

eBusiness Center Reporting

Using the Internet to report to Ohio EPA

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Division of Drinking and Ground Waters



eBusiness Center

- **Online system to electronically report drinking water (eDWR) and discharge (eDMR) data**
- **Accessible from any internet connection through the agency's eBusiness Center**
- **Secure electronic signatures (PIN)**
- **Supports multiple accounts for each Facility**



eDWR Services

– Laboratory Reports

- Chemical SSR Analysis Results
- Coliform SSR Analysis Results

– Water System Reports

- Water Plant / Distribution System MOR
- Surface Water Treatment Rule MOR



Getting Started

- Create and account

eBusiness Center Login

Ohio EPA's eBusiness Center is a secure portal for the regulated community and consultants to electronically complete and file Ohio EPA-related reports and permit applications.

Don't have an account? Click the link below to create a new account.

Create New Account
[Create New Account...](#)

System Support
Do you need assistance or have questions about Ohio EPA eBusiness Center?
[Click here for online help...](#)

Phone: (877) 372-2499 (1-877-EPA-BIZZ)
Hours of live support: 8:00 AM - 5:00 PM weekdays, except State [holidays](#).

 Welcome to Ohio EPA eBusiness Center

User ID:

Password:

[Forgot your password?](#)



New User Account



Enter new user account information below. If you need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ). * = required field.

User Information

* User ID:

(The user ID is case-sensitive)

* First Name:

Middle Name:

* Last Name:

Company Name:

* Title:

Password

Your new password has the following minimum requirements:

- Length of at least 8 characters
 - At least one uppercase and at least one lowercase letter: (A - Z and a - z)
 - At least one digit: (0 - 9)
 - At least one special character: (! @ # \$ % ^ & * () - _ = + | [] { } ; : / ? . > <)
- Examples:** (Pittsburgh#1, LoneValley?2, Slottery12, Fire@truck9)

* Password:

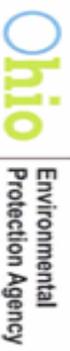
* Verify Password:

* Password Hint:



Request PIN

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Home My Account



Welcome to the Ohio EPA eBusiness Center



Available Services (what is new)

Service	Action	Status	Facilities	Delegations
e-DNR	Request	Inactive	view/edit	
DSHMA Disposal Fees	Request	Inactive	view/edit	
DSW Creditable Data	Request	Inactive	view/edit	
Hazardous Waste Annual Report (eRWMS)	Request	Inactive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	
Air Services	Request	Inactive	view/edit	

My Tasks (1)

Name	Status	Created	Action
Request New PIN	New	02/12/2009 16:01:27	Hide

[show hidden tasks \(1\)](#)

For the latest Ohio EPA news check out our [home page](#).

Ohio EPA | 100 North Trent Street, Suite 700 Columbus Ohio 43211 | (614) 444-3000 | 1-824
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PIN Request

PIN Holder Information

? Below is the contact information required to request your PIN. By default, it has been populated with the information you entered when you created this account. Your PIN will serve as your legally binding electronic signature and must not be shared. Your PIN will be mailed to the address below. If necessary, revise the contact information to ensure PIN confidentiality.

* First Name:

Middle Name:

* Last Name:

* Address Line 1:

Address Line 2:

* City:

* State:

* Zip Code:

* Phone Number: Ext:

* Email Address:

* Verify Email Address:



Security Questions

? The security question is a question to which only you know the answer. For example, you might enter, "Pet's name", "Mother's maiden name", "Favorite color", etc.

The security question answer is the correct answer to the security question you entered above.

Each security question and answer must be unique. For example, you can't enter the security question "What is my favorite car?" more than once and you can't use the answer "Corvette" more than once.

Please keep these questions secure and remember to create nonobvious or easily guessable questions. For example: "What high school did I attend?", may be guessable by someone who knows you or where you live. A better question might be: "Who was my favorite high school teacher?"

- Don't write this information down anywhere.
- Never send this information by email.

The answers to your security questions are not case sensitive.

* Security Question 1:

* Security Answer 1:

* Security Question 2:

* Security Answer 2:

* Security Question 3:

* Security Answer 3:

* Security Question 4:

* Security Answer 4:

* Security Question 5:

* Security Answer 5:

Request PIN

Cancel



- PIN Request complete
- Print the Subscriber Agreement
- Notarize Signature
- Mail to Ohio EPA

PIN Request Complete

PIN Request

Your PIN request was successfully submitted. You will also receive an email notification with additional instructions on how to activate your PIN once your PIN has been approved.

To begin, please download the Subscriber Agreement form listed below by clicking the link.

The next step is to sign the Subscriber Agreement in the presence of a notary. After attesting to the statement on the Subscriber Agreement, have it notarized and then mail the Subscriber Agreement as instructed to Ohio EPA. Once approved, Ohio EPA will send your PIN via regular U.S. mail to the address you provided online. If you need assistance or have questions regarding the Ohio EPA eBusiness Center please call our technical support at (877) 372-2499 (1-877-EPA-BIZ) or send an e-mail to ebizhelpdesk@epa.state.oh.us. Technical support hours of operation are 8:00 AM - 5:00 PM weekdays, except state holidays.

Send your notarized Subscriber Agreement to Ohio EPA at one of the following addresses:

<u>Mailing Address</u>	<u>Overnight Delivery Address</u>
Ohio EPA	Ohio EPA
ATTN: ITS PIN Management	ATTN: ITS PIN Management
PO Box 1049	50 West Town Street, Suite 700
Columbus, OH 43216-1049	Columbus, OH 43215

 [Subscriber Agreement Form](#)

To download the document listed above you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



[Continue...](#)



Service Authorization

- Add your Facility
- Select Service
 - eDMR or
 - eDWR
- Add the PWS or permit

Available Services (What is this?)				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
e-DMR	Request	Inactive	view/edit	
DMWWM Disposal Fees (Pay Existing Invoice)		Inactive		
DMWWM Facility Registration	Request	Inactive	view/edit	
DMWWM Transporter Registration	Request	Inactive		
DSW Credible Data	Request	Inactive	view/edit	
e-Drinking Water Reports	Deactivate	Active	view/edit	view/edit
DMWWM Disposal Fees (Submit Reports)	Request	Inactive	view/edit	



Service Activation - Facility Search

Facility Search Criteria

Use this search to locate a PWS and/or Laboratory for association. The search uses "contains" logic. For example, if the PWS is "Redbuck PWS" you can enter "brck" in the "Name" field below. This will search for all PWSs or Laboratories with "brck" in the name.

Searching by the Regulatory Program ID, which is your PWS or Laboratory ID (e.g. OH1234567, BACT146789 or CHEM-1234), 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.

NOTE: Not all fields are required.

Regulatory Program ID:	<input type="text"/>
Agency Core ID:	<input type="text"/>
Name:	<input type="text"/>
Alias:	<input type="text"/>
Address Line 1:	<input type="text"/>
Address Line 2:	<input type="text"/>
City:	<input type="text"/>
County:	<input type="text" value="chome"/>
Zip:	<input type="text"/>

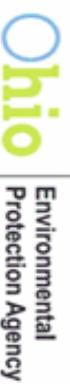
Please Note: For best results, **enter only 1 or 2 criteria.** See above text for best criteria to use for this service. Click [here](#) for additional help.

- Search by “Regulatory Program ID”, your PWSID or Permit number
- For best results only enter a minimum amount of search criteria
- Select your system and submit request
- Print and sign the Service Authorization form



Navigation

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eBusiness Center

- View Lab Submissions
 - View any SSR Submitted for your PWS
- Create New Reports
 - Choose to enter data online, or
 - Download the Excel (xls) spreadsheet
- Upload XML Reports
 - Upload XML file generated from your Excel Spreadsheet
- Retrieve Saved Reports
 - Open reports that have been saved or started but not yet submitted
- View Submission
 - View and check status of all reports submitted

The screenshot shows the Ohio EPA eBusiness Center interface. At the top, there are navigation links for Home and Help. Below that, there are two main menu sections: "Credible Data" and "Laboratory". The "Credible Data" section includes links for "View Submission" and "Reference Data". The "Laboratory" section includes links for "Create New Reports", "Upload XML Reports", "Retrieve Saved Reports", and "View Submission". To the right of these menus, there is a "My Account" section with a "Welcome to the Environmental Electronic (E2) Reporting System!" message. Below the welcome message, there is a green box containing information about the E2 system and its modules: eDWR (Discharge Monitoring Reports), eDWR (Drinking Water Reports), and eDWR (Credible Data). At the bottom of the screenshot, there is a green box with the text "e-DWR" and a notice about the system upgrade on March 31, 2011.

Home Help

eBusiness Home My Account

Credible Data

Laboratory

• Welcome to the Environmental Electronic (E2) Reporting System!

The E2 system allows facilities regulated by the Ohio EPA Division of Surface Water (DSW) and Division of Drinking and Ground Waters (DDGW) to submit reports electronically.

The Electronic Environmental Reporting System is comprised of three modules:

- eDWR - Discharge Monitoring Reports - for Surface Water (NPDES) permits - individual, general, and indirect discharge
- eDWR - Drinking Water Reports - for Drinking Water Analysis (SSRs) and Monthly Operating Reports (MORs)
- eDWR - Credible Data - Credible Data (Volunteer Monitoring) Reports - for approved surface water Credible Data Projects.

• e-DWR

The e-DWR system allows Public Water Systems (PWSs) and Laboratories to create and submit Monthly Operating Reports (MORs) and Sample Submission Reports (SSRs) electronically to Ohio EPA-Division of Drinking and Ground Waters.

eDWR Contact: Brian Tarver (614) 728-1740 or via e-mail at brian.tarver@epa.state.oh.us

*** e-DWR News ***

eDWR Update: March 31, 2011

NOTICE to Laboratories reporting Chemical SSR data: The Lab_GC Excel Spreadsheet has been updated. Please download the latest version. The March 4, 2011 version must be used or your files will not be accepted.

This current upgrade only has changes to the general Chemical SSR and the Plant Distribution



eDWR MOR Reporting

Create a new Plant Distribution MOR (Online Entry)

1. Log into eDWR
2. Select **eDrinking Water Reports**.
3. Select **Create New Reports** from the Water System Menu.



Water System Reports for: **IMS TESTING PWS** ▾

Form Type	Description	View Form	Download	Online Entry
Water Plant / Distribution MOR	Water Plant / Distribution MOR	 View	 XML  Excel	 Entry
Surface Water Treatment Rule MOR	Surface Water Treatment Rule MOR	 View	 XML  Excel	 Entry

Plant Distribution MOR

PWS ID - Name	OH2599912 - IMS TESTING PWS
STU - ID	2562342 <input type="button" value="v"/>
Reporting Period	Year: 2013 <input type="button" value="v"/> Month: July <input type="button" value="v"/>
Reporting Lab ID	8000 <input type="text"/>

Entered	Form Type	Online Entry
	Plant Production	Entry
	Fluoride	Entry
✓	Distribution	Entry
	Plant Tap	Entry



Plant Distribution MOR

- Excel File must have the Macros enabled



- Chlorine QOR data

Chlorine QOR Data											
Chlorine Residual (Total)		Avg. Value (mg/L)									
No. of RT & RP Samples		Avg. Value (mg/L)									
Distribution											
Chlorite / Chlorine Dioxide (mg/L)											
Lowest	Chlorine Residual (Free) (mg/L)	Chlorine Residual (Combined) (mg/L)	Chemical		Type		FIRST CUSTOMER (FC)		Residence Time in Distribution		
	Chlorite	ClO ₂	Routine	Followup	-0-hrs	+ 6 hrs	+ 12 hrs	Avg (AT)	Max (AT)		

- File is submitted, but not Processed

Submission Successful! Please go to 'Submittals/Revision' or 'View Submission' page to check the submission status later.

Submission ID: 350020

Certifier's Name: Brian Tarver

Certifier's TCP/IP address: 10.181.8.77

Date and time file was sent: 08/22/2013 09:56:01 (Based on local server time)

Date and time file was received: 08/22/2013 09:56:01 (Based on local server time)

Date and time acknowledgement was sent: 08/22/2013 09:56:02 (Based on local server time)



- View Submission to Verify Status

Status:  Processed  Rejected  Received 

Edit	View	Download	Chain of Custody	Sub. ID	Previous Sub. ID	Received Date	Status	Status Date	Submit User
		 XML		3389-45		07/09/2013 09:33:35		07/09/2013 09:33:38	Brian Terver
		 XML		3389-40		07/09/2013 09:29:41		07/09/2013 09:29:45	Brian Terver

- Rejected Reports must be corrected and resubmitted



Troubleshooting

- On time reporting
 - MORs are due by the 10th
- Correct STU ID
 - Double check if you have more than one STU
- Correct Reporting Period
 - Make sure you are reporting the correct month's data



eDWR Contact

eDWR Information Website:

<http://www.epa.ohio.gov/ddagw/reporting.aspx>

Contact info:

Brian Tarver e-DWR Administrator

email: brian.tarver@epa.ohio.gov

Phone: 614-728-1740(direct)

DDAGW: (614) 644-2752

Fax: 614-644-2909

