

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

**Sanitary Sewer Overflow (SSO)
Annual Report**

May 5, 2016



Ohio EPA, Division of Surface Water
50 West Town Street, Suite 700
Columbus, Ohio 43215
Telephone: (614) 644-2001 • Fax: (614) 644-2745

Sanitary Sewer Overflow (SSO) Annual Report – Electronic Report Overview

The STREAMS service provides the capability to electronically submit the Sanitary Sewer Overflow Annual 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). Sanitary Sewer Overflow Annual 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 Sanitary Sewer Overflow Annual 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 Sanitary Sewer Overflow Annual Report has been graphically displayed below.

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Sanitary Sewer Overflow Annual Report

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Service Activation



eBusiness Center



Welcome to the Ohio EPA eBusiness Center



Available Services (What is this?)

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		Active	view/edit	
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
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	Deactivate	Active		

My Tasks (2)

Name ▾	Status ▾	Created ▾	Action
PIN Activated	Active	03/30/2009 15:01:27	hide
View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)	Pending	10/05/2015 09:02:49	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* (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 style="border: 1px solid gray;" 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 **Sanitary Sewer Overflow Annual Report** to launch the report.

Completing the Report

Sanitary Sewer Overflow Annual Report

 [Form Instructions](#)

General Information

Report Date
 Click here to select a date.

Facility Name

Ohio NPDES Permit Number

Period Covered By Report

From
 Click here to select a date.

To
 Click here to select a date.

Once the report opens you will notice that it is prepopulated with permit number and Facility Name. Click the date icons to enter the period covered by the report.

Contact Person

First Name **Last Name**

Title

Email **Phone**

Address

City

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

Fill out the Contact Person information.

Sanitary Sewer Overflows

Have any Sanitary Sewer Overflows occurred during the sso.reporting period?

Yes No

Sanitary Sewer Overflows Spreadsheet [Blank Form](#)

Browse... No file chosen

Select whether or not any Sanitary Sewer Overflows occurred during the reporting period, if yes, click the **Browse** button to upload the Sampling Report Data. To access a blank copy of the SSO spreadsheet, simply click the link for **Blank Form** to download the Microsoft Excel file (as shown below). 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.

State: OH Zip Code: Zip

Sanitary Sewer Overflows

Have any Sanitary Sewer Overflows occurred during the reporting period?

Yes No

Sanitary Sewer Overflows Spreadsheet [Blank Form](#)

Browse... No file chosen

Opening SSOoverflow.xlsm

You have chosen to open:

SSOoverflow.xlsm
 which is: HTML Document (30.0 KB)
 from: https://epaproject1apps.epa.state.oh.us

What should Firefox do with this file?

Open with Internet Explorer (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

The screenshot shows the Microsoft Excel interface with the following content:

SSO Annual Report - Data Entry Spreadsheet			
Permit Number			
Facility Name			
Reporting Period			
From:		To:	
Table 1: SSO Identification			
Identification Number	Receiving Water	Location Description	Date Eliminated

A view of the downloadable SSO spreadsheet.

Water In Basement Occurrences

Were there any Water In Basement Occurrences during the sso.reporting period?

Yes No

Water In Basement Occurrences Spreadsheet [Blank Form](#)

Browse... No file chosen

Select whether or not any water in basement occurrences occurred during the reporting period, if yes, click the **Browse** button to upload the Sampling Report Data. To access a blank copy of the Water in Basement Occurrences spreadsheet, simply click the link for **Blank Form** to download the Microsoft Excel file (as shown below). 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.

Sanitary Sewer Overflows Spreadsheet [Blank Form](#)

Browse... No file chosen

Water In Basement Occurrences

Were there any Water In Basement Occurrences during the

Yes No

Water In Basement Occurrences Spreadsheet [Blank Form](#)

Browse... No file chosen

Opening WIBOccurrences.xlsm

You have chosen to open:

WIBOccurrences.xlsm
 which is: HTML Document (24.7 KB)
 from: https://epaproject1apps.epa.state.oh.us

What should Firefox do with this file?

Open with Internet Explorer (default)

Save File

Do this automatically for files like this from now on.

OK Cancel

	B	C	D
4			
5	Permit Number		
7	Facility Name		
9	Reporting Period		
10	From		
11	To		
12			
13	Sewershed	WIB Occurrences	Causes (choose all that apply)
14			
15			
16			
17			
18			

A view of the downloadable Water in Basement Occurrences spreadsheet.

Additional Information

Additional Attachments

Browse... You may add another attachment

Sanitary Sewer Overflow Annual Report [EDIT](#)

Validate

Save

Submit

Exit

The final section of the reporting form allows any additional attachments to be uploaded (not required), simply click the ***Browse*** button to upload a document. 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.

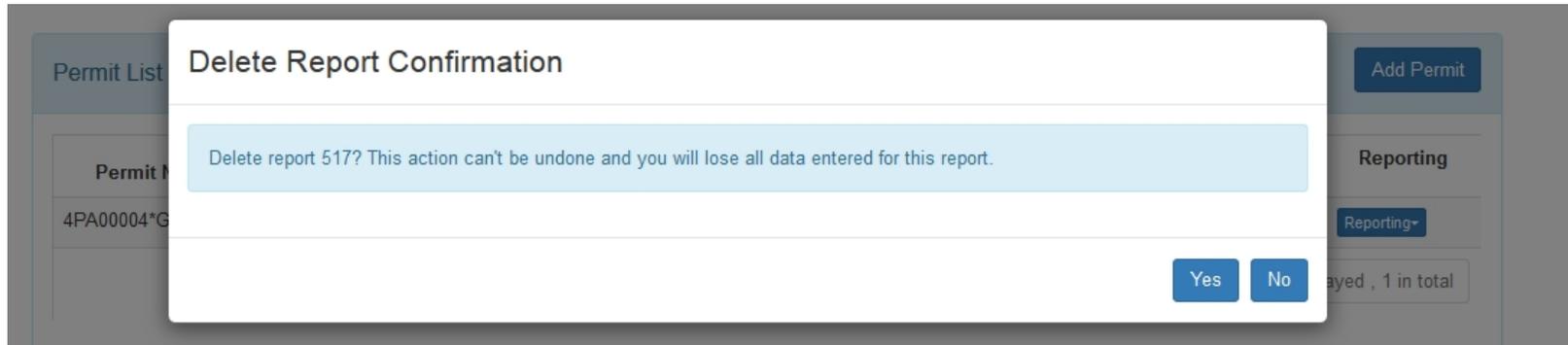
Editing, Deleting, and Delegation

Report List 7 Create Report

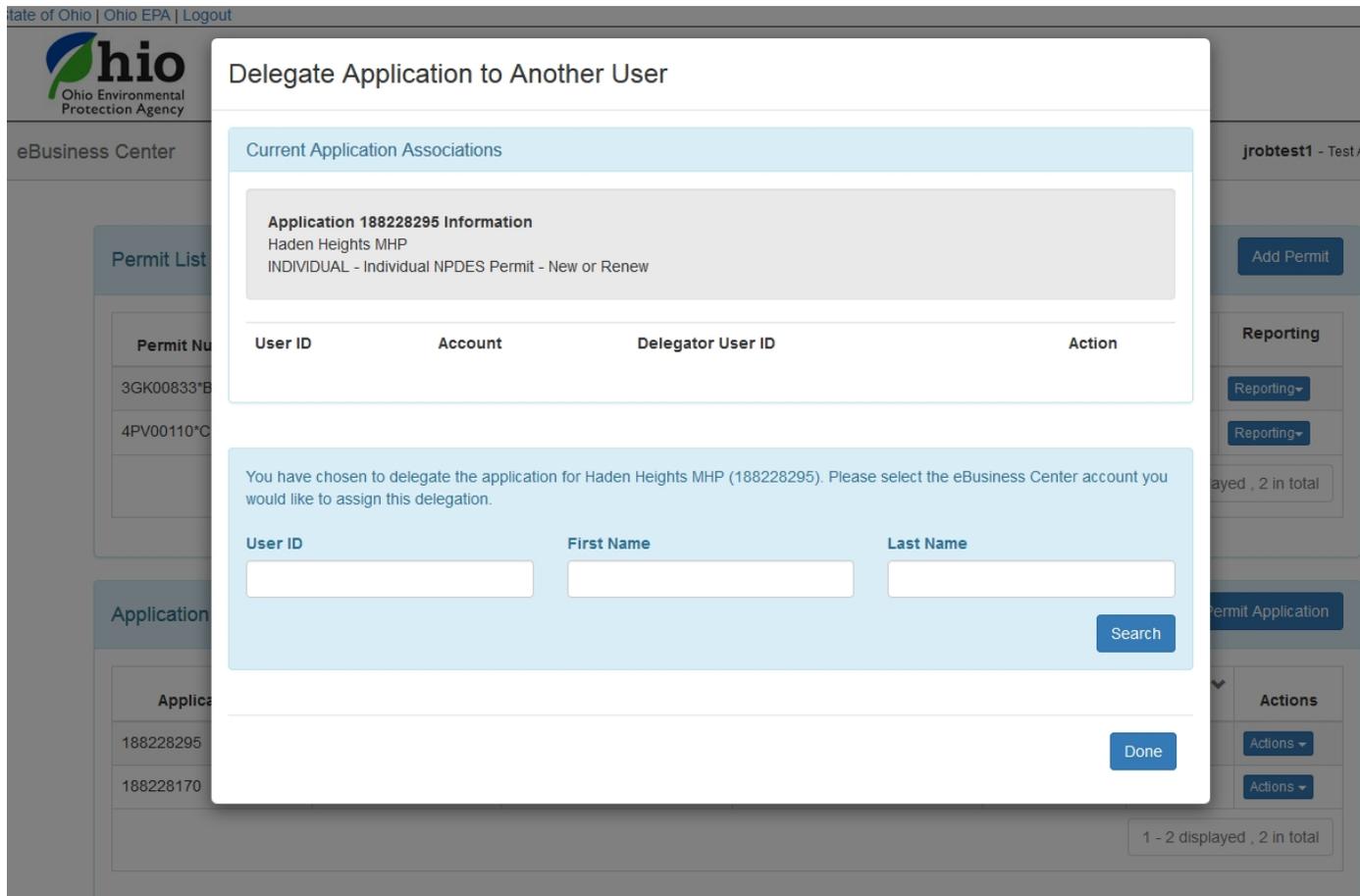
Report ID	Report Type	Location Name	Permit Number	Updated	Status	Actions
39972	Pretreatment Program - Priority Pollutant Reporting Form	Rickenbacker International Airport	4IN00085*ED	03/28/2016	Edit	Actions
39945	MS4 Annual Report	JERRY HINES	0GK00001*BG	03/28/2016	Edit	Actions
39944	NPDES Biomonitoring 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"> Download Report PDF Edit Report Delete Report Delegate Report
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"/>	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

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