

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

**Pretreatment Program  
Annual Report Certification**

May 4, 2016



Ohio EPA, Division of Surface Water  
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## **Pretreatment Program – Annual Report Certification – Electronic Report Overview**

The STREAMS service provides the capability to electronically submit the Pretreatment Program – Annual Report Certification. 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). Pretreatment Program – Annual Report Certifications 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 Pretreatment Program – Annual Report Certification – 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 Pretreatment Program – Annual Report Certification has been graphically displayed below.

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# Service Activation

State of Ohio | Ohio EPA | Logout



## eBusiness Center

eBusiness Home My Account ▾

jrbert1



Welcome to the Ohio EPA eBusiness Center



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

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"/>	<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 **Pretreatment Program – Annual Report Certification** to launch the report.

## Completing the Report

# Pretreatment Program Annual Report Certification

 [Form Instructions](#)

Facility Information

**Report Date**  
 April 29, 2016

**POTW**  
Country Woods Estates MHP

**Ohio NPDES Permit Number**  
OPV00025\*CD

**Sewer Authority Name**  
Sewer Authority Name

**Period Covered by Report**

**From**  
 Click here to select a date.

**To**  
 Click here to select a date.

**Does this Permit have significant industrial users?**  
 Yes  No

Once the report opens you will notice that it is prepopulated with a variety of information from the Ohio EPA database. Begin by filling in the period coverage dates and the contact person information below.

**Contact Person**

**First Name**

**Last Name**

**Title**

**Email**

**Phone**

**Address**

**City**

**State**

**Zip Code**

**Country**

Pretreatment Performance Summary	
<b>Total Significant Categorical Industrial Users</b>	<input type="text" value="Total Significant Categorical Industrial Users"/>
<b>Total Significant Non-Categorical Industrial Users</b>	<input type="text" value="Total Significant Non-Categorical Industrial Users"/>
<b>Total Significant Industrial Users</b>	<input type="text" value=""/>
<b>Total Non-Significant Categorical Industrial Users</b>	<input type="text" value="Total Non-Significant Categorical Industrial Users"/>
<b>Compliance Monitoring Program</b>	
<b>Number of Effective Control Documents</b>	<input type="text" value="Number of Effective Control Documents"/>
<b>Number of SIU's Inspected</b>	<input type="text" value="Number of SIU's Inspected"/>

Fill in the Pretreatment Performance Summary and the Significant Non-Compliance Assessment (SCN) below.

**Significant Non-Compliance Assessment (SNC)**

**Number of SIU's in SNC**

**Categorical**

Categorical SIU's in SNC

/

**Non-Categorical**

Non-Categorical SIU's in SNC

**Number of SIU's in SNC for Sampling Violations**

Number of SIU's in SNC for Sampling Violations

**Number of SIU's in SNC for Reporting Violations**

Number of SIU's in SNC for Reporting Violations

**Number of SIU's in SNC for Compliance Schedule Violations**

Number of SIU's in SNC for Compliance Schedule Violations

**Number of SIU's Non Significant IU's in SNC**

Number of SIU's Non Significant IU's in SNC

**Enforcement Activity**

**Number of Show-Cause Hearings**

Number of Show-Cause Hearings

**Number of Compliance Schedules Issued**

Number of Compliance Schedules Issued

**Number of Administrative Orders Issued**

Number of Administrative Orders Issued

Please upload files with Newspaper Listings and/or provide a hyperlinks to Newspaper Listings.

#### Newspaper Listings

Browse...

You may add another attachment

#### Hyperlinks to Newspaper Listings

Hyperlinks to Newspaper Listings

#### Spreadsheet Upload

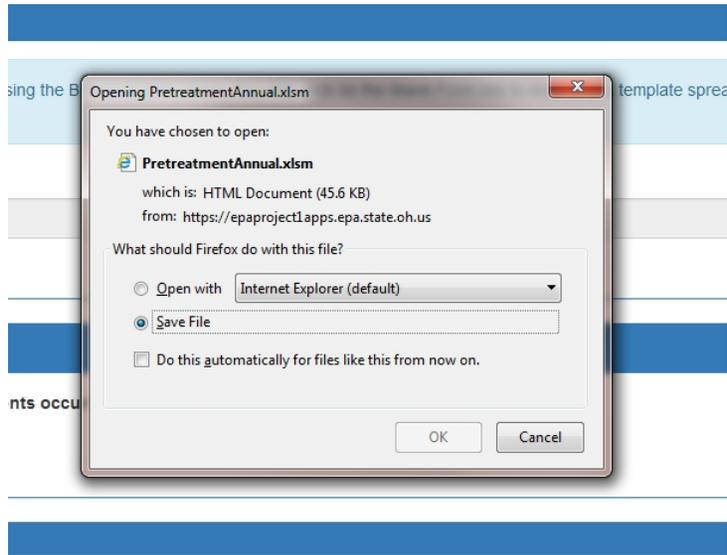
Please upload the Program Information Spreadsheet using the Browse button below. You may click on the Blank Form link to download a template spreadsheet and upload the completed file.

#### Pretreatment Information Spreadsheet [Blank Form](#)

Browse...

No file chosen

Click the **Browse** button to upload newspaper listings and/or provide hyperlinks to the online articles. To access a blank spreadsheet of the Pretreatment Information Spreadsheet (displayed below) 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.



PretreatmentAnnual.xlsm - Microsoft Excel

File Home Insert Page Layout Formulas Data Review View Developer Acrobat

Clipboard Font Alignment Number Styles

	B	C	D	E	F	
3	<b>Industrial User Inventory and Monitoring - Data Entry Spreadsheet</b>					
4						
5	Permit Number					
6						
7	Facility Name					
8						
9	Reporting Period	From:		To:		
10						
11						
12	Facility Name	Address	City	State	Zip Code	An Dai
13						
14						
15						
16						

Upsets, Interference and Pass-Through Incidents

Did any upsets, interference or pass-through incidents occur during the reporting period?

Yes No

Type of Incident	Start Date	End Date	Explanation/Reason	Corrective Action(s) Taken	Action
					<a href="#">Add Incident Information</a>

Complete the Upsets, Interference, and Pass-Through Incidents section. Click the Add Incident Information button to bring up the below window. Fill out the form and click the *Save* or *Cancel* button.

Upsets, Interference and Pass-Through Incidents

Type of Incident

Type of Incident

Start Date

 Click here to select a date.

End Date

 Click here to select a date.

Explanation/Reason

Explanation/Reason

Corrective Action(s) Taken

Corrective Action(s) Taken

Save Cancel

## Program Evaluation

Please upload the Program Evaluation document using the Browse button below. You may click on the Blank Form link to download a template Program Evaluation document and upload the completed file.

### Program Evaluation [Blank Form](#)

Browse... No file chosen

### PROGRAM EVALUATION

#### 1) **Approved Program Components:**

- a) Review of changes to State and/or Federal pretreatment regulations during the past year.
- b) Review of the adequacy of the sewer use ordinance.
- c) Review of operating procedures of the pretreatment program.
- d) Discussion of method of funding the pretreatment program and annual budget.
- e) Review of adequacy of local limits.

#### 2) **Accomplishments:**

#### 3) **Problems:**

#### 4) **Program Modifications:**

Priority Pollutant Reporting Form

Would you also like to submit a Priority Pollutant Reporting Form?

Yes  No

Create Priority Pollutant Report

Pretreatment Program Annual Report Certification

Click the **Save** button at the bottom of the screen. Select whether or not to submit a priority pollutant report and click the **Create Priority Pollutant Report** button if applicable – the Priority Pollutant report will appear, you can fill it out and save. NOTE: To see a walkthrough of the Priority Pollutant Report download the quick guide at: <http://epa.ohio.gov/dsw/ebs.aspx#170669803-streams-guidance>.

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.

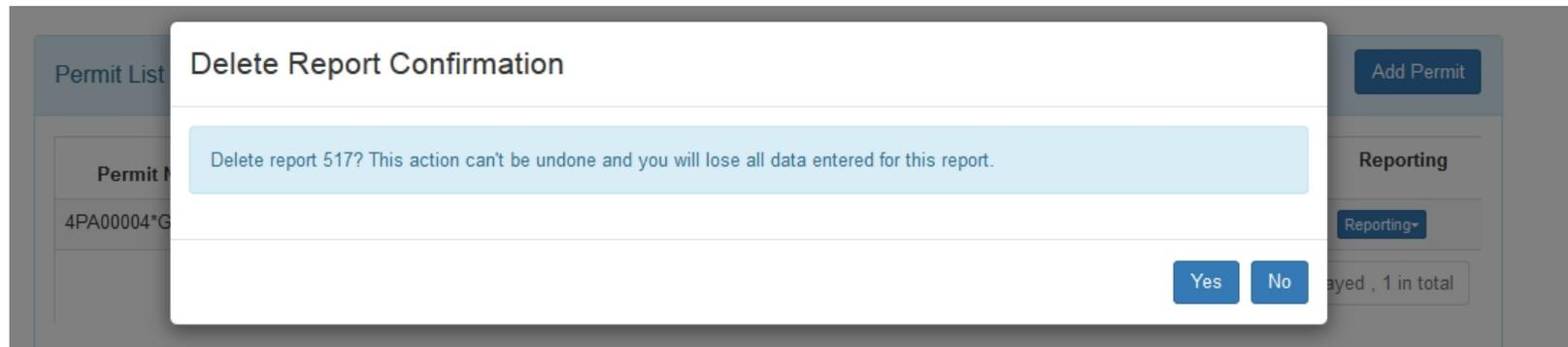
## Editing, Deleting, and Delegation

Report List <span>7</span>						Create Report
Report ID <span>▼</span>	Report Type <span>▼</span>	Location Name <span>▼</span>	Permit Number <span>▼</span>	Updated <span>▼</span>	Status <span>▼</span>	Actions
39972	Pretreatment Program - Priority Pollutant Reporting Form	Rickenbacker International Airport	4IN00085*ED	03/28/2016	Edit	Actions <span>▼</span>
39945	MS4 Annual Report	JERRY HINES	0GK00001*BG	03/28/2016	Edit	Actions <span>▼</span>
39944	NPDES Biomonitoring Report Form Acute Toxicity Test	Rickenbacker International Airport	4IN00085*ED	03/28/2016	Edit	Actions <span>▼</span>
39943	NPDES Biomonitoring Report Form Chronic Toxicity Test	Rickenbacker International Airport	4IN00085*ED	03/28/2016	Edit	Actions <span>▼</span>
39692	Non-Compliance Report	Ohio Oil Gathering Corp	0GS00065*AG	03/24/2016	Edit	Actions <span>▼</span>
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	

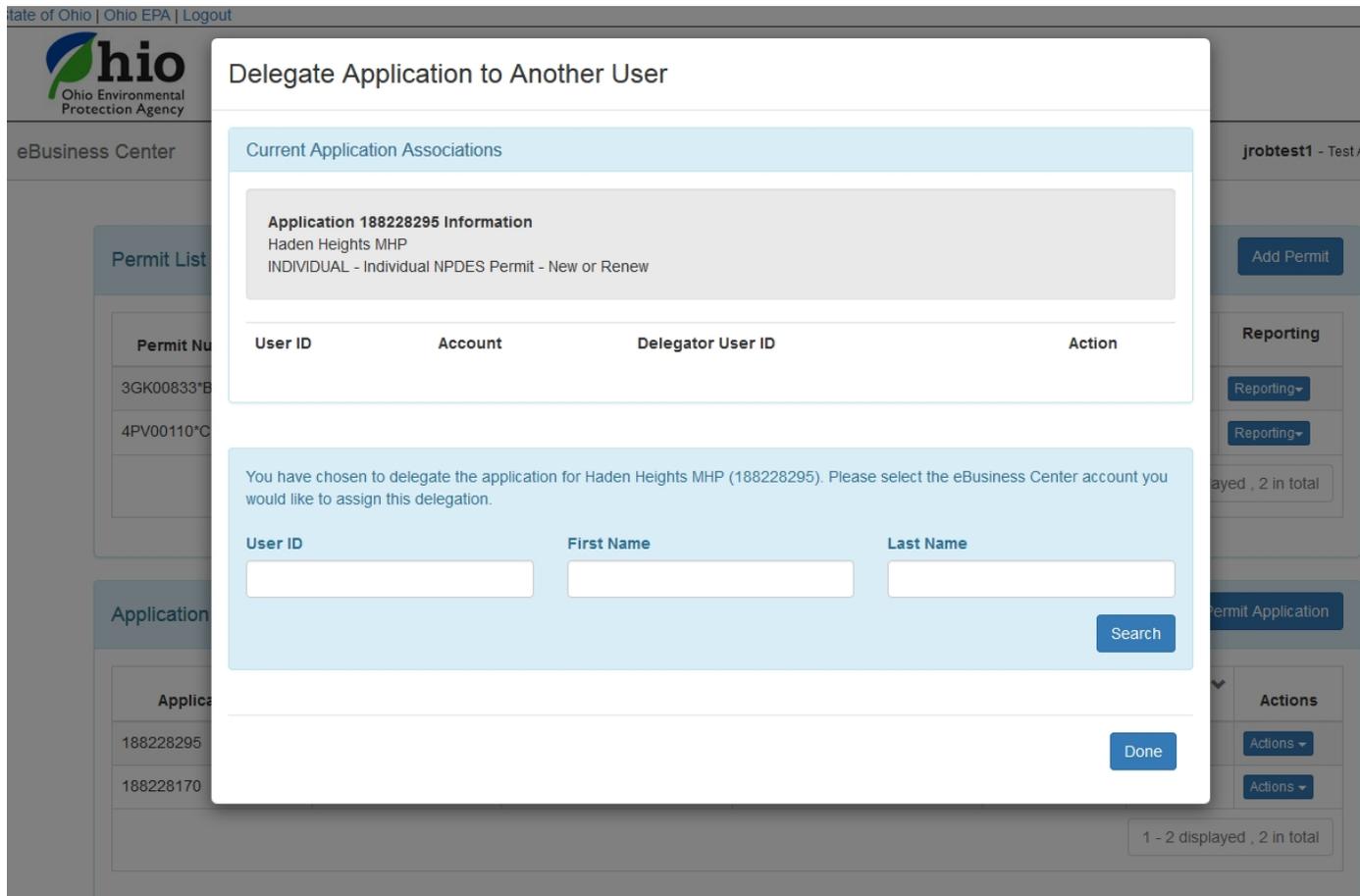
Search

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
<a href="#">0857731524</a>	John Roberts
<a href="#">1122324</a>	stephen roberts
<a href="#">12049043</a>	Lisa Roberts
<a href="#">6231741131</a>	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"/>	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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