



DSIWM Disposal Fees

ebiz.epa.ohio.gov

User Guide

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1. INTRODUCTION

Ohio EPA's eBusiness Center is a secure portal for online business services. The DSIWM Disposal Fees service allows solid waste and construction and demolition debris disposal facility owners and operators, and local health departments to electronically file waste disposal fee reports required by the Ohio Revised Code.

The purpose of this guide is to explain the procedures and processes associated with the use of Ohio EPA's eBusiness Center DSIWM Disposal Fees Service.

2. GLOSSARY

The following terms are used in this guide and within the eBusiness Center.

CID	Core ID – This is a unique identification number assigned by Ohio EPA to each facility. The number can be found on the facility license.
DSIWM	Division of Solid and Infectious Waste Management
eBusiness Center	Web portal enabling users to electronically submit reports and applications to Ohio EPA as well as pay fees. Also referred to informally as the 'eBiz Center'
EPA Rate	The dollar per unit of measure fee earmarked to fund operations of Ohio EPA
GW Rate	The dollar per unit of measure fee earmarked to fund ground water monitoring operations by Ohio EPA at specific Ohio construction and demolition debris landfills
ITS	Ohio EPA's Office of Information Technology Services
ODNR Rate	The dollar per unit of measure fee earmarked to fund specific operations of the Ohio Department of Natural Resources
PIN	Personal Identification Number: a string of letters, numbers and symbols that is used in electronic submittals as a person's legally binding signature. PINs cannot be shared by more than one person.
User Account	eBusiness Center account established by a user on an individual basis that provides identifying information associated with the user ID
User ID	Uniquely identifies an eBusiness Center user. This is created by the user when they sign up for an account. Each eBusiness Center user should establish his or her own account. The user account is not the same as a PIN.

3. USING THE eBUSINESS CENTER

Obtaining an Account (User ID and Password)

A valid Ohio EPA eBusiness Center account is required to use the DSIWM Disposal Fees service. Please refer to the Ohio EPA eBusiness Center User Guide for details on establishing your eBusiness Center account. PDF and Word versions of the user guide are available through Ohio EPA [Answer Place Answer number 1163](#).

Obtaining a Pin

A valid Ohio EPA eBusiness Center PIN is required to use the DSIWM Disposal Fees service. Please refer to the Ohio EPA eBusiness Center User Guide for details on obtaining your eBusiness Center PIN. PDF and Word versions of the user guide are available through Ohio EPA [Answer Place Answer number 1163](#).

General eBusiness Center Layout and Function

For a complete description of the eBusiness Center general layout and functions, please refer to the Ohio EPA eBusiness Center User Guide. PDF and Word versions of the user guide are available through Ohio EPA [Answer Place Answer number 1163](#).

Activating the DSIWM Disposal Fees Service

The disposal fee service must be activated before it can be used. To activate the DSIWM Disposal Fees Service, click on the 'request' link to the right of the DSIWM Disposal Fees service link. You will be required to enter your PIN for the service to be activated. Once the service is active, the service can be accessed by clicking on the DSIWM Disposal Fees link from the home screen.



Service	Action	Status	Facilities	Delegations
e-DMR	Request	Inactive	view/edit	
DSIWM Disposal Fees	Request	Inactive	view/edit	
E2 Administration	Request	Inactive	view/edit	
DSW Credible Data	Request	Inactive	view/edit	
Hazardous Waste Annual Report	Request	Inactive	view/edit	
e-Drinking Water Reports	Request	Inactive	view/edit	
Air Services	Request	Inactive	view/edit	

4. USING THE DISPOSAL FEES SERVICE

DSIWM Disposal Fees - Getting Started

The Disposal Fees home screen is the starting point for filing monthly disposal fee reports. The home screen contains a section titled 'My Facilities' and a section titled 'Disposal Fee Submission History.' The 'My Facilities' section is used to enter and review disposal fee data for specific facilities. The

'Submission History' section can be used to review previous disposal fee data submissions for the user that is currently logged into the system.

The screenshot shows the 'Disposal Fee Service Facility Management' interface. It includes a 'My Facilities' section with a table for facility management and a 'Disposal Fee Submission History' section with a 'View Submission History' button. At the bottom, there is an 'Add New Facilities' section with a link to view available facilities.

Facility Name	Facility Type	Action

Adding Facilities To the 'My Facilities' List

The first time you access the service there will be no facilities listed in the 'My Facilities' section. To add facilities to your 'My Facilities' list, click the link under the 'Add New Facilities' heading at the bottom of the home screen. Place a check in the box next to all of the facilities you wish to add to your 'My Facilities' list. After you have checked all of the facilities you wish to use, click the 'Add Selected Facilities' button (found at the top and bottom of the screen).

The screenshot shows the 'Add New Facilities' screen with a table of available facilities. The table is divided into three columns: MSW Transfer Facilities, MSW Landfill Facilities, and CDD Facilities. Each facility name is followed by its CID in parentheses. Checkboxes are provided for each facility to indicate selection.

MSW Transfer Facilities	MSW Landfill Facilities	CDD Facilities
<input checked="" type="checkbox"/> Akron Central Transfer Station (39741)	<input type="checkbox"/> American Landfill Inc * (38042)	<input type="checkbox"/> Athens-Hocking Demolition Landfill (54253)
<input type="checkbox"/> Allied (BFI) Transfer Station (23800)	<input checked="" type="checkbox"/> Apex Sanitary Landfill (148118)	<input checked="" type="checkbox"/> Boyas Excavating Inc (54264)
<input type="checkbox"/> Allied Waste Systems-Mansfield Transfer (36496)	<input type="checkbox"/> Athens Hocking C&DD/Reclamation Center Landfill * (3078)	<input type="checkbox"/> Burger Environmental Inc (53501)
<input type="checkbox"/> Apex Environmental LLC (3492)	<input type="checkbox"/> Beech Hollow Landfill * (54230)	<input type="checkbox"/> Butcher & Sons C & D Landfill Inc (54309)
<input type="checkbox"/> Archhold Refuse Service Solid Waste	<input type="checkbox"/> Bond Road Landfill * (18445)	

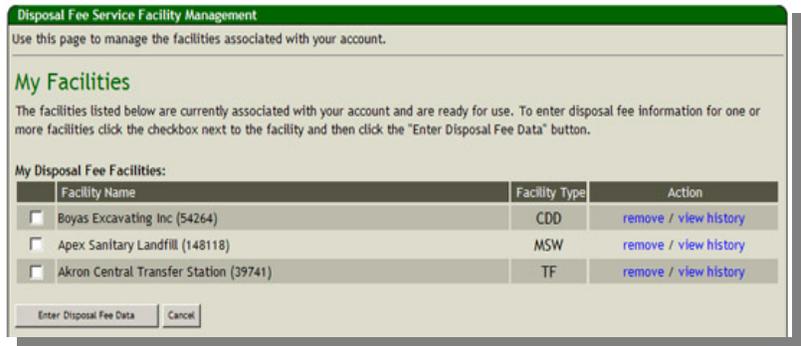
You can return to this screen as often as necessary to add more facilities to your 'My Facilities' list. The 'Add New Facilities' list only includes transfer facilities, solid waste landfills, and CDD landfills that are currently licensed or otherwise permitted to accept waste.

IMPORTANT NOTE ABOUT FACILITIES

Facility names appear on this list as they appear in Ohio EPA's databases; they may not exactly match the names used in your business. **PLEASE ENSURE THAT YOU CHOOSE A FACILITY WITH THE CORRECT CID.** The CID is found in parentheses after the facility name on the pick lists. The facility CID can also be found on the operating license issued for the facility. If you do not use a facility with the correct CID, you will be submitting a report for someone else's facility. If you cannot locate your CID, please contact Ohio EPA at 614-644-2621 for assistance.

Entering and Submitting Disposal Fee Reports for Facilities

To begin entering disposal fees, place a check in the box to the left of the name of the facility for which you wish to submit data. You may enter data for more than one facility at a time by clicking multiple check boxes. After you have selected the facilities you wish to use, click the 'Enter Disposal Fee Data' button below the 'My Facilities' facility list. After clicking the 'Enter Disposal Fee Data' button, the disposal fee data entry screen will be displayed.



The Disposal Fee Data Entry Screen

The disposal fee data entry screen is where all of the disposal data for the selected reporting months will be entered. This screen contains a separate data entry block for each facility that was checked on the My Facilities screen. Each data entry block contains several different elements specific to each facility. The facility name and type are listed in the green bar at the top of data entry block. The facility name, address, and

Type	Measure	Volume	EPA Rate	ODNR Rate	GW Rate	Sub Total	Discount/Penalty	Total
MSW_LF	Tons	75	\$4.00	50.25	-	\$318.75	\$63.75	\$382.50
MSW_TF	Tons	85	-	-	-	-	\$0.00	\$0.00
CDD	Tons	90	\$0.60	\$1.00	-	\$144.00	\$28.80	\$172.80
CDD	yd3	100	\$0.30	\$0.50	-	\$80.00	\$16.00	\$96.00
Totals							\$108.55	\$651.30

CID are listed in the space just below the green bar. Below the facility information are the reporting period selectors, the report due date, and today's date. The disposal

information and fee rate calculations appear below the date lines. A 'remove' link appears in the upper right corner of the data block. Clicking the 'remove' link will remove that specific data entry block from the data entry screen and leave all other blocks, and their previously entered data, on the data entry screen.

Choosing a Reporting Month and Year

Use the dropdown list boxes on the data entry block to select the month and year for which data is being submitted for this facility. By default, the month and year will be set to the month immediately preceding the current month. The Due Date will change automatically based on month and year selected. You must set the reporting month and year individually for each data entry block on the screen.

Entering Disposal Volumes

The data entry section of each block contains columns labeled TYPE, MEASURE, and VOLUME. The TYPE column indicates the category of waste being reported. The various reporting categories of waste are described below. Click in each VOLUME entry field and type the

Type	Measure	Volume
MSW_LF	Tons	75
MSW_TF	Tons	85
CDD	Tons	90
CDD	yd3	100

number that is appropriate for this reporting month for your facility. Decimals *are* permitted in the entry fields, so you can be as precise with your measurements as needed. You *MUST* make an entry in each available field. If you have no waste to report for a particular category, enter a zero in the volume field.

Ohio law currently requires that disposal fees for construction and demolition debris be paid directly to the organization that issued the license for the CDD facility (the

Type	Measure	Volume	EPA Rate	ODNR Rate	GW Rate	Sub Total	Discount/Penalty	Total
MSW_LF	Tons	100	54.00	50.25	-	5425.00	(53.19)	5421.81
MSW_TF	Tons	80	-	-	-	-	-	50.00
CDD	Tons		This facility is licensed by the Jefferson County health department. CDD Fees must be paid to this health department.					
CDD	yd3		This facility is licensed by the Jefferson County health department. CDD Fees must be paid to this health department.					
Totals							(53.19)	5421.81

'licensing authority'). In cases where a facility has been licensed by a local health department instead of by Ohio EPA, the CDD rows in the data entry block will be replaced with a note with instructions on where to send CDD payments for the facility.

Fee Type	Description
MSW_LF	Solid waste received at an Ohio landfill or transfer facility for which disposal fees are applicable. This includes all solid waste brought to Ohio licensed transfer facilities and any waste brought to Ohio licensed landfills which did not first pass through an Ohio licensed transfer facility.
MSW_TF	Solid waste received at a landfill from an Ohio licensed transfer facility. Fees on waste entered in this category will have already been paid at the Ohio licensed transfer facility.
CDD	Construction & demolition debris received at a landfill for disposal.
RECYCLE	Materials separated from the waste stream at a solid waste transfer facility and transferred from the facility for purposes of recycling.

Special Note on Fee Applicability

The disposal fee legend and other sections of the disposal fee system refer to fees on "municipal solid waste." Unless specifically listed as fee-exempt in ORC§3734.57, Ohio's solid waste disposal fees apply to the disposal of *all* solid waste, not just municipal solid waste. Ohio EPA understands that the MSW labels may be misleading and will correct the labels in a future system update.

Calculating Disposal Fees Due

After you have entered numbers in the volume field, the disposal fee rates and a total amount due for each fee type will be automatically displayed. The system will calculate applicable disposal fee discounts or late payment fees based on a comparison of the due date listed for the data entry block and today's date. A grand total due for all data blocks will be listed at the end of the screen.

Type	Measure	Volume	EPA Rate	ODNR Rate	GW Rate	Sub Total	Discount/Penalty	Total
MSW_LF	Tons	100	\$4.00	\$0.25	-	\$425.00	(\$3.19)	\$421.81
MSW_TF	Tons	50	-	-	-	-	-	\$0.00

Submitting Your Disposal Fee Report

When you have finished entering and checking disposal fee data for your facilities, click the 'Submit Report' button at the bottom of the page. After you click the 'Submit Report' button, the disposal fees system will review your entries for technical mistakes and report any errors at the top of the page. If you receive an error message, follow the included instructions to correct the mistakes and resubmit the report.

Once any errors have been corrected, your submission will be compared against all other submissions in the database to detect potential duplicate entries. The system will only look for reports for each facility that were submitted for the same reporting month and year.

WARNING!
A report was previously submitted for the facilities and reporting dates:

Facility	Date	Action
Port Clinton Landfill Inc (33837)	July 2009	view history

If you wish to review previously submitted reports click on the 'view history' link above. If you are satisfied with your current report(s) click the 'Submit' below, otherwise click 'Edit' to continue making changes.

If any potential duplicates are detected, a warning screen will appear on the screen. You can review the potential duplicates by clicking the 'view history' link on the warning screen (see the Viewing Submission History

section later in this manual for more detail). If after reviewing the previous submissions you determine that one of your entries is a true duplicate, you can click the 'Edit' button on the warning screen and return to the data entry window to remove the duplicate data block.

If you determine that no true duplicates exist, click the 'submit' button to proceed with your disposal fee report submission. After clicking the 'submit' button, you will be required to enter your PIN and answer a security question. After typing your PIN and answering the security question, click the 'submit' button at the bottom of the screen. Because you were required to sign, and have notarized, an eBusiness Center subscriber agreement in order to obtain your PIN, entering your PIN to submit your report serves as your legal, notarized signature. No further signatures are required to submit your report to Ohio EPA.

Submission Confirmation and Record of Disposal Fee Report

If your submission was successful, you will be presented with a confirmation screen. The confirmation screen will include a link to download a copy of your disposal fee report in Adobe Acrobat PDF format. Confirmation of the successful submission, along with a copy of the report, will also be emailed to the address listed in the profile of the eBusiness Center account holder who submitted the report. This PDF version of your disposal fee submission serves as your proof of submission and should be retained for your records.

Your submission is not complete until any balance due is paid.

Your disposal fee report(s) were successfully submitted to Ohio EPA. Payment of any applicable fees is now due. You may download a copy of your disposal fee report invoice from the link at the bottom of this page. An email, including a copy of the invoice, has been sent to the email address associated with your account as confirmation of your report submission. You should save a copy of this invoice for your records.

Choose from one of the payment options below. A 10% penalty will be applied for each 30 days, or portion thereof, that payment is late.

[Print Your Invoice](#)

 [Download Disposal Fee Invoice here...](#)

OhioEPA		Ohio Environmental Protection Agency		<i>For internal Ohio EPA use only.</i>		
Division of Solid & Infectious Waste Management				Check #:		
CDD and MSW Disposal Fee Reporting Invoice				Check ID #:		
				Postmark Date:		
Report(s) submitted by: Test Account Ohio EPA 50 West Town St. Suite 700 Columbus, OH 43215				Transaction ID 110808		
The following disposal fee reports have been submitted to Ohio EPA. Payment in full is now due.						
Port Clinton Landfill Inc (MSW_LF - CID: 33837)						
Reporting Period: July, 2009		Due Date: 08/30/2009		Submission Date: 10/20/2009		
Fee Type	Volume	Rate	Pen/Disc	Rev Type	Rev ID	Total
MSW_LF - EPA	Tons 75	\$4.00	\$60.00	SWEPADSIWM	728519	\$360.00
MSW_LF - ODNR	Tons 75	\$0.25	\$3.75	SWDNRDSIWM	728518	\$22.50
MSW_TF	Tons 85	\$0.00	-	N/A	N/A	\$0.00
CDD - OEPA/LHD	Tons 90	\$0.60	\$10.80	CDEPADSIWM	728520	\$100.80
	yd3 100	\$0.30	\$6.00			
CDD - ODNR	Tons 90	\$1.00	\$18.00	CDDNRDSIWM	728521	\$168.00
	yd3 100	\$0.50	\$10.00			
Apex Sanitary Landfill (MSW_LF - CID: 148118)						
Reporting Period: September, 2009		Due Date: 10/30/2009		Submission Date: 10/20/2009		
Fee Type	Volume	Rate	Pen/Disc	Rev Type	Rev ID	Total
MSW_LF - EPA	Tons 100	\$4.00	(\$3.00)	SWEPADSIWM	728517	\$397.00
MSW_LF - ODNR	Tons 100	\$0.25	(\$0.19)	SWDNRDSIWM	728516	\$24.81
MSW_TF	Tons 58	\$0.00	-	N/A	N/A	\$0.00
If paying via check or money order, make all checks payable to "Treasurer, State of Ohio." To insure credit for payment, you must write your Transaction ID on your check and include a copy of this invoice with your payment.					Grand Total Due \$1,073.11	
Ohio EPA-OFA Mail To: Department L-2711 Columbus, OH 43260-2711						

5. SUBMITTING PAYMENT FOR DISPOSAL FEES

Pay by Mail with Paper Check

Payment of disposal fees can be made via personal, business, or cashier's check by following the instructions printed on the disposal fee invoice you received after successful submission of your disposal fee report.

Pay via Electronic Funds Transfer

Ohio EPA is currently working to implement an electronic funds transfer (EFT) option for payment of disposal fees. When this service is implemented, you will be able to pay your disposal fees electronically from within the eBusiness Center, eliminating the potential delays and costs associated with payment by paper check. This service is expected to be available in the near future.

Special Note about Payment of Fees

ORC§3734 and §3714 require that disposal fee reports and fees must be submitted to Ohio EPA within specific time frames. The specific due date for your disposal fees will be listed on your disposal fee invoice. If payment of fees is not received by the due date, a 10% per month late payment fee will apply.

6. VIEWING SUBMISSION HISTORIES, REPRINTING INVOICES

Reviewing Disposal Fee History for a Specific Facility

eBusiness Center users can review previously submitted disposal fee reports for any facility listed in their 'My Facilities' section of the Disposal Fees home screen by clicking on the 'view history' link to the right of the facility name. The user will see all previous submissions for the selected facility regardless of the account that was used to enter the report.



The screenshot shows a web interface titled "Disposal Fee Reporting History". Below the title, it says "Below is a list of previous disposal fee submissions associated with this facility. The list contains 1 disposal fee reports." There is a "Finished" button on the right. The main content is a table with columns: ID, Facility, User Name (Account), Reporting Period, Submission Date, Facility Type, and Disposal Fee Report. The Disposal Fee Report sub-table has columns: Type, Volume, Rate, Dis/Pen, and Total.

ID	Facility	User Name (Account)	Reporting Period	Submission Date	Facility Type	Disposal Fee Report				
						Type	Volume	Rate	Dis/Pen	Total
426	Akron Central Transfer Station (39741)	Test Account (user3)	February 2009	10/19/2009	MSW_TF	MSW_LF Tons	100	53.50	\$245.00	\$595.00
						RECYCLE Tons	100	50.00	(\$0.00)	\$0.00
						Total: \$595.00				

Reviewing Disposal Fee Submission History for a Specific User Account

Disposal Search Criteria

Reporting Month: Reporting Year: Start Date: End Date:

Transaction ID: Filter by Facility ID

Disposal Fee Submission History

Your search returned 1 submissions.

Disposal Fee Transaction ID: 110808 [View Invoice](#)

Facility	Reporting Period	Submission Date	User Name (Account)	Facility Type	Disposal Fees Report				
					Type	Volume	Rate	Dis/Pen	Total
Apex Sanitary Landfill (148118)	September 2009	10/20/2009	Test Account (user4)	MSW_LF	MSW_LF Tons	100	\$4.25	(\$3.19)	\$421.81
					MSW_TF Tons	58	50.00	(50.00)	50.00
Total:								\$421.81	

An eBusiness Center user can review disposal fee reports previously submitted under their specific account by clicking the 'View Submission History' button in the Disposal Fee Submission History section of the Disposal Fee home page. Upon clicking the button, the user will be presented with a search screen. Complete the search fields as appropriate and click the 'search' button. A listing of previous submissions from the current user's account that fall within the search criteria will be presented.

Reprinting a Disposal Fee Invoice

To reprint a particular disposal fee invoice, follow the directions in the Reviewing Disposal Fee Submission History section above. When the results screen appears, click the "View Invoice" link in the top right corner of the data block that represents the submission you are seeking. You will only be able to reprint invoices for your own user account. If you need an invoice reprinted for another user's account, please contact Ohio EPA-DSIWM for assistance.

7. WHAT HAPPENS IF I MAKE A REPORTING ERROR?

There are three main types of reporting errors which generally occur within the Disposal Fees system: duplicate submissions, submissions for incorrect reporting month and submitting reports for incorrect facilities. If you have submitted a duplicate report, or a report with reporting month or wrong facility errors, please contact Ohio EPA at 614-644-2621 for assistance with removing the incorrect report.

8. Amending Previous Reports to Increase or Decrease Reported Disposal Amounts

On occasion it may be necessary for a facility to amend a previously submitted disposal fee document to report either increased or decreased disposal for a particular reporting period.

Amendments Resulting in Additional Fees Due for Any Month

If you need to report additional waste disposal for your facility for any previous month, simply submit a new disposal fee report in the DSIWM Disposal Fees system for the month in question. *List only the additional waste disposal in each category on this new report.* Appropriate disposal fees and any applicable penalties will be calculated for you and printed on an invoice for your use.

Amendments Resulting in Fee Credits for Any Month

Because ORC §3734.57 and §3714.07 required the submittal of fees 'required to be collected' for a specific month with each monthly report, facility operators wishing to restate disposal reports and fees resulting in a fee credit for a facility for any given month **may not** deduce the fee credit from a current or future month's fee payments. For restatements resulting in a probable fee credit, the facility operator must request a fee refund from Ohio EPA or the local health department in writing. To request a refund, submit the following documentation to Ohio EPA or, for CDD facilities licensed not licensed by Ohio EPA, the local health district that issued the license:

1. Paper fee reports for the months in question, showing only the positive and/or negative adjustments for each category. For example, if fees were paid by a landfill on 100 tons of solid waste that actually came from an Ohio licensed transfer facility, enter -100 on the fee applicable line and +100 on the waste from Ohio TF line.
2. Documentation, including but not limited to daily logs and/or load tickets, supporting the restated monthly figures.
3. A written statement detailing the specific circumstances surround the requested fee credit.

All submitted documentation will be reviewed by Ohio EPA and/or the local health department and compared with available information from other sources.

9. HOW TO GET HELP

- For a quick understanding of the eBusiness Center and a list of contacts, you can review the eBusiness Center Fact Sheet at <https://ebiz.epa.ohio.gov/help/factsheet.pdf>.
- The security of the eBusiness Center depends on the assignment of personal identification numbers (PINs) for users. Users in turn must ensure that their PINs are protected and used appropriately. For more information, review the Personal Identification Number Purpose and Security Requirements fact sheet at <https://ebiz.epa.ohio.gov/help/pinfactsheet.pdf>.
- You can review eBusiness Center help topics posted to the Ohio EPA Answer Place at http://ohioepa.custhelp.com/cgi-bin/ohioepa.cfg/php/enduser/std_alp.php.
- If you need assistance or have questions regarding the Ohio EPA eBusiness Center please call technical support 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.
- Access the Training menu on Home page periodically to see what training is available from Ohio EPA.