

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

**Sanitary Sewer Overflow (SSO)  
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

## **Sanitary Sewer Overflow (SSO) Annual Report – Electronic Report Overview**

The STREAMS service provides the capability to electronically submit the Sanitary Sewer Overflow Annual Report. This report can be accessed via your facilities dashboard (i.e., the opening screen in STREAMS which displays your facilities list). Sanitary Sewer Overflow Annual Reports 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 Sanitary Sewer Overflow Annual 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 Sanitary Sewer Overflow Annual Report has been displayed below.

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## Service Activation

**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
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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 text "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 light gray navigation bar containing 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 two facilities. Each facility entry is on a light gray background and includes the facility name and permit number in blue text, followed by a "Remove" button with a trash can icon. The first entry is "Beaverdam WWTP (2PB00018)" and the second is "McClure WWTP (2PA00056)".

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

### Beaverdam WWTP (1936) Facility Profile

▼ Permit 2PB00018

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
257476454	2PB00018*ND	Municipal	NA	NA	NA	Draft	N/A
201224748	2PB00018*MD	Municipal	Minor	03/01/2017	02/28/2022	Active	Actions
191006541	2PB00018*LD	Municipal	Minor	02/01/2016	01/31/2017		

First Previous 1 2 3 4 5 N

➤ Report 1

- Renewal
- Modify Permit
- Transfer
- Create Report
- Download Permit

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, or Transfer** the permit.
2. Select **Create Report**, then use the dropdown menu to select the applicable report type (**SSO Annual**).

## Completing the Report

### Sanitary Sewer Overflow Annual Report

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#### General Information

<b>Reporting Date</b> <input type="text" value=""/>	<b>Facility Name</b> <input type="text" value="McClure WWTP"/>	<b>Ohio NPDES Permit Number</b> <input type="text" value="2PA00056*ED"/>
<b>Period Covered By Report</b>		
<b>From</b> <input type="text" value=""/>	<b>To</b> <input type="text" value=""/>	
<b>Contact Person</b>		
<b>First Name</b> <input type="text" value="First Name"/>	<b>Last Name</b> <input type="text" value="Last Name"/>	
<b>Title</b> <input type="text" value="Title"/>		
<b>E-mail Address</b> <input type="text" value="Email"/>	<b>Phone</b> <input type="text" value="(xxx) xxx-xxxx"/>	
<b>Address</b> <input type="text" value=""/>		

1. Once the report opens you will notice that it is prepopulated with permit number and Facility Name. Click the date icons to enter the period covered by the report.
2. Fill out the Contact Person information.

### Sanitary Sewer Overflows

Have any Sanitary Sewer Overflows occurred during the reporting period?

Yes  No

Sanitary Sewer Overflows Spreadsheet [Blank Form](#)

No file chosen

### Water In Basement Occurrences

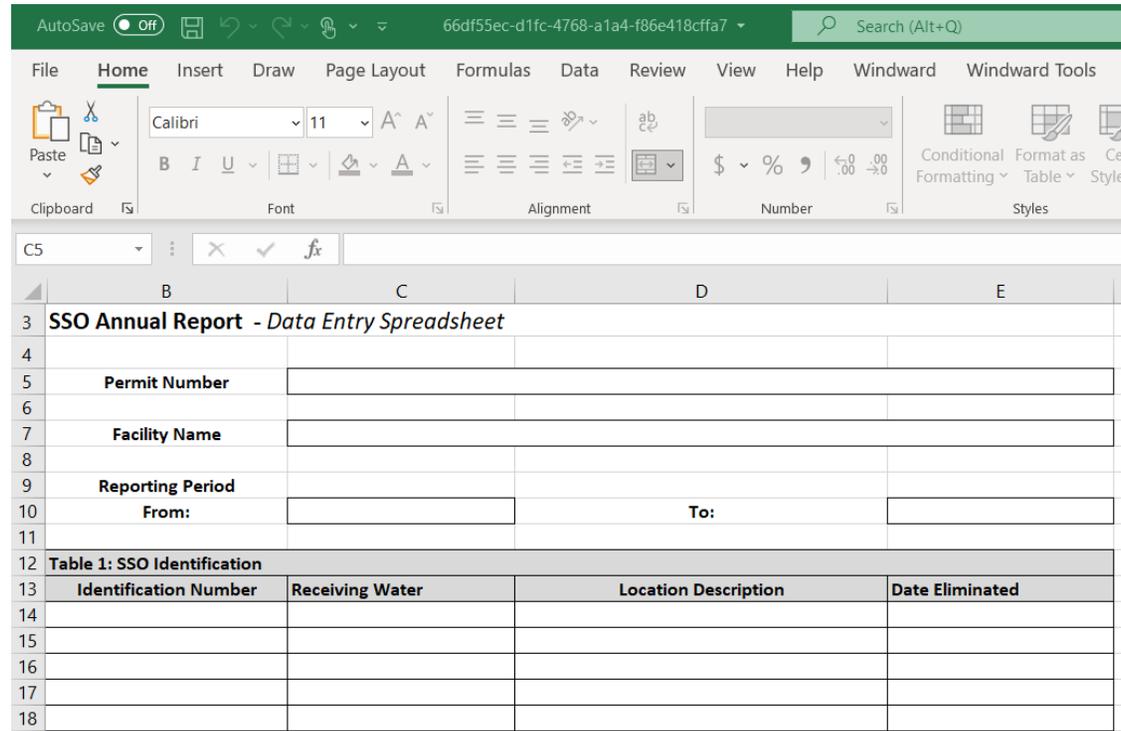
Were there any Water In Basement Occurrences during the reporting period?

Yes  No

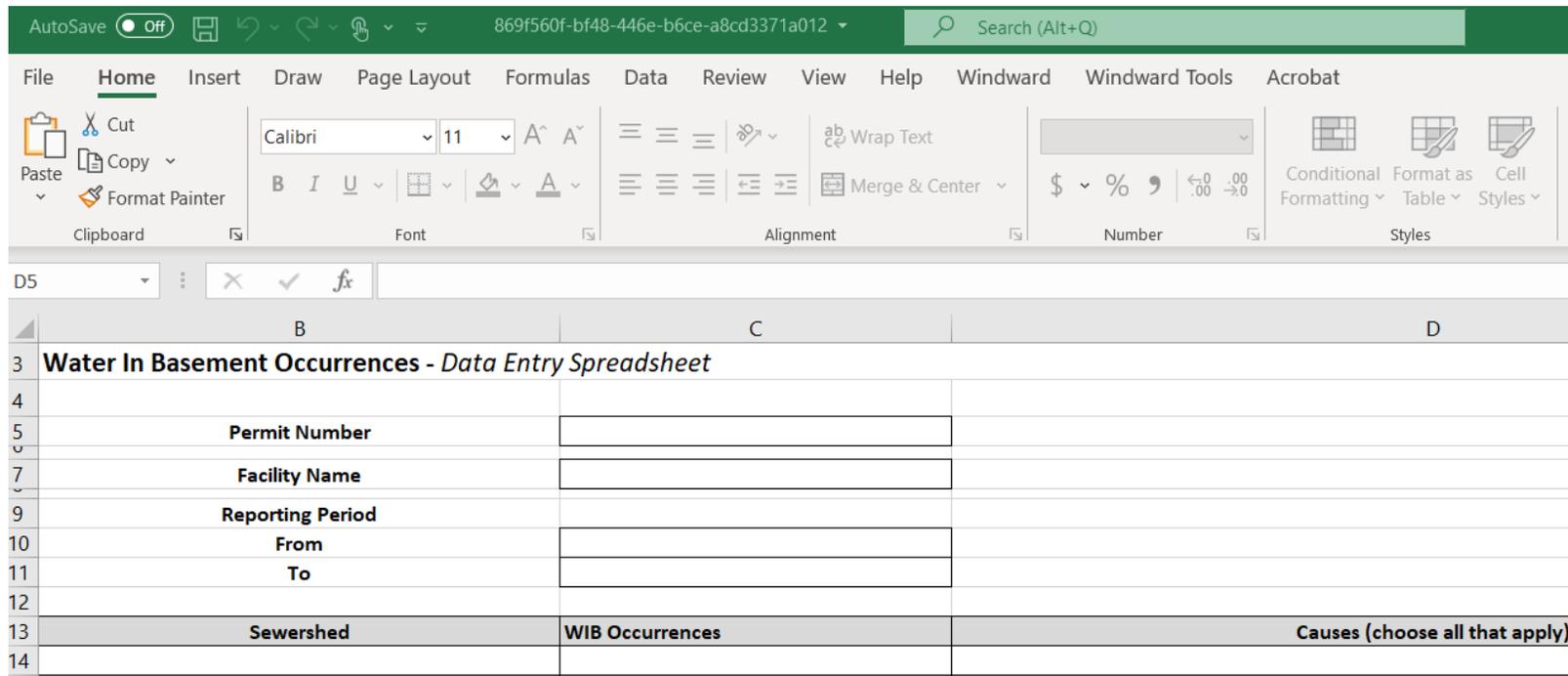
Water In Basement Occurrences Spreadsheet [Blank Form](#)

No file chosen

3. Select whether any Sanitary Sewer Overflows occurred during the reporting period. If yes, click the **Browse** button to upload the Sampling Report Data. To access a blank copy of the SSO spreadsheet, click the link for **Blank Form** to download the Microsoft Excel file (as shown below). Select the **Save File** option and click the **OK** button. Open the spreadsheet from your saved location. Click the **Browse** button to upload the electronic file after completing both worksheets (SSO Identification and SSO Event Information).



4. Select whether any water in basement occurrences occurred during the reporting period. If yes, click the **Browse** button to upload the Sampling Report Data. To access a blank copy of the Water in Basement Occurrences spreadsheet, click the link for **Blank Form** to download the Microsoft Excel file (as shown below). Select the **Save File** option and click the **OK** button. Open the spreadsheet from your saved location. Click the **Browse** button to upload the file when complete.



- The final section of the reporting form allows any additional attachments to be uploaded (not required), simply click the **Browse** button to upload a document. 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.

## Saving Reports

If you need to exit the SSO Report before completion, remember to click the **Save** button at the bottom of the screen then **Close**. A saved report will be housed in the 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 for the report and click **Edit**.

## Editing, Deleting, and Delegating Reports

### McClure WWTP (22091) Facility Profile

▼ Permit 2PA00056

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
208094265	2PA00056*ED	Municipal	NA	03/01/2018	02/28/2023	Active	Actions ▾
164188657	2PA00056*DD	Municipal	Minor	02/01/2013	01/31/2018	Expired	Actions ▾
113952956	2PA00056*CD	Municipal	Minor	01/01/2008	12/31/2012	Expired	Actions ▾

First Previous **1** 2 Next Last Show All Rows

➤ Report **1**

ID	Type	Permit Number	Updated	Status	Actions
14708712	SSO Annual	2PA00056*ED	03/25/2022	Edit	Actions ▾

Filter all columns

First Previous **1** Next

- Edit
- Delete
- Modify Visibility
- Delegate

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](mailto:dsw.eBIZhelp@epa.ohio.gov)

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