

# Ohio EPA's eBusiness Center (eBIZ) Information Tips & Tools for eDMR & STREAMS Services

Presented By: Jacob Zink

Ohio EPA Division of Surface Water (DSW)


April 25, 2023



# 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**  (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

# 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

The screenshot shows the Ohio EPA website homepage. At the top, there is a navigation bar with the URL <https://epa.ohio.gov/home> and a search bar. Below the navigation bar, there is a "Request a Speaker" button. The main content area features a large banner for "H2Ohio" with a background image of water being poured. To the right of the banner, there is a "Learn More" button. Below the banner, there is a "Our Divisions" section with a horizontal menu of buttons: Environmental Services, Fiscal Administration, Legal Services, Materials & Waste Management, Public Interest Center, and Surface Water. The "Surface Water" button is highlighted with a yellow background. Below the "Our Divisions" section, there is a "News" section with a "All News" button and an "Events" section with an "All Events" button. A news item is displayed: "Ohio EPA Requests Public Comments on Proposed Sawmill Creek Wastewater Treatment Plant Application" with a date of "APR 19" and a time of "10:00 AM - 11:00 AM".

# Where to Find Guides

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

The screenshot shows the Ohio EPA website. At the top, there is a navigation bar with the hio logo and links for 'Stay Compliant', 'Make a Difference', 'Monitor Pollution', 'Get Funding', 'Find Regulations', 'Help', and 'Search'. Below this is a yellow banner with a warning icon and the text 'East Palestine train derailment information — epa.ohio.gov/east-palestine.' with a 'Learn More' button. The main content area is titled 'Surface Water' and includes a sub-header 'Surface Water' with the text 'Ensures compliance with the federal Clean Water Act and works to restore and enhance the integrity of Ohio's waters.' A sidebar on the left lists various categories, with 'Permitting' highlighted in yellow. The main content features a large banner for the 'Maumee Watershed NUTRIENT TMDL PROJECT' with a map of Ohio and a 'Learn More' button. Below this is a 'Featured Content' section with several small image tiles, including one for 'CONTACT US' and another for 'CERTIFIED PROFESSIONAL OPERATOR'.

This screenshot shows a search and filter interface. At the top, there is a search bar with the placeholder text 'Type a Keyword here'. Below the search bar is a 'Filter by Topic' dropdown menu currently set to 'ALL TOPICS X'. To the right of the dropdown are two buttons: 'FILTER' and 'RESET FILTERS'.

This screenshot displays a grid of service tiles. The tiles include: 'Biosolids Program' (regulates disposal and/or beneficial use of sewage sludge), 'Combined Sewer Overflow Control Program' (built to collect sanitary and industrial wastewater), 'Concentrated Animal Feeding Operations' (regulations and permitting requirements for CAFOs), 'Construction Stormwater Discharges from Oil and Gas' (sediment and erosion controls), 'Dischargers Covered under Non Stormwater', 'Dischargers Covered Under Stormwater Discharge' (dischargers covered under stormwater discharge general permits), 'Electronic Business Services' (advanced solutions for submitting monitoring data, permit applications, annual reports, and transferring fast and secure fee), and 'General Lab Criteria Inspection Forms'. Each tile features a representative image and a brief description of the service.

# Where to Find 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](mailto:DSW.ebizhelp@epa.ohio.gov)

Phone: [614-644-2135](tel:614-644-2135)

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



### eDMR

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



### STREAMS Applications

Submission 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.

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

# 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 Parameters, 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
<a href="#">Construction Site Stormwater</a>	<a href="#">Bridge Maintenance</a>	<a href="#">Non-Stormwater Applications</a>
<a href="#">Construction Site SW - Copermitttee</a>	<a href="#">Industrial Stormwater</a>	<a href="#">Small Sanitary Discharge</a>
<a href="#">Construction Site SW - Lots</a>	<a href="#">No Exposure Certification</a>	
	<a href="#">Small MS4</a>	

#### NPDES Individual Permits ▾

#### Indirect Discharge Permits ▾

#### Land Application Management Plans ▾

#### Holding Tank Management Plans ▾

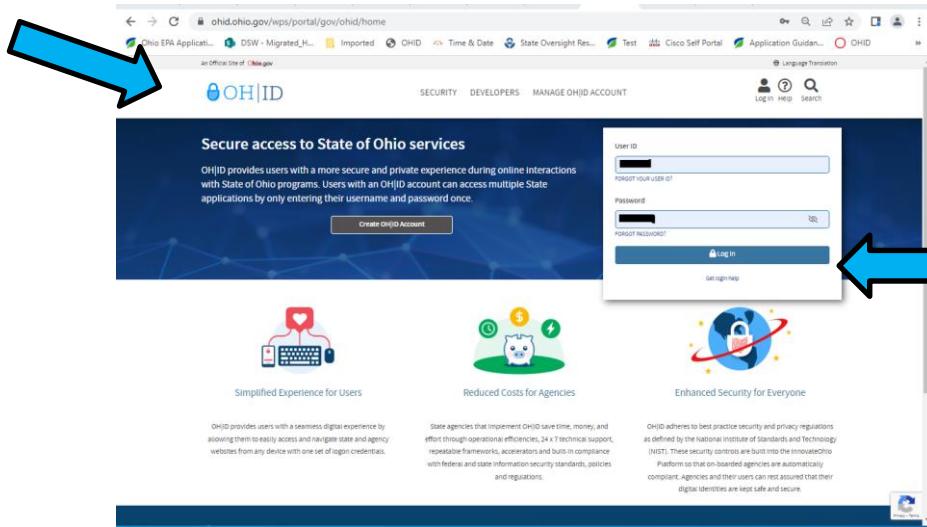
#### How to Terminate a Permit ▾

### 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](#)



# Accessing the Ohio EPA eBusiness Center



**Start Here** (As of Nov. 2021)

Log into **OH|ID** (<https://ohid.ohio.gov>)

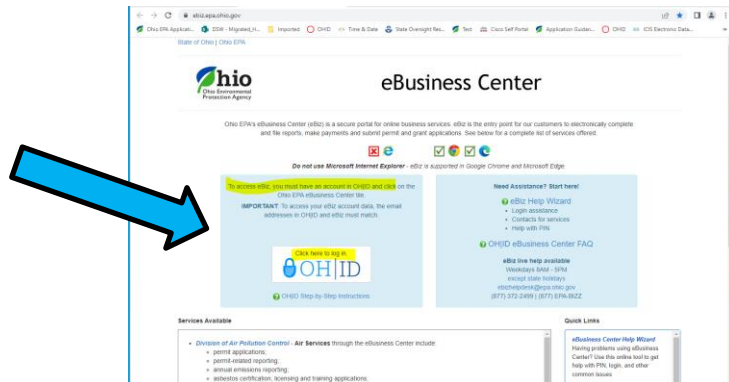
■ This is **NOT Ohio EPA's website** (completely separate)

■ Need a **separate account**

*(this is NOT your eBIZ account)*

■ If you go to [ebiz.epa.ohio.gov](http://ebiz.epa.ohio.gov) – you'll be

***directed back to the OH|ID site***



# Accessing the Ohio EPA eBusiness Center

## OHID Dashboard

An Official Site of Ohio.gov

OH|ID

SECURITY DEVELOPERS **MANAGE OH|ID ACCOUNT**

Log Out Help Search

MY APPS **APP STORE** ACCOUNT SETTINGS IDENTITY ASSURANCE RECENT ACTIVITY DEVICES

Welcome to the App Store

Donna Dessoir | OHID: [REDACTED] | Donna.Dessoir@epa.ohio.gov

Search state agency online tools or apps to request access.

Search by Keyword

App or Agency Name

Filter by State Agencies

All Agencies x |

- Department of Job and Family Services
- Department of Mental Health and Addiction Services
- Department of Rehabilitation & Correction
- Environmental Protection Agency**
- Human Resources Division

An Official Site of Ohio.gov

OH|ID

SECURITY DEVELOPERS **MANAGE OH|ID ACCOUNT**

Log Out Help Search

MY APPS APP STORE ACCOUNT SETTINGS IDENTITY ASSURANCE RECENT ACTIVITY DEVICES

My Apps

Donna Dessoir | OHID: 10153201 | Donna.Dessoir@epa.ohio.gov

Click the star to pin your favorite apps to the top of the page.

- myOhio
- Ohio EPA eBusiness Center**
- Ohio EPA eBusiness Center PROJECT3
- Ohio EPA eBusiness Center TEST
- Learning on Demand - Percipio
- O'Reilly Learning
- ServiceNow
- State Library Catalog

- 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?



# 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)
  - 1<sup>st</sup> **Add permit(s) to your account**
  - 2<sup>nd</sup> **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**
- **Delegated 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**

The screenshot shows the eBIZ Home Page for the Ohio Environmental Protection Agency. The page title is "eBusiness Center". The navigation menu includes "eBusiness Home", "My Account", and "Service Admin". The "My Account" menu is expanded, showing options like "Update Account", "PIN Management", "View Submissions", "Update PIN Holder Information", and "Deactivate PIN". The "Service Admin" menu is also expanded, showing options like "View PIN", "Update PIN Holder Information", and "Deactivate PIN". The main content area displays a table of available services. The table has columns for Service, Action, Status, Facilities, and Delegations. The "Facilities" column is highlighted in yellow. The "My Tasks" section at the bottom shows a table with columns for Name, Status, Created, and Action.

# 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**

# eDischarge Monitoring Report (eDMR) Service

## Late/Non-Submittal of DMRs

- DMRs are created on the **1<sup>st</sup>** of every month
- **Due** on the **20<sup>th</sup>** – 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 **1<sup>st</sup> of the month**
- **Enter Data** as you get it – **Don't have to log in**

# 1<sup>st</sup> 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!**

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	Deactivate	Active	view/edit	view/edit
Division of Surface Water NPDES Permit Applications (STREAMS)		Active		
DMMM License and Registration Service		Inactive	view/edit	
DMMM Solid Waste/CBDO Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DSW ADE Certifications and Isolated Wasteds Permits	Request	Active	view/edit	
e-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
Generic File Upload	Request	Inactive	view/edit	
Hazardous Waste Report (eDRMIS)	Request	Inactive	view/edit	
ISDFP Grant Service (Info PIN Required)	Request	Inactive	view/edit	
Pay Ohio EPA Fees Online	Deactivate	Active	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

Select and Manage Facilities Associated with Your Service

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click "Next" to submit your request.

**Browser Settings Update:** Minor internet browser security setting updates are required in order to use Air Services in both Google Chrome and Microsoft Edge. See [attachment](#) for directions/screenshots related to the necessary security setting updates.

Note: If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Service: e-Discharge Monitoring Reports (eDMR)

**Add Facility**

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action

Service Activation - Facility Search

Facility Search Criteria

The first step in activating a new service is to associate it with one or more facilities. Use this search to locate facilities for association. The search uses "system" tags. For example, if the facility name is "Redbrick Enterprises Inc.", you can enter "brick" in the "Name" field below. This will search for all facilities with "brick" in the name.

Searching by the Regulatory Program ID or Agency Core ID is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try any specific criteria if an initial search is not successful.

Regulatory Program ID: **00000000**

Agency Core ID: \_\_\_\_\_

Name: \_\_\_\_\_

Address Line 1: \_\_\_\_\_

Address Line 2: \_\_\_\_\_

City: \_\_\_\_\_

County: mcnry

Zip: \_\_\_\_\_

Please Note: For best results, enter only 1 or 2 criteria. Use above text for best criteria to use for this service. [Click HERE](#) for additional help.

**Search** **Next** **Cancel**

# Accessing Your DMRs

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

Ohio EPA - eBusiness Center

ebiz.epa.ohio.gov/portal/serviceActivationFacilitySearch.li

State of Ohio | Ohio EPA | Logout

Ohio Environmental Protection Agency

eBusiness Home My Account Service Admin

### Service Activation - Facility Search Results

Your search criteria returned 1 facility. To select a facility click on the Agency Core ID. If more than one record for the same facility is found, select the one with the appropriate Agency Core ID and/or Regulatory Program ID for the service you are applying for.

Agency Core ID	Name	Address	Zip	Regulatory Program ID
274855	e-DMR Test Facility 2	123 Test St Testville OH	44444	- 9GS00001 (SNGEN)

Search Again Cancel

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v11.8.0 (prod)  
[eBusiness Center Home](#) - [About Us](#) - [Privacy Statement](#) - [Email Us](#) - [Contact Us](#) - [Feedback](#) - [Logout](#)

State of Ohio | Ohio EPA | Logout

Ohio Environmental Protection Agency

eBusiness Center

Ohio Environmental Protection Agency

eBusiness Home My Account Service Admin

### Select and Manage Facilities Associated with Your Service

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click "Next" to submit your request.

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**Note:** If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Service: e-Discharge Monitoring Reports (eDMR) [Add Facility](#)

### Facility Association Information (Total privileges: 3)

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
e-DMR Test Facility 2	OHGS90001	274855	NEW	
	9GS00001			
	9DP00001			
	OHDO90001			
	9GRO0001			
	OHGR90001			

[Next](#) [Cancel](#)

Ohio EPA | 50 West Town Street, Suite 700 Columbus Ohio 43215 | (614) 644-3020 | v11.8.0 (prod)

# 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)**

My Apps | OHID | Ohio States Di x Ohio EPA - eBusiness Center x +

ebiz.epa.ohio.gov/portal/serviceActivationManagement.li

Apps Ohio EPA Applicati... DSW - Migrated\_H... Imported OHID Permit Lists Time & Date State Oversight Res... ine Test General Permit List Readir

State of Ohio | Ohio EPA | Logout

**Ohio**  
Ohio Environmental  
Protection Agency

eBusiness Center

eBusiness Home My Account Service Admin ddesse

### e-DMR Service Request

e-DMR Service Request

Facility ID	Facility	Responsible Official (Help)	Delegated Submitter (Help)
274855	e-DMR Test Facility 2 123 Test St Testville, OH 44444	<input type="checkbox"/>	<input type="checkbox"/>

**i** I certify under the penalty of law that I have personally examined and am familiar with the information submitted herein and based on my inquiry of those individuals immediately responsible for obtaining the information, I believe the submitted information is true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment. (EDMR) By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

I have read and agree with the above statement.

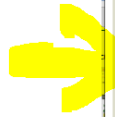
PIN:

Please answer this security question:



# Accessing eDMR

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive	view/edit	
Certified Operator Minimum Staffing Reporting		Active		
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Deactivate	Active	view/edit	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		Active	view/edit	
e-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
E2 Administration	Deactivate	Active	view/edit	view/edit
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
DEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Deactivate	Active	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		



The screenshot shows the Ohio EPA eBusiness Center interface. The header includes the hio logo and 'eBusiness Center'. A navigation bar has 'eBusiness Home', 'My Account', and 'Service Admin'. A sidebar on the left contains 'Discharge Monitoring' (with 'View Reports' highlighted), 'Credible Data', 'Laboratory', and 'Water System'. The main content area displays a welcome message for the Electronic Environmental (E2) Reporting System, explaining its components: EDMR (Discharge Monitoring Reports), EDWR (Drinking Water Reports), and Credible Data (Volunteer Monitoring) Reports. It also lists 'Changes to E2' and 'Changes to 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.

# 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

The screenshot shows the Ohio EPA eBusiness Center interface. At the top, it says "State of Ohio | Ohio EPA | Logout" and "Ohio Environmental Protection Agency". The main header is "eBusiness Center". Below this is a navigation bar with "eBusiness Home", "My Account", and "Service Admin". A sidebar on the left contains various menu items: "Discharge Monitoring" (View Reports), "Credible Data" (Create or Update Sites, Edit Open Reports or Submit a Project, View Reports for Submitted Projects), "Laboratory" (Create New Reports, Upload XML Reports, Retrieve Saved Reports, View Submission, Reference Data), and "Water System" (View Lab Submission). The main content area features a "Search Panel" with the following fields: "Facility:" (dropdown), "Permit Number:" (dropdown), "Status:" (checkboxes for New, Open, Submitted), "Monitoring Period Date:" (Start Date: 8/12/2020, End Date: 8/12/2021), and a "Go" button. Below the search panel is a table with the following data:

Action	Facility Name	Permit Number	Status	Monitoring Period	Due Date	Last Update	Submissio...	Last User
Action	e-DMR Test Facility 2	9DP00001*AP	Open	Jul. 2021 - Jan. 2022	01/20/2022	08/12/2021	-	ddessoir

# DMRs

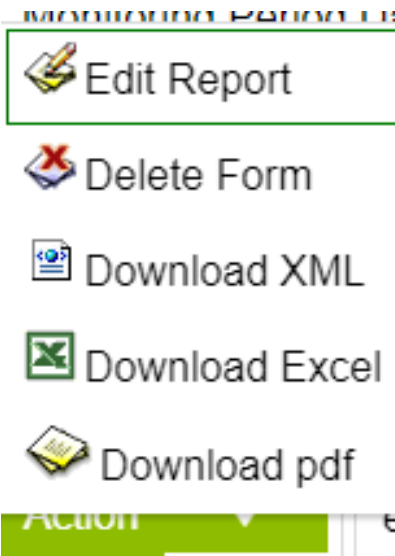
DMRs are generated the 1<sup>st</sup> of each month  
Created based on what the permit requires

Check the Status Column

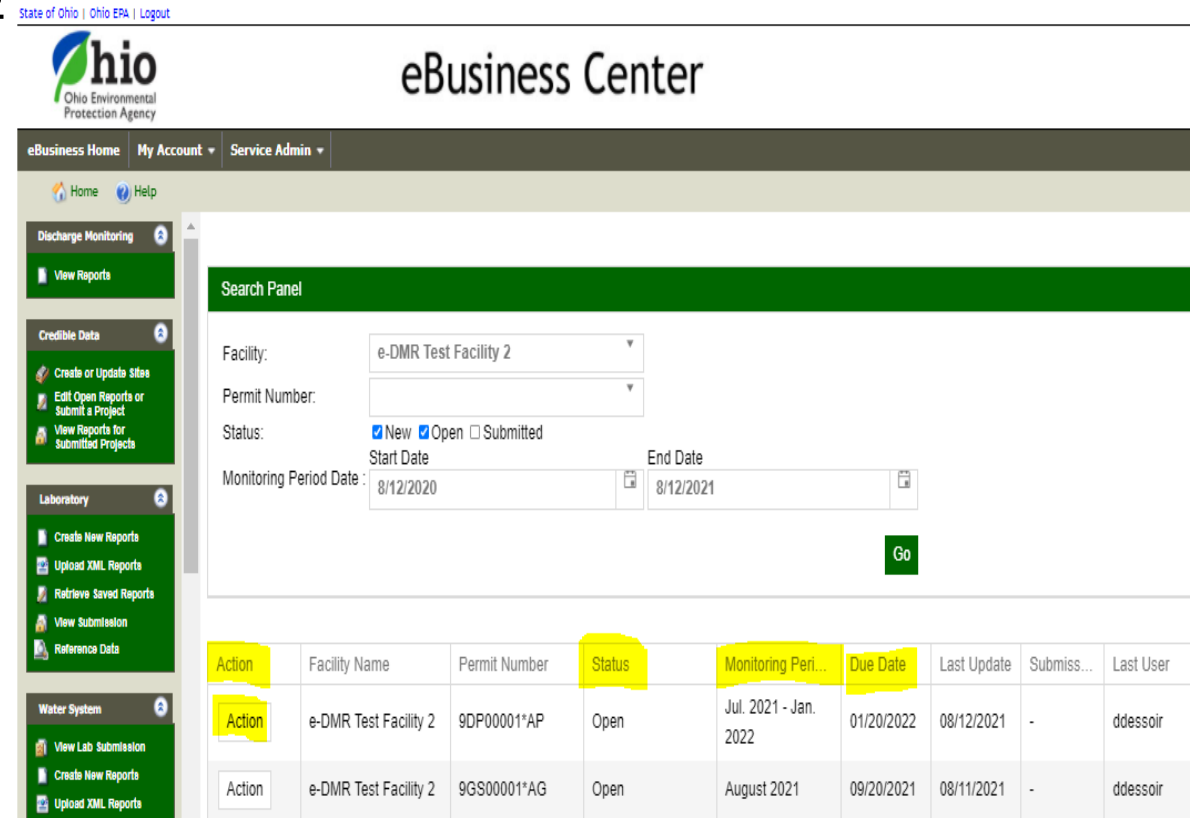
Address any DMRs that say **Open or NEW**

Action Button: Complete DMRs

Choose:



- Edit Report
- Delete Form
- Download XML
- Download Excel
- Download pdf



State of Ohio | Ohio EPA | Logout

Ohio Environmental Protection Agency

## eBusiness Center

eBusiness Home My Account Service Admin

Home Help

Discharge Monitoring

- View Reports

Credible Data

- Create or Update Sites
- Edit Open Reports or Submit a Project
- View Reports for Submitted Projects

Laboratory

- Create New Reports
- Upload XML Reports
- Retrieve Saved Reports
- View Submission
- Reference Data

Water System

- View Lab Submission
- Create New Reports
- Upload XML Reports

Search Panel

Facility: e-DMR Test Facility 2

Permit Number:

Status:  New  Open  Submitted


Monitoring Period Date: Start Date 8/12/2020 End Date 8/12/2021

Go

Action	Facility Name	Permit Number	Status	Monitoring Peri...	Due Date	Last Update	Submiss...	Last User
Action	e-DMR Test Facility 2	9DP00001*AP	Open	Jul. 2021 - Jan. 2022	01/20/2022	08/12/2021	-	ddessor
Action	e-DMR Test Facility 2	9GS00001*AG	Open	August 2021	09/20/2021	08/11/2021	-	ddessor

# Tips for Completing DMRs

State of Ohio | Ohio EPA | Logout

 **Ohio Environmental Protection Agency**

## eBusiness Center

eBusiness Home | My Account | Service Admin

Home | Help

Discharge Monitoring > Create New Reports > Online Entry > Form 4500

Use this screen to enter or review Form 4500 data.

1 Fill Form 2 Attachment 3 Review 4 Submit

### General Information

MONITORING POINT: 001  
MONITORING PERIOD: 2021 - 08/31/2021  
FACILITY NAME: 001  
COUNTY: 588  
REPORTING LAB:   
 NO DISCHARGE  
PERMIT NUMBER: 9GS00001\*AG  
DISTRICT: OUT-OF-STATE  
LOCATION: 123 Test St  
Testville, OH 44444  
ANALYST:

### Sample Data

Add Parameter | View A Codes | Copy and Paste

	Flow Rate	Color, Severity	Odor, Severity	Turbidity, Severity	Dissolved Oxygen
Param Name:	00056	00083	01330	01350	00300
Param Code:					
Units:	GPD	Units	Units	Units	mg/l
Frequency:	1/Day	1/Day	1/Day	1/Day	1/Month
Sample Type:	Total Estimate	Estimate	Estimate	Estimate	Grab
08/01/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/02/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- 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...

# Using Excel to Upload Data

## Monthly Reports

Ohio EPA - Form 4500 - Data Entry Spreadsheet <a href="#">Help</a>									
Facility:		e-DMR Test Facility 2							
Permit:		0GH00389*AG							
Monitoring Period:		Apr-23							
Station Code:		001							
Date	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
	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									
04/12/2023									
04/13/2023									
04/14/2023									
04/15/2023									
04/16/2023									
04/17/2023									
04/18/2023									
04/19/2023									
04/20/2023									
04/21/2023									
04/22/2023									
04/23/2023									
04/24/2023									
04/25/2023									
04/26/2023									
04/27/2023									
04/28/2023									
04/29/2023									
04/30/2023									

## Semi Annual Reports

Ohio EPA - Form 4519 - Data Entry Spreadsheet <a href="#">Help</a>					
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 Demand	mg/l	1/2 month	Composite	Measurement:
					Comment:
00335	Chemical Oxygen Demand	mg/l	1/2 month	Composite	Measurement:
					Comment:
00402	pH, Minimum	S.U.	1/2 month	Grab	Measurement:
					Comment:
00530	Total Suspended Solids	mg/l	1/2 month	Composite	Measurement:
					Comment:
00610	Nitrogen, Ammonia (NH3)	mg/l	1/2 month	Composite	Measurement:
					Comment:
01027	Cadmium, Total (Cd)	ug/l	1/2 month	Composite	Measurement:
					Comment:
01034	Chromium, Total (Cr)	ug/l	1/2 month	Composite	Measurement:
					Comment:
01042	Copper, Total (Cu)	ug/l	1/2 month	Composite	Measurement:
					Comment:
01051	Lead, Total (Pb)	ug/l	1/2 month	Composite	Measurement:
					Comment:
01067	Nickel, Total (Ni)	ug/l	1/2 month	Composite	Measurement:
					Comment:
01092	Zinc, Total (Zn)	ug/l	1/2 month	Composite	Measurement:
					Comment:
82090	Total Toxic Organics	ug/l	1/Year	Grab	Measurement:
					Comment:



# 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!!!!**

Param Name:	Flow Rate	Color, Severity	Odor, Severity	Turbidity, Severity	Dissolved Oxygen
Param Code:	00056	00083	01330	01350	00300
Units:	GPD	Units	Units	Units	mg/l
Frequency:	1/Day	1/Day	1/Day	1/Day	1/Month
Sample Type:	Total Estimate	Estimate	Estimate	Estimate	Grab
08/12/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/13/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/14/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/15/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/16/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/17/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/18/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/19/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/20/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/21/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/22/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
08/23/2021	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

ADD SPECIFIC COMMENTS AND EXPLANATION:

COLUMN  ROW



# Validating Reports

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


Ohio EPA - Form 1500 - Data Entry Spreadsheet [Help](#)

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

Date	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
	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									
04/12/2023									
04/13/2023									
04/14/2023									
04/15/2023									
04/16/2023									
04/17/2023									
04/18/2023									
04/19/2023									
04/20/2023									
04/21/2023									
04/22/2023									
04/23/2023									
04/24/2023									
04/25/2023									
04/26/2023									
04/27/2023									
04/28/2023									
04/29/2023									
04/30/2023									

Min. 001 010 +

State of Ohio | Ohio EPA | Logout



## eBusiness Center

eBusiness Home My Account Service Admin ddesoir

Home Help

Discharge Monitoring > Create New Report > Online Entry > Report Review

Review the DMR report prior to submission. Check for errors or omissions.

1 Fill Form 2 Attachment 3 Review 4 Submit

**Report Summary**

Monthly Discharge Report: [View Report](#)

Facility Name: e-DMR Test Facility 2

Permit Number: 9DP00001\*AP

Report Frequency: 6-Month

Report Period: 07/01/2021 - 12/31/2021

**Data Validation Summary**

Data Validation: Warning: Omissions and/or possible data errors were found. [CLICK HERE for a printable list.](#)

**Attachment Summary**

None

# 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

	Phosphorus, Total (P)	Fluoride, Total (F)	Zinc, Total Recoverable	Copper, Total Recoverable	Total Toxic Organics
Param Name:	00665	00951	01054	01115	82050
Param Code:	mg/l	mg/l	ug/l	ug/l	ug/l
Units:	1/Month	1/Month	1/Month	1/Month	1/Month
Frequency:	Composite	Composite	Composite	Composite	Grab
Sample Type:					
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

ADD SPECIFIC COMMENTS AND EXPLANATION:

COLUMN  ROW

# Verify DMR was Transferred to SWIMS

Confirmation of submission receipt

**Submission Successful!** Please go to 'View Reports' page to check the submission status later.

**Submission ID:** 1190135  
**Certifier's Name:** Jacob Zink  
**Certifier's TCP/IP address:** 10.181.8.49  
**Date and time file was sent:** 11/04/2022 09:33:39 (Based on local server time)  
**Date and time file was received:** 11/04/2022 09:33:39 (Based on local server time)  
**Date and time acknowledgement was sent:** 11/04/2022 09:33:40 (Based on local server time)

Please Read ALL Messages Carefully!

Always check your table to make sure it says


“Submitted (Transferred to SWIMS)”

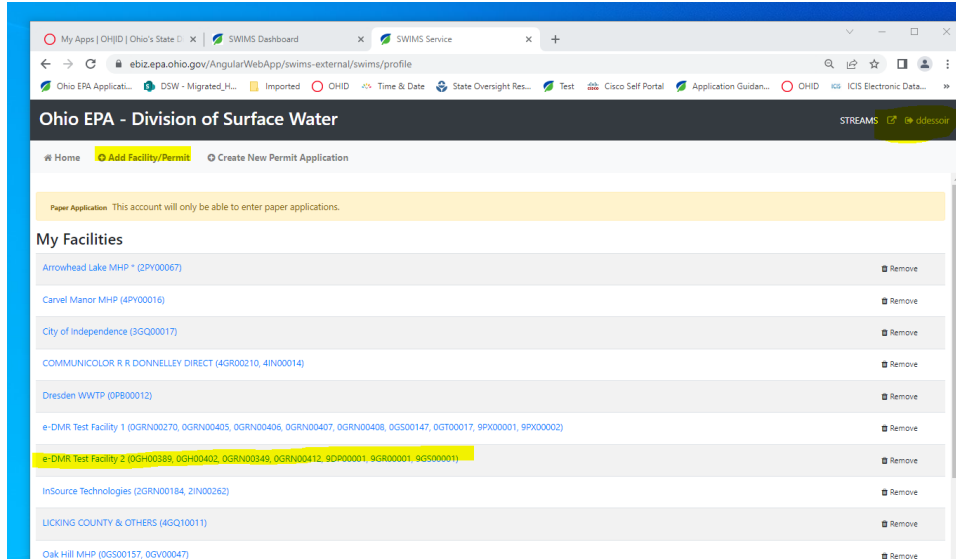
If there are any problems, reach out to us at [dsw.ebizhelp@epa.ohio.gov](mailto:dsw.ebizhelp@epa.ohio.gov)

The screenshot shows the Ohio EPA eBusiness Center interface. The top navigation bar includes 'eBusiness Center' and 'Ohio Environmental Protection Agency'. The main content area displays a search form for 'Facility: e-DMR Test Facility 2' and a table of submissions. The table has columns for Action, Facility Name, Permit Number, Status, Monitoring Period Date, Due Date, Last Update, Submission ID, and Last User. The status column for the most recent submission (Submission ID 1117160) is highlighted in yellow and reads 'Submitted (Transferred to SWIMS)'.

Action	Facility Name	Permit Number	Status	Monitoring Period Date	Due Date	Last Update	Submission ID	Last User
Action	e-DMR Test Facility 2	9GS00001*AG	Submitted (Later Revised)	January 2022	02/20/2022	01/30/2022	1117159	cmillerohioepa
Action	e-DMR Test Facility 2	9DP00001*AP	Open	Jul. 2021 - Jan. 2022	01/20/2022	04/07/2022	-	10202932
Action	e-DMR Test Facility 2	9GS00001*AG	Submitted (Transferred to SWIMS)	December 2021	01/20/2022	01/30/2022	1117170	cmillerohioepa
Action	e-DMR Test Facility 2	9GS00001*AG	Submitted (Transferred to SWIMS)	November 2021	12/20/2021	01/30/2022	1117160	cmillerohioepa

# STREAMS

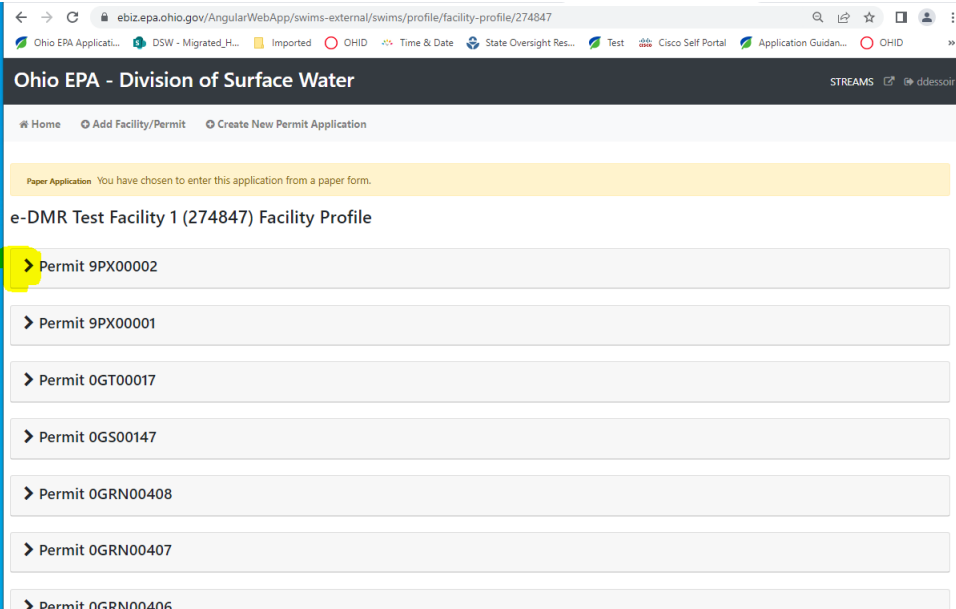
1. 1<sup>st</sup> Need to Add the Permit(s)
2. Click on the Permit Number (expands file)
3. Find the permit you want & click on the  to expand again
4. Choose the permit that is Active
5. Scroll down to see Applications/Reports  
(# shows how many you have)



Ohio EPA - Division of Surface Water

My Facilities

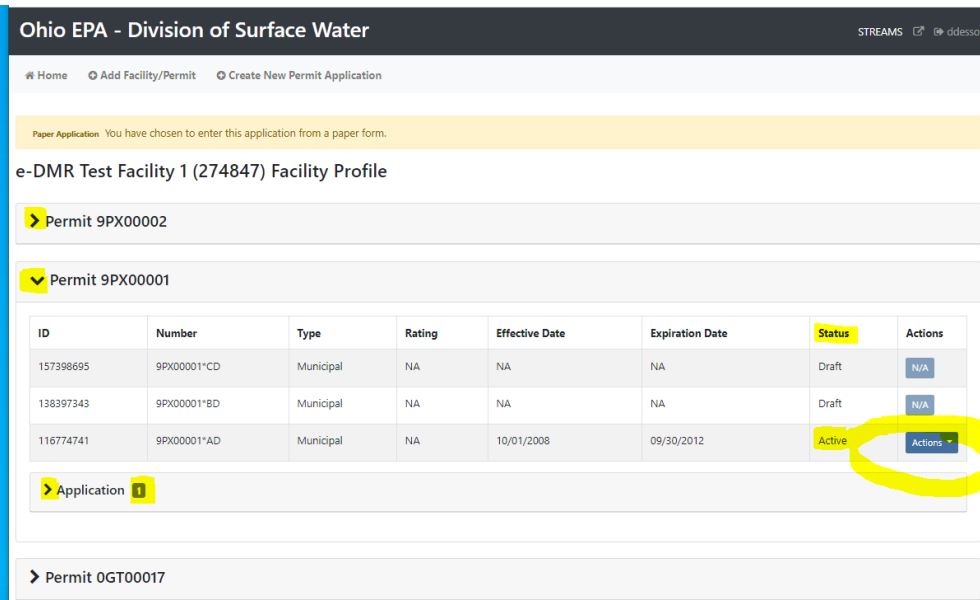
- Arrowhead Lake MHP \* (2PY00067)
- Carvel Manor MHP (4PY00016)
- City of Independence (3GQ00017)
- COMMUNICOLOR R R DONNELLEY DIRECT (4GR00210, 4IN00014)
- Dresden WWTP (QFB00012)
- e-DMR Test Facility 1 (DGRN00270, OGRN00405, OGRN00406, OGRN00407, OGRN00408, OGS00147, OGT00017, 9PX00001, 9PX00002)
- e-DMR Test Facility 2 (DGH00389, DGH00402, OGRN00349, OGRN00412, 9DP00001, 9GR00001, 9GS00001)**
- InSource Technologies (2GRN00184, 2IN00262)
- LICKING COUNTY & OTHERS (4GQ10011)
- Oak Hill MHP (DGS00157, DGV00047)



Ohio EPA - Division of Surface Water

e-DMR Test Facility 1 (274847) Facility Profile

- > Permit 9PX00002**
- > Permit 9PX00001
- > Permit 0GT00017
- > Permit 0GS00147
- > Permit 0GRN00408
- > Permit 0GRN00407
- > Permit 0GRN00406



Ohio EPA - Division of Surface Water

e-DMR Test Facility 1 (274847) Facility Profile

> Permit 9PX00002

> Permit 9PX00001

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
157398695	9PX00001*CD	Municipal	NA	NA	NA	Draft	N/A
138397343	9PX00001*BD	Municipal	NA	NA	NA	Draft	N/A
116774741	9PX00001*AD	Municipal	NA	10/01/2008	09/30/2012	Active	Actions

> Application 1

> Permit 0GT00017

Ohio EPA - Division of Surface Water

STREAMS

# Home Add Facility/Permit Create New Permit Application

Paper Application You have chosen to enter this application from a paper form.

e-DMR Test Facility 1 (274847) Facility Profile

Permit 9PX00002

Permit 9PX00001

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
157398695	9PX00001*CD	Municipal	NA	NA	NA	Draft	N/A
138397343	9PX00001*BD	Municipal	NA	NA	NA	Draft	N/A
116774741	9PX00001*AD	Municipal	NA	10/01/2008	09/30/2012	Active	Actions

Application

Permit OGT00017

# STREAMS

- Click on the “**Actions**” button to:
  - Renew a permit
  - Transfer a Permit
  - Create a Report (Annual Sludge, etc)

ion Date	Status	Actions
	Draft	N/A
	Draft	N/A
012	Active	Actions

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

Report Information

Select the type of report you wish to create:

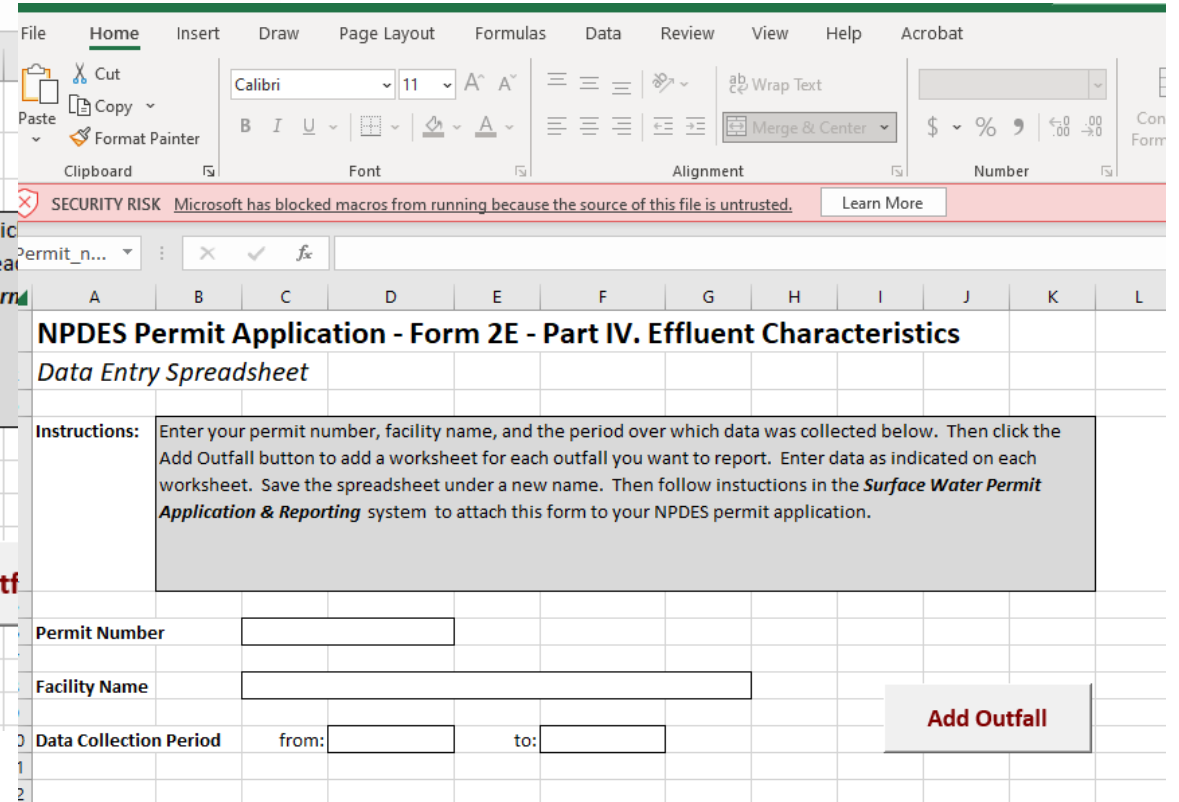
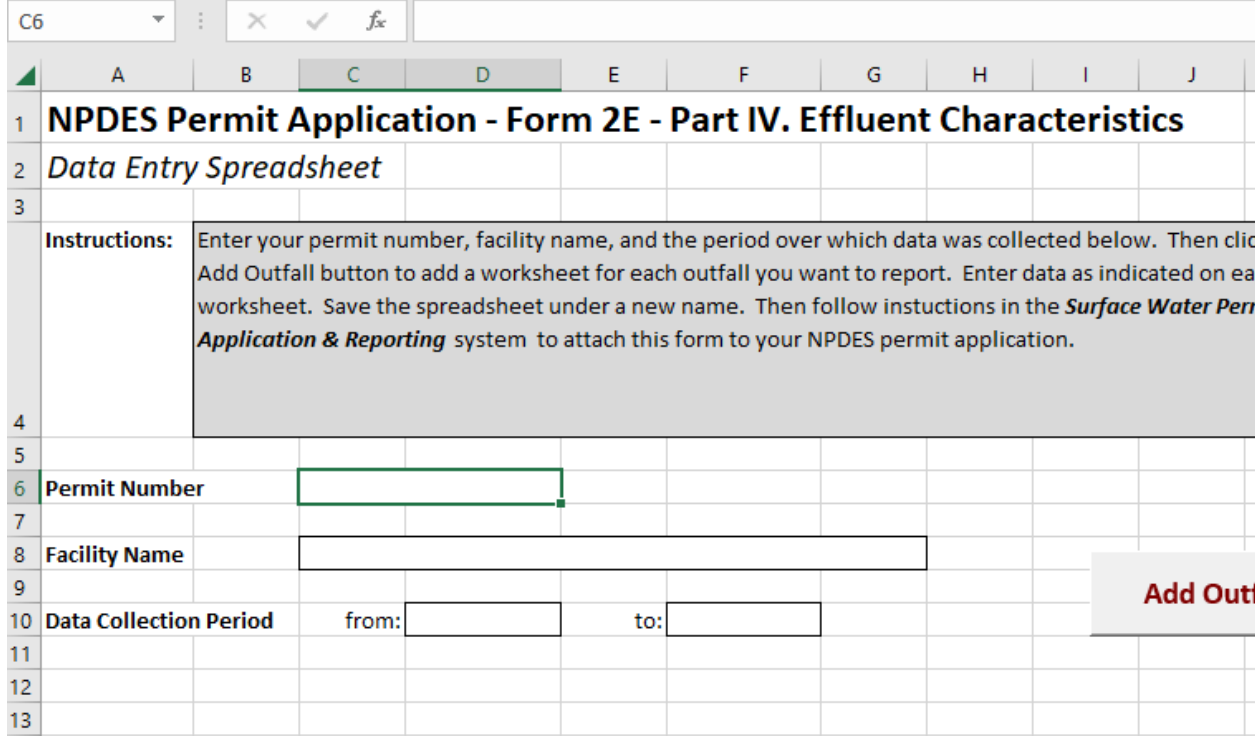
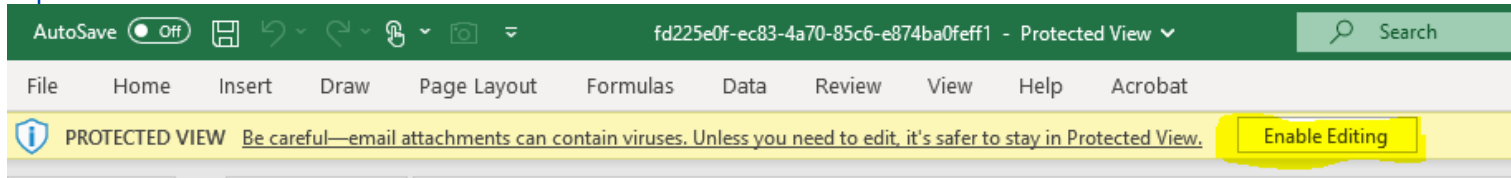
[select]

[select]

- NPDES Permit Compliance Schedule Update
- Noncompliance
- SSO Annual
- MS4 Annual
- Annual Sewage Sludge
- Pretreatment Program Annual Report Certification
- Quarterly Industrial User Violation Report Certification
- NPDES Biomonitoring Report Form Acute Toxicity Test
- NPDES Biomonitoring Report Form Chronic Toxicity Test
- Unanticipated Emergency Overflow
- Pretreatment Program - Priority Pollutant Reporting Form

Type	Rating	Effective Date	Expiration Date
------	--------	----------------	-----------------

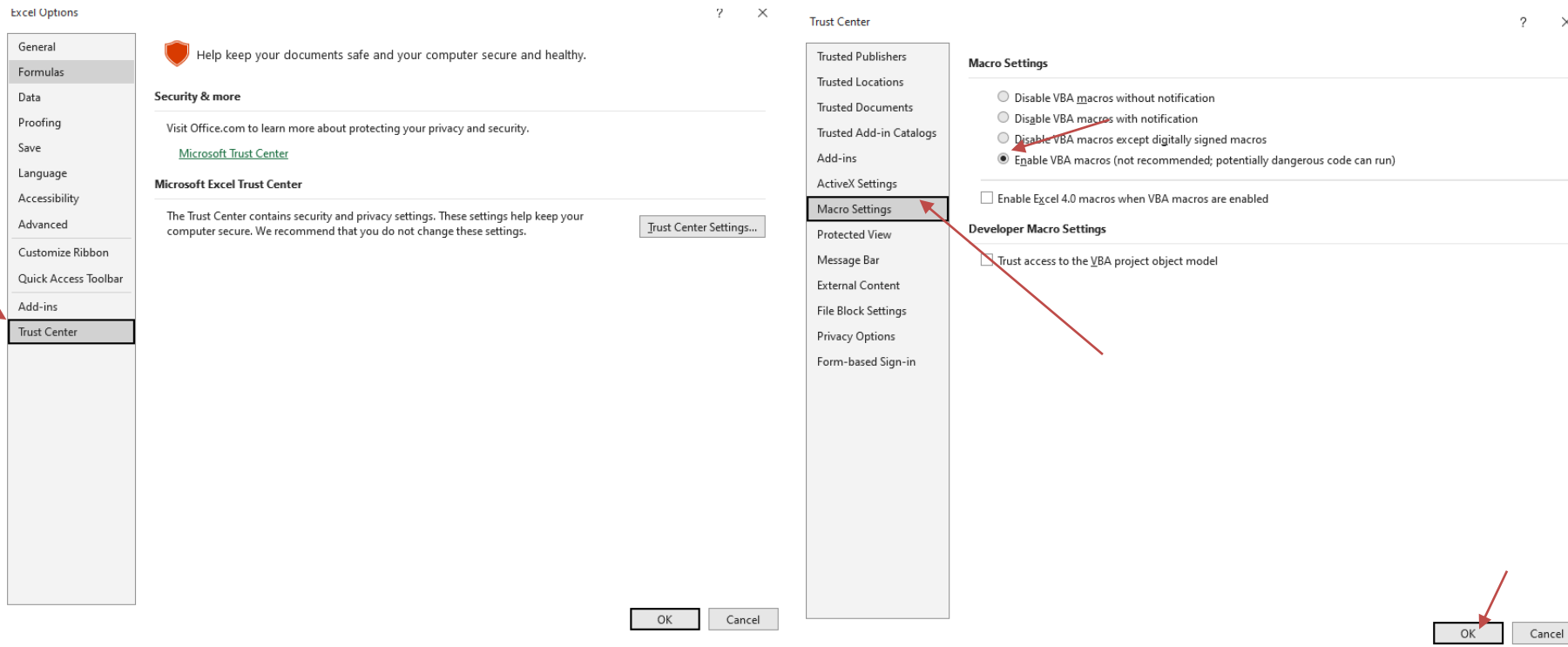
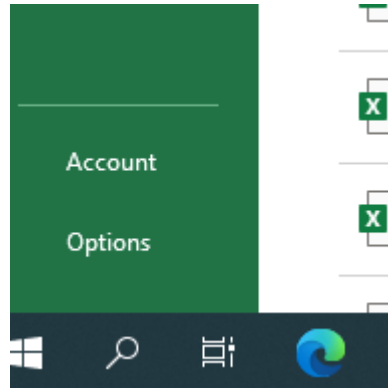
# Microsoft's Macros





# 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



# Applications

Application 1

ID	Permit Number	Type	Coverage	Application Type	Updated	Status	Visibility	Actions
252925442	9GS00001	Small Sanitary Discharges	Regular	Renewal	08/12/2021	Edit		Actions

Filter all columns

First Previous 1 Next

Report 1

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

## 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

# 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

# Need Help?



**Need Assistance? Start here!**

## eBiz Help Wizard

- Login assistance
- Contacts for services
- Help with PIN

## OHJID eBusiness Center FAQ

**eBiz live help available**

Weekdays 8AM - 5PM

except state holidays

[ebizhelpdesk@epa.ohio.gov](mailto:ebizhelpdesk@epa.ohio.gov)

(877) 372-2499 | (877) EPA-BIZZ

**eDMR / STREAMS**

[Dsw.ebizhelp@epa.ohio.gov](mailto:Dsw.ebizhelp@epa.ohio.gov)

**Certified Operator Minimum Staffing Reporting Service**

**Wastewater**

[OpCert.DSW@epa.ohio.gov](mailto:OpCert.DSW@epa.ohio.gov)

# Questions?



Jacob Zink

(614)644-2135

[Jacob.Zink@epa.ohio.gov](mailto:Jacob.Zink@epa.ohio.gov)

Donna Dessoir

(614)644-2892

[Donna.Dessoir@epa.ohio.gov](mailto:Donna.Dessoir@epa.ohio.gov)