

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

**Small MS4 General Permit Annual Report**

January 31, 2022



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

## **MS4 Annual Report – Electronic Report Overview**

The STREAMS service provides the capability to electronically submit the Small MS4 General Permit Annual Report. This report can be accessed via your facilities dashboard (i.e., the opening screen in STREAMS which displays your facilities list). Non-Compliance Reports that are created will be displayed on the permit’s 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 Small MS4 General Permit Annual Report – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. annual sewage sludge, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete the Small MS4 General Permit Annual Report has been displayed below.

### **CONTENTS**

#### Small MS4 General Permit Annual Report

1)	Service Activation	-	-	-	-	Page 3
2)	Finding Facilities and Permits	-	-	-	-	Page 4
3)	Creating New Reports	-	-	-	-	Page 6
4)	Completing the Report	-	-	-	-	Page 7
5)	Saving Reports	-	-	-	-	Page 12
6)	Submitting Reports	-	-	-	-	Page 12
7)	Editing, Deleting, and Delegating Reports	-	-	-	-	Page 13
8)	Technical Support	-	-	-	-	Page 15

## 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 interface. At the top, the title 'Ohio EPA - Division of Surface Water' is shown alongside the user 'sw-user'. Below this is a navigation menu with 'Home', 'Add Facility/Permit', and 'Create New Permit Application'. The main section is titled 'My Facilities' and lists three facilities, each with a set of actions: 'Facility Information', 'Delegate', and 'Remove'.

Facility Name	Facility ID(s)	Actions
CITY OF CIRCLEVILLE	(4GQ00026)	Facility Information, Delegate, Remove
e-DMR Test Facility 2	(0GRN00349, 0GS00209, 9DP00001, 9GR00001, 9GS00001)	Facility Information, Delegate, Remove
McClure WWTP	(2PA00056)	Facility Information, Delegate, 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 --

Reset   Search

---

Your search returned 27 facilities.      Create New Facility      Search

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 New Reports

Ohio EPA - Division of Surface Water

STREAMS SW-US

Home Add Facility/Permit Create New Permit Application

### 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	06/05/2019			

► CoPermittee Permit 1

- Renewal
- Terminate
- Transfer
- Create Report
- Create Copermittee Permit Application
- 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, Terminate, or Transfer** the permit.
2. Select **Create Report**, then use the dropdown menu to select the applicable report type (**MS4 Annual**).

## Completing the Report

NPDES Small MS4 General Permit Annual Reporting Form +

[Form Instructions](#)

**▼ General Information**

Name of MS4	Report for the Year
<input type="text" value="CITY OF CIRCLEVILLE"/>	2021 <span style="float: right;">▼</span> <span style="border: 1px solid black; padding: 2px;">Copy Data From Previous Year</span>
Ohio NPDES Permit Number	Select County
4GQ00026*BG	Pickaway <span style="float: right;">▼</span>

**▼ Contact Information**

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

1. Once the report opens, begin by verifying the reporting year and contact information.
2. Describe the table of organization information or click the ***Browse*** button to upload an electronic copy.

**Public Education BMP**

× **Public Involvement BMP**



**BMP Name** 2000/2000 chars remaining

**Effective?** Yes No

**Responsible Party** 2000/2000 chars remaining

**Measurable Goal** 4000/4000 chars remaining

**Theme or Message** 4000/4000 chars remaining

**Target Audience** 2000/2000 chars remaining

**Percent of Target Audience Reached** %

**Summary of Results** 4000/4000 chars remaining

**Comments** 4000/4000 chars remaining

**BMP Name** 2000/2000 chars remaining

**Effective?** Yes No

**Responsible Party** 2000/2000 chars remaining

**Measurable Goal** 4000/4000 chars remaining

**Theme or Message** 4000/4000 chars remaining

**Target Audience** 2000/2000 chars remaining

**Estimate Of People Participated**

**Summary of Results** 4000/4000 chars remaining

**Comments** 4000/4000 chars remaining

3. Enter the information relating to both Public Education & Outreach and Public Involvement & Participation. Click the **Add a New BMP** button to access additional informational fields.

▼ Illicit Discharge Detection & Elimination (IDDE)					
▼ Illicit Discharge BMPs					
BMP Name	Responsible Party	Measurable Goal	Effective	Completed	Actions
Ordinance or Other Regulatory Mechanism					Actions ▼
Storm Sewer System Map					Actions ▼
HSTS Mapping and List					Actions ▼
IDDE Plan					Actions ▼
Dry-Weather Screening of Outfalls					Actions ▼

4. Enter the information relating to Illicit Discharge Detection & Elimination (IDDE). Click the *Actions* button to enter information for Ordinance or Other Regulatory Mechanism, Storm Sewer System Map, HSTS Mapping and List, IDDE Plan, and Dry-Weather Screening of Outfalls.
5. Enter information for any additional BMPs and IDDEs.
6. Describe activities planned for the next reporting cycle. Click the *Add a New BMP* button as needed.

Construction Site Runoff Control					
Construction Runoff BMPs					
BMP Name	Responsible Party	Measurable Goal	Effective	Completed	Actions
Ordinance or Other Regulatory Mechanism					Actions ▾
Sediment and Erosion Control Requirements					Actions ▾
Complaint Process					Actions ▾
Site Plan Review Procedures					Actions ▾
Site Inspection Procedures					Actions ▾

7. Enter the information relating to Construction Site Runoff Control. Click the **Actions** button to enter information for Ordinance or Other Regulatory Mechanism, Sediment and Erosion Control Requirements, Complaint Process, Site Plan Review Procedures, Site Inspection Procedures, and Enforcement Procedures.
8. Click the **Browse** button to upload an electronic file identifying applicable sites within your jurisdiction for the reporting period and summarize upcoming plans for the next reporting cycle.
9. Enter information into the Post-Construction Storm Water Management in New Development and Redevelopment section. Click the **Actions** button to enter information for Ordinance or Other Regulatory Mechanism, Post-Construction Requirements, Site Plan Review Procedures, Site Inspection Procedures, Enforcement Procedures, and Long-Term O&M Plans/Agreements.
10. Summarize planned activities for the next reporting cycle. Click the **Add a New BMP** button as needed.

▼ Pollution Prevention / Good Housekeeping for Municipal Operations

▼ Housekeeping BMPs

BMP Name	Actions
Municipal Facilities	Actions ▼
MS4 Maintenance	Actions ▼
Disposal of Wastes	Actions ▼
Road Salt	Actions ▼
Pesticide & Herbicide Usage	Actions ▼
Fertilizer Usage	Actions ▼
Street Sweeping	Actions ▼
Flood Management Projects	Actions ▼

11. Enter the information relating to Pollution Prevention/Good Housekeeping for Municipal Operations. Click the **Actions** button to enter information for Municipal Facilities, MS4 Maintenance, Disposal of Wastes, Road Salt, Pesticide & Herbicide Usage, Fertilizer Usage, Street Sweeping, and Flood Management Projects.
12. Enter BMPs for Employee Training and any additional BMPs for Housekeeping.
13. Summarize planned activities for the next reporting cycle. Click the **Add a New BMP** button as needed.
14. Describe the proposed changes to your SWMP and any variances granted (if applicable).
15. Identify and summarize any variances granted under your storm water program.
16. Add any supplemental information. 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. A saved report will be housed in your Report List on the Facility Profile until submitted, deleted, or delegated to another individual to submit.

## **Saving Reports**

If you need to exit the Annual MS4 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 the Facility Profile 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

### 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 ▾

> Report 1

ID	Type	Permit Number	Updated	Status	Actions
14043937	MS4 Annual	4GQ00026*BG	01/31/2022	Edit	Actions ▾

Filter all columns

First Previous 1 Next

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

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.

## **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.

Anthony Robinson, (614) 728-3392, [Anthony.Robinson@epa.ohio.gov](mailto:Anthony.Robinson@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](mailto:dsw.eBIZhelp@epa.ohio.gov)

eBusiness Center (PINS & Passwords): (877) 372-2499