
Ohio Environmental Protection Agency

DMWM Facility Registration Service

User's Guide

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Chapter 1: Introduction

The Division of Materials and Waste Management (DMWM) Facility Registration service is provided as part of the Ohio Environmental Protection Agency's (EPA) eBusiness Center (eBiz). eBiz is a secure Internet-based site that enables users to quickly and securely access Ohio EPA services and electronically complete and submit reports, license and registration applications.

The DMWM Facility Registration service enables users to electronically register compost and scrap tire facilities. Users can create, edit and submit registration application forms anywhere there is access to the Internet.

Registration applications are securely and safely stored in the eBiz on Ohio EPA's protected data servers. Only authorized personnel with a valid user name and PIN can log into eBiz at any time to submit, view, modify or print registration applications.

About this User's Guide

The DMWM Facility Registration User Guide contains information about the different procedures and screens associated with using the registration services in eBiz.

Some of the topics discussed in this document include:

- Establishing an account
- Obtaining a personal identification number (PIN)
- Associating facilities with a user account
- Creating, editing and submitting a facility registration

Access to the eBiz and the DMWM Facility Registration services is restricted to authorized personnel. A brief description of requesting a user name and PIN is provided in this guide.



For additional information about obtaining user names and PINs, refer to the eBiz User's Guide available on the eBiz home page, www.ebiz.epa.ohio.gov.

Intended Audience

The DMWM Facility Registration Service User Guide is written for users that will be submitting registration applications for compost and scrap tire facilities.

Tips/Notes/Caution



A note highlights special information that will aid in using or understanding the DMWM Facility Registration service.



A tip is a hint that will make using the DMWM Facility Registration service easier or a shortcut to a specific step in a procedure.



A caution is a warning that special attention should be given to a specific action within the DMWM Facility Registration service.

Facility Registration Service Overview

The DMWM Facility Registration service enables users to electronically register facilities that generate compost or store scrap tires. Users can create, edit and submit registration applications anywhere there is access to the Internet and a printer.

Registration applications are securely and safely stored in the eBiz on Ohio EPA's protected data servers. Only authorized personnel with a valid user name and PIN can log into eBiz and submit, view, modify or print registration applications.

Benefits

eBiz's DMWM Facility Registration service ensures a faster and more accurate registration filing process. Filing electronically guarantees that all information in an application is consistent and complete.

Additional benefits include:

- Reduced paperwork requirements
- Accurate calculation of fees for scrap tire facilities
- Access application records at any time
- Automatic email notifications
- Decreased time between submitting an application and receiving the application

Getting Started

Users must have an eBiz account to use the DMWM Facility Registration service. If the user will be signing (submitting) registration applications, a PIN is needed. The PIN serves as an electronic signature and requires completion of a notarized mail-in Subscriber Agreement form.



Refer to the eBiz User's Guide for more detail on creating a user account, requesting and activating a PIN.

Only new users to eBiz will need to get an account, request and activate a PIN, if they are signing applications.

To get started:

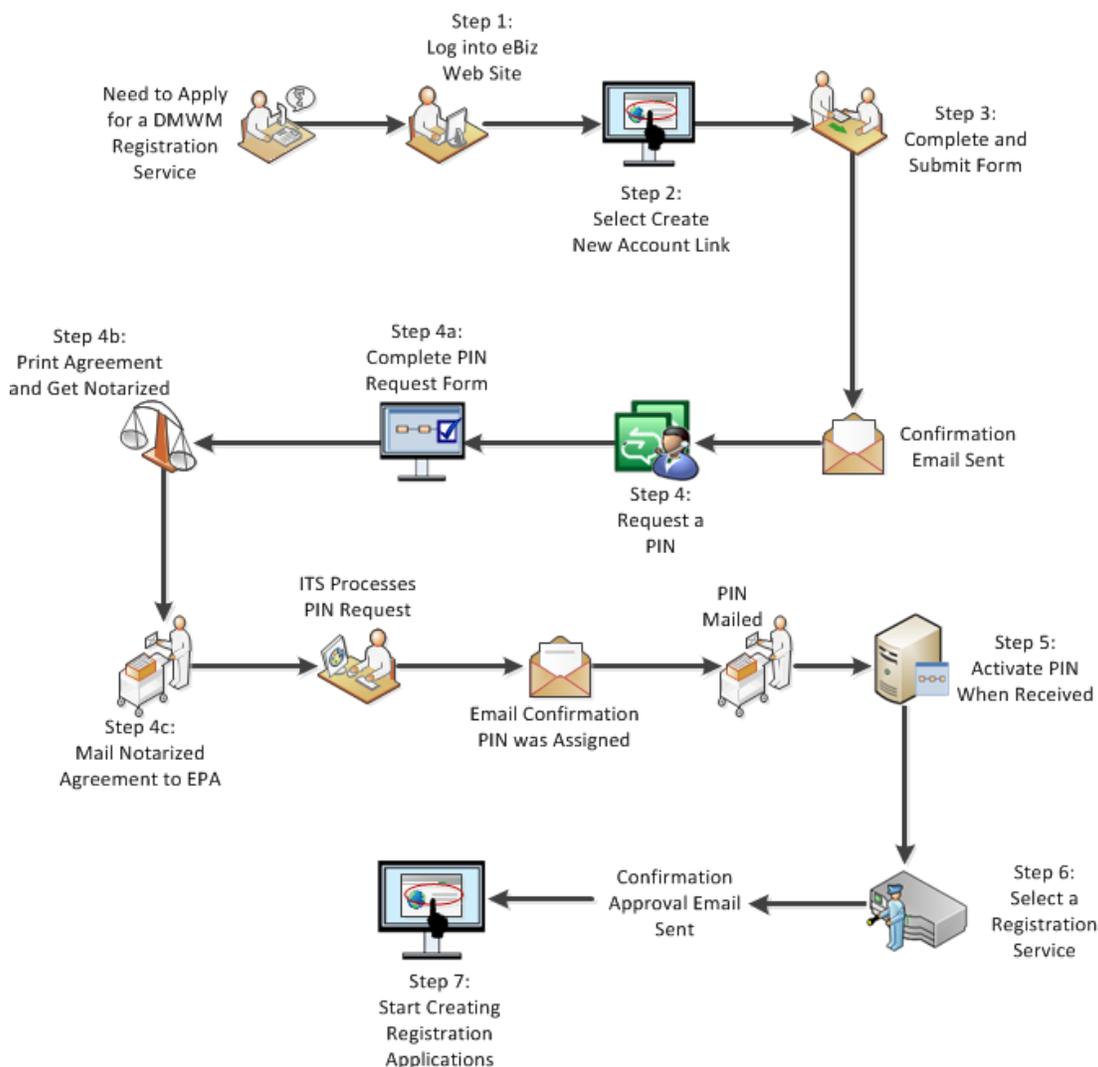
- Create an eBiz user account
- Request a PIN
- Download a Subscriber Agreement, print second page, get it notarized and mailed to Ohio EPA
- Activate the PIN
- Associate one or more facility with a user account



Microsoft Internet Explorer, version 7 or later is recommended when working with the Ohio EPA eBiz center.

The process of getting started is shown in the following process flow chart.

Applying for a DMWM Registration Service Process Flow Chart



Creating a User Account

The following section briefly describes how to create an eBiz account, step 1 through step 3.

To create an account:

1. Open a web browser, Internet Explorer is recommended, and type <https://ebiz.epa.ohio.gov/> into the address field.
2. Select **Create New Account...**



3. Complete the Create New User Account form.



The red asterisk (*) indicates that the field is required.

Create New User Account

Enter new user account information below. If you need assistance please contact us at (877) 372-2499 (1-877-EPA-BIZZ).
* = required field.

User Information

* User ID:
(The user ID is case-sensitive)

* First Name:

Middle Name:

* Last Name:

Company Name:

* Job Title:

Password

? Your new password has the following minimum requirements:

- Length of at least 8 characters
- At least one uppercase and at least one lowercase letter: (A - Z and a - z)
- At least one digit: (0 - 9)
- At least one special character: ! @ # \$ % ^ & * () - _ = + | [] { } ; : / ? . < >

Examples:
Pittsburgh#1, LoneValley2Z, Pass@word1, Fire@truck9

NOTE Not all sections are displayed in this screen shot.

4. Click . If the account was successfully created, a confirmation screen will display.

New Account Successfully Created



Welcome to the eBusiness Center...

The creation of the following account was successful:

User ID: **kefeeman**
Kristen Feeman
5491 Wolf Run Drive
Gahanna OH, 43230
An e-mail notification has been sent to *kefeeman@yahoo.com*.

Limited Privileges

This account has been created with limited privileges. If you wish to submit an application or report you will need to request a PIN. The PIN is a number only you know and is proof of your identity.

Getting Help

If you need help at any time please feel free to contact us at (877) 372-2499 (1-877-EPA-BIZZ) or get help online at our AnswerPlace by clicking [here](#).

Thanks for using Ohio EPA's eBusiness Center!

[Click here to login to the eBusiness Center...](#)



A confirmation email that the account was successfully created will be sent to the user. Once the email is received, the account can be used.

5. Select **Click here to login to the eBusiness Center...** to go to eBiz log in page.

Requesting a PIN



A PIN uniquely identifies a user and serves as a legally binding electronic signature. The PIN represents an official signature and it should be kept confidential. **DO NOT** share the PIN with other users. For more information on PINs, refer to the eBiz user's guide.

The following section briefly describes how to request a PIN, step 4 and step 5.



Refer to the eBiz User's Guide for more detail on creating and requesting a PIN.

To request a PIN:

1. Open a web browser, Internet Explorer is recommended, and type <https://ebiz.epa.ohio.gov/> into the address field.
2. Log into the eBiz.
3. Select:
 - a. **My Account**
 - b. **Request New PIN**



4. Verify information displayed is correct and make any necessary changes.

PIN Request

PIN Holder Information

Below is the contact information required to request your PIN. By default, it has been populated with the information you entered when you created this account. Your PIN will serve as your legally binding electronic signature and must not be shared. Your PIN will be mailed to the address below. If necessary revise the contact information to ensure PIN confidentiality.

* First Name: Kristen
Middle Name:
* Last Name: Feeman

* Address Line 1: 5491 Wolf Run Drive
Address Line 2:
* City: Gahanna
* State: OH
* Zip Code: 43230

* Phone Number: 614 - 905 - 2649 Ext:
* Email Address: kefeeman@yahoo.com
* Verify Email Address:

Security Questions

The security question is a question to which only you know the answer. For example, you might enter, "Pet's name?", "Mother's maiden name?", "Favorite color?", etc.
The security question answer is the correct answer to the security question you entered above.

Each security question and answer must be unique. For example, you can't enter the security question "What is my favorite car?" more than once and you can't use the answer "Corvette" more than once.

Please keep these questions secure and remember to create nonobvious or easily guessable questions. For example: "What high school did I attend?", may be guessable by someone who knows you or where you live. A better question might be: "Who was my favorite high school teacher?"

- Don't write this information down anywhere.
- Never send this information by email.

The answers to your security questions are not case sensitive.

* Security Question 1:
* Security Answer 1:

5. Enter security questions and answers.



There are four sets of security questions and answers.

6. Click .
7. Download the Subscriber Agreement PDF file. Print the agreement and get the second page notarized.
8. Mail notarized agreement to the EPA.



A confirmation email will be sent to the user once the PIN request is approved. The user will receive a PIN in the mail within a few days after receiving the confirmation email.

Activating a PIN

The PIN must be activated in order to submit facility registration applications.

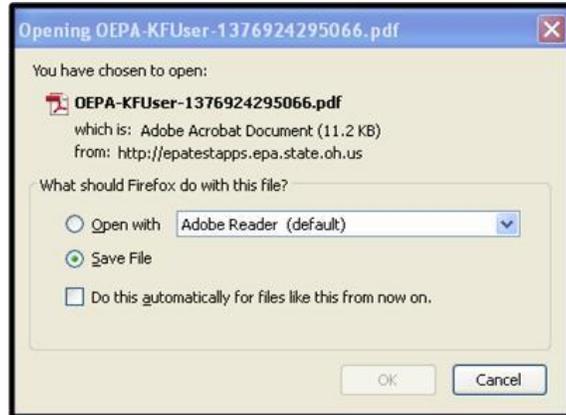
To activate a PIN:

1. Open a web browser and type <https://ebiz.epa.ohio.gov//> into the address field.
2. Log into eBiz.
3. Scroll to bottom of the page until the My Task section displays. Select **Activate a PIN**.
4. Follow the instructions.

Downloading and Uploading Documents

When filing a registration application it may be necessary to download or upload files.

When downloading files, a user has a choice to open the file or save the file to a specific location. Depending on which option is selected, a different result will occur.



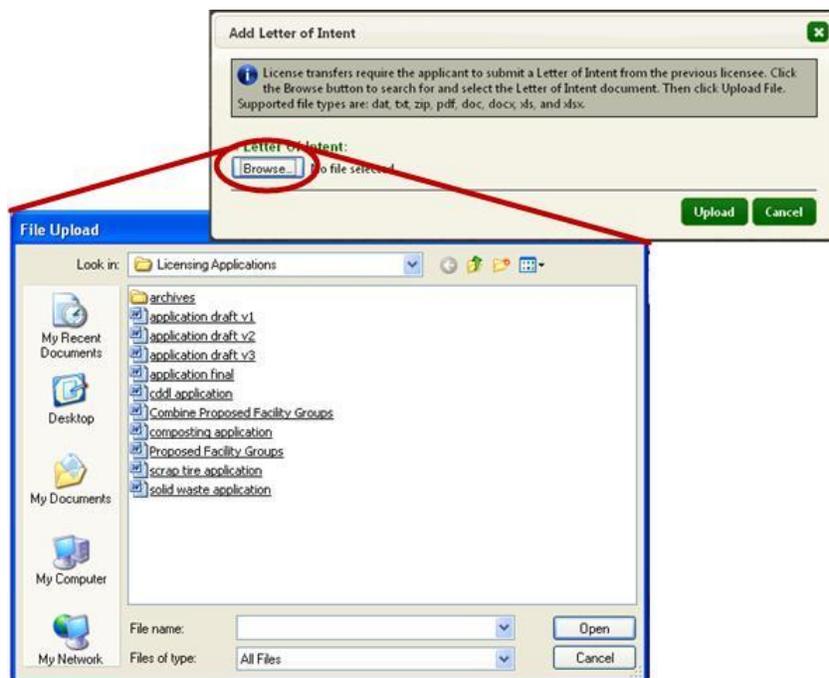
If the **Open with** option is selected, the document will open in the application of choice, the default is Adobe Acrobat.

If the **Save File** option is selected, the user can select the location on the computer's hard drive to save the file.



The default location for saving the file is in the Downloads folder.

When files can be uploaded, links enable users to browse the computer's hard drive or local network. Click **Browse...** to search for the appropriate file.



Select the appropriate file and click **Open** to upload and attach that file to the registration application.

Finding Longitude and Latitude

Each registration application contains facility information that includes name, address, phone number etc.

Typically, most of the facility information section is prefilled with information from the most recent registration application submitted to Ohio EPA.

Information that may need to be provided include::

- County
- Township
- Health District
- Latitude and Longitude



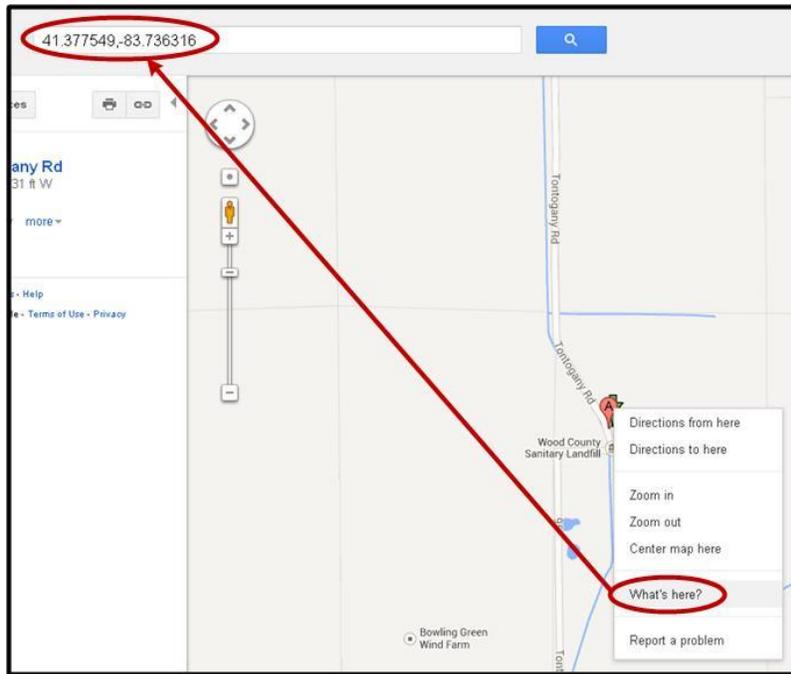
Typically, the facility's latitude and longitude fields will be completed.

To find a facility's longitude and latitude:

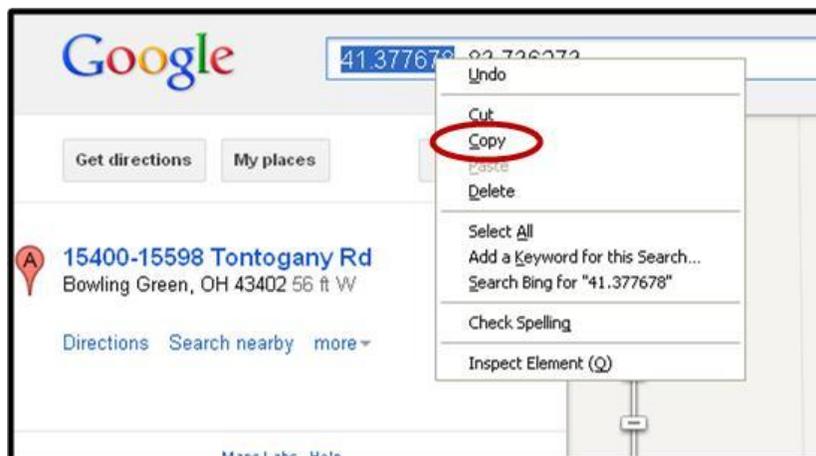
1. Access the registration application and scroll down the page until the Facility Information section displays.
2. Select **edit facility information**.
3. Select **view map**.



4. Right-click  and select **What's Here?** The latitude and longitude displays in the browser's search field.



5. Select the latitude coordinate, right-click and select **Copy**.



Optional way to copy is to press **Ctrl+C** on the keyboard.

6. Return to the facility information edit screen, right-click and select **Paste**.



The screenshot shows a web form with several input fields. A context menu is open over the 'Health District' field, which contains the text 'Ohio EP'. The menu options are: Undo, Cut, Copy, Paste (highlighted), Delete, Select All, Check Spelling, and Inspect Element (Q). Other fields in the form include: Address State (OH), Address Zip (43402), Facility Phone Number ((614) 666-6666), and a green 'Update' button.



Optional way to paste is to use press **Ctrl+V** on the keyboard.

7. Repeat step 5 and step 6 for the longitude coordinate.
8. Click .

Chapter 2: Registration Applications

Chapter 2 describes how to create and submit a DMWM Facility Registration application using eBiz.

Introduction

The DMWM Facility Registration service provides users with the ability to register composting and scrap tire facilities. To submit facility registrations, users must have:

- An eBiz account and a PIN
- Authorization to use the DMWM Facility Registration service
- Facilities associated with their account

For more information on getting an eBiz account, PIN and authorization to the use the service, refer to Chapter 1.

Facility Associations

This section discusses how to associate facilities with a user account.

Users can only file registration applications for the facilities that they are associated with in the registration service that are listed on the service home page. If no facilities are associated to the user's account, the page will be blank.

Select and Manage Facilities Associated with Your Service

Please select a facility from the list below. If you do not see the facility you want in the list, you may need to add a facility to your service profile by clicking "Add Facility" below. Repeat for each additional facility you wish to add. Once you have added one or more facilities, click "Next" to submit your request.

Note: If you have been delegated access to a facility, but do not see an active link to the facility below, this is an indication that access to the facility for this service requires a PIN. You will be granted access to the listed facility once you have completed the PIN activation process.

Service: DMWM Facility Registration [Add Facility](#)

Facility Association Information (Total privileges: 0)

Facility Name	Regulatory Program ID	Agency Core ID	Request Status	Action
Total privileges: 0				

[Cancel](#)

If the user has permission to add facility associations to their account, the page will have





Users must have user account and PIN (if electronically signing applications) to add facility associations. Users will not be granted permissions to associate a facility until their PIN is activated.

Service Activation – Facility Search

The first step in activating the registration service is to associate the user's account with one or more facility. A search page enables users to quickly find a specific facility based on specific criteria. For example, if the facility name is Redbrick Enterprises Inc., enter "brick" in the Name field. This will search for all facilities with brick in the name.

Service Activation - Facility Search

Facility Search Criteria

The first step in activating a new service is to associate it with one or more facilities. Use this search to locate facilities for association. The search uses "contains" logic. For example, if the facility name is "Redbrick Enterprises Inc." you can enter "brick" in the "Name" field below. This will search for all facilities with "brick" in the name.

Searching by the Regulatory Program ID or Agency Core ID is the quickest and most accurate way to find a match. A search by street name and county is also an efficient way to find potential matches. Try less specific criteria if an initial search is not successful.

Regulatory Program ID:

Agency Core ID:

Name:

Address Line 1:

Address Line 2:

City:

County:

Zip:

Please Note: For best results, enter only 1 or 2 criteria. See above text for best criteria to use for this service. Click [HERE](#) for additional help.



Searching by the Agency Core ID (if known) is the quickest and most accurate way to find a facility. Using street name and county is also an efficient way to search.

To associate a facility:

1. Login to eBiz and select **DMWM Facility Registration** link.
2. Click .
3. Enter desired search criteria.



Try less specific criteria if an initial search is not successful. For best results, enter only 1 or 2 criteria.

4. Click .

- Review the search results and select the **Agency Core ID** of the appropriate facility.

Service Activation - Facility Search Results

Your search criteria returned 11 facilities.
To select a facility click on the Agency Core ID. If more than one record for the are applying for:

Agency Core ID ▼	Name ▼	Address
14306	Wilson Rd DUCHESS	850 N W Columbu
15005	Franklin County Sanitary Landfill	3851 Lon Grove C
15062	Georgesville Road Transfer Facility	1550 Ge Columbu
15274	Waste Management of Ohio Transfer & Recycling	1046 Wal Canal W

Repeat the procedure until all desired facilities to be associated to the account have been added.

- Click .
- Select the **Check the Certify/Submit**, read the agreement and select the confirmation check box. Enter the PIN and answer the security question that was setup when the PIN was requested.

DMWM Registration Service Request

DMWM Registration Service Request

Facility ID	Facility	Certify/Submit
12345	Container Compliance Corp 17877 Saint Clair Ave CLEVELAND, OH 44110	<input type="checkbox"/>

For the facility listed above, I certify that I meet the signatory qualifications of Ohio Administrative Code rule 3745-500-50. I am an applicant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

I have read and agree with the above statement.

PIN:

Please answer this security question:
What color is red?

- Click .
- Select the **Continue** link.



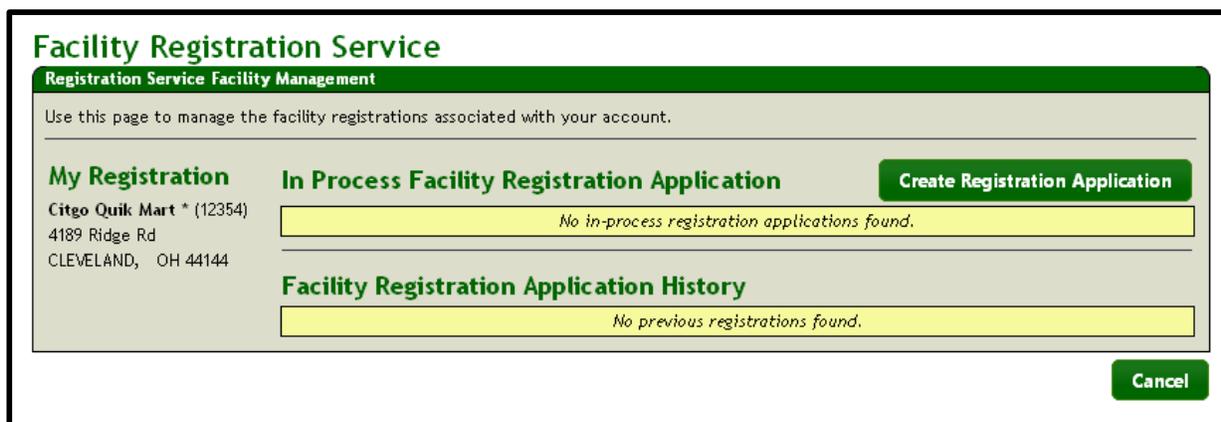
After the request has been submitted, a Service Activation Request Complete page displays that the request was successfully received. An email notification will also be sent to the user when the service request has been processed.

Selecting **Continue** returns the user to the Welcome to the Ohio EPA eBusiness page.

Facility Registration Service Page

The Facility Registration Service page is divided into three sections:

- My Registration (facility's address)
- In Process Facility Registration Application
- Facility Registration Application History



There will not be a facility registration history until applications have been electronically submitted using the service.

Click  to create new registration applications.

If there are applications in process, users can click:

-  to edit in-process registration applications
-  to delete in-process registrations applications
-  to view a copy of the invoice for a submitted registration application



Facility Registration Service
Registration Service Facility Management

Use this page to manage the facility registrations associated with your account.

My Registration
Orville Compost (54330)
Apple Ave
Orville, OH 44667

In Process Facility Registration Application Create Registration Application

Type	Status	Date	Action
Composting - Class 2	NEW	10/02/2013 09:54:49	 
Composting - Class 3	NEW	10/02/2013 09:55:25	 
Composting - Class 4	NEW	10/02/2013 09:56:04	 
Scrap Tire Recovery - Class 2	NEW	10/02/2013 09:56:56	 
Scrap Tire Recovery - Mobile	NEW	10/02/2013 09:57:27	 
Scrap Tire Storage - Class 2	NEW	10/02/2013 09:58:13	 
Scrap Tire Collection	PENDING	10/02/2013 10:03:02	 

Facility Registration Application History

Type	Status	Date	Action
------	--------	------	--------

Cancel

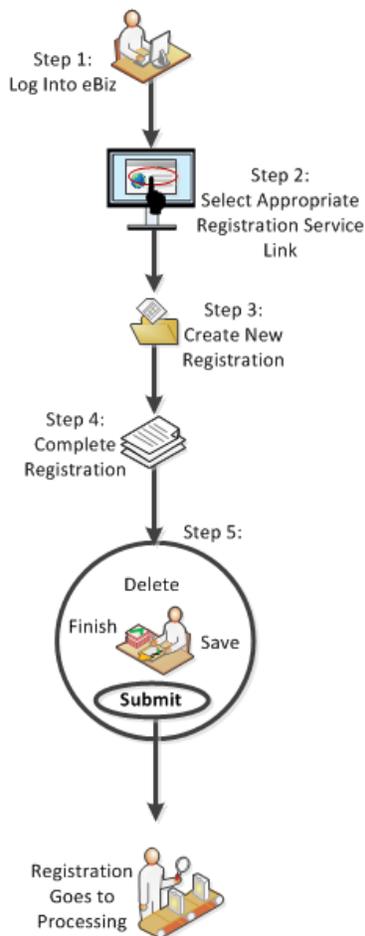
Click  to return to Welcome to the Ohio EPA eBbusiness page.

Creating a New Registration

The following sections describe how to create and submit a DMWM Facility Registration application.

The process is shown in the following flow chart.

Registration Process Flow Chart



Registration Application Form

Users enter registration information into an application form including the applicant, application type, facility information, etc. Once all information is complete, the user can submit the registration application.

Click [Create Registration Application](#) to display the Facility Registration Service page where users create and submit the facility registration. Each registration application contains the following common sections:

- Applicant Information
- Facility Information
- Property Owner Information
- Application Information

Facility Registration Service

Need Help?
To get help send an e-mail to CLR.support@epa.state.oh.us or call Ohio EPA (614) 644-2621.

Applicant Information

In accordance with the applicable provisions of the Ohio Administrative Code, the applicant for a facility registration must be either the facility owner or operator. The applicant may be either a person or an organization. Please enter the appropriate applicant information in the spaces below.

* Applicant Name: Email Address:
* Mailing Address Line 1: * Phone Number: (xxx) xxx-xxxx
Mailing Address Line 2: * Applicant Type:
* City:
* State:
* Zip:
* Country: USA

Facility Information

The details listed below represent the most recent information available to Ohio EPA for this facility. Please review this information for accuracy before submitting your application.

If you wish to change any of the listed facility information click the "edit facility information" link below. This link will also allow you to change the facility name by adding an alias.

Facility Name: Container Compliance Corp (12345) Phone Number: (614) 999-0909 (xxx) xxx-xxxx Location Description:

Applicant Information

Use the Applicant Information section to record basic applicant information such as name, address and phone number.



The red asterisk (*) indicates that a field is required.

Applicant Information

In accordance with the applicable provisions of the Ohio Administrative Code, the applicant for a facility license must be either the facility owner or operator. The applicant may be either a person or an organization. Please enter the appropriate applicant information in the spaces below.

* Applicant Name: Email Address:
* Mailing Address Line 1: * Phone Number: (xxx) xxx-xxxx
Mailing Address Line 2: * Applicant Type:
* City:
* State:
* Zip:
* Country: USA

There are three applicant types:

- Property Owner
- Facility Operator
- Both Owner/Operator

Facility Information

Use the Facility Information section to record contact information including facility name, address and phone number. Most of this information is prepopulated from the most recent information available for the facility.



The red asterisk (*) indicates that a field is required.

Facility Name: Evergreen Recycling & Disposal (45177)	Phone Number: (614) 666-6666	Location Description:
Address: 2625 E Broadway Northwood OH 43619	* Latitude: 41.60483	<input type="text"/>
* County:	* Longitude: -83.909895	
Township:	Facility Health District: Franklin County Public Health	

[edit facility information](#)

Select **edit facility information** to make any necessary changes.

Facility Information

You may change the name of your facility by selecting one of the alternate names available in the "Use Alias" dropdown list. You may add new names to the "Use Alias" list by clicking the "add/edit alias" link. Other selected facility information can be changed or added via the "edit facility information" link. To obtain a single lat/long point for your facility, click the "view map" link. On the map page, right click on the red location symbol and choose "What's here?". The address's lat/long point will then display in the search box. Provide a physical description of the facility location, if needed in addition to the address, to find the facility.

Facility Name: Athens Hocking Reclamation Center Landfill [view map](#)

Use Alias: <select> [add/edit alias](#)

* **Address Line 1:** 17970 State Rte 33

* **Address City:** Nelsonville

* **Address State:** OH

* **Address Zip:** 45764

* **Address County:** <select>

Address Township: <select>

* **Facility Phone Number:** (614) 999-9999

* **Latitude:** 39.447594

* **Longitude:** -82.211037

Health District: Athens County Health Department

[Update](#) [Close](#)

Property Owner Information

Use the Property Owner Information section to list all person(s), corporate or individual, who hold legal title to the property on which the selected facility is located.

Select the **+ add new owner** link to enter owner contact information.



The red asterisk (*) indicates that a field is required.

The screenshot shows a web application interface. At the top is a green header bar with the text "Property Owner Information". Below the header is a grey information box with a blue 'i' icon and text: "Indicate all person(s) [corporate or individual] who hold legal title to the property on which this facility is located. If the property owner is a corporation, you must list all individuals or organizations that own more than 10% of the shares of the corporation. Continue this process until the individual owners of every organization that holds at least 10% of the shares of a parent organization have been listed." Below this is a table with columns: Name, Type, Address, Phone, Percent Ownership, and Action. A red circle highlights a green "+ add new owner" link in the Action column. Below the table is a modal dialog box titled "Property Owner Information" with a close button (X). The dialog contains an information box with text: "Enter the required Property Owner information below. If the Operator is not the Property Owner, you will be required to upload a file which documents that the owner's permission was given to operate the facility at this location. Click the Browse button to search for and select the owner permission document. Supported file types are: .dat, .txt, .zip, .pdf, .doc, .docx, .xls, and .xlsx. To enter additional property owners, click Save and then Add new owner on the main screen." Below the information box are several form fields, each with a red asterisk indicating it is required: Owner Type (dropdown menu), Owner Name (text input), Address Line 1 (text input), Address City (text input), Address State (dropdown menu, currently showing "OH"), Address Zip (text input), Address Country (dropdown menu, currently showing "USA"), Phone (text input, with "(xxx) xxx-xxxx" as a placeholder), Percent Ownership (text input), and Owner's Permission (dropdown menu). At the bottom right of the dialog are "Save" and "Cancel" buttons.

There are six owner types:

- Corporation
- Government
- LLC
- Individual
- Partnership
- Sole Proprietorship



If the property owner is a corporation, list all individuals or organizations that own more than 10% of the shares of the corporation. Continue this process until the individual owners of every organization that holds at least 10% of the shares of a parent organization are listed.

The Owner's Permission drop-down list is used to indicate if the owner gave the facility permission to operate at the specified location.

The choices are:

- Yes
- No
- Owner is Operator

Application Information

Use the Application Information section to select the facility type and application type for the registration.



The red asterisk (*) indicates that a field is required.

A screenshot of a web form titled "Application Information". At the top, there is a green header bar with the title. Below the header, there is a light gray box containing an information icon and the text: "Please indicate the application type for this registration from the drop down list below." Below this, there are two required fields, each marked with a red asterisk. The first field is labeled "* Facility Type:" and contains a dropdown menu with the text "<select>". The second field is labeled "* Application Type:" and also contains a dropdown menu with the text "<select>". At the bottom right of the form, there are four green buttons: "Save", "Delete", "Submit", and "Finished".

The Facility List drop-down list provides the following available facilities that can be selected:

- Composting (Class 2, Class 3 and Class 4)
- Scrap Tire Collection
- Scrap Tire Recovery (Class 2 and Mobile)
- Scrap Tire Storage – Class 2

There are two application types that can be selected:

- New
- Modification of Existing

If the Modification of Existing application type is selected, the Original Approval Date and the Original Registration Number fields display.

Application Information

Please indicate the application type for this registration from the drop down list below.

* Facility Type: <select>

* Application Type: Modification of Existing

* Original Approval Date: <input type="text">

* Original Registration Number: <input type="text">

Save Delete Set

Facility Specific Sections

There are a variety of facilities supported in the facility registration service ranging from compost to scrap tire storage. Depending on the facility type selected, new sections will be added to the registration application. These facility-specific sections are described in the following paragraphs.

Facility Processing Area and Operations

Selecting Composting Class 2, Class 3 or Class 4 facility type displays this section.

Use the Facility Processing Area and Operations section to indicate how the facility will operate including the composting method, the amount of waste received a day and if food scraps are accepted.

Facility Processing Area and Operations

Please answer the following questions.

* Is the facility located on a former solid waste landfill? <select>

* Methods (select all that apply): In Vessel, Aerated Static Piles, Static Piles, Other

* Allowed Maximum Daily Waste Receipt (AMDWR): <select>

* Food Scraps: No



The red asterisk (*) indicates that a field is required.

Available compost methods are:

- Windrows
- In Vessel
- Aerated Static Piles
- Static Piles
- Other



Use **Ctrl** and left click to select multiple composting methods.

The Allowable Maximum Daily Waste Receipt drop-down lists provides predefined amounts, in tons.

Closure Cost Estimate

Selecting the Composting Class 2 facility type displays this section.

Use the Closure Cost Estimate section to input information about the cost of closing the facility. Users can enter storage capacity amounts and both closure and total cost estimates will be automatically calculated.

If the closure cost estimate exceeds \$3,500 a financial assurance document must be submitted with the registration application.

* If applicable, maximum capacity for storage of alternative materials: 430 cubic yards
* If applicable, maximum capacity for compost mixtures containing alternative materials: 5 cubic yards
Maximum capacity of materials placement area: 435 cubic yards
Closure cost multiplier: \$8.00 per cubic yards
Closure cost estimate: \$3480
Total cost estimate: \$3505
Financial Assurance Document
* Financial Assurance Document: Browse... No file selected. Upload

Financial Assurance documents provide evidence that the necessary funds are available to cover final closure costs. Composting Class 2 Facilities are required to maintain fiscal resources to adequately pay for any cost related to closure, post-closure care, and corrective measures.

Plan View Drawings

Selecting one of the following facility types displays this section:

- Composting (Class 2, Class 3 or Class 4)
- Scrap Tire Collection
- Scrap Tire Recovery – Class 2
- Scrap Tire Storage – Class 2

Use the Plan View Drawings section to upload a document that provides details about the proposed facility including property lines, location of all buildings and access roads.

Plan View Drawings
i Plan view drawings must be submitted showing the following items within 500 feet of the proposed facility: 1) all surrounding property lines around the facility; 2) all scrap tire storage and handling areas; 3) all buildings; 4) all access roads to the facility; 5) any berms required by applicable OAC Rules; 6) all regional electric transmission/distribution lines; 7) the distance between each pile of whole and/or processed scrap tires and each building on the proposed facility and within 500 feet of the proposed facility; and 8) the direction of flow and points of concentration of where rain flows off of facility property.
* Plan View Drawings: Browse... No file selected. Upload File

Letter(s) of Intent

Selecting the Composting Class 2 facility type displays this section.

Use the Letters(s) of Intent section to upload copies of the letter(s) of intent to be sent to an individual or organization, such as zoning authority, local government, solid waste management districts, local fire departments, etc. recipients. Letters of intent indicate that the facility plans to establish a composting facility at a specified location within the rules and regulations established by the Ohio EPA.

Letter(s) Of Intent

i Composting registrants are required to submit one or more Letter of Intent documents to operate the facility. Click the Browse button to search for and select the Letter of Intent document(s). Then click Upload File. Supported file types are: dat, txt, zip, pdf, doc, docx, xls, and xlsx.

* Letter(s) of Intent: No file selected.



Supported document file types include: dat, txt, zip, pdf, doc, docx, xls and xlsx.

Additional Details – Scrap Tire Collection

Select the Scrap Tire Collection facility type to display this section.

Use this section to indicate if the facility is licensed to handle scrap tires.

Additional Details - Scrap Tire Collection

i Licensed motor vehicle salvage dealer declaration

* Is the applicant a licensed motor vehicle salvage dealer under ORC 4738?

If the applicant is a licensed motor vehicle salvage dealer, enter the:

- MVSD License Number
- MVSD License Issue Date
- Name of MVSD License

Additional Details - Scrap Tire Collection

i Licensed motor vehicle salvage dealer declaration

* Is the applicant a licensed motor vehicle salvage dealer under ORC 4738?

* MVSD License Number:

* MVSD License Issue Date:

* Name of MVSD License:

Facility Operational Details

Selecting one of the following facility types displays this section:

- Scrap Tire Recovery – Class 2
- Scrap Tire Recovery Mobile
- Scrap Tire Storage – Class 2



Depending on the facility type selected, the Facility Operational Details section has different required information.

When Scrap Tire Recovery – Class 2 facility type is selected, additional text fields display.

A screenshot of a web form titled "Facility Operational Details" with a green header. Below the header is an information icon and the text "Please provide information regarding the proposed operation of this facility." The form contains four required fields, each marked with a red asterisk: 1) "Maximum number of whole tires to be stored on site:" with a text input field containing the number "0". 2) "Daily Designed Input Capacity, in TONS:" with a text input field containing the number "0". 3) "Describe mechanized power equipment to be used at this site:" with a large text area. 4) "Describe the mosquito control measures to be used at this site:" with a large text area. 5) "Describe security measures to be used at processing sites:" with a large text area. Each text area has a small grid icon in the bottom right corner.

When Scrap Tire Recovery – Mobile facility type is selected, additional text fields display.

A screenshot of a web form titled "Facility Operational Details" with a green header. Below the header is an information icon and the text "Please provide information regarding the proposed operation of this facility." The form contains four required fields, each marked with a red asterisk, arranged in a 2x2 grid: 1) "Describe portable equipment to be used:" with a text area. 2) "Describe processing methods to be used:" with a text area. 3) "Describe the mosquitos control methods to be used:" with a text area. 4) "Describe security measures to be used at processing sites:" with a text area. Each text area has a small grid icon in the bottom right corner.

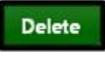
When Scrap Tire Storage – Class 2 facility type is selected, additional text fields display.

The screenshot shows a web form titled "Facility Operational Details" with a green header. Below the header is an information icon and a prompt: "Please provide information regarding the proposed operation of this facility." The form contains several fields:

- A red asterisk followed by the text "Maximum number of whole tires to be stored on site:" and a text input field containing the number "0".
- A red asterisk followed by the text "Maximum surface area to be used for the tire storage on site (square feet):" and a text input field containing the number "0".
- A red asterisk followed by the text "Is the applicant a licensed motor vehicle salvage dealer under ORC 4738?" and a dropdown menu with "No" selected.
- A red asterisk followed by the text "Describe mechanized power equipment to be used at this site:" and a large text area.
- A red asterisk followed by the text "Describe the mosquitos control methods to be used:" and a large text area.
- A red asterisk followed by the text "Describe security measures to be used at processing sites:" and a large text area.

Submit Registration Applications

Once all information is complete, click:

-  to save changes that were made and keeps the current registration displayed.
-  to cancel any changes to the current registration since the last save and returns the user to the Facility Registration Service page.
-  to save any changes that were made to the application since the last save and returns the user to the Facility Registration Service page.



Once a registration has been submitted, changes cannot be made.

Click  to submit the registration application. The PIN Validation page displays.

PIN Validation
PIN Validation for Registration Application

To complete your registration application submission please answer the questions below:

For the facility listed above, I certify that I meet the signatory qualifications of Ohio Administrative Code rule 3745-500-50. I am an applicant, owner, or operator and qualify as one of the following: (1) In the case of a corporation, a principal executive officer of at least the level of vice president or a duly authorized representative, if such a representative is responsible for the overall operation of the facility; (2) In the case of a partnership, a general partner; (3) In the case of a limited liability company, a manager, member, or other duly authorized representative of the limited liability company, if such representative is responsible for the overall operation of the facility; (4) In the case of sole proprietorship, the owner; or (5) In the case of a municipal, state, federal, or other governmental facility, the principal executive officer, the ranking elected official, or other duly authorized employee.

By transmitting this information using this Personal Identification Number (PIN), I certify that: (1) I have been authorized by Ohio EPA to use this PIN; (2) I am aware of and understand the requirements of my PIN Subscriber Agreement and it is my belief that I have complied with the terms of that agreement in all respects and am using this PIN in accordance with that Agreement; (3) I reviewed, or had the opportunity to review, the electronic version of the information, and I am transmitting the information knowingly; (4) I am without any reason to believe that the confidentiality of my PIN or security questions has or may have been compromised now or at any time prior to this submission; and (5) I understand that I may be subject to civil and criminal liability for falsely certifying.

PIN:

Please answer this security question:
What color is red?

Submit **Cancel**

Enter PIN and the answer to the security question. If the PIN and security answer match, a submission confirmation screen displays. Users can download the registration application invoice.

Registration Application Payment Options

 Your registration application was successfully submitted to Ohio EPA. Payment of any applicable fees is now due. You may download a copy of your registration application invoice from the link at the bottom of this page. An email has been sent to the email address associated with your account as confirmation of your report submission. You should save a copy of this invoice for your records.

Print Your Invoice

 [Download Invoice](#)

To download the your invoice you will need the free Adobe Acrobat Reader. If you do not have the reader you can download it by clicking on the image below.



[Continue...](#)

Select **Continue** for return to the Welcome to the Ohio EPA eBusiness Center home page.

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