



## CORE Place Creation Guidance

In this guidance, you will find:

- [An overview of what a PLACE ID is and how it ties into the eDocument Management System](#)
- [How to establish a PLACE ID using the PLACES tool](#)
- [How to add an Air Secondary ID to an existing PLACE ID](#)

### **An overview of what a PLACE ID is and how it ties into the eDocument Management System**

The Ohio EPA Place ID is a number that represents a physical location in Ohio that is regulated by Ohio EPA in some form or another. The ID is a key field linking all Divisional programs that may independently regulate certain aspects of the “place”. A good example of how a Place ID accomplishes tying all programmatic documents together is at a landfill as shown below:

### **Core Place ID 33318**

Program	Type	Secondary ID	Status
<i>none</i>	Historical Place Name	Rumpke Sanitary Landfill Inc	Active
Solid Waste Programs	Scrap Tire Temporary Sequence Number	31	Active
Solid Waste Programs	Scrap Tire Temporary Sequence Number	21	Active
Solid Waste Programs	Solid Waste Number	31-00-01	Active
Solid Waste Programs	Composting License Number	31-0105	Active
Right to Know	RTK Number	31-4953-1022	Active
Air Pollution Programs	AIR Facility ID (State)	1431092049	Active

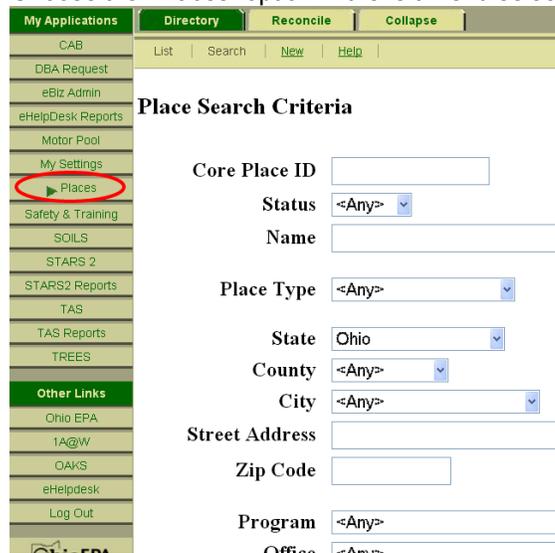
The secondary IDs tied to the CORE Place Id are used to distinguish the various regulatory programs and are also the way that the eDocument management system distinguishes documents associated with various regulatory programs, but still can tie all the documents together during a comprehensive search.

## How to establish a PLACE ID using the PLACES tool

Each District Office and local air agency will be responsible to establish an Ohio EPA Place ID and air secondary ID using the steps identified below via the “Places” web tool for every non-facility action (warning letters are not considered actions). As previously mentioned, the Place ID is a unique ID across all Ohio EPA media that identifies a regulated place within Ohio. **You should first try searching for documents associated with the location in OnBase or try searching for the location in PLACES if you suspect that a PLACE ID already exists for the location (for example, open burning at a landfill), unless the location is clearly not already place regulated by Ohio EPA.** If you find documents associated with the location, use the PLACE ID that already exists and complete the steps under “[Adding an Air Secondary ID](#)” below to add an air secondary ID to the existing PLACE. Otherwise, you must create a PLACE ID for each unique location associated with non-facility related documents. The Place ID and/or the secondary ID should be included on the first page of the letter to make it easier to find the document or identify the PLACE Id.

Establishing a new PLACE ID using the Places web tool:

1. Log into Webapps
2. Choose the “Places” option in the left menu selection



The screenshot displays the 'Places' web tool interface. On the left is a vertical navigation menu with various application categories. The 'Places' option is highlighted with a red circle. The main content area is titled 'Place Search Criteria' and contains several input fields and dropdown menus for searching and creating places.

Category	Item
My Applications	CAB
	DBA Request
	eBiz Admin
	eHelpDesk Reports
	Motor Pool
	My Settings
	Places
	Safety & Training
	SOILS
	STARS 2
	STARS2 Reports
	TAS
	TAS Reports
	TREES
Other Links	Ohio EPA
	1A@w
	OAKS
	eHelpdesk
	Log Out

**Place Search Criteria**

Core Place ID

Status

Name

Place Type

State

County

City

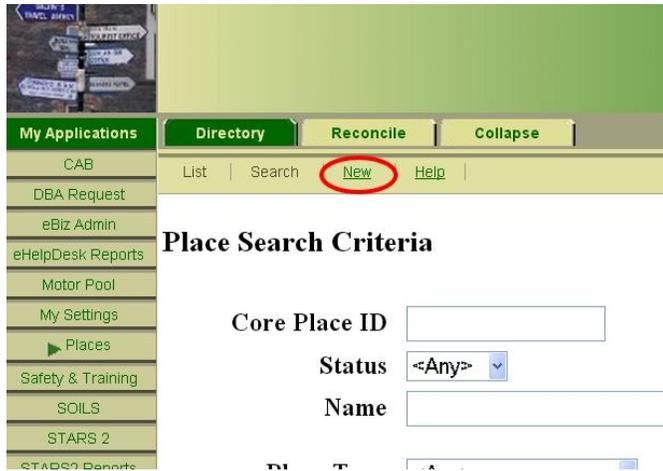
Street Address

Zip Code

Program

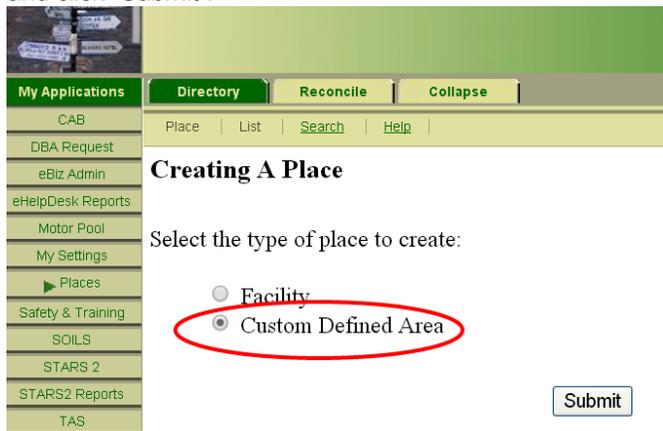
Office

3. Click on the “New Place” link



The screenshot shows a web application interface. On the left is a vertical menu with items like 'My Applications', 'CAB', 'DBA Request', 'eBiz Admin', 'eHelpDesk Reports', 'Motor Pool', 'My Settings', 'Places', 'Safety & Training', 'SOILS', 'STARS 2', and 'STARS2 Reports'. The 'Places' item is highlighted with a green arrow. The main content area has a green header with 'Directory', 'Reconcile', and 'Collapse' tabs. Below the header are links for 'List', 'Search', 'New', and 'Help'. The 'New' link is circled in red. Below the links is the heading 'Place Search Criteria' followed by input fields for 'Core Place ID', 'Status' (set to '<<Any>>'), and 'Name'.

4. Choose “Custom Defined Area” as the type of PLACE ID you want to create and click “Submit”.



The screenshot shows the 'Creating A Place' form. The left menu is the same as in the previous screenshot. The main content area has a green header with 'Directory', 'Reconcile', and 'Collapse' tabs. Below the header are links for 'Place', 'List', 'Search', and 'Help'. The 'Place' link is highlighted. Below the links is the heading 'Creating A Place' followed by the text 'Select the type of place to create:'. There are two radio button options: 'Facility' and 'Custom Defined Area'. The 'Custom Defined Area' option is selected and circled in red. A 'Submit' button is located at the bottom right of the form.

5. Enter the requested information, including the name as it appears on the document, the county, the city or township, the type of document program (Air Nuisance Site, Asbestos Removal Site or Open Burn Site), and change the date to the date of the document and click "Submit".

Create Place

My Applications
Directory   Reconcile   Collapse

CAB
List   Search   Help

DBA Request

eBiz Admin

eHelpDesk Reports

Motor Pool

My Settings

Places

Safety & Training

SOILS

STARS 2

STARS2 Reports

TAS

TAS Reports

TREES

Other Links

Ohio EPA

IA@W

OAKS

eHelpdesk

Log Out


  
 Powered by ITS Programming

### Creating Custom Defined Area

**Name\***

**Country\***

**State\***

**Primary County\***       **Township**

**Primary City**

**CDA Type\***

**Start Date**

**End Date**

**Purpose**

**Comment**

6. The PLACE ID is created as shown below

**View Place**

**Core Place ID 320009**

Originally created by mahern on 10/30/2013 at 11:00:24 AM  
Last updated by mahern on 10/30/2013 at 11:00:24 AM

**Name** DAPC edoc Test3  
**State** Ohio  
**County** [Franklin](#)  
**Township** Jefferson  
**City** none  
**Last Changed** 10/30/2013

**Place Type** Custom Defined Area  
**Start Date** 10/30/2013  
**End Date** none  
**CDA Type** Open Burn Site

**Status** Active

**Aliases** none [New Alias](#)

**Secondary IDs** none [New Secondary ID](#)

**Addresses** none [New Address](#)

**Phone Numbers** none [New Phone Number](#)

7. Add a unique "Secondary ID" to the PLACE ID record by clicking on the "New Secondary ID" link.

**View Place**

**Core Place ID 320009**

Originally created by mahern on 10/30/2013 at 11:00:24 AM  
Last updated by mahern on 10/30/2013 at 11:00:24 AM

This place is intended for **testing** only.  
**Status** Active

**Name** DAPC edoc Test3  
**State** Ohio  
**County** [Franklin](#)  
**Township** Jefferson  
**City** none  
**Last Changed** 10/30/2013

**Place Type** Custom Defined Area  
**Start Date** 10/30/2013  
**End Date** none  
**CDA Type** Open Burn Site

**Aliases** none [New Alias](#)

**Secondary IDs** none [New Secondary ID](#)

**Addresses** none [New Address](#)

**Phone Numbers** none [New Phone Number](#)

8. Choose “Air Pollution Programs”, the appropriate Secondary ID type (use “Other” if you do not see one that matches the PLACE ID type), and type in a unique secondary ID value using your Office number, a dash and the CORE PLACE ID (for example, for CDO, using the PLACE ID established in step 5 above, you would enter 01-320009). Click “Submit” when you have entered all the information.

**Create Secondary ID**

My Applications | Directory | Reconcile | Collapse

Place | List | Search | Edit | Help

**Creating Secondary ID**

Place Name DAPC edoc Test3  
Place Type Custom Defined Area

Program\* Air Pollution Programs

Secondary ID Type\* Asbestos Removal Site

Secondary ID Value\* 01-320009

Start Date\*  Nov 1 2013  
End Date  Nov 1 2013

Comment

Submit Reset Cancel

9. You will see a screen that looks similar to the one below. Note that the value you will use in OnBase to index the scanned document will be the “Secondary ID Value” that you typed, not the system generated Secondary ID shown at the top of the screen shot below – that ID is just for the CORE data base, nothing else. Select the “Place” link to navigate back to the PLACE ID record.

**View**

**My Applications** | **Directory** | **Reconcile** | **Collapse**

CAB | [Place](#) | [List](#) | [Search](#) | [New](#) | [Edit](#) | [Help](#)

DBA Request

eBiz Admin

HelpDesk Reports

Motor Pool

My Settings

Places

Safety & Training

SOILS

STARS 2

STARS2 Reports

TAS

TAS Reports

TREES

**Other Links**

Ohio EPA

1A@W

**Secondary ID 300414**  
Originally created by mahern on 11/01/2013 at 10:05:19 AM  
Last updated by mahern on 11/01/2013 at 10:05:19 AM

**Place Name** DAPC edoc Test3  
**Place Type** Custom Defined Area

**Program** Air Pollution Programs  
**Secondary ID Type** Asbestos Removal Site  
**Secondary ID Value** 01-320009

**Start Date** 11/01/2013  
**End Date** none

10. Next, add the latitude and longitude of the violation site by clicking on the “New Coordinate” link as shown below.

**Core Place ID 320009**  
Originally created by mahern on 10/30/2013 at 11:00:24 AM  
Last updated by mahern on 10/30/2013 at 11:00:24 AM

This place is intended for **testing only**.  
**Status Active**

**Name** DAPC edoc Test3  
**State** Ohio  
**County** Franklin  
**Township** Jefferson  
**City** none  
**Last Changed** 10/30/2013

**Place Type** Custom Defined Area  
**Start Date** 10/30/2013  
**End Date** none  
**CDA Type** Open Burn Site

**Aliases** none [New Alias](#)

**1 Secondary ID** [New Secondary ID](#)

ID	Program	Type	Secondary ID	Status
300402	Air Pollution Programs	Open Burn Site	UNIQUESECONDARYID	Active

**Addresses** none [New Address](#)

**Phone Numbers** none [New Phone Number](#)

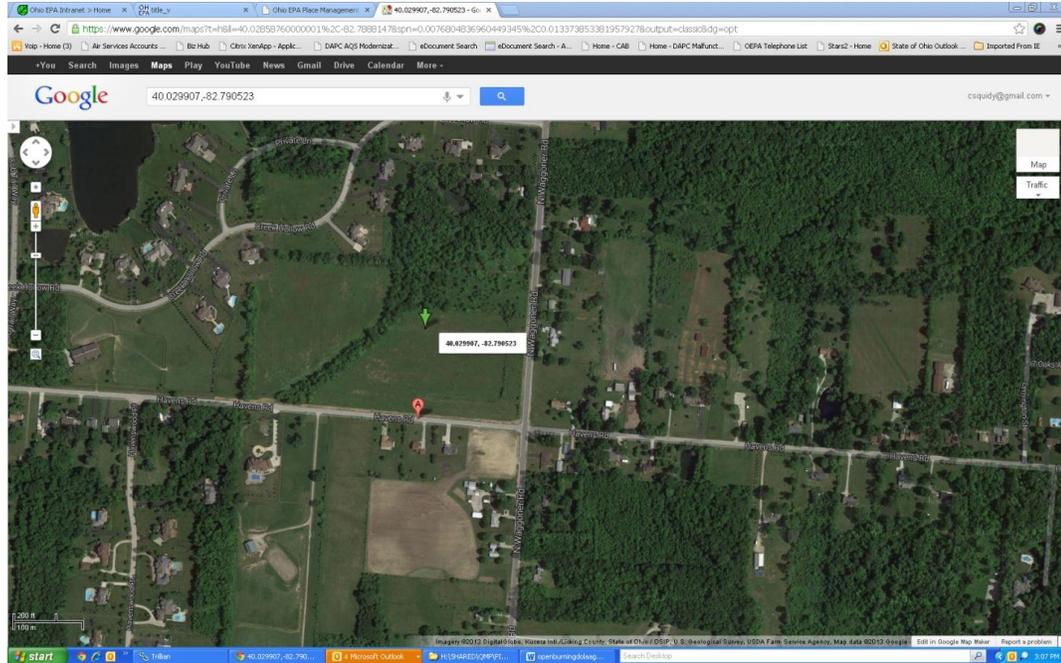
**Contacts** none [New Contact](#)

**Coordinates** none [New Coordinate](#)

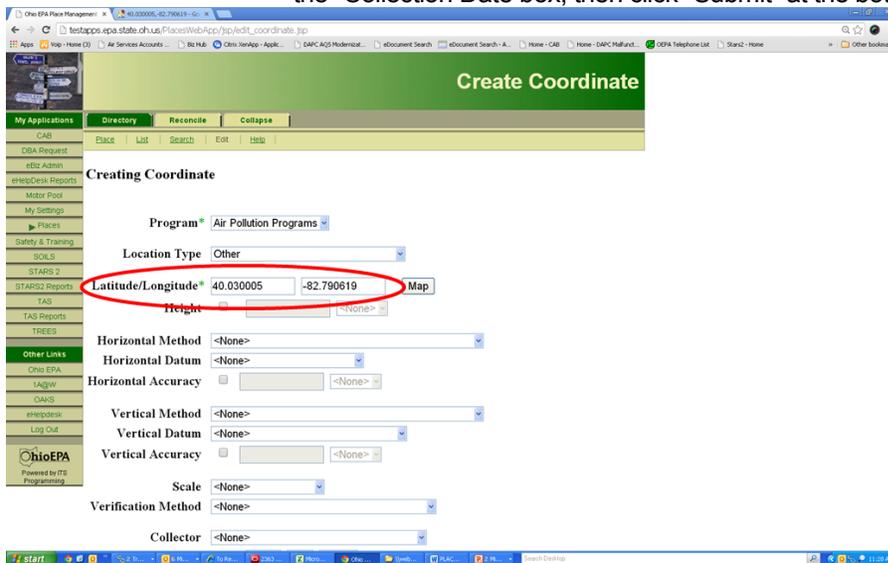
11. The easiest way to identify the latitude and longitude is to open a <https://www.google.com/maps> page and search for the site of the action. Zoom in and then “right-click” your mouse over the actual location. Select “What’s here” from the menu that appears.

The screenshot shows a Google Maps interface with a search bar containing 'waggoner and havens road'. The map displays a residential area with a large pond. A context menu is open over a location, listing options: 'Directions from here', 'Directions to here', 'Zoom in', 'Zoom out', 'Center map here', 'What's here?' (circled in red), and 'Report a problem'.

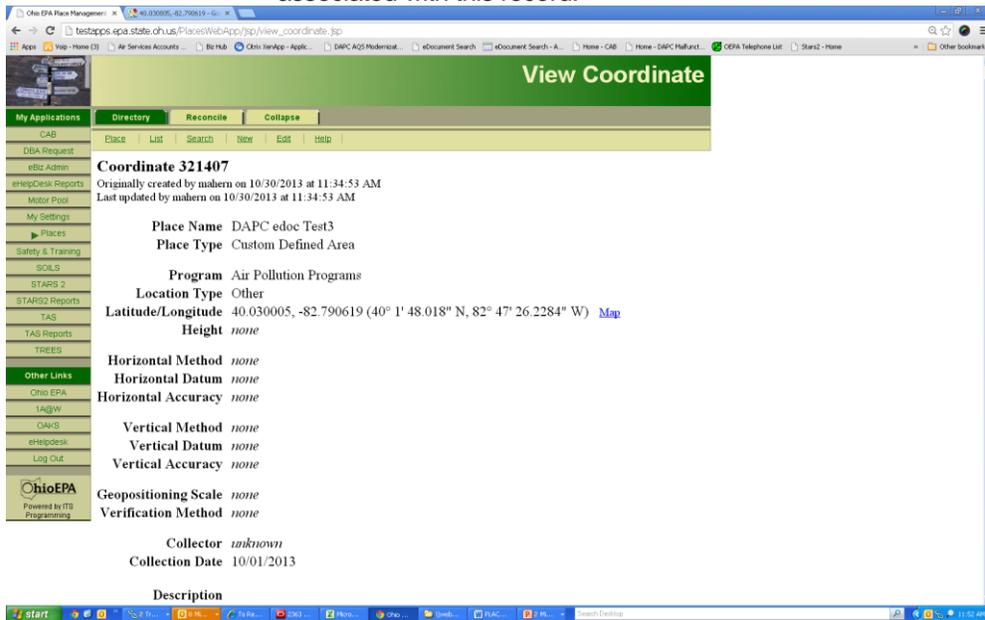
12. The latitude and longitude will then be displayed in the search box toward the top of the web page as shown below.



13. Navigate back to "PLACES" and choose "Air Pollution Programs" in the first field, choose "Other" for the second field, and copy and paste the latitude and longitude of the site into the "Latitude/Longitude" fields as appropriate and click the "Collection Date" box, then click "Submit" at the bottom of the page.



- You will see a screen similar to the one below. You do not need to go back to the "Place" record again. You can now navigate to OnBase to search for the record you just created using the secondary Id in order to index the document associated with this record.



### How to add an Air Secondary ID to an existing PLACE ID

You can add a unique secondary ID to an existing PLACE ID by performing the following steps.

- Log into PLACES
- Search for the existing CORE PLACE ID

**Place Search Criteria**

**Core Place ID** 318538 [Click Help for defining sea](#)

**Status** <-Any->

**Name**

**Place Type** <-Any->

**State** Ohio

**County** <-Any-> **Township** <-Any->

**City** <-Any->

**Street Address**

**Zip Code**

**Program** <-Any->

**Office** <-Any->

**Secondary ID Type** <-Any->

**Secondary ID Value**

**Latitude/Longitude** Adjacent To

**Keyword(s)**

- Click on the CORE Place ID in the search results as shown below:

**Place List**

Applications: Directory, Reconcile, Collapse

Places Matching Current Search Criteria

Page 1 of 1 Place 1-1 of 1

ID	Name ▼	Type	Recent Physical Address	Status
319538	Rose Gunkel Open Dump	Facility	1608 US 127 Scott, OH 45886	Active

- Click on the “New Secondary ID” link if you do not see an existing Air secondary ID, otherwise, use the existing Air Secondary ID

**View Place**

Core Place ID 319538

Originally created by pcenter on 09/25/2013 at 02:23:56 PM  
Last updated by pcenter on 09/25/2013 at 02:23:56 PM

Status: Active

Name: Rose Gunkel Open Dump  
State: Ohio  
County: Paulding  
Township: none  
City: none  
Last Changed: 09/25/2013

Place Type: Facility  
Start Date: 09/25/2013  
End Date: none

Aliases: none  
Secondary IDs: none  
1 Address

ID	Program	Type	Address	Status
441224	Municipal Solid Waste Landfills	Business Physical Only	1608 US 127 Scott, OH 45886	Active

- Choose “Air Programs”, the appropriate Secondary ID Type, and type in the unique Secondary ID as shown below:

**Create Secondary ID**

Creating Secondary ID

Place Name: Rose Gunkel Open Dump  
Place Type: Facility

Program: Air Pollution Programs

Secondary ID Type: Asbestos Removal Site

Secondary ID Value: UNIQUE ID 1

Start Date:  Oct 31 2013  
End Date:  Oct 31 2013

Comment:

Submit Reset Cancel

6. You will see the results for the created Secondary ID:

The screenshot shows the OnBase software interface. On the left is a vertical navigation menu with items like 'Applications', 'CAB', 'DBA Request', 'eBiz Admin', 'elpDesk Reports', 'Motor Pool', 'My Settings', 'Places', 'Safety & Training', 'SOILS', 'STARS 2', 'TARS2 Reports', 'TAS', 'TAS Reports', 'TREES', and 'Other Links'. The main content area has a green header with 'Directory', 'Reconcile', and 'Collapse' buttons. Below the header are 'Place', 'List', 'Search', 'New', 'Edit', and 'Help' buttons. The main content displays the following information for 'Secondary ID 300412':

- Secondary ID 300412**
- Originally created by mahern on 10/31/2013 at 03:08:28 PM
- Last updated by mahern on 10/31/2013 at 03:08:28 PM
- Place Name** Rose Gunkel Open Dump
- Place Type** Facility
- Program** Air Pollution Programs
- Secondary ID Type** Asbestos Removal Site
- Secondary ID Value** UNIQUE ID 1
- Start Date** 10/31/2013
- End Date** none

7. You can now search on the new Secondary ID in OnBase to index the associated document.