Ohio Environmental Protection Agency

eBusiness Center

Preparing the Hazardous Waste Annual Report using eDRUMS

Division of Hazardous Waste Management

January 2010

Presentation Outline

- Before you begin
- The Create New Report screen
- Create a new report from scratch
- Submit
- Create new report from a partial copy of a previous report
- This presentation focuses on direct entry, not on how to import records

Before you can begin to create a report using eDRUMS, certain steps have to take place in the eBusiness Center ("eBiz").

1. BEFORE YOU BEGIN

eBiz Roles

- All users get their own accounts – do not share!
  - Types of users
    - Responsible Official (certify/submit role)
    - Preparer (can add/update but not submit)
    - Read-Only
- The Responsible Official or their authorized representative (referred to as the RO in this presentation) starts the process to gain access to eDRUMS.

Before Reports can be Created:

- The RO obtains and has activated an eBiz PIN
- The RO requests and is approved for the eDRUMS service
- The RO now can start a report or delegate access to other eBiz users
- For more details on these steps, see “Getting Started” and “Applying for and Delegating” presentations on the 2009 Annual Report Web page.

Web Browser Notes

- You can’t successfully complete an eDRUMS report with FireFox; it is not supported by eBiz
- Internet Explorer is the officially supported browser
- Limit your use of the Back button. Try to stick to using the Cancel buttons at the bottom of the screens.

Ohio Environmental Protection Agency

eBusiness Center

This screen is the gateway to creating, entering, and submitting a report

2. THE CREATE NEW REPORT SCREEN

eBiz Demo

- Notes for what is covered in the demo are on the following slides

Select the eDRUMS Service

- Login to eBiz https://ebiz.epa.ohio.gov/login.jsp
- Click on Hazardous Waste Annual Report (eDRUMS) in Available Services
- If you are associated with only one facility, the Create New screen will appear next
- If you work with multiple facilities, there will be a hyperlinked list to pick from

What's on the Create New screen?

- Facility identification copied from the agency core database
- Table with report documents; columns for Date and Actions that can be performed
- Partial copy of past three years of reports
- Link for Create New from scratch
- E-mail link for HWannualreport
- Import box and link to File Spec Guide

Tips for the Create New screen

- Can only have one in-progress report at a time
- If the facility name has changed, don't worry, what you enter or edit on the Site ID Form is what's important
- A report copy from the past won't show up here until DHWM has reviewed it and posted it as final. Contact DHWM if you filed for 2008 and it doesn't display.

This section of the presentation is about how to enter data to a blank report and provides an overview of all the screens and their functionality.

3. CREATING A NEW REPORT FROM SCRATCH

eBiz Demo

- Notes for what is covered in the demo are on the following slides

Create a New Blank Report

- Click on “Create New Annual Report”
- Annual Report Summary box appears on the top of each screen, listing the facility name, EPA ID, and address
- Initially this is populated from the agency core database but is updated with Site ID Form information once entered
- After report year and generator status are saved, those appear in the summary also

On all the Form Screens…

- If text is in blue, it's hyperlinked.
- There is a link to the Annual Report Web page, justified left.
- On the right side is a second link. On some screens the link is to the instruction booklet and on others it is to a pdf with information applicable to that particular screen.
- A screen may have blue Info icons that either have text next to them or can be clicked to display help text.
- If a field is required, there is a red asterisk next to it. These must be filled in before you can save that screen. The validations also check for required data.

Site Identification Form

- Data entry proceeds through multiple screens that together comprise the Site ID form.
- Be prepared to complete all the Site ID screens initially.
- You can come back later and change information as needed by clicking on hyperlinks in the Main Screen.

Facility & Contact screen

- Basic info about the facility and contact
- First section populates from core. Update as needed, however the location address shouldn’t change unless the US Postal Service has actually changed the physical location’s address.
- NAICS Codes: click on the hyperlink to go to the Census Bureau’s Web site to obtain information about the codes

HW Activities screen

- Note hyperlink for a pdf containing the Regulated Activity Definitions
- Radio buttons and check boxes; Reset button at bottom of screen
- Note the Generator Status and HWAR Generator Status distinctions
- New field Short-Term Generator (i.e. temporary ID)
- New field HW Transfer Facility
- New field Receives HW from Off-site

Universal Waste/Used Oil screen

- Most sites don’t have this activity – go to bottom and click Save/Continue if not.
- Large Quantity Handler of Universal Waste (LQHUW) is indicated by checking one of the UW type boxes. The LQHUW box will then populate.
- LQHUW = <u>5000 kg or more</u> accumulated on-site.

Owner/Operator screen

- Need one of each but can enter multiples of each
- Use copy feature to save on entry time
- Note the hyperlink to a pdf with definitions and information about reporting owners and operators

Waste Code screen

- Same interface used for all the forms that require waste codes: select a code from list and then click the Add Code button.
- Add Multiples lets you select and add many at one time
- Delete individual codes by clicking on the hyperlink
- Waste codes are now required on the Site ID Form for all generators and TSD facilities (previously were optional)

Site ID Comment pop-up

- A Comment is optional unless the Short-term Generator box is checked, which requires an explanation.
- Comments are helpful to note atypical situations at the site or changes that are best captured in a narrative form.

The Main Screen

- At the top is the Site ID Form summary with links to go back to the individual Site ID screens (except for Owner/Operator, which has its own section below)
- Under that are hyperlinks for the AR Web page and the instruction booklet
- Text box listing the HWannualreport e-mail link and DHWM main phone number

Main Screen, continued

- Sections for the other forms: GM, OI, WR and PS.
- Only off-site receivers file the WR and PS.
- Once forms are entered, you can sort the display by clicking on the columns that have a carat in the title.
- Click on the blue hyperlinked text to add, edit, or delete forms

Buttons on the Main Screen

- Validate
- Save
- Submit
- View PDF
- Close (Cancel)
- Hyperlinked document to the left of the buttons explains what each one does

Validate button

- Run this to check for errors after you have entered data for each form type
- Two types of messages, “warning” in yellow and “error” in red
  - Warning: read the message and act if necessary; ignore it otherwise
  - Error: must be fixed or else you can’t submit
- A validation is run automatically when submit is clicked

Validate button, continue

- The validation report is static; it must be re-run each time you fix and save. It won’t update automatically.
- The contents of the most recent validation report appear at the top of each screen.
- These same validations are again run by DHWM when the report is reviewed.

Save button

- Save, save, save!
- Save each screen when you make changes that you want to keep
- Although each form is individually saved, clicking on the Save in the Main Screen periodically is recommended

Submit button

- RO clicks this
- Validation report runs to verify there are no fatal errors
- Screen appears with the certification statement. RO must enter PIN and answer a security question.
- Once submit is completed, RO will get an e-mail acknowledgment with a pdf attached that is a printout of what was submitted in the report.

View PDF button

- The Preparer or RO can run this at any time to view the report contents
- Preparer – you might want to run this when you're done but before the RO clicks Submit. This way you can have your own copy. The submitted report won't be in the table in the Create New screen.
- A submitted report's partial copy won't display in Create New until DHWM reviews and posts a report as final.

Cancel/Close button

- Clicking this takes you back to the Create New screen
- Currently the label is Cancel but will be “Close” in the version deployed 1/22/10.

GM Form: Generation & Management

- Report waste that was generated and how it was managed
- Click on "add new GM" from Main Screen
- Proceed through the screen, which is organized like the paper form

<u>New</u> Waste Minimization Code

- If the facility began a <u>new</u> waste min effort *during the reporting year*, select the appropriate code
- A comment on the GM Form explaining the activity is required if the code is N (implemented but not successful) or Y (implemented and was successful).
- If no new activity, select code X.

Quantity Information

- Previous year quantity is optional
- If Unit of Measure is in volume, density is required. Otherwise density is optional.
- DHWM finds density useful when comparing what a generator said they shipped to what the receiver said they got. Typically the density reported is different on both sides.

Reporting Management

- The On-site Management and Off-Site Shipment sections will open a data entry area when the radio button for Yes is clicked.
- On-site Management
  - Can enter up to two on-site systems
  - To modify a row, delete and re-enter

Off-site Management (Shipment)

- Click "add off-site facility" to start entry
- You'll see a pop-up screen with data entry fields
- Pick receivers from a list that is sorted by EPA ID number
- If you don't see the receiver in the list, verify the ID number on the manifest(s) before contacting DHWM to request it be added.

Management Method Codes for Receivers

- When entering mgmt method codes, eDRUMS doesn’t filter them by receiver, but will check them as part of the validation report
- A warning will be issued for codes that don’t match the reference information DHWM has established
- The receiver management method codes can be found on the 2009 Annual Report Web site under “National List of Treatment, Storage, Disposal or Recycling Facilities”

Adding/Updating Receivers

- Can enter multiple off-site receivers
- Can edit rows or delete them by clicking on the hyperlink
- Receivers are automatically added to the OI Form when the GM form is saved

GM Section 4, End of Year Storage/Disposal

- This is for > 90 day storage that requires a permit, not for reporting of routine accumulation
- The default responses are No; if you change them to Yes, a pop-up data entry area appears for reporting of the type of storage or disposal and the quantity.
  - If Storage is Yes, then either or both boxes 1.a and 1.b must be checked.

GM Form is Complete

- Click on "Add GM form" to save and go back to the Main Screen
- When you attempt to Save, if there are problems a message will appear in a red box at the top of the screen.
- Fix and then Save again.

OI Form: Off-site Transporters and Receivers

- Enter GM forms first, to populate the receivers automatically
- Click on "add/edit transporters" to begin
- Once a record has been entered and saved, click the "edit/delete" hyperlink to go back to the OI screen

Selecting Transporters

- You can add Transporters in this screen from a pick list.
- The name and address for transporters and receivers is automatically populated from DHWM's reference information, verified against US EPA's national RCRAInfo database.
- If you don't see the transporter in the list, verify the ID number on the manifest(s) before contacting DHWM to request it be added.

Transporter vs Receiver

- If the receiving facility and the transporter have the same ID, simply click the Transporter box; you don’t need to add a new row. Be aware that some companies use transporter ID numbers that are different from the receiver’s ID.
- If you click the Transporter box for a receiver, and DHWM’s reference information doesn’t list that ID as a transporter, you’ll get an error message. Contact DHWM if you have questions.

Removing OI Entries

- If you need to remove a Receiver, it must be done on the appropriate GM form, not on the OI
- You can delete Transporters in two ways, either from the OI section in the Main Screen, or from within the OI screen
- Must have a minimum of one transporter if waste was shipped

WR Form: Waste Received from Off-site

- Click on "add new WR form" in the Main Screen
- Enter customer identification first in a pop-up screen
- Then click "add waste received" to enter wastes, one at a time
- Click "edit" or "delete" to update or delete a waste

WR, continued

- Click Save to return to the Main Screen and enter another generator
- In the Main Screen the WR data is sorted by the customer. Click on the customer to view the waste information.
- To delete a customer and all wastes, click "delete" from the Main Screen
- Click "edit" to update customer identification or their wastes

PS Form: Process System Information

- Need one PS form for each mgmt method reported on WR forms, except for H141, storage/transfer
- From the Main Screen, click “add/edit PS form” to go to the PS screen
- Click “add new PS form” to begin. A pop-up data entry window appears.
- Enter the data and click Add New PS Form. Continue entering as many records as needed.
- Click “edit” or “delete” to update or delete a PS form.
- Click Save PS Form to save the form(s) and return to the Main Screen

To Exit and Return

- Click Cancel/Close
- You’ll be back in the Create New screen
- At this point you can
  - Cancel to return to eBiz Main Screen
  - Click on “Edit in-process report” to pick up where you left off
  - Delete the in-process report and start over

The Submit Process

- RO clicks the Submit button
- Another validation report runs to check for fatal errors, in which case the Submit process won’t move forward
- Assuming there are no fatal errors, the RO will see a screen with the text of the certification statement from OAC rule 3745-50-42.
- The RO enters their PIN and answers one of their security questions.

Submit, continued

- The RO’s name and job title are copied from their account and captured as part of the report, as well as the date of submission.
- The RO clicks Submit and then sees an acknowledgment screen.
- The RO will receive an e-mail receipt with a pdf attached that is the official copy of what was submitted (same report that you can run from the Main Screen)

The Submission Copy

- This report will not display on the Create New screen because the data is moved over to a separate application that DHWM uses to review and permanently store the reports.
- The RO can view past eBusiness Center submissions associated with their account by clicking on My Account -> View Submissions. These submissions are referred to as the "Copy of Record".

This section covers the creation of a new report using a partial copy of a previous year’s report

4. CREATING A REPORT FROM A PARTIAL COPY

What gets copied?

- Site ID Form: everything except certification information, which is captured at the time of submission
- All GM Forms
  - All of Section 1 (waste description, waste codes, source code, form code)
  - The generation amount from the old form is populated as the previous year quantity
  - Everything else is blank because it changes from year to year

What gets copied, continued

- WR & PS Forms: everything copied except quantity info
- OI Form: nothing copied.
  - Receivers will be populated from GM entry.
  - Transporters need to be added by direct entry.

Deciding Whether to Copy

- You need to weigh how much work it is to update versus starting from scratch
- If your waste streams are typically consistent, copy is quicker
- The last three reports submitted will display in the Create New screen
- Click on the “copy” hyperlink for the report you want to use. You can always change your mind by clicking Cancel/Close if you decide you don’t want to use it after looking it over.

eBiz Demo

- Notes for what is covered in the demo are on the following slides

Creating a Report from the Copy

- The Main Screen will appear
- At any time, you can click View PDF to run a report of the currently entered information. This can help you decide what needs to be changed and which GM form matches your 2009 waste information that you'll be entering.
- In the Site ID Summary, click on each of the blue hyperlinks, one at a time, to review and update the information as needed. Do the same for Owner/Operator information.

Copy, continued

- Open each GM form that you are keeping in the report and fill in the information. Delete those you are not keeping.
- Add transporters to the OI.
- Run a validation. Edit forms as needed. Repeat until the report is ready to submit.

This section covers how to get help with eDRUMS

5. HOW TO GET HELP

eDRUMS Help

- If your RO needs help getting started or delegating access to you, review the presentation slides or recordings on the 2009 AR Web page
- If your question is about the information you are to report on a form, check the instruction booklet

Help us help you!

- If it’s a quick question, send us an e-mail
- If you contact us with a question about the software, specify what screen you were on, what you were doing, and what happened.
- We appreciate receiving screen shots or the exact text via e-mail if you got a cryptic message that you don’t understand

Personal Assistance

- Division of Hazardous Waste Management main phone number: 614-644-2917
- HWannualreport@epa.state.oh.us
- Paula Canter (614-644-2923)
  - paula.canter@epa.state.oh.us
- Mary Ann Silagy (614-644-2891)
  - maryann.silagy@epa.state.oh.us