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

Transfer of Ownership Application Form

May 18, 2017



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Transfer of Ownership – Electronic Application Overview

The STREAMS service provides the capability to electronically submit the Transfer of Ownership application form. This form can be accessed via your personal dashboard (i.e., the opening screen in STREAMS which displays your permit list, application list, and reports list). Transfer of Ownership application forms 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 HSTS 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 the Transfer of Ownership application form has been graphically displayed below.

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Submittal of the Application for Transfer Form

Complete the Notice of Transfer form through the eBusiness Center. The form cannot be submitted online due to the multiple signature requirement. Please print the completed general permit transfer application form that is created in the eBusiness Center and send it with the original signatures of the previous and new owners or those responsible for the permit. Send to the following address:

Ohio EPA, Division of Surface Water Attn: DSW Permits Processing 50 West Town Street, Suite 700 P.O. Box 1049 Columbus, Ohio 43216-1049

A letter will be sent to the transferee and a copy of the letter will be sent to the transferor after the application is reviewed.

For more information, contact Ohio EPA, Division of Surface Water at 614-644-2001.

Service Activation

State of Ohio | Ohio EPA | Logout



eBusiness Center

Kelcome to the Ohio EPA eBusiness Center					Need Help? Click this box for assistance.
Available Services (What is this?)				_	
Service	Action		Status	Facilities	Delegations
Air Services	Request		Inactive	view/edit	
Conference and Events Registration	Request		Inactive	view/edit	
Division of Surface Water Credible Data	Deactivate		Active	view/edit	view/edit
Division of Surface Water NPDES Permit Applications			Active	view/edit	
DMWM Compliance	Request		Inactive	view/edit	
DMWM Compost/Scrap Tire Facility Registration	Request		Inactive	view/edit	
DMWM Infectious Waste Generator Registration	Request		Inactive		
DMWM Scrap Tire Transporter Registration	Request		Inactive		
DMWM Solid Waste/Cⅅ Disposal Fees (Submit Report)	Request		Inactive	view/edit	
DMWM Solid Waste/Cⅅ Facility Licensing	Request		Inactive	view/edit	
e-DMR	Deactivate		Active	view/edit	view/edit
e-Drinking Water Reports	Request		Inactive	view/edit	
E2 Administration	Deactivate		Active	view/edit	view/edit
Hazardous Waste Report (eDRUMS)	Request		Inac tive	view/edit	
OEEF Grant Service (No PIN Required)	Request		Inactive		
Pay Ohio EPA Fees Online	Request		Inac tive	view/edit	
Water/Wastewater Exam Providers: Apply for Approval and Upload Scores	Request		Inactive		
Water/Wastewater Operators: Apply for Exams, Renewal and Contact Hours	Request		Inactive		
Water/Wastewater Training Providers: Apply for Contact Hours and Upload Attendance	Deactivate		Active		
My Tasks (2)					
Name V		Status V	0	reated V	Action

Name V	Status 🔻	Created ▼	Action
PIN Activated	Active	03/30/2009 15:01:27	hide
View e-DMR Service Request (94296) for Clifton WWTP (17464) with regulatory program ID (1PA00023, OH0118567)	Pending	10/05/2015 09:02:49	hide

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.

 Extee of Ohio EPA | Logout

 Business Center

 Division of Surface Water NPDES Permit Applications Service Activation

 Would like to activate this service for you account?

 Yes

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.

Adding Permits to the Dashboard

Ohio Environmen	eBusiness Center
eBusiness Cente	r Admin - jrobert
	Permit List
	You do not have any permits associated with your account. If you have a permit and know the permit number please click the 'Add Permit' button above and enter your permit number. Once your permit has been added you can perform actions on that permit from the 'Actions' menu. For a detailed explanation click the 'Form Instructions' below.
	Form Instructions Create New Permit Application
	Application ID Number Application Type Applicant Name Updated Status Actions No items to display
	Report List Create Report

To fill out and submit a Transfer of Ownership application form, first add the permit to your Permit List on your personal dashboard. Click the *Add Permit* button to begin. *You can manage all of your permits by adding them to your Permit List*.

State of Ohio	Ohio EPA Log	out						
Ohio	hio Environmental rection Agency	Add Existi	ng Permit					
eBusine	ss Center	Use this page t number, you ca	o associate an existing p an search for it here.	ermit to your account. Simply e	nter your permit number below. If	you do not know the pe	ermit jrob	test1 - Test Account
		Permit Number						d Doimit
	Permit List	3GK00833						1 Permit
	Peri					Search Ca	Incel Reporti	ng display
	Application	List 🕢				C	reate New Permit Ap	plication
		~	~				~	
	Applic	ation ID	Number	Application Type	Location Name	Created	Status A	ctions

Enter your permit number and click *the Search* button.

State of Ohio	Ohio EPA Logo	out								
Pohio	hio Environmental ection Agency	Add Existing	g Permit							
eBusines	ss Center	Use this page to number, you can	associate an e search for it he	kisting permit ere.	to your accoun	t. Simply ent	er your permit i	number be	low. If you do not know the permit	jrobtest1 - Test Aco
	and another	Permit Number								
	Permit List	3GK00833								Add Permit
	Perr	Permit Search	Results							Reporting
		Number	US EPA #	Туре	Name	lssue Date	Expiration Date	Status	Properties	items to display
		3GK00833*BG	OHK000002	GENERAL	Household Sewage Treatment	10/1/12	12/31/16	ACTIVE	properties Add Permit	
	Application				system					ermit Application
	Applic									Actions
	188228172								Search Cancel	Actions -
	188228170	notye	rassigned	NOLIC	e or intent		rest nacility	_	9/16/2010 EC	Actions -

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.

Creating Application Forms

State of Ohio | Ohio EPA | Logout

Ohio Environmenta Protection Agency

eBusiness Center

eBusiness Center

jrobtest1 - Test Acc

Permit Number ^	Name	Type	Issued 🎽	Coverage	Status	Actions	Reporting
GK00833*BG	Household Sewage Treatment system	General	10/1/2012		Active	Actions 🗸	Reporting
				 ❤ Remo X Termir ➡ Transi C Renev 	ve Permit fror nate Permit fer Permit v Permit	n List	played , 1 in tota

From your personal dashboard, click the *Actions* dropdown to access management tools which will allow you to *Remove Permit from your List, Terminate Permit, Transfer Permit*, and *Renew Permit*. Click *Transfer Permit* to open the Transfer of Ownership Application Form – the form will immediately open and be prepopulated with information relating to the permit and permit holder.

NOTE: You can also select the **Reporting** dropdown to access any number of reporting forms relevant to the specific permit 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.

State of Ohio | Ohio EPA | Logout eBusiness Center Ohio Environmental Protection Agency eBusiness Center jrobtest1 - Test Acco Add Permit Permit List 0 ^ V V \sim \sim Actions Reporting Permit Number Name Type Issued Coverage Status No items to display Create New Permit Application Application List × ~ * Application ID Number Application Type Location Name Created Status Actions No items to display Create Report Report List 0 × × \checkmark * ~ Report ID Report Type Location Name Permit Number Created Status Actions No items to display

Alternatively, you can also click the *Create New Permit Application* button to access the Transfer of Ownership application form, you will be prompted to search for your facility and add it to your account before you can begin though. <u>It is suggested that you add the</u> permit to your account using the steps provided on the previous pages as it is a quicker method.

Completing the Application

Permit Transfer Application Form

General Permit Information 188231001		
Type of Permit GENERAL	Existing NPDES Permit Numbe 0GR00073*EG	r (
General Permit Number: OHR000005	Type of Activity: Industrial Stormwater General Pe	rmit
Facility Name		
CENTRIA		
Facility Address/Location		
530 North 2nd Street		
City	State	Zip Code
Cambridge	ОН	43725

The first section labeled *General Permit Information* has been prepopulated with information contained in the Agency permit database. This information cannot be updated.

Eorm Instructions

kisting Permit Holder Information	n (Transferor)		
itial Permittee Name			
CENTRIA			
Existing Permit Holder Contact Pers	on Information:		
First Name	Last Name	Title	
Туе	Long		
Phone		E-mail Address	
(740) 435-2226			
Address	existing permit holder be after the transier?		
530 North 2nd Street			
530 North 2nd Street			
530 North 2nd Street City Cambridge			
530 North 2nd Street City Cambridge State	Zip Code	Country	
530 North 2nd Street City Cambridge State OH	Zip Code 43725	Country USA	
530 North 2nd Street City Cambridge State OH	Zip Code 43725	USA	

The *Existing Permit Holder Contact Person information* and *Mailing Address Information* section is prepopulated from the Agency permit database but <u>can</u> be updated to reflect changes.

roposed Permit Holder Informat	on (Transferee)		
/hat will the new facility mailing addr	ess be for the facility AFTER the transfer has been complete	12	
ew Facility Name			
ew Permittee Name			
New Facility Mailing Address:			
Same as existing permit hold	er mailing address		
New Permit Holder Contact Person	Information:		
First Name	Last Name	Title	
Phone			
(XXX) XXX-XXXX			
What address would you like to use	of all permit related correspondences?		
Same as new facility mailing a	ddress		
Diagon list the name and mailing a	Idrace for the new facility operator		
Ficase ist the name and fidiling at	aress for the new facility operator.		
First Name	Last Name	Title	
Address			

Enter in the *Proposed Permit Holder Information* above. Click the *Same As* buttons if the same information can be entered into each section's field to save data entry time.

Old permitee coverage ending date

New permitee coverage commencement date

Application Authorization Pursuant to OAC 3745-33-03(F), list the individual authorized to sign applications and transfer agreements: Must be the principal executive officer, vice president or higt corporation; a general partner of a partnership; the proprietor of a proprietorship; principal executive officer, ranking elected official or duly authorized employee of a pull entity Report Authorization Pursuant to 40 CFR Part 122.22(b), list the individual or position identified in this space is duly authorized by the individual named in [ifem 33] to sign all reports required permit and other information that may be required by the Director. Modifications Describe any material modifications to production or facilities, subsequent to the transfer, which may alter the volume or characteristics of this discharge (including changes).	· · · · · · · · · · · · · · · · · · ·	
Application Authorization Pursuant to OAC 3745-33-03(F), list the individual authorized to sign applications and transfer agreements: Must be the principal executive officer, vice president or higt corporation, a general partner of a partnership; the proprietor of a proprietorship; principal executive officer, ranking elected official or duly authorized employee of a pul entity Report Authorization Pursuant to 40 CFR Part 122.22(b), list the individual or position identified in this space is duly authorized by the individual named in [item 33] to sign all reports required permit and other information that may be required by the Director. Modifications Describe any material modifications to production or facilities, subsequent to the transfer, which may alter the volume or characteristics of this discharge (including change SIC codes).		
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SIC codes).	Nodifications Describe any material modifications to p	production or facilities, subsequent to the transfer, which may alter the volume or characteristics of this discharge (including change
	IC codes).	

Enter the Coverage Ending Date, Commencement Date, and Agreement Date and type in responses to the Application Authorization, Report Authorization, and Modifications sections. You can now click the Validate button to check for entry errors or missing fields they will be highlighted in **Red**, or click Save and Exit. Please print the form and mail it to the address provided on Page 3 of this document

Validate

Submit

Industrial Stormwater General Permit

Editing, Deleting, and Delegation

Permit Number		Name	*	Туре	· *	Issued	Coverage	Status	Actions	Reporting
3GK00833*BG	Hou	sehold Sewage Treatment	system	General		10/1/2012		Active	Actions 👻	Reporting
IPV00110*CD	Нау	den Heights MHP		NPDES Muni	cipal	5/23/2014		Active	Actions 🗸	Reporting
polication List	r								Create New Pe	ermit Applicati
oplication List (2) Application ID	*	v Number	Applicatio	on Type		_ocation Name	~	Created	Create New Po	ermit Applicati
Application List 2 Application ID 88228295	*	Number * 4PV00110*CD	Applicatio	on Type	Haden He	-ocation Name	~	Created 9/22/2015	Create New Po Status	ermit Applicati Actions

When you save the application form 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 to print. (not submit as the Transfer form can only be submitted by hard copy due to the multiple signature requirement).

Dhio C	Dhio EPA Logout										
Ohio En Protect	nio nvironmental tion Agency	ete /	Application Cor	nfirmation							
ness	Center	te apj	plication 188228295. This	action can't be un	ndone and you will	lose all	data entered for	r this applicatior	۱.		jrobtest1 -
	Permit List								Yes	s No	Add Permi
	Permit Number		Name	×	Туре	*	Issued	Coverage	Status	Actions	Reporting
	3GK00833*BG	Hou	sehold Sewage Treatmen	t system	General		10/1/2012		Active	Actions -	Reporting +
	4PV00110*CD	Hay	den Heights MHP		NPDES Municipa	I	5/23/2014		Active	Actions -	Reporting +
										1 - 2 display	ed , 2 in total
	Application List									Create New Per	nit Applicatio
	Application ID	*	Number	Applicatio	on Type		Location Name	*	Created	Status 💙	Actions
	188228295		4PV00110*CD	Individual	Н	aden F	leiahts MHP		9/22/2015	Edit	Actions -

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.

Chio Environmental Protection Agency	Delegate App	plication to Ano	ther User			
eBusiness Center	Current Application	on Associations				jrobtest1 - Test
Permit List	Application 18 Haden Heights M INDIVIDUAL - Ind	8228295 Information NHP dividual NPDES Permit - N	lew or Renew			Add Permit
Permit Nu	User ID	Account	Delegator User ID		Action	Reporting
3GK00833*E						Reporting
4PV00110*C						Reporting
Application	You have chosen to would like to assign User ID	o delegate the application this delegation.	for Haden Heights MHP (188228295) First Name	Please select the eBusiness C	Center account you	ayed , 2 in total
Appreciation					Search	
Applica	s					Actions
188228295					Done	Actions -
188228170						Actions -
					1 - 2 dis	played , 2 in total

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*. <u>TIP</u>: 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

Application 1	88228295 Information		
Haden Heights	MHP		
INDIVIDUAL - II	ndividual NPDES Permit - Ne	w or Renew	
ser ID	Account	Delegator User ID	Action

User ID	First Name	Last Name	
		Roberts	

Account Search Results (41)	Filter:
User ID	Name
0857731524	John Roberts
1122324	stephen roberts
12049043	Lisa Roberts
6231741131	Craig Roberts

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

Haden Heights INDIVIDUAL - Ir	88228295 Information MHP Idividual NPDES Permit - Ne	w or Renew		
User ID	Account	Delegator User ID		Action
ou have chosen rould like to assig Iser ID	to delegate the application n this delegation.	for Haden Heights MHP (188228295). First Name	Please select the eBus	siness Center account yo
			Roberts	
				Search
	the following appaupt of the	s is correct select the 'Delegate' butto	n to associate this acc	ount with your applicatior
ou have selected this is not the co	rrect account please refine	your search criteria and search again.		

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 particular permit section at Ohio EPA or your Ohio EPA permit writer assigned to the particular permit. 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.

<u>Whitney Works</u> eDMR / STREAMS Administrator Division of Surface Water 50 West Town Street, Suite 700 Columbus, OH 43215

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James.Roberts@epa.ohio.gov Phone: (614) 644-2054

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