

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

**Generic Baseline  
Monitoring Report (BMR)**

May 4, 2016



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## **Generic Baseline Monitoring Report (BMR) – Electronic Report Overview**

The STREAMS service provides the capability to electronically submit the Generic Baseline Monitoring 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). Generic Baseline Monitoring Reports created will be listed on the Report List where additional actions may be performed on them (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 Generic Baseline Monitoring Report – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. annual sewage sludge, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete the Generic Baseline Monitoring Report (BMR) has been graphically displayed below.

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# Service Activation

State of Ohio | Ohio EPA | Logout



## eBusiness Center

eBusiness Home My Account ▾

▾ jrobert!



Welcome to the Ohio EPA eBusiness Center



### Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
Air Services	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Conference and Events Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Division of Surface Water Credible Data	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Division of Surface Water NPDES Permit Applications		Active	<a href="#">view/edit</a>	
DMWM Compliance	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Compost/Scrap Tire Facility Registration	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Infectious Waste Generator Registration	<a href="#">Request</a>	Inactive		
DMWM Scrap Tire Transporter Registration	<a href="#">Request</a>	Inactive		
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
DMWM Solid Waste/C&DD Facility Licensing	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
e-DMR	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
e-Drinking Water Reports	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
E2 Administration	<a href="#">Deactivate</a>	Active	<a href="#">view/edit</a>	<a href="#">view/edit</a>
Hazardous Waste Report (eDRUMS)	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
OEEF Grant Service (No PIN Required)	<a href="#">Request</a>	Inactive		
Pay Ohio EPA Fees Online	<a href="#">Request</a>	Inactive	<a href="#">view/edit</a>	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	<a href="#">Request</a>	Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	<a href="#">Request</a>	Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	<a href="#">Deactivate</a>	Active		

### My Tasks (2)

Name ▾	Status ▾	Created ▾	Action
PIN Activated	Active	03/30/2009 15:01:27	<a href="#">hide</a>
<a href="#">View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)</a>	Pending	10/05/2015 09:02:49	<a href="#">hide</a>

A service is a division within Ohio EPA that offers electronic services. To access STREAMS, click on *Division of Surface Water NPDES Permit Applications* (i.e., *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 the *Yes* button. 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 Report Certification, first add the permit to your Permit List on your personal dashboard by clicking the **Add Permit** button. *You can manage all of 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="button" 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.

Permit List 1 Add Permit

Permit Number ^	Name v	Type v	Issued v	Coverage v	Status v	Actions	Reporting
0PV00025*CD	Country Woods Estates MHP	NPDES Municipal	2/3/2012		Active	Actions v	Reporting v

- Annual Sewage Sludge Report
- Compliance Schedule Update Report
- Generic Baseline Monitoring Report (BMR)
- MS4 Annual Report
- Non-Compliance Report
- NPDES Biomonitoring Report Form Acute Toxicity Test
- NPDES Biomonitoring Report Form Chronic Toxicity Test
- NPDES Unanticipated Emergency Overflow Report
- Pretreatment Program - Annual Report Certification
- Pretreatment Program - Priority Pollutant Reporting Form
- Quarterly Industrial User Violation Report Certification
- Sanitary Sewer Overflow Annual Report

Application List 18

Application ID v	Number v	Application Type v	Applicant Name
<input type="text"/>	<input type="text"/>	<input type="text"/>	

From your personal dashboard, click the **Actions** dropdown to access management tools which will allow you to **Remove Permit from your List**, **Terminate Permit**, **Transfer Permit**, and **Renew Permit**. Select the **Reporting** dropdown to access any number of reporting forms that can be submitted electronically within minutes. Click the **Reporting** dropdown and select **Generic Baseline Monitoring Report (BMR)** to launch the report.

## Completing the Report

### Generic Baseline Monitoring Report (BMR)

[Form Instructions](#)

Facility Information

**Current Permit Number**

0PV00025\*CD

**Facility Name**

Country Woods Estates MHP

Discharge Information

Add New Location +

Once the report opens you will notice that it is prepopulated with permit number and Facility Name. Click the **Add New Location** button under Discharge Information.

Discharge Information

Location ✕
Add New Location +

Discharge Location Information

**Location Number**

**Description of discharge location**

Manufacturing Process (tributary to this discharge location)

Process Name	Average Flow (gpd)	Maximum Flow (gpd)	Flow Type	Frequency of Batch Discharge	Production Rate	Date Installed (month/year)	Comments	Action
<b>Total Flow:</b>	0	0						

Add New Manufacturing Process Row

Dilution Water Sources (tributary to this discharge location)

Water Source	Average Flow (gpd)	Maximum Flow (gpd)	Flow Type	Frequency of Batch Discharge	Action
<b>Total Flow:</b>	0	0			

Add New Dilution Water Source Process Row

Enter the location number and description of discharge location. Click the **Add New Manufacturing Process Row** and/or **Add New Dilution Water Source Process Row** buttons to enter this information (screen shots below).

### Manufacturing Process

**Process Name**

**Average Flow (gpd)**

**Maximum Flow (gpd)**

**Flow Type**

**Production Rate (please indicate units)**

**Date Installed (month/year)**

**Comments**

Dilution Water Source

**Water Source**

Water Source

**Average Flow (gpd)**

Average Flow

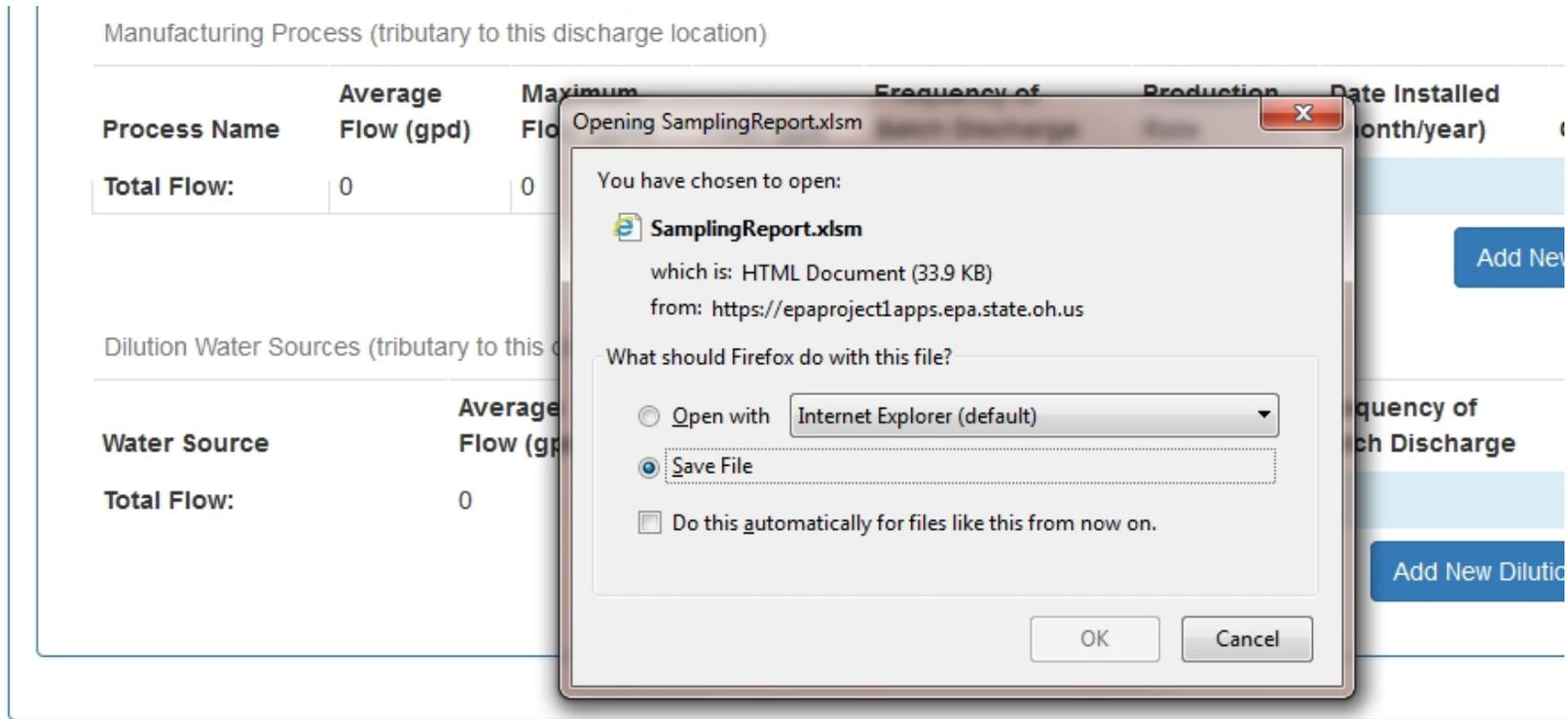
**Maximum Flow (gpd)**

Maximum Flow

**Flow Type**

Select Flow Type...

Save Cancel

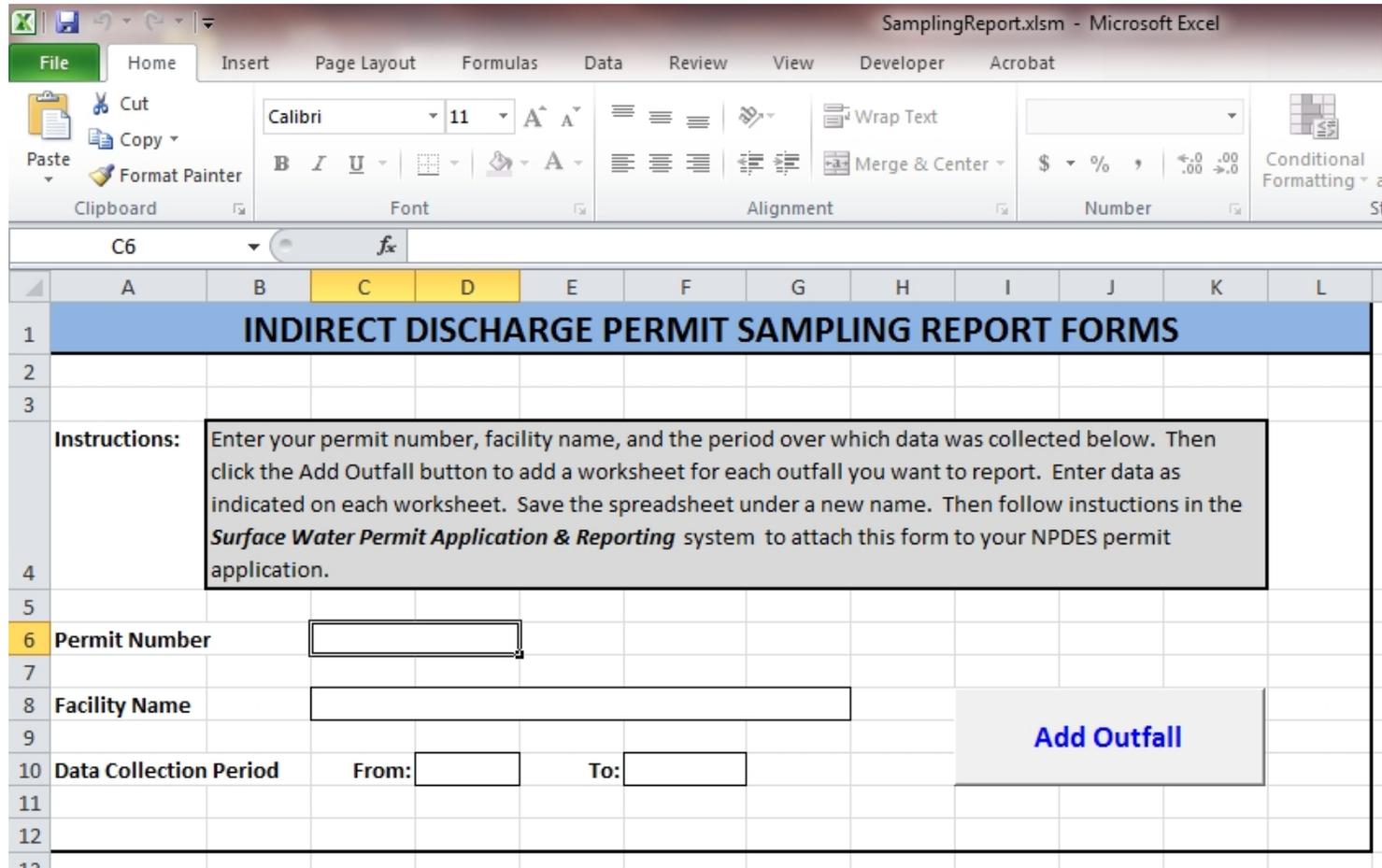


### Sampling Report Data Blank Form

Browse...

No file chosen

Click the **Browse** button to upload the Sampling Report Data. To access a blank spreadsheet of the Sampling Report simply click the link for **Blank Form** to download the Microsoft Excel file. Select the **Save File** option and click the **OK** button. Open the spreadsheet from your saved location. Click the **Browse** button to upload the file when complete.



Upon opening the Sampling Report spreadsheet, click the *Add Outfall* button.

The screenshot shows the Microsoft Excel interface with the 'Home' tab selected. The ribbon includes options for Clipboard, Font, Alignment, Number, and Styles. The active cell is H175. The spreadsheet contains the following data:

Indirect Discharge Permit Application Sampling Report Form									
4	Permit Number	0			Outfall #				
6	Facility Name	0							
8	Data Collection Period	From:	1/0/1900	To:	1/0/1900				
<b>Group A</b> - You must provide the results of at least one analysis for every pollutant in this table. Com instructions for additional details.									
11		Pollutant		SWIMS Pollutant ID					
12	a	Biochemical Oxygen Demand (BOD)		199062					

The 'Input' dialog box is open, displaying the prompt: "Enter 3 digit outfall number (e.g. 001).". The text input field contains "001". The dialog box has "OK" and "Cancel" buttons.

Enter the outfall number and click the **OK** button.

Sampling Report Data [Blank Form](#)

Browse... No file chosen

Generic Baseline Monitoring Report (BMR) [EDIT](#)

[Validate](#) [Save](#) [Submit](#) [Exit](#)

Once the Sampling Report is uploaded, the form can be submitted. You now have the option to click the **Validate** button to see if all fields have been filled out correctly, **Save**, **Exit**, or click **Submit** to submit the report to the agency. A saved report will be housed in your Report List on your personal dashboard until submitted, deleted, or delegated to another individual to submit.

## 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 in an incorrect security question answer or PIN will result in a red error message – simply just reenter this information and click the **Submit** button again.

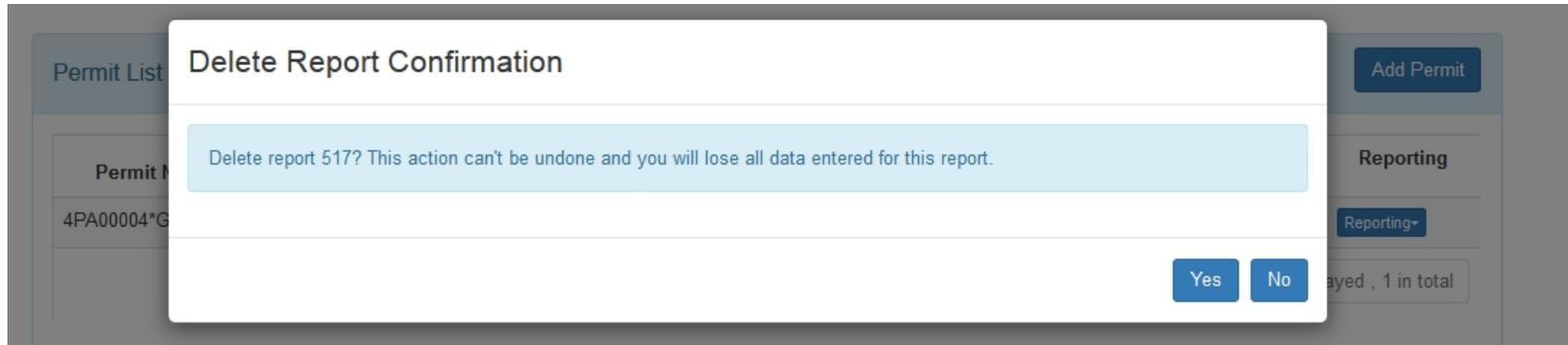
## Editing, Deleting, and Delegation

Report List <span>7</span>						Create Report
Report ID	Report Type	Location Name	Permit Number	Updated	Status	Actions
39972	Pretreatment Program - Priority Pollutant Reporting Form	Rickenbacker International Airport	4IN00085*ED	03/28/2016	Edit	Actions
39945	MS4 Annual Report	JERRY HINES	0GK00001*BG	03/28/2016	Edit	Actions
39944	NPDES Biomonitoring Report Form Acute Toxicity Test	Rickenbacker International Airport	4IN00085*ED	03/28/2016	Edit	Actions
39943	NPDES Biomonitoring Report Form Chronic Toxicity Test	Rickenbacker International Airport	4IN00085*ED	03/28/2016	Edit	Actions
39692	Non-Compliance Report	Ohio Oil Gathering Corp	0GS00065*AG	03/24/2016	Edit	Actions
39665	MS4 Annual Report	UTC Aerospace Sys Landing Gear Plating Ops	3GR01803*AG	03/24/2016	Edit	<ul style="list-style-type: none"> <li> Download Report PDF</li> <li> Edit Report</li> <li> Delete Report</li> <li> Delegate Report</li> </ul>
39664	Compliance Schedule Update Report	ODOT ASHTABULA FACILITY PID #92265 PID - 92265	3GC06271*AG	03/24/2016	Edit	

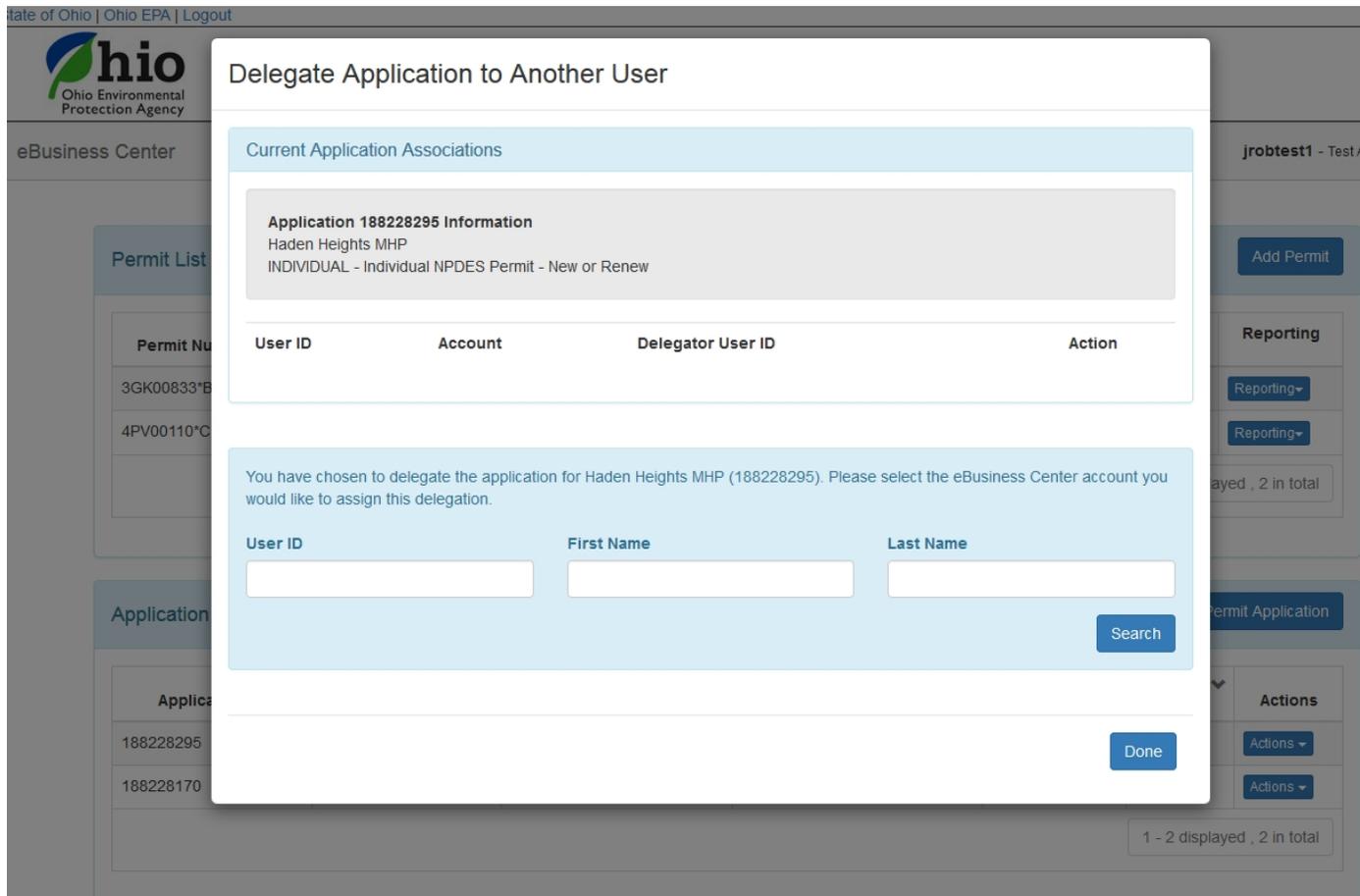
Search

1 - 7 displayed , 7 in total

If you saved the report and chose not to submit it immediately, it will now be housed on the Report List on your personal dashboard where you can now perform the tasks under the **Actions** dropdown. You have the ability to **Download a PDF copy** of the report, open the report back up in **Edit** mode, **Delete** it, 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, simply click on the *Actions* dropdown 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, simply click on the **Actions** dropdown 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, simply type it in and click **Search**. TIP: Do not fill in all search fields (for example, if you do not know the User ID, simply 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
---------	---------	-------------------	--------

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, simply 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"/>	<input type="text" value="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, simply 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.

## **Technical Support**

For permit specific questions, contact the particular permit section at Ohio EPA or your Ohio EPA permit writer assigned to the particular permit. For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, don't hesitate to contact the system administrator. The administrator urges each account holder to develop a positive working relationship with DSW to remain current on relevant topics, obtain value-added tips, streamline efforts, and to always have a go-to contact when you need one.

The preferred method of communication is through email as the administrator can email you personalized click-by-click instructions. If you leave a voice mail or send an email, you will receive expert advice from the administrator -- nearly 95% of technical assistance requests are handled within minutes, but can take up to 24 hours if the administrator is out of the office or away from the desk.

**BUSINESS HOURS:** Mon-Fri: 8:15 a.m. – 4:45p.m

### Jamie Roberts

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