Ohio EPA's eBusiness Center (eBIZ)

Tips & Tools for eDMR & STREAMS Services

Presented By: Jacob Zink

Ohio EPA Division of Surface Water (DSW)

April 2, 2024



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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 $\Theta OH|ID$ ((*NOT* Ohio EPA's website) (Your Personal Account, NOT your companies)
- 2. <u>eBusiness Center</u>
 - Same Email for both accounts (**personal**)
 - First time you log into each they will sync together
 - User names & passwords should not be shared Not left for the next person in that position
 - If you change jobs your accounts go with you!!!



Accounts & Who Needs Them

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
 - \blacktriangleright **PIN** = **your signature** (belongs to <u>you</u>, NOT to be used by others)
 - > YOUR Identity is verified
 - (Outside System Lexus Nexus uses your <u>Personal Information</u>)



Where to Find Guides

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



Where to Find Guides

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

Type a Keyword here	
ilter by Topic	
ALL TOPICS ×	~

Protection

5

Agency



Where to Find Guides-Step 1

Make a Difference

Environmental Protection

Agency

Stay Compliant

• Here all guides are under the accordions on the page.

Electronic Business
 Services | Ohio
 Environmental
 Protection Agency

Ohio EPA / Divisions & Offices / Surface Water / Permitting / Electronic Business Services **Electronic Business Services** Surface Water Ohio EPA Division of Surface Water Electronic Business Services features advanced solutions for submitting Launch 🖪 monitoring data, permit applications, annual reports, and transferring fast and secure fee payments. Enter the eBusiness Center through OHID Welcome Electronic environmental data submittals streamline previous paper submissions while improving business workflows for Agency staff and external customers. Click the blue launch button to log into your OHID account. Announcements f X Ø Share this First time creating an account? Start here: About DSW · 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 For more information Programs eDMR/STREAMS section below. BUSINESS HOURS: Mon-Fri: 8 a.m. - 5 p.m Financial Assistance Expand All Sections eDMR/STREAMS Administrator Guides & Manuals eDMR \sim Jacob Zink Permitting DSW.ebizhelp@epa.ohio.gov STREAMS \sim Phone: 614-644-2135 Reports & Data Preliminary Compliance Reports (PCR) \checkmark eBusiness Center (PINS & Passwords): 877-372-2499 Training ePay \checkmark How to Videos for the eBusiness Center Trainings \checkmark

Monitor Pollution

Get Funding

Find Regulations (?) Help

Q Search



Where to Find Guides- Step 2 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 <u>Ohio EPA eBusiness Center</u>, 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.

Electronic Signature (PIN)	~
eDMR Guides	~
Responsible Official vs. Delegated Submitter	~

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STREAMS Guides

STREAMS

STREAMS is a secure service available through the <u>Ohio EPA eBusiness Center</u> and is utilized for submittal of permit applications, submitting instant fee payments, conducting permit approvals, and for various compliance and reporting tasks. It will replace the paper-based permit application process with electronic applications and payments, provides permit approval process status to applicants electronically, and allows permit holders to submit monitoring reports electronically - no paper copies are required to be mailed if forms are submitted electronically via STREAMS.

STREAMS Quick Guides

Use these guides if you are new to the STREAMS service:

- What is my PIN and why do I need one?
- How to Create a New Permit
- How to Renew, Modify, and Create Reports

Use this guide for how to transfer a permit to a NEW owner:

How to Transfer a Permit in STREAMS

Permit Applications Available within STREAMS

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Accessing the Ohio EPA eBusiness Center



Start Here

- Log into OHID (https://ohid.ohio.gov)
- This is <u>NOT Ohio EPA's website</u> (run by the State, not EPA)
- Need a <u>separate account</u>

(this is NOT your eBIZ account)

If you go through different routes to get to eBiz-

you'll be <u>directed back to the OHID site</u>



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Accessing t	he Ohio	ο ΕΡΑ eΒι	isiness Cei	nter	An official State of Ohio site. <u>Here's how you know</u>	,			Language Translation
	OHID	Dashboar	d		⊖OHID	My Apps	App Store Account Set	tings Security Profile	🕲 Log Out 🕜 Help
€ohid	App Store	Account Settings	Security Profile	🙁 Log Out 🕜 Ho	slb				
Welcome to the App Store			Jacob Zink OHID: 10202932	Jacob Zink@epa.ohio.gc	v y Apps lick the star to pin your favorite apps to the	top of the page.		Jacob Zink OHID: 10	202932 Jacob Zink@epa.ohio.gov
Search state agency online tools or apps to request access.					• •	•	•	÷	+
Search by Keyword		Filter by State Agencies			warmth	Learning	Thio myOhio	Dhip	
App or Agency Name	م	All Agencies ×				on Demand		Environmental Protection Agency	
		All Agencies		^	Energy Assistance Programs Portal	Learning on Demand - Percipio	myOhio	Ohio EPA eBusiness Center	Web Content Authoring
		Department of Administrative	Services		Access to the Energy Assistance Portal If you're having trouble	Learning on Demand	State of Ohio employee intranet with benefit, pay and	Electronically complete and file reports, make payments and	Content authoring access for public-facing websites on the
		Department of Commerce			managing your home energy costs,		ePerformance information.	submit permit and grant	InnovateOhio Platform.
		Department of Development	Disabilities	Ţ	Details Open App	Details Open App	Details Open App	Details Open App	Details Open App

- 1. Once logged into OHID Go to Navy Blue Bar- Select App Store
- 2. Filter by State Agency
- 3. Find the Environmental Protection Agency Find the *Ohio EPA eBusiness Center App* & Request Access
- 4. Select Request Access to Group, agree to terms, then select Launch to Open the App to access the eBusiness Center
- 5. Need to update OHID/eBIZ personal account information? Done here under Account Settings (Changes will also show in your eBIZ account)



WHAT IS STREAMS?

Surface Water Tracking, Reporting, Electronic Application Management System

- Submittal of <u>applications & reports</u>
- Apply for Permits (New & Renewals)
- Transfer, modify or terminate a permit
- Create & submit <u>reports</u> (other than DMRs)

STREAMS-My Facilities	
Ohio EPA - Division of Surface Water	REAMS 🖸 🕪 sw-L
# Home O Add Facility/Permit O Create New Permit Application	
My Facilities	Back to <u>eBiz</u> Home
Jacob Zink (1G8P0009)	TREFFIC
Jacob Zink (0GC04309)	Remc
Jacob Zink (4GQ00061)	Temc
12/04 704 /ADD00032 AGR00020 AGR00026 AGD00060 AGD00070 AGD001366 AGD001367 AGS00044 AG700032 AGV00012 AIR00005 AMH0	0050 🕿 0

WHAT IS eDMR?

electronic Discharge Monitoring Reports

<u>electronic</u> submittal of <u>Sampling & monitoring</u> and <u>analytical data</u>



WHO USES THE eBUSINESS CENTER



Operators



CEO's & Corporate Executives





Business Owners



Construction Engineers



Politicians



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Mobile Home

Park Owners

eBIZ Home Page Features (EDMR & STREAMS)

- **User ID** (For eBIZ top right)
- My Account
 - Request New PIN (Also View & Activate)
 - PIN Mgt. Update Security Questions (CaSe SeNsItIvE)
- Facilities Column (View/Edit) -1st Add permit(s) for eDMR service -2nd Choose your Role & Request Access to the Service -3rd Add permit(s) for STREAMS

Chio Environmental Protection Agency	eBusiness Center			
eBusiness Home My Account 👻 Service Admin 👻				<u>⁄</u> 1020
🔆 Welcome to the Ohio EPA eBusine	ess Center	∂ OH	ID 🤇	Need Help? Click this box for assistance.
Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive		
Certified Operator Minimum Staffing Reporting		Active		
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/Cⅅ Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
DSW Home Sewage Treatment System		Inactive		
e-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
E2 Administration	Deactivate	Active	view/edit	view/edit
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Deactivate	Active		



State of Ohio | Ohio EPA | Logou





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eBus

National Pollutant Discharge Elimination System

WHAT IS NPDES ?

Clean Water Act prohibits anyone from discharging "pollutants" ... into a "water of the United States" unless they have an NPDES permit.





Ohio < 3,000 + NPDES permits to prevent harm to:

- water quality
- people's health
- The environment



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NPDES Permit Structure

First Step:

Add the permit(s) you want to report for, or renew, to your account.

Permit Naming Structure # 2<mark>1S</mark>00005*AD

- 2 = NWDO (District)
- I = Industrial (Category)
- S = Metal Fabrication (Type)
- *AD = 1st Permit Issued (B is second...)

<u>Finding your permit online</u> <u>Visit Ohio EPA Website</u>



USEPA Permit #'s start with OH (ex. OH1234567)



Division of Surface Water December 1, 2015 NPDES Permit Station Number Prefix Designation

|--|

				(NOTE, PDD***** :
District	Number	Туре	Letter	pretreatment permit. It does
outheast	0	Industrial	1	not discharge to waters of
outhwest	1	Public	P	the State. The following apply
orthwest	2	General	G	to general permits: CD Big
ortheast	3	construction storm	water, CO Olentan	ngy Watershed construction
entral	4	storm water, RM n	narina storm water	permit. OHG870001 is for
		pesticide application	on.)	

Letter	General	Industrial	Public
Α	-	Pulp and Paper Mills	Municipality – Under 0.1 MGD
В	Petroleum Bulk Storage	Power Plant	Municipality – 0.1 to 0.5 MGD
С	Construction	Metal Finishing	Municipality – 0.5 to 1.0 MGD
D	-	Steel Mill	Municipality – 1.0 to 10 MGD
E		Inorganic Chemical Plant	Municipality – 10 to 50 MGD
F	-	Organic Chemical Plant	Municipality – Greater than 50 MGD
G	Industrial Storm Water	Refinery/Oil Producer	County/Sewer District - Under 0.1 MGD
н	Hydrostatic Test Water	Food Processor	County/Sewer District - 0.1 to 0.5 MGD
1		Storm Water	Storm Water
J		Sand and Gravel Producer	County/Sewer District - 0.5 to 1.0 MGD
к	Household Sewage Treatment Systems	Tannery; Rendering Plant	County/Sewer District - 1.0 to 10 MGD
L	Household Sewage Treatment Systems	Coal Washer	County/Sewer District - 10 to 50 MGD
M	Coal Surface Mines		County/Sewer District -50 MGD or more
N	Non-Contact Cooling Water	Misc Groundwater Remediat	tion Federal Facility
0	Geothermal		
P	-	Acid Mine Drainage	State Facility
Q	(Q or Q1) MS4	Plastic Fabrication	Regional Authority
R	Industrial Storm Water	Rubber Fabrication	Semi-Public – Less than 0.05 MGD
S	Small Sanitary Discharges	Metal Fabrication	Semi-Public – Greater than 0.05 MGD
т	Temporary Discharges	Railroad Facilities	Schools and Hospitals
U	Petroleum Related Corrective Actions		PUCO
v	Small Sanitary Discharges that Cannot Meet BADCT		Mobile Home Park
W	Water Treatment Plants		Subdivisions & Apartment Complexes
X			Miscellaneous
Y			Mobile Home Park
Z			Extension of R's
	Next Available Number in Chrono	logical Order. Permit	Version Number in Alphabetical Order.

💋 Individual Wastewater Discharge 🗙 🕂

C
 epa.ohio.gov/divisions-and-offices/surface-water/permitting/individual-wastewater-discharge-permit-information
 Chio EPA Applicat...
 SW - Migrated H...
 Imported
 OHID -->-Time & Date
 State Oversight Res...
 Test
 Circcit



Surface Wate

Programs

Training

Stay Compliant Make a Difference Monitor Pollution Get Funding

Ohio EPA / Divisions & Offices / Surface Water / Permitting / Individual Wastewater Discharge Permit Informatio

Individual Wastewater Discharge Permit Information undia terminologia undia terminologi

Individual Wastewater Discharge Permit Information | Ohio Environmental Protection Agency



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Using STREAMS





eBusiness Home 🛛 My Account 👻 Service Admin 👻



Welcome to the Ohio EPA eBusiness Center

Available Services (What is this?)

Service
Air Services
Asbestos Services
Certified Operator Minimum Staffing Reporting
Division of Surface Water Credible Data
Division of Surface Water NPDES Permit Applications (STREAMS)
DMWM License and Registration Service
DMWM Solid Waste/Cⅅ Disposal Fees (Submit Report)
DSW 401 Certification and Isolated Wetlands Permit
DSW Home Sewage Treatment System
e-Discharge Monitoring Reports (eDMR)
e-Drinking Water Reports
E2 Administration
Generic File Upload
Hazardous Waste Report (eDRUMS)
OEEF Grant Service (No PIN Required)
Pay Ohio EPA Fees Online
Water/Wastewater Exam Providers
Water/Wastewater Operators
Water/Wastewater Training Providers

STREAMS eBusine

1. 1st Select STREAMS service

This is your personal portal. Can add and remove permits in STREAMS to work on them.



STREAMS-My Facilities

Ohio EPA - Division of Surface Water	REAMS 🛃 🕞 sw-u
Add Facility/Permit O Create New Permit Application	
My Facilities	Back to eBiz Home
Jacob Zink (1G8P0009)	Remit
Jacob Zink (0GC04309)	👕 Remc
Jacob Zink (4GQ00061)	👕 Remc
Jacob Zink (4DP00032, 4GB00020, 4GH00045, 4GR00969, 4GR00970, 4GRN01366, 4GRN01367, 4GS00044, 4GT00032, 4GV00012, 4IB00005, 4MH0 4MP00032)	10050, 👕 Remc
Jacob Zink (0GZ00028)	👕 Remc

2. Need to Add the Permit(s) or you can create one

3. Click on the facility/permit



STREAMS-Permits

Ohio EPA - I	Division of Surface	Water				ST	REAMS 🖸 🕩 sw-user
Ƴ Home O Add Fa	cility/Permit OCreate New Perm	nit Application					
Jacob Zink (61	8497) Facility Profile						
✓ Permit 4IO0	0002						
ID	Number	Туре	Rating	Effective Date	Expiration Date	Status	Actions
270391971	41000002*AD	Industrial	Minor	07/01/2023	06/30/2028	Active	Actions -
> Reports d							
> Permit 4GW	00018						
> Permit 4GS0	0045						
> Permit 4GS0	0044						
> Permit 4GR0	0965						

- 4. Click on Permit # (expands file)
- 5. Choose the permit that is Active, select Actions button to create a report or
- application.
- 6. Scroll down to see existing Applications/Reports
 - (# shows how many you have)



Add Facility/Permit O Create New Permit Application

Jacob Zink (623018) Facility Profile

1.

✓ Permit 10	t 1G8P0009									
ID	Number	Туре	Rat	ting	Effective Date	Ex	piration Date		Status	Actions
271913501	1G8P0009*AG	Pesticide Application Discharges			NA		NA		Draft	N/A
✓ Applicati	on 1									
ID	Permit Number	Туре	Coverage	Appl	ication Type	Updated	Status	i Vi	sibility	Actions
271913499	1G8P0009*AG	Pesticide Application Discharges	Regular	New		09/18/202	B Edit	Pri	vate	Actions 👻

1. Image showing a new permit in process.

2. An active permit with no reports /applications started yet.

2.	Jacob Lucas Zink (618752) Facility Profile										
	✓ Permit 3G8	3P0028									
	ID	Number	Туре	Rating	Effective Date	Expiration Date	Status	Actions			
	270400764	3G8P0028*AG	Pesticide Application Discharges	NA	06/28/2023	10/17/2027	Active	Actions •			
l											

Applications in STREAMS



Applications-Created/Edit

- Once you create an application you will see the below layout. •
- Draft=Place holder •
 - Let's you know someone has started something if it was not you.

Ohio EPA - Division of Surface Water	STREAMS 🖸 🕞 sw-u
☆ Home O Add Facility/Permit O Create New Permit Application	
Jacob Zink (618497) Facility Profile	
✓ Permit 270391971	

ID	Number	Туре	Rating	Effective Date	Expiration Date	Status	Actions
270391971	270391971	Individual	NA	NA	NA	Draft	N/A

✓ Application 1

ID	Permit Number	Туре	Coverage	Application Type	Updated	Status	Visibility	Actions
270391970	270391971	Individual	Regular	New	06/06/2023	Edit	Private	Actions -



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Applications-Edit

ID	Permit Number	Туре	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	Nex 🛍 Dele	te lify Visibility
							🖸 Dele	gate

ACTIONS Button:

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

<u>TIPS</u>

- Save Frequently & do not use the back arrow button on browser.
- 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 (<u>All the way off the internet</u>)



Ohio EPA - Division of Surface Water

🕆 Home	O Add Facility/Permit	Create New Permit Application	
My Faci	ilities		
Jacob Zink	(3GC14598)		
Jacob Zink	(3GQ00219)		
Jacob Zink	(3GZ00016)		
Jake (<mark>No as</mark>	sociated permits) Reconcil	iation Pending	
Ohio E	PA - Division	of Surface Water	

A Home O Add Facility/Permit O Create New Permit Application

Create New Permit Application

Step 1 Step 2 Step 3 Select Permit Application Type Select Facility Create Application Jacob Zink (621851) Renew|Modify|Transfer Permit Application Industrial Stormwater ~ 50 West Town St. Columbus, OH 43215 Create New Permit Application Franklin County Select an existing facility: Jacob Zink ¥ I don't see the facility I need...

Applications-Pending?

No associated permits?- Need to still create the permit for the facility.

STREAMS

ome O Add Facility/Permit O Create New Permit Applica	tion		
elect Permit Application Type	Step 2 Select Facil	ity	Step 3 Create Application
Industrial Stormwater	✓ Select an e Jacob Zin	xisting facility: nk	Renew[Modify]Transfer Permit Application
	No places were found	with the since search states. Place selies your search states a	
Facility Search		Create New Facility	To try again.
Facility Search nter your facility search criteria Permit Number		Create New Facility	of try again.
Facility Search inter your facility search criteria Permit Number Jake's Marina Addr	ess	Create New Facility	of try again.

- If facility is not listed in dropdown list, select "I don't see the facility I need..."
- Type in address, if one exists already the system will find it.
- This example found no result so now I can select "Create New Facility" button.



Ohio EPA - Division of Surface Water			STREAMS 🔀 🕞 sw-us
육 Home O Add Facility/Permit O Create New Permit Application			
Industrial Stormwater	Select an existing facility: Jacob Zink I don't see the	► facility I need	Renew Modify Transfer Permit Application Create New Permit Application
Add New Facility			
Facility Name:			
Address Line 1:			
Address Line 2:			
City:	State: Ohio ~	Zip: The zip code must be five characters.	County: Select county
Phone Number (Area code may not begin with 0 or 1):			Request New Facility

- When you select create a new facility, the New Facility Form will appear.
- Once you type everything in, you can select "Request New Facility"
- Then you can select "Create New Permit Application"



Reconciliation Pending?

Jake's Marina (No associated permits) Reconciliation Pending

io EPA - C	Division of Surfac	e Water					STI	REAMS 🚺 🕩 s
ome O Add Fac	cility/Permit OCreate New	Permit Application						
e's Marina ((623053) Facility Pr	ofile (Reconciliation Per	nding)					
Permit 4GR0)0974							
)	Number	Туре	Rating	Effective Date	Expiration	Date	Status	Actio
pending>	4GR00974*AG	Industrial Stormwater	NA	NA	NA		Pending	N/A
✓ Application (0						\land	
ID	Permit Number	Туре	Coverage	Application Type	Updated	Sta	Visibility	Actions
						5 15		_

- Reconciliation pending- EPA will process on our end- Takes no more than 24hrs.
- Once complete you can submit or continue filling out the application.



Applications-Industrial Stormwater Ex.

- Below is the online application that will load up for you to fill out.
- Mostly it will be contact and address information in the beginning.

General Notice of Intent /	Application Form		
General Application Information (Edit)			
Application Type	General Permit Number:	Type of Activity:	
Initial Coverage	OHR000007	Industrial Stormwater 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			
Address			
ndustrial Stormwater Application ID: 2719	14527		Validate Save Submit Close

Applications-Industrial Stormwater Ex.

- SIC Code entry-helpful websites are located here: <u>Standard Industrial Classification (SIC) System Search</u> <u>Occupational Safety and Health Administration (osha.gov)</u>
 - Your SIC code will be **4493** most likely.
- Add New Outfall

General Permit Information			
Primary SIC Code		Second SIC Code (optional)	x
Third SIC Code (optional)		Fourth SIC Code (optional)	x
Outfall Collection			
Please identify all permitted	outfalls covered by this general permit.		
^ Number	× Effluent Limit Table	Outfall Receiving Stream or MS4	Actions
Filter all columns			First Previous 1 Next Last Show All R Add NOI Outfall

Applications-Delegating

- Can't find the person you want to delegate the application to? They may have set up their <u>OHID account</u>
 <u>but DID NOT</u> set up their <u>eBusiness center account</u>
- Once Delegated both parties should be able to see the application.



Knowing Your Role for eDMR Service

eDMR – <u>Legal/liable Permit Holder</u> = <u>Responsible Official (RO</u>) - (Request service for yourself)

If you are Not the Legal Permit Holder, then you are a <u>Delegated Submitter</u>

- RO must authorize another person to report eDMR's on their behalf in either 2 ways:
 - 1.RO can delegate those privileges to others online, if they have an account (quicker/no form)
 - 2.User wanting eDMR access, requests service on their own account (Form)
- Delegate Submitter needs to get authorization from the RO to submit eDMR's by using a <u>Delegation of Authority Form</u>

Main Reasons Service Requests Are Denied – wrong role was chosen and/or not signed by the legal permit holder Protection

<u>The Legal Permit Holder = Responsible Official (RO)</u>

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 the type of facility and the persons title & responsibilities. In summary this is the Owner, President, VP, CEO, or Elected Official, Mayor, etc... <u>40 CFR Part 122.22</u>)
- <u>STREAMS</u> & <u>eDMR</u> If you are NOT the Legal Permit Holder</u> You are NOT the Responsible Official

<u>RO - needs their OWN Accounts & PIN & there can be more than one for a facility</u>



The Legal Permit Holder = Responsible Official (RO)

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 <u>RO</u> is also responsible for:

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



Accessing eDMR's



eDischarge Monitoring Report (eDMR) Service

Late/Non-Submittal of DMRs -

- DMRs are <u>created</u> on the 1st of every month
- Due on the <u>20th</u> Have 20 days to enter your data (NO reason for late reporting)
- <u>RO can authorize more than one individual to report eDMR's on their behalf. This can be done online-</u> Instant access!
 (Make sure you have a backup person to submit!)

<u> TIPS – Stay in compliance</u>

- Plan Sampling early get results back on time
- Set reminders on calendar & phone to enter your data
- Download the <u>excel version/or pdf</u> 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

1. Log into Main Page → Facilities Column → Click

"View/Edit" to

Add Facility & <u>Request Service</u>

(Can Remove Facilities as well)

State of Ohio | Ohio EPA | Logout

Environmental

isiness Home 🛛 My Account 👻 Service Admin 👻

Protection Agency



State of Ohio | Ohio EPA | Logout

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2. Click Add Facility

K Welcome to the Ohio EPA eBusiness Center		OH 🖯	ID 🕜	Need Help? Click this box for assistance
Available Services (What is this?)				
ervice	Action	Status	Facilities	Delegations
ir Services	Request	Inactive	view/edit	
Isbestos Services		Inactive		
Certified Operator Minimum Staffing Reporting		Active		
Division of Surface Water Credible Data	Deactivate	Active	view/edit	view/edit
Division of Surface Water NPDES Permit Applications (STREAMS)		Active		
MWM License and Registration Service		Inactive	view/edit	
MWM Solid Waste/Cⅅ Disposal Fees (Submit Report)	Request	Inactive	view/edit	
ISW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
ISW Home Sewage Treatment System		Inactive		
-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
2 Administration	Deactivate	Active	view/edit	view/edit
Seneric File Upload	Request	Inactive		
lazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
DEEF Grant Service (No PIN Required)	Request	Inactive		
ay Ohio EPA Fees Online	Request	Inactive	view/edit	
Vater/Wastewater Exam Providers	Request	Inactive		
Vater/Wastewater Operators	Request	Inactive		
Vater/Wastewater Training Providers	Deactivate	Active		

eBusiness Center



Accessing Your DMRs

3. Enter Regulatory Program ID (Permit #)

(Leave the version part *XX off)

4. Click *Search*



My Account 👻 Service Admin 👻 eBusiness Home

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 "contains" logic. 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 less specific criteria if an initial search is not successful.

Regulatory Program D: 11D00001	
Agency Core ID:	
Name:)
Address Line 1:	Please Note: For best results, enter only 1 or 2 criteria.
Address Line 2:	Click HERE for additional help.
City:	
County: <none> V</none>	
Zip:	
	Search Reset Cancel



eBusiness Center

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Accessing Your DMRs

Environmental Protection Agency	eBusiness Center					
eBusiness Home My Account 👻 Service Admin 👻			2 10			
Service Activation - Facility Search R	esults					
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 re for.	cord for the same facility is found, select the one with the appropriate Agency Core ID and/or Re	ulatory Program ID for the service you are app	lying			
Agency Core ID V Name V 274855 e-DMR Test Facility 2	Address Zip Regulatory Program ID 123 Test St 123 Test Ville OH 44444 - 9DP00001 (SNIDP)	Chio Environm Protectio Agency	ental n	eBusiness (Center	
		eBusiness Home My Accoun	t 🔻 Service Admin 🛨			
		Select and Manage Facilities Assoc	iated with Your Service			
5. Click on Age	ncy Core ID	Please select a facility from the Facility below. Repeat for each	e list below. If you do not see the facility h additional facility you wish to add. Onc	you want in the list, you may need to add a fa e you have added one or more facilities, click	acility to your service profile by 'Next' to submit your request.	y clicking "Add
<i>S</i>		Note: If you have been delegated	access to a facility, but do not see an activ	ve link to the facility below, this is an indicatio	n that access to the facility fo	or this service
6. Click Next		Service: e-Discharge M	onitoring Reports (eDMR)		A	dd Facility
		Facility Association Info	ormation (Total privileges: 4)			
		Facility Name ▼ e-DMR Test Facility 1	Re	gulatory Program ID Agency Core ID ▼ 9GC03107 538606	Request Status NEW	Action X
						Next Cincel



Accessing Your DMRs

Choose Role

Responsible Official (RO) – Legal Permit Holder

Delegated Submitter

<u>(Delegation of Authority Form –</u> <u>Needs RO signature</u>

<u>Read & Agree</u> Certification Statement

<u>Sign = (PIN)</u>



eBusiness Center

eBusiness Home My Account 🔻 Se	rvice Admin 🔻	^	<u> </u>
e-DMR Service Request			
Facility Associations			
556281	Facility AMG Vanadium LLC Rte 93, exit 157, left on Innovation Way Zanesville, OH 43701		Delegated Submitter (Help)

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.



Submit e-DMR Service Request Cancel



Accessing eDMR



- 1. Click on eDischarge Monitoring Reports (eDMR) to get to the Monthly DMRs
- 2. Click on "View Reports"
- 3. Check this page for "Announcements" where we will inform you of changes, issues, updates to the system, etc.



Environmental Protection Agency 39

Completing eDMR's



Tips on eDMR Search Panel

<u>Search Panel</u> - Use to your Advantage

- All boxes checked ALL DMRs/ALL Permits show (Takes time to load)
- **New** Blank DMRs (Due) –
- Open DMRs that have been started/viewed / Not Submitted yet

Ohio	Environme Protection Agency	ntal	eBusiness Center							
eBusiness Ho	me My Account	•								
🏠 Home	e 🕜 Help									
Discharge Mon	itoring 🛞									
View Report	ts	Search Panel								
		Facility: Permit Number: Status: Monitoring Period	Shrocks Marina Inc New Open S Start Date 9/20/2022	Submitted End Date	3 🛱 Go					
		Action	Eacility Name	Dermit Number	Statue	Monitoring Period Date	Due Date	Lact Lindate	Submission ID	Last Liser
		Action	Shrocks Marina Inc	2GR02091*BG	Open	Sentember 2023	10/20/2023	09/20/2023	-	SW-USPr
		Action	Shrocks Manna Inc	2002031.00		September 2025	10/20/2023	03/20/2023	•	50-0501
		Action	Shrocks Marina Inc	2GR02091*AG	New	August 2023	09/20/2023	-	-	-
		Action	Shrocks Marina Inc	2GR02091*AG	New	July 2023	08/20/2023	-	-	-
		Action	Shrocks Marina Inc	2GR02091*AG	New	June 2023	07/20/2023	-	-	-



Using the Action Button on eDMR's

DMRs are generated the 1st of each month Created based on what the permit requires

Check the <u>Status</u> Column <u>Action Button</u>: Complete DMRs



Sedit Report





🗷 Download Excel









Tips for Completing DMRs

State of Ohio | Ohio EPA | Logout

Business Home My A 🚮 Home

Discharge Monitoring View Reports

Environmo Protectior Agency	eBusiness Center	
e My Account	•	
🕜 Help		
oring 🛞	Use this screen to enter or review Form 4500 data.	
	1 Fill Form 2 Attachment 3 Review 4 Submit	
	General Information	

eneral Information							
MONITORING POINT:	001 🗸						
MONITORING PERIOD:	09/01/2023 - 09/30/2023				NO DISCHAR	RGE	
FACILITY NAME:	Shrocks Marina Inc				PERMIT NUMBER	R: 2GR02091*	*BG
COUNTY:	Ottawa				DISTRICT:	NWDO	
					LOCATION:	530 Hidden	n Beach Road
						Marblehead	id, OH 43440
REPORTING LAB:					ANALYST:		
ample Data				Add Parameter (A)	View & Codes 🔹 Conv a	and Daeta	
ample Data				🕻 Add Parameter 🗋	View A Codes 😼 Copy a	and Paste	Deve 4 North
ample Data				🕯 Add Parameter 🗋 🖞	View A Codes 🈏 Copy a	and Paste	Prev <u>1</u> Next
ample Data		Param Name:	Hardness, Total (CaCO3)	Add Parameter 🗋 V	View A Codes 😼 Copy a Zinc, Total (Zn)	and Paste Aluminium, Total (Al)	Prev <u>1</u> Next
ample Data		Param Name: Param Code:	Hardness, Total (CaCO3) 00900	Add Parameter D. V Lead, Total (Pb) 01051	View A Codes 😼 Copy a Zinc, Total (Zn) 01092	and Paste Aluminium, Total (Al) 01105	Prev <u>1</u> Next
ample Data		Param Name: Param Code: Units:	Hardness, Total (CaCO3) 00900 mg/l	Add Parameter D. V Lead, Total (Pb) 01051 ug/l	View A Codes 😼 Copy a Zinc, Total (Zn) 01092 ug/l	Aluminium, Total (Al) 01105 ug/l	Prev <u>1</u> Next
ample Data		Param Name: Param Code: Units: Frequency:	Hardness, Total (CaCO3) 00900 mg/l When Disch.	Add Parameter () Lead, Total (Pb) 01051 ug/l When Disch.	View A Codes 🤣 Copy a Zinc, Total (Zn) 01092 ug/l When Disch.	Aluminium, Total (Al) 01105 ug/l When Disch.	Prev <u>1</u> Next
ample Data		Param Name: Param Code: Units: Frequency: Sample Type:	Hardness, Total (CaCO3) 00900 mg/l When Disch. Grab	Add Parameter () Lead, Total (Pb) 01051 ug/l When Disch. Grab	View A Codes 🥩 Copy a Zinc, Total (Zn) 01092 ug/l When Disch. Grab	and Paste Aluminium, Total (Al) 01105 ug/l When Disch. Grab	Prev <u>1</u> Next
ample Data		Param Name: Param Code: Units: Frequency: Sample Type: 09/01/2023	Hardness, Total (CaCO3) 00900 mg/l When Disch. Grab	Add Parameter () Lead, Total (Pb) 01051 ug/l When Disch. Grab	View A Codes 🤣 Copy a Zinc, Total (Zn) 01092 ug/l When Disch. Grab	Aluminium, Total (Al) 01105 ug/l When Disch. Grab	Prev <u>1</u> Next
ample Data		Param Name: Param Code: Units: Frequency: Sample Type: 09/01/2023 09/02/2023	Hardness, Total (CaCO3) 00900 mg/l When Disch. Grab	Add Parameter () Lead, Total (Pb) 01051 ug/l When Disch. Grab	View A Codes 🥩 Copy a Zinc, Total (Zn) 01092 ug/l When Disch. Grab	Aluminium, Total (Al) 01105 ug/l When Disch. Grab	Prev <u>1</u> Next

- No Discharge / No Sludge Disposed of Check No • **Discharge Box**
- **Do NOT Leave a box Blank if Data is Expected** •
- **Unsure- check your Permit** ۲



Environmental Protection 43

A Codes

Print for Reference Choose Correct code for situation (Difference between compliance/Non-Compliance)

Common Issue

If analysis shows "Non-Detect" for your sample result = use AA Code with Detection Limit (AA space 0.5)

Say You Didn't Collect a Sample:

Reason Other than one Covered by a different A code (say Tech forgot) - AH

Sample Site Not accessible (Flooded /Frozen over) - AC

Just a few Examples...

Some require a specific comment, Some do not

VIEW	A CODES:
Value	Description
AA	Below Detectable Limit: Use this code when the quantitative analysis for a substance is done according to an approved analytical method and either does not detect the substance or detects it at a level below the Method Detection Limit (MDL). Enter the MDL value after the AA code separated by a single space (ex. AA 5.0). No comment is required.
АВ	Analytical Data Lost: Use this code when the analytical data for a sample has been lost. This applies only to recorded data (e.g. paper records, data disks, etc.). This code is not to be used when a sample is lost. In such a case, the sample would be considered not to have been taken. The circumstances causing the use of this code should be explained in a Specific Comment on the first date of occurrence for each parameter.
AC	Plant Not Discharging: Use this code when no wastewater was discharged on that date thereby precluding the collection of samples. Enter this code for all parameters which were required on that date. No comment is required.
AD	Automatic Analyzer Out of Service: Use this code when an automatic analyzer, which is normally used to analyze samples at the treatment works, is inoperative. The circumstances causing the use of this code should be explained in a Specific Comment on the first date of occurrence for each parameter.
	Analytical Data Not Valid: Use this code if the analytical data for a given sample is
AE	for some reason not valid. The reason that the data is not valid should be explained in a Specific Comment on the first date of occurrence for each parameter.
	Consulta Site Income site Days to File site on Francisco Una this and it's second
AF	could not be collected because the designated sampling site was flooded or frozen-over. This code should be used for all parameters required to be sampled at the site on the day that it was inaccessible.
АН	Sample Not Taken, Explanation Included: Use this code when a required sample is not taken for a reason other than one covered by another "A" code. An explanation as to why the sample was not taken must be entered as a Specific Comment for that parameter and date.
ĄJ	Above Range of Automatic Analyzer: Use this code when the concentration of a substance is above the level that an automatic analyzer is capable of measuring. This code should only be used for parameters that are normally analyzed by an automatic analyzer. The upper limit of the automatic analyzer should be reported in a Specific Comment on the first date of occurrence for each parameter.
АК	Biological Sample Too Numerous to Count: Use this code when the number of bacterial colonies for each dilution tested exceeds the acceptable number of colonies given by the analytical method used. (Appropriate dilutions should be used to obtain an acceptable count of bacterial colonies.)
AL	No Discharge During Monitoring Period: This code is valid only for reports submitted on paper or via Swimware. DO NOT USE THIS CODE in e-DMR. If no discharge occurred for the full monitoring period, select the No Discharge check box at the top of the e-DMR form.
AN	Sample Not Taken, Plant Not Normally Staffed (Saturdays, Sundays, and Holidays): Use this code to indicate when samples are not collected on days that the treatment plant is not normally staffed. The use of this code is limited to Saturdays, Sundays, and officially recognized municipal holidays if the treatment plant is not normally staffed on those days. This code is only acceptable for

Comments with A Codes

Comments Required by an "A" Code

- choose the correct column/parameter, AND correct date
- Enter reason & <u>keep explanation short</u>
- 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 <u>keep explanation short</u>
- Do not hit the return /enter key
- Do not use special characters (&, #, etc.)
- MAKE SURE YOU CLICK ADD/SAVE Comment!!!!
- Use Excel template to avoid worrying about the general comments.

Param Name:	Flow Rate	Color, Severity	Odor, Severity	Turbidity, Severity	Dissolved Oxyge	n
Param Code:	00056	00083	01330	01350	00300	
Units:	GPD	Units	Unita	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						*
08/13/2021						
08/14/2021						
08/15/2021						
08/16/2021						
08/17/2021						
08/18/2021						
08/19/2021						
08/20/2021						
08/21/2021						
08/22/2021						
08/23/2021						-





Validating Reports Ohio EPA - Form (500 - Data Entry Spreadsheet

		Facility:	e-DMR Test F	acility 2						
		Permit: Manitaring David	0GH00389*AG))2						
 The we 	eks are days 1-7 8-14 15-21 22-28	Station Code:	001							
	end are days 17, 0 11, 10 21, 22 20.	station code.	00056		00300		00400	00530		00550
State of Ohio I Ohio FPA I Logout		4	Flow Rate		Dissolved Oxy	gen	pH	Total Suspende	ed Solids	Oil and Grease
			GPD		mg/l		S.U.	mg/l		mg/I
hio	o Rusinoss Contor		When Disch.		When Disch.		When Disch.	When Disch.		When Disch.
Obio Environmental	edusiness center		24hr Total Est	imate	Multiple Grab		Multiple Grab	Composite		Grab
Protection Agency		Date	Measuremen	t Comment	Measurement	Comment	Measurement Comment	Measurement	Comment	Measurement
eBusiness Home My Account	Service Admin	04/01/2023								
		04/03/2023	3	First we	ook					
🏠 Home 🛛 🕜 Help		04/04/2023								
Discharge Monitoring	Discharge Monitoring > Create New Report > Online Entry > Report Review	04/05/2023		is 1-7	/					
		04/06/2023								
View Reports	Review the DMR report prior to submission. Check for errors or omissions.	04/08/2023	1							
		04/09/2023								
Credible Data 📀	1) Fill Form 2 Attachment 3 Review 2 Submit	04/10/2023	3							
Create or Update Sites		04/12/2023	3							
Edit Open Reports or Submit a	Report Summary	04/13/2023	3							
 Project View Reports for Submitted 		04/14/2023	8							
Projects	Monthly Discharge Report: 🏾 🎸 View Report	04/16/2023	3							
		04/17/2023	3							
Laboratory 🔗	Facility Name: e-DMR Test Facility 2	04/18/2023	3							
Create New Reports	Permit Number: 9DP00001*AP	04/19/2023	3							
(Intersection) Upload XML Reports	Report Frequency: 6-Month	04/21/2023	3							
Retrieve Saved Reports		04/22/2023	3							
View Submission	Report Period: 07/01/2021 - 12/31/2021	04/23/2023	3							
Reference Data	Det Wildele Comment	04/25/2023	3							
		04/26/2023	3							
Water System 🔗	Data Validation: Warning: Omissions and/or nossible data errors were found. CLICK HERE for a contable list.	04/27/2023	3							
🛱 Manulah Cabariasian		04/29/2023	3							
View Lab Submission	Attachment Summary	04/30/2023	3							
Create New Reports		Min								
Detrive Second Departs	None	ivin.								
		← → 00	1 010	(+)						
View Submission	•									



Help

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Validating Reports

- Review page- will show any errors or warnings for the report before submission.
- If all looks good, select continue.





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Validating Reports

Cells highlighted Green – Warning - data outside limits

Green does not mean GO!

Example -Range is 0.05 - 0.08 ug – Result of 0.102 <u>exceeds that</u> 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 Recoverab	Copper, Total Recoverable	Total Toxic Organice
Param Code:	00665	00951	01094	01119	82090
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

ADD SPECIFIC COMMENTS AND EXPLANATION:



Environmental Protection Agency 48

Verify DMR was Transferred to SWIMS

Confirmation of submission receipt

Submission Successful! Please go to 'View Reports' page to check the submission
s <mark>tatus later</mark> .
Submission ID: 1190135 Cortifior'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)

Submitted (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 email us at <u>dsw.ebizhelp@epa.ohio.gov</u>



Need Help?



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Need Assistance? Start here!

eBiz Help Wizard

- Login assistance
- Contacts for services
- Help with PIN

OHID 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







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