Ohio EPA's eBusiness Center (eBIZ) Information

Tips & Tools for eDMR & STREAMS Services

Presented By: Jacob Zink

Ohio EPA Division of **S**urface **W**ater (**DSW**)

April 25, 2023

Ohio Environmental Protection Agency

Accounts & Who Needs Them

Accounts are set up for you* – *Not the Company/Business

EACH person *accessing the eBusiness center will need* ***two (2) accounts:***

1. **OHID** OH|ID (***NOT*** Ohio EPA's website)
2. **eBusiness Center**
   - *If you change jobs your accounts go with you!!!*

The ***Legal Permit holder*** *for the facility/site will* ***ALSO need to set up their OWN accounts!***

A ***PIN*** *- needed for electronic submissions requiring a signature by an authorized person*

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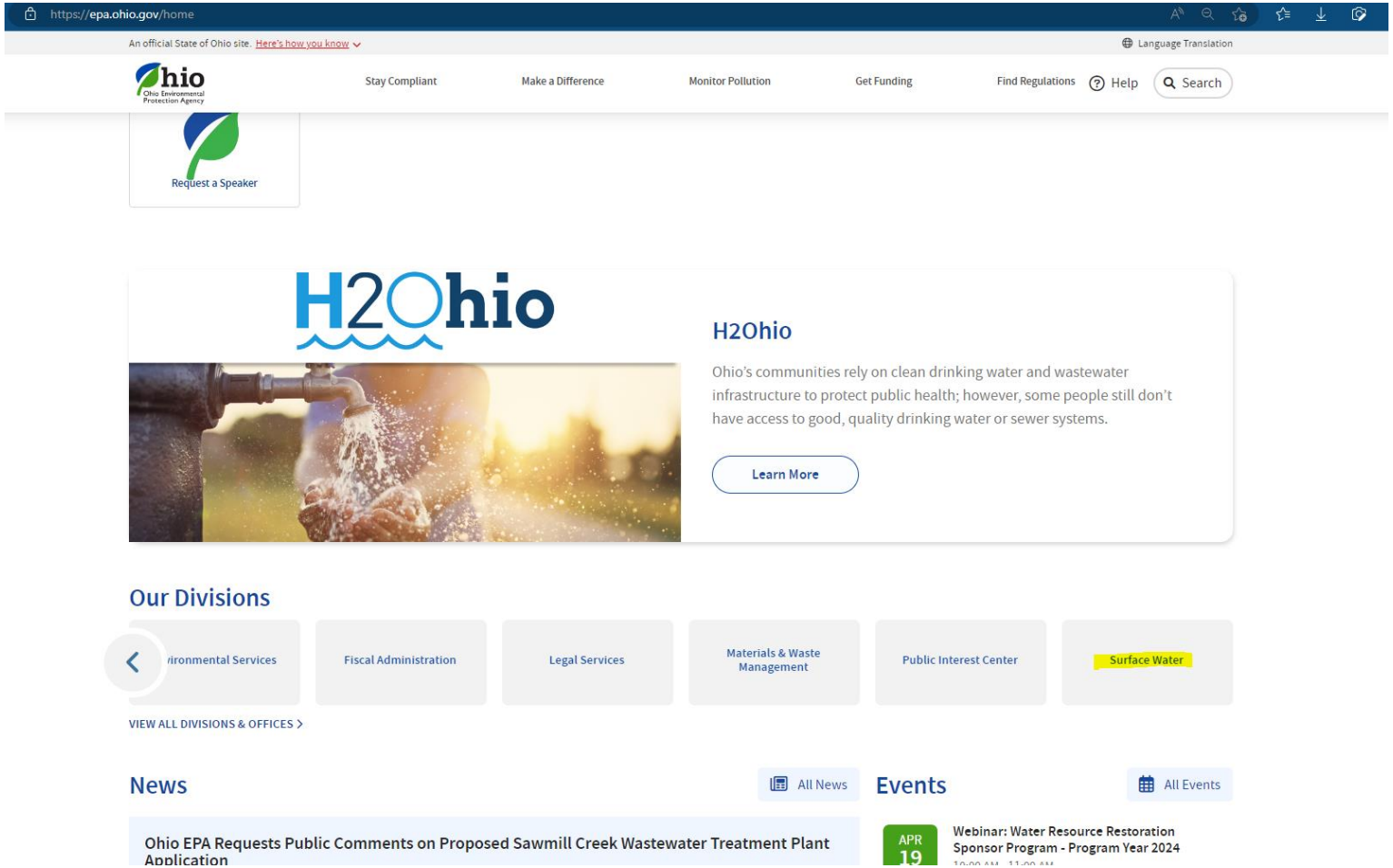
Where to Find Guides

- Go to Ohio EPA's website: *https://epa.ohio.gov/home*
- Scroll down to the Divisions section
- Toggle the arrow over to find surface water



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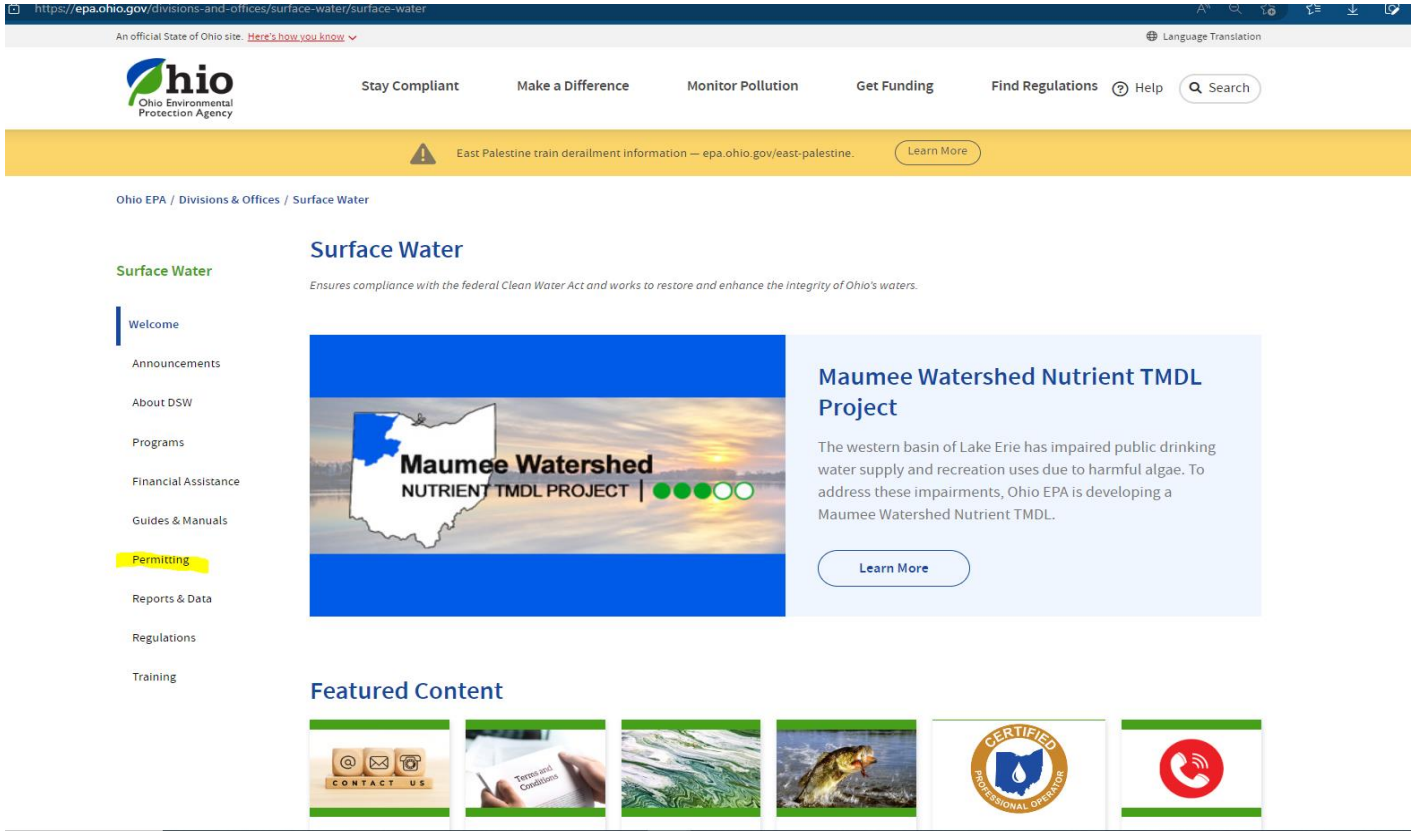
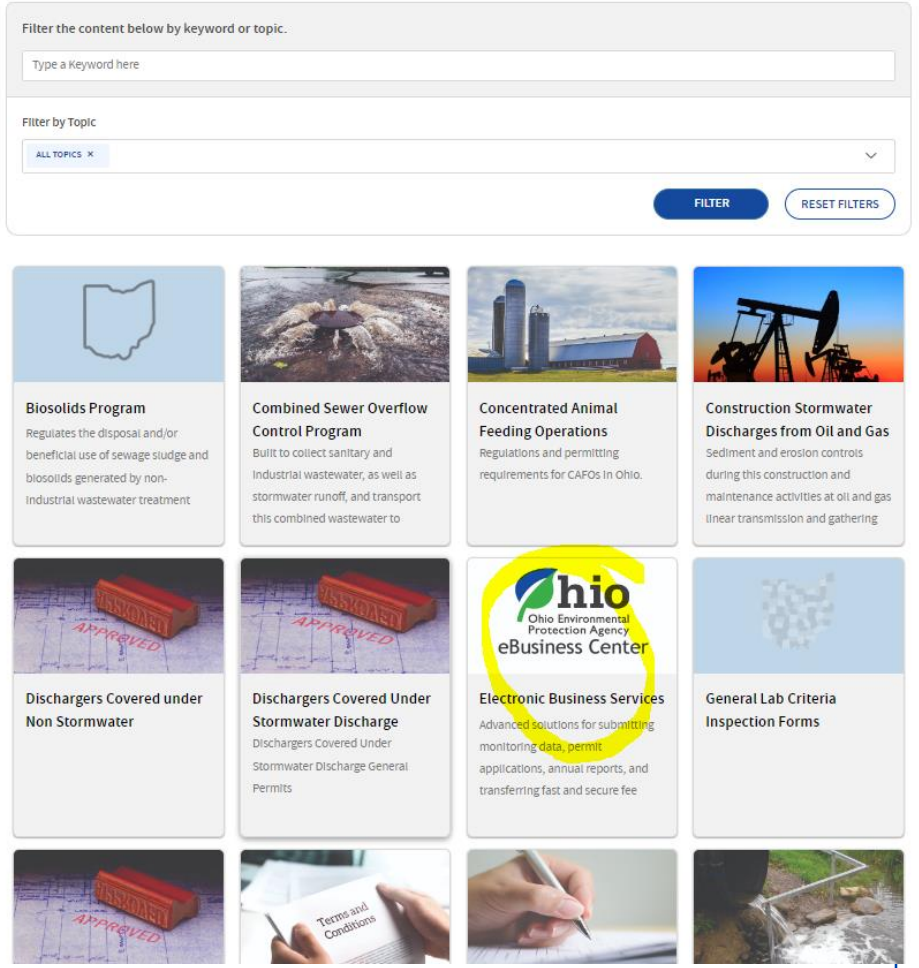
Where to Find Guides

- Select the Permitting tab
- Scroll down to the apps and select the eBusiness Center





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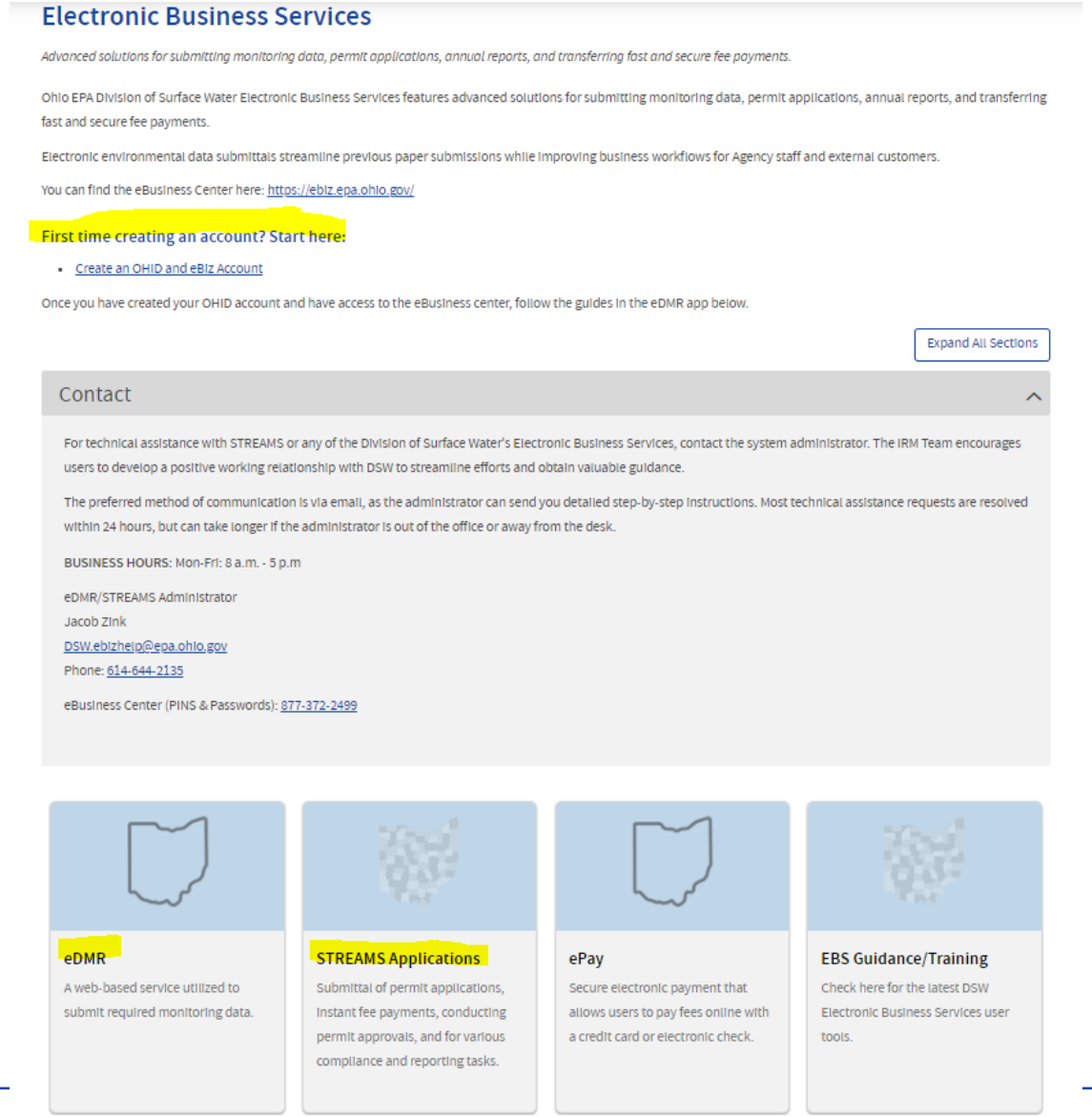
Where to Find Guides

- Select either the eDMR app or STREAMS app to locate specific guides



Electronic Business Services

Advanced solutions for submitting monitoring data, permit applications, annual reports, and transferring fast and secure fee payments.

Ohio EPA Division of Surface Water Electronic Business Services features advanced solutions for submitting monitoring data, permit applications, annual reports, and transferring fast and secure fee payments.

Electronic environmental data submittals streamline previous paper submissions while improving business workflows for Agency staff and external customers.

You can find the eBusiness Center here: https://ebiz.epa.ohio.gov/

First time creating an account? Start here:

- Create an OHID and eBiz Account

Once you have created your OHID account and have access to the eBusiness center, follow the guides in the eDMR app below.

Expand All Sections

Contact

For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, contact the system administrator. The IRM Team 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: 8 a.m. - 5 p.m

eDMR/STREAMS Administrator
Jacob Zink
DSW.ebizhelp@epa.ohio.gov
Phone: 614-644-2135

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

eDMR
A web-based service utilized to submit required monitoring data.

STREAMS Applications
Submittal of permit applications, instant fee payments, conducting permit approvals, and for various compliance and reporting tasks.

ePay
Secure electronic payment that allows users to pay fees online with a credit card or electronic check.

EBS Guidance/Training
Check here for the latest DSW Electronic Business Services user tools.

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Where to Find Guides

eDMR Guides

eDMR

The Electronic Discharge Monitoring Reporting (eDMR) system is a web-based service utilized to submit required monitoring data. eDMR is accessible via the Ohio EPA eBusiness Center, a secure portal for online business services since 2007. eDMR has created efficiencies for both the regulated community and Ohio EPA by improving data entry submissions and compliance measures.As of 2017, more than 10,000 individuals have used eDMR to submit monthly data for over 5,500 different permits 100% of all permit reporting requirements are submitted through the system -- over 4.4 million data points annually.

To access or create a personal account, visit the Ohio EPA eBusiness Center.

Expand All Sections

Electronic Signature (PIN)

How to Guides for eBusiness Center and eDMR

Once eBusiness account is active, use these guides: If you do not have an account see the eBiz main page

- Request,View, and Activate Your PIN
- Request eDMR Service
- Delegate Privileges to Others

Once you have a facility added to your account via eDMR use these guides:

- Submit an eDMR
- Revise an eDMR
- Print/View an eDMR
- Adding Paramaters, Creating CSO, Using XML Upload

Other helpful guides:

- Update User Information

Reference Documents for eDMR

- Data Substitution Codes (i.e., A Codes)
- Full Parameter List
- Permit Monitoring Month Description

This quick reference guide below is intended to assist a user in creating an eBusiness Center Account, obtaining a PIN, and requesting access to a facility's eDMR.

eDMR Quick Guide

STREAMS Guides

How to Guides for Permit Applications in STREAMS

NPDES General Permits

General Construction	General Stormwater	General Nonstormwater
Construction Site Stormwater	Bridge Maintenance	Non-Stormwater Applications
Construction Site SW - Copermittee	Industrial Stormwater	Small Sanitary Discharge
Construction Site SW - Lots	No Exposure Certification	
	Small MS4	

NPDES Individual Permits

Indirect Discharge Permits

Land Application Management Plans

Holding Tank Management Plans

How to Terminate a Permit

Report Forms Available within STREAMS

- Annual Sewage Sludge Report (Due annually on March 1st)
- Compliance Schedule Update Report
- Municipal Separate Storm Sewer System (MS4) Annual Report (Due annually on April 1st)
- Non-compliance Report
- NPDES Biomonitoring Report Form - Acute Toxicity Test
- NPDES Biomonitoring Report Form - Chronic Toxicity Test
- NPDES Pretreatment Program - Generic Baseline Monitoring Report (BMR) For Categorical Standards
- NPDES Unanticipated Emergency Overflow Report
- Pretreatment Program - Annual Report
- Pretreatment Program - Priority Pollutant Report Form
- Pretreatment Program - Quarterly Industrial User Violation Report Certification
- Sanitary Sewer Overflow Annual Report

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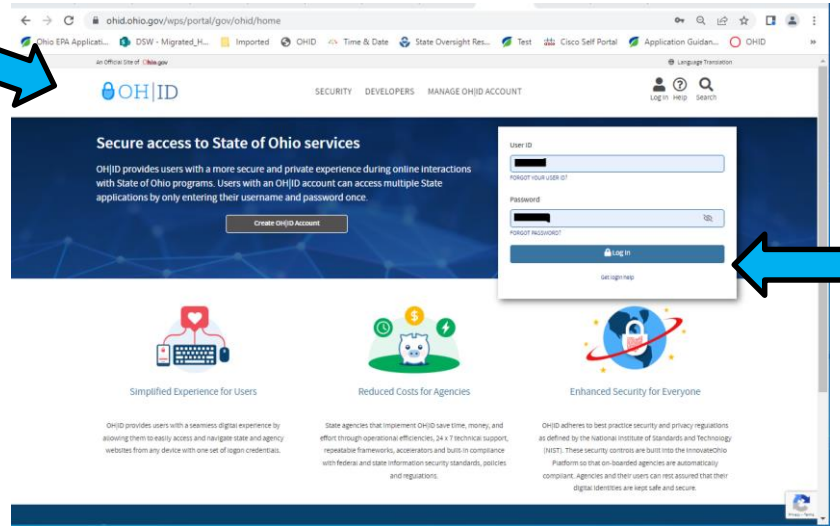
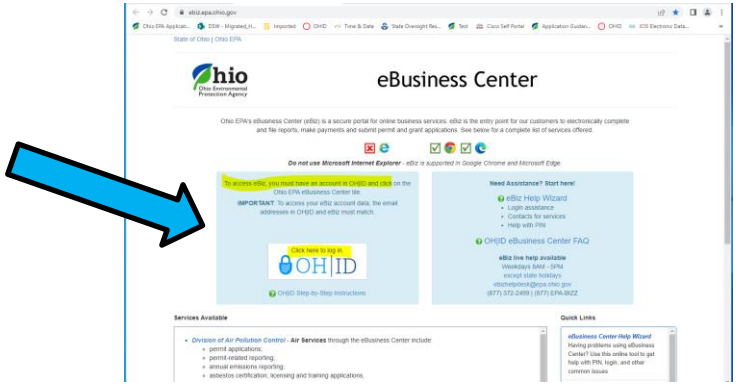
Accessing the Ohio EPA eBusiness Center





Start Here *(As of Nov. 2021)*

- Log into ***OHID*** (https://ohid.ohio.gov)
- This is NOT Ohio EPA's website (completely separate)
- Need a separate account

  (this is NOT your eBIZ account)
- If you go to ebiz.epa.ohio.gov – you'll be

  *directed back to the **OHID** site*

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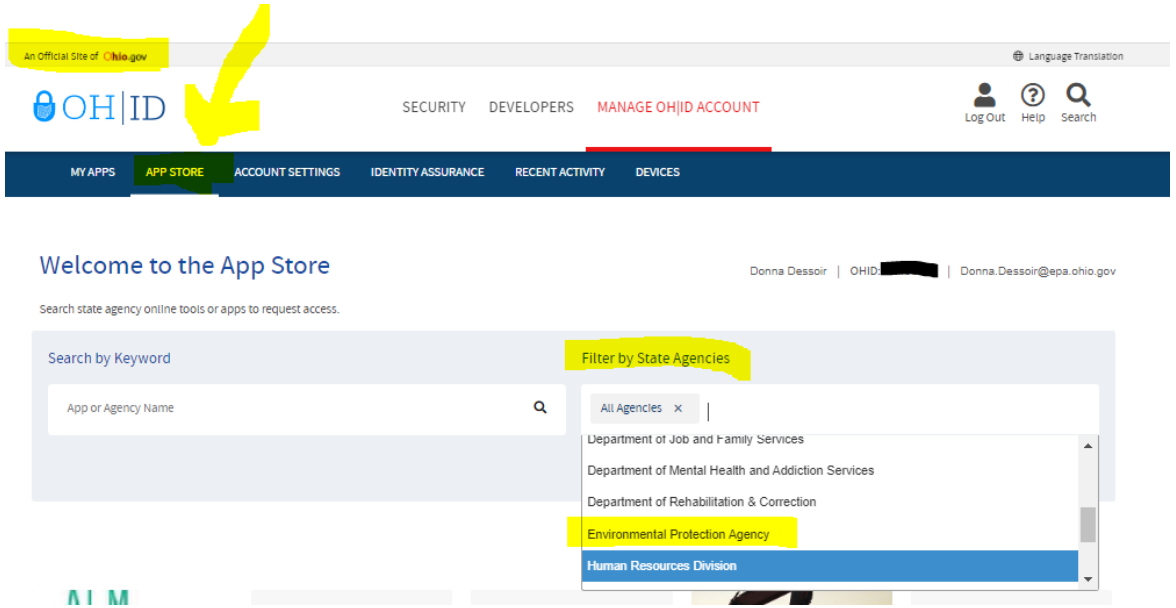
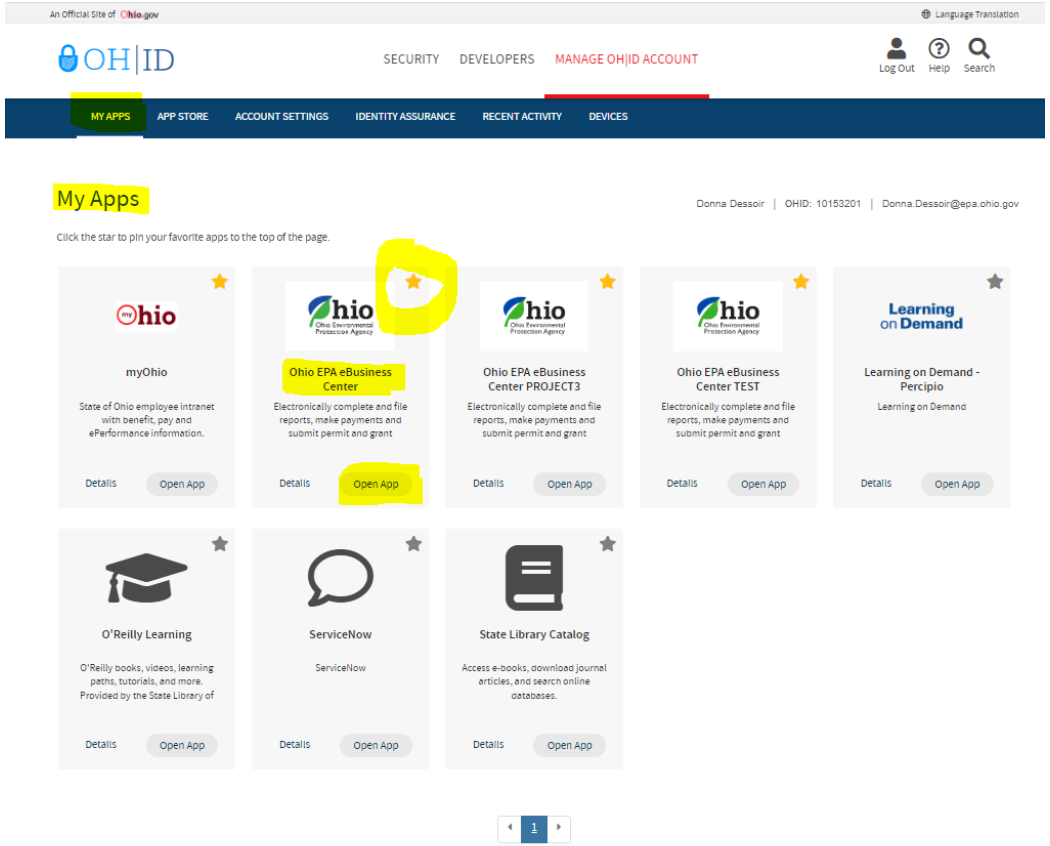
Accessing the Ohio EPA eBusiness Center

OHID Dashboard



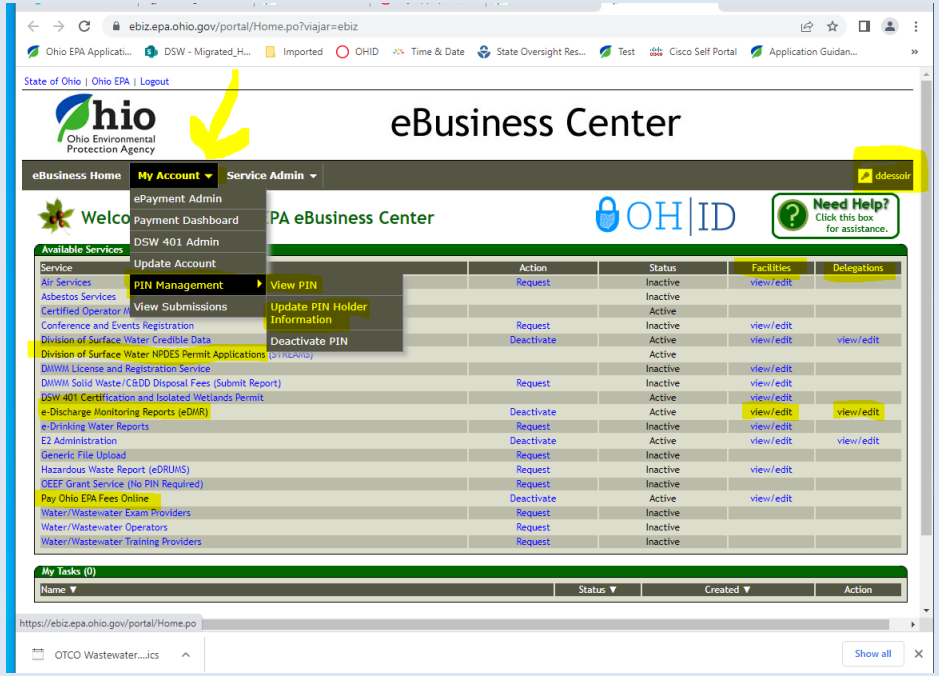


- Once logged into OHID
- Filter by State Agency
- Find the Environmental Protection Agency – Find the ***Ohio EPA eBusiness Center App*** & Request Access
- ***Open the App to access the eBusiness Center***
- Need to update OHID/eBIZ personal account information?

Ohio Environmental Protection Agency

eBIZ Home Page

(EDMR & STREAMS)



- **Account Name** (For eBIZ - top right)
- **My Account**
  - PIN Mgt. - Update Security Questions (CaSe SeNsItIvE)
  - View PIN
- **Facilities Column** (View/Edit)
  - 1st ***Add permit(s) to your account***
  - 2nd ***Choose your Role & Request Access to the Service***

eDMR - ***Legal Permit Holder*** = ***Responsible Official (RO)*** - *(Request service for yourself)*
If you are Not the Legal Permit Holder then you are a ***Delegated Submitter***

- ***RO*** *can delegate privileges to others online*
- ***Delegate Submitter*** *– needs to use a* ***Delegation of Authority Form*** *(signed/notarized by the RO)*

Main Reasons Service Requests Are Denied – wrong role was chosen and/or forms not completed & notarized properly

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The Legal Permit Holder = Responsible Official (RO)

Responsible Official (RO) - Does NOT mean the same thing for **STREAMS & eDMR** as it does for other services

- *Regulations define who a Responsible Official can be, by title & responsibilities (Owner, President, VP, CEO, Elected Official, Mayor, etc… 40 CFR Part 122.22)*
- STREAMS & eDMR - *If you are **NOT the Legal Permit Holder** – You are **NOT the Responsible Official***

*This is because, the **RO** is ultimately the one responsible for:*

- Knowing when there are violations & making sure they are reported
- Having the authority & resources to resolve violations (money, staff, etc.)
- Ensuring documents are prepared under their direction / supervision
- ***Ensuring that qualified personnel properly gather AND evaluate the information submitted***
- Certifying that the information submitted is, to the best of their knowledge true, accurate, and complete.
- Certifying they are aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

The RO is also responsible for:

- ***Notifying OEPA if others will be collecting data/submitting reports on their behalf (DMRs)- Delegation of Authority Form***
- ***Signing & submitting permit & renewal applications***

RO - needs their OWN Accounts & PIN & ***there can be more than one for a facility***

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eDischarge Monitoring Report (eDMR) Service

Late/Non-Submittal of DMRs

- DMRs are ***created*** *on the* ***1st*** of every month
- **Due** on the **20th** – Have 20 days to enter your data (NO reason for late reporting)
- RO can delegate privileges to you ONLINE to report! – *Instant access!*
  (No form needed! Most RO's are approved for eDMR service same/next day)

TIPS – Stay in compliance

- Plan Sampling early - get results back on time
- Set reminders on calendar & phone to enter your data
- Download the **excel version** of your DMR on **1st of the month**
- **Enter Data** as you get it – **Don't have to log in**

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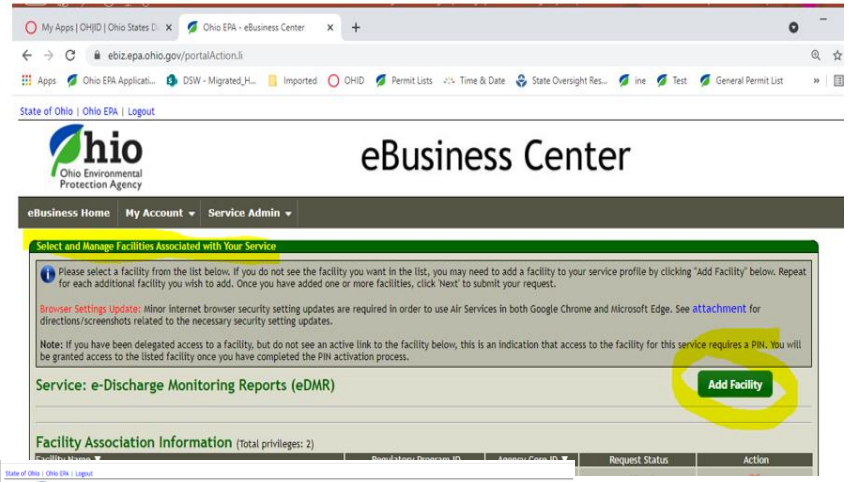
1st Step to Access Your DMRs

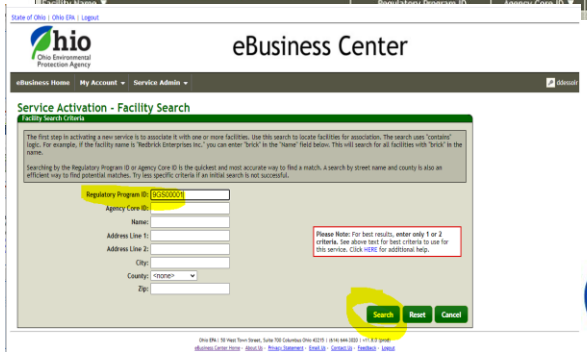
On Main Page - Facilities Column

Click "View/Edit" to

Add Facility **&** ***Request Service***

(Can Remove Facilities as well)





- Click Add Facility
- **Enter Regulatory Program ID** ***(Permit #)***
  (Leave this part ****XX*** *off)*
- Click ***Next***

Keep search criteria at a minimum

Instructions/TIPS on each page to help you!

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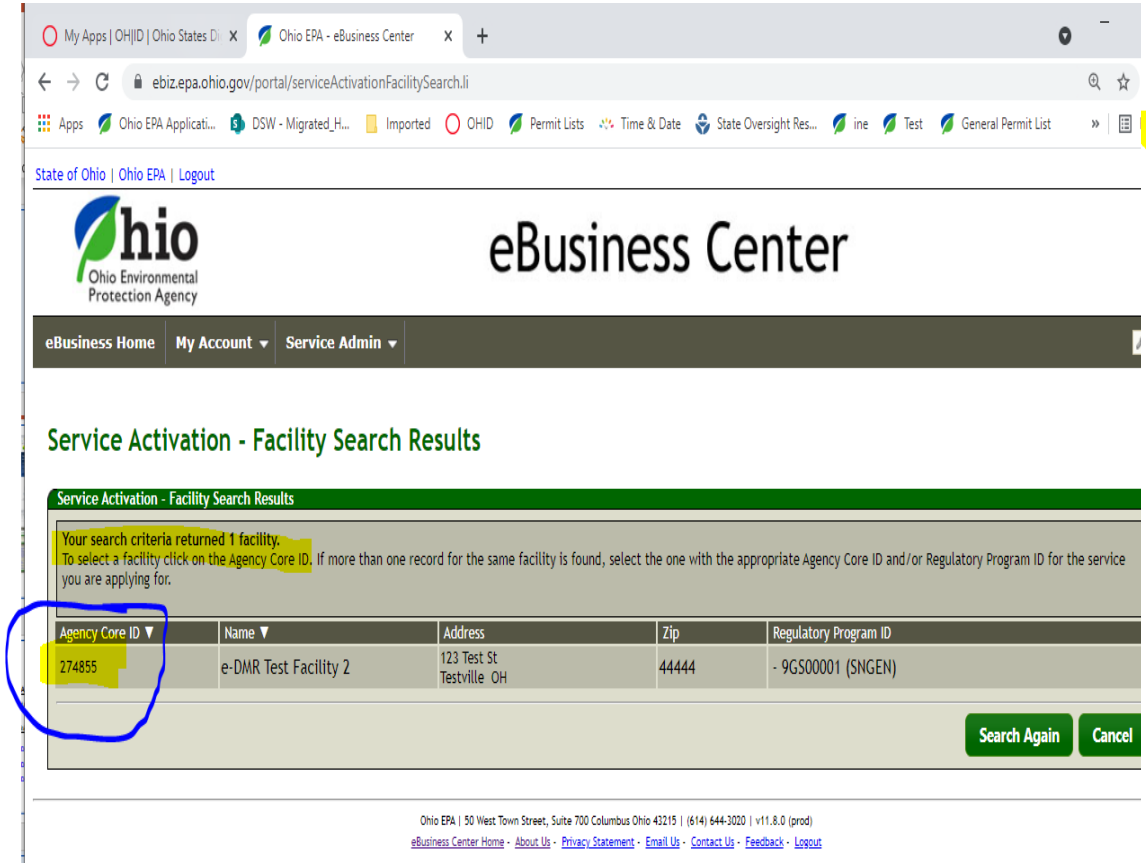
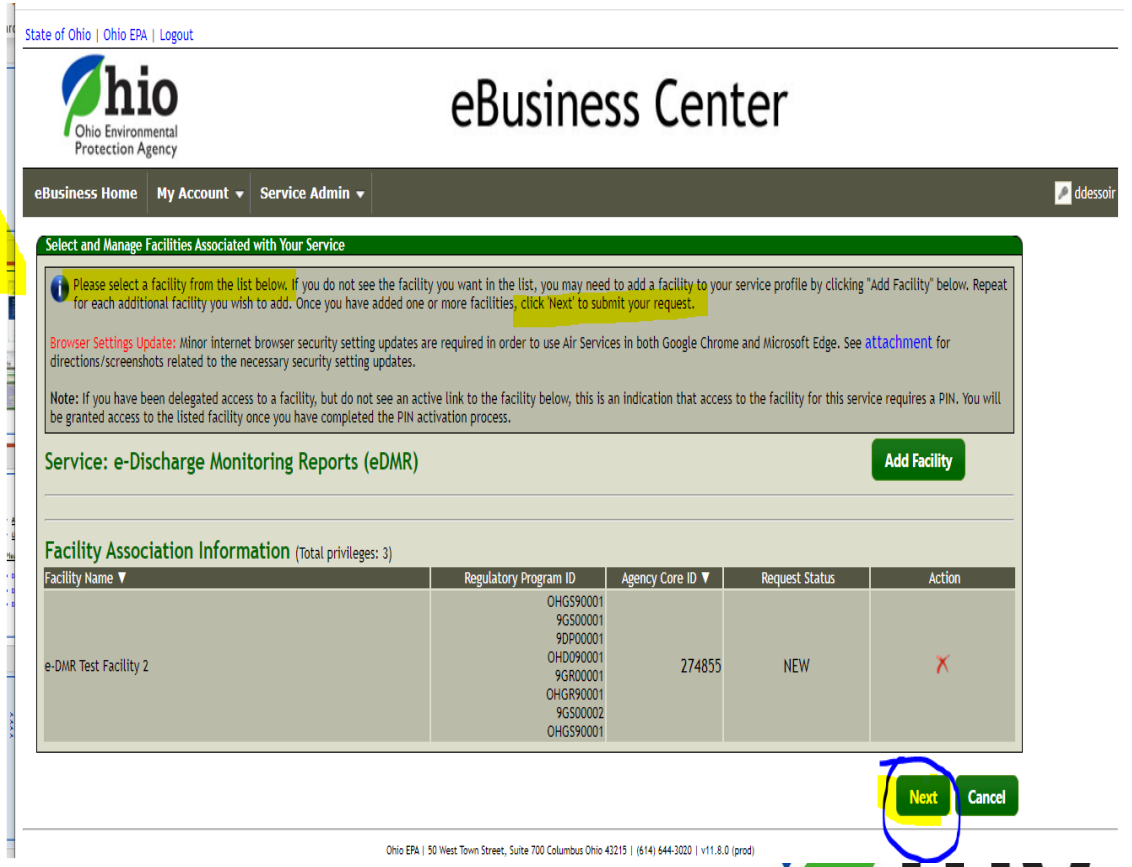
Accessing Your DMRs

Click on Agency Core ID and Click ***Next***





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Accessing Your DMRs

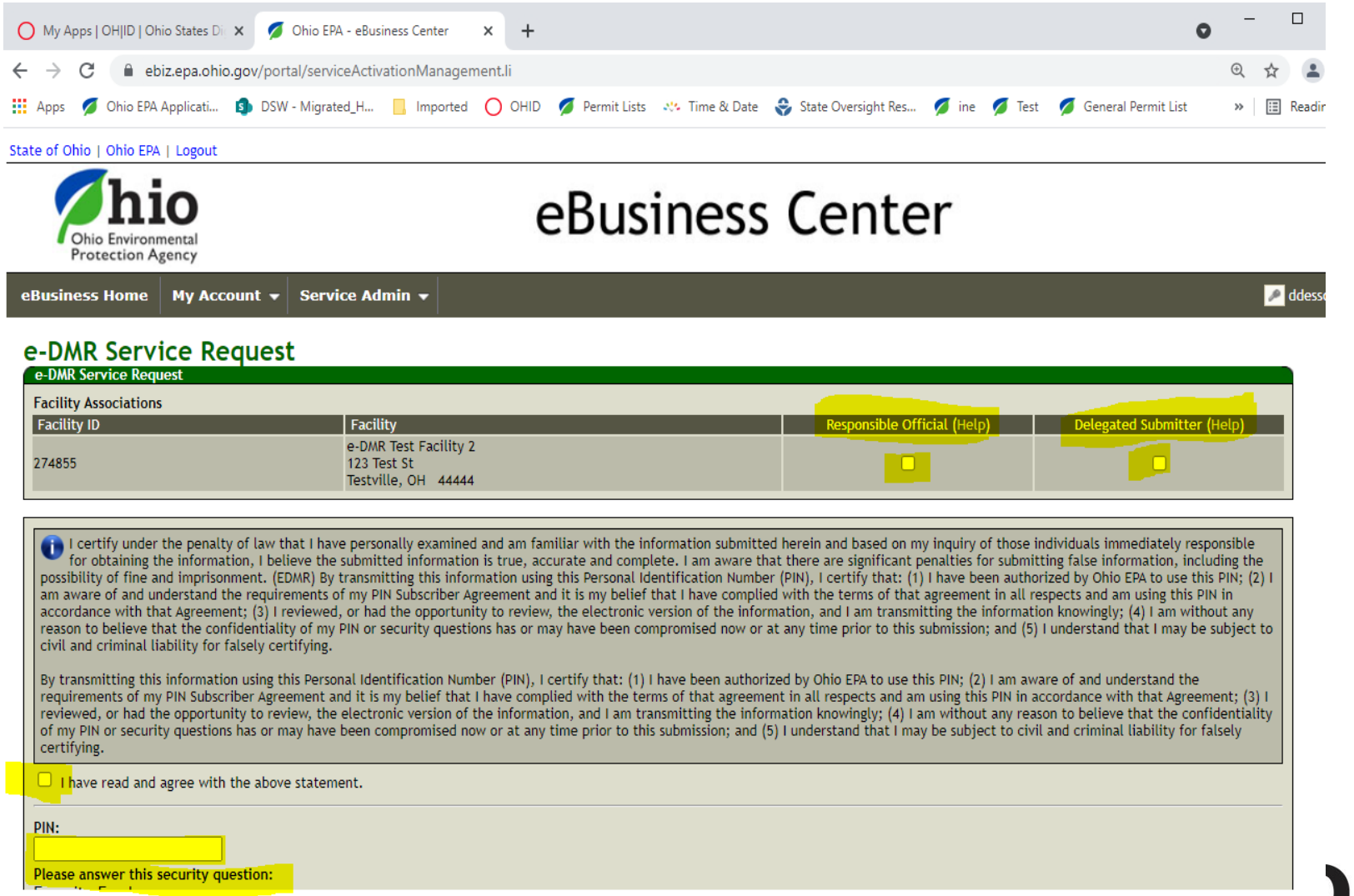
Choose Role

Responsible Official
(RO) – *Legal Permit Holder*

Delegated Submitter
(Delegation of Authority Form – Needs RO signature / Notarized)

Read & Agree Certification Statement

Sign – (PIN)



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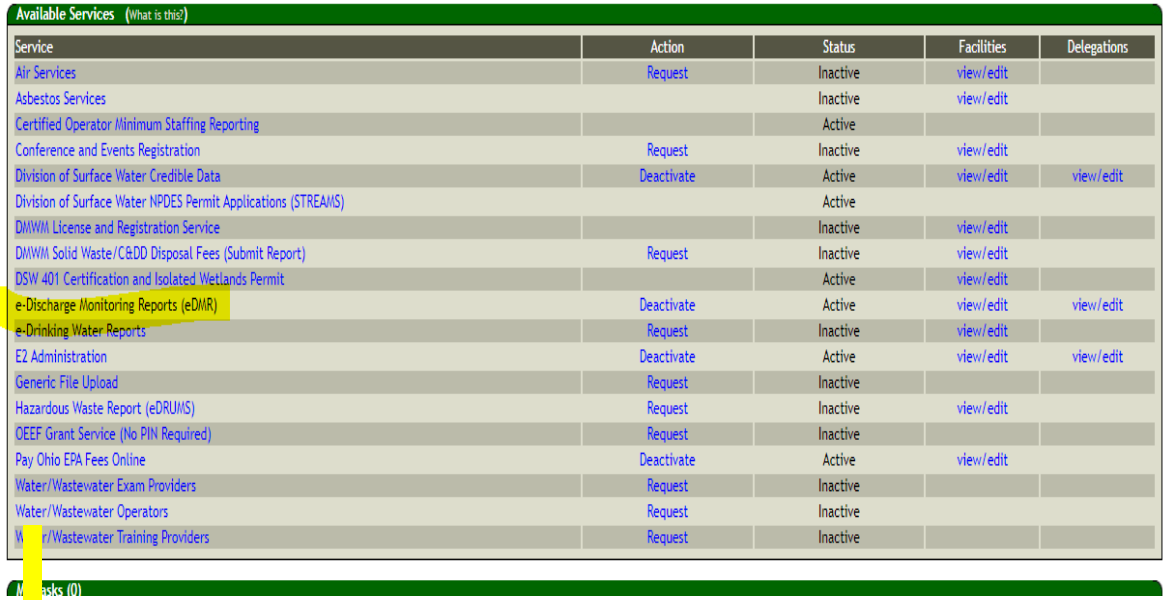
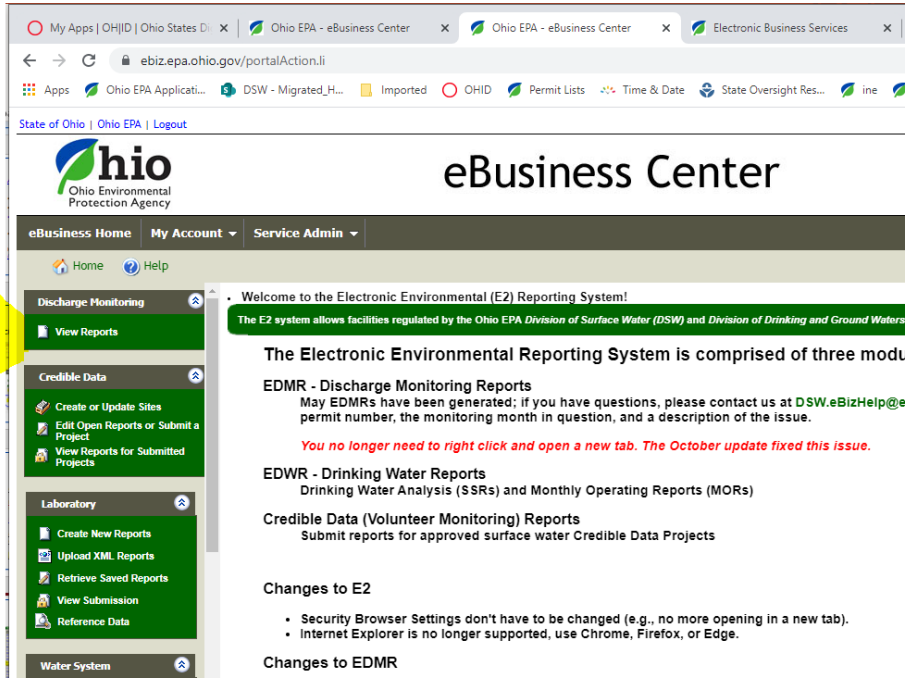
Accessing eDMR





- *Click on eDischarge Monitoring Reports to get to the Monthly DMRs*
- Click on "View Reports"
- *Check this page for "Announcements" – where we will inform you of changes, issues, updates to the system, etc.*

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Completing DMRs

Search Panel - Use to your Advantage

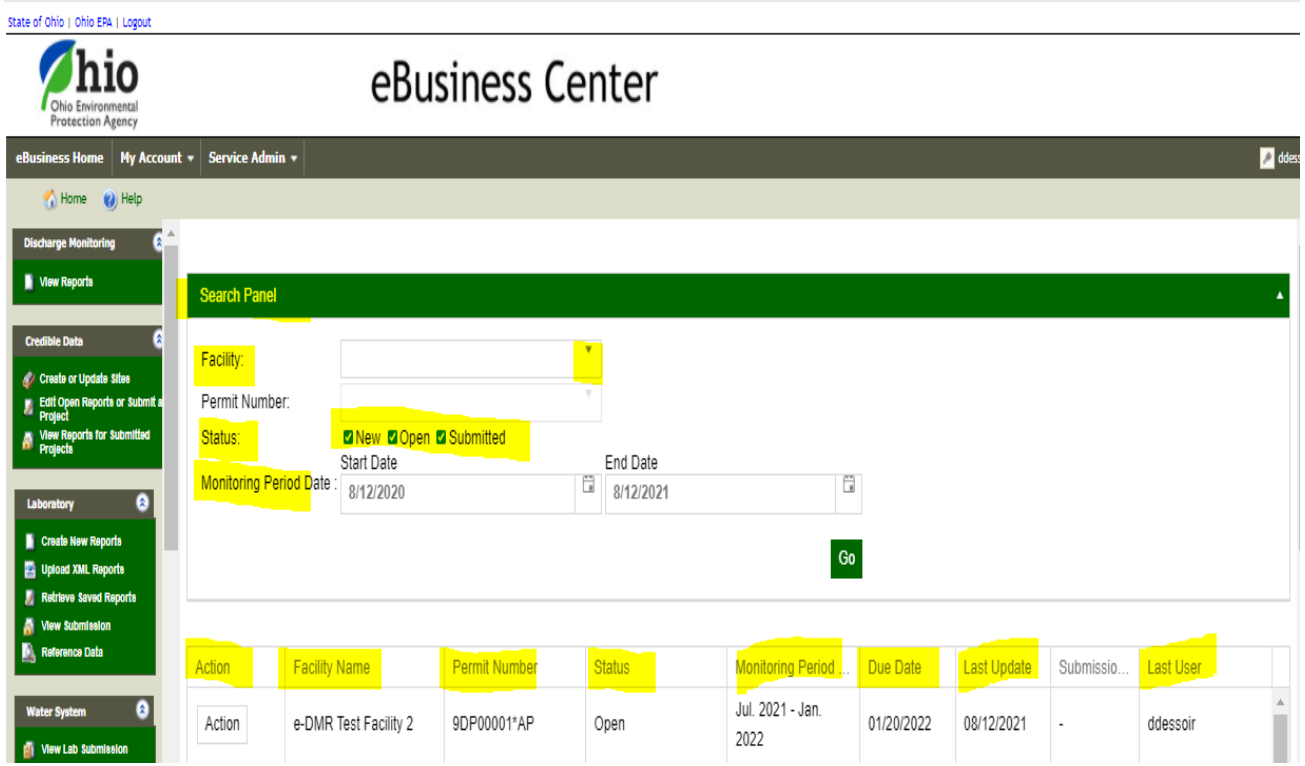
Multiple Facilities? - select permit you want

Status - Check box for Type of DMR you want

All boxes checked - **ALL** DMRs/**ALL** Permits show (Takes time to load)

New – Blank DMRs (Due) – Except Stormwater Permits/Benchmark Sampling

Open – DMRs that have been started / Not Submitted yet



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DMRs

DMRs are generated the 1st of each month

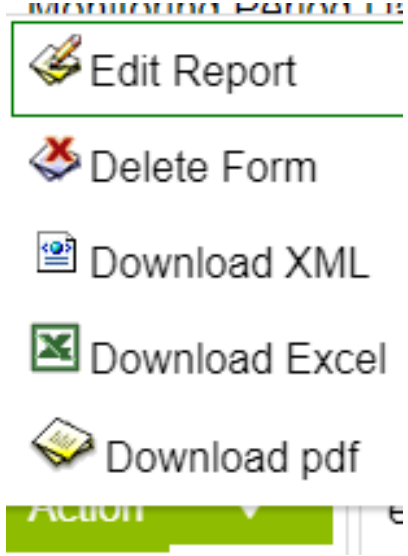
Created based on what the permit requires

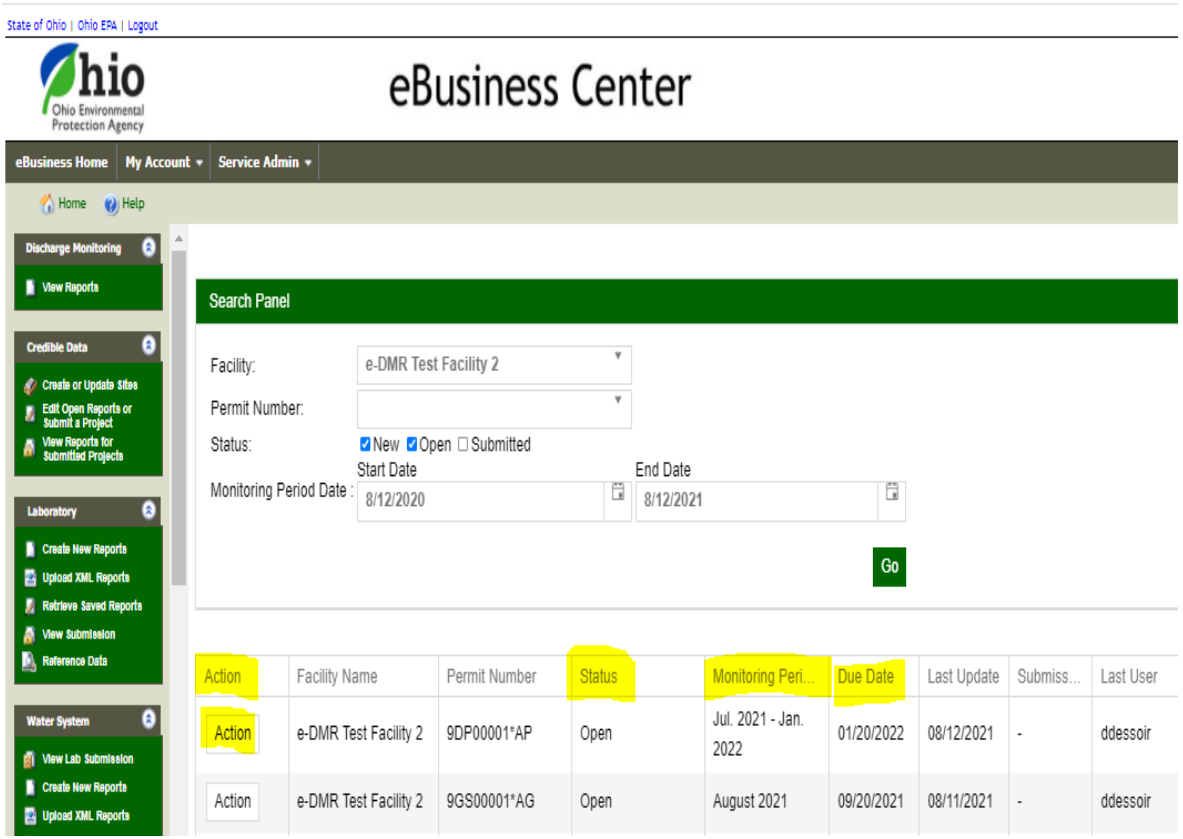
Check the Status Column

Address any DMRs that say **Open or NEW**

Action Button: Complete DMRs

Choose:





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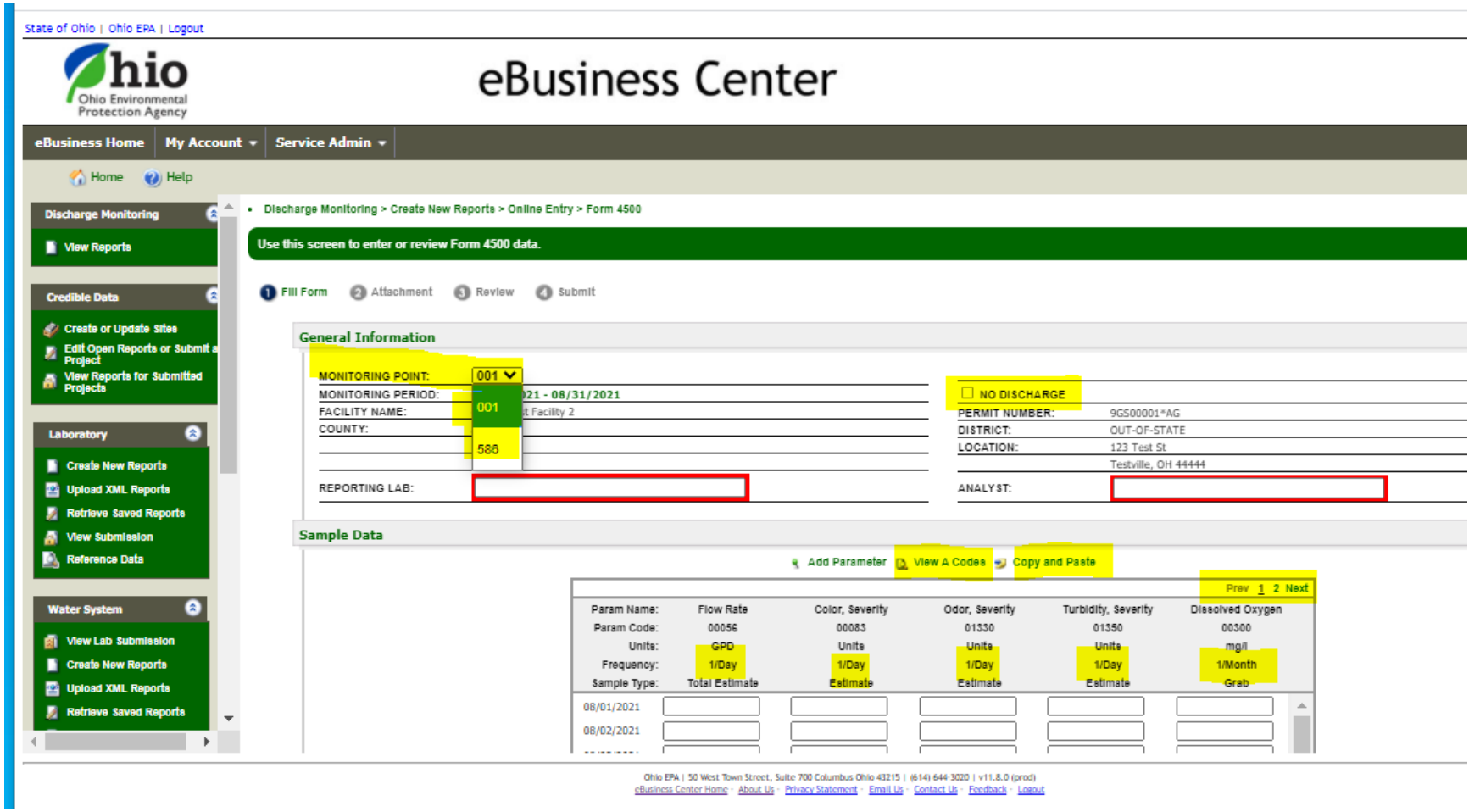
Tips for Completing DMRs



- No Discharge / No Sludge Disposed of – Check No Discharge Box
- No Overflows – Enter Zero (0)
- Do NOT Leave a box Blank if Data is Expected
- Check Frequency in the Header of the Table – 1x/Day, 1x/Month…

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Using Excel to Upload Data

Monthly Reports

Ohio EPA - Form 4500 - Data Entry Spreadsheet										Help
Facility:	e-DMR Test Facility 2									
Permit:	0GH00389*AG									
Monitoring Period:	Apr-23									
Station Code:	001									
	00056 Flow Rate GPD When Disch. 24hr Total Estimate		00300 Dissolved Oxygen mg/l When Disch. Multiple Grab		00400 pH S.U. When Disch. Multiple Grab		00530 Total Suspended Solids mg/l When Disch. Composite		00550 Oil and Grease mg/l When Disch. Grab	
Date	Measurement	Comment	Measurement	Comment	Measurement	Comment	Measurement	Comment	Measurement	
04/01/2023										
04/02/2023										
04/03/2023										
04/04/2023										
04/05/2023										
04/06/2023										
04/07/2023										
04/08/2023										
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04/24/2023										
04/25/2023										
04/26/2023										
04/27/2023										
04/28/2023										
04/29/2023										
04/30/2023										
Min.										

001 010

Semi Annual Reports

Ohio EPA - Form 4519 - Data Entry Spreadsheet					Help
Facility:	e-DMR Test Facility 2				
Permit:	9DP00001*AP				
Monitoring Period:	01/01/2023 - 06/30/2023				
Station Code:	001				
					Date:
00056	Flow Rate	GPD	1/2 month	24hr Total	Measurement:
					Comment:
00310	Biochemical Oxygen Dema	mg/l	1/2 month	Composit	Measurement:
					Comment:
00335	Chemical Oxygen Demand	mg/l	1/2 month	Composit	Measurement:
					Comment:
00402	pH, Minimum	S.U.	1/2 month	Grab	Measurement:
					Comment:
00530	Total Suspended Solids	mg/l	1/2 month	Composit	Measurement:
					Comment:
00610	Nitrogen, Ammonia (NH3)	mg/l	1/2 month	Composit	Measurement:
					Comment:
01027	Cadmium, Total (Cd)	ug/l	1/2 month	Composit	Measurement:
					Comment:
01034	Chromium, Total (Cr)	ug/l	1/2 month	Composit	Measurement:
					Comment:
01042	Copper, Total (Cu)	ug/l	1/2 month	Composit	Measurement:
					Comment:
01051	Lead, Total (Pb)	ug/l	1/2 month	Composit	Measurement:
					Comment:
01067	Nickel, Total (Ni)	ug/l	1/2 month	Composit	Measurement:
					Comment:
01092	Zinc, Total (Zn)	ug/l	1/2 month	Composit	Measurement:
					Comment:
82090	Total Toxic Organics	ug/l	1/Year	Grab	Measurement:
					Comment:

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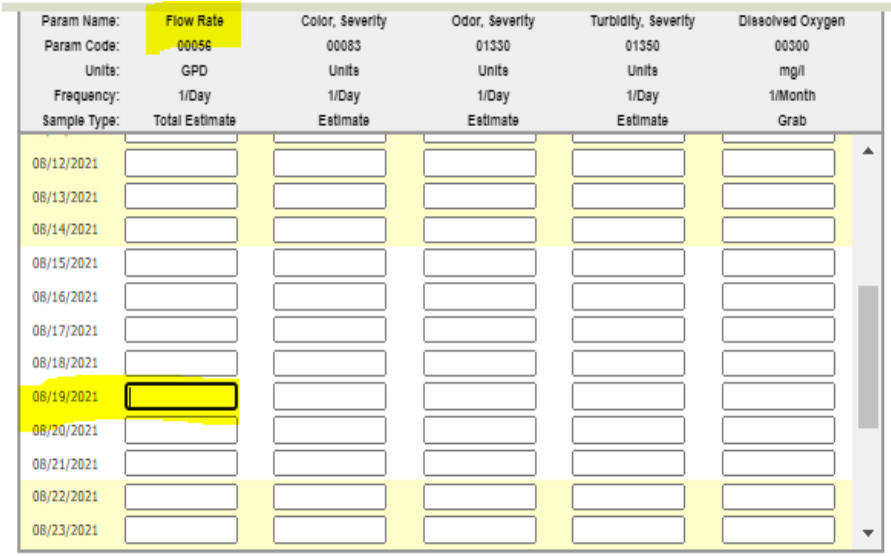
Comments

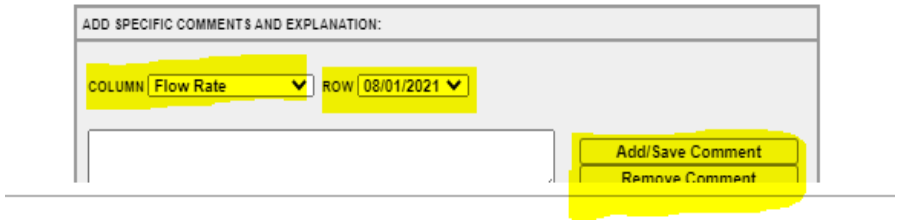
Comments Required by an “A” Code

- choose the correct column/parameter, AND correct date
- Enter reason & *keep explanation short*
- Do not hit return /enter key
- Do not use special characters (&, # , etc.)
- **MAKE SURE YOU CLICK ADD/SAVE Comment!!!!**



General Comments – End of Report

- Make sure you Enter the reason - *keep explanation short*
- Do not hit the return /enter key
- Do not use special characters (&, # , etc.)
- **MAKE SURE YOU CLICK ADD/SAVE Comment!!!!**



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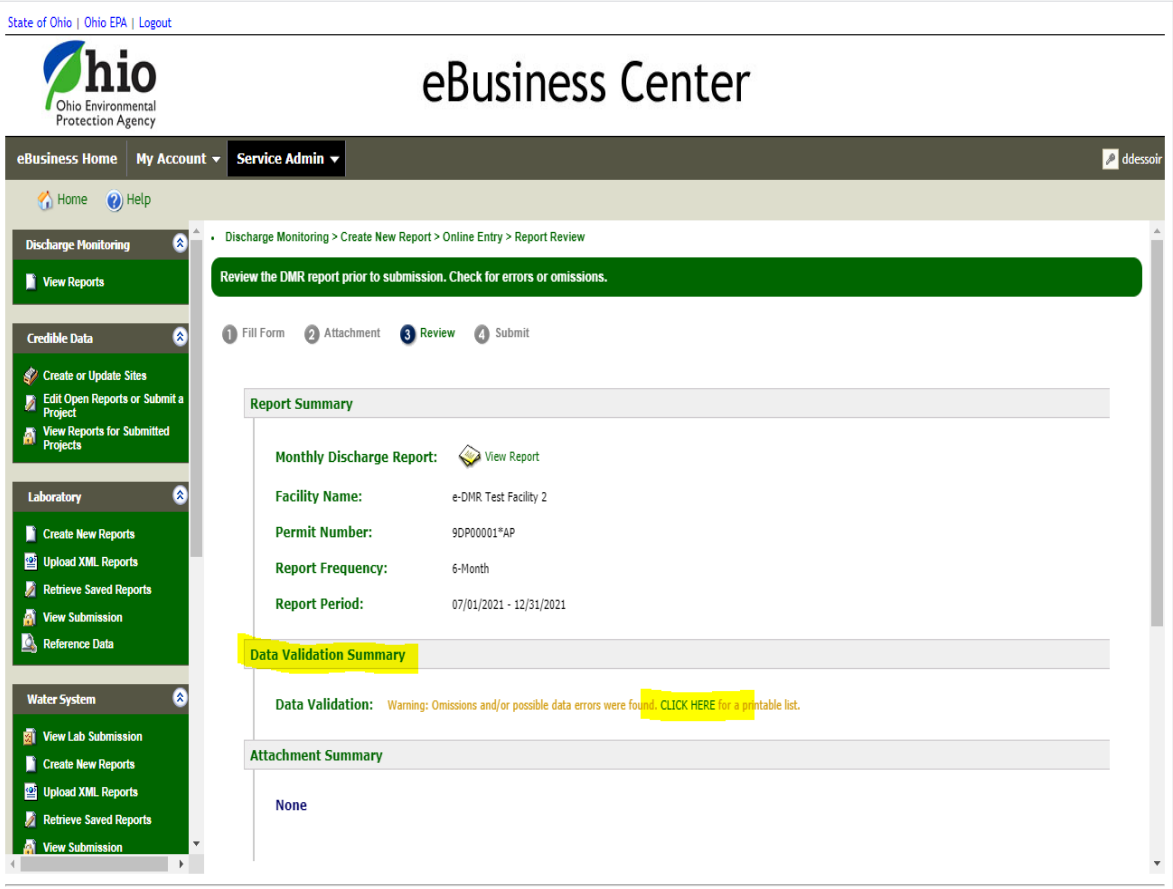
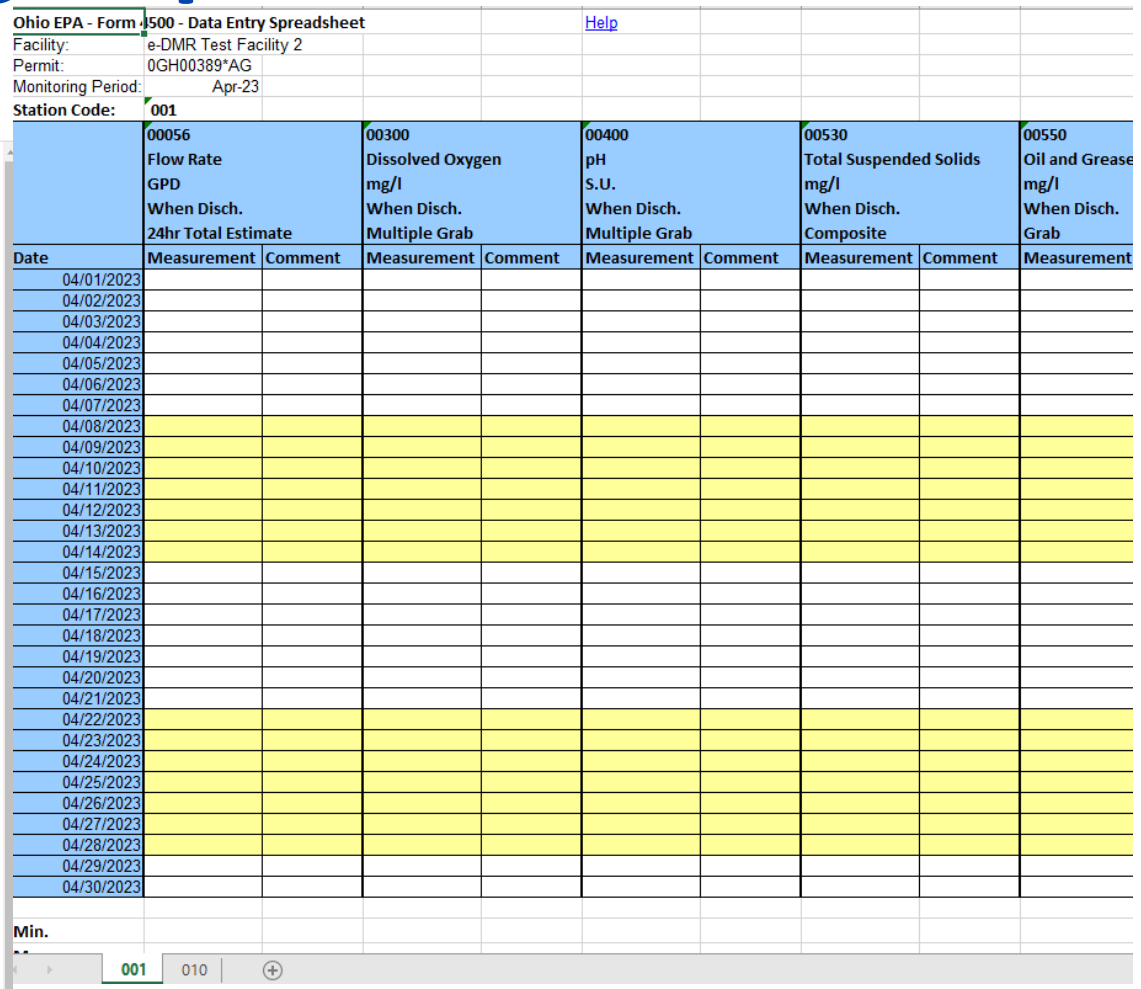
Validating Reports

- The weeks are days 1-7, 8-14, 15-21, 22-28.





Ohio EPA - Form 4500 - Data Entry Spreadsheet — Help

Facility:	e-DMR Test Facility 2
Permit:	0GH00389*AG
Monitoring Period:	Apr-23
Station Code:	001

	00056 Flow Rate GPD When Disch. 24hr Total Estimate		00300 Dissolved Oxygen mg/l When Disch. Multiple Grab		00400 pH S.U. When Disch. Multiple Grab		00530 Total Suspended Solids mg/l When Disch. Composite		00550 Oil and Grease mg/l When Disch. Grab
Date	Measurement	Comment	Measurement	Comment	Measurement	Comment	Measurement	Comment	Measurement
04/01/2023									
04/02/2023									
04/03/2023									
04/04/2023									
04/05/2023									
04/06/2023									
04/07/2023									
04/08/2023									
04/09/2023									
04/10/2023									
04/11/2023									
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Ohio Environmental Protection Agency

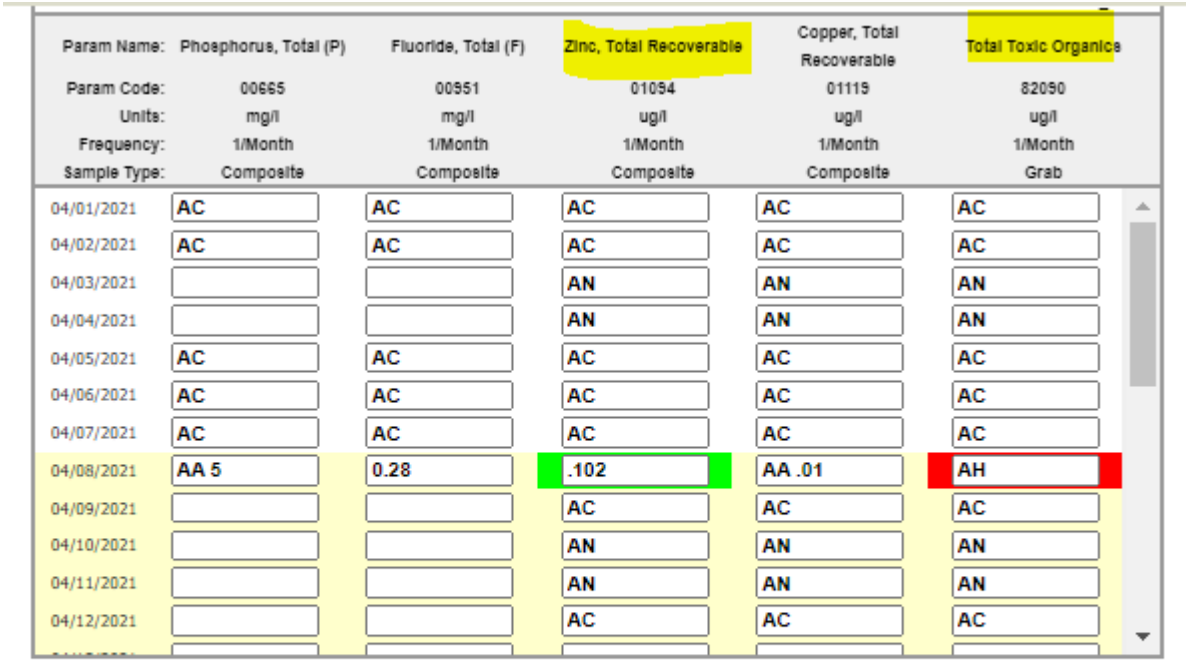
Validating Reports

Cells highlighted Green – Warning - data outside limits

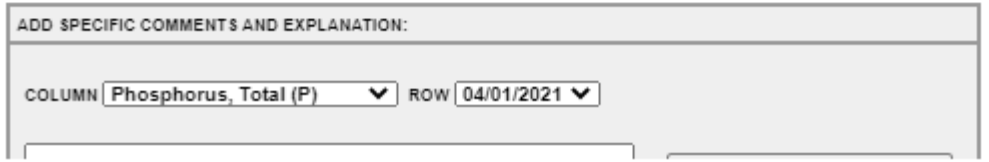
Example -Range is 0.05 - 0.08 ug – Result of 0.102 *exceeds that range and it may be an effluent violation*)

Cell highlighted Red – Error – Cannot Submit until Corrected

- Check units – gpd vs. mgd, mg vs ug
- Check comments
  - Is a comment required? (**AH Code for that parameter required a comment**)
  - Proper code used? AA has to include the detection limit
  - Did you use a special character?
  - Did you hit enter/return key?
  - Comments too long? " & "), AA code requires a space and then the MDL to be entered



Param Name:	Phosphorus, Total (P)	Fluoride, Total (F)	Zinc, Total Recoverable	Copper, Total Recoverable	Total Toxic Organics
Param Code:	00665	00951	01094	01119	82050
Units:	mg/l	mg/l	ug/l	ug/l	ug/l
Frequency:	1/Month	1/Month	1/Month	1/Month	1/Month
Sample Type:	Composite	Composite	Composite	Composite	Grab
04/01/2021	AC	AC	AC	AC	AC
04/02/2021	AC	AC	AC	AC	AC
04/03/2021			AN	AN	AN
04/04/2021			AN	AN	AN
04/05/2021	AC	AC	AC	AC	AC
04/06/2021	AC	AC	AC	AC	AC
04/07/2021	AC	AC	AC	AC	AC
04/08/2021	AA 5	0.28	.102	AA .01	AH
04/09/2021			AC	AC	AC
04/10/2021			AN	AN	AN
04/11/2021			AN	AN	AN
04/12/2021			AC	AC	AC



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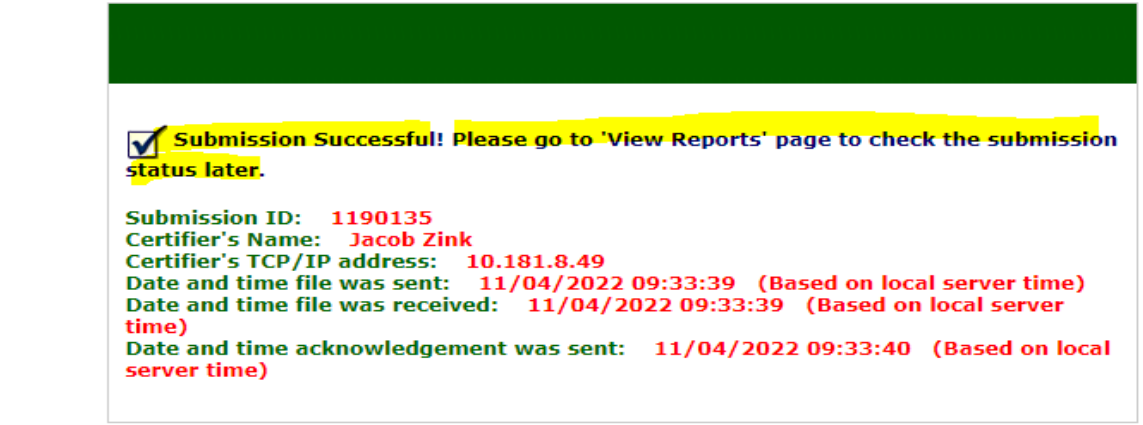
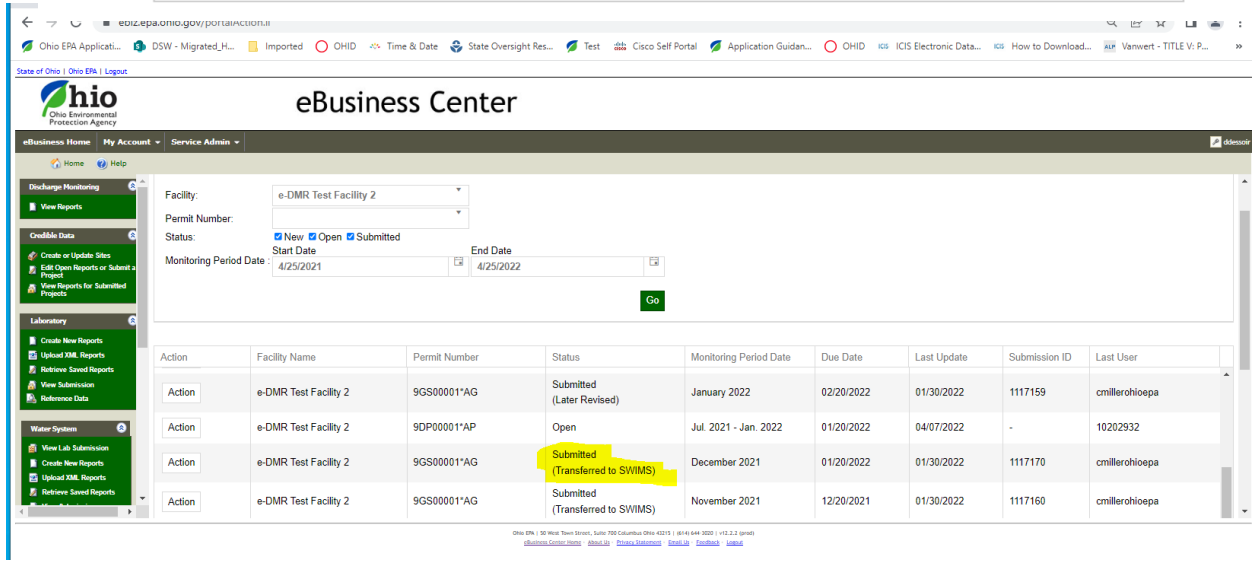
Verify DMR was Transferred to SWIMS





Please Read ALL Messages Carefully!

Always check your table to make sure it says

“Submitted (Transferred to SWIMS)"

If there are any problems, reach out to us at dsw.ebizhelp@epa.ohio.gov

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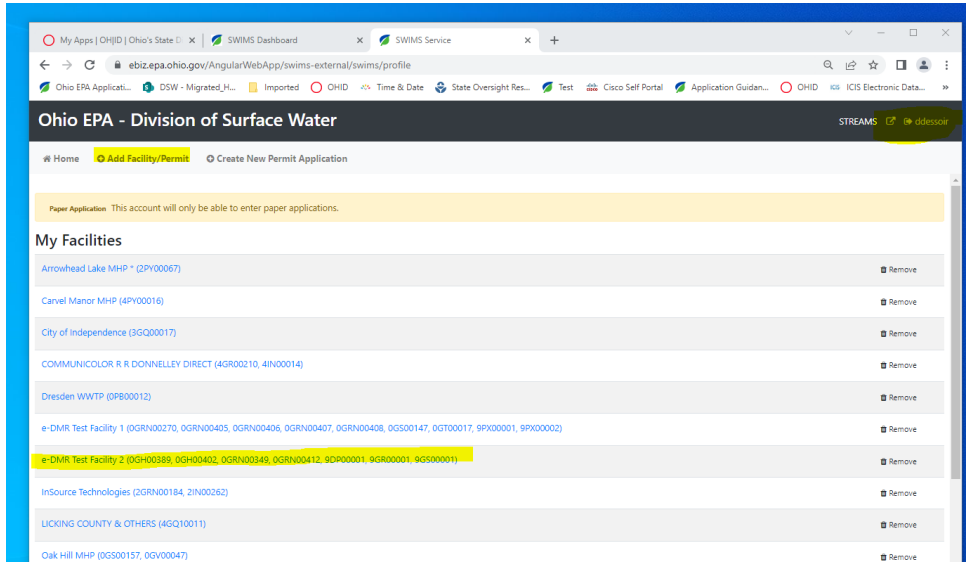
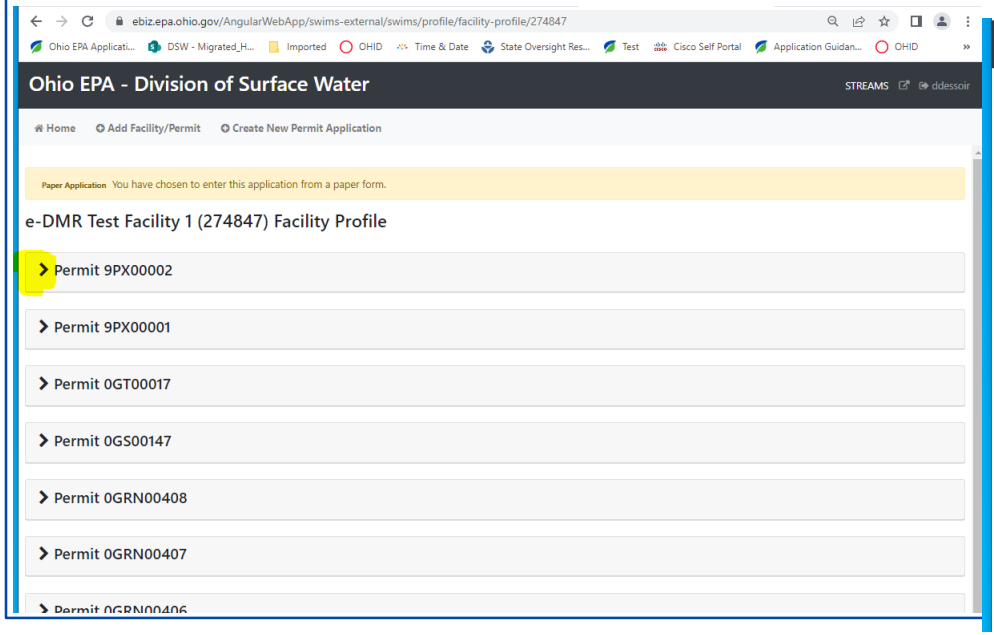
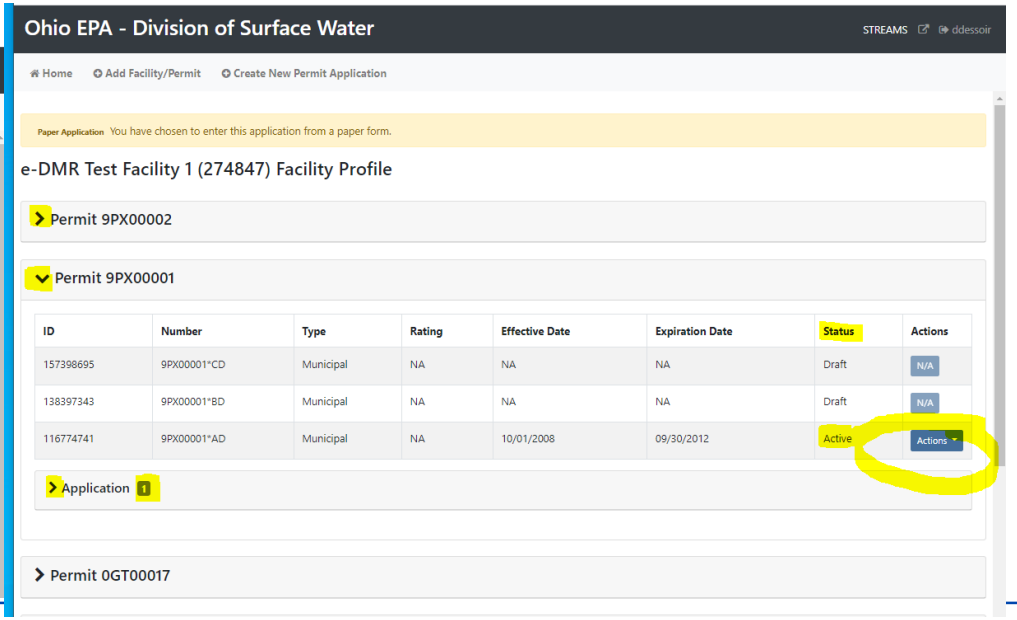
STREAMS



1. 1st Need to Add the Permit(s)
2. Click on the Permit Number (expands file)
3. Find the permit you want & click on the > to expand again
4. Choose the permit that is Active
5. Scroll down to see Applications/Reports

(# shows how many you have)





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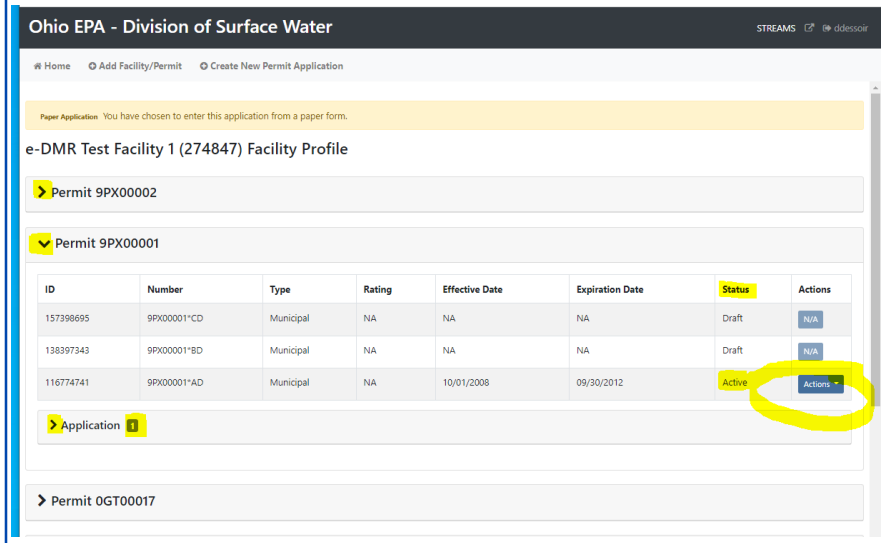
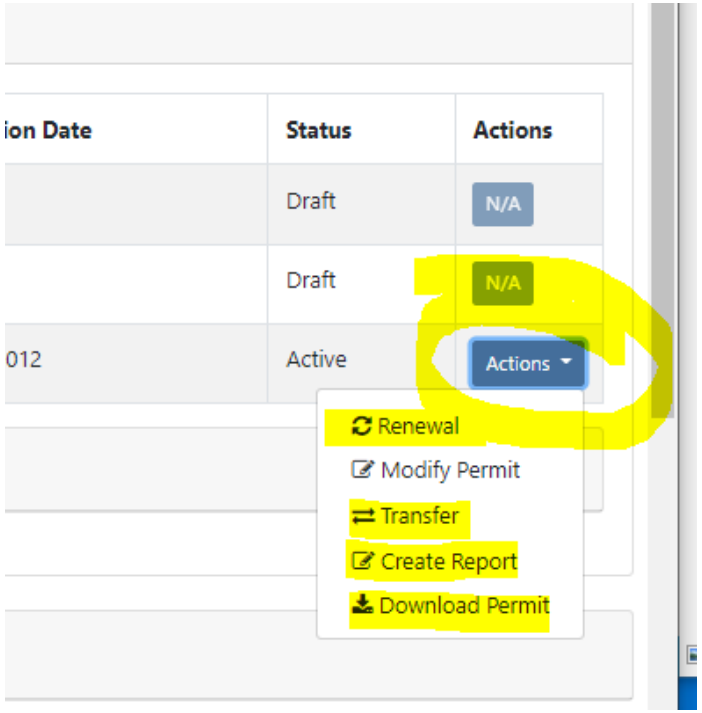
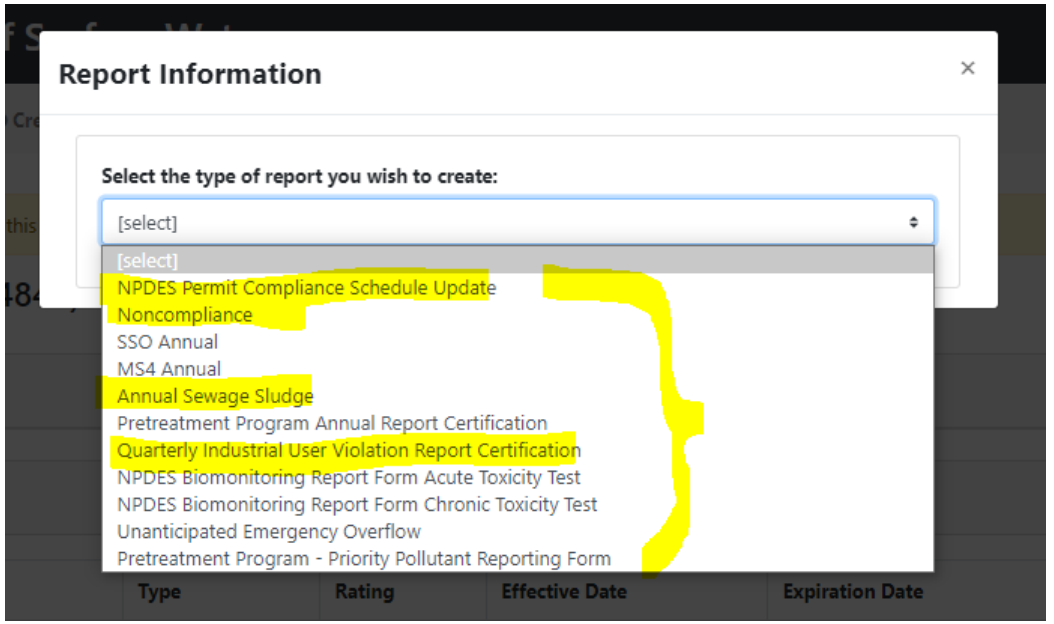


STREAMS

1. Click on the "**Actions**" button to:

- Renew a permit
- Transfer a Permit
- Create a Report (Annual Sludge, etc)





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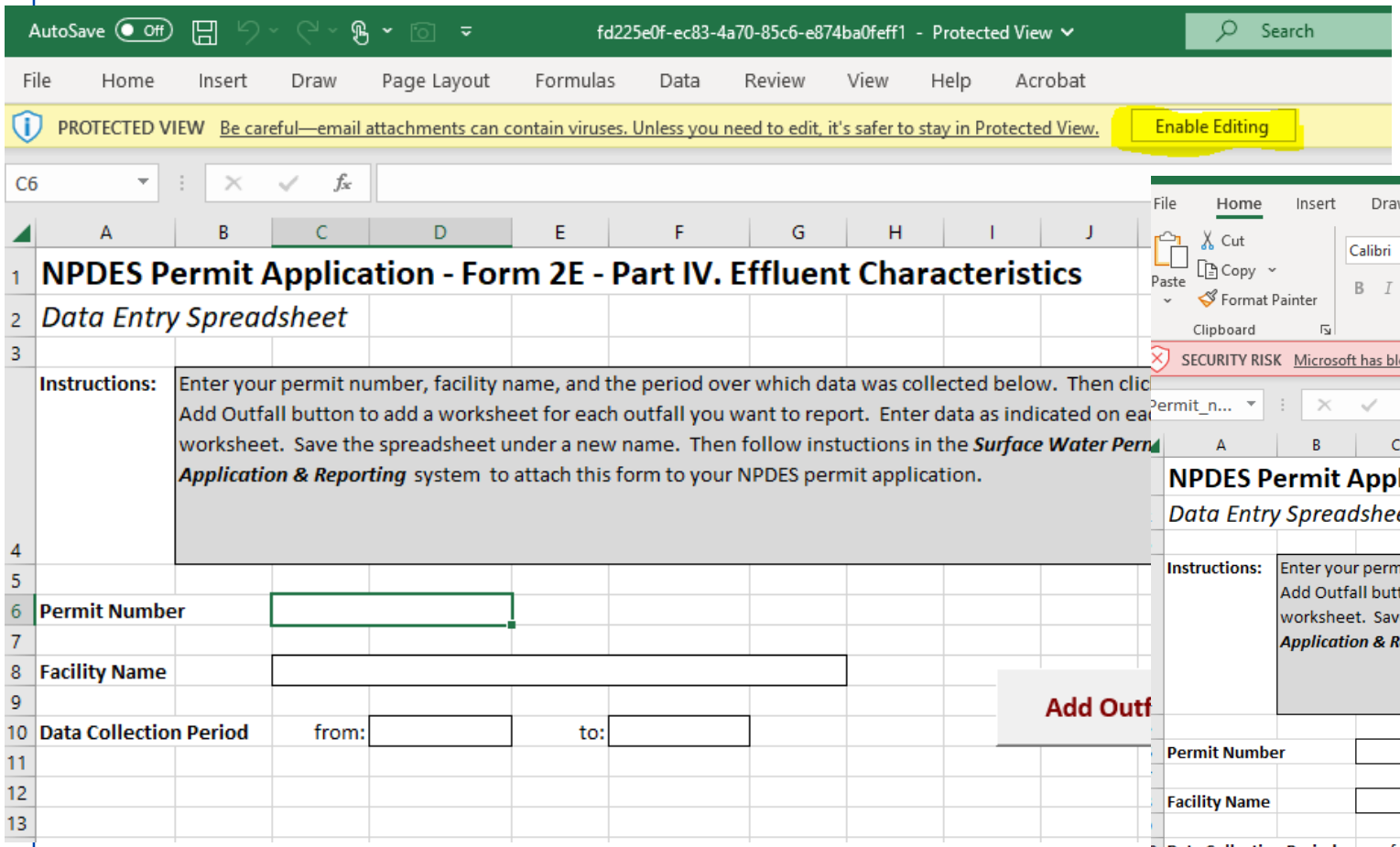
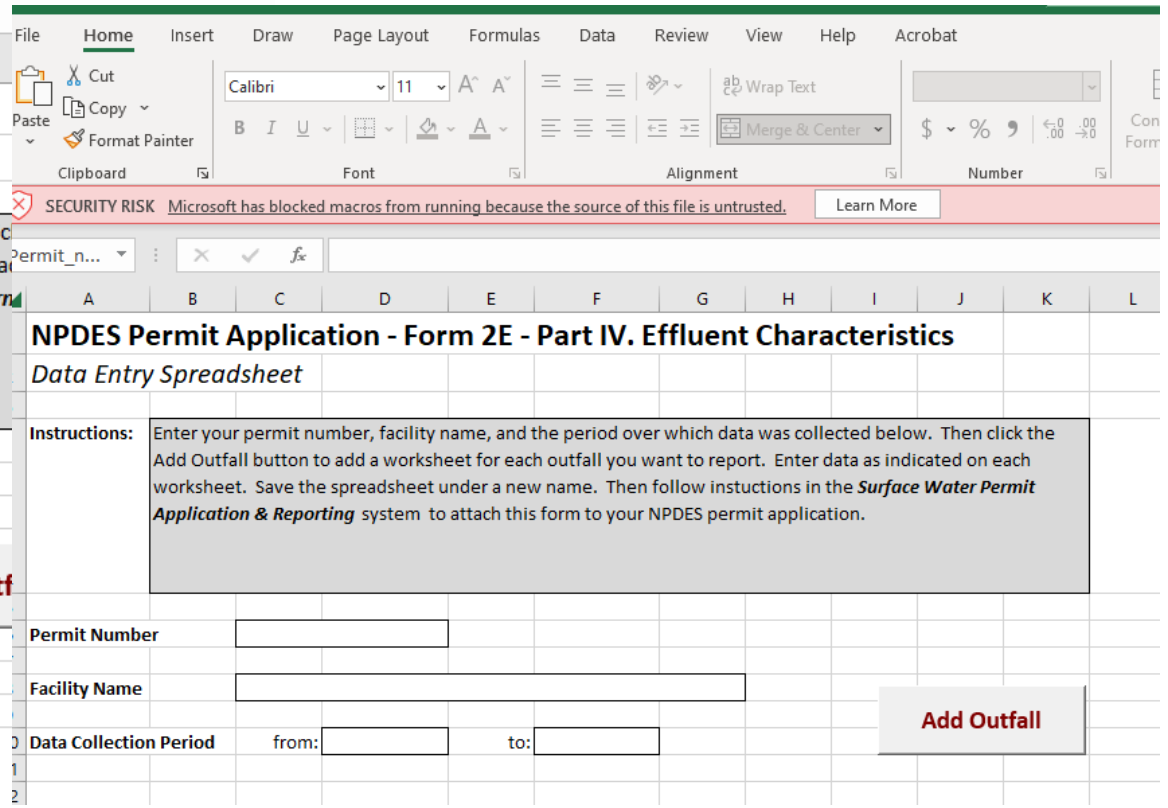
Microsoft's Macros





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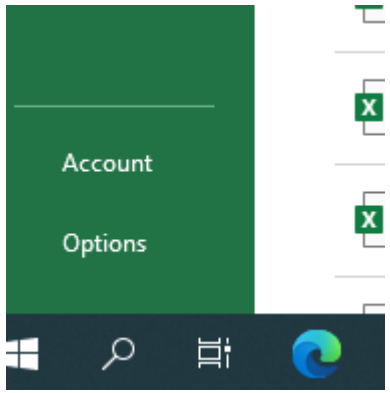
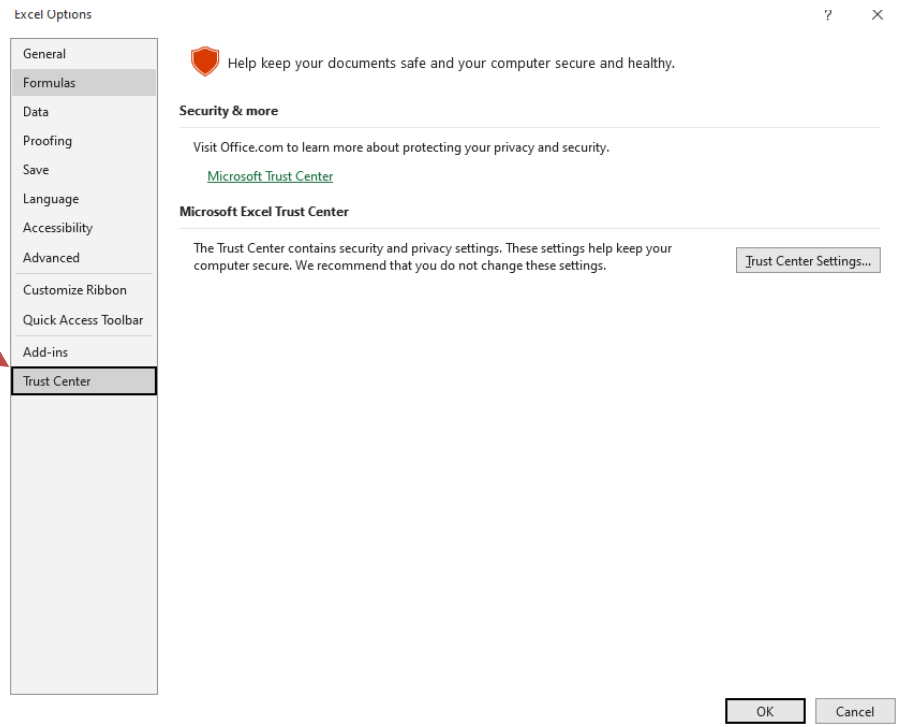
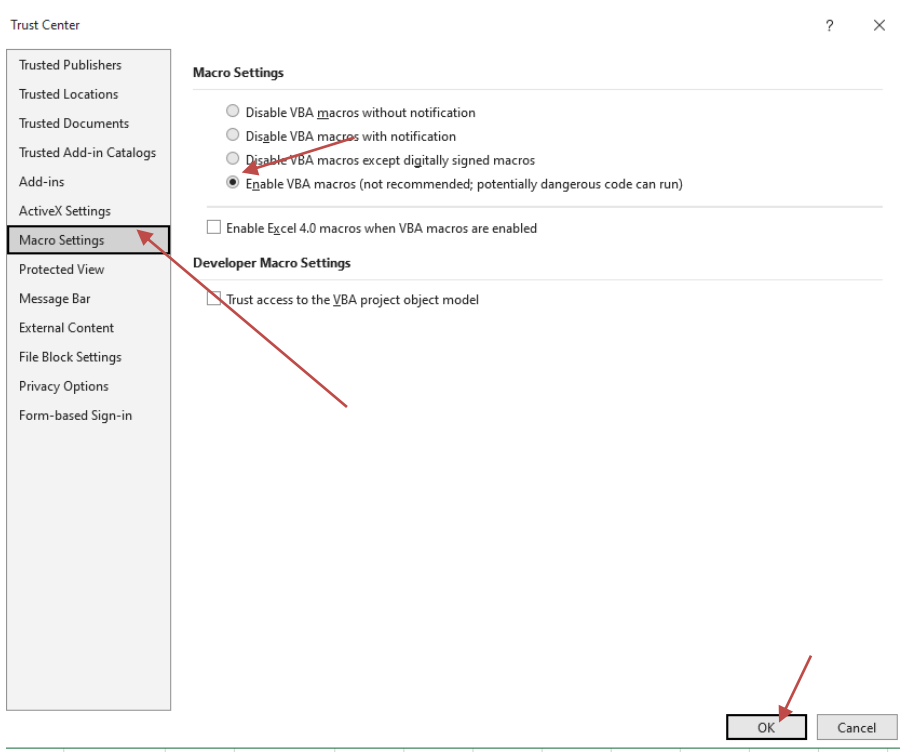
Microsoft's Macros



- Select File->Options->Trust center->Trust center settings->Macro settings->Enable Macros
- Select OK twice
- Save excel spreadsheet to your desktop/folders.
- Re-open





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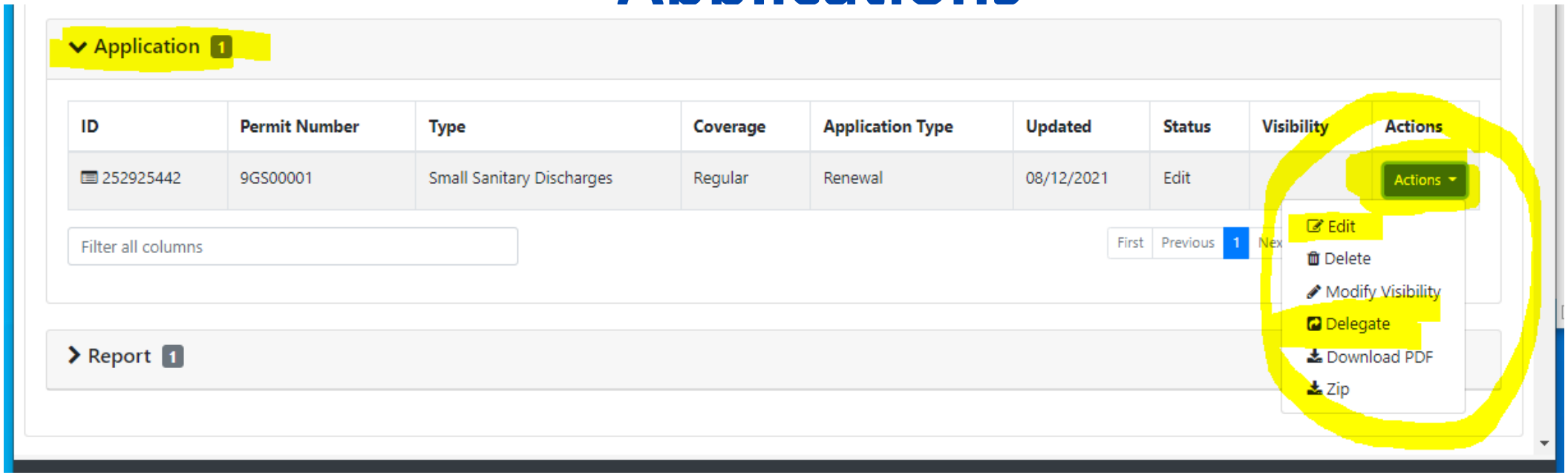
Applications



ACTIONS Button:

- Choose Edit to work on application – Validate & submit buttons are at the bottom
- Choose Delegate to hand off completed Application to the **RO** to review & submit

TIPS

- Save Frequently & Always *before using the "Back" Arrow/Button*
- Patience – if you are too quick with clicking on things…system may seem frozen but it's trying to catch up with you
- Things still aren't working? - Log out & back in (*All the way off the internet*)
- Buttons for Forms not highlighted? – May have created a new application & it's a Renewal

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Applications

- Can’t find the person you want to delegate the application to? They may have set up their ***OHID*** *account but DID NOT* set up their ***eBusiness center*** *account*
- Once Delegated both parties should be able to see the application
- Choose Edit to work on application – Validate & submit buttons are at the bottom

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Need Help?

Need Assistance? Start here!

eBiz Help Wizard
- Login assistance
- Contacts for services
- Help with PIN

OH|ID eBusiness Center FAQ

eBiz live help available
Weekdays 8AM - 5PM
except state holidays
ebizhelpdesk@epa.ohio.gov
(877) 372-2499 | (877) EPA-BIZZ

eDMR / STREAMS

Dsw.ebizhelp@epa.ohio.gov

Certified Operator Minimum Staffing Reporting Service

Wastewater

OpCert.DSW@epa.ohio.gov

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Questions?

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