Division of Surface Water
November 2020

Online Submission for Coverage Under Household Sewage Treatment Systems (HSTS) General Permit

These instructions are for submitting electronically only. Mailing in NOIs is still an option and follows the original guidelines. Submitting electronically will have a shorter processing time. ***This process could take 2-3 weeks to complete.***

The application, also known as the notice of intent (NOI), must be fully completed before submittal.

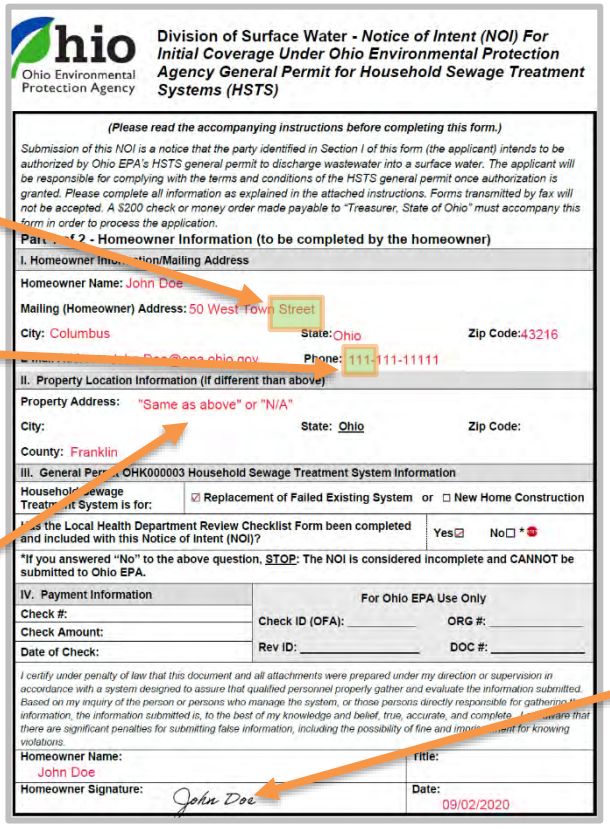
1. Electronic submissions must be paid online.
2. If submitting the NOI electronically, do not mail in the NOI too.
3. The NOI needs to be accompanied with a letter from the local health department confirming the request for a discharging system in PDF file format.
4. The first page is completed and signed by the homeowner.
    a. **Installers cannot sign the first page.**
    b. An email needs to be listed on the NOI for electronic submissions.
        i. If the health department or installer is submitting on behalf of the homeowner who does not have an email address, please put the submitter's email address on that line.
    c. The county needs to be listed in Part II even if the mailing address is the same as the property address.
    d. The homeowner's name **cannot** be a last name followed by residence.
        i. Example: Smith Residence
        ii. Below is an example of a completed page one of the NOI.

Note: Please make the NOI a PDF File. Only one NOI per PDF.

If the street name has a suffix, please include it.

Phone numbers need the area code in front.

If the property address in part II is different than the mailing address in part I, please list the property address in Part II.



Division of Surface Water - *Notice of Intent (NOI) For Initial Coverage Under Ohio Environmental Protection Agency General Permit for Household Sewage Treatment Systems (HSTS)*

(Please read the accompanying instructions before completing this form.)

Submission of this NOI is a notice that the party identified in Section I of this form (the applicant) intends to be authorized by Ohio EPA's HSTS general permit to discharge wastewater into a surface water. The applicant will be responsible for complying with the terms and conditions of the HSTS general permit once authorization is granted. Please complete all information as explained in the attached instructions. Forms transmitted by fax will not be accepted. A $200 check or money order made payable to "Treasurer, State of Ohio" must accompany this form in order to process the application.

Part I of 2 - Homeowner Information (to be completed by the homeowner)

I. Homeowner Information/Mailing Address

Homeowner Name: John Doe

Mailing (Homeowner) Address: 50 West Town Street

City: Columbus State: Ohio Zip Code: 43216

Phone: 111-111-11111

II. Property Location Information (If different than above)

Property Address: "Same as above" or "N/A"

City: State: Ohio Zip Code:

County: Franklin

III. General Permit OHK000003 Household Sewage Treatment System Information

Household Sewage Treatment System is for: ☑ Replacement of Failed Existing System or ☐ New Home Construction

Is the Local Health Department Review Checklist Form been completed and included with this Notice of Intent (NOI)? Yes☑ No☐ *

*If you answered "No" to the above question, STOP: The NOI is considered incomplete and CANNOT be submitted to Ohio EPA.

IV. Payment Information

Check #:

Check Amount:

Date of Check:

For Ohio EPA Use Only

Check ID (OFA): ORG #:

Rev ID: DOC #:

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Homeowner Name: John Doe

Title:

Homeowner Signature: John Doe

Date: 09/02/2020

Since Ohio EPA is working remotely, please make sure the completed NOI is legible both in writing and when scanned in.

Incomplete NOIs will be returned for correction.

This needs to be the permit holder's signature.

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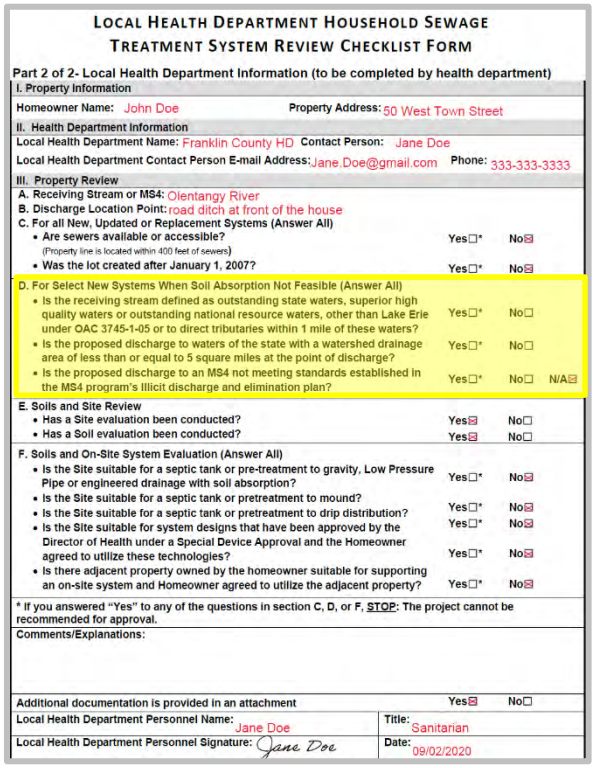
e. The sanitarian who performed the review of the property must complete the second page.
   i. The sanitarian's contact information must be filled out completely.
   ii. Below is an example of a completed page two of the NOI.



LOCAL HEALTH DEPARTMENT HOUSEHOLD SEWAGE TREATMENT SYSTEM REVIEW CHECKLIST FORM

Part 2 of 2- Local Health Department Information (to be completed by health department)

I. Property Information

Homeowner Name: John Doe — Property Address: 50 West Town Street

II. Health Department Information

Local Health Department Name: Franklin County HD — Contact Person: Jane Doe

Local Health Department Contact Person E-mail Address: Jane.Doe@gmail.com — Phone: 333-333-3333

III. Property Review

A. Receiving Stream or MS4: Olentangy River

B. Discharge Location Point: road ditch at front of the house

C. For all New, Updated or Replacement Systems (Answer All)

• Are sewers available or accessible? (Property line is located within 400 feet of sewers)	Yes☐*	No☒
• Was the lot created after January 1, 2007?	Yes☐*	No☒

D. For Select New Systems When Soil Absorption Not Feasible (Answer All)

• Is the receiving stream defined as outstanding state waters, superior high quality waters or outstanding national resource waters, other than Lake Erie under OAC 3745-1-05 or to direct tributaries within 1 mile of these waters?	Yes☐*	No☐	
• Is the proposed discharge to waters of the state with a watershed drainage area of less than or equal to 5 square miles at the point of discharge?	Yes☐*	No☐	
• Is the proposed discharge to an MS4 not meeting standards established in the MS4 program's Illicit discharge and elimination plan?	Yes☐*	No☐	N/A☒

E. Soils and Site Review

• Has a Site evaluation been conducted?	Yes☒	No☐
• Has a Soil evaluation been conducted?	Yes☒	No☐

F. Soils and On-Site System Evaluation (Answer All)

• Is the Site suitable for a septic tank or pre-treatment to gravity, Low Pressure Pipe or engineered drainage with soil absorption?	Yes☐*	No☒
• Is the Site suitable for a septic tank or pretreatment to mound?	Yes☐*	No☒
• Is the Site suitable for a septic tank or pretreatment to drip distribution?	Yes☐*	No☒
• Is the Site suitable for system designs that have been approved by the Director of Health under a Special Device Approval and the Homeowner agreed to utilize these technologies?	Yes☐*	No☒
• Is there adjacent property owned by the homeowner suitable for supporting an on-site system and Homeowner agreed to utilize the adjacent property?	Yes☐*	No☒

* If you answered "Yes" to any of the questions in section C, D, or F, STOP: The project cannot be recommended for approval.

Comments/Explanations:

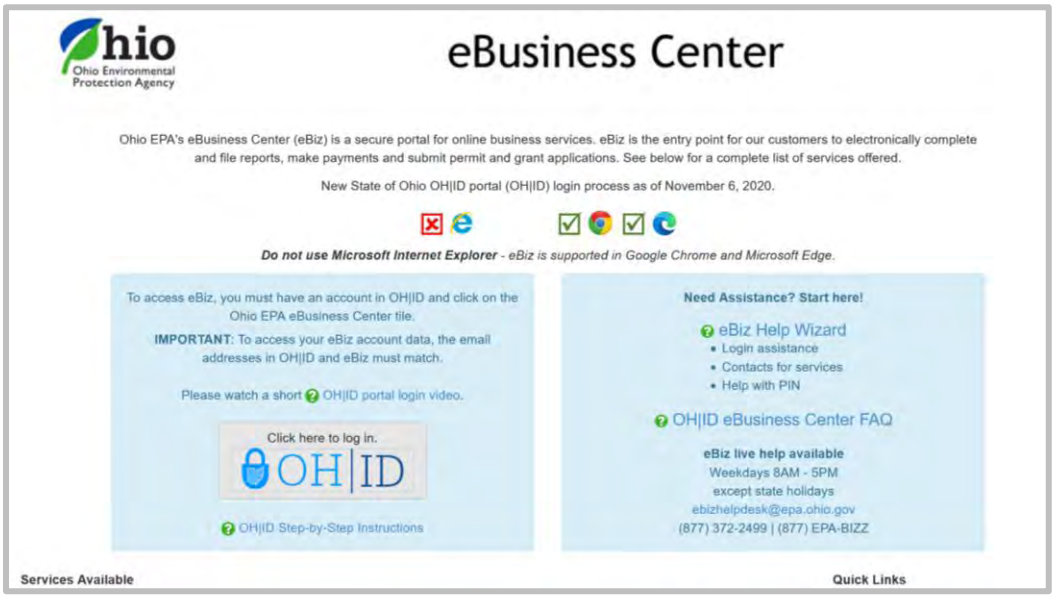
Additional documentation is provided in an attachment — Yes☒ No☐

Local Health Department Personnel Name: Jane Doe — Title: Sanitarian

Local Health Department Personnel Signature: Jane Doe — Date: 09/02/2020

Section D is only completed for new discharging systems. If it is for a replacement system, just check the "N/A" box.

5. The NOI needs to be emailed to ***DSW.HSTS@epa.ohio.gov***
   a. The NOI will be reviewed and assigned a Revenue ID.
6. The revenue ID will then be sent back to the applicant with instructions on how to pay online. (This is why an email on the first page is required.)
7. Log into your OH|ID account



Ohio Environmental Protection Agency

eBusiness Center

Ohio EPA's eBusiness Center (eBiz) is a secure portal for online business services. eBiz is the entry point for our customers to electronically complete and file reports, make payments and submit permit and grant applications. See below for a complete list of services offered.

New State of Ohio OH|ID portal (OH|ID) login process as of November 6, 2020.

Do not use Microsoft Internet Explorer *- eBiz is supported in Google Chrome and Microsoft Edge.*

To access eBiz, you must have an account in OH|ID and click on the Ohio EPA eBusiness Center tile.

IMPORTANT: To access your eBiz account data, the email addresses in OH|ID and eBiz must match.

Please watch a short OH|ID portal login video.

Click here to log in. OH|ID

OH|ID Step-by-Step Instructions

Need Assistance? Start here!

eBiz Help Wizard
- Login assistance
- Contacts for services
- Help with PIN

OH|ID eBusiness Center FAQ

eBiz live help available
Weekdays 8AM - 5PM
except state holidays
ebizhelpdesk@epa.ohio.gov
(877) 372-2499 | (877) EPA-BIZZ

Services Available — **Quick Links**

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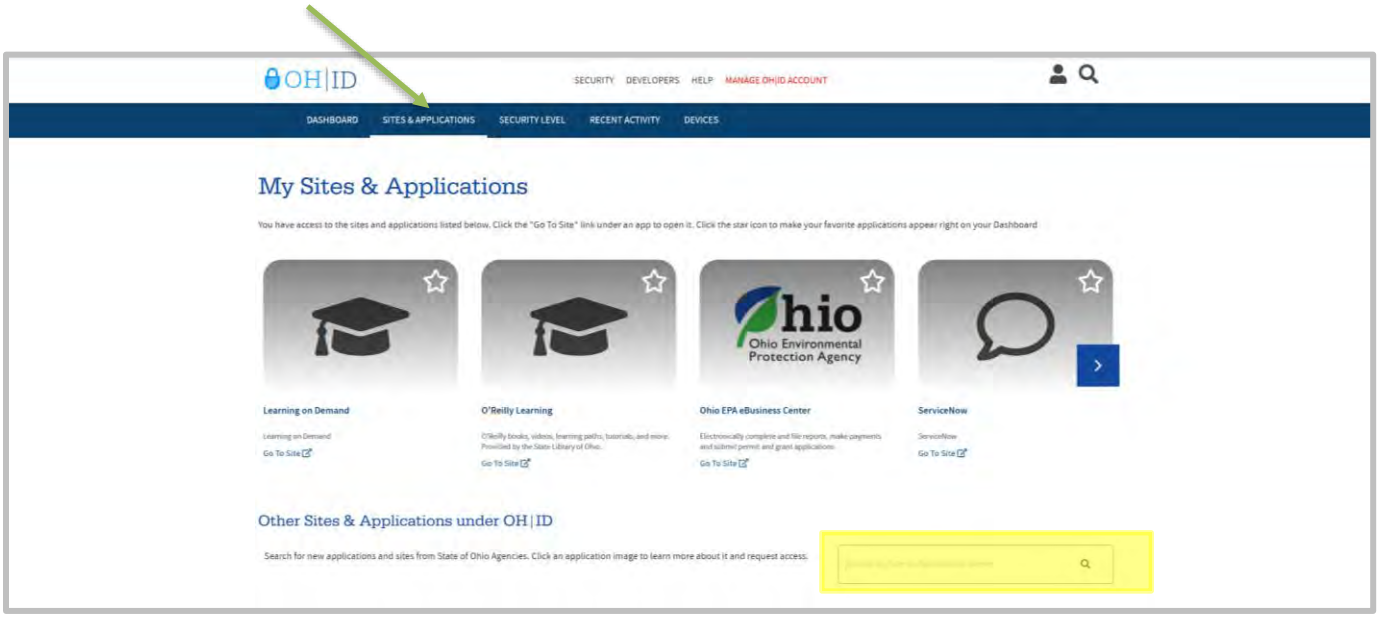
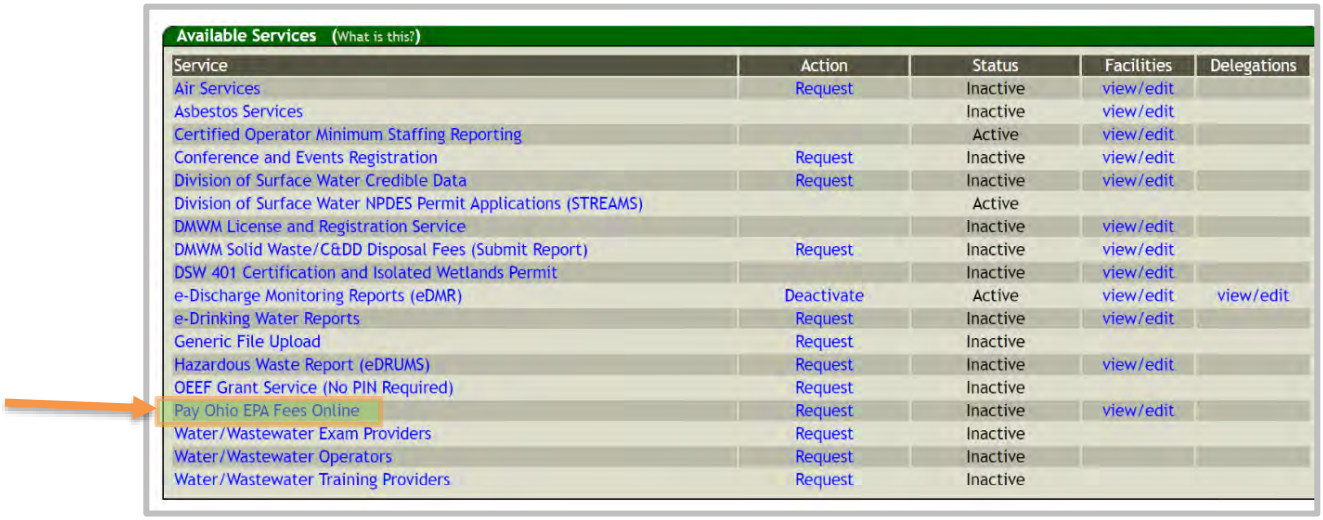
8. Click on “Sites and Applications” then search by typing “eBusiness” in the search bar highlighted below.



9. Under services, click on “Pay Ohio EPA Fees Online”



Available Services (What is this?)

Service	Action	Status	Facilities	Delegations
Air Services	Request	Inactive	view/edit	
Asbestos Services		Inactive	view/edit	
Certified Operator Minimum Staffing Reporting		Active	view/edit	
Conference and Events Registration	Request	Inactive	view/edit	
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	
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		

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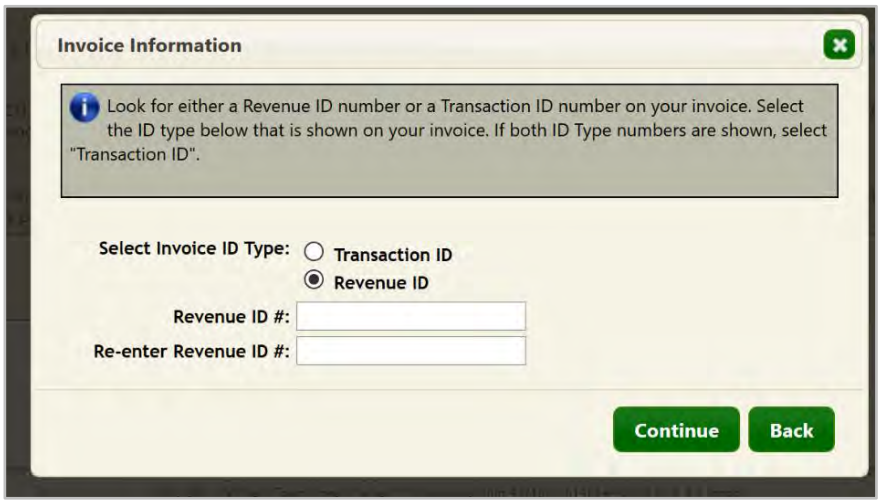
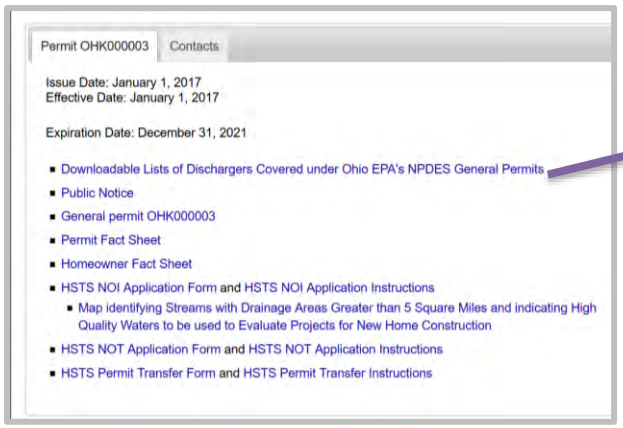
10. Click on "Lookup Invoice to Pay Online"



The service will ask for a Revenue ID which you will enter and it will take you through the payment process. Payment can be via credit card or E-Check. (Please include street suffix in the address).

11. Once paid, the address will be given a permit number and posted online at ***epa.ohio.gov/dsw/permits/GP_HouseholdSewageTreatmentPlants***. They system will send an email containing the permit number to the applicant's listed email.