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

# Small Municipal Separate Storm Sewer Systems (MS4s)

# Creating New & Renewal Applications

January 31, 2022

## Small Municipal Separate Storm Sewer Systems – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Small Municipal Separate Storm Sewer Systems permit 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 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 Small Municipal Separate Storm Sewer Systems permit 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 each permit application 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 (*Small Municipal Separate Storm Sewer System*)
2. Fill out the Facility/Site Location Information and click *Add Facility*.
3. Select *Create New Permit Application*.

## General Notice of Intent Application Form      ℹ Form Instructions

### General Application Information (Edit)

| | | |
|---|---|---|
| **Application Type** | **General Permit Number:** | **Type of Activity:** |
| Initial Coverage | OHQ000004 | Small MS4 General Permit |

### Applicant Information/Mailing Address

**Company (Applicant) Name**

[                                                                                    ]

**Company (Applicant) Mailing Address**      [ Copy Facility Address to Applicant Mailing Address ]

**Country**

[ USA ⌄ ]

**Mailing Address**

[ Address ]

**Address Line 2**

4.  Enter the Company (Applicant) name and mailing address – utilize the ***Copy Facility Address to Applicant Mailing Address*** button if addresses are the same within the form.
5.  Enter the Applicant contact information.

6. The Facility/Site Location information is pre-populated with previously entered data about the Facility– you can add additional counties if needed.

Latitude and Longitude Information

Use the map on the right to set the latitude and longitude values and verify they are correct. You may click on the map to choose latitude and longitude coordinates or enter the latitude and longitude values in the input fields below. Alternately, you may enter an address in the input field at the top of the map to find coordinates by address.

Search for Address:

Type an address in the input box below and select a match from the drop down list or select the magnifying glass button to plot the address on the map.

Find address or place

**Enter Coordinates in Degrees, Minutes, Seconds**

Latitude

Latitude

Longitude

Longitude

Collection Method

--Select Collection Method--

Lat/Lon 40.369 -83.818 | Scale

7.  Enter coordinates for the site.  Utilize the ***Search for Address*** box if necessary.
8.  Add all receiving waters or MS4s.
9.  Populate the Facility Contact Information (or utilize the ***Copy Applicant Contact to Facility Contact*** button if they are the same).

10. Enter the MS4 Drainage Area under the General Permit 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 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, Terminate, or Transfer* the permit– you may also see options to *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.*
2. Click *Renewal* to renew your Small MS4 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

### Test City (594335) Facility Profile

**∨ Permit 4GQ00139**

| ID | Number | Type | Rating | Effective Date | Expiration Date | Status | Actions |
|----|--------|------|--------|----------------|-----------------|--------|---------|
| 257524369 | 4GQ00139*AG | Small Municipal Separate Storm Sewer System | NA | NA | NA | Draft | N/A |

**∨ Application 1**

| ID | Permit Number | Type | Coverage | Application Type | Updated | Status | Visibility | Actions |
|----|---------------|------|----------|-----------------|---------|--------|------------|---------|
| 257524367 | 4GQ00139*AG | Small Municipal Separate Storm Sewer System | Regular | New | 01/24/2022 | Edit | Private | Actions ▾ |

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

Filter all columns            First  Previous  **1**  Next  La

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*.  <u>TIP:</u> 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.

## 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**

[ PDF Adobe ]   **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.

Get ADOBE® READER®

**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".

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**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".

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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.

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, 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 - NOI Application Form for Requesting Coverage Under an Ohio Environmental Protection Agency General Permit**