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

No Exposure Certification for Storm Water Permitting

Creating New and Renewal Applications

January 31, 2022

Ohio Environmental Protection Agency

No Exposure Certification – Electronic Application Overview

The STREAMS service provides the capability to electronically submit the No Exposure Certification for Stormwater Permitting application form. This form can be accessed via your facilities dashboard (i.e., the opening screen in STREAMS which displays your facilities list). No Exposure application forms 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 No Exposure application forms – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. non-compliance, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete the No Exposure application form 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 (*No Exposure*)
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***.

No Exposure Application Form

*ℹ Form Instructions

Qualification Questions

Are any of the following materials or activities currently exposed to precipitation, or will they be in the foreseeable future?
If you answer YES to any of these questions, you are NOT eligible for the No Exposure exclusion and you will not be able to submit this application form.

Using, storing or cleaning industrial machinery or equipment, and areas where residuals from using, storing or cleaning industrial machinery or equipment remain and are exposed to storm water.

Yes No

Materials or residuals on the ground or in storm water inlets from spills/leaks.

Yes No

Materials or products from past industrial activities.

Yes No

Material handling equipment (except adequately maintained vehicles).

Yes No

Materials or products during loading / unloading or transporting activities.

2. Click **Yes** or **No** on the series of questions and proceed down the form.
3. Enter in the contact and facility information into the sections below.

Applicant/Operator Information

Company (Applicant) Name

Company (Applicant) Mailing Address

Country

USA

Mailing Address

Address

Address Line 2

Address

City   State   Zip Code

City   OH   Zip Code

Company (Applicant) Contact Information

First Name   Last Name

4. Type in latitude and longitude in the fields on the left or simply type in the facility address in the **Search for Address** field. Once the location is found click the **Yes** button and the coordinates will be populated in the corresponding fields on the left.

4. Fill out the last section titled "Other Information". 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.*

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 permit 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.

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

Creating Permit Renewal Applications

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 or Terminate** 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 Small Sanitary Discharges permit 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.

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*. 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*.)

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 permit section at Ohio EPA or your Ohio EPA permit writer assigned to that particular permit.

    Anthony Robinson, (614) 728-3392, Anthony.Robinson@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 Information Resources Management (IRM) section 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

Appendix I

Ohio EPA No Exposure Instructions