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

Annual Sewage Sludge Report

May 18, 2017

Ohio EPA, Division of Surface Water
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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**

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.
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

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

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.**
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.
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.
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.
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.

<table>
<thead>
<tr>
<th>Pathogen Reduction Alternative</th>
<th>Vector Attraction Reduction Options</th>
<th>Sewage Sludge Weight (dry tons) DMR Reporting Code 70316</th>
<th>Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td>Calculated from table above</td>
<td>N/A</td>
<td>Add New Exceptional Quality Biosolids Verification Row</td>
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<tr>
<td>Total Exceptional Quality Biosolids Sewage Sludge Weight (dry tons) DMR Reporting Code 70316</td>
<td>Total from DMR Reports</td>
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<td>Calculated from table above</td>
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<tr>
<td>Total Exceptional Quality Biosolids Sewage Sludge Fee Weight (dry tons) DMR Reporting Code 51129</td>
<td>Total from DMR Reports</td>
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<td>Calculated from table above</td>
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<td>Total Exceptional Quality Biosolids Sewage Sludge Fee</td>
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</table>
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.
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.
If applicable, enter in the new disposal method information.
If applicable, enter in the new Sewage Sludge Transfer information.
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>
<thead>
<tr>
<th>Reporting Month</th>
<th>Station Code</th>
<th>00627 TKN (mg/kg)</th>
<th>00611 NH3-N (mg/kg)</th>
<th>00633 NO2/NO3-N (mg/kg)</th>
<th>00668 P (mg/kg)</th>
<th>00538 K (mg/kg)</th>
<th>00400 pH (S.U.)</th>
<th>70318 TS (%)</th>
<th>70322 VS (%)</th>
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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.
Only submit Table 7 for CPLR sites on which biosolids were beneficially used during the previous calendar year. See Appendix I for further instructions.
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.
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.
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**
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.

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

If you saved the report and chose not to submit it immediately, it will now located in the Report List on your personal dashboard where you can now perform the tasks under the Actions drop-down. Here, you have 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.)
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.
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.
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 simply return to the eBusiness Center and click **My Account** and then **Apply for PIN** to receive a PIN within minutes.)
Technical Support

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

- Central, Southeast, and Southwest Districts: Betsy Vanwormer, (614) 644-2150, betsy.vanwormer@epa.ohio.gov
- Northeast District: Chris Moody, (330) 963-1118, chris.moody@epa.ohio.gov
- Northwest District: 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.

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

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 Helpdesk (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 (land 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*.
      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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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*.


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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“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:

         \[
         \text{Dry tons} = \text{Gallons} \times 8.34 \text{ lb/gal} \times 0.0005 \text{ tons/lb} \times \text{Decimal Fraction Solids}
         \]

      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
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:

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