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

Storm Water Discharges from Small and Large Construction Activities - General Permit

Creating Lot Applications

May 18, 2017

Ohio EPA, Division of Surface Water
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Columbus, Ohio 43215
Telephone: (614) 644-2001 • Fax: (614) 644-2745
Construction Storm Water – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Construction Storm Water Lot permit applications that 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 Construction Storm Water permit Lot 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 Lot Permit Applications

To fill out and submit a Construction Storm Water lot permit application, first add the general permit number to the Permit List on your personal dashboard. *You can manage all of your permits by adding them to your Permit List.* Click the *Add Permit* button to begin.
Enter your permit number and click the Search button.
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 add the permit to your personal dashboard.
From your personal dashboard, click the Actions dropdown to access management tools which will allow you to click Create Lot Permit Application and Terminate Lot Permit. NOTE: You can also select the Reporting dropdown to access any number of reporting forms that can be submitted electronically within minutes – many of which apply to many of the other 20 permit types that can be instantly accessed within STREAMS.

Click Create Lot Permit Application to open the Construction Storm Water lot permit application form.
Alternatively, from the personal dashboard you can click *Create New Application* and select *Construction Lot Permit*. Enter in the existing permit number and click the *Verify Permit Number* button.

If correct, click the *Create Application for Permit 3GC06271* button to open the lot application. *It is advised whenever possible to add the permit to the Permits List on the personal dashboard as it will allow you to conduct the various actions that are contained in the Actions dropdown for the permit.*
Completing the Application

General Lot Notice of Intent Application Form

Information regarding the master permit is prepopulated. Fill in the Applicant Information on the form.
Facility/Site Location Information

<table>
<thead>
<tr>
<th>Facility Name</th>
<th>STONEBRIDGE MEADOWS PLAN DEVELOPMENT</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address/Location</td>
<td>INTERSECTION SR 718 &amp; WASHINGTON RD</td>
</tr>
<tr>
<td>City</td>
<td>TROY</td>
</tr>
<tr>
<td>State</td>
<td>OH</td>
</tr>
<tr>
<td>Zip Code</td>
<td>45373</td>
</tr>
</tbody>
</table>

County and Township Information

<table>
<thead>
<tr>
<th>County(ies)</th>
<th>Township(s)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Miami</td>
<td>CONCORD</td>
</tr>
</tbody>
</table>

Facility Contact Information

<table>
<thead>
<tr>
<th>First Name</th>
<th>Last Name</th>
<th>Title</th>
</tr>
</thead>
<tbody>
<tr>
<td>JUDY</td>
<td>TOMB</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>E-mail Address</th>
<th>Phone</th>
<th>Fax</th>
</tr>
</thead>
<tbody>
<tr>
<td><a href="mailto:JUDYTOMB@MSN.COM">JUDYTOMB@MSN.COM</a></td>
<td>(937) 446-6252</td>
<td>(xxx) xxxxxxxx</td>
</tr>
</tbody>
</table>
The end of the form is the location to add a lot, simply click *Add New Lot* and add the lot information.
Fill out the lot number, start date, estimated completion date, and estimated disturbed acreage and click SAVE. You will be returned to the Lot Application where you can add more lots if needed or click the Validate button to check for errors within 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.
Terminating Lot Permits

To terminate a lot, from your personal dashboard use the Actions dropdown and select *Terminate Lot Permit*. The above box will appear, simply click *Terminate Lot* to open the NOT application form or *Cancel* to return back to the dashboard.
Select a reason for termination and complete the Applicant Information and Facility/Site Location Information section. The facility contact information is not editable.
Finally highlight the particular Lot(s) to be terminated and click the Add button to select it. If you have selected an incorrect Lot simply highlight it and click the Remove button. You now have the options to click the Validate button to check for errors within in the form – they will be highlighted in Red. If no errors exist, you can 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 it, 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**.)
Delegate Application to Another User

Current Application Associations

<table>
<thead>
<tr>
<th>Application Information</th>
<th>Hadcon Heights MHP</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>INDIVIDUAL - Individual NPDES Permit - New or Renew</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>User ID</th>
<th>Account</th>
<th>Delegator User ID</th>
<th>Action</th>
</tr>
</thead>
</table>

You have chosen to delegate the application for Hadcon Heights MHP (186228205). 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>
<tbody>
<tr>
<td></td>
<td></td>
<td>Roberts</td>
</tr>
</tbody>
</table>

Account Search Results

Filter: 

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>085731624</td>
<td>John Roberts</td>
</tr>
<tr>
<td>1122324</td>
<td>stephen roberts</td>
</tr>
<tr>
<td>12049043</td>
<td>Lisa Roberts</td>
</tr>
<tr>
<td>6231741131</td>
<td>Craig Roberts</td>
</tr>
</tbody>
</table>

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.
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.
**ePay – Fee Payment**

There are no fees associated with this general permit.

**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.

Michael Joseph, (614) 752-0782, Mike.Joseph2@epa.ohio.gov

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: 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

Division of Surface Water - Instructions for Completing the Individual Lot Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage

Appendix II

Instructions for Completing the Ohio EPA Individual Lot Notice of Termination (NOT) Form to Terminate NPDES Construction Storm Water General Permit Coverage
Who Must File an Individual Lot NOI Form

Federal law at 40 CFR Part 122 prohibits point source discharges of storm water associated with construction activity to a water body(ies) of the United States without a National Pollutant Discharge Elimination System (NPDES) permit. A contractor/building that has such a storm water discharge must submit a NOI to obtain coverage under a NPDES construction general permit, unless the original owner/developer retains responsibility. If you have questions about whether you need a permit under the NPDES storm water program or if you have questions regarding the completion of this form, contact Michael Joseph of the Ohio EPA Storm Water Unit at (614) 752-0782.

Where to File an Individual Lot NOI Form

The application is required to be submitted online in the Ohio EPA eBusiness Center. If unable to send online, thus demonstrating a hardship, hard copies may be mailed to:

Ohio Environmental Protection Agency
DSW - General Permit Program
P.O. Box 1049
Columbus, OH 43216-1049

Completing the Form

Please complete the fill-in form on-line at www.epa.ohio.gov/dsw/storm/index.aspx or print legibly. Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item.

Section I - Applicant Information/Mailing Address

Give the legal name of the person, firm, public organization, or any other entity that is performing the construction of the site. The responsible party is the legal entity that controls the site rather than the job site supervisor. Do not use a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES requirements. Enter the complete address and telephone number of the applicant (provide phone number as: area code exchange number). Correspondence will be mailed to this address.

Section II - Site Location Information

Enter the official or legal name of the site and complete address, including city, state, zip code and county. If the site lacks a street address, indicate the state and latitude and longitude of the facility to the nearest 15 seconds (provide coordinates as: (degrees) (minutes) (seconds) using 2 digits in each space) of the approximate center of the site.

Section III - Construction Activity Information

Enter the project start date, estimated completion date, and the disturbed acreage for each lot. Provide dates as month day year using two digits for the month and day and four digits for the year (example: October 1, 1993 would be 10 01 1993).

Section IV - Certification

Federal statutes provide for severe penalties for submitting false information on this application form. Federal regulations require this application to be signed as follows.

For a corporation: by a responsible corporate officer, which means: (1) a president, secretary, treasurer or vice-president of the corporation in charge of a principal business function or any other person who performs similar policy or decision-making functions for the corporation; or (2) the manager of one or more manufacturing, production or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner or the proprietor; or

For a municipality, state, federal, or other public facility: by either a principal executive officer or ranking elected official

General

This form has been designed to be read by an optical scanner. Therefore all responses must be typewritten in the spaces provided. Do not fold, staple, or use correction fluid on this form. Forms transmitted by FAX will not be accepted. Incomplete forms will be returned to the applicant for resubmittal.
Where to file the Individual Lot NOT form

The application is required to be submitted online in the Ohio EPA eBusiness Center. If unable to send online, thus demonstrating a hardship, hard copies may be mailed to:

Ohio Environmental Protection Agency
DSW - General Permit Program
P.O. Box 1049
Columbus, OH 43216-1049

Completing the Form

All responses must be typewritten or printed legibly in the appropriate areas only. Forms transmitted by FAX will not be accepted. Complete all sections of the Individual Lot NOT form. Incomplete forms will be returned to the applicant for resubmittal.

Please place each character slightly above the appropriate line. Abbreviate if necessary to stay within the space allowed for each item. Use one space for breaks between words but not for punctuation marks unless they are needed to clarify your response.

Section I - Permit Information

Circle the appropriate construction storm water general permit which coverage has been granted under and enter the existing facility NPDES general permit number assigned to the developer for which you are submitting this Individual Lot NOT. If you do not know the permit number, contact the Ohio EPA Storm Water Section at (614) 644-2001.

Section II - Owner/Applicant Information/Mailing Address

This information should appear on the Individual Lot NOT form as it appears on the Individual Lot Notice of Intent (NOI) application.

Give the legal name of the person, firm, public organization, or any other entity that operates the facility or site described in the application. Do not use a colloquial name. Give the name and phone number of a contact person who is responsible for addressing NPDES permit requirements. Enter the complete address and telephone number of the operator (provide phone number as: area code exchange number).

Section III - Facility/Site Location Information

This information should appear on the Individual Lot NOT form as it appears on the original Individual Lot NOI application.

Enter the facility’s or site’s contact person, official or legal name and complete address, including city, state, zip code, county, township, and section. If the facility lacks a street address, indicate the street name and approximate location.

Section IV - Reason for Termination

Indicate your reason for submitting this Individual Lot NOT by placing an “X” on the appropriate space. You may indicate more than one reason.

Section V - Individual Lot(s) with Coverage Being Terminated

Indicate each sublot number and the corresponding street address for each sublot where construction activities have been completed.

Section VI - Standard Certification

State the name of the person that signed the Individual Lot NOI application and have that person sign and date the Individual Lot NOT form to certify that construction activities have been completed.

Signatory Requirements

Federal statutes provide for severe penalties for submitting false information on the Individual Lot NOT form. Federal regulations require this application to be signed as follows.

For a corporation: by a responsible corporate officer, which means: (1) a president, secretary, treasurer or vice-president of the corporation in charge of a principal business function or any other person who performs similar policy or decision-making functions for the corporation; or (2) the manager of one or more manufacturing, production or operating facilities, provided, the manager is authorized to make management decisions which govern the operation of the regulated facility including having the explicit or implicit duty of making major capital investment recommendations and initiating and directing other comprehensive measures to assure long-term environmental compliance with environmental laws and regulations; the manager can ensure that the necessary systems are established or actions taken to gather complete and accurate information for permit application requirements; and where authority to sign documents has been assigned or delegated to the manager in accordance with corporate procedures;

For a partnership or sole proprietorship: by a general partner
or the proprietor; or

For a municipality, state, federal, or other public facility: by either a principal executive officer or ranking elected official