

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

Sanitary Sewer Overflow (SSO) Annual Report

February 16, 2024



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About this Document

This document is intended to provide a graphical run-through of the Ohio EPA Electronic Service for requesting, viewing, and activating your PIN. Graphics display the process from the beginning to end. This document provides a general feel for the workflow by guiding the user with actual screen shots of the online service in sequential manner.

Recent Changes to this Document

6/21/2023	-	New Document and updated information
2/16/2024	-	Updated New layout for template requirements

Service Activation



eBusiness Center

[eBusiness Home](#)
[My Account ▾](#)
sw-user

Welcome to the Ohio EPA eBusiness Center

Available Services <small>(What is this?)</small>				
Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive		
Certified Operator Minimum Staffing Reporting		Inactive		
Division of Surface Water Credible Data	Request	Inactive	view/edit	
Division of Surface Water NPDES Permit Applications (STREAMS)		Active		
DMWM License and Registration Service		Inactive	view/edit	
DMWM Solid Waste/C&DD Disposal Fees (Submit Report)	Request	Inactive	view/edit	
DSW 401 Certification and Isolated Wetlands Permit		Inactive	view/edit	
DSW Home Sewage Treatment System		Inactive		
e-Discharge Monitoring Reports (eDMR)	Deactivate	Active	view/edit	view/edit
e-Drinking Water Reports	Request	Inactive	view/edit	
Generic File Upload	Request	Inactive		
Hazardous Waste Report (eDRUMS)	Request	Inactive	view/edit	
OEEF Grant Service (No PIN Required)	Request	Inactive		
Pay Ohio EPA Fees Online	Request	Inactive	view/edit	
Water/Wastewater Exam Providers	Request	Inactive		
Water/Wastewater Operators	Request	Inactive		
Water/Wastewater Training Providers	Request	Inactive		

My Tasks (0)

Name ▾	Status ▾	Created ▾	Action
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- To access STREAMS, click on ***Division of Surface Water NPDES Permit Applications (i.e., STREAMS)*** to select the service.

Adding Facilities/ Permits

Ohio EPA - Division of Surface Water

STREAMS sw-user

Home Add Facility/Permit New Permit Application

My Facilities

Jacob Zink (4DP00032, 4IO00002)	Remove
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- To fill out and submit a report, first add the permit to your Permit List on your personal dashboard by clicking the **Add Permit** button, if it is not there already.

Facility Search

Enter your facility search criteria...

-- Select county --

Your search returned 27 facilities.

Create New Facility

Search



537510	CLR License Test Facility	
<input type="button" value="select"/>	50 West Town St	
	Columbus OH 43215	
537517	CLR Registration Test Facility	
<input type="button" value="select"/>	50 West Town St	
	Columbus OH 43215	
537640	DMWM CLR Scrap Tire Recovery Class 2	
<input type="button" value="select"/>	50 West Town St	
	Columbus OH 43215	



- 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 select the permit – it will now be added to your personal dashboard.

Creating New Reports

Ohio EPA - Division of Surface Water

STREAMS  

[Home](#) [Add Facility/Permit](#) [Create New Permit Application](#)

Jacob Zink (618497) Facility Profile

▼ Permit 4IO00002

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
270398518	4IO00002*BD	Industrial	NA	NA	06/30/2028	Draft	N/A
270391971	4IO00002*AD	Industrial	Minor	07/01/2023	06/30/2028	Active	Actions

[Reports](#) 2

[Permit 4DP00032](#)

Renewal

Terminate

Modify Permit








Transfer

Create Report

Download Permit

1. From your facilities dashboard, click the facility of interest, this will show all related Permits, Applications and Reports.
2. Select the **Actions** dropdown for the applicable permit to access management tools which will allow you to
 - a. **Create a Report, Renew, Terminate, or Transfer** the permit.
3. Select **Create Report**, then use the dropdown menu to select the applicable report type (**SSO Annual**).

Completing the Report

General Information		
Reporting Date	Facility Name	Ohio NPDES Permit Number
<input type="text"/>  	<input type="text" value="McClure WWTP"/>	<input type="text" value="2PA00056*FD"/>
Period Covered By Report		
From	To	
<input type="text"/>  	<input type="text"/>  	
Contact Person		
First Name	Last Name	
<input type="text" value="First Name"/>	<input type="text" value="Last Name"/>	
Title		
<input type="text" value="Title"/>		
E-mail Address	Phone	
<input type="text" value="Email"/>	<input type="text" value="(xxx) xxx-xxxx"/>	
Address		
<input type="text" value="Address"/>		
City	State	Zip Code
<input type="text" value="City"/>	<input type="text" value="State"/> 	<input type="text" value="Zip Code"/>

- Once the report opens you will notice that it is prepopulated with permit number and Facility Name.
- Click the date icons to enter the period covered by the report.
- Fill out the Contact Person information.

Sanitary Sewer Overflows

Have any Sanitary Sewer Overflows occurred during the reporting period?

Yes

No

Sanitary Sewer Overflows Spreadsheet [Blank Form](#)

Browse...

No file chosen

Water In Basement Occurrences

Were there any Water In Basement Occurrences during the reporting period?

Yes

No

Water In Basement Occurrences Spreadsheet [Blank Form](#)

Browse...

No file chosen

- Select whether any Sanitary Sewer Overflows occurred during the reporting period.
- If yes, download a blank copy of the SSO spreadsheet, click the link for **Blank Form**.
- Click the **Browse** button to upload the electronic file after completing both worksheets (SSO Identification and SSO Event Information) see below.

SSO Annual Report - Data Entry Spreadsheet			
Permit Number			
Facility Name			
Reporting Period			
From:		To:	
Table 1: SSO Identification			
Identification Number	Receiving Water	Location Description	Date Eliminated
SSO Annual Report - Data Entry Spreadsheet			
Permit Number			
Facility Name			
Reporting Period			
From:		To:	
Table 2: SSO Event Information			
Event Date	Identification Number	Receiving Water	Volume (millions of gallons)

- Select whether any water in basement occurrences occurred during the reporting period.
- If yes, download a blank copy of the Water in Basement Occurrences spreadsheet, click the link for **Blank Form**.
- Click the **Browse** button to upload the file when complete.

The image shows the Microsoft Excel interface with the 'Home' ribbon selected. The ribbon includes tabs for File, Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help, Windward, Windward Tools, and Acrobat. The 'Home' ribbon is divided into groups: Clipboard (Paste, Cut, Copy, Format Painter), Font (Calibri, 11, Bold, Italic, Underline, Text Color, Background Color), Alignment (Left, Center, Right, Indent, Wrap Text, Merge & Center), Number (Currency, Percentage, Decimal, Fraction), and Styles (Conditional Formatting, Format as Table, Cell Styles). Below the ribbon, the active cell is D5. The spreadsheet has three columns labeled B, C, and D. The title 'Water In Basement Occurrences - Data Entry Spreadsheet' is in cell B3. The data entry form consists of the following rows:

	B	C	D
3	Water In Basement Occurrences - Data Entry Spreadsheet		
4			
5	Permit Number		
7	Facility Name		
9	Reporting Period		
10	From		
11	To		
12			
13	Sewershed	WIB Occurrences	Causes (choose all that apply)
14			

- The final section of the reporting form allows any additional attachments to be uploaded (not required), simply click the **Browse** button to upload a document.
- Once complete, click the **Validate** button to see if all fields have been filled out correctly.
- Click **Save** and **Close**, or click **Submit** to submit the report to the agency.

Supplemental Information (optional)

Please upload your file(s) using the Browse button below.

Additional Attachments

Browse...

No files uploaded

Additional Comments

Annual Report (EDIT)

Validate


Save

Submit

Close

Editing, and Delegation

Ohio EPA - Division of Surface Water

STREAMS 

[Home](#) [Add Facility/Permit](#) [Create New Permit Application](#)

Jacob Zink (618497) Facility Profile

▼ Permit 4IO00002

ID	Number	Type	Rating	Effective Date	Expiration Date	Status	Actions
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270391971	4IO00002*AD	Industrial	Minor	07/01/2023	06/30/2028	Active	Actions ▼

► Reports 2

ID	Type	Permit Number	Updated	Status	Actions
17731015	NPDES Biomonitoring Report Form Chronic Toxicity Test	4IO00002*AD	06/21/2023	Edit	Actions ▼
17731013	NPDES Biomonitoring Report Form Acute Toxicity Test	4IO00002*AD	06/21/2023	Edit	Edit

Filter all columns

First Previous **1**

- [Edit](#)
- [Delete](#)
- [Modify Visibility](#)
- [Delegate](#)
- [Download PDF](#)

- If you saved the report and chose not to submit it immediately, it will now be housed on the Report 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 report, open the report back up in **Edit** mode, **Delete** it, or **Delegate** the report to another eBusiness Center account holder (ex. one person prepares the report, another person submits it).

Search Account and Delegate Report



You have chosen to delegate application (17731015). Please select the eBusiness Center account you would like to assign this delegation.

- If you choose to delegate a report, simply click on the **Actions** dropdown 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, 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**.)

Search Account and Delegate Report

You have chosen to delegate application (17731015). Please select the eBusiness Center account you would like to assign this delegation.

10202932

First Name

Last Name

Search

Reset

Your search returned 1 account.

User ID	User Details	Select
10202932	Jacob Zink	<input checked="" type="radio"/>

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.

10202932
Jacob Zink
4326 Lambert St #115
Hilliard OH, 43026

Delegate

- 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.

Technical Support

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

For technical assistance with STREAMS or any of the Division of Surface Water's Electronic Business Services, contact the system administrator at **614-644-2135**. 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: 8:00 a.m. – 5:00 p.m.

For further assistance, contact us at dsw.eBIZhelp@epa.ohio.gov

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

***Please reference your specific permit or contact your District Office
for more information.***