Applications

NOTE: This section only applies to facilities not yet covered under a Holding Tank Management Plan.



The screenshot shows the Ohio EPA - Division of Surface Water dashboard. At the top, there is a dark header with the text "Ohio EPA - Division of Surface Water" and "STREAMS" with a refresh icon and "sw-user" with a user icon. Below the header is a light gray 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 contains a list of three facilities, each in a light gray box with a "Remove" button on the right:

- Cedar Brook School (1MH00154) Remove
- Hampton Hills Metro Park (3MH00195) Remove
- LHS Maumee Youth Center (2MH00046, 2PP00006) Remove

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

Completing the Application

1. From your dropdown, select **Holding Tank** from the list.
2. Select a facility from the dropdown list or click **I don't see the facility I need** to search for a facility using Facility/Permit Information and click **select** next to your facility. If you did not find your facility/site within the Agency database, click **Create New Facility** to create a new facility/site listing.
3. Select **Create New Permit Application**.

Management Plan Application

[Form Instructions](#)

General Information

Is this a NEW or RENEWAL application?

New

Renewal

Facility Information

Name of Facility

LHS Maumee Youth Center

Facility Contact

Provide information for the person who is thoroughly familiar with the operation of this facility and this application who may be contacted by the reviewing offices.

First Name

Last Name

First Name

Last Name

4. Begin by entering the Facility Contact and Facility Mailing Address information.
5. Review and enter the Facility Location Information.
6. Fill out the Facility Owner information

Facility Operator Information

Provide information for the person, firm, public organization or other entity which operates the facility. This may or may not be the same name as the facility. The operator of the facility is the legal entity which controls the facility's operations, rather than the plant or site manager. Do NOT use a colloquial name.

Is Owner also Operator?

First Name
 Last Name

Title

Email
 Phone

Address/Description

City
 State
 Zip Code

7. Populate the Facility Operator Information section.
8. Enter in the Billing Contact Information (or utilize the ***Copy Facility Contact to Billing Contact*** button if they are the same).

Existing Environmental Permits

Have any currently effective environmental permits been issued to the facility? If the answer is yes for any category, provide the effective permit number or, in the case where the permit has been applied for but not yet issued, the permit application number.

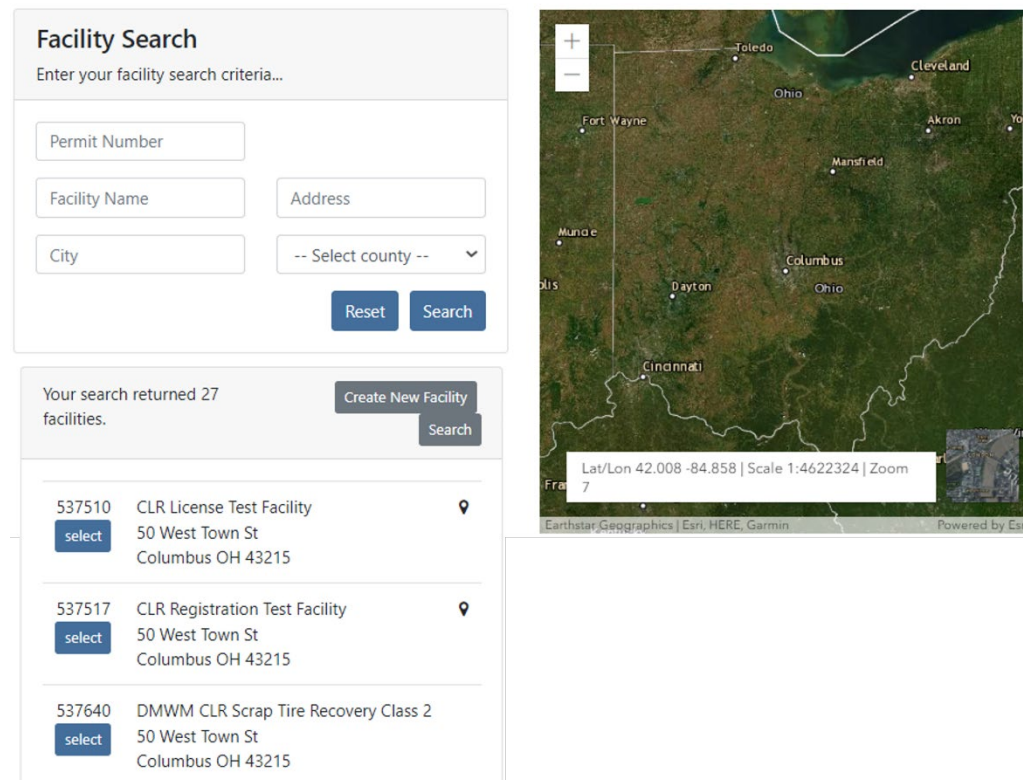
A. NPDES	NPDES # <input type="text" value="NPDES #"/>	B. UIC	UIC # <input type="text" value="UIC #"/>
<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No	
C. RCRA	RCRA # <input type="text" value="RCRA #"/>	D. PSD	PSD # <input type="text" value="PSD #"/>
<input type="radio"/> Yes <input checked="" type="radio"/> No		<input type="radio"/> Yes <input checked="" type="radio"/> No	
E. PTI	PTI # <input type="text" value="PTI #"/>		
<input type="radio"/> Yes <input checked="" type="radio"/> No			
F. Other	Other (specify) <input type="text" value="Other description"/>	Other # <input type="text" value="Other #"/>	
<input type="radio"/> Yes <input checked="" type="radio"/> No			
G. Other	Other (specify) <input type="text" value="Other description"/>	Other # <input type="text" value="Other #"/>	
<input type="radio"/> Yes <input checked="" type="radio"/> No			

9. Respond **Yes/No** to the questions pertaining to existing environmental permits and include applicable permit numbers.
10. Provide a brief description of the nature of business.
11. Under the Supplementary Information section, upload required attachments by clicking the **Browse** button. Add any additional comments if applicable.
12. 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 application to the Agency. A saved application will be housed in your Application List on the Facility Profile until submitted, deleted, or delegated to another individual to submit. *NOTE: The option to print, delete, edit, and delegate the application will be available from the Facility Profile.*

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 of 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 the 'Facility Search' interface. On the left, there is a search form with fields for 'Permit Number', 'Facility Name', 'Address', 'City', and a dropdown for '-- Select county --'. Below these fields are 'Reset' and 'Search' buttons. The search results section shows 'Your search returned 27 facilities.' and a 'Create New Facility' button. The results list includes:

Permit Number	Facility Name	Address	City	State	Zip
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

On the right, a map of Ohio is shown with a location pin at Columbus. The map includes a coordinate box: 'Lat/Lon 42.008 -84.858 | Scale 1:4622324 | Zoom 7'. The map is powered by Esri.

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

Renewal & Modification Applications

NOTE: This section only applies to facilities already covered under a Holding Tank Management Plan that is set to expire within ten months (Renewal) or will not expire within ten months but are proposing a change to their permit conditions (Modification).

Ohio EPA - Division of Surface Water

STREAMS SW-US

Home Add Facility/Permit Create New Permit Application

Hampton Hills Metro Park (590536) Facility Profile

▼ Permit 3MH00195

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
255401642	3MH00195*AM	Holding Tank	NA	03/10/2022	03/10/2027	Active	Actions

- Renewal
- Modify Permit
- Transfer
- Create Report

1. From your facilities dashboard, click the facility of interest, this will show all related Permits and Applications. Select the **Actions** dropdown to access management tools which will allow you to **Renew, Modify, or Transfer** the 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.*
2. Click **Renewal** to renew your Holding Tank Management Plan coverage. The application is the same as shown in the “Creating New Applications” section of this document but many of the fields are populated with information from the agency system.
3. Click the **Actions** dropdown and select **Modify Permit** to modify your current permit coverage. The application will appear with most of the fields prepopulated with information from the Agency database. Update, remove, or add new fields where applicable.

Editing, Deleting, and Delegating Applications

LHS Maumee Youth Center (22126) Facility Profile

➤ Permit 2PP00006

▼ Permit 2MH00046

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
260465775	2MH00046*AG	Holding Tank	NA	NA	NA	Draft	N/A

▼ Application 1

ID	Permit Number	Type	Coverage	Application Type	Updated	Status	Visibility	Actions
260465774	2MH00046*AG	Holding Tank	Regular	New	03/31/2022	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 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.

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.

Transferring Permits

Ohio EPA - Division of Surface Water

STREAMS SW-US

Home Add Facility/Permit Create New Permit Application

Hampton Hills Metro Park (590536) Facility Profile

▼ Permit 3MH00195

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
255401642	3MH00195*AM	Holding Tank	NA	03/10/2022	03/10/2027	Active	Actions

- Renewal
- Modify Permit
- Transfer
- Create Report

1. From the Facility Profile, click the **Actions** dropdown to access management tools and click **Transfer** to transfer the current management plan coverage. See below for screenshots of the permit transfer application form.

Permit Transfer Application Form (Edit)

General Permit Information 260465881

Type of Permit

Management Plan

Existing NPDES Permit Number

3MH00195*AM

Facility Name

Hampton Hills Metro Park

Facility Address/Location

2925 Akron-Peninsula Road

City

Akron

State

OH



Zip Code



44313



Existing Permit Holder Information (Transferor)

2. The general permit information fields are prepopulated from the agency database and locked.
3. Enter in the existing permit holder information and the forwarding address of the existing permit holder.

Authorization Details

Old permittee coverage ending date
  

New permittee coverage commencement date
  

Agreement date
  

Application Authorization
Pursuant to OAC 3745-33-03(F), list the individual authorized to sign applications and transfer agreements: Must be the principal executive officer, vice president or higher for a corporation; a general partner of a partnership; the proprietor of a proprietorship; principal executive officer, ranking elected official or duly authorized employee of a public entity

Report Authorization
Pursuant to 40 CFR Part 122.22(b), list the individual or position identified in this space is duly authorized by the individual named in [item 33] to sign all reports required by permit and other information that may be required by the Director.

Modifications
Describe any material modifications to production or facilities, subsequent to the transfer, which may


7. Enter in the transfer dates from the old permittee to new permittee and enter information into the authorization and modification sections.
8. 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 application to the agency. A saved application will be housed in your Application List on the Facility Profile until submitted, deleted, or delegated to another individual to submit. *NOTE: The option to print, delete, edit, and delegate the application will be available from the Facility Profile*

Terminating Permits

Contact your Division of Surface Water District Office to discuss the reasons for termination. Contact information can be found at <https://epa.ohio.gov/help-center/contact-list>. A decommissioning [form](#) will need to be completed for the holding tank before terminating the management plan.

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 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 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, 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