

eDRUMS: Changes in Roles

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From reporting cycle to reporting cycle, there may be the need to change who prepares the report or who certifies it as the Responsible Official (RO). Here's how to deal with that within the eBusiness Center:

To remove a user as a preparer, the RO should delete that privilege for the user's account.

- Click on "view/edit" in the Delegations column for the eDRUMS row in the eBusiness Center Home page.
- Find the row for the facility.
- Find the user associated with that facility and click "delete".
- Click "OK" when the pop-up asks if you are sure.
- The user and the RO will both get an e-mail acknowledging the privilege removal.
- At any time you can delegate privileges to a new user by clicking "add user" in the Privilege Delegation Management screen.

If the former RO had an eBusiness Center account but no longer works there, the new RO will need to:

- Get an eBusiness Center account, apply for a PIN, and then apply for the eDRUMS service once the PIN is assigned. See the Training Materials on the Annual Report web page for more information on this process.
- After the eDRUMS service request has been approved by the Division of Materials & Waste Management, remove the former RO's access privileges. Follow the steps listed above for "To remove a user as a preparer".
- The new RO does not need to re-delegate access to any existing preparer(s) that are already associated with the facility.

If the RO will not be replaced and facility management wishes to cease using eDRUMS for report submittal, DMWM can terminate eDRUMS-related privileges upon request. However, DMWM cannot delete user accounts. For administrative assistance with user accounts, contact the eBusiness Center's technical support staff at (877) 372-2499 (1-877-EPA-BIZZ) 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.