



## 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](#)
- Searching for existing PLACE IDs – Why it is important and how to do it
- [How to establish a PLACE ID using the PLACES tool](#)
- [How to add an Air Secondary ID to an existing PLACE ID](#)
- [Revision summary information](#)

### **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

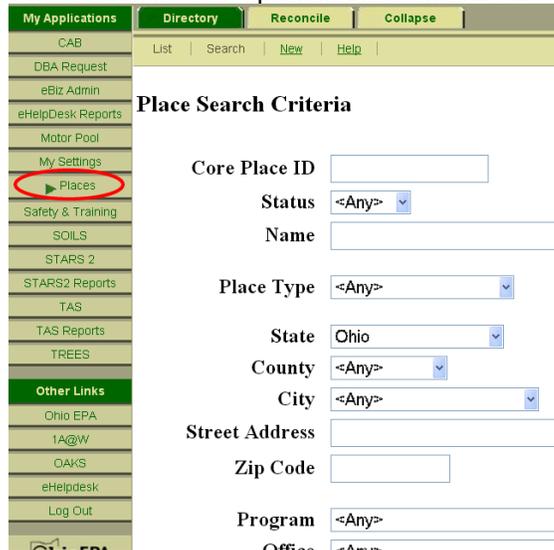
The secondary IDs tied to the CORE Place Id are used to distinguish the various regulatory programs and are also the way that the eDocument management system distinguishes documents associated with various regulatory programs, but still can tie all the documents together during a comprehensive search.

## 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.

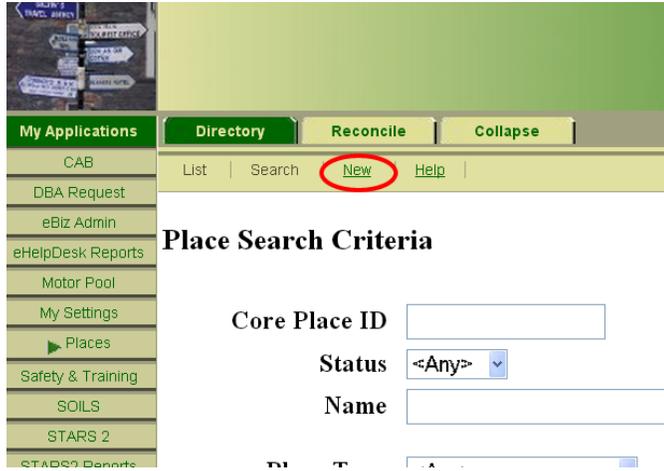
Establishing a new PLACE ID using the Places web tool:

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



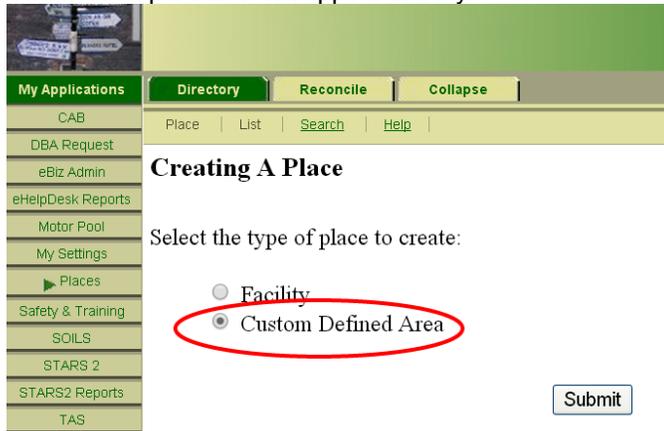
The screenshot displays the 'Places' web tool interface. On the left is a vertical navigation menu with categories: 'My Applications' (containing CAB, DBA Request, eBiz Admin, eHelpDesk Reports, Motor Pool, My Settings, Places, Safety & Training, SOILS, STARS 2, STARS2 Reports, TAS, TAS Reports, TREES), 'Other Links' (containing Ohio EPA, 1A@W, OAKS, eHelpdesk, Log Out), and a logo for 'OHIO EPA'. The 'Places' option is highlighted with a red circle. The main content area is titled 'Place Search Criteria' and contains the following fields: 'Core Place ID' (text input), 'Status' (dropdown menu with '<Any>' selected), 'Name' (text input), 'Place Type' (dropdown menu with '<Any>' selected), 'State' (dropdown menu with 'Ohio' selected), 'County' (dropdown menu with '<Any>' selected), 'City' (dropdown menu with '<Any>' selected), 'Street Address' (text input), 'Zip Code' (text input), 'Program' (dropdown menu with '<Any>' selected), and 'Office' (dropdown menu with '<Any>' selected). At the top of the main area, there are tabs for 'Directory', 'Reconcile', and 'Collapse', and a sub-menu with 'List', 'Search', 'New', and 'Help'.

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 main content area has a 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 header is a section titled 'Place Search Criteria' with input fields for 'Core Place ID', 'Status' (set to '<Any>'), and 'Name'.

4. Depending on the “PLACES” role you are granted, you will either have to choose to create a Choose “Custom Defined Area” as the type of PLACE ID you want to create and click “Submit” or the “Custom Defined Area” input screen in step 5 below will appear directly.



The screenshot shows the 'Creating A Place' screen. The left menu is the same as in the previous screenshot. The main content area has a header with 'Directory', 'Reconcile', and 'Collapse' tabs. Below the header are links for 'Place', 'List', 'Search', and 'Help'. The main content area is titled 'Creating A Place' and contains the text 'Select the type of place to create:'. Below this text 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".

The screenshot shows a web application interface titled "Create Place". On the left is a vertical navigation menu with categories: "My Applications" (containing CAB, DBA Request, eBiz Admin, eHelpDesk Reports, Motor Pool, My Settings, Places), "Safety & Training" (containing SOILS, STARS 2, STARS2 Reports, TAS, TAS Reports, TREES), and "Other Links" (containing Ohio EPA, IAGW, OAKS, eHelpdesk, Log Out). At the bottom of the menu is the OhioEPA logo and the text "Powered by ITS Programming".

The main content area is titled "Creating Custom Defined Area" and contains the following form fields:

- Name\***: Text input field containing "DAPC edoc Test3".
- Country\***: Dropdown menu set to "United States".
- State\***: Dropdown menu set to "Ohio".
- Primary County\***: Dropdown menu set to "Franklin".
- Township**: Dropdown menu set to "Jefferson".
- Primary City**: Dropdown menu set to "<None>".
- CDA Type\***: Dropdown menu set to "Open Burn Site".
- Start Date**:  Oct 30 2013
- End Date**:  Oct 30 2013
- Purpose**: Large empty text area.
- Comment**: Empty text area.

6. The PLACE ID is created as shown below

**View Place**

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

CAB | List | Search | New | Edit | Duplicates | Help

DBA Request

eBiz Admin

**Core Place ID 320009**

HelpDesk Reports | 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

Motor Pool

My Settings

Places

Safety & Training

SOILS

STARS 2

STARS2 Reports

TAS

TAS Reports

TREES

**Other Links**

Ohio EPA | Aliases *none* | [New Alias](#)

1AgW

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

eHelpdesk

Log Out | **Addresses** *none* | [New Address](#)

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

Powered by ITS

**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

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

**View Place**

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

CAB | List | Search | New | Edit | Duplicates | Help

DBA Request

eBiz Admin

**Core Place ID 320009**

HelpDesk Reports | 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

Motor Pool

My Settings

Places

Safety & Training

SOILS

STARS 2

STARS2 Reports

TAS

TAS Reports

TREES

**Other Links**

Ohio EPA | Aliases *none* | [New Alias](#)

1AgW

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

eHelpdesk

Log Out | **Addresses** *none* | [New Address](#)

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

Powered by ITS

**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

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

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

OhioEPA

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](#)

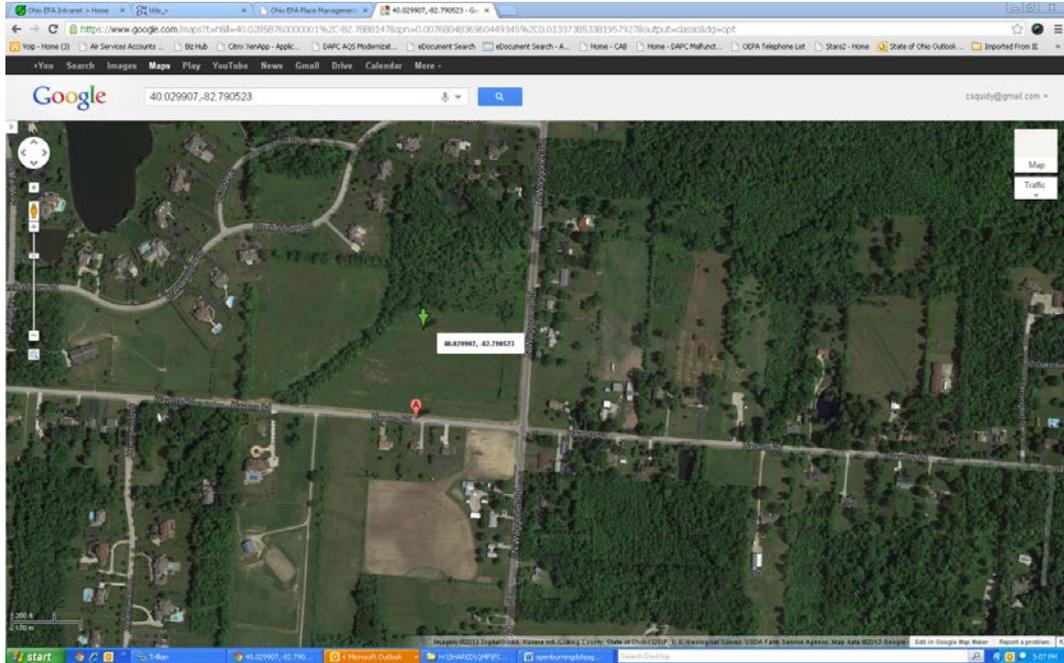
Contacts: none [New Contact](#)

Coordinates: none [New Coordinate](#)

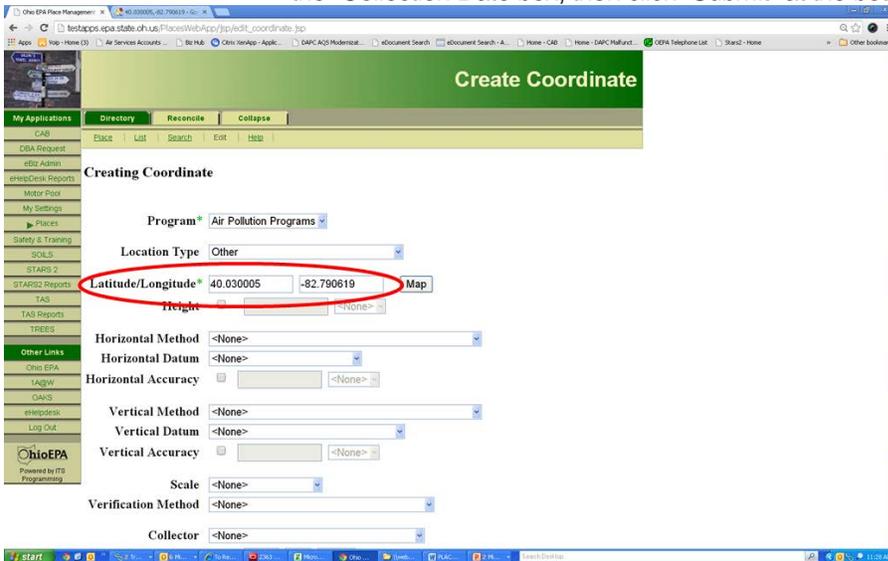
11. The easiest way to identify the latitude and longitude is to open a <https://www.google.com/maps> page and search for the site of the action. Zoom in and then “right-click” your mouse over the actual location. Select “What’s here” from the menu that appears.

Google Maps interface showing an aerial view of a residential area. A context menu is open over a specific location, with the "What's here?" option circled in red. The browser address bar shows the URL: <https://www.google.com/maps>

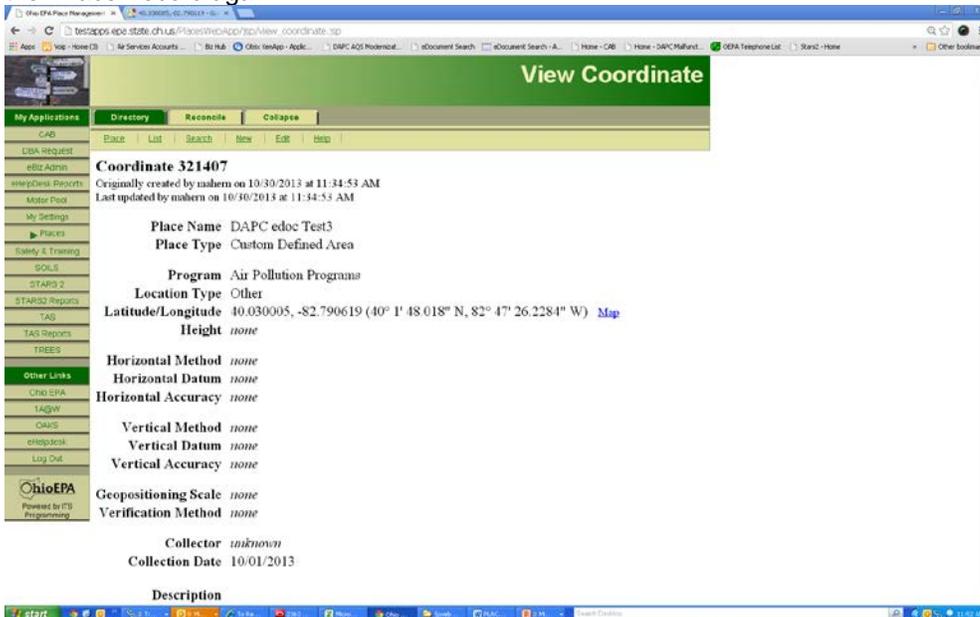
12. The latitude and longitude will then be displayed in the search box toward the top of the web page as shown below.



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.



14. You will see a screen similar to the one below. You do not need to go back to the "Place" record again.



15. Finally, add the address information to the PLACE record so that the PLACE ID you just created can be found if you or someone else subsequently needs to search for the same location but does not have or know about the Place ID or secondary ID you just created. You can add the address by selecting the "Place" link to navigate back to the PLACE ID record. Then, select "New Address" link as shown below:



16. Enter the required information.
  - a. Always use the location where the action occurred, not a mailing address
  - b. Always choose "Business Physical Only" for the address type
  - c. If there is no street address, describe the address location as best you can and in such a way as to increase the chance of finding the record if someone does a search in the future (the example below is for a farm field located near the intersection of the two roads identified below). Remember, when searching, the less you put into a give search field, the wider the search results will be, so at least one key word in the address should help increase the chances of a successful future search.

### Creating Address

**Place Name** test-3

**Place Type** Custom Defined Area

**Program\*** Air Pollution Programs ▾

**Address Type\*** Business Physical Only ▾

**Country\*** United States ▾

**Street Address\*** Waggoner and Havens Road

**Primary County** Franklin ▾

**City\*** Blacklick ▾

**State\*** Ohio ▾

**Postal Code\*** 43004

**Start Date\***  Apr ▾ 15 ▾ 2014 ▾

**End Date**  Apr ▾ 15 ▾ 2014 ▾

**Verification Date**  Apr ▾ 15 ▾ 2014 ▾

17. 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.

1. Log into PLACES
2. Search for the existing CORE PLACE ID

The screenshot shows the 'Place Search Criteria' form in the PLACES application. The 'Core Place ID' field is highlighted with a red circle and contains the value '319538'. Other fields include Status, Name, Place Type, State (Ohio), County, Township, City, Street Address, Zip Code, Program, Office, Secondary ID Type, Secondary ID Value, Latitude/Longitude (Adjacent To), and Keyword(s). Buttons for 'Submit' and 'Reset' are at the bottom.

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

**Place List**

Applications: Directory Reconcile Collapse

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 peacater on 09/25/2013 at 02:23:56 PM  
Last updated by peacater on 09/25/2013 at 02:23:56 PM

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

Status: Active

Aliases: none [New Alias](#)

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

1 Address [New Address](#)

ID	Program	Type	Address	Status
411224	Municipal Solid Waste Landfills	Business Physical Only	1608 US 127 Scott, OH 45886	Active

Phone Number: none [New Phone Number](#)

- 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:

Applications	Directory	Reconcile	Collapse
CAB	Place	List	Search
DBA Request	New	Edit	Help
eBiz Admin	<b>Secondary ID 300412</b>		
elpDesk Reports	Originally created by mahern on 10/31/2013 at 03:08:28 PM		
Motor Pool	Last updated by mahern on 10/31/2013 at 03:08:28 PM		
My Settings	Place Name	Rose Gunkel Open Dump	
Places	Place Type	Facility	
safety & Training	Program	Air Pollution Programs	
SOILS	Secondary ID Type	Asbestos Removal Site	
STARS 2	Secondary ID Value	UNIQUE ID 1	
TARS2 Reports	Start Date	10/31/2013	
TAS	End Date	none	
TAS Reports	<b>Other Links</b>		
TREES	Ohio EPA		
	1A@W		
	OAKS		

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

### Revision summary information

Rev 2.0 addition – added instructions for including address so that future searches are successful in order to avoid duplicate CDA-related Place IDs.

[Return to top of document](#)