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

Storm Water Discharges associated with Bridge Maintenance Activity - General Permit

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Bridge Maintenance Activity – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Bridge Maintenance Activity initial coverage permit applications as well as renewal applications. Each of these applications can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports list.). Applications that are created will be listed on the Application List where additional actions may be performed on them (ex. downloading PDF application, 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 Bridge Maintenance Activity permit application forms – as well as applications for nearly 20 other permit types and dozens of additional reports (ex. non-compliance, priority pollutant report, annual reports, etc.)

Detailed steps on how to fully complete each permit application has been graphically displayed below.

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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 (i.e., 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 Permit Applications

From your personal dashboard, select **Create New Permit Application**.
From your dropdown, select *Bridge Maintenance - General Permit* and fill out the Facility/Site Location Information and click *Create Permit Application*. If the NOI will cover multiple bridges, include your office mailing information for the Facility/Site Location, for County, please provide the County for which the bridge(s) are located- not the County of your office (the NOI will require an attachment which includes facility information associated with each bridge location).
Completing the Application

Enter the Company (Applicant Information) – utilize the *Copy Facility Address to Applicant Mailing Address* button if addresses are the same within the form.
Enter or select the coordinates for one of the bridges that this NOI will cover. Utilize the **Search for Address** field, if necessary.
The Facility/Site Location information is pre-populated – you can edit this information and update the County/Township.
In the receiving water field, enter “See Attachment”. *(As required by the general permit, you will need to attach an attachment (i.e., Excel document) to the electronic NOI which includes Bridge name/identifier, coordinates of approximate center of bridge, name of receiving stream(s) that will receive the discharge, and the estimated schedule for cleaning operation.)*

Populate the Facility Contact Information (or utilize the *Copy Applicant Contact to Facility Contact* button if they are the same).
Click **Browse** to upload the required attachment. When complete, you can click the **Validate** button to check for errors within in the form – they will be highlighted in **Red**. If no errors exist, click the **Submit** button to submit the form or the **Save** button to Save and Exit. **NOTE:** The option to print, delete, edit, and delegate the application will be available from your personal dashboard.
Submitting Applications

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 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

If you saved the application form and chose not to submit it immediately, it will now be housed on the Application 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 application, open the application back up in **Edit** mode, **Delete**, or **Delegate** the application to another eBusiness Center account holder (ex. one person prepares the application, another person submits it).
If you decide to delete the application form that you have created, simply click on the Actions dropdown and select Delete Application. A confirmation window will prompt you to confirm the deletion of the application. If confirmed, the application will no longer be present on your dashboard – you can now continue working in STREAMS or even create another application.
If you choose to delegate an application form, simply click on the Actions dropdown and select Delegate Application. 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.)
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, MNP
INDIVIDUAL - Individual NPOES Permit - New or Renew

<table>
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<tr>
<th>User ID</th>
<th>Account</th>
<th>Delegator User ID</th>
<th>Action</th>
</tr>
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You have chosen to delegate the application for Haden Heights MNP (188228295). Please select the eBusiness Center account you would like to assign this delegation.

<table>
<thead>
<tr>
<th>User ID</th>
<th>First Name</th>
<th>Last Name</th>
</tr>
</thead>
</table>

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

[Delegate] [Search] [Done]

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.
The preferred method of fee payment is through ePay. After submitting the application, the Fee Payment Options screen will appear (you will also get an email containing a PDF of both application and invoice). You can pay immediately, or pay 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, return to the eBusiness Center and click **Apply for PIN**. On average, you will receive a PIN in five business days where you can return to your account and click **Pay EPA Fees Online** in the available service list to return to the invoice payment screens to pay the fee.)
Technical Support

For permit-specific questions, contact the permit section at Ohio EPA or your Ohio EPA permit writer assigned to your permit.

Jason Fyffe, (614) 728-1793, Jason.Fyffe@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 IRM Team encourages users to develop a positive working relationship with DSW to streamline efforts and obtain valuable guidance.

The preferred method of communication is via email, as the administrator can send you detailed step-by-step instructions. Most technical assistance requests are resolved within 24 hours, but can take longer 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
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