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

Storm Water Discharges from Small and Large Construction Activities and Small MS4

Creating Co-Permittee Permit Applications

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Construction Storm Water – Electronic Application Overview

The STREAMS service provides the capability to electronically submit Construction Storm Water copermittee permit applications that can 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 & Small MS4 copermittee 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 Copermittee Permit Applications

To fill out and submit a Construction Storm Water & Small MS4 copermittee permit application, first add the permit to your 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 Create Copermittee Permit Application and Terminate Copermittee 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 Copermittee Permit Application to create your Construction Storm Water & Small MS4 copermittee permit application.
Additionally, from the personal dashboard you can click *Create New Application* and select *Construction and Small MS4 Co-Permit*. Enter in the existing permit number and click the *Verify Permit Number* button.

<table>
<thead>
<tr>
<th>Permit Number</th>
<th>US EPA #</th>
<th>Type</th>
<th>Name</th>
<th>Issue Date</th>
<th>Expiration Date</th>
<th>Permit Status</th>
<th>Action</th>
</tr>
</thead>
<tbody>
<tr>
<td>3GC06271*AG</td>
<td>OHC0008003</td>
<td>GENERAL</td>
<td>ODOT ASHTABULA FACILITY PID #92265 PID - 92266</td>
<td>12/11/12</td>
<td>4/20/13</td>
<td>ACTIVE</td>
<td><a href="#">Create Application for Permit 3GC06271*AG</a></td>
</tr>
</tbody>
</table>

If correct click the *Create Application for Permit 3GC06271* button to create the copermittee 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

To fill out a copermittee permit application, from your personal dashboard use the Actions dropdown and select Create Copermittee Permit Application and you will be directed to the form. The majority of the form is prepopulated with information from the master general permit.
Finally, fill out the Applicant Information. You can now 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.
Terminating Copermittee Permit Applications

To terminate a copermittee, from your personal dashboard use the Actions dropdown and select *Terminate Copermittee Permit*. The above box will appear, click on the dropdown to bring up a list of copermittees for the permit -- simply click on the one for termination and the NOT application form will appear (or click *Cancel* to return back to the dashboard).
Select a reason for termination and complete the Applicant Information and Facility/Site Location Information section.
Complete the Applicant Contact Information section and scroll down the application. The Facility/Site Location has been prepopulated with information from the Agency database and is not editable within this form.
Confirm the coordinates. Utilize the **Search for Address** box if necessary. The facility contact information is not editable. 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.)
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
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Columbus, OH 43215

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eBusiness Center Helpdesk (PINS & Passwords): (877) 372-2499

Ohio EPA, Division of Surface Water
Appendix I

Instructions for Completing the Co-Permittee Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage
Instructions for Completing the Co-Permittee Notice of Intent (NOI) for NPDES Construction Storm Water General Permit Coverage

Who must file a Co-Permittee NOI form?

The Co-Permittee Notice of Intent (NOI) application form is used by other operators identified by the initial permittee to request shared coverage under the NPDES construction storm water general permit (CGP). As defined in Part VII.O of the CGP, an “operator” is any party that has operational control over construction plans and specifications or has day-to-day operational control of those activities at a project which are necessary to ensure compliance with the storm water pollution prevention plan (SWP3) for the site covered by the CGP. The applicant must certify their intention to comply with the CGP when submitting the completed Co-Permittee NOI. There is no fee for this application 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
Division of Surface Water
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. Please place each character slightly above the appropriate line on the Co-Permittee NOI application form. If necessary, abbreviate to stay within the space allowed for each item. Use only one space for breaks between words. If the requested information does not apply to your facility, leave it blank. Do not include any symbols or punctuation marks unless otherwise noted in these instructions.

Section I - Applicant Information/Mailing Address

Company Name: Fill in the legal name of the firm, person, public organization, or other entity (other than the original NOI applicant) that operates the facility or site described in this application. The name of the operator may or may not be the same as the facility. The company name is the name of the responsible party that is the legal entity that controls the facility’s operation rather than the plant or site manager. Do not use a colloquial name.

Mailing Address: Enter the complete mailing address; including street address, city, state, and zip code. The permit and any correspondence will be mailed to this address.

Contact Person: Give the name of a contact person who is responsible for addressing NPDES requirements.

Phone and Fax: Provide the contact person’s phone and fax numbers as: area code exchange numbers.

E-Mail Address: Enter the contact person’s e-mail address, if available.

Section II - Facility/Site Location Information

Existing Ohio EPA Facility General Permit Number: Enter the facility permit number provided to the initial applicant (permittee) for the facility where you act as an operator. The facility general permit number is stated on the permit coverage approval letter sent to the initial applicant and was signed by the director of Ohio EPA.

Initial Permittee Name: Enter the name of the initial applicant (permittee) whom already obtained coverage for the facility under general permit OHC0000002 or OHR100000.

Facility/Site Name: Enter the facility or site’s official or legal name. The facility/site is the location of the operation and discharge to be covered by the general permit. Do not use a colloquial name.

City/Township/County/Zip Code: Enter the city or township, county, and zip code of where the site is located.

Facility Contact Person: Give the name of the person who is responsible for the facility/site.

Phone and Fax: Provide facility contact person’s phone and fax numbers as: area code exchange numbers.

Facility Contact E-Mail Address: Provide the facility contact person’s e-mail address, if available.

Section III - Certification

Type or print the name and title of the person who will sign the form. Next, sign and date the form. Federal and State 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; respectively, or

For a municipality, state, or other public facility: by either a principal executive officer, the ranking elected official, or other duly authorized employee.