



Instructions for the eBusiness Center Certified Operator Minimum Staffing

Reporting Service

Ohio EPA's Division of Drinking and Ground Waters (DDAGW) and Division of Surface Water (DSW) have released a new service in the eBusiness Center for water and wastewater systems to use to report their minimum staffing requirements. Instructions for how to access and use the service can be found below. Note: This service is for reporting the hours of the Operator of Record(s) and Backup Operator of Record(s) only. A Backup Operator of Record is defined below:

A backup operator is an operator with a certificate one classification lower than the facility classification who is allowed to act as an operator of record when the designated operator of record is not at the facility. Several provisions in the minimum staffing rules for both water and wastewater facilities allow the use of a backup operator.

Operators who are simply used as part of an approved plan for a minimum staffing reduction are not considered backup operators and their time does not need to be reported in this service. Their time should be recorded in the facility log book.

Requirements:

1. eBusiness Account
2. PIN
3. PWS ID or NPDES Permit Number
4. Chrome, or Firefox web browser

How to access the service

- 1) Login into Ohio EPA's eBusiness Center. <https://ebiz.epa.ohio.gov/>
- 2) The new service is called "Certified Operator Minimum Staffing Reporting." You will click on the service link and the home screen will open.

Ohio EPA - eBusiness Center

epatestapps.epa.state.oh.us/portal/Home.po

Apps My Bookmarks GEC Portal SWIFT TEST SDWIS Prime... GEC API GEC Knowledge Ce... Drinking Water Ad

State of Ohio | Ohio EPA | Logout

 **Ohio Environmental Protection Agency**

eBusiness Center

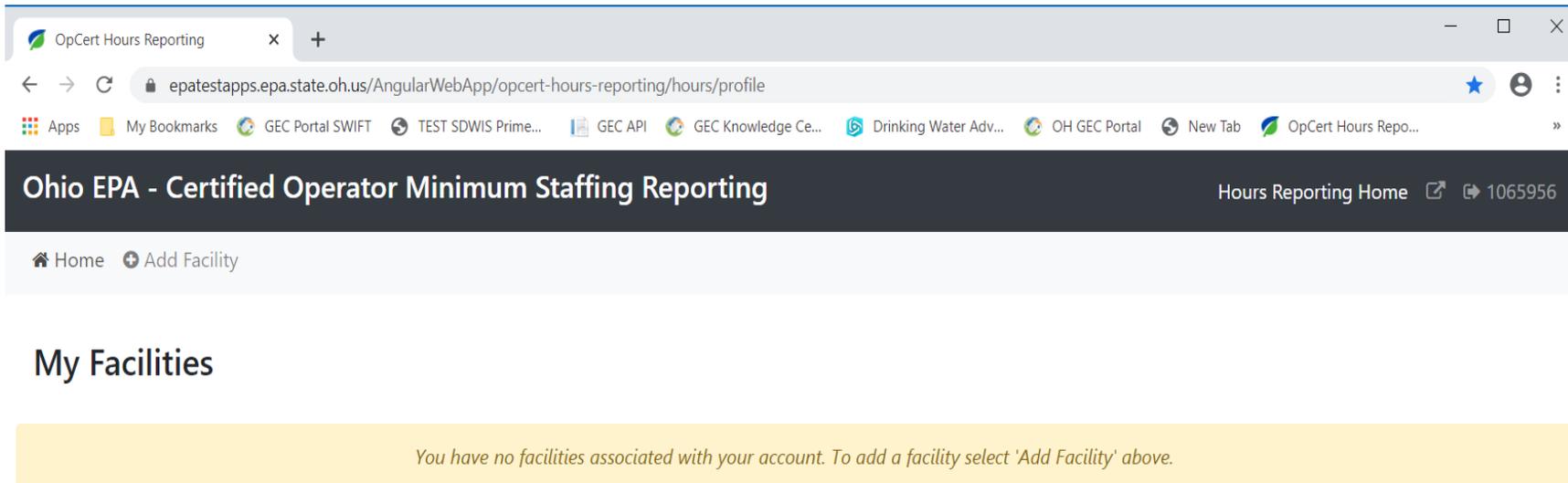
eBusiness Home My Account

 **Welcome to the Ohio EPA eBusiness Center**

Available Services <small>(What is this?)</small>	
Service	Action
Air Services	Request
Asbestos Services	
Certified Operator Minimum Staffing Reporting	
Conference and Events Registration	Request
Division of Surface Water Credible Data	Request
Division of Surface Water NPDES Permit Applications (STREAMS)	

3) Home Screen overview:

- a) **Add Facility** – Use this button to add the facilities you are required to report time or visits for.
- b) **Home** – The home button will return you to the landing page for Ohio EPA’s Certified Operator Minimum Staffing Reporting service.
- c)  - This button will return you to the homepage for Ohio EPA’s eBusiness Center.
- d)  - This button will log you out of Ohio EPA’s eBusiness Center.



How to add and remove a facility

- 1) Clicking on the “Add Facility” Button.
 - a. Enter your PWS ID or NPDES permit number into the search box and click on the “Search” button.
 - When searching by PWS ID, two facilities will be returned. One will be the drinking water plant and the other will be the distribution system.
 - When searching by NPDES permit number, only one facility will be returned.
 - b. For drinking water operators, click on the “Select” button next to the row for the facility you need to report for.
 - If you are responsible for only distribution visits you will click on the facility labeled “PWS ID – Distribution.”
 - If you are reporting plant minimum staffing time for the plant, select the facility labeled “PLANT ID – Drinking Water Plant.”
 - If you are responsible for both, you will need to add both facilities.
 - c. For wastewater operators, once you search, you will select the facility that lists your “PERMIT # - NPDES.” Wastewater operators will use the same facility to report both wastewater collection visits and wastewater plant minimum staffing hours.

Water Example

Ohio EPA - Certified Operator Minimum Staffing Reporting

Hours Reporting Home [↗](#) [📄](#) 10

[🏠 Home](#) [➕ Add Facility](#)

Your search returned 2 facilities. [Search](#)

Adams County Water Co Inc	152614 - Drinking Water Plant	select
Adams County Regional Wd Pws	OH0100012 - Distribution	select

Wastewater Example

Ohio EPA - Certified Operator Minimum Staffing Reporting

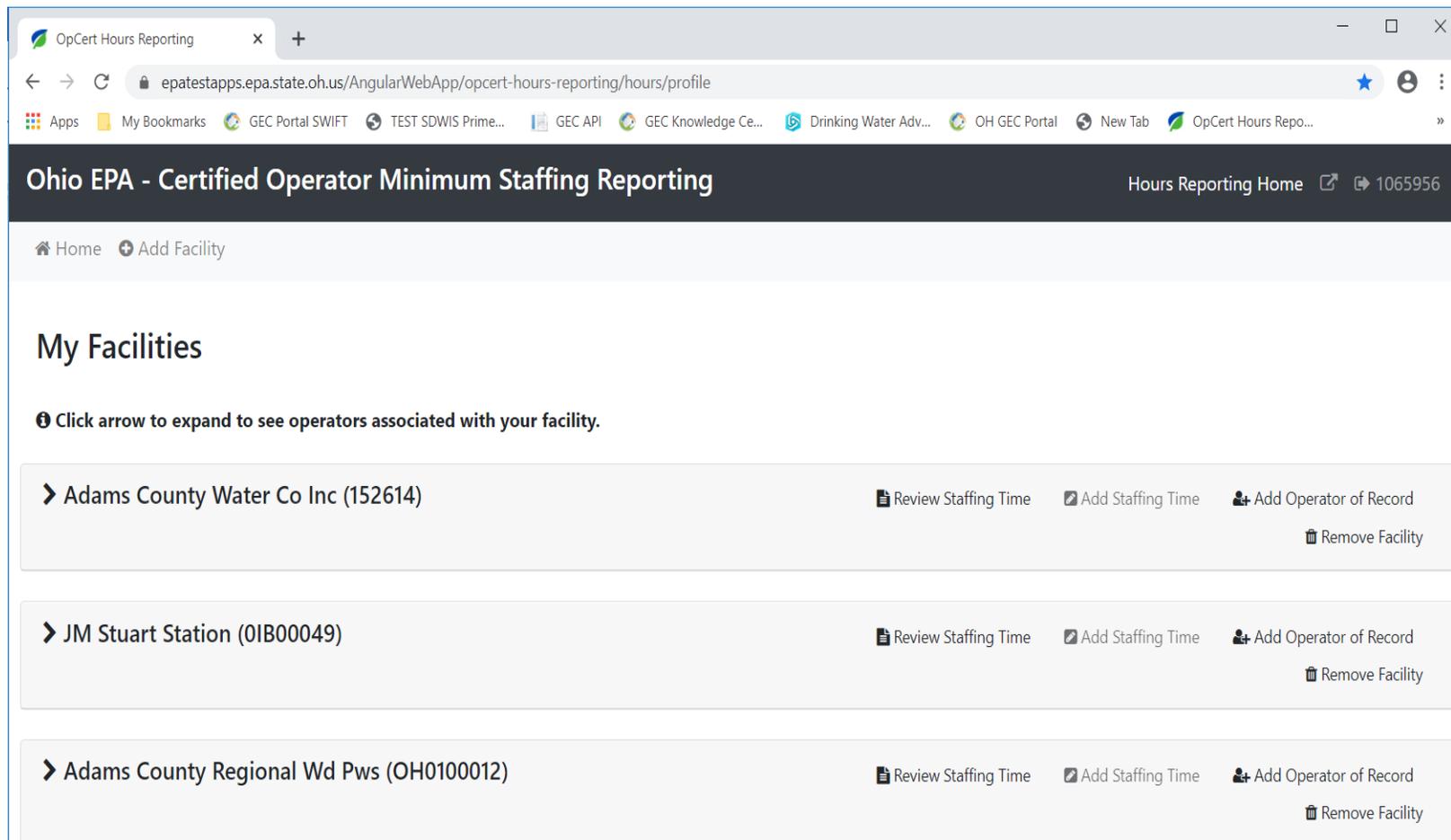
Hours Reporting Home [↗](#) [📄](#) 106

[🏠 Home](#) [➕ Add Facility](#)

Your search returned 1 facility. [Search](#)

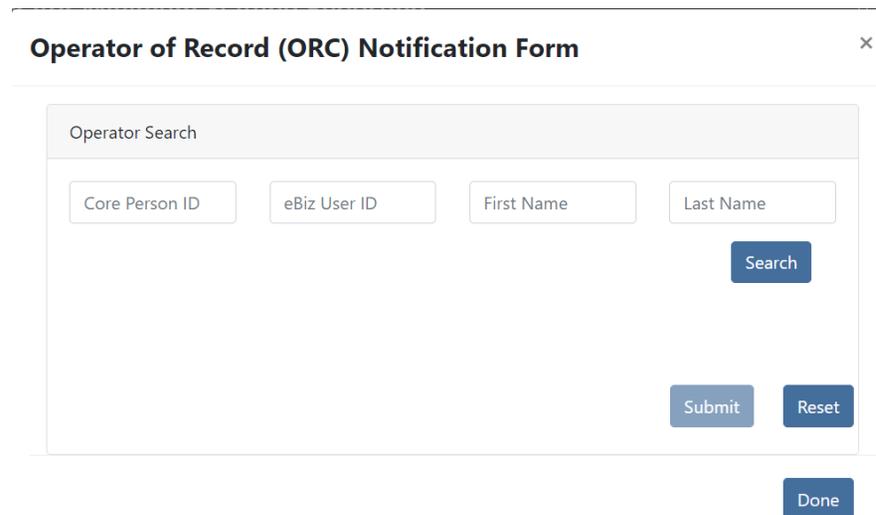
JM Stuart Station P.O. Box 468 Aberdeen OH 45101	OIB00049 - NPDES	select
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2) Once you have added your facilities, they should be listed in the “My Facilities” section of the homepage. If you added the wrong facility, or no longer need to report for a facility, you can click on the “Remove Facility” button on the right side of the facility record to remove it from your homepage.



How to add an operator

- 1) To add an operator to a facility, the person adding the operator must have a PIN. If the person completing the request is not the operator, the operator will also need a PIN.
- 2) To start, click on the “Add Operator of Record” button located on the right side of the facility row.
- 3) A search window will open. You can search for the operator by using one or combination of Core Person ID, eBiz User ID, First Name or Last Name.



The screenshot shows a web application window titled "Operator of Record (ORC) Notification Form" with a close button (X) in the top right corner. Below the title bar is a search form titled "Operator Search". The form contains four input fields: "Core Person ID", "eBiz User ID", "First Name", and "Last Name". A blue "Search" button is positioned to the right of the "Last Name" field. Below the search fields are two blue buttons: "Submit" and "Reset". At the bottom right of the form area is a blue "Done" button.

- 4) Once you enter your search criteria, click the “Search” button.

5) From the list of records returned, select the operator you would like to add by clicking on the button in the “Select” column.

Operator of Record (ORC) Notification Form ×

Operator Search

Core Person ID: First Name: Last Name:

Your search returned 8 operators.

Core Person ID	User ID	User Name	Select
1139287	opcert_user6	Jessica Dingman	<input type="radio"/>
1149104	opcert_user5	Testing test	<input type="radio"/>
1135322	opcert_user2	Andy Barienbrock	<input type="radio"/>
1151549	stxopcertco	Test Account	<input type="radio"/>
1151551	opcertrenewco	Test Account	<input type="radio"/>
20051533	opcert001	Dan Overholt	<input type="radio"/>
1116469	wwopcertA	Steven Kramer	<input type="radio"/>
1132459	opcert_user	Thomas Brewster OpCert User	<input type="radio"/>

- 6) Once you select the operator you want to add, a list of certifications held by that operator will be displayed. If the operator does not have an active certification for that type of facility, you will not be able to add them.

For example: If you are adding an operator for a water plant, that operator must have a water supply certification. In the screen shot below, the operator selected has both a wastewater treatment and water supply certification. The wastewater treatment certification cannot be selected because it does not apply to the water plant operation.

1132459	opcert_user	Thomas Brewster OpCert User	<input checked="" type="radio"/>
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Selected Operator has 2 certifications.

Certification Number	Certification Type	Certification Class	Expiration Date	Select
WW4-1132459-20	Wastewater Treatment	CLASS IV	12/31/2022	<input type="radio"/>
WS3-1132459-20	Water Supply	CLASS III	12/31/2022	<input checked="" type="radio"/>

- 7) Next, you will click on the button for the certification that pertains to this facility in the “Select” column. This will open the next section of the request process. This section may vary depending on the type of facility.
- a. For a water operator, you will need to select either Operator of Record or Backup Operator of Record.

Selected Operator has 2 certifications.

Certification Number	Certification Type	Certification Class	Expiration Date	Select
WW4-1132459-20	Wastewater Treatment	CLASS IV	12/31/2022	<input type="radio"/>
WS3-1132459-20	Water Supply	CLASS III	12/31/2022	<input checked="" type="radio"/>

Water Treatment Plant: Is this person an Operator of Record or a Backup Operator of Record?

Operator of Record Backup Operator of Record

- b. For a wastewater treatment operator, you will first need to select the certification then indicate whether the operator is a wastewater plant Operator of Record, Backup Operator of Record, or N/A. You will also need to do the same thing for the wastewater collection system. Both areas must be filled out before you can submit the request.
- Note: The Operator of Record option is for certified operators who have the proper license class and approved exemptions **only**.

Selected Operator has 2 certifications.

Certification Number	Certification Type	Certification Class	Expiration Date	Select
WW4-1132459-20	Wastewater Treatment	CLASS IV	12/31/2022	<input checked="" type="radio"/>
WS3-1132459-20	Water Supply	CLASS III	12/31/2022	<input type="radio"/>

Wastewater Treatment Plant: Is this person an Operator of Record or a Backup Operator of Record?

Operator of Record Backup Operator of Record N/A

Wastewater Collection System: Is this person an Operator of Record or a Backup Operator of Record?

Operator of Record Backup Operator of Record N/A

- 8) After selecting the type of operator, click on the “Submit” button. You will be prompted to answer one of your Security Questions and enter your PIN. Once you have answered the question and entered your PIN, click “Submit.” The operator who is being added will receive an email. The person who added the operator will also receive an email and Ohio EPA DDAGW and DSW will receive an email stating that they need to go and approve a request. At this point, the Operator will be listed under the facility but their status will be “Pending OEPA Approval”

▼ Manchester WTP (152615) Review Staffing Time Add Staffing Time Add Operator of Record Remove Facility

At least one Operator of Record should be Active for reporting time.

Name	Core Person ID	Status	Actions
Andy Barienbrock	1135322	Pending OEPA Approval	Actions ▾

- 9) DDAGW or DSW will review the request to make sure the operator has the appropriate certification for the facility he or she will be listed for. Once approved by Ohio EPA, the operator will receive an email instructing him or her to log into the eBusiness Center and activate the service. The service can **ONLY** be activated by the operator. If the requestor is not the operator in question, they cannot activate the service for the operator. Once approved by Ohio EPA, the status of the request changes from “Pending OEPA Approval” to “Approved, Pending Activation”.

▼ Manchester WTP (152615) Review Staffing Time Add Staffing Time Add Operator of Record Remove Facility

At least one Operator of Record should be Active for reporting time.

Name	Core Person ID	Status	Actions
Andy Barienbrock	1135322	Approved, Pending Activation	Actions ▾ <ul style="list-style-type: none"> Activate ORC Remove ORC

10) Once the operator has opened the service, he or she will click on the arrow next to the facility name to expand the facility information so they can activate the request. They will need to click on the “Action” button on the right side of the row. A drop-down list will appear, and they will click on “Activate ORC.” The activation will open, and they will answer one of their security questions and enter their PIN.

Manchester WTP (152615) [Review Staffing Time] [Add Staffing Time] [Add Operator of Record] [Remove Facility]

At least one Operator of Record should be Active for reporting time.

Name	Core Person ID	Status	Actions
Andy Barienbrock	1135322	Approved, Pending Activation	Actions - Activate ORC Remove ORC

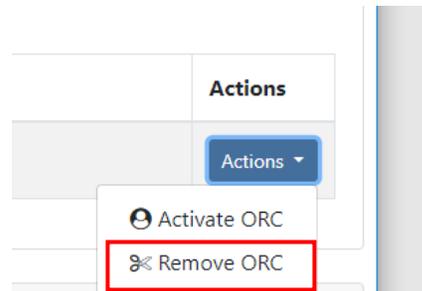
11) You will now need to log out of the application and log back in. Once the ORC is activated, the operator status is changed to “Active.” The “Add Staffing Time” button is also now activated, and the operator can begin submitting minimum staffing hours for the facility. It is recommended that each water and wastewater system develop their own procedure for who will be responsible for maintaining the operators listed for the facility.

Manchester WTP (152615) [Review Staffing Time] [Add Staffing Time] [Add Operator of Record] [Remove Facility]

Name	Core Person ID	Status	Actions
Andy Barienbrock	1135322	Active	Actions -

How to remove an operator

- 1) To remove an operator, click on the “Action” button and, from the drop-down menu, select remove. Please note that anyone who has the facility listed under their “My Facilities” section can remove an operator. It is recommended that each water and wastewater system develop their own procedure for who will maintain the operators.



How to submit time for a water plant and wastewater plant

- 1) In order to generate a monthly time sheet, a facility must have at least one Active operator. Only Active operators can create a monthly time sheet, add time to the sheet, and submit a time sheet. Backup Operators cannot submit, they can only save.
- 2) To generate the monthly time sheet, click on the “Add Staffing Time” button. If this button is greyed out, that means there is no Active operator listed for the system or the user is not listed as an Active operator. To verify this, you can click on the arrow next to the facility name to display the facility’s operators.

OpCert Hours Reporting

ebiz.epa.ohio.gov/AngularWebApp/opcert-hours-reporting/hours/profile

Ohio EPA - Certified Operator Minimum Staffing Reporting

Hours Reporting Home opcert_user

Home Add Facility

Click arrow to expand to see operators associated with your facility.

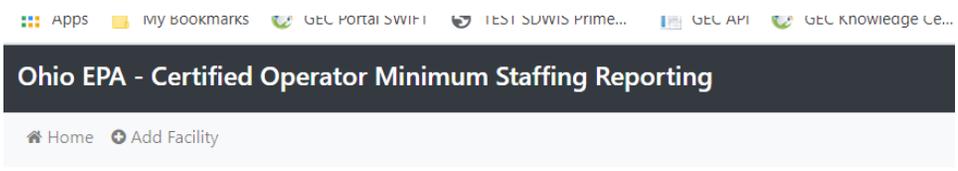
▼ Lazy River Campground (7257976)

Review Staffing Time Add Staffing Time

Add Operator of Record Remove Facility

Name	Core Person ID	Status	Actions
Tab Brewster	1132459	Active	Actions

3) When the time sheet is opened, the user will need to select a month from the drop-down menu. In the drop-down, you will find three months listed: the previous month, current month, and following month.



Add Staffing Time for Columbus Dance Total Fitness

Operator Hours for Please select Month/Year ▼

Please select Month/Year

March 2020

February 2020

January 2020

Total Hours	Date	Operator Of Record	Time In (HHMM)	Time Out (HHMM)	Operator Of Record	Time In (HHMM)	Time Out (HHMM)
0	03-01-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-02-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-03-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-04-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-05-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-06-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-07-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-08-2020	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2

- 4) The time sheets for both water and wastewater plants have space for up to eight operators a day. For distribution and collection systems, the time sheets have a column to record the certified operator’s visit.

To complete the time sheet for a water or wastewater plant, the user will start by selecting an “Operator of Record” from the drop-down list in the first operator of record column.

Next, the operator will enter the “Time In” and “Time Out.” Time must be entered in military time. You will continue across the sheet for that day until all the time for that day has been entered. Both the in and out times must be entered in order to save the report.

The time sheet for wastewater plants will differ slightly in that before the first operator of record column there will be a column labeled “Collection Visit.” It is in this column that the certified operator will record the visit by selecting the operator from the drop-down list.

If the operator is completing a distribution time sheet, the only column that is available is the “Distribution Visit” column. It is in this column that the certified operator will record the visit by selecting the operator from the dropdown list.

If there are no hours or visits on a specific day, leave that day blank.

Wastewater example

Home Add Facility

Add Staffing Time for e-DMR Test Facility 1

Operator Hours for

Operator(s) of Record that have been removed are shown in italics.

Total Hours	Date	Collection Visit	Operator Of Record	Time In (HHMM)	Time Out (HHMM)	Operator Of Record	Time In (HHMM)	Time Out (HHMM)
0	03-01-2020	Select ORC ▼	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-02-2020	Select ORC ▼	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-03-2020	Select ORC ▼	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-04-2020	Select ORC ▼	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2
0	03-05-2020	Select ORC ▼	Select ORC ▼	Start Time 1	End Time 1	Select ORC ▼	Start Time 2	End Time 2

Distribution example

Home Add Facility

Add Staffing Time for Ims Testing Pws

Operator Hours for

Operator(s) of Record that have been removed are shown in italics.

Total Hours	Date	Distribution Visit	Operator Of Record	Time In (HHMM)	Time Out (HHMM)
0	03-01-2020	Select ORC	Select ORC	Start Time 1	End Time 1
0	03-02-2020	Select ORC	Select ORC	Start Time 1	End Time 1
0	03-03-2020	Select ORC	Select ORC	Start Time 1	End Time 1
0	03-04-2020	Select ORC	Select ORC	Start Time 1	End Time 1
0	03-05-2020	Select ORC	Select ORC	Start Time 1	End Time 1
0	03-06-2020	Select ORC	Select ORC	Start Time 1	End Time 1

Water Treatment example

Home Add Facility

Add Staffing Time for Brookside Village MHP

Operator Hours for

Operator(s) of Record that have been removed are shown in italics.

Total Hours	Date	Operator Of Record	Time In (HHMM)	Time Out (HHMM)	Operator Of Record	Time In (HHMM)	Time Out (HHMM)	Operator Of Record	Time In
0	03-01-2020	Select ORC	Start Time 1	End Time 1	Select ORC	Start Time 2	End Time 2	Select ORC	Start Tir
0	03-02-2020	Select ORC	Start Time 1	End Time 1	Select ORC	Start Time 2	End Time 2	Select ORC	Start Tir
0	03-03-2020	Select ORC	Start Time 1	End Time 1	Select ORC	Start Time 2	End Time 2	Select ORC	Start Tir
0	03-04-2020	Select ORC	Start Time 1	End Time 1	Select ORC	Start Time 2	End Time 2	Select ORC	Start Tir

- 5) The reports can be filled out one day at a time or at the end of a month. If you choose to complete the report each day, to open the saved report the next day just click on the “Add Staffing Time” button. And just like you did when you created the report you will select the month you want to enter time for from the drop-down menu. The time sheet will open and the previous time that was captured will be displayed in the time sheet.
- 6) Time sheets are shared between active operators - so, each operator could enter their own time. But at the end of the month, just one operator will submit the final time sheet.
- 7) A submitted report can only be resubmitted **ONE TIME within 30 days of the original submission**. So, make sure your entries are complete before you submit the form. Saving does not have a limit.
- 8) Time sheets can be reviewed using the “Review Staffing Time” button. The user doesn’t need to be an Active operator in order to use the review staffing time report. The report is in a read only format and the data cannot be edited from this page. The report will also display the status of the time sheet - active or submitted.

Wastewater Operators: For more help on the use of this service, please contact the Division of Surface Water at (614) 644-1987 or at OpCert.DSW@epa.ohio.gov

Drinking Water Operators: For more help on the use of this service, please contact the Division of Drinking and Ground Waters at (614) 644-2752 or opcert@epa.ohio.gov.