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

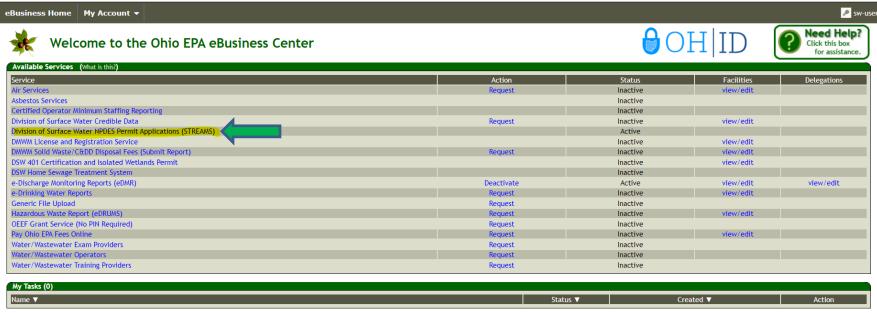
6/21/2023 - New Document and updated information

2/16/2024 - Updated New layout for template requirements

Service Activation



eBusiness Center

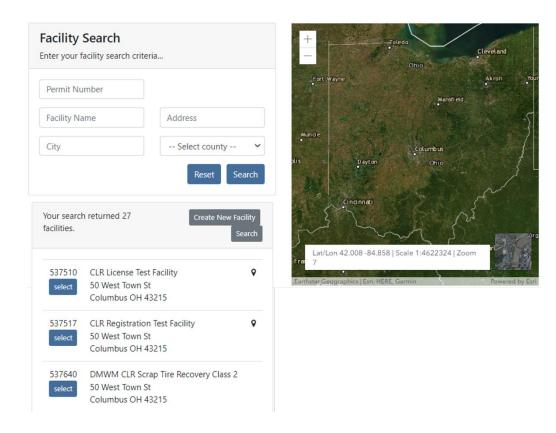


• To access STREAMS, click on *Division of Surface Water NPDES Permit Applications (i.e., STREAMS)* to select the service.

Adding Facilities/ Permits

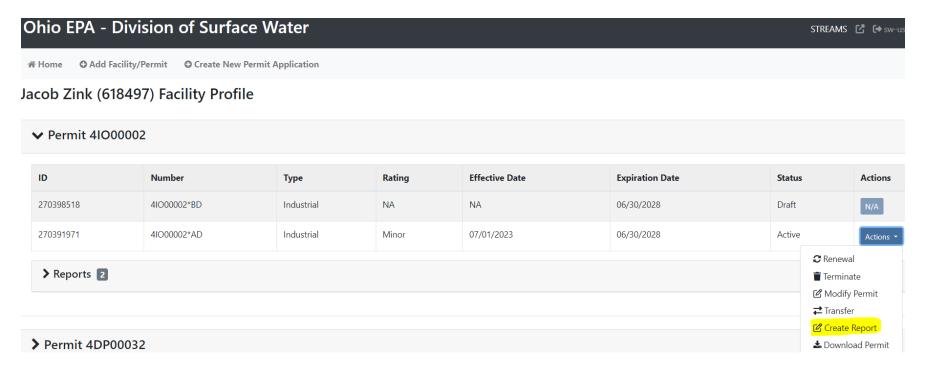


• To fill out and submit a report, first add the permit to your Permit List on your personal dashboard by clicking the *Add Permit* button, if it is not there already.



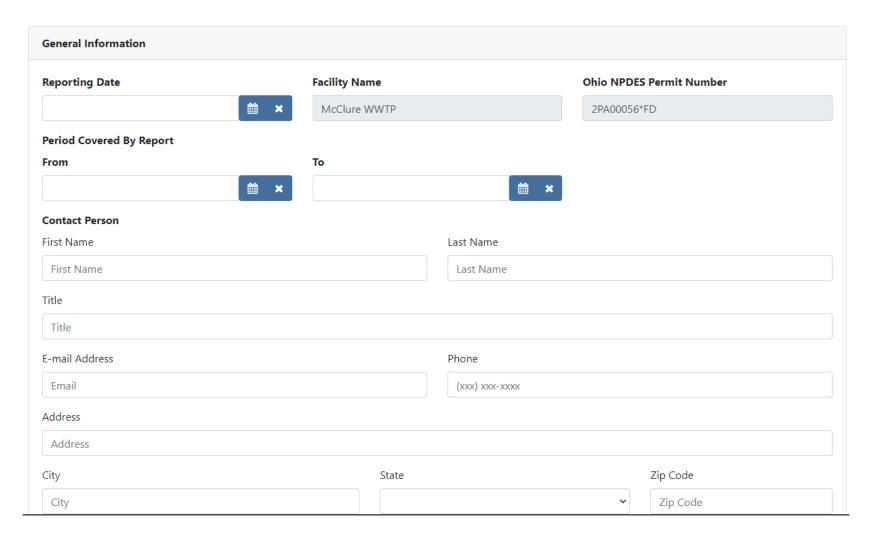
- Enter your permit number and click the *Search* button.
- If a valid permit number has been entered, the system will find the permit and display it in the Permit Search Results section.
- Click the *Add Permit* button to select the permit it will now be added to your personal dashboard.

Creating New Reports

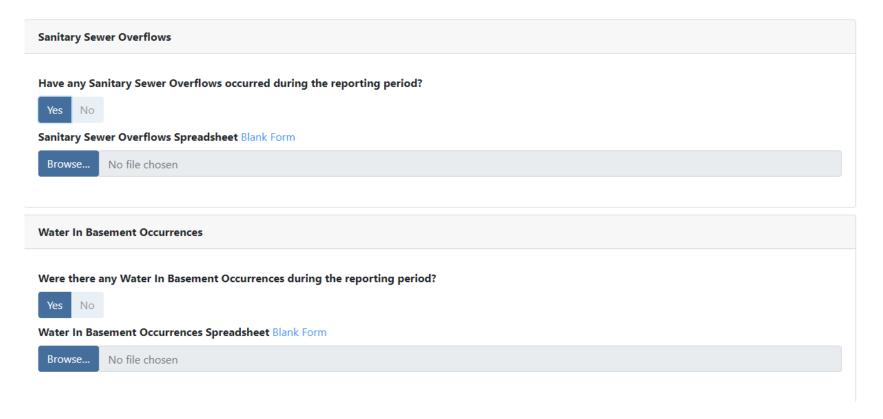


- 1. From your facilities dashboard, click the facility of interest, this will show all related Permits, Applications and Reports.
- 2. Select the *Actions* dropdown for the applicable permit to access management tools which will allow you to a. *Create a Report*, *Renew, Terminate, or Transfer* the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

Completing the Report



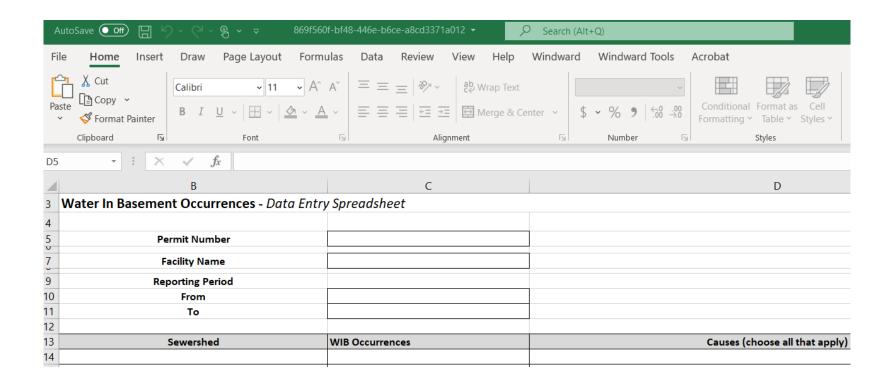
- Once the report opens you will notice that it is prepopulated with permit number and Facility Name.
- Click the date icons to enter the period covered by the report.
- Fill out the Contact Person information.



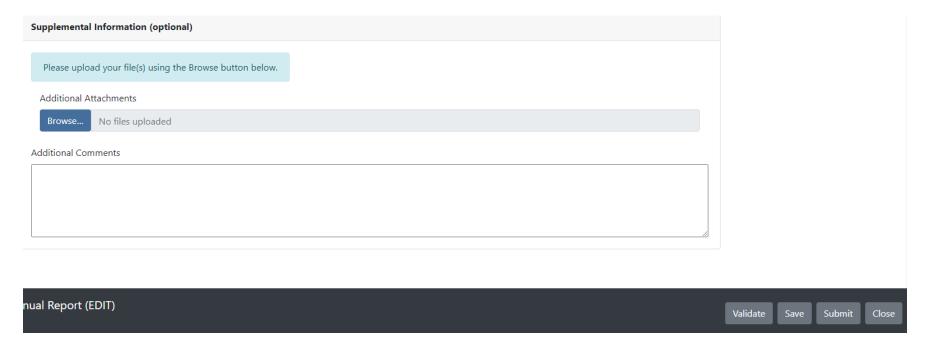
- Select whether any Sanitary Sewer Overflows occurred during the reporting period.
- If yes, download a blank copy of the SSO spreadsheet, click the link for *Blank Form*.
- Click the *Browse* button to upload the electronic file after completing both worksheets (SSO Identification and SSO Event Information)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

D	C	U	E
SO 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 Repo	ort - Data Entry Spre	adsheet	
SSO Annual Repo	ort - Data Entry Spre	adsheet	
	ort - Data Entry Spre	adsheet	
Permit Number Facility Name	ort - Data Entry Spre	adsheet	
Permit Number	ort - Data Entry Spre	adsheet To:	
Permit Number Facility Name Reporting Period From:			
Permit Number Facility Name Reporting Period			
Permit Number Facility Name Reporting Period From:			Volume (millions of gallons)
Permit Number Facility Name Reporting Period From: Table 2: SSO Event Info	ormation	To:	Volume (millions of gallons)
Permit Number Facility Name Reporting Period From: Table 2: SSO Event Info	ormation	To:	Volume (millions of gallons)

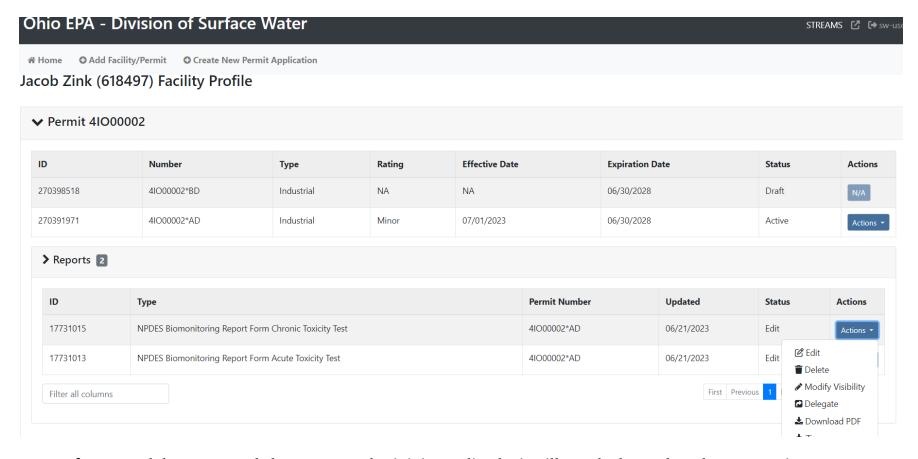
- Select whether any water in basement occurrences occurred during the reporting period.
- If yes, download a blank copy of the Water in Basement Occurrences spreadsheet, click the link for *Blank Form*.
- Click the *Browse* button to upload the file when complete.



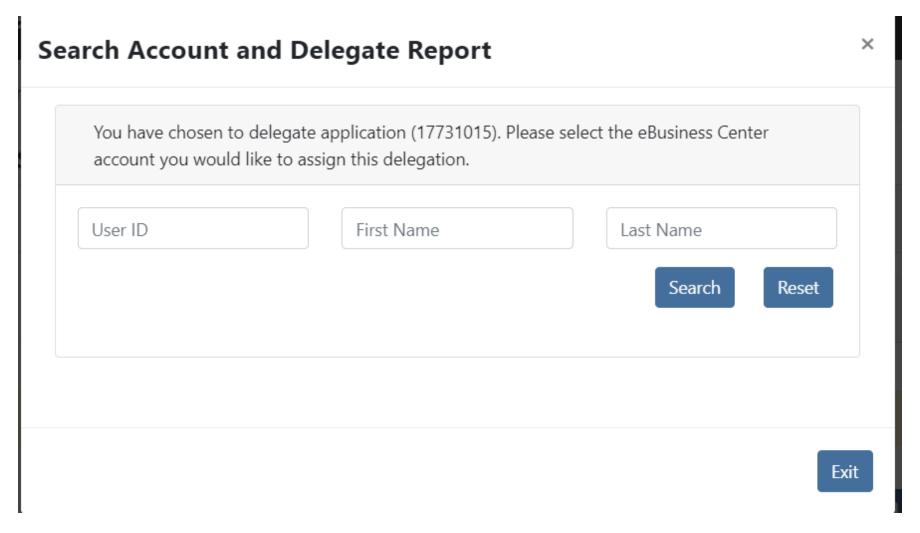
- The final section of the reporting form allows any additional attachments to be uploaded (not required), simply click the *Browse* button to upload a document.
- Once complete, click the *Validate* button to see if all fields have been filled out correctly.
- Click *Save* and *Close*, or click *Submit*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



Editing, and Delegation



- If you saved the report and chose <u>not</u> 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).



- 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 Reset Search Your search returned 1 account. User ID **User Details** Select Jacob Zink 10202932 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.