

*Surface Water Tracking, Reporting, and Electronic
Application Management System (STREAMS)*

Annual Sewage Sludge Report

January 10, 2017



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Annual Sewage Sludge Report – Electronic Report Overview

A requirement to submit an Annual Sewage Sludge report to Ohio EPA appears in Part II of most National Pollutant Discharge Elimination System permits issued to Publicly Owned Treatment Works. This report is now available to be completed through Ohio EPA’s STREAM service and is due March 1 each year. You will have met the Annual Sludge Reporting requirements of your NPDES permit by submitting the electronic report, please do not print out and mail Ohio EPA a hard copy of the report.

The STREAMS service provides the capability to electronically submit the Annual Sewage Sludge Report. This report can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports list). Annual Sewage Sludge Reports that are created will be listed on the Report List where additional actions may be performed (ex. downloading report PDF, edit, delete, and delegate).

Working within your secure eBusiness Center account, the ease of use of the new innovative smart forms, one-click submittals without having to mail paper forms to the Agency, and the ability to make fee payments online, make the STREAMS service the go-to destination to submit your Annual Sewage Sludge Report – as well as applications for nearly 20 other permit types and additional reports (ex. non-compliance, priority pollutant report, annual reports, etc.)

Detailed steps on how to complete the Annual Sewage Sludge Report are explained in this document.

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	Annual Sewage Sludge Report Instructions					

Service Activation



eBusiness Center

Welcome to the Ohio EPA eBusiness Center



Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
Division of Surface Water Credible Data	Deactivate	Active	view/edit	view/edit
Division of Surface Water NPDES Permit Applications (STREAMS)		Active		
DMWM Compliance	Request	Inactive	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request	Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request	Inactive		
DMWM Scrap Tire Transporter Registration	Request	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DMWM Solid Waste/C&DD Facility Licensing	Request	Inactive	view/edit	
e-DMR	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	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: Apply for Approval and Upload Scores	Request	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Request	Inactive		



My Tasks (1)			
Name ▼	Status ▼	Created ▼	Action
PIN Activated	Active	11/03/2016 11:52:08	hide

A *service* is a division within Ohio EPA that offers electronic services. To access STREAMS, click on **Division of Surface Water NPDES Permit Applications (STREAMS)** to select the service – you will be directed immediately



eBusiness Center

Division of Surface Water NPDES Permit Applications Service Activation

Would like to activate this service for you account?

Yes

Cancel

The first time you select this service you will be prompted to activate it – simply click **Yes**. You will now be directed to your personal dashboard where you can add permits to your personal list/view, complete permit applications and various reports, and make fee payments using the ePayment Service.

Creating New Reports

State of Ohio | Ohio EPA | Logout



eBusiness Center

eBusiness Center Admin ▾

jrobert1

Permit List 0 [Add Permit](#) 

You do not have any permits associated with your account. If you have a permit and know the permit number please click the 'Add Permit' button above and enter your permit number. Once your permit has been added you can perform actions on that permit from the 'Actions' menu. For a detailed explanation click the 'Form Instructions' below.

[Form Instructions](#)

Application List 0 [Create New Permit Application](#)

Application ID ▾	Number ▾	Application Type ▾	Applicant Name ▾	Updated ▾	Status ▾	Actions
No items to display						

Report List 0 [Create Report](#)

Report ID ▾	Report Type ▾	Location Name ▾	Permit Number ▾	Updated ▾	Status ▾	Actions
<input type="text"/>						

To fill out and submit an Annual Sewage Sludge Report- if you have not already done so, add the permit to your Permit List on your personal dashboard by clicking the **Add Permit** button. *You can manage all your permits by adding them to your Permit List.*

Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below. If you do not know the permit number, you can search for it here.

Permit Number



Enter your permit number and click the *Search* button (with or without the *AG permit version extension).

Add Existing Permit

Use this page to associate an existing permit to your account. Simply enter your permit number below. If you do not know the permit number, you can search for it here.

Permit Number

Permit Search Results

Number	US EPA #	Type	Name	Issue Date	Expiration Date	Status	Properties
4PA00004*GD	OH0022519	MUNICIPAL	Williamsport WWTP	10/5/10	10/31/15	ACTIVE	<input type="text" value="properties"/> <input type="button" value="Add Permit"/>

If a valid permit number has been entered, the system will find the permit and display it in the Permit Search Results section. Click the **Add Permit** button to select the permit – it will now be added to your personal dashboard. **Note: The first character is a 0 (zero) for facilities in the Southeast District.**

Permit List 1 Add Permit

Permit Number [^]	Name [∨]	Type [∨]	Issued [∨]	Coverage [∨]	Status [∨]	Actions	Reporting
4PA00004*GD	Williamsport WWTP	NPDES Municipal	10/5/2010		Active	Actions [∨]	Reporting [∨]

Annual Sewage Sludge Report n total

Application List 0 Create New Permit Application Form Instructions

Application ID [∨]	Number [∨]	Application Type [∨]	Applicant Name [∨]	Updated [∨]	Status [∨]	Actions
No items to display						

Report List 0 Create Report

On your personal dashboard, the **Actions** drop-down accesses management tools that will allow you to **Remove Permit from your List**, **Terminate Permit**, **Transfer Permit**, and **Renew Permit**. Click the **Reporting** drop-down and select **Annual Sewage Sludge Report** to launch the report.

Completing the Report

[Form Instructions](#)

Reporting Year

2016

Facility Information

Facility Name
Williamsport WWTP

Ohio NPDES Permit Number
4PA0004*HD

Facility Mailing Address

Address
300 Ballard Avenue

City Williamsport **State** OH **Zip Code** 43164

Facility County
Pickaway

Facility Phone Number (740) 986-9505 **Facility Email** Email

Operator of Record Phone Number (740) 986-9505 **Operator of Record Email** Email

Billing Contact [Copy Facility Contact to Billing Contact](#)

First Name First Name **Last Name** Last Name

Title Title

Email Email **Phone** (xxx) xxx-xxxx

Once the report opens you will notice that it is prepopulated with information from the Agency database. Begin by verifying the reporting year, the facility mailing address, and contact information sections. Annual Sludge Fee invoices will be emailed to the facility contact and billing contact. **Sludge fee invoices will no longer be sent by mail.**

Billing Address

Address

Address

City

City

State **Zip Code** **Country**

OH Zip Code USA

Has sewage sludge been removed from the facility for the reporting year?

Yes No

Average daily discharge (from DMR report) **Units**

1.3083 Millions of Gallons per Day

If average daily effluent discharge is < 5,000 gpd, there is no sludge fee per ORC3745.11

Would you like to provide a corrected value for Average Daily Discharge?

Yes No

Please enter corrected average daily discharge **Units**

Corrected Average Daily Discharge Millions of Gallons per Day

Please state the reason for correcting the Average Daily Discharge value from the DMR report

Did your facility beneficially use (land apply) Class B biosolids during the reporting year?

Yes No

Did your facility beneficially use (land apply) or distribute exceptional quality (EQ/Class A) biosolids during the reporting year?

Yes No

Did your facility do one of the following during the reporting year?

- Incinerate
- Landfill
- Transfer to another NPDES permittee
- Transfer to PPG Lime Lakes

Verify the prepopulated Average Daily Discharge and correct, if necessary. Industrial facilities are not charged an annual sludge fee so, this field will be blank. Depending on the selections, the Annual Sewage Sludge report will automatically add the appropriate sections that are required to be completed. See Appendix 1 for instructions provided by Ohio EPA’s biosolids program that details each section that may apply to your facility.

Station 581 — Beneficial Use of Class B Biosolids

Table 1 - Class B Biosolids Verification Matrix

Pathogen Reduction Alternative	Vector Attraction Reduction Options	Sewage Sludge Weight (dry tons) DMR Reporting Code 70316	Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129	Action
--------------------------------	-------------------------------------	---	---	--------

Add New Class B Biosolids Verification Row

Total Class B Biosolids Sewage Sludge Weight (dry tons) DMR Reporting Code 70316

Calculated from table above	Total from DMR Reports
0	N/A
The total sludge weight calculated from the table above does not match the total sludge weight reported.	

Total Class B Biosolids Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129

Calculated from table above	Total from DMR Reports
0	N/A
The total sludge fee weight calculated from the table above does not match the total sludge fee weight reported.	

Total Class B Biosolids Sewage Sludge Fee

\$0.00

Table 1 – If Class B beneficial use is selected, the Class B Biosolids Verification matrix will be populated. Click the **Add New Class B Biosolids Verification Row** button. See Appendix 1 for more detailed instructions.

Do you like to provide a corrected value for Average Daily Discharge?

Class B Biosolids Biosolids Verification Information

Enter your Class B Biosolids Biosolids Verification data here.

Pathogen Reduction Alternative

Select a Pathogen Reduction Alternative...

Vector Attraction Reduction (VAR) Options (select all that apply)

Unselected VAR Options (10)

- 38% Volatile Solids reduction (VAR -1)
- Anaerobic Bench Scale Analysis (VAR-2)
- Aerobic Bench Scale Analysis (VAR-3)
- Specific Oxygen Uptake Rate (VAR-4)
- Aerobic Time and Temperature (VAR-5)
- Alkali Addition (VAR-6)
- >75% Solids without Unstabilized Solids (VAR-7)
- >90% Solids with Unstabilized Solids (VAR-8)
- Injection (VAR-9)
- Immediate Incorporation (VAR-10)

Add →

← Remove

Selected VAR Options (0)

Sewage Sludge Weight (dry tons) DMR Reporting Code 70316

Sewage Sludge Weight

Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129

Sewage Sludge Fee Weight

Save **Cancel**

Select the applicable Pathogen Reduction Alternative. Then highlight a VAR option on the left and click the **Add** button. If you have added the incorrect VAR option, highlight it in the area to the right and click the **Remove** button. Click the **Save** or **Cancel** buttons to proceed with the report.

Station 584 — Beneficial Use of Exceptional Quality Biosolids

Table 2 - Exceptional Quality Biosolids Verification Matrix

Pathogen Reduction Alternative	Vector Attraction Reduction Options	Sewage Sludge Weight (dry tons) DMR Reporting Code 70316	Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129	Action
Add New Exceptional Quality Biosolids Verification Row				
Total Exceptional Quality Biosolids Sewage Sludge Weight (dry tons) DMR Reporting Code 70316				
Calculated from table above		Total from DMR Reports		
<input type="text"/>		<input type="text" value="N/A"/>		
Total Exceptional Quality Biosolids Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129				
Calculated from table above		Total from DMR Reports		
<input type="text"/>		<input type="text" value="N/A"/>		
Total Exceptional Quality Biosolids Sewage Sludge Fee				
<input type="text" value="\$0.00"/>				

Table 2 – If Exceptional Quality beneficial use is selected, the Exceptional Quality Biosolids Verification Matrix will be populated. Click the *Add New Exceptional Quality Biosolids Verification Row* button. See Appendix 1 for more detailed instructions.

Exceptional Quality Biosolids Verification Information

Enter your Exceptional Quality Biosolids Verification data here.

Pathogen Reduction Alternative

Select a Pathogen Reduction Alternative...

Vector Attraction Reduction (VAR) Options (select all that apply)

Unselected VAR Options (8)

- 38% Volatile Solids reduction (VAR -1)
- Anaerobic Bench Scale Analysis (VAR-2)
- Aerobic Bench Scale Analysis (VAR-3)
- Specific Oxygen Uptake Rate (VAR-4)
- Aerobic Time and Temperature (VAR-5)
- Alkali Addition (VAR-6)
- >75% Solids without Unstabilized Solids (VAR-7)
- >90% Solids with Unstabilized Solids (VAR-8)

Add →

← Remove

Selected VAR Options (0)

Sewage Sludge Weight (dry tons) DMR Reporting Code 70316

Sewage Sludge Weight

Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129

Sewage Sludge Fee Weight

Save Cancel

Select the applicable Pathogen Reduction Alternative. Then highlight a VAR option on the left and click the **Add** button. If you have added the incorrect VAR option, highlight it in the area to the right and click the **Remove** button. Click the **Save** or **Cancel** buttons to proceed with the report.

Sewage Sludge/Biosolids Disposal Methods

Table 3 - Sewage Sludge/Biosolids Disposal Methods

Data in the table below has been pre-populated from the DMR report but may be edited.

Station Code	Disposal Method	Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129	Sewage Sludge Weight (dry tons) DMR Reporting Code 70316	Sewage Sludge Volume (gallons) DMR Reporting Code 80991	Action
586	Landfill	16.5			
588	Transferred to Another NPDES Permit Holder			1	

** indicates a correction has been made to the original Fee Weight value reported in DMR*

[Add New Disposal Method](#)

Total Disposal Sewage Sludge Fee

\$100.00

Table 4 - Sewage Sludge Transfer Summary

Transfer Facility Type	Name of NPDES permittee or licensed municipal solid waste landfill that received sewage sludge or biosolids	NPDES permit No. or municipal solid waste landfill licensed No. that received sewage sludge or biosolids	Quantity of Sewage Sludge Transferred (weight or volume)		Action
			Weight (Dry Tons)	Volume (Gallons)	

[Add New Sewage Sludge Transfer](#)

If incineration, landfill or transfer of sludge was selected, Table 3 will be prepopulated with outfalls from the existing active permit and the total Disposal Sewage Sludge Fee is calculated. If new disposal methods need to be added to the form, simply click the **Add New Disposal Method** button. Each facility that received sewage sludge should be listed in Table 4. *If any fee weights for volumes are incorrect, click the pencil icon to edit the data. This data is copied from the eDMR submittal, so you may need to go back into eDMR and revise the corresponding reports to ensure that the appropriate data is in the Agency database. See Appendix 1 for more detailed instructions.*

Biosolids Disposal Method

Enter your Disposal Method data here.

Station Code
Select Station Code

Disposal Method
Disposal Method

Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129
Sewage Sludge Fee Weight

Would you like to provide a corrected value for Sewage Sludge Fee Weight?

Please enter corrected Sewage Sludge Fee Weight
Corrected Sewage Sludge Fee Weight

If applicable, enter in the new disposal method information.

Sewage Sludge Transfer Summary

Enter your Sewage Sludge Transfer data here.

Transfer Facility Type

Name of NPDES permittee or licensed municipal solid waste landfill that received sewage sludge or biosolids

NPDES permit Number or municipal solid waste landfill licensed Number that received sewage sludge or biosolids

Quantity of Sewage Sludge Transferred (provide weight or volume)

Weight (Dry Tons)

Volume (Gallons)

If applicable, enter in the new Sewage Sludge Transfer information.

Sewage Sludge Monitoring

The Pollutant Analysis and Sewage Sludge Characteristics tables below have been pre-populated with data from the DMR report but may be edited.\

Table 5 - Metal Pollutant Analysis

Reporting Month	Station Code	01003 Arsenic (mg/kg)	01028 Cadmium (mg/kg)	01043 Copper (mg/kg)	01052 Lead (mg/kg)	01068 Nickel (mg/kg)	01093 Zinc (mg/kg)	01148 Selenium (mg/kg)	71921 Mercury (mg/kg)	78465 Molybdenum (mg/kg)	Action
January	Max										
	Avg										
February	Max										
	Avg										
March	Max										
	Avg										
April	Max										
	Avg										
May	Max										
	Avg										
June	Max										
	Avg										
July	Max										

The Pollutant Analysis and Sewage Sludge Characteristics Tables 5 and 6 have been pre-populated with data from the DMR report. *If any monitoring data is incorrect, click the pencil icon to edit the data. This data is copied from the eDMR submittal, so you may need to go back into eDMR and revise the corresponding reports to ensure that the appropriate data is in the Agency database.*

Table 6 - Sewage Sludge Characteristics

Reporting Month	Station Code	00627 TKN (mg/kg)	00611 NH3-N (mg/kg)	00633 NO2NO3-N (mg/kg)	00668 P (mg/kg)	00938 K (mg/kg)	00400 pH (S.U.)	70318 TS (%)	70322 VS (%)	Action
January	Max									
	Avg									
	Min									
February	Max									
	Avg									
	Min									
March	Max									
	Avg									
	Min									
April	Max									
	Avg									
	Min									
May	Max									
	Avg									
	Min									
June	Max									
	Avg									
	Min									
July	Max									
	Avg									

Cumulative Pollutant Loading Rate (CPLR)

Have CPLR biosolids been beneficially used on any authorized beneficial use sites in prior reporting years?

Table 7 - Authorized Beneficial Use Site

Ohio EPA Site ID or Address	County/ Township	CPLR to Date (lbs/acre)									Action
		As	Cd	Cu	Pb	Ni	Zn	Se	Hg	Mb	
Add New Authorized Beneficial Use Site											

Class B Agronomic Rates

Table 8 - Agronomic Rate Summary

Ohio EPA Site ID or Address	Agronomic Rate (dry tons/acre)	Soil Phosphorus			Agronomic Rate Utilized	Action
		Date of Soil Analysis	Result (PPM)	Analysis Method		
Add New Agronomic Rate Row						

Fill in the information pertaining to the Cumulative Pollutant Loading Rate (CPLR) in Table 7 and Class B Agronomic Rate in Table 8. Add a new row for each by clicking the corresponding button on the right. See page 2 of Appendix 1 for further instructions.

Authorized Beneficial Use Site

Ohio EPA Site ID

County

If Ohio EPA Site ID is not available, please provide an address

Address

City

State

Zip Code

Arsenic CPLR (lbs/acre)

Cadmium CPLR (lbs/acre)

Copper CPLR (lbs/acre)

Lead CPLR (lbs/acre)

Nickel CPLR (lbs/acre)

Zinc CPLR (lbs/acre)

Selenium CPLR (lbs/acre)

Mercury CPLR (lbs/acre)

Molybdenum CPLR (lbs/acre)

Only submit Table 7 for CPLR sites on which biosolids were beneficially used during the previous calendar year. See Appendix I for further instructions.

Class B Agronomic Rate

Ohio EPA Site ID

If Ohio EPA Site ID is not available, please provide an address

Address

City **State** **Zip Code**

Date of Beneficial Use

Dry Tons Used

Acres Used

Calculated Agronomic Rate (dry tons/acre)

Actual Agronomic Rate (dry tons/acre)

Agronomic Rate Utilized

Soil Phosphorus
Date of Soil Analysis

Result (PPM)

Analytic Method

Complete the Agronomic Rate information for each beneficial use site where biosolids were beneficially used during the previous calendar year. See Appendix I for further instructions.

Attachments

Pathogen reduction and vector attraction reduction monitoring results

Browse... You may add another attachment

Were there any complaints during the reporting period?

Yes **No**

Summary of complaints received and implemented corrective actions

Browse... You may add another attachment

Fees

Total Class B Biosolids Sewage Sludge Fee

\$0.00

Total Exceptional Quality Biosolids Sewage Sludge Fee

\$0.00

Disposal Fees:

- **Landfill Fee**

\$43.38

- **Transfer Fee**

\$100.00

Total Sewage Sludge Fee

\$100.00

Upload the required attachments (if they are not readily accessible, you can click the **Save** button at the bottom of the screen. To return to report by click the **Actions** drop-down and **Edit Report** from the dashboard).

A summary of the Annual Sewage Sludge Fees is provided. Fees are calculated automatically based on the sludge fee weights entered in the report.

Certification Statements

Station 581 — Certification Statements (Appendix A)

I certify, under penalty of law, that the information that was used to determine compliance with the pathogen reduction alternative(s) identified in Table 1 of this annual report was prepared under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate this information. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment.

I certify, under penalty of law, that the information that was used to determine compliance with the vector attraction reduction alternative(s) identified in Table 1 of this annual report was prepared under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate this information. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment.

Station 584 — Certification Statement (Appendix B)

I certify, under penalty of law, that the information that was used to determine compliance with the exceptional quality pathogen reduction alternative identified in Table 2 of this annual report and the vector attraction reduction alternative identified in Table 2 of this annual report was prepared under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate this information. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment.

Are you beneficial user of the biosolids?

Please upload Beneficial User — Certification Statement (Appendix C) signed by authorized representative of the beneficial user

No file chosen

CPLR Biosolids — Certification Statement (Appendix E)

I certify, under penalty of law, that the information that will be used to determine compliance with the requirement to obtain information in paragraph (D)(5) of rule 3745-40-04 of the Administrative Code was prepared, for each site on which CPLR biosolids were beneficially used, under my direction and supervision in accordance with the system designed to ensure that qualified personnel properly gather and evaluate this information. I am aware that there are significant penalties for false certification including the possibility of fine and imprisonment.

Annual Sewage Sludge Report

Total Sludge Fee: \$100.00

Select responses in the Certification Statements section (upload file, where applicable). You now have the option to click the **Validate** button to see if all fields have been filled out correctly. If any fields are invalid, a message will appear at the bottom of the report. Incomplete fields will be highlighted in red. Once validated, the report may be submitted. Click **Submit** to submit the report to the Agency.

Saving Reports

If you need to exit the Annual Sludge Report before completion, remember to click the **Save** button at the bottom of the screen then **Exit**.

A saved report will be in your Report List on your personal dashboard until submitted, deleted, or delegated to another individual to submit. To return to the report, scroll to the Report List in your dashboard, select the **Actions** drop-down and click **Edit Report**.

Tip: Click the Save button frequently to protect your report work.

Submitting Reports

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 certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Security Question: What color is red?

...

PIN:

.....

Submit Cancel

When you click the **Submit** button, you will be prompted to answer a security question and enter your PIN (i.e., your personal electronic signature). Enter this information and click the **Submit** button.

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 certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

 The PIN entered was incorrect. Please try again.

Security Question: What color is red?

Answer

PIN:

PIN

Entering an incorrect security question answer or PIN will result in a red error message – carefully re-enter this information and click the **Submit** button again.

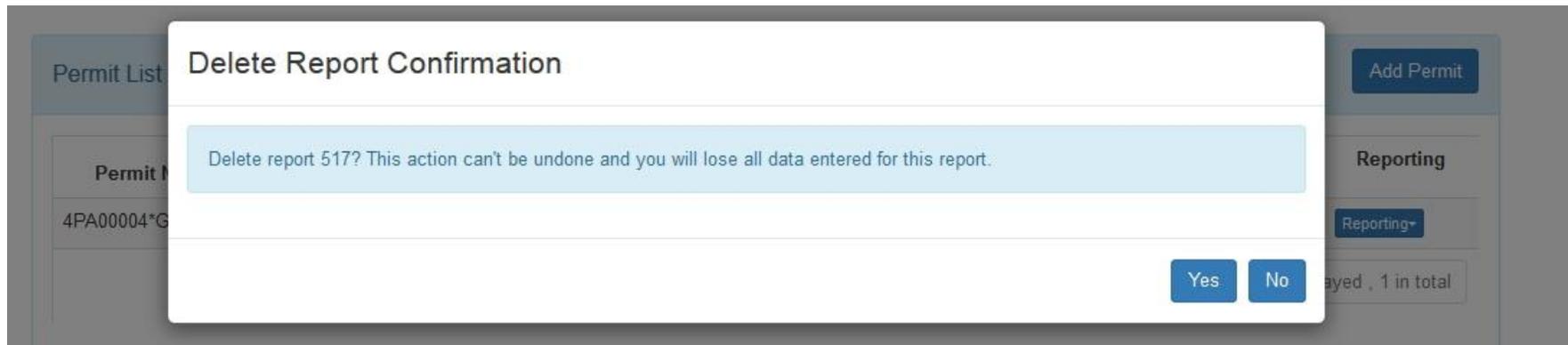
Editing, Deleting, and Delegation

The screenshot displays two main sections: 'Application List' and 'Report List'. The 'Application List' section is currently empty, showing a 'No items to display' message. The 'Report List' section contains one report entry with the following details:

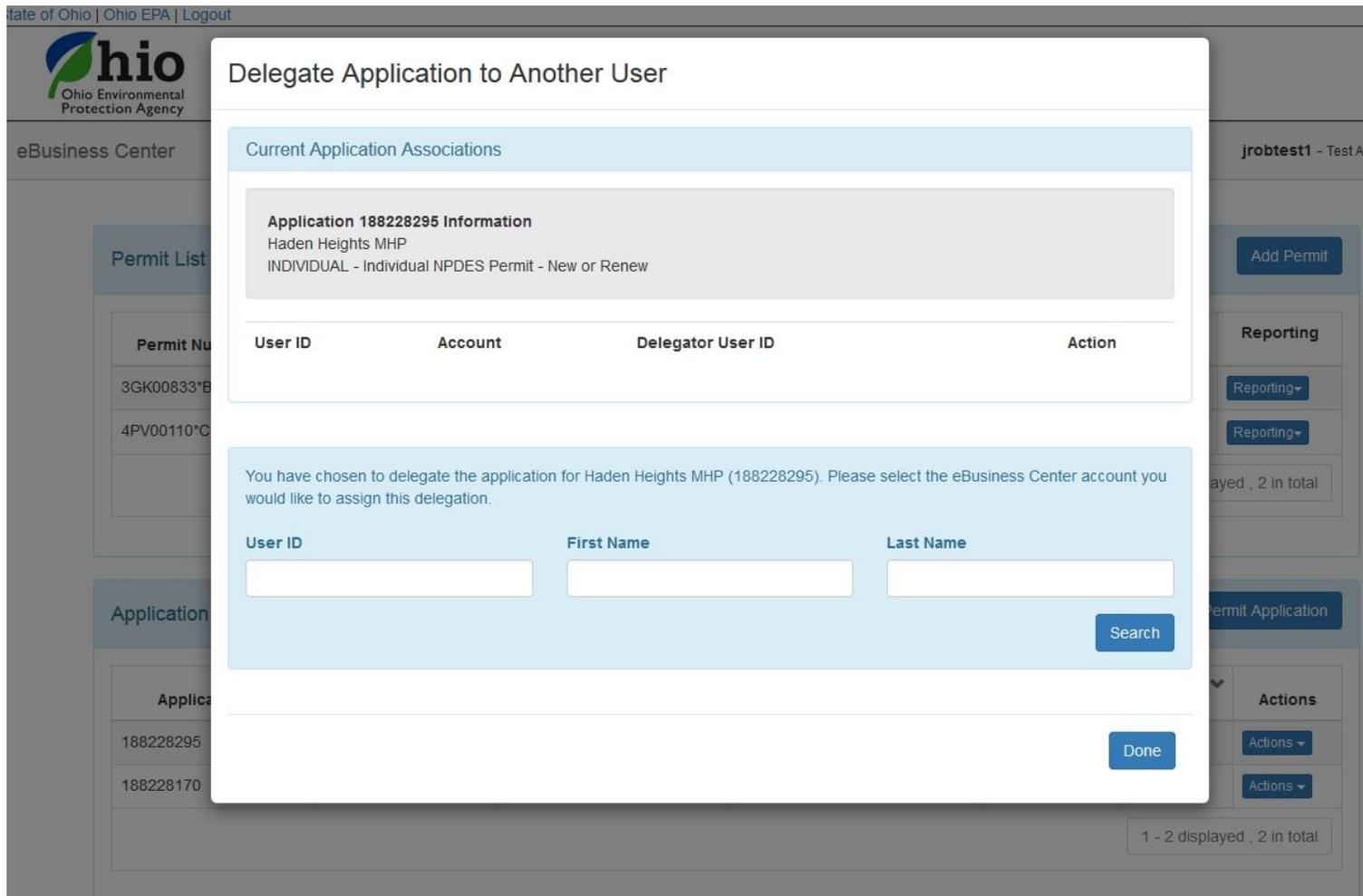
Report ID	Report Type	Location Name	Permit Number	Updated	Status	Actions
517	Annual Sewage Sludge Report	Williamsport WWTP	4PA00004*GD	12/03/2015	Edit	<ul style="list-style-type: none">Download Report PDFEdit ReportDelete ReportDelegate Report

A search bar is located at the bottom left of the Report List section, and a '1 - 1 displayed' indicator is at the bottom right.

If you saved the report and chose not to submit it immediately, it will now be located in the Report List on your personal dashboard where you can now perform the tasks under the **Actions** drop-down. Here, you can **Download a PDF copy** of the report, open the report back up in **Edit** mode, **Delete**, or **Delegate** the report to another eBusiness Center account holder (ex. one person prepares the report, another person submits it).



If you decide to delete the report that you have created, click on the *Actions* drop-down and select *Delete Report*. A confirmation window will prompt you to confirm the deletion of the report. If confirmed, the report will no longer be present on your dashboard – you can now continue working in STREAMS or even create another application/report.



If you choose to delegate a report, click on the **Actions** drop-down and select **Delegate Report**. The system will prompt you to search for the account holder that you want to delegate to. If you know their eBusiness Center account User ID, type it in and click **Search**. TIP: Do not fill in all search fields (for example, if you do not know the User ID, type in their last name and click **Search**.)

Delegate Application to Another User

Current Application Associations

Application 188228295 Information
Haden Heights MHP
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action
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You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	<input type="text" value="Roberts"/>

Account Search Results **41** Filter:

User ID	Name
0857731524	John Roberts
1122324	stephen roberts
12049043	Lisa Roberts
6231741131	Craig Roberts

The example above is a search by the Last Name of “Roberts”. The system returns a list of all user names that match, click the User ID to the left to delegate access to the application/report that you have created and saved.

Delegate Application to Another User

Current Application Associations

Application 188228295 Information
Haden Heights MHP
INDIVIDUAL - Individual NPDES Permit - New or Renew

User ID	Account	Delegator User ID	Action
---------	---------	-------------------	--------

You have chosen to delegate the application for Haden Heights MHP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

User ID	First Name	Last Name
<input type="text"/>	<input type="text"/>	Roberts

You have selected the following account. If this is correct select the 'Delegate' button to associate this account with your application. If this is not the correct account please refine your search criteria and search again.

jrobert1
James Roberts
50 West Town Street
Columbus OH, 43215

A confirmation will be shown of the account holder that you selected, click the **Delegate** button to complete the delegation. At this point, the account holder you have delegated can log into their personal eBusiness Center account and will have the application/report listed on their dashboard.

ePay – Fee Payment

Ohio EPA Fee Payment Options

Your submission to Ohio EPA was successful. Payment of any applicable fees must be received by the due date shown on your invoice. Some fees have a penalty added for late payment. Late payment penalties, if any, are explained on the invoice. A confirmation email, including a copy of the invoice, has been sent to the email address associated with your account. Please save a copy of this invoice for your records.

Your invoice may be paid online with one of the credit cards listed below or by debiting your bank account through the Automated Clearing House (ACH). All online transactions are processed as one time payments. Ohio EPA does not save your credit card or bank account information. If you need assistance please call our Fiscal office, Mon. - Fri. between 8 AM and 5 PM (closed on holidays) at (614) 644-2339.

Master Card, VISA or Discover Credit Card:

Any eBusiness account holder can pay using a credit card; you do not need a PIN. A service fee of 2.2% is added to payments made by credit card. The service fee covers Ohio EPA's processing cost. Service Fee Example: If you pay a \$100 invoice with a credit card the 2.2% service fee would be \$2.20. Your credit card statement will show two payments, the \$100 invoice payment and a separate \$2.20 service fee.

Automated Clearing House (ACH):

Ohio EPA eBusiness account holders must have an Ohio EPA PIN to pay by ACH (electronic check) from your bank account. There is no service fee for ACH payments. Some bank accounts have a debit block or filter that rejects ACH payments. Please contact your bank if you think a debit block may be in place and ask your bank to modify or remove it before you pay using ACH.

Please download your invoice. After you download your invoice you may proceed with online payment or select the 'Exit' button if you will be sending your payment by US mail.

Print Your Invoice



Download Invoice



To download your invoice 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.



Pay Electronically

To proceed to the electronic payment page you must download your invoice. If you are paying more than one fee, the online payment page will show each fee on a separate line. In order to verify the total you will need the invoice.

Pay by Postal Mail with a Check or Money Order

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order.

If you need assistance or have questions regarding Ohio EPA eBusiness Center please call our 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.

Exit

Ohio EPA Fee Payment Options

Pay Electronically

Master Card, VISA or Discover Credit Card:

A service fee of 2.2% is added to payments made by credit card. You will be charged for two payments, the invoice payment and a separate service fee. When you arrive at the payment screen please enter your billing name and address exactly as it appears on your credit card statement.

Amount Due:	\$123.00
Service Fee:	\$2.71
Total Amount Due:	\$125.71

Pay with Credit Card

Automated Clearing House (ACH):

There is no service fee for ACH payments. When you provide your bank account number and routing number, you authorize us to make a one-time electronic funds transfer from your bank account to pay the invoice. If there is a debit block on your bank account, ask your bank to allow transactions with Ohio EPA before paying with ACH. When you arrive at the payment screen verify the billing name and address match the information for your bank account and make corrections if necessary.

Total Amount Due: \$123.00

Pay with ACH (electronic check)

Pay Later

If you would like to use Electronic Payment, but are not ready at this time, you can return to the eBusiness Center at a later time and select "Pay Ohio EPA Fees Online". You will need the Revenue ID or Transaction ID from your invoice to make your payment.

US Mail Check, Money Order or State Agency ISTV

Invoices may be paid by mailing a check or money order payable to Treasurer, State of Ohio along with a copy of the invoice or payment coupon to: Ohio EPA, Dept. L-2711, Columbus, Ohio 43260-2711. Please write the Revenue ID number or Transaction ID number from the invoice on your check or money order. State agencies may pay with an ISTV by calling our Fiscal office at (614) 644-2339.

Help Contacts

If you need assistance making a payment, please call our Fiscal office at (614) 644-2339. If you need assistance or have questions regarding Ohio EPA's eBusiness Center please call technical support at (877) 372-2499 (1-877-EPA-BIZZ) or send an email to ebizhelpdesk@epa.ohio.gov. Hours of operation are 8:00 AM to 5:00 PM weekdays, except state holidays.

Exit

The preferred method of fee payment is through ePay. After submitting the report, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both the report and invoice). You can pay immediately or later by logging back into your account and clicking **Pay EPA Fees Online** in the available service list. To pay immediately, click the **Download Invoice** button to proceed with the online payment. The invoice information will appear on screen where the payer may select **Pay with Credit Card**, **Pay with ACH** or **Exit** (to return to the eBusiness Center home page). If paying via credit card, a 1.9% fee is applied – no fee is applied if using electronic check (Note: If the payer does not have an eBusiness Center PIN their only payment option is to pay by credit card. If your preferred method of payment is by electronic check, return to the eBusiness Center and click **Apply for PIN**. On average, you will receive a PIN in five business days where you can return to your account and click **Pay EPA Fees Online** in the available service list to return to the invoice payment screens to pay the fee.)

Technical Support

For biosolids specific questions, contact the biosolids coordinator at your Ohio EPA district office.

Central, Southeast, and Southwest Districts
Northeast District
Northwest District

Betsy Vanwormer, (614) 644-2150, betsy.vanwormer@epa.ohio.gov
Chris Moody, (330) 963-1118, chris.moody@epa.ohio.gov
Andy Gall, (419) 373-3003, andrew.gall@epa.ohio.gov

For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to streamline efforts obtain value-added guidance.

The preferred method of communication is via email, as the administrator can send you personalized step-by-step instructions. Most technical assistance requests are resolved same-day, but can take up to 24 hours if the administrator is out of the office or away from the desk.

BUSINESS HOURS: Mon- Fri: 7:00 a.m. – 5:00 p.m.

Whitney Works
eDMR / STREAMS Administrator
Division of Surface Water
50 West Town Street, Suite 700
Columbus, OH 43215

Whitney.Works@epa.ohio.gov
Phone: (614) 644-2135

Jamie Roberts
Data Systems Analyst
Division of Surface Water
50 West Town Street, Suite 700
Columbus, OH 43215

James.Roberts@epa.ohio.gov
Phone: (614) 644-2054

eBusiness Center (PINS & Passwords): (877) 372-2499

Appendix I

**Ohio EPA Division of Surface Water
Annual Sewage Sludge Report Instructions**



Instructions for Completing an Annual Sewage Sludge Report

Electronic Annual Sewage Sludge Reports are due by March 1 of each year for the previous calendar year. The Annual Sewage Sludge Fee Invoice will be generated when the report is submitted. Annual Sludge Fee Invoices are no longer mailed.

Choose the option(s) below that applies to your facility:

1. Facilities that have NOT removed sewage sludge during the reporting year

- a. Select **NO** for *Has sewage sludge been removed from the facility for the reporting year?*
- b. Select the date that sludge was last removed. If the date when sludge was last removed is unknown, check "unknown".
- c. Attach summary of complaints received and implemented corrective actions, if applicable.
- d. *Save, Validate, and Submit* report as instructed on page 24 of the STREAMS Annual Sewage Sludge Report Instructions.

2. Facilities that have beneficially used Class B biosolids during the reporting year

- a. Select YES for *Did your facility beneficially use (and apply) Class B biosolids during the reporting year?* and complete the *Station 581 - Beneficial Use of Class B Biosolids* section (Table 1).
 - i. Click *Add New Class B Verification Row*.
 - ii. Select the Pathogen Reduction (PR) Alternative and Vector Attraction Reduction (VAR) Options that apply. See Ohio Administrative Code (OAC) 3745-40-04 for PR and VAR alternative descriptions at http://epa.ohio.gov/dsw/rules/3745_40.aspx.
 - iii. Enter the Sewage Sludge Weight (sewage sludge weight is the dry tons of biosolids, **including any admixtures**, removed from the treatment plant and beneficially used during the calendar year) and Sewage Sludge Fee Weight (sewage sludge fee weight is the dry tons of biosolids, **excluding admixtures**, beneficially used during the calendar year). This is to ensure a generator of sewage sludge is not invoiced an Annual Sewage Sludge Fee for material other than biosolids. Only dry tons of Class B biosolids actually removed from the treatment works during the calendar year shall be reported. If the values do not match the eDMR data, please amend the eDMR.
 - iv. Verify the Sewage Sludge Monitoring data in Table 5 and Table 6 and add/edit as needed. If the values do not match the eDMR data, please amend the eDMR.
 1. Table 5 is used to report the metal pollutant analyses of the sewage sludge conducted over the course of the previous calendar year if biosolids were beneficially used under reporting stations 581.
 - a. If no analysis was done during a month, leave all rows blank. If one analysis was done during a month, put the result in the "Max" and "Avg" rows for that month.
 - b. If the result was below the detection limit put "AA" in the "Max" and "Avg" rows for that month. If more than one sewage sludge analysis was done in a month, put the highest result in the "Max" row. Calculate the arithmetic average of all analyses and put the result in the "Avg" row. Use the detection limit reported by the laboratory when calculating an "Avg" that includes results that were below the detection limit.

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Annual Sewage Sludge Report Instructions

- c. If all of the results for a month were below the detection limit put “AA” in the “Max” and “Avg” row for that month. In the “Highest Reported Maximum Value for Year” row, insert the single largest value appearing in the “Max” rows of the individual months. In the “Highest Reported Monthly Average for Year” row, insert the highest reported value that appears in the “Avg” row out of all of the months.
 2. Table 6 is used to report additional sewage sludge monitoring parameters. For each individual month, insert the analysis results for all parameters required to be monitored by your Ohio NPDES permit.
 - a. If only one monitoring event was performed during a month, insert that value into the “Max” row for each month.
 - b. If more than one monitoring event was performed during a month, insert the highest reported value into the “Max” row; insert the lowest reported value in the “Min” row. Calculate the arithmetic average of all analyses and put the result in the “Avg” row. Use the detection limit reported by the laboratory when calculating an “Avg” that includes results that were below the detection limit.
 - c. If all of the results for a month were below the detection limit put “AA” in the “Max” and “Avg” row for that month.
- v. If applicable, complete *Cumulative Pollutant Loading Rate (CPLR)* for authorized Class B beneficial use sites where biosolids exceeding pollutant monthly average concentrations have been beneficially used.
 1. Select YES for *Have CPLR biosolids been beneficially used on any authorized beneficial use sites in prior reporting years?*
 - a. Enter the Ohio EPA Site #, county and township where the site is located and the running total of metals in lb/acre for the beneficial use sites where biosolids subject to the cumulative pollutant loading rates have been beneficially used up to the end of the reporting year. Only include CPLR sites on which biosolids were beneficially used during the reporting year.
 2. If CPLR biosolids have never been beneficially used on any authorized beneficial use sites, Select NO for *Have CPLR biosolids been beneficially used on any authorized beneficial use sites in prior reporting years?*
- vi. Complete *Table 8 – Agronomic Rate Summary* for each authorized Class B beneficial use site used during the reporting year.
 1. Click *Add New Agronomic Rate Row*
 2. Enter the Ohio EPA Site # of the beneficial use site, the calculated agronomic rate in dry tons per acre for the beneficial use site, the date the soil phosphorus sample was collected for analysis, the soil phosphorus analytical result in parts per million (ppm), the type of analysis performed (i.e. Bray-Kurtz P1 or Mehlich 3), and one agronomic rate utilized on the beneficial use site. The *Term of Restriction (years)* is only required if the agronomic rate utilized is a multi-year phosphate rate. Note: **Divide soil phosphorus in lb/acre by 2 to convert to ppm.**
- vii. *Attach pathogen reduction and vector attraction reduction monitoring results.* To fulfill this requirement, attach pdf copies of the information collected to show that pathogen reduction and vector attraction reduction has been completed. Examples would include

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copies of fecal coliform monitoring results, bench sheets showing the volatile solids reduction calculations, time and temperature records for aerobic digestion, etc.

- viii. *Attach complaint summary*, if applicable. If your treatment works received a complaint regarding the beneficial use of your biosolids during the reporting year, attach a pdf summary of the complaint and the actions taken by your treatment works to remedy the situation.
- ix. Complete the applicable certification statements (see instructions below).
- b. Complete any other sections that apply to your facility, then *Save*, *Validate*, and *Submit* report as instructed on page 24 of the STREAMS Annual Sewage Sludge Report Instructions.

3. Facilities that have beneficially used or distributed Exceptional Quality (EQ) biosolids during the reporting year

- a. Select YES for *Did your facility beneficially use (land apply) or distribute Exceptional Quality (EQ/Class A) biosolids during the reporting year?* and complete the *Station 584 - Beneficial Use of EQ Biosolids* section (Table 2).
 - i. Click *Add New EQ Biosolids Verification Row*.
 - ii. Select the Pathogen Reduction (PR) Alternative and Vector Attraction Reduction (VAR) Options that apply. See Ohio Administrative Code (OAC) 3745-40-04 for PR and VAR alternative descriptions at http://epa.ohio.gov/dsw/rules/3745_40.aspx.
 - iii. Enter the Sewage Sludge Weight (sewage sludge weight is the dry tons of biosolids, **including any admixtures**, removed from the treatment plant and beneficially used or distributed during the calendar year) and Sewage Sludge Fee Weight (sewage sludge fee weight is the dry tons of biosolids, **excluding admixtures**, beneficially used or distributed during the calendar year). This is to ensure a generator of sewage sludge is not invoiced an Annual Sewage Sludge Fee for material other than biosolids. Only dry tons of EQ biosolids actually removed from the treatment works during the calendar year shall be reported. If the values do not match the eDMR data, please amend the eDMR.
 - iv. Verify the Sewage Sludge Monitoring data in Table 5 and Table 6 and add/edit as needed. If the values do not match the eDMR data, please amend the eDMR.
 - 1. Table 5 is used to report the metal pollutant analyses of the sewage sludge conducted over the course of the previous calendar year if biosolids were beneficially used under reporting stations 581.
 - a. If no analysis was done during a month, leave all rows blank. If one analysis was done during a month, put the result in the “Max” and “Avg” rows for that month.
 - b. If the result was below the detection limit put “AA” in the “Max” and “Avg” rows for that month. If more than one sewage sludge analysis was done in a month, put the highest result in the “Max” row. Calculate the arithmetic average of all analyses and put the result in the “Avg” row. Use the detection limit reported by the laboratory when calculating an “Avg” that includes results that were below the detection limit.
 - c. If all of the results for a month were below the detection limit put “AA” in the “Max” and “Avg” row for that month. In the “Highest Reported Maximum Value for Year” row, insert the single largest value appearing in the “Max” rows of the individual months. In the

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Annual Sewage Sludge Report Instructions

- “Highest Reported Monthly Average for Year” row, insert the highest reported value that appears in the “Avg” row out of all of the months.
2. Table 6 is used to report additional sewage sludge monitoring parameters. For each individual month, insert the analysis results for all parameters required to be monitored by your Ohio NPDES permit.
 - a. If only one monitoring event was performed during a month, insert that value into the “Max” row for each month.
 - b. If more than one monitoring event was performed during a month, insert the highest reported value into the “Max” row; insert the lowest reported value in the “Min” row. Calculate the arithmetic average of all analyses and put the result in the “Avg” row. Use the detection limit reported by the laboratory when calculating an “Avg” that includes results that were below the detection limit.
 - c. If all of the results for a month were below the detection limit put “AA” in the “Max” and “Avg” row for that month.
 - v. *Attach pathogen reduction and vector attraction reduction monitoring results.* To fulfill this requirement, attach pdf copies of the information collected to show that pathogen reduction and vector attraction reduction has been completed. Examples would include copies of fecal coliform monitoring results, bench sheets showing the volatile solids reduction calculations, time and temperature records for aerobic digestion, etc.
 - vi. *Attach complaint summary*, if applicable. If your treatment works received a complaint regarding the beneficial use of your biosolids during the reporting year, attach a pdf summary of the complaint and the actions taken by your treatment works to remedy the situation.
 - vii. Complete the EQ certification statement (see instructions below).
 - b. Complete any other sections that apply to your facility, then *Save*, *Validate*, and *Submit* report as instructed on page 24 of the STREAMS Annual Sewage Sludge Report Instructions.
- 4. Facilities that disposed of sludge by one of the following methods during the reporting year:**
- **Incineration (Station 585)**
 - **Landfill (Station 586)**
 - **Transfer to another NPDES permittee (Station 588)**
 - **Transfer to PPG Lime Lakes**
 - **Transfer to hybrid poplar tree farm (Station 583)**
- a. Select YES for *Did your do one of the following during the reporting year?* and complete the *Sewage Sludge/Biosolids Disposal Method* section (Table 3).
 - i. Click *Add New Disposal Method*. Add a new row for each disposal method used.
 - ii. Select the appropriate Station Code and verify, edit, or enter the Sewage Sludge Fee Weight and/or volume. To convert from gallons of liquid sludge to dry tons of sludge:
Dry tons = Gallons x 8.34 lb/gal x 0.0005 tons/lb x Decimal Fraction Solids
 - iii. For landfill and transfer to another NPDES permitted facility, complete Table 4 with the name of each licensed municipal solid waste landfill or NPDES permittee where sewage sludge and/or biosolids were disposed of or transferred. The total quantity of sewage sludge and/or biosolids transferred to each named receiving facility (i.e. NPDES permittee or municipal solid waste

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Annual Sewage Sludge Report Instructions

landfill) must be included. If the receiving facility that you are disposing of or transferring your sewage sludge and/or biosolids to is located out of the State of Ohio, provide the USEPA NPDES number for the receiving facility in the space provided.

- iv. *Attach complaint summary*, if applicable. If your treatment works received a complaint regarding the disposal or transfer of your sewage sludge and/or biosolids during the reporting year, attach a pdf summary of the complaint and the actions taken by your treatment works to remedy the situation.
- b. Complete any other sections that apply to your facility, then *Save, Validate, and Submit* report as instructed on page 24 of the STREAMS Annual Sewage Sludge Report Instructions.

Certification Statements - Appendices A, B, C, D, and E

The applicable certification statements will be accessible in the report based on the methods of beneficial use selected in the report.

1. **Appendix A** - For facilities that have beneficially used Class B biosolids during the reporting year in accordance with the NPDES permit via Station 581.
2. **Appendix B** - For facilities that have beneficially used or distributed Exceptional Quality (EQ/Class A) biosolids during the reporting year in accordance with the NPDES permit via Station 584.
3. **Appendix C** - For Class B biosolids, if the treatment works utilized a third party to beneficially use the biosolids during the reporting year, Select NO for *Are you the beneficial user of the biosolids?* Attach Appendix C that has been signed by the third party beneficial user.
4. **Appendix D** - For Class B biosolids, if the treatment works relied on VAR alternatives 9 (Injection) or 10 (Immediate Incorporation) and utilized a third party to beneficially use the biosolids during the reporting year, Select NO for *Are you the beneficial user of the biosolids?* Attach Appendix D that has been signed by the third party beneficial user.
5. **Appendix E** - For Class B biosolids, if biosolids exceeding the pollutant monthly average concentrations (CPLR biosolids) have been beneficially used during the calendar year.

For questions, please contact one of the following:

Betsy VanWormer
Central, Southeast, and Southwest Districts
Betsy.vanwormer@epa.ohio.gov
614-644-2150

Chris Moody
Northeast District Office
Chris.moody@epa.ohio.gov
330-963-1118

Andrew Gall
Northwest District Office
Andrew.gall@epa.ohio.gov
419-373-3003

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